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 COLLEGE

2400 S. 240th St
Des Moines, WA 98198
Bldg 99, Rm 101

(206) 870-3785
ce@highline.edu

ce.highline.edu

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 nursingassistant.highline.edu

Professional Healthcare Interpreter Program
Provides the 100 hours required for the Washington State and National Exams

Mental Health for LTC/Managers
Earn the necessary certification in LTC Mental Health or Managerial Mental Health

Dementia Capable Caregiver Level 1
Approved by DSHS, provides the necessary certification in Dementia Care training.

PROFESSIONAL DEVELOPMENT SHORT-TERM CERTIFICATES

US Soccer “E” License Certification
Develop coaching competencies to teach 9-12 year old athletes and teams
To register please visit: ussoccer.com/coaching-education/licenses/national-f

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

Real Estate Broker License Certification
This course is offered completely online with unlimited phone/email support from Rockwell Institute

Human Resource Certificate
Prepares students to pass the first level of the SHRM & HRCI certification exams.

Online Retail Management Certificate
Designed to prepare students for career opportunities and upward mobility in the retail industry.

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

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. Please visit startnextquarter.org to see if you pre-qualify for an invitation to attend Highline’s free education planning workshop through the WES department. If invited, it will be determined at the workshop whether you are eligible for funding. For general information, please visit workforce.highline.edu or contact the WES department at 206-592-3802.
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.

24/7 Access to course materials • Quick & easy to get started • Convenience & flexibility

CERTIFICATES & COURSES

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

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

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)

SOCIAL MEDIA FOR BUSINESS
- Managing Social Media Platforms Certificate
- Social Media for Business Certificate

UGotClass registration info: ce.highline.edu

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.
PROFESSIONAL & CAREER DEVELOPMENT

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 (does not include S&H and sales tax).

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Item Code</th>
<th>Price</th>
</tr>
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<tr>
<td>Jul 29</td>
<td>8 AM-4:30 PM</td>
<td>Sat</td>
<td>Item 9111M</td>
<td>$50</td>
</tr>
<tr>
<td>Aug 19</td>
<td>8 AM-4:30 PM</td>
<td>Sat</td>
<td>Item 9113M</td>
<td>$50</td>
</tr>
<tr>
<td>Sep 16</td>
<td>8 AM-4:30 PM</td>
<td>Sat</td>
<td>Item 9115M</td>
<td>$50</td>
</tr>
</tbody>
</table>

Stephens Bldg, Rm 130

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.

Boskage offers a 10% discount for all exam-related products to all students.
How to Register

Step 1 – Please begin by Applying for Admission to the College.
admissions.highline.edu/apply/

Step 2 – Once you have completed the Application for Admission and received your Student ID Number (SID), please activate your myHighline account.
myinfo.highline.edu/MyInfo/

Step 3 – Once your myHighline account is activated, you MUST CALL Continuing Education to register for your course/s.
(206) 870-3785

Note*** If you are not looking to receive college credit (only a Certificate of Completion), please call Continuing Education at (206) 870-3785 after completing all 3 steps to register at a reduced rate.

Approved Certificate Courses

SPRING
BUSB 160: Human/Labor Relations
BUSB 204: Introduction to HR Management

SUMMER
BUSB 175: Retailing
BSTECH 120: Introduction to Office

FALL
BUSB 138: Principles of Marketing
CMST 101: Introduction to Communications

WINTER
ACCTG 121: Practical Accounting
BUSB 270: Principles of Management/Supervision

How do I register?
Step 1 – Please begin by Applying for Admission to the College.
admissions.highline.edu/apply/

Step 2 – Once you have completed the Application for Admission and received your Student ID Number (SID), please activate your myHighline account.
myinfo.highline.edu/MyInfo/

Step 3 – Once your myHighline account is activated, you MUST CALL Continuing Education to register for your course/s.
(206) 870-3785

Note*** If you are not looking to receive college credit (only a Certificate of Completion), please call Continuing Education at (206) 870-3785 after completing all 3 steps to register at a reduced rate.
Nursing Assistant Certified Program—Funding May Be Available

Train for an exciting and rewarding career in 5 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. 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 nursingassistant.highline.edu or at the Continuing Education front desk. 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

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 Certificate Program covers all basic aspects of interpreting...
in healthcare, including the role, ethics, and legislation of Healthcare Interpreting. 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.**

### Dementia Capable Caregiver, Level 1
This course is approved by DSHS and provides the necessary certification in Dementia Care training. The class provides an overview of Dementia and teaches various approaches for effective care management. Students must pass a challenging 2-hour written & skills test before receiving a certificate of completion (mailed generally within 1 week of completion). 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 after the class to allow sufficient study time.** Course can be applied towards DSHS CE hours in the calendar year they were taken.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Jun 30–Aug 19</td>
<td>5–8:30 PM</td>
<td>Fatland Bldg 99, Rm 132</td>
<td>Item 9771M</td>
</tr>
<tr>
<td></td>
<td>9 AM–4:30 PM</td>
<td>Fatland Bldg 99, Rm 132</td>
<td>Item 9771M</td>
</tr>
</tbody>
</table>

### Mental Health for LTC/Managers
This course is approved by DSHS and provides the necessary certification in LTC Mental Health or Managerial Mental Health. Students must pass a challenging 2 hour 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 materials are included in the cost of the class and are non-refundable ($10 replacement fee for textbook). **Final test is administered one week “after the class” to allow sufficient study time.** Course can be applied towards DSHS CE hours in the calendar year they were taken.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Code</th>
</tr>
</thead>
</table>
| Jul 8  | 8:30 AM–5 PM | Sat        | Item 9733M | $119
| Jul 15 | 9–11 AM       | Sat        | Final Test |
|        | Gerson        | Bldg 99, Rm 140 | Item 9721M |

### TECHNOLGY

**Boot Camp Series: MS Word, Excel PowerPoint 2016**
The Boot Camp Series is for beginners and those looking to brush up on their computer skills. Save $48 when signing up.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Code</th>
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</thead>
</table>
| Jul 22 | 9 AM–1:30 PM  | Sat        | Item 9721M | $69
|        | Managers      | 9 AM–3:30 PM | Item 9723M | $99
| Jul 29 | Final Test    | 9–11 AM    | Sat      |
|        | Gerson        | Bldg 99, Rm 140 | Item 9721M |
Human Resources Certificate

Get the training you need to enter and advance your career in human resources and office administration. This program prepares students to pass the first level of the SHRM and HRCI exams. Most classes will be offered evenings/weekends in a classroom setting or offered online for working professionals.

Approved Certificate Courses

FALL
BUSN 223: Employee & Labor Relations
BUSN 204: Introduction to HR Management (offered Fall/Spring)

WINTER
BUSN 221: Compensation Plans/Employee Benefits
BUSN 209: Human Resource Recruitment

SPRING
BUSN 208: Employment Laws
BUSN 226: HR Technology & Data Analytics

SUMMER
BUSN 213: Workforce Development

COMPLETED FINAL QUARTER
BUSN 224: Capstone

OFFERED MOST QUARTERS
Related Instruction: (Credit Students Only)
BUSN 135: Business Math
CMST& 101: Introduction to Communications
BUSN 207: Cultural Awareness

Credit/Non-Credit Options:
The Human Resources Certificate can be taken for college credit (49 credits) or taken for non-credit at a reduced tuition cost.

Funding Eligibility for College Credit Students (optional):
Visit startnextquarter.org for more information or contact the WES department at 206-592-3802.

How do I register?
- Credit students contact Program Manager Raegan Copeland at (206) 592-3026 or rcopeland@highline.edu.
- Non-credit students please visit ce.highline.edu or call (206) 870-3785.

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:
- Jun 24–Jul 15 3 Sat 10 AM–4 PM
  Item 9201M $249
- Jun 24 Sat 10 AM–4 PM
  Item 9203M $99
- Jul 8 Sat 10 AM–4 PM
  Item 9205M $99
- Jul 15 Sat 10 AM–4 PM
  Item 9207M $99
- Larson Bldg 99, Rm 251
- No class: Jul 1

MS Excel 2016 Series:
Take all three and save
Improve your work productivity by taking the MS Excel 2016 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 trends. 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:
- Jul 28–Aug 11 3 Fri 8:30 AM–4:30 PM
  Item 9211M $329
- Jul 28 Fri 8:30 AM–4:30 PM
  Item 9213M $119
- Aug 4 Fri 8:30 AM–4:30 PM
  Item 9215M $119
- Aug 11 Fri 8:30 AM–4:30 PM
  Item 9217M $119
- Larson Bldg 99, Rm 251
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.

<table>
<thead>
<tr>
<th>QuickBooks Series:</th>
<th>Aug 9–23</th>
<th>3 Wed</th>
<th>8:30 AM–4:30 PM</th>
<th>Item 9221M</th>
<th>$449</th>
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<tr>
<td>QuickBooks Level 1:</td>
<td>Aug 9</td>
<td>Wed</td>
<td>8:30 AM–4:30 PM</td>
<td>Item 9223M</td>
<td>$179</td>
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<tr>
<td>QuickBooks Level 2:</td>
<td>Aug 16</td>
<td>Wed</td>
<td>8:30 AM–4:30 PM</td>
<td>Item 9225M</td>
<td>$179</td>
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<tr>
<td>QuickBooks Level 3:</td>
<td>Aug 23</td>
<td>Wed</td>
<td>8:30 AM–4:30 PM</td>
<td>Item 9227M</td>
<td>$179</td>
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</tbody>
</table>

**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 and 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
<th>Location</th>
<th>Item</th>
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<tbody>
<tr>
<td>French Beginners</td>
<td>Jul 18–Aug 17</td>
<td>Tue/Thu</td>
<td>6–7:30 PM</td>
<td>$119</td>
<td>Gaillard Bldg 99, Rm 140</td>
<td>9401M</td>
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<tr>
<td>French Intermediate</td>
<td>Jul 18–Aug 17</td>
<td>Tue/Thu</td>
<td>7:30–9 PM</td>
<td>$119</td>
<td>Gaillard Bldg 99, Rm 140</td>
<td>9403M</td>
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<tr>
<td>French Advanced</td>
<td>Jul 19–Aug 16</td>
<td>Wed</td>
<td>6–8 PM</td>
<td>$99</td>
<td>Gaillard Bldg 99, Rm 140</td>
<td>9405M</td>
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</tbody>
</table>

**Basic Conversational Spanish**
Immerse yourself in Spanish and boost your pronunciation, listening comprehension and speaking skills! This class ensures high student participation and superior learning outcomes. Communicate in practical real-life contexts, and increase your vocabulary, fluency, confidence, and listening comprehension. Cultural aspects of the Spanish-speaking world will also be covered.

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
<th>Location</th>
<th>Item</th>
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<tbody>
<tr>
<td>Basic Conversational</td>
<td>Jun 26–Jul 26</td>
<td>Mon/Wed</td>
<td>6–7:30 PM</td>
<td>$119</td>
<td>Vera Bldg 10, Rm 102</td>
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<tr>
<td>Intermediate</td>
<td>Jun 26–Jul 26</td>
<td>Mon/Wed</td>
<td>7:30–9 PM</td>
<td>$119</td>
<td>Vera Bldg 10, Rm 102</td>
<td>9413M</td>
</tr>
</tbody>
</table>

**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 have fun! This course requires knowledge of Spanish basic vocabulary and present tense grammar. More advanced grammar, vocabulary, and cultural elements will be taught in the development of listening, speaking, reading, and writing skills.

Japanese for Beginners

IELTS
Highline College, through 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.

CULTURE & 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. Requirements: Personal Guitar, foot stool, music stand. Books: Masters

Urban Agriculture & Food Safety Certificate
Provides students with practical hands-on learning. The primary focus being on land preparation, crop production and post-harvest business opportunities for small-scale urban plots.

Approved Certificate Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUST 141</td>
<td>Spring Practicum in Urban Agriculture</td>
</tr>
<tr>
<td>SUST 142</td>
<td>Summer Practicum in Urban Agriculture</td>
</tr>
<tr>
<td>SUST 143</td>
<td>Fall Practicum in Urban Agriculture</td>
</tr>
<tr>
<td>DGS 116</td>
<td>Food Justice</td>
</tr>
<tr>
<td>SUST 150</td>
<td>Food as Medicine</td>
</tr>
<tr>
<td>SUST 152</td>
<td>Indoor Growing</td>
</tr>
<tr>
<td>SUST 154</td>
<td>Farm Business Administration/Farm Tour</td>
</tr>
<tr>
<td>SUST 175</td>
<td>Permaculture and Edible Landscaping &amp; Design</td>
</tr>
<tr>
<td>GE SC 101</td>
<td>Backyard Science</td>
</tr>
</tbody>
</table>

Credit/Non-Credit Options:
The Urban Agriculture & Food Safety Certificate can be taken for college credit (47 credits)* or taken for non-credit at a reduce tuition cost.
*Credit students must complete 3 additional courses.

Funding Eligibility for College Credit Students (optional):
Visit startnextquarter.org for more information or contact the WES department at 206-592-3802.

How do I register?
• Credit students contact Program Manager Bobby Butler at (206) 592-3985 or bbutler@highline.edu.
• Non-credit students please visit ce.highline.edu or call (206) 870-3785.
of Hawaiian Slack Key Guitar by Mark Hanson, Guitar Playing Hawaiian Style by Ozzie Kotani. Please bring your books to the first class.

Jun 27–Sep 5 6:15–8:15 PM 10 Tue $109
Akaka Bldg 4, Rm 104 Item 9601M
No class: Jul 4

**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 28–Aug 16 6:15–8:15 PM 8 Wed $99
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: 9781616777302); Advanced: “Adult Piano Adventures All-in-One Lesson Book 2” by Nancy and Randall Faber (ISBN: 9781616777342). Please bring your book to the first class.

Jun 29–Aug 17 6:15–8:15 PM 8 Thu $109
Akaka Bldg 4, Rm 101 Item 9605M

**Beginning Drawing Workshop**

Intended for beginning or experienced students, the class will touch upon basic drawing techniques and terminology. Negative space, light and shadows will be discussed as elements that we as artists should recognize and utilize to build volume, dimension and contrast in our work. We will start with Graphite and progress to Ink. Colored Pencil may be layered with Ink, if the student would like to work in Color. We will share our own works weekly, and discuss our own perspectives related to our drawings during critiques, view Power Point Slide presentations and share art books, and info on current exhibits. During our
first session, we will be drawing white objects in Graphite. Each student should bring in several white subjects (hard boiled eggs, shells, golf balls, cauliflower, white flowers like: daisy, chrysanthemum or rose, etc) to our first class. Please bring a camera phone or a tablet that has a camera feature, if you have one. We will plan a Field Trip on one of our class sessions. Required material: please email ce@highline.edu or call 206-870-3785 for a detailed supplies list.

Scratch Board Drawing Workshop
Please join a group of artists interested in learning and practicing the subtractive creative process of Scratchboard. If you are drawn to dramatic black & white and small details: you should enjoy this process. During our 5-week class, your instructor will share examples of completed projects, show Power Points of a wide variety of completed Scratchboards, review tools that are used to create scratchboard and explain to the class how to execute this medium. You will create a sample board for future reference and create several completed scratchboards. The instructor will show the class examples of framed Scratch boards and discuss how to protect the finished Scratch boards. Please bring several black and white close-up photographs of a botanical subject, a still life and an animal subject: size: 5” x 7” or 8” x 10”. Aug 30th will be a Class Field trip. Required material: please email ce@highline.edu or call 206-870-3785 for a detailed supplies list.

Spring Class Offerings Include:

1. The U.S. Economy: Myths and Mythconceptions
2. World Religions: Basic Tenets and Practices
3. Watercolors: Creating Form with Watercolor
4. Colored Pencils: April Showers Bring May Flowers
5. Wesley Encores Mixed Chorus
6. The Culture and Music of Hawaii

Classes will be held at Wesley Homes: 815 South 216th Street, Des Moines, WA 98198

To receive more information about upcoming classes and how to register, please contact Leslie Lehnhoff at (206) 870-1385 or email at LLehnhoff@wesleyhomes.org.
Yoga for Real People
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 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 22–Jul 27 6:30–7:45 PM 6 Thu $79
Staff Bidg 99, Rm 131 Item 9643M

LIFELONG LEARNING

Basic Hands-On Home Repair & Maintenance
Through hands-on techniques and classroom demonstrations, learn a variety of home improvements and maintenance skills. Gain confidence as you learn about tools, how to work with electrical outlets, switches, and lighting; plumbing, faucets, materials, plasterboard repair and caulking.
Get an overview of door and window installation, home security, insulation, weatherization and remodeling. You will leave feeling confident in performing your own home repairs and/or communicating with your contractor. Materials Fee Required: $40 paid directly to instructor day of class.

Jul 15 10 AM–4:30 PM 1 Sat
Marx Item 9851M
South Seattle Community College: Room NWWA 123

Highline Colleges’ Economic Development programs aim to grow and develop entrepreneurs and businesses in our community. We offer no cost confidential advising service and provides one-on-one, in-depth business assistance through the SBDC and no cost training, coaching and technical support through StartZone.

Contact StartZone
206-878-3710 or startzone@highline.edu
startzone.highline.edu
facebook.com/StartZone

Contact SBDC
206-592-4151 or SBDC@highline.edu
wsbdc.org/about
facebook.com/Highline-Small-Business-Development-Center-307068978536
Online: Enroll instantly by visiting ce.highline.edu

Telephone: To register, call (206) 870-3785, with Visa, Mastercard or Discover Card

Walk-In: Visit us at the Highline College Outreach Center
23835 Pacific Highway South, Des Moines, WA
1st Floor, Room 101

Clock Hours for K-12 & 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 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 on pg. 2 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.

Office Hours

Summer (Jun 26–Sep 8)
Monday–Thursday: 8 AM–5 PM
Friday: 8 AM–4 PM

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:

• Management & Leadership
• Accounting & Financial
• 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.