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 quickly.

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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** 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.
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 ce.highline.edu/programs/areas/nursing

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

Mental Health Capable Caregiver Level 1
Approved by DSHS, provides the necessary certification in Mental Health training. Can apply towards DSHS CE hours within same calendar year.

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

PROFESSIONAL DEVELOPMENT SHORT-TERM CERTIFICATES

Washington Youth Soccer “Grassroots” & “National D” Licenses
To register please visit: www.washingtonyouthsoccer.org/coaches/coaching_education/course_schedule

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.

REAL ESTATE BROKER LICENSE CERTIFICATION
This course is offered completely online with unlimited phone/email support from Rockwell Institute

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.
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 Coaching Certificate
- Lean Six Sigma Certificate
- Mastering Computer Skills for the Workplace
- Supervisory & Leadership Certificate

PROFESSIONAL DEVELOPMENT
- Certificate in Project Management
- Certificate in Non Profit Administration
- Certificate in Customer Service
- Spanish for Medical Professionals

TRAINING & EDUCATION
- Coding Certificate
- WordPress Certificate
- Graphic Design Software Essentials Certificate
- 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.
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.
- $999.48* 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
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. 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. Total Hours: 7.0.

7/15, 9A-4P, Mon, Bldg 99-132, $39, #9701
8/19, 9A-4P, Mon, Bldg 99-132, $39, #9703

AFH Administrator Training
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. 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. No college admission process required. Funding Available- Contact Workforce Education Service: 206-592-3802 or WorkFirst Services: 206-592-3340 for information. Photo ID is required on first day of class. Instructors: Tammy Stimach; Dorothy Schlimme. Total Hours: 54.

6/26-7/31, 5-9P Wed, 9A-3P Sat, Bldg 99-130, $650, #9711
7/8-8/14, 6-9P, Mon-Wed, Bldg 99-132, $650, #9713

Healthcare Interpreter Certificate Program
This 10-week program covers all basic aspects of interpreting in healthcare, including the role, ethics, and legislation of Healthcare Interpreting. It prepares students for the State and National Certification exams as Healthcare Interpreters. Students must be bilingual with an ESL Level 4 or above. Funding Available- Contact Workforce Education
Instructor: Barry Fatland. 8 Weeks; Total Hours: 110.

6/28-8/17, 5-8:30P Fri, 9A-4:30P Sat, Bldg 99-131, $649, #9771

Mental Health Capable Caregiver: Level 1
Approved by DSHS, provides an overview of Mental Health and teaches effective care management. Students will receive a certificate of completion upon successful completion. Materials provided. Course can be applied towards DSHS CE hours in the calendar year they were taken. Instructor: Jonathan Gerson. Total Hours: 9.0.

7/13, 8:30A-5:30P, Sat, Bldg 99-130, $119, #9721

Dementia Capable Caregiver: Level 1
Approved by DSHS, provides an overview of Dementia and teaches various approaches for effective care management. Students will receive a certificate of completion upon successful completion. Materials provided. Course can be applied towards DSHS CE hours in the calendar year they were taken. Instructor: Jonathan Gerson. Total Hours: 9.0.

7/20, 8:30A-5:30P, Sat, Bldg 99-130, $119, #9733

Adult Education:
LTC Educators
Approved by DSHS, course is required for instructors who teach Dementia/Mental Health Capable Caregiving Level 1 to community or facility employees. Course focuses on Adult Education Theory; Facilitator of Learning; Diversity in the Learning Environment; and Assessment. Students will receive a certificate of completion upon successful completion. Instructor: Jonathan Gerson. Total Hours: 4.0.

7/27, 9:30A-1:30P, Sat, Bldg 99-130, $59, #9737

Mental Health First Aid
You are more likely to encounter someone in an emotional or mental
Purchasing and Supply Chain Management Certificate

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.

MA-R to MA-C Pathway

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. Many of the 11 classes can be completed through the PLA process for those with extensive healthcare experience. 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. Required Textbook: Delmar’s Comprehensive Medical Assisting: Administrative and Clinical Competencies. Required Computer access: Will receive activation letter via email once registered, check email and access.
Canvas before class begins. Instructor: Alison Joyce.

6/24-8/15. Online, $729, #8805
In-Class: 9A-3P, 7/13, 7/14, 8/3, 8/4, Bldg 23-206

PROFESSIONAL & CAREER DEVELOPMENT

Real Estate Broker License Certification
Highline and Rockwell Institute have partnered together to offer the WA State approved Real Estate Broker License Certification program (90 clock hours in Real Estate Fundamentals/Real Estate Practices). Completely online with unlimited phone/email support from Rockwell Institute. After successful completion, students can take the state licensing exam (must be at least 18 years old & have a high school diploma or equivalent). Register at ce.highline.edu. $459 (does not include S&H and sales tax).

Flagger Training
Earn your WA State Traffic Control Card in one day! After successful completion will receive certification valid for 3 years. Materials provided- bring a #2 pencil. Must be 18 years of age. Note: No job placement service available.


8/31, 8A-4:30P, Sat, Bldg 99-130, $60, #9111

Develop Your Leadership Skills
This course helps you discover and use your abilities to help other people. A variety of formats will be used including videos, lectures, exercises and discussions. Questionnaires will be used as well to assist you in identifying your strongest abilities and interests. Key leadership concepts from John Maxwell will be covered. Instructor: Patrick Montgomery. Required textbook: “Developing the Leader Within You- 2.0”, ISBN: 978-0310094074. 5 Weeks; Total Hours: 10.

7/2-7/30, 7P-9P, Tue, Bldg 10-105, $99, #9131

Technology

Boot Camp Series: MS Word, Excel PowerPoint 2016
For beginners and intermediate students. Register for series, save $58. MS Word: Learn to create, format, customize, edit, and control page layout. Insert tables and graphics, apply styles and use shortcuts
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

**COMPLETED FINAL QUARTER**
- BUSN 224: Capstone

**OFFERED MOST QUARTERS**
- Related Instruction:
  - BUSN 135: Business Math
  - CMST & 101: Introduction to Communications
  - BUSN 207: Cultural Awareness

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.

**MS Excel 2016 Series**
Register for series, save $68. For beginners and intermediate students.

- **Level 1**: Create basic and function formulas; apply conditional formats and work with auto calculation features.
- **Level 2**: Work with templates, large worksheets and 3-D formulas. Use tables, sort and filter, and audit and protect data.
- **Level 3**: Create macros, lookup functions, array formulas, pivot tables and charts. Work with slicers and trendlines. Materials provided.
  - Instructor: Gayle Larson. 3 Weeks; Total Hours: 24 for series.

**Series**
- Beginner: 8/2-16, 8:30A-4:30P, Fri, Bldg 99-251, $349, #9213
- Intermediate: 8/2, 8:30A-4:30P, Fri, Bldg 99-251, $299, #9207

**LANGUAGES**

**Conversational Spanish: Level Beg/Adv**
Immerse yourself in Spanish cultural and boost your pronunciation, listening comprehension and speaking skills! You will learn to communicate in practical real-life contexts, and increase your vocabulary, fluency and confidence. Materials provided. Instructor: Rosalyn Vera.

- Beg: 7/9-8/8, 6-7:30P, Tue/Thu, Bldg 10-102, $119, #9411
- Adv: 7/9-8/8, 7:30-9P, Tue/Thu, Bldg 10-102, $119, #9413

**IELTS**
Nurses who need to take the IELTS exam are ideal candidates for this class. In 10-weeks, students will learn IELTS test-taking skills and strategies. Advanced English reading and writing...
**ARTS & FITNESS**

**Hawaiian Slack Key Guitar**
Come visit Hawaii through its music and song. Learn to sing Hawaiian songs and play the guitar in Hawaiian folk and slack key styles. Required: personal guitar, footstool, music stand. Textbook required: visit ce.highline.edu or call 206-592-3785. Instructor: Sheryl Akaka. 10 Weeks; Total Hours: 20.

6/25-8/27, 6:15-8:15P, Tue, Bldg 4-104, $129, #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. Various styles including classical, jazz, pop/folk, and country western. Requirements: Personal Guitar, footstool, music stand. Textbook required: visit ce.highline.edu or 206-592-3785. Instructor: Sheryl Akaka. 8 Weeks; Total Hours: 16.

6/26-8/14, 6:15-8:15P, Wed, Bldg 4-104, $109, #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, fingering, and basic chord movements. Various styles, including classical, jazz, and pop/folk. Requirements: Practice keyboard. Textbook required: visit ce.highline.edu or call 206-592-3785. Instructor: Sheryl Akaka. 8 Weeks; Total Hours: 16. No class: July 4.

6/27-8/22, 6:15-8:15P, Thu, Bldg 4-101, $109, #9605

**Summer Photography: Field Trips**
These all-new summer workshops will be field trips only! You can choose any or all that suit your busy summer schedule. The workshops will be 3 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 5 workshops series, using #9677, for $299 and save $46.

6/25-8/13, 9:30A-1:30P, Fri, Bldg 19-101, $100, #9431
**Flowers and Flower Close Ups**
Join us at Point Defiance Garden in Tacoma and capture beautiful photographs of flowers! A tripod is recommended but not required.

6/26, 6P-9P, Wed, $69, #9679

**Waterscapes (beach, river, streams)**
Freeze droplets or use a tripod to create those stunning “silky water” photographs of moving water. Location TBD.

7/10, 6P-9P, Wed, $69, #9681

**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.

7/17, 6P-9P, Wed, $69, #9683

**Nature Landscapes and Waterfowl**
The University of Washington arboretum will give you striking landscapes photographs with closeups of waterfowl.

7/24, 6P-9P, Wed, $69, #9685

**Night Light Trails**
Capturing those slow light trails is easier than you think. Bring your tripod! Location TBD.

7/31, 6P-9P, Wed, $69, #9687

**Drawing: Rural and Urban Landscapes**
Join us this summer as we explore both interesting landscape subjects of rural agricultural and our bustling retail commercial urbanscapes. Using graphite and ink, we will develop drawings of barns and farmhouses, fields of livestock and farm activities; unique storefronts, urban traffic, pedestrians and active urgency of city life. We will practice in classroom using photographic references but will schedule 2 field trips: one to our local countryside and one to the historic streets of Tacoma where we will plan to draw on site. Homework required. All levels of drawing experience welcome. Bring photographic references of your favorite farmland with you to the first class. Required material: email ce@highline.edu or visit ce.highline.edu. Instructor: Marina Megale. 8 Weeks; Total Hours: 24.

6/26-8/14, 9A-12P, Wed, Bldg 16-158, $179, #9611
Ballroom Dance: Level 1
Everyone can dance, including you. Now is your chance to learn the Waltz, Foxtrot, Cha Cha, Rumba, Tango, Swing and Night Club Two Step. Instructor: Rick Chapman. 7 Weeks; Total Hours: 8.75.

6/24-8/5, 6:15P, Mon, Bldg 4-109
Individual: $89, #9631, Couple: $129, #9633

Ballroom Dance: Level 2
Now that you have the basics of Ballroom Dancing it is time to hone your skills in Tango, Waltz, Foxtrot, Rhumba, Cha-Cha, Swing and Night Club Two Step. This class will give you more steps for each dance and improve your confidence on the dance floor. 7 Weeks; Total Hours: 8.75.

6/24-8/05, 7:15-8:30P, Mon, Bldg 4-109
Individual: $89, #9635, Couple: $129, #9637

Beginning Yoga
Moderately paced class for those physically healthy but are new to yoga, or prefer a less-rigorous class. Breathing, focus, healthy alignment in poses while gaining strength and flexibility. Required: yoga mat. 6 Weeks; Total Hours: 7.5.

7/11-8/15, 6:30-7:45P, Thu, Bldg 4-109, $79, #9643

Urban Agriculture: Summer Practicum
This course prepares students to grow food sustainably and organically in an urban environment. The course places emphasis on crop production, field management, integrated pest management, and harvest practices.

LIFELONG LEARNING

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

- BUSN 160 – Human/Labor Relations (5 credits)
- BUSN 204 – Introduction to HR Management (4 credits)
- BUSN 175 – Retailing (5 credits)
- BSTECH 120 – Introduction to Office (5 credits)
- BUSN 138 – Principles of Marketing (5 credits)
- CMST 101 – Introduction to Communications (5 credits)
- ACCTG 121 – Practical Accounting (5 credits)
- BUSN 270 – Principles of Management/Supervision (5 credits)

Total Credits: 39

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, 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.
As much as possible, the course seeks to create a participatory environment driven by learning-by-doing models. 8 Weeks; Total Hours: 16.


Basic Hands-On Home Repair & Maintenance
Taught by a professional remodeling contractor, this hands-on class includes hand/power tool selection, operation and personal safety; kitchen and bath remodels; electrical and plumbing repairs, wall repair; materials and methods; home security and weatherization. A $45.00 materials fee is due to instructor on first day of class and includes the use of all tools, materials and supplies. Bring a sack lunch for ½ hour lunch break. Location-South Seattle CC: Room NWWA 123. Instructor: Peter Marx. Total Hours: 7.5.

7/13, 9:30A-4:30P, Sat, $119+fees, #9851

Retirement Workshop
These workshops will help to walk you through different aspects of retirement planning. 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,
“WESLEY U” provides continuing education opportunities to people 50 and up at the recently remodeled Terrace Classroom and Creative Arts room.

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 Kim Brauer at KBrauer@wesleyhomes.org or (206) 870-1385.

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. Textbook: Included. $29 includes 1 guest. Instructor: Gary Amerson. 3 Weeks; Total Hours: 4.5.

8/1-8/15, 6-7:30P, Thu, Bldg 99-140, $29, #9807

Ready or Not? Prepare for the Unexpected
Shares tips on how to develop a proactive strategy for protection and preparing for the unexpected. Strategies include having an emergency fund, establish line of credit, and review insurance/liability protection. $19 includes 1 guest. Instructor: Sam Shakhramanov. Total Hours: 1.5.

6/18, 6-7:30P, Tue, Bldg 99-140, $19, #9803

Standing Guard: Protect What You’ve Worked For
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.

8/13, 6-7:30P, Tue, Bldg 99-140, $19, #9805
Gardening by the Seasons
Each season has its stars that thrive by displaying their best forms of flower, leaf and stem color, fragrance or usefulness. In this class you will learn when & how to garden through the seasons and by the moon phases to achieve a year-round hardy, vibrant and healthy landscape. Class includes planting & blooming schedule handout and ebook. Instructor: Kerri Bailey. Total Hours: 2.0.

7/27, 10A-12P, Sat, Bldg 13-106, $39, #9671

Water Feature in a Weekend
Learn how to build fountains, bubblers and small ponds that can be built or assembled in a weekend. There are so many unique ways to bring the element of water into the garden as well as sizes and styles that won’t break your bank. Class includes handout and ebook. Instructor: Kerri Bailey. Total Hours: 2.0.

7/27, 1P-3P, Sat, Bldg 13-106, $39, #9673

Natural Pet Care M&T
Learn how to make this versatile project using natural products you can make yourself in this class-Pet shampoo, powder, spray and ointment ($15 material fee due to instructor). Natural pet care can target specific needs and preferences for injuries and many other conditions. This class includes a handout and ebook. Instructor: Kerri Bailey. Total Hours: 2.0.

8/10, 10A-12P, Sat, Bldg 13-106, $39, #9675

Cooking with Herbs – Summer BBQ
Put a little spice in your life, or at least in your food! In this class we will discuss herbs and spices that can enhance the flavor of your Summer favorite dishes, as well as how to make your own seasoning blends, BBQ rubs, Dressings and Salads. Includes a handout, recipes and eBook. You will get to make your own herb & spice blends last part of class- $5/blend due to instructor. Instructor: Kerri Bailey. Total Hours: 2.0.

8/10, 1P-3P, Sat, Bldg 13-106, $39, #9665
REGISTRATION IS EASY!

**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 $20.00 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 $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 206-870-3785.

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) 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.