

GREEN RIVER COLLEGE

# CONTINUING EDUCATION SCHEDULE

WINTER 2020

START YOUR  
ADVENTURES  
IN SEWING  
TODAY!

» SEE INSIDE FOR

Professional  
Development

Technology

Personal  
Interest

**NEW!**

See inside for  
ENUMCLAW  
CLASSES



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

# FEATURED CLASSES



## Prime Time

Explore our program for active adult learners age 55 and older.

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## Workplace Excellence Certificate

Improve your career by sharpening your soft skills, like communication, teamwork and problem-solving.

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## Adult Family Home

Take the classes you need to apply for your adult family home license.

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## Paralegal Certificate

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

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## User Experience Design Certificate

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

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# EXPAND YOUR BUSINESS

GREEN RIVER COLLEGE

## SMALL BUSINESS CENTER



**Darrell Sundell**  
PTAC Advisor



**Taryn Hornby**  
SBDC Advisor



**Kevin Grossman**  
SBDC Advisor

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



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

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

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

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

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

See page 12 for more information.



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

## Stay Relevant with Continuing Education

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

**Enumclaw**  
 1414 Griffith Avenue  
 Enumclaw, WA 98022

GREEN RIVER LOCATIONS

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

## HOURS

<b>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 Station:</b>	Monday–Thursday Friday and breaks	7:30a – 8:00p 7:30a – 5:00p
<b>Enumclaw:</b>	Monday–Thursday Friday	8:00a – 8:00p Closed

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### PAYMENT, CANCELLATION AND REFUND POLICY

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.

### The Early Days of Radio: A Look at the Golden Age of Broadcasting

Wednesday, January 15 (1-3 PM), Thursday, January 16 (1-3 PM)

Member Rate: \$39 (P350)

Location: GRC Auburn Center with John Jensen

General Public Rate: \$54 (P351)

A review of the early pioneers of broadcast radio as it swept the nation in the 1920s, 30s and 40s. We'll hear examples of innovative ways in which "theatre of the mind" blossomed during those years with special emphasis on many comedy greats who frequented the radio dial. We'll examine reasons for its demise and its rebirth through the creation of the deejay and talk radio formats.

### Socialism vs. Capitalism: 202 Election Issues

Thursday, January 30 (9:00-11:00 AM)

Member Rate: \$29 (P310)

Location: GRC Auburn Center with Rich Elfers

General Public Rate: \$44 (P311)

Socialism seems to be a major 2020 campaign theme. Far left Democrats are favoring a move to socialism with a single-payer health care program, the elimination of private health insurers and free college for all. Republicans are emphasizing free market capitalism with fewer and fewer government regulations and oversight. What is realistic and what's political hyperbole. Join instructor Rich Elfers to find out the truth with sensible solutions.

### Fraud Watch Network

Tuesday, February 4 (9:00-11:00 AM)

Free (P330)

Location: GRC Auburn Center with AARP

Identity theft, investment fraud and scams rob millions of Americans of their hard-earned money. Last year, 13 million people were victims of identity theft alone - that is one person every 2 seconds. Find out about today's leading scams and hear some tips learned straight from the con artists themselves about who they target and why. Learn to safeguard against identity theft and fraud and get information to protect yourself and your family.

### Dillanos Coffee Roasters Tour

Wednesday, February 12 (9:00 AM-12:00 PM)

Member Rate: \$39 (P340)

Location: GRC Auburn Center

General Public Rate: \$54 (P341)

Dillanos Coffee Roasters, a family owned specialty coffee roaster located in Sumner, was established in 1992 and was named Roast Magazine's 2011 Macro Roaster of the Year. Join us to tour this local, award-winning factory and learn about their organic roasting processes in addition to how they sustainably source their coffee beans from throughout the world's coffee bean growing regions. The tour will be followed by an opportunity to taste their coffees and hear from the head of quality control. Transportation provided.

### Prime Time Membership Lunch: Korean Drum Circle

**Wednesday, February 26 (12:00-2:00 PM)**

**Member Rate: \$19 (P315)**

**Location: GRC Auburn Center with Ruth Mueller**

Our gathering will focus on the traditional drumming of South Korea. The drumming is used to ease the rigor of collective labor required in rice farming, bring good weather for growing and harvest, and celebrate a fruitful harvest. The sounds of the drums reflects the connection to farming cycle; each of the 4 instruments is associated with a natural phenomenon (rain, wind, thunder, and lightening). Come learn to play, no experience required. We will provide the instruments.

### Forgotten Stories: Northwest Public Art of the 1930's

**Thursday, March 5 (9:30 AM - 12:00 PM)**

**Member Rate: \$44 (P320)**

**Location: GRC Auburn Center**

**General Public Rate: \$59 (P321)**

During the economic hard times of the 1930's, U.S. government art projects under the WPA and other agencies created a wealth of public art and supported art communities across the country. In the Northwest hundreds of artists were employed and thousands of artworks created but their story is almost unknown. This exhibition at the Tacoma Art Museum will offer an extensive overview of the bounty of work created in our region. Transportation provided.

### Bing and Bob in World War II and the Days Leading Up to It

**Tuesday, March 10 (1-3 PM), Thursday, March 12 (1-3 PM)**

**Member Rate: \$39 (P360)**

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

**General Public Rate: \$54 (P361)**

Bing Crosby and Bob Hope were two of the greatest names in Hollywood during the Second World War. While Bob was considered one of the most popular comedians of the last century, Bing was America's first superstar having triumphed in radio, motion pictures and recordings. With the aid of archival film and broadcast audio clips we will take an in-depth look at the lives of these two legendary entertainers and explore their early days that led up to their tremendous contributions in entertaining our troops overseas and improving morale on the home front.

### China's Long Term Strategy

**Tuesday, March 17 (9:00-11:00 AM)**

**Member Rate: \$29 (P370)**

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

**General Public Rate: \$44 (P371)**

Increasing dominance in the Asia-Pacific region, and the Belt-and-Road Initiative to make economic connections with the rest of Asia and Europe. Will this strategy work? What are the implications for the west? How should the United States and western governments handle China's increasing presence and political and military muscle. Join instructor Rich Elfers to find out!

## 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: Y926

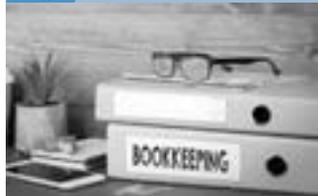
Feb 3 – May 1

ONLINE

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



### Bookkeeping Certificate



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

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

Item: Y927

Feb 3 – May 1

ONLINE

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



### Non-Profit Administration Certificate



In today's market non-profits must operate like businesses. Effective revenue generation and program evaluation are essential. Discover how to build new revenue streams, expand existing services and effectively set prices. Improve evaluation planning and data collection, analysis and

use. Learn the challenges of conducting evaluations and reporting results to funders. By course end, you'll have a program logic model and evaluation plan ready for implementation. Certificate includes two month-long courses. Fee \$595

Item: Y928

Feb 3 – May 1

ONLINE

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

## CAREER AND TRADE SKILLS

### Flagger Training



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

Item: Y394      Auburn Center      AC-150  
Sessions: 1 Sa      Jan 11      8:00AM - 4:30PM

Item: Y393      Kent      KC-321  
Sessions: 1 Sa      Jan 25      8:00AM - 4:30PM

Item: Y392      Auburn Center      AC-150  
Sessions: 1 Sa      Feb 8      8:00AM - 4:30PM

Item: Y391      Enumclaw      8:00AM - 4:30PM  
Sessions: 1 W      Feb 19

Item: Y390      Kent      KC-321  
Sessions: 1 F      Mar 13      8:00AM - 4:30PM

### Forklift Operator Certification (BLTS)

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

Item: Y389      Staff      NorthWest Handling  
Sessions: 1 W      Jan 22      7:00AM - 3:30PM

Item: Y388      Staff      NorthWest Handling  
Sessions: 1 W      Feb 18      7:00AM - 3:30PM

Item: Y387      Staff      NorthWest Handling  
Sessions: 1 W      Mar 26      7:00AM - 3:30PM

### 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

Item: Y386      H. Valenzuela      Auburn Campus      TT-412  
Sessions: 1 Sa      Feb 1      8:00AM - 5:00PM

Item: Y385      H. Valenzuela      Auburn Campus      TT-412  
Sessions: 1 Sa      Mar 28      8:00AM - 5:00PM

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



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

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

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

**COMMUNICATION AND PROFESSIONAL EXCELLENCE**



**Business Writing Certificate**



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

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

Item: Y929      Feb 3 - May 1      ONLINE

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



**NEED A FLEXIBLE CLASS SCHEDULE?**

1. Look for ONLINE classes with a mouse icon.
2. See our ad on page 19.
3. Visit: [greenriver.edu/ceOnline](http://greenriver.edu/ceOnline).

**7 Class Series Workplace Excellence Certificate**



In an increasingly competitive environment, employees with well-rounded "soft skills" are invaluable to a business's success. Set yourself apart by strengthening your communication, teamwork, productivity, interpersonal and critical thinking skills.

The Workplace Excellence Certificate consists of seven 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>Workplace Excellence Certificate (7 Class Series)</b>	<b>page 7</b>
Impactful Communication in the Workplace	page 7
Unspoken Communication in the Workplace	page 8
Difficult Conversations in the Workplace	page 8
Navigating Office Politics in the Workplace	page 8
Productivity in the Workplace	page 8
Team Skills in the Workplace	page 8
Critical Thinking in the Workplace	page 8

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

**7 Class Series Workplace Excellence Certificate**

Take the Workplace Excellence Certificate at a discounted rate. Series includes Impactful Communication, Unspoken Communication, Difficult Conversations, Navigating Office Politics, Productivity, Team Skills and Critical Thinking in the Workplace. Visit [greenriver.edu/ceCertificates](http://greenriver.edu/ceCertificates) for details. Fee: \$549

<b>Item: Y930</b>	<b>Voso/Day/Johnson</b>	<b>Kent</b>	<b>KC-324</b>
Sessions: 12 M, W	Feb 3 - Mar 16	6:00 - 9:00PM	
NO CLASS Feb 17			

**Impactful Communication in the Workplace**

Your communication can impact people's perceptions of your trustworthiness, knowledge, respectability and authority. That is why employers look for employees with effective writing and speaking skills. In this interactive course, learn how to write reader-centered email, reports and business documents; utilize correct grammar, style and wording to polish your communication; speak comfortably at meetings; deliver persuasive presentations; and use PowerPoint and storytelling to add interest to your presentations. Fee: \$169

<b>Item: Y931</b>	<b>L. Voso</b>	<b>Kent</b>	<b>KC-324</b>
Sessions: 3 M, W	Feb 3 - Feb 10	6:00 - 9:00PM	

## Unspoken Communication in the Workplace

Since over 50 percent of our communication is non-verbal, it's important to recognize the powerful role body language plays in workplace communication. People may form positive and negative opinions about us, not by what we say, but by what we do. In this course, discover the messages you convey without speaking; gain tips for changing potentially negative messages; recognize the non-verbal cues of others; practice active listening; and learn how to respond in ways that maximize communication effectiveness. Fee: \$69

**Item: Y932**      **L. Voso**      **Kent**      **KC-324**  
 Sessions: 1 W      Feb 12      6:00 - 9:00PM

## Difficult Conversations in the Workplace

Difficult conversations in the workplace are like the flu: They are unwanted, they cause discomfort, and they are unavoidable. In this course, you will prepare for difficult communication with your boss, coworkers and customers by understanding the root of communication conflicts; recognize your own emotional triggers and habitual communication patterns; identify high conflict words; modify existing communication habits; and practice breathing techniques and vocal tips. Fee: \$139

**Item: Y933**      **L. Voso**      **Kent**      **KC-324**  
 Sessions: 2 M, W      Feb 19 - Feb 24      6:00 - 9:00PM

## Navigating Office Politics in the Workplace

Office politics exist in almost every organization - whether big or small. Your ability to navigate office politics is essential to your success in the workplace. In this course learn how to assess the political climate in your workplace, navigate your organizational structure, develop strategies for getting ahead and utilize influence to get things done. You will also determine what roles people play in your organization, identify key relationships among coworkers and recognize tactics coworkers may use for personal gain. Fee: \$69

**Item: Y934**      **A. Day**      **Kent**      **KC-324**  
 Sessions: 1 W      Feb 26      6:00 - 9:00PM

## Productivity in the Workplace

Employers need productive and efficient employees. But with constant distractions, coworker interruptions and new fires to put out, how can you increase your productivity without adding more time to your day? Through discussions and small group exercises, you will learn about the three common areas of time loss and identify tools you can use to reduce their impact; develop effective organizational skills; utilize SMART goals to prioritize your day; and gain tips to successfully multi-task when managing multiple projects. Fee: \$69

**Item: Y935**      **S. Johnson**      **Kent**      **KC-324**  
 Sessions: 1 M      Mar 2      6:00 - 9:00PM

## Team Skills in the Workplace

Want to showcase your strengths and make a positive impact on your company's bottom line? Your ability to actively listen, question, participate, collaborate and resolve issues will set you apart as a "go-to" person in any organization. In this interactive course, you will utilize listening and questioning skills to develop group understanding; evaluate team roles; develop methods for resolving underlying conflict within a team; and use assertion skills to collaborate with team members to achieve workplace objectives. Fee: \$139

**Item: Y936**      **S. Johnson**      **Kent**      **KC-324**  
 Sessions: 2 M, W      Mar 4 - Mar 9      6:00 - 9:00PM

## Critical Thinking in the Workplace

Critical thinking is one of the most valued skills in today's workplace. Employers need employees who can analyze situations, gather the facts, generate creative solutions, use good judgement and turn mistakes into new opportunities. Through problem-solving exercises, you will learn how to ask the right questions to gather pertinent facts; develop methods to evaluate potential solutions; utilize the Rational Linear and Intuitive decision-making models; and develop procedures to evaluate successful resolution of issues. Fee: \$139

**Item: Y937**      **S. Johnson**      **Kent**      **KC-324**  
 Sessions: 2 M, W      Mar 11 - Mar 16      6:00 - 9:00PM

## HEALTH CARE

### Adult Family Home Administrator Orientation



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

**Item: Y399**      **A. Jones**      **Auburn Center**      **AC-160**  
 Sessions: 1 Tu      Jan 28      9:00AM - 4:00PM

**Item: Y398**      **A. Jones**      **Auburn Center**      **AC-160**  
 Sessions: 1 Tu      Feb 25      9:00AM - 4:00PM

**Item: Y397**      **A. Jones**      **Auburn Center**      **AC-160**  
 Sessions: 1 Tu      Mar 24      9:00AM - 4:00PM

### Adult Family Home Administrator Training

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

**Item: Y396**      **E. Galasso**      **Auburn Center**      **AC-160**  
 Sessions: 7 Sa      Jan 4 - Feb 29      8:00 - 4:00AM  
 NO CLASS January 18 and February 15

**Item: Y395**      **E. Galasso**      **Auburn Center**      **AC-160**  
 Sessions: 7 Sa      Mar 7 - Apr 18      8:00AM - 4:00PM

### Spanish for Medical Professionals

Are you frustrated by the communication gaps that can occur between you and your Spanish-speaking patients? This course, designed specifically for health care professionals, will help you bridge that gap. Learn the alphabet, months and days of the week, body part vocabulary, medical terminology and power verbs. Gain an understanding of the culture, and know how to ask questions crucial to quality health care. See website for required textbook. Fee: \$290

**Item: Y938**      Feb 3 - Mar 27      **ONLINE**

**HUMAN RESOURCES**

**Conducting HR Investigations**

Conducting effective internal investigations is a key skill for HR professionals. A well-executed investigation not only maintains employee trust but also provides a solid defense if the issue proceeds to an agency or court. Topics include structuring an investigation; using an outside investigator; conducting interviews; understanding the agency complaint process; and giving a deposition. You'll also conduct a mock investigation and decide on an appropriate action for complaint resolution. See website for prerequisite. Fee: \$139

**Item: Y939**      **C. Malone**      **Kent**      **KC-321**  
 Sessions: 1 F      Feb 28      9:00AM - 4:00PM

**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.

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Introduction to HR	page 9
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Recruitment and Selection	page 9
Compensation and Benefits	page 9
Employee and Labor Relations	page 9
Training and Development	page 9
HR Administration	page 10
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

**Item: Y940**      **Drinen/King/Bowles**      **Kent**      **KC-321**  
 Sessions: 12 Tu, Th      Feb 6 - Mar 17      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

**Item: Y941**      **J. Drinen**      **Kent**      **KC-321**  
 Sessions: 1 Th      Feb 6      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

**Item: Y942**      **S. King**      **Kent**      **KC-321**  
 Sessions: 2 Tu, Th      Feb 11 - Feb 13      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

**Item: Y943**      **J. Drinen**      **Kent**      **KC-321**  
 Sessions: 2 Tu, Th      Feb 18 - Feb 20      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

**Item: Y944**      **King/Bowles**      **Kent**      **KC-321**  
 Sessions: 2 Tu, Th      Feb 25 - Feb 27      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

**Item: Y945**      **J. Drinen**      **Kent**      **KC-321**  
 Sessions: 2 Tu, Th      Mar 3 - Mar 5      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

**Item: Y946**      **J. Drinen**      **Kent**      **KC-321**  
 Sessions: 1 Tu      Mar 10      6:00 - 9:00PM

## HR Administration

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

**Item: Y947**      **S. King**      **Kent**      **KC-321**  
 Sessions: 1 Th      Mar 12      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: Y948**      **J. Drinen**      **Kent**      **KC-321**  
 Sessions: 1 Tu      Mar 17      6:00 - 9:00PM

## 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: Y949**      **Feb 3 – May 1**      **ONLINE**

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

## 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.

<b>Paralegal Certificate Information Session</b>	<b>page 10</b>
Paralegal Certificate Part 1: Paralegal Essentials	page 10
Paralegal Certificate Part 2: Research, Investigation and Discovery	Spring 2020
Paralegal Certificate Part 3: Advanced Research, Writing and Trial Preparation	Spring 2020

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

### Paralegal Certificate Information Session

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

**Item: Y905**      **V. Hager**      **Auburn Center**      **AC-240**  
 Sessions: 1 Tu      Feb 11      6:00 - 7:00PM

### Paralegal Certificate Part 1: Paralegal Essentials

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

**Item: Y906**      **V. Hager**      **Auburn Center**      **AC-240**  
 Sessions: 9      Feb 25 - Mar 19      6:00 - 9:00PM

This course has one Saturday session on Mar 14 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 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: Y950 Feb 3 – May 1 ONLINE

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

**Instagram for Business**



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

Item: Y952 Feb 3 - Feb 28 ONLINE

**Managing Social Media Platforms Certificate**



Twitter, Facebook for Business and LinkedIn have distinct characteristics and different features. All three are used to develop a two-way communication and marketing strategy for your organization. Learn how to work with and manage these different social media platforms, find out what you can and should be doing with each, and gain practical techniques for integrating them into your organization's communication and marketing. See website for technical requirements. Includes three month-long courses.

Item: Y950 Feb 3 – May 1 ONLINE

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

PROJECT MANAGEMENT



**Agile Project Management: Scrum and Kanban**

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

Item: Y954 D. Yeomans Kent KC-321  
Sessions: 5 M, W Mar 2 - Mar 16 6:00 - 9:00PM

**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>Spring 2020</b>
<b>Project Management Certificate Part A (3 Class Series)</b>	<b>Spring 2020</b>
Project Management Basics: Initiating the Project	Spring 2020
Project Planning and Scheduling Essentials	Spring 2020
Project Execution to Closing	Spring 2020
<b>Project Management Certificate Part B (3 Class Series)</b>	<b>page 11</b>
Project Stakeholder and Communication Management	page 12
Microsoft Project 2019	page 12
Project Management Capstone	page 12

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

**3 Class Series**

**Project Management Certificate Part B**



Take the Project Management Certificate Part B at a discounted rate. Series includes the final three required courses in the Certificate Program: Project Stakeholder and Communication Management, Microsoft Project 2019 and the Project Management Certificate Capstone. Prerequisites: Project Management Certificate Part A and good working knowledge of Windows, Word and Excel. Visit [greenriver.edu/ceCertificates](http://greenriver.edu/ceCertificates) for required textbooks. PDUs: 4.2. Fee: \$879

Item: Y907 Yeomans/Hopper Kent  
Sessions: 14 M, W Jan 6 - Feb 26 6:00 - 9:00PM  
NO CLASS Jan 20, Feb 17. See Kent signage for room assignment.

## Project Stakeholder and Communication Management New

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

**Item: Y908**      **D. Yeomans**      **Kent**      **KC-321**  
 Sessions: 5 M, W      Jan 6 - Jan 22      6:00 - 9:00PM  
 NO CLASS Jan 20

## Microsoft Project 2019 New

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

**Item: Y909**      **J. Hopper**      **Kent**      **KC-274**  
 Sessions: 5 M, W      Jan 27 - Feb 10      6:00 - 9:00PM

## Project Management Capstone New

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

**Item: Y910**      **D. Yeomans**      **Kent**  
 Sessions: 4 M, W      Feb 12 - Feb 26      6:00 - 9:00PM  
 NO CLASS Feb 17. First three sessions meet in Room 321.  
 Last session meets in Room 274.

# COMING SOON!

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**Project Management Certificate  
Part A (3 Class Series)      Spring 2020**

**PMP® and CAPM® Exam Prep      Spring 2020**

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

## REAL ESTATE



### 3 Class Series Real Estate Licensing

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

**Item: Y384** **ONLINE**

## Additional Real Estate Courses

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

<b>Real Estate Law</b>	<b>Item: Y383</b>	<b>ONLINE</b>
<b>Real Estate Appraisal</b>	<b>Item: Y382</b>	<b>ONLINE</b>
<b>Financing Residential Real Estate</b>	<b>Item: Y381</b>	<b>ONLINE</b>
<b>Real Estate Property Management</b>	<b>Item: Y380</b>	<b>ONLINE</b>

## SMALL BUSINESS DEVELOPMENT New

### Retirement Plans for Small Business

With retirement programs becoming more common than ever, it is essential to understand the tax and compliance requirements to avoid future issues. Selecting and running the best type of plan for your organization, such as a SEP, SIMPLE, or 401(k) plan is important for sole proprietors and large companies alike. Discover the differences between the most common types used by small businesses; know when to file a tax return for the plan; understand when employees have to be included; learn the different employer contribution types and how they are calculated; and study best practices to avoid common compliance errors. Fee: \$59

**Item: Y379**      **Staff**      **Auburn Campus**      **WB-106**  
 Sessions: 2 M, W      Jan 13 - Jan 15      6:30 - 8:30PM

### Small Business Start-Up Orientation

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

**Item: Y806**      **K. Grossman**      **Enumclaw**      **ENM-4**  
 Sessions: 1 Tu      Feb 11      5:30 - 7:00PM

**Item: Y801**      **K. Grossman**      **Cov City Hall Council Chambers**  
 Sessions: 1 Tu      Mar 17      5:30 - 7:00PM

**Small Business Social Media and Digital Marketing** 

From initial research, to determining return on investment, this course is designed to introduce you to the essential knowledge of social media and digital marketing for your small business. Topics include a review of common social sites, while also discussing cost-effective email marketing and explaining why 'content is king' for your SEO strategy. Fee: \$59

**Item: Y900**      **J. Mauck**      **Kent**      **KC-273**  
 Sessions: 1 W      Jan 29      6:00 - 9:00PM



**Certified Business Advisor**



**Meet Taryn Hornby, SBDC Advisor for the Green River College Small Business Center!**

Taryn Hornby joined Green River College's Small Business Center staff after 13 years in the banking industry. She began her career in the Asset-Based Commercial Finance industry holding positions ranging from Auditor to Vice President of New Business Development.

Taryn began her career with a small lender specializing in loans ranging from \$250,000 - \$5MM and then moved to the tenth largest bank in the world and finally to a subsidiary of the largest bank in the world where she sourced loans ranging from \$5MM - \$100MM. She has also worked as a Small Business Banker for one of the largest cash flow lenders in the US.

Taryn has owned her own business, starting with an original idea, developing the organization and then selling it several years later. She has an MBA from Northern Illinois University and a BS in Accounting from the University of Illinois, having also passed the CPA exam.

**Her areas of specialization include:**

- Banking
- Evaluating Financial Statements
- Financial Health of an Organization
- Business Plans
- Marketing Strategy

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: Y955**      **G. Larson**      **Kent**      **KC-255**  
 Sessions: 4 Tu, Th      Jan 14 - Jan 23      5:30 - 9:00PM

**Microsoft Windows 10**

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

**Item: Y956**      **G. Larson**      **Kent**      **KC-255**  
 Sessions: 1 F      Jan 24      8:00AM - 4:00PM

**CYBERSECURITY**

**Cybersecurity for Managers** 

Cybersecurity issues are all around us and reach nearly every part of our business and work. Get the basic knowledge you need to practice safer computing and safeguard your information. Topics include threats and vulnerabilities; safeguards; common attacks, viruses, malware and spyware; disaster recovery planning; intrusion detection/prevention; basic security architecture; introductory forensics; and cyber terrorism. This course is designed for non-technical managers, directors and other workplace personnel. Visit [greenriver.edu/ceOnline](http://greenriver.edu/ceOnline) for details. Fee: \$195

**Item: Y981**      **Mar 2 - Mar 27**      **ONLINE**

## 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 14

**Data Analyst Certificate Part 1: SQL Server (4 Class Series)** page 14  
 Relational Database Concepts and Design page 14  
 SQL Programming Level 1 page 14  
 SQL Programming Level 2 page 14  
 SQL Server Certificate Capstone page 14

**Data Analyst Certificate Part 2: Python for Data Analysis** page 14

**Data Analyst Certificate Part 3: Exploratory Data Analysis (3 Class Series)** Spring 2020  
 Data Mining Spring 2020  
 Data Visualization Spring 2020  
 Data Analyst Certificate Capstone Spring 2020

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

#### Data Analyst Certificate Information Session

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

**Item: Y911** **Opedal/Parshall** **Kent** **KC-274**  
 Sessions: 1 Th Jan 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: Y912** **J. Parshall** **Kent** **KC-274**  
 Sessions: 15 Tu, Th Jan 21 - Mar 10 6:00 - 9:00PM

#### Data Analyst Certificate Part 2: Python for Data Analysis

Python is a versatile and easy-to-use language that's used by data analysts for data mining and data analytics. Learn the basics of Python by exploring the variables, expressions, functions and classes. Create basic programming structures using decisions and loops. Create code for data processing using Pandas for analytics. For prerequisites and program details, visit [greenriver.edu/ceCertificates](http://greenriver.edu/ceCertificates). Fee: \$549

**Item: Y913** **O. Opedal** **Auburn Center** **AC-250**  
 Sessions: 8 Tu Jan 21 - Mar 10 6:00 - 9:00PM

## MICROSOFT

### Microsoft Office 2019 Essentials Certificate New



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

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

**Microsoft Office 2019 Essentials Certificate (5 Class Series)** page 14  
 Microsoft Word 2019 Level 1 page 16  
 Microsoft Outlook 2019 page 15  
 Microsoft PowerPoint 2019 page 15  
 Microsoft Excel 2019 Level 1 page 15  
 Microsoft Access 2019 Level 1 page 15

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

#### 5 Class Series Microsoft Office 2019 Essentials Certificate New

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: Y982** **Hopper/Larson** **Kent** **KC-255**  
 Sessions: 2 F Feb 28 - Mar 6 8:00AM - 4:00PM

**2 Class Series** **Microsoft Access 2019** 

Discover the power of Access 2019 by taking the Access Series. Series includes Levels 1 and 2 at a discounted rate. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Two textbooks included. Fee: \$249

<b>Item: Y958</b>	<b>J. Hopper</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 2 F	Feb 28 - Mar 6	8:00AM - 4:00PM	

**Microsoft Access 2019 Level 1** 

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

<b>Item: Y959</b>	<b>J. Hopper</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 1 F	Feb 28	8:00AM - 4:00PM	

**Microsoft Access 2019 Level 2** 

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

<b>Item: Y960</b>	<b>J. Hopper</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 1 F	Mar 6	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. Three Textbooks included. Fee: \$369

<b>Item: Y962</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 6 Tu, Th	Jan 28 - Feb 13	5:30 - 9:00PM	

<b>Item: Y966</b>	<b>G. Larson</b>	<b>Kent</b>	<b>Kent</b>
Sessions: 3 F	Feb 21 - Mar 6	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

<b>Item: Y963</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 2 Tu, Th	Jan 28 - Jan 30	5:30 - 9:00PM	

<b>Item: Y967</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 1 F	Feb 21	8:00AM - 4:00PM	

**Microsoft Excel 2019 Level 2**

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

<b>Item: Y964</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 2 Tu, Th	Feb 4 - Feb 6	5:30 - 9:00PM	

<b>Item: Y968</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-274</b>
Sessions: 1 F	Feb 28	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

<b>Item: Y965</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 2 Tu, Th	Feb 11 - Feb 13	5:30 - 9:00PM	

<b>Item: Y969</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-274</b>
Sessions: 1 F	Mar 6	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

<b>Item: Y970</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 1 F	Feb 7	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

<b>Item: Y971</b>	<b>G. Larson</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 1 F	Feb 14	8:00AM - 4:00PM	

**Microsoft Project 2019** 

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

<b>Item: Y909</b>	<b>J. Hopper</b>	<b>Kent</b>	<b>KC-274</b>
Sessions: 5 M, W	Jan 27 - Feb 10	6:00 - 9:00PM	

## 3 Class Series Microsoft Word 2019



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

**Item: Y972**      **J. Hopper**      **Kent**      **Kent**  
 Sessions: 3 F      Jan 31 - Feb 14      8:00AM - 4:00PM  
 See Kent signage for room assignment.

### 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: Y973**      **J. Hopper**      **Kent**      **KC-255**  
 Sessions: 1 F      Jan 31      8:00AM - 4:00PM

### Microsoft Word 2019 Level 2



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

**Item: Y974**      **J. Hopper**      **Kent**      **KC-274**  
 Sessions: 1 F      Feb 7      8:00AM - 4:00PM

### Microsoft Word 2019 Level 3

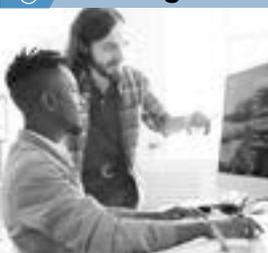


Get a solid foundation in Word's advanced features, and become a power user! Learn more advanced formatting features for tables and charts; create building blocks; link text; configure Word options; work with templates; track and review changes; use references; create mailings with recipient lists; perform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

**Item: Y975**      **J. Hopper**      **Kent**      **KC-274**  
 Sessions: 1 F      Feb 14      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: Y976**      **Feb 1 – May 1**      **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 17</b>
Relational Database Concepts and Design	page 17
SQL Programming Level 1	page 17
SQL Programming Level 2	page 17
SQL Server Certificate Capstone	page 17

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

### 4 Class Series 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 SQL Server Certificate Capstone. Visit [greenriver.edu/ceCertificates](http://greenriver.edu/ceCertificates) for prerequisites and textbook information. Fee: \$879

**Item: Y914**      **J. Parshall**      **Kent**      **KC-274**  
 Sessions: 15 Tu, Th      Jan 21 - Mar 10      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

**Item: Y915**      **J. Parshall**      **Kent**      **KC-274**  
 Sessions: 3 Tu, Th      Jan 21 - Jan 28      6:00 - 9:00PM

### SQL Programming Level 1

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

**Item: Y916**      **J. Parshall**      **Kent**      **KC-274**  
 Sessions: 5 Tu, Th      Jan 30 - Feb 13      6:00 - 9:00PM

**SQL Programming Level 2**

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

**Item: Y917**      **J. Parshall**      **Kent**      **KC-274**  
 Sessions: 4 Tu, Th    Feb 18 - Feb 27    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

**Item: Y918**      **J. Parshall**      **Kent**      **KC-274**  
 Sessions: 3 Tu, Th    Mar 3 - Mar 10    6:00 - 9:00PM

**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>page 17</b>
Working Designer	page 17
Illustrator CC	page 18
<b>Graphic Design Certificate Part 3 (2 Class Series)</b>	<b>Spring 2020</b>
InDesign CC	Spring 2020
Graphic Design Certificate Capstone	Spring 2020

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

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

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

**Item: Y419**      **M. Olson**      **Kent**      **KC-255**  
 Sessions: 9 M, W    Jan 6 - Feb 5    6:00 - 9:00PM  
 NO CLASS Jan 20.

**Working Designer**

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

**Item: Y420**      **M. Olson**      **Kent**      **KC-255**  
 Sessions: 3 M, W    Jan 6 - Jan 13    6:00 - 9:00PM

**Illustrator CC**

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

**Item: Y421**      **M. Olson**      **Kent**      **KC-255**  
 Sessions: 6 M, W    Jan 15 - Feb 5    6:00 - 9:00PM  
 NO CLASS Jan 20.

**Interested in Cinematic VR?**



Check out our class on **Introduction to 360 Video Production/Cinematic Virtual Reality** on page 20!

**NEED A FLEXIBLE CLASS SCHEDULE?**



1. Look for ONLINE classes with a mouse icon.
2. See our ad on page 19.
3. Visit: [greenriver.edu/ceOnline](http://greenriver.edu/ceOnline).

## 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>page 19</b>
<b>UX Design Certificate Part 1 (2 Class Series)</b>	<b>page 19</b>
UX Design Fundamentals	page 20
HTML5 and CSS3 and Online Content Management Tools	page 20
<b>UX Design Certificate Part 2 (3 Class Series)</b>	<b>Spring 2020</b>
Responsive Web Design	Spring 2020
Web Accessibility	Spring 2020
UX Design Capstone	Spring 2020

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

## User Experience (UX) Design Fundamentals

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

<b>Item: Y424</b>	<b>S. Norris</b>	<b>Kent</b>	<b>KC-255</b>
Sessions: 6 M, W	Feb 10 - Mar 2	6:00 - 9:00PM	
NO CLASS Feb 17			

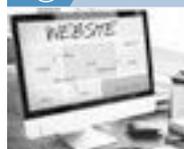
## HTML5, CSS3 and Online Content Management Tools

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

<b>Item: Y425</b>	<b>S. Norris</b>	<b>Kent</b>	<b>KC-274</b>
Sessions: 6 M, W	Mar 4 - Mar 23	6:00 - 9:00PM	



## WordPress Certificate



WordPress is the most popular content management system (CMS) for website and blog design. Learn all the initial steps and the required elements for having a website; identify how to build a simple WordPress website or blog; customize your WordPress site by hand-coding HTML, CSS, and PHP; and apply search engine optimization (SEO) techniques to improve your website ranking and much more. Certificate includes three month-long courses. Fee: \$495

<b>Item: Y980</b>	<b>Feb 3 - Mar 27</b>	<b>ONLINE</b>
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Visit [greenriver.edu/ceOnline](http://greenriver.edu/ceOnline) for course details.

## User Experience (UX) Design Certificate Information Session

Join us for a free information session, where our User Experience (UX) Design instructor will discuss the role of the User Experience (UX) Design professional, the skills needed to be successful, the employment outlook and Green River's User Experience (UX) Design Certificate Program. Registration required. Free

<b>Item: Y422</b>	<b>S. Norris</b>	<b>Kent</b>	<b>KC-274</b>
Sessions: 1 W	Jan 22	6:00 - 7:00PM	

### 2 Class Series

### User Experience (UX) Design Certificate Part 1

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

<b>Item: Y423</b>	<b>S. Norris</b>	<b>Kent</b>
Sessions: 12 M, W	Feb 10 - Mar 23	6:00 - 9:00PM
NO CLASS Feb 17. Please see Kent signage for room assignment.		

## 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

#### Advanced Microsoft Excel 2016

Master advanced features and functions of Excel 2016, including data analysis tools, data tables and databases, PivotTables, custom controls and more.

#### Basic CompTIA A+ Certification Prep

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

#### Become a Veterinary Assistant

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

#### Certificate in Nutrition, Chronic Disease and Health Promotion

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

#### Drawing for the Absolute Beginner

Interested in drawing but don't know how to get started? Gain a solid foundation in the basics of drawing and become the artist you've always dreamed you could be!

#### Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate. You'll also learn tools for solving problems and resolving conflicts.

#### Introduction to Journaling

Discover how journaling can help you learn about your values and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.

#### Introduction to PC Security

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

#### Introduction to Screenwriting

Learn everything you need to know to write a great script, from structure, character creation and dialogue to marketing and selling your screenplay.

#### Keys to Successful Money Management

Acquire the knowledge and skills necessary for accumulating a sizable nest egg. A Certified Financial Planner will teach you the steps to take to achieve true financial success.

#### Speed Spanish III

Master your ability to speak, understand and read Spanish by taking the final installment in this unique three-part Speed Spanish learning series.

#### The Keys to Effective Editing

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

## 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

#### AutoCAD 2018 Certified User (Voucher Included)

Learn the basic and advanced 2D functionality for AutoCAD 2018. You will also get the necessary tools to prepare for the Autodesk AutoCAD 2018 Certified User Exam.

#### CCNA Collaboration (Voucher Included)

Become an expert in Cisco telephony, from call routing basics to advanced Cisco telephony architecture. Price includes voucher to take the Cisco 210-060 CIDC certifying exam.

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

This Medical Billing and Coding program, with 60 hours of medical terminology training, gives you a competitive edge in entering the health care field.

#### Front-End Web Developer

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

#### Full Stack Software Developer

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

#### Lean Training (Exam Cost Included)

This in-depth online course will teach you how to utilize the principles of Lean process improvement as you prepare to test for Lean Certification.

#### Microsoft Excel 2019 Certification Training

This course prepares you for the Microsoft Office Specialist (MOS) and Expert certification exams for Microsoft Excel 2019.

#### NCSF Sports Nutrition Specialist (Voucher Included)

Get the necessary knowledge and skills to successfully pass the NCSF Sport Nutrition Specialist (SNS) Exam, and work safely and effectively as a Sport Nutrition Specialist.

#### OMCA Mobile Marketing Associate (Voucher Included)

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

#### OMCA Web Analytics Associate (Voucher Included)

Want to make sense of all your marketing data? Get web analytics training while simultaneously preparing for the OMCA® certification exam.

#### PMI Risk Management Professional

Become proficient on PMI's Risk Management procedure and learn how to mitigate company risk through best practices. This program prepares you for PMI's Risk Management Professional exam.

#### SalesForce: Power User

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

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

### Beginning Pastels

Colorful pastels have been used by artists since the 16th century and have been making a comeback the last few years. This will be an overview of the different pastel materials, tools, and techniques. Projects will include landscapes and still life. Fee: \$115

**Item: Y322**      **E. Lynest**      **Enumclaw**  
 Sessions: 7 Tu      Jan 21 - Mar 3      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: Y321**      **E. Lynest**      **Enumclaw**  
 Sessions: 7 W      Jan 22 - Mar 4      10:00AM - 12:00PM

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

**Item: Y374**      **O. Johnson**      **Auburn Center**  
 Sessions: 4 Sa      Feb 22 - Mar 14      9:00AM - 2:00PM

### Digital Photography 1 - Enumclaw

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: Y324**      **R. Young**      **Enumclaw**  
 Sessions: 6 W      Jan 8 - Feb 12      6:30 - 9:00PM

### Photography: Lightroom 6

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

**Item: Y323**      **R. Young**      **Enumclaw**  
 Sessions: 4 Th      Jan 9 - Jan 30      6:30 - 9:00PM



### Digital Photography 1

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

**Item: Y378**      **G. McCutcheon**      **Auburn Campus,**      **WB-108**  
 Sessions: 7 M, W      Jan 6 - Jan 29      6:30 - 8:30PM  
 NO CLASS Jan 20

**Item: T800**      **G. Doerr**      **Tahoma**  
 Sessions: 7 Tu, Th      Jan 21 - Feb 11      6:30 - 8:30PM

### Digital Photography 2

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

**Item: Y377**      **G. McCutcheon**      **Auburn Campus,**      **WB-108**  
 Sessions: 7 M, W      Feb 10 - Mar 4      6:30 - 8:30PM  
 NO CLASS Feb 17

**Item: T801**      **G. Doerr**      **Tahoma**  
 Sessions: 7 Tu, Th      Feb 25 - Mar 17      6:30 - 8:30PM

### 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: T803**      **P. Jensen**      **Tahoma**  
 Sessions: 6 Tu      Feb 25 - Mar 31      6:00 - 9:00PM

### Beginning Oil Painting Without Solvents

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

**Item: Y375**      **P. Jensen**      **Auburn Campus**      **WT-16**  
 Sessions: 6 M      Feb 24 - Mar 30      6:00 - 9:00PM

### Drawing for Beginners

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

**Item: T804**      **P. Jensen**      **Tahoma**  
 Sessions: 6 Th      Jan 9 - Feb 13      6:00 - 9:00PM

## NW Coast Style Flat Relief Woodcarving



This class provides a supportive, well equipped environment to gain a basic intro to woodcarving, by learning the techniques of hand carving your design choice on good quality wood. You'll learn many of the carving, painting and woodworking skills you'll need to carve future projects. We'll talk about NW Coast "Form line" and sound design concepts. We will also discuss Wood and demystify the process of buying it. All tools provided. This is an 8-week course, 1x week for 3 hours. Classes held on a Mon/Tue or Thu each week. 9:30am or 6pm. Make-up classes avail. A \$35 fee paid to instructor at the first class for other supplies provided. Fee \$250

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

### Drawing with a Brush in Acrylic

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

**Item: T802**      **P. Jensen**      **Tahoma**  
Sessions: 6 Tu      Jan 7 - Feb 11      6:00 - 9:00PM

### 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: Y376**      **D. Wendt**      **Blue Dog Glass**      **STUDIO**  
Sessions: 1 Sa      Feb 22      9:00AM - 1:00PM  
Project Pick Up on Feb 23 at 10am.

### 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: Y358**      **V Taylor**      **Auburn**  
Sessions: 2 Th      Feb 27 - Mar 5      6:00 - 9:00PM

### 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: T806**      **SIXLR**      **Tahoma**  
Sessions: 8 Tu, W      Jan 14 - Feb 4      6:00 - 9:00PM

### Watercolor Techniques and More

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

**Item: T805**      **P. Jensen**      **Tahoma**  
Sessions: 6 Th      Feb 27 - Apr 2      6:00 - 9:00PM

## GRC RESOURCES

### Community Access Card to Holman Library

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

**Item: Y361**

## HEALTH, DANCE AND FITNESS

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

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: T807**      **S. Blake**      **Tahoma**  
Sessions: 5 W      Jan 15 - Feb 12      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: T808**      **S. Blake**      **Tahoma**  
Sessions: 1 W      Jan 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: T809**      **S. Blake**      **Tahoma**  
Sessions: 1 W      Jan 22      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: T811**      **S. Blake**      **Tahoma**  
Sessions: 1 W      Feb 5      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: T810**      **S. Blake**      **Tahoma**  
Sessions: 1 W      Jan 29      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: T812**      **S. Blake**      **Tahoma**  
Sessions: 1 W      Feb 12      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: T813**      **S. Blake**      **Tahoma**  
Sessions: 1 W      Feb 26      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: T814**      **S. Blake**      **Tahoma**  
Sessions: 1 W      Mar 4      6:00 - 8:00PM

## Mindful Eating

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: \$349

**Item: T806**      **S. Blake**      **Tahoma**  
Sessions: 8 Tu, W      Jan 7 - Jan 29      6:00 - 8:00PM

## Mindfulness and Relaxation

Join us and learn techniques to help quiet the mind, relax and find focus in your daily life. Join yoga teacher and psychotherapist Elizabeth "Liz" Grasher and learn skills to promote calm and present moment awareness. Studies show engaging in mindfulness/relaxation techniques can improve both physical and emotional wellness. We will engage in sensory based and guided meditation, deep breathing techniques and discuss ways to incorporate this practice into your daily life. Fee: \$29

**Item: Y359**      **E. Grasher**      **Auburn Center**      **AC-150**  
Sessions: 1 Sa      Feb 1      9:20AM - 12:00PM

## Nightclub 2-Step: The Basics

This graceful, smooth-flowing dance is a wonderful way to get you through weddings, parties, cruises, and other social dance occasions. The basic steps are easy to learn and suitable even for the occasional dancer. Nightclub 2-step is a great alternative for today's slow dance music. It is the most popular dance for those romantic ballads. Singles and couples welcome. Fee: \$59

**Item: T815**      **C. Parsons**      **Tahoma**  
Sessions: 5 W      Feb 26 - Mar 25      6:30 - 7:30PM

## East Coast Swing

If you learn just one dance, this is it! It's a fun and easy dance to learn and to begin partner dancing. Known world-wide as American dance, it's the most versatile dance done to the greatest variety of music including Big Band, Rock and Roll, Rhythm and Blues, Country, and Top 40. Singles and couples of all ages welcome. Fee: \$59

**Item: T816**      **C. Parsons**      **Tahoma**  
Sessions: 5 W      Feb 26 - Mar 25      7:45 - 8:45PM

## Yoga for All

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

**Item: Y354**      **S. Korhel**      **Enumclaw**  
Sessions: 8 Tu      Jan 21 - Mar 10      6:30 - 7:30PM

**Item: T817**      **S. Korhel**      **Tahoma**  
Sessions: 8 Th      Jan 23 - Mar 19      6:30 - 7:30AM  
NO CLASS Feb 20

## 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.

## HOME, GARDEN AND OUTDOORS

### Adult CSI Lecture

Do you enjoy watching CSI programs/mysteries? Then this class is for you. This 3 hour presentation will contain some photos and information that might be considered graphic/offensive. Learn behind the scenes' facts of several crimes such as homicides, robberies, staged crime scenes, and more. Fee: \$29

**Item: Y351**      **L. Dean**      **Auburn Campus**      **CH-214**  
Sessions: 1 Tu      Feb 25      6:00 - 9:00PM

### Create a Website for Fun, Profit and Business

No programming required! Discover easy-to-use, drag & drop design tools that can build your personal or small business website quickly! Covers website layout planning, Search Engine Optimization (SEO), social media marketing, the tips and traps of website design. Optional eBooks available for purchase after class. Taught by a multi award-winning instructor and published author from Seattle. Lecture. Fee: \$69

**Item: Y349**      **K. Boyd**      **Auburn Center**  
Sessions: 1 Tu      Mar 3      6:00 - 9:00PM

**Fruit Growing in Your Backyard**

Learn the basics of fruit culture in the Pacific NW climate. Learn to properly plant and care for your trees, which varieties do best in our mild climate, and how to avoid or deal with common insects and diseases. This course also includes fruit tree pruning. Fee: \$35

**Item: Y320**      **A. Haywood**      **Enumclaw**  
 Sessions: 1 Th      Mar 5      6:30 - 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: \$49

**Item: Y352**      **Staff**      **Enumclaw**  
 Sessions: 1 Tu      Feb 4      6:00 - 8:00PM

**Introduction to Sustainable Gardening and Landscaping**

Create a great-looking landscape or garden that's healthier for you, your family, your pets, and the environment while saving you time and money! Topics include using a sustainable and economical approach to planning and managing a landscape or garden based on five components: soil, water, plants, materials and health. Fee: \$35

**Item: Y319**      **A. Haywood**      **Enumclaw**      **ARR**  
 Sessions: 1 Th      Feb 20      6:30 - 9:00PM



**Create Your Emergency Exit Plan!**

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

**Item: Y318**      **K. Boyd**      **Auburn Center**  
 Sessions: 1 M      Mar 2      6:00 - 9:00PM

**Sell it on eBay!**

Learn how to create an eBay Seller account, create successful eBay listings, upload pictures and accept online payments with PayPal. Included are selling "Tips, Tricks and the Traps" to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. Optional eBooks available for purchase after class. Taught by a multi-award winning instructor and published author from Seattle. Lecture. Fee: \$59

**Item: Y350**      **K. Boyd**      **Auburn Center**  
 Sessions: 1 Tu      Mar 4      6:00 - 9:00PM

**DIY Alaska Fishing Adventures**

Alaska has the world's best sport-fishing and it's more accessible and affordable than many people realize. Learn how to plan, and execute an amazing angling adventure to "The Last Frontier" without breaking the bank account. Class will include a resource notebook packed with information to help you plan your trip of a lifetime. Instructor has over 30 years of Alaska angling experience and has escorted over 20 group fishing adventures to Alaska. Fee: \$39

**Item: Y324**      **J. Fiskum**      **Auburn Campus**      **WB-108**  
 Sessions: 1 W      Jan 8      6:30 - 8:30PM

**Building a Logical and Systematic Fly Pattern Collection for Pacific NW Angling**

With over 5000 commercially produced Trout fly patterns where is a newer angler to start building a collection of effective flies. Whether you are a fly tier or a fly buyer. You can benefit from this discussion of how to stock your fly boxes so you will always be ready for any trout fishing situation. You will receive a resource guide with hatch charts, fly pattern styles, suggested patterns for NW fisheries, and how to go about organizing your fly boxes for success. You do not need to be an aquatic entomologist to carry the right flies. This will be simple, straight forward information. Fee: \$39

**Item: Y323**      **J. Fiskum**      **Enumclaw**  
 Sessions: 1 W      Jan 22      6:30 - 8:30PM

**Bucket List Fly Fishing Adventures in the West**

We will discuss 20 of the west's top destinations for a multiple day fly fishing vacation. Class will include a resource guide with information about lodging, camping, guides and outfitters and how to do it yourself. Instructor has over 30 years experience planning and escorting fly fishing tours all over the west. Fee: \$39

**Item: Y322**      **J. Fiskum**      **Auburn Campus**      **WB-108**  
 Sessions: 1 W      Feb 19      6:30 - 8:30PM

**Fly Fishing Washington State**

Our state has tremendously diverse angling opportunities. Come and learn about where, when and how to fly fish Washington. We will discuss local options, the state's Top 10, honorable mention and some sleeper fisheries that fly under the radar of the typical angler. Class will include a resource notebook loaded with information about hatches, fly patterns, guides and DIY resources. Fee: \$39

**Item: Y321**      **J. Fiskum**      **Enumclaw**  
 Sessions: 1 Tu      Mar 3      6:30 - 8:30PM

**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: Y320**      **J. Fiskum**      **Lake Meridian Park**  
 Sessions: 2 Sa Su      Mar 14 - Mar 15      8:00 - 10:00AM

**Eliminating Holiday Turmoil**

Learn to eliminate the stress, worry, and hassle that comes with the month of December. Learn creative ways to complete tasks in advance so that by the time December arrives, you are prepared and will have extra time to enjoy attending concerts or other festive events around this special time of year with people most important to you. Instructor will also share her strategies for making your own holiday greeting cards to add a personal touch and highlight your creativity (and coordinating thank you cards). Come join the fun, get a jump start on your holiday preparations, and implement these helpful strategies regardless of what type of traditions you have! Fee: \$29

**Item: Y353**      **A. Howell Anselmi**      **Auburn Campus CH-214**  
 Session: 1 W      Feb 5 6:30-8:30PM

**Item: Y327**      **A. Howell Anselmi**      **Tahoma**  
 Session: 1 W      Mar 4 6:30-8:30PM

## 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: Y346**      **A. Morris**      **Auburn Campus**      **WB-109**  
Sessions: 8 Tu      Jan 28 - Mar 17      6:30 - 8:30PM

### Spanish I

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

**Item: Y348**      **A. Morris**      **Auburn Campus**      **WB-109**  
Sessions: 8 M      Jan 27 - Mar 23      6:30 - 8:30AM  
NO CLASS Feb 17

### 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: Y347**      **A. Morris**      **Auburn Campus**      **WB-109**  
Sessions: 8 W      Jan 29 - Mar 18      6:30 - 8:30PM

## MONEY MATTERS

### Retirement Strategies 101

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

**Item: Y345**      **F. Gallo**      **Auburn Center**      **AC-150**  
Sessions: 2 Sa      Jan 25 - Feb 1      9:00AM - 12:00PM

**Item: Y343**      **F. Gallo**      **Auburn Campus**      **WB-106**  
Sessions: 3 Tu      Jan 28 - Feb 11      6:30 - 8:30PM

### 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: T818**      **S. Buesch**      **Tahoma**  
Sessions: 1 W      Feb 12      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: Y341**      **O. Gabrielson**      **Auburn Campus**      **CH-214**  
Sessions: 1 W      Mar 4      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: Y340**      **M. Farr**      **Auburn Campus**      **CH-214**  
Sessions: 1 W      Mar 11      6:30 - 9:00PM

### World Financial Group Personal Finance Workshop

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

**Item: Y339**      **Staff**      **Auburn Campus**      **CH-214**  
Sessions: 5 M      Feb 24 - Mar 23      6:00 - 8:00PM

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

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

**Item: Y338**      **J. Schneider**      **Kent**      **KC-324**  
Sessions: 1 W      Jan 15      6:30 - 8:30PM

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

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

**Item: Y337**      **J. Schneider**      **Kent**      **KC-324**  
Sessions: 1 W      Mar 11      6:30 - 8:30PM

### Medicare Made Clear

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

**Item: Y336**      **J. Joneschiet**      **Kent**      **KC-323**  
Sessions: 1 Tu      Jan 14      6:30 - 8:30PM

**Item: T819**      **J. Joneschiet**      **Tahoma**  
Sessions: 1 Tu      Feb 11      6:30 - 8:30PM

**Item: Y335**      **J. Joneschiet**      **Auburn Campus**      **CH-214**  
Sessions: 1 Tu      Mar 3      6:30 - 8:30PM

**Item: Y334**      **J. Joneschiet**      **Enumclaw**  
Sessions: 1 Tu      Mar 24      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

<b>Item: Y332</b>	<b>Staff</b>	<b>Enumclaw</b>	
Sessions: 1 W	Jan 15	6:00 - 8:00PM	
<b>Item: Y331</b>	<b>Staff</b>	<b>Auburn Campus</b>	<b>CH-214</b>
Sessions: 1 W	Feb 12	6:00 - 8:00PM	
<b>Item: T820</b>	<b>Staff</b>	<b>Tahoma</b>	
Sessions: 1 Tu	Mar 17	6:00 - 8:00PM	

**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

<b>Item: Y311</b>	<b>D. Anderson</b>	<b>Auburn Campus</b>	<b>IVC-101</b>
Sessions: 8 Th	Jan 16 - Mar 5	6:00 - 7:00PM	

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

**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

<b>Item: Y333</b>	<b>C. Buser</b>	<b>Auburn Campus</b>	<b>IVC-108</b>
Sessions: 10 Tu	Jan 7 - Mar 10	6:30 - 7:30PM	

**5 Class Series The History of Rock 'n' Roll**



Led by Dace's Rock 'n' More Music Academy Founder Dace Anderson, this series will trace the roots of Rock 'n' Roll from Robert Johnson to The Carter family to find out where it came from then follow it through it's heyday from Bill Haley to Pearl Jam to discuss what it's become and where it's going. We'll discuss musical forms and terms, see the instruments, listen to the music, and talk about personal experiences creating a unique take on a very popular subject. Each class is set to be a one-off lecture/discussion or part of the series. Choose your own adventure. No musical experience is required. Fee: \$99

**Classes Include:**

- The Roots of American Rock: 1860's - 1955
- The Early Years of Rock 'n' Roll: 1955 - 1963
- The Beatles Years: 1963 - 1970
- Rock 'n' Roll 70's and 80's
- Rock 'n' Roll 90's and Beyond

<b>Item: Y317</b>	<b>D. Anderson</b>	<b>Auburn Campus</b>	<b>IVC-101</b>
Sessions: 5 Tu	Jan 14 - Feb 11	6:00 - 8:00PM	
<b>Item: Y309</b>	<b>D. Anderson</b>	<b>Tahoma</b>	<b>TBA</b>
Sessions: 5 Tu	Feb 25 - Mar 24	6:00 - 8:00PM	

**The Roots of Rock: 1860's-1955**



Explore how four main types of American music (Jazz, Country, Folk, Blues) coalesced into what would become the most influential American musical export ever. The lives, times, and music of Louis Armstrong, The Carter Family, Woody Guthrie, Robert Johnson, and others will be discussed along with a brief history of the guitar and it's influence on the formation of rock music. Fee: \$29

<b>Item: Y316</b>	<b>D. Anderson</b>	<b>Auburn Campus</b>	<b>IVC-101</b>
Sessions: 1 Tu	Jan 14	6:00 - 8:00PM	
<b>Item: Y308</b>	<b>D. Anderson</b>	<b>Tahoma</b>	<b>TBA</b>
Sessions: 1 Tu	Feb 25	6:00 - 8:00PM	

**The Early Years of Rock 'n' Roll; This Ain't Your Parents Music: 1955-1963**



Elvis, Little Richard, Chuck Berry, Bill Haley, Sam Phillips, Buddy Holly, and others add a bit of rebellion to their American roots music and create an international phenomenon. Elvis enters the Army. Radio disc-jockeys get caught taking bribes. Buddy Holly dies. A vacuum is created. Fee: \$29

<b>Item: Y315</b>	<b>D. Anderson</b>	<b>Auburn Campus</b>	<b>IVC-101</b>
Sessions: 1 Tu	Jan 21	6:00 - 8:00PM	
<b>Item: Y307</b>	<b>D. Anderson</b>	<b>Tahoma</b>	<b>TBA</b>
Sessions: 1 Tu	Mar 3	6:00 - 8:00PM	

**The Beatles Years: 1963-1970**



England repackages and re-sells an American product back to Americans for a hefty profit while saving Rock 'n' Roll from an early demise and inspiring a huge creative step forward in music, culture, and recording techniques (1963-1970) - The Beatles, The Rolling Stones, Jimi Hendrix, multi-track recording, The Beatles, The Who, Woodstock, Wah-Wah pedals, The Beatles, Bob Dylan, The Beach Boys, The Beatles, The Grateful Dead, Clapton, The Beatles... Fee: \$29

**Item: Y314**      **D. Anderson**      **Auburn Campus**      **IVC-101**  
 Sessions: 1 Tu      Jan 28      6:00 - 8:00PM

**Item: Y306**      **D. Anderson**      **Tahoma**      **TBA**  
 Sessions: 1 Tu      Mar 10      6:00 - 8:00PM

**Rock 'n' Roll: 70's and 80's**



In the 70's, Rock 'n' Roll splinters into a million pieces (prog rock, heavy metal, southern rock, glam, folk rock, etc.), gets too big for it's britches (stadium rock i.e. Pink Floyd, Peter Frampton, Aerosmith, Zeppelin, Queen), and creates its own rebellious backlash in punk rock (The Ramones, Sex Pistols). In the 80's the excess goes to 11. Bon Jovi uses all the hair spray, C.C. Deville plays too many notes, Van Halen, Metallica, Def Leppard and many others take partying to the next level and, in the ultimate irony that perfectly encapsulates the spirit of the era, the drummer of Guns 'n' Roses gets thrown out of the band for doing too many drugs. Fee: \$29

**Item: Y313**      **D. Anderson**      **Auburn Campus**      **IVC-101**  
 Sessions: 1 Tu      Feb 4      6:00 - 8:00PM

**Item: Y305**      **D. Anderson**      **Tahoma**      **TBA**  
 Sessions: 1 Tu      Mar 17      6:00 - 8:00PM

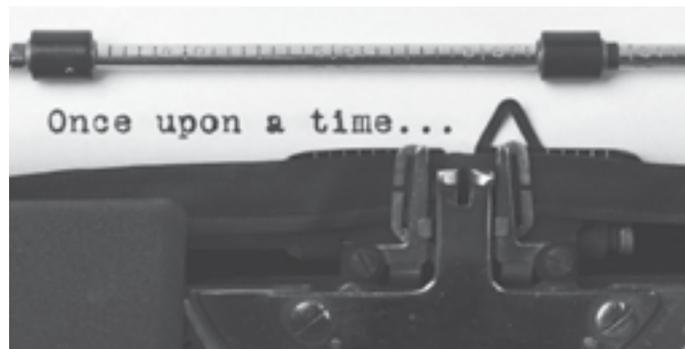
**Rock 'n' Roll: The 90's and Beyond**



Grunge, The Seattle Sound and everything after. A fitting tribute to the heyday of Rock 'n' Roll. Soundgarden sounds like a cross between Black Sabbath and Led Zeppelin, Nirvana sounds like a punk rock version of The Beatles, Pearl Jam is a mix of the massive stadium rock and noisy club music from the 70's. After grunge, the popularity of the guitar wanes and ushers in a new era of rock mixed with electronic sounds. Muse, Royal Blood, King Gizzard and The Lizard Wizard, Avenged Sevenfold, digital recording. Is rock dead? We'll discuss what the fundamental traits of rock are and decide for ourselves. Fee: \$29

**Item: Y312**      **D. Anderson**      **Auburn Campus**      **IVC-101**  
 Sessions: 1 Tu      Feb 11      6:00 - 8:00PM

**Item: Y304**      **D. Anderson**      **Tahoma**      **TBA**  
 Sessions: 1 Tu      Mar 24      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: \$99

**Item: Y328**      **T. Guerzon**      **Kent**      **KC-321**  
 Sessions: 3 Th      Mar 5 - Mar 19      6:30 - 8:30PM

**Writing for Children and Getting Published**

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

**Item: Y329**      **A. Rubeck**      **Auburn Campus**      **CH-214**  
 Sessions: 2 Su, Th      Feb 6 - Feb 9      6:30 - 9:00PM

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# COLLEGE CLOSE TO HOME



Green River's Enumclaw location offers a wide variety of credit classes.

### WINTER 2020 CLASSES

DEPT/DIV	CLASS	CREDITS
BASIC 032-076	Adult Basic Educ-L2-4/Test Prep	(6)
ENGL& 101	English Composition I	(5)
ENGL 126	Writing: Humanities	(5)
MATH 062	Review Of Arithmetic	(5)
MATH 070	Pre-Algebra	(5)
MATH 072	Elementary Algebra	(5)
MATH 097	Intermediate Algebra	(5)
MATH& 107	Math In Society	(5)
PE 136	Yoga 1	(1)

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



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

Green River College offers credit and non-credit classes at its Kent location. For times of the credit classes listed below, see the College credit class schedule.

### Office Hours:

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

Friday 7:30a-5:00p

**Questions? 253-856 9595**

ACCT& 201	Prin Of Accounting I	(5)	MATH 062	Review Of Arithmetic	(5)
AP 100	Human AP Survey	(5)	MATH 070	Pre-Algebra	(5)
BIOL& 100	Survey Of Biology	(5)	MATH 072	Elementary Algebra	(5)
BIOL& 241	Human AP 1	(5)	MATH 097	Intermediate Algebra	(5)
BTAC 110	Business Math Applic	(5)	MATH& 142	Precalculus II	(5)
BUS 159	Professional Selling	(5)	MATH& 146	Intro To Statistics	(5)
BUS& 201	Business Law	(5)	MGMT 345	Corporate Finance II	(5)
BUS 300	Entrepreneur Leadership	(5)	MGMT 361	Negotiations	(5)
BUS 360	Sales And Negotiation	(5)	MGMT 420	Business Strategy	(5)
BUS 395	Strategic Mktg And Mgmt	(5)	MUSC& 105	Music Appreciation	(5)
BUS 460	Venture Launch 1	(5)	NUTR& 101	Nutrition	(5)
CMST& 210	Interpersonal Comm	(5)	POLS& 200	Introduction To Law	(5)
CMST& 220	Public Speaking	(5)	POLS& 202	American Government	(5)
ECED& 107	Hlth, Safety And Nutri	(5)	PSYC& 100	General Psychology	(5)
EDUC& 130	Guiding Behavior	(3)	READ 104	Reading Mastery	(5)
ECED 315	Foundations Infant/Todd	(5)	SPAN& 121	Spanish I	(5)
ECED 340	Equity/Social Justice	(3)	SPAN& 122	Spanish II	(5)
ECED 415	Early Iden/Intervention	(5)	TS 020	TS Academic Skills	(5)
ECED 420	Assessment/Documentation	(3)	TS 052	Adult Basic Math Support	(5)
ECON& 201	Micro Economics	(5)	TS 053	Adult Basic Math	(5)
ELL 009-050	ELL Literacy-Level 1-5	(15)	TS 054	TS Math Review Support	(5)
ELL 024-044	ELL Conversation Level 2-4	(3)	TS 055	TS Math Review	(5)
ELL 021-041	ELL Intensive Writing L2-4	(15)	TS 055	TS Math Review	(5)
ELL 038-048	ELL Pathways Level 3-4	(15)	TS 056-057	TS Math HS Equivalency 1-2	(5)
ELL 017-037	ELL Technology Level 1-3	(3)	TS 058-059	TS Math HS EQ 1-2 Support	(5)
ENGL& 101	English Composition I	(5)	TS 064-066	Lang Arts Soc Studies 4-6	(5)
ENGL 126	Writing: Humanities	(5)	TS 074-076	Lang Arts And Lit 4-5, 6-1	(5)
ENGL 128	Res Writing: Sci/Engr/Bus	(5)	TS 084	Lang Arts Phys Science 4	(5)
ENGL 165	Intro To Myths Of World	(5)	TS 085-086	Lang Arts In Science 5-6	(5)
HIST& 137	US History II	(5)			

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

GREEN RIVER COLLEGE

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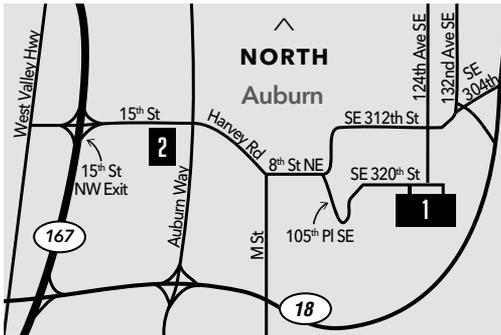
## CONTINUING EDUCATION AT GREEN RIVER COLLEGE

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

**SOUTHBOUND**

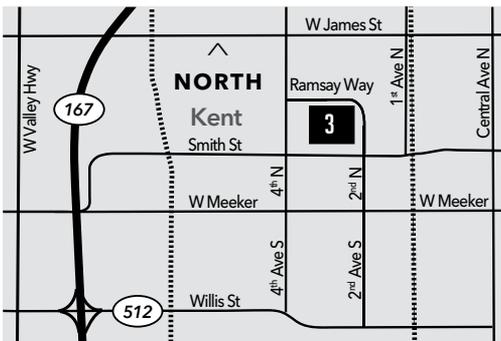
1. Take Highway 167 South toward Kent/Auburn.
2. Take the 15<sup>th</sup> St. NW exit. Turn left onto 15<sup>th</sup> St. NW. (15<sup>th</sup> Street NW becomes Harvey Road.)
3. Turn left onto 8<sup>th</sup> St. NE.
4. Turn right onto 105<sup>th</sup> Pl. SE. Drive to top of hill to SE 320<sup>th</sup>.

**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.



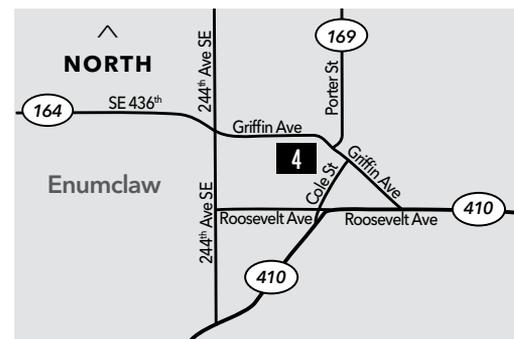
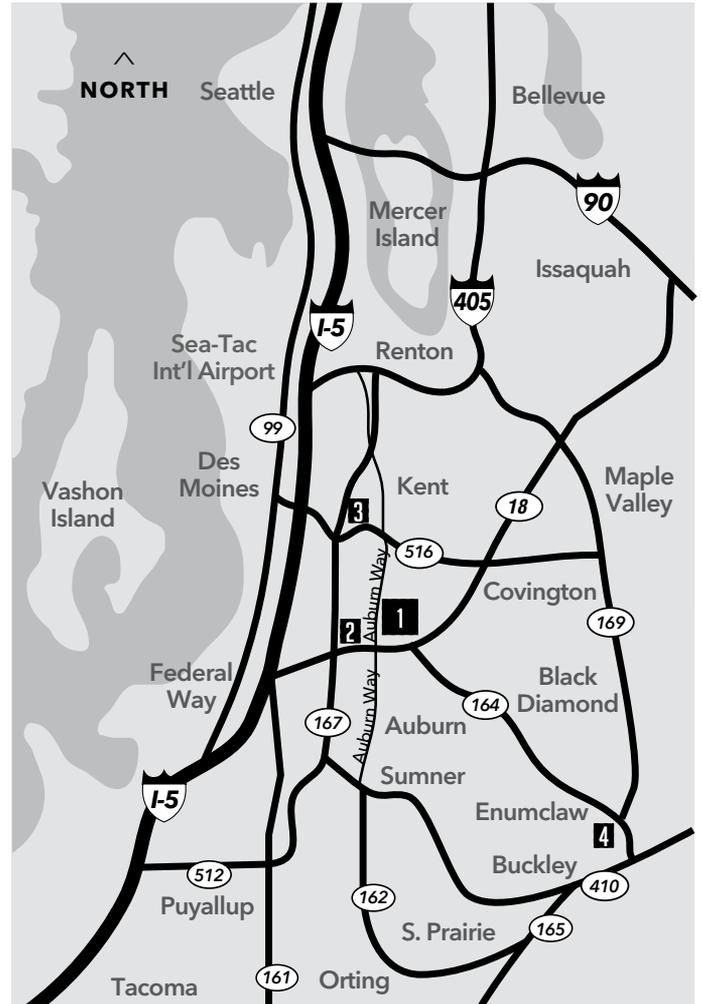
**■ KENT STATION LOCATION - 417 RAMSAY WAY, SUITE 112**

**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.



**■ ENUMCLAW LOCATION - 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

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

## Kent Station

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

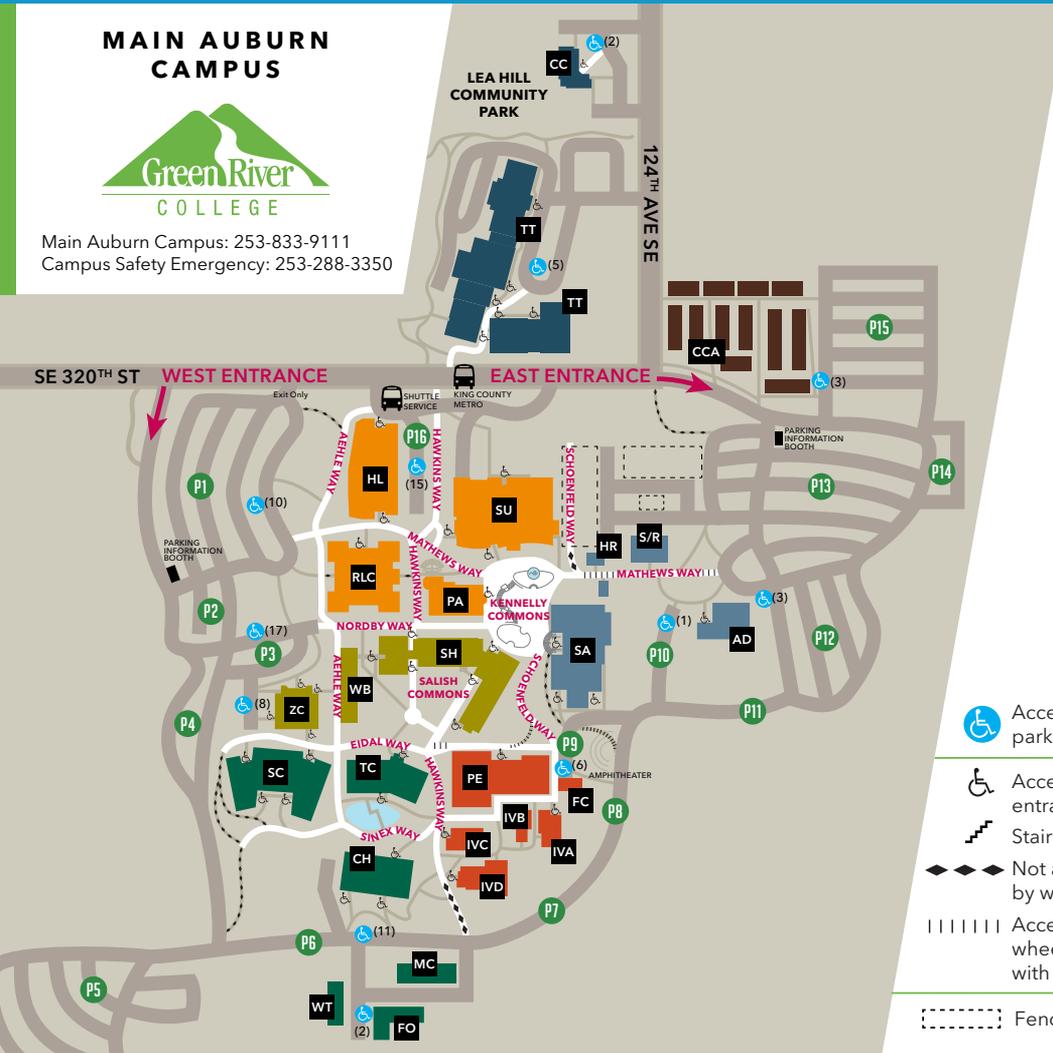
## Locations

<b>Blue Dog Glass Art</b>	29304 168 <sup>th</sup> Ave. SE, Kent
<b>Covington City Hall</b>	16720 SE 271 <sup>st</sup> St, Covington
<b>Covington Library</b>	27100 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 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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## DIFFICULT CONVERSATIONS IN THE WORKPLACE

See page 8.



## CONDUCTING HR INVESTIGATIONS

See page 9.



## AGILE PROJECT MANAGEMENT: SCRUM AND KANBAN

See page 11.



## MICROSOFT EXCEL 2019

See page 15.

