



ENRICH YOUR Personal & Professional LIFE

Personal Enrichment Courses



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: Wed, Jan 22 - Feb 12; 5:30-7:30pm. \$85/\$76.50 seniors + \$30 materials. Please inquire if you need to borrow a machine.



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. Class fee includes a book designed to accompany the lessons, which

you can read to reinforce your learning.

Susan Witcraft and Karen Nelson. 7 wks: Wed, Jan 22 - Mar 5; 6:30-8pm. \$80/\$72 seniors incl. book.

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 26 - May 14; 6:30-8pm. \$80/\$72 seniors incl. book.



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



Enrichment Classes

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 (5 wks.) Mon/Tues, Jan 27 - Feb 25 (Presidents' Day make-up class Wed, Feb 19); 6-9pm. \$230 incl. expendable materials.

Let's Speak German I

If you have little or no previous knowledge of the German language, this class is for you!

You will learn the fundamentals through listening, speaking, reading, and writing. We will study greetings and phrases common to everyday scenarios and basic conversation. Whether you want to connect with relatives or prepare for a future trip abroad, this class will give you a foundation to build upon!

Jacob Barto, PhD German. 6 wks: Tues, Jan 28 - Mar 4; 6-8pm. \$90/\$81 seniors 65+.

NEW! Let's Speak German II

Take your German to the next level! In this class we will grow your vocabulary and tackle some grammar to help you listen, read, and communicate in German with more complexity.

Jacob Barto, PhD German. 6 wks: Tues, Mar 25 - Apr 29; 6-8pm. \$100/\$90 seniors 65+.



Personal Enrichment – Planning for Your Future

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 yourself 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 6; 6:30-8pm. \$15. Spouse or significant other for free (RSVP).

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, Mar 4; 5:45-8:45pm. \$15.

Medicare 101

While obtaining Medicare coverage is something most of us will experience eventually, it can be confusing to know when and how to make this transition. Medicare rules and benefits change every year. This course is not only for those approaching Medicare eligibility, but also their children and potential POAs, or anyone else who needs to assist others in obtaining healthcare and planning for their healthcare needs in retirement. Seminars are compliant with Medicare rules. General information will be discussed – but no sales pitch!

Grace Wagoner, CLTC. Two sections, choose one: Tues, Feb 4 OR Mar 11; 5:30-7:30pm. \$15. Spouse or significant other for free (RSVP).

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. and Tony Dalton of Silverman Law Office, PLLC. Choose one: Tues, Feb 11, Thurs, Mar 6, OR Tues, Apr 8; 6-8pm. \$15. Spouse or significant other for free (RSVP).

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 20 & 27 OR Tues, Feb 25 & Mar 4; 6:30-9:30pm. \$59 incl. one textbook. Spouse or significant other for free (RSVP).

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: Wed, Jan 29 - Mar 5 (no class 2/12); 6:30-8:30pm. \$95/\$85.50 seniors 65+ incl. some materials – see website or contact us for list.

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 or phone cameras are NOT recommended.

Chris McGowan. 5 wks: Mon, Feb 3 - Mar 10 (no class 2/17), 6-8pm. \$115/\$103.50 seniors 65+.



Intermediate Digital Photography

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

achieve different effects. Subjects include flowers, architecture, portraiture, and more. We will spend time reviewing and critiquing examples. A portion of class may be spent off site photographing different subjects and 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, Apr 7 - 28; 6-8pm. \$135/\$121.50 seniors 65+.

NEW! Portrait Drawing

Have you ever wanted to learn how to draw portraits? We will begin with the fundamentals of drawing portraits using our own faces as studies.

Then we will learn to draw others portraits from life and from photographic sources. We will practice with pencils,



Enrichment Classes



charcoal, chalk pastels, and colored pencils. In this class, you may just discover how every face has a story to tell.

Christina Barbachano, MFA.

6 wks: Mon, Feb 3 - Mar 17 (no class Feb 17); 6-8pm. \$150/\$135 seniors 65+ incl. materials.

NEW! Aerial Photo Interpreting — Fun with Google Earth

Do you ever use Google Earth and wish you knew more about what you were looking at? Do you geek out over topographic maps? Have you ever wondered what you are seeing out your airplane window? If so then this course is for you. You will learn how to use Google Earth and learn basic photo interpretation skills to help you understand the world from a bird's eye view. Impress your friends with your cool new skills!

Sara Owen, MS, Biology. 5 wks. Thurs, Feb 20 - Mar 20; 6-8pm. \$95/\$85.50 seniors 65+.

NEW! Beginning Bluegrass Banjo

If you love the rippling drive of a 5-string banjo in a bluegrass band, and wondered if you could do that, this course will get you started. No prior musical experience required. You will need a playable 5-string banjo, thumpick, 2 fingerpicks, and an electronic tuner. If you don't already have a banjo, expect to spend about \$350 to get started. Your instructor is a full-time aviation maintenance instructor who also plays banjo and resonator guitar in 2 local bands.

Wes Walker. 6 wks. Wed, Mar 5 - Apr 16 (no class Mar 26); 6-7:30pm. \$95/\$85.50 seniors 65+.

BACK BY POPULAR DEMAND!

Hand Building Vessels in Clay

You will work with artist and sculptor Christina Barbachano, Executive Director of the Holter Museum, to learn and practice hand building techniques. We will create 3-5 different vessels in a fun two-day workshop! Learn how to do impressions on surfaces, coiling, slab building, sgraffito, and bas relief techniques to make some impressive vessels that you can take home and show off to family and friends or give as gifts.

Christina Barbachano, MFA. Two days: Sat, Mar 8 & 15, 10am-1pm. \$165/\$148.50 seniors + \$10 to the instructor for a firing fee. All materials are provided.



Personal Enrichment Courses

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 – bee biology, basic equipment, disease management, and keys to keeping a healthy hive.

Alyssa Piccolomini. 6 hrs: Sat, Mar 1; 9am - 3pm. \$55/\$49.50 seniors 65+. Bring a sack lunch.



American Sign Language (ASL)

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 Deaf culture. You will begin to develop a working knowledge that can be used in many situations. Your instructor is deaf and class will mostly be conducted by immersion.

Yvonne "Mutzi" Brown. 6 wks: Tues, Mar 4 - Apr 8; 6-8pm. \$165/\$148.50 seniors + book \$15.



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. 3 wks: Tues/Thurs, Mar 25 - Apr 10; 6-8pm. \$160/\$144 seniors 65+. Instructor can loan you equipment, if you don't own the gear.



NEW! Landscapes Across Multiple Media

Explore drawing and painting landscapes in different media. We will use charcoal, pastels, watercolor pencils, acrylic paint, and watercolors to create a variety of landscapes. Class will focus on composition, color theory, and evoking emotional qualities.

Christina Barbachano, MFA. 6 wks: Mon, Mar 24 - Apr 28; 6-8pm. \$150/\$135 seniors 65+ includes materials.

"Christina is a very talented artist who is also a very skilled teacher. She draws out the best in each student." — C. Anderson

More Personal Enrichment Course Opportunities

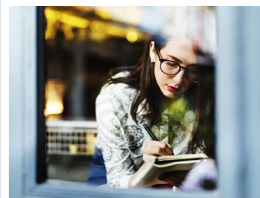


Ed2Go



Instant Italian

Learn to express yourself comfortably in Italian. You'll be surprised how quickly and easily you are able to learn Italian in this course. This course provides knowledge of practical, everyday words and phrases you are likely to hear if you vacation in Italy. \$115.



Beginning Writer's Workshop

Do you have a story that needs to be written? An online writing workshop is a great place to start. This course will help improve your writing

skills and discover new ways to stretch your creative muscles. \$129.

Introduction to Guitar

Learn to play guitar, and become the musician you've always wanted to be! In these fun and informative lessons, you'll build basic guitar skills step-by-step with the help of hands-on exercises, audio and video recordings, and detailed illustrations. \$115.

Would you love to attend our Photography or ASL class in person, but can't make the schedule work? Check out online options!

www.ed2go.com/hc

Introduction to Voiceovers

Do you have a passion for voiceovers? Want to earn income using your talents from the comfort of your home? Explore the fun, rewarding possibilities of the growing remote voiceover industry! Discover the current trends in the industry and how easy and affordable it can be to learn, set up and work from home. Your instructor, a professional voice actor, will take notes as you read a real script in this one-on-one video chat setting, and offer some 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 – not an Ed2Go course. Listed with Personal Enrichment courses.

Speed Spanish

Whether you are just starting to learn Spanish or need to improve your conversational skills for an upcoming trip, this online Spanish course is the best way to learn Spanish fast! You will learn simple formulas for joining Spanish words and phrases together to build sentences and have conversations. The straightforward yet powerful sentence-building strategies presented in this course will help you learn Spanish online for work, travel, or just for fun. \$125.

Beginning Conversational French

Think you need multiple classes to understand beginner French? Discover how easy learning simple words and phrases for leisure and business can be. The Beginning Conversational French course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn French. This online course even includes audio so that you can hear and practice the language with little more than a click of your mouse! You will also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. \$115.

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

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 2 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.

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 and backgrounds.

We invite you to complete a Course Proposal Form at <https://bit.ly/Hc-CourseProposal> (or scan the code below). If you have questions, please e-mail: christy.stergar@helenacollege.edu or call 406-447-6945.

Helena College Community Education Course Proposal



Get up-to-speed FAST!

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.

Accounting Fundamentals

You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. \$129.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market. \$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.

Introduction to MS Excel 2019/0365

Become proficient in Microsoft Excel. Discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently. \$145.

Intermediate MS Excel 2019/0365

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



Ed2Go



Certified Clinical Medical Assistant with Phlebotomy

As a Clinical Medical Assistant you will be trained to help the physician carry out procedures, care for patients, perform basic lab tests, draw blood, 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 160 hours, much of which is focused on hands-on learning.

After successful completion, you will:

- Utilize medical terminology proficiently.
- Define medical conditions, diseases & disorders.
- Perform the patient rooming procedures.
- Obtain vital signs and perform wound care.
- Locate information regarding medications.
- 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.
- Gain significant experience with phlebotomy techniques.

Certificate of Completion will be awarded after successful completion of the classroom hours. At that time, you will be eligible to sit for the CCMA and Certified Phlebotomy Technician (CPT) exams offered by the National Healthcareer Association (NHA). The cost of the certification exams are included with your tuition. 160 hrs (16 weeks.) Tues/Thurs, Feb 4 - May 22; 6-9:30pm. Plus seven Sat: Feb 8 & 22, Mar 15 & 29, Apr 12 & 26, and May 10 from 8:30am - 4pm. Certification exams 1-2 weeks after class completion. See website for application. \$3695 includes textbooks and exams. Scholarship opportunities available!



CCMA Application

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 & classroom)

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

Behind The Wheel – 30 hours

Times/Dates: To be arranged with instructor after successfully passing Learner's Permit exam. Students will have 30 hours of BTW time in a combination of range and road with a minimum of 10 hrs of maneuvers/skills/range and 10 hrs of road time.

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

Instructor: Mark Meyer. Mon - Thurs, Feb 10 - Apr 3; Permit tests will be taken Fri, Feb 14. Final driving exam tentatively scheduled for Apr 4. \$4300 includes books, fuel, and licensing.

Class is Mon - Thurs evenings (5-9:30pm) for the first 3 weeks. The next 3-4 weeks of drive time is scheduled according to instructor/student availability and will include mandatory weekend drives.

SEATS ARE LIMITED! APPLICATIONS ARE ACCEPTED ON A FIRST-COME BASIS. The next session will be offered in April.



ONLINE Professional Development



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. Have the skill necessary to communicate these results through graphs and text that your 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.

The virtual classroom is open 24/7/365 – no live real-time requirements. Start the 3 course Certificate series in February, April, or June. \$495.



www.bit.ly/HC-Business

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.

The virtual classroom is open 24/7/365 – no live real-time requirements. Start the 3 course certificate series in February, April, or June. \$495 or take a single course in the series for \$195

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 - only \$230. Choose your start date: Jan 15, Feb 12, Mar 12, Apr 16, or May 14. www.ed2go.com/hc



In-Person OSHA Courses

Helena College is not an OTI Education Center, but serves as a Host Training Organization for Mountain West OSHA Education Center. The following classes are held at the Helena College Donaldson Campus. Course tuition includes course materials (including a copy of the pertinent regulations), coffee/snack breaks, and course credits.

#511 General Industry: Mon-Thurs, Feb 3 -6; \$795.

#510 Construction Industry: Mon-Thurs, Feb 10-13; \$795.

#2015 Hazardous Materials: Tues-Fri, Mar 18-21, \$795.

#511 General Industry: Tues-Fri, May 20-23; \$795.

#3115 Fall Protection: Wed-Fri, July 23-25; \$705.

#2455 Safety and Health Management: Mon-Wed, Aug 25-27; \$705.

#510 Construction: Mon-Thurs, Sept 22-25; \$795.

#7410 Excavation/Trenching: Fri, Sept 26 \$185.



OSHA Registration

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.

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 <https://careertraining.ed2go.com/hc>

Customized Training for your Business

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, and even weekends.

Customized Business Training for business, industry, government, and non profits:

- Customer service, soft skills, time management
- Business grammar & technical writing
- Computer & specific software skills
- 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 for you!

Call or email Jeri Bucy to get started today: 406-447-6376 Jeri.Bucy@HelenaCollege.edu

How Do I Register?

ONLINE REGISTRATION

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.

Questions or registering by phone?

Call Christy 406-447-6945 9am - 5:15pm

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.

PAYMENT OPTIONS

You can pay online with credit or debit Visa, Master Card, Discover, and 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.

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!

Mailing your registration?

Please note that local mail can take up to four 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 three days before class begins. If you have not received a confirmation call or email two days before class, reach out to us by phone or email CE@HelenaCollege.edu

Helena College Donaldson Campus

Mail: Helena College Community Education
1115 North Roberts Street
Helena, MT 59601

Office: Room 113
Monday - Friday; 9am - 5pm

Frequently Asked Questions

How are refunds handled?

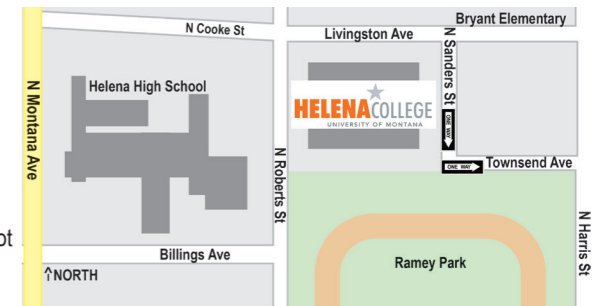
If payment is made by cash or check, the refund will be provided via check in the mail, which can take 10-15 days to process. Credit or debit payments can be refunded to the same card, usually within a business day or two.

What about parking?

Parking Permits are required in our lot from 8am 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 Ave.) to avoid being ticketed.

How will I know where to go?

We send out a final confirmation email 2-3 business days before your class starts. Everything you need to know, and a map, will be included in that email. Yes, that email comes from a real human! If you happen to miss the email, feel free to reach out to us by phone or email CE@HelenaCollege.edu



Who can attend these classes?

Helena College Community Education classes are open to all Helena-area 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?

YES! 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 or payment at class.

What if a class gets cancelled?

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

What if I have to cancel?

Please contact the Community Education office as soon as possible. If you cancel three or more business days before the first class meets, we will refund your registration, minus 10% for processing. Most course and material fees cannot be refunded after the first class. Consideration may be made in special circumstances.

Registration Form

Questions? Please call 406-447-6945 or 406-447-6946.

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

Credit card information (Visa, Discover, MC, or AmEx credit or debit – please include CVV code and EXP.)

Note that local mail can take up to four 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.

When we receive and process this form, you should receive an email - check your spam folder for our address: ce@helenacollege.edu

PROFESSIONAL DEVELOPMENT

Helena College
1115 North Roberts St
Helena, MT 59601

NEW! FAA Certified Drone Pilot Training

Are you ready to take your drone skills to the next level? Enroll in our FAA Part 107 Commercial Remote Pilot Preparation Course and earn your certification to fly drones commercially!

- 5 weeks of expert instruction: dive into topics like airspace, weather, regulations, and operations.
- Flexible learning: blend of live Zoom classes, self-study modules, and virtual office hours with instructors.
- Practical field day: hands-on experience to enhance your flight skills.
- FAA Part 107 Exam Prep: everything you need to ace the test and kickstart your commercial drone career!

Course is self-paced online with instructor support. In-person Field Day to be scheduled based on student and schedule availability. Enhance your drone piloting skills with certified instructors. Master safe and effective operations while adhering to aviation

regulations and safety protocols. Gain the essential aeronautical knowledge to operate drones within Visual Line-of-Sight (VLOS) and under 55 pounds. Curriculum covers regulations, meteorology, national airspace operations, and Aeronautical Decision-Making (ADM). This course prepares you for the Unmanned Aircraft General (UAG) exam and emphasizes safety to develop responsible remote pilots.

Space is limited. Register by Feb 24 for class starting March 3. \$750.



NEW! Introduction to Layout Design

Small businesses, clubs, churches, and sports teams need to communicate with their audience. Do you want to step up your design game in getting your message out? Connect with your constituents through well-designed publications that convey your message effectively – and even excitingly! By having a better understanding of layout fundamentals and visual presentation, you'll learn how to create useful messaging like flyers, postcards, advertisements, and newsletters for print, email and social media distribution. Explore a powerful publishing tool to help you design layouts like a pro. Together, we'll cover many aspects of graphic design like typography, color, page composition, and working with photos and graphics.

Your instructor for this in-person course is a graphic designer with 35 years of professional experience.

Luke Duran. 6 wks. Mon, Jan 27 - Mar 10 (no class Feb 17); 6-8pm. \$135.

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.

ONLINE Bundle the Beginning and Intermediate courses together for only \$230. Choose your start date: Jan 15, Feb 12, Mar 12, Apr 16, or May 14
www.ed2go.com/hc

