

GREEN RIVER COLLEGE

CONTINUING EDUCATION

scholar

SUMMER 2024

asses

CYBERSECURITY CLASSES



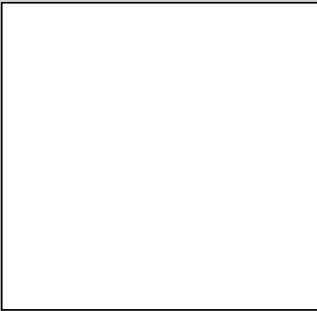
Project Management Classes

Pages 11 – 12



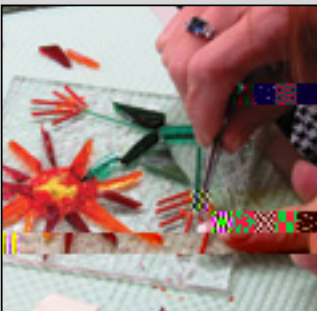
Cybersecurity Classes

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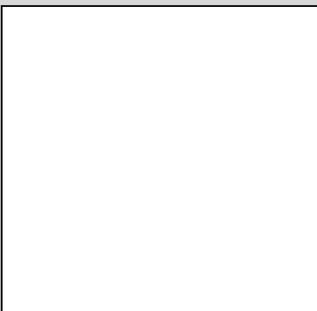
Fused Glass Classes

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Fishing Classes

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Stay Relevant with Continuing Education Classes

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

EASY WAYS TO REGISTER



REGISTER AND PAY ONLINE
greenriver.edu/ce



PHONE

Auburn Campus 253-33-6030
Auburn Center 253-28-3455
Kent Campus 253-520-6290
Enumclaw Campus 253-28-3400



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

GREEN RIVER LOCATIONS

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

HOURS

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

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-931-6460; TTY 253-288-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 changes in procedures, policies, calendars, requirements, program, courses and fees. When feasible, changes will be announced prior to their effective dates, but the responsibility for giving any particular notice of such changes. Nothing herein shall be construed to create any offer to contract or contractual rights.

DISCOVERY



MaST: Dive into the waters of marine biology!

Address: 28203 Redondo Beach Drive S, Des Moines, WA 98198

Sound Science Summer Camp offers campers the opportunity to participate in a variety of hands-on educational experiences at the MaST Center Aquarium. Explore 3 different beaches in Poverty Bay, puzzle together a marine mammal skeleton, build a robotic submarine, dissect a shark, and make algae pudding! Come learn about marine life at Highline College's MaST Center Aquarium. Fee: \$499.00

Drop-off/Pick-up Locations Available: Highline's MaST Center Aquarium, Green River College, Auburn Main Campus

Grade Level: Exiting 3rd – 5th Graders

Item: 13739 Ariel Wauhob Jul 15 – 18 MaST Aquarium

Sessions: 4 M, Tu, W, Th 9AM – 3:30PM (M)JTJ ET EMC /P <</Lang (en-US)/MCID 311 3n <48.5 190.8521ICDle:



The Chaos in Congress

June 25 (10am – 12pm)
Auburn Center, AC-160, Richard Elfers

Member Fee: \$29 (45223)

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: 13388 Online Arranged

Sessions: Online June 3 – Aug 30 12 – 12M

Bookkeeping Certificate

Get the knowledge you need to measure and manage the financial

health of your business. When you are a business owner, health of your business is the most important thing. This certificate program will help you understand the financial health of your business and how to improve it. The program is designed for business owners and managers who want to learn more about the financial aspects of their business. The program is self-paced and can be completed in 12 months. The fee is \$495.

THE PROGRAM: This program is designed to help you understand the financial health of your business and how to improve it. The program is self-paced and can be completed in 12 months. The fee is \$495.

Human Resources

8 class series HR Generalist Certificate



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

Item: 30566 C.Malone, M.Henning Zoom
Classes start in Fall.

Human Resources Overview

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

Benefits:

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

Who Should Attend:

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

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

Legal

Paralegal Certificate



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

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

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

Visit greenriver.edu/ce/Certificates for course details.

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, creditor/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

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

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

Item: 13096 Anthony Piedra Online Zoom
Sessions: 9 Tu, Th, Sa Jul 9 – Aug 16 – 9M

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: 13093 Mikel Aldrich Online Zoom
 Sessions: 5 M, W Aug 5 – 19 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: \$479

Item: 13379 Daniel Yomans Online Zoom
 Sessions: 4 M, W Aug 21 – Sept 4 6 – 9PM

Personal Online Security

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

Item: 14685 Alexander Ollivant Auburn Center AC-230
 Sessions: 1 Tu Jul 30 10AM – 12PM

Item: 14688 Alexander Ollivant Enumclaw ARR
 Sessions: 1 Tu Aug 6 10AM – 12PM

Item: 14686 Alexander Ollivant Auburn Center AC-230
 Sessions: 1 Sa Aug 17 10AM – 12PM

CYBERSECURITY

Ethical Hacking for Beginners

Survey of the basics of hacking into systems, cybersecurity competitions, and red team, blue team, and purple teams. Fee: \$99

Item: 14683 Dillon Kierce Online Zoom
 Sessions: 2 F Jul 12 – Jul 19 10AM – 6:30PM

Instructor Bio

Dillon Kierce

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

Dillon graduated from Green River College with a bachelors in Cybersecurity & Networking, he also has obtained his ITF+, A+, GISF, GFACT, and GSEC certifications. He has competed in several CTF's, and he continues to pursue his education and certifications.

Dillon started teaching to share his passion with students and guide them to getting industry recognized certifications.

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.

The instructor will not be fixing or touching any personal student devices. however, he will answer questions and guide them through troubleshooting processes. This class is meant for all skill levels. Fee: \$99

Item: 14681 Zachay Bair WT Building WT-16
 Sessions: 2 Sa Jul 27 – Aug 3 10AM – 2PM



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;

Web and Graphic Design

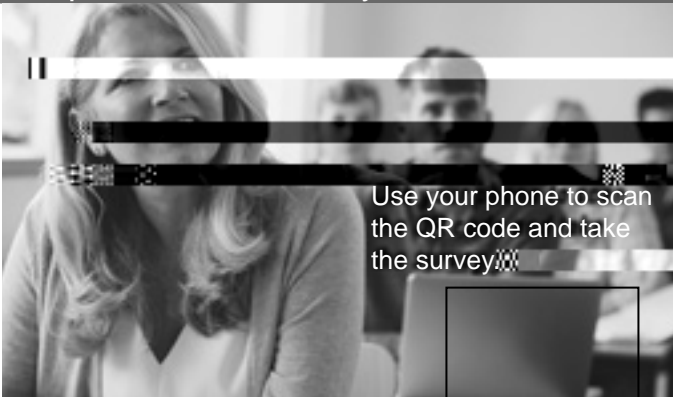
Web Design Certificate

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

Item: 13384 Online Arranged

Sessions: Online June 3 – Aug 30 12 – 12M

help us offer what you want

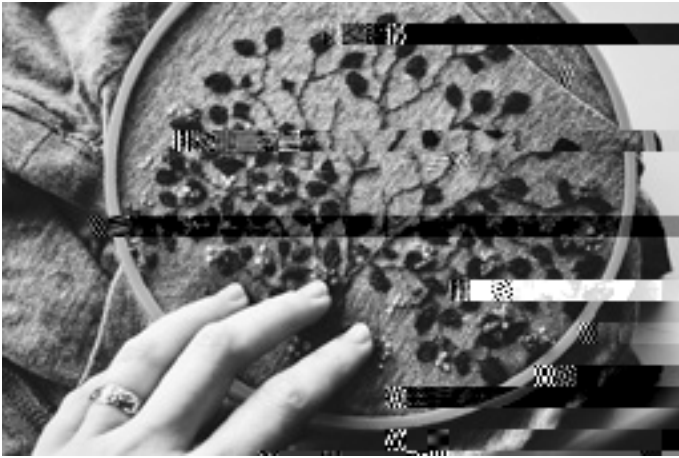


Use your phone to scan the QR code and take the survey!

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

PERSONAL INTEREST

Creative Arts and Crafts



Embroidery

Embroidery is a timeless hand art. The stitches are easy to learn for making beautiful gifts and practical items to share with family and friends. Embroidery is being showcased in clothing, furniture and is even adopted by Royalty. Join Leita Earl and explore the wonderful world of embroidery. There is a kit that is required for the course that includes a pillowcases or pictures, thread, embroidery needles, a thimble, a pattern and handouts. This kit costs \$20 which is to be paid to the instructor on the first day of class in cash. Fee: \$88

Item: 17064 Leita Earl Highline College Bldg 10 Rm 104
Sessions: W Jul 10 – Jul 31 5:30 - 7:00



Fused Glass I





Fly Fishing on Puget Sound Beaches

Sea-run cutthroat, resident Coho and Chinook, and seasonal migrating salmon can all be taken on flies from beaches all over Puget Sound.

Music and Voice

An Introduction to Voiceovers (Getting Started in Voice Acting) One-



Professional Development

Microsoft Excel 2021/ Of ce 365 Certi cate Series

Capture the power of Excel 2021 by taking the Excel Series. The 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 2019 Series includes Microsoft Excel 2021/Office 365 Level 1, Microsoft Excel 2021/Office 365 Level 2, and 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, taskbar, applications, basic word processing, email, file management, and internet searches. Print Description: Capture the power of Excel 2021 by taking the Excel Series. The Excel Series includes Levels 1, 2, and 3 at a discounted rate. Prerequisite: Basic computer skills including Microsoft Windows proficiency. Textbooks included. Fee: \$369

Item: 13112 Gayle Larson Enumclaw ENM 14
Sessions: 3 W Aug 7 – Aug 21 8AM – 4PM

Microsoft Excel 2021/ Of ce 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: 13115 Gayle Larson Enumclaw ENM 14
Sessions: 1 W Aug 7 8AM – 4PM

Microsoft Excel 2021/ Of ce 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: 13118 Gayle Larson Enumclaw ENM 14
Sessions: 1 W Aug 14 8AM – 4PM

Microsoft Excel 2021/ Of ce 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: 13121 Gayle Larson Enumclaw ENM 14
Sessions: 1 W Aug 21 8AM – 4PM

Computer Fundamentals

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

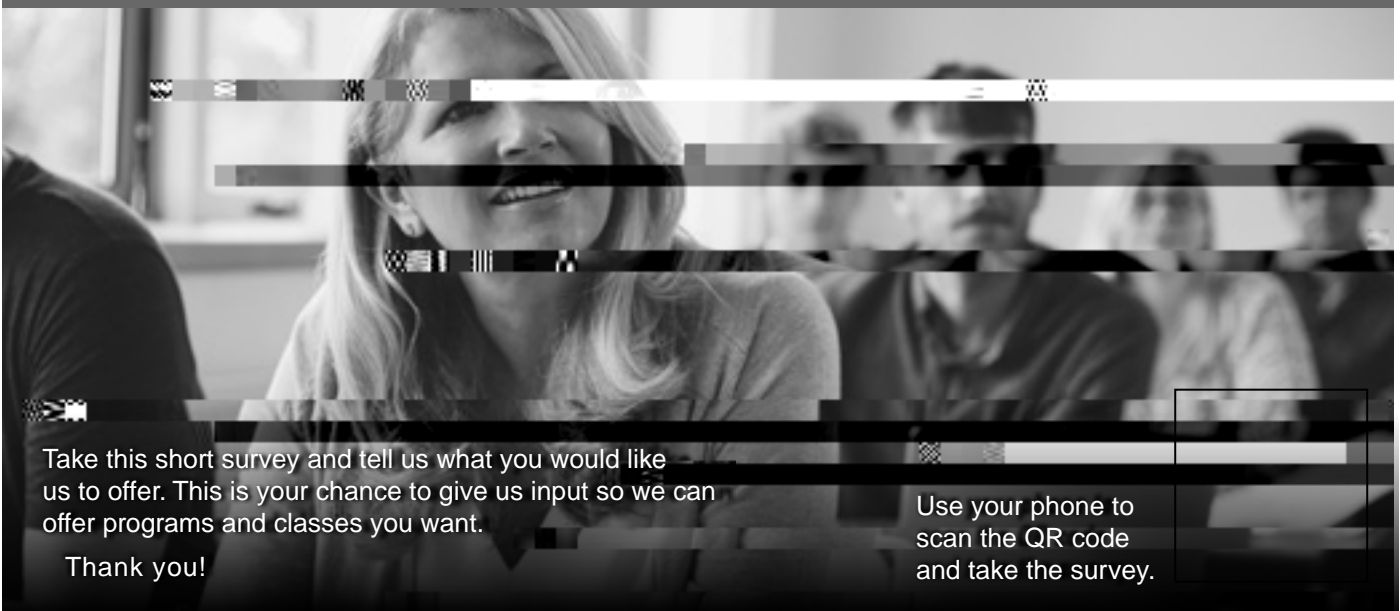
Item: 13108 Gayle Larson Enumclaw ENM14
Sessions: 2 W Aug 28 – Sep 4 8AM – 4PM

Why Attend Green River Continuing

- 1 Green River Continuing Education is able to keep costs low on programs as a state educational system.
- 2 Our instructors are industry professionals with current industry experience. They provide insight into the current needs of employers.
- 3 Programs are not burdened with extra classes and electives like a full degree or other programs.
4. Programs are designed for working professionals.



help us offer what you want



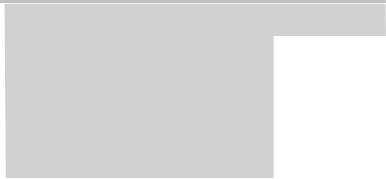
Take this short survey and tell us what you would like us to offer. This is your chance to give us input so we can offer programs and classes you want.

Thank you!

Use your phone to scan the QR code and take the survey.

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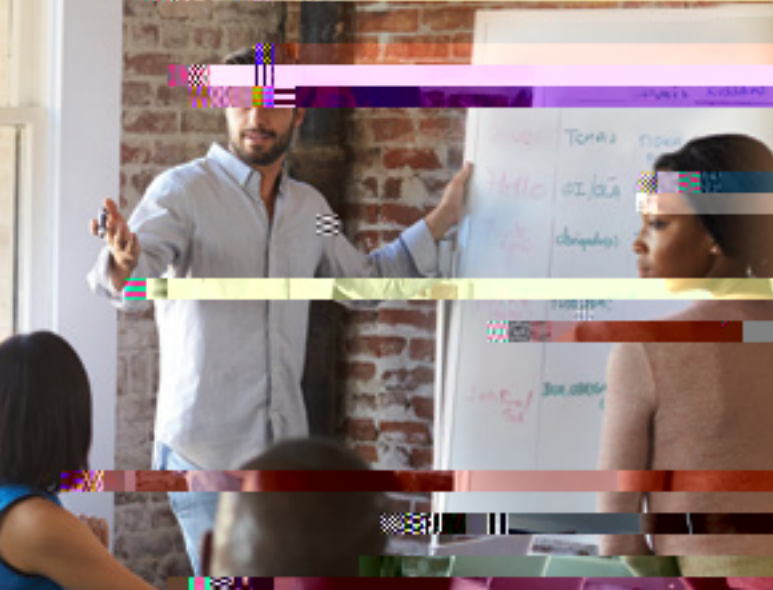


السلامة
والصحة
والبيئة
والجودة
والثقة

TRAIN YOUR EMPLOYEES AND
STAY COMPETITIVE

GREEN RIVER COLLEGE

CUSTOMIZED TRAINING PROGRAM



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

See inside for Cybersecurity and other career changing classes.

For more information visit ce@greenriver.edu