We offer career building classes and certificates to keep you competitive in today's market.

UPCOMING VIRTUAL INFORMATION SESSIONS:

Project Management Certificate Information Session
**September 22, 6 - 7p.m.**

Data Analyst Certificate Information Session
**September 28, 6 - 7p.m.**

Graphic Design Certificate Information Session
**October 12, 6 - 7p.m**

Visit [greenriver.edu/ce](http://greenriver.edu/ce)
FEATURED CLASSES

HR Generalist Certificate
(8 Class Series)
Prepare to effectively serve in an HR Generalist role.
page 5

Supervision Certificate
(6 Class Series)
Get the tools you need to oversee the productivity of your employees.
page 6

Project Management Certificate and Classes
Acquire the skills to manage projects in a variety of industries.
page 8

Microsoft Essentials Certificate
(4 Class Series)
Gain hands-on experience with Microsoft Office's most popular applications.
page 10

Graphic Design Certificate
Get the technical training needed to create captivating designs.
page 12

EXPAND YOUR BUSINESS

GREEN RIVER COLLEGE
SMALL BUSINESS CENTER

Darrell Sundell
PTAC Advisor
Taryn Hornby
SBDC Advisor
Kevin Grossman
SBDC Advisor
Marnie Tyson
PTAC Advisor

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

We provide one-on-one, no cost business advising to business owners as well as low cost small business classes to the community. We also provide no cost government contracting assistance to business owners.

Schedule an appointment with one of our business or government contracting advisors today! Call 253-833-9111, ext. 6260.

Visit us online at greenriver.edu/businesscenter

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

Continuing Education non-credit courses are for professional Continuing Education, job training and personal enrichment. These are self-supporting courses, not supported by tax funds. Classes are held at a variety of locations. Continuing Education Units (CEUs) are available for most classes. Every effort was made print an accurate schedule. However due to the ongoing situation with COVID-19 our classes may have changed since printing this schedule. We encourage you to visit our website for the most current information. Greenriver.edu/ce.

EASY WAYS TO REGISTER

REGISTER AND PAY ONLINE

greenriver.edu/ce

PHONE

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

LOCATIONS

Main Auburn Campus
Continuing Education | WT Building
12401 SE 320th Street
Auburn, WA 98092

Auburn Center
1221 D Street NE
Auburn, WA 98020

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

Enumclaw Campus
1414 Griffith Avenue
Enumclaw, WA 98022

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

HOURS

Main Auburn Campus:
Monday–Thursday 9:00AM–5:00PM
Friday and Breaks 9:00AM–5:00PM

Auburn Center:
Monday–Thursday 7:30AM–8:00PM
Friday and Breaks 7:30AM–5:00PM

Kent Campus:
Monday–Thursday 7:30AM–8:00PM
Friday and Breaks 7:30AM–5:00PM

Enumclaw Campus:
Monday–Thursday 8:00AM–8:00PM
Friday Closed

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CLASS TYPE DEFINITION

As you view the class schedule, you’ll see classes are designated in one of three ways: virtual, hybrid/virtual, or online. The following definitions explain how each type of course will be delivered:

* VIRTUAL: Class will meet online at the time listed in the class schedule. For example, if your class begins at 9 a.m. in the class schedule, then it will begin at 9 a.m. on Zoom. You will be attending the class at the same time as your classmates, just as you would on campus.
* HYBRID/VIRTUAL: Part of the class will be held online without a set time to attend. The other part will occur at the time listed in a virtual format (e.g. Zoom).
* ONLINE: The entire class will be held online without a set time to attend. The class will still have assignment deadlines and due dates.

Payment is due upon registration. If you withdraw less than three business days before your first class, do not attend, or stop attending, you will not receive a refund. A full refund is given if the college cancels a class. Questions? Contact us at 253-833-9111, ext. 2535.

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-931-6460; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.

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

September 28 (9AM-11:30AM)  
GRC Auburn Center or via Zoom with Rich Elfers  

Member Rate: $29 (P210)  
General Public Rate: $44 (P211)  

China has been in the news for many different reasons: Xijiang and reeducation compounds, tossing out democracy in Hong Kong, harassing China’s neighbors in SE Asia, punishing the NBA and Australia for insulting China. The list goes on. Understand what's happening to this rising superpower.

Dealing with Climate Change: Having to Adapt

October 26 (9AM - 11:30AM)  
Location: GRC Auburn Center or via Zoom with Rich Elfers  

Member Rate: $29 (P220)  
General Public Rate: $44 (P221)  

"Our weather--it is changin'": Droughts, floods, hurricanes, temperature domes causing high heat, forest fires, and more. How did we get here? Why the rise of climate-change deniers? Most importantly, how will we have to adapt to changing weather patterns. Sign up to find out what to expect in the future.

Billionaires in Space: What Does it Mean for America?

November 30 (9AM - 11:30AM)  
Location: GRC Auburn Center or via Zoom with Rich Elfers  

Member Rate: $29 (P230)  
General Public Rate: $44 (P231)  

Two billionaires successfully soared into space, riding their shuttles/rockets into near space or space, depending on the altitude. These flights signal a major paradigm shift in space technology. What will it mean for you and me? Register for an analysis of the new age of commercial space flight.
**Professional Development**

**BUSINESS AND FINANCE**

### Accounting and Finance for Non-Financial Managers Certificate

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

- **Item: Y465**  
  **Sessions:** Sep 7–Nov 26  
  **Location:** ONLINE

Visit [greenriver.edu/ceOnline](http://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: Y406**  
  **Sessions:** Sep 7–Nov 26  
  **Location:** ONLINE

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

### FALL–CLASS TYPE DEFINITION

As you view the class schedule, you’ll see classes are designated in one of three ways: virtual, hybrid/virtual, or online. The following definitions explain how each type of course will be delivered:

- **VIRTUAL:** Class will meet online at the time listed in the class schedule. For example, if your class begins at 9 a.m. in the class schedule, then it will begin at 9 a.m. on Zoom. You will be attending the class at the same time as your classmates, just as you would on campus.

- **HYBRID/VIRTUAL:** Part of the class will be held online without a set time to attend. The other part will occur at the time listed in a virtual format (e.g. Zoom).

- **ONLINE:** The entire class will be held online without a set time to attend. The class will still have assignment deadlines and due dates.

### COMMUNICATION AND PROFESSIONAL EXCELLENCE

### Workplace Communication Certificate

Good communication in the workplace is more important than ever and critical to your career success. Learn how to identify, address and manage conflict situations; gain successful conflict management strategies; plan, implement and win in the negotiation process; and communicate more effectively by finding out more about yourself and others using personality profiles for better work performance. Course fee includes your own DISC Behavioral Personality Profile assessment and review. Certificate includes three month-long courses. Fee $595

- **Item: Y407**  
  **Sessions:** Sep 7–Nov 26  
  **Location:** ONLINE

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

### CARRIER 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: Y100**  
  **Sessions:** Sep 9  
  **Location:** Auburn Center AC-240  
  **Time:** 8AM–4:30PM

- **Item: Y101**  
  **Sessions:** Sep 18  
  **Location:** Auburn Center AC-240  
  **Time:** 8AM–4:30PM

- **Item: Y102**  
  **Sessions:** Sep 30  
  **Location:** Auburn Center AC-240  
  **Time:** 8AM–4:30PM

- **Item: Y103**  
  **Sessions:** Oct 16  
  **Location:** Auburn Center AC-240  
  **Time:** 8AM–4:30PM

- **Item: Y104**  
  **Sessions:** Nov 6  
  **Location:** Auburn Center AC-240  
  **Time:** 8AM–4:30PM

- **Item: Y105**  
  **Sessions:** Nov 18  
  **Location:** Auburn Center AC-240  
  **Time:** 8AM–4:30PM

- **Item: Y106**  
  **Sessions:** Dec 11  
  **Location:** Auburn Center AC-240  
  **Time:** 8AM–4:30PM

#### 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: Y107**  
  **Sessions:** Oct 9  
  **Location:** Auburn Campus TT-412  
  **Time:** 8AM–5PM

- **Item: Y108**  
  **Sessions:** Dec 4  
  **Location:** Auburn Campus TT-412  
  **Time:** 8AM–5PM
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: Y109  Amena Jones  Virtual Class  Zoom
Sessions: 1 Tu  Sep 28  9AM–4PM
Item: Y110  Amena Jones  Virtual Class  Zoom
Sessions: 1 Tu  Oct 19  9AM–4PM
Item: Y111  Amena Jones  Virtual Class  Zoom
Sessions: 1 Tu  Nov 23  9AM–4PM
Item: Y112  Amena Jones  Virtual Class  Zoom
Sessions: 1 Tu  Dec 14  9AM–4PM

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: Y113  Evelyn Galasso  Virtual Class  Zoom
Sessions: 7 Th  Sep 2–Oct 14  8AM–4:15PM
Item: Y114  Evelyn Galasso  Virtual Class  Zoom
Sessions: 7 Sa  Sep 11–Oct 23  8AM–4:15PM
Item: Y115  Evelyn Galasso  Virtual Class  Zoom
Sessions: 7 Th  Oct 21–Dec 16  8AM–4:15PM
NO CLASS Nov 11 and Nov 25
Item: Y116  Evelyn Galasso  Virtual Class  Zoom
Sessions: 7 Sa  Oct 30–Dec 18  8AM–4:15PM
NO CLASS Nov 27

HR for Small Business

Designed to provide an overview of the basic HR laws and best practices for small organizations, this course will walk you through employment laws, HR-related policies and procedures, legally hiring and firing, and navigating leave laws. HR for Small Business will give you the basic foundation to manage your organization’s HR issues successfully. Fee $139

Item: Y479  Virtual Classroom  Zoom
Sessions: 1 Th  Dec 2  9AM–4PM

8 Class Series  HR Generalist Certificate

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

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

HR Generalist Certificate (8 Class Series)  Page 5
Introduction to HR  Page 6
Recruitment and Selection  Page 6
Employee and Labor Relations  Page 6
Compensation and Benefits  Page 6
Federal and State Employment Law  Page 6
Training and Development  Page 6
HR Administration  Page 6
Health, Safety and Security  Page 6

 Visit greenriver.edu/ceCertificates for course details.

8 Class Series  HR Generalist Certificate

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

Item: Y410  Malone/Drinen/King/Henning Farber  Virtual Class  Zoom
Sessions: 12 Tu, Th  Oct 7–Nov 18  6–9PM
No Class: Thursday, November 11th

8 Class Series  HR Generalist Certificate

Visit greenriver.edu/ceOnline for course details.

SPANISH FOR MEDICAL PROFESSIONALS

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

Item: Y481  Sep 7–Oct 29  ONLINE

Visit greenriver.edu/ceOnline for course details.
"Yes, I did enjoy the class. I especially enjoyed the break out groups. Claudia is fun to listen to and she is engaging and visibly passionate about her work." — Student of Introduction to HR

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

Session: 1 Tu, Th Oct 7–Oct 9 6–9PM

Recruitment and Selection

Recruiting and selecting the best employees for your organization is one of the most important things you will do as an HR Generalist. Topics for this course include creating a job description; strategies for finding candidates; interviewing and selection techniques for determining the best candidate for the job; and keeping the hiring process fair and legal. Fee: $139

Session: 2 Tu, Th Oct 12–Oct 14 6–9PM

Employee and Labor Relations

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

Session: 2 Tu, Th Oct 19–Oct 21 6–9PM

Compensation and Benefits

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

Session: 2 Tu, Th Oct 26–Oct 28 6–9PM

Federal and State Employment Laws

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

Session: 2 Tu, Th Nov 2–Nov 4 6–9PM

Training and Development

Training and developing staff is an important function in the HR Generalists 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

Session: 1 Tu Nov 9 6–9PM

HR Administration

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

Session: 1 Tu Nov 16 6–9PM

Health, Safety and Security

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

Session: 1 Th Nov 18 6–9PM

Leadership and Supervision

Management Certificate

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

Session: Sep 7–Nov 26 ONLINE

Visit greenriver.edu/ceOnline for course details.
Supervision Certificate

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

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

Supervision Certificate (6 Class Series)

- Working with Difficult People
- Developing Your Leadership Style
- Getting the Most From Your Meetings
- Motivating for Success
- Working Smarter
- Problem-Solving and Decision-Making Strategies

Visit greenriver.edu/ceCertificates for course details.

6 Class Series Supervision Certificate

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

Item: Y419 Sara Johnson Kent KC-324
Sessions: 12 M, W Oct 25–Dec 8 6–9 PM
NO CLASS: Nov 22nd and 24th

Working with Difficult People

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

Item: Y420 Sara Johnson Kent KC-324
Sessions: 2 M, W Oct 25–Oct 27 6–9 PM

Developing Your Leadership Style

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

Item: Y421 Sara Johnson Kent KC-324
Sessions: 2 M, W Nov 1–Nov 3 6–9 PM

Getting the Most From Your Meetings

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

Item: Y422 Sara Johnson Kent KC-324
Sessions: 2 M, W Nov 8–Nov 10 6–9 PM
No Class November 22nd and 24th.

Motivating for Success

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

Item: Y423 Sara Johnson Kent KC-324
Sessions: 2 M, W Nov 15–Nov 17 6–9 PM

Working Smarter

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

Item: Y424 Sara Johnson Kent KC-324
Sessions: 2 M, W Nov 29–Dec 1 6–9 PM
No Class November 22nd and 24th.

Problem-Solving and Decision-Making Strategies

Creative problem-solving and effective decision-making skills are essential in today’s workplace. Through the use of real-life case studies, discover four primary problem-solving tools, learn a format for group problem-solving, methods for effective decision-making and techniques to minimize conflict and dissension. This course concludes with an interactive problem-solving group exercise. Concepts taught in this course can be applied to all facets of life. Fee: $139

Item: Y425 Sara Johnson Kent KC-324
Sessions: 2 M, W Dec 6–Dec 8 6–9 PM

“...The course material was extremely eye opening. I learned a lot more than I was expecting during these two sessions.”

— Student of Working with Difficult People

See page 22 for an interview with instructor Sara Johnson and the Supervision Certificate.

greenriver.edu/ce • 253-833-9111, ext. 2535
MARKETING, SALES AND SOCIAL MEDIA

Google Analytics Certificate

This course, aimed at non-technical users, will take you through all the key techniques of website analytics using the world-standard Google Analytics, a free online tool. Understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and learn how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website.

Fee: $345
Item: Y427  Sep 7–Oct 29  ONLINE
Visit greenriver.edu/ceOnline for course details.

Social Media for Business Certificate

Discover how businesses are using social networks like Facebook, Twitter, LinkedIn, YouTube, blogging and more to communicate, market, retain and serve customers and clients. Explore the top sites and determine possible uses for your organization. Develop a two-way communication and marketing strategy that utilizes social networks, and obtain how-to techniques for integrating social networks into your organization. Certificate includes three month-long courses. Fee $495
Item: Y428  Sep 7 – Nov 26  ONLINE
Visit greenriver.edu/ceOnline for course details.

PROJECT MANAGEMENT

PMP® and CAPM® Exam Prep

Project management certification is in great demand. Certified project managers have more job options, are paid well and turn great ideas into reality. This course will prepare you to take the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) exams and pass them! The Sessions are informative, interactive and filled with test-taking tips and techniques created to ensure your success. See website for prerequisites and required textbook. PDUs: 30. Fee: $649
Item: Y431  Daniel Yeomans  Virtual Class Zoom
Sessions: 10 Tu  Sep 21–Nov 23  6–9PM

"It pulled all our knowledge from months of classes and tied it all together. I absolutely enjoyed the capstone project."
"Dan is extremely knowledgeable on the Subject matter. He teaches with and makes everything make sense. Dan shares real life experiences to make things clear. I really enjoy the way he makes the classes interactive with everyone involved."
— Students of the Project Management Certificate.

Project Management Certificate

Acquire the skills to manage projects in a variety of industries. Our Project Management Certificate is designed for working professionals who are either starting out or moving up as project managers. Courses equip participants with skills that can immediately be applied in the workplace.

The Project Management Certificate consists of seven required courses (divided into two parts) and can be completed in as little as two quarters. Earn the certificate by taking the courses individually, or register for the Part 1 and Part 2 Series and save.

Fee: $345
Item: Y427  Sep 7–Oct 29  ONLINE
Visit greenriver.edu/ceOnline for course details.

Project Management Certificate Information Session

Join us for a free information session, where our project management instructor will discuss the project management industry, the project management profession and Green River’s newly revised Project Management Certificate Program. Registration required. Fee: $0
Item: Y429  Daniel Yeomans  Virtual Class Zoom
Sessions: 1 W  Sep 22  6–7PM

Project Management Certificate Part A

Take the Project Management Certificate Part A (3 Class Series) at a discounted rate. Series includes three of the six required courses: Project Management Basics: Initiating the Project; Project Planning and Scheduling Essentials; and Project Execution to Closing. Visit greenriver.edu/ceCertificates for required and recommended textbooks. PDUs: 51. Fee: $969
Item: Y430  Daniel Yeomans  Virtual Class Zoom
Sessions: 17 M, W  Oct 4–Dec 1  6–9PM
NO CLASS Wednesday, Nov 24th

NO CLASS Wednesday, Nov 24th
Professional Development

Project Management Basics: Initiating the Project
Discover the science and art of effective project management. Summarize the five Process Groups, 10 Knowledge Areas and 49 processes recommended for application in the PMBOK® Guide (Project Management Body of Knowledge). Learn about the Initiating Process Group, and discover how to develop a business case, create a Project Charter, identify and document stakeholders and effectively present a project to decision-makers. See website for required and recommended textbooks. PDUs: 15. Fee: $339

**Item: Y432  Daniel Yeomans  Virtual Class  Zoom**
Sessions: 5 M, W  Oct 4–Oct 18  6–9PM

Project Planning and Scheduling Essentials
If you fail to plan, you plan to fail. Discover the 24 key planning processes needed to plan and implement a successful project, and learn the order in which they should occur. Identify the key tools and techniques to plan for scope, schedule, cost, quality, human resources, communications, risk, procurements and stakeholder management. This course keys on both predictive (Waterfall) and adaptive (Agile) planning techniques. Prerequisite: Project Management Basics. See website for required and recommended textbooks. PDUs: 21 Fee: $479

**Item: Y433  Daniel Yeomans  Virtual Class  Zoom**
Sessions: 7 M, W  Oct 20–Nov 10  6–9PM

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

**Item: Y434  Daniel Yeomans  Virtual Class  Zoom**
Sessions: 5 M, W  Nov 15–Dec 1  6–9PM
NO CLASS Wednesday, Nov 24th

Instructor Bio

Dan Yeomans
Project Management Certificate
Dan Yeomans, PMP® brings more than thirty-five years of consulting and leadership experience to his client work. He is a highly proficient and an acknowledged expert as a senior project manager, process manager, business analyst and trainer. Dan has designed and implemented the majority of project management certification and application courses currently offered at Microsoft and has also developed their PM Certification Learning Module series.

Dan’s expertise has taken him through the doors of such companies as Microsoft, American Express, Nordstrom, AT&T Wireless, Western Wireless, US Air Force, and Lucent Technologies. An avid learner, Dan holds an MBA; a BA in Management; a Project Management Professional (PMP®); Risk Management Professional (RMP®); and Agile Certified Practitioner (ACP®) certification from Project Management Institute. Most recently, Dan obtained Risk Management Certification from the Project Management Institute and authored two books.

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: Y117 ONLINE**

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

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

Small Business Development

Small Business: How to Launch Successfully
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: $0

**Item: Y401  Kevin Grossman  Cov City Hall Council Chambers**
Sessions: 1 M  Sep 20  5–7PM
**Item: Y402  Kevin Grossman  Enumclaw  ENM-16**
Sessions: 1 Tu  Oct 19  5–7PM
**Item: Y403  Taryn Hornby  Virtual Class  Zoom**
Sessions: 1 W  Nov 3  5–7PM
**Item: Y404  Kevin Grossman  Kent  KC-321**
Sessions: 1 Th  Nov 18  5–7PM

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Technology

COMPUTER BASICS

Computer Fundamentals with Windows 10

Develop the skills you need to effectively use a computer. Start by exploring Windows 10, and discover the tools that aid your productivity, such as program controls, the Start menu, the taskbar, apps, basic word processing and email. Then, learn about file management, including how to create and save files and folders. Finally, get best practices for conducting Internet searches effectively while protecting yourself against threats. Some elements requiring a Microsoft account may be demonstrated but not practiced. Textbook included. Fee: $269

Item: Y435 Gayle Larson Kent KC-255
Sessions: 4 Tu, Th Sep 28–Oct 7 5:30–9PM

DATA SCIENCE

Power BI Certificate

Gain insights into your data by mastering Microsoft’s business intelligence service - Power BI. In this online certificate program, you will enhance your skills in data analysis, gain greater insight into your organization’s performance and increase your ability to make more informed decisions. Fee: $495

Item: Y436 Sep 7–Nov 26 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 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 10
(4 Class Series)
Relational Database Concepts and Design Page 12
SQL Programming Level 1 Page 12
SQL Programming Level 2 Page 12
SQL Server Certificate Capstone Page 12

Data Analyst Certificate Part 2: Python for Data Analysis Winter 2022

Visit greenriver.edu/ceCertificates for course details.

Microsoft

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; and Excel spreadsheets.

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

Microsoft Office 2019 Essentials Certificate (4 Class Series) page 10
Microsoft Word 2019 Level 1 page 11
Microsoft Outlook 2019 page 11
Microsoft PowerPoint 2019 page 11
Microsoft Excel 2019 Level 1 page 11

Visit greenriver.edu/ceCertificates for course details.

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. Fee: $0

Item: Y469 Jim Parshall Virtual Class Zoom
Sessions: 1 Tu Sep 28 6–7 PM

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: $899

Item: Y470 Jim Parshall Virtual Class Zoom
Sessions: 15 Tu, Th Oct 5–Dec 2 6–9 PM
NO CLASS Nov 11th, 23rd and 25th.

Microsoft Office 2019 Essentials Certificate

Take the Microsoft Office 2019 Essentials Certificate (4 Class Series) at a discounted rate. Series includes Word Level 1, Outlook, PowerPoint, and Excel Level 1. Visit greenriver.edu/ceCertificates for prerequisites. Four textbooks included. Fee: $429

Item: Y444 Gayle Larson Kent KC-255
Sessions: 4 F Oct 22–Nov 12 8AM–4PM
Microsoft Excel 2019 Level 1

Excel can help you organize, calculate, analyze, revise, update and present your data. Learn the basic concepts and skills needed to start being productive with Excel 2019. Topics include creating and saving worksheets; entering, moving and manipulating data; using formulas and functions; formatting text, numbers and cells; creating charts; data entry shortcuts; and managing, printing and sharing workbooks. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbook included. Fee: $149

Item: Y451
Sessions: 2 Tu, Th
Gayle Larson Kent KC-255
Sessions: 2 Tu, Th
Oct 26–Oct 28
5:30–9PM

Item: Y448
Sessions: 1 F
Gayle Larson Kent KC-255
Sessions: 1 F
Nov 12
8AM–4PM

Microsoft Excel 2019 Level 2

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

Item: Y452
Sessions: 2 Tu, Th
Gayle Larson Kent KC-255
Sessions: 2 Tu, Th
Nov 2–Nov 4
5:30–9PM

Item: Y477
Sessions: 1 F
Gayle Larson Kent KC-255
Sessions: 1 F
Nov 19
8AM–4PM

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: Y453
Sessions: 2 Tu, Th
Gayle Larson Kent KC-255
Sessions: 2 Tu, Th
Nov 9–Nov 16
5:30–9PM
No Class: Thursday, Nov 11th

Item: Y478
Sessions: 1 F
Gayle Larson Kent KC-255
Sessions: 1 F
Dec 3
8AM–4PM

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 used to accomplish basic workplace and personal tasks. Topics in this course include creating and sending email; adding signatures to email messages; managing contacts and using contact groups; scheduling appointments and meetings; using the calendar; and customizing Outlook. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbook included. Fee: $139

Item: Y446
Sessions: 1 F
Gayle Larson Kent KC-255
Sessions: 1 F
Oct 29
8AM–4PM

Microsoft PowerPoint 2019

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

Item: Y447
Sessions: 1 F
Gayle Larson Kent KC-255
Sessions: 1 F
Oct 29
8AM–4PM

Microsoft Word 2019 Level 1

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

Item: Y445
Sessions: 1 F
Gayle Larson Kent KC-255
Sessions: 1 F
Oct 22
8AM–4PM

Instructor Bio

Gayle Larson

Gayle consults and works with companies and users to utilize programs such as Microsoft Word and Excel for optimum results, targeting the features and methods that best suit the need. Solution-based training has included customizing Excel spreadsheets, tailoring features, linking worksheet data to automatically update, keyboard shortcuts, personalizing menus and toolbars, customizing workspace, sharing MS Office data, and using Excel as a database, to name a few.

Gayle has been an instructor with Community College Continuing Education since 1997 and has taught all levels of Microsoft Windows, Word, Excel, Outlook, Publisher and PowerPoint, along with other software, such as QuickBooks, and uses many other programs extensively. Her wide-range of experience has prepared her for assisting users with creative solutions.
TECHNOLOGY

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: Y454  Sep 7–Nov 26  ONLINE

Visit greenriver.edu/ceOnline for course details.

SQL Server Certificate

4 Class Series

SQL Server Certificate

Take the SQL Server Certificate (4 Class Series) at a discounted rate. Series includes Relational Database Concepts and Design, SQL Programming Level 1, SQL Programming Level 2 and the new SQL Server Certificate Capstone. Visit greenriver.edu/ceCertificates for prerequisites and textbook information. Fee: $899

Item: Y471  Jim Parshall  Virtual Class  Zoom
Sessions: 15 Tu, Th  Oct 5–Dec 2  6–9PM
NO CLASS: Nov 11th, 23rd and 25th

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: $359

Item: Y473  Jim Parshall  Virtual Class  Zoom
Sessions: 5 Tu, Th  Oct 14–Oct 28  6–9PM

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: $249

Item: Y475  Jim Parshall  Virtual Class  Zoom
Sessions: 3 Tu, Th  Nov 18–Dec 2  6–9PM
NO CLASS Nov 23rd or 25th

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.

Visit greenriver.edu/ceCertificates for course details.
Graphic Design Certificate Information Session

Discover what it takes to put your talents to work as a Graphic Designer. Attend our free information session and learn about the graphic design profession, including employment rates, the type of work available and earning potential, as well as Green River’s new Graphic Design Certificate Program. Free. Registration required. Fee: $0

Item: Y460
Morgan Olson
Virtual Class
Zoom
Sessions: 1 Tu Oct 12 6–7PM

2 Class Series Graphic Design Certificate Part 1

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

Item: Y463
Morgan Olson
Virtual Class
Zoom
Sessions: 10 M, W Oct 18–Nov 17 6–9PM

Graphic Design Fundamentals

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

Item: Y461
Morgan Olson
Virtual Class
Zoom
Sessions: 4 M, W Oct 18–Oct 27 6–9PM

Photoshop CC

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

Item: Y462
Morgan Olson
Virtual Class
Zoom
Sessions: 6 M, W Nov 1–Nov 17 6–9PM

“In the amount of in-depth knowledge I gained helped me better understand certain topics I was somewhat familiar with before taking this course. There was a lot of “ah-ha” moments.”

— Student of the Graphic Design Certificate

Instructor Bio

Morgan Olson

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

6 REASONS

CONTINUING EDUCATION IS A NO-BRAINER

1. You’ll become a pro at time management
2. You’ll modernize your skills
3. You’ll make more money
4. You’ll have more workplace confidence
5. You’ll grow your network
6. You can pursue your interests

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

Courses may be completed 24/7 from any location with internet access.

Program Features:
- Expert instruction
- Online discussions
- 6-week format
- Start monthly
- Non-credit

Administrative Assistant Fundamentals
This course will help you master essential job responsibilities, implement solutions, and increase productivity.

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

Certificate in Nutrition, Chronic Disease and Health Promotion
Learn about the impact of foodborne diseases, genetically engineered food, malnutrition and chronic diseases.

Administrative Assistant Applications
Gain the skills and knowledge you’ll need to prepare for the Certified Administrative Professional exam, and begin a rewarding career as an administrative assistant.

Get Assertive!
Learn specific techniques to become more assertive in all types of situations, with all types of people, and in all aspects of your life.

Introduction to PC Security
Learn why you’re at risk and what you can do to protect your precious 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 CSS3 and HTM5
Create state-of-the-art, modern websites like the pros. This course will provide you with the foundation you need to master new Web languages through hands-on training.

Personal Finance
Set clear financial goals, make the right investments, increase financial security, and be prepared to retire someday. This course will help you gain control over the financial impact of your choices with tools that are useful, realistic, and easy to work into your regular routine.

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.

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

Introduction to Interior Design
Get the know-how to design a room floor to ceiling using the principles of good design.

Introduction to Artificial Intelligence
In this course you will gain a foundational knowledge of the science behind creating computer systems that can perform tasks requiring human intelligence.

To view the entire catalog or to register, visit:
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ed2go Advanced Career Training

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

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Program Features:
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- Non-credit

AutoCAD 2021 Certified User (Voucher Included)
Learn the basic and advanced 2D functionality for AutoCAD 2021. You will also get the necessary tools to prepare for the Autodesk AutoCAD 2021 Certified User Exam.

Business Operations Specialist
Learn the fundamentals of business management and operational planning with a veteran supply chain manager.

Cisco CCNA Certification Training
Start preparing for the Cisco® CCNA 200-301 exam, the top associate-level certification for IT professionals. Each section will help you master certification-based topics for Cisco networking.

Certificate in Family Mediation
Experience comprehensive training in the InAccord model of mediation with a special focus on a wide range of family disputes.

Front-End Web Developer
Learn how to write a grant proposal and how to supervise employees. You’ll also learn about liabilities that non-profits encounter.

Grant Writing and Non-Profit Management
Learn how to write a grant proposal and how to supervise employees. You’ll also learn about liabilities that non-profits encounter.

Information Security Training
This online cybersecurity training course will prepare you for three globally recognized certifications. This course offers enrollment with or without vouchers. Proctor fees may apply, which are not included.

Salesforce: Power User
Salesforce is the most popular CRM in the world. Having a strong knowledge base in Salesforce not only enhances your marketability but gives you skills to be more efficient in day to day use.

C++ Programmer
Learn fundamental programming concepts, including decision making, looping, and classes with the support of practical step by step examples.

Medical Billing and Coding (Voucher Included)
Train for an in-demand healthcare career in medical billing and coding. This course will help you prepare for industry certification.

Procurement and Purchasing Management
Learn the basics of the supply chain process, purchasing, and contracting issues to provide you with the skills needed for a successful career.

To view the entire catalog or to register, visit:
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**Personal Interest**

**CREATIVE ARTS AND CRAFTS**

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

*Item: Y122  Gary McCutcheon Auburn Campus WB-108*
Sessions: 7 M, W  Oct 4–Oct 25  6:30–8:30 PM

*Item: Y123  Greg Doerr Virtual Class Zoom*
Sessions: 7 Tu, Th  Oct 5–Oct 26  6:30–8:30 PM

**Digital Photography 1 - Enumclaw Campus**
Move beyond the “auto” mode of your digital camera and take great photos in any situation! Learn about exposure, shutter speed, focus, flash, aperture, depth of field, ISO, and much more. Class requirements include a digital camera with user guide that is capable of full manual control. Fee: $135

*Item: Y752  Roger Young Enumclaw ENM-14*
Sessions: 6 Tu  Sep 28–Nov 2  6:30–9 PM

**Digital Photography 2**
Learn to work with RAW images, advanced camera controls, when to use manual controls, shooting for HDR, retouching images and composition. Three outdoor shooting labs included. Please bring a digital camera with full manual control and a complete owner’s manual. Fee: $135

*Item: Y753  Roger Young Virtual Class Zoom*
Sessions: 6 W  Nov 3–Dec 8  6:30–9 PM

**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: Y124  Gary McCutcheon Auburn Campus WB-108*
Sessions: 7 M, W  Oct 27–Nov 17  6:30–8:30 PM

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

*Item: Y125  Greg Doerr Virtual Class Zoom*
Sessions: 7 Tu, Th  Oct 28–Nov 23  6:30–8:30 PM

NO CLASS Nov 11

**Art and Technique in Photography**
Students will have a chance to concentrate on a photography subject of their choosing. They will push their limits a little and pick subjects, techniques or artistic themes to express themselves with photography. The instructor will guide and give technical advice and help students pick their ideas that can include macro photography, portraits, HDR, panoramas, etc. Students will have a key role in choosing what challenges to pursue. One goal is to begin a beautiful personal portfolio that will show the students personal growth and learn many new techniques and concepts. Pre-requisite: Photography 1; preferred Photography 2 Fee: $135

*Item: Y126  Gary McCutcheon Auburn Campus WB-108*
Sessions: 7 Th  Oct 7–Dec 2  6:30–8:30 PM

**Art of Photography**
Learn the art of photographic composition. Train your eye to find the beauty around you and capture it in a compelling artistic way. Class will cover portrait, macro, and landscape styles with weekly photo assignments and detailed critiques. Good working knowledge of your camera is required. Camera with manual control is recommended. Fee: $135

*Item: Y754  Roger Young Enumclaw ENM-14*
Sessions: 6 M  Nov 1–Dec 6  6:30–9 PM

**Cell Phone Photography**
This class is designed to help students improve their photography with cell phones. Whether wanting to take better photos and selfies, use photos to communicate, or use them as an artist uses a sketch pad, you can benefit from this class. Along with a few fundamentals of photography, the class will cover cell phone camera handling techniques, composition, lighting and ideas that will make you a better smart phone photographer. Be sure to bring your phone with a fully charged battery. Fee: $39

*Item: Y127  Gary McCutcheon Auburn Campus WB-108*
Sessions: 1 Tu  Oct 26  6:30–8:30 PM

**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: $39

*Item: Y132  V. Taylor Jenkins Auburn Campus, WT-16*
Sessions: 1 W  Oct 20  6–9 PM

**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 the course. A $5 supply fee paid to the instructor at the first class. Fee: $149

*Item: Y130  Phil Jensen Auburn Campus WT-16*
Sessions: 6 Tu  Sep 28–Nov 2  6–9 PM

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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: Y131  Phil Jensen  Auburn Campus  WT-16
Sessions: 6 Th  Sep 30–Nov 4  6–9PM

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: Y751  Elaine Lynest  Enumclaw  ENM-16
Sessions: 7 W  Oct 6–Nov 17 10AM–12PM

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

Item: Y128  Diana Wendt  Blue Dog Glass  Studio
Sessions: 1 Sa  Oct 16  9AM–1PM
Project Pick Up on October 17 at 10am.

Fused Glass Ornaments and Tiles

Celebrate the holidays by creating your own fused glass ornaments or tiles! This fun 4-hour workshop is a great way for beginners to learn the basics of glass fusing. Students will learn to cut, design and fire up to 4 colorful glass ornaments to decorate the tree or tiles to give as gifts. A $125.00 material/firing fee per section paid to instructor in class. Project pick-up on Sunday. Class held off-campus at Blue Dog Glass Art Studio. Fee: $79

Item: Y129  Diana Wendt  Blue Dog Glass  Studio
Sessions: 1 Sa  Nov 20  9AM–1PM
Project Pick up on November 21 at 10AM.

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

HEALTH, DANCE AND FITNESS

Holistic Wellness Series

Series includes Building Resilience, Happy for No Reason and Wellness Vision. Fee: $99

Item: Y137  Roberta Kim  Virtual Class  Zoom
Sessions: 3 Sa  Oct 9–Oct 23  9AM–12PM

Building Resilience

Resilience or being able to adapt well despite adversity, unexpected changes, and times of significant stress can be strengthened by developing supportive thoughts, behaviors and actions. Regulation skills help to calm the overreactive protective system that works to keep us from real and perceived threats. Renewal routines provide opportunities to rest, reset and refocus. Learning to incorporate strategies to build resilience, regulation and renewal can help to increase your overall well-being amidst challenging situations. Fee: $39

Item: Y138  Roberta Kim  Virtual Class  Zoom
Sessions: 1 Sa  Oct 9  9AM–12PM

Happy for No Reason

Things and circumstances such as success, money, a beautiful home, and relationships bring a certain kind of happiness, but this temporary experience of satisfaction or joy soon fade, and we quickly rush to fulfill the next desire to feel happy again. To experience being happy for no reason or lasting happiness, you can learn to access an inner state of peace and well-being. This workshop is based on Marci Shimoff’s New York Times best-selling book Happy for No Reason: 7 Steps to Being Happy from the Inside Out, and certified training. You will hear real-life stories and the latest scientific findings about how to raise your happiness set-point. You will learn key concepts, the 7-step process to cultivate happiness, practical strategies that rewire your neural pathways, and will create an action plan so you can experience a life of happiness no matter what the circumstance! Fee: $39

Item: Y139  Roberta Kim  Virtual Class  Zoom
Sessions: 1 Sa  Oct 16  9AM–12PM
**Wellness Vision**

Being able to adapt well despite adversity, unexpected changes, and times of significant stress can be strengthened by developing supportive thoughts, behaviors, and actions. With a clear vision and purpose, your thoughts, behaviors, and actions become aligned and will empower you to live meaningfully with a greater sense of inner well-being even during times of change. Fee: $39

**Item: Y140**  
Roberta Kim  
Sessions: 1 Sa  
Oct 23  
9AM–12PM

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**Mindful Eating**

In this workshop style series of classes, you will hear evidence-based information to clarify mindfulness, apply mindfulness to eating, and explain how to use hunger signals to eat more mindfully. More importantly, you will be given a chance to apply the information to your personal circumstances and engage in many sensory and experiential exercises/activities to invoke deep awareness. Each class builds upon the previous and includes information about the seven types of hunger describes by Jan Chosen Bays in Mindful Eating. The benefit of learning how to approach eating and food choices with mindfulness is to shift away from detrimental habits and patterns or cravings and aversions so you can stick with the healthy eating plan that you want and know how to eat, effortlessly! Fee: $99

**Item: Y136**  
Susan Blake  
Virtual Class Zoom  
Sessions: 5 Tu  
Nov 2–Nov 30  
6–8PM

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**A Journey Into Wine Country - Part 3**

The Fall Wine class is the third class in the three-class series and will cover events and decisions in the vineyard, harvest, and up to the first fermentation. We will revisit both Old World and New World wine regions and look at some of the ways viticulturists and ecologists manage vineyards and make important pre- and post-harvest decisions. Students can take this class as a stand along class, or in any sequence with the other two classes, which are offered Spring and Summer quarters.

**Item: Y755**  
Roland Vieira  
Virtual Class Zoom  
Sessions: 5 Tu  
Oct 12  
6:30–8:30PM

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**Introduction to Meditation and Mindfulness**

Learn to cultivate mindfulness to reduce stress and start living with ease, joy, and resilience! Does your mind get easily lost in endless thinking about what happened in the past or worrying about what could happen tomorrow? Is your mind constantly busy keeping up with your to-do-list? Meditation is a lot more than a strategy to manage stress. It is a way to cultivate a more compassionate relationship to yourself in relation to others and to every situation in life. This introductory class will acquaint you with the practice of mindfulness and will equip you with the tools needed to prioritize your state of being in the here and now with attention and acceptance. Every class you will study and practice one specific element of mindfulness that aims to positively affect the quality of your everyday life. Fee: $129

**Item: Y135**  
A Hildebrandt  
Virtual Class Zoom  
Sessions: 8 W  
Sep 29–Nov 17  
6–7PM

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**Boost Your Immune System**

There’s nothing better than a strong immune system to help prevent getting sick. Custom Fit Nutrition teaches a multi-faceted holistic approach to strengthening your immune system. This is great information for the whole family! In one class, learn about foods, supplements, shopping tips, cooking tips and everyday life tips!

**Item: Y750**  
Joy Moorehead  
Virtual Class  
Sessions: 1 W  
Oct 13  
6:30-8:30PM

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**Whole Body Nutrition: Food and Beyond (7 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: $135

**Item: Y134**  
Susan Blake  
Virtual Class Zoom  
Sessions: 7 Th  
NO CLASS Nov 11  
6–8PM

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**Bank and Wade Fishing for Winter Steelhead**

Learn the basics of winter steelhead fishing! Learn to set up tackle to fish using three effective methods for the shore bound angler: drift fishing, float fishing, and spoon fishing. Discuss productive bank fishing areas on local rivers and how to time your visits for success. Class includes a resource notebook. Optional Saturday outing to a local river for hands-on instruction and fishing.

CEUs: .2  
Fee: $59

**Item: Y756**  
John Fiskum  
Enumclaw Zoom  
Sessions: 1 W  
Dec 1  
6:30–8:30PM

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**Fish Smoking**

Learn how to make delectable smoked fish! We’ll focus on Pacific NW favorites like salmon, steelhead and trout. You’ll be a hit at all your parties and events with your own custom-made smoked appetizers. Class will include step-by-step instruction, demonstration, recipes and sample tasting.

**Item: Y758**  
John Fiskum  
Enumclaw ENM-16  
Sessions: 1 W  
Nov 17  
6:30–8:30PM

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**Fly-Fishing for Chum Salmon**

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

CEUs: .2  
Fee: $29

**Item: Y759**  
John Fiskum  
Enumclaw Zoom  
Sessions: 1 W  
Nov 3  
6:30–8:30PM

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**Item: Y760**  
John Fiskum  
Enumclaw Zoom  
Sessions: 1 F  
Nov 5  
7–11AM

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PERSONAL INTEREST

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

Item: Y762  John Fiskum  Enumclaw  ENM-16
Sessions: 1 W  Sep 29  6:30–8:30PM

Item: Y763  John Fiskum  Enumclaw  ARR
Sessions: 1 Sa  Oct 2  10AM–3PM

Yakima River Pontoon Boat Fly-Fishing
Fee: $119

Item: Y761  John Fiskum  Enumclaw  ARR
Sessions: 1 Sa  Oct 16  9AM–5PM

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

Item: Y141  Alan Haywood  Auburn Campus  WT-16
Sessions: 1 W  Oct 6  6:30–9PM

Fruit Growing in Your Backyard
Harvest your own fruit! Learn the basics of fruit culture in the Pacific Northwest climate. Avoid the common frustration and disappointment of poor quality crops and unhealthy plants. Learn to properly plant, prune and care for your trees, which varieties do best in our area, and how to avoid or deal with common insect and diseases. Whether you are just getting started or are working with existing plants, this class has something to offer you. Fee: $35

Item: Y142  Alan Haywood  Auburn Campus  WT-16
Sessions: 1 W  Nov 3  6:30–9PM

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: Y143  Alan Haywood  Auburn Campus  WT-16
Sessions: 1 W  Dec 1  6:30–9PM

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: Y144  A. Howell Anselmi  Virtual Class  Zoom
Sessions: 1 Tu  Oct 26  6:30–8:30PM

LANGUAGE AND CULTURE

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: Y145  Arthur Morris  Auburn Campus  WB-109
Sessions: 8 M  Oct 4–Nov 22  6–9PM
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: Y147 Arthur Morris Auburn Campus WB-109
Sessions: 8 W Oct 6–Dec 1 6:30–8:30PM
NO CLASS Nov 24

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 travel. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Fee: $139

Item: Y146 Arthur Morris Auburn Campus WB-109
Sessions: 8 Tu Oct 5–Nov 23 6:30–8:30PM

"For a once-a-week language course we covered an amazing amount of grammar and language structure material!"
— Student of French I

French II
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 travel. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Fee: $139

Item: Y148 Arthur Morris Virtual Class Zoom
Sessions: 8 Th Oct 7–Dec 9 6–9PM
NO CLASS Nov 11 and Nov 25

Money Matters
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: Y157 John Schneider Kent
Sessions: 1 Tu Nov 2 6:30–8:30PM

Retirement Planning Workshop
This workshop covers 3 main areas critical for individuals approaching retirement: how to budget for retirement income, protecting your most valuable assets from the unexpected and the potential rising costs of health care expenses. Fee: $39

Item: Y154 Scott Beusch Virtual Class Zoom
Sessions: 1 Tu Oct 5 6–8:30PM

Item: Y155 Scott Beusch Auburn Campus WB-106
Sessions: 1 Tu Nov 2 6–8:30PM
PERSONAL INTEREST

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 CFA® Charterholder will answer these and other essential planning questions. Topics include retirement needs and expenses, social security maximizations, income sources, IRA distributions, investments and more! Virtual delivery textbook included Fee: $49

Item: Y150  Tom Bowman  Auburn Campus  WB-106
Sessions: 3 Tu  Oct 12–Oct 26  6:30–8:30PM

Item: Y151  Tom Bowman  Auburn Center  AC
Sessions: 2 Sa  Oct 16–Oct 23  9AM–12PM

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: Y153  Megan Farr  Auburn Campus  CH-214
Sessions: 1 W  Nov 10  6:30–9PM

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: Y152  Owen Gabrielson  Auburn Campus  CH-214
Sessions: 1 W  Nov 3  6:30–9PM

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: Y156  C. Thomasson  Virtual Class  Zoom
Sessions: 5 M  Oct 4–Nov 1  6–8PM

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

Item: Y158  Joyce Joneschiet  Virtual Class  Zoom
Sessions: 1 Tu  Sep 14  6:30–8:30PM

Item: Y159  Joyce Joneschiet  Virtual Class  Zoom
Sessions: 1 Tu  Oct 19  6:30–8:30PM

Item: Y160  Joyce Joneschiet  Virtual Class  Zoom
Sessions: 1 Tu  Nov 16  6:30–8:30PM

Music and Voice

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

Item: Y162  Charles Buser  Auburn Campus  IVC-108
Sessions: 10 M  Oct 4–Dec 6  6:30–7:30PM

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: $139

Item: Y164  Dace Anderson  Auburn Campus  IVC-109
Sessions: 10 Tu  Oct 5–Dec 7  6–7PM

The Independent Musician
Are you looking to launch or improve your career in the music business? If so, this certificate is for you! It takes you from the beginning of the songwriting process all the way through to the release of an album or single. The certificate runs from fall 2021 through summer of 2022 and includes the following classes:

Fall - Songwriting
Winter - Business of Music
Spring - Recording Studio
Summer - Live Performance Fee: $899

Item: Y165  Dace Anderson  Auburn Campus  IVC-109
Sessions: 40 W  Nov 24–Aug 31  6–8PM
NO CLASS Nov 24, Dec 22, Dec 29, Jan 5, Mar 23, Jun 8, Jun 15, Jun 22

The songs of Miley Cyrus and Led Zeppelin are remarkably similar and I’ll prove it in this class. We’ll listen to a lot of music and discuss what makes the songs great (or not great) while learning about songwriting devices, styles, genres, instrumentation, arrangement, production, and more. We’ll all write songs and they’ll probably all go to the top of the charts or, at least, we’ll have a great time trying. Fee: $249

Item: Y166  Dace Anderson  Auburn Campus  IVC-109
Sessions: 10 W  Oct 6–Dec 15  6–8PM
An Introduction to Voiceovers (Getting Started In Voice Acting) One-on-One Video Conference Class

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: Y163  GRC Staff  Virtual Class Online
  - Sessions: 1 Arranged Sep 4–Dec 9 12–12AM

*After registration Voices For All will contact you to schedule your 90 minute class based on your availability.

Instructor Bio

Lynn Bohart

Ms. Bohart helps nonprofits, businesses and individuals improve communications through targeted messaging and copywriting. She holds a master’s degree in theater (directing) and has earned the highest level of accreditation in the Association for Healthcare Philanthropy, that of Fellow (FAHP). She has seven popular mystery novels, two short story books, and a nonprofit memoir on Amazon.com. She has written for both the Renton Reporter and Patch.com. She teaches writing through Green River College and is a member of the Pacific Northwest Writers’ Association, the Professional Writers Alliance, and serves on the Seattle Film Summit organizing committee. After 35+ years in the nonprofit world, she founded her own freelance writing company, Lil Dog Communications and works with nonprofits all over the world.

Please visit her website at www.lildogcommunications.com.

Crafting the Story: Short Story and Novel Writing

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

- Item: Y167  Lynn Bohart  Auburn Campus  CH-214
  - Sessions: 5 Th  Oct 7–Nov 4 6:30–8:30PM

Writing for Children and Getting Published

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

- Item: Y168  Alan Rubeck  Auburn Campus  CH-214
  - Sessions: 2 Tu  Nov 2–Nov 9 6–8:30PM

Celebrate Your Story: Writing Creative Nonfiction

Everyone has a story to tell—what’s yours? This class focuses on the basic skills needed to write your own short memoir, personal essays and other forms of creative nonfiction. From beginner to expert, this class will take your writing to the next level and offer publishing advice. Repeat students welcome. Fee: $99

- Item: Y169  T. Doerr Guerzon  Virtual Class  Zoom
  - Sessions: 4 Th  Sep 9–Sep 30 6:30–8:30PM
- Item: Y170  T. Doerr Guerzon  Virtual Class  Zoom
  - Sessions: 4 Th  Oct 7–Oct 28 6:30–8:30PM
- Item: Y171  T. Doerr Guerzon  Virtual Class  Zoom
  - Sessions: 4 W  Nov 3–Nov 24 6:30–8:30PM
- Item: Y172  T. Doerr Guerzon  Virtual Class  Zoom
  - Sessions: 4 W  Dec 1–Dec 22 6:30–8:30PM

“Tiffany runs a fun and positive class; giving us time to write on specific themes and time to share something we are working on.”

— Student of Writing Creative Nonfiction
Green River Continuing Education recently interviewed instructor Sara Johnson about the Supervision Certificate.

Q: What are the 3 most important things a student will learn?
A: 1. Self-awareness in how they come across to others
2. Interpersonal skills for work, community, home interactions
3. A group of inter-related skills that are beneficial in multiple industries/organizations

Q: Who should take this class?
A: Anyone who interacts with others either in person, over the phone, or through “distance” communication.

Q: Why do you want to teach this?
A: I feel that the soft skills are often lost in the hustle and bustle of today’s workplace. Many people do not have the skills to effectively manage conflict, communicate successfully, give feedback, or work together to solve problems. Although we often say we work in a global environment, we forget that our daily interactions give us the foundation to succeed.

Q: How did you get started with this topic?
A: I interned with a consulting group and enjoyed learning about the development and conducting of workshops. I returned to school to get my MBA in Managerial Leadership and Small Group Dynamics in order to increase my knowledge and skills in these areas.

Q: How often do you use these skills in your job?
A: Everyday – any time I interact with others at home, in my community, or through the workplace. These skills are essential.

Q: If you could tell students one thing about this class what would it be?
A: We have fun!

Q: What have you learned from teaching?
A: How to relate the information to different students, industries, situations and make it relevant to everyone. I also encourage the class to share examples that relate to the topics at hand in order to create a community with shared knowledge who can relate to others and find common ground/bridges to build upon.

**Instructor Bio**

**Sara Johnson**

Sara Johnson conducts business communication and leadership workshops for numerous companies in the Puget Sound area. In association with Green River Community College, she teaches two certificate programs, the Supervision Certificate and the Leadership Development Certificate, for potential, new, and existing levels of management in an organization. With a background in Psychology and Sociology from Oberlin College, and an MBA in Managerial Leadership and Small Group Dynamics from City University, Sara provides a wealth of knowledge to the participants of her interactive learning workshops. Additionally, Sara is very active in the Toastmasters organization, part owner of Snugger’s Cove, a Washington Women Owned Small Business, and an assistant with Harmony Hill U-Pick Raspberries.
GREEN RIVER COLLEGE LOCATIONS

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

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

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

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

Off-Campus Locations

Blue Dog Glass Art
29304 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 Learning Center
27500 228th Ave. SE, Maple Valley

Renton Technical College
3000 NE 4th St., Renton

Access to Main Auburn Campus
Accessible by wheelchair but with difficulty
Fence
Accessible parking area
Accessible entrance
Stairs
Not accessible by wheelchair
Accessible by wheelchair but with difficulty

Campus Buildings

Administration Building AD
Bleha Center for Performing Arts PA
Campus Corner Apartments Student Housing 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 Lindbloom Student Union SU
Physical Education Building PE
Rutkowski Learning Center RLC
Salish Hall SH
Shipping & Receiving S/R
Student Affairs & Success Center SA
Technology Center TC
Trades Technologies TT
Washington Environmental Training Resource Ctr. (WETRC) WT
West Building WB
Zgolinski Center ZC

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

## AUBURN CENTER - 1221 D STREET NE
1. Take Highway 167.
2. Take the 15th Street exit.
3. Turn right on D Street NE.

## KENT CAMPUS - 417 RAMSAW 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) onto 4th Ave. S.
3. Turn right onto Ramsay Way, then right again, into the parking lot.

## ENUMCLAW CAMPUS - 1414 GRIFFIN AVENUE

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

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» Workplace Skills
» Organization Performance

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Call 253-520-6283 or visit greenriver.edu/ce
CLASSES FOR ALL INTERESTS!

LOOK INSIDE FOR WRITING CLASSES AND MORE PERSONAL INTEREST CLASSES

Classes start on page 15.

Green River College is committed to serving the community during this time. With social distancing in effect we are offering our classes on-line via Zoom or other platforms. As we return to normal we will be offering classes in-person. Please check our website for the most up-to-date information.