Registration Information

The Lincoln Center - 415 N 30th - Billings, MT 59101
Office Hours: Monday-Thursday: 7:00am - 6:00pm, Friday: 7:00am - 4:00pm

Phone: Community Education - 281-5010
Adult Education - 281-5005

Online: www.getstartedbillings.org

See page 56 for more information

Registration begins Monday, August 12 at 7:30 a.m.

Community Education Class Session Schedule		
Session Dates	Class Start Date	Class End Date
Fall	Sept 9	Nov 8
Mid-Fall	Nov 11	Dec 20
No classes: Nov 27, 28, 29		

Check us out on FaceBook at: http://www.facebook.com/BillingsAdultEducation

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BILLINGS ACEd
ADULT & COMMUNITY EDUCATION

Community Education offers a variety of opportunities for adults to learn a new skill or strengthen their current skill level. We have a variety of programs and classes to advance you to your next level of confidence.

● Open lab concept allows students with busy schedules the flexibility to attend multiple times during the week.

● Enroll in a single class for personal or employment benefit.

● Enroll in one of our many certificate programs to take classes which will enhance employment opportunities.

● Variety of days and times available to fit your schedule to complete courses.

● Online and Independent Study courses available.

● Quick and easy continuing education (OPI and CEU) options.

● Specialized training to train your employees.

OPI and CEU APPROVED COURSES*

Accounting I, II, III
Administrative Procedures
Business Calculations/Ten-Key
Business Communications
Business Etiquette
Computer Fundamentals Windows 11
Business Office Essentials
CPR
Certified Nurse Assistant
Consumer Relations Workshop

IV Therapy
Microsoft Programs
Mindfulness Programs
Report Writing
Self-Exploration for Personal Growth
SLR Digital Photography
Spanish I and II
Sign Language
Welding 101

Certificate & Prep Programs

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Certificate Programs

Billings Community Education offers a variety of certificate programs. Many of these programs fulfill the necessary requirements for the student to complete the national certification in their field of study. Our programs consist of a series of courses to enable the student to be a well-rounded employee in their chosen certificate program. Some of these courses will be to demonstrate proficiency in business math and business English, computer skills, and communication skills. Students are tested to meet standards required for successful employment and have the opportunity to test out if they can demonstrate the required skills. If you are interested in getting set up as a certificate student, please call Barb at 281-5003 or go to the Lincoln Center Room 107 for more information. The certificates and the courses needed to complete them are also listed on the website.

Accounting

The Accounting Certificate program prepares students for entry level positions in accounts receivable and accounts payable departments, payroll units, and financial service organizations. Students learn double-entry bookkeeping, the practice of journals and ledgers, preparing payroll documents, and reconciling banking statements. Students will study theoretical and practical applications of record-keeping and accounting systems for sole proprietors, partnerships, and corporations. Incorporation of QuickBooks used in bookkeeping and accounting operations, as well as spreadsheet and database software programs will enhance employment opportunities. With a certificate in Accounting, jobs are available in many corporate, business, and non-profit organizations.

Administrative Assistant

Administrative Assistants provide administrative support to officers or executives of a company or organization. Duties and responsibilities often include arranging the executive's schedule, managing correspondence and communication with office staff and clients, planning events and delegating work to administrative personnel. The objective of our Administrative Assistant Certificate Program is to provide students with the skills and knowledge needed to qualify for entry-level administrative assistant positions in secretarial, receptionist, clerical, customer service/support, and similar administrative positions. This program is designed to teach administrative office procedures, computer applications, written communication skills, and the foundation required for today's successful business personnel. The student will be prepared to enter the office environment quickly, with a sense of confidence and ability.

Business Office Management

This program is designed to prepare students to assume positions with supervisory and managerial responsibilities. The courses in this certificate will provide the student with the skills necessary to develop confidence in supervision, leadership, and management. Through the coursework, students will use industry standard technology and gain powerful skills in written communications, records management, report writing, business etiquette and finance to manage an efficient office.

Certified Nurse Assistant (CNA)

Be an important part of today's medical healthcare team as a CNA. Certified nurse assistants are trained to assist patients with their daily care. CNAs will assist patients with social, emotional support and provide the nurses with vital information on the patient. Becoming a CNA can be a stepping stone to becoming a registered nurse or advancing in the medical field.

Certified Phlebotomy Technician

Become nationally certified by participating in this program. Working in a lab and with patients can be a rewarding career. Local hospitals have partnered in this program to provide the students an internship program to prepare for the national exam. In addition to collection techniques, phlebotomists are trained to handle emergency situations and understand proper procedures in order to avoid contaminating or infecting themselves or others. You must be at least 18 to attend this course.

Dental Assistant

This program is designed to prepare students for employment as an assistant in dentistry and its specialties, including private practice, hospitals, public clinics, and other dental care delivery settings. Theoretical skills are attained in conjunction with supervised clinical experiences which will be provided at various dental offices throughout the Billings area.

ECG Technician

Electrocardiograph (ECG/EKG) technicians, also known as cardiographic or electrocardiogram technicians, perform diagnostic tests to aid doctors in identifying and treating cardiovascular problems in patients. Students will learn how to read these tests to help detect irregularities that may result in a heart attack or heart disease. Common duties an employee can expect include explaining procedures to patients, monitoring patients' blood pressure and positioning patients. This program will prepare the students to take a national exam.

Marketing and Graphics

This program will help students prepare for a career by building and marketing their own website or work for an employer managing their website. Students will learn how to build and design a business website on WordPress platform and add in graphics through Photoshop program. They will learn tips on how to market by building a business page on Facebook and Pinterest. In addition, they will learn how to build a business app. Students will learn what is appropriate to post on their website and tips on how to get their website at the top of the search engine.

Medical Assistant

Medical Assistants are vital in the day-to-day operations of medical practices in doctor's offices and other healthcare facilities. Physicians rely on Medical Assistants to greet patients, prepare patients for exams and in many cases, perform routine clinical tasks in addition to taking patient history, collecting vital signs, blood pressure, height and weight, temperature, and more. In addition, they often help with the administrative tasks of running an office; answering phones, making appointments, computer and papework. This program will prepare the students to take a national exam.

Medical Coding

Prepare for a career in physicians' offices, hospitals, and other health services as a medical coder. In partnership with local hospitals, curriculum was designed to help educate students in medical systems, information terminology and assign correct diagnostic and procedural codes to patient records. The classes permit a student to work at their own pace and prepare them to take the national exam to become nationally certified.

Medical Transcriptionist

Begin an exciting career to work at home or in a doctor's office as a medical transcriptionist. In partnership with local hospitals, this curriculum was designed to prepare the student to translate doctor's daily dictation tapes into clear and concise documents. Transcribers are medical professionals who are trained in medical, medication and procedure terminology. The classes permit a student to work at their own pace and the opportunity to take a national exam.

Patient Care Technician

A Patient Care Technician works under direct supervision of a nurse performing clinical skills, recording vital signs like temperature, pulse rate, respiratory rate & blood pressure, measuring height and weight, preparing the examination room to be ready for the physician to examine the patient, performing different modes of electrocardiography such as; lead ekg, or an ekg on a dextrocardiac individual, phlebotomy, IV's, and wound care. Additional skills required may be patient care skills which may include but not limited to; range of motion exercises, patient transfer skills, gait techniques, patient protection and hygiene, patient positioning, etc. This program will prepare the students to take a national exam.

WordPress - Web Design

This program offers a beginner's guide and understanding of WordPress website development and maintenance processes, social media platform marketing and search engine optimization. This program aims to develop the small business owner's ability to improve their online presence and create a level playing field for their business in the digital marketing world. Students will purchase a domain and install a WordPress platform, create content for website and learn to update, create social media pages and apps, manage business online marketing and reputation management, and build strong SEO presence.

Business Strategy & Operations

Administrative Procedures*

Description: An administrative assistant's job description has grown immensely over the past few years, mainly because new technology developments make it so much easier to perform more functions. This workshop will acquaint students with the tasks expected from administrative support staff. An administrative assistant is a valuable asset as the success and efficiency of every business or organization is dependent on a competent office administrator. Come to this 4-hour workshop and learn how you can retain your job security.

Dates	Weekday/Time	Instructor	Location	Course Code
Nov 4,5	Mon & Tue 11am - 1pm	Cathy Manhart	Lincoln Center Room 110	24MFCA-001

Required Materials: None

Fee: $50 Also available online.

Business Communications I*

Description: This class uses problem-solving with a writing strategy making it easy to learn the process of planning and writing high quality business messages that address specific solutions to various situations. Effective communication, guides for writing good, new messages will be covered.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 10 - Oct 29	Tue 6pm - 8pm	Cathy Manhart	Lincoln Center Room 111	24FCA-001

Required: None

Prerequisites: English Essentials or equivalent, Microsoft Word or equivalent.

Fee: $150 includes handout

Business Etiquette* Independent Study

Description: In today's business environment more than technical knowledge and expertise is necessary to be successful in the workplace. Career success is based on the ability to get along well with others, demonstrate good manners, behavior, ethics, and professional presence. Professionalism in the workplace begins with appropriate etiquette. The instructor will email the students and arrange a time to meet the first week in Lincoln Center Room 110.

Dates	Weekday/Time	Instructor	Course Code
Sept 9 - Oct 31	Independent Study	Cathy Manhart	24FCA-002
Nov 11 - Jan 3	Independent Study	Cathy Manhart	24MFCA-002

Required: Email address

Fee: $185

Business Law Basics

Description: As a manager or supervisor, part of your job description might be to oversee other employees, or possibly, an entire department. It may also include managing personnel, hiring, firing, and overall employee relations. This online course will provide the student with an overview of general information regarding Employment Law with an emphasis on basic legal concepts and discrimination legislation.

Dates	Weekday/Time	Instructor	Course Code
Sept 9 - Oct 31	Online	Cathy Manhart	24FCA-003
Nov 11 - Jan 3	Online	Cathy Manhart	24MFCA-003

Required: Email address

Fee: $185

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Business Office Essentials- Independent Study*

Description: This course is designed to acquaint students with the activities associated with the operation of a small business. Students will gain a basic understanding of general business, budgeting, leadership, employee relations, marketing, and supervising employees. These skills will provide the student with the opportunities to become more marketable in the business world. The instructor will email the students and arrange a time to meet the first week in Lincoln Center Room 110.

Dates	Weekday/Time	Instructor	Course Code
Sept 9 - Oct 31	Independent Study	Cathy Manhart	24FCA-004
Nov 11 - Jan 3	Independent Study	Cathy Manhart	24MFCA-004

Required: Email address

Fee: $185

Digital Business Communications

Description: Today, most businesses utilize digital means as their primary method to communicate with all contacts. These digital communication measures are too important to mess up. In this self-paced course, students will learn how to write professional effective and efficient emails, inquiries and replies, auto responses, text notifications, and more. Students will work through modules in collaboration with the instructor to help their digital communication become digital gold!

Dates	Weekday/Time	Instructor	Course Code
Sept 9 - Oct 31	Online	Cathy Manhart	24FCA-005
Nov 11 - Jan 3	Online	Cathy Manhart	24MFCA-005

Prerequisites: Computer knowledge. Must have email address.

Fee: $185

Report Writing*

Description: Report writing is an important career skill. It has become increasingly associated with academic assignments as well as a wide range of jobs and occupations. Today, good communication skills and the ability to write effective reports are essential competencies for every successful student and business person.

Dates	Weekday/Time	Instructor	Location	Course Code
Nov 5 - Dec 10	Tue 5pm - 8pm	Cathy Manhart	Lincoln Center Room 110	24MFCA-006

Prerequisite: Computer Fundamentals or equivalent.

Fee: $150 (Book $25)

Apple Devices Beginner's Guide

Description: Are you new to the world of Apple products and eager to unlock their full potential? This four-hour course is designed for beginners like you, aiming to provide a comprehensive introduction to Apple's ecosystem, including the MacBook OS, iPad, iPhone, and Apple Watch. In addition, we'll guide you on how to seamlessly sync your data and apps across all your Apple devices.

Dates	Weekday/Time	Instructor	Location	Course Code
Oct 22 - Nov 12	Tue 5pm - 7pm	April Buscher	Lincoln Center Room	24FCA-006

Required Materials: Students will want to bring devices to class for troubleshooting and follow-along. An outline handout will be provided in class.

Fee: $50

Canva for Awesome Beginners

Description: Canva is the perfect digital tool for beginners and novices! Open up a world of possibilities by learning how to use the easiest design website available all for free. In this class you will learn how to create designs from scratch or use templates it step-by-step guidance for any digital image you need. From online documents, business cards, email signatures and more, you'll leave this class with a practical guide to use Canva with confidence.

Dates	Instructor	Location	Course Code
Oct 10	Nickie Welsh	Online	24FCA-007

Required Materials: Computer and Internet. Instructor will send you the Zoom link.

Fee: $25

Cell Phones & Parenting - Oh My!

Description: When your child has a Smartphone there are key things you should know in order to keep them safe and secure. In this class you'll understand recommended safety setting on popular social media apps, parental apps for your child's Smartphone, and more! You will leave this class with a confident plan to simplify the technology so that you and your child can use the phone safely without worry.

Dates	Time	Instructor	Location	Course Code
Sept 19	12pm - 1pm	Nickie Welsh	Online	24FCA-008
Dec 12	12pm - 1pm	Nickie Welsh	Online	24MFCA-007

Required Materials: Computer and Internet. Instructor will send you the Zoom link.

Fee: $25

Consumer Relations Workshop*

Description: This workshop will enlighten the student on the importance of good consumer relations in a business environment. Consumer relations involve many facets in the business world. Patron satisfaction along with communication, professional, ethical, and workplace traits all play a major role in achieving success in the workplace. Join the discussion in this informative workshop.

Dates	Weekday/Time	Instructor	Location	Course Code
Nov 6,7	Wed & Thur 11am - 12:30pm	Cathy Manhart	Lincoln Center Room 110	24MFCA-008

Required Materials: None

Fee: $45 Also available online.

Grow Your Business with Instagram

Description: What can you do on Instagram that can result in huge growth for your customer base and sales? We've got the answers you need in ths fun beginner level class to grow your business with Instagram. You'll learn the key steps needed in order to improve your company bottom line and also gain more followers. Plus, you'll learn to make your content irresistible and have fun in the process!

Dates	Time	Instructor	Location	Course Code
Sept 10	12pm - 1pm	Nickie Welsh	Online	24FCA-009
Dec 5	12pm - 1pm	Nickie Welsh	Online	24MFCA-009

Required Materials: Computer and Internet. Instructor will send you the Zoom link.

Fee: $25

How to Use Uber for Transportation Independence

Description: Do you hate to drive in bad weather or when it's dark outside? Expand your transportation options and independence through the ride sharing service, Uber. In this class, you will learn the basics and gain the knowledge on how to use Uber. Learn to use Uber at major airports so that you can travel with confidence and without having to ask a friend for a ride, as well as other appointments and errands. Open up your travel options with this fun and engaging class?

Dates	Time	Instructor	Location	Course Code
Sept 17	12pm - 1pm	Nickie Welsh	Online	24FCA-010
Dec 10	12pm - 1pm	Nickie Welsh	Online	24MFCA-010

Required Materials: Computer and Internet. Instructor will send you the Zoom link.

Fee: $25

Practical ChatGPT Training for Everyone

Description: Have you been curious about what ChatGPT is exactly and how it may affect you? Learn what you need to know about ChatGPT powered by Artificial Intelligence in this fun and engaging class! You will understand how it works exactly and why it's taking the world by storm. You'll also learn practical everyday uses for Chat-GPT in the workforce and at home. Don't get left behind in today's tech savvy world, and attend this upcoming training.

Dates	Time	Instructor	Location	Course Code
Oct 15	12pm - 1pm	Nickie Welsh	Online	24FCA-011

Required Materials: Computer and Internet. Instructor will send you the Zoom link.

Fee: $25

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Self Exploration for Personal Growth*

Description: An important piece of career improvement or life-direction refinement is being aware of yourself and how you relate to others. Do you know your enneagram type and how to engage other types? Have you thought through the goals important for achieving your dreams? How emotionally aware are you, not only of your own emotions, but also of others; and the impact emotions have on life? This course is beneficial for anyone and mandatory for students enrolled in a certificate program.

Dates	Weekday/Time	Instructor	Location	Course Code
Oct 8 & 9	Tue & Wed 7pm - 9pm	Jesse Sauskojus	Lincoln Center Room 102	24FCA-012

Required Materials: None

Fee: $45

Social Media for Business

Description: Driving new customer traffic to your website and promoting our businessis imperative in today's technoogy world. Don't let your skillset or company get left behind by missing the key social media rules you need to know! In this class, you'll learn how to craft a simple but effective social media marketing strategy, listen directly to customers and implement tips to grow your business all while staying organized without technology overwhelm. Students will leave the class with action items they can easily implement themselves to see results for their business or role within their company and organization. Students will also benefit from having a plan for the rest of their 2024 year and know how to be effective with their time on social media for maximum results for gaining new clients or customers. Each class is online. If a student is unable to attend the live online training time, they can still register and watch the recording of the training at their convenience. Follow-up support is also included from the instructor and students are encouraged to reach out with questions at any time before or after the class has concluded.

Dates	Time	Instructor	Location	Course Code
Sept 5	12pm - 1pm	Nickie Welsh	Online	24FCA-013
Nov 5	12pm - 1pm	Nickie Welsh	Online	24MFCA-011

Required Materials: Computer and Internet. Instructor will send you the Zoom link.

Fee: $25

Computer Applications

Basic Computer Fundamentals- Windows 11*

Description: ***This class is for those who have had no computer experience.*** Come join us as we explore the computer and its capabilities. This class is an introduction to the computer with an opportunity for students to get familiar with the operating system. This ten-week class will be hands-on with an introduction to email and the Internet. We will explore the world of computers together. Students should have a PC at home to practice with. Chromebooks and Macs do not qualify.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 12 - Nov 14	Thur 5:15pm - 7:15pm	Matt Firestone	Lincoln Center Room B2	24FCA-014

Required Materials: Book ($35). Flash Drive 8GB

Fee: $185

Computer Web Design

Basics and Beyond WordPress Administrator Management and Plugins

Description: This course will empower you with the essential knowledge and hands-on experience to manage your Word-Press adminstrator control panel. In this comprehensive course, you'll start with the fundamentals of Word-Press, gaining a solid understanding of the platform's architecture, user interface, and core functionality. Once you fully grasp WordPress basics, we'll delve into the exciting world of plugins. You'll discover how plugins can enhance your website's functionality, whether you want to add e-commerce capabilities, improve SEO, or enhance the user experience. We'll guide you through installing, configuring, and troubleshooting plugins, ensuring you can make your WordPress site work precisely how you want.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 10 - Oct 15	Tue 5:15pm - 7:15pm	April Buscher	Lincoln Center Room B2	24FCA-015

Required Materials: Computer and internet access at home.

Prerequisites: Keyboarding, Computer Fundamentals or equivalent.

Fee: $150

Finance & Accounting

Accounting I/II/III*

Description: These self-paced classes are designed for students of all levels. Learn the principles of manual accounting through journal entries, general ledgers, and worksheets. **Anticipate that each level of accounting will take more than one session.**

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 11 - Oct 30	Wed 11am - 1pm	Cathy Manhart	Lincoln Room 111	24FCA-016
Sept 12 - Oct 31	Thur 6pm - 8pm	Cathy Manhart	Lincoln Room 111	24FCA-017
Nov 13 - Dec 11 No Class Nov 27	Wed 11am - 1pm	Cathy Manhart	Lincoln Room 111	24MFCA-012
Nov 14 - Dec 12 No Class Nov 28	Thur 6pm - 8pm	Cathy Manhart	Lincoln Room 111	24MFCA-013

Required Materials: Book (Level I: $170, Level II: $35, Level III: $65).

Fee: $140/Mid-Fall $70. **Anticipate that each level of accounting will take more than one session. Also available online. See page 26.**

Small Business Payroll

Description: New to small business Payroll Accounting? Interested in enhancing your office skills? This self-paced course will teach you how to manually set up and process and employee's pay from a new employee to quarterly reports and year-end employee tax documents. *Why manual and not a computerized program?* Learning the manual process first gives you the best understanding of the payroll procedure with the transition to computerized payroll records seamless, and you a stronger, more valued employee. This course is excellent for work-at-home payroll bookkeepers.

Dates	Weekday/Time	Instructor	Course Code
Sept 9 - Oct 31	Independent Study	Cathy Manhart	24FCA-018
Nov 11 - Jan 3	Independent Study	Cathy Manhart	24MFCA-014

Required Materials: Computer and internet. Book $138.

Prerequisites: Computer Fundamentals or equivalent.

Fee: $185

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Computer Applications Open Lab Schedule

Self-Paced Computer Classes

Description: Students work at their own pace and a qualified instructor is available to answer questions and to guide students during each session. **See Pages 20-23 for courses offered.** Completion dates depend upon the amount of time the student is able to dedicate to his or her studies. **Some courses may require more than one session.**

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 9 - Oct 28	Mon 11am - 1pm	Cathy Manhart	Lincoln Center Room 110	24FCA-019
Sept 9 - Oct 28	Mon 1pm - 3pm	Cathy Manhart	Lincoln Center Room 110	24FCA-020
Sept 9 - Oct 28	Mon 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	24FCA-021
Sept 11 - Oct 30	Wed 1pm - 3pm	Cathy Manhart	Lincoln Center Room 110	24FCA-022
Sept 11 - Oct 30	Wed 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	24FCA-023
Sept 12 - Oct 31	Thur 11am -1pm	Cathy Manhart	Lincoln Center Room 110	24FCA-024
Nov 11 - Dec 9	Mon 11am -1pm	Cathy Manhart	Lincoln Center Room 110	24MFCA-015
Nov 11 - Dec 9	Mon 1pm - 3pm	Cathy Manhart	Lincoln Center Room 110	24MFCA-016
Nov 11 - Dec 9	Mon 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	24MFCA-017
Nov 13 - Dec 11	Wed 1pm - 3pm	Cathy Manhart	Lincoln Center Room 110	24MFCA-018
Nov 13 - Dec 11	Wed 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	24MFCA-019
Nov 14 - Dec 12	Thur 11am - 1pm	Cathy Manhart	Lincoln Center Room 110	24MFCA-020
No Classes: Nov 25-28				

Fee: See pages 20-23 for course fees.

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Microsoft Office

Some courses have multiple levels and will require more than one session.
Many open-lab times are available to help the students complete their course quicker. Online dates are listed on page 27.

Microsoft Access*

Description: This course covers introductory, intermediate, and advanced Microsoft Access skills. Topics covered include building, managing, and maintaining databases containing numerous objects, updating databases and refining their design, working with subforms, creating calculated fields, creating and running queries, importing reports and customizing controls, customizing database interfaces, splitting databases, importing and exporting data using Word, Excel, and HTML, and backing up, compacting, and repairing databases.

This offering is a Self-Paced Computer Class. Register for any self-paced computer Open Lab time listed on page 19.

Required Materials: Book ($125), Flash Drive 1GB or larger

Prerequisites: Computer Fundamentals, Microsoft Excel (or equivalent)

Fee: Self-Paced Open Lab Computer Class ($140) Now available online ($185).

Business Calculations/Ten-Key*

Description: Become proficient computing business problems by taking this hands-on self-paced course. Topics covered include: rounding, estimating, discounts, markup, percent, payroll, investments, interest, and measurement.

This offering is a Self-Paced Computer Class. Register for any self-paced computer Open Lab time listed on page 19.

Required Materials: Booklet given in class.

Prerequisites: Knowledge of basic math

Fee: Self-Paced Open Lab Computer Class ($140) Now available online ($185).

Microsoft Excel*

Description: This course covers key introductory, intermediate, and advanced Microsoft Excel skills. Topics covered include entering and editing entries, selecting cells and ranges, creating and modifying basic formulas, formatting worksheets, working with multiple-sheet workbooks, charting, collaboration, integrating with other Office programs, and more.

This offering is a Self-Paced Computer Class. Register for any self-paced computer Open Lab time listed on page 19.

Required Materials: Book ($125), Flash Drive 1GB or larger

Prerequisites: Computer Fundamentals, Microsoft Word (or equivalent)

Fee: Self-Paced Open Lab Computer Class ($140) Now available online ($185).

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Microsoft Office Essentials*

Description: This course provides an excellent overview of Microsoft Office Professional. Students are introduced to Word, Excel, PowerPoint, and Access. This course is designed for the student who would like to get started learning computer applications.

This offering is a Self-Paced Computer Class. Register for any self-paced computer Open Lab time listed on page 19.

Required Materials: Book ($124), Flash Drive 1GB or larger

Prerequisites: Computer Fundamentals or equivalent.

Fee: Self-Paced Open Lab Computer Class ($140).

Microsoft Outlook 2016 Online*

Description: This course covers basic Microsoft Outlook skills. Topics introduced include the ribbon interface; navigating in Outlook; setting email options, sending messages, attaching files, responding to messages, creating contacts and distribution lists, creating notes, reminders, and tasks, assigning tasks, sharing calendars, the To-Do ba, and more.

This offering is a for online only- Register for this course on page 26.

Required Materials: Book ($25)

Prerequisites: Computer Fundamentals or equivalent.

Fee: Included in Online Class ($185).

Microsoft PowerPoint*

Description: Learn features and functions of Microsoft PowerPoint, from beginning to advanced levels. Begin with basics of creating presentations, use templates and clip art, incorporate sound, animation and charts. Advanced features include online presentations and collaboration.

This offering is a Self-Paced Computer Class. Register for any self-paced computer Open Lab time listed on page 19.

Required Materials: Book ($125), Flash Drive 1GB or larger

Prerequisites: Computer Fundamentals, Microsoft Word (or equivalent)

Fee: Self-Paced Open Lab Computer Class ($140) Now available online ($185).

Microsoft Publisher[*]

Description: Learn features and functions of Microsoft Publisher, from beginning to advanced levels. Learn to design publications such as newsletters, by placing and aligning text and graphics. Have fun with the course while designing creative documents for home or business.

This offering is a Self-Paced Computer Class. Register for any self-paced computer Open Lab time listed on page 19.

Required Materials: Booklet-$15, Flash Drive 1GB or larger

Prerequisites: Computer Fundamentals, Microsoft Word (or equivalent)

Fee: Self-Paced Open Lab Computer Class ($140) Now available online ($185).

QuickBooks Pro 2020[*]

Description: In this self-paced instructor-assisted course, learn to use QuickBooks Pro Desktop 2020. This course provides essential QuickBooks coverage for employees, company owners, accountants, and others who wish to effectively use the software for their small-business accounting needs. Basic tasks necessary for mastering the essentials will be learned, including setting up a new company file, working with customers and vendors, completing banking tasks in QuickBooks, inventory, work with balance sheet accounts and budgets, set up to run payroll, create estimate and use time tracking, customize a variety of reports and forms, introduction of the use of classes, and year-end reporting and closing the books. The textbook used in this course is not compatible with Macs or Chromebooks. It covers the PC version of the QuickBooks software and not the Mac version, which may be associated with different screens and procedures.

This offering is a Self-Paced Computer Class. Register for any self-paced computer Open Lab time listed on page19.

Required Materials: Book ($135)

Prerequisites: Computer Fundamentals, Accounting I (or equivalent)

Fee: Self-Paced Open Lab Computer Class ($140)

Records Management[*]

Description: This course is designed to introduce the student to the basic concepts of records management and the types of records arrangement, including alphabetic, subject, chronological, and numeric. Students will develop efficient filing systems based on standard guidelines of the Association of Records Managers and Administrators (ARMA) for sorting and storing records. Apply the rules of filing arrangements, understand micrographics, use the computer to process records, and complete a simulation of the filing practices used in business.

This offering is a Self-Paced Computer Class. Register for any self-paced computer Open Lab time listed on page 19.

Required Materials: Book ($240)

Prerequisites None

Fee: Self-Paced Open Lab Computer Class ($140) Now available online ($185).

Typing and Keyboarding for All Levels*

Description: Learn to type, from beginning to advanced levels. Improve your keyboarding speed, accuracy and skill.

This offering is a Self-Paced Computer Class. Register for any self-paced computer Open Lab time listed on page 19.

Required Materials: None

Prerequisites None

Fee: Self-Paced Open Lab Computer Class ($140).

Microsoft Word*

Description: This course covers key introductory, intermediate, and advanced Microsoft Word skills. Topics covered include proofreading tools, creating lists, mail merge, tables, columns, WordArt and clip art, themes, styles, picture editing, templates, indexes, headers/footers, track changes, macros, digital signatures, integration, and more.

This offering is a Self-Paced Computer Class. Register for any self-paced computer Open Lab time listed on page 19.

Required Materials: Book ($125), Flash Drive 1GB or larger

Prerequisites: Computer Fundamentals, Typing and Keyboarding or equivalent.

Fee: Self-Paced Open Lab Computer Class ($140) Now available online
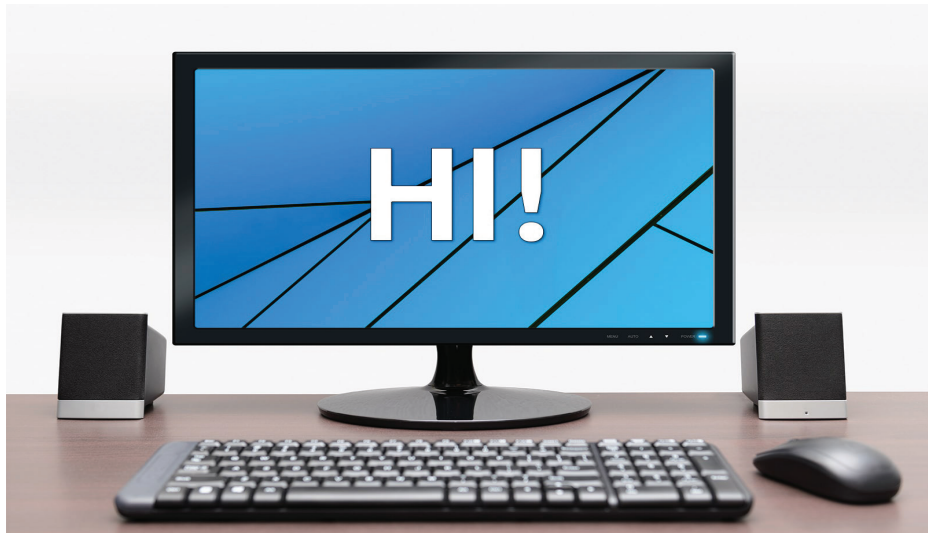
Computer Online

ONLINE Microsoft Access

This course is provided online with regular feedback from an instructor. The PC version of Microsoft Access 2021 (or Office 365) program is required for this course. This course will appeal to all learners, from the computer novice to the learner who has computer experience and covers the essential information necessary to become proficient in this program. Learn features and functions of Microsoft Access from beginning to advanced levels. Begin with basics of creating databases, tables and queries, progress to building reports and forms. Advanced features include data import/export, macros, and custom reports and forms. You will work at your own pace using an excellent hands-on textbook written for the adult learner providing you with very detailed step-by-step instructions. This comprehensive textbook covers beginning, intermediate and advanced levels of Access. Completion of all levels are required for certificate programs. After registration, the student may come to the Community Education office at the Lincoln Center to pick up course materials. If you live out of town and need the book mailed, there will be an additional fee. **Anticipate course completion will take more than one session**.

ONLINE Microsoft Excel

This course is provided online with regular feedback from an instructor. The PC version of Microsoft Excel 2021 (or Office 365) program is required for this course.This course will appeal to all learners, from the computer novice to the learner who has computer experience. It covers the essential information that students need to become proficient in this computer program. Learn features and functions of Microsoft Excel, from beginning to advanced levels. Begin with basics of creating spreadsheets, using formulas and text, progressing to formatting and graphics. Advanced features include data analysis, auditing & collaborating tools, and more. You will work at your own pace using an excellent hands-on textbook written for the adult learner providing you with very detailed, step-by-step instructions.This comprehensive textbook covers beginning, intermediate and advanced levels of Excel. Completion of all three levels is required for certificate programs. After registration, the student may come to the Community Education office at the Lincoln Center to pick up course materials and detailed instructions. If you live out of town and need the book mailed, there will be an additional fee. Must have a PC. Mac version not available. **Anticipate course completion will take more than one session.**

ONLINE Microsoft Outlook

This course covers basic Microsoft Outlook skills. Topics introduced include the ribbon interface; navigating in Outlook; setting email options; sending messages; attaching files; responding to messages; creating contacts and distribution lists; creating notes, reminders, and tasks; assigning tasks; sharing calendars; the To-Do bar; and more. The class covers all essential information that students need to become proficient in this computer program. You will work at your own pace using this hands-on textbook written for the adult learner providing you with very detailed step-by-step instructions. Microsoft Office 365/Outlook 2016 software is a requirement for the course. After registration, the student may come to the Community Education office at the Lincoln Center to pick up course materials and detailed instructions. If you live out of town and need the book mailed, there will be an additional fee.

ONLINE Microsoft Office Essentials

This course is provided online with regular feedback from an instructor. The PC version of Microsoft Office 2021 (Word, Excel, PowerPoint, and Access) or Office 365 program is required for this course. This course will appeal to all learners, from the computer novice to the learner who has computer experience and covers the essential information necessary to become proficient in this program. This course provides an excellent overview of Microsoft Office Professional. Students are introduced to Word, Excel, PowerPoint, and Access. This course is designed for the student who would like to get started learning computer applications. You will work at your own pace using an excellent hands-on textbook written for the adult learner providing you with very detailed step-by-step instructions. This comprehensive textbook covers beginning levels of Word, Excel, PowerPoint, and Access. Completion of all four is required for the Business Management certificate program. After registration, the student may come to the Community Education office at the Lincoln Center to pick up course materials and detailed instructions. If you live out of town and need the book mailed, there will be an additional fee. **Anticipate course completion will take more than one session.**

ONLINE Microsoft PowerPoint

This course is provided online with regular feedback from an instructor. The PC version of Microsoft PowerPoint 2021 (or Office 365) program is required for this course.This course will appeal to all learners, from the computer novice to the learner who has computer experience. It covers the essential information that students need to become proficient in this computer program. Learn features and functions of Microsoft PowerPoint, from beginning to advanced levels. Begin with basics of creating presentations, using templates and clip art, and incorporating sound, animation and charts. Advanced features include online presentations and collaboration. You will work at your own pace using an excellent hands-on textbook written for the adult learner providing you with very detailed, step-by-step instructions. This comprehensive textbook covers beginning, intermediate and advanced levels of PowerPoint. Completion of all three levels is required for certificate programs. After registration, the student may come to the Community Education office at the Lincoln Center to pick up course materials and detailed instructions. If you live out of town and need the book mailed, there will be an additional fee. Must have a PC. Mac version not available. **Anticipate course completion will take more than one session.**

ONLINE Microsoft Word

This course is provided online with regular feedback from an instructor.The PC version of Microsoft Word 2021 (or Office 365) program is required for this course. This course will appeal to all learners, from the computer novice to the learner who has computer experience. It covers the essential information that students need to become proficient in this computer program. Begin with basics of creating a variety of documents, from business letters to flyers, and progress to desktop publishing, creating a newsletter, creating an employee policy manual, working with headers and footers, building indexes and references, creating a mail merge, and learning how to integrate Word with Excel. You will work at your own pace using an excellent hands-on textbook written for the adult learner providing you with very detailed step-by-step instructions.This comprehensive textbook covers beginning, intermediate and advanced levels of Word. Completion of all three levels is required for certificate programs. After registration, the student may come to the Community Education office at the Lincoln Center to pick up course materials and detailed instructions. If you live out of town and need the book mailed there will be an additional fee. Must have a PC. Mac version not available. **Anticipate course completion will take more than one session.**

Microsoft Online Courses*

Description: Enroll to complete our popular self-paced computer classes online. Learn **Access, Excel, PowerPoint, Office Essentials, Outlook or Word** from the comfort of your home or office. Please see course information under self-paced Microsoft Office course descriptions on pages 24 & 25. You will communicate via email with an instructor. **You must be sure to give your correct email address and course at the time of registration. Online class is for PC only. Course can take 2-3 sessions. Accounting, Business Calculations, Microsoft Publisher, and Record Management now available online. Descriptions for these classes are on pages 20-23. Chromebooks will not be compatible.**

Dates	Instructor	Location	Course Code
Sept 9 - Oct 31	Cathy Manhart	Online	24FCA-025
Nov 11 - Jan 3	Cathy Manhart	Online	24MFCA-021

Required Materials: Book selection pages 20-23.

Prerequisite:: Keyboarding, Computer Fundamentals or equivalent.

Fee: $185. Anticipate course may take more than one session.

Medical

Med Certify Classes: Open Labs and Online Classes Available

Description: Students work at their own pace. A qualified instructor is available to answer questions and to guide students during each session. The students must have computer knowledge. **See pages 28-30 for courses offered in the open lab. Anticipate some courses will take 2-3 sessions.**

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 10 - Oct 29	Tue 6pm - 8pm	Brenda Segna	Lincoln Center Room B-4	24FCA-026
Nov 5 - Dec 5 No Classes Nov 26	Tue 6pm - 8pm	Brenda Segna	Lincoln Center Room B-4	24MFCA-022
Sept 10 - Oct 29	**ONLINE**	Brenda Segna	**ONLINE**	24FCA-027
Nov 5 - Dec 5 No Classes Nov 26, 28	**ONLINE**	Brenda Segna	**ONLINE**	24MFCA-023

Required Materials: Appropriate book for respective class.

Prerequisites: Computer Fundamentals or equivalent.

Fee: Fees are listed on pages 28-30.
Anticipate course may take more than one session.

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Medical Terminology

Description: You will study the organization of the body while learning how prefixes and suffixes are added to the basic word structure. You will also learn how to work with both specialist and case reports in this self-paced instructor assisted course.

This is a Self-Paced Med Certify Class. Register for any Self-Paced Med Certify Open Lab Class on page 27.

Required Materials: Book ($50)

Prerequisites: Keyboarding, Computer Fundamentals.

Fee: Self-Paced Open Lab Computer Class ($140) Online ($185)

Anatomy and Physiology

Description: In this self-paced instructor assisted course, explore various systems of the human body and how they function.

This is a Self-Paced Med Certify Class. Register for any Self-Paced Med Certify Open Lab Class on page 27.

Required Materials: Book ($85)

Prerequisites: Keyboarding, Computer Fundamentals, and Medical Terminology.

Fee: Self-Paced Open Lab Computer Class ($140) Online ($185)

Pathophysiology

Description: You will explore common human ailments beginning with childhood diseases and disorders and finishing with mental disorders and trauma.This is a self-paced instructor assisted course.

This is a Self-Paced Med Certify Class. Register for any Self-Paced Med Certify Open Lab Class on page 27.

Required Materials: Book ($115)

Prerequisites: Keyboarding, Computer Fundamentals, Medical Terminology, and Anatomy & Physiology

Fee: Self-Paced Open Lab Computer Class ($140) Online ($185)

Medical Coding

Description: In this self-paced instructor assisted course, learn medical coding, CPT, medicine, ICD 10CM, and third-party reimbursement.

This is a Self-Paced Med Certify Class. Register for any Self-Paced Med Certify Open Lab Class on page 27.

Required Materials: Book ($130), ICD-10 Coding Kit ($300)

Prerequisites: Medical Terminology, Anatomy & Physiology, and Pathophysiology.

Fee: Self-Paced Open Lab Computer Class ($140) Online ($185)

Medical Coding – Advanced

Description: In this self-paced instructor assisted course, learn coding for radiology, pathology/lab, anesthesia, and different systems within the human body. This course will help you review basic coding and prepare for the medical coding certification exam.

This is a Self-Paced Med Certify Class. Register for any Self-Paced Med Certify Open Lab Class on page 28.

Required Materials: Book ($108)

Prerequisites: Medical Terminology, Anatomy & Physiology, Pathophysiology, and Medical Coding.

Fee: Self-Paced Open Lab Computer Class ($140) Online ($185)

Medical Billing and Reimbursement

Description: In this self-paced instructor assisted course, learn to file paperwork with insurance companies, while maintaining documentation and medical records. Level 2 will cover billing and Medicaid, Medicare, TRICARE, CHAMPVA and Worker's Comp.

This is a Self-Paced Med Certify Class. Register for any Self-Paced Med Certify Open Lab Class on page 27.

Required Materials: Book ($231)

Prerequisites: Medical Terminology, Anatomy & Physiology, Pathophysiology, Medical Coding, and Medical Coding- Advanced.

Fee: Self-Paced Open Lab Computer Class ($140) Online ($185)

Medical Transcription – Essentials

Description: In this self-paced instructor assisted course, learn advanced word processing techniques while practicing exercises for different types of medical practices including: cardiology, trauma, gastroenterology, internal medicine, medical imagaging and more.

This is a Self-Paced Med Certify Class. Register for any Self-Paced Med Certify Open Lab Class on page 27.

Required Materials: Book ($90) Transcription pedal if student is taking class online.

Prerequisites: Keyboarding, Computer Fundamentals, Medical Terminology, Anatomy & Physiology, and Pathophysiology.

Fee: Self-Paced Open Lab Computer Class ($140) Online ($185)

Medical Transcription – Advanced

Description: In this self-paced instructor assisted course, learn advanced training in medical transcription and terminology. A complete course of lessons to help students sharpen transcription skills as healthcare documentation specialists in hospitals, medical practices, laboratories, or legal and business environments. Audio transcription exercises offer practice with live dictation. Updates reflect developments in the medical transcription field, including electronic filing, HIPPA standards, evolving best practices, and current forms and examples.

This is a Self-Paced Med Certify Class. Register for any Self-Paced Med Certify Open Lab Class on page 27.

Required Materials: Book ($84)Transcription pedal if student is taking class online.

Prerequisites: Keyboarding, Computer Fundamentals, Medical Terminology, Anatomy & Physiology, Pathophysiology, and Medical Transcription Essentials.

Fee: Self-Paced Open Lab Computer Class ($140) Online ($185)

Basic Peripheral IV Therapy*

Description: This class will consist of both lecture and hands-on clinical work. Topics to include: Psychological preparation of the patient, universal precautions for infection control, and indications and clinical implications for intravenous and blood withdrawal. Students will learn preparation of intravenous equipment, administer IV medication, blood withdrawal from an IV, how to choose the correct vein, and infection control. Each student will complete 5 individually supervised IV's on live human subjects. Students must have had training in Phlebotomy in order to take the class. **3.6 CEU's.**

Dates	Weekday/Time	Instructor	Location	Fee	Course Code
Sept 10 -Dec 5 No Class Nov 26	Tue 5pm - 9pm	Brenda Segna, CMA	Lincoln Center Room B-4	$740	24FCA-028

Prerequisites: Phlebotomy.

CNA*

Description: This Certified Nursing Assistant course presents facts and skills to prepare students to enter the medical profession with a greater understanding of a wide range of physical, psychological, social, and spiritual issues. Students will be required to participate in an additional 35 hours of clinical time. Ask about our CNA Certificate Program!

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 10 - Oct 24	Tue & Thur 5:15pm - 8:30pm	Abby Kennedy, RN	Lincoln Center Room B1	24FCA-029

Required Materials: Students will need to purchase scrubs to wear for clinicals.

Prerequisites: Students will be required to produce a background check which is available at the Police Station 220 N. 27th and take a drug test which can be obtained at Community Solutions 207 N. Broadway Suite #110, 896-4912. Students must have current Tuberculosis, copy of MMR, Varicella, Hepatitis B, and Flu shot to participate in clinical. Bring copies of documents in a sealed envelope to Lincoln Center Room 107. Make sure you have copies to keep.

Fee: $485 (includes book and testing fee) Optional Healthcare Provider CPR* $55. CPR class dates: Oct 2.

Learning Vital Signs

Description: Students will join our Medical Assistant class to learn how to take medical histories, record vital signs, blood pressure, temperature, pulse, respirations and O2. Learn normal ranges and what to look for when a patient is in distress. Students will also prepare for the National Phlebotomy test. Students will attend 4 weeks.

Dates	Weekday/Time	Instructor	Location	Course Code
Classes start the first Tuesday of every month	Tue & Thur 6pm - 9pm	Brenda Segna, CMA	Lincoln Center Room B4	24FCA-030
Classes start the first Tuesday of every month	Tue & Thur 6pm - 9pm	Brenda Segna, CMA	Lincoln Center Room B4	24MFCA-024

Required Materials: None

Fee: $140 (Includes handouts)

Medical Assistant

Description: Our Medical Assistant program provides students with practical hands-on training and education in pharmacology, laboratory procedures, medical law, patient care, and the health sciences, which makes them capable of filling a diverse range of duties in the healthcare industry. This program is in partnership with St. Vincent Healthcare, Billings Clinic, and Riverstone Healthcare. ***Students will be able to take the national exam for Medical Assisting, EKG, Patient Care Technician and Phlebotomy at the end of the program if they choose. This is a 10-month program.*** Mandatory dress code will be discussed first night of class. Call Barb at 281-5003 for more information.

Start Dates	Weekday/Time	Instructor	Location	Course Code
Sept 3	Tue & Thur 5pm - 9pm	Brenda Segna, CMA Desiree Cavan, NP	Lincoln Center Room B4	24FCA-031
Nov 5	Tue & Thur 5pm - 9pm	Brenda Segna, CMA Desiree Cavan, NP	Lincoln Center Room B4	24MFCA-025

Required: Students will need to purchase a stethoscope and navy blue scrubs. Students will participate additional 4- 8 hour Saturdays. Instructor will provide dates.

Prerequisites: MA Application, MMR, Hepatitis B, Flu and Varicella immunizations, current Tuberculosis test (If no prior Tuberculosis test, then 2-step is required). Students will need to get fingerprinted and bring 2 completed forms back to Lincoln Center Room 107. This can be done at Billings Crime Prevention Shop, 2910 3rd Ave. N., 406-247-8590 **or** Call-O-Way, 1140 1st Ave N, Unit 302, 281-3473. Drug Screen. **Students must have completed all the courses listed on the certificate sheet prior to enrolling in the MA class.**

Fee: $3,850 (includes books)
Drug screen test, Fingerprints Students must bring these documents sealed in an envelope to the Lincoln Center Room 107. Optional Healthcare Provider CPR∗ $55 CPR class dates: Oct 2.

Medical Assistant Online

Description: If you are currently working as an MA and want to get your CMA with the NCCA then this class is for you. This class is offered to any MA employee of any clinic. ***This is a 9-month program.*** **Call 281-5003 for more information.**

Start Dates	Weekday/Time	Instructor	Location	Course Code
Sept 3	Tue & Thur 5pm - 9pm	Brenda Segna, CMA Desiree Cavan, NP	Online	24FCA-032
Nov 5	Tue & Thur 5pm - 9pm	Brenda Segna, CMA Desiree Cavan, NP	Online	24MFCA-026

Required: Students will participate additional 4- 8 hour Saturdays. Instructor will provide dates. Students will need to purchase their own stethoscope.

Prerequisites: Student must be currently working as an MA.

Fee: $3,850 (Includes books)

Medical Resume

Description: Healthcare is a broad job market with demands for many levels of various skills. By carefully targeting resumes for specific jobs, you can greatly improve your chances of getting noticed in the medical job market. This class will teach you how to create a resume focused on the healthcare industry. **Students will need to attend 2 classes.**

Dates	Weekday/Time	Instructor	Location	Course Code
Student can start on anyTuesday	Tue 6pm - 8pm	Brenda Segna, CMA	Lincoln Center Room B4	24FCA-033
Student can start on anyTuesday	Tue 6pm - 8pm	Brenda Segna, CMA	Lincoln Center Room B4	24MFCA-027

Required Materials: None

Prerequisites: Keyboarding and Computer Fundamentals

Fee: $30

ECG

Description: This 12-week course will have students learning how to perform diagnostic tests to aid doctors in identifying and treating cardiovascular problems in patients. Common duties would include explaining procedures to patients, monitoring patients' blood pressure and positioning patients. **This is a certificate program. Please call 281-5003 for more information on additional courses.**

Dates	Weekday/Time	Instructor	Location	Course Code
Students may start the first Tues of any month.	Tue & Thur 6pm - 9pm	Brenda Segna	Lincoln Center Room B4	24FCA-034

Required Materials: Completed background check, drug screen and current TB test. Bring documents in sealed envelope to Room 107.

Prerequisites: Keyboarding, Computer Fundamentals

Fee: $750 (Includes books)

Phlebotomy

Description: Learn to draw blood and the proper procedures for obtaining and identifying patient information. You will be given a certificate of completion of all required skills. **Ask about our National Phlebotomy Certificate Program to participate in the Internship program! You must be at least 18 years old to participate in this program.** Call Barb at 281-5003 about participating in the National Certificate Program.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 9 - Oct 28	Mon 5pm - 9pm	Brenda Segna, PBT, ASCP, CMA	Lincoln Center Room B1	24FCA-035

Required Materials: Students will be drawing blood on each other. Must wear hospital professional attire, no open-toed-shoes and no shorts.

Prerequisites: MMR, Varicella, Hepatitis B immunizations and current Tuberculosis test (If no prior Tuberculosis test, then 2-step is required). Students will be required to produce a background check which is available at the Police Station 220 N. 27th. Students need a drug screen which can be obtained at Community Solutions 207 N. Broadway Suite #110, 896-4912. (Students must have an ID and bring list of prescriptions currently taking for the drug test).

Fee: $445 (includes book)
Optional Healthcare Provider CPR* $55 CPR class dates: Oct 2.

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ADULT & COMMUNITY EDUCATION

ADULT BASIC EDUCATION

HiSET Prep • College Prep • Career Prep • ESL

FREE CLASSES!

Billings Adult Education offers **FREE classes** to help adult students (ages 16 or older) prepare for the High School Equivalency Test (HiSET, formerly the GED), college, or a career. We also offer English Language Learning classes, keyboarding, computer application using Microsoft Office, college-level digital literacy, online testing and online applications. Our teachers are experienced and certified, and instruction is *personalized* and *self-paced* in a small, safe and comfortable learning environment.

- ### HiSET Preparation
  Montana uses the HiSET as its High School Equivalency Exam. The HiSET is available to Montana residents who are 16 years old or older, not enrolled in high school, and do not have a high school diploma. The HiSET is composed of five (5) tests in the following subjects, reading, writing, mathematics, social studies and science. The cost to test is $75.00 and includes three (3) chances to pass each of the five (5) tests. We offer the HiSET in both paper-based and computerized formats. Adult Basic Education classes can help you prepare to pass the HiSET!

- ### College Preparation
  Do you need to prepare for the Accuplacer Test?
  Would taking classes for FREE help you get ready for college? We can help!
  Upon applying for college a placement test may be required to evaluate your skill level in reading, writing, and math. The results are used for class placement. If your results are below a certain level a remedial class may be required prior to taking college-level courses. *We offer classes, for FREE, that can help you get ready for those college-level courses.*

- ### Career Preparation
  Adult Education counselors and teachers help you create an individualized pathway plan, using MCIS assessments to identify possible career choices matching your interests, skills and values. We can even get you started on your journey to a certificate program with Community Education.

- ### ESL Preparation
  English as a second language (ESL) classes provide a safe, community oriented approach for students to improve their English language skills. Classes focus on conversation, reading, grammar, listening, and American culture.

Interested? Give us a Call! 406-281-5005

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Adult Drivers Education

Driver Education for Adults

Description: This class is for students over 18 years of age who want help studying for and taking the written portion of the Montana test to obtain a driver's license. It consists of 4 two-hour sessions to prepare for the test which will be given during final session. If the student passes the test, they will receive a Learner's License which allows them to practice driving with any licensed driver over the age of 18. It is not necessary for those over 18 to obtain a Learner's License. They may take the written and driving test at the DMV at the same time in order to get a full privilege license. This course may be taken in conjunction with the Behind the Wheel course but does not have to be.

Dates	Weekday/Time	Instructor	Location	Course Code
Oct 16, 17, 18	Wed, Thur, Fri 4pm - 6pm	Jordan Hasquet	Lincoln Center Room B2	24FCA-036

Required Materials: None

Fee: $75

Driver Education for Adults-Behind the Wheel

Description: This class is for students over 18 years of age who would like behind the wheel driving instruction before taking the driving portion of the Montana test to obtain a driver's license. It will consist of 6 one-hour sessions of instruction in different scenarios including, residential driving, two-lane highway driving, interstate driving and high-traffic area driving. This course may be taken in conjunction with the Learner's License course but does not have to be. **Students must have valid phone number and voice message set-up.**

Dates	Weekday/Time	Instructor	Location	Course Code
Oct 18	Instructor will call and set up drive times	Jordan Hasquet	Lincoln Center Parking Lot	24FCA-037

Required Materials: None

Fee: $310

Basic Dog Training

Basic Obedience 0-6 Months

Description: Basic Obedience will focus on sit, down, stay, loose-leash walking, and come. We will work on all those basic behaviors that every dog needs to know to be a wonderful companion. This class is limited to dogs 6 months and younger. We will also play games such as tic-tac-toe, the campfire ring, and Simon says.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 12 - Oct 31	Thur 4:30pm - 5:30pm	Jessica Workman, ABC Certified Dog Trainer	Lincoln Center Gymnasium	24FCA-038

Required Materials: 6ft leash (no retractable leashes), 4 different treats-Low Value (kibble), Medium Value (hard dog treats), High Value (Soft dog treats), Extreme Value (boiled hot dogs), Flat buckle collar or harness, (nothing else is allowed), Something for a dog to chew on (Bully stick, Stuffed kong, Natural bone), Mat,/Towel/Dog Bed.

Fee: $65

Basic Obedience 6+ Months

Description: Basic Obedience will focus on sit, down, stay, loose-leash walking, and come. We will work on all those basic behaviors that every dog needs to know to be a wonderful companion. This class is limited to dogs 7 months and older. We will also play games such as tic-tac-toe, the campfire ring, and Simon says.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 12 - Oct 31	Thur 6pm - 7pm	Jessica Workman, ABC Certified Dog Trainer	Lincoln Center Gymnasium	24FCA-039

Required Materials: 6ft leash (no retractable leashes), 4 different treats-Low Value (kibble), Medium Value (hard dog treats), High Value (Soft dog treats), Extreme Value (boiled hot dogs), Flat buckle collar or harness, (nothing else is allowed), Something for a dog to chew on (Bully stick, Stuffed kong, Natural bone), Mat,/Towel/Dog Bed.

Fee: $65

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Dog Tricks

Description: If you are tired of doing the same old things with your dog then join us for some new tricks and games you can do with your dogs. We will teach your dogs to shake, roll over, sit pretty, selfie (if you wish), circle, and more!!

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 12 - Oct 31	Thur 3pm - 4pm	Jessica Workman, ABC Certified Dog Trainer	Lincoln Center Gymnasium	24FCA-040

Required Materials: 6ft leash (no retractable leashes), 4 different treats-Low Value (kibble), Medium Value (hard dog treats), High Value (Soft dog treats), Extreme Value (boiled hot dogs), Flat buckle collar or harness, (nothing else is allowed), Something for a dog to chew on (Bully stick, Stuffed kong, Natural bone), Mat,/Towel/Dog Bed.

Fee: $65

Hobby

Cooking for 1 or 2

Description: In this class, participants will learn about the basic nutritional needs of adults and how that knowledge translates into cooking healthy, small-dish meals at home for one or two. All participants will recieve a recipe booklet and will get to observe a cooking demonstration of one of the recipes. Students can choose which date they can attend that works best for their schedule.

Dates	Weekday/Time	Instructor	Location	Course Code
Nov 14	Thur 5:30pm - 7pm	Sara Fluer	Lincoln Center Kitchen	24MFCA-028
Nov 21	Thur 5:30pm - 7pm	Sara Fluer	Lincoln Center Kitchen	2MFCA-028a

Fee: $15

Introduction to Drawing with Basic Objects

Description: In this class we will learn how to draw objects by finding basic shapes. Students will learn about drawing materials and how to use them for rendering. In-class practice exercises will help us explore basic geometric objects on our own, and the class will build up to drawing a still life with these objects using the techniques that we learned.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 10 - Oct 15	Tue 6pm - 8pm	Eileen Laskowski	Lincoln Center Room B5	24FCA-041

Required Materials: Supply list available in Lincoln Room 107.

Fee: $80 (See supply list for additional fees)

Learning to Draw the Human Face

Description: In this class we will explore the measurements of the human face and how to break them down by looking for geometric shapes within the natural forms found in the eyes, nose, lips, and head. If you have never drawn before, it may be helpful to try Drawing with Basic Objects first or in tandem.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 12 - Oct 24 No Class Oct 17	Thur 6pm - 8pm	Eileen Laskowski	Lincoln Center Room 219	24FCA-042

Required Materials: Supply list available in Lincoln Room 107.

Fee: $80 (See supply list for additional fees)

Oil Landscape/Bob Ross Style

Description: A Bob Ross style class and our mission is to make painting fun and rewarding for everyone. Whether you have painted before or you have never touched brush. These classes will show you that all you need only the desire and tools to go home with a frame ready oil painting. Ray has his Bob Ross Landscape I and teacher training certificate.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 12 - Oct 19	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	24FCA-043
Sept 26 - Oct 3	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	24FCA-044
Oct 10 - Oct 17	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	24FCA-045
Oct 24 - Oct 31	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	24FCA-046
Nov 7 - Nov 14	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	24MFCA-029
Dec 5 - Dec 12	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	24MFCA-030

Required Materials: Apron

Fee: $100

Organizing 101

Description: Is your New Year resolution to be more organized? Are you overwhelmed? Don't know where to start? This is the class for you! The course will provide you with the basics from getting started in any space, managing paper, digital clutter, memorabilia, time management, and more. The instructor is a Certified Professional Organizer trained and mentored by Dorothy ("Dorothy the Organizer") Breininger and worked as part of her team on multiple episodes of *Hoarders*. A member of the National Association of Productivity and Organization (NAPO). Featured in the January/February 2022 issue of *Yellowstone Valley Woman*.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 18 - Oct 23	Wed 6:30pm - 8:00pm	Sarah Kary	Lincoln Center Room B3	24FCA-047

Required: None

Fee: $60

Stained Glass

Description: Come and learn how to make beautiful artwork to showcase in your window or make a family heirloom! You will learn types of glass cutting, breaking, grinding, copper foiling, soldering, framing and cleaning glass. The instructor has patterns from which you may choose. You will complete at least one project.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 11 - Oct 30	Wed 6pm - 9pm	Akalia Woods	Lincoln Center Room B5	24FCA-048

Required Materials: Patterns and tools will be provided. Estimated cost for supplies- $125 - $150. Students will need to purchase glass, foil, solder, flux, safety glasses and markers after the first class. Please wear long pants and closed toed-shoes.

Fee: $160

Stained Glass- Flat Panel Lamp Making

Description: Learn the basics of constructing a 6-sided flat panel stained glass table lamp. This is an intermediate course and some experience with stained glass is required. Students will be responsible to purchase and bring their own materials, including a lamp base and cap for their finished project. This is a great way to start learning how to make dimensional projects.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 12 - Oct 31	Thur 6pm - 9pm	Akalia Woods	Lincoln Center Room B5	24FCA-049

Required Materials: Patterns and tools will be provided. Students will need to purchase glass, foil, solder, flux, safety glasses and markers after the first class. Please wear long pants and closed toed-shoes. Students will be responsible to purchase and bring their own materials, including a lamp base and cap for their finished project.

Fee: $160

Stained Glass Christmas Ornaments

Description: Come and make a trio of Christmas ornaments in stained glass! This class will focus on finishing techniques like lead edging, wire accents, and decorative soldering. Some stained glass experience is required. Materials will be purchased by the student; tools will be provided.

Dates	Weekday/Time	Instructor	Location	Course Code
Nov 13 - Dec 11 No Class Nov 27	Wed 6pm - 9pm	Akalia Woods	Lincoln Center Room B5	24MFCA-031

Required Materials: Patterns and tools will be provided. Students will choose from the pattern options in advance and bring the appropriate glass for their projects to the first night of class. Students will need to purchase foil, solder, flux, and lead came after the first class.

Fee: $90

Whimsical Watercolor

Description: Let's explore the magic that happens when water and pigment are introduced to each other. This class is intended to be loosely structured providing a canvas for intuitual and gestural brush strokes. We will explore how to bring and share joy one brush stroke at at time.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 10 - Sept 17	Tue 9am -11am	Kristen Jinqupi	Lincoln Center Room B5	24FCA-050
Oct 9 - Oct 16	Wed 9am -11am	Kristen Jinqupi	Lincoln Center Room B5	24FCA-051
Dec 3 - Dec 10	Thur 1am - 3pm	Kristen Jinqupi	Lincoln Center Room B5	24MFCA-032

Required Materials: Supply list available in Lincoln Center Room 107.

Fee: $30

Fitness & Health

Exploring Mindfulness - Strengthening Resilience*

Description: This 6-week introductory workshop creates an opportunity to deepen an understanding of mindfulness and to learn several foundational practices to strengthen this natural ability. We will explore our resources to "turn off autopilot" and to sharpen our focus on what's actually present. Other researched benefits to a mindfulness practice include an improved sense of well-being and an enhanced ability to manage stress. Janet has been teaching mindfulness since 2015 and is a certified Mindfulness-Based Stress Reduction teacher through Brown University School of Public Health.

Dates	Weekday/Time	Instructor	Location	Course Code
Oct 30 - Dec 18 No Class Nov 13, 27	Wed 6pm - 7:30pm	Janet Dietrich	Lincoln Center Board Room	24MFCA-033

Required Materials: None

Fee: $95
9 CE hours qualify for LCSW, LCPC, LMFT, and LAC.
9 OPI credits approved for educators.

Optimize Your Brain Health to Prevent Cognitive Decline

Description: This 8-week course will focus on the Bredesen 7, a method that promotes the brain's ability to heal and grow. Each week we will cover a brain-health habit used to prevent and reverse cognitive decline. There will be time for group discussion and goal-setting to inspire participants to implement the course content.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 11 - Oct 30	Wed 5:30pm -7pm	Eileen Rodriguez Master Certified Health Coach	Lincoln Center Room 111	24FCA-052

Required: The End of Alzheimer's Program (Optional) Publisher Avery, Reprint edition (September 6, 2022)

Fee: $85

Clogging for Kids ages 6-8

Description: Calling all feet stompers (ages 6-8)! Stomp your feet to the beat and learn fun clogging routines with weekly themes. Build your skills from shuffles to stamps, all while preparing a crowd-pleasing performance for the fall recital! The recital willbe held during the last week of class for all three clogging classes.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 11 - Nov 13 No Class Oct 16	Wed 5:15pm - 6pm	Mackenzie Buscher	Lincoln Center Gymnasium	24FCA-053

Required Materials: Exercise clothing, tennis shoes. No Black Soles on shoes. Instructor will discuss the clogging shoes.

Fee: $65

Introduction to Clogging for Teens and Adults

Description: Get ready to stomp, shuffle, and groove with the ultimate clogging experience for all ages 8 through adults. Join our vibrant dance family and unleash your inner rhythm in a fun-filled environment. The classes blend traditional footwork with modern beats, creating a sensational fusion of movement and music. Don't miss out on this exciting experience and adventure with the Jovial Stompers. We encourage family particiation. There will be a recital for the classes.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 11 - Nov 13 No Class Oct 16	Wed 5:15pm - 6:00pm	April Buscher	Lincoln Center Auditorium	24FCA-054

Required Materials: Exercise clothing, tennis shoes. No Black Soles on shoes. Instructor will discuss the clogging shoes.

Fee: $65

Clogging Adults

Description: Get ready to stomp, shuffle, and groove with the ultimate clogging experience for all ages 8 through adults. Join our vibrant dance family and unleash your inner rhythm in a fun-filled environment. The classes blend traditional footwork with modern beats, creating a sensational fusion of movement and music. Don't miss out on this exciting experience and adventure with the Jovial Stompers. We encourage family particiation. There will be a recital for the classes.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 11 - Nov 13 No Class Oct 16	Wed 6pm - 7pm	April Buscher	Lincoln Center Auditorium	24FCA-055

Required Materials: Exercise clothing, tennis shoes. No Black Soles on shoes. Instructor will discuss the clogging shoes.

Fee: $65

Cowboy Jitterbug

Description: This is fun energetic beginner's swing class introducing the basic moves of "Cowboy Style" jitterbug. The instruction is easy and clear as we move from the basic step into turns, overhead challenges, back changes, and of course the "Pretzel". We review previous information quickly each week and then add the new moves. Singles and couples are encouraged and welcome to join this popular and fast-paced series.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 13 - Oct 11	Fri 6pm - 7pm	Steve Gillis	Lincoln Center Gymnasium	24FCA-056

Required Materials: No street shoes with slick soles. Clean boots and dance shoes are OK.

Fee: $65

Western Two-Step for Beginners

Description: 60% to 70% of music on the western dance floor today is Two Step. Ths class addresses the main combinations a beginner can feel comfortable with as they cruise the dance scene. We review the material each week to build confidence and then add new "stuff". Singles and couples welcome...so come join the fun!

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 13 - Oct 11	Fri 7:15pm - 8:15pm	Steve Gillis	Lincoln Center Gymnasium	24FCA-057

Required Materials: No street shoes with slick soles. Clean boots and dance shoes are OK.

Fee: $65

50's Jitterbug Swing & Lindy Hop

Description: 50's Jitterbug (a.k.a. single time traditional swing) is a great place for new dancers to start their dance education. Timing, couples's positions, and steps are all made easy and clear for newcomers to master and enjoy this dance. We review previous information and then add new material each week. Singles and couples are welcome.

Dates	Weekday/Time	Instructor	Location	Course Code
Oct 25 - Nov 22	Fri 7:15pm - 8:15pm	Steve Gillis	Lincoln Center Gymnasium	24FCA-058

Required Materials: No street shoes with slick soles. Clean boots and dance shoes are OK.

Fee: $65

Line Dancing for Seniors and Beginners

Description: If you have ever wanted learn Line Dancing, then this is *your* class. The steps in these dances are easy and cover some of the earliest dances in line dancing. The steps will get a little more progressive asthe class continues but, there are written handouts for each dance. An opportunity for more advanced options to follow later and no partner is necessary for the line dance class.

Dates	Weekday/Time	Instructor	Location	Course Code
Oct 25 - Nov 22	Fri 6pm - 7pm	Steve Gillis	Lincoln Center Gymnasium	24FCA-059

Required Materials: No street shoes with slick soles. Clean boots and dance shoes are OK.

Fee: $65

Golf

| Description: | A series of five (5) lessons covering all aspects of the game of golf, ranging from grip, set-up, full swing, chipping, putting and proper golf etiquette. All equipment provided by club. Classes held at Lake Hills Golf Course,1930 Club House Way. |

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 10 - Oct 8 Beginner	Tue 5:45pm - 6:45pm	Renzie Lee Golf Pro	Lake Hills Golf Course 1930 Club House Way	24FCA-060
Sept 12 - Oct 10 Intermediate	Thur 5:45pm - 6:45pm	Renzie Lee Golf Pro	Lake Hills Golf Course 1930 Club House Way	24FCA-061

Required Materials: Comfortable clothing. Equipment provided.

Fee: Beginning $70/ Intermediate is $80

Volleyball: 7th – 8th Grade

| Description: | This is an intensive middle school volleyball class that prepares players for higher level competition. This class is offered for players who are willing to work hard and drill while learning serving, setting, and spiking. Time will be available for scrimmages and various formations of play. Beginning high school players accepted too. Please call the instructor with questions at 245-2910. |

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 9 - Oct 28	Mon 7:15pm - 8:45pm	Wai Man Woo	Lincoln Center Gymnasium	24FCA-062

Required Materials: Non-marking court shoes, sweats or shorts, and T-shirt. No jewelry.

Fee: $60

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Gentle Yoga

Description: A 60 minute Gentle Yoga and Meditation class. This class is designed for all ages and all levels. This class is great for beginners and for folks who just need to slow down. A few mats are available at the studio for use.

Dates	Weekday/Time	Instructor	Location	Fee	Course Code
Sept 14 - Dec 2	Sat 11am - 12pm	Erin Anderson	Limber Tree Yoga Studio 27 Shiloh Rd Ste 7	$80	24FCA-063
Nov 16 - Dec 14	Sat 11am - 12pm	Erin Anderson	Limber Tree Yoga Studio 27 Shiloh Rd Ste 7	$50	24MFCA-034

Required Materials: Arrive 15 minutes before class. You are welcome to bring your own yoga props and mat but we will also have some you may use.
Any missed sessions can be made up on a weekly yoga class at Limber Tree.

Zumba

Description: Zumba is a high-energy class set to upbeat Latin and International music. You don't need to be a great dancer to feel welcome in a Zumba class. With the tag line, "Ditch the Workout, Join the Party," the classes emphasize moving to the music and having a good time, no rhythm required.

Dates	Weekday/Time	Instructor	Location	Fee	Course Code
Sept 10 - Nov 5	Tue 5:30pm - 6:30pm	Denise Larson	Lincoln Center Gymnasium	$45	24FCA-064
Sept 9 - Nov 4	Mon 4pm - 5pm	Desarae Detling	Bench Elementary Gymnasium	$45	24FCA-065
Nov 12 - Dec 17	Tue 5:30pm - 6:30pm	Denise Larson	Lincoln Center Gymnasium	$30	24MFCA-035
Nov 11 - Dec 16 No Class Nov 25	Mon 4pm - 5pm	Desarae Detling	Bench Elementary Gymnasium	$30	24MFCA-036

Required Materials: Bring water bottle.

Languages

Advanced Beginner French

Description: Students need to have previous French experience ie. familiar with present tense regular and irregular verbs,adjectives (including possessive adjectives), basic vocabulary such as home, school, food, store and city, know definite and indefinite articles, basic prepositions, months, days, years, telling time and numbers. This is a perfect class for those wishing to review high school or college French. Speaking exercises based on above knowledge are used in class.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 9 - Dec 16 No Class Sept 30, Oct 7,14	Mon 6pm - 8pm	Sidona Wagstaff	Lincoln Center Room 111	24FCA-066

Required Materials: If student hasn't had the Beginner French at Community Education then student must purchase French book. $30.

Fee: $165

Introduction to Sign Language*

Description: Introduction of Sign Language will review the basics of hand signs, facial expression, fingerspelling, common basic signs for communication, and understanding of the hard of hearing/deaf culture.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 9 - Oct 14	Mon 5:15pm - 6:00pm	April Buscher	Lincoln Center Room B3	24FCA-067

Required Materials: Online Class Material Handout. Students will need a phone to access the class practice videos.

Fee: $60

Sign Language I & II

Description:	This is a continuation class of vocabulary development and effective communication using ASL and SEE. Signers will use different interactive activities to exercise and improve signing communication.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 9 - Oct 14	Mon 6:00pm - 7:30pm	April Buscher	Lincoln Center Room B3	24FCA-068

Required Materials:	Online Class Material Handout. Students will need a phone to access the class practice videos.
Prerequisites:	Students must know basics or completed at least 24 hour credit of Sign Language class.
Fee:	$110

Spanish for Beginners I

Description:	This course introduces students to the basic fundamentals of the Spanish language. The course stresses simple conversations and vocabulary for everyday use.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 10 - Oct 29	Tue 5:30pm - 7:30pm	Lorena Dicken	Lincoln Center Room B3	24FCA-069
Nov 5 - Dec 10	Tue 5:30pm - 7:30pm	Lorena Dicken	Lincoln Center Room B3	24MFCA-037

Required Materials:	None
Fee:	Fall $130/Mid-Fall $70

Music

Acoustic Guitar for Beginner

Description: Basic Guitar Concepts: learn parts of the guitar, how to pick and strum, learn basic chords and scales, and learn how to play simple songs.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 12 - Oct 31	Thur 5pm - 6pm	Tim Castro	Lincoln Center Music Room	24FCA-070
Nov 14 - Dec 12 No Class Nov 28	Thur 5pm - 6pm	Tim Castro	Lincoln Center Music Room	24MFCA-038

Required Materials: Acoustic guitar, ($20 book, check payable to instructor).

Fee: Fall $60/Mid-Fall $30

Acoustic Guitar for Intermediate

Description: Students will learn major, 7th, and minor chords, memorize all the note names within 1st three frets, how to read basic music and scales and they will learn guitar tab and songs.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 12 - Oct 31	Thur 6pm - 7pm	Tim Castro	Lincoln Center Music Room	24FCA-071
Nov 14 - Dec 12 No Class Nov 28	Thur 6pm - 7pm	Tim Castro	Lincoln Center Music Room	24MFCA-039

Required Materials: Acoustic guitar, ($20 book, check payable to instructor).

Prerequisites: Must know how to use basic chords and strumming.

Fee: Fall $60/Mid-Fall $30

Blues Guitar for Intermediate Players

Description: Learn standard blues chord progressions and scales, lead fills, turnarounds, intros and endings, hammerons, pull offs, vibrato, slides and bends.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 13 - Nov 1	Fri 5pm - 6pm	Tim Castro	Lincoln Center Music Room	24FCA-072
Nov 15 - Dec 13 No Class Nov 29	Fri 5pm - 6pm	Tim Castro	Lincoln Center Music Room	24MFCA-040

Required Materials: Acoustic Guitar. ($20 book, check payable to instructor).

Prerequisites: Good to have some guitar experience but not required.

Fee: Fall $60/Mid-Fall $30

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Dots, Lines and Squiggles

Description: Learn how to read music 101: a skill that enables you to follow music - both vocal and instrumental. Learn how music 'works': notes, rhythm, rests, scales, chords, harmony and much, much more!

Dates	Weekday/Time	Instructor	Location	Course Code
Oct 17 - Nov 21	Thur 5:30pm - 6:30pm	Dulais Rhys	Lincoln Center Room 404	24FCA-073

Required Materials: None

Fee: $45

Instant Piano for Hopelessly Busy People

Description: In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do-using chords. The chord method is LOTS of fun and dramatically easier to learn than reading notes. Fee includes the online book, online follow up lessons, a recording of the class and also an optional periodic question and answer session. Class is held online using Zoom and partly hands on instruction and partly lecture demonstration. Ages 13+

Dates	Weekday/Time	Instructor	Location	Course Code
Nov 4	Mon 6:30pm - 9:30pm	Craig Coffman	Online	24FCA-074

Required Materials: Piano

Fee: $59

Photography

Introduction to Adobe Lightroom and Photoshop*

Description: This is an entry level class to learn the basics of Lightroom and Photoshop. Learn how to organize your photos, make adjustments to improve your digital images and export them for print, email or the web in Lightroom. Learn the basic editing tools in Photoshop such as how to remove unwanted items or add items to your images, work in layers and seamlessly work between the two programs. Basic computer skills **are required** and will not be taught in this class. All students will be working on the computers that will be provided for you with the software. For the first night of class: **If you don't have an ID, please go to https://account.adobe. com and create one before class. Remember to bring this to class.**

Dates	Weekday/Time	Instructor	Location	Course Code
Nov 12 - Dec 11 No class week of Nov 26, 27	Tue & Wed 6pm - 8pm	Ross Magnuson Treasure State Photography	Lincoln Center Room 116	24MFCA-041

Required Materials: If you have an Adobe ID, please bring your ID and password. **If you don't have an ID, please go to https://account.adobe.com and create one before class.**

Prerequisites: Intermediate computer skills and an understanding of your computer and operating system are required. We will all be using the same software and same PC computers in class. Basic computer knowledge.

Fee: $150

Single-Lens Reflex (SLR) Digital Photography*

Description: This course is designed to teach you how to use your digital SLR (single-lens reflex) or mirrorless camera and become competent and efficient with it. You will learn about general photography equipment, your camera's features, different shooting modes as well as many settings that will improve your photography and get the results you want. Other topics that will be covered are the basics of photography, flash photography as well as techniques to improve landscape and portrait photographs.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 10 - Nov 5 No Class Oct 15	Tue 6pm - 8pm	Ross Magnuson Treasure State Photography	Lincoln Center Room 116	24FCA-075

Required Materials: SLR Digital camera, charged batteries, camera manual and your lens(es).

Fee: $140

Woodworking and Welding

Introduction to Woodworking

Description: Students will learn about basic tools in a shop and get hands-on experience using them. By the end of the class students will complete an end table where they will make cross-cuts, rip cuts, glue boards, plane boards and use pocket hole jigs.

Dates	Weekday/Time	Instructor	Location	Course Code
Oct 1 - Oct 22	Tue 6pm - 8pm	Dusty Reno	Senior High Industrial Arts Dept	24FCA-076

Required Materials: Students will need to wear closed-toed shoes and should not wear baggy clothing. Bring a mask (optional) for saw dust. If you want a special stain color you may bring it as the instructor will have basic dark and light wood stain colors. The instructor will provide a handle. If you prefer, you can bring your own handle.

Fee: $75

Welding 101*

Description: This class will teach students Basic Mig and Arc welding, safety, machine set-up, proper voltage and wire speed selection, and proper Instruction of basic weld types and joints.

Dates	Weekday/Time	Instructor	Location	Course Code
Sept 10 - Oct 10	Tue & Thur 6pm - 9pm	MilesTorno	Career Center Shop 3723 Central Ave.	24FCA-077
Oct 22 - Nov 21	Tue & Thur 6pm - 9pm	MilesTorno	Career Center Shop 3723 Central Ave.	24MFCA-042

Required Materials: Bring welding gloves, earplugs and safety glasses.

Fee: $260 Fee includes welding materials.

Fast Facts: Policies and Information

Age Appropriations: Community Education classes are for students 18 years and older unless otherwise specified. In some instances, exceptions may be approved. Parents are not allowed to bring their children to class or leave them in the student lounge.

Accessibility: We are committed to non-discrimination in our programs, services, and activities. Adult and Community Education will make every attempt to provide reasonable accommodations. Accommodation requests must be made weeks prior to class.

Computer and Network Policy: Students using computers and the Internet are expected to adhere to classroom and technology use standards.

Complaint Policy: Any complaint regarding District non-compliance with state or federally-funded program regulations or possible discrimination should be reported to the Community Education Coordinator. Although we strive for accuracy, our class dates, locations, and times are subject to change.

Payment options: All major credit cards are accepted and checks are to be made out to Community Education. Payment is due at the time of registration. Students *age 60* and over will receive a 10% discount. **First time students must call in to register to receive discount**. The birth date/year must be provided when you register to be eligible. Discount must be claimed at time of registration. *Fee listed is per session.*

Registration Confirmation: Online registrations are confirmed immediately. Other registration methods are not confirmed unless requested. Please plan to attend your first choice class unless notified otherwise by ACE staff.

Refund Policy: Billings Community Education strives to provide affordable and flexible training for all ages in the community. We are able to offer classes once we have met the minimum registrations to cover our financial obligations. A student will receive a full refund if he or she cancels their enrollment **three (3) business days** before the class start date. A 5% processing fee will be charged if the student cancels out of the class less than 3 business working days prior to start of class. No refund will be given if student cancels their enrollment on or after the class start date.

Smoking Policy: All school campuses have been declared to be tobacco free. Community Education students, faculty and visitors must leave school property to use tobacco. This includes vaping.

Textbooks: If your class requires a textbook, payment is required when you register. The textbook will be delivered to you in the classroom the first class. If you register late, your textbook is not guaranteed the first day of class. Online students will need to pick up their books in the Lincoln Center Room 107.