ENRICH YOUR Personal & Professional LIFE

POPULAR Classes
- Fine Arts Classes p 4
- Digital Photography p 5
- Languages p 6
- Welding p 7
- Enjoying Wine 101 p 8

Several NEW Classes
- American Sign Language
- Understanding Islam
- Nutrition Reset Series
  ... and more!

Continuing Education Winter/Spring 2018 January - May
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.

Whether your company is new, growing, or retraining incumbent workers, our instructors are ready to meet your company’s specific training needs. Each business’ needs and challenges are unique. We will work closely with your organization to assess your needs, then design and deliver programs how, when, and where you need them. Programs can be offered in a variety of ways: on-site or on campus, as single workshops or periodic training sessions, days or evenings, even weekends.

Customized Business Training for business, industry, government, and nonprofits:

• Customer service
• Business Grammar Skills
• Computer skills
• Employee soft skills
• Technical writing
• Specific software training
• Welding & metal fabrication
• Professional Development
• Time Management
• Leadership
• Certified Snap-On Tool Instructors
• Training customized to your specific needs
• Supervisory Development
• Interpersonal and Communication Skills

Talk to us about customizing a training program for your business.

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

Helena School District Partnership

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.

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.

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.

Helena School District Partnership

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 eligibility 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 an 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.

Helena School District Partnership

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Contents

4 Fine & Performing Arts
5 Photography & Music
6 Languages & Culture
7 Fix It & Build It
8 Our Earth & Skies
8 Retirement & Your Finances
9 Writing
9 Wine, History, eHobbies
9 Fitness — Zumba
10 Healthcare Careers
11 Online Career Programs
11 Reserve Officer Training
12 Study Abroad
12 Educators’ Professional Development
13 Instructors, FAQs & Become an Instructor
14 Registration Info - inside back cover

Call to register 406.447.6945

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!
Fine and Performing Arts

Beginning Acting
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 theater in this Acting 101 class. Discover why “there’s no business like show business!”

Terri Atwood: BA History, minor Theatre. MA History. 8 hrs (4 wks.) Wed, Jan 24 - Feb 14; 6-8pm. $69/$62.10 seniors 65+

Beginning Acting Again! Whether you’ve taken a previous acting class or not, there is always room for more in the troupe!

Terri Atwood: BA History, minor Theatre. MA History. 8 hrs (4 wks.) Wed, Feb 21 - Mar 14; 6-8pm. $69/$62.10 seniors 65+

Sewing Palace – how to sew

Learn to Sew

New! Oil Painting II

Now that you know that painting with oils is fun and easy, take your skills to the next level. You’ll learn more about your palette, mixing colors, brush use, more composition development, and many other secrets of successful painting. Give your paintings even more depth and interest.

Carolyn Caldwell, M.Ed. 18 hrs. Thurs, Jan 25 - Mar 1; 6-9pm. $110/$99 seniors 65 and over + materials. Painting “Rocks and River,” above, by your instructor, Carolyn Caldwell.

NEW! Introduction to Printmaking

Take advantage of this opportunity to experiment and create new and exciting art! You will experience mono printing and reduction printing through the use of gel plates, lino cuts, collagraphs, and self-made stamps. You will also learn a bit of history of printmaking and see some contemporary artists that use these techniques.

Victoria Curtis. 12 hrs (6 wks.) Mon, Jan 29 - Mar 12 (no class Feb 19); 6-8pm. $135/$121.50 seniors 65+ includes most supplies

NEW! Pastels – Building More Powerful Paintings

In this class we will explore ways to simplify for more powerful paintings. You will learn color theory and use of value to build strong paintings through thumbnail sketches and location lighting techniques. We will also explore pastel application for different results. Some prior experience is preferred.

Carolyn Caldwell. 18 total hours (6 weeks.) Thursdays, March 22 - May 3 (no class March 28 - Spring Break; March 29; 6-8pm. $130/$99 seniors 65+ materials not included. Image “Cliff Shadows” right: pastel by Carolyn Caldwell.

NEW! Watercolors

Your instructor developed this technique originally to correct, change, or save a watercolor he thought was lost. It has developed into a planned approach to achieve added depth and effects not possible in any other way. Learn this and many other techniques of watercolor painting.

Lou Archambault. 17.5 hrs (7 wks.) Mon, Mar 19 - Apr 30; 6-8:30pm. $110/$99 seniors 65+.

Materials: pad of 140# cold press watercolor paper; set of 6-10 tube watercolors, 3 watercolor brushes, pallet set of 12-18 soft pastels (beginner level cost approximately $25 after 10% discount @ Queen City Framing & Art Supply.)

NEW! Watercolors to Your Illustration

Illustration, right, above, by your instructor, Carolyn Caldwell.

NEW! Pastels – Building More Powerful Paintings

In this class we will explore ways to simplify for more powerful paintings. You will learn color theory and use of value to build strong paintings through thumbnail sketches and location lighting techniques. We will also explore pastel application for different results. Some prior experience is preferred.

Carolyn Caldwell. 18 total hours (6 weeks.) Thursdays, March 22 - May 3 (no class March 28 - Spring Break; March 29; 6-8pm. $130/$99 seniors 65+ materials not included. Image “Cliff Shadows” right: pastel by Carolyn Caldwell.

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 McCaughey. 10 hrs (5 wks.) Wed, Jan 31 - Feb 28 OR Mar 7 - Apr 11 (no class March 28 - Spring Break); 6:30 - 8:30pm. $99/$89.10 seniors 65+. Purchase your own uke and tuner before class.

“Why bother tying my own?”

— Michael D.

Photography & Music

Learn to Sew

Bringing 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.

You’ll create a simple zippered pouch, a decorative pillow, and a simple shopping tote. All the materials, thread, and fabric for the three projects will be included from the instructor prior to each class. Plan to arrive with your machine at 6:15 to allow for some setup time.

Jeremy Yamuna. 8 hrs (4 wks.) Wed, Feb 7 - 28; 6:30-8:30pm. $69/$62.10 seniors + $25 for materials kit.

Introduction to Fly Tying

The abundance of flies at shops might leave you asking,...

“Why bother tying my own?”

There are many answers, but one of the most important is the satisfaction you’ll feel when you catch a fish with your own creation.

If you are absolutely new to fly tying, this is the place to begin. Learn the fundamentals and basic techniques for nymphs, streamers, and wet and dry flies — what works in our area, proper sizes and proportions.

Steve Lane. 10 hrs (5 wks.) Thurs, Jan 25 - Feb 22; 7-9pm. $85 includes some materials (see website or office for materials list.)

Learn to Sew

“Why bother tying my own?”

— Michael D.

Thread, Feathers & Fins

Ukulele for First Timers

Have you always wanted to learn an instrument; this is the place to begin. 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 Noise. 10.5 hrs (6 wks.) Tues, Feb 6 - Mar 13; 5:45-7:30pm. $85/$76.50 seniors 65+. Purchase your own uke and tuner before class.

“I would highly recommend this class for anyone who wants to learn how to play the ukulele from their camera’s auto mode and start taking more exciting pictures in the manual mode.”

— Maria H.

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 as a piano player with this course, designed for beginners! No musical experience is required or expected.

Maren Hayes Marchesini, MA, Ethnomusicology. 20 hrs (10 wks.) Thurs, Feb 8 - Apr 19 (no class Mar 22; 5:45-7:45pm. $135/$121.50 seniors 65+.

Please note that this class is intended for students age 16 and up.

Call to register 406.447.6945
Languages & Culture

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.
Andrew Waithe. 18 hrs (9 hrs.) Tues, Jan 23 - Mar 20; 6-8pm. $135/$121.50 seniors 65+.
Includes textbook.

Fundamentals of Welding
Learn how to repair and connect 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 shops 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 Gallaty. 30 hrs (5 hrs.) Mon/Wed, Jan 23 - Mar 20; 5:45-7:45pm. $195/$176.25 seniors 65+.
Includes reader.

Fix It or Build It

Basic Woodworking – Cabinet
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 professional 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 hrs.) Mon/Thurs, Feb 26 - Apr 19; 6-8:30pm. $249 + approximately $85 materials

Wellness & Nutrition

New! Creating Your Herbal Medicine Cabinet
Do you have an interest in herbs and learning how to use them to help you and your family? Learn simple and safe herbal remedies that you can use at home to handle different health issues. You will learn remedies for strains and sprains, sunburns, headaches, tummy aches, anxiety, sleeplessness and more. We will also make an herbal salve, with a sample to take home. Dr. Liz Cavin loves working with herbs and is excited to help you during your one-day course.
Dr. Liz Cavin, Naturopath. 3 ½ hrs., Sat, Mar 3; 9am - 12:30pm. $135/$117.50 seniors + $10 materials for paid class.

New! Nutrition Reset Series*
The following three-class series is for anyone looking for a refreshing spin on nutrition and how to sustain healthy eating habits. Attendees will walk away empowered to apply their knowledge of nutrition in a way that promotes overall health and well-being.
Instructors: Jill Griffin, RDN and Camille McGovern, RDN. “Tinker, tailor, hug one, two, or all three! Call to save $10 when you register for the series.
The Un-Diet
We will examine popular diets, cultural attitudes towards food, and key concepts of nutrition. Gain practical skills in filtering nutrition information to best meet your goals. Course prepared to sample popular foods and flavors from other cultures.
4 hrs (2 hrs.) Wed, Apr 4 & 11; 6-8pm. $50/$45 for 65+ includes meal.

New! Knifebuilding I
Work with a master custom knife-maker to increase your skills in the shop. This is an advanced course, so you should have previous experience or instructor permission.
Create a custom knife with a high carbon tool steel blade and a handle made from your choice of hardwoods. You’ll complete at least one stainless steel full tang knife with brass bolters, with a handle material of your choice.
Some personal safety equipment is required. Plan to provide your own safety glasses, a dust mask, and wear nonflammable cotton clothing (long sleeves, pants, and closed shoes). Optional equipment: ear plugs, leather gloves, and shop apron.
Willard Patrick. 30 hrs (5 hrs.) Tues/Thurs, Feb 6 - Mar 8; 6-9pm. $139 (Knifebuilding I is offered in the Fall.)

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. 14 hrs (4 ½ hrs.) Mon/Wed, Feb 21 - Mar 21; 5:45-7:15pm. $85/$76.50 seniors 65+.

Russian
You’ll be exposed to a variety of tools that will assist you in enjoying classroom learning as well as independent study. Starting with the basics of the language, including the Cyrillic/Russian alphabet (reading & writing) and grammar, you’ll also focus on listening comprehension, basic conversational practice, and cultural appreciation.
All skill levels welcome! Class will be structured to assist learners from the very basic beginner to the more advanced student to progress and enjoy learning Russian.
Chad Parker. 15 hrs (6 hrs.) Tues, Apr 3 - May 8 (plus one Saturday session, TBD) $88/$79.20 seniors 65+.

New! Intercontinental Communication: American Sign Language
Help to bridge the communication and cultural gap between hearing Americans and Deaf Americans. Learn beginning signs and basic grammar of American Sign Language. Gain a new perspective of the Deaf community through a focus on Deaf culture. Using their knowledge, experiences, stories, and games, you will develop a working knowledge that can be used in many situations.
Marissa Rivera and Lisa Gault. 15 hrs (10 hrs.) Mon, Jan 29 - Apr 16 (2 class days Feb 19 & Mar 20); 5:45 - 7:15pm. $110/$89 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 hrs.) Mon/Wed, Feb 5 - 14; 5:45-7:45pm. $95/$84 seniors 65+.
Back by popular demand!
Beginning German for Travelers
If you’re a travel and/or language enthusiast, we’ve got a great experience for you! You’ll learn key common phrases to help you communicate, how to read a menu and order in a restaurant, read a train schedule, and some cultural norms and other tips to help you navigate in German-speaking countries.
Toni Person. 12 hrs (6 hrs.) Tues, Feb 13 - Mar 20; 5:45-7:45pm. $75/$67.50 seniors 65+.

New! Understanding Islam
We will cover the foundation of Islam from a historical perspective, including pre-Islamic Arabia, Muhammad, the Qur’an, and the sources of Islamic faith. We will also cover the spread of Islam from its early beginnings to the present day and the diversity of ways of being Muslim today. Finally, we will examine Islam in the modern world.
Charlotte M.Neill, BA History, MA Islamic Studies. 9 hrs (6 hrs.) Thurs, Feb 15 - Mar 22; 6-7:30pm. $75/$67.50 seniors 65+.

New! Creating Your Herbal Medicine Cabinet

Community Food Connections
Change doesn’t have to happen alone. In this class, you will have the opportunity to further define your nutrition and health goals, and determine an accountability partner to help you reach those goals.
Two classes are for adults of all ages. Instructors will not provide individualized nutrition advice, but will use tools to make decisions that promote overall health and wellness. If you need more individualized advice, talk to your doctor about a referral to a licensed registered dietitian nutritionist.
2 hrs. Wed, Apr 25; 6-8pm. $25/$22.50 seniors 65+.

Cook Fresh and Fast
Get ready for an exciting hands-on cooking experience! As we prepare two dishes that are guaranteed to impress the whole family, we’ll talk about losing the “earn” mentality and enjoy sharing meals and treats with those you love.
2 hrs. Wed, Apr 18; 6-8pm. $49/$44.10 65+ includes meal.

Creating Your Herbal Medicine Cabinet

*These courses are for adults of all ages. Instructors will not provide individualized nutrition advice, but will use tools to make decisions that promote overall health and wellness. If you need more individualized advice, talk to your doctor about a referral to a licensed registered dietitian nutritionist.

Call to register 406.447.6945 helencollege.edu/continuinged
UFOs: New Revelations, Important Implications
To be or not to be on other planets? Have we been visited by aliens here on earth? What are the leading, reasonable explanations for the many UFOs reported daily in our skies? With recent Kepler discoveries of 3564 confirmed exoplanets, and 53 of those determined to be within the habitable zone of their star, “Fermi’s Paradox” (ETs should be here, so where are they?) is a question more relevant today than ever. This controversy remains in the statehouse, but new and promising avenues of investigation have recently opened. We will learn about projects on the horizon with the potential to help resolve this conundrum.

Science to the rescue!
Richard O’Connor, MD and Joan Bird, PhD. 10 hrs (4 wks.) Thurs. Mar 15 - Apr 12 (no class Mar 29); 6-6:30pm. $65/$58.50 seniors 65+

NEW! Everyday Sustainability
Do you know where to find reliable information about how to minimize your environmental footprint? Whether you’re single household or a business, this class will help you demystify sustainability practices. Learn how to balance the three pillars of sustainability – people, planet, and profit – to find solutions to your everyday life.

Diana Robinson, MS, Environmental Sustainability. 8 hrs (4 wks.) Tues, Apr 3 - 24; 6-8pm. $65/$58.50 seniors 65+

Introduction to Aviation
If you stop to watch birds or planes, admire how airplanes fly, or wonder how airports work, this is for you! You will be introduced to the world of flight – aerodynamics and engines – and the environment in which airplanes fly (the weather, the airports, and the tower.) Meet aviation leaders, tour the airside of the airport and learn where to find more information outside class.

Pat Johnson. 8 hrs (4 wks.) Wed, Apr 4 - 25; 6-8pm. $59/$53.10 seniors 65+ includes supplies.

Saviy Social Care 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 benefits? You can set your self up to get the most you’ve entitled to simply by knowing the rules and making smart decisions.

Keith Duncan. 6 hrs (3 wks.) Tues, Jan 30 & Feb 6 & 13, Thurs, Feb 8 & 15; 6:30-9:30pm. $49 includes one textbook. You may bring your spouse or significant other for free.

Retirement Planning Today
You want to school your child 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 investment risks, and protect your assets from long-term care expenses. Above all, assess your financial situation and develop a plan to achieve your goals.

Keith Duncan. 6 hrs (3 wks.) Tues, Feb 20 & 27; 6-8:30pm. $82 includes one textbook. You may bring your spouse or significant other for 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.

Walk through the basic knowledge of stocks, bonds, and mutual funds. Learn the rule of 72, differences between ROTH and traditional IRAs, ways to make retirement money last, ways to gift money to children, grandchildren, and charity.

Jennifer Pankratz, FA. 3 hrs (2 wks.) Tues, Feb 20 & 27; 6-7:30pm. $19

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, and other regions. An introduction to tasting and wine knowledge makes this a fun, engaging course! Our instructor will help you learn about projects on the horizon with the potential to help resolve this conundrum.

We cannot accept walk-in registrations.
Create an online account ahead of time (you can also do it with a live person or register online)

Laura Fix. 12 hrs (6 wks.) Thurs, Feb 21 - Mar 12, 5:45-7:45pm. $65/$58.50 seniors 65+

NEW! History’s Mysteries
We will discuss the details and discoveries of two major historical mysteries, testing theories and trying our hand as detectives. Who really killed Lizzie Borden’s parents in Fall River? What really happened to Anastasia Romanov, and her family? Claimed to be her and fooled the world! Join us in an interactive and immersive look at history!

Josh Bennett. 4 hrs. Section one: Tues, Feb 20 & 27; Section two: Mon/Wed, Mar 12 & 29; 6:45-8pm. $29/$26.10 seniors 65+ includes supplies.

Buy & 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 pay and for items, and the details on how to sell your own items.

Skip Gibson. 10 hrs (5 wks.) Mon, Feb 5 - Mar 12, 5:45-7:45pm. $85/$75 seniors 65+

NEW! So You Want to Write a Book – Part II
Do you want to continue learning the fundamentals of writing your first book? This class picks up where part one left off, and we’ll examine topics such as formatting, structure, POV, and writing style in a more comprehensive approach. You’ll receive personal guidance and instruction to help you complete a working manuscript.

With the introduction of optional workshops, each of you will have even more time to receive feedback and work with others.

Prerequisite: completion of “So You Want to Write a Book” and minimum 40-50 typed pages of your manuscript.

Mindy Finden. 13 hrs (4 wks.) Wed, Feb 21 - Mar 14; 5:45-7:45pm. Plus optional Saturday study workshops on Apr 29 & May 19; 9:30am - noon. $115/$103.50 seniors 65+

NEW! So You Want to Write a Book – Part I
Who really killed Lizzie Borden’s parents in Fall River? What really happened to Anastasia Romanov, and her family? Claimed to be her and fooled the world! Join us in an interactive and immersive look at history!

Laura Fix. 12 hrs (6 wks.) Thurs, Jan 23 - Feb 27; 6-8:45pm. $75 includes tastings.

Hobbies

Zumba®
Zumba® is the fitness craze based in Latin and international rhythms. You’ve wanted to try it out but don’t want to commit to long-term – or pay for other club amenities you may not use. Think it will be too hard, or too easy? The intensity can be modified from basic to advanced, making it great for all ages and fitness levels.

Jennifer, who has been an active member for 17+ years, will help you learn about projects on the horizon with the potential to help resolve this conundrum.

Laura Fix. 12 hrs (6 wks.) Thurs, Jan 23 - Feb 27; 6-8:45pm. $75 includes tastings.
Online Medical

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

Medical Terminology: A Word Association Approach
This nationally recognized medical transcription online course and training program teaches the skills needed to gain employment as a medical transcriptionist. Upon successful completion of the Medical Billing and Coding online course and training program you are set a career as a medical transcriptionist.

Medical Coding and Billing
Upon successful completion of the National Healthcareer Association (NHA) course, students will be prepared for an entry-level position doing medical billing or working in an insurance office setting.

Medical Transcription
This nationally recognized medical transcription online course and training program prepares you to start a career in medical transcription.

Project Management
This program will provide you with a solid introduction to the understanding of project management and help you comply with the minimum 30 hours of training required by the Project Management Institute’s (PMI) as you take the Project Management Professional (PMP) exam. More programs are available in the following areas:

Business and Professional
• Healthcare & Fitness  • Hospitality & Gaming  • Information Technology & Industrial
• Travel & Tourism  • Media and Design

Call to register 406.447.6945

Online Career Training Programs

Phlebotomy Technician Certification Preparation
This 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 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.

Clinical Medical Assistant
Our Clinical Medical Assistant program will prepare you to assist a physician and to provide care to patients in a doctor’s office or clinic. The program combines 140 hours of classroom instruction with 160 hours in a medical office externship (for those who qualify.) You will gain experience to work that includes assisting physicians with exams and minor surgery, taking patient vital signs, caring for patients, performing lab tests, administering medications, electrocardiography, and much more.

Medical Terminology according to Medical Terminology: A Word Association Approach

Phlebotomy Assistant

Medical Assistant

Online Learning Anytime. Anywhere... Just a click away!

Phlebotomy technician Certification Preparation

The median annual wage for medical assistants in 2016 was $31,540 according to the Bureau of Labor Statistics. The median hourly wage was $15.32. The median annual wage for medical assistants was $31,540 according to the Bureau of Labor Statistics. Call to register 406.447.6945
2018 Study Abroad in Hong Kong & Taiwan — SPACES STILL AVAILABLE!

Experience iconic temples, historic monuments 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 Confucius Temple built in 1665. We continue our journey to Hong Kong where we will discover the Manmo Temple, the Government House, the HSBC Building a hi-tech architectural landmark known for using the principles of Feng Shui and visit markets that influence the Hong Kong economy.

Traveling with Helena College is a unique and extraordinary educational experience for both the credit and the non-credit student. Our trips are carefully planned and are instructor-led, offering students an opportunity to explore, engage, listen, and learn about different cultures while challenging your perspective.

Tour Dates: May 15 - 28, 2018

Tour Includes:
- Round trip flights Helena to Hong Kong and Taiwan to Helena
- Airport transfers
- Four-star hotel accommodations with breakfast
- One additional daily meal (lunch or dinner, determined by program)
- Museum passes and entrance fees
- Ground transportation
- Medical insurance (dates of trip only, not for pre-existing conditions, age 74 and under)

Tour Cost = $2900 + $1300* = $4200**
*This amount represents the airline imposed taxes and fuel surcharge and is subject to change.
**Based on double occupancy. Singles will be paired up, at program’s discretion. If requesting single occupancy, cost is an additional $412.

Call Mary for additional details – 447-6944.

Students with Asperger’s/ ASD

Students will provide their own pistol and ammunition for the program.

Lead Instructor: Detective Noel Petty. 90 hrs. Fri-Sun, Jan 1 - 17; Sat - Sun, daily. $415. Application required - please check website, call, or stop in.

2018 Study Abroad in Hong Kong & Taiwan — SPACES STILL AVAILABLE!

Experience iconic temples, historic monuments 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 Confucius Temple built in 1665. We continue our journey to Hong Kong where we will discover the Manmo Temple, the Government House, the HSBC Building a hi-tech architectural landmark known for using the principles of Feng Shui and visit markets that influence the Hong Kong economy.

Traveling with Helena College is a unique and extraordinary educational experience for both the credit and the non-credit student. Our trips are carefully planned and are instructor-led, offering students an opportunity to explore, engage, listen, and learn about different cultures while challenging your perspective.

Tour Dates: May 15 - 28, 2018

Tour Includes:
- Round trip flights Helena to Hong Kong and Taiwan to Helena
- Airport transfers
- Four-star hotel accommodations with breakfast
- One additional daily meal (lunch or dinner, determined by program)
- Museum passes and entrance fees
- Ground transportation
- Medical insurance (dates of trip only, not for pre-existing conditions, age 74 and under)

Tour Cost = $2900 + $1300* = $4200**
*This amount represents the airline imposed taxes and fuel surcharge and is subject to change.
**Based on double occupancy. Singles will be paired up, at program’s discretion. If requesting single occupancy, cost is an additional $412.

Call Mary for additional details – 447-6944.

Students with Asperger’s/ ASD

Students will provide their own pistol and ammunition for the program.

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Law Enforcement Reserve Training Program

Helena Police Chief Troy McGee has dedicated his assistance and staff support to Helena College in developing a reserve officer training program. Chief McGee’s vision was to provide qualified citizens with an opportunity to be involved in their local law enforcement agencies. This program supports that goal.

Reserve Officers are defined in the Montana Code Annotated as a sworn, part-time, volunteer member of a law enforcement agency who is a peace officer and has arrest authority only when authorized to perform these functions as a representative of the law enforcement agency.

The program is intended to educate students in a professional setting, consistently meeting the requirements identified in the MCA of a “Reserve Officer.” While interacting with current and former law enforcement officers as instructors in the classroom, Minimum Qualifications:
- Resident of MT for at least 1 year and of the county for at least 6 months prior to appointment
- Must be a US citizen at least 18
- Must consent to be fingerprinted for a background investigation — may not have been convicted of a crime for which imprisonment could be a penalty (federal or state), and must be of good moral character
- 185 graduate or the equivalent
- Pass a physical exam 30 days prior to appointment
- Possess a valid MT driver’s license

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Our Instructors

Archambault, Lou Drawing, Painting
Atwood, Terri History/Acting
Back, Jennifer Phlebotomy
Bennett, Josh Phlebotomy
Bird, Joan Phlebotomy
Bledsoe, Chris Phlebotomy
Blanchard, Carolyn Phlebotomy
Blevins, Paulette Phlebotomy
Cavin, Dr. Liz...Naturopathic Medicine
Curtiss, Victoria...Printmaking
Dannal, Keith...Retirement
Finden, Mindy Writing
Fox, Lauren Writing
Galbavy, Cindy Welding
Gault, Lisa Sign Language
Gibson, Chip...Grant Writing
Griffin, Jill Nutrition/Cooking
Hollingsworth, Ken...CDR
Iverson, Ronald...Medicare
Johnson, Pat Aviation
Klahofe, Jayme Investing
Lane, Steve...Flying
Laying, Richard CPR
Marchesi, Mason Hayes Piano
McGoven, Camille...Nutrition/Cooking
McGovern, Chris...Photography
Neal, Charlotte...Islam
Nelson, Amy...Certified Nursing Assistant
Noone, Greg...Cabinet making
O'Connor, Richard...UFO Studies
Okley, Jennifer...Medical Assistant
Pandratz, Jennifer...Zumba
Parker, Chad...Russian
Patrick, Willard...Knife Building
Person, Toni...German
Petty, Noa...Criminal Justice
Rivers, Marine...Sign Language
Robinson, Dianne...Sustainability
Schmidt, Matt...Cabinet making
Watson, Andrew...Hebrew
Wells, Nancy...Spanish
Yarnes, Jenny...Sewing

Frequently Asked Questions

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 16 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 required 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 your class meets, 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 cash or check, the refund is provided via check in the mail. Credit or debit payments can be refunded to the original credit card.

What about parking?
Parking Permits are required for vehicles in the lot immediately adjacent to our building from 7:30am until 6pm weekdays. Most 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) and avoid being ticketed.

How do you 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 questions, please e-mail Mary.Lannert@helenacollege.edu or call (406)447-6944.

Register Today!

Register Form

Checks can be made payable to Helena College CE. For more information, please call 406-447-6945 or 447-6946.

name
phone
address city/state/zip
email birth date (for demographics/discount eligibility)
course title start date cost
course title start date cost

If choosing to mail your registration and/or payment
Please note that local mail can take anywhere from 1-3 days, and it is possible for a class to fill while your registration is in the mail. In order to avoid any confusion, we must process your payment at least two days before class begins. If you have not received a confirmation call or email 2 days before class, please call 406-447-6945.

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ONLINE REGISTRATION

www.helenacollege.edu/continuinged

You can view our available classes online. There are full descriptions, dates, times, prices and seats available. Most classes also feature a short bio and headshot of your instructor, so you can get to know them before class!

In order to register for a class, you must sign in and create a username for each person. If registering someone other than yourself (child, spouse, employee), enter the information for that person. You can use the same email for multiple family members.

PAYMENT OPTIONS

You can pay online with credit or debit Visa, Master Card, or Discover. If you would prefer to pay with cash or check, you can select the “send check” option. Once we receive notice that you have selected this option, you will have 3 business days to complete your payment.

Please mail your check or stop by as soon as possible. We may not hold unpaid seats for more than three days.

Need to talk to a live person?
Call Julie 406-447-6946 8am - 3pm

We can answer your questions and walk you through the registration process. If you would rather register by phone, want help with our website, or would like to know more about a class, give us a call! If we don’t answer right away, please leave a message.

Register Form

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name
phone
address city/state/zip
email birth date (for demographics/discount eligibility)
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