GREEN RIVER COLLEGE
CONTINUING EDUCATION SCHEDULE
FALL 2024

SEE INSIDE FOR CLASSES AND PROGRAMS IN GRAPHIC DESIGN, PROJECT MANAGEMENT, CYBERSECURITY, HUMAN RESOURCES, AND MORE.

Check out our Person Enrichment classes.

![Green River College]

Visit **greenriver.edu/ce**

FEATURED CLASSES

HR Classes

Microsoft Classes

Graphic Design Classes

Photography and other Art Classes

Fishing Classes

CYBERSECURITY CLASS

New

Opportunity for Veterans!

Exciting news for veterans! Green River College Continuing Education is now offering our industry-leading CompTIA A+ and IT Fundamentals online courses with fees waived – a fantastic opportunity to enhance your skillset and advance your career. Additional courses are available at an incredible 75% discount.*

Enroll today and take the first step towards a new and exciting career that is in high demand!

For one course only.

Contact: ce@greenriver.edu

greenriver.edu/CE

Stay Relevant with Continuing Education!

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

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.

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.

September 25 – October 2 (8:00AM – 4:00PM)   **Fee: $269, Item: 37928**
Arranged Sessions: 2 Wednesdays, Gayle Larson

Personal Online Security

Personal Cyber Security is a brief beginner-friendly course to help you take steps in protecting yourself while using the internet, mobile devices, and wifi. This course will cover common attacks that individuals in the local community have experienced, teach users how to react under pressure, and go over a brief survey of tools to help keep their devices and information secure.

Tuesday, October 29 (10:00am – 12:00pm)   **Fee: $10, Item: 38213**

Saturday, November 16 (10:00AM – 12:00PM)   **Fee: $10, Item: 38215**
Auburn Campus, WT 16

December 3 (10:00AM – 12:00PM)   **Fee: $10, Item: 38225**
TBA

Prime Time History/Politics

Discussion about current and historical events in the United States and globally.

The Opioid Crisis: How did it begin? Who's responsible? Can it be contained and mitigated? What are the implications for the November elections? Sign up for the class and get informed.

Tuesday, September 10 (10:00AM – 12:00PM)   **Member Fee: $29, Item: 36522**
Auburn Center, AC 160, Richard Elfers   **Non-Member Fee: $49, Item: 36523**

The Rise of 21st Century Fascism: Fascism is rearing its ugly head at levels not seen since World War II. Why is this phenomena reemerging? What are the implications for the United States and the world? Rising fascism is a worldwide problem that includes the outcome of the November election and afterwards.

Tuesday, October 8 (10:00AM – 12:00PM)   **Member Fee: $29, Item: 36525**
Auburn Center, AC 160, Richard Elfers   **Non-Member Fee: $49, Item: 36524**

What is Maturity? How can we reach it? Maturity is usually a topic we think deals with youth. But we are living in an age where immaturity is seen among all ages, including senior citizens. What are its causes and effects? How can we all grow to recognize and combat immaturity's damage?

Tuesday, November 12 (10:00AM – 12:00PM)   **Member Fee: $29, Item: 36527**
Auburn Center, AC 160 Richard Elfers   **Non-Member Fee: $49, Item: 36528**

Loneliness and the Need for Human Contact

Humans are social creatures, but Americans are experiencing deep and depressing feelings of isolation. There is a balance between individualism and community which seem to be out of sync. What's happening and how can it be healed?

Tuesday, December 10 (10:00AM – 12:00PM)   **Member Fee: $29, Item: 36529**
Auburn Center, AC 160, Richard Elfers   **Non-Member Fee: $49, Item: 36530**

Before You Go - End of Life Planning Workshop

"We're all going to die, and we don't know when," says Rev. Bodhi Be, a mentor of the instructor and director of perhaps the only non-profit funeral home. Given that important and poignant truth, there are many things we can do to prepare ourselves and save our loved ones time and stress. In this class, we will explore legal documentation, practical considerations, relational networks, wishes for your memorial and your body's disposition, and much more. All of this information is valuable to anyone regardless of age or state of health. The class will also provide free or inexpensive tools to help you complete and maintain your end-of-life preparations.

October 12 – 19 (11:00AM – 12:30PM)   **Fee: $45, Item: 38788**
Online, Wakil Matthews

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.
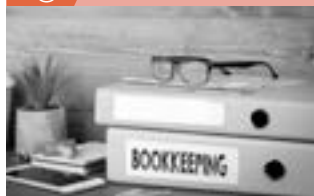
Item: 38251	Sep 3 – Nov 29	ONLINE

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

Bookkeeping Certificate

GGet 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. Upon completion of the Certificate, you will be able to: Create a chart of accounts based on the needs of your business; Analyze and record financial transactions accurately and in a timely fashion using double entry bookkeeping; Maintain and balance a general ledger monthly; Perform monthly bank reconciliations; Prepare a worksheet for completing year-end trial balances and gather information for financial statements.; Prepare financial statements; Post closing entries and prepare the books for the new year. THE PROGRAM: The Bookkeeping Certificate is offered through our partner, Learning Resources Network, Inc. (aka UGotClass). Fee: $495

Item: 37942	Sep 3 – Nov 29	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: 38254	Sep 3 – Nov 29	ONLINE

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

COMMUNICATION AND PROFESSIONAL EXCELLENCE

Management Certificate

Discover the keys for effectively managing your employees. In this online program, find out how to create clear expectations, engage and motivate employees and increase your effectiveness through use of the DiSC personality profile (included). Expand your collaborative skills, and create a collaborative management action plan for execution. Discover what motivates each generation at work, what incentives they respond to and what messages they value. You will also identify practical ways for managing Boomers, GenXers, and GenYers in the workplace. THE PROGRAM: The Management Certificate is offered through our partner, UGotClass. It is composed of three, month-long courses: 1. Management Boot Camp 2. Collaborative Management 3.Managing Generations in the Workplace. Fee: $595

Item: 38253	Sep 3 – Nov 29	ONLINE

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

Customer Service for the Modern Day

"Customer Service for the Modern Day" is designed to equip professionals with the skills and strategies needed to excel in today's dynamic service landscape. From mastering effective communication across digital channels to navigating complex customer interactions, the need for a loaded toolbox of techniques for delivering exceptional service in the digital age has never been greater. In exploring real-world examples and interactive role playing, participants will learn how to leverage technology, anticipate customer needs, and build lasting relationships to drive business success. Whether you're a seasoned professional or new to the field, this course will empower you to elevate your customer service game and thrive in the modern business environment. Fee: $139

Item: 38306	Ben Hartnett	Online	Zoom
Sessions 2 Tu, Th	Oct 15 – Oct 17	6 – 9PM	

HEALTH CARE

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: 38246		Online	Arranged
Sessions: Arranged	Sep 3 – Nov 1		

HUMAN RESOURCES

HR Generalist Certificate

Program Overview

Human Resource Leaders transform the workplace. As an HR Generalist you will be in a position to 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 skillset and advance their careers.
- Job seekers looking for a career path into an organization.
- Individuals who perform basic HR tasks within an organization.

Why Attend Green River Continuing Education:

- Green River Continuing Education is able to keep 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 Human Resources industry.
- Programs are not burdened with extra classes and electives like a full degree or other programs.
- Programs are designed for working professionals.

Employment Outlook: From the US Bureau of Labor and Statistics:

"Employment of human resources specialists is projected to grow 6 percent from 2022 to 2032, faster than the average for all occupations."

To view the current outlook at the U.S. Bureau of Labor Statistics go to: https://www.bls.gov

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

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: 37777	Claudia Malone	Online	Zoom
Sessions: 1 Th	Sep 26	6 – 7PM	

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: 37778	Malone/Drinen/Henning	Zoom
Sessions: 12	Oct 3 – Nov 14	6 – 9PM

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: 37779	Claudia Malone	Online	Zoom
Sessions: 1 Th	Oct 3 – Oct 3	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: 37781	Claudia Malone	Online	Zoom
Sessions: 2 Tu, Th	Oct 8 – Oct 10	6 – 9PM	

▶ Instructor Bio

Claudia Malone

Claudia Malone, SPHR, has a BA in Psychology from the University of Rhode Island and over 25 years broad generalist experience in human resources, with such diverse organizations as PACCAR Inc, Davol (a division of C. R. Bard), and Triad Associates (a land-development consulting business). She is currently an HR Consultant with a non-profit in Seattle, as well as an independent HR consultant and trainer.

Claudia has been involved as a SHRM volunteer for more than 20 years, including chapter leadership, NHRMA Regional Conference committees, Washington State SHRM Council and HRCI exam development panels. She teaches HR through several local community colleges, is adjunct faculty at the University of Washington-Bothell, and develops and facilitates management training for organizations such as the Port of Seattle and Horizon House.

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: 37782	Julie Drinen	Online	Zoom
Sessions: 2 Tu, Th	Oct 15 – Oct 17	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: 37783	Julie Drinen	Online	Zoom
Sessions: 2 Tu, Th	Oct 22 – Oct 24	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: 37784	Margaret Henning	Online	Zoom
Sessions: 2 Tu	Oct 29 – Nov 5	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: 37785	Margaret Henning	Online	Zoom
Sessions: 1 Th	Nov 7	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: 37799	Claudia Malone	Online	Zoom
Sessions: 1 Tu	Nov 12	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 record keeping requirements, what to keep in a personnel file and important HR technology terminology. Fee: $69

Item: 37823	Margaret Henning	Online	Zoom
Sessions: 1 Th	Nov 14	6 – 9PM	

Instructor Bio

Margaret Henning

Margaret is a human resources professional with more than 20 years of experience in the HR field. She has directed HR in organizations ranging from 3–650 employees in size in both for-profit and nonprofit organizations, with a focus in biotech and healthcare. Margaret has had the opportunity and honor to guide teams through tremendous tasks and changes. She also trains managers with an energetic and engaging facilitation style.

In addition to her Bachelor's degree from Occidental College, Margaret has earned several high-level HR designations: an SPHR with a lifetime designation (Senior Human Resources Professional), SHRM-SCP (Senior Certified Professional), and CCP (Certified Compensation Professional) from World at Work. Born in Nebraska, she has also lived in California, New Mexico, Texas, and now happily calls Gig Harbor, Washington home.

LEADERSHIP AND SUPERVISION

Leadership and Supervision Certificate

Program Overview

Our Leadership and Supervision Certificate prepares you to take on management tasks within an organization. It will help you improve your communication and interpersonal skills.

Benefits:

- Increased career opportunities. Earn valuable industry-recognized certifications that open doors to new jobs and promotions.
- Enhanced knowledge and skills. Gain communication skills and learn how to supervision and lead.
- 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:

- Professionals seeking to develop their leadership skills. .
- Job seekers looking for a career path into an organization.
- Individual contributors who seek to move into a management or supervisory job.
- People in organizations who need additional skills to work across teams.

Why Attend Green River Continuing Education:

- Green River Continuing Education is able to keep 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 Human Resources industry.
- Programs are not burdened with extra classes and electives like a full degree or other programs.
- Programs are designed for working professionals.

Employment Outlook:

From the US Bureau of Labor and Statistics:

To view the current outlook at the U.S. Bureau of Labor Statistics go to: https://www.bls.gov

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

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: 37885	Sara Johnson	Online	Zoom
Sessions: 1 M	Sep 23		6 – 9PM

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: 37885	Sara Johnson	Online
Sessions: 12 M, W	Sep 30 – Nov 18	6 – 9PM

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: 37892	Sara Johnson	Online	Zoom
Sessions: 2 M, W	Sep 30 – Oct 2	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: 37906	Sara Johnson	Online	Zoom
Sessions: 2 M, W	Oct 7 – Oct 9	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: 37895	Sara Johnson	Online	Zoom
Sessions: 2 M, W	Oct 21 – Oct 23	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: 37901	Sara Johnson	Online	Zoom
Sessions: 2 M, W	Oct 28 – Oct 30	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: 37903	Sara Johnson	Online	Zoom
Sessions: 2 M, W	Nov 4 – Nov 6	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: 37904	Sara Johnson	Online	Zoom
Sessions: 2 M, W	Nov 13 – Nov 18	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.

MARKETING, SALES AND SOCIAL MEDIA

Digital Marketing Certificate

Utilizing effective eMarketing techniques is essential for today's businesses; In this online certificate program, 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. This program is relevant for any type of organization, including businesses, non-profits, and government agencies. THE PROGRAM: The Digital Marketing Certificate is offered through our partner, Learning Resources Network, Inc. (aka UGotClass). It is composed of three, month-long courses: 1. Improving Email Promotions 2. Boosting Your Website Traffic 3. Online Advertising. Fee: $495

| Item: 37951 | Sep 3 – Nov 29 | ONLINE |

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

HELP US OFFER WHAT YOU WANT

Take this short survey and tell us what you would like us to offer. This is your chance to give us input so we can offer programs and classes you want.

Thank you!

PROJECT MANAGEMENT

Project Management Certificate

Program 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.

Why Attend Green River Continuing Education:

- Green River Continuing Education is able to keep 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.

Employment Outlook:

From the US Bureau of Labor and Statistics:

To view the current outlook at the U.S. Bureau of Labor Statistics go to: https://www.bls.gov

Project Management Certificate Information Session	**Page 11**
PM Certificate Part A (3 Class Series)	**Page 11**
Project Management Initiating the Project	Page 11
Project Planning and Scheduling Techniques	Page 11
Project Execution to Closing	Page 11
PM Certificate Part B (4 Class Series)	**Winter 2025**
Project Stakeholder and Communications Management	Winter 2025
Agile Project Management	Winter 2025
Microsoft Project 2019	Winter 2025
Project Management Certificate Capstone	Winter 2025

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.

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: 37826	Daniel Yeomans	Online	Zoom
Sessions: 1 W	Sep 25	6 – 7PM	

3 Class Series — Project Management Certificate Part A

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

Item: 37826	Daniel Yeomans	Online
Sessions: 17 M, W	Oct 2 – Dec 4	6 – 9PM

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: 37842	Daniel Yeomans	Online	Zoom
Sessions: 5 M, W	Oct 2 – Oct 16	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: 37859	Daniel Yeomans	Online	Zoom
Sessions: 7 M, W	Oct 21 – Nov 13	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: 37865	Daniel Yeomans	Online	Zoom
Sessions: 5 M, W	Nov 18 – Dec 4	6 – 9PM	

Student Quote about Project Management:

"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: 38328		Online
		Sep 23 – Dec 12

SMALL BUSINESS DEVELOPMENT

Small Business: How to Launch Successfully

In this class, the presenter will outline the steps to starting a new business. Additionally, participants will learn more about the resources the Small Business Center at Green River College may be able to provide to you as a business owner, including Small Business Development Center (SBDC) advising, government contract counseling through the Procurement Technical Assistance Center (PTAC), and separate services for permitting and marketing. Time for Q&A will follow the presentation. Fee: $0

Item: SBC001	Taryn Hornby	Online	Zoom
Sessions 1 Th	Sep 19	12 – 1:30PM	

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: 37928   **Gayle Larson**
Sessions: 2 W   Sep 25 – Oct 2   8AM – 4PM

CYBERSECURITY

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: $537

Item: 3809   **Zachary Bair**   **Online**   **Zoom**
Sessions: M, Tu   Sep 23 – Dec 12   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: $537

Item: 38179   **Alex Ollivant**   **Online**   **Zoom**
Sessions: 23 M, Th   Sep 23 – Dec 10   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: $537

Item: 38183   **Paul Haithcock**
Sessions: 21 M, W   Sep 25 – Dec 11   6 – 8PM

CCNA1 - Fundamentals of Networking

Introduces fundamental networking concepts and technologies. This course should assist you in developing the skills necessary to plan and implement small networks across a range of applications. The focus of the course is to understand and apply the basic protocols used in computer networking. The student will apply basic troubleshooting to simple networks within the context of the ISO and TC/IP models. The course materials are online and reinforced with in-class lectures, labs, and exams.

Item: 38239   **Andrew Francis**
Sessions: 28 M, T   Sep 03 – Dec 9   6 – 8:30PM

PC Building

A beginning course putting together and tearing down desktop computers. This class will go over the basics of installing Ram, CPU, and more. This class will also teach students the tools used for Desktop building, as well as how to search for and purchase parts to build your own computer. This class is meant for all skill levels. Fee: $100

Item: 38205   **WETRC**   **WT 16**
Sessions: 2 Sa   Oct 12 – Oct 19   10AM – 2PM

Azure Fundamentals

Explore the core concepts of cloud computing in Azure Fundamentals. Gain a comprehensive understanding of Microsoft Azure's essential services, infrastructure, and deployment models, empowering you to navigate and leverage cloud resources effectively. Whether you're new to Azure or seeking to solidify your expertise, this course provides the essential knowledge needed to begin your journey into the world of cloud computing. Fee: $537

Item: 38191   **Fu Chang**   **Online**
Sessions: W, Th   Sep 23 – Dec 12   6 – 8PM

Personal Online Security

Personal Cyber Security is a brief beginner-friendly course to help you take steps in protecting yourself while using the internet, mobile devices, and wifi. This course will cover common attacks that individuals in the local community have experienced, teach users how to react under pressure, and go over a brief survey of tools to help keep their devices and information secure. Fee: $10

Item: 38213   **WTRC**   **WT 16**
Sessions: 1 Tu   Oct 29   10AM – 12PM

Item: 38215   **WTRC**   **WT 16**
Sessions: 1 Sa   Nov 16   10AM – 12PM

Item: 38225   **Enumclaw**   **Arranged**
Sessions: 1 Tu   Dec 3   10AM – 12PM

DATA SCIENCE

Data Analyst Certificate

Program Overview

Our Leadership and Supervision Certificate prepares you to take on management tasks within an organization. It will help you improve your communication and interpersonal skills.

Benefits:

- Increased career opportunities. Earn valuable industry-recognized certifications that open doors to new jobs and promotions.
- Enhanced knowledge and skills. Gain communication skills and learn how to supervision and lead.
- 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:

- Professionals seeking to develop their leadership skills.
- Job seekers looking for a career path into an organization.
- Individual contributors who seek to move into a management or supervisory job.
- People in organizations who need additional skills to work across teams.

Why Attend Green River Continuing Education:

- Green River Continuing Education is able to keep 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 Human Resources industry.
- Programs are not burdened with extra classes and electives like a full degree or other programs.
- Programs are designed for working professionals.

Employment Outlook:

From the US Bureau of Labor and Statistics:

To view the current outlook at the U.S. Bureau of Labor Statistics go to: https://www.bls.gov

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

Data Analyst Certificate Information Session

As companies utilize big data concepts to stay competitive, the role of the data analyst is key. Since the amount of data to be analyzed is growing exponentially, the data analyst must use software and reporting tools to analyze and report the data patterns. In this free information session, learn how organizations are moving towards a quantifiable, data-driven decision-making approach, the data analyst profession and Green River's new Data Analyst Certificate. Registration required. Fee: $0

Item: 37907	Jim Parshall	Online	Zoom
Sessions: 1 Tu	Sep 24		6 – 9PM

4 Class Series — Data Analyst Certificate Part 1: SQL Server

Python is a versatile and easy-to-use language that's used in a variety of industries, including data science, retail, marketing, banking and engineering. Learn the basics of Python by exploring the variables, expressions, functions and classes. Create basic programming structures using decisions and loops. Script simple programs using various libraries, including data science, web design and networking. Prerequisite: SQL Server Certificate (4 Class Series) or SQL Server Certificate (3 Class Series) - offered prior to fall 2018 - or proven SQL Server experience, which can be verified via an online SQL Server assessment. Please contact us at 253-833-9111 x 2535 for more information about the assessment. For more information, please refer to our website. If you are taking this course as part of the Data Analyst Certificate, please register for Data Analyst Certificate Part 2: Python Scripting. Note: Please bring a USB flash drive (minimum 2GB) to class, so you can save your work. Fee: $899

Item: 37908	Jim Parshall	Online	Zoom
Sessions: 15	Oct 1 – Nov 21	6 – 9PM	

Relational Database Concepts and Design

In today's big data world, managing data efficiently requires analytical skills and the ability to use relational databases. This course introduces you to basic relational database concepts, terminology of relational databases and simple database design. Learn to design efficient relational databases using the principles of SQL. Topics include attaching and detaching a database, creating a database diagram and writing simple SQL statements. Prerequisites: Basic computer skills and Windows proficiency; Excel, Access or other database experience highly recommended. Recommended Textbook (available from Amazon): Beginning SQL Server for Developers, 4th Edition, ISBN: 978-1484202814. For more information, please refer to our website. This is the first required course in the SQL Server Certificate (4 Class Series)and the Data Analyst Certificate Part 1: SQL Server (4 Class Series. The SQL Server Certificate is a prerequisite for the Data Analyst Certificate. Please bring a USB flash drive (minimum 2 GB) to class, so you can save your work. Fee: $249

Item: 37909	Jim Parshall	Online	Zoom
Sessions: 3 Tu, Th	Oct 1 – Oct 8	6 – 9PM	

SQL Programming Level 1

Microsoft SQL Server has evolved to become a true, enterprise information platform. In this course you'll learn the fundamental elements of T-SQL, including the definition of DML, DDL, DCL and TCL; use control of flow statements like IF and WHILE; work with NULLs; practice T-SQL programming constructs to query and modify a database in SSMS; identify the different forms of the JOIN clause; filter data using logical queries; and define constraints to enforce data integrity. Prerequisites: Relational Database Concepts and Design. Recommended Textbook (available from Amazon): Beginning SQL Server for Developers, 4th Edition, ISBN: 978-1484202814. For more information, please refer to our website. This is the second required course in the SQL Server Certificate (4 Class Series) and the Data Analyst Certificate Part 1: SQL Server (4 Class Series). The SQL Server Certificate is a prerequisite for the Data Analyst Certificate. Note: Please bring a USB flash drive (minimum 2 GB) to class, so you can save your work. Fee: $359

Item: 37912	Jim Parshall	Online	Zoom
Sessions: 4 Tu, Th	Oct 10 – Oct 24	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.

SQL Programming Level 2

Learn to streamline and extract relevant information and execute more advanced SQL features. Topics include implementing complex queries; utilizing sub queries and derived tables; designing views and inline functions; building stored procedures, user-defined functions, and triggers; implementing transactions, error handling and dynamic SQL; identifying locking and isolation levels; and creating indexes. Prerequisites: SQL Programming Level 1. Recommended Textbook (available from Amazon): Beginning SQL Server for Developers, 4th Edition, ISBN: 978-1484202814. For more information, please refer to our website. This is the third required course in the SQL Server Certificate (4 Class Series) and the Data Analyst Certificate Part 1: SQL Server (4 Class Series). The SQL Server Certificate is a prerequisite for the Data Analyst Certificate. Note: Please bring a USB flash drive (minimum 2 GB) to class, so you can save your work. Fee: $309

Item: 37913	Jim Parshall	Online	Zoom
Sessions: 3 Tu	Oct 29 – Nov 12	6 – 9PM	

SQL Server Certificate Capstone

Demonstrate your SQL Server knowledge in this Capstone course. Use SQL Server Management Studio (SSMS) to build a database schema based on a "real-world" scenario. Then, develop a database solution that supports your proposed plan. Next, implement the solution, and test the results using SQL queries. Finally, you will submit your database .bak file to the instructor for review to ensure all fundamental SQL techniques are understood and implemented. Prerequisites: Relational Database Concepts and Design, SQL Programming Level 1 and SQL Programming Level 2. Recommended Textbook (Available from Amazon or any other online retailer): Beginning SQL Server for Developers, 4th Edition, ISBN: 978-1484202814. For more information, please refer to our website. This is the fourth required course in the SQL Server Certificate (4 Class Series) and the Data Analyst Certificate Part 1: SQL Server (4 Class Series). Note: Please bring a USB flash drive (minimum 2 GB) to class, so you can save your work. Fee: $249

Item: 37914	Jim Parshall	Online	Zoom
Sessions: 3 Tu, Th	Nov 14 – Nov 21	6 – 9PM	

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 Excel 2021/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: 37929	Gayle Larson	Kent Campus	KC 255
Sessions: 6 Tu, Th	Nov 5 – Nov 21	5:30 – 9PM	

Instructor Bio

Gayle Larson

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

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

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

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: 37937	Gayle Larson	Auburn Center	AC 250
Sessions: 1 Tu	Oct 29	8AM – 4PM	

Item: 37930	Gayle Larson	Kent Campus	KC-255
Sessions: 2 Tu, Th	Nov 5 – Nov 7	5:30 – 9PM	

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: 37931	Gayle Larson	Kent Campus	KC-255
Sessions: 2 Tu, Th	Nov 12 – Nov 14	5:30 – 9PM	

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: 37932	Gayle Larson	Kent Campus	KC-255
Sessions: 2 Tu, Th	Nov 19 – Nov 21	5:30 – 9PM	

Microsoft Office 2021/Office 365 Certificate Series

Discover the value of Microsoft Office 2021/365 in this four-session program. You will gain hands-on experience using Word for word processing, Outlook for email, PowerPoint for presentations, and Excel for spreadsheets. Four textbooks included.

The Microsoft Office/365 Series includes:

Microsoft Word 2021/ Office 365 Level 1

Microsoft Outlook 2021/ Office 365 Level 1

PowerPoint 2021/ Office 365 Level 1

Prerequisites: Microsoft Windows proficiency and successful completion of Computer Fundamentals with Windows 10 and/or basic computer skills. Fee: $429

Item: 37933	Gayle Larson	Auburn Center	AC 250
Sessions: 4 Tu	Oct 8 – Oct 29	8AM – 4PM	

Microsoft Word 2021/ Office 365 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.

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 part of the Microsoft Office 2021/ Office 365 Essentials Certificate which also includes Microsoft Outlook, PowerPoint and Excel Level 1 at a discounted rate. Fee: $139

Item: 37934	Gayle Larson	Auburn Center	AC 250
Sessions: 1 Tu	Oct 8	8AM – 4PM	

Microsoft Outlook 2021/ Office 365 Level 1

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. Textbook included.

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 part of the Microsoft Office Essentials Certificate which also includes Microsoft Word, PowerPoint and Excel Level 1 at a discounted rate. Fee: $139

Item: 37935	Gayle Larson	Auburn Center	AC 250
Sessions: 1 Tu	Oct 15	8AM – 4PM	

PowerPoint 2021/ Office 365 Level 1

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. Textbook included.

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 part of the Microsoft Office 2021/ Office 365 Essentials Certificate which also includes Microsoft Word, Outlook and Excel Level 1 at a discounted rate. Fee: $139

Item: 37936	Gayle Larson	Auburn Center	AC 250
Sessions: 1 Tu	Oct 22	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: 37937	Gayle Larson	Auburn Center	AC 250
Sessions: 1 Tu	Oct 29	8AM – 4PM	

PROGRAMMING

Coding Certificate

Coding is becoming one of the most in-demand skills in the workplace today. As a result, it has become a core skill that can bolster your chances for becoming a higher value to organizations. The highest demand is for programming languages with broad applicability. In this program, you will be introduced to the basics of computer programming and various programming languages. Then you will acquire the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step-by-step process of hand coding and building web pages. Finally, you will discover the advanced features of CSS and learn how to use this very powerful language. THE PROGRAM: The Coding Certificate is offered through our partner, Learning Resources Network, Inc. (aka UGotClass). Fee: $595

Item: 37950	Sep 3 – Nov 29	ONLINE

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

WEB AND GRAPHIC DESIGN

Graphic Design Certificate Information Session

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

Item: 37764	Morgan Olson	Online	Zoom
Sessions: 1 W	Oct 9		6 – 7PM

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.

Graphic Design Fundamentals

Being a successful Graphic Designer goes beyond knowing the software. You must understand the principles of design and how they will affect your projects for print and web. This course will provide you with a core set of skills needed to move forward in the field of Graphic Design. Course topics include color theory; typography; understanding design proportions; balancing space; discovering what patterns and repetition can do for your art; print production; and file format management. Some assignments will require a computer with internet access outside of the classroom. Prerequisites: basic computer skills and Windows proficiency. For more information, please refer to our website. Note: Please bring a USB flash drive (minimum 4GB) to class to save your work. This is the first of two courses in the Graphic Design Certificate Part 1 (2 Class Series) and the first of six required courses in the Graphic Design Certificate Program. Fee: $279

Item: 37774	Morgan Olson	Online	Zoom
Sessions: 4 M, W	Oct 14 – Oct 23	6 – 9PM	

Photoshop CC

Photoshop is an industry standard tool for graphic designers, web designers and photographers. In this hands-on course, you will learn how to enhance, modify and improve photographs. Topics include using the Photoshop interface, including panels, options and personal customization; effectively selecting, correcting and layering your compositions; retouching and correcting images; improving photos with color corrections and image adjustments; and practicing tips, tricks and shortcuts to increase your Photoshop efficiency. Prerequisites: basic computer skills and Windows proficiency. For more information, please refer to our website. Recommended Textbook: Adobe Photoshop CC Classroom in a Book (2019 release); ISBN-13: 978-0135261781. Recommended Software: While software is provided in the classroom, we highly encourage participants to purchase a student version of Photoshop CC for home use to practice and reinforce the skills learned in class. Additional information on how to purchase a student version will be provided by the instructor in the first session. Notes: Expect 2-6 hours of work outside of class for Photoshop CC. Please bring a USB flash drive (minimum 4GB) to class to save your work. This is the second of two courses in the Graphic Design Certificate Part 1 (2 Class Series) and the second of six required courses in the Graphic Design Certificate. Fee: $469

Item: 37775	Morgan Olson	Online	Zoom
Sessions: 6 M, W	Oct 28 – Nov 18	6 – 9PM	

Web Design Certificate

According to recent research, online users say a website's design is the number one criteria for deciding whether a company is credible or not. In this program, learn what it takes to produce an effective web design. You'll discover the basics of web design using HTML and CSS (no prior knowledge of HTML or web design is required) and learn ways to enhance web pages with the use of page layout techniques, text formatting, graphics and images. You will also learn how to create effective and dynamic websites/applications and take away a functioning web application hosted on a web server that is both accessible and search engine optimized. Finally, you will learn about responsive design process, advanced layout and design features using the Bootstrap framework, and you'll explore CMS frameworks and industry standard technologies and frameworks. The Web Design Certificate is offered through our partner, Learning Resources Network, Inc. (aka UGotClass), and it's composed of three one-month courses: Introduction to Web Design, Intermediate Web Design, Advanced Web Design. Fee: $595

Item: 38255		Online	Arranged
Sessions: Arranged	Sep 3 – Nov 29		

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

Personal Interest

CREATIVE ARTS AND CRAFTS

Crafting Your Own Holiday Cards for Any Occasion

Have you always wanted to make your own cards for the various holidays throughout the year for loved ones, but don't consider yourself particularly artistic? Are you tired of paying increasing amounts of money for store-bought cards? If you answered "yes" to either of these questions, then this is the class for you! Instructor will share her knowledge of making hand-made holiday cards using images from the internet, rubber stamps, coordinating poems to compliment the cover design and envelope dÈcor for any holiday you enjoy celebrating! Instructor will share her tips and tricks accumulated over a decade of crafting her own cards along with resources and examples of cards for various holidays for inspiration! You can also expand your card-making to include personable wedding cards, thank you cards and sympathy cards! Come join us for this engaging, inspiring and fun class! Fee: $49

Item: 32826	Amy Anselmi	West Building	WB 108
Sessions: 1 Th	Oct 24	6 – 7:30PM	

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. Please see website for supply list. Fee: $189

Item: 37537	Carmen Williams	Cedar Hall	CH 201
Sessions: Sa	Sep 28 – Nov 2	10AM – 12PM	

Basics of Garment Construction

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 will be provided during the first class. Fee:139

Item: 38807	Carmen Williams	Cedar Hall	CH 201
Sessions: Sa	Sep 28 – Nov 2	1 – 3PM	

Fall Painting Series

Create a gallery of artwork! In each lesson, students will paint a different fall-themed art piece with step-by-step instructions using Acrylic paints. Students will learn techniques and best practices to nurture the artist within, they will also learn interesting facts about the weekly painting subjects and gain confidence to explore painting and artistic freedom further. This course is geared towards beginners. No experience is necessary. Please see GRC website for the supply list. Fee: $199

Item: 39165	Erick Rodriguez	Online	
Sessions: W	Oct 2 – Oct 30	6 – 8PM	

Fused Glass

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. Fee: $89

$135 material/firing fee per session paid to instructor in class. Project pick-up on Sunday. Classes held at Blue Dog Glass Art Studio.

Item: 39114	Diana Wendt	Blue Dog Glass Studio	
Sessions: 1 Sa	Oct 5	9AM – 1PM	
Item: 39115	Diana Wendt	Blue Dog Glass Studio	
Sessions: 1 Sa	Nov 16	9AM – 1PM	

Fused Glass Slumping

Bring color to your table by creating your own glass dishware! This fun, hands-on class covers the basics of Glass fusing and Slumping for students of all skill levels. Prerequisite: Fused Glass I, Fused Ornament/Tile class. This is a two-day course. On Saturday, students will begin to create 2-3 small plates as they learn to design, cut, and fuse glass in the first 14-hour firing. On Sunday, students will learn to prep molds to "slump" their fused pieces and transform them into dishware during a second 16-hour firing. A separate pick-up day will be determined in class. Please note, there's an $170 material/firing fee to be paid to the Instructor in class that covers materials, the use of all tools, molds, and both firings. Class held off-campus at Blue Dog Glass Art Studio in Kent. Fee: $119

Item: 39109	Diana Wendt	Blue Dog Glass Studio	
Sessions: 1 Sa	Sep 14	9AM – 1PM	
Sessions: 1 Su	Sep 15	9:30 – 11AM	
Item: 39110	Diana Wendt	Blue Dog Glass Studio	
Sessions: 1 Sa	Oct 26	9AM – 1PM	
Sessions: 1 Su	Oct 27	9:30 – 11AM	
Item: 39111	Diana Wendt	Blue Dog Glass Studio	
Sessions: 1 Sa	Dec 14	9AM – 1PM	
Sessions: 1 Su	Dec 15	9:30 – 11AM	

Jewelry Making 101

This comprehensive 2-week course is designed to introduce beginners to the art of jewelry making. Through a series of hands-on lessons, participants will learn the fundamental techniques and skills necessary to create their own beautiful jewelry pieces such as earrings, necklaces and bracelets. Please see attached questionnaire completed by the instructor. Fee: $89

Item: 38790	Angela Walker	Cedar Hall	CH 201
Sessions: W	Sep 25 – Oct 2	6 – 8PM	

Instructor Questionnaire: Angela Walker

Your Name: Angela Walker

What Class do you teach? Jewelry Making for Beginners

What are the 3 most important things a student will learn? The three most important things a student will learn is to make earrings, necklace and bracelet with many different jewelry pliers.

Who should take this class? The people who should take this class is someone that doesn't know how to make jewelry and want to learn some basic techniques on how to make jewelry.

Why do you want to teach this? I want to teach people hoe to use their creative side that can turn into marketable skills or a hobby they can turn into family fun time.

How did you get started with this topic? The way I got started with this topic was after enterentering an art and craft show and now would like to teach it.

How has this skill/interest made an impact for you? It helped me realize that I have more than one gift that I can share with others.

If you could tell students one thing about this class what would it be? This class will open you up to your creative side and have you realizing that you may have more skills that you could have ever imagined.

Photoshop CC

Photoshop is an industry standard tool for graphic designers, web designers and photographers. In this hands-on course, you will learn how to enhance, modify and improve photographs. Topics include using the Photoshop interface, including panels, options and personal customization; effectively selecting, correcting and layering your compositions; retouching and correcting images; improving photos with color corrections and image adjustments; and practicing tips, tricks and shortcuts to increase your Photoshop efficiency. Prerequisites: basic computer skills and Windows proficiency. For more information, please refer to our website. Recommended Textbook: Adobe Photoshop CC Classroom in a Book (2019 release); ISBN-13: 978-0135261781. Recommended Software: While software is provided in the classroom, we highly encourage participants to purchase a student version of Photoshop CC for home use to practice and reinforce the skills learned in class. Additional information on how to purchase a student version will be provided by the instructor in the first session. Notes: Expect 2-6 hours of work outside of class for Photoshop CC. Please bring a USB flash drive (minimum 4GB) to class to save your work. This is the second of two courses in the Graphic Design Certificate Part 1 (2 Class Series) and the second of six required courses in the Graphic Design Certificate. Fee: $469

Item: 37775	Morgan Olson	Online	Zoom
Sessions: 6 M, W	Oct 28 – Nov 18	6 – 9PM	

HEALTH, DANCE AND FITNESS

Mind and Wellness Series

Join Amber Williams, a functional medicine Health Coach for an enlightening experience that focuses on self-discovery and healing. In this four-part series, Amber will cover each of the following topics, Mindfulness, Reiki, Gratitude and Somatic Body work practices. Fee: $ 130

Item: 38782	Amber Williams	Online
Sessions: 1 Th	Oct 10	7 – 8PM
Sessions: 1 Th	Oct 24	7 – 8PM
Sessions: 1 Th	Nov 7	7 – 8PM
Sessions: 1 Th	Nov 21	7 – 8PM

Mindfulness Practices

The simple act of being mindful can bring clarity, peace and benefits to your overall health. Explore various mindfulness practices such as meditation, breathwork and other techniques that help promote awareness and presence that you can adopt in your day-to-day life. Fee: $35

Item: 38783	Amber Williams	Online
Sessions: 1 Th	Oct 10	7 – 8PM

Introduction to Reiki

Join Amber Williams for an hour dedicated to introducing you to Reiki. Reiki is an ancient Japanese healing technique that promotes well-being and balance for your mind, body and soul. Fee: $35

Item: 38784	Amber Williams	Online
Sessions: 1 Th	Oct 24	7 – 8PM

Gratitude Practice

Explore the importance of how gratitude impacts your overall wellbeing with this presentation and a guided practice to get you started. Fee: $35

Item: 38785	Amber Williams	Online
Sessions: 1 Th	Nov 7	7 – 8PM

Somatic Bodywork Practices

Explore various stress-relieving techniques offering valuable insights into the connection between our mind and body while diving into the significance of the Vagus Nerve and its role in regulating our stress response. Fee: $35

Item: 38786	Amber Williams	Online
Sessions: 1 Th	Nov 21	7 – 8PM

Ceramics

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 and bowls. 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. Class instruction time is 2 hours with an additional 30 minutes for clean-up. Fee: $309

Item: 40194	Madison Tovar	Kent Meridian HS	S3
Sessions: Tu	Sep 3 – Oct 22	6 – 8:30PM	

HOME, GARDEN AND OUTDOORS

Sourdough

Learn how to maintain a sourdough starter, bake sourdough bread from a starter, and make use of discard! During this 3-hour course, participants will perform the steps of a bulk fermentation, resulting in one loaf which participants can take home to bake at the end of the course. Students will need a Dutch oven at home to bake the loaf. During class time, we will also cover the microbiology behind sourdough starters, all of the steps necessary to create the perfect sourdough loaf, information on how to customize and troubleshoot your recipes, and helpful tips for making use of your discarded starter. This course is appropriate for bakers of all skill levels.

Students will go home with the dough to bake one loaf of bread in the bowl that they brought, a tea towel for proofing, a jar full of active starter, and a few handouts. *Price of the course includes a sourdough starter (in a jar), proofing materials, and ingredients. Fee: $109

Item: 38540	Kristen Frafjord	WETRC	WT 16
Sessions: 1 Sa	Sep 28	9AM – 12PM	

Item: 38541	Kristen Frafjord	WETRC	WT 16
Sessions: 1 Sa	Oct 26	9AM – 12PM	

Item: 38542	Kristen Frafjord	WETRC	WT 16
Sessions: 1 Sa	Nov 9	9AM – 12PM	

Item: 38543	Kristen Frafjord	WETRC	WT 16
Sessions: 1 Sa	Dec 7	9AM – 12PM	

Homeschool Nuts and Bolts

Interested in homeschooling but don't know where to start? This course will provide you with important information 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: $125

Item: 37389	Beth Rosenzwieg	Online	
Sessions: 1 Tu,W,Th	Sep 24 – Sep 26	6 – 9PM	

Eliminating Holiday Chaos

Learn to eliminate the stress, worry, and hassle that comes with the month of December. Learn creative ways to complete tasks in advance so that by the time December arrives, you are prepared and will have extra time to enjoy attending concerts or other festive events around this special time of year with people most important to you. Instructor will also share her strategies for making your own holiday greeting cards to add a personal touch and highlight your creativity (and coordinating thank you cards). Come join the fun, get a jump start on your holiday preparations, and implement these helpful strategies regardless of what type of traditions you have! Fee: $49

Item: 32822	Amy Anselmi	West Building	WB 108
Sessions: 1 Th	Oct 3	6 – 8PM	

Emergency Preparedness

We've all heard the warnings about how we should prepare both our homes and family for a natural disaster but who has time to do all that research? And isn't it expensive to do? This class was co-developed with an instructor who experienced the Mt. St. Helen's eruption firsthand and a retired Navy SEAL who served multiple tours of duty, was a BUDS instructor and is now a world-renowned survivalist expert. He also starred in Discovery Channel's 'Lone Target' television series. Take advantage of our experience and expertise as we've done the research and can help you prepare an emergency family plan as well as an emergency preparedness kit ready to go in the event of a natural disaster or catastrophe. Example preparedness kit and plan will be available for demonstration and recommendations will be provided for resources to prepare your own emergency kit as well as develop a plan for your family. This class is worth your time and students will leave with excellent notes about how to get started immediately in preparing for the worst. Protect your family and get started with this valuable class! Fee: $49

Item: 32829	Amy Anselmi	Cedar Hall	CH 204
Sessions: 1 Th	Nov 7	6 – 8PM	

Bank and Wade Fishing for Winter Steelhead

A lot of NW Winter Steelhead fishing is about racing around in power boats on crowded rivers. In this class get back to the basics of the sport! Learn how to set up tackle to fish three effective methods for the shore bound angler drift fishing, float fishing, and spoon fishing. We will discuss productive bank fishing areas on local and regional rivers and how to time your visits for success. Class includes a resource notebook. Optional Saturday outing to a local river for hands on instruction and fishing. Rod and reel set-ups available from instructor for rental fee of $10. Fee: $49

Item: 37400	John Fiskum	Cedar Hall	CH 201
Sessions: 1 Tu	Dec 3	6:30 – 8:30PM	

Item: 37402	John Fiskum	Arranged	
Sessions: 1 Sa	Dec 7	7 – 11AM	

DIY Yakima River Fly Fishing

The Yakima River is a heavily guided watershed but in the know DIY anglers can have good success once you unlock its secrets. In this classroom session we will discuss this complex waterway and its seasonal river conditions, insect hatches, fly patterns and strategies for success. Class will include a resource guide with information about access for both wade fishing and floating the river. After the classroom session there will be an optional outing for hands on instruction and fishing. Rod, reel and line set ups available to Rent from instructor for $10 Fee: $49

Item: 37396	John Fiskum	Cedar Hall	CH 201
Sessions: 1 Tu	Sep 24	6:30 – 8:30PM	

Item: 37397	John Fiskum	Arranged	
Sessions: 1 Sa	Sep 28	7 – 11AM	

Fish Smoking

Learn how to make delectable smoked fish! We'll focus on Pacific NW favorites like salmon, steelhead and trout. You'll be a hit at all your parties and events with your own custom-made smoked appetizers. Class will include step-by-step instruction, demonstration, recipes and sample tasting. Fee: $49

Item: 37398	John Fiskum	Enumclaw	ENM 15
Sessions: 1 Tu	Nov 19	6:30 – 8:30PM	

Fly Fishing for Sea Run Cutthroat Trout

Come and learn about this unique regional fishery and the local opportunities. Coastal Cutthroat are available in Puget Sound year round and provide an exciting river fishery in the fall. Class will include a resource guide with information about where to fish, hot fly patterns and strategies for success. After the classroom session there will be an optional outing to a local river for hands on instruction and fishing. * Classroom session is a prerequisite for the outing. Rod, Reel and line set ups can be rented from instructor for $10 Fee: $89

Item: 37404	John Fiskum	Cedar Hall	CH 201
Sessions: 1 Tu	Sep 17	6:30 – 8:30PM	

Item: 37405	John Fiskum		Arranged
Sessions: 1 Sa	Sep 21	7 – 11AM	

LANGUAGE AND CULTURE

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: 38780	Barbara Pau	Online
Sessions: Sa	Sep 28 – Nov 16	9 – 10:30AM

Beginner Italian II

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

Item: 38781	Barbara Pau	Online
Sessions: Tu	Oct 1 – Novr 5	3 – 4:30PM

Intermediate Italian

This 6-session course is suitable for those who have completed Beginner Italian I and II or 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 purposes. Fee: $155

Item: 39305	Barbara Pau	Online
Sessions: Sa	Sep 28 – Nov 16	11AM – 12:30PM

Japanese

Beginning Conversational: This course is an introduction to the Japanese language and culture that is designed for students with little to no experience. Fee: $129

Item: 37392	**Earle Oda**	**Online**
Sessions: W	Sep 25 – Nov 13	6 – 7:15PM

Japanese Reading and Writing

Learn how to read and write Japanese! A beginning course dedicated to learning two essential types of Japanese writing systems - Hiragana and Katakana. Pre-requisites: Beginning Conversational or familiarity with Japanese sounds. This course will complement the spoken language and lay the foundation for learning Kanji (Chinese characters). Fee: $129

Item: 38787	**Earle Oda**	**Online**
Sessions: Th	Sep 26 – Dec 12	6 – 7:15PM

Spanish I

This language course emphasizes conversation but includes reading, writing, speaking and comprehension of the language. Catered to adult learners seeking to gain control of the 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: $165

Item: 38844	**Arthur Morris**	**West Bldg**	**WB 108**
Sessions: M	Oct 7 – Dec 9	6:30 – 8:30PM	

Spanish II

This class builds upon the knowledge learned in Spanish I. There will be an emphasis on conversation and the class will also include reading, writing and gaining proficiency in the Spanish language. Fee: $165

Item: 38846	**Arthur Morris**	**West Bldg**	**WB 108**
Sessions: W	Oct 9 – Dec 4	6:30 – 8:30PM	

French

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 the language for practical application. Fee: $165

Item: 38845	**Arthur Morris**	**West Bldg**	**WB 108**
Sessions: Tu	Oct 8 – Dec 3	6:30 – 8:30PM	

French II

This language course emphasizes conversation but also includes reading, writing, speaking and understanding the language. You will have the opportunity to build upon the grammar and concepts learned in Beginner French. This course is catered to the adult student seeking to gain proficiency of the language for practical application in real life situations. Fee: $165

Item: 38847	**Arthur Morris**	**West Bldg**	**WB 109**
Sessions: Th	Oct 10 – Dec 5	6:30 – 8:30PM	

Student Quote about French Language class:

"I was a little skeptical at first about a zoom language class but it worked surprisingly well. For the past two years I've been studying the French Language on my own as both a hobby an interest and my favorite place to travel, this class helped put together the French phrase books and cleared up a lot questions about grammar and answered the how and why a sentence or phrase is put together the way it is."

Student of French

MONEY MATTERS

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!

Item: 38534	Joyce Joneschiet	Zoom
Sessions: 1 W	Oct 9	6:30 – 8:30PM

Item: 38535	Joyce Joneschiet	Zoom
Sessions: 1 W	Oct 23	6:30 – 8:30PM

Item: 38536	Joyce Joneschiet	Zoom
Sessions: 1 W	Nov 6	6:30 – 8:30PM

Item: 38537	Joyce Joneschiet	Zoom
Sessions: 1 W	Nov 20	6:30 – 8:30PM

Item: 38538	Joyce Joneschiet	Zoom
Sessions: 1 W	Dec 4	6:30 – 8:30PM

Personal Online Security

Personal Cyber Security is a brief beginner-friendly course to help you take steps in protecting yourself while using the internet, mobile devices, and wifi. This course will cover common attacks that individuals in the local community have experienced, teach users how to react under pressure, and go over a brief survey of tools to help keep their devices and information secure. This course is taught by a CompTIA Security + certified instructor. Fee: $10

Item: 38213		Arranged	
Sessions: 1 Tu	Oct 29	10AM – 12PM	

Item: 38215		WTRC	WT 16
Sessions: 1 Sa	Nov 16	10AM – 12PM	

Item: 38225		TBA	
Sessions: 1 Tu	Dec 3	10AM – 12PM	

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: 37415		Enumclaw	ENM 14
Sessions: 3 W	Oct 2 – Oct 16	6 – 8:30PM	

Item: 37414		West Building	WB 108
Sessions: 2 Sa	Oct 5 – Oct 12	9AM – 12PM	

MUSIC AND VOICE

An Introduction to Voiceovers (Getting Started in Voice Acting)

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!" Do you want to earn income using your talents from the comfort of your home?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, individual, 90-minute, introductory class, you'll also learn about the different types of voiceovers and the tools you'll need to find success. 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 and create a professional voiceover evaluation delivered to you in a follow up call. 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: 38326		Online	
		Sep 23 – Dec 12	

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: 37385	John Yeager	Online
Sessions: Sa	Oct 5 – 19	10AM – 12PM

WRITING

Ignite Your Creativity

Overcoming Creative Blocks, Class description: With this hour and a half class, you will have all the tools needed to get through a wide variety of creative blocks. Whether it's brainstorming new techniques, fear of failure, or confidence challenges; greeting card artist, writer, and marketing professional Sarah E. Miller will introduce students to a variety of exercises fit for even the toughest of blocks.

By the end, you will learn new skills, explore the psychology behind creative blocks, and set realistic goals to help propel your projects forward. You will also be given some concrete creative exercises to keep the momentum going. Fee: $39

Item: 39108	Sarah Miller	Online
Sessions: 1 Sa	Oct 26	10:30AM – 12PM

The Publishing Road Map

If you're new to getting your creative writing published, this two-hour class is an overview of all the ways you can put your work out in the world. Students will leave with an understanding of the different types of publishing opportunities, including alternative methods, and how to determine the path that feels right for you. Fee: $39

Item: 38789	G.G. Silverman	Online
Sessions: M	Oct 7	6 – 8PM

▶ Instructor Bio

G. G. Silverman

As a writer, G.G.'s short fiction has gathered accolades and has appeared in award-nominated anthologies. Her forthcoming short fiction collection was most recently a finalist for the 2023 Sante Fe Writer's Project Literary Awards and the 2023 St. Lawrence Book Award, shortlisted for the 2023 Dzanc Short Story Collection Prize, and longlisted for the 2023 Steel Toe Books Prize.

FALL ENUMCLAW CLASSES

BUSINESS & TECHNOLOGY

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: 37928	Gayle Larson	Enumclaw
Sessions 2, W	Sep 25 – Oct 2	8AM – 4PM

Personal Online Security

Personal Cyber Security is a brief beginner-friendly course to help you take steps in protecting yourself while using the internet, mobile devices, and WiFi. This course will cover common attacks that individuals in the local community have experienced, teach users how to react under pressure, and go over a brief survey of tools to help keep their devices and information secure. This course is taught by a CompTIA Security + certified instructor. Fee: $10

| Item: 38225	Alexander Ollivant	Enumclaw
Sessions 1 Tu	Dec 3	10AM – 12PM

PERSONAL INTEREST

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 CFA® Charter-holders 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: 37514	Tom Bowman	Enumclaw	ENM - 14
Sessions 3 W	Oct 2 – Oct 16	6PM – 8:30PM	

REGIONAL MAP
GREEN RIVER COLLEGE
MAIN AUBURN CAMPUS: 253-833-9111 | CAMPUS SAFETY EMERGENCY: 253-288-3350
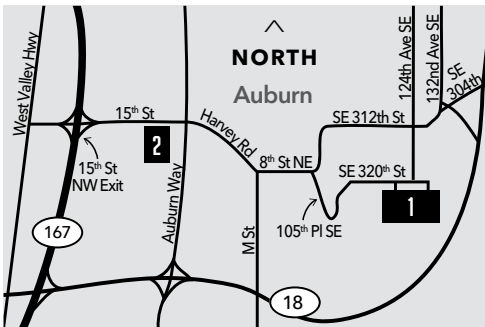
1 MAIN AUBURN CAMPUS – 12401 SE 320TH STREET
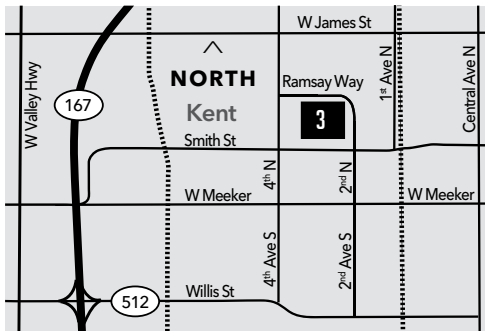
SOUTHBOUND
1. Take Highway 167 South toward Kent/Auburn.
2. Take the 15th St. NW exit. Turn left onto 15th St. NW.
   (15th Street NW becomes Harvey Road.)
3. Turn left onto 8th St. NE.
4. Turn right onto 105th Pl. SE. Drive to top of hill to SE 320th.

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

2 AUBURN CENTER – 1221 D STREET NE
1. Take Highway 167.
2. Take the 15th Street exit.
3. Turn right on D Street NE.

3 KENT CAMPUS – 417 RAMSAY WAY, SUITE 112

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

NORTHBOUND
1. From Highway 167, take the Willis St. exit.
   Turn right onto Willis St.
2. Drive east on Willis St., turn left (north) on 4th Ave. S.
3. Turn right onto Ramsay Way, then right again, into the parking lot.
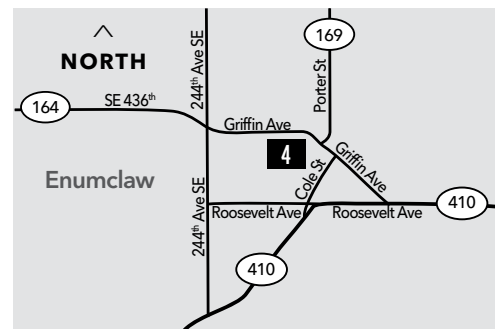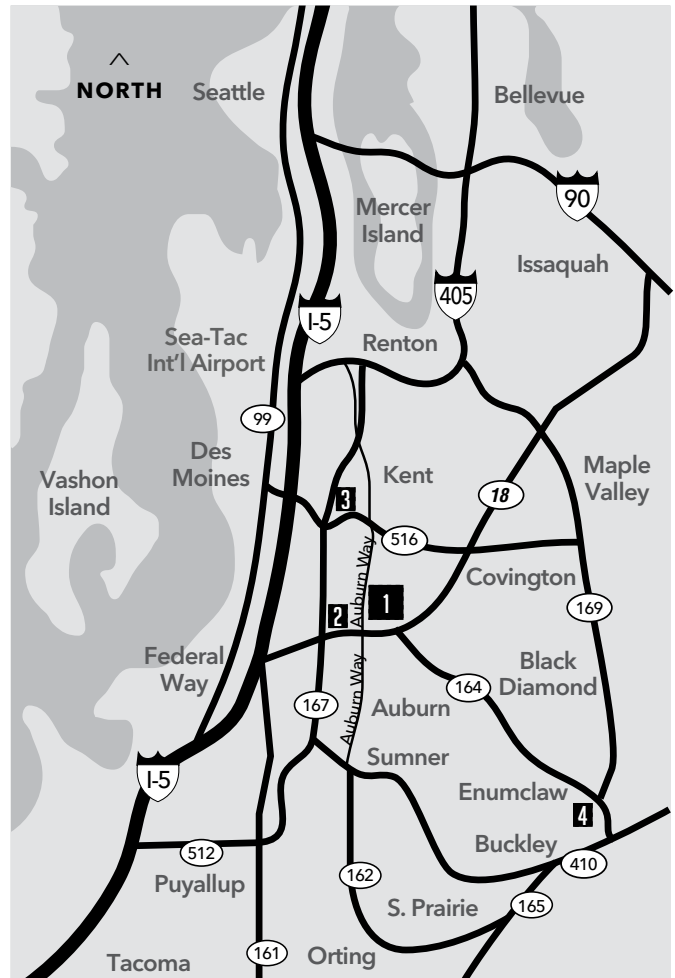
4 ENUMCLAW CAMPUS – 1414 GRIFFIN AVENUE

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

CRO2012_BW-region

GREEN RIVER COLLEGE LOCATIONS

Main Auburn Campus
Continuing Education (WT Building)
12401 SE 320th St., Auburn, WA 98092
253-333-6030

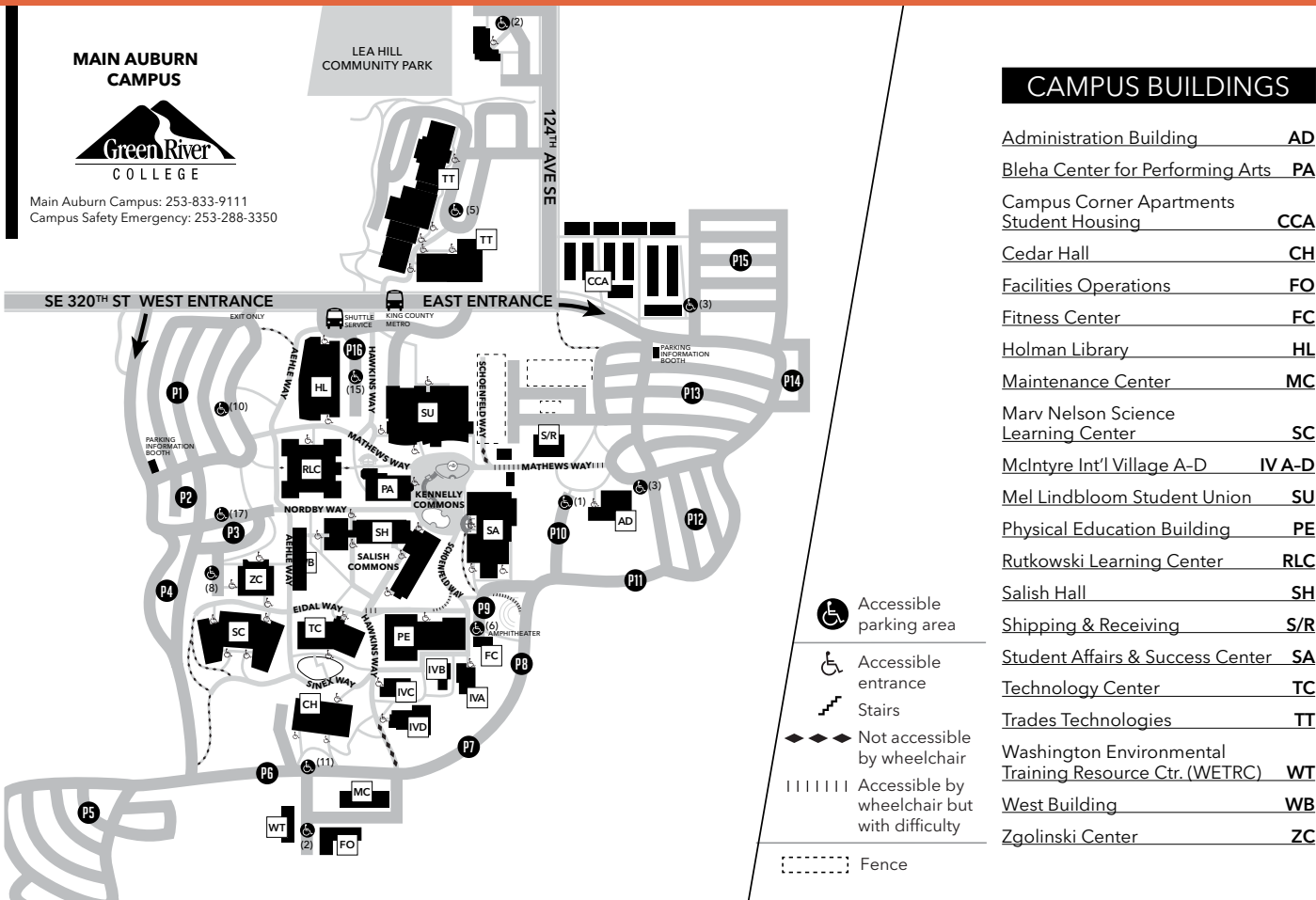## Auburn Center
1221 D Street NE, Auburn, WA 98002
253-288-3455

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

MAIN AUBURN CAMPUS

Green River COLLEGE

Main Auburn Campus: 253-833-9111
Campus Safety Emergency: 253-288-3350

LEA HILL COMMUNITY PARK

124TH AVE SE

SE 320TH ST WEST ENTRANCE EXIT ONLY

EAST ENTRANCE

SHUTTLE SERVICE KING COUNTY METRO

PARKING INFORMATION BOOTH

CAMPUS BUILDINGS

Administration Building	**AD**
Bleha Center for Performing Arts	**PA**
Campus Corner Apartments Student Housing	**CCA**
Cedar Hall	**CH**
Facilities Operations	**FO**
Fitness Center	**FC**
Holman Library	**HL**
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**

Accessible parking area

Accessible entrance

Stairs

Not accessible by wheelchair

Accessible by wheelchair but with difficulty

Fence

Call **253-333-6030** or visit **greenriver.edu/ce**

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Kevin Grossman
SBDC Advisor

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» **Workplace Skills**

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12401 SE 320TH STREET
AUBURN, WA 98092-3622

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