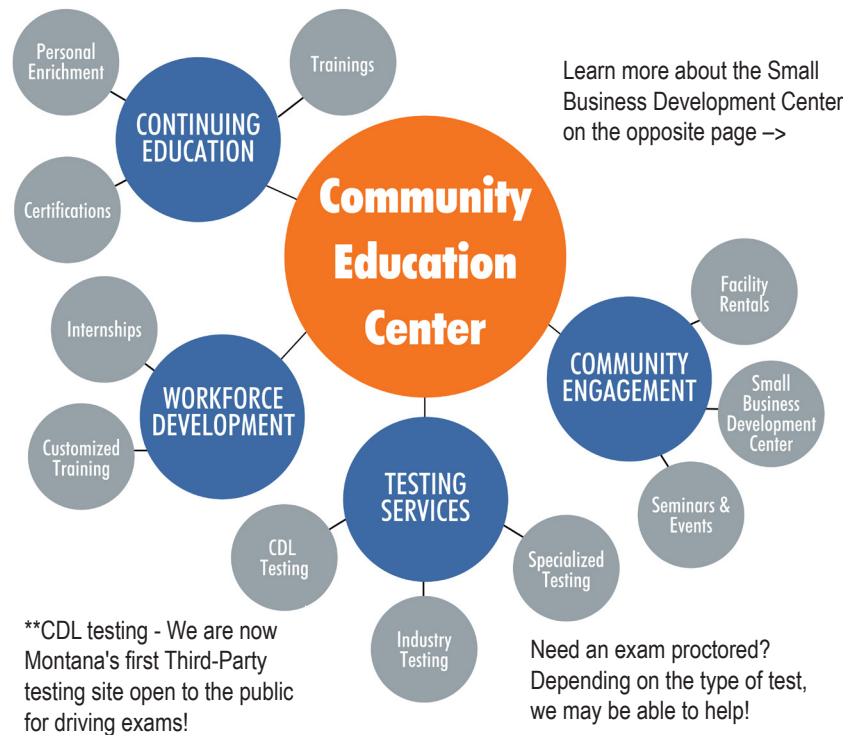




# ENRICH YOUR Personal & Professional LIFE

## We do so much more than these great classes!



## Customized Training for your Business



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.

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

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

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
- Time Management
- Welding & metal fabrication
- Certified Snap-On Tool Instructors

## 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.

Access to Success is a high school diploma completion program. All coursework is provided in an adult learning environment housed right here on the Helena College campus. Eligibility is limited to those who are at least 16, who meet minimum reading levels, and who are not currently enrolled in school and do not have a high school diploma.

In Access to Success, students have the opportunity to pursue their education and are also given the chance to obtain credits toward their high school diploma and professional certificate or degree. For students meeting the entry-level course placement requirements, the option for dual credit will be provided at no cost.

Students begin Access to Success as part of a small cohort group. Maintaining small class sizes is essential to creating a supportive environment. All students begin by taking a course titled 'Strategies for Success' while concurrently taking courses required for their high school diploma or career path. Each student is supported through individual case management. Students also have access to all the support services provided on campus.



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 please visit <https://mtsbdc.ecenterdirect.com/events>

## Become an 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.

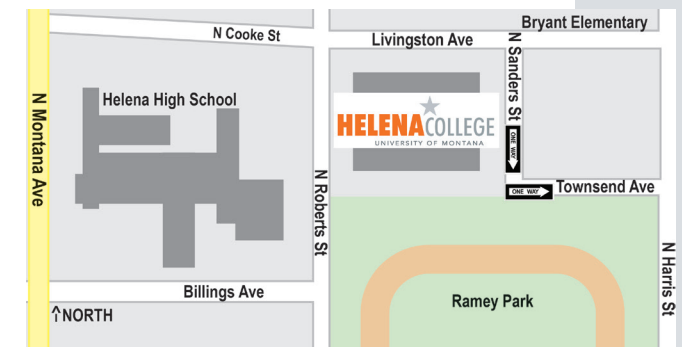
Instructors may not act as representatives of their place-of-business, and may not promote any products or services that they may sell, offer, design, or build. Handing out personal business cards to students while engaged in the act of teaching, as a way of promoting oneself or business, is against 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](mailto:CE@helenacollege.edu) or call (406)447-6945.

## Contents

Arts, Culture & Communication	
Digital Photo, Sewing, Watercolor . . .	4
Fiction Writing, Window Restoration . . .	4
Voiceovers . . . . .	4
Commercial Drivers Training. . . . .	4
Planning for the Future	
Elder Care, Estate Planning, Investing . .	5
Taxes, Medicare, Retirement . . . . .	5
General Personal Enrichment	
Gardening, Fly Tying, Beekeeping . . . .	6
Welding, Community Development . . .	6
Fly Fishing, Plants Before Pills, eBay . .	6
Brain Fog, Banking. . . . .	7
Online Professional Development . . .	7
Online Career Certificate Training	
QuickBooks, Legal Secretary . . . . .	8
Dental Assistant, Medical Coding. . . .	8
In-Person Medical Career Training	
Clinical Medical Assistant, Phlebotomy . .	9
Licensed Massage Therapist . . . . .	9
Skills for Business	
Data Analysis, Bookkeeping, Accounting 10	
Website Layout & Design . . . . .	10
Registration and FAQs . . . . .	11
Nonprofit Administration, Digital Marketing	
Social Media, MS Office . . . . .	BACK COVER



Most classes and our offices are at our Donaldson campus at 1115 North Roberts.

### 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, Sept 11 - Oct 9; 6-8pm.  
\$115/\$103.50 seniors 65+.



### 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, Sept 13 - Oct 4; 5:30-7:30pm. \$75/\$67.50 seniors + \$25 for materials. Please inquire if you need to borrow a machine.



### Basic Watercolor Painting

Whether you've never painted with watercolor before, or you have limited experience and want to further your skills, get ready to expand your painting horizons. We will learn about materials, cover some basics of color mixing, pick up some tricks and techniques, and walk away with some great paintings too.



Loren Kovich, AWS. 6 wks: Tues, Sept 19 - Oct 24; 6-9pm. \$160/\$144 seniors + materials

Materials: come with what you have — basics are okay, watercolor paint; a few brushes of various sizes; a pencil; and watercolor paper. We will talk about the pros and cons so you can make an informed decision for you and your budget.

Image, left, by instructor, Loren Kovich, Signature Member of the American Watercolor Society.



### NEW! Storytelling Techniques for Writers

Whether you want to write fiction or nonfiction, you have stories to tell! Techniques such as crafting a compelling opening sentence, creating sympathetic characters, using language that shows rather than tells, and building suspense will bring your writing to the next level. We will use a variety of peer-editing methods in a workshop format with feedback from your fellow students helping you discover your voice.

Chris McGonigle, PhD. 6 wks; Wed, Sept 20 - Oct 25; 6 - 7:30pm. \$80/\$72 sr 65+

### NEW! Wood Window Restoration

Windows are an essential feature on any historic building. Properly maintained, they can last for hundreds of years. You will learn the tools of the trade, the techniques to fully restore and care for wood window sashes from start to finish, and learn options for more energy efficiency. We will provide the window and the tools needed to help preserve a piece of an historical one-room schoolhouse.



Mary Webb. 3 wks; Wed, Oct 18 - Nov 1; 6-9pm. \$65/\$58.50 seniors 65+

### 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. D'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

#### Prerequisites

- 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

Instructor: Mark Meyer. 6 wks + drive time by arrangement: Mon - Thurs, Sept 18 - Nov 2; 5-9:30pm plus some weekends. \$3800

SPACE IS LIMITED. More information and application download at: [www.helenacollege.edu/CDL](http://www.helenacollege.edu/CDL)

## Commercial Driver's License (CDL) Training

Helena College CDL Training class will train you in the safe operation of tractor-trailer combinations and prepares you for a job in the transportation industry. This program prepares you to obtain your Class A Manual Transmission Commercial Driver's License (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.



### Prepare to Care: Adults Caring for Adults

Being a caregiver to a loved one is one of the most important roles you'll play. No matter where you are in the caregiver journey, having a plan will make the process easier. Your instructor and guide in this process is our area AARP Montana Caregiver Consultant. She will provide resources, share experiences, and lead classroom discussions on the many important facets to consider when planning for this journey. Ultimately, you will create a caregiving plan for yourself or loved ones.

LaDawn Whiteside. 3 wks: Thurs, Sept 14 - 28; 6-8pm. \$45. Bring your spouse or significant other for free (please RSVP.) If you need financial assistance for this class, contact Nancy Andersen, AARP Montana, 406-457-4703 or email [NAndersen@aarp.org](mailto:NAndersen@aarp.org)

### Avoiding Tax Traps of Retirement

Strategies to enhance your income and reduce your taxes through the four stages of retirement.

Albert Einstein once said that the "hardest thing in the world to understand is income tax." And he never had to deal with RMD's, QCD's, QBI's, Provisional Income, and IRMA's. People consistently pay more tax in retirement than they need to because of a confusing system that contains hidden taxes, traps and penalties. Learn to keep more of your income and avoid the consequences of paying more tax than necessary.

Topics include:

- A review of recent Major Tax Law Changes
- Social Security, Medicare and Taxes
- Tax Planning in Pre/Early Retirement
- Taxes During Retirement & Estate Planning

If you are planning to retire in the next 10 to 15 years or are currently in retirement, the information in this ninety-minute class is essential to your financial success.

Keith Duncan. 1.5 hrs. Tues, Oct 3; 6:30-8pm. \$15. Bring your spouse or significant other free (please 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. 2 hrs: Mon, Oct 2 OR Wed, Nov 1; 6-8pm. \$10. Bring your spouse or significant other free (please RSVP.)

### NEW! 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 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.

Grace Wagoner, CLTC. 2 hrs. Tues, Sept 19 or Thurs, Oct 5; 5:30-7:30pm. \$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. LIVE with Jayme Klehfoth, FA. 2 wks: Tues, Oct 17 & 24; 6-7:30pm. \$15

### 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, Nov 2 & 9 OR Tues, Nov 7 & 14; 6:30-9:30pm. \$59 includes one textbook. Bring your spouse or significant other for free (must RSVP.)

## General Personal Enrichment

### Intro to Gardening

Whether you are a beginning, novice or master gardener there is always more to learn about your soil, your plants and your garden plan. Understanding the relationship between your cultivated plants and the garden around them helps you to have greater success when it comes to planting, caring for, and harvesting your hard work. You will gain information and resources in the areas of soil health, plant health, plant selection, and overall garden planning.

*Mat Walter, MSU Extension Agent. 4 wks: Tues, Sept 19 - Oct 10; 5:30-7:30pm. \$50/\$45 seniors 65+*

### 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, Sept 21 - Oct 19; 6:30-8:30pm. \$95/\$85.50 sr. incl. some materials (see website or contact us for list.)*

### Intermediate Beekeeping

If you already have a hive, this class is for you! We will cover overwintering strategies, what to plant for your pollinators, and honeybee viruses. Weather permitting, we will spend the end of the day out in the field with live hives - including demonstrating parasite management, evaluating hive health, and combining hives. Please bring your protective equipment! If you don't have any, there will be a limited amount to borrow.

*Alyssa Piccolomini. 7 hrs: Sat, Sept 23; 9am - 4pm. \$65/\$58.50 sr. Bring a sack lunch.*

### 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, Sept 25 - Oct 16; 6-9pm. \$215 incl. expendable materials.*

### NEW! Community Builders: Leadership & Collaboration

In a world that demands adaptable and effective leaders, this class is designed to empower adults with the tools, insight, and strategies to take on dynamic challenges. Uncover your unique leadership style, harness your inherent capabilities, explore the art of relationship-building, and acquire strategies for approaching conflicts constructively. Whether you are an experienced community leader looking to refine your skills, or an aspiring leader ready to step into new roles, this experience will allow you to strengthen your leadership abilities and make meaningful contributions in a rapidly changing world.

*Shae Bruursema, MSU Extension Family & Consumer Sciences/Community Development Agent. 5 wks, Mon, Sept 25 - Oct 23; 5:30-7pm. \$50/\$45 seniors 65+*

### NEW! Raising Financially Fit Children

Teaching children about financial literacy is an essential component of preparing them for a successful future. This course is specifically designed to equip parents of young

children with the knowledge, strategies, and resources needed to cultivate financial responsibility, wise money management, and a strong foundation for their financial well-being. Through a blend of practical exercises, real-world examples, and engaging activities, parents will gain the confidence and tools needed to effectively teach their children about money in a relatable and enjoyable way.

*Shae Bruursema, MSU Extension Family & Consumer Sciences/Community Development Agent. 5 wks, Thurs, Sept 28 - Oct 26; 5:30-7pm. \$40/\$36 sr 65+*



### NEW! 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: Mon/Wed, Oct 2 - 18; 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 health professionals.

*Drs. David Karinacker and Nina Heinzinger. 6 wks: Wed, Oct 4 - Nov 15; 6-7:30pm. \$60/\$54*

### POPULAR!

### 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, Oct 10 & 12; 6-8pm. \$35/\$31.50 seniors 65+*



## General Enrichment

### POPULAR! Clearing Your Brain Fog

Are you experiencing brain fog - difficulty with focus or forgetfulness? With guided brain training, it is possible to improve your cognitive function. This isn't a "one-size fits all" approach, but rather a hands-on exploration of the multitude of different methods that have been effective for various types of issues and individuals, which can help you discover what works best for you! Your instructor is a physician with professional certification in the prevention and reversal of cognitive decline.

*Natalie Gonzales, DO. 6 weeks: Thurs, Oct 12 - Nov 16; 6-8pm. \$75/\$67.50 seniors 65+*

Bridge Basics will return January 2024

### 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.

*ONLINE. Oct 2 - Dec 1; log in at any time that fits your schedule. \$599.*

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



## Professional Development Online Courses through Ed2Go

### 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

### Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. \$135

### Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. \$135

### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$115

### Introduction to Microsoft Excel 2019/0365

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

### 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

### Discover Sign Language

This course offers an immersive experience in silence, allowing you to gain a deeper understanding of the perspective of the Deaf community and build your confidence in signing. Through video demonstrations, you will learn not only how to make signs but also how to communicate with facial expressions effectively. \$115

### 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

## Online Medical Billing and Coding Training

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.

*This course is open enrollment. You can register and begin anytime. 12 months/370 course hrs. \$2995*

## ONLINE 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.

*This course is open enrollment. You can register and begin anytime. 12 months/444 course hrs. \$2295*

## Learn 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.

### 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.

*This course is open enrollment. You can register and begin anytime. 6 months/100 course hrs. \$2375*



## Online Administrative Dental Assistant Training

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.

*This course is open enrollment. You can register and begin anytime. 6 months/150 hrs. \$1995*

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

If you are interested in a course and considering registration, you will be required to attend one of the Orientation Sessions. In an Orientation, you will learn more about the class expectations, employment opportunities, and other important considerations. Orientation sessions for CCMA and Phlebotomy are scheduled for the following dates (attend only one):

Wed, Jan 4; Mon, Jan 9; OR Tu, Jan 17 – 5:15pm.

Each class has limited seats, and requires a non-refundable deposit to secure your seat. Payment is due one week prior to the start of class.

## 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, Sept 5 - Dec 14; 6-9:30pm. Plus 6 Sat: Sept 16 & 30, Oct 14 & 28, Nov 18 & Dec 2 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 venipunctures 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, Sept 25 - Dec 6; 6-9:30pm. Plus 3 Sat: Oct 14, Nov 4, and Dec 2; 9am - 3pm. Sat. dates subject to change. \$1750 incl. books, supplies, and certification exam. Orientation and application required (see website.)

## NEW! 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.

890 hours (36 wks.) Mon/Tues/Wed/Thurs, September 18 - June 16; 1-8:30pm. \$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 (January 1.)





## 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

Learn more about programs on this page on our website under Skills for Business

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.

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

**Intro to Data Analysis** – Sept 5 - 29

**Intermediate Data Analysis** – Oct 2 - 27

**Advanced Data Analysis** – Nov 6 - Dec 1

## 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 course separately. The virtual classroom is open 24/7/365. No live real-time requirements.*

**Understanding Debits and Credits** – Sept 5 - 29  
**General Ledger and Month End Procedures** – Oct 2 - 27

**Closing Procedures and Financial Statements** – Nov 6 - Dec 1

## 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 hands-on experience with handling 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: Sept 13, Oct 18, Nov 15, or Dec 13. Only \$230*

# Website Layout and Design

## 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.

**Introduction to Web Design** – Sept 5 - 29

**Intermediate Web Design** – Oct 2 - 27

**Advanced Web Design** – Nov 6 - Dec 1

## Short-term Web-Design Trainings

These courses are great for exploration and taking your first steps in website creation. Instructor-led sessions start every second Wednesday of the month. For more information or registration on these courses, call our office or visit [ed2go.com/hc](http://ed2go.com/hc)

## 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: Sept 13, Oct 18, Nov 15, or Dec 13.

## 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: Sept 13, Oct 18, Nov 15, or Dec 13. Only \$129*

## 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: Sept 13, Oct 18, Nov 15, or Dec 13. Only \$129*

## 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. \$129

## 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 5-7 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 two 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

## Marketing Your Business & Other ONLINE Professional Development



### 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. Instructors Nicole Siscaretti and Jennifer Selke.*

**Introduction to Social Media** – Sept 5 - 29  
**Marketing Using Social Media** – Oct 2 - 27  
**Integrating SM in Your Organization** – Nov 6 - Dec 1

### 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** – Sept 5 - 29  
**Boosting Your Website Traffic** – Oct 2 - 27  
**Online Advertising** – Nov 6 - Dec 1

### Microsoft Word 2019/Office 365 Microsoft Excel 2019/Office 365 Microsoft PowerPoint 2019/Office 365

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 Sept 13, Oct 18, Nov 15, or Dec 13 and last 6 weeks. Call or visit [www.ed2go.com/hc](http://www.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** — Sept 5 - Oct 27; \$495

**Program Evaluation for Non-Profit Professionals** — Nov 6 - Dec 1; \$245  
Only \$595 when you register for both courses.