Course Schedule

YOUR SOURCE FOR CONTINUING EDUCATION ...

PROFESSIONAL DEVELOPMENT
WORKFORCE TRAINING
PERSONAL ENRICHMENT
### 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.

### 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.
- Send email correspondence to outreach@umwestern.edu
- Registration forms can also be requested through email.
- Our friendly staff can help you complete registration in 15 minutes or less. Call us at 406-683-7537.

**BY EMAIL**

- Send email correspondence to outreach@umwestern.edu
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**BY PHONE**

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### WELCOME!

**Teacher Study**

Education Credits for K–12 Teachers

- [www.teacherstudy.org](http://www.teacherstudy.org)

### OFFERING INDEPENDENT ONLINE BOOK STUDIES

- Work independently at your own pace anytime, anywhere. Oh, start a book study in your school building to work with your grade level or parent! Each online book study course follows the same easy format: read a book, answer some questions, and write a paper. All courses are K–12 appropriate. Take a book and let us know what you think.

### TWO PART REGISTRATION:

1. Register & pay with Teacher Study
   - [www.teacherstudy.org](http://www.teacherstudy.org)
   - Call 406-683-7537

2. Register & pay with Montana Western
   - [www.umwestern.edu](http://www.umwestern.edu)
   - Call 406-683-7537

### WESTERN COURSES:

- All courses meet ADE requirements
- Articulation with Western
- Earn Flex credit
- Earn a bachelor's degree
- [www.umwestern.edu](http://www.umwestern.edu)

### CANCELLATION, FEES AND WAIVERS

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**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.

**All Learning is Social & Emotional, Helping Students Develop Essential Skills for the Classroom & Beyond**

How can teachers integrate social and emotional learning into classrooms to support students? Our authors believe that classroom learning always includes cognitive, social, and emotional aspects. Does focusing on SEL take away from academics? Do SEL programs teach values and if so, is that a job for teachers or parents? This book, written by Nancy Frey, Douglas Fisher and Dominique Smith, provides K-12 educators with a toolbox of strategies that will help transform students into more empowered, all-purpose problem solvers.

**AI For Educators - Learning Strategies, Teacher Effectiveness, & A Vision For An Artificial Intelligence Future**

Educators must understand that Artificial Intelligence - and the impact it has on education - is here and now. The author, Matt Miller, shares the importance of preparing students for their future, not our present. He explains Artificial Intelligence in understandable terms and gives 30 very specific ways teachers can embrace AI so that it supports teaching and learning and making educating students more efficient.
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, diagnostic methods to assess and identify students with the disorder, and various methods, medications, and strategies that are currently used to treat it. Referential 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 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 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 lead 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.

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 completion of the course, the learner will better understand the complex dynamics that contribute to this biological and social phenomenon.

Educational Assessment: Assessing Student Learning in Content Classrooms

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: Evaluation & Assessment

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

English Language Learners: Reading Fundamentals #1: Reading Across the Curriculum

This course will provide information on important assessment terms and definitions and will explore how reading assessment fits within the Reading in the Content Area national standards.

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MCA: Multi-Sports Clinic

The MCA Coaches Clinic is one of the last "all-sport" clinics in the country, providing professional development for coaches in 10 MHSAA sanctioned sports. Staged at CMR High, over 60 outstanding presenters, including state and national champions, will be on deck. It is a tremendous opportunity for athletic personnel to come together and hear from great presenters, while gearing up for the coming school year. Motivation, Sport-Specific Coaching, AD, Sports Medicine and Conditioning sessions round out a full 2½ days of education, encouragement and camaraderie.

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 students that are necessary for helping them to read and write. The course also provides information on recognizing reading difficulties, assessing textbooks, and the integration of reading materials with content. 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 provide information on scientifically-based research. 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 when working with specific populations such as gifted, ESL, or special education.

Reading Fundamentals #2: Tying the Elements of Effective Reading Instruction to 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 nature of effective instructional intervention. Teachers 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 read some sobering statistics on reading performance in this country and what happens when individuals are not proficient in reading.

Reading Fundamentals #3: The Elements of Effective Reading Instruction

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 in the Content Area national standards.

Rebound, A Playbook for Rebuilding Agency, Accelerating Learning, and Recovery & Rethinking Schools

The book is an amazing resource for educators to rethink our classrooms and schools as we work to recover from the COVID-19 pandemic. We have all learned new strategies that we need to capture and continue to implement as we move out of the pandemic.

Response to Intervention: Practical Information for the Classroom Teacher

RTI, or Response to Intervention, is a process schools and should help to use 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 instruction or the curriculum in the past, 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.

Salvage Archeology in Mongolia

Students will participate in an ongoing research program in northern Mongolia’s Darkhad Depression (Huvsgul Province). The course will utilize both lecture and laboratory components to facilitate the bridge between classroom teaching and practice in the field. In addition, assignments will enable students to design and implement an individual research project of their choosing while in the field. The larger goals of the research program are to better understand lifeways in the Mongol Empire while salvaging threatened archaeological material. Students will also learn about the specifics of the Mongolian case, but the course design will encourage them to apply these lessons in practice and thinking towards other cases and disciplines, with applicable lessons in archeology, anthropology, agriculture, biology, conservation, geology, economics, environmental studies, history, material sciences, museum studies, and more.

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 to a discussion of 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 skills will be more successful in the classroom and in life in 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.

Southwest Montana Summer Ed Institute

Join us for three days of hands-on, next-day-implementation classroom strategies! The Summer Ed Institute, which returns to the beautiful Montana Western campus for its 13th year, continues to be a very popular option for teachers to earn college credit or renewal units during the less hectic summer months. With multiple credit options and a wide array of breakout sessions to choose from, the Ed Institute is both affordable and applicable. Register for course through CSPD at https://sites.google.com/view/regionIV-cspd.

Supporting At-Risk Young Learners & Their Families

This course discusses the reasons some children are considered at risk of not reaching their full potential and how educators can reverse negative trends. The course discusses the external situations that cause risk, such as family dysfunction, and environmental influences such as violence, in addition to the internal factors, such as temperament, being a second language learner, and having a disability or a mental health concern. A major emphasis for the class is on how to work with families to provide the resources the family needs to help the child develop age-appropriate experiences for young children. Interventions for both the child and the family are included, as are the hallmarks of early childhood programs.

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, family, culture, 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 understanding of 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 course will provide you with 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 in K-12 settings.

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 principles, practices, and strategies of the DI philosophy. 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 Aggression: Coping with Aggressive Behavior in the Classroom

This course includes topics on violence, aggression in the classroom, youth gangs, aggression in sports and on television, how drugs and alcohol play a role in aggression and violence, and “hot spots” that tend to breed aggression and violence. It is designed to help school personnel become more 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 motivation, opportunities and consequences 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 his/her actions, as well as specific strategies to minimize the occurrence of violence in the school and community.

Western Montana Summer Institute

Participate in a three-day conference of Montana-owned professional development. The Summer Institute is scheduled in beautiful Polson, MT and will be a great way for teachers to earn college credit or renewal units during the less hectic summer months. Gain access to next-day-implementation strategies. The Summer Institute is both affordable and applicable. Register through WMICSPD at https://www.wmicspd.org/.

Why DI?: An Introduction to Differentiated Instruction

Learn what is meant by Differentiated Instruction (DI) and the common myth’s 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 all learners. The 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.

Yellowstone STEAM Teacher Workshop

These workshops are designed to help teachers discover innovative ways to incorporate STEAM (Science, Technology, Engineering, Art, and Math) into their classrooms. With Yellowstone National Park as the classroom, participants will learn how to use both traditional and innovative methods to incorporate art into STEAM lessons. Throughout the workshop, you’ll explore new ideas and strategies while networking with other educators on best practices for cross-curricular design.
Clinical Medical Assistant
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, patient care, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. COMING TO CAMPUS FALL 2024. Enroll HERE.

Healthcare IT Technician
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 Practicex course and an AAPC membership are included with your program. Enroll HERE.

Medical Administrative Assistant
Ready to get certified for a job that includes empowering managerial responsibilities, a social atmosphere, and a steady paycheck with benefits? This program was designed to help you pass the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS) exams and qualify you to become a dailed medical office administrative assistant. You’ll learn to keep the front desk running smoothly, manage appointments, communicate clearly with staff, and maintain patients’ health records. If you’re ready for a rewarding, respected healthcare role, then you’re ready to sign up for this medical administrative assistant certificate program. Enroll HERE.

Medical Billing & Coding Professional
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 Practicex course and an AAPC membership are included with your program. Enroll HERE.

Medical Lab Assistant
Throughout the online Medical Laboratory Assistant training program, you’ll build the skills and knowledge you need to start a successful, new, and rewarding career in the industry. Through self-paced courses and a hands-on externship, you’ll learn the fundamentals of being a lab assistant, from administrative and ethical considerations to clinical procedures. Learners will receive a hands-on venipuncture lab as part of their training to help them better understand venipuncture processes and procedures. Your training will also help you prepare for and sit for industry exams such as the CPT and CMLA in order to become a certified medical lab assistant. Enroll HERE.

Medical Office Manager
Our medical office management classes were developed by healthcare administration professionals and medical billers. And you benefit from all their years of hard-earned experience. Our elite program is also reverse engineered from the industry’s leading certifications, helping to ensure that you’re able to take and pass the CMAA, CEHRS, and CBCS exams. (These are widely recognized and respected credentials from the National Healthcareer Association.) Additionally, our online medical office management program includes lots of hands-on training with eZEMRx billing software and electronic health records (EHR). In other words, by the time you complete your training, you’ll know your stuff. You’ll have the skills and confidence to step right into your first gig managing a medical office. Enroll HERE.

Medical Records Specialist
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 asisptic technique among others. This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Patient Care Technician (CPTC), Certified Nurse Technician (CNT), and/or Certified Patient Care Associate (CPCA) national certification exams. Enroll HERE.

Phlebotomy Technician
Learning to draw blood is not as difficult as you might think. No DEGREE or Prerequisite 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 blood draw methods, which include: Vacutainer, 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.

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 EKG. 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 asisptic technique among others. This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Patient Care Technician (CPTC), Certified Nurse Technician (CNT), and/or Certified Patient Care Associate (CPCA) national certification exams. 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) exam. Course content includes: pharmacy medical terminology, 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, dosage 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 (PTCB) – Certified Pharmacy Technician (PTCB) exam. Enroll HERE.

CPT Coding Assistant
Understanding the codes is the bedrock of your career as a medical biller. This program is designed to prepare you to become a Certified Professional Coder (CPC). This program teaches you the skills necessary to build a successful medical billing career and sit for the CPC exam. Students will review: billing, coding, ICD-10-AM classifications, ICD-10-PCS classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dosage 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 (PTCB) – Certified Pharmacy Technician (PTCB) exam. Enroll HERE.

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Click to zoom into the table.
AutoCAD Basics
This AutoCAD Basics course will introduce you to the fundamentals of using AutoCAD for Computer-Aided Design (CAD). You will start at the very beginning—creating drafting symbols, kitchen and bath fixtures, a floor plan, and bringing everything together on a deliverable paper printout. You will also create an abbreviated set of construction documents, such as a floor plan, roof plan, structural foundation plan, electrical plan, and building elevations. During this online AutoCAD course, you will learn about paper/model space and create deliverable sheet files. This class is hands on, real-world applicable, and includes optional projects. Enroll HERE.

Computer Technician
Earning certifications from the Computing Our online Computer Technician training is reverse engineered from the Computing Technology Industry Association (CompTIA) certification—the most prestigious recognition of real-world expertise you can get as a new computer technician. Simply put, if you’re looking for an industry-aligned career retraining or upskilling option and wondering how to become a computer technician—you just found what you were looking for. This program was developed to help you prepare for the CompTIA A+ exams. Enroll HERE.

Customer Service Training
This course will provide you with the information needed to understand how a positive attitude, going a step beyond basic customer service, and dealing effectively with complaints will enhance your work experience. You will learn the difference between internal and external customers. You will also learn how developing and implementing a comprehensive customer service policy promotes consistency in how customers are treated and keeps customers happy. Enroll HERE.

Diversity Training for Employees and Managers
This Diversity Training for Employees and Managers is ideal for anyone working in a professional environment. The course brings people together by focusing on principles of respect, acceptance and inclusivity. It is designed to help employees and managers gain a better understanding of the skills, characteristics, and talents that each person brings to the table regardless of their background. The class emphasized the need to communicate, negotiate, and collaborate in a diverse environment both internally and externally. Enroll HERE.

Entrepreneurship: Start-Up and Business Owner Management
In this course, you will refine your startup idea as you prepare for the Entrepreneurship and Small Business Certification. You will learn all business areas of an entrepreneurship venture, such as legal structure and requirements, funding sources, intellectual property law, operations, marketing, advertising, and finances. By course completion, you will create a comprehensive business plan to get your startup idea off the ground and into the market. Prerequisites: You should have basic keyboarding and computer skills and be comfortable navigating the Internet.

You must also have an understanding of a word-processing computer program (Microsoft Word is recommended), and have email capabilities. This course is intended for anyone interested in developing their enterprise management skills, whether you want to start your own business or gain a better understanding of how to operate an established business. Enroll HERE.

Effective Business Writing
This course will help you identify gaps and eliminate problem areas in your writing skills. It doesn’t matter whether you’re a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you’ll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word. Enroll HERE.

Front-End Web Developer
This web developer course will prepare you for an entry-level career in this high-demand job market. You will learn how to use HTML, CSS, and JavaScript to create functional, responsive web applications. In addition to learning these three languages, you will put theory into practice and apply your new knowledge to build the front end of a website. One of the key advantages of this web developer training course is the portfolio you will develop. The portfolio you develop throughout this course will be vital when entering the web development field, as it showcases your skills and projects, giving potential employers a glimpse of your capabilities. By enrolling in this front-end developer course, you will be on your way to pursuing an entry-level career in this booming field. 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 source, you will be confident in differentiating 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.

Veterinary Assistant
Developed by industry professionals with years of real-world experience, your vet assistant training is designed to help you build the skills that can be vital to on-the-job success. With engaging course materials, videos, learning games, and practical exercises, you’ll gain the knowledge to confidently work in a busy veterinary clinic while also preparing to sit for the AVA exam. CareerStep’s online Veterinary Assistant training covers the knowledge and skills you need to successfully sit for industry-recognized certification. We want to support our learners in securing the certification that fits based upon your career goals and current job requirements. Your training includes an exam voucher for AVA certification—a significant value add of several hundred dollars. 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 understand the basics of human resources management. Also, discover key management functions such as planning, control, motivation, and organization, discover how to increase productivity, effective feedback, and conflict issues. Before you know it, you will find that you open up even more opportunities for you and identify you as an expert. Enroll HERE.

Beginner’s Guide to Getting Published
This course will teach you how to see things from others’ viewpoints based on their needs, values, beliefs, experiences, skills, knowledge, and self-interests. You will learn to approach difficult situations by answering the questions: who? what? where? when? how? and why? By answering these questions, you will understand who your difficult people are, what they’re like, and their response to your actions. By the time you finish this course, you will understand that assertiveness involves taking responsibility when meeting your needs and how you react to them, and their response to your actions. 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 world 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.

Managing Remote Teams
In this course, you will discover expert information, practical advice, valuable tips, and helpful scenarios that take you smoothly, and at your own pace from “not quite sure” to confident. You will also explore critical topics of communication, collaboration, culture, and diversity; examine organizational structure and support; learn new techniques for recruiting, hiring, and onboarding remotely; and tackle team productivity, effective feedback, and conflict issues. Before you know it, you will find that you have a whole new toolkit to help you keep your remote team happy, productive, motivated, and successful. Enroll HERE.

Speed Spanish
If you have an art or a craft and you dream about starting your own home-based small business, this is the course for you! You will learn to start your own arts and crafts business from a professional artist. You will learn to create your own unique business identity, and discover what makes marketing in the arts and crafts business different from marketing in most other enterprises and find a sales approach the fits your personality. You will learn how to find and get into the best craft shows, as well as design booths that really draw customers in. You will discover how to price your work effectively so you can set yourself up for success whether you are selling through craft shows, in galleries, online, or even in your own retail store. Enroll HERE.
Join us for a day of mingling, mind-blowing insights, and owning your DE room like a boss!

Thursday, June 13, 2024
9:00 AM - 3:00 PM
Montana Western campus, Dillon, MT

This forum is FREE. Attendees will be paid a $500 stipend for attending. Travel, lodging, and per diem will be covered by UMW Perkins funding.

Questions? Contact Rynn Gibson. Montana Western Dual Enrollment Coordinator 406-685-7304 rynn.gibson@umwestern.edu

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 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, 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.

Speed Spanish
In this online Spanish course, you will learn to converse in Spanish using common words and phrases and demonstrate the proper forms of common Spanish nouns and verbs. You will also have the opportunity to discuss Spanish culture and differences in Spanish-speaking countries while learning how to use numbers in Spanish to discuss dates, times, and money. By completing this course, you will gain confidence in your ability to converse with others in Spanish, be prepared to travel to a Spanish-speaking country and communicate effectively, and build in-demand skills that can increase your career opportunities. 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.

Alice in Wonderland Theatre Camp
Students in Kindergarten to 5th grade can join a summer camp based on Lewis Carroll’s book. They will learn theatre games, multiple characters, and produce a live performance. The camp focuses on performance skills, character development, and building confidence on stage. The ensemble will rehearse, memorize, and create props and costumes together under the guidance of Stephen Alan Seder from Montana Western Theatre Department. Students who want to learn technical theatre skills should also attend! We need stage managers, designers, costume and prop crew too! Performance July 26th, 7-8 PM. Enroll HERE.

Safe @ Home
Safe@Home by Safe Sitter® 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 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.

Treasure Island Theatre Camp
Students from 6th grade through High School can participate in a summer camp centered around Robert Louis Stevenson’s novel. The camp, led by Stephen Alan Seder from Montana Western Theatre Department, focuses on teaching auditioning, rehearsing, and producing live theatre while emphasizing performance skills, character development, vocal technique, and teamwork. Students who want to learn technical theatre skills should also attend! We need stage managers, designers, costume and prop crew too! Performance August 2nd. Enroll HERE.
Choose Your Place: 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](#).

Heart of the Winter in Yellowstone

Witness snow-dusted buffalo, booming 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](#).

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 windswep plateaus. Encounter exquisite lakes and babbling creeks in this rich riparian habitat, and discover the abundance of life that survives at this altitude, including the mighty grizzly bear. 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 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, 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: A Great Outdoor Adventure with Your Grandchild

Tie up your hiking boots, hop on horseback and climb into a whitewater raft to explore America’s first national park on foot, horse and water. With your grandchild by your side, take part in hands-on explorations of Yellowstone National Park in streamside habitats and forested mountains. Find out how the plants, animals, bugs, fish, water and weather patterns all work together to create this fascinating ecosystem. Plus, visit Old Faithful — the world’s most famous geyser — to investigate hissing fumaroles, steaming geysers, sulfurous mudpots and bubbling hot springs. Enroll [HERE](#).

### Yellowstone’s Great Outdoors with Your Family

<table>
<thead>
<tr>
<th>Title</th>
<th>Duration</th>
<th>Location</th>
<th>Dates</th>
<th>Provider</th>
<th>Fee</th>
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<tbody>
<tr>
<td><strong>Choose Your Place</strong></td>
<td>6 days</td>
<td>Gardiner, MT &amp; YNP</td>
<td>I. Jun 5-10, 2024</td>
<td>UMW</td>
<td>$3449 adult</td>
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<td><strong>Hiking in the Beartooth Mountains of Wyoming</strong></td>
<td>6 days</td>
<td>Gardiner, MT &amp; YNP</td>
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<td><strong>Winter Ventures in Yellowstone Country</strong></td>
<td>6 days</td>
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<td><strong>Winter Ventures in Yellowstone Country</strong></td>
<td>6 days</td>
<td>Crandall Creek, WY</td>
<td>IV. Jul 8-13, 2024</td>
<td>UMW</td>
<td>$3449 adult</td>
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<td><strong>Winter Ventures in Yellowstone Country</strong></td>
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<td>V. Jan 15-20, 2025</td>
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<td>VII. Feb 10-15, 2025</td>
<td>UMW</td>
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**Fee**

- $2199/child
- $2399/adult
- $3249/adult
- $3249/adult
- $3249/adult
- $3249/adult
HAPPENING HERE!

FACE-TO-FACE CLASSES, CAMPS & EVENTS THIS SUMMER AT MONTANA WESTERN SCHOOL OF OUTREACH

See ALL The Details Inside

- Southwest Montana Summer Ed Institute
- Dual Enrollment Forum @ Montana Western
- Children’s Theatre Camp
- Montana Shakespeare in the Park "The Winter’s Tale"
- AND MORE!

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