

SCHOOL OF OUTREACH

THE UNIVERSITY *of* MONTANA WESTERN

Course Schedule

Spring
2024

**YOUR SOURCE FOR
CONTINUING
EDUCATION ...**

PROFESSIONAL DEVELOPMENT

WORKFORCE TRAINING

PERSONAL ENRICHMENT



WELCOME TO THE UNIVERSITY OF MONTANA WESTERN SCHOOL OF OUTREACH (SoO)

The School of Outreach (SoO) was founded in 1977 as the Office of Continuing Education, making a shift in 1996, from the Office of Continuing Education to Montana Western’s Division of Outreach and finally in 2001 it became the School of Outreach. Building upon our 45-year history, the SoO is now organized to expand its mission and scope of operations to be more responsive to new markets. The SoO builds on Montana Western’s longstanding commitment to providing learners of all ages access to higher education through curricular structures and services that serve lifelong learning needs. This is what makes the SoO the premiere destination for adult and nontraditional learners who desire to transform themselves, their communities, and the world around them.

At the SoO, we recognize that individual academic and professional paths are unique, and we partner with adult and nontraditional learners to realize their educational goals and professional aspirations. We provide a transformative educational experience that maximizes learning. Learning is limitless.

COMMITMENT TO EXCELLENCE

The SoO focuses on addressing critical issues through the work of our programs, partnerships, and specialized services. We cultivate success through:

- Expertise in adult and youth education, conveyed through ideas, research, and practice
- Well-balanced, transformative, and immersive learning experiences
- Delivery of innovative technologies and learning approaches
- Professional, community, and societal impact

THE SCHOOL OF OUTREACH WAY

We work diligently to live by our motto “Learn for Life” and leverage our understanding of the lives of all learners to ensure that learning extends beyond the classroom, integrates into the workplace, and continues throughout life. Lifelong learning leads to a transformative impact in professions, communities, and personal lives. We strive to manifest this transformation in each of our students.

The School of Outreach culture centralizes experiential learning, elevates solution-driven outcomes, and attends to a wide array of learning styles and interests through comprehensive program design. Our community was built for the ageless learner to personalize and embark on their academic journey when they are ready, while we champion their success. There is a place for all learners, and that place is @ Montana Western’s School of Outreach.

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HOW TO REGISTER:



IN PERSON

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



BY EMAIL

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





























BY PHONE

Our friendly staff can help you complete registration in 15 minutes or less. Call us at 406-683-7537.










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.

CRN	Course Number	Title	Semester Credit	Instructor	Location	Dates	Time	Partner Fee	UMW Fee	Registration Deadline
3412	EDU 491E	Advanced Classroom Management: Children as Change Agents	2	Jackson	Online 	TBD	TBD	\$150	\$165	Mar 15
3413	EDU 491E	Attention Deficit Hyperactivity Disorder: Information & Intervention for Effective Strategies	2	Jackson	Online 	TBD	TBD	\$150	\$165	Mar 15
3414	EDU 491E	Autism Spectrum Disorder: Information & Intervention for Effective Strategies	2	Winnega	Online 	TBD	TBD	\$150	\$165	Mar 15
3415	EDU 491E	Behavior is Language: Strategies for Managing Disruptive Behavior	2	Jackson	Online 	TBD	TBD	\$150	\$165	Mar 15
3416	EDU 491E	Build School Communities: Brain Smart Classroom Management	2	Reverman	Online 	TBD	TBD	\$150	\$165	Mar 15
3417	EDU 491E	Child Abuse: Working With Abused & Neglected Children	2	Halverstadt	Online 	TBD	TBD	\$150	\$165	Mar 15
3418	EDU 491E	Drugs & Alcohol in Schools: Understanding Substance Use & Abuse	2	Lea	Online 	TBD	TBD	\$150	\$165	Mar 15
3419	EDU 491E	Educational Assessment: Assessing Student Learning in the Classroom	2	Lea	Online 	TBD	TBD	\$150	\$165	Mar 15
3420	EDU 491E	English Language Learner: Evaluation & Assessment	3	Lea	Online 	TBD	TBD	\$150	\$200	Mar 15
3421	EDU 491E	English Language Learner: Language Acquisition	3	Lea	Online 	TBD	TBD	\$150	\$200	Mar 15
3422	EDU 491E	English Language Learner: Linguistics	3	Lea	Online 	TBD	TBD	\$150	\$200	Mar 15
3423	EDU 491E	English Language Learner: Methods & Materials	3	Lea	Online 	TBD	TBD	\$150	\$200	Mar 15
3424	EDU 491E	Harassment, Bullying & Cyber-Intimidation in Schools	2	Reynolds	Online 	TBD	TBD	\$150	\$165	Mar 15
3425	EDU 491E	Inclusion: Working with Students with Special Needs in General Education Classrooms	2	Lea	Online 	TBD	TBD	\$150	\$165	Mar 15
3426	EDU 491E	Learning Disabilities: Practical Information for the Classroom Teacher	3	Lea	Online 	TBD	TBD	\$150	\$200	Mar 15
3427	EDU 491E	Reading & Writing in Content Area	2	Bernards	Online 	TBD	TBD	\$150	\$165	Mar 15
3428	EDU 491E	Reading Fundamentals #1: An Introduction to Scientifically-based Research	2	Jackson	Online 	TBD	TBD	\$150	\$165	Mar 15
3429	EDU 491E	Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction	2	Jackson	Online 	TBD	TBD	\$150	\$165	Mar 15
3430	EDU 491E	Reading Fundamentals #3: The Elements of Effective Reading Instruction & Assessment	3	Jackson	Online 	TBD	TBD	\$150	\$200	Mar 15
3431	EDU 491E	Response to Intervention: Practical Information for the Classroom Teacher	3	Lea	Online 	TBD	TBD	\$150	\$200	Mar 15
3445	EDU 491E	Science of Reading	2	Miller	Online 	Jan 10-Apr 30	TBD		\$165	Mar 15
3432	EDU 491E	Six Traits of Writing Model: Teaching & Assessing	2	Lea	Online 	TBD	TBD	\$150	\$165	Mar 15
3433	EDU 491E	Social Emotional Learning: Optimizing Learning Environments with Life Skills	3	Lea	Online 	TBD	TBD	\$150	\$200	Mar 15
TBD	EDU 491E	Southwest Montana Summer Ed Institute Returning for 13th Summer!	v 1-2	Miller	Dillon, MT UMW Campus 	Jun 11-13	Tue-Thu 8 a.m.-4 p.m.		\$130-\$165	Jun 13
3434	EDU 491E	Supporting At-Risk Young Learners & Their Families	3	Halverstadt	Online 	TBD	TBD	\$150	\$200	Mar 15
3435	EDU 491E	Talented & Gifted: Working with High Achievers	2	Bernards	Online 	TBD	TBD	\$150	\$165	Mar 15

KEY

E Extension Course TBD To Be Determined V Variable Credit Moodle Learning Management System  Online Course  Face-to-Face Course  Partner Initiated  VESi Course

CRN	Course Number	Title	Semester Credit	Instructor	Location	Dates	Time	Partner Fee	UMW Fee	Registration Deadline
3436	EDU 491E	Teaching Diversity: Influences & Issues in the Classroom	2	Lea	Online 	TBD	TBD	\$150	\$165	Mar 15
3437	EDU 491E	Teaching Elementary Math Conceptually: A New Paradigm	2	Chapell	Online 	TBD	TBD	\$150	\$165	Mar 15
3438	EDU 491E	Teaching Secondary Math Conceptually: Meeting Mathematics Standards	3	Chapell	Online 	TBD	TBD	\$150	\$200	Mar 15
3439	EDU 491E	Traumatized Child: The Effects of Stress, Trauma & Violence on Student Learning	2	Halverstadt	Online 	TBD	TBD	\$150	\$165	Mar 15
3440	EDU 491E	Try DI!: Planning & Preparing a Differentiated Instruction Program	3	Dahl	Online 	TBD	TBD	\$150	\$200	Mar 15
3442	EDU 491E	Understanding Aggression: Coping with Aggressive Behavior in the Classroom	3	Lea	Online 	TBD	TBD	\$150	\$200	Mar 15
3441	EDU 491E	Understanding & Implementing Common Core Standards	3	Dahl	Online 	TBD	TBD	\$150	\$200	Mar 15
3443	EDU 491E	Violence in Schools: Identification, Prevention & Intervention Strategies	2	Lea	Online 	TBD	TBD	\$150	\$165	Mar 15
3444	EDU 491E	Why DI? An Introduction to Differentiated Instruction	3	Dahl	Online 	TBD	TBD	\$150	\$200	Mar 15

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 "kindred classhomes" with a foundation of acceptance, respect, and shared purpose. This course will help you develop strategies, rituals, and environmental design skills to create these safe havens of learning. Students will learn how to differentiate for classroom management and discipline similarly to differentiating for students' diverse academic needs.

Child Abuse: Working with Abused & Neglected Children

This course covers how to recognize the signs of physical, emotional, and sexual abuse, and physical and emotional neglect in students. It also discusses the specific factors that exist in families who abuse or neglect their children. A major emphasis in this course is on helping the participant understand the special learning needs of abused or neglected children and how to meet those needs in the regular classroom. 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 course completion, the learner will better understand the complex dynamics that contribute to this biological and social phenomenon.

Educational Assessment: Assessing Student Learning in Classroom

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

English Language Learners: 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 second language acquisition and the role of the classroom teacher. Included in this course is information about the legal obligations of schools and teachers to provide services and about the types of programs schools might provide. Included is information on communicating with parents/guardians.

English Language Learners: 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 how to understand theoretical foundations of linguistics and how to apply the knowledge and skills in linguistics in ELL classrooms and content classrooms.

English Language Learners: Methods & Materials

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

Harassment, Bullying & Cyber-Intimidation in Schools

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

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

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

Learning Disabilities: Practical Information for the Classroom Teacher

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

Reading & Writing in Content Area

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

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

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

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 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 & 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.

Response to Intervention: Practical Information for the Classroom Teacher

RTI, or Response to Intervention, is a process schools can and should 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 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.

Science of Reading

Participants will learn the basics of reading at any age and how to strengthen instruction in reading foundations through structured and fast-paced routines that build on a hierarchy of skills that are necessary for students to become proficient readers and writers, including explicit, systematic, and multisensory instruction in phonemic awareness, phonics, spelling and orthographic awareness, and fluency. Connections will be made to the latest research and evidence-based practices, and how this information relates to current Montanan dyslexia legislation.

Six Traits of Writing Model: Teaching & Assessing

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

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 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 2024

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. Region IV CSPD never disappoints in scheduling relevant presenters. Participants leave with a sense of renewed purpose and energy for the upcoming academic year. The Summer Ed Institute is both affordable and applicable. Register for the event through Region IV CSPD at <https://sites.google.com/view/region-iv-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 poverty, 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 provide healthy and developmentally appropriate experiences for young children. Interventions for both the child and the family are included, as are the hallmarks of excellent early childhood programs.

Talented & Gifted: Working with High Achievers

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


Teaching Diversity: Influences & Issues in the Classroom

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

Teaching Elementary Math Conceptually: A New Paradigm

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

Teaching Secondary Math Conceptually: Meeting Mathematics Standards

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

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

Participants will learn the signs and symptoms of stress and trauma and explore how stress, violence, and trauma affect a student's learning, cognitive brain development, and social-emotional development. The consequences of being exposed to stress, trauma, or violence, as well as the social and family causes, will be reviewed. The dynamics of domestic violence and

community violence are also discussed, as is the educator’s role in the intervention and prevention of violence. in K-12 settings.

Try DI!: Planning & Preparing a Differentiated Instruction Program

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

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

Why DI?: An Introduction to Differentiated Instruction

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



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

Register for VESi courses in 2 steps:

1. Register & Pay UMW via phone 406.683.7537 or email outreach@umwestern.edu
2. Upon receipt of UMW confirmation, register & pay VESi via instructions provided.

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












TEACHER PROFESSIONAL DEVELOPMENT OPPORTUNITY

SOUTHWEST MONTANA

SUMMER ED INSTITUTE

JUNE 11-13, 2024

SAVE THE DATE!

Title	Duration	Location	Dates	Time	Provider	Partner Fee	UMW Fee	Registration Deadline
Certified Electronic Health Records Specialist	134 hours	Online	TBD	TBD	ed2go		\$1975	Open Enrollment
Clinical Medical Assistant	140 hrs classroom + 160 hrs clinicals	Dillon	Mar 5- Jun 9	6:00 - 9:30 PM Tues & Thurs 9:00 AM-4:30 PM Sat	UMW		\$2799	Feb 19
Medical Coding and Billing Professional Program	322 hours	Online	TBD	TBD	career step		\$3699	Open Enrollment
Patient Care Technician	120 hours	Dillon	Mar 4-May 29	6:00 - 9:30 PM Mon & Wed 9:00 AM-4:30 PM Sat	UMW		\$1999	Feb 15
Pharmacy Technician	50 hrs classroom + 80 hrs extern.	Dillon	Mar 19- May 7	6:00 - 9:30 PM Tues & Thurs	UMW		\$1499	Mar 10
Phlebotomy Workshop	2 weeks	Hybrid	April TBD	Self-paced Lab/Exam	UMW		\$385	March
KEY	 Online Course  Face-to-Face Course  ed2go Fundamentals  ed2go Career Training  Career Certificates							

Certified Electronic Health Records Specialist

Electronic health record specialists are critical in today's healthcare environment, where timely access to accurate patient records is vital to the safety and treatment of patients. This course teaches the skills required to become a certified electronic health record specialist (CEHRS) through the National Healthcareers Association (NHA), including charting, HIPAA compliance, electronic health record management, and insurance and billing. You will be prepared to work on a health information management team, auditing records, compiling reports for patient tracking, and coordinating the systems that keep our healthcare facilities operating. Enroll [HERE](#).

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, 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

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 Coder's (AAPC) Certified Professional Coder (CPC) exam, which can help you stand out to employers! Additionally, the AAPC's Practicode 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 EKG's. 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 National Healthcareer Association (NHA) - Certified Patient Care Technician (CPCT); 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", I.V. 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 Certified Board (PTCB) – Certified Pharmacy Technician (PTCB) exam. Enroll [HERE](#).

Phlebotomy Workshop

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 Draws, 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](#).





Spring 2024 Healthcare Certificate Courses

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.

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

CLINICAL MEDICAL ASSISTANT

Mar 5– Jun 6

Tues, Thurs & Sat (6)

6:00 – 9:30 PM Weekday
9:00 AM–4:30 PM Sat

Tuition: \$2,799

PATIENT CARE TECHNICIAN

Mar 4 – May 29

Mon, Wed & Sat (5)

6:00 – 9:30 PM Weekday
9:00 AM–4:30 PM Sat

Tuition: \$1,999

PHARMACY TECHNICIAN

Mar 19 – May 7

Tues & Thurs

6:00 – 9:30 PM Weekday

Tuition: \$1,499

PHLEBOTOMY WORKSHOP

April TBD

Self-paced & Sat (1)

Exam & Hands-on
9:00 AM–4:00 PM Sat

Tuition: \$385

Questions? Contact Us
406-683-7537






UNIVERSITY OF MONTANA WESTERN

710 S Atlantic St, Dillon, MT 59725
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10. outreach@umwestern.edu | 406.683.7537

umwestern.edu/outreach 11.

Title	Duration	Location	Dates	Time	Provider	Partner Fee	UMW Fee	Registration Deadline
Administrative Professionals Luncheon	1.5 hrs	Dillon	Apr 24	11:30 AM- 1 PM	UMW 		\$18	Apr 17
Boiler Operator Workshop	40 hrs	Dillon	March TBD	TBD	UMW 		\$600	TBD
Computer Technician	4 months	Online	TBD	TBD	career step 	\$2799		Open Enrollment
AutoCAD Basics	60 hours	Online	TBD	TBD	ed2go 	\$1595		Open Enrollment
Customer Service Training	14 hours	Online	TBD	TBD	ed2go 	\$89		Open Enrollment
Diversity Training for Employees and Managers	14 hours	Online	TBD	TBD	ed2go 	\$95		Open Enrollment
Flagger Certification	6 hours	Dillon	Apr 17	9 AM-3 PM	UMW 		\$140	Apr 5
Forklift Operator Certification	6 hours	Dillon	Apr 18	9 AM - 3 PM	UMW 		\$140	Apr 5
Effective Business Writing	24 hours	Onine	TBD	TBD	ed2go 	\$135		Open Enrollment
Hotel Management with Executive Housekeeper	160 hours	Online	TBD	TBD	ed2go 	\$1595		Open Enrollment
Management Training	6 months	Online	TBD	TBD	ed2go 	\$2295		Open Enrollment
Professional Grant Writing	90 hours	Online	TBD	TBD	ed2go 	\$2295		Open Enrollment
Wilderness First Aid	16 hours	Dillon	Jan 13-14	8 AM- 5 PM Daily	UMW 		\$300	Jan 5

KEY	 Online Course	 Face-to-Face Course	 ed2go Fundamentals	 ed2go Career Training	 Career Certificates
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Administrative Professionals Luncheon

An annual celebration of Administrative Professionals Day every April in recognition of the work of secretaries, receptionists, administrative assistants and other adminstrative support professionals. Hosted on the beautiful Montana Western campus by Montana Western School of Outreach. Attendees from campus and community are treated to a delicious lunch and fun, educational presentation, Renew, Reuse, Refresh – An inexpensive way to keep your home inviting during every season, by local Tami Myers. Three or more attending from the same office receive a discount.

Boiler Operator Workshop

Gain fundamental knowledge of low or high pressure steam systems. Prepare for the Montana State Boiler’s License exam. At the conclusion of the course, participants will receive a certificate of completion. Instruction prepares students to take the Montana Department of Labor and Industry’s exam. Textbooks are required at an additional cost. Course instructor is Bill Fisher, approve MT DLI instructor for 4th Class (Low Pressure) and 3rd

Class (High Pressure) boiler education. Enroll [HERE](#).

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 printed sheet. 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. But our program is way more than fancy training, it’s a career jump-starter (with expert job-hunting assistance built in). So, you walk away with a shiny new skillset, certification in hand and hot job prospects on the horizon. 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

TThis 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 like 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 emphasizes the need to communicate, negotiate, and collaborate in a diverse environment both internally and externally. Enroll [HERE](#).

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 successful 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](#).

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](#).

Hotel Management with Executive Housekeeper

This course bundle will train you for managerial positions in the hospitality industry. The principles learned can be transferred to multiple accommodation types such as hotels, motels, resorts, bed and breakfasts, or any other business that provides accommodation or lodging. You will learn the different management structures of hospitality, from the front office to housekeeping, and how to organize and oversee staff. You will learn the management skills necessary to serve as a supervisor to other staff members and learn how to properly train and organize a team of housekeepers. Enroll [HERE](#).

Management Training

The 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 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](#).

Wilderness First Aid

This 16-hour course is designed for students who have little or no experience in first aid or wilderness medicine. It is well suited for individuals who are responsible for friends and family while in the backcountry as well as professional guides. Along with basic medical and trauma concerns we discuss how these emergencies can be addressed in a wilderness environment. This includes topics such as evacuation, litter construction, backcountry communications, and decision-making. A Wilderness First Aid certification is valid for 2 years. After your certification expires you simply need to retake the class to renew. Enroll [HERE](#).



Title	Duration	Location	Dates	Time	Provider	Partner Fee	UMW Fee	Registration Deadline
A to Z Grant Writing		Online	TBD	TBD	ed2go 	\$125		Open Enrollment
Avalanche Awareness Community Night	1.5 hrs	Dillon	Jan 17	6:30-8:00 PM	UMW & GNAC		FREE	None
Avalanche Fundamentals w/Field Day	8 hours	Dillon, Maverick & Byway	Feb 9 & 10	6:00-8:00 PM Fri 9:00 AM- 4:00 PM Saturday	UMW & GNAC	\$40		Feb 2
Beginner’s Guide to Getting Published		Online	TBD	TBD	ed2go 	\$129		Open Enrollment
Bike Maintenance and Repair	3 hours	Dillon	Apr 27	9:00 AM -Noon	UMW 		\$25	Apr 19
Creating Web Pages		Online	TBD	TBD	ed2go 	\$129		Open Enrollement
Glass Beadmaking	3 hours	Dillon	Jan 13 & 14	10 AM-3 PM Sat 3-5 PM Sun	UMW 		\$100	Jan 8
Intermediate Glass Beadmaking	7 hours	Dillon	Feb 10 & 11	10 AM-3 PM Sat 3-5 PM Sun	UMW 		\$100	Feb 5
Lightroom Basics and Tricks	3 hours	Dillon	Jan 29	6:00-9:00 PM	UMW 		\$25	Jan 22
Introduction to QuickBooks Online	24 hours	Online	TBD	TBD	ed2go 	\$139		Open Enrollment
Photography Basics	3 hours	Dillon	Feb 26 -Mar 25	6:00 - 8:00PM	UMW 		\$100	Feb 19
Start your own Arts & Craft Business	24 hours	Online	TBD	TBD	ed2go 	\$129		Open Enrollment
Wilderness First Aid	16 hours	Dillon	Jan 13 & 14	8 AM- 5 PM Daily	UMW 		\$300	Jan 5

KEY	 Online Course	 Face-to-Face Course	 ed2go Fundamentals	 ed2go Career Training	 Career Certificates	 10 hour class
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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 creativity. Enroll [HERE](#).

Avalanche Awareness Community Night

The Friends of the Avalanche Center will offer a FREE 1-hr + Avalanche Awareness Talk in partnership with the University of Montana Western School of Outreach. The BASICS is stressed in all our classes regardless of the user group or the class type. Time and time again we

see accidents and fatalities resulting from a failure to follow the basics. These include: recognizing avalanche terrain, exposing one person at a time, identifying obvious signs of instability like recent avalanches, and carrying avalanche rescue gear. These basic principles are not always obvious or easy to do in practice, thus we constantly stress them in every class. They are covered well by four talking points: GET the Gear, GET the Training, GET the Forecast, GET the Picture. Contact the School of Outreach for additional information.

Avalanche Fundamentals w/ Field Day

Advance your avalanche survival skills with this hybrid course; a combination of classroom discussion and in-person field experience. Field participants must watch recorded lectures on the following topics prior to field session: Intro to Avalanches and Avalanche Terrain Recognition, Mountain Weather and the Development of Seasonal Snowpack, Decision Making and the Human Factor, and Avalanche Rescue. Instructors will host a LIVE Q&A February 9th at 6:30 pm on Montana Western campus. Participants choose from one of two Field Sessions: SKI SESSION

February 10th at Maverick Mountain from 9 am-3 pm.
SNOWMOBILE/ SNOWBIKE SESSION
February 10th at Pioneer Scenic Byway from 9 am-3 pm.

Participants in the field course should have basic skiing and snowboarding skills or basic backcountry riding skills. As a participant in the ski session, you will be required to purchase a one ride ticket to Maverick Mountain. An avalanche beacon, shovel and probe are highly recommended for your field course. A helmet is required for the motorized session. *Pre-registration is REQUIRED. **Contact Outreach for link to enroll.

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, how you react to them, 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 in a way that preserves the dignity and rights of others. Enroll [HERE](#).

Bike Maintenance and Repair

Are you interested in learning how to maintain and repair you bicycle? In this 3-hour workshop, taught by Larry Volkening from Bike Walk Southwest Montana (BWSWMT). This class focuses on hands-on learning and developing skills to maintain and repair your own bicycle. Join is and learn from Larry at the Bike Camp. Class will be held inside or outside, depending on our spring weather. 3 hours – Bike camp at 1575 Overland Road, Dillon – Saturday morning, April 27th. 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 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](#).

Glass Beadmaking

Experience the rare and ancient art of glass beadmaking, also known as lamp work. This is a two-day hands-on beginner workshop taught by Heather Reedy, artist and degree student. Come join Heather to learn how to use a torch, a few hand tools, and soft Italian Moretti glass. There will be time for experimenting and creating several finished glass beads that can be used however you choose. Sunday’s class will include completing your beads that have been annealed in a kiln over night. We will clean and remove traces of the clay release agent and see the final reveal; the results of your hard work! Class supplies included. Please bring a sack lunch and water bottle. Enroll [HERE](#).

Intermediate Beadmaking

Continue learning about glass beadmaking with instructor Heather Reedy, BA Glass. This 2-day workshop allows students more time to learn and explore using torches, a few hand tools, and soft Moretti glass. Students will be able to experiment and create several glass beads. Sunday’s class will be completing your beads that have been annealed overnight and you will be able to fully realize the results of your creativity and efforts. Enroll [HERE](#).

Lightroom Basics and Tricks

Lightroom Basics and Tricks – This workshop is focused around exploring and getting to know Adobe Lightroom. Become familiar with basic controls, fancy tools, and shortcuts, in addition to other tools. Adobe Lightroom is a photo editing program where you can learn most of what you need in just one session. Bring along some photos and prepare to be amazed. Instructor: Kate Pape, graduate Rocky Mountain School of Photography. Enroll [HERE](#).

Introduction to QuickBooks Online

If you often find yourself at a loss for words or lack confidence in your communication abilities, you will appreciate this course. Each lesson works through the step by step process needed to become a great conversationalist. You will learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships. Enroll [HERE](#).

Photography Basics

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 insides 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, graduate Rocky Mountain School of Photography. Enroll [HERE](#).

Start Your Own Arts and Crafts Business

If you have an art or a craft and you dream about starting your own home-based or 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](#).

Wilderness First Aid

This 16-hour course is designed for students who have little or no experience in first aid or wilderness medicine. It is well suited for individuals who are responsible for friends and family while in the backcountry as well as professional guides. Along with basic medical and trauma concerns we discuss how these emergencies can be addressed in a wilderness environment. This includes topics such as evacuation, litter construction, backcountry communications, and decision-making. A Wilderness First Aid certification is valid for 2 years. After your certification expires you simply need to retake the class to renew. Enroll [HERE](#).

Online Learning



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COURSES OFFERED DIRECTLY THROUGH MONTANA WESTERN								
Course #	Title	Cr	Instructor	F2F/Online	Dates	GE/CTE	Course Fee	UMW Tuition
AHMS 144	Medical Terminology <i>Spring 2024 ONLY</i>	2	Wood	F2F	Jan 8-Feb 28 Mon: 6:30-8:30 pm	CTE		1-2:FREE/\$100
ARTH 160	Global Visual Culture <i>Spring 2024 ONLY</i>	4	Seder	Online	Spring: Jan 8--May 1	GE	\$25	1-2:FREE/\$200
CAPP 131	Basic Microsoft Office <i>Fall 2023 & Spring 2024</i>	4	Engellant	Online	Fall Aug 28-Dec 20 Spring: Jan 8--May 1	GE		1-2:FREE/\$200
COA 210B	Introduction to Officiating: Basketball <i>Fall 2023 ONLY</i>	1	Engellant	F2F/Online	Nov 1-Dec 9	CTE	\$60	1-2:FREE/\$50
EDEC 247	Child & Adolescent Growth & Development <i>Fall 2023 & Spring 2024</i>	4	Mazade	Online	Fall Aug 28-Dec 20 Spring: Jan 8--May 1	GE & CTE		1-2:FREE/\$200
EDU 201	Introduction to Education w Field Experience <i>Fall 2023 & Spring 2024</i>	4	Shipman	Online	Fall Aug 28-Dec 20 Spring: Jan 8--May 1	CTE	\$30	1-2:FREE/\$200
EDU 222	Educational Psychology & Child Development <i>Fall 2023 & Spring 2024</i>	4	Staff	Online	Fall Aug 28-Dec 20 Spring: Jan 8--May 1	CTE		1-2:FREE/\$200
<div><div>KEY</div><div><p>1-2 FREE: Montana high school students may enroll in first two courses tuition free. Additional courses charged at the Montana Western Dual Enrollment rate of \$50/credit. Course fees may apply. Learn more here.</p></div><div><p>GE: General Education required courses that makes up the foundation of an undergraduate degree.</p></div><div><p>CTE: Career & Technical Education combines academic and technical skills with the knowledge and training needed to succeed in today's labor market.</p></div></div>								

AHMS 144: Medical Terminology

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 and what do arts communicate; and 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.

EDEC 247: Child & Adolescent Growth & Development

Students will examine, analyze, and apply research,theories, and issues concerning basic biosocial, cognitive, and psychosocial developmental stages from conception through childhood and adolescence. For integrated lab students use a variety of instruments to observe and interact with individual children as a way of integrating theory and practice.

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.

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Dual Enrollment Coordinator: Ryann Gibson
ryann.gibson@umwestern.edu








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Title	Duration	Location	Dates	Time	Provider	Partner Fee	UMW Fee	Registration Deadline
Drawing for the Absolute Beginner	24 hours	Online	TBD	TBD	ed2go		\$115	Sessions start monthly
How to Get Started in Game Development	24 hours	Online	TBD	TBD	ed2go		\$129	Sessions start monthly
Photographing Nature with Your Digital Camera	24 hours	Online	TBD	TBD	ed2go		\$115	Sessions start monthly
Safe Sitter Butte	6 hours	Butte 4Cs	Mar 28	9 AM -2:00 PM	UMW		\$50	Mar 22
Safe Sitter Dillon	6 hours	Dillon	Apr 13	9 AM -2:00 PM	UMW		\$50	Apr 5
Safe @ Home	1.5 hours	Online	TBD	TBD	Safe Sitter		\$10	Open Enrollment

KEY	 Online Course	 Face-to-Face Course	 ed2go Fundamentals	 ed2go Career Training	 Career Certificates	 10 hour class
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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 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](#).

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

Safe@Home by Safe Sitter® is a 90-minute 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](#).

Safe @ Home

Safe@Home by Safe Sitter® is a 90-minute 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](#).

Upcoming Classes

MARCH 28TH

BUTTE 4-C'S

9:00 AM-2:00 PM

APRIL 13TH

DILLON - MONTANA WESTERN CAMPUS

9:00 AM-2:00 PM

See class details and registration information in the details above.

Additional SafeSitter classes are offered throughout the year for scout troops, 4-H groups, church groups upon request. Contact the School of Outreach.



OUTREACH@UMWESTERN.EDU
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Title	Duration	Location	Dates	Provider	Road Scholar Fee
BBar Ranch: Wildlife & Coexistence on the Edge of Yellowstone 2 Sessions	6 days	BBar Ranch near Gardiner, MT & YNP	I. Jul 22-27, 2024 II. Sep 9-14, 2024	UMW	\$2049
Hiking in the Beartooth Mountains of Wyoming 4 sessions	6 days	Crandall Creek, WY	I. Jun 10-15, 2024 II. Aug 19-24, 2024 III. Sep 2-7, 2024 IV. Sep 9-14, 2024	UMW	\$2749 adult
Wildlife & Geysers: Yellowstone With Your Younger Grandchild 3 Sessions	6 days	West Yellowstone, MT & YNP	I. Jun 24-29, 2024 II. Jul 8-13, 2024 III. Jul 22-27, 2024	UMW	\$3049/adult \$1999/child
Yellowstone's Great Outdoors With Your Grandchild 5 Sessions	6 days	Gardiner, MT & YNP	I. Jun 10-15, 2024 II. Jun 24-29, 2024 III. Jul 8-13, 2024 IV. Jul 29-Aug 3, 2024 V. Aug 5-10, 2024	UMW	\$3249/adult \$2199/child

BBar Ranch: Wildlife & Coexistence on the Edge of Yellowstone

Yellowstone National Park is a wild land, filled with unspoiled wilderness and animals, such as wolves, grizzly bears and mountain lions. Just beyond its borders lies the BBar Ranch — a working ranch that fits into this unique ecosystem rather than trying to modify it. Enjoy five nights at the BBar Ranch while you learn how it manages its herd, tests soil and otherwise operates as sustainably as possible while living among the wild animals of this region. Search for local wildlife yourself as you head into the heart of Yellowstone, making stops at iconic sites such as Old Faithful. Hear from ranch staff and outdoor educators about living and working among nature in one of the most amazing ecosystems in the world. . 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 windswept 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](#).

Wildlife & Geysers: Yellowstone With Your Younger Grandchild

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

Yellowstone's Great Outdoors 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 family 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](#).

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The Future NOW Expo is a highly structured Career Awareness conference style event in which business/industry partners from a variety of companies come together to share information about their company, their jobs and the education and skills that are required for success in their career.

Designed to meet specific learning objectives, this Future NOW Expo Day helps local high school sophomores and juniors connect what they're learning in school with the future workplace. They listen to presenters and attend hands-on sessions, seeking information about the industry and the career options it provides. They also learn about the education required for entry into the industry and the participating business's role in the local economy.

February 1, 2024
8:00 AM - 2:00 PM
MONTANA WESTERN CAMPUS

Contact the School of Outreach at Montana Western to find out more about this event.

406-683-7537



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