

# Summer 2008 Schedule

## Our Mission

To enrich our community through personal and professional life-long learning opportunities.

# Center for Extended Learning

## Business Building ..... Page 27

*Stay at the forefront of your business and career.*

- Non-Profit Development Programs
- Professional Development
- Real Estate
- SBDC

## Certificates ..... Page 29

*Deepen knowledge, update skills or open doors to new careers.*

- Certified Global Business Professional
- Hospitality
- Human Resources
- Nutritional Therapist Training
- Project Management Professional
- WorkSafe Institute of Washington

## Technology ..... Page 30

*Meet business, personal and professional goals.*

- Basics
- Fifties and Older
- Hobby
- Office
- Online
- Web Design and Authoring

## Creativity .....Page 32

*Discover a talent or develop your knowledge and skill.*

- Art
- Crafts
- Dance
- Do It Yourself
- Music
- Photography
- Writing

## Going Global ..... Page 34

*Expand your knowledge of the world.*

- Language
- Travel

## Learning .....Page 35

*Be thrilled with new skills.*

- Interior Design
- Education
- Flagger
- Income Opportunities
- Medical Education
- Parenting
- Personal Finance
- Real Estate Bootcamp

## Mind and Body .....Page 36

*Shape up physically and mentally.*

- Fitness
- Health and Wellness
- Outdoor Recreation
- Personal Development

## REGISTRATION INFORMATION

*We've made registering for Extended Learning classes easy and convenient!*

- You can register for non-credit Extended Learning classes at any time during the quarter, as long as space is available. We strongly advise pre-registration, since many classes fill.
- Extended Learning classes are open and available to the public to meet their personal and professional interests. Once registered, you'll receive a parking permit as confirmation by mail.

### ONLINE

Visit our Web page at cel.highline.edu

### BY TELEPHONE

Register by phone with Visa/Mastercard; just call our main office at **(206) 870-3785** or our Federal Way Campus at **(253) 943-4000**. See Office Hours below. When you call, please have available your credit card number and your Student ID number.

### IN PERSON

Visit us at our Building 99 or Federal Way Center offices. See our Office Hours below.

### BY FAX

Call for a registration form. With Visa or Mastercard card, you may fax your registration to **(206) 870-5929** or **(253) 661-5327**. Please be sure to indicate your credit card number and expiration date and your Student ID number.

**OFFICE HOURS:** Building 99: Mon–Thu, 8am–5pm; Fri, Closed.  
Federal Way: Mon–Thu, 8:00am–4:30pm and Fri, Closed.

**Holidays:** Jul 4.

## OTHER VITAL INFORMATION

### CANCELLATION OF COURSES

We cancel courses only when absolutely necessary, but we reserve the right to do so, as well as to reschedule courses and change instructors. The Center for Extended Learning is student funded from course fees; therefore we must establish a minimum enrollment and cancel courses that do not reach that minimum. This decision will be made either before the starting date or at the first class. 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. In the event your class is cancelled, we will make every effort to call you, so be sure to list both home and work phone on the registration form.

### REFUND POLICY

*Refunds will be based as follows:  
(all times refer to Business Hours)*

<i>Any time a class is cancelled by Center for Extended Learning</i>	100%
<i>Student withdrawal 48 hours prior to first class session</i>	100%
<i>Withdrawal LESS than 48 hours prior to first class</i>	0%
<i>Withdrawal after class begins</i>	0%
<i>No appearance in class</i>	0%

### PARKING PERMITS

Your registration includes complimentary parking permit, valid on campus for the duration of your class. You'll receive this permit by mail as registration confirmation. No parking permits are needed for weekend or off-campus classes.

Building 99:  
(206) 870-3785  
2400 S. 240th St.  
Des Moines

Federal Way Campus:  
(253) 943-4000  
33320 1st Way S, Bldg A  
Federal Way

Highline High School:  
225 S 152nd  
Burien

## NONPROFIT DEVELOPMENT PROGRAMS

The programs offered are a mix of certificate programs and workshops designed for all levels of staff, management and board members within the nonprofit agency. Instructors for our nonprofit development programs and workshops have worked in the human services sector, have consulted for, and trained personnel in, the nonprofit work environment.

For complete program information, please call (206) 870-3785.

### Leadership & Management — Series for Nonprofits - ONLINE

This eight module/eight week online series provides leaders within non-profit agencies a forum to learn and discuss various topics ranging from basic to advanced leadership principles and practices that are inherent to the nonprofit environment. All course materials and assessment tests are included in cost. This is a certificate program, and a certificate will be sent to you upon completion of all 8 modules. CEUs: 4.8

Jul 14-Sep 5	ONLINE
Staff	Item 9115Q Fee: \$499

### Nonprofit Workshops & Series

#### Seven Ways Your Nonprofit Can Get Corporations and Businesses to Support Your Work **NEW!**

For nonprofit board, volunteers, and staff who want to learn how to approach corporations and learn for the types of benefits.

Small community organizations can cultivate long-term relationships with for-profit entities – relationships that generate money, volunteers, technical assistance, and other benefits. CEUs: .3

Aug 4	6:00-9:00P	1 Mon
Bldg 19	Rm 102	
Lisa Arnold	Item 9135Q	Fee: \$49

#### They Say a Small Group of Committed Citizens Can Change the World: But How? **NEW!**

For staff and/or volunteers of nonprofit and community-based organizations.

This workshop will feature two case studies of small neighborhood groups that created big social change in the areas of affordable housing and police response to domestic violence in Chicago. Learn how these groups, starting with no money and no people fought City Hall and won. CEUs: .3

Aug 11	6:00-9:00P	1 Mon
Bldg 19	Rm 102	
Lisa Arnold	Item 9139Q	Fee: \$49

#### House Party How-To's **NEW!**

Geared to board, volunteers, and staff of small to medium sized organizations.

Among nonprofit organizations, house parties are popular fundraising tools. They often involve less investment of time and money than do other fundraising methods. Learn 10 ways to enhance the potential of the house party to attract donors and raise money. CEUs: .3

Jul 31	6:00P-9:00P	1 Thu
Bldg 99	Rm 132	
Lisa Arnold	Item 9113Q	Fee: \$49

## PROFESSIONAL DEVELOPMENT—RAISING THE BAR

### How to Earn a Living Freelancing—Online Self-Paced Course

Do you fear being downsized? Millions of people prosper as independent contractors. Topics: How to market yourself, finding the work, hot markets, establishing your fees, and how to get started. Online class runs for 6 weeks. Complete the lessons on your own timetable. Visit our website for complete course information. CEUs: 2.4

Jun 17-Jul 31	Arranged	
Gary Fugere	Item 9131Q	Fee: \$69

### How to Start an Internet Business—Online Self-Paced Course

Do you fear being left behind the Internet explosion? How much richer would your life be if you operated your own business? Get your website online and learn how to bring people to your site. Read lessons, participate in activities and hold live interactive discussions. Visit our website for complete course information. CEUs: 2.4

Jun 17-Jul 31	Arranged	
Gary Fugere	Item 9133Q	Fee: \$69

### Teaching on the Internet—Online Self-Paced Course

Use the Internet to train and communicate with large, geographically wide-ranging groups. Take this online class and create your first class. Learn from someone of the frontline. By the end of lesson 4 you'll be inviting students to your new classroom. CEUs: 2.4

Jun 17-Jul 31	Arranged	
Gary Fugere	Item 9153Q	Fee: \$69

### How to Start a Home-Based Business—Online Self-Paced Course

Tired of working for someone else? This online class provides mentoring and step-by-step techniques and strategies for getting your business up and running quickly. Read lessons, participate in activities and hold live interactive discussions. Visit our website for complete information. CEUs: 2.4

Jun 17-Jul 31	Arranged	
Gary Fugere	Item 9137Q	Fee: \$69

## REAL ESTATE PROGRAMS

### Real Estate Finance

Teaches fundamentals of real estate math, finance, and serves as an intro to income capitalization. Real estate investment principles and debt leveraging are explained. 3 credits/30 clock hours.

Jun 23-Aug 25	6:30-9:30P	10 Mon
Main Campus	Bldg 3, Rm 103	
Henry Eiselstein	Item 8891Q	Fee: \$225*

# Business Building

See our Web site for details

\* ON FEE INDICATES TEXTBOOK REQUIREMENT

**Real Estate Principles**

General overview of real estate sales and marketing principles. Designed for real estate agents pursuing a broker's license, those desiring to acquire a Washington Real Estate License or general knowledge of the field. Meets Wash. 60 clock-hour req'tmt for Salesperson's Exam. Req'd text: "Washington Real Estate Fundamentals." 5 credits/60 clock hours

Jul 8-Sep 11	6:30P-9:30P	10 Tue, 10 Thu	
Main Campus	Bldg 3, Rm 103		
Henry Eiselstein	Item 8893Q	Fee: \$375*	

**SMALL BUSINESS DEVELOPMENT**

Our business programs are partially sponsored by the U.S. Small Business Administration (SBA) and the Small Business Development Center (SBDC) at Washington State University.

**Small Business Success Series**

This series provides the theoretical and general information regarding four topics. Completing the series will familiarize you with the most critical operational areas of your future or current business. CEUs: 1.2

**Part I: Business Basics For Success**

General management practices discussed will help in successful establishment and help avoid start-up problems. Topics: business licensing, State of Washington sources of business information, mistakes that may cost you your business if not dealt with properly, challenges, how to select good future employees, importance of constant planning, legal structures of business and sources of information. CEUs: .3

Jul 15	6:30-9:30P	1 Tue	
FWC	Rm 204		
Dave Westin	Item 9021Q	Fee: \$49	
Aug 12	6:30-9:30P	1 Tue	
Bldg 99	Rm 131		
Siegl/Kallenberg	Item 9031Q	Fee: \$49	

**Part II: Connect With Customers**

Practical sales, marketing and advertising guidance, including the marketing process and its importance within a business. Also: identify critical target market, pricing products/services, creative advertising, media, customer relationships, analyzing the competition, and a marketing plan. CEUs: .3

Jul 17	6:30-9:30P	1 Thu	
FWC	Rm 204		
Dave Westin	Item 9023Q	Fee: \$49	
Aug 14	6:30-9:30P	1 Thu	
Bldg 99	Rm 131		
Siegl/Kallenberg	Item 9033Q	Fee: \$49	

**Part III: Manage Your Cash**

Financial management knowledge is vital to every business. Discuss the importance of adequate financing, preparing a cash flow statement, break-even point, accounts receivable, Balance Sheet, Income Statement, budgeting and IRS issues, to name a few. CEUs: .3

Jul 22	6:30-9:30P	1 Tue	
FWC	Rm 204		
Dave Westin	Item 9025Q	Fee: \$49	
Aug 19	6:30-9:30P	1 Tue	
Bldg 99	Rm 131		
Siegl/Kallenberg	Item 9035Q	Fee: \$49	

**Part IV: Plan For Success**

The MOST IMPORTANT document in business! When you complete this session, you'll have the tools and skills necessary to create a business plan. CEUs: .3

Jul 24	6:30-9:30P	1 Thu	
FWC	Rm 204		
Dave Westin	Item 9027Q	Fee: \$49	
Aug 21	6:30-9:30P	1 Thu	
Bldg 99	Rm 131		
Siegl/Kallenberg	Item 9037Q	Fee: \$49	

**Why Pay More?**

Attend the series for a discounted price of \$149. Item 9059Q or 9069Q.

**Small Business Records & Taxes - Fall 2008**

**New Small Business Success Workshops**

**Marketing Tactics and Techniques**

Learn to select marketing tactics that will work for your business and give you a good return, whether you're operating on a low-budget or not. You'll have the benefit of a proven worksheet that helps you choose your tactics and then set a budget for them. This class will help you focus your marketing energy and resources where they will do the greatest good for you.. CEUs: .25

Jul 22	6:30-9:00P	1 Tues	
Bldg 99	Rm 132		
Kallenberg	Item 9045Q	Fee: \$59	

**Business Website Strategy**

Three experts share what a good business Web site really is so you can get better results from yours! Class for business owners and marketers, not for Website techies. CEUs: .3

Jul 23	9:00A-12:00P	1 Wed	
Bldg 99	Rm 132		
Taylor/Reb./Paulsen	Item 9075Q	Fee: \$69	

**Sales Force Management**

Designed for established business owners who need assistance in developing or reorganizing an effective sales force. Learn to make the current sales force more productive. The sales force influences the sales, profitability, growth and survival of your business. The information you learn can have a significant effect on the ultimate future of your business. Nothing Happens Unless Someone Sells Something. CEUs: .6

Jul 29, 31	6:00-9:00P	1 Tue 1 Thu	
Bldg 99	Rm 132		
Dave Westin	Item 9077Q	Fee: \$79	

## LEADERSHIP & MANAGEMENT DEVELOPMENT ONLINE PROGRAM

This is a certificate program designed for all junior and mid-level management, and those "fast tracked" in becoming a manager. Team and group leaders will also find this certificate program beneficial in gaining the leadership skills necessary to lead productive and cohesive teams and groups. Instructors for our leadership and management development program, have worked in various business cultures, have consulted for, mentored and trained various levels of management.

For complete program information, please call (206) 870-3785.

### For-Profit Companies — Fall 2008

This eight module/eight week online series provides leaders a forum to learn and discuss various topics ranging from basic to advanced leadership principles and practices that are inherent to their work environment. Modules are: Self-Leadership Assessment and Analysis, Level I Leadership, Effective Interpersonal Skills for Managers, Building Effective Teams and Work Groups, Level II Leadership, Project Management for Managers, What Every Leader Should Know about Training and Hiring, and Level III Leadership. All course materials and assessment tests are included in cost. This is a certificate program, and a certificate will be sent to you upon completion of all 8 modules. CEUs: 4.8

Item 9121 Fee: \$499

## CERTIFIED GLOBAL BUSINESS PROFESSIONAL

### CGBP Exam Preparatory Workshop

— CGBP Exam is June 14, 2008 – get ready!

Prerequisite: CGBP Exam application & registration. For detailed information regarding the CGBP Certification Exam, please go to the official NASBITE CGBP website for the Certified Global Business Professional Program: [www.nasbite.org](http://www.nasbite.org). The NASBITE CGBP provides a benchmark for competency in global commerce and demonstrates an individual's ability to conduct global business. Instructor for this workshop: He has more than 20 years of experience with international trade and logistics, mostly from the private sector. Recently, he was the Executive Director of the World Trade Center in Tacoma. He is Washington State's first CGBP.

Review/practice/study test-taking strategies for the CGBP exam. Preparation will focus on the four core knowledge areas required by NASBITE Certified Global Business Professional: Global Business Management, Global Marketing, Supply Chain Management, and Trade Finance. Test-taking exam tips and exam practice are provided throughout the workshop. Participation in the workshop is not a guarantee that candidates will pass the NASBITE exam. Participants are encouraged to use the workshop to confirm prior knowledge and highlight areas for individual preparation prior to the exam. For more information, please call (206) 870-3785. Req'd text: "The Global Entrepreneur" 2nd edition. Author: James Foley.

Jun 6 9:00A-4:00P 1 Fri  
Building 99 Rm 132  
Andreas Udbye Item 9189Q Fee: \$99\*

## PROJECT MANAGEMENT PROFESSIONAL

### Project Management Professional (PMP) Certification Exam Preparation

Call to sign up for free orientation and registration: Tuesday, June 17th, 7:00P at the Federal Way Campus.

Designed for students to prepare to take the PMP exam for professional certification by Project Management Institute (PMI®). This course focuses on the generally accepted practices recognized by the PMI® and standards-based approach to successful project management practices. Instructor led delivery will address content on project quality, scope, time, cost, human resources, communications, risk, procurement, and integration management. The final segment of classes will also cover exam preparation for the PMP/PMI certification exam. Course meets PMI formal education requirement. Instructed by certified Project Management Professional (PMP). CEUs: 3.6

June 25-Sep 10 6:00-9:00P 12 Wed  
FWC Rm 208  
Duane Petersen Item 9141Q Fee: \$399\*

### Project Management & MS Project Certificate Program

Call to sign up for free orientation and registration: Tuesday, June 17th, 6:00P at the Federal Way Campus.

Introduction to Project Management for the person interested in finding out what managing a project really means. This foundation course focuses on the accepted practices recognized by the PMI®. Covers the nine knowledge areas and the five process areas of: Initiating, Planning, Executing, Controlling, and Closing. Gain the skills to be an effective project manager. Additionally, learn to use MS Project 2007 successfully: enter tasks, resources and work estimates correctly using a standard process; develop dependencies, constraints, resources, and optimization of schedules, baselines, variance analysis and more to execute and control schedules. Instructed by certified Project Management Professional (PMP). CEUs: 3.6

Jun 24-Sep 9 6:00-9:00P 12 Tue  
FWC Rm 203  
David Syverson Item 9143Q Fee: \$399\*

## COMPUTERS

### New to Computers!

New to computers? Learn the basics of today's computers. Clear, easy-to-understand explanations and practical experience. CEUs: .6

Jun 23, 25 6:00-9:00P 1 Mon, 1 Wed  
FWC Rm 201  
Gayle Larson Item 9201Q Fee: \$119

## OPERATING SYSTEMS

### Windows XP

Introduction to the concepts and features of Microsoft's widely used Windows XP. CEUs: .8

Jun 30-Jul 9 6:00-8:00P 2 Mon, 2 Wed  
FWC Rm 201  
Gayle Larson Item 9203Q Fee: \$139

Business Building / Certs

See our Web site for details

\* ON FEE INDICATES TEXTBOOK REQUIREMENT

**Windows Vista**

This class will introduce you to the features and components of Microsoft's Windows Vista. You will learn to customize your desktop, manage a file system, and use the common tools and programs featured in Vista. CEUs: .8  
 Jul 14-23 6:00-8:00P 2 Mon, 2 Wed  
 Bldg 99 Rm 251  
 Gayle Larson Item 9205Q Fee: \$139

**COMPUTER BOOTCAMPS—  
ONE-DAY WORKSHOPS**

*These workshops are for the beginning student will run from 9:00A to 3:00P (1 hour lunch on your own). CEUs: .5 per class.*

**BootCamp 1—Windows XP**

Learn the fundamentals required to effectively perform tasks with Windows. CEUs: .5  
 Jul 19 9:00A-3:00P 1 Sat  
 FWC Rm 203  
 Staff Item 9207Q Fee: \$109

**BootCamp 2—Word**

You will gain a working knowledge of how to create, change, cut, customize, save and print many types of documents. CEUs: .5  
 Jul 26 9:00A-3:00P 1 Sat  
 FWC Rm 203  
 Staff Item 9209Q Fee: \$109

**BootCamp 3—Excel**

Walk through the basics to get a thorough understanding of how to create, change, and customize worksheets for home or office. CEUs: .5  
 Aug 2 9:00A-3:00P 1 Sat  
 FWC Rm 203  
 Staff Item 9211Q Fee: \$109

**BootCamp 4—Presentations**

Learn how to create presentations, desktop publishing, and work with graphics. CEUs: .5  
 Aug 9 9:00A-3:00P 1 Sat  
 FWC Rm 203  
 Staff Item 9213Q Fee: \$109

**BootCamp Series**

*Combines Windows Fundamentals, Word, Excel, and Presentations at a discounted price. . CEUs: 1.5*  
 Jul 19-Aug 9 9:00A-3:00P 4 Sat  
 FWC Rm 203  
 Staff Item 9215Q Fee: \$349

**MICROSOFT OFFICE**

*MS Word*

**Word 2007 The Basics**

Level 1. Learn the latest version of Word with its enhanced editing, formatting and reviewing capabilities. Learn the new shortcuts, edit text, add tables and review all of the graphic applications. CEUs: .7  
 Aug 15 8:30A-4:30PM 1 Fri  
 FWC Rm 201  
 Gayle Larson Item 9217Q Fee: \$139

**Word 2007 Transition Up**

Level 2. Customize and automate Word with lists, tables, styles, macros, templates and wizards, and perform mail merges. CEUs: .7  
 Aug 22 8:30A-4:30P 1 Fri  
 FWC Rm 201  
 Gayle Larson Item 9219Q Fee: \$139

**Word 2007 Advanced Use**

Level 3. Learn how to use MS Word with other programs, collaborate, create new versions, and insert references and bookmarks. CEUs: .7  
 Aug 29 8:30A-4:30PM 1 Fri  
 FWC Rm 201  
 Gayle Larson Item 9221Q Fee: \$139

**Word 2007 Full Series**

*Combines all 3 levels of Word 2007 at a discounted price. CEUs: 2.1*  
 Aug 15, 22, 29 8:30AM-4:30PM 3 Fri  
 FWC Rm 201  
 Gayle Larson Item 9223Q Fee: \$359

*MS Excel*

**Excel 2007 The Basics**

Level 1. Discover the power of Excel 2007 with enhanced Smart Tags and XML support. Create basic worksheets, formulas and functions, copy and move data and customize layouts. CEUs: .8  
 Jul 8-17 5:30-7:30P 2 Tue, 2 Thu  
 FWC Rm 202  
 Eileen Hugh Item 9225Q Fee: \$139

**Excel 2007 Transition Up**

Level 2. Apply visual elements with charts and graphics; create advanced formulas; sort, filter, import and export data, create named ranges and templates, and collaborate on the Web. CEUs: .8  
 Jul 22-31 5:30-7:30P 2 Tue, 2 Thu  
 FWC Rm 202  
 Eileen Hugh Item 9227Q Fee: \$139

**Excel 2007 Advanced Use**

Level 3. Become a power user! Customize a workbook, analyze and audit data with pivot tables and scenarios; create macros; consolidate data; link cells and protect and share workbooks. CEUs: .8  
 Aug 5-14 5:30-7:30P 2 Tue, 2 Thu  
 FWC Rm 202  
 Eileen Hugh Item 9229Q Fee: \$139

**Excel 2007 Full Series**

*Combines all 3 levels of Excel 2007 at a discounted price. CEUs: 2.4*  
 Jul 8-Aug 14 5:30-7:30P 6 Tue, 6 Thu  
 FWC Rm 202  
 Eileen Hugh Item 9231Q Fee: \$359

*MS Access 2007*

**Access 2007 The Basics**

Level 1. Information is power! Learn critical skills to create a database and enter, find, edit, and report on the data it contains. CEUs: .75  
 Jul 11 8:30A-4:30P 1 Fri  
 FWC Rm 203  
 Staff Item 9233Q Fee: \$139

### Database Structure and Design

Learn fundamental structure and design concepts necessary to build an effective database. CEUs: .75

Jul 18	8:30A-4:30P	1 Fri
FWC	Rm 203	
Staff	Item 9235Q	Fee: \$139

### Access 2007 Transition Up

Level 2. Enhance your database design using principles of table relationships, integrate data, modify a table design, and much more. CEUs: .75

Jul 25	8:30A-4:30P	1 Fri
FWC	Rm 203	
Staff	Item 9237Q	Fee: \$139

### Access 2007 Advanced Use

Level 3. Use advanced concepts to work with data, perform summary operations, and create macros in a relational database. CEUs: .75

Aug 1	8:30A-4:30P	1 Fri
FWC	Rm 203	
Staff	Item 9239Q	Fee: \$139

### Access 2007 Full Series

*Combines all 4 sessions of Access 2007 together at a discounted price. CEUs: 3.0*

Jul 11-Aug 1	8:30A-4:30P	4 Fri
FWC	Rm 203	
Staff	Item 9241Q	Fee: \$449

### MS PowerPoint 2007

#### PowerPoint 2007 The Basics

Level 1. Create your own visual excitement! Learn the basic concepts of creating and modifying presentations. CEUs: .7

Aug 16	8:30A-4:30P	1 Sat
FWC	Rm 202	
Eileen Hugh	Item 9243Q	Fee: \$139

#### PowerPoint 2007 Transition Up

Level 2. Even better presentations! Review basic concepts and learn to create templates, advanced drawing techniques, sound and more. CEUs: .7

Aug 23	8:30A-4:30P	1 Sat
FWC	Rm 202	
Eileen Hugh	Item 9245Q	Fee: \$139

### PowerPoint 2007 Full Series

*Combines both levels of PowerPoint 2007 at a discounted price. CEUs: 1.4*

Aug 16, 23	8:30A-4:30P	2 Sat
FWC	Rm 202	
Eileen Hugh	Item 9247Q	Fee: \$229

### MS Outlook 2007

#### Outlook 2007

One-day workshop. Learn the email standard in most businesses today. Send and receive mail, organize a mailbox, work with calendars, schedule appointments, create contact lists, and track and organize your time. CEUs: .6

Jul 11	9:00A-4:00P	1 Fri
FWC	Rm 202	
Gayle Larson	Item 9249Q	Fee: \$129

### Microsoft Office 2007

#### MS Office Success

Learn to work and navigate in MS Office's multiple programs. This one day workshop is ideal for beginning students or those looking to more effectively use MS Office software. CEUs: .6

Aug 9	9:00A-4:00P	1 Sat
FWC	Rm 201	
Gayle Larson	Item 9251Q	Fee: \$109

### BOOKKEEPING

#### Beginning QuickBooks Pro 2007

Discover features and benefits of QuickBooks' ability to generate estimates and bids, use of accounts receivables, accounts payable and P&L statements. CEUs: .7

Jul 18	8:30A-4:30P	1 Fri
FWC	Rm 201	
Gayle Larson	Item 9253Q	Fee: \$159

#### Advanced QuickBooks Pro 2007

Continuation of Beginning Quick-Books. Discover how to generate financial reports, track inventory, use and download tax tables and payroll preparation. CEUs: .7

Jul 25	8:30A-4:30P	1 Fri
FWC	Rm 201	
Gayle Larson	Item 9255Q	Fee: \$159

### QuickBooks Pro 2007 Full Series

*Best value! Combines Beginning and Advanced classes at a discounted price. CEUs: 1.4*

Jul 18, 25	8:30A-4:30P	2 Fri
FWC	Rm 201	
Gayle Larson	Item 9257Q	Fee: \$259

#### Beginning QuickBooks Pro 2008

Discover features and benefits of QuickBooks' ability to generate estimates and bids, use of accounts receivables, accounts payable and P&L statements. CEUs: .7

Aug 11-18	6:30-9:00P	2 Mon, 1 Wed
FWC	Rm 201	
Gayle Larson	Item 9259Q	Fee: \$159

#### Advanced QuickBooks Pro 2008

Continuation of Beginning Quick-Books. Discover how to generate financial reports, track inventory, use and download tax tables and payroll preparation. CEUs: .7

Aug 20-27	6:30-9:00P	1 Mon, 2 Wed
FWC	Rm 201	
Gayle Larson	Item 9261Q	Fee: \$159

### QuickBooks Pro 2008 Full Series

*Best value! Combines Beginning and Advanced classes at a discounted price. CEUs: 1.4*

Aug 11-27	6:30-9:00P	3 Mon, 3 Wed
FWC	Rm 201	
Gayle Larson	Item 9263Q	Fee: \$259

Technology

See our Web site for details

\* ON FEE INDICATES TEXTBOOK REQUIREMENT

## “50’S”AND OLDER

### New to Computers!

Get on board! Learn the fundamentals of today's computers. No computer experience needed.

CEUs: .6			
Jul 8-15	8:30-10:30A	2 Tue, 1 Thu	
FWC	Rm 201		
Gayle Larson	Item 9265Q		Fee: \$79

### Introduction to Windows XP

Learn the basics of Windows XP. (Preq: New to Computers!) CEUs: .8

Jul 22-31	8:30-10:30A	2 Tue, 2 Thu	
FWC	Rm 201		
Gayle Larson	Item 9267Q		Fee: \$99

### E-Mail and the Web

Open your world and expand horizons using e-mail and the Internet in this fun, interactive class.

CEUs: .8			
Aug 5-14	8:30-10:30A	2 Tue, 2 Thu	
FWC	Rm 201		
Gayle Larson	Item 9269Q		Fee: \$99

### Print and Publish

Discover the tips and tricks to produce quality newsletters, holiday cards, brochures and flyers from your desktop using various programs.

CEUs: .8			
Aug 19-28	8:30-10:30A	2 Tue, 2 Thu	
FWC	Rm 201		
Gayle Larson	Item 9271Q		Fee: \$99

## HOBBY

### Digital Storytelling

Discover the fun, easy way to learn how to organize and transfer photos from a digital camera to computer. Students will create a slide show which integrates music, art, photos and text. This class is designed for the point and shoot digital camera. Please bring USB cord along with your camera and USB flash drive. CEUs: 1.6

Jul 10-31	6:30-8:30P	4 Thu	
FWC	Rm 208		
Staff	Item 9299Q		Fee: \$119

### Sell on eBay!

Become a powerful seller on eBay! Instructor brings experience in buying, selling, bidding and managing PayPal. Bring an item or collectable to post. Computer familiarity required. CEUs: .5

Jul 19, 26	9:00A-3:00P	2 Sat	
FWC	Rm 208		
Bob Hier	Item 9301Q		Fee: \$159

## WEB DESIGN AND AUTHORING

### DreamWeaver 8.0 Introduction

Class is designed for beginners and intermediates who want to create a website or take control of updating and maintaining an existing one. Computer experience is required. CEUs: .7

Jul 12	8:30A-4:30P	1 Sat	
FWC	Rm 201		
Sam Alkhalili	Item 9303Q		Fee: \$179

### DreamWeaver 8.0 Intermediate

In this highly interactive, project-oriented course create, arrange and format text, imagery, hyperlinks, tables and various other media types. Computer experience is required. CEUs: .7

Jul 19	8:30A-4:30P	1 Sat	
FWC	Rm 201		
Sam Alkhalili	Item 9305Q		Fee: \$179

### DreamWeaver 8.0 Advanced

This class will involve launching websites with FTP access and working with dynamic databases. Computer experience is required. CEUs: .7

Jul 26	8:30A-4:30P	1 Sat	
FWC	Rm 201		
Sam Alkhalili	Item 9307Q		Fee: \$179

### DreamWeaver 8.0 Full Series

*Combines DreamWeaver Introduction and Intermediate classes at a discounted price. CEUs: 1.4*

Jul 12, 19, 26	8:30A-4:30P	3 Sat	
FWC	Rm 201		
Sam Alkhalili	Item 9309Q		Fee: \$299

### Flash MX Introduction

Introductory class of creating objects and animation in Macromedia's Flash MX. Focuses on the basics of Flash, including tools and features, creation of animation and publishing materials for the Web. CEUs: 1.0

Aug 5 - 14	6:30-9:00P	2 Tue, 2 Thu	
FWC	Rm 208		
Staff	Item 9311Q		Fee: \$189

### Flash MX Advanced

Focuses on web building and end-user interaction. Work with buttons, navigation and slideshows to create a dynamic Web pages or plug-ins for HTML sites. Focus on timeline set up, symbols and basic action scripting. CEUs: .7

Aug 16, 23	9:00A-4:00P	2 Sat	
FWC	Rm 208		
Staff	Item 9313Q		Fee: \$199

## ART

### Beginning Drawing

Experimentation can produce innovation, stimulate creativity, and explore new possibilities for image making. Previous drawing experience is recommended. Note: Bring newsprint and charcoal to first class. Additional supplies will be discussed in class. CEUs: 2.4

Jul 10-Aug 28	6:30-9:30P	8 Thu	
Main Campus	Bldg 16, Rm 158		
Jon Jarvis	Item 9601Q		Fee: \$99

### Illustrating Children's Books

Explains the steps required to bring a children's book to completion and to present it for publication. Previous experience is recommended. Bring a preferred children's book sample for reference and study in class. CEUs: 1.2

Jul 9-Aug 27	8:00-9:30P	8 Wed	
Main Campus	Bldg 10, Rm 201		
Jon Jarvis	Item 9603Q		Fee: \$89*

**Why Pay More?**

*Illustrate and write a children's book for a discounted fee. See Item 9657 for Writing Children's Books.*  
Item 9605Q Fee: \$165

**Matting and Framing Introduction**

Learn to buy basic equipment, measure, and cut your own mats, and assemble frames in this demonstration class. CEUs: .3

Jun 28	9:30A-12:30P	1 Sat
Main Campus	Bldg 10, Rm 201	
Aletha Deuel	Item 9607Q	Fee: \$35

**Picture Framing**

Do complete frame jobs: select colors, cut mats, glass, frames. Supply list provided. CEUs: 2.4

Jul 7-Aug 25	6:30-9:30P	8 Mon
Main Campus	Bldg 16, Rm 158	
Aletha Deuel	Item 9609Q	Fee: \$99

**Watercolor**

Painting techniques for beginners, intermediate and beyond. Supply list provided. CEUs: 2.4

Jul 8-Aug 26	6:30-9:30P	8 Tue
Main Campus	Bldg 16, Rm 158	
Aletha Deuel	Item 9613Q	Fee: \$99

**Beginning Stained Glass**

Learn basic techniques incl. lead and copper foil. Call 206-935-5682 for supply info. CEUs: 2.0

Jul 7-Aug 25	6:30-9:00P	8 Mon
Main Campus	Bldg 10, Rm 202	
Michelle Nicholas	Item 9615Q	Fee: \$99

**Creative Watercolor**

Work with others who love watercolor. Join a supportive environment of energetic painters. CEUs: 2.0

Jul 9-Sep 10	5:30-7:30P	10 Wed
Main Campus	Bldg 16, Rm 158	
Gary Nelson	Item 9617Q	Fee: \$95

**Landscape Painting**

In this watermedia class (watercolor, gouache, egg tempera & acrylic) you will understand the theory and practice of color and depth in landscape painting. Develop a palette of colors related to your interests and subjects. Supply list provided. CEUs: 2.4

Jul 7-Aug 25	6:30-9:30P	8 Mon
Main Campus	Bldg 16, Rm 176	
Jon Jarvis	Item 9619Q	Fee: \$99

**Ceramics**

Beginner through advanced pottery and sculpture taught by experienced Highline College instructor. CEUs: 2.4

Jun 24-Aug 12	6:00-9:00P	8 Tue
Main Campus	Bldg 16, Rm 171	
Rob Droessler	Item 9621Q	Fee: \$185

**CRAFTS**

**Rubber Stamping**

Four new projects, using innovative and fun techniques. Fee includes all materials. CEUs: .2

Aug 2	10:00A-12:00P	1 Sat
Bldg 99	Rm 130	
Kris Roeser	Item 9625Q	Fee: \$19

**MUSIC**

**Hawaiian Folk and Slack Key Guitar**

This beginning and continuing class guitar includes singing and Hawaiian culture. CEUs: 1.15

Jul 8-Sep 9	6:15-7:30P	10 Tue
FWC	Rm 103	
Sheryl Akaka	Item 9633Q	Fee: \$79*

**Beginning and Continuing Guitar**

Learn strumming, picking, basic technique & chords. Includes note reading & singing. CEUs: 1.6

Jul 9-Aug 27	7:00-9:00P	8 Wed
FWC	Room 103	
Sheryl Akaka	Item 9635Q	Fee: \$89*

**Beginning Class Piano**

In 8 weeks you'll learn keyboard basics, play hands together, basic rhythms & key signatures, & have basic understanding of what it takes to keep going. CEUs: 1.6

Jun 30-Aug 18	6:30-8:30P	8 Mon
Main Campus	Bldg 4, Rm 101	
Nancy Warren	Item 9637Q	Fee: \$89*

**PHOTOGRAPHY**

**Portrait Photography**

Learn the basics of lighting, posing, backdrops, and props to create beautiful portraits. Bring your camera (35mm or digital) to class. CEUs: .6

Jul 15-29	6:30-8:30P	3 Tue
Main Campus	Bldg 21, Rm 201	
Lorylee Lejon	Item 9643Q	Fee: \$59

**Why Pay More?**

*Take Portrait Photography and Photography Business(see Income Opportunity section) at a discount.*

Item 9645Q Fee: \$119

**Introduction to Photography**

Basic color class for 35mm film & digital SLR users. No darkroom work. 3 Sun. field trips. CEUs: 2.5

Jul 12-Aug 9	12:30-2:30P	5 Sat + 3 Sun
Main Campus	Bldg 26, Rm 318	
Robert Stahl	Item 9647Q	Fee: \$99*

**Nature Photography**

Interm. For film & digital shooters who've had a basic class. Covers exposure, gear, closeups and design. Taught by instructor whose photos have appeared in National Geographic and other national publications. No darkroom work. CEUs: 2.5

Jul 12-Aug 9	10:00A-12:00P	5 Sat + 3 Sun
Main Campus	Bldg 26, Rm 318	
Robert Stahl	Item 9649Q	Fee: \$99*

**WRITING**

**Digital Tales and Other Expressive Arts Delights**

Share & affirm life experiences & turning points by using creative writing and Powerpoint. Students will choose a children's literature story as a reference then connect the moral of the story to events in their own lives. Basic computer & digital media skills required. CEUs: 1.6

Jul 8-29	6:30-8:30P	4 Tue
FWC	Rm 208	
Linda Upshaw	Item 9653Q	Fee: \$69

Creativity

See our Web site for details

\* ON FEE INDICATES TEXTBOOK REQUIREMENT

**Creative Writing**

Discover all areas of creative writing including factual and imaginative memoir. CEUs: 1.6  
 Jul 7-Aug 25 7:00-9:00P 8 Mon  
 Main Campus Bldg 10, Rm 105  
 Susan Landgraf Item 9655Q Fee: \$89

**Writing Children's Books**

Bring your good ideas and best intentions to an excellent first class in children's book writing. Bring a preferred children's book sample for reference and study in class. CEUs: 1.2  
 Jul 9-Aug 27 6:00-7:30P 8 Wed  
 Main Campus Bldg 10, Rm 201  
 Jon Jarvis Item 9657Q Fee: \$89\*

**Why Pay More?**

*Illustrate and Write a children's book for a discounted fee. See Item 9603 for Illustrating Children's Books.*  
 Item 9605Q Fee: \$165

**LANGUAGES**

**Beginning Conversational Spanish Level I**

Read, speak and understand Spanish-for travelers and others. CEUs: 1.6  
 Jul 8-31 6:30-8:30P 4 Tue, 4 Thu  
 Main Campus Bldg 10, Rm 206  
 Jose Rodriguez Item 9665Q Fee: \$99\*

**Beginning Conversational Spanish Level II**

Continuation and expansion of Level I skills or for those who have some beginning knowledge of Spanish. CEUs: 1.6  
 Aug 5-28 6:30-8:30P 4 Tue, 4 Thu  
 Main Campus Bldg 10, Rm 206  
 Jose Rodriguez Item 9667Q Fee: \$99\*

**Why Pay More?**

*Take Beginning and Continuing Spanish for a discounted fee.*  
 Item 9668Q Fee: \$185

**Kiswahili: Beginning Adult**

Basic Swahili conversation and grammar with a touch of East African culture. CEUs: 1.6  
 Aug 4-27 6:00-8:00P 4 Mon, 4 Wed  
 Main Campus Bldg 21, Rm 203  
 James Githui Item 9671Q Fee: \$99\*

**Kiswahili: Beginning Youth**

Introduction to Swahili language with an emphasis on East African culture and interaction for ages 10-15. CEUs: 1.6  
 Aug 4-27 3:30-5:30P 4 Mon, 4 Wed  
 Main Campus Bldg 99 Rm 130  
 James Githui Item 9673Q Fee: \$99\*

**Beginning Italian**

Learn the language, correct pronunciation, a few important grammar rules, and explore typical foods and traditions. CEUs: 1.6  
 Jul 7-30 6:30-8:30P 4 Mon, 4 Wed  
 Main Campus Bldg 21, Rm 202  
 Vincenza Gudor Item 9675Q Fee: \$99

**Why Pay More?**

*Attend Beginning Italian language class and Best of Italy class for a special fee. (see Travel section for Best of Italy)*  
 Item 9677Q Fee: \$115

**Continuing Italian**

Continuation of Beginning class or for those who have taken other Italian language classes or beginning class. CEUs: 1.6  
 Aug 4-27 6:30-8:30P 4 Mon, 4 Wed  
 Main Campus Bldg 21, Rm 202  
 Vincenza Gudor Item 9679Q Fee: \$99

**Why Pay More?**

*Take Beginning and Continuing Italian for a discounted fee.*  
 Item 9680Q Fee: \$185

**Conversational French**

French language basics for the traveler, business person or those interested in the language. CEUs: 2.0  
 Jul 15-Aug 7 6:30-9:00P 4 Tue, 4 Thu  
 Main Campus Bldg 22, Rm 202  
 Sylvie Gaillard Item 9683Q Fee: \$99

**Why Pay More?**

*Attend Beginning French language class and Travel Paris class for a special fee. (see Travel section for Travel Paris)*  
 Item 9685Q Fee: \$115

**Advanced French**

Continue to build your advanced language skills. CEUs: 2.0  
 Jul 2-Aug 6 6:30-9:00P 6 Wed  
 Main Campus Bldg 22, Rm 203  
 Sylvie Gaillard Item 9687Q Fee: \$99

**Beginning Japanese**

Basic conversation, culture and Hiragana alphabet. CEUs: 1.5  
 Jul 10-Sep 4 6:30-8:10P 9 Thu  
 Main Campus Bldg 21, Rm 104  
 Nadeshko Braddock Item 9689Q Fee: \$99\*

**TRAVEL**

**Travel Paris**

See Paris as a Parisian, with tips to optimize your visit from a native of Paris. CEUs: .25  
 Jul 26 10:00A-12:30P 1 Sat  
 Main Campus Bldg 22, Rm 102  
 Sylvie Gaillard Item 9691Q Fee: \$29 indiv  
 Item 9693Q Fee: \$49 cpl

**Best of Germany**

Cruise the Rhine, explore great castles, discover the medieval past of Rothenburg and more. We'll take a look at the many treasure of Germany and also cover travel skills, secure accommodations Lots of tips for a fantastic trip with slides, discussion and handouts. CEUs: .25  
 Aug 2 10:00A-12:30P 1 Sat  
 Main Campus Bldg 22, Rm 102  
 Sittners Item 9695Q Fee: \$29 indiv  
 Item 9697Q Fee: \$49 cpl

**European Travel Skills**

Tips on planning, packing, reservations, transportation, currency, safety, tours, and guidebooks. Slides and discussion. CEUs: .25  
 Aug 16 10:00A-12:30P 1 Sat  
 Main Campus Bldg 22, Rm 102  
 Sittners Item 9703Q Fee: \$29 indiv  
 Item 9705Q Fee: \$49 cpl



**The Best of Italy**

Italy in 3 weeks, from Lake Como to Tuscany, Venice to Capri. Tips, slides and discussion to make a fantastic trip. CEUs: .25

Aug 30	10:00A-12:30P	1 Sat
Main Campus	Bldg 22, Rm 102	
Sittners	Item 9707Q	Fee: \$29
	Item 9709Q	Fee: \$49 cpl

**INCOME OPPORTUNITIES**

**Flagger Training**

Students who successfully complete this class will receive certification. All course materials provided. Bring a #2 pencil. CEUs: .75

Jul 19, Aug 16	8:00A-4:30P	1 Sat
Main Campus	Bldg 10, Rm 207	
Sue Smith	Item 9713Q, 9715Q	Fee: \$55

**Starting a Home Based Photography Business**

Turn your hobby into a business. Equipment, sales, marketing, customer service covered. Bring camera. CEUs: .4

Jul 26	9:00A-1:00P	1 Sat
Main Campus	Bldg 10, Rm 204	
Lorylee Lejon	Item 9723Q	Fee: \$69

**Introduction to Voice Acting**

Fun, interactive class to get started in Professional Voice Acting, covering some of the many details of the industry. Receive a professional voice evaluation. This class is taught by a professional voice actor. CEUs: .2

Jun 30	6:00-8:00P	1 Mon
Main Campus	Bldg 10, Rm 103	
Staff	Item 9725Q	Fee: \$59

**Teach Adults for Fun and \$\$\$**

**Online Self-Paced Course**

The market is waiting for your expertise! This online class provides mentoring and step-by-step techniques and strategies for teaching adult classes. Visit our website for complete info. CEUs: 2.4

Jun 17-Jul 31	Arranged	
Gary Fugere	Item 9727Q	Fee: \$69

**Telecommute—Working from Home**

**Online Self-Paced Course**

Learn the strategies of the 16 million telecommuters who work from home each day. Complete the lessons on your own timetable. Visit our website for complete course information. CEUs: 2.4

Jun 17-Jul 31	Arranged	
Gary Fugere	Item 9729Q	Fee: \$69

**MEDICAL EDUCATION**

**Phlebotomy**

Intensive program in basic venipuncture skills and techniques. Permission required: Must have high school diploma or GED and must be at least Level 5 ESL student. CEUs: 3.0

Jul 19-Aug 9	9:00A-4:00P	4 Sat
Main Campus	Bldg 26, Rm 216	
Babs Cerna	Item 9733Q	Fee: \$250*

**PARENTING**

**Parent Success—**

**99 Ways to Make It Happen**

**NEW!**

Learn 99 tips for practical and positive parenting from a Certified Mental Health Counselor and educator. This safe, nurturing environment will be a model for parents of all age children, blended families, single parents, grandparents, and childcare providers. Book included in fee. Bring sack lunch and beverage. CEUs: .4

Jul 19	10:00A-2:00P	1 Sat
Main Campus	Bldg 21, Rm 202	
Roberta Macdonald	Item 9737Q	Fee: \$65 indiv.
	Item 9739Q	Fee: \$105 cpl.

**Caring for Aging Parents—Online Self-Paced Course**

Do you feel overwhelmed by the prospect of taking care of your aging parents? Class provides mentoring and step-by-step techniques and strategies. Visit our website for more course info. CEUs: 2.4

Jun 17-Jul 31	Arranged	
Gary Fugere	Item 9743Q	Fee: \$59

**PERSONAL FINANCE**

**Women & Money: Taking Charge—Online Self-Pace Course**

Class provides mentoring and step-by-step techniques and strategies, crafting your own financial plan, and more. Visit our website for more information. CEUs: 2.4

Jun 17-Jul 31	Arranged	
Staff	Item 9753Q	Fee: \$59

**Introduction to Investments**

You too can analyze stocks, bonds, mutual funds, real estate, tax shelters, etc. CEUs: 2.0

Jul 1-Aug 12	6:45-9:30P	7 Tue
Main Campus	Bldg 21, Rm 203	
William Webster	Item 9755Q	Fee: \$95*

**Online Investing**

Learn to use the Internet in the analysis of stocks, mutual funds, etc. Specific websites shown with numerous examples. CEUs: .4

Jul 24, 31	7:00-9:00P	2 Thu
Main Campus	Bldg 21, Rm 203	
William Webster	Item 9757Q	Fee: \$45

**Make a Wise Investment!**

*We know investors like to cut overhead, so attend Intro to Investments and Online Investing for a special fee.*

Item 9758Q	Fee: \$125
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**Create a Debt-Elimination Plan**

A unique debt elimination plan to eliminate debt in 5-10 years, including a mortgage! Detailed materials provided. Optional textbook available in class. CEUs: .3

Aug 13	6:00-9:00P	1 Wed
Main Campus	Bldg 10, Rm 204	
Ron Howell	Item 9759Q	Fee: \$39 indiv.
	Item 9761Q	Fee: \$59 cpl.

Going Global / Learning  
See our Web site for details

\* ON FEE INDICATES TEXTBOOK REQUIREMENT

**Wealth through Real Estate**

Learn how to unlock the benefits of real estate investing. CEUs: .4  
 Jul 10-17 5:00-7:00P 2 Thu  
 Main Campus Bldg 10, Rm 103  
 Hoyt Robey Item 9763Q Fee: \$49

**REAL ESTATE BOOTCAMPS—  
FOR BUYERS AND SELLERS**

*Learn strategies and tips from experts in the field of real estate to help you in the sale or purchase of a home in the ever changing and challenging real estate market.*

**Buyers BootCamp 1 - First Time Home Buyers**

This class takes the guesswork out of buying a home & puts you in the driver's seat on the road to home ownership. CEUs: .2  
 Jul 17 6:30-8:30P 1 Thu  
 Main Campus Bldg 21, Rm 201  
 Steven Emery Item 9773Q Fee: \$19 indiv  
 Item 9774Q Fee: \$29 cpl

**Buyers BootCamp 2 - Buying Decisions**

Jump start your experience with a better understanding of a For Sale by Owner or agent listing purchase, lending options, pre-qualification and other important factors in buying a home in this changing market. CEUs: .2  
 Jul 24 6:30-8:30P 1 Thu  
 Main Campus Bldg 21, Rm 201  
 Steven Emery Item 9775Q Fee: \$19 indiv  
 Item 9776Q Fee: \$29 cpl

**Buyers BootCamp 3 - Inside Tips for Buyers**

Learn tips such as: buying in a changing market, considerations when buying a For Sale by Owner, using Internet, etc. Recommend you take First Time or Buying Decisions class first. CEUs: .2  
 Jul 31 6:30-8:30P 1 Thu  
 Main Campus Bldg 21, Rm 201  
 Steven Emery Item 9777Q Fee: \$19 indiv  
 Item 9778Q Fee: \$29 cpl

**Buyers BootCamp Series**

*Combines BootCamps 1, 2 and 3 at a discounted price!*  
 Item 9771Q Fee: \$49 indiv  
 Item 9772Q Fee: \$79 cpl

**Sellers BootCamp 1 - Listing Your House vs. Private Sale**

Designed to present you with facts & information to help you decide if you should list with an agent or sell privately (For Sale by Owner). CEUs: .2  
 Aug 7 6:30-8:30P 1 Thu  
 Main Campus Bldg 21, Rm 201  
 Steven Emery Item 9785Q Fee: \$19 indiv  
 Item 9786Q Fee: \$29 cpl

**Sellers BootCamp 2 - Good Time to Sell Your Home?**

Class provides the basics to have a successful home sale if you plan to go the traditional route of listing your home with an agent. CEUs: .2  
 Aug 14 6:30-8:30P 1 Thu  
 Main Campus Bldg 21, Rm 201  
 Steven Emery Item 9787Q Fee: \$19 indiv  
 Item 9789Q Fee: \$29 cpl

**Sellers BootCamp 3 - Getting Your House Ready to Show**

Whatever your budget, learn how to get the best bang for your buck in getting your house ready to sell. CEUs: .2  
 Aug 21 6:30-8:30P 1 Thu  
 Main Campus Bldg 21, Rm 201  
 Steven Emery Item 9791Q Fee: \$19 indiv  
 Item 9792Q Fee: \$29 cpl

**Sellers BootCamp Series**

*Combines BootCamps 1, 2 and 3 at a discounted price!*  
 Item 9783Q Fee: \$49 indiv  
 Item 9784Q Fee: \$79 cpl

**FITNESS**

**Beginning Tai Chi**

Learn the first 12 movements which build concentration abilities and provide exercise and relaxation. Please wear loose clothing. CEUs: 1.5  
 Jul 2-Sep 3 6:30-8:00P 10 Wed  
 Main Campus Bldg 27, Rm 101  
 Kenneth Hall Item 9803Q Fee: \$79

**Continuing Tai Chi**

Expand on your experience and learn 28 new movements. Please wear loose clothing. CEUs: 1.0  
 Jul 2-Sep 3 8:00-9:00P 10 Wed  
 Main Campus Bldg 27, Rm 101  
 Kenneth Hall Item 9805Q Fee: \$69

**OUTDOOR RECREATION**

**Wenatchee Whitewater Rafting**

Roller coaster action and generally sunny weather make this snow-fed river a favorite for river-runners. Participants will paddle self-bailing rafts with an experienced guide. A fantastic buffet lunch included! CEUs: .5  
 Jun 29 10:00A-3:00P 1 Sun  
 Wenatchee River Directions Provided  
 Rod Amundson Item 9813Q Fee: \$79

Jul 13 10:00A-3:00P 1 Sun  
 Wenatchee River Directions Provided  
 Rod Amundson Item 9815Q Fee: \$79

**Skagit Whitewater Rafting**

Enjoy peace, quiet & undisturbed natural beauty. The tranquility is shattered for ¼ mile by an easy section of fun-filled Class III whitewater. Experienced guides steer professional-quality paddle rafts. A fantastic buffet lunch included! CEUs: .4  
 Aug 10 12:00-4:00P 1 Sun  
 Wenatchee River Directions Provided  
 Rod Amundson Item 9817Q Fee: \$79

**PERSONAL DEVELOPMENT**

**The Secret to Dealing with Overload—  
Online Self-Pace Course**

Live both an effective and gratifying life by learning how to clear away your mental clutter. Online class runs for 6 weeks. Visit our website for complete information. CEUs: 2.4  
 Jun 17-Jul 31 Arranged  
 Staff Item 9821Q Fee: \$69



**What Everyone Should Know About The Law of Attraction—Online Self-Pace Course**

This mind-and-heart-opening class teaches you the "Secret" of how to stop attracting things you don't want and start attracting things you do want. Online class runs for 6 weeks. Visit our website for complete information. CEUs: 2.4

Jun 17-Jul 31 Arranged  
Staff Item 9823Q Fee: \$69

**The Right Hairstyle—Online Self-Pace Course**

Online class provides professional mentoring and hair care how-to. After sending your photos, an analysis is digitally superimposed on your image and recorded on videotape. Photos provided for your stylist. Visit our website for more info. CEUs: 2.4

Jun 17-Jul 31 Arranged  
Barb Quinn Item 9825Q Fee: \$89

**Organize or Agonize—Online Self-Paced Course**

Out of balance? Unproductive? Discover techniques of highly effective, happy people that can make a real difference in your life. Online class runs for 6 weeks. Visit our website for complete information. CEUs: 2.4

Jun 17-Jul 31 Arranged  
Staff Item 9827Q Fee: \$69

**Calming Down—Anger/Stress Management Training Session I**

Teaches Life Skills and Emotional Intelligence which helps to relieve stress and anger. Learn to be more effective communicators – less reactive and emotional in coping and dealing with life issues.

Court-approved course. CEUs: .6  
Jul 26 9:00A-4:00P 1 Sat  
Main Campus Bldg 10, Rm 102  
Roberta Macdonald Item 9833Q Fee: \$79

**Calming Down—Anger/Stress Management Training Session II**

In-depth understanding of causes or sources of rage, anger or anxiety with Life Skills for coping and dealing with life issues. A court-approved course. Not necessary to take Session I before this. CEUs: .6

Aug 23 9:00A-4:00P 1 Sat  
Main Campus Bldg 10, Rm 102  
Roberta Macdonald Item 9835Q Fee: \$79

**Why Pay More?**

*Need more? Attend 12 hours in Session I and II at a discounted price! CEUs 1.2*

Item 9862Q Fee: \$139

Mind & Body

See our Web site for details

55+



*Celebrate Silver*  
July 14-18

Join us for fun and excitement as we mark 25-years of our Life-long Learning program—Senior College.

Enrique Cerna, Executive Director of Production at KCTS Television, will be a keynote presenter discussing his KCTS 9 Connects program and current events. Cerna has worked in the Seattle broadcast market for 32 years.

This week-long journey of discovery closes on Friday with the traditional banquet and entertainment, featuring members of the Federal Way Symphony and storyteller Debbie DiMitre.

**For a complete brochure and registration information call CEL's Senior College at (206) 870-3785.**

**Center for Extended Learning**  
HIGHLINE COMMUNITY COLLEGE

\* ON FEE INDICATES TEXTBOOK REQUIREMENT