

GREEN RIVER COLLEGE

CONTINUING EDUCATION

SCHEDULE

WINTER 2023

UPGRADE YOUR
SKILLS FOR BETTER
OPPORTUNITIES
WITH OUR CLASSES
AND CERTIFICATES

See inside for classes for professionals, hobbyists, outdoor enthusiasts, wellness, and more.

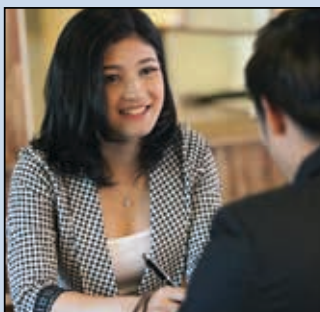
See inside for a list of classes offered at our Enumclaw campus on page 24.

**We are now offering
CompTIA certificates in
Cybersecurity.**



Visit greenriver.edu/ce

FEATURED CLASSES



HR Classes and Certificate
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Project Management Classes and Certificate
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New



Forensic Fingerprint Certificate
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Snowshoeing Classes
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New



Zip Zen Yoga
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ANNOUNCING THE DISCOVERY ACADEMY FOR KIDS 8 - 14.

This is an innovative program developed with Highline College. Your child will get fun and enriching learning experiences in our camps designed just for them.

- » Full day camps
- » Project based learning
- » Transportation Drop off Options & Extended Care
- » Partnering with other public colleges for unique learning experiences
- » Art, Marine Sciences, Robotics, Coding, Kids in College, etc.

Registration will open on **January 3rd**. Sign up for our Discovery Academy mailer to receive links, information on how to register and an invitation for one of our **free** parent information sessions.

Sign up at
CE@greenriver.edu





Stay Relevant with Continuing Education this Winter

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.

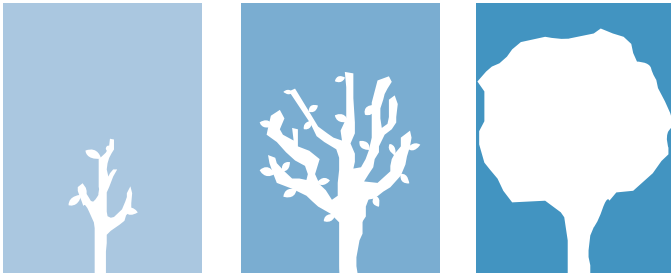
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CLASS TYPE DEFINITION

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 253-833-9111, ext. 2535.



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.



January 6th Select Committee Hearings Work: A Year Later

Tuesday, January 10th
Auburn Center 230 with Richard Elfers

Member Rate: \$29.00 (25202)
General Public: \$49.00 (25479)

It's certain that the hearings have had an enormous impact upon politics and government in the United States. Two years have now passed since the January 6th attempted coup. Find out the impact of those hearings upon Americans like you and me.

Memoirs Workshop

Saturday, February 4th

Auburn Main Campus West Building 109

In this three-hour, short memoir workshop you will learn the basics of writing your stories in a compelling and creative way. Memoirs can easily become dry and factual. But the best memoirs pull the reader in by using the same elements used in fiction, such as descriptive writing, metaphor, conflict, tension, story arc and dialogue.

In the workshop we will do writing prompts focused on these elements, as well as write an outline or rough draft of a short memoir. Feel free to bring in a work in progress or start a new piece of writing.

Member Rate: \$39.00 (31279)

General Public Rate: \$59.00 (31286)

Reading Circle

Every Other Saturday from January 21st -March 4th

Zoom

This group will begin with some short story analysis, and choose a book to read for discussion in the other three weeks. The focus is to share the enjoyment of reading and discussing a work within a group setting. There will be some discussion of genres and things to look for when reading for discussion.

Member Rate: \$64.00 (31457)

General Public Rate: \$84.00 (31464)

China: A Country Amidst Great Change

Tuesday, February 7th

Auburn Center 230 with Richard Elfers

Because of its One-Child Policy and for other reasons, China's population has been predicted by the 2016 World Economic Forum to drop by 2050 to 700 million from the 1.4 billion it is today. Those changes will deeply affect China and the world, both economically and politically. Leader Xi Jinping has been purging government officials and business leaders for corruption while the Chinese housing market is in deep trouble. Hong Kong's democracy has been destroyed and Xi has been threatening Taiwan with an invasion. Understand how these and other factors represent major problems for China. Japan is rearming, while House Speaker Nancy Pelosi visited Taiwan in defiance of Chinese government protests and warnings

Member Rate: \$29.00 (25480)

General Public: \$49.00 (25481)

What's Going On in the Ukraine a Year Later

Thursday, February 9th

Auburn Center 230 with Richard Elfers

Vladimir Putin sent the Russian army to invade Ukraine on February 24th 2022. His plans haven't worked out as he has planned. Learn what changes have occurred and how this major European war has affected the United States and the rest of the world.

Member Rate: \$29.00 (25256)

General Public: \$49.00 (25482)

Creative Ice Tour

Tuesday, February 21st (8:15AM-11:30AM)

Transportation provided from Auburn Center to Creative Ice in Kent

Join owner and operator of Creative Ice, Justin Cox, for a tour of his store front location in the heart of Kent. Discover how Justin and his family have been blending art with technology to create sculpture in its purest form for over three decades. Students will have the opportunity to view a sculpting demonstration at the end of the tour. The tour includes freezer, sculpting, and production areas; participants should bring a jacket and wear closed toe shoes.

Member Rate: \$49.00 (25163)

General Public: \$69.00 (25752)

Great Escapes

Escape into the history, music and taste of world culture through this immersive lecture series co-taught by Daniel O'Gorman, PhD- Medieval History, Pacific Lutheran University and Ruth Mueller, PhD - Ethnomusicology, Green River College. Each month take a journey through time, discussing the interesting histories and musical influences around the world, as well as exploring the flavors of the region with light refreshments. Check out more details on our website!

Rome

Tuesday, January 17th

This lecture will look at the history and music of Rome from Ancient times to the present. We will learn about the landmarks of the Roman Forum, Circus Maximus, the Colosseum, the Pantheon, Piazza Navona, Trevi Fountain, Villa Borghese, Campo de' Fiori, and the Trastevere district. We will look at the worlds of Classical music and opera focusing on Roman artists and famous works.

Member Rate: \$39.00 (25467)

General Public Rate: \$59.00 (25469)

Vatican City

Tuesday, February 14th

Auburn Center 160

This lecture will look at the history and music of the Vatican City from the early Papal States to the present-day Vatican. We will focus on the music of the Catholic Church through the Baroque and Classical periods. We will learn about the history of St. Peter's Basilica, Vatican Museum, the Sistine Chapel, St. Peter's Square, and Vatican Gardens.

Member Rate: \$39.00 (25470)

General Public Rate: \$59.00 (25476)

Rome & Vatican City Bundle

Tuesdays, January 17th & February 14

Enjoy both Italy lectures for a savings!

Auburn Center 160

Member Rate: \$ 59.00 (25463)

General Public Rate: \$79.00 (25464)

Boston

Tuesday, March 14th

Auburn Center 230

This class will look at the history of the city of Boston including the Indigenous Peoples, Puritan Settlers, Revolutionary War, Slave Trade and Abolitionist Movement, Immigration and Industrialization, the Great Boston Fire, the urban decline of the early 20th Century, and the current city as cultural and intellectual center.

Member Rate: \$39.00 (25477)

General Public Rate: \$59.00 (25478)

Prime Time Members:

We are looking for volunteers to assist in all programs. If you are interested in volunteering, please contact us at ce@greenriver.edu. You will receive a 10% discount on a future class.

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: **Jan 4 – Mar 23** **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: **Jan 4 – Mar 23** **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: **Jan 4 – Mar 23** **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: \$99

Item: **22649** **Judy Gale** **Auburn Center** **AC 150**
Sessions: 1 Th Jan 12 8AM – 4:30PM

Item: **22653** **Judy Gale** **Auburn Center** **AC 160**
Sessions: 1 Th Mar 9 8AM – 4:30PM



Forensic Fingerprint Science Certificate New



Desire a career in forensics? Instruction on the basics of fingerprint science (friction ridge) and how to apply those skills while testing for an entry level position in fingerprint forensics. Entry level job salary is approximately \$55,000 in a criminal justice agency. On

completion you will earn a CERTIFICATE OF COMPLETION from Green River College, Continuing Education. The first class on January 4th is in person to collect your fingerprint kit which will include a fee of \$60 paid to the instructor the day of.

Item: **27278** **Jan 10 – Feb 28** **ONLINE**
Sessions: M, Tu Note: No class, Jan 16 or Feb 20.

Visit greenriver.edu/ceOnline for course details.

OSHA for Small Business

Get the knowledge you need to help meet the Department of Labor & Industriesafety requirements in the workplace. Students are encouraged to bring workplace site specifics.

Together we will explore free governmental safety resources, WAC compliance and real life safety scenarios and how they might apply to your business. The course is taught using the Small Business Safety & health handbook, OSHA publication2209-07R 2022. Maggie Crutcher, SHRM-SCP is an OSHA Authorized General Industry Trainer, #35-0079403 Fee: \$59

Item: **25067** **Maggie Crutcher** **Auburn Campus** **WB 109**
Sessions: 2 Tu, Th Jan 24 – Jan 26 6 – 8PM

Item: **25081** **Maggie Crutcher** **Auburn Campus** **WB 109**
Sessions: 2 W, Th Feb 22 – Feb 23 6 – 8PM

Item: **25085** **Maggie Crutcher** **Auburn Campus** **WB 109**
Sessions: 1 Sa Mar 18 8:30AM – 12:30PM

COMMUNICATION AND PROFESSIONAL EXCELLENCE

Nonprofit Fundraising: Emotion Sells Every Time

Advertisers have expertly deployed emotion for decades 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: \$39

Item: 25148 **Lynn Bohart** **Zoom**
Sessions: 1 Th Jan 12 6 – 9PM

Item: 25149 **Lynn Bohart** **Zoom**
Sessions: 1 Th Mar 16 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: **Jan 4 – Mar 23** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

HEALTH CARE

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. Fee: \$39

Item: 25136 **Zoom**
Sessions: 1 Tu Dec 20 9AM – 4PM

Item: 25137 **DSHS Staff** **Zoom**
Sessions: 1 Tu Jan 17 9AM – 4PM

Item: 25138 **DSHS Staff** **Zoom**
Sessions: 1 Tu Feb 21 9AM – 4PM

Item: 25139 **DSHS Staff** **Zoom**
Sessions: 1 Tu Mar 21 9AM – 4PM

The instructor was knowledgeable and freely shared her experiences with the class.

— Student of Adult Family Home Administrator Training

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. Fee: \$699

Item: 23784 **Evelyn Galasso** **Zoom**
Sessions: 7 Th Jan 5 – Feb 16 8AM – 4:15PM

Item: 23785 **Evelyn Galasso** **Zoom**
Sessions: 7 Sa Jan 7 – Feb 18 8AM – 4:15PM

Item: 24147 **Evelyn Galasso** **Zoom**
Sessions: 7 Th Feb 23 – 4/6 8AM – 4:15PM

Item: 24148 **Evelyn Galasso** **Zoom**
Sessions: 7 Sa Feb 25 – Apr 8 8AM – 4:15PM



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: **Jan 4 – Mar 23** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

UPGRADE YOUR RESUME

PROFESSIONAL
DEVELOPMENT CLASSES



greenriver.edu/ce

HUMAN RESOURCES

8 Class Series **HR Generalist Certificate**



HR Generalists are expected to be experts in every human resource function, including hiring, compensation, payroll, performance management, employment laws and more. Green River's HR Generalist Certificate prepares you to effectively serve in the HR Generalist role and equips you with the knowledge and tools needed in today's workplace.

The HR Generalist Certificate consists of eight required courses and can be completed in as little as one quarter. Earn the Certificate by taking the courses individually, or register for the Series and save.

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Federal and State Employment Laws	Page 9
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Employee and Labor Relations	Page 10
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Health, Safety and Security	Page 10

Visit greenriver.edu/ceCertificates for course details.

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: 22561 **Claudia Malone** **Zoom**
 Sessions: 2 Tu, Th Feb 2 – Mar 14 6 – 9PM

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: 23476 **Claudia Malone** **Zoom**
 Sessions: Th Feb 2 6 – 9PM

WE ASKED JENEÉ KRAMER ABOUT HER EXPERIENCE EARNING HER HR GENERALIST CERTIFICATE AT GREEN RIVER CE

What are the 3 most important things you learned?

"I learned the importance of networking and forming connections with those in the HR industry because you learn so much from others experiences. I learned to be open about exploring various areas of HR, I went in thinking I wanted to focus in one area but learned to love recruiting. Lastly, many areas of HR are intertwined so take-in ALL the knowledge and you can certainly apply it in all aspects."

Why did you take this certificate?

"I was on maternity leave and thinking about my next steps in my career. There has always been a love and pull towards HR, I love processes, data and overall just working with people. I thought the HR Generalist certificate would help to solidify my interests and point me in the right direction."

If you took it for job skills, how did it benefit you in your career?

"This benefited me to connect what I did in a previous HR role and helped me pick a focal point. I was able to better explain in an interview what I've done, what I've learned and what I want to do. I even said in my interview that I took this certification."

If you could tell other students one thing about this class or certificate what would it be?

"Take it! It was really helpful for me and I ultimately found a great position in recruitment. I truly believe what I learned helped me to find my current position."

Would you recommend it to a friend or co-worker?

"Absolutely, without hesitation."

Anything else you want to say?

"A huge praise to the instructors for their expertise and advice! They were wonderful and this is a FANTASTIC program."

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: 24834 **Stephanie King** **Zoom**
 Sessions: 2 Tu, Th Feb 7 – Feb 9 6 – 9PM

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: 24830 **S. King, M. Henning Farber** **Zoom**
 Sessions: 2 Tu, Th Feb 14 – Feb 16 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: 24842 **Julie Drinen** **Zoom**
 Sessions: 2 Tu, Th Feb 21 – Feb 23 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: 24810 **Julie Drinen** **Zoom**
 Sessions: 2 Tu, Th Feb 28 – Mar 2 6 – 9PM

Training and Development

Training and developing staff is an important function in the HR Generalist's 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: 24846 **Margaret Henning Farber** **Zoom**
 Sessions: 1 Tu Mar 7 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: 24850 **Claudia Malone** **Zoom**
 Sessions: 1 Th Mar 9 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 recordkeeping requirements, what to keep in a personnel file and important HR technology terminology. Fee: \$69

Item: 24855 **Margaret Henning Farber** **Zoom**
 Sessions: 1 Tu Mar 14 6 – 9PM

LEADERSHIP AND SUPERVISION

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: **Jan 4 – Mar 23** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

Instructor Bio

Stephanie King

Stephanie King, SPHR and SHRM-SCP, has over 20 years of experience in HR in both the private and public sectors. She is currently employed with the City of Kent as a Recruitment Analyst. Prior to moving to Washington, Stephanie worked for GKN Aerospace and the City of Auburn in Alabama. She taught SHRM certification classes through the East Alabama Society for Human Resources and college courses at Southern Union State Community College in Opelika, AL. Stephanie holds a bachelor's degree in Communications from the University of South Alabama and a master's degree in Human Resource Management from Troy University. In her spare time, Stephanie loves to read and travel. She also enjoys sharing her home with her boyfriend Mike and two very spoiled dogs named Vinnie and Kodi.

HELP US OFFER CLASSES YOU WANT

Please check out the back cover to take a short survey and tell us what classes you would like us to offer. This is your chance to give us input so we can offer programs and classes you want.

greenriver.edu/ce

Supervision Certificate



Supervising others can be a challenging, yet rewarding, experience. Whether you are a new supervisor, or you want to brush up on your supervisory skills, Green River's Supervision Certificate will give you the tools you need to oversee the productivity and progress of your employees and enable them to efficiently and effectively meet their goals.

The Supervision Certificate consists of six required courses, which can be completed in as little as one quarter. Earn the Certificate by taking the courses individually, or register for the Series and save.

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Getting the Most From Your Meetings	Page 11
Motivating for Success	Page 11
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Problem-Solving and Decision-Making Strategies	Page 11

Visit greenriver.edu/ceCertificates for course details.

6 Class Series **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: 25612	Sara Johnson	Zoom
Sessions: 2 M, W	Jan 30 – Mar 15	6 – 9PM

Thank you for being so supportive during this process. It was a wonderfully enjoyable experience.

— HR Generalist Certificate Student

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.

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: 25625	Sara Johnson	Zoom
Sessions: 2 M, W	Jan 30 – Feb 1	6 – 9PM

Developing Your Leadership Style

Learn how to capitalize on your personal leadership style to achieve workplace goals. In this course you will identify your leadership through personal assessment; learn the difference between leadership and management; recognize the “being” and “doing” of leadership; and develop the innate motivating techniques that transform employee attitudes and enhance cooperation and teamwork. Other topics include understanding the leadership management balance and SMART goal development. For more information, please refer to our course outline. This is the second course in the Supervision Certificate (6 Class Series). Fee: \$139

Item: 25714	Sara Johnson	Zoom
Sessions: 2 M, W	Feb 6 – Feb 8	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: 25721	Sara Johnson	Zoom
Sessions: 2 M, W	Feb 13 – Feb 15	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: 25734	Sara Johnson	Zoom
Sessions: 2 M, W	Feb 27 – Mar 1	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: 25746 **Sara Johnson** **Zoom**
 Sessions: 2 M, W Mar 6 – Mar 8 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: 25750 **Sara Johnson** **Zoom**
 Sessions: 2 M, W Mar 13 – Mar 15 6 – 9PM

LEGAL

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	Page 12
Paralegal Certificate Part 1: Paralegal Essentials	Page 12
Paralegal Certificate Part 2: Research, Investigation and Discovery	Spring 2023
Paralegal Certificate Part 3: Advanced Research, Writing and Trial Preparation	Spring 2023

Visit greenriver.edu/ceCertificates for course details.

Paralegal Certificate Information Session

If you are interested in a career as a Paralegal, join us for a free information session where you will learn more about the Paralegal profession, the outlook for Washington State Paralegals and Green River's Paralegal Certificate program. Registration required. Free. Fee: \$0

Item: 26087 **Vicki Hager** **Zoom**
 Sessions: 1 Tu Feb 21 6 – 7PM

Paralegal Certificate Part 1: Paralegal Essentials

Criminal and civil trials don't just happen - they require careful planning, case management and analytical thinking on the part of the entire legal team. Gain a broad overview of the Paralegal profession, so you can assist your team to a positive outcome in civil or criminal litigation. Topics: responsibilities of the Paralegal profession; ethics; legal terminology; court structures; introduction to legal writing; fee structure and timekeeping; introduction to civil litigation practices and documents; interviewing witnesses; and the discovery process. This is the first of three required courses in the Paralegal Certificate program. See website for prerequisite and required textbook. Fee: \$499

Item: 26104 **Vicki Hager**
 Sessions: 9 Tu, Th, Sa Feb 28 – Mar 23 6 – 9PM

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: **Jan 4 – Mar 23** **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: **Jan 4 – Mar 23** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

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.

PM Certificate Part B (3 Class Series)	Page 13
Project Stakeholder and Communications Management	Page 13
Agile Project Management	Page 13
Microsoft Project 2019	Page 13
Project Management Certificate Capstone	Page 13
Project Management Certificate Information Session	2023
PM Certificate Part A (3 Class Series)	2023
Project Management Initiating the Project	2023
Project Planning and Scheduling Techniques	2023
Project Execution to Closing	2023



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.

4 Class Series **Project Management Certificate Part B**

Take the Project Management Certificate Part B (4 Class Series) at a discounted rate. Series includes the final four required courses in the Certificate Program: Project Stakeholder and Communication Management, Agile Project Management, Microsoft Project 2019 and the Project Management Certificate Capstone. Prerequisites: Project Management Certificate Part A and good working knowledge of Windows, Word and Excel. Visit greenriver.edu/ceCertificates for required textbooks. PDUs: 57 Fee: \$1179

Item: 23309 Daniel Yeomans Zoom
Sessions: 9 M, W Jan 9 – Mar 22 6 – 9PM

Project Stakeholder and Communications Management

Effective communication is the glue that holds the project together, and managing stakeholders is arguably the greatest challenge a project manager faces. Learn your individual communications style and how it compares to others. Explore your own Emotional Intelligence. Discover how to effectively build, develop and manage a team. You'll also learn how to 'manage up' and successfully influence difficult stakeholders. Price includes an I Speak questionnaire and manual. See website for required and recommended textbooks. PDUs: 15. Fee: \$359

Item: 23328 Daniel Yeomans Zoom
Sessions: 5 M, W Jan 9 – Jan 25 6 – 9PM

Agile Project Management: Scrum and Kanban

Many companies use a combination of both traditional and Agile PM methods to implement requirements. Additionally, Agile is a focus area on the PMP® Certification exam. This course features Agile methodology, highlighting Scrum and Kanban. Learn the Agile process, explore roles and responsibilities of the product owner, ScrumMaster and team, develop product and sprint backlogs, and build fun products using the methodology. Our goal is to prepare you to enter an Agile environment and succeed. Prerequisite: Project Management Basics: Initiating the Project or knowledge of Agile Project Management. PDUs: 15 Fee: \$359

Item: 23391 Daniel Yeomans
Sessions: 5 M, W Jan 30 – Feb 13 6 – 9PM

Microsoft Project 2019

Microsoft Project should be one of the most frequently used tools in your project management toolbox. Learn the basics of Project; create a project from scratch; work with task types, scheduling options and constraints; set-up resources, resolve resource conflicts and pool them for sharing; manage the schedule consistent with the critical path and project baseline; consolidate projects; print project dashboards, views and reports and much more. See website for prerequisite and textbook information. PDUs: 15 Fee: \$389

Item: 23416 Mikel Aldrich Zoom
Sessions: 5 M, W Feb 22 – Mar 8 6 – 9PM

Project Management Certificate Capstone

Apply the knowledge acquired from previous courses as you manage an end-to-end simulated project. You will gain an understanding of the key tools and techniques used in all phases of the project, and you will be challenged to think out of the box as various scenarios threaten to throw your project off-track. In the end, you and your team will develop a comprehensive project plan that you can utilize in your real-world environment. Prerequisite: Completion of all Project Management Certificate program required courses. PDUs: 12 Fee: \$279

Item: 23417 Daniel Yeomans Zoom
Sessions: 4 M, W Mar 13 – Mar 22 6 – 9PM

INSTRUCTORS WANTED

We need instructors with experience in:

Bookinging | Cyber Security | Canva | Data Analysis
Programming Languages (Python, Java, Java Script,
C languages, Go) | QuickBooks | SQL

We want instructors who use these skills professionally who want to teach others.

We are also looking for new class ideas.

Contact CE@Greenriver.com.

REAL ESTATE

Real Estate Licensing Series

In this , 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 Cram 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: 25103

Sessions: Jan 4 – Mar 23 Open Enrollment

Financing Residential Real Estate

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

Item: 25121

Sessions: Jan 4 – Mar 23 Open Enrollment

Real Estate Appraisal

In this non-credit class, Real Estate Appraisal gives you an overview of both the theoretical and practical aspects of the subject, with an emphasis on residential appraisal practices. Fee: \$139

Item: 25119

Sessions: Jan 4 – Mar 23 Open Enrollment

Real Estate Law

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

Item: 25118

Sessions: Jan 4 – Mar 23 Open Enrollment

Real Estate Property Management

In this 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: 25125

Sessions: Jan 4 – Mar 23 Open Enrollment

SMALL BUSINESS DEVELOPMENT

Small Business: How to Launch Successfully

In this class, the presenter will outline the steps to starting a new business. Additionally, participants will learn more about the resources the Small Business Center at Green River College may be able to provide to you as a business owner, including Small Business Development Center (SBDC) advising, government contract counseling through the Procurement Technical Assistance Center (PTAC), and separate services for permitting and marketing. Time for Q&A will follow the presentation. Fee: \$0

Item: 25604 **Taryn Hornby** **Zoom**
Sessions: 1 Tu Feb 7 12 – 1:30PM

Item: 25606 **Taryn Hornby** **Zoom**
Sessions: 1 Tu Mar 21 12 – 1:30PM

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: 26504 **Gayle Larson** **Kent** **KC 255**

Sessions: 4 Tu, Th Jan 17 – Jan 26 5:30 – 9PM

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.

DATA SCIENCE

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 **2023**

Data Analyst Certificate Part 1: SQL Server (4 Class Series) **2023**

Relational Database Concepts and Design 2023

SQL Programming Level 1 2023

SQL Programming Level 2 2023

SQL Server Certificate Capstone 2023

Data Analyst Certificate Part 2: Python for Data Analysis **Page 15**

Data Analyst Certificate Part 3: Exploratory Data Analysis (3 Class Series) **Spring 2023**

Data Mining Spring 2023

Data Visualization Spring 2023

Data Analyst Certificate Capstone Spring 2023

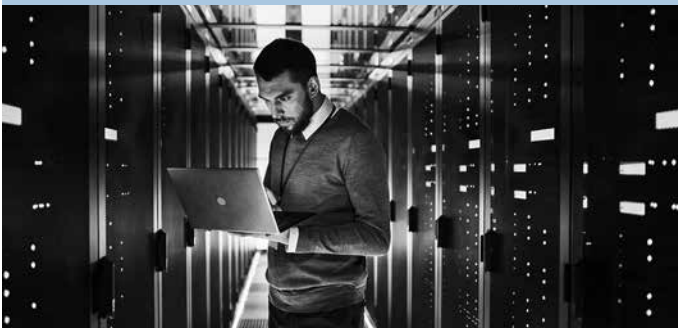
Visit greenriver.edu/ceCertificates for course details.

Data Analyst Certificate Part 2: Python for Data Analysis

Python is a versatile and easy-to-use language that's used by data analysts for data mining and data analytics. Learn the basics of Python by exploring the variables, expressions, functions and classes. Create basic programming structures using decisions and loops. Create code for data processing using Pandas for analytics. For prerequisites and program details, visit greenriver.edu/ceCertificates. Fee: \$559

Item: 26502 **Jim Parshall**
 Sessions: 8 Tu, Th Feb 21 – Mar 16 6 – 9PM

CompTIA Certificates



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 Network+ Certificate

Item: 39371 **Jan 4 – Mar 23** **Online**

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 with instructor 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. Online, self-paced, mentor led with most up to date curriculum. Course includes e-book and exam voucher. Discounted Fee: \$438

CompTIA Security+ Certificate

Item: 39403 **Jan 4 – Mar 23** **Online**

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 40 hours in a hands-on learning classroom led by highly qualified instructors. Prerequisite includes current Network+ Certification or equivalent with instructor permission. When you earn your CompTIA Security+ certification you'll have the skills to secure a network and deter hackers. Discounted Fee: \$438

MICROSOFT

3 Class Series

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 2021 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.

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: 26611	Gayle Larson	Kent	KC 255
Sessions: 6 Tu, Th	Feb 7 – Feb 23	8AM – 4PM	
Item: 26641	Gayle Larson	Enumclaw	ENM 13
Sessions: 3 W	Mar 1 – Mar 15	8AM – 4PM	
Item: 26574	Gayle Larson	Kent	KC 255
Sessions: 3 F	Mar 3 – Mar 17	8AM – 4PM	

Microsoft Office 2021/365 Essentials Certificate



Discover the value of Microsoft Office 2021. Gain hands-on experience with Microsoft Office's most popular applications, including Word for word processing; Outlook for email, calendaring and contacts; PowerPoint for presentations; and Excel spreadsheets.

The Microsoft Office 2021 Essentials Certificate consists of four courses and can be completed in as little as one quarter. Earn the Certificate by taking the courses individually, or register for the Series and save.

Microsoft Office 2021/365 Essentials Certificate (4 Class Series)	page 15
Microsoft Outlook 2021 and Office 365 Level 1	page 16
Microsoft Word 2021 and Office 365 Level 1	page 16
Microsoft PowerPoint 2021 and Office 365 Level 1	page 17
Microsoft Excel 2021 and Office 365 Level 1	page 16

Visit greenriver.edu/ceCertificates for course details.

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: 26505	Gayle Larson	Kent	KC 255
Sessions: 4 F	Feb 3 – Feb24	5:30 – 9PM	

Microsoft Excel 2021 and 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: 26624	Gayle Larson	Kent	KC 255
Sessions: 2 Tu, Th	Feb 7 – Feb 9	5:30 – 6:30PM	

Item: 26571	Gayle Larson	Kent	KC 255
Sessions: 1 F	Feb 24	8AM – 4PM	

Item: 26642	Gayle Larson	Enumclaw	ENM 13
Sessions: 1 W	Mar 1	8AM – 4PM	

Item: 26578	Gayle Larson	Kent	KC 255
Sessions: 1 F	Mar 3	8AM – 4PM	

Instructor Bio

Gayle Larson

Gayle has been instructing the home and office user how to effectively use their computers and software since 1993, and training businesses for over a decade, demonstrating an ability to train and interact with all levels of an organization.

Gayle also 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.

Microsoft Excel 2021 and 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 Jan 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: 26631	Gayle Larson	Kent	KC 255
Sessions: 2 Tu, Th	Feb 14 – Feb 16	5:30 – 9PM	

Item: 26643	Gayle Larson	Enumclaw	ENM 13
Sessions: 1 W	Mar 8	8AM – 4PM	

Item: 26581	Gayle Larson	Kent	KC 255
Sessions: 1 F	Mar 10	8AM – 4PM	

Microsoft Excel 2021 and 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 Jan 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 Jan Office 365 Series, which includes Levels 1, 2 and 3 at a discounted rate. Fee: \$149

Item: 26636	Gayle Larson	Kent	KC 255
Sessions: 2 Tu, Th	Feb 21 – Feb 23	5:30 – 9PM	

Item: 26646	Gayle Larson	Enumclaw	ENM 13
Sessions: 1 W	Mar 15	8AM – 4PM	

Item: 26583	Gayle Larson	Kent	KC 255
Sessions: 1 F	Mar 17	8AM – 4PM	

HELP US OFFER CLASSES YOU WANT

Please check out the back cover to take a short survey and tell us what classes you would like us to offer. This is your chance to give us input so we can offer programs and classes you want.

greenriver.edu/ce

Microsoft Outlook 2021 and 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: 26510 Gayle Larson
Sessions: 1 F Feb 10 8AM – 4PM

Microsoft Word 2021 and 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: 26509 Gayle Larson Kent KC 255
Sessions: 1 F Feb 3 8AM – 4PM

PowerPoint 2021 and 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.

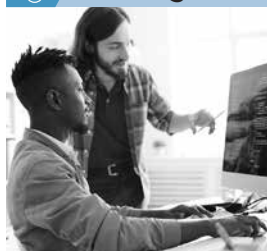
For more information, please refer to our course outline.

This class is part of the Microsoft Office 2021 and Office 365 Essentials Certificate which also includes Microsoft Word, Outlook and Excel Level 1 at a discounted rate. Fee: \$139

Item: 26512 Gayle Larson Kent KC 255
Sessions: 1 F Feb 17 8AM – 4PM

PROGRAMMING

Coding Certificate



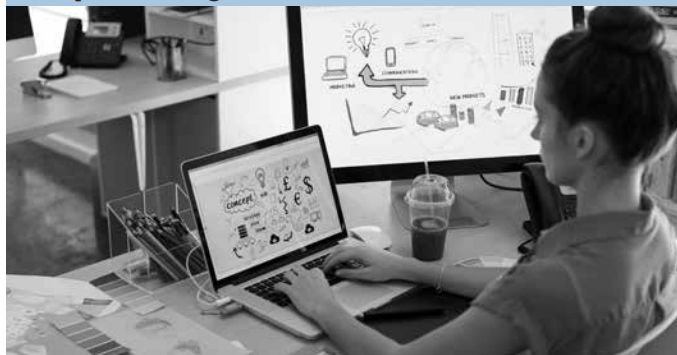
Coding has become a core skill that can bolster your chances for becoming a higher value to organizations. In this online program, you'll start by reviewing the fundamentals of computer programming and various programming languages. Then, you'll learn the basics of HTML and CSS and understand the relationship 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: Jan 4 – Mar 23 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	2023
Graphic Design Certificate Part 1 (2 Class Series)	2023
Graphic Design Fundamentals	2023
Photoshop CC	2023
Graphic Design Certificate Part 2 (2 Class Series)	Page 17
Illustrator CC	Page 17
Working Designer	Page 18
Graphic Design Certificate Part 3 (2 Class Series)	2023
InDesign CC	2023
Graphic Design Certificate Capstone	2023

Visit greenriver.edu/ceCertificates for course details.

2 Class Series **Graphic Design Certificate Part 2**

Take the Graphic Design Certificate Part 2 (2 Class Series) at a discounted rate. Series includes Working Designer and Illustrator CC. Visit greenriver.edu/ceCertificates for prerequisites, required textbooks and recommended software. Fee: \$589

Item: 24869 **Morgan Olson** **Zoom**
 Sessions: M, W Feb 8 – Mar 15 6 – 9PM

Working Designer

Knowing how to represent yourself professionally as a graphic designer is important, whether you choose to work for a design firm or as a freelance designer. Understanding your client's needs, designing professional contracts, being aware of red flags, estimating and negotiating project costs, developing creative briefs and learning how to market yourself are the skills you will gain thru in-depth lectures and group projects. See website for prerequisites and recommended textbook. Fee: \$209

Item: 24875 **Morgan Olson** **Zoom**
 Sessions: 3 M, W Feb 8 – Feb 15 6 – 9PM

Illustrator CC

Illustrator is the premier program for artists creating vector graphics. Vector graphics enable you to create works of art that can be scaled up and down without losing quality. Through in-depth explanation and step-by-step instructions, you will learn Illustrator's interface, drawing tools, transformation techniques, color creation, appearance setting, effects and file preparation to express your visual ideas for print and digital devices. See website for prerequisites, recommended textbook and recommended software. Fee: \$469

Item: 24880 **Morgan Olson** **Zoom**
 Sessions: 6 M, W Feb 27 – Mar 15 6 – 9PM

Instructor Bio

Morgan Olson

Morgan Olson has been teaching and tutoring graphics and animation courses for over a decade. She prides herself on customizing course materials in a dynamic theme that optimizes the needs of the students. Before teaching, she worked as an in-house graphic artist and a freelance animator and now owns her own graphic design business, MeMoDesigns.

INSTRUCTORS WANTED

We need instructors with experience in:

Bookinging | Cyber Security | Canva | Data Analysis
 Programming Languages (Python, Java, Java Script,
 C languages, Go) | QuickBooks | SQL

**We want instructors who use these skills professionally
 who want to teach others.**

We are also looking for new class ideas.

Contact CE@Greenriver.com.



Expand your skills or learn something new with courses that pair perfectly with a busy schedule.



Certificate in Entrepreneurship

This online certificate program introduces key issues in entrepreneurship for those looking to start a business on their own. Learn what it takes to build and grow a business from scratch and what personal characteristics are shared by successful entrepreneurs. This certificate is designed for new business owners, as well as anyone considering the challenges of entrepreneurship.

Certificate in Digital Marketing

Aligned with the Online Marketing Certified Associate (OMCA) credential, this certificate covers the strategic issues, marketing methods and tactics, industry terminology, and best practices. Each of the nine courses in this suite offer examples, videos from industry-leading practitioners, interactive games, and review questions to ensure proficiency in the material.

QuickBooks® Desktop Pro Basics (2021 Windows)

QuickBooks® Desktop Pro Basics (2021 Windows) is an introductory-level course designed to build a foundation of essential skills in QuickBooks®. In this course, learners will develop a

greater understanding of the basic bookkeeping and accounting functions that the software enables.

A Manager's Guide to Artificial Intelligence

The emergence of this innovative technology promises to bring unprecedented efficiencies for organizations and enhance business performance. This course introduces learners to basic artificial intelligence concepts and trends.

Ace Your Job Search!

This introductory-level course will teach you how to craft a resume that is targeted, elegant, and effective. It will cover interviewing skills, focusing on preparation and the five stages of the interview process. Finally, you will learn how to formulate winning answers to difficult interview questions.

Banking Today

Financial institutions are unlike any other business. They play a key role in maintaining thriving communities and economies. In this course, you will examine types of banking, customer groups, the business of banking, and the important role banks play in the community.

To view the entire catalog or to register, visit:

greenriver.edu/ce-mindedge

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



WE ASKED REIKI INSTRUCTOR AMBER WILLIAMS WHAT GOT HER INTERESTED IN REIKI:

For as long as I can remember, I have always asked the big questions pertaining to life, trying to understand the unspoken workings and magic of it all. When I was nine years old, my dad introduced me to the Star Wars trilogy. I instantly fell in love with the stories and the idea of “the force”; an invisible energy created by life connecting everything and the jedi’s who could tap into this energy.

Continuing my quest to find connection and meaning, this idea of the force continued to inspire my interests as I choose philosophy and religious studies for all my rec classes while I was in college for Social Work. It was around this time my mentor and dear friend asked me if I ever had heard of reiki. I was explaining to him how I could feel energy in my hands when I had intense emotions. I was instantly intrigued, as I have always longed for an answer to explain why I was able to sense things and feel so deeply.

I sought out the reiki training with my mom who had recently been diagnosed with lupus not knowing what to expect. When I received my first reiki session, I instantly felt I had found the explanation to all my questions that were always left unanswered. Leaving the class with excitement, I continued my training to the master level over the next couple of years.

Seeing how reiki substantially helped my mom and others dealing with chronic, acute or major issues mentally and physical, I felt an immense sense of purpose to teach anyone who is open to learning this amazing ability that is accessible to everyone.

So, what is reiki? Reiki is an ancient healing method that comes to us from Japan meaning “life force energy”. Yes, the force is real! This energy medicine technique promotes and accelerates healing, alleviates pain, reduces stress and stimulates relaxation. Reiki recipients have reported not only physical improvement, but also a better adaptation response to stress, depression, increased mood stability, improved sleeping patterns and decreased anxiety levels.

Reiki is not only offered in spas and clinics around the world, it is also being offered to over 800 hospitals in the US alone. In 2018 I was invited to speak as a panelist for reiki at the University of Washington’s Doctor of Nursing program as they implement integrative therapies into the medical system. Many medical professionals are seeing the benefits of reiki as it compliments other therapies without any harmful side effects.

Reiki has a profound way of bringing mindfulness into everyday life by implementing self-awareness techniques. Empowering others to be able to tune in and access healing is one of the many reasons I am so passionate about teaching reiki. I am honored and excited to bring an Introduction to Reiki to Green River College this Winter to those who are looking to access the healing power of the force of life.

You will find Amber’s class on **page xx**.



YOUTH PROGRAMS

Fun with Fingerprints



”Do you like to get a little messy? You will in this class! Use your own fingerprints to create pictures such as animals, flowers, designs and anything else you can imagine. Take a set of your own fingerprints using actual fingerprint ink and powder. You will participate in a mini-mock crime scene, lifting prints, then using a fingerprint magnifier to compare the fingerprints YOU lifted from the scene to a suspect. See if YOU can solve the crime. Play Fingerprint Bingo (everyone wins a prize). Wear clothes that you don’t mind getting dirty. Bring a snack and beverage for your break. This course is designed for kids ages 7-10. Fee: \$56

Item: 31267 **Lynne Dean** **Auburn Campus** **WT 16**
Sessions: 1 Sa Dec 10 10AM – 2PM

CREATIVE ARTS AND CRAFTS

Extraordinary Portraits



In this course students will learn techniques for drawing and painting representational portraits. Participants will also be encouraged to embellish their work by exploring their creative intuition, turning the ordinary into extraordinary. Results are often surprising and illuminating! Prior experience with painting and drawing will be helpful but no experience necessary. Fee: \$129

Item: 27222	Austin Gregory Ohm	Arrangedanged	Arranged
Sessions: 4 Sa	Jan 7 – Jan 28	10AM – 12:30PM	
Item: 27230	Austin Gregory Ohm	Arrangedanged	Arranged
Sessions: 4 Sa	Mar 4 – Mar 25	10AM – 12:30PM	

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: \$39

Item: 21491 Gary McCutcheon Auburn Campus CH 214
 Sessions: 1 M Jan 9 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: \$39

Item: 21494 Gary McCutcheon Auburn Campus CH 214
 Sessions: 1 W Jan 11 6:30 – 8:30PM

Manual Photography II: A Framework for Art & Composition



This Class is designed for those wishing to control aspects of art and composition with their digital camera. Previous knowledge using your camera in Manual Mode is advisable. Discussions on art and composition will compliment real world photography situations through examples and assignments. At least one session will be photographing with the instructor either inside or outside on campus. Must have digital camera with manual settings. Charged batteries, Charger are a must and a Tripod will be useful. Includes handouts. Fee: \$119

Item: 21810 Gary McCutcheon Auburn Campus CH 214
 Sessions: 4 M, W Jan 16 – Jan 25 6:30 – 8:50PM

Night and Dusk Photography

This class presents principles to use to make outstanding photos at dusk and at night. Students have heard of the Golden Hour and seen stars streak across the sky. Buildings and other subjects are transformed in natural and artificial light. Receive principles and practical solutions for creating these types of images and more.

Tools: Digital camera capable of manual settings, camera manual with index, charged battery plus an extra and charger. Fee: \$49

Item: 21813 Gary McCutcheon Auburn Campus CH 214
 Sessions: 2 M, W Feb 6 – Feb 8 6:30 – 8:30PM

Digital Photography: Advanced Topics

Join instructor Roger Young for this hands-on class. Each week the class will focus on a single project that will include: photographic illusions and perspectives, HDR (both taking the photos and processing them), sports photography (taking photos of things in motion), time lapse photography and using special lenses and filters. Bring your camera and equipment as you further your digital camera skills! CEUs: 1.4 Fee: \$129

Item: 24527 ROGER YOUNG Enumclaw ENM 15
 Sessions: 6 M Feb 6 – Mar 20 6:30 – 9PM

Art of Photography

Learn the art of photographic composition. Train your eye to find the beauty around you and capture it in a compelling artistic way. Class will cover portrait, macro, and landscape styles with weekly photo assignments and detailed critiques. Fee: \$145

Item: 24462 ROGER YOUNG Enumclaw ENM 15
 Sessions: 5 Tu Jan 3 – Jan 31 6:30 – 9PM

Photography: Lightroom Classic

Lightroom is Adobe's image management and enhancement program designed specifically for photographers. Lightroom makes managing, enhancing and sharing your photographs easy and efficient. Learn how to organize, back up, manage, and enhance your images. Learn to integrate Lightroom and Photoshop or Elements. Includes an introduction to Photoshop. No prior experience with Lightroom is necessary; laptop computer recommended but not required. Free 30-day Lightroom trial available. Fee: \$115

Item: 24463 ROGER YOUNG Enumclaw ENM 15
 Sessions: 4 M, Th Jan 5 – Jan 19 6:30 – 9PM

No Class 9/16 in Observance of MLK Day

Fused Glass I

This lively, hands-on class is a fun way for students of all skill levels to learn or improve their glass fusing skills while creating unique projects. Students will select 2-3 small projects as they work to cut, design, and create fused glass ranging from tiles to hanging decorations or glass elements to use in mixed media or jewelry. All materials, tools, supplies provided in class. \$135 material/firing fee per section paid to instructor on the day of class. Classes held off-campus at Blue Dog Glass Art Studio. Fee: \$79

Item: 25150 Diana Wendt Blue Dog Glass Studio
 Sessions: 1 Sa Jan 28 9AM – 1PM

Item: 25158 Diana Wendt Blue Dog Glass Studio
 Sessions: 1 Sa Feb 25 9AM – 1PM

Item: 25162 Diana Wendt Blue Dog Glass Studio
 Sessions: 1 Sa Mar 18 9AM – 1PM

HEALTH, DANCE AND FITNESS

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 decreased 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: 21806 Amber Williams Auburn Campus CH 201
 Sessions: 1 Th Jan 19 6 – 7PM

Item: 21807 Amber Williams WB 109
 Sessions: 1 Sa Mar 4 10 – 11AM

Zip & Zen Yoga



This exploratory yoga course will combine the upbeat, upregulating cardio burn of Vinyasa Flow with the cooling simmer of Yin Yoga to help with the expansion of the mind and body and flexibility. Close with meditation and breathing for a well rounded yoga experience. Mats required for each class. Fee: \$119

Item: 24558 Sonnett Brown Kent KC 289
 Sessions: 5 Tu Jan 10 – Feb 7 11AM – 12PM

Item: 24731 Sonnett Brown Auburn Campus FC 1
 Sessions: 5 W Jan 11 – Feb 8 11AM – 12PM

Item: 24559 Sonnett Brown Kent KC 289
 Sessions: 5 Tu Feb 21 – Mar 21 11AM – 12PM

Item: 24738 Sonnett Brown Auburn Campus FC 1
 Sessions: 5 W Feb 22 – Mar 22 11AM – 12PM

HOME, GARDEN AND OUTDOORS

Introduction to Snowshoeing



Snowshoeing is one of the fastest growing winter sports in America. The learning curve is short and the sport can enjoyed for a lifetime. In the classroom session we will discuss equipment, accessories, safety and how to dress for success, plus where to go both locally and regionally. After the classroom session there will be 2 optional Snowshoe Outings. Directions and logistics will be discussed in class. Fee: \$69

Item: 22375 **John Fiskum** **Enumclaw** **ENM 14**
 Sessions: 1 Tu Jan 17 6:30 – 8:30AM

Item: 22376 **John Fiskum** **Arranged**
 Sessions: 1 Sa Jan 21 8AM – 1PM

Item: 22377 **John Fiskum** **Arranged**
 Sessions: 1 Sa Feb 4 9AM – 2PM

Introduction to Cross Country Skiing

In this session, you will learn about how to get started in this incredible lifetime sport that is family friendly and affordable. We will discuss the essential equipment, how to dress, where to go for day trips, overnights, and extended getaways. Plus how to get snow condition and grooming reports for Washington XC ski areas. After this session, we offer 3 optional outings to local Cross Country Ski areas for a hands on experience on the trails. This instructor has over 30 years of experience organizing and leading group Cross Country Ski trips in Washington and all over the west. This class is a pre-requisite for the outings. Fee: \$39

Item: 22372 **John Fiskum** **Auburn Campus** **CH 214**
 Sessions: 1 Tu Jan 10 6:30 – 8:30PM

Item: 22373 **John Fiskum** **Arranged**
 Sessions: 1 Sa Jan 14 8AM – 1PM

Item: 22374 **John Fiskum** **TBA** **Arranged**
 Sessions: 1 Sa Jan 28 8AM – 1PM

Fly Fishing Washington

Learn where, when, and how to successfully fly fish in Washington. We will give seasonal overviews and forecasts, helping you set up a season of successful fly fishing. Class will include a resource guide with information about specific destinations, fish plants, hatch charts, fly pattern suggestions, guide referrals, plus lots of DIY information. Fee: \$39

Item: 22371 **John Fiskum** **Enumclaw** **ENM 14**
 Sessions: 1 Tu Feb 21 6:30 – 8:30PM

DIY Alaska Fishing Adventures

The Last Frontier is considered one of the greatest fishing destinations on the planet. Come and learn how to plan, organize and implement a world class fishing adventure without taking out a 2nd mortgage or breaking the bank. You will learn how to plan several different kind of adventures to both fresh and saltwater destinations. Class will include a resource notebook loaded with information. Instructor has planned and escorted 35 different Alaskan Fishing Adventures over the last 30 years. Fee: \$39

Item: 22369 **John Fiskum** **Auburn Campus** **CH 214**
 Sessions: 1 Tu Jan 3 6:30 – 8:30PM

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 Viera 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: 27178 **Roland Viera** **Zoom**
 Sessions: 1 M Jan 9 6 – 8PM

A Journey into Wine Country: Wine Regions of the World

Travel the world in this five week wine adventure with 3rd generation winemaker Roland Viera right from your own living room. We will look at the geography of wine, the history of wine, and then travel to five different wine regions around the world over five weeks to further explore the elements that contribute to making a unique and quality wine for that region. At each stop will focus on one or two wines from that region and learn about the unique terroir, the people, the culture, and the contributing aspects of each that are necessary to produce a high-quality wine.

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. Fee: \$99

Item: 27194 **Roland Viera** **Zoom**
 Sessions: 5 M Jan 23 – Feb 27 6 – 8PM

Basic Pruning

Learn the basics of pruning so you can do it the right way! The instructor (an experienced Arborist and Horticulturist) will explain the reasons to prune, how pruning affects plant growth, and the influence it has on flowering and fruiting. Learn how to use the tools of the trade to prune evergreen and deciduous trees, shrubs, etc. Fee: \$39

Item: 22365 **Alan Haywood** **Enumclaw** **ENM 14**
 Sessions: 1 Th Jan 12 6:30 – 9PM

Item: 22366 **Alan Haywood** **Auburn Campus** **CH 214**
 Sessions: 1 Th Jan 19 6:30 – 9PM

Fruit Growing in Your Backyard

Reap a bountiful harvest of your own fruit! Learn the basics of fruit culture in the Pacific Northwest climate. Avoid the common frustration and disappointment of poor quality crops and unhealthy plants. Learn to properly plant and care for your trees, and which varieties do best here. Find out how to avoid or deal with common insects and diseases that often occur in our mild climate. Whether you are just getting started or are working with existing plants, this class has something to offer you. Fee: \$39

Item: 22367 **Alan Haywood** **Enumclaw** **ENM 14**
 Sessions: 1 Th Feb 16 6:30 – 9PM

Item: 22368 **Alan Haywood** **Auburn Campus** **CH 214**
 Sessions: 1 Th Feb 23 6:30 – 9PM

LANGUAGE AND CULTURE

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): Spanish in 10 Minutes a Day by Kristine K. Kershul (ISBN #1931873305). Fee: \$155

Item: 22378 **Arthur Morris** **Auburn Campus** **WB 106**
 Sessions: 8 Tu Jan 10 – Feb 28 6:30 – 8:30PM

Spanish 2

Spanish II builds on what you learned in Spanish I. We will continue to emphasize conversation, but we will expand on reading, writing, speaking and understanding the language. This course is geared to expand on previous knowledge for practical application such as traveling. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Fee: \$155

Item: 22379 **Arthur Morris** **Auburn Campus** **WB 106**
 Sessions: 8 W Jan 11 – Mar 1 6:30 – 8:30PM

Spiritualism: An Exploration

This course will be focused on the spiritual tools available to us all within the realm of the “metaphysical” or beyond what we see. We will cover oracle cards, pendulum work, the “claires” and techniques for meditation and other breath work. Fee: \$68

Item: 31442 **Aley Martin** **Zoom**
 Sessions: 4, every other Th Jan 26 – Mar 9 6 – 7PM

MONEY MATTERS

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: \$50

Item: 31676 **KC 255**
 Sessions: 3 Tu Mar 7 – Mar 21 6:30 – 8:30PM

Item: 31637 **WB 108**
 Sessions: 2 Sa Mar 11 – Mar 18 9AM – 12PM

Medicare Made Clear

Learn about the different Medicare options in this seminar. We will discuss Medicare Part A & B as well as Medicare advantage health plans, prescription drug health plans, supplemental insurance and more! Fee: \$0

Item: 25088 **Joyce Joneschiet** **Zoom**
 Sessions: 1 Th Jan 12 6:30 – 8:30PM

Item: 25092 **Joyce Joneschiet** **Zoom**
 Sessions: 1 Th Feb 9 6:30 – 8:30PM

Item: 25094 **Joyce Joneschiet** **Zoom**
 Sessions: 1 Th Mar 9 6:30 – 8:30PM

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: \$129

Item: 25098 **Charles Buser** **Auburn Campus** **CH 208**
 Sessions: 2 M Jan 9 – Mar 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 chat setting. 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: 25129 **Open Enrollment**
 Sessions: 1 Jan 4 – Mar 23 Arranged

WRITING

Celebrate Your Story: Writing Creative Nonfiction

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: \$99

Item: 25133 **Tiffany Doerr Guerzon** **Zoom**
 Sessions: 4 Tu Jan 3 – Jan 24 6:30 – 8:30PM

Item: 25134 **Tiffany Doerr Guerzon** **Zoom**
 Sessions: 4 Tu Feb 7 – Feb 28 6:30 – 8:30PM

Item: 25135 **Tiffany Doerr Guerzon** **Zoom**
 Sessions: 4 Tu Mar 7 – Mar 28 6:30 – 8:30PM

INSTRUCTORS WANTED

We are looking for instructors to assist in all programs. If you are interested in teaching, please contact us at ce@greenriver.edu. You will receive a 10% discount on a future class.

Creating Fictional Characters Readers Can't Quit

Explore the finer points of developing fictional characters readers will love. Whether you are world-building, fighting crime, or writing romance, your main characters will drive the plot. This course, led by author Lynn Bohart, will guide you through techniques that will help you create characters that will compel your readers to follow them throughout the story and even into a series. Fee: \$39

Item: 25144 **Lynn Bohart** **Zoom**
Sessions: 1 Th Feb 9 6 – 9PM

Item: 25145 **Lynn Bohart** **Zoom**
Sessions: 1 Sa Mar 4 10AM – 1PM

The Five Do's and Don'ts of Writing a Novel

There's more to writing a novel than having a great idea. Learn the five critical dos and don'ts to make sure your novel delivers on your best-selling idea with popular paranormal mystery author Lynn Bohart. The class will actively participate and have a chance to practice the dos and donts, so come with your best novel idea ready to work. Fee: \$39

Item: 25146 **Lynn Bohart** **Zoom**
Sessions: 1 Th Feb 16 6 – 9PM

Item: 25147 **Lynn Bohart** **Zoom**
Sessions: 1 Th Mar 9 6 – 9PM

Look Whats Offered at the Enumclaw Campus!

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Adult Family Home Administrator-Training	Page 8
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Enumclaw Campus is located at
1414 Griffin Avenue
Enumclaw, WA 98022

INSTRUCTORS WANTED

We are looking for instructors to assist in all programs. If you are interested in teaching, please contact us at ce@greenriver.edu. You will receive a 10% discount on a future class.

HELP US OFFER CLASSES YOU WANT

Please check out the back cover to take a short survey and tell us what classes you would like us to offer. This is your chance to give us input so we can offer programs and classes you want.

greenriver.edu/ce

Register at ce@greenriver.edu

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

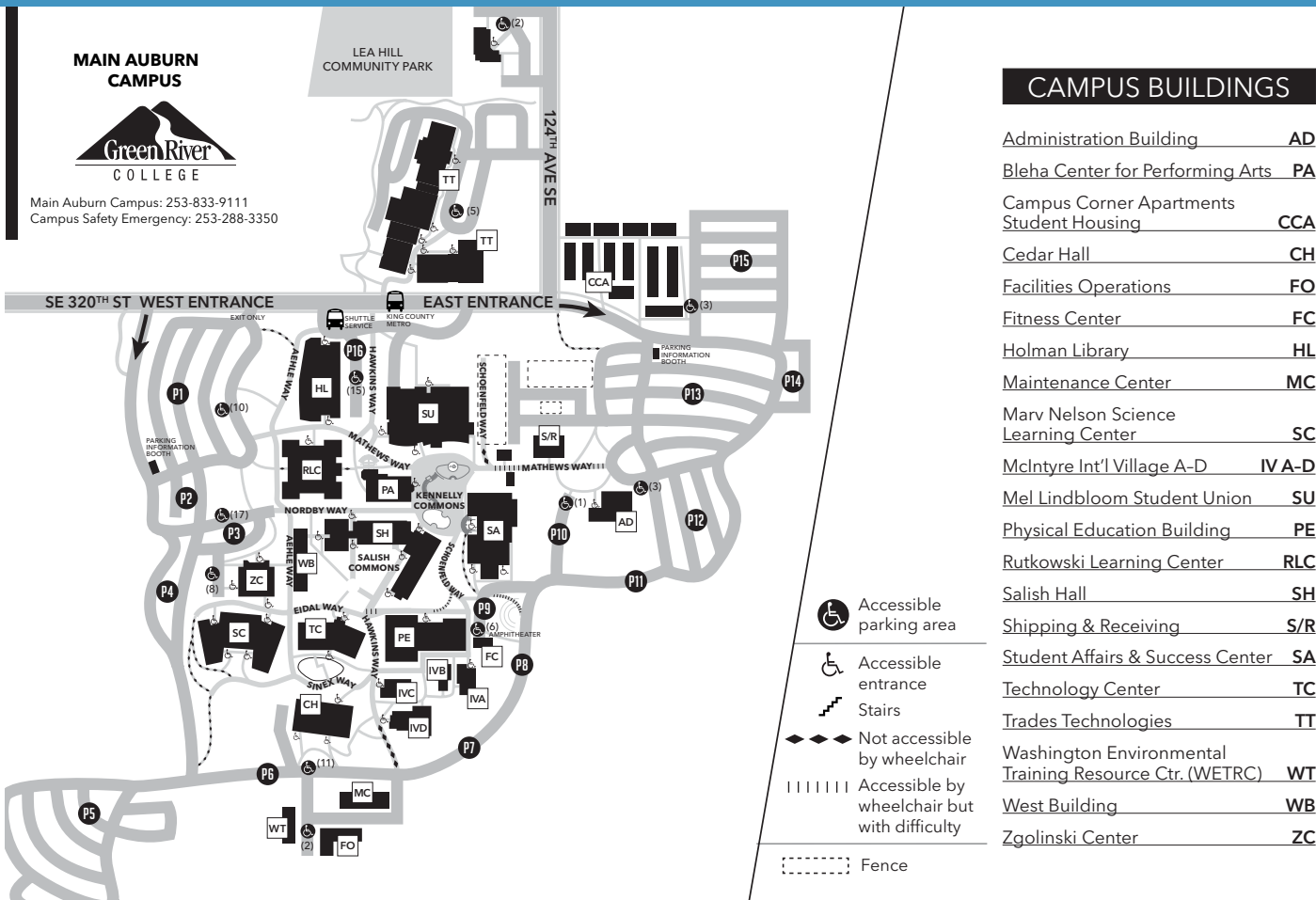
1414 Griffin Avenue, Enumclaw, WA 98022
253-288-3400

Kent Campus

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

Off-Campus Locations

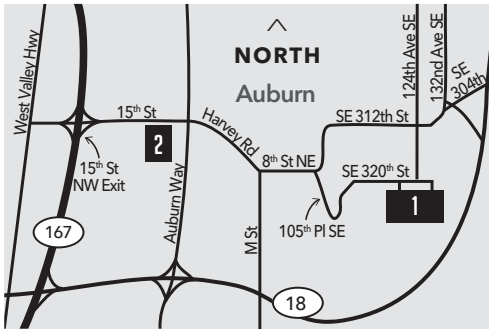
Blue Dog Glass Art	29304 168 th Ave. SE, Kent
Covington City Hall	16720 SE 271 st St, Covington
Covington Library	27100 164 th Ave. SE, Covington
Kentwood High School	25800 164 th Ave. SE, Covington
Master Carving School	10722 151 st Ave. SE, Renton
NorthWest Handling	1100 SW 7 th St, Renton
Tahoma Learning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



CAMPUS BUILDINGS

Administration Building	AD
Bleha Center for Performing Arts	PA
Campus Corner Apartments Student Housing	CCA
Cedar Hall	CH
Facilities Operations	FO
Fitness Center	FC
Holman Library	HL
Maintenance Center	MC
Marv Nelson Science Learning Center	SC
McIntyre Int'l Village A-D	IV A-D
Mel Lindbloom Student Union	SU
Physical Education Building	PE
Rutkowski Learning Center	RLC
Salish Hall	SH
Shipping & Receiving	S/R
Student Affairs & Success Center	SA
Technology Center	TC
Trades Technologies	TT
Washington Environmental Training Resource Ctr. (WETRC)	WT
West Building	WB
Zgolinski Center	ZC

Call 253-520-6030 or visit greenriver.edu/ce



1 MAIN AUBURN CAMPUS - 12401 SE 320TH STREET

SOUTHBOUND

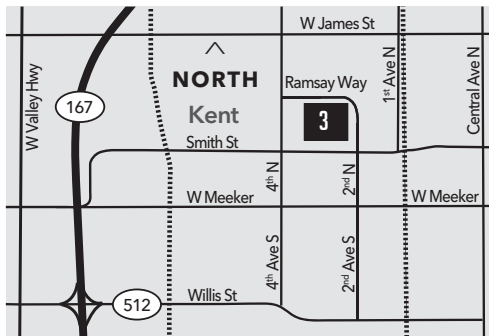
1. Take Highway 167 South toward Kent/Auburn.
2. Take the 15th St. NW exit. Turn left onto 15th St. NW. (15th Street NW becomes Harvey Road.)
3. Turn left onto 8th St. NE.
4. Turn right onto 105th Pl. SE. Drive to top of hill to SE 320th.

NORTHBOUND

1. Take Highway 18 East toward Auburn/North Bend.
2. Take the SE 304th St. exit toward SE 312th St.
3. Turn right onto SE 304th St. (SE 304th St. becomes 132nd Ave. SE.)
4. Continue to 132nd Way SE. (132nd Way SE becomes SE 312th St.)
5. Turn left onto 124th Avenue SE.
6. Turn left onto SE 320th Street.

2 AUBURN CENTER - 1221 D STREET NE

1. Take Highway 167.
2. Take the 15th Street exit.
3. Turn right on D Street NE.



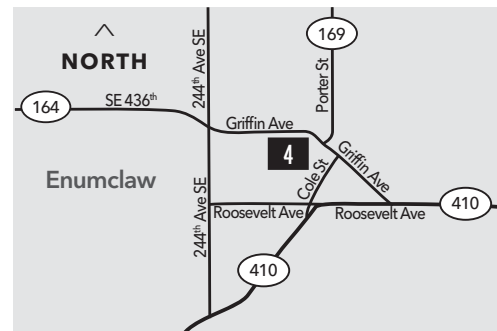
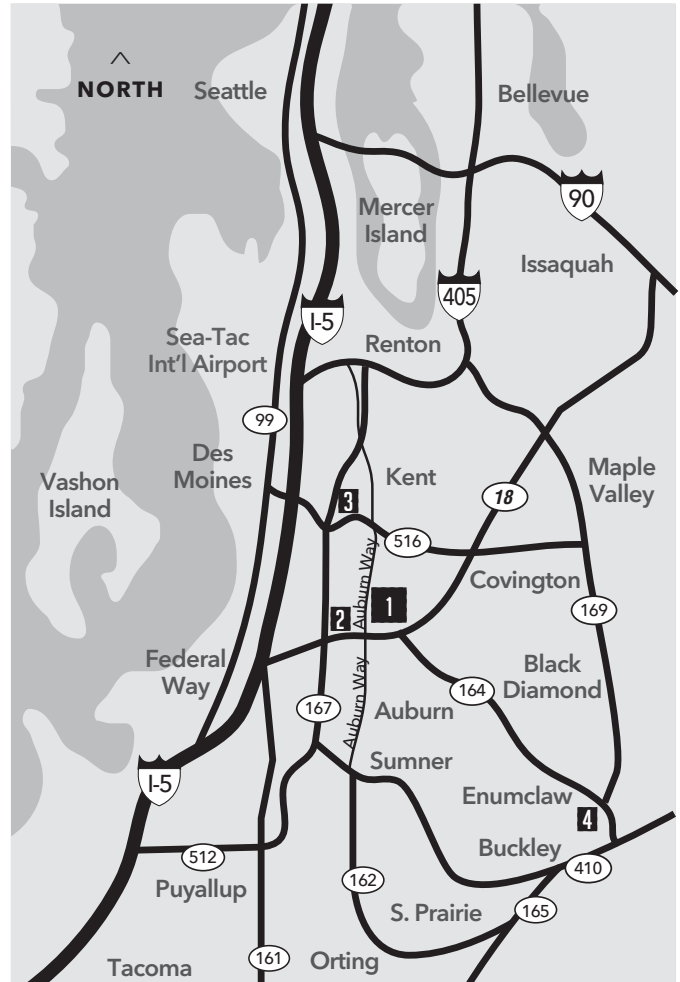
3 KENT CAMPUS - 417 RAMSAY WAY, SUITE 112

SOUTHBOUND

1. From Highway 167, take the Willis St. exit. Turn left onto Willis St.
2. Drive east on Willis St., turn left (north) onto 4th Ave S.
3. Turn right onto Ramsay Way, then turn right into the parking lot.

NORTHBOUND

1. From Highway 167, take the Willis St. exit. Turn right onto Willis St.
2. Drive east on Willis St., turn left (north) on 4th Ave. S.
3. Turn right onto Ramsay Way, then right again, into the parking lot.



4 ENUMCLAW CAMPUS - 1414 GRIFFIN AVENUE

SOUTHBOUND

1. From Highway 18 East, take the Auburn/Enumclaw exit onto Auburn Way S.
2. Turn left onto Auburn Way (Highway 164). Travel about 12 miles (Highway 164 becomes Griffin Avenue.)

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