FALL 2023
COURSE SCHEDULE

Your source for professional development, workforce training and personal enrichment
Course topics are limitless...
Arts
Business
Crafts
Computer Applications
Health & Fitness
Home & Garden
Languages
Writing
And more!

Do you have a passion or hobby that you would love to share with others? Want a little extra cash? Maybe some “mad money”?

Montana Western School of Outreach is looking for someone just like you to share what you love with our community. You can set your days/times and sessions for what works best for you and your busy life. Proposals are accepted throughout the year.

Contact the School of Outreach for further details or to request a proposal form.

406-683-7537

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HOW TO REGISTER:

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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.

CANCELLATION, FEES AND WAIVERS

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.
### Advanced Classroom Management: Children as Change Agents

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 Spectrum Disorder: Information & Intervention for Effective Strategies

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.

### 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 “vined classrooms” 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 emotional, sexual and physical abuse and 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. Focus on working with parents and community agencies.
EDUCATION

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 acquired 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 assessment measures typically used in schools.

English Language Learners: Evaluation & Assessment

This course discusses what is a high-quality assessment and the scope of assessments including initial placement, annual assessments, and exit assessments. This course ends with a discussion of classroom assessments including accommodations for those who need language assistance.

English Language Learners: Language Acquisition

This course discusses developmental theories and how they apply to English language learners. The focus is on the process of 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: Linguistics

ELL: Linguistics was written to help teachers understand concepts and terms related to educating students whose first language is not English. This course discusses the federal legislation and court rulings, 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.

Intro to Officiating: Basketball

Be part of the action as a referee become a Basketball Official! Learn how to become an official from MOA officials and practice your referee skills through a clinic at the end of the class. This class will also discuss the roles and responsibilities of educators in providing special services to students educated in inclusive classrooms.

Limiting Seats Available!

Registration closes September 15, 2023

LIMITED SEATS AVAILABLE!

Registration closes September 15, 2023

Nontraditional Career Exploration for Educators

This course will focus on gender equity, nontraditional careers, and the needs of the future workforce. This course will be developed in modules to provide ease of access for educators. The basic course layout will use the NAPE Explore Nontraditional Careers’ Curriculum Guide. Through a process of examination, reflection, and action, the activities in this course will prepare educators to teach, reach, and maximize the success of every student.

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 assessment. Each of the strategies taught are aligned with the Praxis Reading Across the Curriculum test guide and the Reading in the Content Area national standards.

Science of Reading & Dyslexia Law

This course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these two key areas of reading instruction, the five elements of effective reading instruction will be highlighted, including definitions, implications for instruction, and future directions. These five elements include instruction in: phonemic awareness, phonics, fluency, vocabulary, and text comprehension. The course will provide information on important assessment terms and definitions and will explore how reading assessment fits within the Reading First Program. This analysis includes specific recommendations on 29 reading assessments. Finally, the course describes how teachers can conduct pivotal curriculum-based measurement procedures in their classrooms.

Response to Intervention: Practical Information for the Classroom Teacher

RTI, or Response to Intervention, is a process schools use to help students who are struggling with academics or behavior. RTI is primarily linked to special education and the early identification of learning problems. RTI is not just for students in special education. RTI is for all students and is based on the premise that a student might be struggling due to instructional factors or non-academic factors, or in the current classroom. Every teacher will have students who are struggling and whether it’s short term or long term, RTI is a valuable tool.

Science of Reading & Dyslexia Law

Participants will learn the basics of reading at any age and how to strengthen instruction in reading foundations through structured and fast-paced reading instruction. Participants will learn techniques that are necessary for students to become proficient readers and writers, including explicit, 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 best practices, and how this information relates to current Montan dyslexia legislation.

Implementing CTE in the Classroom

Old stigmas and stereotypes about Career and Technical Education (CTE), aka Vocational Education, linger, and even as the college debt crisis soars, students are continuously encouraged to pursue a four-year bachelor’s degree rather than seek other career training options. Teachers can help students to build a foundation that provides for a more informed decision when students choose courses and pathways along their academic journey. This course focuses on 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 connection is meaningful. Major trends and unresolved issues in the field of learning disabilities are also discussed.

Library Media Endorsement Prep

This course prepares students to meet the Montana Office of Public Instruction’s licensure requirements to obtain a Montana endorsement K-12 Library Media Endorsement. The requirements for an endorsement entail completing the assessment of skills required to obtain a Montana K-12 Library Media Endorsement, learning to integrate “Indian Education for All” efforts into the practice of librarianship, and navigating the Office of Public Instruction’s process for adding an endorsement to a teaching license. Pre-req: Individuals must hold a Montana Class I Professional or Class 2 Standard teacher license and have been teaching for at least two years. This class does not have a required test. The required guiding document for the course is the Library Media Endorsement Preparatory Handbook. The Handbook is freely available in the Moodle course.

Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment

This course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these two key areas of reading instruction, the five elements of effective reading instruction will be highlighted, including definitions, implications for instruction, and future directions. These five elements include instruction in: phonemic awareness, phonics, fluency, vocabulary, and text comprehension. The course will provide information on important assessment terms and definitions and will explore how reading assessment fits within the Reading First Program. This analysis includes specific recommendations on 29 reading assessments. Finally, the course describes how teachers can conduct pivotal curriculum-based measurement procedures in their classrooms.

Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction

Designed to lay the foundation for effective reading instruction, this course will teach you about the elements of effective instruction and the importance of reading instruction. Teachers and students benefit, and more importantly, students benefit, both in terms of their behavior and their academic performance. Further, you will learn about the importance of reading instruction and some sobering statistics on reading performance in this country and what happens when individuals are not proficient in reading.

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.

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Science of Reading & Dyslexia Law

Participants will learn the basics of reading at any age and how to strengthen instruction in reading foundations through structured and fast-paced reading instruction. Participants will learn techniques that are necessary for students to become proficient readers and writers, including explicit, 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 best practices, and how this information relates to current Montan dyslexia legislation.
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 teachers teaching how to assess their own writing. This course will discuss why teaching writing is important. This course will 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.

Social Emotional Learning: Optimizing Learning Environments with Life Skills
Social-emotional learning (SEL) is teaching life skills that are foundational to motivation in the classroom and classroom management. Students who have strong social and emotional skillsets will be more successful in the classroom and in life in general. In this course, students will examine what social-emotional learning is, including the research foundational to SEL. Then students will examine the five SEL competencies—self-awareness, self-management, social awareness, relationship skills, and responsible decision-making—and explore how each of these can be developed first in the classrooms and then in the schools to create optimal learning environments.

Supporting At-Risk Young Learners & Their Families
This course discusses the reasons some children are considered at risk of not reaching their general. In this course, students will first examine what social-emotional learning is, including the research foundational to SEL. Then students will examine the five SEL competencies—self-awareness, self-management, social awareness, relationship skills, and responsible decision-making—and explore how each of these can be developed first in the classrooms and then in the schools to create optimal learning environments.

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 innovative teaching models that incorporate 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 examined. The dynamics of domestic violence and community violence are also discussed, as is the educator’s role in the intervention and prevention of violence. It is designed to help school personnel become aware of the causes of aggression and ways to evaluate it and intervene before it turns to violence in the schools.

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 differentiated classrooms. 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.

To register for VESi courses in 2 steps:
1. Register & Pay UW-M via phone 406.683.7537 or email outreach@umwestern.edu
2. Upon receipt of UMW confirmation, register & pay VESi via instructions provided.

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Visit www.virtualedu.com/umw for course information.

EDUCATION
### Administrative Dental Assistant
A dental assistant’s duties typically involve managing medical records, accounts receivable, and reimbursement, as well as billing patients and insurance, scheduling patients, and performing procedural and diagnostic coding. You’ll also learn important foundational skills such as dental terminology and anatomy, as well as written and oral communication skills. This course provides comprehensive instruction with DENTRIX G4 software, which includes sample practice opportunities. Textbooks are included in the cost of the course. Don’t wait—enroll today and get started on your path to a good salary in a career-focused skills that can help you become a successful medical billing and coding professional. Your program also prepares you to sit for the American Academy for Professional Coders (AAPC) Certified Professional Coder (CPC) exam, which can help you stand out to employers! Additionally, the AAPC’s Practice or course and an AAPC membership are included with your program. Enroll HERE.

### Patient Care Technician
Patient Care Technicians work in hospitals, clinics, rehabilitation centers, long-term care facilities, physician offices and assisted living facilities. These professionals must possess the technical skills necessary to service complex patient care issues including: rehabilitation services, diagnostic tests, basic bedside care, collection of laboratory specimens, Phlebotomy and EKGs. In addition to labs requiring a student to practice and demonstrate EKG, Phlebotomy, and base line nursing skills, lecture topics of this program include: medical terminology, anatomy and physiology and miscellaneous patient care concepts. Other topics include: HIPAA; vital signs; patient care; personal hygiene and grooming and aseptic technique among others. This program meets the necessary requirements to take the Pharmacy Technician Certification Board (PTCB) – Certified Pharmacy Technician (CPTC) exam. Enroll HERE.

### Pharmacy Technician
This comprehensive program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s (PTCB) Certification Exam. Course content includes: pharmacy mathematics, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", IV flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. This program meets the necessary requirements to take the Pharmacy Technician Certification Board’s (PTCB) – Certified Pharmacy Technician (CPTC) exam. Enroll HERE.

## Title | Duration | Location | Dates | Time | Provider | Partner | UMW Fee | Registration Deadline
--- | --- | --- | --- | --- | --- | --- | --- | ---
### Administrative Dental Assistant
150 hours  
Dilson  
Oct 3 - Jan 23  
6:00 - 9:30 PM Mon & Wed Sat  
UMW  
$1995  
Open Enrollment
### Clinical Medical Assistant
140 hrs classroom + 160 hrs clinical  
Dilson  
Oct 3 - Jan 23  
6:00 - 9:30 PM Tues & Thurs  
9:00 AM-4:30 PM Sat  
UMW  
$2799  
Sept 19
### Medical Coding and Billing Professional Program
322 hours  
Dilson  
Oct 2 - Jan 15  
6:00 - 9:30 PM Mon & Wed Sat  
UMW  
$3669  
Open Enrollment
### Patient Care Technician
120 hours  
Dilson  
Oct 2 - Jan 15  
6:00 - 9:30 PM Mon & Wed Sat  
UMW  
$1999  
Sept 15
### Pharmacy Technician
50 hrs classroom + 80 hrs extern.  
Dilson  
Oct 24 - Dec 14  
6:00 - 9:30 PM Mon & Wed Sat  
UMW  
$1499  
Oct 10
### Phlebotomy Workshop
2 weeks  
Hybrid  
Sept 27 - Oct 14  
Self-paced Sept 27-Oct 13  
Lab/Exam Oct 14  
UMW  
$385  
Sept 22
### Pharmaceutical Technician
This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. Enroll HERE.

## Medical Coding and Billing Professional Program
Designed by experts, our online Medical Coding and Billing Professional Program is aligned to the career-focused skills that can help you become a successful medical billing and coding professional. Your program also prepares you to sit for the American Academy for Professional Coders’ (AAPC) Certified Professional Coder (CPC) exam, which can help you stand out to employers! Additionally, the AAPC’s Practice course and an AAPC membership are included with your program. Enroll HERE.

### Pharmacy Technician
This comprehensive program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s (PTCB) Certification Exam. Course content includes: pharmacy mathematics, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, IV flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. This program meets the necessary requirements to take the Pharmacy Technician Certification Board’s (PTCB) – Certified Pharmacy Technician (CPTC) exam. Enroll HERE.

### Phlebotomy Workshop
Learning to draw blood is not as difficult as you might think. NO DEGREE or Prequisite is required but, you must be 18 years of age or older to enroll in our classes. Students will be trained in both the theory and technique of Phlebotomy. You will learn the basic draw method, which include: Vacuum, Butterfly Draw, Finger Sticks. Other areas of study include: Basic Medical Terms, Universal Precautions, Professionalism, Patient’s Rights. Students will receive a “Certificate of Completion” after successfully completing and passing both the written and the skills exams. The written exam must be passed at the beginning of the class on Saturday to continue on to the hands-on skills portion of the certification. Standard course fees includes ALL supplies and materials needed for the class. Once your fees are paid, a confirmation email will be sent to you along with a digital version of the training manual (a hardcopy will be mailed to you). All of your supplies will be ordered at that time and your seat will be reserved. SPACE IS LIMITED! Each student is required to complete, and pass the skills test and the written exam to receive his/her certification along with attending the skills training on Saturday. Enroll HERE.

## Questions? Contact Us
406-683-7537

# Fall 2023 Healthcare Certificate Courses

**Our Services**
- Face-to-face on campus
- Tuition assistance resources available
- Rapid Training – 12 weeks or less
- Nights & Weekends Only
- Affordable – Textbooks included
- National Certification Preparation

Content caters to adult learners from every background. That means students who are already employed have convenient, flexible options to further their career as well as those looking to start a new career. Course content is geared toward the leading national certification exam, prep sessions are included in all courses and exam scheduling is facilitated for all learners.

For more specific course details and registration, look in the course descriptions.

### CLINICAL MEDICAL ASSISTANT
- **Title:** Clinical Medical Assistant  
- **Duration:** 10 weeks  
- **Dates:** Oct 11 - Dec 20  
- **Time:** 9:00 AM-4:30 PM  
- **Tuition:** $2,799

### PATIENT CARE TECHNICIAN
- **Title:** Patient Care Technician  
- **Duration:** 10 weeks  
- **Dates:** Oct 11 - Dec 20  
- **Time:** 9:00 AM-4:30 PM  
- **Tuition:** $1,999

### PHARMACY TECHNICIAN
- **Title:** Pharmacy Technician  
- **Duration:** 10 weeks  
- **Dates:** Oct 11 - Dec 20  
- **Time:** 9:00 AM-4:30 PM  
- **Tuition:** $1,999

### PHLEBOTOMY WORKSHOP
- **Title:** Phlebotomy Workshop  
- **Duration:** 2 weeks  
- **Dates:** Sept 27 - Oct 14  
- **Time:** 9:00 AM-4:30 PM  
- **Tuition:** $385
Flagger Certification
This one-day flagger workshop is a combination of lecture, manuals, video and hands-on problem solving with regards to flagging in a work zone. The five parts of a Traffic Control Work Zone will be discussed. Montana flagger certification will be issued to all participants who successfully pass the course. Who Should Attend: Anyone wanting to become a certified flagger. Road department employees from cities, counties, MDT, Forest Service, Park Service, BIA and Tribal employees will all benefit from attending this workshop. Enroll HERE.

Forklift Operator Certification
The course builds on how to safely operate a forklift from pre-operative checks to manoeuvring and load handling. This course covers the essentials for appropriate and safe use of forklifts, including pre-operation, travelling and manoeuvring, and load handling. If you are using forklifts in your role or are interested in understanding the best practices, look no further than this course. Enroll HERE.

Freight Broker/Agent Training
This Freight Broker/Agent Training course is designed to educate the student about the laws and terminology, setting up your business, learning about valuable tools and software, contracts and forms, how to find shippers and do ratings, and much more. You will also learn about negotiation skills. Enroll HERE.

Management Training
This Management Training Online course is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management. The Management Training Online course consists of 12 separate modules geared to provide you with the vital information you need. You’ll gain an understanding of financial and accounting terms, successful negotiation strategies, the marketing process, employment law, compliance and regulatory requirements, and licensing, permits, and taxes. You’ll also learn about the seven management disciplines that are essential to success. Enroll HERE.

Professional Grant Writing
Throughout the course, you will learn about the certification process for grant professionals and write different elements of a complete grant application, culminating in a case statement for your capstone assignment with expert instructor feedback on each element. From grant funding trends to matching your course project to the right funding sources, you will be confident in determining yourself from a grant writer to a grant professional! You will also be prepared for the Grant Professional Certified (GPC) exam offered by the Grant Professionals Certification Institute (GPCI), which has minimum requirements of education and grant experience based on the level of education obtained. Enroll HERE.

Restaurant Management
Restaurant Management provides this foundation by teaching each aspect of the process; from establishing your business, learning about valuable tools and software, contracts and forms, how to find shippers and do ratings, and much more. You will also learn about negotiation skills. Enroll HERE.
A to Z Grant Writing
Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship; discover ethics and organizational politics; and learn how you react to them, and their response to you. By the time you finish this course, you will understand that assertiveness involves taking responsibility when meeting your needs in a way that preserves the dignity and rights of others. Enroll [HERE].

Certificate in Nutrition, Chronic Disease, and Health Promotion
Learn how nutrition impacts health and the development of chronic diseases. This course will give you expertise regarding the role food and water play in health and how making appropriate changes in nutrition can have powerful effects on health throughout life. This certificate addresses these issues and more and provides a solid foundation of knowledge and information to support individuals who wish to enhance their own well-being as well as those who want to become health care professionals who wish to evolve in their profession, create new job opportunities for themselves in the exploding field of nutrition, health promotion, lifestyle coaching, etc. The outcome of this certificate program is for the learner to describe the relationship between nutrition, chronic disease, and health promotion. Enroll [HERE].

Creating Web Pages
If you think you’d like to become an optical assistant, this is the course for you! You’ll take a comprehensive look at the diverse field of optical assisting. You’ll see why optometry is such an interesting field and how rewarding it can be to help people solve their vision problems. You will be amazed to learn all the different places optical assistants can work! You’ll cover optical assisting in private practice, healthcare clinics, the military, teaching facilities, and in retail sales. You’ll discover the personal and professional skills needed to work in a front and back office and in an optical dispensary and lab. You will understand all the things optical assistants must know about frames, styles, lenses, contact lenses, and working with people. Along the way, you’ll discover how the human eye works, and examine some common eye conditions. Finally, you will learn how to become certified and licensed, which will open up even more opportunities for you and identify you as an expert. Enroll [HERE].

Foraging in Montana
Learn basic foraging and gathering in Montana including the best times of the year to forage. Learn about common and native herb and plant identification, including a brief knowledge of Montana mushrooms. This lecture style class will include sample finds and how to use the plants you forage. Instructor: Madalyn Gillette. Enroll [HERE].

Blogging & Podcasting for Beginners
First, you will learn how to develop a plan for the content, setup, maintenance, and how to use free blogging software like Blogger and WordPress to put that plan into action. After that, learn how to record a professional sounding audio podcast with a very simple recording tool you already have. You will edit the file with another free software program, add music to it, and then publish it online for others to enjoy. Finally, you will find out how to record a video podcast. You will edit it, and add special effects, drop in a podcasting-safe music file, and then publish it online. Enroll [HERE].

Photographing Portraits and Large Groups
This class will focus on switching from auto setting to manual. Learn how to manipulate every aspect of the photo in your camera. Along with settings, we’ll learn about light and subject and focus on the inside of camera functions and the nuances of taking photos. All the basic workings of photography in just one class. Bring your camera and get started on a new photo journey. Instructor: Kate Pape. Enroll [HERE].

Photography Basics
This class will set you on your way to taking quality photos. You will learn the parts of a camera, how to use it, how to set up your shots, and how to get the most out of your photos. At the end of this course you will be able to use your new camera with confidence. Enroll [HERE].

The Trail Forward in Horsemanship Education: Conference & Film Festival
Come to this breathtaking setting in the heart of the Blacktail Mountains; meet the experts on the frontlines of groundbreaking initiatives to foster and promote the present and future of the equine arena -- perpetuating a defining tradition of the American west; a way of life and the unique relationship between horse and human. Enroll [HERE].
AHMS 144: Career Essentials of Health Science
Introduces the student to the specialized language of the medical profession and builds a background vocabulary in this area. The basic elements, rules of building and analyzing medical words and terms, definitions, and common abbreviations will be included.

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 do the arts reflect society? The depth and quality of their arts observations and reflection are assessed.

CAPP 131: Basic Microsoft Office
In this hands on course, students will develop a working knowledge of word processing, spreadsheets, presentations, and database management software applications in relation to business. Students will understand and apply basic computer terminology, computer hardware, social and professional issues and other related topics. The course will be evaluated by hands on assignments and examinations.

COA 210B Introduction to Officiating: Basketball
Be part of the action as a referee-become a Basketball Official! Learn how to become an official from MOA officials and practice your referee skills through a clinic at the end of the class. This class covers the basics of officiating via weekly sessions either in person in Dillon or join by Zoom. Students will attend a referee clinic hosted on the campus of Montana Western to officiate live action games where they will be mentored by MOA officials. This is a hybrid course; attend weekly evening sessions in person or via Zoom. Get a chance to try out your whistle on the UMW Bulldog basketball court during a live-action basketball practice contests involving local youth. Must be able to commit to live session on Saturday, December 2nd in Dillon.

EDEC 247: Child & Adolescent Growth & Development
Students will examine, analyze, and apply research, theories, and issues concerning basic biological, cognitive, and psychosocial developmental stages from conception through childhood and adolescence. For integrated lab placement will be made by the Director of Field Experience. This class meets for 1 semester credit online via Moodle on Saturdays from November 1 to December 8.

EDU 201: Introduction to Education with 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.

DUAL ENROLLMENT: Montana Western Courses
Dual Enrollment is the broad term for opportunities for high school students to take college courses while still in high school. Dual Enrollment courses are an excellent opportunity to challenge yourself academically and prove you college readiness. Choose from a wide variety of first-year college level courses and earn credit towards your high school graduation requirements and your future college degree at the same time.

For more specific course details and registration refer to the course descriptions.

Featured Dual Enrollment Courses

- **COA 210B Intro to Sports Officiating**
  - **Wednesday**
  - Nov 1 - Dec 8: 6:30 - 8:30 PM
  - **Tuition:** 1-2-FREE / $50 1 semester credit

- **EDEC 247 Child & Adolescent Growth**
  - **Aug 28 - Dec 20**
  - **Tuition:** 1-2-FREE / $200 4 semester credits

- **EDU 201 Intro to Education**
  - **Aug 28 - Dec 20**
  - **Tuition:** 1-2-FREE / $200 4 semester credits

- **AHMS 144 Medical Terminology**
  - **Mondays**
  - Jan 8 - Feb 28: 6:30 - 8:30 PM
  - **Tuition:** 1-2-FREE / $100 2 semester credits

Questions? Contact Us
406-683-7537
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, and basic principles of perspective, layout, and design. Gain a solid foundation and understanding of the basics of drawing and become the artist you’ve always dreamed you could be! You’ll become familiar with paper types, drawing styles, rendering techniques, and the basic principles of perspective, layout, design, 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 Get Started in Game Development
You will start by learning the fundamentals of game development and get an overview of game genres, platforms, and audiences. Next, you will learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop your own games. You will learn why many games fail and how to ensure your games are positioned for success. During the course, you will gain hands-on experience in many of the game development processes. By the end of the course, you will have the experience and confidence to start developing your own games. For ages 16+. Enroll HERE.

Photographing Nature with Your Digital Camera
You’ll explore composition and lighting issues and find out how to take beautiful photos of landscapes, flowers, trees, and water. Along the way, you’ll delve into your camera’s shutter speed and aperture controls so that you’ll be able to capture the photos you really want. You will discover how to use your computer to process your photos and digitally correct the most common problems. You’ll see how your photos can become works of art rather than just snapshots of nature. Enroll HERE.

Safe Sitter
SafeSitter by SafeSitter® is a 90-minute introductory level program designed for students in grades 4-6. 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. Students learn how to practice safe habits, how to prevent unsafe situations, and what to do when faced with dangers such as power failures or other 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.

Heart of the Winter in Yellowstone
Witness snow-dusted buffalo, boiling geysers and all the wonders of Yellowstone National Park cloaked in its winter glory. It’ll feel like you have the park to yourself, as you traverse forests, open fields and geyser basins at a time when the park interior is accessible to only a few over-the-snow vehicles. Amid this transformed landscape, encounter winter wildlife as a naturalist interprets their long vigil for the return of spring food sources and witness the surreal spectacle created by the play of icy winter air with steaming thermal features bubbling and erupting from the earth. 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.

Hiking in the Beartooth Mountains of Wyoming
Beartooth. Shoshone. Absaroka. When it comes to the mountains of Wyoming, even the names are poetic. Hike off the beaten path through undulating hills and alpine meadows as you explore the natural wonders of these remote and glorious mountains. Join seasoned naturalists to learn about the geological forces that gave rise to dramatic cliffs, lush valleys and windowed plateaus. Encounter exquisite lakes and bubbling creeks in this rich riparian habitat, and discover the abundance of life that survives at this altitude, including the mighty grizzly bear. Enroll HERE.

Choose Your Pace: 4 Walks on the Wild Side in Yellowstone 2 Sessions
6 days
Gardiner, MT & YNP
I. Sep 18-23, 2023 II. Sep 25-30, 2023 UMW $3049 double $4549 single

Heart of the Winter in Yellowstone 2 sessions
7 days
Gardiner, MT & YNP
I. Jan 8-14, 2024 II. Feb 19-24, 2024 UMW $4549 double $5449 single

Hiking in the Beartooth Mountains of Wyoming 4 sessions
6 days
Crandall Creek, WY I. Jun 10-14, 2024 II. Aug 10-14, 2024 III. Sep 7-11, 2024 IV. Sep 14-18, 2024 UMW $2749 adult

Winter Ventures in Yellowstone Country 6 sessions
6 days
West Yellowstone, MT & YNP I. Jan 8-13, 2024 II. Jan 15-20, 2024 III. Jan 22-27, 2024 IV. Jan 29-Feb 3, 2024 V. Feb 12-17, 2024 VI. Feb 19-24, 2024 UMW $5749 adult

Road Scholars are NO ORDINARY TRAVELERS
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.
Who is the School of Outreach?

The School of Outreach of the University of Montana Western is the center for continuing education and lifelong learning at the University of Montana Western. Operating under the Montana University System Two-year Mission.

We are invested in our students and committed to providing content that is practical, useful, and immediately applicable to real-world situations for learners of all ages.

Providing programming in the following areas:

- Professional Development Programs
- Workforce Training Certificates
- Extension Courses
- Personal Enrichment Courses
- Youth Programs
- Dual Enrollment
- Road Scholar

We are located on the Montana Western campus in Main Hall, Room 115. Stop by anytime.