

*Course Schedule
Summer 2012*



CONTINUING EDUCATION

Highline
COMMUNITY COLLEGE

*See page 4 for details about
our New Customs Broker
Exam Prep Course*



ce.highline.edu

Summer 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.

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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

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>

Jul 18-Sep 19	6:00P-9:00P	10 Wed
Main Campus	Bldg 99, Rm 131	
Soares	Item 8811M	Fee: \$1499

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



Jul 10-Jul 19	9:00A-11:00A	2 Tue, 2Thu
Main Campus	Bldg 99, Rm 132	
Older	Item 8807M	Fee: \$109

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

July 14	8:00A-4:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Smith	Item 9701M	Fee: \$60
Aug 11	8:00A-4:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Smith	Item 9703M	Fee: \$60
Sep 29	8:00A-4:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Smith	Item 9705M	Fee: \$60

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

Jul 9-Aug 15	6:00P-9:00P	6 Mon, 6 Tue, 6 Wed
Main Campus	Bldg 99, Rm 132	
Schlimme	Item 9711M	Fee: \$650

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: 3.2

Jul 10-Aug 28	5:00P-9:00P	8 Tue
Main Campus	Bldg. 99, Rm 251	
Syverson	Item 9141M	Fee: \$399

INTRODUCTION TO MS PROJECT

Introduction to using MS Project 2010: learn the best practices for entering tasks, resources, work estimates, dependencies, constraints that give you the correct data. Learn how to optimize schedules, set baselines and report variances. This foundation course focuses on the methodology and best practices recognized by the PMI®. Instructed by a certified Project Management Professional (PMP). Required texts: see website. CEUs: 2.4

Jul 18-Aug 22	5:00P-9:00P	6 Wed
Main Campus	Bldg 99, Rm 251	
Syverson	Item 9143M	Fee: \$349

SECOND SATURDAYS—NEW!!

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

Jul 14	9:00A-1:00P	1 Sat
Main Campus	Bldg 99, RM 130	
Bouska	Item 9741M	Fee: \$59
Aug 11	9:00A-1:00P	1 Sat
Main Campus	Bldg 99, RM 130	
Bouska	Item 9743M	Fee: \$59

Computers

BOOTCAMP SERIES—TAKE ALL THREE AND SAVE!

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

Jul 7-Jul 21	9:00A-3:00P	3 Sat
Main Campus	Bldg 30, Rm 311	
Larson	Item 9201M	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

Jul 7	9:00A-3:00P	1 Sat
Main Campus	Bldg 30, Rm 311	
Larson	Item 9203M	Fee: \$99

BOOTCAMP 2: MS WORD 2010

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

Jul 14	9:00A-3:00P	1 Sat
Main Campus	Bldg 30, Rm 311	
Larson	Item 9205M	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

July 21	9:00A-3:00P	1 Sat
Main Campus	Bldg 30, Rm 311	
Larson	Item 9207M	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

Aug 8-Aug 22	8:30A-4:30P	3 Wed
Main Campus	Bldg 30, Rm 311	
Larson	Item 9211M	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

Aug 8	8:30A-4:30P	1 Wed
Main Campus	Bldg 30, Rm 311	
Larson	Item 9213M	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

Aug 15	8:30A-4:30P	1 Wed
Main Campus	Bldg 30, Rm 311	
Larson	Item 9215M	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

Aug 22	8:30A-4:30P	1 Wed
Main Campus	Bldg 30, Rm 311	
Larson	Item 9217M	Fee: \$159

QUICKBOOKS PRO 2011 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

Aug 3-Aug 17	8:30A-4:30P	3 Fri
Main Campus	Bldg 30, Rm 311	
Larson	Item 9219M	Fee: \$449

QUICKBOOKS PRO 2011 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

Aug 3	8:30A-4:30P	1 Fri
Main Campus	Bldg 30, Rm 311	
Larson	Item 9221M	Fee: \$179

QUICKBOOKS PRO 2011 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

Aug 10	8:30A-4:30P	1 Fri
Main Campus	Bldg 30, Rm 311	
Larson	Item 9223M	Fee: \$179

QUICKBOOKS PRO 2011 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

Aug 17	8:30A-4:30P	1 Fri
Main Campus	Bldg 30, Rm 311	
Larson	Item 9225M	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

Aug 23	1:00P-5:00P	1 Thu
Main Campus	Bldg 30, Rm 311	
Larson	Item 9231M	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

Aug 28	8:30A-4:30P	1 Tue
Main Campus	Bldg 30, Rm 311	
Larson	Item 9233M	Fee: \$129

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

Aug 2	1:00P-5:00P	1 Thu
Main Campus	Bldg 30, Rm 311	
Larson	Item 9235M	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

Aug 7-Aug 23	6:00P-8:00P	3 Tue, 3 Thu
Main Campus	Bldg 30, Rm 311	
Sittner	Item 9243M	Fee: \$339

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.

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

Jun 18-Jun 28	9:00A-5:00P	2 Weeks: Mon-Thu
Main Campus	Bldg 99, Rm 251	
Morrill	Item 9305M	Fee: \$695

WEB APPLICATION HACKING: CIS-CE410—NEW!!

Provides in-depth view of current and future mainstream risks to web applications, and web application servers. Students will learn how to use common web based application tools that will help identify programmatic errors in coding that can allow a computer hacker to access information from a web based application. Students will learn the fundamentals of web site hacking, and mitigation standards to ensure that web based applications are coded and secured correctly. This course is designed to serve students in the CIS-166 program, industry professionals, programmers, web designers, and others who are creating or have responsibility for securing web-based applications. 3 Credits

Sep 10-Sep 14	9:00A-5:00P	Mon-Fri
Main Campus	Bldg 29, Rm 203	
Morrill	Item 9307M	Fee: \$395

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: 1.5

Jun 28-Aug 2	9:00A-11:30A	6 Thu
Main Campus	Bldg 99, Rm 140	
Gaillard	Item 9601M	Fee: \$99

ADVANCED FRENCH

In this class the students will give presentations and converse about them in French with the group. Materials provided. CEUs: 1.5

Jun 26-Jul 31	6:00P-8:30P	6 Tue
Main Campus	Bldg 99, Rm 140	
Gaillard	Item 9603M	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

Jul 9-Aug 22	6:00P-8:00P	7 Mon, 7 Wed
Main Campus	Bldg 10, Rm 208	
Bailey	Item 9609M	Fee: \$129

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. Please contact Nicole Scoggins by email at: nsoggins@highline.edu or call (206) 878-3710 ext. 3345

Jun 29-Aug 31	9:00A-12:00P	10 Fri
Main Campus	Bldg 19, Rm 204	
Scoggins	Item 9103M	Fee: \$100

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.

Aug 18	10:00A-12:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Sittner	Item 9631M	Fee: \$39 (Individuals)
	Item 9633M	Fee: \$59 (Couples)

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.

Aug 25	10:00A-12:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Sittner	Item 9635M	Fee: \$39 (Individuals)
	Item 9637M	Fee: \$59 (Couples)

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

Jun 26- Aug 28	6:15P-8:15P	10 Tue
Main Campus	Bldg 4, Rm 104	
Akaka	Item 9611M	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

Jun 27- Aug 22	6:15P-8:15P	8 Wed
Main Campus	Bldg 4, Rm 104	
Akaka	Item 9613M	Fee: \$89

No class July 4th

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 (July 15th at Kent Cornucopia Parade, July 22nd at Kubota Gardens, and July 29th at the University of Washington & Gas Works Park). The instructor, Charles Cortes, is an award winning photo-journalist. He has photographic experience ranging from professional sports to portraits and everyday events. CEUs: 1.7

Jul 14-Aug 4	10:00A-12:30P	4 Sat, 3 Sun
Main Campus	Bldg 26, Rm 171	
Cortes	Item 9617	Fee: \$109

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 9621M	\$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

Jun 28-Aug 16	7:00P-8:30P	8 Thu
Main Campus	Bldg 7	
Sutton	Item 9627M	Fee: \$89 Individual
	Item 9629M	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

July 7	8:30A-4:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Macdonald	Item 9721M	Fee: \$99
Aug 4	8:30A-4:30P	1 Sat
Main Campus	Bldg 99, Rm 131	
Macdonald	Item 9723M	Fee: \$99

Senior College 2012!

LIFELONG LEARNING –

Join us as we celebrate another amazing year of Senior College! Enjoy a week of exploration, knowledge and expanding your horizons.

Topics include: Looking Like the Enemy author – Mary Matsuda Gruenewald, Lighthouse for the Blind and Visually Impaired, Trees 'n Bees, Keeping the Pass Open – WSDOT, Refugee Farmers Market, and much, much more.

*Speakers and topics subject to change according to availability



Jul 16-20	8:00A-3:00P	Mon-Fri
Main Campus	Bldg 8	
Staff	Item 9801M (Individual)	Fee: \$ 95.00
	Item 9803M (Couple)	Fee: \$ 175.00

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."

Jul 10	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 131	
Skinner	Item 9403M	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.

Jul 12	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 131	
Sivongxay	Item 9405M	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.

Jul 17	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 131	
Skinner	Item 9407M	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.

Jul 19	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 131	
Gupta	Item 9409M	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.

Jul 26	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 131	
Febus	Item 9411M	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

Aug 2	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 131	
Carmichael Jones	Item 9421M	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.

Aug 7	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 131	
Staff	Item 9423M	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.

Aug 9	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 131	
Carmichael Jones	Item 9425M	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.

Aug 14	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 131	
Westin	Item 9427M	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).

Aug 16	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 131	
Carmichael Jones	Item 9429M	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 customer 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!

Aug 21	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 131	
Westin	Item 9433M	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.

Aug 23	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 131	
Carmichael Jones	Item 9431M	Fee: \$29

MANAGEMENT

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!

Sep 4	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 131	
Gupta	Item 9441M	Fee: \$29

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 business 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

Sep 6	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 131	
Brady	Item 9443M	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.

Sep 11	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 131	
Warren	Item 9445M	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.

Sep 13	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 131	
Kohn	Item 9447M	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.

Sep 18	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 131	
Doherty	Item 9449M	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.

Sep 20	6:00P-9:00P	1 Thu
Main Campus	Bldg 99, Rm 131	
Jolley	Item 9451M	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.

Sep 25	6:00P-9:00P	1 Tue
Main Campus	Bldg 99, Rm 140	
Corfman	Item 9453M	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



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

Jul 9-Aug 15	6:00P-9:00P	6 Mon, 6 Tue, 6 Wed
Main Campus	Bldg 99, Rm 132	
Schlimme	Item 9711M	Fee: \$650