

# CONTINUING EDUCATION



Fall 2009

Class Schedule

Sept. 21 – Dec. 10, 2009

***Start a career in the health field!  
See pages 8-9***

## Small Business Assistance Center

Designed to provide technical assistance at no cost to small businesses in the south King and north Pierce County areas, the SBAC can help you with all your business needs:



- Small business management
- Buying or selling a business
- Business location analysis
- Marketing and sales
- Financial and cash flow management
- Inventory control
- Sources of capital
- Business plan development



**Deanna Burnett Keener**  
SBAC Director  
Certified Business Advisor



**Kirk Davis**  
Small Business  
Advisor

Call Deanna Burnett Keener for more information or to set up an appointment at (253) 333-4954.

### Small Business Start-Up Orientation

Topics include how to obtain business licenses and what kind are needed; resources; how to write a business plan; and what lenders look for in a loan application. There is no cost to attend, but advance registration required—space is limited.

**Enumclaw Campus ..... Wednesday, Sept. 30, 3-5 p.m.**  
**(253) 288-3400**

**Auburn Center ..... Monday, Oct. 19, 2-4 p.m.**  
**(253) 333-4953 ..... Friday, Dec. 14, 4-6 p.m.**

**Kent Campus ..... Monday, Nov. 20, 2-4 p.m.**  
**(253) 333-4953**



COMMUNITY COLLEGE

Small Business Assistance Center  
Regional Enterprise Center

110 2nd St. SW, Suite 135, Auburn 98001-5208

## Kent Campus – credit

(253) 856-9595 • 417 Ramsay Way, Suite 112, Kent

**Office Hours:** Monday–Thursday 7:30 a.m. – 8 p.m.  
Friday 7:30 a.m. – 5 p.m.

Green River Community College offers credit and non-credit classes at its Kent Campus. For times of the credit classes listed below, see the full credit class section of the GRCC fall quarter class schedule beginning on page 25 or visit the Web site at [www.greenriver.edu.kentcampus](http://www.greenriver.edu.kentcampus).

### CREDIT CLASSES – Morning, Afternoon and Evening

Course	Title	Credit
ACCT& 201	Principles Of Accounting 1	(5)
AP 100	Human AP Survey	(5)
BASIC 032-076	Adult Basic Education/GED Prep	(6-12)
BUS 103	Business Leadership	(5)
BUS 121	Marketing Fundamentals	(5)
BUS E 100	Fundamentals Of Computers	(5)
BUS E 101	Beginning Typing/Keyboarding	(5)
BUS E 102	Intermediate Keyboarding	(5)
BUS E 107	Typing Speed And Accuracy 1	(4)
BUS E 108	Typing Speed And Accuracy 2	(4)
BUS E 162	Introduction To Excel	(5)
BUS E 255	Advanced Word	(5)
CMST& 220	Public Speaking	(5)
ECE 100	Basic Stars Training	(2)
ECE 120	Introduction To CDA	(5)
EDEC 140	Health, Safety And Nutrition	(3)
ENGL 100	Introductory Composition	(5)
ENGL& 101	English Composition 1	(5)
ESOL 011-016	ESOL Level 1-6	(12-15)
ESOL 032	ESOL Conversation Level 2	(3)
ESOL 033	ESOL Conversation Level 3	(3)
H HSC 110	FOC: Introduction To Health OCC	(12)
JOURN 107	Video Editing	(5)
MATH 062	Review Of Arithmetic	(5)
MATH 070	Pre-Algebra	(5)
MATH 072	Elementary Algebra	(5)
MATH 097	Intermediate Algebra	(5)
MUSC 103	American Popular Music	(5)
P E 111	Aerobic Walking	(2)
P E 215	Advanced Aerobic Walking	(2)
PHIL 102	Contemporary Moral Problems	(5)
POLS& 200	Introduction To Law	(5)
PSYC& 100	General Psychology	(5)
READ 104	Reading Mastery	(5)
SOC& 101	Introduction To Sociology	(5)
SPAN& 121	Spanish 1	(5)

\* Assessment is required for placement in math and English classes and can be done at the Kent Campus. To consult with an advisor, call Educational Planning, ext. 2641.

Please call (253) 856-9595 to schedule an assessment appointment.

& (Common Course Numering)

**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.

**CEUs are available for most classes.**

**Registration Information**

Participants may register and pay for classes in person, on our Web site, by mailing the registration form on page 23 with a check or credit card information, or by phone or fax with a Visa or MasterCard. Continuing Education office hours during the quarter are: Monday–Thursday, 8a-7:30p and Friday, 8a-5p; and on breaks between quarters 8a-5p weekdays. The Kent Campus office hours are Monday–Thursday, 7:30a-8p and Friday, 7:30a-5p.

**Information and Locations**

**Green River Community College**

Continuing Education  
12401 SE 320<sup>th</sup> St., Auburn, WA 98092-3622

**GRCC Enumclaw Campus**

1414 Griffin Avenue, Enumclaw, WA 98022-3008

**GRCC Kent Campus**

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

**Small Business Assistance Center (SBAC)**

110 2<sup>nd</sup> St. SW, Suite 135, Auburn, WA 98001-5208

**Off-Campus Locations**

**Blue Dog Glass Art** – 29304 168<sup>th</sup> Ave. SE, Kent

**Lea Hill Elementary** – 30908 124<sup>th</sup> Ave. SE, Auburn

**Rainier Middle School** – 30620 SE 116<sup>th</sup>, Auburn

**GRCC Auburn Center** – 110 2<sup>nd</sup> St. SW, Auburn

For more information on classes or class locations, please call:

- (253) 833-9111, ext. 2535 Auburn
- (206) 464 6133, ext. 2535 Eastside
- (253) 924-0180, ext. 2535 Tacoma
- (253) 856-9595, ext. 5000 Kent

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 Green River Community College*

Green River Community College has made reasonable efforts to provide in this catalog 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 any such changes. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

Green River Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, marital status, religion, age or any other unlawful basis in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092, (253) 288-3320. To receive this information in an alternative format, please contact Disability Support Services at (253) 833-9111, ext. 2631; TTY (253) 288-3359.

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.

## Small Business

### BC 033 How To Start A Small Business—4 Classes

Take the series of four small business start-up classes listed below for a savings of \$67. No tuition. Fee \$169. CEUs: 1.2

Y105 U Davis K ZWC-104 T **6-9p**

*Class begins 10/27/09 and ends 11/17/09.*

### BC 034 Small 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 simple start-up map that you can follow step-by-step. No tuition. Fee \$59. CEUs: .3

Y106 U Davis K ZWC-104 T **6-9p**

*Class begins 10/27/09 and ends 10/27/09.*

### BC 035 Small Business Marketing

Learn the basics of making strategic marketing decisions and building an integrated marketing plan. Utilizing a practical and repeatable process, you'll learn about important concepts such as pricing, distribution, messaging, and message delivery--and how to base all of those decisions on your customer profile, product advantages, and competition. No tuition. Fee \$59.

CEUs: .3

Y107 U Davis K ZWC-104 T **6-9p**

*Class begins 11/03/09 and ends 11/03/09.*

### BC 036 Small 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. No tuition.

Fee \$59. CEUs: .3

Y108 U Davis K ZWC-104 T **6-9p**

*Class begins 11/10/09 and ends 11/10/09.*

### BC 037 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'll 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 at success. No tuition.

Fee \$59. CEUs: .3

Y109 U Davis K ZWC-104 T **6-9p**

*Class begins 11/17/09 and ends 11/17/09.*

### BC 0106 How To Protect, Market, And Sell Your Ideas!



Turn your idea for a product or service into reality with this highly motivating and energizing class taught by a proven professional. Learn how to investigate markets and create a simple prototype, how to protect your idea, produce it, test market, and get it selling. Tips and tricks will be passed to you from an accomplished master of invention. No tuition. Fee \$199. CEUs: 1.0

Y401 KCU Seely Z Kent MW **6-8:30p**

*Class begins 10/05/09 and ends 10/14/09.*

### BC 0823 Bookkeeping For Small Businesses

Learn to set up an accounting system for your small business. The instructor will explain the basic accounting process and various state and federal business taxes as well as review financial statements. Discussion will include how the proper accounting system will help you simplify your business recordkeeping. No tuition. Fee \$135. CEUs: 1.2

Y118 U Corfman D IVA-108 TTh **6-9p**

*Class begins 10/13/09 and ends 10/22/09.*

### BE 0285 Starting A Home-Based Photography Business

Combine your love of photography with business skills and start a home-based portrait studio/photography business. Learn tips on marketing, pricing, sales, and where to purchase professional supplies. Handouts will be provided. No tuition. Fee \$49.

CEUs: .4

Y152 A Lejon L ZWC-104 Sa 9a-1p

*Class begins 11/07/09 and ends 11/07/09.*

### BE 0251 25 Hot! Home-Based Businesses To Start For Under \$1,000

Want to be your own boss but not sure what kind of business to start? Explore 25+ profitable businesses that you can start from your home for less than \$1,000. Learn start-up requirements, find market niches, and develop an action plan that will get you on your way. No tuition.

Fee \$45. CEUs: .3

Y148 A Veltkamp S ZWC-104 Sa 9a-12p

*Class begins 10/03/09 and ends 10/03/09.*

### BE 0244 Become A Mystery Shopper

Get paid for eating in restaurants, staying in hotels, shopping in the mall, and other services. Learn the skills and how to find companies that pay you to do this for extra income as well as turning it into a full-time business. Optional \$35.00 manual includes list of companies using independent shoppers. No tuition. Fee \$45. CEUs: .3

Y146 A Veltkamp S ZWC-104 Sa 1-4p

*Class begins 10/03/09 and ends 10/03/09.*

**BE 037 NxLevel For Entrepreneurs—12 Classes**

Learn the critical skills needed to grow and strengthen your business. NxLevel's in-depth entrepreneur training program includes comprehensive coursework, guest speakers, networking opportunities with local business leaders, and one-on-one business counseling and support. Full details at <http://nxlevel.blogspot.com/>. Fee \$668. CEUs: 3.6

Y419	KCU	Burnett-Keener	Kent	T	4-7p
		Davis K	Kent	T	4-7p

Class begins 09/22/09 and ends 12/08/09.

**Business And Professional Development**

**BC 019 Grant Writing Basics**

Primarily designed for non-profits, this introduction to grant writing will help you identify your need, research the best potential funders, make pre-proposal contact with funders, and write the application. Topics include locating private and governmental funding sources, writing a need statement, and evaluating proposals. Increase your chances for grant writing success. No tuition. Fee \$75. CEUs: .6

Y102	U	Clark S	SMT-110	T	6:30-8:30p
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Class begins 10/06/09 and ends 10/20/09.

**BE 0327 Lean Six Sigma Green Belt For Service Operations**



Participants will learn how to successfully contribute to and lead small-scale improvement projects within their work areas in a service business environment. Curriculum covers the universally accepted Body of Knowledge for Lean Six Sigma Green Belt training. State-of-the-art tools for the application of the Lean Six Sigma DMAIC (Define-Measure-Analyze-Improve-Control) improvement strategy will be introduced with hands-on exercises and tutorials to ensure rapid learning and knowledge retention. Class meets every other week. No tuition. Fee \$2,950. CEUs: 6.4

Y418	KCA		Kent	ThF	8a-5p
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Class begins 10/01/09 and ends 11/13/09.

**BC 0438 Superhost® Fundamentals**

You will leave this class fully energized and take away at least eight skills you can use immediately and share with others. Once you're through this internationally recognized customer service program that has trained more than 800,000 people over the last 20 years, you'll know the skills and secrets of providing exceptional customer service. No tuition. Fee \$99. CEUs: .8

Y415	KCA	Mucke K	Kent	F	8a-5p
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Class begins 11/06/09 and ends 11/06/09.

**BE 0643 Group Presentations**



Learn how to deliver a dynamic presentation in any situation! This workshop will teach you pre-speech research; speech organization; delivery; and advanced techniques including visual aids, props, and handouts; and adding "pizzazz" with storytelling. Overcome public speaking jitters by building your confidence and skills in this interactive workshop. No tuition. Fee \$129. CEUs: .6

Y432	KCU	Johnson S	Kent	TTh	6-9p
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Class begins 11/17/09 and ends 11/19/09.

**BC 0691 Agile And Lean For The Office**



Learn techniques to transform office performance and achieve rapid breakthrough improvements to competitiveness, cash flow, profit, and customer and employee satisfaction. Gain an introductory level of knowledge and skills to apply Agile and Lean techniques to the four dimensions of office performance: people, process, technology, and time. No tuition. Fee \$299. CEUs: .8

Y416	KCA		Kent	Th	8a-5p
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Class begins 10/22/09 and ends 10/22/09.

**BC 0692 Agile And Lean For Health Care**



Learn techniques to transform health care performance and achieve continuous breakthrough improvements in billing cycles, quality of care, patient flow, cycle times, and satisfaction. Gain an introductory level of knowledge and skills to apply Agile and Lean techniques to the four dimensions of health care performance: people, process, technology and time. No tuition. Fee \$299. CEUs: .8

Y417	KCA		Kent	Th	8a-5p
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Class begins 10/15/09 and ends 10/15/09.

**Explore a Career in Health Care**

Gain the skills to land a job in Health Care, one of today's fastest growing fields. These quality programs are short-term, affordable, and designed to prepare you to enter the industry.

- EKG Technician Certification Program – 50 hours
- Pharmacy Technician Program – 50 hours
- Phlebotomy Technician Program – 90 hours
- Medical Billing – 50 hours

For more details about these short-term programs, see pages 8-9 or call Continuing Education at ext. 2535.

# Continuing Education

## OL 002 Gemba Academy of Lean **ONLINE**

Six months access to high quality online video training with high definition online learning modules featuring interactive quizzes, PDF summary documents, lean templates, audit sheets, and calculators. Course includes "Introduction to Lean, Ten Commandments of Continuous Improvement, Value Stream Mapping Overview, Dealing with the 7 Deadly Wastes, 5S Workplace Productivity, Transforming Your Value Streams, and SMED/Quick Changeover." Includes forum discussions and e-mail with instructors. No tuition. Fee \$495. CEUs: .8

Y487 KCA ARR ARR ARR

## BE 020 HR Generalist Certificate Program—8 Classes

Take the series of eight classes and save \$217! This program is approved for 36 clock hours toward PHR and SPHR recertification through the Human Resource Certification Institute. No tuition. Fee \$399. CEUs: 3.6



Y125 U Allore M Aub Center TTh **6-9p**  
Class begins 10/13/09 and ends 11/19/09.

## BE 0206 Introduction To HR/General Business Basics

This class covers information an HR Generalist needs to know to align HR strategies with the company's bottom line. No tuition. Fee \$59. CEUs: .3

Y127 U Allore M Aub Center T **6-9p**  
Class begins 10/13/09 and ends 10/13/09.

## BE 0201 Federal And State Labor Laws

Legal compliance is a critical task for human resource departments. This course will review the primary laws HR professionals must be aware of, and steps they can take to keep themselves and their companies out of trouble. No tuition. Fee \$95. CEUs: .6

Y129 U Allore M Aub Center TTh **6-9p**  
Class begins 10/15/09 and ends 10/20/09.

## BE 0202 Recruitment And Selection

Recruiting good employees is always a challenge. Learn strategies for finding candidates, interviewing techniques to select the best person for the job, and how to keep the hiring process fair and legal. No tuition. Fee \$95. CEUs: .6

Y131 U Allore M Aub Center TTh **6-9p**  
Class begins 10/22/09 and ends 10/27/09.

## BE 0204 Compensation And Benefits

Compensation and benefits programs are key factors in attracting and retaining good employees. We'll review different types of compensation systems, compliance with the FLSA, how to determine exempt vs. non-exempt status, and various types of benefits as part of a total compensation package. No tuition. Fee \$95. CEUs: .6

Y133 U Allore M Aub Center TTh **6-9p**  
Class begins 10/29/09 and ends 11/03/09.

## BE 0203 Employee And Labor Relations

Resolving employee complaints and keeping employees motivated are crucial to a business. Learn strategies for resolving issues in ways that benefit both the employee and the company, working in a union and non-union environment, performance management, rightful discharge, and workplace violence. No tuition. Fee \$95. CEUs: .6

Y135 U Allore M Aub Center TTh **6-9p**  
Class begins 11/05/09 and ends 11/10/09.

## BE 0205 Health, Safety And Security

Learn how to provide a safe and healthy environment while meeting OSHA and WISHA requirements. No tuition. Fee \$59. CEUs: .3

Y137 U Allore M Aub Center Th **6-9p**  
Class begins 11/12/09 and ends 11/12/09.

## BE 0207 Training And Development

Determine when and what training is needed, and how to develop, deliver, and evaluate training programs. No tuition. Fee \$59. CEUs: .3

Y139 U Allore M Aub Center T **6-9p**  
Class begins 11/17/09 and ends 11/17/09.

## BE 0208 HRIS And Payroll

This class will cover information systems and record-keeping, along with the basic concepts of payroll. No tuition. Fee \$59. CEUs: .3

Y141 U Allore M Aub Center Th **6-9p**  
Class begins 11/19/09 and ends 11/19/09.

## BE 083 Leadership Certificate—4 Classes

This four-class series provides you with the knowledge of how to bring a team together and lead them in a common direction. This program will take participants to the next level in personal performance by providing leadership skill development. May be taken as a series for a reduced rate (save \$47) or by individual class. No tuition. Fee \$349. CEUs: 2.4

Y433 KCU Johnson S Kent MW **6-9p**  
Class begins 11/09/09 and ends 12/09/09.

## BE 0831 Creating High Performance Teams

Systems drive behavior. See how the relationships of people and the particular structure of your organization affects employee accomplishments. Evaluate various organizational structure models to learn which will work for your business. Pick up ideas you can put in place to create or manage your highly effective team! Topics include approaches to working across cultures, models of teamwork, and roles of leadership within organizations and teams. No tuition. Fee \$99. CEUs: .6

Y434 KCU Johnson S Kent MW **6-9p**  
Class begins 11/09/09 and ends 11/16/09. (No class on 11/11/09.)

**BE 0832 Leadership For Top Productivity**

How can change impact organizational productivity? How can that impact be controlled? This course focuses on how leaders effectively guide organizational change by identifying factors which influence organizational success and productivity, defining roles and responsibilities in the context of the work in an organization, and setting achievable goals through the transition process. No tuition. Fee \$99. CEUs: .6

Y435 KCU Johnson S Kent MW 6-9p

Class begins 11/18/09 and ends 11/23/09.

**BE 0833 Managing Workers At A Distance**

Telecommuters, virtual employees, or out-of-town offices add new twists to leadership. Explore the benefits and drawbacks of managing multiple locations. Gain insight on effective communication across distances. Discover motivation, recognition, and feedback tactics that sustain productivity and achieve goals. Get tools that make the most of your face-to-face opportunities. No tuition. Fee \$99. CEUs: .6

Y436 KCU Johnson S Kent MW 6-9p

Class begins 11/30/09 and ends 12/02/09.

**BE 0834 Win-Win Negotiation Skills**

Good negotiation is about finding common ground. There doesn't have to be a "loser" because both sides can get what they want in the end. Learn how to turn any negotiation into an honest dialog about the needs and wants of each party. This is done by asking the right questions and structuring the analysis so that each side can objectively value what they are giving and what they are getting. No tuition. Fee \$99. CEUs: .6

Y437 KCU Johnson S Kent MW 6-9p

Class begins 12/07/09 and ends 12/09/09.

**BC 0272 Supervision Certificate—6 Classes**

The Supervision Certificate Program prepares you for success in a supervisory position. The six modules focus on leadership, interpersonal and supervisory skills. Program may be taken as a whole for a reduced rate (save \$165), or by completing individual modules. No tuition. Fee \$499. CEUs: 3.6

Y408 KCU Johnson S Kent MW 6-9p

Class begins 09/28/09 and ends 11/04/09.

**BC 027 Dealing With Difficult People**

Improve your relationships with difficult people in the workplace and elsewhere. Improve your listening skills and gain confidence in your ability to communicate. Discuss and experience your normal coping patterns, learn to go beyond emotional reactions, and practice turning negative situations into positive outcomes. No tuition. Fee \$119. CEUs: .6

Y409 KCU Johnson S Kent MW 6-9p

Class begins 09/28/09 and ends 09/30/09.

**BE 0161 Finding Your Leadership Style**

Everyone has the ability to be an effective leader. The key is to learn your personal leadership style and put it to work for you. Identify your leadership traits through personal assessment, separate leadership from management, and identify the "being" and "doing" of leadership. Explore the use of innate motivating techniques that transform employee attitudes and enhance cooperation and teamwork. No tuition. Fee \$119. CEUs: .6

Y410 KCU Johnson S Kent MW 6-9p

Class begins 10/05/09 and ends 10/07/09.

**BC 0273 Getting The Most From Meetings**

Make your next meeting more productive, creative, and satisfying, with far fewer conflicts. Hear tips on Planning (purpose, agendas, and people), Participating (role of leader, participants, and listening), Presenting (brevity, explanation, persuasion, and visuals), and Producing (results, assignments, and follow-up). No tuition. Fee \$119. CEUs: .6

Y411 KCU Johnson S Kent MW 6-9p

Class begins 10/12/09 and ends 10/14/09.

**BC 0274 Motivate Your Employees To Succeed**

Want more creative, motivated employees who are eager to work hard and satisfy customers? Discover how to give clear and motivating directions, set realistic, achievable standards, and deliver feedback that praises good results and corrects unsatisfactory performance reviews. No tuition. Fee \$119. CEUs: .6

Y412 KCU Johnson S Kent MW 6-9p

Class begins 10/19/09 and ends 10/21/09.

**BC 069 Working Smarter**

Learn to manage activities and make the most productive use of your time. Evaluate personal and organizational time-wasters, establish meaningful work priorities, and deal with disruptions and unanticipated drains on your time. Identify ways to focus on achievement and meaningful results, and learn to avoid pitfalls and conflict when encountering obstacles. No tuition. Fee \$119. CEUs: .6

Y413 KCU Johnson S Kent MW 6-9p

Class begins 10/26/09 and ends 10/28/09.

**BE 0163 Problem Solving Skills For Today's Leaders**

This class will introduce you to effective problem solving tools you can use immediately. Learn to identify problems, ask the right questions, and how to use structure and process for problem solving. Class includes groups/teams using real-life case studies in order to practice the application of learned tools. No tuition. Fee \$119. CEUs: .6

Y414 KCU Johnson S Kent MW 6-9p

Class begins 11/02/09 and ends 11/04/09.

# Continuing Education

## BC 011 Social Media—5 Classes

Take all five classes for a discount. No tuition. Fee \$89. CEUs: .9



Y402 KCU Davis K Kent MW 6-8p

Class begins 09/23/09 and ends 10/07/09.

### BC 0111 Social Media Marketing

The hottest and potentially cheapest way to reach your customers now is with social media. Learn the latest tips and tricks on how to effectively and easily use social media to promote your business with a minimum of time commitment. No tuition. Fee \$10. CEUs: .1

Y403 KCU Davis K Kent W 6-7p

Class begins 09/23/09 and ends 09/23/09.

### BC 0112 Decide Your Social Media Marketing Strategy

Explore the landscape of social media; social media marketing; and the latest principles, discoveries, and case studies to help you determine the best social media strategy for your business. During class we will help you explore and see the social media communities that make the most sense for your business. No tuition. Fee \$29. CEUs: .2

Y404 KCU Davis K Kent M 6-8p

Class begins 09/28/09 and ends 09/28/09.

### BC 0113 Listening And Participating Tools And Best Practices

You will learn a lot by listening to the social media conversations already happening in your fields of interest. This is marketing research. Participating in social media is how you market and promote without pushing products and services. During class you will identify proper social media communities, learn how to search and find areas of interest, and begin participating. No tuition. Fee \$29. CEUs: .2

Y405 KCU Davis K Kent W 6-8p

Class begins 09/30/09 and ends 09/30/09.

### BC 0114 Publishing And Facilitating Tools And Best Practices

Publishing blogs, articles, photos, audio, and video leads traffic to your Web site, helps boost search engine rankings, and becomes talked about in social media circles. You will learn how to host your own social media Web site. During the class you will set the accounts and publish the information you have available and set up your own social media sites. No tuition. Fee \$29. CEUs: .2

Y406 KCU Davis K Kent M 6-8p

Class begins 10/05/09 and ends 10/05/09.

## BC 0115 Measuring Results And Improving ROI From Social Media Marketing Efforts

Measuring results from social media marketing efforts has never been easier. You will learn and practice with the tools that enable you to determine your Return on Investment (ROI). During class we will explore concepts and case studies for improving your ROI from social media marketing efforts. No tuition. Fee \$29. CEUs: .2

Y407 KCU Davis K Kent W 6-8p

Class begins 10/07/09 and ends 10/07/09.

## Business—Vocational

### VC 075 Understanding Medical Billing

Medical billers provide services to health care providers and patients by filing claims to private insurance companies and government agencies. Topics include medical terminology, billing procedures and regulations, diagnosis and procedure coding, plus hands-on billing software practice. Class fee includes two textbooks and five nights of computer lab. There will be one Saturday session-TBA. No tuition. Fee \$649. CEUs: 5.0

Y484 KCU Stettin R Kent MW 6-8:30p

Class begins 09/29/09 and ends 12/08/09.

### VC 018 EKG Technician Certification Program

This comprehensive 50-hour certificate program prepares students to function as EKG Techs and take the ASPT (EKG) Tech exam. This course includes heart anatomy and physiology, medical terminology, disease processes, ethics, legal aspects of patient contact, lab assisting, and electro- and echocardiography. Students practice with equipment and perform hands-on labs including the proper use of the EKG machine, normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices. Textbook included. No tuition. Fee \$999.

Y196 U Staff Aub Center MW 6-9:30p

Class begins 10/12/09 and ends 12/07/09.

### VC 0181 Pharmacy Technician Program

This comprehensive 50-hour course prepares students to enter the pharmacy field and take the PTCB exam. Technicians work in hospitals, community pharmacies and other health care settings working under the supervision of a registered pharmacist. Topics include medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing. Textbook included. No tuition. Fee \$999.

Y198 U Staff Aub Center TTh 6-9:30p

Class begins 10/13/09 and ends 12/03/09.



**VC 0182 Phlebotomy Technician Program**



This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Textbook included. No Tuition. Fee: \$1,599.00

Y200 A Staff Aub Center Sa 9a-3p

Class begins 10/10/09 and ends 2/06/10

**VC 052 Forklift-Truck Operator Certification**

This course is designed to train operators for certification in sit-down, counter-balanced forklift-trucks (light, medium and heavy-duty). Students will have 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 available--call Continuing Education for more information. No tuition. Fee \$175. CEUs: .7

Y218 A Levin E TID-47 Sa 8a-5p

Class begins 10/10/09 and ends 10/10/09.

Y220 B Levin E TID-47 Sa 8a-5p

Class begins 11/14/09 and ends 11/14/09.

**VC 050 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. Must be at least 18 years of age. Bring lunch. Special arrangements can also be made for group training at your business location. No tuition. Fee \$55. CEUs: .7

Y362 A Smith S ZWC-107 Sa 8a-3:30p

Class begins 09/05/09 and ends 09/05/09.

Y488 KCA Smith S Kent F 8a-3:30p

Class begins 10/16/09 and ends 10/16/09.

Y205 B Smith S ZWC-107 Sa 8a-3:30p

Class begins 10/03/09 and ends 10/03/09.

Y207 C Smith S ZWC-107 Sa 8a-3:30p

Class begins 11/07/09 and ends 11/07/09.

Y489 KCB Smith S Kent F 8a-3:30p

Class begins 11/20/09 and ends 11/20/09.

Y209 D Smith S ZWC-107 Sa 8a-3:30p

Class begins 12/05/09 and ends 12/05/09.

**VC 051 Pilot Car/Escort Vehicle Operator Certification**

This eight-hour course covers pilot car/escort vehicle operator procedures that meet the requirements of the Washington State Department of Transportation for escorting oversize loads on Washington roads. Includes the P/EVO handbook, bridge list, maps, and carrying kit. Upon successful completion, students will receive a three-year state certification card. No tuition.

Fee \$145. CEUs: .8

Y215 A Hamilton F ZWC-104 Sa 8a-5p

Class begins 10/24/09 and ends 10/24/09.

**VC 0553 Beginning Title Clerk**

This class is a comprehensive presentation of title clerk duties and responsibilities. It is an introduction to state titling manuals, state titling requirements, license fees, temporaries and permits. A person successfully completing this course should be able to competently execute all of the daily duties of a Title Clerk for a new car dealership. Fee \$399. CEUs: 1.2

Y490 KCA Waddell D Kent Sa 9a-4p

Class begins 10/03/09 and ends 10/10/09.

**VC 0225 BPI Building Analyst Certification Training**



This course is a fast-track to BPI certification, designed for professionals with experience in residential contracting or home inspection. You will learn the "house-as-a-system" approach to energy auditing and home contracting and be able to identify causes and solutions for issues such as energy efficiency, air quality, safety and durability, and ultimately be prepared to take the written and field examinations required to achieve BPI's Building Analyst Certification. Fee \$1,600. CEUs 4.0

Y491 KCA Staff Kent M-F 8a-5p

Class begins 10/05/09 and ends 10/09/09.

**VC 0785 LEED Green Associate Exam Prep**



You will save time and learn everything you'll need to know to pass the LEED Green Associate exam in this prep course, including a review of LEED rating systems and Green Building concepts reinforced with four practice tests. Includes a complete discussion of US Green Building Council (USGBC) core curriculum: Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources, and Indoor Environmental Quality. Designed for anyone interested in LEED. Fee \$595. CEUs 1.6

Y492 KCA Staff Kent W-Th 9a-5p

Class begins 09/30/09 and ends 10/01/09.

Y493 KCB Staff Kent W-Th 9a-5p

Class begins 11/04/09 and ends 11/05/09.

**Private Investigation**

108-hour training program—\$699

Classes start in January!

Call Continuing Education at ext. 2535 for more information.



# Continuing Education

## Computers

### CO 0339 Computers For Beginners—5 Classes

Save \$50 by taking the series. No tuition. Fee \$175. CEUs: 1.5

Y168 A Arndt K BI-3 Sa 9a-12p

*Class begins 10/10/09 and ends 11/07/09.*

Y438 KCA Roberson G Kent W 9a-12p

*Class begins 10/07/09 and ends 11/04/09.*

### CO 034 Understanding The Basics Of Your Computer

Learn the system components, what they do, and how they interact. You'll learn about directories, drives, keyboard/mouse, disks, printers, monitors, scanners, and even some ergonomics.

No tuition. Fee \$45. CEUs: .3

Y170 A Arndt K BI-3 Sa 9a-12p

*Class begins 10/10/09 and ends 10/10/09.*

Y439 KCA Roberson G Kent W 9a-12p

*Class begins 10/07/09 and ends 10/07/09.*

### CO 0343 Introduction To Windows

What exactly does an operating system do? Learn how to use the features, basic program installation (i.e., anti-virus protection), add a printer, customize your desktop, screensaver, appearance, and more to make your computer a comfortable and friendly

place to work. No tuition. Fee \$45. CEUs: .3

Y172 A Arndt K BI-3 Sa 9a-12p

*Class begins 10/17/09 and ends 10/17/09.*

Y440 KCA Roberson G Kent W 9a-12p

*Class begins 10/14/09 and ends 10/14/09.*

### CO 0345 Creating, Finding And Organizing Your Files

Once you start using a computer on a regular basis, you will quickly find out that all those documents and pictures need to be organized. It's easy using Windows features like folders and files and you can even put shortcuts to them right on your desktop!

No tuition. Fee \$45. CEUs: .3

Y174 A Arndt K BI-3 Sa 9a-12p

*Class begins 10/24/09 and ends 10/24/09.*

Y441 KCA Roberson G Kent W 9a-12p

*Class begins 10/21/09 and ends 10/21/09.*

### CO 0347 Introduction To E-Mail

The information in this class is generic to all free Web-based e-mail services like Yahoo or Hotmail. You will learn to create your own e-mail, add attachments like pictures and documents, manage the address book, plus some tips on e-mail etiquette and outsmarting malicious spam. No tuition. Fee \$45. CEUs: .3

Y176 A Arndt K BI-3 Sa 9a-12p

*Class begins 10/31/09 and ends 10/31/09.*

Y442 KCA Roberson G Kent W 9a-12p

*Class begins 10/28/09 and ends 10/28/09.*

### CO 0348 Introduction To The Internet: The World At Your Fingertips

The Internet is your gateway to a whole new world of information. Learn the basics of how to search, find information, read the news, get directions, print a map, book a hotel or airline reservation, research medical issues, or shop for everything from cars to groceries...it's all on the Web. No tuition. Fee \$45.

CEUs: .3

Y180 A Arndt K BI-3 Sa 9a-12p

*Class begins 11/07/09 and ends 11/07/09.*

Y443 KCA Roberson G Kent W 9a-12p

*Class begins 11/04/09 and ends 11/04/09.*



## PRIME TIME I N S T I T U T E

PRIME TIME Institute is a new program for active adult learners age 55+, organized and led by its own members with college administrative support. Members enjoy stimulating, intellectual learning through non-credit courses, discussion groups, brown bag lunches, and social activities.

### Upcoming Classes and Trips:

- Emerging India
- Theo Chocolate Factory (the only Organic, Fair Trade, Bean-To-Bar Chocolate Factory in the United States)
- The Diminishing Power of the Newspaper
- St. Nicholas Greek Fest and Church Tour
- King County Search and Rescue Class/Demonstration
- And more to be announced...

*Join us for our membership luncheon and special presentation on:*

### **King County Search and Rescue: Search Dog Program**

*Thursday, October 29 • 11:00 a.m.–2:00 p.m.  
at Kent Campus (Tour the new Kent Campus expansion!)  
No cost to Members • Non-Members: \$17*

Call Continuing Education at (253) 833-9111, ext. 2535 for a Prime Time brochure, to register for a class, or for more details about membership benefits.

**CO 0312 Digital Cameras**

Are you thinking of purchasing a digital camera? Do you have a digital camera but don't understand all the options? Learn to upload your pictures from the camera to the computer, delete unwanted pictures, and understand various features on your camera. Bring your questions, camera and instruction manual. No tuition. Fee \$45. CEUs: .3

Y160 A Arndt K HL-148 Sa 1-4p  
Class begins 10/17/09 and ends 10/17/09.

**CO 0319 Computerizing Your Family Album**

Learn to create electronic slide shows on the computer. Combine your photographs with music and commentary for family and friends to enjoy using their TV and DVD player. This is a great class for those wanting to create a multi-media program for weddings, banquets, etc! Bring photos via digital camera (include computer cord), or a USB jump drive, or a CD R/W to use in the classroom. No tuition. Fee \$45. CEUs: .3

Y162 A Arndt K HL-148 Sa 1-4p  
Class begins 11/07/09 and ends 11/07/09.

**CO 0925 Visio Level 1**

Visio is a visual diagramming program that lets you easily translate data or plans into powerful visual tools and representations. You'll learn how to create basic maps, diagrams, flow charts, organization charts, and more. This time-saving class will teach you the basic techniques to effectively create and enhance any type of drawing with ease using templates, stencils, and common tools. No tuition. Fee \$189. CEUs: .7



Y476 KCU Alkhalili S Kent MW 5:30-9p  
Class begins 09/21/09 and ends 09/23/09.

**CO 0296 Visio Level 2**

Going beyond designing and managing workflows and flowcharts, this course builds upon the knowledge gained in Level 1 and enables you to work with many advanced features, including drawing tools, layers, creating and working with custom stencils, templates, shapes, and styles; using external data; sharing drawings to other apps and the Web, linking to databases, all to put power into your diagrams and charts. No tuition. Fee \$189. CEUs: .7



Y477 KCU Alkhalili S Kent MW 5:30-9p  
Class begins 09/28/09 and ends 09/30/09.

**CO 0427 Microsoft 2007 Publisher**

Learn how to design a wide range of publications and marketing materials and distribute them through Web, print and e-mail using built-in tools. You'll also get tips on how to modify templates to form your own custom publications and learn the shortcuts you need to make the best use of your time. No tuition. Fee \$129. CEUs: .7

Y451 KCA Urbas T Kent F 8a-4p  
Class begins 10/09/09 and ends 10/09/09.

**CO 0671 Microsoft Word 2007 Series**

Save \$38.00 by taking the series. No tuition. Fee \$349. CEUs: 2.1  
Y460 KCA Urbas T Kent F 8a-4p  
Class begins 11/06/09 and ends 11/20/09.

**CO 066 Microsoft Word 2007 Level 1**

Learn to create, edit and save documents; move and copy text, enhance text; create tabs, indents, and page numbers; and proof documents. Workbook included. No tuition. Fee \$129. CEUs: .7  
Y184 A Arndt K HL-148 Sa 8:30a-4p  
Class begins 11/21/09 and ends 11/21/09.

Y461 KCA Urbas T Kent F 8a-4p  
Class begins 11/06/09 and ends 11/06/09.

**CO 0672 Microsoft Word 2007 Level 2**

Learn how to use section breaks to format a document into newspaper style columns; create, modify and use tables; merge documents and data sources for use with form letters, envelopes and labels; create and use styles, templates and macros; modify the toolbars; and use AutoCorrect/AutoText features. Workbook included. No tuition. Fee \$129. CEUs: .7

Y462 KCA Urbas T Kent F 8a-4p  
Class begins 11/13/09 and ends 11/13/09.

**CO 0675 Microsoft Word 2007 Level 3**

Learn to use the AutoFormat feature; link styles within a document and find and replace styles and non-printing characters; create and modify forms; create watermarks, WordArt and drawn objects; create and modify a table of contents; insert, modify and delete bookmarks; use and generate an index; create multiple versions of a document; and insert comments. Workbook included. No tuition. Fee \$129. CEUs: .7

Y463 KCA Urbas T Kent F 8a-4p  
Class begins 11/20/09 and ends 11/20/09.

**CO 072 QuickBooks First Steps**

Learn how to set up your small business accounting system and work with Accounts Receivable, Accounts Payable, and more. Students should know basic business practices and have Microsoft Windows proficiency. No tuition. Fee \$189. CEUs: 1.2

Y464 KCU Bagocius M Kent TTh 6-9p  
Class begins 10/06/09 and ends 10/15/09.

**CO 0721 Advanced QuickBooks**

For QuickBooks users who need to learn to do payroll functions, calculate and record payroll and business taxes, run and modify important reports that track inventory, profits, cash flow, and much more! No tuition. Fee \$129. CEUs: .6

Y465 KCU Bagocius M Kent TTh 6-9p  
Class begins 10/20/09 and ends 10/22/09.

# Continuing Education

## CO 0845 Introduction To Microsoft PowerPoint

Learn to put together a slide show with transitions, animation effects, and design templates. Includes working with text, charts, clip art, and designing with color. Workbook included. No tuition. Fee \$129. CEUs: .7

Y466 KCA Urbas T Kent M 8a-4p

Class begins 10/26/09 and ends 10/26/09.

## CO 059 Microsoft Excel 2007 Series

Thorough knowledge of Excel 2007 will make you more productive and valuable in today's business environment. Series includes Levels 1, 2 and 3 at a savings of \$38. No tuition. Fee \$349. CEUs: 2.1

Y452 KCA Urbas T Kent M 8a-4p

Class begins 10/05/09 and ends 10/19/09.

Y456 KCU Larson G Kent MW 5:30-9p

Class begins 11/16/09 and ends 12/07/09.

## CO 060 Microsoft Excel 2007 Level 1

Introduction to spreadsheets using Microsoft Excel 2007. Learn to create, open and save a workbook; create and edit formulas; navigate and name a worksheet; format using fonts, clip art, columns, rows, colors, patterns and borders; create, edit and format charts; also includes working with basic functions. Workbook included. No tuition. Fee \$129. CEUs: .7

Y182 A Arndt K HL-148 Sa 8:30a-4p

Class begins 12/05/09 and ends 12/05/09.

Y453 KCA Urbas T Kent M 8a-4p

Class begins 10/05/09 and ends 10/05/09.

Y457 KCU Larson G Kent MW 5:30-9p

Class begins 11/16/09 and ends 11/18/09.

## CO 061 Microsoft Excel 2007 Level 2

Learn how to record, run and edit a macro; create, sort and print a list; filter list data; and enhance charts and worksheets with advanced formatting techniques. Prerequisite: CO 060 Microsoft Excel Level 1 or equivalent experience. Workbook included. No tuition. Fee \$129. CEUs: .7

Y454 KCA Urbas T Kent M 8a-4p

Class begins 10/12/09 and ends 10/12/09.

Y458 KCU Larson G Kent MW 5:30-9p

Class begins 11/23/09 and ends 11/30/09.

## CO 062 Microsoft Excel 2007 Level 3

Learn how to design, create and analyze PivotTables; insert graphics; link a worksheet to another program; and create scenarios and custom reports. Prerequisite: CO 061 Microsoft Excel 2007 Level 2 or equivalent experience. Workbook included. No tuition. Fee \$129. CEUs: .7

Y455 KCA Urbas T Kent M 8a-4p

Class begins 10/19/09 and ends 10/19/09.

Y459 KCU Larson G Kent MW 5:30-9p

Class begins 12/02/09 and ends 12/07/09.

## CO 087 Access 2007 The Basics

Level 1. Information is power! Learn critical skills to create a database and enter, find, edit and report on the data it contains. No tuition. Fee \$139. CEUs: .7

Y467 KCU Adams R Kent MW 5:30-9p

Class begins 10/12/09 and ends 10/14/09.

## CO 0871 Database Structure And Design

Learn fundamental structure and design concepts necessary to build an effective database. No tuition. Fee \$139. CEUs: .7

Y468 KCU Adams R Kent MW 5:30-9p

Class begins 10/19/09 and ends 10/21/09.

## CO 0872 Access 2007 Transition Up

Level 2. Enhance your database design using principles of table relationships, integrate data, modify a table design, and much more. No tuition. Fee \$139. CEUs: .7

Y469 KCU Adams R Kent MW 5:30-9p

Class begins 10/26/09 and ends 10/28/09.

## CO 0873 Access 2007 Advanced User

Level 3. Use advanced concepts to work with data, perform summary operations, and create macros in a relational database. No tuition. Fee \$139. CEUs: .7

Y470 KCU Adams R Kent MW 5:30-9p

Class begins 11/02/09 and ends 11/04/09.

## CO 0945 SQL: Fundamentals Of Querying

Take command of SQL with hands-on projects and learn how to create and populate tables, conduct simple ad-hoc queries to retrieve information, including conditions, use various functions based on the data types to perform calculations on data, format output, and generate reports. No tuition. Fee \$179. CEUs: .8

Y478 U Gomez G TC-116 TTh 6-8p

Class begins 10/27/09 and ends 11/05/09.

## CO 0946 SQL: Advanced Querying

Learn valuable tips and tricks you can use right away as you work with advanced queries to manipulate and index tables. Learn how to use sub queries; manipulate records and table structures; create, modify and drop views; create and drop indices on table columns; and create transactions so that you can choose to save or cancel data entry process. No tuition. Fee \$179. CEUs: .8

Y479 U Gomez G TC-116 TTh 6-8p

Class begins 11/10/09 and ends 11/19/09.

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Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

**Creating Web Pages**

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

**Accounting Fundamentals**

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

**Speed Spanish**

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

**A to Z Grantwriting**

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

**Introduction to QuickBooks**

Learn how to quickly and efficiently gain control over the financial aspects of your business.

**Grammar Refresher**

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

**Microsoft Excel**

Work faster and more productively with Excel's most powerful tools.

**Real Estate Investing**

Build and protect your wealth by investing in real estate.

**Introduction to Microsoft Access**

Store, locate, print, and automate access to all types of information.

**Introduction to Microsoft Word**

Learn how to create and modify documents with the world's most popular word processor.

**Computer Skills for the Workplace**

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

**Introduction to PC Troubleshooting**

Learn to decipher and solve almost any problem with your PC.

**Introduction to PowerPoint**

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

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An informative introduction to the fascinating world of digital photography equipment.

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# Continuing Education

## CO 038 Certificate In Web Design And Management: Beginning

Take all three classes and earn a certificate showing you've mastered the fundamentals of Web production. Whether you are a professional who needs to refine your skills and save time or you are seeking to upgrade your computer skills for a competitive edge in the job market, our Certificate program will provide you with a solid foundation in Web production essentials using Adobe Dreamweaver, Fireworks, and Flash. Coding experience or ability to learn desired. No tuition. Fee \$599. CEUs: 2.8



Y444 KCU Kang R Kent TTh 5:30-9p

Class begins 10/06/09 and ends 10/29/09.

## CO 0381 Adobe Dreamweaver CS4 Level 1

Design, build and upload a Web site using Dreamweaver. You will also learn the fundamentals and techniques needed to advance to more complex Dreamweaver operations for enhancing the functionality of Web sites. No tuition. Fee \$179. CEUs: .7

Y445 KCU Kang R Kent TTh 5:30-9p

Class begins 10/06/09 and ends 10/08/09.

## CO 0382 Adobe Fireworks CS4

Make Web graphics appear the way you had intended. Learn the tools and features of Adobe Fireworks to create and edit vector and bitmap graphics, apply interesting effects, add graphical text, optimize graphics, and export as HTML. Prerequisite: working with Web design applications to create graphics. No tuition. Fee \$179. CEUs: .7

Y446 KCU Kang R Kent TTh 5:30-9p

Class begins 10/13/09 and ends 10/15/09.

## CO 0383 Adobe Flash CS4 Level 1

Learn to create Web pages or Web page components that contain text, graphics, and animation that will display correctly in almost every browser. You will create Flash-based movies that contain graphics, text and animations. Prerequisite: a basic understanding of HTML and design and media applications, such as Freehand and Fireworks. No tuition. Fee \$359. CEUs: 1.4

Y447 KCU Kang R Kent TTh 5:30-9p

Class begins 10/20/09 and ends 10/29/09.

## REGISTER NOW!

Some classes fill quickly and other classes with insufficient enrollment may be cancelled.

Register early to get the class you want!

## CO 039 Certificate In Web Design And Management: Continuing

Continue your training with this in-depth exploration of the advanced features of Dreamweaver and Flash and take your Web design and development skills to the next level! Prerequisite: Dreamweaver Level 1, Flash Level 1 or experience. No tuition. Fee \$449. CEUs: 2.1



Y448 KCU Kang R Kent TTh 5:30-9p

Class begins 11/03/09 and ends 11/19/09.

## CO 0391 Adobe Dreamweaver CS4 Level 2

Learn the advanced features of Adobe Dreamweaver to design and develop professional-looking Web sites. This course is designed for students who not only design and develop Web pages in a WYSIWYG environment, but also have the ability to understand and work with the architecture and coding of Web pages. Prerequisite: Adobe Dreamweaver Level 1, coding skills, or equivalent knowledge. No tuition. Fee \$179. CEUs: .7

Y449 KCU Kang R Kent TTh 5:30-9p

Class begins 11/03/09 and ends 11/05/09.

## CO 0392 Adobe Flash CS4 Level 2

Designed for the professional who wants to be an advanced developer of media technologies. In this course you will create rich Internet applications using ActionScript. The site you create will pull data from external sources, so it will respond to user choices based on the information in those files. You will also manage forms, perform calculations, and tailor the interface using ActionScript programming. Prerequisite: Adobe Flash Level 1 or have equivalent knowledge. No tuition. Fee \$359. CEUs: 1.4

Y450 KCU Kang R Kent TTh 5:30-9p

Class begins 11/10/09 and ends 11/19/09.

## CO 096 Routing

This basic routing course covers the skills required to configure a Cisco router using Command Line Interface (CLI) commands. Key topics include router components, startup sequence, password security, and configuring interfaces and routing protocols. Prerequisite: Network+ certification or equivalent knowledge. No tuition. Fee \$899. CEUs: 5.0



Y480 A Carter A TC-118 MT 1-2:50p

Class begins 09/21/09 and ends 12/08/09.

## CO 0961 Advanced Routing/Switching **FLEX**

This advanced routing and switching course teaches advanced routing and basic switching skills. Key topics include basic switching, Virtual Local Area Networks (VLANs), access control lists, Novel Netware IPX/SPX, and Cisco Interior Gateway Routing Protocol (IGRP). Prerequisite: Routing or equivalent knowledge. No tuition. Fee \$899. CEUs: 5.0



Y481 A Carter A TC-118 WTh 1-2:50p

Class begins 09/23/09 and ends 12/10/09.

**CO 090 Certificate In Graphic Production: Beginning**



Take all four classes and receive a certificate showing you've mastered the fundamentals of graphic production. Whether you are a professional who needs to communicate more effectively with your graphic designer or you are seeking to upgrade your computer skills for a competitive edge in the job market, our certificate program will provide you with a solid foundation in graphic production. No tuition. Fee \$499. CEUs: 2.4

Y471 KCU Kang R Kent MW 6-9p

Class begins 10/26/09 and ends 11/30/09.

**CO 0901 Getting Started With Photoshop CS4**

In this class you'll learn the basics of the menus, tools, and palettes as well as determining resolution and graphic type, working with selections, layers, enhancing images with paint and filters, and image modes and color adjustments. By the end of class, you'll have mastered the basics and be ready to take your Photoshop skills to the next level. Applicable to all versions. No tuition. Fee \$149. CEUs: .6

Y472 KCU Kang R Kent MW 6-9p

Class begins 10/26/09 and ends 10/28/09.

**CO 0903 Getting Started With Illustrator CS4**

You don't need to be a professional artist to create beautiful graphics using Adobe Illustrator. You'll learn the main tools and timesaving tricks for creating sharp and crisp images that will never get the "jaggies," no matter how much you enlarge it. Illustrator provides easy integration with other Adobe programs such as Flash, Photoshop, and InDesign. Prerequisite: previous experience with editing text, saving, and printing. No tuition. Fee \$149. CEUs: .6

Y473 KCU Kang R Kent MW 6-9p

Class begins 11/02/09 and ends 11/04/09.

**CO 0905 Getting Started With InDesign CS4**

You'll find it easy to create professional looking newsletters, flyers, posters and PDF files for the Web or professional printing. Discover the latest techniques for working with text and graphics to create multiple page layouts. Applicable to anyone using earlier versions of InDesign. Previous experience with an Adobe application is very helpful. No tuition. Fee \$149. CEUs: .6

Y474 KCU Kang R Kent MW 6-9p

Class begins 11/09/09 and ends 11/16/09.

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**Point • Click • Pay**

**CO 0906 InDesign CS4 Level 2**

Discover more advanced features of InDesign such as Master Pages, Paragraph Styles, and professional text formatting. Explore many more of InDesign's panels, including the Links Panel which is essential for working with imported graphics and text. You'll also work with XML files, managing long documents, exporting data, and adjusting print colors, outputs, and presets. Prerequisite: Getting Started with InDesign. No tuition. Fee \$149. CEUs: .6

Y475 KCU Kang R Kent MW 6-9p

Class begins 11/23/09 and ends 11/30/09.

**CO 047 GIS For Marketing**

The introductory course focuses on practical exercises with GIS covering marketing applications. It illustrates the high value of GIS in marketing, retail site selection and managing sales territories. Get an overview and hands-on experience with ArcGIS tools and functionality of three principle components: ArcMap, ArcCatalog, and ArcToolbox. Text required. No tuition. Fee \$599. CEUs: 2.4

Y486 U Jabbouri S TC-112 TTh 5-9p

Class begins 10/20/09 and ends 11/05/09.

**CO 0471 GIS For Educators**

This intensive course emphasizes hands-on teaching with GIS tools and functionality to train interested teachers how to implement GIS spatial technology into their school curriculums. This course will provide an overview ArcGIS 9.3 and its three principle components: ArcMap, ArcCatalog, and ArcToolbox. Text required. No tuition. Fee \$599. CEUs: 2.4

Y485 U Jabbouri S TC-112 TTh 5-9p

Class begins 09/29/09 and ends 10/15/09.

**LEED Green Associate Exam Prep**

With environmental concerns pushing new legislation mandating energy and greenhouse gas emission reduction, LEED certification for builders and designers is quickly becoming mandatory for both government and private contracts.

Current professionals, builders, and graduates can utilize LEED exam prep courses to quickly reinvigorate their careers and share in the growing green construction market.

See Page 9 for more information or call (253) 856-9595 to register.

## Creative Arts And Crafts

### AC 0265 Watercolor Painting

Explore traditional and experimental watercolor techniques. Class will include discussion and evaluation of works in progress. Class is designed for beginners and intermediate students. Materials list provided upon registration. No tuition. Fee \$99. CEUs: 1.6

Y240 U Iwasaki J SMT-111 W **6:30-8:40p**

*Class begins 10/14/09 and ends 12/09/09.*

### AC 0271 Wildlife Oil Painting

Get in touch with your wild side learning the “Bob Ross Wet-on-Wet Technique ®” style of wildlife oil painting. Instructor Pat Maxted will teach you this special technique of oil painting to create a beautiful wildlife oil painting—students will complete a different wildlife animal in both sessions. No experience required. Minimum age 14. A \$40 materials fee is paid to the instructor on the first day of class. Bring a sack lunch. No tuition. Fee \$115.

CEUs: 1.4

Y241 A Maxted P SMT-127 Sa 8:30a-4p

*Class begins 10/03/09 and ends 10/10/09.*

### AC 0273 Floral Oil Painting

Discover the joy of painting florals in oil using the “Bob Ross Wet-on-Wet Technique ®.” Pat Maxted, a Bob Ross Certified Floral Instructor, will teach you step-by-step how to create your own finished floral painting each session. Minimum age 14. A materials fee of \$40 to be paid to the instructor on the first day of class. Bring a sack lunch. No tuition. Fee \$115. CEUs: 1.4

Y243 A Maxted P SMT-127 Sa 8:30a-4p

*Class begins 10/17/09 and ends 10/24/09.*

### AC 0272 Landscape Oil Painting

Learn the “Bob Ross Wet-on-Wet Technique ®” as seen on the popular television series, “The Joy of Painting.” Taught by instructor Pat Maxted, you will paint a different breathtakingly beautiful landscape each session. No experience required. Minimum age 14. A materials fee of \$40 to be paid to the instructor on the first day of class. Bring a sack lunch. No tuition. Fee \$115. CEUs: 1.4

Y242 A Maxted P SMT-127 Sa 8:30a-4p

*Class begins 11/14/09 and ends 11/21/09.*

### AC 042 Portrait Photography

Have you been asked to take portraits of your family or photograph an upcoming wedding or event? In this interactive class we will practice the artistic skills of posing and how to make and use prop backgrounds and reflectors. You will gain valuable hands-on experience as we set up a studio in the classroom. Bring your camera and manual to class. No tuition. Fee \$65. CEUs: .6

Y246 U Lejon L ZWC-107 W **6:30-8:30p**

*Class begins 10/14/09 and ends 10/28/09.*

### AC 0426 Basic Photography

This 8-week class looks at conventional photography in simple, idea-based terms. Topics include how to get correct exposure, composition, depth-of-field, flash, filters, and more. Class requirements (after first class) include a manual 35mm SLR film camera or manual 35mm digital camera. No tuition.

Fee \$119. CEUs: 1.6

Y248 U Ramsey B ZWC-107 M **7-9p**

*Class begins 10/05/09 and ends 11/23/09.*

### AC 0831 Fused Glass Ornaments

Delight family and friends by making your own fused glass ornaments! This fun, 4-hour workshop is a great way for beginners to learn the basics of glass fusing. Learn to cut, design, and fire up to 4 colorful glass ornaments with wire inclusions just in time for the holidays! A \$95 material/firing fee per section paid to instructor. Class held off-campus at Blue Dog Glass Art Studio. No tuition. Fee \$69. CEUs: .4

Y252 A Wendt D Blue Dog Glass Sa 9a-1p

*Class begins 10/10/09 and ends 10/10/09.*

Y254 B Wendt D Blue Dog Glass Sa 9a-1p

*Class begins 11/07/09 and ends 11/07/09.*

### AC 084 Holiday Giftware

Create your own holiday gifts! Make colorful fused dishware while learning the basics of glass fusing and slumping. Create 2-3 small holiday dishes as you learn to design, cut, and fire your work in kilns. \$110 materials, tool and firing fee paid to instructor in class (includes two firings). Class held off-campus at Blue Dog Glass Art Studio. No tuition. Fee \$69. CEUs: .5

Y258 A Wendt D Blue Dog Glass Sa 9a-1p

Wendt D Blue Dog Glass Su 10-11a

*Class begins 10/24/09 and ends 10/25/09.*

Y260 B Wendt D Blue Dog Glass Sa 9a-1p

Wendt D Blue Dog Glass Su 10-11a

*Class begins 11/21/09 and ends 11/22/09.*

## Private Investigation

New career opportunity

108-hour training program—\$699

Convenient times for working adults

State licensing preparation

**Classes start in January!**

For more information on this program, call Continuing Education at ext. 2535.



**Dance**

**DA 0255 East Coast Swing**

East Coast Swing is suitable for any type of dance setting. It's fun and easy to learn and to begin partner dancing. You'll gain a solid foundation in 6-count swing by learning the practical basics of partnering and footwork. Singles and couples welcome. No tuition. Fee \$55. CEUs: .5

Y265 U Parker D Rainier MS Th **6:30-7:30p**  
*Class begins 11/05/09 and ends 12/10/09.*

**DA 0325 Ballroom Dancing, Level 2**

Go beyond the basics in Foxtrot, Tango, and Waltz, and put more versatility and expression into these dances. Build on basics with more challenging moves which showcase open and closed dance positions. Focus on frame, footwork and style. This class is a continuation of Ballroom Dancing, Level 1. Singles and couples welcome. No tuition. Fee \$55. CEUs: .5

Y266 U Parker D Rainier MS Th **7:30-8:30p**  
*Class begins 11/05/09 and ends 12/10/09.*

**DA 0267 Nightclub 2-Step**

This graceful, smooth-flowing dance is a wonderful way to get you through weddings, parties, cruises, and other social dance occasions. The basic steps are easy to learn and suitable even for the occasional dancer. Nightclub 2-step is a great alternative for today's slow dance music. Singles and couples welcome. No tuition. Fee \$55. CEUs: .5

Y267 U Parker D Rainier MS Th **8:30-9:30p**  
*Class begins 11/05/09 and ends 12/10/09.*

**DA 035 Belly Dancing For Fun And Fitness, Beginning**

Have fun and feel good moving your body to the rhythms of this ancient, Middle Eastern dance. Belly dancing is a low-impact style of dance with benefits for all ages and body types. Learn undulations, isolations, shimmies, and shabi. You will tone muscles, increase flexibility, and feel good about yourself. It's a total body experience that everyone can enjoy! Wear a leotard and sweatpants. No tuition. Fee \$89. CEUs: 1.2

Y272 U Lindland F OEB-9 W **6:30-8p**  
*Class begins 10/07/09 and ends 12/02/09.*

**DA 030 Zumba Dance/Fitness**

Ditch the workout, join the party! Zumba is a fusion of Latin and International dance steps and rhythms that create a dynamic, exciting, and effective fitness system...and it's easy to do! The FUN routines feature aerobic/fitness interval training and resistance training to maximize caloric output, fat burning, total body toning, and provides long-term health benefits. Zumba is a "feel happy" workout that is great for both the body and mind. No dance experience needed. No tuition. Fee \$75. CEUs: .8

Y269 U Fritts N Lea Hill Elem T **6-7p**  
*Class begins 10/13/09 and ends 12/01/09.*

**Fitness**

**FT 033 Yoga**

Yoga improves your flexibility, strength, and stamina. Learn stress-reducing relaxation techniques and a greater awareness of balancing mind and body. Bring a mat or blanket. No tuition. Fee \$89. CEUs: 1.5

Y274 U Borden V Rainier MS T **6-7:30p**  
*Class begins 09/29/09 and ends 12/01/09.*

**Gourmet Cooking School**

**GCS 048 Authentic Indian Cuisine** 

Learn easy steps to make authentic Indian food at home. This instructor demonstrates how to make India's famous tandoori chicken, mixed veggie pilaf with basmati rice and raita (Indian salad with yogurt dressing). Also learn to stock up the pantry with Indian cooking essentials. Recipes and samples included. No tuition. Fee \$35. CEUs: .25

Y278 U Kamath T Rainier MS Th **6:30-9p**  
*Class begins 10/22/09 and ends 10/22/09.*

**GCS 0491 Traditional Canning** 

Have you ever wanted seasonal fruits and vegetables in an off season? If so, then this class is for you! Learn the "old school" art of canning. Chef Marcello Baylor will demonstrate the process of canning and preserving all types of seasonal veggies and fruits such as peaches, tomatoes, string beans with garlic, and much more! No tuition. Fee \$35. CEUs: .25

Y282 U Baylor M Rainier MS T **6:30-9p**  
*Class begins 10/27/09 and ends 10/27/09.*

**GCS 0481 Taste Of India** 

Let your palette be awakened by Indian spices and flavors. You'll learn easy methods and techniques to make delicious Indian food such as curried rice with shrimp, chana masala (chickpea curry), raita and masala tea. Tips on buying and using Indian spice powders in everyday cooking will be included as well as recipes and sampling. No tuition. Fee \$35. CEUs: .25

Y279 U Kamath T Rainier MS Th **6:30-9p**  
*Class begins 11/12/09 and ends 11/12/09.*

**GCS 101 Catering 101** 

The holiday season is right around the corner and you want to have a small gathering—but you have no idea what to serve, how much to serve, or how to serve it. Chef Marcello will have the answers to all of your questions. He'll also prepare a delicious array of appetizers and set up a small menu plan for your future events. Take this class so you can cut out the middleman and save yourself big bucks! No tuition. Fee \$35. CEUs: .25

Y286 U Baylor M Rainier MS T **6:30-9p**  
*Class begins 11/17/09 and ends 11/17/09.*

# Continuing Education

## GCS 0492 30-Minute Meals



In today's busy lifestyle, time is everything! Let Chef Marcello show you step-by-step how to prepare a high quality meal in 30 minutes or less. Learn the secret and techniques of preparing Chicken Broccoli Alfredo, Pork Picatta, Shrimp and Vegetable Stir Fry, and Beef Stroganoff. Bring your appetite! No tuition. Fee \$35. CEUs: .25

Y284 U Baylor M Rainier MS T 6:30-9p

Class begins 12/01/09 and ends 12/01/09.

## Health

### HR 030 Anger Management

If your temper is out of control, you find yourself saying or doing things that hurt loved ones, or your life is affected by someone else's anger, this class will help you understand where anger comes from and how to turn a negative into a positive.

Y315 A Morgan T ZWC-107 Sa 8a-5p

Class begins 10/10/09 and ends 10/10/09. Fee \$109.

Y316 B Morgan T ZWC-107 Sa 8a-5p

Class begins 11/14/09 and ends 11/14/09. Fee \$109.

Y318 U Morgan T ZWC-107 T 7-9p

Class begins 10/06/09 and ends 11/24/09. This eight-week class satisfies court requirements. Fee \$175

### HE 041 HIV/AIDS Certification

Students check out and independently watch four video tapes or DVDs with reference notebook. This program meets the HIV/AIDS education requirement mandated for certification by the Washington State Department of Health. No tuition. Fee \$55. CEUs: .7

Y190 A Earl S ARR ARR ARR

### HE 060 First Aid And CPR

Learn what to do while waiting for help during a medical emergency. Approved by the Washington State Department of Labor and Industry and the American Heart Association. Student handbooks and Automatic External Defibrillator (AED) certification included and pediatric certification also available. No tuition. Fee \$55. CEUs: .8

Y192 A Dennis D SMT-224 Sa 8:30a-4:30p

Class begins 10/10/09 and ends 10/10/09.

Y194 B Dennis D SMT-224 Sa 8:30a-4:30p

Class begins 11/14/09 and ends 11/14/09.

## REGISTER NOW!

Some classes fill quickly and other classes with insufficient enrollment may be cancelled.

Register early to get the class you want!

## Home And Garden

### HG 0207 Lighting Your Lamp

Rewire, repair, and/or design a lamp creation on your own. Bring to class any lamp (floor or table lamp) or parts and pieces to fix in class. Wires, new plugs, and advice provided. No tuition. Fee \$39. CEUs: .2

Y299 U Hansen D SMT-114 Th 6:30-8:30p

Class begins 10/08/09 and ends 10/08/09.

### HG 0206 Drywall Repair

Plan to get dirty as you learn to fix nail holes and repair drywall. Cclass covers simple home maintenance safety tips and the what, how, and why of drywall. Discussion includes what tools to use and how to repair everything from a small dent to a large hole. You'll get lots of hands-on practice patching and repairing drywall. Materials included. No tuition. Fee \$39. CEUs: .2

Y297 U Hansen D SMT-114 Th 6:30-8:30p

Class begins 10/15/09 and ends 10/15/09.

### HG 0203 Caulking At Its Best

Learn how to run a bead of caulk in a bathroom, kitchen, or along windows, and how to smooth it out and cut a corner. There will be lots of hands-on practice in this class using various caulk guns with a variety of different caulks. Discussion will also include grouting, re-grouting, and sealant in bathrooms, kitchen counters, and on floors. Materials included. No tuition. Fee \$39. CEUs: .2

Y295 U Hansen D SMT-114 Th 6:30-8:30p

Class begins 10/22/09 and ends 10/22/09.

### HG 0224 Living Green: How To Make and Use Chemical-Free Household Cleaners

See how easy it is to make and use natural products that replace the chemically-laden ones we have grown up with. You will make a few simple all-purpose cleaners to take home and leave the class with a manual of easy to make and use formulas. No tuition. Fee \$25. CEUs: .2

Y302 A Barron J ZWC-104 Sa 10a-12p

Class begins 10/10/09 and ends 10/10/09.

### HG 0226 Clutter Clearing: Organizing Space And Unleashing Your Energy

The effects of clutter on your life can be overwhelming! Clutter causes energy to stagnate and soon your life is "stuck" in many areas (not just in piles of stuff) and it surrounds you with unpleasant, heavy, tired feelings. Learn how to get started, what supplies you'll need, how not to get overwhelmed by the task, how to continue to keep the space clear, and how uncluttering can actually free stuck energy. You will feel lighter in body, mind and spirit! No tuition. Fee \$25. CEUs: .2

Y304 A Barron J ZWC-104 Sa 10a-12p

Class begins 11/21/09 and ends 11/21/09.

**HG 025 Introduction To Interior Design**

This basic course gives a broad background for beginners. Color choices, furniture arrangement, carpet, walls, accessories, and furniture types will be discussed. Learn to choose for quality and family needs. No tuition. Fee \$99. CEUs: 1.2

Y308 U Carter D ZWC-104 Th **6:30-8:30p**  
*Class begins 10/15/09 and ends 11/19/09.*

**HG 028 Remodeling Or Building: Money Saving Tips**



Whether acting as an owner/builder, hiring a general contractor, or updating your existing home, think about "building green." Discover how to meet the challenge of creating a budget and specifications while working effectively with designers, contractors and suppliers. Handouts, Internet resources, and a slide presentation included. Instructor Tom Landis has over 30 years of design and building experience. Couples/spouse fee of \$25 (register for Y311). No tuition. Fee \$45. CEUs: .5

Y310 A Landis T ZWC-104 Sa 9:30a-2:30p  
*Class begins 11/21/09 and ends 11/21/09.*

**HG 0421 Decorative Holidays Wreaths**

Learn to make a warm and inviting holiday wreath to brighten your door and mantle or give away as a gift. An artificial wreath and lots of colorful ribbons and decorations will be supplied. A \$20 materials fee is payable to instructor in class. Bring clippers and wire cutters. No tuition. Fee \$25. CEUs: 1.5

Y290 U Dow M ZWC-105 M **5:30-7p**  
*Class begins 12/07/09 and ends 12/07/09.*

**In A Class By Itself**

**IN 012 Community Access Card To Holman Library**

Provides instruction and access privileges for Holman Library's Information Commons for one quarter. Includes access to computers containing Internet, MS Word, PowerPoint, Excel, and more. Register with Continuing Education. No tuition. Fee \$40.

Y322 A Earl S ARR ARR 12-12a

**IN 0182 Create A Web Site For Fun, Profit And Business**

Create your own Web site for fun, hobby or business. Determine how to choose the best Web-hosting company for your needs and budget. Discover easy-to-use design tools that can build a basic site in 30 minutes! Learn how to add a shopping cart to sell products, use Internet research tools to determine what to sell, and how to find reputable suppliers. Also, learn the best strategies to get your site noticed by the top search engines. Optional workbooks available for purchase during class. No tuition. Fee \$79. CEUs: .5

Y324 U Boyd K IVC-109 TW **6-8:30p**  
*Class begins 12/08/09 and ends 12/09/09.*

**IN 0185 eBay 101—The Basics Of Selling On eBay**

Whether you simply want to get rid of "stuff," desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay auction listings, upload pictures and accept credit card payments with PayPal. Included are selling "Tips, Tricks and Traps" to avoid, how to conduct market research analysis, determine shipping costs, and where to get FREE shipping supplies. Optional workbooks available for purchase in class. No tuition. Fee \$45. CEUs: .3

Y325 U Boyd K SMT-114 M **6-9p**  
*Class begins 11/16/09 and ends 11/16/09.*

**IN 0312 An Introduction To Voiceovers (Getting Started In Voice Acting)**

Have you ever wanted to be the voice you hear on TV and radio commercials, or documentary or audio book narrations? This fun and interactive class will teach you the basics of entering a career as a voiceover artist. Taught by a professional voice actor, details of the voiceover industry will be discussed as well as what it takes to get started as a voice actor. The instructor will coach and evaluate a sample recording of your voice in the classroom. Come ready to laugh, learn, and be inspired. No tuition. Fee \$39. CEUs: .2

Y326 U Staff ZWC-107 F **6-8p**  
*Class begins 12/04/09 and ends 12/04/09.*

**IN 0506 Travel To Italy**

Join instructor Tony Sittner for a presentation of photos and tips to enable you to have the best travel experience possible. The class will focus on northern Italy from the Amalfi Coast north highlighting what to see, places to stay, and the best ways to get around Italy. Included are the travel skills necessary for you to feel comfortable either on a tour or on your own, including rail passes, packing, money and safety concerns. (Couples/spouse fee \$45, register for Y329.) No tuition. Fee \$29. CEUs: .25

Y328 U Sittner T IVC-109 Th **6:30-9p**  
*Class begins 10/29/09 and ends 10/29/09.*

**OL 008 Aviation Weather **ONLINE****

This 50-hour online course covers basic weather theory, reporting, and observation. Aviation related topics such as high altitude weather, arctic weather, and tropical weather are included along with wind shear and micro-burst detection. Learn observation and forecasting techniques, instruments, and how to create and decipher aviation weather reports. Ideal for pilots, dispatchers, controllers, flight personnel and weather observers. No tuition. Fee \$549.

Y483 A Comollo G ARR ARR ARR  
*Class begins 09/21/09 and ends 12/10/09.*

# Continuing Education

## Language And Culture

The language courses listed below emphasize conversation but also include reading, writing, speaking and understanding the language. Courses are geared toward the adult student seeking control of a language for practical applications such as travel.

### LC 030 Russian, Beginning

No tuition. Fee \$119. CEUs: 2.0

Y332 U Weddle V IVC-108 T **6:30-8:30p**  
*Class begins 10/06/09 and ends 12/08/09.*

### LC 035 Japanese, Beginning

No tuition. Fee \$119. CEUs: 2.0

Y333 U Braddock N ZWC-105 T **6:30-8:40p**  
*Class begins 10/13/09 and ends 12/08/09.*

### LC 040 Spanish, Beginning

No tuition. Fee \$119. CEUs: 2.0

Y334 U Morris A ZWC-105 M **6:30-8:30p**  
*Class begins 09/28/09 and ends 11/30/09.*

### LC 0438 Spanish For The Workplace **ONLINE**

Learn industry specific language skills in a packed 16-hour Internet course. You'll have access for six months and will study vocabulary, basic grammar, and pronunciation with listening, reading, and visual exercises. Pick from Banking, Food Service, Manufacturing, Construction, Health Care, Public Safety, Educators, Hospitality, Social Services, EMT/Paramedics, HR, Warehouses, Firefighters, or Law Enforcement. No tuition. Fee \$99. CEUs: 1.6

Y482 KCA ARR ARR ARR

### LC 045 French, Beginning

No tuition. Fee \$119. CEUs: 2.0

Y336 U Gautier M IVC-108 Th **6:30-8:30p**  
*Class begins 10/01/09 and ends 12/10/09.*

### LC 049 Italian, Beginning

No tuition. Fee \$119. CEUs: 2.0

Y337 U Rajic S IVC-109 M **7-9p**  
*Class begins 10/05/09 and ends 12/07/09.*

### LC 060 Sign Language, Beginning

Introductory course in American Sign Language for application in everyday communication with hearing and speech impaired individuals. No tuition. Fee \$119. CEUs: 2.0

Y340 U Watanabe L SMT-114 T **6:30-8:40p**  
*Class begins 10/06/09 and ends 12/01/09.*

### LC 064 Teach English Abroad

This 60-hour TESOL teacher training course is designed for those interested in traveling and working overseas. The class is taught by an instructor who has traveled extensively and trained teachers all over the world. Upon successful completion of the course, students receive a certificate of completion. No tuition. Fee \$995. CEUs: 6.0

Y342 U Batchelor S SMT-231 MW **6-9p**  
*Class begins 09/21/09 and ends 12/02/09. (No class 11/11 or 11/25.)*

## Money Matters

### MM 0206 First-Time Home Buyers: Get Your \$8,000 Tax Credit

Learn the A-Z's of buying a home. Get pre-qualified free of charge and purchase your new home by December 30, 2009 to take advantage of the current tax credit. We'll discuss everything from choosing your first home, hiring a home inspector, getting through the mortgage process, improving your credit score, negotiating the sale, getting to closing and your moving in. This is the market you've been waiting for! Couples/spouse fee \$60 (register for Y349). No tuition. Fee \$45. CEUs: .3

Y348 A Wood C ZWC-104 Sa **1-4p**  
*Class begins 11/14/09 and ends 11/14/09.*

### MM 021 How To Sell Your Home Quickly In Today's Market

Sell your home in 60 days in a down market. Learn to prepare your home to sell, how to set the sale price, the Purchase And Sale Agreement, create a marketing plan, how to choose a realtor, legal tips, and the A-Z of getting to close. Couples/spouse fee \$60 (register for Y351). No tuition. Fee \$45. CEUs: .3

Y350 A Wood C ZWC-104 Sa **9a-12p**  
*Class begins 11/14/09 and ends 11/14/09.*

### MM 0281 How To Be An Executor Of A Will

Have you been named as an executor of the estate of a relative or friend? Do you know what questions and facts you need to know before their death and what to do after their death? This presentation is co-taught by experienced lawyers 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. No tuition. Fee \$35. CEUs: .25

Y353 U Holland D ZWC-104 W **6:30-9p**  
 Farr M ZWC-104 W **6:30-9p**

*Class begins 10/28/09 and ends 10/28/09.*

**MM 0284 Retirement Planning Today**

Regardless of age, you can learn to create a plan to make the most of your retirement dollars. Will you be able to retire early? How long must your money last? What strategies can you use to save money on your taxes? These and other important life planning questions will be answered by a Certified Financial Planner. Topics covered include retirement needs and expenses, roadblocks and mistakes, income sources, financial plan distributions, investments, and much more! Reference manual included. Spouse can attend for \$20. (Register for Y356 for Saturday class or Y358 for Thursday class.) No tuition. Fee \$59.

Y355 A Gallo F ZWC-105 Sa 9a-12:45p  
*Class begins 09/19/09 and ends 09/26/09.*

Y357 U Gallo F ZWC-105 Th 6:30-9p  
*Class begins 09/24/09 and ends 10/08/09.*

**Music**

**MU 031 Guitar, Beginning**

Develop guitar skills while learning songs you like. Beginning guitar students learn chords, strumming, finger-picking, and other basic skills. Intermediate and advanced class students learn new skills from their current level with individual instruction. Bring guitar, paper, and pencil. No tuition. Fee \$89. CEUs: 1.0

Y359 U Buser C IVA-106 M 6:30-7:30p  
*Class begins 09/28/09 and ends 11/30/09.*

**MU 0315 Guitar, Intermediate**

No tuition. Fee \$89. CEUs: 1.0

Y360 U Buser C IVA-106 M 7:30-8:30p  
*Class begins 09/28/09 and ends 11/30/09.*

**MU 032 Voice, Beginning**

You will learn proper breathing skills and vocal techniques to help you produce a beautiful sound and build your range. Additional topics include: basic music reading, vocal health, and how to handle the "jitters." No tuition. Fee \$89. CEUs: 1.0

Y363 U Fulkerson D RLC-145 T 6:30-7:30p  
*Class begins 10/06/09 and ends 12/08/09.*

**MU 033 Voice, Intermediate/Continued**

A continuation class building on the vocal skills learned in Beginning Voice. Explore more challenging vocal exercises, songs from musicals, sight reading and literature. No tuition. Fee \$89. CEUs: 1.0

Y364 U Fulkerson D RLC-145 T 7:30-8:30p  
*Class begins 10/06/09 and ends 12/08/09.*

**Outdoors**

**For outdoor trips, cancellations are required 48 hours prior to the day of class. Call Continuing Education at ext. 2535.**

**OD 0305 Tieton Whitewater Rafting**

Ride 16 miles of twisting, turning rapids through pine trees and towering cliffs. In September, when Rimrock Lake is emptied, the Tieton roars with whitewater excitement. Professional guides, equipment, neoprene wet suit/booties, and a delicious deli-style lunch included. Minimum age is 12. Specific trip details provided after registration. No tuition. Fee \$81. CEUs: .4

Y369 A Amundson R ARR Sa 9:30a-1:30p  
*Class begins 09/26/09 and ends 09/26/09.*

Y370 B Amundson R ARR Su 11a-3p  
*Class begins 09/27/09 and ends 09/27/09.*

**OD 0301 Skagit Eagle Watch**

With a wingspan of up to seven feet, the eagle is truly majestic when seen from close range. You'll float calmly along with experienced guides, watching eagles feed on the banks and soar above or perch a few yards away. A delicious hot lunch is included. Specific trip details provided after registration. Minimum age 6. No tuition. Fee \$81. CEUs: .4

Y366 A Amundson R ARR Sa 11a-3p  
*Class begins 12/05/09 and ends 12/05/09.*

Y367 B Amundson R ARR Su 11a-3p  
*Class begins 12/06/09 and ends 12/06/09.*

**OD 037 Sea Kayaking—LaConner/Goat Island**

We'll paddle past several small islands that are excellent for bird watching and stop for lunch on Goat Island. Then we'll explore the south entrance to the Swinomish Channel and slip through a salmon escape passage in the jetty. The fee includes instruction, stable sea kayaks and equipment, and knowledgeable guides. Specific trip details provided after registration. No tuition. Fee \$85. CEUs: .65

Y347 A Campbell C ARR Su 10a-4:30p  
*Class begins 09/27/09 and ends 09/27/09.*

**OD 0382 Basic Wilderness Survival**

In this 8-hour class, you will learn what it takes to survive on your own in the wilderness. This hands-on class educates you about natural shelter options, fire preparation and lighting techniques, how to signal for a rescue, be prepared for survival situations, and having the ideal survival kit. Proper clothing required (coat, rain gear, boots, etc.). Bring lunch, snacks and water. No tuition. Fee \$89. CEUs: .8

Y373 A Morgan S SMT-131 Sa 8a-4p  
*Class begins 10/03/09 and ends 10/03/09.*



## OD 0385 Advanced Wilderness Survival

Could you survive in the wilderness for several days? This class is for students that have taken Basic Wilderness Survival or (with instructor's permission) have had prior training. Class is taught off-campus for 2 days and an overnight. Shelters will be built to sleep in and we'll cook over an open fire. Traps and snares will be built for instruction purposes and we'll forage for wild edibles. First-aid and knife sharpening will also be taught. Materials list provided upon registration and transportation included. No tuition. Fee \$149. CEUs: 2.0

Y375 A Morgan S ARR SaSu 8a-3p  
Class begins 10/24/09 and ends 10/25/09.

## OD 050 Introduction To Sailing

Classroom instruction covers sailboat parts, terminology and operation, safety, basic sailing techniques and crew responsibilities. Includes three classroom sessions and a four and one-half hour sailing session on Puget Sound to be arranged in class. Instructor is Coast Guard licensed and US Sailing Certified. No tuition. Fee \$95. CEUs: 1.05

Y377 U Barrueto D ZWC-104 Th 7-9p  
Class begins 09/24/09 and ends 10/08/09.

## OD 0633 Tying Jigs For NW Salmon And Steelhead

Jigs are deadly for both salmon and steelhead in our Northwest rivers. Learn how to tie 3 different jig styles in this class which includes jigs for use on fly rods and spinning rods. No prior fly-tying experience necessary. Vices and tying tools are supplied by instructor or you may bring your own. A \$5 materials fee due on first night of class. No tuition. Fee \$69. CEUs: .4

Y379 U Fiskum J IVA-108 TTh 6:30-8:30p  
Class begins 11/10/09 and ends 11/12/09.

## REAL ESTATE

### R EST 101 Real Estate Fundamentals, Part 1 (3 credits)

This course, in conjunction with R EST 102, meets the state requirement for individuals seeking a real estate salesperson's license to complete a 60-clock-hour course in real estate fundamentals. Approved by the WA State Department of Licensing for 30 clock-hour credits. No tuition. Fee \$299.

8814 UU Diggs J IVA-108 MW 6:30-9:30p  
Class begins 09/21/09 and ends 10/21/09.

### R EST 102 Real Estate Fundamentals, Part 2 (3 credits)

This course, in conjunction with R EST 101, meets the state requirement for individuals seeking a real estate salesperson's license to complete a 60-clock-hour course in real estate fundamentals. Approved by the WA State Department of Licensing for 30 clock-hour credits. No tuition. Fee \$299.

8816 UU Diggs J IVA-108 MW 6:30-9:30p  
Class begins 10/26/09 and ends 12/02/09.

## REAL ESTATE CLASSES FOR CONTINUING EDUCATION

The following home-study courses are approved by the WA State Department of Licensing for 30 clock-hour credits.

### R EST 120 Real Estate Law (3 credits)

A practical study of Washington Real Estate Law, emphasizing the more complex aspects of ownership and use and transferability of real estate as encountered by brokers and others who deal with real property. No tuition. Fee \$299.

8818 AA Clegg R ARR ARR ARR

### R EST 140 Real Estate Sales Practices (3 credits)

Teaches the why's and how's of real estate sales principles so that students can apply principles of selling as they relate to the real estate salesperson. No tuition. Fee \$299.

8820 AA Reeder B ARR ARR ARR

### R EST 170 Real Estate Property Management (3 credits)

Covers important functions in building management, residential property analysis, equipment, rental policies, vacancy and rental surveys, lease provisions, inspection, building codes, tenant relations, operating policies and financial result analysis. No tuition. Fee \$299.

8822 AA Reeder B ARR ARR ARR

### R EST 180 Office Administration (3 credits)

Covers practical administration of real estate brokerage, including all managerial functions, with special emphasis on brokerage, budgets, sales management, advertising, sales training, market analysis and data processing. No tuition. Fee \$299.

8824 AA Reeder B ARR ARR ARR

## Writing

### WR 0406 Screenwriting: Writing To Film Industry Standards

Thinking about adapting a novel or a short story to a screenplay but not sure where to start? Wally Lane, an award-winning writer/film maker, teaches you to write in a way that meets a required film industry standard. Topics include how to visualize your story and camera angles, how to write for the screen, editing, and more! Already tried your hand at writing and want to send it to producers, agents, or screen play competitions? Submit 5 pages of your screen play for feedback. Resource book available in bookstore. (Note: classes held on 11/07 and 11/14 will meet from 10a-12p. Class held on 11/21 meets from 10a-3:30p.) No tuition. Fee \$89. CEUs: .9

Y382 A Lane W ZWC-105 Sa 10a-12p  
Lane W ZWC-105 Sa 10a-3:30p

Class begins 11/07/09 and ends 11/21/09.

**Five Easy Ways To Register:**

**1. Phone**

(253) 833-9111, ext. 2535 Auburn  
 (206) 464-6133, ext. 2535 Eastside  
 (253) 924-0180, ext. 2535 Tacoma  
 (253) 856-9595, ext. 5000 Kent

You must use Visa or MasterCard for phone registration.

**2. In Person**

Come to the Continuing Education office or Lindbloom Student Center on the GRCC campus, the Kent campus, or the Enumclaw campus.

**3. Mail**

Send this registration form with payment to:

**Continuing Education (CE)**

Green River Community College  
 12401 SE 320th Street  
 Auburn, WA 98092-3622 *or*

**Kent Campus**

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

**4. Fax**

CE (253) 288-3480. You must use Visa or MasterCard for fax registration.

**5. Register and Pay Online.**

Go to [www.greenriver.edu/ce](http://www.greenriver.edu/ce)

**Office Hours**

**Continuing Education**  
 During quarter: Monday–Thursday, 8 a.m. – 7:30 p.m.  
 Friday, 8 a.m. – 5 p.m.  
 Between quarters: Monday–Friday, 8 a.m. – 5 p.m.

**Kent Campus**  
 Monday–Thursday, 7:30 a.m. – 8 p.m.  
 Friday, 7:30 a.m. – 5 p.m.  
 Monday–Friday, 7:30 a.m. – 5 p.m.



**Registration Form—Non-credit Classes**  
 12401 SE 320th St., Auburn, WA 98092-3622

Quarter/Year: **Fall 2009**

Student ID Number: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Gender:  Male  Female

Registration Date: \_\_\_\_\_

**I heard about this class:**

GRCC Schedule  GRCC web page  
 CE quarterly brochure  Course brochure or flyer  
 Newspaper  Other

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Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

E-mail Address \_\_\_\_\_

Y/Item No.	Course No.	Course Title	Start Date	Fee
<b>TOTAL</b>				

Cash (exact amount only)     Check (payable to GRCC)     Company P.O./Voucher (copy required)

MasterCard     Visa    Credit Card No. \_\_\_\_\_    Expiration date \_\_\_\_\_

**All Continuing Education classes must be paid for at the time of registration.** CE379 031010

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.

