Continuing Education

Spring 2011 class offerings

Continuing Education classes are open and available to the public to meet their personal and professional 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.

To register:
- Visit ce.highline.edu.
- Call (206) 870-3785. When you call, please have available your credit card number and your Student I.D. number.
- Fax (206) 870-5929. Please be sure to indicate your credit card number and expiration date and your Student I.D. number.
- Visit, in person, our office in Building 99 from 8 a.m. to 8 p.m. Mondays through Thursdays and 8 a.m. to 4 p.m. Fridays, except during holidays.

Note: 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 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.

PROJECT MANAGEMENT

Introduction to Project Management

Required text: See website. CEUs: 3.2
Mar 29-May 17 5:00-9:00P 8 Tues
Main Campus Bldg 99, Rm 251
Svensson Item 9128R Fee: $399

Certified Associate in Project Management (CAPM®)

Prereq: experience working on a project management team. Text included. CEUs: 2.4
Apr 1-Apr 22 8:30A-3:30P 4 Fri
Location details will be provided.
Tang Item 9144R Fee: $499

Project Management Professional (PMP®)

Prereq: Bachelor’s degree (or global equivalent) and three years of project management experience, or secondary diploma and five years of project management experience. Required texts: See website. CEUs: 3.6
Mar 28-May 23 5:00-9:00P 9 Mon
Main Campus Bldg 99, Rm 251
Petersen Item 9146R Fee: $599

PROFESSIONAL & CAREER DEVELOPMENT

Introduction to Coaching — NEW!

Required texts: See website. 3 credits
Mar 29-June 7 6:30P-9:30P 11 Tue, 1 Sat
Main Campus Bldg 99, Rm 132
Fisher Item 9192R Fee: $319

Flagger Training

Text and course materials provided. Bring a No. 2 pencil. Must be 18 years of age. There is no job placement service with this class. CEUs: .8
April 9 8:00A-4:30P 1 Sat
Main Campus Bldg 13, Rm 107
Smith Item 9700R Fee: $60
May 14 8:00A-4:30P 1 Sat
Main Campus Bldg 13, Rm 107
Smith Item 9702R Fee: $60

Getting Grants: Module 1 – Overview — NEW!

CEUs: 6
Apr 21 9:00A-4:00P 1 Thu
Burien Annex
Arnold Item 9113R Fee: $79

Getting Grants: Module 2 – Writing the Grant Application — NEW!

CEUs: .6
Apr 28 9:00A-4:00P 1 Thu
Burien Annex
Arnold Item 9115R Fee: $79

Human Resources Online Certificate Program

Second class of a three-part, 15-credit certificate program. Credits can also be applied toward an associate degree at Highline. 5 credits. Required textbook is “Human Resource Management” by Robert Mathis & John Jackson, 12th Edition, for all three quarters of this program; available at the HCC Bookstore. For information about PHR Certification Exam, visit www.hrci.org.
Mar 28-Jun 9 ONLINE
Monahan & Rollin Item 8886R Fee: $499

Phlebotomy

Prereq: Must have high school diploma or GED and must be at least Level 5 ESL student. Clinicals are not included. Required texts: See website. CEUs: .8
See ce.highline.edu for dates and location.

THE ARTS

Beginning Ballroom Dance

CEUs: 1.2
Apr 4-May 23 7:00-8:30P 8 Mon
Main Campus Bldg 27, Rm 106
Sutton Item 9612R Fee: $89 indiv
Item 9614R Fee: $119 couple

Pottery

CEUs: .2
Mar 19-May 21 9:00A-12:00P 10 Sat
Main Campus Bldg 16, Rm 171
Simioka Item 9616R Fee: $199

LANGUAGES

Beginning French

Materials provided. CEUs: 1.4
Apr 26-Jun 7 9:00-11:00A 7 Tue
Burien Annex
Gaillard Item 9606R Fee: $49

Intermediate French

Materials provided. CEUs: 1.4
Apr 26-Jun 7 11:00A-1:00P 7 Tue
Burien Annex
Gaillard Item 9608R Fee: $49

Advanced French

Materials provided. CEUs: 1.75
Apr 26-Jun 7 6:00-8:30P 7 Tue
Burien Annex
Gaillard Item 9610R Fee: $49

ANGER/STRESS MANAGEMENT

Calming Down: Anger/Stress Management Training — COURT-APPROVED!

This class is designed for both young adults (age 15+) and adults. This is a court-approved course. Materials provided.
CEUs: 3
Apr 9 8:30A-4:30P 1 Sat
Main Campus Bldg 10, Rm 208
Macdonald Item 9712R Fee: $89

Excuse Me, You Seem to be Stressed — NEW!

CEUs: 3
May 17 6:30P-9:30P 1 Tue
Main Campus Bldg 10, Rm 208
Macdonald Item 9716R Fee: $39

WRITING

It’s All About You — NEW!

CEUs: 1.2
See ce.highline.edu for dates and location.