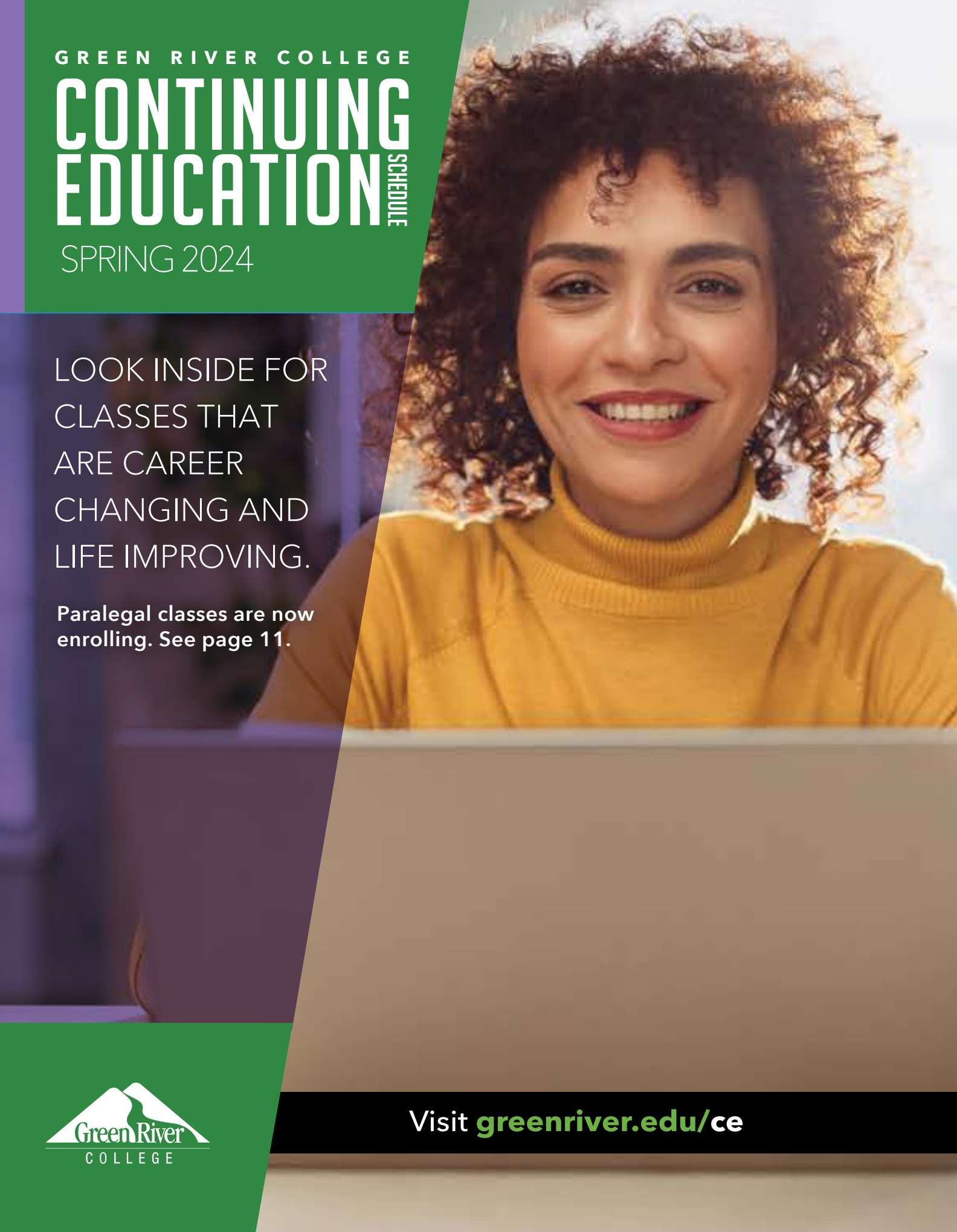
GREEN RIVER COLLEGE

CONTINUING EDUCATION SCHEDULE

SPRING 2024



LOOK INSIDE FOR CLASSES THAT ARE CAREER CHANGING AND LIFE IMPROVING.

Paralegal classes are now enrolling. See page 11.

Green River COLLEGE

Visit **greenriver.edu/ce**

FEATURED CLASSES

Leadership and Supervision Classes
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Project Management Classes
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Cybersecurity Classes
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Language Classes
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Fruit Growing Class
Page 22

CYBERSECURITY CLASS

New

Opportunity for Veterans!

Exciting news for veterans! Green River Continuing Education is now offering our industry-leading CompTIA A+ and IT Fundamentals online courses completely free of charge - a fantastic opportunity to enhance your skillset and advance your career. And that's not all - additional courses are available at an incredible 75% discount. *

Enroll today and take the first step towards a new career.

Contact us at **CE@Greenriver.edu** or call us at **253-333-6630**.

**For one course only.*

greenriver.edu/CE

Stay Relevant with Continuing Education Classes

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 to 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	253-333-6030
Auburn Center	253-288-3455
Kent Campus	253-520-6290
Enumclaw Campus	253-288-3400

LOCATIONS

Email ce@greenriver.edu, or call to register and pay in person at:

GREEN RIVER LOCATIONS

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

Auburn Center
1221 D Street NE Auburn, WA 98002

Kent Campus
417 Ramsay Way, Suite 112 Kent, WA 98032

Enumclaw Campus
1414 Griffith Avenue Enumclaw, WA 98022

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

HOURS

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

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Prime Time **5**
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Communication and Professional Excellence 7
Health Care 8
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Marketing, Sales and Social Media 11
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Technology **14**
Cybersecurity 14
Computer Basics 15
Data Science 15
Microsoft 16
Programming 17
Web and Graphic Design 17
Online Learning **18**
Personal Interest **19**
Creative Arts and Crafts 19-20
Health, Wellness, Dance & Fitness 21
Home, Garden and Outdoors 22
Language and Cultue 22-23
Money Matters 24
Music and Voice 24
Writing 25
Enumclaw Classes 25-26

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 253-333-6030.

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

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

ENROLLING SOON

GREEN RIVER & HIGHLINE COLLEGES
DISCOVERY ACADEMY
FOR KIDS 8 – 14

Discovery Academy is a youth development program providing quality educational opportunities that highlight the strengths of Green River College and their partner in community education, Highline College.

The Discovery Academy has the potential to engage future students at an early and pivotal time in educational development, and build a relationship with both individuals, and their communities on the cusp of post-secondary education.

Work is done through an integrated and collaborative approach with other community educators, community partners, faculty and administrative departments. At the core of what we do, and hope to grow, is future access and education as its core focus.

If you would like to be put on a contact list for information on early registration, email us at **ce@greenriver.edu**.

Or visit **discoveryacademypnw.org**

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.

Great Escapes

Escape into the history, music and taste of world culture through this immersive lecture series co-taught by Daniel O'Gorman, PhD- Medieval History, Pacific Lutheran University and Ruth Mueller, PhD - Ethnomusicology, Green River College. Each month take a journey through time, discussing the interesting histories and musical influences around the world, as well as exploring the flavors of the region with light refreshments. Member fee: $39, Non-Member fee: $59

Tuesday, Apr 30 (10:00AM - 12:00PM)
Ruth Mueller, Dan O'Gorman, Auburn Center - AC 160
Member Fee: $39 (31810)
Non-Member Fee: $59 (31816)

Tuesday, May 28 (10:00AM - 12:00PM)
Ruth Mueller, Dan O'Gorman, Auburn Center - AC 160
Member Fee: $39 (31817)
Non-Member Fee: $59 (31818)

Prime Time History/Politics

Member fee: $29, Non-Member fee: $49

Tuesday, Apr 2 (10:00AM - 12:00PM)
Richard Elfers, Auburn Center - AC 160
Member Fee: $29 (30045)
Non-Member Fee: $49 (30046)

Tuesday, Apr 23 (10:00AM - 12:00PM)
Richard Elfers, Auburn Center - AC 160
Member Fee: $29 (30052)
Non-Member Fee: $49 (30053)

Tuesday, May 14 (10:00AM - 12:00PM)
Richard Elfers, Auburn Center - AC 160
Member Fee: $29 (30054)
Non-Member Fee: $49 (30055)

Tuesday, Jun 4 (10:00AM - 12:00PM)
Richard Elfers, Enumclaw - ENM 16
Member Fee: $29 (30056)
Non-Member Fee: $49 (30057)

Why Attend Green River Continuing Education:

- Green River Continuing Education keeps costs low on programs as a state educational system.
- Our instructors are industry professionals with current industry experience. They provide insight into the current needs of the Project Management industry.
- Programs are not burdened with extra classes and electives like a full degree or other programs.
- Programs are designed for working professionals.

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: **Feb 5 – Apr 26** **ONLINE**

Visit **greenriver.edu/ceOnline** for course details.

Bookkeeping Certificate

Get the knowledge you need to measure and manage the financial health of your business. Whether you are an entrepreneur, running a family business or just looking to advance your career, this program will help you understand how the bookkeeping process works and how to complete the accounting cycle accurately and in a timely fashion. This program focuses on cash basis accounting. This online certificate includes three month-long courses. Fee $495.

Item: **Feb 5 – Apr 26** **ONLINE**

Visit **greenriver.edu/ceOnline** for course details.

Non-Profit Administration Certificate

In today's market non-profits must operate like businesses. Effective revenue generation and program evaluation are essential. Discover how to build new revenue streams, expand existing services and effectively set prices. Improve evaluation planning and data collection, analysis, and use. Learn the challenges of conducting evaluations and reporting results to funders. By course end, you'll have a program logic model and evaluation plan ready for implementation. Certificate includes two month-long courses. Fee $595

Item: **Feb 5 – Apr 26** **ONLINE**

Visit **greenriver.edu/ceOnline** for course details.

CAREER AND TRADE SKILLS

Flagger Training

Training consists of classroom instruction and state certification in flagging, traffic control and safety. Upon successful completion participants receive a certification card valid for three years. Students must be at least 18 years of age. Bring lunch and wear closed-toe shoes. Special arrangements can also be made for group training at your business location. Textbook included. Fee: $109

Item: 31658	**Judy Gale**	**Auburn Center AC 160**
Sessions: 1 Sa	Apr 27	8AM – 4PM
Item: 31659	**Judy Gale**	**Auburn Center – AC 160**
Sessions: 1 Sa	May 18	8AM – 4PM
Item: 31660	**Judy Gale**	**Auburn Center – AC 160**
Sessions: 1 Sa	Jun 8	8AM – 4PM

Forklift-Truck Operator Certification (Saturday)

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: $199

Item: 31068	**Maggie Crutcher**	**Trades Technologies**	**TT A109**
Sessions: 1 Sa	Apr 20	8AM – 5PM	
Item: 31069	**Maggie Crutcher**	**Trades Technologies**	**TT A109**
Sessions: 1 Sa	May 18	8AM – 5PM	
Item: 31070	**Maggie Crutcher**	**Trades Technologies**	**TT A109**
Sessions: 1 Sa	Jun 15	8AM – 5PM	

COMMUNICATION AND PROFESSIONAL EXCELLENCE

Workplace Communication Certificate

Good communication in the workplace is more important than ever and critical to your career success. Learn how to identify, address and manage conflict situations; gain successful conflict management strategies; plan, implement and win in the negotiation process; and communicate more effectively by finding out more about yourself and others using personality profiles for better work performance. Course fee includes your own DiSC Behavioral Personality Profile assessment and review. Certificate includes three month-long courses. Fee $595

Item: **Feb 5 – Apr 26** **ONLINE**

Visit **greenriver.edu/ceOnline** for course details.

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: **Feb 5 – Apr 26** **ONLINE**

Visit **greenriver.edu/ceOnline** for course details.

Fundamentals of Communication

Communication skills are paramount for success in your personal life and in your chosen career pathway. Sharpen your communication skills and become a professional communicator with our 'Fundamentals of Communication' course. You will learn about the different aspects of communication, communication in the workplace, communication theories and the purpose of communication within this course. Become proficient in communication while enhancing your skills in both your personal and professional life by taking this course! Fee: $335

Item: 30840	**Benjamin Hartnett**	**Zoom**
Sessions: 8 Tu, Th	Apr 2 – Apr 25	6 – 9PM

Technical Communication

Technology is used in almost every aspect of our daily lives. Now is the time to sharpen your knowledge of technical communication! This course will teach you the applications of technical communication and technical literacy. You will learn how to communicate to the non-technical audience while learning skills to practically create technical documents. Learn the importance of being technically literate and set yourself up with a vital professional skill set that will set you apart from the other candidates! Fee: $335

Item: 30849	**Benjamin Hartnett**	**Zoom**
Sessions: 8 Tu, Th	May 7 – May 30	6 – 9PM

Instructor Bio

Benjamin Hartnett

Benjamin Hartnett has knowledge and training in software engineering, communication/media studies, and higher education curricular/instruction. He has a Master of Arts in Communication with Emphasis in Education. His skills include organizational communication, strategic communication, and ethical communication.

HEALTH CARE

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 AFH Administrator 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 is provided in class. Please Note: DSHS requires that all students must pass an approved English and reading assessment at an accredited college. Attendance requirement applies, only one class absence will be excused during the duration of the course. More than one absence during the 54 hour training course will disqualify student from certification. The College Success English and Reading Assessment test or a similar test from another college will meet this requirement. Documented proof of placement in English 97 or higher is required to take this class. This is a non-credit class, which means that you do not need to be a Green River College student in order to enroll. You will receive a certificate after successful completion of the course. This certificate for the Adult Family Home Administrator Training currently does not expire.
Important note:
The week prior to your start date, Continuing Education will send several emails pertaining to your class. It is your responsibility to make sure you have received these emails (sometimes students have filters that block our correspondence or route them to spam). Please check your email within 5 days of your course start to confirm you have received the course information. If you have not received this information, please contact us with an alternate email address prior to your course start date at ce@greenriver.edu or 253-333-6030. Refunds will not be available for students who contact us after the course starts. Fee: $779

Item: 31066	**Evelyn Galasso**	**Zoom**
Sessions: 1 Tu, 7 Sa	Apr 30	6 – 7PM
	May 2 – Jun 30	8AM – 4:15PM
Item: 31065	**Evelyn Galasso**	**Zoom**
Sessions: 1 Tu, 7 Th	Apr 30	6 – 7PM
	May 4 – Jun 22	8AM – 4:15PM

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. Spanish for Medical Professionals is offered through our partner, Learning Resources Network, Inc. (aka UGotClass). Fee: $290

Item: 30453 **Feb 5 – Apr 26** **Arranged**

Visit **greenriver.edu/ceOnline** for course details.

HUMAN RESOURCES

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: 30566	**C.Malone, M.Henning**	**Zoom**
Sessions: 12 Tu, Th	Apr 18 – May 28	6 – 9PM

Human Resources Overview

Human Resource Leaders transform the workplace. As an HR Generalist, you can affect the organization you work for.

Benefits:

- Increased career opportunities. Earn valuable industry-recognized certifications that open doors to new jobs and promotions.
- Enhanced knowledge and skills. Gain in-depth understanding of critical HR concepts, preparing you for real-world challenges.
- Confidence and competitiveness. Stand out from the crowd with demonstrable expertise and qualifications.
- Professional development, good for stacking industry credentials
- Demonstrate your commitment to excellence by getting a certification.

Who Should Attend:

- HR professionals seeking to expand their skillset and advance their careers.
- Job seekers looking for a career path into an organization.
- Individuals who perform basic HR tasks within an organization.

HR Certificate Program Information Session

Join us for a free information session, where our Human Resource Instructing team will discuss the HR industry, the HR profession and Green River's revised Human Resource Certificate Program. Registration required. Fee: $0

Item: 30969	**Claudia Malone**	**Zoom**
Sessions: 1 Tu	Apr 2	6 – 7PM

Student Comment:

"Thank you for all of your help! This class helped me land an interview for a fantastic job that I started today!"

— Student of the HR Certificate

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: 30572	Claudia Malone	Zoom
Sessions: 1 Th	Apr 18	6 – 9PM

Federal and State Employment Laws

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

Item: 30575	Claudia Malone	Zoom
Sessions: 2 Tu, Th	Apr 23 – Apr 25	6 – 9PM

Compensation and Benefits

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

Item: 30579	Margaret Henning	Zoom
Sessions: 2 Tu, Th	Apr 30 – May 2	6 – 9PM

Recruitment and Selection

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

Item: 30585	Claudia Malone	Zoom
Sessions: 2 Tu, Th	May 7 – May 9	6 – 9PM

Employee and Labor Relations

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

Item: 30590	Margaret Henning	Zoom
Sessions: 2 Tu, Th	May 14 – May 16	6 – 9PM

Training and Development

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

Item: 30593	Claudia Malone	Zoom
Sessions: 1 Tu	May 21	6 – 9PM

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: 30594	Margaret Henning	Zoom
Sessions: 1 Th	May 23	6 – 9PM

HR Administration

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

Item: 30599	Margaret Henning	Zoom
Sessions: 1 Tu	May 28	6 – 9PM

LEADERSHIP AND SUPERVISION

6 Class Series

Leadership and Supervision Certificate

Develop your leadership, communication, motivation and problem-solving skills with the Supervision Certificate. Through a series of six courses, you will acquire the interpersonal skills needed to interact successfully in a supervisory role. Topics include turning negative situations into positive outcomes; identifying your leadership traits through personal assessment; leading effective meetings; providing feedback; establishing priorities; problem-solving techniques, and more! Earn the certificate by taking the courses individually or register for the series and save. Series includes (36 total hours): Working With Difficult People, Developing Your Leadership Style, Getting The Most From Your Meetings, Motivating For Success, Working Smarter, Problem Solving And Decision-Making Strategies. Program Completion: To receive the Supervision Certificate, you must attend 80 percent of the entire certificate program (calculated by total number of sessions.) Fee: $599

Item: 30650	Sara Johnson	Zoom
Sessions: 12 M, W	Apr 8 – May 22	6 – 9PM

Leadership and Supervision Certificate Information Session

Join us for a free information session. During this session GRC's Leadership and Supervision Instructor will discuss how this certificate will help you acquire the interpersonal skills needed to interact successfully in a supervisory role. Registration required. Fee: $0

Item: 30970	Sara Johnson	Zoom
Sessions: 1 M	Apr 1	6 – 7PM

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. For more information, please refer to our website. This is the first course in the Supervision Certificate (6 Class Series). Fee: $139

Item: 30653	Sara Johnson	Zoom
Sessions: 2 M, W	Apr 8 – Apr 10	6 – 9PM

Developing Your Leadership Style

Learn how to capitalize on your personal leadership style to achieve workplace goals. In this course you will identify your leadership through personal assessment; learn the difference between leadership and management; recognize the "being" and "doing" of leadership; and develop the innate motivating techniques that transform employee attitudes and enhance cooperation and teamwork. Other topics include understanding the leadership management balance and SMART goal development. For more information, please refer to our course outline. This is the second course in the Supervision Certificate (6 Class Series). Fee: $139

Item: 30656	Sara Johnson	Zoom
Sessions: 2 M, W	Apr 15 – Apr 17	6 – 9PM

Getting the Most From Your Meetings

Discover why some meetings fail and learn proven techniques for making meetings more productive. Gain tips related to the four essentials of productive meetings: planning, participating, presenting and producing. Other topics include meeting formats and when to vary them, responding to conflict in a meeting and meeting follow-through. A key component of this course is utilizing effective communication strategies before, during and after your meetings. For more information, please refer to our website. This is the third course in the Supervision Certificate (6 Class Series). Fee: $139

Item: 30660	Sara Johnson	Zoom
Sessions: 2 M, W	Apr 22 – Apr 24	6 – 9PM

Motivating for Success

Want more creative, motivated employees who are eager to work hard and satisfy both internal and external customers? Good leaders empower their employees to feel confident, valued and motivated. In this course discover what motivates people, how to resuscitate motivation and how personality affects motivation. You will also learn how to give clear and motivating directions, set realistic and achievable standards and provide effective feedback, praising good results and correcting unsatisfactory performance. For more information, please refer to our website. This is the fourth course in the Supervision Certificate (6 Class Series). Fee: $139

Item: 30662	Sara Johnson	Zoom
Sessions: 2 M, W	May 6 – May 8	6 – 9PM

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. For more information, please refer to our website. This is the fifth course in the Supervision Certificate (6 Class Series). Fee: $139

Item: 30663	Sara Johnson	Zoom
Sessions: 2 M, W	May 13 – May 15	6 – 9PM

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. For more information, please refer to our website. This is the sixth and final course in the Supervision Certificate (6 Class Series) Fee: $139

Item: 30665	Sara Johnson	Zoom
Sessions: 2 M, W	May 20 – May 22	6 – 9PM

Instructor Bio

Sara Johnson

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

LEGAL

Paralegal Certificate

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

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

Paralegal Certificate Information Session	**Spring 2024**
Paralegal Certificate Part 1: Paralegal Essentials	**Spring 2023**
Paralegal Certificate Part 2: Research, Investigation and Discovery	**Summer 2024**
Paralegal Certificate Part 3: Advanced Research, Writing and Trial Preparation	**Summer 2024**

Visit **greenriver.edu/ceCertificates** for course details.

Paralegal Certificate Information Session

If you are interested in a career as a Paralegal, join us for a free information session where you will learn more about the Paralegal profession, the outlook for Washington State Paralegals and Green River's Paralegal Certificate program. Registration required. Free. Fee: $0

Item: 30668	**Anthony Piedra**	**Zoom**
Sessions: 1 Th	Apr 4	6 – 7PM

Paralegal Certificate Part 1: Paralegal Essentials

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

Item: 30669	**Anthony Piedra**	**Zoom**
Sessions: 9 Tu, Th, Sa	Apr 16 – May 9	6 – 9PM
		Sa 9AM – 4PM

Paralegal Certificate Part 2: Research, Investigation and Discovery

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

Item: 30672	**Anthony Piedra**	**Zoom**
Sessions: 11 Tu, Th, Sa	May 14 – Jun 13	6 – 9PM
		Sa 9AM – 4PM

Instructor Bio

Anthony Piedra

Anthony Piedra has worked as a Paralegal for over 16 years where he primarily focuses on civil litigation in both state and federal courts, creditor/debtor/collection law, personal injury, family law and corporate law. Mr. Piedra has extensive experience in training new legal assistants in being able to become versed in law office and legal procedures. Mr. Piedra also holds dual Real Estate licensure in California and Washington and current Notary commissions in California and Washington. Anthony brings his experience gained from working with lawyers who have been practicing law for decades. As such he brings a wide range of tried-and-true legal processes and prowess that was gained from years of practice in difficult cases. He is adept in the entire lifecycle of a law matter -- from inception to post-trial and appeal.

MARKETING, SALES AND SOCIAL MEDIA

Google Analytics Certificate

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

Item:	**Feb 5 – Apr 26**	**ONLINE**

Visit **greenriver.edu/ceOnline** for course details.

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:	**Feb 5 – Apr 26**	**ONLINE**

Visit **greenriver.edu/ceOnline** for course details.

PROJECT MANAGEMENT

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.

PM Certificate Part B (4 Class Series)	**2024**
Project Stakeholder and Communications Management	**2024**
Agile Project Management	**2024**
Microsoft Project 2019	**2024**
Project Management Certificate Capstone	**2024**
Project Management Certificate Information Session	**Page 12**
PM Certificate Part A (3 Class Series)	**Page 12**
Project Management Initiating the Project	**Page 12**
Project Planning and Scheduling Techniques	**Page 12**
Project Execution to Closing	**Page 12**

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.

Instructor Bio

Dan Yeomans

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

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

3 Class Series — Project Management Certificate Part A

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

Item: 30683	**Daniel Yeomans**	**Zoom**
Sessions: 17 M, W	Apr 15 – Jun 12	6 – 9PM

Project Management Overview

Project Managers lead projects, manage team members, and drive projects toward results. Project managers work across teams to motivate people throughout all stages of a projects. They manage key milestones and outcomes of projects.

Benefits:

- Increased career opportunities. Earn valuable industry-recognized certifications that open doors to new jobs and promotions.
- Enhanced knowledge and skills. Gain in-depth understanding of critical Project Management concepts, preparing you for real-world challenges.
- Confidence and competitiveness. Stand out from the crowd with demonstrable expertise and qualifications.
- Professional development, good for stacking industry credentials
- Demonstrate your commitment to excellence by getting a certification.

Who Should Attend:

- Project Management professionals seeking to expand their skillset and advance their careers.
- Job seekers looking for a career path into an organization.
- Tech professionals who need to develop project management skills.
- People in organizations who need additional skills to manage projects.
- College graduates looking for a tangible skill for their resume.

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: 30681 **Daniel Yeomans** **Zoom**
Sessions: 1 W Apr 3 6 – 7PM

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 PMBOKÆ 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: 30689 **Daniel Yeomans** **Zoom**
Sessions: 5 M, W Apr 15 – Apr 29 6 – 9PM

Project Planning and Scheduling Essentials

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

Item: 30695 **Daniel Yeomans** **Zoom**
Sessions: 7 M, W May 1 – May 22 6 – 9PM

Project Execution to Closing

Your Project Management Plan is approved and accepted. What's next? This course shares best practices for implementing and controlling the project to success. Learn how to manage quality, develop and manage a project team, effectively communicate, manage risk and engage stakeholders. Key tools and techniques and valuable tips will be introduced, shared and applied ' 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: 30700 **Daniel Yeomans** **Zoom**
Sessions: 5 M, W May 29 – Jun 12 6 – 9PM

Student Comment:

"Dan is an awesome instructor! I learned a lot from his teaching style and the content of the courses."

— Student of Project Management

REAL ESTATE

Real Estate Licensing Series

In this online, non-credit class, 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: $499

Item: 30081 **Online – Arranged**
Apr 1 – Jun 17

SMALL BUSINESS DEVELOPMENT

Business Start-Up and Management

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

Item: 30860 **Kevin Grossman** **Kent KC 323**
Sessions: 1 Tu Apr 2 6 – 8PM

Business Marketing

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

Item: 30865 **Kevin Grossman** **Kent KC 323**
Sessions: 1 Th Apr 4 6 – 8PM

Business Financial Management

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

Item: 30868 **Kevin Grossman** **Kent KC 323**
Sessions: 1 Tu Apr 9 6 – 8PM

Developing a Business Plan

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

Item: 30874 **Kevin Grossman** **Kent KC 323**
Sessions: 1 Th Apr 11 6 – 8PM

CYBERSECURITY

Cybersecurity Overview

Cybersecurity is one of the fastest growing career areas. This comprehensive program provides the knowledge and skills you need to excel in the ever-evolving IT landscape.

Benefits:

- Increased career opportunities. Earn valuable industry-recognized certifications that open doors to new jobs and promotions.
- Enhanced knowledge and skills. Gain in-depth understanding of critical IT concepts, preparing you for real-world challenges.
- Confidence and competitiveness. Stand out from the crowd with demonstrable expertise and qualifications.
- Professional development, good for stacking industry credentials
- Legitimizing your skills in the IT industry.

Who Should Attend:

- IT professionals seeking to expand their skillset and advance their careers.
- Individuals with a basic understanding of computers who want to join the IT field.
- Anyone who wants to enhance their cybersecurity awareness and personal online safety.
- Adults who already have a degree and want to add new skills t o their resume.
- People who are in the cybersecurity field need to update or upgrade their credentials.
- Career changers who want a new career.

CompTIA IT Fundamentals Exam Preparation

CompTIA IT Fundamentals is designed to help you learn more about the world of information technology (IT). In this class, you will learn foundational knowledge on computer hardware, software, networking, cybersecurity, troubleshooting, and emerging technologies. This class will prepare you for the CompTIA IT Fundamentals exam that can be a stepping stone to more advanced certifications such as CompTIA A+. Earning your IT Fundamentals certification can help you feel more comfortable for a position as a sales associate, sales engineer, account manager, business development manager, product or marketing specialist or entry level customer support. Online, instructor led with most up to date curriculum. Course includes e-book and exam voucher. Fee: $437

Item: 31380	Dillon Kierce	Zoom
Sessions: 24 W, Th	Mar 27 – Jun 13	6 – 8PM

CompTIA A+ Exam Preparation

CompTIA A+ is the industry standard for establishing a career in IT, and it is the foundation of an IT career. A+ candidates are better prepared to troubleshoot and problem solve a wider variety of issues, ranging from networking and operating systems to mobile devices and security. Prerequisite includes current IT Fundamentals Certification or equivalent with Program Manager permission. Earning your A+ certification gives you an internationally recognized credential. Leading companies around the world are hiring A+ certified professionals like you. Online, Instructor led, with the most up to date curriculum. Course includes e-book and exam voucher. Fee: $437

Item: 31381	Dillon Kierce	Zoom
Sessions: 23 M, Tu	Mar 25 – Jun 11	6 – 8PM

Instructor Bio

Dillon Kierce

Dillon Kierce is a continuing education faculty teacher for Green River College.

Dillon graduated from Green River College with a bachelors in Cybersecurity & Networking, he also has obtained his ITF+, A+, GISF, GFACT, and GSEC certifications. He has competed in several CTF's, and he continues to pursue his education and certifications. Dillon started teaching to share his passion with students and guide them to getting industry recognized certifications.

CompTIA Network+ Exam Preparation

CompTIA Network+ verifies that you have the essential knowledge and skills in networking to develop a career in IT infrastructure. It prepares candidates to support the network regardless of the platform, forming the foundation needed before specializing in a vendor solution. Learn how to troubleshoot, configure, and manage common network and wired devices. Prerequisite includes current A+ Certification or equivalent with Program Manager permission. Earning your Network+ certification will help you advance toward a rewarding IT career as a network field technician, help desk technician, network support specialist, network administrator, or network analyst. Instructor led with most up to date curriculum. Course includes e-book and exam voucher. Fee: $437

Item: 31382	Fu Chang	Zoom
Sessions: 24 W, Th	Mar 27 – Jun 13	6 – 8PM

CompTIA Security+ Exam Preparation

CompTIA Security+ is a global certification that validates the baseline skills necessary to perform core security functions and pursue an IT security career emphasizing hands-on practical skills, ensuring the security professional is better prepared to problem solve a wider variety of issues. Develop your skills over 48 hours in a hands-on learning classroom led by highly qualified instructors. Prerequisite includes current A+ or Network+ Certification or equivalent with Program Manager permission Fee: $437

Item: 31383	Fu Chang	Zoom
Sessions: 23 M, Tu	Mar 25 – Jun 11	6 – 8PM

Instructor Bio

Fu Chang

Fu Chang has a Bachelor's Degree in Cyber Security & Data Forensics from Highline College. He currently holds certifications in Cisco, CompTIA, Mile2, and Microsoft. He also has AA degrees in Biotechnology and Automotive & Industrial technology.

He was a tier 3 technician at Highline College at their HelpDesk. Currently, he is an instructor for Green River College CE and an IT Specialist for Clover Park Technical College.

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: $437

Item: 30620	**Gayle Larson**	**Kent Campus**	**KC 255**
Sessions: 4 Tu, Th	Apr 2 – Apr 11	5:30 – 9PM	
Item: 30621	**Gayle Larson**	**Enumclaw**	**ENM 14**
Sessions: 2 W	Apr 17 – Apr 24	8AM – 4PM	

Instructor Bio

Gayle Larson

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

DATA SCIENCE

Data Analyst Certificate

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

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

Data Analyst Certificate Part 2: Python for Data Analysis	**Page x**
Data Analyst Certificate Part 3: Exploratory Data Analysis (3 Class Series)	**Page 15**
Data Mining	Page 15
Data Visualization	Page 15
Data Analyst Certificate Capstone	Page 15
Data Analyst Certificate Information Session	**Fall 2024**
Data Analyst Certificate Part 1: SQL Server (4 Class Series)	**Fall 2024**
Relational Database Concepts and Design	Fall 2024
SQL Programming Level 1	Fall 2024
SQL Programming Level 2	Fall 2024
SQL Server Certificate Capstone	Fall 2024

Visit **greenriver.edu/ceCertificates** for course details.

3 Class Series

Data Analyst Certificate Part 3: Exploratory Data Analysis

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

Item: 30701	**Jim Parshall**	**Zoom**
Sessions: 12 Tu, Th	Apr 2 – May 9	6 – 9PM

Data Mining

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

Item: 30703	**Jim Parshall**	**Zoom**
Sessions: 6 Tu, Th	Apr 2 – Apr 18	6 – 9PM

Data Visualization

With data visualization, you can identify complex hidden patterns in data and communicate your findings to business leaders enabling improved decision-making. In this course, learn to plot, chart, and represent data using Python; apply statistical and visualization techniques using Pandas and Jupyter notebooks; practice creating data visualization charts; and create visual and interactive reports. See website for prerequisites and textbook information. Fee: $0

Item: 30712	**Jim Parshall**	**Zoom**
Sessions: 3 Tu, Th	Apr 23 – Apr 30	6 – 9PM

Data Analyst Certificate Capstone

Integrate the knowledge you have gained from the Data Analyst Certificate Program. Demonstrate your understanding of data analysis using SQL and visualizations; build a dashboard based on a real-world scenario; develop a project proposal outlining an approach to the dashboard; implement the dashboard; and test the results using Python and pandas. You will document your work through written reports and present your findings at course end. See website for prerequisites and other course details. Fee: $279

Item: 30714	**Jim Parshall**	**Zoom**
Sessions: 3 Tu, Th	May 2 – May 9	6 – 9PM

Instructor Bio

Jim Parshall

Jim Parshall has been teaching computer related topics professionally for over 25 years. His career in the computer industry began with Microsoft as one of the early Microsoft Certified Trainers specializing in both database systems and large scale architecture. Since then he has taught and worked in a wide variety of disciplines from cybersecurity to database tuning and performance, service and microservice architecture to programming and documentation. Jim has worked contracts for a wide variety of companies throughout his career as well as owned his own training company in Bellevue, WA, and a gaming store and mangakissa in the U-District of Seattle. He enjoys driving, both on-road racing and off-road overlanding, flying, hiking, math and physics and literature and mythology.

MICROSOFT

HIGHLIGHT

Microsoft Excel 2021/ Office 365 Certificate Series

Capture the power of Excel 2021 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

The Microsoft Excel 2019 Series includes:

- **Microsoft Excel 2021/Office 365 Level 1**
- **Microsoft Excel 2021/Office 365 Level 2**
- **Microsoft Excel2021/Office 365 Level 3**

Prerequisites: Microsoft Windows proficiency and successful completion of Computer Fundamentals with Windows 10 and/or basic computer skills including the use of: program controls, start menu, task bar, applications, basic word processing, email, file management and internet searches.

Item: 30628	**Gayle Larson**	**Kent Campus**	**KC 255**
Sessions: 6 Tu, Th	Apr 30 – May 16	5:30 – 9PM	
Item: 30631	**Gayle Larson**	**Enumclaw**	**EM 14**
Sessions: 3 W	May 22 – Jun 5	8AM – 4PM	
Item: 30629	**Gayle Larson**	**Kent Campus**	**KC 255**
Sessions: 3 F	May 31 – Jun 14	8AM – 4PM	

Microsoft Excel 2021/ Office 365 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.
Prerequisites: Microsoft Windows proficiency and successful completion of Computer Fundamentals with Windows 10 and/or basic computer skills including the use of: program controls, start menu, task bar, applications, basic word processing, email, file management and internet searches.
For more information, please refer to our course outline.
This class is also part of the Microsoft Excel 2021 Series, which includes Levels 1, 2 and 3 at a discounted rate.
Excel Level 1 training is also available through the Microsoft Office 2019 Essentials Certificate which includes Microsoft Word, Outlook, and PowerPoint 2021. Fee: $149

Item: 30633	**Gayle Larson**	**Kent Campus**	**KC 255**
Sessions: 2 Tu, Th	Apr 30 – May 2	5:30 – 9PM	
Item: 30637	**Gayle Larson**	**GRENM Enumclaw**	**ENM 9**
Sessions: 1 W	May 22	8AM – 4PM	
Item: 30635	**Gayle Larson**	**Kent Campus**	**KC 255**
Sessions: 1 F	May 311	8AM – 4PM	

Microsoft Excel 2021/ Office 365 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.
Prerequisites: Successful completion of Microsoft Excel 2021/Office 365 Level 1 or the ability to organize, calculate, analyze, revise, update and present data. Possess the ability to create and save worksheets; entering, move and manipulate data; use formulas and functions; format text, numbers and cells; create charts; complete data entry shortcuts; manage, print and share workbooks. Microsoft Windows proficiency.
For more information, please refer to our course outline.
This class is also part of the Microsoft Excel 2019 Series, which includes Levels 1, 2 and 3 at a discounted rate. Fee: $149

Item: 30639	**Gayle Larson**	**Kent Campus**	**KC 255**
Sessions: 2 Tu, Th	May 7 – May 9	5:30 – 9PM	
Item: 30642	**Gayle Larson**	**Enumclaw**	**ENM 9**
Sessions: 1 W	May 29	8AM – 4PM	
Item: 30640	**Gayle Larson**	**Kent Campus**	**KC 255**
Sessions: 1 F	Jun 7 – Jun 7	8AM – 4PM	

Microsoft Excel 2021/ Office 365 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. Textbook included.
Prerequisites: Successful completion of Microsoft Excel 2021/Office 365 Level 2 or the ability to manage complex workbooks; build complex functions, use data analysis tools like PivotTables and PivotCharts and leverage presentation features. Microsoft Windows proficiency.
For more information, please refer to our course outline.
This class is also part of the Microsoft Excel 2021/Office 365 Series, which includes Levels 1, 2 and 3 at a discounted rate. Fee: $149

Item: 30643	**Gayle Larson**	**Kent Campus**	**KC 255**
Sessions: 2 Tu, Th	May 14 – May 16	5:30 – 9PM	
Item: 30647	**Gayle Larson**	**Enumclaw**	**ENM 9**
Sessions: 1 W	Jun 5	8AM – 4PM	
Item: 30646	**Gayle Larson**	**Kent Campus**	**KC 255**
Sessions: 1 F	Jun 14 – Jun 14	8AM – 4PM	

Instructor Bio

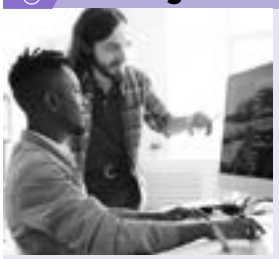
Gayle Larson

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

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

PROGRAMMING

Coding Certificate



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

Item:	Feb 5 – Apr 26	ONLINE

Visit **greenriver.edu/ceOnline** for course details.

WEB AND GRAPHIC DESIGN

Graphic Design Certificate

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

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

Graphic Design Certificate Information Session	**2024**
Graphic Design Certificate Part 1 (2 Class Series)	**2024**
Graphic Design FundAMentals	2024
Photoshop CC	2024
Graphic Design Certificate Part 2 (2 Class Series)	**2024**
Illustrator CC	2024
Working Designer	2024
Graphic Design Certificate Part 3 (2 Class Series)	**Page 17**
InDesign CC	Page 17
Graphic Design Certificate Capstone	Page 17

Visit **greenriver.edu/ceCertificates** for course details.

Graphic Design Certificate Part 3 (2 Class Series)

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

Item: 30790	Morgan Olson	Zoom
Sessions: 10 M, W	Apr 8 – May 8	6 – 9PM

InDesign CC

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

Item: 30797	Morgan Olson	Zoom
Sessions: 6 M, W	Apr 8 – Apr 24	6 – 9PM

Graphic Design Certificate Capstone

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

Item: 30804	Morgan Olson	Zoom
Sessions: 4 M, W	Apr 29 – May 8	6 – 9PM

Instructor Bio

Morgan Olson

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

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

Accounting Fundamentals

Gain hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and more. This course will give you a solid foundation in financial matters.

Administrative Assistant Fundamentals

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

Certificate in Nutrition, Chronic Disease and Health Promotion

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

Administrative Assistant Applications

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

Get Assertive!

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

Personal Finance

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

Become a Veterinary Assistant

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

Introduction to Interior Design

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

Introduction to Artificial Intelligence

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

To view the entire catalog or to register, visit:

greenriver.edu/**ce-ed2go**

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

Business Operations Specialist

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

Career Counselor and Life Coach

Learn all aspects of career counseling and life coaching, from working with clients to establishing a business. Learn career development stages, planning fundamentals, and how to work with diverse audiences. Gain the industry-recognized skills needed to establish a successful coaching business as a career counselor and certified life coach.

Certificate in Family Mediation

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

Front-End Web Developer

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

Full Stack Software Developer

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

Information Security Training

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

Salesforce: Power User

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

Medical Billing and Coding (Voucher Included)

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

Procurement and Purchasing Management

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

To view the entire catalog or to register, visit:

greenriver.edu/**ce-careertraining**

CREATIVE ARTS AND CRAFTS

Basics of Costume Design

Create your own costumes for cosplay, theatre, or holidays. Learn basic skills to create your costume. Using commercial patterns as the basis of your creations you will learn how to take accurate measurements, safely cut fabric and basic alterations.

Beginner and novice costume makers will benefit from learning how to read garment pattern instructions, as well as choosing the right materials for their creations. A supply list, including 2 yards of Muslin will be provided during the first class. Fee: $139

Item: 33265	**Carmen Williams**	**Auburn Campus**	**CH 117**
Sessions: 6 Sa	Apr 6 – May 18	10am – 12pm	

Instructor Bio

Carmen Williams

Carmen Williams has handcrafted everything from aprons to wedding dresses. She has innovated efficient practices for garment making. In addition to her experience as a fashion retailer, Carmen has lectured at NHCC Voces Summer Writing Institute and helped run a book club for the Inlandia Institute. She would like to share how she makes her creations with others and create a local community of costume makers.

Ceramics I

Wheel Throwing and Hand Building are taught in this beginner's ceramics course. Learn centering and tool use for shaping thrown items such as simple forms, cylinders, bowls and plates. In the introduction to hand building, learn how to create functional and decorative work using a variety of techniques. Projects develop from your skill level and personal ideas. Fee: $309

Item: 30972	**Madison Tovar**	**Kent Meridian HS**	**S-3**
Sessions: 8 M	Apr 8 – Jun 3	6 – 8:30PM	
Item: 30973	**Madison Tovar**	**Kent Meridian HS**	**S-3**
Sessions: 8 Tu	Apr 9 – May 28	6 – 8:30PM	

Ceramics II

This class is designed to engage students in more advanced ceramic techniques and projects. Students will develop and enhance skills learned in the Ceramics I class, as well as refine and experiment with new materials and techniques. Fee: $299

Item: 30974	**Madison Tovar**	**Kent Meridian HS**	**S-3**
Sessions: 8 W	Apr 10 – May 29	6 – 8:30PM	

Ceramics Lab

Want some time in a ceramics studio? Sign up for the Ceramics Lab and you will get to use the space to do your own hand building projects, wheel throwing and have your projects fired. This time is on your own, instructor will be there to answer questions, but no instruction will occur. Clay is not provided. Fee: $199

Item: 30975	**Madison Tovar**	**Kent Meridian HS**	**S-3**
Sessions: 6 Th	Apr 11 – May 16	6 – 8:30PM	

Instructor Bio

Madison Tovar

Madison's discovery of ceramics began when she took a beginning course in 2016. Since then she has found a way to incorporate clay into her life regardless of life's hurdles. She has two Art associate degrees from Green River College. In her free time, she volunteers at Green River College ceramics lab and takes independent study courses to further her knowledge. Madison believes learning the fundamentals of ceramics can help people accept the realities of life. There are moments of greatness and thrill, but also moments to be learned from and move head on. The beauty of art means creating pieces that are unique to you and bring you joy. One of the greatest joys in life is to make something with your own hands. Madison currently lives in Auburn, WA where she is building her home studio to jump start her business. She has taught ceramics at Redmond Artworks and also to those in the community studio at school. Madison's most recent work focuses on being ok with taking up space and being proud of it.

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. Recommended Supplies: Digital camera, with user guide, that is capable of full manual control. Fee: $179

Item: 31824	**Roger Young**	**Enumclaw**	**ENM 15**
Sessions: 6 Tu	Apr 2 – May 7	6:30 – 9PM	

Digital Photography 2

Learn to work with RAW images, advanced camera controls, when to use manual controls, shooting for HDR, retouching images and composition. Three outdoor shooting labs included Fee: $179

Item: 31826	**Roger Young**	**Enumclaw**	**ENM 16**
Sessions: 6 Tu	May 14 – Jun 18	6:30 – 7:30PM	

Instructor Bio

Roger Young

Roger Young took up photography as a hobby in 1975, sold his first photo in 1977, and shot his first wedding in 1983. He has taken photography courses at Montana State University the University of Great Falls and Green River Community College.

Roger specializes in portrait, wedding, real estate, hobby, landscape, and nature photography and has won several awards in Photography including at the Washington State Fair. Roger also had a private show at the Enumclaw City Hall in 2012.

He has judged several photography contests including the 2013 Washington State Fair (International Photographers Exhibit), and the 2013 Puyallup Spring Fair. Roger is also the Technical Director of the Rainier Hills Photography club in Buckley/Bonney Lake, WA.

Cell Phone Photography: Mastering the Basics and Beyond

Unlock the secrets of stellar cell phone photography with this engaging course! Whether you're eager to capture breathtaking moments or enhance your editing skills, join Gary McCutcheon, the owner of McCutcheon's Studio and Gallery in Puyallup. In this comprehensive workshop, you'll delve into the essentials of cell phone photography, gaining insights into controlling color and tone, achieving the perfect exposure, and refining image sharpness. This course will help elevate your photography techniques in lighting and composition, discovering how to infuse your shots with creative flair and balance. Supply list: On the website.

Item:	**Gary McCutcheon**	**Auburn Campus**	**CH 102**
Sessions: 4 Tu,Th	May 28 – Jun 6	6:30 – 8:30PM	

Aperture to ISO: Manual Mode Digital Photography

Learn how to make artistic choices with your digital camera. In this class you will learn about composition, using manual settings on your digital camera, manual setting terms and lighting.

You will learn through discussion and assignments about real-world photography. The class features hands-on instruction. You must have a digital camera with manual settings. Please bring it to class along with batteries and charger. A tripod is also useful if you have it. Class instruction includes useful handouts. Fee: $159

Item: 34000		**Auburn Campus**	**CH 102**
Sessions: 6, Tu,Th	Apr 9 – Apr 25	6:30 – 8:30PM	

Fused Glass I

This lively, hands-on class is a fun way for students of all skill levels to learn or improve their glass fusing skills while creating unique projects. Students will select 2-3 small projects as they work to cut, design, and create fused glass ranging from tiles to hanging decorations or glass elements to use in mixed media or jewelry. All materials, tools, supplies provided in class. $135 material/firing fee per section paid to instructor on the day of class. Classes held off-campus at Blue Dog Glass Art Studio. Fee: $89

Item: 30077	**Diana Wendt**	**Blue Dog Glass, Studio**
Sessions: 1 Sa	Apr 13	9AM – 1PM
Item: 30078	**Diana Wendt**	**Blue Dog Glass, Studio**
Sessions: 1 Sa	May 4	9AM – 1PM
Item: 30079	**Diana Wendt**	**Blue Dog Glass, Studio**
Sessions: 1 Sa	Jun 8	9AM – 1PM

Instructor Bio

Diana Wendt

Diana is an accomplished studio artist with 15 years experience in creating kiln-fired glass art. Her work has sold in galleries and art shows throughout the Northwest, and is included in private collections from Seattle to New York to Japan. She has studied with nationally known artists Roger Nachman and Michael Dupille and international masters Cappy Thompson, Mark Eckstrnad and Susan Plum.

Diana was a glass instructor at Pratt Fine Arts Center in Seattle for four years before developing a fused glass program for Green River Community College. Diana's popular hands-on classes are taught at her Blue Dog Glass Art studio in Covington.

Paint and Sip at Redondo Beach

Are you looking to unwind, socialize, and reconnect with your creativity? Gather your friends, co-workers, plan a date night, or join solo to enjoy a social paint-and-sip evening! Participants will follow guided step-by-step instructions to create a nighttime winter scene with the provided materials. Previous art skills are not required to learn, have fun, and take home your new artistic creation! Located at Highline's MaST Center Aquarium at Redondo Beach in Des Moines, you may see gorgeous views of the beach, marine life, and the Olympic Mountains. Required: Must be 21 and older, and provide proof of DOB. Supplies and wine are included. Fee $79. If you are interested in taking the class in pairs, the rate is $139. Please call 253-333-6030 to register.

Item: 33965	**Amanda Sweeney**	**MaST Center**
Sessions: 1, Sa	May 11	5:30 – 8PM
Item: 33966	**Amanda Sweeney**	**MaST Center**
Sessions: 1, Th	Jun 13	5:30 – 8PM

Drawing for Beginners

In this introductory course students will learn the basics of composition, contouring, value marking and how to use them in their own art practice. Multiple drawing tools will be demonstrated to help students find which ones best suit their artistic style. Students will practice drawing through observations of still life. Supply List on website. Fee: $79

Item: 35042	**Carmen Williams**	**Auburn Campus**	**CH 117**
Sessions: 2, Sa	May 25 – Jun 1	10AM – 12PM	

HEALTH, WELLNESS, DANCE AND FITNESS

Back to Basics Nutrition (B2BN)

Do you want to eat "healthier" but are confused about which foods to eat or what diets to follow? Are you overwhelmed by too much information online and in the media and just want a practical approach that you can live with and enjoy? Then join certified nutritionist Trish Jones for one or more of these Back to Basics Nutrition workshops where you will dive-in to a specific nutrition topic that provides strategies to nourish your body and promote your health. At each session, you will sample a recipe that deliciously represents the topic discussed in class that week and you will receive recipes that will help you to put what you've learned into practice at home! Bundle: $269, Individual classes: $35 per class

Item: 33270	Trish Jones	Auburn Campus	WT 16
Sessions: 8, W	Apr 10 – Jun 5	6 – 8PM	

No class on May 15.

B2BN 1: What is "healthy" eating?

Overview of macro & micronutrients and basic guidelines for most people.

Item: 37834	Trish Jones	Auburn Campus	WT 16
Sessions: 1, W	Apr 10	6 – 8PM	

B2BN 2: Why food portion sizes matter and simple tools to help you to "choose wisely" when you fill your plate.

Item: 37838	Trish Jones	Auburn Campus	WT 16
Sessions: W	Apr 17	6 – 8PM	

B2BN 3: How to read food labels and determine which packed, convenience & restaurant foods support health or should be avoided.

Item: 37848	Trish Jones	Auburn Campus	WT 16
Sessions: 1, W	Apr 24	6 – 8PM	

B2BN 4: Why hydration is key to health & basic guidelines to achieve it.

How foods, beverages and activities you choose can impact proper hydration and how to compensate for these.

Item: 37851	Trish Jones	Auburn Campus	WT 16
Sessions: 1, W	May 1	6 – 8PM	

B2BN 5: What's the buzz about "intermittent fasting"?

Why timing of meals/ eating is so important to healthy metabolism and how time restricted eating can support weight management.

Item: 37857	Trish Jones	Auburn Campus	WT 16
Sessions: 1, W	May 8	6 – 8PM	

B2BN 6: Why is "nutrition" so much more than the foods we consume and how lifestyle factors can nourish or deplete our bodies.

We will discuss the "six pillars of health" and guidelines for utilizing each in our daily routines.

Item: 37866	Trish Jones	Auburn Campus	WT 16
Sessions: 1, W	May 22	6 – 8PM	

B2BN 7: How can we eat "healthy" on a budget and also when we are pressed for time?

In this class, we will explore techniques for meal planning, bulk meal prep, food storage & preservation that will conserve time, food dollars while promoting health and avoiding fast foods.

Item: 37871	Trish Jones	Auburn Campus	WT 16
Sessions: 1, W	May 29	6 – 8PM	

B2BN 8: How can food choices impact chronic health conditions like high blood pressure, high cholesterol, and prediabetes/ diabetes?

Science supports nutrition as a primary root cause of each of these conditions, as well as a major avenue to prevent (and possibly reverse) them. Learn what you can do to support your health if you have been diagnosed with these conditions.

Item: 37874	Trish Jones	Auburn Campus	WT 16
Sessions: 1, W	Jun 5	6 – 8PM	

Instructor Bio

Trish Jones

Trish earned her Master of Science degree in Nutrition at the National University of Natural Medicine (Portland, OR) and pursued the Certified Nutrition Specialist credential from the American Nutrition Association with a desire to hone her skills and prepare to share her science-based approach to wholistic nutrition. Trish founded the Community Health and Nutrition Group to connect clients with tools and resources which enable them to understand nutritional options to address common medical diagnoses and to empower them to purposefully utilize nutrition to live their best lives without the burden of chronic illness.

Trish is a certified instructor with the Food as Medicine Institute (FAMI) and teaches Food as Medicine Everyday (FAME) nutrition and other cooking classes in-person in the greater Seattle area.

Introduction to Breath Work

This class will guide you through the science and application of various types of breathwork techniques to promote vitality of health. Join Amber for an enlightening evening of self-discovery and healing. No prior experience is necessary. Fee: $65

Item: 35561	Amber Williams	Auburn Campus	CH 201
Sessions: 1, W	Apr 24	6 – 7PM	

Emotional Freedom Technique (Tapping)

Emotional Freedom Technique (EFT), also known as Tapping, is a holistic healing method that combines ancient acupressure techniques with modern psychology. It has been shown to be effective in reducing stress, managing emotions and promoting overall mental and physical wellness. No prior experience is necessary. Fee $65

Item: 35907	Amber Williams	Auburn Campus	CH 201
Sessions: 1, Tu	May 21	6:30 – 7:30PM	

Instructor Bio

Amber Williams

Amber is a certified Functional Medicine Health Coach and will be leading these sessions and sharing valuable insights on how to enhance your overall well-being. Whether you're seeking stress relief, improved emotional balance, or simply want to learn new self-care techniques, these classes are designed to provide you with the tools and knowledge you need.

Amber believes that taking care of your mind and body is essential for a balanced and fulfilling life, and this class is an opportunity to take a step towards that goal to balance your mind, body, and spirit.

Join us for an enlightening time of self-discovery and healing.
No prior experience is necessary.

HOME, GARDEN AND OUTDOORS

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: $49

Item: 30542	**Alan Haywood**	**Auburn Campus**	**CH 214**
Sessions: 1 Th	Apr 18 – Apr 18	6:30 – 9PM	
Item: 30543	**Alan Haywood**	**Enumclaw**	**ENM 15**
Sessions: 1 Th	May 16 – May 16	6:30 – 9PM	

Fruit Growing in Your Backyard

Reap a bountiful harvest of your own fruit! Learn the basics of fruit culture in the Pacific Northwest climate. Avoid the common frustration and disappointment of poor quality crops and unhealthy plants. Learn to properly plant and care for your trees, and which varieties do best here. Find out how to avoid or deal with common insects and diseases that often occur in our mild climate. Whether you are just getting started or are working with existing plants, this class has something to offer you. Fee: $49

Item: 30544	**Alan Haywood**	**Auburn Campus**	**CH 214**
Sessions: 1 Th	Apr 25 – Apr 25	6:30 – 9PM	
Item: 30545	**Alan Haywood**	**Enumclaw**	**ENM 15**
Sessions: 1 Th	May 23 – May 23	6:30 – 9PM	

Gearing up for Spring Fly Fishing (Class session)

In this informative classroom session you will learn about the tackle and equipment you will need to be successful in Pacific NW Fly fishing. Class will include a resource notebook with info on how to select rods, reels, lines & leaders, plus hot fly patterns and the necessary knots to put it all together. This class will give you straight forward non bias reviews of tackle and help you wade through maze of information out there. Get prepared for Spring Fly Fishing! Fee: $49

Item: 36047	**John Fiskum**	**Auburn Campus**	**CH 214**
Sessions: 1 Tu	Apr 9	6:30 – 8:30PM	

Introduction to Fly Casting

Fly casting is the foundational skill to becoming a successful fly fisher. In this 2 session hands on course, you will get all the fundamentals needed to become a good caster. This class is designed for new casters or those with just a little experience. Class includes use of rods, reels and lines. Fee: $79

Item: 36073	**John Fiskum**	**Kent**	**Lake Meridian Park**
Sessions: 1 Sa, 1 Su	Apr 6 – 7	8 – 10AM	

Introduction to Fly Casting

Fly casting is the foundational skill to becoming a successful fly fisher. In this 2 session hands on course, you will get all the fundamentals needed to become a good caster. This class is designed for new casters or those with just a little experience. Class includes use of rods, reels and lines. Fee: $79

Item: 36077	**John Fiskum**	**Kent**	**Lake Meridian Park**
Sessions: 1 Tu, 1 W	Apr 23 – 24	6 – 8PM	

Introduction to Trout fly-fishing

Join us for a classroom course to learn the basics of Fly fishing. In the classroom we will cover rods, reels, lines leaders and flies, and how to set up equipment. Fee: $100

Item: 36096	**John Fiskum**	**Auburn Campus**	**CH 214**
Sessions: 2 W	May 1 – May 8	6:30 – 8:30PM	
Sessions: 1 Sa	May 11	7 – 11AM	Arranged Outing

Trout Fishing 101: Conventional Tackle

Trout fishing is a great life-long activity that can be enjoyed with friends and family. We will examine and recommend Spinning tackle rods, reels, line, lures, and baits to entice trout both locally and regionally. Class will include a resource guide loaded with information about how to rig up, hot tactics and where to go. Fee $49

Item: 36103	**John Fiskum**	**Enumclaw**	**ENM 14**
Sessions: 1 Tu	Apr 16	6:30 – 8:30PM	

Spring Fly Casting Tune up

Designed for the caster with some experience. We will evaluate your casting stroke and make recommendations to improve your efficiency, accuracy, distance, and presentation. This is also great refresher course if it's been awhile since you have cast. Get ready for a great season of fly fishing with a pre-season tune-up. Fee $49

Item: 36118	**John Fiskum**	**Kent**	**Lake Meridian Park**
Sessions: 1 Sa	Apr 6	10AM – 12PM	

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 application such as travel. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Recommended Textbook (available online and at the campus Papertree Bookstore): French in 10 Minutes a Day by Kristine K. Kershul (ISBN #1931873291) Fee: $165

Item: 31072	**Arthur Morris**	**West Building**	**WB 106**
Sessions: 8 Tu	Apr 2 – May 21	6:30 – 8:30PM	

Student Comment:

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

— French I Student

French II

This language course emphasizes conversation but also includes reading, writing, speaking and understanding the language. Course is geared toward the adult student seeking control of a language for practical application such as travel. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Prerequisite: French I Fee: $165

Item: 31074	**Arthur Morris**	**West Building**	**WB 106**
Sessions: 8 Th	Apr 4 – May 23	6:30 – 8:30PM	

Japanese-Beginning Conversational

An introduction to Japanese language and culture designed for students with little to no experience. A focus on conversational skills, pronunciation, everyday expressions, basic vocabulary, simple sentence structure, and basic grammar. Fee $109

Item: 33997	Earle Oda	Online
Sessions: 8 Th	Apr 18 – Jun 6	6:30 – 7:30PM

Spanish 1

This language course emphasizes conversation but also includes reading, writing, speaking and understanding the language. Course is geared toward the adult student seeking control of a language for practical application such as travel. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Recommended Textbook (available online): Spanish in 10 Minutes a Day by Kristine K. Kershul (ISBN #1931873305). Fee: $165

Item: 31071	Arthur Morris	West Building	WB 106
Sessions: 8 M	Apr 1 – May 20	6:30 – 8:30PM	

Spanish 2

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. Prerequisite: Spanish 1 Fee: $165

Item: 31073	Arthur Morris	West Building	WB 106
Sessions: 8 W	Apr 3 – May 22	6:30 – 8:30PM	

Instructor Bio

Arthur Morris

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

Beginner Italian I

Develop Italian conversational skills, gradually learn vocabulary, and learn about Italy and its culture. Pronunciation and grammar will be covered. Various resources are integrated to create an immersive learning experience. Fee: $155

Item: 34332	Barbara Pau	Online
Sessions: 6, M	May 6 – Jun 17	2 – 4PM

Beginner Italian II

This course is suitable for those who have completed part I of Beginner Italian Conversation Class, or who already have a good knowledge of the basics of the Italian language and want to improve pronunciation, conversational skills, and vocabulary, either for personal or professional purpose. Fee: $155

Item: 34329	Barbara Pau	Online
Sessions: 6, Tu	May 7 – Jun 11	2 – 3:30PM

Homeschool Nuts and Bolts

Interested in homeschooling but don't know where to start? This course will provide you with important and potentially money-saving resources to effectively teach your child. You'll learn to work with your child's uniqueness and learning style to develop lifelong skills and a love of learning. Also, successful completion of this engaging, affordably priced class meets the Washington state legal requirements as a "Qualifying Course" for parents who choose to provide home-based instruction for their children. Fee $119

Item: 33996	Beth Rosenzweig	Online
Sessions: 3,Tu, W, Th	Apr 9 – Apr 11	6 – 9PM

Instructor Bio

Beth Rosenzweig

Beth Rosenzweig, M.Ed. (Special Education), has taught homeschool parent qualification courses at various colleges since 1993. She is a certificated Washington State teacher and has provided written academic progress reports for children receiving home-based instruction since 1985 and coordinated standardized testing for homeschool support groups from 1990 – 2010. She is a past Chair of the Washington Homeschool Organization and continues to be a requested speaker for homeschool support groups. Beth homeschooled her two youngest children from birth to college entrance.

Introduction to the Science of Cultural Astronomy

Description: Students will learn how our ancestors observed and utilized the cyclical nature of the sky over millennia and explore the unifying aspects of our human evolution within a tripartite cosmos. The disciplines of astronomy, archaeology, anthropology, and mythology will be explored to examine how humans immersed themselves in the nature of the cosmos. Students will explore their place in the 21st Century and the sacredness of the night sky. Fee: $79

Item: 33999	William Seven	Online
Sessions: 4, M	Apr 29 – May 20	7 – 8:30pm

Instructor Bio

William Seven

William Seven is a founding member of the Hanwakan Center for Prehistoric Astronomy, Cosmology and Cultural Landscapes, Fond du Loc, Wisconsin and the Society for Cultural Astronomy in the American Southwest, Delores, Colorado. Notably, William is an advising member of the Flagstaff Dark Skies Coalition in Flagstaff, Arizona and is the author of a handbook on the interdisciplinary science of Cultural Astronomy titled "Sacred Sky Sacred Bond: An Introduction to Archaeoastronomy; The Science of the New Millennium".

MONEY MATTERS

Retirement Strategies 101

Retirement Strategies 101 is a multiple day, all-inclusive, retirement course that is useful for workers at all stages of their career. Regardless of age, you can learn how to create a financial plan that helps you prepare for retirement and 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? Two CFAÆ Charterholders will answer these and other essential planning questions. Topics include retirement needs and expenses, social security maximizations, tax strategies, IRA distributions, investments, estate planning, and more! Virtual delivery textbook included. Fee: $55

Item: 30976	Tom Bowman	Enumclaw	ENM 15
Sessions: 3 W	May 1 – May 15	6:30 – 8:30PM	

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: $49

Item: 31804	John Schneider	Enumclaw	ENM 15
Sessions: 1 Tu	May 21	7:30 – 8:30PM	

Medicare Made Clear

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

Item: 30374	Joyce Joneschiet	Online
Sessions: 1 Th	Apr 11	6:30 – 8:30PM

Item: 30375	Joyce Joneschiet	Online
Sessions: 1 W	May 15	6:30 – 8:30PM

MUSIC AND VOICE

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

Wow, you have a great voice! Have you heard that more times than you can count? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, I could do that! If so, then you could have what it takes to begin working as a professional Voiceover Artist. Explore the voiceover industry with your instructor, a professional, working voice actor from the voice acting training company, Voices For All, in a one-on-one, personalized, video chat setting. Discover the current trends in the industry and how they make it easy and affordable for just about anyone to get involved. In this one-time, 90-minute, introductory class, you'll also learn about the different types of voiceovers and the tools you'll need to find success. And then we're rolling! Your instructor will record you as you read a real script, then offer you some coaching so you can improve your delivery. Your instructor will take notes on your performance so you can receive a professional voiceover evaluation later. After the class, you will have the knowledge necessary to help you decide if this is something you'd like to pursue. 18 and over. You owe it to yourself to finally explore the possibilities of this fun and rewarding field! Fee: $49

Item: 30080		Zoom
Sessions: 1	Apr 1 – Jun 17	

Podcasting 101

Learn podcasting from Anthem Award-winning podcast producer John Yeager! The course will include a background to podcasting, trends in the podcasting industry, and a discussion on why you should or shouldn't produce a podcast. Each class will feature a guest speaker with real-world podcasting experience, along with plenty of time for questions. Fee: $109

Item: 33998	John Yeager	Online
Sessions: 3, Sa	Apr 20 – May 4	10AM – 12PM

Instructor Bio

John Allen Yeager

John Allen Yeager is a Seattle-based award-winning video producer, media content strategist, podcast producer and media affairs blogger with more than two decades of experience in journalism and public relations. He has a lifetime appreciation for a good story, whether it's viewed, listened to or read. https://www.positivelynorthwest.com/ LEARN MORE

Guitar, Beginning/Continued

Course description: Develop guitar skills while learning songs you like. Beginning guitar students learn chords, strumming, finger-picking, and other basic skills. Fee: $159

Item: 35095	Charles Buser	Auburn Campus	CH 208
Sessions: 10, M	Apr 1 – Jun 17	6:30-7:30pm	

No class on April 22 and May 27

WRITING

Celebrate Your Story: Writing Creative Nonfiction

Everyone has a story to tell; what's yours? This class focuses on the basic skills needed to write your own short memoir, personal essays or any other form of creative writing. This class is structured for repeat registration with different themes and focuses each month, while maintaining curriculum perfect for those interested in single term attendance. Instructor offers customized support for all forms of writing in collaborative learning environment. Whether you are beginner or an expert, this class will take your writing to the next level. Repeat students welcome. Fee: $119

Item: 31819	Tiffany Doerr Guerzon	Zoom
Sessions: 4 Tu	May 7 – May 28	6:30 – 8:30PM

Transforming Your Novel From Good to Great

Have you always wanted to write a novel? Maybe you've started one but have gotten stuck in the middle. Or maybe you've finished your first draft but don't know where to go from there. If this is sounds familiar, please join Lynn Bohart, the founder of Lil' Dog Communications, and learn how to avoid the ten common writing mistakes that keep authors from achieving their dreams. Whether you hope to be traditionally published or to self-publish, you can't afford to make these mistakes. Join Lynn to find out what they are and how to pen perfection. Fee: $59

Item: 30192	Lynn Bohart	Zoom
Sessions: 1 W	Apr 3	10AM - 1PM

Item: 30193	Lynn Bohart	Zoom
Sessions: 1 W	Apr 24	6 - 9PM

Instructor Bio

Lynn Bohart

Lynn Bohart is the author of ten popular mystery novels, two short story books, and two non-fiction books on Amazon.com. After a thirty-five-year career as a nonprofit executive, she launched her own freelance writing company—Lil Dog Communications—and now writes for clients all over the world, including many nonprofits. She has written for both Patch.com and the Renton Reporter, holds a master's degree in theater, and has taught Crafting the Story and Novel Writing for Green River College Continuing Education for many years. Please visit her website for more information; Lil Dog Communications.

ENUMCLAW CLASSES

Computer Fundamentals

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.

Item: 30621	Gayle Larson	Enumclaw	ENM-14
Sessions 2 W		Apr 17 – Apr 24	8AM – 4PM

HIGHLIGHT

Microsoft Excel 2021/ Office 365 Certificate Series

Capture the power of Excel 2021 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

The Microsoft Excel 2019 Series includes:

- **Microsoft Excel 2021/Office 365 Level 1** **Page 25**
- **Microsoft Excel 2021/Office 365 Level 2** **Page 25**
- **Microsoft Excel2021/Office 365 Level 3** **Page 25**

Prerequisites: Microsoft Windows proficiency and successful completion of Computer Fundamentals with Windows 10 and/or basic computer skills including the use of: program controls, start menu, task bar, applications, basic word processing, email, file management and internet searches.

Item: 30631	Gayle Larson	Enumclaw	EM 14
Sessions: 3 W	May 22 – Jun 5	8AM – 4PM	

Microsoft Excel 2021/ Office 365 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. Prerequisites: Microsoft Windows proficiency and successful completion of Computer Fundamentals with Windows 10 and/or basic computer skills including the use of: program controls, start menu, task bar, applications, basic word processing, email, file management and internet searches. For more information, please refer to our course outline. This class is also part of the Microsoft Excel 2021 Series, which includes Levels 1, 2 and 3 at a discounted rate. Fee: $149

Item: 30637	Gayle Larson	Enumclaw	ENM-14
Sessions 1 W	May 22	8am-4pm	

Microsoft Excel 2021/ Office 365 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. Prerequisites: Successful completion of Microsoft Excel 2021/Office 365 Level 1 or the ability to organize, calculate, analyze, revise, update and present data. Possess the ability to create and save worksheets; entering, move and manipulate data; use formulas and functions; format text, numbers and cells; create charts; complete data entry shortcuts; manage, print and share workbooks. Microsoft Windows proficiency. For more information, please refer to our course outline. This class is also part of the Microsoft Excel 2019 Series, which includes Levels 1, 2 and 3 at a discounted rate.

Item: 30642	Gayle Larson	Enumclaw	ENM-9
Sessions 1 W	May 29	8am-4pm	

Microsoft Excel 2021/ Office 365 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. Textbook included. Prerequisites: Successful completion of Microsoft Excel 2021/Office 365 Level 2 or the ability to manage complex workbooks; build complex functions, use data analysis tools like PivotTables and PivotCharts and leverage presentation features. Microsoft Windows proficiency. For more information, please refer to our course outline. This class is also part of the Microsoft Excel 2021/Office 365 Series, which includes Levels 1, 2 and 3 at a discounted rate.

Item: 30647	Gayle Larson	Enumclaw	ENM-9
Sessions 1 W	Jun 5	8am-4pm	

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. Recommended Supplies: Digital camera, with user guide, that is capable of full manual control. Fee: $179

Item: 31824	Roger Young	Enumclaw	ENM 15
Sessions: 6 Tu	Apr 2 – May 7	6:30 – 9PM	

Digital Photography 2

Learn to work with RAW images, advanced camera controls, when to use manual controls, shooting for HDR, retouching images and composition. Three outdoor shooting labs included Fee: $179

Item: 31826	Roger Young	Enumclaw	ENM 16
Sessions: 6 Tu	May 14 – Jun 18	6:30 – 7:30PM	

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: $49

Item: 30543	Alan Haywood	Enumclaw	ENM 15
Sessions: 1 Th	May 16 – May 16	6:30 – 9PM	

Fruit Growing in Your Backyard

Reap a bountiful harvest of your own fruit! Learn the basics of fruit culture in the Pacific Northwest climate. Avoid the common frustration and disappointment of poor quality crops and unhealthy plants. Learn to properly plant and care for your trees, and which varieties do best here. Find out how to avoid or deal with common insects and diseases that often occur in our mild climate. Whether you are just getting started or are working with existing plants, this class has something to offer you. Fee: $49

Item: 30545	Alan Haywood	Enumclaw	ENM 15
Sessions: 1 Th	May 23 – May 23	6:30 – 9PM	

Trout Fishing 101: Conventional Tackle

Trout fishing is a great life-long activity that can be enjoyed with friends and family. We will examine and recommend Spinning tackle rods, reels, line, lures, and baits to entice trout both locally and regionally. Class will include a resource guide loaded with information about how to rig up, hot tactics and where to go. Fee $49

Item: 36103	John Fiskum	Enumclaw	ENM 14
Sessions: 1 Tu	Apr 16	6:30 – 8:30PM	

Retirement Strategies 101

Retirement Strategies 101 is a multiple day, all-inclusive, retirement course that is useful for workers at all stages of their career. Regardless of age, you can learn how to create a financial plan that helps you prepare for retirement and 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? Two CFAÆ Charterholders will answer these and other essential planning questions. Topics include retirement needs and expenses, social security maximizations, tax strategies, IRA distributions, investments, estate planning, and more! Virtual delivery textbook included. Fee: $55

Item: 30976	Tom Bowman	Enumclaw	ENM 15
Sessions: 3 W	May 1 – May 15	6:30 – 8:30PM	

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: $49

Item: 31804	John Schneider	Enumclaw	ENM 15
Sessions: 1 Tu	May 21	7:30 – 8:30PM	

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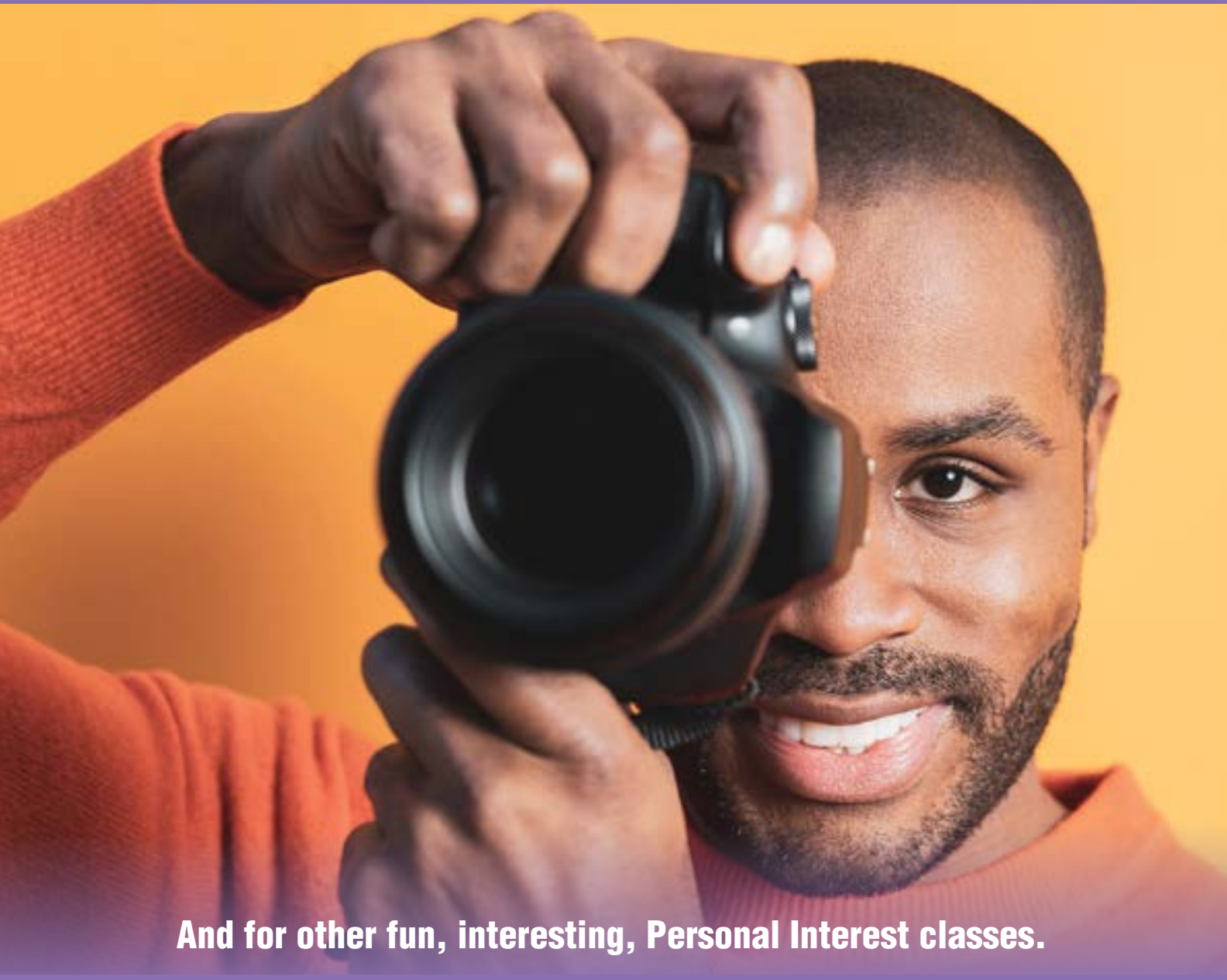

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