

# Community Education

**Business Building** ..... Page 22

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

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

**Certificates** ..... Page 24

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

- Certified Global Business Professional
- Human Resources
- Project Management Professional
- WorkSafe Institute of Washington

**Technology** ..... Page 25

*Meet business, personal and professional goals.*

- Basics
- Mature Learner
- Hobby
- Office
- Online
- Web Design and Authoring

**Creativity** ..... Page 26

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

- Art
- Crafts
- Dance
- Music
- Photography
- Writing

**Going Global** .....Page 27

*Expand your knowledge of the world.*

- Language
- Travel

**Learning** .....Page 27

*Be thrilled with new skills.*

- Flagger
- Income Opportunities
- Medical Education
- Parenting
- Personal Finance

**Mind and Body** .....Page 28

*Shape up physically and mentally.*

- Fitness
- 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 CommEd.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 ; closed Fri.  
Federal Way: Mon–Thu, 8:00am–4:30pm; closed Fri.

**Holidays:** May 25, 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. Community Education 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>	<i>100%</i>
<i>Student withdrawal 48 hours prior to first class session</i>	<i>100%</i>
<i>Withdrawal LESS than 48 hours prior to first class</i>	<i>0%</i>
<i>Withdrawal after class begins</i>	<i>0%</i>
<i>No appearance in class</i>	<i>0%</i>

**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.

# Summer 2009 Schedule

**Our Mission**

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

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

## NONPROFIT DEVELOPMENT PROGRAMS

The programs offered are a mix of workshops designed for all levels of staff, management and board members within the nonprofit agency. Instructors for our nonprofit 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.

### Nonprofit Workshops

#### Go From Green to Great at Getting Grants - An Overview

3 sessions: Learn how to identify grant opportunities; develop relationships with funders; navigate the application process; and write a compelling application. Focus of class will be on private foundations. CEUs: .9

July 13, 20, 27	6:00P-9:00P	3 Mons
Bldg 99	Rm 132	
Lisa Arnold	Item 9111Q	Fee: \$169

#### No More Meetings Run Amok! - NEW!

This class will discuss fixes for five common causes (lopsided participation, no quorum, agenda drift, marathon meetings, and low productivity) of unmanageable board, committee, and other meetings of community organizations. This class is most useful to organizations when multiple members of the same board/committee participate. CEUs: .3

Jun 25	6:00P-9:00P	1 Thur
Bldg 99	Rm 132	
Lisa Arnold	Item 9113Q	Fee: \$79

#### Seven Ways Your Nonprofit Can Get Support From Corporations & Businesses

For nonprofit board, volunteers, and staff who want to learn how to approach corporations.

Learn how to maximize your organization's corporate and individual support during this fall's upcoming workplace giving campaigns - even if your group is not a member of a campaign. CEUs: .3

July 23	6:00-9:00P	1 Thu
Bldg 99	Rm 131	
Lisa Arnold	Item 9115Q	Fee: \$79

#### Beyond the Bake Sale and the Big Benefit

Geared to staff and/or volunteers of nonprofits and community-based organizations

This class outlines four ways for community organizations to fundraise without investing a lot of time and money. CEUs: .3

Jul 16	6:00-9:00P	1 Thu
Bldg 99	Rm 132	
Lisa Arnold	Item 9117Q	Fee: \$79

#### The House Party (a.k.a. The Small Event with Big Returns): Hosting How-To's

Geared to staff and/or volunteers of nonprofits and community-based organizations

Learn the mechanics of this low-cost, quick, and easy fundraiser. CEUs: .3

Jul 9	6:00-9:00P	1 Thu
Bldg 99	Rm 132	
Lisa Arnold	Item 9119Q	Fee: \$79

## 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 29- Aug 31	6:30-9:30P	10 Mon
Main Campus	Bldg 3, Rm 103	
Henry Eiselstein	Item 8877Q	Fee: \$225*

No class: July 3

### 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

Jun 30-Sep 3	6:30P-9:30P	10 Tue, 10 Thu
Main Campus	Bldg 3, Rm 103	
Henry Eiselstein	Item 8879Q	Fee: \$375*

## SMALL BUSINESS DEVELOPMENT CENTER



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.

### Business Counseling with a Business Development Specialist

How is your business doing? The Small Business Development Center (The SBDC) at Highline provides 1:1 counseling and research to business owners and entrepreneurs throughout Southwest King County. During the first half of 2008, The SBDC served more than 200 business owners, helping them with loan applications, marketing, new locations and financing alternatives. Call to schedule your first appointment - Des Moines office (206) 878-3710, ext. 5151. CEUs: 0.

### 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

Aug 18	6:30-9:30P	1 Tue
FWC	Rm 209	
Westin	Item 9021Q	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

Aug 20	6:30-9:30P	1 Thu
FWC	Rm 209	
Westin	Item 9023Q	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

Aug 25	6:30-9:30P	1 Tue
FWC	Rm 209	
Westin	Item 9025Q	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

Aug 27	6:30-9:30P	1 Thu
FWC	Rm 209	
Westin	Item 9027Q	Fee: \$49

**Why Pay More?**

Attend the series for a discounted price of \$149. Item 9029Q.

**Leasing Space for your New Company - NEW!**

Learn what to know about a new lease for your business. CEUs: .3

Jul 15	6:30-8:30P	1 Tue
Bldg 99	Rm 132	
Siegl	Item 9031Q	Fee: \$39

**Small Business Records & Taxes**

— FALL 2009

This 9-hour, two-part series will prepare you for this tax season and teach you strong financial recordkeeping skills. CEU: .9

**StartZone**

Highline's new StartZone program offers workshops and one-to-one consulting to people interested in starting or growing a small business in Southwest King County. Our team of business specialists will work with you to customize services that meet your individual needs, including business planning, marketing strategy development, financial analysis and projections, hiring new employees and preparing loan applications. To apply or request additional information, visit our website at [flightline.highline.edu/startzone](http://flightline.highline.edu/startzone) or call us at (206) 878-3710, ext. 3388.

**StartZone Orientation - NEW!**

Learn about StartZone services, eligibility requirements, application and enrollment process, and how StartZone can help you start and grow a sustainable and profitable business. CEUs: .05

Jul 2, Aug 6	6:00-6:30P	2 Thurs
Bldg 99	Rm 131	
StartZone Staff	Item 9033Q	Fee: FREE

**StartZone Business Networking Session - NEW!**

Meet, mix and mingle with StartZone members who are starting or growing small businesses in Southwest King County. Sessions include a chalk talk or guest speaker, structured knowledge sharing and open networking in a safe and supportive environment. CEUs: .15

Jul 2, Aug 6	6:30-8:00P	2 Thurs
Bldg 99	Rm 131	
StartZone Staff	Item 9035Q	Fee: members; \$19 nonmem.

**Find Money to Start or Grow Your Business - NEW!**

Learn about owner's equity, sweat equity, angel investors, the "Five Cs of Lending", microfinance programs and other "alternative lenders", and the myth about grants for businesses. Leave with our Lenders Matrix that shows contact information and lending guidelines for commercial and nonprofit business lenders serving King County. CEUs: .15

Jul 9	6:30-8:00P	1 Thu
Bldg 99	Rm 132	
StartZone Staff	Item 9037Q	Fee: StartZone Members; \$19 for non-members

**Starting a Business In Washington - NEW!**

Do I need a business license? Should I form a corporation? Do I need a business plan? Will I need to pay taxes? Can I use my personal bank account for the business? You will learn the answers to these questions and leave with a checklist for building a solid (and legal) foundation for your new business. CEUs: .15

Jul 16	6:30-8:00P	1 Thu
Bldg 99	Rm 132	
StartZone Staff	Item 9039Q	Fee: members; \$19 nonmem.

**Hiring Employees - NEW!**

Good employment practices are essential to growing a profitable business. This workshop will help you determine if your business is ready to hire employees, give you tips on how to select and manage your employees and connect you to resources for information on the many Federal, State and local laws that apply to employers. Know the rules and hire right. CEUs: .15

Jul 23	6:30-8:00P	1 Thu
Bldg 99	Rm 132	
StartZone Staff	Item 9041Q	Fee: members; \$19 nonmem.

**How to Get Customers - NEW!**

Learn how to research your market, analyze your competition, identify what makes your business unique, describe your products/services, define your target market, and develop free or low-cost marketing strategies to reach your customers. Leave with a draft outline of your marketing plan, a list of research resources and quick marketing tips. CEUs: .25

Aug 13	6:30-9:00P	1 Thu
Bldg 99	Rm 131	
StartZone Staff	Item 9043Q	Fee: members; \$19 nonmem.

Business Building

See our Web site for details

\* ON FEE INDICATES  
TEXTBOOK  
REQUIREMENT

**Let's Do the Numbers - NEW!**

No business plan is complete without solid income, expense and cash flow projections. Learn about the key financial statements and how to use them as a tool - both in your business plan as well as in your day to day operations - to start and grow a sustainable and profitable business. Leave with simple templates to help you build your financial plan. CEUs: .25

Aug 20	6:30-9:00P	1 Thu	
Bldg 99	Rm 131		
StartZone Staff	Item 9045Q	Fee: members;	\$19 nonmem.

**Running Your Business - NEW!**

A good business plan describes how the business is run. The operations plan describes how the business is organized, managed, and operated on a day to day basis. Leave with the first draft of your operations plan. CEUs: .25

Aug 27	6:30-9:00P	1 Thu	
Bldg 99	Rm 131		
StartZone Staff	Item 9047Q	Fee: members;	\$19 nonmem.

**LEADERSHIP & MANAGEMENT DEVELOPMENT PROGRAMS**

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 & brochure, please call (206) 870-3785.*

**Leadership & Management Development Series**

In today's economy, we need to optimize the resources that we do have. This course will help you maximize your time and talent as a manager and leader of people in difficult times. This 27 hour program consists of 9 modules of instruction that will include, but not limited to: Leadership Self-awareness & Evaluation, Interpersonal Communication & Receiving Feedback, Understanding & Managing Conflict, Developing Teams, Meeting Manage-

ment, and Teaching & Coaching Employees. These modules build on each other in both content and application. There are 9 hours of classroom training and skills application that are incorporated into this program, that will give each participant practical hands-on training in each area. You will be required to participate fully, in both the in-class training and skills application activities, and the online Blackboard assignments and readings in order to receive a certificate of completion. All course materials and assessment tests are included in cost. CEUs: 2.7

Jun 30, Jul 21, Aug 11, Aug 25	6:00-9:00P	CLASS-ROOM
Bldg 99	Rm 132	
Jun 30-Aug 25	ONLINE	
Item 9183	Fee: \$549	
Jeanette Monahan		

**Applied Strategic Thinking Workshop**

This course will provide a person to person lab where participants can actively explore the methods of strategic thinking. Explore the key components of how strategic thinkers process information. Be introduced to a Strategic Thinking Model by thinking through an issue via major stages: perceiving, understanding and reasoning. CEUs: .6

Aug 6	9:00A-4:00P	1 Wed	
Bldg 99	Rm 132		
Jeanette Monahan	Item 9181Q	Fee: \$129	

**HUMAN RESOURCES**

**BTECH 265 Human Resources— Fall Qtr. 2009 Online Certificate Program**

*First class of a 3-part, 15 credit certificate program (classes do not have to be taken in order). Credits can also be applied toward an Associate's Degree at Highline Community College.*

**PROJECT MANAGEMENT PROFESSIONAL**

**Project Management Professional (PMP)**  
Fall Qtr. 2009

**Certification Exam Preparation**  
Fall Qtr. 2009

**Introduction to Project Management**  
Fall Qtr. 2009

**Introduction to MS Project**  
Fall Qtr. 2009

**WORKSAFE INSTITUTE OF WASHINGTON**



*Highline Community College is part of the WorkSafe Institute of Washington. The purpose of the institute is to improve workplace safety and health by providing educational and training opportunities to employees and employers in the State of Washington to help reduce work-related illnesses and injuries of workers. Workshops are also provided to educate individuals in emergency preparedness and public safety in their community. For all workshops and*

*business contract training classes offered in the WorkSafe Program, please call (206) 870-3785 for program details.*

## COMPUTER BASICS

### New to Computers!

Learn the fundamentals of the computing world. This class designed for the beginning student who is new to technology and computers. CEUs: .6

June 27	9:00A-4:00P	1 Sat
FWC	Rm 201	
Gayle Larson	Item 9209Q	Fee: \$119

## COMPUTER BOOTCAMPS ONE-DAY WORKSHOPS

*Excellent classes for the student who is new with working with computers and their programs. These workshops run from 9:00A to 3:00P (1 hour lunch on your own). CEUs: .5 per class.*

### BootCamp Series

*Combines Windows Fundamentals, Word, Excel, and Presentations at a discounted price. . CEUs: 2.0*

Jul 18- Aug 8	9:00A-3:00P	4 Sat
FWC	Rm 208	
Staff	Item 9221Q	Fee: \$349

### BootCamp 1—Windows XP

Learn the fundamentals required to effectively perform tasks with Windows. CEUs: .5

Jul 18	9:00A-3:00P	1 Sat
FWC	Rm 208	
Staff	Item 9213Q	Fee: \$109

### BootCamp 2—Word 2007

You will gain a working knowledge of how to create, change, cut, customize, save and print many types of documents. CEUs: .5

Jul 25	9:00A-3:00P	1 Sat
FWC	Rm 208	
Staff	Item 9215Q	Fee: \$109

### BootCamp 3—Excel 2007

Walk through the basics to get a thorough understanding of how to create, change, and customize worksheets for home or office. CEUs: .5

Aug 1	9:00A-3:00P	1 Sat
FWC	Rm 208	
Staff	Item 9217Q	Fee: \$109

### BootCamp 4—Presentations

Learn how to create presentations, slide shows, and work with graphics and sound files. CEUs: .5

Aug 8	9:00A-3:00P	1 Sat
FWC	Rm 208	
Staff	Item 9219Q	Fee: \$109

## MICROSOFT OFFICE

*Come learn with us! Office version 2007 is here! Discover the new interface that gives beginners the same power as experts. Impressive new graphics engine, improved security, smoother collaboration that gives users more versatility.*

## MS Excel

### Excel 2007 Full Series

*Combines all 3 levels of Excel 2007 at a discounted price. CEUs: 2.4*

Aug 7 - Aug 21	9:00A-4:30P	3 Fri
FWC	Rm 208	
Gayle Larson	Item 9229Q	Fee: \$359

### Excel 2007 The Basics

Level 1. Discover the power of Excel 2007. Create basic function formulas; format, modify, copy and paste data; use ranges; find and replace; manage large workbooks; customize layouts and modify page/print options. CEUs: .8

Aug 7	9:00A-4:30P	1 Fri
FWC	Rm 208	
Gayle Larson	Item 9223Q	Fee: \$139

### Excel 2007 Transition Up

Level 2. Sharpen your skills. Create advanced formulas; create, modify and format charts; use pivot tables to clarify data; sort and filter; analyze with lookup functions; enhance with graphics, create templates and customize the Excel environment. CEUs: .8

Aug 14	9:00A-4:30P	1 Fri
FWC	Rm 208	
Gayle Larson	Item 9225Q	Fee: \$139

### Excel 2007 Advanced Use

Level 3. Become a power user! Customize, streamline, protect and share workbooks; track changes and merge multiple workbooks; create work spaces, macros and what if analysis; consolidate and link workbooks, import and export data; create web queries. CEUs: .8

Aug 21	9:00A-4:30P	1 Fri
FWC	Rm 208	
Gayle Larson	Item 9227Q	Fee: \$139

## Microsoft Outlook 2007

### MS 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 17	9:00A-4:00P	1 Fri
FWC	Rm 201	
Gayle Larson	Item 9357Q	Fee: \$129

## BOOKKEEPING AND ACCOUNTING

### QuickBooks Pro 2008 Full Series

*We have expanded our QuickBooks series. Widely used by small businesses and recommended by accountants Intuit's QuickBooks Pro provide accurate and organized financial information. Training on this software is in demand. Classes fill, so be sure to register early. This is your best value! We have combined all classes at a discounted price. CEUs: 2.1*

Jul 13-Aug 10	6:30-9:00P	5 Mon, 4 Wed
FWC	Rm 201	
Gayle Larson	Item 9239Q	Fee: \$429

**Beginning QuickBooks Pro 2008**

Learn the power of QuickBooks: Basic accounting, invoicing, statements, bill payment methods, credit card transactions, online banking, reconciling account, producing reports and more! CEUs: .7

Jul 13-Jul 20 6:30-9:00P 2 Mon, 1 Wed  
FWC Rm 201  
Gayle Larson Item 9233Q Fee: \$179

**Intermediate QuickBooks Pro 2008**

Build on the basics: Set up a new company and chart of accounts, track inventory, sales tax, purchase orders, payroll, tax tables and process payroll forms. CEUs: .7

Jul 22-Jul 29 6:30-9:00P 1 Mon, 2 Wed  
FWC Rm 201  
Gayle Larson Item 9235Q Fee: \$179

**Advanced QuickBooks Pro 2008**

Maximize the process: Set up loans and transfers, classes, time tracking to create paychecks and invoices, estimates, customize forms and reports, general journal, memorize transactions, close books and create shortcuts! CEUs: .7

Aug 3-10 6:30-9:00P 2 Mon, 1 Wed  
FWC Rm 201  
Gayle Larson Item 9237Q Fee: \$179

**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. In this interactive, project oriented course you will learn how to harness the full potential of this industry standard tool. Students will create, arrange and format text, imagery hyperlinks, tables and various other media types. Students will also learn how to create a form to collect data from the web. Computer experience is required. CEUs: .7

Jul 18 8:30A-4:30P 1 Sat  
FWC Rm 201  
Staff Item 9351Q Fee: \$179

**ART**

**Beginning Stained Glass**

If you have always wanted to make beautiful stained glass windows for your home or just want to explore glass art, this class holds a lot for you. Students are encouraged to design their own projects, but patterns will be available. We will cover two basic techniques, lead and copper foil. Design, cutting and fabrication techniques will also be covered. Please call the instructor at 206-935-5682 for supply and materials info. CEUs: 2.0

Jul 6-Aug 24 6:30-9:00P 8 Mon  
Main Campus Bldg 10, Rm 202  
Michelle Nicholas Item 9603Q Fee: \$99

**Creative Watercolor**

Join a group of fun and supportive people as we explore the challenging and rewarding world of watercolor painting. Learn new ways of solving problems in painting. Discover the secrets used by professionals to control the medium. Classes include demonstrations, lectures, handouts and encouragement. CEUs: 2.0

Jul 1-Sep 2 5:30-7:30P 10 Wed  
Main Campus Bldg 16, Rm 158  
Gary Nelson Item 9605Q Fee: \$95

**Pottery**

Start learning the basic techniques on the potter's wheel or improve your skills with an instructor who has over 30 years of experience with clay. Demonstrations of techniques for making pottery on the wheel (or hand building) as well as instruction with glazing will be given. Students will receive individual attention and will participate in goal setting and projects. More advanced teapot forms, etc. will be included in the demonstrations. CEUs: 2.4

Jun 23-Aug 11 6:30-9:30P 8 Tue  
Main Campus Bldg 16, Rm 171  
Rob Droessler Item 9607Q Fee: \$185

**MUSIC**

**Beginning Hawaiian Folk and Slack Key Guitar**

Beginning class in Hawaiian cultural music. Learn to sing and accompany yourself on the guitar in the old Hawaiian folk and slack key styles. A fun way to visit Hawaii through music and song in a group experience. Instructor was born and raised in a Hawaiian musical family and has taught guitar for over 25 years. NOTE: Classes overlap at 7:00P for group play. Beginning students are welcome to attend for the entire time. CEUs: 1.15

Jun 30-Sep 1 6:15-7:30P 10 Tue  
Main Campus Bldg 4, Rm 104  
Sheryl Akaka Item 9613Q Fee: \$79\*

**Advancing Hawaiian Folk and Slack Key Guitar**

This advancing class guitar builds on singing and Hawaiian culture. Note: Classes overlap at 7:00P for group play. Advancing students are welcome to attend for the entire time. CEUs: 1.15

Jun 30-Sep 1 7:00-8:15P 10 Tue  
Main Campus Bldg 4, Rm 104  
Sheryl Akaka Item 9615Q Fee: \$79\*

**Beginning and Continuing Guitar**

You will learn basic music knowledge plus chord-ing. Various styles of play will be taught, including Folk. This is a fun class to help you develop basic guitar skills. CEUs: 1.6

Jul 8-Aug 26 7:00-9:00P 8 Wed  
Main Campus Bldg 4, Rm 104  
Sheryl Akaka Item 9617Q Fee: \$89\*

## PHOTOGRAPHY

### Introduction to Photography

Bring your digital slr or (35mm film slr) camera to this intro course which will emphasize the basics of camera operation: exposure control, f-stops, shutter speeds, iso, filters, flash, & lenses. Instructor's work has appeared in Nat'l Geographic publications tripod suggested. 3 Sunday field trips (07/19, 07/26, & 08/09). CEUs: 2.5

July 11- Aug 15 12:30-2:30P 5 Sat + 3 Sun  
(no class Aug 01)  
Main Campus Bldg 26, Rm 318  
Robert Stahl Item 9623Q Fee: \$99\*

### Nature Photography

This Intermediate nature course is for digital slr & 35mm film slr shooters. Emphasis will be on creative landscape techniques. Topics include exposure, composition, close-ups, & equipment choices. Tripod required. 3 Sunday field trips. (07/19, 07/26, & 08/09) CEUs: 2.5

July 11 - Aug 15 10:00A-12:00P 5 Sat + 3 Sun  
(no class Aug 01)  
Main Campus Bldg 26, Rm 318  
Robert Stahl Item 9625Q Fee: \$99\*

## LANGUAGES

### Beginning Conversational Spanish Level I

Read, speak and understand Spanish; for travelers and others. Learn basic vocabulary, common phrases and Spanish pronunciation. Take this class if you are new to Spanish and want to gain a basic understanding of how to use Spanish in common situations. CEUs: 1.6

Jul 7-30 6:30-8:30P 4 Tue, 4 Thu  
Main Campus Bldg 10, Rm 206  
Jose Rodriguez Item 9643Q Fee: \$99\*

### Beginning Italian

A basic introduction to the Italian language for people planning to travel to Italy, or for those who want to begin learning the language. Course, taught by a native of Italy, includes correct pronunciation, a few important grammar rules and explores typical food and traditions. CEUs: 1.6

Jul 13-Aug 31 6:30-8:30P 8 Mon  
Main Campus Bldg 21, Rm 202  
Vincenza Gudor Item 9645Q Fee: \$99\*

### Conversational French

This class introduces French language basics to the traveler, business person or those interested in the language. This class will give you an insight into French culture, language, and will also touch on some basic grammar. Instructor was born and raised in Paris and has knowledge of French customs and culture not found in many French classes. CEUs: 2.0

Jul 13-Aug 5 6:30-9:00P 4 Mon, 4 Wed  
Main Campus Bldg 22, Rm 202  
Sylvie Gaillard Item 9647Q Fee: \$99

### Advanced French

Continue to build your advanced language skills. For those who want to communicate deeply in French, with advanced grammatical concepts and expressions. CEUs: 1.5

Jul 14-Aug 18 6:30-9:00P 6 Tue  
Main Campus Bldg 22, Rm 203  
Sylvie Gaillard Item 9649Q Fee: \$99

### Beginning Korean

Introduction to the Korean language, teaching basic conversation and Korean alphabet. The class is taught by a Korean native who brings special insight into the culture and society, food and traditions. CEUs: 1.6

Jul 9-Aug 27 6:00-8:00P 8 Thu  
Main Campus Bldg 21, Rm 104  
Miran Gang Item 9651Q Fee: \$99

### Beginning Japanese

Japanese instructor, Nadeshko, will teach basic conversation, Hiragana alphabet, and the culture of Japan. CEUs: 1.5

Jul 2-Aug 27 6:30-8:10P 9 Thu  
Main Campus Bldg 10, Rm 102  
Nadeshko Braddock Item 9653Q Fee: \$99\*

## INCOME OPPORTUNITIES

### Flagger Training

A one-day seminar in flagging, safety and traffic control. Students who successfully complete this class will receive a picture ID 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. CEUs: .8

Jul 18, Aug 15 8:00A-4:30P 1 Sat  
Main Campus Bldg 10, Rm 207  
Sue Smith Item 9663Q, 9665Q Fee: \$55

### 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. Topics include: how the industry works; how to get started; what skills you will need; how to create dynamite presentations; marketing yourself; how to establish a fee and much more. CEUs: 2.4

Aug 4-Sep 17 Arranged  
Gary Fugere Item 9667Q Fee: \$69

### Telecommute—Working from Home

#### Online Self-Paced Course

Tired of dropping your kids at daycare and fighting bumper-to-bumper traffic only to suffer through another day in a stress-filled environment? Learn the strategies of the 16 million telecommuters who work from home each day. Topics include: kinds of telecommuting jobs most in demand; what pay/benefits to expect; how to identify telecommuting friendly companies; skills you will need and more. Complete the lessons on your own timetable. Visit our website for registration. CEUs: 2.4

Aug 4-Sep 17 Arranged  
Gary Fugere Item 9669Q Fee: \$69

Creativity / Going Global

See our Web site for details

\* ON FEE INDICATES  
TEXTBOOK  
REQUIREMENT

## MEDICAL EDUCATION

### Phlebotomy

This intensive phlebotomy training class is designed to teach basic venipuncture skills and techniques necessary to perform venous blood collection as a laboratory phlebotomist and for the multi-skilled healthcare professional. Note: clinicals not included in this introduction course. Permission required: Must have high school diploma or GED and must be at least Level 5 ESL student. CEUs: 2.6

Jul 18-Aug 8	9:00A-400P	4 Sat
Main Campus	Bldg 23, Rm 206	
Staff	Item 9675Q	Fee: \$250*

## PARENTING

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

Do you feel overwhelmed by the prospect of taking care of your aging parents? This class provides mentoring and step-by-step techniques and strategies. Topics include: the evolving relationship between you and your parents; confronting independence (e.g., living alone, driving, falls); getting cooperation from family; medical care options; living arrangement options; managing the finances and more. Visit our website for registration. CEUs: 2.4

Aug 4-Sep 17	Arranged	
Gary Fugere	Item 9681Q	Fee: \$59

## PERSONAL FINANCE

### Coping with Financial Fear and Worry—Online Self-Pace Course NEW!

Are the wheels starting to come off your emotions due to financial worries? Dealing with the fear of a layoff, or a sudden financial setback causes anxiety, stress, loss of sleep, lack of focus and concentration. Fortunately, learning simple techniques can ease your suffering and help you cope. This class provides tools and insights into how to control and focus your thoughts to bring some normalcy to your life. Read lessons, participate in exercises, hold discussions with fellow students, plus receive personal coaching from the instructor. Visit our website for registration. CEUs: 2.4

Aug 4-Sep 17	Arranged	
Staff	Item 9693Q	Fee: \$69

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

Are you financially prepared? This class provides mentoring and step-by-step techniques and strategies and includes crafting your own financial plan; saving for the kids and for higher education; planning for retirement; where to go for reliable investment information and more. Visit our website for registration. CEUs: 2.4

Aug 4-Sep 17	Arranged	
Staff	Item 9695Q	Fee: \$59

## Introduction to Investments

Become more skilled at analyzing stocks, bonds, mutual funds, real estate, tax shelters, gold, silver, and estate planning. In this class, you will learn how to use the Wall Street Journal, become able to distinguish growth stocks from income stocks, and how to select a mutual fund. IRA'S and retirement plans will be discussed in detail. Helpful hints concerning social security, wills, trusts, probate and gifts will also be covered. Textbook is optional. CEUs: 2.0

Jul 7-Aug 25	7:00-9:30P	8 Tue
Main Campus	Bldg 21, Rm 202	
William Webster	Item 9697Q	Fee: \$95*

## FITNESS

### Beginning Tai Chi

Tai-Chi-chuan, sometimes called "Meditation in Motion" is an ancient system of health-giving exercise rooted in China. Learn the first 12 movements which build concentration abilities and provide exercise and relaxation. Please wear loose clothing. CEUs: 1.2

Jul 1-Aug 19	6:30-8:00P	8 Wed
Main Campus	Bldg 27, Rm 101	
Kenneth Hall	Item 9703Q	Fee: \$79

### Continuing Tai Chi

Expand on your experience and learn 28 new movements. You will also learn background on how Tai-Chi developed and how it can enhance you're ability to stay fit and relaxed. The instructor carefully demonstrates each movement and then works with students to learn the entire series of 40 Tai-Chi movements. Please wear loose clothing. CEUs: .8

Jul 1-Aug 19	8:00-9:00P	8 Wed
Main Campus	Bldg 27, Rm 101	
Kenneth Hall	Item 9705Q	Fee: \$69

## PERSONAL DEVELOPMENT

### Letting Go of Detrimental Thinking—Online Self-Pace Course

The human mind is capable of astounding accomplishments, when at peace and uncluttered. This class provides tools and insight into how to control and focus your thoughts to identify when you are engaged in non-productive thoughts. In addition, you will learn how to achieve a calm, self-confident state. Visit our website for registration. CEUs: 2.4

Aug 4-Sep 17	Arranged	
Staff	Item 9723Q	Fee: \$69

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

Is your brain consumed with your “to do” list before your feet hit the floor in the morning? The frantic pace of our modern culture leaves us feeling exhausted, stressed and often overwhelmed. It doesn’t have to be this way. You can live a life that is both effective and gratifying by learning how to clear away your mental clutter. This class provides powerful tools to help you find inner balance and emotional freedom, while moving ahead with certainty about what needs to be done next. Visit our website for registration. CEUs: 2.4

Aug 4-Sep 17      Arranged  
Staff              Item 9725Q              Fee: \$69

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

You’re already experiencing the Law of Attraction, with jobs, money, relationships and happiness in your life. Are you satisfied with the results? Chronic thoughts tend to become your experiences. What you think becomes your beliefs, which become your perceptions of life, when then become your experience. This mind-and-heart-opening class takes off where the “Secret” left off. It will gently lead you through the steps of directing your thoughts to bring energy, joy and prosperity into your life. Visit our website for registration. CEUs: 2.4

Aug 4-Sep 17      Arranged  
Staff              Item 9727Q              Fee: \$69

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

Out of balance? Unproductive? How much joy would you have if you unleashed your potential and got your act together? This online class includes mentoring and tricks to achieve breakthroughs. You’ll discover techniques of highly effective, happy people that can make a real difference in your life. Visit our website for registration. CEUs: 2.4

Aug 4-Sep 17      Arranged  
Staff              Item 9731Q              Fee: \$69

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

New expanded 8-hour class! Participants will gain a better understanding of causes or sources of rage, anger, or anxiety. Learning how to “reframe” and develop a less reactive way of life will be of primary focus. Creating a positive rather than a negative life-attitude will help you gain more personal effectiveness and self esteem that are often “lost” in difficult life situations. This class is designed for both young adults (age 15+) and adults. This is a court-approved course. CEUs: .8

Jul 18              8:30A-4:30P              1 Sat  
Main Campus      Bldg 10, Rm 102  
Roberta Macdonald      Item 9735Q              Fee: \$89

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

New expanded 8-hour class! Upon completion of this course, participants will have an in-depth understanding of causes or sources of rage, anger, and/or anxiety. You will learn to develop a less reactive way of life and how to create a positive rather than negative life-attitude. This is a court-approved course and is designed for both young adults (15+) and adults. Note: It is not necessary to take Session I before this class. CEUs: .8

Aug 22              8:30A-4:30P              1 Sat  
Main Campus      Bldg 10, Rm 102  
Roberta Macdonald      Item 9737Q              Fee: \$89

**Why Pay More?**

*Need more hours? Attend 16 hours in Sessions I and II at a discounted price.*

Item 9739Q              Fee: \$165

*Check our new Website:*  
**CommEd.highline.edu**

*Learn Something New!*

*We make it easy for you to challenge yourself or get that Job and keep it.*

*Sample classes include:*

- Computer Technology
- Phlebotomy
- Flagger
- Real Estate
- Human Resources
- Project Management
- Languages
- Graphic Arts
- Pottery
- Web Design
- Leadership Development
- Photography
- Travel

*We offer:*

- Variety
- Classroom & online delivery
- Affordable, knowledgeable instructors

*Check out our new Website or call us at  
(206) 870-3785.*

Mind & Body

See our Web site for details

\* ON FEE INDICATES  
TEXTBOOK  
REQUIREMENT