

WINTER/SPRING
2026
January – May

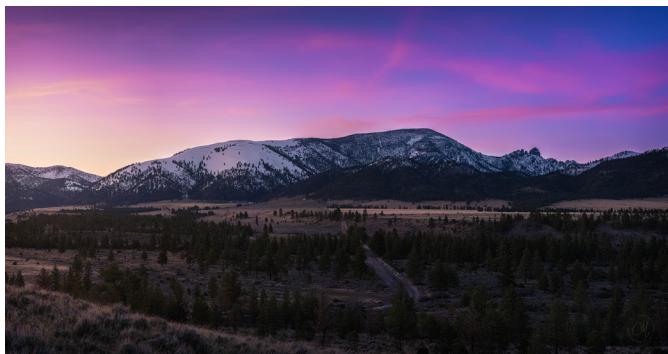
CULTIVATE YOUR CURIOSITY



**NEW &
UPDATED
COURSES**



**HIGHLY-
RATED
FAVORITES**



HELENA COLLEGE
UNIVERSITY OF MONTANA

Community Education



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, thumbpick, 2 fingerpicks, an electronic tuner, and a basic book. 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 25 - Apr 29, 6-7:30pm. \$115/\$103.50 seniors 65+.

Purchase the book "You Can Teach Yourself Banjo" by Janet Davis: available locally at Piccolo's, or find it online.

Effective, Fast, Affordable & Online

Accounting Fundamentals

You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. \$146.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market. \$147.

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. \$156.

Introduction to MS Excel 365

Become proficient in Microsoft Excel. Discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently. \$163.



www.ed2go.com/hc/
100s of Courses
24-Hour Access
Affordable Pricing
Monthly Start Dates

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. Discover the details of this cold case murder as we work to solve it. If you like mysteries, you are in for a treat! Terri Atwood, MA. 4 wks: Mon, Apr 13 - May 4, 5:45 - 7:45 pm. \$60/\$54 seniors 65+.



Planning For Your Future

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 26 & Mar 5 OR Tues, Mar 3 & 10, 6:30-9:30 pm. \$65 incl. one textbook. Spouse or significant other attends free (RSVP).



NEW! ONLINE Retirement Intelligence

Get the guidance to develop your personalized retirement plan through hands-on analysis of your financial situation. Topics include calculating future expenses and income sources, maximizing Social Security benefits, evaluating retirement accounts and savings adequacy, age-appropriate investment approaches, insurance coverage for retirees, and essential estate planning. In the end, you will complete the course with a customized retirement strategy.

LIVE online with Jesse Coffee. 3 hrs: Tues, Apr 7 & 14, 7-8:30 pm. \$45

Intermediate MS Excel 365

Take your Microsoft Excel skills to the next level. Master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features. \$163.

Introduction to Microsoft Word 365

Conquer Microsoft Word 365 and create professional documents effortlessly. From basics to advanced features, formatting, collaboration, and automation, gain practical tips and step-by-step guidance to enhance your Word experience. This training is suitable for all skill levels so you can get started with no prerequisites. \$163

Project Management Fundamentals

Master the essentials of project management with an experienced Project Management Professional as your guide. This course provides the concepts you need to plan, implement, control and close any type of project. \$154

Choose the option that fits YOU!

OPTION 1: Self-Paced Tutorial

- Start whenever you like
- Work at your own pace, for up to 3 months

OPTION 2: Instructor-Moderated

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

Women & Investing

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. We will cover 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. Wed, Feb 11, 5:45-8:45 pm. \$15.

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, taxes life insurance and TOD (Transfer on Death).

Joseph Joyce or Tony Dalton of Silverman Law Office, PLLC. Choose: Thurs, Feb 12 OR Mon, Mar 23, 6-7:30 pm. \$15. Spouse or significant other for free (RSVP).

Medicare 101

While obtaining Medicare coverage is something most of us will experience eventually, it can be confusing to know 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. Choose one: Tues, Feb 17 OR Mar 24, 5:30-7:30 pm. \$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

Teach a class. Inspire your community!

If you have an area of expertise to share with others, please consider working with us! Community Education instructors are employed on a part-time, as-needed basis. Most courses meet once or twice a week, usually in the evening or on Saturdays and may last from 2 to 30 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.

You need a passion for your 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.

Please complete a Course Proposal Form at <https://bit.ly/HC-CourseProposal> (or scan the code, right). Questions? Email: Christy. Stergar@HelenaCollege.edu or call 406-447-6945.



ONLINE Career Training



Professional Bookkeeping with QuickBooks Online

Regardless of the industry, all businesses can benefit from using QuickBooks to

organize in 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. Experienced bookkeepers can earn well over \$56,000 annually. QuickBooks® has replaced the manual entry functions of traditional bookkeeping. However, human input and processing are crucial. 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. \$2625

Medical Billing and Coding

Medical billing and coding is a growth area in the healthcare field today. This 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 about the different certifications available to you and receive a voucher for the certification exam of your choice: CPC, CCA or CBCS. Additionally, you'll gain hands-on practice using medical billing and coding software.

Medical Billers and Coders process patient data including medical records and related insurance. You will code a patient's diagnosis and then request payment from the patient's insurance.

Up to 12 months to complete - 370 course hrs.
\$3295

Certified Paralegal Residential Electrician AutoCAD Certification

225 hours - \$2775

125 hours - \$2855

140 hours - \$3235

Partnership with Helena School District

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

Adult Learning Center Services include:

- Career or College Pathway Plans
- 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 part of a student's obligation for accessing the FREE services provided by the Adult Learning Center.

The District also helps fund the Community Education Program and the courses in this catalog.



In-Person Certified 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.

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 10 - May 14, 6 - 9 pm and 6 Saturdays from 8:30am - 4pm. See website for Sat. dates and application. \$2995 incl. books, supplies, and exam.

ONLINE REGISTRATION

www.HelenaCollege.edu/CommunityEd

You can view our available classes online, including full descriptions, dates, times, prices, and seats available. Many feature a bio and headshot of your instructor.

To register, you must sign in and create a user name 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 406-447-6945 from 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, refund checks are very difficult, so credit and debit are our preferred methods of payment.

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. 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, please reach out! CE@HelenaCollege.edu

Helena College Donaldson Campus

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

Office location: check in with our friendly Welcome Desk staff

Who can attend 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

Frequently Asked Questions

classes are intended for adults, but in some cases, students under 16 may enroll with a paying adult. Please ask!

Do I have 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. On the first day of class, we print a final roster and prepare other paperwork a few hours in advance. Our instructors do not take registration or payment at class.

What if I have to cancel?

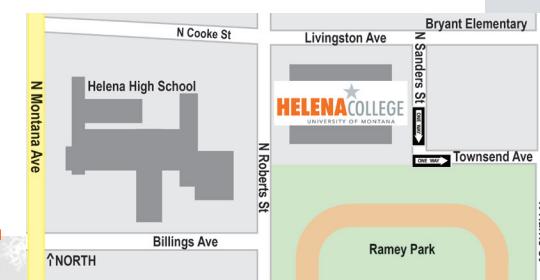
Please contact our office as soon as possible. If you cancel three or more business days before the first class meets, we will refund your registration, minus 10% for processing. If you cancel less than three days out, we may be able to give a partial refund, or transfer your tuition, depending upon the circumstances.

What about parking?

Parking permits are required from 8 am until 5 pm weekdays. If your class begins before 5 pm, you will be given a temporary pass, which will be sent via email, or can be picked up at the first session. If visiting campus before 5 pm and do not have a pass, please park along the street (Livingston, Sanders, or Townsend) to avoid being ticketed.

How will I know where to go?

Watch for a confirmation email 2-3 days before your class begins. It will include everything you need to know – plus a map to your classroom. Yes, it's sent by a real human! If you miss the email, don't worry – just reach out by phone or email at CE@HelenaCollege.edu





Helena College
1115 North Roberts St
Helena, MT 59601

**Don't delay –
many classes
fill quickly!**