



INSTRUCTIONAL PROGRAMS DEGREES AND CERTIFICATES



Instructional Programs/Degrees and Certificates

Full-Time 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. Full-Time 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 full-time 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.

For a listing of RTC's full-time career training programs see page 19.

Part-Time Career Training Programs

RTC also offers part-time programs which allow students to earn a certificate in specific fields of study. Current RTC part-time career training programs are:

- Bank Teller
- Basic Computer Applications
- Central Service Technician
- Child Development Associate
- Children with Special Needs
- Civil CADD
- Commercial Building Engineering
- Computer-Aided Drafting (CAD)
- Computer Programming
- Construction Management
- Electrical Plant Maintenance
- Electronic Service Technician
- Industrial Engineering
- Language Interpreter
- Legal Office Assistant
- Management of Child Care Programs
- Nursing Assistant
- Office Assistant/Receptionist
- Phlebotomy Technician
- Practical Accounting for Small Business
- School Age Child Care
- Supervision and Management
- Technical Studies
- Veterinary Assistant

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, or from the specific JATC listed on pages 119-121.

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 part-time 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
- Automotive
- Boiler Operator
- Business Technology Classes
- Child Care Training
- Computer-Aided Drafting
- Computer Science
- Computer Workshops*
- Culinary Arts
- Electrical
- Electronics/Electronic Service Technician
- First Aid
- Flagger Training
- Forklift Training
- Land Surveying
- Machine Technology
- Parent Education
- 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)
- External Diploma Program (EDP)
- General Educational Development (GED) Preparation

See pages 130-132 for complete information related to all Basic Studies offerings.



Degrees, Certificates and Diplomas

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 11). 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
- 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 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
- Technical Studies
- 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 part-time, 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.

External Diploma Program (EDP)

This high school diploma program offers adults the opportunity to demonstrate competency through assessment and assignments, meeting criteria established by the American Council on Education.

Modes of Instruction

Renton Technical College provides students with a variety of instructional methods and learning experiences. In addition to traditional ways of teaching such as lecture, demonstration, and laboratory, students may participate in clinicals, work study, distance education, cooperative training (co-op) with employers, on-the-job training, internships and other field experiences. Emphasis is on training with the latest, appropriate equipment and technology.

Online

Students enrolling in online courses will need the following:

Operating System—Windows 95/98/2000/NT/XP Service Pack 2 or later, Pentium 400 mHz Processor, 256 MB RAM (minimum), 800x600 resolution, 56 Kbps modem or faster. For MacIntosh computers, G4 processor or faster, Operating System—OS 9.1, 9.2, or OS X. Internet access through an ISP (Internet Service Provider) including email and World Wide Web.

Minimum browser requirements:

Internet Explorer 6.0, Netscape 7.0, Safari 2.0 or Mozilla Firefox 3.0.

Want to know if online is right for you? Visit www.waol.org/prospective_students/isonline4me_n.asp

For a list of our online courses go to www.RTC.edu/Programs/OnlineCourses/

Telecommunications

A joint effort of the state's community and technical colleges allows RTC to expand educational opportunities through cable technology, offering telecourses and teleconferences as appropriate to students and faculty.

Telecourses

A telecourse is a college credit class in which the student views specific video programs, completes textbook reading and assigned exercises, and attends classes for review and examinations.

Telecourses are designed to expand opportunities for students working to meet General Education requirements. Since they can be accessed via the home television, telecourses are convenient for students whose family or work commitments prevent them from attending regularly scheduled classes.

Telecourses are fee-supported, and listed in RTC's quarterly Class Schedule.

Teleconferences

An effective communications tool for College administration and faculty, teleconferences link the state's community and technical colleges through shared programming and live telephone feedback. Teleconferences are used for administrative and management training, faculty inservice, and from time to time are expanded to offer discussion on topics of interest to the community.

