THE UNIVERSITY of MONTANA WESTERN
SCHOOL OF OUTREACH

SPRING 2022
January - May

FACE-TO-FACE
AND ONLINE
CLASSES

YOUR FUTURE
AWAITS

LEARN FOR LIFE

PROFESSIONAL
DEVELOPMENT and
PERSONAL ENRICHMENT
INTRODUCING

Unlock a passion, side hustle, or new professional skill with our new X10 non-credit classes offered throughout the year at Montana Western School of Outreach. Fun, inspiring and affordable!

10 hours of instruction  Taught by passionate instructors  $100 (includes supplies)

Interested in teaching an X10 non-credit class? Request a proposal form from the School of Outreach office.

outreach@umwestern.edu
406.683.7537
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.

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

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

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<td>Miller</td>
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<td>Jun 15-17</td>
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**KEY**
- E: Extension Course
- INT: Internet Course
- TBD: To Be Determined
- V: Variable Credit
- 🍎: Partner Initiated
- 🤝: Internet Course
- 🗺️: Face-to-Face Course
- VESi: VESi Course

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

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

Attention Deficit Hyperactivity Disorder: Information & Intervention for Effective Teaching

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

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

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

Behavior is Language: Strategies for Managing Disruptive Behavior

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

Build School Communities: Brain Smart Classroom Management

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

Child Abuse: Working with Abused & Neglected Children

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

Drugs & Alcohol in Schools: Understanding Substance Use & Abuse

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

**Educational Assessment: Assessing Student Learning in Classroom**

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

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

**English Language Learners: 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.

**Implementing CTE in the Classroom**

Educators learn how to implement a CTE curriculum in their classroom or school. The CTE curriculum is created to be shared, reproduced, and delivered face-to-face by a teacher or counselor. This approach diminishes the chance of a small rural school from not offering a course due to limited resources. By introducing an introductory CTE course to be taken in high school, teachers can help students to build a foundation that provides for a more informed decision when students choose courses that apply across pathways and when done well provides the student with the tools to be self-reliant and look for changes in workforce needs to continue to evolve and adapt.

**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 legislation 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.

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**VESi Courses in this publication are indicated by this symbol.**

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**VESi Virtual Education Software**

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

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**Register for VESi Courses**

**During the Following Dates:**

**SUMMER:** May 15 - July 1

**FALL:** August 15 - October 15

**SPRING:** December 15 - March 15

Visit [www.virtualeduc.com/umw](http://www.virtualeduc.com/umw) for course information.

**Register for VESi Courses is a 2-step process:**

1. Register & Pay UMW tuition via phone: 406.683.7537 or email outreach@umwestern.edu

2. Register & Pay VESi via phone or online via instructions provided by UMW.

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outreach@umwestern.edu | 406.683.7537
Nontraditional Career Exploration for Educators  *Coming Summer 2022!*

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

Reading & Writing in Content Area

This course offers instruction in teaching reading and writing in various subject matter fields at the secondary level. The material stresses the skills of vocabulary building, comprehension, and writing, as well as methods for motivating adolescents to read and write. The course also provides information on recognizing reading difficulties, assessing textbooks, and the integration of reading 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. The purpose of this second course in this three-course series is to lay the foundation for effective 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 and 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 & Dyslexia Law

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

Six Traits of Writing Model: Teaching & Assessing

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

Southwest Montana Summer Ed Institute 2022  *Coming Summer 2022!*

Join us for three days of hands-on, next-day-implementation classroom strategies! The Ed Institute, which returns to the beautiful Montana Western campus for its 11th 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.

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.

7. umwestern.edu/outreach
Teaching Diversity: Influences & Issues in the Classroom

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

Teaching Elementary Math Conceptually: A New Paradigm

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

Teaching Secondary Math Conceptually: Meeting Mathematics Standards

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

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

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

Try DI!: Planning & Preparing a Differentiated Instruction Program

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

Understanding 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.
KEEP EDUCATING YOURSELF

SUMMER INSTITUTE | DILLON, MT
SUMMER 2022

Join us for three days of hands-on, next-day implementation classroom strategies. The Southwest Montana Ed Institute, which returns to the beautiful Montana Western campus for its 10th year, continues to be a popular option for teachers to earn college credit or renewal units during the less hectic summer months. With multiple credit options and breakout sessions to choose from, the Summer Ed Institute is both affordable and applicable.

Contact Montana Western School of Outreach for registration details at 406.683.7537 or outreach@umwesten.edu.

WHAT ATTENDEES SAY:

“Very inspiring! I really needed to get back in touch with my love of the profession and how important this work we do is!”

“Thank you! I now have a more positive outlook on the standards and how to use them.”
Career Essentials for Health Science

Career Essentials for Health Science focuses on the foundation knowledge and skills students will need prior to entry into their desired allied health program. It also provides the basics to best understand and work as an employee in healthcare settings. Emphasis is on types of healthcare delivery systems and regulations, communication skills, patient-centered care, teamwork, worker behaviors and attitudes, legal and ethical responsibilities, self-care, and safe quality practice. Email outreach@umwestern.edu for registration information.

Certificate in End of Life Care

Education in the holistic and integrative care of individuals at the end of life builds on and expands professional competencies and brings healing and transformation. The Certificate in End-of-Life Issues represents a specialization in the field of caring for those who are experiencing a terminal illness. It is designed to enhance the knowledge and skills of individuals who work with dying patients by providing a multidisciplinary educational experience. The outcome of this certificate is for the learner to explain key elements of end-of-life management for family members, caregivers, and those who are experiencing a terminal illness. Enroll HERE.

Certificate in Music Therapy & Sound Healing

Music therapy has developed into a powerful and nonthreatening method that can be used successfully with individuals of all ages and disabilities. Sound healing uses vibrational and sound frequencies to promote healing and bring the individual into a state of harmony and health. Music therapy influences an individual’s physical, emotional, cognitive, and social well-being and is especially exciting as a modality that can improve the quality of life for individuals with Alzheimer’s disease. Music therapy for end-of-life care involves playing music on a variety of instruments, singing, listening to music, and performing music based on the patient’s preferences. Enroll HERE.

Certified EKG Technician

Electrocardiography (EKG) technicians are vital members of any healthcare team. If you want to join the booming healthcare industry as an EKG tech, this in-depth course will train you to apply, monitor, and measure electrocardiography tests in a flexible, online learning environment. You will also learn key subjects needed to earn a nationally recognized EKG technician certification, such as measuring basic vital signs, performing rapid response procedures, operating an EKG machine, and identifying rhythms. By course completion, you will be prepared to take and pass the Certified EKG Technician Specialist (CETS) certification exam, offered by American Education Certification Association and the Certified EKG Technician (CET), provided by the National Healthcareer Association. Enroll HERE.

### Table: Healthcare Courses

<table>
<thead>
<tr>
<th>Title</th>
<th>Duration</th>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
<th>Provider</th>
<th>Partner Fee</th>
<th>UMW Fee</th>
<th>Reg. Deadline</th>
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<tr>
<td>Career Essentials for Health Science</td>
<td>5 weeks</td>
<td>INT</td>
<td>Feb 7-Mar 11</td>
<td>TBD</td>
<td>UMW</td>
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<td>Feb 1</td>
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<tr>
<td>Certificate in End of Life Care</td>
<td>6 weeks</td>
<td>INT</td>
<td>TBD</td>
<td>TBD</td>
<td>ed2go</td>
<td>$129</td>
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<td>Sessions start monthly</td>
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<tr>
<td>Certificate in Music Therapy &amp; Sound Healing</td>
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<td>INT</td>
<td>TBD</td>
<td>TBD</td>
<td>ed2go</td>
<td>$48</td>
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<td>Certified EKG Technician</td>
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<td>TBD</td>
<td>TBD</td>
<td>ed2go</td>
<td>$1995</td>
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<td>Open Enrollment</td>
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<td>TBD</td>
<td>TBD</td>
<td>ed2go</td>
<td>$1995</td>
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<tr>
<td>Clinical Medical Assistant</td>
<td>2-4 months</td>
<td>INT</td>
<td>TBD</td>
<td>TBD</td>
<td>edu2</td>
<td>$2599</td>
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<td>Open Enrollment</td>
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<tr>
<td>Electronic Health Records Management</td>
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<td>INT</td>
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<td>TBD</td>
<td>edu2</td>
<td>$1299</td>
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<td>Explore a Career in Medical Coding</td>
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<td>TBD</td>
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<td>ed2go</td>
<td>$115</td>
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<tr>
<td>Explore a Career as a Pharmacy Technician</td>
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<td>TBD</td>
<td>TBD</td>
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<td>ICD -10 Medical Coding</td>
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<td>$115</td>
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<tr>
<td>Medical Billing &amp; Coding</td>
<td>2-4 months</td>
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<td>TBD</td>
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<td>$1799</td>
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<tr>
<td>Optician Certification Training</td>
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<td>TBD</td>
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<tr>
<td>Phlebotomy Technician</td>
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<td>TBD</td>
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<td>$1799</td>
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<td>Spanish for Medical Professionals</td>
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<td>TBD</td>
<td>ed2go</td>
<td>$115</td>
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<td>Sessions start monthly</td>
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</table>

**KEY**
- Internet Course
- Face-to-Face Course
- ed2go Fundamentals
- ed2go Career Training
- Career Certificates

10. outreach@umwestern.edu | 406.683.7537
Clinical Dental Assistant
This online dental assisting course is includes invaluable real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and much more. Toward the end of the course you will have the opportunity to apply for an externship, where you'll get real-life clinical assistant experience. You'll also be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination. Enroll HERE.

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

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

Explore a Career as a Pharmacy Technician
Take a look at the many job settings and career paths open to you if you become a pharmacy technician. This course will help you master the skills that will prepare you for and entry-level position as a pharmacy tech or clerk, and the steps you can take to become certified. Enroll HERE.

ICD-10 Medical Coding
ICD-10 is an upgraded diagnostic and procedural medical coding system that, by law, must be implemented throughout the healthcare industry. This online course offers you comprehensive, robust training in diagnostic and procedural coding, using the ICD-10-CM (diagnostic) and ICD-10-PCS (procedural) coding manuals. This training includes detailed instructions for using the coding manuals, understanding the coding guidelines, and accurately applying the ICD-10 coding steps. There are more than 40 quizzes and exams for diagnoses and procedures by body system to test your knowledge and understanding. In addition, you will find information on the impact of the coding changes on medical coders, healthcare staff, physicians, software systems, documentation, and information technology. Enroll HERE.

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

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

Phlebotomy Technician
This program prepares learners to collect blood specimens from clients for the purpose of laboratory analysis. Learners will become familiar with all aspects of blood collection and will review the skills needed to perform venipunctures safely. Topics in this course include medical terminology, related anatomy and physiology, blood collection procedures, and procedures for collection of other types of specimens within the scope of practice of the phlebotomist. Enroll HERE.

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

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

Optician Certification Technician
No matter which area of opticianry you choose, you'll be in high demand in the job market because the need for eye care professionals is constantly expanding. It may surprise you to learn that while our eyes are healthier in many ways than in the past, some eye problems are actually growing more common due to changes in our lifestyles and the aging population. In this course, you can gain the skills and knowledge you need to obtain an entry-level job as an optician in the states that recognize this certification. In addition, you’ll prepare to take the Basic American Board of Opticianry (ABO) exams, which includes the NOCE (National Opticianry Competency Exam) and the CLRE (Contact Lens Registry Exam), which is required by many states to work as an optician or as a stepping-stone to career advancement. Enroll HERE.

Pharmacy Technician
This comprehensive course will prepare learners to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. Content includes pharmacy medical terminology, reading and interpreting prescriptions and defining generic and brand names drugs and much, much more. This program will prepare students to enter the pharmacy field and to pursue certification including the Pharmacy Technician Certification Board’s PTCB exam. Enroll HERE.

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### Administrative Professionals Day Luncheon

An annual celebration of Administrative Professionals Day every April in recognition of the work of secretaries, receptionists, administrative assistants and other administrative 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 educational presentation. Three or more attending from the same office receive a discount. Email outreach@umwestern.edu for registration information.

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

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

### Entrepreneurship

The Entrepreneurship program pulls together all of the education and skills necessary for success in starting your own business or just cultivating that entrepreneurial spirit necessary to start a new division in your current role working for another company. From drafting the initial business plan enhancing your vision and managing your staff, the Entrepreneurship program covers everything successful entrepreneurs require to start, build and grow their next venture. Enroll [HERE](#).

### Foundations of Plumbing

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

### Explore a Career as a Paralegal

Careers in the legal field often require many years of training, but paralegals can enter the job market quickly. In this course, you will discover what paralegals do and find out what you will need to know in order to begin your own paralegal career. You will start by getting an excellent grounding in legal terminology, contract law, and the tort system. Next, you will learn how to perform legal analysis, conduct interviews and investigations, write legal briefs, and prepare for appeals. And finally, you will get tips on internships and job-hunting. By the time you’re finished, you will know if becoming a paralegal is the right career choice for you. Enroll [HERE](#).
By course completion, you will possess the specialized skills and technical knowledge needed to start a career in plumbing. Enroll HERE.

**Front-End Web Developer**

This course introduces students to front-end, or client-side, web development technologies, including, HTML, CSS, and JavaScript. Participants learn how to make interactive applications that run inside a web browser and can communicate with a web server running remotely. Participants also learn how to use the version control program Git and collaboration website GitHub. This course is designed to fully prepare students to sit for and pass the Microsoft MTA 98-375 Exam. Students are eligible for an optional externship with a local employer after successful course completion. Enroll HERE.

**HVAC Technician**

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

**Introduction to Quickbooks Online**

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

**Professional Bookkeeper with Quickbooks**

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

**Secrets of the Caterer**

Discover how to put your cooking and party planning skills to work in an exciting and creative career as a caterer. Learn fundamentals of catering business including how to cook for large crowds, organize your kitchen, manage your time, and work with clients, as well as some great recipe ideas to jump-start your career. Enroll HERE.

**Worker Safety Courses**

- Work Zone Flagger Certification
- Work Zone Technician
- Work Zone Traffic Control Supervisor
- MSHA Part 46 Surface Miner Safety
- Motor Grader Operator basics
- OSHA 10/OSHA 30
- Forklift Operations - Certification
- Gravel Pit Safety (updated to MSHA Part 46 refresher)

*More courses available upon request.

Contact Outreach for dates and details 406.683.7537 outreach@umwestern.edu

Montana Western School of Outreach has partnered with LTAP (Montana Local Technical Assistance Program) to bring worker safety one-day training courses to our area. Courses will include lunch provided by School of Outreach and will be held on Montana Western campus in Dillon.
### AVALANCHE AWARENESS NIGHT

The Friends of the Avalanche Center will offer a FREE 1hr + Avalanche Awareness Talk in partnership with the University of Montana Western School of Outreach. The talk will be live, ONI INF event.

Topics covered include: avalanche terrain recognition, the effect weather has on avalanche hazard, the development of the mountain snowpack, decision making skills, and basic search and rescue procedures.

Contact the School of Outreach for details. 406.683.7537

**January 19, 2022**

*6:30—8:00 PM*

### AVALANCHE FUNDAMENTALS WITH A FIELD DAY

Attendees will watch lectures, then join a live Q&A with our presenters before attending a 1-day field course to accompany the online lectures.

**Topics Include:** Intro to Avalanches and Avalanche Terrain Recognition, Mountain Weather and the development of Seasonal Snowpack, Decision Making and the Human Factor, Avalanche Rescue

**LIVE Q&A February 4th at 6:30pm via ZOOM.**

**Field Ski Session:** February 5th, at Maverick Mountain from 9am-3:00pm.

**Field Snowmobile/ Snowbike Session:** February 6th at Pioneer Scenic Byway from 9am-3:00pm.

More details click [here](#)

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### PERSONAL ENRICHMENT

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<thead>
<tr>
<th>Title</th>
<th>Duration</th>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
<th>Provider</th>
<th>Partner Fee</th>
<th>UMW Fee</th>
<th>Reg. Deadline</th>
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<td>Avalanche Awareness</td>
<td>1.5 hours</td>
<td>Dillon</td>
<td>Jan 19</td>
<td>7 p.m.</td>
<td>GNFAC &amp; UMW</td>
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<td>Avalanche Fundamentals with Field Day</td>
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<td>Feb 4 (Zoom)</td>
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<td>Polaris</td>
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<td>Beginning Writer’s Workshop</td>
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<td>Blogging &amp; Podcasting for Beginners</td>
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<td>ed2go</td>
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<td>Botanical Illustration</td>
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<td>Feb 12-</td>
<td>Saturdays</td>
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<td>ed2go</td>
<td>$68</td>
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<td>$115</td>
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<td>Enrollment</td>
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<tr>
<td>Creative Drawing with Charcoal</td>
<td>10 hours</td>
<td>Dillon</td>
<td>Jan 24-Feb 21</td>
<td>Mondays</td>
<td>UMW</td>
<td>$100</td>
<td>Jan 11</td>
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<td>Keys to Effective Communication</td>
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<td>ed2go</td>
<td>$115</td>
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<td>$324</td>
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<td>$1699</td>
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<td>TBD</td>
<td>TBD</td>
<td>ed2go</td>
<td>$115</td>
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</table>

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### BEGINNING WRITER’S WORKSHOP

Some of the best works of fiction and nonfiction were crafted in a writer’s workshop. This online course will help you write your own creative piece. Like a true writing workshop, you will learn literary techniques, peer review a classmate’s work, and receive constructive criticism on your work. In addition, you will learn how to move your work from the prewriting stage to editing and final revision. You will also learn how to use literary devices, meaningful dialogue, and imagery in your different drafts. By the end of this online workshop, you will have a thoroughly developed creative writing piece. Enroll [HERE](#).

### BLOGGING & PODCASTING FOR BEGINNERS

You will learn how to develop a plan for the content, setup, maintenance, and how to use free blogging software like Blogger and WordPress to put that plan into action. Learn how to record a professional-sounding audio podcast with a simple recording tool you already have. You will edit the file with another free software program, add music to it, and then post it online for others to enjoy. You will edit it, add special effects, drop in a podcast-safe music file, and then publish it online. Enroll [HERE](#).
PERSONAL ENRICHMENT

Botanical Illustrations
February 12 - March 5, 2022
Saturdays at 100 - 3:30 pm
Montana Western campus
Class fee: $500 (supplies included)
Pre-registration deadline: January 28th (required)
ENROLL NOW

Be guided through the process of botanical illustration by local artist Nancy Glover in this relaxing four-week workshop. Learn to create watercolor paintings inspired by natural objects including succulents, ferns, leaves and flowers. You will learn the process of observational drawing, transferring the detailed drawing to watercolor paper and completing the work with washes of watercolor. Demonstrations will be given along with individual instruction. This class is designed for students who are interested in pursuing art for pleasure and self-satisfaction. All skill levels are welcome! For ages 18 and over.

Everyone will leave with their gorgeous botanical artworks and a bunch of new painting skills.

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

Certificate in Meditation
Although there are many ways to meditate and many different forms of meditation, they all share the characteristic of intentionally training a person’s attention and concentration. Meditation practices are used by diverse cultures, are rooted in the traditions of the great religions, and have been practiced for thousands of years to promote healing. Evidence of meditation’s health effects has been well documented: the practice offers improvement in the symptoms of various disease conditions in addition to the experience of a deeper spiritual connection. Enroll HERE.

Conversational Japanese
Gain cultural knowledge and learn useful conversational phrases and vocabulary words particular to a specific area of travel. You’ll practice these in drills, interactive exercises, and dialogues. In each lesson, you’ll find helpful audio aids and Japanese words written in the English alphabet. This technique will allow you to bypass one of the biggest obstacles for most beginners of Japanese: the letter system. By the end of this course, you’ll have acquired basic conversational skills that enable you to travel around the country easily, and you’ll have discovered the heart of Japan! Enroll HERE.

Microsoft Excel 2019/Office 365 Series
This series of courses takes you from an introduction of the fundamentals to advanced features that most users don’t even know exist. This series covers Quick Analysis, Flash Fill, VLOOKUP, INDEX & MATCH, and learn advanced techniques for PivotTables, conditional formatting to highlight duplicate entries, and importing external data using Excel’s built-in Power Query tool. By the time you finish this course, you will know all the possible features and function of Microsoft’s powerful spreadsheet software. Enroll HERE.

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

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

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

CREATIVE DRAWING WITH CHARCOAL
January 24 - February 21, 2022
Mondays at 6:00 - 8:00 pm
Montana Western campus
Class fee: $300 (supplies included)
Pre-registration deadline: January 11th (required)
ENROLL NOW

This course is designed to work for everyone, even students who claim they can barely draw a stick figure! From absolute beginners to experienced artists who want to learn or master a traditional drawing technique. By the end of this course you will have learned and applied a step by step approach to drawing. And with practice, you should be able to produce drawings of any subject your heart desires. For ages 18 and over.

Unlock your creative story through drawing.
AHMS 107: Career Essentials of Health Science
Career Essentials for Health Science focuses on the foundation knowledge and skills students will need prior to entry into their desired allied health program. It also provides the basics to best understand and work as an employee in healthcare settings. Emphasis is on types of healthcare delivery systems and regulations, communication skills, patient-centered care, teamwork, worker behaviors and attitudes, legal and ethical responsibilities, self-care, and safe quality practice.

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.

CTE 191: Career & Technical Education: Introduction, Investigation, & Implementation
This course is great whether you know what you want to do, or if you are undecided. Designed to help high school students explore a variety of careers and begin planning a career path. Students will learn to problem solve, think skillfully, communicate effectively, apply technology, work responsibly, plan and manage a career, and manage resources. Students will build and polish a resume, practice interviewing, and more.

EDEC 247: Child & Adolescent Growth & Development
This course is great whether you know what you want to do, or if you are undecided. Designed to help high school students explore a variety of careers and begin planning a career path. Students will learn to problem solve, think skillfully, communicate effectively, apply technology, work responsibly, plan and manage a career, and manage resources. Students will build and polish a resume, practice interviewing, and more.

EDU 201: Introduction to Education w/ Field Experience
The first formal course in the Teacher Education Program, this course provides an introduction to the field of education and the relationships between schools and society. Students begin to evaluate the reasons chosen to become a teacher and the effects that decision will have on their lives. Students examine social, cultural, political, legal, economic, and historical issues within schools and how these issues impact professional educators. During this course, students begin to
assemble the professional portfolio, which is a requirement for entry into the Teacher Education Program (TEP). The portfolio will be maintained throughout participation in the Teacher Education Program and is an integral part of the evaluation process. Students will complete a field experience in a school setting. The field experience placement will be made by the Director of Field Experiences.

**EDU 222: Educational Psychology & Child Development**

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

**THTR 101: Introduction to Theatre**

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

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Discover Sign Language
Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression. Enroll HERE.

Introduction to Guitar
The classical guitar skills you’ll master in this course will allow you to play any style of music, from hard rock to country-and-western. Good guitar players know that the secret to making beautiful music is to practice, practice, practice—so that’s what you’ll do. You’ll make rapid progress as you follow a carefully planned practice schedule that reinforces each new skill you learn. Whether you’re a beginner or an intermediate student, this course will take your musical talent to the next level. 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 & 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 also learn the ages and stages of child development, as well as practice diapering. Learning skills such as choking rescue and CPR is often students’ favorite part of the class. Students also learn a system to help them assess and respond to injuries and illnesses. The ability to screen jobs, discuss fees, and greet employers will set students up for success now and in the future. Enroll HERE.

SAT/ACT Prep Series
Both the ACT and the SAT contain verbal and math question types. Part I will give you all the information you need to do well on the verbal questions and Part 2 will give you all the information you need to do well on the math questions of the ACT and the new SAT. Enroll HERE.
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<td>Online</td>
<td>I. Apr 18-20, 2022</td>
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**Adventures Online: Go Inside Yellowstone National Park**

Discover the natural wonders of America’s first national park without leaving home during this live, online learning adventure! Join park experts for an insider’s look into the diverse ecosystems and wildlife that make Yellowstone one of the most fascinating natural spaces in America. Learn about the history of Roosevelt Arch at Yellowstone’s North Entrance and thrill in the geothermal wonders of Mammoth Hot Springs. Attend fascinating presentations on the park’s bioregions, the importance of microscopic bacteria, the adaptations of wildlife, climate change and more. Enroll [HERE](https://roadscholar.org).

**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](https://roadscholar.org).

**Yellowstone: A Great Outdoor Adventure with Your Family**

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](https://roadscholar.org).

**Wildlife & Geysers: Yellowstone With Your Young 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](https://roadscholar.org).

**ROAD SCHOLARS ARE NO ORDINARY TRAVELERS**

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

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