



CTE SPOTLIGHT

CAREER AND TECHNICAL EDUCATION, January 2023



Marilyn Henselman
Director of Career and Technical
Education Programs



NEW COURSE OFFERINGS ARE COMING IN 2023-2024!

There are several new courses coming to our high schools and middle schools during the 2023-2024 school year.

At our high schools we have:

- Launching into Aviation 1 – Sammamish High School
- Launching into Aviation 2 – Sammamish High School
- Culinary Essentials 1 – Sammamish High School
- Culinary Essentials 2 – Sammamish High School
- Bakery and Pastry – Sammamish High School
- Building Industry Technology – Core Plus Construction 2 – Interlake High School

At our middle schools we have:

- Flight and Space – Highland Middle School
- Medical Detective (NEW) – Tillicum Middle School

Below is a description of the new course offerings for the 2023-2024 school year!

LAUNCHING INTO AVIATION 1

Length/Credit: 1 semester - 0.5 CTE credit

Location: Sammamish

This course will provide the foundation for advanced exploration in the areas of flying, aerospace engineering, and unmanned aircraft systems. Students will learn about engineering practices, problem solving, and the innovations and technological developments that have made today's aviation and aerospace industries possible. Students will also learn about the wide variety of exciting and rewarding careers available to them. The course will inspire students to consider aviation and aerospace careers while laying the foundation for continued study high school and beyond.



LAUNCHING INTO AVIATION 2

Length/Credit: 1 semester - 0.5 CTE credit

Prerequisite: Launching into Aviation 1

Location: Sammamish

This course is a continuation of the exploration into aviation and aerospace. Students will continue exploring careers, safety, oversight, and the history of the industry. Aviation innovation and problem-solving will be the major focus this semester along with application of these principles, practices, and knowledge in a student-led Innovation Challenge.

BUILDING INDUSTRY TECHNOLOGIES 2 -- CORE PLUS CONSTRUCTION

Prerequisite: Building Industry Technologies – Core Plus Construction

Location: Interlake

BIT1 to build more intensive skills in project plan reading, schematics, material take-offs, and project cost estimating. Students will focus on learning and demonstrating the necessary leadership skills to be successful in the class, and in the industry, by assisting in instruction and guiding other students. Other aspects of the building industry such as site and work safety, rigging, load relocation and load calculation will be discussed, practiced, and implemented in the class. BIT 2 students will also participate in OSHA 30-hour training and certification, which complements the practical, hands-on work that is done in the BIT course, and provides unique credibility to prospective employers. (This is a state approved pre-apprenticeship program.)



MEDICAL DETECTIVE

Location: Tillicum Middle School

Become medical detectives and solve medical mysteries! Apply experimental design, creative thinking, and problem solving to investigate the inner workings of the human body, diagnose disease, and improve human health. Students play the role of real-life medical detectives as they collect and analyze medical data, solve medical mysteries through hands-on projects and labs, measure and interpret vital signs, examine nervous system structure, and function, and investigate disease outbreaks.



BUSINESS AND MARKETING PROGRAMS THAT ARE AVAILABLE AT ALL OUR HIGH SCHOOLS!

BUSINESS AND MARKETING CAREER PATHWAY EXAMPLES				
MIDDLE SCHOOL COURSES THAT SUPPORT THIS PATHWAY	ACCOUNTING	BUSINESS	MARKETING	IB BUSINESS
CS Discoveries CS101 – Coding in Python 1 CS102 – Coding in Python 2	Accounting 1 Accounting 2 Accounting 3 Accounting 4	Entrepreneurship Personal Finance Business Law Economics or AP Micro/Macro Economics	Introduction to Marketing Advanced Marketing & Entrepreneurship Retail Management – Student Store	IB Business and Management SL IB Business and Management HL

Sample Business Pathway 4-Year Plan
(Middle School courses that support this 4-year plan are indicated in the chart below.)

PERIOD	1	2	3	4	5	6	7	SAMPLE PATHWAY COLLEGE CREDITS
GRADE	LANGUAGE ARTS	SOCIAL STUDIES	SCIENCE	MATH	ELECTIVE	ELECTIVE	ELECTIVE	
6	x	x	x	x	Physical Education		CS Discoveries	Bellevue College = 28 college credits Accounting 1 & 2 – ACCT 101, ACCT 135 = 8 cr. Accounting 3 & 4 – ACCT 225 = 5 credits Business Law – BUS&201 = 5 credits Entrepreneurship – BUS 250 = 5 credits Personal Finance – BUS 102, 103, 104, 105, 108 = 5 credits See the College Credit table for more information and available credits.
7	x	x	x	x	Physical Education	Health	CS101 – Coding in Python	
8	x	x	x	x	Physical Education		CS102 – Coding in Python	
9	x	x	x	x	World Language	Accounting 1	Accounting 2	
10	x	x	x	x	Physical Education	Accounting 3	Accounting 4	
11	x	x	x	x	Physical Education	Entrepreneurship	Personal Finance	
12	x	x		x	Fine Arts	Business Law	Economics or AP Economics	

POST SECONDARY	BUSINESS & MARKETING COLLEGE CREDIT COURSES	PROFESSIONAL CERTIFICATIONS	TECHNICAL OR ASSOCIATE DEGREES	SAMPLE OCCUPATIONS
	Bellevue College Accounting 1 & 2 – ACCT 101 & ACCT 135 = 8 credits Accounting 3 & 4 – ACCT 225 = 5 credits Adv. Marketing & Entrepreneurship – MKTG 299 = 5 credits Business Law – BUS&201 = 5 credits Entrepreneurship – BUS 250 = 5 credits IB Business & Management – MKTG 131 = 5 credits Intro. to Marketing – MKTG 131 = 5 credits Personal Finance – BUS102,103,104, 105, 108 = 5 credits Retail Management – MKTG 299 = 5 credits Shoreline Community College IB Business & Management – BUS 120 = 5 credits Introduction to Marketing – MKTG 131 = 5 credits AP Exam -- AP Microeconomics/Macroeconomics	Food Handler's Permit Microsoft Office Specialist: <ul style="list-style-type: none"> Word Excel PowerPoint Outlook 	Bellevue College: <ul style="list-style-type: none"> Bachelor of Applied Science Degree in Applied Accounting Associate in Business Marketing Management Bellevue College Certificate of Achievement: <ul style="list-style-type: none"> Accounting Assistant Accounting Information Systems Accounting Preparation Administrative Assistant Bookkeeping Plus, more... Lake Washington Institute of Technology <ul style="list-style-type: none"> Accounting Business Technology Human Resource Management 	Entrepreneur Accounting Clerk Bookkeeper Corporate Accountant Forensic Accountant Accounting Director Accounting Supervisor Internal/External Auditor Financial Analyst Strategic Program Planning Advisor Chief Accounting Officer Chief Accounting Officer Controller Director of Financial Operations Marketing Manager Promotions Manager Sales and Advertising Manager Web Marketing Manager Plus, many more...

ACCOUNTING 1

Other Info: College credit can be earned after completing Accounting 2

Students will be introduced to one of the fastest-growing professions in the United States, which includes a formal system of financial-record management for proprietorships and partnerships. Students will also study accounting vocabulary, the relationship between accounting and business, and the accounting cycle for service business organized as proprietorship. QuickBooks accounting software will be used to enter transactions and create financial reports. A business simulation is used at the end of the semester to aid students in synthesizing and applying their learning.



ACCOUNTING 2

In Accounting 2, students will gain experience dealing with specialized accounting applications: special journals, petty cash system, taxes, depreciation, managerial decisions, and interest. Corporate accounting will be introduced. Students will use QuickBooks to complete many accounting problems. They will manually calculate a payroll problem and utilize a computer program to verify the result. Computerized business simulations are used to provide practical experience in handling retail business records. (Students must complete Accounting 1 and 2 to earn college credit with a "B" or better.)

ACCOUNTING 3

Other Info: College credit can be earned after completing Accounting 4

This course will provide the student with more experience in dealing with advanced problems and procedures in accounting, extensively utilizing the computer. The student will extend the skills learned in Accounting 1 and 2, then continue to gain experience in partnership and departmentalized accounting. A problem-solving approach will be used for unique applications. Intensive investigation of career opportunities will be offered. Automated business simulations will be used to provide practical experience handling corporate records. If time allows, students can take the Microsoft Excel Core and Expert exam.



ACCOUNTING 4

The principal focus for this course will be on corporate accounting, cost accounting, accounting for uncollectible accounts, depreciation, prepaid and accrued items, budgetary planning and control, and automated accounting applications. The student will analyze and prepare financial statements as a resource for management decisions. If time allows, students have the opportunity to take the Microsoft Excel Core and Expert exam. (Students must complete Accounting 3 and 4 to earn college credit with a "B" or better.)

ENTREPRENEURSHIP

Location: Sammamish, Interlake, Bellevue

This course is for anyone who is considering owning and operating their own business. Owning your own business can be risky but also very rewarding. This course will include all aspects of beginning a business, funding, operating, managing and marketing. The course is project based where students will produce a viable and executable business plan. If you want to "live the American dream--and be your own boss," Entrepreneurship is for you.

PERSONAL FINANCE

This class teaches students to manage their personal finances in the context of current economic conditions. Students will increase their financial and economic literacy while learning about vital topics such as preparing for the job market, the economy, taxes and tax forms, consumer rights and responsibilities, budgeting, banking, insurance, credit and credit cards, and investing. This class will help prepare students for financial decisions in college and beyond.

ECONOMICS

Other Info: CTE or social studies credit

Students will study the laws of supply and demand and why people and societies make economic choices. Students will examine macroeconomic and microeconomic principles in order to understand the fundamentals of the American and global economic systems. Students will examine components of the American economy such as price, competition, business and banking institutions. The course will also examine issues related to the economy such as employment and labor issues, the role of the government in the economy and selected topics on global economics.



AP MICROECONOMICS/AP MACRO ECONOMICS

Location: Sammamish, Bellevue

Students will build on their basic understanding of economic principles by investigating crucial social issues that are the basis of both microeconomics and macroeconomics. This will involve developing an understanding of the economic choices made by individual households and firms as they seek to maximize their well-being. It will also entail assessing the measurement of the performance of the American economy, evaluating potential policy tools such as taxes, government spending and interest rates, and understanding the role of the US in the global economy.

BUSINESS LAW

Location: Bellevue, Newport



Business Law is geared toward learning to live in our legal environment. This course will also benefit students considering careers in business, law, or management. Topics included in this class: legal liability, rights, the judicial system, careers in law, contracts, warranties, consumer protection, landlord-tenant relations, personal injuries, and criminal procedure. Students may have the opportunity to participate in a mock trial competition.

IB BUSINESS AND MANAGEMENT SL

Location: Interlake

This business and management course aims to help students understand the implications of business activity in a global market. Students gain an international perspective of business and appreciation of cultural diversity through topics like business organization and environments, accounts and finance, international marketing, human resources management, growth and operations management. The course encourages the appreciation of ethical concerns and issues of social responsibility in the global business environment.

IB BUSINESS AND MANAGEMENT HL

Location: Interlake

This advanced business and management class allows for student to gain depth of knowledge in business skills. Students will study business organization and environments, accounts and finance, human resources, business operations, marketing and business strategy. Advanced students will also benefit from management and leadership training as well as a primary research-based project.

INTRODUCTION TO MARKETING

Location: Bellevue, Newport, Sammamish

Students will be introduced to business practices with an emphasis on day-to-day operations. Topics include business concepts, psychology and sociology of marketing and promotion, human relations, sales and advertising. DECA is the national association for business and marketing students. As a member of DECA students will have the opportunity to attend conferences, compete and travel. Through DECA students may earn scholarships and gain state and national recognition.

ADVANCED MARKETING & ENTREPRENEURSHIP

Location: Bellevue, Newport, Sammamish

This class provides a more in-depth study of topics introduced in the Marketing and Business class. New topics are introduced including basic economics; business and marketing research; operations and human relations. DECA is a major part of this class and projects developed will be used in DECA competitions.



RETAIL MANAGEMENT – STUDENT STORE

Prerequisite: Introduction to Marketing; No prerequisite at Interlake

Students will learn how to run a small business by operating the student store. Students will take the role of employees and managers and will be responsible for all aspects of store operation, including staffing, supervision, store maintenance, cash register and money handling procedures, customer service, purchasing, and inventory management and accounting. DECA is a part of this class and skills developed can be used in DECA competition.



BUSINESS & MARKETING WORKSITE LEARNING

Prerequisite: Enrollment in or completion of a one-semester Business & Marketing class

Students who have had one semester of a CTE class in the Business and Marketing career pathway, and who are currently employed in a paid position with a local employer in this industry, are eligible to enroll in worksite learning. (No home-based businesses may be used for this credit.) Students can earn .5 credits for 180 hours of paid work or 1.0 credits for 360 hours of paid employment, which is the maximum allowable credit. Required paperwork must be signed off by a parent and the employer and submitted on time to earn credit. This includes monthly calendars verifying the number of hours worked and an employer evaluation completed over the course of the work experience. Each high school has a Work Site Learning Coordinator that will assist students throughout the school year.

College Credits Available:

HIGH SCHOOL COURSES	COLLEGE PROVIDING CREDIT	ARTICULATED COLLEGE CREDIT	CREDITS AVAILABLE
ACCOUNTING 1 and 2 (Must take both classes to receive credit.)	Bellevue College	ACCT 101: Practical Accounting 1 ACCT 135: Business Payroll Tax Accounting	8
ACCOUNTING 3 and 4 (Must take both classes to receive credit.)	Bellevue College	ACCT 225: Survey of Financial & Managerial Accounting	5
ADVANCED MARKETING & ENTREPRENEURSHIP (One year)	Bellevue College	MKTG 299: Individual Studies in Marketing	5
BUSINESS LAW	Bellevue College	BUS&201: Business Law	5
ENTREPRENEURSHIP	Bellevue College	BUS 250: Entrepreneurship	5
IB BUSINESS AND MANAGEMENT	Bellevue College Shoreline CC	MKTG 131: Principles of Professional Selling BUS 120: Principles of Marketing	5 5
INTRODUCTION TO MARKETING	Shoreline CC Bellevue College	BUS 120: Principles of Marketing MKTG 131: Principles of Professional Selling	5 5
PERSONAL FINANCE	Bellevue College	BUS 102: Personal Money Management BUS 103: Personal Savings BUS 104: Personal Credit BUS 105: Personal Taxes BUS 108: Personal Investment	5
RETAIL MANAGEMENT—STUDENT STORE	Bellevue College	MKTG 299: Individual Studies in Marketing	5

SAVE THE DATE – WANIC OPEN HOUSE – DISCOVER THE NEW OPPORTUNITIES!



If you are interested in attending any of the WANIC programs during the 2023-2024 school year, WANIC will be hosting an in-person Open House at the Lake Washington Institute of Technical on **Thursday, March 16, 2023 from 5-7 p.m.** Mark your calendar if this is something you are interested in pursuing for the next school year. Programs that will be presenting:

Automotive Technology 1 and 2 Aviation Technology – STEM - NEW Baking & Pastry Building Industry Technology – Core Plus Construction 1 and 2 CISCO Networking 1 and 2 Culinary Arts	Dental Careers DigiPen Art & Animation DigiPen Data Analytics - NEW DigiPen Game Design DigiPen Music & Sound Design DigiPen Video Game Programming	Fire & EMS Health Science Careers-Nursing Institute for Systems Biology Systems Medicine - NEW Medical Careers Sports Medicine
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Registration for the 2023-24 school year for WANIC programs will be January 24, 2023. For more information and to apply online visit <https://wanic.lwsd.org/>

WANT TO EARN COLLEGE CREDIT? REGISTRATION IS OPEN NOW!

Pacific NW College Credit is college credit through a consortium of colleges. The colleges that are part of this consortium and serve Bellevue School District students are Bellevue College, Cascadia, North Seattle, Shoreline, Lake Washington Institute of Technology, Renton Technical College, and Edmonds College. **This year the cost is \$50.00 for an entire year of classes, as many as you can take from the list below!** Students can earn college credit while taking classes at their high school but must maintain a “B” or better grade to qualify. All classes are on campus in Bellevue School District, not at the colleges. They are classes right here! Please check the list below and see if your son or daughter is in one of the classes currently. If so, they can earn college credit now.

*The list below is continuously being evaluated by the colleges. Some changes can occur!

COLLEGE CREDIT CLASSES – PACIFIC NW COLLEGE CREDIT				
Course Title*	College	College Course Title	Credits	
ACCOUNTING 1 and 2 <i>(Must take both classes to receive credit.)</i>	Bellevue College	ACCT 101: Practical Accounting 1 ACCT 135: Business Payroll Tax Accounting	8	
ACCOUNTING 3 and 4 <i>(Must take both classes to receive credit.)</i>	Bellevue College	ACCT 225: Survey of Financial & Managerial Accounting	5	
ADVANCED CULINARY ARTS	LW Tech	CART 115: Food Service Safety & Sanitation	6	
	Renton Tech	CULA 140: Management CUL 110 – Fundamentals 1 CUL 180 – Industry Communications & Human Relations	6	
ADVANCED DIGITAL MEDIA PRODUCTION <i>(Both semesters)</i>	Bellevue College	DMA 246: Video Fundamentals DMA 247: Video Implementation	10	
	Shoreline CC	FILM 257: Video Production 2	5	
ADVANCED MARKETING & ENTREPRENEURSHIP <i>(One year)</i>	Bellevue College	MKTG 299: Individual Studies in Marketing	5	
AP COMPUTER SCIENCE <i>(One year)</i>	Bellevue College	CS 210: Fundamentals of Computer Science 1	5	
	Edmonds CC	CIS 199: CIS Special Topics	5	
AP COMPUTER SCIENCE PRINCIPLES <i>(One year)</i>	Bellevue College	PROG 110: Introduction to Programming	5	
	Edmonds CC	CIS 125: Network Workstation	5	
AP PHOTOGRAPHY PORTFOLIO/2-D DESIGN	LW Tech	DSGN 128: Digital Photography	4	
AUTOMOTIVE TECHNOLOGY 1 or 2 <i>(One year)</i>	LW Tech	AUTO 124: Maintenance Procedures	2	
		AUTO 140: Brake Systems	10	
		AUTO 144: Suspensions, Steering & Alignment	6	
		AUTO 210: Engines, Cylinder Blocks & Cooling Systems	10	
AUTOMOTIVE TECHNOLOGY 1 <i>(One Year)</i>	Shoreline	AUTOA 114: Engine Design and Maintenance	4.5	
		AUTOA 112: Braking Systems	6	
		AUTOA 111: Electrical Systems	7	
AUTOMOTIVE TECHNOLOGY 2 <i>(One Year)</i>	Shoreline	AUTOA 115: Automotive Drivetrains	4.5	
		AUTOA 113: Steering and Suspension	4.5	
		AUTOA 117: Air Conditioning and Heating Systems	3	
		AUTOA 116: Engine Performance Systems	3	
BUILDING INDUSTRY TECHNOLOGIES - CORE PLUS CONSTRUCTION	Renton Tech	CONST 160: Materials, Methods and Equipment	3	
		CONST 250: Project Safety and Accident Prevention	4	
BUSINESS LAW	Bellevue College	BUS&201: Business Law	5	
CHILD DEVELOPMENT	Bellevue College	EDUC&115: Child Development	5	
	LW Tech	EDUC&115: Child Development	5	
CISCO NETWORKING ACADEMY--CCNA	Bellevue College	NSCOM 201: Cisco Networking I	20	
		NSCOM 202: Cisco Networking II		
		NSCOM 203: Cisco Networking III		
		NSCOM 204: Cisco Networking IV		
	Edmonds CC	CIS 171: Cisco Networking I		20
		CIS 172: Cisco Networking II		
		CIS 173: Cisco Networking III		
		CIS 174: Cisco Networking IV		

CISCO – ADVANCED CYBERSECURITY	Bellevue College Edmonds CC	ISIT 305: Network Security/Firewall <i>(Students must earn the BC credit for CCNA in order to qualify for this credit)</i> CIS 268: Cisco CCNA Security	5 5
CODING IN PYTHON 1 & 2 <i>(High school only)</i> <i>(Must take both classes to receive credit.)</i>	Bellevue College Edmonds CC	PROG 108: Introduction to Scripting CIS 100: CIS Fundamentals	5 5
CODING IN PYTHON 3 & 4 <i>(Must take both classes to receive credit.)</i>	Bellevue College	PROG 120: Object Oriented Programming Concepts	5
COMPUTER GRAPHICS 1 or 2	Bellevue College LW Tech	DMA 103: Digital 2D Design DSGN 121: Vector Illustration 1 w/ Illustrator DSGN 122: Image Editing 1 w/ Photoshop	5 8
COMPUTER TECHNOLOGY	Bellevue College LW Tech Edmonds CC	IT 101: Introduction to Information Technology BTE 120: Business Computer Management CIS 100: CIS Fundamentals	5 5 5
CULINARY ARTS	Renton Tech LW Tech	CUL 103 – Knife Skills CUL 105 – Culinary Foundations CUL 114 – Salad Bar CUL 118 – Breakfast Cookery CUL 119 – Bakery Basics CART 110: Introduction to Culinary & Baking Arts	15 10
DIGITAL MEDIA PRODUCTION 1 or 2	Bellevue College Shoreline CC	DMA 246: Video Fundamentals FILM 256: Video Production 1	5 5
ENGINEERING TECHNOLOGY 1 & 2 <i>(Must take both classes to receive credit)</i>	LW Tech	ENGR& 100: College Success in Engineering	3
ENTREPRENEURSHIP	Bellevue College	BUS 250: Entrepreneurship	5
HEALTH SCIENCE CAREERS	Bellevue College LW Tech	NAC 106: Nursing Assistant Foundations NAC 107: Basic Technical Skills NAC 108: Nursing Assistant Clinical Practicum AHE 110: Medical Terminology AHE 120: Safety for Healthcare AHE 130: Human Systems IFAD 162: First Aid/CPR for Health Care Providers IFAD 216: HIV/AIDS training NURS 107: Nursing Assistant Theory NURS 108: Nursing Assistant Lab NURS 109: Nursing Assistant Practicum	22 13
IB BUSINESS AND MANAGEMENT	Bellevue College Shoreline CC	MKTG 131: Principles of Professional Selling BUS 120: Principles of Marketing	5 5
INTERIOR DESIGN AND HOUSING	Bellevue College	INDES 140: Intro to Interior Design	5
INTRODUCTION TO HEALTH CARE	Bellevue College	AHE 100: Intro to Healthcare	5
INTRODUCTION TO HORTICULTURE	LW Tech	HORT 299: Horticulture Independent Studies	2
INTRODUCTION TO MARKETING	Shoreline CC Bellevue College	BUS 120: Principles of Marketing MKTG 131: Principles of Professional Selling	5 5
NURSERY & GREENHOUSE OPERATIONS <i>(Year)</i>	LW Tech	HORT 299: Horticulture Independent Studies	6
PERSONAL FINANCE	Bellevue College	BUS 102: Personal Money Management BUS 103: Personal Savings BUS 104: Personal Credit BUS 105: Personal Taxes BUS 108: Personal Investment	5
PHOTOGRAPHY 1 or 2	LW Tech	DSGN 128: Digital Photography	4
RETAIL MANAGEMENT—STUDENT STORE	Bellevue College	MKTG 299: Individual Studies in Marketing	5
TEACHING ACADEMY 1 or 2 <i>(One year)</i>	Cascadia CC Bellevue College	EDUC 102: Field Experience in Education EDUC&205: Introduction to Education	5 5
TECHNICAL THEATER 1 and/or 2 <i>(One year)</i>	Shoreline CC	DRAMA 207: Theater Production 1 DRAMA 208: Theater Production 2 DRAMA 209: Theater Production 3	6
TELEVISION BROADCASTING <i>(Year-long)</i>	Bellevue College Shoreline CC	DMA 246: Video Fundamentals FILM 257: Video Production 2	5 5
VIDEO GAME & SIMULATION DESIGN	Bellevue College	DMA 106: Animation & Game Design Fundamentals	5

WELDING TECHNOLOGY, DESIGN AND FABRICATION	LW Tech	WELD 101: Oxy/Acetylene Cutting & Welding	6
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*Students should check with individual teachers about the dual college credit offered in their class.

**Students must register with PNWCC the year they take the class; credits cannot be awarded retroactively.

COLLEGE CREDIT CLASSES – OTHER			
Course Title*	College	College Course Title	Credits
ANATOMY AND PHYSIOLOGY (One year)	Bellevue College	BIOL 108 – Human Biology	6
CULINARY ARTS and ADVANCED CULINARY ARTS (2 years)	Culinary Institute of America	Food Safety (ServSafe) Mathematics (challenge test required)	1.5 1.5

Registration for credit will be available in late November or early December. Please stay tune on how to register. Bellevue School District does not have access to these systems and *any issues you may have with registration or payment will have to be addressed by Pacific NW College.*

CONTACT INFORMATION:

Website: <https://www.pnwcollegecredit.org/>

Tanya Rettinger, Director

(425) 564-2774

tanya.rettinger@bellevuecollege.edu

Amy West, Program Specialist V

(425) 564-6158

amy.west@bellevuecollege.edu

PACIFIC NW COLLEGE STUDENT REGISTRATION INSTRUCTIONS:

1. Go to <https://www.pnwcollegecredit.org/>
2. Click "Register"
3. CLICK HERE to begin registration. Select "Students Click Here."
4. Select the option relevant to you:
 - o If you have NEVER REGISTERED for credit before, click on "Create an Account" in the top left corner.
 - o **Note:** Save your logon and password; use your home email & contact information; your school does not have access to retrieve your account or your logon/password.
 - o If you are a RETURNING STUDENT, you may login with your Username and Password OR your Tech Prep ID number and birth date.
5. To find available classes, click "Register for Classes." Your high school will auto-populate. Do not fill out any other fields. Click "Go Search".
6. Place a check in the box to the left of the classes you are currently in and click the "Register" button in the top-left navigation menu.
7. On the next screen, click the checkbox for the teacher who is teaching your class.
8. When you've made your selections, click "Save & Register."
9. If you have provided an email address, a confirmation will be emailed to you. If not, you may want to print a copy for your records.
10. Pay your \$50 consortium fee at <http://pay.techprepcc.org>.

IMPORTANT -- your \$50 annual fee covers ALL classes you register for during one school year.

PLEASE NOTE -- YOU ONLY PAY ONCE PER SCHOOL YEAR - regardless of the number of classes you are requesting credit for nor the number of credits. **This fee is NON-REFUNDABLE!!!**

RENTON TECHNICAL COLLEGE



- Students must achieve a C (2.0) or better grade in the high school course(s) to qualify for college credit.
- Apply for admissions via <https://www.rtc.edu/Admissions-Entry-Services>. Once your application is processed, you will receive your RTC Student ID number.
- Submit your official (sealed) High School transcripts.

ATTN: Joyce Nicholas
 Renton Technical College
 3000 NE Fourth Street
 Renton, WA 98056

*Electronically – please send official high school transcripts to Faye Watanabe- fwatanabe@rtc.edu
Only secured transcripts from High School Registrar will be accepted.

- Students can only request dual credit **within two years of high school graduation.**
- Fill out Dual Credit Request Form online via
 - Microsoft Office Form- <https://bit.ly/RTCDCREQUESTFORM>
 - Google Form - http://bit.ly/RTCDCREQUESTFORM_GOOGLEFORM

RTC Student ID Number is required.

For any CTE dual credit questions at RTC please have students contact Faye Watanabe, fwatanabe@rtc.edu

If you have any questions, please feel free to contact our CTE office:

CAREER AND TECHNICAL EDUCATION STAFF			
<p>Marilyn Henselman CTE Director henselmanm@bsd405.org</p>	<p>Grace Brady CTE Curriculum Developer bradyg@bsd405.org</p>	<p>Villy Orcilla High School CTE Coordinator orcillav@bsd405.org</p>	<p>Laurie Stegman Middle School CTE Coordinator stegmanl@bsd405.org</p>

Nondiscrimination statement:

[English](#) | [Cambodian](#) | [Chinese](#) | [Korean](#) | [Punjabi](#) | [Russian](#) | [Somali](#) | [Spanish](#) | [Tagalog](#) | [Vietnamese](#)

Bellevue School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Name and/or Title: Jeff Lowell
 Address: 12111 NE 1st St., Bellevue, WA 98005
 Telephone Number: 425-456-4010
 Email: lowellj@bsd405.org

Section 504/ADA Coordinator

Name and/or Title: Heather Edlund
 Address: 12111 NE 1st St., Bellevue, WA 98005
 Telephone Number: 425.456.4156
 Email: edlundh@bsd405.org

Civil Rights/Nondiscrimination Compliance Coordinator

Name and/or Title: Jeff Thomas
 Address: 12111 NE 1st St., Bellevue, WA 98005
 Telephone Number: 425.456.4040
 Email: allmana@bsd405.org

The Bellevue School District is also committed to providing a safe and civil educational environment that is free from harassment, intimidation or bullying.

The following employees have been designated to handle questions and complaints of alleged harassment, intimidation and bullying:

Harassment, Intimidation and Bullying Compliance Officer

Name and/or Title: Patty Siegwarth
 Address: 12111 NE 1st St., Bellevue, WA 98005
 Telephone Number: 425.456.4109
 Email: siegwarthp@bsd405.org