

GREEN RIVER COLLEGE

CONTINUING EDUCATION

SCHEDULE

FALL 2023

SEE INSIDE FOR
CLASSES AND
PROGRAMS IN
CYBERSECURITY.

New classes added in
all areas!



Visit greenriver.edu/ce

FEATURED CLASSES



Project Management

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HR Classes

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Data Analyst Classes

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Fused Glass

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Writing Classes

Page 24

CYBERSECURITY CLASS



Opportunity for Veterans!

Exciting news for veterans! Green River College Continuing Education is now offering our industry-leading CompTIA A+ and IT Fundamentals online courses with fees waived – a fantastic opportunity to enhance your skillset and advance your career. Additional courses are available at an incredible 75% discount.*



Enroll today and take the first step towards a new and exciting career that is in high demand!

**For one course only.*

Contact: alexander.ollivant@greenriver.edu

[greenriver.edu/CE](https://www.greenriver.edu/CE)

Stay Relevant with Continuing Education this Fall

Continuing Education non-credit courses are for professional Continuing Education, job training and personal enrichment. These are self-supporting courses, not supported by tax funds. Classes are held at a variety of locations. Continuing Education Units (CEUs) are available for most classes. Every effort was made to print an accurate schedule. However due to the ongoing situation with COVID-19 our classes may have changed since printing this schedule. We encourage you to visit our website for the most current information. Greenriver.edu/ce.

EASY WAYS TO REGISTER



REGISTER AND PAY ONLINE
greenriver.edu/ce



PHONE

Auburn Campus 253-333-6030
Auburn Center 253-288-3455
Kent Campus 253-520-6290
Enumclaw Campus 253-288-3400



LOCATIONS

Email ce@greenriver.edu, or call to register and pay in person at:

Main Auburn Campus

Continuing Education | WT Building
12401 SE 320th Street
Auburn, WA 98092

Auburn Center

1221 D Street NE
Auburn, WA 98002

Kent Campus

417 Ramsay Way, Suite 112
Kent, WA 98032

Enumclaw Campus

1414 Griffith Avenue
Enumclaw, WA 98022

Use your Visa, MasterCard, AmEx or Discover card for phone, online, and in-person registration.

HOURS

Main Auburn Campus:	Monday–Thursday	9:00AM–5:00PM
	Friday and Breaks	9:00AM–5:00PM
Auburn Center:	Monday–Thursday	7:30AM–8:00PM
	Friday and Breaks	7:30AM–5:00PM
Kent Campus:	Monday–Thursday	7:30AM–8:00PM
	Friday and Breaks	7:30AM–5:00PM
Enumclaw Campus:	Monday–Thursday	8:00AM–8:00PM
	Friday	Closed

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-931-6460; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.

Green River College has made reasonable efforts to provide information that is accurate at the time of publication. However, the college reserves the right to make appropriate changes in procedures, policies, calendars, requirements, program, courses and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving any particular notice of such changes. Nothing herein shall be construed to create any offer to contract or contractual rights.

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CLASS TYPE DEFINITION

As you view the class schedule, you'll see classes are designated in one of three ways: virtual, hybrid/virtual, or online. The following definitions explain the how each type of course will be delivered:

- **VIRTUAL:** Class will meet online at the time listed in the class schedule. For example, if your class begins at 9 a.m. in the class schedule, then it will begin at 9 a.m. on Zoom. You will be attending the class at the same time as your classmates, just as you would on campus.
- **HYBRID/VIRTUAL:** Part of the class will be held online without a set time to attend. The other part will occur at the time listed in a virtual format (e.g. Zoom).
- **ONLINE:** The entire class will be held online without a set time to attend. The class will still have assignment deadlines and due dates.

Payment is due upon registration. If you withdraw less than three business days before your first class, do not attend, or stop attending, you will not receive a refund. A full refund is given if the college cancels a class. Questions? Contact us at 253-333-6030.



PRIME TIME

Prime Time is a program for active adult learners ages 55 and older. The yearly membership fee of \$55 entitles members to a discount on Prime Time and Continuing Education classes and special invitations to campus events. Join us and enjoy stimulating, intellectual, short-term classes and tours! Non-members are also welcome to participate.

Personal Cyber Security

Saturday, October 7th (10:00am -12:00pm)
Auburn Center, AC-240

Fee: \$10 (36194)

Tuesday, October 24th (9:00am -11:00am)
Auburn Center, AC-240

Fee: \$10 (36140)

Tuesday, October 24th (6:00pm - 8:00pm)
Auburn Center, AC-240

Fee: \$10 (36141)

Personal Cyber Security is a brief beginner-friendly course to help you take steps in protecting yourself while using the internet, mobile devices, and wifi. This course will cover common attacks that individuals in the local community have experienced, teach users how to react under pressure, and go over a brief survey of tools to help keep their devices and information secure. This course is taught by a CompTIA Security + certified instructor.

India, an Emerging Major Power - or Not?

Tuesday, September 12th (10:00am -12:00pm)
Auburn Center, AC-230, Richard Elfers

Member Fee: \$29 (36654)
Non-Member Fee: \$49 (36655)

There is much talk in the news about India emerging as a major world power in the near future. Its population will soon surpass that of China. It has become a major technology hub. But are the caste, political, and religious differences within the country going to keep India from making that leap into becoming one of the major powers? Sign up to find out.

The Effects of Childhood Trauma that Affect Human Behavior Worldwide: Is Healing Possible?

Tuesday, December 5th (10:00am -12:00pm)
Auburn Center, AC-230, Richard Elfers

Member Fee: \$29 (36665)
Non-Member Fee: \$49 (36667)

The old saying that "children are resilient" has come into question based upon recent research about the effects of trauma on children. Learn what studies show, and what you should look for to see if trauma has deeply affected one or more of your loved ones. Healing is possible, but it requires learning new skills and perspectives. Become informed about trauma's effects at any age.

Instructor Bio

Richard Elfers

Rich has a Master's in History from Pepperdine university in California. He taught high school history and current events at Sumner High School for 31 years. During that time he was an adjunct professor at Green River Community College. He continues to teach senior adult continuing education classes on current events. Richard served four years on the Enumclaw City Council and writes a political column in two local newspapers. He is co-president of the Enumclaw Plateau Historical Society. Rich has published a book called "The Goldilocks Zone" which is a compilation of nine years of his columns.

He and his wife Kathleen have four adult children, all married, and eleven grandchildren. All live in western Washington.

Medieval History

Medieval History 1

Tuesday, November 7th (10:00am -12:00pm)
Auburn Center, Rm 230, Dan O’Gorman

Member Fee \$29 (35913)
Non-Member Fee: \$49 (35914)

Standardization serves as a powerful tool for understanding medieval history by providing a framework for comparing and analyzing various historical phenomena. Standardization allows for the identification of patterns, trends, and deviations, enabling researchers to draw meaningful conclusions about the past. In this lecture, we will look at the use of standardization as understood in the fields of engineering and sociology to look at things like weights and measures, coinage, language, and monastic law (outlining daily routines, duties, and disciplinary measures) to understand the formation of a unified cultural identity in Early Medieval England.

Medieval History 2

Tuesday, November 28th (10:00am - 12:00pm)
Auburn Center, Rm 230, Dan O’Gorman

Member Fee \$29 (35915)
Non-Member Fee: \$49 (35917)

In this class we will look at how the Medieval Period inspired the fields of politics, philosophy, literature, and film/television. We will explore the feudal system, the role of the Church, and the rise of nation-states. Medieval rulers sought to establish their legitimacy through various means, including religious endorsement, bloodline claims, and military conquest. We will discuss how modern political leaders legitimize their authority and the echoes of medieval practices. We will also talk about Medievalism in literature, film, and television from iconic works such as Tolkien’s “The Hobbit” and “The Lord of the Rings” to TV series such as “Game of Thrones,” and how these portrayals often blend historical accuracy with elements of fantasy, weaving tales of honor, chivalry, political intrigue, and quests for power. By analyzing these representations, we can identify the romanticized or distorted versions of medieval politics that have permeated our collective imagination.

Instructor Bio

Dr. Daniel O’Gorman

Dr. Daniel O’Gorman received his PhD in Medieval History from Loyola University Chicago in 2015. Dan is Faculty Fellow in the History Department at Pacific Lutheran University where he teaches courses on the ancient and medieval world, global history and issues, and American history.

Political Polarization: The Perspectives and the Knowledge Silos that Keep the Divisions Separate

Tuesday, November 14th (10:00am -12:00pm)
Auburn Center, AC-230, Richard Elfers

Member Fee: \$29 (36660)
Non-Member Fee: \$49 (36664)

Few will disagree that political polarization is dividing the nation. Not since before the American Civil War have views and perspectives been so heated. Are we heading toward a second civil war, or will America be able to ride out our differences? Examine the divisions and possible outcomes. Join the class.

Artificial Intelligence: The New Technology or a Threat to Human Dominance

Tuesday, October 10th (10:00am -12:00pm)
Auburn Center, AC-230, Richard Elfers

Member Fee: \$29 (36656)
Non-Member Fee: \$49 (36657)

AI has been portrayed by the media as a threat to humanity. Is this really the case, or is it just hype? There is no doubt that some occupations will disappear, but will others arise? This course is your chance to find out.

Professional Development

BUSINESS AND FINANCE



Accounting and Finance for Non-Financial Managers Certificate



Explore the financial concepts and accounting processes used in most businesses, and gain practical techniques to increase your effectiveness. Topics include the accounting cycle; resource allocation; financial performance; cash flow; the importance of cash; your role in cash flow success; financial information that drives

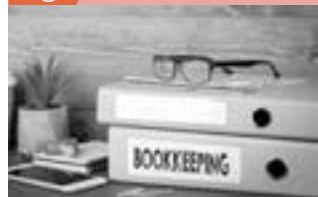
your organization; and how business reports are assessed and analyzed. Certificate includes three month-long courses. Fee \$495.

Item: **Sep 25 – Dec 15** **ONLINE**

Visit greenriver.edu/ceOnline for course details.



Bookkeeping Certificate



Get the knowledge you need to measure and manage the financial health of your business. Whether you are an entrepreneur, running a family business or just looking to advance your career, this program will help you understand how the bookkeeping process works and how to complete

the accounting cycle accurately and in a timely fashion. This program focuses on cash basis accounting. This online certificate includes three month-long courses. Fee \$495.

Item: **Sep 25 – Dec 15** **ONLINE**

Visit greenriver.edu/ceOnline for course details.



Non-Profit Administration Certificate



In today's market non-profits must operate like businesses. Effective revenue generation and program evaluation are essential. Discover how to build new revenue streams, expand existing services and effectively set prices. Improve evaluation planning and data collection, analysis, and use. Learn the challenges of conducting evaluations

and reporting results to funders. By course end, you'll have a program logic model and evaluation plan ready for implementation. Certificate includes two month-long courses. Fee \$595

Item: **Sep 25 – Dec 15** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

CAREER AND TRADE SKILLS

Flagger Training

Training consists of classroom instruction and state certification in flagging, traffic control and safety. Upon successful completion participants receive a certification card valid for three years. Students must be at least 18 years of age. Bring lunch and wear closed-toe shoes. Special arrangements can also be made for group training at your business location. Textbook included. Fee: \$0

Item: **35767** **Judy Gale** **Auburn Center** **AC-150**
Sessions: 1 Th Sep 28 8AM – 4:30PM

Item: **35768** **Judy Gale** **Auburn Center** **AC-150**
Sessions: 1 Th Oct 26 8AM – 4:30PM

Item: **35769** **Judy Gale** **Auburn Center** **AC-150**
Sessions: 1 Sa Nov 18 8AM – 4:30PM

Forklift-Truck Operator Certification (Saturday)

This course is designed to train operators for certification in sit-down, counter-balanced forklift trucks--light, medium and heavy duty. You will complete written and hands-on testing to meet OSHA, WISHA and L&I requirements. Class meets Department of Labor certification standards. Additional classes will be held on demand or at business locations. Forklift recertification (IVES) available for \$99. Call CE at (253) 833-9111 ext. 2535 for more information. Fee: \$199

Item: **35761** **Maggie Crutcher**
Sessions: 1 Sa Sep 30 8AM – 5PM

Item: **35762** **Maggie Crutcher**
Sessions: 1 Sa Nov 4 8AM – 5PM

COMMUNICATION AND PROFESSIONAL EXCELLENCE

Nonprofit Fundraising: Emotion Sells Every Time

Advertisers have expertly deployed emotion for Dec adds to sell their products. With GivingTuesday quickly approaching, discover how you can transform your fundraising appeals to catch your reader's attention, engage their senses, and move them toward saying 'yes.' Fee: \$49

Item: **35759** **Lynn Bohart** **GRZOM** **Zoom**
Sessions: 1 W Nov 8 6 – 9PM



Workplace Communication Certificate



Good communication in the workplace is more important than ever and critical to your career success. Learn how to identify, address and manage conflict situations; gain successful conflict management strategies; plan, implement and win in the negotiation process; and

communicate more effectively by finding out more about yourself and others using personality profiles for better work performance. Course fee includes your own DiSC Behavioral Personality Profile assessment and review. Certificate includes three month-long courses. Fee \$595

Item: **Sep 25 – Dec 15** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

HEALTH CARE



Spanish for Medical Professionals

Are you frustrated by the communication gaps that can occur between you and your Spanish-speaking patients? This course, designed specifically for healthcare professionals, will help you bridge that gap. Learn the alphabet, months and days of the week, body part vocabulary, medical terminology and power verbs. Gain an understanding of the culture, and know how to ask questions crucial to quality health care. Visit greenriver.edu/ceOnline for course details, including required textbook. Fee: \$290

Item: Sep 25 – Dec 15 ONLINE

Visit greenriver.edu/ceOnline for course details.

Adult Family Home Administrator-Training

This mandatory 54-hour training course is required for those wishing to become licensed as a Washington State Adult Family Home owner. Additional AFH Administrator training requirements include successfully completing the one-day DSHS Adult Family Home Orientation and the ability to pass an English and reading assessment. All training material is provided in class. Please Note: DSHS requires that all students must pass an approved English and reading assessment at an accredited college. Attendance requirement applies, only one class absence will be excused during the duration of the course. More than one absence during the 54 hour training course will disqualify student from certification. The College Success English and Reading Assessment test or a similar test from another college will meet this requirement. Documented proof of placement in English 97 or higher is required to take this class. This is a non-credit class, which means that you do not need to be a Green River College student in order to enroll. You will receive a certificate after successful completion of the course. This certificate for the Adult Family Home Administrator Training currently does not expire.

Important note:

The week prior to your start date, Continuing Education will send several emails pertaining to your class. It is your responsibility to make sure you have received these emails (sometimes students have filters that block our correspondence or route them to spam). Please check your email within 5 days of your course start to confirm you have received the course information. If you have not received this information, please contact us with an alternate email address prior to your course start date at ce@greenriver.edu or 253-333-6030. Refunds will not be available for students who contact us after the course starts. Fee: \$739

Item: 35896 Sessions: 7 Th	Evelyn Galasso Sep 7 – Oct 19	GRZOM 8AM – 4:15PM	Zoom
Item: 35897 Sessions: 7 Sa	Evelyn Galasso Sep 9 – Oct 21	Auburn Center 8AM – 4:15PM	AC-240
Item: 35898 Sessions: 7 Th	Evelyn Galasso Oct 26 – Dec 14	GRZOM 8AM – 4:15PM	Zoom
Item: 35899 Sessions: 7 Sa	Evelyn Galasso Oct 28 – Dec 16	GRZOM 8AM – 4:15PM	Zoom

Student Comment:

"I was SUPER nervous about this course because the topic is pretty daunting however it was honestly really fun. I think Stephanie made it a very inviting environment, so it was nice to get a good education and have fun while doing it."

— -Student of Federal and State Employment Laws

Adult Family Home Administrator-Orientation

This one-day class provides an overview of the Adult Family Home (AFH) program and expectations of the AFH licensee in providing care and services to the residents. This class is one of the requirements (WA Administrative Code [WAC] 388-76-10060) applicants need to meet prior to submitting application for licensure. Students will receive a certificate after completing the class; certificate valid for one calendar year from the date of attendance.

Important note:

The week prior to your start date, Continuing Education will send several emails pertaining to your class. It is your responsibility to make sure you have received these emails (sometimes students have filters that block our correspondence or route them to spam). Please check your email within 5 days of your course start to confirm you have received the course information. If you have not received this information, please contact us with an alternate email address prior to your course start date at ce@greenriver.edu or 253-333-6030. Refunds will not be available for students who contact us after the course starts. Fee: \$39

Item: 35252 Sessions: 1 Th	DSHS Staff Sep 14	GRZOM 9AM – 4PM	Zoom
Item: 35256 Sessions: 1 Tu	DSHS Staff Sep 19	GRZOM 9AM – 4PM	Zoom
Item: 35259 Sessions: 1 W	DSHS Staff Oct 18	GRZOM 9AM – 4PM	Zoom
Item: 35260 Sessions: 1 Th	DSHS Staff Nov 2	GRZOM 9AM – 4PM	Zoom
Item: 35261 Sessions: 1 Tu	DSHS Staff Nov 14	GRZOM 9AM – 4PM	Zoom
Item: 35262 Sessions: 1 Tu	DSHS Staff Dec 12	GRZOM 9AM – 4PM	Zoom

HUMAN RESOURCES

8 class series HR Generalist Certificate

Take the HR Generalist Certificate (8 Class Series) at a discounted rate. Series includes Introduction to HR, Federal and State Employment Laws, Recruitment and Selection, Compensation and Benefits, Employee and Labor Relations, Training and Development, HR Administration and Health, Safety and Security. Visit greenriver.edu/ceCertificates for recommended textbook. Fee: \$599

Item: 36023 Sessions: 12 Tu, Th	Claudia Malone Sep 28 – Nov 9	GRZOM 6 – 9PM	Zoom
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Introduction to HR

In this introductory course discover how HR functions within an organization, and learn about the specific role of the HR Generalist. Identify the typical duties HR Generalists are responsible for and how they can have a positive influence on an organization. You will also evaluate common scenarios HR professionals deal with and define the characteristics of successful HR Generalists. Fee: \$69

Item: 36024 Sessions: 1 Th	Claudia Malone Sep 28	GRZOM 6 – 9PM	Zoom
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Federal and State Employment Laws

Legal compliance is a critical task for Human Resources. Learn the basics of the federal and state employment laws that HR Generalists most often deal with, including Title VII, ADA, ADEA, FLSA, FMLA, OSHA and more. You will also identify the steps HR Generalists can take to keep themselves and their organizations out of trouble. Other topics include identifying and preventing sexual harassment and the difference between compliance and risk management approaches to employment laws. Fee: \$139

Item: 36025 Sessions: 2 Tu, Th	Stephanie King Oct 3 – Oct 5	GRZOM 6 – 9PM	Zoom
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Compensation and Benefits

Compensation and benefit programs are key factors in attracting and retaining the right talent for your organization. They are also one of the highest costs of doing business and offer an opportunity for HR to make a valuable contribution to the organization's bottom line. Learn about the different types of compensation systems, compliance with the FLSA and other employment laws, how to determine exempt versus non-exempt status and various benefits as part of a total compensation package. Fee: \$139

Item: 36026 **Stephanie King, Margaret Henning**
 Sessions: 2 Tu, Th Oct 10 – Oct 12 6 – 9PM

Recruitment and Selection

Recruiting and selecting the best employees for your organization is one of the most important things you will do as an HR Generalist. Topics for this course include creating a job description; strategies for finding candidates; interviewing and selection techniques for determining the best candidate for the job; and keeping the hiring process fair and legal. Fee: \$139

Item: 36028 **Margaret Henning**
 Sessions: 2 Tu, Th Oct 17 – Oct 19 6 – 9PM

Employee and Labor Relations

Employee and labor relations is a broad topic that includes performance management, disciplinary action, employee rights and dealing with various employee issues and complaints. If an organization is unionized, it also includes labor contract negotiation and administration and resolving grievances. In this course discover strategies for driving high performance while maintaining a respectful working environment. You will also learn how to manage the termination process to reduce the likelihood of a legal claim. Fee: \$139

Item: 36035 **Margaret Henning**
 Sessions: 2 Tu, Th Oct 24 – Oct 26 6 – 9PM

Training and Development

Training and developing staff is an important function in the HR Generalists role. In this course you will identify how and why adults learn and discover tips for keeping employees engaged and interested in the learning process. Other topics include performing a needs assessment, selecting the appropriate intervention to meet the identified need and talent development strategies including succession planning. Fee: \$69

Item: 36038 **Margaret Henning**
 Sessions: 1 Th Nov 2 6 – 9PM

Health, Safety and Security

OSHA and other laws require an employer to provide a safe and healthy working environment for their employees. In this course you will review both general and specific requirements and best practices for ensuring a safe and healthy workplace. You will also learn about the roles of OSHA and WISHA, how to manage L&I claims and gain tips on preparing for and dealing with violence in the workplace. Fee: \$69

Item: 36040 **Claudia Malone**
 Sessions: 1 Tu Nov 7 6 – 9PM

HR Administration

The evolution of technology has changed the way that HR manages many of its functions, including payroll. In this course you will learn the basics of the payroll process, how using HR technology can save time and money for your organization and the growing demand and importance of HR metrics. You will also discover state and federal record-keeping requirements, what to keep in a personnel file and important HR technology terminology. Fee: \$69

Item: 36041 **Margaret Henning** **GRZOM** **Zoom**
 Sessions: 1 Th Nov 9 6 – 9PM

Student Comment:

"This class helped me land an interview for a fantastic job that I started today!"
 — HR Generalist Student

LEADERSHIP AND SUPERVISION



6 Class Series

Leadership and Supervision Certificate

Develop your leadership, communication, motivation and problem-solving skills with the Supervision Certificate. Through a series of six courses, you will acquire the interpersonal skills needed to interact successfully in a supervisory role. Topics include turning negative situations into positive outcomes; identifying your leadership traits through personal assessment; leading effective meetings; providing feedback; establishing priorities; problem-solving techniques, and more! Earn the certificate by taking the courses individually or register for the series and save. Series includes (36 total hours): Working With Difficult People, Developing Your Leadership Style, Getting The Most From Your Meetings, Motivating For Success, Working Smarter, Problem Solving And Decision-Making Strategies. Program Completion: To receive the Supervision Certificate, you must attend 80 percent of the entire certificate program (calculated by total number of sessions.) Fee: \$599

Item: 36042 **Sara Johnson**
 Sessions: 12 M, W Oct 23 – Dec 6 6 – 9PM

Working with Difficult People

We all encounter difficult people. Whether you are a supervisor, a customer service professional, or you have a challenging coworker, it's important to know how to rise above your initial emotional reaction and turn negative situations into positive outcomes. Topics include understanding why we label people as difficult; types of difficult people; tools and techniques for resolving issues; coping strategies for the effects of difficult people; conflict management strategies; and practical application. For more information, please refer to our website. This is the first course in the Supervision Certificate (6 Class Series). Fee: \$139

Item: 36046 **Sara Johnson**
 Sessions: 2 M, W Oct 23 – Oct 25 6 – 9PM

Getting the Most From Your Meetings

Discover why some meetings fail and learn proven techniques for making meetings more productive. Gain tips related to the four essentials of productive meetings: planning, participating, presenting and producing. Other topics include meeting formats and when to vary them, responding to conflict in a meeting and meeting follow-through. A key component of this course is utilizing effective communication strategies before, during and after your meetings. For more information, please refer to our website. This is the third course in the Supervision Certificate (6 Class Series). Fee: \$139

Item: 36053 **Sara Johnson** **GRZOM** **Zoom**
 Sessions: 2 M, W Nov 6 – Nov 8 6 – 9PM

Motivating for Success

Want more creative, motivated employees who are eager to work hard and satisfy both internal and external customers? Good leaders empower their employees to feel confident, valued and motivated. In this course discover what motivates people, how to resuscitate motivation and how personality affects motivation. You will also learn how to give clear and motivating directions, set realistic and achievable standards and provide effective feedback, praising good results and correcting unsatisfactory performance. For more information, please refer to our website. This is the fourth course in the Supervision Certificate (6 Class Series). Fee: \$139

Item: 36059 Sara Johnson GRZOM Zoom
 Sessions: 2 M, W Nov 13 – Nov 15 6 – 9PM

Working Smarter

Time is a valuable resource that can be costly to a company when wasted. In this course you will develop communication strategies to minimize time loss, evaluate personal and organizational time-wasters, learn to establish meaningful priorities and determine ways to deal with disruptions and unanticipated drains on time. Additional topics include schedule planning, prioritizing, delegation and large project completion. For more information, please refer to our website. This is the fifth course in the Supervision Certificate (6 Class Series). Fee: \$139

Item: 36060 Sara Johnson GRZOM Zoom
 Sessions: 2 M, W Nov 27 – Nov 29 6 – 9PM

Problem-Solving and Decision-Making Strategies

Creative problem-solving and effective decision-making skills are essential in today's workplace. Through the use of real-life case studies, discover four primary problem-solving tools, learn a format for group problem-solving, methods for effective decision-making and techniques to minimize conflict and dissension. This course concludes with an interactive problem-solving group exercise. Concepts taught in this course can be applied to all facets of life. For more information, please refer to our website. This is the sixth and final course in the Supervision Certificate (6 Class Series) Fee: \$139

Item: 36061 Sara Johnson GRZOM Zoom
 Sessions: 2 M, W Dec 4 – Dec 6 6 – 9PM

Instructor Bio

Sara Johnson

Sara Johnson conducts business communication and leadership workshops for numerous companies in the Puget Sound area. In association with Green River Community College, she teaches two certificate programs, the Supervision Certificate and the Leadership Development Certificate, for potential, new, and existing levels of management in an organization. With a background in Psychology and Sociology from Oberlin College, and an MBA in Managerial Leadership and Small Group Dynamics from City University, Sara provides a wealth of knowledge to the participants of her interactive learning workshops. Additionally, Sara is very active in the Toastmasters organization, part owner of Snuggler's Cove, a Washington Women Owned Small Business, and an assistant with Harmony Hill U-Pick Raspberries.

LEGAL



Management Certificate



Discover the keys for effectively managing your employees. Create clear expectations, engage and motivate employees and increase effectiveness through the DiSC personality profile. You'll also expand your management skills, and create a collaborative action plan for execution. Finally, discover what motivates each generation at work. Certificate includes three month-long courses. Fee \$595

Item: Sep 25 – Dec 15 ONLINE

Visit greenriver.edu/ceOnline for course details.

Paralegal Certificate



Green River's Paralegal Certificate gives you the knowledge you need to move into a career as a Paralegal. Learn to conduct legal research, prepare legal documents, interview witnesses, investigate facts and assist in trial preparation. This comprehensive introduction to the legal system includes real-world examples, practical applications, ethical dilemmas and hands-on assignments - all relevant to Washington State.

The Paralegal Certificate consists of three required courses and can be completed in as little as two quarters. See website for complete details, including prerequisite, required textbook and homework.

Paralegal Certificate Information Session	Winter 2024
Paralegal Certificate Part 1: Paralegal Essentials	Winter 2024
Paralegal Certificate Part 2: Research, Investigation and Discovery	Spring 2024
Paralegal Certificate Part 3: Advanced Research, Writing and Trial Preparation	Spring 2024

Visit greenriver.edu/ceCertificates for course details.

MARKETING, SALES AND SOCIAL MEDIA



Google Analytics Certificate

This course, aimed at non-technical users, will take you through all the key techniques of website analytics using the world-standard Google Analytics, a free online tool. Understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and learn how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

Fee: \$345

Item:

Sep 25 – Dec 15

ONLINE

Sessions: 1

Visit greenriver.edu/ceOnline for course details.



Digital Marketing Certificate



Utilizing effective eMarketing techniques is essential for today's businesses. Learn how to improve email promotions and analyze email response rates; boost and analyze your website traffic; use search engine optimization to improve visibility; and successfully employ online advertising. Program is

relevant for any type of organization, including businesses, non-profits and government agencies. Certificate includes three month-long courses. Fee \$495.

Item:

Sep 25 – Dec 15

ONLINE

Visit greenriver.edu/ceOnline for course details.

HELP US OFFER WHAT YOU WANT



Use your phone to scan the QR code and take the survey.



Take this short survey and tell us what you would like us to offer. This is your chance to give us input so we can offer programs and classes you want.

Thank you!

PROJECT MANAGEMENT

Project Management Certificate



Acquire the skills to manage projects in a variety of industries. Our Project Management Certificate is designed for working professionals who are either starting out or moving up as project managers. Courses equip participants with skills that can immediately be applied in the workplace.

The Project Management Certificate consists of seven required courses (divided into two parts) and can be completed in as little as two quarters. Earn the certificate by taking the courses individually, or register for the Part 1 and Part 2 Series and save.

Project Management Certificate Information Session **Page 10**

PM Certificate Part A (3 Class Series) **Page 10**

Project Management Initiating the Project Page 11

Project Planning and Scheduling Techniques Page 11

Project Execution to Closing Page 11

PM Certificate Part B (4 Class Series) **Winter 2024**

Project Stakeholder and Communications Management Winter 2024

Agile Project Management Winter 2024

Microsoft Project 2019 Winter 2024

Project Management Certificate Capstone Winter 2024



Green River College has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI®).

The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

Visit greenriver.edu/ceCertificates for course details.

3 Class Series

Project Management Certificate Part A

Take the Project Management Certificate Part A (3 Class Series) at a discounted rate. Series includes three of the six required courses: Project Management Basics: Initiating the Project; Project Planning and Scheduling Essentials; and Project Execution to Closing. Visit greenriver.edu/ceCertificates for required and recommended textbooks. PDU's: 51. Fee: \$969

Item: 35317 Daniel Yeomans GRZOM Zoom

Sessions: 17 M, W Oct 9 – Dec 11 6 – 9PM

Project Management Certificate Information Session

Join us for a free information session, where our project management instructor will discuss the project management industry, the project management profession and Green River's newly revised Project Management Certificate Program. Registration required. Fee: \$0

Item: 35316 Daniel Yeomans Zoom

Sessions: 1 W Sep 27 6 – 7PM

Project Management Basics: Initiating The Project

Discover the science and art of effective project management. Summarize the five Process Groups, 10 Knowledge Areas and 49 processes recommended for application in the PMBOK® Guide (Project Management Body of Knowledge). Learn about the Initiating Process Group, and discover how to develop a business case, create a Project Charter, identify and document stakeholders and effectively present a project to decision-makers. See website for required and recommended textbooks. PDUs: 15. Fee: \$339

Item: 35318 Daniel Yeomans GRZOM Zoom
 Sessions: 5 M, W Oct 9 – Oct 23 6 – 9PM

Project Planning and Scheduling Essentials

If you fail to plan, you plan to fail. Discover the 24 key planning processes needed to plan and implement a successful project, and learn the order in which they should occur. Identify the key tools and techniques to plan for scope, schedule, cost, quality, human resources, communications, risk, procurements and stakeholder management. This course keys on both predictive (Waterfall) and adaptive (Agile) planning techniques. Prerequisite: Project Management Basics. See website for required and recommended textbooks. PDUs: 21 Fee: \$479

Item: 35321 Daniel Yeomans GRZOM Zoom
 Sessions: 7 M, W Oct 25 – Nov 15 6 – 9PM

Project Execution to Closing

Your Project Management Plan is approved and accepted. What's next? This course shares best practices for implementing and controlling the project to success. Learn how to manage quality, develop and manage a project team, effectively communicate, manage risk and engage stakeholders. Key tools and techniques and valuable tips will be introduced, shared and applied ' all to ensure that your project is successful. Prerequisite: Project Management Basics: Initiating the Project. See website for required and recommended textbooks. PDUs: 15. Fee: \$339

Item: 35322 Daniel Yeomans GRZOM Zoom
 Sessions: 5 M, W Nov 27 – Dec 11 6 – 9PM

Student Comment:

"Dan is extremely knowledgeable on the Subject matter. He teaches with and makes everything make sense. Dan shares real life experiences to make things clear. I really enjoy the way he makes the classes interactive with everyone involved."

— Student of Project Management

REAL ESTATE

Financing Residential Real Estate

In this online non-credit class, Financing Residential Real Estate gives you an overview of both the lending process and the guidelines used to qualify homebuyers for mortgage loans. Fee: \$139

Item: 35907 Arranged
 Sessions: 0 Sep 25 – Dec 14 12AM – 11:59PM

Real Estate Law

In this online, non-credit class, Real Estate Law offers an overview of the legal aspects of real estate. Fee: \$139

Item: 35909 Arranged
 Sessions: 0 Sep 25 – Dec 14 12AM – 11:59PM

Real Estate Property Management

In this online non-credit class, Property Management is a comprehensive introduction to managing investment real estate, including residential properties (apartment buildings and single-family rental homes) and commercial properties (office, retail, and industrial space). Fee: \$139

Item: 35911 Arranged
 Sessions: 0 Sep 25 – Dec 14 12AM – 11:59PM

Real Estate Licensing Series

In this online, non-credit class, the Washington State Department of Licensing requires 90 clock hours. This package combines Washington Fundamentals, Real Estate Practices, and the Broker's Gram to provide you with the best pre-license education available. You must complete both Fundamentals and Practices before taking the Washington real estate license exam. This is no longer a credit course. Fee: \$489

Item: 35232 Arranged
 Sessions: 0 Sep 25 – Dec 14 12AM – 11:59PM

SMALL BUSINESS DEVELOPMENT

Introduction to Government Contracting

The Procurement Technical Assistance Center at Green River College will provide guidance and education on how to do business with Federal, State, and Local government agencies Fee: \$0

Item: 36124 Kevin Grossman Kent Campus KC-324
 Sessions: 1 Tu Nov 7 6 – 8PM

Business Start-Up and Management

This class will help you plan the start-up of a new business. Learn strategic and tactical keys to success such as assessing your resources, identifying your business personality, developing your concept, protecting your assets through proper business structure and understanding the necessary licenses and taxes. The entire process is built into a start-up map that you can follow step-by-step. Fee: \$59

Item: 36108 Kevin Grossman Kent Campus KC-324
 Sessions: 1 W Sep 27 6 – 8PM

Business Marketing

Learn the basics of making strategic marketing decision and building an integrated marketing plan. Utilizing a practical and repeatable process, you will learn about important concepts such as pricing, distribution, messaging, message delivery and how to base all of those decision on your customer profile, product advantages and competition. Fee: \$59

Item: 36118 Kevin Grossman Kent Campus KC-324
 Sessions: 1 W Oct 4 6 – 8PM

Business Financial Management

Effective financial management is your key to small business success. Learn to read basic financial statements and concentrate on your key financial priorities. Understand how to use the cash-flow cycle to your business' advantage and utilize important benchmarks for maximizing your daily results. This class is crucial to your small business education. Fee: \$59

Item: 36119 Kevin Grossman Kent Campus KC-324
 Sessions: 1 W Oct 11 6 – 8PM

Developing a Business Plan

This hands-on session is designed to help you create a working business plan for starting or managing your business. Through engaging writing exercises and group brainstorming, you will take your business ideas further than you thought possible. While traditional business plan formats will be discussed, the focus of this class is to help you develop and sharpen your own business ideas to give you the greatest chance of success. Fee: \$59

Item: 36122 Kevin Grossman Kent Campus KC-324
 Sessions: 1 W Oct 18 6 – 8PM

Technology

COMPUTER BASICS

Computer Fundamentals with Windows 10

Develop the skills you need to effectively use a computer. Start by exploring Windows 10, and discover the tools that aid your productivity, such as program controls, the Start menu, the taskbar, apps, basic word processing and email. Then, learn about file management, including how to create and save files and folders. Finally, get best practices for conducting Internet searches effectively while protecting yourself against threats. Some elements requiring a Microsoft account may be demonstrated but not practiced. Textbook included. Fee: \$269

Item: 35387 **Gayle Larson** **Kent Campus** **KC-255**

Sessions: 4 Tu, Th Sep 26 – Oct 5 5:30 – 9PM

CYBERSECURITY

CompTIA Exam Preparation Courses



We have teamed with Spokane Community Colleges to offer the CompTIA Certificates through Green River College CE. This is the certification you need to move into an IT career.

We are currently able to offer these classes to you at 75% off due to a government grant. This is for a limited time.

CompTIA IT Fundamentals Exam Preparation **Page 12**

CompTIA A+ Exam Preparation **Page 12**

CompTIA Network+ Exam Preparation **Page 12**

CompTIA Security+ Exam Preparation **Page 12**

Visit greenriver.edu/ceCertificates for course details.

Personal Cyber Security

Personal Cyber Security is a brief beginner-friendly course to help you take steps in protecting yourself while using the internet, mobile devices, and wifi. This course will cover common attacks that individuals in the local community have experienced, teach users how to react under pressure, and go over a brief survey of tools to help keep their devices and information secure. This course is taught by a CompTIA Security + certified instructor. Fee: \$10

Item: 36194 **Auburn Center** **AC-240**
Sessions: 1 Sa Oct 7 10AM – 12PM

Item: 36140 **Auburn Center** **AC-240**
Sessions: 1 Tu Oct 24 9 – 11AM

Item: 36141 **Auburn Center** **AC-240**
Sessions: 1 Tu Oct 24 6 – 8PM

CompTIA IT Fundamentals Exam Preparation

CompTIA IT Fundamentals is designed to help you learn more about the world of information technology (IT). In this class, you will learn foundational knowledge on computer hardware, software, networking, cybersecurity, troubleshooting, and emerging technologies. This class will prepare you for the CompTIA IT Fundamentals exam that can be a stepping stone to more advanced certifications such as CompTIA A+. Earning your IT Fundamentals certification can help you feel more comfortable for a position as a sales associate, sales engineer, account manager, business development manager, product or marketing specialist or entry level customer support. Online, instructor led with most up to date curriculum. Course includes e-book and exam voucher. Fee: \$437

Item: 36201 **GRZOM** **Zoom**

Sessions: 6 W Sep 27 – Nov 1 6 – 8PM

Sessions: 6 W Nov 8 – Dec 13 6 – 8PM

CompTIA A+ Exam Preparation

CompTIA A+ is the industry standard for establishing a career in IT, and it is the foundation of an IT career. A+ candidates are better prepared to troubleshoot and problem solve a wider variety of issues, ranging from networking and operating systems to mobile devices and security. Prerequisite includes current IT Fundamentals Certification or equivalent experience with Program Manager permission. Earning your A+ certification gives you an internationally recognized credential. Leading companies around the world are hiring A+ certified professionals like you. An online, instructor led classroom, taught by an A + Certified instructor. Course includes one exam voucher. Fee: \$437

Item: 36479 **GRZOM** **Zoom**

Sessions: 24 M, W Sep 25 – Dec 11 6 – 8PM

CompTIA Network+ Exam Preparation

CompTIA Network+ verifies that you have the essential knowledge and skills in networking to develop a career in IT infrastructure. It prepares candidates to support the network regardless of the platform, forming the foundation needed before specializing in a vendor solution. Learn how to troubleshoot, configure, and manage common network and wired devices. Prerequisite includes current A+ Certification or equivalent experience with Program Manager permission. Earning your Network+ certification will help you advance toward a rewarding IT career as a network field technician, help desk technician, network support specialist, network administrator, or network analyst. This is an online, instructor led classroom, taught by a Network + Certified instructor. Course includes e-book and exam voucher. Fee: \$437

Item: 36230 **GRZOM** **Zoom**

Sessions: 24 Tu, Th Sep 27 – Dec 14 6 – 8PM

CompTIA Security+ Exam Preparation

CompTIA Security+ is a global certification that validates the baseline skills necessary to perform core security functions and pursue an IT security career emphasizing hands-on practical skills, ensuring the security professional is better prepared to problem solve a wider variety of issues. Develop your skills over 48 hours in an online, instructor led classroom, taught by a Security + Certified instructor. Prerequisite includes current A+ or Network+ Certification or equivalent experience with Program Manager permission Fee: \$437

Item: 36236 **GRZOM** **Zoom**

Sessions: 24 M, W Sep 25 – Dec 12 6 – 8PM

DATA SCIENCE

Data Analyst Certificate Information Session

As companies utilize big data concepts to stay competitive, the role of the data analyst is key. Since the amount of data to be analyzed is growing exponentially, the data analyst must use software and reporting tools to analyze and report the data patterns. In this free information session, learn how organizations are moving towards a quantifiable, data-driven decision-making approach, the data analyst profession and Green River's new Data Analyst Certificate. Registration required. Fee: \$0

Item: 35514 **Jim Parshall** **GRZOM** **Zoom**
 Sessions: 1 Tu Sep 26 6 – 7PM

Data Analyst Certificate



Data Analysts help companies make informed decisions, improve efficiencies, increase profits and achieve organizational goals. In addition to analyzing and interpreting data, data analysts must also deliver their findings in easily digestible visuals.

Our Data Analyst Certificate consists of eight required courses (divided into three parts) and can

be completed in as little as three quarters. Earn the Certificate by taking the courses individually, or register for the Part 1, Part 2 and Part 3 Series and save.

Data Analyst Certificate Information Session **Page 13**

Data Analyst Certificate Part 1: SQL Server (4 Class Series) **Page 13**

Relational Database Concepts and Design Page 13

SQL Programming Level 1 Page 13

SQL Programming Level 2 Page 13

SQL Server Certificate Capstone Page 14

Data Analyst Certificate Part 2: Python for Data Analysis **Winter 2024**

Data Analyst Certificate Part 3: Exploratory Data Analysis (3 Class Series) **Spring 2024**

Data Mining Spring 2024

Data Visualization Spring 2024

Data Analyst Certificate Capstone Spring 2024

Visit greenriver.edu/ceCertificates for course details.

4 Class Series

Data Analyst Certificate Part 1: SQL Server

Fee: \$899

Item: 35380 **Jim Parshall** **Zoom**
 Sessions: 15 Tu, Th Oct 3 – Nov 28 6 – 9PM

Relational Database Concepts and Design

In today's big data world, managing data efficiently requires analytical skills and the ability to use relational databases. This course introduces you to basic relational database concepts, terminology of relational databases and simple database design. Learn to design efficient relational databases using the principles of SQL. Topics include attaching and detaching a database, creating a database diagram and writing simple SQL statements. Prerequisites: Basic computer skills and Windows proficiency; Excel, Access or other database experience highly recommended. Recommended Textbook (available from Amazon): Beginning SQL Server for Developers, 4th Edition, ISBN: 978-1484202814. For more information, please refer to our website. This is the first required course in the SQL Server Certificate (4 Class Series) and the Data Analyst Certificate Part 1: SQL Server (4 Class Series). The SQL Server Certificate is a prerequisite for the Data Analyst Certificate. Please bring a USB flash drive (minimum 2 GB) to class, so you can save your work. Fee: \$249

Item: 35381 **Jim Parshall** **GRZOM** **Zoom**
 Sessions: 3 Tu, Th Oct 3 – Oct 10 6 – 9pm

SQL Programming Level 1

Microsoft SQL Server has evolved to become a true, enterprise information platform. In this course you'll learn the fundamental elements of T-SQL, including the definition of DML, DDL, DCL and TCL; use control of flow statements like IF and WHILE; work with NULLs; practice T-SQL programming constructs to query and modify a database in SSMS; identify the different forms of the JOIN clause; filter data using logical queries; and define constraints to enforce data integrity. Prerequisites: Relational Database Concepts and Design. Recommended Textbook (available from Amazon): Beginning SQL Server for Developers, 4th Edition, ISBN: 978-1484202814. For more information, please refer to our website. This is the second required course in the SQL Server Certificate (4 Class Series) and the Data Analyst Certificate Part 1: SQL Server (4 Class Series). The SQL Server Certificate is a prerequisite for the Data Analyst Certificate. Note: Please bring a USB flash drive (minimum 2 GB) to class, so you can save your work. Fee: \$359

Item: 35383 **Jim Parshall** **GRZOM** **Zoom**
 Sessions: 5 Tu, Th Oct 12 – Oct 26 6 – 9PM

SQL Programming Level 2

Learn to streamline and extract relevant information and execute more advanced SQL features. Topics include implementing complex queries; utilizing sub queries and derived tables; designing views and inline functions; building stored procedures, user-defined functions, and triggers; implementing transactions, error handling and dynamic SQL; identifying locking and isolation levels; and creating indexes. Prerequisites: SQL Programming Level 1. Recommended Textbook (available from Amazon): Beginning SQL Server for Developers, 4th Edition, ISBN: 978-1484202814. For more information, please refer to our website. This is the third required course in the SQL Server Certificate (4 Class Series) and the Data Analyst Certificate Part 1: SQL Server (4 Class Series). The SQL Server Certificate is a prerequisite for the Data Analyst Certificate. Note: Please bring a USB flash drive (minimum 2 GB) to class, so you can save your work. Fee: \$309

Item: 35384 **Jim Parshall** **GRZOM** **Zoom**
 Sessions: 4 Tu, Th Nov 2 – Nov 14 6 – 9PM

Student Comments for SQL classes:

"Instructor Jim Parshall is a phenomenal instructor! He inspired me to get excited about the work we were doing, shared a lot of great additional reading resources, and kept the discussions interesting, progressive, useful, relevant and took time to describe practical approaches."

— Student of SQL Certificate

"Thank you. As an adult learner working two jobs already, this was a heavy lift for me but SOOO worth the time! I wish I had more time to get into additional reading during the semester. Looking forward to more with the labs and databases between now and February! Also grateful to Jim for home computer recommended specs for this course. Very happy with my new toy I selected using his recommendations!"

— Student of SQL Certificate

SQL Server Certificate Capstone

Demonstrate your SQL Server knowledge in this Capstone course. Use SQL Server Management Studio (SSMS) to build a database schema based on a “real-world” scenario. Then, develop a database solution that supports your proposed plan. Next, implement the solution, and test the results using SQL queries. Finally, you will submit your database .bak file to the instructor for review to ensure all fundamental SQL techniques are understood and implemented. Prerequisites: Relational Database Concepts and Design, SQL Programming Level 1 and SQL Programming Level 2. Recommended Textbook (Available from Amazon or any other online retailer): Beginning SQL Server for Developers, 4th Edition, ISBN: 978-1484202814. For more information, please refer to our website. This is the fourth required course in the SQL Server Certificate (4 Class Series) and the Data Analyst Certificate Part 1: SQL Server (4 Class Series). Note: Please bring a USB flash drive (minimum 2 GB) to class, so you can save your work. Fee: \$0

Item: 35385 **Jim Parshall**

Sessions: 3 Tu, Th Nov 16 – Nov 28 6 – 9PM

MICROSOFT

Microsoft Excel 2021/Office 365 Certificate Series

Capture the power of Excel 2019 by taking the Excel Series. Series includes Levels 1, 2 and 3 at a discounted price. Topics include entering, moving and manipulating data; using formulas and functions; formatting text, numbers and cells; creating charts; building more complex functions; using data analysis tools like PivotTables and PivotCharts; making an impact with powerful chart and presentation features; lookup and decision-making functions; auditing and error-handling; array functions; importing and exporting; what-if-analysis; automating repetitive tasks by recording and running macros; and forms. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbooks included.

The Microsoft Excel 2019 Series includes:

Microsoft Excel 2021/Office 365 Level 1

Microsoft Excel 2021/Office 365 Level 2

Microsoft Excel 2021/Office 365 Level 3

Prerequisites: Microsoft Windows proficiency and successful completion of Computer Fundamentals with Windows 10 and/or basic computer skills including the use of: program controls, start menu, task bar, applications, basic word processing, email, file management and internet searches.

Print Description:

Capture the power of Excel 2021 by taking the Excel Series. Series includes Levels 1, 2 and 3 at a discounted rate. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbooks included. Fee: \$369

Item: 35906 **Gayle Larson** **Enumclaw** **ENM-13**

Sessions: 3 W Nov 1 – Nov 15 8AM – 4PM

Item: 35901 **Gayle Larson** **Kent Campus** **KC-255**

Sessions: 3 F Nov 3 – Nov 17 8AM – 4PM

Item: 35903 **Gayle Larson** **Kent Campus** **KC-255**

Sessions: 6 Tu, Th Nov 28 – Dec 14 5:30 – 9PM

Microsoft Excel 2021/ Office 365 Level 1

Excel can help you organize, calculate, analyze, revise, update and present your data. Learn the basic concepts and skills needed to start being productive with Excel 2019. Topics include creating and saving worksheets; entering, moving and manipulating data; using formulas and functions; formatting text, numbers and cells; creating charts; data entry shortcuts; and managing, printing and sharing workbooks.

Prerequisites: Microsoft Windows proficiency and successful completion of Computer Fundamentals with Windows 10 and/or basic computer skills including the use of: program controls, start menu, task bar, applications, basic word processing, email, file management and internet searches. For more information, please refer to our course outline. This class is also part of the Microsoft Excel 2021 Series, which includes Levels 1, 2 and 3 at a discounted rate. Excel Level 1 training is also available through the Microsoft Office 2019 Essentials Certificate which includes Microsoft Word, Outlook, and PowerPoint 2021. Fee: \$149

Item: 35957 **Gayle Larson** **Kent Campus** **KC-255**
Sessions: 1 F Oct 27 8AM – 4PM

Item: 35979 **Gayle Larson** **Enumclaw** **ENM-13**
Sessions: 1 W Nov 1 8AM – 4PM

Item: 35962 **Gayle Larson** **Kent Campus** **KC-255**
Sessions: 1 F Nov 3 8AM – 4PM

Item: 35978 **Gayle Larson** **Kent Campus** **KC-255**
Sessions: 2 Tu, Th Nov 28 – Nov 30 5:30 – 9PM

Microsoft Excel 2021/ Office 365 Level 2

You already know how to use Excel to perform simple calculations and tasks, but Excel is capable of doing so much more. Build upon your foundational knowledge of Excel by learning more advanced tools for analysis and presentation of data. Topics include managing complex workbooks; building more complex functions; using data analysis tools like PivotTables and PivotCharts; making an impact with powerful chart and presentation features; and collaborating with other users. Prerequisite: Microsoft Excel Level 1. Textbook included.

Prerequisites: Successful completion of Microsoft Excel 2021/Office 365 Level 1 or the ability to organize, calculate, analyze, revise, update and present data. Possess the ability to create and save worksheets; entering, move and manipulate data; use formulas and functions; format text, numbers and cells; create charts; complete data entry shortcuts; manage, print and share workbooks. Microsoft Windows proficiency.

For more information, please refer to our course outline. This class is also part of the Microsoft Excel 2019 Series, which includes Levels 1, 2 and 3 at a discounted rate. Fee: \$149

Item: 36005 **Enumclaw** **ENM-13**
Sessions: 1 W Nov 8 8AM – 4PM

Item: 36001 **Gayle Larson** **Kent Campus** **KC-255**
Sessions: 1 F Nov 10 8AM – 4PM

Item: 36004 **Gayle Larson** **Kent Campus** **KC-255**
Sessions: 2 Tu, Th Dec 5 – Dec 7 5:30 – 9PM

Microsoft Excel 2021/ Office 365 Level 3

Put the full power of Excel right at your fingertips, and get the answers you need from the vast amounts of data your organization generates. Topics include lookup and decision-making functions; auditing and error-handling; array functions; special functions such as date, time and text functions; importing and exporting; what-if-analysis; automating repetitive tasks by recording and running macros; and forms. Textbook included.

Prerequisites: Successful completion of Microsoft Excel 2021/Office 365 Level 2 or the ability to manage complex workbooks; build complex functions, use data analysis tools like PivotTables and PivotCharts and leverage presentation features. Microsoft Windows proficiency.

For more information, please refer to our course outline. This class is also part of the Microsoft Excel 2021/Office 365 Series, which includes Levels 1, 2 and 3 at a discounted rate. Fee: \$149

Item: 36017 Sessions: 1 W	Gayle Larson Nov 15	Enumclaw 8AM – 4PM	ENM-13
Item: 36007 Sessions: 1 F	Gayle Larson Nov 17	Kent Campus 8AM – 4PM	KC-255
Item: 36013 Sessions: 2 Tu, Th	Gayle Larson Dec 12 – Dec 14	Kent Campus 5:30 – 9PM	KC-255

4 Class Series

Microsoft Office 2021/365 Essentials Certificate

Discover the value of Microsoft Office 2021/365 in this four-session program. You will gain hands-on experience using Word for word processing, Outlook for email, PowerPoint for presentations, and Excel for spreadsheets. Four textbooks included.

Prerequisites: Microsoft Windows proficiency and successful completion of Computer Fundamentals with Windows 10 and/or basic computer skills. Fee: \$429

Item: 35910 Sessions: 4 F	Gayle Larson Oct 6 – Oct 27	Kent Campus 8AM – 4PM	KC 255
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Microsoft Word 2021/ Office 365 Level 1

Word’s rich features and powerful tools can make creating professional documents easy and even fun. Topics include creating, formatting and proofreading documents; formatting characters and paragraphs; using Quick Styles; making lists; printing; using headers and footers; creating templates; inserting and formatting pictures; and creating and formatting tables. Prerequisites: Microsoft Windows proficiency and successful completion of Computer Fundamentals with Windows 10 and/or basic computer skills including the use of: Program controls, Start menu, Task bar, Applications, Basic word processing, Email, File management and Internet searches. For more information, please refer to our course outline. This class is part of the Microsoft Office 2021/ Office 365 Essentials Certificate which also includes Microsoft Outlook, PowerPoint and Excel Level 1 at a discounted rate. Fee: \$139

Item: 35922 Sessions: 1 F	Gayle Larson Oct 6	Kent Campus 8AM – 4PM	KC-255
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Microsoft Outlook 2021/ Office 365 Level 1

Email is one of the most widely used methods of personal and business communication. Microsoft Outlook is a mail management system that is utilized to accomplish basic workplace and personal tasks. Topics in this course include creating and sending email; adding signatures to email messages; managing contacts and using contact groups; scheduling appointments and meetings; using the calendar; and customizing Outlook. Textbook included. Prerequisites: Microsoft Windows proficiency and successful completion of Computer Fundamentals with Windows 10 and/or basic computer skills including the use of: program controls, start menu, task bar, applications, basic word processing, email, file management and internet searches. For more information, please refer to our course outline. This class is part of the Microsoft Office Essentials Certificate which also includes Microsoft Word, PowerPoint and Excel Level 1 at a discounted rate. Fee: \$139

Item: 35947 Sessions: 1 F	Gayle Larson Oct 13	Kent Campus 8AM – 4PM	KC-255
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PowerPoint 2021/ Office 365 Level 1

Today’s audiences are tech savvy and accustomed to high-impact multimedia content. Learn how to use the vast array of features in PowerPoint, so you can create engaging, dynamic multimedia presentations. Topics include creating presentations; creating and modifying slide content; working with slide masters and layouts; formatting slides and text; inserting shapes and images; working with charts and tables; and printing your presentation. Textbook included. Prerequisites: Microsoft Windows proficiency and successful completion of Computer Fundamentals with Windows 10 and/or basic computer skills including the use of: program controls, start menu, task bar, applications, basic word processing, email, file management and internet searches. For more information, please refer to our course outline. This class is part of the Microsoft Office 2021/ Office 365 Essentials Certificate which also includes Microsoft Word, Outlook and Excel Level 1 at a discounted rate. Fee: \$139

Item: 35951 Sessions: 1 F	Gayle Larson Oct 20	Kent Campus 8AM – 4PM	KC-255
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Instructor Bio

Gayle Larson

Gayle consults and works with companies and users to utilize programs such as Microsoft Word and Excel for optimum results, targeting the features and methods that best suit the need. Solution-based training has included customizing Excel spreadsheets, tailoring features, linking worksheet data to automatically update, keyboard shortcuts, personalizing menus and toolbars, customizing workspace, sharing MS Office data, and using Excel as a database, to name a few.

Gayle has been an instructor with Community College Continuing Education since 1997 and has taught all levels of Microsoft Windows, Word, Excel, Outlook, Publisher and PowerPoint, along with other software, such as QuickBooks, and uses many other programs extensively. Her wide-range of experience has prepared her for assisting users with creative solutions.

PROGRAMMING

Coding Certificate



Coding has become a core skill that can bolster your chances for becoming a higher value to organizations. In this online program, you'll start by reviewing the fundamentals of computer programming and various programming languages. Then, you'll learn the basics of HTML and CSS and understand the relationship between these two industry-standard web page coding languages. You'll also practice the step-by-step process of hand coding and building web pages. Finally, you'll learn how to use the

advanced features of CSS. Includes three month-long courses. Fee: \$595

Item: Sep 25 – Dec 15 **ONLINE**

Visit greenriver.edu/ceOnline for course details.

WEB AND GRAPHIC DESIGN

Graphic Design Certificate



Green River's new Graphic Design Certificate prepares you to create professional projects for the industry of your choice. It emphasizes design and creativity while providing the technical training to create captivating designs.

The Graphic Design Certificate consists of six required courses (divided into three parts) and can be completed in as little as three quarters. Earn the Certificate by taking the courses individually, or register for the Part 1, Part 2 and Part 3 Series and save.

Graphic Design Certificate Information Session **Page 16**

Graphic Design Certificate Part 1 (2 Class Series) **Page 16**
 Graphic Design Fundamentals Page 16
 Photoshop CC Page 16

Graphic Design Certificate Part 2 (2 Class Series) **2024**
 Illustrator CC 2024
 Working Designer 2024

Graphic Design Certificate Part 3 (2 Class Series) **2024**
 InDesign CC 2024
 Graphic Design Certificate Capstone 2024

Visit greenriver.edu/ceCertificates for course details.

Graphic Design Certificate Information Session

Discover what it takes to put your talents to work as a Graphic Designer. Attend our free information session and learn about the graphic design profession, including employment rates, the type of work available and earning potential, as well as Green River's new Graphic Design Certificate Program. Free. Registration required. Fee: \$0

Item: 35361 **Morgan Olson**
 Sessions: 1 M Oct 2 6 – 7PM

Graphic Design Fundamentals

Being a successful Graphic Designer goes beyond knowing the software. You must understand the principles of design and how they will affect your projects for print and web. This course will provide you with a core set of skills needed to move forward in the field of Graphic Design. Course topics include color theory; typography; understanding design proportions; balancing space; discovering what patterns and repetition can do for your art; print production; and file format management. Some assignments will require a computer with internet access outside of the classroom. Prerequisites: basic computer skills and Windows proficiency. For more information, please refer to our website. Note: Please bring a USB flash drive (minimum 4GB) to class to save your work. This is the first of two courses in the Graphic Design Certificate Part 1 (2 Class Series) and the first of six required courses in the Graphic Design Certificate Program. Fee: \$279

Item: 35356 **Morgan Olson**
 Sessions: 4 M, W Oct 18 – Nov 1 6 – 9PM

Photoshop CC

Photoshop is an industry standard tool for graphic designers, web designers and photographers. In this hands-on course, you will learn how to enhance, modify and improve photographs. Topics include using the Photoshop interface, including panels, options and personal customization; effectively selecting, correcting and layering your compositions; retouching and correcting images; improving photos with color corrections and image adjustments; and practicing tips, tricks and shortcuts to increase your Photoshop efficiency. Prerequisites: basic computer skills and Windows proficiency. For more information, please refer to our website. Recommended Textbook: Adobe Photoshop CC Classroom in a Book (2019 release); ISBN-13: 978-0135261781. Recommended Software: While software is provided in the classroom, we highly encourage participants to purchase a student version of Photoshop CC for home use to practice and reinforce the skills learned in class. Additional information on how to purchase a student version will be provided by the instructor in the first session. Notes: Expect 2-6 hours of work outside of class for Photoshop CC. Please bring a USB flash drive (minimum 4GB) to class to save your work. This is the second of two courses in the Graphic Design Certificate Part 1 (2 Class Series) and the second of six required courses in the Graphic Design Certificate. Fee: \$469

Item: 35359 **Morgan Olson**
 Sessions: 6 M, W Nov 15 – Dec 6 6 – 9PM

Student Comment:

"The amount of in-depth knowledge I gained helped me better understand certain topics I was somewhat familiar with before taking this course. There was a lot of 'ah-ha' moments."

— Student of Graphic Design Fundamentals

ed2go Fundamentals

Gain skills for professional and personal development



INSTRUCTOR-LED COURSES

Courses are fun, convenient and highly interactive. They include lessons, quizzes, hands-on assignments and more.

Courses may be completed 24/7 from any location with internet access.

Program Features:

- Expert instruction
- Online discussions
- 6-week format
- Start monthly
- Non-credit

Accounting Fundamentals

Gain hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and more. This course will give you a solid foundation in financial matters.

Administrative Assistant Fundamentals

This course will help you master essential job responsibilities, implement solutions, and increase productivity.

Certificate in Nutrition, Chronic Disease and Health Promotion

Learn about the impact of foodborne diseases, genetically engineered food, malnutrition and chronic diseases.

Administrative Assistant Applications

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam, and begin a rewarding career as an administrative assistant.

Get Assertive!

Learn specific techniques to become more assertive in all types of situations, with all types of people, and in all aspects of your life.

Personal Finance

Set clear financial goals, make the right investments, increase financial security, and be prepared to retire someday. This course will help you gain control over the financial impact of your choices with tools that are useful, realistic, and easy to work into your regular routine.

Become a Veterinary Assistant

Learn about pet nutrition, health and safety and how to treat and prevent parasites. Explore current thoughts on spaying and neutering and issues of euthanasia and pet loss.

Introduction to Interior Design

Get the know-how to design a room floor to ceiling using the principles of good design.

Introduction to Artificial Intelligence

In this course you will gain a foundational knowledge of the science behind creating computer systems that can perform tasks requiring human intelligence.

ed2go Advanced Career Training

Prepare for a new career, certification or advancement



SELF-PACED COURSES

Prepare for employment in some of today's hottest careers with a comprehensive, affordable Career Training Program.

Courses may be completed 24/7 from any location with internet access.

Program Features:

- Instructor mentor access
- Materials and books included
- 6-12 months to complete
- Start anytime
- Non-credit

Business Operations Specialist

Learn the fundamentals of business management and operational planning with a veteran supply chain manager

Career Counselor and Life Coach

Learn all aspects of career counseling and life coaching, from working with clients to establishing a business. Learn career development stages, planning fundamentals, and how to work with diverse audiences. Gain the industry-recognized skills needed to establish a successful coaching business as a career counselor and certified life coach.

Certificate in Family Mediation

Experience comprehensive training in the InAccord model of mediation with a special focus on a wide range of family disputes.

Front-End Web Developer

Learn the core skills needed to build websites. In this online web development course you will learn how to use HTML, CSS and JavaScript.

Full Stack Software Developer

Become an industry-ready software developer by learning different coding languages and intuitive technologies to create web applications that allow people to achieve specific tasks on a computer or another device.

Information Security Training

This online cybersecurity training course will prepare you for three globally recognized certifications. This course offers enrollment with or without vouchers. Proctor fees may apply, which are not included.

Salesforce: Power User

Salesforce is the most popular CRM in the world. Having a strong knowledge base in Salesforce not only enhances your marketability but gives you skills to be more efficient in day to day use.

Medical Billing and Coding (Voucher Included)

Train for an in-demand healthcare career in medical billing and coding. This course will help you prepare for industry certification.

Procurement and Purchasing Management

Learn the basics of the supply chain process, purchasing, and contracting issues to provide you with the skills needed for a successful career.

To view the entire catalog or to register, visit:

greenriver.edu/ce-ed2go

To view the entire catalog or to register, visit:

greenriver.edu/ce-careertraining

Personal Interest

PERSONAL INTEREST



Knitting, Beginning & Intermediate

In this class you have the choice of making an earflap hat, gloves, socks or a scarf! If you are one of those ambitious knitters, make them all! Learn about the yarn and needle selections, the gauge and much more. Class is suitable for beginners or intermediate students.

Materials list provided after registration. CEUs: .9 Fee: \$112

Item: 36439 **Roseann Berg** **Auburn Campus** **RLC-101**
 Sessions: 5 Tu Sep 26 – Oct 24 6 – 8PM

CREATIVE ARTS AND CRAFTS

Cell Phone Photography 1: Getting Started

This class is designed to help students improve their photography with cell phones. Whether wanting to take better photos and selfies, use photos to communicate, or use them as an artist uses a sketch pad, you can benefit from this class. Along with a few fundamentals of photography, the class will cover cell phone camera handling techniques, composition, lighting and ideas that will make you a better smart phone photographer. Be sure to bring your phone with a fully charged battery. Fee: \$49

Item: 35751 **Gary McCutcheon** **Auburn Campus** **CH-214**
 Sessions: 1 Tu Nov 7 6:30 – 8:30PM

Cell Phone Photography 2: Editing & Composition

Get a better understanding of your Cell Phone's editing program. Be presented with ways to crop, control color and tone, correct exposure, sharpen, and other in camera editing features. Compositional guidelines will be studied to help avoid unbalanced and awkward photo design. Tools to Bring: Fully Charged Cell Phone and Charging cord, Pen and Paper. Fee: \$49

Item: 35752 **Gary McCutcheon** **Auburn Campus** **CH-214**
 Sessions: 1 Th Nov 9 6:30 – 8:30PM

Ceramics I

Wheel Throwing and Hand Building are taught in this beginner's ceramics course. Learn centering and tool use for shaping thrown items such as simple forms, cylinders and bowls. In the introduction to hand building, learn how to create functional and decorative work using a variety of techniques. Projects develop from your skill level and personal ideas. Class instruction 2 hours + 30 minutes clean up. Pricing includes \$35 studio supply fee. Fee: \$299

Item: 35958 **Madison Tovar** **Kent Meridian High School S-3**
 Sessions: 8 Tu Sep 26 – Nov 21 6 – 8:30PM
 (Building Labeled E)



Ceramics II

This class is designed to engage students in more advanced ceramic techniques and projects. Students will develop and enhance skills learned in the Ceramics I class, as well as refine and experiment with new materials and techniques. Class instruction 2 hours + 30 minutes clean up. Fee includes \$35 studio supply fee. Fee: \$299

Item: 35961 **Madison Tovar** **Kent Meridian High School S-3**
 Sessions: 8 W Sep 27 – Nov 15 6 – 8:30PM
 (Building Labeled E)

Ceramics Lab

Want some time in a ceramics studio? Sign up for the Ceramics Lab and you will get to use the space to do your own hand building projects, wheel throwing and have your projects fired. This time is on your own, instructor will be there to answer questions, but no instruction will occur. Class instruction 2 hours + 30 minutes clean up Clay is not provided. Fee: \$189

Item: 35963 **Kent Meridian High School S-3**
 Sessions: 6 Th Oct 5 – Nov 9 6 – 8:30PM
 (Building Labeled E)

Crafting Your Own Holiday Cards for Any Occasion

Have you always wanted to make your own cards for the various holidays throughout the year for loved ones, but don't consider yourself particularly artistic? Are you tired of paying increasing amounts of money for store-bought cards? If you answered "yes" to either of these questions, then this is the class for you! Instructor will share her knowledge of making hand-made holiday cards using images from the internet, rubber stamps, coordinating poems to compliment the cover design and envelope decor for any holiday you enjoy celebrating! Instructor will share her tips and tricks accumulated over a decade of crafting her own cards along with resources and examples of cards for various holidays for inspiration! You can also expand your card-making to include personable wedding cards, thank you cards and sympathy cards! Come join us for this engaging, inspiring and fun class! Fee: \$49

Item: 36427 **Amy Anselmi** **Auburn Campus** **WB-108**
 Sessions: 1 Th Oct 19 6 – 7:30PM

Fused Glass: A life changing art form

Here is what our instructor, Diana Wendt has to say.

"Fused glass has been a life-changing art form for me. I discovered it's not only my passion, but it is also my calling. Fused glass has never been just a 'hobby', instead it became my livelihood to support myself and my beloved mother since 1996.

For almost 30 years, I've devoted myself to learning the science and beauty behind the different ways to transform glass. I continue to learn from it and from teaching others how to appreciate and experience this beautiful creative art form.

Sign-up and hang on for a fun, hands-on adventure into the creative world of class!"

What have you learned from teaching?

"There is no such thing as 'I'm not creative but...' because all living beings are creative, inventive, or resourceful in their own ways.

- » A finished 'beginner piece' is more rewarding than an unfinished 'masterpiece.'
- » Students and mistakes usually make the best teachers.

See page 18 for Fall dates for Fused Glass Tiles & Ornament classes!



Digital Photography 1

Move beyond the auto mode of your digital camera and take great photos in any situation! Through this basic hands-on course, you will explore modern photography in simple, real-world terms. You will learn about exposure, shutter speed, focus, flash, aperture, depth of field, ISO, and much more. Please bring a digital camera with full manual control and a complete owner's manual. Recommended Supplies: Digital camera, with user guide, that is capable of full manual control. Fee: \$165

Item: 35900	ROGER YOUNG	Enumclaw	ENM-14
Sessions: 6 Tu	Sep 19 – Oct 24	6:30 – 9PM	

Digital Photography 2

Learn to work with RAW images, advanced camera controls, when to use manual controls, shooting for HDR, retouching images and composition. Three outdoor shooting labs included Fee: \$165

Item: 35902	ROGER YOUNG	Enumclaw	ENM-14
Sessions: 6 Tu	Nov 7 – Dec 12	6:30 – 9PM	

Fused Glass Ornaments and Tiles

Celebrate the holidays by creating your own fused glass ornaments or tiles! This fun, 4-hour workshop is a great way for beginners to learn the basics of glass fusing. Students will learn to cut, design, and fire up to 4 colorful glass ornaments to Dec orate the tree or tiles to give as gifts. A \$135.00 material/firing fee per section paid to instructor in class. Project pick-up on Sunday. Class held off-campus at Blue Dog Glass Art Studio. Fee: \$79

Item: 35620	Diana Wendt	Blue Dog Glass	Studio
Sessions: 1 Sa	Oct 7	9AM – 1PM	

Item: 35656	Diana Wendt	Blue Dog Glass	Studio
Sessions: 1 Sa	Oct 21	9AM – 1PM	

Item: 35664	Diana Wendt	Blue Dog Glass	Studio
Sessions: 1 Sa	Nov 4	9AM – 1PM	

Item: 35670	Diana Wendt	Blue Dog Glass	Studio
Sessions: 1 Sa	Dec 2	9AM – 1PM	



Drawing: Sacred Gardens



Inspired by the gardens, art, and architecture of Morocco. In this course students will learn techniques for drawing a 3D landscape, flora, and architectural elements. Participants will also be encouraged to embellish their work by exploring their creative intuition and creating their own Sacred Garden environment. Results are often surprising and illuminating! This class will focus on working with graphite drawing pencils and pens. Students are always welcome to bring additional materials they wish to explore with.

No experience necessary! Austin will meet you at your ability level and help you grow as an artist. Note: no class on Oct 21

Please see the website for the supply list.

Item: 37816 **Austin Gregory Ohm** **Auburn Campus** **WT-16**
 Sessions: 4 Sa Sep 30 – Oct 28 10AM - 12:30PM

Manual Photography and the Fundamentals

This class presents the fundamentals of photography and manual mode will be used to give students complete control and the creative freedom that digital photography can produce. In addition, the automated settings will then be more understandable. Assignments will be given that further help students to understand principles and functions of the camera. This class includes handouts. Tools: Digital camera with manual settings, lens or lenses, charged batteries and charger, camera manual with index, a tripod will be useful. Fee: \$119

Item: 36299 **Gary McCutcheon** **Auburn Campus** **CH-214**
 Sessions: 4 Tu, Th Nov 28 – Dec 7 6:30 – 8:30PM

Photoshop CC

Photoshop is an industry standard tool for graphic designers, web designers and photographers. In this hands-on course, you will learn how to enhance, modify and improve photographs. Topics include using the Photoshop interface, including panels, options and personal customization; effectively selecting, correcting and layering your compositions; retouching and correcting images; improving photos with color corrections and image adjustments; and practicing tips, tricks and shortcuts to increase your Photoshop efficiency. Prerequisites: basic computer skills and Windows proficiency. For more information, please refer to our website. Recommended Textbook: Adobe Photoshop CC Classroom in a Book (2019 release); ISBN-13: 978-0135261781. Recommended Software: While software is provided in the classroom, we highly encourage participants to purchase a student version of Photoshop CC for home use to practice and reinforce the skills learned in class. Additional information on how to purchase a student version will be provided by the instructor in the first session. Notes: Expect 2-6 hours of work outside of class for Photoshop CC. Please bring a USB flash drive (minimum 4GB) to class to save your work. This is the second of two courses in the Graphic Design Certificate Part 1 (2 Class Series) and the second of six required courses in the Graphic Design Certificate. Fee: \$469

Item: 35359 **Morgan Olson**
 Sessions: 6 M, W Nov 15 – Dec 6 6 – 9PM

HEALTH, BODY AND FITNESS



Food As Medicine Everyday (FAME) Workshop

“NOW is the perfect time to start your health journey. Come learn how to improve your health with whole foods in this hand-on class that includes: Weekly two-hour workshops that demonstrate simple techniques for selecting and preparing healthy, whole foods.’ Instruction led by a certified nutritionist’ Practical, science-based nutrition education’ Hands-on cooking experience’ A light community meal where we share and enjoy what we made together! The FAME’ program is designed by the Food As Medicine Institute (FAMI) with the goal of empowering individuals, families, and communities to overcome the many obstacles to healthy eating in today’s fast-food society and to adopt evidence-based sustainable dietary changes that support long term health.” Workbook not included but highly encouraged: Food as Medicine Everyday. Fee: \$399

Item: 35918 **Patricia Jones** **Kent Meridian High School**
 Sessions: 10 W Sep 27 – Dec 6 6 – 8:30PM

Instructor Bio

Trish Jones

Trish earned her Master of Science degree in Nutrition at the National University of Natural Medicine (Portland, OR) and pursued the Certified Nutrition Specialist credential from the American Nutrition Association with a desire to hone her skills and prepare to share her science-based approach to holistic nutrition. Trish founded the Community Health and Nutrition Group to connect clients with tools and resources which enable them to understand nutritional options to address common medical diagnoses and to empower them to purposefully utilize nutrition to live their best lives without the burden of chronic illness.

Trish is a certified instructor with the Food as Medicine Institute (FAMI) and teaches Food as Medicine Everyday (FAME) nutrition and cooking classes in-person in the greater Seattle area.

Introduction to Reiki

Reiki is an ancient healing method from Japan meaning “universal life energy, and is performed by a certified practitioner. It is offered in spas, holistic centers and health care settings such as hospitals and clinics around the world. Reiki’s all-natural hands on/off holistic energy healing technique is believed to promote and accelerate healing, reduces stress, and alleviates pain.† Reiki works not only on the physical body, but the mind and spirit, working to bring everything into balance. Recipients have reported not only physical improvement, but also a better adaptation response to stress, depression, increased mood stability, improved sleeping patterns and Dec reased anxiety levels. Due to the fact that you can do self-treatments and it integrates so well with all medical modalities, Reiki is highly sought after. Join us for an hour introduction and learn about the history and functionality of Reiki. Fee: \$35

Item: 35749 **Amber Williams** **Auburn Campus** **CH-201**
 Sessions: 1 Th Oct 12 6 – 7PM

HOME, GARDEN AND OUTDOORS

A Journey Into Wine Country Information Session

“We are excited to kick off our new series that will introduce the three pillars of wine history, sensory analysis, and grape culture and making, over the next three quarters. Join 3rd generation winemaker Roland Vieira to learn the history of wine and its regions. Roland has travel extensively in wine regions and has been making wine for a number of years. Roland is also a biologist which adds another level of his understanding about the complexity of wine. Take one, or all three classes and receive a Certificate of Completion. Take a journey into the world of wine! This class will give you an overview of the 3 part series offered in spring, summer and fall quarter.” Fee: \$0

Item: 35747 **Roland Vieira** **GRZOM** **Zoom**
 Sessions: 1 Tu Sep 26 6 – 8PM

HIGHLIGHT **A Journey Into Wine Country: The Harvest**

The grapes have ripened, the vines have transformed flowers to fruit and everywhere you look you are taking in rich colors and unctuous fragrance. The crush is upon us. Join Roland Vieira, a 3rd generation winemaker, to discover the essential elements of good grape farming, harvest decision, fermentation, and the final stages of winemaking.

This class is the part of our Journey into Wine Country program. The wine program includes three consecutive classes offered in Spring, Summer and Fall terms. Each segment can be taken individually and in any order. Those who choose to complete all three classes will be eligible for a Certificate of Completion. This series is best suited for an audience of 21 or older. This course will have one additional class night - the date for the class will be determined by the students and instructor on the first night of the class. Fee: \$99

Item: 35748 **Roland Vieira** **GRZOM** **Zoom**
 Sessions: 5 Tu Oct 3 – Oct 24 6 – 8PM

Sourdough 101

Learn how to maintain a sourdough starter, bake sourdough bread from a starter, and make use of discard! During this 6-hour course, participants will perform the steps of a bulk fermentation, resulting in two loaves which participants can take home to bake at the end of the course. During this time, we will also cover the microbiology behind sourdough starters, all of the steps necessary to create the perfect sourdough loaf, information on how to customize and troubleshoot your recipes, and helpful tips for making use of your discarded starter. This course is appropriate for bakers of all skill levels. Price of this course includes a sourdough starter (in a jar), a wooden mixing spoon, proofing materials, and ingredients. Fee: \$99

**Price of the course includes a sourdough starter (in a jar), a wooden mixing spoon, proofing materials, and ingredients.

*** Students should bring a lunch to eat during class. There will be no official lunch break, but there will be time to eat while waiting on each of the steps in the bread-making process.

Item: 36244 **Kristen Frafjord** **Auburn Campus** **WB-16**
 Sessions: 1 Sa Sep 30 9AM – 3PM



Bank and Wade Fishing for Winter Steelhead

A lot of NW Winter Steelhead fishing is about racing around in power boats on crowded rivers. In this class get back to the basics of the sport! Learn how to set up tackle to fish three effective methods for the shore bound angler drift fishing, float fishing, and spoon fishing. We will discuss productive bank fishing areas on local and regional rivers and how to time your visits for success. Class includes a resource notebook. Optional Saturday outing to a local river for hands on instruction and fishing.

Classroom session #35945 is a pre-requisite to attend outing.

Outing Location: Snoqualmie River near the Falls. Directions and complete information about what to bring will be sent upon registration.

- Rods, reels, and line sets available for rent for \$10.

Item: 35945 **John Fiskum** **Enumclaw** **ENM-14**
 Sessions: 1 W Dec 6 6:30 – 8:30PM (Classroom)

Fee: \$39.00

Item: 35949 **John Fiskum**
 Sessions: 1 Sa Dec 9 7 – 11AM (Outing)

Fee: \$89.00

DIY Yakima River Fly Fishing

The Yakima River is a heavily guided watershed but in the know DIY anglers can have good success once you unlock its secrets. In this classroom session we will discuss this complex waterway and its seasonal river conditions, insect hatches, fly patterns and strategies for success. Class will include a resource guide with information about access for both wade fishing and floating the river. After the classroom session there will be 2 optional outings for hands on instruction and fishing.

Classroom session #35945 is a pre-requisite to attend outing.

Outing Location: Snoqualmie River near the Falls. Directions and complete information about what to bring will be sent upon registration.

- Rods, reels, and line sets available for rent for \$10.

Item: 35927 **John Fiskum** **Auburn Campus** **CH-214**
 Sessions: 1 Th Sep 28 6:30 – 8:30PM (Classroom)

Fee: \$39.00

Item: 35931 **John Fiskum**
 Sessions: 1 Sa Sep 30 10AM – 3PM (Outing)

Fee: \$89.00

Emergency Preparedness

We've all heard the warnings about how we should prepare both our homes and family for a natural disaster but who has time to do all that research? And isn't it expensive to do? This class was co-developed with an instructor who experienced the Mt. St. Helen's eruption firsthand and a retired Navy SEAL who served multiple tours of duty, was a BUDS instructor and is now a world-renowned survivalist expert. He also starred in Discovery Channel's 'Lone Target' television series. Take advantage of our experience and expertise as we've done the research and can help you prepare an emergency family plan as well as an emergency preparedness kit ready to go in the event of a natural disaster or catastrophe. Example preparedness kit and plan will be available for demonstration and recommendations will be provided for resources to prepare your own emergency kit as well as develop a plan for your family. This class is worth your time and students will leave with excellent notes about how to get started immediately in preparing for the worst. Protect your family and get started with this valuable class! Fee: \$49

Item: 35763 **Amy Anselmi** **Auburn Campus** **WB-108**
 Sessions: 1 Th Oct 5 6 – 8PM

Fish Smoking

Learn how to make delectable smoked fish! We'll focus on Pacific NW favorites like salmon, steelhead and trout. You'll be a hit at all your parties and events with your own custom-made smoked appetizers. Class will include step-by-step instruction, demonstration, recipes and sample tasting. Fee: \$39

Item: 35939 **John Fiskum** **Auburn Campus** **CH-214**
 Sessions: 1 W Nov 15 6:30 – 8:30PM

Fly-Fishing Lakes, Ponds and Reservoirs

Stillwater fly fishing requires a different set of skills, strategies, and fly patterns to be consistently successful. In this classroom session we will examine tackle, equipment, lines, and flies for Stillwater success. Class will include a resource guide loaded with information about where and when to go. Fee: \$39

Item: 35923 **John Fiskum** **Auburn Campus** **CH-214**
 Sessions: 1 Tu Sep 19 6:30 – 8:30PM

LANGUAGE AND CULTURE

HIGHLIGHT

Adult CSI Lecture

Do you enjoy watching CSI programs/mysteries? Then this class is for you. This 3 hour presentation will contain some photos and information that might be considered graphic/offensive. Learn behind the scenes facts of several crimes such as homicides, robberies, staged crime scenes, and more. Fee: \$45

Item: 35760 **Lynne Dean** **GRZOM** **Zoom**
 Sessions: 1 W Oct 25 6 – 9PM



French I

This language course emphasizes conversation but also includes reading, writing, speaking and understanding the language. Course is geared toward the adult student seeking control of a language for practical application such as travel. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Recommended Textbook (available online and at the campus Papertree Bookstore): French in 10 Minutes a Day by Kristine K. Kershul (ISBN #1931873291) Fee: \$155

Item: 35904 **Arthur Morris** **Auburn Campus** **WB-106**
 Sessions: 8 W Oct 4 – Nov 29 6:30 – 8:30PM

Spanish 1

This language course emphasizes conversation but also includes reading, writing, speaking and understanding the language. Course is geared toward the adult student seeking control of a language for practical application such as travel. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Recommended Textbook (available online): Spanish in 10 Minutes a Day by Kristine K. Kershul (ISBN #1931873305). Fee: \$155

Item: 35905 **Arthur Morris** **Auburn Campus** **WB-106**
 Sessions: 8 Tu Oct 3 – Dec 5 6:30 – 8:30PM

MONEY MATTERS

Personal Cyber Security

Personal Cyber Security is a brief beginner-friendly course to help you take steps in protecting yourself while using the internet, mobile devices, and wifi. This course will cover common attacks that individuals in the local community have experienced, teach users how to react under pressure, and go over a brief survey of tools to help keep their devices and information secure. This course is taught by a CompTIA Security + certified instructor. Fee: \$10

Item: 36194		Auburn Center	AC-240
Sessions: 1 Sa	Oct 7	10AM – 12PM	
Item: 36140		Auburn Center	AC-240
Sessions: 1 Tu	Oct 24	9 – 11AM	
Item: 36141		Auburn Center	AC-240
Sessions: 1 Tu	Oct 24	6 – 8PM	

HIGHLIGHT Retirement Strategies 101

Retirement Strategies 101 is a multiple day, all-inclusive, retirement course that is useful for workers at all stages of their career. Regardless of age, you can learn how to create a financial plan that helps you prepare for retirement and make the most of your retirement dollars. Will you be able to retire early? How long must your money last? What strategies can you use to save money on your taxes? Two CFA Charterholders will answer these and other essential planning questions. Topics include retirement needs and expenses, social security maximizations, tax strategies, IRA distributions, investments, estate planning, and more! Virtual delivery textbook included. Fee: \$59

Item: 36031	Bowman/Hussey	Auburn Campus	WB-108
Sessions: 3 Tu	Oct 10 – Oct 24	6:30 – 8:30PM	
Item: 36034	Bowman/Hussey	Auburn Center	AC-250
Sessions: 2 Sa	Oct 14 – Oct 21	9AM – 12PM	

Rules of the Road- The Foundations of Investing

There are rules you can follow to work toward your goals. Learn the fundamental concepts of investing and potential strategies to help build wealth. We'll discuss the most common investing mistakes and how to avoid them, investing strategies to help reach your long-term goals and what you can do now to prepare for retirement. Fee: \$39

Item: 35755	John Schneider	
Sessions: 1 Tu	Nov 14	7:30 – 8:30PM

Medicare Made Clear

Learn about the different Medicare options in this free seminar. We will discuss Medicare Part A & B as well as Medicare advantage health plans, prescription drug health plans, supplemental insurance and more! This fall we are offering three Zoom and one In-Person class options. Fee: \$0

Item: 35637	Joyce Joneschiet	GRZOM	Zoom
Sessions: 1 Tu	Sep 26	6:30 – 8:30PM	
Item: 35643	Joyce Joneschiet	GRZOM	Zoom
Sessions: 1 Th	Oct 19	6:30 – 8:30PM	
Item: 35646	Joyce Joneschiet	GRZOM	Zoom
Sessions: 1 Th	Nov 2	6:30 – 8:30PM	
Item: 35649	Joyce Joneschiet	Auburn Campus	WB-108
Sessions: 1 Tu	Nov 14	7 – 9PM	

MUSIC AND VOICE



Guitar, Beginning/Continued

Develop guitar skills while learning songs you like. Beginning guitar students learn chords, strumming, finger-picking, and other basic skills. Fee: \$139

Item: 35750	Charles Buser	GRCHO	Cedar Hall - CH 208
Sessions: 10 M	Sep 25 – Nov 27	6:30 – 7:30PM	

An Introduction to Voiceovers (Getting Started in Voice Acting) One-on-One Video Conference Class

Wow, you have a great voice! Have you heard that more times than you can count? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, I could do that! If so, then you could have what it takes to begin working as a professional Voiceover Artist. Explore the voiceover industry with your instructor, a professional, working voice actor from the voice acting training company, Voices For All, in a one-on-one, personalized, video chatsetting. Discover the current trends in the industry and how they make it easy and affordable for just about anyone to get involved. In this one-time, 90-minute, introductory class, you'll also learn about the different types of voiceovers and the tools you'll need to find success. And then we're rolling! Your instructor will record you as you read a real script, then offer you some coaching so you can improve your delivery. Your instructor will take notes on your performance so you can receive a professional voiceover evaluation later. After the class, you will have the knowledge necessary to help you decide if this is something you'd like to pursue. 18 and over. You owe it to yourself to finally explore the possibilities of this fun and rewarding field! Fee: \$39

Item: 35912		Arranged
Sessions: 1	Sep 25 – Dec 14	12AM – 11:59PM

WRITING

HIGHLIGHT

Top 10 Mistakes Many Authors Make

Have you always wanted to write a novel? Maybe you've started one but have gotten stuck in the middle. Or maybe you've finished your first draft but don't know where to go from there. In this one-night class, you'll learn how to avoid common mistakes that keep authors from achieving their dreams. Whether you hope to be traditionally published or to self-publish, you can't afford to make these mistakes. Fee: \$49

1. Beginning with only an idea
2. Ignoring structure
3. Beginning the story at the wrong place
4. Not pushing conflict or putting the characters at enough risk
5. Misunderstanding the plot
6. Confusing POV
7. Loving your own voice too much – info dumps
8. Lack of substance – what are you trying to say?
9. Telling, not showing
10. Not writing for a contemporary audience

Plus Extra Information:

12. Poor editing
13. Time management

Item: 35920 **Lynn Bohart** **GRZOM** **Zoom**
 Sessions: 1 W Dec 6 6 – 9PM



Writing Workshop

If you've always wanted to write the great American novel, a healing memoir, or even a how-to self-help book, this one-night intensive writing workshop is for you. There will be no judgement here. We're all here to practice the concepts that will make any writing project more engaging and more compelling. Class will include things like how to hook your readers, how to hold their interest, how to use emotion, how to paint a lasting visual image, and how to make a statement readers will remember. Come prepared to write. While you won't be forced to share you're writing, this will be a safe and supportive environment in which to polish your craft. Fee: \$49

- Writing a hook
- Framing the story
- Using backstory effectively
- Making emotion work for you
- How to outline for greatest affect
- Using description to paint a picture
- Understanding and achieving your why

Item: 35919 **Lynn Bohart** **GRZOM** **Zoom**
 Sessions: 1 W Oct 4 6 – 9PM

Celebrate Your Story: Writing Creative Nonfiction New

Everyone has a story to tell; what's yours? This class focuses on the basic skills needed to write your own short memoir, personal essays or any other form of creative writing. This class is structured for repeat registration with different themes and focuses each month, while maintaining curriculum perfect for those interested in single term attendance. Instructor offers customized support for all forms of writing in collaborative learning environment. Whether you are beginner or an expert, this class will take your writing to the next level. Repeat students welcome. Fee: \$109

Item: 35764 **Tiffany Doerr Guerzon** **Zoom**
 Sessions: 4 Tu Sep 19 – Oct 10 6:30 – 8:30PM

Item: 35765 **Tiffany Doerr Guerzon** **Zoom**
 Sessions: 4 Tu Oct 17 – Nov 14 6:30 – 8:30PM

Item: 35766 **Tiffany Doerr Guerzon** **Zoom**
 Sessions: 4 Tu Nov 28 – Dec19 6:30 – 8:30PM

BUNDLE PACKAGE: Registering for the bundle enrolls the student in each of the class sessions being offered during the quarter and reflects a discounted price! (Note: the amount of sessions may vary by quarter but the price & dates will reflect that). Fee: \$297

Item: 36243 **Tiffany Doerr Guerzon** **Zoom**
 Sessions: 12 Tu Sep 19 – Dec19 6:30 – 8:30PM

Student Quote about Tiffany's class:

"Tiffany is a wonderful teacher who knows how to enable each student to be the best possible. No pressure ever and always so helpful."

Student of Celebrate Your Story

Microsoft Excel 2021/ Office 365 Certificate Series

Capture the power of Excel 2021 by taking the Excel Series. Series includes Levels 1, 2 and 3 at a discounted price. Topics include entering, moving and manipulating data; using formulas and functions; formatting text, numbers and cells; creating charts; building more complex functions; using data analysis tools like PivotTables and PivotCharts; making an impact with powerful chart and presentation features; lookup and decision-making functions; auditing and error-handling; array functions; importing and exporting; what-if-analysis; automating repetitive tasks by recording and running macros; and forms. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbooks included. The Microsoft Excel 2019 Series includes: Microsoft Excel 2021/Office 365 Level 1, Microsoft Excel 2021/Office 365 Level 2, Microsoft Excel2021/Office 365 Level 3. Prerequisites: Microsoft Windows proficiency and successful completion of Computer Fundamentals with Windows 10 and/or basic computer skills including the use of: program controls, start menu, task bar, applications, basic word processing, email, file management and internet searches. Print Description: Capture the power of Excel 2021 by taking the Excel Series. Series includes Levels 1, 2 and 3 at a discounted rate. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbooks included. Fee: \$369.00

Item #: 35906 Gayle Larson Enumclaw ENM 13
 Sessions: 3 W Nov 1 – Nov 15 8am – 4pm

Microsoft Excel 2021/ Office 365 Level 1

Excel can help you organize, calculate, analyze, revise, update and present your data. Learn the basic concepts and skills needed to start being productive with Excel 2019. Topics include creating and saving worksheets; entering, moving and manipulating data; using formulas and functions; formatting text, numbers and cells; creating charts; data entry shortcuts; and managing, printing and sharing workbooks. Prerequisites: Microsoft Windows proficiency and successful completion of Computer Fundamentals with Windows 10 and/or basic computer skills including the use of: program controls, start menu, task bar, applications, basic word processing, email, file management and internet searches. For more information, please refer to our course outline. This class is also part of the Microsoft Excel 2021 Series, which includes Levels 1, 2 and 3 at a discounted rate. Excel Level 1 training is also available through the Microsoft Office 2019 Essentials Certificate which includes Microsoft Word, Outlook, and PowerPoint 2021. Fee: \$149.00

Item #: 35979 Gayle Larson Enumclaw ENM 13
 Sessions: 1 W Nov 1 8am – 4pm

Microsoft Excel 2021/ Office 365 Level 2

You already know how to use Excel to perform simple calculations and tasks, but Excel is capable of doing so much more. Build upon your foundational knowledge of Excel by learning more advanced tools for analysis and presentation of data. Topics include managing complex workbooks; building more complex functions; using data analysis tools like PivotTables and PivotCharts; making an impact with powerful chart and presentation features; and collaborating with other users. Prerequisite: Microsoft Excel Level 1. Textbook included. Prerequisites: Successful completion of Microsoft Excel 2021/Office 365 Level 1 or the ability to organize, calculate, analyze, revise, update and present data. Possess the ability to create and save worksheets; entering, move and manipulate data; use formulas and functions; format text, numbers and cells; create charts; complete data entry shortcuts; manage, print and share workbooks. Microsoft Windows proficiency. For more information, please refer to our course outline. This class is also part of the Microsoft Excel 2019 Series, which includes Levels 1, 2 and 3 at a discounted rate. Fee: \$149.00

Item #: 36005 Gayle Larson Enumclaw ENM 13
 Sessions: 1 W Nov 8 8am – 4pm

Microsoft Excel 2021/ Office 365 Level 3

Put the full power of Excel right at your fingertips, and get the answers you need from the vast amounts of data your organization generates. Topics include lookup and decision-making functions; auditing and error-handling; array functions; special functions such as date, time and text functions; importing and exporting; what-if-analysis; automating repetitive tasks by recording and running macros; and forms. Textbook included. Prerequisites: Successful completion of Microsoft Excel 2021/Office 365 Level 2 or the ability to manage complex workbooks; build complex functions, use data analysis tools like PivotTables and PivotCharts and leverage presentation features. Microsoft Windows proficiency. For more information, please refer to our course outline. This class is also part of the Microsoft Excel 2021/Office 365 Series, which includes Levels 1, 2 and 3 at a discounted rate. Fee: \$149.00

Item #: 36017 Gayle Larson Enumclaw ENM 13
 Sessions: 1 W Nov 1 8am – 4pm

Digital Photography 1

Move beyond the auto mode of your digital camera and take great photos in any situation! Through this basic hands-on course, you will explore modern photography in simple, real-world terms. You will learn about exposure, shutter speed, focus, flash, aperture, depth of field, ISO, and much more. Please bring a digital camera with full manual control and a complete owner's manual. Recommended Supplies: Digital camera, with user guide, that is capable of full manual control. Fee: \$165.00

Item #: 35900 Roger Young Enumclaw ENM 14
 Sessions: 6 Tu Sep – Oct 24 6:30 – 9pm

Digital Photography 2

Learn to work with RAW images, advanced camera controls, when to use manual controls, shooting for HDR, retouching images and composition. Three outdoor shooting labs included. Fee: \$165.00

Item #: 35902 Roger Young Enumclaw ENM 14
 Sessions: 6, Tu Nov 7 – Dec 12 6:30 – 9pm

Bank and Wade Fishing for Winter Steelhead

A lot of NW Winter Steelhead fishing is about racing around in power boats on crowded rivers. In this class get back to the basics of the sport! Learn how to set up tackle to fish three effective methods for the shore bound angler – drift fishing, float fishing, and spoon fishing. We will discuss productive bank fishing areas on local and regional rivers and how to time your visits for success. Class includes a resource notebook. Optional Saturday outing to a local river for hands on instruction and fishing. Rod and reel set-ups available from instructor for rental fee of \$10. This course is a pre-requisite to attend outing #35949. Fee: \$39

Item #: 35945 John Fiskum Enumclaw ENM 14
 Sessions: 1 W Dec 6 6:30 – 8:30pm

GREEN RIVER COLLEGE LOCATIONS

Main Auburn Campus

Continuing Education (WT Building)
12401 SE 320th St., Auburn, WA 98092
253-833-9111, ext. 2535

Auburn Center

1221 D Street NE, Auburn, WA 98002
253-288-3455

Enumclaw Campus

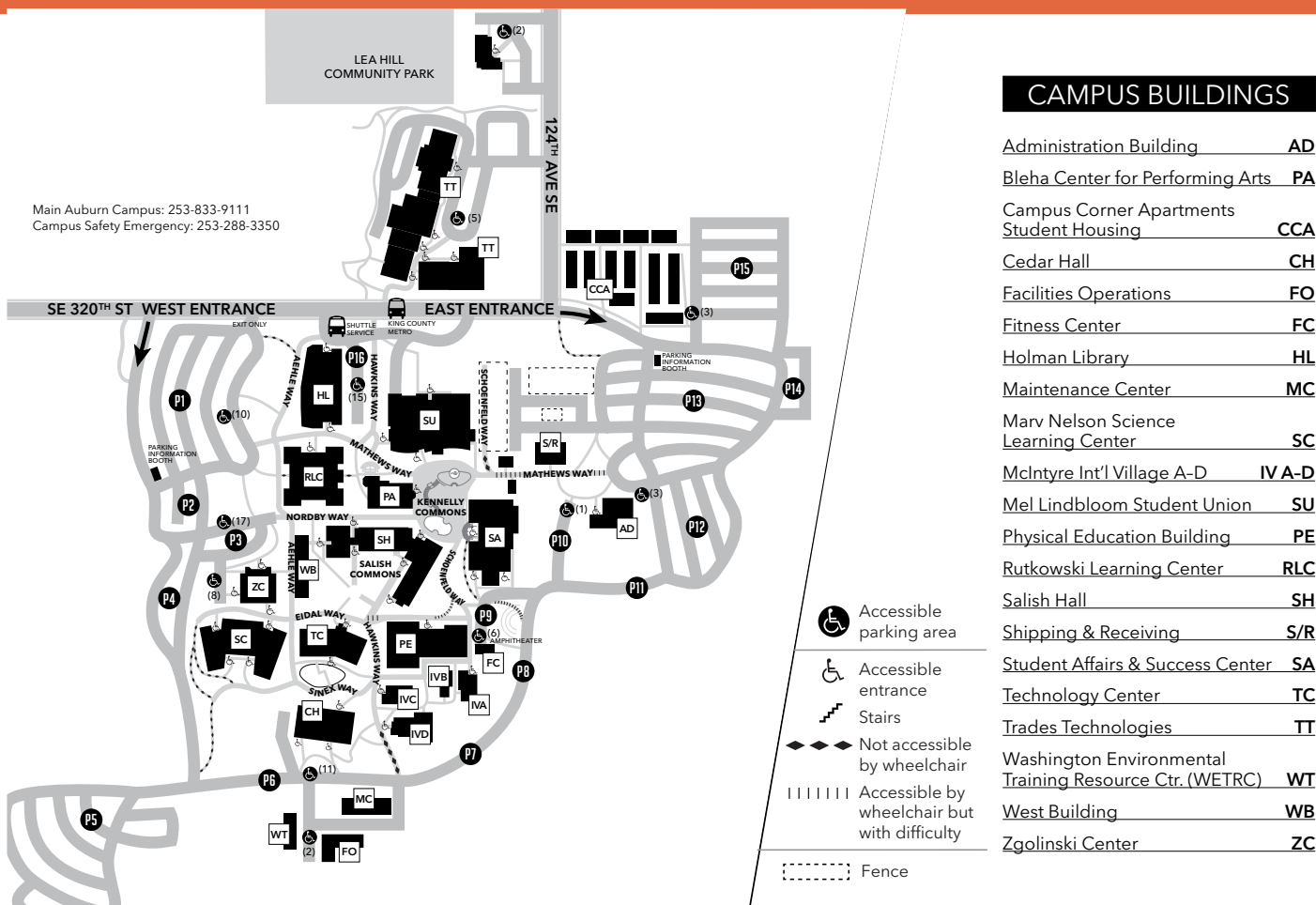
1414 Griffin Avenue, Enumclaw, WA 98022
253-288-3400

Kent Campus

417 Ramsay Way, Suite 112, Kent, WA 98032
253-520-6290

Off-Campus Locations

Blue Dog Glass Art	29304 168 th Ave. SE, Kent
Covington City Hall	16720 SE 271 st St, Covington
Covington Library	27100 164 th Ave. SE, Covington
Kentwood High School	25800 164 th Ave. SE, Covington
Master Carving School	10722 151 st Ave. SE, Renton
NorthWest Handling	1100 SW 7 th St, Renton
Tahoma Learning Center	27500 228 th Ave. SE, Maple Valley
Renton Technical College	3000 NE 4 th St., Renton



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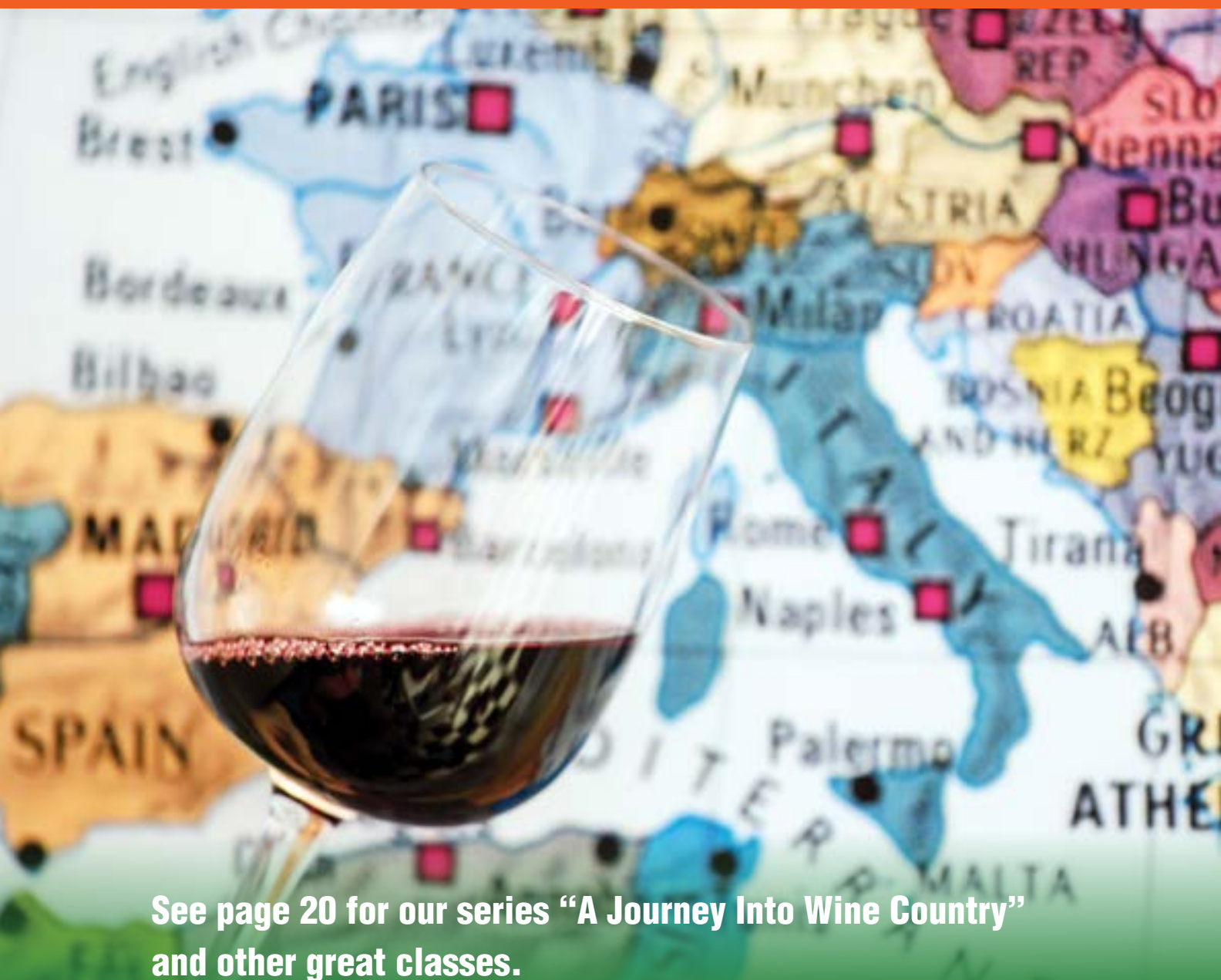
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See page 20 for our series “A Journey Into Wine Country”
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