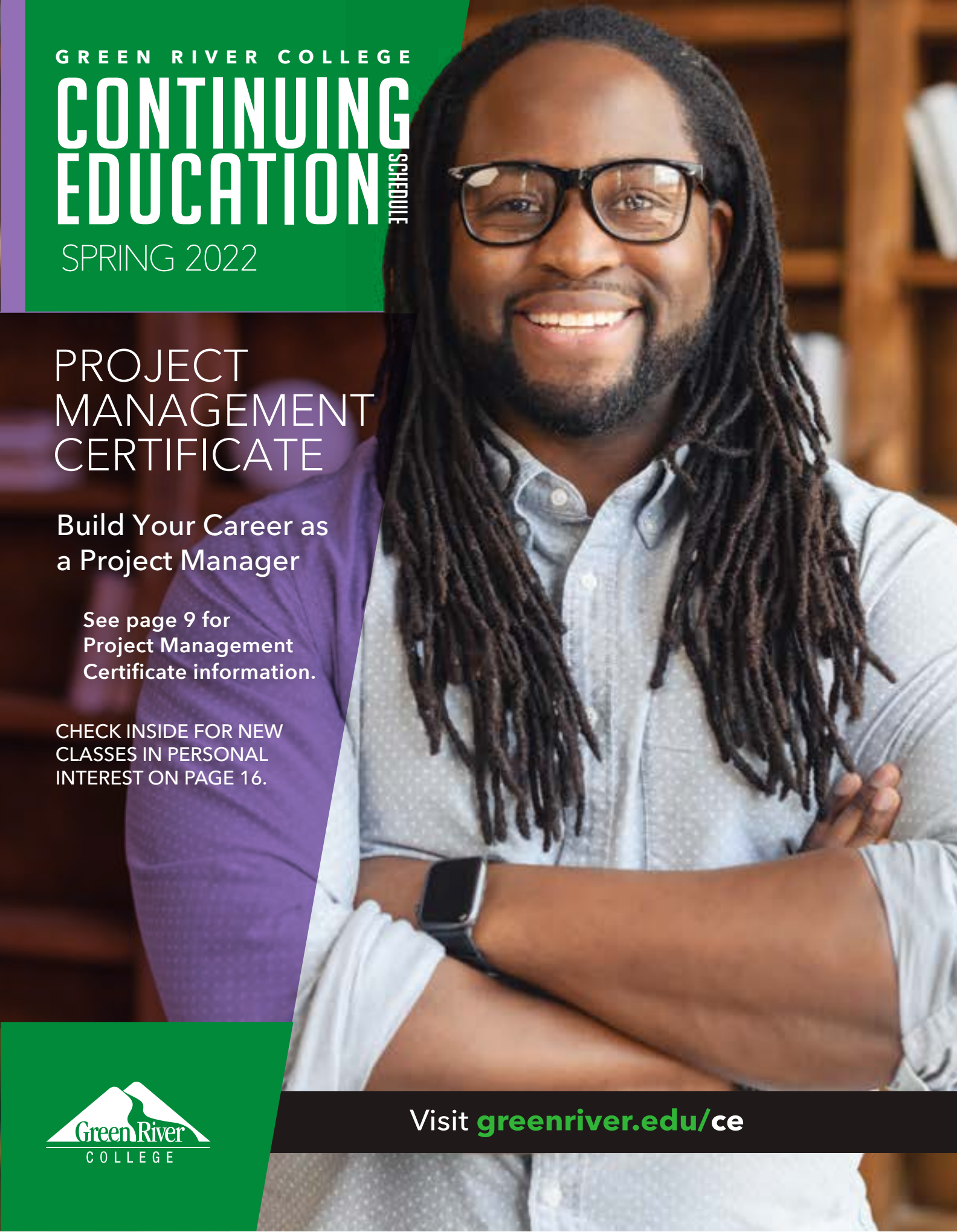
GREEN RIVER COLLEGE

CONTINUING EDUCATION SCHEDULE

SPRING 2022



PROJECT MANAGEMENT CERTIFICATE

Build Your Career as a Project Manager

See page 9 for Project Management Certificate information.

CHECK INSIDE FOR NEW CLASSES IN PERSONAL INTEREST ON PAGE 16.

Green River COLLEGE

Visit **greenriver.edu/ce**

FEATURED CLASSES

HR Generalist Certificate (8 Class Series)

Prepare to effectively serve in an HR Generalist role.

page 6

Supervision Certificate (6 Class Series)

Get the tools you need to successfully lead your team.

page 7

Computer Fundamentals with Windows 10

Gain the skills you need to effectively use a computer.

page 11

Microsoft Office Essentials Certificate

Gain hands-on experience with Microsoft Office's in-demand applications.

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Personal Interest Classes

Classes in Writing, Foreign Language, Fishing, and more. Starting on:

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EXPAND YOUR BUSINESS

GREEN RIVER COLLEGE

SMALL BUSINESS CENTER

Darrell Sundell
PTAC Advisor

Taryn Hornby
SBDC Advisor

Kevin Grossman
SBDC Advisor

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

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

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

Visit us online at
greenriver.edu/businesscenter

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

Stay Relevant with Continuing Education This Spring

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

EASY WAYS TO REGISTER

REGISTER AND PAY ONLINE
greenriver.edu/ce

PHONE

Auburn Campus	253-833-9111 ext. 6030
Auburn Center	253-288-3455
Kent Campus	253-520-6290
Enumclaw Campus	253-288-3400

LOCATIONS

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

Prime Time **2**
Professional Development **5**
- Business and Finance 5
- Career and Trade Skills 5
- Communication and Professional Excellence 5
- Health Care 6
- Human Resources 6
- Leadership and Supervision 7
- Legal 9
- Marketing, Sales and Social Media 9
- Project Management 9
- Real Estate 10
- Small Business Development 10

Technology **11**
- Computer Basics 11
- Data Science 11
- Microsoft 12-13
- Programming 13
- SQL Server 13
- Web and Graphic Design 13-14

Online Learning **15-16**
Personal Interest **16**
- Creative Arts and Crafts 16-17
- GRC Resources 17
- Health, Dance and Fitness 17-18
- Home, Garden and Outdoors 18-20
- Language and Culture 20
- Money Matters 20-21
- Music and Voice 21
- Writing 21

Location Information **23-24**

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.

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.

Cryptocurrency: What is it?

Tuesday, April 26 (9AM - 11:30AM) **Member Rate: $29**
Location: Auburn Center and Online via Zoom, with Rich Elfers **General Public Rate: $44**
Why are these Internet currencies being offered? Why is even the U.S. government thinking about producing its own? Why has Bitcoin and the other 200r currencies grabbed the attention of investors and the public? Come and see.

The 2022 Midterm Elections

Tuesday, June 7 (9AM - 11:30AM) **Member Rate: $29**
Location: Auburn Center and Online via Zoom, with Rich Elfers **General Public Rate: $44**

Why are both major political parties focusing their time, talent, and treasures on these elections? What's at stake? How do these elections set the stage for the main act--the presidential election in 2024? Understand the jockeying for power in Congress, and in many state governments. The midterms have the possibility of determining whether the United States remains a representative democracy, or whether we will slip into autocracy. Understand the high stakes and the political games being played.

Instructor Bio

Rich Elfers

Richard has a Masters in History from Pepperdine University in California. He taught high school history and current events for 31 years at Sumner High School. During that time, he was an adjunct professor at Green River Community College. He currently teaches two high school completion courses, one in Civics and Government, and the other in Culminating Project. He served four years on the Enumclaw City Council, and writes a political column in a local newspaper.

He has also taught more than 30 history and current events courses for Green River's PrimeTime program through Continuing Education over the past 6 years (i.e., courses on Brazil, Russia, India, China, Iran, the Arab-Israeli conflict, and the Syrian Civil War).

Richard is married to Kathleen. Together they have four grown children and their spouses who have given them nine grandchildren. Betsy, their daughter and her husband and two adoptive children live and work in South Africa ministering to home-based care workers who help 500 AIDS victims. He has traveled extensively to Japan, the U.K., Israel, South Africa, Mexico, Guatemala, and Ecuador.

For more information on how to become a Prime Member go to:

greenriver.edu/primetime or scan this **QR code**.

Why become a member:

1. Interesting short-term programs and educational tours that stimulate learning and interaction
2. Discounted fee for PRIME TIME classes and educational tours
3. Membership socials, luncheons, and guest lectures
4. 10% discount on most Continuing and Community Education classes.

To register by phone, call **253-833-9111**, ext. **6030**.

Green River College CE is looking for additional Prime Time classes and instructors.

If you have an idea for a class and want to teach, contact us at **CE@Greenriver.edu.**

GREEN RIVER COLLEGE

SUMMER KIDS' CAMPS

AUBURN • KENT • ENUMCLAW • TAHOMA

Have Fun while learning at Green River College Summer Kids' Camps!

We will be providing camps that will promote learning while having fun. Check our website at Greenriver.edu/kidscamps or scan our QR code.

Join the summer fun with the following topics:

- Computer camps
- STEM camps

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

For More Info, Visit **greenriver.edu/kidscamps**

Professional Development

BUSINESS AND FINANCE

Accounting and Finance for Non-Financial Managers Certificate

Explore the financial concepts and accounting processes used in most businesses, and gain practical techniques to increase your effectiveness. Topics include the accounting cycle; resource allocation; financial performance; cash flow; the importance of cash; your role in cash flow success; financial information that drives your organization; and how business reports are assessed and analyzed. Certificate includes three month-long courses. Fee $495.

Item: 27506 **Apr 4 – Jul 1** **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: 27517 **Apr 4 – Jul 1** **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: 27523 **Apr 4 – Jul 1** **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: $65

Item: 29582	**Judy Gale**	**Auburn Center**
Sessions: 1 Sa	Apr 2	8:00AM – 4:30PM
Item: 29583	**Judy Gale**	**Auburn Center**
Sessions: 1 Th	Apr 14	8:00AM – 4:30PM
Item: 29584	**Judy Gale**	**Auburn Center**
Sessions: 1 Sa	Apr 30	8:00AM – 4:30PM
Item: 29585	**Judy Gale**	**Auburn Center**
Sessions: 1 Th	May 12	8:00AM – 4:30PM
Item: 29586	**Judy Gale**	**Auburn Center**
Sessions: 1 Sa	Jun 4	8:00AM – 4:30PM
Item: 29587	**Judy Gale**	**Auburn Center**
Sessions: 1 Th	Jun 23	8:00AM – 4:30PM

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: $189

Item: 29588	**Margarita Crutcher**	**Main Campus**
Sessions: 1 Sa	Apr 30	8:00AM – 5:00PM

COMMUNICATION AND PROFESSIONAL EXCELLENCE

Effective Grammar Certificate

New

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar to more advanced concepts like parallelism and agreement to the finer points of capitalization and punctuation. Everything you learn will elevate your communication skills and help you present polished, professional writing every time. Fee: $295

Item: 27526 **Apr 4 – May 27** **ONLINE**

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

HEALTH CARE

Adult Family Home Administrator-Orientation

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

Item: 29589		**Virtual Classroom**	**Zoom**
Sessions: 1 Tu	Apr 19	9:00AM – 4:00PM	
Item: 32396		**Virtual Classroom**	**Zoom**
Sessions: 1 Fr	May 13	9:00AM – 4:00PM	
Item: 29590		**Virtual Classroom**	**Zoom**
Sessions: 1 Tu	May 24	8:00AM – 4:00PM	
Item: 29591		**Virtual Classroom**	**Zoom**
Sessions: 1 Tu	Jun 14	9:00AM – 4:00PM	

Adult Family Home Administrator-Training

This mandatory 54-hour training course is required for those wishing to become licensed as a Washington State Adult Family Home owner. Additional 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. 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. Fee: $649

Item: 29592	**Evelyn Galasso**	**Virtual Classroom**	**Zoom**
Sessions: 7 Th	Apr 14 – May 26	8:00AM – 4:15PM	
Item: 29593	**Evelyn Galasso**	**Virtual Classroom**	**Zoom**
Sessions: 8 Sa	May 7 – Jun 25	8:00AM – 4:15PM	
No Class May 29th.			

HUMAN RESOURCES

aPHR™ Certification Exam Prep

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

See website for required textbook and prerequisites. Fee: $449

Item: 28151	**C. Malone**	**Auburn Center**	**AC 160**
Sessions: 4 Sa	Apr 9 – May 21	9AM – 4PM	

Class will be held every other Saturday: 4/9, 4/23, 5/7 and 5/21.

HR for Small Business

Human resources are one of the most critical elements of any small business. However, most small businesses donøt have the capacity for a full-time employee or HR department. Designed to provide an overview of the basic HR laws and best practices for small organizations, this course will walk you through employment laws, HR-related policies and procedures, legally hiring and firing, and navigating leave laws. As the saying goes, øsometimes you donøt know what you donøt know,ø and that can result in costly legal problems for the employer. HR for Small Business will give you the foundation to manage your organizationøs HR issues successfully. Fee: $184

Item: 27528	**Claudia Malone**	**Virtual Classroom**	**Zoom**
Sessions: 2 Tu, Th	May 17 – May 19	8:00AM – 12:00PM	

8 Class Series

HR Generalist Certificate

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

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

HR Generalist Certificate (8 Class Series)	**Page 6**
Introduction to HR	Page 7
Federal and State Employment Laws	Page 7
Recruitment and Selection	Page 7
Compensation and Benefits	Page 7
Employee and Labor Relations	Page 7
Training and Development	Page 7
HR Administration	Page 7
Health, Safety and Security	Page 7

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

8 Class Series

HR Generalist Certificate

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

Item: 28458	**Malone/Drinen/Farber/King**	**Virtual Classroom Zoom**	
Sessions: 12 Tu, Th	Apr 28 – Jun 7	6:00 – 9:00PM	

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

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: 27555	Claudia Malone	Virtual Classroom	Zoom
Sessions: 1 Th	Apr 28	6:00 – 9:00PM	

Federal and State Employment Laws

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

Item: 27558	Stephanie King	Virtual Classroom	Zoom
Sessions: 2 Tu, Th	May 3 – May 5	6:00 – 9:00PM	

Recruitment and Selection

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

Item: 27562	Julie Drinen	Virtual Classroom	Zoom
Sessions: 2 Tu, Th	May 10 – May 12	6:00 – 9:00PM	

Compensation and Benefits

Compensation and benefit programs are key factors in attracting and retaining the right talent for your organization. They are also one of the highest costs of doing business and offer an opportunity for HR to make a valuable contribution to the organizationøs 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: 27563	King/Farber	Virtual Classroom	Zoom
Sessions: 2 Tu, Th	May 17 – May 19	6:00 – 9:00PM	

Employee and Labor Relations

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

Item: 27566	Julie Drinen	Virtual Classroom	Zoom
Sessions: 2 Tu, Th	May 24 – May 26	6:00 – 9:00PM	

Training and Development

Training and developing staff is an important function in the HR Generalistøs 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: 27570	Henning Farber	Virtual Classroom	Zoom
Sessions: 1 Tu	May 31	6:00 – 9:00PM	

HR Administration

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

Item: 27575	Margaret Henning Farber	Virtual Classroom	Zoom
Sessions: 1 Th	Jun 2 – Jun 2	6:00 – 9:00PM	

Health, Safety and Security

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

Item: 27578	Claudia Malone	Virtual Classroom	Zoom
Sessions: 1 Tu	Jun 7 – Jun 7	6:00 – 9:00PM	

LEADERSHIP AND SUPERVISION

Supervision Certificate

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

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

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

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

6 Class Series 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: 27757	Sara Johnson	Virtual Classroom	Zoom
Sessions: 12 M, W	Apr 25 – Jun 8	6:00 – 9:00PM	

No Class on May 30th or June 1st.

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: 27772	Sara Johnson	Virtual Classroom	Zoom
Sessions: 2 M, W	Apr 25 – Apr 27	6:00 – 9:00PM	

Developing Your Leadership Style

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

Item: 27773	Sara Johnson	Virtual Classroom	Zoom
Sessions: 2 M, W	May 2 – May 4	6:00 – 9:00PM	

Getting the Most From Your Meetings

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

Item: 27775	Sara Johnson	Virtual Classroom	Zoom
Sessions: 2 M, W	May 9 – May 11	6:00 – 9:00PM	

Motivating for Success

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

Item: 27786	Sara Johnson	Virtual Classroom	Zoom
Sessions: 2 M, W	May 16 – May 18	6:00 – 9:00PM	

Working Smarter

Time is a valuable resource that can be costly to a company when wasted. In this course you will develop communication strategies to minimize time loss, evaluate personal and organizational time-wasters, learn to establish meaningful priorities and determine ways to deal with disruptions and unanticipated drains on time. Additional topics include schedule planning, prioritizing, delegation and large project completion. For more information, please refer to our website. This is the fifth course in the Supervision Certificate (6 Class Series). Fee: $139

Item: 27791	Sara Johnson	Virtual Classroom	Zoom
Sessions: 2 M, W	May 23 – May 25	6:00 – 9:00PM	

Problem-Solving and Decision-Making Strategies

Creative problem-solving and effective decision-making skills are essential in today's workplace. Through the use of real-life case studies, discover four primary problem-solving tools, learn a format for group problem-solving, methods for effective decision-making and techniques to minimize conflict and dissension. This course concludes with an interactive problem-solving group exercise. Concepts taught in this course can be applied to all facets of life. 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: 27794	Sara Johnson	Virtual Classroom	Zoom
Sessions: 2 M, W	Jun 6 – Jun 8	6:00 – 9:00PM	

SPRING-CLASS TYPE DEFINITION

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

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

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	**Winter 2023**
Paralegal Certificate Part 1: Paralegal Essentials	**Winter 2023**
Paralegal Certificate Part 2: Research, Investigation and Discovery	**Page 9**
Paralegal Certificate Part 3: Advanced Research, Writing and Trial Preparation	**Page 9**

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

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: 27843	**Vicki Hager**	**Virtual Classroom**	**Zoom**
Sessions: 9 Tu, Th, Sa		Apr 5 – Apr 28	6:00 – 9:00PM

Course includes one Saturday Session: April 23rd 9:00AM – 4:00PM

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

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

Item: 27852	**Vicki Hager**	**Virtual Classroom**	**Zoom**
Sessions: 9 Tu, Th, Sa	May 3 – May 26	6:00 – 9:00PM	

Course includes one Saturday Session: May 14th 9:00AM-4:00PM.

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: 27853	**Apr 4 – May 27**	**Online**
Sessions: 1		

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 A and Part B Series and save.

Project Management Certificate Information Session	**Page 9**
PM Certificate Part A (3 Class Series)	**Page 10**
Project Management Initiating the Project	Page 10
Project Planning and Scheduling Techniques	Page 10
Project Execution to Closing	Page 10
PM Certificate Part B (4 Class Series)	**Summer 2022**
Project Stakeholder and Communications Management	Summer 2022
Agile Project Management: Scrum and Kanban	Summer 2022
Microsoft Project 2019	Summer 2022
Project Management Certificate Capstone	Summer 2022

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

Project Management Certificate Information Session

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

Item: 27801	**Daniel Yeomans**	**Virtual Classroom**	**Zoom**
Sessions: 1 Th	Apr 7	6:00 – 7:00PM	

3 Class Series

Project Management Certificate Part A

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

Item: 28884	Daniel Yeomans	Virtual Classroom	Zoom
Sessions: 17 M, Th	Apr 18 – Jun 16	6:00 – 9:00PM	

No Class on Monday, May 30th.

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: 28001	Daniel Yeomans	Virtual Classroom	Zoom
Sessions: 5 M, Th	Apr 18 – May 2	6:00 – 9:00PM	

Project Planning and Scheduling Essentials

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

Item: 28003	Daniel Yeomans	Virtual Classroom	Zoom
Sessions: 7 M, Th	May 5 – May 26	6:00 – 9:00PM	

Project Execution to Closing

Your Project Management Plan is approved and accepted. Whatøs 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 ø 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: 28006	Daniel Yeomans	Virtual Classroom	Zoom
Sessions: 5 M, Th	Jun 2 – Jun 16	6:00 – 9:00PM	

REAL ESTATE

3 Class Series

Real Estate Licensing

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

Item: 29594 **ONLINE**

Additional Real Estate Courses

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

Real Estate Law	**Item: 29595**	**ONLINE**
Real Estate Appraisal	**Item: 29596**	**ONLINE**
Financing Residential Real Estate	**Item: 29597**	**ONLINE**
Real Estate Property Management	**Item: 29598**	**ONLINE**

SMALL BUSINESS DEVELOPMENT

HR for Small Business

Human resources are one of the most critical elements of any small business. However, most small businesses donøt have the capacity for a full-time employee or HR department. Designed to provide an overview of the basic HR laws and best practices for small organizations, this course will walk you through employment laws, HR-related policies and procedures, legally hiring and firing, and navigating leave laws. As the saying goes, øsometimes you donøt know what you donøt know,ø and that can result in costly legal problems for the employer. HR for Small Business will give you the foundation to manage your organizationøs HR issues successfully. Fee: $184

Item: 27528	Claudia Malone	Virtual Classroom	Zoom
Sessions: 2 Tu, Th	May 17 – May 19	8:00AM – 12:00PM	

Technology

COMPUTER BASICS

Computer Fundamentals with Windows 10

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

Item: 28833	Gayle Larson	Kent Campus	KC-274
Sessions: 4 Tu, Th	Apr 19 – Apr 28	5:30 – 9:00PM	

Instructor Bio

Gayle Larson

Gayle has been teaching software for over 20 years and specializes in Microsoft Windows and the MS Office applications. She also works with companies training on utilizing the Office Suite for creative solutions.

She has used her love for writing to publish eBooks with tips and tricks on several MS Office programs. Gayle enjoys kick boxing and hiking, and on quieter days, literature and music.

DATA SCIENCE

Data Analyst Certificate

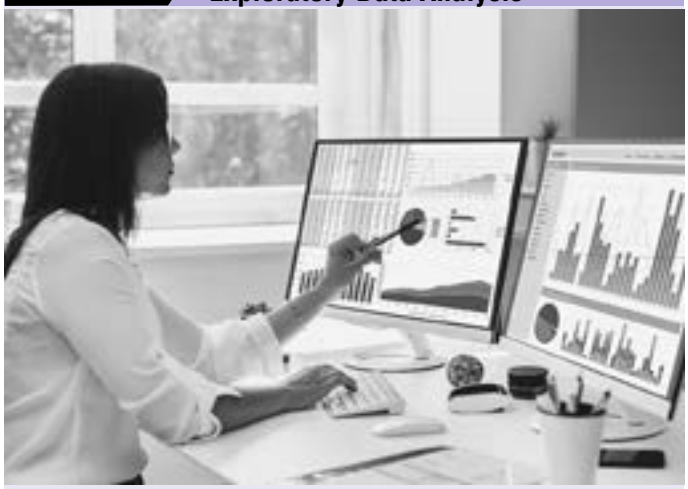
Data Analysts help companies make informed decisions, improve efficiencies, increase profits and achieve organizational goals. In addition to analyzing and interpreting data, data analysts must also deliver their findings in easily digestible visuals.

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 3: Exploratory Data Analysis (3 Class Series)	**Page 11**
Data Mining	Page 11
Data Visualization	Page 11
Data Analyst Certificate Capstone	Page 11
Data Analyst Certificate Information Session	**Fall 2022**
Data Analyst Certificate Part 1: SQL Server (4 Class Series)	**Fall 2022**
Relational Database Concepts and Design	Fall 2022
SQL Programming Level 1	Fall 2022
SQL Programming Level 2	Fall 2022
SQL Server Certificate Capstone	Fall 2022
Data Analyst Certificate Part 2: Python for Data Analysis	**Winter 2023**

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: 27854	Jim Parshall	Virtual Classroom	Zoom
Sessions: 11 Tu, Th	Apr 5 – May 10	6:00 – 9:00PM	

Data Mining

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

Item: 27933	Jim Parshall	Virtual Classroom	Zoom
Sessions: 5 Tu, Th	Apr 5 – Apr 19	6:00 – 9:00PM	

Data Visualization

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

Item: 27935	Jim Parshall	Virtual Classroom	Zoom
Sessions: 3 Tu, Th	Apr 21 – Apr 28	6:00 – 9:00PM	

Data Analyst Certificate Capstone

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

Item: 27942	Jim Parshall	Virtual Classroom	Zoom
Sessions: 3 Tu, Th	May 3 – May 10	6:00 – 9:00PM	

MICROSOFT

Microsoft Office 2019 Essentials Certificate

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

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

Microsoft Office 2019 Essentials Certificate (4 Class Series)	**Page 12**
Microsoft Word 2019 Level 1	Page 12
Microsoft Outlook 2019	Page 12
Microsoft PowerPoint 2019	Page 12
Microsoft Excel 2019 Level 1	Page 12

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

4 Class Series

Microsoft Office 2019 Essentials Certificate

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

Item: 28008	**Gayle Larson**	**Kent Campus**	**KC-255**
Sessions: 4 F	May 6 – May 27	8:00AM – 4:00PM	

3 Class Series

Microsoft Excel 2019

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

Item: 28034	**Gayle Larson**	**Kent Campus**	**KC-274**
Sessions: 6 Tu, Th	May 3 – May 19	5:30 – 9:00PM	
Item: 28080	**Gayle Larson**	**Kent Campus**	**KC-255**
Sessions: 3 F	Jun 3 – Jun 17	8:00AM – 4:00PM	

Microsoft Excel 2019 Level 1

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

Item: 28038	**Gayle Larson**	**Kent Campus**	**KC-274**
Sessions: 2 Tu, Th	May 3 – May 5	5:30 – 9:00PM	
Item: 28030	**Gayle Larson**	**Kent Campus**	**KC-255**
Sessions: 1 F	May 27	8:00AM – 4:00PM	
Item: 28377	**Gayle Larson**	**Kent Campus**	**KC-255**
Sessions: 1 F	Jun 3	8:00AM – 4:00PM	

Microsoft Excel 2019 Level 2

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

Item: 28040	**Gayle Larson**	**Kent Campus**	**KC-274**
Sessions: 2 Tu, Th	May 10 – May 12	5:30 – 9:00PM	
Item: 28379	**Gayle Larson**	**Kent Campus**	**KC-255**
Sessions: 1 F	Jun 10	8:00AM – 4:00PM	

Microsoft Excel 2019 Level 3

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

Item: 28041	**Gayle Larson**	**Kent Campus**	**KC-274**
Sessions: 2 Tu, Th	May 17 – May 19	5:30 – 9:00PM	
Item: 28380	**Gayle Larson**	**Kent Campus**	**KC-255**
Sessions: 1 F	Jun 17	8:00AM – 4:00PM	

Microsoft Outlook 2019

Email is one of the most widely used methods of personal and business communication. Microsoft Outlook is a mail management system that is utilized to accomplish basic workplace and personal tasks. Topics in this course include creating and sending email; adding signatures to email messages; managing contacts and using contact groups; scheduling appointments and meetings; using the calendar; and customizing Outlook. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbook included. For more information, please refer to our website. Outlook 2019 training is also available through our Microsoft Office 2019 Essentials Certificate. Fee: $139

Item: 28028	**Gayle Larson**	**Kent Campus**	**KC-255**
Sessions: 1 F	May 13	8:00AM – 4:00PM	

Microsoft PowerPoint 2019

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

Item: 28029	Gayle Larson	Kent Campus	KC-255
Sessions: 1 F	May 20	8:00AM – 4:00PM	

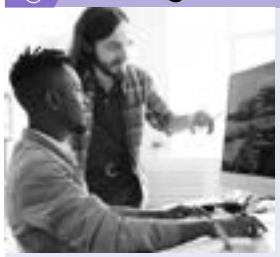
Microsoft Word 2019 Level 1

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

Item: 28024	Gayle Larson	Kent Campus	KC-255
Sessions: 1 F	May 6	8:00AM – 4:00PM	

PROGRAMMING

Coding Certificate



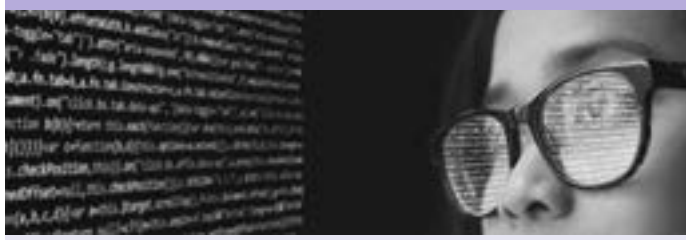
Coding has become a core skill that can bolster your chances for becoming a higher value to organizations. In this online program, you'll start by reviewing the fundamentals of computer programming and various programming languages. Then, you'll learn the basics of HTML and CSS and understand the relationship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

Item: 27975 **Apr 4 – Jul 1** **ONLINE**

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

SQL SERVER

SQL Server Certificate



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

SQL Server Certificate (4 Class Series)	**Fall 2022**
Relational Database Concepts and Design	Fall 2022
SQL Programming Level 1	Fall 2022
SQL Programming Level 2	Fall 2022
SQL Server Certificate Capstone	Fall 2022

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

WEB AND GRAPHIC DESIGN

Graphic Design Certificate

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

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

Graphic Design Certificate Information Session	**Fall 2022**
Graphic Design Certificate Part 1 (2 Class Series)	**Fall 2022**
Graphic Design Fundamentals	Fall 2022
Photoshop CC	Fall 2022
Graphic Design Certificate Part 2 (2 Class Series)	**Winter 2023**
Working Designer	Winter 2023
Illustrator CC	Winter 2023
Graphic Design Certificate Part 3 (2 Class Series)	**Page 14**
InDesign CC	Page 14
Graphic Design Certificate Capstone	Page 14

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

2 Class Series Graphic Design Certificate Part 3

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

Item: 28058	Morgan Olson	Virtual Classroom	Zoom
Sessions: 10 M, W	Apr 18 – Jun 6	6:00 – 9:00PM	

InDesign CC

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

Item: 28794	Morgan Olson	Virtual Classroom	Zoom
Sessions: 6 M, W	Apr 18 – May 4	6:00 – 9:00PM	

Graphic Design Certificate Capstone

Prove your capability to create professional pieces of art in this final capstone course. With your instructorøs 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: 28797	Morgan Olson	Virtual Classroom	Zoom
Sessions: 4 M	May 9 – Jun 6	6:00 – 9:00PM	

Designing Print and Digital Brochures

New

Brochures are an excellent marketing tool and used in many of todays businesses. In this class, you will gain hands-on experience that demonstrates how InDesign can be used to create your own one-of-a-kind brochure. Fee: $169

Item: 28401	Morgan Olson	Virtual Classroom	Zoom
Sessions: 2 M	May 9 – May 16	1:00 – 4:00PM	

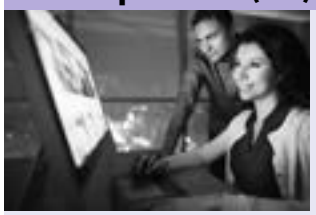
Interactive PDFs using InDesign

New

Learn how to make your PDFs more engaging and useful to your target audience. Explore the interactive elements of InDesign while engaging in hands-on activities to demonstrate the essentials for creating visually appealing and professional PDFs. Fee: $169

Item: 28404	Morgan Olson	Virtual Classroom	Zoom
Sessions: 2 M	Jun 6 – Jun 13	1:00 – 4:00PM	

User Experience (UX) Design Certificate



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

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

UX Design Certificate Information Session	**Fall 2022**
UX Design Certificate Part 1 (2 Class Series)	**Fall 2022**
UX Design Fundamentals	Fall 2022
HTML5 and CSS3 and Online Content Management Tools	Fall 2022
UX Design Certificate Part 2 (3 Class Series)	**Winter 2023**
Responsive Web Design	Winter 2023
Web Accessibility	Winter 2023
UX Design Certificate Capstone	Winter 2023

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

6 REASONS

CONTINUING EDUCATION IS A NO-BRAINER

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

– From Ladders.com

Green River COLLEGE

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**

Expand your skills or learn something new with courses that pair perfectly with a busy schedule.

MINDEDGE LEARNING

Certificate in Entrepreneurship

This online certificate program introduces key issues in entrepreneurship for those looking to start a business on their own. Learn what it takes to build and grow a business from scratch and what personal characteristics are shared by successful entrepreneurs. This certificate is designed for new business owners, as well as anyone considering the challenges of entrepreneurship.

Certificate in Digital Marketing

Aligned with the Online Marketing Certified Associate (OMCA) credential, this certificate covers the strategic issues, marketing methods and tactics, industry terminology, and best practices. Each of the nine courses in this suite offer examples, videos from industry-leading practitioners, interactive games, and review questions to ensure proficiency in the material.

QuickBooks® Desktop Pro Basics (2021 Windows)

QuickBooks® Desktop Pro Basics (2021 Windows) is an introductory-level course designed to build a foundation of essential skills in QuickBooks®. In this course, learners will develop a greater understanding of the basic bookkeeping and accounting functions that the software enables.

A Manager's Guide to Artificial Intelligence

The emergence of this innovative technology promises to bring unprecedented efficiencies for organizations and enhance business performance. This course introduces learners to basic artificial intelligence concepts and trends.

Ace Your Job Search!

This introductory-level course will teach you how to craft a resume that is targeted, elegant, and effective. It will cover interviewing skills, focusing on preparation and the five stages of the interview process. Finally, you will learn how to formulate winning answers to difficult interview questions.

Banking Today

Financial institutions are unlike any other business. They play a key role in maintaining thriving communities and economies. In this course, you will examine types of banking, customer groups, the business of banking, and the important role banks play in the community.

To view the entire catalog or to register, visit:

greenriver.edu/ce-mindedge

Personal Interest

CREATIVE ARTS AND CRAFTS

Digital Photography 1

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

Item: 29575	**Roger Young**	**Enumclaw**	
Sessions: 7 M	Apr 4 – May 16	6:30 – 9:00PM	
Item: 29600	**Gregor Doerr**	**Virtual Classroom**	**Zoom**
Sessions: 7 Tu, Th	Apr 5 – Apr 26	6:30 – 8:30PM	
Item: 29599	**Gary McCutcheon**	**Main Campus**	**CH 214**
Sessions: 7 M, W	Apr 25 – May 16	6:30 – 8:30PM	

Digital Photography: Advanced Topics

Join instructor Roger Young for this hands-on class. Each week the class will focus on a single project that will include: photographic illusions and perspectives, HDR (both taking the photos and processing them), sports photography (taking photos of things in motion), time lapse photography and using special lenses and filters. Bring your camera and equipment as you further your digital camera skills! Fee: $129

Item: 29574	**Roger Young**	**Enumclaw**	
Sessions: 6 Tu	Apr 5 – May 10	6:30 – 9:00PM	

Nature Photography

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

Item: 29602	**Gregor Doerr**	**Virtual Classroom**	**Zoom**
Sessions: 7 Tu, Th	May 3 – May 24	6:30 – 8:30PM	

Cell Phone Photography

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

Item: 29601	**Gary McCutcheon**	**Main Campus**	**CH 214**
Sessions: 1 Th	May 12	6:30 – 8:30PM	

Number of Sessions: 1

Photography: Lightroom Classic

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

Item: 29576	**Roger Young**	**Enumclaw**
Sessions: 4 M, W	May 16 – May 25	6:30 – 9:00PM

Color Fun with Watercolor

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

Item: 29572	**Elaine Lynest**	**Enumclaw**	**ENM-16**
Sessions: 6 M	Apr 4 – May 9	10:00AM – 12:00PM	

Fused Glass I

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

Item: 32896	**Diana Wendt**	**Blue Dog Glass Studio**
Sessions: 1 Sa	Apr 16	9:00AM – 1:00PM

Project Pick up on April 17 at 10AM.

Item: 32904	**Diana Wendt**	**Blue Dog Glass Studio**
Sessions: 1 Sa	May 21	9:00AM – 1:00PM

Project Pick up on May 22 at 10AM.

GRC RESOURCES

Community Access Card to Holman Library

Gain access and check-out privileges to the Holman Library's Information Commons for one quarter. Access includes use of library computers, including Internet privileges. An introductory information session can be provided by the library staff upon request. Fee: $60

Item: 29603

HEALTH, DANCE AND FITNESS

Boost Your Immune System

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

Item: 27958	**Joy Moorehead**	**Virtual Classroom**	**Zoom**
Sessions: 1 W	Apr 13	6:30 – 8:30PM	

Introduction to Meditation and Mindfulness

Research shows that mindfulness practices support resilience in the face of stress. However, achieving calm while focusing on the present moment requires practice. This program will introduce participants to theory, group discussions, and practices to improve their resilience and strengthen their relationships. We will emphasize mindful awareness and self-compassion skills that promote reflective problem-solving, self-regulation and calm in stressful situations. Fee: $129

Item: 29606	Angelica Hildebrandt	Virtual Classroom	Zoom
Sessions: 6 Th	Apr 12 – May 17	6:30 – 8:00PM	

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

This series of five classes explores the functions of the body and how they relate to the food we eat. Just as important as what you eat is understanding your body's response to these foods. Each class builds on the next incorporating activities to promote changes to your specific dietary and health needs. Fee: $135

Item: 29604	Susan Blake	Virtual Classroom	Zoom
Sessions: 7 Tu	Apr 5 – May 17	6:00 – 8:00PM	

Mindful Eating

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

Item: 29605	Susan Blake	Virtual Classroom	Zoom
Sessions: 5 Tu	May 24 – Jun 21	6:30 – 8:30PM	

HOME, GARDEN AND OUTDOORS

A Journey Into Wine Country Information Session

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

Take a journey into the world of wine!† This class will give you an overview of the 3 part series offered in spring, summer and fall quarter." Fee: $0

Item: 29957	Roland Vieira	Enumclaw	ENM-16
Sessions: 1 Tu	Mar 29	6:00 – 8:00PM	

A Journey Into Wine Country Part 1

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

Item: 29958	Roland Vieira	Enumclaw	ENM-16
Sessions: 5 Tu	Apr 12 – May 10	6:00 – 8:00PM	

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: $35

Item: 29581	Alan Haywood	
Sessions: 1 W	May 11	6:30 – 9:00PM

Fly Fishing on Puget Sound Beaches

Sea-run cutthroat, resident Coho and Chinook, and seasonal migrating salmon can all be taken on flies from beaches all over Puget Sound. We'll discuss tackle, equipment, lines and productive fly patterns. You will learn about tides, points of access and where and when to fish. Class includes written resources. After the classroom session, there will be an optional outing to a local beach for hands-on instruction and fishing. Sign up for the classroom session only, or both. Rent rod, reel, and line from instructor for $10. Fee: $29

Item: 29955	**John Fiskum**	**GRCH0**	**Cedar Hall - CH 208**
Sessions: 1 W	Jun 8	6:30 – 8:30PM	
Item: 29956	**John Fiskum**		
Sessions: 1 Sa	Jun 11	7:00 – 11:00AM	

Gearing Up for Spring Fly Fishing

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: $29

Item: 29954	**John Fiskum**	**Enumclaw**	**ENM-15**
Sessions: 1 W	Apr 6	6:30 – 8:30PM	

Intermediate Fly Casting Lessons

Take your fly casting skills to the next level with these intermediate lessons. We'll analyze your casting strokes and give you tips to improve distance and accuracy. You'll also learn important slack line casting techniques to improve your fly presentation skills. Session one will be held on still water at Lake Meridian Park in Kent; Session 2 will be held on the Green River near Auburn. Rods, reels, and lines can be supplied if needed. Prerequisite: An intro fly-casting class or prior casting experience. Fee: $99

Item: 29953	**John Fiskum**	
Sessions: 3 Th	May 5 – May 19	6:00 – 8:00PM

Introduction to Fly Casting

Fly casting is the foundational skill to becoming a successful fly fisher. In this 2 session hands on course, you will get all the fundamentals needed to become a good caster. This class is designed for new casters or those with just a little experience. Class includes use of rods, reels and lines. Held at lake Meridian Park in Kent. Fee: $69

Item: 29577	**John Fiskum**	
Sessions: 2 Sa, Su	Apr 2 – Apr 3	8:00 – 10:00AM
Item: 29578	**John Fiskum**	
Sessions: 2 Sa, Su	May 14 – May 15	8:00 – 10:00AM

Introduction to Trout Fly-Fishing

Join us for a 3 session hands on crash course to learn the skills of Trout Fly fishing. Session 1 in the classroom will cover rods, reels, lines leaders and flies, and how to set up equipment. Session 2 will be an introduction to fly casting held at a local lake. Session 3 will be held at Rattlesnake Lake and includes a second session of casting, followed by learning how to present flies to trout while fishing for the lakes Rainbows. Fee: $29

Item: 29580	**John Fiskum**	
Sessions: 1 Th	Apr 14	6:30 – 8:30PM

Instructor Bio

John Fiskum

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

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. Class will be held at Lake Meridian Park in Kent. Fee: $39

Item: 29579 **John Fiskum**
Sessions: 1 Sa Apr 2 10:00AM – 12:00PM

LANGUAGE AND CULTURE

French I

This language course emphasizes conversation but also includes reading, writing, speaking and understanding the language. Course is geared toward the adult student seeking control of a language for practical application such as travel. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Recommended Textbook: French in 10 Minutes a Day by Kristine K. Kershul (ISBN #1931873291) Fee: $139

Item: 29609 **Arthur Morris**
Sessions: 8 W Apr 6 – May 25 6:30 – 8:30PM

French II

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

Item: 29610 **Arthur Morris**
Sessions: 8 Th Apr 7 – May 26 6:30 – 8:30PM

Spanish I

This language course emphasizes conversation but also includes reading, writing, speaking and understanding the language. Course is geared toward the adult student seeking control of a language for practical 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: $139

Item: 29607 **Arthur Morris**
Sessions: 8 M Apr 4 – May 23 6:30 – 8:30PM

Spanish II

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

Item: 29608 **Arthur Morris**
Sessions: 8 Tu Apr 5 – May 24 6:30 – 8:30PM

MONEY MATTERS

Retirement Planning Today

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

Item: 29611
Sessions: 2 Sa May 7 – May 14 9:00AM – 12:00PM

Retirement Planning Workshop

The investment world is awash with information and starving for wisdom. Come join us for a night of cutting through the clutter to focus on what really matters in constructing a portfolio of investments designed to last through retirement. In this class we are going to address the most common mistakes people make that lead them to poor investment performance in retirement and teach you how to avoid them. We will also be discussing what to consider when building a portfolio through the lens of academic data. Fee: $39

Item: 29612	**Scott Beusch**	**Virtual Classroom**	**Zoom**
Sessions: 1 W	Apr 13	6:00 – 8:30PM	

Medicare Made Clear

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

Item: 29614
Sessions: 1 Tu Apr 12 6:30 – 8:30PM

Item: 29615
Sessions: 1 Tu May 10 6:30 – 8:30PM

Item: 29616
Sessions: 1 Tu May 31 6:30 – 8:30PM

Item: 29617
Sessions: 1 Tu Jun 14 6:30 – 8:30PM

MUSIC AND VOICE

Campfire Guitar Class

Leanr online or in person with an end-of-session meet-up at Green River College's outdoor campfire area. This class will teach you all the fundamentals you need to know to become a campground or backyard troubadour,, wandering minstrel, balladeer, and/or person who strums guitars because it's fun - your choice. Chords, chord charts, rhythms, rhythmic notation. Most of your favorite songs are probably easier than you think they are. You must own your own guitar for this class. Fee: $150

Item: 29618	**Dace Andersen**	**Main Campus**	
Sessions: 5 Tu	Apr 19 – May 17	7:00 – 8:00PM	

Guitar, Beginning/Continued

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

Item: 29619	**Chuck Buser**	**Main Campus**	**CH 208**
Sessions: 10 M	Apr 4 – Jun 13	6:30 – 7:30PM	
No Class May 30.			

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: $39

Item: 29620

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

Item: 29622	**Tiffany Guerzon**	**Virtual Classroom**	**Zoom**
Sessions: 4 Tu	Apr 5 – Apr 26	6:30 – 8:30PM	
Item: 29623	**Tiffany Guerzon**	**Virtual Classroom**	**Zoom**
Sessions: 4 Tu	May 3 – May 24	6:30 – 8:30PM	
Item: 29624	**Tiffany Guerzon**	**Virtual Classroom**	**Zoom**
Sessions: 4 Tu	Jun 7 – Jun 28	6:30 – 8:30PM	

Crafting The Story: Short Story and Novel Writing

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

Item: 29621	**Lynn Bohart**	**Virtual Classroom**	**Zoom**
Sessions: 3 W	May 4 – May 18	6:30 – 8:30PM	

Instructors Wanted

We are looking for new instructors for our offerings. We are currently looking for instructors in:

- Bookkeeping
- Data Analysis
- Quickbooks
- SQL

We are also looking for people to expand our current offerings. If you have an idea for a new class, please let us know. We are always looking for classes that will enrich our current line up in all areas.

Contact us at **CE@greenriver.edu**.

GREEN RIVER COLLEGE LOCATIONS

Main Auburn Campus
Continuing Education (WT Building)
12401 SE 320th St., Auburn, WA 98092
253-833-9111, ext. 3060

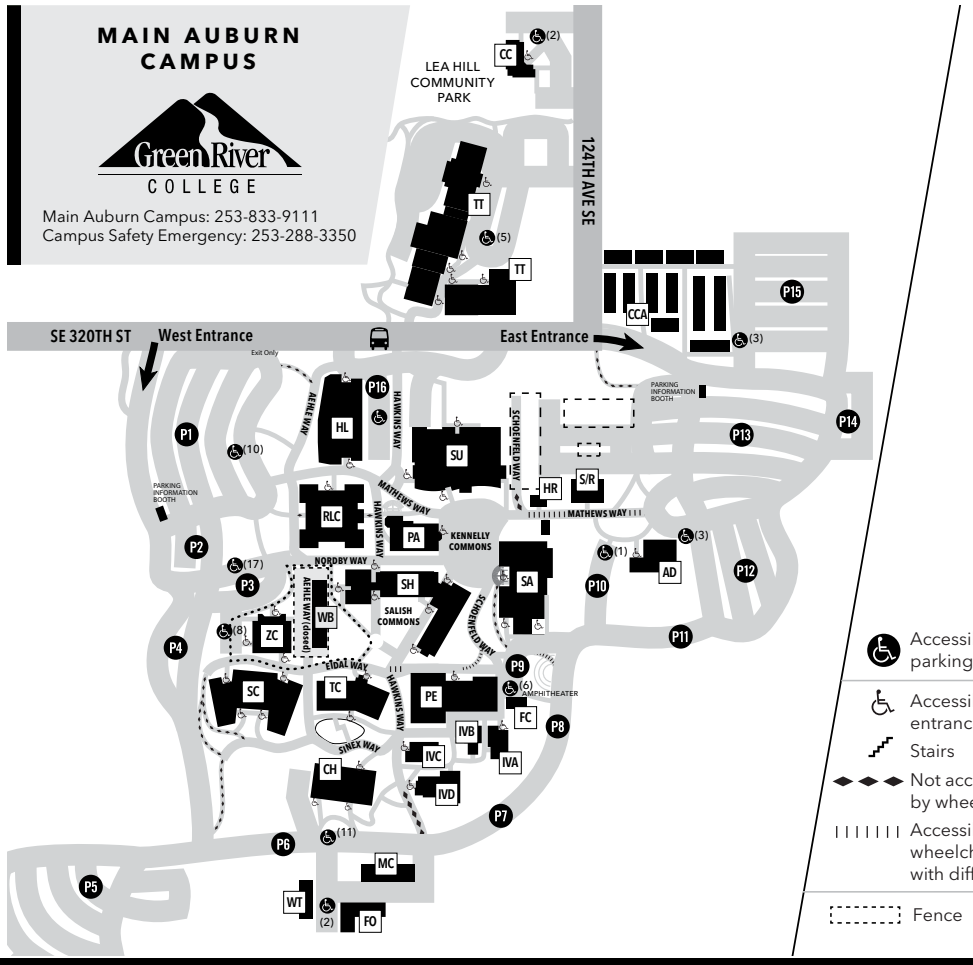
Auburn Center
1221 D Street NE, Auburn, WA 98002
253-288-3455

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

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

Off-Campus Locations

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



CAMPUS BUILDINGS

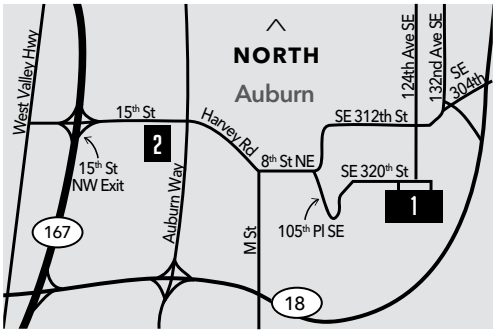
Administration Building	AD
Bleha Center for Performing Arts	PA
Campus Corner Apartments Student Housing	CCA
Cedar Hall	CH
Child Care Center (Closed)	CC
Facilities Operations	FO
Fitness Center	FC
Holman Library	HL
Human Resources	HR
Maintenance Center	MC
Marv Nelson Science Learning Center	SC
McIntyre Int'l Village A-D	IV A-D
Mel Lindbloom Student Union	SU
Physical Education Building	PE
Rutkowski Learning Center	RLC
Salish Hall	SH
Shipping & Receiving	S/R
Student Affairs & Success Center	SA
Technology Center	TC
Trades Technologies	TT
Washington Environmental Training Resource Ctr. (WETRC)	WT
West Building	WB
Zgolinski Center	ZC

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

REGIONAL MAP

GREEN RIVER COLLEGE

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



1 MAIN AUBURN CAMPUS – 12401 SE 320TH STREET

SOUTHBOUND

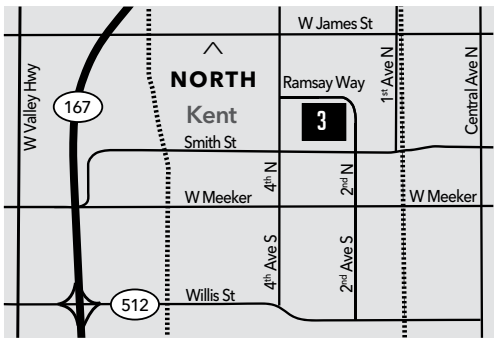
1. Take Highway 167 South toward Kent/Auburn.
2. Take the 15th St. NW exit. Turn left onto15th St. NW. (15th Street NW becomes Harvey Road.)
3. Turn left onto 8th St. NE.
4. Turn right onto 105th Pl. SE. Drive to top of hill to SE 320th.

NORTHBOUND

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

2 AUBURN CENTER – 1221 D STREET NE

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



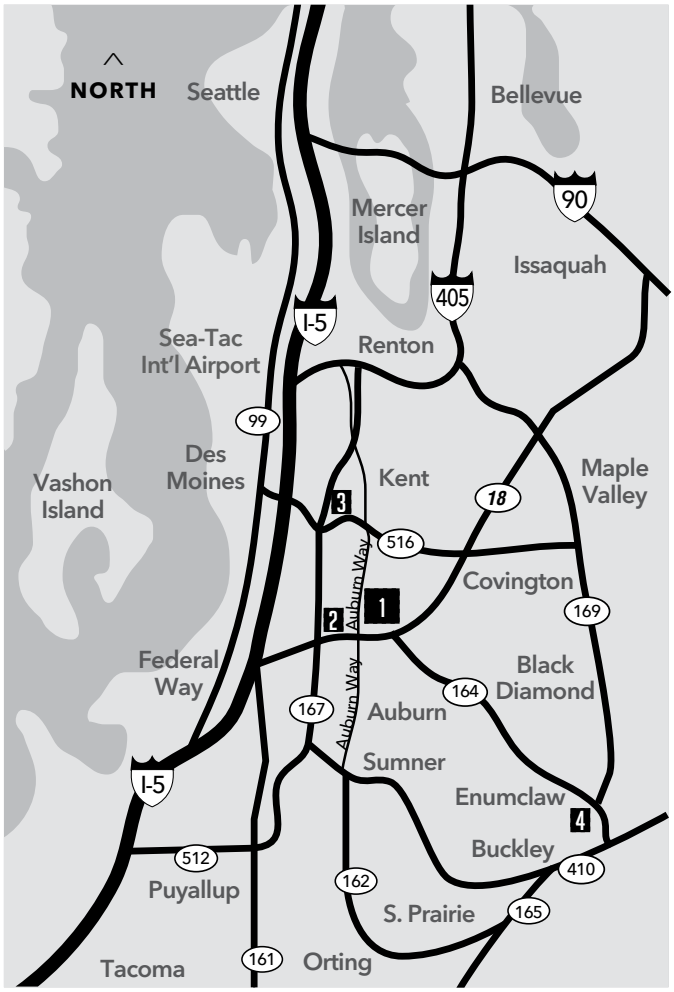
3 KENT CAMPUS – 417 RAMSAY WAY, SUITE 112

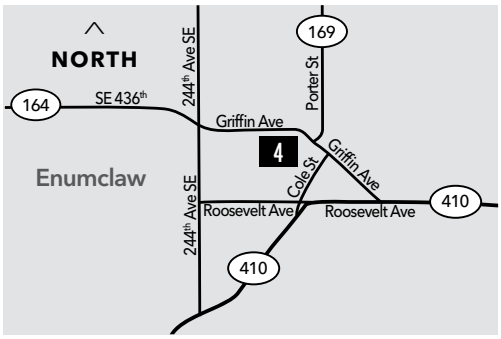
SOUTHBOUND

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

NORTHBOUND

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





4 ENUMCLAW CAMPUS – 1414 GRIFFIN AVENUE

SOUTHBOUND

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

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CRO2012_BW-region

TRAIN YOUR EMPLOYEES AND STAY COMPETITIVE

GREEN RIVER COLLEGE

CUSTOMIZED TRAINING PROGRAMS

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

Whether it's upgrading the skills of current employees or training new employees, Green River College Corporate Training can help!

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

- **» Business Skills**
- **» Information Technology**
- **» Workplace Skills**
- **» Organization Performance**

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

ARRANGE A NO-COST TRAINING CONSULTATION TODAY

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

Green River COLLEGE

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12401 SE 320TH STREET
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LOOK INSIDE FOR PERSONAL INTEREST CLASSES!

Green River College is committed to serving the community during this time. With social distancing in effect we are offering our classes on-line via Zoom or other platforms. As we return to normal we will be offering classes in-person. Please check our website for the most up-to-date information.