

GREEN RIVER COLLEGE

CONTINUING EDUCATION

SPRING 2021

PROJECT MANAGEMENT CERTIFICATE

Build Your Career as
a Project Manager

See page 11 for
Project Management
Certificate information.

SEE INSIDE FOR FOR CLASS
AND CERTIFICATES IN:

Human Resources

Project Management

Data Analyst

Web and Graphic Design

Leadership and Supervision
and more.

Learn Something New This
Spring with our Personal
Interest Classes.



Visit greenriver.edu/ce

FEATURED CLASSES



HR Generalist Certificate (8 Class Series)

Prepare to effectively serve in an HR Generalist role.

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Supervision Certificate (6 Class Series)

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

page 8



Sales Master Class (5 Class Series)

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

page 10



Holistic Wellness (3 Class Series)

Take this 3 class series on wellness and discover how to become resilient, what makes you happy, and how to put it into a wellness vision for yourself.

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Family Trout Fishing

Make fishing a family activity with this great class on trout fishing.

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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



Marnie Tyson
PTAC Advisor



Phillip Luebke
PTAC Advisor

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

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

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

Visit us online at

greenriver.edu/businesscenter



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

Stay Relevant with Continuing Education This Spring

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

EASY WAYS TO REGISTER



REGISTER AND PAY ONLINE
greenriver.edu/ce



PHONE

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



LOCATIONS

Register and pay in person at:

Main Auburn Campus

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

Auburn Center

1221 D Street NE
Auburn, WA 98002

Kent Campus

417 Ramsay Way, Suite 112
Kent, WA 98032

Enumclaw Campus

1414 Griffith Avenue
Enumclaw, WA 98022

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

HOURS

Main Auburn Campus:	Monday–Thursday Friday and Breaks	9:00AM–5:00PM 9:00AM–5:00PM
Auburn Center:	Monday–Thursday Friday and Breaks	7:30AM–8:00PM 7:30AM–5:00PM
Kent Campus:	Monday–Thursday Friday and Breaks	7:30AM–8:00PM 7:30AM–5:00PM
Enumclaw Campus:	Monday–Thursday Friday	8:00AM–8:00PM Closed

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

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

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CLASS TYPE DEFINITION

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

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

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



PRIME TIME

Prime Time is a program for active adult learners ages 55 and older. The yearly membership fee of \$55 entitles members to a discount on Prime Time and Continuing Education classes and special invitations to campus events. Join us and enjoy stimulating, intellectual, short-term classes and tours! Non-members are also welcome to participate.



Brexit: The End of 4.5 Years of British and European Agony

Tuesday, March 30 (9AM - 11AM)

Location: Virtual Classroom with Rich Elfers

Member Rate: \$29 (P430)

General Public Rate: \$44 (P431)

4.5 years ago the British voters voted 52 to 48% to leave the European Union. Since that time there has been a lot of hand wringing, debate and stalemate. Parts of the U.K. are not happy with that decision and have threatened secession. Finally, at the end of 2020, Prime Minister Boris Johnson, using brinkmanship, reached an agreement for the divorce with only weeks to go before a "hard" Brexit would have become reality. Understand the history of this tortuous decision and learn of the implications for Britain, the European Union, and the world.

Covid-19: An Interdisciplinary Perspective

Tuesday, April 13 (1PM - 4PM)

Location: Virtual Classroom via Zoom with

Sara Keene, Stephanie Hoffman and Leo Studach

Drawing on research in microbiology, epidemiology, and sociology, this class will explore the biological foundations of Covid-19, the ways in which the disease progresses and is transmitted in the population, and how and why this disease has had such disproportionate impacts on communities of color. Through a combination of lecture and discussion, Green River College faculty members Dr. Stephanie Hoffman, Dr. Leo Studach, and Dr. Sara Keene will equip you with a variety of tools help you better understand the multifaceted dimensions of the coronavirus pandemic.

Member Rate: \$29 (P410)

General Public Rate: \$44 (P411)

The Wright Brothers & How They Invented Motorized Flight

Tuesday, April 27 (9AM - 11AM)

Location: Virtual Classroom via Zoom with Rich Elfers

On December 17, 1903 history was made. The Wright brothers used their mechanical skills as bicycle builders to fashion the first motorized aircraft in history that actually flew the "amazing" distance of 120 feet against a 27-mile per hour headwind, making their actual speed 6.8 MPH (or 34 MPH after subtracting the headwind). The place was Kitty Hawk, North Carolina. After three more flights, their last flight that day flew 852 feet in 59 seconds. Learn the fascinating story of how the Wright brothers got to that point and how motorized flight has progressed since then, changing the history of the world in the process.

Member Rate: \$29 (P440)

General Public Rate: \$44 (P441)

Space, Astronauts & Technology

Tuesday, May 18 (9AM - 11AM)

Location: Virtual Classroom via Zoom with Phillip Ballo

Learn more about humankind's desire to explore the vastness and wonders of space! In this class, we will review current and past historical literature as well as explore some of the most iconic documents in NASA's history. In addition to learning the amazing history of space flight, you will gain a basic understanding of the fields research, analysis, and review. Join Green River College adjunct instructor Phillip Ballo and look at NASA's fascinating past and future directions of deep space exploration.

Member Rate: \$29 (P450)

General Public Rate: \$44 (P451)

Turkey's Erdogan and His Dreams of an Ottoman Resurrection

Wednesday, June 9 (9AM - 11AM)

Location: Virtual Classroom via Zoom with Rich Elfers

Recep Tayyip Erdogan became president of Turkey in 2014, leading the Justice and Development Party with a pro-Islamist bent. In that time Erdogan has become increasingly autocratic, clamping down on dissent and arresting journalists. He is challenging the Greeks, the French, angering Americans and NATO, and muscling into the eastern Mediterranean region, into Syria, Libya, and the Azerbaijan/Armenian conflict. He dreams of a second Ottoman Empire and leadership of the Muslim world. Turkey's Erdogan is a man to watch.

Member Rate: \$29 (P420)

General Public Rate: \$44 (P421)

GREEN RIVER COLLEGE

SUMMER KIDS' CAMPS

AUBURN • KENT • ENUMCLAW • TAHOMA

Have Fun with Green River College Summer Kids' Camps!

These camps provide fun challenges where new skills are learned while having a blast!

Join the summer fun with the following topics:

- » Computer camps
- » STEM camps

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

For More Info, Visit greenriver.edu/kidscamps

Professional Development

BUSINESS AND FINANCE



Accounting and Finance for Non-Financial Managers Certificate



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

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

Item: Y406 Apr 5–Jul 2 ONLINE

Visit greenriver.edu/ceOnline for course details.



Bookkeeping Certificate



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

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

Item: Y407 Apr 5–Jul 2 ONLINE

Visit greenriver.edu/ceOnline for course details.

SPRING-CLASS TYPE DEFINITION

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

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- **HYBRID/VIRTUAL:** Part of the class will be held online without a set time to attend. The other part will occur at the time listed in a virtual format (e.g. Zoom).
- **ONLINE:** The entire class will be held online without a set time to attend. The class will still have assignment deadlines and due dates.

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: Y150	J. Gale	Auburn Center	AC-240
Sessions: 1 Th	4/1	8:00AM–4:30PM	
Item: Y151	J. Gale	Auburn Center	AC-240
Sessions: 1 Th	4/22	8:00AM–4:30PM	
Item: Y152	J. Gale	Auburn Center	AC-240
Sessions: 1 Th	5/6	8:00AM–4:30PM	
Item: Y153	J. Gale	Auburn Center	AC-240
Sessions: 1 Sa	5/15	8:00AM–4:30PM	
Item: Y154	J. Gale	Auburn Center	AC-240
Sessions: 1 W	5/26	8:00AM–4:30PM	
Item: Y155	J. Gale	Auburn Center	AC-240
Sessions: 1 Sa	6/12	8:00AM–4:30PM	

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: Y156	H. Valenzuela	Auburn Campus	TT-412
Sessions: 1 Sa	4/24	8:00AM–5:00PM	

COMMUNICATION AND PROFESSIONAL EXCELLENCE



Business Writing Certificate



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

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

Item: Y408 Apr 5–Jul 2 ONLINE

Visit greenriver.edu/ceOnline for course details.



Workplace Communication Certificate



Good communication in the workplace is more important than ever and critical to your career success. Learn how to identify, address and manage conflict situations; gain successful conflict management strategies; plan,

implement and win in the negotiation process; and communicate more effectively by finding out more about yourself and others using personality profiles for better work performance. Course fee includes your own DiSC Behavioral Personality Profile assessment and review. Certificate includes three month-long courses. Fee \$595

Item: Y428 Apr 5–Jul 2 ONLINE

Visit greenriver.edu/ceOnline for course details.

HEALTH CARE

Adult Family Home Administrator Orientation

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

Item: Y157 A. Jones Virtual Classroom Zoom
Sessions: 1 Tu 4/20 9:00AM–4:00PM

Item: Y158 A. Jones Virtual Classroom Zoom
Sessions: 1 Tu 5/24 9:00AM–4:00PM

Item: Y159 A. Jones Virtual Classroom Zoom
Sessions: 1 Tu 6/15 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

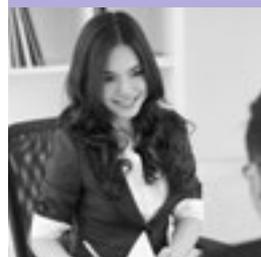
Item: Y160 E. Galasso Virtual Classroom Zoom
Sessions: 7 Th 3/25–5/6 8:00AM–4:15PM

Item: Y161 E. Galasso Virtual Classroom Zoom
Sessions: 7 Sa 5/1–6/19 8:00AM–4:15PM
NO CLASS May 29

Item: Y162 E. Galasso Virtual Classroom Zoom
Sessions: 7 Th 5/13–6/24 8:00AM–4:15PM

HUMAN RESOURCES

aPHR™ Certification Exam Prep



HRCI's new Associate Professional in Human Resources™ (aPHR™) certification is the perfect way to validate your entry-level knowledge of the human resources field. In this course, you'll review the six content areas of the exam, which are different from those for PHR® and SPHR®; learn how to study for the exam; get test-taking tips; and take sample multiple-choice tests.

See website for required textbook and prerequisites. Fee: \$379

Item: Y454 C. Malone Online
Sessions: 4 Sa Apr 24–Jun 5 9:00AM – 2:30PM

UPGRADE YOUR RESUME

PROFESSIONAL DEVELOPMENT CLASSES



greenriver.edu/ce

8 Class Series **HR Generalist Certificate**



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

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

HR Generalist Certificate (8 Class Series)	Page 7
Introduction to HR	Page 7
Federal and State Employment Law	Page 7
Recruitment and Selection	Page 7
Compensation and Benefits	Page 7
Employee and Labor Relations	Page 7
Training and Development	Page 7
HR Administration	Page 8
Health, Safety and Security	Page 8

Visit greenriver.edu/ceCertificates for course details.

8 Class Series **HR Generalist Certificate**

Take the HR Generalist Certificate (8 Class Series) at a discounted rate. Series includes Introduction to HR, Federal and State Employment Laws, Recruitment and Selection, Compensation and Benefits, Employee and Labor Relations, Training and Development, HR Administration and Health, Safety and Security. Visit greenriver.edu/ceCertificates for recommended textbook. Fee: \$599

Item: Y409	Malone/Drinen/King/Henning Farber	Virtual Classroom	Zoom
Sessions: 12 Tu, Th	4/29–6/8	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: Y410	C. Malone	Virtual Classroom	Zoom
Sessions: 1 Th	4/29	6:00–9:00PM	

"I am impressed at how well put together the material is. Even though we have different presenters it doesn't feel like we are getting differing opinions. Everything is streamlined and smooth. The material is relevant."

A student of the HR Certificate

Instructor Bio

Stephanie King

Federal and State Employment Laws

Stephanie King, SPHR and SHRM-SCP, has over 20 years of experience in HR in both the private and public sectors. She is currently employed with the City of Kent as a Recruitment Analyst. Prior to moving to Washington, Stephanie worked for GKN Aerospace and the City of Auburn in Alabama. She taught SHRM certification classes through the East Alabama Society for Human Resources and college courses at Southern Union State Community College in Opelika, AL. Stephanie holds a bachelor's degree in Communications from the University of South Alabama and a master's degree in Human Resource Management from Troy University.

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: Y411	S. King	Virtual Classroom	Zoom
Sessions: 2 Tu, Th	5/4–5/6	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: Y412	J. Drinen	Virtual Classroom	Zoom
Sessions: 2 Tu, Th	5/11–5/13	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: Y413	King/Henning Farber	Virtual Classroom	Zoom
Sessions: 2 Tu, Th	5/18–5/20	6:00–9:00AM	

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: Y414	J. Drinen	Virtual Classroom	Zoom
Sessions: 2 Tu, Th	5/25–5/27	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: Y415	M. Henning Farber	Virtual Classroom	Zoom
Sessions: 1 Tu	6/1	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: Y416 **M. Henning Farber** **Virtual Classroom** **Zoom**
 Sessions: 1 Th 6/3 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: Y417 **C. Malone** **Virtual Classroom** **Zoom**
 Sessions: 1 Tu 6/8 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: Y426 **Apr 4–Jul 2** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

Change Management

Change is inevitable. This course will focus on how to manage change, not what to change. You will learn how to lead in a time of uncertainty and help your group embrace change. You will develop an understanding of the processes through which planned change is accomplished. Emphasis will be placed on building support, stakeholder analysis, and frameworks for leading the change process. Fee: \$69

Item: Y461 **A. Day** **Virtual Classroom** **Zoom**
 Sessions: 1 Sa 4/17 9:00AM–12:00PM

Supervision Certificate



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

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

Supervision Certificate (6 Class Series)	Page 8
Working with Difficult People	Page 8
Developing Your Leadership Style	Page 9
Getting the Most From Your Meetings	Page 9
Motivating for Success	Page 9
Working Smarter	Page 9
Problem-Solving and Decision-Making Strategies	Page 9

Visit greenriver.edu/ceCertificates for course details.

6 Class Series Supervision Certificate

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

Item: Y418 **S. Johnson** **Virtual Classroom** **Zoom**
 Sessions: 12 M, W 4/26–6/9 6:00–9:00PM
 NO CLASS: May 31, June 2

Working with Difficult People

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

Item: Y419 **S. Johnson** **Virtual Classroom** **Zoom**
 Sessions: 2 M, W 4/26–4/28 6:00–9:00PM

Developing Your Leadership Style

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

Item: Y420 S. Johnson Virtual Classroom Zoom
 Sessions: 2 M, W 5/3–5/5 6:00–9:00PM

Getting the Most From Your Meetings

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

Item: Y421 S. Johnson Virtual Classroom Zoom
 Sessions: 2 M, W 5/10–5/12 6:00–9:00PM

Motivating for Success

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

Item: Y423 S. Johnson Virtual Classroom Zoom
 Sessions: 2 M, W 5/17–5/19 6:00–9:00PM

Working Smarter

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

Item: Y424 S. Johnson Virtual Classroom Zoom
 Sessions: 2 M, W 5/24–5/26 6:00–9:00PM
 NO CLASS: May 31, June 2

Instructor Bio

Sara Johnson

Leadership and Supervision Certificate

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

Problem-Solving and Decision-Making Strategies

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

Item: Y425 S. Johnson Virtual Classroom Zoom
 Sessions: 2 M, W 6/7–6/9 6:00–9:00PM

LEGAL

Paralegal Certificate



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

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

Paralegal Certificate Part 2: Research, Investigation and Discovery **Page 10**

Paralegal Certificate Part 3: Advanced Research, Writing and Trial Preparation **Page 10**

Paralegal Certificate Information Session **Winter 2022**

Paralegal Certificate Part 1: Paralegal Essentials **Winter 2022**

Visit greenriver.edu/ceCertificates for course details.

Instructor Bio

Vicki Hager

Paralegal Certificate

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

She has participated in over 35 trials and has prepped hundreds of cases - from initial intake through trial verdict or settlement. In addition to her full-time responsibilities at a Seattle firm, she teaches college-level paralegal courses to share her passion and knowledge with incoming paralegals.

Paralegal Certificate Part 2: Research, Investigation and Discovery

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

Item: Y500 **V. Hager** **Virtual Classroom** **Zoom**
 Sessions: 9 Tu, Th, Sa 4/6–4/29 6:00–9:00PM

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

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

Item: Y501 **V. Hager** **Virtual Classroom** **Zoom**
 Sessions: 9 Tu, Th, Sa 5/4–5/27 6:00–9:00PM

MARKETING, SALES AND SOCIAL MEDIA



Digital Marketing Certificate



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

relevant for any type of organization, including businesses, non-profits and government agencies. Certificate includes three month-long courses. Fee \$495.

Item: Y427 **Apr 5–Jul 2** **ONLINE**

Visit greenriver.edu/ceOnline for course details.



Social Media for Business Certificate



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

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

Item: Y429 **Apr 5 – Jul 2** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

Sales Master Class



This new program is designed to help you quickly master the skills needed to jumpstart your career. We have taken the essentials from our Sales and Negotiation certificate and condensed them to help you discover how to win new clients and bring value to current customers. Gain a strong understanding of the sales process, how to overcome objections, negotiate and close the sale. Whether you are just beginning or a seasoned professional, you will gain the confidence and ability to move customers effectively through the sales cycle.

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

Sales Master Class (5 Class Series)	Page 10
Creative Selling	Page 10
Presentation Skills	Page 11
Negotiation Skills	Page 11
Closing the Sale	Page 11
Customer Service Skills	Page 11

Visit greenriver.edu/ceCertificates for course details.

5 Class Series Sales Master Class



Take the Sales Master Class Certificate (5 Class Series) at a discounted rate. Series includes Creative Selling, Presentation Skills, Negotiating Skills, Closing the Sale, Customer Service Skills. Visit greenriver.edu/ceCertificates for required textbook. Fee: \$379

Item: Y469 **T. Amato** **Virtual Classroom** **Zoom**
 Sessions: 10 M, W 5/3–6/7 6:00–8:00PM
 NO CLASS May 31

Creative Selling

Seasoned sales professionals know that a one-size-fits-all strategy doesn't work. Instead, every customer or potential customer and situation is different. Creative selling is used to generate sales leads, solve customer needs and move qualified prospects forward when you've hit a dead-end. Learn techniques that allow you to springboard away from stale and stagnant situations and provide fresh ideas and potential solutions that benefit both parties. With the correct tools, you can develop creative solutions! Fee: \$99

Item: Y470 **T. Amato** **Virtual Classroom** **Zoom**
 Sessions: 2 M, W 5/3–5/5 6:00–8:00PM

Presentation Skills

Products and services do not sell themselves. Their story must be told through an effective sales presentation. Develop your presentation skills in a safe and collaborative environment. Discover how to match behavioral styles with the person you are presenting to, while remaining true to yourself. Recognize the difference between a question and objection. Learn effective methods for meeting objections head-on. By course end, you'll know how to move comfortably from beginning to end. Prerequisite: Understanding the Sales Process. Fee: \$99

Item: Y471 **T. Amato** **Virtual Classroom** **Zoom**
 Sessions: 2 M, W 5/10–5/12 6:00–8:00PM

Negotiation Skills

Negotiation skills are an important part of doing business especially in sales. Develop your negotiation skills, and get maximum value for your hard work. Recognize your tendencies to deal with conflict, and learn how to mitigate for even greater success. Understand tactics difficult people use, and learn how to neutralize these behaviors. Use your natural creativity to work towards solutions that may have seemed impossible at the outset. You'll also learn how to keep your emotions in check and how to use them to your advantage. Fee: \$99

Item: Y472 **T. Amato** **Virtual Classroom** **Zoom**
 Sessions: 2 M, W 5/17–5/19 6:00–8:00PM

Closing the Sale

Bringing the prospective customer to the point of making a purchase or closing the sale—should be the natural outcome of any sales interaction. In this course, you'll learn how to move from the sales presentation to the close by recognizing the key buying signals, the Law of Six Objections and the hidden reasons for buyer resistance. You'll also learn how to focus on the prospects dominant Buying Motive Gain the knowledge and practice you need to confidently and successfully close your sales interactions. Fee: \$99

Item: Y473 **T. Amato** **Virtual Classroom** **Zoom**
 Sessions: 2 M, W 5/24–5/26 6:00–8:00PM

Customer Service Skills

Successful sales professionals know how to treat their customers. They tell the truth, follow through on commitments, resolve service issues quickly and look for additional opportunities to serve. Learn how to build long-term relationships that lead to more sales, understand how to lock-in customer loyalty, work to guarantee repeat business, use referrals to gain access to new clients and, very importantly, how to work within your own company to ensure your service commitments are delivered to the customer as promised. Fee: \$99

Item: Y474 **T. Amato** **Virtual Classroom** **Zoom**
 Sessions: 2 M,W 6/2–6/7 6:00–8:00PM

Instructor Bio

Tim Amato

Sales Master Class

Tim served as Director of Business Development for Laboratory Corporation of America, one of the world's leading healthcare companies. He managed and trained sales managers and sales teams and oversaw the business interests of the company in the Pacific Northwest. Tim has built numerous sales teams over the years and has been recognized as a national award-winning director and sales manager.

Early in his career, Tim sold products and services on straight commissions. He moved into clinical laboratory sales and service where he became a multiple-time national award winning sales representative. As a representative he was known as an energetic worker who gained rapport and trust of his customers, solved their problems with basic and creative solutions and used his client contacts to network to additional customers.

To this day, Tim is a student of selling and servicing in order to bring value to his employees, his company and his customers.

PROJECT MANAGEMENT

PMP® and CAPM® Exam Prep



Project management certification is in great demand. Prepare to take the Project Management Professional (PMP®) or Certified Associate in Project-Management (CAPM®) tests and pass them! The sessions are informative, interactive and filled with test-taking tips and techniques created to ensure your success. See website for prerequisites and required textbook. PDUs: 30. Fee: \$649

Item: Y446 **D. Yeomans** **Virtual Classroom** **Zoom**
 Sessions: 5 Sa Apr 10–May 8 9:00AM–3:30PM

Project Management Certificate



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

The Project Management Certificate consists of seven required courses (divided into two parts) and can be completed in as little as two quarters. Earn the certificate by taking the courses individually, or register for the Part 1 and Part 2 Series and save.

Project Management Certificate Information Session	Page 11
PM Certificate Part A (3 Class Series)	Page 12
Project Management Initiating the Project	Page 12
Project Planning and Scheduling Techniques	Page 12
Project Execution to Closing	Page 12
PM Certificate Part B (4 Class Series)	Summer 2021
Project Stakeholder and Communications Management	Summer 2021
Agile Project Management	Summer 2021
Microsoft Project 2019	Summer 2021
Project Management Certificate Capstone	Summer 2021



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

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

Visit greenriver.edu/ceCertificates for course details.

Project Management Certificate Information Session

Join us for a free information session, where our project management instructor will discuss the project management industry, the project management profession and Green River's newly revised Project Management Certificate Program. Registration required. Fee: \$0

Item: Y441 **D. Yeomans** **Virtual Classroom** **Zoom**
 Sessions: 1 W 3/31 6:00–7:00PM

3 Class Series

Project Management Certificate Part A

Take the Project Management Certificate Part A (3 Class Series) at a discounted rate. Series includes three of the six required courses: Project Management Basics: Initiating the Project; Project Planning and Scheduling Essentials; and Project Execution to Closing. Visit greenriver.edu/ce Certificates for required and recommended textbooks. PDUs: 51. Fee: \$969

Item: Y442	D. Yeomans	Virtual Classroom	Zoom
Sessions: 17 M, W	4/5–6/2	6:00–9:00PM	
NO CLASS May 31			

Project Management Basics: Initiating the Project

Discover the science and art of effective project management. Summarize the five Process Groups, 10 Knowledge Areas and 49 processes recommended for application in the PMBOK® Guide (Project Management Body of Knowledge). Learn about the Initiating Process Group, and discover how to develop a business case, create a Project Charter, identify and document stakeholders and effectively present a project to decision-makers. See website for required and recommended textbooks. PDUs: 15. Fee: \$339

Item: Y443	D. Yeomans	Virtual Classroom	Zoom
Sessions: 5 M, W	4/5–4/19	6:00–9:00PM	

Project Planning and Scheduling Essentials

If you fail to plan, you plan to fail. Discover the 24 key planning processes needed to plan and implement a successful project, and learn the order in which they should occur. Identify the key tools and techniques to plan for scope, schedule, cost, quality, human resources, communications, risk, procurements and stakeholder management. This course keys on both predictive (Waterfall) and adaptive (Agile) planning techniques. Prerequisite: Project Management Basics. See website for required and recommended textbooks. PDUs: 21 Fee: \$479

Item: Y444	D. Yeomans	Virtual Classroom	Zoom
Sessions: 7 M, W	4/21–5/12	6:00–9:00PM	

Project Execution to Closing

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

Item: Y445	D. Yeomans	Virtual Classroom	Zoom
Sessions: 5 M, W	5/17–6/2	6:00–9:00PM	
NO CLASS May 31			

Instructor Bio

Dan Yeomans

Project Management Certificate

Dan Yeomans, PMP® brings more than thirty-five years of consulting and leadership experience to his client work. He is a highly proficient and an acknowledged expert as a senior project manager, process manager, business analyst and trainer. Dan has designed and implemented the majority of project management certification and application courses currently offered at Microsoft and has also developed their PM Certification Learning Module series.

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

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: Y163

ONLINE

Additional Real Estate Courses

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

Real Estate Law	Item: Y164	ONLINE
Real Estate Appraisal	Item: Y165	ONLINE
Financing Residential Real Estate	Item: Y166	ONLINE
Real Estate Property Management	Item: Y167	ONLINE

SMALL BUSINESS DEVELOPMENT

Small Business: How to Launch Successfully

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

Item: Y401 **K. Grossman** **Virtual Classroom** **Zoom**
 Sessions: 1 W 4/7 5:00–7:00PM

4 Class Series **Start a Successful Business**

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

Item: Y529 **K. Grossman** **Virtual Classroom** **Zoom**
 Sessions: 4 Tu, Th 5/11–5/20 6:00–8:00PM

Business Start-Up and Management

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

Item: Y530 **K. Grossman** **Virtual Classroom** **Zoom**
 Sessions: 1 Tu 5/11 6:00–8:00PM

Business Marketing

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

Item: Y531 **K. Grossman** **Virtual Classroom** **Zoom**
 Sessions: 1 Th 5/13 6:00–8:00PM

Business Financial Management

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

Item: Y532 **K. Grossman** **Virtual Classroom** **Zoom**
 Sessions: 1 Tu 5/18 6:00–8:00PM

Developing a Business Plan

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

Item: Y533 **K. Grossman** **Virtual Classroom** **Zoom**
 Sessions: 1 Th 5/20 6:00–8:00PM

Technology

DATA SCIENCE

Data Analyst Certificate



Data Analysts help companies make informed decisions, improve efficiencies, increase profits and achieve organizational goals. In addition to analyzing and interpreting data, data analysts must also deliver their findings in easily digestible visuals.

Our Data Analyst Certificate consists of eight required courses (divided into three parts) and can

be completed in as little as three quarters. Earn the Certificate by taking the courses individually, or register for the Part 1, Part 2 and Part 3 Series and save.

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

Data Analyst Certificate Part 3: Exploratory Data Analysis (3 Class Series) **Page 14**
 Data Mining Page 14
 Data Visualization Page 14
 Data Analyst Certificate Capstone Page 14

Data Analyst Certificate Information Session **Fall 2021**

Data Analyst Certificate Part 1: SQL Server (4 Class Series) **Fall 2021**
 Relational Database Concepts and Design Fall 2021
 SQL Programming Level 1 Fall 2021
 SQL Programming Level 2 Fall 2021
 SQL Server Certificate Capstone Fall 2021

Visit greenriver.edu/ceCertificates for course details.

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: Y440 **Apr 5 – Jul 2** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

Data Analyst Certificate Part 2: Python for Data Analysis

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

Item: Y506 **J. Parshall** **Virtual Classroom** **Zoom**
 Sessions: 8 Tu, Th 4/6–4/29 6:00–9:00PM

3 Class Series

Data Analyst Certificate Part 3: Exploratory Data Analysis

Take the Data Analyst Certificate Part 3: Exploratory Data Analysis (3 Class Series) at a discounted rate. Series includes Data Mining, Data Visualization and the Data Analyst Certificate Capstone. For program details, including prerequisites and required textbooks, visit greenriver.edu/ceCertificates. Fee: \$789

Item: Y507 **J. Parshall** **Virtual Classroom** **Zoom**
 Sessions: 11 Tu, Th, Sa 5/11–6/10 6:00–9:00PM

Data Mining

With Data Mining, businesses can extract hidden information and knowledge from large datasets and build models from historical data to predict future behaviors. In this course, you will learn to manipulate, process and clean the dataset using Python data analysis libraries; and perform statistical analysis on this mined and clean data to solve data analysis problems using real world scenarios. Fee: \$479

Item: Y508 **J. Parshall** **Virtual Classroom** **Zoom**
 Sessions: 5 Tu, Th, Sa 5/11–5/22 6:00–9:00PM

Data Visualization

With data visualization, you can identify complex hidden patterns in data and communicate your findings to business leaders enabling improved decision-making. In this course, learn to plot, chart and represent data using Python; apply statistical and visualization techniques using Pandas and Jupyter notebooks; practice creating data visualization charts; and create visual and interactive reports using Power BI. See website for prerequisites and textbook information. Fee: \$249

Item: Y509 **J. Parshall** **Virtual Classroom** **Zoom**
 Sessions: 3 Tu, Th 5/25–6/1 6:00–9:00PM

Data Analyst Certificate Capstone

Integrate the knowledge you have gained from the Data Analyst Certificate Program. Demonstrate your understanding of data analysis using SQL and Power BI; build a Power BI report based on a real-world scenario; develop a project proposal outlining an approach to the report; implement the report; and test the results using Power BI with Python. You will document your work through written reports and present your findings at course end. See website for prerequisites and other course details. Fee: \$249

Item: Y510 **J. Parshall** **Virtual Classroom** **Zoom**
 Sessions: 3 Tu, Th 6/3–6/10 6:00–9:00PM

MICROSOFT

Microsoft Office 2019 Fundamentals Certificate



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

The Microsoft Office 2019 Fundamentals Certificate consist of three 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 Fundamentals Certificate (3 Class Series)	Page 14
Microsoft Word 2019 Level 1	Page 14
Microsoft PowerPoint 2019	Page 15
Microsoft Excel 2019 Level 1	Page 15

Visit greenriver.edu/ceCertificates for course details.

3 Class Series

Microsoft Office 2019 Fundamentals Certificate

Get up to speed and ready for your next job in this three-session Microsoft Office 2019 Fundamentals program. This hands-on program will help you develop the fundamental skills of Word, PowerPoint, and Excel. Three textbooks included. Fee: \$349

Item: Y460 **G. Larson** **Virtual Classroom** **Zoom**
 Sessions: 6 Tu, Th 4/13–4/29 9:00AM–1:00PM

Item: Y462 **G. Larson** **Virtual Classroom** **Zoom**
 Sessions: 6 M, W 5/10–5/26 9:00AM–1:00PM

Microsoft Word 2019 Level 1

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

Item: Y463 **G. Larson** **Virtual Classroom** **Zoom**
 Sessions: 2 Tu, Th 4/13–4/15 9:00AM–1:00PM

Item: Y464 **G. Larson** **Virtual Classroom** **Zoom**
 Sessions: 2 M, W 5/10–5/12 9:00AM–1:00PM

Microsoft PowerPoint 2019

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

Item: Y465	G. Larson	Virtual Classroom	Zoom
Sessions: 2 Tu, Th	4/20-4/22	9:00AM-1:00PM	
Item: Y466	G. Larson	Virtual Classroom	Zoom
Sessions: 2 M, W	5/17-5/20	9:00AM-1:00PM	

Microsoft Excel 2019 Level 1

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

Item: Y467	G. Larson	Virtual Classroom	Zoom
Sessions: 2 Tu, Th	4/27-4/29	9:00AM-1:00PM	
Item: Y468	G. Larson	Virtual Classroom	Zoom
Sessions: 2 M, W	5/24-5/26	9:00AM-1:00PM	

Instructor Bio

Gayle Larson, Microsoft Office

Gayle has been involved with computers since the mid 1980's and has learned and taught many software applications, specializing mainly in the Microsoft Office Suite.

She has been instructing the home and office user how to effectively use their computers and software since 1993, and training businesses for over a decade, demonstrating an ability to train and interact with all levels of an organization.

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

Gayle has been an instructor with Community College Continuing Education since 1997 and has taught all levels of Microsoft Windows, Word, Excel, Outlook, Publisher and PowerPoint, along with other software, such as QuickBooks, and uses many other programs extensively. Her wide-range of experience has prepared her for assisting users with creative solutions.

Programming

SQL SERVER

SQL Server Certificate



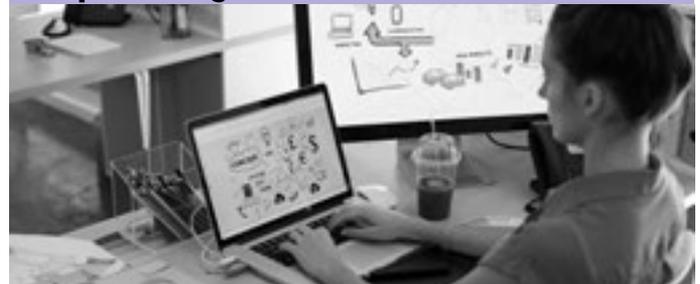
Take the SQL Server Certificate (4 Class Series) at a discounted rate. Series includes Relational Database Concepts and Design, SQL Programming Level 1, SQL Programming Level 2 and the new SQL Server Certificate Capstone. Visit greenriver.edu/ceCertificates for prerequisites and textbook information. Fee: \$899

SQL Server Certificate (4 Class Series)	Fall 2021
Relational Database Concepts and Design	Fall 2021
SQL Programming Level 1	Fall 2021
SQL Programming Level 2	Fall 2021
SQL Server Certificate Capstone	Fall 2021

Visit greenriver.edu/ceCertificates for course details.

WEB AND GRAPHIC DESIGN

Graphic Design Certificate



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

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

Graphic Design Certificate Part 3 (2 Class Series)	Page 16
InDesign CC	Page 16
Graphic Design Certificate Capstone	Page 16
Graphic Design Certificate Information Session	Fall 2021
Graphic Design Certificate Part 1 (2 Class Series)	Fall 2021
Graphic Design Fundamentals	Fall 2021
Photoshop CC	Fall 2021
Graphic Design Certificate Part 2 (2 Class Series)	Winter 2022
Working Designer	Winter 2022
Illustrator CC	Winter 2022

Visit greenriver.edu/ceCertificates for course details.

2 Class Series **Graphic Design Certificate Part 3**

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

Item: Y502 **M. Olson** **Virtual Classroom** **Zoom**
 Sessions: 10 M, W 4/12–5/24 6:00–9:00PM

InDesign CC

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

Item: Y503 **M. Olson** **Virtual Classroom** **Online**
 Sessions: 6 M, W 4/12–4/28 6:00–9:00PM

Graphic Design Certificate Capstone

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

Item: Y504 **M. Olson** **Virtual Classroom** **Online**
 Sessions: 4 M 5/3–5/24 6:00–9:00PM

User Experience (UX) Design Certificate



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

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

UX Design Certificate Part 2 (3 Class Series)	Page 16
Responsive Web Design	Page 16
Web Accessibility	Page 16
UX Design Capstone	Page 16
UX Design Certificate Information Session	Fall 2021
UX Design Certificate Part 1 (2 Class Series)	Fall 2021
UX Design Fundamentals	Fall 2021
HTML5 and CSS3 and Online Content Management Tools	Fall 2021

Visit greenriver.edu/ceCertificates for course details.

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

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

Item: Y511 **S. Norris** **Virtual Classroom** **Zoom**
 Sessions: 11 M, W 4/5–5/26 6:00–9:00PM

Responsive Web Design

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

Item: Y512 **S. Norris** **Virtual Classroom** **Zoom**
 Sessions: 4 M, W 4/5–4/14 6:00–9:00PM

Web Accessibility

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

Item: Y513 **S. Norris** **Virtual Classroom** **Zoom**
 Sessions: 2 M, W 4/19–4/21 6:00–9:00PM

User Experience (UX) Design Capstone

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

Item: Y514 **S. Norris** **Virtual Classroom** **Zoom**
 Sessions: 5 W 4/28–5/26 6:00–9:00PM

Instructor Bio

Scott Norris, Interactive Media

Scott Norris has been creating interactive media for over 20 years. His experience has been mostly in the game and entertainment industries—designing websites and interactive experiences for well-known brands such as Star Wars, Magic: the Gathering, and Dungeons & Dragons. He has made his career defining the user experience of websites, games and apps and enjoys bridging the technical with the creative.

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.

Item: Y422 **APR 5 – JUL 2** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

ed2go Fundamentals

Gain skills for professional and personal development



INSTRUCTOR-LED COURSES

Courses are fun, convenient and highly interactive. They include lessons, quizzes, hands-on assignments and more.

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

Program Features:

- Expert instruction
- Online discussions
- 6-week format
- Start monthly
- Non-credit

Advanced Microsoft Excel 2019/Office 365

Master advanced features in Microsoft Excel 2019/Office 365, including how to use formula-based conditional formatting and leverage Excel's Power Query tool to import and transform data from about any data source.

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

Certificate in Nutrition, Chronic Disease and Health Promotion

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

Discover Sign Language

Improve your ability to sign with the Deaf community. Learn how to make signs and communicate through facial expression.

Administrative Assistant Applications

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

Get Assertive!

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

Introduction to Journaling Discover how journaling can help you learn about your values and beliefs, improve 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 precious personal and business data from the outside world. This course will bring you up to speed on the fundamentals of PC and network security.

Keys to Successful Money Management

Acquire the knowledge and skills necessary to accumulate a sizeable nest egg. A Certified Financial Planner will teach you the steps to achieve true financial success.

Introduction to QuickBooks Online

Get hands-on experience recording income and expenses; entering checks and credit card payments; tracking your payables, inventory and receivables.

Personal Finance

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

The Keys to Effective Editing

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

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 2021 Certified User (Voucher Included)

Learn the basic and advanced 2D functionality for AutoCAD 2021. You will also get the necessary tools to prepare for the Autodesk AutoCAD 2021 Certified User Exam.

Business Operations Specialist

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

Cisco CCNA Certification Training

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

Certificate in Family Mediation

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

Certified Administrative Professional (Voucher Included)

Learn the basics of workplace administration as well as how to begin and grow as a successful career as an administrative professional.

CPC Medical Billing and Coding (Voucher Included)

This Medical Billing and Coding program, with 60 hours of medical terminology training, give 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 another device.

Grant Writing and Non-Profit Management

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

Information Security Training

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

Medical Office Manager (CPPM) (Vouchers Included)

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

Salesforce: Power User

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

To view the entire catalog or to register, visit:

greenriver.edu/ce-ed2go

To view the entire catalog or to register, visit:

greenriver.edu/ce-careertraining

Personal Interest

CREATIVE ARTS AND CRAFTS

Digital Photography 1

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

Item: Y168 **G. McCutcheon** **Virtual Classroom** **Zoom**
 Sessions: 7 M, W 4/5-4/26 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, advanced flash), when to use manual controls, shooting for HDR, retouching images in Lightroom or Photoshop, and composition. Three outdoor shooting labs included. Fee: \$135

Item: Y779 **R. Young** **Virtual Classroom** **Zoom**
 Sessions: 6 M 4/5-5/10 6:30-8:30PM

Nature Photography

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

Item: Y171 **G. Doerr** **Virtual Classroom** **Zoom**
 Sessions: 7 Tu, Th 5/4-5/25 6:30-8:30PM

Cell Phone Photography

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

Item: Y170 **G. McCutcheon** **Virtual Classroom** **Zoom**
 Sessions: 1 Th 5/13 6:30-8:30PM

Create Your Own Vision Board New

A vision board at its core is a visual representation of all the things that you want to do, be and have in your life. It is something you can look at every single day to remind you of your goals. Attention is powerful, and where your attention goes, your energy flows. Come join our workshop, where you will gain clarity on what you really want and work on your vision board with like-minded people. All the tools are provided to create your powerful vision board. Fee: \$39

Item: Y175 **V. Taylor Jenkins** **Virtual Classroom** **Zoom**
 Sessions: 1 W 4/28 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: Y176

HEALTH, DANCE AND FITNESS



Introduction to Meditation and Mindfulness New

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

Item: Y186 **A. Hildebrandt** **Virtual Classroom** **Zoom**
 Sessions: 6 Th 4/22-5/27 6:00-7:00PM

Boost Your Immune System

There's nothing better than a strong immune system to help prevent getting sick. Custom Fit Nutrition teaches a multi-faceted holistic approach to strengthening your immune system. This is great information for the whole family! In one class, learn about foods, supplements, shopping tips, cooking tips and everyday life tips! \$35

Item: Y781 **J. Moorehead** **Virtual Classroom** **Zoom**
 Sessions: 1 W 5/5 6:30-8:30PM

5 Class Series

Whole Body Nutrition

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: Y177 **S. Blake** **Virtual Classroom** **Zoom**
 Sessions: 5 Sa 4/10-5/8 9:00-11:00AM

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: Y178 **S. Blake** **Virtual Classroom** **Zoom**
 Sessions: 1 Sa 4/10 9:00-11:00AM

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: Y179 S. Blake Virtual Classroom Zoom
 Sessions: 1 Sa 4/17 9:00–11:00AM

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: Y180 S. Blake Virtual Classroom Zoom
 Sessions: 1 Sa 4/24 9:00–11:00AM

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: Y181 S. Blake Virtual Classroom Zoom
 Sessions: 1 Sa 5/1 9:00–11:00AM

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: Y182 S. Blake Virtual Classroom Zoom
 Sessions: 1 W 5/5 9:00–11:00AM

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. 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: Y183 S. Blake Virtual Classroom Zoom
 Sessions: 1 W 5/12 9:00–11:00AM

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: Y184 S. Blake Virtual Classroom Zoom
 Sessions: 1 W 5/19 9:00–11:00AM

3 Class Series Holistic Wellness Series

Series includes Building Resilience, Happy for No Reason and Wellness Vision classes. \$75.

Item: Y187 R. Kim Virtual Classroom Zoom
 Sessions: 3 Sa 4/24–5/8 9:00–12:00PM

Building Resilience

Resilience or being able to adapt well despite adversity, unexpected changes, and times of significant stress can be strengthened by developing supportive thoughts, behaviors, and actions. Regulation skills help to calm the overreactive protective system that works to keep us from real and perceived threats. Renewal routines provide opportunities to rest, reset and refocus. Learning to incorporate strategies to build resilience, regulation and renewal can help to increase your overall well-being amidst challenging situations. \$29.

Item: Y188 R. Kim Virtual Classroom Zoom
 Sessions: 1 Sa 4/24 9:00AM–12:00PM

Happy for No Reason

Things and circumstances such as success, money, a beautiful home, and relationships bring a certain kind of happiness, but this temporary experience of satisfaction or joy soon fade, and we quickly rush to fulfill the next desire to feel happy again. To experience being happy for no reason or lasting happiness, you can learn to access an inner state of peace and well-being. This workshop is based on Marci Shimoff's New York Times best-selling book Happy for No Reason: 7 Steps to Being Happy from the Inside Out, and certified training. You will hear real-life stories and the latest scientific findings about how to raise your happiness set-point. You will learn key concepts, the 7-step process to cultivate happiness, practical strategies that rewire your neural pathways, and will create an action plan so you can experience a life of happiness no matter what the circumstance! \$29.

Item: Y189 R. Kim Virtual Classroom Zoom
 Sessions: 1 Sa 5/1 9:00AM–12:00PM

Wellness Vision

Being able to adapt well despite adversity, unexpected changes, and times of significant stress can be strengthened by developing supportive thoughts, behaviors, and actions. With a clear vision and purpose, your thoughts, behaviors, and actions become aligned and will empower you to live meaningfully with a greater sense of inner well-being even during times of change. \$29.

Item: Y190 R. Kim Virtual Classroom Zoom
 Sessions: 1 Sa 5/8 9:00AM–12:00PM

HOME, GARDEN AND OUTDOORS

3 Class Series A Journey into Wine Country **New**



We are excited to kick off our new series that will introduce the three pillars of wine history, sensory analysis, and grape culture and making, over the next three quarters. Join 3rd generation winemaker Roland Viera to learn the history of wine and its regions. Roland has travel extensively in wine regions and has been making wine for a number of years. Roland is also a biologist which adds another level of his understanding about the complexity of wine. Take one, or all three classes and receive a Certificate of Completion.

- A Journey into Wine Country Information Session** **Page 21**
- A Journey into Wine Country Part 1** **Page 21**
- A Journey into Wine Country Part 2** **Summer 2021**
- A Journey into Wine Country Part 3** **Fall 2021**

A Journey into Wine Country information session



he world of wine! This class will give you an overview of the 3-part series being offered over the spring, summer, and fall quarter. FREE

Item: Y782 **R. Vieira** **Virtual Class** **Zoom**
 Sessions: 1 Tu 4/6 6:30–8:30PM

Part 1:

You will learn how to read a wine label; learn about wine areas and the countries they are in? You will learn how climate and soil and impact the grapes. You will find out about the terroir of the grape.

Part 2:

Offered in Summer. You will find out about wine pairings, along with how to identify specific aromas and flavors in wine.

Part 3:

Offered in Fall. You will learn about the different grape varieties. With the knowledge from the previous classes you will be instructed on how to make your own wine.

If you complete all 3 classes, you will earn a Certificate of Completion.

A Journey into Wine Country Part 1

In this class five-week class, we will look at the geography of wine, the history of wine, and then travel to five different wine regions around the world over five weeks to further explore the elements that contribute to making a unique and quality wine for that region. At each stop we will focus on one or two wines from that region and learn about the unique terroir, the people, the culture, and the contributing aspects of each that are necessary to produce a high-quality wine. \$99

Item: Y783 **R. Vieira** **Virtual Class** **Zoom**
 Sessions: 5 Tu 4/27–5/25 6:30–8:30PM

Fly-Fishing Lakes and Stillwaters

Washington State and the Pacific NW are blessed with some amazing Stillwater fly fishing destinations. Lakes require a different set of strategies and skill set compared to rivers. Come and learn how to unlock the mysteries of Stillwater angling. In the classroom session we will discuss the essential tackle, equipment and flies for success, plus where and when to go for both local and regional destinations. Following the classroom session there will be an optional outing for hands on instruction and fishing. Fee: \$89

Item: Y770 **J. Fiskum** **Virtual Classroom** **Zoom**
 Sessions: 1 W 3/31 6:30–8:30PM

Item: Y771 **J. Fiskum**
 Sessions: 1 Sa 4/3 7:00–11:00AM

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: \$89

Item: Y772 **J. Fiskum** **Arranged, Enumclaw** **ARR**
 Sessions: 2 Su, Sa 4/10–4/11 8:00–10:00AM

Spring Fly Casting Tune-Up

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

Item: Y773 **J. Fiskum** **Arranged, Enumclaw** **ARR**
 Sessions: 1 Sa 4/10 10:00AM–12:00PM Lk. Meridian

Intermediate Fly Casting Lessons

Take your fly casting skills to the next level with these intermediate lessons. We'll analyze your casting strokes and give you tips to improve distance and accuracy. You'll also learn important slack line casting techniques to improve your fly presentation skills. Session one will be held on still water at Lake Meridian Park in Kent; Session 2 will be held on the Green River near Auburn. Rods, reels, and lines can be supplied if needed. (Prerequisite: An intro fly-casting class or prior casting experience). CEUs: .4 \$119

Item: Y774 **J. Fiskum** **ARR** **Lake Wilderness Park**
 Sessions: 4 W 5/5–5/26 6:00–8:00PM

Family Trout Fishing

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

Item: Y775 **J. Fiskum** **Virtual Classroom** **Zoom**
 Sessions: 1 W 4/14 6:30–8:30PM

Introduction to Trout Fishing

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

Item: Y776 **J. Fiskum** **ARR**
 Session: #1 W April 21 6:30–8:30AM Zoom
 Session: #2 W April 28 6:00–8:00AM Local Lake
 Session: #3 S May 1 7:00–11:00AM Rattlesnake Lake



Instructor Bio

John Fiskum

John takes great pleasure in introducing anglers to new techniques, skills, and destinations. He has spent the last 20 years sharing his passion for fly fishing with students both in the classroom and on the water. Through his company "Fiskum Fly Fishing Enterprises" he guides, instructs, and ties custom flies. He has escorted angling adventure tours to Alaska, British Columbia, Mexico, the Rockies, and around the Pacific Northwest.

Fly Fishing Puget Sound Beaches

Sea-run cutthroat, resident Coho and Chinook, and seasonal migrating salmon can all be taken on flies from beaches all over Puget Sound. We'll discuss tackle, equipment, lines and productive fly patterns. You will learn about tides, points of access and where and when to fish. Class includes written resources. After the classroom session, there will be an optional outing to a local beach for hands-on instruction and fishing. Sign up for the classroom session only, or both. (Rent rod, reel, and line from instructor for \$10). Classroom session is \$39. The outing is \$89

Item: Y777	J. Fiskum	Virtual Classroom	Zoom
Sessions: 1 Th	6/3	6:30–8:30PM	
Item: Y778	J. Fiskum	ARR	TBD
Session: 1 Sa	6/5	8:00AM–12:00PM	

Fruit Growing in Your Back Yard

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

Item: Y780	A. Haywood	Virtual Classroom	Zoom
Sessions: 1 Th	4/8	6:30–9:00PM	

LANGUAGE AND CULTURE

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: Y191	A. Morris	Virtual Classroom	Zoom
Sessions: 8 M	4/5–5/24	6:30–8:30PM	

Spanish II

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

Item: Y192	A. Morris	Virtual Classroom	Zoom
Sessions: 8 Tu	4/6–5/25	6:30–8:30PM	

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: Y193	A. Morris	Virtual Classroom	Zoom
Sessions: 8 W	4/7–5/26	6:30–8:30PM	

French II

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

Item: Y194	A. Morris	Virtual Classroom	Zoom
Sessions: 5 Th	4/8–5/6	6:00–9:00PM	



Instructor Bio

Arthur Walter Morris Jr.

Language Arts

Arthur Walter Morris Jr. completed undergraduate work at the University of Washington as a Spanish major in 1972 and finished his masters in Romance Languages in 1973. Arthur received his first teaching assignment in September of 1974 in the Seattle Public Schools where he primarily taught Spanish, French, and Language Arts. Also, he taught Spanish and French at Hampton University in Virginia. Arthur has traveled extensively overseas to enhance his language skills; he was president and vice president of the American Association of Teachers of French for Washington and Alaska, and he has been affiliated with language organizations such as WAFLE, the Alliance Francaise, and the American Association of Teachers of Spanish and Portuguese.

MONEY MATTERS



Retirement Planning Workshop

This workshop covers 3 main areas critical for individuals approaching retirement: how to budget for retirement income, protecting your most valuable assets from the unexpected and the potential rising costs of health care expenses. Fee: \$39

Item: Y198	S. Beusch	Virtual Classroom	Online
Sessions: 1 W	4/14	6:00–8:30PM	

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 CFA® Charterholder will answer these and other essential planning questions. Topics include retirement needs and expenses, social security maximizations, income sources, IRA distributions, investments and more! Virtual delivery textbook included Fee: \$20

Item: Y195	T. Bowman	Virtual Classroom	Zoom
Sessions: 3 Tu	5/4–5/18	6:30–8:30PM	

World Financial Group Personal Finance Workshop New

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

Item: Y199	Staff	Virtual Classroom	Zoom
Sessions: 5 Tu	4/20–5/18	6:00–8:00PM	

Medicare Made Clear

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

Item: Y200	J. Joneschiet	Virtual Classroom	Zoom
Sessions: 1 Tu	4/13	6:30–8:30PM	

Item: Y201	J. Joneschiet	Virtual Classroom	Zoom
Sessions: 1 Tu	5/11	6:30–8:30PM	

Item: Y202	J. Joneschiet	Virtual Classroom	Zoom
Sessions: 1 Tu	6/1	6:30–8:30PM	

Item: Y203	J. Joneschiet	Virtual Classroom	Zoom
Sessions: 1 Tu	6/15	6:30–8:30PM	

MUSIC AND VOICE



Songwriting New

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

Item: Y206	D. Anderson	Virtual Classroom	Zoom
Sessions: 5 Tu	5/4–6/1	6:00–8:00PM	

The Business of Music New

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

Item: Y207	D. Anderson	Virtual Classroom	Zoom
Sessions: 5 W	5/5–6/2	6:00–7:00PM	

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

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

Item: Y205	Staff	Virtual Classroom	Online
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*After registration Voices For All will contact you to schedule your 90-minute class based on your availability.

WRITING

Crafting the Story: Short Story and Novel Writing

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

Item: Y208	L. Bohart	Virtual Classroom	Zoom
Sessions: 5 W	4/14–5/12	6:30–8:30PM	

Celebrate Your Story: Writing Creative Nonfiction

Everyone has a story to tell what's yours? This class focuses on the basic skills needed to write your own short memoir, personal essays and other forms of creative nonfiction. From beginner to expert, this class will take your writing to the next level and offer publishing advice. Repeat students welcome. Fee: \$99

Item: Y209	T. Doerr Guerzon	Virtual Classroom	Zoom
Sessions: 4 Th	4/8–4/29	6:30–8:30PM	

Item: Y210	T. Doerr Guerzon	Virtual Classroom	Zoom
Sessions: 4 Th	5/6–5/27	6:30–8:30PM	

Item: Y211	T. Doerr Guerzon	Virtual Classroom	Zoom
Sessions: 4 Th	6/3–6/24	6:30–8:30PM	



GREEN RIVER COLLEGE LOCATIONS

Main Auburn Campus

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

Auburn Center

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

Enumclaw Campus

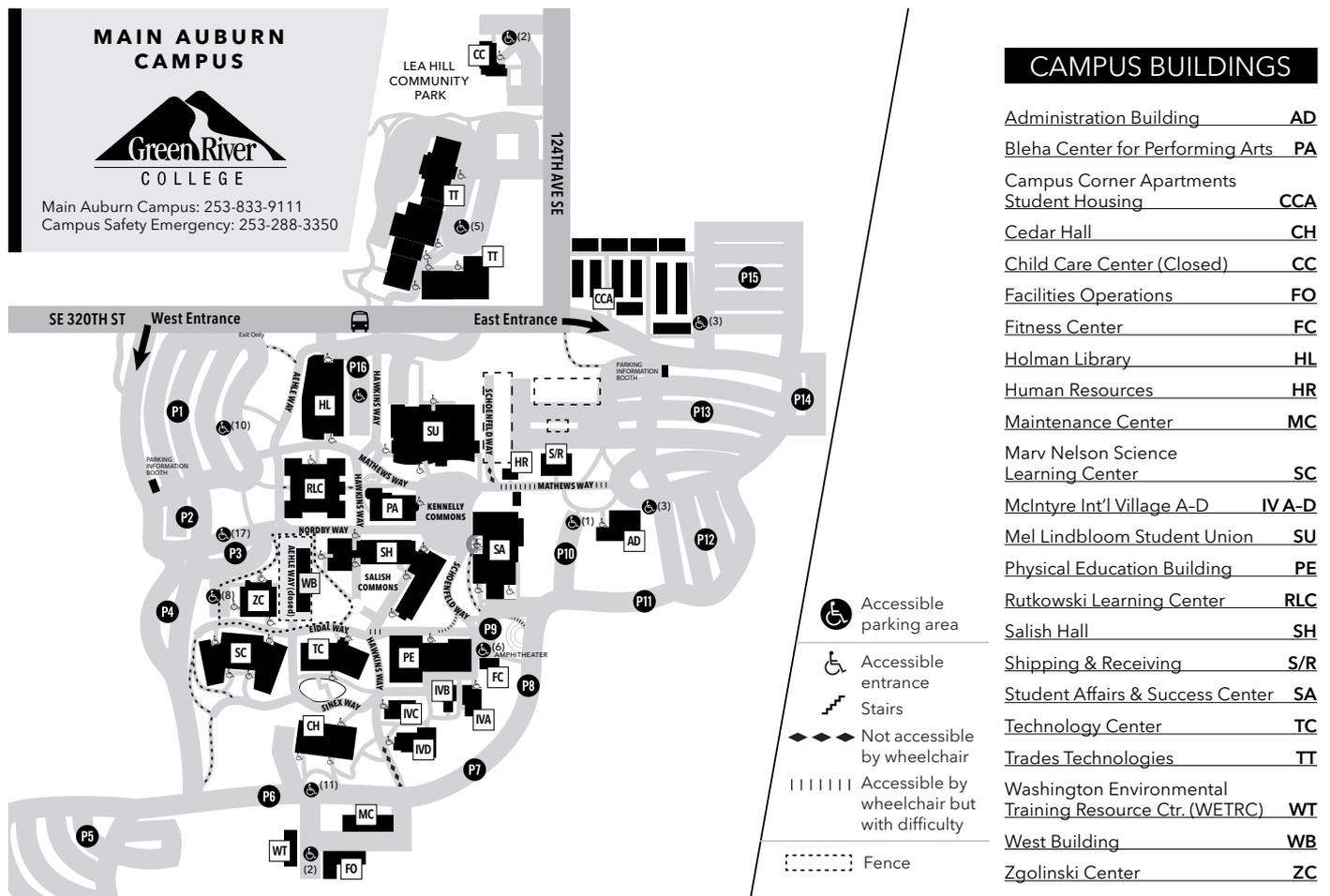
1414 Griffin Avenue, Enumclaw, WA 98022
253-288-3400

Kent Campus

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

Off-Campus Locations

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

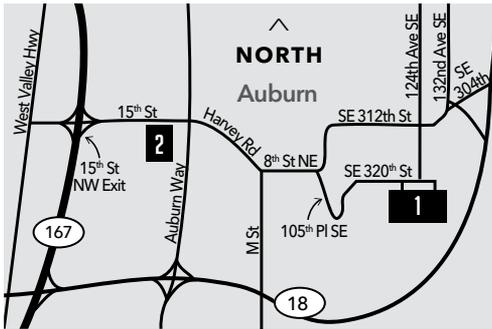


Call 253-520-6283 or visit greenriver.edu/ce



REGIONAL MAP GREEN RIVER COLLEGE

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



1 MAIN AUBURN CAMPUS - 12401 SE 320TH STREET

SOUTHBOUND

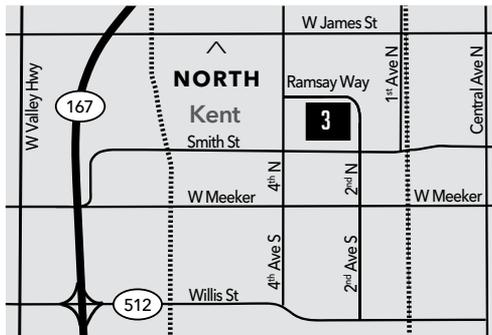
1. Take Highway 167 South toward Kent/Auburn.
2. Take the 15th St. NW exit. Turn left onto 15th St. NW. (15th Street NW becomes Harvey Road.)
3. Turn left onto 8th St. NE.
4. Turn right onto 105th Pl. SE. Drive to top of hill to SE 320th.

NORTHBOUND

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

2 AUBURN CENTER - 1221 D STREET NE

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



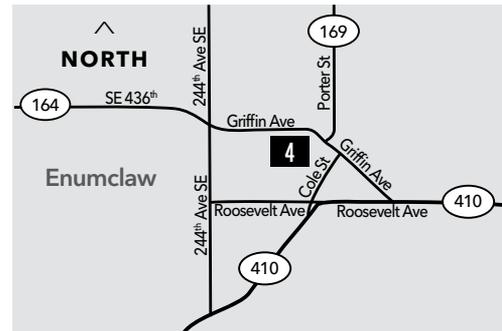
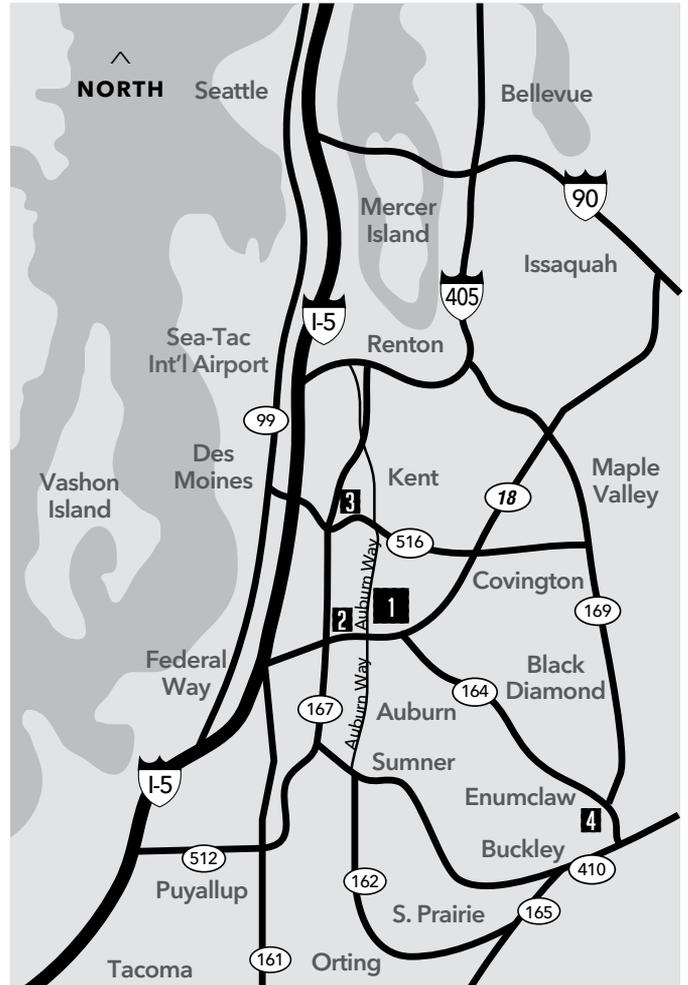
3 KENT CAMPUS - 417 RAMSAY WAY, SUITE 112

SOUTHBOUND

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

NORTHBOUND

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



4 ENUMCLAW CAMPUS - 1414 GRIFFIN AVENUE

SOUTHBOUND

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

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

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CLASSES FOR ALL INTERESTS!

DATA ANALYTICS

See pages 13-15.



SONG WRITING

See page 22.



WEB DESIGN

See pages 15-16.



WHOLE BODY NUTRITION

See page 18.

