



BASIC STUDIES

Basic Studies

The Basic Studies department of RTC provides instruction for adults who seek to master or brush up on the basic skills of reading, writing, math and oral communications; for those with limited proficiency in English, and other skills recognized as important for employability and citizenship. Students may prepare for the General Educational Development (GED) examination. Coursework in the various programs enables students to achieve personal, educational or employment-related goals. Basic studies programs include Adult Basic Education, English as a Second Language (ESL), Brush Up, GED Preparation, and the External Diploma Program (EDP). Classes are held on the main campus and at various sites throughout the college's service area. For more information, call the Basic Studies department at 425.235.2391. A quarterly \$25 tuition fee will be charged for classes in this section.

Adult Basic Education

The Adult Basic Education program offers adults an opportunity to improve their reading, writing and math skills. With stronger skills in these areas, you are better prepared to enter technical training, prepare for advancement in employment, be a wise consumer, and meet family responsibilities.

You will receive an initial assessment, then work with the instructor to develop an individualized plan of study. Instruction is self-paced and may include the use of computers, video and/or audio tapes, small group classes, or one-on-one work with a tutor.

There is a Quarterly Tuition fee of \$25 per student per quarter. Classes are conveniently scheduled as follows:

Daytime Classes

8:00am–11:00amDaily
11:30am–2:30pm.....Daily

Evening Classes

6:00pm–9:00pm Monday-Thursday

General Educational Development (GED) Preparation

The GED certificate demonstrates an educational level comparable to a high school diploma. To obtain the certificate, one must pass an examination consisting of five separate tests in the areas of math, reading, science, social studies, and writing. A GED certificate may help you pursue additional education, meet eligibility requirements for financial aid, meet requirements for a job or promotion, or achieve personal goals.

There is a Quarterly Tuition fee of \$25 per student per quarter. Classes are conveniently scheduled as follows:

Daytime Classes

8:00am–11:00amDaily
11:40am–2:30pm.....Daily

Evening Classes

6:00pm–9:00pm Monday-Thursday
GED preparation is also offered online each quarter.

Bi-lingual (Spanish–English) GED

Bi-lingual Spanish–English GED preparation classes are offered throughout the year. There is a Quarterly Tuition fee of \$25 per student per quarter.

Classes are conveniently scheduled as follows:

Evening Classes

6:00pm–9:00pm Monday-Thursday

Brush Up

Many students planning to begin technical programs need to brush up on math, reading, writing, and study skills before their program begins or while enrolled in a technical class. This is particularly helpful for those who have not been in a structured learning environment for several years.

These classes focus on applying the basic academic skills to the technical area the student plans to enter. Instruction may be in a group with a set entry point or in a lab setting. The course is self-paced and may include use of computers, video/audio tapes, or other learning tools.

At various times of the year special classes are offered such as:

- Math for Electronics and other Technical Programs
- Math for Health Care Success
- Writing Basics for Business and Legal Careers
- Reading to Learn: Textbooks
- Math for Trade and Industry
- Math Skills for Business Careers

Brush up classes are \$25 per quarter. Classes are scheduled at various times throughout the year. The classes are scheduled:

Daytime Classes

8:00am–11:00amDaily
11:40am–2:30pm.....Daily

Evening Classes

6:00pm–9:00pm Monday–Thursday



External Diploma Program

The External Diploma Program (EDP) is an opportunity for mature adults to earn a high school diploma. The program assumes that many adults have learned required skills at home or through work since they left school. After an initial assessment and learning period, EDP consists of six detailed projects, followed by oral interviews, in which adults demonstrate competencies such as oral and written communication, computation, problem-solving, reading, and critical thinking.

EDP is offered year round. A \$25 quarterly fee is charged. Since there are no formal class meetings, participants and assessors arrange appointments based on individual schedules. For more information, call the Director of Basic Studies at 425.235.5837.

English as a Second Language

The English as a Second Language (ESL) program consists of day or evening classes for adults who have limited proficiency in English. These classes stress the basic communication skills of listening, speaking, reading, and writing. Improved English skills will enable students to interact more confidently in everyday situations, improve consumer skills, apply for a job, and prepare for technical or other educational programs.

Students are assessed at entry and placed in a class consistent with their English fluency. Class levels are:

- Level I
- Level II
- Level III
- Level IV
- Level V
- Level VI

There is a \$25 quarterly fee for students having permanent residency status.

Planning for Student Success/ESL

This class is recommended for ESL students before entering a technical program. Students receive individual attention to improve speaking, listening, reading comprehension, writing, math, vocabulary, and basic computer skills. Class work is based on the technical programs the students enter.

Student Success in Technical Programs/ESL

This course is designed to give individual assistance to limited English speaking students who are currently enrolled in technical programs. This class concentrates on helping students read, write, and understand their assignments, including understanding vocabulary specific to the student's program. Help is also available for job interviewing and resume writing.

Off-Campus Basic Studies Sites

Basic Studies classes are offered at the following locations:

- RTC Main Campus
- WorkSource Renton on Grady Way
- Kent Learning Center (Downtown Kent)
- WorkSource Affiliate Downtown Seattle
- Springwood Apartments (Kent)
- Hillcrest Special Services, Renton Highlands (Families That Work/Even Start Programs)
- Jewish Family Services, Kent
- Puget Sound Training Center, Renton

Tutoring

Students enrolled in any of the Basic Studies classes may request and/or be assigned a tutor. Adult volunteers from Renton and the surrounding area give valuable assistance tutoring students individually or in small groups.

A tutor coordinator matches tutors with the program's instructional needs. The instructor provides material and guidance to ensure that the tutoring sessions complement the student's educational plan.

Volunteer tutors are needed for morning, afternoon and evening classes on campus and at satellite locations. If you are interested in volunteering, please call 425.235.5837.