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

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

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

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

Online Human Resource Certificate
Get the training you need to enter and advance your career in human resources and office administration.

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

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 Services (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.
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).

How to Start Your Own Food Truck Business
Have you ever wanted to start your own mobile food business but do not know where to start? This informative course will give you the basic fundamentals of how to start and grow your mobile food business. Topics will include: Food Truck Fundamentals; Menu & Location; Health Department Takeover; Truck Design; Costing; Business Plan & Financials; Social Media/Marketing. Instructor currently owns a successful catering and food truck business and is looking to pass on her experience and expertise to help you save time and money.

Feb 24 8 AM–4 PM Sat Item 9181 $149
Mar 20–29 6:30–8:30 PM 2 Tue/2 Thu Item 9183 $149
Jackson Bldg 10, Rm 102

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.

Jan 13 8 AM–4:30 PM Sat Item 9111 $50
Feb 17 8 AM–4:30 PM Sat Item 9113 $50
Mar 17 8 AM–4:30 PM Sat Item 9115 $50
Stephens Bldg 99, Rm 130

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.

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 WSRC (Washington State Residential Care Council). 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—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. Photo ID is required on first day of class.

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

Online Retail Management Certificate

The Retail Management Certificate (RMC) is a 39-credit certificate designed to prepare students for career opportunities and upward mobility in the retail industry. It is endorsed by the Western Association of Food Chains (WAFC) and Food Marketing Institutes, and is relevant in any retail sector as its course content and learning outcomes mirror those advocated by the National Retail Federation.

Approved Certificate Courses

SPRING
BUSN 160: Human/Labor Relations
BUSN 204: Introduction to HR Management
SUMMER
BUSN 175: Retailing
BSTECH 120: Introduction to Office
FALL
BUSN 138: Principles of Marketing
CMST 101: Introduction to Communications
WINTER
ACCTG 121: Practical Accounting
BUSN 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.
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 3 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.

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<th>Jan 12–Mar 24</th>
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**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 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). Course can be applied towards DSHS CE hours in the calendar year they were taken.

| Feb 10 | 8:30 AM-5:30 PM | $119 |
| Gerson | Bldg 99, Rm 130 | Item 9733 |

**Adult Education: Instructional Excellence for Long-Term Care Educators**
This Adult Education course is required for long term care worker instructors who would like to teach Dementia Capable Caregiving Level 1 to the community or staff in a facility. This is a 4 hour course that focuses on Adult Education Theory; Facilitator of Learning; Diversity in the Learning Environment; and Assessment. DSHS Approved.

| Feb 17 | 9:30–11:30 AM | $49 |
| Gerson | Bldg 99, Rm 130 | Item 9737 |
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.

Feb 24
LTC Students 9 AM-1:30 PM Sat Item 9721 $69
Managers 9 AM-3:30 PM Sat Item 9723 $99
Mar 3
Final Test 9-11 AM Sat
Gerson Bldg 99, Rm 132

Medical Assisting Review

This class is designed for working medical assistants to meet the educational requirements of Medical Assisting-Certified (MA-C) in Washington State. This is not a complete and accredited Medical Assisting program, but an accelerated path to clinical skills review for those who already have clinical experience. This hybrid class will require both online and in-person coursework. Students must be present for all four classes and complete online assignments to pass the class.

The hybrid clinical class is one of 11 college classes needed to satisfy the Department of Health’s requirement of 720 clock hours. The course fee includes the cost of prior learning assessment (PLA). PLA is a way to earn college credits for experience, training, or work. Not included: national exam, transcript order, MA-C application, textbook. Students should speak with an advisor or the course instructor to be sure they are on track toward the MA-C.

Food 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 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:
Jan 13-27 3 Sat 10 AM-4 PM
Item 9201 $249
MS Word:
Jan 13 Sat 10 AM-4 PM
Item 9203 $99
MS Excel:
Jan 20 Sat 10 AM-4 PM
Item 9205 $99
MS PowerPoint:
Jan 27 Sat 10 AM-4 PM
Item 9207 $99
Larson Bldg 30, Rm 318
Online Human Resource Certificate

Get the training you need to enter and advance your career in human resources and office administration. Although not a test preparation program, students who achieve the Online Human Resource Certificate should be well prepared to take the HRCI aPHR and PHR examinations.

**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  
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 reduce 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.

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**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 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:**

- **Jan 22–Feb 5**  
  3 Mon 8:30 AM–4:30 PM  
  Item 9211 $329

- **Jan 22**  
  Mon 8:30 AM–4:30 PM  
  Item 9213 $119

- **Jan 29**  
  Mon 8:30 AM–4:30 PM  
  Item 9215 $119

- **Feb 5**  
  Mon 8:30 AM–4:30 PM  
  Item 9217 $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.
**QuickBooks Series:**

Mar 5-19  3 Mon  8:30 AM-4:30 PM  
Item 9221  $449

**QuickBooks Level 1:**

Mar 5  Mon  8:30 AM-4:30 PM  
Item 9223  $179

**QuickBooks Level 2:**

Mar 12  Mon  8:30 AM-4:30 PM  
Item 9225  $179

**QuickBooks Level 3:**

Mar 19  Mon  8:30 AM-4:30 PM  
Item 9227  $179

Larson  Bldg 99, Rm 251

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**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.

**French Beginners:**

Jan 23–Feb 22  5 Tue/5 Thu  6–7:30 PM  $119
Gaillard  Bldg 99, Rm 140  Item 9401

**French Intermediate:**

Jan 23–Feb 22  5 Tue/5 Thu  7:30–9 PM  $119
Gaillard  Bldg 99, Rm 140  Item 9403

**French Advanced:**

Jan 24–Feb 21  5 Wed  6–8 PM  $99
Gaillard  Bldg 99, Rm 140  Item 9405

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**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 and confidence. Cultural aspects of the Spanish-speaking world will also be covered.

Jan 22–Mar 12  6–7:30 PM  7 Mon/7 Wed  $139
Vera  Bldg 10, Rm 102  Item 9411
No class: Feb 19

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**Intermediate Conversational Spanish**

Improve your fluency and pronunciation in this Intermediate Conversational Spanish. Students will practice real-life activities that are daily practice in the Spanish culture, be ready to participate 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.

Jan 22–Mar 12  7:30–9 PM  7 Mon/7 Wed  $139
Vera  Bldg 10, Rm 102  Item 9413
No class: Feb 19

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**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.

Jan 22–Mar 12  6–8 PM  7 Mon  $129
McColley  Bldg 10, Rm 104  Item 9427
No class: Feb 19

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**Japanese for Beginners: Level 2**

In this course we will continue to work learning basic phrases, including practical simple sentences and basic grammatical structure. We will be covering units 4 - 6 (the same text book with Beg. 1, but Chap. 4 - 6) in this session. But for this class we will be having simple conversations in Japanese which can come in very handy when travelling to Japan or just trying to talk to new Japanese friends. Instructor Kazuko McColley is a native speaker, born in
ITALIAN FOR BEGINNERS I & II
These courses aim to integrate an intensive study of basic Italian with an overview of contemporary Italian culture in order to enable students to communicate effectively in Italian and understand an alternative way of living. Class focus will involve the four main skills of listening, speaking, reading, and writing in Italian with an emphasis on communication. Students will be exposed to a variety of learning styles through music, films, newspapers, magazines, and recipe books from Italy. No materials required.

ITALIAN BEGINNERS I:
Jan 23–Mar 8 7 Tue/Thu 6-7:30 PM $129
Riverso Bldg 10, Rm 105 Item 9421

ITALIAN BEGINNERS II:
Jan 23–Mar 8 7 Tue/Thu 7:30-9 PM $129
Riverso Bldg 10, Rm 105 Item 9423

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.

Jan 19–Mar 23 9:30 AM–1:30 PM 10 Fri $100
Nietering Bldg 19, Rm 101 Item 9431

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 of Hawaiian Slack Key Guitar by Mark Hanson, Guitar Playing Hawaiian Style by Ozzie Kotani. Please bring your books to the first class.

Jan 9–Mar 13 6:15-8:15 PM 10 Tue $109
Akaka Bldg 4, Rm 104 Item 9601

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.

Jan 10–Feb 28 6:15-8:15 PM 8 Wed $99
Akaka Bldg 4, Rm 104 Item 9603
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, fingerings, 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.

Jan 11- Mar 1  6:15–8:15 PM  8 Thu  $109
Akaka  Bidg 4, Rm 101  Item 9605

How to Photograph your World
This class is for those who are serious about taking better photos, and who have a camera with manual settings. Take better photos of children, cats and dogs, florals, eBay products and still life subjects. Learn which camera settings can capture the fast action at a soccer or football game. Learn to set up a tabletop studio, how to use and modify indoor and outdoor light for better portraits and snapshots, when and how

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
- SUST 141: Spring Practicum in Urban Agriculture
- SUST 142: Summer Practicum in Urban Agriculture
- SUST 143: Fall Practicum in Urban Agriculture
- DGS 116: Food Justice
- SUST 150: Food as Medicine
- SUST 152: Indoor Growing
- SUST 154: Farm Business Administration/Farm Tour
- SUST 175: Permaculture and Edible Landscaping & Design
- GE SC 101: Backyard Science

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 bbutter@highline.edu.
- Non-credit students please visit ce.highline.edu or call (206) 870-3785.
to use a tripod, and how to photograph in low light. There will be two Saturday field trips (locations TBD). **Required:**

- DSLR camera, or a hybrid capable of manual settings; lenses for the camera;
- Printed camera manual; tripod (1st class will discuss where to buy inexpensive tripods). No smartphones allowed.

### Botanical Drawing: Macro View

In this 5 session course, students will be working on closeup views (macro views) of flower blossoms. We will work with physical subjects as well as sharply defined photographic imagery: drawing the subjects with graphite and transition to ink and will be adding color to our artwork with Colored Pencil or Watercolor Colored Pencil. Please bring a physical botanical subject as well as your camera on our first class day, plus art supplies. Please plan on completing homework projects. Class field trip will be discussed 1st day of class. Required material: please email ce@highline.edu or call 206-870-3785 for a detailed supplies list.

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<th>Jan 17-Feb 21</th>
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<tr>
<td>Schoenfeld Bldg 16, Rm TBD</td>
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### Mixed Media: Introduction to Scientific Illustration

Students will be testing out a variety of different media in this class and how to combine those media; media that are commonly used in scientific illustration including graphite, pen and ink, colored pencil and watercolor or watercolor colored pencil. Students will practice techniques of lighting our subjects, controlling our highlights and shadows, accurately depicting our subjects by measurement and producing a finely detailed artistic representation of our subjects in a combination of mediums. Plan on homework projects. Class field trip will be discussed 1st day of class. Required material: please email ce@highline.edu or call 206-870-3785 for a detailed supplies list.

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<td>Megale Bldg 16, Rm 162</td>
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### Beginning Ballroom Dance

Everyone can dance, including you. Now is your chance to learn the basic steps of Waltz, Foxtrot, Cha Cha, Rumba, Tango, Swing, and Night Club Two Step.

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<th>Jan 22-Mar 5</th>
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<tr>
<td>Chapman Bldg 4, Rm 109</td>
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**CULTURE & FITNESS**
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.

Jan 11–Feb 15 6:30–7:45 PM 6 Thu $79
Staff Bldg 4, Rm 109 Item 9643

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.

Feb 10 9:30 AM–4:30 PM 1 Sat $105
Marx Item 9851
South Seattle Community College: Room NWWA 123

To receive more information about upcoming classes and how to register, please contact Kathy Burrows at kburrows@wesleyhomes.org.
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

Retirement Workshop
Highline College and Edward Jones offer this workshop of three seminars to walk you through different aspects of retirement planning: What Happens After the Paychecks Stop? A Retirement Income Primer examines how to budget for retirement expenses, potential sources of retirement income and potential risks to retirement income such as LTC and health care costs. Retirement Has Changed. What’s Your Next Move? Teaches you how to organize and record financial assets, set realistic goals for retirement spending, determine if you are on track to reach goals and reevaluate your strategy if necessary. Retirement: Making Your Money Last is designed to help you prepare to live the retirement you have envisioned. We’ll discuss strategies designed to help you work toward fulfilling your retirement expectations, focusing on income needs today and well into the future. You’ll explore how to address key concerns such as inflation, health care expenses and market volatility as well as ways to prepare in advance for things that may not go as expected.

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<tr>
<td>Jan 11-25</td>
<td>6-8 PM</td>
<td>3 Thu</td>
<td>$29 (includes 1 guest)</td>
<td>Amerson Bldg 99, Rm 291</td>
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Item 9807
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

Monday–Thursday 8 AM–6:30PM
Fridays 8 AM–4 PM
Closed Saturday & Sunday

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.