



**U**LEARN  
continuing education  
THE UNIVERSITY OF MONTANA-HELENA

**Meet**  
interesting people

**Learn**  
something new

**Grow**  
your business

Customized Training  
Healthcare Classes  
Professional Development  
Technology and Trades  
Arts, Language and Culture  
Online Classes



The University of  
Montana - Helena  
COLLEGE OF TECHNOLOGY

spring 2012

transforming tomorrow, starting today



## **BOOST your personal market value and your organization's bottom line!**

We have an exciting new set of courses for educators and business for the 21st Century. Classes start soon - work at your own pace - the classroom is always open. Led by expert instructors; classes are multimedia and discussion areas are interactive. Take multiple courses toward a professional certificate, or take individual courses of interest.

### **Graduate credit available for K-12 teachers**

- Gender in the Classroom
- Generational Learning Styles for K12
- Online Learning and Teaching for K12
- Social Media and Online Tools for K12
- Students with Aspergers

### **Certificate in Online Teaching**

- Advanced Teaching Online
- Building Online Learning Communities
- Designing Online Instruction

### **eMarketing Essentials**

- Improving Email Promotions
- Boosting Your Web Site Traffic
- Online Advertising

### **Social Media for Business Certificate**

- Introduction to Social Media
- Integrating Social Media in Your Organization
- Marketing Using Social Media

**More courses, descriptions, and tuition information at:**

[www.yougotclass.org/catalog.cfm/UMHelena](http://www.yougotclass.org/catalog.cfm/UMHelena)

## **Teachers, are you looking for a convenient, inexpensive way to earn Continuing Education Units for your teacher's license renewal?**

Our Ed2Go courses are a convenient way to get your renewal units. All courses run for six weeks and start each month. You can do coursework at any time of the day or night. Most courses cost \$104. Browse more titles and syllabi at: [www.ed2go.com/umhelena](http://www.ed2go.com/umhelena).

We can assist with registration, or you can do it from your own computer. Most classes are worth 24 Renewal Units through the Office of Public Instruction. Simply call us if you're planning to take a course for renewal units. We'll list the course for OPI, then when you complete the course, we will promptly return your transcript of valid Renewal Units for you to complete and submit. Of course, you're not limited to the courses in this section. Many other classes can be worked into your learning plan!



### **Guiding Kids on the Internet**

This essential course for teachers, leaders, and parents will give you confidence for helping children get the best from the Internet.

### **Working Successfully with Learning Disabled Students**

Successfully meet the diverse needs of the learning disabled students in your classroom.

### **Using the Internet in the Classroom**

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

### **The Creative Classroom**

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

### **Integrating Technology in the K-5 Classroom**

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

### **Solving Classroom Discipline Problems**

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

### **Creating K-12 Learning Materials**

Increase student performance and earn extra income by converting your ideas for instructional aids into reality.

### **Teaching Math Grades 4-6**

Reinvent your math instruction by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

### **Teaching Science Grades 4-6**

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

### **Guided Reading and Writing**

Improve student literacy, turning guided reading strategies into opportunities for teaching writing.

### **Enhancing Language Development in Childhood**

Enrich the lives of your children by helping them become proficient speakers and thinkers.

### **Differentiated Instruction in the Classroom**

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

### **Understanding Adolescents**

Unlock the secrets of the adolescent mind to improve relations.

## **check us out online**

For the most up-to-date list of classes and their descriptions, or if you need more detailed information, schedules, materials lists, directions, and more, visit us online at

[www.umhelena.edu/continuinged](http://www.umhelena.edu/continuinged)

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# customized training

**Discover how customized professional development programs can benefit your company.**

**Why choose customized training?**

- Enhanced workforce skills
- Increased productivity and profits
- Strengthened communications
- Enhanced leadership abilities
- Improved performance and commitment



**We work with you to identify your specific training needs. Our strategy includes the following steps:**

- **ASSESS** - Analyze the needs of the training audience.
- **DESIGN** – Ensure the training matches the identified need.
- **DEVELOP** – Create learning events and materials that engage the learner and help them become active in their own learning process.
- **DELIVER** – Provide engaging training where the learner practices the new skills in a controlled environment.
- **RESULTS!** - Evaluate the training, to ensure it measures what it was designed to do.

**One size doesn't fit all**

We understand that each company's needs are different. That is why, together with you, we identify your company needs and develop a relevant course of action.

**Training in a variety of topics:**

- Your Brand — Asset or Liability?
- Strategic Planning
- Time and Space Management
- Workplace Productivity
- Leadership
- Team Building
- Communication: Written and Verbal
- Communication: How to Interact in a Small Group
- How Personality Styles Affect Communication
- Conflict Management
- Conquering Anxiety When Speaking in Public
- Effective Presentation Skills
- Problem Solving and Decision Making
- Performance Reviews
- Interviewing and Hiring the Right Staff
- Designing a Positive Work Environment
- Quality Customer Service
- Short-term Welding
- Green Building Practices

**Call us today to start designing your program (406) 444-7378**

**UM Helena Facilities**

- Lecture Hall with seating for up to 75
- Classrooms with seating for up to 30
- Wireless internet, LCD projectors and screens in all rooms; IT assistance available
- Modern computer labs with seating for up to 20
- State-of-the-art trades campus, including welding, machining and construction labs

**...or we can bring our trainers to you!**





## Online Mental Health Direct Care Certificate

The Mental Health Direct Care Certificate is a training unique to the University of Montana - Helena, but applicable to those in the Health Care system statewide. This certificate is designed to enhance the provision of care for the mental health consumer by educating case managers, cottage staff, psychiatric technicians, day treatment staff, and other providers.

The course is comprised of three sections: History and Systems (including history of diagnoses, mental illnesses, biological treatments, psychotherapy and psychosocial rehabilitation, and systems of care in Montana); Developmental Psychology through the lifestages; and Abnormal Psychology (role of neurons & neurotransmitters, brain anatomy and physiology, psychotropic medications, psychological disorders and dementias).

Comprised of a total of approximately 25 hours of education, each topic features a lecture and a multiple-choice quiz. To earn the Certificate, you must score 80% or better. The program is ongoing and there are no scheduled class times, so any direct care worker may sign up for instruction on any date and participate in lecture and tests at any time. On-line instruction requires access to the Internet. High speed connections are desirable but not necessary.

*Nathan Munn, M.D. Tuition: \$150*

*Visit our website for more info!*

## Certified Nursing Assistant

Certified Nursing Assistants (CNAs) are the foundation of in-patient care. You'll work under the supervision of a nurse to provide assistance to patients with daily living tasks. You'll be responsible for basic care services such as bathing, grooming and feeding patients, assisting nurses with medical equipment, and checking patient vital signs. The social and emotional support you will give can change lives. CNAs work in nursing homes, hospitals, mental health facilities, assisted living facilities and private homes. Job prospects for CNAs are expected to keep growing due to the increasing long-term care needs of an aging population.

The course includes: classroom (48 hours) and clinical hours (27 hours) to provide training in competent and holistic care. Superb attendance is mandatory in order to pass the class. During the clinical component, supervised students work with real patients in a long-term care setting. Students must be able to pass a background check and have up-to-date immunization records.

Our Nurse Aide training meets the requirements of the Montana Department of Public Health and Human Services. Upon successful completion of the classroom and clinical hours, you will take the State Certification exam.

*Sheri Marchand-Smith, MSN, RN. 75 hrs. New classes start approximately every two months, running weekday evenings for five weeks. Classes often fill, so early registration is important. Call or check our website for upcoming class dates. Tuition: \$585 includes textbook and exam.*



## Pharmacy Technician Certification Preparation

This comprehensive 50 hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. The Pharmacy Technician Certification Program includes a graded final exam to help prepare students for the PTCB exam.

*Instructor: a local, licensed Pharmacist. 50 hours. Tues. & Thurs., Mar. 27 - May 15; 6-9:30pm. Tuition: \$999 (Textbooks and class materials included). Registration due one week prior to class start.*

*Certification exam is taken and paid for separately. Application for a Montana State License is required and fee is paid to the State Board. There are no prerequisites, however, students should have high school algebra and science competency.*

# healthcare courses

## Phlebotomy Technician Certification Preparation

The 90 hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and clinical training in skills and techniques to perform puncture methods. The program also includes lab exercises, live blood draws, work with a training arm and other exercises intended to prepare students to function as an entry level Phlebotomy Technician.

90 hours. Mon. & Wed., Mar. 19 - May 30 (No class May 28); 6-9:30p and three Saturdays - Mar. 31, Apr. 28, and May 19; 9a-3p. Tuition: \$1599 (Textbooks and class materials included). Registration due one week prior to class start.



Online at [ed2go.com/umhelenahelena](http://ed2go.com/umhelenahelena). Most classes are only \$104

### Medical Terminology: A Word Association Approach

This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts.

### Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

### Become a Veterinary Assistant

A practicing veterinarian prepares you to work in a veterinary office or hospital.

### Become a Veterinary Assistant II: Canine Reproduction

Manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

### Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

### Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

### Assisting Aging Parents

Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.



## Online CEU's for Healthcare Professionals

All of the following courses run for six weeks. They are self-paced and consist of lessons and chapters, a discussion area and a final exam for each course within the program. Students who successfully complete the program will be awarded a Certificate from Allegra Learning Solutions. Starting at \$119.

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation. Accreditation refers to recognition of continuing nursing education only and does not imply Commission on Accreditation approval or endorsement.

ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states. Provider approved by the California Board of Registered Nursing, #CEP 14693.

<http://www.ed2go.com/umhelenahelena>

**SEARCH: Health Care Certificate**

### Certificate in Complementary and Alternative Medicine

(32 hrs) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

### Certificate in Gerontology

(40 hrs) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

### Certificate in Pain Assessment and Management

(24 hrs) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

### Certificate in End of Life Care

(26 hrs) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

### Certificate in Spirituality, Health, and Healing

(36 hrs) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

### Certificate in Bioenergy and Spiritual Healing

(26 hrs) This certificate program meets the continuing education needs of medical professionals who work with or want to work with energy healing.

### Certificate in Issues in Oxygenation

(32 hrs) A holistic approach to the care of patients with disorders of oxygenation.

Certificate in Perinatal Issues, Certificate in Complementary Medicine, Certificate in Bioenergy and Spiritual Healing, and more...

## Online Career Training Programs

- Facilitators and mentors are available to answer questions and help
- Career Counselors help you prepare for the transition to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, and workbooks included in the course fee
- Payment plans available

Full course descriptions and more details at: [gatlineducation.com/umhelena](http://gatlineducation.com/umhelena)

### Administrative Medical Specialist with Billing and Coding

You will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the Certified Billing and Coding Specialist (CBCS) exam and the Certified Medical Administrative Assistant (CMAA) exam offered by National Healthcareer Association (NHA). *300 hours*

### Advanced Hospital Coding and CCS Prep

This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist. *80 hours*

### Clinical Dental Assistant

After you've completed this program, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination. *240 hours*

### Medical Billing and Coding

Upon completion, you will be eligible to register, prepare, and take the National Healthcareer Association (NHA)'s Certified Billing and Coding Specialist (CBCS) certification examination. *240 hours*

### Medical Transcription

Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training. *240 hours*

### Veterinary Assistant

You'll learn about animal care and how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, and how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized, and the program contains basic information about pet insurance. *240 hours*

...and many, many more!



### Small Business Start-Up

Some of the best small businesses are started during tough economic times. Sound advice is more important than ever before.

Dan Anderson and the Small Business Development Center (SBDC) are able to present material that is practical and proven. Register for any number of the classes, or plan to attend all three!

**Starting a Small Business** — Attendance is a prerequisite to receive free business consulting services from the SBDC, who can assist you with each phase of the start-up and financing process.

**Business Planning** — Simplify the components of a good plan, where to obtain key information regarding your market, and resources that are available to assist you through the process.

**ABC's of Marketing** — Learn the right questions to ask and answer about your business and customers. Gain the knowledge necessary to develop an effective marketing plan for your business.

*Dan Anderson, MBA, CBA, Director — SBDC. Tues., Jan. 10-24; OR Tues., Feb. 14-28; OR Tues., Mar. 13-27; all classes 12-1p. \$29 per one-hour session or for all three for \$78*

### Writing Effective Grant Proposals

Preparing successful grant proposals requires careful research, meticulous preparation, and graceful writing. Many grant requestors have no real understanding of the proposal writing process and as a result, their worthy causes lose out. Learn how to avoid the errors that lead to rejection. This course will walk you through all of the essential steps to success.

*Online. Jillian Poole. 24 hours. Any day or night. Sessions begin Jan. 18, Feb. 15, or Mar. 21. [ed2go.com/umhelena](http://ed2go.com/umhelena). Tuition: \$104*



# professional development courses



## Culinary Classes — Become Your Own Chef!

Ideal for those who aspire to work in a great restaurant, cook fantastic meals at home, and everyone in between! Jennifer Beausoleil, a local Certified Executive Chef, shares her skills and knowledge with you! The classes are broken down into several blocks, each focusing on a different method or skill.

For each class, you will need to have most of the items listed in our “Culinary Toolkit” (find online or call) and several food items. You will be taking most of your completed projects home for you and your family to enjoy.

### Intro to Culinary Basics

Unravel the mysteries of a multitude of salads, appetizers, and hors d’oeuvres. In addition to these “cold cooking” methods, you will learn the basics of sautéing,

frying, grilling, poaching, egg and potato cookery, marinades, and garnishes. There will be considerable emphasis on sanitation, food quality, and presentation.

*21 hours. Wed. & Mon., Jan. 18 - Feb. 8; 6-9p. Tuition: \$159 + approx. \$75 food*

*This class is the culmination of the series, and will be offered again later in the spring.*

### Knife Skills and More

With a special emphasis on knife skills, this class is the real kickoff to get you thinking (and cooking) like a chef! Learn which knife to select, sharpening, basic vegetable cuts, some decorative cuts, safety and efficiency. You will also work with major household machinery, discuss and practice mise en place (the importance of preparation in cooking), and sanitation.

*15 hours. Wed. & Mon., Feb. 22 - Mar. 7; 6-9p. Tuition: \$115 + approx. \$60 food*

### Soups, Stocks and Sauces

The basics and more! Perfect your gravies, cheese sauces and broths. We will construct from scratch and discuss the modern modifications that are often used in restaurants today.

*15 hours. Mon. & Wed., Mar. 19 - Apr. 2; 6-9p. Tuition: \$99 + approx. \$50 food*



## Let’s Control It — Responsible Beverage Service & Sales Training

If you serve or sell alcohol in Montana, you need to be able to recognize and prevent intoxication in others. This program is required for bartenders, owners, managers, servers, and bouncers. Learn to detect the signs of intoxication, intervene effectively to prevent any alcohol-related problems, and identify underage persons to help limit the access to alcohol for youth.

The “Let’s Control It” curriculum is a product of the Montana Department of Revenue and participants will receive a certificate of completion to present to employers.

*Gerald LaChere. Three hours. Second Wednesday of the month from 6-9p. This course is offered the following dates: Jan. 11, Feb. 8, Mar. 14, Apr. 11. Tuition: \$15*

## Truck Driver Training — CDL Instruction

Having a Commercial Driver’s License in your pocket opens up many career opportunities. Drivers are in demand and jobs are financially rewarding. An entry-level truck driver can make from \$30-35,000 the first year, with an accelerated pay scale. Many veteran drivers are earning over \$50,000.

This class will be divided into two sections: classroom instruction and one-on-one truck driving instruction. The classroom portion will last 32 hours, and will cover general knowledge, air brakes, combination vehicles, tankers, backing, corners, defensive driving, alcohol and drug awareness, and log books. There will be exams on each subject, along with final preparation exams.

The driving portion of the class will be scheduled as 3 eight-hour days with the instructor. This will include pre-trip inspections, backing, shifting and cornering. You will have free rental of the school’s truck for the State CDL Exam, and the instructor will help schedule the exam.

Your instructor has been the Director of Route 93 Trucking for five years, and has been a CDL instructor for a total of eleven years. He has a good working relationship with various hiring companies and can provide real-world advice for your job search.

*Scott Ralston. 56 hours. Fri. & Sat., Feb 3/4, 10/11, and 17/18 (Fri. 5-8p, Sat. 9a-5p) plus 3 consecutive driving days per student. Tuition: \$3680 includes all books and classroom materials. Additional fees for Physical exam and licensing.*



## Introduction to Microsoft Word 2007 or 2010

Learn how to create and modify documents with the world's most popular word processor.

## Intermediate Microsoft Word 2007 or 2010

Take advantage of Word's publishing capabilities to create eye-catching documents.

## Advanced Microsoft Word

Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

## Introduction to Microsoft Access (Intermediate also available)

Store, locate, print, and automate access to all types of information.

## Introduction to Microsoft Excel 2007 or 2010

(Intermediate course available)  
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

## Advanced Microsoft Excel 2007

Increase your potential and maximize your value by becoming an expert Excel user.

## Introduction to PowerPoint

Build impressive slide presentations with text, images, video, audio, charts, and more.

## Intro to Microsoft Publisher

Create brochures, newsletters, and Web sites with ease.

## Intro to Microsoft Outlook 2007 or 2010

Communicate and manage information better and faster.

## Introduction to Microsoft Project

Use the ultimate project planning and control tool to its fullest.

[www.ed2go.com/umhelena](http://www.ed2go.com/umhelena)

## Creating Web Pages

Create and post your own Web site using HTML in this extensive, hands-on, six week workshop. Plan the content, structure and layout of your Web site, create pages of neatly formatted text, links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. Learn critical and timely information on securing the best location in search engine listings, and powerful no- or low-cost web marketing strategies.

*Online. Alan Simpson. 24 hours. Any day or night. Sessions begin Jan. 18, Feb. 15, or Mar. 21. [ed2go.com/umhelena](http://ed2go.com/umhelena). Tuition: \$104*



## Computer Skills for the Workplace

Get the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. Learn how to implement the powers of modern office software to work faster and more efficiently. Focus on practical application for software most common to the workplace.

*Online. David Paquin; 24 hours. Begin Jan. 18, Feb. 15, or Mar. 21. Tuition: \$104*

## Keyboarding

Become faster and more confident at the keyboard. You'll know how to touch-type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

*Online. Kathy Van Pelt. 24 hours. Begin Jan. 18, Feb. 15, or Mar. 21. Tuition: \$104*



## Personal Computer Basics for Rookies

Left behind in the digital age? This class is specially designed for those brand-new to keyboarding and computers: from technical newbies to seniors. Learn the basics of hardware and software, basic mouse and keyboard skills, file management, and basic internet and email.

*Grant Snyder. 16 hrs. Tues. & Thurs., Jan. 24 - Feb. 16; 6-8p. Tuition: \$79 + \$25 textbook*

## Microsoft Excel for Absolute Beginners

No prior experience with spreadsheets in Excel? You will learn how to start documents in Microsoft Office Excel 2010 and identify elements in the Excel window; enter data quickly and accurately; recalculate data easily; change the appearance of information; and create charts.

*Grant Snyder. 16 hrs. Tues., Feb. 21 - Apr. 17; 6-8p. (No class Mar. 13) Tuition: \$79 + \$25 textbook*

## senior discount

For many of our in-person classes, including Computer Basics, we offer a 10% discount for our students 65 and older. Certain classes are not eligible, please inquire.

## Adobe Photoshop & InDesign

*See graphic art class listings on page 13.*

## personal finance

### Retirement Planning Today

You went to school to prepare for your career, now it's time to prepare for your retirement.

Learn about the many ways to save for retirement, as well as the advantages and disadvantages of each. Discover how to save money on taxes, manage investment risks, and protect your assets from long-term care expenses. Above all, assess your financial situation and develop a personalized plan to achieve your goals. Bring your partner for free.

*Instructor: Keith Duncan, Investment Advisor Rep. Six hours. Thurs., Feb. 16 & 23; OR Tues., Feb. 21 & 28; 6:30-9:30p. Tuition: \$49 includes one text.*

### Financial Literacy

Financial Literacy is not just another trendy catch phrase. It reflects a serious concern with disturbing trends in the fiscal behavior of average Americans. You need financial information on a broad range of topics, including: budgeting, planning and managing money; saving for retirement; investing; and managing credit. The class is sponsored by a Colorado non-profit organization whose mission is to promote financial literacy. You may bring your spouse or partner for no additional cost.

*Instructor: Jim Connole. Five hours. Thurs, Mar. 1 & 8; 6-8:30p. \$99 includes one text.*



### Keys to Successful Money Management

The truly wealthy do not rely on risky games of chance and raw luck to build their fortunes — they focus on creating wealth out of what they already have. A certified financial planner will walk you through the steps to achieve true financial success. Become comfortable with the investment choices available to you right now, and discover the best ways to acquire and accumulate both cash and property. Discuss the tax implications of your investment decisions, along with steps you can take to protect any wealth you acquire.

*Online: Kirsten Iseminger. 24 hours. Participate any day or night. Sessions begin Jan. 18, Feb. 15, or Mar. 21. Tuition: \$104 Register at [www.ed2go.com/umhelena](http://www.ed2go.com/umhelena) or call!*

## personal growth

### Layers of Wisdom in Your Dreams

We are constantly receiving messages from our greater non-physical self. They come to us in our sleep as dreams, sometimes nightmares.

These movies of the mind call us to engage the dream state as a guidance system. Learn to sharpen your attention to detail, explore multiple meanings, examine coincidence and synchronicity, ferret out limiting projections, and gain knowledge on how to track your dreams.


*Sarah Hannah. 12 hours. Thurs. & Mon., Mar. 1 - 19; 1-3p. Tuition: \$89 + \$5 materials.*

### Healing Spaces

Our homes and the well-being of our bodies and spirits are interconnected. Utilizing this home-body-spirit concept, you can create a beautiful, natural, stress-free home environment that nurtures you, whether its one room or your whole home.

*Eileen Gallagher. 3 hrs. Sat., April 28, 1-4p. Tuition: \$26.*

## courses for veterans



**Free College Prep Classes For Veterans**  
On Campus or Online  
1-877-356-VETS <http://vubmt.com>

### Veterans Upward Bound

Veterans Upward Bound is a Department of Education program designed to help military veterans refresh their academic skills so that they can successfully transition to post secondary education. Services are free to eligible veterans — for program eligibility requirements, or to register, please contact Joe Cobos or Lori Borth toll-free at 1-877-356-8387.

Courses include Intro to College Math, Intro to College English, and Intro to Computers. Classes are held twice a week, for two hours each evening, totalling 24 hours of classroom time, and classes start the first week of February. A student may enroll for one, two, or all three classes.

*Instructors: Math, Diane Lonnes; English, Jasmine Lamb; Computers, Grant Snyder.*



## Fundamentals of Welding

Learn how to repair and connect metal around your farm, yard, or business - whether for practical application or for artistic use. You will learn the essentials of safety, rod identification, electrical theory, forklift operation, oxy-acetylene cutting, and plasma cutting. Use various shop machinery in a controlled environment in order to gain confidence in your skills.

*Mike Egeline. 30 hours. Tues. & Thurs., Jan. 31 - Mar. 8; 6-8:30p. Tuition: \$180*

## Knife Building I

Craft a useable, unique, custom tool in five weeks. A master custom knifemaker will expose you to all the right machines and methods to create a custom knife with a high carbon tool steel blade and a handle made from your choice of hardwoods. Plan to provide safety glasses, a dust mask, and wear non-flammable clothing (long sleeves, pants, and closed shoes.) Optional equipment: ear plugs, leather gloves, and shop apron.

*Willard Patrick. 30 hours. Tues. & Thurs., Jan. 31 - Mar.1; 6-9p. Tuition: \$170*

## Knife Building II

Once you've caught the knife building bug, you'll want to do it again. Few people have the access to all this equipment and expertise!

*Willard Patrick. 30 hours. Tues. & Thurs., Mar. 20 - Apr. 19; 6-9p. Tuition: \$170*

## Light Home Repair for Women

Give yourself the gift of confidence! Get hands on experience with techniques and tools used in general residential home renovation and repair. Cut and install ceramic tile, replace light fixtures and outlets, replace faucets and other light plumbing, repair sheetrock, install knobs, locks, and more!

*Jim West. 30 hours. Wed., Feb. 15 - Apr. 18; 6-9:00p. Tuition: \$149*

## Develop Your Voice

Do you have a vocal New Year's Resolution? Whether you want to improve your confidence in singing in church, in karaoke, or in the shower, this class will help you get there! Learn the basics: reading music, anatomy, excersises, and perform as a group, duet, maybe even a solo. Get your voice in shape this year.

*Heather Barnes. 18 hrs. Thurs., Feb. 16 - May 3; 6:30-8p. Tuition: \$99*



## Quilting at Gee's Bend

Ok, so we won't actually travel to rural Alabama to quilt, but this spontaneous, expressive quilting artform will bring Alabama to you! Rely less on pattern and more on using what you have and what you love. Bring sewing machine if you have one.

*Amanda Bray. 10 hrs. Mon., Jan. 23 - Feb. 13, 6:30-9p. Tuition: \$49 + materials*

## English as Second Language

This class is taught by a certified instructor with a Master's Degree in TESOL and over 6 years experience teaching. Each class will provide an activity focused on all four skills (listening, speaking, reading, and writing) vital to English language fluency. Geared for anyone who would like to improve their English skills for daily life or academic purposes. Open to learners of all levels.

*Suzanne Williams. 10 hours. Mon., Jan. 23 - Apr. 2; 6-7p. Tuition: \$65*



*Quilts by the ladies of Gee's Bend*

## Write Your First Novella

Do you have a story to tell? Discover the processes, techniques, and structures of creative prose fiction. Readings and lectures will expose you to various elements of writing including plot development, tone, voice, and more. During class workshops, you'll submit your work for peer review

*Jasmine Lamb. 18 hrs. Thurs., Feb. 2 - Mar. 22; 6:30-8:45p. Tuition: \$99*

## Begin a Model Railroad

Interested in trains? Enjoy building things with your hands? This may be just the ticket to start into a new hobby. Designed to help you explore the hobby, understand something about American railroads and how others model them, and to actually build a railroad car or structure kit.

*Georgia Stinson. 16 hrs. Thurs., Feb. 2 - Mar. 29; 6:30-8:30p. (no class Mar. 15) \$99 + materials*

## Learn to Cross Country Ski

Wish you had a hobby for those brisk, snowy days this winter? Learn the Classic style of Cross Country Skiing! Great for all fitness levels - young and old alike. The basics of equipment, getting started, stopping, and more will be covered in a fun group atmosphere on an easy course. Plan to rent or purchase your own equipment.

Joanne Thun. 2 hrs. Sat., Jan. 7 or 21; 10a-noon. Tuition: \$18

## Beginning Skiing Level 2 - Stemple Pass

Once you have the introductory course under your belt, you will want to experience one of the Helena area's beautiful trails — with an experienced guide! Practice and expand your skills handling up and down hills and more varied terrain. You'll also learn more advanced techniques.

Joann Thun. 4 hrs. Sat., Jan. 28; 10a-2p. Tuition: \$39



## Winter Wilderness Survival and Bushcraft

Be immersed in the arts of wilderness survival and bushcraft in Montana! We will look at a number of topics, depending on group size and interest. Topics include:

- modern and traditional fire making
- shelter construction
- selection, maintenance, use of steel tools
- edible, medicinal, constructive uses of native plants
- survival kits
- discuss minimal impact/leave no trace

Taught by a professional naturalist, author, and speaker.

David Cronenwett. 8 hrs. Sat., Feb. 4 OR 18; 9:30a-5:30 p. Tuition: \$130 plus knife - bring your own, or purchase for \$15.

## Beginning Photoshop

Explore the digital darkroom with a professional photographer as he shows you the essential tools of Adobe Photoshop and Photoshop Elements. Set up your digital darkroom, use Photoshop's tools and techniques, and begin editing your images like a pro. Photoshop is a complex program — before this class, you should feel very comfortable with your general computer skills. If you are unsure, please ask!

Jason Savage. Eight hours.

Session 1 - Wed., Jan. 25 - Feb. 15.

Session 2 - Wed., Feb. 22 - Mar. 21 (no class Mar. 14)

Session 3 - Wed., Apr. 4 - Apr. 25.

All sessions: 6:30-8:30p. Tuition: \$145



## Photoshop Elements for the Digital Photographer II

Designed for those already familiar with cropping, printing, and color adjustments, as well the various selection tools. Now that you've learned the basics, discover how they all work together for detailed editing, building collages, restoring old photos, and more. You'll develop a workflow with options for portrait editing, image distortion, filters, and much more. Using these advanced features, you'll see how to restore old photos, as well as how to build high-impact collages with images and text.

Online. Beverly Schulz. 24 hours. Any day or night. Sessions begin Jan. 18, Feb. 15, or Mar. 21. [ed2go.com/umhelena](http://ed2go.com/umhelena). Tuition: \$104

## Beginning Digital Photography

You got a new camera for the holidays. Now what?! Don't just rely on the AUTO setting — get the most out of your photo-graphs. From understanding camera operation to professional composition and lighting techniques, take your photos futher!

Jason Savage. Eight hours.

Session 1: Tues., Jan. 24 - Feb. 14.

Session 2: Tues., Feb. 21 - Mar. 20 (no class Mar. 13)

Each session 6:30-8:30p. Tuition: \$99

## Digital Photography— Beyond the Basics

Take your photography knowledge to the next level! Focus on more advanced lessons in exposure, composition, and lighting techniques.

Learn to use manual mode to achieve different effects. Subjects may include architecture, portraiture, and outdoor photography. There will be classroom time spent on reviewing and critiquing examples. Beginning Digital Photography is a recommended prerequisite. You should understand aperture and shutter speed. Your camera should be a Digital SLR, or have fully manual mode capabilities. A tripod is also strongly recommended.

Jason Savage. 8 hrs. Tues., Apr. 3 - 24; 6:30-8:30p. Tuition: \$125.



## Intro to Adobe InDesign CS5

Get hands-on desktop publishing training and come away knowing how to use this popular page layout software to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more. You don't need to be a designer or an artist to produce beautiful documents! By the time you finish, you'll be comfortable with the tools and features that this program offers, and you'll know the most efficient ways to produce the materials you need for your own work or hobbies.

Online. Donna Baker. 24 hours. Participate any day or night. Sessions begin Jan. 18, Feb. 15, or Mar. 21. Tuition: \$104

## Basic Drawing: Technique Sampler

Jump into creating with this beginning drawing class. Experiment with pastel, charcoal, graphite pencil, colored pencil, and pen and ink while learning basic drawing skills to express what you see and feel. No art experience is necessary! If you have drawing supplies, just bring what you have. If not, check the website or give us a call.

Linda McCray, MFA. 15 hrs. Wed., Jan. 18 - Feb. 15; 6-9p. Tuition: \$75 plus materials.

## Intermediate Oil Painting

For those who have learned the basics of this medium, get ready for the next step! Explore figure and portrait painting with an emphasis on capturing likeness through color and proportion. See website for materials list.

*Carol Montgomery, MFA. 9 hours. Wed., Feb. 22 - Mar. 14; 6:15-8:30p. Tuition: \$45 plus materials.*

## Intro to Spanish-Beginner

Planning a vacation to Mexico? Practice some basic communication skills before you go. You'll have a chance to speak in a comfortable environment through dialogues, interactive storytelling, games, music, practice writings, and reading. You'll need a Spanish/English dictionary.

*Julianne Curtis. 21 hrs. Wed., Jan. 25 - May 2; (no class Mar. 14); 5:30-7p. Tuition: \$95*

## Enjoying Wine 101

Take a journey through the wonderful world of wine! Learn about and experience wines from a different region each week: France, Spain, Italy, Argentina, Chile, and the good old USA! The first hour of class takes place in the classroom - learning about the region and winemaking process.

The second hour takes place at the store to sample several different varietals and explore the complex flavors. Delicious cheeses, crackers and other hors d'oeuvres are available to cleanse your palette.

*Laura Fix. 12 hrs. Tues., Jan. 24 - Mar. 6 (No class Feb. 14); 6-8p. Tuition: \$55 includes tastings*



## Introduction to Knitting

Have you always wanted to learn this timeless craft? Knitting has seen a recent resurgence as we find ourselves getting back to the basics, but in a whole new way! Learn in a friendly, social environment - guys are welcome too! Cast on, knit and purl, determine your gauge, knit in the round, decrease, and bind off all while completing a hat. See website or call for materials.

*Jean Bailey & Christy Stergar. Six hours. Thurs., Jan 19, 26 & Feb. 9; 6-8p. Tuition: \$29 plus materials.*



## The Operas of Mozart

Mozart's contribution to the world of opera is undeniable — this is your chance to learn about his most famous operas and the opera in general. The class will focus on one opera each week: listening, watching, translating, and maybe even a little acting of the scenes! You'll learn to recognize the music, understand the stories, and learn the context in which the works were written.

*Heather Barnes. Eight hours. Wed., Apr. 4 - 25; 6-8p. Tuition: \$39*

## Online Sewing Online Pattern Drafting

Non-sewers, advanced sewers, and everyone in between are welcome. Learn some of the special techniques that top European and Domestic designers use in their clothing

construction, fitting, and pressing.

Eric W. Stiles Sr., a master tailor with more than 35 years of professional experience, creates and coordinates all of the courses. He was former Supervisor and Head Tailor for Giorgio Armani, Polo-Ralph Lauren and many others. He has taught at his own Academy

in Illinois and ten other colleges in person. Learn from an expert!

*Level One: Feb. 13 - Mar. 5; \$48.*

*Level Two: Feb. 13 - Mar. 12; \$60*

Please see our website for more details!

## Felted Bag—Advanced-Beginner Knitting

Join us for this fun course in which you will create a fun, functional, felted bag. Self-striping wool yarn creates a colorful tote that is finished using a felting process. Techniques used include: casting on, knitting in the round, casting off, I-cord knitting, and felting. See website or call for materials list.

*Jean Bailey & Christy Stergar. Four hours. Thurs., Feb. 23 & Mar. 1; 6-8p. Tuition: \$22 plus materials.*



## Travel Writing

Translate what is seen, heard, tasted, touched, smelled and felt (intuitively and physically) into publishable articles and books. You'll understand the writing styles and methods needed to sell material in today's competitive market (including the how-to's of lead paragraphs, descriptive passages and the uses of interviews, quotes and facts). Pack your sense adventure, organize your determination and put your keyboard in a comfortable position. If you have a desire to write and a yen to travel, you're a perfect candidate to be a travel writer.

*Online. Eva Shaw, Ph.D. 24 hours. Sessions begin Jan. 18, Feb. 15, or Mar. 21. ed2go.com/umhelena. Tuition: \$104*

## Kitchen Design

The kitchen is the working and social hub of the home. Are you interested in redesigning yours for better flow? This course introduces the fundamentals of kitchen planning and design, including the work triangle and what's new to cabinetry, materials, lighting and equipment.

*Karen Raphael-Conley, IIDA. 8 hrs. Wed., Mar. 21 - Apr. 11; 6-8p. Tuition: \$79*

## gift certificates

Need the perfect gift for someone special? We have gift certificates! Call 444-6858 or email [christine.stergar@umhelena.edu](mailto:christine.stergar@umhelena.edu)



I've often been asked what Continuing Education means. Continuing Ed can't be described in one sentence. It can be many different things to different people. To me, it is:

- Lifelong learning
- Personal enrichment
- Customized training
- Professional development
- Connecting people & resources
- Providing venues for people to grow and discover their passion

I invite you to explore UM-Helena's Continuing Education program and find out what it means to you.

Mary Lannert  
Director of Continuing Education

## become an instructor

### Do you have a desire to teach?

If you have an area of expertise to share with others, UM - Helena's Continuing Education and Customized Training may be the place for you. The Continuing Education Department at UM - Helena has a mission to serve the educational needs of the entire community.

We devote ourselves to programming excellence, innovation and creativity. UM - Helena CE is always looking for educational professionals who enjoy sharing their knowledge and creating memorable educational experiences. If you are interested in being a part of our team, contact us by phone or email.

Continuing Education instructors are employed on a part-time, as-needed basis and are usually paid hourly for instruction. Most Continuing Education courses meet once or twice a week in the evening or on Saturdays. Courses last from one hour to up to 30+ hours and start and stop as needed.

Instructors may not act as representatives of their place-of-business, and may not promote any products or services that they may sell, offer, design, or build. Handing out personal business cards to students while engaged in the act of teaching students, as a way of promoting oneself or business, is against our policy.

### What are our requirements?

All you need is a passion for subject, expertise or skill in that area, and a desire to share that knowledge with others. A sense of humor, as well as good communication

and people skills are important. You must be flexible and have a desire to educate people of all ages, sexes and cultural backgrounds. If this sounds like you, please contact us! Course Proposal Forms are available online - contact the Continuing Education Department for assistance to get started today.

### How do we market our courses?

- This catalog: We maintain a mailing list of our past students, and also have them available for people to browse in coffee shops and to pick up at the college.
- Newspaper Ads: We run weekly ads in the local newspaper.
- On-line: Classes are routinely posted on our UM - Helena website. This can be accessed by clicking on the Continuing Education link.
- Instructors help market their own classes: We will provide flyers and/or brochures for you to drop off at various locations and with your friends.
- Word of Mouth: Our satisfied customers pass the word.

### How do I get started?

We invite you to complete a Continuing Education Course Proposal Form (on the web) and return it along with a current resume to the Continuing Education Department. If you have questions, please e-mail:

[Mary.Lannert@umhelena.edu](mailto:Mary.Lannert@umhelena.edu)  
or call (406)444-7378.

## suggestions?

Do you have an idea for a class you'd like to see offered? Email us at [Christine.Stergar@umhelena.edu](mailto:Christine.Stergar@umhelena.edu)

## our instructors

Anderson, Dan ..... Start a Small Business  
 Bailey, Jean ..... Introduction to Knitting  
 Barnes, Heather ..... Find Your Voice  
 ..... & Operas of Mozart  
 Beausoleil, Chef Jennifer ..... Culinary Classes  
 Bray, Amanda, MFA.... Quilting at Gee's Bend  
 Connole, Jim ..... Financial Literacy  
 Cronenwett, David ..... Wilderness Survival  
 Curtis, Julianne ..... Spanish Language  
 Duncan, Keith .. Retirement Planning Today  
 Egeline, Mike ..... Fundamentals of Welding  
 Gallagher, Eileen..... Healing Spaces  
 Fix, Laura ..... Enjoying Wine 101  
 Hannah, Sarah Louise ..... Dreamwork, EFT  
 LaChere, Gerald..... Let's Control It  
 Lamb, Jasmine ..... Creative Writing  
 ..... & Veterans English

Lonnes, Diane ..... Veterans Math  
 McCray, Linda, MFA ..... Basic Drawing  
 Montgomery, Carol, MFA ..... Oil Painting  
 Munn, Nathan, MD ..... Direct Care Online  
 Patrick, Willard ..... Knife Building  
 Raphael, Karen, IIDA ..... Kitchen Design  
 Ralston, Scott. Commercial Driver's License  
 Savage, Jason .... Photoshop & Digital Photo  
 Snyder, Grant ..... Veterans Computers  
 ..... Computers for Rookies,  
 ..... & Beginning MS Word  
 Stiles, Eric W., ... Online Sewing & Tailoring  
 Stinson, Georgia..... Model Railroading  
 West, Jim .... Light Home Repair for Women  
 Williams, Suzanne ..... ESL

# transform your tomorrow, REGISTER today!

**Register as early as possible!** It is important to pre-register for classes. We usually cannot accept walk-ins on the day of class. The decision to cancel a class is based on the number of persons who have finalized their registration with payment. The minimum number to run a class varies, but the decision must often be made two to three days before a class is scheduled to begin.

**Refund/Cancellation Policy** Refunds are gladly given when a class is cancelled by Continuing Education staff. For classes not cancelled by our department, your tuition will be refunded if a WRITTEN request is made THREE business days prior to the first scheduled class. A \$10 processing fee may be assessed for classes not cancelled by Continuing Education. There are no refunds given for courses that are delivered via on-line instruction such as Ed2Go.

We cannot guarantee that all courses listed in this schedule will be available when you register, and we reserve the right to cancel a course if there is insufficient enrollment or other conflicts. Immediate cash refunds are not given for withdrawal from a class or when a class is cancelled, regardless of the type of payment made. Refunds are provided via check in the mail. To cancel or change your registration, please email or call us.



406-444-6858 or 406-444-7378

We can accept phone registrations with Visa, MasterCard, or Discover. Please provide the following: your name, address, phone, course name, start date and time, credit card number, expiration, and security code.



## UM-Helena Donaldson Campus

1115 North Roberts Street  
Helena, MT 59601  
Office - Room 113  
Monday - Friday; 8:00am - 5:00pm



## Mail: Continuing Education

Fill out the registration form and mail in with your check, money order, or charge card information to the address above.



## Fax 406-444-6892

Fax registration form, with credit card or business billing information.



## Employees & Employers

We can invoice your company directly (call for details). If you need a receipt, please let us know when you register.



## Want more info? Too busy to call?

[christine.stergar@umhelena.edu](mailto:christine.stergar@umhelena.edu)

## Registration Form

Checks can be made payable to UM-Helena CE. For more information, please call 406-444-6858 or 444-7378.

name \_\_\_\_\_ phone \_\_\_\_\_

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email \_\_\_\_\_

course title(s) \_\_\_\_\_ start date(s) \_\_\_\_\_

birth date (required for online classes) \_\_\_\_\_ emergency contact name/number \_\_\_\_\_

payment type or credit card information (please include CV Code and expiration) \_\_\_\_\_

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*Photo by instructor Jason Savage*

Certified Nursing Assistant . . . page 5



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