



Renton Technical College

FALL 2010

September 20- December 16
Volume 15, No. 4

NEW student
registration begins July 12



Train for a career in:

- Pharmacy Technician
- Professional Baking
- Automotive, Ford ASSET



Explore your options at
www.RTC.edu
Education for Life

What's Happening at RTC – Fall 2010

August 12	Last Day of Summer Quarter
August 12	Graduation Ceremony ShoWare Center in Kent, 7:00pm
September 6	Labor Day – College Closed
September 20	First Day of Fall Quarter
November 11	Veteran's Day – College Closed
November 25 & 26	Thanksgiving Holiday – College Closed
December 16	Last Day of Fall Quarter
December 24 & 25	Christmas Holiday – College Closed

2009-2010 State Support of Higher Education Students Across Washington

	Resident Undergraduate	Nonresident Undergraduate
Instructional Cost per FTE Student	\$6,706	\$6,706
Operating Fee	\$2,340	\$7,170
Net State Support per FTE Student	\$4,366	—

	State Financial Aid	Institutional Financial Aid
Undergraduate Resident	\$785*	\$74**
Undergraduate Nonresident	\$28	N/A

*Includes State Work Study, State Need Grant, EOG, and all other financial aid programs administered by the HECB, and four SBCTC administered programs: Work-based Learning Tuition Assistance, Opportunity Grants, Worker Retraining Financial Aid and Worker Retraining Private College Funding.

**Institutional financial aid is shown on an average student basis. Data are not available to allocate by student category. Institutional financial aid is not available to nonresidents.

PERIODICALS

Renton Technical College Class Schedule (USPS 671-270) is published quarterly by
Renton Technical College | 3000 NE Fourth Street | Renton, WA 98056-4123.
PERIODICALS postage paid at Renton, WA 98058 and at additional mailing offices.

POSTMASTER:

Send address changes to: Renton Technical College | Class Schedule |
3000 NE Fourth Street | Renton, WA 98056-4123

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

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

Non-Discrimination Statement | Renton Technical College is committed to non-discrimination in all of its educational and employment activities, and to provide equal access to each of its educational programs and activities, and employment opportunities. This policy shall apply to all students and applicants for admission, as well as all employees and applicants for employment, without regard to race; color; creed; religion; national origin; sex; sexual orientation; marital status; age; the presence of any sensory, mental or physical disability; or whether a Vietnam-era or disabled veteran. Questions regarding the college affirmative action policies, harassment or discrimination should be directed to Director of Human Resource Development at (425) 235-7873. Accommodations for both physical and mental disabilities should be directed to Student Services at (425) 235-2352, ext. 5544.

Renton Technical College is a Collegiate Partner of Scholarship America® and the Dollars for Scholars® family community scholarship foundations. Renton Technical College has agreed that Dollars for Scholars awards of up to \$2,500 per student will not adversely affect scholarship funding provided by Renton Technical College.



Renton Technical College

1941-2010

Board of Trustees

Ronnie Behnke • Ira SenGupta
Cathy McAbee • Tyler Page • Kirby Unti
Steve Hanson, College President

Schedule Staff

Kathy Chavers, Public Information Specialist
Mia Bradshaw, Graphic Artist
Rachel Harper, Executive Assistant, Department of Instruction
Ly Chang, Registration Coordinator

Publication Disclaimer

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

Limitation of Liability

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



General Information	
Campus Map & Building Guide	63
Fall 2010 Tuition and Fees	7
Online & Hybrid Courses:	
System Requirements and Information.....	8
Registration and Student Services	4-6
What's Happening at RTC.....	2
Automotive Technology	10-11
Business Technology	12-17
Construction & Building Technology	18-20
Apprenticeship Programs.....	20
Community Education	53-61
Culinary	22-23
Education & Human Services	24-27
Health, Allied	28-31
Manufacturing & Product Services	32-35

Full-Time Career Training Programs

Accounting Clerk	12	Dental Assistant	29
Accounting Paraprofessional.....	12	Early Childhood Careers	24
Accounting Specialist	12	Engineering Design Technology	38
Administrative Office Management/Entrepreneurship and Small Business Management.....	12	Industrial Engineering (FT or PT program)	18
Administrative Office Management/Office Management.....	12	Kitchen Major Appliance Technology.....	34
Anesthesia Technician.....	28	Land Surveying/Field Survey Technician	43
Applications Developer	36	Land Surveying/Land Survey Technician	43
Autobody Repair and Refinishing.....	10	Laundry Major Appliance Technology.....	34
Automotive, Ford ASSET.....	10	Legal Secretary/Legal Assistant	16
Automotive, ITEC Service Technician.....	10	Licensed Practical Nurse.....	30
Automotive Technology.....	10	Major Appliance and Refrigeration Technology.....	34
Band Instrument Repair Technology	32	Massage Therapy Practitioner	30
Basic Machining.....	33	Medical Assistant.....	30
Basic Welding.....	34	Medical Coding Specialist – Physician Based.....	17
Certified Office Professional/Executive Assistant	16	Medical Receptionist.....	16
Certified Office Professional/Office Support Specialist	16	Medical Reimbursement Specialist	16
Computer Applications	13	Ophthalmic Assistant.....	31
Commercial Building Engineering (FT or PT program).....	18	Pharmacy Technician.....	31
Computer Network Technology	36	Precision Machining Technologies.....	32
Computer Numerical Control	33	Professional Baking	22
Computer Science.....	36	Refrigeration Technology.....	34
Construction Management (FT or PT program)	19	Registered Nurse, Associate Degree	30
Culinary Arts.....	22	Supervision and Management	13
		Surgical Technologist.....	31
		Welding	34

Part-Time Career Training Programs

Basic Computer Applications	13	Electronic Service Technician	37
Central Service Technician	28	Industrial Engineering (FT or PT program)	18
Child Development Associate.....	26	Management of Childcare Programs.....	26
Civil CADD	39	Medical Office Certificate.....	17
Commercial Building Engineering (FT or PT program) ...	18	Nursing Assistant	29
Computer-Aided Drafting	39	Office Assistant/Receptionist.....	16
Computer Programming	36	Phlebotomy Technician	31
Construction Management (FT or PT program).....	19	Property Maintenance	20
		Veterinary Assistant	31

Online & Hybrid Courses @ RTC

Students enrolling in Online and/or Hybrid courses will need the following:

- Operating system – Windows 2000/XP/Vista/7
- Pentium 400 mHz Processor, 500 MB RAM, 800x600 resolution
- 56 Kbps modem or faster
- For Macintosh computers, OS 9.1, 9.2 or higher
- Internet access through an ISP (Internet Service Provider) including e-mail and World Wide Web
- Minimum browser requirements: Internet Explorer 7 Service Pack 2 or FireFox 3 or higher

Register at least one week prior to start of class.
Electronic classroom available one week before
class starts at

www.RTC.edu/Programs/OnlineCourses/

The following classes are Online and Hybrid
courses being offered Fall Quarter. *Please see
individual course descriptions for information
and dates specific to the course offering.*

For additional information, call (425) 235-5840.

**Phone
Directory**

**Registration
& Information**
(425) 235-2352

Bookstore
(425) 235-2323

Catering/Bakery
(425) 235-5845

Child Care
(425) 235-2459

Counseling
(425) 235-5840

Culinaire Room
(425) 235-5845

Financial Aid
(425) 235-5841



NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Renton Technical College to comply with the requirements of FERPA.
5. The right to obtain a copy of Renton Technical College's student records policy. The policy is available in the Registrar's Office, Roberts Campus Center (Building I). For information regarding the Student Records Policy, please contact the Registrar's Office at (425) 235-2352, ext. 5537.

TUITION PAYMENT

Students in full-time career training programs pay tuition and fees each quarter. Tuition is calculated for each individual based on the number of credits the student is taking that quarter. Students may contact Registration to calculate the amount due each quarter.

A \$75.00 late fee will be charged to students currently enrolled in a full-time career training program at RTC who have not registered *before* the first day of the quarter. This does not apply to new students registering for the first time.

REFUND POLICY

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

Before the start date: 100%

Within first seven (7) calendar days: 80%

After the first seven days and before 20th calendar day: 40%

After 20th calendar day: No refund.

Students receiving financial aid:

See financial aid officer for return of Title IV funds policy.

BOOKSTORE

You may purchase books and supplies at the RTC Bookstore in the Roberts Campus Center, Building I. The Bookstore also stocks general and reference books, electronic and computer supplies, clothing, cards, gifts and other sundries. For information or a complete list of required textbooks and supplies, call the Bookstore at (425) 235-2323 or <http://www.bookstore.RTC.edu>.

CHILD CARE

RTC operates a Child Care Center on the main campus for children of RTC students, employees, and the public. Center hours are Monday-Friday, 6:30am to 5:00pm. The Center is accredited by King County Child Care Programs and provides care for children ages one year through five years. Fees are based on the child's age. Applications are accepted on a first-come, first-served basis. Priority enrollment is given to children of full-time students. For more information or to schedule a visit, call (425) 235-2459.

COMPUTER LAB

Computer labs are open for any student enrolled in a full-time program. All other students may purchase a quarterly lab pass. The computer lab is located in the Technology Resource Center, Building C, Room 102. All lab usage is on a drop-in basis. For information, call the Registration Office at (425) 235-2352.

COUNSELING

Renton Technical College's certified vocational counselors can help you determine the career and occupational areas that are best suited for you. To schedule an appointment during the week, call the Counseling Center at (425) 235-5840. Counseling services are free and appointments are recommended:

Monday through Thursday, 7:30am–5:30pm

Fridays, 7:30am–4:00pm

FINANCIAL AID

Financial aid programs available at Renton Technical College include Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Stafford Loan, State Need Grant, State Work Study, Academic Competitiveness Grant, and various scholarships. Working parents with a child under 18 and who meet income guidelines may be eligible for free tuition and books. You are encouraged to apply for financial aid at least six weeks before the start of your training program. For more information, to speak to a Financial Aid Advisor, or to schedule an appointment, contact the Financial Aid Office at (425) 235-5841.

FOOD SERVICE

RTC's Culinary Arts program offers a variety of food services for students on campus, as well as an outside catering department. Vending machines are located in many campus buildings.

Weekly menus for lunch service are available Online at <http://www.RTC.edu/catering>.

EXPRESS DINING – “Scatterline”

Monday–Friday, 6:30am–1:00pm

Breakfast, 7:00am–10:15am

Lunch, 11:15am–1:00pm

BAKERY – Monday–Friday, 7:00am–1:00pm

CULINAIRE ROOM – Sit-down Restaurant Dining

Monday–Friday, 11:15am–1:00pm

CULINAIRE EXPRESS – Fast Foods

Monday–Friday, 11:15am–2:45pm

CATERING – For catering services, call (425) 235-5845,

ext 4.

www.RTC.edu/catering



LIBRARY

RTC's Library provides printed and audiovisual materials, reference services and work space for students, staff and faculty. Library cards are available upon request. The Library is located in the Technology Resource Center, Building C, and is open Monday through Thursday, 7:00am–8:00pm and Fridays 7:00am–4:30pm. Open hours during holiday weekends and between quarters will vary. For more information, call (425) 235-2331 or go to www.RTC.edu/library.

TRANSFER CREDITS

Transfer credits from other institutions will be considered upon validation of transcripts and assessment of coursework. Students interested in transferring credits from other institutions should call the Registration Office at (425) 235-2352.

TESTING CENTER

Before students can enroll in a RTC Professional Technical Program they are required to take the COMPASS placement test. The test will assess the student's writing, reading and math skills. The COMPASS is offered on the computer with no time limit. There is a \$25.00 fee to take the COMPASS.

GED testing is also offered by appointment. The first step is to attend an orientation. Call the Testing Center for more information.

CLEP testing is another service of the Testing Center. This is a computerized test that allows a student to demonstrate their knowledge on a particular subject and receive college credit. Call the Testing Center for more information.

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

For additional information, please call the Testing Center at (425) 235-2352, ext. 5704.

RUNNING START

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

For more information on Running Start call (425) 235-5840.

TECH PREP

RTC has articulation agreements with 32 high schools in the South King County Tech Prep Consortium. These agreements allow students to get direct RTC credit for specific skills they have learned while in high school. RTC encourages high school students to register now for one of several articulated programs by filling out a Tech Prep registration form. For more information, contact your high school counselor or vocational teacher, or call Student Services at (425) 235-5840.

ADA SERVICES

Students with disabilities are encouraged to meet with the Special Needs Counselor. For more information call (425) 235-5840.

Student Services TTY (425) 235-5811

VETERANS' BENEFITS

RTC is approved by the Veterans' Administration for students eligible under Chapters 31, 32, 33, 34, and 35, Post 911 GI Bill, Title 38, United States Code. Veterans should contact the Financial Aid Office at (425) 235-5841 for information on VA requirements.

WORKER RETRAINING

If you are currently receiving unemployment benefits from the state of Washington, or have exhausted unemployment benefits within the last two years, or have received notice of a future layoff, or you are a displaced homemaker, or are a veteran, you may be eligible to receive financial aid for approved training programs to help cover the costs of tuition, books, child care and transportation. For information on Worker Retraining programs or eligibility, call (425) 235-5840.

WORKFIRST SERVICES FOR TANF PARENTS

If you receive TANF assistance through DSHS, or if you are a working parent meeting income eligibility guidelines, you may be eligible for free career training at RTC. Parents participating in the TANF program must be referred by their DSHS case manager and may enroll in approved training programs up to 12 months in length, such as Medical Assistant, Office Assistant/ Receptionist, Accounting Paraprofessional, Medical Reimbursement Specialist, Computer Networking and many more! Call (425) 235-5848 for more information and to sign up for a TANF student orientation.

TUITION ASSISTANCE FOR LOW-WAGE PARENTS

If you have received TANF within the last two years, and are a working parent (at least 20 hours/week) meeting household income eligibility limits, you may be eligible for WorkFirst Financial Aid to cover the costs of tuition, fees and books for job skills programs and classes. Call (425) 235-5848 for more information on eligibility and services, and to make an appointment with a WorkFirst Counselor.

BASIC FOOD EMPLOYMENT AND TRAINING (BFET)

If you are currently receiving Basic Food benefits (formerly known as "Food Stamps"), or are eligible to do so, our BFET program may help provide access to other support services, including child care funding. This program is open to students in Basic Skills classes (including ESL, GED and ABE) as well as for career training programs. Call (425) 235-5840 for more information on eligibility and services, and to make an appointment with a BFET advisor.



New Student Checklist

Welcome to Renton Technical College.

The following guide will assist you in successfully enrolling into your program or class.

1 Apply for admissions online

•Mail the application to:

Registration: Renton Technical College | 3000 NE Fourth Street | Renton, WA 98056

•In person at the Admissions/Registration department in Roberts Campus Center, (Bldg I) during business hours

Monday through Thursday 7:30am – 6:00pm | Fridays 8:30am – 4:00pm

Memorial Day through Labor Day: Monday through Thursday 7:30am – 6:00pm | Fridays 8:30am – 3:30pm

2 Pay for COMPASS assessment test

•There is a \$25.00 fee for taking the placement test at Renton Technical College. The fee is paid at the cashier window in Student Services.

•Pick up the COMPASS testing calendar at the Admissions/Registration counter in the Roberts Campus Center, (Bldg I) for dates and times that the COMPASS is being offered.

3 Take the COMPASS assessment test

•All new students (with the exception of Adult Basic Education and English as a Second Language) students must take the English and math portion of the COMPASS placement test.

•Non-degree-seeking students who plan to enroll in English writing or math must also take the COMPASS test.

•Exception: If you have attended other colleges and have completed college level English writing or math (intermediate algebra and higher) with at least a 2.0 grade point average, please bring your transcript to the Counseling Center in the Roberts Campus Center (Bldg I) and the COMPASS assessment may be waived. Copies of your transcript are acceptable.

•Students registering in continuing education classes are not required to take the COMPASS assessment test.

4 Apply for financial aid if applicable

•Financial aid forms are available online at www.fafsa.gov

•Financial aid forms on-line worksheets are available at the Financial Aid Counter, Roberts Campus Center, (Bldg I), room 205

•For more information please read the financial aid section of our website or call (425) 235-5841.

5 Register

•In person

•Online <http://www.ctc.edu/~renton/wts/kiosk/index.html>

•Mail

•Fax (425) 235-7826

6 Pay tuition and fees

Tuition payment is due at the time you register for your class. You may pay by:

•Cash

•Check

•Visa/MasterCard

•Financial Aid Award (If you are receiving financial aid, please read the financial aid section of our website <http://www.rtc.edu/StudentServices/FinancialAid/> or call (425) 235-5841.

7 Purchase books

You can purchase books by going to the Renton Technical College Bookstore located in the Roberts Campus Center, (Bldg I). The Bookstore website <http://www.bookstore.RTC.edu> may provide you with more specific information.



Important Registration Dates – Fall 2010

July 8-11	Current Student Registration
July 12	New Student Registration begins
July 14	New Basic Skills (ABE/GED/ESL) Student Registration begins
August 2	Fall tuition due First STEPP Payment due
September 1	Second STEPP Payment due
September 17	Last day to withdraw 100% refund (September 19 online)
September 24	Last day to withdraw 80% refund Fall graduation applications due
October 1	Third STEPP Payment due Last day to request an audit
October 8	Last day to withdraw with 40% refund
November 12	Last day to withdraw with W grade
December 16	Last day of the quarter
December 21	Grades available online

Student Tuition Easy Payment Plan

What is STEPP?

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

- To enroll, complete a STEPP enrollment form at the Cashier's office before the tuition due date, or at the time of registration (if later).
- Each quarter you must enroll with the Cashier before making your first payment.
- Payments are made in three installments (two for summer).
- There is a quarterly \$25.00 nonrefundable enrollment fee.
- Any partial payment made toward tuition without enrolling in STEPP could result in administrative withdrawal from classes.
- Non-refundable course fees such as lab fees or online fees are not eligible to be carried through STEPP.

More information about our Student Tuition Easy Payment Plan can be found on our website.

Fall 2010 Tuition & Fees

2010-2011 TUITION

# of Credit Hours	Tuition & Fees*	International Tuition & Fees*
1	\$83.36	\$167.83
2	\$166.72	\$335.66
3	\$250.08	\$503.49
4	\$333.44	\$671.32
5	\$416.80	\$839.15
6	\$493.14	\$992.57
7	\$569.48	\$1,145.99
8	\$645.82	\$1,299.41
9	\$722.16	\$1,452.83
10	\$798.50	\$1,606.25
11	\$874.84	\$1,759.67
12	\$951.18	\$1,913.09
13	\$1,027.52	\$2,066.51
14	\$1,103.86	\$2,219.93
15	\$1,180.20	\$2,373.35
16	\$1,234.94	\$2,482.39
17	\$1,289.68	\$2,591.43
18	\$1,344.42	\$2,700.47
19	\$1,395.94	\$2,806.29
20	\$1,447.46	\$2,912.11

2010-2011 FEES

# of Credit Hours	Tuition & Fees*	International Tuition & Fees*
21	\$1,498.98	\$3,017.93
22	\$1,550.50	\$3,123.75
23	\$1,602.02	\$3,229.57
24	\$1,653.54	\$3,335.39
25	\$1,705.06	\$3,441.21
26	\$1,756.58	\$3,547.03
27	\$1,808.10	\$3,652.85
28	\$1,859.62	\$3,758.67
29	\$1,911.14	\$3,864.49
30	\$1,962.66	\$3,970.31
31	\$2,014.18	\$4,076.13
32	\$2,065.70	\$4,181.95
33	\$2,117.22	\$4,287.77
34	\$2,168.74	\$4,393.59
35	\$2,220.26	\$4,499.41
36	\$2,271.78	\$4,605.23
37	\$2,323.30	\$4,711.05
38	\$2,374.82	\$4,816.87
39	\$2,426.34	\$4,922.69
40	\$2,477.86	\$5,028.51

Additional Fees

Hybrid Fee: \$4 per course
Online Fee: \$40 per course
Culinary Arts: \$15.43 per credit (Cost of student meals)
COMPASS Test Fee: \$25
Application Fee: \$30
International Application Fee: \$50
Clinical Placement Fee: \$100 per clinical course
Late Registration Fee: \$75
Payment Plan Fee: \$25
Student Tuition Cost Per Credit
1-5 Credits \$80.14
6-15 Credits \$73.12
16+ Credits \$51.52
International Tuition Cost Per Credit
1-5 Credits \$164.61
6-15 Credits \$150.20
16+ Credits \$105.82

*Credits 1 - 18 include a building fee charge of \$3.22 per credit



2010 Washington Small Business Fair

Saturday, September 25, 2010

Renton Technical College

3000 NE 4th Street, Renton 8:00am–3:30pm

It's
free!



Starting a business? Expanding your business? Looking for tips on how to succeed?

Don't miss this FREE opportunity to:

- Get answers to all your questions in one convenient location
- Get advice from representatives of more than 30 business and trade associations, local chambers of commerce, and government agencies
- More than 35 seminars will be taught by business experts on a wide variety of topics, including financing, marketing, business planning and more
- Hear from successful small business people

The fair is free, with plenty of free parking and no advance registration.
Attendees may stay for the entire event or come for part of the day.

Visit www.bizfair.org for more information.

OPPORTUNITY GRANT

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

Who Qualifies?

- Must be a Washington state resident student
- Must have financial need based on the FAFSA (free application for federal student aid)
- Must have earned less than an associate's degree
- **Must be enrolled in an Opportunity Grant-eligible program of study including:**
 - Accounting- Clerk/Paraprofessional/Specialist
 - Allied Health-CNA, LPN, RN, Central Service Tech, Phlebotomy, Surgical Tech
 - Automotive- Auto Body Repair, Automotive Tech, Ford ASSET, ITEC
 - Computer Network Technology
 - Construction- Commercial Building Engineer, Building Trades Apprenticeship, Property Maintenance
 - Early Childhood Careers
- Must have a family income that is at or below 200 percent of the federal poverty level

Income Limits		
Size of Family	Annual Limit	Monthly Limit
1	\$21,660	\$1,805
2	\$29,140	\$2,428
3	\$36,620	\$3,051
4	\$44,100	\$3,675
5	\$51,580	\$4,298
6	\$59,060	\$4,921
7	\$66,540	\$5,545
8	\$74,020	\$6,168

Services Available

- Eligible students may receive funds to cover tuition/mandatory fees and up to \$1,000 for books and supplies for up to 45 college credits
- Eligible students may also qualify for support services including:
 - Tutoring
 - College success workshops
 - Emergency child care
 - Emergency transportation
 - Emergency financial assistance

RTC Opportunity Grant Blog: <http://rtcoppgrant.blogspot.com>



AUTOMOTIVE TECHNOLOGY



“I am doing my best to learn this trade and I am really thankful for this scholarship”.

-Hazael, Automotive | MEXICO

AUTOBODY REPAIR AND REFINISHING

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 7 quarters

Entry point: fall quarter or with instructor permission

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

9/20-12/16 7:00AM- 1:30PM DAILY K110 ERVIN/SLAYTON

AUTOMOTIVE, FORD ASSET

FT

PROGRAM OPTIONS

- Associate of Applied Science Degree

Program length: 8 quarters

Entry point: fall quarter bi-yearly, or with instructor permission

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

9/20-12/16 7:00AM- 1:30PM DAILY K102 MUNDY

AUTOMOTIVE TECHNOLOGY

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 7 quarters

Entry point: fall quarter or with instructor permission

As an ASE/NATEF Master Certified provider of technical education training, this program prepares students for the challenges of working on today's sophisticated and complex automobiles. Students learn all aspects of automotive repair and are provided with hands-on training in real-world shop environments using modern state of the art technologically advanced equipment and facilities. Students graduate with a Washington State Emission Certification and an ASE Refrigerant Recovery and Recycling Certificate. Students are provided the opportunity for ASE certification in Engine Repair, Automatic Transmission/Transaxles, Manual Drive Train, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning, Engine Performance, and Advanced Engine Diagnostics. By combining mechanical, electronic, math, communication and problem-solving skills with hands-on training, students develop a solid foundation to ensure their success in the automotive field.

9/20-12/16 7:00AM- 1:30PM DAILY K101/K114 FOBES/MELLON

ITEC AUTOMOTIVE SERVICE TECHNICIAN

FT

PROGRAM OPTIONS

- Associate of Applied Science Degree

Program length: 8 quarters

Entry point: fall quarter or with instructor permission

ITEC is a comprehensive two-year automotive training program featuring cooperative training with an approved automotive repair facility. Students receive training in the classroom/lab at RTC for approximately nine weeks followed by approximately nine weeks of paid full-time mentored work experience at an ITEC approved automotive repair facility. The students receive training in all eight NATEF/ASE automotive repair areas (Engine Repair, Manual Drive Train, Automatic Transmission, Brakes, Steering and Suspension, Heating and Air Conditioning, Electrical/Electronic Systems, and Engine Performance). Students gain real work experience in the automotive shop environment and develop the competencies of a professional automotive technician. Students are provided the opportunity for ASE certification in all eight automotive categories. In addition to the technical courses, four General Education courses are required to obtain an Associate of Applied Science (AAS) degree.

9/20-12/16 7:00AM- 1:30PM DAILY K113 DEVINE/NEILL

For textbook information go to www.bookstore.RTC.edu



AUTO DETAILING I

Professional auto detailing. A comprehensive course covering all aspects of professional auto detailing tools and techniques. A brief introduction to the operations of an auto detailing business is also included. This course is designed for the auto body paint professional who wants a perfect paint finish, the career-path professional detailer and entrepreneur, and the serious hobbyist. Classroom instruction and hands-on training activities are included in the course. Topics include: proper washing/prep techniques, understanding paint technology and problem paints, paint overspray removal, touchup paint techniques, scratch and swirl removal/repair, color sanding, buffing tools and techniques, polishing tools and techniques, paint protection, interior cleaning and protection including vinyl, leather, cloth, and carpets, plus we will cover the challenges of running an auto detailing business.

ABDYS 122 R156 2 credits Fee: \$245 K111
 9/20 -11/22 5:30PM- 9:30PM M NOLAND

ADVANCED AUTO BODY PAINT

Advanced Auto Body Paint is a hands-on class designed for the student who would like to expand their automotive painting techniques. Areas of study include pearls and candies, graphics, and flames. Beginning pin striping is also covered. Basic understanding of paint systems is required, but students do not need to be professional painters to gain from this class.

ABDYS 153 R153 2 credits Fee: \$347 K110
 9/21 -12/7 6:00PM-10:00PM T ERVIN

CLASSIC CAR ENGINE REPAIR/MAINTENANCE

This course introduces students to repair and maintenance of engines in their classic automobiles. Compression testing, cylinder leak down testing, and wear inspection are performed in the shop. Basic cylinder head rebuild including valve grinding techniques, valve seat reconditioning and gasket and seal replacement highlights this course.

AUTCS 153 R103 3 credits Fee: \$347 K113
 9/22 -12/8 6:00PM-10:00PM W DEVINE



Automotive Careers Begin at Renton Technical College

- » Our instructors are dedicated to student success
- » Learn diagnostic and repair skills using the latest technology
- » Practice skills in a simulated work environment
- » Full-time programs are certified to industry standards of NATEF/ASE competencies.

Autobody Repair and Refinishing
 Automotive Technology
 Automotive Service Technician/ITEC
 Automotive/Ford ASSET

For more information about our automotive programs, call (425) 235-2352, ext. 5550 or visit www.RTC.edu



BUSINESS TECHNOLOGY



“Returning to school can be challenging, but the rewards are great”.

-Stephanie, Certified Office Professional Program

ACCOUNTING CLERK

FT

PROGRAM OPTIONS

- Certificate of Completion

Program length: 2 quarters

Entry point: fall, winter or spring quarter

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

9/20-12/16 8:00AM- 2:30PM DAILY H309 NEWCOME/
HOLMAN/CHAMBERLIN

ACCOUNTING PARAPROFESSIONAL

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 4 quarters

Entry point: fall, winter or spring quarter

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

9/20-12/16 8:00AM- 2:30PM DAILY H309 NEWCOME/
HOLMAN/CHAMBERLIN

ACCOUNTING SPECIALIST

FT

PROGRAM OPTIONS

- Associate of Applied Science-Transfer Degree

Program length: 6 quarters

Entry point: fall, winter or spring quarter

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

9/20-12/16 8:00AM- 2:30PM DAILY H309 NEWCOME/
HOLMAN/CHAMBERLIN

ADMINISTRATIVE OFFICE MANAGEMENT/OFFICE MANAGEMENT

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 4 quarters

Entry point: fall, winter or spring quarter

Learn management and supervision, office technology and computer applications, business procedures, business communications, business math, business law, principles of accounting, and human relations. A cooperative education option or internship may be available for qualified, approved students, allowing them to earn credit for work experience appropriate to their training.

9/20-12/16 8:00AM- 2:30PM DAILY H210 DRINKWINE

ADMINISTRATIVE OFFICE MANAGEMENT/ ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 4 quarters

Entry point: fall, winter or spring quarter

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

9/20-12/16 9:30AM- 4:00PM DAILY H210 DRINKWINE

CONCEPT TO COMMERCIALIZATION

Students will work with assigned groups to come up with a concept, create a prototype and present their concept for evaluation by a group of business professionals. (This course can be taken as part of the entrepreneurship certificate or students may register for this alone.)

AOM 117 B211 5 credits H210
9/20-12/16 2:30PM-4:00PM DAILY DRINKWINE

For textbook information go to www.bookstore.RTC.edu



SUPERVISION AND MANAGEMENT

FT
PROGRAM OPTIONS
• Certificate of Completion
• Associate of Applied Science-Transfer Degree

Program length: 4 quarters
Entry point: fall, winter or spring quarter

This program is intended to help the first line supervisor build skills in management and supervision. It is designed primarily for the incumbent workforce. Students can take the classes individually or can take 45 credits for each certificate. With an additional 45 credits the student can earn an Associate of Applied Science-Transfer degree.

FROM PEER TO SUPERVISOR

This course explores the basic elements of leadership, especially as it affects an employee moving into a leadership role. The class examines processes for gaining respect, making decision, delegating tasks and resolving conflict.

MNGT 105 B204 3 credits ONLINE
9/20-12/16 ARR ARR STAFF

BUILDING AN EFFECTIVE TEAM

This class focuses on the elements of an effective team including trust, dear roles, good communication, ability to take risks and understandable goals. The class models the team building process.

MNGT 110 B202 3 credits ONLINE
9/20-12/16 ARR ARR STAFF

BASIC COMPUTER APPLICATIONS

PT
PROGRAM OPTIONS
• Certificate of Completion

Program length: varies, consult a counselor for details
Entry point: open entry

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

COMPUTER APPLICATIONS

FT
PROGRAM OPTIONS
• Certificate of Completion

Program length: 4 quarters
Entry point: open entry

This program prepares students for employment in a variety of entry-level office positions. You receive hands-on computer training in the Windows operating system and the popular software applications found in Microsoft Office, including Microsoft Word, Excel, Access, PowerPoint, and Publisher. Keyboarding skills are recommended for entering students. (Students entering without keyboarding skills may take longer to complete.)

9/20-12/16 8:00AM- 2:30PM DAILY H202 JORDAN

FLEXIBLE SELF-PACED COMPUTER CLASSES

INTRODUCTION TO WINDOWS I

This one-credit module prepares students to use computers applications in the classroom and in the workplace by giving a solid foundation in the knowledge and skills needed to work in the Windows environment. Basic concepts and programs used in windows are covered. Effective use of Windows assists students in using all Windows-based applications.

APPS 101 N101 1 credit Fee: \$149 H202
9/27-12/10 8:00AM- 2:30PM DAILY JORDAN

APPS 101 N301 1 credit Fee: \$149 H202
9/25-12/11 10:00AM- 2:00PM Sat ADAMS

INTRODUCTION TO WINDOWS II

This one-credit module prepares students to use computer applications in the classroom and in the workplace by building on the foundation and learning to utilize more advanced features in Windows as they customize the Windows environment with the Control Panel, learn to maintain a computer, and explore exchanging mail and news. Effective use of Windows assists students in using all Windows-based applications.

APPS 102 N102 1 credit Fee: \$149 H202
9/27-12/10 8:00AM- 2:30PM DAILY JORDAN

APPS 102 N302 1 credit Fee: \$149 H202
9/25-12/11 10:00AM- 2:00PM Sat ADAMS

INTRODUCTION TO KEYBOARDING I

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

APPS 105 N105 1 credit Fee: \$149 H202
9/27-12/10 8:00AM- 2:30PM DAILY JORDAN

APPS 105 N305 1 credit Fee: \$149 H202
9/25-12/11 10:00AM- 2:00PM Sat ADAMS

KEYBOARDING SKILLBUILDING

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

APPS 106 N106 1 credit Fee: \$149 H202
9/27-12/10 8:00AM- 2:30PM DAILY JORDAN

APPS 106 N306 1 credit Fee: \$149 H202
9/25-12/11 10:00AM- 2:00PM Sat ADAMS



FLEXIBLE SELF-PACED COMPUTER CLASSES

KEYBOARDING SKILLBUILDING II

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

APPS 107 N107	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 107 N307	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

OUTLOOK I

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

APPS 110 N110	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 110 N310	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

OUTLOOK II

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

APPS 111 N111	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 111 N311	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

WORD I

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

APPS 115 N115	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 115 N315	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

WORD II

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

APPS 116 N116	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 116 N316	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

EXCEL I

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

APPS 120 N120	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 120 N320	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

EXCEL II

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

APPS 121 N121	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 121 N321	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

ACCESS I

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

APPS 125 N125	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 125 N325	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

ACCESS II

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

APPS 126 N126	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 126 N326	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

HTML DESIGN I

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

APPS 130 N130	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 130 N330	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

DATA ENTRY I

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

APPS 135 N135	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 135 N335	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

DATA ENTRY II

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

APPS 136 N136	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 136 N336	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS



FLEXIBLE SELF-PACED COMPUTER CLASSES

USING THE INTERNET I

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

APPS 140 N140	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 140 N340	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

USING THE INTERNET II

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

APPS 141 N141	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 141 N341	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

POWERPOINT I

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

APPS 145 N145	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 145 N345	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

POWERPOINT II

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

APPS 146 N146	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 146 N346	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

PUBLISHER I

This one-credit module prepares students to utilize a publishing application in the classroom and in the workplace. Students create ads, flyers, tables and postcards for use in the classroom and in the business environment utilizing a major desktop publishing package.

APPS 150 N150	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 150 N350	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

PUBLISHER II

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

APPS 151 N151	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 151 N351	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

TRANSITIONING TO OFFICE 2007

This one-credit module introduces many of the new features of Office 2007 to help transition from Office 2003 to Office 2007 software. Office 2007 introduces many new features to help you get your work done more efficiently and effectively. You will learn such new features as the Office Button, Quick Access Toolbars, Mini Toolbars, the Ribbon, Galleries, Live Preview and Key Tips.

APPS 163 N163	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 163 N363	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

PHOTOSHOP I

This one-credit module prepares students to utilize current digital imaging software such as Photoshop in the classroom and in the workplace. Students learn through a series of hands-on projects that build a growing knowledge of the basic software features, such as selecting pixels and working with layers, using selection techniques, working with brushes and color effects.

APPS 170 N170	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 170 N370	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

PHOTOSHOP II

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

APPS 170 N171	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 170 N371	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

DREAM WEAVER I

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

APPS 175 N175	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 175 N375	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS

DREAM WEAVER II

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

APPS 175 N176	1 credit	Fee: \$149	H202
9/27-12/10	8:00AM- 2:30PM	DAILY	JORDAN
APPS 175 N376	1 credit	Fee: \$149	H202
9/25-12/11	10:00AM- 2:00PM	Sat	ADAMS



**CERTIFIED OFFICE PROFESSIONAL-
OFFICE SUPPORT SPECIALIST**

FT

PROGRAM OPTIONS

- Certificate of Completion

Program length: 4 quarters

Entry point: fall or winter quarter, or with instructor permission

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

9/20-12/16 8:00AM- 2:30PM DAILY H302 DUGAN

**CERTIFIED OFFICE PROFESSIONAL-
EXECUTIVE ASSISTANT**

FT

PROGRAM OPTIONS

- Associate of Applied Science Degree

Program length: 6 quarters

Entry point: fall or winter quarter, or with instructor permission

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

9/20-12/16 8:00AM- 2:30PM DAILY H302 DUGAN

OFFICE ASSISTANT/RECEPTIONIST

PT

PROGRAM OPTIONS

- Certificate of Completion

Program length: 16 weeks

Entry point: August 2010

Students prepare for entry-level careers in the office occupations. In addition to keyboarding and hands-on training on computers using Microsoft Office applications, students study business math, business English, human relations and customer service, and develop general clerical skills. Eligibility: TANF recipients with DSHS referral.

8/16-12/13 12:00PM- 4:00PM DAILY H303 PHILPOTT

LEGAL SECRETARY/LEGAL ASSISTANT

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree



Program length: 4 quarters

Entry point: fall or winter quarter, or with instructor permission

This program prepares students to work in law firms, law-related offices, and in the courts as legal secretaries, legal receptionists, clerks, litigation practice assistants, and legal word processors. Word processing and computer applications are emphasized as well as legal/business terminology and communications, document preparation and procedures for today's high-tech law offices. This program provides a foundation for students interested in preparing for the Accredited Legal Secretary Certificate (ALS). A cooperative education option or internship may be available. (Students entering without keyboarding skills may take longer to complete.)

9/20-12/16 8:00AM- 2:30PM DAILY H203 HANSON

This program offers scheduling flexibility and may be taken with a hybrid component. Students enrolled in the hybrid option meet for regularly scheduled classes from 8:00 a.m. to 12:00 p.m. daily, but may complete the required computer applications courses online on their own time. The online component meets at www.RTC.edu/Programs/OnlineCourses. Internet access with current e-mail, Adobe Reader and MS Office 2007 required.

9/20-12/16 8:00AM- 12:00PM DAILY H203 HANSON

MEDICAL RECEPTIONIST

FT

PROGRAM OPTIONS

- Certificate of Completion

Program length: 2 quarters

Entry point: fall, winter or spring quarter

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

9/20-12/16 8:00AM- 2:30PM DAILY H207 SHARPE/

MAHER/MAY-FARLEY

MEDICAL REIMBURSEMENT SPECIALIST

FT

PROGRAM OPTIONS

- Certificate of Completion

Program length: 4 quarters

Entry point: fall, winter or spring quarter

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

9/20-12/16 8:00AM- 2:30PM DAILY H207 SHARPE/

MAHER/MAY-FARLEY

For textbook information go to www.bookstore.RTC.edu



MEDICAL CODING SPECIALIST - PHYSICIAN BASED

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 6 quarters

Entry point: fall, winter or spring quarter

Develop skills and knowledge to transform descriptions of diseases, injuries, conditions, and procedures into numerical designations in clinics, insurance companies, and other medical settings. Work with doctors, managers, and other healthcare professionals to translate written terminology or descriptions into a universal, common language. Learn medical terminology, word processing, spreadsheet applications, and MediSoft computerized patient accounting while using ICD-9 CM, CPT and HCPCS level II guidelines to complete the CMS-1500 claim form using patient data abstracted from the encounter form and medical record. This high-demand occupation provides many opportunities for peoples who like attention to detail and take pride in their work. A Certificate of Completion is awarded upon successful completion of core course requirements. To earn an Associate of Applied Science Degree, you must complete all requirements for the certificate program plus 15 credits of General Education. Transfer credit from other institutions is considered upon validation of transcript and course work.

9/20-12/16 8:00AM- 2:30PM DAILY H207 SHARPE/MAHER/MAY-FARLEY

MEDICAL OFFICE CERTIFICATE

PT

PROGRAM OPTIONS

- Certificate of Completion

Program length: varies, consult a counselor for details.

Entry point: fall, winter, spring, or summer quarter

In this program, students are able to transfer general office skills to the medical office. This group of classes prepares students to move into a challenging, exciting career with the satisfaction of helping others every day. Students enrolling without keyboarding skills may take longer to complete.

MEDICAL TERMINOLOGY

Introduction to word origin and medical terminology relating to body structure, cells and organs, disease, surgery, diagnosis and treatment. Also includes introduction to basic anatomy. Students must purchase book and the bundled course cartridge from the RTC Bookstore prior to first class. (Buying the textbook from an outside source will not allow you to access the online course content!). Additional Online Description: Ability to access the Internet and basic email. Access to Microsoft Office or equivalent or ability to download software with instructions. All classes meet online at www.rtc.edu/Programs/OnlineCourses/. Enroll at least one week prior to start of class.

MAPS 103 W404 5 credits ONLINE
 ✓ 9/20-12/16 ARR ARR SHARPE

MAPS 103 W406 5 credits ONLINE
 ✓ 9/20-12/16 ARR ARR GRACIE

PROCTORED FINAL DATE TBD

MEDICAL CODING SPECIALIST-ONLINE

Renton Technical College is offering an online Medical Coding Specialist program. This online program is the same as our campus program.

A coding specialist reviews and analyzes health records to identify relevant diagnoses and procedures for distinct patient encounters. The coding specialist is responsible for translating diagnostic and procedural phrases used by the health care providers into coded form. This coded information is used for medical reimbursement purposes.

On-line students need to have “off-campus” access to the following:

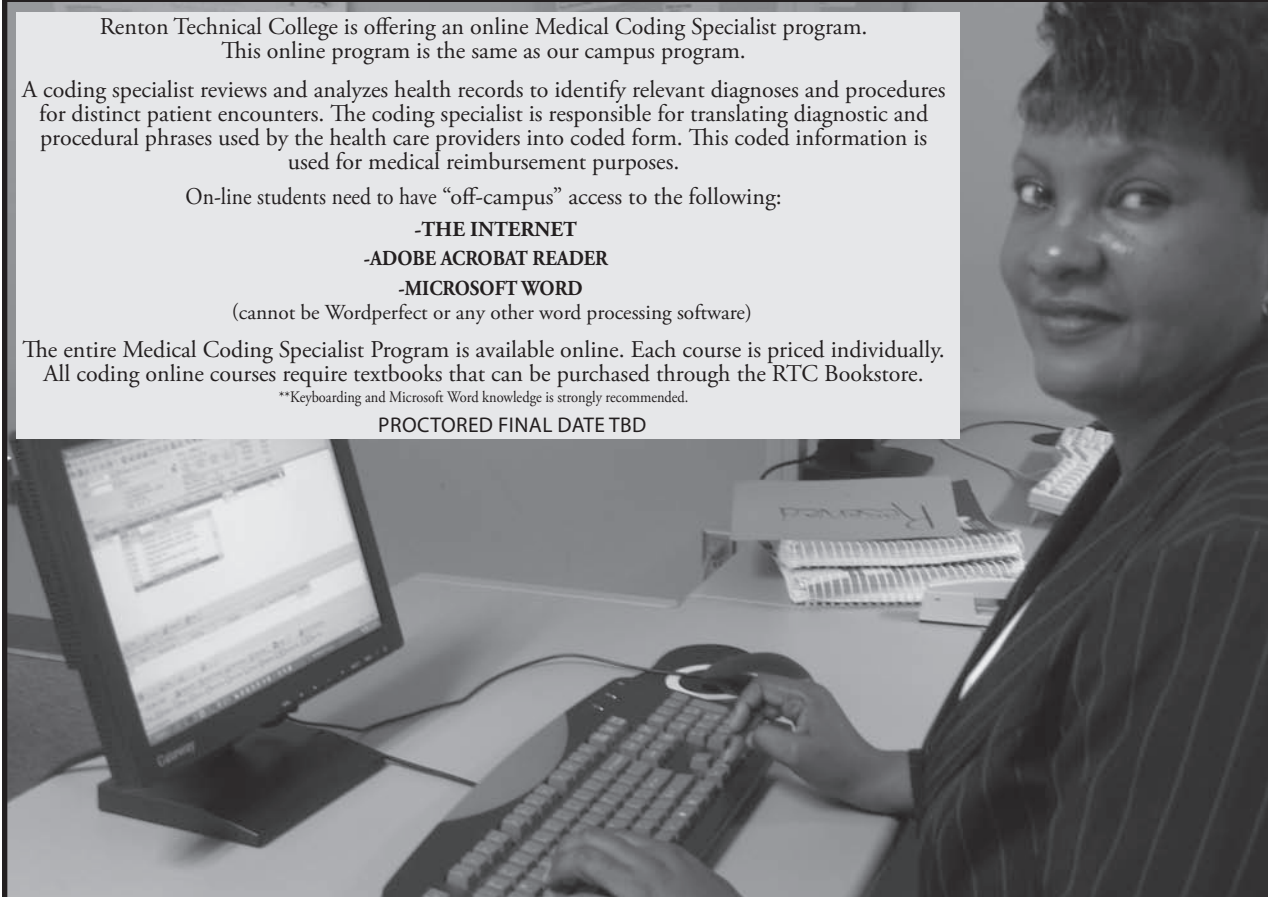
- THE INTERNET
- ADOBE ACROBAT READER
- MICROSOFT WORD

(cannot be Wordperfect or any other word processing software)

The entire Medical Coding Specialist Program is available online. Each course is priced individually. All coding online courses require textbooks that can be purchased through the RTC Bookstore.

**Keyboarding and Microsoft Word knowledge is strongly recommended.

PROCTORED FINAL DATE TBD



A new class will begin Fall Quarter 2010.

If you would like more information about the online medical coding program, please contact pmoe@RTC.edu



CONSTRUCTION & BUILDING TECHNOLOGY



COMMERCIAL BUILDING ENGINEERING

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 8 quarters

Entry point: fall, winter or spring quarter

This program is designed so students can enroll for mornings, afternoon, or evenings to better fit their working schedule. Instruction areas include refrigeration and building systems, boiler operations, and hazardous waste management. Students learn to regulate and maintain heating, cooling, and ventilation systems for commercial buildings. An emphasis is placed on practical experience and hands-on training whenever possible. This program is a recognized "School of Technology" by the City of Seattle and the Tacoma Steam Advisory Certification Board. This program offers several industry certifications as well as a Commercial Building Engineering certificate or an Associate of Applied Science degree in Commercial Building Engineering.

9/20-12/16	7:00AM- 11:00AM	MTWTh	AUBURN	WALKER
9/20-12/16	12:00PM-4:00PM	MTWTh	AUBURN	WALKER
9/20-12/16	5:00PM-9:00PM	MTWTh	AUBURN	WALKER
9/25-10/30	8:00AM-4:30PM	Sat	AUBURN	CUTLER
11/6-12/18	8:00AM-4:30PM	Sat	AUBURN	CUTLER
9/24-12/17	8:00AM-3:45PM	Fri	AUBURN	CUTLER

INDUSTRIAL ENGINEERING

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 8 quarters

Entry point: fall, winter or spring quarter

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

9/20-12/16	7:00AM- 11:00AM	MTWTh	AUBURN	WALKER
9/20-12/16	12:00PM-4:00PM	MTWTh	AUBURN	WALKER
9/20-12/16	5:00PM-9:00PM	MTWTh	AUBURN	WALKER

BOILER OPERATOR LICENSING CLASS 1 & 2

Students review boiler and pressure vessel construction and operation of steam and hot water heating plants and systems, including moderate size high-pressure boilers, generators, steam turbines, and other auxiliary equipment. This class prepares individuals for the more advanced first or second grade license examination with the City of Seattle and the Tacoma Steam Advisory Certification Board. Textbook required.

BLRS 108 Q208	7 credits	J113
9/28-12/9	5:30PM- 9:30PM	TTh HARDER

BOILER OPERATOR LICENSING CLASS 3 & 4

Students review boiler and pressure vessel construction and operation of steam and hot water heating plants and systems, including moderate size high-pressure boilers. This class is the first step in preparing individuals for a third or fourth grade license examination with the City of Seattle and the Tacoma Steam Advisory Certification Board. To qualify for license examination, eighty hours of observation time is also required. The eighty hours can be either observation on a job site or completion of BLRS 111, Boiler Operator Lab. For up-to-the-minute license exam information and changes, contact the City of Seattle or the City of Tacoma. Textbook required.

BLRS 110 Q209	7 credits	J115
9/25-12/4	8:00AM- 4:30PM	Sat CARROLL

BOILER OPERATOR'S LAB

Students develop and practice operating and maintenance procedures on RTC's existing steam and hot water boilers. This course qualifies for the eighty hours of boiler observation for the City of Seattle and the Tacoma Steam Advisory Certification Board.

BLRS 111 Q211	5 credits	J113
9/27-12/1	5:30PM- 9:30PM	MW HARDER

BOILER OPERATOR REFRESHER COURSE

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

BLRS 210 Q215	1 credit	Fee: \$102	F107
9/2-9/9	5:30PM- 9:30PM	Th	CHAPIN
BLRS 210 Q212	1 credit	Fee: \$102	F107
10/2-10/9	10:00AM- 2:30PM	Sat	CHAPIN
BLRS 210 Q214	1 credit	Fee: \$102	F107
10/28-11/4	5:30PM- 9:30PM	Th	CHAPIN
BLRS 210 Q216	1 credit	Fee: \$102	F107
12/2-12/9	5:30PM- 9:30PM	Th	CHAPIN

For textbook information go to www.bookstore.RTC.edu



FORKLIFT TRAINING

Students demonstrate skill, safety, and efficiency in operating a sit-down, counter-balance forklift. Certification is available to students who qualify. However, current safety regulations require that an employer must test an employee's ability and provide training on any machinery, attachments, or working conditions specific to a particular job site. This class is limited to 8 students.

WHFRS 101 Q601	1 credit	Fee: \$299	L102A
8/12-8/21	5:00PM- 9:00PM	ThSat	HAECKL
WHFRS 101 Q603	1 credit	Fee: \$299	L102A
10/21-10/30	5:00PM- 9:00PM	ThSat	HAECKL

FORKLIFT RECERTIFICATION

This class is designed for individuals with a valid (non-expired) forklift card who are interested in renewing their certification. This class is limited to 8 students.

WHFRS 201 Q602	1 credit	Fee: \$107	L102A
8/12-8/14	5:00PM- 9:00PM	ThSat	HAECKL
WHFRS 201 Q604	1 credit	Fee: \$107	L102A
10/21 -10/23	5:00PM- 9:00PM	ThSat	HAECKL

FLAGGER TRAINING

This course offers training and state certification in flagging, traffic control and safety. Students learn hand signals and the correct procedures for placing cones and signs. A high level of safety is stressed in this class. Upon successful completion, participants receive a picture ID card with certification valid for three years. Fee includes textbook and all materials. Students MUST be at least 18 years of age.

FLAG 101 Q644	1 credit	Fee: \$60	K201
8/28	8:00AM- 4:30PM	Sat	SMITH
FLAG 101 Q645	1 credit	Fee: \$60	K201
9/7	8:00AM- 4:30PM	T	SMITH
FLAG 101 Q640	1 credit	Fee: \$60	K201
9/25	8:00AM- 4:30PM	Sat	SMITH
FLAG 101 Q641	1 credit	Fee: \$60	K201
10/4	8:00AM- 4:30PM	M	SMITH
FLAG 101 Q642	1 credit	Fee: \$60	K201
10/23	8:00AM- 4:30PM	Sat	SMITH
FLAG 101 Q643	1 credit	Fee: \$60	K201
11/15	8:00AM- 4:30PM	M	SMITH
FLAG 101 Q646	1 credit	Fee: \$60	K201
12/6	8:00AM- 4:30PM	M	SMITH

CONSTRUCTION MANAGEMENT

- FT/PT
PROGRAM OPTIONS
- Certificate of Completion
 - Associate of Applied Science Degree

Program length: varies, consult a counselor for details
Entry point: open entry

Prepare for careers in construction management as a project manager, superintendent, estimator, safety officer, and other administrators. Students learn estimating, scheduling, project management, human resources management, and other skills that are critical in the construction management field. Students can enroll on a part-time or full-time basis.

INTRODUCTION TO CONSTRUCTION AND ARCHITECTURE

An overview of construction markets, factors driving investment in building, role of design, and careers pathways in construction. Includes terminology and business practices: estimating, bidding, scheduling, and project management.

CONST 101 K701	3 credits		F111
9/15-9/30	1:30PM- 4:30PM	DAILY	LEE
CONST 101 K703	3 credits		F111
9/15-9/30	5:30PM- 8:30PM	DAILY	LEE

MATERIALS AND METHODS

Influence of design constraints, material choices, and options for methods of installation and construction. Includes commonly used building techniques for steel, wood, masonry, and concrete.

CONST 160 K729	3 credits		F111
10/1-10/14	1:30PM- 4:30PM	DAILY	LEE
CONST 160 K731	3 credits		F111
10/1-10/14	5:30PM- 8:30PM	DAILY	LEE

CONSTRUCTION EQUIPMENT

An overview of construction equipment commonly used in the industry, including safety consideration, cost, and logistics.

CONST 155 K725	1 credit		F111
10/15-10/19	1:30PM- 4:30PM	DAILY	LEE
CONST 155 K727	1 credit		F111
10/15-10/19	5:30PM- 8:30PM	DAILY	LEE

CONSTRUCTION PLAN READING

Learn to read and interpret a variety of construction plan drawings. Overview includes schedules, views, symbols, and stylistic conventions for the construction industry. Prerequisite: COMPASS score of 60 or completion of MATH 75 with a 2.0.

CONST 140 K721	3 credits		F111
10/20-11/2	1:30PM- 4:30PM	DAILY	LEE
CONST 140 K723	3 credits		F111
10/20-11/2	5:30PM- 8:30PM	DAILY	LEE

BUILDING CODES

Study of the International Building Code includes review of minimum fire and safety standards, introduction to the permit process and environmental regulations for design, construction of buildings, and use and occupancy classifications. Definitions and requirements for types of construction, egress width, exits access, and accessibility are also covered. Prerequisite: COMPASS score of 60 or completion of MATH 75 with a 2.0.

CONST 280 K793	3 credits		F111
11/3-11/17	1:30PM- 4:30PM	DAILY	LEE
CONST 280 K795	3 credits		F111
11/3-11/17	5:30PM- 8:30PM	DAILY	LEE

MECHANICAL AND ELECTRICAL SYSTEMS

Introduction on how to read and interpret mechanical and electrical drawings and specifications. Emphasis on integrating the scope of work into the total project. Major areas covered are HVAC, plumbing, electrical and fire sprinklers. Prerequisite: COMPASS score of 60 or completion of MATH 75 with a 2.0.

CONST 183 K737	3 credits		F111
11/18-12/3	1:30PM- 4:30PM	DAILY	LEE
CONST 183 K739	3 credits		F111
11/18-12/3	5:30PM- 8:30PM	DAILY	LEE

STRUCTURAL DESIGN

Learn how to recognize, interpret and implement the structural requirements of a construction project working from the ground up. This includes design criteria for concrete, steel, and wood construction. Engineering concepts are reviewed such as dead and live loads, shear and moments, and engineering notations. Prerequisite: COMPASS score of 60 or completion of MATH 75 with a 2.0.

CONST 270 K789	3 credits		F111
12/6-12/16	1:30PM- 4:30PM	DAILY	LEE
CONST 270 K791	3 credits		F111
12/6-12/16	5:30PM- 8:30PM	DAILY	LEE



LEAD SAFETY FOR RENOVATION

Eight-hour class to become an EPA certified lead renovator to comply with the Renovation, Repair and Painting rule (RRP), effective April 22, 2010. The new rule affects all remodelers, contractors, and drywallers who perform work on homes and child-occupied facilities that were built before 1978.

CONST 172 Q302	1 credit	Fee: \$190	A23
9/23-9/25	5:30PM- 9:30PM	ThSat	FILMORE
CONST 172 Q303	1 credit	Fee: \$190	A23
10/28-10/30	5:30PM- 9:30PM	ThSat	FILMORE
CONST 172 Q304	1 credit	Fee: \$190	A23
11/18 -11/20	5:30PM- 9:30PM	ThSat	FILMORE

EXCEL I FOR CONSTRUCTION ACCOUNTING

Basic Excel functions are taught using problems based on accounting practices used for construction projects.

CONST 113 K709	1 credit	Fee: \$125	A24
10/5-10/19	5:30PM- 9:30PM	TTh	PEDREGON

ACCOUNTING FOR CONSTRUCTION MANAGEMENT

Learn basic accounting principles and how to utilize them for the construction industry. Review how to track resources on construction accounting systems and how to manage costs, cash flow and profits at a project level. Prerequisite: COMPASS score of 60 or completion of MATH 75 with a 2.0.

CONST 115 K717	5 credits		A24
9/28-11/18	5:30PM- 9:30PM	TTh	PEDREGON

PROPERTY MAINTENANCE

PT
PROGRAM OPTIONS

- Certificate of Completion

Entry point: fall quarter
Length of program: 16 weeks

Students gain skills necessary to be effective property maintenance assistants in apartments and other residential settings. Students learn safety procedures in property maintenance, painting and preparing residential units, maintaining and attractive outdoor environment, basic electrical and plumbing, communication and customer service, and job search skills. The program is designed primarily for students with limited English proficiency and, as such, vocational English as a Second Language (ESL) is infused in all courses. *Eligibility- TANF recipients with DSHS referral.

10/28-12/16	8:00AM- 2:30PM	DAILY	A23	BURNETT
-------------	----------------	-------	-----	---------

Classes Offered in Partnership with Industry

Renton Technical College has strong ties to many industry partners. We are pleased to offer the following classes in partnership with industry organizations. To register for these classes, please contact the organization directly.

AMERICAN HOME INSPECTORS TRAINING INSTITUTE

**AMERICAN HOME INSPECTION
HOME INSPECTION-CLASSROOM**

This class prepares students to become home inspectors. The class includes extensive information and practice tests in key areas of inspection: structures, exteriors, roofs, plumbing, electrical, heating and cooling, and interiors, insulation, and ventilation. **For more information or to register, please contact American Home Inspectors Training Institute at 1-800-441-9411 or <http://www.ahit.com>.**

11/6-11/19	8:00AM- 6:00PM	DAILY	A23	STAFF
------------	----------------	-------	-----	-------

HOME INSPECTION-FIELD TRAINING

This class prepares the students to become home inspectors. It is the field trip portion that follows AHIT 100 and is optional to students. The students get hands-on experience at key areas of inspection: structures, exteriors, roofs, plumbing, electrical, heating and cooling, interiors, insulation, and ventilation. **For more information or to register, please contact American Home Inspectors Training Institute at 1-800-441-9411 or <http://www.ahit.com>.**

11/29-12/3	8:00AM- 6:00PM	DAILY	A23	STAFF
------------	----------------	-------	-----	-------

Apprenticeship Programs at Renton Technical College

Earn while you learn! Numerous joint apprenticeship programs are affiliated with Renton Technical College. Apprenticeship programs offer the opportunity to “earn while you learn.” Apprentices typically work full-time in their field, while attending school a few weeks/year or a few nights/week. Most apprenticeships are in the building and construction trades, manufacturing, or public utilities. Apprenticeship programs last two to five years, and an apprentice’s wages increase with experience.

Some programs—Automotive Machinists, Custodial, Machinists, Saint Gobain Container Company, and Stationary Engineers—are only open to current employees in participating companies. Other programs, listed below, accept applications from the broader community.

Although the following apprenticeship programs are affiliated with Renton Technical College, each program has its own coordinator, joint labor-management committee, and selection procedures. Generally, applicants must be at least 17 or 18 years old, have a valid Washington state drivers’ license, and go through a selection process which might include a written test, physical test, drug test, and interview. For more information on specific programs, please contact the apprenticeship coordinators listed below.

- Carpenters:**
Steve Baker (425) 235-7854
- Heat and Frost Insulators/Asbestos Workers:**
Doug Steinmetzer (425) 235-7827
- Lathing, Acoustical, Drywall Systems (LADS):**
David Chumney (253)437-5235
- Millwrights:**
Linda Scrivano-Sprenger (253) 437-5235
- Pacific Maritime Institute:**
Gregg Trunnell (206) 441-2880
- Pile Drivers:**
Linda Scrivano-Sprenger (253) 437-5235
- Plasterers:**
Matt Markham (425) 235-7879

- Plumbers and Pipefitters:**
Ed Holmes: (425) 271-5900
- Refrigeration:**
Dale Wentworth (425) 271-5900
- Roofers:**
Gregg Gibeau (206) 728-2777
- Seattle Area Machinists:**
Bernie Phillips (206) 764-0462
- Seattle Public Utilities Water Pipe Worker:**
Kerry Copeland (206) 233-7260
Carrie Mandak (206) 733-9506
- Western Washington Stationary Engineers:**
Jim Burnson (253) 351-0184

Renton Technical College offers an Associate of Applied Science degree in Multi-Occupational Trades. This degree is open to graduates of apprenticeship programs with at least 432 classroom hours. For more information on degree requirements, refer to the General Education classes in this Class Schedule or call Student Services at (425) 235-5840.



CUSTODIAL MAINTENANCE TECHNICIAN TRAINING & CERTIFICATION

Cleaning Management Institute (CMI), Cleaning Science Institute (CSI) & Institute of Inspection, Cleaning and Restoration Certification (IICRC)

Career employment and business opportunities are available for men and women seeking full/part time careers as janitors, cleaners, maids, housekeepers and custodians. Opportunities also exist for supervisors, managers and specialists in carpet cleaning, restoration, wood, stone and resilient floor care, building maintenance and other related fields. The following training classes, certifications courses and events are offered to help meet a growing need for qualified professionals seeking jobs, advancement, and business opportunities in cleaning and maintenance related trades.

Courses will be taught in a hands-on setting with adequate and comfortable seating provided for each student so that they can see, hear, understand, and participate in all instructional activities. Courses use video, flipchart and PowerPoint presentations, demonstrations and participation with commonly used equipment, chemicals and procedures, with emphasis on hands-on involvement of each student in attendance.

MANAGING A CLEANING BUSINESS OR DEPARTMENT

This course provides building service contractors and custodial/business/department managers currently performing custodial work or those considering entering the custodial business with an understanding of how to better structure their operation, execute contracts, and start up all sizes of accounts, management and operations so that attendees can learn to prevent, troubleshoot and resolve issues before they have a major negative impact on the business, it's customers or staff. Training emphasis is on operational improvement, efficiency, and providing high quality services by focusing on proven and effective operational procedures and management techniques. The course covers topics such as how to plan and schedule workflow and workers, how to purchase equipment and supplies, maintaining equipment, inventory control, developing quality guidelines and programs, and maintaining effective communications with the customer, staff and management. This seminar is customized to meet the specific needs and interest of participants.

9/14-9/15 8:00AM- 5:00PM TW K201 Fee: \$399 GRIFFIN

CARPET CLEANING BASIC SKILLS COURSE (CMI/IICRC/ACC)

During this six hour Basic Skills Course in Carpet Cleaning and Spotting students will “learn by doing” the latest technical information related to the proper procedures, chemicals and equipment needed to clean, maintain and restore all common types of carpeting found in commercial and residential facilities. Students will learn about health, safety and environmental issues along with carpet fibers, styles, construction methods and how these factors impact the effectiveness of various cleaning and spotting methods. Hands on practice using wet and low moisture cleaning methods, spotting techniques and chemicals play an integral part of this course. Lunch and workbook are included in this course which is co-sponsored by Cleaning Management Institute (CMI). A proficiency exam will be administered at the end of the course with a “Certificate of Completion” provided by the CMI, and IICRC to those completing the course and exam. The course qualifies for (.5) Institute of Inspection Cleaning and Restoration Certification (IICRC), Continuing Education Credits (CEC's). Course Outline, visit: <http://www.cleaningconsultants.com/pages/seminars/acc.html>

10/14 8:30AM- 3:00PM TH K201 Fee: \$99 GRIFFIN

STONE MAINTENANCE TECHNICIAN CERTIFICATION (SMT)

Hands-On two-day course, covers proper procedures, chemicals and equipment needed to identify, clean, maintain and restore all common types of stone, marble, granite, ceramic, concrete, and terrazzo flooring found in commercial and residential properties. Stone and tile cleaning and maintenance are profitable add-ons for janitorial and carpet cleaning companies. In most areas, billing rates for tile work start at \$1.50 per square foot and go to as high as \$15.00 to \$25.00 per foot for granite restoration.

10/27-10/28 8:00AM- 5:00PM THF L102 Fee: \$399 GRIFFIN

FLOOR CARE BASIC SKILLS COURSE (CMI/IICRC/AFC)

During this six hour Basic Skills Course in Hard Floor Care students will “learn by doing” the latest technical information related to the proper procedures, chemicals and equipment needed to clean, maintain and restore all common types of Hard Surface Flooring found in commercial and residential facilities. Students will learn about health, safety and environmental issues along with how to clean, polish, spray buff, burnish, scrub, strip and apply finish (where applicable) to resilient and ceramic tile, wood, and stone floors. Hands on practice using common equipment and chemicals play an integral part of this course. Lunch and workbook are included in this course which is co-sponsored by Cleaning Management Institute (CMI). A proficiency exam will be administered at the end of the course with a “Certificate of Completion” provided by the CMI, and IICRC to those completing the course and exam. The course qualifies for (.5) Institute of Inspection Cleaning and Restoration Certification (IICRC), Continuing Education Credits (CEC's). Course Outline, visit: <http://www.cleaningconsultants.com/pages/seminars/acc.html>

11/18 8:30AM- 3:00PM TH K201 Fee: \$99 GRIFFIN

For course registration or additional courses and locations, contact Cleaning Consultants at 206-824-4434 or www.cleaningconsultants.com



CULINARY



“Without this scholarship I would have had to quit school just before my last quarter. Now I can finish and pursue my passion”.

-Kayla, Culinary Arts

CULINARY ARTS

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer (AAS-T) Degree

Program length: 6 quarters

Entry point: fall, winter or spring quarter

The Culinary Arts certificate program is an American Culinary Federation Educational Institute (ACFEI) accredited program designed to train students to function professionally in the restaurant industry. All phases of basic fundamental cookery are addressed in a concise curriculum with emphasis on development of skills and techniques necessary for advancement in the hospitality industry. The program offers a wide range of subject areas that include knife skills, culinary safety and sanitation, nutrition, culinary math; to advanced courses that include entremetier II, a la carte cooking, garde manger techniques and more. Upon completion of Renton Technical College's Culinary Arts program, graduates who are American Culinary Federation (ACF) members at the time of graduation have the opportunity to be certified as a "Certified Culinarian" by the ACF. To earn an Associate of Applied Science (AAS) or Associate of Applied Science-Transfer (AAS-T) degree, the student must complete all requirements for the certificate program plus 20 of General Education.

9/20-12/16 7:00AM- 1:30PM DAILY I-KITCHEN FISHER/
McBRIDE

PROFESSIONAL BAKING

FT

PROGRAM OPTIONS

- Certificate of Completion

Program length: 4 quarters

Entry point: open entry (space available basis)

At RTC we are "teaching tomorrow's bakers today." Learn "baking basics" in an exciting "industry bakery" classroom setting! This course is a fast paced program following the best standards and practices of classical and contemporary baking: A variety of learning materials enable the program to offer a complete hands-on approach to baking, stressing industry competencies at every level. Graduates have practical knowledge in scaling and mixing, dough production, breads, pies, pastries, cookies, doughnuts, oven work, cakes and specialty decorating. The program supports a retail bakery offering a broad selection of baked goods, cakes and pastries finished to industry standards. The retail bakery course is a venue that allows the student immediate, useful and constructive feedback from the customer. If you enjoy teamwork, bakery production, timelines, and creating delicious baked goods for a commercial baking environment, this program is for you!

9/20-12/16 6:00AM-12:30PM DAILY I-BAKERY SMITH

CAKE DECORATING FUNDAMENTALS

This class covers the fundamentals of cake decorating; to include icing methods, basic bordering tips, icing recipes and the equipment needed to professionally decorate a cake. Professional cake decorator Akemi Kan will assist students in decorating their own cakes in this hands-on development class. Students are to bring their own cakes in classes 2 through 6. A list of supplies and basic decorating methods will be reviewed on the first night of class.

BAKS 103 M303 1 credit I109
10/5 -11/9 6:30PM- 9:00PM T KAN

CAKE DECORATING ADVANCED

Taking cake decorating to the next level in this advanced cake decorating class. Students will have the opportunity to learn about advanced cake decorating tips, the use of marzipan, fondant and the tricks of the trade to make the most elegant 3-dimensional cakes. Advanced equipment techniques and the use of silk, fresh and hand-molded flowers will be explained. Bring a cake and frosting for classes 2 through 6 for advanced hands-on training. A list of supplies and advanced techniques will be reviewed on the first night of class. NO CLASS ON 11/11/10.

BAKS 104 M304 1 credit I109
10/7 -11/18 6:30PM- 9:00PM Th KAN

BASIC CANDY MAKING

Join Monty Simpson, Head Candy Maker for Boehm's Candies and owner operator of the Traveling Chocolate Co. in creating some all time favorite confections. Demonstrations and hands-on learning are featured. Students learn the basic chocolate techniques, how to make brittles, toffees, fudges, and caramels. A SUPPLY FEE WILL BE CHARGED IN ADDITION TO TUITION

BAKS 115 M315 1 credit I109
11/1 -11/5 6:00PM- 9:00PM MWF SIMPSON

CHEESE MAKING 101

Curds and whey the easy way with Chef Mimi Stockmann! Discover how simple it is to make fresh cheese. In this fun, hands-on class we'll cover the basics of mozzarella, mascarpone, ricotta, crome fraiche and other basic cheeses using tools and ingredients found in most kitchens. Then, taking it a step further we'll learn how to use these delectable creations in our everyday cooking to create mouth-watering main dishes, desserts, dips and sauces. Once you master the basics of cheese making, you'll never go back to the Kraft single. Please bring a clean apron and knife to class. A SUPPLY FEE WILL BE CHARGED IN ADDITION TO TUITION

CULS 101 M401 1 credit I107
9/13 -9/22 6:00PM- 9:00PM MW STOCKMAN

For textbook information go to www.bookstore.RTC.edu



BASICS OF CANNING

Join Chef Booth in a special class on canning fruits and vegetables. You will have an opportunity to preserve the bounty of your summer vegetable garden by utilizing both water bath and pressure canning methods. Discover how easy it is to make jams, salsas, sauces, and pickled vegetables. Savor the fresh tastes of summer and save money by using these traditional methods of canning. A SUPPLY FEE WILL BE CHARGED IN ADDITION TO TUITION

CULS 102 M402 1 credit I107
9/21 -10/12 6:00PM- 9:00PM T BOOTH

FUNDAMENTALS OF COOKING

Four days of intensive training, demonstrations, and hands-on kitchen practice of the fundamentals of cooking. This course will assist a culinarian in preparing for the American Culinary Federation certification test for Certified Culinarian exam or build on existing skills. Deboning chicken, filleting a fish, various cooking methodologies (poaching, roasting, braising, etc.), knife skills on various vegetable cuts will all be reviewed, demonstrated and completed in this fast-paced course. Important sanitation techniques will be stressed throughout the course. A SUPPLY FEE WILL BE CHARGED IN ADDITION TO TUITION

CULS 103 M403 1 credit I107
9/23 -10/14 6:00PM- 9:00PM Th BOOTH

CHARCUTERIE

The art and craft of smoking, brining and salting meat and poultry and making sausages will be covered in this course by Chef Mimi Stockmann. All the techniques that our ancestors used to preserve meat and game, to make tough cuts of meat palatable and to prolong shelf life in the days before refrigeration will be covered. The class will begin with the techniques for curing bacon and move into sausage making, smoking and brining. We'll cover techniques that can be used in smaller, non-commercial kitchens and even learn how to make our own stove top smoker, utilizing equipment found in most kitchens. Bring a sharp knife and clean apron to class. A SUPPLY FEE WILL BE CHARGED IN ADDITION TO TUITION

CULS 106 M406 1 credit I107
10/4 -10/13 6:00PM- 9:00PM MW STOCKMAN

BASICS OF INDIAN CUISINE

Come learn how to build a small but flavorful pantry to help you make delicious but simple Indian meals. You will learn basic spice combining techniques, how to make Indian stews (curries) that are authentic in flavor, use vegetables and lentils in ways you never imagined, and touch a little on Indian sweet treats. Chef Shelton grew up in an Indian household, cooking with her mother, grandmother and aunts. She will share family recipes and techniques. Please bring a chef's knife, apron, and two kitchen towels with you. A SUPPLY FEE WILL BE CHARGED IN ADDITION TO TUITION

CULS 148 M448 1 credit I107
10/6 -10/20 6:00PM- 9:00PM W SHELTON

BASIC COOKING TRA

Learn the basic methods of roasting, braising, sautéing, poaching, and frying with a variety of different food ingredients and cooking vessels. This hands-on learning environment will introduce and assist you with techniques and methodologies that can be used in every kitchen. Students need to bring their own knives and aprons. A SUPPLY FEE WILL BE CHARGED IN ADDITION TO TUITION

CULS 140 M440 1 credit I107
10/7 -10/28 6:00PM- 9:00PM Th DUNCAN

TRADITIONAL MEXICAN CUISINE

Join Chef Booth to learn more about our neighbor to the south who features a diverse and centuries-old bounty of flavor. With regions ranging from mountain to coastal, this cuisine based on the local produce, game, fish and spices is both rustic and intense. Classic and familiar preparations such as tamales, rellenos, and quesadilla will be created in this student hands-on class. Student participation includes the basics of salsas, guacamole and tortilla preparation. The class will then venture into regional, traditional classics such as pazole, birria, and moles from the northern, central, and southern states. A SUPPLY FEE WILL BE CHARGED IN ADDITION TO TUITION

CULS 118 M418 1 credit I107
10/19 -11/9 6:00PM- 9:00PM T BOOTH

THE FUNDAMENTALS OF CHICKEN COOKERY

Chef Booth will demonstrate the many different methods of cooking and the basics of chicken preparation in order to bring out the best flavors. Join Chef Booth is learning how to create the most flavor and to make any chicken dish turn out succulent, juicy, and brimming with flavor. Chef demonstrations and student participation on: chicken fabrication, major cooking methodologies, sauce construction, presentation styles, and on creating a selection of excellent chicken recipes. As this class will be hands-on, it's recommended that you bring a notebook, kitchen apron, fillet knife and a chef's knife. A SUPPLY FEE WILL BE CHARGED IN ADDITION TO TUITION

CULS 117 M417 1 credit I107
10/20 -11/10 6:00PM- 9:00PM W BOOTH

ESSENTIAL CULINARY BASICS SERIES

For both the experienced and beginning cook. Curriculum emphasis is on understanding the role of each ingredient, fragrancng, flavoring and seasoning, and creative recipe variation. Sit back, relax, enjoy all the foods demonstrated by Chef Shelton and allow a professional chef to inspire and educate your palate as well as your skills. Session 1: Stocks & Soups: Rich Stock Preparations, Bisque, Broth, Cream, Pureed Soups. Session 2: Sauces: Grand, Contemporary, International, and Light Sauces. A SUPPLY FEE WILL BE CHARGED IN ADDITION TO TUITION

CULS 137 M437 1 credit I107
10/27 -11/10 6:00PM- 9:00PM W SHELTON

A TRIP TO THE "BIG EASY" CAJUN STYLE

Chef Booth will take you on a culinary adventure into the heart of Louisiana featuring the traditional classics of both Cajun and Creole cooking. Exploring the origin of New Orleans' blended and unique flavors through the basics of the "trinity" and roux, and evolving into the nouveau creole cuisine, students will utilize regionally specific ingredients such as okra, merlitons, crawfish, and file to create authentic appetizers, soups, entrees, desserts, and brunch dishes. A SUPPLY FEE WILL BE CHARGED IN ADDITION TO TUITION

CULS 161 M461 1 credit I107
11/16 -12/07 6:00PM- 9:00PM T BOOTH

PASTA MAKING

Chef Booth assists you in preparing numerous fresh pastas in a variety of styles and flavors. Students participate in preparing pasta utilizing whole egg dough and flavored pastas, to include beet, tomato, spinach, and mushroom. Students create ravioli, agnolotti, cannelloni, tortellini, fettuccine, and linguini shaped pastas. The use of proper herbs, spices, and sauces are discussed. Bring an apron and kitchen towel. A SUPPLY FEE WILL BE CHARGED IN ADDITION TO TUITION

CULS 119 M419 1 credit I107
11/17 -12/8 6:00PM- 9:00PM W BOOTH

For textbook information go to www.bookstore.RTC.edu



EDUCATION & HUMAN SERVICES



"I found that everything I learned at RTC had prepared me for the situations I found in my new career".

-Whitney, Early Childhood Careers

EARLY CHILDHOOD CAREERS

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer (AAS-T) Degree

Program length: 3, 5, or 6 quarters

Entry point: open entry (space available basis) fall, winter or spring quarter

The Early Childhood Careers program prepares students for the care and early education of young children. Through classroom instruction and practical experience, this program builds the foundation for teaching and working effectively with children birth to age eight. Students gain skills necessary for designing curriculum, creating positive learning environments, and providing developmentally appropriate activities while taking into consideration culturally relevant and anti-bias practices. Students are required to complete an internship at a childcare center or in early childhood facilities where students may be currently employed. This program meets the Washington State Licensing Requirements. A Certificate of Completion is awarded upon successful completion of core course requirements. Both Associate of Applied Science (AAS) and (AAS-T) degrees are available to students completing additional General Education and technical course work.

9/20-12/16 8:30AM- 3:00PM DAILY N204 CULLER

HOW TO OBTAIN YOUR BACKGROUND CHECK

Criminal background checks are required for this program:

- Early Childhood Careers

You will be required to access your own criminal history prior to registration for a \$39.00 fee through www.CertifiedBackground.com

Directions:

1. Go to www.CertifiedBackground.com and click on "Students".
2. In the Package Code box, enter the college package code: eo81
3. Select method of payment: Visa, MasterCard or money order for \$39.00, hit submit.

*If your order requires one or more release forms, you will be prompted to electronically sign your documents at the end of the ordering process.

Retrieving:

After your order has been submitted, you will receive a confirmation email containing the password needed to view the results of your background check. To view your results visit www.CertifiedBackground.com, enter your password in the area provided on the lower right side of the homepage, then enter the last four digits of your Social Security Number. Results are usually available within 3-5 days, though some searches take longer so please allow adequate time when ordering. For A Summary of Your Rights Under the Fair Credit Reporting Act visit www.ftc.gov.

www.CertifiedBackground.com | (888) 666-7788 | info@certifiedbackground.com

EARLY CHILDHOOD CAREERS HYBRID PART-TIME EVENING COURSES

These Early Childhood Careers courses cover the same content as the daytime program; preparing students for work in the early childhood field. This option offers students more flexibility by offering classes individually, allowing students to take as many courses as they are able in a quarter. Instructor permission is required for enrollment. Each class has an online component that meets at www.rtc.edu/programs/online. Students must have intermediate computer skills and Internet access 5-7 days per week with current e-mail. Adobe Reader is required. Call 425.235.2202 to schedule an interview and obtain instructor permission to register.

INTRODUCTION TO EARLY CHILDHOOD

Designed to give new students an introduction to the field of early childhood. For personnel already employed in child care programs, this course provides the basic curriculum components of health, safety, child development and guidance, while taking into consideration culturally relevant/anti-bias practices. This course meets the Washington State legislation and STARS requirements.

ECC 101 Y202 2 credits N201
9/20-12/13 6:00PM- 9:00PM M NIEMER

CHILD DEVELOPMENT

Students explore typical developmental stages of children from birth to age eight from a multicultural perspective, and the implications of these stages to program development. In this course, students learn about basic brain research and theories related to child development (Piaget, Erickson, Vygotski, and others) and the application of these theories to the day-to-day work with young children in a diverse early childhood setting.

ECC 106 Y208 5 credits N201
9/22-12/15 6:00PM- 9:00PM W NIEMER



ART AND CREATIVITY

This course provides an overview of the developmental stages of children's art and the importance of open-ended art experiences. Students practice presenting a variety of art activities, learn why it encourages creativity, what factors make it culturally diverse and age appropriate, and develop a resource file of culturally diverse and age-specific activities.

ECC 112 Y304 2 credits N201
 9/21 -12/14 6:00PM- 9:30PM T NIEMER

PRACTICAL MATH FOR THE ECE PROFESSIONAL

Students perform the basic math principles needed to work efficiently in the child care field. Using math principles (adding, subtracting, multiplication, division, finding percentage, etc.), students create a monthly and yearly budget, determine appropriate room size, square footage, ratios, and complete a detailed order form for materials and supplies.

ECC 160 Y206 4 credits N201
 9/20-12/13 6:00PM- 9:30PM M NIEMER

EARLY CHILDHOOD CAREERS PRACTICUMS

These practicum courses are designed to give students practical experiences in an early childhood setting serving children birth to age 8. Students will practice and implement information they have learned in their college classroom into the early childhood setting, such as child development, developmentally appropriate practices and effective early learning experiences. Support will be provided by the practicum instructor during site visits. Instructor permission is required.

INTRODUCTION TO CHILDREN, FAMILIES & COMMUNITY

During the first quarter of this practicum experience, students learn, practice and implement effective cross cultural communication techniques that include basic reading, writing, listening, and speaking skills. Strategies to support families from diverse backgrounds are focused on as well as understanding child growth and development from a multi-cultural perspective, and how to meet children's individual and group needs. The outcomes and competencies are based on the Washington State Skill Standards for Early Childhood Professionals.

ECC 191 Y326 3 credits OFFSITE
 9/20 -12/16 ARR ARR NIEMER

INTRODUCTION TO SAFE, HEALTHY LEARNING ENVIRONMENTS

This second quarter practicum experience continues to build on knowledge and information covered during first quarter, and includes an on-going discussion supporting multi-cultural and anti-bias approaches. Emphasis on preparing and evaluating a culturally diverse and developmentally appropriate learning environment, maintaining health, safety and nutrition standards, and implementing diverse learning activities for music and movement. Students discuss and evaluate workplace competencies, job skills, and ethics necessary for success. The outcomes and competencies are based on the Washington State Skill Standards for Early Childhood Professionals.

ECC 192 Y328 3 credits OFFSITE
 9/20 -12/16 ARR ARR NIEMER

INTRODUCTION TO CURRICULUM, GUIDANCE & DISCIPLINE

This third quarter practicum continues to reinforce diversity principles discussed during the first two quarters. Students discuss culturally relevant guidance techniques, observing and recording children's behaviors, and ways to support families and children from diverse backgrounds. By the end of this quarter, students are able to develop and implement curriculum activities and ideas for math and science, creative art, and stories and literature to create a child-centered and culturally diverse program. The outcomes and competencies are based on the Washington State Skill Standards for Early Childhood Professionals.

ECC 193 Y330 3 credits OFFSITE
 9/20 -12/16 ARR ARR NIEMER

WORKING WITH CHILDREN WITH SPECIAL NEEDS

Students learn to recognize characteristics and behavioral clues of children with special needs and how to support their development and work effectively as a team with diverse family needs. Accessing local resources and types of services available for both teachers and families are discussed.

ECC 109 Y302 3 credits N201
 9/21-12/14 6:00PM- 9:30PM T NIEMER

TECHNOLOGY IN EARLY CHILDHOOD

This introductory course introduces students to the basic operations of Microsoft Windows products. Students learn the basics of Word, PowerPoint and Publisher, and to create, save and attach e-mail documents to use in their Early Childhood settings.

ECC 201 Y204 2 credits N201
 9/20 -12/13 6:00PM- 9:30PM M NIEMER

EARLY CHILDHOOD CAREERS PRACTICUMS

IMPLEMENTING DAP, ANTI-BIAS & EFFECTIVE COMMUNICATION

This second year internship requires students to practice and implement effective cultural communication techniques and strategies to support families from diverse backgrounds. Students focus on applying a multi-cultural and anti-bias approach to early childhood curriculum in their programs. Outcomes/competencies are based on the Washington State Skill Standards for Early Childhood Professionals.

ECC 290 Y332 5 credits OFFSITE
 9/20 -12/16 ARR ARR NIEMER

IMPLEMENTING SAFE, HEALTHY LEARNING ENVIRONMENT

During this quarter students evaluate and prepare culturally diverse learning environments while maintaining health, safety and nutrition standards required by the WAC's. Students conduct observations and assessments to meet the needs of a diverse group of children. Students also discuss, evaluate and implement professional and ethical standards in the workplace for success. Outcomes/competencies are based on the Washington State Skill Standards for Early Childhood Professionals. Variable credits available.

ECC 291 Y334 5 credits OFFSITE
 9/20 -12/16 ARR ARR NIEMER

IMPLEMENTING CULTERALLY DIVERSE CURRICULUM

This second year internship requires students to practice and implement effective cultural communication techniques and strategies to support families from diverse backgrounds. Students focus on implementing a multi-cultural and anti-bias approach to early childhood curriculum in their programs. Outcomes/competencies are based on the Washington State Skill Standards for Early Childhood Professionals. Variable credits available.

ECC 292 Y336 5 credits OFFSITE
 9/20 -12/16 ARR ARR NIEMER



CHILD DEVELOPMENT ASSOCIATE

PT

PROGRAM OPTIONS

- Certificate of Completion

Program length: varies, consult a counselor for details

Entry point: fall, winter or spring quarter

The Child Development Associate (CDA) part-time program is designed to offer training opportunities for early childhood staff who want to enhance the quality of child care and early education they provide by defining, evaluating, recognizing, and implementing the competencies established by the Council for Early Childhood Professional Recognition. The CDA competency standards and coursework define the skills needed by providers and the strategies to demonstrate their ability to work effectively with young children. CDA training addresses various settings: center-based infant and toddler programs and preschool classrooms, as well as family child care homes and home visitors. The final assessment and credentialing of child care providers is administered by the Council out of Washington, D.C. This program assists potential CDA candidates in completing the preparation steps for assessment, collecting documentation and required items for the resource file, and applying to the Council for their credential and verification visit.

CHILD DEVELOPMENT ASSOCIATE I

The first step in CDA credentialing. Students acquire knowledge and understanding of how children develop and learn the skills a teacher needs to promote healthy growth and development for infants, toddlers and preschoolers. During this quarter the first five functional areas are covered: safety, healthy learning environments, physical and cognitive development.

CHCAS 125 Y346	5 credits			N204
9/27 -12/13	6:00PM- 9:30PM	M		BAILEY

MANAGEMENT OF CHILDCARE PROGRAMS

PT

PROGRAM OPTIONS

- Certificate of Completion

Program length: varies, consult a counselor for details

Entry point: fall, winter or spring quarter

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

MANAGEMENT OF CHILD CARE PROGRAMS- WORKING WITH ADULTS

This class is designed to enhance knowledge and skills in managing and developing staff members and teams. Focus is on successful staff recruitment, selection, orientation, supervision, and training. Find out how to identify staff training needs, understand how adults learn, and design and deliver training. This course meets the STARS requirement for coursework in teaching adults.

ECCS 201 W470	5 credits			ONLINE
9/20-12/16	ARR		ARR	NIEMER
PROCTORED FINALS DATE TBD				

PROFESSIONAL-TECHNICAL EDUCATION

The following classes can be taken individually or as part of the AAS-T in Professional-Technical Education. The AAS-T provides a structured degree pathway in education for post-secondary professional-technical educators, providing them with an educational continuum toward a baccalaureate in education. The degree structure is designed around the Washington State Skill Standards for Professional-Technical College and Customized Trainers. The curriculum for this program is entirely competency based, with skills and their associated tasks mirroring industry and Skill Standards requirements.

TEACHING AND FACILITATING LEARNING - I

This survey course introduces new instructors to first-day activities, effective classroom management strategies, developing effective lessons based on learning outcomes and competencies. Instructor-Learners practice implementing a variety of student-centered instructional strategies and assessment methods.

EDUC 201 B220	3 credits			ONLINE
9/20 -12/16	ARR		ARR	STAFF

ASSESSMENT OF LEARNING

Instructor-Learners demonstrate literacy in prior, formative and summative assessment methods as directly linked to clearly developed learning outcomes and grading policies. Methods include performance-based and portfolio assessment as well as the development of rubrics. The process of curriculum evaluation and revision as linked to assessment is also discussed.

EDUC 216 B222	3 credits			ONLINE
9/20 -12/16	ARR		ARR	STAFF

For textbook information go to www.bookstore.RTC.edu





BERLITZ LANGUAGE COURSES

Renton Technical College is pleased to announce a partnership with Berlitz to offer world languages. With 128 years of experience, locations in over 60 countries, and millions of satisfied graduates, Berlitz is the leader in language and cross-cultural training. Courses offered include the following highlights:

- *The famous Berlitz Method focusing on speaking, listening and real life situations.*
- *Live face-to-face instruction and Online live instruction classes available.*
- *Private instruction and Total Immersion courses are customized and can be delivered at your location, at the college or language center.*

Berlitz offers several different class-size options, including Corporate Group (6-10 students), Semi-Private (2-4 students) and Private courses. Online courses and Total Immersion courses are also available. Prices for the Corporate Group, Semi-Private and Private courses are given below:

Corporate Group Courses:
48 hours/4 credits - \$1,140

Semi-Private Courses:
36 hours/4 credits - \$1,650

Private Courses:
48 hours/3 credits - \$4,170

All courses must be completed within the quarter. For descriptions and information about all of our courses and how to register, please visit: www.berlitz.us/clients/rtc1229.

LEVEL 1 LANGUAGE COURSES

These introductory courses are basic conversation courses designed for those who need to use the language in their work in basic interaction because they have occasional contact with speakers of the language or for those that would like to have some survival skills for getting around while traveling on business or vacation.

LEVEL 2 LANGUAGE COURSES

These courses are designed to be a continuation of the Level 1 Language Courses or for one with a very basic command of the spoken language. At the completion of a Level 2 course, students are able to deal with simple, straightforward information and are able to maintain simple face-to-face conversations, using at least one form of the present, past and future tenses.

LEVEL 3 LANGUAGE COURSES

These intermediate part one conversation courses are for those with a basic command of the language. At the completion of a Level 3 course, students should be able to successfully handle most uncomplicated communicative tasks and routine social and work situations. They have a relatively wide-range of simple language forms and strategies and are beginning to build a repertoire of topic-specific vocabulary.

LEVEL 4 LANGUAGE COURSES

These intermediate part two conversation courses are for those whose work involves them in extensive contact with foreign colleagues, customers or counterparts, in activities such as handling customer inquiries or participating more fully in business meetings and discussions. They are also appropriate for those with strong conversational skills with the ability to use and understand most verb tenses and basic sentence structures.



ALLIED HEALTH



“With this scholarship, I have more enthusiasm and it will help me get an education and I can improve society”.

-Maryann, I-BEST, LPN | KENYA

PLEASE NOTE:

Students for ALL Allied Health Programs need the following (excludes Veterinary Assistant):

- *Vaccinations and program specified health requirements in compliance with the Centers for Disease Control guidelines.*
- *Proof of health and liability insurance is needed at the time of clinical and externship experience. Health and liability insurance cost is not included in tuition fee.*
- *A national criminal background check is required for all students prior to entering Allied Health programs.*

For instructions on how to obtain your background check and upload your health requirements see the highlighted box on this page.

HOW TO OBTAIN YOUR BACKGROUND CHECK

Criminal background checks are required for these programs:

- Early Childhood Careers, pg. 24
- Allied Health Programs

You will be required to access your own criminal history prior to registration for a \$39.00 fee through www.CertifiedBackground.com

Directions:

1. Go to www.CertifiedBackground.com and click on “Students”.
2. In the Package Code box, enter the college package code: eo81
3. Select method of payment: Visa, MasterCard or money order for \$39.00, hit submit.

*If your order requires one or more release forms, you will be prompted to electronically sign your documents at the end of the ordering process.

Retrieving:

After your order has been submitted, you will receive a confirmation email containing the password needed to view the results of your background check. To view your results visit www.CertifiedBackground.com, enter your password in the area provided on the lower right side of the homepage, then enter the last four digits of your Social Security Number. Results are usually available within 3-5 days, though some searches take longer so please allow adequate time when ordering. For A Summary of Your Rights Under the Fair Credit Reporting Act visit www.ftc.gov.

www.CertifiedBackground.com | (888) 666-7788 | info@certifiedbackground.com

PLEASE NOTE:

Allied Health classes with a clinical component will be charged a \$100.00 clinical placement fee per class.

ANESTHESIA TECHNICIAN

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer (AAS-T) Degree

Program length: 4 quarters

Entry point: fall quarter

This program provides entry level training leading to a Certificate of Completion. Curriculum is based on the American Society of Anesthesia Technologists and Technicians (ASATT) standards and guidelines. Course work includes the following: medical terminology, anatomy and physiology, pharmacology, EKG analysis, anesthesia equipment principles and applications, and general medical knowledge. Included in the program are intensive clinical experiences in local area hospitals.

9/20-12/16 8:00AM-2:30PM DAILY B204 WEST

CENTRAL SERVICE TECHNICIAN

PT

PROGRAM OPTIONS

- Certificate of Completion

Program length: 1 quarter

Entry point: fall, winter, spring, or summer quarter

This entry level health care program prepares the student for a Central Service Technician role. National and international standards for decontamination and sterilization are covered. Areas of study include principles of microbiology with an emphasis on decontamination, disinfection and sterilization. Also included is an overview of medical terminology, fundamentals of human anatomy, surgical instruments, inventory control, distribution, purchasing, and healthcare trends. At the end of the program, the graduate may take the certification exam. Successful completion of the exam, plus 400 hours in the field allows graduates to be certified. An internship at a local hospital is included in the program. Students must meet immunization and program specified health requirements, and have proof of health insurance prior to the clinical experience. A nationwide criminal background check is also required.

9/7-12/10 ARR TWThF B126 COLEMAN

“I thought, “this year I am turning 50”, and starting a new career is crazy! But, choosing Renton Technical College was the new, fresh breath I needed. I had no idea how deeply that choice would affect my life.”

Cathy
Central Service Technician Program



HEALTHCARE PROVIDER CPR/RENEWAL

Covers one and two person, adult, child and infant CPR. Practice caring for person with foreign body airway obstruction (FBAO), pocket mask, bag valve mask, personal barriers techniques and use of Automated External Defibrillator (AED). Upon completion of written exam and skills evaluation AHA card issued.

HCPCS 101 F106	1 credit	Fee: \$30	B126
9/25	8:00AM- 2:30PM	Sat	BELL
HCPCS 101 F103	1 credit	Fee: \$30	B126
10/16	8:00AM- 2:30PM	Sat	BELL
HCPCS 101 F101	1 credit	Fee: \$30	B126
12/4	8:00AM- 2:30PM	Sat	BELL

HEALTHCARE PROVIDER FIRST AID/CPR & AED

This course covers one and two person, adult, child and infant CPR. Students practice caring for person with foreign body airway obstruction (FBAO), pocket mask, bag valve mask, personal barriers techniques and use of Automated External Defibrillator (AED). The course teaches to effectively recognize and treat in critical minutes until Emergency Medical Services (EMS) arrive. Topics include: general first aid principles, medical, injury and environmental emergencies, and bloodborne pathogens. This course is approved by OSHA, WISHA (Labor and Industries) for healthcare providers: physicians, nurses, physical therapists, dental office and assisted living providers. An AHA card will be issued upon the successful completion of a written exam and skills evaluation.

HCPCS 102 F104	2 credits	Fee: \$40	B126
10/2 -10/9	8:00AM- 4:30PM	Sat	KURLE
HCPCS 102 F105	2 credits	Fee: \$40	B126
11/13 -11/20	8:00AM- 4:30PM	Sat	BERRYSMITH

HEALTH CAREER EXPLORATION

This course is designed to enhance learning skills in advance of entry into many of the allied health programs for more successful completion. The areas covered in this course are study habits, life skills, information literacy, math, human relations, introduction to medical terminology, and verbal and written communication skills. Also included is first aid certification.

HLTH 103 H116	3 credits	B206
9/21 -11/23	2:45PM- 4:45PM	TTh LEHNHOFF

MEDICAL TERMINOLOGY

Introduction to word origin and medical terminology relating to body structure, cells and organs, disease, surgery, diagnosis, and treatment. Also includes introduction to basic anatomy. Purchase class materials in RTC Bookstore prior to first class.

HLTH 105 H102	3 credits	B206
9/20 -11/17	2:45PM- 4:45PM	MW LEHNHOFF

MEDICAL TERMINOLOGY

Introduction to word origin and medical terminology relating to body structure, cells and organs, disease, surgery, diagnosis and treatment. Also includes introduction to basic anatomy. Students must purchase book and the bundled course cartridge from the RTC Bookstore prior to first class. (Buying the textbook from an outside source will not allow you to access the online course content!). Additional Online Description: Ability to access the Internet and basic email. Access to Microsoft Office or equivalent or ability to download software with instructions. All classes meet online at www.rtc.edu/Programs/OnlineCourses/. Enroll at least one week prior to start of class.

MAPS 103 W406	5 credits	ONLINE
☞ 9/20 -12/16	ARR	ARR GRACIE

MAPS 103 W404	5 credits	ONLINE
☞ 9/20 -12/16	ARR	ARR SHARPE

PROCTORED FINALS DATE TBD

DENTAL ASSISTANT

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer (AAS-T) Degree

Program length: 4 quarters

Entry point: fall or winter quarter

Prepare for certification by the Dental Assistant National Board. High school diploma or GED required, must be a minimum of 18 years of age. The program is accredited by the Commission on Dental Accreditation, a division of the American Dental Association. Hours vary during clinical sessions. Nationwide criminal background check is required for clinical experience. Must meet immunization and program specified health requirements and proof of health insurance coverage that covers the student during the entire clinical time frame.

9/20-12/16	8:00AM- 2:30PM	DAILY	B110	LEVITON
9/13-11/3	8:00AM- 2:30PM	DAILY	B110	BERRYSMITH

NURSING ASSISTANT

PT

PROGRAM OPTIONS

- Certificate of Completion

Program length: 1 quarter

Entry point: fall, winter, spring or summer quarter

This program is available for free to eligible TANF recipients.

This program provides Tools for Success which includes First Aid and Healthcare Provider Level "C" CPR training towards completion of a Nursing Assistant certificate. The graduates are eligible to take the Washington State Certification Exam for Nursing Assistants, making them employable in many settings. Students must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines; and have proof of health insurance prior to the clinical experience. Hours vary during clinical assignment including possible evening or weekend placement; please note some clinical sites start as early as 5:45 a.m. A nationwide criminal background check is required.

Section 1 H101A

9/7-10/1	8:00AM- Varies from 2:30PM-4:30PM	TWThF/Theory	WILLIAMS- BUTTERFIELD
10/5-11/2	8:00AM- Varies from 12:00PM-1:30PM	T/Theory	WILLIAMS- BUTTERFIELD
10/6-10/29	5:45AM – 2:15PM	WThF/Clinical	WILLIAMS- BUTTERFIELD
10/6-10/29	5:45AM – 2:15PM	WThF/Clinical	BRUA

Section 2 H101A

9/7-10/12	5:00PM-9:30PM	TWTh/Theory	SOKOLSKIY
10/13-11/17	5:00PM-9:00PM	TWTh/Theory	SOKOLSKIY
10/2-11/7	5:45AM-2:15PM	SatSun/Clinical	SOKOLSKIY
10/2-11/7	5:45AM-2:15PM	SatSun/Clinical	BUZAR

Section 3 H101-A

10/5-10/29	8:00AM- Varies from 2:30PM-4:30PM	TWThF/Theory	DAMAN
11/2-12/7	8:00AM- Varies from 12:00PM-1:30PM	T/Theory	DAMAN
11/3-12/3	5:45AM – 2:15PM	WThF/Clinical	DAMAN
11/3-12/3	5:45AM – 2:15PM	WThF/Clinical	BRUA

For textbook information go to www.bookstore.RTC.edu



LICENSED PRACTICAL NURSE

FT

PROGRAM OPTIONS

- Certificate of Completion

Program length: 4 quarters

Entry point: fall or spring quarter

This program, approved by the Washington State Board of Practical Nurse Examiners, prepares students to perform the duties of a practical nurse and makes them eligible to take the State LPN examination. Students must be 18 years of age and have a high school diploma or GED. Required before entry are a 5-credit General Biology course, a 10-credit Anatomy and Physiology course, a 5-credit Math for Health Sciences course or its equivalent, a 3-credit Medical Terminology course, a 5-credit Human Nutrition course, and hold a current, valid and unencumbered license as a Certified Nursing Assistant for the State of Washington. Must also meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines; and have proof of health insurance coverage that covers the student during the entire clinical time frame. A nationwide criminal background check is required. Hours vary during clinical.

9/20-12/16	8:00AM- 2:30PM	DAILY	J305	CUSICK/FOLTZ/ FOREST/McEWEN
9/20-12/16	8:00AM- 2:30PM	DAILY	H108	CUSICK/FOLTZ/ FOREST/McEWEN

REGISTERED NURSE, ASSOCIATE DEGREE

FT

PROGRAM OPTIONS

- Associate of Applied Science Transfer (AAS-T) Degree

Program length: 2 quarters

Entry point: fall or spring quarter

This program prepares students for professional licensure and employment as Associate Degree Registered Nurses. This program has begun the process of National League of Nursing accreditation. The program course of study includes courses in medical, surgical, geriatric, obstetric, and pediatric nursing. Additional course study includes pharmacology, advanced clinical nursing procedures, health assessment, and transcultural community nursing. Under the guidance of a nursing instructor, students participate in clinical practice in a variety of settings in acute, ambulatory, community and specialty care areas. Upon successful completion of the program, students are eligible to take the Nurse Certificate and Licensing Examination for Registered Nurses (NCLEX-RN). To earn an Associate of Applied Science-Transfer (AAS-T) degree, the student must complete all course requirements for the Registered Nurse, Associate Degree program, the Licensed Practical Nurse program, plus General Education courses. A nationwide criminal background check is required.

9/20-12/16	8:00AM- 2:30PM	DAILY	H101B	CORBETT/ CUSICK/FOREST/HUDDLESTON
------------	----------------	-------	-------	--------------------------------------



MASSAGE THERAPY PRACTITIONER

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer (AAS-T) Degree

Program length: 3 quarters

Entry point: fall or winter quarter

Prepare for the Washington State Licensing exam and National Certification. Nationwide criminal background check required prior to clinical experience. Must meet immunization and program specified health requirements and proof of insurance coverage that covers the student during the entire clinical time frame. Training includes student clinic and internship experience. Students are required to join the American Massage Therapy Association and the Washington State Chapter. The cost is \$109.00 and is in addition to tuition. This cost includes AMTA membership, Washington Chapter membership, and liability insurance. Proof of membership will be required at time of registration.

9/20-12/16	8:00AM-2:30PM	DAILY	B113	EMRYES
------------	---------------	-------	------	--------

MEDICAL ASSISTANT

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer (AAS-T) Degree

Program length: 4 quarters

Entry point: fall or winter quarter

This program prepares students to become multi-skilled professionals to perform a variety of patient-related tasks in physician offices and other health care settings. The curriculum is designed to meet the requirements for Category A, C & E Health Care Assistant as described in WAC 246-826-170. Students learn to set up clients for examination, draw blood for basic lab studies, administer some medications, do EKG's, assist with minor surgical procedures, and perform front office skills related to medical records and billing. Clinical externship is included. Students must be 18 years of age, have a high school diploma or GED and be able to read, write and converse in English. Nationwide criminal background check is required for clinical experience. Must meet immunization and program specified health requirements and proof of health insurance coverage that covers the student during the entire clinical time frame.

8/30-11/23	8:00AM- 2:30PM	DAILY	B109	LANDES
9/20-12/16	8:00AM- 2:30PM	DAILY	B125	WINCHESTER

OPHTHALMIC ASSISTANT

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer (AAS-T) Degree

Program length: 4 quarters

Entry point: winter quarter

This program provides entry level training leading to a certificate as a Certified Ophthalmic Assistant. Curriculum is based on current Association of Technical Personnel in Ophthalmology (ATPO) and the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) standards. The program prepares students for national certification. Course work includes the following: medical terminology, anatomy and physiology, history taking, patient services, basic skills, lensometry, basic tonometry, instrument maintenance, and general medical knowledge. Included in the program are extensive clinical experiences in ophthalmologist private practices, teaching hospitals, and eye centers. Nationwide criminal background check is required for clinical experience.

9/20-12/16	8:00AM- 2:30PM	DAILY	J101	BOVARD
------------	----------------	-------	------	--------



PHARMACY TECHNICIAN

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer (AAS-T) Degree

Program length: 4 quarters

Entry point: fall quarter

This ASHP accredited program prepares students to become certified by the State as Pharmacy Technicians. This course will give students the necessary foundation of information and skills for the required National Certification Exam. Program content includes but is not limited to theory in areas such as pharmacology, pharmacy law, pharmaceutical math, and drug product knowledge. Practical application skills such as intravenous admixture, prescription filling, and compounding of products to be dispensed are also acquired. Clinical externship experience in both hospital and retail pharmacies is included. Must be 18 and have a high school diploma or GED. Required before entry is a 5-credit Math for the Health Sciences course, or its equivalent. Must meet vaccination and program specified health requirements in compliance with the Centers for Disease Control guidelines; and have proof of health insurance coverage that covers the student during the entire clinical time frame. A nationwide criminal background check is required clinical experience.

9/20-12/16	8:00AM- 2:30PM	DAILY	B124	DEDMON
------------	----------------	-------	------	--------

PHLEBOTOMY TECHNICIAN

PT

PROGRAM OPTIONS

- Certificate of Completion

Program length: 1 quarter

Entry point: fall, winter, spring or summer quarter

This program prepares the graduate to work as a member of the health care team as a certified phlebotomy technician in the clinical lab setting. Program content includes the history of phlebotomy, introduction to the clinical laboratory, law and legal issues, medical terminology, various blood drawing techniques, communication and organizational skills, proper body mechanics, and infection control/standard precautions. Supervised clinical experience in a major hospital is included. Students must be 18 years of age; have a high school diploma or GED. Students must meet immunization and program specified health requirements, and have proof of health insurance prior to the clinical experience. A nationwide criminal background check is also required. Upon satisfactory completion of this program, the student is eligible to take a national board exam for qualification as a Certified Phlebotomy Technician. The fee for this exam is set by and paid to the American Society of Clinical Pathologists Board of Registry. It is not included in the program fee.

Section 1

9/20-10/27	8:00AM-2:30PM	MTWThF/Theory	B202
10/28-11/19	8:00AM-4:30PM	MTWThF/Clinical	STAFF
12/16	8:00AM-2:30PM	Th/Theory	

Section 2

9/20-10/27	8:00AM-2:30PM	MTWThF/Theory	B202
11/22-12/15	8:00AM-4:30PM	MTWThF/Clinical	STAFF
12/16	8:00AM-2:30PM	Th/Theory	

SURGICAL TECHNOLOGIST

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science-Transfer (AAS-T) Degree

Program length: 4 quarters

Entry point: fall or winter quarter

Prepare for employment as a surgical technologist in the operating room and related areas. Must be able to stand long periods, lift 50 lbs., have healthy skin, be 18 years old, have high school diploma or GED and have completed a 5-credit Introduction to Anatomy and Physiology course with a minimum 2.0 GPA. A nationwide criminal background check is required. Must meet immunization and program specified health requirements and proof of health insurance coverage that covers the student during the entire clinical time frame.

9/20-12/16	8:00AM- 2:30PM	DAILY	B126	STAFF
9/20-12/16	8:00AM- 2:30PM	DAILY	B208	FREEMAN

VETERINARY ASSISTANT

PT

PROGRAM OPTIONS

- Certificate of Completion

Program length: 3 quarters

Entry point: fall quarter

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

9/21-12/15	5:00PM-8:00PM	TWTh	K106	BEAL
------------	---------------	------	------	------

**Integrated Basic Education
Skills Training (I-BEST)**

These programs offer students added support in language development and skills, allowing individuals a greater opportunity for success in a technical program. This includes both students for whom English is a second language, and students working on increasing their basic skills in reading and writing. These courses include additional hours each week of non-credit Adult Basic Education (ABE) and English as a Second Language (ESL) instruction. Students will be tested to determine if they are eligible for I-BEST support and may be contacted to attend an orientation session. I-BEST support is available in the following technical programs:

- Accounting Clerk**
- Central Service Technician**
- Licensed Practical Nurse**
- Nursing Assistant**
- Pharmacy Technician**
- Phlebotomy Technician**
- Surgical Technologist**



MANUFACTURING & PRODUCT SERVICES



“The scholarship helped pay for tuition and has helped me work towards my degree”.

~Tracy, Welding

BAND INSTRUMENT REPAIR TECHNOLOGY

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 3 quarters

Entry point: fall quarter or with instructor permission

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

8/26-11/24 7:00AM- 1:30PM DAILY BAINBRIDGE

ELECTRONICS MANUFACTURING FOR TECHNICIANS

Learn electronic component identification and markings, PCB assembly, soldering, de-soldering, and minor PCB rework. Also covered are crimp lugs, crimp pins, IDC and flat cable assembly. Students will learn basic wiring skills and also an introduction to surface mount PCB assembly.

EASS 100 L802 5 credits J207
10/2 -12/11 8:00AM- 4:30PM Sat MARSHALL

BASIC ELECTRICITY (PLANT & MACHINE MAINTENANCE-ELECTRICAL 1)

Designed for plant and machine maintenance trainees, instruction includes electron theory and electrical current areas. Textbook and calculator are required.

ELECS 115 Q401 8 credits E405
9/28 -12/9 6:00PM-10:00PM TTh MEAKIN

PLANT & MACHINE MAINTENANCE - ELECTRICAL II

This theoretical course is designed for plant and machine maintenance trainees. Basic theory and application areas include continuation of theory on DC and AC circuits and introduction to complex AC circuits. Other areas covered are basic laws and formulae, resistive, inductive, and capacitive loads and calculations, power and power factor, self and mutual inductance, transformers, batteries, AC and DC generator/alternators, AC and DC motors, control circuits, test instruments, circuit diagrams, pilot devices, single and three phase circuits, maintenance issues, and safety. Textbook is required.

ELECS 116 Q402 8 credits E405
9/28 -12/9 6:00PM-10:00PM TTh MEAKIN

PLANT & MACHINE MAINTENANCE - ELECTRICAL III

This theoretical course is designed for plant and machine maintenance trainees. Basic theory areas include DC and AC solid state motor controls and static input/output devices and closed loop regulation concepts. Other areas covered include test equipment for advanced trouble shooting, transistor operation and basic amplifier applications with circuit analysis, electronic control symbol introduction and schematic analysis, basic introduction to Programmable Logic Controllers and their application to motor control. Textbook and calculator are required. This course is approved by the Department of Labor and Industries' Electrical Section to satisfy 12 hours of continuing education for electricians. Prerequisite: Electrical II or instructor approval.

ELECS 117 Q403 7 credits L105B
9/25 -1/29/11 11:00AM- 4:00PM Sat KNUTSEN

FACILITY ELECTRICAL SYSTEMS & THE NEC

This course is designed to satisfy the basic education requirements for electrical trainees. The participant will be introduced to how the National Electrical Code applies to a technician responsible for maintaining facilities' electrical systems. The course will cover rules related to additions/alterations of electrical systems. Sections of the NEC that will be discussed include circuit protection, grounding and bonding practices, wiring methods, and replacement of equipment. This course is approved by the Department of Labor and Industrial Electrical Sections to satisfy 8 hours of continuing education for electricians.

ELECS 120 Q409 1 credit Fee: \$130 F107
8/14 8:00AM- 4:30PM Sat NELSON

ELECS 120 Q410 1 credit Fee: \$130 F107
9/11 8:00AM- 4:30PM Sat NELSON

ELECS 120 Q408 1 credit Fee: \$130 F107
10/9 8:00AM- 4:30PM Sat NELSON

ELECS 120 Q406 1 credit Fee: \$130 F107
11/13 8:00AM- 4:30PM Sat NELSON

ELECS 120 Q407 1 credit Fee: \$130 F107
12/11 8:00AM- 4:30PM Sat NELSON

BASIC HVAC & REFRIGERATION ELECTRICAL SCHEMATICS

Students learn electrical components and wiring layouts commonly found in HVAC and refrigeration systems, and a practical foundation in electrical theory to aid in troubleshooting and diagnosis. Textbook is required. This course is approved by the Department of Labor and Industries' Electrical Section to satisfy 12 hours of continuing education for electricians. Prerequisite: ELECS 232, or concurrent enrollment.

ELECS 234 Q411 4 credits E415
10/2 -12/11 8:00AM-12:00PM Sat CAMPBELL

For textbook information go to www.bookstore.RTC.edu



EPA REFRIGERANT CERTIFICATION

Earn your EPA 608 Universal Certification. The 608 Certification is required for all refrigeration service involving non-automotive sealed systems. This 5-week class includes 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.

REFS 235 Q701 2 credits E415
 10/6 -11/3 5:30PM- 9:30PM W CAMPBELL

PRECISION MACHINING TECHNOLOGIES

FT
 PROGRAM OPTIONS
 • Certificate of Completion
 • Associate of Applied Science Degree

Program length: 8 quarters
Entry point: fall or winter quarter

This two-year program is designed to help students acquire and develop skills necessary to work in the manufacturing industry. The course integrates theory and practical applications in a fully equipped machine shop facility. Students study machining processes and procedures, properties of metals, blueprint reading, applied math, inspection techniques, Computer Aided Manufacturing utilizing MasterCAM software, and the operation of Computer Numerical Control (CNC) machines. The CNC equipment includes Vertical and Horizontal Machining Centers as well as CNC Lathes with live tooling. When appropriate, students may be assigned to a cooperative workstation in industry. This program articulates with Tech Prep programs through the South King County Tech Prep Consortium.

9/20-12/16 8:00AM- 2:30PM DAILY F102 MARTINEZ

BASIC MACHINING

FT
 PROGRAM OPTIONS
 • Certificate of Completion

Program length: 4 quarters
Entry point: fall or winter quarter

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

9/20-12/16 8:00AM- 2:30PM DAILY F102 MARTINEZ

COMPUTER NUMERICAL CONTROL

FT
 PROGRAM OPTIONS
 • Certificate of Completion

Program length: 2 quarters
Entry point: fall or winter quarter

This program is designed for students who have experience in machine operation, feeds and speeds, and an understanding of basic shop math. Instruction is both theoretical and practical, and includes manual and computer programming using the latest CNC/CAM software. This program is taught in a machine shop facility equipped with industrial size 3- and 4-axis vertical and horizontal milling machines and 3-axis turning center with conversational control and live tooling. In this program, students are introduced to micro-computer hardware, the Windows operating system, the basics of computer numerical control (CNC) machines, and programming CNC machines using MasterCAM software. Students also learn information literacy, hazardous material processes, and manufacturing trends.

9/20-12/16 8:00AM- 2:30PM DAILY F102 MARTINEZ

BLUEPRINT READING, MECHANICAL

This blueprint reading course is oriented to the metal trades field and is designed for individuals in machine shops. It is taught on an individual basis for students with varying skills in this area.

MTECS 110 K302 4 credits F107
 9/27 -12/1 6:00PM- 9:00PM MW BROTHERS

MACHINING/LATHE

Learn or upgrade skills in basic machine shop practices. The course is taught on an individual basis emphasizing basic shop and machine operation practices. ALL STUDENTS ARE REQUIRED TO HAVE A LATHE TOOL BIT, SAFETY GLASSES, AND LEATHER SHOES.

MTECS 113 K312 5 credits F104
 10/2 -12/11 8:30AM- 5:00PM Sat PITZER/UCHISON

MTECS 113 K306 5 credits F104
 10/4 -12/8 5:30PM- 9:30PM MW PITZER

MACHINING/MILLING

This course is for individuals who have had previous experience or have completed Machining/Lathe and emphasizes advanced shop practices, basic machine and hand tool operation, and the use of industrial milling and grinding machinery. ALL STUDENTS ARE REQUIRED TO HAVE SAFETY GLASSES AND LEATHER SHOES.

MTECS 115 K314 5 credits F104
 10/2 -12/11 8:30PM- 5:00PM Sat PITZER/UCHISON

MTECS 115 K308 5 credits F104
 10/4 -12/8 5:30PM- 9:30PM MW PITZER

INTRODUCTION TO SOLIDWORKS

This course is an introduction to creating 3-D computer-aided design models. SolidWorks is a feature-based, parametric solid-modeling design program. Topics include base, boss, and cut feature creation using extruded, revolved, or simple swept shapes, and sketching techniques for detail and assembly drawing creation.

MTECS 122 K316 3 credits F109
 10/5 -12/7 5:30PM- 9:30PM T MARTINEZ

ADVANCED SOLIDWORKS

This class is the second of the 2-class sequence for creating 3-D computer-aided design models using SolidWorks design software. Topics include, but are not limited to, sheet metal design, advanced swept and lofted shapes, and parametric surfaces generation. Prerequisites: MTECS 122 or instructor permission.

MTECS 123 K318 3 credits F109
 10/5 -12/7 5:30PM- 9:30PM T MARTINEZ

PERSONAL MANUFACTURING TECHNOLOGY

This class is an overview of PC-based small manufacturing machines and software that is available to entrepreneurs, inventors and hobbyists. Learn what is available, how it works, and how much it costs to get started. Covered technologies include CNC routers, mills, plasma cutters and lathes. Machines like this are used to create decorative art, musical instruments, radio control car parts, inventions and anything else you can dream up. Learn how to get started in small-scale manufacturing.

MTECS 128 K320 1 credit Fee: \$102 F102
 10/6 -11/10 6:00PM- 8:00PM W UCHISON

CNC SET-UP AND OPERATION

Students become familiar with computerized numerical control (CNC) lathes and mills. Students learn machine set-up, operation, and programming, as well as the applied math necessary for CNC operations.

MTECS 216 K322 3 credits F102
 10/4 -12/6 5:30PM- 9:30PM M UCHISON



INTRODUCTION TO MASTERCAM

Explore the basics of CNC programming using Mastercam software. Learn geometric construction, write and document programs using contours, drill and pocket functions, tool path as well as file management, editing and post-processing.

MTECS 220 K324 3 credits F109
 9/30-12/16 5:30PM- 9:30PM Th MARTINEZ

ADVANCED MASTERCAM

Discover advanced programming tools in Mastercam to program complex parts. Learn standard wireframe construction, 2D and 3D, swept surfaces, ruled surfaces, and solids. 3D tool path, 4th axis or rotary axis, parameters, printing and documentation of all NC programs. Prerequisite: MTECS 220 or instructor approval.

MTECS 222 K326 3 credits F109
 9/30-12/16 5:30PM- 9:30PM Th MARTINEZ

MAJOR APPLIANCE AND REFRIGERATION TECHNOLOGY

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 8 quarters

Entry point: fall or spring quarter

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

9/20-12/16 7:30AM- 2:00PM DAILY E401A BAEDER/
 CAMPBELL

REFRIGERATION TECHNOLOGY

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 4 quarters

Entry point: fall or spring quarter

This training program for refrigeration technicians enables students to develop the skills necessary to work as service technicians on domestic and commercial refrigeration, air conditioning, and heat pump systems. Emphasis is placed on developing a thorough understanding of electrical and refrigeration theory through classroom experiences and practical application. Service, repair, and troubleshooting techniques are taught on late model equipment in a fully equipped training facility. Students are taught how to safely handle, store, and dispose of CFC refrigerants, according to EPA requirements, related to diagnostic, service, and repair procedures. Technical proficiency and competency are developed by using test and service equipment to improve diagnostic and repair techniques. Laboratory experience helps develop skills in brazing and soldering of copper, steel, and aluminum.

9/20-12/16 7:30AM- 2:00PM DAILY E401A BAEDER/
 CAMPBELL

KITCHEN MAJOR APPLIANCE TECHNOLOGY

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 4 quarters

Entry point: fall or spring quarter

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

9/20-12/16 7:30AM- 2:00PM DAILY E401A BAEDER/
 CAMPBELL

LAUNDRY MAJOR APPLIANCE TECHNOLOGY

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 4 quarters

Entry point: fall or spring quarter

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

9/20-12/16 7:30AM- 2:00PM DAILY E401A BAEDER/
 CAMPBELL



WELDING

FT
PROGRAM OPTIONS
• Certificate of Completion
• Associate of Applied Science Degree

Program length: 5 quarters

Entry point: fall quarter, or with instructor permission

This program is designed to prepare welders for jobs in manufacturing, fabrication, and construction trades. This program is comprehensive. Courses include Blueprint Reading and Layout, Metallurgy for Welders, Applied Mathematics, shop safety, and hands-on training in GMAW, FCAW, SMAW, FTAW, OAW, and thermal cutting. The instruction is individualized and previous experience determines a student's starting point. A student's motivation and ability to move through the individual objectives will determine completion time. WABO Certification is available. This program articulates with Tech Prep programs through the South King County Tech Prep Consortium.

9/20-12/16 8:00AM- 2:30PM DAILY A1 GEIST/PARKER

BASIC WELDING

FT
PROGRAM OPTIONS
• Certificate of Completion

Program length: 2 quarters

Entry point: fall, winter or spring quarter, or with instructor permission
This basic welding program is designed to prepare welders for job entry in gas, arc, and MIG welding. WABO Certification is available. No class offered summer quarter.

9/20-12/16 2:45PM-9:15PM DAILY A6 ARAGON

WELDING (OXY-ACETYLENE AND ARC)

This course is designed to prepare welders for job entry in most phases of welding. Classroom and practical experience is offered in gas and arc welding. Related experiences round out the complete course. Student's previous experience dictates the starting point. WABO certification is available. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELDS 102 K602 5 credits A1
10/4 -12/8 5:30PM- 9:30PM MW JOHNSON

WELDS 102 K604 5 credits A1
10/5 -12/16 5:30PM- 9:30PM TTh VILCA

WELDING

This course is designed to prepare welders for job entry, technical upgrading and certification in most processes of welding. Classroom and practical experience is offered in oxy-acetylene, SMAW, MIG and TIG. Student's previous experience dictates starting point. WABO certification is available.

WELDS 106 K606 4 credits A1
10/2 -12/11 8:00AM- 2:30PM Sat PARKER

WELDING BRUSH-UP

This course is for individuals needing a brush-up course in welding. Individual classroom and practical experience are offered in gas, arc, mig and tig welding. Previous experience determines a student's starting point. A student's motivation and ability to move through the individual objectives will determine completion time. Entrance into the program depends upon student space availability.

WELDS 108 K608 4 credits A1
9/20 -12/16 8:00AM- 2:30PM ARR PARKER

WELDING (MIG & TIG)

This course is designed to prepare welders for job entry, technical upgrading and certification in GMAW, GTAW, and FCAW. Instructor's permission must be obtained for direct entrance into GTAW and some oxy-acetylene brush-up may be required. This course offers WABO certification in these processes. This class is competency-based and will in most cases need to be taken more than once to become a fully competent welder.

WELDS 110 K612 5 credits A1
10/4 -12/8 5:30PM- 9:30PM MW JOHNSON

WELDS 110 K614 5 credits A1
10/5 -12/16 5:30PM- 9:30PM TTh VILCA

CERTIFIED WELDING INSPECTOR TRAINING

This course will provide the enrollees with the opportunity to apply the principles involved in welding inspection. The students will know the duties of the welding inspector, as well as the responsibilities. The students will be prepared to take the AWS, QC-1 test for CWI certification.

WELDS 112 K616 6 credits A6
10/2 -12/11 8:00AM- 2:30PM Sat GEIST

WELDING FABRICATION I

This course provides fabrication instruction to those who are proficient in at least one arc welding process. The instruction includes project planning, trade math, welding blueprints, layout, joint design, rolling, bending, plasma cutting, grinding, polishing, finishing and other various fabrication methods. Students are required to purchase their own materials for projects. Prerequisite: instructor permission.

WELDS 114 K618 5 credits A1
9/28 -12/9 5:30PM- 9:30PM TTh PARKER

WELDING FABRICATION II

This course provides fabrication instruction to those who are proficient in at least one arc welding process. In this class students design, plan, layout, cut and fabricate their own welding projects. Students are required to purchase their own materials for projects. Prerequisite: WELDS 114.

WELDS 115 K622 5 credits A1
9/28 -12/9 5:30PM- 9:30PM TTh PARKER

SOLDADURA

Esta clase prepara soldadores para obtener trabajo, mejorar sus habilidades, o ser certificado en algunos procesos de soldadura. Se ofrece lecciones y experiencia practica en oxi-acetileno, SMAW (soldaduras por arco bajo gas protector), FCAW, GMAW, GTAW, y OAW. La experiencia previa del estudiante determina su punto de entrada en esta clase. Es posible prepararse para obtener la Certificacion de la Asociacion de Inspectores de Edificios del estado de Washington (WABO). Esta clase esta basada en las competencias del estudiante, y en la mayoria de los casos se necesita tomar la clase varias veces para ser totalmente competente en soldadura.

WELDS 124 K624 5 credits A1
10/5 -12/16 5:30PM- 9:30PM TTh VILCA

For textbook information go to www.bookstore.RTC.edu



TECHNOLOGY



“I heard about the CNT program at RTC and this scholarship has helped me pay for tuition and tools”.

-Alexandru, Computer Network Technology | MALDOVA

APPLICATIONS DEVELOPER

FT

PROGRAM OPTIONS

- Certificate of Completion

Program length: 4 quarters

Entry point: fall or winter quarter

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

9/20-12/16	8:00AM- 2:30PM	DAILY	J106	BRAUNSTEIN-POST/ CULLER/ZERROUKI
------------	----------------	-------	------	-------------------------------------

COMPUTER SCIENCE

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 4 quarters

Entry point: fall or winter quarter

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

9/20-12/16	8:00AM- 2:30PM	DAILY	J109	BRAUNSTEIN-POST/ CULLER/ZERROUKI
------------	----------------	-------	------	-------------------------------------

COMPUTER NETWORK TECHNOLOGY

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 4 quarters

Entry point: fall, winter, or spring quarter

The Computer Network Technology program is designed for entry-level students to develop skills needed to gain employment as computer network installation, configuration, and support technicians. Students receive training in basic electronic theory and progress through classes in maintenance and repair of Microsoft Windows and Linux Operating system environments. Students are prepared for industry certifications, including CompTIA A+, CompTIA Network+, Linux+, Microsoft Certified Profession (MCP) and Red Hat Certified Technician (RHCT). Both server and workstation configurations are taught in this one-year (1260 hour) program. Students who successfully pass all competencies are awarded a Certificate of Completion. Advanced standing is possible for Tech Prep students or for those able to present transcript evidence of prior training.

9/20-12/16	8:00AM- 2:30PM	DAILY	J105	STAFF
9/20-12/16	8:00AM- 2:30PM	DAILY	J104	SANDERSON
9/20-12/16	8:00AM- 2:30PM	DAILY	J102	SEGERBERG

COMPUTER PROGRAMMING

PT

PROGRAM OPTIONS

- Certificate of Completion

Program length: varies, consult a counselor for details

Entry point: fall, winter, spring, or summer quarter

This program is ideal for those individuals with no previous experience who wish to enter this exciting and demanding career field. Course offerings are designed to take students from learning the fundamentals of programming through the creation of complex programs written in higher level languages. The full program consists of 24 credits of instruction, with a certificate of completion awarded. Students who progress through the program without interruption may be able to complete the program in as little as one year, with six quarters being nominal. Students are welcome to take any course when offered which they feel may be of benefit and for which they have met any listed prerequisites. All courses emphasize hands-on training and are taught using the latest versions of applicable language compilers and interpreters. Practical applications are stressed wherever possible. All courses must be completed for certificate award, unless evidence of prior learning can be provided. Students with no previous programming experience must enroll in CSIS 120 (Fundamentals of Programming) prior to enrolling in any of the programming language offerings.

For textbook information go to www.bookstore.RTC.edu



MICROSOFT IT ACADEMY

PROGRAMMING WITH MICROSOFT ADO.NET

Microsoft Course 2389: This course teaches developers to build data-centric applications and Web services with Microsoft ADO.NET, Microsoft SQL Server 2000, and the Microsoft .NET Framework. Prerequisites: Advanced VB.NET (CSIS 125), experience developing the .NET Framework, or instructor permission.

CSIS 133 L036 3 credits J108
9/27 -10/27 5:30PM- 9:30PM MW STAFF

SQL SERVER 2005 IMPLEMENTING AND MAINTENANCE

This on-campus course follows the outline of the Microsoft course 2785AL. Students learn how to install and configure SQL Server 2005, create databases and database files, generate basic queries and XML reports, and backup and restore user databases. Prerequisites: working knowledge of Transact-SQL and XML, or instructor permission.

CSIS 116 L202 6 credits J109
9/27 -12/1 5:30PM- 9:30PM MW TIMKE

CONFIGURING AND ADMINISTERING WINDOWS 7

Microsoft Course 50322A. Provides students with the knowledge and skills to configure and administer Microsoft Windows 7 as a standalone installation or in a corporate environment as a part of a Windows Active Directory domain. It can also be used to prepare for exam 70-680 TS: Windows 7, Configuring. Prerequisite: experience installing Windows OS or instructor permission.

CNTS 119 L002 6 credits J104
9/27 -12/1 5:30PM- 9:30PM MW STAFF

WINDOWS 7, ENTERPRISE DESKTOP SUPPORT TECHNICIAN

Microsoft Course 50331A. Provides students with the knowledge and skills needed to isolate, document, and resolve problems on a Windows 7 desktop or laptop computer. It will also help test takers prepare for the 70-685 exam. Prerequisite: experience installing Windows OS or instructor permission.

CNTS 129 L006 6 credits J104
9/28 -12/9 5:30PM- 9:30PM TTh STAFF

FUNDAMENTALS OF PROGRAMMING

This introductory course is designed to teach programming concepts and fundamentals to those students who have little or no programming experience. Basic concepts, such as flowcharting, pseudocode, data types, controls structures, arrays, relational databases, structured programming and object oriented programming are presented. The Visual Basic language is used to explore important concepts.

CSIS 120 L204 6 credits J107
9/27 -12/1 5:30PM- 9:30PM MW FOBES

INTRODUCTION TO C# - PART I

This first introductory module covers data types, decision loops, and an introduction to the concept of arrays. Includes hands-on activities in the lab where students use C# and the Microsoft Visual Studio .NET development environment. Prerequisite: programming experience.

CSIS 131 L208 3 credits J108
10/2 -10/30 8:00AM- 4:30PM Sat ZERROUKI

INSTALLING & MANAGING MS EXCHANGE SERVER 2007

Microsoft Course 5047B. The students will learn how to install Microsoft Exchange Server 2007 and manage routing, client access, and the backup and restore of databases. They will also learn how to manage addressing and recipient objects such as mailboxes, distribution groups, and contacts. Prerequisite: some experience in help desk, or network administration, or instructor permission.

CNTS 124 L004 6 credits J102
10/2 -12/11 8:00AM- 4:30PM Sat STAFF

CONFIGURING & TROUBLESHOOTING WINDOWS SERVER 2008 NETWORK INFRASTRUCTURE

Microsoft Course 6421A. Provides students with the knowledge and skills to configure and troubleshoot a Windows Sever 2008 network infrastructure. Students learn to implement and configure secure network access and implement fault tolerant storage technologies. Students gain an understanding of the network technologies most commonly used with Windows Server 2008 and IP-enabled networks. Students also learn how to secure servers and maintain update compliance. Course also helps test takers prepare for the 70-642 exam. Prerequisite: experience installing Windows Server or instructor permission.

CNTS 164 L028 6 credits J102
9/28 -12/9 5:30PM- 9:30PM TTh STAFF

CONFIGURING & TROUBLESHOOTING WINDOWS SERVER 2008 ACTIVE DIRECTORY DOMAIN

Microsoft Course 6425B. Students acquire the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues. Also helps test takers prepare for the 70-640 exam. Prerequisite: experience working with Active Directory or instructor permission.

CNTS 163 L020 6 credits J102
9/27-12/1 5:30PM- 9:30PM MW STAFF

INTRODUCTION TO C# - PART 2

In this second introductory module, students learn arrays, strings, and structures. They also begin the study of classes. Includes hands-on activities in the lab where students use C# and the Microsoft Visual Studio .NET development environment. Prerequisite: programming experience.

CSIS 141 L226 3 credits J108
11/6 -12/11 8:00AM- 4:30PM Sat ZERROUKI

FUNDAMENTALS OF XHTML AND CSS

This course is an introduction to the basic building blocks of web pages. The students learn the most common XHTML/HTML statements, and the structure of cascading style sheets and how they shape the look of a web page. Sufficient hands-on time provided in class to develop basic web page examples.

CSIS 139 L224 6 credits J107
9/28 -12/09 5:30PM- 9:30PM TTh CROUCH

For textbook information go to www.bookstore.RTC.edu



IT PROJECT MANAGEMENT

This course covers the topics of the CompTIA Project+ examination and it is geared to IT professionals interested in developing their project management files. The students learn the different phases of project life cycle and how to use simple tools to track project progress.

CSIS 152 L242 6 credits J104
10/2 -12/11 5:30PM- 9:30PM Sat STAFF

INTRODUCTION TO FLASH

Creating multimedia content for the web is in high demand now, and creating this material can be simple and fun. This class shows you the fundamentals of creating animation with sound as well as simple interactions using Tweening and ActionScripting. Create everything from simple animated GIFS to stand-alone movies with sound that can be viewed from any computer with a web browser that has the Flash Player installed.

CSIS 155 L244 6 credits J111
9/28 -12/9 5:30PM- 9:30PM TTh UNG

INTRODUCTION TO FLEX 3 RICH INTERNET APPLICATIONS

This is an introductory course to MXML and ActionScript languages. It provides students with hands-on, practical experience using Adobe Flex. The students learn how to use Adobe Flex and cEclipse as development tools to quickly develop Rich Internet Applications. The students learn to use HTTPService, WebService, and Remoting Object as well as how to send and load data to and from server-side components. Prerequisite: some experience with HTML.

CSIS 156 L246 3 credits J111
9/27 -10/27 5:30PM- 4:30PM MW UNG

INTERMEDIATE FLEX 3 RICH INTERNET APPLICATIONS

The students learn how to customize item renderers, create and dispatch the custom events, and implement value object classes, HTTPService, WebService, and Remoting Object as well as how to send and load data to and from server-side components by using the Singleton Design Pattern. This class is a preparation for learning EasyMVC and Cairngorm frameworks. Prerequisite: CSIS 156, Introduction to Adobe Flex 3.

CSIS 158 L248 3 credits J111
11/1 -12/1 5:30PM- 9:30PM MW STAFF

ADOBE FLEX CAIRNGORM FRAMEWORK

This class targets Flex audiences for large enterprise web applications. This advanced module teaches students how to use the Cairngorm Flex framework to develop large-scale Web applications. Prerequisite: CSIS 158.

CSIS 180 L262 6 credits J111
10/2 -12/11 8:00AM- 4:30PM Sat STAFF

BASIC ELECTRONICS I

This course is an introduction to DC and AC electrical concepts, electronic devices and circuit basics. Topics covered are: DC series and parallel resistive circuits, circuit theorems, capacitors, inductors, RC circuits, electromagnetism, transformers, reactance, impedance, resonance. Lab work reinforces the lecture material and presents test equipment basics. Experiments provide hands-on experience through circuit bread boarding and testing, use of meters, power supplies, oscilloscopes and function generators.

ESTS 110 L604 6 credits J207
9/27 -12/1 5:30PM- 9:30PM MW MARSHALL

BASIC ELECTRONICS II

This course covers semiconductor devices and their use and application in circuits. An overview of basic semiconductor theory is given then device models are presented. The course covers: Diodes, Transistors, amplifiers, switching circuits, and Operational Amplifiers. The course concludes with filters and oscillators. Lab work reinforces the lecture topics and provides hands-on experience through circuit bread boarding and testing, and comprehensive use of meters, power supplies, oscilloscopes, and function generators. Prerequisite: ESTS-110 or equivalent knowledge and permission of instructor.

ESTS 111 L606 6 credits J205
9/28 -12/9 5:30PM- 9:30PM TTh MARSHALL

PROGRAMMABLE LOGIC CONTROLLERS PLC

This course covers applications and programming of programmable logic controllers, and explores theory, applications and troubleshooting of ladder logic systems and relay controls.

ESTS 122 L808 6 credits J207
9/27 -12/1 5:30PM- 9:30PM MW ELLIS

ELECTRONIC MANUFACTURING FOR TECHNICIANS

Students learn electronic component identification and markings. PCB assembly, soldering, desoldering, and minor PCB rework. Also covered are lugs, crimp pins, IDC and flat cable assembly. Students will learn basic wiring skills and also an introduction to surface mount PCB assembly. This course is designed to give a hands on introduction to manufacturing skills.

EASS 100 L802 6 credits J207
10/2-12/11 8:00AM-4:30PM Sat MARSHALL

ENGINEERING DESIGN TECHNOLOGY

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 4 quarters

Entry point: fall quarter

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

9/20-12/16 8:00AM- 2:30PM DAILY J303 BIELL



CIVIL CADD

PT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 4 Quarters

Entry point: fall quarter

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

INTRODUCTION TO CIVIL DRAFTING

An introduction to the civil drafter's role in industry. Course topics include the fundamentals of manual civil drafting such as: scale and its effect on paper sizes, dimensional layout, geometric constructions including tangencies and perpendicularity, line types, legends, notes, revisions, and title blocks. Students work on sample site plans using related drafting tools.

CIVS 101 L701	4 credits			J315
9/15-12/15	5:30PM- 9:30PM	MW		EL-GUINDY

ORTHOGRAPHIC PROJECTIONS AND SECTIONS

Students learn the basic principles of orthographic projection, auxiliary views, section views, and isometric projections with an emphasis on its use in civil drafting.

CIVS 106 L703	3 credits			J315
9/20-12/16	5:30PM- 9:30PM	TTh		EL-GUINDY

INTRODUCTION TO COMPUTER AIDED DESIGN

Course provides a thorough introduction to the applications and uses of AutoCAD in the civil engineering environment. Students learn PC workstation components, configuration and command structure, pull down menus and special access commands, geometric construction, dimensioning, and drawing editing.

CIVS 113 L705	9 credits			J315
9/20-12/16	5:30PM- 9:30PM	TTh		KATONA

COMPUTER FAMILIARIZATION

This course introduces the student to the basic CAD workstation. Students not only learn and operate connected peripherals such as printers and plotters, but are also exposed to internal components such as power supplies, motherboard, disk drives, hard drives, and basic features of the Windows operating system.

CIVS 131 L711	2 credits			J315
9/20-12/16	5:30PM- 9:30PM	TTh		EL-GUINDY

TECHNICAL MATHEMATICS FOR CIVIL CADD I

This course is an introduction to mathematics used in civil CADD. Topics include operations with real numbers, exponents and radicals, and operations with algebraic equations. An introduction to right triangle trigonometry is included.

CIVS 161 L721	5 credits			J305
9/20-12/16	4:00PM- 5:00PM	DAILY		ARUSHANOV

COMPUTER-AIDED DRAFTING

PT

PROGRAM OPTIONS

- Certificate of Completion

Program length: Varies. Consult a counselor for specific options.

Entry point: fall, winter, spring, or summer quarter

This program is intended for those individuals who wish to obtain employment in career fields where the production of technical drawings is an integral part of the organization's day-to-day operations. Course offerings are tailored to two option areas: programming administration and surveying administration. Both of the option areas below address specific skill specialization areas within the drafting profession. Depending upon the option selected, the total course of instruction takes either 15 or 21 credits, with a Certificate of Completion awarded. Both options can be completed in as little as three quarters, but actual completion times will be a factor of individual student desires and scheduling. Four quarters is considered nominal time to finish either of the options available. All courses must be completed as listed for a certificate to be awarded, unless evidence of prior learning can be provided. These courses are also available to industry professionals and others who have had prior computer aided drafting experience and wish to upgrade their skills and knowledge in specific areas. Students are welcome to take any course when offered which they feel may be of benefit and for which they have met any listed prerequisites. All courses emphasize hands-on training and are taught using the latest versions of AutoCAD software. Practical application is stressed whenever possible. Renton Technical College is an authorized Autodesk® Training Center.

AUTOCAD-LEVEL I

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

DFTS 114 L402	3 credits			J304
9/27 -10/27	5:30PM- 9:30PM	MW		MONTGOMERY

DFTS 114 L404	3 credits			J204
11/2 -12/9	5:30PM- 9:30PM	TTh		LEPESKA

AUTOCAD-LEVEL II

A second level AutoCAD course that takes the user into intermediate AutoCAD functions and concepts. Topics covered include: CAD standards, creating and editing Blocks, Attributes, Dimensioning concepts, Paper Space, Model Space, Layouts, External References, DesignCenter, Geometric calculator, Properties Windows, Options Dialog Box, Grips, basic plotting techniques in model space and paperspace layouts, and plot style tables. Prerequisite: DFTS 114 or instructor permission. RTC is a Premier Authorized Training Center for Autodesk, Inc.

DFTS 116 L408	3 credits			J204
9/28 -10/28	5:30PM- 9:30PM	TTh		LEPESKA

DFTS 116 L406	3 credits			J304
11/1 -12/1	5:30PM- 9:30PM	MW		MONTGOMERY

AUTOCAD-LEVEL I & II

Students are introduced to the basics of engineering drafting and AutoCAD. Basic drawing commands, editing, dimensioning, and plotting are covered in this course. Requires a computer with a current version of AutoCAD. Class meets online at www.waol.org. AutoCAD is a registered trademark of Autodesk, Inc.

DFTS 113 W664	6 credits			ONLINE
9/23-12/1	ARR	ARR		LEPESKA

For textbook information go to www.bookstore.RTC.edu



PROGRAMMING FOR AUTOCAD

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

DFTS 140 W666	6 credits	ONLINE	
9/20 -12/16	ARR	ARR	LEPESKA

SKETCHUP BASICS

SketchUp is a 3D software tool that is very helpful in the initial stages of architectural (or interior) design. Using a very intuitive set of commands, you can visualize shapes and volumes in the computer. This course introduces the student to the commands and features of the SketchUp software and how they apply in the architectural or interior design fields.

DFTS 135 L428	1 credit	Fee: \$245	J304
10/19 -10/28	5:30PM- 9:30PM	TTh	DELANO

TRANSITIONING FROM LAND DESKTOP TO CIVIL 3D

This course assists students in the transition from AutoCAD Land Desktop (LDD) to AutoCAD Civil 3D software. The students learn how the commands and terminology have changed, and how to use Civil 3D to accomplish the same tasks they did in LDD. Concepts covered include: LDD vs. Civil 3D formats, Survey and Civil command differences, Civil 3D "Styles" and how they work, and Basic Civil 3D designing concepts and tools. Prerequisite: working knowledge of AutoCAD Land Desktop, practical experience in Survey and Civil design, or instructor's permission.

DFTS 125 L462	6 credits		J315
9/28 -12/9	5:30PM- 9:30PM	TTh	PHILLIPS

AIA-CES

Renton Technical College has joined the ATC Passport Program for AIA-CES. If you are a registered architect you can now earn Learning Units with these courses. Courses include lecture and hands-on lab sessions. Learn the fundamentals of Autodesk software and how it can make your design office more productive. Note: these courses are non HSW LUs. Textbook cost additional.



AUTOCAD ARCHITECTURE ESSENTIALS

This course is for first-time users of AutoCAD Architecture software. AutoCAD Architecture supports a workflow that guides you from sketch design to construction documents. This book provides an introduction to the product. Topics include: The Interface, Floor Plans, In-Place Edit and Mass Elements, Ceiling Plans and Structural Plans, Specialty Objects (Floor Slabs, Spaces, Stairs, Curtain Walls, and Roofs), and Options - Building a Model. (Note for architects: program number AS2008, 24 LU hrs, non HSW).

DFTS 133 L424	1 credit	Fee: \$245	J304
9/28 -10/14	5:30PM- 9:30PM	TTh	HUH

REVIT ARCHITECTURE ADVANCED

This course builds upon the Revit Architecture Essentials class and students learn advanced techniques for creating complex designs and professional looking renderings, creating and customizing objects, and collaborating on designs with other team members using Autodesk Architecture. Other topics include phasing and design options, running interface checks, and ODBC database export. Prerequisite: DFTS 136 or instructor permission. (Note for architects: program number RD2008, 24 LU hrs, non HSW).

DFTS 137 L444	1 credit	Fee: \$245	J315
11/20 -12/11	8:00AM- 4:30PM	Sat	LEPESKA

AUTOCAD 2011 ESSENTIALS

AutoCAD 2011 is the latest version of AutoCAD software. Its features benefit all areas of professional design, precision drawing and drafting. This course provides information on how to get started using AutoCAD 2011 professionally, with the most essential features. (Note for architects: program number LS2008).

DFTS 134 L426	1 credit	Fee: \$245	J204
10/2 -10/16	8:00AM- 4:30PM	Sat	KATONA

AUTOCAD CREATING 3D MODELS

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

DFTS 138 L446	1 credit	Fee: \$109	J304
10/23 -10/30	8:00AM- 4:30PM	Sat	MONTGOMERY

REVIT ARCHITECTURE ESSENTIALS

This course is designed for new users of Revit Architecture. The course covers the basics of Autodesk Revit Building, from building design through construction documentation. Students are introduced to the concepts of Building Information Modeling and the tools for parametric design and documentation. In the hands-on lab sessions, students use the parametric 3D design tools of Revit to design projects and use the automated tools for documenting projects. No previous CAD experience is necessary. However, architectural design, drafting or engineering experience is highly recommended. It is also recommended that you have a working knowledge of Microsoft Windows (XP, 2000 or NT 4.0). (Note for architects: program number RS2008, 24 LU hrs, non HSW).

DFTS 136 L442	1 credit	Fee: \$245	J315
10/16 -10/30	8:00AM- 4:30PM	Sat	LEPESKA

AUTOCAD CONCEPTUAL DESIGN

This course teaches students the tools and techniques for creating conceptual designs using AutoCAD. The student learn how to mass shapes with 3D solids, integrating raster images with solid models, visual styles, and how to export and distribute conceptual designs. (Note for architects: program number 01102D, 6 LU hrs, non HSW).

DFTS 139 L448		Fee: \$109	J204
11/6	8:00AM- 4:30PM	Sat	LEPESKA



CATIA OFF-HOUR CLASSES

Renton Technical College through a partnership with Rillos Engineering is now offering CATIA V5 Online courses (with an optional 4 hr. lab component). CATIA V5 is the design software that is widely used in the aerospace and automotive industries.

These classes are fully Online and the students can register at any time. The fee gives you 21 days of access to the Online course. Generally a class can be completed in 16 hours. A 4 hr. lab component is priced separately and is optional (DFTS 276, lab fee \$125). It is recommended that the classes be taken sequentially; (101) level courses are "core" courses which should be completed before (201) level courses. (For a look at demo courses visit <http://v5train.com/coll/rentontech.htm>.) For additional savings, take a look at the CATIA Introduction Bundle which includes 16 hours of remote CATIA lab. If you want to refresh your knowledge we can re-open a class for free any time within a two-year period of your initial enrollment.

Another option, if you prefer instructor led training, is the CATIA Boot Camp. New classes start every month. See schedule below for more details.

PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.

INTRODUCTION TO CATIA V5 (INT101)

This is a beginning course in CATIA V5 that introduces you to the CATIA interface, the CATIA structure, opening and saving documents, and the tools to visually manipulate an object (solid) using absolute or relative axes. The course will also include the functions to create a solid model part, produce an assembly, and determine the mechanical properties of the object. Use of CATIA V5's on-line documentation will also be emphasized. Prerequisite: intermediate drafting skills and working knowledge of Windows 98 or later version.

DFTS 170 W602	Fee: \$400	ONLINE
☞ 9/20 -12/16 ARR	ARR	STAFF

V5 SKETCHER AND AUTO-CONSTRAINTS (SAC101)

Learn how to use the tools to create simple as well as complex profiles in the sketcher workbench of CATIA V5. You will learn the principles and processes for auto and manual constraining of profiles. Concepts and processes for fully constraining a profile will be shown and practiced. You will also learn how profiles affect the part design and generative shape design workbenches. Use of formulas is emphasized. Prerequisite: DFTS 172 Assembly Design Fundamentals. Online with an on-campus lab session, visit <http://V5train.com/coll/rentontech.htm>.

DFTS 174 W606	Fee: \$400	ONLINE
☞ 9/20 -12/16 ARR	ARR	STAFF

PART DESIGN FUNDAMENTALS (PDF101)

Learn what information is needed and which tools are used to create simple as well as complex solids from profiles and surfaces. Topics include the use of the pad, pocket, shaft, and groove features, as well as the types of associated dimensional/geometrical limits. You will also discuss the numerous approaches to specific solid feature creation, the pros and cons of the different methods used, and the industry's current best practices. Prerequisites: DFTS 172 Assembly Design Fundamentals, DFTS 174 Sketcher and Auto-Constraints. Online with an on-campus lab session, visit <http://V5train.com/coll/rentontech.htm>.

DFTS 176 W608	Fee: \$400	ONLINE
☞ 9/20 -12/16 ARR	ARR	STAFF

PART AND PRODUCT INTEGRATION (PPI101)

This class is a must. It sums up previously learned CATIA V5 skills and focuses on how to use them to design mechanisms. Learn the use and requirements of a mono-detail dataset. You will learn in greater detail how parts and assemblies are structured and related to CATIA V5's product hierarchy. Learn to use tools and techniques that make it possible for a single document to contain only one level of part design detail. Prerequisites: DFTS 172, DFTS 174, and DFTS 176. Online with an on-campus lab session, visit <http://V5train.com/coll/rentontech.htm>.

DFTS 260 W622	Fee: \$400	ONLINE
☞ 9/20 -12/16 ARR	ARR	STAFF

V5 DRAFTING FUNDAMENTALS (DRF201)

This course presents an in-depth knowledge of drafting in CATIA V5. Topics presented include: view creation; text; dimensions; geometric dimensioning and tolerances GD&T; title block and border creation; filtering assembly views; bills of materials; importing dimensions from Sketcher; properly saving drawings; and printing drawings. Students also learn about functions used to create flat (unfold) patterns on a drawing from a folded part, and how to customize default values. Prerequisite: DFTS 260 Part and Product Integration. Online with an on-campus lab session, visit <http://V5train.com/coll/rentontech.htm>.

DFTS 262 W624	Fee: \$400	ONLINE
☞ 9/20 -12/16 ARR	ARR	STAFF

WIREFRAME FUNDAMENTALS (WFF201)

This course provides a basic understanding of the skills needed to use CATIA V5 Wireframe. The basics of Wireframe (Points, Lines, Planes, Axes Systems, Splines, Connect Curves, and Curve Analysis within the Wireframe and Surface Design Workbench) are demonstrated and explained. This course is a prerequisite for the surfacing courses. Prerequisite: DFTS 260 Part Product Integration. Online with an on-campus lab session, visit <http://V5train.com/coll/rentontech.htm>.

DFTS 264 W626	Fee: \$400	ONLINE
☞ 9/20 -12/16 ARR	ARR	STAFF

FUNCTIONAL TOLERANCING AND ANNOTATION (FTA301)

One of the most desirable goals for any industry (let alone the engineering industry) is to become a paperless environment. This course takes students one step closer to that concept by demonstrating how text and geometrical dimensioning and tolerancing (GDT) can be applied to solid geometry in space. 2 dimensional support planes are added followed by the necessary annotation to support production without the need to generate drawings. Prerequisite: DFTS 260 Part and Product Integration. Online with an on-campus lab session, visit <http://V5train.com/coll/rentontech.htm>.

DFTS 265 W628	Fee: \$400	ONLINE
☞ 9/20 -12/16 ARR	ARR	STAFF

SURFACING INTRO (SFI201)

In this course students explore the basics of general surface and supporting wire-frame construction. Students discover that wire-frame geometry consists of lines, circles, splines and points, and is usually used in support of solids and surfaces. Students also explore how surfaces are created primarily for use with solids, but many times are used for defining contoured areas in space as stand-alone entities. Using the V5 software students create extruded, loft, swept, and revolution surfaces. Prerequisite: DFTS 264 Wireframe Fundamentals. Online with an on-campus lab session, visit <http://V5train.com/coll/rentontech.htm>.

DFTS 266 W642	Fee: \$400	ONLINE
☞ 9/20 -2/16 ARR	ARR	STAFF



CATIA OFF-HOUR CLASSES

PAYMENT IN FULL REQUIRED UPON REGISTRATION, AND CORPORATE VOUCHERS ACCEPTED.

SURFACING OPERATIONS (SFO201)

This course provides the designer with the necessary skills to modify existing surfaces using CATIA V5. Topics include joining, healing, trimming and untrimming, disassembling, and splitting surfaces. Extracting, extrapolating and transforming are also covered. Prerequisite: DFTS 266 Introduction to V5 Surfacing. Online with an on-campus lab session, visit <http://V5train.com/coll/rentontech.htm>.

DFTS 267 W644 Fee: \$400 ONLINE
 ☞ 9/10-12/16 ARR ARR STAFF

ASSEMBLY DESIGN ADVANCED (ADA201)

This course is a continuation of DFTS 172, Assembly Design Fundamentals. Learn to: manage the catalog browser; search for and insert parts from the catalog browser; use the assembly features toolbar; insert existing products (sub-assemblies) into the product; use the constraint creation toolbar; create stored scenes for the purpose of “filtering off” parts and assemblies; analyze assemblies for interfaces and clearances and material properties; properly save new products, sub-assemblies and parts. Prerequisite: DFTS 260, Part and Product Integration. Online with an on-campus lab session; visit <http://V5train.com/coll/rentontech.htm>.

DFTS 268 W646 Fee: \$400 ONLINE
 ☞ 9/20-12/16 ARR ARR STAFF

CATIA INTRODUCTION BUNDLE

This bundle includes all five CATIA introduction courses for a discounted fee. The courses in this bundle are: DFTS 170, DFTS 172, DFTS 174, DFTS 176, and DFTS 260. Included with this bundle is a one-hour personal orientation via remote connection. Upon successful completion of all 5 courses, the student will also get 16 hours of CATIA hands-on lab experience using remote connection to a CATIA station. Experience CATIA software from your home computer under the remote supervision of a certified trainer.

DFTS 269 W648 Fee: \$1725 ONLINE
 ☞ 9/20-12/16 ARR ARR STAFF

CATIA V5 FOR MECHANICS & MANUFACTURING ENGINEERS

This 7-hour class covers the basic usage of the CATIA software. The students learn how to identify all assembly components, locate parts from STA, BL, and WL coordinates, add measurements and notes, extract hidden information from the MDB, and use the mouse to pan, zoom and rotate.

DFTS 270 S466 Fee: \$980 J315
 9/27-12/1 10:30AM- 2:00PM TW STAFF

DFTS 270 S468 Fee: \$980 J315
 9/27-12/1 3:00PM- 6:30PM WTh STAFF

DFTS 270 S470 Fee: \$980 J315
 10/2-12/11 8:00AM- 4:00PM Sat STAFF

CATIA LAB

This 4-hour optional lab component accompanies the CATIA V5 courses.

DFTS 276 L652 Fee: \$125 OFFCAMPUS
 9/20-12/16 ARR ARR STAFF

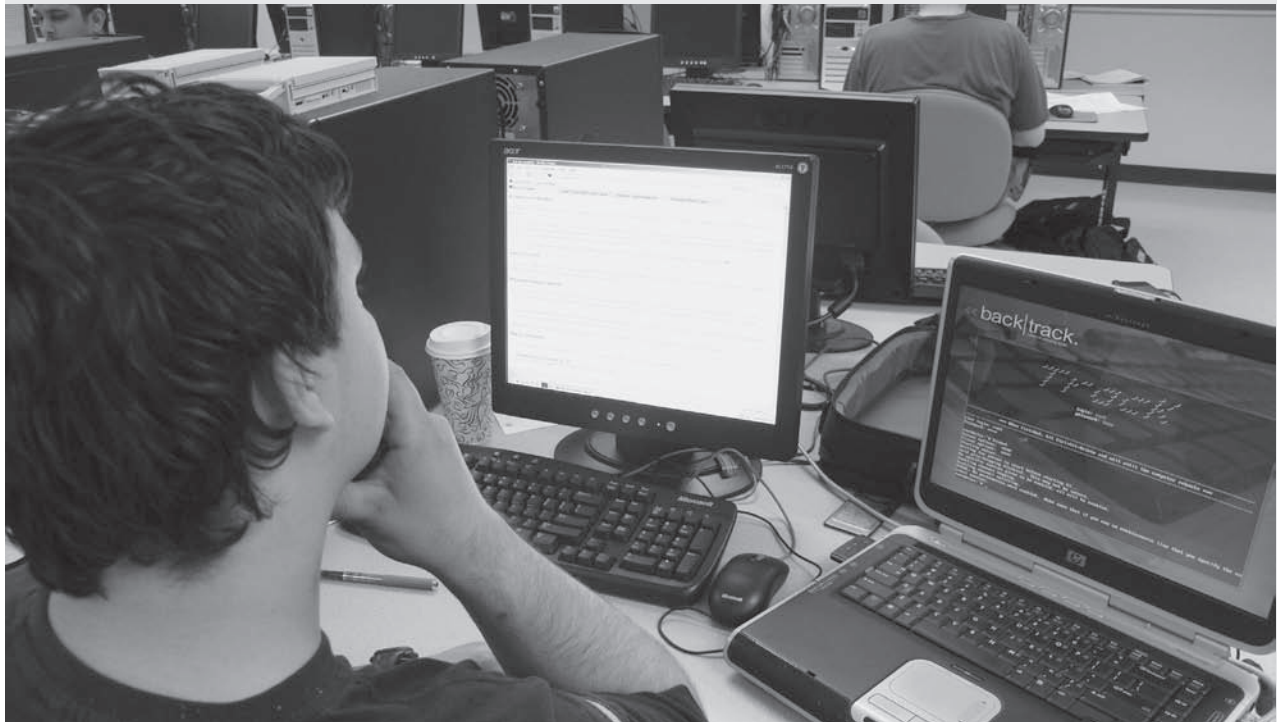
CATIA V5 BOOT CAMP

Learn CATIA V5 in a week. Class meets once a day for five days to cover a different course of the CATIA Introduction Bundle each day. The class is instructor led and students have access to a CATIA workstation. After class completion the student will have two year access to the online courses in the CATIA Introduction Bundle in order to review and reinforce their training. The bundle consists of the following online courses: DFTS 170, DFTS 172, DFTS 174, DFTS 176, and DFTS 260. Class will start when the enrollment reaches a minimum of five (5) students.

DFTS 278 S452 Fee: \$2,800 J315
 10/4-10/8 3:00PM- 8:00PM DAILY STAFF

DFTS 278 S456 Fee: \$2,800 J315
 11/1-11/5 3:00PM- 8:00PM DAILY STAFF

DFTS 278 S460 Fee: \$2,800 J315
 12/6-12/11 3:00PM- 8:00PM DAILY STAFF



For textbook information go to www.bookstore.RTC.edu



LAND SURVEYING/FIELD SURVEY TECHNICIAN

FT

PROGRAM OPTIONS

- Certificate of Completion

Program length: 4 quarters

Entry point: fall quarter

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

9/20-12/16 8:00AM- 2:30PM DAILY J204

CSISEK/
PAQUETTE

LAND SURVEYING/LAND SURVEY TECHNICIAN

FT

PROGRAM OPTIONS

- Certificate of Completion
- Associate of Applied Science Degree

Program length: 3 quarters

Entry point: fall quarter

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

9/20-12/16 8:00AM- 2:30PM DAILY J204

CSISEK/
PAQUETTE

BASIC SURVEYING I

Learn basic surveying principles: distance measurement, leveling, datums, angles and directions, right angle trigonometric functions, total stations, traversing and traverse calculations. Calculator with trigonometric functions required. Field lab time is included.

SURS 110 L662 3 credits J205
9/27 -10/27 5:30PM- 9:30PM MW WILDRICK



GENERAL EDUCATION

BIOLOGY

GENERAL BIOLOGY

In this introductory course, students explore the basic biological principles that describe and explain the nature of life. Topics include cell biology, molecular biology (including basic biochemistry and DNA structure and function), metabolism, and genetics. Students practice skills in both the classroom and the laboratory through group exercises, laboratory activities, quizzes, and exams. Purchase class materials in the RTC Bookstore prior to the first class.

BIOL& 160 G544	5 credits	C104
9/20 -12/15	8:00AM-10:00AM	MW/LECTURE STOVER
	8:00AM-10:00AM	T/LAB F101
BIOL& 160 G504	5 credits	H306
9/20 -12/16	5:30PM- 7:30PM	MW/LECTURE STAFF
	5:30PM- 7:30PM	Th/LAB STAFF
BIOL& 160 W460	5 credits	ONLINE
9/20 -12/16	ARR	ARR COLLIN-CLAUS
10/2,11/16,12/4	8:00AM-12:00PM	Sat/LAB F101
PROCTORED FINALS DATE TBD		

MICROBIOLOGY

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

BIOL& 260 W428	5 credits	ONLINE
9/20 -12/16	ARR	ARR ACAR
10/2,11/16,12/4	8:00AM-12:00PM	Sat/LAB F101
PROCTORED FINALS DATE TBD		
BIOL& 260 G848	5 credit	J306
9/21 -12/16	9:00AM-11:15AM	TTh/LECTURE STAFF
	9:00AM-11:15AM	F/LAB J306
BIOL& 260 G530	5 credits	J306
9/21 -12/16	5:30PM- 7:30PM	TTh/LECTURE YANG
	5:30PM- 7:30PM	W/LAB YANG

INTRODUCTION TO ANATOMY AND PHYSIOLOGY

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

BIOL 100 G520	5 credits	C104
9/21 -12/16	8:30AM-10:30AM	TTh/LECTURE STAFF
	8:30AM-10:30AM	F/LAB F101
BIOL 100 G502	5 credits	C104
9/20 -12/16	12:30PM-2:30PM	MTh/LECTURE STAFF
	12:30PM-2:30PM	W/LAB F101
BIOL& 100 G542	5 credits	H306
9/20 -12/15	2:45PM-4:45PM	MW/LECTURE STOVER
	2:45PM-4:45PM	T/LAB F101
BIOL 100 W434	5 credits	ONLINE
9/20 -12/16	ARR	ARR STOVER
10/2, 11/16, 12/4	1:00PM-5:00PM	Sat/LAB F101
PROCTORED FINALS DATE TBD		

HUMAN ANATOMY AND PHYSIOLOGY I

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

BIOL& 241 G506	5 credits	H306
9/20 -12/15	11:30AM- 1:30PM	MW/LECTURE BABEL
	11:30AM- 1:30PM	Th/LAB F101
BIOL& 241 W440	5 credits	ONLINE
9/20 -12/16	ARR	ARR BOATWRIGHT
10/9,11/13,12/11	8:00AM-12:00PM	Sat/LAB F101
PROCTORED FINALS DATE TBD		

HUMAN ANATOMY AND PHYSIOLOGY II

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

BIOL& 242 G526	5 credits	H306
9/21 -12/16	1:30PM- 3:30PM	MTh/LECTURE BOATWRIGHT
	1:30PM- 3:30PM	T/LAB BOATWRIGHT
BIOL& 242 W442	5 credits	ONLINE
9/20 -12/16	ARR	ARR BOATWRIGHT
10/9,11/13,12/11	1:00PM-5:00PM	Sat/LAB F101
PROCTORED FINALS DATE TBD		

HUMAN ANATOMY AND PHYSIOLOGY I & II (LINKED)

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

BIOL& 241 G518	5 credits	H306
9/21 -12/16	9:00AM- 1:00PM	TTh/LECTURE BOATWRIGHT
	9:00AM- 1:00PM	M/LAB F101
BIOL& 242 G528	5 credits	H306
9/21 -12/16	9:00AM- 1:00PM	TTh/LECTURE BOATWRIGHT
	9:00AM- 1:00PM	M/LAB F101



CHEMISTRY

GENERAL CHEMISTRY

This introductory course discusses the basic concepts in general and inorganic chemistry. It is designed to prepare students for coursework in health sciences or more advanced scientific coursework by laying the foundation of the most 'elemental' science - chemistry. Topics covered range from the nature of atoms to chemical reactions and include homework, laboratories, exams and group exercises. Prerequisite: placement into MATH 095 or completion of MATH 085 with a 2.0 or higher.

CHEM& 140 G522	5 credits		H201
9/21 -12/9	2:00PM- 4:15PM	TTh/LECTURE	BABEL
	2:00PM- 4:15PM	F/LAB	F101



ENGLISH

WRITING IMPROVEMENT I

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

ENGL 080 G180	5 credits		C103
9/21 -12/16	2:45PM- 5:15PM	TTh	CAMERON

WRITING IMPROVEMENT II

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

ENGL 090 G190	5 credits		C103
9/21 -12/16	2:45PM- 5:15PM	TTh	CAMERON

APPLIED COMPOSITION

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

ENGL 100 G194	5 credits		B206
9/21-12/16	12:00PM- 2:30PM	TTh	EYLER

ENGL 100 G100	5 credits		C103
9/21 -12/16	2:45PM- 5:15PM	TTh	CAMERON

ENGL 100 G106	5 credits		H310
11/22 -2/4/11	1:45PM- 5:15PM	MW	HIGGINS

ENGL 100 W412	5 credits		ONLINE
9/20 -12/16	ARR	ARR	HIGGINS

PROCTORED FINALS DATE TBD

ENGLISH COMPOSITION

This is a college level writing course in which students learn to write essays that explain ideas, argue for a position, and evaluate information. Students write draft essays based on personal experience and information gathered from a variety of resources. Students revise and edit their draft essays based on constructive comments offered by their peers and by their instructor. Upon successful completion of the course, students are able to write essays (of at least 1,000 words) demonstrating the conventions of standard written English. Prerequisite: COMPASS score of 75 or higher or completion of ENGL 100 with a 2.0 or higher. Basic computer and keyboarding skills strongly recommended.

ENGL& 101 G182	5 credits		C103
9/21-12/16	8:00AM-10:30AM	TTh	CAMERON

ENGL& 101 G132	5 credits		C103
9/20-12/15	2:45PM-5:15PM	MW	CAMERON

ENGL& 101 G142	5 credits		H307
9/20 -12/15	6:00PM- 8:30PM	MW	HIGGINS

ENGL& 101 W414	5 credits		ONLINE
9/20 -12/16	ARR	ARR	HIGGINS

PROCTORED FINALS DATE TBD

WRITING FROM RESEARCH

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

ENGL& 102 W402	5 credits		ONLINE
9/20 -12/16	ARR	ARR	HIGGINS

PROCTORED FINALS DATE TBD

GEOLOGY

INTRODUCTION TO PHYSICAL GEOLOGY

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

GEOL& 101 W456	5 credits		Online
9/20-12/16	ARR	ARR	STAFF

For textbook information go to www.bookstore.RTC.edu



HISTORY

SURVEY OF AMERICAN HISTORY

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

HIST 110 G188 5 credits C107
9/21 -12/16 2:45PM- 5:15PM TTh BIGELOW

MATHEMATICS

FUNDAMENTALS OF MATHEMATICS

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

MATH 065 G216 5 credits H301
9/20 -12/15 8:00AM-10:30AM MW COOKSEY
MATH 065 G252 5 credits H206
9/20 -12/15 2:45PM- 5:15PM MW STAFF
MATH 065 G200 5 credits H206
9/21 -12/16 2:45PM- 5:15PM TTh WALL
MATH 065 G232 5 credits H206
9/21 -12/16 6:00PM- 8:30PM TTh WALL

MATHEMATICS REVIEW

This course is designed for those students wanting a review in the fundamentals of mathematics. The course reviews addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. This course also reviews percentages, ratio and proportion, estimation and solving applied math problems. For those students that want more review, there is additional review of signed numbers, geometry, units of measurements, graphs, statistics (mean, median, mode), variables, and solving equations in one variable. The review is taught through individually tailored, interactive computer instruction with the instructor available to assist students on an individual basis during the class period. A course grade of pass/fail will be assigned.

MATH 068 G312 1-5 credits C109
8/16-9/10 9:00AM-12:00PM DAILY STAFF

PREALGEBRA

This course lays the foundation for the study of algebra. The topics covered include: whole number operations, fractions, decimals, percents, ratio and proportion, signed numbers, geometry, units of measurements, graphs, and statistics. This class is taught either in traditional lecture mode or through individually tailored, interactive computer instruction that provides the student's primary method of learning, with the instructor available to assist students on an individual basis during the class period. Prerequisites: placement by COMPASS or Math Placement Test.

MATH 075 G218 5 credits H301
9/20 -12/15 8:00AM-10:30AM MW COOKSEY
MATH 075 G254 5 credits H206
9/20 -12/15 2:45PM- 5:15PM MW STAFF
MATH 075 G202 5 credits H206
9/21 -12/16 2:45PM- 5:15PM TTh WALL
MATH 075 G234 5 credits H206
9/21 -12/16 6:00PM- 8:30PM TTh WALL
MATH 075 W464 5 credits ONLINE
9/20 -12/16 ARR ARR WALL
PROCTORED FINALS DATE TBD

BEGINNING ALGEBRA

This introductory course in algebra covers the following topics: review of selected pre-algebra topics; introduction to set theory and the real numbers; algebraic expressions; linear equations in one variable and their applications; linear inequalities; introduction to graphing; systems of two equations in two unknowns and their applications; systems of inequalities; polynomial operations. This class is taught either in traditional lecture mode or through individually tailored, interactive computer instruction that provides the student's primary method of learning, with the instructor available to assist students on an individual basis during the class period. Prerequisite: completion of MATH 075 with a 2.0 or higher or placement by COMPASS or Math Placement Test.

MATH 085 G222 5 credits H301
9/20 -12/15 8:00AM-10:30AM MW COOKSEY
MATH 085 G256 5 credits H206
9/20 -12/15 2:45PM- 5:15PM MW STAFF
MATH 085 G206 5 credits H206
9/21 -12/16 2:45PM- 5:15PM TTh WALL
MATH 085 G238 5 credits H206
9/21 -12/16 6:00PM- 8:30PM TTh WALL
MATH 085 W462 5 credits ONLINE
9/20 -12/16 ARR ARR WALL
PROCTORED FINALS DATE TBD

INTERMEDIATE ALGEBRA

This course covers the following topics in algebra: review of selected elementary algebra topics; factoring polynomials; rational expressions; rational exponents and radicals; quadratic equations and complex numbers; functions and their graphs, and various non-linear equations. This class is taught either in traditional lecture mode or through individually tailored, interactive computer instruction that provides the student's primary method of learning, with the instructor available to assist students on an individual basis during the class period. Prerequisite: completion of MATH 085 with a 2.0 or higher or placement by COMPASS or Math Placement Test.

MATH 095 G186 5 credits H301
9/20 -12/15 12:00PM- 2:30PM MW COOKSEY
MATH 095 G226 5 credits H301
9/20 -12/15 8:00AM-10:30AM MW COOKSEY
MATH 095 G258 5 credits H206
9/20 -12/15 2:45PM- 5:15PM MW STAFF
MATH 095 G210 5 credits H206
9/21 -12/16 2:45PM- 5:15PM TTh WALL
MATH 095 G242 5 credits H206
9/21 -12/16 6:00PM- 8:30PM TTh WALL

For textbook information go to www.bookstore.RTC.edu



MATHEMATICS

MATHEMATICS FOR THE HEALTH SCIENCES

Mathematics for the Health Sciences is an introductory course developed to introduce mathematics concepts related to a variety of fields in the health sciences. The content is designed to promote student success in mathematics and to develop problem-solving skills. Math topics covered include, but are not limited to: whole numbers, fractions, decimals, signed numbers, operations on numbers, ratios and proportions, and percentages. Application topics covered include, but are not limited to: measurement systems (apothecary, household, U.S. customary and metric), conversions between measurement systems using proportions and dimensional analysis, dosage calculations, mixture calculations, body surface area and body weight calculations, solution calculations, and a variety of health-related application problems. Prerequisite: acceptable score on the COMPASS test.

MATH 100 G144	5 credits			H205
8/9-9/10	8:00AM-11:00AM	DAILY		DAWALD
MATH 100 G260	5 credits			H205
9/20 -12/15	2:45PM- 5:45PM	MW		STAFF
MATH 100 G282	5 credits			H212
9/21 -09/16	8:00AM-11:00AM	TTh		DAWALD
MATH 100 G250	5 credits			H207
9/21 -12/16	6:00PM- 9:00PM	TTh		JOHNSON
MATH 100 W410	5 credits			ONLINE
☞9/20 -12/16	ARR	ARR		JOHNSON
PROCTORED FINALS DATE TBD				

APPLIED MATHEMATICS FOR BUSINESS AND INDUSTRY

This course covers mathematics and its applications in business and industry. Instruction includes coursework in mathematics, with additional time devoted to studying appropriate applications, which vary based on student needs. This class is taught either in traditional lecture mode or through individually tailored, interactive computer instruction that provides the student's primary method of learning, with the instructor available to assist students on an individual basis during the class period. Prerequisites: placement by COMPASS or Math Placement Test.

MATH 101 G220	5 credits			C109
9/20 -12/15	8:00AM-10:00AM	MWF		DAWALD
MATH 101 G264	5 credits			H206
9/20 -12/15	2:45PM- 5:45PM	MW		STAFF
MATH 101 G204	5 credits			H206
9/21 -12/16	2:45PM- 5:45PM	TTh		WALL
MATH 101 G236	5 credits			H301
9/21 -12/16	6:00PM- 9:00PM	TTh		STAFF

APPLIED ALGEBRA FOR BUSINESS AND INDUSTRY

This course covers algebra and its applications in a variety of programs. Instruction includes coursework in algebra, with additional time devoted to studying appropriate applications, which vary based on student needs. This class is taught either in traditional lecture mode or through individually tailored, interactive computer instruction that provides the student's primary method of learning, with the instructor available to assist students on an individual basis during the class period. Prerequisite: completion of MATH 075 with a 2.0 GPA or higher or placement by COMPASS or Math Placement Test.

MATH 102 G224	5 credits			C109
9/20 -12/15	8:00AM-10:00AM	MWF		DAWALD
MATH 102 G266	5 credits			H206
9/20 -12/15	2:45PM- 5:45PM	MW		STAFF
MATH 102 G208	5 credits			H206
9/21 -12/16	2:45PM- 5:45PM	TTh		WALL
MATH 102 G240	5 credits			H301
9/21 -12/16	6:00PM- 9:00PM	TTh		STAFF

COLLEGE ALGEBRA

This course covers the following topics: functions and graphing; logarithmic and exponential functions; theory of equations; nonlinear systems of equations; conic sections; topics in linear algebra; induction, sequences and series; combinatorics and probability. This class is taught either in traditional lecture mode or through individually tailored, interactive computer instruction that provides the student's primary method of learning, with the instructor available to assist students on an individual basis during the class period. Prerequisite: completion of MATH 095 with a 2.0 or higher or placement by COMPASS or Math Placement Test.

MATH 110 G228	5 credits			H301
9/20 -12/15	8:00AM-10:30AM	MW		COOKSEY
MATH 110 G268	5 credits			H206
9/20 -12/15	2:45PM- 5:45PM	MW		STAFF
MATH 110 G244	5 credits			H206
9/21 -12/16	6:00PM- 8:30PM	TTh		WALL
MATH 110 G270	5 credits			H206
9/21 -12/16	2:45PM- 5:15PM	TTh		WALL

CONTEMPORARY MATHEMATICS

This college level course provides a mathematical perspective of contemporary issues. The course is designed for students who do not intend to continue in mathematics or science. Topics vary but may include areas of finance, statistics, data analysis, logic and applications relevant to humanities, social sciences and education. Content emphasis is on problem solving and quantitative reasoning. Prerequisite: placement by COMPASS or MATH 095 with a 2.0 or better.

MATH& 107 W408	5 credits			ONLINE
☞9/23-12/1	ARR	ARR		WAOL

PRE-CALCULUS I

Elementary functions, their graphs and transformations of their graphs, with applications to mathematical modeling. Examples include linear, quadratic, polynomial, rational, exponential, logarithmic, composite functions, and inverse functions. Prerequisite: completion of MATH 095 with a 2.0 or higher or placement by assessment.

MATH& 141 G230	5 credits			H301
9/20 -12/15	8:00AM-10:30AM	MW		COOKSEY
MATH& 141 G278	5 credits			H206
9/20 -12/15	2:45PM- 5:45PM	MW		STAFF
MATH& 141 G246	5 credits			H206
9/21 -12/16	6:00PM- 8:30PM	TTh		WALL
MATH& 141 G274	5 credits			H206
9/21 -12/16	2:45PM- 5:15PM	TTh		WALL

PRE-CALCULUS II

Trigonometric and inverse trigonometric functions, their graphs and transformations of their graphs, with applications to mathematical modeling. Solving trigonometric equations, the derivation and use of trigonometric identities. Polar coordinates and parametric equations, with applications to mathematical modeling. Conic sections, with applications to mathematical modeling. Prerequisite: completion of MATH& 141 with a 2.0 or higher or placement by assessment.

MATH& 142 G290	5 credits			H301
9/20 -12/15	8:00AM-10:30AM	MW		COOKSEY
MATH& 142 G296	5 credits			H206
9/20 -12/15	2:45PM- 5:45PM	MW		STAFF
MATH& 142 G286	5 credits			H206
9/21 -12/16	2:45PM- 5:15PM	TTh		WALL
MATH& 142 G292	5 credits			H206
9/21 -12/16	6:00PM- 8:30PM	TTh		WALL



MATHEMATICS

INTRODUCTION TO STATISTICS

This course is an introduction to statistics and how it may be applied in the analysis of numerical data. It includes the following topics: structure of data sets, central tendency, dispersion, means, standard deviation, correlation, regression, binomial and normal probability distributions, sampling methods and hypothesis testing. Prerequisite: completion of MATH 095 with a 2.0 or higher, or placement by COMPASS or Math Placement Test.

MATH& 146 G262	5 credits		H301
9/21 -12/16	8:00AM-10:30AM	TTh	COOKSEY
MATH& 146 W426	5 credits		ONLINE
9/20 -12/16	ARR	ARR	COOKSEY

PROCTORED FINALS DATE TBD

NUTRITION

HUMAN NUTRITION

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

NUTR& 101 G512	5 credits		H201
9/20 -12/15	8:00AM-10:30AM	MW	BABEL
NUTR& 101 W458	5 credits		ONLINE
9/20 -12/16	ARR	ARR	COLLIN-CLAUS

PROCTORED FINALS DATE TBD

PSYCHOLOGY

GENERAL PSYCHOLOGY

General Psychology surveys the knowledge and methods of the discipline of psychology. Emphasis is placed upon application of psychological knowledge to daily situations, and upon accessing and assessing information from a variety of sources about behavior. Skills in scientific reasoning and critical thinking are developed during this course. 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.

PSYC& 100 G126	5 credits		H311
9/21 -12/16	6:00PM- 8:30PM	TTh	BERKSHIRE
PSYC& 100 G122	5 credits		C107
9/20 -11/17	1:45PM- 5:15PM	MW	BIGELOW
PSYC& 100 G124	5 credits		C107
9/21 -12/16	8:00AM-10:30AM	TTh	BIGELOW
PSYC& 100 G120	5 credits		H212
9/20 -12/15	12:00PM- 2:30PM	MW	GOLDSTEIN
PSYC& 100 W422	5 credits		ONLINE
9/20 -12/16	ARR	ARR	FOWERS

PROCTORED FINALS DATE TBD

DEVELOPMENTAL PSYCHOLOGY

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

PSYC& 200 G178	5 credits		H212
9/20 -12/15	8:00AM-10:30AM	MW	GOLDSTEIN
PSYC& 200 W420	5 credits		ONLINE
9/20 -12/16	ARR	ARR	BERKSHIRE

PROCTORED FINALS DATE TBD

SPEECH AND COMMUNICATION

SPEECH COMMUNICATION

This course studies the fundamentals of the communication process and applies them to personal and workplace relationships. Emphasis will be on applying communication theory to interviewing, small group discussions and public speaking. Students will be required to prepare and give oral presentations.

CMST& 101 G114	5 credits		H201
9/20 -12/15	3:00PM- 5:30PM	MW	EDWARDS
CMST& 101 G112	5 credits		H201
9/20 -12/15	6:00PM- 8:30PM	MW	EDWARDS
CMST& 101 G116	5 credits		H201
9/21 -12/16	8:00AM-10:30AM	TTh	EDWARDS



BASIC STUDIES

The Basic Studies department provides instruction for adults who seek to master or brush up on the basic skills of reading, writing, math and oral communication, or to learn English for the purpose of employability and citizenship. Programs include preparation for the GED (General Educational Development) test in English; Brush-Up and Student Success for those preparing to enroll or who are already enrolled in a technical program. Tuition per quarter is \$25.

To register for all classes ON CAMPUS: register and pay tuition in person at the register at the Registration Office, pay at Cashier Office, Roberts Campus Center, Building I, 2nd floor. You will register for Educational Planning (orientation) and Goal Setting. You will then need to attend the scheduled orientation, where you will learn about the program and take placement tests. You will be placed into classes at the orientation.

To register for classes at OFF-Campus Sites (see page 52).

ADULT BASIC EDUCATION AND GED PREPARATION - ON CAMPUS

EDUCATIONAL PLANNING AND GOAL SETTING

This 15-hour class is designed to accomplish four important tasks: introduce adult learners to the learning options in Basic Studies; provide academic and learning assessments; develop a personal learning plan including screen for learning differences; and introduce the students to Renton Technical College. Students must attend this orientation session prior to attending on-campus daytime classes for adult education, GED preparation, and brush-up courses.

BAST 052 D850	1 credit	Fee: \$25		J302
9/20 -9/21	6:00PM- 9:00PM	MT		HART

EDUCATIONAL PLANNING & GOAL SETTING - MATH

This 6-hour class is designed to accomplish four important tasks: introduce adult learners to the learning options in Basic Studies; provide academic and learning assessments; develop a personal learning plan including screen for learning differences; and introduce students to Renton Technical College. Students must attend this orientation session prior to attending on-campus daytime classes for adult education, GED preparation and brush-up courses.

BAST 044 D871	1 credit	Fee: \$25		J310
9/20 -9/21	8:00AM-11:00AM	MT		BURRELL

BAST 044 D872	1 credit	Fee: \$25		J310
9/20 -9/21	11:40AM- 2:30PM	MT		BURRELL

EDUCATIONAL PLANNING & GOAL SETTING-READ & WRITE

This 6-hour class is designed to accomplish four important tasks: introduce adult learners to the learning options in Basic Studies; provide academic and learning assessments; develop a personal learning plan including screen for learning differences; and introduce students to Renton Technical College. Students must attend this orientation session prior to attending on-campus daytime classes for adult education, GED preparation and brush-up courses.

BAST 056 D868	1 credit	Fee: \$25		J302
9/20 -9/21	8:00AM-11:00AM	MT		LESMEISTER

BAST 056 D869	1 credit	Fee: \$25		J302
9/20 -9/21	11:40AM- 2:30PM	MT		HART

ADULT BASIC EDUCATION I

This course provides individual ABE instruction. Reading, writing and math are emphasized at the Washington State Basic Skills Competency Level I. Instruction is individualized with context appropriate for each student and with group activity and interaction.

ADULT BASIC EDUCATION II

This course provides individual ABE instruction. Reading, writing and math are emphasized at the Washington State Basic Skills Competency Level II. Instruction is individualized with context appropriate for each student and with group activity and interaction.

ADULT BASIC EDUCATION III

This course provides individual ABE instruction. Reading, writing and math are emphasized at the Washington State Basic Skills Competency Level III. Instruction is individualized with context appropriate for each student and with group activity and interaction.

ADULT BASIC EDUCATION IV

This course provides individualized ABE instruction. Reading, writing and math are emphasized at the Washington State Basic Skills Competency Level IV. Instruction is individualized with context appropriate for each student and with group activity and interaction.

BASIC AND ADVANCED GED PREPARATION

This course provides individualized GED instruction; Reading, Writing, Math, Social Studies, and Science are emphasized in preparing students for five GED tests. Though instruction is individualized, this course provides opportunity for group activity and interaction.

BUSH UP FOR TECHNICAL PROGRAMS

This course is designed for students in technical programs who need to brush up on basic math, reading, writing, or study skills to be successful in their programs. A program of study is individualized to meet the needs of each student and provide content related to their area of technical preparation.

BAST 090 D882	15 credits	Fee: \$25		J310
9/20-12/16	8:00AM-11:00AM	DAILY		BURRELL

BAST 090 D879	15 credits	Fee: \$25		J302
9/20-12/16	8:00AM-11:00AM	DAILY		LESMEISTER

BAST 090 D873	15 credits	Fee: \$25		J310
9/20-12/16	11:40AM- 2:30PM	DAILY		BURRELL

BAST 090 D883	15 credits	Fee: \$25		J302
9/20-12/16	11:40AM- 2:30PM	DAILY		HART

BAST 090 D884	15 credits	Fee: \$25		J302
9/20-12/16	6:00PM- 9:00PM	MTWTh		HART

During summer quarter, ABE/GED registration will be open for students on program waiting lists. If a student is enrolling for a fall or winter professional-technical program and on the wait list for that program, then he or she may register for adult basic education classes.



EXTERNAL DIPLOMA PROGRAM

Adults over the age of 21 may get a high school diploma based on skills they have learned outside of school. Successful candidates will be mature, motivated, organized, and self-directed. The average length of time for program completion is six months. Candidates demonstrate math, reading, writing, critical thinking and other skills through a series of assessments and extensive projects. The cost is \$260 per quarter. For more information call (425) 235-5837.

ESL ORIENTATION & GOAL SETTING

We offer the following classes for levels 1-6. You must attend ESL Orientation in order to register for class. Classes are daily from 8:00am-11:00am or 11:30am-2:30pm, and Monday-Thursday evenings from 6:00PM-9:00PM.

ESL ORIENTATION & GOAL SETTING - AM

This course provides orientation, initial appraisal, and assessment for class placement of ESL students of all levels. This orientation is required for all new ESL students. Students are placed in this course from the Testing Center.

BAST 026 E700	1 credit	Fee: \$25	D102B
9/13 -09/15	8:00AM-12:00PM	MTW	VALOVA
BAST 026 E701	1 credit	Fee: \$25	D102B
9/20 -09/22	8:00AM-12:00PM	MTW	VALOVA
BAST 026 E703	1 credit	Fee: \$25	D102B
9/27 -9/29	8:00AM-12:00PM	MTW	VALOVA
BAST 026 E704	1 credit	Fee: \$25	D102B
8/30-9/1	8:00AM-12:00PM	MTW	VALOVA
BAST 026 E705	1 credit	Fee: \$25	D102B
10/25 -10/27	8:00AM-12:00PM	MTW	VALOVA
BAST 026 E707	1 credit	Fee: \$25	D102B
11/15 -11/17	8:00AM-12:00PM	MTW	VALOVA

ESL ORIENTATION & GOAL SETTING - AFTERNOON

This course provides orientation, initial appraisal, and assessment for class placement of ESL students of all levels. This orientation is required for all new ESL students. Students are placed in this course from the Testing Center.

BAST 026 E718	1 credit	Fee: \$25	D108
9/13 -09/15	11:30AM- 3:30PM	MTW	KOUSHIK
BAST 026 E719	1 credit	Fee: \$25	D108
9/20 -09/22	11:30AM- 3:30PM	MTW	KOUSHIK
BAST 026 E720	1 credit	Fee: \$25	D108
9/27 -09/29	11:30AM- 3:30PM	MTW	KOUSHIK
BAST 026 E721	1 credit	Fee: \$25	D108
8/30-9/1	11:30AM- 3:30PM	MTW	STAFF
BAST 026 E722	1 credit	Fee: \$25	D108
10/25 -10/27	11:30AM- 3:30PM	MTW	KOUSHIK
BAST 026 E723	1 credit	Fee: \$25	D108
11/15 -11/17	11:30AM- 3:30PM	MTW	KOUSHIK

ESL ORIENTATIONS AND GOAL SETTING - PM

This course provides orientation, initial appraisal, and assessment for class placement of ESL students of all levels. This orientation is required for all new ESL students. Students are placed in this course from the Testing Center.

BAST 026 E710	1 credit	Fee: \$25	D102B
9/13 -9/15	5:00PM- 9:00PM	MTW	FOLEY
BAST 026 E711	1 credit	Fee: \$25	D102B
9/20 -09/22	5:00PM- 9:00PM	MTW	FOLEY
BAST 026 E712	1 credit	Fee: \$25	D102B
9/27 -09/29	5:00PM- 9:00PM	MTW	FOLEY
BAST 026 E713	1 credit	Fee: \$25	D102B
8/30-9/1	5:00PM- 9:00PM	MTW	FOLEY
BAST 026 E714	1 credit	Fee: \$25	D102B
10/25 -10/27	5:00PM- 9:00PM	MTW	FOLEY
BAST 026 E715	1 credit	Fee: \$25	D102B
11/15 -11/17	5:00PM- 9:00PM	MTW	FOLEY

BAST 059 - ESL Level 1: Beginning Literacy/Pre-Beginning ESL

BAST 061 - ESL Level 2: Low Beginning ESL

BAST 062 - ESL Level 3: High Beginning ESL

BAST 063 - ESL Level 4: Low-Intermediate ESL

BAST 064 - ESL Level 5: High-Intermediate ESL

BAST 058 - ESL Level 6: Advanced ESL

ENGLISH AS A SECOND LANGUAGE LEVELS I, II, III, IV

Students will develop skills for life and work in ESL. Students will learn basic grammar and vocabulary and will get practice speaking English in class. Students will learn spelling and writing sentences. These skills can prepare students for study at Levels V and VI. Before registering, students must attend the ESL Orientation class.

ENGLISH AS A SECOND LANGUAGE LEVELS V & VI

The focus will be on structure and development of ideas in sentences and paragraphs in speaking, writing, listening and reading. Advanced grammar structures and writing strategies will be taught. Reading and listening strategies for understanding and remembering information from lectures and textbooks will also be developed. Students will learn to apply critical thinking skills when expressing ideas in speaking or developing ideas in writing. They will get practice in the functional use of spoken English so that they will be able to present themselves as polite, capable individuals in social situations and the workplace. Mastery of basic sentence structure and verb tense in English and a firm foundation of English vocabulary are necessary to benefit from this class. Before registering, students must attend the ESL orientation class for placement.

For textbook information go to www.bookstore.RTC.edu



TECH ENGLISH-MEDICAL TERMINOLOGY FOR ESL

This hybrid course is designed to introduce the level 4 - 6 ESL student to word origin and medical terminology relating to body structure, cells, organs and diseases processes. Course content will challenge the level; 4-6 ESL student to learn some of the fundamental Latin and Greek word roots that make up many medical terms. A concise approach to cognitive and linguistic learning will aid the student in forming a basis of understanding of medical terminology as it functions within the English language. This course will provide a sound basis for the level 4 6 ESL student to successfully assimilate into the regular Medical Terminology courses at Renton Technical College.

BAST 015 W315 1- 2 credits Fee: \$25 B206
 9/28-12/9 ARR TTh LEHNHOFF

ORIENTATION SESSION/LIVE CLASS SESSION #1

9/28 5:30PM-8:30PM T

ORIENTATION SESSION/LIVE CLASS SESSION #2

9/30 5:30PM-8:30PM Th

Lesson 2: Medical Terminology Basics

10/5 5:30PM-7:30PM T IN CLASS

Lesson 7: The Musculoskeletal System

11/19 5:30PM-7:30PM T IN CLASS

Lesson 8: The Cardiovascular System:

11/16 5:30PM-7:30PM T INCLASS

Lesson 10: Course Review & CASAS Post tests

12/9 5:30PM-8:30PM Th IN CLASS

ENGLISH PRONUNCIATION FOR ESL STUDENTS

This course enables ESL students (Level 4-6) to become more confident English speakers by providing lots of in-class practice and correction as well as online practice and assessment of the important aspects of good, clear English speech. More knowledge of and a greater awareness of the topics included in this course will help to improve both the student's oral and aural proficiency.

BAST 016 E793 1- 5 credits Fee: \$25 D108
 9/28 -12/16 2:45PM- 4:45PM TTh FOLEY

ESL WRITING FOR LIFE, WORK, AND COLLEGE

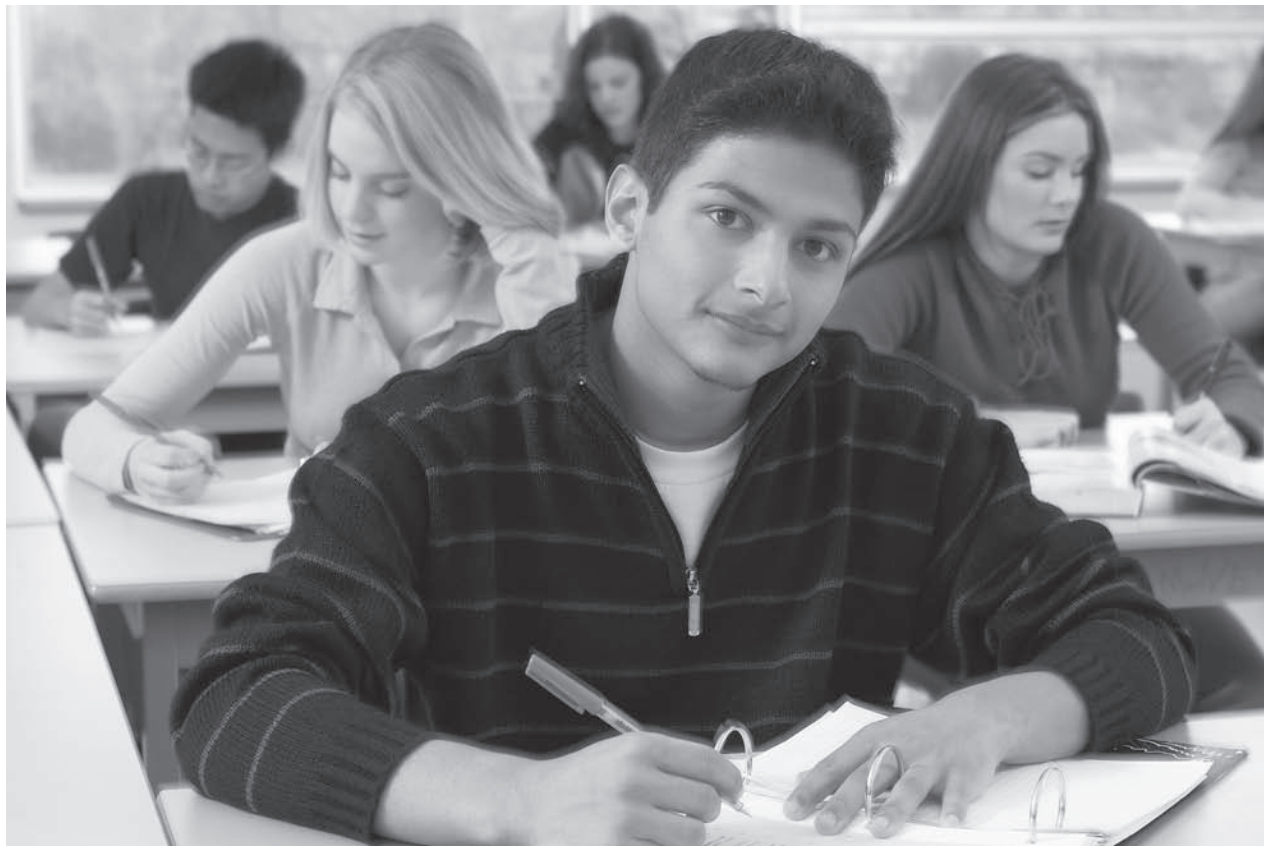
This hybrid course enables ESL students (Level 4-6) to become more confident English writers. Students attend class 4 hours per week (Fridays) and work independently online 8 hours per week. Course work focuses on writing skills for life, work, and college. Common writing mistakes are identified and students learn to write clear, grammatically correct sentences and paragraphs. Students must have access to the Internet (a computer) and possess basic computer skills.

BAST 017 W316 1- 7 credits Fee: \$25 D102B
 9/24 -12/10 10:00AM- 2:00PM F FALCONER

WRITING BASICS FOR COLLEGE, LIFE AND WORK

This course provides instruction in the basics of sentence writing for personal expression including sentence formats, use of capital letters, punctuation, usage, and subject-verb agreement. Simple business forms and applications are included. The course is designed to review the basics of writing daily with each day's work building on the previous day's work. The student will need access to a computer and an email account and the knowledge of how to use attachments. The instructor will email the daily work to the student, review the daily work, and return it with personalized comments to assist each student improve his or her writing. Prerequisites: Complete the CASAS Appraisal and pretest and post test. Provide a writing sample as directed. Access to a computer and an email account.

BAST 041 W305 1- 5 credits Fee: \$25 ONLINE
 9/20 -12/16 ARR ARR LESMEISTER



OFF CAMPUS ABE/ESL SITES

For more information or to register for programs at the following sites, please contact the site directly.

BIRCHCREEK APARTMENTS

Family Center
13111 SE 274th, Kent, WA 98042
English as a Second Language hours:
Monday–Friday, 9:45am–12:45pm

CRESTON POINT APARTMENTS

13455 MLK Jr Way S.
Seattle, WA 98178

HILLCREST EARLY CHILDHOOD CENTER

1800 Index Ave NE, Renton, WA
(425) 235-5837
Adult Basic Education and English as a Second Language (ESL)
Hours: Monday–Thursday, 9:30am–12:00pm

JEWISH FAMILY SERVICES

1215 Central Ave. S., #134, Kent, WA
(253) 850-4065
English as a Second Language hours:
Monday–Thursday, 2:30pm–5:30pm and 6:00pm–9:00pm

KENT LEARNING CENTER-THE ALLIANCE

515 W. Harrison, Kent, WA 98032
Providing Adult Basic Education, GED Prep and English as a
Second Language (ESL). Ages 16 and up.
Monday–Friday, 9:00am–12:00pm and 12:30pm–2:30pm
Includes Out-of-School Youth Program in partnership with King
County for eligible GED students, ages 16–21
ESL Hours: Monday–Thursday, 2:30pm–5:30pm and
6:00pm–9:00pm
For more information call: (253) 852-7461

PUGET SOUND TRAINING CENTER

270 SW 43rd – Bldg. 3, Renton, WA 98055
(425) 656-5950
English as a Second Language hours:
Monday–Thursday, 9:00am–1:00pm

TUKWILA PANTRY

3118 S. 140th St, Tukwila, WA 98168-6004
(206)431-8293
Monday–Friday, 6:00pm–9:00pm

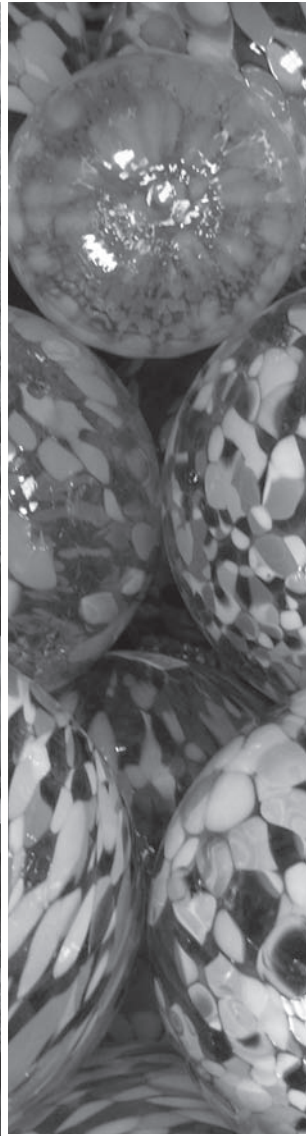
WORKSOURCE RENTON

500 SW 7th St. Renton, WA 98057
(206) 205-3570
Adult Basic Education and English as a Second Language (ESL)
Hours: Monday–Friday, 8:30am–11:30am and
12:15pm to 3:00pm
ESL Citizenship: Monday–Thursday 3:30pm–5:30pm
ESL Only: Monday–Thursday 6:00pm–9:00pm

WORKSOURCE AFFILIATE DOWNTOWN SEATTLE

2024 3rd Ave., 2nd Floor, Seattle, WA 98121
(206) 436-8640
Adult Basic Education and English as a Second Language
Hours: Monday–Friday, 9:00am–12:00pm and 12:40pm–3:30pm





AVIATION

AVIATION GROUND SCHOOL - PRIVATE PILOT

This intense 60-hour aviation pilot ground course offers guidance and training to help pass the required FAA “written” test, the first step required toward achieving a Federal Aviation Administration Pilot License. This is also a great course for those just interested in learning more about the various aspects of aviation as it relates to pilots and is also an excellent in-depth review for returning pilots. A few of the elements covered are generic piston systems, aerodynamics, weather navigation, airport/airspace operations, communications and Federal Air Regulations. Upon successful completion of the course the mandatory achievement certificate will be provided to take the actual FAA multiple choice “written” test from an FAA vendor testing center. Fee includes course book, text book, Federal Air Regulations and Airmen Information Manual books, Private Pilot test guide book and all other associated materials such as plotter and mechanical flight computer. It does not cover the vendor cost of the actual FAA test. Offsite classroom is located at Renton Municipal Airport allowing access to viewing planes, associated support items and airport operations when needed. NO CLASS 11/25.



AVIA 101 R203		Fee: \$425	RTNAIRP
9/28-12/7	10:00AM- 1:00PM	TTh	YAGER/ZENTER
AVIA 101 R200		Fee: \$425	RTNAIRP
9/28-12/7	4:45PM-7:45-PM	TTh	MCKECHNIE



BARTENDING

PROFESSIONAL BARTENDING

Become a licensed bartender! This class is designed to provide participants with the skills needed for careers as professional bartenders. This fun and exciting class will cover how to mix, measure and master more than 250 of today's most popular cocktails - from Electric Iced Teas and Smith and Wessons, to B-52's, Apple Martinis and Lemon Drops! Learn professional free pouring and layering techniques, bartending terms, job searching, serving in a safe and responsible manner, increasing customer satisfaction, and increasing tips! No prior liquor knowledge is required. This course includes the Bartending Permit class, you do not need to register for both. Ages 18 and up. Tuition includes a 10.00 materials fee.

COMM 281 C581	Fee \$169		H102
11/16-12/7	6:00PM- 9:00PM	T	RONNESTAD

PROFESSIONAL BARTENDING-LICENSING PERMIT 12 OR 13

This class covers the legal aspects of responsible alcoholic beverage service for bartenders and servers including how much to serve, when to stop serving and the legal responsibilities of restaurants, bars and individuals in the service industry. This class meets the requirements for licensing by the State of Washington and is a required class for anyone working as a professional bartender or server. No prior bartending or liquor knowledge is needed. Students must be between the ages of 18-20 for Permit 13, and over the age of 21 for Permit 12. Permits will be granted by the Washington State Liquor Control Board and will be awarded to students upon successful completion of this class. Ages 18 and up.

COMM 282 C582	Fee \$35		H102
12/7	6:00PM- 9:30PM	T	RONNESTAD

COMPUTER/SOFTWARE TRAINING

GETTING STARTED WITH WINDOWS 7

All the fun things and no tech babble. Learn quick tips for getting around, where to put your stuff and how to find it easily, smarter ways to surf and shop online, sharing photos, personalizing your PC, and more!

COMM 344 C312	Fee: \$40 - \$10 material fee at door		H202
10/4	5:00PM- 8:00PM	M	JORDAN

COMM 344 C322	Fee: \$40 - \$10 material fee at door		H202
10/25	5:00PM- 8:00PM	M	JORDAN

DIGITAL PHOTO EDITING

Have fun while learning all the essentials, including how to adjust color and light, fix red-eye, crop, straighten, create a panoramic photo, and even "airbrush."

COMM 345 C314	Fee: \$40 - \$10 material fee at door		H202
10/5	5:00PM- 8:00PM	M	

COMM 345 C324	Fee: \$40 - \$10 material fee at door		H202
10/26	5:00PM- 8:00PM	T	

CONNECTING WITH FRIENDS

Learn three new ways to stay in touch. See loved ones on your PC via webcam, try out social networking to keep connected with your family and friends, and learn how to share photos in different ways.

COMM 345 C316	Fee: \$40 - \$10 material fee at door		H202
10/6	5:00PM- 8:00PM	W	JORDAN

COMM 345 C326	Fee: \$40 - \$10 material fee at door		H202
10/27	5:00PM- 8:00PM	W	JORDAN

CREATIVE PHOTO SLIDESHOWS

Turn your digital photos and videos into a fun movie slideshow! Learn easy ways to add transitions, motion effects, title, credits and music. Burn a DVD to play on your TV or computer, or share with family.

COMM 347 C320	Fee: \$40 - \$10 material fee at door		H202
10/7	5:00PM- 8:00PM	Th	JORDAN

COMM 347 C328	Fee: \$40 - \$10 material fee at door		H202
10/28	5:00PM- 8:00PM	Th	JORDAN

COOKING AND WINE

FOOD/WINE PAIRING OF THE PACIFIC NORTHWEST

Culinary Director, Harry Mills of the Heavy Restaurant Group who operates the Purple Cafe and other properties, will take students into an interactive course on how to prepare the right foods to pair with local Northwest wines. Students will taste three local wines and then have the opportunity to build on those wines to select the proper cooking methods and selection of foods that pair well with each wine. Students must be 21 years old to enjoy this class.

COMM 251 C551	Fee: \$75		I101
9/23	6:00PM- 9:00PM	Th	MILLS

FOOD/WINE PAIRING OF THE OLD WORLD

Culinary Director, Harry Mills of the Heavy Restaurant Group who operates the Purple Cafe and other properties, will take students into an interactive course on how to prepare the right foods to pair with traditional European wines. Students will taste three major wines and then have the opportunity to build on those wines to select the proper cooking methods and selection of foods that pair well with each wine. Students must be 21 years old to enjoy this class.

COMM 252 C552	Fee: \$75		I101
9/30	6:00PM- 9:00PM	Th	MILLS

FOOD/BEER PAIRING

Culinary Director, Harry Mills of the Heavy Restaurant Group who operates the Purple Cafe and other properties, will take students into an interactive course on how to prepare the right foods to pair with favorite microbrews. Students will taste a variety of beers and then have the opportunity to build on those beer flavors to select the proper cooking methods and selection of foods that pair well with each one. Students must be 21 years old to enjoy this class.

COMM 255 C555	Fee: \$75		I101
10/7	6:00PM- 9:00PM	Th	MILLS

FLAVORS OF EAST INDIAN COOKING

Chef Christine shares her culinary skills of the East Indian region with you. Chef will show students how to prepare and create exotic Indian dishes for an irresistible addition to the dining table during the holidays.

COMM 277 C577	Fee: \$75		I107
11/8	6:00PM- 9:00PM	M	AROKIASSAMY



GLASSBLOWING

BEGINNING GLASSBLOWING

It's hot! Create unique art using molten glass that is ten times hotter than boiling water. Introduce yourself to the ancient secrets of the glass arts with hands-on individualized instruction designed for students with no prior experience working in a "hot shop." You WILL be captured by this limitless and beautifully expressive medium. Classes are limited to six (6) students.

ARTS 200 M500	1 credit	Fee: \$275	UPT
9/21 -10/5	6:00PM- 9:00PM	T	UPTOWN
ARTS 200 M501	1 credit	Fee: \$275	UPT
10/12 -10/26	6:00PM- 9:00PM	T	UPTOWN
ARTS 200 M502	1 credit	Fee: \$275	UPT
11/2 -11/16	6:00PM- 9:00PM	T	UPTOWN
ARTS 200 M503	1 credit	Fee: \$275	UPT
11/23 -12/7	6:00PM- 9:00PM	T	UPTOWN

ASSORTED GLASS CRAFTS

This three-week course includes introductory sessions of different and unique glass techniques to help you find the skill that fits you best. Assorted Glass Crafts consists of: glassblowing, lampworking, fusing and slumping. No previous experience required! Classes are limited to six (6) students.

ARTS 230 M530	1 credit	Fee: \$225	UPT
9/24 -10/08	6:00PM- 9:00PM	F	UPTOWN
ARTS 230 M531	1 credit	Fee: \$225	UPT
10/15 -10/29	6:00PM- 9:00PM	F	UPTOWN
ARTS 230 M532	1 credit	Fee: \$225	UPT
11/5 -11/19	6:00PM- 9:00PM	F	UPTOWN
ARTS 230 M533	1 credit	Fee: \$225	UPT
11/26 -12/10	6:00PM- 9:00PM	F	UPTOWN

**UPTOWN
GLASSWORKS**

MULTI-MEDIA GLASS II

Prerequisite: instructor permission required. Note: Saturday and Sunday classes are from 10:00 AM to 6:00 PM on both days.

ARTS 241 M541	1 credit	Fee: \$750	UPT
10/15 -10/17	6:00PM-10:00PM	FSatSun	UPTOWN

MULTI-MEDIA GLASS III

Prerequisite: instructor permission required. Note: Saturday and Sunday classes are from 10:00 AM to 6:00 PM on both days.

ARTS 242 M542	1 credit	Fee: \$750	UPT
11/26 -11/28	6:00PM-10:00PM	FSatSun	UPTOWN

MULTI-MEDIA GLASS IV

Prerequisite: instructor permission required. Note: Saturday and Sunday classes are from 10:00 AM to 6:00 PM on both days.

ARTS 243 M543	1 credit	Fee: \$750	UPT
12/10 -12/12	6:00PM-10:00PM	FSatSun	UPTOWN



LANDSCAPE

LANDSCAPE DESIGN 101

Learn the principles of landscape design to create a custom garden plan for your own property. Bring pictures to class and get started! Progress from site plan to a final plan in just three short sessions. Class covers plant and lawn usage, design styles, environmental considerations, outdoor living spaces, arbors, patios, water features and more. In addition, receive advice on your individual site problems, including drainage, screening and space usage. Instructor, Martin Walters, has 25 years of field experience with formal training in England and at the University of Washington. Bring pencil, graph paper, tape measure and drafting scale to class.

COMM 135 C426	Fee: \$115	C113
9/29 -10/13	7:00PM-10:00PM	W WALTERS

ADVANCED LANDSCAPE DESIGN

This class is for those who have completed Landscape Design (or a beginning class in landscape design). You'll need to bring a completed, scaled site plan with developed design ideas. This class focuses on refining your plans, developing installation specifications and finalizing specific designs. Step-by-step guidance on implementation of your plans is included. Class space is limited to ensure participants receive individual instruction. Instructor has 25 years "field experience" with formal training in England and at the University of Washington and specializes in "pushing a wheelbarrow as well as a pencil!"

COMM 136 C428	Fee: \$115	C113
10/27 -11/10	7:00PM-10:00PM	W WALTERS

LANGUAGE

INTRODUCTION TO SPANISH

A fun class designed for those interested in learning Spanish at the basic level quickly and easily. Emphasis is placed on enunciation that increases the student's vocabulary in Spanish immediately. Make your travels, careers and relationships with the Hispanic community a more enjoyable and rewarding experience. Bienvenido!

COMM 396 C606	Fee: \$95	K203
9/15 -11/03	6:30PM- 9:00PM	W GUADALUPE

ITALIAN "NUMERO UNO"

Basic introduction to Italian for people planning to travel to Italy or for those who want to learn the language at their own comfort level. The instructor is a native of Italy and is knowledgeable in several languages. In an enjoyable way, this class teaches easy conversational Italian, basic grammar and pronunciation.

COMM 401 C607	Fee: \$125	J112
9/22 -11/24	6:00PM- 8:00PM	W CHIECHI



“Fall” into Winter Gardening

CREATING A “BLENDED” LANDSCAPE

Don't let the winter blues get you down...garden year round! Make the most out of color in your garden and extend the growing season by using shrubs and flowering perennials and annuals. Find out what thrives in the Northwest fall and winter seasons and how to use foliage, berries, and flowers to make the most out of color in your yard.

COMM 125 C525		Fee: \$20	MCL
9/25	10:00AM-12:00PM	Sat	STAFF

FALL CONTAINER GARDENS

Learn how to extend the lush look of your summer container gardens well into fall and beyond! Using a wide assortment of perennials, annuals, herbs, grasses, decorative foliage, and cool season vegetables you can learn how to design the stylish containers for your patio or doorstep that you see in magazines.

COMM 147 C547		Fee: \$20	MCL
9/25	1:00PM- 3:00PM	Sat	STAFF

LAWN PREP: THE EASY WAY

Get a jump start and save money, time, and labor by getting your lawn ready now for a fantastic spring in six easy-to-do, no-fail steps!

COMM 156 C556		Fee: \$20	MCL
10/2	10:00AM-12:00PM	Sat	STAFF

“EVERGREEN” YOUR YARD/GARDEN FOR WINTER BEAUTY

Understand the “evergreen” concept whereby your yard/garden through the placing and planning of selected perennials/herbs can transform your yard/garden with color and contrast. Professional gardener, Judy Sherbon, talks about how evergreen plants are the backbone of every yard/garden and goes over design, plant selection and placement. You'll leave class knowing how to prepare your garden/yard for “winter color” using plants for contrast and color.

COMM 161 C561		Fee: \$20	MCL
10/2	1:00PM- 3:00PM	Sat	STAFF

Winter/Weather Woes! WE ARE READY FOR YOU!

PREVENT STORM & FLOOD DAMAGE

Take steps now to prevent storm and flood damage and save hundreds or even thousands of dollars later. Course covers mitigation measures to protect your home and property from wind and water damage. At the end of class you'll be able to identify home improvement projects that will keep your home/property safe.

COMM 114 C514		Fee: \$20	MCL
10/7	4:00PM- 6:30PM	Th	STAFF

DISASTER PREPAREDNESS

Learn what you need to have in your house and your car before the next disaster hits. Make your own disaster kits and how to write an emergency family plan. Get all you need to be prepared before the next disaster.

COMM 167 C567		Fee: \$20	MCL
10/23	1:00PM- 3:00PM	Sat	STAFF

HOME EMERGENCIES: WHAT TO DO AND GENERATOR USE

McLendon's staffers will lead a highly informative class on key things for the homeowner to know and do when dealing with a home problem/emergency due to a prolonged power outage from a wind/ice storm. Utilities are discussed in terms of shut-off procedures and use of the right tools, and the temporary storage/securing of food and water. Major emphasis, however, is on the safe and proper use of equipment related to portable heating, lighting, and cooking - from generators to batteries and the proper procedures to follow when using this equipment (and its fuel). This is not an emergency survivalist class and doesn't cover medical topics, preparing of an emergency first aid kit, or topics related to communication during an emergency.

COMM 153 C553		Fee: \$20	MCL
10/23	10:00AM-12:00PM	Sat	STAFF

BE PREPARED FOR WINTER: STOP PLUMBING LEAKS

This class focuses on how to make quick and temporary, as well as permanent, solutions to plumbing leaks. Learn pipe leak repairs (non-soldering), installing a vanity sink with discussion/demonstration of water lines, changing hot and cold water valves, installing supply lines and shut-off valves. Tools and their uses are covered as well.

COMM 145 C545		Fee: \$20	MCL
11/16	4:00PM- 6:00PM	T	STAFF



MCLENDONS

“FIX IT!” Series

“FIX IT!” POWER TOOLS

“What is it, how does it work, and what can it do?” Working off of these questions, this class reviews through discussion and demonstration the operations, features, and uses for power tools like routers, orbital and pad sanders, table/band/miter/reciprocating/jig/circular saws, drill presses, and generators. Also discussed is the use of cordless power tools.

COMM 118 C518	Fee: \$20	MCL
11/16	5:00PM- 7:00PM	T STAFF

“FIX IT!” ELECTRICITY

In this “show and tell” interactive class, learn how to install a wire switch, a bathroom or kitchen ceiling light, and a wall outlet (including a GFI). Also learn how to repair lamps and replace cords (like on a small appliance or tool). Safety procedures and tools to use are covered along with the distribution of informative handouts. There will be plenty of time for questions and answers.

COMM 121 C521	Fee: \$20	MCL
11/30	5:00PM- 7:00PM	T STAFF

“FIX IT!” PLUMBING

Learn to repair plumbing problems and save precious dollars in the process. McLendon’s staff will demonstrate the tools to use, steps to follow, and techniques of cutting plastic piping, soldering of copper pipe, and cementing of various plastic pipe. We will also review the working parts of a toilet and faucet that most often need replacement.

COMM 120 C520	Fee: \$20	MCL
11/23	5:00PM- 7:00PM	T STAFF

Facelift for the Holidays

FLOWER ARRANGING

Have fun designing (and taking home) a floral arrangement for your home, porch, or to “enhance” your landscaping plans. Use fresh flowers (those on hand at the store) along with other decorative accessories to make a beautiful arrangement guaranteed to “WOW!” Learn step-by-step, from what goes together to building the arrangement.

COMM 170 C570	Fee: \$20	MCL
9/28	4:00PM- 6:00PM	T STAFF

PAINTING FUNDAMENTALS: INTERIOR

Painting is simple: it’s attention to detail, doing the prep work, and using the right equipment that makes the real difference between “good, better, and best” end results! Whether you’re a tenant, landlord, or homeowner, if you’re planning to do an interior paint project you’ll benefit from this class. Learn about proper equipment to use, painting fundamentals/techniques and the “how to’s” of prepping the job, materials to use, paint finishes, color coordination and application.

COMM 166 C566	Fee: \$20	MCL
11/20	10:00AM-12:00PM	Sat STAFF

OLD CABINET FACE LIFT

Want a fresh look for those old cabinets? Learn the steps and materials to paint, stain or artistically embellish your old cabinets. This lecture and demonstration class will show you samples, design ideas and provide you with step-by-step instructions on how to update your cabinets whether you want to re-stain or re-paint.

COMM 171 C571	Fee: \$20	MCL
11/2	4:00PM- 6:30PM	T STAFF

FAUX IT!

Add pizzazz to your home or office by learning “faux” painting textures that give walls depth, character, and intriguing color effects. Learn sponging, ragging, striae, denim, marbling, wood graining, color washing, and patina.

COMM 117 C517	Fee: \$20	MCL
11/20	1:00PM- 3:00PM	Sat STAFF

“HOW TO HANG THINGS PROPERLY”

This class covers the ins and outs of attaching things to your walls and ceilings so they don’t fall down or look unsightly. Learn how to properly use the many different types of hanging hardware (molly bolts, toggle bolts, hanger bolts, and more). Best of all - you’ll actually practice using the equipment to hang various items; the instructor will show you what to do and then you get the opportunity to do it yourself!

COMM 143 C543	Fee: \$20	MCL
11/4	4:00PM- 6:30PM	Th STAFF

WALLS! WALLS! WALLS!

In this class you’ll learn how to repair your drywall. Class covers the what, how, and why of drywall repair including what tools to use and most importantly, how to repair everything from a small dent to a large hole. Best of all, you’ll have over an hour of actual hands-on practice patching and repairing drywall.

COMM 106 C506	Fee: \$20	MCL
12/4	10:00AM-12:00PM	Sat STAFF

TILING FLOORS & WALLS

Install ceramic floor and wall tiles to add beauty to your dwelling! Basic class looks at different tiling products on the market, tools and “how to” techniques to use in installing, cutting and laying of tile, and finishing the project (grouting/sealing).

COMM 104 C504	Fee: \$20	MCL
12/4	1:00PM- 3:00PM	Sat STAFF



RENTON EMERGENCY PREPAREDNESS ACADEMY

The City of Renton and the American Red Cross have partnered together with Renton Technical College to bring you the Renton Emergency Preparedness Academy. All courses offered through this Academy will help you be more prepared for all kinds of emergencies.

Registration is through the City of Renton. www.rentonwa.gov or (425) 430-6700.

AMATEUR (HAM) RADIO TECHNICIAN LICENSING COURSE

Amateur radio, often called HAM radio, is both a hobby and a service in which participants, called “hams,” use various types of radio equipment to communicate with other radio amateurs for recreation and public service. Amateur radio operators enjoy personal (and often worldwide) wireless communications with each other and are able to support their communities with emergency and disaster communications if necessary, while increasing their personal knowledge of electronics and radio theory. This class is for anyone with an interest in obtaining an amateur radio license. The two-day course covers all chapters of Element 2 of the FCC Amateur Radio Service materials. Participants will be fully prepared to take the Technician Class licensing exam which will be administered at the end of day two. After passing the exam, students will receive their amateur radio license by mail from the FCC. A \$50 fee payable to instructor covers manual and license exam fee. OFF SITE AT RENTON FIRE STATION 12, 1209 KIRKLAND AVE NE, RENTON. \$50 FEE PAY AT DOOR.

COMM 515 C466		Fee: \$50 AT DOOR	RTN
9/11 -9/12	9:00AM- 4:00PM	SatSun	MATTSON

POLICE CITIZEN’S ACADEMY

Have you wondered what it’s like to be a police officer? Come find out! Law enforcement personnel will speak on a variety of topics ranging from Patrol Procedures to SWAT operations. Instruction is a combination of lecture, audio-visual, and field trips. Learn how to dust for fingerprints, meet the K9 “officers,” tour the Jail and Dispatch Center and ride along with a patrol officer. You must be at least 18 years old to attend, and background checks will be conducted on all applicants. Go to www.rentonwa.gov to download an application or call (425) 430-7520 to have one mailed to you. IMPORTANT NOTE: Application must be received by September 10, 2010 to allow time for background check. OFF SITE AT RENTON CITY HALL, 1055 S. GRADY WAY, RENTON

COMM 513 C462		Free	RTN
9/21 -12/7	7:00PM- 9:00PM	T	VICKERS

CERT: COMMUNITY EMERGENCY RESPONSE TEAM

After a disaster people should be prepared to take care of their own needs for a period of time until help arrives. The Renton Fire & Emergency Services Department offers CERT to teach individuals how to prepare their homes and neighborhoods to respond to disasters. Topics covered include personal preparedness, first aid, fire suppression, search and rescue, terrorism and team organization. Instruction includes a combination of classroom and practical “hands-on” training. CERT graduates serve as their own “first responders” during the critical period after a disaster when existing resources are overwhelmed. OFF SITE AT RENTON FIRE STATION 14, 1900 LIND AVE SW, RENTON. CLASS ALSO INCLUDES A DRILL ON SATURDAY 11/6, 8AM TO NOON.

COMM 519 C470		Fee: \$30	RTN
9/22 -11/06	6:00PM- 9:00PM	W	MATTSON

INTRODUCTION TO CONTINGENCY PLANNING

Make a plan today for a disaster that could happen tomorrow. The Small Business Administration estimates that up to 43% of small businesses will never re-open their doors after an IT interruption. This is a 2-hour course comprised of lecture and group activities. You will be challenged to work collectively to identify potential risks/threats to an organization and the resulting operational impacts. This workshop would be beneficial to groups just beginning their contingency planning or those updating their plans.

COMM 511 C460		Free	K203/204
9/22	4:00PM- 6:00PM	W	KASPER

HEAT SAFETY

In Western Washington our summer heat and humidity put us at great risk of heat-related illnesses. Learn to read the Heat Index and how it relates to those weather report warnings, how to choose the right sunscreen, sunglasses, and clothing for the hottest times of the year. Recognize the signs that tell you when someone is in trouble with the heat and what actions you must take to survive. Class includes lecture, discussion, and visual aids. Ages 16 and up.

COMM 509 C458		Free	K203/204
9/23	4:00PM- 5:30PM	Th	QUIST

FIRE SAFETY/EXTINGUISHER TRAINING

This course is designed to teach you what to do if a fire occurs in your home. Participants will learn about the most common causes of fires, facts about smoke alarms and the life-saving components included in a home escape plan. You will also learn about the different classifications of fire and the safe use of a fire extinguisher. Instruction consists of a lecture format with hands-on fire extinguisher practice outside. (Dress appropriately, sturdy shoes, etc.) OFF SITE AT RENTON FIRE STATION 14, 1900 LIND AVE SW, RENTON

COMM 503 C452		Free	RTN
9/29	6:00PM- 9:00PM	W	MATTSON

PREPAREDNESS FOR ADULT FAMILY HOMES

As an adult home owner or employee, you care for some of our community’s most vulnerable residents, who depend on your care 24 hours a day. Have you developed your disaster plan to make sure you can continue caring for them when the power goes out or the earthquake hits? This class will review the different requirements for AFH disaster planning in Washington State and things that you should consider during disaster planning. Bring any in-process plans if you would like feedback.

COMM 501 C450		Free	K203/204
10/2	9:00AM-12:00PM	Sat	MYERS

Register through the City of Renton, (425) 430-6700, www.rentonwa.gov.



RENTON EMERGENCY PREPAREDNESS ACADEMY

AMATEUR (HAM) RADIO GENERAL LICENSING COURSE

For amateur (HAM) radio operators who already possess a Technician Class license from the FCC, this course covers all of Element 3 of the FCC Amateur Radio Service materials needed to upgrade to a General Class license. Upon completion of these classes, participants will be fully prepared to take the General Class licensing exam which will be administered on 11/1. After passing the exam, you will receive your General Class license by mail from the FCC. A \$50 fee payable to the instructor covers manual and license exam fee. **OFF SITE AT RENTON FIRE STATION 12, 1209 KIRKLAND AVE NE, RENTON. \$50 FEE PAY AT DOOR.**

COMM 507 C456	Fee: \$50 AT DOOR	RTN
10/4 -11/8	7:00PM- 9:00PM	MW MATTSON

DISASTER PREPAREDNESS

Did you know that Washington State has the potential for the most types of disasters in the USA? Will you be ready for the next disaster? Find out in this interactive lecture from your local American Red Cross how to make a plan with a focus on flood preparedness, build a disaster supply kit, and how to be your own best resource.

COMM 517 C468	Free	K203/204
10/4	4:30PM- 6:00PM	M ARC STAFF

COMM 517 C480	Free	K203/K204
11/18	6:00PM- 7:30PM	Th ARC STAFF

SURVIVING A FIRE IN YOUR HOME

Would you survive a fire in your home? Fire can spread at an alarming speed, so you must be prepared to move quickly and make the right decisions. Find out easy steps you can take to increase your chances of surviving a fire, preventing fires, and protecting your family. Learn about the reality of fire compared with the myths we see on television.

COMM 505 C454	Free	K203/204
10/5	7:00PM- 8:30PM	T HICKEY

INTERACTING WITH EMERGENCY RESPONDERS

In the middle of an emergency or unexpected event, it is important to know what to say or do to interact effectively with emergency responders. Through lecture and discussions, this class will cover a wide spectrum of possible scenarios, including calling 9-1-1, encountering police activity on your street, helping at an accident, identifying a utility emergency, providing information to paramedics, or even being pulled over for speeding by police. You will learn what emergency responders expect of you, what you can expect of them, and how you can work productively with them during the emergency.

COMM 521 C472	Free	K203/204
10/14	6:00PM- 8:00PM	Th NEEDHAM D

DISASTER PREPAREDNESS FOR CARETAKERS

As a caretaker of someone with disabilities or medical needs, do you know how you will continue to care for that person during a disaster or emergency? This class will go over different needs of people with medical needs and disabilities and what to include in disaster preparedness as well as things you should include in your planning that could arise during a disaster or emergency.

COMM 523 C474	Free	K203/204
10/16	2:00PM- 4:00PM	Sat MYERS

SHELTER OPERATIONS AND SIMULATION

In this instructor-led course the learners will acquire knowledge of Red Cross policies and procedures for setting up, running and closing a shelter during a disaster. The course includes lecture, group exercises, and a simulation.

COMM 531 C464	Free	K203/204
10/23	9:00AM- 5:00PM	Sat ARC STAFF

MAP YOUR NEIGHBORHOOD FACILITATOR TRAINING

Learn how to work with your neighbors to inventory the special needs and emergency resources you have in your own neighborhood. Neighbors helping neighbors can make the difference in how well your community weathers the disaster. At the end of this class, you will have resources and know how to hold a meeting with your neighbors to get the most out of your resources and keep each other safe.

COMM 529 C482	Free	K203/204
10/28	6:30PM- 8:30PM	Th MYERS

FLOOD PREPAREDNESS AND SAFETY

The number of homes and businesses experiencing flooding in our area is increasing. Weather changes, new construction, infrastructure failure - not many people move into a location expecting it to flood so it can feel like an unending nightmare when it happens. This lecture will teach you about flood insurance, how to identify locations at risk of flooding, as well as show you the steps you can take to reduce water's impact on your home.

COMM 525 C476	Free	K203/204
11/3	6:00PM- 7:00PM	W ARC STAFF

CONTINGENCY PLANNING WORKSHOP

This workshop is designed to assist small businesses and nonprofits concerned with being prepared to continue serving their target populations during and after a disaster such as flooding, earthquake or pandemic flu. Who should come to this workshop? Agency directors, managers, health and safety officers or other designated staff/volunteers. The workshop will cover the following topics: learn key planning components; agency risk evaluation and control; agency emergency response planning; building agency resiliency via trainings, exercises and maintenance; establishing partnerships.

COMM 527 C478	Free	K203/204
11/9-11/10	2:00PM- 6:00PM	TW KASPER

ARE YOU READY?

September is
"Ready in Renton"
 month.

Visit the City of Renton website at
<http://rentonwa.gov>
 all month for helpful hints on how you, your household, and your workplace can be safer and better prepared.

Register through the City of Renton, (425) 430-6700, www.rentonwa.gov.



SELF-IMPROVEMENT

UNLOCKING YOUR POTENTIAL

This personal development course will give you the opportunity to learn the proper tools and processes to be the best you can be in the business. The nationally recognized course is for motivated and focused individuals that want to succeed in the business world.

COMM 141 C541		Fee: \$25	H103
10/6 -10/14	4:00PM- 8:00PM	WTh	STAFF

SEWING

SEWING TECHNIQUES I

This is a class for students who are just beginning to sew as well as for those who have not sewn for quite awhile and want to learn the latest techniques in understanding patterns and fit as well as such things as darts, zippers, waistbands and hemming.

SEWS 101 R602	1 credit	Fee: \$130	M124
9/27 -11/8	6:00PM- 9:00PM	M	LENTSCH
SEWS 101 R603	1 credit	Fee: \$130	M124
9/28 -11/9	9:00AM-12:00PM	T	LENTSCH

EASY ZIPPERS

If zippers have always been difficult for you to sew or if you want to learn new and easier ways of applying different types of zippers, then this class is meant for you. A \$5 lab fee will be collected at the class.

SEWS 112 R642	1 credit	Fee: \$55	M124
10/5	6:00PM- 9:00PM	T	LENTSCH

MENDING TECHNIQUES

Save money by doing your own simple mending such as hemming, fixing ripped seams and replacing buttons correctly. No knowledge of sewing is required. Both machine and hand stitches will be covered.

SEWS 113 R644	1 credit	Fee: \$55	M124
10/12	6:00PM- 9:00PM	T	LENTSCH

SEWING MACHINE BASICS AND MAINTENANCE

Are you ready to do a little sewing? Need a refresher course on how to use your sewing machine? Here is the class for you. We will explore the basic parts of your sewing machine, and you'll learn how to keep it clean and in good working order. Information on correct needles and threads will be provided. We will also spend time learning about the different stitches and pressure feet that can be used to make your sewing experience enjoyable.

SEWS 114 R648	1 credit	Fee: \$55	M124
9/23	6:00PM- 9:00PM	Th	CATO
SEWS 114 R650	1 credit	Fee: \$55	M124
9/25	10:00AM- 1:00PM	Sat	CATO



SERGER I

This course is for the person who owns a serger, but does not know the basics of operation. Items to be covered are: general information of sergers, threading, changing needles, stitch width and length variations, tension adjustments and rolled hems. Students must bring their own serger to class plus four contrasting colored threads and neutral colored woven fabric scraps. Projects made in class will include placemats and napkins, knit top, and sweatshirt. Text: Sewing with Sergers by Brown and Palmer (available at RTC Bookstore).

SEWS 125 R640	1 credit	Fee: \$100	M124
10/16 -10/23	9:00AM- 3:30PM	Sat	LENTSCH

SEWING LAB

Learn new sewing techniques as well as have personal help in fitting and construction. Spend uninterrupted hours each week with other people who like to sew, updating your skills and sparking your creativity. General sewing knowledge is helpful.

SEWS 130 R625	1 credit	Fee: \$130	M124
9/29 -11/10	9:00AM-12:00PM	W	LENTSCH
SEWS 130 R627	1 credit	Fee: \$130	M124
9/29 -11/10	6:00PM- 9:00PM	M	LENTSCH

BASIC PANT FIT 2-WORKSHOP

Have you tried to sew pants but have trouble getting the fit you like? Learn the Palmer/Pletsch method of tissue fitting pant patterns from Certified Pant Fit instructor Nancy Seifert. She will fit each student individually, and then teach how to make the needed alterations to the tissue. Each student will then cut out their pattern in fabric and fine tune the fit. Finally, pants that fit!

SEWS 142 R646	1 credit	Fee: \$100	M124
10/2 -10/9	9:00AM- 5:00PM	Sat	SEIFERT

MACHINE EMBROIDERY SPECIALTY WORKSHOP -TOWELS & DENIM

Learn special techniques and stabilizer tips in this three week class. Bring your own machine and work in a hands-on setting. We will do embroidery on towels, denim and stretch fabrics.

SEWS 164 R655	1 credit	Fee: \$80	M124
9/30 -10/14	6:00PM- 9:00PM	Th	CATO

SWEATSHIRT AND TEE SHIRT EMBROIDERY

Bring your home embroidery machine to this class and learn how to sew beautiful embroidery on sweatshirts and tee-shirts. Learn about placement, design size selections, new techniques, and stabilizers in a hands-on setting.

SEWS 166 R658	1 credit	Fee: \$80	M124
10/21 -11/4	6:00PM- 9:00PM	Th	CATO



SPORTS & FITNESS

COMBO KICK

A great mix of kickboxing, toning, Pilates and yoga. Gain cardio endurance, strength, flexibility and breath awareness while working out in a fun and safe environment; an excellent exercise class for all levels of fitness. Kickboxing or light bag gloves are required for punching bags, yoga mats recommended.

COMM 223 C604		Fee: \$20	B120
10/21 -10/29	4:30PM- 5:30PM	F	PHILPOTT
COMM 223 C605		Fee: \$20	B120
11/5 -12/10	4:30PM- 5:30PM	F	PHILPOTT

BASIC POWER YOGA

This class offers a light to moderate workout to gain strength and flexibility while teaching you the basics of power yoga. Beginning to intermediate yoga poses are introduced with a focus on key postures and breath control. Whether you are new to yoga or familiar with hatha yoga, this class is sure to improve your overall physical fitness.

COMM 225 C602		Fee: \$20	B120
10/2 -10/30	9:00AM-10:00AM	Sat	PHILPOTT
COMM 225 C603		Fee: \$20	B120
11/3 -12/10	4:30PM- 5:30PM	W	PHILPOTT

YOGA/PILATES

Great class! This class combines yoga and pilates, offering a light to moderate workout to gain strength and flexibility with emphasis on your body's core and lengthened movement. Beginning to intermediate yoga and pilates poses are introduced with focus on key postures with breath control.

COMM 226 C600		Fee: \$20	B120
9/20 -10/25	4:30PM- 5:30PM	M	PHILPOTT
COMM 226 C601		Fee: \$20	B120
11/6 -12/11	9:00AM-10:00AM	Sat	PHILPOTT



RENTON TECHNICAL COLLEGE FOUNDATION SCHOLARSHIPS



Last Year Renton Technical College Foundation Awarded \$65,000 in merit and need based scholarships!

Scholarship recipients represent RTC's most astute students.

Awards are made to candidates who demonstrate academic success and a positive impact on their field of study and the greater community.

**BECOME A
RENTON TECHNICAL COLLEGE
FOUNDATION SCHOLAR
TODAY!**

To apply for a scholarship visit the financial aid office or download an application at www.rtc.edu/foundation

To support student scholarships at

RTC contact:

RTC Foundation

425-235-2356

jwilliams@RTC.edu



Renton Technical College Foundation

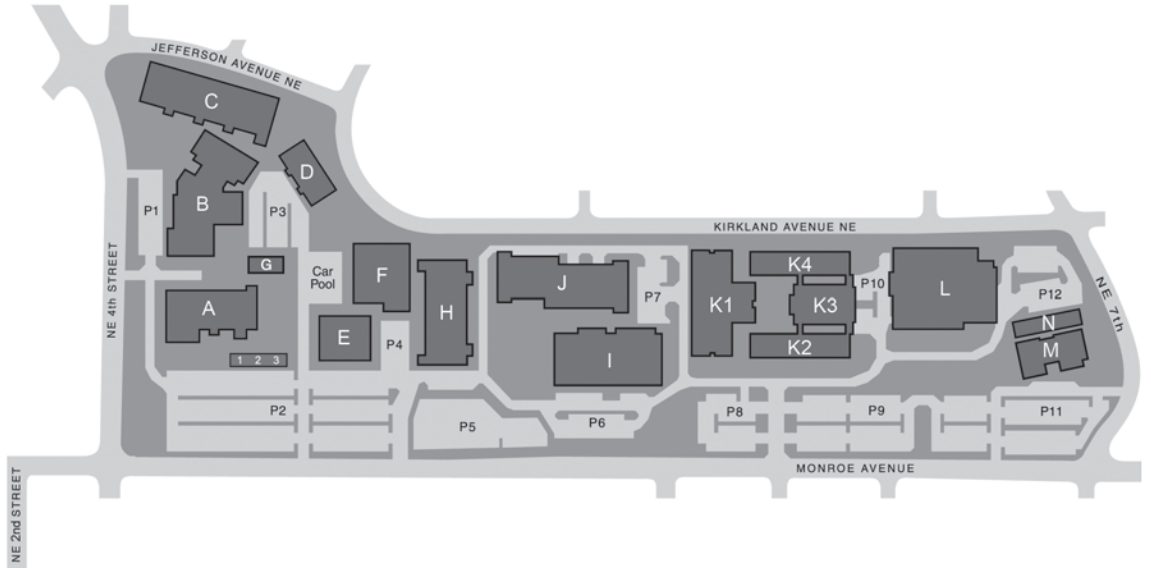


RTC Campus Guide

Main Campus

3000 NE Fourth Street
Renton, WA 98056-4195

- A - McCormick
- B - Health Occupations
- C - Technology Resource Center
- D - Basic Studies Center
- E - Houser
- F - Anderson
- G - Electrical Mechanical
- H - Business Technology
- I - Roberts Campus Center
- J - DeMoss
- K - Greco
- L - Odem
- M - Family Life/Child Care
- N - Early Childhood/Facilities
- P - Parking Areas



Directions to the RTC Campus

Driving Directions

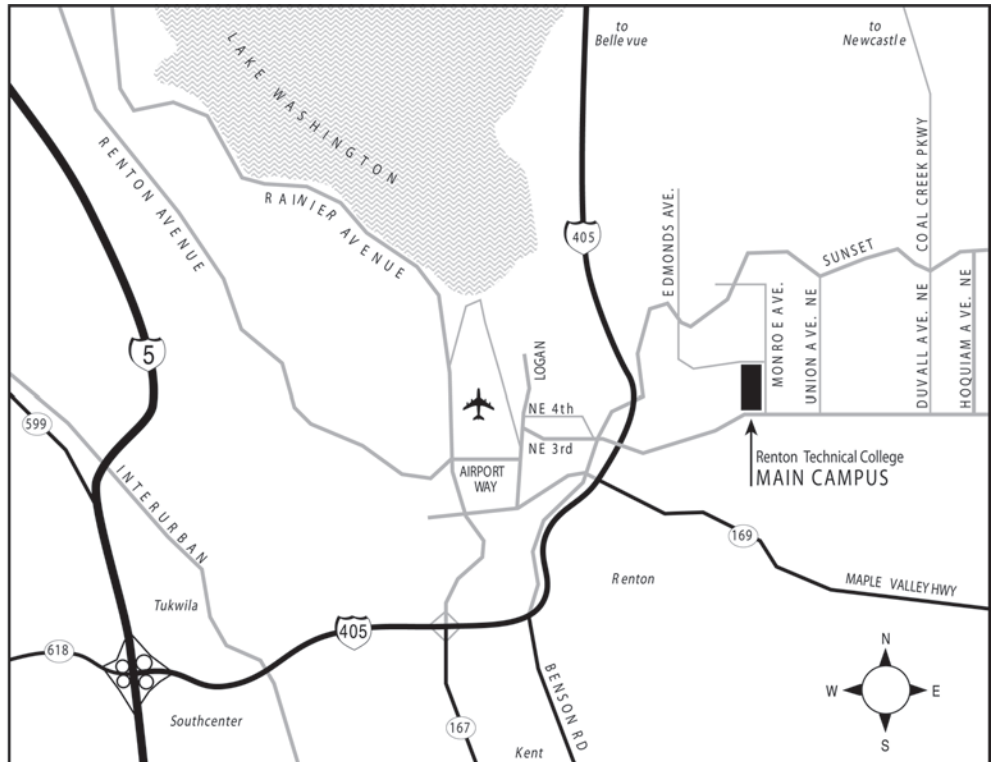
To RTC Main Campus from I-405

NORTHBOUND

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

SOUTHBOUND

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





Renton Technical College

3000 NE Fourth Street
Renton, WA 98056-4123
(425) 235-2352 | www.RTC.edu

PERIODICALS
U.S. POSTAGE
PAID
RENTON, WA
98056

WSS CAR-RT PRESORT
RESIDENTIAL POSTAL CUSTOMER

What do YOU want for the future?

Want a new career? Need training?

Want to improve your math or english skills?

Are you receiving BASIC FOOD Benefits (Food Stamps)?

Are you receiving Unemployment Benefits?

RTC may be able to help you find funds for tuition, and books!

Basic Food participants may also be eligible for DSHS childcare benefits.

Contact Student Services today at (425) 235-5840 for more information.