START YOUR ADVENTURES IN SEWING TODAY!

SEE INSIDE FOR
Professional Development
Technology
Personal Interest

NEW!
See inside for ENUMCLAW CLASSES

Visit greenriver.edu/ce
FEATURED CLASSES

Prime Time
Explore our program for active adult learners age 55 and older.
page 4

Workplace Excellence Certificate
Improve your career by sharpening your soft skills, like communication, teamwork and problem-solving.
page 7

Adult Family Home
Take the classes you need to apply for your adult family home license.
page 8

Paralegal Certificate
Explore your interest in law through our Paralegal Certificate. Learn more at our free Information Session.
page 10

User Experience Design Certificate
Create exciting and user-friendly online experiences for your customers. Join us for a free Information Session.
page 17

EXPAND YOUR BUSINESS

GREEN RIVER COLLEGE
SMALL BUSINESS CENTER

Darrell Sundell
PTAC Advisor

Taryn Hornby
SBDC Advisor

Kevin Grossman
SBDC Advisor

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
» International Export

» Business Funding and Expansion
» Buying or Selling a Business

» Marketing
» Government Contracting

Register for a start-up orientation session now!
Call: (253) 833-9111 ext. 6260
or visit greenriver.edu/businesscenter
See page 12 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 locations. Continuing Education Units (CEUs) are available for most classes.

EASY WAYS TO REGISTER

REGISTER AND PAY ONLINE

greenriver.edu/ce

PHONE

Main 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:

Main 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.

HOURS

Main Auburn Campus
Monday–Thursday 9:00a – 5:00p
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
Friday Closed

Prime Time ......................................................... 4–5

Professional Development ...............................6–12
                      Business and Finance ...................... 6
                      Career and Trade Skills ...................... 6
                      Communication and Professional Excellence ... 7–8
                      Health Care ............................................ 8
                      Human Resources ................................. 9–10
                      Leadership and Supervision ................... 10
                      Legal ..................................................... 10
                      Marketing, Sales and Social Media ............ 11
                      Project Management ............................ 11–12
                      Real Estate ............................................. 12
                      Small Business Development .................. 12–13

Technology.......................................................13–18
                      Computer Basics.................................... 13
                      Cybersecurity ....................................... 13
                      Data Science ......................................... 14
                      Microsoft .............................................. 14–16
                      Programming ......................................... 16
                      SQL Server ............................................ 16–17
                      Web and Graphic Design ....................... 17–18

Online Learning ........................................... 19

Personal Interest ...........................................20–26
                      Creative Arts and Crafts ...................... 20–21
                      GRC Resources ..................................... 21
                      Health, Dance and Fitness .................... 21–22
                      Home, Garden and Outdoors ................. 22–23
                      Language and Culture ........................... 24
                      Money Matters ....................................... 24
                      Music and Voice .................................... 25–26
                      Writing .................................................. 26

Enumclaw Credit Classes ................................. 27

Kent Credit Classes ......................................... 28

Campus Map and Locations ............................. 30–31

PAYMENT, CANCELLATION AND REFUND POLICY

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.

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.

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

### The Early Days of Radio: A Look at the Golden Age of Broadcasting

**Wednesday, January 15 (1-3 PM), Thursday, January 16 (1-3 PM)**
**Location: GRC Auburn Center with John Jensen**
**Member Rate: $39 (P350)**
**General Public Rate: $54 (P351)**
A review of the early pioneers of broadcast radio as it swept the nation in the 1920s, 30s and 40s. We’ll hear examples of innovative ways in which “theatre of the mind” blossomed during those years with special emphasis on many comedy greats who frequented the radio dial. We’ll examine reasons for its demise and its rebirth through the creation of the deejay and talk radio formats.

### Socialism vs. Capitalism: 202 Election Issues

**Thursday, January 30 (9:00-11:00 AM)**
**Location: GRC Auburn Center with Rich Elfers**
**Member Rate: $29 (P310)**
**General Public Rate: $44 (P311)**
Socialism seems to be a major 2020 campaign theme. Far left Democrats are favoring a move to socialism with a single-payer health care program, the elimination of private health insurers and free college for all. Republicans are emphasizing free market capitalism with fewer and fewer government regulations and oversight. What is realistic and what's political hyperbole. Join instructor Rich Elfers to find out the truth with sensible solutions.

### Fraud Watch Network

**Tuesday, February 4 (9:00-11:00 AM)**
**Location: GRC Auburn Center with AARP**
**Free (P330)**
Identity theft, investment fraud and scams rob millions of Americans of their hard-earned money. Last year, 13 million people were victims of identity theft alone - that is one person every 2 seconds. Find out about today's leading scams and hear some tips learned straight from the con artists themselves about who they target and why. Learn to safeguard against identity theft and fraud and get information to protect yourself and your family.

### Dillanos Coffee Roasters Tour

**Wednesday, February 12 (9:00 AM-12:00 PM)**
**Location: GRC Auburn Center**
**Member Rate: $39 (P340)**
**General Public Rate: $54 (P341)**
Dillanos Coffee Roasters, a family owned specialty coffee roaster located in Sumner, was established in 1992 and was named Roast Magazine’s 2011 Macro Roaster of the Year. Join us to tour this local, award-winning factory and learn about their organic roasting processes in addition to how they sustainably source their coffee beans from throughout the world’s coffee bean growing regions. The tour will be followed by an opportunity to taste their coffees and hear from the head of quality control. Transportation provided.
Prime Time Membership Lunch: Korean Drum Circle

Wednesday, February 26 (12:00-2:00 PM)  
Location: GRC Auburn Center with Ruth Mueller  
Member Rate: $19 (P315)  

Our gathering will focus on the traditional drumming of South Korea. The drumming is used to ease the rigor of collective labor required in rice farming, bring good weather for growing and harvest, and celebrate a fruitful harvest. The sounds of the drums reflect the connection to farming cycle; each of the 4 instruments is associated with a natural phenomenon (rain, wind, thunder, and lightening). Come learn to play, no experience required. We will provide the instruments.

Forgotten Stories: Northwest Public Art of the 1930’s

Thursday, March 5 (9:30 AM - 12:00 PM)  
Location: GRC Auburn Center  
Member Rate: $44 (P320)  
General Public Rate: $59 (P321)  

During the economic hard times of the 1930’s, U.S. government art projects under the WPA and other agencies created a wealth of public art and supported art communities across the country. In the Northwest hundreds of artists were employed and thousands of artworks created but their story is almost unknown. This exhibition at the Tacoma Art Museum will offer an extensive overview of the bounty of work created in our region. Transportation provided.

Bing and Bob in World War II and the Days Leading Up to It

Tuesday, March 10 (1-3 PM), Thursday, March 12 (1-3 PM)  
Location: GRC Auburn Center with John Jensen  
Member Rate: $39 (P360)  
General Public Rate: $54 (P361)  

Bing Crosby and Bob Hope were two of the greatest names in Hollywood during the Second World War. While Bob was considered one of the most popular comedians of the last century, Bing was America’s first superstar having triumphed in radio, motion pictures and recordings. With the aid of archival film and broadcast audio clips we will take an in-depth look at the lives of these two legendary entertainers and explore their early days that led up to their tremendous contributions in entertaining our troops overseas and improving morale on the home front.

China’s Long Term Strategy

Tuesday, March 17 (9:00-11:00 AM)  
Location: GRC Auburn Center with Rich Elfers  
Member Rate: $29 (P370)  
General Public Rate: $44 (P371)  

Increasing dominance in the Asia-Pacific region, and the Belt-and-Road Initiative to make economic connections with the rest of Asia and Europe. Will this strategy work? What are the implications for the west? How should the United States and western governments handle China’s increasing presence and political and military muscle. Join instructor Rich Elfers to find out!

greenriver.edu/primetime • (253) 833-9111 ext. 2535
BUSINESS AND FINANCE

Accounting and Finance for Non-Financial Managers Certificate

Explore the financial concepts and accounting processes used in most businesses, and gain practical techniques to increase your effectiveness. Topics include the accounting cycle; resource allocation; financial performance; cash flow; the importance of cash; your role in cash flow success; financial information that drives your organization; and how business reports are assessed and analyzed. Certificate includes three month-long courses. Fee $495

Item: Y926  Feb 3 – May 1  ONLINE

Visit greenriver.edu/ceOnline for course details.

Bookkeeping Certificate

Get the knowledge you need to measure and manage the financial health of your business. Whether you are an entrepreneur, running a family business or just looking to advance your career, this program will help you understand how the bookkeeping process works and how to complete the accounting cycle accurately and in a timely fashion. This program focuses on cash basis accounting. This online certificate includes three month-long courses. Fee $495

Item: Y927  Feb 3 – May 1  ONLINE

Visit greenriver.edu/ceOnline for course details.

Non-Profit Administration Certificate

In today’s market non-profits must operate like businesses. Effective revenue generation and program evaluation are essential. Discover how to build new revenue streams, expand existing services and effectively set prices. Improve evaluation planning and data collection, analysis and use. Learn the challenges of conducting evaluations and reporting results to funders. By course end, you’ll have a program logic model and evaluation plan ready for implementation. Certificate includes two month-long courses. Fee $595

Item: Y928  Feb 3 – May 1  ONLINE

Visit greenriver.edu/ceOnline for course details.

CAREER AND TRADE SKILLS

Flagger Training

Training consists of classroom instruction and state certification in flagging, traffic control and safety. Upon successful completion participants receive a certification card valid for three years. Students must be at least 18 years of age. Bring lunch and wear closed-toe shoes. Special arrangements can also be made for group training at your business location. Textbook included. Fee: $65

Item: Y394  Auburn Center  AC-150
Sessions: 1 Sa Jan 11  8:00AM - 4:30PM

Item: Y393  Kent  KC-321
Sessions: 1 Sa Jan 25  8:00AM - 4:30PM

Item: Y392  Auburn Center  AC-150
Sessions: 1 Sa Feb 8  8:00AM - 4:30PM

Item: Y391  Enumclaw
Sessions: 1 W Feb 19  8:00AM - 4:30PM

Item: Y390  Kent  KC-321
Sessions: 1 F Mar 13  8:00AM - 4:30PM

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: Y389  Staff  NorthWest Handling
Sessions: 1 W Jan 22  7:00AM - 3:30PM

Item: Y388  Staff  NorthWest Handling
Sessions: 1 W Feb 18  7:00AM - 3:30PM

Item: Y387  Staff  NorthWest Handling
Sessions: 1 W Mar 26  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) 833-9111 ext. 2535 for more information. Fee: $189

Item: Y386  H. Valenzuela  TT-412
Sessions: 1 Sa Feb 1  8:00AM - 5:00PM

Item: Y385  H. Valenzuela  TT-412
Sessions: 1 Sa Mar 28  8:00AM - 5:00PM
Professional Development

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

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: Y929 Feb 3 - May 1 ONLINE

Visit greenriver.edu/ceOnline for course details.

NEED A FLEXIBLE CLASS SCHEDULE?

1. Look for ONLINE classes with a mouse icon.
2. See our ad on page 19.
3. Visit: greenriver.edu/ceOnline.

7 Class Series Workplace Excellence Certificate

In an increasingly competitive environment, employees with well-rounded “soft skills” are invaluable to a business’s success. Set yourself apart by strengthening your communication, teamwork, productivity, interpersonal and critical thinking skills.

The Workplace Excellence Certificate consists of seven 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.

Visit greenriver.edu/ceCertificates for course details.

Impactful Communication in the Workplace

Your communication can impact people’s perceptions of your trustworthiness, knowledge, receptability and authority. That is why employers look for employees with effective writing and speaking skills. In this interactive course, learn how to write reader-centered email, reports and business documents; utilize correct grammar, style and wording to polish your communication; speak comfortably at meetings; deliver persuasive presentations; and use PowerPoint and storytelling to add interest to your presentations. Fee: $169

Item: Y931 L. Voso Kent KC-324
Sessions: 3 M, W Feb 3 - Feb 10 6:00 - 9:00PM
Unspoken Communication in the Workplace
Since over 50 percent of our communication is non-verbal, it’s important to recognize the powerful role body language plays in workplace communication. People may form positive and negative opinions about us, not by what we say, but by what we do. In this course, discover the messages you convey without speaking; gain tips for changing potentially negative messages; recognize the non-verbal cues of others; practice active listening; and learn how to respond in ways that maximize communication effectiveness. Fee: $69

Item: Y932  L. Voso  Kent  KC-324
Sessions: 1 W  Feb 12  6:00 - 9:00PM

Difficult Conversations in the Workplace
Difficult conversations in the workplace are like the flu: They are unwanted, they cause discomfort, and they are unavoidable. In this course, you will prepare for difficult communication with your boss, coworkers and customers by understanding the root of communication conflicts; recognize your own emotional triggers and habitual communication patterns; identify high conflict words; modify existing communication habits; and practice breathing techniques and vocal tips. Fee: $139

Item: Y933  L. Voso  Kent  KC-324
Sessions: 2 M, W  Feb 19 - Feb 24  6:00 - 9:00PM

Navigating Office Politics in the Workplace
Office politics exist in almost every organization - whether big or small. Your ability to navigate office politics is essential to your success in the workplace. In this course learn how to assess the political climate in your workplace, navigate your organizational structure, develop strategies for getting ahead and utilize influence to get things done. You will also determine what roles people play in your organization, identify key relationships among coworkers and recognize tactics coworkers may use for personal gain. Fee: $69

Item: Y934  A. Day  Kent  KC-324
Sessions: 1 W  Feb 26  6:00 - 9:00PM

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

Item: Y935  S. Johnson  Kent  KC-324
Sessions: 1 M  Mar 2  6:00 - 9:00PM

Team Skills in the Workplace
Want to showcase your strengths and make a positive impact on your company’s bottom line? Your ability to actively listen, question, participate, collaborate and resolve issues will set you apart as a “go-to” person in any organization. In this interactive course, you will utilize listening and questioning skills to develop group understanding; evaluate team roles; develop methods for resolving underlying conflict within a team; and use assertion skills to collaborate with team members to achieve workplace objectives. Fee: $139

Item: Y936  S. Johnson  Kent  KC-324
Sessions: 2 M, W  Mar 4 - Mar 9  6:00 - 9:00PM

Critical Thinking in the Workplace
Critical thinking is one of the most valued skills in today’s workplace. Employers need employees who can analyze situations, gather the facts, generate creative solutions, use good judgement and turn mistakes into new opportunities. Through problem-solving exercises, you will learn how to ask the right questions to gather pertinent facts; develop methods to evaluate potential solutions; utilize the Rational Linear and Intuitive decision-making models; and develop procedures to evaluate successful resolution of issues. Fee: $139

Item: Y937  S. Johnson  Kent  KC-324
Sessions: 2 M, W  Mar 11 - Mar 16  6:00 - 9:00PM

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: Y399  A. Jones  Auburn Center  AC-160
Sessions: 1 Tu  Jan 28  9:00AM - 4:00PM

Item: Y398  A. Jones  Auburn Center  AC-160
Sessions: 1 Tu  Feb 25  9:00AM - 4:00PM

Item: Y397  A. Jones  Auburn Center  AC-160
Sessions: 1 Tu  Mar 24  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: Y396  E. Galasso  Auburn Center  AC-160
Sessions: 7 Sa  Jan 4 - Feb 29  8:00 - 4:00AM
NO CLASS January 18 and February 15

Item: Y395  E. Galasso  Auburn Center  AC-160
Sessions: 7 Sa  Mar 7 - Apr 18  8:00AM - 4:00PM

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 health care 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: Y938  ONLINE
Sessions: 7 Sa  Feb 3 - Mar 27
Introduction to HR
In this introductory course discover how HR functions within an organization, and learn about the specific role of the HR Generalist. Identify the typical duties HR Generalists are responsible for and how they can have a positive influence on an organization. You will also evaluate common scenarios HR professionals deal with and define the characteristics of successful HR Generalists. Fee: $69

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

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

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

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

Item: Y947 S. King Kent KC-321
Sessions: 1 Th Mar 12 6:00 - 9:00PM

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: Y948 J. Drinen Kent KC-321
Sessions: 1 Tu Mar 17 6:00 - 9:00PM

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

Item: Y949 Feb 3 – May 1 ONLINE

Visit greenriver.edu/ceOnline for course details.

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

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

Paralegal Certificate Information Session
Paralegal Certificate Part 2: Research, Investigation and Discovery
Paralegal Certificate Part 3: Advanced Research, Writing and Trial Preparation

Visit greenriver.edu/ceCertificates for course details.

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

Item: Y905 V. Hager Auburn Center AC-240
Sessions: 1 Tu Feb 11 6:00 - 7:00PM

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

Item: Y906 V. Hager Auburn Center AC-240
Sessions: 9 Feb 25 - Mar 19 6:00 - 9:00PM
This course has one Saturday session on Mar 14 from 9:00AM - 4:00PM.
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: Y950  Feb 3 – May 1  ONLINE

Visit greenriver.edu/ceOnline 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. Fee: $195

Item: Y952  Feb 3 - Feb 28  ONLINE

Managing Social Media Platforms Certificate

Twitter, Facebook for Business and LinkedIn have distinct characteristics and different features. All three are used to develop a two-way communication and marketing strategy for your organization. Learn how to work with and manage these different social media platforms, find out what you can and should be doing with each, and gain practical techniques for integrating them into your organization’s communication and marketing. See website for technical requirements. Includes three month-long courses.

Item: Y950  Feb 3 – May 1  ONLINE

Visit greenriver.edu/ceOnline for course details.

Agile Project Management: Scrum and Kanban

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

Item: Y954  D. Yeomans  Kent  KC-321

Sessions: 5 M, W  Mar 2 - Mar 16  6:00 - 9:00PM

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.

Visit greenriver.edu/ceCertificates for course details.


Item: Y907  Yeomans/Hopper  Kent

Sessions: 14 M, W  Jan 6 - Feb 26  6:00 - 9:00PM

NO CLASS Jan 20, Feb 17. See Kent signage for room assignment.
**Project Stakeholder and Communication Management**
Effective communication is the glue that holds the project together, and managing stakeholders is arguably the greatest challenge a project manager faces. Learn your individual communications style and how it compares to others. Explore your own Emotional Intelligence. Discover how to effectively build, develop and manage a team. You’ll also learn how to ‘manage up’ and successfully influence difficult stakeholders. Price includes an I Speak questionnaire and manual. See website for required and recommended textbooks. PDUs: 15. Fee: $359

**Item:** Y908  D. Yeomans  Kent  
**Sessions:** 5 M, W  Jan 6 - Jan 22  6:00 - 9:00PM  
NO CLASS Jan 20

**Microsoft Project 2019**
Microsoft Project should be one of the most frequently used tools in your project management toolbox. Learn the basics of Project; create a project from scratch; work with task types, scheduling options and constraints; setup resources, resolve resource conflicts and pool them for sharing; manage the schedule consistent with the critical path and project baseline; consolidate projects; print project dashboards, views and reports and much more. Bring a USB drive to class. See website for prerequisite and textbook information. PDUs: 15. Fee: $389

**Item:** Y909  J. Hopper  Kent  
**Sessions:** 5 M, W  Jan 27 - Feb 10  6:00 - 9:00PM

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

**Item:** Y910  D. Yeomans  Kent  
**Sessions:** 4 M, W  Feb 12 - Feb 26  6:00 - 9:00PM  
NO CLASS Feb 17. First three sessions meet in Room 321. Last session meets in Room 274.

---

**REAL ESTATE**

**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:** Y384  ONLINE

**Real Estate Law**  Item: Y383  ONLINE  
**Real Estate Appraisal**  Item: Y382  ONLINE  
**Financing Residential Real Estate**  Item: Y381  ONLINE  
**Real Estate Property Management**  Item: Y380  ONLINE  

**SMALL BUSINESS DEVELOPMENT**

**Retirement Plans for Small Business**
With retirement programs becoming more common than ever, it is essential to understand the tax and compliance requirements to avoid future issues. Selecting and running the best type of plan for your organization, such as a SEP, SIMPLE, or 401(k) plan is important for sole proprietors and large companies alike. Discover the differences between the most common types used by small businesses; know when to file a tax return for the plan; understand when employees have to be included; learn the different employer contribution types and how they are calculated; and study best practices to avoid common compliance errors. Fee: $59

**Item:** Y379  Staff  Auburn Campus  WB-106  
**Sessions:** 2 M, W  Jan 13 - Jan 15  6:30 - 8:30PM

**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:** Y806  K. Grossman  Enumclaw  ENM-4  
**Sessions:** 1 Tu  Feb 11  5:30 - 7:00PM

**Item:** Y801  K. Grossman  Cov City Hall  Council Chambers  
**Sessions:** 1 Tu  Mar 17  5:30 - 7:00PM
Small Business Social Media and Digital Marketing

From initial research, to determining return on investment, this course is designed to introduce you to the essential knowledge of social media and digital marketing for your small business. Topics include a review of common social sites, while also discussing cost-effective email marketing and explaining why ‘content is king’ for your SEO strategy. Fee: $59

Item: Y900 J. Mauck Kent KC-273
Sessions: 1 W Jan 29 6:00 - 9:00PM

Technology

Meet Taryn Hornby, SBDC Advisor for the Green River College Small Business Center!

Taryn Hornby joined Green River College’s Small Business Center staff after 13 years in the banking industry. She began her career in the Asset-Based Commercial Finance industry holding positions ranging from Auditor to Vice President of New Business Development.

Taryn has owned her own business, starting with an original idea, developing the organization and then selling it several years later. She has an MBA from Northern Illinois University and a BS in Accounting from the University of Illinois, having also passed the CPA exam.

Her areas of specialization include:
- Banking
- Evaluating Financial Statements
- Financial Health of an Organization
- Business Plans
- Marketing Strategy

If you are interested in making an appointment with a Certified Business Advisor at the Small Business Center please call (253) 833-9111, Ext. 6260 to make an appointment.

About Our Computer and Technology Programs

Prerequisites
Most computer classes list “prerequisites,” which are the basic skills and knowledge students must have prior to taking the class. Instructors will not use class time to cover prerequisite material. If you have questions about prerequisites, please contact 253-833-9111 ext. 2535.

Textbooks
Many of our computer classes utilize textbooks. Textbooks will be distributed in class, unless otherwise noted. (Note: Some computer courses do not use textbooks.)

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.

Computer Basics

Computer Fundamentals
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

Item: Y955 G. Larson Kent KC-255
Sessions: 4 Tu, Th Jan 14 - Jan 23 5:30 - 9:00PM

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

Item: Y956 G. Larson Kent KC-255
Sessions: 1 F Jan 24 8:00AM - 4:00PM

Cybersecurity

Cybersecurity for Managers
Cybersecurity issues are all around us and reach nearly every part of our business and work. Get the basic knowledge you need to practice safer computing and safeguard your information. Topics include threats and vulnerabilities; safeguards; common attacks, viruses, malware and spyware; disaster recovery planning; intrusion detection/prevention; basic security architecture; introductory forensics; and cyber terrorism. This course is designed for non-technical managers, directors and other workplace personnel. Visit greenriver.edu/ceOnline for details. Fee: $195

Item: Y981 Mar 2 - Mar 27 ONLINE
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 page 14

Data Analyst Certificate Part 1: SQL Server (4 Class Series) page 14
Relational Database Concepts and Design page 14
SQL Programming Level 1 page 14
SQL Programming Level 2 page 14
SQL Server Certificate Capstone page 14

Data Analyst Certificate Part 2: Python for Data Analysis page 14

Data Mining Spring 2020
Data Visualization Spring 2020
Data Analyst Certificate Capstone Spring 2020

Visit greenriver.edu/ceCertificates for course details.

Microsoft Office 2019 Essentials Certificate

Discover the value of Microsoft Office 2019. Gain hands-on experience with Microsoft Office's most popular applications, including Word for word processing; Outlook for email, calendaring and contacts; PowerPoint for presentations; Excel for spreadsheets; and Access for databases.

The Microsoft Office 2019 Essentials Certificate consists of five courses and can be completed in as little as one quarter. Earn the Certificate by taking the courses individually, or register for the Series and save.

Microsoft Office 2019 Essentials Certificate (5 Class Series) page 14
Microsoft Word 2019 Level 1 page 16
Microsoft Outlook 2019 page 15
Microsoft PowerPoint 2019 page 15
Microsoft Excel 2019 Level 1 page 15
Microsoft Access 2019 Level 1 page 15

Visit greenriver.edu/ceCertificates for course details.

5 Class Series Microsoft Office 2019 Essentials Certificate

Take the Microsoft Office 2019 Essentials Certificate (5 Class Series) at a discounted rate. Series includes Word Level 1, Outlook, PowerPoint, Excel Level 1 and Access Level 1. Visit greenriver.edu/ceCertificates for prerequisites. Five textbooks included. Fee: $499

Item: Y982 Hopper/Larson Kent KC-255
Sessions: 2 F Feb 28 - Mar 6 8:00AM - 4:00PM

Data Analyst Certificate Part 1: SQL Server

Take the Data Analyst Certificate Part 1: SQL Server (4 Class Series) at a discounted rate. Series includes Relational Database Concepts and Design, SQL Programming Level 1, SQL Programming Level 2 and the SQL Server Certificate Capstone. Visit greenriver.edu/ceCertificates for prerequisites and recommended textbook. Fee: $579

Item: Y912 J. Parshall Kent KC-274
Sessions: 15 Tu, Th Jan 21 - Mar 10 6:00 - 9:00PM

Data Analyst Certificate Information Session

As companies utilize big data concepts to stay competitive, the role of the data analyst is key. In this free information session, learn how organizations are moving towards a quantifiable, data-driven decision-making approach, the data analyst profession and Green River's new Data Analyst Certificate. Registration required. Free

Item: Y911 Opedal/Parshall Kent KC-274
Sessions: 1 Th Jan 9 6:00 - 7:00PM

4 Class Series Data Analyst Certificate Part 1: SQL Server

Take the Data Analyst Certificate Part 1: SQL Server (4 Class Series) at a discounted rate. Series includes Relational Database Concepts and Design, SQL Programming Level 1, SQL Programming Level 2 and the SQL Server Certificate Capstone. Visit greenriver.edu/ceCertificates for prerequisites and recommended textbook. Fee: $579

Item: Y912 J. Parshall Kent KC-274
Sessions: 15 Tu, Th Jan 21 - Mar 10 6:00 - 9:00PM

Microsoft Office 2019 Essentials Certificate

Discover the value of Microsoft Office 2019. Gain hands-on experience with Microsoft Office’s most popular applications, including Word for word processing; Outlook for email, calendaring and contacts; PowerPoint for presentations; Excel for spreadsheets; and Access for databases.

The Microsoft Office 2019 Essentials Certificate consists of five courses and can be completed in as little as one quarter. Earn the Certificate by taking the courses individually, or register for the Series and save.

Microsoft Office 2019 Essentials Certificate (5 Class Series) page 14
Microsoft Word 2019 Level 1 page 16
Microsoft Outlook 2019 page 15
Microsoft PowerPoint 2019 page 15
Microsoft Excel 2019 Level 1 page 15
Microsoft Access 2019 Level 1 page 15

Visit greenriver.edu/ceCertificates for course details.

5 Class Series Microsoft Office 2019 Essentials Certificate

Take the Microsoft Office 2019 Essentials Certificate (5 Class Series) at a discounted rate. Series includes Word Level 1, Outlook, PowerPoint, Excel Level 1 and Access Level 1. Visit greenriver.edu/ceCertificates for prerequisites. Five textbooks included. Fee: $499

Item: Y982 Hopper/Larson Kent KC-255
Sessions: 2 F Feb 28 - Mar 6 8:00AM - 4:00PM

Data Analyst Certificate Part 2: Python for Data Analysis

Python is a versatile and easy-to-use language that’s used by data analysts for data mining and data analytics. Learn the basics of Python by exploring the variables, expressions, functions and classes. Create basic programming structures using decisions and loops. Create code for data processing using Pandas for analytics. For prerequisites and program details, visit greenriver.edu/ceCertificates. Fee: $549

Item: Y913 O. Opedal Auburn Center AC-250
Sessions: 8 Tu Jan 21 - Mar 10 6:00 - 9:00PM
Microsoft Access 2019 Level 1
Access is a versatile tool that helps you collect and manage large amounts of data. In this course, you will create a simple database and customize configuration options; organize and manage data stored within Access tables; use queries to join, sort and filter data from different tables; use forms to make it easier to view, access and input data; and create and format custom reports. Prerequisite: Basic computer skills including Microsoft Windows proficiency.
Fee: $149
Item: Y958 J. Hopper Kent KC-255
Sessions: 2 F Feb 28 - Mar 6 8:00AM - 4:00PM

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 database for efficiency and performance; maintaining data integrity; and customizing reports. Prerequisite: Access Level 1. Textbook included. Fee: $149
Item: Y959 J. Hopper Kent KC-255
Sessions: 1 F Feb 28 8:00AM - 4:00PM

Microsoft Excel 2019 Level 1
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: Y964 G. Larson Kent KC-255
Sessions: 2 Tu, Th Feb 4 - Feb 6 5:30 - 9:00PM

Microsoft Excel 2019 Level 2
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: Y965 G. Larson Kent KC-255
Sessions: 2 Tu, Th Feb 11 - Feb 13 5:30 - 9:00PM

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.
Fee: $139
Item: Y970 G. Larson Kent KC-255
Sessions: 1 F Feb 7 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.
Fee: $139
Item: Y971 G. Larson Kent KC-255
Sessions: 1 F Feb 14 8:00AM - 4:00PM

Microsoft Project 2019
Microsoft Project should be one of the most frequently used tools in your project management toolbox. Learn the basics of Project: create a project from scratch; work with task types; scheduling options and constraints; set-up resources; resolve resource conflicts and pool them for sharing; manage the schedule consistent with the critical path and project baseline; consolidate projects; print project dashboards, views and reports and much more. Bring a USB drive to class. See website for prerequisite and textbook information.
PDU's: 15 Fee: $389
Item: Y909 J. Hopper Kent KC-255
Sessions: 5 M, W Jan 27 - Feb 10 6:00 - 9:00PM

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: Y968 G. Larson Kent KC-255
Sessions: 1 F Feb 28 8:00AM - 4:00PM

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: Y965 G. Larson Kent KC-255
Sessions: 2 Tu, Th Feb 4 - Feb 6 5:30 - 9:00PM

Microsoft Access 2019 Level 3
Prerequisite: Access Level 2. Textbook included. Fee: $149
Item: Y966 G. Larson Kent KC-255
Sessions: 1 F Mar 6 8:00AM - 4:00PM

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: Y965 G. Larson Kent KC-255
Sessions: 2 Tu, Th Feb 4 - Feb 6 5:30 - 9:00PM

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.
Fee: $139
Item: Y970 G. Larson Kent KC-255
Sessions: 1 F Feb 7 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.
Fee: $139
Item: Y971 G. Larson Kent KC-255
Sessions: 1 F Feb 14 8:00AM - 4:00PM

Microsoft Project 2019
Microsoft Project should be one of the most frequently used tools in your project management toolbox. Learn the basics of Project: create a project from scratch; work with task types; scheduling options and constraints; set-up resources; resolve resource conflicts and pool them for sharing; manage the schedule consistent with the critical path and project baseline; consolidate projects; print project dashboards, views and reports and much more. Bring a USB drive to class. See website for prerequisite and textbook information.
PDU's: 15 Fee: $389
Item: Y909 J. Hopper Kent KC-255
Sessions: 5 M, W Jan 27 - Feb 10 6:00 - 9:00PM
3 Class Series  Microsoft Word 2019

Experience the powerful features of Word 2019 by taking the Word Series. Series includes Levels 1, 2 and 3 at a discounted rate. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Three Textbooks included. Fee: $349

Item: Y972  J. Hopper  Kent  KC-274
Sessions: 3  F  Jan 31 - Feb 14  8:00AM - 4:00PM
See Kent signage for room assignment.

Microsoft Word 2019 Level 1
Word's rich features and powerful tools can make creating professional documents easy and 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: Y973  J. Hopper  Kent  KC-255
Sessions: 1  F  Jan 31  8:00AM - 4:00PM

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: Y974  J. Hopper  Kent  KC-274
Sessions: 1  F  Feb 7  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 merge; and use macros and forms. Prerequisite: Microsoft Word Level 2. Textbook included. Fee: $139

Item: Y975  J. Hopper  Kent  KC-274
Sessions: 1  F  Feb 14  8:00AM - 4:00PM

PROGRAMMING

Coding Certificate
Coding has become a core skill that can bolster your chances for becoming a higher value to organizations. In this online program, you'll start by reviewing the fundamentals of computer programming and various programming languages. Then, you'll learn the basics of HTML and CSS and understand the relationship between these two industry-standard web page coding languages. You'll also practice the step-by-step process of hand coding and building web pages. Finally, you'll learn how to use the advanced features of CSS. Includes three-month-long courses. Fee: $595

Item: Y976  Feb 1 – May 1  ONLINE
Visit greenriver.edu/ceOnline for course details.

SQL Server Certificate

SQL Server Certificate (4 Class Series)
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.

Item: Y914  J. Parshall  Kent  KC-274
Sessions: 15  Tu, Th  Jan 21 - Mar 10  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

Item: Y915  J. Parshall  Kent  KC-274
Sessions: 3  Tu, Th  Jan 21 - Jan 28  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

Item: Y916  J. Parshall  Kent  KC-274
Sessions: 5  Tu, Th  Jan 30 - Feb 13  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

Item: Y917 J. Parshall Kent KC-274
Sessions: 4 Tu, Th Feb 18 - Feb 27 6:00 - 9:00PM

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

Item: Y918 J. Parshall Kent KC-274
Sessions: 3 Tu, Th Mar 3 - Mar 10 6:00 - 9:00PM

WEB AND GRAPHIC DESIGN

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

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

- Graphic Design Certificate Information Session Fall 2020
- Graphic Design Certificate Part 1 (2 Class Series) Fall 2020
  - Graphic Design Fundamentals Fall 2020
  - Photoshop CC Fall 2020
- Graphic Design Certificate Part 2 (2 Class Series) page 17
  - Working Designer page 17
  - Illustrator CC page 18
- 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 2
Take the Graphic Design Certificate Part 2 (2 Class Series) at a discounted rate. Series includes Working Designer and Illustrator CC. Visit greenriver.edu/ceCertificates for prerequisites, required textbooks and recommended software. Fee: $589

Item: Y419 M. Olson Kent KC-255
Sessions: 9 M, W Jan 6 - Feb 5 6:00 - 9:00PM
NO CLASS Jan 20.

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

Item: Y420 M. Olson Kent KC-255
Sessions: 3 M, W Jan 6 - Jan 13 6:00 - 9:00PM

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

Item: Y421 M. Olson Kent KC-255
Sessions: 6 M, W Jan 15 - Feb 5 6:00 - 9:00PM
NO CLASS Jan 20.

Interested in Cinematic VR?
Check out our class on Introduction to 360 Video Production/Cinematic Virtual Reality on page 20!

NEED A FLEXIBLE CLASS SCHEDULE?
1. Look for ONLINE classes with a mouse icon.
2. See our ad on page 19.
3. Visit: greenriver.edu/ceOnline.
User Experience (UX) Design Certificate

UX Designers create exciting and user-friendly online experiences for everyone. They improve the function, usability and accessibility of websites, apps and software programs. This provides online interactions for users that are informative, easy and worthwhile.

Green River’s UX Design Certificate consists of five required courses (divided into two parts), which can be completed in as little as two quarters. Earn the Certificate by taking the courses individually, or register for the Part 1 and Part 2 Series and save.

| UX Design Certificate Information Session | page 19 |
| UX Design Certificate Part 1 (2 Class Series) | page 19 |
| UX Design Fundamentals | page 20 |
| HTML5 and CSS3 and Online Content Management Tools | page 20 |
| UX Design Certificate Part 2 (3 Class Series) | Spring 2020 |
| Responsive Web Design | Spring 2020 |
| Web Accessibility | Spring 2020 |
| UX Design Capstone | Spring 2020 |

Visit greenriver.edu/ceCertificates for course details.

User Experience (UX) Design Fundamentals
Design websites that maximize the user’s experience. In this course, you will simulate the work of a design team in implementing UX design principles when planning a website. Create user personas and scenarios; site organization and task flows; storyboards, wireframes and prototypes; and conduct usability tests. Gain a solid introduction to the principles and activities in the UX design field and exposure to software and online tools to help you create user-friendly websites. See website for prerequisite and recommended textbook. Fee: $489

Item: Y424  S. Norris  Kent  KC-255
Sessions: 6 M, W  Feb 10 - Mar 2  6:00 - 9:00PM

HTML5, CSS3 and Online Content Management Tools
Learn how to read and write HTML and CSS, and gain exposure to industry-standard online content management tools. Learn HTML tags for creating structure and layout and placing content and controlling attributes within a webpage. Use CSS to design the look of pages. Create interactive navigation and more using HTML5 and CSS3. Practice using online authoring software and content management systems, and experience how each tool works through hands-on activities. See website for prerequisite and recommended textbook. Fee: $489

Item: Y425  S. Norris  Kent  KC-274
Sessions: 6 M, W  Mar 4 - Mar 23  6:00 - 9:00PM

WordPress Certificate
WordPress is the most popular content management system (CMS) for website and blog design. Learn all the initial steps and the required elements for having a website; identify how to build a simple WordPress website or blog; customize your WordPress site by hand-coding HTML, CSS, and PHP; and apply search engine optimization (SEO) techniques to improve your website ranking and much more. Certificate includes three month-long courses. Fee: $495

Item: Y980  Feb 3 – Mar 27  ONLINE
Visit greenriver.edu/ceOnline for course details.

WordPress Certificate
**ed2go Fundamentals**

Gain basic skills for professional or personal development

<table>
<thead>
<tr>
<th>INSTRUCTOR-LED COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses are fun, convenient and highly interactive. They include lessons, quizzes, hands-on assignments and more. Courses may be completed 24/7 from any location with internet access.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Features:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Expert instruction</td>
</tr>
<tr>
<td>• Online discussions</td>
</tr>
<tr>
<td>• 6-week format</td>
</tr>
<tr>
<td>• Start monthly</td>
</tr>
<tr>
<td>• Non-credit</td>
</tr>
</tbody>
</table>

**Advanced Microsoft Excel 2016**

Master advanced features and functions of Excel 2016, including data analysis tools, data tables and databases, PivotTables, custom controls and more.

**Basic CompTIA A+ Certification Prep**

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

**Become a Veterinary Assistant**

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

**Certificate in Nutrition, Chronic Disease and Health Promotion**

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

**Drawing for the Absolute Beginner**

Interested in drawing but don’t know how to get started? Gain a solid foundation in the basics of drawing and become the artist you’ve always dreamed you could be!

**Fundamentals of Supervision and Management**

Learn the people skills required to motivate and delegate. You’ll also learn tools for solving problems and resolving conflicts.

**Introduction to Journaling**

Discover how journaling can help you learn about your values and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.

**Introduction to PC Security**

Learn why you’re at risk and what you can do to protect your personal and business data from the outside world. This course will bring you up to speed on the fundamentals of PC and network security.

**Introduction to Screenwriting**

Learn everything you need to know to write a great script, from structure, character creation and dialogue to marketing and selling your screenplay.

**Keys to Successful Money Management**

Acquire the knowledge and skills necessary for accumulating a sizable nest egg. A Certified Financial Planner will teach you the steps to take to achieve true financial success.

**Speed Spanish III**

Master your ability to speak, understand and read Spanish by taking the final installment in this unique three-part Speed Spanish learning series.

**The Keys to Effective Editing**

Published writers will tell you that a good editor is essential. If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

To view the entire catalog or to register, visit: greenriver.edu/ce-ed2go

---

**ed2go Advanced Career Training**

Prepare for a new career, certification or advancement

<table>
<thead>
<tr>
<th>SELF-PACED COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare for employment in some of today’s hottest careers with a comprehensive, affordable Career Training Program. Courses may be completed 24/7 from any location with internet access.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Features:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Instructor mentor access</td>
</tr>
<tr>
<td>• Materials and books included</td>
</tr>
<tr>
<td>• 6-12 months to complete</td>
</tr>
<tr>
<td>• Start anytime</td>
</tr>
<tr>
<td>• Non-credit</td>
</tr>
</tbody>
</table>

**AutoCAD 2018 Certified User (Voucher Included)**

Learn the basic and advanced 2D functionality for AutoCAD 2018. You will also get the necessary tools to prepare for the Autodesk AutoCAD 2018 Certified User Exam.

**CCNA Collaboration (Voucher Included)**

Become an expert in Cisco telephony, from call routing basics to advanced Cisco telephony architecture. Price includes voucher to take the Cisco 210-060 CICD certifying exam.

**CPC Medical Billing and Coding (Voucher Included)**

This Medical Billing and Coding program, with 60 hours of medical terminology training, gives you a competitive edge in entering the health care field.

**Front-End Web Developer**

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

**Full Stack Software Developer**

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

**Lean Training (Exam Cost Included)**

This in-depth online course will teach you how to utilize the principles of Lean process improvement as you prepare to test for Lean Certification.

**Microsoft Excel 2019 Certification Training**

This course prepares you for the Microsoft Office Specialist (MOS) and Expert certification exams for Microsoft Excel 2019.

**NCSF Sports Nutrition Specialist (Voucher Included)**

Get the necessary knowledge and skills to successfully pass the NCSF Sport Nutrition Specialist (SNS) Exam, and work safely and effectively as a Sport Nutrition Specialist.

**OMCA Mobile Marketing Associate (Voucher Included)**

Prepare for the nationally recognized OMCA® mobile marketing certification to start or improve your career in digital marketing.

**OMCA Web Analytics Associate (Voucher Included)**

Want to make sense of all your marketing data? Get web analytics training while simultaneously preparing for the OMCA® certification exam.

**PMI Risk Management Professional**

Become proficient on PMI’s Risk Management procedure and learn how to mitigate company risk through best practices. This program prepares you for PMI’s Risk Management Professional exam.

**Salesforce: Power User**

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

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

---
Personal Interest

CREATIVE ARTS AND CRAFTS

Beginning Pastels
Colorful pastels have been used by artists since the 16th century and have been making a comeback the last few years. This will be an overview of the different pastel materials, tools, and techniques. Projects will include landscapes and still life. Fee: $15

Item: Y322  E. Lynest  Enumclaw
Sessions: 4 Tu  Jan 9 - Mar 3  10:00AM - 12:00PM

Color Fun with Watercolor
Create a full spectrum of colors using just six colors, and create your signature style palette. Six painting projects including landscape, floral, still life and color wheel. Have fun and learn playing with color! Fee: $115

Item: Y321  E. Lynest  Enumclaw
Sessions: 7 W  Jan 22 - Mar 4  10:00AM - 12:00PM

Adventures in Sewing
No more struggling through sewing projects; learn to sew the fun and easy way! Practice pattern reading, choosing the right fabrics and laying out fabric to create a finished piece you can be proud of. Whether you want to redecorate your home, make crafts or clothes, we’ll get you stitching in the right direction. Fabric and patterns provided for the first two projects. At the first session, Instructor will provide a guide to assist in the fabric purchase for the final apparel project: students are responsible for purchasing fabric for this final project. Fee: $185

Item: Y374  O. Johnson  Auburn Center
Sessions: 4 Sa  Feb 22 - Mar 14  9:00AM - 2:00PM

Digital Photography 1 - Enumclaw
Move beyond the “auto” mode of your digital camera and take great photos in any situation! Through this basic hands-on course, you will explore modern photography in simple, real-world terms. You will learn about exposure, shutter speed, focus, flash, aperture, depth of field, ISO and much more. Please bring a digital camera with full manual control and a complete owner’s manual. Fee: $135

Item: Y378  G. McCutcheon  Auburn Campus, WB-108
Sessions: 7 M, W  NO CLASS Jan 20

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 control and a complete owner’s manual. Fee: $135

Item: T800  G. Doerr  Tahoma
Sessions: 7 Tu, Th  Jan 21 - Feb 11  6:30 - 8:30PM

Digital Photography 3
NO CLASS Jan 20

Acrylic Painting I
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: T803  P. Jensen  Tahoma
Sessions: 6 Tu  Feb 25 - Mar 31  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: Y375  P. Jensen  Auburn Campus, WT-16
Sessions: 6 M  Feb 24 - Mar 30  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: T804  P. Jensen  Tahoma
Sessions: 6 Th  Jan 9 - Feb 13  6:00 - 9:00PM
**NW Coast Style Flat Relief Woodcarving**

This class provides a supportive, well equipped environment to gain a basic intro to wood carving, by learning the techniques of hand carving your design choice on good quality wood. You'll learn many of the carving, painting and woodworking skills you'll need to carve future projects. We’ll talk about NW Coast “Form line” and sound design concepts. We will also discuss Wood and demystify the process of buying it. All tools provided. This is an 8-week course, 1x week for 3 hours. Classes held on a Mon/Tue or Thu each week. 9:30am or 6pm. Make-up classes avail. A $35 fee paid to instructor at the first class for other supplies provided. Fee $250

Visit greenriver.edu/ce for course details.

**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

**Fused Glass I**

This class is a fun way for students of all levels (beginners to experienced) to learn or improve their glass fusing skills. Students select 2-3 small projects as they work hands-on to cut, design, and create fused glass. Projects may include: icicles, tiles, hanging decorations, or colorful elements for use in other mixed media projects. All materials, tools, supplies provided in class. $125 material/firing fee per section paid to instructor in class. Project pick-up on Sunday. Classes held at Blue Dog Glass Art Studio. Fee: $79

**Create Your Own Vision Board**

A vision board, at its core, is a visual representation of all the things that you want to do, be and have in your life. It is something you can look at every single day to remind you of your goals. Attention is powerful, and where your attention goes, your energy flows. Come join our workshop, where you will gain clarity on what you really want and work on your vision board with like-minded people. All the tools are provided to create your powerful vision board. Fee: $69

**Introduction to 360 Video Production/Cinematic Virtual Reality**

Learn to create, edit and share 360 video, also known as Cinematic VR, that can be seen in Head-Mounted Displays (HMDs) such as Oculus Go, Rift & Quest, and GearVR. Students will have an Adobe account during the course, and access to PIXVANA Spin Studio 2.0 Pro. Please bring Samsung Gear360, MicroSD card and selfie-stick tripod. Equipment is also available to borrow in class or purchase for additional $149 paid to instructor. Fee: $359

**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

**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

**Interaction Between the Body and Food (5 Class Series)**

This series of five classes explores the functions of the body and how they relate to the food we eat. Just as important as what you eat is understanding your body’s response to these foods. Each class builds on the next incorporating activities to promote changes to your specific dietary and health needs. Fee: $99

**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

**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

**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

**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
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: T812
Sessions: 1 W
Feb 12
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: T813
Sessions: 1 W
Feb 26
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 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: T814
Sessions: 1 W
Mar 4
6:00 - 8:00PM

Mindful Eating

Learn to create, edit and share 360 video, also known as Cinematic VR, that can be seen in Head-Mounted Displays (HMDs) such as Oculus Go, Rift & Quest, and GearVR. Students will have an Adobe account during the course, and access to PIXVANA Spin Studio 2.0 Pro. Please bring Samsung Gear360, MicroSD card and selfie-stick tripod. Equipment is also available to borrow in class or purchase for additional $149 paid to instructor. Fee: $349

Item: T806
Sessions: 8 Tu, W
Jan 7 - Jan 29
6:00 - 8:00PM

Mindfulness and Relaxation

Join us and learn techniques to help quiet the mind, relax and find focus in your daily life. Join yoga teacher and psychotherapist Elizabeth “Liz” Grasher and learn skills to promote calm and present moment awareness. Studies show deep breathing techniques and discuss ways to incorporate this practice into your daily life. Fee: $29

Item: T815
Sessions: 5 W
Feb 26 - Mar 25
6:30 - 7:30PM

East Coast Swing

If you learn just one dance, this is it! It’s a fun and easy dance to learn and to begin partner dancing. Known world-wide as American dance, it’s the most versatile dance done to the greatest variety of music including Big Band, Rock and Roll, Rhythm and Blues, Country, and Top 40. Singles and couples of all ages welcome. Fee: $59

Item: T816
Sessions: 5 W
Feb 26 - Mar 25
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: Y354
Sessions: 8 Tu
Jan 21 - Mar 10
6:30 - 7:30PM

Item: T817
Sessions: 8 Th
Jan 23 - Mar 19
6:30 - 7:30AM

Circus Classes

Looking to spice up your workout routine? Move on from weights and treadmills to circus arts! Increase energy, boost confidence, and build body awareness. Deep down you’ll know that you’re building your balance, strength, agility, and fitness—but on the surface, these classes are just fun! Remember, it’s never too late to join the circus! There are four different types of classes to choose from: Standing Acrobatics, Aerial Arts, Handstands and Flexibility, and Strength and Stretch. Each class runs for four weeks. Classes held weeknights after 6PM. Visit our website for more details.

Visit greenriver.edu/ce for course details.

Adult CSI Lecture

Do you enjoy watching CSI programs/mysteries? Then this class is for you. This 3 hour presentation will contain some photos and information that might be considered graphic/offensive. Learn behind the èscenes’ facts of several crimes such as homicides, robberies, staged crime scenes, and more. Fee: $29

Item: Y351
Sessions: 1 Tu
Feb 25
6:00 - 9:00PM

Create a Website for Fun, Profit and Business

No programming required! Discover easy-to-use, drag & drop design tools that can build your personal or small business website quickly! Covers website layout planning, Search Engine Optimization (SEO), social media marketing, the tips and traps of website design. Optional eBooks available for purchase after class. Taught by a multi award-winning instructor and published author from Seattle. Lecture. Fee: $69

Item: Y349
Sessions: 1 Tu
Mar 3
6:00 - 9:00PM

Home, Garden and Outdoors

Visit greenriver.edu/ce for course details.

Crusoe Articles

Looking to spice up your workout routine? Move on from weights and treadmills to circus arts! Increase energy, boost confidence, and build body awareness. Deep down you’ll know that you’re building your balance, strength, agility, and fitness—but on the surface, these classes are just fun! Remember, it’s never too late to join the circus! There are four different types of classes to choose from: Standing Acrobatics, Aerial Arts, Handstands and Flexibility, and Strength and Stretch. Each class runs for four weeks. Classes held weeknights after 6PM. Visit our website for more details.

Visit greenriver.edu/ce for course details.
Fruit Growing in Your Backyard
Learn the basics of fruit culture in the Pacific NW climate. Learn to properly plant and care for your trees, which varieties do best in our mild climate, and how to avoid or deal with common insects and diseases. This course also includes fruit tree pruning. Fee: $35
Item: Y320  A. Haywood  Enumclaw
Sessions: 1 Th  Mar 5  6:30 - 9:00PM

Introduction to Floral Design
Get a unique, creative and modern approach to designing arrangements while learning the basics of floral design. Class will include the care and handling of flowers, flower varieties and fundamental concepts of floral arrangements and styles. Gain a basic foundation for personal use or for entry level employment in the industry. Fee: $49
Item: Y352  Staff  Enumclaw
Sessions: 1 Tu  Feb 4  6:00 - 8:00PM

Introduction to Sustainable Gardening and Landscaping
Create a great-looking landscape or garden that’s healthier for you, your family, your pets, and the environment while saving you time and money! Topics include using a sustainable and economical approach to planning and managing a landscape or garden based on five components: soil, water, plants, materials and health. Fee: $35
Item: Y319  A. Haywood  Enumclaw  ARR
Sessions: 1 Th  Feb 20  6:30 - 9:00PM

Create Your Emergency Exit 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. Save your family, valuables and your life! Lecture. Fee: $59
Item: Y318  K. Boyd  Auburn Center
Sessions: 1 M  Mar 2  6:00 - 9:00PM

Sell it on eBay!
Learn how to create an eBay Seller account, create successful eBay listings, upload pictures and accept online 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 after class. Taught by a multi-award winning instructor and published author from Seattle. Lecture. Fee: $59
Item: Y350  K. Boyd  Auburn Center
Sessions: 1 Tu  Mar 4  6:00 - 9:00PM

DIY Alaska Fishing Adventures
Alaska has the world’s best sport-fishing and it’s more accessible and affordable than many people realize. Learn how to plan, and execute an amazing angling adventure to “The Last Frontier” without breaking the bank account. Class will include a resource notebook packed with information to help you plan your trip of a lifetime. Instructor has over 30 years of Alaska angling experience and has escorted over 20 group fishing adventures to Alaska. Fee: $39
Item: Y324  J. Fiskum  Auburn Campus  WB-108
Sessions: 1 W  Jan 8  6:30 - 8:30PM

Building a Logical and Systematic Fly Pattern Collection for Pacific NW Angling
With over 5000 commercially produced Trout fly patterns where is a newer angler to start building a collection of effective flies. Whether you are a fly tier or a fly buyer. You can benefit from this discussion of how to stock your fly boxes so you will always be ready for any trout fishing situation. You will receive a resource guide with hatch charts, fly pattern styles, suggested patterns for NW fisheries, and how to go about organizing your fly boxes for success. You do not need to be an aquatic entomologist to carry the right flies. This will be simple, straightforward information. Fee: $39
Item: Y323  J. Fiskum  Enumclaw
Sessions: 1 W  Jan 22  6:30 - 8:30PM

Bucket List Fly Fishing Adventures in the West
We will discuss 20 of the wests top destinations for a multiple day fly fishing vacation. Class will include a resource guide with information about lodging, camping, guides and outfitters and how to do it yourself. Instructor has over 30 years experience planning and escorting fly fishing tours all over the west. Fee: $39
Item: Y322  J. Fiskum  Auburn Campus  WB-108
Sessions: 1 W  Feb 19  6:30 - 8:30PM

Fly Fishing Washington State
Our state has tremendously diverse angling opportunities. Come and learn about where, when and how to fly fish Washington. We will discuss local options, the state’s Top 10, honorable mention and some sleeper fisheries that fly under the radar of the typical angler. Class will include a resource notebook loaded with information about hatches, fly patterns, guides and DIY resources. Fee: $39
Item: Y321  J. Fiskum  Enumclaw
Sessions: 1 Tu  Mar 3  6:30 - 8:30PM

Introduction to Fly Casting
Fly casting is the foundational skill to becoming a successful fly fisher. In this 2 session hands on course, you will get all the fundamentals needed to become a good caster. This class is designed for new casters or those with just a little experience. Class includes use of rods, reels and lines. Held at lake Meridian Park in Kent. Fee: $69
Item: Y320  J. Fiskum  Lake Meridian Park
Sessions: 2 Sa Su  Mar 14 - Mar 15  8:00 - 10:00AM

Eliminating Holiday Turmoil
Learn to eliminate the stress, worry, and hassle that comes with the month of December. Learn creative ways to complete tasks in advance so that by the time December arrives, you are prepared and will have extra time to enjoy attending concerts or other festive events around this special time of year with people most important to you. Instructor will also share her strategies for making your own holiday greeting cards to add a personal touch and highlight your creativity (and coordinating thank you cards). Come join the fun, get a jump start on your holiday preparations, and implement these helpful strategies regardless of what type of traditions you have! Fee: $29
Item: Y353  A. Howell Anselmi  Auburn Campus CH-214
Session: 1 W  Feb 5  6:30-8:30PM

Item: Y327  A. Howell Anselmi  Tahoma
Session: 1 W  Mar 4  6:30-8:30PM
PERSONAL INTEREST

LANGUAGE AND CULTURE

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: Y346  A. Morris Auburn Campus WB-109
Sessions: 8 Tu Jan 28 - Mar 17
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: Y348  A. Morris Auburn Campus WB-109
Sessions: 8 M Jan 27 - Mar 23
6:30 - 8:30AM
NO CLASS Feb 17

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: Y347  A. Morris Auburn Campus WB-109
Sessions: 8 W Jan 29 - Mar 18
6:30 - 8:30PM

MONEY MATTERS

Retirement Strategies 101
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. Textbook included. Fee: $59

Item: Y345  F. Gallo Auburn Center AC-150
Sessions: 2 Sa Jan 25 - Feb 1
9:00AM - 12:00PM

Item: Y343  F. Gallo Auburn Campus WB-106
Sessions: 3 Tu Jan 28 - Feb 11
6:30 - 8:30PM

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: T818  S. Buesch Tahoma
Sessions: 1 W Feb 12
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: Y341  O. Gabrielson Auburn Campus CH-214
Sessions: 1 W Mar 4
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: Y340  M. Farr Auburn Campus CH-214
Sessions: 1 W Mar 11
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: Y339  Staff Auburn Campus CH-214
Sessions: 5 M Feb 24 - Mar 23
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: Y338  J. Schneider Kent KC-324
Sessions: 1 W Jan 15
6:30 - 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: Y337  J. Schneider Kent KC-324
Sessions: 1 W Mar 11
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! Fee:

Item: Y336  J. Joneschiet Kent KC-323
Sessions: 1 Tu Jan 14
6:30 - 8:30PM

Item: T819  J. Joneschiet Tahoma
Sessions: 1 Tu Feb 11
6:30 - 8:30PM

Item: Y335  J. Joneschiet Auburn Campus CH-214
Sessions: 1 Tu Mar 3
6:30 - 8:30PM

Item: Y334  J. Joneschiet Enumclaw
Sessions: 1 Tu Mar 24
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: Y332  Staff  Enumclaw
Sessions: 1 W  Jan 15  6:00 - 8:00PM

Item: Y331  Staff  Auburn Campus  CH-214
Sessions: 1 W  Feb 12  6:00 - 8:00PM

Item: T820  Staff  Tahoma
Sessions: 1 Tu  Mar 17  6:00 - 8:00PM

Beginning Ukulele
Start strumming and learn to play in a relaxed and fun atmosphere. Curriculum includes arrangements for all levels from beginner to pro. Focus will be on learning basic strums and chords set to new songs each week. Bring your own ukulele and start making music! Fee: $99

Item: Y311  D. Anderson  Auburn Campus  IVC-101
Sessions: 8 Th  Jan 16 - Mar 5  6:00 - 7:00PM

Visit greenriver.edu/ce for course details.

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: Y333  C. Buser  Auburn Campus  IVC-108
Sessions: 10 Tu  Jan 7 - Mar 10  6:30 - 7:30PM

5 Class Series  The History of Rock ‘n’ Roll
Led by Dace’s Rock ‘n’ More Music Academy Founder Dace Anderson, this series will trace the roots of Rock ‘n’ Roll from Robert Johnson to The Carter family to find out where it came from then follow it through it’s heyday from Bill Haley to Pearl Jam to discuss what it’s become and where it’s going. We’ll discuss musical forms and terms, see the instruments, listen to the music, and talk about personal experiences creating a unique take on a very popular subject. Each class is set to be a one-off lecture/discussion or part of the series. Choose your own adventure. No musical experience is required. Fee: $99

Item: Y317  D. Anderson  Auburn Campus  IVC-101
Sessions: 5 Tu  Jan 14 - Feb 11  6:00 - 8:00PM

Item: Y309  D. Anderson  Tahoma  TBA
Sessions: 5 Tu  Feb 25 - Mar 24  6:00 - 8:00PM

The Roots of Rock: 1860’s-1955
Explore how four main types of American music (Jazz, Country, Folk, Blues) coalesced into what would become the most influential American musical export ever. The lives, times, and music of Louis Armstrong, The Carter Family, Woody Guthrie, Robert Johnson, and others will be discussed along with a brief history of the guitar and it’s influence on the formation of rock music. Fee: $29

Item: Y316  D. Anderson  Auburn Campus  IVC-101
Sessions: 1 Tu  Jan 14  6:00 - 8:00PM

Item: Y308  D. Anderson  Tahoma  TBA
Sessions: 1 Tu  Feb 25  6:00 - 8:00PM

The Early Years of Rock ‘n’ Roll; This Ain’t Your Parents Music: 1955-1963
Elvis, Little Richard, Chuck Berry, Bill Haley, Sam Phillips, Buddy Holly, and others add a bit of rebellion to their American roots music and create an international phenomenon. Elvis enters the Army. Radio disc-jockeys get caught taking bribes. Buddy Holly dies. A vacuum is created. Fee: $29

Item: Y315  D. Anderson  Auburn Campus  IVC-101
Sessions: 1 Tu  Jan 21  6:00 - 8:00PM

Item: Y307  D. Anderson  Tahoma  TBA
Sessions: 1 Tu  Mar 3  6:00 - 8:00PM
The Beatles Years: 1963-1970


Fee: $29

Item: Y314  D. Anderson Auburn Campus IVC-101
Sessions: 1 Tu Jan 28 6:00 - 8:00PM

Item: Y306  D. Anderson Tahoma TBA
Sessions: 1 Tu Mar 10 6:00 - 8:00PM

Rock 'n' Roll: 70's and 80's

In the 70's, Rock 'n' Roll splinters into a million pieces (prog rock, heavy metal, southern rock, glam, folk rock, etc.), gets too big for its britches (stadium rock i.e. Pink Floyd, Peter Frampton, Aerosmith, Zeppelin, Queen), and creates its own rebellious backlash in punk rock (The Ramones, Sex Pistols). In the 80's the excess goes to 11. Bon Jovi uses all the hair spray, C.C. Deville plays too many notes, Van Halen, Metallica, Def Leppard and many others partying to the next level and, in the ultimate irony that perfectly encapsulates the spirit of the era, the drummer of Guns 'n' Roses gets thrown out of the band for doing too many drugs.

Fee: $29

Item: Y313  D. Anderson Auburn Campus IVC-101
Sessions: 1 Tu Feb 4 6:00 - 8:00PM

Item: Y305  D. Anderson Tahoma TBA
Sessions: 1 Tu Mar 17 6:00 - 8:00PM

Rock 'n' Roll: The 90's and Beyond

Grunge, The Seattle Sound and everything after. A fitting tribute to the heyday of Rock 'n' Roll. Soundgarden sounds like a cross between Black Sabbath and Led Zeppelin, Nirvana sounds like a punk rock version of The Beatles, Pearl Jam is a mix of the massive stadium rock and noisy club music from the 70's. After grunge, the popularity of the guitar wanders and ushers in a new era of rock mixed with electronic sounds. Muse, Royal Blood, King Gizzard and The Lizard Wizard, Avenged Sevenfold, digital recording. Is rock dead? We'll discuss what the fundamental traits of rock are and decide for ourselves.

Fee: $29

Item: Y312  D. Anderson Auburn Campus IVC-101
Sessions: 1 Tu Feb 11 6:00 - 8:00PM

Item: Y304  D. Anderson Tahoma TBA
Sessions: 1 Tu Mar 24 6:00 - 8:00PM

WRITE

Celebrate 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's 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: Y328  T. Guerzon Kent KC-321
Sessions: 3 Th Mar 5 - Mar 19 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, view point, 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: $59

Item: Y329  A. Rubeck Auburn Campus CH-214
Sessions: 2 Su, Th Feb 6 - Feb 9 6:30 - 9:00PM

CREATE THE TIES THAT WILL BRING YOUR TEAM TOGETHER

Rent the Green River Ropes Course for your next Team Building or Corporate Training event!

For details, contact CE at 253-833-9111 ext. 2533
GREEN RIVER COLLEGE AT A NEW LOCATION

Continuing Education & Small Business Services

CONTINUING EDUCATION CLASSES

» CREATIV ARTS AND CRAFTS
» HEALTH, DANCE AND FITNESS
» HOME, GARDEN AND OUTDOORS
» MONEY MATTERS
» MUSIC AND VOICE

SMALL BUSINESS SERVICES

» NO-COST BUSINESS ADVISING
» BUSINESS START-UP, MANAGEMENT AND FUNDING
» MARKETING ASSISTANCE
» GOVERNMENT CONTRACTING
» BUYING OR SELLING A BUSINESS

CALL US FOR MORE INFORMATION
Continuing Education 253-833-9111, ext. 2535 or Small Business Services 253-833-9111, ext. 6292

Register today at greenriver.edu/CE

COLLEGE CLOSE TO HOME

Green River's Enumclaw location offers a wide variety of credit classes.

WINTER 2020 CLASSES

<table>
<thead>
<tr>
<th>DEPT/DIV</th>
<th>CLASS</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASIC.032-076</td>
<td>Adult Basic Educ-L2-4/Test Prep</td>
<td>(6)</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>(5)</td>
</tr>
<tr>
<td>ENGL 126</td>
<td>Writing: Humanities</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH 062</td>
<td>Review Of Arithmetic</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH 070</td>
<td>Pre-Algebra</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH 072</td>
<td>Elementary Algebra</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH 097</td>
<td>Intermediate Algebra</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH &amp; 107</td>
<td>Math In Society</td>
<td>(5)</td>
</tr>
<tr>
<td>PE 136</td>
<td>Yoga 1</td>
<td>(1)</td>
</tr>
</tbody>
</table>

greenriver.edu/enumclaw
Credit Classes – Kent

Kent credit classes are available mornings, afternoons and evenings.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT&amp; 201</td>
<td>Prin Of Accounting I</td>
<td>(5)</td>
</tr>
<tr>
<td>AP 100</td>
<td>Human AP Survey</td>
<td>(5)</td>
</tr>
<tr>
<td>BIOL&amp; 100</td>
<td>Survey Of Biology</td>
<td>(5)</td>
</tr>
<tr>
<td>BIOL&amp; 241</td>
<td>Human AP 1</td>
<td>(5)</td>
</tr>
<tr>
<td>BTAC 110</td>
<td>Business Math Applic</td>
<td>(5)</td>
</tr>
<tr>
<td>BUS 159</td>
<td>Professional Selling</td>
<td>(5)</td>
</tr>
<tr>
<td>BUS&amp; 201</td>
<td>Business Law</td>
<td>(5)</td>
</tr>
<tr>
<td>BUS 300</td>
<td>Entrepreneur Leadership</td>
<td>(5)</td>
</tr>
<tr>
<td>BUS 360</td>
<td>Sales And Negotiation</td>
<td>(5)</td>
</tr>
<tr>
<td>BUS 395</td>
<td>Strategic Mktg And Mgmt</td>
<td>(5)</td>
</tr>
<tr>
<td>BUS 460</td>
<td>Venture Launch 1</td>
<td>(5)</td>
</tr>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Comm</td>
<td>(5)</td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td>(5)</td>
</tr>
<tr>
<td>ECED&amp; 107</td>
<td>Hlth, Safety And Nutri</td>
<td>(5)</td>
</tr>
<tr>
<td>EDUC&amp; 130</td>
<td>Guiding Behavior</td>
<td>(3)</td>
</tr>
<tr>
<td>ECED 315</td>
<td>Foundations Infant/Todd</td>
<td>(5)</td>
</tr>
<tr>
<td>ECED 340</td>
<td>Equity/Social Justice</td>
<td>(3)</td>
</tr>
<tr>
<td>ECED 415</td>
<td>Early Iden/Intervention</td>
<td>(5)</td>
</tr>
<tr>
<td>ECED 420</td>
<td>Assessment/Documentation</td>
<td>(3)</td>
</tr>
<tr>
<td>ECON&amp; 201</td>
<td>Micro Economics</td>
<td>(5)</td>
</tr>
<tr>
<td>ELL 009-050</td>
<td>ELL Literacy-Level 1-5</td>
<td>(15)</td>
</tr>
<tr>
<td>ELL 024-044</td>
<td>ELL Conversation Level 2-4</td>
<td>(3)</td>
</tr>
<tr>
<td>ELL 021-041</td>
<td>ELL Intensive Writing L2-4</td>
<td>(15)</td>
</tr>
<tr>
<td>ELL 038-048</td>
<td>ELL Pathways Level 3-4</td>
<td>(15)</td>
</tr>
<tr>
<td>ELL 017-037</td>
<td>ELL Technology Level 1-3</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>(5)</td>
</tr>
<tr>
<td>ENGL 126</td>
<td>Writing: Humanities</td>
<td>(5)</td>
</tr>
<tr>
<td>ENGL 128</td>
<td>Res Writing: Sci/Engr/Bus</td>
<td>(5)</td>
</tr>
<tr>
<td>ENGL 165</td>
<td>Intro To Myths Of World</td>
<td>(5)</td>
</tr>
<tr>
<td>HIST&amp; 137</td>
<td>US History II</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH 062</td>
<td>Review Of Arithmetic</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH 070</td>
<td>Pre-Algebra</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH 072</td>
<td>Elementary Algebra</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH 097</td>
<td>Intermediate Algebra</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH&amp; 142</td>
<td>Precalculus II</td>
<td>(5)</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Intro To Statistics</td>
<td>(5)</td>
</tr>
<tr>
<td>MGMT 345</td>
<td>Corporate Finance II</td>
<td>(5)</td>
</tr>
<tr>
<td>MGMT 361</td>
<td>Negotiations</td>
<td>(5)</td>
</tr>
<tr>
<td>MGMT 420</td>
<td>Business Strategy</td>
<td>(5)</td>
</tr>
<tr>
<td>MUSC&amp; 105</td>
<td>Music Appreciation</td>
<td>(5)</td>
</tr>
<tr>
<td>NUTR&amp; 101</td>
<td>Nutrition</td>
<td>(5)</td>
</tr>
<tr>
<td>POLS&amp; 200</td>
<td>Introduction To Law</td>
<td>(5)</td>
</tr>
<tr>
<td>POLS&amp; 202</td>
<td>American Government</td>
<td>(5)</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>(5)</td>
</tr>
<tr>
<td>READ 104</td>
<td>Reading Mastery</td>
<td>(5)</td>
</tr>
<tr>
<td>SPAN&amp; 121</td>
<td>Spanish I</td>
<td>(5)</td>
</tr>
<tr>
<td>SPAN&amp; 122</td>
<td>Spanish II</td>
<td>(5)</td>
</tr>
<tr>
<td>TS 020</td>
<td>TS Academic Skills</td>
<td>(5)</td>
</tr>
<tr>
<td>TS 052</td>
<td>Adult Basic Math Support</td>
<td>(5)</td>
</tr>
<tr>
<td>TS 053</td>
<td>Adult Basic Math</td>
<td>(5)</td>
</tr>
<tr>
<td>TS 054</td>
<td>TS Math Review Support</td>
<td>(5)</td>
</tr>
<tr>
<td>TS 055</td>
<td>TS Math Review</td>
<td>(5)</td>
</tr>
<tr>
<td>TS 055</td>
<td>TS Math Review</td>
<td>(5)</td>
</tr>
<tr>
<td>TS 056-057</td>
<td>TS Math HS Equivalency 1-2</td>
<td>(5)</td>
</tr>
<tr>
<td>TS 058-059</td>
<td>TS Math HS EQ 1-2 Support</td>
<td>(5)</td>
</tr>
<tr>
<td>TS 064-066</td>
<td>Lang Arts Soc Studies 4-6</td>
<td>(5)</td>
</tr>
<tr>
<td>TS 074-076</td>
<td>Lang Arts And Lit 4-5, 6-1</td>
<td>(5)</td>
</tr>
<tr>
<td>TS 084</td>
<td>Lang Arts Phys Science 4</td>
<td>(5)</td>
</tr>
<tr>
<td>TS 085-086</td>
<td>Lang Arts In Science 5-6</td>
<td>(5)</td>
</tr>
</tbody>
</table>

Assessment is required for placement in math and English classes and can be done at the Kent location. To consult with an advisor or schedule an assessment appointment, please call 253-856-9595.
TRAIN YOUR EMPLOYEES AND STAY COMPETITIVE

A skilled workforce is a force multiplier and a key factor to economic success.

Whether it’s upgrading the skills of current employees or training new employees, Green River College Corporate Training can help!

We work with your business to develop a training program that meets your specific goals.

» Business Skills
» Information Technology
» Workplace Skills
» Organization Performance

Training can be delivered at your business location or at one of the Green River College locations: Auburn Campus, Kent Station, Auburn Center or Enumclaw. Grant funding is available.

ARRANGE A NO-COST TRAINING CONSULTATION TODAY

Call 253-520-6283 or visit greenriver.edu/ce

CONTINUING EDUCATION AT GREEN RIVER COLLEGE
LIKE US ON FACEBOOK

Visit facebook.com/ContinuingEducationGRC
NOW

1. **Main Auburn Campus – 12401 SE 320th Street**
   - SOUTHBOUND
     1. Take Highway 167 South toward Kent/Auburn.
     2. Take the 15th St. NW exit. Turn left onto 15th St. NW.
        (15th Street NW becomes Harvey Road.)
     3. Turn left onto 8th St. NE.
     4. Turn right onto 105th Pl. SE. Drive to top of hill to SE 320th.
   - NORTHBOUND
     1. Take Highway 18 East toward Auburn/North Bend.
     2. Take the SE 304th St. exit toward SE 312th St.
     3. Turn right onto SE 304th St. (SE 304th St. becomes 132nd Ave. SE.)
     4. Continue to 132nd Way SE. (132nd Way SE becomes SE 312th St.)
     5. Turn left onto 124th Avenue SE.
     6. Turn left onto SE 320th Street.

2. **Auburn Center – 1221 D Street NE**
   1. Take Highway 167.
   2. Take the 15th Street exit.
   3. Turn right on D Street NE.

3. **Kent Station Location – 417 Ramsay Way, Suite 112**
   - SOUTHBOUND
     1. From Highway 167, take the Willis St. exit. Turn left onto Willis St.
     2. Drive east on Willis St., turn left (north) onto 4th Ave S.
     3. Turn right onto Ramsay Way, then turn right into the parking lot.
   - NORTHBOUND
     1. From Highway 167, take the Willis St. exit.
        Turn right onto Willis St.
     2. Drive east on Willis St., turn left (north) on 4th Ave S.
     3. Turn right onto Ramsay Way, then right again, into the parking lot.

4. **Enumclaw Location – 1414 Griffin Avenue**
   - SOUTHBOUND
     1. From Highway 18 East, take the Auburn/Enumclaw exit onto Auburn Way S.
     2. Turn left onto Auburn Way (Highway 164). Travel about 12 miles (Highway 164 becomes Griffin Avenue.)

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359, or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.
**GREEN RIVER COLLEGE LOCATIONS**

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

**Auburn Center**
1221 D Street NE, Auburn, WA 98002
(253) 288-3455

**Enumclaw**
1414 Griffin Avenue, Enumclaw, WA 98022
(253) 288-3400

**Kent Station**
417 Ramsay Way, Suite 112, Kent, WA 98032
(253) 856-9595, ext. 5000

**Locations**
Blue Dog Glass Art
29304 168th Ave. SE, Kent

Covington City Hall
16720 SE 271st St, Covington

Covington Library
27100 164th Ave. SE, Covington

Kentwood High School
25800 164th Ave. SE, Covington

Master Carving School
10722 151st Ave. SE, Renton

NorthWest Handling
1100 SW 7th St, Renton

Tahoma
27500 228th Ave. SE, Maple Valley

Renton Technical College
3000 NE 4th St., Renton

**CAMPUS BUILDINGS**

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

Call 253-520-6283 or visit greenriver.edu/ce
EXPLORE YOUR INTERESTS THIS WINTER!

DIFFICULT CONVERSATIONS IN THE WORKPLACE
See page 8.

CONDUCTING HR INVESTIGATIONS
See page 9.

AGILE PROJECT MANAGEMENT: SCRUM AND KANBAN
See page 11.

MICROSOFT EXCEL 2019
See page 15.