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IMPORTANT DATES

Add class, last day

Without instructor signature—after this date	
instructor signature required	April 2
Without late course add fee—after this date	
\$39 fee per course charged.....	Apr 11
Independent, special or contractual studies	May 29
Waivered classes (for Senior Citizens, Wash. National	
Guard, State classified and HCC employees).....	Apr 7
Advising begins for current students	Feb 5
Audit/Credit/No Credit, last day to change	Apr 18
Bookstore buyback	Jun 9–13
Voucher accounts open.....	Mar 17
Voucher accounts close	Apr 14
Classes begin.....	Mar 31
Closures (college)	
President's Day	Feb 18
Memorial Day	May 26
Drop class (withdraw), last day	
Without "w" on transcript	Apr 18
With "w" on transcript	May 29
Finals (see 1st page of Credit Classes for detail)	Jun 9–12

Financial Aid applications due for

Spring quarter.....	Jan 24
Summer quarter	Apr 17
Fall quarter	Jun 2
Grades available	Jun 18
Holidays.....	see "Closures"
Refunds, last day to withdraw in order to receive	
100 percent	Apr 4
40 percent	Apr 21
Registration begins for	
Current and former students via Web	Feb 12, by appointment
Running Start students.....	see K. Steinbach
New students	Feb 27
STEPP payments for spring quarter due	
payment due	Apr 15, May 15
Tuition due	
Spring—those who register later must pay tuition	
within one week	Mar 3
Summer—those who register later must pay tuition	
within one week	Jun 2
Waitlist, last day to add	Mar 30
WAOL classes begin	Mar 27
Withdraw.....	see "Drop class"

IMPORTANT NOTICE:

Effective spring quarter 2008, the W1 grade has been eliminated.

What this means:

You must withdraw from classes by May 29 or receive the grade determined by the instructor.

February '08 (Feb)

Su	M	T	W	R	F	Sa
					1	2
3	4	5 Advising [Sp08] begins—current students	6	7	8	9
10	11	12 Registration [Sp08] begins Current & Returning (RS see K. Steinbach first.)	13	14	15 STEPP Payment [W]	16
17	18 Holiday—HCC closed	19	20	21	22	23
24	25	26	27 New student [Sp08] Registration begins	28	29	

Mar '08

Su	M	T	W	R	F	Sa
						1
2	3 Tuition due [Sp08] —(those registering later must pay within 5 business days) RN Applications Due	4	5	6	7 Last W08 day to: • Drop classes • Add Independent, Contract or Special studies	8
9	10	11	12	13	14	15
16	17	18 Finals week — W '08	19	20	21	22
23	24	25 W08 Grades posted	26 Quarter break	27	28	29
30 Last day add yourself to the waitlist	31 Classes begin Sp08					

QUICK DIRECTORY

***Special Hours** Mar 24–26, 8A–7P; Mar 27, 8A–5P; Mar 28, 9A–5P; Mar 29, 9A–2P;
Mar 31–Apr 2, 8A–7P; Apr 3, 8A–5P; Apr 4, 9A–5P

Access Services..... Bldg. 99, Rm. 180.....ext. 3857
Mon–Thu, 8A–5P; Fri, 9A–5P

***Admissions/Entry Services**... Bldg. 6, upper level.....ext. 3181
Mon–Tue, 8A–7P; Wed–Thu, 8A–5P; Fri, 9A–5P

Bookstore..... Bldg. 8, 2nd floor ext. 3225
Mon–Tue, 7:45A–7:00P; Wed–Thu, 7:45A–5:00P; Fri, 7:45A–4:00P (See Bookstore's
Web page for special hours.)

***Cashiers**..... Bldg. 6, lower levelext. 3126
Mon–Tue, 8A–7P; Wed–Thu, 8A–5P; Fri, 9A–5P

Child Care Center..... Bldg. 0.....ext. 3224
Mon–Fri, 7:30A–5:30P

***Ed Planning/Advising** Bldg. 6, upper level..... ext. 3584
Mon–Tue, 8A–7P; Wed, 8A–5P; Thu, 8A–2P and 3–5P; Fri, 9A–5P

***Financial Aid**..... Bldg. 6, upper level.....ext. 3358
Mon–Tue, 8A–7P; Wed–Thu, 8A–5P; Fri, 9A–5P

Inter-Cultural Center Bldg. 6, lower level ext. 4350
Mon–Thu, 9:00A–3:30P; Fri, 9A–1P

Instructional Computing Bldg. 30..... ext. 4880
Mon–Thu, 6:45A–10:15P; Fri, 6:45A–4:45P; Sat, 7:45A–3:45P; Sun, 2:45–10:15P

Library Bldg. 25ext. 3234
Mon–Fri, 7A–10P; Sat, 9A–5P; Sun, 2–10P (See Library Web page for interim hours.)

Multicultural Services Bldg. 6, upper level.....ext. 3296
Mon–Thu, 8A–5P; Fri, 9A–5P

***Registration**..... Bldg. 6, lower levelext. 3242
Mon–Tue, 8A–7P; Wed–Thu, 8A–5P; Fri, 9A–5P

Safety and Security..... Bldg. 6, lower level ext. 3218
Mon–Thu, 7A–9P; Fri, 7A–5P

Student Employment..... Bldg. 6, upper level.....ext. 3350
Mon, 8A–7P; Tue–Thu, 8A–5P; Fri, 9A–12P

Testing Center..... Bldg. 3, north end ext. 3990
Mon–Tue, 9A–7P; Wed, 9A–2P COMP/2–7P GED; Thu, 9A–1P GED/1–5P COMP; Fri, 9A–3:30P

Transfer Center..... Bldg. 6, upper level.....ext. 3295
Mon–Tue, 8A–7P; Wed, 8A–5P; Thu, 8A–2P and 3–5P; Fri, 9A–5P

Tutoring Center..... Bldg. 26, Rm. 319.....ext. 3444
Mon–Thu, 8:00A–7:30P; Fri, 8:00A–1:00P

Women's Programs..... Bldg. 6, lower level ext. 3340
Mon–Tue, 8A–7P; Wed–Thu, 8A–5P; Fri, 9A–1P

April '08 (Apr)

Su	M	T	W	R	F	Sa
		1	2	3	4	5
					Last day to drop [Sp08] w/100% refund	
6	7 Waivered [Sp08] enrollment begins	8	9	10	11	12
					Last day to add classes that began 3/31— instructor signature req'd	
13	14	15 STEP Payment	16	17 Financial Aid apps [Su08] due	18	19
					Last Sp08 day: • Drop w/o "W" • CR/no CR request • Audit request	
20	21 Last day to drop [Sp08] w/40% refund	22	23	24	25	26
27	28	29	30			

ANNUAL SCHEDULE

This is provided for student convenience only. It shall not be construed to be an irrevocable contract between the student and the college.

	2007–2008 OFFICIAL	2008–2009 PROPOSED
SUMMER	2007	2008
Current/Returning registration starts	May 8	May 12
New Student registration starts	May 23	May 27
Classes begin	Jun 25	Jun 23
Independence Day Holiday	Jul 4	Jul 4
Final exams	Last scheduled class time	
FALL	2007	2008
Current/Returning registration starts	May 8	May 12
New Student registration starts	May 23	May 27
Classes begin	Sep 24	Sep 22
Professional Day, College Closed	Oct 19	Oct 17
Midterm	Oct 29–31	Oct 27–29
Veterans' Day Holiday	Nov 12	Nov 11
Thanksgiving Day Holiday	Nov 22–23	Nov 27–28
Final exams	Dec 11–14	Dec 9–12
WINTER	2008	2009
Current/Returning registration starts	Nov 6	Nov 3
New Student registration starts	Nov 26	Nov 20
Classes begin	Jan 7	Jan 5
Martin Luther King Jr. Holiday	Jan 21	Jan 19
Midterm	Feb 11–13	Feb 9–11
Presidents' Day Holiday	Feb 18	Feb 16
Final exams	Mar 18–21	Mar 17–20
SPRING	2008	2009
Current/Returning registration starts	Feb 12	Feb 10
New Student registration starts	Feb 27	Feb 25
Classes begin	Mar 31	Mar 30
Midterm	May 5–7	May 4–6
Memorial Day Holiday	May 26	May 25
Final exams	Jun 9–12	Jun 8–11
Commencement	Jun 12	Jun 11

May '08

Su	M	T	W	R	F	Sa
				1	2	3
4	5	6	7 RCand Polysom Applications Due	8	9	10
11	12	13 Registration [Su08 and F08] begins Current & Returning (RS see K. Steinback first.)	14	15	16	17
				STEP Payment		
18	19	20	21	22	23	24
25	26 Holiday— HCC closed	27	28	29	30	31
				Last Sp08 day to: • Drop classes • Add Independent, Contract or Special studies		

June '08 (Jun)

Su	M	T	W	R	F	Sa
1	2	3	4	5	6	7
	Tuition due [Su08] —(those registering later must pay within 5 business days) Financial Aid apps[F08] due					
8	9	10	11	12 Commencement	13	14
15	16	17 Sp08 Grades post	18	19	20	21
22	23 Classes begin Su08	24	25	26	27	28
29	30					

Finals week — Sp '08**Quarter break**

Your Success Starts Here

Any U.S. citizen, refugee or immigrant who is at least 18 years old or is a high school graduate may enroll. Citizens of foreign countries should contact the International Student Programs office for eligibility information.

Follow These Steps to Attend Highline

1. APPLY*

Application fee applies to first-time applicants. This application fee is not applicable to the Center for Extended Learning (continuing education) classes. See "Fees" for more information. Do not mail cash.

In person:

Admissions/Entry Services (Building 6, upper level)
Mon.–Tue., 8 a.m.–7 p.m.; Wed.–Thu, 8 a.m.–5 p.m.; and Fri., 9 a.m.–5 p.m.

On the Web:

www.highline.edu/stuserv/entry/admissions.htm

Transfer Students:

If you've attended other colleges and want to enroll in credit-bearing classes at Highline for the first time, submit the following:

- Highline Community College application form
- Official transcripts from each college attended (only required for students who seek to complete a Highline degree or certificate program)
- Transfer evaluation request form

For an information packet, please call (206) 878-3710, ext. 3181.

2. FINANCE YOUR EDUCATION

Please see the deadlines below. Applications received after a given deadline will be considered to have met the deadline for the next quarter. See also "Financial Aid" in the Student Services section of this schedule.

Financial aid application deadlines for the 2007–2008 school year

Fall '07	Winter '08	Spring '08	Summer '08
May 31, '07	Sep 27, '07	Jan 24, '08	Apr 17, '08

Apply for financial aid over the Internet: www.fafsa.ed.gov.

Admissions/Entry Services can also provide general information about the Student Tuition Easy Payment Plan (STEPP) operated by Highline.

3. ASSESS YOUR SKILLS

All applicants who are new to college studies and who intend to earn academic credit are encouraged to take the COMPASS or COMPASS ESL assessment. This basic skills test will be used for advising and registration purposes. See Testing Center entry in "Services" section of the quarterly. Call (206) 878-3710, ext. 3406, for the testing schedule.

Students who have completed some college coursework or who have taken a placement test at another school should contact Admissions/Entry Services at (206) 878-3710, ext. 3181, for more information.

4. MEET WITH AN ADVISER

By attending a College Orientation and Registration Experience (CORE) program or meeting with an academic adviser, you can discuss your educational plans and be certain that the classes you are selecting help you meet your educational and career goals. The Educational Planning and Advising Center in building 6 offers advising on a drop-in basis to new students. Orientation dates will be mailed to new students.

In person:

Educational Planning and Advising Center (Building 6, upper level)
Mon.–Tue., 8 a.m.–7 p.m.; Wed., 8 a.m.–5 p.m.;
Thu. 8 a.m.–2 p.m. and 3 p.m.–5 p.m.; and Fri., 9 a.m.–5 p.m.

On the Web:

www.highline.edu/stuserv/edplanning

5. REGISTER FOR CLASSES

See "Important Dates" on p. 2 for registration dates. Students who have attended Highline in the past and are returning after time away must contact Admissions/Entry Services to reactivate their records so they may access the registration system.

On the Web:

www.highline.edu (Click on "Online Services,"
then on "Registration.")

Available Mon.–Fri., 5:00 a.m.–11:59 p.m.; 24 hours Sat.–Sun. and holidays

For detailed help on how to use this feature, see "Web Step by Step" on the following pages.

See "Registration Terms" on the following pages for key term descriptions.

See the "Distance Learning" entry in the credit section for further instructions.

Questions: Call Registration, (206) 878-3710, ext. 3242, or Admissions/Entry Services, ext. 3181.

6. PAY FEES AND TUITION*

Fees and tuition are assessed based upon the total number of academic credits students select to take. **Please include Student ID number with all methods of payment. Do not send cash.** Submit your fees:

On the Web (VISA and MasterCard are accepted):

https://sec.highline.edu/webcc

Available Mon.–Fri., 5:00 a.m.–11:59 p.m.; 24 hours Sat.–Sun. and holidays

In person (Cash, check, VISA and MasterCard are accepted):

Cashier office (next to the Registration office in lower level of Building 6)
Mon.–Tue., 8 a.m.–7 p.m.; Wed.–Thu., 8 a.m.–5 p.m.; and Fri., 9 a.m.–5 p.m.

In on-campus payment box (Building 6):

By the Cashier window inside the lower level.
Use envelope provided.

By mailing payments—include your Highline Student ID number (Check, VISA and MasterCard are accepted):

Highline Community College, MS 6-4
P.O. Box 98000
Des Moines, WA 98198-9800

By voucher, field order, or purchase order:

To the Financial Aid Office in Building 6, upper level
(206) 878-3710, ext. 3358; Fax: (206) 870-4856

If you are allowed to purchase books with your voucher, please take note of the timeframe listed in the "Important Dates" for when you may access your bookstore account each quarter.

Payment Plan: You may pay your education expenses monthly without interest payments through Highline's Student Tuition Easy Payment Plan (STEPP). For information about STEPP, see Admissions/Entry Services on the upper level of Building 6 or call (206) 878-3710, ext. 3181.

To contact the Cashier office, call (206) 878-3710, ext. 3326.

**Tuition and some fees are subject to change by the Washington State Legislature and may be subject to change.*

Highline Community College
QUARTERLY CLASS SCHEDULE

Volume 47, No. 4

February, 2008

Highline Community College Quarterly Class Schedule (USPS013342) is published five times a year (Monthly in Aug, Oct, Feb and Semi-Monthly April 15 and April 30) by Highline Community College, 2400 South 240th Street, Seattle, WA, 98198-9800. Periodicals postage paid at Seattle, WA.

POSTMASTER: Send address changes to Highline Community College Quarterly Class Schedule, PO Box 98000, Des Moines WA 98198-9800. Call (206) 878-3710, ext. 3314 for pickup.

This course schedule is published for information purposes only. Although every effort is made to ensure accuracy at the time of publication, this course schedule shall not be construed to be an irrevocable contract between the student and the college. Highline Community College reserves the right to make changes in the contents and provisions of this course schedule without notice.

Fees and Tuition

Fees and tuition are due in full at registration and payment must be completed within one week of registration. Continuing and new students who register early may defer payment—for deferment dates, see “Important Dates” or call Admissions/Entry Services at (206) 878-3710, ext. 3181. Checks must have bank-imprinted name and address and must include Student ID and telephone numbers. *Students are responsible for paying all tuition and fees in a timely manner.*

Fees

Application Fee—general students: \$23 nonrefundable fee, due at time of application. (For Web applicants, you may mail your fee to the Cashier office.) Include this fee with your application when you mail it or pay it in person. Do not mail cash.

Application Fee—international students: \$52 nonrefundable fee, due at time of application. Contact International Student Programs for complete information.

Building Fee: \$2.50 per credit for 1 to 10 credits per quarter (\$25 maximum), assessed at the time of registration. This additional fee was established by a vote of the students to cover costs of a new student center.

COMPASS Test: Payment of application fee entitles student to take the entire COMPASS/ESL test series. For students who have not paid the application fee, entire COMPASS/ESL series fee is \$17.90. For a retest of any one portion there is a \$3.55 fee.

Instructional Technology Fee: \$34 for courses that require use of computer equipment or online resources.

Late Course Add Fee: \$39 per course added with approval after the deadline provided in “Important Dates” on p. 2.

Parking: Permits are required to park on the Highline campus and are available at the Security/Safety office on the lower level of Building 6. See Cashier to pay fees. *Purchasing a parking permit does not guarantee a parking space.*

Picture ID: Free for students who paid application fee. \$9.50 for students enrolling in credit classes who have not paid application fee.

Transcript Fee: Each official transcript copy has a \$3.50 fee. Obtain request forms in the information racks in lower lobby of Building 6. Allow three working days for processing requests. Free unofficial transcripts are available from the KIOSKS in Building 6 and on the Web at www.highline.edu.

Refunds

For information on dropping classes, see “Adding/Dropping” classes under “Registration Information” below. Students who officially withdraw from classes by the dates below will receive a refund of fees and tuition. Refunds require three weeks to process.

Apr 4, 100%

Apr 21, 40%

Withdrawals after the 20th calendar day (Apr 21) receive no refund.

Students receiving financial aid (PELL Grant, SEOG, or Student Loan) must consult with the Financial Aid office to determine their refund amount.

Note: To accommodate students waiting to register, instructors have the discretion to initiate a withdrawal for students who have not attended at least 60 percent of the class time during the first five instructional days of the academic quarter. Students can contact the instructor in the case of unavoidable absences to request an exception to the policy so that they are not removed from their course.

REGISTRATION INFORMATION

Adding or Dropping/Withdrawing Classes

Adding available via the Web for limited period only. See “Important Dates” deadlines. Drop classes by completing an Add/Drop form and submitting it to the Registration office on the lower level of Building 6, or online through the “Online Services” tab on the HCC home page. Changes are not official until documentation has been completed. Adding a course, if approved, after the deadline will result in a \$39 late course add fee.

Accessing Grades: To access your student records, use the kiosk at the college or the Web at <https://sec.highline.edu/wts/student/waci002k.html>. You may access your grades on the Web a week after the quarter ends.

Estimated Tuition Schedule

Tuition and fees are subject to change by the Washington State Legislature.

Credits Total Tuition and Fees (Operating, Bldg and Max S&A)			
	Resident	Non-resident Waiver*	International Student (Nonresident)
1	\$74.30	\$87.50	\$246.00
2	\$148.60	\$175.00	\$492.00
3	\$222.90	\$262.50	\$738.00
4	\$297.20	\$350.00	\$984.00
5	\$371.50	\$437.50	\$1230.00
6	\$445.80	\$525.00	\$1476.00
7	\$520.10	\$612.50	\$1722.00
8	\$594.40	\$700.00	\$1968.00
9	\$668.70	\$787.50	\$2214.00
10	\$743.00	\$875.00	\$2460.00
11	\$772.80	\$904.35	\$2493.60
12	\$802.60	\$933.70	\$2527.20
13	\$832.40	\$963.05	\$2560.80
14	\$862.20	\$992.40	\$2594.40
15	\$892.00	\$1,021.75	\$2628.00
16	\$921.80	\$1,051.10	\$2661.60
17	\$951.60	\$1,080.45	\$2695.20
18	\$981.40	\$1,109.80	\$2728.80
19	\$1048.25	\$1,176.65	\$2967.35
20	\$1115.10	\$1,243.50	\$3205.90
21	\$1181.95	\$1,310.35	\$3444.45
22	\$1248.80	\$1,377.20	\$3683.00
23	\$1315.65	\$1,444.05	\$3921.55
24	\$1382.50	\$1,510.90	\$4160.10
25	\$1449.35	\$1,577.75	\$4398.65

***Non-resident waiver** applicable to U.S. citizens and/or those approved as permanent residents of the United States. Amounts listed reflect a waiver of a portion of tuition charges. Please contact Admissions/Entry Services for complete details. Students who do not meet the nonresident tuition waiver requirements may be subject to rates listed under International Student tuition and fees.

Professional/Technical education students enrolled in approved programs will not be charged in excess of 18 credits for coursework required to complete a degree or certificate.

Full-time status is 12 credits for the purposes of college financial aid, the Immigration and Naturalization Service, Veterans and Social Security administrations and insurance companies.

For tuition purposes, a resident is a U.S. citizen, immigrant or refugee who has lived in Washington state for at least one year before the first day of the quarter for which you are enrolling. Please see www.highline.edu/stu/serv/admissions/residency.htm.

Senior citizen rate (does not apply to CEL classes): Washington residents 60 years or older may register for courses on the second week of the quarter on a space-available basis. A maximum of two classes per quarter may be taken. Instructor's signature is required. Credit course tuition is \$8.00 per class (plus applicable special fees). Non-credit course tuition is \$5.00 per class (plus applicable special fees). **This waiver is not available to students who plan to use the course credits gained thereby for increasing credentials or salary increases; course credits taken under the waiver do not apply toward any certificate or degree.**

Other Registration Information

Auditing a Class: You may take a credit class without receiving credit or a grade. You must be officially enrolled for audit and attend at least 50 percent of scheduled sessions. Auditors pay full fees and tuition. See “Important Dates” for deadlines.

College Debts: Students are responsible to pay all fines and other financial charges as soon as notification is received. College debts include, but are not limited to, such items as outstanding tuition and fees, NSF checks, library fines, financial aid repayments, late class add fees and parking tickets. *The college will withhold registration, conferring of degrees or certificates, academic transcripts and other college services when payment is not made in a timely manner.*

Grading: Options include choosing a grade of “CR” (Credit) in lieu of a decimal grade. A maximum of 15 credits designated as CR may be applied toward an AA Option A degree. Interested students must submit documentation to the Registration office. See “Important Dates” for deadlines.

Graduation: Ceremonies take place in June. Students completing degree requirements may participate. For cost and deadline information, visit highline.edu/stuserv/registration and click on "Graduation Information."

Repeating a Class: Except for specially designed developmental classes, students may not repeat a class more than two times. Upon completion of a repeated class, submit a repeat request form to the Registration office in Building 6.

Student Enrollment Verification: All Stafford loan deferments are reported electronically using the "Student Loan Clearing House." No paperwork is required. Insurance eligibility letters are available online at <https://sec.highline.edu/wts/student/NSCStart.asp>.

Waitlist: When a course section is full, students may place themselves on a waitlist for that class. As positions become available, those on the list will automatically be registered, in the order their name appears on the list. Students must check their schedules regularly to see whether they have been added to a waitlisted class. The waitlist is closed the day before the quarter begins. As of the first day of classes, students must have a signed authorization from the instructor to enroll in a closed class.

Registration Terms

Audit: Taking a class (and paying the tuition and fees) without getting grades or credits; if you audit a class it will appear on your transcript records with a grade of "N."

Credit Maximum: You may register for 18 credits per quarter through Web registration. Students who wish to enroll for 19 or more credits must see their adviser. A permission signature is required on the "Add/Drop Request" form and needs to be submitted to the Registration office (Building 6).

Entry Codes: Required for permission and prerequisite classes, entry codes are five-digit random numbers. Once an entry code is used, the computer will not accept it again. They authorize you to register for classes requiring permission or for courses for which the prerequisites have not been met. Call the coordinator—extensions are listed in this class schedule in the "Credit Classes" section under each individual department, or contact your faculty adviser for a code.

Personal ID Number (PIN): Your PIN is a six-digit number. It is your birth date and serves as a private access code for registration. For record privacy, we suggest you change your PIN via the Web at: <https://sec.highline.edu/wts/student>.

Registration Blocks: A student's registration will be blocked if there are any debts owed to HCC. This block prevents a student from registering for classes or receiving an official grade transcript. Therefore, it is important that all prior HCC financial obligations are paid prior to registration.

Questions: Call the Registration office, (206) 878-3710, ext. 3242.

PROGRAMS OF INSTRUCTION

Highline offers courses in four different program types.

Extended Learning courses offer a wide range of personal and professional development opportunities;

Pre-College level courses include high school completion, GED preparation, ESL, and other developmental opportunities;

Transfer courses parallel the first two years of a university program and lead to an Associate of Arts Degree or Associate of Science Degree;

Professional/Technical courses (listed) prepare students for employment in a variety of fields and lead to Certificate and/or Associate of Applied Science Degree.

Accounting (Practical)	Human Services Initial Certificate
Accounting (Paraprofessional)	Interior Design
Accounts Receivable/ Payable	International Business
Administration of Justice	Introduction to Business
Administrative Assistant	Information Technology
Administrative Management	Library & Information Services
Allied Health Fundamentals	Library & Information Services
Bookkeeping	Apprenticeship Training
Business (General)	Marketing and Selling
C++ Programming	Medical Assistant
Chemical Dependency	Medical Transcriptionist
Professional (CDP)	Network Specialist
Computer-Aided Drafting Technology	Nursing Assistant*
Customer Service	Nursing: LPN to Registered
Data Recovery/ Forensic Specialist	Nursing: Registered
Database Management	Paralegal
Dispensing Optician Apprenticeship	Paralegal Plus
Training	Patient Account Specialist
E-Commerce	Personal Fitness Trainer
Education: Early Childhood	Phlebotomist
Education: Family Home	Polysomnography
Education: Infant Toddler	Project Administration
Education: Initial Childcare Assistant	Respiratory Care
Education: Instructional Assistant	Retail Management
Apprenticeship	Small Business/ Entrepreneurship
Education: Paraeducator	Travel & Tourism Industry
Education: Paraprofessional	Management
Apprenticeship	UNIX System Administration
Education: School-Age	VB Programming
Family Support Specialist	Visual Communications
Graphic Production— Print Media	Web/Database Developer
Health Information Management	Youth Development Specialist
Hotel & Hospitality Management	
Human Services	* Program for I-BEST students only.

WEB STEP BY STEP

Web hours: Mon.— Fri., 5:00 a.m.— 11:59 p.m.; 24 hours Sat., Sun., and holidays

Before you start online registration, you will need:

- Item numbers of the classes you wish to enroll in (use the online schedule), Student ID and Personal Identification (PIN) numbers and VISA or MasterCard information to pay tuition and fees

1. GO TO WWW.HIGHLINE.EDU, Click on "Online Services" tab

2. ENTER YOUR INFORMATION

- Key in your Student ID number, PIN and the academic quarter — then Click on "Submit"
- Confirm your name and other information and click "Continue"

3. CHOOSE YOUR CLASSES

- Enter item numbers under "Add/Drop" (up to five item numbers at a time) on the schedule screen
- Click on "Submit" when you're sure the item numbers are complete and correct; a box will appear on the screen to key in a 5-digit entry code if needed
- View your class and fee information in the Schedule box
- Check the messages and follow the instructions if there were errors (for instance, if the class is already full) or there was a block (for instance, entry code required), — then Click on "Finish"

4. MAKE A PAYMENT

- Click on "Return to Main Menu"
- Click on "Pay by Credit Card"
- Key in your Student ID number and PIN
- Click on "Get My Charge"
- Enter your VISA or MasterCard information
- Click on "Charge My Credit Card"

Questions: Call (206) 878-3710, ext. 3242, or visit Registration in the lower lobby of Bldg. 6.

Adult Basic Education

Basic Skills, GED Preparation and ESL classes

See table of contents for off-campus locations.

All ABE/GED/ESL courses require permission to register and are continuous enrollment unless otherwise noted. \$25 fee.

For ABE/GED information call Karen Steinbach, ext. 3355;
For ESL information call Educational Planning (Building 6), ext. 3297

Faculty Advisers: Building 19: Amal Mahmoud, ext. 3023;
Maurea Maya, ext. 3875; Lijun Shen, ext. 3121; Stephen Washburn (coord), ext. 3627

BASIC SKILLS

ABE	011	ADULT BASIC EDUCATION 1	0
1294	26-319d	MW 1:20P-3:40P	WASHBURN S
1296	26-319d	TTh 1:20P-3:40P	STAFF
1298	FWC	MW 5:30P-7:50P	STAFF
1302	THS	TTh 6:00P-8:20P	STAFF
1306	MTV	TTh 6:30P-9:00P	STAFF
1308	26-319d	MW 6:30P-8:50P	STAFF
1310	26-319d	TTh 6:30P-8:50P	STAFF

ABE	013	ADULT BASIC EDUCATION 2	0
1312	26-319d	MW 1:20P-3:40P	WASHBURN S
1314	26-319d	TTh 1:20P-3:40P	STAFF
1316	FWC	MW 5:30P-7:50P	STAFF
1320	THS	TTh 6:00P-8:20P	STAFF
1322	MTV	TTh 6:30P-9:00P	STAFF
1324	26-319d	MW 6:30P-8:50P	STAFF
1326	26-319d	TTh 6:30P-8:50P	STAFF

ABE	015	ADULT BASIC EDUCATION 3	0
1330	26-319d	MW 1:20P-3:40P	WASHBURN S
1332	26-319d	TTh 1:20P-3:40P	STAFF
1334	FWC	MW 5:30P-7:50P	STAFF
1338	THS	TTh 6:00P-8:20P	STAFF
1340	MTV	TTh 6:30P-9:00P	STAFF
1342	26-319d	MW 6:30P-8:50P	STAFF
1344	26-319d	TTh 6:30P-8:50P	STAFF

ABE	019	ADULT BASIC EDUCATION 4	0
1360	26-319d	MW 1:20P-3:40P	WASHBURN S
1362	26-319d	TTh 1:20P-3:40P	STAFF
1364	FWC	MW 5:30P-7:50P	STAFF
1366	THS	TTh 6:00P-8:20P	STAFF
1370	MTV	TTh 6:30P-9:00P	STAFF
1372	26-319d	MW 6:30P-8:50P	STAFF
1374	26-319d	TTh 6:30P-8:50P	STAFF

GED PREPARATION

ABE	065	GED 1	0
Must take CASAS Locator Test.			
1662	26-319d	MW 1:20P-3:40P	WASHBURN S
1670	26-319d	TTh 1:20P-3:40P	STAFF
1672	FWC	MW 5:30P-7:50P	STAFF
1674	THS	TTh 6:00P-8:20P	STAFF
1678	MTV	TTh 6:30P-9:00P	STAFF
1680	26-319d	MW 6:30P-8:50P	STAFF
1682	26-319d	TTh 6:30P-8:50P	STAFF

ABE	067	GED 2	0
Must take CASAS Locator Test.			
1684	26-319d	MW 1:20P-3:40P	WASHBURN S
1688	26-319d	TTh 1:20P-3:40P	STAFF
1696	FWC	MW 5:30P-7:50P	STAFF
1698	THS	TTh 6:00P-8:20P	STAFF
1702	MTV	TTh 6:30P-9:00P	STAFF
1704	26-319d	MW 6:30P-8:50P	STAFF
1706	26-319d	TTh 6:30P-8:50P	STAFF

ESL

ABE	023	ESL 1 LITERACY	0
1378	KWA	TTh 12:30P-2:50P	STAFF
1386	KCL	MW 5:30P-7:50P	STAFF
1388	KCL	TTh 5:30P-7:50P	STAFF
1392	MTV	TTh 6:00P-8:20P	STAFF
1394	BAO	MW 6:00P-8:20P	STAFF
1396	BUR	TTh 6:00P-8:20P	STAFF
1398	PKS	TTh 6:00P-8:20P	STAFF
1406	KEN	TTh 6:00P-8:20P	STAFF
1410	HHS	TTh 6:00P-8:20P	STAFF
1412	THS	TTh 6:00P-8:20P	STAFF
1414	FHS	MW 6:30P-8:50P	STAFF
1416	TJH	TTh 6:30P-9:00P	STAFF
1418	19-101	MW 7:00P-9:20P	STAFF

ABE	024	ESL 1: LITERACY	0
1422	FWC	M-Th 9:00A-11:20A	STAFF
1426	WHC	M-Th 9:00A-11:50A	STAFF
1428	WHC	M-Th 12:30P-2:50P	STAFF
1430	19-109	M-Th 1:20P-3:40P	STAFF
1432	OLY	M-Th 6:00P-8:20P	STAFF
1434	FWC	M-Th 6:00P-8:20P	STAFF
1436	WHC	M-Th 6:00P-8:20P	STAFF
1440	17-206	M-Th 7:00P-9:20P	STAFF

ABE	025	ESL 2: BEGINNING	0
1444	KWA	TTh 12:30P-2:50P	STAFF
1454	BUR	TTh 6:00P-8:20P	STAFF
1458	PKS	TTh 6:00P-8:20P	STAFF
1464	MAN	TTh 6:00P-8:20P	STAFF
1466	MAN	MW 6:00P-8:20P	STAFF
1468	MTV	TTh 6:00P-8:20P	STAFF
1470	KEN	TTh 6:00P-8:20P	STAFF
1474	HHS	TTh 6:00P-8:20P	STAFF
1476	TJH	TTh 6:30P-9:00P	STAFF
1478	FHS	MW 6:30P-8:50P	STAFF
1480	19-101	MW 7:00P-9:20P	STAFF

ABE	026	ESL 2: BEGINNING	0
1482	FWC	M-Th 9:00A-11:20A	STAFF
1500	WHC	M-Th 9:00A-11:50A	STAFF
1502	OLY	M-Th 6:00P-8:20P	STAFF
1504	FWC	M-Th 6:00P-8:20P	STAFF
1506	FWC	M-Th 6:00P-8:20P	STAFF
1510	14-106	M-Th 7:00P-9:20P	STAFF

ABE	027	ESL 3: LOW INTERMEDIATE	0
1516	KWA	TTh 10:00A-12:20P	STAFF
1518	FWC	MW 1:00P-3:20P	STAFF
1520	BUR	TTh 6:00P-8:20P	STAFF
1524	KEN	TTh 6:00P-8:20P	STAFF
1526	MTV	TTh 6:00P-8:20P	STAFF
1530	HHS	TTh 6:00P-8:20P	STAFF
1534	MAN	MW 6:00P-8:20P	STAFF
1538	FWC	MW 6:00P-8:20P	STAFF
1540	FHS	MW 6:30P-8:50P	STAFF
1542	TJH	TTh 6:30P-9:00P	STAFF

ABE	028	ESL 3: LOW INTERMEDIATE	0
1556	FWC	M-Th 9:00A-11:20A	STAFF
1558	19-202	M-Th 1:20P-3:40P	STAFF
1560	OLY	M-Th 6:00P-8:20P	STAFF
1564	TBA	M-Th 7:00P-9:20P	STAFF

ABE	029	ESL 4: HIGH INTERMEDIATE	0
1576	KWA	TTh 10:00A-12:20P	STAFF
1578	FWC	MW 1:00P-3:20P	STAFF
1580	19-207	TTh 7:00P-9:20P	STAFF
1586	MTV	TTh 6:00P-8:20P	STAFF
1590	FWC	MW 6:00P-8:20P	STAFF
1592	KEN	TTh 6:00P-8:20P	STAFF
1594	BUR	TTh 6:00P-8:20P	STAFF
1598	MAN	MW 6:00P-8:20P	STAFF
1600	FHS	MW 6:30P-8:50P	STAFF
1602	TJH	TTh 6:30P-9:00P	STAFF

ABE	030	ESL 4: HIGH INTERMEDIATE	0
1604	FWC	M-Th 9:00A-11:20A	STAFF
1618	14-101	M-Th 1:20P-3:40P	TANG T
1622	FWC	M-Th 6:00P-8:20P	STAFF
1620	17-205	M-Th 7:00P-9:20P	STAFF
1624	14-105	M-Th 7:00P-9:20P	STAFF

ABE	031	ESL 5: LOW ADVANCED	0
1628	14-104	TTh 7:00P-9:20P	STAFF

ABE	032	ESL 5: LOW ADVANCED	0
1630	FWC	M-Th 9:00A-11:20A	STAFF
1632	TBA	M-Th 1:20P-3:40P	SHEN L
1644	10-207	M-Th 7:00P-9:20P	STAFF

ABE	051	ESL BASIC JOB SKILLS	0
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For students who are enrolled in ESL levels 3, 4, and 5.

1646	19-204	F	5:30P-7:20P	HOLLY J
1648	19-204	F	7:30P-9:20P	HOLLY J
1650	30-317	Sa	9:00A-10:50A	HOLLY J
1652	30-317	Sa	11:00A-12:50P	HOLLY J
1654	30-317	Sa	1:00P-2:50P	HOLLY J

ABE	091	ESL LEVEL 1: LITERACY		0
1710	19-207	Sa	9:00A-1:00P	STAFF

ABE	092	ESL LEVEL 2: BEGINNING		0
1712	19-207	Sa	9:00A-1:00P	STAFF

ABE	093	ESL LEVEL 3: LOW INTERMED	0	
1714	19-206	Sa	9:00A-1:00P	STAFF

ABE	094	ESL LEVEL 5: LOW ADVANCED	0	
1716	19-206	Sa	9:00A-1:00P	STAFF



Highline Community College's ACHIEVE Program provides opportunities for individuals with disabilities to participate in a variety of classes and experiences in a community college setting.

The program focuses on four major areas that prepare students for employment in the community: Employment Readiness, Independent Living, Self-Advocacy and Essential Skill Building.

Quarterly course offerings may include:

- Learning Styles: assessment and application
- Employment Readiness: classroom based career exploration, interview skills, and workplace communication with job sampling and assessment in community-based businesses
- Essential Skills: reading, math, computer and life skills
- Independent Living: nutrition, budgeting, time management
- Self-Advocacy
- Self-Employment

No Academic Prerequisites. Potential students are not screened out of employment or training options due to a lack of skills. Through both formal and informal assessment methods, information is gathered to assist in class placement and advising.

Individualized Counseling and Guidance. ACHIEVE staff assist students to navigate the variety of educational services and training options within Highline Community College.

Employment Placement. ACHIEVE students are linked to appropriate placement services, which can include Supported Employment Services.

For more information or to request a Spring
Quarter Schedule, call (206) 878-3710,
ext. 3526 or visit www.flightline.highline.edu/ces/programs/achieve.htm



Women's Programs and WorkFirst Services

Note: These are sample course listings and may change. ALL COURSES REQUIRE PRE-REGISTRATION. Call for a complete list of courses.

Our purpose is to provide a welcoming place for potential students, current students and community members who are looking for classes, workshops and services focused on issues facing them today. We can help you overcome the hurdles you face coming to school, support you while you are here and assist with the transition back to work. Funding is provided through college and community support. On-going services include college advising, job search assistance and resource referral. Students and community members may call to schedule a free appointment or sign up for orientation. Our classes and services are open to both men and women.

OFFICE HOURS

We are located on the main campus, Building 6, lower level. Office hours are Mon.-Tue., 8:00 a.m.-7:00 p.m.; Wed.-Thu. 8:00 a.m.-5:00 p.m.; and Fri. 9:00 a.m.-1:00 p.m. To register for orientations, workshops or events, call (206) 878-3710, ext. 3340.

SERVICES

- * Academic Advising
- * WorkFirst Services
- * Workshops
- * Tuition Assistance
- * Job Search
- * Parenting Support
- * Sexual Harassment Resource Center
- * Community Resource and Referrals

PRESENTATIONS

CONSIDERING COLLEGE—AN ORIENTATION TO HIGHLINE COMMUNITY COLLEGE

Ready for a change but unsure of where to start? Wondering whether college is the right place for you? Considering College is the perfect place to begin. This FREE workshop will help you learn the process of coming to college and steps to a brighter future. Learn about financing your education and resources to help you succeed. Workshops are held regularly throughout the quarter. Facilitated by Jean Munro. Call (206) 878-3710, ext. 3340, to register.

CAREERS 295 CAREER EXPLORATION CLASS

Enroll at any time during the quarter 1 to 5 credits! Explore work-related values; identify talents, abilities, and transferable skills; write a resume; informational interviews; and more.

COLLEGE 199

Class provides an opportunity for students to develop tools that prepare them for academic and personal success. Specific emphasis will be placed on academic and career goal setting. Instructed by Laquita Fields. Call (206) 878-3710, ext. 3340, to register.

MAY WE ALSO SUGGEST....

INTER-CULTURAL CENTER

Located next to Women's Programs.

The ICC is an intimate lounge and resource center for students, staff and faculty. It is a vibrant and safe place to celebrate diversity in an educational setting.

MEN OF VISION AND SISTAS EMPOWER

Look for monthly meeting dates and times posted at the Intercultural Center, or call Aaron Reader at ext. 4350. These dynamic groups meet to provide leadership and support to both the men and women of Highline. Students, staff and faculty are welcome to attend.

TO ENROLL ...

in Person: Come to the Women's Program Office in Building 6, 1st floor. See our Office Hours.

by Telephone: Register by phone at (206) 878-3710, ext. 3340, during office hours.

ARE YOU A WORKFIRST PARTICIPANT?

- WorkFirst is designed to help people find employment and increase their opportunity for economic advancement.
- Highline is committed to helping you receive all the support necessary for success as a student and as a graduate of Highline.

If you have questions regarding your ability to seek training and tuition assistance, or if you want to know more about services that will benefit you, contact:

Deana Rader, Women's Programs; Bldg. 6, 1st floor; (206) 878-3710, ext. 3340

WorkFirst Training Opportunities

Open enrollment training:

- Adult Basic Education
- GED Preparation
- English as a Second Language (ESL)

Customized Job Skills Training (CJST):

- Warehouse & Merchandising

Integrated Basic Education Skills Training (I-BEST):

- BTECH Computer Skills
- Early Childhood Education
- Customer Service
- Nursing Assistant

- ▶▶ Job Training Requirements:
- You are on TANF or qualify as income eligible
 - You are a TANF recipient referred and coded by your case manager
 - You must attend an orientation

▶▶ Orientations:
Every Thursday
2:00 p.m. in
Bldg. 19, Rm 201

Next start date: January 2008

Questions? Call (206) 878-3710, ext. 3626 or
workfirst@highline.edu.

Good luck – we hope to see you soon!

Coming Up

February 24–March 1...

**NATIONAL EATING DISORDERS AWARENESS
WEEK (NEDAW) &
NATIONAL WOMEN'S HISTORY PROJECT (NWHF)**

Also In March...

EXPANDING YOUR HORIZONS!

Takes place March 21

Encouraging young women to choose careers in the Math and Science Fields.

In April/May.....

WOMEN'S PROGRAMS ANNUAL CELEBRATION

In collaboration with Unity Week 2008!

Our largest event of the year, highlighting student achievement and the ability to overcome obstacles.

In April/May.....

Highline's graduation and summer quarter registration.

Services for Students

Highline Community College has a wide variety of programs and services to help you achieve your educational and professional development needs. See "Quick Directory" on page 3 if hours are not listed here. Phone number is (206) 878-3710 and the extension, unless otherwise noted.

ACCESS SERVICES

Outreach Center, Bldg. 99, Rm. 180; ext. 3857
TDD (206) 870-4853
flightline.highline.edu/access

Highline Community College offers support services for students with disabilities to ensure access to programs and facilities. Access Services directly assists students with disabilities by providing classroom and campus accommodations.

ADMISSIONS/ENTRY SERVICES

Bldg. 6, upper level; ext. 3181
admissions@highline.edu

Admissions/Entry Services provides all necessary general information to students concerning admission, registration, placement testing, academic degree programs, and funding sources to all new, prospective, and returning students. The friendly and knowledgeable staff also provides important referrals to other campus services that assist students in navigating what may sometimes seem a complex process.

BOOKSTORE

Bldg. 8; ext. 3225
www.highlinebookstore.com

The campus bookstore provides required and optional textbooks, additional reading materials and supplies as well as a wide selection of gifts, cards and candy. It offers special order services and software at educational discounts. Book buyback takes place during finals week. See "Important Dates" on p. 2 for dates and times. Bookstore agency vouchers are valid only during certain periods. See "Important Dates" on p. 2 for dates.

CHILD CARE CENTER

Bldg. 0; ext. 3224

The center offers day child care for the children of students, faculty, staff and Washington state employees. Children 6-weeks through 5 years old and not in kindergarden are accepted. The center provides a nurturing environment for the healthy mental, physical, emotional and social development of children with a developmentally appropriate learning program that includes reading readiness, science, arts and crafts, cooking, mathematics, music, problem-solving, outdoor activities and creative thinking.

There is a Head Start program for qualifying families.

COOP ED & INTERNSHIPS

Bldg. 6, upper level; ext. 3343

Also known as an internship, Cooperative Education integrates classroom study with planned, supervised work experience. Participating students have a chance to make valuable contacts with potential employers while developing skills for a chosen career. Students also enhance their resumes/portfolios through career-related work experience, gain perspective on career goals through application of classroom theory to "real-life experience," and build confidence and human relation skills through interaction with co-workers, supervisor and faculty coordinator.

Credit is earned for the learning that occurs on the job (up to 1 credit for every 30 hours of work per quarter). Students can use these credits as a graduation requirement toward a degree or certificate, as elective credit toward an AA transfer degree or as support credit toward an AAS degree or certificate.

COUNSELING CENTER

Services—Personal, Educational, Career

Student Development Center,
Bldg. 6, upper level; ext. 3353

Our Center provides counseling, consultation, student success workshops, and crisis intervention to enrolled students in a confidential setting. There is no charge for our services.

EDUCATIONAL PLANNING & ADVISING CENTER

Bldg. 6, upper level; ext. 3584
edplanning@highline.edu
www.highline.edu/stuserv/edplanning/

The Educational Planning and Advising Center (EPAC) provides valuable information about Highline professional/technical programs and transfer degrees and can assist you with course selection and curriculum planning. It also provides referrals to faculty advisers and includes the Transfer Center, which can provide you with four-year school referrals and resources. EPAC offers workshops, drop-in advising, and Web advising as well as printed and Web site resources.

FINANCIAL AID & SCHOLARSHIPS

Bldg. 6, upper level; ext. 3358
www.highline.edu/stuserv/financialaid

Financial aid application deadlines:

Fall '07 Winter '08 Spring '08 Summer '08
May 31, '07 Sept 27, '08 Jan 24, '08 April 17, '08

Highline recommends students complete the Free Application for Federal Student Aid (FAFSA) in a timely manner. If the Federal Processor receives your complete and accurate application and all other requested documentation has been submitted to our office, you have met the deadline for the awarding cycle. You should receive notification of your eligibility prior to the start of the quarter.

Note: If you missed the deadline, you can register for classes and pay for your tuition and books using your own money. We will review your file as soon as possible. If you are eligible, you will be awarded all the financial aid for which you qualify. FAFSA information is available on the web at <http://www.fafsa.ed.gov/>.

Scholarship deadlines vary. The Highline Community College Foundation provides a wide range of scholarship opportunities. Application packets describing these scholarships and detailed requirements are generally available for the upcoming academic year by mid-February. Packets are available through Financial Aid or directly from the Foundation office.

FITNESS CENTER

Bldg. 21, Rm.
<http://flightline.highline.edu/pe/fitnesscenter.htm>

The Fitness Center has cardio, strength, and flexibility training areas. There are open hours for student, faculty, and staff use (except summer quarter). It is closed when the college is closed.

INSTRUCTIONAL COMPUTING

Bldg. 30; ext. 4880

Students enrolled in courses which use IC facilities or online resources will be charged a \$34 fee and given a username and password to gain access. Students not enrolled in such classes who wish to gain access to IC resources may pay the fee at the Cashier's office in Bldg 6 and will have an account the next day. Resources include software supporting instructional programs and access to Web and Internet resources. Students are required to possess a valid Highline Student ID card and must present it on request. Detailed policies, FAQs, and technical support are available at <http://flightline.highline.edu/ic/>.

INTER-CULTURAL CENTER

Mon-Thu., 9:00 a.m.-3:30 p.m.; Fri., 9:00 a.m.-1:30 p.m.
Bldg. 6, lower level (Rm. 164); ext. 4350

The Inter-Cultural Center (ICC) is an intimate lounge and resource center for students, staff and faculty. It is a vibrant and safe space to explore and celebrate diversity in an educational setting. The ICC provides peer mentoring for students, computers for student use, scholarship information, and a multicultural library. Programs include: Men of Vision (men's discussion group), Sisters Empower (women's discussion group) and Courageous Conversations. Come relax between classes, meet your study partner or check your email.

On the other side...

Check out the Center for Extended Learning's new Web site.

Designed with you in mind, it makes extended learning registration easy. The Center for Extended Learning provides a variety of informational and entertaining classes, so you can beef up on skills or fill out a hard-core academic schedule with a class just for you.

<http://cel.highline.edu>

INTERNATIONAL STUDENT PROGRAMS

Bldg. 9, lower level; ext. 3725

This office provides services to international students attending Highline. These services include international admissions, an extensive orientation, academic advising, housing assistance (including opportunities to live with an American family), events and activities, information on immigration regulations and assistance with adjustment to a new cultural environment. The office also has information on Study Abroad programs.

LIBRARY

Bldg. 25; ext. 3234

The library offers a large selection of books, scholarly journals, magazines and newspapers in print and electronic formats. It also has a large collection of videos, language tapes, and educational CDs. Our electronic and internet resources, all of which are accessible to our students off campus, consist of databases covering a wide variety of subjects.

The library is also a government depository offering government resources in different formats.

Our staff members are available to guide and assist students.

A Highline ID card is required to checkout library materials. Additional information regarding our resources and services may be found on the Web at: library.highline.edu.

MULTICULTURAL SERVICES

Student Development Center, Bldg. 6, upper level; ext. 3296

Multicultural Services provides retention and support services for students of color with an emphasis on advising, leadership development, clubs/organizations, scholarship information, advocacy, campus diversity programs and freshman seminar (College 100) courses designed specifically for multicultural students. Our staff is committed to working with the college community to promote campus diversity and multicultural understanding.

RUNNING START

Student Dev. Center, Bldg. 6, upper level; ext. 3583

We invite high school juniors or seniors with college-level skills to be part of Highline's Running Start program. Running Start gives you the opportunity to take college courses to apply toward your high school diploma—and, with careful planning—toward your college degree. Tuition is paid by your high school. You are encouraged to contact your high school counselor or Highline's Running Start program office for more information.

Deadline to submit spring quarter RS authorization form and qualifying COMPASS scores is March 26, 2008

To learn more about the program, attend an information session

Wednesday, March 12 at 6 p.m. in Bldg. 7

STUDENT EMPLOYMENT SERVICES

Bldg. 6, upper level; Student Center ext. 3350
etingels@highline.edu

Student Employment has position listings for both on and off-campus jobs. Openings include State and Federal Work Study, General Fund and off-campus positions that are part time and full time. Work Study students must attend an orientation session before starting work. Most campus positions can be viewed 24 hours a day, seven days a week using "Interfase," our online job posting system.

TESTING CENTER

Bldg. 3, room 101 (north end); ext. 3990
www.highline.edu/stuserv/testcenter

It is highly recommended that all students entering Highline for academic course work take the COMPASS placement test. Test results are used to help place students into classes that require a prerequisite test score. COMPASS assesses reading, writing and math skills. If English is your second language, you may want to ask about taking COMPASS/ESL. The cost for both tests is included in your application fee. Be sure to bring picture ID with you. Please call or see our web page for more information, available dates and testing times.

TRANSFER CENTER

Bldg. 6, upper level; ext. 3295
transfer@highline.edu
www.highline.edu/stuserv/edplanning/transfer/tr.htm

Early planning is the key to a successful transfer! The Transfer Center provides support to students through workshops, college visitations, transfer fairs, and transfer advising appointments. The center provides a library of college handbooks, program materials/applications and computers to access transfer admissions information at the four-year schools.

Be sure to visit the center's Web site for an update on transfer events during the quarter.

*Plan now to attend out College Transfer Fair!
Feb. 5, 9 a.m.-12:30 p.m. in Bldg. 8, lower level*

VETERANS SERVICES

Registration Center, Bldg. 6, lower level; ext. 3285

This office serves those applying for and receiving Department of Veteran Affairs Educational Benefits. For more information, call or stop by the Registration Center.

WOMEN'S PROGRAMS

Bldg. 6, lower level; ext. 3340; also see page 9

Our purpose is to provide a welcoming place for potential students, current students and community members who are looking for classes, workshops and services focused on issues facing them today.

For Tuition Assistance information, please see page 9.

WORKER RETRAINING

Bldg. 6, upper level; ext. 3802

Individuals who seek to upgrade skills and retrain may qualify for assistance enrolling in one of over 40 Professional/Technical Education programs at Highline.

Qualifying factors: Currently receiving unemployment benefits, or have received benefits within last two years; are facing a layoff; are vulnerable to layoff because of outdated or insufficient skills; were self-employed and are out-of-work due to local economic conditions.

Student Programs

Highline fully supports the academic and personal development of all students and offers a diverse range of opportunities for involvement. Through campus activities students learn valuable life skills such as teamwork, goal setting, effective communication and organization.

Bldg. 8 (Highline Student Union); ext. 3536
www.highline.edu/stuserv/programs

STUDENT GOVERNMENT

Participate in the system that represents students' interests and viewpoints in the college governance structure. Students may participate as an officer or in one of the many campus committees. To find out more, contact the ASHCC President at ext. 3215.

MULTICULTURAL PROGRAMS

Learn more about different cultures and heritages through activities or participation in one of our ethnic clubs and organizations.

JOURNALISM/CREATIVE WRITING

Gain hands-on experience and develop personal skills through work on The Thunderword, our student newspaper, or Arcturus, a fine-arts publication of poetry, prose, and photography submitted by members of the campus community.

PERFORMING/CREATIVE ARTS

Explore hidden talents and make new friends in the drama program or vocal ensemble. Students have opportunities to work or perform for quarterly drama productions or in one of our vocal ensemble's sensational concerts.



Highline Online

These courses are offered over the Internet and do not meet on campus. Enrolled students must have an e-mail account. A \$34 fee will be charged and students in these courses have access to campus computer labs. Additional fees may be charged for course materials, depending on the course. If the instructor provides course materials, the materials will be mailed to students before class begins. Otherwise, students may purchase course materials online or in person through Highline's bookstore. Courses have multiple deadlines throughout the quarter and are not self-paced.

Washington Online

Washington Online (WAOL) is a cooperative effort by the community college system to provide courses necessary to complete an AA degree using the Internet. For more information about WAOL, see highline.edu/distanceed/waol.htm.

Telecourses

Telecourses are credit courses that may help you meet your degree requirements while adding flexibility to your schedule. You must attend one of the orientations, check out the videotape from Highline's library, read the text book, participate in optional discussion sessions and take exams. (Check department listing for number of credits and to find out when the orientation sessions are scheduled. Students are generally required to take exams on campus.) \$33.45 lab fee, subject to change.

For course-related information, contact the instructor listed in the quarterly. You may register for telecourses via Web registration.

Hybrids

Hybrid courses take place partially online and partially on campus, and may add flexibility to your schedule while meeting your degree requirements. While the majority of interaction and work take place online, students are required to attend periodically scheduled on-campus meetings. An additional \$34 fee applies for hybrid courses.

You must register for Highline Online and Washington Online classes through the Distance Learning Web site, flightline.highline.edu/distanceed. (For continuing education classes online, go to flightline.highline.edu/cel/.)

Refer to the Computer Requirements (seen during the registration process) on the Distance Learning Web site to ensure that you are adequately equipped to access and participate in the online courses, or find more info in the "FAQs." For academic advising, please contact Denny Steussy at dsteussy@highline.edu or (206) 878-3710, ext. 3534.

Highline Online

ITEM #	COURSE NO.	TITLE	CREDITS				
2014	ACCTG 121	Practical Accounting	5	5312	LIBR 190	Library Admin & Mngmt	3
2018	ACCTG 145	Business Taxes-Payroll	5	6286	MATH 097	Intermediate Algebra	5
2040	ACCTG 203	Managerial Accounting	5	6292	MATH 107	Math-A Practical Art	5
2428	BTECH 103	Modular Keyboarding	1-5	6304	MATH 111	College Algebra	5
2242	BTECH 108	Microsoft Excel	3	2124	MED A 113	Term/Anatomy/Physio 1	2
2460	BTECH 111	Modular Intro MS Office	1-5	2126	MED A 114	Federal Regs/Guidelines	1
2502	BTECH 217	Modular MS Word	1-5	2130	MED A 122	Med Law Ambulatory Care	2
2262	BTECH 220	Business Procedures II	5	2132	MED A 123	Med/Ethics Amb Care	2
2270	BTECH 267	HR Mgmt and Policy	5	2134	MED A 125	Digest Term/Anat/Phar	1
2272	BTECH 268	Capstone: HR Exam/Prep	1	2138	MED A 133	Genito Term/Anat/Phar	1
2054	BUSN 100	Survey of Business	5	2144	MED A 139	Pre-Coop Exp Seminar	1
2056	BUSN 125	Exploring E-Commerce	5	2146	MED A 143	Femaleterm/Anat/Phar	1
2058	BUSN 132	Advertising	5	2150	MED A 150	Med Office Procedures	1
2062	BUSN 134	Prin of Salesmanship	5	2154	MED A 161	Neuro Term/Anat/Phar	1
2066	BUSN 135	Business Mathematics	5	2160	MED A 168	Med Office Insurance I	1
2068	BUSN 138	Principles of Marketing	5	2162	MED A 201	Cardioterm/Anat/Phar	1
2072	BUSN 155	Entrepreneurship	5	2166	MED A 206	Med Office Insurance II	1
2076	BUSN 160	Human/Labor Relations	5	2168	MED A 209	Respirterm/Anat/Phar	1
2080	BUSN 175	Retailing	5	2174	MED A 215	Advanced Medical Ins	2
6068	C SCI 102	Intro to Web Development	5	2176	MED A 217	Bid/LympTerm/Anat/Phar	1
6070	C SCI 105	Applications w/MS Office	3	2182	MED A 233	Musculo Term/Anat/Phar	1
6083	C SCI 212	Web Page Dev w/Scrip	5	2190	MED A 241	Med A Coop Seminar	2
1132	ECON 110	Essentials of Economics	5	2192	MED A 243	Derm Term/Anat/Phar	1
1186	GEOG 100	Survey of Geography	5	2196	MED A 246	Medical Manager Sim I	1
1192	GEOG 200	Intro to Human Geogy	5	2198	MED A 251	Specsens/Term/Anat/Phar	1
2296	HOTEL 100	Intro to Hosp and Tourism	5	2202	MED A 256	Medical Manager Sim II	1
2302	HOTEL 160	HR/Mgmt in Hospitality	5	2212	MED A 263	Endo Term/Anat/Phar	1
2306	HOTEL 170	Legal Issues in Hosp	5	5130	MUSIC 106	History of Rock Music	5
2380	LEGAL 200	Legal Research/Writ II	5	3352	NUTR 110	Science of Nutrition	5
5286	LIBR 100	Intro to Libr and Info Svs	3	6160	P SCI 120	Astronomy	5
5292	LIBR 110	Library Employment	5	6162	P SCI 120	Astronomy	5
5294	LIBR 130	School Libraries	5	3344	PARNT 121	Parenting (7-12 Yr)	2
5302	LIBR 150	Reference Services	5	4274	PHIL 120	Elem Symbolic Logic	5
5306	LIBR 175	Cataloging II	5	3080	PSG 207	Therapeutic Modalitiesii	2

& Alternative Schedules

Highline Online — Continued

3082	PSG 208	Prep For RPSGT Exam	2	5032	SPCH 100	Basic Oral Comm	5
3084	PSG 221	Physician Rounds	1	2284	TRAV 125	Sabre Reservations	5
3086	PSG 230	Polysomnog Practicu	9	4086	WRIT 101	Principles of Writing	5
1098	PSYCH 100	Intro to Psychology	5	4088	WRIT 101	Principles of Writing	5
1100	PSYCH 100	Intro to Psychology	5	4112	WRIT 105	Research/Persua Writ	5
1114	PSYCH 215	Dev Psych:Life Span	5	4114	WRIT 105	Research/Persua Writ	5
1236	SOC 110	Intro to Sociology	5	4116	WRIT 143	Intro to Tech Writing	5

Hybrid Courses

These courses have both in-class and an online components. For students who have busy lives and like to vary the delivery method of their learning, these classes may offer a convenient way to learn. Weekend College classes are also offered in the hybrid format.

ITEM #	COURSE NO.	TITLE	CREDITS	5290	LIBR 110	Library Employment	5
6012	BIOL 118	Intro Human Physiology	5	5300	LIBR 150	Reference Services	5
6040	BIOL 250	Microbiology	5	5304	LIBR 175	Cataloging II	5
6042	BIOL 250	Microbiology	5	5310	LIBR 190	Library Admin & Mangmt	3
2240	BTECH 108	Microsoft Excel	3	4234	LIT 100	Reading Imaginative Lit	5
2244	BTECH 109	Advanced Excel	2	2120	MED A 110	Health Care Careers	3
2246	BTECH 114	Microsoft Powerpoint	2	2158	MED A 166	Dosage Calc & Injections	2
2248	BTECH 118	Microsoft Outlook	3	3354	OPTIC 106	Ophthalmic Laboratory	5
2256	BTECH 151	Web Design	5	4266	PHIL 100	Intro to Philosophy	5
2258	BTECH 211	Adv MS Office Integratio	5	4270	PHIL 110	Introduction to Ethics	5
6064	C SCI 100	Survey of Computing	5	1250	READ 030	College Prep Reading I	5
6072	C SCI 110	Computer Games	5	1268	READ 060	College Prep Read II	5
1040	CGG 175	The Latino Experience	5	1284	READ 091	College Prep Reading III	5
1144	ECON 212	Prin of Macroeconomics	5	5028	SPCH 100	Basic Oral Comm	5
1044	H SER 103	Case Management	5	4118	WRIT 145	Writing in the Workplace	5
1048	H SER 120	Group, Comm'ty/Society	5	4124	WRIT 151	Creative Writing	5
1052	H SER 141	Practicum Seminar I	1	4130	WRIT 251	Advanced Verse Writing	5
1056	H SER 223	Principles Youth Empower	5	4134	WRIT 252	Advanced Verse Writing	5
1060	H SER 241	Practicum Seminar II	1	4138	WRIT 253	Advanced Verse Writing	5
1062	H SER 260	Cultural Compentent Prac	3	4142	WRIT 255	Advanced Fiction Writing	5
4221	HUM 104	Issues in Humanities	5	4146	WRIT 256	Advanced Fiction Writing	5
5284	LIBR 100	Intro to Libr and Info Svs	3	4150	WRIT 257	Advanced Fiction Writing	5

Washington Online

See WAOL start dates in "Important Dates" on pg 2. Visit www.waol.org to log into your online classroom BEFORE this date.

ITEM #	COURSE NO.	TITLE	CREDITS	7344	EDUC 144	Survey of Curriculum	3
7300	HIST 111	European Ancient History	5	7346	EDUC 121	Health Nutrition & Safety	3
7324	ANTHR 100	Survey of Anthropology	5	7348	EDUC 250	Nurturing Care-Infant	3
7332	P E 100	Personal Health Science	3	7350	EDUC 143	Environments For Learn	3
7340	ECON 110	Essentials of Economics	5	7352	EDUC 162	Child Abuse and Neglect	2
7342	EDUC 100	Intro to Child Care	2	7354	EDUC 211	Survey-Exceptionalities	3

Late Start Classes

Most of these courses offer a convenient way to pick up one, two or five credits mid-quarter. While not all courses begin for the first time mid-quarter, all have their first meeting after the regular quarter starts. Check within individual sections for complete prerequisite, credit and time information.

ITEM #	COURSE NO.	TITLE	START	CR
2244	BTECH 109	Advanced Excel	5/12	2
2246	BTECH 114	Microsoft Powerpoint	5/12	2
4208	FS 107	Society in Film	5/6	2
5296	LIBR 133	Medical Reference Source	4/26	1

MaST Classes

Room with a View: Marine Science and Technology (MaST) Center

Located near the Redondo Beach Park—only five minutes from campus—Highline's waterfront laboratory is unique in the lower Puget Sound. If you are looking for a change of scenery, try a class at MaST.

ITEM #	COURSE	TITLE	CREDITS
6006	BIOL 110	Marine Biology	5
6008	BIOL 110	Marine Biology	5
Item #6008 requires field trip that includes walking on uneven ground. Additional \$15 fee.			
6058	OCEAN 101	Survey of Oceanography	5
Weekend College course; meets 4/4, 4/11, 4/25, 5/2, 5/16 and 6/6.			

Weekend College

These courses blend personal connection with on-line convenience. Classes meet every other weekend. Students can work toward a transfer degree focused on business, elementary education, or general studies. Each course is offered in a hybrid format. That way, students can experience the community of the classroom, get to know their instructors, and use the many support resources of the campus — without making a full-time commitment to weekday or evening class attendance. For more info, visit www.flightline.highline.edu/weekend/.

ITEM	COURSE NO.	TITLE	CR
2038	ACCTG 203	Managerial Accounting	5
1080	BEHAV 100	Human Sexuality	5
6244	MATH 085	Preparation For Algebra	5
6256	MATH 091	Beginning Algebra	5
6280	MATH 097	Intermediate Algebra	5
6058	OCEAN 101	Survey of Oceanography	5
5272	SPAN 103	Elementary Spanish	5
4108	WRIT 105	Research/Persuasive Writ	5

Credit Classes

HOW TO READ SCHEDULE

Example of a class listing.

BIOL	232	HUMAN ANAT & PHYSIOLO II	5
Prereq: MATH 081 or higher; or min. ASSET numerical skills 44; or min. COMPASS pre-algebra 60. BIOL 231 w/2.0, or perm. Add'l \$29.80 fee.			
6041	13-105	MTTh	8:30A-9:45A
	12-102	W	8:00A-9:50A
			GAN C
			GAN C
§CGG	115	SOCIETY AND THE ARTS	5
1044	TBA	M-Th	11:00A-12:03P
1045	TBA	MW	7:35P-9:45P
Item #1045 topic: Body Images			
			BLADES L
			STAFF

Department (BIOL), **course number** (232), **course title** (HUMAN ANAT & PHYSIOLO II), **credit value** (5 quarter credits).

Prerequisite is any course or skill needed before enrolling in the class. If there is a prerequisite, recommendation, or note, it will appear on the second line. Fees, if any, will follow.

Item number (1032) is a number used to identify the course for registration; **location** building-room (10-201), days of week (M-F is Monday through Friday), **meeting time** (9:00 a.m. – 9:50 a.m.), **instructor** (JONES J).

Additional **arranged study or lab times** the course might meet each week. These times will be arranged with the instructor the first day of class unless a specific time, day and room is given.

Section-specific notes, unique start and end dates appear directly below the section listing. See side bars for notes on Hybrid, Online, Weekend College or Coordinated Studies sections.

Shaded items are evening or weekend (Saturday or Saturday/Sunday) courses.

An **§** indicates the course meets the Globalism/Diversity degree requirement.

SPRING '08 FINALS SCHEDULE

MONDAY, JUNE 9

8:00 MWF and M-F classes.....	8:00-9:50
11:00 MWF and M-F classes.....	10:00-11:50
1:20 MWF and M-F classes.....	12:30-2:20
3:10 MWF and M-F classes.....	2:30-4:20

TUESDAY, June 10

7:00 MWF and M-F classes.....	8:00-9:50
10:00 MWF and M-F classes.....	10:00-11:50
12:10 MWF and M-F classes.....	12:30-2:20
2:10 MWF and M-F classes.....	2:30-4:20

MAST CLASSES RETURN

FOR SPRING QUARTER

The Marine Science & Technology (MaST) Center is HCC's marine laboratory, located just four miles south of campus at Redondo Beach.

During renovations, the center doubled in size and is now 2,500 square-feet of public and classroom space, laboratories and research areas. It also has three large flow-through saltwater tanks to hold local marine life.



Check out our spring offerings on page 13, under MaST Center, or in the Biology and Oceanography sections!

ACCOUNTING

Fac Adv, Bldg 29: Ron Sabado, (Coord), ext. 3561; Jim DeLisa, ext 3486; Anthony Newton, ext 3376; Geoff Turck, ext 3117

ACCTG 121	PRACTICAL ACCOUNTING	5
Add'l \$34 fee.		
2002	29-102 M-F	8:00A-8:50A SABADO R
2004	10-101 M-F	9:00A-9:50A DELISA J
2006	10-101 M-F	10:00A-10:50A DELISA J
2008	30-214 M-F	11:00A-11:50A NEWTON A
2010	10-101 MW	5:15P-7:25P NEWTON A
2012	10-101 TTh	7:35P-9:45P MOUNT H
2014	Online Course BILLE P	

ACCTG 124	ACCTG WITH MICROCOMPUTER	5
Prereq: BUSN 121. Add'l \$34 fee.		
2016	29-308 M-F	11:00A-11:50A GIRVIN M

WEDNESDAY, June 11

9:00 MWF and M-F classes.....	8:00-9:50
10:00 TTh classes.....	10:00-11:50
1:20 TTh classes.....	12:30-2:20
2:10 TTh classes.....	12:30-2:20
3:10 TTh classes.....	2:30-4:20
Rsvd for unsched/conflicts.....	2:30-4:20

THURSDAY, June 12

8:00 TTh classes.....	8:00-9:50
9:00 TTh classes.....	8:00-9:50
11:00 TTh classes.....	10:00-11:50
12:10 TTh classes.....	10:00-11:50

All exams will be in the regularly assigned classroom if possible.

Evening and Weekend Class Final Examinations: Should be scheduled for the class period immediately preceding Thursday of finals week. Instructors will announce dates and times.

*Instructors may begin exam at 7:00A for student convenience.

ACCTG 145	BUSINESS TAXES-PAYROLL	5
BUSN 121 recommended. Add'l \$34 fee.		
2018	Online Course	NEWTON A

ACCTG 201	FINANCIAL ACCOUNTING	5
Recom: sophomore standing and ACCTG 121. Add'l \$34 fee.		
2020	TBA M-F	10:00A-10:50A TURCK G
2022	TBA M-F	11:00A-11:50A SABADO R
2024	TBA MW	5:15P-7:25P DELISA J

ACCTG 202	FINANCIAL ACCOUNTING	5
Prereq: ACCTG 201 with a minimum grade of 2.0. Add'l \$34 fee.		
2026	29-216 M-F	8:00A-8:50A TURCK G
2028	29-216 M-F	9:00A-9:50A TURCK G
2030	TBA M-F	9:00A-9:50A SABADO R
2032	22-201 TTh	7:35P-9:45P STAFF

ACCTG 203	MANAGERIAL ACCOUNTING	5
Prereq: ACCTG 201 or 121. Add'l \$34 fee.		
2034	TBA M-Th	11:00A-12:03P TURCK G
2036	22-201 MW	7:35P-9:45P NUZZO T
2038	14-104 Sa	9:00A-12:30P NUZZO T
Item #2038 meets 4/5, 4/12, 4/26, 5/3, 5/17 and 6/7.		
2040	Online Course MOUNT H	

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

❖ **Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.**

■ **Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.**

📖 **Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.**

🏠 **Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.**

Shaded areas indicate Saturday and evening courses.

§ **Meets Globalism and Diversity requirement.**

ADMINISTRATION OF JUSTICE

A felony conviction or any conviction involving domestic violence is generally considered a disqualifier for law enforcement employment.

Fac Adv/Coord: Garry Wegner, Bldg II, ext 3422

ADM J 103	CRIMINAL LAW	5
1002	23-108 M-F 9:00A-9:50A	WEGNER G
ADM J 140	COOPERATIVE EDUCATION	1-5
1004	ARR ARR ARR	WEGNER G
ADM J 214	ADM OF JUSTICE SEMINAR	5
1006	23-108 M-F 11:00A-11:50A	WEGNER G
ADM J 216	CRIMINAL INVESTIGATION	5
1008	23-108 M-F 8:00A-8:50A	LETTIC S
ADM J 217	ADM J COMMUNICATION	5
1010	23-108 M-F 10:00A-10:50A	WEGNER G
ADM J 240	COOPERATIVE EDUCATION	1-5
1012	ARR ARR ARR	WEGNER G

AMERICAN SIGN LANGUAGE

Fac Adv: Roman Wright, Bldg I5, ext 3999

ASL 102	AMERICAN SIGN LANG II	5
5216	17-204 M-Th 11:00A-12:03P	WRIGHT RO
ASL 103	AMERICAN SIGN LANG III	5
5218	17-205 M-Th 12:10P-1:13P	WRIGHT RO

ANTHROPOLOGY

Fac Adv, Bldg I1: Tim McMannon (Coord), ext 3329; Emmanuel Chiabi, ext 3412

§ ANTHR 100	SURVEY OF ANTHROPOLOGY	5
1168	19-202 M-Th 11:00A-12:03P	SOMER L
ANTHR 115	PHYSICAL ANTHROPOLOGY	5
1170	19-202 M-F 10:00A-10:50A	SOMER L
1172	19-202 TTh 5:15P-7:25P	SOMER L
§ ANTHR 202	CULTURAL ANTHROPOLOGY	5
1174	19-202 M-F 9:00A-9:50A	CHIABI E
1176	19-202 M-Th 12:10P-1:13P	SOMER L
1178	19-202 MW 5:15P-7:25P	CHIABI E

ARABIC

Fac Adv: Samad Chakour, Bldg 26, ext 6503

ARAB 103	ELEMENTARY ARABIC	5
5214	17-205 M-Th 12:10P-1:13P	CHAKOUR A

ART

Fac Adv, Bldg 5: Christiana Taylor (Coord), ext 3423

ART 100	INTRODUCTION TO ART	5
5050	3-102 M-F 10:00A-10:50A	RAFFERTY R
ART 110	DRAWING I: BEGINNING	5
5052	16-170 TTh 1:20P-4:15P	STAFF

ART 111	DRAWING II: COMPOSITION	5
5054	16-170 TTh 1:20P-4:15P	STAFF

ART 113	PORTRAIT DRAWING	5
5056	16-170 TTh 7:35P-9:45P	STAFF

ART 115	FIGURE DRAWING	3
5058	16-170 TTh 7:35P-9:45P	STAFF

ART 125	PHOTOGRAPHY I	5
5060	26-316 MW 1:20P-3:50P	STAHL R
5062	26-316 MW 6:30P-9:30P	STAHL R

ART 126	PHOTOGRAPHY II	5
5064	26-316 MW 1:20P-3:50P	STAHL R
5066	26-316 MW 6:30P-9:30P	STAHL R

ART 171	CERAMICS I	5
5068	16-171 TTh 9:00A-9:50A	DROESSLER R
5070	16-171 TTh 10:00A-10:50A	DROESSLER R
5072	16-171 TTh 11:00A-11:50A	DROESSLER R

ART 172	CERAMICS II	5
5074	16-171 TTh 9:00A-9:50A	DROESSLER R
5076	16-171 TTh 10:00A-10:50A	DROESSLER R
5078	16-171 TTh 11:00A-11:50A	DROESSLER R

ART 173	CERAMICS III	5
5080	16-171 TTh 9:00A-9:50A	DROESSLER R
5082	16-171 TTh 10:00A-10:50A	DROESSLER R
5084	16-171 TTh 11:00A-11:50A	DROESSLER R

BEHAVIORAL SCIENCE

Fac Adv, Bldg II: Ruth Frickle (Coord), ext 3111; Bob Baugher, ext 3414; Sue Frantz, ext 3404; Rod Fowers, ext 3401; Michele Manber, ext 3407

BEHAV 100	HUMAN SEXUALITY	5
1074	21-201 M-F 9:00A-9:50A	FOWERS R
1076	21-201 M-F 10:00A-10:50A	FOWERS R
1078	21-201 M-Th 11:00A-12:03P	TOMATICH T
1080	14-104 Sa 9:00A-12:30P	TOMATICH T



Item #1080 meets 4/5, 4/12, 4/26, 5/3, 5/17 and 6/7.

BEHAV 131	SUICIDE INTERVENTION	1
1082	10-203 Sa 8:00A-4:00P	BAUGHER R
	10-203 Su 8:00A-4:00P	STAFF

BIOLOGY

Fac Adv, Bldg 29: Gerry Barclay, ext 3522; Chris Gan, ext 3695; Woody Moses, ext 3649; Sam Shabb, ext 3452; Joy Strohmaier (Coord), ext 6120

BIOL 100	SURVEY OF LIFE PRINCIPLE	5
4001	29-216 MW 11:00A-1:15P	BARCLAY G
	12-103 TTh 11:00A-12:50P	BARCLAY G

❖ *Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.*

■ *Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.*

⬆ *Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.*

⬆ *Weekend College course. These hybrid courses are partially online; see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.*

Shaded areas indicate Saturday and evening courses.

§ *Meets Globalism and Diversity requirement.*

BIOL courses continued on next page.

BIOL 110 MARINE BIOLOGY 5
Add'l \$18.50 fee.
6006 MaST T-Th 12:30P-2:30P SHABB S
6008 MaST MW 4:00P-6:45P HIGLEY R
Item #6008 req. field trip that includes walking on uneven ground.
Add'l \$15 fee.

BIOL 118 INTRO HUMAN PHYSIOLOGY 5
Prereq: MATH 081 or higher; or min. ASSET numerical skills 44; or min. COMPASS pre-algebra 60. Add'l \$18.50 fee.
6010 19-102 MWThF 11:00A-11:50A STAFF
19-102 T 11:00A-12:50P STAFF
6012 12-102 W 7:00A-8:50A GAN C

BIOL 203 BOTANY/ECOLOGY/EVOLUTION 5
BIOL 201 or permission. Prereq: MATH 081 or higher; or min. ASSET numerical skills 44; or min. COMPASS pre-algebra 60. Add'l \$18.50 fee.
6014 13-105 TF 11:00A-12:50P MOSES W
12-103 W 11:00A-1:20P MOSES W
6016 13-105 TF 11:00A-12:50P MOSES W
12-103 Th 11:00A-1:20P MOSES W

BIOL 230 INTRO TO CELL BIOLOGY 5
Prereq: MATH 081 or higher; or min. ASSET numerical skills 44; or min. COMPASS pre-algebra 60. High School chemistry or CHEM 121 recommended. Intended for non-biology majors, pre-nursing, pre-dental hygiene, pre-occupational therapy, & other pre-allied health students. Biology majors, pre-med, pre-pharm, & pre-physical therapy students should take BIOL 201. Add'l \$18.50 fee.
6018 13-105 MT 8:00A-9:20A HERNANDEZ C
12-106 W 8:00A-9:50A HERNANDEZ C
6020 13-105 MT 8:00A-9:20A HERNANDEZ C
12-106 Th 8:00A-9:50A HERNANDEZ C
6022 23-310 M-W 12:10P-1:30P STAFF
12-106 Th 12:10P-2:00P STAFF
6024 13-105 MW 5:30P-7:20P STAFF
12-106 M 7:30P-9:20P STAFF
6026 13-105 MW 5:30P-7:20P STAFF
12-106 W 7:30P-9:20P STAFF

BIOL 231 HUMAN ANAT & PHYSIOLO I 5
Prereq: MATH 081 or higher; or min. ASSET numerical skills 44; or min. COMPASS pre-algebra 60. BIOL 151 or 201 with 2.0. Add'l \$31.40 fee.
6028 14-105 TTh 5:00P-6:25P STAFF
12-102 TTh 6:30P-8:20P STAFF
6030 13-104 TTh 12:10P-1:30P STROHMAIER J
12-102 WF 11:00A-12:50P STROHMAIER J

BIOL 232 HUMAN ANAT & PHYSIOLO II 5
Prereq: MATH 081 or higher; or min. ASSET numerical skills 44; or min. COMPASS pre-algebra 60. BIOL 231 with a 2.0, or permission. Add'l \$31.40 fee.
6032 13-105 M-WF 10:00A-10:50A SHABB S
12-102 Th 8:00A-9:50A SHABB S
6034 13-105 M-WF 10:00A-10:50A SHABB S
12-102 Th 10:00A-11:50A SHABB S
6036 13-104 MW 6:00P-7:25P ROBINSON M
12-102 W 4:00P-5:50P ROBINSON M
6038 13-104 MW 6:00P-7:25P ROBINSON M
12-102 W 7:30P-9:20P ROBINSON M

BIOL 250 MICROBIOLOGY 5
Prereq: MATH 081 or higher; or min. ASSET numerical skills 44; or min. COMPASS pre-algebra 60. Prereq: BIOL 201 or 232 with 2.0 or permission. Add'l \$65.40 fee.
6040 12-108 TTh 8:00A-9:50A GAN C
6042 12-108 TTh 10:00A-11:50A GAN C
6044 14-106 TTh 1:40P-3:05P STROHMAIER J
12-108 WF 1:10P-3:00P STROHMAIER J
6046 13-105 TTh 6:00P-7:30P STROHMAIER J
12-108 TTh 4:00P-5:50P STROHMAIER J
6048 13-105 TTh 6:00P-7:30P STROHMAIER J
12-108 TTh 7:40P-9:30P STROHMAIER J

BUSINESS

Fac Adv, Bldg 29: Jeff Ward (Coord), ext. 3354; Michael Armstrong, ext 3492; Michael Cicero, ext 3206; Raegan Copeland, ext 3026; Michael Girvin, ext 3562; Meg Ryan, ext 3274

BUSN 100 SURVEY OF BUSINESS 5
2052 29-216 M-F 10:00A-10:50A ARMSTRONG M
2054 Online Course CICERO J M

BUSN 125 EXPLORING E-COMMERCE 5
2056 Online Course WARD J

BUSN 132 ADVERTISING 5
2058 Online Course RYAN M

BUSN 133 BASIC MONEY MANAGEMENT 3
2060 3-102 MWF 8:00A-8:50A WEBSTER W L

BUSN 134 PRIN OF SALESMANSHIP 5
2062 Online Course WARD J

BUSN 135 BUSINESS MATHEMATICS 5
2064 TBA M-Th 12:10P-1:13P ARMSTRONG M
2066 Online Course GIRVIN M

BUSN 138 PRINCIPLES OF MARKETING 5
2068 Online Course RYAN M

BUSN 140 COOPERATIVE EDUCATION 1-5
Instructor perm. Req. work experience coord w/instructor. Var. credit; cont. enrollment.
2070 ARR ARR ARR RYAN M

BUSN 155 ENTREPRENEURSHIP 5
2072 Online Course WARD J

BUSN 160 HUMAN/LABOR RELATIONS 5
2074 29-102 M-F 10:00A-10:50A RYAN M
2076 Online Course CHAKOUR A

BUSN 165 MANAGING CUSTOMER SERVIC 5
2078 23-306 M-Th 11:00A-12:03P STAFF

BUSN 175 RETAILING 5
2080 Online Course RYAN M

\$BUSN 205 INTERNATIONAL BUSINESS 5
2082 22-201 M-Th 1:20P-2:23P CHAKOUR A

BUSN 210 STATISTICAL ANALYSIS 5
Prereq: MATH 097 or above.
2084 10-103 M-Th 6:50A-7:53A CICERO M
2086 3-102 M-Th 12:10P-1:13P CICERO M

BUSN 212 BUSINESS ETHICS SEMINAR 3
2088 29-101 MWF 12:10P-1:13P KOHLMAYER W

BUSN 214 MICRO/SPREADSHEET 3
Prereq: BUSN 121 and 216, or C SCI 105 or BTECH 111. Add'l \$34 fee.
2090 29-308 M-W 12:10P-1:00P GIRVIN M

BUSN 216 MICROCOM/APPLICATIONS 5
Add'l \$34 fee.
2092 29-308 M-F 10:00A-10:50A GIRVIN M

BUSN 240 COOPERATIVE EDUCATION 1-5
Instructor perm. Req. work experience coord w/instructor. Var. credit; cont. enrollment.
2094 ARR ARR ARR RYAN M

BUSN 250 BUSINESS LAW 5
2100 TBA TTh 7:35P-9:45P ARMSTRONG M

BUSN 255 INTRODUCTION TO LAW 5
Sophomore standing recommended.
2102 TBA M-F 9:00A-9:50A ARMSTRONG M

❖ *Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.*

▣ *Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.*

📶 *Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.*

🏠 *Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.*

Shaded areas indicate Saturday and evening courses.

§ *Meets Globalism and Diversity requirement.*

BUSN 270 PRIN OF MGT/SUPERVISION 5
2104 10-202 M-F 9:00A-9:50A CICERO M

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

BTECH 217 MODULAR MS WORD 1-5
Prereq: COMPASS read 61 or READ 030. Recom: 30 wpm min., or BTECH 106. Var. credit; cont. enrollment.
🌟 2502 Online Course CHUN S

BTECH 218 DTP & ADVANCED MS WORD 5
Prereq: BTECH 217.
2260 30-301 M-Th 12:10P-1:13P STAFF

BTECH 220 BUSINESS PROCEDURES II 5
Prereq: BTECH 106, BTECH 110 or WRIT 101. Word processing skills required.
🌟 2262 Online Course WELCH M

BTECH 226 MICROSOFT ACCESS 5
Recom: keyboarding speed of 30 wpm and basic computer knowledge.
2264 30-301 M-Th 11:00A-12:03P WELCH M

BTECH 240 COOPERATIVE EDUCATION 1-5
Prereq: BTECH 139 and concurrent enrollment in BTECH 241. Var. credit; cont. enrollment.
2266 18-105 ARR ARR CHUN S

BTECH 241 COOP WORK EXPERIENCE SEM 1
Prereq: BTECH 139 and concurrent enrollment in BTECH 240.
2268 10-102 W 1:20P-2:23P CHUN S

BTECH 267 HR MGMT AND POLICY 5
🌟 2270 Online Course STAFF

BTECH 268 CAPSTONE: HR EXAM/PREP 1
🌟 2272 Online Course STAFF

BUSINESS INFORMATION TECHNOLOGY

All BTECH classes except, 140 and 240 have an add'l \$33 computer lab fee.

Fac Adv, Bldg 18: Jessica Gilmore (Coord), ext 3086; Marcia Welch, ext 3896; Sam Alkhalili, ext 4317; Sherri Chun, ext 4316

BTECH 102 KEYBOARDING 5
Prereq: COMPASS read 61 or READ 030. Class req. 1 Add'l lab hour to be arranged by instructor.
2232 30-202 M-Th 12:10P-1:13P TAYLOR S

BTECH 103 MODULAR KEYBOARDING 1-5
Prereq: COMPASS read 61 or READ 030. Var. credit; cont. enrollment.
🌟 2428 Online Course GILMORE J

BTECH 105 MODULAR SPEED/ACCURACY 1-3
Prereq: COMPASS read 61; BTECH 102, 103, or 16 or 30 wpm. Proper keyboarding stroking and technique. Var. credit; cont. enrollment.
2442 30-201 M-Th 12:10P-1:13P TAYLOR S

BTECH 106 FORMATTING/WORD PROCESS. 4
Prereq: COMPASS read 61. BTECH 102 or 103, or 30 wpm typing.
2238 30-202 M-Th 12:10P-1:13P TAYLOR S

BTECH 108 MICROSOFT EXCEL 3
Prereq: COMPASS read 61 or READ 030. Recom: BTECH 104. Ends 5/9.
🌟 2240 30-203 M-Th 10:00A-10:50A WELCH M
🌟 2242 Online Course WELCH M

BTECH 109 ADVANCED EXCEL 2
Recom: completion of BTECH 108, BUSN 214, or C SCI 205 or basic Excel skills. Starts 5/12.
🌟 2244 30-203 M-Th 10:00A-10:50A WELCH M

BTECH 111 MODULAR INTRO MS OFFICE 1-5
Prereq: COMPASS read 61 or READ 030. Var. credit; cont. enrollment.
🌟 2460 Online Course STAFF

BTECH 114 MICROSOFT POWERPOINT 2
Recom: BTECH 100 or basic computer knowledge. Starts 5/12.
🌟 2246 30-203 MW 9:00A-9:50A STAFF

BTECH 118 MICROSOFT OUTLOOK 3
Recom: basic computer knowledge. Ends 5/9.
🌟 2248 30-303 MW 9:00A-9:50A STAFF

BTECH 139 PRE-COOP WORK EXPER SEM 1
Instructor perm. Meets 4/18, 5/2, 5/16 and 5/30 from 1:20-2:20 and 4/11 1:00-4:00.
2250 29-216 F ARR CHUN S

BTECH 140 COOPERATIVE EDUCATION 1-5
Prereq: BTECH 139 and concurrent enrollment in BTECH 141. Var. credit; cont. enrollment.
2252 18-105 ARR ARR CHUN S

BTECH 141 COOP WORK EXPERIENCE SEM 1
Prereq: BTECH 139 and concurrent enrollment in BTECH 140.
2254 10-102 W 1:20P-2:23P CHUN S

BTECH 151 WEB DESIGN 5
Recom: BTECH 112 or basic computer, internet knowledge and keyboarding skills.
🌟 2256 30-202 M-Th 9:00A-9:50A ALKHALILI S

BTECH 211 ADV MS OFFICE INTEGRATIO 5
Prereq: COMPASS read 61 or READ 030. Recom: a min. 30 wpm typing and computer experience and MS Office experience. Not an intro course.
🌟 2258 TBA M-Th 10:00A-10:50A ALKHALILI S

BUSINESS INFORMATION TECHNOLOGY LAB

Classes offered in a self-paced, modularized laboratory setting. All are var. credit and continuous enrollment, but 5 credits of BTECH 103, 111, 217, 3 credits of BTECH 101 and 105, and 2 credits of BTECH 112 and 282 are necessary for completion of the course. It is recommended that you register for only the number of credits you feel you can complete during the quarter. If space is available, you may register for BTECH lab courses almost any time during the quarter. Students are expected to attend at the hour they are registered but may stay longer if the lab is not busy. Addit'l \$34 computer lab fee.

BTECH 101 MODULAR COMPTR/WINDOWS 1-3
Same class as BTECH 100. Prereq: COMPASS read 61 or READ 030.
2404 30-201 M-F 9:00A-9:50A TAYLOR S
2406 30-201 M-F 10:00A-10:50A TAYLOR S
2408 30-201 M-Th 11:00A-12:03P CHUN S
2410 30-201 M-Th 12:10P-1:13P CHUN S
2412 30-201 MW 3:15P-5:10P ALKHALILI S
2414 30-201 MW 5:15P-6:55P ALKHALILI S

BTECH 104 10-KEY MASTERY 2
Prereq: COMPASS read 61 or READ 030. Recom: basic computer knowledge and keyboarding skills.
2430 30-201 M-F 9:00A-9:50A TAYLOR S
2432 30-201 M-F 10:00A-10:50A TAYLOR S
2434 30-201 M-Th 11:00A-12:03P CHUN S
2436 30-201 M-Th 12:10P-1:13P CHUN S
2438 30-201 MW 3:15P-5:10P ALKHALILI S
2440 30-201 MW 5:15P-6:55P ALKHALILI S

BTECH 111 MODULAR INTRO MS OFFICE 1-5
Prereq: COMPASS read 61 or READ 030.
2444 30-201 M-F 9:00A-9:50A TAYLOR S
2446 30-201 M-F 10:00A-10:50A TAYLOR S
2448 30-201 M-Th 11:00A-12:03P CHUN S
2450 30-201 M-Th 12:10P-1:13P CHUN S
2456 30-201 MW 3:15P-5:10P ALKHALILI S
2458 30-201 MW 5:15P-6:55P ALKHALILI S

❖ Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.

🌟 Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.

🌟 Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.

🏠 Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.

Shaded areas indicate Saturday and evening courses.

§ Meets Globalism and Diversity requirement.

BTECH Lab courses continued on next page.

BTECH 112	MODULAR INTRO TO THE NET				1-2
Recom: basic computer knowledge and keyboarding skills.					
2462	30-201	M-F	9:00A-9:50A	TAYLOR S	
2464	30-201	M-F	10:00A-10:50A	TAYLOR S	
2466	30-201	M-Th	11:00A-12:03P	CHUN S	
2468	30-201	M-Th	12:10P-1:13P	CHUN S	
2474	30-201	MW	3:15P-5:10P	ALKHALILI S	
2476	30-201	MW	5:15P-6:55P	ALKHALILI S	

BTECH 128	ONLINE LEARNING W/BLKBRD				2
2478	30-201	M-F	9:00A-9:50A	TAYLOR S	
2480	30-201	M-F	10:00A-10:50A	TAYLOR S	
2482	30-201	M-Th	11:00A-12:03P	CHUN S	
2484	30-201	M-Th	12:10P-1:13P	CHUN S	
2486	30-201	MW	3:15P-5:10P	ALKHALILI S	
2488	30-201	MW	5:15P-6:55P	ALKHALILI S	

BTECH 217	MODULAR MS WORD				1-5
Prereq: COMPASS read 61 or READ 030. Recom: 30 wpm, or BTECH 106.					
2490	30-201	M-F	9:00A-9:50A	TAYLOR S	
2492	30-201	M-F	10:00A-10:50A	TAYLOR S	
2494	30-201	M-Th	11:00A-12:03P	CHUN S	
2496	30-201	M-Th	12:10P-1:13P	CHUN S	
2498	30-201	MW	3:15P-5:10P	ALKHALILI S	
2500	30-201	MW	5:15P-6:55P	ALKHALILI S	

CAREER STUDIES

Fac Adv, Bldg 6: Patricia Haggerty, ext 3578; Gloria Koepping, ext 3579; Thressa Alston, ext 3580; Lance Gibson, (Coord) ext 3581

CARER 101	INDIVIDUALIZED CAREER EX				1
Add'l \$25 fee.					
7012	ARR	ARR	ARR	HAGGERTY P	
7014	ARR	ARR	ARR	KOEPPING G	
7016	ARR	ARR	ARR	ALSTON T	
7018	ARR	ARR	ARR	GIBSON L	

CARER 291	SPECIAL TOPICS				1
Instructor perm. Cont. enrollment.					
7020	ARR	ARR	ARR	HAGGERTY P	
7022	ARR	ARR	ARR	KOEPPING G	

CARER 295	SPECIAL TOPICS			1-5
Instructor perm. Add'l \$34 fee. Var. credit; cont. enrollment.				
7024	ARR	ARR	ARR	STAFF

CHEMISTRY

Fac Adv, Bldg 29: Marie Nguyen, ext 3106; John Pfeffer, (Coord) ext 3507

CHEM 110	CONTEMPORARY CHEMISTRY				5
Math 81 or higher or min. COMPASS 60. Add'l \$12.80 fee.					
6096	29-214	M-W	10:00A-11:10A	NGUYEN M	
	29-303	Th	10:00A-11:50A	NGUYEN M	

CHEM 121	INTRO TO INORGANIC CHEM				5
MATH 91 or higher or min. COMPASS pre-algebra 71. Add'l \$12.80 fee.					
6098	29-106	MWThF	9:00A-9:50A	STAFF	
	29-303	T	9:00A-10:50A	STAFF	
6100	29-116	MThF	12:10P-1:20P	NGUYEN M	
	29-303	T	12:10P-2:00P	NGUYEN M	
6102	29-116	MThF	12:10P-1:20P	NGUYEN M	
	29-303	W	12:10P-2:00P	NGUYEN M	
6104	29-116	TTh	7:00P-9:50P	STAFF	
	29-303	TTh	7:00P-9:50P	STAFF	

CHEM 122	ORGANIC CHEMISTRY				5
1.0 in CHEM 121 or equiv.; Math 91 or higher; min. ASSET 44; min. COM					
PASS 60. Add'l \$12.80 fee.					
6106	29-116	TWTh	11:00A-12:10P	STAFF	
	29-303	M	10:00A-11:50A	STAFF	
6108	29-116	T-Th	11:00A-12:10P	STAFF	
	29-303	M	12:10P-2:00P	STAFF	
6110	29-106	TTh	4:40P-7:30P	STAFF	
	29-303	TTh	4:40P-7:30P	STAFF	

CHEM 150	INTRO TO GENERAL CHEM				5
Prereq: MATH 97 or equiv. or higher and CHEM 121 or equiv. or high school chemistry. Add'l \$12.80 fee.					
6112	29-106	M-F	11:00A-11:50A	PFEFFER	

CHEM	152	GENERAL CHEMISTRY II				5
Prereq: CHEM 151 or equiv. and MATH 115 or equiv.Add'l \$12.80 fee.						
6114	29-116	MTThF	10:00A-10:50A	PFEFFER J		
	29-305	W	9:00A-10:50A	PFEFFER J		
6116	29-214	MTThF	11:00A-11:10A	STAFF		
	29-305	W	11:00A-12:50A	STAFF		
6118	29-306	MW	7:00P-9:50P	STAFF		
	29-305	MW	11:00A-12:50A	STAFF		

CHEM	153	GENERAL CHEMISTRY III				5
Prereq: CHEM 152 or equiv. with 1.5 or above. Add'l \$12.80 fee.						
6120	29-106	M-WF	8:00A-8:50A	STAFF		
	29-305	Th	7:00A-8:50A	STAFF		
6122	29-106	M-WF	12:10P-1:20P	PFEFFER J		
	29-305	Th	12:10P-2:00P	PFEFFER J		

CHEM 154	GENERAL CHEMISTRY LAB 1				2
For students concurrently enrolled in an AP chem. Cont. enrollment.					
6124	29-303	M	6:00P-8:00P	MINAHAN M	

CHEM 203	ORGANIC CHEMISTRY III				3
Prereq: CHEM 151, 152; concurrent enrollment in CHEM 206.					
6126	29-116	MTTh	8:00A-8:50A	STAFF	
6127	29-116	MTTh	8:00A-8:50A	STAFF	

CHEM	206	ORGANIC CHEM. LAB III				2
Prereq: CHEM 205 w/1.5; Concurrent enroll CHEM 203. Add'l \$12.80 fee.						
6128	29-116	T	9:00A-9:50A	STAFF		
	29-303	W	7:00A-9:50A	STAFF		
6129	29-116	W	1:20P-2:10P	OWENS J		
	29-303	Th	1:20P-2:10P	OWENS		

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

CHINESE

All foreign language classes are offered in sequence, starting with 101.

Fac Adv: Arline Garcia (Coord), Bldg 15, ext 3520

CHIN 103	ELEMENTARY CHINESE				5
Prereq: CHIN 102 w/1.5 min. or permission.					
5230	17-205	M-F	9:00A-9:50A	HE O	

CHIN 203	INTERMEDIATE CHINESE				5
Prereq: CHIN 202 w/1.5 min. or permission.					
5232	TBA	M-Th	12:10P-1:13P	HE O	

COLLEGE STUDIES

Fac Adv: Susan Landgraf (Coord), Bldg 5, ext 3427

COL 100	COLLEGE SUCCESS SEMINAR				2
Designed to help prepare students for academic and personal success.					
1030	10-205	MW	10:00A-10:50A	STAFF	

COL 199	COLLEGE/CAREER PLANNING				1
Instructor perm. Cont. enrollment.					
1032	TBA	MW	12:00P-1:00P	STAFF	

COMPUTER INFORMATION SYSTEMS

Fac Adv, Bldg 29: Ron Davidson (Coord), ext 6035; Rav Kang, ext 3337; Tina Ostrander, ext 6040; Amelia Phillips, ext 3497; Dee Skinner, ext 3002

CIS 140	CIS COOPERATIVE EDUC				1-10
Prereq: CIS 110 and instructor permission. Var. credit; cont. enrollment.					
6178	TBA	T	3:20P-4:10P	KANG R	

❖ *Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.*

▣ *Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.*

⬆ *Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.*

🏠 *Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.*

Shaded areas indicate Saturday and evening courses.

§ *Meets Globalism and Diversity requirement.*

CIS 150 MICROCOMPUTER SYSTEMS 5
Prereq: C SCI 100. Add'l \$34 fee.
6180 29-205 M-Th 8:00A-9:50A SKINNER D
29-205 F 9:00A-9:50A SKINNER D

CIS 160 INTRODUCTION TO NETWORKS 5
C SCI 100. Add'l \$34 fee.
6184 29-202 M-F 10:00A-10:50A SKINNER D

CIS 161 LOCAL AREA NETWORKS 5
Prereq: CIS 160. Add'l \$34 fee.
6186 29-203 MWTh 11:00A-12:50P SKINNER D

CIS 217 UNIX/LINUX SYSTEM ADMIN. 4
Prereq: CIS 216. Add'l \$34 fee.
6188 29-203 TTh 1:20P-3:10P PHILLIPS A

CIS 218 DBASE PRINCIPLES W/ACCESS 3
C SCI 100. Add'l \$34 fee.
6190 30-302 MWF 10:00A-10:50A DAVIDSON R

CIS 230 ADV. DATABASE AND SQL 5
Prereq: CIS 220. Add'l \$34 fee.
6192 30-302 TTh 11:00A-1:10P PHILLIPS A

CIS 236 COMPUTER FORENSICS II 5
CIS 235 or permission. Add'l \$34 fee.
6194 29-202 TTh 7:35P-9:45P PHILLIPS A

CIS 264 ADV NETWORK APPLICATIONS 3
Prereq: CIS 263.
6196 29-202 MW 7:40P-9:00P ALLEN D

COMPUTER SCIENCE

Fac Adv, Bldg 29: Ron Davidson, ext 6035; Rav Kang, ext 3337; Tina Ostrand-er, ext 6040; Amelia Phillips, ext 3497; Dee Skinner (Coord), ext 3002

C SCI 100 SURVEY OF COMPUTING 5
Prereq: COMPASS read 88. Add'l \$34 fee.
6064 30-301 TThF 10:00A-10:50A PHILLIPS A
6062 30-302 M-F 1:20P-2:10P SKINNER D
6066 30-302 MW 7:35P-9:45P STAFF

C SCI 102 INTRO TO WEB DEVELOPMENT 5
Prereq: Computer literacy.
6068 Online Course STAFF

C SCI 105 APPLICATIONS W/MS OFFICE 3
Prereq: COMPASS read 88.
6070 Online Course KANG R

C SCI 110 COMPUTER GAMES 5
Prereq: Computer literacy.
6072 30-302 TThF 11:00A-11:50A KANG R

C SCI 115 PROGRAMMING W/ VB.NET I 5
Prereq: C SCI 142. Add'l \$34 fee.
6074 30-301 MW 1:20P-3:10P DAVIDSON R
30-301 F 11:00A-11:50A DAVIDSON R

C SCI 142 OBJ-ORIENT PROG I/W JAVA 5
Prereq: C SCI 100 or 105 or permission. Add'l \$34 fee.
6076 30-301 M-F 1:20P-2:10P KANG R
6078 30-301 MW 7:15P-9:45P SINGER P

C SCI 143 OBJ-ORIENT PROG II/WJAVA 5
Prereq: C SCI 142 and MATH 115. Add'l \$34 fee.
6080 30-301 TTh 1:20P-3:40P DAVIDSON R

C SCI 151 EXPLORE COMP SCI/W C++ 5
Prereq: C SCI 142. Add'l \$34 fee.
6082 30-301 M-F 11:00A-11:50A KANG R

C SCI 212 WEB PAGE DEVELOPMENT 5
Prereq: C SCI 100 or 102.
6083 Online Course KANG R

C SCI 216 ADV PROG'ING /W ASP.NET 5
Prereq: C SCI 215. Add'l \$34 fee.
6084 30-302 TTh 7:35P-9:45P STAFF

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

COOPERATIVE EDUCATION

Earn degree credits while learning on-the-job skills.

Adv/Coord: Nancy Warren, Bldg 9, ext 3343

COOP 139 COOP PREP SEMINAR 1
Meets 4/18, 5/2, 5/16 and 5/30 from 1:20-2:20 and 4/11 1:00-4:00.
7026 29-216 F ARR WARREN N

COOP 140 COOPERATIVE EDUCATION 1-7
Instructor perm. Var. credit; cont. enrollment.
7028 ARR ARR ARR WARREN N

COOP 141 COOP EDUCATION SEMINAR 1
Instructor perm. This seminar is designed for students enrolling in their first Co-op experience.
7030 ARR ARR ARR WARREN N

COOP 240 COOPERATIVE EDUCATION 1-7
Instructor perm. Var. credit; cont. enrollment.
7032 ARR ARR ARR WARREN N

COOP 241 COOP EDUCATION SEMINAR 1
Instructor perm. This seminar is designed for students enrolling in their second Co-op experience.
7034 ARR ARR ARR WARREN N

COORDINATED STUDIES

HUMAN NEEDS; SHOULD GOVERNMENT RESPOND?

Master item #5001

10:00A-12:15P, M-Th in 10-103 10 credits

Looks under the surface of American politics to try to understand whether Americans have hope or despair that government can respond to our basic human needs. (Health, Income, Security, Energy, Climate Change, etc).

POL S 120 American Government Dodd D
and SPCH 100 Basic Oral Communication Ropp V

BIOSHOCK! — EVOLVING FLESH-EATING BACTERIA, VENOM, BIOLOGY AND THE 21ST CENTURY

Master item #4001

11:00A-1:15P, M-R in 29-216 10 credits

This 10-credit class is intended for non-majors. Students will study and write thematically on biological concerns of the 21st Century, ominous things such as MRSA, Frankenfoods, cloning and our cousin, Mr. Chimp, and the biology behind us all. We might even cover the videogame...

BIOL 100 Survey of Life Principles Barclay G
and WRIT 101 Principles of Writing Caster A
or WRIT 105 Research/Persuasive Writing Caster A

CULTURE, GENDER AND GLOBAL STUDIES

Fac Adv: Rosemary Adang (Coord), Bldg 15, ext 3822

§CGG 110 GLOBAL STUDIES 5
Topic: The Global Future.
1034 TBA M-F 9:00A-9:50A DODD D

§CGG 115 SOCIETY AND THE ARTS 5
Topic: Women writers.
1036 TBA M-Th 11:00A-12:03P ADANG R

§CGG 160 SOCIAL ISSUES 5
Topic: Constitutional Law.
1038 TBA M-Th 11:00A-12:03P DAWSON C

CGG courses continued on next page.

❖ *Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.*

■ *Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.*

📖 *Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.*

🏠 *Weekend College course. These hybrid courses are partially online; see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.*

Shaded areas indicate Saturday and evening courses.

§ *Meets Globalism and Diversity requirement.*

§ CGG	175	THE LATINO EXPERIENCE				5
■	1040	TBA	T	5:15P-7:25P	GARCIA A	

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

DRAFTING

See Engineering.

DRAMA

Fac Adv: Christiana Taylor (Coord), Bldg 5, ext 3423

DRAMA 100		INTRODUCTION TO DRAMA			5
Includes performance attendance.					
5098	4-122	TTh	7:00P-9:30P	LORIG R	

DRAMA 115	WORLD THEATRE				5
	5100	4-122	M-Th	11:00A-12:03P	TAYLOR CH

DRAMA 121	ACTING				5
Withdrawal req. instructor permission.					
5102	4-122	TTh	12:00P-2:15P	TAYLOR CH	

DRAMA 126	THEATRICAL MAKEUP				2
	5104	4-117	TTh	12:00P-2:00P	LORIG R

DRAMA 131	STAGECRAFT				1-4
Var. credit.					
5106	4-117	TTh	2:30P-5:30P	LORIG R	

DRAMA 132	STAGECRAFT				1-4
Prereq: DRAMA 131. Var. credit.					
5108	4-117	TTh	2:30P-5:30P	LORIG R	

DRAMA 133	STAGECRAFT				1-4
Prereq: DRAMA 132. Var. credit.					
5110	4-117	TTh	2:30P-5:30P	LORIG R	

DRAMA 190		THEATRE PRACTICUM			1-5
Prereq: Instructor perm. Withdrawal req. instructor perm. Var. credit; cont. enrollment.					
5112	4-122	MWF	2:30P-6:00P	TAYLOR CH	

DRAMA 225	DIRECTING FOR THE STAGE				5
Instructor permission.					
5114	4-122	MWF	2:30P-6:00P	TAYLOR CH	

DRAMA 226	ADV THEATRICAL MAKEUP				3
Prereq: DRAMA 126.					
5116	4-117	TTh	12:00P-2:00P	LORIG R	

DRAMA 231		ADVANCED STAGECRAFT			1-4
Prereq: DRAMA 133. Var. credit.					
	5118	4-117	TTh	2:30P-5:30P	LORIG R

DRAMA 232 ADVANCED STAGECRAFT					1-4
Prereq: DRAMA 231. Var. credit.					
	5120	4-117	TTh	2:30P-5:30P	LORIG R

DRAMA 290	THEATRE PRACTICUM				1-5
Instructor perm. Withdrawal req. instructor perm. Var. credit; cont. enrollment.					
5122	4-122	MWF	2:30P-6:00P	TAYLOR CH	

ECONOMICS

Fac Adv, Bldg 11: Phil Droke, ext 3957; Davidson Dodd (Coord), ext 3418

ECON 110	ESSENTIALS OF ECONOMICS				5
Not available for credit if student has completed ECON 211 and 212.					
	1130	22-206	M-F	9:00A-9:50A	DROKE P
☼	1132	Online Course			SELL T

ECON 211	PRIN OF MICROECONOMICS				5
1134	22-206	M-Th	11:00A-12:03P	PEYTON LJ	
1136	22-206	M-Th	12:10P-1:13P	CHRISTOPHERS	
1138	22-206	TTh	5:15P-7:25P	CHRISTOPHERS	

ECON 212	PRIN OF MACROECONOMICS				5
1140	22-206	M-F	10:00A-10:50A	CHRISTOPHERS	
1142	TBA	M-Th	12:10P-1:13P	PEYTON J	
■	1144	22-206	TTh	7:35P-9:45P	PEYTON LJ

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

EDUCATION

Fac Adv, Bldg 29: Alicja Baker, ext 3789; Jodi Golden-White, ext. 6083; Joan Graham (coord), ext 3499; Patricia McDonald, ext. 3405; Kathy Oberg, ext 3460

EDUC 110	INTRO TO EDUCATION				5
3298	22-102	M-F	10:00A-10:50A	MC DONALD P	
	22-104	M-F	10:00A-10:50A	MC DONALD P	

EDUC 112	CHILD DEVELOPMENT					5
No credit if student has completed EDUC 111.						
3302	22-102	M-F	9:00A-9:50A	MC DONALD P		
	22-104	M-F	9:00A-9:50A	MC DONALD P		

EDUC 113	LANG DEVELOP/ACQUISITION				5
3304	22-102	TTh	1:20P-3:35P	GOLDEN-WHITE	
	22-104	TTh	1:20P-3:35P	GOLDEN-WHITE	

EDUC 140	COOPERATIVE EDUCATION				3
Instructor perm. Add'l \$14 fee.					
3312	22-102	W	7:35P-9:15P	BAKER A	
	22-102	W	7:35P-9:15P	GRAHAM J	

EDUC 235	METHODS FOR INCLUSION				5
Add'l \$6.40 fee.					
3318	22-102	MW	5:15P-7:25P	STAFF	
	22-104	MW	5:15P-7:25P	STAFF	

EDUC 240	COOPERATIVE EDUCATION				1-6
Instructor perm. Add'l \$14 fee. Var. credit; cont. enrollment.					
3320	22-102	W	7:35P-9:15P	BAKER A	
	22-102	W	7:35P-9:15P	GRAHAM J	

EDUC 255	METHODS IN SCIENCE/MATH				5
Linked course and req. enrollment in add'l courses. Add'l \$6.40 fee.					
3324	22-105	MT	11:00A-12:03P	GRAHAM J	
	22-104	W	11:00A-12:03P	GRAHAM J	

EDUC 258	METHODS IN ART				3
Add'l \$6.40 fee.					
3328	22-105	T	5:15P-7:55P	BAKER A	
	22-104	T	5:15P-7:55P	BAKER A	

EDUC 281	PROFESSIONAL ED. DEV.				1
Instructor perm. Take during final quarter prior to graduation.					
3330	22-104	Th	5:00P-5:50P	OBERG K	

IBEST CHILDCARE ASSISTANT

Integrated Basic Education Skills. Earn a certificate and college credits while working on English reading, writing and speaking skills.

Fac Adv, Bldg 6: Danette Randolph, ext 3211

EDUC 101	SURVEY OF FAMILY CHILD CARE				2
Meets the basic 20 hour STARS requirement.					
3296	23-115	M-F	9:00A-1:00P	STAFF	

EDUC 112	CHILD DEVELOPMENT				5
No credit if student has completed EDUC 111.					
3300	23-115	M-F	9:00A-1:00P	MC DONALD P	

❖ Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.

■ Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.

☼ Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.

🏠 Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.

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§ Meets Globalism and Diversity requirement.

EDUC 119 GUIDING BEHAVIOR 5
3306 23-115 M-F 9:00A-1:00P GOLDEN-WHITE

EDUC 140 COOPERATIVE EDUCATION 3
Instructor perm. Add'l \$14 fee.
3310 23-115 M-F 9:00A-1:00P GOLDEN-WHITE

EDUC 252 METHODS-SCHOOL AGE CARE 3
3322 23-115 M-F 9:00A-1:00P STAFF

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

FILM STUDIES

Fac Adv Bldg 5: Glen Avantaggio (Coord), ext 3425

F S 105 FILM APPRECIATION 5
4206 TBA M-Th 12:10P-1:13P RICH S

F S 107 SOCIETY IN FILM 2
Starts 5/6.
4208 TBA TTh 1:20P-2:50P KIM T

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

ENGINEERING

Fac Adv: Richard Bankhead (Coord), Bldg 29, ext 4315; Bob Embrey, Bldg 29, ext 3972

ENGR 100 ORIENTATION ENGR CAREERS 1
6208 29-101 Th 1:20P-2:10P BANKHEAD R

ENGR 123 ENGR GRAPHICS 5
Add'l \$34 fee.
6210 30-210 TTh 12:10P-1:13P BANKHEAD R
16-105 MW 12:10P-1:13P BANKHEAD R

ENGR 135 MFG DRAFTING & DESIGN I 5
Prereq: ENGR 124 or 126.
6212 30-210 W 1:20P-3:40P BANKHEAD R
16-105 M 1:20P-3:40P BANKHEAD R

ENGR 220 MECHANICS OF MATERIALS 5
Prereq: ENGR 210 and MATH 125.
6214 29-101 M-F 11:00A-11:50A BANKHEAD R

ENGR 224 ARCHITECTURAL DRAFTING I 5
Prereq: ENGR 126. Add'l \$34 fee.
6216 30-210 MW 9:00A-11:20A HILTON T

ENGR 240 COOPERATIVE EDUCATION 1-5
Instructor perm. Var. credit; cont. enrollment.
6218 ARR ARR ARR BANKHEAD R

ENGR 244 CIVIL DRAFTING II 5
Prereq: ENGR 234.
6219 30-210 W 1:20P-3:40P BANKHEAD R
16-105 T 1:20P-3:40P BANKHEAD R

ENGR 270 PORTFOLIO DEVELOPMENT 5
Cont. enrollment.
6220 23-211A F 9:00A-2:00P HILTON T

ENGLISH

See Literature, Reading or Writing entries.

ENGLISH AS A SECOND LANGUAGE

Fac Adv: Eena Hibbs (Coord), Bldg 11, ext 3403;

READING

Offered through Reading. See course offerings under that department.

WRITING

Offered through Writing. See course offerings under that department.

SPEAKING

ESL 065 ENGLISH PRONUNCIATION 1-5
Prereq: Inability to use the English language in a clear, understandable diction and pleasant voice. Add'l \$24 fee. Var. credit; cont. enrollment.
1720 19-201 M-F 8:00A-12:00P FOLEY K
1722 TBA TTh 5:15P-7:25P STAFF

FRENCH

Fac Adv: Ellen Hofmann, Bldg 5, ext 3432

FREN 103 ELEMENTARY FRENCH 5
Prereq: FREN 102 w/1.5 min. or permission.
5234 17-205 M-F 10:00A-10:50A HOFMANN E

GENERAL SCIENCE

Fac Adv: Bldg 29, Gerry Barclay, ext 3523; Chis Gan, ext 3695; Woody Moses, ext 3649; Sam Shabb, ext 3452; Joy Strohmaier (Coord), ext 6120

GE SC 100 ROOTS OF SCIENCE 5
Prereq: MATH 81 or higher; or min. ASSET numerical skills 44; or min COMPASS pre-Algebra 60.
6050 19-108 MWF 12:10P-1:45P STAFF

\$GE SC 105 ENVIRONMENTAL SCIENCE 5
Prereq: MATH 81 or higher; or min. ASSET numerical skills 44; or min. COMPASS pre-Algebra 60. Add'l \$18.50 fee.
6052 19-102 TF 9:00A-10:50A MOSES W
12-103 W 9:00A-10:50A MOSES W

GE SC 190 SCIENCE SEMINAR 1
6054 3-102 F 2:20P-3:10P BAER ER

GE SC 199 SCIENCE TUTOR TRAINING 1-5
Instructor perm. Var. credit; cont. enrollment.
6056 26-319d F 1:20P-3:10P STAFF

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

GEOGRAPHY

Fac Adv, Bldg 11: Tim McMannon (Coord), ext 3329; Jennifer Jones, ext 3029

\$GEOG 100 SURVEY OF GEOGRAPHY 5
1182 22-105 M-Th 12:10P-1:13P DENT F
1184 22-201 TTh 5:15P-7:25P DENT F
1186 Online Course PEET J

\$GEOG 120 WORLD GEOGRAPHY 5
1188 22-103 M-F 10:00A-10:50A JONES JEN
1190 22-103 M-F 11:00A-11:50A JONES JEN

GEOG 200 INTRO TO HUMAN GEOGRAPHY 5
1192 Online Course PEET J

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

GEOLOGY

Fac Adv, Bldg 29: Eric Baer (Coord), ext 3513; Carla Whittington, ext 6183

GEOL 100 GEOLOGY AND THE ENVIRONMT 5
Prereq: MATH 081, MATH 085 or min. ASSET numerical 44 or min COM-PASS pre-algebra 60. Add'l \$35.50 fee.
6132 29-321 M-Th 11:00A-11:50A STAFF
29-321 F 11:00A-12:50P STAFF

GEOL courses continued on next page.

❖ *Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.*

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§ *Meets Globalism and Diversity requirement.*

GEOL 101 PHYSICAL GEOLOGY 5
Prereq: MATH 081, MATH 085 or min ASSET numerical score 44 or min COMPASS pre-algebra score of 60. May be required to enroll in GEOL 189 based on an in-class quantitative skills assessment. Add'l \$35.50 fee.
6134 29-321 TTh 7:00P-9:50P STAFF

GEOL 105 SHAPING THE EARTH 5
6138 29-321 M-F 8:00A-8:50A STAFF
6136 29-321 M-F 10:00A-10:50A STAFF

GEOL 107 GEOLOGIC CATASTROPHES 5
Co-requisite: Concurrent enrollment in GEOL 101. GEOL 188 is a companion course designed to improve your writing success. Students are encouraged to enroll. Add'l \$22 fee.
6140 29-321 M-F 9:00A-9:50A STAFF
6142 29-321 M-Th 12:10P-1:13P STAFF

GEOL 111 LOCAL ENVIRONMENTAL ISSUES 5
Prereq: MATH 081, MATH 085 or ASSET numerical score of 44 or min COMPASS pre-algebra score of 60. Add'l \$13.50 fee.
6144 TBA M-Th 11:00A-11:50A BAER E
TBA F 11:00A-12:50P BAER E

GEOL 151 MOUNT ST HELENS FIELD TR 1
Field class may require strenuous walking on uneven terrain. Meets Sa 5/3, 9:00A-12:00P and Sa 5/17, 7:15A-8:00P. Add'l \$25 fee.
6146 29-321 Sa 9:00A-12:00P STAFF
ARR Sa 7:15A- 8:00P STAFF

GEOL 154 LAVAS, FLOODS AND FOREST 1
A field class that may require strenuous walking on uneven terrain. Meets 5/3 12:30P to 3:30P and 5/10 from 7:15A-8pm. Add'l \$25 fee.
6148 29-321 Sa 12:30P-3:30P STAFF
ARR Sa 7:45A- 8:00P STAFF

GEOL 188 SCI WRITING FUNDAMENTALS 1
Prereq: Concurrent enrollment in GEOL 107. This is a companion course designed to improve writing success. Students are encouraged to enroll.
6150 TBA F 12:10P-1:00P STAFF

GEOL 189 QUANTITATIVE GEOLOGY 1
Prereq: Concurrent enrollment in GEOL 101. If you have difficulty registering, contact Eric Baer x3513 for entry code.
6152 TBA ARR ARR STAFF

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

HIGH SCHOOL COMPLETION

Fac Adv: Karen Steinbach (Student Adviser), Bldg 6, ext 3583; Steve Washburn (Coord), Bldg 19, ext 3627

H S 001 HIGH SCHOOL COMP ORIENTA 0
Instructor perm. Cont. enrollment.
1748 6-201 ARR ARR STEINBACH K

H S 014 H S HEALTH SCIENCE 3
1750 14-106 MWF 9:00A-9:50A STAFF
1752 14-106 MWF 10:00A-10:50A STAFF

H S 016 HS WASH. STATE HISTORY 3
Prereq: Min. COMPASS read of 61.
1754 21-202 MWF 9:00A-9:50A BUCHAN A

H S 035 ENGLISH SKILLS II 5
COMPASS ESL 210-259; or ASSET language 28-34; or completion of WRIT 030 with 2.0 or better; or ASSET read 36-39
1756 10-105 M-F 9:00A-9:50A SWYT W

H S 040 READING SKILLS I 5
Prereq: COMPASS Reading 44-60 or 2.0 or better in ESL 029.
1758 30-202 W 5:15P-7:25P FULTON M

H S 045 READING SKILLS II 5
Prereq: COMPASS Reading 61-70 or 2.0 or better in ESL 030.
1762 30-202 W 5:15P-7:25P FULTON M
1760 14-106 M-Th 11:00A-12:03P SHEN L

H S 047 HS INDIVIDUAL READ/DEVEL 1-5
Prereq: COMPASS read of 44 or SLEP score range of 44-49. Add'l \$24 fee. Var. credit; cont. enrollment.

1766 26-319d M-F 9:00A-10:50A ROBINSON D
1764 26-319d M-Th 11:00A-1:13P HIBBS E

H S 049 READING SKILLS III 5
Prereq: COMPASS read of 71-79 or 2.0 in READ 060.
1768 22-202 M-Th 12:10P-1:13P FULTON M
1770 30-202 W 5:15P-7:25P FULTON M

H S 061 BASIC ARITHMETIC 5
Designed as a review of fractions, decimals, percents and proportions.
1772 17-107 M-Th 11:00A-12:03P LIM H
1774 17-101 M-Th 1:20P-2:23P KWON M

HISTORY

Fac Adv, Bldg 11: Tim McMannon (Coord), ext 3329; Emmanuel Chiabi, ext 3412

HIST 112 WESTERN MEDIEVAL HISTORY 5
1202 14-102 M-F 8:00A-8:50A BALKENENDE T

HIST 113 MODERN EUROPEAN HISTORY 5
1204 14-102 M-F 10:00A-10:50A BALKENENDE T

HIST 115 HISTORY OF WORLD WAR II 5
1206 TBA M-Th 12:10P-1:13P BALKENENDE T

HIST 121 US HISTORY TO 1815 5
1208 14-104 M-F 8:00A-8:50A MC MANNON T
1210 14-104 M-F 9:00A-9:50A MC MANNON T
1212 TBA M-Th 12:10P-1:13P CHIABI E

HIST 123 US HISTORY SINCE 1900 5
1214 26-121 M-F 9:00A-9:50A GLENNON J
1216 TBA TTh 5:15P-7:25P FRIEDLAND M

HIST 210 PACIFIC N.W. HISTORY 5
1218 14-104 M-Th 11:00A-12:03P MC MANNON T

HIST 225 AMERICAN CIVIL WAR 5
1220 TBA MW 7:35P-9:45P CLARK T

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

HONORS

Fac Adv: Barbara Clinton (Coord), Bldg 18, ext 3151

HONOR 100 HONORS SEMINAR 2
Prereq: 3.2 GPA for honors students. Course may be repeated.
4210 10-103 M 1:20P-3:15P CLINTON B
4212 10-103 W 1:20P-3:15P CLINTON B
4214 10-103 T 5:00P-6:45P CLINTON B

HONOR 101 CONTEMPORARY VOICES 1-1
Course may be repeated each year. Var. credit.
4216 7-101 W 12:10P-1:13P CLINTON B

HONOR 299 HONORS INTERDISCIPLINARY 2
Prereq: Cumulative GPA of 3.5.
4218 25-415 ARR ARR CLINTON B

HOTEL AND TOURISM MANAGEMENT

Fac Adv: Chris Brandmeir (Coord), Bldg 18, ext 3855

HOTEL 100 INTRO TO HOSP & TOURISM 5
Prereq: Concurrent enrollment in BTECH 128 and COMPASS writ 65 and reading 80.
2296 Online Course BRANDMEIR C

❖ Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.

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🏠 Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.

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§ Meets Globalism and Diversity requirement.

HOTEL 140 COOPERATIVE EDUCATION 1-10
Instructor perm. HOTEL 139 must be completed before 140. Var. credit;
cont. enrollment.

2298 ARR ARR ARR BRANDMEIR C

HOTEL 160 HR/MGMT IN HOSPITALITY 5
2300 19-101 TTh 12:30P-2:45P GWINN K
2302 Online Course BRANDMEIR C

HOTEL 170 LEGAL ISSUES IN HOSP 5
2304 17-105 TTh 9:00A-11:15A GWINN K
2306 Online Course BRANDMEIR C

HOTEL 209 EVNT/MTG/CONF/CERT 9
2308 3-102 Sa 9:30A-3:00P STAFF

HOTEL 230 FOOD/BEV MGT & OPERATION 4
Prereq: HOTEL 130.
2310 TBA MW 1:00P-3:15P GWINN K

HOTEL 237 FOOD & BEVERAGE MGT CRT 7
2312 99-131 F 8:30A-1:30P GWINN K

HOTEL 240 COOPERATIVE EDUCATION 1-10
Instructor perm. Var. credit; cont. enrollment.
2314 18-215 ARR ARR BRANDMEIR C

HUMAN SERVICES

Program Adv: Dan Drischel (Coord), Bldg 11, ext 3665

H SER 101 INTRO TO HUMAN SERVICES 5
1042 TBA M-Th 11:00A-12:03P DRISCHEL D

H SER 103 CASE MANAGEMENT 5
Class meets alternating Saturdays beginning 4/5.
1044 10-103 Sa 10:00A-3:50P WALSH MI

H SER 113 ADOLESCENT CD COUNSEL 3
1046 14-102 W 7:35P-10:10P PIMPLETON K

H SER 120 GROUP, COMMUNITY/SOCIETY 5
Prereq: H SER 101 or concurrent enrollment. Meets alt Sats; begins 4/12.
1048 10-103 Sa 10:00A-3:50P WALSH MI

H SER 140 FIELD PRACTICUM I 5
Cont. enrollment.
1050 ARR ARR ARR DRISCHEL D

H SER 141 PRACTICUM SEMINAR I 1
Prereq: Must be taken concurrently with H SER 140.
1052 TBA ARR ARR DRISCHEL D

H SER 223 PRINCIPLES YOUTH EMPOWER 5
1056 TBA M-W 10:00A-10:50A DRISCHEL D

H SER 240 PRACTICUM II 1-5
Prereq: H SER 140 and 141 with a grade of 2.0 or higher. Var. credit;
cont. enrollment.
1058 ARR ARR ARR DRISCHEL D

H SER 241 PRACTICUM SEMINAR II 1
Prereq: H SER 140 and 141 must be taken concurrently with H SER 240.
1060 TBA ARR ARR DRISCHEL D

SH SER 260 CULTURAL COMPENTENT PRAC 3
1062 TBA M 12:10P-1:30P DRISCHEL D

HUMANITIES

Fac Adv Bldg 5: Glen Avantaggio (Coord), ext 3425

HUM 101 CONTEMPORARY VOICES 1
4220 7-101 W 12:10P-1:13P CLINTON B

HUM 104 ISSUES IN HUMANITIES 5
Topic: The Latino Experience.
4221 TBA T 5:15P-7:25P GARCIA A

HUM 143 WESTERN HUMANITIES 5
COMPASS read of 88 is recommended.
4222 4-123 M-F 9:00A-9:50A STEGALL S

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

I-BEST

Integrated Basic Education and Skills Training offers the ability to earn a certificate and college credits while working on English reading, writing and speaking skills. To register: Danette Randolph (206) 878-3710, ext. 3211 or drandolp@highline.edu. Orientation sessions take place every Thursday at 2:00 p.m. in Building 10, room 103.

EARLY CHILDHOOD EDUCATION I

See education section.

INTRO TO BUSINESS TECHNOLOGY

BTECH 100 Intro to computer/Windows 3
BTECH 102 Keyboarding 5
BTECH 112 Introduction to the Internet 2
BTECH 111 Introduction to Microsoft Office 5

NURSING ASSISTANT

Nur A 100 Nursing Assistant Practicum 5
Nur A 101 Nursing Assistant Theory 6

PHLEBOTOMY

Med A 113 Terminology, Anatomy, Physiology I 2
Med A 201 Cardio Terminology, Anatomy, Pharmacology 1
Med A 212 Introduction to Laboratory Procedures 1
Med A 220 Hematology/Venipuncture 2
Med A 222 Advanced Phlebotomy 2

INTERIOR DESIGN

Fac Adv: Joy Smucker (Coord), Bldg 29, ext 3856

INT D 140 INTERNSHIP 1-5
Instructor perm. Req. work experience coord w/instructor. Var. credit;
cont. enrollment.
2328 ARR ARR RYAN M

INT D 196 CADD/DELINEATIONS II 5
Prereq: INT D 186. Add'l \$34 fee.
2330 30-210 MW 9:00A-11:20A HILTON T

INT D 222 INT DESIGN IN BUSINESS 5
2332 23-211A TTh 12:30P-3:00P STAFF

INT D 226 INTERIOR DESIGN III 5
Prereq: INT D 125 and 196.
2334 23-211A MW 12:30P-3:00P HILTON T

INT D 236 PORTFOLIO PRESENTATION 5
Prereq: INT D 226 and 280. Add'l \$34 fee.
2336 30-210 F 9:00A-2:20P HILTON T
30-210 F 9:00A-2:20P HILTON T

INT D 238 INTERIOR RENDERING 5
Prereq: INT D 228.
2338 16-158 TTh 9:00A-11:30A NELSON G

INT D 240 INTERNSHIP 1-5
Prereq: INT D 122 and 186; permission. Var. credit; cont. enrollment.
2340 ARR ARR ARR RYAN M

INT D courses continued on next page.

❖ Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.

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§ Meets Globalism and Diversity requirement.

INT D 282 CADD/WORKING DRAWINGS 3
Prereq: Understand operation of Macintosh computer. Add'l \$34 fee.
2342 30-210 MW 9:00A-11:20A HILTON T

JAPANESE

All foreign language classes are offered in sequence, starting with 101.

JAPAN 103 ELEMENTARY JAPANESE 5
Prereq: JAPAN 102 w/1.5 min. or permission.
5246 17-206 M-F 9:00A-9:50A KUNITSUGU M
5248 17-206 M-F 10:00A-10:50A KUNITSUGU M

JAPAN 203 INTERMEDIATE JAPANESE 5
Prereq: JAPAN 202 or equiv.
5250 17-206 M-Th 12:10P-1:13P KUNITSUGU M

JOURNALISM/MASS MEDIA

Fac Adv: Susan Landgraf (Coord), Bldg 5, ext 3427; T.M. Sell, Bldg 11, ext 3150

JRNL 100 MEDIA AND SOCIETY 5
4160 4-123 M-Th 11:00A-12:03P STEGALL S

JRNL 101 JOURNALISTIC WRITING 5
Prereq: WRIT 101 or its equiv. with a 2.0 or higher. Counts as a second writing class (5-credits). Add'l \$11.50 fee.
4164 10-106 M-W 11:00A-11:50A SELL T
10-105 ThF 11:00A-11:50A SELL T

JRNL 105 NEWS PHOTOGRAPHY 4
ART 125 or equiv. recommended. Add'l \$11.50 fee.
4166 10-106 M-F 1:10P-2:30P SELL T

JRNL 140 COOPERATIVE EDUCATION 1-5
Instructor perm. Var. credit; cont. enrollment.
4168 ARR ARR ARR SELL T

JRNL 201 ADVANCED NEWSWRITING 5
Prereq: JRNL 101. Add'l \$11.50 fee.
4170 10-106 M-F 1:10P-2:30P SELL T

JRNL 202 ADVANCED NEWSWRITING 5
Prereq: JRNL 101. Add'l \$11.50 fee.
4172 10-106 M-F 1:10P-2:30P SELL T

JRNL 203 ADVANCED NEWSWRITING 5
Prereq: JRNL 101. Add'l \$11.50 fee.
4174 10-106 M-F 1:10P-2:30P SELL T

JRNL 215 NEWSPAPER PRODUC EDITING 5
Prereq: BTECH 216, JRNL 101, JRNL 201 and WRIT 143 with 3.0 or above; or instructor recommendation/permission. Add'l \$11.50 fee.
4176 10-106 M-F 1:10P-2:30P SELL T

JRNL 216 NEWSPAPER PRODUC EDITING 5
Prereq: BTECH 216, JRNL 101, JRNL 201 and WRIT 143 with 3.0 or above; or instructor recommendation/permission. Add'l \$11.50 fee.
4178 10-106 M-F 1:10P-2:30P SELL T

JRNL 217 NEWSPAPER PRODUC EDITING 5
Prereq: BTECH 216, JRNL 101, JRNL 201 and WRIT 143 with 3.0 or above; or instructor recommendation/permission. Add'l \$11.50 fee.
4180 10-106 M-F 1:10P-2:30P SELL T

JRNL 240 COOPERATIVE EDUCATION 1-5
Instructor perm. Var. credit; cont. enrollment.
4182 ARR ARR ARR SELL T

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

LIBRARY & INFORMATION SERVICES

Fac Adv, Bldg 25: Fran Clark, ext 3610; Karen Fernandez, ext 3809; Dana Franks, ext 3240; Jack Harton, ext 3806; Monica Luce, ext 3230

LIBR 100 INTRO TO LIBR & INFO SVS 5
5284 25-122 MWF 12:00P-12:50P BROOK H
5286 Online Course BROOK H

LIBR 110 LIBRARY EMPLOYMENT 2
5290 25-122 F 11:00A-11:50A VENTURA G
5292 Online Course VENTURA G

LIBR 130 SCHOOL LIBRARIES 5
5294 Online Course FRANKS D

LIBR 133 MEDICAL REFERENCE SOURCE 1
Starts 04/26; ends 5/3.
5296 25-122 Sa 9:00A-4:00P KOUAME G

LIBR 140 COOPERATIVE EDUCATION 1-5
Var. credit; cont. enrollment.
5298 ARR ARR ARR CLARK F

LIBR 150 REFERENCE SERVICES 5
5300 25-122 MW 11:00A-11:50A BETZ-ZAL J
5302 Online Course BETZ-ZAL J

LIBR 175 CATALOGING II 5
Prereq: LIBR 170.
5304 25-122 MWF 10:00A-10:50A BABCOCK G
5306 Online Course BABCOCK G

LIBR 190 LIBRARY ADMIN & MANAGEMT 3
5310 25-122 MW 9:00A-9:50A BATES A
5312 Online Course BATES A

LIBR 240 COOPERATIVE EDUCATION 1-5
Instructor perm. Req. work experience coord w/instructor. Var. credit; cont. enrollment.
5314 ARR ARR ARR CLARK F

LITERATURE

Also see the Humanities entry

Fac Adv, Bldg 5: Glen Avantaggio (Coord), ext 3425; Allison Green, ext 3512; Sharon Hashimoto, ext 3158; Susan Rich, ext 3253; Ruth Windhover, ext 3431

LIT 100 READING IMAGINATIVE LIT 5
4234 TBA M-Th 9:00A-9:50A WINDHOVER R
4236 TBA MW 5:15P-7:25P STAFF

LIT 110 CHILDREN'S LITERATURE 5
4238 TBA M-Th 12:10P-1:13P SWYT W

LIT 131 THE NOVEL 5
4240 TBA M-F 10:00A-10:50A COLLINS-FREI

\$LIT 205 WOMEN WRITERS ACRS CULT 5
4242 TBA M-F 11:00A-11:50A ADANG R

LIT 220 POPULAR LITERATURE 5
Topic: Video as literature.
4244 19-102 M-F 8:00A-8:50A CASTER A

LIT 222 AMERICAN: REALISM-1945 5
4246 TBA M-F 11:00A-11:50A COLLINS-FREI

LIT 223 AMERICAN, 1945 - PRESENT 5
4248 14-104 M-F 10:00A-10:50A KIM T

\$LIT 225 AMERICAN ETHNIC LIT 5
4250 TBA M-F 9:00A-9:50A KIM T

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

❖ *Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.*

▣ *Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.*

📶 *Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.*

🏠 *Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.*

Shaded areas indicate Saturday and evening courses.

§ *Meets Globalism and Diversity requirement.*

MATHEMATICS

For the best chance of success, the Math department strongly recommends a 2.0 in listed prerequisites.

Fac Adv, Bldg 18: Erik Scott (Coord), ext 3113; Barbara Hunter, ext 3025; Terry Meerdink, ext 3028; Dick Plagge, ext 3476; Jason Ramirez, ext 3585; Allan Walton, ext 3489; Aaron Warnock, ext 3668. Bldg 15: Dusty Wilson (Coord), ext 3338; Shawna Allen, ext 3062; Min Kwon, ext 3072; Diana Lee, ext 3479; Han Lim, ext 3027; Katherine Skelton, ext 3433; Ed Morris, ext 3816 Bldg 29: Helen Burn, ext 3496

MATH 061 BASIC ARITHMETIC 5
Designed for students needing a review of fractions, decimals, percents and proportions.

6222	17-107	M-Th	11:00A-12:03P	LIM H
6224	17-101	M-Th	1:20P-2:23P	KWON M
6226	17-104	MW	5:15P-7:25P	STAFF

MATH 081 PRE-ALGEBRA 5
Prereq: MATH 061 or H S 061 or COMPASS pre-algebra score of 29.

6228	17-107	M-Th	12:10P-1:13P	MEERDINK T
6230	17-101	M-F	10:00A-10:50A	BURN H
6232	17-107	M-Th	1:20P-2:23P	MEERDINK T
6234	17-106	TTh	7:35P-9:45P	STAFF

MATH 085 PREPARATION FOR ALGEBRA 5
Computer-based, instructor-led class for students who ONLY need a brush-up on arithmetic and pre-algebra. Moves fast. BUY NO BOOKS! Add'l \$87 fee.

6236	30-211	M-F	7:00A-7:50A	LIM H
6238	30-211	M-F	9:00A-9:50A	STAFF
6240	30-211	TTh	5:15P-7:25P	STAFF
6242	30-211	MW	5:15P-7:25P	STAFF

Item #6244 meets 4/6, 4/13, 4/27, 5/4, 5/18 and 6/8.

MATH 091 BEGINNING ALGEBRA 5
Prereq: MATH 081 or 085 w/1.7 min. or COMPASS pre-algebra 60. Computer-based, instructor-led class. BUY NO BOOKS! Add'l \$87 fee.

6252	30-211	M-F	8:00A-8:50A	WILSON D
6250	30-211	M-F	12:10P-1:00P	HUNTER B
6258	30-211	MW	5:15P-7:25P	STAFF
6260	30-211	TTh	5:15P-7:25P	STAFF
6262	30-211	TTh	7:35P-9:45P	STAFF

Item #6256 meets 4/6, 4/13, 4/27, 5/4, 5/18 and 6/8.

MATH 091 BEGINNING ALGEBRA 5
Prereq: MATH 081 or 085 w/1.7 min. or COMPASS pre-algebra 60.

6248	17-101	M-F	7:00A-7:50A	STAFF
6246	17-104	M-F	9:00A-9:50A	SKELTON K
6254	17-201	M-F	11:00A-11:50A	SKELTON K

MATH 095 FUND OF INTERMED ALGEBRA 5
Prereq: MATH 081, 085 or 091 w/1.7 min. ONLY for students planning to take MATH 107 or PHIL 120. See a full-time math instructor before registering. Graphing calculator req'd; TI-83/4 recom.

6264	17-201	M-Th	12:10P-1:13P	BURN H
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MATH 097 INTERMEDIATE ALGEBRA 5
Prereq: MATH 091 w/1.7 min. or COMPASS algebra 47. Computer-based, instructor-led class. BUY NO BOOKS! Add'l \$87 fee.

6268	30-211	M-F	11:00A-11:50A	WILSON D
6272	30-211	M-F	7:00A-7:50A	LIM H
6276	30-211	M-F	10:00A-10:50A	LIM H
6282	30-211	TTh	7:35P-9:45P	STAFF

Item #6280 meets 4/6, 4/13, 4/27, 5/4, 5/18 and 6/8.

MATH 097 INTERMEDIATE ALGEBRA 5
Prereq: MATH 091 w/1.7 min. or COMPASS algebra score of 47.

6266	17-101	M-F	9:00A-9:50A	SCOTT E
6270	17-101	M-F	8:00A-8:50A	SCOTT E
6274	TBA	TTh	10:00A-12:05P	RAMIREZ J
6278	17-104	M-Th	1:20P-2:23P	PLAGGE R
6284	17-201	MW	5:15P-7:25P	RAMIREZ J
6286		Online Course		LEE D

MATH 107 MATH-A PRACTICAL ART 5

Prereq: MATH 095 or 097 w/1.7 min. or COMPASS algebra score of 71.

6288	17-102	M-F	10:00A-10:50A	WILSON D
6290	17-101	MW	7:35P-9:45P	STAFF
6292		Online Course		LEE D

MATH 111 COLLEGE ALGEBRA 5

Prereq: MATH 097 w/2.0 min. or COMPASS algebra 71. Graphing calculator req'd; TI-83/4 recom.

6294	17-102	M-F	9:00A-9:50A	WARNOCK A
6296	17-106	M-Th	11:00A-12:03P	ALLEN S
6298	17-106	M-Th	12:10P-1:13P	ALLEN S
6300	17-106	M-Th	1:20P-2:23P	MORRIS E
6302	17-101	TTh	5:15P-7:25P	KWON M
6304		Online Course		EHRlich A

MATH 112 ELEMENTS OF CALCULUS 5

Prereq: MATH 111 or 115 w/1.7 min. or COMPASS college algebra 51. Especially for non-science area majors. Graphing calculator req'd; TI-83/4 recom.

6306	17-102	M-F	8:00A-8:50A	WARNOCK A
6308	17-102	M-F	11:00A-11:50A	WARNOCK A
6310	17-107	MW	5:15P-7:25P	EHRlich A

MATH 115 PRECALCULUS I 5

Prereq: MATH 097 w/2.0 min. or COMPASS algebra 71. Graphing calculator req'd; TI-83/4 recom.

6312	17-201	M-F	9:00A-9:50A	KWON M
6314	17-201	M-F	10:00A-10:50A	KWON M
6316	17-201	M-Th	1:20P-2:23P	RAMIREZ J
6318	17-201	TTh	5:15P-7:25P	STAFF

MATH 116 PRECALCULUS II 5

Prereq: MATH 115 w/1.7 min. or COMPASS college algebra 51. Graphing calculator req'd; TI-83/4 recom.

6320	17-107	M-F	8:00A-8:50A	WALTON A
6322	17-101	M-Th	12:10P-1:13P	MORRIS E
6324	17-106	TTh	5:15P-7:25P	STAFF

MATH 124 CALCULUS 5

Prereq: MATH 116 w/1.7 min. or COMPASS trigonometry 51. Graphing calculator req'd; TI-83/4 recom.

6326	17-201	M-F	8:00A-8:50A	LIM H
6328	17-107	M-F	10:00A-10:50A	MEERDINK T

MATH 125 CALCULUS 5

Prereq: MATH 124 w/1.7 min. Graphing calculator req'd; TI-83/4 recom.

6330	17-106	M-F	8:00A-8:50A	ALLEN S
6332	17-106	M-F	10:00A-10:50A	HUNTER B

MATH 126 CALCULUS 5

Prereq: MATH 125 w/1.7 min. Graphing calculator req'd; TI-83/4 recom.

6334	17-103	M-F	10:00A-10:50A	WALTON A
6336	17-201	TTh	7:35P-9:45P	STAFF

MATH 210 ELEMENTS OF STATISTICS 5

Prereq: MATH 097 w/1.7 min. or COMPASS algebra 71. Graphing calculator req'd; TI-83/4 recom.

6338	17-106	M-F	9:00A-9:50A	HUNTER B
6340	17-104	M-Th	11:00A-12:03P	PLAGGE R
6342	17-106	MW	7:35P-9:45P	STAFF

MATH 220 LINEAR ALGEBRA 5

Prereq: MATH 125 w/1.7 min. MATH 225 Recommended.

6344	17-104	M-F	10:00A-10:50A	PLAGGE R
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❖ *Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.*

■ *Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.*

🌟 *Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.*

🏠 *Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.*

Shaded areas indicate Saturday and evening courses.

§ *Meets Globalism and Diversity requirement.*

MEDICAL ASSISTANT

These classes are self-paced and modularized. For students enrolled in Medical Assistant disciplines.

All courses are continuous enrollment. A \$33 computer-lab fee assessed to each student once each quarter.

Students must schedule hours w/instructor during the following times:

•T: 8:00A-4:00P •W: 11:00A-5:00P
•W: 12:00P-8:00P

Fac Adv: Babs Cerna (Coord), Bldg 18, ext 3493; Kat Chappell, Bldg 18, ext 3494; Laurel Lunden, Bldg18, ext 3410

MED A 100 FUNDMTLS OF CAREGIVING 3
2116 Online Course CERNA B

MED A 110 HEALTH CARE CAREERS 3
Prereq: ASSET read skill score of 40 or COMPASS read skill score of 80; and ASSET writ score 40 or COMPASS writ score 64.
2120-23 0206/210 ARR CERNA/CHAPPELL

MED A 113 TERM/ANATOMY/PHYSIO 1 2
Prereq: Min. COMPASS read of 80 and writing score of 65.
2124 Online Course CERNA/CHAPPELL

MED A 114 FEDERAL REGS/GUIDELINES 1
2126 Online Course CERNA/CHAPPELL

MED A 120 THERAPEUTIC COMM SKILLS 3
Add'l \$34 fee. Cont. enrollment.
2128 023 0206/210 ARR CERNA/CHAPPELL

MED A 122 MED LAW AMBLTORY CARE 2
2130 Online Course CERNA/CHAPPELL

MED A 123 MED/ETHICS AMBLATRY CARE 2
2132 Online Course CERNA/CHAPPELL

MED A 125 DIGEST TERM/ANAT/PHARM 1
2134 Online Course CERNA/CHAPPELL

MED A 128 ASEPSIS/HISTORY/VITALS 3
Instructor permission.
2136-23 0206/210 ARR CERNA/CHAPPELL

MED A 133 GENITO TERM/ANAT/PHARM 1
Prereq: Min. COMPASS read of 80 and writing score of 65.
2138 Online Course CERNA/CHAPPELL

MED A 136 PHYSICAL EXAMINATION 1
2140-23 0206/210 ARR CERNA/CHAPPELL

MED A 138 MEDICAL SPECIALTIES I 2
2142-23 0206/210 ARR CERNA/CHAPPELL

MED A 139 PRE-COOP EXP SEMINAR 1
2144 Online Course CERNA B

MED A 143 FEMALETERM/ANATOMY/PHARM 1
Prereq: Min. COMPASS read of 80 and writing score of 65.
2146 Online Course CERNA/CHAPPELL

MED A 146 MEDICAL SPECIALTIES II 2
2148 023 0206/210 ARR CERNA/CHAPPELL

MED A 150 MED OFFICE PROCEDURES 1
2150 Online Course CERNA/CHAPPELL

MED A 158 ASS'T WITH MINOR SURGERY 1
2152-23 0206/210 ARR CERNA/CHAPPELL

MED A 161 NEURO TERM/ANATOMY/PHARM 1
Prereq: Min. COMPASS read of 80 and writing score of 65.
2154 Online Course CERNA/CHAPPELL

MED A 164 REHABILITATION MEDICINE 1
2156-23 0206/210 ARR CERNA/CHAPPELL

MED A 166 DOSAGE CALC & INJECTIONS 2
Instructor permission.
2158 023 0206/210 ARR CERNA/CHAPPELL

MED A 168 MED OFFICE INSURANCE I 1
2160 Online Course CERNA/CHAPPELL

MED A 201 CARDIOTERM/ANATOMY/PHARM 1
Prereq: Min. COMPASS read of 80 and writing score of 65.
2162 Online Course CERNA/CHAPPELL

MED A 204 ELECTROCARDIOGRAPHY 1
Add'l \$25 fee.
2164 023 0206/210 ARR CERNA/CHAPPELL

MED A 206 MED OFFICE INSURANCE II 1
2166 Online Course CERNA/CHAPPELL

MED A 209 RESPIRTERM/ANATOMY/PHARM 1
Prereq: Min. COMPASS read of 80 and writing score of 65.
2168 Online Course CERNA/CHAPPELL

MED A 212 INTRO LAB PROCEDURES 1
Add'l \$25 fee.
2170-23 0206/210 ARR CERNA/CHAPPELL

MED A 214 MANAGING FINANCES 2
2172-23 0206/210 ARR CERNA/CHAPPELL

MED A 215 ADVANCED MEDICAL INS 2
2174 Online Course CERNA/CHAPPELL

MED A 217 BID/LYMP TERM/ANAT/PHARM 1
Prereq: Min. COMPASS read of 80 and writing score of 65.
2176 Online Course CERNA/CHAPPELL

MED A 220 HEMATOLOGY/VENIPUNCTURE 2
Instructor perm. Add'l \$25 fee.
2178 023 0206/210 ARR CERNA/CHAPPELL

MED A 230 INTRO MED TRANSCRIPTION 2
Prereq: BTECH 217.
2180 23-206/210 ARR CERNA/CHAPPELL

MED A 233 MUSCULO TERM/ANAT/PHARM 1
Prereq: Min. COMPASS read of 80 and writing score of 65.
2182 Online Course CHAPPELL E K

MED A 236 URINALYSIS PROCEDURES 1
2184 023 0206/210 ARR CERNA/CHAPPELL

MED A 238 NUTRITION AND HEALTH 1
2186-23 0206/210 ARR CERNA/CHAPPELL

MED A 240 EXTERNSHIP 1-7
Instructor perm. Req. work experience coord w/instructor. Var. credit.
2188 023 0206/210 ARR CERNA/CHAPPELL

MED A 241 MED A COOP SEMINAR 2
2190 Online Course CERNA/CHAPPELL

MED A 243 DERM TERM/ANATOMY/PHARM 1
Prereq: Min. COMPASS read of 80 and writing score of 65.
2192 Online Course CERNA/CHAPPELL

MED A 246 MEDICAL MANAGER SIM I 1
2196 Online Course CERNA/CHAPPELL

MED A 251 SPECSSENS/TERM/ANAT/PHARM 1
Prereq: Min. COMPASS read of 80 and writing score of 65.
2198 Online Course CERNA/CHAPPELL

MED A 254 MED TRANSCRIPTION II 2
2200-23 0206/210 ARR CERNA/CHAPPELL

MED A 256 MEDICAL MANAGER SIM II 1
2202 Online Course CERNA/CHAPPELL

❖ Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.

■ Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.

📖 Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.

🏠 Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.

Shaded areas indicate Saturday and evening courses.

§ Meets Globalism and Diversity requirement.

MED A 258	SPECIALTY LAB TEST	1
2204	023 0206/210 ARR	CERNA/CHAPPELL
MED A 260	EMERGENCY/FIRST AID	2
Add'l \$31 fee. Cont. enrollment.		
2206-23	0206/210 ARR	CERNA/CHAPPELL
MED A 263	ENDO TERM/ANATOMY/PHARM	1
Prereq: Min. COMPASS read of 80 and writing score of 65.		
2212	Online Course	CERNA/CHAPPELL
MED A 266	MED TRANSCRIPTION III	1
2214	023 0206/210 ARR	CERNA/CHAPPELL
MED A 274	MED TRANSCRIPTION IV	1
2216-23	0206/210 ARR	CERNA/CHAPPELL

MUSIC

Fac Adv Bldg 5: Sydney Stegall (Coord), ext 3880; Ben Thomas, ext 631L.

MUSIC 103	MUSIC THEORY III	3
Concurrent enrollment in MUSIC 115 is strongly recommended until student can pass sight-singing proficiency exam. Prereq: MUSIC 102.		
5124	4-104 MWF 11:00A-11:50A	THOMAS B
MUSIC 105	HISTORY OF JAZZ	5
5126	4-123 M-F 10:00A-10:50A	THOMAS B
MUSIC 106	HISTORY OF ROCK MUSIC	5
5128	4-123 TTh 7:35P-9:45P	ZIMBERG T
5130	Online Course	THOMAS B
§ MUSIC 110	MUSIC CULTURES OF WORLD	5
5132	4-123 M-F 8:00A-8:50A	STEGALL S
5134	4-123 TTh 5:15P-7:25P	ZIMBERG T
MUSIC 111	MUSIC APPRECIATION	5
5136	4-104 M-F 9:00A-9:50A	GLOVER S
MUSIC 115	SIGHTSINGING/EAR TRAIN.	2
Prereq: MUSIC 114.		
5138	4-104 TTh 11:00A-11:50A	THOMAS B
MUSIC 116	BEGINNING CLASS PIANO	2
Add'l \$16 fee.		
5140	4-101 MW 10:00A-10:50A	AKAKA S
5142	4-101 TTh 10:00A-10:50A	STAFF
5144	4-101 TTh 11:00A-11:50A	STAFF
MUSIC 117	ELEMENTARY CLASS PIANO	2
Prereq: MUSIC 116 or equiv. experience. See instructor for help with placement. Add'l \$16 fee.		
5146	4-101 MW 11:00A-11:50A	AKAKA S
MUSIC 118	INTERMEDIATE CLASS PIANO	2
Prereq: MUSIC 117 or equiv. experience. See instructor for help with placement. Add'l \$16 fee.		
5148	4-101 MW 11:00A-11:50A	AKAKA S
MUSIC 125	BEGINNING CLASS GUITAR	2
Spanish guitar (with nylon strings and wide neck) and foot stool are highly recommended.		
5150	4-101 MW 12:10P-1:00P	AKAKA S
MUSIC 126	ELEMENTARY CLASS GUITAR	2
Prereq: MUSIC 125 or permission.		
5152	4-101 MW 9:00A-9:50A	AKAKA S
MUSIC 127	INTERMEDIATE CLASS GUITA	2
Prereq: MUSIC 126 or permission.		
5154	4-101 MW 9:00A-9:50A	AKAKA S
MUSIC 134	COLLEGE CHOIR	2
5156	4-104 M-Th 12:10P-1:00P	GLOVER S

MUSIC 181	BEGINNING CLASS VOICE	2
Add'l \$16.50 fee.		
5170	4-104 F 12:10P-2:40P	GLOVER S
MUSIC 182	INTERMEDIATE CLASS VOICE	2
Prereq: MUSIC 181. Add'l \$16.50 fee.		
5172	4-104 F 12:10P-2:40P	GLOVER S
MUSIC 183	ADV ART SONG CLASS VOICE	2
Prereq: MUSIC 182. Add'l \$16.50 fee.		
5174	4-104 F 12:10P-2:40P	GLOVER S
MUSIC 185	VOCAL TECH/PERFORM I	2
Prereq: MUSIC 183. Add'l \$16.50 fee.		
5176	4-104 F 12:10P-2:40P	GLOVER S
MUSIC 186	VOCAL TECH/PERFORM II	2
Prereq: MUSIC 185. Add'l \$16.50 fee.		
5178	4-104 F 12:10P-2:40P	GLOVER S
MUSIC 187	VOCAL TECH/PERFORM III	2
Prereq: MUSIC 186. Add'l \$16.50 fee.		
5180	4-104 F 12:10P-2:40P	GLOVER S
MUSIC 230	HIGHLINE CONCERT CHORALE	2
Instructor permission.		
5182	4-104 M-Th 1:20P-2:10P	GLOVER S
MUSIC 231	HIGHLINE CONCERT CHORALE	2
Instructor permission.		
5184	4-104 M-Th 1:20P-2:10P	GLOVER S
MUSIC 232	HIGHLINE CONCERT CHORALE	2
Instructor permission.		
5186	4-104 M-Th 1:20P-2:10P	GLOVER S
MUSIC 233	HIGHLINE CONCERT CHORALE	2
Instructor permission.		
5188	4-104 M-Th 1:20P-2:10P	GLOVER S
MUSIC 234	HIGHLINE CONCERT CHORALE	2
Instructor permission.		
5190	4-104 M-Th 1:20P-2:10P	GLOVER S
MUSIC 235	HIGHLINE CONCERT CHORALE	2
Instructor permission.		
5192	4-104 M-Th 1:20P-2:10P	GLOVER S

PRIVATE INSTRUCTION

Prereq: Perm. Private inst. courses are taken with an adviser approved, off-campus instructor chosen and paid for by the student. 10 half/hr. lessons = 1 cr., 10 1hr. lessons = 2 cr. Instructor must submit official Highline grade form before finals each quarter. Var. credits.

MUSIC 170	PRIVATE INSTRUCTION	1-2
5158	5-109 ARR ARR	STEGALL S
MUSIC 171	PRIVATE INSTRUCTION	1-2
5160	5-109 ARR ARR	STEGALL S
MUSIC 172	PRIVATE INSTRUCTION	1-2
5162	5-109 ARR ARR	STEGALL S
MUSIC 173	PRIVATE INSTRUCTION	1-2
5164	5-109 ARR ARR	STEGALL S
MUSIC 174	PRIVATE INSTRUCTION	1-2
5166	5-109 ARR ARR	STEGALL S
MUSIC 175	PRIVATE INSTRUCTION	1-2
5168	5-109 ARR ARR	STEGALL S

❖ *Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.*

■ *Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.*

📺 *Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.*

🏠 *Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.*

Shaded areas indicate Saturday and evening courses.

§ *Meets Globalism and Diversity requirement.*

MUSIC courses continued on next page.

MUSIC PERFORMANCE

Prereq: Perm. Credit given for performance courses w/Federal Way, Rainier, Northwest, Seattle and Tacoma Youth, and other symphonies/orchestras and musical organizations approved by the music department. Director must submit official Highline grade form before finals each quarter. Cont. enrollment.

MUSIC 281	MUSIC PERFORMANCE	1
5194	5-109 ARR ARR	STEGALL S
MUSIC 282	MUSIC PERFORMANCE	2
5196	5-109 ARR ARR	STEGALL S
MUSIC 283	MUSIC PERFORMANCE	3
5198	5-109 ARR ARR	STEGALL S
MUSIC 284	MUSIC PERFORMANCE	4
5200	5-109 ARR ARR	STEGALL S
MUSIC 285	MUSIC PERFORMANCE	5
5202	5-109 ARR ARR	STEGALL S

NURSING

Competitive program admission; students must follow a step-by-step process. For information, please call Admissions/Entry Services at (206) 878-3710, ext. 3181.

Fac Adv Bldg 15: Barbara Smith (Coord), ext 3462; Maria Carpenter, ext 6025; Marie Esch-Radtke, ext 3852; Jin Do, ext 3691; Elise Muller-Lindgren, ext 3647; Teri Trillo, ext 3646

NURS 103	CORE CONCEPTS IN NUR III	2
Prereq: NURS 102. Faculty place students into one of two sections. Add'l \$14.50 fee.		
3010	ARR ARR ARR	DO JIN
3012	ARR ARR ARR	DO JIN
NURS 115	NURSING PRACTICUM III	4
Prereq: NURS 113. Faculty determine clinical site placement.		
3014	ARR ARR ARR	TRILLO T
3016	ARR ARR ARR	KELLY J
3018	ARR ARR ARR	LAZARO F
3020	ARR ARR ARR	O'BRIEN S
3022	ARR ARR ARR	HINKSON C
3024	ARR ARR ARR	DELOSREYES A

NURS 116	LAB PRACTICUM III	1
Prereq: NURS 114. Faculty place students in lab groups. Add'l \$38.50 fee.		
3026	ARR ARR ARR	DO JIN
	ARR ARR ARR	MIZZI J
	ARR ARR ARR	STACZEK
	ARR ARR ARR	WOHLFERT K

NURS 122	PHARMACOLOGY IN NURS II	1
Prereq: NURS 102. Faculty place students into one of two sections.		
3028	ARR ARR ARR	SMITH B
3030	ARR ARR ARR	SMITH B

NURS 142	MEDICAL-SURGICAL NURS II	3
Prereq: NURS 141. Faculty place students into one of two sections.		
3032	ARR ARR ARR	TRILLO T
3034	ARR ARR ARR	TRILLO T

NURS 202	ISSUES AND TRENDS II	1
Prereq: NURS 201. Faculty place students into specific sections.		
3036	ARR ARR ARR	MULLER-LIND
3038	ARR ARR ARR	MULLER-LIND

NURS 212	NURSING PRACTICUM V	5
Prereq: NURS 211 Faculty determine clinical site placement.		
3040	ARR ARR ARR	ESCH-RADTKE
	ARR ARR ARR	MUCHNICK S
	ARR ARR ARR	FLEMING L

NURS 213	NURSING PRACTICUM VI	3
Prereq: NURS 115. Faculty determine clinical site placement.		
3042	ARR ARR ARR	CARPENTER
	ARR ARR ARR	JOHNSON-WISE
3044	ARR ARR ARR	CARPENTER

NURS 214	LPN-RN COMM. PRACTICUM	1
Prereq: NURS 211		
3046	ARR ARR ARR	MULLER-LIND

NURS 225	LPN-RN MED-SURG NURS II	3
Prereq: NURS 192.		
3048	ARR ARR ARR	DO JIN

NURS 231	PSYCH-MENTAL HEALTH NURS	6
Prereq: NURS 241. Add'l \$14.50 fee.		
3050	ARR ARR ARR	CARPENTER

NURS 233	LPN-RN PSYCH-MENT.HLTH	3
Prereq: NURS 192.		
3052	ARR ARR ARR	CARPENTER

NURS 242	MATERNAL-CHILD NURSING	5
Prereq: NURS 241. Add'l \$14.50 fee.		
3054	ARR ARR ARR	ESCH-RADTKE
	ARR ARR ARR	MUCHNICK S

NURS 250	LPN-RN COMMUNITY NURSING	3
Prereq: NURS 220. Add'l \$14.50 fee.		
3056	ARR ARR ARR	MULLER-LIND

NURS 252	RN LICENSURE PREP	1
Prereq: NURS 220 or 241. Add'l \$34 fee.		
3058	ARR ARR ARR	SMITH B
3060	ARR ARR ARR	SMITH B

NUTRITION

Fac Adv, Bldg 15: Keith Paton (Coord) ext 3473; Tracy Brigham, ext 3449

NUTR 110	SCIENCE OF NUTRITION	5
3346	TBA M-Th 11:00A-12:03P	MUEHLING V
3348	14-105 M-Th 12:10P-1:13P	BRIGHAM T
3350	21-201 MW 7:35P-9:45P	SHEPPARD J
3352	Online Course	BRIGHAM T

OCEANOGRAPHY

Fac Adv, Bldg 29: Gerry Barclay, ext 3522; Chris Gan, ext 3695; Woody Moses, ext 3649; Sam Shabb, ext 3452; Joy Strohmaier (Coord), ext 6120

OCEAN 101	SURVEY OF OCEANOGRAPHY	5
Prereq: MATH 081 or higher, or min. ASSET numerical skills 44, or min. COMPASS pre-algebra 60. Add'l \$52.50 fee.		
6058	MaST F 6:00P-9:30P	MOSES W
Item #6058 meets 4/4, 4/11, 4/25, 5/2, 5/16 and 6/6.		

OPTICIAN APPRENTICE

Apprentice Training Coord, Bldg 9, ext 3131

OPTIC 106	OPHTHALMIC LABORATORY	5
3354	26-120 T 7:00P-9:30P	STAFF

PARALEGAL

Fac Adv, Bldg 29: Bobby Wheeler (Coord), ext 3910; Che Dawson, ext 3087; Joy Smucker, ext 3856

LEGAL 100	INTRO TO LEGAL SYSTEM	5
Prereq: Min. ASSET writ score of 40 or COMPASS writ score of 65, and minimum ASSET read score of 45 or COMPASS read of 88.		
2354	21-206 TTh 5:15P-7:25P	NEILSON J

❖ Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.

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🏠 Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.

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§ Meets Globalism and Diversity requirement.

LEGAL 101 INTRO TO ETHICS 3
Prereq: LEGAL 100.
2356 29-102 TTh 2:00P-3:10P STAFF

LEGAL 102 CIVIL PROCEDURES I 5
Prereq: LEGAL 100.
2358 29-112 TTh 7:35P-9:45P STAFF

LEGAL 103 CIVIL PROCEDURES II 5
Prereq: LEGAL 102.
2360 29-216 TTh 7:35P-9:45P STAFF

LEGAL 106 TORTS 4
Prereq: LEGAL 100.
2362 29-216 MW 7:35P-9:45P NEILSON J

LEGAL 119 CRIMINAL LAW & PROCEDURE 5
Prereq: Min. writing ASSET 40 or COMPASS 65, and min reading ASSET 45 or COMPASS 88.
2364 29-216 MW 5:15P-7:25P STAFF

LEGAL 135 LAW OFFICE TECHNOLOGY 5
Prereq: BTECH 111. Add'l \$34 fee.
2366 TBA MW 5:15P-7:25P NEILSON J

LEGAL 139 PRE-COOP WRK EXP SEMINAR 1
Prereq: LEGAL 100. Meets 4/11.
2368 2-101 F 8:30A-5:00P DAWSON C

LEGAL 140 COOP WORK EXPERIENCE 1-5
Prereq: LEGAL 139 & concurrent enroll LEGAL 141. Var. credit; cont. enroll't.
2370 ARR ARR ARR DAWSON C

LEGAL 141 COOP WORK EXPERIENCE SEM 1
Prereq: LEGAL 139 and concurrent enrollment in LEGAL 140.
2372 22-205 M 4:10P-5:00P DAWSON C

LEGAL 160 LEGAL ISSUES: D/G 5
Topic: Constitutional Law.
2374 TBA M-Th 11:00A-12:03P DAWSON C

LEGAL 199 LEGAL RESEARCH/WRITING I 5
Prereq: LEGAL 100. Add'l \$80 fee.
2376 TBA MW 2:10P-4:20P DAWSON C

LEGAL 200 LEGAL RESEARCH/WRIT II 5
Prereq: LEGAL 199. Add'l \$80 fee.
2378 29-101 MW 2:10P-4:20P WHEELER B
2380 Online Course WHEELER B

LEGAL 220 COMPUTER SEARCH & SEIZUR 5
2382 29-216 TTh 5:15P-7:25P WHEELER B

LEGAL 240 COOP WORK EXPERIENCE II 1-5
Prereq: LEGAL 139 and concurrent enrollment in LEGAL 241. Var. credit; cont. enrollment.
2384 ARR ARR ARR DAWSON C

LEGAL 241 COOP WORK EXP SEMINAR 1
Prereq: LEGAL 139 and concurrent enrollment in LEGAL 240.
2386 22-205 M 4:10P-5:00P DAWSON C

LEGAL 262 PROF DEVELOPMENT SEMINAR 2
Prereq: LEGAL 100. Meets 4/11, 4/12, 5/23 and 5/24.
2388 TBA F 1:00P-5:00P WHEELER B
TBA Sa 8:30A-5:00P WHEELER B

LEGAL 282 SPECIAL TOPICS IN LAW 2
Topic: The Washington Supreme Court. Meets 4/18, 4/25, 5/9 from 1-5pm and 5/3 from 8:30 to 5:00P.
2390 TBA F 1:00P-5:00P WHEELER B
TBA Sa 8:30A-5:00P WHEELER B

LEGAL 284 SPECIAL TOPICS IN LAW 4
Topic: Elder Law.
2392 TBA MW 12:10P-1:50P WHEELER B

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

PARENT EDUCATION

Fac Adv, Bldg 29: Alicia Baker, ext 3789; Joan Graham (Coord), ext 3499

PARENTING

PARNT 121 PARENTING (7-12 YR) 2
3344 Online Course BAKER A

COOPERATIVE PRESCHOOL

Children typically attend a preschool several days a week for a few hours. Indiv. preschools determine tuition for teacher and supplies. Parents attend monthly parent ed. class and participate in children's classroom. Activities include language dev., creative play, art and music, readiness skill building, and physical coordination while fostering social and emotional growth in a supervised environment. Sections reflect age of child as of Aug. 31. Add'l info from instructor at (206) 878-3710, ext 3789.

PARNT 025 PRESCH PARNT ED II (3-4) 1-3
Instructor perm. Var. credit; cont. enrollment.
3338 TUK MW 10:00A-11:30A BAKER A

PARNT 028 PRESCH PARNT ED III(3-4) 1-3
Instructor perm. Var. credit; cont. enrollment.
3340 TUK TTh 9:30A-11:30A BAKER A

PARNT 031 PRESCH PARNT ED III(4-5) 1-3
Instructor perm. Var. credit; cont. enrollment.
3342 TUK MWF 9:30A-11:30P BAKER A

PERSONAL FITNESS TRAINER

Fac Adv, Bldg 15: Josh Baker (Coord), ext. 3997.

PFT 110 EXERCISE SCIENCE 5
3286 TBA M-Th 11:00A-12:03P STEVENSON R

PFT 120 COMPONENTS OF EXERCISE 5
3288 TBA M-Th 12:10P-1:13P BAKER J

PFT 130 EXERCISE FUNDAMENTALS 3
3290 TBA M-W 10:00A-10:50A PATON K

PFT 140 FITNESS CENTER INTERN I 2
3292 ARR ARR ARR BAKER J

PHILOSOPHY

Fac Adv, Bldg 5: Glen Avantaggio (Coord), ext 3425; Cheedy Jaja, ext 3415

PHIL 100 INTRO TO PHILOSOPHY 5
4262 10-201 M-F 10:00A-10:50A AVANTAGGIO G
4264 14-104 M-Th 12:10P-1:13P AVANTAGGIO G
4266 TBA T 7:35P-9:45P JAJA C

PHIL 110 INTRODUCTION TO ETHICS 5
4268 10-201 M-F 8:00A-8:50A FOX J
4270 10-101 M 7:35P-9:40P JAJA C

PHIL 115 CRITICAL THINKING 5
4272 10-201 M-F 9:00A-9:50A FOX J

PHIL 120 ELEM SYMBOLIC LOGIC 5
Prereq: MATH 095 or 097 or permission
4274 Online Course JAJA C

\$PHIL 160 COMPARATIVE RELIGIONS 5
4276 TBA M-Th 11:00A-12:03P AVANTAGGIO G

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

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🏠 *Weekend College course. These hybrid courses are partially online; see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.*

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§ *Meets Globalism and Diversity requirement.*

PHOTOGRAPHY

See Art and Printing.

PHYSICAL EDUCATION

Fac Adv, Bldg 15: Keith Paton (Coord), ext 3473; Tracy Bringham, ext 3449; John Dunn, ext 3455

Unless otherwise noted, all P E classes count toward the three credit P E requirement.

THEORY

P E	100	PERSONAL HEALTH SCIENCE		3
	3112	14-106 MWF	9:00A-9:50A	STAFF
	3114	14-106 MWF	10:00A-10:50A	STAFF
	3116	22-201 MWF	11:00A-11:50A	STAFF
	3118	22-201 MWF	12:10P-1:00P	STAFF

\$ P E	101	GLOBAL HEALTH ISSUES		5
	3120	14-105 M-Th	11:00A-12:03P	BRIGHAM T

P E	160	STANDARD FIRST AID/CPR		3
	Add'l \$6 fee.			
	3188	22-205 MWF	8:00A-8:50A	STAFF
	3190	22-205 MWF	9:00A-9:50A	STAFF
	3192	22-205 MWF	10:00A-10:50A	STAFF
	3194	22-205 MWF	11:00A-11:50A	STAFF
	3196	22-205 MWF	12:10P-1:00P	STAFF
	3198	22-205 T	5:15P-8:05P	STAFF

P E	171	FITNESS & NUTR. CONCEPTS		2
	3200	TBA TTh	11:00A-11:50A	PATON K

FITNESS CENTER**Students may enroll in only one Fitness Center class per quarter. All Fitness Center classes have a \$7.90 fee per credit.**PE 123/223 and PE 186/286 meet in the fitness center located in 21-103. Students must attend at the hour they are registered for the first week of the quarter. After the first week, students may complete their workouts during any of the scheduled class hours or open hours. For further info, go to flightline.highline.edu/pe/fitnesscenter.htm.

P E	123	WEIGHT TRAINING		1
	3166	21-103 TTh	8:00A-8:50A	STAFF
	3168	21-103 TTh	9:00A-9:50A	STAFF
	3170	21-103 TTh	10:00A-10:50A	STAFF
	3172	21-103 TTh	11:00A-11:50A	STAFF
	3174	21-103 TTh	12:00P-12:50P	STAFF
	3176	21-103 TTh	5:00P-5:50P	STAFF

P E	186	TOTAL FITNESS		2
	3202	21-103 MWF	8:00A-8:50A	STAFF
	3204	21-103 MWF	9:00A-9:50A	STAFF
	3206	21-103 MWF	10:00A-10:50A	STAFF
	3208	21-103 MWF	11:00A-11:50A	STAFF
	3210	21-103 MWF	12:00P-12:50P	STAFF
	3212	21-103 MWF	5:00P-5:50P	STAFF

P E	223	WEIGHT TRAINING		1
	Prereq: P E 123.			
	3256	21-103 TTh	8:00A-8:50A	STAFF
	3258	21-103 TTh	9:00A-9:50A	STAFF
	3260	21-103 TTh	10:00A-10:50A	STAFF
	3262	21-103 TTh	11:00A-11:50A	STAFF
	3264	21-103 TTh	12:00P-12:50P	STAFF
	3266	21-103 TTh	5:00P-5:50P	STAFF

P E	286	TOTAL FITNESS		2
	Prereq: P E 186.			
	3274	21-103 MWF	8:00A-8:50A	STAFF
	3276	21-103 MWF	9:00A-9:50A	STAFF
	3278	21-103 MWF	10:00A-10:50A	STAFF
	3280	21-103 MWF	11:00A-11:50A	STAFF
	3282	21-103 MWF	12:00P-12:50P	STAFF
	3284	21-103 MWF	5:00P-5:50P	STAFF

ACTIVITY

All activity PE classes have a \$6.00 activity fee.

Students requiring special accommodations due to a disability must provide a "Letter of Accommodation" from Access Services and a written statement from a licensed physician or therapist indicating any limitations or restrictions necessary. Instructor must receive both documents prior to any active participation. Access Services is located in Bldg 99.

P E	103	BASKETBALL		1
	3122	28-101 TTh	9:00A-9:50A	STAFF
	3124	28-101 TTh	10:00A-10:50A	STAFF

P E	105	CARDIO KICK-BOXING		1
	3126	28-101 MW	9:00A-9:50A	STAFF
	3128	28-101 TTh	10:00A-10:50A	DAVIS C
	3130	28-101 MW	11:00A-11:50A	STAFF

P E	107	STEP AEROBICS		1
	3132	28-101 MW	10:00A-10:50A	STAFF
	3134	28-101 TTh	11:00A-11:50A	DAVIS C

P E	113	GOLF		1
	3136	28-101 F	9:00A-10:40A	DUNN J

P E	114	BADMINTON/PICKLEBALL		1
	3138	28-101 MW	9:00A-9:50A	STAFF
	3140	28-101 MW	10:00A-10:50A	STAFF

P E	115	JOGGING		1
	3142	28-101 TTh	9:00A-9:50A	STAFF
	3144	28-101 TTh	12:10P-1:00P	STAFF

P E	116	KARATE		1
	3146	28-101 MW	6:30P-7:20P	KENAGA D

P E	117	INTRODUCTION TO TAI CHI		1
	3148	28-101 MW	8:00A-8:50A	JORGENSEN R

P E	118	YOGA		1
	3150	28-101 TTh	7:00A-7:50A	EDEN S
	3152	28-101 TTh	8:00A-8:50A	EDEN S
	3154	28-101 TTh	9:00A-9:50A	DAVIS C
	3156	28-101 TTh	12:10P-1:00P	DAVIS C
	3158	28-101 Th	6:00P-7:40P	FISH J

P E	120	SOCCER		1
	3160	28-101 M-F	2:00P-2:50P	STAFF

P E	121	TENNIS		1
	3164	28-101 TTh	12:10P-1:00P	PATON K

P E	125	WRESTLING		1
	3178	28-101 TTh	5:00P-5:50P	NORTON S

P E	130	AEROBIC WALKING		1
	3180	28-101 TTh	9:00A-9:50A	STAFF
	3182	28-101 TTh	12:10P-1:00P	STAFF

P E	138	VOLLEYBALL		1
	3184	28-101 TTh	11:00A-11:50A	STAFF

P E	149	ADVANCED FASTPITCH		2
	Instructor permission.			
	3186	28-101 MW	2:00P-3:50P	SCHMIDT A

P E	203	BASKETBALL		1
	Prereq: P E 103.			
	3214	28-101 TTh	9:00A-9:50A	STAFF
	3216	28-101 TTh	10:00A-10:50A	STAFF

P E	205	CARDIO KICK-BOXING		1
	3218	28-101 MW	9:00A-9:50A	STAFF
	3220	28-101 TTh	10:00A-10:50A	DAVIS C
	3222	28-101 TTh	11:00A-11:50A	STAFF

❖ Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.

■ Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.

📶 Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.

🏠 Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.

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P E	207	STEP AEROBICS			1
	3224	28-101 MW	10:00A-10:50A	STAFF	
	3226	28-101 TTh	11:00A-11:50A	DAVIS C	
P E	213	GOLF			1
	3228	28-101 F	9:00A-10:40A	DUNN J	
P E	214	BADMINTON/PICKLEBALL			1
	3230	28-101 MW	9:00A-9:50A	STAFF	
	3232	28-101 MW	10:00A-10:50A	STAFF	
P E	215	JOGGING			1
	3234	28-101 TTh	9:00A-9:50A	STAFF	
	3236	28-101 TTh	12:10P-1:00P	STAFF	
P E	216	KARATE			1
	3238	28-101 MW	6:30P-7:20P	KENAGA D	
P E	217	INTRODUCTION TO TAI CHI			1
	3240	28-101 MW	8:00A-8:50A	JORGENSEN R	
P E	218	YOGA			1
	3242	28-101 TTh	7:00A-7:50A	EDEN S	
	3244	28-101 TTh	8:00A-8:50A	EDEN S	
	3246	28-101 TTh	9:00A-9:50A	STAFF	
	3248	28-101 TTh	12:10P-1:00P	STAFF	
	3250	28-101 Th	6:00P-7:40P	FISH J	
P E	220	SOCCER			1
	Prereq: P E 120.				
	3252	28-101 M-F	2:00P-2:50P	STAFF	
P E	221	TENNIS			1
	3254	28-101 TTh	12:10P-1:00P	PATON K	
P E	225	WRESTLING			1
	3268	28-101 TTh	5:00P-5:50P	NORTON S	
P E	238	VOLLEYBALL			1
	Prereq: P E 138.				
	3270	28-101 TTh	11:00A-11:50A	STAFF	
P E	249	ADVANCED FASTPITCH			2
	Instructor permission.				
	3272	28-101 MW	2:00P-3:50P	SCHMIDT A	

PHYSICAL SCIENCE

Fac Adv: Igor Glozman, Bldg 29, ext 3510

P SCI	100	PHYSICAL SCIENCE			5
	Prereq: MATH 081 or higher or min. ASSET numerical 44 or min. COM-PASS pre-algebra 60.				
	6156	TBA	M-F	10:00A-10:50A	LOETTERLE J
P SCI	120	ASTRONOMY			5
	Prereq: MATH 081 or higher or min. ASSET numerical 44 or min. COM-PASS pre-algebra 60.				
	6158	TBA	M-F	10:00A-10:50A	GLOZMAN I
	6160			Online Course	GLOZMAN I
	6162			Online Course	GLOZMAN I

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

PHYSICS

Fac Adv: Igor Glozman, Bldg 29, ext 3510

PHYS	100	SURVEY OF PHYSICS			5
	Prereq: MATH 097 or equiv. or instructor perm. Add'l \$13 fee.				
	6164	29-306 MTThF	8:00A-8:50A	REINEMER G	
		29-306 W	7:00A-8:50A	REINEMER G	
	6166	29-306 MTThF	9:00A-9:50A	REINEMER G	
		29-306 W	9:00A-10:50A	REINEMER G	

PHYS	202	ELECTRICITY/MAGNETISM			5
	Prereq: MATH 125 and PHYS 201 or equiv. Add'l \$13 fee.				
	6168	29-306 MTF	11:00A-12:03P	GLOZMAN I	
		29-306 Th	11:00A-12:50P	GLOZMAN I	

PHYS	203	WAVES			5
	Prereq: PHYS 202 or equiv. Add'l \$13 fee.				
	6170	23-306 MWF	12:10P-1:20P	REINEMER G	
		29-306 T	12:10P-2:00P	REINEMER G	

POLITICAL SCIENCE

Fac Adv, Bldg 11: Davidson Dodd (Coord), ext 3418

POL S	120	AMERICAN GOVERNMENT			5
	5001	10-103 M-Th	10:00A-12:15P	DODD D	
	1148	TBA M-Th	11:00A-12:03P	CHIABI E	
	1150	26-213 M-Th	12:10P-1:13P	BOYAJIAN A	

\$POL S	130	COMPARATIVE GOVERNMENT			5
	1152	26-213 M-Th	11:00A-12:03P	BOYAJIAN A	

POL S	160	AMERICAN FOREIGN POLICY			5
	1154	26-121 M-Th	11:00A-12:03P	GLENNON J	

\$POL S	190	CRIT. ISSUES WORLD POL. II			5
	1156	26-121 M-F	10:00A-10:50A	GLENNON J	

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

POLYSOMNOGRAPHY TECHNOLOGY

Admission to program required. Please contact Admissions/Entry Services at (206) 878-3710, ext 3181.

Fac Adv, Bldg 26: Nicki Bly (Program Manager), ext 3677

PSG	207	THERAPEUTIC MODALITIES II			2
	3080		Online Course	GARRETSON T	

PSG	208	PREP FOR RPSGT EXAM			2
	3082		Online Course	LUMPKIN D	

PSG	221	PHYSICIAN ROUNDS			1
	3084		Online Course	BLY N	

PSG	230	POLYSOMNOGRAPHY PRACTICU			9
	3086		Online Course	BLY N	
			Online Course	LUMPKIN D	
			Online Course	MC CORMICK D	

PRINTING

Fac Adv: Tony Sittner (Coord), Bldg 16, ext 3068

PRINT	100	INTRODUCTION TO PRINTING			5
	5326	16-150 TThF	11:00A-12:30P	WEBER D	

PRINT	101	APPLIED PRINT PROCESSES			5
	Prereq: Basic computer skills. Completion of PRINT 100 preferred.				
	5328	16-130 TThF	1:00P-2:30P	SITTNER T	

PRINT	102	PRINT STDs AND PROCEDURE			2
	5330	16-150 MW	7:00A-7:50A	WEBER D	

PRINT	111	INTRO TO PRE-PRESS			5
	5332	16-130 MWF	8:00A-10:30A	COX B	

PRINT	112	PRESS/BINDERY I			5
	5334	16-130 M-Th	8:00A-9:50A	WEBER D	

PRINT	140	COOPERATIVE EDUCATION			1-12
	Var. credit; cont. enrollment.				
	5336	ARR	ARR	ARR	WEBER D

PRINT courses continued on next page.

❖ Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.

■ Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.

🔦 Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.

🏠 Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.

Shaded areas indicate Saturday and evening courses.

§ Meets Globalism and Diversity requirement.

PRINT 148	DIGITAL PHOTOGRAPHY	5
Add'l \$34 fee.		
5338	16-130 MW	2:00P-4:30P COX B
PRINT 149	DIGITAL PHOTOGRAPHY II	5
Add'l \$34 fee.		
5340	16-130 TTh	2:00P-4:30P COX B
PRINT 151	PREPRESS PRODUCTION I	1-10
Prereq: Instructor permission. Var. credit.		
5342	16-130 ARR ARR	SITTNER T
PRINT 152	PRESS PRODUCTION I	1-10
Prereq: Instructor permission. Var. credit.		
5344	16-130 ARR ARR	WEBER D
PRINT 162	INTRO LETTERPRESS OPER	5
Add'l \$34 fee.		
5346	16-130 ARR ARR	SITTNER T
PRINT 163	SCREEN PRINTING	5
Add'l \$34 fee.		
5348	16-1030 ARR ARR	COX B
PRINT 240	COOPERATIVE EDUCATION	1-5
Var. credit; cont. enrollment.		
5350	ARR ARR ARR	WEBER D
PRINT 254	PRESS PRODUCTION II	1-10
Var. credit.		
5352	16-130 ARR ARR	SITTNER T
PRINT 255	PRE PRESS PRODUCTION II	1-10
Prereq: PRINT 151 or instructor permission. Var. credit.		
5354	16-130 ARR ARR	SITTNER T

❖ *Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.*

■ *Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.*

⬆ *Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.*

🏠 *Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.*

Shaded areas indicate Saturday and evening courses.

§ *Meets Globalism and Diversity requirement.*

PSYCHOLOGY

Fac Adv, Bldg II; Ruth Frickle (Coord), ext 3111; Bob Baugher, ext 3414; Maggie Brown, ext 3419; Sue Frantz, ext 3404; Rod Fowers, ext 3401, Michele Manber, ext 3407

PSYCH 100	INTRO TO PSYCHOLOGY	5
Prereq: ASSET read score of 40 or higher or COMPASS read of 80 or higher. Note: Students with a COMPASS score of 71-79 may enroll if also enrolled in READ 101, Study Skills for Psychology. ASSET read score of 40 or higher or COMPASS read of 80.		
1084	21-206 M-F	8:00A-8:50A FRICKLE R
1086	21-206 M-F	9:00A-9:50A FRICKLE R
1088	21-206 M-F	10:00A-10:50A MANBER M
1090	21-206 M-F	11:00A-11:50A MANBER M
1092	21-201 M-Th	12:10P-1:13P FRANTZ S
1094	21-206 MW	5:15P-7:25P FRANTZ S
1096	21-206 TTh	7:35P-9:45P GUTHORMSEN A
⬆ 1098	Online Course	GEORGE M
⬆ 1100	Online Course	GEORGE M
PSYCH 120	PSYCH OF HUMAN RELATIONS	5
1102	21-205 M-F	11:00A-11:50A BAUGHER R
1104	21-205 M-Th	12:10P-1:13P BAUGHER R
PSYCH 130	DEATH AND LIFE	3
1106	21-205 MWF	9:00A-9:50A BAUGHER R
PSYCH 152	UNDERSTANDING AIDS	2
1108	21-205 TTh	9:00A-9:50A BAUGHER R
PSYCH 215	DEVELOP PSYCH:LIFE SPAN	5
Prereq: PSYCH 100		
1110	TBA M-Th	11:00A-12:03P FOWERS R
1112	21-201 TTh	1:20P-3:40P GUTHORMSEN A
⬆ 1114	Online Course	FOWERS R
§ PSYCH 220	ABNORMAL PSYCHOLOGY	5
Prereq: PSYCH 100 or equiv.		
1116	21-105 M-Th	11:00A-12:03P FRICKLE R

PSYCH 250	RESEARCH METHODS	5
Prereq: PSYCH 100.		
1118	21-206 M-Th	12:10P-1:13P MANBER M

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

READING

Fac Adv, Bldg II: Eena Hibbs, ext 3948; Pat Phillips (Coord), ext 3944

REWRI 030	ESL READING/Writing LINK	10
Prereq: COMPASS ESL 150-209. For non-native speakers only. Add'l \$34 fee.		
1724	16-105 M-Th	11:00A-12:03P TANG T
	TBA M-Th	12:10P-1:13P PHILLIPS P
READ 030	COLLEGE PREP READING I	5
Prereq: COMPASS read 44-60, COMPASS ESL 150-209 or 2.0 or better inESL 029. Add'l \$34 fee.		
■ 1250	30-202 W	5:15P-7:25P FULTON M
READ 030L	COLLEGE PREP READ LAB I	5
Prereq: COMPASS read 44-60, COMPASS ESL 150-209 or 2.0 or better inESL 029. Add'l \$24 fee.		
1252	26-319d M-F	9:00A-10:50A ROBINSON D
1254	26-319d M-Th	11:00A-1:13P HIBBS E
READ 057	READING LABORATORY	1-5
Prereq: Min. COMPASS read of 44 or COMPASS ESL 140. Add'l \$24 fee. Var. credit; cont. enrollment.		
1256	26-319d M-F	9:00A-10:50A ROBINSON D
1258	26-319d M-Th	11:00A-1:13P HIBBS E
REWRI 060	READING/Writing LINK	10
Prereq: COMPASS ESL 150-209 or WRIT 030 and READ 030 with min 2.0. For non-native speakers only. Add'l \$34 fee.		
1726	16-105 M-F	9:00A-9:50A PHILLIPS P
	10-207 M-F	10:00A-10:50A SWYT W
1728	16-105 M-F	10:00A-10:50A PHILLIPS P
	TBA M-Th	11:00A-12:03P LEMOINE M
READ 060	COLLEGE PREP READ II	5
Prereq: COMPASS read 61-70 or COMPASS ESL 210-259 or READ 030 with min 2.0. Add'l \$34 fee.		
1266	TBA M-Th	11:00A-12:03P STAFF
1266	14-106 M-Th	11:00A-12:03P SHEN L
■ 1268	30-202 W	5:15P-7:25P FULTON M
READ 060L	COLLEGE PREP READ LAB II	5
Prereq: COMPASS read 44-60, COMPASS ESL 150-209 or 2.0 or better inESL 029.		
1270	26-319d M-F	9:00A-10:50A ROBINSON D
1272	26-319d M-Th	11:00A-1:13P HIBBS E
REWRI 091	READING/Writing LINK	10
Prereq: COMPASS ESL 260 or WRIT 060 and READ 060 with min 2.0. Add'l \$34 fee.		
1730	10-201 M-F	9:00A-9:50A LEMOINE M
	10-203 M-F	10:00A-10:50A STAFF
1732	22-202 M-F	10:00A-10:50A LEMOINE M
	22-202 M-Th	11:00A-12:03P FULTON M
READ 091	COLLEGE PREP READING III	5
Prereq: COMPASS ESL 260 or reading score 71-79 or 2.0 in READ 060. Add'l \$34 fee.		
1274	10-203 M-F	10:00A-10:50A STAFF
1280	22-202 M-Th	11:00A-12:03P ROBINSON D
1282	22-202 M-Th	12:10P-1:13P FULTON M
■ 1284	TBA Th	5:15P-7:25P HIBBS E
READ 091L	COLLEGE PREP READ LABIII	5
Prereq: Prereq: COMPASS ESL 260 or reading score 71-79 or 2.0 in READ 060.		
1286	26-319d M-F	9:00A-10:50A ROBINSON D
1288	26-319d M-Th	11:00A-1:13P HIBBS E

READ 100 READING & STUDY SKILLS 5
Prereq: COMPASS read 80-100 or completion of READ 091.
1290 TBA M-F 10:00A-10:50A WHITSON A

READ 101 STUDY SKILLS (FOR PSYCH) 2
Prereq: COMPASS Reading 71-79 and enrollment in PSYCH 100. Ends 02/5.
1292 22-105 M-Th 11:00A-12:03P WHITSON A

RESPIRATORY CARE

Admission to program required. Please contact Admissions/Entry Services at (206) 878-3710, ext 3181.

Fac Adv: Bob Bonner (Coord), Bldg I5, ext 3469

R C 103 RESPIRATORY CARE SCIENCE 4
Prereq: R C 102. Add'l \$14.50 fee.
3088 26-213 MW 8:00A-10:00A BONNER R

R C 113 PRACTICUM 5
Prereq: R C 112.
3090 ARR ARR ARR BLY N
ARR ARR ARR ELLER C
ARR ARR ARR ESQUIVEL A
ARR ARR ARR LEE D

R C 130 AIDS EDUC/PRACTITIONER 1
Prereq: Matriculated status in Respiratory Care Program.
3092 26-219 ARR ARR JAHNS J

R C 140 COOPERATIVE EDUCATION 1-5
Instructor perm. Req. work experience coord w/instructor. Var. credit; cont. enrollment.
3094 ARR ARR ARR BLY N

R C 203 PATHOPHYSIOLOGY III 3
Prereq: R C 202. Add'l \$14.50 fee.
3096 TBA Th 7:30A-10:30A HINKSON C
26-213 Th 7:30A-10:30A BONNER R
26-213 Th 7:30A-10:30A BLY N

R C 207 RESPIRATORY CARE SEMINAR 3
Prereq: R C 202 or advanced standing, or practitioners. Add'l \$14.50 fee.
3098 26-213 F 7:30A-10:15A BONNER R

R C 213 ADVANCES/PULMONARY MED 1
Prereq: R C 202.
3100 TBA Th 11:00A-12:00P STAFF
TBA Th 11:00A-12:00P BLY N

R C 214 COMMUNITY-BASED R C 2
3102 17-105 W 10:00A-12:00P BLY N

R C 233 PRACTICUM VII 6
Prereq: R C 232.
3104 26-213 MW 11:00A-12:00P JAHNS J
26-213 ARR 11:00A-12:00P JOHNSTON L
26-213 ARR 11:00A-12:00P BLY N
26-213 ARR 11:00A-12:00P KORN A
26-213 ARR 11:00A-12:00P LEE D

SOCIOLOGY

Fac Adv, Bldg I1: Tim McMannon (Coord), ext 3329; Darryl Brice, ext 3648; Hui Ming Huo, ext 3961

SOC 110 INTRO TO SOCIOLOGY 5
1228 26-315 M-F 8:00A-8:50A BRICE D
1230 26-315 M-F 9:00A-9:50A BRICE D
1232 26-315 M-F 10:00A-10:50A HUO HUI
1234 26-315 MW 5:15P-7:25P HUO HUI
1236 Online Course HUO HUI

SOC 115 CRIME AND SOCIETY 5
1238 10-203 M-Th 12:10P-1:13P HUO HUI

\$SOC 130 AMERICAN DIVERSITY 5
1240 26-315 M-Th 11:00A-12:03P BRICE D

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

SPANISH

All language classes are offered in sequence, starting with 101.

Fac Adv: Arline Garcia (Coord), Bldg I5, ext 3520

SPAN 102 ELEMENTARY SPANISH 5
Prereq: SPAN 101 w/1.5 min. or permission.
5262 17-204 M-Th 1:20P-2:23P GARCIA A

SPAN 103 ELEMENTARY SPANISH 5
Prereq: SPAN 102 w/1.5 min. or permission.
5264 17-204 M-F 9:00A-9:50A GARCIA A
5266 17-204 M-F 10:00A-10:50A GARCIA A
5268 17-204 M-Th 12:10P-1:13P GARTMAN M
5270 17-204 TTh 5:15P-7:25P BOHNENKAMP Z
5272 14-101 Sa 9:00A-12:30P GARTMAN M
Item #5272 meets 4/5, 4/12, 4/26, 5/3, 5/17 and 6/7.

SPEECH

Fac Adv, Bldg I8: Barbara Clinton, ext 3151; Ellen Bremen, ext 3698; Rolita Ezeonu, ext 6089; Laura Manning, ext 6037; Shannon Proctor (Coord), ext 3198; Bldg 5: Vickie Ropp, ext 3434

SPCH 080 IMPROVING SPEECH SKILLS 5
Has an online element. Add'l \$34 fee.
5002 TBA M-Th 10:00A-10:50A EZEONU R

SPCH 100 BASIC ORAL COMMUNICATION 5
Prereq: Min reading COMPASS 71 or ASSET 38 or COMPASS ESL 260 or either READ 060 or SPCH 080 w/2.0 min..
5004 14-101 M-F 7:00A-7:50A GIBSON T
5006 14-101 M-F 8:00A-8:50A GIBSON T
5008 14-103 M-F 8:00A-8:50A STAFF
5010 14-103 M-F 9:00A-9:50A STAFF
5012 14-101 M-Th 9:00A-9:50A ROPP V
Item #5012 has an online element. Add'l \$34 fee.
5014 TBA M-Th 10:00A-10:50A STAFF
Item #5014 has an online element. Add'l \$34 fee.
❖ 5001 10-103 M-Th 10:00A-12:15P ROPP V
5018 14-103 M-Th 11:00A-12:03P PROCTOR S
5020 14-101 M-Th 11:00A-12:03P MANNING L
5022 14-103 M-Th 12:10P-1:13P PROCTOR S
5024 14-101 M-Th 12:10P-1:13P STAFF
5026 14-103 TTh 5:15P-7:25P FELLERS C
5028 14-101 M 5:30P-9:30P EZEONU R
5030 14-103 TTh 7:35P-9:45P FELLERS C
🏠 5032 Online Course ZEDIKER K

\$SPCH 200 INTERCULTURAL COMM. 5
Prereq: Min reading COMPASS 71 or ASSET 38 or COMPASS ESL 260 or either READ 060 or SPCH 080 or SPCH 100 w/2.0 min..
5034 14-101 M-Th 10:00A-10:50A MANNING L
Item #5034 has an online element. Add'l \$34 fee.

SPCH 210 INTERPERSONAL & GROUP 5
Prereq: Min reading COMPASS 71 or ASSET 38 or COMPASS ESL 260 or READ 060 or SPCH 080 or SPCH 100 w/2.0 min.. Recom. completion of SPCH 100.
5036 10-101 M-Th 11:00A-12:03P EZEONU R

SPCH 213 PRESENTATION SKILLS 5
Prereq: Min reading COMPASS 71 or ASSET 38 or COMPASS ESL 260 or READ 060 or SPCH 080 or SPCH 100 w/2.0 min. Recom. completion of SPCH 100.
5038 14-103 MW 1:20P-3:40P PROCTOR S

INDEPENDENT STUDIES: ARRANGE WITH INSTRUCTOR

❖ Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.

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🏠 Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.

🏠 Weekend College course. These hybrid courses are partially online; see see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.

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\$ Meets Globalism and Diversity requirement.

STUDENT SERVICES

Fac Adv: Lance Gibson (Coord), Bldg 6, ext 3581

S SER	090	COLLEGE SKILLS LAB	1-2
For students enrolled in 10 or more credits. Var. credit; cont. enrollment.			
7002	22-203	M-Th	11:00A-11:50A STAFF
7004	29-106	M-Th	12:10P-1:00P STAFF
7006	10-207	M-Th	1:10P-2:00P STAFF
S SER	100	COLLEGE SURVIVAL	1
Instructor perm. For international students only.			
7008	3-102	M	2:10P-3:00P FUJIWARA M
S SER	104	STRESS MANAGEMENT	1-3
Var. credit.			
7010	10-105	MW	12:00P-1:15P KOEPPING G

TELEVISION

Fac Adv: Susan Landgraf (Coord), Bldg 5, ext 3427

T V	101	VIDEO PROD I	3
Add'l \$30 fee.			
4194	25-622	Th	4:30P-7:30P STREHLE K
T V	102	VIDEO PROD II	3
Prereq: T V 101. Add'l \$30 fee.			
4196	25-622	Th	4:30P-7:30P STREHLE K
T V	103	VIDEO PROD III	3
Prereq: T V 102. Add'l \$30 fee.			
4198	25-622	Th	4:30P-7:30P STREHLE K

TRAVEL & TOURISM
INDUSTRY MANAGEMENT

Fac Adv: John Lindsay (Coord), Bldg 18, ext 3498

TRAV	125	SABRE RESERVATIONS	5
2284		Online Course	LINDSAY J
TRAV	140	COOPERATIVE EDUCATION	1-6
Perm. and cumulative 3.0 GPA or higher. BUSN 139 or BTECH 139. Req. work experience coord w/instructor. Var. credit; cont. enrollment.			
2286	ARR	ARR	ARR LINDSAY J
TRAV	156	TRAVEL DESTINATIONS	5
2287	TBA	M-F	10:00A-10:50P STAFF
2288		Online Course	STAFF
TRAV	165	MANAGE CUSTOMER SERVICE	5
2289	23-306	M-Th	11:00A-12:03P STAFF
TRAV	216	AIRLINE CUSTOMER SERVICE	5
Add'l \$16 fee.			
2290	23-309	MWF	9:00A-9:50A LINDSAY J
	TBA	TTh	9:00A-9:50A LINDSAY J
TRAV	240	COOPERATIVE EDUCATION	1-5
Perm. and cumulative 3.0 GPA or higher. BUSN 139 or BTECH 139. Req. work experience coord w/instructor. Var. credit; cont. enrollment.			
2292	ARR	ARR	ARR LINDSAY J
TRAV	283	CRUISING PRACTICUM	3
Instructor perm. Meets on campus 4/18, 4/25 and 5/9 from 1-5. Cruise dates 5/2 to 5/4. Fee information not yet available. See online quarterly.			
2294	TBA	F	1:00P-5:00P LINDSAY J
	TBA	F	1:00P-5:00P WARREN N

Certificate in Customer Service with Hospitality/Tourism emphasis.
See IBest.

VISUAL COMMUNICATIONS

Fac Adv: Gary Nelson (Coord), Bldg 16, ext 3506

VICOM	110	GRAPHIC DESIGN I	5
5356	16-158	M-F	8:00A-8:50A NELSON G
VICOM	130	GRAPHIC DESIGN III	5
Prereq: VICOM 110 and VICOM 120.			
5358	16-158	TThF	12:00P-1:30P NELSON G
VICOM	140	COOPERATIVE EDUCATION	1-5
Instructor perm. Req. work experience coord w/instructor. Var. credit; cont. enrollment.			
5360	ARR	ARR	ARR RYAN M
VICOM	150	BUSN PROFESSIONAL ARTIST	3
5362	16-158	TTh	2:00P-3:30P WORTHINGTON
VICOM	153	LETTERING II	2
Prereq: Visual Communications 152			
5364	16-158	MW	2:00P-3:30P WORTHINGTON
VICOM	211	DESIGN WITH FLASH	3
Add'l \$34 fee.			
5366	30-212	MW	9:00A-11:30ANGARMKRERKCH
VICOM	235	COMPUTER FREEHAND DESIGN	3
Add'l \$34 fee.			
5368	30-212	MW	12:00P-1:30P NGARMKRERKCH

WRITING

Fac Adv for WRIT 030/060 only, Bldg 5: Lonny Kaneko, ext 3429; Monica Lemoine, ext 3034; Wendy Swyt (Coord), ext 3515; Tianyi Tang, ext 3153

REWRI	030	ESL READING/WRITING LINK	10
Prereq: COMPASS ESL 150-209. For non-native speakers only. Add'l \$34 fee.			
1724	16-105	M-Th	11:00A-12:03P TANG T
	TBA	M-Th	12:10P-1:13P PHILLIPS P
WRIT	030	WRITING FOR NONNATIVE SP	5
COMPASS ESL 150-209 or ASSET language 25-27.			
4006	3-102	TTh	5:15P-7:25P ADAMS J
REWRI	060	READING/WRITING LINK	10
Prereq: COMPASS ESL 150-209 or WRIT 030 and READ 030 with min 2.0. For non-native speakers only. Add'l \$34 fee.			
1726	16-105	M-F	9:00A-9:50A PHILLIPS P
	10-207	M-F	10:00A-10:50A SWYT W
1728	16-105	M-F	10:00A-10:50A PHILLIPS P
	TBA	M-Th	11:00A-12:03P LEMOINE M
WRIT	060	WRITING SKILLS	5
Prereq: COMPASS ESL 210-259 or WRIT 030 w/2.0 minimum Add'l \$34 fee.			
4012	10-105	M-F	9:00A-9:50A SWYT W
4014	3-102	TTh	5:15P-7:25P ADAMS J

Fac Adv, Bldg 5: Rosemary Adang, ext 3822; Lisa Bernhagen, ext 3213; Allison Green, ext 3512; Sharon Hashimoto, ext 3158; Lonny Kaneko, ext 3429; Tommy Kim, ext. 3871; Susan Landgraf, ext 3427; Monica Lemoine, ext 3034; Tarisa Matusmoto-Maxfield, ext 6405; Susan Rich, ext 3253; Matt Schwisow, ext 3699; Wendy Swyt (coord), ext 3515; Ruth Windhover, ext 3431; Angi Caster, ext 6059

REWRI	091	READING/WRITING LINK	10
Prereq: COMPASS ESL 260 or WRIT 060 and READ 060 w/2.0 minimum Add'l \$34 fee.			
1730	10-201	M-F	9:00A-9:50A LEMOINE M
	10-203	M-F	10:00A-10:50A STAFF
1732	22-202	M-F	10:00A-10:50A LEMOINE M
	22-202	M-Th	11:00A-12:03P FULTON M

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WRIT 091 PREP COLLEGE WRITING I 5
Prereq: COMPASS writ 40-64 or COMPASS ESL 260 or completion of WRIT060 or ESL 060 with 2.0 or above. Recommended: COMPASS read 61-70 or ASSET read 36-37. Add'l \$34 fee.

4016	21-203	M-F	8:00A-8:50A	RENIKER S
4020	TBA	M-F	9:00A-9:50A	OWINGS S
4022	10-105	M-F	10:00A-10:50A	BERNHAGEN L
4024	21-203	M-Th	11:00A-12:03P	KANEKO L
4028	10-206	M-Th	12:10P-1:13P	KANEKO L
4030	TBA	MW	5:15P-7:25P	JACK P

WRIT 098 PREP COLLEGE WRITING II 5
Prereq: WRIT 091 with grade of 0.7. Recommended: COMPASS Reading 61-70 or ASSET read 36-37. Add'l \$34 fee.

4032	21-203	M-F	8:00A-8:50A	RENIKER S
4034	TBA	M-F	9:00A-9:50A	OWINGS S
4036	10-105	M-F	10:00A-10:50A	BERNHAGEN L
4038	21-203	M-Th	11:00A-12:03P	KANEKO L
4040	10-206	M-Th	12:10P-1:13P	KANEKO L
4042	TBA	MW	5:15P-7:25P	JACK P

WRIT 101 PRINCIPLES OF WRITING 5
Prereq: Min. COMPASS writ 65 or ASSET language skill of 40 or 2.0 or above in WRIT 091 or 098. Min. COMPASS read of 71 or 2.0 or above in READ 060 or equiv. Add'l \$34 fee.

4044	10-203	M-F	8:00A-8:50A	HASHIMOTO S
4046	21-202	M-F	8:00A-8:50A	GRAMM C
4048	10-207	M-F	8:00A-8:50A	STAFF
4050	10-103	M-F	9:00A-9:50A	POTSUBAY R
4052	21-203	M-F	9:00A-9:50A	FOLLMAN P
4054	10-206	M-F	9:00A-9:50A	HASHIMOTO S
4055	TBA	M-F	9:00A-9:50A	STAFF
4072	22-202	M-F	9:00A-9:50A	RENIKER S
4056	23-310	M-F	10:00A-10:50A	POTSUBAY R
4058	10-205	M-F	10:00A-10:50A	STAFF
4060	19-108	M-F	10:00A-10:50A	FOLLMAN P
4062	TBA	M-Th	11:00A-12:03P	HOFMANN E
4064	19-101	M-Th	11:00A-12:03P	BERNHAGEN L
4066	10-102	M-Th	11:00A-12:03P	GREEN A
4001	29-216	M-Th	11:00P-1:15P	CASTER A
4070	10-202	M-Th	12:10P-1:13P	BERNHAGEN L
4078	14-104	MW	5:15P-7:25P	GOELZER K
4080	TBA	MW	7:35P-9:45P	JACK P
4082	10-203	TTh	5:15P-7:25P	JAMES S
4084	10-202	TTh	7:35P-9:45P	JAMES S

4086	Online Course			SCHWISOW M
4088	Online Course			SCHWISOW M

WRIT 101 PRINCIPLES OF WRITING 5
Prereq: Min. COMPASS writ 65 or ASSET language skill of 40 or 2.0 or above in WRIT 091 or 098. Min. COMPASS read of 71 or 2.0 or above in READ 060 or equiv.

4074	10-206	M-Th	11:00A-12:03P	RICH S
4076	10-201	M-Th	1:20P-2:23P	RICH S

WRIT 105 RESEARCH/PERSUASIVE WRIT 5
Prereq: WRIT 101 or equiv. with grade of 2.0 or above. Add'l \$34 fee.

4090	22-202	M-F	8:00A-8:50A	MC MILLAN-CL
4092	10-103	M-F	8:00A-8:50A	STAFF
4094	23-310	M-F	9:00A-9:50A	MC MILLAN-CL
4096	14-105	M-F	9:00A-9:50A	GRAMM C
4098	TBA	M-F	10:00A-10:50A	OWINGS S
4100	14-105	M-F	10:00A-10:50A	STAFF
4001	29-216	M-Th	11:00A-1:15P	CASTER A
4104	3-102	M-Th	11:00A-12:03P	SIROHI G
4106	10-104	MW	5:15P-7:25P	NEWMAN M
4110	10-104	MW	7:35P-9:45P	NEWMAN M

4112	Online Course			MATSUMOTO-M
4114	Online Course			MATSUMOTO-M
4108	TBA	F	6:00P-9:00P	MCKNIGHT K

Item #4108 meets 4/4, 4/11, 4/25, 5/2, 5/16 and 6/6.

WRIT 143 INTRO TO TECH WRITING 5
Prereq: WRIT 101 or equiv. with grade of 2.0 or above.
4116 Online Course SCHWISOW M

WRIT 145 WRITING IN THE WORKPLACE 5
Prereq: WRIT 101 or equiv. with grade of 2.0 or above.
4118 TBA TTh 10:00A-10:50A SIROHI G

WRIT 151 CREATIVE WRITING 5
Prereq: WRIT 101 or equiv. with grade of 2.0 or above.
4122 TBA M-Th 11:00A-12:03P HASHIMOTO S
4120 TBA M-Th 12:10P-1:13P ADANG R
4124 10-204 T 5:15P-7:25P KANEKO L

WRIT 199 WRIT CONSULTANT PRACTIC 1-5
Prereq: WRIT 101 with 3.5 or above; or permission. Var. credit.
4126 26-319d F 1:20P-3:00P ADANG R

WRIT 251 ADVANCED VERSE WRITING 5
Prereq: WRIT 101 with a 2.0 and WRIT 151.
4128 TBA M-Th 11:00P-12:03P HASHIMOTO S
4130 10-204 T 5:15P-7:25P KANEKO L

WRIT 252 ADVANCED VERSE WRITING 5
Prereq: WRIT 101 with a 2.0 and WRIT 151.
4132 TBA M-Th 11:00P-12:03P HASHIMOTO S
4134 10-204 T 5:15P-7:25P KANEKO L

WRIT 253 ADVANCED VERSE WRITING 5
Prereq: WRIT 101 with a 2.0 and WRIT 252.
4136 TBA M-Th 11:00P-12:03P HASHIMOTO S
4138 10-204 T 5:15P-7:25P KANEKO L

WRIT 255 ADVANCED FICTION WRITING 5
Prereq: WRIT 151.
4140 TBA M-F 12:10A-1:13P ADANG R
4142 10-204 T 5:15P-7:25P KANEKO L

WRIT 256 ADVANCED FICTION WRITING 5
Prereq: WRIT 255.
4144 TBA M-Th 12:10A-1:13P ADANG R
4146 10-204 T 5:15P-7:25P KANEKO L

WRIT 257 ADVANCED FICTION WRITING 5
Prereq: WRIT 256.
4148 TBA M-Th 12:10A-1:13P ADANG R
4150 10-204 T 5:15P-7:25P KANEKO L

WRIT 260 EDITING: THE ARCTURUS 3
Instructor perm. Completion of WRIT 101 and one other writing course preferred; excellent grammar and mechanical skills are recommended.
4152 10-102 TTh 12:10P-1:25P HASHIMOTO S

Homework, Research, Information?

Ask a librarian

(206) 878-3710, ext. 3232.

General library questions:

(206) 878-3710, ext. 3234.

See our hours in Quick Directory (page 3).

When checking out library items please have your
Highline Community College ID card available.

❖ *Coordinated Studies course; combined with another subject course for 10 credits. See Coordinated Studies section.*

■ *Hybrid course. Partially online; see instructor or department coordinator for more information. Add'l \$34 fee.*

📖 *Online course. Students may register through the Distance Learning Web page. Add'l \$34 fee.*

🏠 *Weekend College course. These hybrid courses are partially online; see instructor or department coordinator for more information. Also see www.highline.edu/weekend. Add'l \$34 fee.*

Shaded areas indicate Saturday and evening courses.

§ *Meets Globalism and Diversity requirement.*

Central Washington University—Des Moines

Welcome to CWU—Des Moines

Central Washington University now offers baccalaureate and master degrees, courses and certifications at Highline Community College. This partnership makes it easier than ever to earn your two-year degree and transfer to a four-year institution without having to relocate or commute.

Programs offered:

BA Law and Justice, BA Psychology, BAS Industrial Technology, BAS in ITAM, BAS Safety and Health Management, BS Accounting, BS Business Administration, BS Electronics Engineering, BS Interdisciplinary Studies: Social Science, BEd Early Childhood Education/Elementary Education, MEd Master Teacher, MS Engineering Technology, MEd Educational Administration, Master of Professional Accountancy, Supply Chain Management Certificate, Principal Certification.

To apply:

After you have received a two-year degree, you may eligible to apply to CWU-Des Moines. First, contact CWU—Des Moines at (206) 439-3800. Then visit us at www.cwu.edu/desmoines for complete directions and online application.

For more information:

Contact CWU-Des Moines at (206) 439-3800 or visit us at www.cwu.edu/desmoines.

Schedule subject to change without notice.



ACCT	305	COST ACCOUNTING	5
D01	DE 107	TTh 5:40P-7:50P	LASIK
ACCT	430	ACCTG FOR NON-PROFIT ORGS	5
D01	DE 107	TTh 3:00P-5:10P	LASIK
ACCT	446	INCOME TAX ACCOUNTING II	5
D01	DE 105	MW 10:20A-12:30P	TIDD
ACCT	450	ADVANCED ACCOUNTING	5
D01	102	MW 8:00P-10:10P	SULLIVAN
ACCT	460	AUDIITING	5
D01	107	MW 9:00A-11:20A	GIERLASINSKI
ACCT	461	FRAUD EXAMINATION	5
D01	105	MW 5:30P-7:50P	GIERLASINSKI
ADMG	374	PROJECT MANAGEMENT	5
D01	DE 107	Sa 1:00P-4:00P	
ADMG	385	BUS COMM & REPORT WRITING	5
D01	DE 105	F 5:40P-9:00P	
ADMG	485	MANAGERIAL COMM	3
D01	DE 109	F 6:00P-8:00P	
ANTH	314	HMN VAR/ADP LIVNG POP	4
D01	DE 107	F 5:40P-7:50P	TESSANDORI
BUS	341	ADVANCED BUS LAW	5
D01	216	TTh 8:00P-10:10P	WILSON
ECON	332	PUBLIC FINANCE	5
D01	DE 109	TTh 3:20P-5:30P	GHOSH
ENG	310	TECHNICAL WRITING	4
D01	106	TTh 5:10P-6:50P	JOINER
FIN	470	INTERMEDIATE FINANCIAL MGT	5
D01	106	MW 2:20P-4:30P	WANG
FIN	477	INTERNATIONAL FINANCE	5
D01	101	TTh 5:40P-7:50P	BAGAMERY

FIN	478	MNGMT OF FINANCIAL INSTIT	5
D01	116	MW 5:40P-7:50P	WANG
HRM	381	MNGMT HUMAN RESOURCES	5
D01	216	MW 5:40P-7:50P	COTNER MONT
IDS	289	PROPOSAL COLLOQUIUM	1
D01		TBA	SCHEPMAN
IDS	489	SENIOR COLLOQUIUM	1
D01		TBA	SCHEPMAN
IT	374	PROJECT MANAGEMENT	5
D01	DE 107	Sa 1:00P-4:00P	
IT	462	SYSTEMS DESIGN	4
D01	DE 107	Sa 9:30A-12:30P	
LAJ	303	LEGAL RESEARCH	4
D01	106	MW 6:00P-7:50P	
LAJ	311	FAMILY LAW	4
D01	214	MW 8:00P-9:50P	
LAJ	317	INTRO TO CIVIL PRACTICE	4
D01	116	TTh 6:00P-7:50P	STEWART
LAJ	327	COMMUNITY CORRECTIONS	4
D01	214	TTh 8:00P-9:50P	MOORE
LAJ	342	JUVENILE JUSTICE PROCESS	4
D01		web	OLIVERO
LAJ	460	TERRORISM	4
D01	214	F 5:30P-9:00P	ANDERSON
LIB	345	LIBRARY RESEARCH METHODS	2
D01	DE 105	T 8:00P-10:00P	
MGT	380	ORGANIZATIONAL MNGMT	5
D01	116	TTh 8:00P-10:10P	HIRSH
MGT	384	INTRO TO INTERNATL BUS	5
D01	105	MW 8:00P-10:10P	HIRSH
MGT	389	BUSINESS AND SOCIETY	5
D01	214	TTh 5:40P-7:50P	NIXON
MGT	489	STRATEGIC MANAGEMENT	5
D01	214	TTh 2:20P-4:30P	NIXON
MIS	386	MNGMT INFO SYSTEMS	5
D01	201	MW 2:20P-4:30P	COX
MIS	386	MNGMT INFO SYSTEMS	5
D02	DE 105	TTh 3:20P-5:30P	COX
MKT	360	PRINC OF MARKETING	5
D01	207	Sa 12:00P-4:30P	BEAGHAN
MKT	360	PRINC OF MARKETING	5
D02	214	MW 5:40P-7:50P	BEAGHAN
MKT	369	MARKET RESEARCH	5
D01	105	MW 2:20P-4:30P	BEAGHAN
MKT	467	INTERNATIONAL MKTG	5
D01	DE 109	MW 3:00P-5:10P	HIRSH
OSC	323	OPERATIONS MANAGEMENT	5
D01	201	MW 5:40P-7:50P	COX
OSC	324	QUAL AND CONT IMPRVMT	5
D01	106	TTh 2:20P-4:30P	JOO
OSC	475	GLOBAL SUPPLY CHAIN MNGMT	5
D01	102	TTh 5:40P-7:50P	JOO
POSC	452	CONSTIT/HM RIGHTS	5
D01	106	TTh 8:00P-10:20P	TURNBULL
PSY	303	ANALYSIS EVERYDAY BEH	4
D01	DE 104	MW 6:00P-7:50P	SOELLING
PSY	363	INTERMEDIATE STATISTICS	4
D01	201	F 3:00P-6:50P	SCHEPMAN
PSY	401	PSYCHOLOGY OF SPORT	4
D01	DE 104	TTh 8:00P-10:00P	KINGSTON
PSY	449	ABNORMAL PSYCHOLOGY	4
D01	DE 104	TTh 3:00P-4:50P	KINGSTON

PSY	450	SENSATION AND PERCEPTION	4
D01	102	TTh 8:00P-9:50P	MAHER
PSY	456	INDUST/ORGANIZ PSY	4
D01	DE 107	TTh 8:00P-10:00P	STAHELSKI
PSY	460	COGNITIVE PSYCHOLOGY	5
D01	206	Sa 2:00P-7:00P	MAHER
PSY	478	PHYSIOLOGICAL PSYHOLOGY	4
D01	DE 104	TTh 5:00P-7:00P	MAHER
PSY	484	VIOLENCE AND AGGRESSION	4
D01	DE 104	MW 8:00P-10:00P	SOELLING
PSY	489	SENIOR ASSESSMENT	1
D01	206	F 2:00P-2:50P	SCHEPMAN
SHM	353	SAFETY AND HEALTH MGT III	4
D01	DE 105	Th 5:40P-7:50P	
SHM	475	SAFETY & HEALTH ASSESSMENT IIA	
D01	DE 105	T 5:40P-7:50P	ROBINSON
SOC	307	INDIVIDUAL AND SOCIETY	5
D01	DE 102	MW 5:40P-7:50P	POLANCO
SOC	351	SOCIOLOGY OF WORK	5
D01	web		BECKLEY
SOC	370	SOCIAL CHANGE	5
D01	web		ALDCROFT

ELECTRONIC ENGINEERING TECHNOLOGY

EET	323	ACTIVE LINEAR CIRCUITS	4
D01	112	TTh 5:40P-7:50P	YANG
EET	343	PROCESS CONTROL	4
D01	112	TTh 8:00P-10:10P	DEAN
EET	370	MICRO ASSEMBLY	3
D01	112	MW 5:40P-7:50P	YANG
EET	376	MICROPROCESS/INST	4
D01	112	MW 8:00P-10:00P	YANG
IET	389	TECHNICAL PRESENTATIONS	3
D01	381	TTh 5:40P-7:20P	ROBERTSON
MET	382	PLASTICS AND COMPOSITES	4
D01	381	MW 5:40P-7:50P	ROBERTSON

FOR GRADUATE LEVEL STUDENTS

ACCT	530	FIN STMT ANALYSIS	5
D01	DE 109	MW 5:40P-7:50P	SULLIVAN
ACCT	565	CURRENT ISSUES IN IT	5
D01	DE 109	MW 8:00P-10:10P	LEONG
ACCT	585	SEMINAR PROF ACCT	5
D01	DE 109	TTh 5:40P-7:50P	LARSON
EDAD	581	PUBLIC SCHOOL FINANCE	5
D01	DE 107	W 5:00P-9:50P	PAPPAS
EDAD	582	SCHOOL CURRICULUM	5
D01	DE 107	M 5:00P-9:50P	JOHNSON
EDCS	598	WRIT RESEARCH PROP	2
<i>Meets 3/25, 4/1 and 4/22</i>			
D01	216	T 5:00P-7:50P	NOURSE
EDF	501	ED FOUNDATIONS	3
D01	207	T 5:00P-7:50P	SCHMITZ
EDF	507	ST/PR INTERCLT ED	3
D01	207	Th 5:00P-7:50P	WOODCOCK
IET	582	PLASTIC & COMP	4
D01	381	MW 5:40P-7:50P	ROBERTSON
IET	599	MASTER'S SEMINAR	3
D01	381	MW 8:00P-9:30P	ROBERTSON

Center for Extended Learning

Business Building Page 38

Stay at the forefront of your business and career.

Non-Profit Development Programs
Professional Development
Real Estate
SBDC

Certificates Page 41

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

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

Technology Page 42

Meet business, personal and professional goals.

Basics
Design
Fifties and Older
Hobby
Office
Online
Technology

Creativity Page 47

Discover a talent or develop your knowledge and skill.

Art
Crafts
Dance
Do It Yourself
Music
Photography
Writing

Going Global Page 49

Expand your knowledge of the world.

Language
Travel

Learning Page 50

Be thrilled with new skills.

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

Mind and BodyPage 53

Shape up physically and mentally.

Fitness
Health and Wellness
Outdoor Recreation
Personal Development

REGISTRATION INFORMATION

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

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

ONLINE

Visit our Web page at cel.highline.edu

BY TELEPHONE

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

IN PERSON

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

BY FAX

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

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

Holidays: May 26.

OTHER VITAL INFORMATION

CANCELLATION OF COURSES

We cancel courses only when absolutely necessary, but we reserve the right to do so, as well as to reschedule courses and change instructors. The Center for Extended Learning is student funded from course fees; therefore we must establish a minimum enrollment and cancel courses that do not reach that minimum. This decision will be made either before the starting date or at the first class. If your course is cancelled, you may transfer to another course. If you do not, you will receive a full refund, usually within 10 business days. In the event your class is cancelled, we will make every effort to call you, so be sure to list both home and work phone on the registration form.

REFUND POLICY

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

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

PARKING PERMITS

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

Spring 2008 Schedule

Our Mission

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

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

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

Highline High School:
225 S 152nd
Burien

<http://cel.highline.edu>

NONPROFIT DEVELOPMENT PROGRAMS

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

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

Leadership & Management — Series for Nonprofits ONLINE THIS SUMMER

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

Nonprofit Workshops & Series

Making Change Through Washington State's Legislative Process

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

Learn about how your community group or nonprofit organization can make social change at the state level via the legislative process. Topics to be covered include: an overview of the legislative process, factors that impact policy-making, and developing an action plan. CEUs: .3

Apr 28	6:00-9:00P	1 Mon
Bldg 19	Rm 102	
Lisa Arnold	Item 9138Q	Fee: \$49

Communications Planning 101 for Nonprofit and Community Groups

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

Learn how to use communications methods to effectively inform the public of your organization's services, attract donors and volunteers, and educate members of your community about the issues your group addresses. This course addresses how to create a communications plan that can help you reach organizational goals; topics covered include: identifying the different audiences your organization needs to reach, developing messages that support your mission, identifying compelling messengers, creating an action plan, and, implementing, evaluating, and fine-tuning your plan. CEUs: .9

May 3, 10, 17	8:30-11:30A	3 Sat
Bldg 19	Rm 102	
Lisa Arnold	Item 9140Q	Fee: \$149

Getting Grants: Module 1-Overview

Geared to small and medium-sized nonprofit organizations.

Learn how to identify grant opportunities, characteristics and practices of successful applicant organizations, aspects of budgeting especially relevant to grant application process, and how to develop relationships with funders. CEUs: .35

May 13	9:00A-12:00P	1 Tue
Bldg 99	Rm 132	
Lisa Arnold	Item 9114Q	Fee: \$59

Getting Grants: Module 2-Writing the Grant Application (Funding Proposal)

Geared to small and medium-sized nonprofit organizations.

Addresses common questions related to writing grants: effective proposal summaries, introductions, problem (needs) statements, describing program objectives, methods, and evaluation processes. Participants can bring a proposal for class review, discussion, and feedback. CEUs: .35

May 13	1:00P-4:00P	1 Tue
Bldg 99	Rm 132	
Lisa Arnold	Item 9116Q	Fee: \$59

Why Pay More?

Attend both Module 1 and Module 2 of Getting Grants for a special fee.

Item 9118Q	Fee: \$110
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Promoting Your Community Group's Cause with Elected Officials

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

Learn about how your community group or nonprofit organization can advocate effectively with local (city, county, state) elected officials. It will cover: identifying and prioritizing your group's objectives, evaluating the political environment, forming an advocacy strategy, and the nuts and bolts of developing a productive working relationship with elected officials. CEUs: .45

Apr 10	6:00-9:00P	1 Thu
Bldg 19	Rm 102	
Lisa Arnold	Item 9120Q	Fee: \$49

PROFESSIONAL DEVELOPMENT—RAISING THE BAR

Capital Project Management Workshop Lessons Beyond the Roadmap

Learn the lessons which resulted in processes and procedures which are not in the usual theory and practice of capital project management, the unwritten skills and techniques, and tools will be discussed which lead to project success. CEUs: .3

May 7	6:00P-9:00P	1 Wed
Bldg 99	Rm 131	
Paul Snare	Item 9150Q	Fee: \$49

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

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

Apr 29-Jun 12	Arranged	
Gary Fugere	Item 9130Q	Fee: \$69

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

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

Apr 29-Jun 12	Arranged	
Gary Fugere	Item 9132Q	Fee: \$69

Teaching on the Internet—Online Self-Paced Course

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

Apr 29-Jun 12	Arranged	
Gary Fugere	Item 9152Q	Fee: \$69

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

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

Apr 29-Jun 12	Arranged	
Gary Fugere	Item 9136Q	Fee: \$69

REAL ESTATE PROGRAMS

Real Estate Finance

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

Apr 7-Jun 9	6:10-9:45P	9 Mon
Main Campus	Bldg 3, Rm 103	
Henry Eiselstein	Item 8890Q	Fee: \$225*

No class: Monday, May 26

Real Estate Principles

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

Apr 8-Jun 12	6:30P-9:30P	10 Tue, 10 Thu
Main Campus	Bldg 3, Rm 103	
Henry Eiselstein	Item 8892Q	Fee: \$375*

SMALL BUSINESS DEVELOPMENT



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

Small Business Success Series

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

Part I: Business Management

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

May 13	6:30-9:30P	1 Tue
FWC	Rm 204	
Dave Westin	Item 9020Q	Fee: \$49
Apr 15	6:30-9:30P	1 Tue
Bldg 99	Rm 131	
Siegl/Kallenberg	Item 9030Q	Fee: \$49

Part II: Marketing and Advertising

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

May 15	6:30-9:30P	1 Thu
FWC	Rm 204	
Dave Westin	Item 9022Q	Fee: \$49
Apr 17	6:30-9:30P	1 Thu
Bldg 99	Rm 131	
Siegl/Kallenberg	Item 9032Q	Fee: \$49

Part III: Cash Flow Management

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

May 20	6:30-9:30P	1 Tue
FWC	Rm 204	
Dave Westin	Item 9024Q	Fee: \$49
Apr 22	6:30-9:30P	1 Tue
Bldg 99	Rm 131	
Siegl/Kallenberg	Item 9034Q	Fee: \$49

Part IV: Business Plan

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

May 22	6:30-9:30P	1 Thu
FWC	Rm 204	
Dave Westin	Item 9026Q	Fee: \$49
Apr 24	6:30-9:30P	1 Thu
Bldg 99	Rm 131	
Siegl/Kallenberg	Item 9036Q	Fee: \$49

Why Pay More?

Attend the series for a discounted price of \$149. Item 9058Q or 9068Q.

Business Building

See our Web site for details

* ON FEE INDICATES
TEXTBOOK
REQUIREMENT

Small Business Records & Taxes

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

Part I: Financial Recordkeeping

Improve your recordkeeping activities including accounting, financial statements, payroll, and working with various agencies. CEUs: .6

Apr 21, 23	6:00P-9:00P	1 Mon, 1 Wed
FWC	Rm 204	
Darryl Corfman	Item 9040Q	Fee: \$89

Part II: Preparing Taxes—Sole Proprietor

Review of the IRS Schedule C and related forms. Learn proper classification for income and deductible expenses. CEUs: .3

Apr 28	6:00-9:00P	1 Mon
FWC	Rm 204	
Darryl Corfman	Item 9042Q	Fee: \$49

Why Pay More?

Attend the series for a discounted price of \$129. Register for Item 9044Q.

New Small Business Success Workshops

Single Session Business Orientation for Start-ups

Start a business and do it right the first time. Learn what you need to know before investing a dime. Areas of focus: How to: apply for licenses and permits, connect with customers, get ready to talk with a lender; make a plan to survive, and where to find help and advice. CEUs: .2

Apr 22, May 20, or Jun 03	4:00-6:00P	1 Tue
Bldg 99	Rm 132	
Siegl/Kallenberg	Item 9060Q, 9062Q, or 9064Q	Fee: \$29

Business and the Law

Hear from an attorney who specializes in small business law. She will present for one hour and answer your questions the second hour. An opportunity to avoid future legal problems. CEUs: .2

May 12	4:00-6:00P	1 Mon
Bldg 99	Rm 132	
Siegl/Kallenberg	Item 9050Q	Fee: \$49

Business Loans: The Right Way to Apply

Learn how to put together a loan application package for your business. Learn what your banker is thinking. Clients of the instructor have obtained more than \$1 million in loans. CEUs: .2

Jun 4	4:00-6:00P	1 Wed
Bldg 99	Rm 132	
Siegl/Kallenberg	Item 9046Q	Fee: \$49

Business Website Strategy

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

May 21	9:00A-12:00P	1 Wed
Bldg 99	Rm 132	
Taylor/Reb./Paulsen	Item 9074Q	Fee: \$69

Sales Force Management

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

Apr 22, 24	6:00-9:00P	1 Tue 1 Thu
Bldg 99	Rm 132	
Dave Westin	Item 9078Q	Fee: \$79

LEADERSHIP & MANAGEMENT DEVELOPMENT ONLINE PROGRAM

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

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

Leadership & Management —ONLINE Series

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

Apr 21-Jun 13	Item 8882Q	Fee: \$499
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HUMAN RESOURCES

BTECH 267 Human Resources— Online Certificate Program

Third 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! Spring topics include: Training and staffing development; managing diversity and inclusion; legal problem-solving; and, the emerging roles of HR, occupational, health, safety and security. 5 credits. For complete program information, please call (206) 870-3785. For detailed information regarding the PHR Certification Exam, please go to the Human Resources Certification Institute website: www.hrci.org

Mar 31-Jun 13	Item 8884Q	Fee: \$499
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CERTIFIED GLOBAL BUSINESS PROFESSIONAL

CGBP exam - preparatory workshop — Coming Winter 2009

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

Review/practice/study test-taking strategies for the CGBP exam. Preparation will focus on the four core knowledge areas required by NASBITE Certified Global Business Professional: Global Business Management, Global Marketing, Supply Chain Management, and Trade Finance. Test-taking exam tips and exam practice are provided throughout the workshop. Participation in the workshop is not a guarantee that candidates will pass the NASBITE exam. Participants are encouraged to use the workshop to confirm prior knowledge and highlight areas for individual preparation prior to the exam. For more information, please call (206) 870-3785. All materials and book are included in cost.

PROJECT MANAGEMENT PROFESSIONAL

Project Management Professional (PMP) Certification Exam Preparation

Free Orientation and registration: Tuesday, March 25th, 6:00P at the Federal Way Campus.

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

Apr 2-June 11	6:00-9:16P	11 Wed
FWC	Rm 208	
David Syverson	Item 9142Q	Fee: \$399*

Project Management & MS Project Cert Program

Free Orientation and registration: Tuesday, March 25th, 7:00P at the Federal Way Campus.

Introduction to Project Management for the person interested in finding out what managing a project really means. This foundation course focuses on the accepted practices recognized by the PMI®. Covers the nine knowledge areas and the five process areas of: Initiating, Planning, Executing, Controlling, and Closing. Gain the skills to be an effective project manager. Additionally, learn to use MS Project 2007 successfully: enter tasks,

resources and work estimates correctly using a standard process; develop dependencies, constraints, resources, and optimization of schedules, baselines, variance analysis and more to execute and control schedules. Instructed by certified Project Management Professional (PMP). CEUs: 3.6

Apr 7-Jun 10	6:20-9:16P	11 Tue
FWC	Rm 206	
David Syverson	Item 9134Q	Fee: \$399*
No class: Monday, May 26		

Introduction to Project Management—One Day Seminar

Learn successful project management strategies from a certified Project Management Professional. If you have ever managed, or tried to manage a project, then this workshop is for you. Covers the nine knowledge areas of quality, scope, time, cost, human resources, communications, risk, procurement, and integration management. Also included are the five process areas of: Initiating, Planning, Executing, Controlling, and Closing. Gain a clear overview of the skills needed to be an effective project manager. Instructed by certified Project Management Professional (PMP). CEUs: .6

Apr 25	9:00-4:00P	1 Fri
Bldg 99	Rm 132	
David Syverson	Item 9112Q	Fee: \$99

WORKSAFE INSTITUTE OF WASHINGTON



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

CERT Training

The CERT training for community groups is delivered in 2 1/2 hour sessions, one evening a week over a 7 week period. The training consists of the following and earns CEUs: 1.75. Disaster Preparedness; Disaster Fire Suppression; Disaster Medical Operations Part I; Disaster Medical Operations Part II; Light Search & Research Operations; Disaster Psychology & Team Organization; Course Review & Disaster Simulation.

Apr 7-May 19	7:00-9:30P	7 Mon
Mar 29	9:00A-3:00P	1 Sat
Bldg 99	Rm 132	
Darren Branum	Item 9184Q	Fee: \$129*

Work & Business Disaster/Preparedness

In this class we will take a look at the different types of natural disasters. Talk about and describe hazards that pose a risk to their business. Explain how and what protective measures can reduce or eliminate long-term risks. Gather and prepare emergency kits. Develop and practice evacuation plans. Discuss how protective measures for small businesses secure people, business property, and building structures and prevent business loss from a natural disaster. CEUs: .015

Jun 3	7:00-8:30P	1 Tue
Bldg 99	Rm 132	
Darren Branum	Item 9122Q	Fee: \$49

Certificates

See our Web site for details

* ON FEE INDICATES
TEXTBOOK
REQUIREMENT

Personal & Family Disaster/Preparedness

The focus of the class is on how to develop, practice, and maintain emergency plans for individuals and families. We will also discuss what must be done before, during, and after a disaster to protect people and their property. Also included is information on how to assemble a disaster supply kit that contains the food, water, and other supplies in sufficient quantity for individuals and their families to survive. Students will also learn about specific hazards. CEUs: .015

May 20	7:00-8:30P	1 Tue
Bldg 99	Rm 132	
Darren Branum	Item 9124Q	Fee: \$49

**Campus CERT Training—
Community Emergency Response Team**

The primary purpose of this training program is to apply the established CERT model to the college and university environment. Every campus community is a virtual "city within a city" with many of the same challenges to public health and safety faced by any other community, but also some unique or special risks and vulnerabilities. The goal of this training is to provide basic emergency and disaster training to all campus staff, students and faculty to enhance responses in the event of a disaster or emergency situation. The Campus CERT training for school groups is delivered in 2 1/2 hour sessions, one evening a week over a 7 week period. The training consists of the following and earns CEUs: 1.75: Sessions highlights include: Disaster Preparedness, Disaster Fire Suppression, Disaster Medical Operations Part I, Disaster Medical Operations, Part II, Light Search and Rescue Operations, Disaster Psychology and Team Organization, and, Course Review and Disaster Simulation. For additional details, please call 206- 870-3785.

Apr 2-May 14	7:00-9:30P	7 Wed
May 17	9:00A-3:00P	1 Sat
Bldg 99	Rm 132	
Darren Branum	Item 9126Q	Fee: \$129*

COMPUTERS**New to Computers!**

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

Apr 18	9:00A-4:00P	1 Fri
FWC	Rm 203	
Gayle Larson	Item 9210Q	Fee: \$119
Jun 2, 4	6:00-9:00P	1 Mon, 1 Wed
FWC	Rm 203	
Gayle Larson	Item 9212Q	Fee: \$119

Beginning Keyboarding

You can do it! Learn to type with confidence and increase your speed and accuracy. CEUs: 1.0

Apr 21-May 5	5:30-7:30P	2 Mon, 3 Wed
FWC	Rm 202	
Susan Taylor	Item 9214Q	Fee: \$119

Keyboarding Skill Building

Build your speed and accuracy. For novices and experienced typists alike. CEUs: 1.0

May 7-21	5:30-7:30P	2 Mon, 3 Wed
FWC	Rm 202	
Susan Taylor	Item 9216Q	Fee: \$119

OPERATING SYSTEMS**Windows XP**

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

Apr 28-May 7	6:00-8:00P	2 Mon, 2 Wed
FWC	Rm 201	
Gayle Larson	Item 9218Q	Fee: \$139

Windows Vista

This class will introduce you to the features and components of Microsoft's Windows Vista. You will learn to customize your desktop, manage a file system, and use the common tools and programs featured in Vista. CEUs: .8

May 12-21	6:00-8:00P	2 Mon, 2 Wed
Bldg 99	Rm 251	
Gayle Larson	Item 9219Q	Fee: \$139

Security Awareness

A good overview of the need for information security on your computer at home and work. Students will learn how to run applications, explore security concepts, and practices, identify ways to share and transfer files safely, back up data, encrypt and decrypt files and to dispose of information. CEUs: .6

May 23, 24	9:00A-4:00P	1 Fri, 1 Sat
FWC	Rm 208	
Staff	Item 9302Q	Fee: \$199

**COMPUTER BOOTCAMPS—
ONE-DAY WORKSHOPS**

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

BootCamp 1—Windows XP

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

Apr 19	9:00A-3:00P	1 Sat
FWC	Rm 203	
Staff	Item 9220Q	Fee: \$109
May 30	9:00A-3:00P	1 Fri
FWC	Rm 203	
Staff	Item 9230Q	Fee: \$109

BootCamp 2— Word

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

Apr 26	9:00A-3:00P	1 Sat
FWC	Rm 203	
Staff	Item 9222Q	Fee: \$109
Jun 6	9:00A-3:00P	1 Fri
FWC	Rm 203	
Staff	Item 9232Q	Fee: \$109

BootCamp 3—Excel

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

May 3	9:00A-3:00P	1 Sat
FWC	Rm 203	
Staff	Item 9224Q	Fee: \$109
Jun 13	9:00A-3:00P	1 Fri
FWC	Rm 203	
Staff	Item 9234Q	Fee: \$109

BootCamp 4 - Presentations

Learn how to create presentations, desktop publishing, and work with graphics. CEUs: .5

May 10	9:00A-3:00P	1 Sat
FWC	Rm 203	
Staff	Item 9226Q	Fee: \$109
Jun 20	9:00A-3:00P	1 Fri
FWC	Rm 203	
Staff	Item 9236Q	Fee: \$109

BootCamp Series

Combines Windows Fundamentals, Word, Excel, and Presentations at a discounted price. . CEUs: 1.5

Apr 19-May 10	9:00A-3:00P	4 Sat
FWC	Rm 203	
Staff	Item 9228Q	Fee: \$349
May 30-Jun 20	9:00A-3:00P	4 Fri
FWC	Rm 203	
Staff	Item 9238Q	Fee: \$349

OFFICE

Microsoft Office 2007

MS Office Success

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

Jun 7	9:00A-4:00P	1 Sat
FWC	Rm 201	
Gayle Larson	Item 9240Q	Fee: \$109

MS Word

Word 2007 The Basics

Level 1. Learn the latest version of Word with its enhanced editing, formatting and reviewing capabilities. Learn the new shortcuts, edit text, add tables and review all of the graphic applications. CEUs: .7

Apr 18	8:30A-4:30PM	1 Fri
FWC	Rm 201	
Gayle Larson	Item 9242Q	Fee: \$139

Word 2007 Transition Up

Level 2. Customize and automate Word with lists, tables, styles, macros, templates and wizards, and perform mail merges. CEUs: .7

Apr 25	8:30A-4:30P	1 Fri
FWC	Rm 201	
Gayle Larson	Item 9244Q	Fee: \$139

Word 2007 Advanced Use

Level 3. Learn how to use MS Word with other programs, collaborate, create new versions, and insert references and bookmarks. CEUs: .7

May 2	8:30A-4:30PM	1 Fri
FWC	Rm 201	
Gayle Larson	Item 9246Q	Fee: \$139

Word 2007 Full Series

Combines all 3 levels of Word 2007 at a discounted price. CEUs: 2.1

Apr 18, 25, May 2	8:30AM-4:30PM	3 Fri
FWC	Rm 201	
Gayle Larson	Item 9248Q	Fee: \$359

MS Excel

Excel 2007 The Basics

Level 1. Discover the power of Excel 2007 with enhanced Smart Tags and XML support. Create basic worksheets, formulas and functions, copy and move data and customize layouts. CEUs: .8

Apr 15-24	5:30-7:30P	2 Tue, 2 Thu
FWC	Rm 202	
Eileen Hugh	Item 9250Q	Fee: \$139

May 30	8:30A-4:30P	1 Fri
Bldg 99	Rm 251	
Staff	Item 9258Q	Fee: \$139

Excel 2007 Transition Up

Level 2. Apply visual elements with charts and graphics; create advanced formulas; sort, filter, import and export data, create named ranges and templates, and collaborate on the Web. CEUs: .8

Apr 29-May 8	5:30-7:30P	2 Tue, 2 Thu
FWC	Rm 202	
Eileen Hugh	Item 9252Q	Fee: \$139

Jun 6	8:30A-4:30P	1 Fri
Bldg 99	Rm 251	
Staff	Item 9260Q	Fee: \$139

Excel 2007 Advanced Use

Level 3. Become a power user! Customize a workbook, analyze and audit data with pivot tables and scenarios; create macros; consolidate data; link cells and protect and share workbooks. CEUs: .8

May 13-22	5:30-7:30P	2 Tue, 2 Thu
FWC	Rm 202	
Eileen Hugh	Item 9254Q	Fee: \$139

Jun 13	8:30A-4:30P	1 Fri
Bldg 99	Rm 251	
Staff	Item 9262Q	Fee: \$139

Excel 2007 Full Series

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

Apr 15-May 22	5:30-7:30P	6 Tue, 6 Thu
FWC	Rm 202	
Eileen Hugh	Item 9256Q	Fee: \$359

May 30, Jun 6, 13	8:30A-4:30P	1 Fri
Bldg 99	Rm 251	
Staff	Item 9264Q	Fee: \$359

Advanced Techniques in Excel

For power users! Create spreadsheets systems that make complex calculations and analyze data quickly, and cover other advanced features. CEUs: .6

May 17	9:00A-4:00P	1 Sat
Main Campus	Bldg 99	Rm 251
Michael Girvin	Item 9266Q	Fee: \$159

MS Access 2007

Access 2007 The Basics

Level 1. Information is power! Learn critical skills to create a database and enter, find, edit, and report on the data it contains. CEUs: .75

Apr 25	8:30A-4:30P	1 Fri
FWC	Rm 203	
Staff	Item 9268Q	Fee: \$139

Technology

See our Web site for details

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REQUIREMENT

Database Structure and Design

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

CEUs: .75

May 2	8:30A-4:30P	1 Fri
FWC	Rm 203	
Staff	Item 9270Q	Fee: \$139

Access 2007 Transition Up

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

May 9	8:30A-4:30P	1 Fri
FWC	Rm 203	
Staff	Item 9272Q	Fee: \$139

Access 2007 Advanced Use

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

May 16	8:30A-4:30P	1 Fri
FWC	Rm 203	
Staff	Item 9274Q	Fee: \$139

Access 2007 Full Series

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

Apr 25, May 2, 9, 16	8:30A-4:30P	4 Fri
FWC	Rm 203	
Staff	Item 9276Q	Fee: \$449

MS PowerPoint 2007

PowerPoint 2007 The Basics

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

May 10	8:30A-4:30P	1 Sat
FWC	Rm 202	
Eileen Hugh	Item 9278Q	Fee: \$139

PowerPoint 2007 Transition Up

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

May 17	8:30A-4:30P	1 Sat
FWC	Rm 202	
Eileen Hugh	Item 9280Q	Fee: \$139

PowerPoint 2007 Full Series

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

May 10, 17	8:30A-4:30P	2 Sat
FWC	Rm 202	
Eileen Hugh	Item 9282Q	Fee: \$229

MS Outlook 2007

Outlook 2007

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

Apr 5	9:00A-4:00P	1 Fri
FWC	Rm 202	
Gayle Larson	Item 9208Q	Fee: \$129

BOOKKEEPING

Beginning QuickBooks Pro 2007

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

Apr 7-14	6:30-9:00P	2 Mon, 1 Wed
FWC	Rm 201	
Gayle Larson	Item 9284Q	Fee: \$159

May 9	8:30A-4:30P	1 Fri
Bldg 99	Rm 251	
Gayle Larson	Item 9290Q	Fee: \$159

Advanced QuickBooks Pro 2007

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

Apr 16-23	6:30-9:00P	1 Mon, 2 Wed
FWC	Rm 201	
Gayle Larson	Item 9286Q	Fee: \$159

May 16	8:30A-4:30P	1 Fri
Bldg 99	Rm 251	
Gayle Larson	Item 9292Q	Fee: \$159

QuickBooks Pro 2007 Full Series

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

Apr 7-23	6:30-9:00P	1 Mon, 2 Wed
FWC	Rm 201	
Gayle Larson	Item 9288Q	Fee: \$259

May 9, 16	8:30A-4:30P	2 Fri
Bldg 99	Rm 251	
Gayle Larson	Item 9294Q	Fee: \$259

HOBBY

Digital Storytelling

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

Apr 10-May 29	6:30A-8:30P	8 Thu
FWC	Rm 208	
Staff	Item 9310Q	Fee: \$199

Sell on eBay!

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

Apr 19	9:00A-3:00P	1 Sat
Bldg 99	Rm 251	
Staff	Item 9312Q	Fee: \$99

ESL for Computers

Discover the world of computers. Designed for ESL students level 3 and up. Basics in learning how computers function and their use. CEUs: 1.2

Apr 21-May 7	6:00-8:00P	3 Mon, 3 Wed
FWC	Rm 203	
Staff	Item 9314Q	Fee: \$119

NEW!

GRAPHIC DESIGN

DRUPA 2008

Attend the world's largest printing and pre-media exposition in DRUPA. Held once every four years in Dusseldorf, Germany, this event will display the future of all things print related from around the world. The size of 14 soccer fields, it is an event unmatched in size. Join Highline Graphics Print Production program as we tour DRUPA for four days followed by a visit to Maintz, Germany and the Gutenberg Museum. You will also enjoy an escorted tour of the world's largest printing press manufacturing facility - Heidelberg. The tour begins on June 3 and will conclude June 10. For tour information, costs and details, contact Tony Sittner, Program Manager, Highline Graphics Production Program at 206-878-3710, ext 3068. CEUs: 1.2

June 3-10	Arranged	TBA
Directions Provided		
Tony Sittner	Item 9296Q	Fee: \$100

InDesign CS

An introduction to professional desktop publishing. This class includes: basic page layout, preparing files for printing, importing copy and graphics, making PDF files for print, printing terms, fonts, basic preflight, scanning, color correction and photo manipulation, and Photoshop layers and effects. Space is limited so sign up today so you don't miss out. CEUs: 1.2

April 7-23	5:00-7:00PM	3 Mon, 3 Wed
Bldg 16	Rm 151	
Tony Sittner	Item 9298Q	Fee: \$199

Photoshop CS

Prepare files for printing that work! This class will teach the basics of Pagemaker and Photoshop. Includes file preparation, preflight for printing, trapping, RGB vs CMYK, photo manipulation, basic color correction and scanning. CEUs: 1.2

May 5-21	5:00-7:00PM	3 Mon, 3 Wed
Bldg 16	Rm 151	
Tony Sittner	Item 9300Q	Fee: \$199

"50'S"AND OLDER

New to Computers!

Get on board! Learn the fundamentals of today's computers. No computer experience needed. CEUs: .6

Apr 14-21	8:30-10:30A	2 Mon, 1 Wed
FWC	Rm 201	
Gayle Larson	Item 9316Q	Fee: \$79

Introduction to Windows XP

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

Apr 28-May 7	8:30-10:30A	2 Mon, 2 Wed
FWC	Rm 201	
Gayle Larson	Item 9318Q	Fee: \$99

E-Mail and the Web

Open your world and expand horizons using e-mail and the Internet in this fun, interactive class. CEUs: .8

May 12-21	8:30-10:30A	2 Mon, 2 Wed
FWC	Rm 201	
Gayle Larson	Item 9320Q	Fee: \$99

Print and Publish

Discover the tips and tricks to produce quality newsletters, holiday cards, brochures and flyers from your desktop using various programs. CEUs: .8

June 2-11	8:30-10:30A	2 Mon, 2 Wed
FWC	Rm 201	
Gayle Larson	Item 9322Q	Fee: \$99

WEB DESIGN

Web Design I - Concepts and Best Practices

Theory and concepts class. CEUs: .7

Apr 12	8:30A-4:30P	1 Sat
FWC	Rm 201	
Staff	Item 9324Q	Fee: \$159

Web Design II - XHTML Introduction

Preq: Type 25 wpm, Internet familiarity. Learn hypertext and hypermedia; URL conventions; XHTML syntax and usage; multimedia Web page authoring; and Netscape extensions to XHTML. CEUs: .7

Apr 19	8:30A-4:30P	1 Sat
FWC	Rm 201	
Dave Roeser	Item 9326Q	Fee: \$159

Web Design III - XHTML Advanced

Intermediate. Learn skills and techniques such as advanced formatting; graphics; tables and forms; creation of dynamic and interactive documents; validation; and style considerations. CEUs: .7

Apr 26	8:30A-4:30P	1 Sat
FWC	Rm 201	
Dave Roeser	Item 9328Q	Fee: \$159

Web Design IV - Cascading Style Sheets

Learn to effectively design Web sites using cascading style sheets. CEUs: .7

May 10	8:30A-4:30P	1 Sat
FWC	Rm 202	
Dave Roeser	Item 9330Q	Fee: \$159

Web Design V - Javascript

Learn to effectively design Web sites using cascading style sheets. CEUs: .7

May 17	8:30A-4:30P	1 Sat
FWC	Rm 202	
Dave Roeser	Item 9332Q	Fee: \$159

Web Design VI - Special Projects

Learn to publish your site using FTP ect. CEUs: .7

May 31	8:30A-4:30P	1 Sat
FWC	Rm 202	
Staff	Item 9334Q	Fee: \$159

Technology
See our Web site for details

* ON FEE INDICATES
TEXTBOOK
REQUIREMENT

DreamWeaver 8.0 Introduction

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

Apr 22-May 1	7:00-9:00P	2 Tue, 2 Thu
FWC	Rm 201	
Staff	Item 9336Q	Fee: \$179

DreamWeaver 8.0 Intermediate

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

May 6-15	7:00-9:00P	2 Tue, 2 Thu
FWC	Rm 201	
Staff	Item 9338Q	Fee: \$179

DreamWeaver 8.0 Full Series

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

Apr 22-May 15	7:00-9:00P	4 Tue, 4 Thu
FWC	Rm 201	
Staff	Item 9340Q	Fee: \$299

Flash MX Introduction

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

May 27-Jun 5	6:30-9:00P	2 Tue, 2 Thu
FWC	Rm 208	
Staff	Item 9342Q	Fee: \$189

Flash MX Advanced

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

Jun 7	8:30A-4:30P	1 Sat
FWC	Rm 208	
Staff	Item 9344Q	Fee: \$189

Flash MX Gaming

Create simple interactive games that stand alone or plug in to any HTML site. Focuses on end-user interaction; use of buttons and animation to create a FPS game using basic action scripting. CEUs: .7

Jun 14	8:30A-4:30P	1 Sat
FWC	Rm 208	
Staff	Item 9346Q	Fee: \$189

Climb your ladder of Technology

Ascend the ladder that will lead you to knowledge and competency.

Here are a few examples of ladders that have worked well for others.

COMPUTER BOOTCAMPS:

Windows XP
Word
Excel

NEW TO COMPUTERS:

Windows XP 1 & 2
Word 1, 2 & 3
Excel 1, 2 & 3

WEB DESIGN:

XHTML 1 & 2
Cascading Style Sheets
DreamWeaver 1 & 2
Flash 1, 2 & 3

HARDWARE FUNDAMENTALS:

Network Fundamentals
Wireless Networks
A+

Let our knowledgeable staff help you decide which ladder will meet your goals.

For more information, call
Tacoma: (253) 943-4000
Seattle: (206) 870-3757



We are currently looking for instructors in the following areas:

Computer Technology
Foreign Languages
Home Repairs
Car Care
First Aid/CPR
Industrial Skills (Electrical Certifications)

Business Leadership and Management
Business Soft Skills
Nasbite Certification Instructors

ART

Experimental Drawing

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

Apr 10-May 29	6:30-9:30P	8 Thu
Main Campus	Bldg 16, Rm 158	
Jon Jarvis	Item 9602Q	Fee: \$99

Illustrating Children's Books

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

Apr 9-May 28	8:00-9:30P	8 Wed
Main Campus	Bldg 10, Rm 201	
Jon Jarvis	Item 9604Q	Fee: \$89*

Why Pay More?

Illustrate and write a children's book for a discounted fee. See Item 9674 for Writing Children's Books.
Item 9605Q Fee: \$165

Matting and Framing Introduction

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

Apr 5	9:30A-12:30P	1 Sat
Main Campus	Bldg 10, Rm 201	
Aletha Deuel	Item 9606Q	Fee: \$35

Picture Framing

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

Apr 14-Jun 9	6:30-9:30P	8 Mon
Main Campus	Bldg 16, Rm 158	
Aletha Deuel	Item 9608Q	Fee: \$99

No class May 26

Watercolor

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

Apr 8-May 27	6:30-9:30P	8 Tue
Main Campus	Bldg 16, Rm 158	
Aletha Deuel	Item 9612Q	Fee: \$99

Beginning Stained Glass

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

Apr 14-Jun 9	6:30-9:00P	8 Mon
Main Campus	Bldg 10, Rm 202	
Michelle Nicholas	Item 9614Q	Fee: \$99

No class May 26

Creative Watercolor

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

Apr 9-Jun 11	5:30-7:30P	10 Wed
Main Campus	Bldg 16, Rm 158	
Gary Nelson	Item 9616Q	Fee: \$95

Landscape Painting

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

Apr 14-Jun 9	6:30-9:30P	8 Mon
Main Campus	Bldg 16, Rm 176	
Jon Jarvis	Item 9618Q	Fee: \$99

No class May 26

Pottery

Practice centering, opening and shaping clay. High fire glazing techniques taught. CEUs: 3.0

Apr 5-Jun 7	9:00A-12:00P	10 Sat
Main Campus	Bldg 16, Rm 171	
Joan Johnson	Item 9622Q	Fee: \$185

Acrylic Painting

Enjoy the art medium of acrylic painting, no matter your level of experience, with our popular instructor. Supply list provided. CEUs: 2.0

Apr 9-May 28	6:30-9:00P	8 Wed
Main Campus	Bldg 10, Rm 103	
Patty Arnold	Item 9624Q	Fee: \$95

Handmade Books

Create treasured gifts to capture thoughts and hold photographs. You will receive materials to make 2 books. Bring metal ruler, Xacto knife and cutting mat. \$8 materials fee paid in class. CEUs: .4

Apr 26	10:00A-2:00P	1 Sat
Main Campus	Bldg 10, Rm 204	
Mitzi Lindgren	Item 9626Q	Fee: \$45

Kaleidoscopes

Create a high quality kaleidoscope for a fraction of the price of those in fine gift shops from instructor who has had kaleidoscopes in the Smithsonian. \$20 materials fee paid in class. Bring a bag lunch. CEUs: .5

May 3	10:00A-3:30P	1 Sat
Main Campus	Bldg 10, Rm 201	
Thea Marshall	Item 9628Q	Fee: \$59

CRAFTS

Rubber Stamping

Four spring projects, including Mother's and Father's Day, using innovative and fun techniques. Fee includes all materials. CEUs: .2

Apr 19	10:00A-12:00P	1 Sat
Bldg 99	Rm 130	
Kris Roeser	Item 9632Q	Fee: \$19

Herbal Spa Essentials

Learn the art of making toners, bath salts, bath fizzies and more. \$15 materials fee paid in class. CEUs: .2

Apr 19	11:00A-1:00P	1 Sat
Main Campus	Bldg 10, Rm 104	
Dinea Norrell	Item 9634Q	Fee: \$39

Herbal Salves and Oils

Make plant-infused salves and oils for personal use or gifts! \$15 materials fee paid in class. CEUs: .15

Apr 19	1:30-3:00P	1 Sat
Main Campus	Bldg 10, Rm 104	
Dinea Norrell	Item 9636Q	Fee: \$39

* ON FEE INDICATES
TEXTBOOK
REQUIREMENT

Why Pay More?

Spend a day at the spa! Attend both classes and save money.
Materials fee collected in each class.

Item 9637Q Fee: \$70

DANCE

Wedding and Special Occasion Dance

Worried about your first dance? In time for June weddings, eliminate that concern with basic dance steps for the wedding party and guests or for your next special occasion. CEUs: .8

May 1-22	7:00-9:00P	4 Thu
Highline HS	Directions provided	
Billie Sutton	Item 9638Q	Fee: \$45 indiv.
	Item 9640Q	Fee: \$60 cpl.

Beginning Ballroom Dance

Join the fun and learn basic steps to waltz, foxtrot, cha cha, swing. CEUs: 1.6

Apr 14-Jun 9	7:00-9:00P	8 Mon
Highline HS	Directions provided	
Billie Sutton	Item 9642Q	Fee: \$89 indiv.
	Item 9644Q	Fee: \$119 cpl.

No class May 26

Salsa

Learn this hot dance that has been packing dance floors everywhere. CEUs: .5

Apr 15-May 13	6:30-7:30P	5 Tue
Highline HS	Directions provided	
Billie Sutton	Item 9646Q	Fee: \$59 indiv.
	Item 9648Q	Fee: \$99 cpl.

DO IT YOURSELF

Espresso Repair

Learn to tune up your espresso machine for home or business. Covers basic repairs and maintenance for optimum machine performance. CEUs: .2

May 13	6:30-8:30P	1 Tue
Main Campus	Bldg 10, Rm 201	
Pierre Falip	Item 9652Q	Fee: \$55

MUSIC

Hawaiian Folk and Slack Key Guitar

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

Apr 8-Jun 10	6:15-7:30P	10 Tue
FWC	Rm 103	
Sheryl Akaka	Item 9654Q	Fee: \$79*

Beginning and Continuing Guitar

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

Apr 9-May 28	7:00-9:00P	8 Wed
FWC	Room 103	
Sheryl Akaka	Item 9656Q	Fee: \$89*

Beginning Class Piano

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

Mar 31-May 19	6:30-8:30P	8 Mon
Main Campus	Bldg 4, Rm 101	
Nancy Warren	Item 9658Q	Fee: \$89*

PHOTOGRAPHY

Portrait Photography

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

May 6-20	6:30-8:30P	3 Tue
Main Campus	TBA	
Lorylee Lejon	Item 9662Q	Fee: \$59

Why Pay More?

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

Item 9663Q	Fee: \$119
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Introduction to Photography

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

Apr 12-May 10	12:30-2:30P	5 Sat + 3 Sun
Main Campus	Bldg 26, Rm 318	
Robert Stahl	Item 9664Q	Fee: \$99*

Photographing People:

At Home & Around the World

Intermediate. This class will interest color film and digital SLR users. Learn techniques for compelling people photos from instructor whose photos have appeared in National Geographic and other national publications. No darkroom work. CEUs: 2.5

Apr 12-May 10	10:00A-12:00P	5 Sat + 3 Sun
Main Campus	Bldg 26, Rm 318	
Robert Stahl	Item 9668Q	Fee: \$99*

WRITING

Digital Tales and Other

Expressive Arts Delights

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

Apr 8-May 27	6:30-8:30P	8 Tue
FWC	Rm 208	
Linda Upshaw	Item 9670Q	Fee: \$99

Creative Writing

Discover all areas of creative writing including factual and imaginative memoir. CEUs: 1.6

Apr 14-Jun 9	7:00-9:00P	8 Mon
Main Campus	Bldg 10, Rm 105	
Staff	Item 9672Q	Fee: \$89

No class May 26

Writing Children's Books

Bring your good ideas and best intentions to an excellent first class in children's book writing. Bring a preferred children's book sample for reference and study in class. CEUs: 1.2

Apr 16-Jun 4	6:00-7:30P	8 Wed
Main Campus	Bldg 10, Rm 201	
Jon Jarvis	Item 9674Q	Fee: \$89*

NEW!

NEW!

Why Pay More?

Illustrate and Write a children's book for a discounted fee. See Item 9604 for Illustrating Children's Books.

Item 9605Q Fee: \$165

Enliven Your Heritage with Family Books

Want to learn your family history? Want others to learn it? Consider several options for books about family from coloring books to memoirs and learn to create a book – even if you aren't a writer. CEUs: .3

Apr 26	9:00A-12:00P	1 Sat
Main Campus	Bldg 10, Rm 202	
Loie Benson	Item 9676Q	Fee: \$39 indiv.
	Item 9678Q	Fee: \$59 cpl.

NEW!**Enliven Your Heritage with Genealogy Games**

Glimpse a spectrum of games, sample playing a game, and begin creating a game for your family to play. Genealogy games help novices-young or old-discover their heritage and help expert genealogists lure family toward their knowledge. CEUs: .3

May 3	9:00A-12:00P	1 Sat
Main Campus	Bldg 10, Rm 202	
Loie Benson	Item 9680Q	Fee: \$39 indiv.
	Item 9682Q	Fee: \$59 cpl.

NEW!**Why Pay More?**

Take Family Books and Genealogy Games classes for a discounted fee.

Item 9681Q	Fee: \$69 indiv.
Item 9683Q	Fee: \$99

Screenwriting for the Short Film

Many first-time directors wish to shoot a short film, but don't know where to start. Class covers everything you need to write your own short film script that you can afford to shoot. CEUs: 1.0

Apr 16-May 21	6:00-9:00P	6 Wed
Main Campus	Bldg 10, Rm 202	
Corey Lopardi	Item 9684Q	Fee: \$99

NEW!**LANGUAGES****Beginning Conversational Spanish Level I**

Read, speak and understand Spanish-for travelers and others. CEUs: 1.6

Apr 15-May 8	6:30-8:30P	4 Tue, 4 Thu
Main Campus	Bldg 10, Rm 206	
Staff	Item 9686Q	Fee: \$99*

Beginning Conversational Spanish Level II

Continuation and expansion of Level I skills or for those who have some beginning knowledge of Spanish. CEUs: 1.6

May 13-Jun 5	6:30-8:30P	4 Tue, 4 Thu
Main Campus	Bldg 10, Rm 206	
Staff	Item 9688Q	Fee: \$99*

Why Pay More?

Take Beginning and Continuing Spanish for a discounted fee.

Item 9689Q Fee: \$185

Kiswahili: Beginning Adult

Basic Swahili conversation and grammar with a touch of East African culture. CEUs: 1.6

Apr 28-May 21	6:00-8:00P	4 Mon, 4 Wed
Main Campus	Bldg 21, Rm 203	
James Githui	Item 9690Q	Fee: \$99*

Kiswahili: Beginning Youth

Introduction to Swahili language with an emphasis on East African culture and interaction for ages 10-15. CEUs: 1.6

Apr 28-May 21	3:30-5:30P	4 Mon, 4 Wed
Main Campus	Bldg 99	Rm 130
James Githui	Item 9692Q	Fee: \$89*

Beginning Italian

Learn the language, correct pronunciation, a few important grammar rules, and explore typical foods and traditions. CEUs: 1.6

Apr 7-30	6:30-8:30P	4 Mon, 4 Wed
Main Campus	Bldg 21, Rm 203	
Vincenza Gudor	Item 9694Q	Fee: \$99

Why Pay More?

Attend Beginning Italian language class and Best of Italy class for a special fee. (see Travel section for Best of Italy)

Item 9695Q Fee: \$115

Continuing Italian

Continuation of Beginning class or for those who have taken other Italian language classes or beginning class. CEUs: 1.6

May 5-Jun 2	6:30-8:30P	4 Mon, 4 Wed
Main Campus	Bldg 21, Rm 203	
Vincenza Gudor	Item 9696Q	Fee: \$99

No class May 26

Why Pay More?

Take Beginning and Continuing Italian for a discounted fee.

Item 9697Q Fee: \$185

Conversational French

French language basics for the traveler, business person or those interested in the language. CEUs: 2.0

Apr 29-May 22	6:30-9:00P	4 Tue, 4 Thu
Main Campus	Bldg 22, Rm 202	
Sylvie Gaillard	Item 9698Q	Fee: \$99

Why Pay More?

Attend Beginning French language class and Travel Paris class for a special fee. (see Travel section for Travel Paris)

Item 9699Q Fee: \$115

Advanced French

Continue to build your advanced language skills. CEUs: 2.0

Apr 30-Jun 4	6:30-9:00P	6 Wed
Main Campus	Bldg 22, Rm 203	
Sylvie Gaillard	Item 9700Q	Fee: \$99

Beginning Japanese

Basic conversation, culture and Hiragana alphabet. CEUs: 1.5

Apr 10-Jun 5	6:00-7:40P	9 Thu
Main Campus	Bldg 21, Rm 104	
Nadeshko Braddock	Item 9702Q	Fee: \$99*

Going Global

See our Web site for details

* ON FEE INDICATES
TEXTBOOK
REQUIREMENT

German Part I

Learn basic German with an emphasis on everyday conversation and German culture. CEUs: .20

Apr 14-May 7	6:00-8:30P	4 Mon, 4 Wed
Main Campus	Bldg 10, Rm 102	
Billie DeGoojer	Item 9704Q	Fee: \$99*

German Part II

More grammar, pronunciation and reading for those with basic German or who have completed Level I. CEUs: 2.0

May 12-Jun 9	6:00-8:30P	4 Mon, 4 Wed
Main Campus	Bldg 10, Rm 102	
Billie DeGoojer	Item 9706Q	Fee: \$99*

No class May 26

Why Pay More?

Take German I and II for a discounted fee.

Item 9707Q	Fee: \$185
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American Sign Language

Basic sign language focuses on everyday conversation for interaction with the deaf. CEUs: 2.0

Apr 15-May 15	6:30-8:30P	5 Tue, 5 Thu
Main Campus	Bldg 10, Rm 104	
Dorothy Taft	Item 9708Q	Fee: \$99*

TRAVEL

Personalized Mini Cruise

Personal insider add-ons for a unique cruise experience. Includes round-trip transfers from HCC to terminal, cruise escort, ship tour and insurance. Cost of cruise is additional. Contact instructor at 253-630-7755 for pricing and cruise options, dates and details. Class orientation for registered students held on April 15. CEUs: .1

Apr 15	6:30-7:30P	1 Tue
Main Campus	Bldg 22, Rm 202	
Kathleen Tansey	Item 9710Q	Fee: \$89

Travel Paris

See Paris as a Parisian, with tips to optimize your visit from a native of Paris. CEUs: .25

May 24	10:00A-12:30P	1 Sat
Main Campus	Bldg 22, Rm 202	
Sylvie Gaillard	Item 9712Q	Fee: \$29 indiv
	Item 9714Q	Fee: \$49 cpl

Cruising Made Easy

Whether your desires include a slow-paced cruise on the Mississippi, a European voyage or a Caribbean adventure, you will have the info to make that cruise vacation fun, safe and affordable. Loads of slides, discussion and handouts. CEUs: .25

Apr 12	10:00A-12:30P	1 Sat
Main Campus	Bldg 22, Rm 102	
Sittners	Item 9716Q	Fee: \$29 indiv
	Item 9718Q	Fee: \$49 cpl

European Travel Skills

Tips on planning, packing, reservations, transportation, currency, safety, tours, and guidebooks. Slides and discussion. CEUs: .25

Apr 26	10:00A-12:30P	1 Sat
Main Campus	Bldg 22, Rm 103	
Sittners	Item 9720Q	Fee: \$29 indiv
	Item 9722Q	Fee: \$49 cpl

The Best of Italy

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

May 17	10:00A-12:30P	1 Sat
Main Campus	Bldg 22, Rm 103	
Sittners	Item 9724Q	Fee: \$29
	Item 9726Q	Fee: \$49 cpl

INTERIOR DESIGN

Design/Stage Your Own Home

It doesn't take a lot of money to give your rooms a totally different look. It is as simple as color, creative window treatments, furniture placement and a fresh take on what you already have. Bring photos of a problem room to class. CEUs: .3

May 15	6:00-9:00P	1 Thu
Main Campus	Bldg 10, Rm 204	
Victoria Andrews	Item 9732Q	Fee: \$59

EDUCATION

Citizenship

Prepares adults to complete the N-400 application, the exam and interview. CEUs: 1.6

Apr 16-Jun 4	7:00-9:00P	8 Wed
FWC	Rm 205	
Bob Salisbury	Item 9742Q	Fee: \$99

INCOME OPPORTUNITIES

Flagger Training

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

Apr 19, May 17 or Jun 21	8:00A-4:30P	1 Sat
Main Campus	Bldg 10, Rm 207	
Sue Smith	Item 9744Q, 9746Q or 9748Q	Fee: \$55

Starting a Home Based Photography Business

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

May 31	9:00A-1:00P	1 Sat
Main Campus	TBA	
Lorylee Lejon	Item 9752Q	Fee: \$69

Espresso Business

Learn the tips and tools you need to get started. CEUs: .3

May 7	6:00-9:00P	1 Wed
Main Campus	Bldg 99	Rm 130
Carole Alexander	Item 9754Q	Fee: \$59

Espresso Barista Training Level I

Learn the techniques to make specialty espresso drinks as perfect as your local coffee bar! CEUs: .3

May 14	6:00-9:00P	1 Wed
Main Campus	Bldg 99	Rm 130
Carole Alexander	Item 9756Q	Fee: \$69

NEW!

Espresso Barista Training Level II

Expand your knowledge and practice of specialty drinks. CEUs: .3

May 15	6:00-9:00P	1 Thu
Main Campus	Bldg 99	Rm 130
Carole Alexander	Item 9758Q	Fee: \$69

Why Pay More?

Save money while you're brewin' and steamin'! Attend both barista classes for a discounted price and receive a barista certificate of training!

Item 9759Q	Fee: \$125
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Save Even More!

Attend both barista classes and Espresso Business for a special price and receive a barista certificate of training!

Item 9760Q	Fee: \$179
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Introduction to Voice Acting

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

May 15	6:00-8:00P	1 Thu
Main Campus	Bldg 10, Rm 204	
Staff	Item 9762Q	Fee: \$59

Teach Adults for Fun and \$\$\$

Online Self-Paced Course

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

Apr 29-Jun 12	Arranged	
Gary Fugere	Item 9764Q	Fee: \$69

Telecommute—Working from Home

Online Self-Paced Course

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

Apr 29-Jun 12	Arranged	
Gary Fugere	Item 9766Q	Fee: \$69

MEDICAL EDUCATION

Phlebotomy

Intensive program in basic venipuncture skills and techniques. Disposable lab jackets available in class for \$15. Permission required: Must have high school diploma or GED and must be at least Level 5 ESL student. CEUs: 3.0

Apr 5-May 3	9:00A-3:00P	5 Sat
Main Campus	Bldg 26, Rm 216	
Sherman Walker	Item 9772Q	Fee: \$250*

May 17-Jun 14	9:00A-3:00P	5 Sat
Main Campus	Bldg 26, Rm 216	
Sherman Walker	Item 9774Q	Fee: \$250*

PARENTING

Parent Success—

99 Ways to Make It Happen

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

May 24	10:00A-2:00P	1 Sat
Main Campus	Bldg 21, Rm 202	
Roberta Macdonald	Item 9776Q	Fee: \$65 indiv.
	Item 9777Q	Fee: \$105 cpl.

Caring for Aging Parents—Online Self-Paced Course

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

Apr 29-Jun 12	Arranged	
Gary Fugere	Item 9778Q	Fee: \$59

Building Relationships for Your Child's School Success

Navigating the world of special education services is daunting for most parents, but it can be much easier if you partner with your child's school team. Learn from a veteran parent how to build trust and communicate effectively. Advocacy tips and info on how to network with other parents also covered. CEUs: .2

May 13	6:30-8:30P	1 Tue
Main Campus	Bldg 21, Rm 202	
Jodi Reimer	Item 9782Q	Fee: \$29 indiv.
	Item 9783Q	Fee: \$45 cpl.

PERSONAL FINANCE

Successful Money Management

Make your money grow! Gain understanding of fundamentals of financial planning and basics of estate planning. Required workbook purchased in class for \$30. CEUs: .9

May 8-22	6:00-9:00P	3 Thu
Main Campus	Bldg 21, Rm 202	
Brian Kampbell	Item 9786Q	Fee: \$45 indiv.
	Item 9787Q	Fee: \$75 cpl.

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

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

Apr 29-Jun 12	Arranged	
Staff	Item 9788Q	Fee: \$59

* ON FEE INDICATES
TEXTBOOK
REQUIREMENT

Mortgage Finance:

The Good, The Bad and The Ugly

Plan ahead in this 4 hour workshop to reduce your income tax bill, choose mortgage products where you are the statistical winner and learn to manipulate your credit score. CEUs: .5

May 13-15	7:00-9:30P	1 Tue, 1 Thu
Main Campus	Bldg 21, Rm 204	
Jack Naughton	Item 9790Q	Fee: \$39 indiv.
	Item 9791Q	Fee: \$59 cpl.

Introduction to Investments

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

Apr 8-May 27	7:00-9:30P	8 Tue
Main Campus	Bldg 21, Rm 202	
William Webster	Item 9792Q	Fee: \$95*

Online Investing

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

Jun 3-10	7:00-9:00P	2 Tue
Main Campus	Bldg 21, Rm 202	
William Webster	Item 9794Q	Fee: \$45

Make a Wise Investment!

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

Item 9796Q	Fee: \$125
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Create a Debt-Elimination Plan

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

Apr 9	6:00-9:00P	1 Wed
Main Campus	Bldg 21, Rm 202	
Ron Howell	Item 9798Q	Fee: \$39 indiv.
	Item 9799Q	Fee: \$59 cpl.

Wealth through Real Estate

Learn how to unlock the benefits of real estate investing. CEUs: .4

May 22-29	5:00-7:00P	2 Thu
Main Campus	Bldg 10, Rm 103	
Hoyt Robey	Item 9802Q	Fee: \$49

REAL ESTATE BOOTCAMPS— FOR BUYERS AND SELLERS

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

Buyers BootCamp 1 - First Time Home Buyers

This class takes the guesswork out of buying a home & puts you in the driver's seat on the road to home ownership. CEUs: .2

Apr 17	6:30-8:30P	1 Thu
Main Campus	Bldg 21, Rm 201	
Steven Emery	Item 9804Q	Fee: \$19 indiv
	Item 9805Q	Fee: \$29 cpl

Buyers BootCamp 2 - Buying Decisions

Jump start your experience with a better understanding of a For Sale by Owner or agent listing purchase, lending options, pre-qualification and other important factors in buying a home in this changing market. CEUs: .2

Apr 24	6:30-8:30P	1 Thu
Main Campus	Bldg 21, Rm 201	
Steven Emery	Item 9806Q	Fee: \$19 indiv
	Item 9807Q	Fee: \$29 cpl

Buyers BootCamp 3 - Inside Tips for Buyers

Learn tips, such as: buying in a changing market, considerations when buying a For Sale by Owner, using Internet to find a home, etc. Recommend you take First Time or Buying Decisions class first. CEUs: .2

May 1	6:30-8:30P	1 Thu
Main Campus	Bldg 21, Rm 201	
Steven Emery	Item 9808Q	Fee: \$19 indiv
	Item 9809Q	Fee: \$29 cpl

Buyers BootCamp Series

Combines BootCamps 1, 2 and 3 at a discounted price!

Item 9810Q	Fee: \$49 indiv
Item 9811Q	Fee: \$79 cpl

Sellers BootCamp 1 - Listing Your House vs. Private Sale

Designed to present you with facts & information to help you decide if you should list with an agent or sell privately (For Sale by Owner). CEUs: .2

May 8	6:30-8:30P	1 Thu
Main Campus	Bldg 21, Rm 201	
Steven Emery	Item 9812Q	Fee: \$19 indiv
	Item 9813Q	Fee: \$29 cpl

Sellers BootCamp 2 - Good Time to Sell Your Home?

Class provides the basics to have a successful home sale if you plan to go the traditional route of listing your home with an agent. CEUs: .2

May 15	6:30-8:30P	1 Thu
Main Campus	Bldg 21, Rm 201	
Steven Emery	Item 9814Q	Fee: \$19 indiv
	Item 9815Q	Fee: \$29 cpl

Sellers BootCamp 3 - Getting Your House Ready to Show

Whatever your budget, learn how to get the best bang for your buck in getting your house ready to sell. CEUs: .2

May 22	6:30-8:30P	1 Thu
Main Campus	Bldg 21, Rm 201	
Steven Emery	Item 9816Q	Fee: \$19 indiv
	Item 9817Q	Fee: \$29 cpl

Sellers BootCamp Series

Combines BootCamps 1, 2 and 3 at a discounted price!

Item 9818Q	Fee: \$49 indiv
Item 9819Q	Fee: \$79 cpl

FITNESS**Beginning Tai Chi**

Learn the first 12 movements which build concentration abilities and provide exercise and relaxation.

Please wear loose clothing. CEUs: 1.5

Apr 16-Jun 18	6:30-8:00P	10 Wed
Highline HS	Cafeteria	Directions Provided
Kenneth Hall	Item 9822Q	Fee: \$79

Continuing Tai Chi

Expand on your experience and learn 28 new movements. Please wear loose clothing. CEUs: 1.0

Apr 16-Jun 18	8:00-9:00P	10 Wed
Highline HS	Cafeteria	Directions Provided
Kenneth Hall	Item 9824Q	Fee: \$69

HEALTH AND WELLNESS**Fibromyalgia, Polymyalgia, Chronic Fatigue Syndrome, and Chronic Pain**

Live in wellness rather than illness with guidelines for reducing risk of injury and coping techniques for flare-ups. CEUs: .4

May 10	9:00A-1:00P	1 Sat
Main Campus	Bldg 10, Rm 105	
Sharon Boyle	Item 9832Q	Fee: \$39

Beyond Stress Management: Body, Mind, Spirit

Improve from within! Effective techniques to calm, reduce stress and restore energy. CEUs: .4

May 17	9:00A-1:00P	1 Sat
Main Campus	Bldg 10, Rm 105	
Sharon Boyle	Item 9834Q	Fee: \$39

Why Pay More?

Saving money can reduce stress, too. Attend both Fibromyalgia and Beyond Stress classes for a discounted price.

Item 9836Q	Fee: \$69
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OUTDOOR RECREATION**Wenatchee Whitewater Rafting**

Roller coaster action and generally sunny weather makes this snow-fed river a favorite for river-runners. Participants will paddle self-bailing rafts with an experienced guide. A fantastic buffet lunch included! CEUs: .5

May 18	10:00A-3:00P	1 Sun
Wenatchee River	Directions Provided	
Rod Amundson	Item 9842Q	Fee: \$79

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

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

Apr 29-Jun 12	Arranged	
Staff	Item 9852Q	Fee: \$69

The Right Hairstyle—Online Self-Pace Course

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

Apr 29-Jun 12	Arranged	
Barb Quinn	Item 9854Q	Fee: \$89

Organize or Agonize—Online Self-Paced Course

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

Apr 29-Jun 12	Arranged	
Staff	Item 9856Q	Fee: \$69

Calming Down—Anger/Stress Management Training Session I

Teaches Life Skills and Emotional Intelligence which helps to relieve stress and anger. Learn to be more effective communicators – less reactive and emotional in coping and dealing with life issues. Court-approved course. CEUs: .6

Apr 26	9:00A-4:00P	1 Sat
Main Campus	Bldg 10, Rm 102	
Roberta Macdonald	Item 9858Q	Fee: \$79

Calming Down—Anger/Stress Management Training Session II

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

May 31	9:00A-4:00P	1 Sat
Main Campus	Bldg 10, Rm 102	
Roberta Macdonald	Item 9860Q	Fee: \$79

Why Pay More?

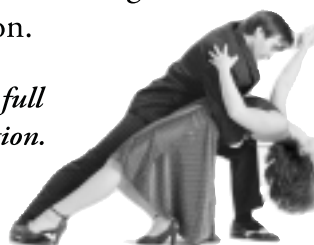
Need more? Attend 12 hours in Session I and II at a discounted price! CEUs 1.2

Item 9862Q	Fee: \$139
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Dance the Night Away

Join our popular Ballroom or Salsa classes and learn the latest dance steps. New this quarter is Special Occasion Dance for your wedding or next special occasion.

See page 49 for full course information.



Mind & Body
See our Web site for details

* ON FEE INDICATES
TEXTBOOK
REQUIREMENT

COLLEGE POLICIES

Accessing Student Information and Policies. Students and other interested persons can access information on completion and/or graduation rates; district security policies and crime statistics; athletic program participation rates and financial support data; completion and/or graduation rates for student-athletes; information regarding student records under the Family Education Rights and Privacy Act; and Alcohol and Drug policy by logging on to the following Web sites:

highline.edu/stuserv/registration/srpk/srpk.html

highline.edu/admin/security/campuscrimestats.htm

highline.edu/stuserv/registration/ferpa/ferpa.html

highline.edu/athletics

Paper copies of the above documents can be obtained by contacting the college: Registration Office, Highline Community College, P.O. Box 98000, 2400 South 240th Street, Des Moines, WA 98198-9800 (telephone: (206) 878-3710)

Discrimination Statement/Complaint Procedure. Highline Community College provides equal opportunity in education and employment and does not discriminate against anyone based on race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion or the presence of any sensory, mental or physical disability, or status as a disabled person or veteran of war, in accordance with the Americans With Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

The college has designated the following individual to coordinate its efforts against discrimination, to answer inquiries, to receive requests for disability accommodations, and to receive complaints of alleged discrimination: Human Resources Executive Director, Highline Community College MS 9-7; P.O. Box 98000, Des Moines, WA 98198-9800; (206) 878-3710, ext. 3320

FERPA—Student Rights and Their Educational Records. Students at Highline Community College have certain rights regarding their educational records. These rights are part of the federal legislation known as the Family Educational Rights and Privacy Act (FERPA). FERPA requires institutions of higher learning to establish written policies and guidelines governing the review, inspection, release, amendment, and maintenance of student educational records. For complete policies, definitions, and details about your rights, refer to the Highline Community College General Catalog or visit highline.edu/stuserv/vpstudents/rights.html.

The college may publish or provide the following directory information to any person who requests it: name, address and phone number, student e-mail address, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of enrolled status or degrees, awards received. Upon request, the college discloses education records without consent to officials of another school in which a student is currently enrolled, or seeks or intends to enroll. The

college may also confirm dates of attendance, date of birth and the most recent previous educational institution attended. Students should also be advised that military recruiters may request address and phone listings under newly enacted Federal legislation. A student may restrict the release of directory information. Students who do not wish the college to release their directory information must notify the registrar in writing.

Non-College Property. The college assumes no responsibility for any damage to or loss of any non-college personal property.

Gun-Free Zone. The Highline Community College campus and its branch campuses are gun-free zones. Any person bringing a gun onto campus will be asked to leave.

Smoking Policy. Highline Community College supports the health and well-being of its campus community members. For this reason, smoking is prohibited on the campuses of Highline, except in designated areas.

Social Security Number. To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report Hope Scholarship/Life Time tax credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e)(4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.

Student Rights and Responsibilities. A student's registration constitutes acceptance of the responsibility to comply with the general policies and regulations established by the college. Students are held responsible for knowing and obeying published rules and regulations of the college as detailed in the Students Rights and Responsibilities Washington Administrative Code, WAC 1321-120 (www.highline.edu/stuserv/vpstudents/waccontents.html). A student rights and responsibilities booklet is available from the Office of the Dean of Students and in the Student Development Center, upper lobby of Building 6, room 244. The booklet also contains the Student Disciplinary Code.

MISSION STATEMENT

We deliver innovative education and training opportunities to foster your personal and professional success in our multicultural world and global economy. We help you build a better future.

STATE BOARD APPROVAL

Highline Community College's academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive education benefits under Title 38 and Title 10, U.S. Code.

ACCREDITATION

Highline Community College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the Secretary of the United States Department of Education. The commission's offices are located at 8060 165th Avenue NE, Suite 100, Redmond, Washington 98052-3981.

The Nursing program is accredited by the National League for Nursing Accreditation Commission and approved by the Washington State Nursing Care Quality Assurance Commission.

The Respiratory Care program is accredited by the Committee on Accreditation for Respiratory Care (CoARC) in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Direct questions regarding accreditation to The Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 76021, 800-874-5615

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 35 East Wacker Drive, Chicago, IL 60601, (312)553-9355.

The Paralegal program is approved by the American Bar Association.

STATE SUPPORT FOR HIGHER EDUCATION

The state of Washington contributes to the cost of students' education through support of basic instructional cost and state-supported financial aid. The table below indicates state support by tuition category for students attending Highline Community College for the 2007-2008 academic year.

	Resident undergrad	Nonresident undergrad
Instructional cost per FTE° student	\$6833*	\$6833*
Operating fee	\$2145*	\$6964*
Net state support per FTE° student	\$4688*	NA

In addition to state support of the basic instructional cost, students also receive state supported financial aid, including that provided from the local institutional financial aid fund (3.5 percent). The table below represents the amounts below.

State financial aid per student FTE° \$655*

Institutional financial aid fund per FTE° \$78*

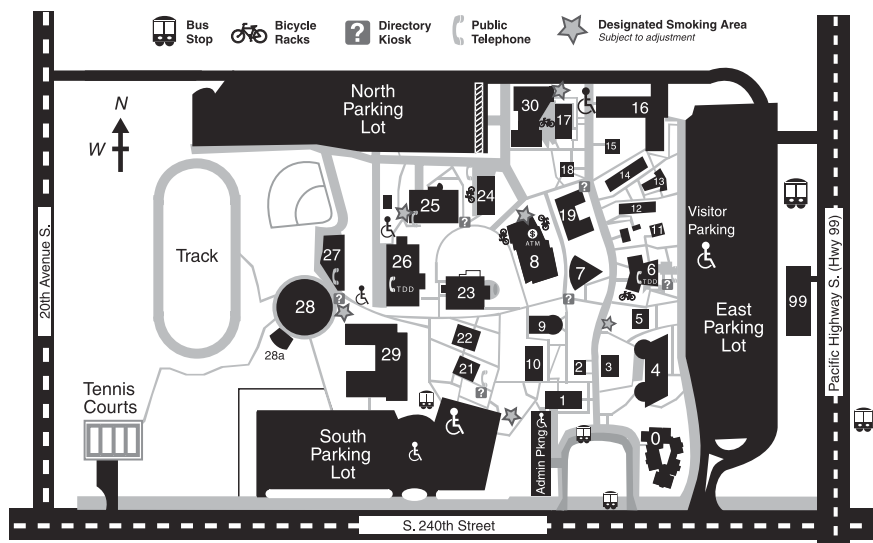
Total average financial aid per FTE° \$733*

°Full-time, resident undergrad, equivalent

State financial aid per student FTE‡ \$43*

‡Nonresident undergraduate average

*Subject to change July 2008. Data source: the Higher Education Coordinating Board.

**MAIN CAMPUS KEY**

Physical Location: 2400 S. 240th St., Des Moines

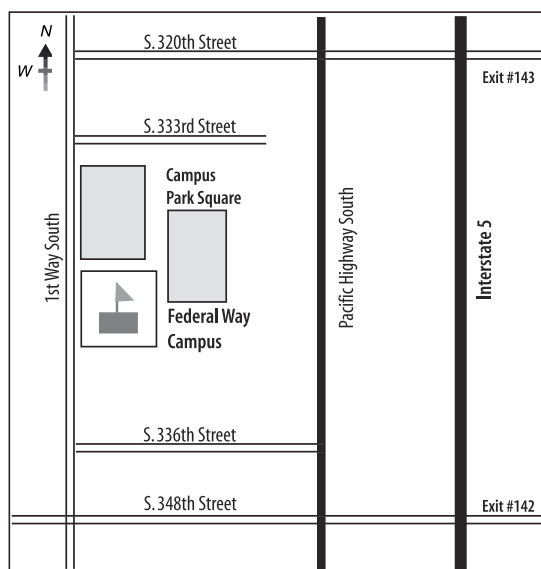
Use the Kent-Des Moines exit from I-5 and proceed west to Pacific Highway South. Turn left and drive south to South 240th Street, then turn right and drive west one block. Turn right into the College parking lot. Use visitor parking for registration.

ABE/ESL info/registration.....	6	GED info/registration.....	6
ABE/ESL instruction.....	19	GED prep classes.....	19
Academic Affairs VP.....	9	Health Occupations lab.....	26
Access Services.....	99	Higher Education Center.....	29
Administration VP.....	1	Highline Foundation.....	99
Administrative Technology.....	26	Highline Student Union.....	8
Admissions/Entry Services.....	6	Human Resources.....	99
Advising.....	6	Institutional Advancement VP.....	99
Art Studios:		Institutional Research.....	1
ceramics, draw, paint, sculpt.....	16	Instructional Computing.....	30
photography.....	26	Inter-Cultural Center.....	6
Artists-Lecture Center.....	7	International Student Programs.....	9
ATM.....	8	Lecture Hall.....	26
Bike Racks.....	6, 8, 19, 24, 30	Library.....	25
Bistro.....	8	Locker Room.....	27
Bookstore.....	8	Mail Room.....	25
Career Center.....	6	Media Services.....	25
Cashier Office.....	6	Meeting Room.....	2
Center for Extended Learning.....	99	Multicultural Services.....	6
Center for Learning Connections.....	99	Music/Drama.....	4
Central Services.....	25	Outreach Center.....	99
CWU-Des Moines Center.....	29	Pavilion (main bldg).....	28
Classrooms.....	3, 10, 13, 14, 16, 17, 19, 21, 22, 23, 26, 29	Pre-College Studies.....	19
Communications & Marketing.....	99	President.....	1
Community Services & Supported Employment.....	99	Print Shop/Art Studio.....	16
Conference Services.....	1	Purchasing.....	1
Cooperative Education.....	6	Reading/Study Skills.....	19
Counseling.....	6	Registration.....	6
Early Childhood Learning Center.....	0	Science Laboratory.....	12
English as a Second Language.....	19	Security and Parking.....	6
Facilities.....	24	Student Employment.....	6
Faculty Offices:		Student Programs.....	8
Arts/Humanities/Speech.....	5	Student Services Dean.....	6
Business/Math/Speech.....	18	TDD machine.....	6, 29
Business/Ed/Engineering/Science.....	29	Testing Center/GED Testing.....	3
Lang./Math/Nurs/PE/RC.....	15, 16, 19	Theater.....	4
Social Sciences.....	11	Tutoring Center.....	26
Financial Aid.....	6	Women's Center.....	6
Financial Services.....	1	WorkFirst Services.....	6
Fitness Center.....	21	Workforce Training.....	6
Food Services.....	8		

PUBLIC RESTROOMS 3, 4, 6, 10, 13, 17, 19, 21, 22, 23, 25, 26, 27, 30, 99

FEDERAL WAY CAMPUS

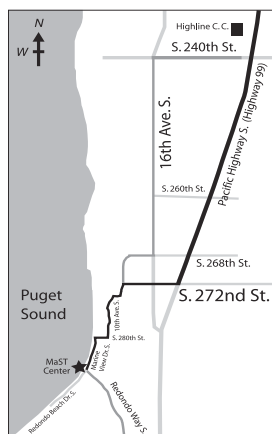
Physical Location: 33320 1st Way S; Campus Square Office Park, Bldg. A

**Southbound I-5**

Take the S. 320th St. exit, #143 and turn right onto S. 320th St. Turn left onto Pacific Hwy S. Drive approximately one mile. Turn Right onto S. 336th St. and at First Way S., turn right again. Turn right into the second driveway on the right. The building is on the left and says "Highline Community College."

Northbound I-5

Take exit 142B toward WA-99/Federal Way and merge onto WA-18 West. Turn right onto 16th Ave S/ WA 161 (which becomes Pacific Hwy S/WA-99). Proceed to 336th St. and turn left. At First Way S., turn right. Turn right into the second driveway on the right. The building is on the left and says "Highline Community College."

MAST CENTER

Redondo Dock, Des Moines, Wash.

PLEASE DO NOT park in Salty's lot; use the municipal lot across the street.

From I-5, take Exit 147

Turn west onto 272nd St. Remain on this road until it reaches the water and turns into Redondo Beach Drive S. Turn south (left) with the road, continue past Salty's to the HCC dock / MaST Center.

OFF-CAMPUS LOCATIONS

Code	Name	Street Address	City
BUR	Burien Library	14700 6th Ave SW	Burien
FWC	Federal Way Campus	33320 1st Way S.	Federal Way
FHS	Foster High School	4242 S. 144th	Tukwila
HAZ	Hazel Valley Elementary	402 SW 132nd	Burien
HHS	Highline High School	225 S. 152nd	Burien
KCL	Kent City Library	212 2nd N.	Kent
KEN	Kent Elementary	24700 64th Ave. S.	Kent
KWA	Korean Women's Assoc.	31218 Pac Hwy S.	Federal Way
MAN	Manhattan Elementary	440 S. 186th	Burien
MTV	Mount View Elementary	10811 12th SW	Seattle
OLY	Olympic View Elementary	2626 SW 327th	Fed Way
PKS	Parkside Elementary	2104 S. 247th	Des Moines
TJH	Thomas Jefferson High	4242 S. 288th St.	Federal Way
THS	Tyee High School	4424 S. 188th St.	Federal Way
TUK	Tukwila Community Center	12424 42nd Ave S	Tukwila