ENRICH YOUR Personal & Professional LIFE

NEW classes in this catalog...
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Everyday Sustainability p 6
Appreciating Helena’s Architecture p 8
Commercial Driver’s License p 11

HELENA COLLEGE University of Montana
Continuing Education Fall 2017 September - December
Employee Training — Customized options for your Business

Employees that are well equipped bring a strong commitment to their job, have higher rates of productivity and a better understanding of their impact on an organization.

Customized training services are as diverse as the companies we serve.

We provide a customer-focused process with the end result of a qualified, motivated and productive workforce that will ensure both the initial and continued success of your organization. We work with you to identify your specific training needs. Our strategy includes the following steps:
• ASSESS – Analyze the needs of the training audience.
• DESIGN – Ensure the training matches the identified need.
• DEVELOP – Create learning events and materials that engage the learner and help them become active in their own learning process.
• DELIVER – Provide engaging training where the learner practices the new skills in a controlled environment.
• RESULTS – Evaluate the training, to ensure it measures what it was designed to do.

Design and development of a customized training program will be a collaborative process to provide instruction tailored to meet the company’s needs.

We can start designing your program today. Contact Mary Lannert – 447-6944 mary.lannert@helenacollege.edu

Message from the Director

We believe knowledge is a key element of life and that learning doesn’t stop with your degree or when you graduate from high school. Continuing Education is dedicated to meeting your needs and to helping you achieve your goals; personally, professionally and academically.

Mary Lannert, Program Director

Helena School District Partnership

Adult Basic Education (ABE) Divisions
1. The Helena Adult Learning Center focuses on preparing students for employment and or college readiness. This includes preparation for the HiSET (High School Equivalency Test).
2. The HiSET Testing Center provides the students the opportunity to take the HiSET Exam without accessing other services offered through the Adult Learning Center. Helena Adult Learning Center Services include:
• Create Career or College Pathway Plan
• Preparation for Higher Education, including trade programs, certification, and 2 year or 4 year institutions.
• Increase skills required for employment
• Build Literacy and Math Proficiency
• Preparation for HiSET

Orientation, advising, and minimum-hours of attendance are considered part of a student’s obligation for accessing the FREE services provided by the Adult Learning Center. Class sessions are offered every six weeks.

Access to Success is a high school diploma completion program. All coursework is provided in an adult learning environment housed right here on the Helena College campus. Eligibility is limited to those who are at least 16, who meet minimum reading levels, and who are not currently enrolled in school and do not have a high school diploma. Those not meeting eligibility requirements are referred to other skill building programs, such as ABE.

In Access to Success, students have the opportunity to pursue their education and are also given the chance to obtain credits toward their high school diploma and professional certificate or degree. For students meeting the entry-level course placement requirements, the option for dual credit will be provided at no cost to the student. The program is funded through a combination of local adult education monies and in-kind match, which includes free tuition and classroom and office space provided by Helena College.

Students begin Access to Success as part of a small cohort group. Maintaining small class sizes is essential to creating a supportive environment. All students begin by taking a course titled ‘Strategies for Success’ while concurrently taking courses required for their high school diploma or career path. Each student is supported through individual case management. Students also have access to all the support services provided on campus.

This is an exciting program that we feel has great potential. It is our hope that this opportunity will open new doors for those in need within our community.

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Follow us on Facebook to get the latest class updates!

facebook.com/HelenaCollegeContinuingEducation

This catalog is printed on paper that is FSC certified 30% post-consumer waste. Being green is important to us. If you would like to be removed from our mailing list, please let us know!
Photography

Beginning Digital Photography

Are you using your digital camera to its full potential? If you are new to digital photography or looking to improve your skills, don’t rely on the AUTO setting — get the most out of your photographs. From understanding camera operation to professional composition and lighting techniques, take your photos further!

You’ll get the most from this class if your digital camera is capable of shooting in FULLY MANUAL mode. Point-and-shoot cameras are NOT recommended.

Chris McGowan. 8 hrs (4 wks.) Wed, Sept 6 - 27/12 Oct 4 - 25; 6:30-8:30pm. $90/$89.10 seniors 65+

Intermediate Digital Photography - Beyond Basics

Take your general knowledge about photography to the next level! Focus will be on more advanced lessons in exposure, composition, and lighting techniques to achieve different effects. Subject may include flowers, architecture, portraiture, and more.

There will be classroom time spent on reviewing and critiquing examples. A portion of this class may be spent off-site photographing different subjects and getting one-on-one instruction. Beginning Digital Photography is a recommended prerequisite.

You should have a basic understanding of aperture and shutter speed. It is recommended that you have a Digital SLR camera and a tripod.

Chris McGowan. 8 hrs (4 wks.) Wed, Nov 15 - Dec 13 (no class Nov 22); 6:30-8:30pm. $125/$112.20 seniors 65+

Fine and Performing Arts

Painting with Pastels — The Next Level

Expand your knowledge of how to use pastels to create beautiful paintings. You will learn:

- new ways of applying pastel
- how to create a strong foundational design
- choosing color to create deep space
- how to simplify your subject for a more powerful painting
- layering colors

Prior experience is preferred.

Carolyn Caldwell. 18 hrs (6 wks.) Thurs, Sept 7 - Oct 12; 6-9pm. $110/$99 or 65 and over + materials

Intro to Oil Painting

Painting with oils is fun and easy. You’ll learn how to lay out your palette, mix colors, which brushes to use when, how to compose a painting using small sketches, and many other secrets of successful painting. Learn how to make that apple look round and juicy! Working from still life, you’ll proceed in easy steps to completed paintings.

Carolyn Caldwell. 18 hrs (6 wks.) Thurs, Oct 6 - Dec 1; 6-9pm. $69/$62.10 seniors 65+

Painting & Sculpting

NEW! Painting with Pastels — The Next Level

Basic Watercolor Painting

Whether you’ve never painted with watercolor before, or you have limited experience and want to further your skills, get ready to expand your painting horizons. We will learn about materials, cover some basics of color mixing, pick up some tricks and techniques, and walk away with some great paintings too.

Victoria Caritas. 12 hrs (6 wks.) Mon, Oct 2 - Nov 6; 6-8pm. $69/$62.10 seniors 65 & over + materials

Materials: come with what you have — basics are okay, hard watercolor paper and/or watercolor tube paint; a few brushes of various sizes; a pencil; and watercolor paper. Don’t go all out! We will talk about the pros and cons so you can make an informed decision that best works for you and your budget.

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Carolyn Caldwell. 18 hrs (6 wks.) Thurs, Oct 6 - Dec 1; 6-9pm. $69/$62.10 seniors 65+

NEW! Acting 101

If the greasepaint and sawdust are in your blood but you’ve never had a chance to show the world, now is the time to bring your inner actor out! Find out if you have what it takes to be on stage... in a small, intimate, fun setting. You will learn all about theatre in this Acting 101 class. Discover why there’s no business like show business!

Terri Atwood; BA History, minor in Theatre. 8 hrs (4 wks.) Thurs, Sept 14 - Oct 5; 6-8pm. $69/$62.10 seniors 65+

NEW! Ukulele for First Timers

Have you always wanted to learn this instrument, but thought it was too late to learn? This course will provide you with the tools, knowledge and skills to get you started on the right path. Join up with other like-minded folks to make fun, easy, ear-pleasing music.

Greg Naice. 10 hrs (6 wks.) Tues, Sept 19 - Oct 24; 5:45-7:30pm. $99 Bring your own uke and tuner.

NEW! Paint & Paint — Dye Wallet

Learn how to lay out your palette, mix colors, which brushes to use when, how to compose a painting using small sketches, and many other secrets of successful painting. Learn how to make that apple look round and juicy! Working from still life, you’ll proceed in easy steps to completed paintings.

Carolyn Caldwell. 18 hrs (6 wks.) Thurs, Oct 26 - Dec 7; 6-9pm. $110/$99 or 65 and over + materials

Painting “Rocks and Rivers,” by your instructor, Carolyn Caldwell.

Music

Community Singing

Come and explore many creative ways to make music with your voice! Each week, you will learn a series of fun and diverse a cappella songs in many languages from all over the world. We will explore the value and power of music in our own lives, considering how music creates identity, expresses values, forms community, and fosters joy.

No singing experience necessary!

Maren Haynes Marchesini. 20 hrs (10 wks.) Wed, Sept 13 - 15: 5-7:45pm. $135/$123.50 seniors 65+

NEW! Learn to Sew

Bring your sewing machine and learn from the expert from The Sewing Palace. — how to clean, maintain, and USE your machine, no matter the make or model. If you haven’t yet purchased a machine, there are a limited number available to borrow.

Create a simple zipped pouch, a decorative pillow, and a simple shopping tote. All the materials, thread, and fabric for the projects will be in a kit purchased from the instructor.

Trudy Moffett. 4 hrs (2 wks.) Tues, Oct 17 - 24; 5-7:45pm. $72/$64.80 seniors + $30 for materials.

NEW! Learn to Sing — II — Diva Wallet

Do you love the sound of the piano, and dream of “tickling the ivories”? Do you want to learn basic skills like note names, music reading, and chords? Kick off your future of “tickling the ivories” with someone who has a great voice and learning environment to start that process. I looked forward to it each week.

“I have always wanted to learn an instrument, this (ukulele) course allowed me to develop a true love for learning to play.

— Michael O.

NEW! Introductory Piano

Do you love the sound of the piano, and dream of “tickling the ivories”? Do you want to learn basic skills like note names, music reading, and chords? Kick off your future of “tickling the ivories” with someone who has a great voice and learning environment to start that process. I looked forward to it each week.

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**Computers**

**Buying & Selling on eBay**
Most people think of eBay as an online auction house, the world’s biggest garage sale, yet many don’t know how to get in on the action. You don’t have to miss out any longer! Learn from an expert who has been an active member for 17+ years. You’ll learn how to create an account, how to bid on and pay for items, and the details on how to sell your own items.

Jodi Bennett. 4 hrs. Wed, Sept 13 & 20 or Oct 4 & 11; 6-8pm. $298/$26.10 seniors 65+.

**Microsoft Excel 2016 Series**

**Intro to MS Excel 2016**
Intermediate MS Excel 2016
Advanced MS Excel 2016

Maximize your investment in Microsoft Excel 2016 by mastering advanced features that most users don’t even know exist. Each course within the Excel Series will build upon the last, giving you expert knowledge in navigating and using the software. In the advanced course, you’ll discover how to use scenarios and data tables to perform what-if data analysis. You’ll discover a variety of advanced techniques for PivotTables. Learn how use Excel’s consolidation function to efficiently summarize data from multiple sources, and so much more.

Online. Individual courses are approx. 24 hrs of online learning, self-paced. Register before October 12 for the 3-course series for the special price of $299. Courses are $119 if taken separately, and bundle price returns to $324 October 12.

**Languages**

**NEW! Conversational Japanese**
If you have an interest in visiting Japan and/or communicating with Japanese people, this class is for you! Through a combination of reading, writing, speaking and listening, you will learn common expressions, vocabulary and basic conversational skills. You will even have the chance to try out your skills with native speakers.

Bethany Cathcart. 21 hrs (14 wks.) Mon, Sept 11 - Dec 11; 6-7:30pm. $145/$130.50 seniors 65+.

**Beginning Spanish**
If you are a true beginner to the language, or are unsure of your long-ago high school Spanish memories, this is the place to start. Class is taught in a non-threatening, fun atmosphere using stories, reading, music and other activities.

You’ll become comfortable with using some basic knowledge of the language. Learn to read a simple story with correct pronunciation and translation; have short conversations; and receive methods and resources to help continue your studies outside of class.

Nancy Wells. 8 hrs (2 wks.) Mon/Wed, Sept 25-Oct 4; 5:45-7:45pm. $49/$44.10 or 65+ includes reader.

**Más español (Intermediate)**
Build on your previous knowledge of Spanish — improve your speaking, reading, and general understanding. We will use stories, games, music, and read a novel in Spanish. You’ll also be provided with resources for ongoing study once class is finished.

Nancy Wells. 15 hrs (5 wks.) Mon/Wed, Oct 9 - Nov 15 (no class Oct. 20 - Nov. 3); 5:45-7:15pm. $88/$87.50 seniors 65+ includes reader.

**Introduction to Classical Hebrew**
Are you interested in ancient cultures, world travel, or biblical studies? This course will provide an introduction to the Hebrew alphabet (“aleph-bet”), vowels, and basic vocabulary found in Old Testament writings. You will soon be on track to learning basic Hebrew concepts.

Andriole Vérité. 18 hrs (9 wks.) Tues, Sept 18 - Nov 24; 6-8pm. $135/$121.50 seniors 65+.

**Wellness & Sustainability**

**Herbal Medicine for Your Health**
Discover ways to use common herbs to help support your digestion, immune system, stress response, sleep, and more. You will learn how to make herbal teas that promote health and taste good, some of which we will enjoy together!

Dr. Liz Carrén, Naturopath. 6 hrs (4 wks.) Tues, Oct 10 - 31; 6-7:30pm. $70/64.10 seniors + $12 materials for paid to instructor at class.

**Fix It or Build It**

**Fundamentals of Welding**
Learn how to repair and correct metal around your farm, yard, or business — whether for practical application or for artistic use.

Learn the essentials of safety, rod identification, electrical theory, oxyacetylene cutting, and plasma cutting. Use various shop machinery in a controlled environment in order to gain confidence in your skills.

Most expendable materials are provided. You’ll need your own personal protective equipment and either scrap or new materials for producing a final project.

Cindy Galbavy. 30 hrs (5 wks.) Mon/Tues, Nov 6 - Dec 5; 6-9pm. $199 + some materials.

**Knifemaking I**
Craft a usable, unique, custom tool in five weeks. A master custom knifemaker will expose you to all the right machines and methods to create a custom knife with a high carbon steel blade and a handle made from your choice of hardwoods. Plan to provide safety glasses, a dust mask, and wear nonflammable clothing (long sleeves, pants, and closed shoes). Optional equipment: ear plugs, leather gloves, and shop apron.

Willard Patrick. 30 hrs (5 wks.) Tues/Thurs, Sept 5 - Oct 5; 6-9pm. $199

(Knifemaking II is offered in the Spring.)

**Basic Woodworking — Cabinetry**
Have you always wanted to learn how to create beautiful, functional wooden projects with your own hands, from a master craftsman? Woodworking can be either an extremely rewarding hobby or a possible profession. Learn the joy, patience, and basic principles and practices that will allow you to proudly complete a small cabinet of your own.

Matt Schmidt. 40 hrs (8 wks.) Mon/Thurs, Sept 11 - Nov 2; 6-8:30pm. $239 + approx. $65 materials.

Plan to provide safety glasses, a dust mask, and wear nonflammable clothing (long sleeves, pants, and closed shoes). Optional equipment: ear plugs, leather gloves, and shop apron.

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Willard Patrick. 30 hrs (5 wks.) Tues/Thurs, Sept 5 - Oct 5; 6-9pm. $199

(Knifemaking II is offered in the Spring.)

**Hebrew**
Understand the alphabet (“aleph-bet”), vowels, and basic vocabulary found in Old Testament writings. You will soon be on track to learning basic Hebrew concepts.

Andriole Vérité. 18 hrs (9 wks.) Tues, Sept 18 - Nov 24; 6-8pm. $135/$121.50 seniors 65+.

**Beginning Spanish**
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You’ll become comfortable with using some basic knowledge of the language. Learn to read a simple story with correct pronunciation and translation; have short conversations; and receive methods and resources to help continue your studies outside of class.

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Nancy Wells. 15 hrs (5 wks.) Mon/Wed, Oct 9 - Nov 15 (no class Oct. 20 - Nov. 3); 5:45-7:15pm. $88/$87.50 seniors 65+ includes reader.
Architecture, History & the Law

NEW! Appreciating Helena’s Architecture
Helena’s colorful history, climate, and geography have resulted in some fascinating buildings and unique city planning. The mining, vigilant mentality, and propensity for earthquakes have shaped the downtown business district and the mansion district into some truly distinctive areas from an architectural standpoint.
You will meet in the classroom on Wednesday nights to hear about and discuss the progression of the area from a retired architect, who will then lead you in a walking tour each following Saturday morning to see in person what you have covered in class.
Low Archambault. 14 hrs (3.5 aks.) Wed/Sat, Sept 6 – 27. Wed 6-8pm & Sat 9am-noon. $89/$80.10 seniors 65+. (Class will include walking and standing for extended periods. Not all of Helena’s streets are ADA compliant, and may include inclines or stairs. Please be sure you are physically ready for this class before enrolling.)

NEW! Constitutional Rights and Liberties
Do you wish to equip yourself to become more civically engaged, but don’t quite know where to start? Would you like to deepen your knowledge about the United States Constitution? This foundational document shapes our public discourse and our relationship with the government. Explore its content, learn about its role in forming our modern democracy, and examine the various rights and liberties that it provides.

MURDER IN HELENA – 1929
Prohibition, prostitution, murder... a national epidemic comes to Helena in 1929. The closing years of the Jazz Age usher in a story of illegal booze, easy women, a gang of bank robbers and an unsolved murder on Main Street. Learn about this 88 year old cold case murder as we attempt to solve it. If you like mysteries you’re in for a treat!
This class has been a favorite two semesters in a row, and we’re making it even better: an extra final week has been added. We will take a field trip downtown to the scene of the crime!
Terri Arzvo; BA History, MA History. 10 hrs (5 aks.) Mon, Nov 6 - Dec 4; 6-8pm. $75/$71.30 seniors 65+. If you’ve taken the class previously, you can participate in the last session for a small fee. Give us a call, space is limited.

Geneology
Discover you place in history! Learn to use available online resources to see what is already known about your ancestors, add new details, share your family’s story, and find lost-lonely cousins. Class will be flexible to assist individuals with all levels of knowledge and ability from beginner to advanced. Bring whatever information you have about your family history, stories, pictures, family trees, etc.
13.5 hours. Class meets for six sessions: Thurs 6-8pm: Sept 23, Oct 21 & Nov 18; Sat 9-11am: Sept 23, Oct 21 & Nov 18. Saturday labs provide an optional opportunity for more in-depth work and are also open to past students.

Formerly “Prohibition & Murder in Helena” now improved with a site visit!

Wine 101

Enjoying Wine 101
Take a journey through the wonderful world of wine! Learn about and experience wines from a different region each week: France, Spain, Italy, Argentina, Chile, and the good old USA! The first hour of class takes place in the classroom - learning about the region and winemaking process.
The second hour takes place at the store to sample several different varietals and explore the complex flavors. Delicious cheeses, crackers and other hors d’oeuvres are available to cleanse your palate.
Laura Fix. 12 hrs (6 aks.) Tues, Oct 10 - Nov 14; 6-8pm. $65 includes tastings.

Wine 101 will be open for call-in registrations only on Tues & Wed, August 29 & 30 from 8am-3pm – only to those who have not previously taken one of our wine classes. Any remaining seats will be available for online registration August 31.

Medicare – What You Need to Know
So many people approaching Medicare age – and even those on it – are confused by the terminology and rules. Our goal will be to offer proper information and understanding. We will provide a comprehensive coverage of Medicare, the parts of Medicare (A, B, C, D), the variety of plans, the enrollment process, and what to look for (and look out for) as you join Medicare.
Ronald Iverson. 5 hrs (2 aks.) Wed, Sept 6 & 13 OR Oct 4 & 11; 6-8:30pm. $22 includes book (spouse attends free).

Savvy Social Security for Boomers
You’ve been told for years that the system is “going broke.” But now that it’s almost your turn to collect, is that really true? Before you can retire, you’ve got to know how you are going to support yourself. How much can you expect to receive? How is it possible to maximize what you receive? You can set your self up to get the most you’re entitled to simply by knowing the rules and making smart decisions.
Keith Duscans, 3.5 hrs. Thurs, Sept 14; 6:30-8pm. $99 (spouse attends free).

Women & Investing
New to Little Experience – Ages 50+
Can looking at your budget change your financial future? Take an evening examining your budget and discover areas you may be able to improve. Look at your current spending, where you want to be, and find out how you could get there.
Ronald Iverson. 3 hrs (1.5 aks.) Wed, Oct 4 & 11; 6-8pm. $57/$51.30 seniors 65+. (Class will include walking and standing for extended periods. Not all of Helena’s streets are ADA compliant, and may include inclines or stairs. Please be sure you are physically ready for this class before enrolling.)

NEW! Crafting Monologues & Storytelling
For beginning or experienced playwrights, storytellers and creative writers, this course explores storytelling and play script structure, dramatic action, distinctive characters, the nature of conflict and human relationships, and, an introduction to storytelling basics for live performance. You don’t have to be a performer to enhance writing and communication skills by taking this inspiring and practical class.
Pamela Mencher. 10 hrs (5 aks.) Mon, Sept 21 - Oct 5; 6-9pm. $88/$81.20 seniors 65+

So You Want to Write a Book?
Do you have a book in your heart, waiting to be written? This course will help you get started, give you confidence, and dispel all the common misconceptions about book writing. Learn the basics: selecting your genre, finding the appropriate voice for your audience, editing, and publishing options. Explore your own style by learning about tone, voice, and point of view. By the end of this class, you will have drafted several chapters.
Mindy Finden. 12 hrs (6 aks.) Wed, Sept 20 - Nov 1; 5-7pm. $89/$85.50 seniors 65+

Retirement Planning Today
You went to school to prepare for your career, now it’s time to prepare for your retirement. Learn about the many ways to save for retirement — advantages and disadvantages of each. Save money on taxes, manage investments, and protect your assets from long-term care expenses. Above all, assess your financial situation and develop a plan to achieve your goals.
Keith Duscans. 6 hrs. Tues, Oct 3 & 10 OR Thurs, Oct 12 & 19; 6-8pm. $49 includes one book (spouse attends free).

NEW! Savvy Social Security for Boomers

Writing

Self-Publishing 101
Thinking about self-publishing your book? This no-nonsense class will guide you through the entire process of going it alone, from preparing your manuscript and creating the perfect title to selling the final product. You’ll see how to obtain an ISBN, work with printers and distributors, create a buzz through publicity, and take advantage of electronic publishing. Self-publishing can be affordable and simple. You will leave the course with the confidence and encouragement to publish the book or project of your dreams.
Brian D’Ambrosio. 6 hours. Thurs, Sept 28 - Oct 19; 6-8pm. $45/$40.50 seniors 65+

Call to register 406.447.6945
Phlebotomy Technique Certification Preparation

The Phlebotomy Tech Prep Program prepares you to collect blood specimens from clients for the purpose of laboratory analysis. Become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and clinical training in skills and techniques to perform puncture methods. The program also includes lab exercises, live blood draws, work with a training arm, and other exercises intended to prepare you to function as an entry-level Phlebotomy Technician.

Jennifer Back. 90 hrs (11 wks.) Mon/Wed, Oct 2 - Dec 15, 6-9:30pm. plus 3 Saturdays from 9am - 5pm; October 21, November 18, and December 2. No class November 23 – Thanksgiving Break. $1599 includes textbooks and materials. Registration and payment due one week prior to class start. Certification of completion paid for and taken separately ($115.).

Basic Life Support (BLS) for Healthcare Providers

This American Heart Association approved course with a certified instructor covers the following:

• Critical concepts
• The American Heart Association Chain of Survival
• 1-rescuer CPR and AED for adults, children, and infants
• 2-rescuer CPR and AED for adults, children, and infants

• Differences among adult, child, and infant rescue techniques
• Bag-mask, rescue-breathing, and relief of choking techniques for adults, children, and infants
• CPR with an advanced airway Completion requires skills practice, skills testing, and written exam. American Heart Association BLS for Healthcare Providers Completion Card is valid for 2 years. 4.5 hrs. Choose one of the following dates, Mon, Oct 16, 5-9:30pm. Sat 21 8:30am-1pm. Sat; Noe 4; 8:30am-1pm. Wed, Nov 8; 5-9:30pm. $55 includes card and manual (must pick up manual no later than noon on the day prior to class.)

Pharmacy Technician Certification

Pharmacy Technician

Learn how to assist and support licensed pharmacists in providing healthcare to patients. This pharmacy technician training program was developed in response to a rising need for trained technicians to work in hospital or retail pharmacies. The pharmacy tech profession has become indispensable to the health care field. This program will prepare you for entry-level pharmacy tech positions.

Features:
• Certification
• Hands-on lab exercises
• State Board Exam Review
• Certification of completion

Prepares for employment in one of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You may begin the program at any time. The program includes a study guide, textbook, and practice tests. The program is designed to prepare students for the Pharmacy Technician certification exam.

Medical Terminology: A Word Association Approach

This course is designed to familiarize the student with medical terminology and to develop an understanding of the language used in the medical field. The course provides a solid foundation in medical terminology and covers topics such as body systems, medical specialties, and medical abbreviations.

Medical Assisting: Phlebotomy Technician Certification

The Phlebotomy Technician Certification Program is designed to prepare students for a career as a Phlebotomy Technician. The program covers the skills and knowledge required to perform venipuncture procedures and collect blood specimens for laboratory analysis. Students will learn about the equipment, procedures, and safety regulations related to phlebotomy.

Advanced EMT-Basic

The Advanced EMT-Basic program is designed to prepare students for a career as an Advanced Emergency Medical Technician. The program covers the skills and knowledge required to provide emergency medical care to patients in a variety of settings. Students will learn about the equipment, procedures, and safety regulations related to Advanced EMT operations.

Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Technician. The program is designed to prepare students for the pharmacy technician certification exam. Upon successful completion of the program, students will be well-prepared for the pharmacy technician certification exam.

Medical Billing and Coding

This program is designed to prepare students for a career in medical billing and coding. The program covers the skills and knowledge required to perform medical billing and coding tasks. Students will learn about the equipment, procedures, and safety regulations related to medical billing and coding.

American Red Cross

The American Red Cross offers a variety of courses and training programs to prepare students for careers in the healthcare field. The programs cover topics such as first aid, CPR, and basic life support.

Continuing Education

Helena College is committed to providing quality programs to the public and to support the personal and professional growth of its students. The college offers a variety of programs and courses in a variety of formats, including traditional classroom courses, online courses, and hybrid courses. The college is committed to providing high-quality education and training to its students, and to providing a supportive and inclusive learning environment.

Online Medical

ONLINE Career Training Programs

ONLINE Career Training Programs

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Commercial Driver’s License – CDL

Online Medical

The following classes are self-paced, online, to start available each month, and most cost only $104. Full descriptions and syllabi at: www.careertech.ed2go.com/umbelens

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Entrepreneurship

Evaluate a Business Idea

A lot of people dream about starting a business but don’t know where to start. This introductory class will walk you through evaluating the strengths and weaknesses of a business idea and help you determine whether or not it is feasible. We’ll cover startup needs and costs, market opportunity, financial projections, and financing options.

Brandon Orr, SBDC Director. 1 hr.
Tues, Nov 7; 6-7pm OR Tues, Dec 5; 6-7pm. $10

Profit Mastery*

Profit Mastery is a comprehensive course that teaches you how to use your financial reports to make your business more successful. Bankers, CPAs, and business owners have reported how effective and valuable this program is. We will cover:

• Using both the income statement and balance sheet to measure company performance
• Comparing your financial data with benchmark data from other companies in your industry
• Identifying problems and creating solutions for Low Cash, Low Margins, and Low Profits
• Using Break-Even Analysis to make better decisions relating to cost, price, and profits
• Planning for and managing growth
• Communicating more effectively with bankers and other financial professionals
• Structuring a loan that is the right fit for your business

Brandon Orr, SBDC Director. 16 hrs. $249 includes workbook/resource manual, plus access to online course. Please call if interested. Class dates will be set when class minimum is met. Discount available for multiple registrations from a single business.

The 5 Disciplines of Marketing

The Complete Guide to Marketing

Small Business*

The 5 Disciplines of Marketing is a systematic approach to developing a comprehensive marketing strategy. Unlike trainings that offer “tips and tricks,” this proven program provides small businesses with a specific course of action to follow that identifies weaknesses in a company’s marketing strategy and gives the necessary tools to develop those weaknesses into strengths.

Throughout the course there are exercises designed to incorporate these disciplines into your business. As you complete these exercises, you will see how each discipline is related to the others, and you will see how important it is to understand this flow in your marketing.

Brandon Orr, SBDC Director. 12 hrs. $299 includes lunches & workbook. Please call if interested. Class dates will be set when class minimum is met. Discount available for multiple registrations from a single business.

Study Abroad in Taiwan and Hong Kong

Experience iconic temples, historic monuments throughout the island, enjoy the art and architecture of Taiwan and Hong Kong. Our visit to Taiwan will take us to places such as Taipei, one of the world’s tallest towers, Longshan Temple, and study the decorative arts and history of the Confucian Temple built in 1665. We continue our journey to Hong Kong where we will discover the Marco Polo Tower, the Government House, the HSBC Building and many other sites. This tour is offered by Helena College and provides a unique opportunity for educators to explore and learn about different cultures while challenging your perspective.

Travel May 15 - 28. Attend the information session on Tuesday, September 19; 6-7:30pm. Registration begins Wed, Sept. 20 and a $450 deposit is required to hold your spot. Pricing with Helena College is $1,346. Visit the Office of Public Instruction for more information.

Study Abroad in Taiwan and Hong Kong

Professional Development for Educators

Credit Courses for K-12 Educators

Work at your own pace – the classroom is always open! Led by expert instructors, classes are multimedia and discussion areas are interactive. Courses are $145 each (payable to Helena College) and one graduate credit may be earned per course (for an additional $40 paid to University of South Dakota).

Register online at helenacollege.edu/continuinged or call 447-6945.

Gender in the Classroom

Discover how girls and boys learn differently. Take away top tips for helping girls learn more, and 10 top tips for helping boys learn more. Get research data not available anywhere else.

October 2 - 27

Social Media & Online Tools

Since many of your students are already there, have you been curious if any of these tools might help them engaged in your class?

November 6 - December 3

Students with Aspergers/ASD

Take away strategies for working effectively with Asperger’s students. Find out how to work effectively with parents to create the most positive learning environments for children and teens.

October 2 - 27

Online CEU’s for Teachers

Here is a convenient, quality way to get your renewal units. All courses run for six weeks and start each month. You can do course work at any time. Most cost $104 and worth 24 Renewal Units with the Office of Public Instruction. Browse titles and syllabi at: ed2go.com/unhelena. Please verify that the courses you choose fit your learning plan. Courses begin: September 13, October 11, and November.

Register from your own computer. Once you complete the course, give us a call, and we’ll finalize your request for a renewal unit certificate. There is a $10 charge per course, per Renewal Certificate requested.

Content Literacy: Grades 6-12

With the adoption of the Common Core State Standards, teachers in all subject areas are finding themselves actively involved in their students’ literacy development, including skills in reading, writing, speaking, listening, and language. In this course, you’ll discover literacy development strategies that will make content come alive for each and every student.

Differenitated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

The Creative Classroom

Use creativity to teach reading, writing, social studies, science, mathematics, and physical and health education. Develop new approaches to learning labs, activities, exercises, assignments, and evaluation methods.

Guided Reading and Writing

Differenitated instruction will help you understand how your students learn so you can teach in a way that makes sense to them. Apply those tactics within the guided reading framework, leading students through new ways of approaching text.

Working Successfully with Learning Disabled Students

Successfully meet the diverse needs of the learning disabled students in your classroom.

TOP SIX TEACHERS’ COURSES FOR SPRING ’17

Solving Classroom Discipline Problems I & II

Integrating Technology in the Classroom

Teaching Students With Autism: Strategies for Success

Achieving Success with Difficult People

This is the way to go for continuing education! – Kiley F., Billings Teacher

Ed2Go classes are fun, easy-to-follow courses that are relevant to all content areas.

CEU’s are equivalent to 10 Renewal Units.

Call to register 406.447.6945

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Who can attend Continuing Education classes?
Helena College Continuing Education classes are open to all adults. In most cases, students age 16-18 will be permitted only with prior consent of the parent, instructor and staff. In some cases, students under 18 may enroll with a paying adult. Please inquire.

Do I need to register for courses in advance?
Yes, and the sooner the better! Many of our classes have a minimum number of participants in order to run, and we need to be able to give roster numbers to the instructor as far in advance as possible. Some last-minute registrations are possible, but we have not met the minimum number three days before the start of the class, we may have to cancel.

What if a class gets cancelled?
If your class is cancelled, Continuing Education staff will contact you by phone. Please make sure your contact information is current. If we cancel the class you will receive a 100% refund or will be given the option to transfer your registration to another class.

What if I can’t attend a class for which I am registered?
Please contact the Continuing Education office as soon as possible. If you cancel 3 or more business days before the first class meeting, we will refund your registration, but a 10% processing fee will be withheld. If you choose to transfer to another class in the same semester, the processing fee will be waived. Course and material fees cannot be refunded after the first class.

How are refunds handled?
Immediate cash refunds are not given for withdrawal from a class or when a class is cancelled, regardless of the type of payment made. If payment is made by check or cash, the refund is provided via check in the mail. Credit or debit payments can be refunded to the same card.

What about parking?
Parking Permits are required for vehicles in the lot immediately adjacent to our building from 7:30am until 6pm weekdays. Some classes will be given a temporary pass, which will be sent via email, or can be picked up at the first session. If you will be arriving for class before 6pm and do not have a pass, please park along the street (Livingston Ave, N. Sanders, or Townsend) to avoid being ticketed.

Frequently Asked Questions

Do you have a desire to teach?
If you have an area of expertise to share with others, Helena College Continuing Education and Customized Training may be the place for you. We have a mission to serve the educational needs of the entire community. We devote ourselves to programming excellence, innovation and creativity. Helena College CE is always looking for educational professionals who enjoy sharing their knowledge and creating memorable educational experiences. If you are interested in being a part of our team, contact us by phone or email. Continuing Education instructors are employed on a part-time, as-needed basis and are usually paid hourly for instruction. Most Continuing Education courses meet once or twice a week in the evening or on Saturdays. Courses last from one to 30 hours (or more). Instructors may not act as representatives of their place-of-business, and may not promote any products or services that they may sell, offer, design, or build. Handling out personal business cards to students while engaged in the act of teaching students, as a way of promoting oneself or business, is against our policy.

What are our requirements?
All you need is a passion for subject, expertise or skill in that area and a desire to share that knowledge with others. A sense of humor, as well as good communication and people skills, is important. You must be flexible and have a desire to educate people of all ages, sexes and cultural backgrounds. If this sounds like you, please contact us! Knitting Course Proposal Forms are available online—you may contact us for assistance to get started today.

How do I get started?
We invite you to complete a Continuing Education Course Proposal Form (on the web) and return it along with a current resume to the Continuing Education Department. If you have any questions, please e-mail: Mary.Lantermann@helenacollege.edu or call (406)447-6949.
Helena College
1115 North Roberts St
Helena, MT  59601

Laugh
Connect
Enrich
Grow
Heal
LEARN
Enroll

Non-Credit
Healthcare Classes
Professional Development
Technology & Trades
Arts, Language & Culture
Customized Training
Online Classes