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.

Alan HAWKINS

Alan Hawkins is an Improviser from Los Angeles and Chicago and has just started his first beginning improv course at Highline. He has performed across the United States and even in London.

How did you get started in improv?
I’ve been acting since 1984 and have always loved doing improv, but I began to work seriously at the art form in 2004 at the Second City Conservatory in Los Angeles. From there, I did the Second City Musical Improv Conservatory and the iO West program.

So you’re pretty funny?
My wife and kids would say, “No.” to me, comedy is not so much about being funny as being honest. Comedy is a side effect of honesty.

How did you get into teaching?
I started teaching almost as soon as I graduated from the Conservatory. I had a friend that taught drama at the high school level, and he needed someone to teach improv, so he hired me. Pretty soon, word got around, and I was teaching at multiple high schools.

Do you need to be an actor or a comedian to take your class?
Not at all! Improv is a great way to improve day to day communication and is a lot of fun. The only way to fail is not to try.

How’s your first class going at Highline?
So much fun! Every one of the students is a total smarty-pants, and we laugh through the whole class. It’s a lot of fun. I’m excited to see how this program grows at the college.
Sarah has been a professional freelance makeup artist, focusing most of her career on brides and commercial makeup. Some of her clients have included: Starbucks, Zumiez, Dell and the Seahawks. Sarah has worked with Tyler Lockett and the Griffen Twins of the Seattle Seahawks, as well as, the former manager of the Mariners, Lou Piniella. She is passionate about teaching and passing on all of her industry secrets! In addition to being on set, Sarah has taught bridal courses, HD and photography makeup courses at Washington’s top makeup school. Their extensive knowledge of the makeup artist industry makes them the perfect instructor to break into the field!
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.
- $1038.17* 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.

1/21, 9A–4P, Tues, Bldg 99-132, $39, #9701
2/18, 9A–4P, Tues, Bldg 99-132, $39, #9703
3/16, 9A–4P, Mon, Bldg 99-132, $39, #9705

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.

1/13–3/17, 6–9P, Mon-Tues (No Class 1/20 and 2/17), Bldg 99-132, $650, #9711

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.

1/10–3/14, 5–8P Fri, 9A–4P Sat, Bldg 99-131, $649, #9771

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.

1/6–3/20, Online, $729, #8805
In-Class: 9A-3P, 1/25, 1/26, 2/15, 2/16, 9A-3P Bldg 23-206

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.

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.

2/8, 8:30A–5:30P, Sat, Bldg 99-130, $119, #9721

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.

2/15, 8:30A–5:30P, Sat, Bldg 99-130, $119, #9733

Social Media for Business Certificate
Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business.

Register for the entire certificate for $495 and save $90! Register at ce.highline.edu.

Introduction to Social Media (Choose One)
2/3–2/28, Online, $195
4/6–5/1, Online, $195

Integrating Social Media in Your Organization
4/6–5/1, Online, $195

Marketing Using Social Media
3/2–3/27, Online, $195

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.

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.

1/13–3/6, Online, $249, #9143

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.

1/25, 8A-4:30P, Sat, Bldg 99-130, $229, #9133
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.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 188</td>
<td>Importing &amp; Exporting</td>
<td>FALL AND SPRING</td>
<td>5 credits</td>
</tr>
<tr>
<td>BUSN 105</td>
<td>Introduction to Logistics</td>
<td>WINTER AND SUMMER</td>
<td>5 credits</td>
</tr>
<tr>
<td>BUSN 185</td>
<td>Contract Management</td>
<td>FALL</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUSN 186</td>
<td>Materials Management</td>
<td>WINTER</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUSN 275</td>
<td>Introduction to Purchasing &amp; Supply Chain Management</td>
<td>SPRING</td>
<td>5 credits</td>
</tr>
</tbody>
</table>

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

Certificate in Project Management

In today’s business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Register for the entire certificate for $495 and save $90! Register at ce.highline.edu.

Introduction to Project Management (Choose One)
2/3-2/28, Online, $195
4/6-5/1, Online, $195

Project Management Process
3/2-3/27, Online, $195

Project Management Knowledge Areas
4/6-5/1, Online, $195

Food and Beverage Operations Certificate
Do you enjoy working in professional fast-paced environments where food, beverage, and business skills are integral to your success? Perhaps a career in the food and beverage industries are for you!

Customer Service Operations
1/6-3/20, Online, $249, #9893
1/6-3/20, 12:15-1:20P, Mon/Wed, $249, #9895

Menu Design
1/6-3/20, Online, $99, 9881
1/6-3/20, 4:30-6:50P, Mon, $99, #9897

Food and Beverage Operations
1/6-3/20, Online, $199, #9883
1/6-3/20, 11A-12:05P, Mon-Wed, $199, #9899

Beverage Management
1/7-3/20, 4:30-6:50P, Tues, $249, #9877

exam. Online with unlimited phone/email support from Rockwell Institute. Register at ce.highline.edu. $459 (does not include S&H and sales tax).
TECHNOLOGY

Certificate in Structured Query Language
Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analyzing data. Register for the entire certificate for $595 and save $90! Register at ce.highline.edu.

Introduction to Structured Query Language
2/3–2/28, Online, $245

Intermediate Structured Query Language
3/2–3/27, Online, Not Offered as single course and only available in the certificate pricing

Advanced Structured Query Language
4/6–5/1, Online, Not Offered as single course and only available in the certificate pricing

Coding Certificate
Begin by getting introduced to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS. Register for the entire certificate for $595 and save $90! Register at ce.highline.edu.

Introduction to Coding (Choose One)
2/3–2/28, Online, $195
4/6–5/1, Online, $195

HTML Fundamentals
3/2–3/27, Online, $245

CSS Fundamentals
4/6–5/1, Online, $245

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.
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: 1/18–2/1, 10A–4P, Sat, Bldg 30-318, $299, #9201
Word: 1/18, 10A–4P, Sat, Bldg 30-318, $119, #9203
Excel: 1/25, 10A–4P, Sat, Bldg 30-318, $119, #9205
PP: 2/1, 10A–4P, Sat, Bldg 30-318, $119, #9207

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: 2/19–3/4, 8:30A–4:30P, Wed, Bldg 99-251, $349, #9211
Level 1: 2/19, 8:30A–4:30P, Wed, Bldg 99-251, $139, #9213
Level 2: 2/26, 8:30A–4:30P, Wed, Bldg 99-251, $139, #9215
Level 3: 3/4, 8:30A–4:30P, Wed, Bldg 99-251, $139, #9217

LANGUAGES

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.

Series: 1/28–2/27, 6–8P, Tues/Thurs, Bldg 10-105, $129, #9421

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

1/6–3/9, No class 1/20, 6–8P, Mon, Bldg 10-104, $159, #9427

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.

1/17–3/20, 1P–5P, Fri, Bldg 19-101, $100, #9431
**ARTS & FITNESS**

**Introduction to Chicago Style Improvisation**
Explore the world of improvisation by learning the fundamentals of 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 from The Second City Conservatory, The Second City Musical Conservatory, The iO West Program, The Chicago Comedysportz Training Center and The Annoyance program.

2/4–2/25, 6:30–9:30P, Tue, Bldg 99-130,  
**Individual** $119, #9607,  
**Couple** $159, #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.

1/7–3/10, 6:15–8:15P, Tue, Bldg 4-104, $129, #9601

**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.

1/8–2/26, 6:15–8:15P, Wed, Bldg 4-104, $109, #9603

**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.

1/9–2/27, 6:15–8:15P, Thu, Bldg 4-101, $109, #9605

**Introduction to Digital Photography**

2/8–2/9, 9A–12P, Sat-Sun, Bldg 99-140, $75, #9627
2/29–3/1, 9A–12P, Sat-Sun, Bldg 99-140, $75, #9639
Creating Still Lives
During this 8 session class we will be focusing on Still Lifes. We will investigate different examples of this art form, and discuss how to set up and light a still life effectively. Every other week we will set up a still life in class.

1/6–3/9 (No class on 1/20 & 2/17) 12:30–3:30P, Mon, Bldg. 16-162, $179, #9612

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.

1/6–3/2 (No Class on 1/20 & 2/17), 6–7:15P, Mon, bldg 4-109
Individual: $89, #9631, Couple: $129, #9633

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

1/6–3/2 (No Class on 1/20 & 2/17), 7:15–8:30P, Mon, Bldg 4-109
Individual: $89, #9635, Couple: $129, #9637

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: 1/16, 6:30–7:45P, Thu, Bldg 4-109,
1/23–2/27, 6:30–7:45P, Thu, Bldg 4-109, $79, #9643

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 (5 credits)</td>
<td></td>
</tr>
<tr>
<td>BUSN 204</td>
<td>Introduction to HR Management (4 credits)</td>
<td></td>
</tr>
<tr>
<td>BUSN 175</td>
<td>Retailing (5 credits)</td>
<td></td>
</tr>
<tr>
<td>BSTECH 120</td>
<td>Introduction to Office (5 credits)</td>
<td></td>
</tr>
<tr>
<td>BUSN 138</td>
<td>Principles of Marketing (5 credits)</td>
<td></td>
</tr>
<tr>
<td>CMST 101</td>
<td>Introduction to Communications (5 credits)</td>
<td></td>
</tr>
<tr>
<td>ACCTG 121</td>
<td>Practical Accounting (5 credits)</td>
<td></td>
</tr>
<tr>
<td>BUSN 270</td>
<td>Principles of Management/Supervision (5 credits)</td>
<td></td>
</tr>
<tr>
<td>Total Credits: 39</td>
<td></td>
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</tr>
</tbody>
</table>

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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.
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.

2/4–3/10, 6:30–8P, Tue, Bldg 4-109
Individual: $59, #9001, Couple: $89, #9003

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. $45.00 materials fee due to instructor. Bring a sack lunch for ½ hour lunch break. Location- South Seattle CC: Room NWWA 123.

1/18–2/8, 10-11:30A, Sat, Bldg 10-104, $129, #9621

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.

2/15–3/7, 10-11:30A, Sat, Bldg 10-104, $129, #9623

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.

2/1, 9:30A-4P, Sat, $119+fees, #9851

LIFELONG LEARNING
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.**

2/6–2/20, Feb 6 6–9:30P, Feb 13 & 20 6–9P, Thu.
$199+fees, #9853
Location: UW School of Art: Woodworking Room 117

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

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

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visit projectfeast.org or email hello@projectfeast.org
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.

2/13–2/27, 6–7:30P, Thu, Bldg 99-140, $29, #9807

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.

2/11, 6–7:30P, Tue, Bldg 99-140, $9, #9801

Social Security—Your Questions Answered
Ways to maximize Social Security benefit amounts for the individual and spouse based on age, life expectancy, employment and need.

3/21, 6–7:30P, Sat, Bldg 99-140, $9, #9803

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.

3/7, 9A-12P, Sat, Bldg 23-109, $29, #9833
CONTINUING EDUCATION  ce.highline.edu  23

REGISTRATION IS EASY!

Online: Enroll instantly by visiting 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.