



# Instructional Programs

Degrees and Certificates

## Career Training Programs

Renton Technical College offers specialized professional and technical training programs to people 18 years of age and older. Our primary mission is to provide training, retraining and skills upgrading for employment in occupations that do not require a baccalaureate (or higher) degree. In most cases, RTC programs accept students with or without a high school diploma, and allow as many entry points as possible during the school year. Training at RTC typically means six hours a day of instruction.

RTC programs encourage students to master job skills and concepts in order to progress and complete their studies to maximize job entry and retention opportunities.

Advisory committees, composed equally of management and labor, help direct program emphasis to meet industry needs. These committees recommend instructors; assess supplies, materials and equipment; assist in job placement; evaluate courses; and specify training needs. A careful examination of placement records further ensures that training programs are responsive to industry needs.

RTC strives to ensure that its programs are relevant and include skills required for success in employment. All instructors are experienced in the fields they teach. Programs emphasize the communicative, numerical, scientific and human relations skills necessary to be a good employee, as well as the technical skills that employers certify to be appropriate for the occupation.

Through the Cooperative Work Experience option available in many job training programs, the College blends realistic training settings with job placement and workplace success. In these programs, students (with instructor approval) receive credit for employment or internships appropriate to their training. Some employers pay a wage. Students must remain with the training program to complete course competencies. This partnership benefits students, the College and local employers.

- Accounting Clerk
- Accounting Paraprofessional
- Accounting Specialist
- Administrative Office Management/Entrepreneurship and Small Business Management
- Administrative Office Management/Office Management
- Anesthesia Technician
- Applications Developer
- Apprenticeship Programs
- Autobody Repair and Refinishing
- Automotive, Ford ASSET
- Automotive, ITEC Service Technician
- Automotive Technology
- Baking, Professional
- Band Instrument Repair Technology
- Central Service Technician
- Certified Office Professional/Executive Assistant
- Certified Office Professional/Office Support Specialist
- Child Development Associate
- Civil CADD
- Commercial Building Engineering
- Computer-Aided Drafting
- Computer Applications
- Computer Applications, Accelerated
- Computer Applications, Advanced
- Computer Applications, Basic
- Computer Network Technology
- Computer Numerical Control
- Computer Programming

- Computer Science
- Construction Management
- Culinary Arts
- Dental Assistant
- Early Childhood Careers
- Engineering Design Technology
- Industrial Engineering
- Kitchen Major Appliance Technology
- Land Surveying/Field Survey Technician
- Land Surveying/Land Survey Technician
- Laundry Major Appliance Technology
- Legal Secretary/Legal Assistant
- Machining, Basic
- Major Appliance and Refrigeration Technology
- Massage Therapy Practitioner
- Medical Assistant
- Medical Coding Specialist – Physician Based
- Medical Receptionist
- Medical Reimbursement Specialist
- Nursing Assistant
- Office Assistant/Receptionist
- Ophthalmic Assistant
- Pharmacy Technician
- Phlebotomy Technician
- Precision Machining Technologies
- Property Maintenance
- Refrigeration Technology
- Registered Nurse, Associate Degree
- Surgical Technologist
- Veterinary Assistant
- Welding

## Apprenticeship Programs

Renton Technical College cooperates with 12 Joint Apprenticeship Training Committees (JATC) in making classes available for apprentices in a wide variety of job titles.

Admission information is available from the Department of Labor and Industries' website [www.lni.wa.gov/TradesLicensing/Apprenticeship/files/pubs/appcat.pdf](http://www.lni.wa.gov/TradesLicensing/Apprenticeship/files/pubs/appcat.pdf), or from the specific JATC.

## General Education

The Associate of Applied Science (AAS) degree program is designed to lead the individual directly to employment in a specific career. General Education courses are an essential part of those degrees, enabling the student to attain necessary competencies in analysis, communication, qualitative and quantitative methods, synthesis, and teamwork for further growth as a productive member of society and providing a foundation for lifelong learning.

General Education requirements vary for each program. Entry into General Education courses in writing and math requires acceptable scores on the COMPASS test.

Students may schedule the COMPASS test by calling the Registration Office at 425.235.2352.

## Continuing Education, Retraining, and Upgrading Programs

Renton Technical College offers many day and evening classes for credit to those who wish to upgrade their skills for job advancement or those who wish to develop new skills, perhaps in a different career.

Here is a sampling of the many types of classes offered throughout the year. For a listing of current classes being offered each quarter, see the quarterly Class Schedule or call the Registration Office at 425.235.2352.

- Allied Health
- Arts and Humanities
- AutoCad
- Automotive
- Boiler Operator
- Business Technology Classes
- Catia Off-Hour
- Computer-Aided Drafting
- Computer Science
- Culinary Arts/Baking
- Electrical
- Electronics/Electronic Service Technician
- First Aid
- Flagger Training
- Forklift Training
- Land Surveying
- Machine Technology
- Microsoft Academy
- Personal Development
- Real Estate
- Refrigeration/HVAC
- Sewing
- Welding

## Basic Studies

Basic Studies programs are offered to students who need and want the background skills and knowledge necessary to enter and complete technical education programs.

Classes are scheduled at convenient times—morning, afternoon, and evening—to meet student needs. Students can improve their basic skills to be successful in technical programs, obtain employment, qualify for job promotions, and improve the quality of their personal lives.

Programs include:

- Adult Basic Education
- Brush Up
- English As A Second Language (ESL)
- General Educational Development (GED) Preparation

## Online

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

- Operating system - Windows 2000/XP/Vista/7
- Pentium Processor, 500 MB RAM, 800x600 resolution
- 210 Kbps connection or higher
- 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 3.6 or higher

Want to know if online is right for you? Visit [www.waol.org/prospective\\_students/isonline4me\\_n.asp](http://www.waol.org/prospective_students/isonline4me_n.asp)

For a list of our online courses go to [www.RTC.edu/Programs/OnlineCourses/](http://www.RTC.edu/Programs/OnlineCourses/)

## Associate of Applied Science Degree

All students enrolled in an Associate of Applied Science (AAS) degree program must complete core course requirements for the Certificate of Completion and a minimum of 20 credits of prescribed General Education classes (see page 10). Students must take the COMPASS test prior to enrolling in some General Education courses. All AAS degree programs are approved by the Washington State Board for Community and Technical Colleges.

- Accounting Paraprofessional
- Administrative Office Management/Office Management
- Administrative Office Management/Entrepreneurship and Small-Business Management
- Anesthesia Technician
- Autobody Repair & Refinishing
- Automotive, Ford ASSET
- Automotive Technology
- Band Instrument Repair Technology
- Certified Office Professional/Executive Assistant
- Civil CADD
- Commercial Building Engineering
- Computer Applications
- Computer Network Technology
- Computer Science
- Construction Management
- Culinary Arts
- Dental Assistant
- Early Childhood Careers
- Engineering Design Technology
- Industrial Engineering
- ITEC Automotive Service Technician
- Kitchen Major Appliance Technology
- Land Surveying/Land Survey Technician
- Laundry Major Appliance Technology
- Legal Secretary/Legal Assistant
- Major Appliance & Refrigeration Technology
- Massage Therapy Practitioner
- Medical Assistant
- Medical Coding Specialist—Physician Based
- Multi-Occupational Trades (Apprenticeship)
- Ophthalmic Assistant
- Pharmacy Technician
- Precision Machining Technologies
- Refrigeration Technology
- Surgical Technologist
- Welding

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

An Associate of Applied Science-Transfer (AAS-T) degree facilitates transfer to some institutions. This degree option is currently offered in these programs:

- Accounting Specialist
- Anesthesia Technician
- Culinary Arts
- Dental Assistant
- Early Childhood Careers
- Massage Therapy Practitioner
- Medical Assistant
- Ophthalmic Assistant
- Pharmacy Technician
- Registered Nurse, Associate Degree
- Supervision and Management
- Surgical Technologist

## Certificate of Completion

A Certificate of Completion is issued to a student enrolled in a certificate or degree program when the student successfully completes the course competencies.

## Certificate of Award

A Certificate of Award is issued to a student upon request when the student has successfully completed a unit of study in apprenticeship, basic studies or community education classes.

## General Educational Development (GED)

A General Educational Development certificate is issued to an individual who successfully completes the General Education Development Test. The GED is generally accepted in lieu of a high school diploma.