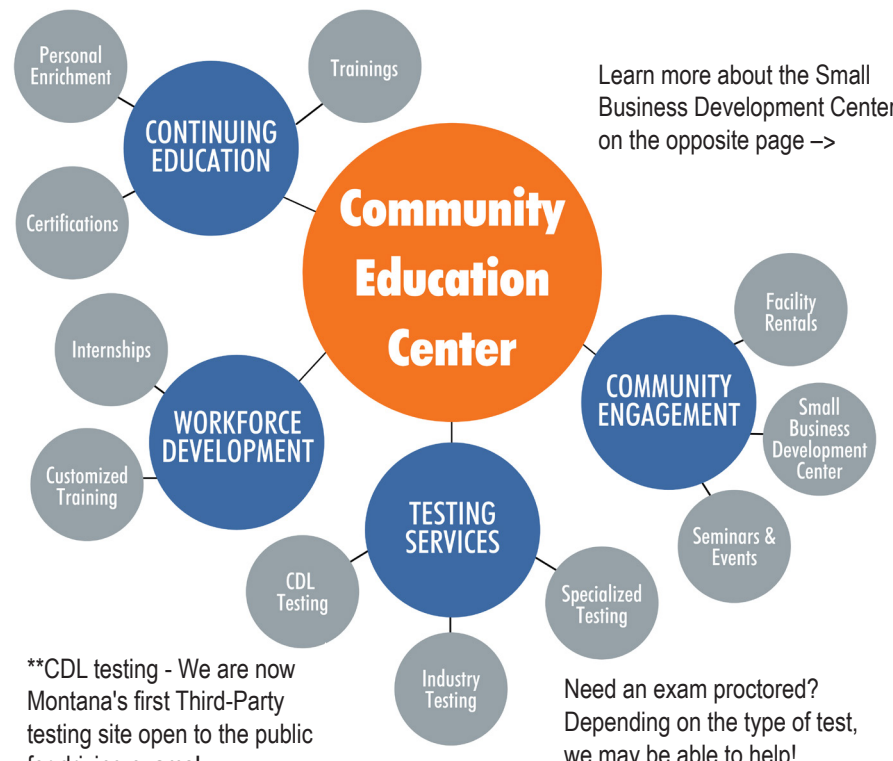




# ENRICH YOUR Personal & Professional LIFE







Learn more about the Small Business Development Center on the opposite page ->

**\*\*CDL testing - We are now Montana's first Third-Party testing site open to the public for driving exams!**

Need an exam proctored? Depending on the type of test, we may be able to help!

### Helena School District Partnership

The Helena Adult Learning Center focuses on preparing students for employment and/or college readiness. This includes preparation for the HiSET (High School Equivalency Test).

Helena Adult Learning Center Services include:

- Create Career or College Pathway Plan
- Preparation for Higher Education, including trade programs, certification, and 2 year or 4 year institutions.
- Increase skills required for employment
- Build Literacy and Math Proficiency
- Preparation for HiSET

Orientation, advising, and minimum hours of attendance are considered part of a student's obligation for accessing the FREE services provided by the Adult Learning Center. Class sessions are offered every six weeks.



### Become a CE Instructor

If you have an area of expertise to share with others, Helena College Community Education and Customized Training may be the place for you. We have a mission to serve the educational needs of the entire community. Helena College CE is always looking for educational professionals who enjoy sharing their knowledge and creating memorable educational experiences.

Community Education instructors are employed on a part-time, as-needed basis and are usually paid hourly for instruction. Most Community Education courses meet once or twice a week in the evening or on Saturdays. Courses may last anywhere from two to 40 hours.

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, as a way of promoting oneself or business, is against our policy.

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, is also important. You must be flexible and have a desire to educate people of all ages, sexes and backgrounds.

We invite you to complete a Course Proposal Form (on the web) and return it along with a current resume to the Community Education Center. If you have questions, please e-mail: CE@helenacollege.edu or call (406)447-6945.



The Montana Small Business Development Center (SBDC) Network is a strategic partnership between the Small Business Administration, the Montana Department of Commerce, and Helena College. The Regional Center for Lewis and Clark County, Broadwater County and Meagher County is located at Helena College. The Lead Center is located in the Montana Department of Commerce and supports nine additional centers around the state. The Helena SBDC provides free, confidential, one-on-one business counseling and low-cost training programs to small businesses and entrepreneurs. The Montana SBDC Network has been servicing the Montana small business community since 1989.

The Helena SBDC Director and Business Advisor can assist clients no matter how long you have been in business or if you are just getting started with the preparation and fine-tuning of business plans, financial management, operations assistance, loan applications and marketing initiatives. SBDC training seminars cover timeless small business issues such as cash flow management, as well as new and emerging trends such as the use of social networking sites to market small business.

The Helena SBDC is dedicated to helping small businesses within the region to achieve their goals of growth, expansion, innovation and success. The SBDC Network combines the resources of federal, state and local organizations with that of the educational system and private sector to meet the specialized and complex needs of the business community.

To sign up for services, please visit <https://mtsbdc.ecenterdirect.com/signup>

For additional courses and trainings visit <https://mtsbdc.ecenterdirect.com/events>



### Commercial Driver's License (CDL) Training

This program meets the new ELDT Federal standards to obtain your Class A Manual Transmission CDL.

**Theory – 90 hours (incl. lab and classroom)**

- Basic Operation & Safety
- Advanced Operating Practices
- Vehicle Systems and Malfunctions
- Non-Vehicle Activities
- Log books
- Air Brake Restrictions



**Behind The Wheel – 30 hr**

Times/Dates: To be arranged with instructor after successfully passing Learner's Permit exam. Class A CDL students must have 30 hours of BTW time in a combination of range and road with a minimum of 10 hours of "vehicle maneuvers/skills/range" and 10 hours of "road" time. Endorsements: Other endorsements may be available upon request such as; Doubles/Triples, Tank, and HAZMAT.

**Prerequisites for Application**

- Minimum 18 years old for intrastate
- 21 years old interstate
- Pass a DOT physical & drug screen
- Driving record, background screen, and a valid MT Class C License

**APPLICATION:** [www.helenacollege.edu/CDL](http://www.helenacollege.edu/CDL)

*Instructor: Mark Meyer. Dates: February 12 - March 21; Permit test is tentatively scheduled for mid-morning on Fri, Feb16. Final driving exam tentatively scheduled for April 1 and 5. Course fee \$3800 includes books, fuel, and licensing.*

*Class is Monday - Thursday evenings (5-9:30pm) for classroom and lab sessions. Drive time will be scheduled according to instructor/student availability and WILL include mandatory weekend driving.*

**SEATS ARE LIMITED, APPLICATIONS ARE ACCEPTED ON A FIRST-COME BASIS. Additional sessions will be determined on an as-needed basis in April and July.**

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### Customized Training for your Business



- Time Management
- Welding & metal fabrication
- Road Safety

Talk to us about customizing a training program for your business.

We provide a customer-focused process with the end result of a qualified, motivated and productive workforce that will ensure both the initial and continued success of your organization. We work with you to identify your specific training needs.

Our strategy includes the following:

- **ASSESS** – Analyze the needs of the learners.
- **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 accomplished the desired outcome.

Design and development of a customized training program will be a collaborative process to provide instruction tailored to meet your company's needs.

Whether your company is new, growing, or retraining incumbent workers, our instructors are ready to meet your company's specific training needs.

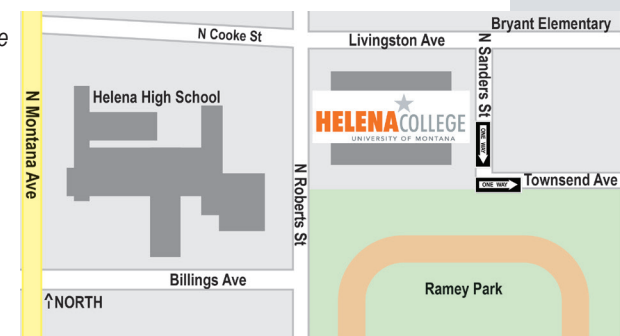
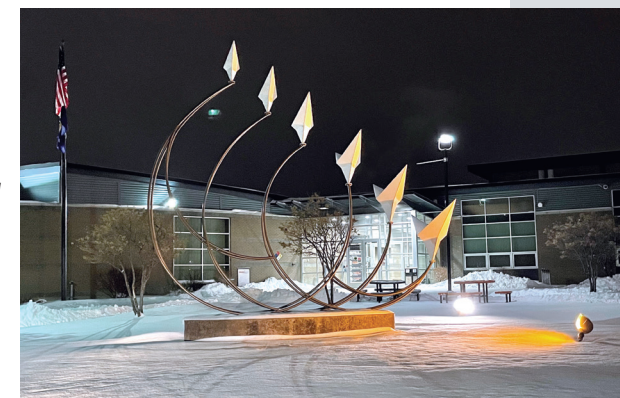
Each business' needs and challenges are unique. We will work closely with your organization to assess your needs, then design and deliver programs how, when, and where you need them. Programs can be offered in a variety of ways: on-site or on campus, as single workshops or periodic training sessions, days or evenings, even weekends.

Customized Business Training for business, industry, government, and nonprofits:

- Customer service & soft skills
- Business grammar & technical writing
- Computer & specific software skills

**Employees that are well-equipped bring a stronger commitment to their job and are more productive.**

**We can start designing your program today!**  
Contact: Josh.Bennett@HelenaCollege.edu or 447-6944





## General Personal Enrichment

### Beginning Digital Photography

Are you using your digital camera to its full potential? If you are new to digital photography or looking to improve your skills, don't rely on the AUTO setting — get the most out of

your photographs. From understanding camera operation to professional composition and lighting techniques, take your photos further! You'll get the most from this class if your digital camera is capable of shooting in FULLY MANUAL mode. Point-and-shoot cameras are NOT recommended.

*Chris McGowan. 5 wks: Mon, Jan 22 - Feb 26 (No class Feb 19); 6-8pm. \$115/\$103.50 seniors 65+*

### Intermediate Digital Photography

Take your knowledge about photography to the next level! Focus will be on more advanced lessons in exposure, composition, and lighting techniques to achieve different effects.

Subjects may include flowers, architecture, portraiture, and more. There will be classroom time spent on reviewing and critiquing examples. A portion of this class may be spent off site photographing different subjects, receiving in-depth instruction.

You should have a basic understanding of aperture and shutter speed. Beginning Digital Photography is a prerequisite. Point-and-shoot cameras are NOT recommended, you should have a Digital SLR camera and a tripod.

*Chris McGowan. 4 wks: Mon, Mar 3 - 25; 6-8pm. \$135/\$121.50 seniors 65+*

### Small Acreage Management

Whether you own 10 acres or 100 acres, if you are seeking to improve your small pastures or land, this class will offer some helpful management strategies in order to care for your property. The class will overview pasture management for perennial grasses and legumes, nuisance plant management, livestock stocking rates, soil management and shelterbelt planning.

*Mat Walter, MSU Extension Agent. 4 wks: Tues, Jan 23 - Feb 13; 6-8pm. \$50/\$45 sr 65+*



### NEW! Intro to Bouldering

Embark on an exciting journey into the world of rock climbing presented in collaboration with Stonetree Climbing Center. Winter is the perfect time for exploring the sport of indoor bouldering! Get a solid foundation in the fundamentals, including proper warm-ups, climbing techniques, and essential strengths to enhance your skills and build confidence. All questions are encouraged, and you'll get valuable insights and hands-on demonstrations. Whether you're a novice or honing your abilities, this class provides a comprehensive introduction to the art of climbing. Stonetree provides the shoes, and full facility access is included. Join us for an adventure that will challenge and inspire you!

*Haven Hoffman. 3 wks: Tues/Thurs, Jan 23 - Feb 8; 6:30-8pm. \$95 includes shoes and 3 week membership*



### NEW! Intro to Climbing Outside

Has it been awhile since you've climbed outside? Do you want a refresher on safe top roping techniques? Are you a gym regular who dreams of learning the ropes? This class is for you! We will go over basic rock climbing gear, rope work, and techniques that will allow you to take your climbing safely outside. We will prep indoors for the first 2 days, then head outside to Mount Helena on the final day. Learn the hardgoods and softgoods of gear, how to set up a top rope route, and how to safely clean and descend a route.

*Haven Hoffman, AMGA Certified Single Pitch Instructor. Fri/Sat/Sun, May 17 - 19. See times on website. \$200 for Stonetree members, \$250 for non-members. This is not a registered or certification level course, but offered as a way to grow your knowledge and safety.*

### Introduction to Fly Tying

There are many reasons to tie your own flies, but one of the most important is the satisfaction you'll feel when you catch a fish with your own creation! If you are absolutely new to fly tying, this is the place to begin. Learn the fundamentals and basic techniques for nymphs, streamers, and wet and dry flies — what works in our area, proper sizes, and proportions.

*Steve Lane. 5 wks: Thurs, Jan 25 - Feb 29 (No class Feb 22); 6:30-8:30pm. \$95/\$85.50 sr 65+ incl. some materials (see website or contact us for list.)*



### Hobby Gardening

The Hobby Gardener is always searching to advance their knowledge and skillset out in the garden. This 4 week course will provide education for the beginner, novice and advanced gardener. Classes will review and expand on Plant Morphology, Composting, Plant Propagation and Harvesting and Winter Preparation. Each class can advance a beginner gardener and sharpen the veteran gardener's skills.

*Mat Walter, MSU Extension Agent. 4 wks: Thurs, Jan 25 - Feb 15; 6-8pm. \$50/\$45 65+*

### American Sign Language (ASL) Bootcamp

You can help bridge the communication and cultural gap between hearing and Deaf Americans. Learn beginning signs, basic grammar, and common phrases of American Sign Language. You will study the manual alphabet, fingerspelling, numbers, greetings and introductions, and more. Gain a new perspective of the Deaf community through a focus on Deaf culture. You will begin to develop a working knowledge that can be used in many situations. Your instructor is deaf and reads lips, but class will mostly be conducted by immersion.

*Yvonne "Mutzi" Brown. 6 wks: Thurs, Jan 25 - Feb 29; 6-8pm. \$145/\$130.50 sr + book \$15*

### POPULAR! Bridge Basics

If you're wondering if the game of bridge is for you, or if you've always wanted to learn but have been afraid the game is too difficult, this course offers you the chance to find out. These bridge classes are designed for beginning bridge players. However, the lessons move quickly through the beginning material, and people who have played some bridge will also benefit. Each lesson includes specially designed practice hands so that you can practice what you have learned in the lesson. The class fee includes Audrey Grant's book designed to accompany the lessons, which you can read to reinforce your learning.

*Susan Witcraft and Karen Nelson. 7 wks: Wed, Jan 31 - Mar 13; 6:30-8pm. \$80/\$72 seniors 65+ includes book one.*



### Bridge Basics II - Competitive Bidding

Starting where Bridge Basics left off, this course covers areas that come up in competitive bidding auctions: preemptive opening bids, overcalls, takeout doubles, and the competitive auction. You will learn how to get to your best contract, or to prevent the opponents from getting to their ideal contract, when both sides are competing to name the contract.

*Susan Witcraft and Karen Nelson. 8 wks: Wed, Mar 27 - May 15; 6:30-8pm. \$80/\$72 seniors 65+ includes book two.*



### POPULAR! Fundamentals of Welding

Learn how to repair and connect metal around your farm, yard, or business - either for practical application or for artistic use.

Learn the essentials of safety, rod identification, electrical theory, oxyacetylene cutting, and plasma cutting. Use various shop machinery in a controlled environment in order to gain confidence in your skills. You'll need your own personal protective equipment and either scrap or new materials for producing a final project.

*Cindy Galbavy. 30 hrs (3 wks.) Mon/Tues/Wed, Feb 5 - 27 (NO CLASS FEB 14); 6-9pm. \$215 incl. expendable materials.*

### POPULAR! Learn to Sew

Bring your sewing machine and learn from an expert from The Sewing Palace — how to clean, maintain, and USE your machine, no matter the make or model. If you haven't yet purchased a machine, there are a limited number available to borrow.

You'll create a simple zippered pouch, a decorative pillow, and a shopping tote. All the materials, thread, and fabric for the three projects will be included in a kit purchased from the instructor.

*Jenny Yannone. 4 wks: Tues, Feb 6 - 27; 5:30-7:30pm. \$75/\$67.50 seniors + \$25 for materials. Please inquire if you need to borrow a machine.*



### POPULAR! Fly Fishing Fundamentals

This comprehensive course will introduce you to the basics, including: gear and equipment, entomology and fly selection, knots and rigging, reading water, wading safety and two casting sessions. The goal is to help foster a lifelong passion and appreciation of fly fishing.

*Shalon Hastings. 2 sections (choose one): Tues/Thurs, Feb 6 - 22 OR Mon/Wed, March 11 - 28; 6-8:30pm. \$160/\$144 seniors 65+ Instructor can loan you equipment for class, if you don't already own the gear.*

### POPULAR! Plants Before Pills — Lifestyle Medicine & Your Health

Explore how lifestyle medicine can improve your health, focusing on a whole food plant-based diet along with physical activity, sleep, stress management, and social connections. Discuss proven ways for preventing, treating and reversing lifestyle related diseases such as heart disease, diabetes, and obesity. Sample healthy foods and recipes each week! This invaluable information is presented by two healthcare professionals.

*Dr. David Karinacker and Nina Heinzinger. 6 wks: Wed, Feb 7 - Mar 13; 6-7:30pm. \$60/\$54*

### POPULAR! Basics of Beekeeping

Did you know that bees fly miles to collect the pollen they use to make honey, or that it takes the life work of 550 bees to make a pound of the sweet stuff? Learn the basics of how to successfully keep honey bees. Learn about bee biology, basic equipment, disease management, and keys to keeping a healthy hive.



*Alyssa Piccolomini. 6 hrs: Sat, Feb 24; 9am - 3pm. \$55/\$49.50 sr. Bring a sack lunch.*

### Auto Maintenance Basics

Learn about the basics of how to keep your vehicle running smoothly - from fluids and filters, from tire pressure and tread, to engine codes, wipers, headlights and more! Gain

## General Personal Enrichment

some general knowledge that will give you the confidence to take care of the "little" things before they lead to bigger problems. You'll have the opportunity to see "behind the scenes" at a working shop and hear from an expert who speaks your language!

*Kim Ballard. 2 wks: Thurs, Mar 28 & Apr 4; 6-8pm. \$35/\$31.50 seniors 65+(second night of class will be at Meineke Car Care Center.)*

### Introduction to Voiceovers

"Wow, you have a great voice!" How many times have you heard that? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, "I could do that!" Explore the growing remote voiceover industry with your instructor, a professional, working voice actor from Voices For All. You'll learn about different types of voiceovers and the tools you'll need to find success. Your instructor will offer coaching to improve your delivery. You'll receive a professional voiceover evaluation later in a follow up call. One-time, 90-minute, introductory class. For ages 18+

*Upon registration you will be contacted to schedule your class for a day and time of your convenience. \$49*

### POPULAR! Murder in Helena — 1929

Prohibition, prostitution and murder... a national epidemic comes to Helena in 1929. The closing years of the Jazz Age usher in a story of illegal booze, easy women, a gang of bank robbers and an unsolved murder on South Main Street. Learn about this cold case murder as we attempt to solve it. If you like mysteries you're in for a treat!

For the final week, we tie it all together with a field trip downtown to the scene of the crime!

*Terri Atwood, MA. 5 wks: Mon, Apr 1 - 29; 6-8pm. \$60/\$54 seniors 65+*

### Buying & Selling on eBay

Most people think of eBay as an online auction house or the world's biggest garage sale, yet many don't know how to get in on the action. You don't have to miss out any longer! Learn from an expert who has been an active member for over 25 years. You'll learn how to create an account, how to bid on and pay for items, and the details on how to sell your own items.

*Josh Bennett. 4 hrs. Tues & Thurs, Apr 2 & 4; 6-8pm. \$35/\$31.50 seniors 65+*





## Professional Development Online Courses through Ed2Go

### Medical Terminology: A Word Association Approach

If you have ever had trouble memorizing medical terms, this course (and word association approach) is for you. You'll learn medical terminology from an anatomical approach by looking at each root term, its origin, a combined form, and an example of non-medical everyday usage. \$135

### A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals. \$125



### Intermediate Microsoft Excel 2019/0365

Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features. \$145

### Introduction to CSS3 and HTML5

Learn to create state-of-the-art

Web sites using modern CSS3 and HTML5 techniques. \$129

### Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language. \$129

### Introduction to QuickBooks Online

Manage the financial aspects of your small business quickly and efficiently. Gain hands-on experience recording income and expenses; entering checks and credit card payments; tracking payables, inventory, and receivables; and much more. \$139

### Project Management Professional PMP® Prep

This online course helps you learn how to prepare for the Project Management Institute's (PMI)® prestigious Project Management Professional (PMP)® certification exam. You will discover what to expect after completing the exam and learn about the eight project performance domains, agile methodology, and what is new in the Project Management Body of Knowledge (PMBOK®) 7th edition. \$165

*Note: To properly prepare for your PMP® certification exam, in addition to this course, you will need to complete other requirements. Review the PMI® website to ensure you meet the current requirements and overall eligibility.*

### Choose the schedule that fits for YOU!

#### OPTION 1: Self-Paced Tutorial

- Start whenever you like
- Work at your own pace, complete 24 hours in up to 3 months

#### OPTION 2: Instructor-led

- Classes start 2nd Wednesday of the month
- 2 lessons each week for 6 weeks
- Interact with instructor and other students via message board

## Fundamentals of Banking

This online course is taken as a three-part series, and is asynchronous, which means you can participate whenever is convenient for you. There will be opportunities for direct interaction with the instructor and your fellow classmates. There are no live requirements, but there are specific completion deadlines. Each section is presented over a two-week period, with a week between sections to catch up, if needed.

Part one of the course is **Principles of Banking**. This section covers the fundamentals of the banking industry: the role of banks in the U.S. economy, banking products, industry regulations, careers in banking, and customer service. This section is ideal for new bankers or those seeking to gain an understanding of the financial services industry.

Part two of the course is **Principles of Lending and Finance**. It will cover the fundamentals of lending and finance within the banking industry, with a focus on consumer credit products and the lending process.

The final section of the course is **Personal Finance**. Topics covered include budgeting techniques, investing, using consumer credit, and purchasing personal capital assets.

This course was created in partnership with Opportunity Bank of Montana.

Your instructor is **Kerry Dolan**, Accounting Program Director at Great Falls College and Adjunct Instructor for Helena College. February 26 - April 26; log in at any time that fits your schedule. \$599. If unfamiliar with the Moodle platform for online learning, you will also have access to a tutorial to walk you through the platform.

To register, visit: [bit.ly/HC-Banking](http://bit.ly/HC-Banking)



## Preparing Your Estate Plan

You may have never considered putting together an estate plan. You may think, "I don't have an 'estate.' Estates are what rich people have." What we're referring to is what happens to your minor children, your assets, and your own healthcare decisions if something happens to you. In this basic overview, we will discuss account registration, beneficiary designation, will, trust, tax information, life insurance and TOD (Transfer on Death.)

*Joel Silverman J.D., LL.M. of Silverman Law Office, PLLC. 3 sections (choose one): Tues, Jan 30; Wed, Feb 28; or Mon, Apr 15; 6-8pm. \$15. Bring your spouse or significant other free (please RSVP.)*

## Women & Investing – New to little experience

Can looking at your budget now change your financial future? Take an evening examining your budget and discover areas you may be able to improve. Look at your current spending, where you want to be, and find out how you could get there.

Walk through the basic knowledge of stocks, bonds, and mutual funds. Learn the rule of 72, differences between ROTH and traditional IRAs, ways to make retirement money last, ways to gift money to children, grandchildren, and charity.

*Erin Bradshaw, FA. 3 hrs: Tues, Feb 6; 5:45-8:45pm. \$15*

## Savvy Social Security for Boomers

You've been told for years that the system is "going broke." But now that it's almost your turn to collect, is that really true? Before you can retire, you've got to know how you are going to support yourself. How much can you expect to receive? How is it possible to maximize benefits? You can set your self up to get the most you're entitled to simply by knowing the rules and making smart decisions.

*Keith Duncan. 1.5 hrs: Thurs, Feb 8; 6:30-8pm. \$12.50 Bring your spouse or significant other for free (must RSVP.)*

## Medicare 101

While obtaining Medicare coverage is something most of us will experience in our lives eventually, it can be confusing to know when and how to make this transition. In addition, Medicare rules and benefits can change every year. People in all walks of life can benefit from a better understanding of Medicare. We seek to provide this understanding not only for those approaching Medicare eligibility, but also their children and potential POAs, HR employees, medical office employees, community health employees, SSDI recipients, younger retirees, financial advisors, and anyone else who needs to plan for their retirement and/or assist others in obtaining healthcare and planning for their healthcare needs in retirement. Seminars are compliant with Medicare rules. General information on premiums, copays, and benefits

## ATTENTION TEACHERS! OPI-approved CEUs online

These courses are worth **24 Renewal Units** through the Montana Office of Public Instruction. Register from your computer or by phone. Once you complete the course give us a call, and we'll finalize your request for renewal unit certificates. There is no charge for a digital certificate. The online classroom is open 24 hours a day, 7 days a week. There are no live real-time requirements or meetings. Participate whenever you like.

## Understanding Adolescents

Uncover the secrets of the adolescent mind. This course helps you gain valuable information on how adolescents feel, how their identities develop, and how you can best meet their needs. \$125

## Ready, Set, Read!

Explore the development

For more info about these online classes visit: [www.Ed2Go.com/hc](http://www.Ed2Go.com/hc)

of reading and writing from infancy to early school years as you discover what problems to look for and how to assist struggling young readers. \$125

## Solving Classroom Discipline Problems

Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? This course presents a step-by-step approach to effective, positive classroom discipline. \$129

## Teaching Students With ADHD

Learn the simple and practical steps you can take to help children with ADHD thrive in their school environment. This course will teach you how classroom space, structure, rules, and expectations can be adapted to suit the needs of students with ADHD and help them manage their own behavior. \$129

## Planning for the Future



Do something today that your future self will thank you for.

may be discussed; however, no particular plan offerings will be made. The goal is to educate so that when Medicare comes up, you know what questions to ask.

## 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 and the advantages and disadvantages of each. 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 plan to achieve your goals.

*Keith Duncan. 6 hrs: Thurs, Feb 22 & 29 OR Tues, Feb 27 & Mar 5; 6:30-9:30pm. \$59 includes one textbook. Bring your spouse or significant other for free (must RSVP.)*

## Empowering Students With Disabilities

No matter what grade you teach—from preschool through high school—you will learn powerful strategies you can put to work immediately in your classroom. In addition, you will gain the knowledge you need to understand and cope with the most common disabilities you will encounter. \$129

## Content Literacy: Grades 6-12

## Common Core Standards for English Language Arts K-5

...many more titles available!





## Medical Billing and Coding Training Online

Medical billing and coding is a rising star in the healthcare field today. This 100% online course will prepare you to start a career in this high-demand occupation and earn the medical billing and coding professional certification that best aligns with your interest and career goals. You'll learn how to use the Healthcare Common procedure Coding System (HCPCS) and the CPT Category II and ICD-10 codes. Additionally, you'll gain hands-on practice using medical billing and coding software. In this course, you'll learn about the different certifications available to you, and you'll receive a voucher for the certification exam of your choice: CPC, CCA or CBCS.

According to the Bureau of Labor Statistics, at least 27,000 new jobs will be needed in this profession by 2026.

Learn more about these programs at <https://careertraining.ed2go.com/hc>

**What does a Biller and Coder do?** Medical Billers and Coders are responsible for processing patient data including medical records and related insurance. In this position, you will code a patient's diagnosis and then request payment from the patient's insurance company. You will play an important role in ensuring that healthcare providers are quickly and accurately paid for the treatment they give patients.

12 months to complete - 370 course hrs. \$2995

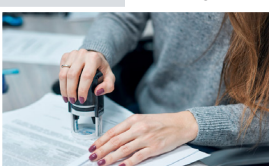
The courses on this page are self-paced and open-enrollment. You can register and begin at any time!

## Become a Certified Legal Secretary

Legal secretaries play an essential role in keeping a law firm running smoothly. This 100% online course will train you for a career as a certified legal secretary by helping provide foundational knowledge over a broad range of legal topics to help prepare you for the NALS Accredited Legal Professional (ALP) exam. Key topics include legal terminology, office procedures and management advice, basic accounting, and QuickBooks.

### Job Outlook for Certified Legal Secretaries

- According to the US Bureau of Labor Statistics (BLS), jobs for legal secretaries, legal assistants and paralegals will grow by 10% through 2026, which is faster than most other positions.
- The BLS states that the average annual salary for legal secretaries is over \$48,000. However,



salary can increase depending on your law specialty and your experience level.

**What does a legal secretary do?** Legal secretaries handle both administrative tasks and tasks specific to the legal field. Typical duties for a legal secretary may include communicating between attorneys and clients, filing case documents, overseeing billing, processing new case assignments and more.

**What is the difference between a legal secretary and a paralegal?** Paralegals are responsible for performing many of the tasks an attorney would do otherwise, such as conducting legal research or preparing a case file. Legal secretaries play a more administrative role within the law firm, typically overseeing daily office procedures. Paralegals are required to have either a Bachelors degree or several years of legal job experience.

**How does certification help?** According to the National Association for Legal Professionals (NALS),

obtaining a NALS certification demonstrates career commitment, builds credibility, showcases skills, and opens the doors of opportunity to enhance your career in the legal industry. The ALP certification provides an opportunity to begin your career above the competition.

12 months to complete - 444 course hrs. \$2295

## Professional Bookkeeping with QuickBooks Online

Regardless of the industry, all businesses can benefit from using QuickBooks to organize their finances, stay on top of invoices, pay bills on time and track expenses efficiently. This 100% online course will teach you how to use QuickBooks Online for basic accounting, recording income and expenses, and entering checks and bank transfers. Once you complete this course, you will be prepared for the QuickBooks Certified User Exam.

### Job Outlook for Bookkeepers

Experienced bookkeepers can earn well over \$56,000 annually. Technology is highly relevant to the bookkeeper's role. Mastering QuickBooks Online is the key to matching bookkeeping skills with expanding requirements for analysis, visual data presentation and reporting that provides value-added to the traditional bookkeeper's duties.

### What does the Bookkeeper role involve?

Bookkeepers serve on the front lines of a person, company or organization's financial health. Strong bookkeepers set up, deploy and manage systems that record the flow of funds into and out of an entity's coffers. Using reporting tools and systems, bookkeepers help individuals and operational managers stay aware of and improve

an entity's financial status and performance.

### Why do Bookkeepers need QuickBooks?

QuickBooks® has replaced the manual entry functions of traditional bookkeeping. However, the organization, reporting and use of financial data still rely heavily on human input and processing. Knowing how to automate your bookkeeping practice with QuickBooks is an important aspect to staying competitive in today's job market.

### Do companies want bookkeepers who already know QuickBooks? Yes - even State Jobs!

If you're an expert in the latest version of QuickBooks, you can walk into any small business and immediately organize their finances. QuickBooks is the top-rated accounting software for small businesses, you likely know a company that already uses it.

6 months to complete - 100 course hrs. \$2375



## Administrative Dental Assistant Training Online

Administrative Dental Assistants support patients and staff members in dental offices and clinics. Their work blends patient care with administrative duties to help make dental care as comfortable and smooth as possible. This 100% online course prepares you with the knowledge and skill to enter the dental assisting field as an entry-level Administrative Dental Assistant.

Administrative Dental Assistants work directly with patients and dental care teams in a dental office or clinical setting. They help organize and manage the office procedures, take patient histories, stock supplies and instruments and communicate with patients and their families. They may schedule appointments, handle billing and coding and manage insurance reimbursement claims.

6 months to complete - 150 hrs. \$1995

## About our In-Person Medical Career Training Courses...

If you are interested in CCMA or Phlebotomy and considering registration, you are encouraged, but not required to attend one of our Orientation Sessions. You will learn more about the class expectations, employment opportunities, and other important considerations. Attend only one:

Wed, Dec 20 or Wed, Jan 10 - 5pm  
Roberts Street Campus, Room 131

## Financial Assistance

Because these are not college degree programs, Federal Financial Aid is not available. However, depending on your situation, you may qualify for assistance from one of several other programs. If you have limited income, please call the Career Training Institute (CTI) or Job Service to make an appointment to talk about possible eligibility.

## Clinical Medical Assistant Training

As a Clinical Medical Assistant you will be trained to help the physician carry out procedures, care for patients, perform basic lab tests and administer medications. The Clinical Medical Assistant works in a physician's office or a clinic setting. This course combines classroom face-to-face instruction of 140 hours with an off-site externship of 160 hours to provide a comprehensive learning experience.

After successful completion, you will:

- Utilize medical terminology in written and spoken communications.
- Define medical conditions, diseases, and disorders commonly treated.
- Perform the patient rooming procedures.
- Obtain vital signs and perform wound care.
- Locate information regarding medications.
- Demonstrate the administration of oral and injectable medications.
- Assist physician with examinations.
- Demonstrate specimen collection, testing and recording of results.
- Demonstrate EKG/ECG testing procedure and basic results reading.
- Use communication strategies associated with quality patient service.

Certificate of Completion will be awarded after successful completion of both the course and externship. Upon successful completion of the classroom hours, you will be eligible to sit for the CCMA exam offered by NHA. The cost of the certification exam is included with tuition.

140 hours (14 wks.) Tu/Th, Feb 6 - May 9; 6-9:30pm. Plus 6 Sat: Feb 10 & 24, Mar 9 & 23, Apr 6 & 20 from 8:30am - 4pm. Saturday dates subject to change. \$2995 incl. books, supplies, and externship. Orientation and application required (see website.)

## Phlebotomy Technician Certification Preparation

This program prepares you to collect blood specimens from patients for the purpose of laboratory analysis. You 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 on fellow students, work with a training arm, and other exercises.

You must pass the course and complete a minimum number of veinipunctures and finger sticks to be eligible to sit for the CPT exam offered by NHA. The cost of the Phlebotomy Technician Certification (CPT) exam is included with your tuition.

90 hrs (11 wks.) Mon/Wed, Feb 26 - May 6; 6-9:30pm. Plus 3 Sat: March 9, April 6 & April 27 from 9am - 3pm. Sat. dates subject to change. \$1750 incl. books, supplies, and certification exam.

Orientation and application required (see website.)



## Certified Pharmacy Technician Program

This program will prepare you to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCEB exam.

Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.

80 hrs (11 wks.) Tu/Th, February 27 - May 14; 6-9:30pm. \$1499 incl. books and supplies.

## Licensed Massage Therapist Program

Massage therapy is a broad career path with nearly 100 styles and techniques allowing for a diverse range of employment settings and situations ranging from healthcare settings and private practices to spas and salons. As a licensed massage therapist you are able to aid people with painful ailments, assist in rehabilitating injury, reduce stress, and promote health and wellbeing using natural methods.

This career path takes physical stamina, compassion, empathy, and strong communication skills. A strong foundational knowledge of the human body, savvy business skills, and a diverse skill set in both Eastern and Western massage techniques contribute to a successful massage therapist and are all covered in this clinical massage therapy program.

Students will complete 890 program hours before applying to take the MBLEx exam and receiving state licensure. This comprehensive clinical massage therapy program will give you a strong foundational knowledge of the human body and will cover theories and practices within the field of massage therapy, various modalities and techniques, interpersonal skills, ethics, and business practices. Classes are interactive and led by skillful massage therapists with years of experience. The clinical massage therapy program at Helena College is committed to excellent teaching, compassionate support, and professional and personal growth.

800+ hours (40 wks.) Mon/Tues/Wed/Thurs, noon - 7pm; Sept 9, 2024 - June 12, 2025. \$9,995 includes textbooks and online access codes, supplies, and MBLEx exam.

If you are not able to pay in full before the Fall Massage program start, you may be eligible for a payment plan. The balance of your tuition will be divided in half, with the first half due by the eighth week of class. The final payment is due before the 16th week of class.



## Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Whether you are new to social networks or already involved, you will come away with practical, how-to techniques to integrate social networks into your organization.

Three-course certificate \$495 or \$195 each course separately. The virtual classroom is open 24/7/365. No live real-time requirements or meetings.

**Introduction to Social Media** – Feb 5 - Mar 1 OR Apr 1 - 26

**Marketing Using Social Media** – Mar 4 - 29 OR May 6 - 13

**Integrating SM in Your Organization** – Apr 1 - 26 OR Jun 3 - 28

## Digital Marketing Certificate

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising.

Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions.

Three-course certificate \$495 or \$195 each course separately. The virtual classroom is open 24/7/365. No live real-time requirements or meetings. Instructor Dan Belhassen is an expert in the field.

**Improving Email Promotions** – Feb 5 - Mar 1 OR Apr 1 - 26

**Boosting Your Website Traffic** – Mar 4 - 29 OR May 6 - 31

**Online Advertising** – Apr 1 - 26 OR Jun 3 - 28

## Certificate in Web Design

Online users say a website's design is the number one criteria for deciding whether a company is credible or not, according to recent research. Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition. First discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required. After the first course you will have the info you need to plan and design effective web pages.

Then find out how to create effective and dynamic websites/applications. Take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized. Finally, learn about responsive design process, advanced layout and design features. Explore industry standard technologies and frameworks.

Three-course certificate \$595 or \$195 each course separately. No live real-time requirements or meetings.

**Intro to Web Design** – Feb 5 - Mar 1 OR Apr 1 - 26  
**Intermediate W.D.** – Mar 4 - 29 OR May 6 - 31  
**Advanced W.D.** – Apr 1 - 26 OR Jun 3 - 28

## Creating WordPress Websites

Learn how to create attractive, sophisticated blogs and websites—without any coding! WordPress is the world's most popular website publisher, powering more than 25% of all sites on the Internet. WordPress is an easy-to-use solution that will help you put your site on the Web in far less time than by coding, and at a much lower cost than hiring a professional. Option: Bundle the Beginning and Intermediate courses together for only \$230.

Choose your start date: Jan 17, Feb 14, Mar 13, or Apr 17. [ed2go.com/hc](http://ed2go.com/hc)



## Designing Effective Websites

With all the competition on the Web, creating a site that's effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you'll master the basics of Web design and learn how to build sites that are more effective. 24 course hours - choose your start date: Jan 17, Feb 14, Mar 13, Apr 17, or May 15. \$129 [ed2go.com/hc](http://ed2go.com/hc)

## Creating Web Pages

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you will learn about the capabilities of the World Wide Web and the fundamentals of web design. Then you will plan the content, structure and layout of your web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You'll also learn critical information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies. 24 course hours - choose your start date: Jan 17, Feb 14, Mar 13, Apr 17, or May 15. \$129 [ed2go.com/hc](http://ed2go.com/hc)

## Introduction to CSS3 and HTML5

Learn how to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. 24 course hours - choose your start: Jan 17, Feb 14, Mar 13, Apr 17, or May 15. \$129 [ed2go.com/hc](http://ed2go.com/hc)

## Certificate in Nonprofit Administration

Non-profits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in NonProfit Administration. You will come away with the latest best information from instructors who specialize in training people in nonprofits.

ONLINE. Two course series. Take one course, or save \$145 and take both.

**Revenue Generation for Nonprofits** — Feb 5 - Mar 29; \$495

**Program Evaluation for Non-Profit Professionals** — Apr 1 - 26; \$245  
Only \$595 when you register for both courses.

## Microsoft Word 2019/0365

## Microsoft Excel 2019/0365

## Microsoft PowerPoint 2019/0365

A majority of mid-level jobs now require a base knowledge of Microsoft Office, and it's the most widely used software among primary, secondary, and post-secondary students. Knowing the features and functionality of this software is becoming increasingly important.

ONLINE. Options for Beginning or Intermediate level – register for one or two courses for \$145 each. Register for the 3-course Office 2019/365 Value Suite for only \$390. The online classroom is open 24/7/365. There are no real-time requirements. Instructor-led classes begin Jan 17, Feb 14, Mar 13, Apr 17, or May 15 and last 6 weeks. Call us or visit [ed2go.com/hc](http://ed2go.com/hc)



## ONLINE REGISTRATION

[www.HelenaCollege.edu/communityed](http://www.HelenaCollege.edu/communityed)

You can view our available classes online. There are full descriptions, dates, times, prices and seats available. Most classes also feature a short bio and headshot of your instructor, so you can get to know them before class!

In order to register for a class, you must sign in and create a username for each person. If registering someone other than yourself (child, spouse, employee), enter the information for that person. You can use the same email for multiple family members.

## PAYMENT OPTIONS

You can pay online with credit or debit Visa, Master Card, or Discover. We will soon also be able to accept American Express! While we do accept checks, due to refund check processing difficulty, credit and debit are our preferred methods of payment. If you choose not to pay through our website, we will attempt to contact you directly.

## Need to ask a question or register by phone?

Call Brandy 406-447-6946 8am - 4pm

We can answer your questions and walk you through the registration process. If you would rather register by phone, want help with our website, or would like to know more about a class, give us a call! If we don't answer right away, please leave a message.

## Mailing your registration?

Please note that local mail can take up to 4 days, and it is possible for a class to fill while your registration is in the mail. In order to avoid any confusion, we must receive your registration at least two days before class begins. If you have not received a confirmation call or email 2 days before class, please call us!

## Helena College Donaldson Campus

Mail: 1115 North Roberts Street  
Helena, MT 59601

Office: Room 113

Monday - Friday; 8 am - 5 pm

## Employees & Employers

We can invoice your company directly. Complete your registration online, choose "Pay Later" and enter the appropriate billing information. We will contact you with any questions and issue your invoice promptly!

## Who can attend these classes?

Helena College Continuing Education classes are open to all adults. In most cases, students under 18 will be permitted only with prior consent of the parent, instructor and staff. Most classes are intended for adults, but in some cases, students under 16 may enroll with a paying adult. Please ask!

## Do I need to register in advance?

Some last-minute registrations are possible, but sooner is better than later! Many of our popular classes fill early. All classes have a minimum number of participants in order to run, and if we have not met

the minimum number three days before the start of the class, we may have to cancel. Furthermore, we need to be able to provide roster numbers to the instructor as far in advance as possible. Our instructor is not able to take your registration at class.

## What if a class gets cancelled?

If your class is cancelled, Continuing Education staff will contact you by phone. Please make sure your contact information is current. If we cancel the class you will receive a 100% refund or will be given the option to transfer your registration to another class.

## What if I have to cancel?

Please contact the Continuing Education office as soon as possible. If you cancel 3 or more business days before the first class meets, we will refund your registration, minus a 10% processing fee. Course and material fees cannot be refunded after the first class.

## How are refunds handled?

If payment is made by cash or check, the refund will be provided via check in the mail. Credit or debit payments can be refunded to the same card. Allow 7-21 days for a check and 1-2 days for credit card.

## What about parking?

Parking Permits are required in our lot from 7:45am until 5pm weeknights. If your class begins before 5pm, you will be given a temporary pass, which will be sent via email, or can be picked up at the first session. If you will be visiting campus before 5pm and do not have a pass, please park along the street (Livingston Ave, N. Sanders, or Townsend) to avoid being ticketed.

# Registration Form

Checks can be made payable to Helena College CE. Questions? Please call 406-447-6945 or 447-6946.

name	phone	
address	city/state/zip	
email	birth date (for demographics/discount eligibility)	
course title	start date	cost
course title	start date	cost

## payment type or credit card information (Visa, Discover, MC, or AmEx credit or debit – please include CVV Code and expiration)

Please note that local mail can take up to 4 days, and it is possible for a class to fill while your registration is in the mail. In order to avoid any confusion, we must process your payment at least three days before class begins. While we do accept checks, due to refund check processing difficulty, credit and debit are our preferred methods of payment.

Helena College  
1115 North Roberts St  
Helena, MT 59601

## Working with Data & Numbers



### Certificate in Data Analysis

Data Analysis is quickly becoming

one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned.

**Learn more about these programs on our website under Skills for Business**

*Three-course certificate \$495 or \$195 each separately. The virtual classroom is open 24/7/365. No live real-time requirements.*

**Introduction to Data Analysis** – Feb 5 - Mar 1 OR Apr 1 - 26

**Intermediate D.A.** – Mar 3 - 29 OR May 5 - 31

**Advanced D.A.** – Apr 1 - 26 OR Jun 3 - 28

### Bookkeeping Certificate

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This non-credit program focuses on cash basis accounting.

No one will care more about the financial health of your business than you! It's imperative that you understand how the process works and are able to complete the accounting cycle accurately and in a timely fashion. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business.

*Three-course certificate \$495 or \$195 each separately. The virtual classroom*

*is open 24/7/365. No live real-time requirements.*

**Understanding Debits and Credits** – Feb 5 - Mar 1 OR Apr 1 - 26

**General Ledger & Month End Procedures** – Mar 4 - 29 OR May 6 - 31

**Closing Procedures & Financial Statements** – Apr 1 - 26 OR Jun 3 - 28

### Accounting Fundamentals Series

**Accounting Fundamentals I** - In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get experience with accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

**Fundamentals II** - Explore corporate accounting topics such as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.

*48 course hours - choose your start date: Jan 17, Feb 14, Mar 13, Apr 17, or May 15. Only \$230*