

≡ THE QUARTERLY ≡

BULLETIN

FEBRUARY 2018 ■ VOLUME 57 ■ NO. 3



SPRING '18

.....
Classes begin April 2

**+ CONTINUING
EDUCATION**
COURSE SCHEDULE

HIGHLINE
COLLEGE

highline.edu

WE ARE HERE TO HELP YOU GET STARTED AT HIGHLINE



IMPORTANT DATES & DEADLINES

QUARTER
BEGINS
April 2

LAST DAY TO REGISTER
WITHOUT A FEE
April 13

FINANCIAL AID

deadline for
fall quarter:
May 28, 2018

PAYMENT DATE

Tuition due:
March 1
STEPPE payment:
April 16, May 16

CAMPUS CLOSURE

No classes:
May 28

For the most current dates go to
registration.highline.edu/registration/dates-and-deadlines. Highline provides reasonable accommodations for qualified students, employees and applicants with disabilities.



CONTACT INFO & WEBSITES

ADMISSIONS ■ (206) 592-3181
admissions.highline.edu

ADVISING CENTER ■ (206) 592-3584
advising.highline.edu

BOOKSTORE ■ (206) 592-3225
highlinebookstore.com

CASHIER ■ (206) 592-3126
admservices.highline.edu/finance/cashiering

FINANCIAL AID ■ (206) 592-3358
financialaid.highline.edu
highline.edu/pay-for-college

PLACEMENT AND TESTING CENTER ■ (206) 592-3251
placeandtest.highline.edu

REGISTRATION AND RECORDS ■ (206) 592-3242
registration.highline.edu

HIGHLINE COLLEGE

Located off S. 240th Street and Pacific Highway S.
PO Box 98000, Des Moines, WA 98198-9800
(206) 878-3710 ■ highline.edu
TTY: (206) 592-4853 / VP: (866) 327-6856



CAMPUS PARKING

Vehicles parked on campus must display a valid parking permit. Visit admservices.highline.edu/public-safety/parking to learn about quarterly permits and daily parking passes.



DIRECTIONS

From
Interstate 5 South
take exit: **149**
(coming from Seattle)

From
Interstate 5 North
take exit: **149B**
(coming from Tacoma)

**For directions
and campus
map, visit:**
maps.highline.edu



VIEW CLASS SCHEDULE:
classes.highline.edu

THE QUARTERLY BULLETIN

Volume 57, No. 3 ■ February 2018

The Quarterly Bulletin (USPS 013342) is published four times a year (monthly in August, October, February and April) by Highline College, 2400 South 240th Street, Seattle, WA 98198-9800. Periodicals postage paid at Seattle, WA.

POSTMASTER: Send address changes to Highline College — The Quarterly Bulletin, PO Box 98000, Des Moines, WA 98198-9800. Call (206) 592-3314 for pickup.



YES, Highline Serves YOU



Highline serves students who come from a wide variety of personal experiences and professional backgrounds. You will find services that meet your unique needs. Whether you need accommodations or worker retraining or a point in between, Highline is committed to serving you.

HOW DO YOU GET STARTED AT HIGHLINE?

To get started with college-credit courses, students (including Running Start and transfer students) should use this process:

Decide on a Program of Study: Aren't sure what to study? Highline can help. Visit our Counseling Center or take advantage of our online Career Coach (highline.edu/careercoach). During your time at Highline, our educational planners and faculty advisers will support you with personalized educational advising and professional support.

Plan Ahead for Expenses: Be sure to explore all your options, including financial aid, scholarships, WorkFirst Services, Workforce Education Services and Veterans Services.

Apply to Highline: Apply online before coming to campus. It allows us time to create your record and ensures your start will be as quick and smooth as possible. After we process your application, you will get a student identification number (SID).

Assess Your Starting Point: Certain courses and programs need placement. You will need placement to 1) complete a degree at Highline, 2) take courses in business technology, communication, English, math, psychology, reading and science, and 3) apply for Running Start. Placement can be determined using high school transcripts, placement tests you've already taken or by testing. Need to test? We have brush-up workshops to support you.

Get Oriented: New to college? We provide you with new student orientation during which you will learn how to register for classes. Running Start and High School Completion students meet this requirement with High School Programs. Detailed information, including registration, is available through the Advising Center (advising.highline.edu). Interested in a campus tour? Outreach services will show you around. If you've already been to college, you can register without attending orientation.

Get Connected: In addition to quality support services like our tutoring success centers and opportunities such as Honors, we at Highline are particularly proud of the opportunities for student involvement and engagement. Our highly engaged student body is just one of the things that makes Highline truly special.

WHATEVER YOUR LEVEL OF READINESS, HIGHLINE OFFERS A STARTING POINT THAT IS RIGHT FOR YOU.

Running Start allows high school students to start their college education early and affordably.

Do you need help preparing for the **GED** or learning **English (ESL)**? If you are a refugee, immigrant or U.S. citizen, our **Adult Basic Education (ABE) program** is here to support you. Start with orientation:

- **GED Prep:** Tuesdays at 6 p.m., Thursdays at 2 p.m. (Building 19, Room 101)
- **ESL Orientation:** Tuesdays at 6 p.m., Thursdays at 2 p.m., Fridays at 9 a.m. (Building 19, Room 102)

Continuing Education offers an option for those interested in lifelong learning and those pursuing professional development. See page 9 for courses.

And, of course, Highline College offers **college-credit courses** to college students.

GO TO HIGHLINE.EDU AND CLICK **GET STARTED** 



HIGHLINE MISSION STATEMENT

As a public institution of higher education serving a diverse community in a multicultural world and global economy, Highline College promotes student engagement, learning, and achievement, integrates diversity and globalism throughout the college, sustains relationships within its communities, and practices sustainability in human resources, operations, and teaching and learning.

State Board Approval

Highline College's academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive education benefits under Title 38 and Title 10, U.S. Code.

Accreditation

Highline College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the Secretary of the United States Department of Education. The commission's offices are located at 8060 165th Avenue NE, Suite 100, Redmond, Washington 98052-3981.

PROGRAMS OF INSTRUCTION

Professional-Technical Education

findyourpath.highline.edu

If your goal is to get a job right after graduation in a specific field or build professional skills for your current job, begin by earning an Associate of Applied Science (AAS) degree or certificate. Applied bachelor's degrees are now available in certain fields (see "Bachelor's Degrees and More").

Transfer Education

transfercenter.highline.edu

If your goal is to transfer to a regional or state college or university, begin by earning an Associate of Arts (AA) or Associate of Science (AS) degree at Highline. Washington students have statewide transfer agreements that allow them to earn the first 90 credits at a community college and transfer those credits to public—

and most private—colleges and universities in the state. Check with an adviser and the intended transfer institution about other options.

High School Programs

hs.highline.edu

Complete or enhance your high school education through High School Programs.

Adult Basic Education/College Preparation

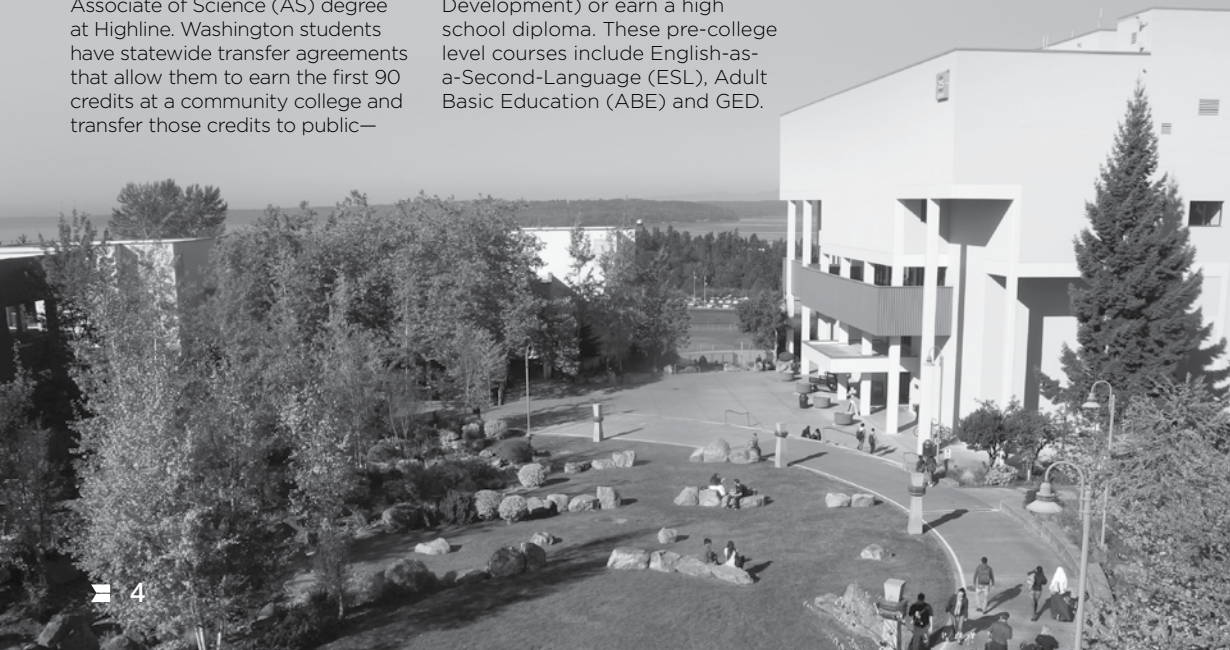
precollege.highline.edu
transitioncenter.highline.edu

Find a variety of noncredit courses to help you learn English, improve academic skills, prepare for the GED (General Education Development) or earn a high school diploma. These pre-college level courses include English-as-a-Second-Language (ESL), Adult Basic Education (ABE) and GED.

Bachelor's Degrees and More

highline.edu/bas
cwu.edu/desmoines

Now you can earn an applied bachelor's degree at Highline in five programs: Cybersecurity and Forensics, Global Trade and Logistics, Respiratory Care, Youth Development and Teaching and Early Learning. These new programs build on Highline's strong AAS degree programs. You can also earn a bachelor's or master's degree on Highline's campus through Central Washington University-Des Moines.



FREE Events & Resources



CAREER COACH

highline.edu/careercoach

Take advantage of this online, easy-to-use career tool offered free by Highline. Career Coach is designed to help you find a good career by providing the most current local data on wages, employment and job postings. Use the tool to explore your ideal career by matching your skills and talents. You can even use it to build a professional resume.

CITIZENSHIP CLASSES

Main Campus: Bldg 19, Rm 102

Prepare for the U.S. Citizenship Test. The course will be taught by an instructor who is trained in the content and who has significant teaching experience with English language learners. The course includes application procedures and follow-through on the steps to becoming a U.S. citizen. Contact Linda Faaren for schedule: (206) 592-3670, lfaaren@highline.edu.



HISTORY SEMINAR

historyseminar.highline.edu

Main Campus: Bldg 3, Rm 102

Learn about history in a weekly series of presentations by Highline faculty and other guest speakers about a topic in their field of expertise. Visit highline.edu/calendar for upcoming dates and topics.

LIBRARY

library.highline.edu

Main Campus: Bldg 25

Check out library materials, use the resources and even view visual arts, all in the Highline Library. The Highline Library has been part of the Federal Depository Library Program since 1983. Check the website for Library hours.



ORIENTATION: ABE, ESL, GED

espanol.highline.edu

precollege.highline.edu

Find pre-college level courses in reading, writing, study skills, arithmetic and English language skills at Highline. These classes are for students who want to gain, or improve, their academic skills. Learn about the classes at an orientation session. Check the website for current schedule.

POVERTY BAY DISCOVERY DAYS

mast.highline.edu

Most Saturdays, 10 a.m.–2 p.m.

Visit Highline's MaST Center at Redondo Beach and see an aquarium featuring more than 250 native Puget Sound species in multiple tanks, two large touch tanks, two octopus tanks, a 38-foot gray whale skeleton, and much more.

SCIENCE SEMINAR

scienceseminars.highline.edu

Main Campus: Bldg 3, Rm 102

Learn about cutting-edge topics in science, technology and medicine during Science Seminar. You'll hear from Highline faculty about an area in their field of expertise. Visit highline.edu/calendar for upcoming dates and topics.

SCIENCE ON THE SOUND SPEAKER SERIES

mast.highline.edu

Located at Redondo Beach

Hear from local, regional and national experts at the MaST Center's Science on the Sound series. Check the website for current schedule and topics.



VETERANS PROGRAMS

highline.edu/academic-support/veterans-services

Learn about all that Highline has to offer veterans and their dependents. Visit the website to find out how you can reach your post-service academic and career goals.

WORKFORCE EDUCATION SERVICES

workforce.highline.edu

Most Thursdays

Main Campus: See website for locations

Learn about work-based training options, including how to apply for any of our grant programs. Check the website for times, location and current schedule.

Visit highline.edu/calendar for Highline's full calendar of events.

Navigating Financial Aid

Need help paying for school but not sure where to start?

Follow this step-by-step guide to apply for financial aid:



#1

Complete the Free Application for Federal Student Aid (FAFSA) form online at **fafsa.gov**.

#2

Fill out the online form using Highline's Title IV code **003781**

#3

Provide your email address to receive an email with a link to your online Student Aid Report (SAR) within five days. Or, you'll receive the report in the mail in about two weeks.

#4

Check your Student Aid Report carefully to make sure your information is correct.

#5

Complete the Highline College "Financial Aid Data Sheet" located on Highline's Financial Aid site under "Forms."

#6

Submit required paperwork to Highline's Financial Aid office by the appropriate deadline.

Check your status on the Financial Aid Portal: **financialaid.highline.edu/portal**

#7

Review your award notification and make sure you understand the terms and conditions for accepting your award.

Note: Applications completed after the financial aid deadline will be reviewed by the following quarter's tuition due date.

Financial Aid Portal

The Financial Aid office uses paperless notifications. The portal allows you to view your financial aid status and award online.

financialaid.highline.edu/portal



Financial Aid Deadlines

**SUMMER
QUARTER
2018**

February 22

**FALL
QUARTER
2018**

May 28

**WINTER
QUARTER
2019**

October 9





Additional Ways to Finance Your Education

Highline has other resources available to help you pay for classes. Check out these tools that can help you reach your educational goals:

- With the cost of tuition, **scholarships** are a great way to help pay for your education. Unlike loans, scholarships do not have to be repaid. Highline offers academic, athletic and need-based scholarships for students to apply for each year. Visit financialaid.highline.edu/scholarships for a complete list of scholarships available at Highline.
- **The Highline College Foundation** offers scholarships for students of all majors, economic backgrounds and academic standings. Applying is easy—only one application is needed to apply for any and all scholarships! Find more details at funds4highline.org/scholarships.
- **Highline.edu/pay-for-college** highlights various funding options such as loans, grants and programs that you may be eligible for.
- **The Student Tuition Easy Payment Plan (STEPP)** program allows you to pay for your education on an interest-free installment plan. Payments are made in three installments during the fall, winter and spring quarters and two installments during summer quarters. For more information on enrollment and dates, visit adminservices.highline.edu/finance/cashiering.



CONTINUING EDUCATION

≡ COURSE SCHEDULE ≡

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.



+ TABLE OF CONTENTS

Professional & Career Development	12
Allied Health Academy	12
Online Retail Management Certificate	13
Technology	14
Languages	15
Online Human Resources Certificate	16
Arts & Fitness	17
Urban Agriculture & Food Safety Certificate	19
Lifelong Learning	20

HIGHLINE COLLEGE

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

(206) 870-3785
ce@highline.edu
.....

ce.highline.edu

OUR MISSION IS TO ENRICH OUR COMMUNITY THROUGH PERSONAL AND PROFESSIONAL LIFELONG LEARNING OPPORTUNITIES.

ALLIED HEALTH ACADEMY SHORT-TERM CERTIFICATES

Adult Family Home Administrator Training

Course meets the Washington State DSHS requirement for Adult Family Home providers

Adult Family Home Orientation Class

Course meets the Washington State DSHS requirement for Adult Family Home providers

Nursing Assistant Certified Program

Prepares students to take the WA State licensure exam to become a Certified Nursing Assistant
For more information, please visit nursingassistant.highline.edu

Professional Healthcare Interpreter Program

Provides the 100 hours required for the Washington State and National Exams

Mental Health for LTC/Managers

Earn the necessary certification in LTC Mental Health or Managerial Mental Health

Dementia Capable Caregiver Level 1

Approved by DSHS, provides the necessary certification in Dementia Care training.

PROFESSIONAL DEVELOPMENT SHORT-TERM CERTIFICATES

US Soccer “E” License Certification

Develop coaching competencies to teach 9-12 year old athletes and teams
To register please visit: ussoccer.com/coaching-education/licenses/national-f

Real Estate Broker License Certification

This course is offered completely online with unlimited phone/email support from Rockwell Institute

Urban Agriculture Certificate

Courses (not offered every quarter): Urban Agriculture & Food Security; Backyard Science; Food as Medicine; Spring/Summer/Fall Practicums. Visit ce.highline.edu for more details

Flagger Training

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

Online Human Resource Certificate

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

Online Retail Management Certificate

Designed to prepare students for career opportunities and upward mobility in the retail industry.

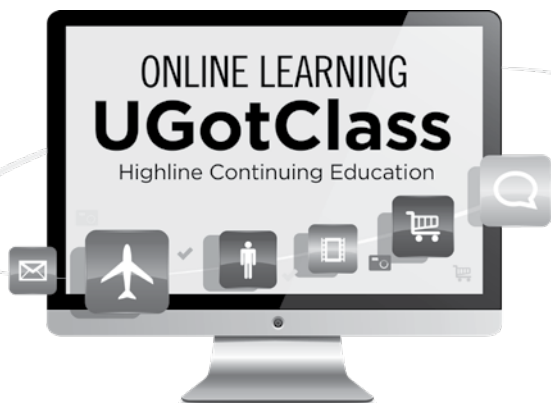
FUNDING

Women’s Programs and WorkFirst Services (WP)

Highline’s Women’s Programs and Workfirst Services can provide qualified students with tuition & books. Required supplies, childcare and transportation is supported by DSHS for those receiving TANF & meeting program requirements. To learn if you are eligible please call 206-592-3340 for more information.

Workforce Education Services (WES)

The WES department at Highline College can provide tuition assistance and support services for some CE short-term certificates and professional/technical AAS programs if a student meets funding and program eligibility criteria. Please visit startnextquarter.org to see if you pre-qualify for an invitation to attend Highline’s free education planning workshop through the WES department. If invited, it will be determined at the workshop whether you are eligible for funding. For general information, please visit workforce.highline.edu or contact the WES department at 206-592-3802.



LOOKING TO INCREASE EMPLOYMENT SKILLS?

Highline College has partnered with UGotClass to offer online learning certificates for students. Develop your skills in the fields of Business, Professional Development, Social Media, Leadership, Education, and more.

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

CERTIFICATES & COURSES

BUSINESS

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

PROFESSIONAL DEVELOPMENT

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

TRAINING & EDUCATION

- Best Practices in Event Management
- Building Online Learning Communities
- Certificate in Blended Instruction
- Certificate in Online Teaching
- Certificate in Teaching Adults
- Certified Online Instructor (COI)

SOCIAL MEDIA FOR BUSINESS

- Managing Social Media Platforms Certificate
- Social Media for Business Certificate

UGotClass registration info: ce.highline.edu



WANT TO INSTRUCT?

Do you have professional expertise, knowledge, or special skills you would like to share?

WE ARE ALWAYS LOOKING for new instructors in the areas of business, technology, computers, languages, and so much more. Please do not hesitate to contact us to discuss your abilities.

 Please email ce@highline.edu for a course proposal form.

PROFESSIONAL & CAREER DEVELOPMENT

Real Estate Broker License Certification

Want to become a real estate broker? Highline College and Rockwell Institute have partnered together to offer the Real Estate Broker License Certification program. This course is offered completely online with unlimited phone/email support from Rockwell Institute. The course satisfies the Washington State Department of Licensing requirement of 90 clock hours in Real Estate Fundamentals and Real Estate Practices. After successful completion of the program students will be able to take the state licensing exam (also must be at least 18 years old & have a high school diploma or equivalent).

Please visit the CE website at ce.highline.edu to register. The price for the class is \$459 (does not include S&H and sales tax).



Flagger Training –Funding May Be Available

Looking for work? Earn your Washington State Traffic Control Card in just one day! Students who successfully complete this class will receive a photo identification card with certification valid for 3 years. Text and course materials provided- bring a #2 pencil. Must be 18 years of age. Note: there is no job placement service with this class. **Funding Available - Please contact Highline’s Woman’s Program/WorkFirst Services at 206-592-3340 to see if you qualify for funding.**

Apr 14	8 AM-4:30 PM	Sat	Item 9112	\$60
May 12	8 AM-4:30 PM	Sat	Item 9114	\$60
Jun 16	8 AM-4:30 PM	Sat	Item 9116	\$60
Stephens			Bldg 99, Rm 130	

ALLIED HEALTH ACADEMY

Adult Family Home (AFH) Orientation

This one-day class provides an overview of the AFH program and expectations of the AFH licensee in providing care and services to the residents in a licensed home setting as well as a brief overview of the process prospective providers will follow in obtaining an AFH license. This class is one of the requirements (see Washington Administrative Code [WAC] 388-76-10060) applicants need to meet prior to turning in the application for licensure. Students will receive a certificate after completing the class; this certificate is valid for one calendar year from the date of attendance.

Apr 16	9 AM-4 PM	Mon	Item 9702	\$39
May 21	9 AM-4 PM	Mon	Item 9704	\$39
Jun 18	9 AM-4 PM	Mon	Item 9706	\$39
Staff			Bldg 99, Rm 132	

AFH Administrator Training –Funding May Be Available

If you are interested in opening up your own Adult Family Home, this course meets the Washington State DSHS requirement for Adult Family Home providers. Both our instructors are current providers and active board members of the WSRCC (Washington State Residential Care Council). The class is strongly suggested for Resident Managers but is not required. An ABE level 3 in Reading and a level 2 in Math is highly recommended. There is no college admission process required.

Funding Available - Please contact Highline’s Workforce Education Service at 206-592-3802 or Woman’s Program/WorkFirst Services at 206-592-3340 to see if you qualify for funding. Photo ID is required on first day of class.

Apr 16-May 14	5:30-9:30 PM	Mon-Wed	\$650
Galasso	Bldg 99, Rm 132	Item 9710	
May 15-Jun 13	5:30-9:30 PM	Mon-Wed	\$650
Galasso	Bldg 99, Rm 132	Item 9712	
No class: May 28			



Nursing Assistant Certified Program—Funding May Be Available

Train for an exciting and rewarding career in 5 weeks. Highline College's Nursing Assistant program combines classroom theory, skills laboratory, and clinical experience to prepare students to take the Washington State licensure exam for a Certified Nursing Assistant. Certified Nursing Assistants work in a variety of medical settings such as hospitals, skilled nursing facilities, assisted living communities, adult family homes, hospice, and dialysis centers. Upon completion of the program, students are eligible to take the state certification examination.

Requirements: Applications must be submitted in-person to the Continuing Education department (Bldg 99, Rm 101). Applications are available at nursingassistant.highline.edu or at the Continuing Education front desk. **Funding Available - Please contact Highline's Workforce Education Service at 206-592-3802 or Woman's Program/WorkFirst Services at 206-592-3440 to see if you qualify for funding. Please visit nursingassistant.highline.edu or call us at 206-870-3785 for dates & times.**



Professional Healthcare Interpreter Certificate Program

This intensive program will help prepare students for the challenges of a competitive marketplace. Students must be bilingual with an ESL Level 3 or above. This Certificate Program covers all basic aspects of interpreting in healthcare, including the role, ethics, and legislation of Healthcare Interpreting. Students must have internet access from either home, work or a public location. This program prepares students to take both the

Online Retail Management Certificate



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

Approved Certificate Courses

SPRING

BUSN 160: Human/Labor Relations
BUSN 204: Introduction to HR Management

SUMMER

BUSN 175: Retailing
BSTECH 120: Introduction to Office

FALL

BUSN 138: Principles of Marketing
CMST 101: Introduction to Communications

WINTER

ACCTG 121: Practical Accounting
BUSN 270: Principles of Management/Supervision

How do I register?

- Step 1** - Please begin by Applying for Admission to the College. admissions.highline.edu/apply/
- Step 2** - Once you have completed the Application for Admission and received your Student ID Number (SID), please activate your myHighline account. myinfo.highline.edu/MyInfo/
- Step 3** - Once your myHighline account is activated, you MUST CALL Continuing Education to register for your course/s. (206) 870-3785

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

State and National Certification exams as Professional Healthcare Interpreters. **Funding Available - Please contact Highline's Workforce Education Service at 206-592-3802 or Woman's Program/WorkFirst Services at 206-592-3340 to see if you qualify for funding.**

Apr 6-Jun 16	5-8 PM	10 Fri	\$649
	9 AM-4 PM	10 Sat	
Fatland	Bldg 99, Rm 131	Item 9772	
No class: May 25-26			

Dementia Capable Caregiver, Level 1

This course is approved by DSHS and provides the necessary certification in Dementia Care training. The class provides an overview of Dementia and teaches various approaches for effective care management. Students must pass a written & skills test before receiving a certificate of completion (mailed generally within 1 week of completion). Course materials are included in the cost of the class and are non-refundable (\$10 replacement fee for textbook). Course can be applied towards DSHS CE hours in the calendar year they were taken.

Apr 14	8:30 AM-5:30 PM	Sat	\$119
Gerson	Bldg 99, Rm 130	Item 9734	

Adult Education: Instructional Excellence for Long-Term Care Educators

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

Apr 21	9:30-1:30 PM	1 Sat	\$49
Gerson	Bldg 99, Rm 130	Item 9738	

Mental Health for LTC/Managers

This course is approved by DSHS and provides the necessary certification in LTC Mental Health or Managerial Mental Health. Students must pass a challenging 2 hour written & skills test before receiving a certificate of completion (mailed generally within 1 week of completion). This course

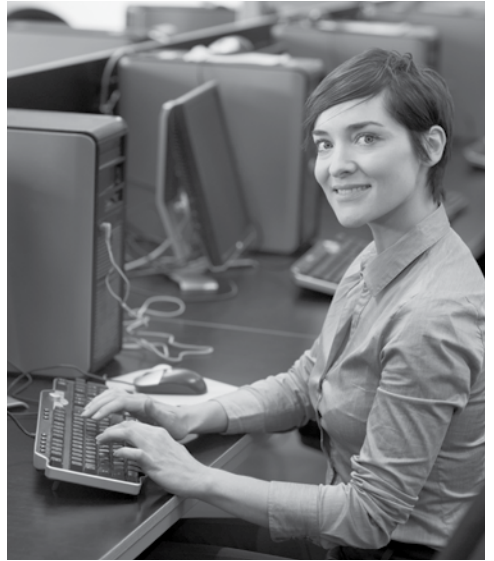
follows Washington State Department of Social and Health Services Guidelines. Course materials are included in the cost of the class and are non-refundable (\$10 replacement fee for textbook). **Final test is administered one week "after the class" to allow sufficient study time.** Course can be applied towards DSHS CE hours in the calendar year they were taken.

May 12

LTC Students	9 AM-1:30 PM	Sat	Item 9722	\$69
Managers	9 AM-3:30 PM	Sat	Item 9724	\$99

May 19

Final Test	9-11 AM	Sat		
Gerson			Bldg 99, Rm 130	



TECHNOLOGY

Boot Camp Series: MS Word, Excel PowerPoint 2016

The Boot Camp Series is for beginners and those looking to brush up on their computer skills. Save \$48 when signing up for all three or register for only \$99 per class. **MS Word:** Learn to create, format, customize, edit, and control page layout. Insert tables and graphics, apply styles and use shortcuts for quick, professional documents. **MS Excel:** Create spreadsheets for home and business with basic and function formulas, charts and automatic features. Apply conditional formatting and explore print options. **MS PowerPoint:** Learn to create slides with text and pictures, as well as other special techniques to make your presentations successful. Workbooks included.

Bootcamp Series:			
Apr 7-21	3 Sat	10 AM-4 PM	
	Item 9202		\$249
MS Word:			
Apr 7	Sat	10 AM-4 PM	
	Item 9204		\$99
MS Excel:			
Apr 14	Sat	10 AM-4 PM	
	Item 9206		\$99
MS PowerPoint:			
Apr 21	Sat	10 AM-4 PM	
	Item 9208		\$99
Larson	Bldg 30, Rm 318		

MS Excel 2016 Series:

Take all three and save

Improve your work productivity by taking the MS Excel 2016 Series. **MS Excel**

Level 1: Create basic and function formulas; apply conditional formats and work with auto calculation features. Explore named ranges, print options, and more.

MS Excel Level 2: Work with templates, large worksheets and 3-D formulas. Use tables, sort and filter, and audit and protect data. Learn revision tracking, merging workbooks, and much more.

MS Excel Level 3: Create macros, lookup functions, array formulas, pivot tables, and charts. Work with slicers and trendiness. Perform what-if analysis, data and web queries, and apply security settings. Sign up for the series and save \$28 or register for only \$119 per class. Materials provided.

MS Excel Series:			
May 2-16	3 Wed	8:30 AM-4:30 PM	
	Item 9212		\$329
MS Excel Level 1:			
May 2	Wed	8:30 AM-4:30 PM	
	Item 9214		\$119
MS Excel Level 2:			
May 9	Wed	8:30 AM-4:30 PM	
	Item 9216		\$119
MS Excel Level 3:			
May 16	Wed	8:30 AM-4:30 PM	
	Item 9218		\$119
Larson	Bldg 99, Rm 251		

PowerPoint Animations and Video Full Series

Enhance your basic PowerPoint skills! Learn to create animations for your PowerPoint text and graphics, and convert your entire presentation to a video for saving to file and/or uploading to YouTube or other platforms.

Jun 13	1 Wed	8:30 AM-1 PM	
	Item 9220		\$69
Larson	Bldg 99, Rm 251		

Photoshop for Better Images

This class is for serious/amateur photographers who want to learn



Photoshop skills to improve their images. Learn to crop, convert color to black and white, adjust contrast, brightness, improve color balance, use filters, clone out unwanted objects, sharpen, add borders and vignettes, enhance color saturation, add text, and resize for printing and online. Participants may request critiques and suggestions. Students will need to sign up for a subscription to Photoshop by end of first class. Cost is approximately \$10 monthly. Students will be required to bring their digital images to class on a USB drive. Class will be taught on PCs in computer lab. PLEASE, no smartphones or other electronic devices used during class.

Apr 18-May 23	6 Wed	6:30-8:30 PM	
	Item 9248		\$149
Schoenfeld	Bldg 30, Rm TBD		

LANGUAGES

French: Beginners/Intermediate/Advanced

Interested in learning French for an upcoming trip or just want to learn another language? Gain insight into French culture and language, all while practicing basic to advanced grammar. The instructor Sylvie Gaillard was born and raised in Paris and has extensive knowledge of French customs and culture not found in many French classes. Materials provided.

French Beginners:			
May 3-Jun 5	5 Tue/5 Thu	6-7:30 PM	\$119
Gaillard	Bldg 10, Rm 201	Item 9402	
French Intermediate:			
May 3-Jun 5	5 Tue/5 Thu	7:30-9 PM	\$119
Gaillard	Bldg 10, Rm 201	Item 9404	
French Advanced:			
May 9-Jun 6	5 Wed	6-8 PM	\$99
Gaillard	Bldg 10, Rm 201	Item 9406	

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: (Credit Students Only)

BUSN 135: Business Math
CMST& 101: Introduction to Communications
BUSN 207: Cultural Awareness

Credit/Non-Credit Options:

The Human Resources Certificate can be taken for college credit (49 credits) or taken for non-credit at a reduce tuition cost.

Funding Eligibility for College Credit Students (optional):

Visit startnextquarter.org for more information or contact the WES department at 206-592-3802.

How do I register?

- Credit students contact Program Coordinator Shawna Freeman at (206) 592-3639 or sfreeman@highline.edu.
- Non-credit students please visit ce.highline.edu or call (206) 870-3785.

Conversational Spanish: Basic/Intermediate

Immerse yourself in Spanish and boost your pronunciation, listening comprehension and speaking skills! This class ensures high student participation and superior learning outcomes. Communicate in practical real-life contexts, and increase your vocabulary, fluency and confidence. Cultural aspects of the Spanish-speaking world will also be covered. No textbook required.

Spanish Basic:

Apr 9–May 23	7 Mon/7 Wed	6–7:30 PM	\$139
Vera	Bldg 10, Rm 102	Item 9410	

Spanish Intermediate:

Apr 9–May 23	7 Mon/7 Wed	7:30–9 PM	\$139
Vera	Bldg 10, Rm 102	Item 9412	



Spanish for the Workplace

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is on oral communication, basic grammar, and vocabulary. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. No textbook required.

Apr 5–May 24	5:30–7:30 PM	8 Thu	\$129
Vera	Bldg 10, Rm 102	Item 9416	

Japanese for Beginners: Level 1/2

Interested in learning Japanese for your next trip to Japan or just to learn another language? In addition to speaking basic phrases, greetings, and easy conversation, you will be introduced to writing in hiragana. Gain insight into Japanese culture and customs as well. Same textbook for both level 1 & level 2 classes., Instructor Kazuko McColley is a native

speaker, born in Kobe, Japan. Textbook Required: GENKI I: An Integrated Course in Elementary Japanese (2nd Edition), ISBN978-4-789014403.

Japanese Level 1:

Apr 9–Jun 11 9 Mon 6–8 PM \$159

McColley Bldg 10, Rm 104 Item 9426

No class: May 28

Japanese Level 2:

Apr 11–May 23 7 Wed 6–8 PM \$129

McColley Bldg 10, Rm 104 Item 9428



Italian for Beginners: Level 1/2

These courses aim to integrate an intensive study of basic Italian with an overview of contemporary Italian culture in order to enable students to communicate effectively in Italian and understand an alternative way of living. Class focus will involve the four main skills of listening, speaking, reading, and writing in Italian with an emphasis on communication. Students will be exposed to a variety of learning styles through music, films, newspapers, magazines, and recipe books from Italy. No materials required.

Italian Beginners 1:

Apr 17–May 31 6–7:30 PM 7 Tue/7 Thu \$129

Riverso Bldg 10, Rm 105 Item 9420

Italian Beginners 2:

Apr 17–May 31 7:30–9 PM 7 Tue/7 Thu \$129

Riverso Bldg 10, Rm 105 Item 9422

Traveling to Italy: Between Art and History

The course offers a cultural tour of Italy exploring some of the most enchanting cities (Rome, Florence, Venice, Milan, Genoa and Naples) by focusing on their past and present. Students will learn to recognize distinctive architectural forms of the Roman, Medieval, Renaissance and Baroque eras in Italian cities through the

study of history, art and cultural identities. In order to understand the different development and evolution of Italian towns students will be invited to analyze and compare urban structures (squares, churches, streets, buildings and walls) to provide an overview of key historical and aesthetic issues in which every city identifies itself. The course pursues these goals through lectures, readings, slides, visual artworks and films clips.

Apr 16–May 21 6–7:30 PM 6 Mon \$79

Riverso Bldg 10, Rm 105 Item 9440

IELTS

Highline College, through Continuing Education and the Welcome Back Center, offers an IELTS test preparation course. Nurses who need to take the IELTS exam are ideal candidates for this class. Students will learn IELTS test-taking skills and strategies. To be successful, students need advanced English skills, especially in reading and writing. Students are responsible for writing assignments and additional reading homework outside of class. Textbook Included.

Apr 13–Jun 15 9:30 AM–1:30 PM 10 Fri \$100

Nietering Bldg 19, Rm 101 Item 9430

ARTS & FITNESS

Hawaiian Slack Key Guitar

Come visit Hawaii through its music and song. Learn to sing Hawaiian songs and accompany yourself on the guitar in the old Hawaiian folk and slack key styles. Various tunings, tablature reading, picking, and



strumming techniques will be taught. Requirements: Personal Guitar, foot stool, music stand. Books: Masters of Hawaiian Slack Key Guitar by Mark Hanson, Guitar Playing Hawaiian Style by Ozzie Kotani. Please bring your books to the first class.

Apr 3-Jun 5	6:15-8:15 PM	10 Tue	\$109
Akaka	Bldg 4, Rm 104	Item 9602	

Guitar for All Levels

Guitar for beginning to advanced players. Have fun as you learn to play chords, read music for songs, and pick and strum techniques as you accompany yourself while singing. Instruction will advance you from your current level and encompass various styles, including classical, jazz, pop/folk, and Country Western. Requirements: Personal Guitar, foot stool, music stand. Books: Contemporary Class Guitar-Schmid (ISBN: 978-0634014154), American Folk Songs for Easy Guitar - Leonard (ISBN: 978-0793569526), Easy Pop Melodies - Leonard (ISBN: 978-0793573851). Please bring your books to the first class.

Apr 4-May 23	6:15-8:15 PM	8 Wed	\$99
Akaka	Bldg 4, Rm 104	Item 9604	

Piano for All Levels

Piano for beginning to advanced players. Learn to play the piano with an emphasis on music theory and piano technique including hand positions, fingering, and basic chord movements. Instruction will advance you from your current level and encompass various styles, including



classical, jazz, and pop/folk. This course will focus on reading music for the piano, utilizing chord application and improvisational techniques in accompaniment in lead sheet music. Requirements: Practice keyboard. Books: Beginner: "Adult Piano Adventures All-in-One Lesson Book 1" by Nancy and Randall Faber (ISBN: 9781616773021); Advanced: "Adult Piano Adventures All-in-One Lesson Book 2" by Nancy and Randall Faber (ISBN: 9781616773342). Please bring your book to the first class.

Apr 5-May 24	6:15-8:15 PM	8 Thu	\$109
Akaka	Bldg 4, Rm 101	Item 9606	

Introduction to Digital Photography

This beginning class will interest those of who have either a DSLR digital camera or Mirrorless digital camera (no point and shoot cameras; if unsure contact the Instructor via 'Continuing Education'). The goal of this class is to make people more comfortable operating their camera and understanding what shutter speeds, apertures, iso, and white balance are all about. As well, we'll explore your camera's full potential and get people off of automatic. Additional emphasis will be on exposure, metering, lenses, and filters. The next day field trip (Sunday) to the Bellevue Botanical Garden will allow students to receive hands-on help in the field. Instructor Robert Stahl is an award-winning photographer whose work has appeared in National Geographic Publications. Bring your camera to class the first day.

Apr 14-15	9 AM-12 PM	1 Sat/1 Sun	\$75
Stahl	Bldg 99, Rm 140	Item 9628	
May 19-20	9 AM-12 PM	1 Sat/1 Sun	\$75
Stahl	Bldg 99, Rm 140	Item 9630	

Drawing Human Faces

This class will be focusing on practicing drawing specific facial features and composing human faces. We will work with diverse subjects: infants, teenage, adults and seniors. We will draw short poses of each other in class. We will be using graphite and colored pencils on a variety of substrates. We will, as usual, share the prior week's projects in critiques and have casual discussion re: techniques, successes and difficulties we are experiencing. The instructor will show PowerPoints, encourage discussion and provide guidance. Homework will be

required. This class welcomes beginning to advanced students. An art supply list will be provided to registered students.

Apr 13–May 11	12:30–3:30 PM	5 Fri	\$139
Megale	Bldg 16, Rm 162		Item 9620



Drawing Landscapes

In this series of 5 classes, we will be practicing drawing and studying a variety of landscapes in class and the second and fourth classes we will be going on field trips to locations where we will be drawing and painting landscapes on site. We will be initially drawing in graphite, then ink and eventually we will use colored pencil to create landscapes with color. Critiques of the prior week’s work will be shared with your classmates at the beginning of each class. Join in our supportive class environment. PowerPoints, videos and demos will be part of our class experiences. Homework will be required. **Students registering for this class should have already had beginning drawing experience.** An art supply list will be provided to registered students. Sat field trips on May 19 & May 26.

May 18–Jun 1	12:30–3:30 PM	3 Fri/2 Sat	\$139
Megale	Bldg 16, Rm 162		Item 9622

Drawing Buildings

Our series of 5 classes will be directed towards how to draw buildings: houses, urban structures and a variety of outbuildings. We will initially work in graphite and also in ink. We will learn about simple perspective which will show you how to logically plan your buildings so that they can create the illusion of depth in space. We will have weekly critiques of the prior week’s drawings so we can learn from each other in a casual discussion format. PowerPoints, videos

Urban Agriculture & Food Safety Certificate



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

Approved Certificate Courses

SUST 141: Spring Practicum in Urban Agriculture

SUST 142: Summer Practicum in Urban Agriculture

SUST 143: Fall Practicum in Urban Agriculture

DGS 116: Food Justice

SUST 150: Food as Medicine

SUST 152: Indoor Growing

SUST 154: Farm Business Administration/Farm Tour

SUST 175: Permaculture and Edible Landscaping & Design

GE SC 101: Backyard Science

Credit/Non-Credit Options:

The Urban Agriculture & Food Safety Certificate can be taken for college credit (47 credits)* or taken for non-credit at a reduce tuition cost.

*Credit students must complete 3 additional courses.

Funding Eligibility for College Credit Students (optional):

Visit startnextquarter.org for more information or contact the WES department at 206-592-3802.

How do I register?

- Credit students contact Program Manager Bobby Butler at (206) 592-3985 or bbutler@highline.edu.
- Non-credit students please visit ce.highline.edu or call (206) 870-3785.

and demos will be part of our class experiences. Homework will be required. **Students registering for this class should have already had beginning drawing experience.** An art supply list will be provided to registered students. Sat field trips on Jun 16 & Jun 23.

Jun 8-23	9 AM-12 PM	3 Fri/2 Sat	\$139
Megale	Bldg 16, Rm 162	Item 9624	

Beginning Ballroom Dance

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

Apr 2-May 14	6:30-7:45 PM	7 Mon	
Fee: \$89 Individual	Item 9632		
Fee: \$119 Couple	Item 9634		
Chapman	Bldg 4, Rm 109		

Intermediate Ballroom Dance

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.

Apr 2-May 14	7:45-9 PM	7 Mon	
Fee: \$89 Individual	Item 9636		
Fee: \$119 Couple	Item 9638		
Chapman	Bldg 4, Rm 109		



Yoga for Real People

Has it been some time since you have touched your knee caps, let alone your ankles? Have you noticed increased stiffness and body aches and pains? Yoga is a wonderful practice to help with these ailments as well as many others. Research has shown that yoga increases muscle tone, heart rate variability, drops

blood pressure and cortisol levels, and helps decrease stress and improve quality of life. Required Materials: Students must bring their own yoga mat.

Apr 12-May 17	6:30-7:45 PM	6 Thu	\$79
Staff	Bldg 4, Rm 109	Item 9644	



LIFELONG LEARNING

Basic Hands-On Home Repair & Maintenance

Learn a variety of home improvements and maintenance skills in Seattle's most comprehensive home repair class. This hands-on class includes hand and power tool selection, operation and personal safety; kitchen and bath remodels; electrical and plumbing repairs, wall repair; materials and methods; home security and weatherization. The participant will be able to undertake most small home repairs knowing which tools to use and how to repair the problem. Peter is a professional remodeling contractor. **A \$40.00 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 1/2 hour lunch break.

Apr 14	9:30 AM-4:30 PM	1 Sat	
	\$119 + Material Fees		
Marx	Item 9850		
South Seattle Community College: Room NWWA 123			

Basic Carpentry and Woodworking

Do you have power tools and want to learn to use them safely and effectively? Learn the basics of joinery, jigs, materials, methods, and project design in a woodshop. After selecting your materials, apply everything you've learned to safely use hand and power tools in the construction and assemblage of a "toolbox." **A \$40.00 materials fee is due to instructor on first day of class** and includes use of all tools, materials, and lumber for your first woodworking project. Peter is a professional woodworker

“WESLEY U” provides continuing education opportunities to people 50 and up at the recently remodeled Terrace Classroom and Creative Arts room.



SPRING CLASS OFFERINGS INCLUDE:

- 1 Art History
- 2 Ethics in Our Times
- 3 Hot Topics in Politics: Local, County, State
- 4 The Aging Brain
- 5 Regional Earthquakes and Volcanos

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 Kathy Burrows at kburrows@wesleyhomes.org.

who enjoys sharing his woodworking knowledge and experience. **Classroom is located at the University of Washington School of Art, Woodworking Shop, Room 117. April 12 & May 1 class sessions are from 6-9:30 P.M.**

Apr 12-26	6-9 PM	3 Thu
	Item 9852	\$149 + Material Fees
Marx	Location: See course description	
May 1-3	6-9 PM	Tue-Thu
	Item 9854	\$149 + Material Fees
Marx	Location: See course description	

retirement you have envisioned. We'll discuss strategies designed to help you work toward fulfilling your retirement expectations, focusing on income needs today and well into the future. You'll explore how to address key concerns such as inflation, health care expenses and market volatility as well as ways to prepare in advance for things that may not go as expected.

May 3-17	6-8 PM	3 Thu
	Item 9808	\$29 (includes 1 guest)
Amerson	Bldg 10, Rm 208	

Retirement Workshop

Highline College and Edward Jones offer this workshop of three seminars to walk you through different aspects of retirement planning: **What Happens After the Paychecks Stop?** A Retirement Income Primer examines how to budget for retirement expenses, potential sources of retirement income and potential risks to retirement income such as LTC and health care costs. **Retirement Has Changed. What's Your Next Move?** Teaches you how to organize and record financial assets, set realistic goals for retirement spending, determine if you are on track to reach goals and reevaluate your strategy if necessary. **Retirement: Making Your Money Last** is designed to help you prepare to live the





Herbal Supplements & Smoothie Mixes

Most people think of herbs as medicine, but herbs are also food! They are nature's whole food vitamins; better than any synthetic, generic vitamin

found on drugstore shelves! Powdered herbs can be put into capsules or used as additives in your smoothies. In this fun, informational workshop you will learn how to make your own herbal formulas using ground herbs to target specific health issues and increase your daily nutritional intake. Includes handout with recipes and an eBook.

May 19	10 AM-12 PM	Sat	\$39
Bailey	Bldg 12, Rm 105		Item 9660

Herbal Nutrition

Herbs are nature's whole-food vitamins packed with nutrients. Learn which herbs are the most nutritious and how you can incorporate them into your diet. We will discuss benefits of fresh herbs versus dried or powdered herbs and what to do with them. Includes handout, herb & spice nutritional chart, recipes and eBook.

May 19	1-3 PM	Sat	\$39
Bailey	Bldg 12, Rm 105		Item 9662

Highline Colleges' Economic Development programs

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

Contact StartZone

206-878-3710 or startzone@highline.edu
startzone.highline.edu



facebook.com/StartZone

Contact SBDC

206-592-4151 or SBDC@highline.edu
wsbdc.org/about



facebook.com/Highline-Small-Business-Development-Center-307068978536



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 \$10.00 administrative charge per course or item number. For more information, call 206-870-3785.

Course Cancellation

We cancel courses only when absolutely necessary, but we reserve the right to do so, as well as to reschedule courses and change instructors. If your course is cancelled, you may transfer to another course. If you do not, you will receive a full refund, usually within 10 business days.

Refund Policy

Refunds will be based as follows:

Classes cancelled by Continuing Education at any time - 100% Refund.

Student withdrawal 48 hours prior to first class session - 100% Refund.

Student withdrawal Less than 48 hours prior to first class - No Refund.

Student Withdrawal after class begins or no appearance in class - No Refund.

Highline Parking

Main Campus: All classes held on the main campus (every building except 99) will require a \$1 one-day parking pass that can be purchased from the parking pay stations in either the East or South parking lot (see Highline Campus Map on pg. 2 for details). Weekend parking is free.

Building 99: After 4pm, students can park in the building 99 parking lot for free. Before 4pm, students must park in the East/South/North parking lot and pay \$1.00 for the one-day parking pass.

Underage Students

Children under the age of 16 that want to register for a course must be accompanied by a parent or guardian who is also registered and will be in attendance at all class sessions with them. Prior approval is required from both the instructor and program manager. To make a request, please call 206-870-3785.

Office Hours

Monday–Thursday 8 AM–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

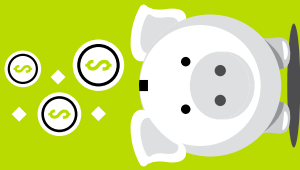
Customized Training for Businesses

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.



GET HELP PAYING FOR COLLEGE

Learn how to navigate financial aid and other ways to finance your education. **See page 6.**

.....

LOOKING FOR A LEADER

Highline College is seeking a successor to its longtime president, Dr. Jack Bermingham. He retired in August 2017 after more than a decade of successful leadership.

The college is looking for an open, inspirational leader who embodies and promotes Highline's values of diversity, access and community.

Learn more about Highline's search for its next president at highline.edu/presidential-search.

HIGHLINE COLLEGE

Located at S. 240th Street and Pacific Highway S.
PO Box 98000
Des Moines, WA 98198-9800

Periodicals, Postage Paid
Seattle, Washington

CAR-RT WSS
POSTAL CUSTOMER