

GREEN RIVER COLLEGE

CONTINUING EDUCATION

SCHEDULE

FALL 2021

We offer career building classes and certificates to keep you competitive in today's market.

UPCOMING VIRTUAL INFORMATION SESSIONS:

Project Management Certificate
Information Session
September 22, 6 - 7p.m.

Data Analyst Certificate
Information Session
September 28, 6 - 7p.m.

Graphic Design Certificate
Information Session
October 12, 6 - 7p.m.



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.

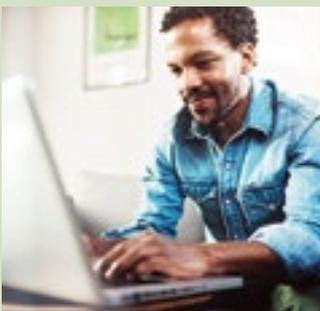
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Project Management Certificate and Classes

Acquire the skills to manage projects in a variety of industries.

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Microsoft Essentials Certificate (4 Class Series)

Gain hands-on experience with Microsoft Office's most popular applications.

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Graphic Design Certificate

Get the technical training needed to create captivating designs.

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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

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 Fall

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

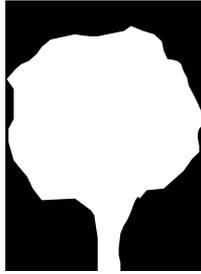
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CLASS TYPE DEFINITION

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.



The Rise of the Autocrat: Xi Jinping--Making China Great Again

September 28 (9AM-11:30AM)

GRC Auburn Center or via Zoom with Rich Elfers

Member Rate: \$29 (P210)

General Public Rate: \$44 (P211)



China has been in the news for many different reasons: Xi Jiang and reeducation compounds, tossing out democracy in Hong Kong, harassing China's neighbors in SE Asia, punishing the NBA and Australia for insulting China. The list goes on. Understand what's happening to this rising superpower.

Dealing with Climate Change: Having to Adapt

October 26 (9AM - 11:30AM)

Location: GRC Auburn Center or via Zoom with Rich Elfers

"Our weather--it is a changin'": Droughts, floods, hurricanes, temperature domes causing high heat, forest fires, and more. How did we get here? Why the rise of climate-change deniers? Most importantly, how will we have to adapt to changing weather patterns. Sign up to find out what to expect in the future.

Member Rate: \$29 (P220)

General Public Rate: \$44 (P221)



Billionaires in Space: What Does it Mean for America?

November 30 (9AM - 11:30AM)

Location: GRC Auburn Center or via Zoom with Rich Elfers

Member Rate: \$29 (P230)

General Public Rate: \$44 (P231)



Two billionaires successfully soared into space, riding their shuttles/rockets into near space or space, depending on the altitude. These flights signal a major paradigm shift in space technology. What will it mean for you and me? Register for an analysis of the new age of commercial space flight.

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: Y465 Sep 7–Nov 26 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: Y406 Sep 7–Nov 26 ONLINE

Visit greenriver.edu/ceOnline for course details.

FALL-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.

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: Y100 Judy Gale Auburn Center AC-240
Sessions: 1 Th Sep 9 8AM–4:30PM

Item: Y101 Judy Gale Auburn Center AC-240
Sessions: 1 Sa Sep 18 8AM–4:30PM

Item: Y102 Judy Gale Auburn Center AC-240
Sessions: 1 Th Sep 30 8AM–4:30PM

Item: Y103 Judy Gale Auburn Center AC-240
Sessions: 1 Sa Oct 16 8AM–4:30PM

Item: Y104 Judy Gale Auburn Center AC-240
Sessions: 1 Sa Nov 6 8AM–4:30PM

Item: Y105 Judy Gale Auburn Center AC-240
Sessions: 1 Th Nov 18 8AM–4:30PM

Item: Y106 Judy Gale Auburn Center AC-240
Sessions: 1 Sa Dec 11 8AM–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: Y107 Maggie Crutcher Auburn Campus TT-412
Sessions: 1 Sa Oct 9 8AM–5PM

Item: Y108 Maggie Crutcher Auburn Campus TT-412
Sessions: 1 Sa Dec 4 8AM–5PM

COMMUNICATION AND PROFESSIONAL EXCELLENCE



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: Y407 Sep 7–Nov 26 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: Y109	Amena Jones	Virtual Class	Zoom
Sessions: 1 Tu	Sep 28	9AM-4PM	
Item: Y110	Amena Jones	Virtual Class	Zoom
Sessions: 1 Tu	Oct 19	9AM-4PM	
Item: Y111	Amena Jones	Virtual Class	Zoom
Sessions: 1 Tu	Nov 23	9AM-4PM	
Item: Y112	Amena Jones	Virtual Class	Zoom
Sessions: 1 Tu	Dec 14	9AM-4PM	

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: Y113	Evelyn Galasso	Virtual Class	Zoom
Sessions: 7 Th	Sep 2-Oct 14	8AM-4:15PM	
Item: Y114	Evelyn Galasso	Virtual Class	Zoom
Sessions: 7 Sa	Sep 11-Oct 23	8AM-4:15PM	
Item: Y115	Evelyn Galasso	Virtual Class	Zoom
Sessions: 7 Th	Oct 21-Dec 16	8AM-4:15PM	

NO CLASS Nov 11 and Nov 25

Item: Y116	Evelyn Galasso	Virtual Class	Zoom
Sessions: 7 Sa	Oct 30-Dec 18	8AM-4:15PM	

NO CLASS Nov 27

 **Spanish for Medical Professionals**

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

Item: Y481 **Sep 7-Oct 29** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

HUMAN RESOURCES

HR for Small Business

Designed to provide an overview of the basic HR laws and best practices for small organizations, this course will walk you through employment laws, HR-related policies and procedures, legally hiring and firing, and navigating leave laws. HR for Small Business will give you the basic foundation to manage your organization's HR issues successfully. Fee \$139

Item: Y479 **Virtual Classroom** **Zoom**
 Sessions: 1 Th Dec 2 9AM-4PM

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 5
Introduction to HR	Page 6
Recruitment and Selection	Page 6
Employee and Labor Relations	Page 6
Compensation and Benefits	Page 6
Federal and State Employment Law	Page 6
Training and Development	Page 6
HR Administration	Page 6
Health, Safety and Security	Page 6

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: Y410 **Malone/Drinen/King/Henning Farber** **Virtual Class** **Zoom**
 Sessions: 12 Tu, Th Oct 7-Nov 18 6-9PM
 No Class: Thursday, November 11th

"Yes, I did enjoy the class. I especially enjoyed the break out groups. Claudia is fun to listen to and she is engaging and visibly passionate about her work."

— Student of Introduction to HR

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: Y411 **Claudia Malone** **Virtual Class** **Zoom**
Sessions: 1 Tu Oct 7 6–9PM

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 **Julie Drinen** **Virtual Class** **Zoom**
Sessions: 2 Tu, Th Oct 12–Oct 14 6–9PM

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: Y413 **Julie Drinen** **Virtual Class** **Zoom**
Sessions: 2 Tu, Th Oct 19–Oct 21 6–9PM

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: Y414 **King/Henning Farber** **Virtual Class** **Zoom**
Sessions: 2 Tu, Th Oct 26–Oct 28 6–9PM

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: Y415 **Stephanie King** **Virtual Class** **Zoom**
Sessions: 2 Tu, Th Nov 2–Nov 4 6–9PM

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: Y416 **M. Henning Farber** **Virtual Class** **Zoom**
Sessions: 1 Tu Nov 9 6–9PM

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: Y417 **M. Henning Farber** **Virtual Class** **Zoom**
Sessions: 1 Tu Nov 16 6–9PM

No Class: Thursday, November 11th

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: Y418 **Claudia Malone** **Virtual Class** **Zoom**
Sessions: 1 Th Nov 18 6–9PM

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 **Sep 7–Nov 26** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

Supervision Certificate



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

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

Supervision Certificate (6 Class Series)	Page 7
Working with Difficult People	Page 7
Developing Your Leadership Style	Page 7
Getting the Most From Your Meetings	Page 7
Motivating for Success	Page 7
Working Smarter	Page 7
Problem-Solving and Decision-Making Strategies	Page 7

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: Y419 **Sara Johnson** **Kent** **KC-324**
 Sessions: 12 M, W Oct 25–Dec 8 6–9PM

NO CLASS: Nov 22nd and 24th

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: Y420 **Sara Johnson** **Kent** **KC-324**
 Sessions: 2 M, W Oct 25–Oct 27 6–9PM

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: Y421 **Sara Johnson** **Kent** **KC-324**
 Sessions: 2 M, W Nov 1–Nov 3 6–9PM

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: Y422 **Sara Johnson** **Kent** **KC-324**
 Sessions: 2 M, W Nov 8–Nov 10 6–9PM

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 **Sara Johnson** **Kent** **KC-324**
 Sessions: 2 M, W Nov 15–Nov 17 6–9PM
 No Class November 22nd and 24th.

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 **Sara Johnson** **Kent** **KC-324**
 Sessions: 2 M, W Nov 29–Dec 1 6–9PM
 No Class November 22nd and 24th

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 **Sara Johnson** **Kent** **KC-324**
 Sessions: 2 M, W Dec 6–Dec 8 6–9PM

"The course material was extremely eye opening. I learned a lot more than I was expecting during these two sessions."

— Student of Working with Difficult People

See page 22 for an interview with instructor Sara Johnson and the Supervision Certificate.

MARKETING, SALES AND SOCIAL MEDIA

Google Analytics Certificate

This course, aimed at non-technical users, will take you through all the key techniques of website analytics using the world-standard Google Analytics, a free online tool. Understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and learn how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website. Fee: \$345

Item: Y427 **Sep 7–Oct 29** **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: Y428 **Sep 7 – Nov 26** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

PROJECT MANAGEMENT

PMP® and CAPM® Exam Prep



PMP® and CAPM® Certification Exam Prep

Project management certification is in great demand. Certified project managers have more job options, are paid well and turn great ideas into reality. This course will prepare you to take the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) exams 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

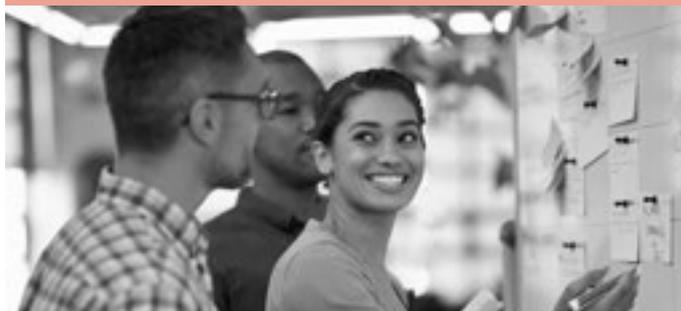
Item: Y431 **Daniel Yeomans** **Virtual Class** **Zoom**
Sessions: 10 Tu Sep 21–Nov 23 6–9PM

"It pulled all our knowledge from months of classes and tied it all together. I absolutely enjoyed the capstone project."

"Dan is extremely knowledgeable on the Subject matter. He teaches with and makes everything make sense. Dan shares real life experiences to make things clear. I really enjoy the way he makes the classes interactive with everyone involved."

— Students of the Project Management Certificate.

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 8**

PM Certificate Part A (3 Class Series) **Page 8**

Project Management Initiating the Project Page 9
Project Planning and Scheduling Techniques Page 9
Project Execution to Closing Page 9

PM Certificate Part B (3 Class Series) **Winter 2022**

Project Stakeholder and Communications Management Winter 2022
Agile Project Management Winter 2022
Project Management Certificate Capstone Winter 2022



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: Y429 **Daniel Yeomans** **Virtual Class** **Zoom**
Sessions: 1 W Sep 22 6–7PM

3 Class Series **Project Management Certificate Part A**

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

Item: Y430 **Daniel Yeomans** **Virtual Class** **Zoom**
Sessions: 17 M, W Oct 4–Dec 1 6–9PM

NO CLASS Wednesday, Nov 24th

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: Y432 Daniel Yeomans Virtual Class Zoom
 Sessions: 5 M, W Oct 4–Oct 18 6–9PM

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: Y433 Daniel Yeomans Virtual Class Zoom
 Sessions: 7 M, W Oct 20–Nov 10 6–9PM

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: Y434 Daniel Yeomans Virtual Class Zoom
 Sessions: 5 M, W Nov 15–Dec 1 6–9PM
 NO CLASS Wednesday, Nov 24th

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: Y117 ONLINE

Additional Real Estate Courses

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

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

SMALL BUSINESS DEVELOPMENT

Small Business: 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	Kevin Grossman	Cov City Hall Council Chambers
Sessions: 1 M	Sep 20	5–7PM
Item: Y402	Kevin Grossman	Enumclaw
Sessions: 1 Tu	Oct 19	5–7PM
Item: Y403	Taryn Hornby	Virtual Class
Sessions: 1 W	Nov 3	5–7PM
Item: Y404	Kevin Grossman	Kent
Sessions: 1 Th	Nov 18	5–7PM

Technology

COMPUTER BASICS

Computer Fundamentals with Windows 10

Develop the skills you need to effectively use a computer. Start by exploring Windows 10, and discover the tools that aid your productivity, such as program controls, the Start menu, the taskbar, apps, basic word processing and email. Then, learn about file management, including how to create and save files and folders. Finally, get best practices for conducting Internet searches effectively while protecting yourself against threats. Some elements requiring a Microsoft account may be demonstrated but not practiced. Textbook included. Fee: \$269

Item: Y435 **Gayle Larson** **Kent** **KC-255**
 Sessions: 4 Tu, Th Sep 28–Oct 7 5:30–9PM

DATA SCIENCE

Power BI Certificate



Gain insights into your data by mastering Microsoft's business intelligence service - Power BI. In this online certificate program, you will enhance your skills in data analysis, gain greater insight into your organization's performance and increase your ability to make more informed decisions. Fee: \$495

Item: Y436 **Sep 7–Nov 26** **Online**

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 Information Session **Page 10**

Data Analyst Certificate Part 1: SQL Server (4 Class Series) **Page 10**

Relational Database Concepts and Design Page 12

SQL Programming Level 1 Page 12

SQL Programming Level 2 Page 12

SQL Server Certificate Capstone Page 12

Data Analyst Certificate Part 2: Python for Data Analysis **Winter 2022**

Data Analyst Certificate Part 3: Exploratory Data Analysis (3 Class Series) **Spring 2022**

Data Mining Spring 2022

Data Visualization Spring 2022

Data Analyst Certificate Capstone Spring 2022

Visit greenriver.edu/ceCertificates for course details.

Data Analyst Certificate Information Session

As companies utilize big data concepts to stay competitive, the role of the data analyst is key. In this free information session, learn how organizations are moving towards a quantifiable, data-driven decision-making approach, the data analyst profession and Green River's new Data Analyst Certificate. Registration required. Fee: \$0

Item: Y469 **Jim Parshall** **Virtual Class** **Zoom**
 Sessions: 1 Tu Sep 28 6–7PM

4 Class Series

Data Analyst Certificate Part 1: SQL Server

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

Item: Y470 **Jim Parshall** **Virtual Class** **Zoom**
 Sessions: 15 Tu, Th Oct 5–Dec 2 6–9PM

NO CLASS Nov 11th, 23rd and 25th.

MICROSOFT

Microsoft Office 2019 Essentials Certificate



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

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

Microsoft Office 2019 Essentials Certificate (4 Class Series) **page 10**

Microsoft Word 2019 Level 1 page 11

Microsoft Outlook 2019 page 11

Microsoft PowerPoint 2019 page 11

Microsoft Excel 2019 Level 1 page 11

Visit greenriver.edu/ceCertificates for course details.

4 Class Series

Microsoft Office 2019 Essentials Certificate

Take the Microsoft Office 2019 Essentials Certificate (4 Class Series) at a discounted rate. Series includes Word Level 1, Outlook, PowerPoint, and Excel Level 1. Visit greenriver.edu/ceCertificates for prerequisites. Four textbooks included. Fee: \$429

Item: Y444 **Gayle Larson** **Kent** **KC-255**
 Sessions: 4 F Oct 22–Nov 12 8AM–4PM

3 Class Series **Microsoft Excel 2019**

Capture the power of Excel 2019 by taking the Excel Series. Series includes Levels 1, 2 and 3 at a discounted rate. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbooks included. Fee: \$369

Item: Y450	Gayle Larson	Kent	KC-255
Sessions: 6 Tu, Th	Oct 26–Nov 16	5:30–9PM	
No Class: Thursday, Nov 11th.			

Item: Y476	Gayle Larson	Kent	KC-255
Sessions: 3 F	Nov 12–Dec 3	8AM–4PM	

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: Y451	Gayle Larson	Kent	KC-255
Sessions: 2 Tu, Th	Oct 26–Oct 28	5:30–9PM	

Item: Y448	Gayle Larson	Kent	KC-255
Sessions: 1 F	Nov 12	8AM–4PM	

Microsoft Excel 2019 Level 2

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

Item: Y452	Gayle Larson	Kent	KC-255
Sessions: 2 Tu, Th	Nov 2–Nov 4	5:30–9PM	

Item: Y477	Gayle Larson	Kent	KC-255
Sessions: 1 F	Nov 19	8AM–4PM	

Microsoft Excel 2019 Level 3

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

Item: Y453	Gayle Larson	Kent	KC-255
Sessions: 2 Tu, Th	Nov 9–Nov 16	5:30–9PM	
No Class: Thursday, Nov 11th			

Item: Y478	Gayle Larson	Kent	KC-255
Sessions: 1 F	Dec 3	8AM–4PM	

Microsoft Outlook 2019

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

Item: Y446	Gayle Larson	Kent	KC-255
Sessions: 1 F	Oct 29	8AM–4PM	

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: Y447	Gayle Larson	Kent	KC-255
Sessions: 1 F	Nov 5	8AM–4PM	

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: Y445	Gayle Larson	Kent	KC-255
Sessions: 1 F	Oct 22	8AM–4PM	

Instructor Bio

Gayle Larson

Gayle 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

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: Y454 **Sep 7–Nov 26** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

SQL SERVER

4 Class Series SQL Server Certificate

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

Item: Y471 **Jim Parshall** **Virtual Class** **Zoom**
 Sessions: 15 Tu, Th Oct 5–Dec 2 6–9PM
 NO CLASS: Nov 11th, 23rd and 25th

Relational Database Concepts and Design

In today's big data world, managing data efficiently requires analytical skills and the ability to use relational databases. This course introduces you to basic relational database concepts, terminology of relational databases and simple database design. Learn to design efficient relational databases using the principles of SQL. Topics include attaching and detaching a database, creating a database diagram and writing simple SQL statements. See website for prerequisites and textbook information. Fee: \$249

Item: Y472 **Jim Parshall** **Virtual Class** **Zoom**
 Sessions: 3 Tu, Th Oct 5–Oct 12 6–9PM

SQL Programming Level 1

Microsoft SQL Server has evolved to become a true, enterprise information platform. In this course you'll learn the fundamental elements of T-SQL, including the definition of DML, DDL, DCL and TCL; use control of flow statements like IF and WHILE; work with NULLs; practice T-SQL programming constructs to query and modify a database in SSMS; identify the different forms of the JOIN clause; filter data using logical queries; and define constraints to enforce data integrity. See website for prerequisites and textbook information. Fee: \$359

Item: Y473 **Jim Parshall** **Virtual Class** **Zoom**
 Sessions: 5 Tu, Th Oct 14–Oct 28 6–9PM

SQL Programming Level 2

Learn to streamline and extract relevant information and execute more advanced SQL features. Topics include implementing complex queries; utilizing sub queries and derived tables; designing views and inline functions; building stored procedures, user-defined functions, and triggers; implementing transactions, error handling and dynamic SQL; identifying locking and isolation levels; and creating indexes. See website for prerequisite and textbook information. Fee: \$309

Item: Y474 **Jim Parshall** **Virtual Class** **Zoom**
 Sessions: 4 Tu, Th Nov 2–Nov 16 6–9PM
 NO Class: Nov 11th

SQL Server Certificate Capstone

Demonstrate your SQL Server knowledge in this Capstone course. Use SQL Server Management Studio (SSMS) to build a database schema based on a "real-world" scenario. Then, develop a database solution that supports your proposed plan. Next, implement the solution, and test the results using SQL queries. Finally, you will submit your database .bak file to the instructor for review to ensure all fundamental SQL techniques are understood and implemented. See website for prerequisites and textbook information. Fee: \$249

Item: Y475 **Jim Parshall** **Virtual Class** **Zoom**
 Sessions: 3 Tu, Th Nov 18–Dec 2 6–9PM
 NO CLASS Nov 23rd or 25th

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 Information Session	page 12
Graphic Design Certificate Part 1 (2 Class Series)	page 12
Graphic Design Fundamentals	page 13
Photoshop CC	page 13
Graphic Design Certificate Part 2 (2 Class Series)	Winter 2022
Working Designer	Winter 2022
Illustrator CC	Winter 2022
Graphic Design Certificate Part 3 (2 Class Series)	Winter 2022
InDesign CC	Winter 2022
Graphic Design Certificate Capstone	Winter 2022

Visit greenriver.edu/ceCertificates for course details.

Graphic Design Certificate Information Session

Discover what it takes to put your talents to work as a Graphic Designer. Attend our free information session and learn about the graphic design profession, including employment rates, the type of work available and earning potential, as well as Green River's new Graphic Design Certificate Program. Free. Registration required. Fee: \$0

Item: Y460 **Morgan Olson** **Virtual Class** **Zoom**
 Sessions: 1 Tu Oct 12 6-7PM

2 Class Series **Graphic Design Certificate Part 1**

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

Item: Y463 **Morgan Olson** **Virtual Class** **Zoom**
 Sessions: 10 M, W Oct 18-Nov 17 6-9PM



Graphic Design Fundamentals

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

Item: Y461 **Morgan Olson** **Virtual Class** **Zoom**
 Sessions: 4 M, W Oct 18-Oct 27 6-9PM

Photoshop CC

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

Item: Y462 **Morgan Olson** **Virtual Class** **Zoom**
 Sessions: 6 M, W Nov 1-Nov 17 6-9PM

"The amount of in-depth knowledge I gained helped me better understand certain topics I was somewhat familiar with before taking this course. There was a lot of "ah-ha" moments."

— Student of the Graphic Design Certificate

Instructor Bio

Morgan Olson

Morgan Olson has been teaching and tutoring graphics and animation courses for over a decade. She prides herself on customizing course materials in a dynamic theme that optimizes the needs of the students. Before teaching, she worked as an in-house graphic artist and a freelance animator and now owns her own graphic design business, MeMoDesigns.

6 REASONS

CONTINUING EDUCATION IS A NO-BRAINER

1. You'll become a pro at **time management**
2. You'll modernize your **skills**
3. You'll make **more money**
4. You'll have more workplace **confidence**
5. You'll grow your **network**
6. You can pursue your **interests**

— From *Ladders.com*



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

Administrative Assistant Fundamentals

This course will help you master essential job responsibilities, implement solutions, and increase productivity.

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.

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 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.

Introduction to CSS3 and HTML5

Create state-of-the-art, modern websites like the pros. This course will provide you with the foundation you need to master new Web languages through hands-on training.

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.

Become a Veterinary Assistant

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

Introduction to Interior Design

Get the know-how to design a room floor to ceiling using the principles of good design.

Introduction to Artificial Intelligence

In this course you will gain a foundational knowledge of the science behind creating computer systems that can perform tasks requiring human intelligence.

ed2go Advanced Career Training



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.

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.

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.

C++ Programmer

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

Medical Billing and Coding (Voucher Included)

Train for an in-demand healthcare career in medical billing and coding. This course will help you prepare for industry certification.

Procurement and Purchasing Management

Learn the basics of the supply chain process, purchasing, and contracting issues to provide you with the skills needed for a successful career.

To view the entire catalog or to register, visit:

greenriver.edu/ce-ed2go

To view the entire catalog or to register, visit:

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: Y122 Gary McCutcheon Auburn Campus WB-108
Sessions: 7 M, W Oct 4–Oct 25 6:30–8:30PM

Item: Y123 Greg Doerr Virtual Class Zoom
Sessions: 7 Tu, Th Oct 5–Oct 26 6:30–8:30PM

Digital Photography 1 - Enumclaw Campus

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

Item: Y752 Roger Young Enumclaw ENM-14
Sessions: 6 Tu Sep 28–Nov 2 6:30–9PM

Digital Photography 2

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

Item: Y753 Roger Young Virtual Class Zoom
Sessions: 6 W Nov 3–Dec 8 6:30–9PM

Digital Photography 2

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

Item: Y124 Gary McCutcheon Auburn Campus WB-108
Sessions: 7 M, W Oct 27–Nov 17 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: Y125 Greg Doerr Virtual Class Zoom
Sessions: 7 Tu, Th Oct 28–Nov 23 6:30–8:30PM
NO CLASS Nov 11

Art and Technique in Photography



Students will have a chance to concentrate on a photography subject of their choosing. They will push their limits a little and pick subjects, techniques or artistic themes to express themselves with photography. The instructor will guide and give technical advice and help students pick their ideas that can include macro photography, portraits, HDR, panoramas, etc. Students will have a key role in choosing what challenges to pursue. One goal is to begin a beautiful personal portfolio that will show the students personal growth and learn many new techniques and concepts. Pre-requisite: Photography 1; preferred Photography 2 Fee: \$135

Item: y126 Gary McCutcheon Auburn Campus WB-108
Sessions: 7 Th Oct 7–Dec 2 6:30–8:30PM

Art of Photography

Learn the art of photographic composition. Train your eye to find the beauty around you and capture it in a compelling artistic way. Class will cover portrait, macro, and landscape styles with weekly photo assignments and detailed critiques. Good working knowledge of your camera is required. Camera with manual control is recommended. Fee: \$135

Item: Y754 Roger Young Enumclaw ENM-14
Sessions: 6 M Nov 1–Dec 6 6:30–9PM

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: Y127 Gary McCutcheon Auburn Campus WB-108
Sessions: 1 Tu Oct 26 6:30–8:30PM

Create Your Own Vision Board



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

Item: Y132 V. Taylor Jenkins Auburn Campus, WT-16
Sessions: 1 W Oct 20 6–9PM

Beginning Oil Painting Without Solvents



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

Item: Y130 Phil Jensen Auburn Campus WT-16
Sessions: 6 Tu Sep 28–Nov 2 6–9PM



Drawing for Beginners

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

Item: Y131 Phil Jensen Auburn Campus WT-16
 Sessions: 6 Th Sep 30–Nov 4 6–9PM



Color Fun with Watercolor

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

Item: Y751 Elaine Lynest Enumclaw ENM-16
 Sessions: 7 W Oct 6–Nov 17 10AM–12PM



Fused Glass I

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

Item: Y128 Diana Wendt Blue Dog Glass Studio
 Sessions: 1 Sa Oct 16 9AM–1PM

Project Pick Up on October 17 at 10am.

Fused Glass Ornaments and Tiles

Celebrate the holidays by creating your own fused glass ornaments or tiles! This fun 4-hour workshop is a great way for beginners to learn the basics of glass fusing. Students will learn to cut, design and fire up to 4 colorful glass ornaments to decorate the tree or tiles to give as gifts. A \$125.00 material/firing fee per section paid to instructor in class. Project pick-up on Sunday. Class held off-campus at Blue Dog Glass Art Studio. Fee: \$79

Item: Y129 Diana Wendt Blue Dog Glass Studio
 Sessions: 1 Sa Nov 20 9AM–1PM
 Project Pick up on November 21 at 10AM.

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

HEALTH, DANCE AND FITNESS

Holistic Wellness Series



Series includes Building Resilience, Happy for No Reason and Wellness Vision. Fee: \$99

Item: Y137 Roberta Kim Virtual Class Zoom
 Sessions: 3 Sa Oct 9–Oct 23 9AM–12PM

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. Fee: \$39

Item: Y138 Roberta Kim Virtual Class Zoom
 Sessions: 1 Sa Oct 9 9AM–12PM

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! Fee: \$39

Item: Y139 Roberta Kim Virtual Class Zoom
 Sessions: 1 Sa Oct 16 9AM–12PM

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. Fee: \$39

Item: Y140 **Roberta Kim**
 Sessions: 1 Sa Oct 23 9AM-12PM



Introduction to Meditation and Mindfulness



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

Item: Y135 **A. Hildebrandt** **Virtual Class** **Zoom**
 Sessions: 8 W Sep 29-Nov 17 6-7PM

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!

Item: Y750 **Joy Moorehead** **Virtual Class**
 Sessions: 1 W Oct 13 6:30-8:30PM

Whole Body Nutrition: Food and Beyond (7 Class Series)

This series of five classes explores the functions of the body and how they relate to the food we eat. Just as important as

what you eat is understanding your body's response to these foods. Each class builds on the next incorporating activities

to promote changes to your specific dietary and health needs. Fee: \$135

Item: Y134 **Susan Blake** **Virtual Class** **Zoom**
 Sessions: 7 Th Sep 30-Nov 18 6-8PM
 NO CLASS Nov 11

Mindful Eating

In this workshop style series of classes, you will hear evidence-based information to clarify mindfulness, apply mindfulness to eating, and explain how to use hunger signals to eat more mindfully. More importantly, you will be given a chance to apply the information to your personal circumstances and engage in many sensory and experiential exercises/activities to invoke deep awareness. Each class builds upon the previous and includes information about the seven types of hunger describes by Jan Chosen Bays in Mindful Eating. The benefit of learning how to approach eating and food choices with mindfulness is to shift away from detrimental habits and patterns or cravings and aversions so you can stick with the healthy eating plan that you want and know how to eat, effortlessly! Fee: \$99

Item: Y136 **Susan Blake** **Virtual Class** **Zoom**
 Sessions: 5 Tu Nov 2-Nov 30 6-8PM

A Journey Into Wine Country - Part 3

The Fall Wine class is the third class in the three-class series and will cover events and decisions in the vineyard, harvest, and up to the first fermentation. We will revisit both Old World and New World wine regions and look at some of the ways viticulturists and ecologists manage vineyards and make important pre- and post-harvest decisions. Students can take this class as a stand along class, or in any sequence with the other two classes, which are offered Spring and Summer quarters.

Item: Y755 **Roland Vieira** **Virtual Class** **Zoom**
 Sessions: 5 Tu Oct 12 6:30-8:30PM

HOME, GARDEN AND OUTDOORS

Bank and Wade Fishing for Winter Steelhead

Learn the basics of winter steelhead fishing! Learn to set up tackle to fish using three effective methods for the shore bound angler: drift fishing, float fishing, and spoon fishing. Discuss productive bank fishing areas on local rivers and how to time your visits for success. Class includes a resource notebook. Optional Saturday outing to a local river for hands-on instruction and fishing. CEUs: .2 Fee: \$59

Item: Y756 **John Fiskum** **Enumclaw** **Zoom**
 Sessions: 1 W Dec 1 6:30-8:30PM

Item: Y757 **John Fiskum** **Outing** **ARR**
 Sessions: 1 Sa Dec 4 7-11AM
 Snoqualmie River Outing

Fish Smoking

Learn how to make delectable smoked fish! We'll focus on Pacific NW favorites like salmon, steelhead and trout. You'll be a hit at all your parties and events with your own custom-made smoked appetizers. Class will include step-by-step instruction, demonstration, recipes and sample tasting. Fee: \$29

Item: Y758 **John Fiskum** **Enumclaw** **ENM-16**
 Sessions: 1 W Nov 17 6:30-8:30PM

Fly-Fishing for Chum Salmon

Chum are the second largest Pacific salmon. Learn how to pursue these hard fighting salmon in both salt and fresh water with a fly rod. We will discuss tackle, equipment, fly patterns, productive salt and freshwater locations and techniques for success! Two optional outings for hands-on instruction and fishing. CEUs: .2 Fee: \$29

Item: Y759 **John Fiskum** **Enumclaw** **Zoom**
 Sessions: 1 W Nov 3 6:30-8:30PM

Item: Y760 **John Fiskum**
 Sessions: 1 F Nov 5 7-11AM



Yakima River Fly-Fishing - Walk & Wade



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

Item: Y762 **John Fiskum** **Enumclaw** **ENM-16**
 Sessions: 1 W Sep 29 6:30-8:30PM

Item: Y763 **John Fiskum** **Enumclaw** **ARR**
 Sessions: 1 Sa Oct 2 10AM-3PM

Yakima River Pontoon Boat Fly-Fishing

Fee: \$119

Item: Y761 **John Fiskum** **Enumclaw** **ARR**
 Sessions: 1 Sa Oct 16 9AM-5PM

Basic Pruning

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

Item: Y141 **Alan Haywood** **Auburn Campus** **WT-16**
 Sessions: 1 W Oct 6 6:30-9PM

Fruit Growing in Your Backyard

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

Item: Y142 **Alan Haywood** **Auburn Campus** **WT-16**
 Sessions: 1 W Nov 3 6:30-9PM

Introduction to Sustainable Gardening and Landscaping



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

Item: Y143 **Alan Haywood** **Auburn Campus** **WT-16**
 Sessions: 1 W Dec 1 6:30-9PM



Eliminating Holiday Turmoil



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

Item: Y144 **A. Howell Anselmi** **Virtual Class** **Zoom**
 Sessions: 1 Tu Oct 26 6:30-8:30PM

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: Y145 **Arthur Morris** **Auburn Campus** **WB-109**
 Sessions: 8 M Oct 4-Nov 22 6-9PM



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: Y147 **Arthur Morris** **Auburn Campus** **WB-109**
 Sessions: 8 W Oct 6–Dec 1 6:30–8:30PM
 NO CLASS Nov 24



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: Y146 **Arthur Morris** **Auburn Campus** **WB-109**
 Sessions: 8 Tu Oct 5–Nov 23 6:30–8:30PM

"For a once-a-week language course we covered an amazing amount of grammar and language structure material!"

— Student of French I

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: Y148 **Arthur Morris** **Virtual Class** **Zoom**
 Sessions: 8 Th Oct 7–Dec 9 6–9PM
 NO CLASS Nov 11 and Nov 25

MONEY MATTERS



Rules of the Road- The Foundations of Investing



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

Item: Y157 **John Schneider** **Kent** **Kent**
 Sessions: 1 Tu Nov 2 6:30–8:30PM



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: Y154 **Scott Beusch** **Virtual Class** **Zoom**
 Sessions: 1 Tu Oct 5 6–8:30PM

Item: Y155 **Scott Beusch** **Auburn Campus** **WB-106**
 Sessions: 1 Tu Nov 2 6–8:30PM

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: \$49

Item: Y150 **Tom Bowman** **Auburn Campus** **WB-106**
Sessions: 3 Tu Oct 12–Oct 26 6:30–8:30PM

Item: Y151 **Tom Bowman** **Auburn Center** **AC**
Sessions: 2 Sa Oct 16–Oct 23 9AM–12PM

Wills and Legal Documents We All Need

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

Item: Y153 **Megan Farr** **Auburn Campus** **CH-214**
Sessions: 1 W Nov 10 6:30–9PM

How to Be an Executor of a Will

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

Item: Y152 **Owen Gabrielson** **Auburn Campus** **CH-214**
Sessions: 1 W Nov 3 6:30–9PM

World Financial Group Personal Finance Workshop

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

Item: Y156 **C. Thomasson** **Virtual Class** **Zoom**
Sessions: 5 M Oct 4–Nov 1 6–8PM

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: Y158 **Joyce Joneschiet** **Virtual Class** **Zoom**
Sessions: 1 Tu Sep 14 6:30–8:30PM

Item: Y159 **Joyce Joneschiet** **Virtual Class** **Zoom**
Sessions: 1 Tu Oct 19 6:30–8:30PM

Item: Y160 **Joyce Joneschiet** **Virtual Class** **Zoom**
Sessions: 1 Tu Nov 16 6:30–8:30PM

Item: Y161 **Joyce Joneschiet** **Virtual Class** **Zoom**
Sessions: 1 W Dec 1 6:30–8:30PM

MUSIC AND VOICE



Guitar, Beginning/Continued

Develop guitar skills while learning songs you like. Beginning guitar students learn chords, strumming, finger-picking, and other basic skills. Fee: \$99

Item: Y162 **Charles Buser** **Auburn Campus** **IVC-108**
Sessions: 10 M Oct 4–Dec 6 6:30–7:30PM

Beginning Ukulele

Start strumming and learn to play in a relaxed and fun atmosphere. Curriculum includes arrangements for all levels from beginner to pro. Focus will be on learning basic strums and chords set to new songs each week. Bring your own ukulele and start making music! Fee: \$139

Item: Y164 **Dace Anderson** **Auburn Campus** **IVC-109**
Sessions: 10 Tu Oct 5–Dec 7 6–7PM

The Independent Musician

Are you looking to launch or improve your career in the music business? If so, this certificate is for you! It takes you from the beginning of the songwriting process all the way through to the release of an album or single. The certificate runs from fall 2021 through summer of 2022 and includes the following classes:

Fall - Songwriting

Winter - Business of Music

Spring - Recording Studio

Summer - Live Performance Fee: \$899

Item: Y165 **Dace Anderson** **Auburn Campus** **IVC-109**
Sessions: 40 W Nov 24–Aug 31 6–8PM

NO CLASS Nov 24, Dec 22, Dec 29, Jan 5, Mar 23, Jun 8, Jun 15, Jun 22

Songwriting

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: \$249

Item: Y166 **Dace Anderson** **Auburn Campus** **IVC-109**
Sessions: 10 W Oct 6–Dec 15 6–8PM



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: Y163 GRC Staff Virtual Class Online
 Sessions: 1 Arranged Sep 4–Dec 9 12–12AM

*After registration Voices For All will contact you to schedule your 90 minute class based on your availability.

WRITING

Instructor Bio

Lynn Bohart

Ms. Bohart helps nonprofits, businesses and individuals improve communications through targeted messaging and copywriting. She holds a master's degree in theater (directing) and has earned the highest level of accreditation in the Association for Healthcare Philanthropy, that of Fellow (FAHP). She has seven popular mystery novels, two short story books, and a nonprofit memoir on Amazon.com. She has written for both the Renton Reporter and Patch.com. She teaches writing through Green River College and is a member of the Pacific Northwest Writers' Association, the Professional Writers Alliance, and serves on the Seattle Film Summit organizing committee. After 35+ years in the nonprofit world, she founded her own freelance writing company, Lil Dog Communications and works with nonprofits all over the world.

Please visit her website at www.lildogcommunications.com.

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: Y167 Lynn Bohart Auburn Campus WB-106
 Sessions: 5 Th Oct 7–Nov 4 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: Y169	T. Doerr Guerzon	Virtual Class	Zoom
Sessions: 4 Th	Sep 9–Sep 30	6:30–8:30PM	
Item: Y170	T. Doerr Guerzon	Virtual Class	Zoom
Sessions: 4 Th	Oct 7–Oct 28	6:30–8:30PM	
Item: Y171	T. Doerr Guerzon	Virtual Class	Zoom
Sessions: 4 W	Nov 3–Nov 24	6:30–8:30PM	
Item: Y172	T. Doerr Guerzon	Virtual Class	Zoom
Sessions: 4 W	Dec 1–Dec 22	6:30–8:30PM	

**"Tiffany runs a fun and positive class; giving us time to write on specific themes and time to share something we are working on."
 — Student of Writing Creative Nonfiction**



Writing for Children and Getting Published

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

Item: Y168 Alan Ruback Auburn Campus CH-214
 Sessions: 2 Tu Nov 2–Nov 9 6–8:30PM



Green River Continuing Education recently interviewed instructor Sara Johnson about the Supervision Certificate.

Q: What are the 3 most important things a student will learn?

- A:**
1. Self-awareness in how they come across to others
 2. Interpersonal skills for work, community, home interactions
 3. A group of inter-related skills that are beneficial in multiple industries/organizations

Q: Who should take this class?

- A:** Anyone who interacts with others either in person, over the phone, or through “distance” communication.

Q: Why do you want to teach this?

- A:** I feel that the soft skills are often lost in the hustle and bustle of today’s workplace. Many people do not have the skills to effectively manage conflict, communicate successfully, give feedback, or work together to solve problems. Although we often say we work in a global environment, we forget that our daily interactions give us the foundation to succeed.

Q: How did you get started with this topic?

- A:** I interned with a consulting group and enjoyed learning about the development and conducting of workshops. I returned to school to get my MBA in Managerial Leadership and Small Group Dynamics in order to increase my knowledge and skills in these areas.

Q: How often do you use these skills in your job?

- A:** Everyday – any time I interact with others at home, in my community, or through the workplace. These skills are essential.

Q: If you could tell students one thing about this class what would it be?

- A:** We have fun!

Q: What have you learned from teaching?

- A:** How to relate the information to different students, industries, situations and make it relevant to everyone. I also encourage the class to share examples that relate to the topics at hand in order to create a community with shared knowledge who can relate to others and find common ground/bridges to build upon.

Turn to page 7 for more information on classes.

Instructor Bio

Sara Johnson

Sara Johnson conducts business communication and leadership workshops for numerous companies in the Puget Sound area. In association with Green River Community 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.

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

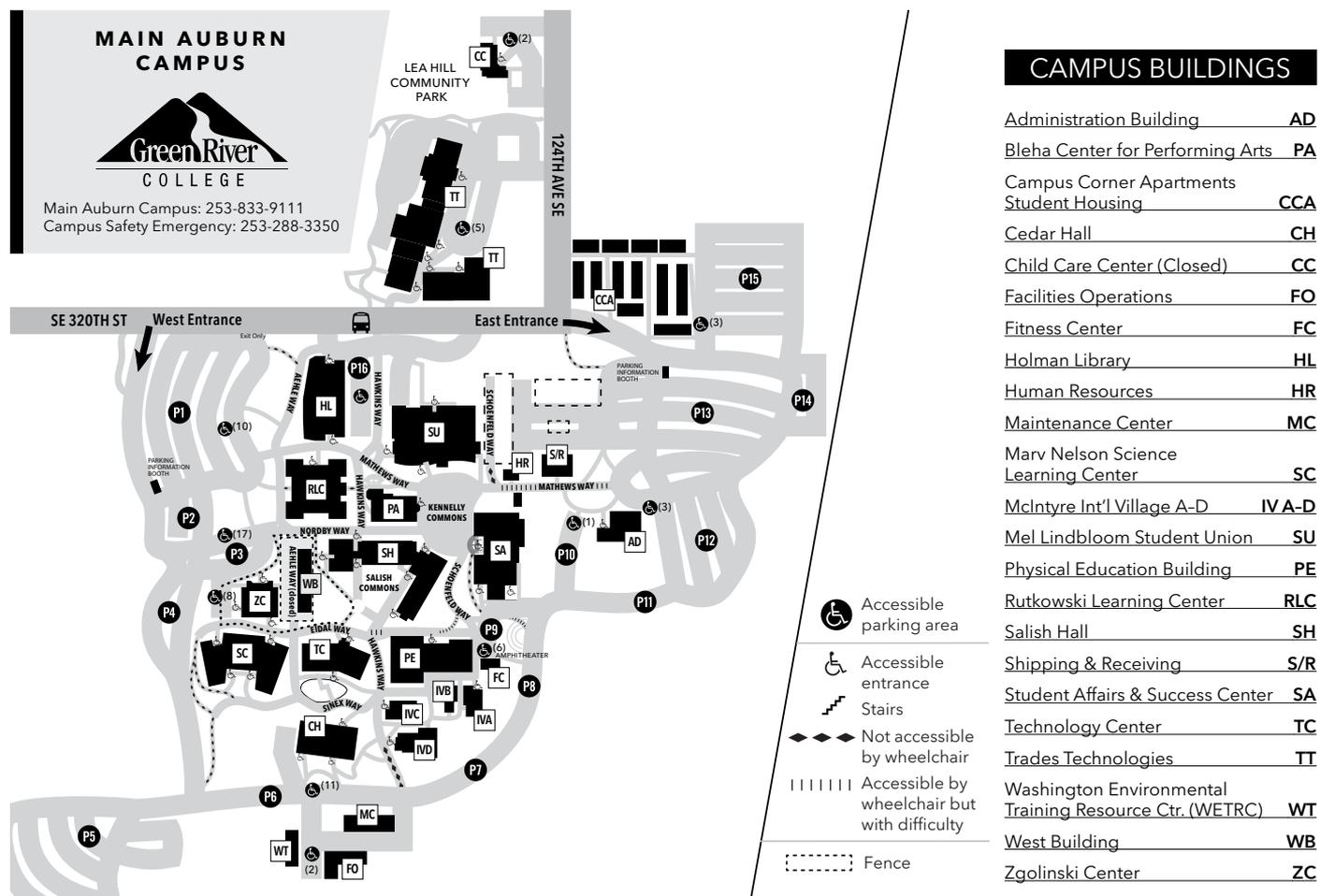
1414 Griffin Avenue, Enumclaw, WA 98022
253-288-3400

Kent Campus

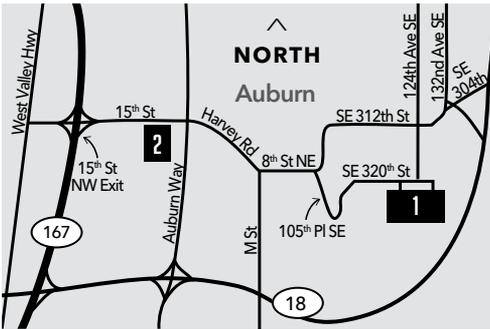
417 Ramsay Way, Suite 112, Kent, WA 98032
253-520-6290

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



1 MAIN AUBURN CAMPUS - 12401 SE 320TH STREET

SOUTHBOUND

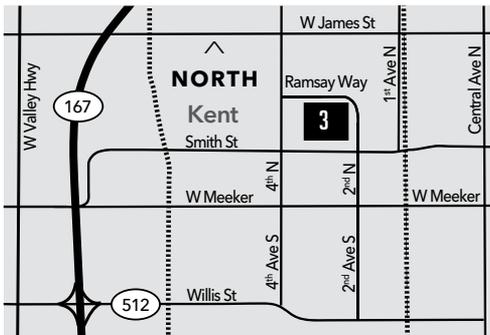
1. Take Highway 167 South toward Kent/Auburn.
2. Take the 15th St. NW exit. Turn left onto 15th St. NW. (15th Street NW becomes Harvey Road.)
3. Turn left onto 8th St. NE.
4. Turn right onto 105th Pl. SE. Drive to top of hill to SE 320th.

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.



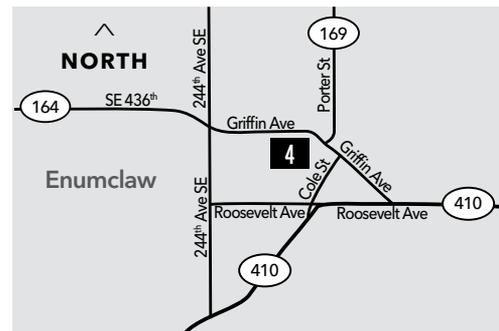
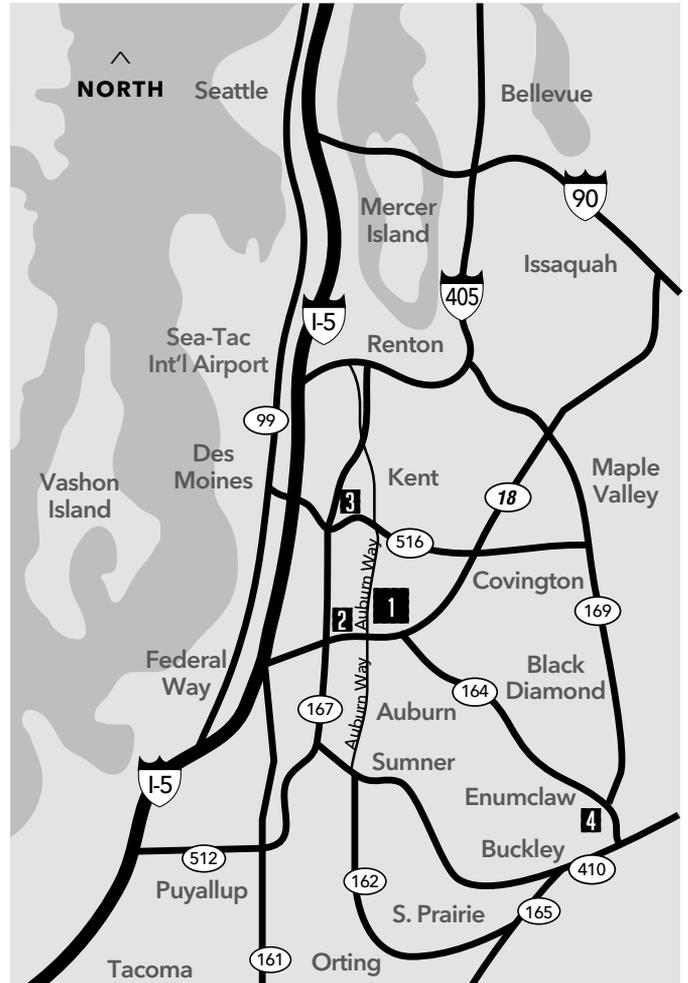
3 KENT CAMPUS - 417 RAMSAY WAY, SUITE 112

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.)

TRAIN YOUR EMPLOYEES AND STAY COMPETITIVE

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

» **Business Skills**

» **Information Technology**

» **Workplace Skills**

» **Organization Performance**

Training can be delivered at your business location or at one of the following locations: Auburn Campus, Kent Campus, Auburn Center or Enumclaw Campus.

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TRAINING CONSULTATION
TODAY

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

CLASSES FOR ALL INTERESTS!

LOOK INSIDE FOR WRITING CLASSES AND MORE PERSONAL INTEREST CLASSES

Classes start on page 15.

