SALES CERTIFICATE
BOOST YOUR INCOME AND YOUR COMPANY'S REVENUE THROUGH SALES & SERVICE

SEE INSIDE FOR
» PROFESSIONAL DEVELOPMENT
» TECHNOLOGY
» PERSONAL INTEREST

Visit greenriver.edu/ce
FEATURED CLASSES

Flagger Training
Earn your Flagger Certification.
page 6

Adult Family Home
Take the classes you need toward your Adult Family Home License.
page 7

Project Management Certificate
Get the tools and techniques to manage projects in any industry.
page 12

Data Analyst Certificate
Learn how to extract data and put it into well-designed graphics.
page 14

Graphic Design Certificate
Put your creativity to work through our Graphic Design Certificate.
page 17

EXPAND YOUR BUSINESS
GREEN RIVER COLLEGE
SMALL BUSINESS CENTER

The Green River College Small Business Center (SBC) and Procurement Technical Assistance Program (PTAC) helps any business, at any stage, in any industry, reach the next level of success.

We offer no cost, one-on-one business counseling and low-cost business education in:

» Business Start-Up and Management
» Business Funding and Expansion
» Marketing
» International Export
» Buying or Selling a Business
» Government Contracting

Register for a start-up orientation session now!
Call: (253) 833-9111 ext. 6260
or visit greenriver.edu/businesscenter
See page 13 for more information.

Partially funded by the SBA and Cities of Auburn, Covington, Enumclaw, Kent, and Maple Valley.
Stay Relevant with Continuing Education

Continuing Education non-credit courses are for professional Continuing Education, job training and personal enrichment. These are self-supporting courses, not supported by tax funds. Classes are held at a variety of other locations. Continuing Education Units (CEUs) are available for most classes.

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

VISIT
Register and pay in person at:
Auburn Campus
Continuing Education | WT Building
12401 SE 320th Street
Auburn, WA 98092
Auburn Center
1221 D Street NE
Auburn, WA 98002
Kent Station
417 Ramsay Way, Suite 112
Kent, WA 98032
Enumclaw
1414 Griffith Avenue
Enumclaw, WA 98022

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

EASY WAYS TO REGISTER

REGISTER AND PAY ONLINE
greenriver.edu/ce

HOURS

Auburn Campus:
Monday–Thursday  9:00a – 6:00p
Friday and breaks  9:00a – 5:00p
Auburn Center:
Monday–Thursday  7:30a – 8:00p
Friday and breaks  7:30a – 5:00p
Kent Station:
Monday–Thursday  7:30a – 8:00p
Friday and breaks  7:30a – 5:00p
Enumclaw:
Monday–Thursday  8:00a – 8:00p
Closed

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Professional Development .....................................6-13
  Business and Finance ...........................................6
  Career and Trade Skills .........................................6
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Payment is due upon registration. If you withdraw less than three business days before your first class, do not attend, or stop attending, you will not receive a refund. A full refund is given if the college cancels a class. Questions? Contact us at 253-833-9111, ext. 2535.
Prime Time is a program for active adult learners ages 55 and older. The yearly membership fee of $55 entitles members to a discount on Prime Time and Continuing Education classes and special invitations to campus events. Join us and enjoy stimulating, intellectual, short-term classes and tours! Non-members are also welcome to participate.

### Hotel On the Corner of Bitter And Sweet: Literary Tour

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Member Rate</th>
<th>General Public Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 24</td>
<td>9AM - 1PM</td>
<td>$44 (P240)</td>
<td>$59 (P241)</td>
</tr>
</tbody>
</table>

Join Prime Time for an official tour of the setting of Jamie Ford's bestselling novel Hotel on the Corner of Bitter and Sweet. Explore the Canton Alley apartment of Henry Lee. Visit Japantown and get a glimpse of the Panama Hotel as you delve into Keiko's neighborhood prior to her incarceration. Get a real life look at the locations present in this award winning novel. The tour requires periods of standing and some walking uphill to get into Historic Japantown.

### Gender Codes In The US: Personal And Public Identity

<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Member Rate</th>
<th>General Public Rate</th>
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</thead>
<tbody>
<tr>
<td>October 9</td>
<td>1:30-3:30PM</td>
<td>$29 (P210)</td>
<td>$44 (P211)</td>
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Join us for an interactive discussion of Gender Codes in 21st Century America and the effects that the learned gender codes of society have both on individual identity and on the values and identity of American culture. We will explore the causes and effects of gender coding in the realms of personal identity, within family and relationship dynamics, and within media and culture. Some subtopics will include Sex versus Gender, Gender Codes and Code Switching, Masculinity and Femininity and how those behaviors are learned and performed, and the effects of Media and Pop Culture on our gendered identities.

### "Wassup?": Communicating Across Generations

<table>
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<th>Date</th>
<th>Time</th>
<th>Member Rate</th>
<th>General Public Rate</th>
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<tbody>
<tr>
<td>October 22</td>
<td>1:30 - 3:30PM</td>
<td>$29 (P250)</td>
<td>$44 (P251)</td>
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</table>

Green River College communications instructor Lisa Voso's humorous and energetic class will help you understand some of the nuances of communicating with the millennial generation! From your children, grandkids and those you interact with throughout the community. Learn the differences in core values, how those differences impact communication styles and why those differences can drive us crazy!

### The 2020 Democratic Primaries: Everyone’s Running

<table>
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<th>Date</th>
<th>Time</th>
<th>Member Rate</th>
<th>General Public Rate</th>
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<tbody>
<tr>
<td>November 5</td>
<td>9-11AM</td>
<td>$29 (P230)</td>
<td>$44 (P231)</td>
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The 2020 presidential campaign is well underway with a record setting number of Democratic candidates running. This is the largest presidential primary field in American history. Although not to this extent, similar situations also surrounded elections in the early and mid 1800's and again in 2016 within the Republican party. When the field gets big, the primaries get weird! What is this reflective of and what are the possible implications? Larger fields are correlated with a prolonged nomination process, a harder time reaching consensus and more uncertainty in the outcome with so many choices. Join Rich Elfers for a look at what has happened historically with large candidate fields and then discuss the next steps in the 2020 Democratic primaries with the remaining candidates.

### United States Naval Undersea Museum Tour

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<th>Date</th>
<th>Time</th>
<th>Member Rate</th>
<th>General Public Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 20</td>
<td>9AM - 2PM</td>
<td>$59 (P260)</td>
<td>$69 (P261)</td>
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Join us and learn more about the Navy's undersea operations, technology, combat, research, and salvage at the U.S. Naval Undersea Museum in Keyport! The museums exhibits provide a comprehensive introduction to the Navy's undersea history and operations. See how exceptional people and cutting edge technology create an incredibly capable undersea force.
The History of Computers: Lecture & Tour

Tuesday, December 3 (1:30-3:30PM), Thursday, December 5 (9AM-1PM)  
Member Rate: $49 (P270)  
General Public Rate: $64 (P271)

Location: GRC Auburn Center with Bryan Pflug

Computers and computer applications impact almost every aspect of our daily lives. Their history dates back from the abacus, through World War II to today. Instructor Bryan Pflug has worked in the industry for over 35 years and has seen the tremendous industry changes. Join him for this two-day class. The first lecture class will be a quick history of the computer industry and the second day is a trip to the Seattle Computer Museum to re-visit the first computer you ever touched. “Paul Allen’s new Seattle computer museum is not just for geeks” wrote Donna Gordon Blankinship, Seattle Times Tech writer, when it opened in late 2012. Transportation provided.

Show Me The Money: Understanding The Federal Budget, Deficit & Debt

Monday, December 9 (9-11AM)  
Member Rate: $29 (P220)  
General Public Rate: $44 (P221)

Location: GRC Auburn Center with Rich Elfers

Senator Everett Dirksen once quipped about Federal spending “A million here, a million there, and pretty soon, you’re talking real money”. Today we would need to substitute BILLION to be relevant. How is it that our nation is in debt to the tune of $20 trillion dollars? Why is our current deficit $985 billion dollars? Where does the government get all this money? This class will briefly review our complicated and confusing Federal budget process. Topics will include: revenue and taxes, deficit and debt, appropriations and whether the reserve should be used for political purposes. We’ll keep things light and upbeat while gaining some really useful knowledge and perspective on these issues.

FALL KICK-OFF EVENT

FEATURING: Dr. Jim Merrill

Prime Time’s fall kick-off will feature respected Enumclaw physician, Dr. Jim Merrill as he speaks to the importance of staying active as we age. Hear about reducing your chance for degenerative diseases, cancer and dementia by simply moving and staying active! He will share scientific studies that show the value of getting up, moving and walking on a daily basis.

Dr. Merrill was born and raised in Seattle Washington. His education includes his pre-med studies at Stanford and his medical degree from the University of Washington. He practiced family medicine in Enumclaw for 35 years, retiring in 2015 to an active lifestyle that includes interacting with his eight grandchildren.

Get information about Green River’s Prime Time program, membership benefits and upcoming classes.

50% discount on Prime Time membership at the event. Refreshments served.

greenriver.edu/primetime • (253) 833-9111 ext. 2535
Forklift Operator Certification (BLTS)
This one-day course with Bottom Line Training Services (BLTS) includes a classroom session, written test, operational training time and one drive test on one of the following four types of forklifts: sit-down counter balance, stock picker, rider electric pallet jack, and walkie-stacker electric pallet jack. Additional drive tests to certify on more than one type of forklift are an additional $99 per type. BLTS recertification available for $99. Class is held at NorthWest Handling. Call CE for more information. Fee: $189

Item: Y111 Staff NorthWest Handling
Sessions: 1 W Sep 25 7:00AM - 3:30PM
Item: Y112 Staff NorthWest Handling
Sessions: 1 W Oct 23 7:00AM - 3:30PM
Item: Y113 Staff NorthWest Handling
Sessions: 1 W Nov 20 7:00AM - 3:30PM
Item: Y114 Staff NorthWest Handling
Sessions: 1 W Dec 18 7:00AM - 3:30PM

Forklift-Truck Operator Certification (IVES)
This course is designed to train operators for certification in sit-down, counter-balanced forklift trucks—light, medium and heavy duty. You will complete written and hands-on testing to meet OSHA, WISHA and L&I requirements. Class meets Department of Labor certification standards. Additional classes will be held on demand or at business locations. Forklift recertification (IVES) available for $99. Call CE at (253) 833-9Nov 1 ext. 2535 for more information. Fee: $189

Item: Y115 H. Valenzuela Auburn TT-412
Sessions: 1 Sa Sep 28 8:00AM - 5:00PM
Item: Y116 H. Valenzuela Auburn TT-412
Sessions: 1 Sa Dec 7 8:00AM - 5:00PM

SOLIDWORKS, MasterCam and Welding Classes at Renton Technical College
SOLIDWORKS and MasterCam courses are focused on creating 3-D computer-aided design models with SOLIDWORKS or exploring CNC programming using Mastercam software.
Welding students will receive individualized instruction to learn welding process from intermediate to advanced. These courses are designed for hobbyists as well as individuals interested in career exploration or advancements. Full course descriptions and dates are available on the website. These courses may be repeated.

Visit greenriver.edu/ce for course details.
COMMUNICATION AND PROFESSIONAL EXCELLENCE

Professional Development

Business Writing Certificate
Discover the keys to successful business writing. Whether you are writing a report, proposal, letter or publicity notice, business writing has defined characteristics for success. Topics include tools and techniques for improving editing and proofreading skills; common writing mistakes and grammatical pitfalls; how to write attention-grabbing news stories, press releases and publicity notices; and techniques for composing business reports and proposals. Certificate includes three month-long courses. Fee $495

Item: Y408  Sep 3 - Nov 29  ONLINE
Visit greenriver.edu/ceOnline for course details.

Health Care

Adult Family Home Administrator Orientation
This one-day class provides an overview of the Adult Family Home (AFH) program and expectations of the AFH licensee in providing care and services to the residents. This class is one of the requirements (WA Administrative Code [WAC] 388-76-10060) applicants need to meet prior to submitting application for licensure. Students will receive a certificate after completing the class; certificate valid for one calendar year from the date of attendance. Fee: $39

Item: Y100  A. Jones  Auburn Center  AC-160
Sessions: 1 Tu  Sep 24  9:00AM - 4:00PM
Item: Y101  A. Jones  Enumclaw
Sessions: 1 Tu  Oct 15  9:00AM - 4:00PM
Item: Y102  A. Jones  Auburn Center  AC-160
Sessions: 1 Tu  Nov 19  9:00AM - 4:00PM

Adult Family Home Administrator Training
This mandatory 54-hour training course is required for those wishing to become licensed as a Washington State Adult Family Home owner. Additional training requirements include successfully completing the one-day DSHS Adult Family Home Orientation and the ability to pass an English and reading assessment. All training material provided. Fee: $649

Item: Y103  E. Galasso  Auburn Center  AC-160
Sessions: 7 Sa  Sep 7 - Oct 19  8:00AM - 4:15PM
Item: Y104  E. Galasso  Auburn Center  AC-160
Sessions: 7 Sa  Oct 26 - Dec 14  8:00AM - 4:15PM
NO CLASS Nov 30

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

Item: Y409  Sep 3 - Oct 25  ONLINE

Human Resources

Creating Job Descriptions and Employee Handbooks
Employee job descriptions and handbooks are key pieces of HR documentation, especially when legal issues arise. Learn what to include in job descriptions; the difference between essential versus non-essential job tasks; how to determine physical requirements; best practices for employee handbooks; suggested phrasing to meet legal requirements; and the importance of keeping your handbook relevant. Bring a copy of your company’s handbook and a sample job description. Prerequisite: HR Generalist Certificate or HR experience. Fee: $139

Item: Y410  C. Malone  Kent  KC-321
Sessions: 1 F  Dec 6  9:00AM - 4:00PM

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

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

HR Generalist Certificate (8 Class Series)  page 8
Introduction to HR  page 8
Federal and State Employment Laws  page 8
HR Administration  page 8
Recruitment and Selection  page 8
Compensation and Benefits  page 8
Employee and Labor Relations  page 8
Training and Development  page 8
Health, Safety and Security  page 8

Visit greenriver.edu/ceCertificates for course details.
8 Class Series  
**HR Generalist Certificate**

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

**Item: Y411** Drinen/King/Bowles  
Sessions: 12 Tu, Th  
NO CLASS Oct 31, Nov 28  
Sessions: 6:00 - 9:00PM  
Fee: $599

**Item: Y412** J. Drinen  
Sessions: 1 Th  
Sessions: 6:00 - 9:00PM  
Fee: $599

**Item: Y413** S. King  
Sessions: 2 Tu, Th  
Sessions: 6:00 - 9:00PM  
Fee: $599

**Item: Y414** S. King  
Sessions: 1 Tu  
Sessions: 6:00 - 9:00PM  
Fee: $599

**Item: Y415** J. Drinen  
Sessions: 2 Tu, Th  
Sessions: 6:00 - 9:00PM  
Fee: $599

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

**Item: Y416** S. Bowles, S. King  
Sessions: 2 Tu, Th  
Sessions: 6:00 - 9:00PM  
Fee: $139

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

**Item: Y417** J. Drinen  
Sessions: 2 Tu, Th  
Sessions: 6:00 - 9:00PM  
Fee: $139

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

**Item: Y418** J. Drinen  
Sessions: 1 Tu  
Sessions: 6:00 - 9:00PM  
Fee: $599

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

**Item: Y419** J. Drinen  
Sessions: 1 Tu  
Sessions: 6:00 - 9:00PM  
Fee: $599

**NEED A FLEXIBLE CLASS SCHEDULE?**

1. Look for ONLINE classes with a mouse icon.
2. See our ad on page 18.
3. Visit: greenriver.edu/ceOnline.
**LEADERSHIP AND SUPERVISION**

### HR Essentials for Managers and Supervisors

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

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<tr>
<th>Item: Y420</th>
<th>C. Malone</th>
<th>Kent</th>
<th>KC-321</th>
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<tr>
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<td>Nov 15</td>
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<td>9:00AM - 4:00PM</td>
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### Supervision Certificate

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

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

**Supervision Certificate (6 Class Series)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Pages</th>
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<tbody>
<tr>
<td>Working with Difficult People</td>
<td>9</td>
</tr>
<tr>
<td>Developing Your Leadership Style</td>
<td>9</td>
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<tr>
<td>Getting the Most From Your Meetings</td>
<td>9</td>
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<tr>
<td>Motivating for Success</td>
<td>9</td>
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<tr>
<td>Working Smarter</td>
<td>9</td>
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<tr>
<td>Problem-Solving and Decision-Making Strategies</td>
<td>10</td>
</tr>
</tbody>
</table>

Visit [greenriver.edu/ceCertificates](greenriver.edu/ceCertificates) for course details.

### Management Certificate

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

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<tr>
<th>Item: Y421</th>
<th>Sep 3 – Nov 29</th>
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Visit [greenriver.edu/ceOnline](greenriver.edu/ceOnline) for course details.

### 6 Class Series Supervision Certificate

Take the Supervision Certificate (6 Class Series) at a discounted rate. Series includes Working with Difficult People, Developing Your Leadership Style, Getting the Most From Your Meetings, Motivating for Success, Working Smarter and Problem-Solving and Decision-Making Strategies. Visit greenriver.edu/ceCertificates for details. Fee: $599

<table>
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<tr>
<th>Item: Y422</th>
<th>S. Johnson</th>
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<tbody>
<tr>
<td>Sessions: 12 M, W</td>
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<tr>
<td>Sessions: 2 M, W</td>
<td>Oct 21 - Oct 23</td>
<td>6:00 - 9:00PM</td>
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### Working with Difficult People

We all encounter difficult people. Whether you are a supervisor, a customer service professional, or you have a challenging coworker, it’s important to know how to rise above your initial emotional reaction and turn negative situations into positive outcomes. Topics include understanding why we label people as difficult; types of difficult people; tools and techniques for resolving issues; coping strategies for the effects of difficult people; conflict management strategies; and practical application. Fee: $139

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<td>Sessions: 2 M, W</td>
<td>Oct 28 - Oct 30</td>
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### Developing Your Leadership Style

Learn how to capitalize on your personal leadership style to achieve workplace goals. In this course you will identify your leadership through personal assessment; learn the difference between leadership and management; recognize the “being” and “doing” of leadership; and develop the innate motivating techniques that transform employee attitudes and enhance cooperation and teamwork. Other topics include understanding the leadership management balance and SMART goal development. Fee: $139

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<td>Sessions: 2 M, W</td>
<td>Nov 4 - Nov 6</td>
<td>6:00 - 9:00PM</td>
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</table>

### Getting the Most From Your Meetings

Discover why some meetings fail and learn proven techniques for making meetings more productive. Gain tips related to the four essentials of productive meetings: planning, participating, presenting and producing. Other topics include meeting formats and when to vary them, responding to conflict in a meeting and meeting follow-through. A key component of this course is utilizing effective communication strategies before, during and after your meetings. Fee: $139

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<th>Item: Y426</th>
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<tr>
<td>Sessions: 2 M, W</td>
<td>Nov 13 - Nov 18</td>
<td>6:00 - 9:00PM</td>
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</table>

### Motivating for Success

Want more creative, motivated employees who are eager to work hard and satisfy both internal and external customers? Good leaders empower their employees to feel confident, valued and motivated. In this course discover what motivates people, how to resuscitate motivation and how personality affects motivation. You will also learn how to give clear and motivating directions, set realistic and achievable standards and provide effective feedback, praising good results and correcting unsatisfactory performance. Fee: $139

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<td>Sessions: 2 M, W</td>
<td>Nov 20 - Nov 25</td>
<td>6:00 - 9:00PM</td>
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### Working Smarter

Time is a valuable resource that can be costly to a company when wasted. In this course you will develop communication strategies to minimize time loss, evaluate personal and organizational time-wasters, learn to establish meaningful priorities and determine ways to deal with disruptions and unanticipated drains on time. Additional topics include schedule planning, prioritizing, delegation and large project completion. Fee: $139

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<td>Sessions: 2 M, W</td>
<td>Nov 16 - Nov 18</td>
<td>6:00 - 9:00PM</td>
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</table>
Problem-Solving and Decision-Making Strategies
Creative problem-solving and effective decision-making skills are essential in today's workplace. Through the use of real-life case studies, discover four primary problem-solving tools, learn a format for group problem-solving, methods for effective decision-making and techniques to minimize conflict and dissension. This course concludes with an interactive problem-solving group exercise. Concepts taught in this course can be applied to all facets of life. Fee: $139

Item: Y428 S. Johnson Kent KC-324
Sessions: 2 M, W Dec 2 - Dec 4 6:00 - 9:00PM

Sales Certificate
Companies depend on new revenue, and almost all are willing to pay for it! Good sales professionals can earn $60,000 to $150,000 (or more) annually. Learn how to build personal confidence while growing into a professional sales or service position. Discover how to gain new clients and bring value to current customers. Build effectiveness in presenting ideas within your current company, home and community! Other topics include understanding the sales process, overcoming objections, negotiating and closing the sale. Get the tools you need to be successful in the sales and service world, where your earning potential is unlimited.

The Sales Certificate consists of nine required courses and can be completed in as little as one quarter. Earn the certificate by taking the courses individually, or register for the Series and save. See website for required textbook.

Sales Certificate Information Session page 10
Sales Certificate (9 Class Series) page 10
Introduction to Sales page 11
Developing a Sales Personality page 11
Creative Selling page 11
Understanding the Sales Process page 11
Perfecting the Sales Presentation page 11
Negotiating the Sale page 11
Closing the Sale page 11
Success Through Service page 11
Sales Certificate Capstone page 11

Visit greenriver.edu/ceCertificates for course details.

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

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

Item: Y429 Sept 3 – Nov 29 ONLINE
Visit greenriver.edu/ceCertificates for course details.

Instagram for Business
With over 100 million users, Instagram is a marketing gold mine. Discover how your audience can generate content for you, and build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We’ll also explore the “do’s and don’ts” of Instagram to get you on the fast track to success. Please note: An android or iOS device is needed to take full advantage of the exercises in this course. Visit greenriver.edu/ceCertificates for details. Fee: $195

Item: Y430 Sep 3 - Sep 27 ONLINE

SEE DETAILS IN OUR AD ON PAGE 25.
Introduction to Selling
We all sell, whether we call it that or not. Some of us are just better at it than others! In this introductory course, discover what it takes to be a successful sales professional, which industries utilize sales professionals and how much sales professionals earn with salaries, commissions and bonuses. Other topics include the psychology of selling in the workplace; "The Winning Edge Theory" to gain wealth by selling; how and why we sell; and how to use this knowledge to be more effective personally and professionally. Fee: $69

Developing a Sales Personality
Did you know that both introverts and extroverts can be successful sales professionals? Many of the most successful sales people do not fit the stereotypical sales-person model. Learn about your behavioral style and how to use that information to accurately serve your current or prospective customers. Other topics include comfort zones and self-sabotage; dealing with rejection and failure; building your self-confidence; setting goals and achieving them; learning how to listen to people; and utilizing a powerful vocabulary. Fee: $69

Creative Selling
Seasoned sales professionals know that a "one-size-fits-all" strategy doesn’t work. Instead, every customer or potential customer and situation is different. Creative selling is used to generate sales leads, solve customer needs and move qualified prospects forward when you’ve hit a dead-end. Learn techniques that allow you to springboard away from stale and stagnant situations and provide fresh ideas and potential solutions that benefit both parties. With the correct tools, you can develop creative solutions! Fee: $69

Understanding the Sales Process
Research shows there are several mental steps each of us works through when we decide to purchase something. Sales representatives, who understand these steps and how to work through them with prospective customers, are the most successful. Discover how to qualify a prospective customer by asking high gain questions, listening for a response, reading body language and using trial closes. You’ll gain confidence as you apply these techniques and help lead your prospect to a lasting and mutually satisfying decision. Fee: $139

Perfecting the Sales Presentation
Products and services don’t sell themselves. Their story must be told through an effective sales presentation. Develop your presentation skills in a safe and collaborative environment. Discover how to match behavioral styles with the person you are presenting to, while remaining true to yourself. Recognize the difference between a question and objection. Learn effective methods for meeting objections head-on. By course end, you’ll know how to move comfortably from beginning to end. Prerequisite: Understanding the Sales Process. Fee: $139

Negotiating the Sale
Negotiation skills are an important part of doing business – especially in sales. Develop your negotiation skills, and get maximum value for your hard work. Recognize your tendencies to deal with conflict, and learn how to mitigate for even greater success. Understand tactics "difficult" people use, and learn how to neutralize these behaviors. Use your natural creativity to work towards solutions that may have seemed impossible at the outset. You’ll also learn how to keep your emotions in check and how to use them to your advantage. Fee: $69

Closing the Sale
Bringing the prospective customer to the point of making a purchase – or closing the sale – should be the natural outcome of any sales interaction. In this course, you’ll learn how to move from the sales presentation to the close by recognizing the key buying signals, the Law of Six Objections and the hidden reasons for buyer resistance. You’ll also learn how to focus on the prospect’s “Dominant Buying Motive.” Gain the knowledge and practice you need to confidently and successfully close your sales interactions. Fee: $69

Success Through Service
Successful sales professionals know how to treat their customers. They tell the truth, follow through on commitments, resolve service issues quickly and look for additional opportunities to serve. Learn how to build long-term relationships that lead to more sales, understand how to lock-in customer loyalty, work to guarantee repeat business, use referrals to gain access to new clients and, very importantly, how to work within your own company to ensure your service commitments are delivered to the customer as promised. Fee: $69

Sales Certificate Capstone
Reinforce your sales skills in a simulated real-world project, and practice applying the key tools and processes used by sales professionals. Begin by qualifying your client through high gain questions. Then, discover your prospect’s “Dominant Buying Motive.” Work through the sales process and presentation to arrive at the close of the sale. Finally, you’ll state a comprehensive service plan that both you and the client can agree upon. Prerequisite: Completion of all required Sales Certificate courses. Fee: $139

Social Media for Business Certificate
Discover how businesses are using social networks like Facebook, Twitter, LinkedIn, YouTube, blogging and more to communicate, market, retain and serve customers and clients. Explore the top sites and determine possible uses for your organization. Develop a two-way communication and marketing strategy that utilizes social networks, and obtain how-to techniques for integrating social networks into your organization. Certificate includes three month-long courses. Fee $495.

Visit greenriver.edu/ceOnline for course details.
**Professional Development**

**Project Management**

**PMP® and CAPM® Exam Prep**

Project management certification is in great demand. Prepare to take the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) tests and pass them! The sessions are informative, interactive and filled with test-taking tips and techniques created to ensure your success. See website for prerequisites and required textbook. PDUs: 27. Fee: $599

**Item: Y481**  
D. Yeomans  
Kent  
AC-240

Sessions: 4 Sa  
Oct 5 - Oct 26  
8:30 AM - 4:30 PM

Oct 26 session meets from 8:30 AM - 3:30 PM

**Project Management Certificate**

Did you know that 75 percent of all projects fail? Don’t be a statistic! Acquire the skills to successfully manage projects in a variety of industries. Our new and improved Project Management Certificate is designed to give you tools that you can immediately use in the workplace – whether you are starting out or moving up as a project manager.

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

**Project Management Certificate Information Session**  
page 12

**Project Management Certificate Part A (3 Class Series)**  
page 12

- Project Management Basics: Initiating the Project  
- Project Planning and Scheduling Essentials  
- Project Execution to Closing

**Project Management Certificate Part B (3 Class Series)**  
Winter 2020

- Microsoft Project 2019  
- Project Management Capstone  
- Project Stakeholder and Communication Management

Visit [greenriver.edu/ceCertificates](http://greenriver.edu/ceCertificates) for course details.

**Project Management Certificate Information Session**

Join us for a free information session, where our project management instructor will discuss the project management industry, the project management profession and Green River’s newly revised Project Management Certificate Program. Registration required. Free

**Item: Y443**  
D. Yeomans  
Kent  
KC-321

Sessions: 1 M  
Oct 7  
6:00 - 7:00PM

**3 Class Series • Project Management Certificate Part A**

Take the Project Management Certificate Part A (3 Class Series) at a discounted rate. Series includes three of the six required courses: Project Management Basics: Initiating the Project; Project Planning and Scheduling Essentials; and Project Execution to Closing. Visit greenriver.edu/ceCertificates for required and recommended textbooks. PDUs: 45. Fee: $869

**Item: Y444**  
D. Yeomans  
Kent  
KC-321

Sessions: 15 M, W  
Oct 14 - Dec 11  
6:00 - 9:00PM

NO CLASS Nov 11, Nov 27, Dec 2

**Project Management Basics: Initiating the Project**

Discover the science and art of effective project management. Summarize the five Process Groups, 10 Knowledge Areas and 49 processes recommended for application in the *PMBOK® Guide* (Project Management Body of Knowledge). Learn about the Initiating Process Group, and discover how to develop a business case, create a Project Charter, identify and document stakeholders and effectively present a project to decision-makers. See website for required and recommended textbooks. PDUs: 12. Fee: $279

**Item: Y445**  
D. Yeomans  
Kent  
KC-321

Sessions: 4 M, W  
Oct 14 - Oct 23  
6:00 - 9:00PM

**Project Planning and Scheduling Essentials**

If you fail to plan, you are planning to fail. Discover the 24 interrelated processes the project manager selects from to develop a viable Project Management Plan. Learn about and apply the multiple key tools and techniques used in project planning. At the end of the course, you will be equipped to plan an end-to-end real-world project successfully. Prerequisite: Project Management Basics. See website for required and recommended textbooks. PDUs: 18. Fee: $409

**Item: Y446**  
D. Yeomans  
Kent  
KC-321

Sessions: 6 M, W  
Oct 28 - Nov 18  
6:00 - 9:00PM

NO CLASS Nov 11

**Project Execution to Closing**

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

**Item: Y447**  
D. Yeomans  
Kent  
KC-321

Sessions: 5 M, W  
Nov 20 - Dec 11  
6:00 - 9:00PM

NO CLASS Nov 27, Dec 2

*PMBOK® is a registered trademark of The Project Management Institute, Inc.*
REAL ESTATE

Additional Real Estate Courses
Call Continuing Education at ext. 2535 for more information. Fee $139 per course

- Real Estate Law Item: Y118 ONLINE
- Real Estate Appraisal Item: Y119 ONLINE
- Financing Residential Real Estate Item: Y120 ONLINE
- Real Estate Property Management Item: Y121 ONLINE

3 Class Series Real Estate Licensing
The Washington State Department of Licensing requires 90 clock hours. This package combines Washington Fundamentals, Real Estate Practices, and the Broker’s Cram to provide you with the best pre-license education available. You must complete both Fundamentals and Practices before taking the Washington real estate license exam. This is no longer a credit course. Fee: $489

Item: Y117 ONLINE

Small Business Development

Small Business Start-Up Orientation
Identify the steps to starting a new business as well as learn more about the resources the Small Business Development Center (SBDC) and Procurement Technical Assistance Center (PTAC) may be able to provide to you as a business owner. Fee: $15

Item: Y801 J. Mauck Tahoma
Sessions: 1 Th Sep 19 5:00 - 6:30PM

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

Item: Y401 J. Mauck Tahoma
Sessions: 4 Tu Oct 29 - Nov 19 6:00 - 9:00PM

Item: Y802 K. Grossman Enumclaw
Sessions: 4 Tu,Th Nov 12 - Nov 21 6:00 - 9:00PM

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

Item: Y402 J. Mauck Tahoma
Sessions: 1 Tu Oct 29 6:00 - 9:00PM

Item: Y803 K. Grossman Enumclaw
Sessions: 1 Tu Nov 12 6:00 - 9:00PM

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

Item: Y403 J. Mauck Tahoma
Sessions: 1 Tu Nov 5 6:00 - 9:00PM

Item: Y804 K. Grossman Enumclaw
Sessions: 1 Th Nov 14 6:00 - 9:00PM

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

Item: Y404 J. Mauck Tahoma
Sessions: 1 Tu Nov 12 6:00 - 9:00PM

Item: Y805 K. Grossman Enumclaw
Sessions: 1 Tu Nov 19 6:00 - 9:00PM

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

Item: Y405 J. Mauck Tahoma
Sessions: 1 Th Nov 21 6:00 - 9:00PM

Item: Y806 K. Grossman Enumclaw
Sessions: 1 Th Nov 21 6:00 - 9:00PM

greenriver.edu/ce • (253) 833-9111 ext. 2535
Data Science

Data Analyst Certificate

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

Our in-person Data Analyst Certificate consists of eight required courses (divided into three parts) and can be completed in as little as three quarters. Earn the Certificate by taking the courses individually, or register for the Part 1, Part 2 and Part 3 Series and save.

Data Analyst Certificate Information Session

Relational Database Concepts and Design
SQL Programming Level 1
SQL Programming Level 2
SQL Server Certificate Capstone

Data Analyst Certificate Part 2: Python for Data Analysis

Data Analyst Certificate Part 3: Exploratory Data Analysis (3 Class Series)
Data Mining
Data Visualization
Data Analyst Certificate Capstone

Visit greenriver.edu/ceCertificates for course details.

Computer Basics

Learn the necessary skills to operate a personal computer. Topics include computer hardware (keyboard, mouse, monitor and memory); software; the Windows Operating System; desktop settings; searching; file management and folders; creating backups; using a web browser for online searches; the Cloud; and saving attachments. You will also explore free online apps and web-based email and gain hands-on experience in a relaxed setting. Apple-specific skills, terms and hardware are not covered. Text included. Fee: $269

Microsoft Windows 10

Take command of the Windows 10 interface by understanding its features and capabilities. Topics include navigating and customizing the Windows 10 environment; using Windows apps and desktop applications; working with files and folders; browsing the internet with Microsoft Edge; installing devices; and security features. Some elements requiring a Microsoft account may be demonstrated but not practiced. Prerequisite: experience using a keyboard and mouse and accessing the internet with a web browser. Text included. Fee: $139

USB Flash Drive

We highly recommend bringing a USB flash drive (minimum 2GB) to computer classes, so you can save your files for review outside of class.
Microsoft Access 2019 Level 2
Expanding your knowledge of relational database design will result in a robust, functional database for your end users. Topics include joining tables to retrieve data from unrelated tables; validating data entered into a database; writing advanced queries to manipulate your data; structuring existing data; organizing the databases for efficiency and performance; maintaining data integrity; and customizing reports. Prerequisite: Access Level 1. Textbook included. Fee: $149

Item: Y455  J. Hopper   Kent
Sessions: 1 F  Dec 6
8:00AM - 4:00PM

Microsoft Access 2019 Level 3
Take your skills to the next level by utilizing the advanced features of Access 2019. Topics include customizing a form layout to improve usability and efficiency of data entry; sharing data across applications; using macros to improve user interface design; using VBA to enhance tasks; organizing data into appropriate tables; locking down and preparing tables for distribution to multiple users; and creating and modifying a database switchboard. Prerequisite: Access Level 2. Textbook included. Fee: $149

Item: Y456  J. Hopper   Kent
Sessions: 1 F  Dec 13
8:00AM - 4:00PM

Microsoft Excel 2019 Level 1
Excel can help you organize, calculate, analyze, revise, update and present your data. Learn the basic concepts and skills needed to start being productive with Excel 2019. Topics include creating and saving worksheets; entering, moving and manipulating data; using formulas and functions; formatting text, numbers and cells; creating charts; data entry shortcuts; and managing, printing and sharing workbooks. Prerequisite: basic computer skills including Microsoft Windows proficiency. Textbook included. Fee: $369

Item: Y461  G. Larson   Kent
Sessions: 3 F  Nov 15 - Dec 6
8:00AM - 4:00PM

Microsoft Excel 2019 Level 2
You already know how to use Excel to perform simple calculations and tasks, but Excel is capable of doing so much more. Build upon your foundational knowledge of Excel by learning more advanced tools for analysis and presentation of data. Topics include managing complex workbooks; building more complex functions; using data analysis tools like PivotTables and PivotCharts; making an impact with powerful chart and presentation features; and collaborating with other users. Prerequisite: Microsoft Excel Level 1. Textbook included. Fee: $149

Item: Y463  G. Larson   Kent
Sessions: 1 F  Nov 22
8:00AM - 4:00PM

Visit greenriver.edu/ceCertificates for course details.
Microsoft Excel 2019 Level 3
Put the full power of Excel right at your fingertips, and get the answers you need from the vast amounts of data your organization generates. Topics include lookup and decision-making functions; auditing and error-handling; array functions; special functions such as date, time and text functions; importing and exporting; what-if-analysis; automating repetitive tasks by recording and running macros; and forms. Prerequisite: Microsoft Excel Level 2. Textbook included. Fee: $149

Item: Y460 G. Larson Kent KC-255
Sessions: 2 Tu, Th Nov 12 - Nov 14 5:30 - 9:00PM
Item: Y464 G. Larson Kent KC-274
Sessions: 1 F Dec 6 8:00AM - 4:00PM

Microsoft Outlook 2019
Email is one of the most widely used methods of personal and business communication. Microsoft Outlook is a mail management system that is utilized to accomplish basic workplace and personal tasks. Topics in this course include creating and sending email; adding signatures to email messages; managing contacts and using contact groups; scheduling appointments and meetings; using the calendar; and customizing Outlook. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbook included. Fee: $139

Item: Y480 G. Larson Kent KC-255
Sessions: 1 F Nov 1 8:00AM - 4:00PM

Microsoft PowerPoint 2019
Today’s audiences are tech savvy and accustomed to high-impact multimedia content. Learn how to use the vast array of features in PowerPoint, so you can create engaging, dynamic multimedia presentations. Topics include creating presentations; creating and modifying slide content; working with slide masters and layouts; formatting slides and text; inserting shapes and images; working with charts and tables; and printing your presentation. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbook included. Fee: $139

Item: Y466 G. Larson Kent KC-255
Sessions: 1 F Nov 8 8:00AM - 4:00PM

Microsoft Word 2019 Level 1
Word’s rich features and powerful tools can make creating professional documents easy and even fun. Topics include creating, formatting and proofreading documents; formatting characters and paragraphs; using Quick Styles; making lists; printing; using headers and footers; creating templates; inserting and formatting pictures; and creating and formatting tables. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbook included. Fee: $139

Item: Y467 J. Hopper Kent KC-255
Sessions: 3 F Oct 25 - Nov 8 8:00AM - 4:00PM
See signage for room assignment.

Microsoft Word 2019 Level 2
After you master the basics of Word, you’re ready to tackle the more advanced features. In this course, you will work with shapes, WordArt and SmartArt; manage documents with custom themes, building blocks, section breaks and page backgrounds; use styles; add a table of contents, reference notes and hyperlinks; and navigate, organize and protect documents. Prerequisite: Microsoft Word Level 1. Textbook included. Fee: $139

Item: Y469 J. Hopper Kent KC-274
Sessions: 1 F Nov 1 8:00AM - 4:00PM

Microsoft Word 2019 Level 3
Get a solid foundation in Word’s advanced features, and become a power user! Learn more advanced formatting features for tables and charts; create building blocks; link text; configure Word options; work with templates; track and review changes; use references; create mailings with recipient lists; perform mail merges; and use macros and forms. Prerequisite: Microsoft Word Level 2. Textbook included. Fee: $139

Item: Y470 J. Hopper Kent KC-274
Sessions: 1 F Nov 8 8:00AM - 4:00PM

SQL Server Certificate
Gain hands-on experience in the design, creation and programming of SQL Server databases. SQL Server is a relational database management system that stores and manages information. It supports various business intelligence and data analytics operations and transaction processing. The SQL Server Certificate consists of four required courses and can be completed in as little as one quarter. Earn the Certificate by taking the courses individually, or register for the Series and save.

SQL Server Certificate (4 Class Series) page 16
Relational Database Concepts and Design page 17
SQL Programming Level 1 page 17
SQL Programming Level 2 page 17
SQL Server Certificate Capstone page 17

Visit greenriver.edu/ceCertificates for course details.

4 Class Series SQL Server Certificate
Take the SQL Server Certificate (4 Class Series) at a discounted rate. Series includes Business Intelligence Essentials, SQL Programming Level 1, SQL Programming Level 2 and the new SQL Server Certificate Capstone. Visit greenriver.edu/ceCertificates for prerequisites and textbook information. Fee: $879

Item: Y471 J. Parshall Kent KC-274
Sessions: 15 Tu, Th Oct 15 - Dec 19
NO CLASS Nov 12, 14, 19, 21, 28
6:00 - 9:00PM
Relational Database Concepts and Design

In today's big data world, managing data efficiently requires analytical skills and the ability to use relational databases. This course introduces you to basic relational database concepts, terminology of relational databases and simple database design. Learn to design efficient relational databases using the principles of SQL. Topics include attaching and detaching a database, creating a database diagram and writing simple SQL statements. See website for prerequisites and textbook information. Fee: $239

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Item: Y472     J. Parshall  Kent  KC-274
Sessions: 3 Tu, Th  Oct 15 - Oct 22  6:00 - 9:00PM

**SQL Programming Level 1**

Microsoft SQL Server has evolved to become a true, enterprise information platform. In this course you'll learn the fundamental elements of T-SQL, including the definition of DML, DDL, DCL and TCL; use control of flow statements like IF and WHILE; work with NULLs; practice T-SQL programming constructs to query and modify a database in SSMS; identify the different forms of the JOIN clause; filter data using logical queries; and define constraints to enforce data integrity. See website for prerequisites and textbook information. Fee: $349

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Item: Y473     J. Parshall  Kent  KC-274
Sessions: 5 Tu, Th  Oct 24 - Nov 7  6:00 - 9:00PM

**SQL Programming Level 2**

Learn to streamline and extract relevant information and execute more advanced SQL features. Topics include implementing complex queries; utilizing sub queries and derived tables; designing views and inline functions; building stored procedures, user-defined functions, and triggers; implementing transactions, error handling and dynamic SQL; identifying locking and isolation levels; and creating indexes. See website for prerequisite and textbook information. Fee: $299

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Item: Y474     J. Parshall  Kent  KC-274
Sessions: 4 Tu, Th  Nov 26 - Dec 10  6:00 - 9:00PM
NO CLASS Nov 28

**SQL Server Certificate Capstone**

Demonstrate your SQL Server knowledge in this Capstone course. Use SQL Server Management (SSMS) to build a database schema based on a "real-world" scenario. Then, develop a database solution that supports your proposed plan. Next, implement the solution, and test the results using SQL queries. Finally, you will submit your database .bak file to the instructor for review to ensure all fundamental SQL techniques are understood and implemented. See website for prerequisite and textbook information. Fee: $239

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Item: Y475     J. Parshall  Kent  KC-274
Sessions: 3 Tu, Th  Dec 12 - Dec 19  6:00 - 9:00PM

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WEB AND GRAPHIC DESIGN

**Graphic Design Certificate Information Session**

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

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

**Graphic Design Certificate Information Session**  page 17
**Graphic Design Certificate Part 1 (2 Class Series)**  page 17
**Graphic Design Fundamentals**  page 17
**Photoshop CC**  page 17
**Graphic Design Certificate Part 2 (2 Class Series)**  Winter 2020
**Working Designer**  Winter 2020
**Illustrator CC**  Winter 2020
**Graphic Design Certificate Part 3 (2 Class Series)**  Spring 2020
**InDesign CC**  Spring 2020
**Graphic Design Certificate Capstone**  Spring 2020
Visit greenriver.edu/ceCertificates for course details.

**2 Class Series**

**Graphic Design Certificate Part 1**

Take the Graphic Design Certificate Part 1 (2 Class Series) at a discounted rate. Series includes two of the six required courses: Graphic Design Fundamentals and Photoshop CC. Visit greenriver.edu/ceCertificates for prerequisites, recommended textbooks and recommended software. Fee: $639

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Item: Y477     M. Olson  Kent  KC-255
Sessions: 10 M, W  Oct 21 - Nov 25  6:00 - 9:00PM
NO CLASS Nov 11

**Graphic Design Fundamentals**

Successful graphic designers understand the principles of design and how they will affect projects for print and web. This course will provide you with a core set of skills needed to move forward in the field of graphic design. Topics include color theory; typography; understanding design proportions; balancing space; discovering what patterns and repetition can do for your art; print production; and file format management. See website for prerequisites. Fee: $279

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Item: Y978     M. Olson  Kent  KC-255
Sessions: 4 M, W  Oct 21 - Oct 30  6:00 - 9:00PM

**Photoshop CC**

Photoshop is an industry standard tool for graphic designers, web designers and photographers. In this hands-on course, learn how to enhance, modify and improve photographs. Topics include using the Photoshop interface, including panels, options and personal customization; effectively selecting, correcting and layering your compositions; retouching and correcting images; and improving photos with color corrections and image adjustments. See website for prerequisites, recommended textbook and recommended software. Fee: $469

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Item: Y479     M. Olson  Kent  KC-255
Sessions: 6 M, W  Nov 4 - Nov 25  6:00 - 9:00PM
NO CLASS Nov 11
### ed2go Fundamentals

**Gain basic skills for professional or personal development**

**INSTRUCTOR-LED COURSES**

<table>
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<th>Program Features:</th>
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<tr>
<td>• Expert instruction</td>
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<tr>
<td>• Online discussions</td>
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<tr>
<td>• 6-week format</td>
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<tr>
<td>• Start monthly</td>
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<tr>
<td>• Non-credit</td>
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- **Administrative Assistant Fundamentals**
  Learn the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination and more!

- **Discover Digital Photography**
  Designed for those with no previous digital camera experience. Learn about digital cameras, smart phone cameras, print options, online storage, and much more!

- **Discover Sign Language**
  Learn how to sign basic phrases and complete sentences. Then, put it all together, so you can introduce yourself and start a conversation.

- **Grammar Refresher**
  Develop your English grammar skills and start a conversation.

- **Teaching Students with Learning Disabilities**
  Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom.

- **Introduction to CSS3 and HTML**
  Learn to create state-of-the-art websites using modern CSS3 and HTML5 techniques.

### ed2go Advanced Career Training

**Prepare for a new career, certification or advancement**

**SELF-PACED COURSES**

<table>
<thead>
<tr>
<th>Program Features:</th>
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<tbody>
<tr>
<td>• Instructor mentor access</td>
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<td>• Materials and books included</td>
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<tr>
<td>• 6-12 months to complete</td>
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<td>• Start anytime</td>
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<td>• Non-credit</td>
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- **Full Stack Software Developer**
  Become an industry-ready software developer, by learning different coding languages and intuitive technologies to create web applications.

- **Home Inspection Certificate**
  Learn best practices for inspecting residential construction, including inspection guidelines, identifying common defects, reporting methodologies, and risk management.

- **Java Programmer**
  Learn Java programming in this online training program that covers fundamental Java syntax elements and more advanced concepts.

- **Lean Six Sigma Green Belt**
  Prepare for a new career, certification or advancement in digital marketing.

- **Medical Interpreter**
  Get the skills needed to prepare for work as a Medical Interpreter and to sit in any of the Medical Interpreting examinations available in the country.
Digital Photography 1
Move beyond the “auto” mode of your digital camera and take great photos in any situation! Through this basic hands-on course, you will explore modern photography in simple, real-world terms. You will learn about exposure, shutter speed, focus, flash, aperture, depth of field, ISO and much more. Please bring a digital camera with full manual controls and a complete owner’s manual. Fee: $135

Item: Y122  G. McCutcheon  Auburn  WB-108
Sessions: 7 M, W  Sep 23 - Oct 14  6:30 - 8:30PM

Item: T756  G. Doerr  Tahoma
Sessions: 7 Tu, Th  Oct 1 - Oct 22  6:30 - 8:30PM

Digital Photography 2
Go beyond the basics! This class includes how to work with RAW images; advanced camera controls; exposure lock, spot meter, exposure compensation and advanced flash; when to use manual controls; shooting for HDR; retouching images in Photoshop and composition. Outdoor shooting labs included. Please bring a digital camera with full manual controls and a complete owner’s manual. Fee: $135

Item: Y123  G. McCutcheon  Auburn  WB-108
Sessions: 7 M, W  Oct 21 - Nov 13  6:30 - 8:30PM
NO CLASS Nov Nov

Nature Photography
Improve your landscape, wildlife, flora, weather, and night photography through instruction and hands-on experience with specialized tools and techniques. Completion of Digital Photography 1 is strongly recommended but not required. Fee: $135

Item: T757  G. Doerr  Tahoma
Sessions: 7 Tu, Th  Oct 29 - Nov 19  6:30 - 8:30PM

Art and Technique in Photography
You will have a chance to concentrate on a photography subject of your choosing. You will push your limits a little and pick subjects, techniques or artistic themes to express yourself with photography. Your instructor will guide and give technical advice and help you pick your ideas that can include macro photography, portraits, HDR, panoramas, etc. You will have a key role in choosing what challenges to pursue. Begin a beautiful personal portfolio that will show personal growth and learn many new techniques and concepts. Prerequisite: Photography 1; preferred Photography 2. Fee: $135

Item: Y124  G. McCutcheon  Auburn  WB-108
Sessions: 7 Th  Sep 26 - Nov 7  6:30 - 8:30PM

Fused Glass Ornaments and Tiles
Celebrate the holidays by creating your own fused glass ornaments or tiles! This fun 4-hour workshop is a great way for beginners to learn the basics of glass fusing. Students will learn to cut, design and fire up to 4 colorful glass ornaments to decorate the tree or tiles to give as gifts. A $125 material/firing fee per section paid to instructor in class. Project pick-up on Sunday. Class held off-campus at Blue Dog Glass Art. Fee: $79

Item: Y125  D. Wendt  Blue Dog Glass
Sessions: 1 Sa  Oct 19  9:00AM - 1:00PM
Project pick-up on October 20 at 10AM.

Item: Y126  D. Wendt  Blue Dog Glass
Sessions: 1 Sa  Nov 9  9:00AM - 1:00PM
Project pick-up on November 10 at 10AM.

Plein Air Painting in Oil: Outside and In
Experience the exciting practice of painting what’s in front of you, outside or in, in the moment, real time, and in oils without the harmful solvents. Capturing moments of light, simplifying relevant shapes and color, and working quickly without stress are good practices. Inside (perhaps weather-dependent), where light and subject matter may be somewhat controlled, the idea is the same: to focus on quick observation of light in composition. A $5 supply fee is paid to the instructor at the first class for other supplies provided. Fee: $149

Item: Y127  P. Jensen  Auburn  WT-16
Sessions: 6 M  Sep 9 - Oct 14  6:00 - 9:00PM

Beginning Oil Painting Without Solvents
Learn the easiest, luscious and most versatile medium of all without toxic solvents! With the fewest of supplies and most limited palette, begin to paint in oil, and build at your own pace from your own discoveries. Learn the handling of the medium, the mixing of colors, and the importance and principles of drawing of which are included in this course. A $5 supply fee paid to the instructor at the first class. Fee: $149

Item: Y128  P. Jensen  Auburn  WT-16
Sessions: 6 M  Oct 21 - Dec 2  6:00 - 9:00PM
NO CLASS Nov 11

Drawing with a Brush in Acrylic
Going beyond drawing is to do so with a brush. In this wonderful sketching medium, this class covers the basics of handling acrylic paint and using its quick-drying properties to your advantage. Including essentials of drawing and composition, you will build an awareness of approaches and processes involved, whether creating a finished painting or for the preliminary underpainting. This class will focus mostly on value in composition. Fee: $149

Item: T758  P. Jensen  Tahoma
Sessions: 6 Tu  Sep 17 - Oct 22  6:00 - 9:00PM

Acrylic Painting I
In this wonderful sketching medium, this class covers the basics of handling acrylic paint and using its quick-drying properties to your advantage. Including essentials of drawing and composition, you will build an awareness of approaches and processes involved, whether creating a finished painting or for the preliminary underpainting. This class will focus on value in composition as well as touching on color mixing. Fee: $149

Item: T759  P. Jensen  Tahoma
Sessions: 6 Tu  Oct 29 - Dec 3  6:00 - 9:00PM

Drawing for Beginners
Astound yourself at your hidden ability to draw from life! Learn the essentials to making a mark that looks like what you see. Through various exercises, PD Jensen shows how to see like an artist; the drawings then become the record of what you see. Learn the importance of Line, Value, Contrast and Edge, and the paradox of shape. Fee: $149

Item: T760  P. Jensen  Tahoma
Sessions: 6 Th  Sep 19 - Oct 24  6:00 - 9:00PM
Watercolor Techniques and More
Notwithstanding this recognizable but challenging medium, watercolor is taught here as an approachable exploration of the medium for teens to adults, beginners to advanced students. Learning the essentials of the medium prepares for the practice from which the variety, spontaneity and freshness of wonderful watercolor paintings can emerge. Beyond techniques, the "and More" includes the fundamental aspects of recognizing shape, value and contrast in a composition, and how to approach what to leave in and what to leave out. Fee: $149

Item: Y151
P. Fracasso
Sessions: 6 Th
Oct 15 - Oct 30
6:00 - 9:00PM
NO CLASS Nov 28

Nutrients and Digestion
Nutrition is the interaction between our body and the food we eat with digestion being the key. In this class, you will learn about vital nutrients, where they are found in the diet, understand the importance of digestion, and discover where nutrition happens in our body. Fee: $29

Item: Y143
S. Blake
Sessions: 1 W
Oct 2
6:00 - 8:00PM

Blood Sugar Regulation
Sugar...the bittersweet irony. We need it, yet we can't have too much; we crave it, but over-indulge. You will learn details about saccharides, the mechanisms of regulation, how we overload our system and what happens when imbalance occurs. Fee: $29

Item: Y144
S. Blake
Sessions: 1 W
Oct 9
6:00 - 8:00PM

Understanding Fats and Cholesterol
The good, the bad, and the misunderstood. Hear a different perspective on cholesterol and fatty acids: what they are, why we need them, how and why we make them and why they are so misunderstood. We will compare various fatty acid profiles and learn about oxidized cholesterol as a risk factor. Fee: $29

Item: Y145
S. Blake
Sessions: 1 W
Oct 16
6:00 - 8:00PM

Whole Body Health: More than Eating the Right Food
Learn about the mind and body connection: how food affects our brain which associates with aging including autoimmune conditions, arthritis, heart disease, Alzheimer's disease and cancer. Learn how inflammation can be reduced or prevented by changing your habits and environment, following an inflammation-reducing diet and supporting your body's systems. Fee: $29

Item: Y148
S. Blake
Sessions: 1 W
Nov 6
6:00 - 8:00PM

Self Care and Compassion Fatigue Prevention
A growing body of research indicates that mental health workers, nurses, and caregivers caring for clients who are chronically ill and/or traumatized are at the highest risk for developing compassion fatigue and experiencing burn-out. This workshop will present several self-care strategies with the goal of increasing knowledge needed to prevent, identify, and alleviate compassion fatigue in high-risk mental health workers and caregivers. Fee: $69

Item: Y151
C. Fracasso
Sessions: 3 Tu
Oct 15 - Oct 29
6:00 - 8:00PM

Gut Healing
The basic components involved in healing your digestive system are removing the offending factors, supporting proper function and including healing components. In this class you will learn about these topics and more, such as gut flora, healing foods, detoxification, and the relationship between the gut, the immune system and the rest of the body. Fee: $29

Item: Y147
S. Blake
Sessions: 1 W
Oct 30
6:00 - 8:00PM

Inflammation and the Aging Process
Inflammation is a reaction in the body caused by infection or allergies and is aggravated by lifestyle factors like smoking, poor nutrition, lack of sleep, and sun exposure. Inflammation has been linked to many things that we associate with aging including autoimmune conditions, arthritis, heart disease, Alzheimer's disease and cancer. Learn how inflammation can be reduced or prevented by changing your habits and environment, following an inflammation-reducing diet and supporting your body's systems. Fee: $29

Item: Y148
S. Blake
Sessions: 1 W
Nov 6
6:00 - 8:00PM

GRC Resources
Community Access Card to Holman Library
Gain access and check-out privileges to the Holman Library's Information Commons for one quarter. Access includes use of library computers, including Internet privileges. An introductory information session can be provided by the library staff upon request. Fee: $45

Item: Y141

Health, Dance and Fitness

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

Item: Y149
S. Blake
Sessions: 1 W
Nov 13
6:00 - 8:00PM

Nutrient Dense, Properly Prepared, Whole Food
This class will fill you up with information. Learn how to make your food more nutritious and digestible with traditional preparation techniques, how to create a balanced diet, and explore weight management. Fee: $29

Item: Y146
S. Blake
Sessions: 1 W
Oct 23
6:00 - 8:00PM

Gut Healing
The basic components involved in healing your digestive system are removing the offending factors, supporting proper function and including healing components. In this class you will learn about these topics and more, such as gut flora, healing foods, detoxification, and the relationship between the gut, the immune system and the rest of the body. Fee: $29

Item: Y147
S. Blake
Sessions: 1 W
Oct 30
6:00 - 8:00PM

Inflammation and the Aging Process
Inflammation is a reaction in the body caused by infection or allergies and is aggravated by lifestyle factors like smoking, poor nutrition, lack of sleep, and sun exposure. Inflammation has been linked to many things that we associate with aging including autoimmune conditions, arthritis, heart disease, Alzheimer's disease and cancer. Learn how inflammation can be reduced or prevented by changing your habits and environment, following an inflammation-reducing diet and supporting your body's systems. Fee: $29

Item: Y148
S. Blake
Sessions: 1 W
Nov 6
6:00 - 8:00PM
Country 2 - Step: Basics And Beyond
For all two-stappers out there! Move quickly through the basics and extend your instruction with some impressive moves and lots of turns. Learn how to lead and follow beyond the basics of the most popular of Country dances. Singles and couples welcome. Fee: $59

Item: T762  C. Parsons  Tahoma
Sessions: 5 M Oct 7 - Nov 4 6:30 - 7:30PM

West Coast Swing
Born on the West Coast! This smooth form of swing can be danced to almost any type of Blues, Rock 'n' Roll, Country, Jazz or contemporary music. Singles and couples welcome. Fee: $59

Item: T763  C. Parsons  Tahoma
Sessions: 5 M Oct 7 - Nov 4 7:45 - 8:45PM

Yoga for All
This non-intimidating class encourages beginners as well as experienced yoga students to work at their own level. The class has an emphasis on breath control, stress reduction, flexibility, core conditioning and overall strength. Ending with moments of relaxation, you will leave feeling refreshed and connected. Please bring your yoga mat. Fee: $109

Item: Y790  S. Korhel  Enumclaw
Sessions: 8 Tu Oct 1 - Nov 19 6:30 - 7:30PM

Item: T764  S. Korhel  Tahoma
Sessions: 8 Th Oct 3 - Nov 21 6:30 - 7:30PM

Create Your Rapid Escape Plan
You have 30 minutes to get out, what do you do? There may be a fire, earthquake, flood, Mt. Rainier volcanic eruption, tsunami, natural disaster or medical emergency. Don’t panic, follow your plan. Determine now what you will do and take depending on the amount of time you have to vacate. Learn how to organize your vital information in a “Grab-and-Go” binder and/or easily convert everything to electronic documents including photo albums and scrap books. Then back it all up to the Cloud. Discover local evacuation routes, useful free apps and multiple tips. Create your own “Go” Bags, Backpacks & Bins. Lecture. Fee: $59

Item: T766  K. Boyd  Tahoma
Sessions: 1 M Sep 23 6:00 - 9:00PM

Sell it on eBay!
Whether you simply want to clear the closet, 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 listings, upload pictures and accept credit card payments with PayPal. Included are selling “Tips, Tricks and the Traps” to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. Optional eBooks available for purchase during class. This is an official eBay University class taught by multi-award winning eBay instructor and published author from Seattle. Fee: $59

Item: T767  K. Boyd  Tahoma
Sessions: 1 Tu Sep 24 6:00 - 9:00PM

Basic Pruning
Learn the basics of pruning so you can do it the right way! The instructor (an experienced Arborist and Horticulturist) will explain the reasons to prune, how pruning affects plant growth, and the influence it has on flowering and fruiting. Learn how to use the tools of the trade to prune evergreens, rose bushes, deciduous, and fruit trees. Fee: $35

Item: Y788  A. Haywood  Enumclaw
Sessions: 1 Th Oct 24 6:30 - 9:00PM

Item: T765  A. Haywood  Tahoma
Sessions: 1 Th Dec 5 6:30 - 9:00PM

Fly-Fishing Lakes and Stillwaters
As the days get shorter and evenings cooler our lake temperatures cool off and fishing heats up! Learn about this exciting Pacific NW fishery and the local opportunities. We will discuss tackle & equipment, effective fly patterns, fishing strategies, and where to go both locally and regionally. This classroom session will include a resource guide loaded with information about this fishery. After the classroom session there will be an optional outing for hands on instruction and fishing. Pontoon boats will be available to rent. Fee: $29

Item: Y786  J. Fiskum  Auburn
Sessions: 1 Th Sep 12 6:30 - 8:30PM

Item: Y785  J. Fiskum  Rattlesnake Lake
Sessions: 1 Sa Sep 14 7:30AM - 10:30PM

Yakima River DIY Fly-Fishing
Learn the Yakima River’s secrets and do well on this blue ribbon trout fishery. We’ll discuss wade fishing and rowing your own pontoon boat to access the Yakima’s prime water. Get a resource guide loaded with details on water flows, hatches, access, hot fly patterns and strategies for success! Two optional outings for hands on instruction and fishing. Classroom session is a prerequisite for the optional outings. Fee: $29

Item: Y784  J. Fiskum  Auburn
Sessions: 1 Th Sep 26 6:30 - 8:30PM

Item: Y783  J. Fiskum  Yakima River
Sessions: 1 Sa Sep 28 9:00AM - 1:00PM

Item: Y782  J. Fiskum  Yakima River
Sessions: 1 Sa Oct 12 9:00AM - 3:00PM

Fly-Fishing for Chum Salmon
Chum are the second largest Pacific salmon. Learn how to pursue these hard fighting salmon in both salt and fresh water with a fly rod. We will discuss tackle, equipment, fly patterns, productive salt and freshwater locations and techniques for success! Two optional outings for hands-on instruction and fishing. Fee: $29

Item: Y781  J. Fiskum  Enumclaw
Sessions: 1 Th Oct 24 6:30 - 8:30PM

Item: Y780  J. Fiskum  South Puget Sound
Sessions: 1 Sa Nov 2 7:00 - 11:00AM

Item: Y779  J. Fiskum  Green or Skykomish River
Sessions: 1 Sa Nov 9 7:00 - 11:00AM

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Fish Smoking 101
Learn how to make delectable smoked fish! We'll focus on Pacific NW favorites like salmon, steelhead and trout. You'll be a hit at all your parties and events with your own custom-made smoked appetizers. Class will include step-by-step instruction, demonstration, recipes and sample tasting. Fee: $39
Item: Y778 J. Fiskum Auburn WB-106
Sessions: 1 Th Nov 21 6:30 - 8:30PM

Bank and Wade Fishing for Winter Steelhead
Learn the basics of winter steelhead fishing! Learn to set up tackle to fish using three effective methods for the shore bound angler: drift fishing, float fishing, and spoon fishing. Discuss productive bank fishing areas on local rivers and how to time your visits for success. Class includes a resource notebook. Optional Saturday outing to a local river for hands-on instruction and fishing. Fee: $29
Item: Y777 J. Fiskum Auburn WB-106
Sessions: 1 Th Dec 5 6:30 - 8:30PM
Item: Y776 J. Fiskum Enumclaw
Sessions: 1 Sa Dec 7 7:00 - 11:00AM

French I
This language course emphasizes conversation but also includes reading, writing, speaking and understanding the language. Course is geared toward the adult student seeking control of a language for practical applications such as traveling. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Fee: $139
Item: Y154 A. Morris Auburn WB-109
Sessions: 8 Tu Oct 1 - Nov 19 6:30 - 8:30PM

Spanish I
This language course emphasizes conversation but also includes reading, writing, speaking and understanding the language. Course is geared toward the adult student seeking control of a language for practical applications such as traveling. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Fee: $139
Item: Y152 A. Morris Auburn WB-109
Sessions: 8 M Sep 30 - Nov 25 6:30 - 8:30PM
NO CLASS Nov 11

Spanish II
Spanish II builds on what you learned in Spanish I. We will continue to emphasize conversation, but we will expand on reading, writing, speaking and understanding the language. This course is geared to expand on previous knowledge for practical application such as traveling. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Fee: $139
Item: Y153 A. Morris Auburn WB-109
Sessions: 8 W Oct 2 - Nov 20 6:30 - 8:30PM

Spanish II builds on what you learned in Spanish I. We will continue to emphasize conversation, but we will expand on reading, writing, speaking and understanding the language. This course is geared to expand on previous knowledge for practical application such as traveling. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Fee: $139
Item: Y153 A. Morris Auburn WB-109
Sessions: 8 W Oct 2 - Nov 20 6:30 - 8:30PM

Money Matters
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? A Certified Financial Planner will answer these and other essential planning questions. Topics include retirement needs and expenses, social security maximizations, income sources, IRA distributions, investments and more! Spouse attends for $20; call CE to register. One text included. Fee: $59
Item: Y156 F. Gallo Auburn WB-106
Sessions: 3 Tu Oct 15 - Oct 29 6:30 - 8:30PM
Spouse Fee
Item: Y157 F. Gallo Auburn Center AC-150
Sessions: 2 Sa Oct 19 - Oct 26 9:00AM - 12:00PM

Retirement Planning Workshop
This workshop covers 3 areas of financial planning critical for individuals approaching retirement: retirement income, protecting your most valuable assets from the unexpected and the basics of preparing your estate plan. Retirement expenses like long term care, health care costs and the role of social security will also be addressed. Edward Jones, its employees and financial advisors are not estate planners and cannot provide tax or legal advice. Please consult your estate-planning attorney or qualified tax advisor regarding your situation. A local attorney will be present to answer questions. Fee: $39
Item: Y161 S. Beusch Kent KC-324
Sessions: 1 W Oct 2 6:00 - 8:30PM
Item: Y162 S. Beusch Auburn WB-106
Sessions: 1 W Nov 6 6:00 - 8:30PM

How to Be an Executor of a Will
Have you been named as an estate executor of a relative or friend? Learn about your liabilities and responsibilities. This presentation is taught by an experienced lawyer who will provide an overview of the legal rights and responsibilities of an executor and explain the gathering of estate assets, paying the debts, distributing the funds to beneficiaries and administration of the estate. Fee: $39
Item: Y159 O. Gabrielson Auburn CH-214
Sessions: 1 W Nov 6 6:30 - 9:00PM
Wills and Legal Documents We All Need
Wills, Power Of Attorney, Health Care Directives, Appointing Guardians for your children—what are these and why are they important to you? While it's not always pleasant to think about, having a will or a legal plan can save your family future heartache and pain. Whether you plan to work with an attorney or use one of the do-it-yourself software programs available, having knowledge of what to include, how to prepare and what the legalese means will make the process easier. We'll also cover making changes, revocations and more. Fee: $39

Item: Y160  M. Farr  Auburn  CH-214
Sessions: 1 W  Nov 13  6:30 - 9:00PM

World Financial Group Personal Finance Workshop
This workshop is designed to help you strengthen your financial literacy and teach you how to take control of your personal finances. Explore a variety of financial topics such as investing, debt management, saving and growing your money, retirement planning, and much more. Fee: $20

Item: Y163  Staff  Auburn  CH-214
Sessions: 5 M  Oct 7 - Nov 4  6:00 - 8:00PM

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

Item: T768  Staff  Tahoma
Sessions: 1 Tu  Nov 5  6:30AM - 8:30PM

Financial Planning - Plan for the Expected and Prepare for the Unexpected
Planning for the expected and preparing for the unexpected will help you build your investor IQ by understanding the basics. Whether you are new to investing or would like a refresher, this course will cover developing a financial plan, stock and bond investing, asset allocation and risk management. We will look at each of these areas and address the most common mistakes people make in financial planning and how to avoid them. Fee: $39

Item: Y164  J. Schneider  Kent  KC-324
Sessions: 1 W  Oct 16  6:30 - 8:30PM

Medicare Made Clear
Learn about the different Medicare options in this seminar. We will discuss Medicare Part A & B as well as Medicare advantage health plans, prescription drug health plans, supplemental insurance and more! Free

Item: Y165  J. Joneschiet  Kent  KC-323
Sessions: 1 Tu  Sep 24  6:30 - 8:30PM

Item: T770  J. Joneschiet  Tahoma
Sessions: 1 Tu  Oct 22  6:30 - 8:30PM

Item: Y166  J. Joneschiet  Auburn  CH-214
Sessions: 1 Tu  Nov 5  6:30 - 8:30PM

Item: Y167  J. Joneschiet  Enumclaw
Sessions: 1 Tu  Dec 10  6:30 - 8:30PM

WILLS AND LEGAL DOCUMENTS

Item: Y166 J. Joneschiet Kent KC-323
drug health plans, supplemental insurance and more! Free Medicare Part A & B as well as Medicare advantage health plans, prescription

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

Item: Y165 J. Joneschiet Kent KC-323
Sessions: 1 Tu  Sep 24  6:30 - 8:30PM

Item: T770 J. Joneschiet Tahoma
Sessions: 1 Tu  Oct 22  6:30 - 8:30PM

Item: Y166 J. Joneschiet Auburn CH-214
Sessions: 1 Tu  Nov 5  6:30 - 8:30PM

Item: Y167 J. Joneschiet Enumclaw
Sessions: 1 Tu  Dec 10  6:30 - 8:30PM

WILL AND LEGAL DOCUMENTS

Item: Y166 J. Joneschiet Kent KC-323
drug health plans, supplemental insurance and more! Free Medicare Part A & B as well as Medicare advantage health plans, prescription

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

Item: Y165 J. Joneschiet Kent KC-323
Sessions: 1 Tu  Sep 24  6:30 - 8:30PM

Item: T770 J. Joneschiet Tahoma
Sessions: 1 Tu  Oct 22  6:30 - 8:30PM

Item: Y166 J. Joneschiet Auburn CH-214
Sessions: 1 Tu  Nov 5  6:30 - 8:30PM

Item: Y167 J. Joneschiet Enumclaw
Sessions: 1 Tu  Dec 10  6:30 - 8:30PM

MUSIC AND VOICE

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

Item: Y169 Staff Enumclaw
Sessions: 1 Th  Oct 17  6:00 - 8:00PM

Item: Y170 Staff Auburn CH-214
Sessions: 1 Th  Nov 7  6:00 - 8:00PM

Item: T771 Staff Tahoma
Sessions: 1 W  Dec 11  6:00 - 8:00PM

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

Item: Y168 C. Buser Auburn IVC-108
Sessions: 10 M  Sep 16 - Nov 25
NO CLASS Nov 11

WRITEING

Create Your Story: Writing Personal Essays
Everyone has a story to tell – what’s yours? This class focuses on the basic skills needed to write your own personal essays. These are not the boring, academic essays you were required to write in school! The personal essay can take on many forms. It is a telling of your own unique experience, and can range from funny to informative to heartwarming. We will discuss the various types of essays, study pieces by published writers to learn what works, and of course, write! From beginner to expert, this class will help you take your writing to the next level. Repeat students welcome. Fee: $99

Item: Y775 T. Guerzon Enumclaw
Sessions: 4 Th  Sep 26 - Oct 17  6:30 - 8:30PM

Item: T773 T. Guerzon Tahoma
Sessions: 4 Th  Oct 24 - Nov 14  6:30 - 8:30PM

Crafting the Story: Short Story and Novel Writing
Have you always wanted to write a short story or novel? Maybe you have a great idea, but don’t know how to begin. In this class, you will learn how to take your best-selling idea and build it block by block into a compelling storyline with engaging and memorable characters. Instructor has seven novels published on Amazon. Come to class ready to write and to share your idea with others. Students will finish the workshop with a fully fleshed-out outline. Fee: $115

Item: Y171 L. Bohart Auburn ZC-104
Sessions: 5 W  Oct 2 - Oct 30  6:30 - 8:30PM

Writing for Children and Getting Published
If you’ve ever thought about writing children’s books, this class will help you get started. As a beginning writer, you’ll learn how to get ideas and turn them into stories as we discuss plot and character development, story structure, viewpoint, dialogue, where and how to market your work and how to get published. You’ll walk away with tips and tools to start your hobby or career as a writer for children. Short writing exercises included. Fee: $99

Item: T772 A. Rubec Tahoma
Sessions: 2 W  Nov 6 - Nov 13  6:30 - 9:00PM

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# Credit Classes – Kent Station

Kent Station credit classes are available mornings, afternoons and evenings. Green River College offers credit and non-credit classes at Kent Station. For class times, see the College credit class schedule.

**Office Hours:**
- Monday-Thursday 7:30a–8:00p
- Friday 7:30a–5:00p

**Questions? 253-856-9595**

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<th>Dept</th>
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<td>Prin Of Accounting II</td>
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<td>BIOL&amp;</td>
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<td>Survey Of Biology</td>
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<td>BIOL&amp;</td>
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<td>General Biology with Lab</td>
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