

*Course Schedule
Fall 2012*

CONTINUING EDUCATION



Highline
COMMUNITY COLLEGE

*See page 4 for details about
our New Solar Hot Water
Technology Course*

ce.highline.edu

Fall 2012 Courses

Continuing Education classes are open and available to the public to meet their professional and personal interests. We've made registering for classes easy and convenient! You can register at any time during the quarter, as long as space is available. We strongly advise pre-registration, since many classes fill.

TABLE OF CONTENTS

Professional & Career Development	4
Personal Growth	8
Computers	8
Languages	11
The Arts	12
Fitness	12
Anger & Stress Management	13
Start Zone	13
Marketing	14
Management	14

Clock Hours for K-12 and Continuing Education Units (CEUs)

K-12 Clock Hours: Approved by the OSPI (Office of Superintendent of Public Instruction), clock hours are a great opportunity for personal/professional growth. Clock hours must be requested in advance and pay an additional \$10.00 administrative charge per course or item number. For more information, call 206-870-3785.

CEUs: Students interested in receiving CEUs for a course must request CEUs 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. Your registration includes a 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.

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.



MISSION

Our mission is to enrich our community through personal and professional lifelong learning opportunities.

OFFICE HOURS:

Monday-Thursday: 8:00A-6:30P

Friday: 8:00A-4:00P

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 Community 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.

HOW WE WORK FOR YOU

Continuing Education at Highline Community College specializes in customized training and development programs, tailored to meet the specific needs of your employees and strengthen their core competencies.

Programs can be conducted at your site or at Highline Community College's Main Campus at times that are convenient for your organization.

To discuss how our training opportunities can benefit your organization contact the Continuing Education staff at (206) 870-3785 or ce@highline.edu.

SMALL BUSINESS DEVELOPMENT CENTER

www.wsdbc.org

The center provides counseling, resources and technical assistance for small and medium-size business owners, managers and entrepreneurs in Southwest King County.

STARTZONE

For questions regarding StartZone, please visit <http://startzone.highline.edu> or call (206) 592-3388

The program offers free services to help women, people of color, immigrants and people with disabilities start or expand small businesses in Southwest King County.



StartZone Orientation

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

Reality Check: Starting a Business Eyes Wide Open

A free four-part workshop series to help you determine whether you are ready for business ownership and if your business idea will achieve your financial goals. Assess your readiness, clarify your personal financial goals, describe your business concept, estimate sales and cost projections assess cash flow and break even, assess the market and identify key marketing strategies.

StartZone Business Networking Session

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.

PROCUREMENT TECHNICAL ASSISTANCE CENTER

<http://ptac.highline.edu>

The center provides no-fee assistance to businesses wanting to market and sell their products and services to federal, state and local government agencies.

BUSINESS ATTRACTION PROGRAM

www.seattlesouthsidebusiness.com

The program markets the assets and opportunities in Southwest King County to outside businesses, commercial real estate investors and developers, and companies in the trade and logistics sector.



ACHIEVE

The ACHIEVE Program offers a variety of courses designed to meet the needs of students with learning challenges or other barriers to traditional higher education. These classes may serve as a bridge to credit programs or as a place to gain basic skills for entry-level employment.

Students enrolling in ACHIEVE credit classes must complete a one-time Highline Community College admission form.

For more information, call ACHIEVE at (206) 878-3710, ext. 3526.

Professional & Career Development



SOLAR 101: SOLAR HOT WATER TECHNOLOGY—NEW!!

Course prepares students to install solar hot water systems. Emphasizes revolutionary green technology that is affordable to the consumer and works efficiently even in cold overcast Northwest weather. Demand for installation is rapidly growing. Solar hot water technology is used for local dairy farms, green houses, car washes, relief work, apartments and homes. Train to work as an installer, designer or business owner providing sustainable energy solutions to residential or commercial customers. Learn how to incorporate green energy technology into your home, business, or construction projects. 30% of the average household energy use is spent heating water. Solar hot water systems help to reduce this dramatically! Get in on the ground floor with careers in sustainable green technology. 3 credits

Oct 2-Nov 13	6:00P-9:00P	7 Tue
Nov 17	9:00A-12:00P	1 Sat
Nov 24	9:00A-5:00P	1 Sat
Main Campus	Bldg 16, Rm 125	
Bruckner	Item 8802M	Fee: \$289.17

HUMAN RESOURCES BTECH 265- ONLINE CERTIFICATE PROGRAM- PART 1

Human Resources BTECH 265 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. This program will allow you to work 100% of the time in a place where you want to study without compromising your family or your job. Your pace! Your space! Fall topics include: Overview and Management of Human Resources, Staffing Policies and Procedures, Employment Law, Hiring and Firing, Writing Job Descriptions, Privacy and Employment, EEO and AA. 5 credits. Required textbook: Human Resource Management, by Robert Mathis & John Jackson, 13th Edition, for all three quarters of this program; available at the HCC Bookstore. For detailed information regarding the PHR Certification Exam, please go to the Human Resources Certification Institute website: www.hrci.org.

Sep 24-Dec 14	Item 8886M	ONLINE
Monahan/Thomas	Fee: \$499*	

*Required text: see website

RESIDENTIAL CARE ADMINISTRATION

This course meets the Washington State 48 hour education requirement for Adult Family Home providers. Course includes video and instruction on the inspection processes required for licensing. Topics include Business: (Readiness, Personal Worth, Feasibility, Marketing, Fiscal Operations), Laws and Regulations, Human Resources, Residents' Rights, Assessment and Care Planning, Medication Administration, Social and Recreational Activities/Nutrition, Building Inspection and Initial Inspection. Instructor is a successful AFH provider and an expert in business operations. All materials included. 5 credits

Oct 8-Dec 10	6:00P-9:00P	9 Mon, 9 Tues
Main Campus	Bldg 99, Rm 132	
Schlimme	Item 9712M	Fee: \$650

No class Nov 12th

SUPERHOST® FUNDAMENTALS

Learn the essential elements of providing exceptional customer service. SuperHost Fundamentals is an internationally recognized customer service training program that has trained more than 800,000 employees over 20 years. Created by the Canadian government for Expo '86, this proven and highly affordable front-line customer service training is designed for tourism, retail, and service industry organizations. Workbook included. CEUs: 0.8

Oct 1-Oct 4	1:00P-3:00P	Mon-Thu
Main Campus	Bldg 99, Rm 132	
Older	Item 9106M	Fee: \$109

INTRODUCTION TO PROJECT MANAGEMENT

Want to learn how to effectively manage projects professionally and personally? This foundation course focuses on the vocabulary, methodology and best practices recognized by the Project Management Institute. Learn the skills to help you Initiate, Plan, Execute, Monitor and Control and formally close a project. Gain the skills and insight to take your projects to the next level. Instructor is a certified Project Management Professional (PMP®). Required texts: see website. CEUs: 2.4

Sep 25-Oct 30	5:00P-9:00P	6 Tue
Main Campus	Bldg 13, Rm 107	
Syverson	Item 9140M	Fee: \$349



Home Care Aide 75 Hour Program —New!!

Home Care Aides work in a client's private home, assisted living centers, adult family homes and home care agencies. They help people with everyday care tasks, for example, assisting a client with dressing, walking, bathing, etc. They also may shop, cook, clean and drive a client to appointments. This class will prepare students for the WA State Home Care Aide Exam. CEUs: 7.0

What will you learn?

- Healthcare Skills • Client's Rights • Handling Safety and Emergency Situations
- Nutrition • Infection Control • Reporting and Documenting
- Job Roles and Responsibilities • Effective Communication • HIV/AIDS

Coming this Fall

For more information contact: Continuing Education
ce@highline.edu or 206-870-3785

PROJECT MANAGEMENT TOOLBOX—NEW!!

Need to add or enhance the tools to your PM toolbox. Discover what should be in your toolbox to help you manage projects, stay within scope, do better estimating and control that budget? Topics covered; software commonly used, techniques used by the professionals, the best free resources and practical ways to make the most out of limited budgets and time. No book required. CEUs: 1.2



Nov 6-Nov 20	5:00P-9:00P	3 Tue
Main Campus	Bldg 13, Rm 107	
Syverson	Item 9142M	Fee: \$189

PROJECT MANAGEMENT FOR ENTREPRENEURS AND BUSINESS MANAGERS—NEW!!

Project Management for entrepreneurs, consultants, and small projects can help you make money or save money. Learn the skills professional project managers use to identify opportunities and treats to the business and your projects. Become more efficient and professional when working with management, clients and team members. In this course you'll learn communication and practical skills used by professional project managers to manage the process of a project as well as the soft skills required for you to be successful. This is an ideal course for projects with less than 20 people. Required Textbook: Project Management for Small Business: A Streamlined Approach from Planning to Completion (paperback), by Joseph Phillips. (ISBN-13: 978-0814417676). CEUs: 1.6

Nov 26-Dec 17	5:00P-9:00P	4 Mon
Main Campus	Bldg 99, Rm 251	
Syverson	Item 9144M	Fee: \$249

PROJECT MANAGEMENT PROFESSIONAL (PMP®)

Need certification to advance your career? Want recognition as a leader in your industry? Designed to prepare students interested in taking the PMP® exam, this course focuses on standards set by the Project Management Institute. Curriculum includes project quality, scope, time, cost, human resources, communications, risk, procurement, and integration management. Course meets PMI® formal education requirement. Instructor is a certified Project Management Professional (PMP®). Prerequisites: bachelor's degree (or global equivalent) and 3 years of project management experience, or secondary diploma and 5 years of project management experience. Required texts: see website. CEUs: 3.6

Oct 16- Dec 18	5:00P-9:00P	10 Tue
Main Campus	Bldg 99, Rm 251	
Petersen	Item 9146M	Fee: \$599

ELEVATING PROJECT SUCCESS—NEW!!

The impact of failed projects in the US alone last year was \$1.2 trillion. There are many reasons for this. Business must demand more and project managers must deliver more. This course will teach how to fill the gap from PMP Certification to expert in the field. The result, successful projects! Concepts such as capacity planning, monitoring through metrics as opposed to meaningless stoplight colors, determining how to actually determine the budget and the schedule - to match business requirements, improved methods for Risk Management, merging PMBOK and Agile to achieve the best of both with the downsides of neither, impact of lean six sigma on project management. This class should elevate capabilities of all project managers. Class will be familiarized with best practices, best plan forms, best documents and best methods. This is a must for project managers wanting to be the best and business demanding more. CEUs: 3.2

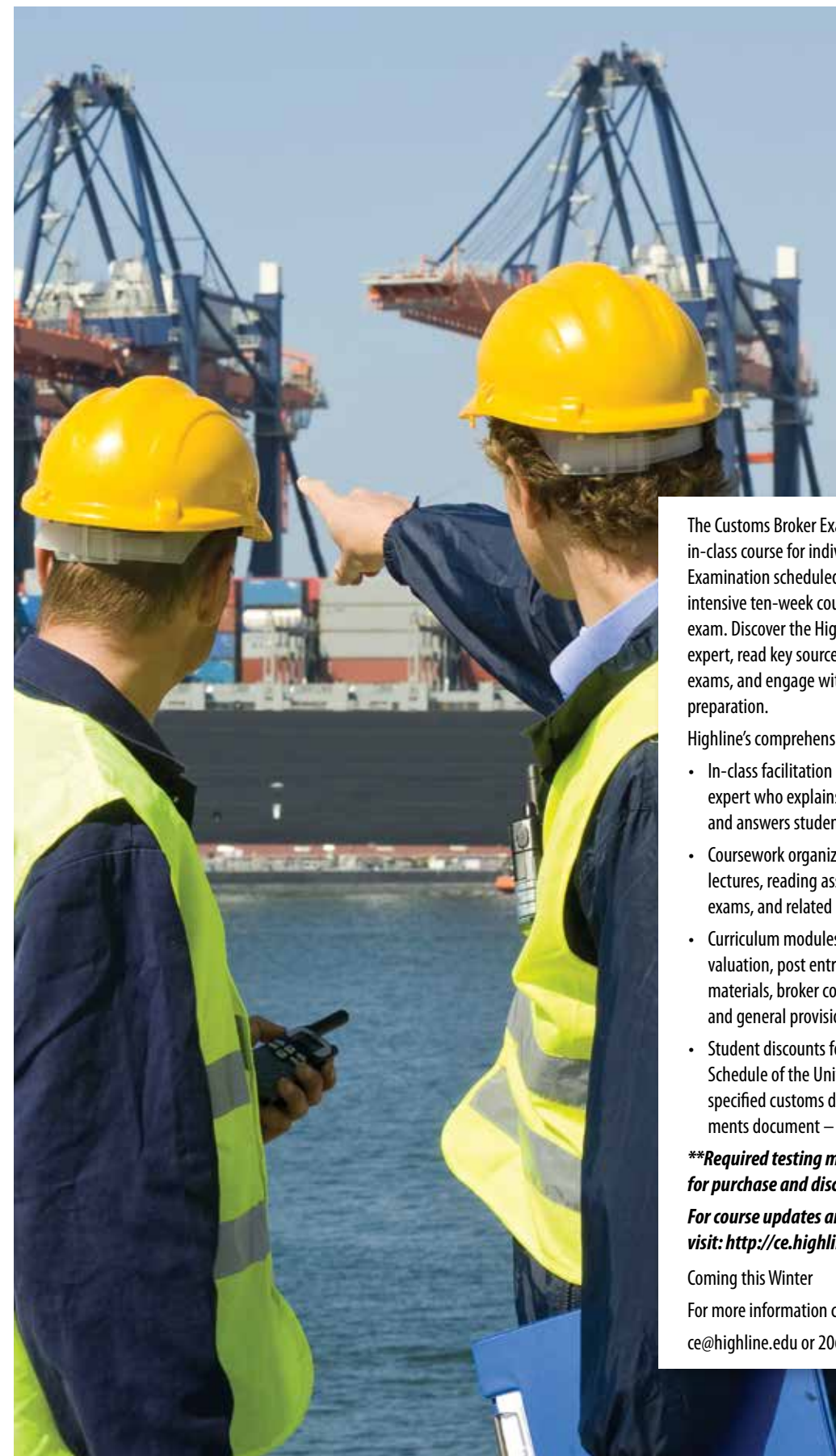
Oct 18- Dec 13	5:00P-9:00P	8 Thu
Main Campus	Bldg 99, Rm 251	
Peterson	Item 9148M	Fee: \$1299
No class Nov 22nd		

FLAGGER TRAINING

A one day seminar in flagging, safety and traffic control. 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. CEUs: 0.8



Sep 29	8:00A-4:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Smith	Item 9702M	Fee: \$60
Oct 27	8:00A-4:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Smith	Item 9704M	Fee: \$60
Nov 17	8:00A-4:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Smith	Item 9706M	Fee: \$60
Dec 15	8:00A-4:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Smith	Item 9708M	Fee: \$60



**Customs
Broker Exam
Prep Course**

The Customs Broker Exam Prep Course at Highline Community College is an in-class course for individuals who plan to sit for the U.S. Customs Broker's License Examination scheduled to take place the first Monday in October, 2012. This intensive ten-week course is designed to best prepare people for the licensing exam. Discover the Highline difference! Students will learn from an industry expert, read key source material, learn sound exam-taking strategies, take past exams, and engage with fellow classmates for maximum learning and test preparation.

Highline's comprehensive prep course features:

- In-class facilitation conducted by an industry-recognized customs and trade expert who explains key concepts and principles, discusses real-life situations, and answers student questions.
- Coursework organized around a top-rated online platform for all course lectures, reading assignments, homework, online discussions, quizzes, practice exams, and related resources.
- Curriculum modules covering key subject areas such as classification, valuation, post entry and FP&F (Fines, Penalties, and Forfeiture), supplemental materials, broker compliance, trade agreements, entry types and alternatives, and general provisions.
- Student discounts for purchase of required testing materials (Harmonized Tariff Schedule of the United States, the U.S. Code of Federal Regulations – 19CFR, specified customs directives, Customs and Trade Automated Interface Requirements document – CATAIR)

****Required testing materials not included in course cost. Check the website for purchase and discount information.**

For course updates and required testing material purchase information, visit: <http://ce.highline.edu>

Coming this Winter

For more information contact: Continuing Education
ce@highline.edu or 206-870-3785

Personal Growth

SECOND SATURDAYS

The course will cover a broad range of legal, financial, family and personal issues related to divorce in a compassionate yet logical way. With guidance by trained professionals, workshop participants will gain greater understanding of the complex divorce process. Topics may include Divorce Choices: (Mediation, Collaboration, Cooperative or Contested), Stages and Mechanics of Divorce, Child and Family Centered Divorce, Divorce Transition for Adults, Finance and Divorce: (Reaching Settlement and Future Planning Challenges and Opportunities) and Community Resources and Support: (Continuing Education, Career Counseling, Personal Development, Grief Counseling, Co-Parenting, etc.) Each class is jointly taught by Family Attorneys, Certified Divorce Financial Analysts and Family Communication Specialists. CEUs: 0.4

Oct 13	9:00A-1:00P	1 Sat
Main Campus	Bldg 99, Rm 130	
Bouska	Item 9740M	Fee: \$59
Nov 10	9:00A-1:00P	1 Sat
Main Campus	Bldg 99, Rm 130	
Bouska	Item 9742M	Fee: \$59
Dec 8	9:00A-1:00P	1 Sat
Main Campus	Bldg 99, Rm 130	
Bouska	Item 9744M	Fee: \$59



Computers

BOOTCAMP SERIES—TAKE ALL THREE AND SAVE!

Combines Windows 7, Word and Excel at a discounted price. CEUs: 1.8

Sep 29-Oct 13	9:00A-3:00P	3 Sat
Main Campus	Bldg 30, Rm 318	
Larson	Item 9202M	Fee: \$249

BOOTCAMP 1: WINDOWS 7

Learn the fundamentals to effectively perform tasks with the Windows 7 operating system. Explore its features, create and organize files, folders, and more. Need to be familiar with keyboard and mouse. Materials provided. CEUs: 0.6

Sep 29	9:00A-3:00P	1 Sat
Main Campus	Bldg 30, Rm 318	
Larson	Item 9204M	Fee: \$99

BOOTCAMP 2: MS WORD 2010

Learn to create, format, customize, and edit for quick, professional documents. Materials provided. CEUs: 0.6

Oct 6	9:00A-3:00P	1 Sat
Main Campus	Bldg 30, Rm 318	
Larson	Item 9206M	Fee: \$99

BOOTCAMP 3: MS EXCEL 2010

Learn how to use this versatile program to create formulas, edit and customize meaningful spreadsheets for home or office. Materials provided. CEUs: 0.6

Oct 13	9:00A-3:00P	1 Sat
Main Campus	Bldg 30, Rm 318	
Larson	Item 9208M	Fee: \$99

MS EXCEL 2010 SERIES—TAKE ALL THREE AND SAVE!

Capture the power of this versatile program from creating basic to advanced formulas; apply ranges, charts, pivot tables, lookup functions and macros. Also, perform what-if analysis, and more! Materials provided. CEUs: 2.1

Oct 17-Oct 31	8:30A-4:30P	3 Wed
Main Campus	Bldg 30, Rm 318	
Larson	Item 9210M	Fee: \$429

MS EXCEL 2010 LEVEL 1

Get familiar with spreadsheets. Create basic and function formulas; manage large workbooks, customize views and print options and more. Materials provided. CEUs: 0.7

Oct 17	8:30A-4:30P	1 Wed
Main Campus	Bldg 30, Rm 318	
Larson	Item 9212M	Fee: \$159

MS EXCEL 2010 LEVEL 2

Build on your level 1 skills. Create and modify charts and pivot tables. Use ranges, look up functions sort and filter data. Create templates, and more. Materials provided. CEUs: 0.7

Oct 24	8:30A-4:30P	1 Wed
Main Campus	Bldg 30, Rm 318	
Larson	Item 9214M	Fee: \$159



MS EXCEL 2010 LEVEL 3

Unleash the power! Create macros, share and merge workbooks, revisions tracking, audit worksheets, apply security and perform what-if analysis, link data and create web queries. Materials provided. CEUs: 0.7

Oct 31	8:30A-4:30P	1 Wed
Main Campus	Bldg 30, Rm 318	
Larson	Item 9216M	Fee: \$159

QUICKBOOKS PRO 2012 FULL SERIES—TAKE ALL THREE AND SAVE!

In demand software training! Widely used by business and recommended by accountants, Intuit's QuickBooks Pro provides fast, accurate financial information and solutions. Classes fill, so be sure to register early. This is your best value with the classes combined at a discounted price. CEUs: 2.1

Oct 19-Nov 2	8:30A-4:30P	3 Fri
Main Campus	Bldg 30, Rm 311	
Larson	Item 9218M	Fee: \$449

QUICKBOOKS PRO 2012 LEVEL 1

Learn the power of QuickBooks: basic accounting introduction, set up a company and chart of accounts, invoicing, statements, bill payment methods, credit card transactions, set up sales tax, produce reports and more! Materials provided. CEUs: 0.7

Oct 19	8:30A-4:30P	1 Fri
Main Campus	Bldg 30, Rm 311	
Larson	Item 9220M	Fee: \$179

QUICKBOOKS PRO 2012 LEVEL 2

Build on the basics: Banking, creating accounts, managing debit and credit card transactions, reconciling, online banking; track inventory, purchase orders, estimates and invoices; set up payroll, tax tables, track and pay payroll liabilities and process payroll forms. Materials provided. CEUs: 0.7

Oct 26	8:30A-4:30P	1 Fri
Main Campus	Bldg 30, Rm 311	
Larson	Item 9222M	Fee: \$179

QUICKBOOKS PRO 2012 LEVEL 3

Maximize and automate the process: 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. Materials provided. CEUs: 0.7

Nov 2	8:30A-4:30P	1 Fri
Main Campus	Bldg 30, Rm 311	
Larson	Item 9224M	Fee: \$179

PIVOT TABLES AND DATA ANALYSIS

With your intermediate-level knowledge of Excel 2010, including experience using functions and creating basic charts, you'll build on those skills to learn how to effectively analyze and report data with emphasis on managing data and using pivot tables. Workbook included. CEUs: 0.4

Nov 29	1:00P-5:00P	1 Thu
Main Campus	Bldg 30, Rm 318	
Larson	Item 9230M	Fee: \$79

ONENOTE 10—NEW!!

Microsoft OneNote is an excellent tool for organizing both personal and professional information. It's a digital version of a tabbed binder or multi-subject notebook that allows you to capture Web information, make notes (handwritten or text), and collaborate with others much as you can with a whiteboard. Can also capture audio, video and pictures—a powerhouse tool. CEUs: 0.4

Nov 8	8:30A-4:30P	1 Thu
Main Campus	Bldg 30, Rm 318	
Larson	Item 9232M	Fee: \$129

EXCEL CHARTS AND GRAPHS—NEW!!

For those who are familiar with Microsoft Excel 2010, learn how to create various types of charts that accurately apply both elements and formats to your spreadsheets. Chart templates and SmartArt graphics will also be covered. CEUs: 0.4

Nov 15	1:00P-5:00P	1 Thu
Main Campus	Bldg 30, Rm 318	
Larson	Item 9234M	Fee: \$79

SOCIAL NETWORKING—NEW!!

Social networking is a great way to stay in touch with family and friends via message boards, twittering and video chat. Learn all about Facebook, Twitter, Skype, Google+, video chat and more. CEUs: 0.4

Dec 6	1:00P-5:00P	1 Thu
Main Campus	Bldg 30, Rm 318	
Larson	Item 9236M	Fee: \$79

DOCUMENT LAYOUT AND DESIGN IN WORD 2010

Microsoft Office Word 2010 contains tools that give you the capability of incorporating design-oriented features into your documents. Learn to integrate word processing, graphic design, and special text formatting into a single “publication.” Using Word and its powerful design tools offers the opportunity to create newsletters, marketing materials, or any number of visually stunning documents with relative ease. Prerequisite: Word Level 1 or equivalent experience. CEUs: 0.4

Dec 13	1:00P-5:00P	1 Thu
Main Campus	Bldg 30, Rm 318	
Larson	Item 9238M	Fee: \$79

INDESIGN CS5—NEW!!



Introduction to professional desktop publishing. Instruction includes: basic page layout, preparing files for printing, importing copy and graphics, basic file preflight, creating PDF files for print, packaging files for print, and using the correct printing terms when taking your files to a print shop. By the end of class you should be able to build files in InDesign for business cards, stationary, brochures, newsletters, multiple page booklets, and have them professionally printed. This is a

great class for anyone interested in professional self-publishing, office personnel preparing internal communications and if you are responsible for creating newsletters, postcards, office stationery and marketing materials. About you Instructor: Instructor Tony Sittner has more than 40 years in graphics production, prepress and printing. He has Owned printing businesses in California, Idaho and Washington and is currently program manager; prepress and press instructor at Highline Community College in Des Moines. Space is limited so sign up today so you don't miss out. CEUs: 1.2

Oct 30-Nov 15	6:00P-8:00P	3 Tue, 3 Thu
Main Campus	Bldg 16, Rm 156	
Sittner	Item 9240M	Fee: \$339

CLOUD COMPUTING: CIS-CE420—NEW!!

Provides in-depth view of current cloud computing standards and practices for Amazon Web Services. Students will learn to deploy and manage cloud based systems, including databases, web servers, network infrastructure, architecture and design of a cloud computing environment including risks, costs, and processes that migrate to cloud computing well. This course is designed to serve students in the CIS program, industry professionals, programmers, web designers, and others who are creating or have responsibility for developing web-based applications for the cloud, or need to understand how cloud computing works to drive efficiencies in corporations. 7 Credits

Sep 29-Oct 27	9:00A-3:00P	5 Sat
Main Campus	Bldg 99, Rm 251	
Morrill	Item 9306M	Fee: \$695

Instructor Bio: Dan Morrill for Cloud Computing/Web Application Hacking

Dan Morrill is an independent information security researcher with the Information Security Institute in Chicago in Cloud Computing. Dan also writes for Cloud Avenue a world recognized blog for cloud computing security, use, and configuration. Dan has over 25 years' experience in IT and IT security. His book on advanced cloud computing is rapidly becoming an industry standard in how to start and configure most Amazon Web Services in the market today. Dan has been teaching at Highline Community College for nearly two years, and incorporates elements of cloud computing in all his classes so that students will have hands on experience with some of the most important technology changes today. As cloud computing transforms the IT landscape for corporations, large and small, having experience in cloud computing is rapidly becoming one of the leading and most critical skills that an IT person can have in today's market. Dan has been working in the cloud computing and cloud computing security market for over five years as both researcher and implementer.

CERTIFICATE IN WEB DESIGN AND MANAGEMENT: BEGINNING

Take all three classes and earn a certificate showing you've mastered the fundamentals of Web production. Whether you are a professional who needs to refine your skills and save time or you are seeking to upgrade your computer skills for a competitive edge in the job market, our Certificate program will provide you with a solid foundation in Web production essentials using Adobe Dreamweaver CS5, Fireworks CS5, and Flash CS5. Prerequisite: Windows or equivalent knowledge; some HTML/XHTML experience. CEUs: 2.7

Oct 1- Oct 31	6:00P-9:00P	10 Mon, 10 Wed
Location details will be provided		
Minnis	Item 9250M	Fee: \$649

ACCESS 2010 THE BASICS

Level 1. You'll learn to identify and work with the basic components of an Access database, build the structure of a database, manage data in tables, query a database, design forms and generate reports. Workbook included. CEUs: 0.7

Nov 9	8:00A-4:00P	1 Fri
Location details will be provided		
Urbas	Item 9252M	Fee: \$139

ACCESS 2010 TRANSITION UP

Level 2. Enhance your database skills by learning to streamline data entry and maintain data integrity. Find out how to join tables, create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries. You'll also learn how to improve forms, customize reports and produce specific print layouts, and share data between Access and other applications. CEUs: 0.7

Nov 16	8:00A-4:00P	1 Fri
Location details will be provided		
Urbas	Item 9254M	Fee: \$139

Languages

BEGINNING FRENCH

Interested in learning French for an upcoming trip or just want to learn another language? This class is for you. Gain insight into French culture, language, and while practicing basic grammar. Instructor was born and raised in Paris and has knowledge of French customs and culture not found in many French classes. Materials provided. CEUs: 1.2

Oct 9-Nov 27	5:00P-6:30P	8 Tue
Main Campus	Bldg 99, Rm 291	
Gaillard	Item 9602M	Fee: \$99

ADVANCED FRENCH

In this class the students will give presentations and converse about them in French with the group. Materials provided. CEUs: 1.6

Oct 9-Nov 27	6:30P-8:30P	8 Tue
Main Campus	Bldg 99, Rm 291	
Gaillard	Item 9606M	Fee: \$99

CONVERSATIONAL SPANISH LEVEL I & LEVEL 1A

This is a great class for beginners and those who need to expand their general understanding/knowledge of the Spanish language. Learn basic vocabulary, common phrases and Spanish pronunciation. Materials provided. CEUs: 2.8

Oct 8-Nov 26	6:00P-8:00P	7 Mon, 7 Wed
Main Campus	Bldg 10, Rm 208	
Bailey	Item 9608M	Fee: \$129

No class Nov 12th

ASL CONVERSATION AND CULTURE LEVEL 1

ASL Level 1 is a conversational course in American Sign Language (ASL). This class is for students who wish to continue learning everyday conversational skills. This course will use both a natural & direct method through context, modeling observation, student participation, and a lot of imagination by the teacher & the class. The instructor Dorothy Taft is deaf and has taught ASL at Highline for many years. Book required: Talking with your Hands Listening with your Eyes, by Grayson, ISB 07570-007. CEUs: 2.0



Oct 1-Dec 10	6:00P-8:00P	10 Mon
Main Campus	Bldg 10, Rm 206	
Taft	Item 9640M	Fee: \$109

No class Nov 12th

TOEFL™

Highline Community College through Continuing Education and the Welcome Back Center offers a ten week hybrid TOEFL™ preparation course. Each 10 week session covers the entire test in broad strokes. Along with test-specific skills and strategies, students will have the opportunity to increase vocabulary and reinforce grammar. We meet once a week, face to face and focus on speaking and listening tasks. Students are responsible for reading and writing assignments outside of class. Writing lectures, essays and discussions take place online. An orientation is required to take the class (Sept 14th, 21st or 28th). Please contact Nicole Scoggins by email at: nscoggins@highline.edu or call (206) 878-3710 ext. 3345

Oct 5- Dec 14	9:00A-12:00P	10 Fri
Main Campus	Bldg 19, Rm 204	
Scoggins	Item 9102M	Fee: \$100

No class Nov 23

THE BEST OF ITALY

Experience Italy for the first time or share some of your own memories with the class. Friendly people, fantastic sites, great food. Join me for a presentation and discussion loaded with photos and tips to enable you to have the best experience possible. This class will focus on Northern Italy from the Amalfi Coast North, highlighting what to see, places to stay and the best ways to get around. Included are the travel skills necessary for you to feel comfortable either on a tour or on your own including rail passes, packing, money and safety. CEUs: 0.2

Nov 3	10:00A-12:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Sittner	Item 9630M	Fee: \$39
	Item 9632M	Fee: \$59

TRAVEL PARIS

Join me as we explore on of the “must see” cities for Europe. From the Champs-Elysees to the Eiffel Tower and from some of the world's greatest museums to the Paris underground, we will cover Paris from top to bottom. Instructor Tony Sittner will provide photos, tips on getting around the city, accommodations, cruising the Seine and a host of other suggestions to make your Paris experience one to remember. CEUs: 0.2



Nov 10	10:00A-12:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Sittner	Item 9634M	Fee: \$39
	Item 9636M	Fee: \$59

The Arts

HAWAIIAN SLACK KEY GUITAR

A fun way to visit Hawaii through music. Learn to sing and accompany yourself on the guitar in the old Hawaiian folk and slack key styles. Instructor was born and raised in a Hawaiian musical family and has taught for many years. CEUs: 2.0

Sep 25- Nov 27	6:15P-8:15P	10 Tue
Main Campus	Bldg 4, Rm 104	
Akaka	Item 9610M	Fee: \$99*

*Required text: see website

BEGINNING AND CONTINUING GUITAR

Have fun learning to play chords, note reading, and singing songs. Country Western, Folk, Pop Styles will be taught. Sharpen your basic guitar skills. Books required: Contemporary Class Guitar, by Will Schmid, American Folk Songs for Easy Guitar - Hal Leonard Publisher, Easy Pop Melodies - Hal Leonard Publisher. CEUs: 1.6

Sep 26- Nov 14	6:15P-8:15P	8 Wed
Main Campus	Bldg 4, Rm 104	
Akaka	Item 9612M	Fee: \$89

THE ART OF LANDSCAPE PHOTOGRAPHY

This intermediate nature class for digital dslr users will cover light, composition, close-ups, and exposure control. A tripod is required. Three Sunday morning field trips (Oct 7th, 14th & 21st). Text is Digital Landscape Photography by John/Barbara Gerlach (ISBN-13: 978-0240810935). Taught by Robert Stahl. CEUs: 1.6

Oct 3-Oct 31	6:45P-8:45P	5 Wed, 3 Sun
Main Campus	Bldg 26, Rm 318	
Stahl	Item 9618M	Fee: \$109

INTRODUCTION TO DIGITAL PHOTOGRAPHY



This introductory class will cover the basics of camera operation such as f-stops, shutter speeds, iso, lenses, filters & flash. There will be 4 class meetings and 3 field trips (Sept 30th at Tacoma's Ruston Way and Reconciliation Park, Oct 7th at Bellevue Botanical Gardens, and Oct 14th at the Ballard Locks). The instructor, Charles Cortes,

is an award winning photojournalist. He has photographic experience ranging from professional sports to portraits and everyday events. Required text book. Understanding Photography Field Guide: How to Shoot Great Photographs with any Camera, by Bryan Peterson. (ISBN-13: 978-0817432256). CEUs: 1.7

Sep 29- Oct 20	10:00A-12:30P	4 Sat, 3 Sun
Main Campus	Bldg 26, Rm 315	
Cortes	Item 9620M	Fee: \$109

POTTERY

Come enjoy making pottery with us--beginning to advanced levels. Cone 10 glaze firings! Demonstrations and individual guidance geared to student wishes whether wheel-thrown or hand-built work. Explore the basic techniques on the potter's wheel or improve your skills with individual attention in this interactive class. Be creative. Have fun. Join us. CEUs: 3.0



Sep 22-Dec 1	9:00A-12:00P	10 Sat
Main Campus	Bldg 16, Rm 171	
Sumioka	Item 9624M	Fee: \$199

No class Nov 24th

CREATIVE WATERCOLOR

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

Sep 26-Nov 28	4:00-6:30P	10 Wed
Main Campus	Bldg 16, Rm 158	
Nelson	Item 9626M	Fee: \$129

Fitness

AQUATIC EXERCISE



Work out in water at the Highline Athletic Club and burn extra calories while working all muscles. With less gravity, you can move with ease and burn more. The course is capped at 25 students, consists of 12 sessions and fills quickly, so register early. CEUs: 1.2

Continuous Enrollment	6:00P-7:00P	6 Tue, 6 Thu
Highline Athletic Club	(visit their website or call for directions)	
Mathews	Item 9660M	\$89



BEGINNING BALLROOM DANCE

Join the fun and learn basic steps for waltz, foxtrot, cha cha, swing, salsa, polka and schoddish. Included is a class field trip to dance to live music. CEUs: 1.2

Sep 27-Nov 15	7:00P-8:30P	8 Thu
Main Campus	Bldg 7	
Sutton	Item 9650M	Fee: \$89 Individual
	Item 9652M	Fee: \$119 Couple

Anger & Stress Management

CALMING DOWN: ANGER/STRESS MANAGEMENT TRAINING—COURT-APPROVED!

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 the primary focus. Creating a positive 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. Materials provided. CEUs: 0.8

Oct 20	8:30A-4:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Macdonald	Item 9720M	Fee: \$99

Nov 17	8:30A-4:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Macdonald	Item 9722M	Fee: \$99

StartZone

StartZone- Drill Down on Money, Marketing and Management

*All StartZone classes free to StartZone Clients (Instructors subject to change)

MONEY

How Much Money Will I Need to Startup or Expand My Business?

Learn how to develop cost projections for starting or expanding your business as well as for overhead and cost of goods sold. Use a break even analysis and cash flow projection to calculate the amount of money you will need to start or expand your business. Take away some pointers on how to build a cash cushion for potential "gotchas."

Oct 4	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 132	
Skinner	Item 9402M	Fee: \$29

FIND MONEY TO START OR GROW YOUR BUSINESS

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.

Oct 11	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 132	
Sivongxay	Item 9404M	Fee: \$29

WRITING THE LENDER'S BUSINESS PLAN

Learn the information your lender wants to see and how to organize it in a simple but effective business plan that supports your loan request. This course will introduce you to process and techniques for preparing a simple, clear and complete written business plan to support your loan request. Don't spin your wheels. Start writing a plan that gets results.

Oct 18	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 132	
Skinner	Item 9406M	Fee: \$29

LET'S DO THE NUMBERS

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.

Oct 25	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 132	
Gupta	Item 9408M	Fee: \$29

FINANCIAL LITERACY FOR ENTREPRENEURS

Calling all business owners! Build your business on a solid financial foundation. Learn basic business financial literacy to expand your money and your mind. Understand the importance of keeping business finance separate from personal finance and tips for how to make this happen. Understand how to use your cash flow statement, your income statement and your balance sheet to set financial goals for your business and your life. Shift your focus from a "self-employment stream of income" to building assets and wealth through a legacy business with exit potential. Develop a clear vision of your "money map" that will benefit all aspects of your business and personal finances. Join Lorrie for a fun evening and change your perspective on money forever.

Oct 30	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 140	
Febus	Item 9410M	Fee: \$29

Marketing

KNOW YOUR MARKET

Build your marketing muscle for higher profits and long-term business success. In this class you'll learn how consumer behaviors and cultural experiences influence brand recognition and product sales. An interactive exercise helps you understand how to segment multiple audiences. Plus you'll explore research techniques that help you gather data to analyze your target market and your competition

Nov 6	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 140	
Carmichael Jones	Item 9420M	Fee: \$29

USING YOUR LOCAL LIBRARY FOR MARKET RESEARCH

You can't find customers unless you know your market. How many customers are in your market? How much do they spend? Who are your competitors? What are the market trends? Answering these questions requires good solid market research, and the library is the best place to start. Come learn about free market research materials and resources available at the Highline Community College library and through the King County Library System and how librarians can help you find the information you need for success.

Nov 8	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 132	
Staff	Item 9422M	Fee: \$29

SMART MARKETING STRATEGIES

Become a savvy marketer by learning what goes into a strategically sound and fully integrated small business marketing program. Learn how to target your audience, ways to position your product, service or company in the marketplace and what pricing strategies work best for small companies, customer relationship management techniques, how to determine your unique selling proposition and how to create offers instead of products and services.

Nov 13	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 140	
Carmichael Jones	Item 9424M	Fee: \$29

HOW TO MAKE THE SALE

You might have an excellent product or service, but if you can't sell it, you won't have a business – even if you know who your customers are and how to reach them. In this workshop, learn the dynamics of the selling process, how to generate good leads and how to close the deal.

Nov 15	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 132	
Westin	Item 9426M	Fee: \$29

ONLINE MARKETING

Get customers. Close sales. Make steady profits. Technology Marketing is the all-in-one marketing bootcamp for small business owners who need EASY, FREE and RESULTS-PROVEN digital marketing strategies. In this workshop, you'll learn strategies for e-mail marketing, how to get customers to open and click through your email, lead generation techniques (social media, SEO, viral marketing), ways

to productize a service offering, what to put on your website, what to leave out (copywriting tips).

Nov 20	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 251	
Carmichael Jones	Item 9428M	Fee: \$29

MAKE THE PERFECT PITCH: MARKETING COMMUNICATIONS THAT SELL!

Whether you market online or off, you'll need a sales personality that attracts customers you want. In this marketing communications workshop, you'll learn how to add professional polish to everything you say—from your personal introduction to presenting your offer, to closing the sale and conducting customer follow up. Speak and write with more ease and confidence. Close that sale. Join Sonya Carmichael Jones for this fun, interactive and informational workshop.

Nov 27	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 140	
Carmichael Jones	Item 9430M	Fee: \$29

THE ART OF CUSTOMER SERVICE

To grow the business, many business owners place almost all of their efforts on marketing to attract new customers. But unless you provide excellent service to your existing customers, they won't return and they won't refer others. Worse, they can spread bad news that could put you out of business! Good customer service builds customers loyalty and word of mouth referrals and should be an essential strategy in every marketing plan. In this workshop, learn what customer service is and how to make it part of your business. Keep the customers you work so hard to find!

Nov 29	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 132	
Westin	Item 9432M	Fee: \$29

Management

LEGAL ISSUES 1: INTRODUCTION TO BUSINESS LEGAL ISSUES

There are numerous legal issues to think about when it comes to starting a small business. This workshop will cover: What businesses entity is best for you, federal and state licensing requirements and general things you need to know about your tax status and 1099 vs. employee. Learn about Operating Agreements vs. Articles of Incorporation and various contracts (leases, vendors, clients). Also, find out what to look for when choosing your team of advisors. Take this workshop for an overview of the issues, and come to the other Legal Issues workshops to drill down further on choice of entity and intellectual property.

Presenter, Janice Brady, JB Tax and Finance

Dec 4	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 140	
Brady	Item 9442M	Fee: \$29

HIRING EMPLOYEES

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.

Dec 5	6:00P-9:00P	1 Wed
Main Campus	Bldg 99, Rm 140	
Warren	Item 9444M	Fee: \$29

CASH MANAGEMENT FOR THE SMALL BUSINESS OWNER

This workshop will help you build simple but effective systems for keeping your records organized and tracking the money coming in and going out of your business. Make your business bankable, be sure you have the cash you need to operate and grow your business, and stay organized for tax time. Doing it the right way is really not that hard!

Dec 6	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 132	
Gupta	Item 9446M	Fee: \$29

TAX PREP



Our three-hour workshop will help you get organized for tax season. You'll learn about Schedule C's profit and loss statement, the information you'll need to complete it, and bookkeeping tips to keep you organized for next year's tax season. Although the workshop focuses on sole proprietors, corporate filers and business filers who don't have reportable income will also find the workshop useful. Free tax return filing assistance is available at StartZone's Business Tax Center to qualifying participants.

Dec 11	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 140	
Corfman	Item 9448M	Fee: \$29

LEGAL ISSUES 2: CHOOSING THE RIGHT STRUCTURE FOR YOUR SMALL BUSINESS

This workshop provides an introduction to the business forms entrepreneurs most commonly use: sole proprietorships, partnerships, corporations and LLCs and the pros and cons of each. The goal of this session is to help entrepreneurs make informed decisions about which form of business is best for them.

Dec 13	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 132	
Kohn	Item 9450M	Fee: \$29

INSURANCE FOR THE SMALL BUSINESS OWNER

Whether you are just thinking about starting your own business or are well on your way, one of the issues you will face will be insurance for your company. There are many facets to this complicated subject. If it has left you scratching your head, don't despair. This course is just what you need to help you sort through what you need at various stages of your business growth. The instructors have over forty years of combined experience in helping businesses with all of their insurance

and benefit planning needs. They will take a complex subject and break it down into an understandable format. There will be time for Q&A and the instructors will answer your actual concerns as it applies to your business.

Dec 18	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 132	
Doherty	Item 9452M	Fee: \$29

LEGAL ISSUES 3: INTELLECTUAL PROPERTY FOR THE SMALL BUSINESS OWNER

Every business has some "intellectual property." This class provides an overview of intellectual property rights for the small business, including copyrights, trademarks, patents and trade secrets. The goal of this session is for business owners to learn how to identify and protect their intellectual property and how to avoid violating the intellectual property rights of others.

Dec 20	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 132	
Jolley	Item 9454M	Fee: \$29



Registration information

Online:

Visit our Web page at

ce.highline.edu

Telephone:

Call **(206) 870-3785**,
to register with VISA or MASTERCARD

Walk-in:

Visit us at the Highline Community College Outreach Center
located at 23835 Pacific Highway S. 1st Floor, Room 101



“the cloud”

databases

web servers

network
infrastructure

architecture and design
of a cloud computing
environment

and more...

**Cloud Computing:
CIS-CE420—New!!**

Provides in-depth view of current cloud computing standards and practices for Amazon Web Services. Students will learn to deploy and manage cloud based systems, including databases, web servers, network infrastructure, architecture and design of a cloud computing environment including risks, costs, and processes that migrate to cloud computing well. This course is designed to serve students in the CIS program, industry professionals, programmers, web designers, and others who are creating or have responsibility for developing web-based applications for the cloud, or need to understand how cloud computing works to drive efficiencies in corporations. 7 Credits

Sep 29-Oct 27	9:00A-3:00P	5 Sat
Main Campus	Bldg 99, Rm 251	
Morrill	Item 9306M	Fee: \$695