THE UNIVERSITY OF MONTANA WESTERN
SCHOOL OF OUTREACH

LEARN FOR LIFE

Professional Development & Personal Enrichment

FALL 2021
AUGUST—DECEMBER
A penny for your thoughts?

The School of Outreach is seeking proposals for non-credit courses, workshops, camps in a wide array of topics, from professional development to personal enrichment. Examples of topics include general professional development (MS Office, project management, QuickBooks, grant writing, leadership, trades certificates) to industry specific conferences, workshops, prep/exams for certifications, and other similar training opportunities. Proposals for personal enrichment subjects, include but are not limited to the arts, music, foreign languages, fitness/wellness, food, photography. These courses are offered to Montana Western employees, alumni, and students as well as the general public and/or local businesses as appropriate, and can be held on our campus or at your onsite location of choice. To submit a proposal, contact Outreach via email outreach@umwestern.edu or call the office.

Questions? 406-683-7537

2021-2022 Non-credit Course Proposal Deadlines

**Fall Courses**
- **June 1st**
  - Proposal Deadline
- **July 1st**
  - Proposal decisions announced

**Spring Courses**
- **September 1st**
  - Proposal deadline
- **October 1st**
  - Proposal decisions announced

**Summer Courses**
- **February 1st**
  - Proposal deadline
- **March 1st**
  - Proposal decisions announced
Registration may be canceled for non-payment of fees. Cancellation does not necessarily eliminate registrant from financial obligation. Students taking only extension or non-credit courses do not need to apply or pay for admission. Extension and non-credit courses may not qualify for federal financial aid or fee waivers. Contact the School of Outreach for more information.

Upon request, Montana Western provides reasonable accommodations, including written materials in alternative formats for persons with documented disabilities. For more information, please contact UMW Dean of Students by calling 406-683-7900.

**Table of Contents**

- Education 4
- Healthcare 10
- Workforce Training 12
- Personal Enrichment 14
- Dual Enrollment 16
- Youth Programs 18
- Road Scholar 19

**How to Register:**

**IN PERSON**

The School of Outreach office is located in Main Hall room 115 and is open for registration from 8 a.m. to 5 p.m., Monday-Friday.

**BY EMAIL**

Send email correspondence to outreach@umwestern.edu. Registration forms can also be requested through email.

**BY PHONE**

Our friendly staff can help you complete registration in 15 minutes or less. Call us at 406-683-7537.
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**KEY**
- E: Extension Course
- INT: Internet Course
- TBD: To Be Determined
- V: Variable Credit
- Partner Initiated
- Internet Course
- Face-to-Face Course
- VESi Course

4. outreach@umwestern.edu | 406.683.7537
Advanced Classroom Management: Children as Change Agents

Geared primarily for professionals serving children and youth presenting behavior problems in the school or community, this course focuses on cognitive and cognitive-behavioral interventions with an emphasis on teaching students how to change and manage their own behavior. Previous knowledge and understanding of traditional behavioral concepts and strategies is required. It is recommended that students take an introductory behavior management course to learn the basic terms and concepts of behavior management prior to taking this course.

Attention Deficit Hyperactivity Disorder: Information & Intervention for Effective Teaching

This course will help the learner achieve a better understanding of ADHD and intervention strategies to facilitate positive student change. Learn the history of the disorder, accepted methods to assess and identify students with the disorder, and various methods, medications, and strategies that are currently used to treat it. Referral processes for providing services to the student outside of the classroom will also be addressed.

Autism and Asperger’s Disorder: Information and Interventions for Effective Teaching

Provides information on the characteristics of the disorder, associated learning styles, communication weaknesses and various intervention strategies that have proven to be successful when working with students with Autism spectrum disorders. Make sense of why individuals with Autism spectrum disorders act the way they do and what you can do to enhance more appropriate behavior.

Behavior is Language: Strategies for Managing Disruptive Behavior

This course is designed to give the learner a new perspective on student behavior and effective tools to facilitate positive student change. This course provides a developmental framework to help the learner understand what students are trying to communicate through the “language” of their behavior. Topics covered include behavioral techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles while increasing classroom control, reduce educator workload, and help prevent burnout. After successfully completing this course, the educator and his/her students will be better equipped to find and implement creative, effective solutions to behavioral problems.

Big Sky Literacy Summit 2021

Get ready for an incredible Science of Reading event for teachers and leaders addressing timely and important topics that will help you meet your students’ academic needs, build more equitable systems, and learn how to intensify and target instruction due to lost time, especially for those with differences and disabilities. The Transformative Reading Teacher Group is excited to present an incredible lineup of speakers addressing topics in the Science of Reading in a beautiful place that will allow for building connections with colleagues and being inspired through learning. Learn more and enroll at https://mtplportal.org/event/big-sky-literacy-summit/.

Build School Communities: Brain Smart Classroom Management

This course helps teachers build genuine bonds between themselves and their students and between students and their classmates, to create “kindred classhomes” with a foundation of acceptance, respect, and shared purpose. This course will help you develop strategies, rituals, and environmental design skills to create these safe havens of learning. Students will learn how to differentiate for classroom management and discipline similarly to differentiating for students’ diverse academic needs.

Child Abuse: Working with Abused & Neglected Children

This course covers how to recognize the signs of physical, emotional, and sexual abuse, and physical and emotional neglect in students. It also discusses the specific factors that exist in families who abuse or neglect their children. A major emphasis in this course is on helping the participant understand the special learning needs of abused or neglected children and how to meet those needs in the regular classroom. Working with parents and community agencies is also emphasized.

Drugs & Alcohol in Schools: Understanding Substance Use & Abuse

This course provides a contextual framework for understanding what students may be experiencing either through their own substance use or as a result of the substance use of persons close to them and provides a basic historical perspective of substance use along with the biological, psychological, and social factors that comprise the disease of addiction. Upon course completion, the learner will better understand the complex dynamics that contribute to this biological and social phenomenon.
Educational Assessment: Assessing Student Learning in Classroom

This course is designed to further develop the conceptual and technical skills required by teachers to help them identify their educational goals and implement meaningful instructional strategies for effective learning by students with special needs. The focus of the course is on assessment for instructional programming and will outline procedures for designing or selecting, administering, and interpreting, a variety of informal assessment measures typically used in schools.

English Language Learners: Language Acquisition

This course discusses developmental theories and how they apply to English language learners. The focus of this course is on the process of second language acquisition and the role of the classroom teacher. Included in this course is information about the legal obligations of schools and teachers to provide services and about the types of programs schools might provide. Included is information on communicating with parents/guardians.

English Language Learners: Methods & Materials

This course discusses how to apply instructional methods in creating lessons; how to create a motivating and caring learning environment; how to integrate teaching reading, writing, speaking, and listening skills; how to differentiate instruction for English language learners; and how to identify culturally appropriate curriculum and instructional resources.

Harassment, Bullying & Cyber-Intimidation in Schools

This course will discuss definitions and the personal, social, and legal ramifications associated with sexual harassment, bullying, and cyber-intimidation. The course will address what we know about these troubling areas and explore preventative strategies as well as how school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all.

Inclusion: Working with Students with Special Needs in General Education Classrooms

Inclusion is a current educational reform movement that advocates educating students with disabilities in the general education classroom. Upon completion, the learner will be able to define key concepts and terms, identify and describe federal legislature and court cases, and list and describe the federal definition of students entitled to special services. This course will also discuss the roles and responsibilities of educators in providing special services to students educated in inclusive classrooms.

Learning Disabilities: Practical Information for the Classroom Teacher

This course lays the foundation for sensitive, appropriate assessment and evaluation of students. This course covers program planning and implementation, stresses the importance of a close, positive partnership with parents or alternative caregivers, and explores methods for ensuring that the home-school axis is effective and meaningful. Major trends and unresolved issues in the field of learning disabilities are also discussed.

Reading & Writing in Content Area

This course offers instruction in teaching reading and writing in various subject matter fields at the secondary level. The material stresses the skills of vocabulary building, comprehension, and writing, as well as methods for motivating adolescents to read and write. The course also provides information on recognizing reading difficulties, assessing textbooks, and the integration of reading strategies within a content area. The strategies taught are aligned with the Praxis Reading Across the Curriculum test guide and the Reading in the Content Area national standards.

Reading Fundamentals #1: An Introduction to Scientifically-based Research

This course will improve your knowledge of science and the scientific process. This is the first course in a three-course series. This course is designed to be an informational course with application to educational settings. The curriculum suggestions and teaching strategies explained are designed to be used for the teaching and remediation of students in kindergarten through sixth grade. Some alterations may be needed if working with specific populations such as gifted, ESL, or special education.

VESi courses in this publication are indicated by this symbol.

VESi Virtual Education Software

Montana Western is a partner with Virtual Education Software, inc. (VESi). These interactive courses provide expert instruction at a pace that fits your schedule.
Science of Reading & Dyslexia Law

This comprehensive, 12-part training will empower teachers to understand the what, why, and how of evidence-based reading instruction in foundational reading skills so that they can better meet the varied needs of the students they serve. Training will be delivered in small, two-hour segments, allowing educators time to process the information and implement practices into their own classrooms. Participants will learn the basics of reading at any age and how to strengthen instruction in reading foundations through structured and fast-paced routines that build on a hierarchy of skills that are necessary for students to become proficient readers and writers, including explicit, systematic, and multisensory instruction in phonemic awareness, phonics, spelling and orthographic awareness, and fluency. Connections will be made to the latest research and evidence-based practices, and how this information relates to current Montanan dyslexia legislation. Register for course through CSPD at https://sites.google.com/view/region-iv-cspd.

Six Traits of Writing Model: Teaching & Assessing

This course will discuss why writing is important and why teachers should include writing as often as possible in all content areas. The course will also include practical applications for assessing and teaching writing, including teaching students how to self-assess their own writing. This course will discuss why teaching writing is important provide an introduction and discuss the elements of the Six Traits of Writing Model. Throughout those elements we will look at practical ways to use this model in your classroom.

Talented & Gifted: Working with High Achievers

This course provides information on the history of exceptional students in relation to education, current law, and accepted methods for referral, assessment, and identification. It covers major program models and methods of differentiating instruction to meet the rate and level of learning of those students identified. The course gives the learner an understanding of ways to meet the affective needs of the gifted and talented student in the regular classroom and lists resources for teachers and parents who would like more information about the talented and gifted.

Teaching Diversity: Influences & Issues in the Classroom

Designed to give teachers the knowledge, tools and dispositions to effectively facilitate a diverse classroom. This course will help teachers understand and identify differences in approaches to learning and performance, including different learning styles and ways in which students demonstrate learning. An emphasis in this course will be on understanding how students’ learning is influenced by individual experiences, talents, disabilities, gender, language, culture, family and community values. Participants will be challenged to apply knowledge of the richness of contributions from our diverse society to your teaching field.

Teaching Elementary Math Conceptually: A New Paradigm

This course is designed to expand your methodology for teaching mathematics. The course will explore an innovative teaching model that incorporates strategies for teaching concepts constructively and contextually. The goal is for you to gain a deeper understanding of the underlying concepts of various math topics and to explore the principles of teaching those concepts to learners. This course will focus on the topics of number sense, basic operations, and fractions.

Teaching Secondary Math Conceptually: Meeting Mathematics Standards

This course will explore an instructional methodology that incorporates strategies for teaching concepts constructively and contextually. The goal is for you to gain a deeper understanding of the underlying concepts of various math topics and explore the principles of teaching those concepts to learners. The course will also explore teaching methodologies that support many federal and state standards.

Traumatized Child: The Effects of Stress, Trauma & Violence on Student Learning

Participants will learn the signs and symptoms of stress and trauma and explore how stress, violence, and trauma affect a student’s learning, cognitive brain development, and social-emotional development. The consequences of being exposed to stress, trauma, or violence, as well as the social and family causes, will be
reviewed. The dynamics of domestic violence and community violence are also discussed, as is the educator’s role in the intervention and prevention of violence.

**Try DI!: Planning & Preparing a Differentiated Instruction Program**

Differentiated Instruction (DI) is aimed at creating supportive learning environments for diverse learning populations. Learn methods for self-assessment of the extent to which their current instructional approach reflects the perspective, principles, and practices of the DI approach. The concept of a “theory of action” will also be provided within a DI context. Strategies included in this course have been selected on the basis that they are effective in the widest possible range of educational K-12 settings.

**Understanding & Implementing Common Core Standards**

This course has been divided into four chapters. The organization of the course covers the rationale for and design of the Common Core State Standards, the “Common Core Mindset” practitioners need for successful implementation, and what specific actions can be taken for deeper implementation across settings.

**Violence in Schools: Identification, Prevention & Intervention Strategies**

This course provides an overview of violence and the motivational purposes behind aggression. The correlation and impact of the media, community, and family upon violence is investigated. Gain an understanding of identification and intervention approaches to working with out-of-control behaviors. Participants will have a better understanding of violence and the motivations behind its use, as well as specific strategies to minimize the occurrence of violence in the school and community.

**Why DI?: An Introduction to Differentiated Instruction**

Learn what is meant by Differentiated Instruction (DI) and the common myths associated with creating the differentiated classroom. Legal, theoretical, and pedagogical foundations in the field of education that support the utilization of differentiated instructional practices and principles will be discussed. Reflect on best practices and national trends in the design of the educational setting to meet the needs of a diverse learning population. This course also provides connections to a variety of concepts, variables, and resources that will assist practitioners in aligning their own professional practices with those found in the differentiated classroom.
ONLINE TEACHER CERTIFICATION

VISIT US ONLINE!
umwestern.edu/online

Secondary Education
Physical Education & Health K-12
Special Education K-12
Early Childhood Education Pre K- Grade 3
Teacher Librarian
Business & Computer Applications

406-683-7537
DistanceAndOnlineLearning@umwestern.edu
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<td>2-4 months INT TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>edu2</td>
<td>$1799</td>
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<tr>
<td><strong>Of Horse, Human, &amp; Nature</strong></td>
<td>30 hours Dillon, MT</td>
<td>Sep 9-11</td>
<td>Thu-Sat 9 a.m.-9 p.m.</td>
<td>Joint Sponsors</td>
<td>$200</td>
<td>$7/CEU Sep 11</td>
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<tr>
<td><strong>Spanish for Medical Professionals</strong></td>
<td>6 weeks INT TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>ed2go</td>
<td>$115</td>
<td>Sessions start monthly</td>
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</tbody>
</table>

**KEY**

- 🌐 Internet Course
- 🗓 Face-to-Face Course
- 💻 ed2go Fundamentals
- 💻 ed2go Career Training
- 🏢 Career Certificates
- ✍️ Real Estate License
- 🏠 Mortgage License

---

**Clinical Dental Assistant**

This online dental assisting course includes invaluable real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and much more. Toward the end of the course you will have the opportunity to apply for an externship, where you’ll get real-life clinical assistant experience. You’ll also be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination. Enroll [HERE](#).

**Clinical Medical Assistant**

This program prepares learners to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. The purpose of the Clinical Medical Assisting program is to prepare learners to assist physicians by performing functions related to the clinical aspects of a medical office. Enroll [HERE](#).

**Electronic Health Records Management**

This program prepares learners to understand and use electronic records in a medical practice. Learners will review the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record. Enroll [HERE](#).

**Explore a Career in Medical Coding**

Explore a career as a medical coder and gain knowledge to help you work, with confidence, almost anywhere in the medical field from doctors’ offices, clinics, hospitals, or even in the comfort of your home. This course teaches use of the CPT manual and IDC-10-CM which will give you a leg up on others who are new to this career. Enroll at [HERE](#).

**Explore a Career as a Pharmacy Technician**

Take a look at the many job settings and career paths open to you if you become a pharmacy technician. This course will help you master the skills that will prepare you for and entry-level position as a pharmacy tech or clerk, and the steps you can take to become certified. Enroll [HERE](#).
Legal Nurse Consultant

Use your nursing background to help attorneys with medical cases and claims. This course provides a foundation in different areas of law to help you understand how to assist attorneys in all phases of civil and criminal litigation and step-by-step instructions for setting up your own nurse consulting practice. Enroll HERE.

Medical Billing & Coding

This billing and coding program offers the skills needed to perform complex coding and billing procedures. The program covers: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), the ICD-10 for both diagnosis and procedure coding, and basic claims processes for insurance reimbursements. This billing and coding program delivers the skills learners need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. Enroll HERE.

Phlebotomy Technician

This program prepares learners to collect blood specimens from clients for the purpose of laboratory analysis. Learners will become familiar with all aspects of blood collection and will review the skills needed to perform venipunctures safely. Topics in this course include medical terminology, related anatomy and physiology, blood collection procedures, and procedures for collection of other types of specimens within the scope of practice of the phlebotomist. Enroll at https://umwestern.edu2.com/product/5154/phlebotomy-technician.

Of Horse, Human, & Nature

*Coming September 2021!

Knowledge inspires action and all roads lead to Dillon, Montana, September 9-11, 2021 for the first-ever conference merging traditional, natural horsemanship with 21st century new equine and horse-human research, education, and horse experiences. This conference brings together leading voices and experts in equine, animal behavior, natural horsemanship, ranching, outfitting, wilderness and backcountry use, equine and human initiatives that advance well-being, horse-and-rider demonstrations, hands-on experiences with horses, and compelling storytellers, award-winning equine films and filmmakers as well as the latest research and science of the horse-human relationship. Featuring Dr. Temple Grandin, one of the foremost experts on animal behavior and professor of animal science at Colorado State. Dr. Grandin was one of the first individuals on the autism spectrum, to document the insights gained from her personal experience of autism. She is also a strong proponent and advocate for equine assisted learning. Click HERE for more details and to register.

Spanish for Medical Professionals

Prepare for any situation by bridging the communication gap between you, your patients, and worried family members. This course provides knowledge of basic medical phrases to help you better communicate with the Spanish-speaking community. Enroll HERE.
## Workforce Outreach

<table>
<thead>
<tr>
<th>Title</th>
<th>Duration</th>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
<th>Provider</th>
<th>Partner Fee</th>
<th>UMW Fee</th>
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<td>Boiler Operators’ Workshop</td>
<td>40 hours</td>
<td>Dillon, MT</td>
<td>Nov 15-18</td>
<td>Mon-Thu 7:30 a.m.-5 p.m.</td>
<td>UMW</td>
<td>$450 + text</td>
<td>TBD</td>
<td>Nov 5</td>
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<tr>
<td>Boiler Operators’ Refresher</td>
<td>5 hours</td>
<td>Dillon, MT</td>
<td>Nov 19</td>
<td>Fri 10 a.m.-4 p.m.</td>
<td>UMW</td>
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<td>$2695</td>
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<td>TBD</td>
<td>ed2go</td>
<td>$115</td>
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<td>ed2go</td>
<td>$2195</td>
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<td>$2599</td>
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<td>ed2go</td>
<td>$115</td>
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<td>Learn Mortgage</td>
<td>starting at $329</td>
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<td>Real Estate Express</td>
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<td>4-6 months</td>
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<td>TBD</td>
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<td>edu2</td>
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<td>6 weeks</td>
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<td>TBD</td>
<td>ed2go</td>
<td>$100</td>
<td>TBD</td>
<td>Sessions start monthly</td>
</tr>
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</table>

**Boiler Operators’ Workshop**

Gain fundamental knowledge of low or high pressure steam systems. Prepare for the Montana State Boiler’s License exam. At the conclusion of the course, participants will receive a certificate of completion. Instruction prepares students to take the Montana Department of Labor and Industry’s exam. Textbooks are required at an additional cost.

**Boiler Operators’ Refresher**

This class is designed for individuals who are preparing for the State of Montana Department of Labor exam. Individuals must have completed an approved 40-hour training plus the required on-the-job hours.

**CompTIA Certification Training: Network+, Security+**

Earning certifications from the Computing Technology Industry Association (CompTIA), an internationally recognized vendor of IT-based certifications, can help your career as you can prove your knowledge and skillset to employers, potential employers, coworkers, and even yourself. This course will help you become better prepared for two CompTIA certifications that are ideal for mid-level professionals. The CompTIA Network+ and Security+ certifications are the most highly recognized, vendor-neutral credentials in the industry. They will assure employers that you have the skills they seek in network and security professionals. Enroll **HERE**.

**Entrepreneurship**

The Entrepreneurship program pulls together all of the education and skills necessary for success in starting your own business or just

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**Save the Date**

Get your hours in and then attend...
- Montana Western campus
- Attend in person or remotely
- Practice exam will be completed during class
- More details will be emailed to you in the Fall upon request.

**Boiler Operator Exam Prep Refresher Class**

**November 19, 2021**
10:00 AM – 4:00 PM

406.683.7537
outreach@umwestern.edu | 406.683.7537
cultivating that entrepreneurial spirit necessary to start a new division in your current role working for another company. From drafting the initial business plan to financing your vision and managing your staff, the Entrepreneurship program covers everything successful entrepreneurs require to start, build and grow their next venture. Enroll HERE.

Explore a Career as a Paralegal

Careers in the legal field often require many years of training, but paralegals can enter the job market quickly. What’s more, paralegals earn good salaries and have many opportunities for advancement. In fact, a skilled paralegal can do almost all the jobs a lawyer does. In this course, you will discover what paralegals do and find out what you will need to know in order to begin your own paralegal career. You will start by getting an excellent grounding in legal terminology, contract law, and the tort system. Next, you will learn how to perform legal analysis, conduct interviews and investigations, write legal briefs, and prepare for appeals. And finally, you will get tips on internships and job-hunting. By the time you’re finished, you will know if becoming a paralegal is the right career choice for you. Enroll HERE.

Foundations of Plumbing

There is a shortage of skilled plumbers. The Bureau of Labor Statistics predicts that plumbing jobs will increase at a faster than normal rate over the next 10 years. With the right training, you could enter and build a scalable career in this high-demand field. If you want to work as a plumber, the Foundations of Plumbing course will teach you the fundamental, job-ready skills relevant to the plumbing and piping industry. In this self-paced course, you’ll learn how to work on modern plumbing systems from in-depth course material developed by industry experts and employers. By course completion, you will possess the specialized skills and technical knowledge needed to start a career in plumbing. Enroll HERE.

HVAC Technician

This program focuses on broad, transferable skills, including an understanding of the heating, air-conditioning, refrigeration and ventilation industry, and demonstrates elements of the industry such as planning, management, finance, technical and production skills, the underlying principles of technology, and health, safety, and environmental issues. The purpose of this program is to prepare students to perform entry-level HVAC maintenance and repair tasks in residential and commercial environments. This course is designed to prepare students to pursue the Environmental Protection Agency (EPA) 608 Core and 608 Small Appliances (Type 1) Certification. Students are eligible for an optional externship with a local employer after successful course completion. Enroll HERE.

Introduction to Quickbooks

Manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. This course will give you hands-on experience recording income and expenses; entering checks and credit card payments; tracking your payables, inventory, and receivables; and much more. Enroll HERE.

Montana Mortgage Prelicense Packages

This course will provide you with a comprehensive introduction to mortgage lending principles and practices that will help prepare you to become a capable and qualified mortgage professional. Enroll HERE.

Montana Real Estate Pre-license Course

This course will take you through all the subjects mandated by the Montana Real Estate Commission, and includes instruction in property characteristics and rights, forms of ownership, title, transfers, taxation, land use, environmental issues and other subjects intended to enhance the competency of salesperson and broker licensees in representing consumers. Enroll HERE.

Professional Bookkeeper with Quickbooks

This program takes students through the ins and outs baseline accounting principles, bookkeeping and overall record keeping relative to successful small business accounting. With a comprehensive understanding of accounting, this program ensures students can not only keep accurate books, but understand why and how these records are kept, as well as how these processes and procedures might be improved. A full study of QuickBooks will ensure that students can operate successfully within the most-widely used accounting software application and provide associated accounting professionals with the files necessary for tax preparation and/or support their efforts in any tax or audit situation. Enroll HERE.

Explore & Enroll

ED2GO FUNDAMENTALS

24-72 HOUR COURSES

ED2GO CAREER CERTIFICATES

6-18 MONTH FORMAT

CAREER CERTIFICATES

2-6 MONTH FORMAT

REAL ESTATE LICENSE

12-70 HOUR COURSES

MORTGAGE LICENSE

12-20 HOUR COURSES

OPEN ENROLLMENT

REGISTRATION CAN BE COMPLETED THROUGH THE ABOVE LINKS, FULLY ONLINE!
### Certificate in Gerontology

This course is designed to enhance the knowledge and skills of individuals who work with or care for older adults by providing an educational experience that is multidisciplinary in nature. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, new jobs are being developed, and new services created. Individuals who work with the older population will need continuing professional education to gain a broad understanding of the field of gerontology and healthy aging and to stay current with emerging trends such as mental health, abuse, pain assessment and management, sleep, disorders of communication, and dementias (including Alzheimer’s disease). Enroll [HERE](#).

#### Keys to Effective Communication

Become more confident, make great first impressions, get along with others, and create better personal and professional relationships. This course provides a step by step process to become a great conversationalist as you use communication to build rapport and create trust, warmth, and respect. Enroll [HERE](#).

### Drawing for the Absolute Beginner

Gain a solid foundation in the basics of drawing to become the artist you’ve always wanted to be. This course will help you become familiar with paper type, drawing styles, techniques, and the basic principles of perspective, layout, design, lighting, volume, and space. If you have an interest in learning what it’s like to draw or would love to increase your current knowledge in the field of art and illustrating, then this course aims to fulfill all of your needs. Enroll [HERE](#).

### How to Make Money from Your Writing

Whether you want to create your own business, add to your income, supplement your retirement, or boost what you’re earning as a writer, you’ll find the how-to’s here. You’ll learn secrets, methods, and tips to help you generate income with your writing. This class includes all the practical information that so rarely gets taught in writing classes. In most courses and social groups it’s taboo to discuss money, but not here. This course embraces it! Making money is the focus of the lessons. You’ll explore a dozen genres that can help you establish a sometime, part-time, or full-time career as a writer. Along the way, you’ll learn methods to work faster, suffer less rejection, and bring home more bacon. Fulfilling (and lucrative) writing work is waiting for you! Enroll [HERE](#).

### Microsoft Excel 2019/Office 365 Series

This series of courses takes you from an introduction of the fundamentals to advanced features that most users don’t even know exist. This series covers Quick Analysis, Flash Fill, VLOOKUP, INDEX & MATCH, and learn advanced techniques for PivotTables, conditional formatting to highlight duplicate entries, and importing external data using Excel’s built-in Power Query tool. By the time you finish this course, you will know all the possible features and function of Microsoft’s powerful spreadsheet software. Enroll at [HERE](#).
Of Horse, Human & Nature *Coming September 2021!

Knowledge inspires action and all roads lead to Dillon, Montana, for the first-ever conference merging traditional, natural horsemanship with 21st century new equine and horse-human research, education, and horse experiences. This conference brings together leading voices and experts in equine, animal behavior, natural horsemanship, ranching, outfitting, wilderness and backcountry use, equine and human initiatives that advance well-being, horse-and-rider demonstrations, hands-on experiences with horses, and compelling storytellers, award-winning equine films and filmmakers as well as the latest research and science of the horse-human relationship. Register HERE.

Public Speaking

This valuable program provides students with a basic understanding of public speaking and how to prepare and present a variety of speeches. Good public speaking skills are extremely rare and successful students will absolutely be set apart from their colleagues should they master the skills offered in this program. This program will also consider how to plan and design effective slideshow presentations using Microsoft’s PowerPoint software. It includes practical tips and examples for mapping the presentation, incorporating research, using templates, selecting visual elements, and delivering the presentation. Enroll HERE.

Photography Entrepreneur

This program covers the basics of setting up a photography business. In addition to having photography knowledge and skills, the photography entrepreneur must also acquire business savvy, including how to establish a legal form of the business, how to write a business plan, how to brand and market the business, and how to use the numerous types of contracts required to comply with copyright and other types of photography-related laws. If you’re looking to strike out on your own as a photographer, any small business needs a good business plan and this course will walk you through the ins and outs of the business aspects of photography so that you can start to earn a living and be your own boss without having to leave your passion for photography behind. Enroll HERE.

Speed Spanish

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto. You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno! Enroll HERE.

Stocks, Bonds, and Investing

Looking for a good solid class in the basics of stocks, bonds, finance, and investing? Haven’t the slightest clue how to prepare for retirement, pay for college, or even manage your personal finances? And do you wish you could do it all without having to pay a broker or a financial advisor? Well, look no further. The class you need is right here. This course will teach you about stock markets, 401k plans, retirement, and address personal financial issues that are often ignored, but absolutely essential, to your success as an investor. Provide yourself with the independence and confidence you will need to make your own investment decisions. Enroll HERE.
### ARTH 160: Global Visual Culture

Students explore visual arts, music, drama/theatre, and dance with some attention to literature and applied arts. Students read, view, listen, and participate in the arts, learning fundamental vocabulary and concepts, and discussing such questions as: what are the arts; how are the arts created; how and what do arts communicate; and how do the arts reflect society? The depth and quality of their arts observations and reflection, both written and oral, are assessed.

### EDEC 247: Child & Adolescent Growth & Development

*Coming to Hamilton Spring 2022! Registration Opens November 2021*

Students will examine, analyze, and apply research, theories, and issues concerning basic biosocial, cognitive, and psychosocial developmental stages from conception through childhood and adolescence. For integrated lab students use a variety of instruments to observe and interact with individual children as a way of integrating theory and practice. EDEC 248 45 hours of lab is integrated. NOTE: New hybrid section offered in the Bitterroot Area!

### EDU 201: Introduction to Education w/ Field Experience

The first formal course in the Teacher Education Program, this course provides an introduction to the field of education and the relationships between schools and society. Students begin to evaluate the reasons chosen to become a teacher and the effects that decision will have on their lives. Students examine social, cultural, political, legal, economic, and historical issues within schools and how these issues impact professional educators. During this course, students begin to assemble the professional portfolio, which is a
requirement for entry into the Teacher Education Program (TEP). The portfolio will be maintained throughout participation in the Teacher Education Program and is an integral part of the evaluation process. Students will complete a field experience in a school setting. The field experience placement will be made by the Director of Field Experiences.

EDU 222: Educational Psychology & Child Development

Candidates will explore, compare, contrast, and analyze major psychological theories of development and learning. Teacher candidates will apply these theories to teaching practices. The major progression of physical, social, emotional, moral, and cognitive development and the ranges of individual variation within these domains of development in children from birth to adolescence will be emphasized. The course will emphasize the diversity of all learners with regard to learning styles, multiple intelligences, gender differences, cultural expectations, and exceptionality, as well as teaching approaches to accommodate these differences as well as normal psychological development.

GEO 115: Essentials of Geology

This course provides an introduction to geologic processes and Earth history. Students will learn about the interrelationships between biological systems, atmospheric processes, oceanic processes, crustal processes, and deep-Earth processes, and apply their understanding to Earth history and the impacts that their existence has on the natural environment. The course is taught in an online format, and is not intended for students majoring in Environmental Science or Environmental Interpretations. 4 credits.

THTR 101: Introduction to Theatre

The basics of drama—including formal theatre, improvisational drama, and narrative film and television—are story, place, audience, and actor. Students actively explore the relationships between these elements in a lab setting, by creating scenes based on selections from literature, current and historical events, cuttings from film scripts, and more. They analyze the purposes of drama, and learn about a variety of “Western” as well as non-European traditions. They study the responsibilities of the actor, script writer, director, and design staff in theatre and film productions.

DUAL ENROLLMENT & MONTANA’S ONE-TWO-FREE PROGRAM

Through the One-Two-Free program, students may enroll in their first two dual enrollment courses, or up to six credits, tuition free. Students may enroll in additional Dual Enrollment courses at the Dual Enrollment rate of 50% of two-year resident tuition. Learn more online!
YOUTH PROGRAMS

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<thead>
<tr>
<th>Title</th>
<th>Hrs</th>
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<th>Dates</th>
<th>Time</th>
<th>Provider</th>
<th>Partner Fee</th>
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<th>Reg. Deadline</th>
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<td>24</td>
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<td>TBD</td>
<td>TBD</td>
<td>ed2go</td>
<td>$115</td>
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<td>6</td>
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<td>May 30</td>
<td>9 a.m.-3 p.m.</td>
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<td>$50</td>
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<td>$50</td>
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<td>INT</td>
<td>TBD</td>
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<td>ed2go</td>
<td>$100</td>
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Discover Sign Language 📚
Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression. Enroll [HERE](#).

Introduction to Artificial Intelligence 📚
For decades, artificial intelligence (AI) has been a staple of science fiction stories, but thanks to modern advances in computational capacity and storage capabilities, it’s becoming a reality. Today, there are examples of artificial intelligence all around us. The purpose of this course is to provide you with an artificial intelligence practical knowledge foundation. Enroll [HERE](#).

Safe @ Home 📚
Safe@Home by Safe Sitter® is a program designed for students in grades 4-6 to prepare them to be safe when they are home alone. The program is designed to enable any adult that enjoys teaching preteens to facilitate an introductory level program to prepare students to care for themselves when parents are away for short periods of time. Safe@Home is a 90-minute program that teaches students how to practice safe habits, how to prevent unsafe situations, and what to do when faced with dangers such as power failures or weather emergencies. Students are also introduced to the Safe Sitter® First Aid Chart and learn a system to help them assess and respond to injuries and illnesses. Enroll [HERE](#).

Safe Sitter Essentials 📚
Safe Sitter® is designed to prepare students in grades 6-8 to be safe when they’re home alone, watching younger siblings, or babysitting. The Instructor-led class is filled with fun games and role-playing exercises. Students learn how to prevent unsafe situations and what to do when faced with dangers such as power failures or weather emergencies. Students learn tips to manage behavior that will help them stay in control of themselves and the children in their care. Students also learn the ages and stages of child development, as well as practice diapering. Learning skills such as choking rescue and CPR is often students’ favorite part of the class. Students also learn a system to help them assess and respond to injuries and illnesses. The ability to screen jobs, discuss fees, and greet employers will set students up for success now and in the future. Students practice these skills through various role plays.

SAT/ACT Prep Course 📚
Enhancing your performance on both the SAT/ACT is instrumental in determining your choice of college. This course will prepare you for specific types of questions in Reading, English and Science and give you pointers on time management, anxiety relief, scoring and general standardize test-taking. Enroll [HERE](#).
Choose Your Pace: A Walk on the Wild Side in Yellowstone

Yellowstone National Park offers 1,200 miles of hiking, walking and backpacking trails that wind through the park’s 2.2 million acres of spectacular and mostly untouched terrain. Led by a naturalist, explore pathways that thread through Yellowstone’s matchless landscape of diverse flora, thermal features, landforms, canyons, cascades and waterways. Enroll HERE.

Wildlife & Geysers: Yellowstone with Your Younger Grandchildren

Explore the wild wonders of Yellowstone National Park with your grandchild. Investigate bubbling mud pots, hissing steam vents, spouting geysers, thundering waterfalls, animal diets and more during hands-on activities. Get a close-up look at the park’s carnivores at the Grizzly & Wolf Discovery Center, discover how to recognize rarely seen animals using silhouettes and tracks. Spend the week learning from an expert naturalist and park rangers as you work towards your very own Junior Ranger badge! Enroll HERE.

Winter Ventures in Yellowstone Country

Venture into Yellowstone Country for winter’s sparkling whiteness, steaming thermals and ice-rimmed rivers. Ride a snowcoach to the Grand Canyon of the Yellowstone and encounter eons of geologic processes. Learn to ride a snowmobile on park roads, view diverse habitats and observe bison, waterfowl, bald eagles and coyotes. Experience churning geothermal activity at Old Faithful and Fountain Paint Pots, discover animal tracks and analyze sign and learn winter sports and skills on informative, naturalist-led adventures. Enroll HERE.

Yellowstone: The Great Caldera

Yellowstone’s cast of thousands includes bears, wolves, volcanoes, thermal features, winter range, flora, fire and history. Understand their vital roles in a magnificent ecosystem. Naturalist leads discussion and provides interpretation during five full days in the field for exploration of diverse habitats and steaming geyser basins. Enroll HERE.

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They are lifelong learners, typically over the age of 50, from diverse cultural and professional backgrounds. Students of the world, they are the guests you hope to sit next to at a dinner party. They’ve led interesting lives because they are interested in everything. They are exactly the kind of people you want to be learning with as you explore the globe.

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