

GREEN RIVER COLLEGE

CONTINUING EDUCATION SCHEDULE

WINTER 2022

BUSINESS ANALYST CERTIFICATE

See page 9 to learn more about
the new Business Analyst
Certificate program.

SEE INSIDE FOR FOR CLASS
AND CERTIFICATES IN:

Human Resources

Project Management

Supervision

Data Analyst

UX Design

Graphic Design and more.

Learn Something New This
Winter with our Personal
Interest Classes.



Visit greenriver.edu/ce

FEATURED CLASSES



Paralegal Certificate

Explore your interest in the field of law through our Paralegal Certificate. Learn more at the free Information Session.

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Project Management Certificate

Get the tools and techniques to manage projects in any industry.

page 9



Supervision Certificate (6 Class Series)

Get the tools and insights needed to oversee the productivity of your employees.

page 6



User Experience Design Certificate

Create exciting and user-friendly online experiences for your customers. Join us for a free Information Session.

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Personal Interest Classes

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EXPAND YOUR BUSINESS

GREEN RIVER COLLEGE SMALL BUSINESS CENTER



Darrell Sundell
PTAC Advisor



Taryn Hornby
SBDC Advisor



Kevin Grossman
SBDC Advisor

The Green River College Small Business Center (SBC) 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 Winter

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

EASY WAYS TO REGISTER



REGISTER AND PAY ONLINE
greenriver.edu/ce



PHONE

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



LOCATIONS

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 Griffith Avenue
Enumclaw, WA 98022

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

HOURS

Main

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

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

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

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

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

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

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CLASS TYPE DEFINITION

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

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

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



PRIME TIME

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.



"Beyond America's Borders Live Not a Lesser People": Are the Problems on Our Southern Border a Crisis, or Normal?

Tuesday, January 25 (9 - 11:30AM)

Location: GRC Auburn Center or via Zoom with Rich Elfers

Member Rate: \$29

General Public Rate: \$44

For Decades there has been a debate over immigrants passing through our southern border. Conservatives say it's a crisis while progressives look for ways to ease the bottlenecks. Who's right? Who's wrong? Find out the immigration issues and the attitudes from both sides of the political question. There is a right answer. Sign up and find out.

The Rise of the Autocrat: Xi Jinping—Making China Great Again

Tuesday, February 22 (9 - 11:30AM)

Member Rate: \$29

Location: GRC Auburn Center or via Zoom with Rich Elfers

General Public Rate: \$44

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

The Music of Ireland

Wednesday, March 16 (1 - 3:30PM)

Member Rate: \$29

Location: GRC Auburn Center with Ruth Mueller

General Public Rate: \$44

In honor of St. Patrick's Day, join Green River music instructor Ruth Mueller to learn about the music of Ireland as we explore the traditional elements of Irish and Celtic musics. Learn the history of the traditions in the face of British colonial power as a source of unity and identity. Class will also look at the traditional practices of Sean Nos singing and dancing, the 1990's Riverdance phenom and Celtic popular music trends that made Irish music one of the most popular traditional musics globally.

Instructor Bio

Richard Elfers

Richard has a Masters in History from Pepperdine University in California. He taught high school history and current events for 31 years at Sumner High School. During that time, he was an adjunct professor at Green River Community College. He currently teaches two high school completion courses, one in Civics and Government, and the other in Culminating Project. He served four years on the Enumclaw City Council, and writes a political column in a local newspaper.

He has also taught more than 30 history and current events courses for Green River's PrimeTime program through Continuing Education over the past 6 years (i.e., courses on Brazil, Russia, India, China, Iran, the Arab-Israeli conflict, and the Syrian Civil War).

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: 19857

Feb 7 – Apr 29

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: 20734

Feb 7 – Apr 29

ONLINE

Visit greenriver.edu/ceOnline for course details.

CAREER AND TRADE SKILLS

Flagger Training

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

Item: 23664	Judy Gale	Auburn Center	AC-240
Sessions: 1 Sa	Jan 8	8AM – 4:30PM	
Item: 23666	Judy Gale	Auburn Center	AC-240
Sessions: 1 Th	Jan 27	8AM – 4:30PM	
Item: 23675	Judy Gale	Auburn Center	AC-240
Sessions: 1 Sa	Feb 12	8AM – 4:30PM	
Item: 23676	Judy Gale	Auburn Center	AC-240
Sessions: 1 Th	Feb 24	8AM – 4:30PM	
Item: 23679	Judy Gale	Auburn Center	AC-240
Sessions: 1 Sa	Mar 12	8AM – 4:30PM	

Forklift-Truck Operator Certification

This course is designed to train operators for certification in sit-down, counter-balanced forklift trucks--light, medium and heavy duty. 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 available for \$99. Call CE at (253) 833-9111 ext. 2535 for more information. Fee: \$189

Item: 26564

Margarita Crutcher

Sessions: 1 Sa

Feb 26

8AM – 5PM

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: 19925

Feb 7 – Apr 29

ONLINE

Visit greenriver.edu/ceOnline for course details.

HEALTH CARE

Adult Family Home Administrator-Orientation

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

Item: 23704	Staff	Virtual Classroom	Zoom
Sessions: 1 Tu	Jan 25	9AM – 4PM	
Item: 23706	Staff	Virtual Classroom	Zoom
Sessions: 1 Tu	Feb 22	9AM – 4PM	
Item: 23709	Staff	Virtual Classroom	Zoom
Sessions: 1 Tu	Mar 22	9AM – 4PM	

WE ARE HERE TO HELP

GREEN RIVER COLLEGE
SMALL BUSINESS CENTER

All businesses, large or small
Call 253-833-9111, ext. 6260

greenriver.edu/BusinessCenter

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 AFH Administrator 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 is provided in class. Please Note: DSHS requires that all students must pass an approved English and reading assessment at an accredited college. The College Success English and Reading Assessment test or a similar test from another college will meet this requirement. Documented proof of placement in English 97 or higher is required to take this class. This is a non-credit class, which means that you do not need to be a Green River College student in order to enroll. You will receive a certificate after successful completion of the course. This certificate for the Adult Family Home Administrator Training currently does not expire. Fee: \$649

Item: 23694	Evelyn Galasso	Virtual Classroom	Zoom
Sessions: 7 Th	Jan 6 – Feb 17	8AM – 4:15PM	
Item: 23698	Evelyn Galasso	Virtual Classroom	Zoom
Sessions: 7 Sa	Jan 22 – Mar 12	8AM – 4:15PM	
Item: 23699	Evelyn Galasso	Virtual Classroom	Zoom
Sessions: 7 Th	Feb 24 – Apr 7	8AM – 4:15PM	
Item: 23702	Evelyn Galasso	Virtual Classroom	Zoom
Sessions: 7 Sa	Mar 19 – Apr 30	8AM – 4:15PM	

 **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: 21402 **Feb 7 – Apr 1** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

HUMAN RESOURCES

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

Item: 21417	C. Malone	Auburn Center	AC 160
Sessions: 4 Sa	Jan 15 – Feb 26	9AM – 4PM	
Class meets every other Saturday: 1/15, 1/29, 2/12 and 2/26			

Employment Law Update

Changes to employment laws are on the rise. Many are due to the impact of the COVID-19 pandemic to our organizations and personal lives. As an HR professional it's imperative for you to stay updated on developments and trends. You will learn what's changed in employment and discrimination laws. Other topics include wage and hour regulations, COVID-19 related legislation, required forms, posters, and more. Fee: \$69

Item: 21259	Claudia Malone	Kent Campus	KC-324
Sessions: 1 F	Jan 7	9AM – 12PM	

8 Class Series **HR Generalist Certificate**



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

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

HR Generalist Certificate (8 Class Series)	Page 5
Introduction to HR	Page 6
Federal and State Employment Laws	Page 6
Recruitment and Selection	Page 6
Compensation and Benefits	Page 6
Employee and Labor Relations	Page 6
Training and Development	Page 6
Health, Safety and Security	Page 6
HR Administration	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: 21469	Virtual Classroom	Zoom
Session: 12 Tu, Th	Feb 3 – Mar 23	6:00–9:00PM
Program will meet virtually via Zoom.		

Visit greenriver.edu/ceOnline for course details.

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

Item: 23231 **Claudia Malone** **Virtual Classroom** **Zoom**
 Sessions: 1 Th Feb 3 6 – 9PM

Federal and State Employment Laws

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

Item: 20773 **Stephanie King** **Virtual Classroom** **Zoom**
 Sessions: 2 Tu, Th Feb 8 – Feb 10 6 – 9PM

Recruitment and Selection

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

Item: 23232 **Julie Drinen** **Virtual Classroom** **Zoom**
 Sessions: 2 Tu, Th Feb 15 – Feb 17 6 – 9PM

Compensation and Benefits

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

Item: 21225 **S. King/M. Farber** **Virtual Classroom** **Zoom**
 Sessions: 2 Tu, Th Feb 22 – Feb 24 6 – 9PM

Employee and Labor Relations

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

Item: 23233 **Julie Drinen** **Virtual Classroom** **Zoom**
 Sessions: 2 Tu, Th Mar 1 – Mar 3 6 – 9PM

Training and Development

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

Item: 21226 **Margaret Farber** **Virtual Classroom** **Zoom**
 Sessions: 1 Tu Mar 8 6 – 9PM

Health, Safety and Security

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

Item: 23234 **Claudia Malone** **Virtual Classroom** **Zoom**
 Sessions: 1 Th Mar 10 6 – 9PM

HR Administration

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

Item: 21236 **Margaret Farber** **Virtual Classroom** **Zoom**
 Sessions: 1 Tu Mar 15 6 – 9PM

LEADERSHIP AND SUPERVISION

Supervision Certificate



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

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

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Working with Difficult People	Page 7
Developing Your Leadership Style	Page 7
Getting the Most From Your Meetings	Page 7
Motivating for Success	Page 7
Working Smarter	Page 7
Problem-Solving and Decision-Making Strategies	Page 7

Visit greenriver.edu/ceCertificates for course details.

6 Class Series **Supervision Certificate**

Develop your leadership, communication, motivation and problem-solving skills with the Supervision Certificate. Through a series of six courses, you will acquire the interpersonal skills needed to interact successfully in a supervisory role. Topics include turning negative situations into positive outcomes; identifying your leadership traits through personal assessment; leading effective meetings; providing feedback; establishing priorities; problem-solving techniques, and more! Earn the certificate by taking the courses individually or register for the series and save. Series includes (36 total hours): Working With Difficult People, Developing Your Leadership Style, Getting The Most From Your Meetings, Motivating For Success, Working Smarter, Problem Solving And Decision-Making Strategies. Program Completion: To receive the Supervision Certificate, you must attend 80 percent of the entire certificate program (calculated by total number of sessions.) Fee: \$599

Item: 29044	Sara Johnson	Virtual Classroom	Zoom
Sessions: 12 M, W	Jan 31 – Mar 16	6 – 9PM	
No Class Monday, Feb 21 and Wednesday, Feb 23.			

Working with Difficult People

We all encounter difficult people. Whether you are a supervisor, a customer service professional, or you have a challenging coworker, it's important to know how to rise above your initial emotional reaction and turn negative situations into positive outcomes. Topics include understanding why we label people as difficult; types of difficult people; tools and techniques for resolving issues; coping strategies for the effects of difficult people; conflict management strategies; and practical application. For more information, please refer to our website. This is the first course in the Supervision Certificate (6 Class Series). Fee: \$139

Item: 29056	Sara Johnson	Virtual Classroom	Zoom
Sessions: 2 M, W	Jan 31 – Feb 2	6 – 9PM	

Developing Your Leadership Style

Learn how to capitalize on your personal leadership style to achieve workplace goals. In this course you will identify your leadership through personal assessment; learn the difference between leadership and management; recognize the “being” and “doing” of leadership; and develop the innate motivating techniques that transform employee attitudes and enhance cooperation and teamwork. Other topics include understanding the leadership management balance and SMART goal development. For more information, please refer to our course outline. This is the second course in the Supervision Certificate (6 Class Series). Fee: \$139

Item: 29052	Sara Johnson	Virtual Classroom	Zoom
Sessions: 2 M, W	Feb 7 – Feb 9	6 – 9PM	

Getting the Most From Your Meetings

Discover why some meetings fail and learn proven techniques for making meetings more productive. Gain tips related to the four essentials of productive meetings: planning, participating, presenting and producing. Other topics include meeting formats and when to vary them, responding to conflict in a meeting and meeting follow-through. A key component of this course is utilizing effective communication strategies before, during and after your meetings. For more information, please refer to our website. This is the third course in the Supervision Certificate (6 Class Series). Fee: \$139

Item: 29059	Sara Johnson	Virtual Classroom	Zoom
Sessions: 2 M, W	Feb 14 – Feb 16	6 – 9PM	

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. For more information, please refer to our website. This is the fourth course in the Supervision Certificate (6 Class Series). Fee: \$139

Item: 29060	Sara Johnson	Virtual Classroom	Zoom
Sessions: 2 M, W	Feb 28 – Mar 2	6 – 9PM	

Working Smarter

Time is a valuable resource that can be costly to a company when wasted. In this course you will develop communication strategies to minimize time loss, evaluate personal and organizational time-wasters, learn to establish meaningful priorities and determine ways to deal with disruptions and unanticipated drains on time. Additional topics include schedule planning, prioritizing, delegation and large project completion. For more information, please refer to our website. This is the fifth course in the Supervision Certificate (6 Class Series). Fee: \$139

Item: 29061	Sara Johnson	Virtual Classroom	Zoom
Sessions: 2 M, W	Mar 7 – Mar 9	6 – 9PM	

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. For more information, please refer to our website. This is the sixth and final course in the Supervision Certificate (6 Class Series) Fee: \$139

Item: 29063	Sara Johnson	Virtual Classroom	Zoom
Sessions: 2 M, W	Mar 14 – Mar 16	6 – 9PM	

Instructor Bio

Sara Johnson

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

LEGAL

Paralegal Certificate



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

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

Paralegal Certificate Information Session **Page 8**

Paralegal Certificate Part 1: Paralegal Essentials **Page 8**

Paralegal Certificate Part 2: Research, Investigation and Discovery **Spring 2022**

Paralegal Certificate Part 3: Advanced Research, Writing and Trial Preparation **Spring 2022**

Visit greenriver.edu/ceCertificates for course details.

Paralegal Certificate Information Session

If you are interested in a career as a Paralegal, join us for a free information session where you will learn more about the Paralegal profession, the outlook for Washington State Paralegals and Green River's Paralegal Certificate program. Registration required. Free. \$0

Item: 21257 **Vicki Hager** **Virtual Classroom** **Zoom**
Sessions: 1 Tu Feb 8 6 – 7PM

Paralegal Certificate Part 1: Paralegal Essentials

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

Item: 21272 **Vicki Hager** **Virtual Classroom** **Zoom**
Sessions: 9 Tu, Th, Sa Feb 15 – Mar 12 6 – 9PM

Class will meet on one Saturday during the quarter: March 12th 9AM-4PM.

MARKETING, SALES AND SOCIAL MEDIA



Digital Marketing Certificate



Utilizing effective eMarketing techniques is essential for today's businesses. Learn how to improve email promotions and analyze email response rates; boost and analyze your website traffic; use search engine optimization to improve

visibility; and successfully employ online advertising. Program is relevant for any type of organization, including businesses, non-profits and government agencies. Certificate includes three month-long courses. Fee \$495

Item: 21422 **Feb 7 – Apr 29** **ONLINE**

Visit greenriver.edu/ceOnline for course details.



Google Analytics Certificate

This course, aimed at non-technical users, will take you through all the key techniques of website analytics using the world-standard Google Analytics, a free online tool. Understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and learn how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website. Fee: \$345

Item: 21427 **Feb 7 – Apr 1** **ONLINE**

Visit greenriver.edu/ceOnline for course details.



Social Media for Business Certificate



Discover how businesses are using social networks like Facebook, Twitter, LinkedIn, YouTube, blogging and more to communicate, market, retain and serve customers and clients. Explore the top sites and determine possible uses for your organization. Develop a two-way communication and marketing strategy that utilizes social networks, and obtain how-to

techniques for integrating social networks into your organization. Certificate includes three month-long courses. Fee \$495

Item: 21436 **Feb 7 – Apr 29** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

Instructor Bio

Vicki Hager — Paralegal

Vicki Hager holds a Professional Paralegal Certificate from NALS and has over 23 years of experience in the legal field. Her background includes personal injury, criminal cases, medical malpractice, wrongful death, creditor/debtor law, general litigation, and multi-party complex litigation.

She has participated in over 35 trials and has prepped hundreds of cases -- from initial intake through trial verdict or settlement. These cases include multi-million dollar disputes and hundreds of thousands of documents for review.

PROJECT MANAGEMENT

Business Analyst Certificate Information Session

Join us for a free information session to learn more about the business analyst profession, industry, and Green River's new Business Analyst Certificate Program. Registration required. Fee: \$0

Item: 23663 Daniel Yeomans Kent Campus KC-321
 Sessions: 1 Th Jan 13 6 – 7PM

Business Analyst Certificate



Business analysis has become critically important to the successful management of projects and stakeholder engagement. Whether you work with project teams, manage requirements, product development or you are a program manager conducting analysis in your role, this program is right for you. Green River's Business Analyst Certificate will give you the concepts, tools, techniques and best practices that can be immediately applied in the workplace.

The Business Analyst Certificate consists of four specific modules: Needs Assessment, Managing Stakeholder Engagement, Elicitation and Analysis, and finally Traceability and Solution Evaluation. The program is designed to be completed in as little as one quarter. Visit greenriver.edu/ceCertificates for more information about this cutting-edge program. Fee \$899

Item: 23235 Daniel Yeomans Kent Campus KC-321
 Sessions: 16 Tu, Th Jan 25 – Mar 17 6 – 9PM

Visit greenriver.edu/ceCertificates for course details.

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 an acknowledged expert as a senior project manager, process manager, business analyst and trainer. Dan has designed and implemented the majority of project management certification and application courses currently offered at Microsoft and has also developed their PM Certification Learning Module series.

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

Project Management Certificate



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

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

Project Management Certificate Information Session	Spring 2022
PM Certificate Part A (3 Class Series)	Spring 2022
Project Management Initiating the Project	Spring 2022
Project Planning and Scheduling Techniques	Spring 2022
Project Execution to Closing	Spring 2022

PM Certificate Part B (4 Class Series)	Page 9
Project Stakeholder and Communications Management	Page 9
Agile Project Management: Scrum and Kanban	Page 10
Microsoft Project 2019	Page 10
Project Management Certificate Capstone	Page 10

Visit greenriver.edu/ceCertificates for course details.

4 Class Series Project Management Certificate Part B

Take the Project Management Certificate Part B (4 Class Series) at a discounted rate. Series includes the final four required courses in the Certificate Program: Project Stakeholder and Communication Management, Agile Project Management, Microsoft Project 2019 and the Project Management Certificate Capstone. Prerequisites: Project Management Certificate Part A and good working knowledge of Windows, Word and Excel. Visit greenriver.edu/ceCertificates for required textbooks. PDU's: 57. \$1179

Item: 21849 Virtual Classroom Zoom
 Sessions: 19 M, W Jan 10 – Mar 23 6 – 9PM
 No Class on Monday, Jan 17th and Monday, Feb 21st.

Project Stakeholder and Communications Management

Effective communication is the glue that holds the project together, and managing stakeholders is arguably the greatest challenge a project manager faces. Learn your individual communications style and how it compares to others. Explore your own Emotional Intelligence. Discover how to effectively build, develop and manage a team. You'll also learn how to 'manage up' and successfully influence difficult stakeholders. Price includes an I Speak questionnaire and manual. See website for required and recommended textbooks. PDUs: 15. Fee: \$359

Item: 21853 Daniel Yeomans Virtual Classroom Zoom
 Sessions: 5 M, W Jan 10 – Jan 26 6 – 9PM
 No Class Monday, Jan 17th.

Agile Project Management: Scrum and Kanban

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

Item: 21857 **Daniel Yeomans** **Virtual Classroom** **Zoom**
Sessions: 5 M, W Jan 31 – Feb 14 6 – 9PM

Microsoft Project 2019

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

Item: 21870 **Mikel Aldrich** **Virtual Classroom** **Zoom**
Sessions: 5 M, W Feb 23 – Mar 9 6 – 9PM

Project Management Capstone

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

Item: 22814 **Daniel Yeomans** **Virtual Classroom** **Zoom**
Sessions: 4 M, W Mar 14 – Mar 23 6 – 9PM

WINTER-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 the 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.

This schedule is accurate at press time. Please check our website for added classes and updates. Greenriver.edu/CE.

REAL ESTATE



3 Class Series Real Estate Licensing

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

Item: 33834 **ONLINE**

Additional Real Estate Courses

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

Real Estate Law	Item: 33835	ONLINE
Real Estate Appraisal	Item: 33838	ONLINE
Financing Residential Real Estate	Item: 33839	ONLINE
Real Estate Property Management	Item: 33840	ONLINE

SMALL BUSINESS DEVELOPMENT

Small Business: How to Launch Successfully

Identify the steps to starting a new business as well as learn more about the resources the Small Business Development Center (SBDC) and Procurement Technical Assistance Center (PTAC) may be able to provide to you as a business owner. Fee: \$0

Item: 21862	Taryn Hornby	Virtual Classroom	Zoom
Sessions: 1 M	Jan 24	5 – 7PM	
Item: 27739	Kevin Grossman	Kent Campus	KC-324
Sessions: 1 W	Mar 9	5 – 7PM	

Instructor Bio

Kevin Grossman

Certified Business Advisor

Kevin Grossman is a Certified Business Advisor with the Small Business Center at Green River College. Kevin advises business owners of start-up companies to those with \$50MM in annual revenues, in industries including professional services, advanced manufacturing, construction, medical, and software developer development. He helps with a wide range of issues, from business planning and forecasts to governance and decision making, operational, facilities, financial management and succession planning. He enjoys sharing information and drawing on his broad background to provide students with the knowledge, context and relevant stories for a valuable learning experience.

4 Class Series Start a Successful Business

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

Item: 23559 **Kent** **KC-324**
 Sessions: 4 W Feb 2 – Feb 23 5 – 7PM



Business Start-Up and Management

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

Item: 23581 **Kevin Grossman** **Kent Campus** **KC-324**
 Sessions: 1 W Feb 2 5 – 7PM

Business Marketing

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

Item: 23588 **Kevin Grossman** **Kent Campus** **KC-324**
 Sessions: 1 W Feb 9 5 – 7PM

Business Financial Management

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

Item: 23607 **Kevin Grossman** **Kent Campus** **KC-324**
 Sessions: 1 W Feb 16 5 – 7PM

Developing a Business Plan

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

Item: 23612 **Kevin Grossman** **Kent Campus** **KC-324**
 Sessions: 1 W Feb 23 5 – 7PM

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: 25636 **Gayle Larson** **Kent Campus** **KC-274**
 Sessions: 4 Tu, Th Jan 18 – Jan 27 5:30 – 9PM

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 Part 2: Python for Data Analysis **Page 11**

Data Analyst Certificate Part 3: Exploratory Data Analysis (3 Class Series) **Spring 2022**
 Data Mining Spring 2022
 Data Visualization Spring 2022
 Data Analyst Certificate Capstone Spring 2022

Data Analyst Certificate Information Session **Fall 2022**

Data Analyst Certificate Part 1: SQL Server (4 Class Series) **Fall 2022**
 Relational Database Concepts and Design Fall 2022
 SQL Programming Level 1 Fall 2022
 SQL Programming Level 2 Fall 2022
 SQL Server Certificate Capstone Fall 2022

Visit greenriver.edu/ceCertificates for course details.

Data Analyst Certificate Part 2: Python for Data Analysis

Python is a versatile and easy-to-use language that's used by data analysts for data mining and data analytics. Learn the basics of Python by exploring the variables, expressions, functions and classes. Create basic programming structures using decisions and loops. Create code for data processing using Pandas for analytics. For prerequisites and program details, visit greenriver.edu/ceCertificates. Fee: \$559

Item: 21443 **J. Parshall** **Virtual Classroom** **Zoom**
 Sessions: 8 Tu, Th Feb 22 – Mar 17 6:00–9:00PM

MICROSOFT

Microsoft Office 2019 Essentials Certificate



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

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

Microsoft Office 2019 Essentials Certificate (4 Class Series)	page 12
Microsoft Word 2019 Level 1	page 12
Microsoft Outlook 2019	page 13
Microsoft PowerPoint 2019	page 13
Microsoft Excel 2019 Level 1	page 12

Visit greenriver.edu/ceCertificates for course details.

4 Class Series Microsoft Office 2019 Essentials Certificate

Microsoft Office 2019 Essentials Certificate (4 Class Series)

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

Item: 27938	Gayle Larson	Kent Campus	KC-255
Sessions: 4 F	Feb 4 – Feb 25	8AM – 4PM	

3 Class Series 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: 27947	Gayle Larson	Kent Campus	KC-274
Sessions: 6 Tu, Th	Feb 8 – Feb 24	5:30 – 9PM	
Item: 27943	Gayle Larson	Kent Campus	KC-255
Sessions: 3 F	Mar 4 – Mar 18	8AM – 4PM	

Microsoft Excel 2019 Level 1

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

Item: 27948	Gayle Larson	Kent Campus	KC-274
Sessions: 2 Tu, Th	Feb 8 – Feb 10	5:30 – 9PM	
Item: 27942	Gayle Larson	Kent Campus	KC-255
Sessions: 1 F	Feb 25	8AM – 4PM	
Item: 29468	Gayle Larson	Kent Campus	KC-255
Sessions: 1 F	Mar 4	8AM – 4PM	

Microsoft Excel 2019 Level 2

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

Item: 27949	Gayle Larson	Kent Campus	KC-274
Sessions: 2 Tu, Th	Feb 15 – Feb 17	5:30 – 9PM	
Item: 27945	Gayle Larson	Kent Campus	KC-255
Sessions: 1 F	Mar 11	8AM – 4PM	

Microsoft Excel 2019 Level 3

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

Item: 27950	Gayle Larson	Kent Campus	KC-274
Sessions: 2 Tu, Th	Feb 22 – Feb 24	5:30 – 9PM	
Item: 27946	Gayle Larson	Kent Campus	KC-255
Sessions: 1 F	Mar 18	8AM – 4PM	

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 in-person computer classes, so you can save your files for review outside of class.



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. For more information, please refer to our website. Outlook 2019 training is also available through our Microsoft Office 2019 Essentials Certificate. Fee: \$139

Item: 27940 **Gayle Larson** **Kent Campus** **KC-255**
 Sessions: 1 F Feb 11 8AM – 4PM

Microsoft PowerPoint 2019

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

Item: 27941 **Gayle Larson** **Kent Campus** **KC-255**
 Sessions: 1 F Feb 18 8AM – 4PM

Microsoft Word 2019 Level 1

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

Item: 27939 **Gayle Larson** **Kent Campus** **KC-255**
 Sessions: 1 F Feb 4 8AM – 4PM

Instructor Bio

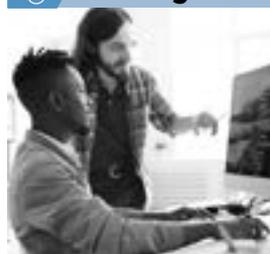
Gayle Larson

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

Gayle has taught all levels of Microsoft Windows, Word, Excel, Outlook, Publisher and PowerPoint, along with other software, such as QuickBooks, and uses many other programs extensively. Her wide-range of experience has prepared her for assisting users with creative solutions.

PROGRAMMING

Coding Certificate



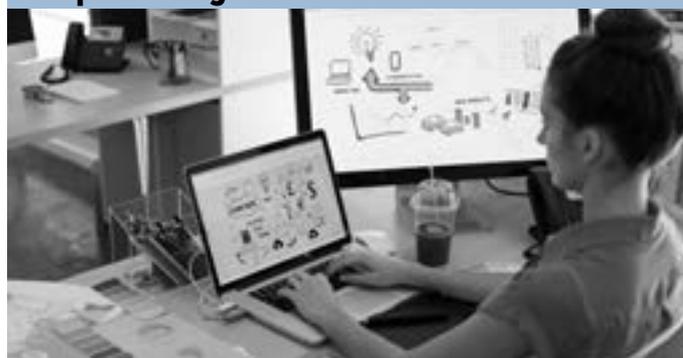
Coding has become a core skill that can bolster your chances for becoming a higher value to organizations. In this online program, you'll start by reviewing the fundamentals of computer programming and various programming languages. Then, you'll learn the basics of HTML and CSS and understand the relationship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

Item: 21448 **Feb 7 – Apr 29** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

WEB AND GRAPHIC DESIGN

Graphic Design Certificate



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

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

Graphic Design Certificate Information Session	Fall 2022
Graphic Design Certificate Part 1 (2 Class Series)	Fall 2022
Graphic Design Fundamentals	Fall 2022
Photoshop CC	Fall 2022
Graphic Design Certificate Part 2 (2 Class Series)	Page 14
Working Designer	Page 14
Illustrator CC	Page 14
Graphic Design Certificate Part 3 (2 Class Series)	Spring 2022
InDesign CC	Spring 2022
Graphic Design Certificate Capstone	Spring 2022

Visit greenriver.edu/ceCertificates for course details.

2 Class Series **Graphic Design Certificate Part 2**

Take the Graphic Design Certificate Part 2 (2 Class Series) at a discounted rate. Series includes Working Designer and Illustrator CC. Visit greenriver.edu/ceCertificates for prerequisites, required textbooks and recommended software. Fee: \$589

Item: 26688 **Morgan Olson** **Virtual Classroom** **Zoom**
 Sessions: 9 M, W Jan 10 – Feb 14 6 – 9PM
 No Class on Monday, Jan 17th and Monday, Feb 9th.

Working Designer

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

Item: 23238 **Morgan Olson** **Virtual Classroom** **Zoom**
 Sessions: 3 M, W Jan 10 – Jan 19 6 – 9PM
 No Class on Monday, Jan 17th.

Illustrator CC

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

Item: 23239 **Morgan Olson** **Virtual Classroom** **Zoom**
 Sessions: 6 M, W Jan 24 – Feb 14 6 – 9PM
 No Class on Monday, Feb 9

Photoshop Level 2: Intermediate New

Are you looking to extend your knowledge beyond the introductory level? This course explores advanced image creation and editing techniques. Through hands-on experience, you will learn how these techniques can be used in combination to create exciting visual effects. Fee: \$389

Item: 23524 **Morgan Olson** **Virtual Classroom** **Zoom**
 Sessions: 5 M, W Jan 24 – Feb 7 1 – 4PM

Brand Identity and Design New

Branding is one of the most important marketing elements for companies, their products, services, and more. This course explores real-world tactics Graphic Designers use to help their clients stand out. A combination of lectures and hands-on activities will help you journey from concept to creation. Feedback and suggestions will be given on all work to help you grow as a designer. Fee: \$279

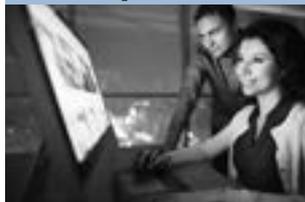
Item: 23530 **Morgan Olson** **Virtual Classroom** **Zoom**
 Sessions: 4 M Feb 28 – Mar 21 1 – 4PM

User Experience (UX) Design Certificate Information Session

Join us for a free information session to hear expert instructor, Scott Norris, discuss the role of the User Experience (UX) Design professional. We'll explore the skills needed to be successful, the employment outlook and the features of the Green River's User Experience (UX) Design Certificate Program. Registration Required. Fee: \$0

Item: 21454 **Scott Norris** **Virtual Classroom** **Zoom**
 Sessions: 1 W Jan 26 6 – 7PM

User Experience (UX) Design Certificate



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

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

UX Design Certificate Information Session	Page 14
UX Design Certificate Part 1 (2 Class Series)	Page 14
UX Design Fundamentals	Page 14
HTML5 and CSS3 and Online Content Management Tools	Page 14
UX Design Certificate Part 2 (3 Class Series)	Spring 2022
Responsive Web Design	Spring 2022
Web Accessibility	Spring 2022
UX Design Capstone	Spring 2022

Visit greenriver.edu/ceCertificates for course details.

2 Class Series **User Experience (UX) Design Certificate Part 1**

Take the UX Design Certificate Part 1 (2 Class Series) at a discounted rate. Series includes two of the five UX Design Certificate required courses: UX Design Fundamentals and HTML5, CSS3 and Online Content Management Tools. Visit greenriver.edu/ceCertificates for prerequisites and textbook information. Fee: \$799

Item: 21458 **Scott Norris** **Virtual Classroom** **Zoom**
 Sessions: 12 M, W Feb 7 – Mar 21 6 – 9PM
 No Class on Monday, Feb 21st.

User Experience (UX) Design Fundamentals

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

Item: 21470 **Scott Norris** **Virtual Classroom** **Zoom**
 Sessions: 6 M, W Feb 7 – Feb 28 6 – 9PM
 No Class on Monday, Feb 21st.

HTML5, CSS3 and Online Content Management Tools

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

Item: 21472 **Scott Norris** **Virtual Classroom** **Zoom**
 Sessions: 6 M, W Mar 2 – Mar 21 6 – 9PM

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

Accounting Fundamentals

Gain hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and more. This course will give you a solid foundation in financial matters.

Administrative Assistant Fundamentals

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

Business Budgeting for Beginners

Alleviate all the fears of creating a budget for your business. Gain the techniques and tools that are commonly used to make budgeting forecasts, components of a basic operating budget, and how to make decisions that may impact budgeted amounts.

Certificate in Nutrition, Chronic Disease and Health Promotion

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

Administrative Assistant Applications

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

Get Assertive!

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

Introduction to PC Security

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

Personal Finance

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

The Keys to Effective Editing

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

Become a Veterinary Assistant

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

Introduction to Interior Design

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

Introduction to Artificial Intelligence

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

To view the entire catalog or to register, visit:

greenriver.edu/ce-ed2go

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

Business Operations Specialist

Learn the fundamentals of business management and operational planning with a veteran supply chain manager

Career Counselor and Life Coach

Learn all aspects of career counseling and life coaching, from working with clients to establishing a business. Learn career development stages, planning fundamentals, and how to work with diverse audiences. Gain the industry-recognized skills needed to establish a successful coaching business as a career counselor and certified life coach.

Cisco CCNA Certification Training

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

Certificate in Family Mediation

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

Front-End Web Developer

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

Full Stack Software Developer

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

Grant Writing and Non-Profit Management

Learn how to write a grant proposal and how to supervise employees. You'll also learn about liabilities that non-profits encounter.

Information Security Training

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

Salesforce: Power User

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

C++ Programmer

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

Medical Billing and Coding (Voucher Included)

Train for an in-demand healthcare career in medical billing and coding. This course will help you prepare for industry certification.

Procurement and Purchasing Management

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

To view the entire catalog or to register, visit:

greenriver.edu/ce-careertraining

Personal Interest

CREATIVE ARTS AND CRAFTS



Digital Photography 1

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

Item: 30687	Roger Young	Enumclaw	
Sessions: 6 M	Jan 10 – Feb 14	6:30 – 9PM	
Item: 30713	Gregor Doerr	Virtual Classroom	Zoom
Sessions: 7 Tu, Th	Feb 1 – Feb 22	6:30 – 8:30PM	
Item: 30712	Gary Mccutcheon	Main Campus	
Sessions: 7 M, W	Feb 23 – Mar 16	6:30 – 8:30PM	

Art of Photography

Learn the art of photographic composition. Train your eye to find the beauty around you and capture it in a compelling artistic way. Class will cover portrait, macro, and landscape styles with weekly photo assignments and detailed critiques. Fee: \$135

Item: 30699	Roger Young	Enumclaw
Sessions: 5 W	Feb 9 – Mar 9	6:30 – 9PM

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: 30714	Gary Mccutcheon	Main Campus
Sessions: 1 Th	Feb 24	6:30 – 8:30PM

Photography: Lightroom 6

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. Includes an introduction to Photoshop. No prior experience with Lightroom is necessary; laptop computer recommended but not required. Free 30-day Lightroom trial available. Fee: \$105

Item: 30698	Roger Young	Enumclaw
Sessions: 4 W	Jan 12 – Feb 2	6:30 – 9PM



Drawing Beginning/Continued

The most commonly used and the most expressive mark in communication is the line. Learn to create strong and accurate drawings through the four elemental shapes that are the base of everything we see; basic perspective which gives depth to your drawings; negative space drawing which develops eye and hand coordination; and composition which puts all the pieces together. Classes will develop skills of both beginning and continuing students. Materials list provided upon registration. Fee: \$115

Item: 30700	Elaine Lynest	Enumclaw
Sessions: 6 W	Jan 12 – Feb 16	10AM – 12PM

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: 30701	Elaine Lynest	Enumclaw
Sessions: 6 M	Jan 31 – Mar 7	10AM – 12PM



Fused Glass I

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

Item: 30715 **Diana Wendt** **Blue Dog Glass**
 Sessions: 1 Sa Feb 5 9AM – 1PM
 Project Pickup Sunday, Feb 6 at 11AM.

Item: 30716 **Diana Wendt** **Blue Dog Glass**
 Sessions: 1 Sa Mar 5 9AM – 1PM
 Project Pickup Sunday, Mar 6 at 11AM

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: 30717 **V. Taylor Jenkins** **Virtual Classroom** **Zoom**
 Sessions: 1 W Jan 26 6 – 9PM



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: \$60

Item: 30718



HEALTH, DANCE AND FITNESS

Introduction to Meditation and Mindfulness

Research shows that mindfulness practices support resilience in the face of stress. However, achieving calm while focusing on the present moment requires practice. This program will introduce participants to theory, group discussions, and practices to improve their resilience and strengthen their relationships. We will emphasize mindful awareness and self-compassion skills that promote reflective problem-solving, self-regulation and calm in stressful situations. Fee: \$129

Item: 30720 **Angelica Hildebrandt Virtual Classroom** **Zoom**
 Sessions: 6 Th Feb 10 – Mar 17 6:30 – 9PM

Whole Body Nutrition: Food and Beyond (7 Class Series)

This series of seven classes explores the functions of the body and how they relate to the food we eat. Just as important as

Item: 30719 **Susan Blake** **Virtual Classroom** **Zoom**
 Sessions: 7 W Feb 9 – Mar 23 6 – 8PM



HOME, GARDEN AND OUTDOORS

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: 30721 **Alan Haywood** **Main Campus**
 Sessions: 1 W Feb 16 6:30 – 9PM



Fruit Growing in Your Backyard

Reap a bountiful harvest of your own fruit! Learn the basics of fruit culture in the Pacific Northwest climate. Avoid the common frustration and disappointment of poor quality crops and unhealthy plants. Learn to properly plant and care for your trees, and which varieties do best here. Find out how to avoid or deal with common insects and diseases that often occur in our mild climate. Whether you are just getting started or are working with existing plants, this class has something to offer you. Fee: \$35

Item: 30722 **Alan Haywood** **Enumclaw**
 Sessions: 1 W Mar 16 6:30 – 9PM



Introduction to Cross Country Skiing

In this session, you will learn about how to get started in this incredible lifetime sport that is family friendly and affordable. We will discuss the essential equipment, how to dress, where to go for day trips, overnights, and extended getaways. Plus how to get snow condition and grooming reports for Washington XC ski areas. After this session, we offer 3 optional outings to local Cross Country Ski areas for a hands on experience on the trails. This instructor has over 30 years of experience organizing and leading group Cross Country Ski trips in Washington and all over the west. This class is a prerequisite for the outings. Fee: \$29

	John Fiskum	Enumclaw
Sessions: 1, W	Jan 5	6:30 – 8:30 PM

Cross Country Skiing Outing:1

This outing will be at Hyak Sno Park (Sno-Park Permit and equipment rental may be required) Fee: \$69

	John Fiskum	Hyak Sno Park
Sessions: 1, SA	Jan 8	8AM – 1PM

Cross Country Skiing Outing:2

This outing will be at Crystal Springs Sno Park (Sno-Park Permit and equipment rental may be required) Fee: \$69

	John Fiskum	Crystal Springs Sno Park
Sessions: 1, SA	Jan 15	8AM – 1PM

Cross Country Skiing Outing:3

This outing will be at Cabin Creek Sno Park (Sno-Park Permit and equipment rental may be required) Fee: \$69

	John Fiskum	Cabin Creek Sno Park
Sessions: 1, SA	Jan 22	8AM – 1PM

This schedule is accurate at press time. Please check our website for added classes and updates. Greenriver.edu/CE.

Spey Fishing for Winter Steelhead (Classroom)

Winter Steelhead on the fly are the ultimate NW angling challenge and the Spey rod is the most efficient way to pursue this elusive trophy. We will discuss everything Spey including rods, reels, and most importantly Spey lines to give you a good understanding about how to put together an efficient working rod, reel and line combination. We'll look at the how-to fly patterns and discuss where to go seasonally. After this session, there will be an optional outing for hands on instruction and fishing. This session is a prerequisite for the outings. Fee: \$29

	John Fiskum	Enumclaw
Sessions: 1, W	Jan 26	6:30 – 8:30PM

Spey fishing Optional Outing

This class is an optional outing on at a local river. Fee: \$89

	John Fiskum	Local River
Sessions: 1, Sa	Jan 29	7 – 11AM

Fly Fishing Washington State

Learn where, when, and how to successfully fly fish in Washington. We will present an overview of seasonal fly fishing opportunities in our state including a discussion of the top 10 fisheries, top "local" fisheries, and the Honorable mention fisheries. You will get fly pattern lists, hatch charts, plus lots of DIY information, and information about when to fish each destination! Fee: \$29

Item: 30702	John Fiskum	Enumclaw
Sessions: 1, W	Feb 2	6:30 – 8:30PM

Fly Fishing Washington

Learn where, when, and how to successfully fly fish in Washington. We will give seasonal overviews and forecasts, helping you set up a season of successful fly fishing. Class will include a resource guide with information about specific destinations, fish plants, hatch charts, fly pattern suggestions, guide referrals, plus lots of DIY information. Fee: \$39

Item: 30702	John Fiskum	Enumclaw
Sessions: 1 Tu	Feb 8	6:30 – 8:30PM

Fly-Fishing Lakes and Still Waters

Washington State and the Pacific NW are blessed with some amazing Stillwater fly fishing destinations. Lakes require a different set of strategies and skill set compared to rivers. Come and learn how to unlock the mysteries of Stillwater angling. In the classroom session we will discuss the essential tackle, equipment and flies for success, plus where and when to go for both local and regional destinations. Following the classroom session there will be an optional outing for hands on instruction and fishing. Fee: \$39

Item: 30703 **John Fiskum** **Enumclaw**
 Sessions: 1 Tu Feb 22 6:30 – 8:30PM

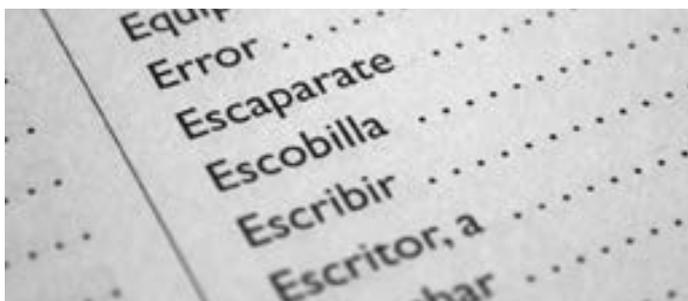


LANGUAGE AND CULTURE

French 1

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 application such as travel. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Recommended Textbook (available online and at the campus Papertree Bookstore): French in 10 Minutes a Day by Kristine K. Kershul (ISBN:1931873291) Fee: \$139

Item: 30724 **Arthur Morris** **Virtual Classroom** **Zoom**
 Sessions: 8 W Feb 2 – Mar 23 6:30 – 8:30PM



Spanish 1

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 application such as travel. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Recommended Textbook (available online): Spanish in 10 Minutes a Day by Kristine K. Kershul (ISBN:1931873305). Fee: \$139

Item: 30723 **Arthur Morris** **Virtual Classroom** **Zoom**
 Sessions: 8 Tu Feb 1 – Mar 22 6:30 – 8:30PM

MONEY MATTERS



Retirement Strategies 101

This is a multiple day, all-inclusive, retirement course that is useful for workers at all stages of their career. Regardless of age, you can learn how to create a financial plan that helps you prepare for retirement and 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? Two CFA® Charterholders will answer these and other essential planning questions. Topics include retirement needs and expenses, social security maximizations, tax strategies, IRA distributions, investments, estate planning, and more! Virtual delivery textbook included Fee: \$20

Item: 30725 **Hussey, CFA/Bowman CFA**
 Sessions: 2 Sa Mar 5 – Mar 12 9AM – 12PM
 Virtual Classroom via Zoom or In-Person at Auburn Center

Retirement Planning Workshop

The investment world is awash with information and starving for wisdom. Come join us for a night of cutting through the clutter to focus on what really matters in constructing a portfolio of investments designed to last through retirement.

Item: 30726 **Scott Beusch** **Virtual Classroom** **Zoom**
 Sessions: 1 W Feb 23 6 – 8:30PM

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: 30728 **John Schneider** **Kent Campus**
 Sessions: 1 W Mar 9 6:30 – 8:30PM



MUSIC AND VOICE



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: 30727	Staff	Virtual Classroom	Zoom
Sessions: 5 W	Feb 23 – Mar 23	6 – 8PM	

Medicare Made Clear

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

Item: 30729	Joyce Joneschiet	Virtual Classroom	Zoom
Sessions: 1 Tu	Jan 25	6:30 – 8:30PM	

Item: 30730	Joyce Joneschiet	Virtual Classroom	Zoom
Sessions: 1 Tu	Feb 22	6:30 – 8:30PM	

Item: 30731	Joyce Joneschiet	Virtual Classroom	Zoom
Sessions: 1 Tu	Mar 22	6:30 – 8:30PM	

Guitar, Beginning/Continued

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

Item: 30732	Charles Buser	Main Campus
Sessions: 10 Tu	Jan 18 – Mar 22	6:30 – 7:30PM

Campfire Guitar Class

Learn online or in person with an end-of-session meet-up at Green River College's outdoor campfire area. This class will teach you all the fundamentals you need to know to become a campground or backyard troubadour, wandering minstrel, balladeer, and/or person who strums guitars because it's fun – your choice. Chords, chord charts, rhythms, rhythmic notation. Most of your favorite songs are probably easier than you think they are. You must own your own guitar for this class. Fee: \$150

Item:	Dace Anderson	Main Campus
Sessions: 8	Jan 18 – Mar 8	6-7PM

An Introduction to Voiceovers (Getting Started in Voice Acting) One-on-One Video Conference Class

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

Item: 30733

WRITING



Celebrate Your Story: Writing Creative Nonfiction

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

Item: 30736	Tiffany Guerzon	Virtual Classroom	Zoom
Sessions: 4 Tu	Jan 4 – Jan 25	6:30 – 8:30PM	
Item: 30737	Tiffany Guerzon	Virtual Classroom	Zoom
Sessions: 4 Tu	Feb 1 – Feb 22	6:30 – 8:30PM	
Item: 30738	Tiffany Guerzon	Virtual Classroom	Zoom
Sessions: 4 Tu	Mar 1 – Mar 22	6:30 – 8:30PM	

Crafting The Story: Short Story and Novel Writing

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

Item: 30735	Lynn Bohart	Virtual Classroom	Zoom
Sessions: 5 W	Feb 2 – Mar 2	6:30 – 8:30PM	

Writing for Children and Getting Published

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

Item: 30734	Alan Rubeck	Main Campus
Sessions: 2 Th	Mar 3 – Mar 10	6:30 – 9PM

This schedule is accurate at press time. Please check our website for added classes and updates. [Greenriver.edu/CE](https://www.greenriver.edu/ce).

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

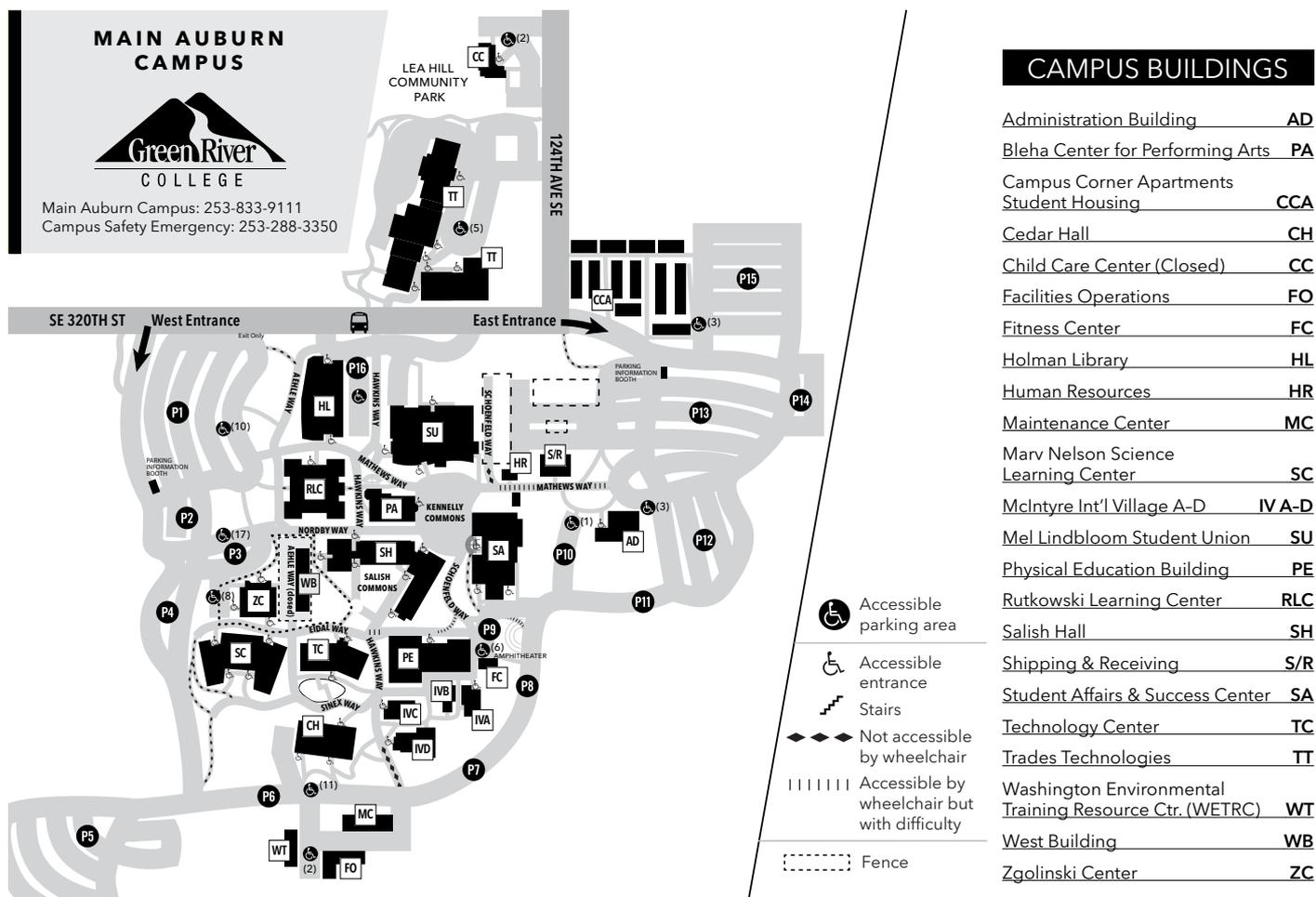
1414 Griffin Avenue, Enumclaw, WA 98022
253-288-3400

Kent Campus

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

Off-Campus Locations

Blue Dog Glass Art	29304 168 th Ave. SE, Kent
Covington City Hall	16720 SE 271 st St, Covington
Covington Library	27100 164 th Ave. SE, Covington
Kentwood High School	25800 164 th Ave. SE, Covington
Master Carving School	10722 151 st Ave. SE, Renton
NorthWest Handling	1100 SW 7 th St, Renton
Tahoma Learning Center	27500 228 th Ave. SE, Maple Valley
Renton Technical College	3000 NE 4 th St., Renton

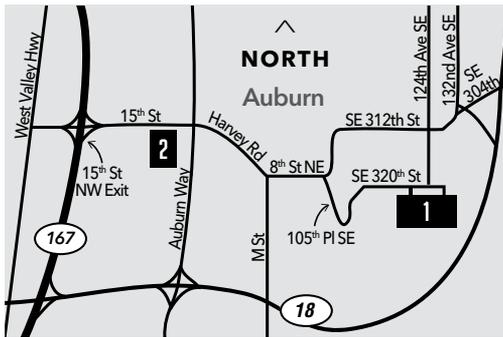


Call 253-520-6283 or visit greenriver.edu/ce



REGIONAL MAP GREEN RIVER COLLEGE

MAIN AUBURN CAMPUS: 253-833-9111 | CAMPUS SAFETY EMERGENCY: 253-288-3350



1 MAIN AUBURN CAMPUS - 12401 SE 320TH STREET

SOUTHBOUND

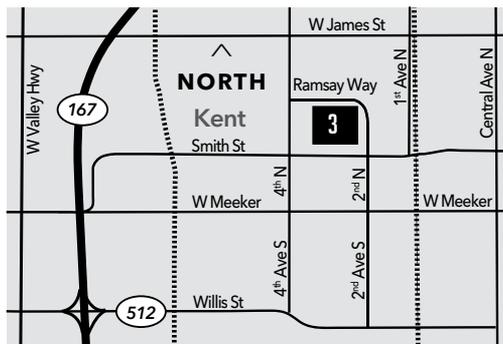
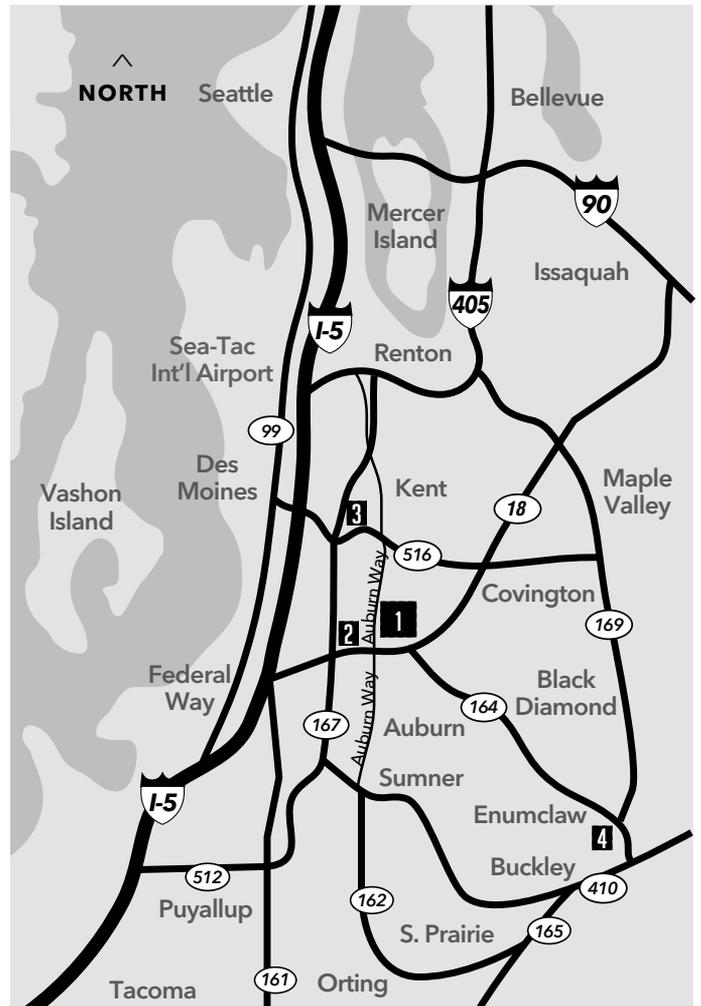
1. Take Highway 167 South toward Kent/Auburn.
2. Take the 15th St. NW exit. Turn left onto 15th St. NW. (15th Street NW becomes Harvey Road.)
3. Turn left onto 8th St. NE.
4. Turn right onto 105th Pl. SE. Drive to top of hill to SE 320th.

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.



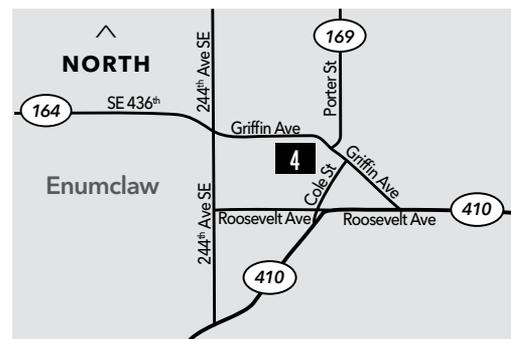
3 KENT CAMPUS - 417 RAMSAY WAY, SUITE 112

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 167, take the Willis St. exit. Turn right onto Willis St.
2. Drive east on Willis St., turn left (north) on 4th Ave. S.
3. Turn right onto Ramsay Way, then right again, into the parking lot.



4 ENUMCLAW CAMPUS - 1414 GRIFFIN AVENUE

SOUTHBOUND

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

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» **Information Technology**

» **Workplace Skills**

» **Organization Performance**

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LOOK INSIDE FOR MUSIC AND MORE PERSONAL INTEREST CLASSES.



CHECK OUT MUSIC AND VOICE CLASSES!

See page 21.

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.