

GREEN RIVER COLLEGE

CONTINUING EDUCATION

SCHEDULE

WINTER 2025

WHY ATTEND GREEN RIVER COLLEGE CONTINUING EDUCATION:

- » We are able to keep costs low on programs as a state educational system.
- » Our instructors are professionals with current industry experience. They provide insight on current needs of industry.
- » Programs are not burdened with extra classes and electives like a full degree or other college programs.
- » Programs are designed for working professionals.

Look inside for professional development classes and personal interest classes.



Visit greenriver.edu/ce

FEATURED CLASSES



Human Resources Classes

Page 8 – 10



Cybersecurity and Technology Classes

Page 14 – 15



Project Management Classes

Page 12 – 13



Classes for over 55

Page 4 – 5



Personal Interest Classes

Page 19 – 25

CYBERSECURITY CLASS



Opportunity for Veterans!

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



Don't wait, enroll today and take the first step towards a brighter future with Green River Continuing Education and our partnership with Spokane Community College.

**For one course only.*

Contact: monique.sheline@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:

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

Prime Time 4-5

Professional Development 6

 Business and Finance 6-7

 Career and TradeSkills 7

 Communication and Professional Excellence 7

 Health Care 8

 Human Resources 8-10

 Leadership and Supervision 10-11

 Legal 12

 Marketing, Sales and Social Media 12

 Project Management 12-13

 Real Estate 13

 Small Business Development 13-14

Technology 14

 Computer Basics 14

 Cybersecurity 14-15

 Data Science 15

 Microsoft 15-16

 Programming 16

 Web and Graphic Design 17

Online Learning 18

Personal Interest 19

 Creative Arts and Crafts 19-20

 Health, Body & Fitness 20-21

 Home, Garden and Outdoors 21-22

 Language and Culture 22-24

 Money Matters 24

 Music and Voice 24

 Writing 25

 Enumclaw Classes 26

CLASS TYPE DEFINITION

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

- **VIRTUAL:** Class will meet online at the time listed in the class schedule. For example, if your class begins at 9 a.m. in the class schedule, then it will begin at 9 a.m. on Zoom. You will be attending the class at the same time as your classmates, just as you would on campus.
- **HYBRID/VIRTUAL:** Part of the class will be held online without a set time to attend. The other part will occur at the time listed in a virtual format (e.g. Zoom).
- **ONLINE:** The entire class will be held online without a set time to attend. The class will still have assignment deadlines and due dates.

Payment is due upon registration. If you withdraw less than three business days before your first class, do not attend, or stop attending, you will not receive a refund. A full refund is given if the college cancels a class. Questions? Contact us at 253-333-6030.

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

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



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.

Jan 28 - Feb 6 (5:30 - 9:00PM)
Online, Kent - KC 255

Gayle Larson
Zoom

Fee: \$269 (32972)

What is Maturity?

Maturity is usually a topic we often associate with youth. But we are living in an age where immaturity is present among all age groups, including senior citizens. What are its causes and effects? How can we all grow to recognize and combat the damage that immaturity causes? Join Rich Elfers as he leads this lively discussion.

Jan 22 (10:00AM - 12:00PM)
Richard Elfers, Auburn Center, AC-160

Members Fee: \$29 (30396)
Non-Members Fee: \$49 (30400)

Israel and the Palestinians: Past, Present and the Future

Israel and Hamas are currently at war with each other over the 2023 Hamas attack on Israel, resulting in the slaughter of 1,200 Israelis and the kidnapping of 200 hostages. Israel's response has been to attack and destroy most of the Gaza Strip, killing tens of thousands of Palestinians. What is Hamas and what are their goals? Why is there such hatred between Arabs and Jews? How and when will the war end? What is the likely future for these two groups? Sign up to find out.

Feb 19, (10:00AM - 12:00PM)
Richard Elfers, Auburn Center, AC-160

Members Fee: \$29 (30409)
Non-Members Fee: \$49 (30410)

Israel versus Iran

The relationship between Israel and Iran can be described as contemptuous at best. Why the hatred? What does each nation want? What is the likely outcome of this conflict? Why is the United States so enmeshed in this conflict? Sign up to understand the background and history of these two countries and the reasons for their mutual animosity.

Mar 19 (10:00AM - 12:00PM)
Richard Elfers, Auburn Center, AC-160

Members Fee: \$29 (30411)
Non-Members Fee: \$49 (30412)

Feminism and Religious Art

In this course, we will explore the fraught intersections of feminism, spirituality, religious power and artistic expression. Through the lens of Catholic hagiography, we will take a particular interest in stories of female saints such as St. Kateri Tekakwitha, St. Maria Goretti and St. Gertrude of Neville as well as Virgin Martyrs such as St. Agatha of Sicily and St. Philomena. This will be a class where we will learn in different styles and registers through narrative and hands-on art making. Students are expected to complete a personal icon as a part of this class.

Feb 2, (6:00PM - 8:00PM)
Christine Bingham, Online, Zoom

Fee: \$109 (35190)

Enumclaw Plateau and Buckley Foothills Historical Societies

Join Rich Elfers on a guided tour of the Enumclaw Plateau Historical Society and the Buckley Foothills Historical Society. Transportation will be provided.

Mar 4, (10:00AM - 2:00PM)
Richard Elfers,

Fee: \$89 (39297)

Maple Valley and Black Diamond Museum

Join Rich Elfers on a bus tour to Maple Valley and Black Diamond Historical Museums where each historical society will present information and allow participants to view the displays. Transportation will be provided.

Mar 25, (10:00AM - 2:00PM)
Richard Elfers,

Fee: \$89 (39319)

Professional Development

UGotClass Online Certificate Details

HOW IT WORKS: After you register, you will receive an email from UGotClass with a web address to access your online classroom. Utilize the password you are given, and your email address, to gain access. If you haven't received an invitation by the Thursday before the course begins, please email <mailto:info@ugotclass.org> and they will forward a copy of the invitation to you. Once inside the online classroom, here's what you can expect: Participate When You Want. The online classroom is open 24 hours a day, seven days a week. There are no live real-time requirements or meetings. For the best learning, participants should log into the course on 2-3 different days of the week.

WHAT YOU WILL DO: Each course is composed of several units. For each unit, you will: Access the online readings, Listen to the audio presentation for the unit and view the slides, Take a self-quiz to see how much you have learned, Engage in written online discussion with your instructor and other participants, The content (readings, audio lectures, slides) and self-quizzes are accessible for the entire course, so you can work ahead, or go back and review again, at your convenience. Discussion: The discussion for each unit lasts one week. All comments are made in writing and can be made at any time, day or night. Your instructor will log into the discussion area at least once a day and answer questions, make comments, and respond to comments by you and the other participants. We encourage you to make 2-3 comments each day to maximize your learning and enjoyment of the course.

COMPLETION REQUIREMENTS: 1. Make at least one comment every week in the discussion. The comment should show thought and be more substantive than just Yes, I agree. There is no length required for comments. Replies to other comments and responses to other participants count as comments (in most cases your instructor values replies and responses as comments). Questions and online discussion facilitative comments also count as long as there is some thought to them. 2. Take the self-quiz at the end of every unit. You must score 80% or higher. You may retake any self-quiz as often as you need to get to the 80% score.

COMPLETION TIMELINE: The requirements should be completed by the last day of the course. Individual instructors may extend the deadline upon request. If, for any reason, you are not able to complete the requirements during the course, UGotClass will provide you with their Course Transfer Option. The course Transfer Option allows you to retake any or all of the same UGotClass online course at a future offering within the next 12 months at no extra cost.

RECOGNITION: A pdf Certificate of Completion is issued by Learning Resources Network, Inc. and will list Green River College as its partner organization. **HELP:** Once the program has started, please direct all questions to info@ugotclass.org.

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 in this online program 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. Fee: \$495

Item: 33217 **Online** **Online**
 Sessions: 1 Feb 3 – May 2 12 am – 11:59PM

UGotClass Online Certificates

Bookkeeping Certificate

Get the knowledge you need to measure and manage the financial health of your business. Whether you are an entrepreneur, running a family business, or just looking to advance your career, this program will help you understand how the bookkeeping process works and how to complete the accounting cycle accurately and in a timely fashion. This program focuses on cash basis accounting. 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) See p 6 for details. Fee: \$495

Item: 33203 **Online** **Online**
 Sessions: 1 Feb 3 – May 2 12AM – 11:59PM

Certificate in Quickbooks Online

Fee: \$395

Item: 33204 **Online** **Online**
 Sessions: 1 Feb 3 – Mar 28 12AM – 11:59PM

UPCOMING INFORMATION SESSIONS

Information sessions are online. Registration is required.

HUMAN RESOURCES CERTIFICATE
January 23, 2025 at 6 - 7 PM

LEADERSHIP AND SUPERVISION CERTIFICATE
January 13, 2025 at 6 - 7 PM

PARALEGAL CERTIFICATE
February 11, 2025 at 6 - 7 PM

UGotClass Online Certificates

Non-Profit Administration Certificate

In today's competitive marketplace non-profits must operate like businesses. Effective revenue generation and program evaluation are essential. In this online program, discover how to build new revenue streams, expand existing services, and effectively set prices and fees. Improve evaluation planning and data collection, analysis and use. Learn about the challenges organizations face when conducting evaluations and reporting results to funders. By course completion, you'll have a complete program logic model and an evaluation plan ready for implementation. THE PROGRAM: The Non-Profit Administration Certificate is offered through our partner, Learning Resources Network, Inc. (aka UGotClass). It is composed of two, month-long courses: 1. Revenue Generation for Non-Profits 2. Program Evaluation for Non-Profits. Once the program has started, please direct all questions to info@ugotclass.org. See p 6 for details. Fee: \$595

Item: 33215 **Online** **Online**
 Sessions: 1 Feb 3 – May 2 12AM – 11:59PM

CAREER AND TRADE SKILLS

Flagger Training

Training consists of classroom instruction and state certification in flagging, traffic control and safety. Upon successful completion participants receive a certification card valid for three years. Students must be at least 18 years of age. Bring lunch and wear closed-toe shoes. Special arrangements can also be made for group training at your business location. Textbook included. Fee: \$99

Item: 31051	Judy Gale	Auburn Center	AC 160
Sessions: 1 Sa	Feb 1	8AM – 4PM	
Item: 31053	Judy Gale	Auburn Center	AC 160
Sessions: 1 Sa	Feb 22	8AM – 4PM	
Item: 38220	Judy Gale	Enumclaw	ENM 16
Sessions: 1 W	Jan 15	8AM – 4PM	
Item: 38223	Judy Gale	Enumclaw	ENM 16
Sessions: 1 W	Mar 12	8AM – 4PM	

Forklift

This course is designed to train operators for certification in sit-down, counter-balanced forklift trucks--light, medium and heavy duty. You will complete written and hands-on testing to meet OSHA, WISHA and L&I requirements. Class meets Department of Labor certification standards. Additional classes will be held on demand or at business locations. Forklift recertification available for \$199.

Item: 38009		Trades	TT A109
Sessions: 1 Sa	Feb 22	9AM – 5PM	
Item: 38011		Trades	TT A109
Sessions: 1 Sa	Mar 29	9AM – 5PM	

COMMUNICATION AND PROFESSIONAL EXCELLENCE

The Art of Networking



This course, "The Art of Networking" focuses on developing essential networking skills through active listening, creating a strong presence both in person and via Zoom, and crafting effective communication strategies. Participants will learn to create their own networking scripts and make memorable connections that drive business success. Fee: \$69

Item: 33174 **Patricia (Trish) Tatarek** **Kent Campus** **KC 324**
 Sessions: 1 W Mar 12 6 – 9PM

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: \$99

Item: 34902 **Benjamin Hartnett** **Online** **Zoom**
 Sessions: 2 W Mar 5 – 12 6 – 9PM

UGotClass Online Certificates

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, Gen Xers, and Gen Yers 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. Once the program has started, please direct all questions to info@ugotclass.org. See p 6 for details. Fee: \$595

Item: 33205 **Online** **Online**
 Sessions: 1 Feb 3 – May 2 12AM – 11:59PM

HEALTH CARE

Adult Family Home Administrator-Training

A mandatory 54-hour training course is required to become licensed as a Washington State Adult Family Home owner. AFH Administrator training requirements include the ability to pass an English and reading exam. All training materials are provided.

This is a non-credit class, you do not need to be a Green River College student to enroll. You will receive a certificate after successful completion of the course. This certificate currently does not expire.

Washington DSHS requires that students provide proof of English proficiency with an English proficiency exam, to pass this course. Due the day before the first day of class.

Instructions on this requirement will be sent to registered students, and prior to the first day of class. Requirement: English proficiency exam at GR, scoring 72 or higher. Contact ce@greenriver.edu if you have questions.

If you fail the English proficiency, by the end of the first day of class, you will not receive a refund. You will be switched to the next available training class.

Students must attend 85% of classes to receive the certificate. Students cannot miss more than eight hours (one class day) of the course for their certificate to be issued.

Homework assignments are due by the following class. There is a homework help class on Tues. from 6 – 7p.m., please attend if you need help.

Computer proficiency is required. There will be an orientation class to show students how to use Zoom and navigate Canvas. This class is required prior to the first day of the Adult Family Home Training class.

A cell phone will not be adequate. If you do not have a computer/laptop, please contact our department at ce@greenriver.edu to reserve space in a computer lab.

Registration for this class will close a week prior to the start date for processing all required documentation. Fee: \$779

Item: 31155	Violet Mwangi	Virtual Class	Zoom
Sessions: 4 Tu	Jan 7 – 28	6 – 7PM	
	Evelyn Galasso		
Sessions: 7 F, Sa	Jan 10 – 31	8AM – 4:15PM	
Item: 31157	Violet Mwangi	Virtual Class	Zoom
Sessions: 4 Tu,	Mar 4 – 25	6 – 7PM	
	Evelyn Galasso		
Sessions: 7 F, Sa	Mar 7 – 28	8AM – 4:15PM	

Spanish for Medical Professionals

Are you frustrated by the communication gaps that can occur between you and your Spanish-speaking patients? This course, designed specifically for healthcare professionals, will help you bridge that gap. Learn the alphabet, months and days of the week, body part vocabulary, medical terminology and power verbs. Gain an understanding of the culture, and know how to ask questions crucial to quality health care. Spanish for Medical Professionals is offered through our partner, Learning Resources Network, Inc. (aka UGotClass). Fee: \$290

Item: 33216 **Online** **Online**
 Sessions: 1 Feb 3 – Mar 28 12AM – 11:59PM

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.

Employment Outlook:

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: 33121 **C Malone, M Henning** **Online** **Zoom**
 Sessions: 1 Th Jan 23 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: 33106 **C Malone, J Drinen, M Henning** **Online** **Zoom**
 Sessions: 12 Jan 30 – Mar 11 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: 33122 **Claudia Malone** **Online** **Zoom**
 Sessions: 1 Th Jan 30 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: 33125 **Claudia Malone** **Online** **Zoom**
 Sessions: 2 Tu, Th Feb 4 – 6 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: 33127 **Margaret Henning Farber** **Online** **Zoom**
 Sessions: 2 Tu, Th Feb 11 – 13 6 – 9PM

Compensation and Benefits

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

Item: 33128 **Margaret Henning Farber** **Online** **Zoom**
 Sessions: 2 Feb 18 – 20 6 – 9PM

Recruitment and Selection

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

Item: 33126 **Claudia Malone** **Online** **Zoom**
 Sessions: 2 Tu, Th Feb 25 – 27 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: 33129 **Margaret Henning Farber** **Online** **Online**
 Sessions: 1 Tu Mar 4 6 – 9PM

Instructor Bio

Margaret Henning Farber

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. Throughout her career Margaret has had the opportunity and honor to guide teams through tremendous tasks and changes. She also trains managers and team members 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.

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: 33130 **Claudia Malone** **Online** **Zoom**
 Sessions: 1 Th Mar 6 – 21 6 – 9PM

HR Administration

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

Item: 33131 **Margaret Henning Farber** **Online** **Zoom**
 Sessions: 1 Tu Mar 11 6 – 9PM

LEADERSHIP AND SUPERVISION

6 Class Series

Leadership and Supervision Certificate

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

Item: 33177 **Sara Johnson** **Online** **Zoom**
 Sessions: 12 M, W Jan 27 – Mar 12 6 – 9PM

Leadership and Supervision Certificate Information Session

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

Item: 33175 **Sara Johnson** **Online** **Zoom**
 Sessions: 1 M Jan 13 6 – 7PM



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 supervise 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.

Employment Outlook:

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

Visit greenriver.edu/ce online for course details.

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: 33180 **Sara Johnson** **Online** **Zoom**
 Sessions: 2 M, W Jan 27 – 29 6 – 9PM

Student quote for Working With Difficult People:

"I thought Sara's perspective that I may be the challenging person in a given situation did shine a lot of light on how I may work with people. It was a great perspective."

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: 34901 **Sara Johnson** **Online** **Zoom**
 Sessions: 2 M, W Feb 3 – 5 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: 33183 **Sara Johnson** **Online** **Zoom**
 Sessions: 2 M, W Feb 10 – 12 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: 33184 **Sara Johnson** **Online** **Zoom**
 Sessions: 2 M, W Feb 24 – 26 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: 33185 **Sara Johnson**
 Sessions: 0 Mar 3 – 5 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: 33186 **Sara Johnson** **Online** **Zoom**
 Sessions: 2 Mar 10 -12 6 – 9AM

LEGAL

Paralegal Certificate Information Session

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

Item: 33170 **Anthony Piedra** **Online** **Zoom**
 Sessions: 1 Tu Feb 11 6 – 7PM

Paralegal Certificate Part 1: Paralegal Essentials

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

Item: 33172 **Anthony Piedra** **Online** **Zoom**
 Sessions: 9 Tu, Th, Sa Feb 18 – Mar 15 6 – 9PM
 One Sat session: Mar 15 9AM – 4PM

Instructor Bio

Anthony Piedra

Anthony Piedra has joined the continuing education department at Green River College as the instructor for the Paralegal Certificate Course for the 2024 session. Mr. Piedra has worked as a Paralegal for over 16 years where he primarily focuses on civil litigation in both state and federal courts, editor/debtor/collection law, personal injury, family law and corporate law. He has worked on cases involving bad-faith insurance, fraud, debt collection, agribusiness, healthcare litigation and bankruptcies. Mr. Piedra has extensive corporate experience including transactional, corporate governance, insurance risk (policy) management, medical facility accreditation, and general corporate functions including the formation and dissolution of entities and preparation and management of corporate minute books and filings of hundreds of entities in various domiciles. Mr. Piedra has extensive experience in training new legal assistants in being able to become versed in law office and legal procedures.

MARKETING, SALES AND SOCIAL MEDIA



UGotClass Online Certificates

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. Once the program has started, please direct all questions to info@ugotclass.org. See p 6 for details. Fee: \$495

Item: 33210 **Online** **Online**
 Sessions: 1 Feb 3 – May 2 12AM – 11:59PM

PROJECT MANAGEMENT

Project Stakeholder and Communications Management

Effective communication is the glue that holds the project together, and managing stakeholders is arguably the greatest challenge a project manager faces. Learn your individual communications style and how it compares to others. Explore your own Emotional Intelligence. Discover how to effectively build, develop and manage a team. You'll also learn how to manage up and successfully influence difficult stakeholders. Price includes an I Speak questionnaire and manual. See website for required and recommended textbooks. PDUs: 15. Fee: \$359

Item: 32800 **Daniel Yeomans** **Online** **Zoom**
 Sessions: 5 M, W Jan 13 – 29 6 – 9PM

Agile Project Management: Scrum and Kanban

Many companies use a combination of both traditional and Agile PM methods to implement requirements. Additionally, Agile is a focus area on the PMP Certification exam. This course features Agile methodology, highlighting Scrum and Kanban. Learn the Agile process, explore roles and responsibilities of the product owner, ScrumMaster and team, develop product and sprint backlogs, and build fun products using the methodology. Our goal is to prepare you to enter an Agile environment and succeed. Prerequisite: Project Management Basics: Initiating the Project or knowledge of Agile Project Management. PDUs: 15 Fee: \$359

Item: 32807 **Daniel Yeomans** **Online** **Zoom**
 Sessions: 5 M, W Feb 3 – 19 6 – 9PM

Microsoft Project 2019

Microsoft Project should be one of the most frequently used tools in your project management toolbox. Learn the basics of Project; create a project from scratch; work with task types, scheduling options and constraints; set-up resources, resolve resource conflicts and pool them for sharing; manage the schedule consistent with the critical path and project baseline; consolidate projects; print project dashboards, views and reports and much more. See website for prerequisite and textbook information. PDUs: 15 Fee: \$389

Item: 32809 **Mikel Aldrich** **Online** **Zoom**
 Sessions: 5 M, W Feb 24 – Mar 10 6 – 9PM

Project Management Certificate Capstone

Apply the knowledge acquired from previous courses as you manage an end-to-end simulated project. You will gain an understanding of the key tools and techniques used in all phases of the project, and you will be challenged to think out of the box as various scenarios threaten to throw your project off-track. In the end, you and your team will develop a comprehensive project plan that you can utilize in your real-world environment. Prerequisite: Completion of all Project Management Certificate program required courses. PDUs: 12 Fee: \$279

Item: 32812 **Daniel Yeomans** **Online** **Zoom**
 Sessions: 4 M, W Mar 12 – 24 6 – 9PM

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.

Employment Outlook:

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



*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.

4 Class Series

Project Management Certificate Part B

Take the Project Management Certificate Part B (4 Class Series) at a discounted rate. Series includes the final four required courses in the Certificate Program: Project Stakeholder and Communication Management, Agile Project Management, Microsoft Project 2019 and the Project Management Certificate Capstone. Prerequisites: Project Management Certificate Part A and good working knowledge of Windows, Word and Excel. Visit greenriver.edu/ceCertificates for required textbooks. PDUs: 57 Fee: \$1179

Item: 32794 **D Yeomans, M Aldrich** **Online** **Zoom**
 Sessions: 19 M, W Jan 13 – Mar 24 6 – 9PM

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: 31120 **Arranged**
 Sessions: 0 Jan 2 – Mar 21 12AM – 11:59PM

SMALL BUSINESS DEVELOPMENT

4 Class Series

Start a Successful Business

Learn the essential components for starting a profitable small business by taking the Start a Successful Business (4 Class Series). Series includes Business Start-Up and Management, Business Marketing, Business Financial Management and Developing a Business Plan at a discounted price. Fee: \$169 Fee: \$177

Item: 33190 **Kevin Grossman** **Kent & Online** **KC 324**
 Sessions: 4 W Feb 5 – 26 5:30 – 7:30PM

Business Start-Up and Management

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

Item: 33192 **Kevin Grossman** **Kent & Online** **KC 324**
 Sessions: 1 W Feb 5 5:30 – 7:30PM

Business Marketing

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

Item: 33193 **Kevin Grossman** **Kent & Online** **KC 324**
 Sessions: 1 W Feb 12 5:30 – 7:30PM

Business Financial Management

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

Item: 33194 **Kevin Grossman** **Kent & Online** **KC 324**
 Sessions: 1 W Feb 19 5:30 – 7:30PM

Developing a Business Plan

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

Item: 33191 **Kevin Grossman** **Kent & Online** **KC 324**
 Sessions: 1 W Feb 26 5:30 – 7:30PM

Instructor Bio

Kevin Grossman

Kevin is a Certified Business Advisor with the Small Business Center at Green River College. Kevin advises business owners of start-up companies to those with \$50MM in annual revenues, in industries including professional services, advanced manufacturing, construction, medical, and software developer development. He helps with a wide range of issues, from business planning and forecasts to governance and decision making, operational, facilities, financial management and succession planning. He enjoys sharing information and drawing on his broad background to provide students with the knowledge, context and relevant stories for a valuable learning experience.

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: 32972 **Gayle Larson** **Kent Campus** **KC 255**
 Sessions: 4 Tu, Th Jan 28 – Feb 6 5:30 – 9PM

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: 32778 **WT Building** **WT 16**
 Sessions: 2 Sa Feb 8 – 15 10AM – 2PM

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: \$350

Item: 32769 **Online** **Zoom**
 Sessions: 21 Tu, Th Jan 7 – Mar 18 6 – 8PM

CompTIA A+ and 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: \$350

Item: 32770 **Alexander Ollivant** **Online** **Zoom**
Sessions: 19 M, Tu Jan 6 – Mar 17 6 – 8PM

CompTIA Security+ and 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: \$350

Item: 32775 **Paul Haithcock** **Online** **Zoom**
Sessions: 19 M, W Jan 6 – Mar 17 6 – 8PM

DATA SCIENCE

Data Analyst Certificate Part 2: Python for Data Analysis

Python is a versatile and easy-to-use language that's used by data analysts for data mining and data analytics. Learn the basics of Python by exploring the variables, expressions, functions and classes. Create basic programming structures using decisions and loops. Create code for data processing using Pandas for analytics. For prerequisites and program details, visit greenriver.edu/ceCertificates. Fee: \$559

Item: 32968 **Jim Parshall** **Online** **Zoom**
Sessions: 8 Tu, Th Feb 18 – Mar 13 6 – 9PM

Instructor Bio

Jim Parshall

Jim has been teaching professionally for over 25 years. His career in the computer industry began as one of the early Microsoft Certified Trainers specializing in database systems and large scale architecture. He's 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 and has 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.

Data Analyst Certificate



Program Overview

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

Green River's new Data Analyst Certificate teaches you how to extract data from a database, organize and massage the data and present your findings through well-designed data graphics.

The Certificate is Recommended for Individuals who

- Want to use data to support business decisions
- Are responsible for organizing and analyzing complex data
- Are seeking a new career in technology and data collection/analysis
- Want to increase their value to their employer or improve marketability in the job market

Program Features

- Curriculum is developed and taught by data analyst professionals
- Courses are offered in the evenings and on weekends, so they don't interfere with work
- Complete the Certificate in as little as three quarters or at your own pace
- Register for courses individually, or register for a series of courses and save

Employment Outlook

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.

MICROSOFT OFFICE

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

Item: 32978	Gayle Larson	Enumclaw	ENM 13
Sessions: 3 F	Feb 21 – Mar 7	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: 32980	Gayle Larson	Enumclaw	ENM 13
Sessions: 1 F	Feb 21	8AM – 4PM	

Microsoft Excel 2021/ Office 365 Level 2

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

Prerequisites: Successful completion of Microsoft Excel 2021/ Office 365 Level 1 or the ability to organize, calculate, analyze, revise, update and present data. Possess the ability to create and save worksheets; entering, move and manipulate data; use formulas and functions; format text, numbers and cells; create charts; complete data entry shortcuts; manage, print and share workbooks. Microsoft Windows proficiency.

For more information, please refer to our course outline.

This class is also part of the Microsoft Excel 2019 Series, which includes Levels 1, 2 and 3 at a discounted rate. Fee: \$149

Item: 32984	Gayle Larson	Enumclaw	ENM 13
Sessions: 1 F	Feb 28	8AM – 4PM	

Microsoft Excel 2021/ Office 365 Level 3

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

Textbook included.

Prerequisites: Successful completion of Microsoft Excel 2021/ Office 365 Level 2 or the ability to manage complex workbooks; build complex functions, use data analysis tools like PivotTables and PivotCharts and leverage presentation features. Microsoft Windows proficiency.

For more information, please refer to our course outline.

This class is also part of the Microsoft Excel 2021/Office 365 Series, which includes Levels 1, 2 and 3 at a discounted rate. Fee: \$149

Item: 33093	Gayle Larson	Enumclaw	ENM 13
Sessions: 1 F	Mar 7	8AM – 4PM	

PROGRAMMING

UGotClass Online Certificates

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). It is composed of three, month-long courses: 1. Introduction to Coding 2. CSS Fundamentals 3. HTML Fundamentals. Once the program has started, please direct all questions to info@ugotclass.org. See p 6 for details. Fee: \$595

Item: 33209	Online	Online
Sessions: 1	Feb 3 – May 2	12AM – 11:59PM

WEB AND GRAPHIC DESIGN

2 Class Series

Graphic Design Certificate Part 2

Take the Graphic Design Certificate Part 2 (2 Class Series) at a discounted rate. Series includes Working Designer and Illustrator CC. Visit greenriver.edu/ceCertificates for prerequisites, required textbooks and recommended software. Fee: \$589

Item: 33092 **Morgan Olson** **Online** **Zoom**
 Sessions: 9 M, W Jan 13 – Feb 12 6 – 9PM

Illustrator CC

Illustrator is the premier program for artists creating vector graphics. Vector graphics enable you to create works of art that can be scaled up and down without losing quality. Through in-depth explanation and step-by-step instructions, you will learn Illustrator's interface, drawing tools, transformation techniques, color creation, appearance setting, effects and file preparation to express your visual ideas for print and digital devices.

See website for prerequisites, recommended textbook and recommended software. Fee: \$469

Item: 33099 **Morgan Olson** **Online** **Zoom**
 Sessions: 6 M, W Jan 27 – Feb 12 6 – 9PM

Working Designer

Knowing how to represent yourself professionally as a graphic designer is important, whether you choose to work for a design firm or as a freelance designer. Understanding your client's needs, designing professional contracts, being aware of red flags, estimating and negotiating project costs, developing creative briefs and learning how to market yourself are the skills you will gain thru in-depth lectures and group projects. See website for prerequisites and recommended textbook. Fee: \$209

Item: 33094 **Morgan Olson** **Online** **Zoom**
 Sessions: 3 M, W Jan 13 – 22 6 – 9PM

Instructor Bio

Morgan Olson

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



UGotClass Online Certificates

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. Once the program has started, please direct all questions to info@ugotclass.org. See p 6 for details. Fee: \$595

Item: 33207 **Online** **Online**
 Sessions: 1 Feb 3 – May 2 12AM – 11:59PM



UGotClass Online Certificates

WordPress Certificate

WordPress is the most popular content management system (CMS) for website and blog design. Learn all the initial steps and the required elements for having a website; identify how to build a simple WordPress website or blog; customize your WordPress site by hand-coding HTML, CSS, and PHP; and apply search engine optimization (SEO) techniques to improve your website ranking and much more. THE PROGRAM: The WordPress Certificate is offered through our partner, Learning Resources Network, Inc. (aka UGotClass). It is composed of three, month-long courses: 1. Website Set-Up 2. WordPress Fundamentals 3. Advanced WordPress. Once the program has started, please direct all questions to info@ugotclass.org. See p 6 for details. Fee: \$495

Item: 33212
 Sessions: 0 Feb 3 – May 2 12AM – 11:59PM

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.

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 In Accord 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-ed2go

To view the entire catalog or to register, visit:

greenriver.edu/ce-careertraining

Personal Interest

CREATIVE ARTS AND CRAFTS

Acrylic Painting: Winter Series

Create a gallery of artwork! In each lesson, students will paint a different fall-themed art piece with step-by-step instruction using acrylic paints. Students will learn techniques and best practices to nurture the artists in all of them, learn interesting facts about the weekly painting subjects, and gain confidence to explore painting and artistic freedom further. This course is geared toward beginner students, and no experience is necessary! Please visit CE website for the supply list. Fee: \$199

Item: 34925 **Erick Rodriguez** **Online** **Zoom**
 Sessions: 5 We Jan 29 – Feb 26 6PM – 8PM

Drawing for Beginners

In this introductory course students will learn the basics of composition, contouring, value marking and how to use them in their own art practice. Multiple drawing tools will be demonstrated to help students find which ones best suit their artistic style. Students will practice drawing through observations of still life. Please visit CE website for the supply list. Fee: \$159

Item: 35238 **Carmen Williams** **Cedar Hall** **CH 201**
 Sessions: 6 Sa Jan 25 – Mar 1 10AM – 12PM



Basics of Garment Construction

Do you want to create your own holiday costumes or learn how to sew on a button? Are you interested in tailoring ready-to-wear? If so, then this class is for you. Come learn the basics of costume design using commercial patterns as the basis of your creations. This class also covers how to take accurate measurements, safely cut fabric, and make 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: \$139.00

Item: 31121 **Carmen Williams** **Cedar Hall** **CH 201**
 Sessions: 6 Sa Jan 25 – Mar 1 1 – 3PM

Digital Photography 1

Move beyond the auto mode of your digital camera and take great photos in any situation! Through this basic hands-on course, you will explore modern photography in simple, real-world terms. You will learn about exposure, shutter speed, focus, flash, aperture, depth of field, ISO, and much more. Please bring a digital camera with full manual control and a complete owner's manual. Recommended Supplies: Digital camera, with user guide, that is capable of full manual control. Fee: \$179

Item: 32961 **Roger Young** **Enumclaw** **ENM 16**
 Sessions: 6 W Jan 8 – Feb 12 6:30 – 9PM



Digital Photography 2

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

Item: 32965 **Roger Young** **Enumclaw** **ENM 16**
 Sessions: 6 W Feb 26 – Apr 2 6:30 – 9PM

iPhone Photography

This class is for iPhone photographers with little to no experience making images with the iPhone. Learn some of the secrets to capturing stellar images and some of the basic fundamentals of photography. Gary McCutcheon, professional and fine art photographer, will help you to learn and handle an iPhone as an image making tool. You will explore the settings, learn to focus and control exposure. Learning some basic composition skills will help you put together an image that you will then be able to enhance with the phone's built in editing technology. Give your pictures the creative flair that will make you enjoy your photography even more. Android phones are also welcome. Fee: \$119

Supply List: iPhone/Android phone, Phone Charger, Paper, Pen/Pencil

Item: 31110 **Gary McCutcheon** **Cedar Hall** **CH 102**
 Sessions: 6 Tu, Th Feb 4 – 13 6:30 – 8:30PM

Item: 31111 **Gary McCutcheon** **Cedar Hall** **CH 102**
 Sessions: 6 Tu, Th Feb 18 – 27 6:30 – 8:30PM

Fused Glass 1

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

Item: 32713 Sessions: 1 Sa	Diana Wendt Jan 11	Blue Dog Glass 9AM – 1PM	Studio
Item: 32721 Sessions: 1 Sa	Diana Wendt Feb 8	Blue Dog Glass 9AM – 1PM	Studio
Item: 32722 Sessions: 1 Sa	Diana Wendt Mar 8	Blue Dog Glass 9AM – 1PM	Studio



Fused Glass 1: 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 or 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: 32723 Sessions: 2	Diana Wendt Sa Jan 25 Su, Jan 26	Blue Dog Glass 9AM – 1PM 9:30AM – 11AM	Studio
Item: 32724 Sessions: 2	Diana Wendt Sa, Feb 22 Su, Feb 23	Blue Dog Glass 9AM – 1PM 9:30AM – 11AM	Studio
Item: 32726 Sessions: 2	Diana Wendt Sa, Mar 22 Su, Mar 23	Blue Dog Glass 9AM – 1PM 9:30AM – 11AM	Studio

Jewelry Making 101

This introductory 2-week course is designed to introduce beginners to the art of making jewelry. Through a series of hands-on lessons students will learn fundamental techniques and skills necessary to create their own beautiful jewelry pieces. From basic string beading to making earrings, necklaces and bracelets using different jewelry making pliers to create that special piece of jewelry. The Modda Deluxe Jewelry Making Kit is recommended for the class. Please go to CE website to obtain the link. Fee: \$89

Prerequisites: None. This course is open to beginners with no prior experience in jewelry making.

Course Materials: Please note, all necessary tools and materials will be purchased by the students. Students are encouraged to bring their creativity and enthusiasm for learning.

Conclusion: By the end of this course students will have gained the knowledge, skills and confidence to continue exploring the art of jewelry making on their own.

Item: 35180 Sessions: 2 We	Angela Walker Feb 5 – 12	Cedar Hall 6 – 8PM	CH 201
--------------------------------------	------------------------------------	------------------------------	---------------

HEALTH, BODY AND FITNESS

Mind and Body Wellness

Join Amber, a Functional Medicine Health Coach for enlightening classes that focus on self-discovery and healing. She believes that taking care of your mind, body and spirit are essential for a balanced and fulfilling life. No prior experience is necessary. Fee: \$35

Item: 33434 Sessions: 1 W	Amber Williams Jan 15	Virtual Class 7 – 8PM	Zoom
Item: 33436 Sessions: 1 Th	Amber Williams Jan 29	Virtual Class 7 – 8PM	Zoom

Intro to Afro-Caribbean Drumming and Dancing



Come explore the mystery, power, and elegance of Afro-Caribbean drumming and dancing! This 90-minute all levels workshop will provide you with a great introduction to Afro-Caribbean rhythms and further develop your rhythmic skills! This class is perfect for beginning to intermediate drummers! We will explore hand technique, timing, and fun to play polyrhythms! We’ll also explore songs that go with the drumming and some beginning dance moves that correspond directly to the polyrhythms. Drums provided, notes on the rhythms and songs included. Fee: \$109

Item: 34851 Sessions: 6 Mo	Blake Cisneros Jan 27 – Mar 10	Kent Campus 6:30pm – 8pm	KC 321
--------------------------------------	--	------------------------------------	---------------

Please note, there is no class on Feb 17.

Self Defense 101

Research indicates that women who successfully defend themselves are better able to quickly recognize threatening situations, express, and if necessary, physically enforce their boundaries. Learn those skills. Recognize assailant ploys and manipulations--and how to thwart them. Practice releases from common grabs and decisive strikes to vital targets. Assess your risks, and plan around them. Understand the connections between awareness, threats, and our media environment. Come prepared to challenge yourself--emPOWERment doesn't get more fun. Fee: \$289

Item: 37828 **Joanne Factor** **Highline College** **Bldg 4-109**
 Sessions: 6 Th Feb 13 – Mar 20 5:30 – 7:30PM

Before You Go-End of Life Planning



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. Fee: \$45

Item: 34898 **Wakil Matthews** **Virtual Class** **Zoom**
 Sessions: 2 Sa Feb 1 – 8 11AM – 12:30PM

HOME, GARDEN AND OUTDOORS

Basic Pruning



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

Join Alan Haywood for this hands-on class at Green River College, on main campus where he will provide best practices on pruning. Please note, the classroom session is a pre-requisite for the outing. Please bring pruning shears. Fee: \$49

Item: 33968 **Alan Haywood** **Cedar Hall** **CH 208**
 Sessions: 1 Th Jan 23 6:30 – 9PM

Item: 33971 **Alan Haywood** **Outing** **TBD**
 Sessions: 1 Sa Jan 25 11AM – 12PM

Item: 33972 **Alan Haywood** **Enumclaw** **ENM 4**
 Sessions: 1 Th Feb 20 6:30 – 9PM

Item: 33973 **Alan Haywood** **Outing** **TBD**
 Sessions: 1 Sa Feb 22 11AM – 12PM

Fruit Growing in Your Backyard

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

Item: 33974 **Alan Haywood** **Cedar Hall** **CH 208**
 Sessions: 1 Th Jan 30 6:30 – 9PM

Item: 33975 **Alan Haywood** **Enumclaw** **ENM 4**
 Sessions: 1 Th Feb 27 6:30 – 9PM



DIY Alaska Fishing Adventures

The Last Frontier is considered one of the greatest fishing destinations on the planet. Come and learn how to plan, organize and implement a world class fishing adventure without taking out a 2nd mortgage or breaking the bank. You will learn how to plan several different kind of adventures to both fresh and saltwater destinations. Class will include a resource notebook loaded with information. Instructor has planned and escorted 35 different Alaskan Fishing Adventures over the last 30 years. Fee: \$49

Item: 33699 **John Fiskum** **Cedar Hall** **CH 209**
 Sessions: 1 W Jan 22 6:30 – 8:30PM

Bucket List Fishing Adventures and Fly Fishing

Learn about 20 of the top Fly fishing destinations in the Western U.S. and B.C. We will discuss both "DIY" and fully guided options. Learn how to prepare an incredible itinerary and experience some of the west's best fly fishing. Class will include a resource notebook loaded with useful information. Instructor has planned and escorted over 100 group destination fly fishing adventures over the last 30 years.. Fee: \$49

Item: 36274 **John Fiskum** **Enumclaw** **ENM 9**
 Sessions: 1 W Feb 5 6:30 – 8:30PM



Introduction to Cross Country Skiing

In this session, you will learn about how to get started in this incredible lifetime sport that is family friendly and affordable. We will discuss the essential equipment, how to dress, where to go for day trips, overnights, and extended getaways. Plus how to get snow condition and grooming reports for Washington XC ski areas. After this session, we offer 3 optional outings to local Cross Country Ski areas for a hands on experience on the trails. This instructor has over 30 years of experience organizing and leading group Cross Country Ski trips in Washington and all over the west. This class is a pre-requisite for the outings.

Fee: \$49

Item: 33729	John Fiskum	Cedar Hall	CH 208
Sessions: 1 W	Jan 8	6:30 – 8:30PM	

This optional outing to a local Cross country ski area provides a hands-on lesson on the trails. the classroom session is a pre-requisite for this outing. Fee: \$89

Item: 33732	John Fiskum	Arranged
Sessions: 1 Sa	Jan 11	8AM – 1PM

Item: 33733	John Fiskum	Arranged
Sessions: 1 Sa	Feb 8	8AM – 1PM

Introduction to Snowshoeing

Snowshoeing is one of the fastest growing winter sports in America. The learning curve is short and the sport can enjoyed for a lifetime. In the classroom session we will discuss equipment, accessories, safety and how to dress for success, plus where to go both locally and regionally. After the classroom session there will be 2 optional Snowshoe Outings. Directions and logistics will be discussed in class. The classroom session is a pre-requisite for the outing. Fee: \$49

Item: 33803	John Fiskum	Cedar Hall	CH 208
Sessions: 1 W	Jan 15	6:30 – 8:30PM	

During this optional outing, you will implement the lessons learned in the classroom session as you snowshoe in a local area. The classroom session is a pre-requisite for the outing(s). Fee: \$89

Item: 33809	John Fiskum	Arranged
Sessions: 1 Sa	Jan 25	8AM – 1PM

Item: 33811	John Fiskum	Arranged
Sessions: 1 Sa	Feb 22	8AM – 1PM

Sourdough 101

Learn to maintain a sourdough starter, bake sourdough bread and use the discard! During this 3-hour course, you will perform the steps of bulk fermentation, resulting in one loaf which can be taken home to bake. Students need a Dutch oven to bake the loaf. We will also cover the microbiology behind sourdough starters, all steps necessary to create a perfect sourdough loaf, information on how to customize and troubleshoot your recipes, and tips for using your discarded starter. This course is appropriate for bakers of all skill levels.

Please bring a 4 quart glass mixing bowl, a kitchen scale (weight in grams), to use for your bread. You will go home with your brought items and dough to bake a loaf of bread, a tea towel for proofing, a jar of active starter, and handouts.

This class includes a jar of sourdough starter, proofing materials, and ingredients. Fee: \$109

Item: 31404	Kristen Frafjord	WT Building	WT 16
Sessions: 1 Sa	Jan 11	9AM – 12PM	

Item: 31405	Kristen Frafjord	WT Building	WT 16
Sessions: 0 Sa	Feb 8	9AM – 12PM	

Item: 31407	Kristen Frafjord	WT Building	WT 16
Sessions: 1 Sa	Mar 8	9AM – 12PM	

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. 6 sessions. This class uses Canvas. Fee: \$155

Item: 34903	Barbara Pau	Virtual Class	Zoom
Sessions: 8 Sa	Jan 18 – Mar 8	9 – 10:30AM	

Beginner Italian 2

This course is suitable for those who have completed part 1 of Beginner Italian Conversation Class, or who already have a good knowledge of the basics of the Italian language and want to improve pronunciation, conversational skills, and vocabulary, either for personal or professional purposes. Fee: \$155

Item: 34910	Barbara Pau	Zoom
Sessions: 6 Sa	Feb 1 – Mar 8	11AM – 12:30PM

French I

This language course emphasizes conversation but also includes reading, writing, speaking and understanding the language. Course is geared toward the adult student seeking control of a language for practical application such as travel. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Recommended Textbook (available online and at the campus Papertree Bookstore): French in 10 Minutes a Day by Kristine K. Kershul (ISBN #1931873291) Fee: \$165

Item: 32827 **Arthur Morris** **West Building** **WB 108**
 Sessions: 8 Th Feb 6 – Mar 27 6:30 – 8:30PM

Spanish 1

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

Item: 32826 **Arthur Morris** **West Building** **WB 108**
 Sessions: 8 W Feb 5 – Mar 26 6:30 – 8:30PM

Spanish 2

We will continue to emphasize conversation, but we will expand on reading, writing, speaking and understanding the language. This course is geared to expand on previous knowledge for practical application such as traveling. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Prerequisite: Spanish 1. Fee: \$165

Item: 32822 **Arthur Morris** **West Building** **WB 108**
 Sessions: 8 M Feb 3 – Mar 31 6:30 – 8:30PM



French II

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

Item: 32824 **Arthur Morris** **West Building** **WB 108**
 Sessions: 8 Tu Feb 4 – Mar 25 6:30 – 8:30PM

Instructor Bio

Arthur Morris

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

Japanese: Beginning Conversational

An introduction to Japanese language and culture designed for students with little to no experience. A focus on conversational skills, pronunciation, everyday expressions, basic vocabulary, simple sentence structure, and basic grammar. Reading and writing are not covered. Fee: \$129

Item: 34888 **Earle Oda** **Zoom**
 Sessions: 8 T Jan 7 – Mar 4 6 – 7:15pm
 No class on Feb 25

Japanese: Reading and Writing for Beginners

Learn how to read and write Japanese! A beginning course dedicated to learning two essential types of Japanese writing systems - Hiragana and Katakana. Completion of Japanese: Beginning Conversational or familiarity with Japanese sounds is required. Students are expected to practice on their own through repetition and memorization. This course will complement the spoken language and lay the foundation for learning Kanji (Chinese characters). The instructor recommends that students purchase a Japanese Stationary Genkouyoushi Writing Notebook (available on Amazon for \$9.98) or similar notebook (not required). Fee: \$129

Item: 34889 **Earle Oda** **Zoom**
 Sessions: 8 W Jan 8 – Mar 5 6pm – 7:15pm
 No class on Feb 26

Korean Language and Culture for Beginners

Join our engaging Korean language and culture courses designed for both beginner and intermediate adult learners. Beginners will master Hangul (Korean alphabet), and essential phrases, and explore Korean customs, while intermediate students will expand vocabulary, improve conversation skills, and delve deeper into cultural nuances. Interactive activities such as role-playing, calligraphy, and traditional crafts make learning immersive and fun. This courses also include cultural workshops focusing on Korean traditions, art, and history to enrich your understanding of the language and society. Perfect for travel, work, or personal interest! Fee: \$159

Item: 39323 **Emily Won** **Highline College** **Bldg 10-102**
 Sessions: 8 Tu Jan 28 – Mar 18 6 – 8PM

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 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: 31416 **Tom Bowman** **Enumclaw** **ENM 15**
 Sessions: 3 W Feb 5 – 19 6 – 8:30PM

Item: 31417 **Tom Bowman** **West Building** **WB 108**
 Sessions: 2 Feb 15 – 22 9 – 12PM

Medicare Made Clear

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

Item: 31114 **Joyce Joneschiet** **Virtual Class** **Zoom**
 Sessions: 1 W Jan 15 6:30 – 8:30PM

Item: 31115 **Joyce Joneschiet** **Virtual Class** **Zoom**
 Sessions: 1 W Feb 19 6:30 – 8:30PM

Item: 31116 **Joyce Joneschiet** **Virtual Class** **Zoom**
 Sessions: 1 W Mar 12 6:30 – 8:30PM

MONEY MATTERS

Homebuying 101



Join Blake Cisneros and learn what it takes to sell your home in today, on rapidly evolving housing market. In this 2-hour course, Blake will share how one can prepare a home for sale, the pros and cons of hiring a real estate agent and how to sell for the highest price in the least amount of time. Lastly, Blake will provide best practices on what home improvements you should and should not make. Fee: \$49

Item: 34857 **Blake Cisneros** **Cedar Hall** **CH 208**
 Sessions: 1 Sa Jan 11 12PM – 2PM

Item: 34871 **Blake Cisneros** **Cedar Hall** **CH 208**
 Sessions: 1 Sa Feb 8 9AM – 12PM

Item: 34877 **Blake Cisneros** **Cedar Hall** **CH 208**
 Sessions: 1 Sa Mar 8 9AM – 12PM

MUSIC AND VOICE

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

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

Item: 31119 **Arranged**
 Sessions: 0 12AM – 11:59PM

WRITING



Creative Writing



This class focuses on the basic writing skills used in both fiction and nonfiction such as family stories, blog posts, personal essays, memoirs and short stories. Join Tiffany Doerr Guerzon, published book author and freelance writer as she teaches you how to effectively communicate your story. This class welcomes all writing levels. Beginners will find inspiration and community and experienced writers receive one professional edit of a finished piece from Tiffany at no additional cost. Fee: \$119

This class is structured for repeat registration with different themes and focuses each month, while maintaining a curriculum perfect for those interested in single term attendance.

We all have a story to tell and this class will take your writing to the next level.

Who should take this class?

1. Anyone who wants to write about their life experiences
2. Those interested in publishing creative fiction and nonfiction
3. Those who want to write down family memories to pass down
4. Those who wish to improve their writing skills
5. Anyone interested in writing

Item: 31951	Tiffany Doerr Guerzon	Virtual Class	Zoom
Sessions: 4 Tu	Jan 7 – 28	6:30 – 8:30PM	
Item: 31955	Tiffany Doerr Guerzon	Virtual Class	Zoom
Sessions: 4 Tu	Feb 4 – 25	6:30 – 8:30PM	
Item: 31957	Tiffany Doerr Guerzon	Virtual Class	Zoom
Sessions: 4 Tu	Mar 4 – 25	6:30 – 8:30PM	

Introduction to Screenwriting



A great script begins with personality! Write the script that only you can write and learn how to share it with the world in this introductory screenwriting course. Students will explore how to create memorable characters, build worlds for them, and tell their stories in a format designed for the screen in addition to sharing their work in a table reads. Writers will receive helpful feedback while learning the classic Hollywood formulas and requirements for screenwriting. Fee: \$189

Item: 35208	Stephanie Platter	Virtual Class	Zoom
Sessions: 6 Tu	Feb 11 – Mar 18		6 – 8:30PM

Instructor Questionnaire

Your Name: Tiffany Doerr Guerzon

What Class do you teach? Creative Writing

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

That everyone can write. That their story matters. And that they can gain confidence in their own skills as a writer.

Who should take this class? Anyone who wants to get their family stories down on paper, anyone who wants to express themselves creatively, anyone who has ever wanted to try creative writing, whether fiction or nonfiction.

Why do you want to teach this? As a professional writer I've seen the benefits of all forms of writing in my own life. I want to pass on that gift to others.

How did you get started with this topic? I took my first creative writing class through Green River Community Education 22 years ago and it sparked my interest in writing, which later became a career.

How has this skill/interest made an impact for you?

Writing has opened whole new worlds for me. Whether I am researching for an article or processing my own life on the page it is always enjoyable.

If you could tell students one thing about this class what would it be? Everyone can do this!

What have you learned from teaching? I am continually inspired by my students. I love hearing peoples' stories and watching their writing grow from an idea to a polished piece.

Instructor Bio

Tiffany Doerr Guerzon

Tiffany is a freelance writer and the mother of three children. Her work has been featured in the Christian Science Monitor, Brain, Child, This Land Press, Mei magazine, Parent.co, ParentMap, Submittable, WOW Women on Writing and over 60 regional parenting magazines across the US and Canada.

BUSINESS & TECHNOLOGY

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

Item: 32978	Gayle Larson	Enumclaw	ENM 13
Sessions: 3 F	Feb 21 – Mar 7	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: 32980	Gayle Larson	Enumclaw	ENM 13
Sessions: 1 F	Feb 21	8AM – 4PM	

Microsoft Excel 2021/ Office 365 Level 2

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

Prerequisites: Successful completion of Microsoft Excel 2021/ Office 365 Level 1 or the ability to organize, calculate, analyze, revise, update and present data. Possess the ability to create and save worksheets; entering, move and manipulate data; use formulas and functions; format text, numbers and cells; create charts; complete data entry shortcuts; manage, print and share workbooks. Microsoft Windows proficiency.

For more information, please refer to our course outline.

This class is also part of the Microsoft Excel 2019 Series, which includes Levels 1, 2 and 3 at a discounted rate. Fee: \$149

Item: 32984	Gayle Larson	Enumclaw	ENM 13
Sessions: 1 F	Feb 28	8AM – 4PM	

Microsoft Excel 2021/ Office 365 Level 3

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

Textbook included.

Prerequisites: Successful completion of Microsoft Excel 2021/ Office 365 Level 2 or the ability to manage complex workbooks; build complex functions, use data analysis tools like PivotTables and PivotCharts and leverage presentation features. Microsoft Windows proficiency.

For more information, please refer to our course outline.

This class is also part of the Microsoft Excel 2021/Office 365 Series, which includes Levels 1, 2 and 3 at a discounted rate. Fee: \$149

Item: 33093	Gayle Larson	Enumclaw	ENM 13
Sessions: 1 F	Mar 7	8AM – 4PM	

TRAIN YOUR EMPLOYEES AND
STAY COMPETITIVE



GREEN RIVER COLLEGE
**CUSTOMIZED
TRAINING** PROGRAMS

A skilled workforce is a key factor to business success.

Upgrade the skills of your current team or train new employees with our Corporate Training program. No business is too large or too small. We will customize training to your needs.

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

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

**ARRANGE A NO-COST
TRAINING CONSULTATION TODAY**

EXPAND YOUR BUSINESS

GREEN RIVER COLLEGE
SMALL BUSINESS CENTER



Darrell Sundell
PTAC Advisor



Taryn Hornby
SBDC Advisor



Kevin Grossman
SBDC Advisor



Melinda Martirosian
PTAC Advisor

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

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

SCHEDULE AN APPOINTMENT WITH ONE OF OUR BUSINESS OR GOVERNMENT CONTRACTING ADVISORS TODAY!



Partially funded by the SBA and local Cities.

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

Call 253-520-6260 or visit greenriver.edu/sbc



CONTINUING EDUCATION
12401 SE 320TH STREET
AUBURN, WA 98092-3622

Non-Profit Org.
U.S. Postage
PAID
Auburn, WA
Permit No. 184

CHECK INSIDE FOR NEW PERSONAL INTEREST CLASSES.



For current information go to [Greenriver.edu/ed](https://www.greenriver.edu/ed).

Register at ce@greenriver.edu