SEE INSIDE FOR

» PROFESSIONAL DEVELOPMENT
» TECHNOLOGY
» PERSONAL INTEREST

GET READY FOR A NEW CAREER IN HR!

SEE PAGE 5 FOR CLASS INFORMATION.

Visit greenriver.edu/ce
FEATURED CLASSES

**Project Management Certificate**
Get the tools and techniques to manage projects in any industry.
page 10

**Data Analyst Certificate**
Learn how to analyze data to see trends and make predictions.
page 12

**Adventures in Sewing II**
Want more Adventures in Sewing? Build on your sewing skills!
page 16

**Bank and Wade Fishing for Winter Steelhead**
Learn the basics of winter steelhead fishing.
page 19

**Crafting the Story: Short Story and Novel Writing**
Have you always wanted to write a short story? Gain the skills and confidence here!
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EXPAND YOUR BUSINESS

G R E E N R I V E R C O L L E G E

S M A L L B U S I N E S S C E N T E R

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

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 Campus
417 Ramsay Way, Suite 112
Kent, WA 98032
Enumclaw Campus
1414 Griffth Avenue
Enumclaw, WA 98022

GREEN RIVER LOCATIONS

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

HOURS

Main Auburn Campus:
Monday-Thurday 9:00AM-5:00PM
Friday and Breaks 9:00AM-5:00PM

Auburn Center:
Monday-Thurday 7:30AM-8:00PM
Friday and Breaks 7:30AM-5:00PM

Kent Campus:
Monday-Thurday 7:30AM-8:00PM
Friday and Breaks 7:30AM-5:00PM

Enumclaw Campus:
Monday-Thurday 8:00AM-8:00PM
Closed

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.

Gerrymandering: The Unfair Political Advantage of Manipulating Boundary Lines

Tuesday, September 22 (9-11AM)  
Member Rate: $29 (P220)  
Location: GRC Auburn Center with Rich Elfers  
General Public Rate: $44 (P221)

The U.S. Supreme Court recently decided it couldn’t do anything about gerrymandering, states’ political leaders drawing voting districts that benefit their party at the expense of their opponents. Some of the examples would be hilarious if the effects were not so disastrous to democracy. Join instructor Rich Elfers and learn about some of the extreme examples and better understand the stakes in the November 2020 election.

Please check our website for new classes and updates. Greenriver.edu/ce.
### Brazilian Music

**Wednesday, September 30 (1–3PM)**
**Location:** GRC Auburn Center With Ruth Mueller

Join us to learn about the music of Brazil. In this session we will explore the European and African cultural influences that lead to the development of samba and trace how samba influenced genres such as samba canção, bossa nova, tropicalia, and música popular brasileira. We will learn about some of Brazil’s most famous musicians and maybe even learn a rhythm two.

**Member Rate:** $29 (P290)
**General Public Rate:** $44 (P291)

### The Fascinating Art Of Japanese Writing

**Thursday, October 8 (1–3PM)**
**Location:** GRC Auburn Center with John Falconer

Did you know that Japanese still uses the equivalent of hieroglyphics in every-day writing and communication? Have you wondered what it would be like to read a newspaper, novel or shopping list that was written using little pictures in place of letters? Japanese kanji is a little bit like using emoticons to communicate feelings and ideas, but the system is much more highly developed! Learn the basics of picture-writing and get hands-on practice learning how to write basic characters using a pre-filled Japanese calligraphy brush - that you will take home! Instructor John Falconer has spent 30-years as a Japanese/English translator. Materials provided.

**Member Rate:** $34 (P230)
**General Public Rate:** $49 (P231)

### Mechatronics In Today's World

**Tuesday, October 27 & Wednesday October 28 (8–10AM)**
**Location:** GRC Auburn Center with David Schaafsma

Have you ever wondered how things are made and what machines makes the items that we use every day in our travels and at home? Mechatronics is the study of industrial machines, how they work, how to keep them running and how to keep advancing in an ever changing global economy. This class will provide a basic overview of the current industrial world as it relates to the machines that animate it. Join GRC instructor David Schaafsma and work alongside his current students to get an understanding of the skills they are learning and how they plan to apply them. On Wednesday you will go on an industrial tour of a local company where we’ll see practically how this all comes together! Transportation provided.

**Member Rate:** $39 (P240)
**General Public Rate:** $54 (P241)

### The Up's & Down's: The US Economy and the Federal Reserve

**Wednesday, November 18 (9–11AM)**
**Location:** GRC Auburn Center With Sam Le

Join Green River economics instructor Sam Le for a non-technical discussion for a general overview and trends of the US economy. What are the short-term and long-term impacts of key economic policies by the federal government, the US central bank and the Federal Reserve? What are the important factors of the US economy that will affect our daily lives? Instructor Le also serves on the Education Advisory Group for the Federal Reserve Bank of San Francisco.

**Member Rate:** $29 (P280)
**General Public Rate:** $44 (P281)

### The First Pandemic: The Spanish Flu of 1918-1920

**Monday, December 7 (9–11AM)**
**Location:** GRC Auburn Center with Rich Elfers

If you think the time we are living in now is horrible and scary, be grateful you didn't live in the era after the end of World War I. According to some sources, between 50-100 million people died in that pandemic. History always gives us perspective of our own times. Learn how these two eras of fear match up, and the government cover ups and decisions that marked the era of the Spanish Flu to gain a deeper understanding of our current times with COVID-19.

**Member Rate:** $29 (P210)
**General Public Rate:** $44 (P211)
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: Y406  Sep 8–Nov 27  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: Y407  Sep 8–Nov 27  ONLINE

Visit 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.

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

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

FORKLIFT-OPERATOR  CERTIFICATION  (IVES)

UPGRADE YOUR RESUME
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: Y408 Sep 8 - Nov 27 ONLINE
Visit greenriver.edu/ceOnline for course details.

HUMAN RESOURCES

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
Federal and State Employment Laws page 6
Compensation and Benefits page 6
Recruitment and Selection page 6
Employee and Labor Relations 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/Bowles/King Kent KC-321
Sessions: 12 Tu, Th Oct 15 - Dec 1 6:00–9:00PM
NO CLASS Nov 24, 26

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: Y250 A. Jones Auburn Center AC-160
Sessions: 1 Tu Sep 22 9:00AM–4:00PM
Item: Y249 A. Jones Enumclaw ENM-15
Sessions: 1 Tu Oct 20 9:00AM–4:00PM
Item: Y248 A. Jones Auburn Center AC-160
Sessions: 1 Tu Nov 17 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: Y247 E. Galasso Auburn Center AC-370
Sessions: 7 Sa Sep 12–Oct 24 8:00AM–4:15PM
Item: Y246 E. Galasso Auburn Center
Sessions: 7 F Oct 9–Nov 20 8:00AM–4:15PM
Item: Y245 E. Galasso Auburn Center AC-370
Sessions: 7 Sa Oct 31–Dec 12 8:00AM–4:15PM
NO CLASS Nov 28

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: Y409 Sep 8–Oct 30 ONLINE

Visit greenriver.edu/ce • 253-833-9111 ext. 2535
**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 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

**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

**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

**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

**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

**aPHR™ Certification Exam Prep**

HRCI’s new Associate Professional in Human Resources™ (aPHR™) certification is the perfect way to validate your entry-level knowledge of the human resources field. In this course, you’ll review the six content areas of the exam, which are different from those for PHR® and SPHR®; learn how to study for the exam; get test-taking tips; and take sample multiple-choice tests. See website for required textbook and prerequisites. Fee: $449

**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

Visit greenriver.edu/ceOnline for course details.
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: Y424  S. Johnson  Kent  KC-324
Sessions: 2 M  Nov 9–Nov 16  6:00–9:00PM
NO CLASS Nov 11

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  S. Johnson  Kent  KC-324
Sessions: 2 M, W  Nov 30–Dec 2  6:00–9:00PM

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

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. Visit greenriver.edu/ceOnline for details. Fee: $195

Item: Y428  Sep 8–Oct 2  ONLINE
Sales and Negotiation Certificate Information Session

Sales and Negotiation Certificate (9 Class Series)
- Introduction to Selling
- Developing a Sales Personality
- Creative Selling
- Understanding the Sales Process
- Presentation Skills
- Negotiation Skills
- Closing the Sale
- Customer Service Skills
- Sales and Negotiation Certificate Capstone

Visit greenriver.edu/ceCertificates for course details.

Sales and Negotiation Certificate

Would you like your salary to reflect the time and effort you put into your work? A career in sales can offer exactly that. Learn how to build confidence while growing into a professional sales or service position. Discover how to win new clients and bring value to current customers. Gain a strong understanding of the sales process, how to overcome objections, negotiate and close the sale. Get the tools you need to be successful in the sales and service world, where your earning potential is unlimited.

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

9 Class Series
Sales and Negotiation Certificate
Take the Sales and Negotiation Certificate (9 Class Series) at a discounted rate. Series includes Introduction to Selling, Developing a Sales Personality, Creative Selling, Understanding the Sales Process, Presentation Skills, Negotiation Skills, Closing the Sale, Customer Service Skills, and the Sales and Negotiation Certificate Capstone. Visit greenriver.edu/ceCertificates for required textbook. Fee: $529

Item: Y430
Sessions: 12 Tu, Th
Oct 27–Dec 8
6:00–9:00PM
Kent
NO CLASS Nov 26

Instructor Bio
Tim Amato

Sales Certificate
Tim served as Director of Business Development for Laboratory Corporation of America, one of the world’s leading healthcare companies. He managed and trained sales managers and sales teams as well as oversaw the business interests of the company in the Pacific Northwest. Tim has built numerous sales teams over the years and has been recognized as a national award-winning director and sales manager.

Early in his career, Tim sold products and services on straight commissions. He moved into clinical laboratory sales and service where he became a multiple-time national award winning sales representative. As a representative he was known as an energetic worker who gained rapport and trust of his customers, solved their problems with basic and creative solutions and used his client contacts to network to additional customers.

To this day, Tim is a student of selling and servicing in order to bring value to his employees, his company and his customers.

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

Item: Y431
Sessions: 1 Tu
Oct 27
6:00–9:00PM
Kent

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

Item: Y432
Sessions: 1 Th
Oct 29
6:00–9:00PM
Kent

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

Item: Y433
Sessions: 1 Tu
Nov 3
6:00–9:00PM
Kent
Understanding the Sales Process
Research shows there are several mental steps each of us works through when we decide to purchase something. Sales representatives, who understand these steps and how to work through them with prospective customers, are the most successful. In addition, discover how to qualify a prospective customer by asking high gain questions, listening for a response, reading body language and using trial closes. You’ll gain confidence as you apply these techniques and help lead your prospect to a lasting and mutually satisfying decision. Fee: $99

Presentation Skills
Products and services don’t sell themselves. Their story must be told through an effective sales presentation. Develop your presentation skills in a safe and collaborative environment. Discover how to match behavioral styles with the person you are presenting to, while remaining true to yourself. Recognize the difference between a question and objection. Learn effective methods for meeting objections head-on. By course end, you’ll know how to move comfortably from beginning to end. Prerequisite: Understanding the Sales Process. Fee: $99

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

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

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

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

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

PMP® and CAPM® Exam Prep
Project management certification is in great demand. Prepare to take the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) tests and pass them! The sessions are informative, interactive and filled with test-taking tips and techniques created to ensure your success. See website for prerequisites and required textbook. PDUs: 30. Fee: $649

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

### Project Management Certificate Information Session

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Item: Y442</td>
<td>D. Yeomans</td>
<td>Sep 30</td>
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### Project Management Certificate Part A (3 Class Series)

#### Project Management Initiating the Project

- Winter 2021

#### Project Planning and Scheduling Techniques

- Winter 2021

#### Project Execution to Closing

- Winter 2021

### Project Management Certificate Part B (3 Class Series)

<table>
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<th>Session</th>
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<tr>
<td>Item: Y446</td>
<td>D. Yeomans</td>
<td>Nov 18–Dec 7</td>
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### Instructor Bio

**Daniel Yeomans**

**Project Management**

Dan Yeomans, PMP® brings more than thirty-five years of consulting and leadership experience to his client work. He is a highly proficient and 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.

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**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: Y444**

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<th>Session</th>
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<tr>
<td>Item: Y444</td>
<td>D. Yeomans</td>
<td>Oct 7–Oct 21</td>
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</table>

**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: 18 Fee: $409

**Item: Y445**

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<tr>
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<td>Item: Y445</td>
<td>D. Yeomans</td>
<td>Oct 26–Nov 16</td>
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**NO CLASS Nov 11**

**Project Execution to Closing**

Your Project Management Plan is approved and accepted. What’s next? This course shares best practices for implementing and controlling the project to success. Learn how to manage quality, develop and manage a project team, effectively communicate, manage risk and engage stakeholders. Key tools and techniques and valuable tips will be introduced, shared and applied — all 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: Y446**

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<tr>
<th>Session</th>
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<tr>
<td>Item: Y446</td>
<td>D. Yeomans</td>
<td>Nov 18–Dec 7</td>
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**NO CLASS Nov 25**
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-licensure 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: Y237 ONLINE

Additional Real Estate Courses

Call Continuing Education at ext. 2535 for more information. Fee $139 per course

<table>
<thead>
<tr>
<th>Course</th>
<th>Item</th>
<th>Location</th>
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<tbody>
<tr>
<td>Real Estate Law</td>
<td>Y236</td>
<td>ONLINE</td>
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<tr>
<td>Real Estate Appraisal</td>
<td>Y235</td>
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<tr>
<td>Financing Residential Real Estate</td>
<td>Y234</td>
<td>ONLINE</td>
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<tr>
<td>Real Estate Property Management</td>
<td>Y233</td>
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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: Y402 K. Grossman Cov City Hall Council Chambers
Sessions: 1 M Sep 14 5:30–7:00 PM

Item: Y401 K. Grossman Enumclaw ENM-9
Sessions: 1 Tu Oct 13 5:30–7:00 PM

Item: Y403 T. Hornby Tahoma TBA
Sessions: 1 W Oct 21 5:00–6:30 PM

Item: Y404 K. Grossman Kent KC-321
Sessions: 1 Th Nov 12 5:30–7:00 PM

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: $99

Item: Y405 J. Mauck Auburn Center AC-250
Sessions: 1 M Oct 5 5:30–8:30 PM

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: Y447 G. Larson Kent KC-255
Sessions: 4 Tu, Th Oct 13–Oct 22 5:30–9:00 PM

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.

WE ARE HERE TO HELP

GREEN RIVER COLLEGE
SMALL BUSINESS CENTER

All businesses, large or small
Call 253-833-9111, ext. 2620
greenriver.edu/BusinessCenter

greenriver.edu/ce • 253-833-9111 ext. 2535
**DATA SCIENCE**

**Data Analyst Certificate**

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

Our 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**

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<tbody>
<tr>
<td>Relational Database Concepts and Design</td>
<td>Page 13</td>
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<tr>
<td>SQL Programming Level 1</td>
<td>Page 13</td>
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<tr>
<td>SQL Programming Level 2</td>
<td>Page 14</td>
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<tr>
<td>SQL Server Certificate Capstone</td>
<td>Page 14</td>
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</tbody>
</table>

**Data Analyst Certificate Part 2: Python for Data Analysis** Winter 2021

**Data Analyst Certificate Part 3: Exploratory Data Analysis** Spring 2021

Data Mining Spring 2021
Data Visualization Spring 2021
Data Analyst Certificate Capstone Spring 2021

Visit [greenriver.edu/ceCertificates](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 12
Microsoft Word 2019 Level 1 page 13
Microsoft Outlook 2019 page 13
Microsoft PowerPoint 2019 page 13
Microsoft Excel 2019 Level 1 page 13
Microsoft Access 2019 Level 1 page 13

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

**Microsoft Excel 2019**

Capture the power of Excel 2019 by taking the Excel Series. Series includes Levels 1, 2 and 3 at a discounted rate. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbooks included. Fee: $369

**Item: Y455**

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<tr>
<th>G. Larson</th>
<th>KC-255</th>
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<td>Sessions: 6 Tu, Th</td>
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**Item: Y459**

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<th>G. Larson</th>
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<td>Sessions: 3 F</td>
<td>Nov 13–Dec 4</td>
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NO CLASS Nov 27.
See signage for room assignments.
Microsoft Excel 2019 Level 1
Excel can help you organize, calculate, analyze, revise, update and present your data. Learn the basic concepts 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: Y456  G. Larson  Kent  KC-255
Sessions: 2 Tu, Th  Oct 27–Oct 29  5:30–9:00PM

Item: Y460  G. Larson  Kent  KC-255
Sessions: 1 F  Nov 13  8:00AM–4:00PM

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

Item: Y457  G. Larson  Kent  KC-255
Sessions: 2 Tu, Th  Nov 3–Nov 5  5:30–9:00PM

Item: Y461  G. Larson  Kent  KC-274
Sessions: 1 F  Nov 20  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: Y458  G. Larson  Kent  KC-255
Sessions: 2 Tu, Th  Nov 10–Nov 12  5:30–9:00PM

Item: Y462  G. Larson  Kent  KC-274
Sessions: 1 F  Dec 4  8:00AM–4:00PM

Microsoft Access 2019 Level 1
Data is everywhere. Most jobs today involve some form of data management. A relational database, like Microsoft Access, can help you collect and manage large amounts of data. In this course, you will learn about database fundamentals. You will also learn how to create and modify tables, queries, forms and reports. This course is best suited to those working with existing databases rather than building them from scratch. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbook included. Fee: $149

Item: Y452  J. Hopper  Kent  KC-255
Sessions: 1 F  Nov 20  8:00AM–4:00PM

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

Item: Y463  G. Larson  Kent  KC-255
Sessions: 1 F  Oct 30  8:00AM–4:00PM

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

Item: Y464  G. Larson  Kent  KC-255
Sessions: 1 F  Nov 6  8:00AM–4:00PM

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

Item: Y466  J. Hopper  Kent  KC-255
Sessions: 1 F  Oct 23  8:00AM–4:00PM

SQL Server

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: Y469  Staff  Kent  KC-274
Sessions: 15 Tu, Th  Oct 13–Dec 3  6:00–9:00PM
NO CLASS Nov 26

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 detach a database, creating a database diagram and writing simple SQL statements. See website for prerequisites and textbook information. Fee: $249

Item: Y470  Staff  Kent  KC-274
Sessions: 3 Tu, Th  Oct 13–Oct 20  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: $359

Item: Y471  Staff  Kent  KC-274
Sessions: 5 Tu, Th  Oct 22–Nov 5  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: $309

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<th>Item: Y472</th>
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<th>Nov 10–Nov 19</th>
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### SQL Server Certificate Capstone
Demonstrate your SQL Server knowledge in this Capstone course. Use SQL Server Management (SSMS) to build a database schema based on a “real-world” scenario. Then, develop a database solution that supports your proposed plan. Next, implement the solution, and test the results using SQL queries. Finally, you will submit your database .bak file to the instructor for review to ensure all fundamental SQL techniques are understood and implemented. See website for prerequisites and textbook information. Fee: $249

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<tr>
<th>Item: Y473</th>
<th>Staff: Kent</th>
<th>Sessions: 3 Tu, Th</th>
<th>Nov 24–Dec 3</th>
<th>6:00–9:00PM</th>
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NO CLASS Nov 26

### 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** page 14
- **Graphic Design Certificate Part 1 (2 Class Series)** page 14
- **Graphic Design Fundamentals** page 14
- **Photoshop CC** page 14
- **Graphic Design Certificate Part 2 (2 Class Series)** Winter 2021
  - Working Designer
  - Illustrator CC
- **Graphic Design Certificate Part 3 (2 Class Series)** Spring 2021
  - InDesign CC
  - Graphic Design Certificate Capstone

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

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<th>Item: Y474</th>
<th>M. Olson</th>
<th>Kent</th>
<th>KC-255</th>
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<tr>
<td>Session: 1 W</td>
<td>Oct 7</td>
<td>6:00–7:00PM</td>
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#### 2 Class Series
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: Y475** M. Olson | Kent | KC-255 |
- **Session: 10 M, W** | Oct 19–Nov 23 | 6:00–9:00PM |
- NO CLASS Nov 11

#### Instructor Bio

**Morgan Olson**

**Graphic Design Certificate**

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.

**Graphic Design Fundamentals**

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

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<td>Oct 19–Oct 28</td>
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**Photoshop CC**

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

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<td>Nov 2–Nov 23</td>
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NO CLASS Nov 11
## ed2go Fundamentals

**Gain skills for professional and personal development**

### INSTRUCTOR-LED COURSES

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.

### Beginning Writer’s Workshop
If you have a story that needs to be written, an online writing workshop is a great place to start. This course will help improve your writing skills and discover new ways to stretch your creative muscles.

### Discover Sign Language
Improve your ability to sign with the Deaf community. Learn how to make signs and communicate through facial expression.

### 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.

### Interpersonal Communication
This course explores strategies for success in everyday interpersonal communication. You will explore clear examples of verbal and nonverbal habits, effective listening, self-concept, conversation styles, and conflict management.

### Grammar Refresher
Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.

### Introduction to CSS3 and HTML5
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.

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

### Introduction to PC Security
In this course, a security expert will teach you the fundamentals of PC and network security as you learn to install and configure a firewall to build and impenetrable moat around your computer network.

### Introduction to QuickBooks Online
Get hands-on experience recording income and expenses; entering checks and credit card payments; tracking your payables, inventory, and receivables.

### Keyboarding
Become faster and more confident at the keyboard.

### Personal Finance
This course will help you gain control over the financial impact of your choices with tools that are useful and realistic.

### Activity Director
Get the training needed to work with the activity programs in nursing homes!

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

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

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

### Certified Administrative Professional (Voucher Included)
Learn the basics of workplace administration as well as how to begin and grow a successful career as an administrative professional.

### Certified Wedding Planner
Learn the basics of wedding planning business or become a professional wedding planner or start your wedding planning business.

### Certified Credit Counselor (Exam Included)
This program provides you with the knowledge you need to work as a certified credit counselor.

### Certified Administrative Professional
You will learn to develop individual nutrition programs for clients or yourself.

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

### 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.

### Event Management and Design
Equip yourself with the knowledge to enter or advance in the special events industry.

### Freight Broker/Agent Training
Walk away prepared to start your own freight broker business or become a freight agent.

### 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.

### Nutrition for Optimal Health, Wellness, and Sports
Learn to develop individual nutrition programs for clients or yourself.

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

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## ed2go Advanced Career Training

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

### SELF-PACED COURSES

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.

### Program Features:
- Instructor mentor access
- Materials and books included
- 6-12 months to complete
- Start anytime
- Non-credit

### Activity Director
Get the training needed to work with the activity programs in nursing homes!

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

### C++ Programmer
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Learn the basics of wedding planning business or become a professional wedding planner or start your wedding planning business.

### Certified Credit Counselor (Exam Included)
Learn the core financial and credit concepts needed to help clients successfully take control of their finances.

### Event Management and Design
Equip yourself with the knowledge to enter or advance in the special events industry.

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### 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.

### Management for IT Professionals
Gain leadership skills, business practices, budget strategies, and more to help you run your own IT department.

### Nutrition for Optimal Health, Wellness, and Sports
Learn to develop individual nutrition programs for clients or yourself.

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

CREATIVE ARTS AND CRAFTS

Acting Workshop
This class provides a safe environment for all levels to discover their acting potential, overcome barriers and practice what scares them in this interactive workshop. The first week we will discuss clues to look for in a script that brings your character to life, the difference between character intent, motivation and driving force and how to employ each, and review good/bad acting techniques on video. The second week, each member will come prepared with a 2-3 minute memorized monologue designed to force you to reach deep into the character’s emotional psyche. Acting coach Lynn Bohart holds a master’s degree in theater (directing) and uses non-traditional techniques in helping you to achieve your acting goals. Fee: $79

Item: Y218  L. Bohart  Auburn Campus  WB-106
Sessions: 3 M  Sep 28–Oct 12  6:30–8:30 PM

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 fabric purchase for the final apparel project; students are responsible for purchasing fabric for this final project. Fee: $185

Item: Y222  O. Johnson  Auburn Center  AC-160
Sessions: 4 Sa  Oct 24–Nov 14  9:00 AM–2:00 PM

Adventures in Sewing II
Want more Adventures in Sewing? Build on your sewing skills with a focus on apparel and/or home fashions. In this class, you will complete one project incorporating techniques and applications including sleeves, buttonholes and much more that will be applicable to many sewing projects. Pattern/trims and embellishments will be provided by the Instructor; you may choose to purchase fabric from the Instructor or on your own. Prior knowledge of sewing machine operation is required. A $30 materials fee is due to the instructor on first day of class. Fee: $185

Item: Y221  O. Johnson  Auburn Center  AC-160
Sessions: 4 Sa  Nov 21–Dec 19  9:00 AM–2:00 PM

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: Y224  Staff, P. Jensen  Auburn Campus  WT-16
Sessions: 6 Th  Oct 1–Nov 5  6:00–9:00 PM

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 . Fee: $79

Item: Y226  D. Wendt  Blue Dog Glass
Sessions: 1 Sa  Oct 3  9:00 AM–1:00 PM
Project Pick up on October 4 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 . Fee: $79

Item: Y225  D. Wendt  Blue Dog Glass
Sessions: 1 Sa  Nov 7  9:00 AM–1:00 PM
Project Pick up on November 8 at 10AM.

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: Y732  E. Lynest  Enumclaw  ENM-16
Sessions: 7 W  Sep 30–Nov 18  10:00 AM–12:00 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 pain 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: Y223  Staff, P. Jensen  Auburn Campus  WT-16
Sessions: 6 Tu  Sep 29–Nov 3  6:00–9:00 PM
Personal Interest

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: Y232  G. McCutcheon  Auburn Campus  WB-108
Sessions: 7 M  Sep 21–Nov 2  6:30–8:30PM

Item: Y231  G. Doerr  Virtual Classroom  Zoom
Sessions: 7 Tu, Th  Oct 6–Oct 27  6:30–8:30PM

Item: Y733  R. Young  Enumclaw  ENM-15
Sessions: 6 W  Sep 30–Nov 4  6:30–9:00PM

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: Y229  G. McCutcheon  Auburn Campus  WB-108
Sessions: 7 W  Oct 21–Dec 16  6:30–8:30PM

Item: Y738  R. Young  Enumclaw  ENM-15
Sessions: 6 Tu  Nov 10–Dec 15  6:30–9:00PM

NO CLASS Nov 11 and Nov 25

Photography: Lightroom Classic
Lightroom is Adobe's image management and enhancement program designed specifically for photographers. Lightroom makes managing, enhancing and sharing your photographs easy and efficient. Learn how to organize, back up, manage and enhance your images. Learn to integrate Lightroom and Photoshop or Elements. No prior experience with Lightroom is necessary; laptop computer recommended but not required. Free 30 day Lightroom trial available. Fee: $105

Item: Y734  R. Young  Enumclaw  ENM-15
Sessions: 4 Th  Oct 15–Nov 12  6:30–9:00AM

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 student's personal growth and learn many new techniques and concepts. Pre-requisite: Photography 1; preferred Photography 2 Fee: $135

Item: Y227  G. McCutcheon  Auburn Campus  WB-108
Sessions: 7 Th  Sep 24–Nov 5  6:30–8:30PM

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: Y228  G. McCutcheon  Auburn Campus  WB-108
Sessions: 1 Th  Nov 12–Nov 12  6:30–8:30PM

Point-and-Shoot at Home
Learn to take quality photos with your digital point-and-shoot camera. Learn the basics of nature photography and ways to optimize opportunities at home. Fee: $69

Item: Y164  G. Doerr  Virtual Classroom  Zoom
Sessions: 3 Tu, Th  Sep 22–Sep 29  6:30–8:30PM

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: Y220  V. Taylor Jenkins  Enumclaw  ENM-14
Sessions: 1 W  Oct 7  6:00–9:00PM

Item: Y219  V. Taylor Jenkins  Auburn Campus  WT-16
Sessions: 1 W  Nov 4  6:00–9:00PM

GRC Resources

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

Item: Y211
Country 2 - Step: Basics And Beyond
For all two-steppers out there! Move quickly through the basics and extend your instruction with some impressive moves and lots of turns. Learn how to lead and follow beyond the basics of the most popular of Country dances. Singles and couples welcome. Fee: $59

Item: T100  C. Parsons  Tahoma
Sessions: 5 M  Oct 5–Nov 2  6:30–7:30PM

West Coast Swing
Born on the West Coast! This smooth form of swing can be danced to almost any type of Blues, Rock ‘n’ Roll, Country, Jazz or contemporary music. Singles and couples welcome. CEUs: .5 Fee: $59

Item: T101  C. Parsons  Tahoma  TBA
Sessions: 5 M  Oct 5–Nov 2  7:45–8:45PM

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: Y202  A. Hildebrandt  Auburn Center
Sessions: 8 Tu  Sep 29–Nov 17  8:00–9:00AM

Item: Y201  A. Hildebrandt  Kent
Sessions: 8 Th  Oct 1–Nov 19  6:00–7:00PM

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: Y207  S. Blake  Auburn Campus
Sessions: 1 W  Oct 14  6:00–8:00PM

Item: Y205  S. Blake  Auburn Campus
Sessions: 1 W  Oct 28  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: Y204  S. Blake  Auburn Campus
Sessions: 1 W  Nov 4  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: Y203  S. Blake  Auburn Campus
Sessions: 1 W  Nov 18  6:00–8:00PM

Whole Body Nutrition: Food and Beyond
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

Item: Y210  S. Blake  Auburn Campus
Sessions: 5 W  Sep 30–Oct 28  6:00–8:00PM

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

Item: Y209  S. Blake  Auburn Campus
Sessions: 1 W  Sep 30  6:00–8:00PM

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

Item: Y208  S. Blake  Auburn Campus
Sessions: 1 W  Oct 7  6:00–8:00PM

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

Item: Y206  S. Blake  Auburn Campus
Sessions: 1 W  Oct 21  6:00–8:00PM

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

Item: Y207  S. Blake  Auburn Campus
Sessions: 1 W  Oct 14  6:00–8:00PM

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

Item: Y205  S. Blake  Auburn Campus
Sessions: 1 W  Oct 28  6:00–8:00PM

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

Item: Y210  S. Blake  Auburn Campus
Sessions: 5 W  Sep 30–Oct 28  6:00–8:00PM

Fee: $99

Item: Y203  S. Blake  Auburn Campus
Sessions: 1 W  Nov 18  6:00–8:00PM

5 Class Series
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: Y729  J. Fiskum  Auburn Campus  IVA-108
Sessions: 1 W  Nov 4  6:30–8:30PM

Item: Y730  J. Fiskum  Enumclaw  ARR
Sessions: 1 Sa  Nov 7  7:00–11:00AM

Saltwater South Puget Sound Outing

Item: Y731  J. Fiskum  Enumclaw  ARR
Sessions: 1 Sa  Nov 14  7:00–11:00AM

Green River Outing

Trout Fly Fishing Strategies - Crash Course
Spend the day on the beautiful Naches River and learn how to fish nymphs, dry flies and streamers for trout on moving water. The Naches is the perfect learning environment with a nice variety of water types and a good population of wild trout. Class includes use of rods, reels, lines, and flies. What to bring list and directions will be sent upon registration. Class limited to 6 anglers. CEUs: .6 Fee: $89

Item: Y725  J. Fiskum  Enumclaw  ARR
Sessions: 1 Sa  Sep 19  9:00AM–3:00PM

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: Y726  J. Fiskum  Enumclaw  ENM-15
Sessions: 1 W  Sep 16  6:30–8:30PM

Item: Y727  J. Fiskum  Enumclaw  ARR
Sessions: 1 Sa  Sep 26  10:00AM–3:00PM

Yakima River Pontoon Boat Fly-Fishing
Eastern Washington’s best trout stream has low flows in the fall making the perfect time to access the lower canyon stretch of river from a pontoon boat. Learn strategies for fishing from the boat, or for wade fishing, from a licensed Yakima River guide. Class covers indicator nymph fishing, streamer fishing, and dry fly tactics. Bring your own pontoon boat, or rent one on the river. Details and equipment lists will be sent upon registration. For questions or to reserve a boat, contact instructor at 425-495-9945. CEUs: .8 Fee: $119

Item: Y728  J. Fiskum  Enumclaw  ARR
Sessions: 1 Sa  Oct 10  9:00AM–4:00PM

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.
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: Y197  A. Haywood  Enumclaw  ENM-15
Sessions: 1 Th  Oct 22  6:30–9:00 PM

Floral Design - Terrariums
Have you ever tried growing plants inside? How about a terrarium! With few supplies, it is an inexpensive, creative, and fun way to grow plants inside with low maintenance. Learn how to select the right plants to create your own terrarium or make wonderful and impressive gifts for others. Fee: $69

Item: Y735  S. Koelsch  Enumclaw  ENM-16
Session: 1 Tu  Sep 8  6:00–8:00 PM

Dining Table Centerpieces
Beautiful floral bouquets for your table can be easy to design yourself once you know how to arrange flowers. In this class, you will discover how to select, design and make a low-level arrangement for your table. This will add warmth and beauty to your decor this holiday season! Fee: $69

Item: Y736  S. Koelsch  Enumclaw  ENM-16
Session: 1 Tu  Oct 13  6:00–8:00 PM

Fish Smoking
Learn how to make delectable smoked fish! We’ll focus on Pacific NW favorites like salmon, steel-head and trout. You’ll be a hit at all your parties and events with your own custom-made smoked appetizers. Class will include step-by-step instruction, demonstration, recipes and sample tasting. Fee: $29

Item: Y722  J. Fiskum  Enumclaw  ENM-15
Sessions: 1 W  Nov 18  6:30–8:30 PM

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: Y163  A. Howell Anselmi  Auburn Campus  CH-214
Sessions: 1 Tu  Oct 6  6:00–8:00 PM

Item: Y162  A. Howell Anselmi  Virtual Classroom Zoom
Sessions: 1 Tu  Nov 3  6:00–8:00 PM

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 ‘scenes’ facts of several crimes such as homicides, robberies, staged crime scenes, and more. Fee: $35

Item: Y161  L. Dean  Auburn Center
Sessions: 1 Sa  Oct 24  10:00 AM–1:00 PM

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: Y193  A. Morris  Auburn Campus  WB-109
Sessions: 8 Tu  Sep 29–Nov 17  6:30–8:30 PM

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: Y196  A. Morris  Auburn Campus  WB-109
Sessions: 8 M  Sep 28–Nov 16  6:30–8:30 PM

Item: Y195  Staff  Enumclaw  ENM-4
Sessions: 8 Tu  Sep 29–Nov 17  6:30–8:30 PM

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: Y194  A. Morris  Auburn Campus  WB-109
Sessions: 8 W  Sep 30–Nov 25  6:30–8:30 PM

NO CLASS Nov 11
MONEY MATTERS

eBay 1 - The Basics of Selling
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: $49

Item: Y198  K. Boyd  Virtual Classroom  Zoom
Sessions: 1 W  Sep 30  6:00–9:00PM

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: Y190  T. Bowman  Virtual Classroom  Zoom
Sessions: 3 Tu  Oct 13–Oct 27  6:30–8:30PM

Item: Y192  T. Bowman  Auburn Center  AC-150
Sessions: 2 Sa  Oct 17–Oct 24  9:00AM–12:00PM

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: Y183  Staff  Kent  KC
Sessions: 1 Tu  Oct 20  6:30–8:30PM

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: Y184  Staff  Auburn Campus  CH-214
Sessions: 5 M  Sep 28–Oct 26  6:00–8:00PM

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: Y187  M. Farr  Auburn Campus  CH-214
Sessions: 1 W  Oct 28  6:30–9:00PM

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: Y188  O. Gabrielson  Auburn Campus  CH-214
Sessions: 1 W  Nov 4  6:30–9:00PM

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: Y186  S. Beusch  Auburn Campus  CH-214
Sessions: 1 W  Oct 7  6:00–8:30PM

Item: Y185  S. Beusch  Virtual Classroom
Sessions: 1 W  Nov 4  6:00–8:30PM

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: $0

Item: Y182  J. Joneschiet  Kent
Sessions: 1 Tu  Sep 22  6:30–8:30PM

Item: T102  J. Joneschiet  Tahoma
Sessions: 1 Tu  Oct 20  6:30–8:30PM

Item: Y181  J. Joneschiet  Auburn Campus  CH-214
Sessions: 1 Tu  Nov 3  6:30–8:30PM

Item: Y180  J. Joneschiet  Enumclaw  ENM-15
Sessions: 1 Tu  Dec 1  6:30–8:30PM

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

— From Ladders.com
### Personal Interest

#### 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

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**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

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**Songwriting**
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: $99

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<th>Item: Y150</th>
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**The Business of Music**
Whether it’s guitar, piano, sampling, DJing, singing, didgeridoo, or other music making device, you’ve learned and honed your craft to perfection and now the world needs you and your art! The only thing stopping you is knowledge of royalties, copyrights, digital distribution, trademarks, PROs, ISRCs, ISWCs, UPCs, etc. No big deal. We’ve got this. This class will take you through the process of getting music out to the public, earning your fair share, and protecting your intellectual property. Fee: $99

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<th>Item: Y152</th>
<th>D. Anderson</th>
<th>Main Campus</th>
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<tbody>
<tr>
<td>Sessions: 5, W</td>
<td>Sep 30–Oct 28</td>
<td>6:00–7:00 PM</td>
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<th>Item: Y153</th>
<th>D. Anderson</th>
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<th>Zoom</th>
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<tr>
<td>Sessions: 5, W</td>
<td>Nov 4–Dec 12</td>
<td>6:00–7:00 PM</td>
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</table>

No Class Nov 11 and 25.

**The Independent Musician**
Learn what it takes to become a working independent musician. From songwriting to recording to protecting your intellectual property to marketing to performance, this class will give you an overview and some practice-on virtually every aspect of both the creative side and business side of being a working musician. Fee: $99

<table>
<thead>
<tr>
<th>Item: Y154</th>
<th>D. Anderson</th>
<th>Main Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sessions 8, Th</td>
<td>Oct 1–Nov 19</td>
<td>6:00–7:00 PM</td>
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### Writing

**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

<table>
<thead>
<tr>
<th>Item: Y169</th>
<th>L. Bohart</th>
<th>Auburn Campus</th>
<th>WB-109</th>
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<tbody>
<tr>
<td>Sessions: 5 W</td>
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<th>L. Bohart</th>
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<tr>
<td>Sessions: 5 Tu</td>
<td>Nov 3–Dec 1</td>
<td>6:30–8:30 PM</td>
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**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 is a telling of your own unique experience and can range from funny to informative to heartwarming. We will discuss the various types of essays, study pieces by published writers to learn what works and of course, write! From beginner to expert, this class will help you take your writing to the next level. Repeat students welcome. Fee: $99

<table>
<thead>
<tr>
<th>Item: Y167</th>
<th>T. Doerr Guerzon</th>
<th>Auburn Campus</th>
<th>WB-106</th>
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<tbody>
<tr>
<td>Sessions: 4 Th</td>
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<th>Virtual Classroom</th>
<th>Zoom</th>
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</thead>
<tbody>
<tr>
<td>Sessions: 4 Th</td>
<td>Oct 29–Nov 19</td>
<td>6:30–8:30 PM</td>
<td></td>
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</table>

**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

<table>
<thead>
<tr>
<th>Item: Y168</th>
<th>A. Rubec</th>
<th>Auburn Campus</th>
<th>CH-214</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sessions: 2 Tu</td>
<td>Nov 17–Nov 24</td>
<td>6:30–9:00 PM</td>
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</table>
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

CAMPUS BUILDINGS

Administration Building AD
Bleha Center for Performing Arts PA
Campus Corner Apartments CCA
Student Housing CH
Cedar Hall FQ
Facilities Operations 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
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 CAMPUS - 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 18, 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 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.)
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 following locations: Auburn Campus, Kent Campus, Auburn Center or Enumclaw Campus.

ARRANGE A NO-COST TRAINING CONSULTATION TODAY

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

DATA ANALYST CERTIFICATE
See page 12.

PROJECT MANAGEMENT
See page 10.

ADULT FAMILY HOME ADMINISTRATOR TRAINING: NEW FRIDAY SECTION!
See page 5.

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.

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.