

GREEN RIVER COLLEGE

# CONTINUING EDUCATION

SCHEDULE

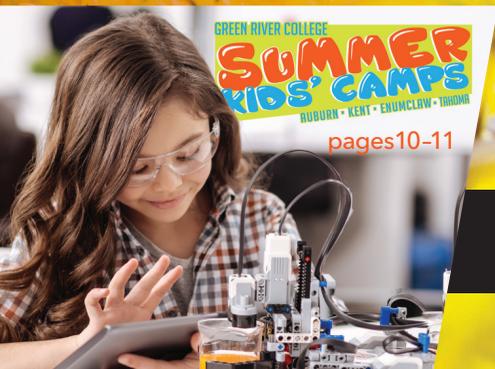
SUMMER 2018

## WHAT'S BUGGING YOUR YARD?

Get started in Beekeeping, Basic Pruning, Wildflowers for Kids and Parents, Fruit Growing in Your Backyard.

See inside for:

- » PROFESSIONAL DEVELOPMENT
- » COMPUTERS
- » PERSONAL ENRICHMENT



GREEN RIVER COLLEGE  
**SUMMER  
KIDS' CAMPS**  
HOBURN • HEART • EDUCATION • INSPIRATION

pages 10-11

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

# FEATURED CLASSES



## aPHR™ Certification Exam Prep

Interested in a career in human resources? Prepare for the aPHR™ certification exam – developed for those with no HR experience.  
**page 7**



## Data Analysis Certificate

Learn how to analyze data to see trends and make predictions.  
**page 5**



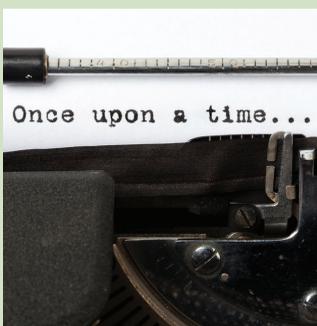
## Summer Kids Camps

Looking for something fun and educational for your kids this summer? Look no further than our camps for ages 6-14.  
**page 10-11**



## Berry Jammin'

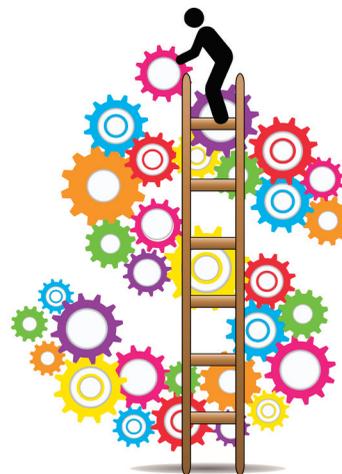
We'll be making jam from fresh and seasonal fruit.  
**page 12**



## Crafting the Story: Short Story and Novel Writing

Learn what it takes to craft a compelling story.  
**page 13**

## GREEN RIVER COLLEGE SMALL BUSINESS CENTER



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



**Darrell Sundell**  
PTAC Advisor



**Taryn Hornby**  
SBDC Advisor

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

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

**Register for a free start-up orientation session now!**

**Call: (253) 833-9111 ext: 6260**

**or visit [greenriver.edu/businesscenter](http://greenriver.edu/businesscenter)**

See page 7 for more information.



Partially funded by the SBA and Cities of Auburn, Covington, Enumclaw, Kent, and Maple Valley.

## Education is a Lifelong Process

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 on campus and at a variety of other locations. Continuing Education Units (CEUs) are available for most classes.

### EASY WAYS TO REGISTER



**REGISTER AND PAY ONLINE**  
[greenriver.edu/ce](http://greenriver.edu/ce)



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



**VISIT**  
 Register and pay in person at:

**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

GREEN RIVER LOCATIONS

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

### HOURS

<b>Auburn Campus:</b>	Monday-Thursday Friday	8:00 AM – 6:00 PM Closed
<b>Auburn Center:</b>	Monday-Thursday Friday Saturday	8:00 AM – 5:00 PM Closed Open as Scheduled
<b>Kent Campus:</b>	Monday-Thursday Friday	8:00 AM – 5:00 PM Closed
<b>Enumclaw Campus:</b>	Monday-Thursday Friday	8:00 AM – 5:00 PM Closed

### Prime Time Program (for Mature Learners) ..... 4

### Professional Development ..... 5-7

- Business and Finance ..... 5
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- Project Management ..... 6-7

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- Home, Garden and Outdoors ..... 12
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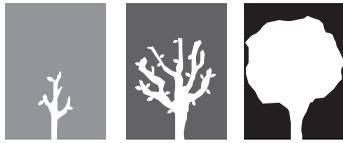
### Online Learning ..... 14



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

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

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



PRIME TIME

Prime Time is a program for active adult learners ages 55 and older. The yearly membership fee of \$45 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.

## 3-D Printing In Action

**Thursday, June 21**

**9- 11 AM**

**Member Rate: \$29 (P120)**

**Location: GRC Auburn Campus, Cedar Hall**

**General Public Rate: \$39 (P121)**

3-D printing is an unstoppable force. Many industries have full-scale production capabilities including aerospace, automotive, health care and fashion. In health care alone - 3D printing is being used for finger splints, organ models and prosthetic parts. Join Green River's drafting faculty to learn about this technology and see the 3-D print process in action!

## Plein Aire Drawing

**Tuesday's, Beginning June 26 - August 7**

**10 AM - 12 PM**

**Member Rate: \$105 (P198)**

**Location: GRC Enumclaw Campus with Elaine Lynest**

**General Public Rate: \$115 (Y730)**

Plein Aire is a French term meaning "in the open air" and describes the act of drawing or painting outside on location. Students may work in any medium (oil, acrylic, watercolor, pencil, pastels).

## Dressed for Work: Women, Labor Patterns, and Fashion Ideals

**Monday, July 9**

**Time: 1 - 3 PM**

**Member Rate: \$25 (P160)**

**Location: GRC Auburn Center with Michelle Marshman**

**General Public Rate: \$35 (P161)**

Imagine working all day in a long dress cinched tight at the waist. Join GRC History instructor Michelle Marshman for slides and a discussion on how women's dress has changed over the last 100 years. Highlights include how cultural and political changes, as well as war and economic hardship, have influenced women's fashion and work attire.

## The Geological History Of The Puget Lowlands: Lecture & Field Trip

**Monday, July 16 (9 - 11 AM) & Wednesday, July 18 (11AM - 4 PM)**

**Member Rate: \$49 (P150)**

**Location: GRC Downtown Auburn Center**

**General Public Rate: \$59 (P151)**

Join retired GRC faculty Bob Filson for two days of Puget Sound geology. Monday will be an overview of the geological history of the Puget lowlands region including the types of data that geologists use to infer previous environments. Wednesday will be a field trip to Clay Banks at Pt. Defiance Park to view sediments and answer geological questions. Our pace will be slow as we explore the shoreline but may include stepping over a log or some slippery areas. Transportation provided.

## Retirement Planning Workshop

**Wednesday, August 8**

**6 - 8:30 pm**

**Member Rate: \$29 (P196)**

**Location: GRC Auburn Campus, Cedar Hall**

**General Public Rate: \$39 (Y289)**

This class covers 3 aspects of retirement planning: 1) Budgeting for retirement 2) Strategies to help you guard your assets, and 3) the basic steps of estate planning, including wills and trusts.

## The Varying Definitions Of Freedom

**Monday, August 13**

**9 - 11 am**

**Member Rate: \$25 (P130)**

**Location: GRC Auburn Center with Rich Elfers**

**General Public Rate: \$35 (P131)**

Nikolas Cruz used his freedom to kill 17 students in Florida. How much freedom should we have regarding guns? Charles and David Koch effectively use their freedom to push their libertarian objectives in America. President Franklin D. Roosevelt spoke about "The Four Freedoms" as America entered World War II. *Freedom is an American value, but how we define that freedom is up for interpretation.*

## Treehouse Point

**Date: TBD**

**10:30 am - 2:30 pm**

**Member Rate: \$39 (P140)**

**Location: Fall City, WA**

**General Public Rate: \$49 (P141)**

Join us for a private tour of Treehouse Point! Built by Pete Nelson (of Animal Planets TV series Treehouse Masters) TreeHouse Point is emblematic of the breathtaking natural beauty of the Northwest. The grounds are home to six iconic treehouses, a central lodge and event space, and two cedar-lined bathhouses. Some stair climbing involved to access the tree houses, but not required to attend the class. Transportation and snacks provided.

**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: Y905 Jun 4 – Aug 31 ONLINE

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



**Data Analysis Certificate**



Data analysis is one of the most sought after skills in the workplace. Companies have vast amounts of data, but it's rare when someone can analyze that data to see trends and make predictions. Learn to analyze data in a business setting; how many of your business

decisions involve comparing groups for differences; the statistics behind these group differences and relationships; how to perform inquiries; and how to communicate these results through graphs and text. Certificate includes three month-long courses. Fee \$495

Item: Y906 Jun 4 - Aug 31 ONLINE

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

**CAREER AND TRADE SKILLS**

**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: Y259	Staff	Auburn Center	AC-160
Sessions: 1 Tu	Jul 24 - Jul 24		9:00AM - 4:00PM
Item: Y261	Staff	Auburn Center	AC-160
Sessions: 1 Tu	Sep 25 - Sep 25		9:00AM - 4:00PM

**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. Fee includes textbook. Students must be at least 18 years of age. Bring lunch. Special arrangements can also be made for group training at your business location. Fee: \$65

Item: Y251	J. Gale	Auburn Center	AC-160
Sessions: 1 Sa	Jun 23 - Jun 23		8:00AM - 4:30PM
Item: Y252	J. Gale	Kent Campus	KC-321
Sessions: 1 F	Jul 6 - Jul 6		8:00AM - 4:30PM
Item: Y253	J. Gale	Enumclaw Campus	
Sessions: 1 W	Jul 18 - Jul 18		8:00AM - 4:30PM
Item: Y254	J. Gale	Auburn Center	AC-160
Sessions: 1 Sa	Aug 18 - Aug 18		8:00AM - 4:30PM
Item: Y255	J. Gale	Kent Campus	KC-321
Sessions: 1 F	Aug 24 - Aug 24		8:00AM - 4:30PM

**Forklift Operator Certification (Weekday Class)**

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

Item: Y256	Staff	NorthWest Handling
Sessions: 1 W	Jul 18 - Jul 18	7:00AM - 3:30PM
Item: Y257	Staff	NorthWest Handling
Sessions: 1 W	Aug 22 - Aug 22	7:00AM - 3:30PM

**Forklift-Truck Operator Certification (Saturday Class)**

This course is designed to train operators for certification in sit-down, counter-balanced forklift trucks--light, medium and heavy duty. You will complete written and hands-on testing to meet OSHA, WISHA and L&I requirements. Class meets Department of Labor certification standards. Additional classes will be held on demand or at business locations. Forklift recertification (IVES) available for \$99. Call CE at (253) 833-9111 ext. 2535 for more information. Fee: \$189

Item: Y258	E. Levin	Auburn Campus	TT-412
Sessions: 1 Sa	Jul 28 - Jul 28		8:00AM - 5:00PM

**Real Estate Licensing Series**

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 prelicense education available. You must complete both Fundamentals and Practices before taking the Washington real estate license exam. To register the Licensing Series, register for item #Y264. Call CE at (253) 833-9111 ext. 2535 for more information. **This is no longer a credit course.** Fee: \$489

Item: Y264 ONLINE

**Real Estate Law**

Real Estate Law offers an overview of the legal aspects of real estate. Fee: \$139

Item: Y265 ONLINE

**Real Estate Appraisal**

Real Estate Appraisal gives you an overview of both the theoretical and practical aspects of the subject, with an emphasis on residential appraisal practices. Fee: \$139

Item: Y266 ONLINE

**Financing Residential Real Estate**

Financing Residential Real Estate gives you an overview of both the lending process and the guidelines used to qualify homebuyers for mortgage loans. Fee: \$139

Item: Y267 ONLINE

**Real Estate Property Management**

Property Management is a comprehensive introduction to managing investment real estate, including residential properties (apartment buildings and single-family rental homes) and commercial properties (office, retail, and industrial space). Fee: \$139

Item: Y268 ONLINE



Need QuickBooks Training?  
See **QuickBooks for Small Business** classes on page 9.

## 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: Y911**      **C. Malone**      **Auburn Center**      **AC-240**  
**Sessions: 4 Sa**      **Jul 7 – Aug 18**      **9:00 AM – 4:00 PM**  
**NO CLASS 7/14, 7/28, 8/11**

### aPHR™ Certification Information Session



Join us for a free information session, and learn about HRCI's new Associate Professional in Human Resources™ (aPHR™) certification. This certification is for those who are just beginning their HR career journey. Our HR instructor will discuss the exam application process and the benefits of taking Green River's new aPHR™ Certification Exam Prep course. See website for prerequisites. Registration required. Free.

**Item: Y910**      **C. Malone**      **Auburn Center**      **AC-230**  
**Sessions: 1 Th**      **Jun 28 – Jun 28**      **6:00 – 7:00 PM**

## LEADERSHIP & SUPERVISION



### Leadership Development Certificate for Gen Y



Advance your leadership potential while making a difference in the workplace. Topics include identifying skills that great leaders possess; discovering your leadership style; building relationships with subordinates; becoming socially perceptive to changes in the workplace; addressing challenging goals; utilizing your emotions in a positive and effective manner; and strategies for influencing others. Certificate includes three month-long courses. Fee \$395

**Item: Y912**      **Jun 4 – Aug 31**      **ONLINE**

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



### Management Certificate



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

**Item: Y914**      **Jun 4 – Aug 31**      **ONLINE**

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



### Customer Service Leadership



Increase your bottom line with outstanding customer service. Topics include identifying and improving your customer service processes; selecting the best customer service team members; setting performance expectations; keeping your team on track; and evaluating your customer service by identifying key indicators, collecting the data and putting the data to use. Fee: \$195

**Item: Y908**      **Jul 2 – Jul 27**      **ONLINE**

## MARKETING, SALES & 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. Certificate includes three month-long courses. Fee \$495

**Item: Y915**      **Jun 4 – Aug 31**      **ONLINE**

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

## PROJECT MANAGEMENT

3 CLASS SERIES

### Project Management Certificate Part 2



Continue developing your project management skills by taking the final three required courses in our PM Certificate. You'll learn how to achieve high project team performance, utilize Microsoft Project as a tool to manage your projects, and reinforce everything you've learned through a real-world project management simulation.

Take the courses individually, or register for the Part 2 Series and save. Price includes Microsoft Project 2016 Level 1 and Level 2 textbooks. Prerequisite: Project Management Certificate Part 1 and good working knowledge of Windows, Word and Excel. PDUs: 39. Fee \$829

#### Part 2 includes the following courses:

Project Team Management	page 7
Microsoft Project 2016	page 7
Project Management Capstone	page 7

**Item: Y918**      **Yeomans/Hopper**      **Auburn Center**      **AC-230/250**  
**Sessions: 8 Sa**      **Jun 30 – Aug 18**      **9:00AM - 2:30PM**



Green River College has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI®).

The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

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

## Project Team Management

Project success is achieved through individuals working together toward a common goal. Get the basic concepts, interpersonal skills and tools you need as a project manager to achieve high project team performance. Understand how to improve communication, motivate, inspire and manage conflict with techniques you can apply the next day. Price includes an "I Speak" questionnaire and manual. See website for prerequisite and textbook information. PDUs: 15. Fee: \$359

**Item: Y919**      **D. Yeomans**      **Auburn Center**      **AC-230**  
**Sessions: 3 Sa**      **Jun 30 - Jul 14**      **9:00AM - 2:30PM**

## Microsoft Project 2016

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

**Item: Y920**      **J. Hopper**      **Auburn Center**      **AC-250**  
**Sessions: 3 Sa**      **Jul 21 - Aug 4**      **9:00AM - 2:30PM**

## Project Management Capstone

Reinforce your project management skills in a simulated real-world project. Take turns serving as the project manager and key stakeholders, and experience the positive impact of effective planning, and possibly the negative effect of poor planning. As you progress through the project from planning through implementation, emergent situations will be imposed, and you will have to respond in an effective manner with minimum impact on cost and schedule. See website for prerequisite and textbook information. PDUs: 9. Fee: \$209

**Item: Y921**      **D. Yeomans**      **Auburn Center**      **AC-230**  
**Sessions: 2 Sa**      **Aug 11 - Aug 18**      **9:00AM - 2:00PM**

## PMP® and CAPM® Certification Exam Prep



Project management certification is in great demand. Prepare to take the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) tests and pass them! The sessions are informative, interactive and filled with test taking tips and techniques created to ensure your success. See website for prerequisite and textbook information. PDUs: 24. Fee: \$599

**Item: Y923**      **D. Yeomans**      **Auburn Center**      **AC-230**  
**Sessions: 4 Sa**      **Sep 8 - Sep 29**      **9:00 AM - 4:00 PM**

## PMP® and CAPM® Certification - Information Session

Are you ready to get your PMP® or CAPM® certification? Join us for a free information session and learn about the PMI application and testing process from start to finish. See website for prerequisites and textbook information. Registration required. Free

**Item: Y922**      **D. Yeomans**      **Auburn Center**      **AC-230**  
**Sessions: 1 Th**      **Aug 23 - Aug 23**      **6:00 - 7:30 PM**

## NEW CERTIFICATE PROGRAMS

FALL 2018

# DATA ANALYST & GRAPHIC DESIGN

See page 13 for details.

## SMALL BUSINESS DEVELOPMENT

### Small Business Start-Up Orientation

Thursday, Aug 9	Auburn Campus, WT-16	3:30 – 5:00PM
Tuesday, Aug 28	Auburn Center	3:30 – 5:00PM
Wednesday, Sep 12	Tahoma Learning Center	5:00 – 6:30PM

**No cost to attend. Advanced registration required.**  
**Register at [greenriver.edu/businesscenter](http://greenriver.edu/businesscenter)**



*Small Business classes are partially funded by the U.S. Small Business Administration*



### 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 & Management, Business Marketing, Business Financial Management and Developing a Business Plan at a discounted price. Fee: \$169

**Item: Y900**      **J. Mauck**      **Kent Campus**      **KC-324**  
**Sessions: 4 W**      **Jul 11 - Aug 1**      **6:00 - 9:00PM**

### Business Start-Up and Management

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

**Item: Y901**      **J. Mauck**      **Kent Campus**      **KC-324**  
**Sessions: 1 W**      **Jul 11 - Jul 11**      **6:00 - 9:00PM**

### Business Marketing

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

**Item: Y902**      **J. Mauck**      **Kent Campus**      **KC-324**  
**Sessions: 1 W**      **Jul 18 - Jul 18**      **6:00 - 9:00PM**

### Business Financial Management

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

**Item: Y903**      **J. Mauck**      **Kent Campus**      **KC-324**  
**Sessions: 1 W**      **Jul 25 - Jul 25**      **6:00 - 9:00PM**

### Developing a Business Plan

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

**Item: Y904**      **J. Mauck**      **Kent Campus**      **KC-324**  
**Sessions: 1 W**      **Aug 1 - Aug 1**      **6:00 - 9:00PM**

## ABOUT OUR COMPUTER AND TECHNOLOGY PROGRAMS

### Prerequisites

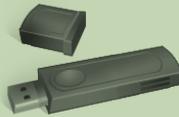
Most computer classes list “prerequisites,” which are the basic skills and knowledge students must have prior to taking the class. Instructors will not use class time to cover prerequisite material. If you have questions about prerequisites, please contact 253-833-9111 ext. 2535.

### Textbooks

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

### USB Flash Drive

We highly recommend bringing a USB flash drive (minimum 2GB) to computer classes, so you can save your files for review outside of class.



## COMPUTER BASICS

### Computer Fundamentals

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

**Item: Y924**      **G. Larson**      **Kent Campus**      **KC-273**  
**Sessions: 2 Tu, Th**      **Jul 10 - Jul 12**      **8:00AM - 4:00PM**

## MICROSOFT

### 5 Class Series

## Microsoft Office 2016 Essentials Certificate



Discover the value of Microsoft Office 2016. You will gain hands-on experience with Microsoft Office's most popular applications, including Word for word processing, Outlook for email, PowerPoint for presentations, Excel for spreadsheets, and Access for databases. Upon completion of this certificate you will be ready for our Level 2 MS Office courses.

Earn the Certificate by taking the courses individually or register for the series and save. Prerequisite: basic computer skills including Microsoft Windows proficiency. Text included. Fee \$499

### Certificate includes the following courses:

Microsoft Word 2016 Level 1	page 9
Microsoft Outlook 2016 Level 1	page 8
Microsoft PowerPoint 2016	page 9
Microsoft Excel 2016 Level 1	page 8
Microsoft Access 2016 Level 1	page 8

**Item: Y925**      **Staff**      **Kent Campus**      **KC-273**  
**Sessions: 6 Tu, Th**      **Jul 19 – Aug 16**

**NO CLASS 7/24, 7/31, 8/14; See website for course meeting times.**



## NEED A FLEXIBLE CLASS SCHEDULE?

1. Look for ONLINE classes with a mouse icon.
2. See our ads on page 14.
3. Visit: [greenriver.edu/ceonline](http://greenriver.edu/ceonline).

### Microsoft Access 2016 Level 1

Access is a versatile tool that helps you collect and manage large amounts of data. In this course, you will create a simple database and customize configuration options; organize and manage data stored within Access tables; use queries to join, sort and filter data from different tables; use forms to make it easier to view, access and input data; and create and format custom reports. Prerequisite: basic computer skills including Microsoft Windows proficiency. Text included. Fee: \$149

**Item: Y926**      **B. Ford**      **Kent Campus**      **KC-273**  
**Sessions: 1 Th**      **Aug 16 - Aug 16**      **8:00AM - 4:00PM**

### 3 Class Series

### Microsoft Excel 2016

Capture the power of Excel 2016 by taking the Excel Series. Series includes Levels 1, 2 and 3 at a discounted price. Prerequisite: basic computer skills including Microsoft Windows proficiency. Text included. Fee: \$369

**Item: Y927**      **G. Larson**      **Kent Campus**      **KC-273**  
**Sessions: 6 Tu, Th**      **Aug 7 - Aug 23**      **5:30 - 9:00PM**

### Microsoft Excel 2016 Level 1

Gain the foundational understanding of Microsoft Excel 2016 that's necessary to create and work with spreadsheets. Topics include opening Excel; saving workbooks; creating, saving and sharing worksheets; entering, moving, copying and manipulating data; using formulas and functions; formatting text and numbers; applying formatting to cells; creating charts; data entry shortcuts; and printing and previewing workbooks. Prerequisite: basic computer skills including Microsoft Windows proficiency. Text included. Fee: \$149

**Item: Y928**      **G. Larson**      **Kent Campus**      **KC-273**  
**Sessions: 2 Tu, Th**      **Aug 7 - Aug 9**      **5:30 - 9:00PM**

### Microsoft Excel 2016 Level 2

Build upon your foundational knowledge of Microsoft Excel and learn more advanced tools for analysis and presentation of complex data. Topics include managing workbooks; customizing Excel; sorting and filtering tables; building more complex functions; summarizing and rearranging data with PivotTables; presenting data with PivotCharts; conditional formatting; inserting and manipulating graphics; using Quick Access features; and collaborating with other users. Prerequisite: Microsoft Excel Level 1. Text included. Fee: \$149

**Item: Y929**      **G. Larson**      **Kent Campus**      **KC-273**  
**Sessions: 2 Tu, Th**      **Aug 14 - Aug 16**      **5:30 - 9:00PM**

### Microsoft Excel 2016 Level 3

Unleash the power of data, and gain advanced tools for solving real-world problems. Topics include using functions to make decisions and return information from arrays and tables; auditing and error-trapping; using array formulas and functions; date, time and text functions; importing and exporting data; performing what-if-analysis by using a watch window, scenarios and the Goal Seek utility; automating repetitive tasks with macros; and creating a simple form. Prerequisite: Microsoft Excel Level 2. Text included. Fee: \$149

**Item: Y930**      **G. Larson**      **Kent Campus**      **KC-273**  
**Sessions: 2 Tu, Th**      **Aug 21 - Aug 23**      **5:30 - 9:00PM**

### Microsoft Outlook 2016

Outlook is a mail management system that many corporations (and individuals) utilize to accomplish basic workplace (and personal) tasks. Topics include viewing Outlook items; creating, reading and sending email messages; adding signatures; managing contacts and using contact groups; creating, managing and assigning tasks; scheduling appointments and meetings; using the calendar; and customizing the Outlook environment. Prerequisite: basic computer skills including Microsoft Windows proficiency. Text included. Fee: \$139

**Item: Y931**      **G. Larson**      **Kent Campus**      **KC-273**  
**Sessions: 1 Th**      **Jul 26 - Jul 26**      **8:00AM - 4:00PM**

**Microsoft PowerPoint 2016**

Capture your audience's attention by using the vast array of features in PowerPoint. Gain the ability to organize your content, enhance it with high impact visuals and deliver it with a punch. Topics include creating presentations; creating and modifying slides; working with slide masters and layouts; formatting slides and text; using shapes and images; adding charts and tables; and customizing and printing your presentation. Prerequisite: basic computer skills including Microsoft Windows proficiency. Text included. Fee: \$139

Item: Y932 G. Larson Kent Campus KC-273  
Sessions: 1 Th Aug 2 - Aug 2 8:00AM - 4:00PM

**Microsoft Word 2016 Level 1**

Make professional-looking documents with Microsoft Word's rich features and powerful tools. Topics include creating and saving documents; cutting, pasting and formatting text; formatting paragraphs; using different document views; using Quick Styles and themes; creating bulleted and numbered lists; inserting and formatting pictures and tables; proofing; inserting headers and footers; printing; and creating templates. Prerequisite: basic computer skills, including Microsoft Windows proficiency. Text included. Fee: \$139

Item: Y933 J. Hopper Kent Campus KC-273  
Sessions: 1 Th Jul 19 - Jul 19 8:00AM - 4:00PM

**QUICKBOOKS**

**QuickBooks for Small Business Level 1**

Learn about the tasks necessary for mastering the essentials of QuickBooks. Topics include setting up a company and chart of accounts; differences between balance sheets and profit and loss statements; creating customer invoices, credit card transactions and sales tax; exploring vendor bill payment methods; QuickBooks banking, transaction types and reports; and discussion of Washington State case studies. Prerequisite: Students should know basic business practices and have Microsoft Windows proficiency. Text included. Fee: \$249

Item: Y934 M. Bagocius Peterson Kent Campus KC-255  
Sessions: 4 Tu, Th Jul 31 - Aug 9 6:00 - 9:00PM

**WEB & GRAPHIC PRODUCTION**

**WordPress Certificate**



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

Item: Y935 Jun 4 - Aug 10 ONLINE

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

**PERSONAL ENRICHMENT**

**CREATIVE ARTS AND CRAFTS**

**Introductory Metal Art Workshop**

This 5-hour workshop includes theory, safety and hands-on experience using a variety of shop materials and equipment to create unique metal art. A working lunch will be used to discuss project ideas and creative capabilities of welding. This class lays the foundation for more advanced and project-based classes and gives you a taste of creating metal art. You'll go home with a project to show off your newly found skills! Materials included. Fee: \$89

Item: Y269 J. Olsen Auburn Campus TT-205  
Sessions: 1 Sa Jun 9 - Jun 9 2:00 - 7:00PM

Item: Y298 J. Olsen Auburn Campus TT-205  
Sessions: 2 Th Jun 21 - Jun 28 6:00 - 8:30PM

**Beginning Metal Art**

Impress your friends and family with your unique artwork! Explore the basics of constructing beautiful metal sculptures for hanging or displaying. You will learn how to use welding and fabrication processes, heat coloring on metal and techniques for using different types of abrasives. You may choose a project from ideas provided by the instructor or use your own design with instructor permission. Bring safety glasses and leather work gloves to class. Materials included. Fee: \$165

Item: Y270 J. Olsen Auburn Campus TT-205  
Sessions: 3 Sa Jun 23 - Jul 7 3:00 - 6:20PM

**Intermediate Metal Art**

Increase your understanding and familiarity with the welding process and other shop equipment; more time is allotted to work on your own projects. Fee: \$249

Item: Y271 J. Olsen Auburn Campus TT-205  
Sessions: 3 Sa Jun 23 - Jul 7 9:00AM - 2:00PM



**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. Class requirements include a digital camera, with user guide, that is capable of full manual control. Fee: \$135

Item: Y273 G. McCutcheon Auburn Campus SH-255  
Sessions: 7 MW Jul 16 - Aug 6 6:30 - 8:30PM

**Digital Photography 2**

Go beyond the basics! This class includes how to work with RAW images; advanced camera controls; exposure lock, spot meter, exposure compensation and advanced flash; when to use manual controls; shooting for HDR; retouching images in Photoshop and composition. Outdoor shooting labs included. Fee: \$135

Item: Y274 G. McCutcheon Auburn Campus SH-255  
Sessions: 7 MW Aug 8 - Aug 29 6:30 - 8:30PM

**Photography Trail Walk Workshop**

This 4-hour Photography Trail Walk is geared toward students with a basic knowledge of photography at level one or higher. Learn of subjects including nature, landscape, macro, close-up and abstract photography. Students will explore some of the beautiful trails on the Green River College campus and some of their own interests within these themes. Help and guidance will be given by the instructor. Students must have a digital camera that has manual controls and camera manual. A tripod will be useful. Weather permitting. Fee: \$49

Item: Y275 G. McCutcheon Auburn Campus ZWC-104  
Sessions: 1 Sa Aug 4 - Aug 4 9:00AM - 1:00PM

**Drawing for Beginners**

Learn not only the fundamentals of drawing through exploring key principles of line, value, contrast and edge, but also learn the essence of drawing out your own truth through its practice. Beyond concepts of accuracy, proportion, shape and negative space through various drawing media, learn from still life objects that drawing and painting is not about objects but rather the light about objects that reflect your own light.

Item: Y272 P. Jensen Auburn Campus ZWC-105  
Sessions: 4 W Jul 18 - Aug 8 6:00 - 9:00PM

GREEN RIVER COLLEGE

# SUMMER KIDS' CAMPS

AUBURN ▫ KENT ▫ ENUMCLAW ▫ TAHOMA

## Be #1! Have Fun with Green River College Summer Kids' Camps!

These camps provide days filled with learning new skills, meeting new friends, and having a blast!

### Join the summer fun with the following topics:

- » LEGO® camps
- » Computer camps
- » STEM & Math camps
- » Special interest camps (Babysitting, CSI & Photography)

Register At [greenriver.edu/kidscamps](http://greenriver.edu/kidscamps)

## MINING AND CRAFTING I

Experience the world of Minecraft® with LEGO® Bricks in this fun camp. Ages 6-13. Fee: \$159

Item: C354 Kent Campus KC-321  
Sessions: 4 M, Tu, W, Th Jul 9 - Jul 12  
9:00AM - 12:00PM

Item: C356 Enumclaw Campus  
Sessions: 4 M, Tu, W, Th Aug 6 - Aug 9  
9:00AM - 12:00PM

## MINING AND CRAFTING II

A whole new set of Minecraft-inspired model builds using LEGO® Bricks. Ages 6-13. Fee: \$159

Item: C355 Kent Campus KC-321  
Sessions: 4 M, Tu, W, Th Jul 9 - Jul 12  
1:00 - 4:00PM

## ROBOTICS

Build and program real working robots using LEGO® Technology. Ages 6-13. Fee: \$199

Item: C357 Enumclaw Campus ARR  
Sessions: 4 M, Tu, W, Th Aug 6 - Aug 9  
1:00 - 4:00PM

Item: C358 Kent Campus KC-321  
Sessions: 4 M, Tu, W, Th Aug 13 - Aug 16  
9:00AM - 12:00PM

## COMIC BOOK CREATOR

Create your own comic book using LEGO® Sets and Technology. Ages 6-13. Fee: \$199

Item: C359 Kent Campus KC-321  
Sessions: 4 M, Tu, W, Th Aug 13 - Aug 16  
1:00 - 4:00PM

## VIRTUAL REALITY: THE FUTURE IS NOW

In this cutting edge class you will learn the foundations of VR design by creating your own virtual worlds and crafting memorable 3D experiences. Ages 10-14, Fee: \$199

Item: C364 Enumclaw Campus ARR  
Sessions: 4 M, Tu, W, Th Jul 16 - Jul 19  
9:00AM - 12:00PM

Item: C366 Auburn Campus HL-149  
Sessions: 4 M, Tu, W, Th Jul 23 - Jul 26  
9:00AM - 12:00PM

Item: C370 Kent Campus KC-255  
Sessions: 4 M, Tu, W, Th Aug 6 - Aug 9  
9:00AM - 12:00PM

## MINECRAFT® MODDERS

Learn scripting and logic statements as you create your first mod! Introductory coding will also be taught through a simulated environment inspired by Minecraft®. Ages 8-14, Fee: \$179

Item: C365 Enumclaw Campus  
Sessions: 4 M, Tu, W, Th Jul 16 - Jul 19  
1:00 - 4:00PM

Item: C367 Auburn Campus HL-148  
Sessions: 4 M, Tu, W, Th Jul 23 - Jul 26  
1:00 - 4:00PM

Item: C371 Kent Campus KC-255  
Sessions: 4 M, Tu, W, Th Aug 6 - Aug 9  
1:00 - 4:00PM

## CODE BREAKERS

Learn the basics of coding languages like HTML, JavaScript and CSS through challenges. Ages 10-14, Fee: \$179

Item: C368 Kent Campus KC-255  
Sessions: 4 M, Tu, W, Th Jul 30 - Aug 2  
9:00AM - 12:00PM

## ADVANCED 3D VIDEO GAMES WITH UNITY

Take your game design to another level with Unity! Working in pairs or teams for most of the program, aspiring game designers will learn how to develop video games. Ages 10-14. Fee \$179

Item: C369 Kent Campus KC-255  
Sessions: 4 M, Tu, W, Th Jul 30 - Aug 2  
1:00 - 4:00PM

## BEAD-DAZZLING MATH CAMP

Young jewelry designers explore mathematical patterns and concepts while designing jewelry using a variety of beads and other materials. GIRLS ONLY, Ages: 8-11, Fee: \$179

Item: C362 Auburn Campus WT-16  
Sessions: 4 M, Tu, W, Th Jul 30 - Aug 2  
9:00AM - 12:00PM

## CRAFTY MATH

Explore math concepts through arts and crafts with string, paint, glue and all things crafty. GIRLS ONLY, Ages 8-11, Fee: \$179

Item: C363 Auburn Campus WT-16  
Sessions: 4 M, Tu, W, Th Jul 30 - Aug 2  
1:00 - 4:00PM

## GROSS OUT SCIENCE ACADEMY

If you like all things gross, squishy and electrifying come to our camp. It is a hands-on, minds-on journey into the science and biotechnology of gross! Ages 8-11, Fee: \$179

Item: C374 Auburn Campus WT-16  
Sessions: 4 M, Tu, W, Th Aug 6 - Aug 9  
9:00AM - 12:00PM

## CHALLENGE ME STEM

Be prepared to find a solution to the problem of providing access to clean water, clean-up nasty oil spills and more! Ages 8-11, Fee: \$179

Item: C375 Auburn Campus WT-16  
Sessions: 4 M, Tu, W, Th Aug 6 - Aug 9  
1:00 - 4:00PM

## BABYSITTING RESPONSIBLY

Learn the basics of how to care for and entertain children. Ages 11-16. Fee: \$39

Item: C351 Kent Campus KC-321  
Sessions: 1 W Jun 27 - Jun 27  
9:00AM - 1:00PM

Item: C350 Enumclaw Campus  
Sessions: 1 Th Jun 28 - Jun 28  
9:00AM - 1:00PM

## CRIME SCENE INVESTIGATION

Come learn how to analyze evidence at the scene and in the lab! Ages 10-14. Fee: \$179

Item: C352 Auburn Campus WT-16  
Sessions: 4 M, Tu, W, Th Jul 9 - Jul 12  
9:00AM - 12:00PM

## PHOTOGRAPHY CAMP

Learn the foundation of digital photography and basic photo editing. Ages 10-14, Fee: \$179

Item: C353 Auburn Campus WT-16  
Sessions: 4 M, Tu, W, Th Jul 9 - Jul 12  
1:00 - 4:00PM

If you register for a morning camp (9 am - 12 pm) and afternoon camp (1 pm - 4 pm), we will provide free care over lunch (12 pm - 1 pm).

You can also register by phone **(253) 833-9111 ext. 2535**

## HEALTH, DANCE AND FITNESS

### Flavorful Cooking With Essential Oils

Come and taste the Flavor that only the purest essential oils can bring! Find easy and convenient ways to bring new flavor to your favorite dishes. We'll be creating delicious recipes that you can savor and enjoy serving to your family. Learn how essential oils can save you money and time in the kitchen while bringing health and wellness to your life. Join us for hors d'oeuvres to start your culinary experience. Also included is a 25-recipe cookbook that you can use at home! Fee: \$29

**Item: Y296**      **J. Joneschiet**      **Auburn Campus**      **ZWC-107**  
**Sessions: 1 Th**      **Jul 26 - Jul 26**      **6:30 - 9:00PM**

### Essential Oils 101: Nature's Extractions

Essential oils are a delightful way to relieve stress, calm the mind and lift the spirits. Learn about the benefits of essential oils and how to incorporate them into your everyday life. We'll discuss what essential oils are, how you can safely use them, and which ones are good for different health issues, natural cleaning and supporting your emotional health. Samples and resources will be available so you can explore these natural solutions on your own. Fee: \$29

**Item: Y295**      **J. Joneschiet**      **Auburn Campus**      **ZWC-104**  
**Sessions: 1 Th**      **Aug 9 - Aug 9**      **6:30 - 9:00PM**

## HOME, GARDEN AND OUTDOORS

### Essential Instant Pot

The Instant Pot is an instant success. Join the very enthusiastic following and learn about the Instant Pot. You'll learn some tips and tricks for using the appliance as well as a recipe we will demo in class. Fee: \$39

**Item: Y278**      **T. Winters**      **Auburn Campus**      **WT-16**  
**Sessions: 1 W**      **Jul 18 - Jul 18**      **6:00 - 8:00PM**



### Berry Jammin'

Summer is berry season and there is no better use for bumper berry crops than jam. We will demo a berry jam and have a small sample to take home. Fee: \$39

**Item: Y279**      **T. Winters**      **Auburn Campus**      **WT-16**  
**Sessions: 1 W**      **Aug 15 - Aug 15**      **6:00 - 8:00PM**

### Back to School Bento Box

Come and learn about fun back to school bento boxes for your kids. In class you will learn some simple ideas to make bento boxes for your kids to take to school. Fee: \$39

**Item: Y280**      **T. Winters**      **Auburn Campus**      **WT-16**  
**Sessions: 1 W**      **Sep 12 - Sep 12**      **6:00 - 8:00PM**

### How to Get Started in Beekeeping

Want to learn how to keep honeybees but need a little bit of guidance? Danny Najera, Green River biology instructor and avid beekeeper, will discuss the needs of the bees and the beekeeper. We will cover topics including the wooden boxes, frames, choosing the location and getting your bees. We'll also look at the pros and cons of the various options. A mock hive will be used to illustrate the hands-on aspects of beekeeping. Fee: \$59

**Item: Y281**      **D. Najera**      **Auburn Campus**      **ZWC-105**  
**Sessions: 1 Sa**      **Jul 14 - Jul 14**      **10:00AM - 2:00PM**

### Basic Pruning

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

**Item: Y282**      **A. Haywood**      **Auburn Campus**      **WT-16**  
**Sessions: 1 Th**      **Jul 19 - Jul 19**      **6:30 - 9:00PM**

### Wildflowers for Kids and Parents

Come learn about our colorful native flowers in the Pacific Northwest! Popular instructor and GRC biologist, Danny Najera, will lead a one-hour lecture for you and your child(ren) on the basics of wildflower terminology and then take us out on the beautiful GRC campus trails for exploration and flower identification. CEUs: .35 Fee: \$59

**Item: Y283**      **D. Najera**      **Auburn Campus**      **ZWC-104**  
**Sessions: 1 Sa**      **Jul 28 - Jul 28**      **9:00AM - 12:30PM**

### Fruit Growing In Your Backyard

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

**Item: Y284**      **A. Haywood**      **Auburn Campus**      **WT-16**  
**Sessions: 1 Th**      **Aug 16 - Aug 16**      **6:30 - 9:00PM**

### What's Bugging Your Yard?

You put a lot of work into your yard and garden don't let bugs ruin it! From your lawn to landscape plants to vegetables, the wise gardener will be alert for possible disaster. Insects, disease, and animals all can be destructive. Learn about the most common yard and garden pests and how to get rid of them. Bring samples of your problems for the instructor to identify. Fee: \$35

**Item: Y297**      **A. Haywood**      **Auburn Campus**      **WT-16**  
**Sessions: 1 Th**      **Aug 23 - Aug 23**      **6:30 - 9:00PM**

## MONEY MATTERS

### How to Be an Executor of a Will

Have you been named as an estate executor of a relative or friend? Learn about your liabilities and responsibilities. This presentation is taught by an experienced lawyer who will provide an overview of the legal rights and responsibilities of an executor and explain the gathering of estate assets, paying the debts, distributing the funds to beneficiaries and administration of the estate. Fee: \$39

**Item: Y286**      **O. Gabrielson**      **Auburn Campus**      **CH-214**  
**Sessions: 1 W**      **Jul 11 - Jul 11**      **6:30 - 9:00PM**

### Wills and Legal Documents We All Need

Wills, Power Of Attorney, Health Care Directives, Appointing Guardians for your children--what are these and why are they important to you? While it's not always pleasant to think about, having a will or a legal plan can save your family future heartache and pain. Whether you plan to work with an attorney or use one of the do-it-yourself software programs available, having knowledge of what to include, how to prepare and what the legalese means will make the process easier. We'll also cover making changes, revocations and more. Fee: \$39

**Item: Y287**      **M. Farr**      **Auburn Campus**      **CH-214**  
**Sessions: 1 W**      **Jul 18 - Jul 18**      **6:30 - 9:00PM**

### World Financial Group Personal Finance Workshop

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

**Item: Y288**      **Staff**      **Auburn Campus**      **CH-214**  
**Sessions: 5 M**      **Jul 23 - Aug 20**      **6:00 - 8:00PM**

**Retirement Planning Workshop**



This workshop walks through 3 different aspects of retirement planning: WHAT HAPPENS AFTER THE PAYCHECKS STOP? A RETIREMENT INCOME PRIMER - Examines how to budget for retirement expenses, potential sources of retirement income and potential risks to retirement income such as long-term care and health care costs. STANDING GUARD: PROTECT WHAT YOU'VE WORKED FOR - Discusses strategies designed to help you guard your most valuable assets and protect your pre- and post-retirement income. PREPARING YOUR ESTATE PLAN - This presentation will help familiarize you with the basic steps of estate planning, including the function of a will and the different types of trusts. Edward Jones, its employees and financial advisors are not estate planners and cannot provide tax or legal advice. Please consult your estate-planning attorney or qualified tax advisor regarding your situation. Fee \$39

**Item: Y289**      **Staff**      **Auburn Campus**      **CH-214**  
**Sessions: 1 W**      **Aug 8 - Aug 8**      **6:00 - 8:30PM**

**MUSIC**

**Beginning Ukulele**

Start strumming and learn to play in a relaxed and fun atmosphere. Curriculum includes traditional and contemporary Hawaiian music as well as popular songs. Focus will be on learning basic strums and chords set to new songs each week. Bring your own ukulele and start making music! Fee: \$89

**Item: Y290**      **B. Bozich**      **Auburn Campus**      **IVC-108**  
**Sessions: 6 W**      **Jul 11 - Aug 15**      **6:00 - 7:30PM**

**WRITING**

**Crafting the Story: Short Story and Novel Writing**

Do you know why we are drawn to books like The Hunger Games, The Kite Runner or The Da Vinci Code? It's more than the storyline. Learn what it takes to craft a compelling story by building strong characters, a unique voice, a sense of place and a fully-drawn, conflict-driven story arc. Fee: \$115

**Item: Y292**      **L. Bohart**      **Auburn Campus**      **ZWC-104**  
**Sessions: 5 W**      **Jul 18 - Aug 15**      **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: Y291**      **A. Rubeck**      **Auburn Campus, SH BuildingSH-252**  
**Sessions: 2 Tu**      **Aug 7 - Aug 14**      **6:30 - 9:00PM**

**OTHER COURSES**

**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: \$40

**Item: Y293**      **Staff**      **Arranged, Auburn Campus**      **ARR**  
**Sessions: 1 M**      **Jun 25 - Jun 25**      **12:00 - 12:00AM**

**An Introduction to Voiceovers (Getting Started In Voice Acting)**

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

**Item: Y294**      **Staff**      **Auburn Campus, SH BuildingSH-254**  
**Sessions: 1 Tu**      **Jul 31 - Jul 31**      **6:00 - 8:00PM**

**NEW CERTIFICATE PROGRAMS  
COMING SOON**



**DATA ANALYST CERTIFICATE**

(in-person)  
Fall 2018 - Winter 2019

**Visualize profits and efficiencies with data driven decisions.**

Business Intelligence Essentials • SQL Server Programming • Data Mining with Python • Data Visualization with Power BI • Data Analyst Capstone



**GRAPHIC DESIGN CERTIFICATE**

(in-person)  
Fall 2018 - Spring 2019

**Convey visual messages that capture your audience's attention.**

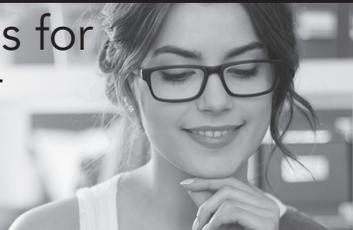
Graphic Design Fundamentals • Adobe Photoshop • Adobe Illustrator • Adobe InDesign • Working Designer • Graphic Design Capstone

**INFORMATION AVAILABLE JULY 1 AT**  
[greenriver.edu/ceCertificates](http://greenriver.edu/ceCertificates)  
 or call 253-833-9111 ext. 2535



## ed2go Fundamentals

Gain basic skills for professional or 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

#### Achieving Top Search Engine Positions

Learn proven strategies to achieve higher positions with major search engines. Topics: how search engines crawl the Web and rank websites; keywords and HTML tags; Google Analytics; managing the SEO cycle and more!

#### Administrative Assistant Fundamentals

Discover the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics.

#### Basic CompTIA A+ Certification Prep

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

#### Instant Italian

This dynamic course will teach you how to express yourself comfortably in Italian. You'll read, hear, and practice dialogues of everyday words and learn to communicate in a wide variety of settings.

#### Introduction to PC Troubleshooting

Learn to solve almost any problem with your PC. Topics: typical hardware and operating system problems; troubleshooting techniques and skills to decipher any problem; and maintaining and optimizing a Windows PC.

#### Introduction to Windows 10

Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders and navigate the Web with the new Microsoft Edge browser.

#### Keys to Successful Money Management

Learn how wealthy people build their fortunes. Topics: investment choices; ways to acquire and accumulate both cash and real property; tax implications of your investment decisions; and steps you can take to protect any wealth you acquire.

#### Lose Weight and Keep it Off

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. Topics include eating without jeopardizing your weight loss; finding enjoyable exercises; the role of hydration; the effects of stress on the body and more!

#### Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

#### Teaching Students with ADHD

Discover practical ways to help children with ADHD control their behavior and succeed in school. You'll also explore myths and facts about ADHD and see how this condition affects motivation, activity level, attention, and memory.

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#### CBCS Medical Billing and Coding (Voucher Included)

This program prepares you to sit for the Certified Billing and Coding Specialist (CBCS) exam, offered by the National Healthcareer Association (NHA). Course price includes registration fee for the exam.

#### Certified Bookkeeper

The Certified Bookkeeper Online Training Program helps professional bookkeepers earn the prestigious American Institute of Professional Bookkeepers (AIPB) certification.

#### Certified Ethical Hacker (Voucher Included)

Prepare to sit for the Certified Ethical Hacker (CEH) Exam offered by the EC Council. Course price includes registration fee for the exam.

#### Cisco Certified Network Professional (CCNP) (Voucher Included)

This CCNP program includes three courses that prepare you for the CCNP Routing and Switching certification. Program price includes registration fee for the exam.

#### Corporate Event Planner

Learn how to design and plan an event, set budgets, successfully execute an event, review performance and charge for services.

#### NCSF Certified Strength Coach

Get the necessary knowledge, skills and abilities to successfully pass the NCSF Certified Strength Coach (CSC) Exam and work safely and effectively as a Certified Strength Coach.

#### Optical Manager

Master the skills you need for a successful career as an optician, and learn how to effectively manage an optometrist's office. This course also prepares you for the ABO Certification - required by many states.

#### PMI Risk Management Professional

Learn the entirety of PMI's Risk Management procedures and how to mitigate company risk through best practices. Gain in-depth knowledge in risk analysis, budget lifecycles, project scope risk and more.

#### Technical Writing

This program is designed for anyone wishing to develop technical writing abilities. Learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment and more.

#### Veterinary Assistant

Become a productive member of a veterinary team. You'll learn every aspect of veterinary assisting and how to interact professionally with clients. Designed for those who want to work at a veterinary hospital and are already employed in animal care positions.

To view the entire catalog or to register, visit:

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# GREEN RIVER CAMPUS LOCATIONS

## Auburn Campus

Continuing Education (WT Building)  
12401 SE 320<sup>th</sup> St., Auburn, WA 98092  
(253) 833-9111, ext. 2535

## Enumclaw Campus

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

## Kent Campus

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

## Auburn Center

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

## OFF-CAMPUS LOCATIONS

### Blue Dog Glass Art

29304 168<sup>th</sup> Ave. SE, Kent

### Covington City Hall

16720 SE 271st St, Covington

### North West Handling

1100 SW 7<sup>th</sup> St, Renton

### Tahoma High School

23200 SE Bear Blvd., Maple Valley



## TRAIN YOUR EMPLOYEES AND STAY COMPETITIVE

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

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

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

To arrange a no-cost training consultation:

Call **253-520-6283** or visit [greenriver.edu/ce](http://greenriver.edu/ce)

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

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

## FIND YOUR INTEREST

## AT GREEN RIVER COLLEGE IN ENUMCLAW



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Whether it's fly-fishing, photography or something else, we want to help you cast your line out and find that thing that will enrich your life!

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Draw Enumclaw - Plein Aire  
Drawing  
Essential Oils 101: Nature's Extractions  
European Nymph Fishing  
Flavorful Cooking With Essential Oils  
Fly-Casting: Improve Your Distance  
Fly-Fishing For Bass And Panfish

Fly-Fishing Puget Sound Beaches  
Introduction to Sustainable Gardening and Landscaping  
Microsoft Excel 2016 Level 1  
Microsoft Windows 10  
Photography: Basic Portrait Lighting  
Photography: Lightroom 6  
Watercolor  
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## WORDPRESS CERTIFICATE

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