

GREEN RIVER COLLEGE

CONTINUING EDUCATION SCHEDULE

FALL 2020

SEE INSIDE FOR

- » PROFESSIONAL DEVELOPMENT
- » TECHNOLOGY
- » PERSONAL INTEREST

GET READY FOR A NEW
CAREER IN HR!

SEE PAGE 5 FOR CLASS INFORMATION.



Visit greenriver.edu/ce

FEATURED CLASSES



Project Management Certificate

Get the tools and techniques to manage projects in any industry.
page 10



Data Analyst Certificate

Learn how to analyze data to see trends and make predictions.
page 12

New



Adventures in Sewing II

Want more Adventures in Sewing?
Build on your sewing skills!
page 16



Bank and Wade Fishing for Winter Steelhead

Learn the basics of winter steelhead fishing.
page 19



Crafting the Story: Short Story and Novel Writing

Have you always wanted to write a short story? Gain the skills and confidence here!
page 22

EXPAND YOUR BUSINESS

GREEN RIVER COLLEGE

SMALL BUSINESS CENTER



Darrell Sundell
PTAC Advisor



Taryn Hornby
SBDC Advisor



Kevin Grossman
SBDC Advisor

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

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

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



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



VISIT

Register and pay in person at:

Main Auburn Campus

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

Auburn Center

1221 D Street NE
Auburn, WA 98002

Kent Campus

417 Ramsay Way, Suite 112
Kent, WA 98032

Enumclaw Campus

1414 Griffith Avenue
Enumclaw, WA 98022

GREEN RIVER LOCATIONS

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

HOURS

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

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FALL-CLASS TYPE DEFINITION

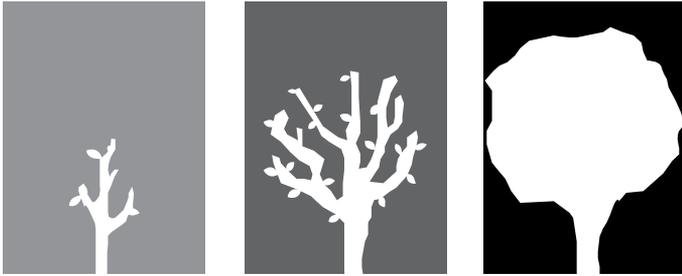
As you view the class schedule, you'll see classes are designated in one of three ways: virtual, hybrid/virtual, or online. The following definitions explain the how each type of course will be delivered:

- **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.

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

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



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.



Gerrymandering: The Unfair Political Advantage of Manipulating Boundary Lines

Tuesday, September 22 (9-11AM)

Location: GRC Auburn Center with Rich Elfers

Member Rate: \$29 (P220)

General Public Rate: \$44 (P221)

The U.S. Supreme Court recently decided it couldn't do anything about gerrymandering, states' political leaders drawing voting districts that benefit their party at the expense of their opponents. Some of the examples would be hilarious if the effects were not so disastrous to democracy. Join instructor Rich Elfers and learn about some of the extreme examples and better understand the stakes in the November 2020 election.

Brazilian Music

Wednesday, September 30 (1-3PM)

Location: GRC Auburn Center With Ruth Mueller

Join us to learn about the music of Brazil. In this session we will explore the European and African cultural influences that lead to the development of samba and trace how samba influenced genres such as samba canção, bossa nova, tropicalia, and música popular brasileira. We will learn about some of Brazil's most famous musicians and maybe even learn a rhythm two.

Member Rate: \$29 (P290)

General Public Rate: \$44 (P291)

The Fascinating Art Of Japanese Writing

Thursday, October 8 (1-3PM)

Location: GRC Auburn Center with John Falconer

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

Member Rate: \$34 (P230)

General Public Rate: \$49 (P231)

Mechatronics In Today's World

Tuesday, October 27 & Wednesday October 28 (8-10AM)

Location: GRC Auburn Center with David Schaafsma

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

Member Rate: \$39 (P240)

General Public Rate: \$54 (P241)

The Up's & Down's: The US Economy and the Federal Reserve

Wednesday, November 18 (9-11AM)

Location: GRC Auburn Center With Sam Le

Join Green River economics instructor Sam Le for a non-technical discussion for a general overview and trends of the US economy. What are the short-term and long-term impacts of key economic policies by the federal government, the US central bank and the Federal Reserve? What are the important factors of the US economy that will affect our daily lives? Instructor Le also serves on the Education Advisory Group for the Federal Reserve Bank of San Francisco.

Member Rate: \$29 (P280)

General Public Rate: \$44 (P281)

The First Pandemic: The Spanish Flu of 1918-1920

Monday, December 7 (9-11AM)

Location: GRC Auburn Center with Rich Elfers

If you think the time we are living in now is horrible and scary, be grateful you didn't live in the era after the end of World War I. According to some sources, between 50-100 million people died in that pandemic. History always gives us perspective of our own times. Learn how these two eras of fear match up, and the government cover ups and decisions that marked the era of the Spanish Flu to gain a deeper understanding of our current times with COVID-19.

Member Rate: \$29 (P210)

General Public Rate: \$44 (P211)

Professional Development

BUSINESS AND FINANCE



Accounting and Finance for Non-Financial Managers Certificate



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

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

Item: Y406

Sep 8–Nov 27

ONLINE

Visit greenriver.edu/ceOnline for course details.



Bookkeeping Certificate



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

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

Item: Y407

Sep 8–Nov 27

ONLINE

Visit greenriver.edu/ceOnline for course details.

FALL-CLASS TYPE DEFINITION

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

CAREER AND TRADE SKILLS

Flagger Training



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

Item: Y244	J. Gale	Auburn Center	AC-150
Sessions: 1 Sa	Sep 26	8:00AM–4:30PM	
Item: Y242	J. Gale	Enumclaw	ENM-15
Sessions: 1 Sa	Oct 24	8:00AM–4:30PM	
Item: Y243	J. Gale	Kent	
Sessions: 1 F	Oct 30	8:00AM–4:30PM	
Item: Y241	J. Gale	Auburn Center	AC-150
Sessions: 1 Sa	Nov 14	8:00AM–4:30PM	
Item: Y240	J. Gale	Kent	KC-321
Sessions: 1 F	Dec 4	8:00AM–4:30PM	

Forklift-Truck Operator Certification (IVES)

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

Item: Y239	H. Valenzuela	Auburn Campus	TT-412
Sessions: 1 Sa	Sep 26	8:00AM–5:00PM	
Item: Y238	H. Valenzuela	Auburn Campus	TT-412
Sessions: 1 Sa	Dec 5	8:00AM–5:00PM	

UPGRADE YOUR RESUME

PROFESSIONAL DEVELOPMENT CLASSES



greenriver.edu/ce

COMMUNICATION AND PROFESSIONAL EXCELLENCE



Business Writing Certificate



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

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

Item: Y408 Sep 8 - Nov 27 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: Y250	A. Jones	Auburn Center	AC-160
Sessions: 1 Tu	Sep 22	9:00AM–4:00PM	
Item: Y249	A. Jones	Enumclaw	ENM-15
Sessions: 1 Tu	Oct 20	9:00AM–4:00PM	
Item: Y248	A. Jones	Auburn Center	AC-160
Sessions: 1 Tu	Nov 17	9:00AM–4:00PM	

Adult Family Home Administrator Training

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

Item: Y247	E. Galasso	Auburn Center	AC-370
Sessions: 7 Sa	Sep 12–Oct 24	8:00AM–4:15	
Item: Y246	E. Galasso	Auburn Center	
Sessions: 7 F	Oct 9–Nov 20	8:00AM–4:15PM	
Item: Y245	E. Galasso	Auburn Center	AC-370
Sessions: 7 Sa	Oct 31–Dec 12	8:00AM–4:15PM	

NO CLASS Nov 28

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: Y409 Sep 8–Oct 30 ONLINE

HUMAN RESOURCES

HR Generalist Certificate



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

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

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Recruitment and Selection	page 6
Employee and Labor Relations	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/Bowles/King	Kent	KC-321
Sessions: 12 Tu, Th	Oct 15 - Dec 1	6:00–9:00PM	
NO CLASS Nov 24, 26			

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 **C. Malone** **Kent** **KC-321**
 Sessions: 1 Th Oct 15 6:00–9:00PM

Federal and State Employment Laws

Legal compliance is a critical task for Human Resources. Learn the basics of the federal and state employment laws that HR Generalists most often deal with, including Title VII, ADA, ADEA, FLSA, FMLA, OSHA and more. You will also identify the steps HR Generalists can take to keep themselves and their organizations out of trouble. Other topics include identifying and preventing sexual harassment and the difference between compliance and risk management approaches to employment laws. Fee: \$139

Item: Y412 **S. King** **Kent** **KC-321**
 Sessions: 2 Tu, Th Oct 20–Oct 22 6:00–9:00PM

Compensation and Benefits

Compensation and benefit programs are key factors in attracting and retaining the right talent for your organization. They are also one of the highest costs of doing business and offer an opportunity for HR to make a valuable contribution to the organization's bottom line. Learn about the different types of compensation systems, compliance with the FLSA and other employment laws, how to determine exempt versus non-exempt status and various benefits as part of a total compensation package. Fee: \$139

Item: Y413 **S. Bowles, S. King** **Kent** **KC-321**
 Sessions: 2 Tu, Th Oct 27–Oct 29 6:00–9:00PM

Recruitment and Selection

Recruiting and selecting the best employees for your organization is one of the most important things you will do as an HR Generalist. Topics for this course include creating a job description; strategies for finding candidates; interviewing and selection techniques for determining the best candidate for the job; and keeping the hiring process fair and legal. Fee: \$139

Item: Y414 **J. Drinen** **Kent** **KC-321**
 Sessions: 2 Tu, Th Nov 3–Nov 5 6:00–9:00PM

Employee and Labor Relations

Employee and labor relations is a broad topic that includes performance management, disciplinary action, employee rights and dealing with various employee issues and complaints. If an organization is unionized, it also includes labor contract negotiation and administration and resolving grievances. In this course discover strategies for driving high performance while maintaining a respectful working environment. You will also learn how to manage the termination process to reduce the likelihood of a legal claim. Fee: \$139

Item: Y415 **J. Drinen** **Kent** **KC-321**
 Sessions: 2 Tu, Th Nov 10–Nov 12 6:00–9:00PM

Training and Development

Training and developing staff is an important function in the HR Generalist's role. In this course you will identify how and why adults learn and discover tips for keeping employees engaged and interested in the learning process. Other topics include performing a needs assessment, selecting the appropriate intervention to meet the identified need and talent development strategies including succession planning. Fee: \$69

Item: Y416 **C. Malone** **Kent** **KC-321**
 Sessions: 1 Tu Nov 17 6:00–9:00PM

HR Administration

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

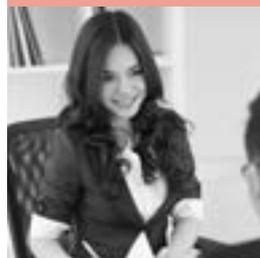
Item: Y417 **C. Malone** **Kent** **KC-321**
 Sessions: 1 Th Nov 19 6:00–9:00PM

Health, Safety and Security

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

Item: Y418 **C. Malone** **Kent** **KC-321**
 Sessions: 1 Tu Dec 1 6:00–9:00PM

aPHR™ Certification Exam Prep



HRCI's new Associate Professional in Human Resources™ (aPHR™) certification is the perfect way to validate your entry-level knowledge of the human resources field. In this course, you'll review the six content areas of the exam, which are different from those for PHR® and SPHR®; learn how to study for the exam; get test-taking tips; and take sample multiple-choice tests. See website for required textbook and prerequisites. Fee: \$449

Item: Y478 **C. Malone** **Auburn Center** **AC-240**
 Sessions: 4 Sa Oct 10–Nov 21 9:00AM–4:00PM

LEADERSHIP AND SUPERVISION



Management Certificate



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

Item: Y419 **Sep 8–Nov 27** **ONLINE**

Visit greenriver.edu/ceOnline 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: Y420 **S. Johnson** **Kent** **KC-324**
 Sessions: 12 M, W Oct 19–Dec 9 6:00–9:00PM
 NO CLASS Nov 11, 18, 23, 25

Instructor Bio

Sara Johnson

Leadership and Supervision Certificate

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

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: Y421 **S. Johnson** **Kent** **KC-324**
 Sessions: 2 M, W Oct 19–Oct 21 6:00–9:00PM

Developing Your Leadership Style

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

Item: Y422 **S. Johnson** **Kent** **KC-324**
 Sessions: 2 M, W Oct 26–Oct 28 6:00–9:00PM

Getting the Most From Your Meetings

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

Item: Y423 **S. Johnson** **Kent** **KC-324**
 Sessions: 2 M, W Nov 2–Nov 4 6:00–9:00PM

Motivating for Success

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

Item: Y424 **S. Johnson** **Kent** **KC-324**
 Sessions: 2 M Nov 9–Nov 16 6:00–9:00PM

NO CLASS Nov 11

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: Y425 **S. Johnson** **Kent** **KC-324**
 Sessions: 2 M, W Nov 30–Dec 2 6:00–9:00PM

Problem-Solving and Decision-Making Strategies

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

Item: Y426 **S. Johnson** **Kent** **KC-324**
 Sessions: 2 M, W Dec 7–Dec 9 6:00–9:00PM

MARKETING, SALES AND SOCIAL MEDIA

Digital Marketing Certificate



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

visibility; and successfully employ online advertising. Program is relevant for any type of organization, including businesses, non-profits and government agencies. Certificate includes three month-long courses. Fee \$495

Item: Y427 **Sep 8–Nov 27** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

Instagram for Business

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

Item: Y428 **Sep 8–Oct 2** **ONLINE**

Sales and Negotiation Certificate



Would you like your salary to reflect the time and effort you put into your work? A career in sales can offer exactly that. Learn how to build confidence while growing into a professional sales or service position. Discover how to win new clients and bring value to current customers. Gain a strong understanding of the sales process, how to overcome objections, negotiate and close the sale. Get the tools you need to be successful in the sales and service world, where your earning potential is unlimited!

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

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Understanding the Sales Process	page 9
Presentation Skills	page 9
Negotiation Skills	page 9
Closing the Sale	page 9
Customer Service Skills	page 9
Sales and Negotiation Certificate Capstone	page 9

Visit greenriver.edu/ceCertificates for course details.

Sales and Negotiation Certificate Information Session

Sales can be a rewarding career with unlimited earning potential. While many jobs only provide one to three percent annual increases no matter how hard you work, sales positions reward you for your results. Join us for a free information session where our Sales and Negotiation Certificate instructor will discuss the sales profession, the industries that utilize sales professionals and Green River's new Sales and Negotiation Certificate. Registration required. Fee: \$0

Item: Y429	T. Amato	Kent	KC-324
Sessions: 1 Tu	Oct 13	6:00–7:00PM	

"Tim's class is well worth the money and his ability to convey his message and give you the tools to relate it to your own goals is second to none. I strongly suggest this class for any sales professional to simply brush up on their game or learn to employ new tactics that they didn't know were a possibility."

Jim Schmidt - Sales Certificate student

9 Class Series Sales and Negotiation Certificate

Take the Sales and Negotiation Certificate (9 Class Series) at a discounted rate. Series includes Introduction to Selling, Developing a Sales Personality, Creative Selling, Understanding the Sales Process, Presentation Skills, Negotiation Skills, Closing the Sale, Customer Service Skills, and the Sales and Negotiation Certificate Capstone. Visit greenriver.edu/ceCertificates for required textbook. Fee: \$529

Item: Y430	T. Amato	Kent	KC-324
Sessions: 12 Tu, Th	Oct 27–Dec 8	6:00–9:00PM	
NO CLASS Nov 26			

Instructor Bio

Tim Amato

Sales Certificate

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

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

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

Introduction to Selling

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

Item: Y431	T. Amato	Kent	KC-324
Sessions: 1 Tu	Oct 27	6:00–9:00PM	

Developing a Sales Personality

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

Item: Y432	T. Amato	Kent	KC-324
Sessions: 1 Th	Oct 29	6:00–9:00PM	

Creative Selling

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

Item: Y433	T. Amato	Kent	KC-324
Sessions: 1 Tu	Nov 3	6:00–9:00PM	

Understanding the Sales Process

Research shows there are several mental steps each of us works through when we decide to purchase something. Sales representatives, who understand these steps and how to work through them with prospective customers, are the most successful. In addition, discover how to qualify a prospective customer by asking high gain questions, listening for a response, reading body language and using trial closes. You'll gain confidence as you apply these techniques and help lead your prospect to a lasting and mutually satisfying decision. Fee: \$99

Item: Y434 **T. Amato** **Kent** **KC-324**
 Sessions: 2 Th, Tu Nov 5–Nov 10 6:00–9:00PM

Presentation Skills

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

Item: Y435 **T. Amato** **Kent** **KC-324**
 Sessions: 2 Th, Tu Nov 12–Nov 17 6:00–9:00PM

Negotiation Skills

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

Item: Y436 **T. Amato** **Kent** **KC-324**
 Sessions: 1 Th Nov 19 6:00–9:00PM

Closing the Sale

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

Item: Y437 **T. Amato** **Kent** **KC-324**
 Sessions: 1 Tu Nov 24 6:00–9:00PM

Customer Service Skills

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

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

Sales and Negotiation Certificate Capstone

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

Item: Y439 **T. Amato** **Kent** **KC-324**
 Sessions: 2 Th, Tu Dec 3–Dec 8 6:00–9:00PM

 **Social Media for Business Certificate**

 Discover how businesses are using social networks like Facebook, Twitter, LinkedIn, YouTube, blogging and more to communicate, market, retain and serve customers and clients. Explore the top sites and determine possible uses for your organization. Develop a two-way communication and marketing strategy that utilizes social networks, and obtain how-to techniques for integrating social networks into your organization. Certificate includes three month-long courses. Fee \$495

Item: Y440 **Sep 8–Nov 27** **ONLINE**

Visit greenriver.edu/ceOnline for course details.

PROJECT MANAGEMENT

PMP® and CAPM® Exam Prep

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

Item: Y441 **D. Yeomans** **Auburn Center** **AC-230**
 Sessions: 5 Sa Oct 3–Nov 7 9:00AM–3:30PM
 NO CLASS Oct. 31

ADD TO YOUR EDUCATION

**PROJECT MANAGEMENT
 CERTIFICATE AND CLASSES**



greenriver.edu/ceCertificates

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 10
PM Certificate Part A (3 Class Series)	Page 10
Project Management Initiating the Project	Page 10
Project Planning and Scheduling Techniques	Page 10
Project Execution to Closing	Page 10
PM Certificate Part B (3 Class Series)	Winter 2021
Project Stakeholder and Communications Management	Winter 2021
Agile Project Management	Winter 2021
Microsoft Project 2019	Winter 2021
Project Management Certificate Capstone	Winter 2021



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

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

Visit greenriver.edu/ceCertificates for course details.

Project Management Certificate Information Session

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

Item: Y442	D. Yeomans	Kent	KC-321
Sessions: 1 W	Sep 30	6:00–7:00PM	

3 Class Series Project Management Certificate Part A

Take the Project Management Certificate Part A (3 Class Series) at a discounted rate. Series includes three of the six required courses: Project Management Basics: Initiating the Project; Project Planning and Scheduling Essentials; and Project Execution to Closing. Visit greenriver.edu/ceCertificates for required and recommended textbooks. PDUs: 48. Fee: \$899

Item: Y443	D. Yeomans	Kent	KC-321
Sessions: 16 M, W	Oct 7–Dec 7	6:00–9:00PM	

NO CLASS Nov 11, 25

Instructor Bio

Daniel Yeomans

Project Management

Dan Yeomans, PMP® brings more than thirty-five years of consulting and leadership experience to his client work. He is a highly proficient and 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.

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: Y444	D. Yeomans	Kent	KC-321
Sessions: 5 M, W	Oct 7–Oct 21	6:00–9:00PM	

Project Planning and Scheduling Essentials

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

Item: Y445	D. Yeomans	Kent	KC-321
Sessions: 6 M, W	Oct 26–Nov 16	6:00–9:00PM	

NO CLASS Nov 11

Project Execution to Closing

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

Item: Y446	D. Yeomans	Kent	KC-321
Sessions: 5 M, W	Nov 18–Dec 7	6:00–9:00PM	

NO CLASS Nov 25

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: Y237

ONLINE

Additional Real Estate Courses

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

Real Estate Law	Item: Y236	ONLINE
Real Estate Appraisal	Item: Y235	ONLINE
Financing Residential Real Estate	Item: Y234	ONLINE
Real Estate Property Management	Item: Y233	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: Y402	K. Grossman	Cov City Hall Council Chambers	
Sessions: 1 M	Sep 14	5:30–7:00PM	
Item: Y401	K. Grossman	Enumclaw	ENM-9
Sessions: 1 Tu	Oct 13	5:30–7:00PM	
Item: Y403	T. Hornby	Tahoma	TBA
Sessions: 1 W	Oct 21	5:00–6:30PM	
Item: Y404	K. Grossman	Kent	KC-321
Sessions: 1 Th	Nov 12	5:30–7:00PM	



Small Business Social Media and Digital Marketing

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

Item: Y405	J. Mauck	Auburn Center	AC-250
Sessions: 1 M	Oct 5	5:30–8:30PM	

WE ARE HERE TO HELP

GREEN RIVER COLLEGE
SMALL BUSINESS CENTER

All businesses, large or small
Call 253-833-9111, ext. 2620

greenriver.edu/BusinessCenter

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: Y447	G. Larson	Kent	KC-255
Sessions: 4 Tu, Th	Oct 13–Oct 22	5:30–9:00PM	

ABOUT OUR COMPUTER AND TECHNOLOGY PROGRAMS

Prerequisites

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

Textbooks

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

USB Flash Drive

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



DATA SCIENCE

Data Analyst Certificate



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

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

Data Analyst Certificate Information Session	Page 12
Data Analyst Certificate Part 1: SQL Server (4 Class Series)	Page 12
Relational Database Concepts and Design	Page 13
SQL Programming Level 1	Page 13
SQL Programming Level 2	Page 14
SQL Server Certificate Capstone	Page 14

Data Analyst Certificate Part 2: Python for Data Analysis	Winter 2021
Data Analyst Certificate Part 3: Exploratory Data Analysis (3 Class Series)	Spring 2021
Data Mining	Spring 2021
Data Visualization	Spring 2021
Data Analyst Certificate Capstone	Spring 2021

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: Y448	Staff	Kent	KC-274
Sessions: 1 Tu	Oct 6	6:00–7:00PM	

4 Class Series Data Analyst Certificate Part 1: SQL Server

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

Item: Y449	Staff	Kent	KC-274
Sessions: 15 Tu, Th	Oct 13–Dec 3	6:00–9:00PM	
NO CLASS Nov 26			

MICROSOFT

Microsoft Office 2019 Essentials Certificate



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

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

Microsoft Office 2019 Essentials Certificate (5 Class Series)	page 12
Microsoft Word 2019 Level 1	page 13
Microsoft Outlook 2019	page 13
Microsoft PowerPoint 2019	page 13
Microsoft Excel 2019 Level 1	page 13
Microsoft Access 2019 Level 1	page 13

Visit greenriver.edu/ceCertificates for course details.

5 Class Series Microsoft Office 2019 Essentials Certificate

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

Item: Y450	Larson/Hopper	Kent	KC-255
Sessions: 5 F	Oct 23–Nov 20	8:00AM–4:00PM	

3 Class Series Microsoft Excel 2019

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

Item: Y455	G. Larson	Kent	KC-255
Sessions: 6 Tu, Th	Oct 27–Nov 12	5:30–9:00PM	
Item: Y459	G. Larson	Kent	KC-255
Sessions: 3 F	Nov 13–Dec 4	8:00AM–4:00PM	

NO CLASS Nov 27.
See signage for room assignments.

Microsoft Excel 2019 Level 1

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

Item: Y456	G. Larson	Kent	KC-255
Sessions: 2 Tu, Th	Oct 27–Oct 29	5:30–9:00PM	
Item: Y460	G. Larson	Kent	KC-255
Sessions: 1 F	Nov 13	8:00AM–4:00PM	

Microsoft Excel 2019 Level 2

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

Item: Y457	G. Larson	Kent	KC-255
Sessions: 2 Tu, Th	Nov 3–Nov 5	5:30–9:00PM	
Item: Y461	G. Larson	Kent	KC-274
Sessions: 1 F	Nov 20	8:00AM–4:00PM	

Microsoft Excel 2019 Level 3

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

Item: Y458	G. Larson	Kent	KC-255
Sessions: 2 Tu, Th	Nov 10–Nov 12	5:30–9:00PM	
Item: Y462	G. Larson	Kent	KC-274
Sessions: 1 F	Dec 4	8:00AM–4:00PM	

Microsoft Access 2019 Level 1

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

Item: Y452	J. Hopper	Kent	KC-255
Sessions: 1 F	Nov 20	8:00AM–4:00PM	

Microsoft Outlook 2019

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

Item: Y463	G. Larson	Kent	KC-255
Sessions: 1 F	Oct 30	8:00AM–4:00PM	

Microsoft PowerPoint 2019

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

Item: Y464	G. Larson	Kent	KC-255
Sessions: 1 F	Nov 6	8:00AM–4:00PM	

Microsoft Word 2019 Level 1

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

Item: Y466	J. Hopper	Kent	KC-255
Sessions: 1 F	Oct 23	8:00AM–4:00PM	

PROGRAMMING

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: Y469	Staff	Kent	KC-274
Sessions: 15 Tu, Th	Oct 13–Dec 3	6:00–9:00PM	
NO CLASS Nov 26			

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: Y470	Staff	Kent	KC-274
Sessions: 3 Tu, Th	Oct 13–Oct 20	6:00–9:00PM	

SQL Programming Level 1

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

Item: Y471	Staff	Kent	KC-274
Sessions: 5 Tu, Th	Oct 22–Nov 5	6:00–9:00PM	

SQL Programming Level 2

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

Item: Y472 **Staff** **Kent** **KC-274**
 Sessions: 4 Tu, Th Nov 10–Nov 19 6:00–9:00PM

SQL Server Certificate Capstone

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

Item: Y473 **Staff** **Kent** **KC-274**
 Sessions: 3 Tu, Th Nov 24–Dec 3 6:00–9:00PM
 NO CLASS Nov 26

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 14
Graphic Design Certificate Part 1 (2 Class Series)	page 14
Graphic Design Fundamentals	page 14
Photoshop CC	page 14
Graphic Design Certificate Part 2 (2 Class Series)	Winter 2021
Working Designer	Winter 2021
Illustrator CC	Winter 2021
Graphic Design Certificate Part 3 (2 Class Series)	Spring 2021
InDesign CC	Spring 2021
Graphic Design Certificate Capstone	Spring 2021

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: Y474 **M. Olson** **Kent** **KC-255**
 Sessions: 1 W Oct 7 6:00–7:00PM

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: Y475 **M. Olson** **Kent** **KC-255**
 Sessions: 10 M, W Oct 19–Nov 23 6:00–9:00PM
 NO CLASS Nov 11

Instructor Bio

Morgan Olson

Graphic Design Certificate

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.

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: Y476 **M. Olson** **Kent** **KC-255**
 Sessions: 4 M, W Oct 19–Oct 28 6:00–9:00PM

Photoshop CC

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

Item: Y477 **M. Olson** **Kent** **KC-255**
 Sessions: 6 M, W Nov 2–Nov 23 6:00–9:00PM
 NO CLASS Nov 11

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.

Beginning Writer's Workshop

If you have a story that needs to be written, an online writing workshop is a great place to start. This course will help improve your writing skills and discover new ways to stretch your creative muscles.

Discover Sign Language

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

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.

Interpersonal Communication

This course explores strategies for success in everyday interpersonal communication. You will explore clear examples of verbal and nonverbal habits, effective listening, self-concept, conversation styles, and conflict management.

Grammar Refresher

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

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.

Introduction to Interior Design

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

Introduction to PC Security

In this course, a security expert will teach you the fundamentals of PC and network security as you learn to install and configure a firewall to build and impenetrable moat around your computer network.

Introduction to QuickBooks Online

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

Keyboarding

Become faster and more confident at the keyboard.

Personal Finance

This course will help you gain control over the financial impact of your choices with tools that are useful and realistic.

ed2go Advanced Career Training

Prepare for a new career, certification or advancement



SELF-PACED COURSES

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

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

Program Features:

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

Activity Director

Get the training needed to work with the activity programs in nursing homes!

Business Operations Specialist

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

C++ Programmer

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

Certificate in Family Mediation

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

Certified Administrative Professional (Voucher Included)

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

Certified Wedding Planner

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

Certified Credit Counselor (Exam Included)

Learn the core financial and credit concepts needed to help clients successfully take control of their finances.

Event Management and Design

Equip yourself with the knowledge to enter or advance in the special events industry.

Freight Broker/Agent Training

Walk away prepared to start your own freight broker business or become a freight agent.

Grant Writing and Non-Profit Management

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

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.

Management for IT Professionals

Gain leadership skills, business practices, budget strategies, and more to help you run your own IT department.

Nutrition for Optimal Health, Wellness, and Sports

Learn to develop individual nutrition programs for clients or yourself.

To view the entire catalog or to register, visit:

greenriver.edu/ce-ed2go

To view the entire catalog or to register, visit:

greenriver.edu/ce-careertraining

Personal Interest

CREATIVE ARTS AND CRAFTS

Acting Workshop

This class provides a safe environment for all levels to discover their acting potential, overcome barriers and practice what scares them in this interactive workshop. The first week we will discuss clues to look for in a script that brings your character to life, the difference between character intent, motivation and driving force and how to employ each, and review good/bad acting techniques on video. The second week, each member will come prepared with a 2-3 minute memorized monologue designed to force you to reach deep into the character's emotional psyche. Acting coach Lynn Bohart holds a master's degree in theater (directing) and uses non-traditional techniques in helping you to achieve your acting goals. Fee: \$79

Item: Y218 L. Bohart Auburn Campus WB-106
Sessions: 3 M Sep 28–Oct 12 6:30–8:30PM



Adventures in Sewing

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

Item: Y222 O. Johnson Auburn Center AC-160
Sessions: 4 Sa Oct 24–Nov 14 9:00AM–2:00PM



Adventures in Sewing II

Want more Adventures in Sewing? Build on your sewing skills with a focus on apparel and/or home fashions. In this class, you will complete one project incorporating techniques and applications including sleeves, buttonholes and much more that will be applicable to many sewing projects. Pattern/trims and embellishments will be provided by the Instructor; you may choose to purchase fabric from the Instructor or on your own. Prior knowledge of sewing machine operation is required. A \$30 materials fee is due to the instructor on first day of class. Fee: \$185

Item: Y221 O. Johnson Auburn Center AC-160
Sessions: 4 Sa Nov 21–Dec 19 9:00AM–2:00PM



Drawing for Beginners

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

Item: Y224 Staff, P. Jensen Auburn Campus WT-16
Sessions: 6 Th Oct 1–Nov 5 6:00–9:00PM



Fused Glass I

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

Item: Y226 D. Wendt Blue Dog Glass
Sessions: 1 Sa Oct 3 9:00AM–1:00PM

Project Pick Up on October 4 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. Fee: \$79

Item: Y225 D. Wendt Blue Dog Glass
Sessions: 1 Sa Nov 7 9:00AM–1:00PM

Project Pick up on November 8 at 10AM.

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: Y732 E. Lynest Enumclaw ENM-16
Sessions: 7 W Sep 30–Nov 18 10:00AM–12:00PM



Beginning Oil Painting Without Solvents

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

Item: Y223 Staff, P. Jensen Auburn Campus WT-16
Sessions: 6 Tu Sep 29–Nov 3 6:00–9:00PM



Digital Photography 1

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

Item: Y232	G. McCutcheon	Auburn Campus	WB-108
Sessions: 7 M	Sep 21–Nov 2	6:30–8:30PM	
Item: Y231	G. Doerr	Virtual Classroom	Zoom
Sessions: 7 Tu, Th	Oct 6–Oct 27	6:30–8:30PM	
Item: Y733	R. Young	Enumclaw	ENM-15
Sessions: 6 W	Sep 30–Nov 4	6:30–9:00PM	

Digital Photography 2

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

Item: Y229	G. McCutcheon	Auburn Campus	WB-108
Sessions: 7 W	Oct 21–Dec 16	6:30–8:30PM	
Item: Y738	R. Young	Enumclaw	ENM-14
Sessions: 6 Tu	Nov 10–Dec 15	6:30–9:00PM	

NO CLASS Nov 11 and Nov 25

Photography: Lightroom Classic

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

Item: Y734	R. Young	Enumclaw	ENM-15
Sessions: 4 Th	Oct 15–Nov 12	6:30–9:00AM	

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: Y227	G. McCutcheon	Auburn Campus	WB-108
Sessions: 7 Th	Sep 24–Nov 5	6:30–8:30PM	

Cell Phone Photography

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

Item: Y228	G. McCutcheon	Auburn Campus	WB-108
Sessions: 1 Th	Nov 12–Nov 12	6:30–8:30PM	



Point-and-Shoot at Home

Learn to take quality photos with your digital point-and-shoot camera. Learn the basics of nature photography and ways to optimize opportunities at home. Fee: \$69

Item: Y164	G. Doerr	Virtual Classroom	Zoom
Sessions: 3 Tu, Th	Sep 22–Sep 29	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: Y220	V. Taylor Jenkins	Enumclaw	ENM-14
Sessions: 1 W	Oct 7	6:00–9:00PM	

Item: Y219	V. Taylor Jenkins	Auburn Campus	WT-16
Sessions: 1 W	Nov 4	6:00–9:00PM	

GRC RESOURCES

Community Access Card to Holman Library

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

Item: Y211

HEALTH, DANCE AND FITNESS

Country 2 - Step: Basics And Beyond

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

Item: T100 **C. Parsons** **Tahoma**
Sessions: 5 M Oct 5–Nov 2 6:30–7:30PM

West Coast Swing

Born on the West Coast! This smooth form of swing can be danced to almost any type of Blues, Rock 'n' Roll, Country, Jazz or contemporary music. Singles and couples welcome. CEUs: .5 Fee: \$59

Item: T101 **C. Parsons** **Tahoma**
Sessions: 5 M Oct 5–Nov 2 7:45–8:45PM

TBA



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: Y202 **A. Hildebrandt** **Auburn Center**
Sessions: 8 Tu Sep 29–Nov 17 8:00–9:00AM

Item: Y201 **A. Hildebrandt** **Kent**
Sessions: 8 Th Oct 1–Nov 19 6:00–7:00PM

Boost your Immune system

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

Item: Y737 **J. Moorehead** **Enumclaw** **ENM15**
Sessions: 1 Oct. 13 6:00–7:30PM

5 Class Series

Whole Body Nutrition: Food and Beyond



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

Fee: \$99

Item: Y210 **S. Blake** **Auburn Campus** **WB-106**
Sessions: 5 W Sep 30–Oct 28 6:00–8:00PM

Nutrients and Digestion

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

Item: Y209 **S. Blake** **Auburn Campus** **WB-106**
Sessions: 1 W Sep 30 6:00–8:00PM

Blood Sugar Regulation

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

Item: Y208 **S. Blake** **Auburn Campus** **WB-106**
Sessions: 1 W Oct 7 6:00–8:00PM

Nutrient Dense, Properly Prepared, Whole Food

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

Item: Y206 **S. Blake** **Auburn Campus** **WB-106**
Sessions: 1 W Oct 21 6:00–8:00PM

Understanding Fats and Cholesterol

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

Item: Y207 **S. Blake** **Auburn Campus** **WB-106**
Sessions: 1 W Oct 14 6:00–8:00PM

Gut Healing

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

Item: Y205 **S. Blake** **Auburn Campus** **WB-106**
Sessions: 1 W Oct 28 6:00–8:00PM

Inflammation and the Aging Process

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

Item: Y204 **S. Blake** **Auburn Campus** **WB-106**
Sessions: 1 W Nov 4 6:00–8:00PM

Whole Body Health: More than Eating the Right Food

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

Item: Y203 **S. Blake** **Auburn Campus** **WB-106**
Sessions: 1 W Nov 18 6:00–8:00PM

Circus Classes



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

Visit greenriver.edu/ce for course details.

HOME, GARDEN AND OUTDOORS

Fly-Fishing For Sea-Run Cutthroat Trout

Learn about this exciting Pacific NW fishery and the local opportunities. Discussion will include tackle & equipment, effective fly patterns, fishing strategies, and where to go both locally and regionally. The classroom session will include a resource guide loaded with information about this fishery. After the classroom session, there will be an optional outing to the Snoqualmie River for hands on instruction and fishing for Sea Run Cutts. Fee: \$29

Item: Y723	J. Fiskum	Auburn Campus	IVA-108
Sessions: 1 Tu	Sep 8	6:30-8:30PM	
Item: Y724	J. Fiskum	Arranged, Enumclaw	ARR
Sessions: 1 Sa	Sep 12	7:00-11:00AM	

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: Y720	J. Fiskum	Auburn Campus	IVA-108
Sessions: 1 W	Dec 2	6:30-8:30PM	
Item: Y721	J. Fiskum	Enumclaw	ARR
Sessions: 1 Sa	Dec 5	7:00-11:00AM	

Snoqualmie River Outing

Instructor Bio

John Fiskum

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

Fly-Fishing 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: Y729	J. Fiskum	Auburn Campus	IVA-108
Sessions: 1 W	Nov 4	6:30-8:30PM	
Item: Y730	J. Fiskum	Arranged, Enumclaw	ARR
Sessions: 1 Sa	Nov 7	7:00-11:00AM	
Saltwater South Puget Sound Outing			
Item: Y731	J. Fiskum	Arranged, Enumclaw	ARR
Sessions: 1 Sa	Nov 14	7:00-11:00AM	

Green River Outing



Trout Fly Fishing Strategies - Crash Course

Spend the day on the beautiful Naches River and learn how to fish nymphs, dry flies and streamers for trout on moving water. The Naches is the perfect learning environment with a nice variety of water types and a good population of wild trout. Class includes use of rods, reels, lines, and flies. What to bring list and directions will be sent upon registration. Class limited to 6 anglers. CEUs: .6 Fee: \$89

Item: Y725	J. Fiskum	Arranged, Enumclaw	ARR
Sessions: 1 Sa	Sep 19	9:00AM-3:00PM	



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: Y726	J. Fiskum	Enumclaw	ENM-15
Sessions: 1 W	Sep 16	6:30-8:30PM	
Item: Y727	J. Fiskum	Arranged, Enumclaw	ARR
Sessions: 1 Sa	Sep 26	10:00AM-3:00PM	

Yakima River Pontoon Boat Fly-Fishing

Eastern Washington's best trout stream has low flows in the fall making it the perfect time to access the lower canyon stretch of river from a pontoon boat. Learn strategies for fishing from the boat, or for wade fishing, from a licensed Yakima River guide. Class covers indicator nymph fishing, streamer fishing, and dry fly tactics. Bring your own pontoon boat, or rent one on the river. Details and equipment lists will be sent upon registration. For questions or to reserve a boat, contact instructor at 425-495-9945. CEUs: .8 Fee: \$119

Item: Y728	J. Fiskum	Arranged, Enumclaw	ARR
Sessions: 1 Sa	Oct 10	9:00AM-4:00PM	

Basic Pruning

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

Item: Y197 **A. Haywood** **Enumclaw** **ENM-15**
 Sessions: 1 Th Oct 22 6:30–9:00PM

Floral Design - Terrariums

Have you ever tried growing plants inside? How about a terrarium! With few supplies, it is an inexpensive, creative, and fun way to grow plants inside with low maintenance. Learn how to select the right plants to create your own terrarium or make wonderful and impressive gifts for others. Fee: \$69

Item: Y735 **S. Koelsch** **Enumclaw** **ENM-16**
 Session: 1 Tu Sep 8 6:00–8:00PM

Dining Table Centerpieces

Beautiful floral bouquets for your table can be easy to design yourself once you know how to arrange flowers. In this class, you will discover how to select, design and make a low-level arrangement for your table. This will add warmth and beauty to your decor this holiday season! Fee: \$69

Item: Y736 **S. Koelsch** **Enumclaw** **ENM-16**
 Session: 1 Tu Oct 13 6:00–8:00PM

Tall Buffet Floral Arrangements

Want to elevate your arrangements! These beautiful floral arrangements are designed to be placed against a wall or on a buffet. This class will show you what flowers are ideal for this design and how to arrange them. Usually the focal point, they are perfect for special events or just to have fresh flowers in the home year round. Fee: \$69

Item: Y739 **S. Koelsch** **Enumclaw** **ENM-16**
 Session: 1 Tu Nov 3 6:00–8:00PM

Fish Smoking

Learn how to make delectable smoked fish! We'll focus on Pacific NW favorites like salmon, steel-head 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: Y722 **J. Fiskum** **Enumclaw** **ENM-15**
 Sessions: 1 W Nov 18 6:30–8:30PM

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: Y163 **A. Howell Anselmi** **Auburn Campus** **CH-214**
 Sessions: 1 Tu Oct 6 6:00–8:00PM

Item: Y162 **A. Howell Anselmi** **Virtual Classroom** **Zoom**
 Sessions: 1 Tu Nov 3 6:00–8:00PM

Adult CSI Lecture

Do you enjoy watching CSI programs/mysteries? Then this class is for you. This 3 hour presentation will contain some photos and information that might be considered graphic/offensive. Learn behind the 'scenes' facts of several crimes such as homicides, robberies, staged crime scenes, and more. Fee: \$35

Item: Y161 **L. Dean** **Auburn Center**
 Sessions: 1 Sa Oct 24 10:00AM–1:00PM

LANGUAGE AND CULTURE



French I

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

Item: Y193 **A. Morris** **Auburn Campus** **WB-109**
 Sessions: 8 Tu Sep 29–Nov 17 6:30–8:30PM

Spanish I

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

Item: Y196 **A. Morris** **Auburn Campus** **WB-109**
 Sessions: 8 M Sep 28–Nov 16 6:30–8:30PM

Item: Y195 **Staff** **Enumclaw** **ENM-4**
 Sessions: 8 Tu Sep 29–Nov 17 6:30–8:30PM

Spanish II

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

Item: Y194 **A. Morris** **Auburn Campus** **WB-109**
 Sessions: 8 W Sep 30–Nov 25 6:30–8:30PM

NO CLASS Nov 11

MONEY MATTERS

eBay 1 - The Basics of Selling

Learn how to create an eBay Seller account, create successful eBay listings, upload pictures and accept online payments with PayPal. Included are selling "Tips, Tricks and the Traps" to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. Optional eBooks available for purchase after class. Taught by a multi-award winning instructor and published author from Seattle. Lecture. Fee: \$49

Item: Y198	K. Boyd	Virtual Classroom	Zoom
Sessions: 1 W	Sep 30	6:00–9:00PM	

Retirement Strategies 101

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

Item: Y190	T. Bowman	Virtual Classroom	Zoom
Sessions: 3 Tu	Oct 13–Oct 27	6:30–8:30PM	
Item: Y192	T. Bowman	Auburn Center	AC-150
Sessions: 2 Sa	Oct 17–Oct 24	9:00AM–12:00PM	

Rules of the Road- The Foundations of Investing

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

Item: Y183	Staff	Kent	KC
Sessions: 1 Tu	Oct 20	6:30–8:30PM	

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: Y184	Staff	Auburn Campus	CH-214
Sessions: 5 M	Sep 28–Oct 26	6:00–8:00PM	

Wills and Legal Documents We All Need

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

Item: Y187	M. Farr	Auburn Campus	CH-214
Sessions: 1 W	Oct 28	6:30–9:00PM	

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: Y188	O. Gabrielson	Auburn Campus	CH-214
Sessions: 1 W	Nov 4	6:30–9:00PM	

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: Y186	S. Beusch	Auburn Campus	CH-214
Sessions: 1 W	Oct 7	6:00–8:30PM	
Item: Y185	S. Beusch	Virtual Classroom	
Sessions: 1 W	Nov 4	6:00–8:30PM	

Medicare Made Clear

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

Item: Y182	J. Joneschiet	Kent	
Sessions: 1 Tu	Sep 22	6:30–8:30PM	
Item: T102	J. Joneschiet	Tahoma	
Sessions: 1 Tu	Oct 20	6:30–8:30PM	
Item: Y181	J. Joneschiet	Auburn Campus	CH-214
Sessions: 1 Tu	Nov 3	6:30–8:30PM	
Item: Y180	J. Joneschiet	Enumclaw	ENM-15
Sessions: 1 Tu	Dec 1	6:30–8:30PM	

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*



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: Y179 **C. Buser** **Auburn Campus** **IVC-108**
 Sessions: 10 M Sep 28–Nov 30 6:30–7:30PM

An Introduction to Voiceovers (Getting Started In Voice Acting)

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

Item: T103 **Staff** **Tahoma**
 Sessions: 1 Tu Sep 29 6:00–8:00PM

Item: Y178 **Staff** **Enumclaw** **ENM-15**
 Sessions: 1 Tu Oct 13 6:00–8:00PM

Item: Y177 **Staff** **Kent**
 Sessions: 1 Th Nov 5 6:00–8:00PM

Item: Y176 **Staff** **Auburn Campus** **CH-214**
 Sessions: 1 Th Dec 3 6:00–8:00PM

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: \$99

Item: Y150 **D. Anderson** **Main Campus**
 Sessions: 5, Tu Sep 29–Oct 27 6:00–8:00PM

Item: Y151 **D. Anderson** **Virtual Classroom** **Zoom**
 Sessions: 5, Tu Nov 17–Dec 15 6:00–8:00PM

The Business of Music

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

Item: Y152 **D. Anderson** **Main Campus**
 Sessions: 5, W Sep 30–Oct 28 6:00–7:00PM

Item: Y153 **D. Anderson** **Virtual Classroom** **Zoom**
 Sessions 5, W Nov 4–Dec 12 6:00–7:00PM

No Class Nov 11 and 25.

The Independent Musician

Learn what it takes to become a working independent musician. From songwriting to recording to protecting your intellectual property to marketing to performance, this class will give you an overview -and some practice- on virtually every aspect of both the creative side and business side of being a working musician. Fee: \$99

Item: Y154 **D. Anderson** **Main Campus**
 Sessions 8, Th Oct 1–Nov 19 6:00–7:00PM

WRITING



Crafting the Story: Short Story and Novel Writing

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

Item: Y169 **L. Bohart** **Auburn Campus** **WB-109**
 Sessions: 5 W Sep 30–Oct 28 6:30–8:30PM

Item: Y165 **L. Bohart** **Virtual Classroom** **Zoom**
 Sessions: 5 Tu Nov 3–Dec 1 6:30–8:30PM



Celebrate Your Story: Writing Personal Essays

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

Item: Y167 **T. Doerr Guerzon** **Auburn Campus** **WB-106**
 Sessions: 4 Th Oct 1–Oct 22 6:30–8:30PM

Item: Y166 **T. Doerr Guerzon** **Virtual Classroom** **Zoom**
 Sessions: 4 Th Oct 29–Nov 19 6:30–8:30PM

Writing for Children and Getting Published

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

Item: Y168 **A. Rubeck** **Auburn Campus** **CH-214**
 Sessions: 2 Tu Nov 17–Nov 24 6:30–9:00PM

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

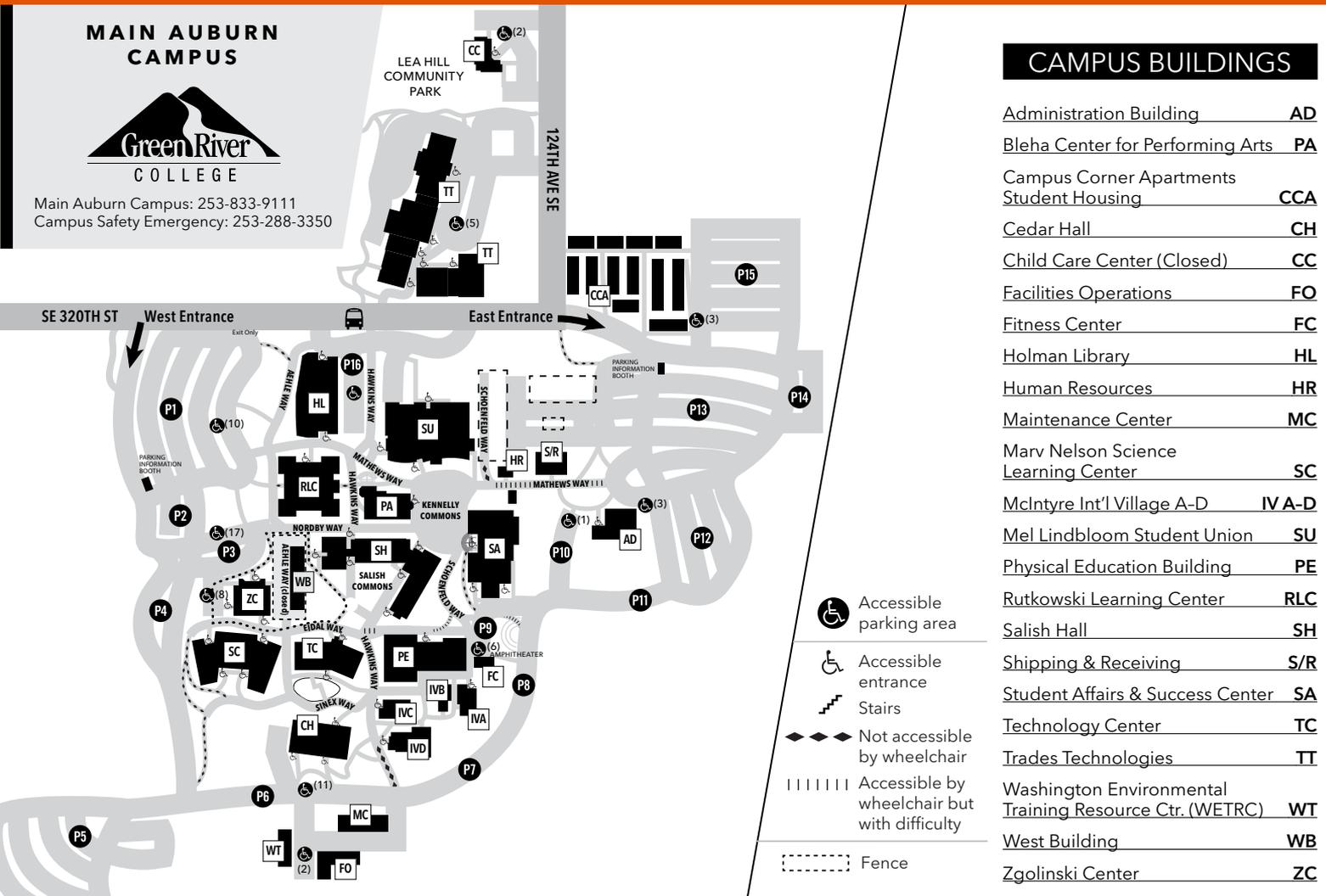
1414 Griffin Avenue, Enumclaw, WA 98022
253-288-3400

Kent Campus

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

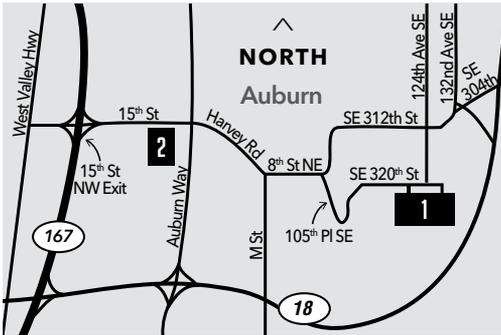
Off-Campus Locations

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



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

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1 MAIN AUBURN CAMPUS - 12401 SE 320TH STREET

SOUTHBOUND

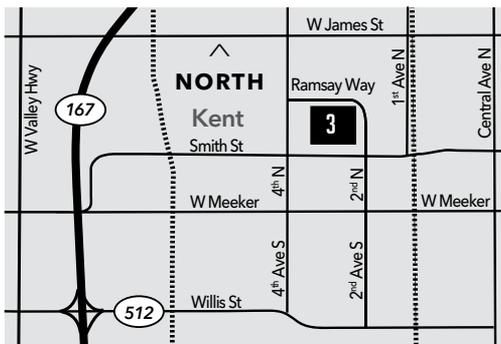
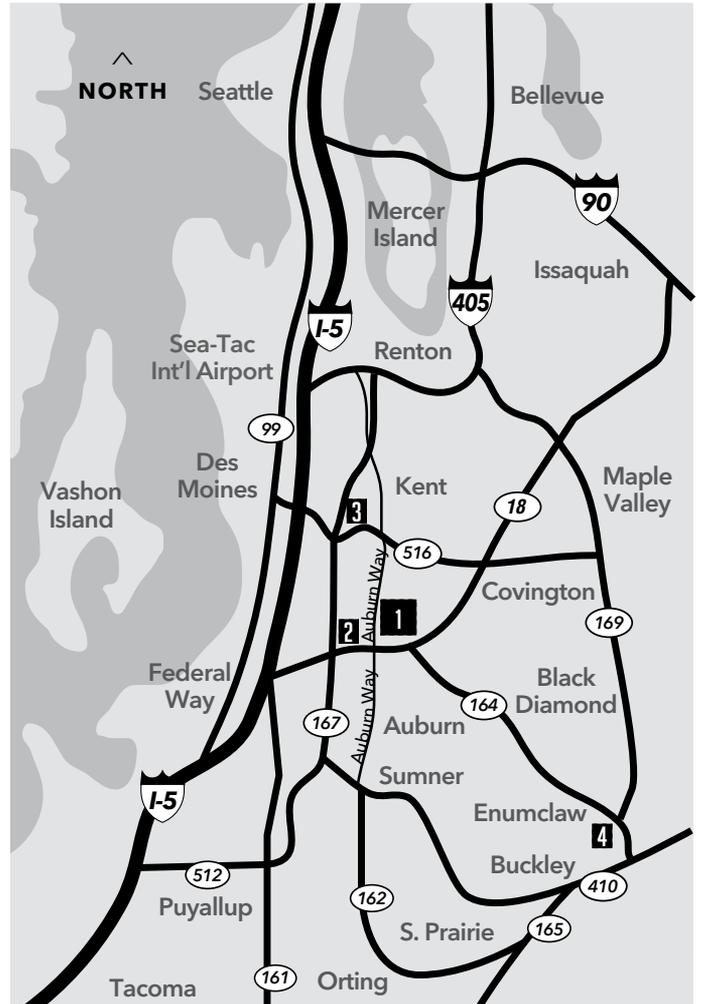
1. Take Highway 167 South toward Kent/Auburn.
2. Take the 15th St. NW exit. Turn left onto 15th St. NW.
(15th Street NW becomes Harvey Road.)
3. Turn left onto 8th St. NE.
4. Turn right onto 105th Pl. SE. Drive to top of hill to SE 320th.

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.



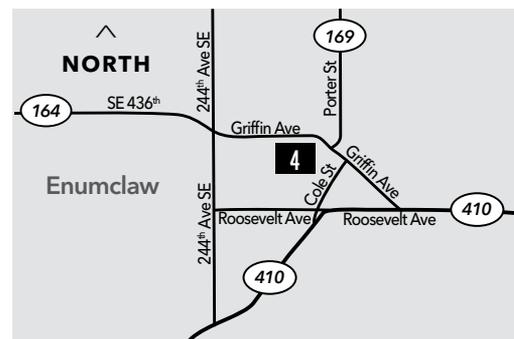
3 KENT CAMPUS - 417 RAMSAY WAY, SUITE 112

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

GREEN RIVER COLLEGE

CUSTOMIZED TRAINING PROGRAMS

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

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- » **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

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CLASSES FOR ALL INTERESTS!

DATA ANALYST CERTIFICATE

See page 12.



PROJECT MANAGEMENT

See page 10.



ADULT FAMILY HOME ADMINISTRATOR TRAINING: NEW FRIDAY SECTION!

See page 5.



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.