



FEATURED CLASSES



New



11

New



ANNOUNCING THE DISCOVERY ACADEMY FOR KIDS 8 - 14.

This is an innovative program developed with Highline College. Your child will get fun and enriching learning experiences in our camps designed just for them.

- » Full day camps
- » Project based learning
- » Transportation Drop off Options & Extended Care
- » Partnering with other public colleges for unique learning experiences
- » Art, Marine Sciences, Robotics, Coding, Kids in College, etc.

Registration will open on **January 3rd**. Sign up for our Discovery Academy mailer to receive links, information on how to register and an invitation for one of our **free** parent information sessions.

Sign up at
CE@greenriver.edu

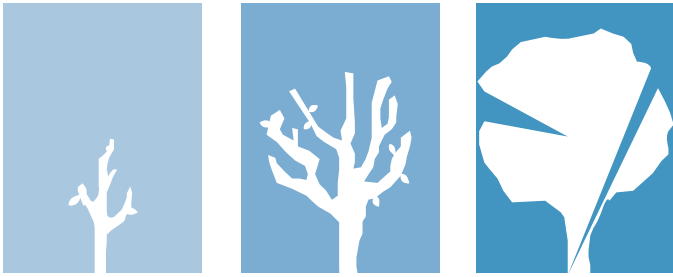


Main Auburn Campus:	Monday–Thursday Friday and Breaks	9:00am–5:00pm 9:00am–5:00pm
Auburn Center:	Monday–Thursday Friday and Breaks	7:30am–8:00pm 7:30am–5:00pm
Kent Campus:	Monday–Thursday Friday and Breaks	7:30am–8:00pm 7:30am–5:00pm
Enumclaw Campus:	Monday–Thursday Friday	8:00am–8:00pm Closed

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.



January 6th Select Committee Hearings Work: A Year Later

Tuesday, January 10th
Auburn Center 230 with Richard Elfers

Member Rate: \$29.00 (25202)
General Public: \$49.00 (25479)

It's certain that the hearings have had an enormous impact upon politics and government in the United States. Two years have now passed since the January 6th attempted coup. Find out the impact of those hearings upon Americans like you and me.

Memoirs Workshop

Saturday, February 4th

Auburn Main Campus West Building 109

Member Rate: \$39.00 (31279)

General Public Rate: \$59.00 (31286)

In this three-hour, short memoir workshop you will learn the basics of writing your stories in a compelling and creative way. Memoirs can easily become dry and factual. But the best memoirs pull the reader in by using the same elements used in fiction, such as descriptive writing, metaphor, conflict, tension, story arc and dialogue.

In the workshop we will do writing prompts focused on these elements, as well as write an outline or rough draft of a short memoir. Feel free to bring in a work in progress or start a new piece of writing.

Reading Circle

Every Other Saturday from January 21st -March 4th

Zoom

Member Rate: \$64.00 (31457)

General Public Rate: \$84.00 (31464)

This group will begin with some short story analysis, and choose a book to read for discussion in the other three

Professional Development

BUSINESS AND FINANCE



Accounting and Finance for Non-Financial Managers Certificate



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

Visit [greenriver.edu/ce](#) for course details.

Communication and Professional Ex



Human Resources

HR Generalist Certificate

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

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

Introduction to HR
Federal and State Employment Laws

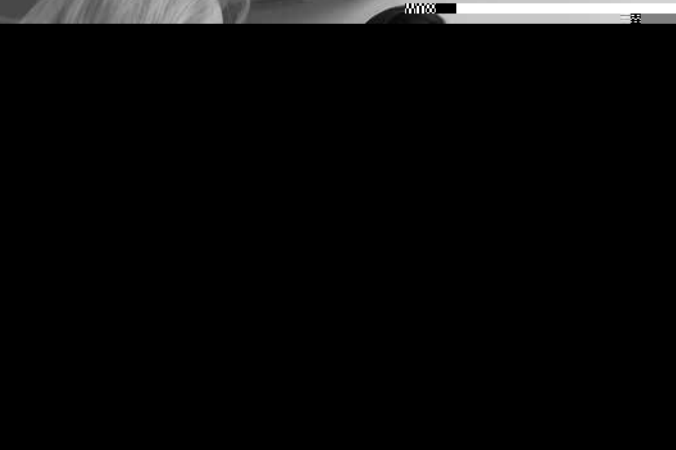
Page 9
Page 9



... 2 2



Supervision Certificate



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



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,

Project Management

Project Management Certificate



Acquire the skills to manage projects in a variety of industries. Our Project Management Certificate is designed for working professionals who are either starting out or moving up as project managers. Courses equip participants with skills that can immediately be applied in the workplace.

The Project Management Certificate consists of seven required courses (divided into two parts) and can be completed in as little as two quarters. Earn the certificate by taking the courses individually, or register for the Part 1 and Part 2 Series and save.

Project Stakeholder and Communications Management	Page 13
Agile Project Management	Page 13
Microsoft Project 2019	Page 13
Project Management Certificate Capstone	Page 13
	1/1
	1/1
Project Management Initiating the Project	2023
Project Planning and Scheduling Techniques	2023
Project Execution to Closing	2023



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

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

Visit greenriver.edu/ceCertificates for course details.

Project Management Certificate 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

Sessions: 9 M, W Jan 9 – Mar 22 6 – 9PM

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

Sessions: 5 M, W Jan 9 – Jan 25 6 – 9PM

Technology

Computer Basics

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

Sessions: 4 Tu, Th Jan 17 – Jan 26 5:30 – 9PM

Instructor Bio

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

Data Science

Data Analysts help companies make informed decisions, improve efficiencies, increase profits and achieve organizational goals.

Microsoft



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 price. Topics include entering, moving and manipulating data; using formulas and functions; formatting text, numbers and cells; creating charts; building more complex functions; using data analysis tools like PivotTables and PivotCharts; making an impact with powerful chart and presentation features; lookup and decision-making functions; auditing and error-handling; array functions; importing and exporting; what-if-analysis; automating repetitive tasks by recording and running macros; and forms. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbooks included.

The Microsoft Excel 2021 Series includes:

Microsoft Excel 2021 Office 365 Level 1

Microsoft Excel 2021 Office 365 Level 2

Microsoft Excel 2021 Office 365 Level 3

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

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

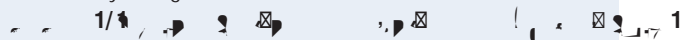
Sessions: 6 Tu, Th	Feb 7 – Feb 23	8AM – 4PM	
Sessions: 3 W	Mar 1 – Mar 15	8AM – 4PM	
Sessions: 3 F	Mar 3 – Mar 17	8AM – 4PM	

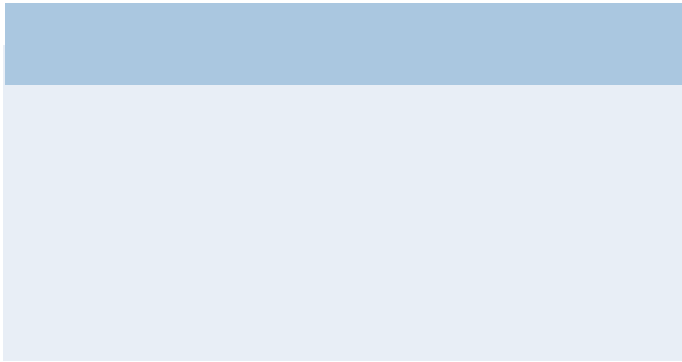
Microsoft Office 2021/365 Essentials Certificate




Discover the value of Microsoft Office 2021. Gain hands-on experience with Microsoft Office's most popular applications, including Word for word processing; Outlook for email, calendaring and contacts; PowerPoint for presentations; and Excel spreadsheets.

The Microsoft Office 2021 Essentials Certificate consists of four courses and can be completed in as little as one quarter. Earn the Certificate by taking the courses individually, or register for the Series and save.







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


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

For more information, please refer to our course outline.

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



Sessions: 1 F Feb 10 8AM – 4PM



Word's rich features and powerful tools can make creating professional documents easy and even fun. Topics include creating, formatting and proofreading documents; formatting characters and paragraphs; using Quick

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.

Program Features:

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

24/7

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

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.

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.

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.

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

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

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

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

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.

To view the entire catalog or to register, visit:

greenriver.edu/ce-careertraining

Home, Garden and Outdoors

Language and Culture

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): Spanish in 10 Minutes a Day by Kristine K. Kershul (ISBN #1931873305). Fee: \$155

Sessions: 8 Tu Jan 10 – Feb 28 6:30 – 8:30PM

Spanish II builds on what you learned in Spanish I. We will continue to emphasize conversation, but we will expand on reading, writing, speaking and understanding the language. This course is geared to expand on previous knowledge for practical application such as traveling. Cultural, historical and social points of interest are also presented to provide a well-rounded, informative language program. Fee: \$155

Sessions: 8 W Jan 11 – Mar 1 6:30 – 8:30PM

Spiritualism: An Exploration This course will be focused on the spiritual tools available to us all within the realm of the "metaphysical" or beyond what we see. We will cover oracle cards, pendulum work, the "claires" and techniques for meditation and other breath work. Fee: \$68

Sessions: 8 Tu Jan 10 – Feb 28 6:30 – 8:30PM

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



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

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

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

» Business Skills



