



Renton Technical College

1941-2012



Our Mission

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

Our Vision

Renton Technical College will be the premiere technical college in Washington State preparing students for certificates and associate and baccalaureate technical degrees.

Our Values

Renton Technical College is committed to the following values as we fulfill our mission and move towards our vision:

Student-focused	their success is our success
Quality	without compromise
Integrity	to say and do what is right
Respect	for people and feelings, ideas and resources
Teamwork	together, we all accomplish more
Service	to our customers and our community

Renton Technical College Learning Outcomes

Renton Technical College students, faculty, staff and administration are committed to the employability of our certificate and degree graduates. We promote the knowledge, habits and skills leading to success in a diverse, technological, information driven society.



○ REASON

by interpreting and applying mathematical operations

- Use logic and appropriate methodology to draw conclusions from available information
- Use technology as a tool to obtain and organize information

○ INTERACT

ethically in diverse and complex situations

- Communicate successfully across cultures
- Value own and others' individuality
- Use honest and ethical behavior in all actions

○ PERFORM

job-specific technical skills

- Demonstrate skills for entry level employment
- Meet industry-specific or certification standards
- Assume responsibility for assigned tasks

○ THINK

creatively, critically and reflectively

- Apply decision making strategies
- Take responsibility for own learning
- Use multiple resources to gather information to solve problems

○ COMMUNICATE

with clarity and originality

- Demonstrate speaking, listening and writing skills effectively
- Analyze and respond to customer needs with sensitivity
- Utilize lines of communication to convey information effectively

Welcome to Renton Technical College

For 70 years, Renton Technical College has been proud to serve the community by providing relevant, quality training and education, giving our students the opportunity to develop the necessary skills to compete in the job market. Our career training programs are designed to replicate the work environment, giving our students the opportunity to train on equipment that is used in the workplace. Whether you intend to be an automotive technician, computer programmer or nurse, your experience at RTC will be hands-on and relevant. When you successfully complete your program at RTC, you will be ready to seek employment in your chosen field.

We encourage you to look through this catalog and find the career training that interests you. Then, take the time to talk with one of our counselors who can help you determine the best route to reach your goals. Keep in mind there is a variety of financial assistance available to those who qualify. Above all, remember this: we are here to help you succeed.

Students are at the center of all we do at Renton Technical College. They enjoy our caring environment, small class sizes and the individualized attention they receive. In fact, the majority of our students tell us they come to RTC because they were referred by a relative or friend who had a positive experience here. Over 84 percent of our students find employment when they leave our campus.

Each year, approximately 15,000 people come to RTC to learn a new skill or upgrade skills in their chosen field. During the day, you can find around 2,000 students in more than 67 career training programs throughout our campus. Our instructors keep close ties with industry to ensure that learning is relevant to today's workplace. In fact, over 300 business members consult with RTC regularly.

In addition to career training, we offer a variety of short-term professional development classes and personal enrichment through our Continuing Education Credit and Non-Credit Program. Our quarterly Class Schedule has a complete listing of current offerings. For students who find they need a brush-up in general skill areas such as English and Basic Studies classes are available to help them get started.

Thank you for your interest in Renton Technical College. We look forward to partnering with you to reach your personal and professional goals.

Mission Statement & Learning Outcomes	2
Message from the President	3
Career Training Programs Listed by Career Field ...	30
About Renton Technical College	3
School Calendar	8
Instructional Programs/Degrees & Certificates .	9-12
Admissions/Registration	13-16
Student Services & Financial Aid	17-23
Academic Regulations	24-28
Career Training Programs	29-78
Accounting Clerk.....	31
Accounting Paraprofessional	31-32
Accounting Specialist.....	32-33
Administrative Office Management/ Entrepreneurship and Small-Business Management .	34
Administrative Office Management/ Office Management	35
Anesthesia Technician	36
Applications Developer.....	49
Autobody Repair and Refinishing	37
Automotive, Ford ASSET	37-38
Automotive Service Technician, ITEC	38-39
Automotive Technology	39-40
Band Instrument Repair Technology.....	40
Basic Computer Applications.....	45-46
Basic Machining	59-60
Central Service Technician	40-41
Certified Office Professional/ Executive Assistant.....	41-42
Certified Office Professional/ Office Support Specialist.....	42
Child Development Associate	55
Civil CADD	42-43
Commercial Building Engineering.....	44-45
Computer-Aided Drafting	43
Computer Applications.....	46-47
Computer Applications - Accelerated.....	47
Computer Applications - Advanced	48
Computer Network Technology.....	48-49
Computer Numerical Control	60
Computer Programming.....	44
Computer Science.....	49-50
Construction Management	50-51
Culinary Arts.....	51-52
Dental Assistant.....	53
Early Childhood Careers.....	54-55
Electrical Plant Maintenance.....	56
Electronic Service Technician.....	56-57
Engineering Design Technology.....	57
Kitchen Major Appliance Technology	62-63

Land Surveying/Field Survey Technician.....	76
Land Surveying/Land Survey Technician.....	76-77
Language Interpreter	58
Laundry Major Appliance Technology	63
Legal Office Assistant.....	58
Legal Secretary/Legal Assistant	58-59
Major Appliance and Refrigeration Technology ..	61-62
Management of Child Care Programs	55-56
Massage Therapy Practitioner.....	64-65
Medical Assistant	64-65
Medical Coding Specialist – Physician Based	66-67
Medical Office Certificate	67
Medical Receptionist.....	68
Medical Reimbursement Specialist.....	68-69
Multi-Occupational Trades (Apprenticeships)	91
Nursing Assistant	68
Office Assistant/Receptionist.....	71
Ophthalmic Assistant	71-72
Pharmacy Technician	72-73
Phlebotomy Technician.....	73
Practical Accounting for Small Business	33-34
Precision Machining Technologies	60-61
Professional Baking.....	50
Property Maintenance	74
Refrigeration Technology	64
Registered Nurse, Associate Degree	70-71
School Age Child Care.....	55
Supervision and Management	74-75
Surgical Technologist	75-76
Veterinary Assistant.....	77-78
Welding.....	78

General Education Classes..... 79-87

Table of Contents	80
-------------------------	----

Apprenticeship Programs..... 88-91

Multi-Occupational Trades	91
---------------------------------	----

Basic Studies 92-93

Adult Basic Education.....	93
General Education Development (GED) Preparation	93
Brush Up.....	93
English as a Second Language	93

Program Course Descriptions 94-165**Appendix..... 166-177**

Board of Trustees	167
Advisory Council/Foundation.....	168
Administration/Support Staff.....	169-170
Full-Time Faculty	170-173
Index	174-176
Campus Guide.....	177

Catalog Disclaimer

This catalog is published for information purposes only. Although every effort is made to insure accuracy at the time of publication, this catalog shall not be construed to be an irrevocable contract between the student and the College.

Renton Technical College reserves the right to make any changes in the content and provisions of the catalog without notice. In addition, the College reserves the right to cancel, change class fees or meeting dates/times at any time without notice. New programs proposed are subject to final approval by appropriate agencies. The Registration Office or the Financial Aid Office can provide estimates on the cost of textbooks and personal supplies, materials, and tools.

About Renton Technical College

Renton Technical College (RTC) is one of 34 colleges in the State of Washington operated by the State Board for Community and Technical Colleges. RTC provides training, retraining and upgrading for persons seeking marketable job skills or upgrading current skills. Specialized programs allow students with or without high school credentials to enter at numerous times, progress in accordance with individual aptitudes, and complete low-cost training making job entry and success possible.

The College is able to monitor and respond to the needs of the local workforce through the guidance of program advisory committees comprised of both management and labor. Almost 300 volunteers serve on 40 program advisory committees to recommend instructors, assess the adequacy of educational materials and equipment, assist in placement, evaluate programs and specify training needs.

Training at Renton Technical College is relevant. The worker of tomorrow is trained by the journey-level instructor of today. Trainees are ensured that only those skills and concepts essential for seeking, gaining and holding a job are taught. At the same time, they are guaranteed they will not be taught superfluous skills and concepts. Mathematical, scientific, communication and human relations skills are integrated into practical instruction.

RTC's goal is to provide job training in the shortest period of time at the least cost – an important concept for both the student and the Washington taxpayer. Professional-technical training at the College is comprised of three programs: initial job training; retraining or upgrading existing skills; and apprenticeship-related instruction.

For students who need a “brush-up,” the College provides instruction in the basic skills of reading, writing, and math; assistance studying for a high school diploma or equivalency certificate; or developing better comprehension of English to make additional studies possible.

History

In December of 1941, Renton Technical College came into existence as a war production school. Throughout the duration of World War II, the College provided customized pre-employment training and job upgrading-retraining.

After the war, the College became a state-funded professional-technical school with the mission of assisting industry in converting from a war-time to a peace-time economy. For the next 20 years, the College conducted a large number of upgrading-retraining classes and a small number of high quality training programs.

In 1965, the College moved to a central campus comprised of three new buildings. For the next five years, the basis of the specialized College was laid with its emphasis on open-entry, open-exit, and continuous progress instruction based on achievement of measurable competencies.

Since 1971, the College has grown to nearly 400,000 square feet and the student body has increased 500 percent. The original three buildings have been remodeled and expanded, 10 new structures have been built, four portables have been added, and the college has acquired numerous off-campus facilities.

The growth of the central campus has enabled the College to improve and expand training in the growing industries of health, service, and information technology—especially those fields that are affected by new technologies. The College continues to provide customized training and services to Puget Sound-area businesses both on our campus and at business sites.

The second 50 years, beginning in 1991, were marked by the conversion of the state's vocational-technical institutes to technical colleges. As part of this change, governance was shifted to the State Board for Community and Technical Colleges and authorization was given to grant two year, sub-baccalaureate degrees and certificates of completion. Degrees are awarded in 37 preparatory programs, in apprenticeship and through three general occupational degree programs. Certificates are currently provided in over 60 programs. RTC's programs are listed on page 30.



Renton Technical College



Late in 1941, the Boeing Company began to build bombers and needed training for their employees. A War Production Training School was established, later becoming Renton Vocational Technical Institute and finally Renton Technical College in 1991.

Enrollment & Student Composition

The majority of students come from Western Washington. Some come from out of state, and a small number come from foreign countries.

During the 2010-2011 school year, 11,675 students attended RTC. Of these students:

- 719 (18%) students were enrolled for basic skills;
- 3,015 (74%) students were enrolled in workforce training;
- 219 (6%) were transfer students;
- 101 (2%) other

Our student body is diverse. The median age is 32 years, 41% of students are female, 59% are male; 54% are persons of color. (African American, 15%; Asian/Pacific Islander, 19%; Latino/Hispanic, 15%; Native American, 1%; White 46%; other, 4%).

* of those who reported their race.

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; genetic information 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. 5705.

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.

Accreditation

- Renton Technical College is governed by the State Board for Community and Technical Colleges.
- Renton Technical College is accredited by the Northwest Commission on Colleges and Universities (NWCCU) and is listed in the current issue of Accredited Institutions of Higher Education.
- Applicable professional-technical courses offered by Renton Technical College are fully approved for benefits under the following Veterans Administration regulations: Chapter 30 (Vocational Rehabilitation), Chapter 32 (Veterans Educational Assistance Program), Chapter 35 (Survivors' and Dependents' Educational Assistance Program) of Title 38, and Chapter 106 of Title 10 (Montgomery G. I. Bill), U.S. Code.
- The Autobody Repair & Refinishing program is certified by the Inter-Industry Conference on Automotive Repair (I-CAR).
- The Automotive, Ford ASSET program is certified by the National Institute for Automotive Service Excellence (ASE) through the National Automotive Technicians Education Foundation, Inc. (NATEF).
- The Automotive Technology program is certified by the National Institute for Automotive Service Excellence (ASE) through the National Automotive Technicians Education Foundation, Inc. (NATEF).
- The ITEC Automotive Service Technician program is approved by the Independent Technician Education Coalition and certified by the National Institute for Automotive Service Excellence (ASE) through the National Automotive Technicians Education Foundation, Inc. (NATEF).
- Boiler Operator Licensing 3rd and 4th 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 Boiler Operator Lab. For up-to-minute license exam information and changes, contact the City of Seattle or the City of Tacoma.
- The Engineering Design Technology curriculum is certified by the ADDA (American Design Drafting Association).
- The Commercial Building and Industrial Engineering program is certified as a School of Technology by the City of Seattle and the Tacoma Steam Advisory Certification Board.
- The Culinary Arts program is accredited by the American Culinary Federation Education Foundation (ACFEF).

- The Dental Assistant program is approved for accreditation by the American Dental Association.
- The Flagger Training course is approved by the State of Washington Department of Transportation.
- The First Aid/CPR course is approved by the American Heart Association.
- The Legal Assistant/Legal Secretary program is approved by NALS, a national association for legal professionals
- The Registered Nurse and Nursing Assistant programs are approved by the Washington State Nursing Commission.
- The Massage Therapy Practitioner program is approved by the Washington State Board of Massage.
- The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP).
- The Motor Vehicle Emission Initial Certification and Re-Certification courses are approved by the Washington State Department of Ecology.
- The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP).
- The Surgical Technologist program is accredited by the Committee for Accreditation of Allied Health Education Programs (CAAHEP).
- The Welding program is approved by the Washington Association of Building Officials (WABO) as a testing center.
- The Commercial Building and Industrial Engineering and the Major Appliance and Refrigeration Technology programs are approved by the Department of Labor and Industries Electrical Section for hours towards an electrical license. Several classes in our Continuing Education section are approved for electrical continuing education units, provided the appropriate training card is obtained.



Transfer Opportunities

Renton Technical College has agreements with the following institutions to accept certain credits earned at RTC:

- | | | |
|---------------------------------|----------------------------------|---------------------------------|
| • Bastyr University | • Gonzaga University | • Washington State University |
| • Capella University | • The Evergreen State College | • Whitman College |
| • Central Washington University | • Oregon Institute of Technology | • Western Governor's University |
| • City University | • Seattle University | |
| • DeVry University | • University of Phoenix | |
| • Eastern Washington University | • University of Washington | |

Accepting credits, however, is at the discretion of the receiving institution. Effective academic planning for those who think they may want to transfer includes a complete understanding of how the receiving institution will evaluate courses taken from RTC. We recommend you discuss your proposed educational plan with the receiving institutions and ask for an evaluation of credits. Not all courses you take will be directly transferable; check with the receiving institution about what options may be available to you to receive credit for non-transferring courses. If you intend to transfer following completion of RTC's courses or programs, alert your Admissions Advisor so you can receive additional help during your program planning process.



2011-2012 Calendar & Holidays

Dates are subject to change.
Please refer to the current RTC Class
Schedule.

2011-2012 School Year

○ Fall Quarter – 2011

First Day of Quarter.....	September 19
<i>Veterans Day</i>	<i>November 11</i>
<i>Thanksgiving</i>	<i>November 24, 25</i>
Last Day of Quarter	December 15

○ Winter Quarter – 2012

First Day of Quarter.....	January 3
<i>Martin Luther King, Jr. Day</i>	<i>January 16</i>
<i>Presidents' Day</i>	<i>February 20</i>
Last Day of Quarter	March 22

○ Spring Quarter – 2012

First Day of Quarter.....	April 2
<i>Memorial Day</i>	<i>May 28</i>
Last Day of Quarter	June 28

○ Summer Quarter – 2012

First Day of Quarter.....	July 2
<i>Independence Day</i>	<i>July 4</i>
Last Day of Quarter	August 9