

GREEN RIVER COLLEGE

# CONTINUING EDUCATION SCHEDULE

SPRING 2020

## PROJECT MANAGEMENT CERTIFICATE

Turn great ideas  
into reality!

See page 14.



» SEE INSIDE FOR

Professional  
Development  
Technology  
Personal Interest



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

# FEATURED CLASSES



## Forensic Fingerprint Workshop

Get an edge on your Criminal Investigation career.

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## HR Generalist Certificate (8 Class Series)

Prepare to effectively serve in an HR Generalist role.

page 9



## Supervision Certificate (6 Class Series)

Get the tools you need to oversee the productivity of your employees.

page 10



## Sales Certificate (9 Class Series)

Build your personal confidence while preparing for a professional sales or service position.

page 12



## Creative Arts and Crafts

Check out all of our exciting creative opportunities.

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# EXPAND YOUR BUSINESS

GREEN RIVER COLLEGE

## SMALL BUSINESS CENTER



**Darrell Sundell**  
PTAC Advisor



**Taryn Hornby**  
SBDC Advisor



**Kevin Grossman**  
SBDC Advisor

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



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

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

See a listing of our quarterly classes on pages **15-16**.

Visit us online at

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



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 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

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



### VISIT

Register and pay in person at:

#### Main Auburn Campus

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

#### Auburn Center

1221 D Street NE  
 Auburn, WA 98002

#### Kent Campus

417 Ramsay Way, Suite 112  
 Kent, WA 98032

#### Enumclaw Campus

1414 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>Main Auburn Campus:</b>	Monday–Thursday Friday and breaks	9:00a – 5:00p 9:00a – 5:00p
<b>Auburn Center:</b>	Monday–Thursday Friday and breaks	7:30a – 8:00p 7:30a – 5:00p
<b>Kent Campus:</b>	Monday–Thursday Friday and breaks	7:30a – 8:00p 7:30a – 5:00p
<b>Enumclaw Campus:</b>	Monday–Thursday Friday	8:00a – 8:00p Closed

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## PAYMENTS, REFUNDS AND CANCELLATIONS

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.

### True Tales Of Puget Sound - Histories Of Washington State's Beginning

**Wednesday, April 8 (1:30PM - 3:30PM)**

**Location: GRC Auburn Center with Dorothy Wilhelm**

The communities that surround Puget Sound all have incredible stories to share, small histories that explain the unique and quirky personality of our state. From the struggles of the early pioneers to answers to quirky questions like, where's the most important vacant lot in Washington State? Did Eatonville's copper-infused paint inspire the phrase, "painting the town red?" Author Dorothy Wilhelm guarantees that you've never before heard these carefully researched stories, based on her award winning TV show.

**Member Rate: \$29 (P410)**

**General Public Rate: \$44 (P411)**

### The Fascinating Art Of Japanese Writing

**Thursday, April 16 (1PM - 3PM)**

**Location: GRC Auburn Center with John Falconer**

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

**Member Rate: \$34 (P440)**

**General Public Rate: \$49 (P441)**

### Rainier Symphony's Enigma

**Sunday, April 19 (2PM-6PM)**

**Location: Tukwila, Transportation Provided**

Join Prime Time for an afternoon at the symphony! The Rainier Symphony is an artistically distinguished, 75-member community orchestra founded in 1981 composed of talented musicians ranging in skill from students and amateur players, to internationally-renowned professionals. "Enigma" the final classic concert of the season will feature the music of Shostakovich, Higdon, and Elgar. Each of these composers have pieces that play with the idea of making something new out of something old. We will also speak with a board member about the history and future of the symphony. Transportation provided.

**Member Rate: \$39 (P450)**

**General Public Rate: \$54 (P451)**

### The Chinese - US Trade War: Winning Trade Wars Are Not Easy

**Thursday, April 30 (9AM - 11AM)**

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

President Trump began a trade war to improve our balance of trade, restore American jobs, and prevent forced technology transfers. When the world's two largest economies go at it, the whole world is affected. Sign up for this course to learn the history, costs and benefits and implications to each side. Also, understand how the trade war will affect the 2020 presidential and Congressional elections.

**Member Rate: \$29 (P420)**

**General Public Rate: \$44 (P421)**

## Mechatronics In Today's World

**Tuesday, May 5 & Wednesday, May 6 (8AM - 10AM)**

**Member Rate: \$39 (P460)**

**Location: GRC Auburn Center with David Schaafsma**

**General Public Rate: \$54 (P461)**

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

## Energy: Powering Our Future

**Tuesday, May 12 (1PM - 3PM) & Thursday, May 14 (8:30AM - 3:30PM)**

**Member Rate: \$99 (P470)**

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

**General Public Rate: \$114 (P471)**

Humans depend on Earth's land, ocean, atmosphere, and biosphere for many different resources. Minerals, freshwater, and biosphere resources are limited, and many are not renewable or replaceable over human lifetimes. Nonrenewable energy resources, like coal, oil, and natural gas, are available in limited supplies. The five major renewable energy resources are solar, wind, water (hydro), biomass, and geothermal are replenished naturally and over relatively short periods of time. All forms of energy production have economic, social, environmental, and geopolitical costs, benefits, and risks. Join instructor Bryan Pflug as he explores the world of energy and how these factors interact, then come along on a field trip to Wild Horse wind farm to see new technologies in action. Transportation provided for tour.

## Seattle Children's Research Institute

**Wednesday, May 20 (8:30AM - 12:30PM)**

**Member Rate: \$39 (P490)**

**Location: Seattle, Transportation Provided**

**General Public Rate: \$54 (P491)**

Learn how researchers at Seattle Children's are developing lifesaving cures, accelerating clinical advances and addressing health issues affecting children and families around the world. The visit will include a conversation with a scientist, exploration of hands-on interactive visitor center exhibits, and a tour of an active lab and the newly-built Building Cure. Transportation provided.

## Experience Sound Transit

**Tuesday, June 2 (9-11AM) & Thursday, June 4 (10:30AM - 2:30PM)**

**Member Rate: \$39 (P480)**

**Location: GRC Auburn Center with Sound Transit**

**General Public Rate: \$54 (P481)**

Learn about our regional transit system, including some history of transit in the Puget Sound and how Sound Transit is growing, from Everett to Tacoma to Issaquah. You'll get practical information about schedules and buying tickets. The class includes a tour of a light rail station in final construction in Bellevue- you'll ride the Sounder commuter rail and express bus service to the construction site, where construction staff will provide an overview of the project along with a behind-the-scenes look at a light rail station. Transportation provided for tour.

## Syria: The Never Ending Conflict

**Thursday, June 11 (9AM-11AM)**

**Member Rate: \$29 (P430)**

**GRC Auburn Center with Rich Elfers**

**General Public Rate: \$44 (P431)**

The Syrian civil war began in 2011, but its roots go deeper than that. Over 600,000 Syrians have been killed, and millions more have been displaced. It is the second deadliest war in the 21st century. Russia, Iran, Turkey, and the U.S. have had to tiptoe around each other to avoid broadening the conflict. Even if the Assad government is able to defeat its enemies, the damage from the war will take decades to repair and cost about \$11 trillion, a number that the Syrian government is not even close to funding with an annual budget of about \$60 billion. Find out the goals of each of the major powers involved and what it will mean to the Middle East, and to the world.

GREEN RIVER COLLEGE

# SUMMER KIDS' CAMPS

AUBURN • KENT • ENUMCLAW • TAHOMA

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

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

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

- » Computer camps
- » STEM camps
- » Special interest camps

Look for our full schedule on our website or in the summer schedule!

For More Info, Visit [greenriver.edu/kidscamps](https://greenriver.edu/kidscamps)

## Professional Development

### BUSINESS AND FINANCE



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



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

Item: Y407      Apr 6 - Jun 26      ONLINE

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

#### Accounting Basics

Navigate your way around the accounting world by learning the basic steps associated with the accounting cycle. Topics include the accounting cycle; journal entries and T-accounts; trial balances; the four financial statements; adjusting entries; closing entries; financial statement analysis; and computerized systems. Petty cash, internal controls and bank reconciliations will also be discussed. No prior accounting experience necessary. Text included. Fee: \$349

Item: Y406      T. Sauvageau      Kent Campus      KC-324  
Sessions: 6 Tu, Th      Apr 14 - Apr 30      6:00 - 9:00PM

Item: Y720      T. Sauvageau      Enumclaw Campus      ENM-9  
Sessions: 6 Tu, Th      Apr 14 - Apr 30      6:00 - 9:00PM

\*Enumclaw's participation will be via live video feed from the Kent classroom where the course is being taught.



### Bookkeeping Certificate



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

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

Item: Y408      Apr 6 - Jun 21      ONLINE

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

#### Understanding Financial Statements

Balance sheets. Income statements. Financial ratios. These are just a few of the tools necessary to fully understand the financial condition of a business. In this course, you will familiarize yourself with financial statements, understand how they interrelate, and learn how "the numbers" tell a story about the business. Topics include the basics of financial statements, understanding and using ratios, performing an expense analysis and other financial accounting concepts. Text included. Fee: \$149

Item: Y409      J. Clapp      Kent Campus      KC-324  
Sessions: 2 Tu      May 5 - May 12      5:30 - 9:00PM

### 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: Y101      J. Gale      Auburn Center      AC-150  
Sessions: 1 Sa      Apr 4      8:00AM - 4:30PM

Item: Y102      J. Gale      Kent Campus      KC-321  
Sessions: 1 F      Apr 24      8:00AM - 4:30PM

Item: Y103      J. Gale      Auburn Center      AC-150  
Sessions: 1 Sa      May 2      8:00AM - 4:30PM

Item: Y104      J. Gale      Enumclaw Campus      ENM-15  
Sessions: 1 W      May 13      8:00AM - 4:30PM

Item: Y105      J. Gale      Auburn Center      AC-150  
Sessions: 1 Sa      May 30      8:00AM - 4:30PM

Item: Y106      J. Gale      Kent Campus      KC-321  
Sessions: 1 F      Jun 12      8:00AM - 4:30PM



### NEED A FLEXIBLE CLASS SCHEDULE?

1. Look for ONLINE classes with a mouse icon.
2. See our ad on page 22.
3. Visit: [greenriver.edu/ceOnline](http://greenriver.edu/ceOnline).

**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.

**Forklift-Truck Operator Certification (IVES)**

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

<b>Item: Y107</b>	<b>H. Valenzuela</b>	<b>Auburn Campus</b>	<b>TT-412</b>
Sessions: 1 Sa	May 9	8:00AM - 5:00PM	
<b>Item: Y108</b>	<b>H. Valenzuela</b>	<b>Auburn Campus</b>	<b>TT-412</b>
Sessions: 1 Sa	Jun 6	8:00AM - 5:00PM	

**Forensic Fingerprint Comparison Workshop**

In depth analysis and comparison of friction ridge detail of fingerprints, tips, joints and palm prints; 'clues' to look for in analysis/comparisons; documentation and writing reports for conclusions. Utilizing computer for comparisons and charting fingerprint identifications. How and where to apply for jobs, 'key words' to use on job applications to get you noticed, interview skills/questions, and resume review. Mock tests to prepare student for actual testing procedures. Fee: \$325

<b>Item: Y180</b>	<b>L. Dean</b>	<b>Auburn Center</b>
Sessions: 8 M, W	May 4 - Jun 10	6:00 - 8:30PM

**CREATE THE TIES THAT WILL BRING YOUR TEAM TOGETHER**

See page 28 to learn more about our Challenge Course!

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: Y410      Apr 6 - Jun 26      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

<b>Item: Y109</b>	<b>A. Jones</b>	<b>Enumclaw Campus</b>	<b>ENM-15</b>
Sessions: 1 Tu	Apr 21	9:00AM - 4:00PM	
<b>Item: Y110</b>	<b>A. Jones</b>	<b>Auburn Center</b>	<b>AC-160</b>
Sessions: 1 Tu	May 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

<b>Item: Y111</b>	<b>E. Galasso</b>	<b>Auburn Center</b>	<b>AC-160</b>
Sessions: 7 Sa	Apr 25 - Jun 13	8:00AM - 4:00PM	
NO CLASS MAY 23			

HUMAN RESOURCES

8 Class Series **HR Generalist Certificate**



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

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

<b>HR Generalist Certificate (8 Class Series)</b>	<b>page 9</b>
Introduction to HR	page 9
Federal and State Employment Laws	page 9
Recruitment and Selection	page 9
Compensation and Benefits	page 9
Employee and Labor Relations	page 9
Training and Development	page 9
HR Administration	page 9
Health, Safety and Security	page 10

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>Staff</b>	<b>Kent Campus</b>	<b>KC-321</b>
Sessions: 12 Tu, Th	Apr 30 - Jun 9	6:00 - 9:00PM	

**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>C. Malone</b>	<b>Kent Campus</b>	<b>KC-321</b>
Sessions: 1 Th	Apr 30	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 Campus</b>	<b>KC-321</b>
Sessions: 2 Tu, Th	May 5 - May 7	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: Y414</b>	<b>J. Drinen</b>	<b>Kent Campus</b>	<b>KC-321</b>
Sessions: 2 Tu, Th	May 12 - May 14	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: Y415</b>	<b>King/Bowles</b>	<b>Kent Campus</b>	<b>KC-321</b>
Sessions: 2 Tu, Th	May 19 - May 21	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: Y416</b>	<b>J. Drinen</b>	<b>Kent Campus</b>	<b>KC-321</b>
Sessions: 2 Tu, Th	May 26 - May 28	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: Y417</b>	<b>C. Malone</b>	<b>Kent Campus</b>	<b>KC-321</b>
Sessions: 1 Tu	Jun 2	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 record keeping requirements, what to keep in a personnel file and important HR technology terminology. Fee: \$69

<b>Item: Y418</b>	<b>S. King</b>	<b>Kent Campus</b>	<b>KC-321</b>
Sessions: 1 Th	Jun 4	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

**Item: Y419**      **C. Malone**      **Kent Campus**      **KC-321**  
 Sessions: 1 Tu      Jun 9      6:00 - 9:00PM

## COMING SOON!

### aPHR™ Certification Exam Prep

Validate your entry-level knowledge of the HR field.

4 Saturdays      June 20, 27 and July 11, 18      9:00AM - 4:00PM

Visit [greenriver.edu/ce](http://greenriver.edu/ce) or look for details in CE's Summer Schedule.

## LEADERSHIP AND SUPERVISION



### Management Certificate



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

**Item: Y420**      **Apr 6 – Jun 26**      **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.

<b>Supervision Certificate (6 Class Series)</b>	<b>page 10</b>
Working with Difficult People	page 10
Developing Your Leadership Style	page 11
Getting the Most From Your Meetings	page 11
Motivating for Success	page 11
Working Smarter	page 11
Problem-Solving and Decision-Making Strategies	page 11

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: Y421**      **S. Johnson**      **Kent Campus**      **KC-321**  
 Sessions: 12 M, W      Apr 27 - Jun 10      6:00 - 9:00PM  
 NO CLASS May 25, 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: Y422**      **S. Johnson**      **Kent Campus**      **KC-321**  
 Sessions: 2 M, W      Apr 27 - Apr 29      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: Y423      S. Johnson      Kent Campus      KC-321**  
 Sessions: 2 M, W      May 4 - May 6      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: Y424      S. Johnson      Kent Campus      KC-321**  
 Sessions: 2 M, W      May 11 - May 13      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: Y425      S. Johnson      Kent Campus      KC-321**  
 Sessions: 2 M, W      May 18 - May 20      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: Y426      S. Johnson      Kent Campus      KC-321**  
 Sessions: 2 M, W      Jun 1 - Jun 3      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: Y427      S. Johnson      Kent Campus      KC-321**  
 Sessions: 2 M, W      Jun 8 - Jun 10      6:00 - 9:00PM

LEGAL

**Paralegal Certificate**



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

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

- Paralegal Certificate Information Session** Winter 2021
- Paralegal Certificate Part 1: Paralegal Essentials** Winter 2021
- Paralegal Certificate Part 2: Research, Investigation and Discovery** page 11
- Paralegal Certificate Part 3: Advanced Research, Writing and Trial Preparation** page 11

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

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

Researching, investigating and writing are critical skills utilized by Paralegals. In this hands-on course you will conduct legal research utilizing LexisNexis, investigate evidence, and learn more about the discovery process. You will also hone your skills as you evaluate complex fact patterns, write settlement demands and legal memoranda, and acquire methods for citing legal materials. Crafting resumes and cover letters will also be covered. This is the second of three required courses in the Paralegal Certificate. See website for prerequisite. Fee: \$499

**Item: Y500      V. Hager      Auburn Center      AC-310**  
 Sessions: 9 Tu, Th      Apr 7 - Apr 30      6:00 - 9:00PM  
 This course also meets on one Saturday, Apr 11, from 9:00AM - 4:00PM.

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

Take your paralegal skills to the next level as you perform more advanced tasks. You will analyze a criminal case for appealable errors, conduct research utilizing LexisNexis and apply your findings as you write a (faux) appeal brief to the WA State Supreme Court. Other topics: learn how to Shepardize cases, move through motion practice, track pleading indexes, witnesses, depositions, etc., locate and decipher court rules and prepare for trial. This is the final course in the Paralegal Certificate. See website for prerequisite. Fee: \$499

**Item: Y501      V. Hager      Auburn Center      AC-310**  
 Sessions: 9 Tu, Th      May 5 - May 28      6:00 - 9:00PM  
 This course also meets on one Saturday, May 16, from 9:00AM - 4:00PM.

## 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: Y428

Apr 6 – Jun 26

ONLINE

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

### Google Analytics



This course, aimed at non-technical users, will take you through all the key techniques of website analytics using the world-standard Google Analytics, a free online tool. Understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and learn how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website. Access to Flash needed for audio and slide presentations. Visit [greenriver.edu/ceOnline](http://greenriver.edu/ceOnline) for details. Fee: \$195

Item: Y429

Apr 6 - May 1

ONLINE

### Instagram for Business



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

Item: Y430

Apr 6 - May 1

ONLINE

## 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 12</b>
<b>Sales Certificate (9 Class Series)</b>	<b>page 12</b>
Introduction to Selling	page 13
Developing a Sales Personality	page 13
Creative Selling	page 13
Understanding the Sales Process	page 13
Perfecting the Sales Presentation	page 13
Negotiating the Sale	page 13
Closing the Sale	page 13
Success Through Service	page 13
Sales Certificate Capstone	page 13

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 Campus

KC-320

Sessions: 1 M

Apr 20

6:00 - 7:00PM

## 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: \$529

Item: Y432

T. Amato

Kent Campus

KC-320

Sessions: 11 M, W May 4 - Jun 10

6:00 - 9:00PM

NO CLASS May 25

**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 Campus**      **KC-320**  
 Sessions: 1 M      May 4      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 salesperson model. Learn about your behavioral style and how to use that information to accurately serve your current or prospective customers. Other topics include comfort zones and self-sabotage; dealing with rejection and failure; building your self-confidence; setting goals and achieving them; learning how to listen to people; and utilizing a powerful vocabulary. Fee: \$69

**Item: Y434**      **T. Amato**      **Kent Campus**      **KC-320**  
 Sessions: 1 W      May 6      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 Campus**      **KC-320**  
 Sessions: 1 M      May 11      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. In addition, discover how to qualify a prospective customer by asking high gain questions, listening for a response, reading body language and using trial closes. You'll gain confidence as you apply these techniques and help lead your prospect to a lasting and mutually satisfying decision. Fee: \$99

**Item: Y436**      **T. Amato**      **Kent Campus**      **KC-320**  
 Sessions: 2 M, W      May 13 - May 18      6:00 - 8:00PM

**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: \$69

**Item: Y437**      **T. Amato**      **Kent Campus**      **KC-320**  
 Sessions: 1 W      May 20      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 Campus**      **KC-320**  
 Sessions: 1 W      May 27      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 Campus**      **KC-320**  
 Sessions: 1 M      Jun 1      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 Campus**      **KC-320**  
 Sessions: 1 W      Jun 3      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 Campus**      **KC-320**  
 Sessions: 2 M, W      Jun 8 - Jun 10      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**      **Apr 6 – Jun 26**      **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. PDUs: 27. Fee: \$599

**Item: Y443**      **D. Yeomans**      **Kent Campus**      **KC-324**  
 Sessions: 9 M, W      Apr 6 - May 11      6:00 - 9:00PM  
 NO CLASS Apr 8, 15.

### Project Management Certificate



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.

<b>Project Management Certificate Information Session</b>	<b>page 14</b>
<b>Project Management Certificate Part A (3 Class Series)</b>	<b>page 14</b>
Project Management Basics: Initiating the Project	page 14
Project Planning and Scheduling Essentials	page 14
Project Execution to Closing	page 14
<b>Project Management Certificate Part B (3 Class Series)</b>	<b>Summer 2020</b>
Project Stakeholder and Communications Management	Summer 2020
Microsoft Project 2019	Summer 2020
Project Management Capstone	Summer 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: Y444**      **D. Yeomans**      **Auburn Center**      **AC-230**  
 Sessions: 1 Tu      Mar 31      6:00 - 7:00PM

### 3 Class Series

### 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. PDUs: 45. Fee: \$869

**Item: Y445**      **D. Yeomans**      **Auburn Center**      **AC-230**  
 Sessions: 8 Sa      Apr 11 - Jun 13      9:00AM - 3:30PM  
 Last three sessions meet from 9:00AM - 2:30PM.  
 NO CLASS May 16, 23

### Project Management Basics: Initiating the Project



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

**Item: Y446**      **D. Yeomans**      **Auburn Center**      **AC-230**  
 Sessions: 2 Sa      Apr 11 - Apr 18      9:00AM - 3:30PM

### Project Planning and Scheduling Essentials



If you fail to plan, you plan to fail. Discover the 24 key planning processes needed to plan and implement a successful project, and learn the order in which they should occur. Identify the key tools and techniques to plan for scope, schedule, cost, quality, human resources, communications, risk, procurements and stakeholder management. This course keys on both predictive (Waterfall) and adaptive (Agile) planning techniques. Prerequisite: Project Management Basics. See website for required and recommended textbooks. PDUs: 18. Fee: \$409

**Item: Y447**      **D. Yeomans**      **Auburn Center**      **AC-230**  
 Sessions: 3 Sa      Apr 25 - May 7      9:00AM - 3:30PM

### Project Execution to Closing



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

**Item: Y448**      **D. Yeomans**      **Auburn Center**      **AC-230**  
 Sessions: 3 Sa      May 30 - Jun 13      9:00AM - 2:30PM

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: Y384

ONLINE

Additional Real Estate Courses

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

Real Estate Law	Item: Y383	ONLINE
Real Estate Appraisal	Item: Y382	ONLINE
Financing Residential Real Estate	Item: Y381	ONLINE
Real Estate Property Management	Item: Y380	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. Free

Item: Y801	T. Hornby	Tahoma	
Sessions: 1 W	Apr 1	5:00 - 6:30PM	
Item: Y802	K. Grossman	Kent Campus	KC-324
Sessions: 1 Th	May 7	6:00 - 7:30PM	
Item: Y803	T. Hornby	Tahoma	
Sessions: 1 Th	Jun 11	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: Y804	K. Grossman	Tahoma	
Sessions: 4 Tu, Th	May 12 - May 21	6:00 - 9:00PM	
Item: Y401	K. Grossman	Kent Campus	KC-324
Sessions: 4 Tu, Th	Jun 2 - Jun 11	5:30 - 7:30PM	

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: Y805	K. Grossman	Tahoma	
Sessions: 1 Tu	May 12	6:00 - 9:00PM	
Item: Y402	K. Grossman	Kent Campus	KC-324
Sessions: 1 Tu	Jun 2	5:30 - 7:30PM	

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: Y806	K. Grossman	Tahoma	
Sessions: 1 Th	May 14	6:00 - 9:00PM	
Item: Y403	K. Grossman	Kent Campus	KC-324
Sessions: 1 Th	Jun 4	5:30 - 7:30PM	

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: Y807	K. Grossman	Tahoma	
Sessions: 1 Tu	May 19	6:00 - 9:00PM	
Item: Y404	K. Grossman	Kent Campus	KC-324
Sessions: 1 Tu	Jun 9	5:30 - 7:30PM	

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: Y808	K. Grossman	Tahoma	
Sessions: 1 Th	May 21	6:00 - 9:00PM	
Item: Y405	K. Grossman	Kent Campus	KC-324
Sessions: 1 Th	Jun 11	5:30 - 7:30PM	



## Certified Business Advisor



### Meet Darrell Sundell, PTAC Advisor for the Green River College Small Business Center!

Darrell Sundell has over 35 years of business and contracting experience. He has served as a planning and control manager for a medium-sized wood products manufacturer. As an entrepreneur he has started, grown and sold multiple successful small businesses. As a business consultant he has provided business

counseling, coaching, and advisory services to local businesses and to other consultants throughout the United States. In 2008 and 2009 Darrell served the clients of the William Factory Small Business Incubator (WFSBI) as a business adviser, procurement counselor and project management specialist. Darrell has been a PTAC counselor serving clients in King and Pierce Counties since late 2009 from PTAC offices at WFSBI (2009), Highline College (2010-2014), and Green River College (2015 - present). Darrell has a Master of Business Administration (MBA) degree from Washington State University and he has earned the designations of Certified Federal Contracts Manager (CFCM) and Certified Professional Contracts Manager (CPCM) from the National Contract Management Association. Darrell is passionate about helping small businesses to be successful in the government contracting marketplace. If you are interested in making an appointment with a Certified Business Advisor at the Small Business Center please call (253) 833-9111, ext. 6260 to make an appointment.

## Technology

### ABOUT OUR COMPUTER AND TECHNOLOGY PROGRAMS

#### Prerequisites

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

#### Textbooks

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

#### USB Flash Drive

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



## COMPUTER BASICS

### Computer Fundamentals

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

**Item: Y449**      **G. Larson**      **Kent Campus**      **KC-255**  
Sessions: 4 Tu, Th    Apr 7 - Apr 16    5:30 - 9:00PM

## 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.

**Data Analyst Certificate Information Session**      **page 16**

**Data Analyst Certificate Part 1: SQL Server (4 Class Series)**      **page 16**  
Relational Database Concepts and Design      page 19  
SQL Programming Level 1      page 19  
SQL Programming Level 2      page 19  
SQL Server Certificate Capstone      page 19

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

**Data Analyst Certificate Part 3: Exploratory Data Analysis (3 Class Series)**      **page 17**  
Data Mining      page 17  
Data Visualization      page 17  
Data Analyst Certificate Capstone      page 17

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. Free

**Item: Y502**      **Opedal/Parshall**      **Kent Campus**      **KC-274**  
Sessions: 1 Th      Apr 9      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 Relational Database Concepts and Design, 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

**Item: Y503**      **J. Parshall**      **Kent Campus**      **KC-274**  
Sessions: 15 Tu, Th    Apr 28 - Jun 16    6:00 - 9:00PM

**3 Class Series**

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

Take the Data Analyst Certificate Part 3: Exploratory Data Analysis (3 Class Series) at a discounted rate. Series includes Data Mining, Data Visualization and the Data Analyst Certificate Capstone. For program details, including prerequisites and required textbooks, visit [greenriver.edu/ceCertificates](http://greenriver.edu/ceCertificates). Fee: \$769

**Item: Y504**      **O. Opedal**      **Auburn Center**      **AC-250**  
 Sessions: 9 Tu, Sa    Apr 7 - May 16    6:00 - 9:00PM  
 Three Saturday sessions, Apr 18, May 12 and May 16, meet from 9:00AM - 3:30PM.  
 NO CLASS Apr 11, 25, May 9.

**Data Mining**

With Data Mining, businesses can extract hidden information and knowledge from large datasets and build models from historical data to predict future behaviors. In this course, you will learn to extract the datasets from SQL Server; manipulate, process and clean the dataset using Python data analysis libraries; and perform statistical analysis on this mined and clean data to solve data analysis problems using "real-world scenarios". See website for prerequisites and textbook information. Fee: \$469

**Item: Y505**      **O. Opedal**      **Auburn Center**      **AC-250**  
 Sessions: 5 Tu, Sa    Apr 7 - Apr 28    6:00 - 9:00PM  
 One Saturday session, Apr 18, meets from 9:00AM - 3:30PM.

**Data Visualization**

With data visualization, you can identify complex hidden patterns in data and communicate your findings to business leaders enabling improved decision-making. In this course, learn to plot, chart and represent data using Python; apply statistical and visualization techniques using Pandas and Jupyter notebooks; practice creating data visualization charts; and create visual and interactive reports using Power BI. See website for prerequisites and textbook information. Fee: \$239

**Item: Y506**      **O. Opedal**      **Auburn Center**      **AC-250**  
 Sessions: 2 Tu, Sa    May 2 - May 5    6:00 - 9:00PM  
 One Saturday session, May 2, meets from 9:00AM - 3:30PM.

**Data Analyst Certificate Capstone**

Integrate the knowledge you have gained from the Data Analyst Certificate Program. Demonstrate your understanding of data analysis using SQL and Power BI; build a Power BI report based on a "real-world" scenario; develop a project proposal outlining an approach to the report; implement the report; and test the results using Power BI with Python. You will document your work through written reports and present your findings at course end. See website for prerequisites and other course details. Fee: \$239

**Item: Y507**      **O. Opedal**      **Auburn Center**      **AC-250**  
 Sessions: 2 Tu, Sa    May 12 - May 16    6:00 - 9:00PM  
 One Saturday session, May 16, meets from 9:00AM - 3:30PM.

**DATA ANALYST CERTIFICATE PROGRAM SCHEDULE:**

<b>PART 1</b>	<b>FALL, WINTER, SPRING</b>
<b>PART 2</b>	<b>WINTER, SUMMER</b>
<b>PART 3</b>	<b>SPRING, SUMMER</b>

**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 17</b>
Microsoft Word 2019 Level 1	page 18
Microsoft Outlook 2019	page 18
Microsoft PowerPoint 2019	page 18
Microsoft Excel 2019 Level 1	page 18
Microsoft Access 2019 Level 1	page 17

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

**Item: Y450**      **Larson/Hopper**      **Kent Campus**      **KC-255**  
 Sessions: 5 F      May 1 - May 29      8:00AM - 4:00PM

**Microsoft Access 2019 Level 1**

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

**Item: Y451**      **J. Hopper**      **Kent Campus**      **KC-255**  
 Sessions: 1 F      May 29      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

**Item: Y452**      **G. Larson**      **Kent Campus**      **KC-255**  
Sessions: 6 Tu, Th    Apr 21 - May 7    5:30 - 9:00PM

**Item: Y457**      **G. Larson**      **Kent Campus**  
Sessions: 3 F      May 22 - Jun 5    8:00AM - 4:00PM  
See Kent 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

**Item: Y453**      **G. Larson**      **Kent Campus**      **KC-255**  
Sessions: 2 Tu, Th    Apr 21 - Apr 23    5:30 - 9:00PM

**Item: Y721**      **G. Larson**      **Enumclaw Campus**      **ENM-13**  
Sessions: 1 M      May 4      8:00AM - 4:00PM

**Item: Y458**      **G. Larson**      **Kent Campus**      **KC-255**  
Sessions: 1 F      May 22      8:00AM - 4:00PM

### Microsoft Excel 2019 Level 2

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

**Item: Y455**      **G. Larson**      **Kent Campus**      **KC-255**  
Sessions: 2 Tu, Th    Apr 28 - Apr 30    5:30 - 9:00PM

**Item: Y459**      **G. Larson**      **Kent Campus**      **KC-274**  
Sessions: 1 F      May 29      8:00AM - 4:00PM

### Microsoft Excel 2019 Level 3

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

**Item: Y456**      **G. Larson**      **Kent Campus**      **KC-255**  
Sessions: 2 Tu, Th    May 5 - May 7    5:30 - 9:00PM

**Item: Y460**      **G. Larson**      **Kent Campus**      **KC-274**  
Sessions: 1 F      Jun 5      8:00AM - 4:00PM

### Microsoft Outlook 2019

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

**Item: Y461**      **G. Larson**      **Kent Campus**      **KC-255**  
Sessions: 1 F      May 8      8:00AM - 4:00PM

### Microsoft PowerPoint 2019

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

**Item: Y462**      **G. Larson**      **Kent Campus**      **KC-255**  
Sessions: 1 F      May 15      8:00AM - 4:00PM

### Microsoft Word 2019 Level 1

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

**Item: Y471**      **J. Hopper**      **Kent Campus**      **KC-255**  
Sessions: 1 F      May 1      8:00AM - 4:00PM

## PROGRAMMING



### Coding Certificate



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

**Item: Y468**      **Apr 6 - Jun 26**      **ONLINE**

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

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 19</b>
Relational Database Concepts and Design	page 19
SQL Programming Level 1	page 19
SQL Programming Level 2	page 19
SQL Server Certificate Capstone	page 19

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

**4 Class Series** SQL Server Certificate

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

<b>Item: Y508</b>	<b>J. Parshall</b>	<b>Kent Campus</b>	<b>KC-274</b>
Sessions: 15 Tu, Th	Apr 28 - Jun 16	6:00 - 9:00PM	

**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

<b>Item: Y509</b>	<b>J. Parshall</b>	<b>Kent Campus</b>	<b>KC-274</b>
Sessions: 3 Tu, Th	Apr 28 - May 5	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

<b>Item: Y510</b>	<b>J. Parshall</b>	<b>Kent Campus</b>	<b>KC-274</b>
Sessions: 5 Tu, Th	May 7 - May 21	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

<b>Item: Y511</b>	<b>J. Parshall</b>	<b>Kent Campus</b>	<b>KC-274</b>
Sessions: 4 Tu, Th	May 26 - Jun 4	6:00 - 9:00PM	

**SQL Server Certificate Capstone**

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

<b>Item: Y512</b>	<b>J. Parshall</b>	<b>Kent Campus</b>	<b>KC-274</b>
Sessions: 3 Tu, Th	Jun 9 - Jun 16	6:00 - 9:00PM	

## NEED A FLEXIBLE CLASS SCHEDULE?

1. Look for ONLINE classes with a mouse icon.
2. See our ad on page 22.
3. Visit: [greenriver.edu/ceOnline](http://greenriver.edu/ceOnline).

WEB AND GRAPHIC DESIGN

Graphic Design Certificate



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

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

<b>Graphic Design Certificate Information Session</b>	<b>Fall 2020</b>
<b>Graphic Design Certificate Part 1 (2 Class Series)</b>	<b>Fall 2020</b>
Graphic Design Fundamentals	Fall 2020
Photoshop CC	Fall 2020
<b>Graphic Design Certificate Part 2 (2 Class Series)</b>	<b>Winter 2021</b>
Working Designer	Winter 2021
Illustrator CC	Winter 2021
<b>Graphic Design Certificate Part 3 (2 Class Series)</b>	<b>page 20</b>
InDesign CC	page 20
Graphic Design Certificate Capstone	page 20

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

Interested in Cinematic VR?



Check out our class on **Introduction to 360 Video Production/Cinematic Virtual Reality** on page 23!

2 Class Series

Graphic Design Certificate Part 3

Take the Graphic Design Certificate Part 3 (2 Class Series) at a discounted rate. Series includes InDesign CC and the Graphic Design Certificate Capstone. Visit [greenriver.edu/ceCertificates](http://greenriver.edu/ceCertificates) for prerequisites, required textbooks and recommended software. Fee: \$639

<b>Item: Y513</b>	<b>M. Olson</b>	<b>Kent Campus</b>	<b>KC-255</b>
Sessions: 10 M, W	Apr 13 - Jun 1	6:00 - 9:00PM	
NO CLASS May 6, 13, 20, 25, 27			

InDesign CC

InDesign is the industry standard for ad agencies, design studios and freelancers who create documents for print and digital devices. In this interactive course, learn how to create and manage documents, work with frames, access color, design with text, apply styles and use tables. By course end, you will have the necessary skills for a variety of professional projects including newsletters, magazines, posters, brochures, business cards and more. See website for prerequisites, recommended textbook and recommended software. Fee: \$469

<b>Item: Y514</b>	<b>M. Olson</b>	<b>Kent Campus</b>	<b>KC-255</b>
Sessions: 6 M, W	Apr 13 - Apr 29	6:00 - 9:00PM	

Graphic Design Certificate Capstone

Prove your capability to create professional pieces of art in this final capstone course. With your instructor's guidance, you will utilize Photoshop, Illustrator and InDesign to build a portfolio reflecting the knowledge and skills gained throughout the Graphic Design Certificate Program. This portfolio will be helpful as you seek a career in Graphic Design. Registration is limited to those who have completed all the required Graphic Design courses. See website for prerequisites and recommended software. Fee: \$279

<b>Item: Y515</b>	<b>M. Olson</b>	<b>Kent Campus</b>	<b>KC-255</b>
Sessions: 4 M	May 4 - Jun 1	6:00 - 9:00PM	
NO CLASS May 25			

## User Experience (UX) Design Certificate



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

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

<b>UX Design Certificate Information Session</b>	<b>Winter 2021</b>
<b>UX Design Certificate Part 1 (2 Class Series)</b>	<b>Winter 2021</b>
UX Design Fundamentals	Winter 2021
HTML5 and CSS3 and Online Content Management Tools	Winter 2021
<b>UX Design Certificate Part 2 (3 Class Series)</b>	<b>page 20</b>
Responsive Web Design	page 20
Web Accessibility	page 21
UX Design Capstone	page 21

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

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

Take the UX Design Certificate Part 2 (3 Class Series) at a discounted rate. Series includes Responsive Web Design, Web Accessibility and the UX Design Certificate Capstone. Visit [greenriver.edu/ceCertificates](http://greenriver.edu/ceCertificates) for course dates, times, prerequisites and recommended textbooks. Fee: \$709

**Item: Y516      S. Norris      Kent Campus      KC-274**  
 Sessions: 11 M, W    Apr 6 - Jun 3  
 Class times vary. See website for details.  
 NO CLASS Apr 27, May 4, 6.11, 18, 25, Jun 1

### Responsive Web Design

Skilled web designers are adept at crafting sites to provide an optimal viewing experience. As the user switches from computer to tablet to phone, the website should automatically adjust to accommodate for screen size, resolution and scripting abilities. In this course, learn how the combination of flexible grids, layouts, images and the intelligent use of CSS media queries create easy reading and navigation for the end user. See website for prerequisite and required textbook. Fee: \$329

**Item: Y517      S. Norris      Kent Campus      KC-274**  
 Sessions: 4 M, W    Apr 6 - Apr 15    6:00 - 9:00PM

### Web Accessibility

Web Accessibility refers to the inclusive practice of removing barriers and allowing all users to have equal access to websites. In this course, explore Section 508 guidelines and W3C published specifications and requirements for making websites accessible. Learn ways in which users with unique needs and browsing tools access websites, and receive tips for addressing the complexities and diverse nature of your audience. See website for prerequisite and course details. Fee: \$169

**Item: Y518      S. Norris      Kent Campus      KC-274**  
 Sessions: 2 M, W    Apr 20 - Apr 22    6:00 - 9:00PM

### User Experience (UX) Design Capstone

Demonstrate the skills, concepts and techniques you've learned by presenting a UX scenario you have designed, documented and built. Activities will simulate the process of working with a client from initial interview through final presentation. In the last session, present your capstone project to a panel of judges, demonstrating professional verbal, written and visual communication. Requires independent work outside of class. See website for prerequisite and course details. Fee: \$329

**Item: Y519      S. Norris      Kent Campus      KC-274**  
 Sessions: 5 W    Apr 29 - Jun 3  
 NO CLASS May 6. Please see Capstone course on website for class times.

## **Web Design Certificate**



Learn the basics of web design using HTML and CSS, and discover ways to enhance web pages with page layout techniques, text formatting, graphics and images. Create effective and dynamic websites/applications and take away a functioning web application hosted on a web server that is both accessible and search

engine optimized. Learn about responsive design process, advanced layout and design features using the Bootstrap framework and much more. No prior knowledge needed. Certificate includes three month-long courses. Fee: \$595

**Item: Y469      Apr 6 - Jun 26      ONLINE**

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

## 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 Applications

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

#### Becoming a Grant Writing Consultant

Increase your income while working from home. You'll learn what services to offer, how to find clients and how to set your fees.

#### Beginning Writer's Workshop

Develop your own creative writing piece. Learn literary techniques, peer review a classmate's work, and receive constructive criticism on your own work.

#### Discover Sign Language

Learn how to sign basic phrases, expand to complete sentences, and put it all together, so you can introduce yourself and start a conversation. Also learn signs for colors, numbers and more!

#### Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

#### Get Assertive

Learn how to stop others from treating you poorly. Get specific techniques to become more assertive with family, friends, bosses, co-workers, service people, etc. It's your turn to speak up!

#### Instant Italian

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

#### Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

#### Introduction to Python 3 Programming

Whether you're interested in writing simple scripts, full programs, or graphical user interfaces, this course will give you the tools you need to use Python with skill and confidence.

#### Introduction to QuickBooks 2019

Want to 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.

#### Keyboarding

Learn how to touch-type the alphabetic, numeric and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

#### Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

#### The Analysis and Valuation of Stocks

Discover valuable techniques that show you step-by-step how to research and value stocks.

#### Where Does All My Money Go?

Learn how to get control of your finances rather than letting them control you. Find out where your money goes, and make informed decisions about spending and saving.

## ed2go Advanced Career Training

Prepare for a new career, certification or advancement



### SELF-PACED COURSES

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

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

#### Program Features:

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

#### Activity Director

Get the training needed to work with the activity programs in nursing homes. Topics include ethics, professionalism, working with residents with special needs, documentation and much more!

#### Certificate in Family Mediation

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

#### Certified Medical Administrative Assistant (CMAA) (Voucher Included)

This course prepares you for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Healthcareer Association (NHA).

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

Prepare for Six Sigma Green Belt certification by mastering the contents of the American Society for Quality (ASQ) Six Sigma Green Belt body of knowledge. Exam cost included.

#### Certified Wedding Planner

This program provides you with the knowledge you need to work as a professional wedding planner or start your wedding planning business.

#### CompTIA IT Fundamentals (Voucher Included)

Learn more about the world of information technology. Topics: Foundations, Framework, Programs, Programming, Databases and Security.

#### Freight Broker/Agent Training

Prepare to enter the freight/logistics industry. This program will prepare you to start your own freight broker business or become a freight agent.

#### Grant Writing and Non-Profit Management

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

#### Human Resources Professional

Master the skills you need to gain an entry-level position in human resources, and prepare to take the PHR (Professional in Human Resources) certification exam.

#### Management Training

Learn management essentials here! This program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

#### Medical Office Manager (CPM) (Vouchers Included)

This in-depth program gives you the foundation and training needed to be a Medical Office Manager. Upon completion, you will be ready to take three certification exams.

#### Microsoft Office Master 2019

**Certification Training**  
This course prepares you to take the Microsoft Office Master 2019 certification exams for Word, Excel, PowerPoint, and Outlook. Exam fees are included in the course cost.

#### Nutrition for Optimal Health, Wellness and Sports

Learn to develop individual nutrition programs for clients, patients or personal use.

#### Veterinary Assistant

Learn about anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, taking radiographs and more!

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)

## Personal Interest

### CREATIVE ARTS AND CRAFTS

#### Cell Phone Photography



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

**Item: Y166**      **G. McCutcheon**      **Auburn Campus**      **WB-108**  
 Sessions: 1 Th      May 14      6:30 - 8:30PM

#### Digital Photography 1

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

**Item: Y118**      **G. McCutcheon**      **Auburn Campus**      **WB-108**  
 Sessions: 7 M, W      Apr 6 - Apr 27      6:30 - 8:30PM

**Item: T900**      **G. Doerr**      **Tahoma**  
 Sessions: 7 Tu, Th      Apr 14 - May 5      6:30 - 8:30PM

#### Digital Photography 1 - Enumclaw Campus

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

**Item: Y168**      **R. Young**      **Enumclaw Campus**      **ENM-14**  
 Sessions: 6 M, Th      Apr 6 - Apr 23      6:30 - 9:00PM

#### Digital Photography 2

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

**Item: Y119**      **G. McCutcheon**      **Auburn Campus**      **WB-108**  
 Sessions: 7 M, W      May 4 - May 27      6:30 - 8:30PM  
 NO CLASS May 25

#### Digital Photography 2 - Enumclaw Campus

Learn to work with RAW images, advanced camera controls, when to use manual controls, shooting for HDR, retouching images and composition. Three outdoor shooting labs included. Fee: \$135

**Item: Y169**      **R. Young**      **Enumclaw Campus**  
 Sessions: 6 M, Th      May 4 - May 21      6:30 - 9:00PM

#### Nature Photography

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

**Item: T901**      **G. Doerr**      **Tahoma**  
 Sessions: 6 Tu, Th      May 12 - May 28      6:30 - 9:00PM

#### Art of Photography

Learn the art of photographic composition. Train your eye to find the beauty around you and capture it in a compelling artistic way. Class will cover portrait, macro, and landscape styles with weekly photo assignments and detailed critiques. Fee: \$125

**Item: Y170**      **R. Young**      **Enumclaw Campus**      **ENM-14**  
 Sessions: 5 Tu      May 12 - Jun 9      6:30 - 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

**Item: T902**      **P. Jensen**      **Tahoma**  
 Sessions: 5 Th      Apr 16 - May 14      6:00 - 9:00PM

**Item: Y171**      **P. Jensen**      **Kent Campus**  
 Sessions: 5 W      Apr 15 - May 13      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

**Item: Y167**      **P. Jensen**      **Kent Campus**  
 Sessions 6 M      May 4 - Jun 15      6:00 - 9:00PM  
 NO CLASS May 25

#### Watercolor Painting

Paint scenery and still life paintings as you learn the basic techniques of watercolor painting: various washes, glazing, dry brush, lifting color, masking, image transfer. Learn design skills, color mixing, negative painting, pen and ink, special effects, and more. Supply list provided for you to bring to the first class upon registering. A \$5 fee paid to instructor at the first class for other supplies provided. For all skill levels. Fee: \$149

**Item: T903**      **P. Jensen**      **Tahoma**  
 Sessions: 5 Tu      Apr 14 - May 12      6:00 - 9:00PM



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 \$250

## Fused Glass I

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

**Item: Y120**      **D. Wendt**      **Blue Dog Glass**      **Studio**  
 Sessions: 1 Sa      Apr 25      9:00AM - 1:00PM  
 Project Pick Up on 4/26 at 10AM.

## Introduction to 360 Video Production/Cinematic Virtual Reality

Learn to create, edit and share 360 video, also known as Cinematic VR, that can be seen in Head-Mounted Displays (HMDs) such as Oculus Go, Rift & Quest, and GearVR. Students will have an Adobe account during the course, and access to PIXVANA Spin Studio 2.0 Pro. Please bring Samsung Gear360, MicroSD card and selfie-stick tripod. Equipment is also available to borrow in class or purchase for additional \$149 paid to instructor. Fee: \$359

**Item: Y131**      **SIXLR**      **Tahoma**  
 Sessions: 8 Tu, W      Apr 14 - May 6      6:00 - 9:00PM

## Adventures in Sewing

No more struggling through sewing projects; Learn to sew the fun and easy way! Practice pattern reading, choosing the right fabrics and laying out fabric to create a finished piece you can be proud of. Whether you want to redecorate your home, make crafts or clothes, we'll get you stitching in the right direction. Fabric and patterns provided for the first two projects. At the first session, instructor will provide a guide to assist in fabric purchase for the final apparel project; students are responsible for purchasing fabric for this final project. Fee: \$185

**Item: Y121**      **O. Johnson**      **Auburn Center**  
 Sessions: 4 Sa      Apr 11 - May 2      9:00AM - 2:00PM

## Create Your Own Vision Board

A vision board at its core is a visual representation of all the things that you want to do, be and have in your life. It is something you can look at every single day to remind you of your goals. Attention is powerful, and where your attention goes, your energy flows. Come join our workshop, where you will gain clarity on what you really want and work on your vision board with like-minded people. All the tools are provided to create your powerful vision board. Fee: \$69

**Item: Y122**      **V. Taylor**      **Enumclaw Campus**      **ENM-15**  
 Sessions: 2 Th      Apr 9 - Apr 16      6:00 - 9:00PM

**Item: Y123**      **V. Taylor**      **Auburn Campus**      **WB-106**  
 Sessions: 2 Th      May 7 - May 14      6:00 - 9:00PM

## Introduction to Floral Design

Get a unique, creative and modern approach to designing arrangements while learning the basics of floral design. Class will include the care and handling of flowers, flower varieties and fundamental concepts of floral arrangements and styles. Gain a basic foundation for personal use or for entry level employment in the industry. Fee: \$59

**Item: Y173**      **S. Koelsch**      **Enumclaw Campus**      **ENM-15**  
 Sessions: 1 Tu      May 12      6:00 - 8:00PM

## Drawing Beginning/Continued

Learn to create strong and accurate drawings through the four elemental shapes. Materials list provided upon registration. Fee: \$115

**Item: Y174**      **E. Lynest**      **Enumclaw Campus**      **ENM-16**  
 Sessions: 7, Tu      Apr 7 - May 19      10:00AM - 12:00PM

## Color Fun with Watercolor

Create a full spectrum of colors using just six colors, and create your signature style palette. Six painting projects including landscape, floral, still life and color wheel. Have fun and learn playing with color! Fee: \$115

**Item: Y175**      **E. Lynest**      **Enumclaw Campus**      **ENM-16**  
 Sessions: 7 W      Apr 8 - May 20      10:00AM - 12:00PM

## GRC RESOURCES

### Community Access Card to Holman Library

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

**Item: Y158**

## HEALTH, DANCE AND FITNESS

### 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: T904**      **C. Parsons**      **Tahoma**  
 Sessions: 5 M      Apr 13 - May 11      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: T905**      **C. Parsons**      **Tahoma**  
 Sessions: 5 M      Apr 13 - May 11      7:45 - 8:45PM

### 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: Y132**      **S. Blake**      **Auburn Campus**      **WB-106**  
 Sessions: 5 W      Apr 15 - May 13      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: Y133**      **S. Blake**      **Auburn Campus**      **WB-106**  
 Sessions: 1 W      Apr 15      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: Y134**      **S. Blake**      **Auburn Campus**      **WB-106**  
 Sessions: 1 W      Apr 22      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: Y135**      **S. Blake**      **Auburn Campus**      **WB-106**  
 Sessions: 1 W      Apr 29      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: Y136**      **S. Blake**      **Auburn Campus**      **WB-106**  
 Sessions: 1 W      May 6      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: Y137**      **S. Blake**      **Auburn Campus**      **WB-106**  
 Sessions: 1 W      May 13      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: Y138**      **S. Blake**      **Auburn Campus**      **WB-106**  
 Sessions: 1 W      May 20      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: Y139**      **S. Blake**      **Auburn Campus**      **WB-106**  
 Sessions: 1 W      May 27      6:00 - 8:00PM

**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: Y140**      **S. Korhel**      **Enumclaw Campus**      **ENM-9**  
 Sessions: 8 Tu      Apr 14 - Jun 2      6:30 - 7:30PM

**Item: T906**      **S. Korhel**      **Tahoma**  
 Sessions: 8 Th      Apr 16 - Jun 4      6:30 - 7:30AM

**Intro to Meditation & Mindfulness**

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

**Item: Y172**      **A. Hildebrandt**      **Auburn Center**  
 Sessions: 10 Tu      Apr 7 - Jun 9      8:00 - 9:00AM

**Item: Y173**      **A. Hildebrandt**      **Kent Campus**  
 Sessions: 10 W      Apr 8 - Jun 10      6:00 - 7:00PM

**HOME, GARDEN AND OUTDOORS**

**Introduction To Fly Casting**

Fly casting is the foundational skill to becoming a successful fly fisher. In this 2 session hands on course, you will get all the fundamentals needed to become a good caster. This class is designed for new casters or those with just a little experience. Class includes use of rods, reels and lines. Held at lake Meridian Park in Kent. Fee: \$69

**Item: Y701**      **J. Fiskum**      **Lake Meridian Park**  
 Sessions: 2 Su, Sa      May 2 - May 3      8:00 - 10:00AM

**Spring Fly Casting Tune-Up**

Designed for the caster with some experience. We will evaluate your casting stroke and make recommendations to improve your efficiency, accuracy, distance, and presentation. This is also great refresher course if it's been awhile since you have cast. Get ready for a great season of fly fishing with a pre-season tune-up. Class will be held at Lake Meridian Park in Kent. Fee: \$39

**Item: Y700**      **J. Fiskum**      **Lake Meridian Park**  
 Sessions: 1 Sa      May 2      10:00AM - 12:00PM

**Circus Classes**



Looking to spice up your workout routine? Move on from weights and treadmills to circus arts! Increase energy, boost confidence, and build body awareness. Deep down you'll know that you're building your balance, strength, agility, and fitness-but on the surface, these classes are just fun! Remember, it's never too late to join the circus! There are four different types of classes to choose from: Standing Acrobatics, Aerial Arts, Handstands and Flexibility, and Strength and Stretch. Each class runs for four weeks. Classes held weeknights after 6PM. Visit our website for more details.

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

## Fly-Fishing Lakes and Stillwaters

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

**Item: Y702**      **J. Fiskum**      **Auburn Campus**      **WB-106**  
 Sessions: 1 W      Apr 15      6:30 - 8:30PM  
 Fee: \$39

**Item: Y703**      **J. Fiskum**      **Local Lake**  
 Sessions: 1 Sa      Apr 18      7:00 - 11:00AM  
 Fee: \$69

## Family Trout Fishing

Trout fishing is a great lifetime activity for families! You will learn how to get started in this great sport including how to select tackle & equipment, where and when to go for success, and some straight forward tips on how to catch trout. Included is a resource notebook with information on how to get ready for Opening Day, suggested lakes, fish planting schedules, and destination spots for a nice family trout fishing get-a-way. Fee: \$39

**Item: Y704**      **J. Fiskum**      **Enumclaw Campus**  
 Sessions: 1 Th      Apr 16      6:30 - 8:30PM

## Introduction to Trout Fly Fishing

Join us for a 3 session hands on crash course to learn the skills of Trout Fly fishing. Session 1 in the classroom will cover rods, reels, lines leaders and flies, and how to set up equipment. Session 2 will be an introduction to fly casting held at a local lake. Session 3 will be held at Rattlesnake Lake and includes a second session of casting, followed by learning how to present flies to trout while fishing for Rainbow Trout. Fee: \$119

**Item: Y705**      **J. Fiskum**      **Auburn Campus**      **WB-109**  
 Sessions: 3 Th, 1 Sa      Apr 30      6:30 - 8:30PM  
    May 7      6:00 - 8:00PM  
    May 9      7:00 - 11:00AM

## Fly Fishing on Puget Sound Beaches

Sea-run cutthroat, resident Coho and Chinook, and seasonal migrating salmon can all be taken on flies from beaches all over Puget Sound. We'll discuss tackle, equipment, lines and productive fly patterns. You will learn about tides, points of access and where and when to fish. Class includes written resources. After the classroom session, there will be an optional outing to a local beach for hands-on instruction and fishing. Sign up for the classroom session only, or both. Rent rod, reel, and line from instructor for \$10.

**Item: Y706**      **J. Fiskum**      **Enumclaw Campus**      **ENM-15**  
 Sessions: 1 Th      May 28      6:30 - 8:30PM  
 Fee: \$39

**Item: Y707**      **J. Fiskum**      **Local Puget Sound Beach**  
 Sessions: 1 Sa      May 30      8:00AM-12:00PM  
 Fee: \$69

## 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: Y141**      **A. Morris**      **Auburn Campus**      **WB-109**  
 Sessions: 8 Tu      Apr 7 - May 26      6:30 - 8:30PM

### French II

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

**Item: Y142**      **A. Morris**      **Auburn Campus**      **WB-109**  
 Sessions: 8 Th      Apr 9 - May 28      6:30 - 8:30PM

### Spanish 1

This language course emphasizes conversation but also includes reading, writing, speaking and understanding the language. Course is geared toward the adult student seeking control of a language for practical 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: Y143**      **A. Morris**      **Auburn Campus**      **WB-109**  
 Sessions: 8 M      Apr 6 - Jun 1      6:30 - 8:30PM  
 NO CLASS May 25

**Item: Y165**      **Staff**      **Enumclaw**      **ENM-16**  
 Sessions: 8 Tu      Apr 7 - May 26      6:30 - 8:30PM

### 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: Y144**      **A. Morris**      **Auburn Campus**      **WB-109**  
 Sessions: 8 W      Apr 8 - May 27      6:30 - 8:30PM

## MONEY MATTERS

### 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: Y147**      **S. Beusch**      **Auburn Campus**      **CH-214**  
 Sessions: 1 W      May 13      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: Y145**      **O. Gabrielson**      **Auburn Campus**      **CH-214**  
 Sessions: 1 W      Apr 15      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: Y146**      **M. Farr**      **Auburn Campus**      **CH-214**  
 Sessions: 1 W      Apr 22      6:30 - 9:00PM

**World Financial Group Personal Finance Workshop** **New**

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: Y148**                      **Kent Campus**                      **Kent Campus**  
 Sessions: 5 M                      Apr 6 - May 4                      6:00 - 8:00PM

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

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: Y149**                      **J. Schneider**                      **Kent Campus**                      **KC-324**  
 Sessions: 1 W                      Apr 8                      6:30 - 8:30PM

**Medicare Made Clear** **New**

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: Y151**                      **J. Joneschiet**                      **Kent Campus**                      **KC-323**  
 Sessions: 1 Tu                      Apr 14                      6:30 - 8:30PM

**Item: T907**                      **J. Joneschiet**                      **Tahoma**  
 Sessions: 1 Tu                      Apr 28                      6:30 - 8:30PM

**Item: Y153**                      **J. Joneschiet**                      **Auburn Campus**                      **CH-214**  
 Sessions: 1 Tu                      May 19                      6:30 - 8:30PM

**Item: Y154**                      **J. Joneschiet**                      **Enumclaw Campus**                      **ENM-15**  
 Sessions: 1 Tu                      Jun 2                      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: Y159**                      **Enumclaw Campus**                      **ENM-15**  
 Sessions: 1 Th                      Apr 23                      6:00 - 8:00PM

**Item: T911**                      **Tahoma**  
 Sessions: 1 Tu                      May 12                      6:00 - 8:00PM

**Item: Y160**                      **Auburn Campus**                      **CH-214**  
 Sessions: 1 Tu                      Jun 9                      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: Y155**                      **C. Buser**                      **Auburn Campus**                      **IVC-108**  
 Sessions: 10 M                      Apr 6 - Jun 15                      6:30 - 7:30PM  
 NO CLASS May 25

**Beginning Ukulele**



Start strumming and learn to play in a relaxed and fun atmosphere. Curriculum includes arrangements for all levels from beginner to pro. Focus will be on learning basic strums and chords set to new songs each week. Bring your own ukulele and start making music! Fee: \$99

**Item: Y164**                      **D. Anderson**                      **Auburn Campus**                      **IVC-101**  
 Sessions: 8 Th                      Apr 2 16 - May 21                      6:00 - 7:00PM

**The Business of Music** **New**

Whether it's guitar, piano, sampling, DJing, singing, didgeridoo, or other music making device, you've learned and honed your craft to perfection and now the world needs you and your art! The only thing stopping you is knowledge of royalties, copyrights, digital distribution, trademarks, PROs, ISRCs, ISWCs, UPCs, etc. No big deal. We've got this. This class will take you through the process of getting music out to the public, earning your fair share, and protecting your intellectual property. Fee: \$59

**Item Y163**                      **D Anderson**                      **Auburn Campus**                      **WB-108**  
 Sessions: 5 Th                      Apr 2-Apr 30                      6:00-7:00PM

**Item T913**                      **D. Anderson**                      **Tahoma**  
 Sessions: 5 Th                      May 7- Jun 4                      6:00-7:00PM

**Songwriting** **New**

The songs of Miley Cyrus and Led Zeppelin are remarkably similar and I'll prove it in this class. We'll listen to a lot of music and discuss what makes the songs great (or not great) while learning about songwriting devices, styles, genres, instrumentation, arrangement, production, and more. We'll all write songs and they'll probably all go to the top of the charts or, at least, we'll have a great time trying. Fee: \$99

**Item Y162**                      **D. Anderson**                      **Auburn Campus**                      **WB-108**  
 Sessions: 5 Tu                      Mar 31-Apr 28                      6:00-8:00PM

**Item: T912**                      **D. Anderson Tahoma**  
 Sessions 5 Tu                      May 5- Jun 2                      6:00-8:00PM

WRITING

**Celebrate Your Story: Writing Personal Essays**



Everyone has a story to tell. What's yours? This class focuses on the basic skills needed to write your own personal essays. These are not the boring, academic essays you were required to write in school! The personal essay can take on many forms. It is a telling of your own unique experience and can range from funny to informative to heartwarming. We will discuss the various types of essays, study pieces by published writers to learn what works and of course, write! From beginner to expert, this class will help you take your writing to the next level. Repeat students welcome. Fee: \$69

<b>Item: T910</b>	<b>T. Guerzon</b>	<b>Tahoma</b>	
Sessions: 4 Th	Apr 16 - May 7	6:30 - 8:30PM	
<b>Item: Y157</b>	<b>T. Guerzon</b>	<b>Auburn Campus</b>	<b>WB-108</b>
Sessions: 4 Th	May 14 - Jun 4	6:30 - 8:30PM	

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

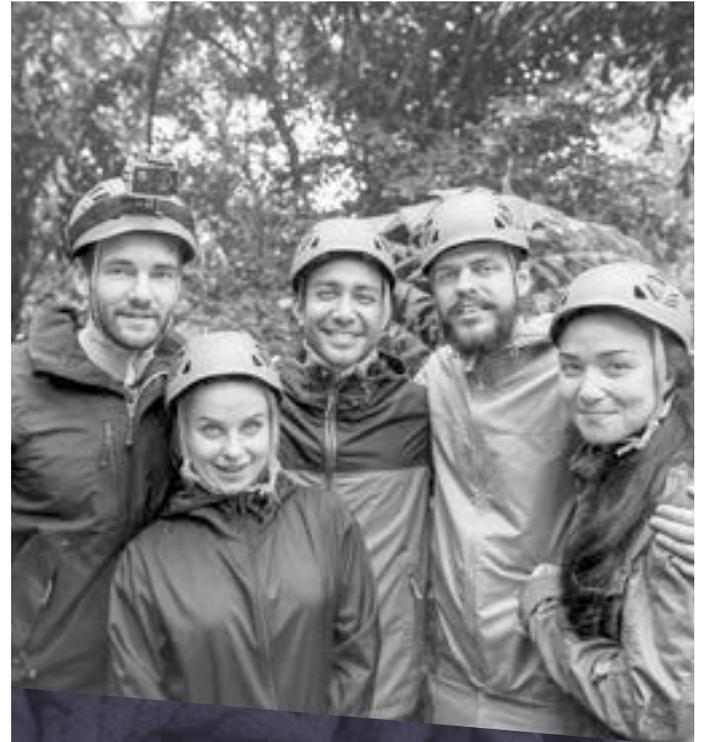
Have you always wanted to write a short story or novel? Maybe you have a great idea, but don't know how to begin. In this class, you will learn how to take your best-selling idea and build it block by block into a compelling storyline with engaging and memorable characters. Instructor has seven novels 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

<b>Item: Y156</b>	<b>L. Bohart</b>	<b>Auburn Campus</b>	<b>ZC-104</b>
Sessions: 5 W	Apr 8 - May 6	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

<b>Item: T908</b>	<b>A. Rubeck</b>	<b>Tahoma</b>
Sessions: 2 W	May 13 - May 20	6:30 - 9:00PM



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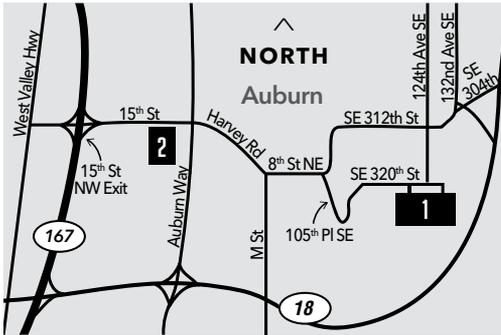
# CONTINUING EDUCATION AT GREEN RIVER COLLEGE

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**1 MAIN AUBURN CAMPUS - 12401 SE 320<sup>TH</sup> STREET**

**SOUTHBOUND**

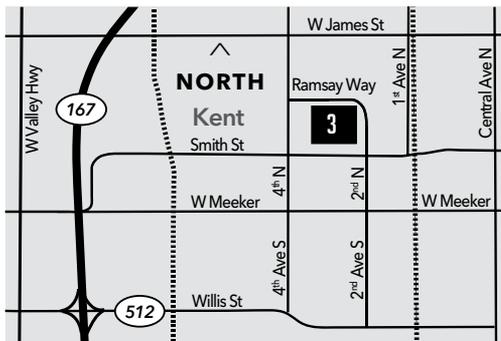
1. Take Highway 167 South toward Kent/Auburn.
2. Take the 15<sup>th</sup> St. NW exit. Turn left onto 15<sup>th</sup> St. NW. (15<sup>th</sup> Street NW becomes Harvey Road.)
3. Turn left onto 8<sup>th</sup> St. NE.
4. Turn right onto 105<sup>th</sup> Pl. SE. Drive to top of hill to SE 320<sup>th</sup>.

**NORTHBOUND**

1. Take Highway 18 East toward Auburn/North Bend.
2. Take the SE 304<sup>th</sup> St. exit toward SE 312<sup>th</sup> St.
3. Turn right onto SE 304<sup>th</sup> St. (SE 304<sup>th</sup> St. becomes 132<sup>nd</sup> Ave. SE.)
4. Continue to 132<sup>nd</sup> Way SE. (132<sup>nd</sup> Way SE becomes SE 312<sup>th</sup> St.)
5. Turn left onto 124<sup>th</sup> Avenue SE.
6. Turn left onto SE 320<sup>th</sup> Street.

**2 AUBURN CENTER - 1221 D STREET NE**

1. Take Highway 167.
2. Take the 15<sup>th</sup> Street exit.
3. Turn right on D Street NE.



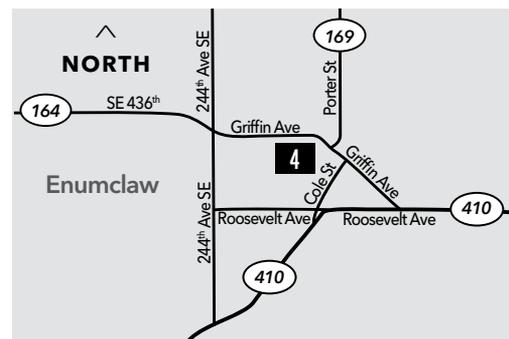
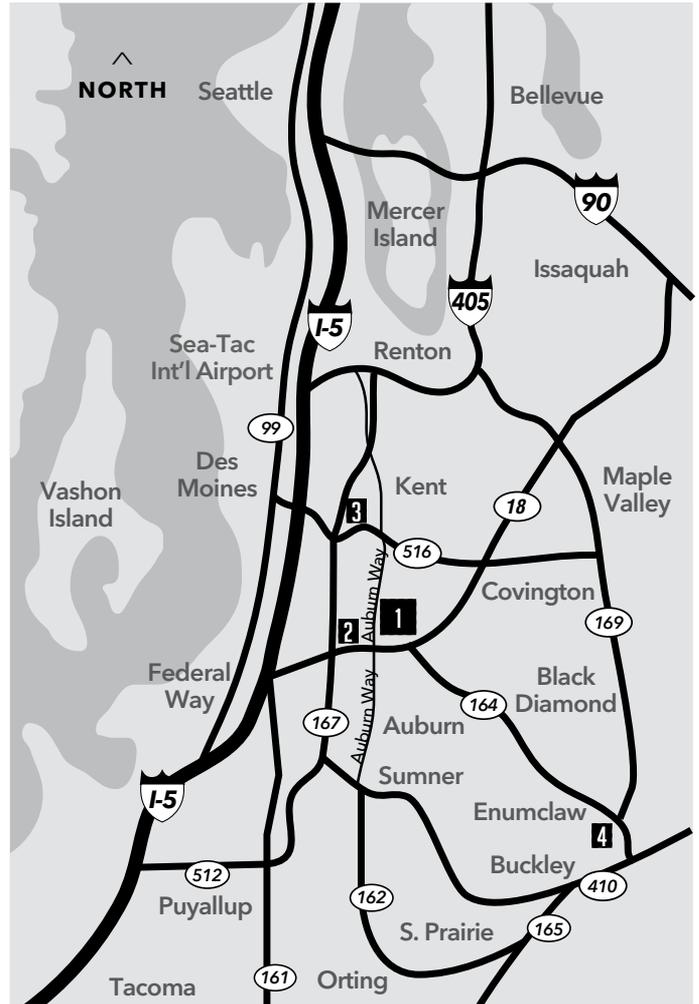
**3 KENT CAMPUS - 417 RAMSAY WAY, SUITE 112**

**SOUTHBOUND**

1. From Highway 167, take the Willis St. exit. Turn left onto Willis St.
2. Drive east on Willis St., turn left (north) onto 4<sup>th</sup> Ave S.
3. Turn right onto Ramsay Way, then turn right into the parking lot.

**NORTHBOUND**

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



**4 ENUMCLAW CAMPUS - 1414 GRIFFIN AVENUE**

**SOUTHBOUND**

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

# 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 CAMPUS

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

## KENT CAMPUS

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

## 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 164 <sup>th</sup> Ave. SE, Covington
<b>Kentwood High School</b>	25800 164 <sup>th</sup> 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 228 <sup>th</sup> Ave. SE, Maple Valley
<b>Renton Technical College</b>	3000 NE 4 <sup>th</sup> St., Renton

## MAIN AUBURN CAMPUS



Main Auburn Campus: 253-833-9111  
Campus Safety Emergency: 253-288-3350



## CAMPUS BUILDINGS

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

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# EXPLORE YOUR INTERESTS THIS SPRING!

## PRIME TIME

See pages 4-5.



## FLAGGER TRAINING

See page 7.



## FORKLIFT TRAINING

See page 8.



## SONGWRITING

See page 27.

