

Vol. 2 Iss. 4
May 2016



SUMMER 2016

CONTINUING
EDUCATION

HIGHLINE COURSE SCHEDULE

COURSE SCHEDULE SUMMER 2016



Continuing Education classes are open and available to the public to meet their professional and personal interests. We’ve made registering for classes easy and convenient! You can register at any time during the quarter, as long as space is available. We strongly advise pre-registration, since many classes fill.

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HIGHLINE CONTINUING EDUCATION
COURSE SCHEDULE

Volume 2, Iss. 4 May 2016

Highline Continuing Education Course Schedule (USPS 015-590) is published four times a year (monthly in Mar, May, Aug, and Dec) by Highline College, 2400 South 240th Street, Des Moines WA 98198-9800. Application to Mail at Periodicals Postage Paid at Seattle, WA.

POSTMASTER: Send address changes to Highline College – Highline Continuing Education Course Schedule, PO Box 98000, Des Moines, WA 98198-9800. Call (206) 592 - 3314 for pick up.

SHORT-TERM CERTIFICATES



MISSION

Our mission is to enrich our community through personal and professional lifelong learning opportunities.

ALLIED HEALTH ACADEMY SHORT-TERM CERTIFICATES

Adult Family Home Administrator Training

Course meets the Washington State DSHS requirement for Adult Family Home providers

Adult Family Home Orientation Class

Course meets the Washington State DSHS requirement for Adult Family Home providers

Nursing Assistant Certified Program

Prepares students to take the WA State licensure exam to become a Certified Nursing Assistant

For more information, please visit <https://nursingassistant.highline.edu/>

Healthcare Provider/First Aid

AHA certification card upon completion of course

Patient Care Advocate

Add value to your career in the growing field of patient navigation and community resources

Professional Healthcare Interpreter Program

Provides the 100 hours required for the Washington State and National Exams

Nurse Delegation Core/Diabetes

Must be registered or certified as a Nursing Assistant or Home Care Aide

Mental Health for LTC/Managers

Earn the necessary certification in LTC Mental Health or Managerial Mental Health

Dementia Care for LTC/Managers

One day course, that is approved by DSHS, provides the necessary certification in LTC Dementia Care

Flagger Training

Earn your WA State Traffic Control Card in just one day!

PROFESSIONAL DEVELOPMENT SHORT-TERM CERTIFICATES

Non-Profit Management

Courses (not offered every quarter): Nonprofit Law; Nonprofit Corporation Accounting; E-Marketing; Grant Writing; Event Planning; Cultivating Individual Donors. Visit ce.highline.edu for more details

US Soccer “E” License Certification

Develop coaching competencies to teach 9-12 year old athletes and teams

To register please visit: <http://www.ussoccer.com/coaching-education/licenses/national-f>

Urban Agriculture Certificate

Courses (not offered every quarter): Urban Agriculture & Food Security; Backyard Science; Food as Medicine; Spring/Summer/Fall Practicums. Visit ce.highline.edu for more details

Real Estate Broker License Certification

This course is offered completely online with unlimited phone/email support from Rockwell Institute

National Restaurant Association- Food & Beverage Management

FUNDING

Women’s Programs and WorkFirst Services (WP) –

Highline’s Women’s Programs and Workfirst Services can provide qualified students with tuition & books. Required supplies, childcare and transportation is supported by DSHS for those receiving TANF & meeting program requirements. To learn if you are eligible please call 206-592-3340 for more information.

Workforce Education Service (WES) –

The WES department at Highline College can provide tuition assistance and support services for some CE short-term certificates and professional/ technical AAS programs if a student meets funding and program eligibility criteria. To learn more about WES grants and eligibility criteria, please attend a mandatory funding orientation in Building 10, 103 from 1– 3 p.m. every Friday. For more general information, please visit our website at workforce.highline.edu. For any additional questions, please contact WES at 206-592-3802 or email retrain@highline.edu.



Looking to Increase Employment Skills?

Highline College has partnered with UGotClass to offer online learning certificates for students. Develop your skills in the fields of Business, Professional Development, Social Media, Leadership, Education, and more.

CERTIFICATES AND COURSES

Business

- *Business Research Certificate*
- *Certificate in Customer Research*
- *Entrepreneurship Certificate*
- *Entrepreneurial Finance Certificate*
- *Certificate in Data Analysis*



Training & Education

- *Best Practices in Event Management*
- *Building Online Learning Communities*
- *Certificate in Blended Instruction*
- *Certificate in Online Teaching*
- *Certificate in Teaching Adults*
- *Certified Online Instructor (COI)*

24/7 Access to Course Materials

Social Media for Business

- *Managing Social Media Platforms Certificate*
- *Social Media for Business Certificate*

Convenience & Flexibility

Quick and Easy to Get Started

Professional Development

- *Creative Problem Solving*
- *Intercultural Communication*
- *Researching Public Records*
- *Workplace Ethics and Etiquette*



ONLINE LEARNING
UGotClass
HIGHLINE CONTINUING EDUCATION





PUBLIC SAFETY & EMERGENCY MANAGEMENT TRAINING INSTITUTE

Private Security Academy

Highline College is now offering the Private Security Academy (PSA) that satisfies the state-mandated PSA curriculum. This program is designed for individuals either currently employed or seeking employment in private security or other police functions, loss prevention, and assets protection. Students will also participate in additional specialized training which will enhance their skills, providing greater career opportunities. Students who successfully complete the PSA will earn 8 college credits, applicable toward the AAS degree in Criminal Justice at Highline College. All applicants will be screened for felony convictions. All materials provided. **Funding Available- If applying for funding, please contact Highline's Workforce Education Service at 206-592-3802 or Woman's Program/WorkFirst Services at 206-592-3340 at least two weeks prior to the start of class to see if you qualify for funding.**

June 28-Aug 18	6:00PM-10:00PM	Tue/Thu	\$1,150
	8:00AM-5:00PM	Sat	
Leticia	White Center: Greenbridge	Item 8891M	

No class: Jun 29-Jul 6

CUSTOMS BROKER

"Our instructor had a great knowledge of the subject matter. She was very receptive to questions."

"The proportions of class time used to teach, demonstrate, and take questions from students was very good."

"I liked the interactive discussions, taking tests & discussions about answers"

PROFESSIONAL & CAREER DEVELOPMENT

Customs Broker's License Exam Prep Course

A customs broker is licensed by U.S. Customs and Border Protection (CBP) to aid clients/ companies in the import and export of goods across the U.S. border. Customs Brokers are industry-recognized experts in the business of international trade responsible for submitting required information and appropriate funds to CBP on behalf of their clients. This multi-faceted 10-week course is designed to prepare participants to sit for and pass the Customs & Border Protection (CBP) Customs Broker's License Exam. In addition to preparation, this course will provide an understanding of customs compliance concepts even for those participants not planning to take the exam.

Exam Information:

The exam is held twice a year at CBP service ports – on the 1st Monday in April and the 1st Monday in October. The exam is 4-hours, open-book and consists of 80 multiple-choice questions. To obtain a broker's license, an individual must be a U.S. Citizen, be at least 21 years old, not be a current U.S. government employee, be of good



moral character, achieve a 75%+ on the Customs Broker License Examination, submit a broker license application with appropriate fees and pass CBP background check.

Course Materials: <http://store.tax.thomsonreuters.com/accounting/g/G3100045>

A great source for purchasing the HTSUS, Boskage guarantees correct editions for all students who purchase their Required Testing Material Packages (or individual books for specific exams). Boskage offers a 10% discount for all exam-related products to all students attending training with Highline College. Please call us at 206-870-3785 for the discount code.

Jun 22–Aug 24	6:00PM–9:00PM	10 Wed	\$1499
Osborn	Bldg 99, Rm 130	Item 9101M	



Resume & Interviewing Basics

A comprehensive beginner's guide to resume building and interviewing. The class will include resume development, cover letter construction, search engine navigation, interview preparation, and mock interviews. Class will incorporate both instruction and group exercises, as well as cater to a variety of learning styles. Once students finish the course, they will be able to create an accurate and professional resume, draft an articulate and engaging cover letter, present confidently in an interview and learn to independently re-draft resumes and cover letters as experience/focus changes. Instructor has over 5 years of office/hiring manager work experience.

Jul 26–Aug 4	6:00PM–8:00PM	2 Tue/2Thu	\$29
Seeley	Bldg 99, Rm 291	Item 9107M	

Grant Writing for Non-Profit Organizations

This course will prepare leaders, managers, and staff of non-profit organizations to understand the basics of identifying funding opportunities and writing grant applications that can compete successfully for funding. Students will be guided through the nuances of reading and understanding funding initiatives, development of application, and how to incorporate measurable milestones and outcomes into an application.

Jun 28–Aug 16	6:00PM–8:00PM	8 Tue	\$249
Sawczuk	Bldg 99, Rm 131	Item 9121M	

Introduction to Project Management

Want to learn how to effectively manage projects professionally and personally? This foundation course focuses on the vocabulary, methodology, and best practices recognized by the PMI. Learn the skills to help you initiate, plan, execute, monitor, control, and formally close a project. The instructor has worked for leading organizations including Boeing, McCaw Cellular, University of Washington, and Weyerhaeuser. **Textbook Required:** *Introduction to Project Management, Schwalbe, 4th Edition, ISBN# 978-0982800331.*

Jun 28–Aug 2	5:00PM–9:00PM	6 Tue	\$349
Syverson	Bldg 99, Rm 251	Item 9103M	

Project Management Professional (PMP®)

Want recognition as a leader in your industry? Designed to prepare students interested in taking the PMP® exam, the curriculum includes project quality, scope, time, cost, human resources, communications, risk, procurement, and integration management. Course meets PMI® formal education requirement. The instructor has close to 10 years' experience in PMP Prep Exam with an amazing student passing rate. Prerequisites: bachelor's degree (or global equivalent) and 3 years of project management experience, or secondary diploma and 5 years of project management experience.

Required texts: *Mulcahy-PMP Exam Prep, 8th Ed. 978-1932735659* **Optional:** *Guide to Project Mgmt Body of Knowledge, 4th Ed, 978-1932735000* *Sanghera-PMP In Depth, 2nd Edition 978-1-59863-9994.*

Jun 28–Jul 26	5:00PM–9:00PM	5 Tue/4 Thu	\$599
Petersen	Bldg 99, Rm 130	Item 9105M	



**Flagger Training –
Funding May Be Available**

Looking for work? Earn your Washington State Traffic Control Card in just one day! Students who successfully complete this class will receive a photo identification card with certification valid for 3 years. Text and course materials provided- bring a #2 pencil. Must be 18 years of age. Note: there is no job placement service with this class.
Funding Available – Please contact Highline’s Woman’s Program/WorkFirst Services at 206-592-3340 to see if you qualify for funding.

June 25	8:00AM-4:30PM	Sat	Item 9111M	\$60
Jul 30	8:00AM-4:30PM	Sat	Item 9113M	\$60
Aug 27	8:00AM-4:30PM	Sat	Item 9115M	\$60
Stephens Bldg 99, Rm 130				

FLAGGER TRAINING

“I loved that the instructor also included her own personal knowledge and experiences.”
—AARIONNA F.

“The teacher is extremely knowledgeable and really concerned for our safety.”
—KAMARIA B.



U.S. Soccer “E” License Certification

The National “E” license certification covers the elementary principles of coaching and prepares interested coaches for the “D” license course. Approved by the Washington State Soccer Association, this course will help develop the core coaching competencies necessary to effectively teach the 9-12 year old athlete and team. Course is held outdoors and in classroom setting.

Prerequisites: Must have completed the National “F” license certification. This 2 hour program can be completed entirely online and is open to all parents and coaches of at least 16 years of age. To complete this program, please visit <http://www.ussoccer.com/coaching-education/licenses/national-f>.

To find the next available session and to register, please visit: http://www.washingtonyouthsoccer.org/coaches/coaching_education/course_schedule/#E

You must complete the following course work PRIOR to the course: <http://www.ussoccer.com/coaching-education/licenses/national-e>



**Real Estate Broker License
Certification**

Want to become a real estate broker? Highline College and Rockwell Institute have partnered together to offer the Real Estate Broker License Certification program. This course is offered completely online with unlimited phone/email support from Rockwell Institute. The course satisfies the Washington State Department of Licensing requirement of 90 clock hours in Real Estate Fundamentals and Real Estate Practices. After successful completion of the program students will be able to take the state licensing exam (also must be at least 18 years old & have a high school diploma or equivalent).

Please visit the CE website at ce.highline.edu to register. The price for the class is \$459.

**BUS 157- Grant Writing/
Cultivating Individual Donors**

Strategies for identifying government and private foundations from which to seek funding; how to research specific grants to apply for, how to write letters of inquiry and how to prepare grant applications to maximize the chances of receiving funding. Cultivating Individual Donors students will learn how to find and cultivate

individual donors. They will work on relationship building and making the -ask- of the right person, for the right amount, at the right time. Students will also learn how to properly maintain a donor database. Class is only offered Summer quarters.

Please visit ce.highline.edu for times and to register. The price for the class is \$299.



HOST 208- Customer Service Certificate in Hospitality and Tourism

Students will earn a short-term certificate in Hospitality and Tourism after successful completion of the course. Students will learn how to manage customer service concepts of service management and customer relation skills in the hotel, tourism and hospitality industry. Students will learn the concepts of effective management of customer services, be able to critique and improve a service delivery system, explain principles of employee empowerment, and demonstrate customer relations skills, all in the context of the hospitality/tourism industry, including hotel, tourism, travel and transportation. Offered only Summer quarters.

Please visit ce.highline.edu for times and to register. The price for the class is \$599.

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ContinuingEducation**

ALLIED HEALTH ACADEMY

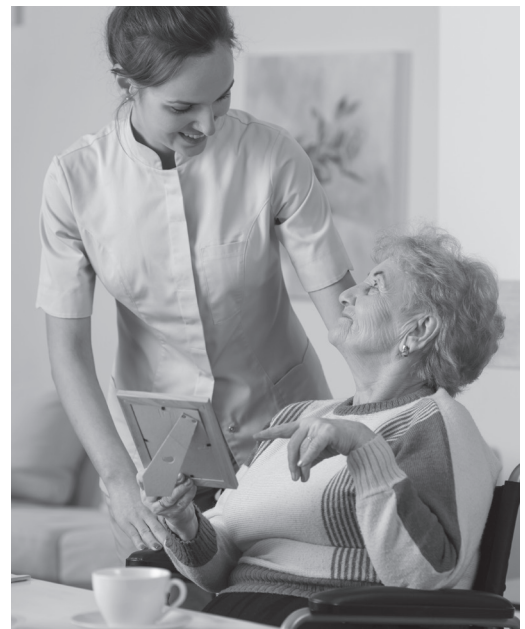
Adult Family Home (AFH) Orientation

This one day class provides an overview of the AFH program and expectations of the AFH licensee in providing care and services to the residents in a licensed home setting as well as a brief overview of the process prospective providers will follow in obtaining an AFH license. This class is one of the requirements (see Washington Administrative Code [WAC] 388-76-10060) applicants need to meet prior to turning in the application for licensure. Students will receive a certificate after completing the class; this certificate is valid for one calendar year from the date of attendance.

Jul 18	9:00AM-4:00PM	Mon	Item 9701M	\$29
Aug 15	9:00AM-4:00PM	Mon	Item 9703M	\$29
Staff		Bldg 99, Rm 132		

AFH Administrator Training – Funding May Be Available

If you are interested in opening up your own Adult Family Home, this course meets the Washington State DSHS requirement for Adult Family Home providers. Both our instructors are current providers and active board members of the WSRCC (Washington State Residential Care Council). Topics include Business: (Readiness, Personal Worth, Feasibility, Marketing, Fiscal Operations), Laws and Regulations, Human Resources, Residents' Rights, Assessment and





Care Planning, Medication Administration, Social and Recreational Activities/Nutrition, Building Inspection, and Initial Inspection. The class is strongly suggested for Resident Managers but is not required. An ABE level 3 in Reading and a level 2 in Math is highly recommended. There is no college admission process required. **Funding Available – If applying for funding, students must successfully complete the AFH Orientation class prior to funding. Students must attend a mandatory Workforce Education Service orientation session at least two weeks prior to the start of the class. Call 206-592-3802 for more information.**

Jul 5–Aug 9	6:00PM–9:00PM	6 Tue	\$650
	8:00AM–3:00PM	5 Sat	
Ionesi	Bldg 99, Rm 132	Item 9712M	

Nursing Assistant Certified Program – Funding May Be Available

Train for an exciting and rewarding career in 4 weeks. Highline College's Nursing Assistant program combines classroom theory, skills laboratory, and clinical experience to prepare students to take the Washington State licensure exam for a Certified Nursing Assistant. In 50 hours of classroom theory and 50 hours of clinicals students will review: personal care skills, vital signs, charting, nutrition, body mechanics, infection control, resident rights, communication skills, CPR, and HIV certification. Certified Nursing Assistants work in a variety of medical settings such as hospitals, skilled nursing facilities, assisted living communities, adult family homes, hospice, and dialysis centers. Upon completion of the program, students are eligible to take the state certification examination.

Requirements* Applications must be submitted in-person to the Continuing Education department (Bldg 99, Rm 101). Applications are available at <https://nursingassistant.highline.edu/> or at the Continuing Education front desk. Students must provide evidence of a clean Washington State Patrol criminal background check, submit proof of a negative TB test (within the past year) or current CXR/symptom check (within the past 2 years) and complete a reading/math assessment test (administered at the Continuing Education office). Funding Available – Please contact Highline's Workforce Education Service at 206-592-3802 or Woman's Program/WorkFirst Services at 206-592-3440 to see if you qualify for funding.

Please visit nursingassistant.highline.edu or call us at 206-870-3785 for dates & times.



Professional Healthcare Interpreter Certificate Program – Funding is Available

This intensive program will help prepare students for the challenges of a competitive marketplace. Students must be bilingual with an ESL Level 5 or above. This 10-credit Certificate

Program covers all basic aspects of interpreting in healthcare, including the role, ethics and legislation of Healthcare Interpreting. Content also includes intercultural communication, medical terminology, anatomy, physiology and behavioral health, as well as skills to manage an interpreting service. This course includes experiential learning in an off-site active interpreting center of approximately 20 hours. Students are responsible for providing their own transportation to the worksite. Students must have internet access from either home, work or a public location. This program prepares students to take both the State and National Certification exams as Professional Healthcare Interpreters. **Funding Available – Please contact Highline’s Workforce Education Service at 206-592-3802 or Woman’s Program/ WorkFirst Services at 206-592-3340 to see if you qualify for funding.**

Jul 1–Aug 20	5:00PM–8:00PM	8 Fri	\$649
	10:00AM–3:00PM	8 Sat	
Staff	BLDG 99, Rm 131	Item 9771M	

Dementia Care for LTC/Managers

This course is approved by DSHS and provides the necessary certification in LTC Dementia Care or Managerial Dementia Care. The class provides an overview of Dementia and teaches various approaches for effective care management. Students must pass a challenging 2 hours written & skills test before receiving a certificate of completion (mailed generally within 1 week of completion). Course is taught by Jonathan Gerson LMHC, who has over 25 years’ experience in Dementia Care. Course materials are included in the cost of the class and are non-refundable (\$10 replacement fee for textbook). **Final test is administered one week later to allow sufficient study time.** Course can be applied towards DSHS CE hours in the calendar year they were taken.

July 22

9:00AM–1:00PM	LTC Students	Fri	Item 9731M	\$69
9:00AM–3:30PM	Managers	Fri	Item 9733M	\$99
Gerson	Bldg 99, Rm 130			

July 29

9:00AM–11:00AM	Final Test	Fri		
Gerson	Bldg 99, Rm 130			



Mental Health for LTC/Managers

This course is approved by DSHS and provides the necessary certification in LTC Mental Health or Managerial Mental Health. Issues such as cultural considerations, medications and respectful communication will be discussed. Students must pass a challenging 2 hours written & skills test before receiving a certificate of completion (mailed generally within 1 week of completion). This course follows Washington State Department of Social and Health Services Guidelines. Course is taught by Jonathan Gerson LMHC, who has over 15 years’ experience in Mental Health. Course materials are included in the cost of the class and are non-refundable (\$10 replacement fee for textbook). **Final test is administered one week later to allow sufficient study time.** Course can be applied towards DSHS CE hours in the calendar year they were taken.

Aug 5

9:00AM–1:30PM	LTC Students	Fri	Item 9721M	\$69
9:00AM–3:30PM	Managers	Fri	Item 9723M	\$99
Gerson	Bldg 99, Rm 130			

Aug 12

9:00AM–11:00AM	Final Test	Fri		
Gerson	Bldg 99, Rm 130			

Healthcare Provider CPR/First Aid

This American Heart Association course covers one and two-rescuer adult, child, and infant CPR, AED use, choking, and bag mask use. This class is appropriate for professional rescuers: nurses, EMTs, dental/doctor’s offices, and many other healthcare professions. Students will receive an AHA certification card valid for two years immediately upon completion of



the course (there is both a physical skills test and a written test required). ***There are no prerequisites for this course; enrollment is not limited to healthcare professionals.***

Aug 12

8:00AM-3:30PM	First Aid/CPR	Item 9781M	\$109
8:00AM-11:00AM	First Aid Only	Item 9783M	\$49
11:30AM-3:30PM	CPR Only	Item 9785M	\$69
LaBorn	Fri	Bldg 23, Rm0 115	



TECHNOLOGY

Boot Camp Series:
MS Word, Excel PowerPoint 2013

The Boot Camp Series is for beginners and those looking to brush up on their computer skills. Save \$48 when signing up for all three or register for only \$99 per class. **MS Word:** Learn to create, format, customize, edit, and control page layout. Insert tables and graphics, apply styles and use shortcuts for quick, professional documents. **MS Excel:** Create spreadsheets for home and business with basic and function formulas, charts and automatic features. Apply conditional formatting and explore print options. **MS PowerPoint:** Learn to create slides with text and pictures, as well as other special techniques to make your presentations successful. **Workbooks included.**

Bootcamp Series (MS Word, Excel, and PowerPoint) \$249

Jun 25-Jul 9	10:00AM-4:00PM	3 Sat	Item 9201M
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MS Word Only \$99

Jun 25	10:00AM-4:00PM	Sat	Item 9203M
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MS Excel Only \$99

Jul 2	10:00AM-4:00PM	Sat	Item 9205M
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MS PowerPoint Only \$99

Jul 9	10:00AM-4:00PM	Sat	Item 9207M
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Larson Bldg 99, Rm 251

MS Excel 2013 Series:
Take All Three and Save

Improve your work productivity by taking the MS Excel 2013 Series. **MS Excel Level 1:** Create basic and function formulas; apply conditional formats and work with auto calculation features. Explore named ranges, print options and more. **MS Excel Level 2:** Work with templates, large worksheets and 3-D formulas. Use tables, sort and filter, and audit and protect data. Learn revision tracking, merging workbooks and much more. **MS Excel Level 3:** Create macros, lookup functions, array formulas, pivot tables and charts. Work with slicers and trendiness. Perform what-if analysis, data and web queries, and apply security settings. **Sign up for the series and save \$28 or register for only \$119 per class. Materials provided.**

MS Excel Series \$329

Jul 25-Aug 8	8:30AM-4:30PM	3 Mon	Item 9211M
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MS Excel Level 1 \$119

Jul 25	8:30AM-4:30PM	Mon	Item 9213M
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MS Excel Level 2 \$119

Aug 1	8:30AM-4:30PM	Mon	Item 9215M
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MS Excel Level 3 \$119

Aug 8	8:30AM-4:30PM	Mon	Item 9217M
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Larson Bldg 99, Rm 251

EXCEL SERIES

"The information that was taught was great. I loved receiving a workbook so I can work through it at home and work too."

— LYNETTE K.



QuickBooks Pro 2015 Full Series:
Take All Three and Save

Used by over 12 million employees at 1.5 million businesses, Intuit's QuickBooks Pro provides fast, accurate financial information and solutions. **QuickBooks Level 1:** Basic accounting introduction, set up accounts, create invoices/statements/transactions and set up bill



payment/sales tax. **QuickBooks Level 2:** Banking, creating accounts, managing debit and credit card transactions, reconciling, online banking; track inventory, purchase orders, estimates and invoices; set up payroll, track and pay payroll liabilities and process payroll forms. **QuickBooks Level 3:** Time tracking to create invoices and paychecks; progress invoicing and statements; set up loans and transfers, handling discounts, refunds, petty cash and NSF checks; customize forms and reports, export to Excel, general journal, memorize transactions, fix errors, close books and use shortcuts. **Save \$88 dollars when registering for all three classes or register for only \$179 per class. Materials provided.**

QuickBooks Series			\$449
Jul 6-20	8:30AM-4:30PM	3 Wed	Item 9221M
QuickBooks Level 1			\$179
Jul 6	8:30AM-4:30PM	Wed	Item 9223M
QuickBooks Level 2			\$179
Jul 13	8:30AM-4:30PM	Wed	Item 9225M
QuickBooks Level 3			\$179
Jul 20	8:30AM-4:30PM	Wed	Item 9227M
Larson	Bldg 99, Rm 251		

Pivot Tables and Data Analysis

With your intermediate level knowledge of Excel, including experience using functions and creating basic charts, you will build on those skills to learn how to effectively analyze and report data with emphasis on managing data and using pivot tables. **Prerequisite: working knowledge of Excel. Workbook included.**

Aug 10	9:00AM-1:00PM	Wed	\$69
Larson	Bldg 99, Rm 251 Item 9235M		

LANGUAGES

French: Beginners/Intermediate/Advanced

Interested in learning French for an upcoming trip or just want to learn another language? Gain insight into French culture, language, all while practicing basic to advanced grammar. The instructor Sylvie Gaillard was born and raised in Paris and has extensive knowledge of French customs and culture not found in many French classes. **Materials provided.**

French Beginners			\$119
Jun 28-Jul 28	7:00PM-8:30PM	5 Tue/5 Thu	Item 9401M
French Intermediate			\$119
Jun 28-Jul 28	5:30PM-7:00PM	5 Tue/5 Thu	Item 9403M
French Advanced			\$99
Jul 6-Aug 3	6:00PM-8:00PM	5 Wed	Item 9405M
Gaillard	Bldg 99, Rm 140		

Conversational Spanish: Beginners

If you are wanting to learn Spanish or improve on your existing vocabulary, this class is for you. Students will focus on pronunciation, vocabulary, and grammar through reading, writing, listening, and speaking exercises. Cultural aspects of the Spanish-speaking world will also be covered. **Materials provided.**

Jun 27-Aug 1	6:00PM-8:00PM	5 Mon/5 Wed	Item 9411M
Dye	Bldg 99, Rm 132		\$119
No Class Jul 4			

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ContinuingEducation**



Japanese for Beginners

Interested in learning Japanese for your next trip to Japan or just to learn another language? In addition to speaking basic phrases, greetings, and easy conversation, you will be introduced to writing in hiragana and katakana. Gain insight into Japanese culture and customs as well. Instructor Kazuko McColley is a native speaker, born in Kobe, Japan. **Textbook Required: GENKI I: An Integrated Course in Elementary Japanese (2nd Edition), ISBN978-4-789014403.**

Jun 27-Aug 10	6:00PM-7:30PM	6 Mon/ 7 Wed	\$119
McColley	Bldg 99, Rm 140	Item 9427M	



IELTS

Highline College, through the Continuing Education and the Welcome Back Center, offers an IELTS test preparation course. Nurses who need to take the IELTS exam are ideal candidates for this class. Students will learn IELTS test-taking skills and strategies.

To be successful, students need advanced English skills, especially in reading and writing. Students are responsible for writing assignments and additional reading homework outside of class. **Textbook included.**

Jul 8-Sep 16	9:00AM-1:00PM	10 Fri	\$100
Modic	Bldg 19, Rm 101	Item 9431M	

No class: Aug 15

IELTS
"Class discussions helps a lot in preparing for the test. It gives more ideas and strategies on how to take an exam."

THE ARTS & FITNESS

Hawaiian Slack Key Guitar

Come visit Hawaii through its music and song. Learn to sing Hawaiian songs and accompany yourself on the guitar in the old Hawaiian folk and slack key styles. Various tunings, tablature reading, picking and strumming techniques will be taught. Instructor was born and raised in a Hawaiian musical family and has taught Hawaiian Slack Key guitar for many years. Requirements: Personal Guitar, foot stool, music stand. Books: Masters of Hawaiian Slack Key Guitar by Mark Hanson, Guitar Playing Hawaiian Style by Ozzie Kotani. **Please bring your books to the first class.**

Jun 28-Aug 30	6:15PM-8:15PM	10 Tue	\$109
Akaka	Bldg 4, Rm 104	Item 9601M	

HAWAIIAN SLACK KEY GUITAR
"This is a specialized, personal class you cannot get anywhere else in the area".

Guitar for All Levels

Guitar for beginning to advanced players. Have fun as you learn to play chords, read music for songs, and pick and strum techniques as you accompany yourself while singing. Instruction will advance you from your current level and encompass various styles, including classical, jazz, pop/folk, and Country Western.

Requirements: Personal Guitar, foot stool, music stand. Books: Contemporary Class Guitar by Will Schmid, American Folk Songs for Easy Guitar - Hal Leonard Publisher, Easy Pop Melodies - Hal Leonard Publisher. **Please bring your books to the first class.**

Jun 29-Aug 17	6:15PM-8:15PM	8 Wed	\$89
Akaka	Bldg 4, Rm 104	Item 9603M	



Piano for All Levels

Piano for beginning to advanced players. Learn to play the piano with an emphasis on music theory and piano technique including hand positions, fingering, and basic chord movements. Instruction will advance you from your current level and encompass various styles, including classical, jazz, and pop/folk. This course will focus on reading music for the piano, utilizing chord application and improvisational techniques in accompaniment in lead sheet music. **Requirements: Practice keyboard. Books: Beginner: "Adult Piano Adventures All-in-One Lesson Book 1" by Nancy and Randall Faber (ISBN: 9781616773021); Advanced: "Adult Piano Adventures All-in-One Lesson Book 2" by Nancy and Randall Faber (ISBN: 9781616773342). Please bring your book to the first class.**

Jun 30-Aug 18	6:15PM-8:15PM	8 Thu	\$99
Akaka	Bldg 4, Rm 101	Item 9605M	

PIANO

"Being able to work at my own ace and having the support of the piano teacher to guide us."



Drawing Workshop

This class is a continuation of basic techniques in Drawing. Contour drawing, tone, shading and highlight will be discussed and practiced in a variety of media. Each of the 5 days of the workshop we will interpret different subjects. Some homework should be expected. This class is intended for beginners – advanced students. **Required material: please email ce@highline.edu or call 206-870-3785 for a detailed supplies list. One class session will be scheduled as a field trip day. This will be weather permitting and will be discussed and planned on the first day of each class with all the students.**

Jul 1-Aug 5	1:30PM-4:30PM	5 Fri	\$129
Megale	Bldg 16, Rm 162	Item 9611M	

No class: July 29



Botanical Drawing Workshop

Intended for beginning to advanced students, practice in graphite and pen and ink mediums, develop your rendering skills while appreciating the variety and intricacy of our seasonal Pacific Northwest botanical subjects. Please bring your art supplies with you to the first class. Plan on class critiques and homework. **Required material: please email ce@highline.edu or call 206-870-3785 for a detailed supplies list. One class session will be scheduled as a field trip day. This will be weather permitting and will be discussed and planned on the first day of each class with all the students.**

Aug 12-Sep 30	1:30PM-4:30PM	5 Fri	\$129
Megale	Bldg 16, Rm 162	Item 9613M	

No Classes: Aug 26, Sep 2, 23



**Creative Watercolor I:
Wolves, Foxes, Deer and other
Hidden Inhabitants of the NW**

Join a group of fun and supportive people as we explore the challenging and rewarding world of watercolor painting using watercolor pencils. Discover the secrets used by professionals to control this medium. Classes include demos, discussions, handouts, in class exercises, and encouragement. Each student will create a color grid using their personal collection of pencils, to be utilized during future projects. One class day will be a field trip, which will be determined by all class participants on the first day of class. **Expect some homework. Beginner – Advanced. Required material: Please email ce@highline.edu or call 206-870-3785 for a detailed supplies list.**

Jul 1–Aug 5	9:30AM-12:30PM	5 Fri	\$129
Megale	Bldg 16, Rm 162	Item 9615M	
No Class Jul 29			



**Creative Watercolor II:
Cafes, Coffeehouses and Pubs**

Join a group of a creative and supportive people as we learn about the secrets of traditional watercolors. Become familiar with the various steps that watercolorists use in successfully controlling this medium. Classes will include demos, discussions, handouts, class exercises, and encouragement. Color grids will be painted. Our final class day will be a field trip, to be determined by all class participants on the first day of class. **Required material: Please email ce@highline.edu or call 206-870-3785 for a detailed supplies list. Expect some homework. Beginner – Advanced.**

Aug 12–Sep 30	9:30AM-12:30PM	5 Fri	\$129
Megale	Bldg 16, Rm 162	Item 9617M	
No classes: Aug 26, Sep 2, 23			



Yoga for the Flexibility Challenged

Has it been some time since you have touched your knee caps, let alone your ankles? Have you noticed increased stiffness and body aches and

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pains? Yoga is a wonderful practice to help with these ailments as well as many others. Research has shown that yoga increases muscle tone, heart rate variability, drops blood pressure and cortisol levels and helps decrease stress and improve quality of life. **Required Materials:** *Students must bring their own yoga mat.*

Jun 30–Aug 4	6:30PM–7:45PM	6 Thu	\$79
Staff	Bldg 99, Rm 131	Item 9643M	

PERSONAL GROWTH

SUST 142: Summer Practicum: Urban Agriculture

This course prepares students to grow food sustainably and organically in an urban environment. The course places emphasis on site design and preparation, crop planning, plant propagation, soil fertility and season extension techniques. As much as possible, the course seeks to create a participatory environment driven by learning-by-doing models.

Call for details (206-870-3785) or visit our website at ce.highline.edu



Calming Down: Anger/Stress Management Training— Court-Approved!

Participants will gain a better understanding of causes or sources of rage, anger, or anxiety. Learning how to “reframe” and develop a less

reactive way of life will be the primary focus. Creating a positive life-attitude will help you gain more personal effectiveness and self-esteem that are often “lost” in difficult life situations. This class is designed for both young adults (age 15+) and adults. This is a court-approved course. **Materials provided.**

Jul 16			
8:30AM–4:30PM	1 Sat	Item 9821M	\$99
Macdonald		Bldg 99, Rm 130	





QUESTIONS?
ce.highline.edu
(206) 870-3785



WANT TO INSTRUCT?

Do you have professional expertise, knowledge or special skills you would like to share?

We are always looking for new instructors in the areas of business, technology, computers, languages and so much more. Please do not hesitate to contact us to discuss your abilities.

Please email ce@highline.edu for a course proposal form.



REGISTRATION IS EASY!

Online:

Enroll instantly by visiting ce.highline.edu

Telephone:

Call (206) 870-3785, to register with Visa, Mastercard or Discover Card

Walk-In:

Visit us at the Highline College Outreach Center located at 23835 Pacific Highway S. 1st Floor, Room 101

Clock Hours for K-12 and Continuing Education Units (CEUs)

Students interested in receiving clock hours/CEUs for a course must request in advance and pay an additional \$10.00 administrative charge per course or item number. For more information, call 206-870-3785.

Course Cancellation

We cancel courses only when absolutely necessary, but we reserve the right to do so, as well as to reschedule courses and change instructors. If your course is cancelled, you may transfer to another course. If you do not, you will receive a full refund, usually within 10 business days.

Refund Policy

Refunds will be based as follows:

Classes cancelled by Continuing Education at any time – 100% Refund.

Student withdrawal 48 hours prior to first class session – 100% Refund.

Student withdrawal Less than 48 hours prior to first class – No Refund.

Student Withdrawal after class begins or no appearance in class – No Refund.

Highline Parking

Main Campus: All classes held on the main campus (every building except 99) will require a \$1.00 one-day parking pass that can be purchased from the parking pay stations in either the East or South parking lot (see Highline Campus Map for details). Weekend parking is free.

Building 99: After 4pm, students can park in the building 99 parking lot for free. Before 4pm, students must park in the East/South/North parking lot and pay \$1.00 for the one-day parking pass.

Underage Students

Children under the age of 16 that want to register for a course must be accompanied by a parent or guardian who is also registered and will be in attendance at all class sessions with them. Prior approval is required from both the instructor and program manager. To make a request, please call 206-870-3785.

Mission

Our mission is to enrich our community through personal and professional lifelong learning opportunities.

Office hours:

Monday-Thursday: 8:00A-6:30P
Friday: 8:00A-4:00P

Summer office hours

Monday-Thursday: 8:00A-5:00P
Friday: 8:00A-4:00P

Directions

From Interstate 5, take exit

149 (if you are coming from Seattle)

149B (if you are coming from Tacoma)

Proceed west on Kent-Des Moines Road to Pacific Highway South

Turn left (south) onto Pacific Highway South

Turn right (west) into Outreach Center parking lot

**23835 Pacific Highway South
Kent, WA 98032
(206) 870-3785**

Customized Training for Businesses

Highline College's Continuing Education department offers customized, professional training and consulting that provides critical knowledge and skills to maximize employees' and their organization's performance.

Business Programs and Not-For-Profit programs provide knowledge and skills in core competencies:

- Information Technology
- Language Communication in the Workplace various languages
- Professional Effectiveness
- Human Resources
- Communications
- Business Strategy & Operations Management
- Customized Technology Training
- Business Development

These adult education programs are available in half-day to full week workshop formats including certificate programs.



LOOKING TO INCREASE YOUR EMPLOYMENT SKILLS?

Highline College has partnered with YouGotClass to offer online learning certificates for students. Develop your skills in the fields of Business, Professional Development, Social Media, Leadership, Education & more.

WHY ONLINE?

- Convenience & Flexibility
- 24/7 Access to Course Materials
- Increased Communication with Instructors & Students
- Quick & Easy to Get Started

UGotClass registration info:
ce.highline.edu

Professional Healthcare Interpreter Certification Program



This intensive program will help prepare students for the challenges of a competitive marketplace. Students must be bilingual with an ESL Level 5 or above. This 10-credit Certificate Program covers all basic aspects of interpreting in healthcare, including the role, ethics and legislation of Healthcare Interpreting. Content also includes intercultural communication, medical terminology, anatomy, physiology and behavioral health, as well as skills to manage an interpreting service. This course includes experiential learning in an off-site active interpreting center of approximately 20 hours. Students are responsible for providing their own transportation to the worksite. Students must have internet access from either home, work or a public location. This program prepares students to take both the State and National Certification exams as Professional Healthcare Interpreters. **Funding Available – Please contact Highline’s Workforce Education Service at 206-592-3802 or Woman’s Program/WorkFirst Services at 206-592-3340 to see if you qualify for funding.**



PROFESSIONAL HEALTHCARE INTERPRETER CERTIFICATION PROGRAM

Jul 1–Aug 20	5:00PM–8:00PM	8 Fri	\$649
	10:00AM–3:00PM	8 Sat	
Staff	Blug 99, Rm 131	Item 9771M	

HIGHLINE COLLEGE

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