

THE QUARTERLY BULLETIN

OCTOBER 2017 ■ VOLUME 57 ■ NO. 2



WINTER'18

.....
Classes begin January 8

+ CONTINUING
EDUCATION
COURSE SCHEDULE

HIGHLINE
COLLEGE

highline.edu

WE ARE HERE TO HELP YOU

GET STARTED AT HIGHLINE



IMPORTANT DATES & DEADLINES

QUARTER
BEGINS
Jan. 8

LAST DAY TO REGISTER
WITHOUT A FEE
Jan. 22

FINANCIAL AID

deadline for
spring quarter:
**December 28,
2017**

PAYMENT DATE

Tuition due:

Dec. 14

STEPP payment:
Jan. 16, Feb. 15

CAMPUS CLOSURE

No classes:

Jan. 15, Feb. 19

For the most current dates go to
registration.highline.edu/calendar.php.
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. 2 ■ October 2017

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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** 

ABOUT Highline College

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.

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.

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.

College Achievement Lower for Latinos

White students make up the bulk of those high school graduates, at 42,392, and have a college enrollment rate of 60.5 percent. Hispanic/Latino students make up the next largest group, at 11,421, but their college enrollment rate is 50.1 percent, the lowest among racial/ethnic groups with at least 1,000 high school graduates.

Ojeda Espinoza says that her parents were supportive of her pursuing her degree, but it is not like that for all Latino students.

Economics is one reason to push for a college education.

A 2016 report from the U.S.

With more than 70 percent students of color, Highline ranks as the most diverse higher education institution in the state. The college looks for innovative ways to help students succeed. That drive led it to become the first in the state to offer Puente. Puente started in California in 1981.

Among the nearly 11,000 students taking college-level courses during 2015-16, 7 percent identify as Hispanic/Latino. Roughly 90 percent of students provide their race or ethnicity.





Wagnitz *to* Lead Highline During Presidential Search

WHILE HIGHLINE COLLEGE searches for a new president, a familiar name will fill the role. Dr. Jeff Wagnitz, who has been serving as acting president since December 2016, has been named interim president by the college's Board of Trustees.

The five-member board is seeking a replacement for Dr. Jack Bermingham, who announced his retirement July 27 after serving more than a decade as president.

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



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.



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HIGHLINE COLLEGE

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

(206) 870-3785
ce@highline.edu

ce.highline.edu

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

ALLIED HEALTH ACADEMY SHORT-TERM CERTIFICATES

Adult Family Home Administrator Training

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

Adult Family Home Orientation Class

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

Nursing Assistant Certified Program

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

Professional Healthcare Interpreter Program

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

Mental Health for LTC/Managers

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

Dementia Capable Caregiver Level 1

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

PROFESSIONAL DEVELOPMENT SHORT-TERM CERTIFICATES

US Soccer “E” License Certification

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

Real Estate Broker License Certification

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

Urban Agriculture Certificate

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

Flagger Training

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

Online Human Resource Certificate

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

Online Retail Management Certificate

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

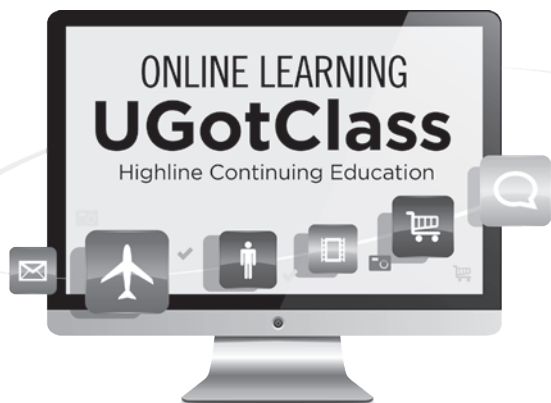
FUNDING

Women’s Programs and WorkFirst Services (WP)

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

Workforce Education Services (WES)

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



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).

How to Start Your Own Food Truck Business

Have you ever wanted to start your own mobile food business but do not know where to start? This informative course will give you the basic fundamentals of how to start and grow your mobile food business. Topics will include: Food Truck Fundamentals; Menu & Location; Health Department Takeover; Truck Design;

Costing; Business Plan & Financials; Social Media/Marketing. Instructor currently owns a successful catering and food truck business and is looking to pass on her experience and expertise to help you save time and money.

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

Flagger Training —Funding May Be Available

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

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

ALLIED HEALTH ACADEMY



Adult Family Home (AFH) Orientation

This one-day class provides an overview of the AFH program and expectations of the AFH licensee in providing care and

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

Jan 16	9 AM-4 PM	Tue	Item 9701	\$39
Feb 20	9 AM-4 PM	Tue	Item 9703	\$39
Mar 19	9 AM-4 PM	Mon	Item 9705	\$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.**

Jan 16-Mar 20	6-9 PM	8 Mon/10 Tue	\$650
Schlimme	Bldg 99, Rm 132	Item 9711	
No class: Feb 19			
Feb 7-Mar 14	6-9 PM	6 Wed	\$650
	8AM-3 PM	5 Sat	
Ionesi	Bldg 99, Rm 132	Item 9713	

Nursing Assistant Certified Program—Funding May Be Available

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

Requirements: Applications must be submitted in-person to the Continuing

Online Retail Management Certificate



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

Approved Certificate Courses

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

————— SUMMER —————
BUSN 175: Retailing
BSTECH 120: Introduction to Office

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

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

How do I register?

Step 1 – Please begin by Applying for Admission to the College.
admissions.highline.edu/apply/

Step 2 – Once you have completed the Application for Admission and received your Student ID Number (SID), please activate your myHighline account.
myinfo.highline.edu/MyInfo/

Step 3 – Once your myHighline account is activated, you MUST CALL Continuing Education to register for your course/s. (206) 870-3785

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



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

**Professional
Healthcare Interpreter
Certificate Program**

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

Funding Available - Please contact Highline's Workforce Education Service at 206-592-3802 or Woman's Program/WorkFirst Services at 206-592-3340 to see if you qualify for funding.

Jan 12-Mar 24	5-8 PM	11 Fri	\$649
	9 AM-4 PM	11 Sat	
Fatland	Bldg 99, Rm 131	Item 9771	

**Dementia Capable
Caregiver, Level 1**

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

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

**Adult Education:
Instructional Excellence for
Long-Term Care Educators**

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

Feb 17	9:30-11:30 AM	1 Sat	\$49
Gerson	Bldg 99, Rm 130	Item 9737	

Mental Health for LTC/Managers

This course is approved by DSHS and provides the necessary certification in LTC Mental Health or Managerial Mental Health. Students must pass a challenging 2 hour written & skills test before receiving a certificate of completion (mailed generally within 1 week of completion). This course follows Washington State Department of Social and Health Services Guidelines. Course materials are included in the cost of the class and are non-refundable (\$10 replacement fee for textbook). **Final test is administered one week “after the class” to allow sufficient study time.** Course can be applied towards DSHS CE hours in the calendar year they were taken.

Feb 24

LTC Students	9 AM-1:30 PM	Sat	Item 9721	\$69
Managers	9 AM-3:30 PM	Sat	Item 9723	\$99

Mar 3

Final Test	9–11 AM	Sat		
Gerson			Bldg 99, Rm 132	

Medical Assisting Review

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

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

Jan 8–Mar 23	Online		\$729
Classroom Dates	Feb 3/10 & Mar 10/17		
	9 AM-3 PM	Sat	
Lieseke	Bldg 23, Rm 206		Item 8805

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:

Jan 13–27	3 Sat	10 AM–4 PM	
	Item 9201		\$249

MS Word:

Jan 13	Sat	10 AM–4 PM	
	Item 9203		\$99

MS Excel:

Jan 20	Sat	10 AM–4 PM	
	Item 9205		\$99

MS PowerPoint:

Jan 27	Sat	10 AM–4 PM	
	Item 9207		\$99
Larson			Bldg 30, Rm 318



Online Human Resource Certificate



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

Although not a test preparation program, students who achieve the Online Human Resource Certificate should be well prepared to take the HRCI aPHR and PHR examinations.

Approved Certificate Courses

FALL

BUSN 223: Employee & Labor Relations
BUSN 204: Introduction to HR Management (offered Fall/Spring)

WINTER

BUSN 221: Compensation Plans/Employee Benefits
BUSN 209: Human Resource Recruitment

SPRING

BUSN 208: Employment Laws
BUSN 226: HR Technology & Data Analytics

SUMMER

BUSN 213: Workforce Development

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 Manager Raegan Copeland at (206) 592-3026 or rcopeland@highline.edu.
- Non-credit students please visit ce.highline.edu or call (206) 870-3785.

MS Excel 2016 Series:

Take all three and save

Improve your work productivity by taking the MS Excel 2016 Series. **MS Excel Level 1:** Create basic and function formulas; apply conditional formats and work with auto calculation features. Explore named ranges, print options, and more. **MS Excel Level 2:** Work with templates, large worksheets and 3-D formulas. Use tables, sort and filter, and audit and protect data. Learn revision tracking, merging workbooks, and much more. **MS Excel Level 3:** Create macros, lookup functions, array formulas, pivot tables, and charts. Work with slicers and trendiness. Perform what-if analysis, data and web queries, and apply security settings. Sign up for the series and save \$28 or register for only \$119 per class. Materials provided.

MS Excel Series:

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

MS Excel Level 1:

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

MS Excel Level 2:

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

MS Excel Level 3:

Feb 5	Mon	8:30 AM-4:30 PM
	Item 9217	\$119

Larson Bldg 99, Rm 251

QuickBooks Pro 2015

Full Series: Take all three and save

Used by over 12 million employees at 1.5 million businesses, Intuit's QuickBooks Pro provides fast, accurate financial information and solutions. **QuickBooks Level 1:** Basic accounting introduction, set up accounts, create invoices/statements/transactions and set up bill payment/sales tax. **QuickBooks Level 2:** Banking, creating accounts, managing debit and credit card transactions, reconciling, online banking; track inventory, purchase orders, estimates and invoices; set up payroll, track and pay payroll liabilities and process payroll forms. **QuickBooks Level 3:** Time tracking to create invoices and paychecks; progress invoicing and statements; set up loans and transfers, handling discounts, refunds, petty cash and NSF checks; customize forms and reports, export to Excel, general journal, memorize transactions, fix errors, close books and use shortcuts. Save \$88 dollars when registering for all three classes or register for only \$179 per class. Materials provided.

QuickBooks Series:			
Mar 5-19	3 Mon	8:30 AM-4:30 PM	
	Item 9221		\$449
QuickBooks Level 1:			
Mar 5	Mon	8:30 AM-4:30 PM	
	Item 9223		\$179
QuickBooks Level 2:			
Mar 12	Mon	8:30 AM-4:30 PM	
	Item 9225		\$179
QuickBooks Level 3:			
Mar 19	Mon	8:30 AM-4:30 PM	
	Item 9227		\$179
Larson	Bldg 99, Rm 251		



LANGUAGES

French: Beginners/Intermediate/Advanced

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

French Beginners:			
Jan 23-Feb 22	5 Tue/5 Thu	6-7:30 PM	\$119
Gaillard	Bldg 99, Rm 140	Item 9401	
French Intermediate:			
Jan 23-Feb 22	5 Tue/5 Thu	7:30-9 PM	\$119
Gaillard	Bldg 99, Rm 140	Item 9403	
French Advanced:			
Jan 24-Feb 21	5 Wed	6-8 PM	\$99
Gaillard	Bldg 99, Rm 140	Item 9405	

Basic Conversational Spanish

Immerse yourself in Spanish and boost your pronunciation, listening comprehension and speaking skills! This

class ensures high student participation and superior learning outcomes. Communicate in practical real-life contexts, and increase your vocabulary, fluency and confidence. Cultural aspects of the Spanish-speaking world will also be covered.

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

Intermediate Conversational Spanish

Improve your fluency and pronunciation in this Intermediate Conversational Spanish. Students will practice real-life activities that are daily practice in the Spanish culture, be ready to participate and have fun! This course requires knowledge of Spanish basic vocabulary and present tense grammar. More advanced grammar, vocabulary, and cultural elements will be taught in the development of listening, speaking, reading and writing skills.

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

Japanese for Beginners

Interested in learning Japanese for your next trip to Japan or just to learn another language? In addition to speaking basic phrases, greetings, and easy conversation, you will be introduced to writing in hiragana and katakana. Gain insight into Japanese culture and customs as well. Instructor Kazuko McColley is a native speaker, born in Kobe, Japan. Textbook Required: GENKI I: An Integrated Course in Elementary Japanese (2nd Edition), ISBN978-4-789014403.

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

Japanese for Beginners: Level 2

In this course we will continue to work learning basic phrases, including practical simple sentences and basic grammatical structure. We will be covering units 4 - 6 (the same text book with Beg. 1, but Chap. 4 - 6) in this session. But for this class we will be having simple conversations in Japanese which can come in very handy when travelling to Japan or just trying to talk to new Japanese friends. Instructor Kazuko McColley is a native speaker, born in

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

Jan 24–Mar 7	6–8 PM	7 Wed	\$129
McColley	Bldg 10, Rm 104	Item 9429	



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

Italian Beginners I:			
Jan 23–Mar 8	7 Tue/7 Thu	6–7:30 PM	\$129
Riverso	Bldg 10, Rm 105	Item 9421	
Italian Beginners II:			
Jan 23–Mar 8	7 Tue/7 Thu	7:30–9 PM	\$129
Riverso	Bldg 10, Rm 105	Item 9423	

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

writing assignments and additional reading homework outside of class. Textbook Included.

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

CULTURE & FITNESS

Hawaiian Slack Key Guitar
Come visit Hawaii through its music and song. Learn to sing Hawaiian songs and accompany yourself on the guitar in the old Hawaiian folk and slack key styles. Various tunings, tablature reading, picking, and strumming techniques will be taught. Requirements: Personal Guitar, foot stool, music stand. Books: Masters of Hawaiian Slack Key Guitar by Mark Hanson, Guitar Playing Hawaiian Style by Ozzie Kotani. Please bring your books to the first class.

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

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

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



Piano for All Levels

Piano for beginning to advanced players. Learn to play the piano with an emphasis on music theory and piano technique including hand positions, 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.

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



How to Photograph your World

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

Urban Agriculture & Food Safety Certificate



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

Approved Certificate Courses

SUST 141: Spring Practicum in Urban Agriculture

SUST 142: Summer Practicum in Urban Agriculture

SUST 143: Fall Practicum in Urban Agriculture

DGS 116: Food Justice

SUST 150: Food as Medicine

SUST 152: Indoor Growing

SUST 154: Farm Business Administration/Farm Tour

SUST 175: Permaculture and Edible Landscaping & Design

GE SC 101: Backyard Science

Credit/Non-Credit Options:

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

*Credit students must complete 3 additional courses.

Funding Eligibility for College Credit Students (optional):

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

How do I register?

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

to use a tripod, and how to photograph in low light. There will be two Saturday field trips (locations TBD). **Required:** DSLR camera, or a hybrid capable of manual settings; lenses for the camera; printed camera manual; tripod (1st class will discuss where to buy inexpensive tripods). No smartphones allowed.

Jan 17–Feb 21	7–9 PM	5 Wed	\$129
	11 AM–1 PM	5 Sat	
Schoenfeld	Bldg 16, Rm TBD	Item 9629	



Botanical Drawing: Macro View

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

Feb 12–Mar 12	12:30–3:30 PM	4 Mon/1 Sat	\$139
Megale	Bldg 16, Rm 162	Item 9611	

Mixed Media: Introduction to Scientific Illustration

Students will be testing out a variety of different media in this class and how to combine those media; media that are

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

Mar 19–Apr 9	12:30–3:30 PM	4 Mon/1 Sat	\$139
Megale	Bldg 16, Rm 162	Item 9615	

Beginning Drawing Workshop

Intended for beginning or experienced students, the class will touch upon basic drawing techniques and terminology. Negative space, light and shadows will be discussed as elements that we as artists should recognize and utilize to build volume, dimension and contrast in our work. We will start with Graphite and progress to Ink. Colored Pencil may be layered with Ink, if the student would like to work in Color. We will share our own works weekly, and discuss our own perspectives related to our drawings during critiques, view Power Point Slide presentations and share art books, and info on current exhibits. During our first session, we will be drawing white objects in Graphite. Each student should bring in several white subjects (hard boiled eggs, shells, golf balls, cauliflower, white flowers like: daisy, chrysanthemum or rose, etc) to our first class. Please bring a camera phone or a tablet that has a camera feature, if you have one. We will plan a Field Trip on one of our class sessions. Required material: please email ce@highline.edu or call 206-870-3785 for a detailed supplies list.

Jan 8–Feb 5	12:30–3:30 PM	4 Mon/ 1 Sat	\$139
Megale	Bldg 16, Rm 162	Item 9613	
No class: Jan 15			

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.

Jan 22–Mar 5	7–8:30 PM	7 Mon	
Fee: \$89 Individual	Item 9631		
Fee: \$119 Couple	Item 9633		
Chapman	Bldg 4, Rm 109		

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



WINTER CLASS OFFERINGS INCLUDE:

- 1 Exploring Science Topics
- 2 Introduction to Judaism
- 3 Line Dance
- 4 Inner Peach—Inner Strength
- 5 Watercolors

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.

Yoga for Real People

Has it been some time since you have touched your knee caps, let alone your ankles? Have you noticed increased stiffness and body aches and pains? Yoga is a wonderful practice to help with these ailments as well as many others. Research has shown that yoga increases muscle tone, heart rate variability, drops blood pressure and cortisol levels, and helps decrease stress and improve quality of life. Required Materials: Students must bring their own yoga mat.

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

LIFELONG LEARNING

Basic Hands-On Home Repair & Maintenance

Through hands-on techniques and classroom demonstrations, learn a variety of home improvements and maintenance skills. Gain confidence as you learn about tools, how to work with electrical outlets, switches, and lighting; plumbing, faucets, materials, plasterboard repair, and caulking. Get an overview of door and window



installation, home security, insulation, weatherization, and remodeling. You will leave feeling confident in performing your own home repairs and/or communicating with your contractor. **Materials Fee Required: \$40 paid directly to instructor day of class.**

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



Retirement Workshop

Highline College and Edward Jones offer this workshop of three seminars to walk you through different aspects of retirement planning: **What Happens After the Paychecks Stop?** A Retirement Income Primer examines how to budget for retirement expenses, potential

sources of retirement income and potential risks to retirement income such as LTC and health care costs. **Retirement Has Changed. What's Your Next Move?** Teaches you how to organize and record financial assets, set realistic goals for retirement spending, determine if you are on track to reach goals and reevaluate your strategy if necessary. **Retirement: Making Your Money Last** is designed to help you prepare to live the retirement you have envisioned. We'll discuss strategies designed to help you work toward fulfilling your retirement expectations, focusing on income needs today and well into the future. You'll explore how to address key concerns such as inflation, health care expenses and market volatility as well as ways to prepare in advance for things that may not go as expected.

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

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

 StartZone

AMERICA'S
SBDC
WASHINGTON



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

Directions

From Interstate 5, take exit 149 (if you are coming from Seattle) 149B (if you are coming from Tacoma)

Proceed west on Kent-Des Moines Road to Pacific Highway South

Turn left (south) onto Pacific Highway South

Turn right (west) into Outreach Center parking lot

23835 Pacific Highway South
Kent, WA 98032
(206) 870-3785

Customized Training for Businesses

Highline College's Continuing Education department offers customized, professional training and consulting that provides critical knowledge and skills to maximize employees' and their organization's performance.

Business Programs and Not-For-Profit programs provide knowledge and skills in core competencies:

- Management & Leadership
- Accounting & Financial
- Information Technology
- Language Communication in the Workplace various languages
- Professional Effectiveness
- Human Resources
- Communications
- Business Strategy & Operations Management
- Customized Technology Training
- Business Development

These adult education programs are available in half-day to full week workshop formats including certificate programs.

HELP HERE FOR HISPANIC/LATINO STUDENTS

Learn how a new program at Highline aims to increase enrollment and graduation rates for Hispanic/Latino students. **See page 6.**

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PRESIDENTIAL SEARCH BEGINS

Highline's Board of Trustees has started the work of recruiting and selecting the college's next president.

Learn more on page 8.



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