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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Our Mission

Continuing Education commits to student success and community enhancement by providing accessible, diverse, and innovative quality education and support services to adult learners in pursuit of personal enrichment, professional training, career advancement and pathways to college.
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 & COMMUNICATION
• Data Analysis Certificate
• Entrepreneurship Certificate
• Customer Service Certificate
• Accounting & Finance Certificate
• Bookkeeping Certificate

MANAGEMENT
• Six Sigma Green/Black Belt Certificates
• Supervisory & Leadership Certificate
• Project Management Certificate
• Management Certificate
• Leadership Development

TECHNOLOGY/SOCIAL MEDIA SKILLS
• Mastering Computer Skills for the Workplace
• Coding Certificate
• Social Media for Business Certificate
• Digital Marketing Certificate
• Graphic Design Software Certificate

UGotClass registration info: ce.highline.edu

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.
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.

**INSTRUCTOR SPOTLIGHT**

Sheryl **AKAKA**

Sheryl Akaka, is a piano and guitar instructor for over 35 years! She currently teaches Hawaiian Slack Key Guitar, Folk Guitar, and Piano. Sheryl is a performer, composer, arranger; and a Certified Music Practitioner and Student Adviser for MHTP Music for Healing and Transition Program. She serves hospice patients with music at the bedside in MultiCare/Good Samaritan Home Health, Franciscan, and Highline Home Health Hospices; and also advises students through certification in the Music for Healing and Transition Program.

What do you enjoy about teaching?

I enjoy teaching as a way of discovering myself in the process of learning.

What drove you into the teaching field?

What drives me to teach is that “teachers are essential in supporting students to be aware of the way they think and what motivates them to learn. Only when the teacher and student are in cooperation with discovery, exploration, imagination, improvisation and acceptance, can the student’s voice be a true reflection of what they need to grow.”

"Sheryl was very personable! They were able to assist all levels in the class."
—Highline Student Fall 2018

"Personal instruction and her positive responses give me confidence."
—Highline Student Spring 2016

"I have taken Sheryl’s class since 2013. It is a wonderful and relaxing part of my week! Sheryl is a welcoming and knowledgeable instructor!"
—Highline Student Fall 2018
**INSTRUCTOR SPOTLIGHT**

**Gayle Larson**

Gayle has been involved with computers since the mid 1980’s and has learned and taught many software applications, specializing mainly in the Microsoft Office Suite. She has been instructing since 1993, providing instruction at local colleges and industries. Gayle also consults and works with companies and users to utilize programs such as Microsoft Word and Excel for optimum results; targeting the features and methods that best suit the need.

Gayle has taught all levels of Microsoft Windows, Word, Excel, Outlook, Publisher and PowerPoint, along with other software, such as QuickBooks, and uses many other programs extensively. Her wide-range of experience has prepared her for assisting users with creative solutions.

“Instructor brought value to multiple levels of students. Gayle is an excellent teacher.”
—Highline Student Winter 2016

“Gayle was very friendly and helpful! Her teaching style made learning easy for me.”
—Highline Student Summer 2019

“Gayle provided materials to follow along and take home to practice. She was very knowledgeable and knew all the tips and tricks! Thank you Gayle, you were fantastic!”
—Highline Student Spring 2019

**Rosalyn Vera**

Rosalyn joined Highline College in 2016! Rosalyn currently teaches our Beginning and Advanced Spanish Classes. She firmly believes that Education is the most powerful weapon we can use to change the world (by Nelson Mandela). After receiving her BS in Foreign Languages, she came to the United States in 2009.


“I was able to learn more than I expected in a small amount of time.”
—Nia P.

“Small class size lets instructor interact more with class.”
—Highline Student Fall 2016

“The teacher was lively, inventive, artistic, dramatic and fun.”
—Margaret C.

“Very engaging and displayed high level of enthusiasm.”
—Highline Student Fall 2016
NURSING ASSISTANT CERTIFIED

This 4 week training program prepares students to take the Washington State licensure exam to become a Certified Nursing Assistant.

Classes available mornings and evenings to work around your schedule.

COST
- $649 Certificate of Completion
- $838* Certificate of Completion & State Testing/Licensing Fees.
- $1018.17* 7 College Credits; Certificate of Completion; & State Testing/Licensing Fees.

*Includes $124 NACES WA State Testing Fee & $65 WA DOH License Fee. Does not include supply/additional fees.

FUNDING AVAILABLE
Many students qualify for tuition/supplies funding.

Please visit startnextquarter.org to see if you pre-qualify.

FOR MORE INFORMATION
Visit: ce.highline.edu/programs/areas/nursing or call (206) 870-3785.

ALLIED HEALTH ACADEMY

Adult Family Home (AFH) Orientation
One-day class provides overview/expectations of AFH licensee requirements. Must complete prior to turning in the application for licensure. You will receive a certificate valid for 1-year from the date of attendance.

9/16, 9A-4P, Mon, Bldg 99-131, $39, #9702
10/21, 9A-4P, Mon, Bldg 99-132, $39, #9704
11/18, 9A-4P, Mon, Bldg 99-132, $39, #9706
12/16, 9A-4P, Mon, Bldg 99-132, $39, #9708

AFH Administrator Training
Required for Adult Family Home providers. Strongly suggested for Resident Managers. ABE level 3 recommended. No college admission process required. Funding- refer to page 10. Photo ID required 1st day.

9/23-11/25, 6-9P, Mon-Tues (No Class 11/11), Bldg 99-132, $650, #9710
10/14-11/13, 5:30-9:30P, Mon-Wed (No Class 11/11), Bldg 99-131, $650, #9712
11/5-12/10, 5-9P Tues-Thurs (No Class 11/27 and 11/28), Bldg 10-103, $650, #9714

Healthcare Interpreter Certificate Program
Covers basic aspects of interpreting in healthcare. It prepares you for State/National Certification exams as Healthcare Interpreters. You must be bilingual & ESL Level 4 or above. Funding- refer to page 10.

9/27-12/14, 5-8:30P Fri, 9A-4:30P Sat, Bldg 99-131, $649, #9772

Mental Health Capable Caregiver: Level 1
Approved by DSHS, provides an overview of Mental Health and teaches effective care management. You will receive a certificate upon successful completion. Can be applied towards DSHS CE hours within same calendar year.

11/23, 8:30A-5:30P, Sat, Bldg 99-130, $119, #9722
Dementia Capable Caregiver: Level 1
Approved by DSHS, provides an overview of Dementia and teaches various approaches for effective care management. You will receive a certificate upon successful completion. Can be applied towards DSHS CE hours within same calendar year.

11/16, 8:30A-5:30P, Sat, Bldg 99-130, $119, #9734

Adult Education: LTC Educators
Approved by DSHS, required for instructors teaching Dementia/Mental Health. Topics: Adult Education Theory; Facilitator of Learning; Diversity in Learning Environment; and Assessment. You will receive a certificate upon successful completion.

11/9, 9:30A-1:30P, Sat, Bldg 99-130, $59, #9733

Mental Health First Aid
You are more likely to encounter someone in an emotional or mental crisis than someone having a heart attack. The National Council for Behavioral Health curriculum helps you identify, understand and respond to signs of mental illness.

10/18, 8A-5:30P, Fri, Bldg 99-130, $15, #9742
11/15, 8A-5:30P, Fri, Bldg 99-130, $15, #9744
12/6, 8A-5:30P, Fri, Bldg 99-130, $15, #9746

PROFESSIONAL & CAREER DEVELOPMENT

Crush Crowdfunding: Learn how to get 100% Funded
This program has helped entrepreneurs get 100% funded (Kickstarter/Indiegogo). Learn to build an audience, find campaign backers, price your rewards, and more. Instructor: Nalin founded the popular blog, Crush Crowdfunding, and helped entrepreneurs raise over $7M+ on crowdfunding platforms.

9/30-11/22, Online, $249, #9142

Real Estate Broker License Certification
Highline and Rockwell Institute offer the WA State Real Estate Broker License Certification program (90 hours) that is required for the state licensing exam. Online with unlimited phone/email support from Rockwell Institute. Register at ce.highline.edu. $459 (does not include S&H and sales tax).

Flagger Certification
Earn your WA State Traffic Control Card that is valid for 3 years. Required: 18 years or older & #2 pencil. No job placement service available.

Funding- refer to page 10.

10/12, 8A-4:30P, Sat, Bldg 99-130, $60, #9110

Freelance Makeup 101: Breaking Into the Makeup Industry
Do you love makeup? Learn how to apply makeup, begin freelancing, find clients, develop your kit and receive feedback on your technique. Topics: business of freelancing, brand development and interacting with clients. Instructor: Sarah Croasdill, freelance makeup artist. Clients include Dell, Starbucks, local personalities and featured on Vogue Italia. Required supplies: see website.

10/12, 8A-4:30P, Sat, Bldg 130, $229, #9134

The Continuing Education department, in partnership with the Center of Excellence for Global Trade & Supply Chain Management, is now offering the Purchasing and Supply Chain Management Certificate. It is an online certificate program that focuses on the fundamental aspects of the supply/value chain, including methods to improve how organizations find the materials and services needed to make a product or service and deliver it to customers. Supply chain management encompasses the management of all activities involved in sourcing, procurement, production, logistics and customer relations. It also includes the crucial components of coordination and collaboration with channel partners, which can be suppliers, intermediaries, third-party service providers, and customers.

Funding Eligibility:
Visit startnextquarter.org for more information or contact the WES department at (206)592-3802 or retrain@highline.edu.

Develop Your Leadership Skills
You will improve your capabilities to lead and direct others through videos, lectures, exercises and discussions. Your strongest abilities and interests will be identified utilizing key leadership concepts from John Maxwell’s best-selling book. Required textbook see website.

Customer Service Certificate
Do you need to enhance your professional portfolio? Wanting to improve your employees customer service skills? Discover the skills/techniques needed to provide amazing customer service across all industry sectors. Emphasis in hospitality and tourism industry.

Managing Customer Service
9/23-12/13, Online, $249, #9882
9/23-12/11, 11A-12:05P, Mon/Wed, $249, #9898

Lodging Management Certificate
Are you interested in a career in lodging operations? You will learn about front office operations, housekeeping, banquets, sales and marketing, and revenue management within the hotel, motel, resorts, and BnB industries.

Lodging Operations
9/23-12/13, Online, $199, #9884
9/23-12/11, 12:15-1:20P, Mon/Wed, $199, #9886

Housekeeping Operations
9/23-12/13, Online, $149, #9888
9/25-12/11, 1:30-4:20P, Wed, $149, #9890

Managing Customer Service
9/23-12/13, Online, $249, #9882
9/23-12/11, Mon/Wed, $249, #9898

Art of Negotiation
Introduction to Programming with Python

This class covers programming fundamentals with Python. Lectures will emphasize the fun of programming, including designing, coding, and debugging! You can install Python 3 for free on your own computer!

9/24-11/12, 6:30P-9P, Tues, Bldg 10-104, $249, #9233

Boot Camp Series: MS Word, Excel PowerPoint 2016

Want to be the expert in your office that co-workers turn to for help with formatting, formulas, and graphs? You will learn how to create professional documents, insert tables and graphics in Word; build spreadsheets, formulas and charts in Excel; professional presentations in PowerPoint; and so much more. Sign up for series saves $48. Workbooks included.

Series: 9/28-10/12, 10A-4P, Sat, Bldg 30-318, $299, #9202
Word: 9/28, 10A-4P, Sat, Bldg 30-318, $119, #9204
Excel: 10/5, 10A-4P, Sat, Bldg 30-318, $119, #9206
PP: 10/12, 10A-4P, Sat, Bldg 30-318, $119, #9208

MS Excel 2016 Series

Gain the knowledge necessary to become an Excel guru. You will learn function formulas, formatting, sort/filter tables, maintain large worksheets, macros and more. Sign up for series save $68. Workbooks included.

Series: 10/30-11/13, 8:30A-4:30P, Wed, Bldg 99-251, $349, #9210
Level 1: 10/30, 8:30A-4:30P, Wed, Bldg 99-251, $159, #9212
Level 2: 11/6, 8:30A-4:30P, Wed, Bldg 99-251, $159, #9214
Level 3: 11/13, 8:30A-4:30P, Wed, Bldg 99-251, $159, #9216

Online Human Resource Certificate

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

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, visit registration.highline.edu/registration or call the Continuing Education department at (206) 592-3785 to begin your registration process.

Questions? For more information, please call the Continuing Education department at (206) 592-3785.
LANGUAGES

Conversational Spanish: Beg/Adv
Immerse yourself in Spanish cultural and boost your pronunciation, listening comprehension and speaking skills! Learn to communicate in practical real-life contexts, and increase your vocabulary, fluency and confidence.

Beg: 9/24-11/7, 6-7:30P, Tue/Thu, Bldg 10-102, $139, #9410
Adv: 9/24-11/7, 7:30-9P, Tue/Thu, Bldg 10-102, $139, #9412

Italian: Beginning
Soak up a bit of Italy through various learning styles utilizing music, film, newspapers, magazines, recipe books and more. Listening, speaking, reading, writing with an emphasis on communication.

9/23-10/23, 6-8P, Mon/Wed, Bldg 10-105, $129, #9420

Japanese: Beginning
You will learn basic phrases, greetings, and easy conversation along with insight into Japanese culture and customs.

9/23-11/25, No class 11/11, 6-8P, Mon, Bldg 10-104, $159, #9426

IELTS
Are you an ESL learner? IELTS will access the full range of English skills needed for success in your new job or study placement abroad.

10/4-12/13, No Class 11/29, 9:30A-1:30P, Fri, Bldg 19-101, $100, #9430

ARTS & FITNESS

Introduction to Chicago Style Improvisation
Explore the world of improvisation by learning the fundamentals improv, games and scene structure that will benefit you beyond theater (public speaking, job interviews, day to day communication). The instructor Alan Hawkins performed in Chicago, graduated of The Second City Conservatory, The Second City Musical Conservatory, The iO West Program, The Chicago Comedysportz Training Center and The Annoyance program.

10/1-22, 6:30P-9:30P, Tue, Bldg 99-130, $119, #9608

Hawaiian Slack Key Guitar
Experience Hawaii through its music and song. You will sing Hawaiian songs and play the guitar in Hawaiian folk and slack key styles. Required supplies: see website.

9/24-11/26, 6:15-8:15P, Tue, Bldg 4-104, $129, #9602
**Guitar for All Levels**
Have you always wanted to learn to play the guitar? Have a blast as you will learn to play chords, read music for songs, and pick and strum techniques. Styles include classical, jazz, pop/folk, and country western. Required supplies: see website.

9/25-11/13, 6:15-8:15P, Wed, Bldg 4-104, $109, #9604

**Piano for All Levels**
Discover how easy it is to play the piano. You will learn about hand positions, fingering, and basic chord movements. Various styles, including classical, jazz, and pop/folk. Required supplies: see website.

9/26-11/14, 6:15-8:15P, Thu, Bldg 4-101, $109, #9606

**Introduction to Digital Photography**
Capture amazing photos under the guidance of award winning, National Geographic feature, photographer/instructor Bob Stahl. Sunday field: Bellevue Botanical Garden. Required supplies: see website.

11/9-11/10, 9A-12P, Sat-Sun, Bldg 99-140, $75, #9628
12/7-12/8, 9A-12P, Sat-Sun, Bldg 99-140, $75, #9630

**Fall Photography: Field Trips**
These all-new fall workshops will be field trips only! You can choose any or all that suit your busy fall schedule. The workshops will be 2 hours each. Required supplies: DSLR camera is needed for ALL workshops; a tripod is suggested for most of them; a printed manual for your camera. Instructor: Sarah Schoenfeld. Register for all 3 workshops series, using #9676, for $149 and save $28.

**Flowers and Flower Close Ups**
Join us at the Bellvue Botanical Garden and capture beautiful photographs of flowers! A tripod is recommended but not required.

9/21, 2P-4P, Sat, $59, #9678

**Horses Up Close and Personal**
Venture to the Maple Valley/Kent area for your chance to meet friendly horses and capture equine portraits up close.

9/28, 2P-4P, Sat, $59, #9684

**Aquarium Creatures**
Head to the Highline College MaST Center to capture incredible images of marine life.

10/05, 2P-4P, Sat, $59, #9690

**Art Explorataion – Hands On**
This class lets you go hands on affordably with different art materials like watercolor, watercolor pencils, ink, scratch-board and graphite pencil. Discover the art medium you like best, and create hand-made cards and gifts for the holidays!

10/2-23, 7P-8:30P, Wed, Bldg 16-156, $159, #9008
How to Photograph Your World
Learn how to capture the fast action at a soccer game, to create a soft background in portraits, capture silky water shots, and how to photograph successfully in low light. “Learn to Photograph Your World.”
10/12-11/23, 2P-4P, Sat, Bldg 16-158, $149, #9658

Polymer Clay Art and Jewelry
Make your own gift jewelry and holiday decorations, with bakable polymer clay, There's no limit to the items that can be created from polymer clay!
11/6-11/20, 6:30-8:30P, Wed, Bldg 16-162, $69, #9656

Drawing in the Parks
You will focus on drawing unique aspects of some of our local parks; there will be components of Botanical drawing and Landscape drawing, plus opportunities for drawing Architectural subjects, depending upon the parks you choose; all wrapped into one class!
9/30-11/25, 12:30P-3:30P, Mon, Bldg 16-162, $179, #9612

Drawing Birds
You will focus on drawing the different birds of Washington using a variety of materials! This course will go over the basic drawing techniques to attain realism when sketching birds!
12/2-13, 12:30P-3:30P, Mon/Fri, Bldg 16-162, $69, #9610

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 160</td>
<td>Human/Labor Relations</td>
<td>5</td>
</tr>
<tr>
<td>BUSN 204</td>
<td>Introduction to HR Management</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 175</td>
<td>Retailing</td>
<td>5</td>
</tr>
<tr>
<td>BSTECH 120</td>
<td>Introduction to Office</td>
<td>5</td>
</tr>
<tr>
<td>BUSN 138</td>
<td>Principles of Marketing</td>
<td>5</td>
</tr>
<tr>
<td>CMST 101</td>
<td>Introduction to Communications</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 121</td>
<td>Practical Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BUSN 270</td>
<td>Principles of Management/Supervision</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits: 39

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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, please contact the Continuing Education department at (206) 592-3785 or email ce@highline.edu to begin your registration process.

Questions? Email Crystal Kitterman at ckitterman@highline.edu or call (206) 592-3341.

Interested in a cohort program for your employees? Please contact Crystal Kitterman at (206) 592-3341 for more information.
Ballroom Dance: Level 1
Do you know how to dance? Are you afraid of embarrassing yourself out on the dance floor? If so, this is a great beginners class to learn how to Waltz, Foxtrot, Cha Cha, Rumba, Tango, Swing and Night Club Two Step at any party/venue.
9/23-11/4, 6-7:15P, Mon, Bldg 4-109
Individually: $89, #9632, Couple: $129, #9634

Ballroom Dance: Level 2
Now that you have the basics, it is time to hone your skills and dance the night away. You will gain confidence on the dance floor and sharpen
9/23-11/4, 7:15-8:30P, Mon, Bldg 4-109
Individually: $89, #9636, Couple: $129, #9638

Beginning Yoga
You will boost your breathing and focusing techniques while mastering healthy alignment poses that strengthens and increases your body’s flexibility.

Free Demo Class 9/26, 6:30-7:45P, Thu, Bldg 4-109, 10/10-11/14, 6:30-7:45P, Thu, Bldg 4-109, $79, #9644

Tai Chi Does It All
Explore the vast array of potential health benefits as you emerse yourself in the holistic exercise of Tai chi. Instructor Haoyun Jiang Taff, trained in Chen Village (birthplace of tai chi), is a national champion with 20+ years experience.
10/15-11/19, 6:30-8P, Tue, Bldg 4-109
Individual: $59, #9002, Couple: $89, #9004

LIFELONG LEARNING

Beginning the Memoir
Have you ever thought of writing the story of your life but don’t know where to start? Enroll now to understand how to find, hone, and outline your story. No laptops. Required supplies: see website.
9/28-10/19, 10-11:30A, Sat, Bldg 10-104, $129, #9620

Writing the Memoir
You’ve started writing your memoir, now what? You will learn the elements that are important to drive your story to the last page keeping your reader hooked to the end. Prerequisite: Beginning the Memoir, or instructor permission. Required supplies: see website.
10/26-11/16, 10-11:30A, Sat, Bldg 10-104, $129, #9622

Urban Agriculture: Fall Practicum
Hands-on practical experience managing a micro-farm enterprise for aspiring practitioners. Apply weekly on-farm and classroom education
INTERESTED IN A CULINARY CAREER?

Project Feast is a nonprofit organization that helps refugee and immigrant cooks prepare for good jobs in the food industry. Our training programs (four-month Culinary Apprenticeship & four-day Job Readiness workshop) are for English Language Learners who have little to no prior work experience in the food industry in the United States. We combine classroom, kitchen, and ESL lessons to prepare you for a good job in a food business or to start your own food business.

Classes will be held at Project Feast:
202 W Gowe St. Kent, WA, 98032

FOR MORE INFORMATION call (253) 236-5297
visit projectfeast.org or email hello@projectfeast.org

to fall crop production tasks at the campus micro-farm site. 8 Weeks; Total Hours: 16
9/27-12/13, 11A-1P, Friday, Location TBD, $99, #9812

Basic Hands-On Home Repair & Maintenance
Experience hands-on learning of powers tools, kitchen & bath remodels; electrical, plumbing, and wall repairs, home security and weatherization.
$45 materials fee due to instructor.
Bring a sack lunch for ½ hour lunch break. Location- South Seattle CC:
Room NWWA 123.
11/9, 9:30A-4P, Sat, $119+fees, #9850

Empowered Parenting
Intended to teach young people to become responsible, respectful, and resourceful members of their community by improving the decision-making process of both parents and their children. Topics: Respecting oneself, effective communication and problem-solving; discipline strategies that focus on solutions not punishment; Self-esteem and empowering techniques of their children; and more. Instructor is a certified Positive Discipline Parent and Classroom Educator. Required supplies: see website.
10/3-11/14, 6-8P, Thu, Bldg 10-202, $119, #9692

Basic Carpentry and Woodworking
Understand the basics of joinery, jigs, materials, methods, and project design and use your new skills to construct a toolbox. $45 materials fee due to instructor 1st day. Nov 7 class is 6p-9:30p.
11/7-11/21, 6P-9P, Thu, $199+fees, #9854
Location: UW School of Art: Woodworking Room 117
ESSENTIAL OILS FOR HOLISTIC HEALTH AND CLINICAL AROMATHERAPY CERTIFICATE PROGRAM

Explore the extraordinary potential of essential oils for holistic healing and preventative care. Learn the fundamental knowledge, quality, safety, and best practices for confident, effective selection and application for professional and personal use.

7-part online series, students can register for individual classes or the entire series. Courses include video instruction, webinars, recorded lecture, reading writing assignments, exams, demonstrations & blending assignments.

Cost: Individual $349; Series $1999
Online Certificate Program

CSI Adult Presentation/Lecture
Enjoy CSI shows and mysteries? Learn ‘behind the scene’ facts of several real life crimes (homicides, robberies, etc.). View actual photographs from a homicide to determine what the evidence revealed. Must be 18 & older due to graphic photos/adult content.

10/25, 6P-9P, Fri, Bldg 23-109, $29, #9832

Retirement Workshop
Start planning for your future. 3 Seminars: Retirement By Design discusses the need to define retirement goals, determine savings needed to reach those goals (using the rule of 25) and how to use the power of 3 (time/money/return) to reach those goals. Social Security, Your Questions Answered shows ways to maximize Social Security benefit amounts for the individual and spouse based on age, life expectancy, employment and need. Time Matters, A Women’s Retirement Outlook is a women focused seminar discussing retirement income, Social Security, withdrawal rates, preparing for the unexpected, inflation risks, and costs of health care and long-term care. $29 includes 1 guest.

Healthcare and Your Retirement Seminar
The potential impact of rising health care costs on retirement savings. Includes an introduction of medicare coverage and costs, long-term care costs, available options for supplemental health care and long-term care insurance.

Social Security-Your Questions Answered
Shares strategies designed to help guard valuable assets and protect pre- and post-retirement income. Discusses impact of longevity, withdrawal strategies, anticipating rising costs, reviewing insurance/LTC protection, and healthcare cost concerns. $19 includes 1 guest. Instructor: Sam Shakhramanov. Total Hours: 1.5

ESSENTIAL OILS FOR HOLISTIC HEALTH AND CLINICAL AROMATHERAPY CERTIFICATE PROGRAM

7-part online series, students can register for individual classes or the entire series. Courses include video instruction, webinars, recorded lecture, reading writing assignments, exams, demonstrations & blending assignments.

Cost: Individual $349; Series $1999
Online Certificate Program

CSI Adult Presentation/Lecture
Enjoy CSI shows and mysteries? Learn ‘behind the scene’ facts of several real life crimes (homicides, robberies, etc.). View actual photographs from a homicide to determine what the evidence revealed. Must be 18 & older due to graphic photos/adult content.

10/25, 6P-9P, Fri, Bldg 23-109, $29, #9832

Retirement Workshop
Start planning for your future. 3 Seminars: Retirement By Design discusses the need to define retirement goals, determine savings needed to reach those goals (using the rule of 25) and how to use the power of 3 (time/money/return) to reach those goals. Social Security, Your Questions Answered shows ways to maximize Social Security benefit amounts for the individual and spouse based on age, life expectancy, employment and need. Time Matters, A Women’s Retirement Outlook is a women focused seminar discussing retirement income, Social Security, withdrawal rates, preparing for the unexpected, inflation risks, and costs of health care and long-term care. $29 includes 1 guest.

Healthcare and Your Retirement Seminar
The potential impact of rising health care costs on retirement savings. Includes an introduction of medicare coverage and costs, long-term care costs, available options for supplemental health care and long-term care insurance.

Social Security-Your Questions Answered
Shares strategies designed to help guard valuable assets and protect pre- and post-retirement income. Discusses impact of longevity, withdrawal strategies, anticipating rising costs, reviewing insurance/LTC protection, and healthcare cost concerns. $19 includes 1 guest. Instructor: Sam Shakhramanov. Total Hours: 1.5

ESSENTIAL OILS FOR HOLISTIC HEALTH AND CLINICAL AROMATHERAPY CERTIFICATE PROGRAM

7-part online series, students can register for individual classes or the entire series. Courses include video instruction, webinars, recorded lecture, reading writing assignments, exams, demonstrations & blending assignments.

Cost: Individual $349; Series $1999
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REGISTRATION IS EASY!

**Online:** Enroll instantly by visiting [ce.highline.edu](http://ce.highline.edu)

**Telephone:** To register, call (206) 592-3785, 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 $20.00 administrative charge per course or item number. For more information, call 206-592-3785.

**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 $2.00 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 $2.00 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 206-592-3785.

**Mission**

Continuing Education commits to student success and community enhancement by providing accessible, diverse, and innovative quality education and support services to adult learners in pursuit of personal enrichment, professional training, career advancement and pathways to college.

**Office Hours**

Monday–Thursday 8 AM–5 PM  
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) 592-3785

**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.