

GREEN RIVER COLLEGE

# CONTINUING EDUCATION

SCHEDULE

FALL 2019

## SALES CERTIFICATE

BOOST YOUR INCOME AND YOUR  
COMPANY'S REVENUE THROUGH  
SALES & SERVICE

SEE INSIDE FOR

- » PROFESSIONAL DEVELOPMENT
- » TECHNOLOGY
- » PERSONAL INTEREST



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

# FEATURED CLASSES



## Flagger Training

Earn your Flagger Certification.  
page 6



## Adult Family Home

Take the classes you need toward  
your Adult Family Home License.  
page 7



## Project Management Certificate

Get the tools and techniques to  
manage projects in any industry.  
page 12



## Data Analyst Certificate

Learn how to extract data and put  
it into well-designed graphics.  
page 14



## Graphic Design Certificate

Put your creativity to work through  
our Graphic Design Certificate.  
page 17

# EXPAND YOUR BUSINESS

## GREEN RIVER COLLEGE SMALL BUSINESS CENTER



**Darrell Sundell**  
PTAC Advisor



**Taryn Hornby**  
SBDC Advisor



**Kevin Grossman**  
SBDC Advisor

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



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

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

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

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

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

See page 13 for more information.



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

## Stay Relevant with Continuing Education

Continuing Education non-credit courses are for professional Continuing Education, job training and personal enrichment. These are self-supporting courses, not supported by tax funds. Classes are held at a variety of 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 Station	(253) 856-9595 ext. 5000
Enumclaw	(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 Station**  
 417 Ramsay Way, Suite 112  
 Kent, WA 98032

**Enumclaw**  
 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 and breaks	9:00a – 6:00p 9:00a – 5:00p
<b>Auburn Center:</b>	Monday–Thursday Friday and breaks	7:30a – 8:00p 7:30a – 5:00p
<b>Kent Station:</b>	Monday–Thursday Friday and breaks	7:30a – 8:00p 7:30a – 5:00p
<b>Enumclaw:</b>	Monday–Thursday Friday	8:00a – 8:00p Closed

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

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at [dss@greenriver.edu](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 \$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.

### Hotel On the Corner of Bitter And Sweet: Literary Tour

**Tuesday, September 24 (9AM - 1PM)**

**Location: Seattle**

Join Prime Time for an official tour of the setting of Jamie Ford's bestselling novel *Hotel on the Corner of Bitter and Sweet*. Explore the Canton Alley apartment of Henry Lee. Visit Japantown and get a glimpse of the Panama Hotel as you delve into Keiko's neighborhood prior to her incarceration. Get a real life look at the locations present in this award winning novel. The tour requires periods of standing and some walking uphill to get into Historic Japantown.

**Member Rate: \$44 (P240)**

**General Public Rate: \$59 (P241)**

### Gender Codes In The US: Personal And Public Identity

**Wednesday, October 9 (1:30-3:30PM)**

**Location: GRC Auburn Center with Marcie Sims**

Join us for an interactive discussion of Gender Codes in 21st Century America and the effects that the learned gender codes of society have both on individual identity and on the values and identity of American culture. We will explore the causes and effects of gender coding in the realms of personal identity, within family and relationship dynamics, and within media and culture. Some subtopics will include Sex versus Gender, Gender Codes and Code Switching, Masculinity and Femininity and how those behaviors are learned and performed, and the effects of Media and Pop Culture on our gendered identities.

**Member Rate: \$29 (P210)**

**General Public Rate: \$44 (P211)**

### "Wassup?": Communicating Across Generations

**Tuesday, October 22 (1:30 - 3:30PM)**

**Location: GRC Auburn Center with Lisa Voso**

Green River College communications instructor Lisa Voso's humorous and energetic class will help you understand some of the nuances of communicating with the millennial generation! From your children, grandkids and those you interact with throughout the community. Learn the differences in core values, how those differences impact communication styles and why those differences can drive us crazy!

**Member Rate: \$29 (P250)**

**General Public Rate: \$44 (P251)**

### The 2020 Democratic Primaries: Everyone's Running

**Tuesday, November 5 (9-11AM)**

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

The 2020 presidential campaign is well underway with a record setting number of Democratic candidates running. This is the largest presidential primary field in American history. Although not to this extent, similar situations also surrounded elections in the early and mid 1800's and again in 2016 within the Republican party. When the field gets big, the primaries get weird! What is this reflective of and what are the possible implications? Larger fields are correlated with a prolonged nomination process, a harder time reaching consensus and more uncertainty in the outcome with so many choices. Join Rich Elfers for a look at what has happened historically with large candidate fields and then discuss the next steps in the 2020 Democratic primaries with the remaining candidates.

**Member Rate: \$29 (P230)**

**General Public Rate: \$44 (P231)**

### United States Naval Undersea Museum Tour

**Wednesday, November 20 (9AM - 2PM)**

**Location: Keyport, Transportation Provided**

Join us and learn more about the Navy's undersea operations, technology, combat, research, and salvage at the U.S. Naval Undersea Museum in Keyport! The museum's exhibits provide a comprehensive introduction to the Navy's undersea history and operations. See how exceptional people and cutting edge technology create an incredibly capable undersea force.

**Member Rate: \$59 (P260)**

**General Public Rate: \$69 (P261)**

**The History of Computers: Lecture & Tour**

**Tuesday, December 3 (1:30-3:30PM), Thursday, December 5 (9AM-1PM)**

**Member Rate: \$49 (P270)**

**Location: GRC Auburn Center with Bryan Pflug**

**General Public Rate: \$64 (P271)**

Computers and computer applications impact almost every aspect of our daily lives. Their history dates back from the abacus, through World War II to today. Instructor Bryan Pflug has worked in the industry for over 35 years and has seen the tremendous industry changes. Join him for this two-day class. The first lecture class will be a quick history of the computer industry and the second day is a trip to the Seattle Computer Museum to re-visit the first computer you ever touched. "Paul Allen's new Seattle computer museum is not just for geeks" wrote Donna Gordon Blankinship, Seattle Times Tech writer, when it opened in late 2012. Transportation provided.

**Show Me The Money: Understanding The Federal Budget, Deficit & Debt**

**Monday, December 9 (9-11AM)**

**Member Rate: \$29 (P220)**

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

**General Public Rate: \$44 (P221)**

Senator Everett Dirksen once quipped about Federal spending "A million here, a million there, and pretty soon, you're talking real money". Today we would need to substitute BILLION to be relevant. How is it that our nation is in debt to the tune of \$20 trillion dollars? Why is our current deficit \$985 billion dollars? Where does the government get all this money? This class will briefly review our complicated and confusing Federal budget process. Topics will include: revenue and taxes, deficit and debt, appropriations and whether the reserve should be used for political purposes. We'll keep things light and upbeat while gaining some really useful knowledge and perspective on these issues.

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



**FALL KICK-OFF EVENT**

**FEATURING: Dr. Jim Merrill**



**PRIME TIME**

*The best time of your life*

Prime Time's fall kick-off will feature respected Enumclaw physician, Dr. Jim Merrill as he speaks to the importance of staying active as we age. Hear about reducing your chance for degenerative diseases, cancer and dementia by simply moving and staying active! He will share scientific studies that show the value of getting up, moving and walking on a daily basis.

Dr. Merrill was born and raised in Seattle Washington. His education includes his pre-med studies at Stanford and his medical degree from the University of Washington. He practiced family medicine in Enumclaw for 35 years, retiring in 2015 to an active lifestyle that includes interacting with his eight grandchildren.

Get information about Green River's Prime Time program, membership benefits and upcoming classes.

50% discount on Prime Time membership at the event. Refreshments served.



**SEPTEMBER**

**11**

**2-4 P.M.**

**GRC AUBURN CENTER**

**COST: NO CHARGE**  
Advanced Registration Required

[greenriver.edu/primetime](http://greenriver.edu/primetime)

## BUSINESS AND FINANCE



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



Explore the financial concepts and accounting processes used in most businesses, and gain practical techniques to increase your effectiveness. Topics include the accounting cycle; resource allocation; financial performance; cash flow; the importance of cash; your role in cash flow success; financial

information that drives your organization; and how business reports are assessed and analyzed. Certificate includes three month-long courses. Fee \$495

Item: Y406      Sep 3 – Nov 29      ONLINE

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



### Bookkeeping Certificate



Get the knowledge you need to measure and manage the financial health of your business. Whether you are an entrepreneur, running a family business or just looking to advance your career, this program will help you understand how the bookkeeping process works

and how to complete the accounting cycle accurately and in a timely fashion. This program focuses on cash basis accounting. Certificate includes three month-long courses. Fee \$495

Item: Y407      Sep 3 – Nov 29      ONLINE

Visit [greenriver.edu/ceOnline](http://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: Y105      J. Gale      Auburn Center      AC-150  
Sessions: 1 Sa      Sep 14      8:00AM - 4:30PM

Item: Y106      J. Gale      Kent      KC-321  
Sessions: 1 F      Oct 4      8:00AM - 4:30PM

Item: Y107      J. Gale      Enumclaw      AC-150  
Sessions: 1 W      Oct 23      8:00AM - 4:30PM

Item: Y108      J. Gale      Auburn Center      AC-150  
Sessions: 1 Sa      Nov 16      8:00AM - 4:30PM

Item: Y110      J. Gale      Kent      KC-324  
Sessions: 1 F      Dec 6      8:00AM - 4:30PM

### Forklift Operator Certification (BLTS)

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

Item: Y111      Staff      NorthWest Handling  
Sessions: 1 W      Sep 25      7:00AM - 3:30PM

Item: Y112      Staff      NorthWest Handling  
Sessions: 1 W      Oct 23      7:00AM - 3:30PM

Item: Y113      Staff      NorthWest Handling  
Sessions: 1 W      Nov 20      7:00AM - 3:30PM

Item: Y114      Staff      NorthWest Handling  
Sessions: 1 W      Dec 18      7:00AM - 3:30PM

### Forklift-Truck Operator Certification (IVES)

This course is designed to train operators for certification in sit-down, counterbalanced 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) 833-9Nov 1 ext. 2535 for more information. Fee: \$189

Item: Y115      H. Valenzuela      Auburn      TT-412  
Sessions: 1 Sa      Sep 28      8:00AM - 5:00PM

Item: Y116      H. Valenzuela      Auburn      TT-412  
Sessions: 1 Sa      Dec 7      8:00AM - 5:00PM

## SOLIDWORKS, MasterCam and Welding Classes at Renton Technical College



SOLIDWORKS and MasterCam courses are focused on creating 3-D computer-aided design models with SOLIDWORKS or exploring CNC programming using Mastercam software.

Welding students will receive individualized instruction to learn welding process from intermediate to advanced. These courses are designed for hobbyists as well as individuals interested in career exploration or advancements. Full course descriptions and dates are available on the website. These courses may be repeated.

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

COMMUNICATION AND PROFESSIONAL EXCELLENCE



**Business Writing Certificate**



Discover the keys to successful business writing. Whether you are writing a report, proposal, letter or publicity notice, business writing has defined characteristics for success. Topics include tools and techniques for improving editing and proofreading skills; common writing mistakes and grammatical pitfalls; how to write attention-

grabbing news stories, press releases and publicity notices; and techniques for composing business reports and proposals. Certificate includes three month-long courses. Fee \$495

Item: Y408 Sep 3 - Nov 29 ONLINE

Visit [greenriver.edu/ceOnline](http://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: Y100 A. Jones Auburn Center AC-160  
Sessions: 1 Tu Sep 24 9:00AM - 4:00PM

Item: Y101 A. Jones Enumclaw  
Sessions: 1 Tu Oct 15 9:00AM - 4:00PM

Item: Y102 A. Jones Auburn Center AC-160  
Sessions: 1 Tu Nov 19 9:00AM - 4:00PM

**Adult Family Home Administrator Training**

This mandatory 54-hour training course is required for those wishing to become licensed as a Washington State Adult Family Home owner. Additional training requirements include successfully completing the one-day DSHS Adult Family Home Orientation and the ability to pass an English and reading assessment. All training material provided. Fee: \$649

Item: Y103 E. Galasso Auburn Center AC-160  
Sessions: 7 Sa Sep 7 - Oct 19 8:00AM - 4:15PM

Item: Y104 E. Galasso Auburn Center AC-160  
Sessions: 7 Sa Oct 26 - Dec 14 8:00AM - 4:15PM

NO CLASS Nov 30

**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. See website for required textbook. Fee: \$290

Item: Y409 Sep 3 - Oct 25 ONLINE

HUMAN RESOURCES

**Creating Job Descriptions and Employee Handbooks**

Employee job descriptions and handbooks are key pieces of HR documentation, especially when legal issues arise. Learn what to include in job descriptions; the difference between essential versus non-essential job tasks; how to determine physical requirements; best practices for employee handbooks; suggested phrasing to meet legal requirements; and the importance of keeping your handbook relevant. Bring a copy of your company's handbook and a sample job description. Prerequisite: HR Generalist Certificate or HR experience. Fee: \$139

Item: Y410 C. Malone Kent KC-321  
Sessions: 1 F Dec 6 9:00AM - 4:00PM

**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.

<b>HR Generalist Certificate (8 Class Series)</b>	<b>page 8</b>
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Federal and State Employment Laws	page 8
HR Administration	page 8
Recruitment and Selection	page 8
Compensation and Benefits	page 8
Employee and Labor Relations	page 8
Training and Development	page 8
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Visit [greenriver.edu/ceCertificates](http://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](http://greenriver.edu/ceCertificates) for recommended textbook. Fee: \$599

<b>Item: Y411</b>	<b>Drinen/King/Bowles</b>	<b>Kent</b>	<b>KC-321</b>
Sessions: 12 Tu, Th	Oct 17 - Dec 3	6:00 - 9:00PM	
NO CLASS Oct 31, Nov 28			

### 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

<b>Item: Y412</b>	<b>J. Drinen</b>	<b>Kent</b>	<b>KC-321</b>
Sessions: 1 Th	Oct 17	6:00 - 9:00PM	

### 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

<b>Item: Y413</b>	<b>S. King</b>	<b>Kent</b>	<b>KC-321</b>
Sessions: 2 Tu, Th	Oct 22 - Oct 24	6:00 - 9:00PM	

### 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

<b>Item: Y414</b>	<b>S. King</b>	<b>Kent</b>	<b>KC-321</b>
Sessions: 1 Tu	Oct 29	6:00 - 9:00PM	

### 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

<b>Item: Y415</b>	<b>J. Drinen</b>	<b>Kent</b>	<b>KC-321</b>
Sessions: 2 Tu, Th	Nov 5 - Nov 7	6:00 - 9:00PM	

### 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

<b>Item: Y416</b>	<b>S. Bowles, S. King</b>	<b>Kent</b>	<b>KC-321</b>
Sessions: 2 Tu, Th	Nov 12 - Nov 14	6:00 - 9:00PM	

### 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

<b>Item: Y417</b>	<b>J. Drinen</b>	<b>Kent</b>	<b>KC-321</b>
Sessions: 2 Tu, Th	Nov 19 - Nov 21	6:00 - 9:00PM	

### 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

<b>Item: Y418</b>	<b>J. Drinen</b>	<b>Kent</b>	<b>KC-321</b>
Sessions: 1 Tu	Nov 26	6:00 - 9:00PM	

### Health, Safety and Security

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

<b>Item: Y419</b>	<b>J. Drinen</b>	<b>Kent</b>	<b>KC-321</b>
Sessions: 1 Tu	Dec 3	6:00 - 9:00PM	



## NEED A FLEXIBLE CLASS SCHEDULE?

1. Look for ONLINE classes with a mouse icon.
2. See our ad on page 18.
3. Visit: [greenriver.edu/ceOnline](http://greenriver.edu/ceOnline).

# COMING IN 2020



# PARALEGAL CERTIFICATE PROGRAM

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

**LEADERSHIP AND SUPERVISION**

**HR Essentials for Managers and Supervisors**

This course is designed to provide an overview of the basic HR laws and practices managers and supervisors need to know to be successful. Topics include employment laws, legally hiring and firing and navigating the Family Medical Leave Act and other leave laws. Not knowing these essentials as a manager can result in costly legal problems for your employer and for yourself. This class will give you the basic foundation to manage the supervisory HR functions successfully. Fee: \$139

**Item: Y420      C. Malone      Kent      KC-321**  
 Sessions: 1 F      Nov 15      9:00AM - 4:00PM

**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: Y421      Sep 3 – Nov 29      ONLINE**

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

**Supervision Certificate**



Supervising others can be a challenging, yet rewarding, experience. Whether you are a new supervisor, or you want to brush up on your supervisory skills, Green River's Supervision Certificate will give you the tools you need to 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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Developing Your Leadership Style	page 9
Getting the Most From Your Meetings	page 9
Motivating for Success	page 9
Working Smarter	page 9
Problem-Solving and Decision-Making Strategies	page 10

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

**6 Class Series      Supervision Certificate**

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

**Item: Y422      S. Johnson      Kent      KC-324**  
 Sessions: 12 M, W      Oct 21 - Dec 4      6:00 - 9:00PM  
 NO CLASS Nov 11, Nov 27

**Working with Difficult People**

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

**Item: Y423      S. Johnson      Kent      KC-324**  
 Sessions: 2 M, W      Oct 21 - Oct 23      6:00 - 9:00PM

**Developing Your Leadership Style**

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

**Item: Y424      S. Johnson      Kent      KC-324**  
 Sessions: 2 M, W      Oct 28 - Oct 30      6:00 - 9:00PM

**Getting the Most From Your Meetings**

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

**Item: Y425      S. Johnson      Kent      KC-324**  
 Sessions: 2 M, W      Nov 4 - Nov 6      6:00 - 9:00PM

**Motivating for Success**

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

**Item: Y426      S. Johnson      Kent      KC-324**  
 Sessions: 2 M, W      Nov 13 - Nov 18      6:00 - 9:00PM

**Working Smarter**

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

**Item: Y427      S. Johnson      Kent      KC-324**  
 Sessions: 2 M, W      Nov 20 - Nov 25      6:00 - 9:00PM

## Problem-Solving and Decision-Making Strategies

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

**Item: Y428**      **S. Johnson**      **Kent**      **KC-324**  
 Sessions: 2 M, W      Dec 2 - Dec 4      6:00 - 9:00PM

## 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: Y429**      **Sept 3 – Nov 29**      **ONLINE**

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

### Instagram for Business



With over 100 million users, Instagram is a marketing gold mine. Discover how your audience can generate content for you, and build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We'll also explore the "do's and don'ts" of Instagram to get you on the fast track to success. Please note: An android or iOS device is needed to take full advantage of the exercises in this course. Visit [greenriver.edu/cceCertificates](http://greenriver.edu/cceCertificates) for details. Fee: \$195

**Item: Y430**      **Sept 3 - Sep 27**      **ONLINE**

# TAHOMA

**Get a "taste of CE"** by sampling several Professional Development and Personal Interest courses offered by Green River Continuing Education.

**SEE DETAILS IN OUR AD ON PAGE 25.**

## Sales Certificate



Companies depend on new revenue, and almost all are willing to pay for it! Good sales professionals can earn \$60,000 to \$150,000 (or more) annually. Learn how to build personal confidence while growing into a professional sales or service position. Discover how to gain new clients and bring value to current customers. Build effectiveness in presenting ideas within your current company, home and community! Other topics include understanding the sales process, overcoming objections, negotiating and closing the sale. Get the tools you need to be successful in the sales and service world, where your earning potential is unlimited.

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

<b>Sales Certificate Information Session</b>	<b>page 10</b>
<b>Sales Certificate (9 Class Series)</b>	<b>page 10</b>
Introduction to Sales	page 11
Developing a Sales Personality	page 11
Creative Selling	page 11
Understanding the Sales Process	page 11
Perfecting the Sales Presentation	page 11
Negotiating the Sale	page 11
Closing the Sale	page 11
Success Through Service	page 11
Sales Certificate Capstone	page 11

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

### Sales Certificate Information Session



Sales can be a rewarding career with unlimited earning potential. While many jobs only provide one to three percent annual increases no matter how hard you work, sales positions reward you for your results. Join us for a free information session where our Sales Certificate instructor will discuss the sales profession, the industries that utilize sales professionals and Green River's new Sales Certificate. Registration required. Free

**Item: Y431**      **T. Amato**      **Kent**      **KC-324**  
 Sessions: 1 Tu      Oct 15      6:00 - 7:00PM

### 9 Class Series Sales Certificate



Take the Sales Certificate (9 Class Series) at a discounted rate. Series includes Introduction to Selling, Developing a Sales Personality, Creative Selling, Understanding the Sales Process, Perfecting the Sales Presentation, Negotiating the Sale, Closing the Sale, Success Through Service and the Sales Certificate Capstone. Visit [greenriver.edu/ceCertificates](http://greenriver.edu/ceCertificates) for required textbook. Fee: \$599

**Item: Y432**      **T. Amato**      **Kent**      **KC-324**  
 Sessions: 12 Tu, Th      Oct 29 - Dec 12      6:00 - 9:00PM  
 NO CLASS Oct 31, Nov 28

**Introduction to Selling**



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

**Item: Y433**      **T. Amato**      **Kent**      **KC-324**  
 Sessions: 1 Tu      Oct 29      6:00 - 9:00PM

**Developing a Sales Personality**



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

**Item: Y434**      **T. Amato**      **Kent**      **KC-324**  
 Sessions: 1 Tu      Nov 5      6:00 - 9:00PM

**Creative Selling**



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

**Item: Y435**      **T. Amato**      **Kent**      **KC-324**  
 Sessions: 1 Th      Nov 7      6:00 - 9:00PM

**Understanding the Sales Process**



Research shows there are several mental steps each of us works through when we decide to purchase something. Sales representatives, who understand these steps and how to work through them with prospective customers, are the most successful. Discover how to qualify a prospective customer by asking high gain questions, listening for a response, reading body language and using trial closes. You'll gain confidence as you apply these techniques and help lead your prospect to a lasting and mutually satisfying decision. Fee: \$139

**Item: Y436**      **T. Amato**      **Kent**      **KC-324**  
 Sessions: 2 Tu, Th      Nov 12 - Nov 14      6:00 - 9:00PM

**Perfecting the Sales Presentation**



Products and services don't sell themselves. Their story must be told through an effective sales presentation. Develop your presentation skills in a safe and collaborative environment. Discover how to match behavioral styles with the person you are presenting to, while remaining true to yourself. Recognize the difference between a question and objection. Learn effective methods for meeting objections head-on. By course end, you'll know how to move comfortably from beginning to end. Prerequisite: Understanding the Sales Process. Fee: \$139

**Item: Y437**      **T. Amato**      **Kent**      **KC-324**  
 Sessions: 2 Tu, Th      Nov 19 - Nov 21      6:00 - 9:00PM

**Negotiating the Sale**



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

**Item: Y438**      **T. Amato**      **Kent**      **KC-324**  
 Sessions: 1 Tu      Nov 26      6:00 - 9:00PM

**Closing the Sale**



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

**Item: Y439**      **T. Amato**      **Kent**      **KC-324**  
 Sessions: 1 Tu      Dec 3      6:00 - 9:00PM

**Success Through Service**



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

**Item: Y440**      **T. Amato**      **Kent**      **KC-324**  
 Sessions: 1 Th      Dec 5      6:00 - 9:00PM

**Sales Certificate Capstone**



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

**Item: Y441**      **T. Amato**      **Kent**      **KC-324**  
 Sessions: 2 Tu, Th      Dec 10 - Dec 12      6:00 - 9:00PM

**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: Y442**      **Sept 3 – Nov 29**      **ONLINE**

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

## PROJECT MANAGEMENT

### PMP® and CAPM® Exam Prep



Project management certification is in great demand. Prepare to take the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) tests and pass them! The sessions are informative, interactive and filled with test-taking tips and techniques created to ensure your success. See website for prerequisites and required textbook. PDU's: 27. Fee: \$599

**Item: Y481**      **D. Yeomans**      **Kent**      **AC-240**  
 Sessions: 4 Sa      Oct 5 - Oct 26      8:30 AM - 4:30 PM  
 Oct 26 session meets from 8:30 AM - 3:30 PM

### Project Management Certificate New



Did you know that 75 percent of all projects fail? Don't be a statistic! Acquire the skills to successfully manage projects in a variety of industries. Our new and improved Project Management Certificate is designed to give you tools that you can immediately use in the workplace – whether you are starting out or moving up as a project manager.

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

**Project Management Certificate Information Session**      **page 12**

**Project Management Certificate Part A (3 Class Series)**      **page 12**  
 Project Management Basics: Initiating the Project      page 12  
 Project Planning and Scheduling Essentials      page 12  
 Project Execution to Closing      page 12

**Project Management Certificate Part B (3 Class Series)**      **Winter 2020**  
 Project Stakeholder and Communication Management      Winter 2020  
 Microsoft Project 2019      Winter 2020  
 Project Management Capstone      Winter 2020

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

### Project Management Certificate Information Session

Join us for a free information session, where our project management instructor will discuss the project management industry, the project management profession and Green River's newly revised Project Management Certificate Program. Registration required. Free

**Item: Y443**      **D. Yeomans**      **Kent**      **KC-321**  
 Sessions: 1 M      Oct 7      6:00 - 7:00PM

### 3 Class Series New Project Management Certificate Part A

Take the Project Management Certificate Part A (3 Class Series) at a discounted rate. Series includes three of the six required courses: Project Management Basics: Initiating the Project; Project Planning and Scheduling Essentials; and Project Execution to Closing. Visit [greenriver.edu/ceCertificates](http://greenriver.edu/ceCertificates) for required and recommended textbooks. PDU's: 45. Fee: \$869

**Item: Y444**      **D. Yeomans**      **Kent**      **KC-321**  
 Sessions: 15 M, W      Oct 14 - Dec 11      6:00 - 9:00PM  
 NO CLASS Nov 11, Nov 27, Dec 2

### Project Management Basics: Initiating the Project New

Discover the science and art of effective project management. Summarize the five Process Groups, 10 Knowledge Areas and 49 processes recommended for application in the *PMBOK® Guide* (Project Management Body of Knowledge). Learn about the Initiating Process Group, and discover how to develop a business case, create a Project Charter, identify and document stakeholders and effectively present a project to decision-makers. See website for required and recommended textbooks. PDU's: 12. Fee: \$279

**Item: Y445**      **D. Yeomans**      **Kent**      **KC-321**  
 Sessions: 4 M, W      Oct 14 - Oct 23      6:00 - 9:00PM

### Project Planning and Scheduling Essentials New

If you fail to plan, you are planning to fail. Discover the 24 interrelated processes the project manager selects from to develop a viable Project Management Plan. Learn about and apply the multiple key tools and techniques used in project planning. At the end of the course, you will be equipped to plan an end-to-end real-world project successfully. Prerequisite: Project Management Basics. See website for required and recommended textbooks. PDU's: 18 Fee: \$409

**Item: Y446**      **D. Yeomans**      **Kent**      **KC-321**  
 Sessions: 6 M, W      Oct 28 - Nov 18      6:00 - 9:00PM  
 NO CLASS Nov 11

### Project Execution to Closing New

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

**Item: Y447**      **D. Yeomans**      **Kent**      **KC-321**  
 Sessions: 5 M, W      Nov 20 - Dec 11      6:00 - 9:00PM  
 NO CLASS Nov 27, Dec 2

*PMBOK® is a registered trademark of The Project Management Institute, Inc.*

**REAL ESTATE**



**3 Class Series** Real Estate Licensing

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

Item: Y117 ONLINE

**Additional Real Estate Courses**

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

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

**SMALL BUSINESS DEVELOPMENT**

**Small Business Start-Up Orientation**

Identify the steps to starting a new business as well as learn more about the resources the Small Business Development Center (SBDC) and Procurement Technical Assistance Center (PTAC) may be able to provide to you as a business owner. Fee: \$15

Item: Y801 J. Mauck Tahoma  
 Sessions: 1 Th Sep 19 5:00 - 6:30PM

**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: Y401 J. Mauck Tahoma  
 Sessions: 4 Tu Oct 29 - Nov 19 6:00 - 9:00PM  
 Item: Y802 K. Grossman Enumclaw  
 Sessions: 4 Tu,Th Nov 12 - Nov 21 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: Y402 J. Mauck Tahoma  
 Sessions: 1 Tu Oct 29 6:00 - 9:00PM  
 Item: Y803 K. Grossman Enumclaw  
 Sessions: 1 Tu Nov 12 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: Y403 J. Mauck Tahoma  
 Sessions: 1 Tu Nov 5 6:00 - 9:00PM  
 Item: Y804 K. Grossman Enumclaw  
 Sessions: 1 Th Nov 14 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: Y404 J. Mauck Tahoma  
 Sessions: 1 Tu Nov 12 6:00 - 9:00PM  
 Item: Y805 K. Grossman Enumclaw  
 Sessions: 1 Tu Nov 19 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: Y405 J. Mauck Tahoma  
 Sessions: 1 Tu Nov 19 6:00 - 9:00PM  
 Item: Y806 K. Grossman Enumclaw  
 Sessions: 1 Th Nov 21 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

<b>Item: Y448</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 4 Tu, Th	Oct 15 - Oct 24	5:30 - 9:00PM	

### Microsoft Windows 10

Take command of the Windows 10 interface by understanding its features and capabilities. Topics include navigating and customizing the Windows 10 environment; using Windows apps and desktop applications; working with files and folders; browsing the internet with Microsoft Edge; installing devices; and security features. Some elements requiring a Microsoft account may be demonstrated but not practiced. Prerequisite: experience using a keyboard and mouse and accessing the internet with a web browser. Text included. Fee: \$139

<b>Item: Y449</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 2 Tu, Th	Nov 19 - Nov 21	5:30 - 9:00PM	



## NEED A FLEXIBLE CLASS SCHEDULE?

1. Look for ONLINE classes with a mouse icon.
2. See our ad on page 18.
3. Visit: [greenriver.edu/ceOnline](http://greenriver.edu/ceOnline).

## 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 in-person Data Analyst Certificate consists of eight required courses (divided into three parts) and can be completed in as little as three quarters. Earn the Certificate by taking the courses individually, or register for the Part 1, Part 2 and Part 3 Series and save.

<b>Data Analyst Certificate Information Session</b>	<b>page 14</b>
<b>Data Analyst Certificate Part 1: SQL Server (4 Class Series)</b>	<b>page 14</b>
Relational Database Concepts and Design	page 17
SQL Programming Level 1	page 17
SQL Programming Level 2	page 17
SQL Server Certificate Capstone	page 17

**Data Analyst Certificate Part 2: Python for Data Analysis** **Winter 2020**

<b>Data Analyst Certificate Part 3: Exploratory Data Analysis (3 Class Series)</b>	<b>Spring 2020</b>
Data Mining	Spring 2020
Data Visualization	Spring 2020
Data Analyst Certificate Capstone	Spring 2020

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

### Data Analyst Certificate Information Session

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

<b>Item: Y450</b>	<b>Opedal/Parshall</b>	<b>Kent</b>	<b>KC-274</b>
Sessions: 1 Tu	Oct 8	6:00 - 7:00PM	

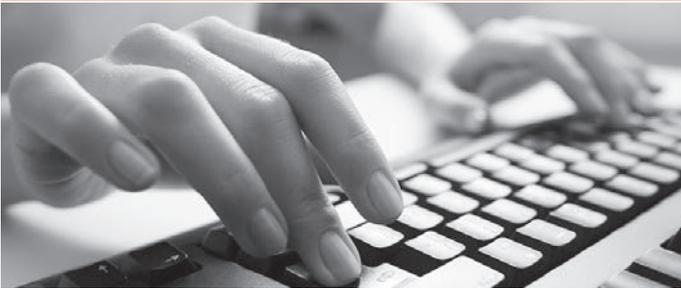
### 4 Class Series Data Analyst Certificate Part 1: SQL Server

Take the Data Analyst Certificate Part 1: SQL Server (4 Class Series) at a discounted rate. Series includes Business Intelligence Essentials, SQL Programming Level 1, SQL Programming Level 2 and the SQL Server Certificate Capstone. Visit [greenriver.edu/ceCertificates](http://greenriver.edu/ceCertificates) for prerequisites and recommended textbook. Fee: \$879

<b>Item: Y451</b>	<b>J. Parshall</b>	<b>Kent</b>	<b>KC-274</b>
Sessions: 15 Tu, Th	Oct 15 - Dec 19	6:00 - 9:00PM	
NO CLASS Nov 12, 14, 19, 21, 28			

**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; Excel for spreadsheets; and Access for databases.

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

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

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

**5 Class Series Microsoft Office 2019 Essentials Certificate**

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

<b>Item: Y452</b>	<b>Hopper/Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 5 F	Oct 25 – Nov 22	8:00AM – 4:00PM	
NO CLASS Nov 29			

**3 Class Series Microsoft Access 2019**

Discover the power of Access 2019 by taking the Access Series. Series includes Levels 1, 2 and 3 at a discounted price. Prerequisite: basic computer skills including Microsoft Windows proficiency. Textbook included. Fee: \$369

<b>Item: Y453</b>	<b>J. Hopper</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 3 F	Nov 22 - Dec 13	8:00AM - 4:00PM	
NO CLASS Nov 29			

**Microsoft Access 2019 Level 1**

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

<b>Item: Y454</b>	<b>J. Hopper</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 1 F	Nov 22	8:00AM - 4:00PM	

**Microsoft Access 2019 Level 2**

Expanding your knowledge of relational database design will result in a robust, functional database for your end users. Topics include joining tables to retrieve data from unrelated tables; validating data entered into a database; writing advanced queries to manipulate your data; structuring existing data; organizing the database for efficiency and performance; maintaining data integrity; and customizing reports. Prerequisite: Access Level 1. Textbook included. Fee: \$149

<b>Item: Y455</b>	<b>J. Hopper</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 1 F	Dec 6	8:00AM - 4:00PM	

**Microsoft Access 2019 Level 3**

Take your skills to the next level by utilizing the advanced features of Access 2019. Topics include customizing a form layout to improve usability and efficiency of data entry; sharing data across applications; using macros to improve user interface design; using VBA to enhance tasks; organizing data into appropriate tables; locking down and preparing tables for distribution to multiple users; and creating and modifying a database switchboard. Prerequisite: Access Level 2. Textbook included. Fee: \$149

<b>Item: Y456</b>	<b>J. Hopper</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 1 F	Dec 13	8:00AM - 4:00PM	

**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

<b>Item: Y457</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 6 Tu, Th	Oct 29 - Nov 14	5:30 - 9:00PM	

<b>Item: Y461</b>	<b>G. Larson</b>	<b>Kent</b>	
Sessions: 3 F	Nov 15 - Dec 6	8:00AM - 4:00PM	
NO CLASS Nov 29. See signage for room assignments.			

**Microsoft Excel 2019 Level 1**

Excel can help you organize, calculate, analyze, revise, update and present your data. Learn the basic concepts and 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

<b>Item: Y458</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 2 Tu, Th	Oct 29 - Oct 31	5:30 - 9:00PM	

<b>Item: Y462</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 1 F	Nov 15	8:00AM - 4:00PM	

**Microsoft Excel 2019 Level 2**

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

<b>Item: Y459</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 2 Tu, Th	Nov 5 - Nov 7	5:30 - 9:00PM	

<b>Item: Y463</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-274</b>
Sessions: 1 F	Nov 22	8:00AM - 4:00PM	

## Microsoft Excel 2019 Level 3 New

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: Y460**      **G. Larson**      **Kent**      **KC-255**  
 Sessions: 2 Tu, Th      Nov 12 - Nov 14      5:30 - 9:00PM

**Item: Y464**      **G. Larson**      **Kent**      **KC-274**  
 Sessions: 1 F      Dec 6      8:00AM - 4:00PM

## Microsoft Outlook 2019 New

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

**Item: Y480**      **G. Larson**      **Kent**      **KC-255**  
 Sessions: 1 F      Nov 1      8:00AM - 4:00PM

## Microsoft PowerPoint 2019 New

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: Y466**      **G. Larson**      **Kent**      **KC-255**  
 Sessions: 1 F      Nov 8      8:00AM - 4:00PM

## 3 Class Series New Microsoft Word 2019

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

**Item: Y467**      **J. Hopper**      **Kent**  
 Sessions: 3 F      Oct 25 - Nov 8      8:00AM - 4:00PM  
 See signage for room assignment.

## Microsoft Word 2019 Level 1 New

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: Y468**      **J. Hopper**      **Kent**      **KC-255**  
 Sessions: 1 F      Oct 25      8:00AM - 4:00PM

## Microsoft Word 2019 Level 2 New

After you master the basics of Word, you're ready to tackle the more advanced features. In this course, you will work with shapes, WordArt and SmartArt; manage documents with custom themes, building blocks, section breaks and page backgrounds; use styles; add a table of contents, reference notes and hyperlinks; and navigate, organize and protect documents. Prerequisite: Microsoft Word Level 1. Textbook included. Fee: \$139

**Item: Y469**      **J. Hopper**      **Kent**      **KC-274**  
 Sessions: 1 F      Nov 1      8:00AM - 4:00PM

## Microsoft Word 2019 Level 3 New

Get a solid foundation in Word's advanced features, and become a power user! Learn more advanced formatting features for tables and charts; create building blocks; link text; configure Word options; work with templates; track and review changes; use references; create mailings with recipient lists; perform mail merges; and use macros and forms. Prerequisite: Microsoft Word Level 2. Textbook included. Fee: \$139

**Item: Y470**      **J. Hopper**      **Kent**      **KC-274**  
 Sessions: 1 F      Nov 8      8:00AM - 4:00PM

## SQL SERVER

### SQL Server Certificate



Gain hands-on experience in the design, creation and programming of SQL Server databases. SQL Server is a relational database management system that stores and manages information. It supports various business intelligence and data analytics operations and transaction processing.

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

<b>SQL Server Certificate (4 Class Series)</b>	<b>page 16</b>
Relational Database Concepts and Design	page 17
SQL Programming Level 1	page 17
SQL Programming Level 2	page 17
SQL Server Certificate Capstone	page 17

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

## 4 Class Series New SQL Server Certificate

Take the SQL Server Certificate (4 Class Series) at a discounted rate. Series includes Business Intelligence Essentials, SQL Programming Level 1, SQL Programming Level 2 and the new SQL Server Certificate Capstone. Visit [greenriver.edu/ceCertificates](http://greenriver.edu/ceCertificates) for prerequisites and textbook information. Fee: \$879

**Item: Y471**      **J. Parshall**      **Kent**      **KC-274**  
 Sessions: 15 Tu, Th      Oct 15 - Dec 19      6:00 - 9:00PM  
 NO CLASS Nov 12, 14, 19, 21, 28

### Relational Database Concepts and Design

In today's big data world, managing data efficiently requires analytical skills and the ability to use relational databases. This course introduces you to basic relational database concepts, terminology of relational databases and simple database design. Learn to design efficient relational databases using the principles of SQL. Topics include attaching and detaching a database, creating a database diagram and writing simple SQL statements. See website for prerequisites and textbook information. Fee: \$239

**Item: Y472      J. Parshall      Kent      KC-274**  
 Sessions: 3 Tu, Th    Oct 15 - Oct 22    6:00 - 9:00PM

### SQL Programming Level 1

Microsoft SQL Server has evolved to become a true, enterprise information platform. In this course you'll learn the fundamental elements of T-SQL, including the definition of DML, DDL, DCL and TCL; use control of flow statements like IF and WHILE; work with NULLs; practice T-SQL programming constructs to query and modify a database in SSMS; identify the different forms of the JOIN clause; filter data using logical queries; and define constraints to enforce data integrity. See website for prerequisites and textbook information. Fee: \$349

**Item: Y473      J. Parshall      Kent      KC-274**  
 Sessions: 5 Tu, Th    Oct 24 - Nov 7      6:00 - 9:00PM

### SQL Programming Level 2

Learn to streamline and extract relevant information and execute more advanced SQL features. Topics include implementing complex queries; utilizing sub queries and derived tables; designing views and inline functions; building stored procedures, user-defined functions, and triggers; implementing transactions, error handling and dynamic SQL; identifying locking and isolation levels; and creating indexes. See website for prerequisite and textbook information. Fee: \$299

**Item: Y474      J. Parshall      Kent      KC-274**  
 Sessions: 4 Tu, Th    Nov 26 - Dec 10    6:00 - 9:00PM  
 NO CLASS Nov 28

### SQL Server Certificate Capstone

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

**Item: Y475      J. Parshall      Kent      KC-274**  
 Sessions: 3 Tu, Th    Dec 12 - Dec 19    6:00 - 9:00PM

## WEB AND GRAPHIC DESIGN

### Graphic Design Certificate Information Session

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

**Item: Y476      M. Olson      Kent      KC-255**  
 Sessions: 1 W      Oct 10      6:00 - 7:00PM

### 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.

<b>Graphic Design Certificate Information Session</b>	<b>page 17</b>
<b>Graphic Design Certificate Part 1 (2 Class Series)</b>	<b>page 17</b>
Graphic Design Fundamentals	page 17
Photoshop CC	page 17
<b>Graphic Design Certificate Part 2 (2 Class Series)</b>	<b>Winter 2020</b>
Working Designer	Winter 2020
Illustrator CC	Winter 2020
<b>Graphic Design Certificate Part 3 (2 Class Series)</b>	<b>Spring 2020</b>
InDesign CC	Spring 2020
Graphic Design Certificate Capstone	Spring 2020

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

### 2 Class Series      Graphic Design Certificate Part 1

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

**Item: Y477      M. Olson      Kent      KC-255**  
 Sessions: 10 M, W    Oct 21 - Nov 25    6:00 - 9:00PM  
 NO CLASS Nov 11

### Graphic Design Fundamentals

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

**Item: Y978      M. Olson      Kent      KC-255**  
 Sessions: 4 M, W    Oct 21 - Oct 30    6:00 - 9:00PM

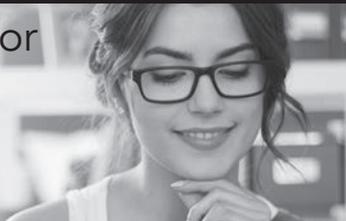
### Photoshop CC

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

**Item: Y479      M. Olson      Kent      KC-255**  
 Sessions: 6 M, W    Nov 4 - Nov 25    6:00 - 9:00PM  
 NO CLASS Nov 11

## 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

#### Administrative Assistant Fundamentals

Learn the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination and more!

#### Discover Digital Photography

Designed for those with no previous digital camera experience. Learn about digital cameras, smart phone cameras, print options, online storage, and much more!

#### Discover Sign Language

Learn how to sign basic phrases and complete sentences. Then, put it all together, so you can introduce yourself and start a conversation.

#### Grammar Refresher

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

#### Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning people send when communicating with others.

#### Introduction to C# Programming

Learn the fundamentals of computer programming with the new C# programming language.

#### Introduction to CSS3 and HTML

Learn to create state-of-the-art websites using modern CSS3 and HTML5 techniques.

#### Introduction to QuickBooks 2019

Gain control over the financial aspects of your business. This course will introduce you to QuickBooks 2019 and teach you the ins and outs of this widely-used accounting software.

#### Lose Weight and Keep it Off

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

#### Microsoft Excel - Pivot Tables

Master all the features of Excel pivot tables, including little-known options and settings, layouts, calculated fields, multi-level subtotals, Pivot Charts, Timelines, and Slicers.

#### Speed Spanish II

Follow-up to our popular Speed Spanish course with several new ways to help you build fluency.

#### Stocks, Bonds, Investing: Oh My!

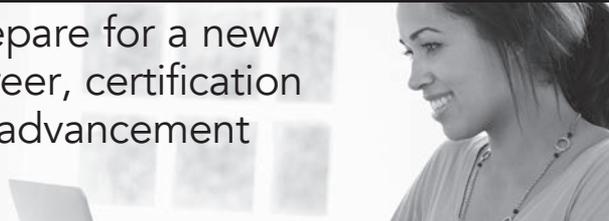
Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

#### Teaching Students with Learning Disabilities

Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom..

## 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

#### C++ Programmer

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

#### Certified Administrative Professional with Microsoft Office Master 2016 (Vouchers Included)

Get the information you need to sit for the CAP exam offered by the International Association of Administrative Professionals (IAAP) and the Microsoft Office Master 2016 Certification exams.

#### Certified Ethical Hacker (Voucher Included)

Prepare to sit for the Certified Ethical Hacker (CEH) Exam 312-50, offered by EC-Council.

#### Certified Protection Officer

Master the skills you need to obtain certification as a Protection Officer, and prepare yourself for employment in this high-demand field.

#### CompTIA A+ with ITIL Foundation (Vouchers Included)

Looking to enter a career in Information Technology? In this course, learn CompTIA A+ and ITIL principles, and prepare for certification.

#### Event Management and Design

Learn everything you need to know to create events that are truly special -- from planning to pyrotechnics.

#### Full Stack Software Developer

Become an industry-ready software developer, by learning different coding languages and intuitive technologies to create web applications.

#### Home Inspection Certificate

Learn best practices for inspecting residential construction, including inspection guidelines, identifying common defects, reporting methodologies, and risk management.

#### Java Programmer

Learn Java programming in this online training program that covers fundamental Java syntax elements and more advanced concepts.

#### Lean Six Sigma Green Belt (Exam Cost Included)

Learn how to deliver measurable, sustainable streamlined improvements and finding the root causes of problems. This training also prepares you for the Lean Six Sigma Green Belt Certification exam

#### OMCA Social Media Associate (Voucher Included)

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

#### Medical Interpreter (Spanish/English)

Get the skills needed to prepare for work as a Medical Interpreter and to sit in any of the Medical Interpreting examinations available in the country.

To view the entire catalog or to register, visit:

[greenriver.edu/ce-ed2go](http://greenriver.edu/ce-ed2go)

To view the entire catalog or to register, visit:

[greenriver.edu/ce-careertraining](http://greenriver.edu/ce-careertraining)

**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 controls and a complete owner's manual. Fee: \$135

<b>Item: Y122</b>	<b>G. McCutcheon</b>	<b>Auburn</b>	<b>WB-108</b>
Sessions: 7 M, W	Sep 23 - Oct 14	6:30 - 8:30PM	
<b>Item: T756</b>	<b>G. Doerr</b>	<b>Tahoma</b>	
Sessions: 7 Tu, Th	Oct 1 - Oct 22	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. Please bring a digital camera with full manual controls and a complete owner's manual. Fee: \$135

<b>Item: Y123</b>	<b>G. McCutcheon</b>	<b>Auburn</b>	<b>WB-108</b>
Sessions: 7 M, W	Oct 21 - Nov 13	6:30 - 8:30PM	
NO CLASS Nov Nov			

**Nature Photography**

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

<b>Item: T757</b>	<b>G. Doerr</b>	<b>Tahoma</b>
Sessions: 7 Tu, Th	Oct 29 - Nov 19	6:30 - 8:30PM

**Art and Technique in Photography**

You will have a chance to concentrate on a photography subject of your choosing. You will push your limits a little and pick subjects, techniques or artistic themes to express yourself with photography. Your instructor will guide and give technical advice and help you pick your ideas that can include macro photography, portraits, HDR, panoramas, etc. You will have a key role in choosing what challenges to pursue. Begin a beautiful personal portfolio that will show personal growth and learn many new techniques and concepts. Prerequisite: Photography 1; preferred Photography 2. Fee: \$135

<b>Item: Y124</b>	<b>G. McCutcheon</b>	<b>Auburn</b>	<b>WB-108</b>
Sessions: 7 Th	Sep 26 - Nov 7	6:30 - 8:30PM	

**Fused Glass Ornaments and Tiles**

Celebrate the holidays by creating your own fused glass ornaments or tiles! This fun 4-hour workshop is a great way for beginners to learn the basics of glass fusing. Students will learn to cut, design and fire up to 4 colorful glass ornaments to decorate the tree or tiles to give as gifts. A \$125 material/firing fee per section paid to instructor in class. Project pick-up on Sunday. Class held off-campus at Blue Dog Glass Art. Fee: \$79

<b>Item: Y125</b>	<b>D. Wendt</b>	<b>Blue Dog Glass</b>
Sessions: 1 Sa	Oct 19	9:00AM - 1:00PM
Project pick-up on October 20 at 10AM.		

<b>Item: Y126</b>	<b>D. Wendt</b>	<b>Blue Dog Glass</b>
Sessions: 1 Sa	Nov 9	9:00AM - 1:00PM
Project pick-up on November 10 at 10AM.		

**Plein Air Painting in Oil: Outside and In**

Experience the exciting practice of painting what's in front of you, outside or in, in the moment, real time, and in oils without the harmful solvents. Capturing moments of light, simplifying relevant shapes and color, and working quickly without stress are good practices. Inside (perhaps weather-dependent), where light and subject matter may be somewhat controlled, the idea is the same: to focus on quick observation of light in composition. A \$5 supply fee is paid to the instructor at the first class for other supplies provided. Fee: \$149

<b>Item: Y127</b>	<b>P. Jensen</b>	<b>Auburn</b>	<b>WT-16</b>
Sessions: 6 M	Sep 9 - Oct 14	6:00 - 9:00PM	

**Beginning Oil Painting Without Solvents**

Learn the easiest, luscious and most versatile medium of all without toxic solvents! With the fewest of supplies and most limited palette, begin to paint in oil, and build at your own pace from your own discoveries. Learn the handling of the medium, the mixing of colors, and the importance and principles of drawing of which are included in this course. A \$5 supply fee paid to the instructor at the first class. Fee: \$149

<b>Item: Y128</b>	<b>P. Jensen</b>	<b>Auburn</b>	<b>WT-16</b>
Sessions: 6 M	Oct 21 - Dec 2	6:00 - 9:00PM	
NO CLASS Nov 11			

**Drawing with a Brush in Acrylic**

Going beyond drawing is to do so with a brush. In this wonderful sketching medium, this class covers the basics of handling acrylic paint and using its quick-drying properties to your advantage. Including essentials of drawing and composition, you will build an awareness of approaches and processes involved, whether creating a finished painting or for the preliminary underpainting. This class will focus mostly on value in composition. Fee: \$149

<b>Item: T758</b>	<b>P. Jensen</b>	<b>Tahoma</b>
Sessions: 6 Tu	Sep 17 - Oct 22	6:00 - 9:00PM

**Acrylic Painting I**

In this wonderful sketching medium, this class covers the basics of handling acrylic paint and using its quick-drying properties to your advantage. Including essentials of drawing and composition, you will build an awareness of approaches and processes involved, whether creating a finished painting or for the preliminary underpainting. This class will focus on value in composition as well as touching on color mixing. Fee: \$149

<b>Item: T759</b>	<b>P. Jensen</b>	<b>Tahoma</b>
Sessions: 6 Tu	Oct 29 - Dec 3	6:00 - 9:00PM

**Drawing for Beginners**

Astound yourself at your hidden ability to draw from life! Learn the essentials to making a mark that looks like what you see. Through various exercises, PD Jensen shows how to see like an artist; the drawings then become the record of what you see. Learn the importance of Line, Value, Contrast and Edge, and the paradox of shape. Fee: \$149

<b>Item: T760</b>	<b>P. Jensen</b>	<b>Tahoma</b>
Sessions: 6 Th	Sep 19 - Oct 24	6:00 - 9:00PM

## Watercolor Techniques and More



Notwithstanding this recognizable but challenging medium, watercolor is taught here as an approachable exploration of the medium for teens to adults, beginners to advanced students. Learning the essentials of the medium prepares for the practice from which the variety, spontaneity and freshness of wonderful watercolor paintings can emerge. Beyond techniques, the "and More" includes the fundamental aspects of recognizing shape, value and contrast in a composition, and how to approach what to leave in and what to leave out. Fee: \$149

**Item: T761**      **P. Jensen**      **Tahoma**  
 Sessions: 6 Th      Oct 31 - Dec 12      6:00 - 9:00PM  
 NO CLASS Nov 28

## NW Coast Style Flat Relief Woodcarving



This class provides a supportive, well equipped environment to gain a basic intro to woodcarving, by learning the techniques of hand carving your design choice on good quality wood. You'll learn many of the carving, painting and woodworking skills you'll need to carve future projects. We'll talk about NW Coast "Form line" and sound design concepts. We will also discuss Wood and demystify the process of buying it. All tools provided. This is an 8-week course, 1x week for 3 hours. Classes held on a Mon/Tue or Thu each week. 9:30am or 6pm. Make-up classes avail. A \$35 fee paid to instructor at the first class for other supplies provided. Fee \$199

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

## GRC RESOURCES

### Community Access Card to Holman Library

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

Item: Y141

## HEALTH, DANCE AND FITNESS

### Self Care and Compassion Fatigue Prevention



A growing body of research indicates that mental health workers, nurses, and caregivers caring for clients who are chronically ill and/or traumatized are at the highest risk for developing compassion fatigue and experiencing burn-out. This workshop will present several self-care strategies with the goal of increasing knowledge needed to prevent, identify, and alleviate compassion fatigue in high-risk mental health workers and caregivers. Fee: \$69

**Item: Y151**      **C. Fracasso**      **Kent**      **KC-324**  
 Sessions: 3 Tu      Oct 15 - Oct 29      6:00 - 8:00PM

### 5 Class Series Interaction Between the Body and Food

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

**Item: Y142**      **S. Blake**      **Kent**      **KC-323**  
 Sessions: 5 W      Oct 2 - Oct 30      6:00 - 8:00PM

### Nutrients and Digestion

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

**Item: Y143**      **S. Blake**      **Kent**      **KC-323**  
 Sessions: 1 W      Oct 2      6:00 - 8:00PM

### Blood Sugar Regulation

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

**Item: Y144**      **S. Blake**      **Kent**      **KC-323**  
 Sessions: 1 W      Oct 9      6:00 - 8:00PM

### Understanding Fats and Cholesterol

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

**Item: Y145**      **S. Blake**      **Kent**      **KC-323**  
 Sessions: 1 W      Oct 16      6:00 - 8:00PM

### Nutrient Dense, Properly Prepared, Whole Food

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

**Item: Y146**      **S. Blake**      **Kent**      **KC-323**  
 Sessions: 1 W      Oct 23      6:00 - 8:00PM

### Gut Healing

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

**Item: Y147**      **S. Blake**      **Kent**      **KC-323**  
 Sessions: 1 W      Oct 30      6:00 - 8:00PM

### Inflammation and the Aging Process

Inflammation is a reaction in the body caused by infection or allergies and is aggravated by lifestyle factors like smoking, poor nutrition, lack of sleep, and sun exposure. Inflammation has been linked to many things that we associate with aging including autoimmune conditions, arthritis, heart disease, Alzheimer's disease and cancer. Learn how inflammation can be reduced or prevented by changing your habits and environment, following an inflammation-reducing diet and supporting your body's systems. Fee: \$29

**Item: Y148**      **S. Blake**      **Kent**      **KC-323**  
 Sessions: 1 W      Nov 6      6:00 - 8:00PM

### Whole Body Health: More than Eating the Right Food

Learn about the mind and body connection: how food affects our brain which affects what we THINK and then influences HOW, WHY and WHAT we eat. In this class, we'll discuss how to address and change eating habits, addictive tendencies with food and how what we think affects our body. Fee: \$29

**Item: Y149**      **S. Blake**      **Kent**      **KC-323**  
 Sessions: 1 W      Nov 13      6:00 - 8:00PM

**Country 2 - Step: Basics And Beyond**

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

**Item: T762 C. Parsons Tahoma**  
 Sessions: 5 M Oct 7 - Nov 4 6:30 - 7:30PM

**West Coast Swing**

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

**Item: T763 C. Parsons Tahoma**  
 Sessions: 5 M Oct 7 - Nov 4 7:45 - 8:45PM

**Yoga for All**

This non-intimidating class encourages beginners as well as experienced yoga students to work at their own level. The class has an emphasis on breath control, stress reduction, flexibility, stability, core conditioning and overall strength. Ending with moments of relaxation, you will leave feeling refreshed and connected. Please bring your yoga mat. Fee: \$109

**Item: Y790 S. Korhel Enumclaw**  
 Sessions: 8 Tu Oct 1 - Nov 19 6:30 - 7:30PM

**Item: T764 S. Korhel Tahoma**  
 Sessions: 8 Th Oct 3 - Nov 21 6:30 - 7:30PM

**HOME, GARDEN AND OUTDOORS**

**Create Your Rapid Escape Plan**

You have 30 minutes to get out, what do you do? There may be a fire, earthquake, flood, Mt. Rainier volcanic eruption, tsunami, natural disaster or medical emergency. Don't panic, follow your plan. Determine now what you will do and take depending on the amount of time you have to vacate. Learn how to organize your vital information in a "Grab-&-Go" binder and/or easily convert everything to electronic documents including photo albums and scrap books. Then back it all up to the Cloud. Discover local evacuation routes, useful free apps and multiple tips. Create your own "Go" Bags, Backpacks & Bins. Lecture. Fee: \$59

**Item: T766 K. Boyd Tahoma**  
 Sessions: 1 M Sep 23 6:00 - 9:00PM

**Sell it on eBay!**

Whether you simply want to clear the closet, desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Included are selling "Tips, Tricks and the Traps" to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. Optional eBooks available for purchase during class. This is an official eBay University class taught by multi-award winning eBay instructor and published author from Seattle. Fee: \$59

**Item: T767 K. Boyd Tahoma**  
 Sessions: 1 Tu Sep 24 6:00 - 9:00PM

**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: Y788 A. Haywood Enumclaw**  
 Sessions: 1 Th Oct 24 6:30 - 9:00PM

**Item: T765 A. Haywood Tahoma**  
 Sessions: 1 Th Dec 5 6:30 - 9:00PM



**Fly-Fishing Lakes and Stillwaters**

As the days get shorter and evenings cooler our lake temperatures cool off and fishing heats up! Learn about this exciting Pacific NW fishery and the local opportunities. We will discuss tackle & equipment, effective fly patterns, fishing strategies, and where to go both locally and regionally. This classroom session will include a resource guide loaded with information about this fishery. After the classroom session there will be an optional outing for hands on instruction and fishing. Pontoon boats will be available to rent. Fee: \$29

**Item: Y786 J. Fiskum Auburn WB-106**  
 Sessions: 1 Th Sep 12 6:30 - 8:30PM

**Item: Y785 J. Fiskum Rattlesnake Lake**  
 Sessions: 1 Sa Sep 14 7:30AM - 10:30PM

**Yakima River DIY Fly-Fishing**

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

**Item: Y784 J. Fiskum Auburn WB-106**  
 Sessions: 1 Th Sep 26 6:30 - 8:30PM

**Item: Y783 J. Fiskum Yakima River**  
 Sessions: 1 Sa Sep 28 9:00AM - 1:00PM

**Item: Y782 J. Fiskum Yakima River**  
 Sessions: 1 Sa Oct 12 9:00AM - 3:00PM

**Fly-Fishing for Chum Salmon**

Chum are the second largest Pacific salmon. Learn how to pursue these hard fighting salmon in both salt and fresh water with a fly rod. We will discuss tackle, equipment, fly patterns, productive salt and freshwater locations and techniques for success! Two optional outings for hands-on instruction and fishing. Fee: \$29

**Item: Y781 J. Fiskum Enumclaw**  
 Sessions: 1 Th Oct 24 6:30 - 8:30PM

**Item: Y780 J. Fiskum South Puget Sound**  
 Sessions: 1 Sa Nov 2 7:00 - 11:00AM

**Item: Y779 J. Fiskum Green or Skykomish River**  
 Sessions: 1 Sa Nov 9 7:00 - 11:00AM

## Fish Smoking 101

Learn how to make delectable smoked fish! We'll focus on Pacific NW favorites like salmon, steelhead and trout. You'll be a hit at all your parties and events with your own custom-made smoked appetizers. Class will include step-by-step instruction, demonstration, recipes and sample tasting. Fee: \$39

**Item: Y778**      **J. Fiskum**      **Auburn**      **WB-106**  
 Sessions: 1 Th      Nov 21      6:30 - 8:30PM

## Bank and Wade Fishing for Winter Steelhead

Learn the basics of winter steelhead fishing! Learn to set up tackle to fish using three effective methods for the shore bound angler: drift fishing, float fishing, and spoon fishing. Discuss productive bank fishing areas on local rivers and how to time your visits for success. Class includes a resource notebook. Optional Saturday outing to a local river for hands-on instruction and fishing. Fee: \$29

**Item: Y777**      **J. Fiskum**      **Auburn**      **WB-106**  
 Sessions: 1 Th      Dec 5      6:30 - 8:30PM

**Item: Y776**      **J. Fiskum**      **Enumclaw**  
 Sessions: 1 Sa      Dec 7      7:00 - 11:00AM

## LANGUAGE AND CULTURE

### French I

This language course emphasizes conversation but also includes reading, writing, speaking and understanding the language. Course is geared toward the adult student seeking control of a language for practical applications such as traveling. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Fee: \$139

**Item: Y154**      **A. Morris**      **Auburn**      **WB-109**  
 Sessions: 8 Tu      Oct 1 - Nov 19      6:30 - 8:30PM

### Spanish I

This language course emphasizes conversation but also includes reading, writing, speaking and understanding the language. Course is geared toward the adult student seeking control of a language for practical applications such as traveling. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Fee: \$139

**Item: Y152**      **A. Morris**      **Auburn**      **WB-109**  
 Sessions: 8 M      Sep 30 - Nov 25      6:30 - 8:30PM

NO CLASS Nov 11

### Spanish II

Spanish II builds on what you learned in Spanish I. We will continue to emphasize conversation, but we will expand on reading, writing, speaking and understanding the language. This course is geared to expand on previous knowledge for practical application such as traveling. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Fee: \$139

**Item: Y153**      **A. Morris**      **Auburn**      **WB-109**  
 Sessions: 8 W      Oct 2 - Nov 20      6:30 - 8:30PM

## MONEY MATTERS



### Retirement Planning Today

Regardless of age, you can learn to create a plan to make the most of your retirement dollars. Will you be able to retire early? How long must your money last? What strategies can you use to save money on your taxes? A Certified Financial Planner will answer these and other essential planning questions. Topics include retirement needs and expenses, social security maximizations, income sources, IRA distributions, investments and more! Spouse attends for \$20; call CE to register. One text included. Fee: \$59

**Item: Y156**      **F. Gallo**      **Auburn**      **WB-106**  
 Sessions: 3 Tu      Oct 15 - Oct 29      6:30 - 8:30PM  
 Spouse Fee

**Item: Y157**      **F. Gallo**      **Auburn Center**      **AC-150**  
 Sessions: 2 Sa      Oct 19 - Oct 26      9:00AM - 12:00PM

### Retirement Planning Workshop

This workshop covers 3 areas of financial planning critical for individuals approaching retirement: retirement income, protecting your most valuable assets from the unexpected and the basics of preparing your estate plan. Retirement expenses like long term care, health care costs and the role of social security will also be addressed. Edward Jones, its employees and financial advisors are not estate planners and cannot provide tax or legal advice. Please consult your estate-planning attorney or qualified tax advisor regarding your situation. A local attorney will be present to answer questions. Fee: \$39

**Item: Y161**      **S. Beusch**      **Kent**      **KC-324**  
 Sessions: 1 W      Oct 2      6:00 - 8:30PM

**Item: Y162**      **S. Beusch**      **Auburn**      **WB-106**  
 Sessions: 1 W      Nov 6      6:00 - 8:30PM

### How to Be an Executor of a Will

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

**Item: Y159**      **O. Gabrielson**      **Auburn**      **CH-214**  
 Sessions: 1 W      Nov 6      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: Y160**      **M. Farr**      **Auburn**      **CH-214**  
 Sessions: 1 W      Nov 13      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: Y163**      **Staff**      **Auburn**      **CH-214**  
 Sessions: 5 M      Oct 7 - Nov 4      6:00 - 8:00PM

**Rules of the Road- The Foundations of Investing**



There are rules you can follow to work toward your goals. Learn the fundamental concepts of investing and potential strategies to help build wealth. We'll discuss the most common investing mistakes and how to avoid them, investing strategies to help reach your long-term goals and what you can do now to prepare for retirement. Fee: \$39

**Item: T768**      **Staff**      **Tahoma**  
 Sessions: 1 Tu      Nov 5      6:30AM - 8:30PM

**Five Money Questions for Women - Take Control of Your Financial Future**



Women and men have differing considerations when it comes to long-term financial goals. For instance, because of a woman's average longer life span, your needs may be significantly different from those of your spouse or others. Does your financial strategy fit your lifestyle and needs? Join us and learn more as we explore five critical money questions for women. This is a educational program that discusses a process women can use to identify financial goals and set a strategy for financial security and building wealth. Fee: \$39

**Item: T769**      **Staff**      **Tahoma**  
 Sessions: 1 Tu      Nov 19      6:30 - 8:30PM

**Financial Planning - Plan for the Expected and Prepare for the Unexpected**



Planning for the expected and preparing for the unexpected will help you build your investor IQ by understanding the basics. Whether you are new to investing or would like a refresher, this course will cover developing a financial plan, stock and bond investing, asset allocation and risk management. We will look at each of these areas and address the most common mistakes people make in financial planning and how to avoid them. Fee: \$39

**Item: Y164**      **J. Schneider**      **Kent**      **KC-324**  
 Sessions: 1 W      Oct 16      6:30 - 8:30PM

**Medicare Made Clear**



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

**Item: Y165**      **J. Joneschiet**      **Kent**      **KC-323**  
 Sessions: 1 Tu      Sep 24      6:30 - 8:30PM

**Item: T770**      **J. Joneschiet**      **Tahoma**  
 Sessions: 1 Tu      Oct 22      6:30 - 8:30PM

**Item: Y166**      **J. Joneschiet**      **Auburn**      **CH-214**  
 Sessions: 1 Tu      Nov 5      6:30 - 8:30PM

**Item: Y167**      **J. Joneschiet**      **Enumclaw**  
 Sessions: 1 Tu      Dec 10      6:30 - 8:30PM

**MUSIC AND VOICE**

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

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

**Item: Y169**      **Staff**      **Enumclaw**  
 Sessions: 1 Th      Oct 17      6:00 - 8:00PM

**Item: Y170**      **Staff**      **Auburn**      **CH-214**  
 Sessions: 1 Th      Nov 7      6:00 - 8:00PM

**Item: T771**      **Staff**      **Tahoma**  
 Sessions: 1 W      Dec 11      6:00 - 8:00PM

**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: Y168**      **C. Buser**      **Auburn**      **IVC-108**  
 Sessions: 10 M      Sep 16 - Nov 25      6:30 - 7:30PM  
 NO CLASS Nov 11

**WRITING**

**Create Your Story: Writing Personal Essays**



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

**Item: Y775**      **T. Guerzon**      **Enumclaw**  
 Sessions: 4 Th      Sep 26 - Oct 17      6:30 - 8:30PM

**Item: T773**      **T. Guerzon**      **Tahoma**  
 Sessions: 4 Th      Oct 24 - Nov 14      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: Y171**      **L. Bohart**      **Auburn**      **ZC-104**  
 Sessions: 5 W      Oct 2 - Oct 30      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: T772**      **A. Rubbeck**      **Tahoma**  
 Sessions: 2 W      Nov 6 - Nov 13      6:30 - 9:00PM

## Kent Station credit classes are available mornings, afternoons and evenings.

Green River College offers credit and non-credit classes at Kent Station. For class times, see the College credit class schedule.

### Office Hours:

Monday-Thursday 7:30a-8:00p

Friday 7:30a-5:00p

**Questions? 253-856-9595**

Dept	Crs #	Title	Credits
ACCT&	202	Prin Of Accounting II	(5)
BIOL&	100	Survey Of Biology	(5)
BIOL&	160	General Biology with Lab	(5)
BTAC	100	Fundamentals/Computers	(5)
BUS	103	Business Leadership	(5)
BUS	121	Marketing Fundamentals	(5)
BUS	335	Integrated Mktg Comm	(5)
BUS	390	Digital Marketing	(5)
BUS&	101	Introduction To Business	(5)
CJ&	101	Intro To Crim Justice	(5)
CMST&	210	Interpersonal Comm	(5)
CMST&	220	Public Speaking	(5)
ECED	305	Intro to Mental Health	(5)
ECED	310	Building Networks (3)	(3)
ECED	405	Trauma Exposed/Vulnerabl	(5)
ECED	410	Behave/Emotional Dysreg	(5)
ECON&	202	Macro Economics	(5)
ELL	009	ELL Literacy Level	(15)
ELL	010	ELL Level 1	(15)
ELL	017	ELL Technology Level 1	(2)
ELL	020	ELL Level 2	(15)
ELL	021	ELL Intensive Writing L2	(15)
ELL	024	ELL Conversation Level 2	(3)
ELL	027	ELL Technology Level 2	(2)
ELL	030	ELL Level 3	(12)
ELL	031	ELL Intensive Writing L3	(15)
ELL	034	ELL Conversation Level 3	(3)
ELL	037	ELL Technology Level 3	(2)
ELL	038	ELL Pathways L3	(15)
ELL	040	ELL Level 4	(15)
ELL	041	ELL Intensive Writing L4	(15)
ELL	044	ELL Conversation Level 4	(3)
ELL	048	ELL Pathways Level 4	(15)
ELL	050	ELL Level 5	(15)
ENGL	117	Accel 101 Support	(3)

Dept	Crs #	Title	Credit
ENGL	128	Res Writing:Sci/Engr/Bus	(5)
ENGL&	101	English Composition I	(5)
HIST	103	The Modern World	(5)
HIST&	136	Us History I	(5)
MATH	062	Review Of Arithmetic	(5)
MATH	070	Pre-Algebra	(5)
MATH	072	Elementary Algebra	(5)
MATH	097	Intermediate Algebra	(5)
MATH&	141	Precalculus I	(5)
MGMT	340	Business Project Mgmt	(5)
MATH&	146	Intro To Statistics	(5)
MGMT	301	Leadership Dev: Self	(2)
MGMT	361	Negotiations	(5)
MGMT	385	Bus Operations Mgmt	(5)
NUTR&	101	Nutrition	(5)
POLS&	200	Introduction To Law	(5)
POLS&	202	American Government	(5)
PSYC&	100	General Psychology	(5)
SPAN&	121	Spanish I	(5)
TS	020	TS Academic Skills	(5)
TS	053	Adult Basic Math	(5)
TS	055	TS Math Review	(5)
TS	056	TS Math Hs Equivalency 1	(5)
TS	056	TS Math Hs Equivalency 1	(5)
TS	065-066	Lang Arts Soc Studies 5-6	(5)
TS	072-076	Lang Arts And Lit 2-6	(10)
TS	085-086	Lang Arts In Phys Sci 5-6	(5)

**Assessment is required for placement in math and English classes and can be done at Kent Station. To consult with an advisor or schedule an assessment appointment, please call 253-856-9595.**

# TAHOMA

TAHOMA  
HIGH SCHOOL

Get a "taste of CE" by sampling several of our Continuing Education courses taught by some of our most popular instructors. Light refreshments will be served. Registration is required. Free.

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REGIONAL LEARNING CENTER

27500 228<sup>TH</sup> Ave. SE, Maple Valley

**Register NOW!**

- » Creative Arts and Crafts
- » Photography
- » Professional Development
- » Small Business Assistance

Item: T775

Staff

Tahoma

Sessions: 1 Thursday

October 24

6:30-8:30PM

CALL US FOR MORE INFORMATION

Continuing Education 253-833-9111, ext. 2535 or Small Business Services 253-833-9111, ext. 6282



Register today at [greenriver.edu/CE](http://greenriver.edu/CE)

## COLLEGE CLOSE TO HOME



Green River's Enumclaw location offers a wide variety of credit classes. For class times, see the Enumclaw schedule.

### FALL 2019 CLASSES

DEPT/DIV	CLASS	ITEM	CREDITS
BIOL 110	NORTHWEST ECOLOGY	1347	5
MATH 062	REVIEW OF ARITHMETIC	6583	5
MATH 070	PRE-ALGEBRA	6639	5
MATH 072	ELEMENTARY ALGEBRA	6711	5
MATH 097	INTERMEDIATE ALGEBRA	6787	5
ENGL& 101	ENGLISH COMPOSITION I	3847	5
PSYC& 100	GENERAL PSYCHOLOGY	8759	5
ENGL& 101	ENGLISH COMPOSITION I	3835	5
P E 136	YOGA 1	8047	1
P E 236	YOGA 2	8199	1
MATH 062	REVIEW OF ARITHMETIC	6559	5
MATH 070	PRE-ALGEBRA	6615	5
MATH 072	ELEMENTARY ALGEBRA	6687	5
MATH 097	INTERMEDIATE ALGEBRA	6751	5
BASIC 032	ADULT BASIC EDUC-LEVEL 2	1251	6
BASIC 033	ADULT BASIC EDUC-LEVEL 3	1267	6
BASIC 034	ADULT BASIC EDUC-LEVEL 4	1283	6
BASIC 075	BASIC HS EQUIV TEST PREP	1327	6
BASIC 076	ADV HS EQUIV TEST PREP	1331	6

[greenriver.edu/enumclaw](http://greenriver.edu/enumclaw)



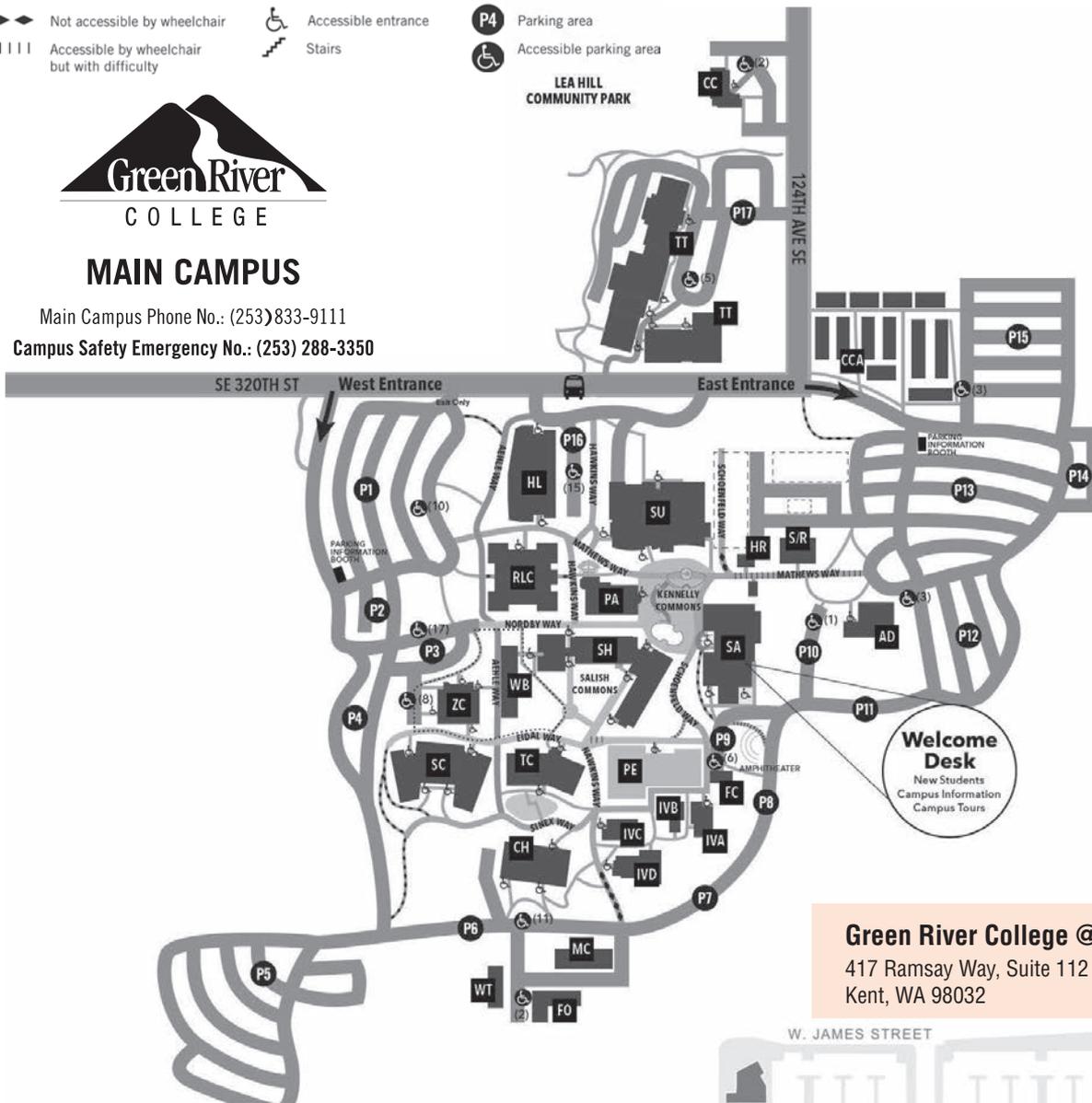
# CAMPUS MAPS

- ◆◆◆◆ Not accessible by wheelchair
- ||||| Accessible by wheelchair but with difficulty
- ♿ Accessible entrance
- 🪜 Stairs
- P4 Parking area
- ♿ Accessible parking area



## MAIN CAMPUS

Main Campus Phone No.: (253) 833-9111  
 Campus Safety Emergency No.: (253) 288-3350



**Green River College @ Kent Station**  
 417 Ramsay Way, Suite 112  
 Kent, WA 98032

### CAMPUS BUILDINGS

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



# GREEN RIVER COLLEGE LOCATIONS

## Auburn Campus

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

## Auburn Center

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

## Enumclaw

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

## Kent Station

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

## Locations

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

## TRAIN YOUR EMPLOYEES AND STAY COMPETITIVE



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

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

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

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

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

ARRANGE A NO-COST  
TRAINING CONSULTATION TODAY

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

# EXPLORE YOUR INTERESTS THIS FALL!

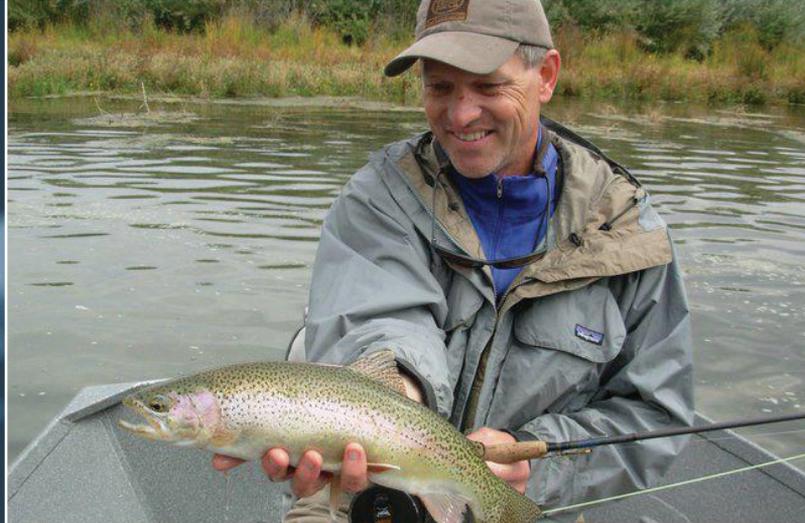
## PHOTOGRAPHY CLASSES

See page 19.



## FISHING CLASSES

See pages 21-22.



## MONEY MATTER CLASSES

See page 22.



## WRITING CLASSES

See page 23.

