SPRING 2017
Classes are offered throughout the quarter. Visit greenriver.edu/ce

WORKPLACE EXCELLENCE CERTIFICATE
SEE PAGE 7

• COMMUNICATION
• TEAMWORK
• PRODUCTIVITY
• CRITICAL THINKING
Green River College Small Business Development Center (SBDC) and Procurement Technical Assistance Program (PTAC) helps any business, at any stage, in any industry, reach the next level of success.

Darrell Sundell  
PTAC Advisor

Parteek Singh  
SBDC Advisor

Deanna Burnett-Keener  
SBDC Advisor

Search for Sasquatch
Learn who or what this elusive being is that has reportedly lived alongside (and occasionally interacted with) humans.

UFO 101: From Sumeria to Lummi Island
We’ll explore historical, cultural and modern-day contexts of the UFO phenomenon and activity.

See page 9 for more information and classes or Visit: greenriver.edu/businesscenter
Education is a Lifelong Process

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 on campus and at a variety of other locations. Continuing Education Units (CEUs) are available for most classes.

EASY WAYS TO REGISTER

REGISTER AND PAY ONLINE

greenriver.edu/ce

PHONE

Auburn (253) 833-9111 ext. 2535
Auburn Center (253) 288-3455
Kent (253) 856-9595 ext. 5000
Enumclaw (253) 288-3400

MAIL OR VISIT

Send or bring your registration form with payment to:

Green River College
Continuing Education | WT Building
12401 SE 320th Street
Auburn, WA 98092-3622

Auburn Center
1221 D Street NE
Auburn, WA 98002

Kent Campus
417 Ramsay Way, Suite 112
Kent, WA 98032-4501

Enumclaw Campus
1414 Griffith Avenue
Enumclaw, WA 98022-3008

Use your Visa, MasterCard, AmEx or Discover card for phone, mail and online registration.

HOURS

Auburn: Monday–Thursday 9:00a – 7:00p
         Friday and breaks 9:00a – 5:00p

Auburn Center: Monday–Thursday 7:30a – 8:00p
               Friday and breaks 7:30a – 5:00p

Kent: Monday–Thursday 7:30a – 8:00p
      Friday and breaks 7:30a – 5:00p

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Green River College does not discriminate on the basis of race, creed, color, national origin, gender, gender identity, sexual orientation, age, marital status, religion, disability, genetic information or on any other unlawful basis. The college is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior.

The following person has been designated to handle inquiries regarding the non-disiscrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 833-9111. To receive this information in an alternate format, please contact Disability Support Services at (253) 833-9111, ext. 2631; TTY (253) 288-3359.

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, programs, 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.

Limitation of Liability: The college’s total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.
Prime Time Institute is a program for active adult learners. Members enjoy stimulating, intellectual learning through short non-credit courses, discussion groups, social activities, and educational tours. With college administrative support, the members are the driving force behind the program and participate in providing suggestions for future classes, instructors, topics of interest, and educational tours. Membership is open to adults ages 55 and older. Yearly membership fee is $45 per person and entitles you to a discount on Prime Time classes and other benefits. If you are not a member, you are still welcome to attend at the non-member class fee.

**Prime Time Winter Schedule**

**American History from a Geopolitical Perspective**
- **Tuesday, April 4 & 11 • 9:00-11:00 a.m.**
- **Location:** Auburn Center, 1221 D St. N.E., Auburn
- **Presenter:** Richard Elfers

Why is the United States the super power that it is? What part does geography play upon America’s greatness? By putting on the spectacles of geopolitics, the history of the nation becomes much clearer and reveals major events in a new light.

- **Member Fee:** $39  (Register for P300)
- **Non-Member Fee:** $50  (Register for P305)

**Kubota Gardens**
- **Friday, April 21 • 9:00 a.m.-1:30 p.m.**
- **Location:** Meet bus at Family of Grace Lutheran Church 31317 124th Ave. S.E., Auburn

Kubota Garden is a 20-acre Japanese garden started in 1927 by Fujitaro Kubota, a Japanese immigrant, and today is maintained as a Seattle public park. It is beautiful in every season; its personality changes as each season’s plants blossom and fade while many evergreen trees and plants give it constancy. In the spring the Garden comes to life with new color and wildlife. Come with us as we visit this spectacular garden. Dress for weather conditions and wear comfortable shoes. Water and snack provided on return drive.

- **Member Fee:** $29  (Register for P310)
- **Non-Member Fee:** $39  (Register for P315)

**The Graying of Major Nations**
- **Tuesday, May 9 • 9:00-11:00 a.m.**
- **Location:** Auburn Center, 1221 D St. N.E., Auburn
- **Presenter:** Richard Elfers

The populations of major nations are rapidly aging. These changes will affect the power dynamics of Russia, Japan, and several European nations. We’ll discuss the demographic changes before us and examine their implications.

- **Member Fee:** $25  (Register for P320)
- **Non-Member Fee:** $35  (Register for P325)

**California: The State That Influences the World**
- **Tuesday, May 23 • 9:00-11:00 a.m.**
- **Location:** Auburn Center, 1221 D St. N.E., Auburn
- **Presenter:** Richard Elfers

California has been a leader of change for much of its history. With a population and an economy larger than many countries, California continues to affect the world. You’ll leave this class seeing California in a different way.

- **Member Fee:** $25  (Register for P330)
- **Non-Member Fee:** $35  (Register for P335)

**Historic Smith Center**
- **Thursday, June 15 • Time: 9:00 a.m. - 2:00 p.m.**
- **Location:** Meet bus at Family of Grace Lutheran Church 31317 124th Ave. S.E., Auburn

In 1914, Smith Tower became the first skyscraper in Seattle and the tallest building west of the Mississippi River. Today it features an entirely new visitor experience that includes self-guided historical exhibits, a ground-floor mercantile, and a renovated observatory with an open-air observation deck. Smith Tower’s storied past includes connections to radio, rum-running, and a host of interesting individuals and stories you will learn about. Water and snack provided on return drive.

- **Member Fee:** $39  (Register for P340)
- **Non-Member Fee:** $49  (Register for P345)

For more information or to register, call (253) 833-9111, ext. 2535

Visit us online at greenriver.edu/primetime

Registration form on page 27.
Business and Professional Development

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. CEUs: 4.8 • Fee $495

Visit greenriver.edu/cceOnline for course details.

Accounting Basics: An Introduction for Non-Accounting Majors

Navigate your way around the accounting world by learning the basic steps associated with the accounting cycle. Topics include the accounting cycle; journal entries and T-accounts; trial balances; the four financial statements; adjusting entries; closing entries; financial statement analysis; and computerized systems. Petty cash, internal controls and bank reconciliations will also be discussed. No prior accounting experience necessary. Text included. CEUs: 1.8 • Fee $299

Grant Writing Basics Level 1

Increase your chances for grant writing success. Primarily designed for non-profits, this introduction to grant writing will help you identify your organization’s need, research the best potential funders, make pre-proposal contact with funders and complete an application. Topics include locating both private and governmental funding sources, writing a needs statement and evaluating proposals. CEUs: 6 • Fee $119

Grant Writing Basics Level 2

Take your existing grant writing skills to the next level in this advanced grant writing course. You will learn how to craft a persuasive needs statement, describe your program in a compelling fashion, devise a plan to evaluate success and make your proposal sparkle. You will have multiple opportunities to write throughout the day and critique the work of your fellow classmates in a friendly and supportive setting. Prerequisite: Grant Writing Basics Level 1 or equivalent experience. CEUs: 6 • Fee $119

Impactful Communication in the Workplace

Your communication can impact people’s perceptions of your trustworthiness, knowledge, respectability and authority. That’s why employers look for employees with effective writing and speaking skills. In this interactive course, learn how to write reader-centered email, reports and business documents; utilize correct grammar, style and wording to polish your communication; speak comfortably at meetings; deliver persuasive presentations; and use PowerPoint and storytelling to add interest to your presentations. CEUs: 9 • Fee $199

Unspoken Communication in the Workplace

Since over 50 percent of our communication is non-verbal, it’s important to recognize the powerful role body language plays in workplace communication. People may form positive and negative opinions about us, not by what we say, but by what we do. In this course, discover the messages you convey without speaking; gain tips for changing potentially negative messages; recognize the non-verbal cues of others; practice active listening; and learn how to respond in ways that maximize communication effectiveness. CEUs: 3 • Fee $69

Visit greenriver.edu/ce • (253) 833-9111 ext. 2535
Human Resources

HR Generalist Certificate

As an HR Generalist you are expected to be an expert 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. Earn the certificate by taking the courses individually or register for the series and save. For course details, including recommended textbook, please visit greenriver.edu/ceCertificate. CEUs: 3.6 • Fee: $599

Certificate includes the following courses:

Introduction to HR
Federal and State Employment Laws
Recruitment and Selection
Compensation and Benefits
Employee and Labor Relations
Training and Development
Health, Safety and Security
HR Administration

Y416  Malone/Davis  Kent-282  Tu, Th  6:00–9:00p
Class begins 5/4/17 and ends 6/13/17

“The certificate program is great! The information has been extremely detailed and helpful. The instructors were very engaging.”  ~ Bridgette B., HR Generalist Certificate student

This program has been submitted to the HR Certification Institute for review.

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. CEUs: .3 • Fee: $69

Y417  C. Malone  Kent-282  Th  6:00–9:00p
Class begins 5/4/17 and ends 5/14/17

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 an HR Generalist 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. CEUs: .6 • Fee $139

Y418  C. Malone  Kent-282  Tu, Th  6:00–9:00p
Class begins 5/9/17 and ends 5/11/17

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. CEUs: .6 • Fee $139

Y419  K. Walker  Kent-282  Tu, Th  6:00–9:00p
Class begins 5/16/17 and ends 5/18/17

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 verses non-exempt status and various benefits as part of a total compensation package. CEUs: .6 • Fee $139

Y420  C. Malone  Kent-282  Tu, Th  6:00–9:00p
Class begins 5/23/17 and ends 5/25/17

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. CEUs: .6 • Fee $139

Y421  C. Malone  Kent-282  Tu, Th  6:00–9:00p
Class begins 5/30/17 and ends 6/1/17

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 how the process can be tailored to meet the identified need and talent development strategies including succession planning. CEUs: .3 • Fee $69

Y422  K. Walker  Kent-282  Tu  6:00–9:00p
Class begins 6/6/17 and ends 6/6/17

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. CEUs: .3 • Fee $69

Y423  C. Malone  Kent-282  Th  6:00–9:00p
Class begins 6/8/17 and ends 6/8/17

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. CEUs: .3 • Fee $69

Y424  C. Malone  Kent-282  Tu  6:00–9:00p
Class begins 6/13/17 and ends 6/13/17
Leadership & Supervision

Leadership for the 21st Century Certificate

Leadership today requires new perspectives on our external environment and innovative tools for leading our organizations. Learn about changes in the marketplace and business; fatal leadership errors and ways to prevent them; leadership styles, traits and values; how leaders behave and speak differently from others; and much more. Certificate includes three month-long courses. CEUs: 4.8 • Fee $495

Y411 ONLINE

Visit greenriver.edu/cceOnline for course details.

HR Essentials for Managers

This course is designed provide an overview of the basic HR laws and practices managers and supervisors need to know to be successful. Topics include employment laws, legally hiring and firing and navigating the Family Medical Leave Act and other leave laws. Not knowing these essentials as a manager can result in costly legal problems for your employer and for yourself. This class will give you the basic foundation to manage the supervisory HR functions successfully. CEUs: .6 • Fee $139

Y412 C. Malone Kent-282 F 9:00a-4:00p
Class begins 5/19/17 and ends 5/19/17

Legal

Paralegal Certificate

Green River’s Paralegal Certificate gives you the knowledge you need to move into a career as a paralegal. In this introduction to the legal system, learn how to conduct legal research, prepare legal documents, interview witnesses, investigate facts and assist in trial preparation. Case studies, ethical dilemmas and hands-on assignments – all relevant to Washington state – reinforce the concepts taught. For course details visit greenriver.edu/cceCertificates. Textbook included.

CEUs: 9.0 • Fee: $1,399

Y478 V. Hager Aub Ctr Tu, Th, Sa (See website for times)
Class begins 4/20/17 and ends 6/15/17 (no class 5/27 and 5/30)

Paralegal Certificate Information Session

Learn about the paralegal profession, the outlook for Washington state paralegals and our Paralegal Certificate Program. Registration required. Free.

Y477 V. Hager Aub Ctr Th 6:00-7:00p
Class begins 4/6/17 and ends 4/6/17

Professional Development

6 CLASS SERIES Workplace Excellence Certificate

Competition is fierce these days – whether you want a new job, a promotion or just want to shine in your current role. Having the right technical skills is important, but to really stand out, studies show employers look for strong communication, teamwork, productivity, interpersonal and critical thinking skills. In this newly developed certificate program, taught by three of our most popular instructors, Michael Buschmohle, Lisa Voso and Sara Johnson, you will develop and enhance these in-demand skills through hands-on activities, exercises and group discussions. Earn the certificate by taking the courses individually, or register for the series and save. For course details, please visit greenriver.edu/cceCertificates.

CEUs: 3.3 • Fee: $529

Certificate includes the following courses:

Impactful Communication in the Workplace  page 5
Unspoken Communication in the Workplace  page 5
Difficult Conversations in the Workplace  page 5
Team Skills in the Workplace  page 8
Productivity in the Workplace  page 7
Critical Thinking in the Workplace  page 7

Y414 Buschmohle/Voso/Johnson Kent-282 M, W 6:00-9:00p
Class begins 5/3/17 and ends 6/12/17 (no class 5/29)

Critical Thinking in the Workplace

Critical thinking is one of the most valued skills in today’s workplace. Employers need employees who can analyze situations, gather the facts, generate creative solutions, use good judgement and turn mistakes into new opportunities. Through problem-solving exercises, you will learn how to ask the right questions to gather pertinent facts; develop methods to evaluate potential solutions; utilize the Rational Linear and Intuitive decision-making models; and develop procedures to evaluate successful resolution of issues. CEUs: .6

Fee $139

Y410 S. Johnson Kent-282 M, W 6:00-9:00p
Class begins 6/7/17 and ends 6/12/17

Productivity in the Workplace

Employers need productive and efficient employees. But with constant distractions, coworker interruptions and new fires to put out, how can you increase your productivity without adding more time to your day? Through discussions and small group exercises, you will learn about the three common areas of time loss and identify tools you can use to reduce their impact; develop effective organizational skills; utilize SMART goals to prioritize your day; and gain tips to successfully multi-task when managing multiple projects. CEUs: .3 • Fee $69

Y413 S. Johnson Kent-282 M 6:00-9:00p
Class begins 6/5/17 and ends 6/5/17

Visit greenriver.edu/cceOnline for course details.

Leadership for the 21st Century Certificate

Leadership today requires new perspectives on our external environment and innovative tools for leading our organizations. Learn about changes in the marketplace and business; fatal leadership errors and ways to prevent them; leadership styles, traits and values; how leaders behave and speak differently from others; and much more. Certificate includes three month-long courses. CEUs: 4.8 • Fee $495

Y411

Visit greenriver.edu/cceOnline for course details.

HR Essentials for Managers

This course is designed provide an overview of the basic HR laws and practices managers and supervisors need to know to be successful. Topics include employment laws, legally hiring and firing and navigating the Family Medical Leave Act and other leave laws. Not knowing these essentials as a manager can result in costly legal problems for your employer and for yourself. This class will give you the basic foundation to manage the supervisory HR functions successfully. CEUs: .6 • Fee $139

Y412 C. Malone Kent-282 F 9:00a-4:00p
Class begins 5/19/17 and ends 5/19/17

Paralegal Certificate

Green River’s Paralegal Certificate gives you the knowledge you need to move into a career as a paralegal. In this introduction to the legal system, learn how to conduct legal research, prepare legal documents, interview witnesses, investigate facts and assist in trial preparation. Case studies, ethical dilemmas and hands-on assignments – all relevant to Washington state – reinforce the concepts taught. For course details visit greenriver.edu/cceCertificates. Textbook included.

CEUs: 9.0 • Fee: $1,399

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Workplace Excellence Certificate

Competition is fierce these days – whether you want a new job, a promotion or just want to shine in your current role. Having the right technical skills is important, but to really stand out, studies show employers look for strong communication, teamwork, productivity, interpersonal and critical thinking skills. In this newly developed certificate program, taught by three of our most popular instructors, Michael Buschmohle, Lisa Voso and Sara Johnson, you will develop and enhance these in-demand skills through hands-on activities, exercises and group discussions. Earn the certificate by taking the courses individually, or register for the series and save. For course details, please visit greenriver.edu/cceCertificates.

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Y414 Buschmohle/Voso/Johnson Kent-282 M, W 6:00-9:00p
Class begins 5/3/17 and ends 6/12/17 (no class 5/29)

Critical Thinking in the Workplace

Critical thinking is one of the most valued skills in today’s workplace. Employers need employees who can analyze situations, gather the facts, generate creative solutions, use good judgement and turn mistakes into new opportunities. Through problem-solving exercises, you will learn how to ask the right questions to gather pertinent facts; develop methods to evaluate potential solutions; utilize the Rational Linear and Intuitive decision-making models; and develop procedures to evaluate successful resolution of issues. CEUs: .6

Fee $139

Y410 S. Johnson Kent-282 M, W 6:00-9:00p
Class begins 6/7/17 and ends 6/12/17

Productivity in the Workplace

Employers need productive and efficient employees. But with constant distractions, coworker interruptions and new fires to put out, how can you increase your productivity without adding more time to your day? Through discussions and small group exercises, you will learn about the three common areas of time loss and identify tools you can use to reduce their impact; develop effective organizational skills; utilize SMART goals to prioritize your day; and gain tips to successfully multi-task when managing multiple projects. CEUs: .3 • Fee $69

Y413 S. Johnson Kent-282 M 6:00-9:00p
Class begins 6/5/17 and ends 6/5/17

greenriver.edu/ce • (253) 833-9111 ext. 2535
**Team Skills in the Workplace**
Want to showcase your strengths and make a positive impact on your company's bottom line? Your ability to actively listen, question, participate, collaborate and resolve issues will set you apart as a "go-to" person in any organization. In this interactive course, you will utilize listening and questioning skills to develop group understanding; evaluate team roles; develop methods for resolving underlying conflict within a team; and use teamwork skills to collaborate with team members to achieve workplace objectives. CEUs: 6 • Fee $139

**Software Tools for Project Managers**
Effective project management requires the understanding of key tools essential to managing a project. In this introductory course, you will gain basic "how-to" tips for using three important project management tools: MS Project, which tracks schedules and tasks, manages resources, and reports project information; MS Visio, which communicates ideas and information through flowcharts, organizational charts and network diagrams; and MS Excel, which tracks budgets, data and more. See website for prerequisite. CEUs: 1.8 • Fee $409

**Project Management Certificate Boot Camp**
Develop the tools and techniques for delivering projects on time and within budget. Learn about the five project management processes (Initiating, Planning, Executing, Monitoring and Controlling, and Closing), explore project communication and discover how to effectively manage project requirements in this fast-paced Saturday boot camp, which includes both Levels 1 and 2 of the Project Management Certificate Program.

The program includes team activities, insightful discussion and a toolkit you can immediately utilize at work. It is designed to help you develop practical, real-world skills to enhance your career and improve the productivity of your workplace. And, our instructor has the professional project management experience to teach you the tools and techniques to turn your project concept into reality.

The Certificate may be earned by taking the courses individually or register for the series and save. For course details, including required textbook and pre-course reading assignment, please visit greenriver.edu/ccеCertificates. CEUs: 7.2 • PDUs: 72 • Fee: $1,299

**Certificate includes the following courses:**
- Principles of Project Management
- Managing Project Communication and Team Dynamics
- Project Planning and Scheduling
- Project Execution, Monitoring and Controlling, and Closing
- Principles of Requirements Management

**Project Planning and Scheduling**
A comprehensive project plan and a precise schedule are necessary components of a project. Topics include planning and scheduling techniques to establish the timeline of a project and move it forward, building an accurate, resource-driven project schedule and creating a realistic budget. You will also prepare project planning documents and create processes for risk management, change management and quality control. Prerequisite: Principles of Project Management or equivalent. See website for required textbook and pre-course reading assignment. CEUs: 1.2. PDUs: 12 • Fee $269

**Project Execution, Monitoring and Controlling, and Closing**
Precise execution of a project is critical to success. Develop skills to perform tasks for the work-driven phase of a project. Use tools to evaluate the progress of a project, identify preventative actions to avoid issues, apply corrective action where needed and document project performance. Obtain practice in implementing project management processes (change control, quality and communications) to ensure a project is on track to a successful outcome and closure. See website for prerequisites and required textbook. CEUs: 1.2. PDUs: 18 • Fee $409

**Managing Project Communication and Team Dynamics**
Communication and effective teamwork are critical, but often overlooked, components of effective project management. In this interactive class you will develop essential communication skills for project management success. Create a project communication plan, learn to use communication tools and techniques and discover best practices for managing a project team. Prerequisite: Principles of Project Management or equivalent. See website for required textbook and pre-course reading assignment. CEUs: 1.2. PDUs: 12 • Fee $269

**PMP® and CAPM® Exam Prep**
Project management certification is in great demand. Certified project managers have more job options, are paid well and turn great ideas into reality. This course will prepare you to take the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) tests and pass them! The sessions are informative, interactive and filled with test-taking tips and techniques created to ensure your success. See website for prerequisites and required textbook. CEUs: 2.4. PDUs: 24 • Fee $599

**As a Project Management Institute (PMI®) Registered Education Provider, our courses count toward the 35-hour PMP® or the 23-hour CAPM® education requirements. PMI®, PMP® and CAPM® are registered marks of the Project Management Institute, Inc.**
Principles of Requirements Management
Knowing how to develop, track, and manage project requirements are valuable skills. Learn the fundamentals of developing and managing requirements using both predictive and adaptive systems. Practice applying these key tools and techniques to help improve the requirements management process. Finally, you will learn about the interaction between requirements management and the project management processes. CEUs: 1.8 • PDUs: 18 • Fee: $409

Y427 P. Singh Kent-324 W 6:00–9:00p
Class begins 5/3/17 and ends 5/3/17

Business Start-Up and Management
This class will help you plan the start-up of a new business. Learn strategic and tactical keys to success such as assessing your resources, identifying your business personality, developing your concept, protecting your assets through proper business structure and understanding the necessary licenses and taxes. The entire process is built into a start-up map that you can follow step-by-step. CEUs: .3 • Fee $59

Y428 P. Singh Kent-324 W 6:00–9:00p
Class begins 5/3/17 and ends 5/3/17

Business Marketing
Learn the basics of making strategic marketing decisions and building an integrated marketing plan. Utilizing a practical and repeatable process, you will learn about important concepts such as pricing, distribution, messaging, message delivery and how to base all of those decisions on your customer profile, product advantages and competition. CEUs: .3 • Fee $59

Y429 P. Singh Kent-324 W 6:00–9:00p
Class begins 5/10/17 and ends 5/10/17

Business Financial Management
Effective financial management is your key to small business success. Learn to read basic financial statements and concentrate on your key financial priorities. Understand how to use the cash-flow cycle to your business’s advantage and utilize important benchmarks for maximizing your daily results. This class is crucial to your small business education. CEUs: .3 • Fee $59

Y430 P. Singh Kent-324 W 6:00–9:00p
Class begins 5/17/17 and ends 5/17/17

Developing a Business Plan
This hands-on session is designed to help you create a working business plan for starting or managing your business. Through engaging writing exercises and group brainstorming, you will take your business ideas further than you thought possible. While traditional business plan formats will be discussed, the focus of this class is to help you develop and sharpen your own business ideas to give you the greatest chance of success. CEUs: .3 • Fee $59

Y431 P. Singh Kent-324 W 6:00–9:00p
Class begins 5/24/17 and ends 5/24/17

Business Start-Up Orientations

4 Class Series  Start a Successful Business
Learn the essential components for starting a profitable small business by taking the Start a Successful Business (4 Class Series). Series includes Business Start-Up & Management, Business Marketing, Business Financial Management and Developing a Business Plan at a discounted price. CEUs: 1.2 • Fee: $169

Y427 P. Singh Kent-324 W 6:00–9:00p
Class begins 5/3/17 and ends 5/24/17

Y428 P. Singh Kent-324 W 6:00–9:00p
Class begins 5/3/17 and ends 5/3/17

Y429 P. Singh Kent-324 W 6:00–9:00p
Class begins 5/10/17 and ends 5/10/17

Y430 P. Singh Kent-324 W 6:00–9:00p
Class begins 5/17/17 and ends 5/17/17

Y431 P. Singh Kent-324 W 6:00–9:00p
Class begins 5/24/17 and ends 5/24/17

Y432 G. Larson Kent-274 Tu, Th 5:30–9:00p
Class begins 4/18/17 and ends 4/27/17

Y433 G. Larson Kent-255 F 8:00a–4:00p
Class begins 4/21/17 and ends 4/21/17

Y434 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/3/17 and ends 5/3/17

Y435 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/10/17 and ends 5/10/17

Y436 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/17/17 and ends 5/17/17

Y437 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/24/17 and ends 5/24/17

Y438 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/7/17 and ends 6/7/17

Y439 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/14/17 and ends 6/14/17

Y440 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/21/17 and ends 6/21/17

Y441 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/28/17 and ends 6/28/17

Y442 G. Larson Kent-324 W 6:00–9:00p
Class begins 7/5/17 and ends 7/5/17

Y443 G. Larson Kent-255 F 8:00a–4:00p
Class begins 4/21/17 and ends 4/21/17

Y444 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/3/17 and ends 5/3/17

Y445 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/10/17 and ends 5/10/17

Y446 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/17/17 and ends 5/17/17

Y447 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/24/17 and ends 5/24/17

Y448 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/7/17 and ends 6/7/17

Y449 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/14/17 and ends 6/14/17

Y450 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/21/17 and ends 6/21/17

Y451 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/28/17 and ends 6/28/17

Y452 G. Larson Kent-324 W 6:00–9:00p
Class begins 7/5/17 and ends 7/5/17

Y453 G. Larson Kent-255 F 8:00a–4:00p
Class begins 4/21/17 and ends 4/21/17

Y454 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/3/17 and ends 5/3/17

Y455 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/10/17 and ends 5/10/17

Y456 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/17/17 and ends 5/17/17

Y457 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/24/17 and ends 5/24/17

Y458 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/7/17 and ends 6/7/17

Y459 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/14/17 and ends 6/14/17

Y460 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/21/17 and ends 6/21/17

Y461 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/28/17 and ends 6/28/17

Y462 G. Larson Kent-324 W 6:00–9:00p
Class begins 7/5/17 and ends 7/5/17

Y463 G. Larson Kent-255 F 8:00a–4:00p
Class begins 4/21/17 and ends 4/21/17

Y464 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/3/17 and ends 5/3/17

Y465 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/10/17 and ends 5/10/17

Y466 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/17/17 and ends 5/17/17

Y467 G. Larson Kent-324 W 6:00–9:00p
Class begins 5/24/17 and ends 5/24/17

Y468 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/7/17 and ends 6/7/17

Y469 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/14/17 and ends 6/14/17

Y470 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/21/17 and ends 6/21/17

Y471 G. Larson Kent-324 W 6:00–9:00p
Class begins 6/28/17 and ends 6/28/17

Y472 G. Larson Kent-324 W 6:00–9:00p
Class begins 7/5/17 and ends 7/5/17
Microsoft Access 2016 Level 3
Take your skills to the next level by utilizing the advanced features of Access 2016. Topics include customizing a form layout to improve usability and efficiency of data entry; sharing data across applications; using macros to improve user interface design; using VBA to enhance tasks; organizing data into appropriate tables; locking down and preparing tables for distribution to multiple users; and creating and modifying a database switchboard. Prerequisite: Access Level 2. Text included. CEUs: .7 • Fee $149

Microsoft Excel 2016 Level 1
Gain the foundational understanding of Microsoft Excel 2016 that's necessary to create and work with spreadsheets. Topics include opening Excel; saving workbooks; creating, saving and sharing worksheets; entering, moving, copying and manipulating data; using formulas and functions; formatting text and numbers; applying formatting to cells; creating charts; data entry shortcuts; and printing and previewing workbooks. Prerequisite: basic computer skills including Microsoft Windows proficiency. Text included. CEUs: 2.1 • Fee $369

Microsoft Excel 2016 Level 2
Build upon your foundational knowledge of Microsoft Excel and learn more advanced tools for analysis and presentation of complex data. Topics include managing workbooks; customizing Excel; sorting and filtering tables; building more complex functions; summarizing and rearranging data with PivotTables; presenting data with PivotCharts; conditional formatting; inserting and manipulating graphics; using Quick Access features; and collaborating with other users. Prerequisite: Microsoft Excel Level 1. Text included. CEUs: .7 • Fee $149

Microsoft Excel 2016 Level 3
Unleash the power of data, and gain advanced tools for solving real-world problems. Topics include using functions to make decisions and return information from arrays and tables; auditing and error-trapping; using array formulas and functions; date, time and text functions; importing and exporting data; performing what-if-analysis by using a watch window, scenarios and the Goal Seek utility; automating repetitive tasks with macros; and creating a simple form. Prerequisite: Microsoft Excel Level 2. Text included. CEUs: .7 • Fee $149
Microsoft Outlook 2016
Outlook is a mail management system that many corporations (and individuals) utilize to accomplish basic workplace (and personal) tasks. Topics include viewing Outlook items; creating, reading and sending email messages; adding signatures; managing contacts and using contact groups; creating, managing and assigning tasks; scheduling appointments and meetings; using the calendar; and customizing the Outlook environment. Prerequisite: basic computer skills including Microsoft Windows proficiency. Text included. CEUs: .7 • Fee $139

Y447  G. Larson  Kent-255  F  8:00a-4:00p
Class begins 5/5/17 and ends 5/5/17

Microsoft PowerPoint 2016
Capture your audience’s attention by using the vast array of features in PowerPoint. Gain the ability to organize your content, enhance it with high impact visuals and deliver it with a punch. Topics include creating presentations; creating and modifying slides; working with slide masters and layouts; formatting slides and text; using shapes and images; adding charts and tables; and customizing and printing your presentation. Prerequisite: basic computer skills including Microsoft Windows proficiency. Text included. CEUs: .7 • Fee $139

Y448  G. Larson  Kent-255  F  8:00a-4:00p
Class begins 5/12/17 and ends 5/12/17

3 Class Series  Microsoft SharePoint
Improve workplace collaboration through the SharePoint Series. Series includes Microsoft SharePoint Site User, Site Owner and Site Automation at a discounted price. Courses utilize Office 365 but apply to SharePoint 2013 and 2016. Prerequisite: Windows proficiency and MS Office experience. See website for required textbook. CEUs: 2.1 • Fee $499

Y453  J. Heighton  Kent-255  Th  8:00a-4:00p
Class begins 6/1/17 and ends 6/15/17

Microsoft SharePoint: Site User
Collaborate with colleagues more effectively and enhance work group productivity in a web-based environment. In this course, you will learn about and use a SharePoint Team Site; work with documents, content, libraries, lists and filters; configure your profile; integrate with Microsoft Office; and synchronize and access data from a mobile device. Course utilizes Office 365 but applies to SharePoint 2013 and 2016. Prerequisite: Windows proficiency and MS Office experience. See website for required textbook. CEUs: .7 • Fee $199

Y454  J. Heighton  Kent-255  Th  8:00a-4:00p
Class begins 6/1/17 and ends 6/1/17

Microsoft SharePoint: Site Owner
Learn how to create, configure and manage a SharePoint Team Site, so your office can collaborate more effectively. Topics include creating a new site; adding and configuring libraries and lists; configuring site settings, navigation and search; assigning permissions and access rights; and configuring content roll-up, summary links and a site map. Course utilizes Office 365 but applies to SharePoint 2013 and 2016. Prerequisite: SharePoint: Site User or working knowledge of SharePoint. See website for required textbook. CEUs: .7 • Fee $199

Y455  J. Heighton  Kent-255  Th  8:00a-4:00p
Class begins 6/8/17 and ends 6/8/17

Microsoft SharePoint: Site Automation
SharePoint workflows increase efficiency and productivity by managing the tasks and steps involved in business processes. Learn how to automate tasks and bring your site to life as you configure and manage a SharePoint Team Site. Topics include creating and modifying a site and adding web parts and dynamic web parts that update for you. Course utilizes Office 365 but applies to SharePoint 2013 and 2016. Prerequisite: SharePoint: Site Owner or working knowledge of SharePoint. See website for required textbook. CEUs: .7 • Fee $199

Y456  J. Heighton  Kent-255  Th  8:00a-4:00p
Class begins 6/15/17 and ends 6/15/17

Microsoft Word 2016
Experience the powerful features of Word 2016 by taking the Word Series. Series includes Levels 1, 2 and 3 at a discounted price. Prerequisite: basic computer skills including Microsoft Windows proficiency. Text included. CEUs: 2.1 • Fee $499

Y449  Staff  Kent-255  F  8:00a-4:00p
Class begins 4/28/17 and ends 5/12/17
First session meets in Room 255. Remaining sessions meet in Room 274.

Microsoft Word 2016 Level 1
Make professional-looking documents with Microsoft Word's rich features and powerful tools. Topics include creating and saving documents; cutting, pasting and formatting text; formatting paragraphs; using different document views; using Quick Styles and themes; creating bulleted and numbered lists; inserting and formatting pictures and tables; proofing; inserting headers and footers; printing; and creating templates. Prerequisite: basic computer skills, including Microsoft Windows proficiency. Text included. CEUs: .7 • Fee $139

Y450  G. Larson  Kent-255  F  8:00a-4:00p
Class begins 4/28/17 and ends 4/28/17

Microsoft Word 2016 Level 2
Now that you understand the basics, learn how to create more complex documents in Word 2016 while automating tasks and implementing time-saving features. Topics include shapes, WordArt and SmartArt; managing documents through custom themes, building blocks, section breaks and page backgrounds; character and paragraph styles; references and hyperlinks; navigation and organization; and saving, sharing and protecting documents. Prerequisite: Microsoft Word Level 1. Text included. CEUs: .7 • Fee $139

Y451  W. Berkley  Kent-274  F  8:00a-4:00p
Class begins 5/5/17 and ends 5/5/17

Microsoft Word 2016 Level 3
Become a power user with Word 2016's advanced features. Topics include advanced formatting settings like custom styles, embedded objects and charts, building blocks and linked content; managing documents by configuring Word documents; creating or modifying templates and tracking and reviewing changes; using references within documents by creating bookmarks and indexing; creating mailings through mail merges; and recording macros and creating forms. Prerequisite: Microsoft Word Level 2. Text included. CEUs: .7 • Fee $139

Y452  W. Berkley  Kent-274  F  8:00a-4:00p
Class begins 5/12/17 and ends 5/12/17

NEED A FLEXIBLE CLASS SCHEDULE?
1. Look for ONLINE classes with a mouse icon.
2. See our ads on page14.
3. Visit greenriver.edu/cceOnline.
**SQL Server Certificate**

Gain hands-on experience in the design, creation and programming of SQL server databases as they exist in business settings. After completing the certificate you will be able to create entity relationship models, design and create a working database model in SQL, normalize data and translate business requirements into actionable items.

The certificate may be earned by taking the courses individually or register for the series and save. For course details, including prerequisites and recommended textbook, please visit greenriver.edu/cceCertificates.

Certification includes the following courses:

- **Relational Database Concepts and Design**
  - Class begins 5/2/17 and ends 6/8/17
  - CEUs: 0.9 • Fee: $239

- **SQL Server Programming Level 1**
  - Class begins 5/2/17 and ends 6/8/17
  - CEUs: 1.2 • Fee: $269

- **SQL Server Programming Level 2**
  - Class begins 5/25/17 and ends 6/8/17
  - CEUs: 1.5 • Fee: $299

**QuickBooks**

**QuickBooks for Small Business**

Learn the right solutions for your type of business through the QuickBooks for Small Business Series. Series includes Levels 1 and 2 at a discounted price.

Prerequisite: Students should know basic business practices and have Microsoft Windows proficiency. Text included. CEUs: 1.8 • Fee $379

**QuickBooks for Small Business Level 1**

In this course you will learn a range of advanced skills including how QuickBooks deals with inventory; how to work with balance sheets and accounts; how to run payroll; how to work with estimates and time tracking; and how to customize a variety of QuickBooks reports and forms. Prerequisite: QuickBooks For Small Business Level 1 or equivalent. CEUs: 1.2 • Fee $249

**QuickBooks for Small Business Level 2**

In this course you will learn a range of advanced skills including how QuickBooks deals with inventory; how to work with balance sheets and accounts; how to run payroll; how to work with estimates and time tracking; and how to customize a variety of QuickBooks reports and forms. Prerequisite: QuickBooks For Small Business Level 1 or equivalent. CEUs: 1.2 • Fee $249

**QuickBooks for Small Business Level 1**

- Y457 M. Bagocius Peterson Kent-255 Tu, Th 6:00–9:00p
- Class begins 5/23/17 and ends 6/8/17

**QuickBooks for Small Business Level 2**

- Y458 M. Bagocius Peterson Kent-255 Tu, Th 6:00–9:00p
- Class begins 5/23/17 and ends 6/8/17

**Relational Database Concepts and Design**

Managing data efficiently in business settings requires the use of relational database management systems. Learn the basic terminology of relational databases and the principles of database design, which can be applied to all database software. You will also discover how to attach and detach a database, create a database diagram and create simple SQL statements. See website for prerequisite and recommended textbook. CEUs: 0.9 • Fee $239

**SQL Programming Level 1**

Microsoft SQL Server is one of the leading industry tools in database management software. In this course you will review the fundamental elements of T-SQL, including DML, DDL, DCL and TCL; learn two and three-valued logic and how to work with NULLS; practice querying and modifying a database in SQL Server Management Studio; identify different forms of the JOIN clause; and use different constraints to enforce data integrity. See website for prerequisite and recommended textbook. CEUs: 1.2 • Fee $269

**SQL Programming Level 2**

Take your SQL skills to the next level by creating more complicated queries to extract the information you need. Topics include implementing complex queries, utilizing subqueries, derived tables, common table expressions and windowing functions; designing views and inline functions; building stored procedures, user-defined functions and triggers; implementing transactions, error handling and dynamic SQL; identifying locking and isolation levels; and creating indexes. See website for prerequisite and recommended textbook. CEUs: 1.5 • Fee $299
InDesign Level 1
Giving your documents a well-designed, professional look will put you a step ahead in the marketplace. Using Adobe’s familiar tools and palettes, you will find it easy to create professional-looking newsletters, flyers, posters and PDF files for the Web or for professional printing. You will also learn about the latest techniques for working with text and graphics to create multiple page layouts. See website for prerequisite and recommended textbook. CEUs: .9 • Fee $239
Y467 J. Minnis Kent-255 M, W 6:00–9:00p
Class begins 5/31/17 and ends 6/7/17

Graphic Production Capstone Level 1
In this final capstone course you will apply the skills developed in Photoshop, Illustrator and InDesign and learn to use all three programs in a single workflow in order to create quality design projects. Prerequisite: successful completion of Photoshop Level 1, Illustrator Level 1 and InDesign Level 1 courses. CEUs: .3 • Fee $79
Y468 J. Minnis Kent-255 M 6:00–9:00p
Class begins 6/12/17 and ends 6/12/17

Gain a solid foundation in graphic production essentials. You will learn the fundamentals of image editing with Photoshop, discover how to make beautiful graphics with Illustrator, and create professional looking documents with InDesign. The certificate includes a three-hour design capstone session where you will combine the strengths of these individual software programs and create a digital design project that showcases the skills you have honed.
The certificate may be earned by taking the courses individually or register for the series and save. For course details, including prerequisites and recommended textbooks, please visit greenriver.edu/ce/Certificates.
CEUs: 3.0 • Fee: $649
Certificate includes the following courses:
Photoshop Level 1 page 13
Illustrator Level 1 page 13
InDesign Level 1 page 13
Graphic Production Capstone Level 1 page 13
Y464 J. Minnis Kent-255 M, W 6:00–9:00p
Class begins 5/8/17 and ends 6/12/17 (no class 5/29)

Photoshop Level 1
In this introduction to Adobe Photoshop, you will learn the fundamentals of this powerful image editing program. Topics include menu basics; tools; palettes; resolution; graphic types; working with selections; layers; enhancing images with paint and filters; image modes; and color adjustments. By the end of class, you will have mastered the basics and be ready to take your Photoshop skills to the next level. See website for prerequisite and recommended textbook.
CEUs: .9 • Fee $239
Y465 J. Minnis Kent-255 M, W 6:00–9:00p
Class begins 5/8/17 and ends 5/15/17

Illustrator Level 1
You don’t need to be a professional artist to create beautiful graphics. With Adobe Illustrator you will unlock your creative impulses in ways you’ve never imagined. Learn about Illustrator’s main tools as well as time saving tricks for creating sharp and crisp artwork. Because Illustrator is a vector program your image won’t pixelate no matter how much you enlarge it. Illustrator also provides easy integration with other Adobe programs. See website for prerequisite and recommended textbook. CEUs: .9 • Fee $239
Y466 J. Minnis Kent-255 M, W 6:00–9:00p
Class begins 5/17/17 and ends 5/24/17

Gain a solid foundation in graphic production essentials. You will learn the fundamentals of image editing with Photoshop, discover how to make beautiful graphics with Illustrator, and create professional looking documents with InDesign. The certificate includes a three-hour design capstone session where you will combine the strengths of these individual software programs and create a digital design project that showcases the skills you have honed.
The certificate may be earned by taking the courses individually or register for the series and save. For course details, including prerequisites and recommended textbooks, please visit greenriver.edu/ce/Certificates.
CEUs: 3.0 • Fee: $649
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Photoshop Level 1 page 13
Illustrator Level 1 page 13
InDesign Level 1 page 13
Graphic Production Capstone Level 1 page 13
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Class begins 5/8/17 and ends 6/12/17 (no class 5/29)

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CEUs: .9 • Fee $239
Y465 J. Minnis Kent-255 M, W 6:00–9:00p
Class begins 5/8/17 and ends 5/15/17

Illustrator Level 1
You don’t need to be a professional artist to create beautiful graphics. With Adobe Illustrator you will unlock your creative impulses in ways you’ve never imagined. Learn about Illustrator’s main tools as well as time saving tricks for creating sharp and crisp artwork. Because Illustrator is a vector program your image won’t pixelate no matter how much you enlarge it. Illustrator also provides easy integration with other Adobe programs. See website for prerequisite and recommended textbook. CEUs: .9 • Fee $239
Y466 J. Minnis Kent-255 M, W 6:00–9:00p
Class begins 5/17/17 and ends 5/24/17

Green River College's SUMMER KIDS' CAMPS Registration Begins in March!
Visit greenriver.edu/kidscamps for a complete list of camps and camp details.
We are offering a variety of 3 to 6 hour camps this year for kids (ages 8-14).
Camps will include:
• Virtual Reality
• Crafty Math for Girls
• Code Breakers
• Gross Out STEM Mania
• LEGO Bat League: Heroes & Villains
• Jr. Robotics
• Game Lab
• Babysitting Responsibly
AND MUCH MORE!
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For professional development or for fun!

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

Courses may be completed from any location with internet access.

Program Features:
• Expert instruction
• 24-hour access
• Online discussions
• 6-week format
• Start monthly

Administrative Assistant Fundamentals
Master the essentials of staff support, information and records management, communications technology, travel/meeting coordination, space planning, and office ergonomics.

Basic CompTIA A+ Certification Prep
Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

C# Programming Series
Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java.

Computer Networking Suite
Prepare for a career in an exciting and fast-growing field by learning the fundamentals of networking. Suite includes Introduction to Networking, Intermediate Networking and Wireless Networking.

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Get Assertive!
Learn specific techniques to become more assertive in all parts of your life, including your inner dialogue, speaking techniques and body language.

Introduction to Statistics
Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions.

Keys to Effective Communication
Learn the process of becoming a great conversationalist. You’ll learn to use communication to build rapport and create environments of trust, warmth, and respect.

Nonprofit Suite
Learn the essentials of the nonprofit world through this discounted suite of three courses: Introduction to Nonprofit Management, Marketing Your Nonprofit and Nonprofit Fundraising Essentials.

SAT/ACT Prep Series
This series will prepare you to excel in all sections of the undergraduate college entrance exams and provide you with the means to achieve your best potential score!

Career Training Programs

Jump start your career or find a new one!

SELF-PACED COURSES

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

Courses may be completed from any location with internet access.

Program Features:
• Instructor assistance
• 24-hour access
• Materials and books included
• 6-12 months to complete
• Start anytime

Certified Green Supply Chain Professional
Gain the skills you’ll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.

Certified Six Sigma Green Belt
Prepare for Six Sigma Green Belt certification by mastering the contents of the American Society for Quality (ASQ) Six Sigma Green Belt body of knowledge.

Court Interpreter (Spanish/English)
The Court Interpreter training program prepares you to sit for the oral component of any State Court Interpreting Examination offered in the United States. This program is language specific – Spanish/English.

Management Training
If you’re thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

OMCA Content Marketing Associate
Learn the hottest role in digital marketing and prepare for the nationally recognized OMCA® content marketing certification.

Payroll Practice and Management
Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today.

PMI Risk Management Professional
Become proficient on the entirety of PMI’s Risk Management procedure and how to mitigate company risk through best practices. Gain in depth knowledge in risk analysis, budget lifecycles, project scope risk, and many other topics.

Human Resources Professional
Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

To view the entire catalog or to register, visit:
greenriver.edu/cce-careertraining

to the end.
HEALTHCARE

HIV/AIDS Certification
This online program meets the HIV/AIDS education requirement mandated for certification by the Washington State Department of Health. A reference notebook will be available to check out at time of registration. Please call (253) 833-9111 ext. 2535 to register in order to receive log-in and important course information. CEUs: .7 • Fee $59

First Aid and CPR
Learn what to do while waiting for help during a medical emergency. This course is approved by the Washington State Department of Labor and Industry and the American Heart Association. Student handbooks and Automated External Defibrillator (AED) certification included; pediatric certification also available. CEUs: .8 • Fee $65

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. 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 $29

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 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 provided. CEUs: 5.4 • Fee $675

REAL ESTATE

3 Class Series > Real Estate Licensing Requirements
The Washington State Department of Licensing requires 90 clock hours: Fundamentals 1, Fundamentals 2, and Sales Practices. All three classes must be taken in consecutive order. Textbooks and practice exams included. Register for item #7739. Call CE at (253) 833-9111 ext. 2535 for more information. Fee $529

Online Package Includes:
- Real Estate Fundamentals 1 (3)
- Real Estate Fundamentals 2 (3)
- Real Estate Sales Practices (3)

Online Courses
Call Continuing Education at ext. 2535 for more information. Fee: $179 each course

- Real Estate Law (3) ONLINE
- Real Estate Appraisal (3) ONLINE
- Financing Residential Real Estate (3) ONLINE
- Real Estate Property Management (2) ONLINE

Online Package Includes:
- Real Estate Fundamentals 1 (3)
- Real Estate Fundamentals 2 (3)
- Real Estate Sale Practices (3)

Online Courses
Call Continuing Education at ext. 2535 for more information. Fee: $179 each course

- Real Estate Law (3) ONLINE
- Real Estate Appraisal (3) ONLINE
- Financing Residential Real Estate (3) ONLINE
- Real Estate Property Management (2) ONLINE
Recreation Leader
Work in the rewarding and exciting field of recreation and leisure services! You will learn to plan, organize and direct activities in local parks, community centers, senior centers, nursing and residential care facilities, health clubs, camps and theme parks. This 28-hour program includes developing communication, planning and organizational skills; problem-solving; activity development, implementation, and coordination; diversity training; safety and first aid; and job resources. CEUs: 2.8 • Fee $349
Y235 R. Bruya Aub Ctr- 230 Tu, Th 6:30–8:30p
Class begins 4/18/17 and ends 6/1/17

Flagger Training
Training consists of classroom instruction and state certification in flagging, traffic control and safety. Upon successful completion participants receive a picture ID card with certification valid for three years. Fee includes textbook. Students must be at least 18 years old. Bring lunch. Special arrangements can also be made for group training at your business location. CEUs: .8 • Fee $62
Y200 J. Gale Kent -222 F 8:00a–4:30p
Class begins 4/21/17 and ends 4/21/17
Y701 J. Gale ENM-13 Tu 8:00a–4:30p
Class begins 4/17/17 and ends 4/17/17
Y206 J. Gale Kent -222 F 8:00a–4:30p
Class begins 4/17/17 and ends 4/17/17
Y203 J. Gale Aub Ctr- 150 Sa 8:00a–4:30p
Class begins 5/6/17 and ends 5/6/17
Y702 J. Gale ENM-13 Tu 8:00a–4:30p
Class begins 5/16/17 and ends 5/16/17
Y209 J. Gale Aub Ctr- 150 Sa 8:00a–4:30p
Class begins 6/3/17 and ends 6/3/17

Forklift-Truck Operator Certification (Saturday Class)
This course is designed to train operators for certification in sit-down, counter-balanced forklift trucks–light, medium and heavy duty. You will complete written and hands-on testing to meet OSHA, WISHA and L&I requirements. Class meets Department of Labor certification standards. Additional classes will be held on demand or at business locations. Forklift recertification (IVES) available for $99. Call CE at (253) 833-9111 ext. 2535 for more information. • Fee $189
Y215 E. Levin TT-412 Sa 8:00a–5:00p
Class begins 4/15/17 and ends 4/15/17
Y218 E. Levin TT-412 Sa 8:00a–5:00p
Class begins 5/20/17 and ends 5/20/17

Forklift Operator Certification (Weekday Class)
This one-day course with Bottom Line Training Services (BLTS) includes a classroom session, written test, operational training time and one drive test on one of the following four types of forklifts: sit-down counter balance, stock picker, rider electric pallet jack, and walkie-stacker electric pallet jack. Additional drive tests to certify on more than one type of forklift are an additional $99 per type. BLTS recertification available for $99. Class is held at NW Handling. Call CE for more information. • Fee $189
Y225 Staff NW Handling W 7:00a-3:30p
Class begins 4/19/17 and ends 4/19/17
Y227 Staff NW Handling W 7:00a-3:30p
Class begins 5/24/17 and ends 5/24/17
Creative Arts and Crafts

Calligraphy: Italic Handwriting
Make all your correspondence more impactful and beautiful with italic handwriting. You’ll learn to enhance cards and crafts with lettering that makes it artistic just using tools you have on hand. CEUs: .4 • Fee $45

Y300  N. Anderson  ZWC-104  Tu  6:30–8:30p
Class begins 4/18/17 and ends 4/25/17

Calligraphy: Pointed Italic
Learn this contemporary version of traditional broad-edged pen italic. The style has flexibility giving better success for beginners but challenges the experienced calligrapher. CEU: .6 • Fee $69

Y302  N. Anderson  ZWC-104  Tu  6:30–8:30p
Class begins 5/2/17 and ends 5/16/17

Drawing for Beginners
Learn the basics of creating strong and accurate drawings in this fundamental class, working from a variety of still life objects. Exercises expose you to key concepts and artistic principles to accurately render line, shape, proportion and negative space. Explore various drawing media, including pencil, pastel and charcoal. CEUs: 1.2 • Fee $115

Y312  C. Parker  ZWC-105  Tu  6:30–8:30p
Class begins 4/18/17 and ends 5/23/17

Pen and Ink Basics
Inkwork makes art so impactful! Learn techniques for shading, shadows, texture, and varieties of line. You’ll learn that drawing with ink is not as intimidating as you think! CEUs: .2 • Fee $25

Y306  N. Anderson  WT-16  Tu  6:30–8:30p
Class begins 5/23/17 and ends 5/23/17

Pen and Ink With Chalk Pastels
Join us as we learn the basics of chalk pastels along with pen and ink. You’ll be creating a still life picture to take home and impress family and friends. CEUs: .2 • Fee $25

Y308  N. Anderson  WT-16  Tu  6:30–8:30p
Class begins 5/30/17 and ends 5/30/17

Illustrating Picture Books
Learn to write and illustrate your picture book in this six-hour crash course! Overview includes manuscript formatting, storyboards, making a book dummy and illustration techniques. Agents, editors and publishing also discussed. This class is great for any level of illustrator, from beginner to pro. Bring story ideas and one or two recent picture books you like. Materials list provided upon registration. CEUs: .8 • Fee $99

Y316  D. Sullivan  ZWC-105  Sa  9:00a-1:00p
Class begins 5/13/17 and ends 5/20/17

Water Soluble Graphite
Did you know a pencil drawing can become a monochromatic watercolor painting? Learn to use special pencils that blend with water to create shades of gray. We will also try adding colored pencil to make it look like an old-fashioned tinted illustration. Come and join us! CEUs: .2 • Fee $25

Y310  N. Anderson  WT-16  Tu  6:30–8:30p
Class begins 6/6/17 and ends 6/6/17

Fused Glass Yard Decor
Use your imagination to add colorful whimsy to plants, porches, shrubs or trees with hanging, fused glass designs that you create...from flowers to birds, bugs, bees or more! This fun, hands-on 4-hour workshop is open to all skill levels. Students learn to cut, design, and fire 3-4 small glass designs to embellish the yard or garden. All glass materials, tools, supplies and firing provided in class. $125 material/firing fee per student paid to instructor. Project pick-up on Sunday. Classes held off-campus at Blue Dog Glass Art Studio. CEUs: .4 • Fee $79

Y320  D. Wendt  Blue Dog Studio  Sa  9:00a-1:00p
D. Wendt  Blue Dog Studio  Su  10-11:00a
Class begins 5/20/17 and ends 5/21/17

Interested in teaching?

SHARE YOUR KNOWLEDGE AND EXPERTISE

The Continuing Education department is looking for instructors to teach vocational programs and lifelong learning courses.

- Download an application at greenriver.edu/teachforus
- Email your application and course proposal to searl@greenriver.edu

greenriver.edu/ce • (253) 833-9111 ext. 2535
For campus locations, see page 27 • For building locations, see page 26

Digital Photography 1
Move beyond the “auto” mode of your digital camera and take great photos in any situation! Through this basic hands-on course, you will explore modern photography in simple, real-world terms. You will learn about exposure, shutter speed, focus, flash, aperture, depth of field, ISO and much more. Class requirements include a digital camera, with user guide, that is capable of full manual control. CEUs: 1.4 • Fee $135

Y325 G. McCutcheon SH-250 Tu 6:30–8:30p
Class begins 4/18/17 and ends 5/30/17

Digital Photography 2
Go beyond the basics! This class includes how to work with RAW images; advanced camera controls; exposure lock, spot meter, exposure compensation and advanced flash; when to use manual controls; shooting for HDR; retouching images in Photoshop and composition. Outdoor shooting labs included. CEUs: 1.4 • Fee $135

Y328 G. McCutcheon SH-254 Th 6:30–8:30p
Class begins 4/20/17 and ends 6/1/17

Introduction to Night Photography
Conquer the mystery and excitement of photographing at dusk and after dark in this two-session class. Learn about equipment, exposure, focus, lighting and themes. Students should have an understanding of ISO, f/stop, and shutter speed. Level one photography or instructor’s permission suggested. Camera with manual controls, tripod and flash recommended. CEUs: .4 • Fee $45

Y332 G. McCutcheon SH-250 W 6:30–8:30p
Class begins 4/26/17 and ends 5/3/17

Introduction to Photoshop Elements
Take the first step in learning the basics of editing a digital photograph using the Quick Edit and Full Edit features in Photoshop Elements. Course includes an overview of the software’s tools: resizing, printing, and saving images; fixing contrast and color problems; and discussing resolution and picture formats. Experience with Windows is strongly recommended. Bring laptop with Photoshop Elements loaded. CEUs: .5 • Fee $69

Y330 G. McCutcheon SH-250 M 6:30–9:00p
Class begins 5/15/17 and ends 5/22/17

Introductory Metal Art Workshop
This 5-hour workshop includes theory, safety and hands-on experience using a variety of shop materials and equipment to create unique metal art. A working lunch will be used to discuss project ideas and creative capabilities of welding. This class lays the foundation for more advanced and project-based classes and gives you a taste of creating metal art. You’ll go home with a project to show off your newly found skills! Materials included. CEUs: .5 • Fee $89

Y340 Staff Sa 9:00a–3:00p
Class begins 4/8/17 and ends 4/8/17

Beginning Metal Art
Impress your friends and family with your unique artwork! Explore the basics of constructing beautiful metal sculptures for hanging and displaying. You will learn how to use welding and fabrication processes, heat coloring on metal and techniques for using different types of abrasives. You may choose a project from ideas provided by the instructor or use your own design with instructor permission. Bring safety glasses and leather work gloves to class. Materials included. CEUs: .9 • Fee $165

Y344 Staff Th 6:00–8:30p
Class begins 4/13/17 and ends 5/4/17

Y345 J. Dent Sa 9:00a–12:20p
Class begins 5/6/17 and ends 5/20/17

Intermediate Metal Art
Increase your understanding and familiarity with the welding process and other shop equipment; more time is allotted to work on your own projects. CEUs: 1.5 • Fee $249

Y348 Staff Th 6:00–8:30p
Class begins 5/11/17 and ends 6/15/17

Y349 Staff Sa 9:00a–12:00p
Class begins 5/13/17 and ends 6/10/17
DANCE AND FITNESS

Dance Survival
This is your chance to give dancing a whirl! It’s guaranteed fun with lots of time to practice! We will explore partner dancing, learn basic dance survival skills, and have fun in the process. By learning these steps, you will be able to relax with the thought of that upcoming party or wedding and be able to enjoy dancing the night away to any song, anywhere. No experience necessary. Singles and couples welcome. CEUs: .5 • Fee $59
Y355 A. Morrow Covington CH M 6:10–7:10p
Class begins 4/24/17 and ends 5/22/17

East Coast Swing
If you learn just one dance, this is it! It’s a fun and easy dance to learn and to begin partner dancing. Known world-wide as American dance, it’s the most versatile dance done to the greatest variety of music including Big Band, Rock and Roll, Rhythm and Blues, Country, and Top 40. Singles and couples of all ages welcome. CEUs: .5 • Fee $59
Y361 A. Morrow Covington CH M 7:20–8:20p
Class begins 4/24/17 and ends 5/22/17

Country 2 - Step: Basics And Beyond
For all two-steppers out there! Move quickly through the basics and extend your instruction with some impressive moves and lots of turns. Learn how to lead and follow beyond the basics of the most popular of Country dances. Singles and couples welcome. Held at Covington City Hall. CEUs: .5 • Fee $59
Y358 A. Morrow Covington CH M 8:30–9:30p
Class begins 4/24/17 and ends 5/22/17

HEALTH

First Aid and CPR
Learn what to do while waiting for help during a medical emergency. This course is approved by the Washington State Department of Labor and Industry and the American Heart Association. Student handbooks and Automated External Defibrillator (AED) certification included; pediatric certification also available. CEUs: .8 • Fee $65
Y236 Staff CH-102 Sa 8:30a–4:30p
Class begins 6/10/17 and ends 6/10/17

Inflammation and the Aging Process
Inflammation is a reaction in the body caused by infection or allergies and is aggravated by lifestyle factors like smoking, poor nutrition, lack of sleep, and sun exposure. Inflammation has been linked to many things that we associate with aging including autoimmune conditions, arthritis, heart disease, Alzheimer’s disease and cancer. Learn how inflammation can be reduced or prevented by changing your habits and environment, following an inflammation-reducing diet and supporting your body’s systems. CEUs: .25 • Fee $29
Y380 S. Blake SH-355 Th 6:30–9:00p
Class begins 5/18/17 and ends 5/18/17

Become a Recreation Leader
28-hour Training Program

Enjoy working in the rewarding field of recreation and leisure! Recreation leaders are responsible for a recreation program’s daily operation, planning, organizing, and direction of participants.

Find part-time, full-time and seasonal employment opportunities in a variety of settings:
- Parks, playgrounds, and recreation areas
- Community centers
- Senior centers
- Retirement communities
- Nursing and residential care facilities
- Health and fitness clubs
- Camps and religious organizations
- Theme parks and tourist attractions.

Call Green River’s Continuing Education at 253-833-9111 ext. 2535 today for a program brochure!

See page 16 for class details.
Boosting Brain Health as We Age
Getting older? Learn how exercise, mental activity and a healthy diet could help stave off dementia and Alzheimer's disease. Topics include how to oxygenate your brain, support brain structure with healthy fats and support brain function with nutrients, balanced blood sugar and use. CEUs: .25 • Fee $29

Mindfulness and Relaxation
Does your mind race and anxiously wander to the errands and matters of the day? Reports show 60–90% of all doctor visits are due to stress-related disorders. Reducing stress and eliciting a relaxation response can help you cope with emotional and physical stressors. Learn skills to slow down and practice mindfulness by focusing on present moment awareness. These techniques can provide you with a feeling of calm, promoting physical and emotional wellness. CEUs: .3 • Fee $29

Whole Body Health: More than Eating the Right Food
Learn about the mind and body connection: how food affects our brain which affects what we THINK and then influences HOW, WHY and WHAT we eat. In this class, we'll discuss how to address and change eating habits, addictive tendencies with food and how what we think affects our body. CEUs: .25 • Fee $29

LIFELONG LEARNING
For campus locations, see page 27 • For building locations, see page 26

S Class Series ➤ Eat Your Way to Good Health
Go beyond the traditional healthy eating messages we all know! Just as important as what you eat is your understanding of your body's individual and unique response to foods and how it relates to your personal health. This series provides you with progressive weekly adjustments you can make in your diet to improve your overall health. Courses can be taken individually or save $46 by taking the series! The S-class series includes: Nutrition and Digestion; Blood Sugar Balancing; Fats and Cholesterol; Nutrient Dense, Properly Prepared, Whole Food; and Gut Healing. CEUs: 1.0 • Fee $99

Y370 S. Blake SH-355 Tu 6:30–8:30p
Class begins 4/18/17 and ends 5/16/17

Y371 S. Blake SH-355 Tu 6:30–8:30p
Class begins 4/18/17 and ends 4/18/17

Y372 S. Blake SH-355 Tu 6:30–8:30p
Class begins 4/25/17 and ends 4/25/17

Y373 S. Blake SH-355 Tu 6:30–8:30p
Class begins 5/2/17 and ends 5/2/17

Y374 S. Blake SH-355 Tu 6:30–8:30p
Class begins 5/9/17 and ends 5/9/17

Y375 S. Blake SH-355 Tu 6:30–8:30p
Class begins 5/16/17 and ends 5/16/17

Go beyond the traditional healthy eating messages we all know! Just as important as what you eat is your understanding of your body's individual and unique response to foods and how it relates to your personal health. This series provides you with progressive weekly adjustments you can make in your diet to improve your overall health. Courses can be taken individually or save $46 by taking the series! The S-class series includes: Nutrition and Digestion; Blood Sugar Balancing; Fats and Cholesterol; Nutrient Dense, Properly Prepared, Whole Food; and Gut Healing. CEUs: 1.0 • Fee $99

Y370 S. Blake SH-355 Tu 6:30–8:30p
Class begins 4/18/17 and ends 5/16/17

Y371 S. Blake SH-355 Tu 6:30–8:30p
Class begins 4/18/17 and ends 4/18/17

Y372 S. Blake SH-355 Tu 6:30–8:30p
Class begins 4/25/17 and ends 4/25/17

Y373 S. Blake SH-355 Tu 6:30–8:30p
Class begins 5/2/17 and ends 5/2/17

Y374 S. Blake SH-355 Tu 6:30–8:30p
Class begins 5/9/17 and ends 5/9/17

Y375 S. Blake SH-355 Tu 6:30–8:30p
Class begins 5/16/17 and ends 5/16/17

5 Class Series ➤ Eat Your Way to Good Health
Go beyond the traditional healthy eating messages we all know! Just as important as what you eat is your understanding of your body's individual and unique response to foods and how it relates to your personal health. This series provides you with progressive weekly adjustments you can make in your diet to improve your overall health. Courses can be taken individually or save $46 by taking the series! The 5-class series includes: Nutrition and Digestion; Blood Sugar Balancing; Fats and Cholesterol; Nutrient Dense, Properly Prepared, Whole Food; and Gut Healing. CEUs: 1.0 • Fee $99

Y370 S. Blake SH-355 Tu 6:30–8:30p
Class begins 4/18/17 and ends 5/16/17

Y371 S. Blake SH-355 Tu 6:30–8:30p
Class begins 4/18/17 and ends 4/18/17

Y372 S. Blake SH-355 Tu 6:30–8:30p
Class begins 4/25/17 and ends 4/25/17

Y373 S. Blake SH-355 Tu 6:30–8:30p
Class begins 5/2/17 and ends 5/2/17

Y374 S. Blake SH-355 Tu 6:30–8:30p
Class begins 5/9/17 and ends 5/9/17

Y375 S. Blake SH-355 Tu 6:30–8:30p
Class begins 5/16/17 and ends 5/16/17

HOME AND GARDEN

Building a Tiny House the RIGHT Way!
Avoid costly mistakes and save time! An experienced builder walks you through how to think about the details and realities of designing and constructing a tiny house on wheels. You will be provided with valuable information on legalities, regulations, when and where to find professionals for help, as well as how to save money without sacrificing the quality of the build. CEUs: .4 • Fee $45

Y100 H. Crabtree ZWC-107 Sa 9:00a–1:00p
Class begins 5/20/17 and ends 5/20/17
How to Get Started in Beekeeping
Want to learn how to keep honeybees but need a little bit of guidance? Danny Najera, Green River biology instructor and avid beekeeper, will discuss the needs of the bees and the beekeeper. We will cover topics including the wooden boxes, frames, choosing the location and getting your bees. We’ll also look at the pros and cons of the various options. A mock hive will be used to illustrate the hands-on aspects of beekeeping. CEUs: .4 • Fee $59

Y104 D. Najera ZWC-105 Th 6:30-8:30p
D. Najera ZWC-105 Sa 10:00a-12:00p
Class begins 4/27/17 and ends 4/29/17

Connecting With Nature: Wildflowers
Come learn about our colorful native flowers in the Pacific Northwest! Popular instructor and GRC biologist, Danny Najera, will lead a one-hour lecture on the basics of wildflower terminology and then take us out on the beautiful GRC campus trails for exploration and flower identification CEUs: .35 • Fee $45

Y107 D. Najera IVC-108 Sa 9:00a–12:30p
Class begins 5/20/17 and ends 5/20/17

Life Planning Solutions for Retirement
Many retirees are experiencing longer life spans and faced with the financial threats stemming from uncovered medical and long-term care costs.

If you are retired or thinking about retirement, this class will provide you with valuable information on how planning differently today can help you to:

► Protect Your assets from estate taxes, and uncovered medical and long term care costs!
► Plan for better housing solutions and avoid institutional care.
► Avoid becoming a burden on your loved ones during retirement!

ABOUT YOUR INSTRUCTOR:
Rajiv Nagaich is an elder law attorney and founder of Washington Elder Care, a not-for-profit corporation that serves the needs of the elderly in the Puget Sound area. Rajiv is the host of a popular call-in radio talk show (Aging Options) that airs live in the greater Seattle area on Saturday mornings. Packed with a wealth of information and current news on aging, he helps callers find better solutions for their elder/aging issues.

In A Class By Itself
Community Access Card to Holman Library
Fee provides access and check-out privileges to the Holman Library’s Information Commons for one quarter, including access to computers with internet and Microsoft Office. An introductory information session provided by library staff. Register with CE by calling (253) 833-9111 ext. 2535 • Fee $40

Y125 Staff ARR Arranged

Coming Alive in Retirement!
If you are in or approaching your post-career years, you have an opportunity to re-conceptualize yourself, igniting passions both new and long-dormant. This class provides a structure for you to define a new You, beyond a job title or parenting role while you develop effective ways to be both realistic and vibrant with hobbies, friendships, social networks, physical activity and finances. This class will show you how to come alive in retirement on every level so that it can truly be a Second Act. CEUs: .25 • Fee $29

Y112 V. Leo ZWC-104 Sa 9:30a-12:00p
Class begins 5/6/17 and ends 5/6/17

Writing for Insight and Clarity
This class guides you through types of writing that provide deeper insights and joy. We’ll explore directed journaling, creating a positive life review, crafting a memoir and finding answers to dilemmas and questions. Medical research linking these activities to health and longevity will be reviewed. Class includes in-class projects and worksheets to take home. CEUs: .25 • Fee $29

Y113 V. Leo ZWC-104 Sa 9:30a-12:00p
Class begins 5/13/17 and ends 5/13/17

An Introduction to Voiceovers (Getting Started In Voice Acting)
This fun and empowering two-hour introductory workshop covers different types of voiceovers and what tools are needed to find success. You’ll be coached as you read a script and recorded so you can receive a professional voiceover evaluation later. You’ll obtain the knowledge necessary to help you decide if this is something you’d like to pursue. Taught by a professional voice actor from Voices For All, a voice acting training company. CEUs: .2 • Fee $39

Y110 Staff SH-255 Tu 6:00-8:00p
Class begins 5/30/17 and ends 5/30/17

greenriver.edu/ce • (253) 833-9111 ext. 2535
Essential Oils 101: Nature’s Extractions

Essential oils are a delightful way to relieve stress, calm the mind and lift the spirits. Learn about the benefits of essential oils and how to incorporate them into your everyday life. We’ll discuss what essential oils are, how you can safely use them, and which ones are good for different health issues, natural cleaning and supporting your emotional health. Samples and resources will be available so you can explore these natural solutions on your own. CEUs: 2 • Fee $29

Flavorful Cooking With Essential Oils

Come and taste the flavor that only the purest essential oils can bring! Find easy and convenient ways to bring new flavor to your favorite dishes. We’ll be creating delicious recipes that you can savor and enjoy serving to your family. Learn how essential oils can save you money and time in the kitchen while bringing health and wellness to your life. Join us for hors d’oeuvres to start your culinary experience. Also included is a 25-recipe cookbook that you can use at home! CEUs: 2 • Fee $29

UFO 101: From Sumeria to Lummi Island

We will explore and consider historical and cultural contexts of the UFO phenomenon before moving on to a discussion of modern-day UFO activity, including sightings and footage of anomalous objects over Seattle’s U District, the latest reports from Washington State, and an in-depth discussion of the 1984 “Lummi Island UFO incident.” Join us to engage in speculation and discussion about the reality of the UFO paradox and its possible implications for contemporary humanity. CEUs: .4 • Fee $49

Search For Sasquatch

Bigfoot, Yowie, Yeti, Almas, Wendigo: all names for the mysterious creature we know as Sasquatch. We’ll discuss this elusive being that has reportedly lived alongside, and occasionally interacted with, humans. We will examine the controversial 1967 “Patterson Film,” look at a historical summary of accounts worldwide, and survey Sasquatch searches and sightings here in the Pacific Northwest, with special emphasis on the Seattle/King County area. CEUs: .3 • Fee $39

Spanish, Beginning

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 applications such as traveling. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. CEUs: 1.6 • Fee $139

French, Beginning

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 applications such as traveling. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. CEUs: 1.6 • Fee $139

Sign Language, Beginning

Introductory course in American Sign Language for application in everyday communication with hearing and speech impaired individuals. Includes history of sign language and cultural aspects. CEUs: 1.6 • Fee $139

How to Be an Executor of a Will

Have you been named as an estate executor of a relative or friend? Learn about your liabilities and responsibilities. This presentation is taught by an experienced lawyer who will provide an overview of the legal rights and responsibilities of an executor and explain the gathering of estate assets, paying the debts, distributing the funds to beneficiaries and administration of the estate. CEUs: .2 • Fee $15

Wills and Legal Documents We All Need

Wills, Power Of Attorney, Health Care Directives, Appointing Guardians for your children–what are these and why are they important to you? While it’s not always pleasant to think about, having a will or a legal plan can save your family future heartache and pain. Whether you plan to work with an attorney or use one of the do-it-yourself software programs available, having knowledge of what to include, how to prepare and what the legalese means will make the process easier. We’ll also cover making changes, revocations and more. CEUs: .25 • Fee $39

Long-Term Care and Government Benefits

A concern of many people is the potential of having all assets and property consumed by long-term care. There are government benefits that can assist in paying for long-term care, but the rules regarding who qualifies for these benefits change frequently and misinformation is rampant. Come learn about long-term care options, what the current government benefits are and who is eligible to receive them, how to preserve assets and what pitfalls to avoid. CEUs: .25 • Fee $39
**Music**

**Guitar, Beginning/Continued**
Develop guitar skills while learning songs you like. Beginning guitar students learn chords, strumming, finger-picking, and other basic skills. CEUs: 1.0 • Fee $99

Y170 C. Buser IVC-108 M 6:30-7:40p
Class begins 4/3/17 and ends 6/12/17

**Outdoors**

**For outdoor trips, cancellations are required 48 hours prior to the first day of class. Call (253) 833-9111 ext. 2535.**

**Gearing Up For Spring Fly Fishing**
In this informative classroom session, learn about the tackle and equipment you will need to be successful in Pacific Northwest fly fishing. Class will include a resource notebook with information on how to select rods, reels, lines and leaders, plus hot fly patterns and the necessary knots to put it all together. Get straight forward non-biased reviews of tackle and help wading through the maze of information available! CEUs: .2 • Fee $29

Y771 J. Fiskum ZWC-107 Tu 6:30-8:30p
Class begins 4/4/17 and ends 4/4/17

**Introduction To Fly Casting**
Fly casting is the foundational skill to becoming a successful fly fisher. In this 2 session hands-on course, you will get all the fundamentals you need to become a good fly caster. This class is designed for new casters or those with just a little experience. Class includes use of rods, reels and lines. Class will be held at Lake Meridian Park in Kent. CEUs: .4 • Fee $59

Y713 J. Fiskum Su, Sa 10:00a-12:00p
Class begins 4/8/17 and ends 4/9/17

**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. CEUs: .2 • Fee $29

Y717 J. Fiskum ENM-16 Tu 6:30-8:30p
Class begins 4/18/17 and ends 4/18/17

**Spring Fly Casting Tune-Up**
Designed for the caster with some experience. We will evaluate your casting stroke and make recommendations to improve your efficiency, accuracy and distance. This is also a great refresher course if it’s been awhile since you have class. Class will be held at Lake Meridian Park in Kent. CEUs: .2 • Fee $29

Y712 J. Fiskum ARR Sa 8:00-10:00a
Class begins 4/22/17 and ends 4/22/17

**Introduction To Trout Fly Fishing**
Join us for a 3 session hands-on course introducing you to the great sport of fly fishing. In session 1 you’ll learn about rods, reels, lines and leaders and how to select and set-up your equipment. Session 2 will be held at a local lake and will be an introduction to fly casting. Session 3 will be an outing to Rattlesnake Lake near North Bend, where you will have a second session of fly casting plus learn how to present flies while actually fishing. CEUs: .8 • Fee $99

Y714 J. Fiskum ZWC-107 Tu 6:30-8:30p
J. Fiskum Arranged Tu 6-8p
J. Fiskum Arranged Sa 7-11a
Class begins 5/2/17 and ends 5/3/17

**Fly Fishing for Summer Steelhead**
Steelhead are considered the Northwest’s premier sport fish. “Traditional Wet Fly Swing” method and “Indicator Nymphing” tactics will be covered. Local and regional fisheries, their seasonal significance, and how to fish them are also covered. Learn about the latest tackle, equipment, and fly patterns. After the required classroom session there will be an optional outing to a local river for hands on instruction and fishing. Rod, Reel and lines can be rented for the outing from instructor for $10. CEUs: .2

Y724 J. Fiskum ZWC-104 Tu 6:30-8:30p
Classroom session 6/6/17 • Fee $29

Y727 J. Fiskum ARR Su 7:00-11:00a
River session 6/11/17 • Fee $59

**Writing**

**Writing for Children and Getting Published**
If you’ve ever thought about writing children’s books, this class will help you get started. As a beginning writer, you’ll learn how to get ideas and turn them into stories as we discuss plot and character development, story structure, viewpoint, dialogue, and how to market your work and how to get published. You’ll walk away with tips and tools to start your hobby or career as a writer for children. Short writing exercises included. CEUs: .5 • Fee $59

Y78 A. Rubeck SH-252 Tu 6:30-9:00p
Class begins 5/9/17 and ends 5/16/17

**Crafting the Story: Short Story and Novel Writing**
Do you know why we are drawn to books like The Hunger Games, The Kite Runner or The Da Vinci Code? It’s more than the storyline. Learn what it takes to craft a compelling story by building strong characters, a unique voice, a sense of place and a fully-drawn, conflict-driven story arc. CEUs: 1.0 • Fee $115

Y775 L. Bohart ZWC-104 W 6:30-8:30p
Class begins 5/13/17 and ends 5/31/17

**Getting Started With EBook Publishing**
Have you ever dreamed of publishing a book? It’s easier now than ever. Whether it’s a “how to” book, a children’s book, a novel or an anthology of short stories, self-publishing makes it all possible. In this class, you will learn the basics needed to launch your writing career. The instructor has four novels and two short story books published on Amazon. CEUs: .2 • Fee $29

Y782 L. Bohart ZWC-105 W 6:30-8:30p
Class begins 6/7/17 and ends 6/7/17
Kent Campus credit classes are available mornings, afternoons and evenings.

Green River College offers credit and non-credit classes at its Kent Campus. For times of the credit classes listed below, see the College credit class schedule.

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<td>Lang Arts Phys Science 2-6</td>
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Assessment is required for placement in math and English classes and can be done at the Kent Campus. To consult with an advisor or schedule an assessment appointment, please call (253) 856-9595.
**Main Campus, Auburn—Located at 12401 SE 320th Street**

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

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

**Auburn Center—Located at 1221 D Street NE**
1. Take Highway 167.
2. Take the 15th Street N.W. exit.
3. Turn right on D Street NE.

**Kent Campus—Located at 417 Ramsay Way, Suite 112**

**SOUTHBOUND**
1. From Highway 167, take the Willis Street exit. Take a left onto Willis Street.
2. Heading east on Willis Street, turn left (north) on 4th Avenue S.
3. Turn right onto Ramsay Way, then right again at the first driveway, into the parking lot.

**NORTHBOUND**
1. From Highway 167, take the Willis Street exit. Take a right onto Willis Street.
2. Heading east on Willis Street, turn left (north) on 4th Avenue S.
3. Turn right onto Ramsay Way, then right again at the first driveway, into the parking lot.

**Enumclaw Campus—Located at 1414 Griffin Avenue**

**SOUTHBOUND**
1. Take Highway 18 East. Take the Auburn / Enumclaw exit onto Auburn Way S.
2. Take a left onto Auburn Way (Highway 164). Travel about 12 miles, Highway 164 turns into Griffin Avenue.
Essential Oils 101: Nature’s Extractions
Learn about the benefits of essential oils and how to incorporate them into your everyday life.

Flavorful Cooking with Essential Oils
Easy and delicious ways to bring the flavor of essential oils to your favorite dishes.

Metal Art
Impress your friends and family by learning to weld unique metal artwork!
- Introductory Metal Art Workshop
- Beginning Metal Art
- Intermediate Metal Art

Registration Form — Non-Credit Classes

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[ ] Cash (exact amount only)  [ ] Check (payable to GRC)  [ ] Company PO/Voucher (copy required)
[ ] Visa, MC, AmEx, Discover  Credit Card No. ________________________ Exp. Date ________________________

All Continuing Education classes must be paid for at the time of registration.

Refund Policy for Continuing Education Non-credit Classes
Class fees for Continuing Education classes are not refundable unless student cancels 24 business hours prior to the start of class. Full refunds will be made if the college cancels a class. Unless you’re notified otherwise, your registration is confirmed upon receipt of payment for class.
Photography
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Vocational Training
pg 15-16

PRIMETIME
for Mature Adults
pg 4

Dance and Fitness
pg 19