BILLINGS ACEd
ADULT & COMMUNITY EDUCATION

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 64 for more information

Registration begins Monday, December 16 at 7:30 a.m.

Community Education Class Session Schedule		
Session Dates	**Class Start Date**	**Class End Date**
Winter	**January 6**	**February 28**
Spring	**March 10**	**May 9**
Summer	**June 2**	**August 15**
No Class March 4-7, April 18, May 2, 26, July 4		

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

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BILLINGS **AC**Ed
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	IV Therapy
Administrative Procedures	Microsoft Programs
Business Calculations/Ten-Key	Mindfulness Programs
Business Communications	Report Writing
Business Etiquette	Self-Exploration for Personal Growth
Computer Fundamentals Windows 11	Digital Photography With Single Lens Reflex (SLR)
Business Office Essentials	and Mirrorless Cameras
CPR	Spanish I and II
Certified Nurse Assistant	Sign Language
Consumer Relations Workshop	Welding 101

Certificate & Prep Programs

www.getstartedbillings.org

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.

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
May 6, 13	Tue 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-001
Aug 5	Tue 11am - 3pm	Cathy Manhart	Lincoln Center Room 110	25SUCA-001

Required Materials: None

Fee: $50 Also available online.

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
Jan 6 - Feb 28	Independent Study	Cathy Manhart	25WCA-001
Mar 10 - May 2	Independent Study	Cathy Manhart	25SPCA-002
Jun 2 - Jul 25	Independent Study	Cathy Manhart	25SUCA-002

Required: Email address

Fee: $185

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
Jan 7 - Feb 25	Tue 6pm - 8pm	Cathy Manhart	Lincoln Center Room 111	25WCA-002
Jun 3 - Jun 26	Tue & Thur 11am - 1pm	Cathy Manhart	Lincoln Center Room 111	25SUCA-003

Required: None

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

Fee: $150

Business Communications II*

Description: This course is a continuation from Business Communications I and combines problem-solving and writing strategies acquired in Level I, making it easy to learn the process of planning and writing high quality business messages that address specific solutions to various situations. This course will focus on the effective writing of good news, bad news, persuasive messages, goodwill messages, and employment communications. Please bring the handout used in Business Communications I.

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 11 - Apr 29	Tue 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-003
Jul 8 - Jul 31	Tue & Thur 11am - 1pm	Cathy Manhart	Lincoln Center Room 110	25SUCA-004

Prerequisites: Business Communication I, Microsoft Word or equivalent.

Fee: $140 (Student will use handout from Communications I class)

Creative Communication

Description: It isn't just talking that gets you noticed. Timing is everything. It is how you say something and when to say it. Are you shy? That's O.K. -Shyness can help you achieve the right cadence to your voice. During this class, we'll learn the right way to speak to get your point across to your audience, and we'll have fun. Speaking is a part of life and we'll engage in fun, interesting activities. And, yes, you will be giving speeches in class. You'll walk away with renewed confidence and a flair for life. Everyone can speak with the right words to your advantage.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 7 - Jan 28	Tue 1pm - 3pm	Julie Seiffert	Lincoln Center Room 111	25WCA-003
Mar 11 - Apr 1	Tue 1pm - 3pm	Julie Seiffert	Lincoln Center Room 111	25SPCA-004

Required: Notebook, pen

Fee: $70

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
Jan 6 - Feb 28	Online	Cathy Manhart	25WCA-004
Mar 10 - May 2	Online	Cathy Manhart	25SPCA-005
Jun 2 - Jul 25	Online	Cathy Manhart	25SUCA-005

Prerequisites: Computer knowledge. Must have 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
Jan 6 - Feb 28	Online	Cathy Manhart	25WCA-005
Mar 10 - May 2	Online	Cathy Manhart	25SPCA-006
Jun 2 - Jul 25	Online	Cathy Manhart	25SUCA-006

Required: Email address

Fee: $185

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.

Dates	Weekday/Time	Instructor	Course Code
Jan 6 - Feb 28	Independent Study	Cathy Manhart	25WCA-006
Mar 10 - May 2	Independent Study	Cathy Manhart	25SPCA-007
Jun 2 - Jul 25	Independent Study	Cathy Manhart	25SUCA-007

Required: Email address

Fee: $185

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Personal Finance - Independent Study

Description: Personal finance is living within one's means while incorporating personal values and priorities. Through Independent Study, this course covers essential topics necessary to help you move toward financial freedom. Topics include banking, credit, budgeting, investing, insurance, consumer skills, and more to help you handle and manage your financial responsibilities. The instructor will email the students and arrange a time to meet the first week.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 6 - Feb 28	Independent Study	Cathy Manhart	Lincoln Center Room 110	25WCA-007
Mar 10 - May 2	Independent Study	Cathy Manhart	Lincoln Center Room 110	25SPCA-008
Jun 2 - Jul 25	Independent Study	Cathy Manhart	Lincoln Center Room 110	25SUCA-008

Required: 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
Jun 5 - Jul 31 No Class Jul 3	Thur 1pm - 3pm	Cathy Manhart	Lincoln Center Room 110	25SUCA-009

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
Jun 3 - Jun 24	Tue 5pm - 7pm	April Buscher	Lincoln Center Room B2	25SUCA-010

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	Time	Instructor	Location	Course Code
Jan 14	11am - 12pm	Nickie Welsh	Online	25WCA-008
Mar 20	11am - 12pm	Nickie Welsh	Online	25SPCA-009
May 15	11am - 12pm	Nickie Welsh	Online	25SPCA-010
Jul 14	11am - 12pm	Nickie Welsh	Online	25SUCA-011

Required Materials: Computer and Internet. Instructor will send you the Zoom link. Class is mountain time.

Fee: $35

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Career Development

Description: Welcome to your new career! It's not just a job-think of it as a new way of life-a new beginning. How do you get there? One step at a time while engaging in a fun, informative, active class. Learn the steps to achieve your role in life. We'll learn how to shake hands (yes, that's right, there is a correct way). Dress correctly for your interview, smile, and stand straight. Interview with confidence. Once the interview is completed, walk away knowing you are the best candidate for the position. At the end of this class, you will have a beautiful resume. One that captures the essence of who you are and what you can do for your employer.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 16	Thur 1pm -3pm	Julie Seiffert	Lincoln Center Room B2	25WCA-009
Mar 20	Thur 1pm -3pm	Julie Seiffert	Lincoln Center Room B2	25SPCA-011

Required Materials: None

Fee: $25

Cell Phones & Parenting: Balancing Connectivity and Safety

Description: This engaging session will help you navigate the challenges of your child's digital world and provide helpful tools for your parenting toolbox. Learn practical strategies for social media/friendships, setting boundaries, ensuring online safety, and fostering healthy screen habits. Empower yourself with the tools to help raise a teen with a smart technology foundation they will use into Adulthood.

Dates	Time	Instructor	Location	Course Code
Feb 4	11am - 12pm	Nickie Welsh	Online	25WCA-010
Jun 16	11am - 12pm	Nickie Welsh	Online	25SUCA-012
Aug 19	11am - 12pm	Nickie Welsh	Online	25SUCA-013

Required Materials: Computer and Internet. Instructor will send you the Zoom link. Class is mountain time.

Fee: $35

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
May 20	Tue 5pm - 8pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-012
Aug 7	Thur 1pm - 4pm	Cathy Manhart	Lincoln Center Room 110	25SUCA-014

Required Materials: None

Fee: $45 Also available online.

Navigate with Uber: Achieve Transportation Freedom

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. 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
Jan 30	11am - 12pm	Nickie Welsh	Online	25WCA-011
June 12	11am - 12pm	Nickie Welsh	Online	25SUCA-015
Aug 21	11am - 12pm	Nickie Welsh	Online	25SUCA-016

Required Materials: Computer and Internet. Instructor will send you the Zoom link. Class is mountain time.

Fee: $35

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One-Hour Instagram Mastery: Grow Your Business Today

Description: Curious about how Instgram can drive significant growth for yur customer base and sales? This engaging beginner-level class has the answers you need to grow your busienss with Instagram. Discover the key steps to boost your company's bottom line. Plus, learn to create irresistible content and have gun along the way! Join us to unlock the potential of Instgream for your business.

Dates	Time	Instructor	Location	Course Code
Jan 21	11am - 12pm	Nickie Welsh	Online	25WCA-012
May 22	11am - 12pm	Nickie Welsh	Online	25SPCA-013

Required Materials: Computer and Internet. Instructor will send you the Zoom link. Class is mountain time.

Fee: $35

Parents with Littles - Your Technology Safety Toolbox

Description: Navigating the digital world can be challenging for parents with young children ages 0-5. This practical training class is designed to equip busy parents with essential tools and knowledge to keep their little ones safe in an increasingly connected world. You'll gain practical tips and strategies for managing technology use, protecting privacy, and fostering a safe digital environment for young children. Join us to build your family tech safety toolbox and create a secure digital environment for your little ones!

Dates	Time	Instructor	Location	Course Code
Jan 23	11am - 12pm	Nickie Welsh	Online	25WCA-013
Mar 13	11am - 12pm	Nickie Welsh	Online	25SPCA-014
May 27	11am - 12pm	Nickie Welsh	Online	25SPCA-015
Jul 24	11am - 12pm	Nickie Welsh	Online	25SUCA-017

Required Materials: Computer and Internet. Instructor will send you the Zoom link. Class is mountain time.

Fee: $35

Power Up with Google Suites: Essential Tools for Everyday Tasks

Description: Unlock the full potential of Google Suites with our dynamic training session. This course is designed to help you master the essential tools within Google Suites, empowering you to handle everday task more efficiently. Enhance your digital skills all while making a postive impact in your daily life.

Dates	Time	Instructor	Location	Course Code
Jan 9	11am - 12pm	Nickie Welsh	Online	25WCA-014
May 8	11am - 12pm	Nickie Welsh	Online	25SPCA-016
Aug 14	11am - 12pm	Nickie Welsh	Online	25SUCA-018

Required Materials: Computer and Internet. Instructor will send you the Zoom link. Class is mountain time.

Fee: $35

Practical ChatGPT Training for Everyone

Description: Have you been curious about what ChatGPT is exactly and how it can be used? Join our fun and engaging class to learn everything you need to know about ChatGPT powered by Artificial Intelligence. Understand how it works and why it's taking the world by storm. You'll explore practical everyday uses for ChatGPT in both the workforce and at home, ensuring you stay in the loop when ChatGPT is mentioned in conversations and on the news. Don't get left behind in today's tech-savvy world-attend this esential training today!

Dates	Time	Instructor	Location	Course Code
Jan 28	11am - 12pm	Nickie Welsh	Online	25WCA-015
Jun 10	11am - 12pm	Nickie Welsh	Online	25SUCA-019
Aug 5	11am - 12pm	Nickie Welsh	Online	25SUCA-020

Required Materials: Computer and Internet. Instructor will send you the Zoom link. Class is mountain time.

Fee: $35

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
March 25, 26	Tue & Wed 5pm - 7pm	Jesse Sauskojus	Lincoln Center Room 102	25SPCA-017

Required Materials: None

Fee: $45

Social Media Marketing

Description: Learn how to use social media to market in 2025. We will explore topics like how to show the value of social media and build trust with your consumers. We hope that when we are done, you will feel inspired by a better understanding of how your social platforms can play a key role in your most complex business opportunities. Our main focus will be on Facebook and we will learn how to integrate AI into your FB marketing.

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 15	Sat 9am - 1pm	Brenda Segna	Lincoln Room 116	25SPCA-018

Prerequisites: Must have Facebook account set up to access from the class.

Required Materials: Notebook and pen. Handouts will be provided.

Fee: $40

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
Jan 7 - Feb 25	Tue 5:15pm - 7:15pm	April Buscher	Lincoln Center Room B2	25WCA-016
Jun 11 - Jul 30	Wed 5:15pm - 7:15pm	April Buscher	Lincoln Center Room 116	25SUCA-021

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

Fee: $165

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
Mar 13 - May 15	Thur 5:15pm - 7:15pm	Matt Firestone	Lincoln Center Room 116	25SPCA-019

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

Fee: $185

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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 WordPress adminstrator control panel. In this comprehensive course, you'll start with the fundamentals of WordPress, 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
Mar 11 - Apr 15	Tue 5:15pm - 7:15pm	April Buscher	Lincoln Center Room B2	25SPCA-020

Required Materials: Computer and internet access at home.

Prerequisites: Keyboarding, Computer Fundamentals or equivalent.

Fee: $150

Business Online for Beginners-WordPress

Description: This course offers a beginner's guide and understanding of the WordPress website development and maintenance processes, social media platform marketing, reputation management and search engine optimization. This course aims to develop the small business owner's ability to improve their online presence and create a level playing field for their business in today's digital marketing world. By the end of the course, students will be able to 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. Ask about the certificate program!

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 8 - Feb 5	Wed 5pm - 9pm	Brenda Segna	Lincoln Room B-4	25WCA-017

Prerequisites: Keyboarding, Computer Fundamentals and Excel or equivalent.

Required Materials: Bring a credit card if you don't have a URL and hosting.

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
Jan 8 - Feb 26	Wed 11am - 1pm	Cathy Manhart	Lincoln Center Room 111	25WCA-018
Jan 9 - Feb 27	Thur 6pm - 8pm	Cathy Manhart	Lincoln Center Room 111	25WCA-019
Mar 12 - Apr 30	Wed 11am - 1pm	Cathy Manhart	Lincoln Center Room 111	25SPCA-021
Mar 13 - May 1	Thur 6pm - 8pm	Cathy Manhart	Lincoln Center Room 111	25SPCA-022
May 7, 14	Wed 11am - 1pm	Cathy Manhart	Lincoln Center Room 111	25SPCA-023
May 8, 15	Thur 6pm - 8pm	Cathy Manhart	Lincoln Center Room 111	25SPCA-024
Jun 3 - Jul 29 No Class July 1	Tue 6pm - 8pm	Cathy Manhart	Lincoln Center Room 111	25SUCA-022
Jun 4 - Jul 30 No Class Jul 2	Wed 11am - 1pm	Cathy Manhart	Lincoln Center Room 111	25SUCA-023
Jun 4 - Jul 30 No Class Jul 2	Wed 1pm - 3pm	Cathy Manhart	Lincoln Center Room 111	25SUCA-024
Jun 4 - Jul 30 No Class Jul 2	Wed 6pm - 8pm	Cathy Manhart	Lincoln Center Room 111	25SUCA-025
Aug 5, 12	Tue 6pm - 8pm	Cathy Manhart	Lincoln Center Room 111	25SUCA-026
Aug 6, 13	Wed 11am - 1pm	Cathy Manhart	Lincoln Center Room 111	25SUCA-027
Aug 6, 13	Wed 1pm - 3pm	Cathy Manhart	Lincoln Center Room 111	25SUCA-028
Aug 6, 13	Wed 6pm - 8pm	Cathy Manhart	Lincoln Center Room 111	25SUCA-029

Required Materials: Book (Level I: $200 Level II: $45, Level III: $75).

Fee: $140/May and August classes $40. **Also available online. See page 32.**

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Small Business Payroll-Independent Study

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 an 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
Jan 6 - Feb 28	Independent Study	Cathy Manhart	25WCA-020
Mar 10 - May 2	Independent Study	Cathy Manhart	25SPCA-025
Jun 3 - Jul 28	Independent Study	Cathy Manhart	25SUCA-030

Required Materials: Computer and internet. Book $138.

Prerequisites: Computer Fundamentals or equivalent.

Fee: $185

Payroll for QuickBooks

Description: This workshop-style course is designed to prepare students for roles as payroll accountants or to take on payroll duties as bookkeepers. The curriculum covers key payroll topics and offers hands-on training in the most common QuickBooks tasks associated with the role. Students will also learn fundamental HR concepts and Best practices, and gain insights into the multifaceted responsibilities of payroll, encompassing processing, HR management, and accounting functions. Emphasizing practical skills and knowledge, the course equips students to navigate the complexities of payroll administration effectively. As a takeaway, each student will receive a quick reference guide for easy QuickBooks navigation for each process covered in the series.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 8 - Feb 26	Wed 1pm - 3pm	Jeremiah Taylor	Lincoln Center Room B2	25WCA-021
Mar 12 - Apr 30	Wed 5pm - 7pm	Jeremiah Taylor	Lincoln Center Room B2	25SPCA-026
Jun 11 - Jul 30	Wed 1pm - 3pm	Jeremiah Taylor	Lincoln Center Room B2	25SUCA-031

Required Materials: Computer and internet.

Prerequisites: Computer Fundamentals or equivalent.

Fee: $185

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 26-29 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
Jan 6 - Feb 24	Mon 11am - 1pm	Cathy Manhart	Lincoln Center Room 110	25WCA-022
Jan 6 - Feb 24	Mon 1pm - 3pm	Cathy Manhart	Lincoln Center Room 110	25WCA-023
Jan 6 - Feb 24	Mon 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	25WCA-024
Jan 8 - Feb 26	Wed 1pm - 3pm	Cathy Manhart	Lincoln Center Room 110	25WCA-025
Jan 8 - Feb 26	Wed 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	25WCA-026
Jan 9 - Feb 27	Thur 11am -1pm	Cathy Manhart	Lincoln Center Room 110	25WCA-027
Mar 10 - Apr 28	Mon 11am -1pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-027
Mar 10 - Apr 28	Mon 1pm - 3pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-028
Mar 10 - Apr 28	Mon 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-029
Mar 12 - Apr 30	Wed 1pm - 3pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-030
Mar 12 - Apr 30	Wed 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-031
Mar 13 - May 1	Thur 11am - 1pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-032

Self-Paced Computer Classes-(cont)

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 26-29 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
May 5,12	Mon 11am - 1pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-033
May 5,12	Mon 1pm - 3pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-034
May 5,12	Mon 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-035
May 7, 14	Wed 1pm - 3pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-036
May 7, 14	Wed 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-037
May 8, 15	Thur 11am -1pm	Cathy Manhart	Lincoln Center Room 110	25SPCA-038
Jun 3 - July 29 No Class Jul 1	Tue 6pm- 8pm	Cathy Manhart	Lincoln Center Room 110	25SUCA-032
Jun 4 - Jul 30 No Class Jul 2	Wed 11am - 1pm	Cathy Manhart	Lincoln Center Room 110	25SUCA-033
Jun 4 - Jul 30 No Class Jul 2	Wed 1pm - 3pm	Cathy Manhart	Lincoln Center Room 110	25SUCA-034
Jun 4 - Jul 30 No Class Jul 2	Wed 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	25SUCA-035
Aug 5, 12	Tue 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	25SUCA-036
Aug 6, 13	Wed 11am - 1pm	Cathy Manhart	Lincoln Center Room 110	25SUCA-037
Aug 6, 13	Wed 1pm - 3pm	Cathy Manhart	Lincoln Center Room 110	25SUCA-038
Aug 6, 13	Wed 6pm - 8pm	Cathy Manhart	Lincoln Center Room 110	25SUCA-039
No classes Mar 3-7; May 26-30; Jun 30-Jul 4 **May and August labs are 2-week sessions, $40.**				

Fee: See pages 26-29 for course fees.

www.getstartedbillings.org

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 32.

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 24,25.

Required Materials: Book ($135), Flash Drive 1GB or larger. Used books available $25.

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 24,25.

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 24,25.

Required Materials: Book ($135), 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 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 24,25.

Required Materials: Book ($150), Flash Drive 1GB or larger

Prerequisites: Computer Fundamentals or equivalent.

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

Microsoft Outlook 365 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 32.

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 24,25.

Required Materials: Book ($135), 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 24,25.

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 2021*

| 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 page 24,25.

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 24,25.

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 24,25.

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 24,25.

Required Materials: Book ($135), Flash Drive 1GB or larger

Prerequisites: Computer Fundamentals, Typing and Keyboarding or equivalent.

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

www.getstartedbillings.org
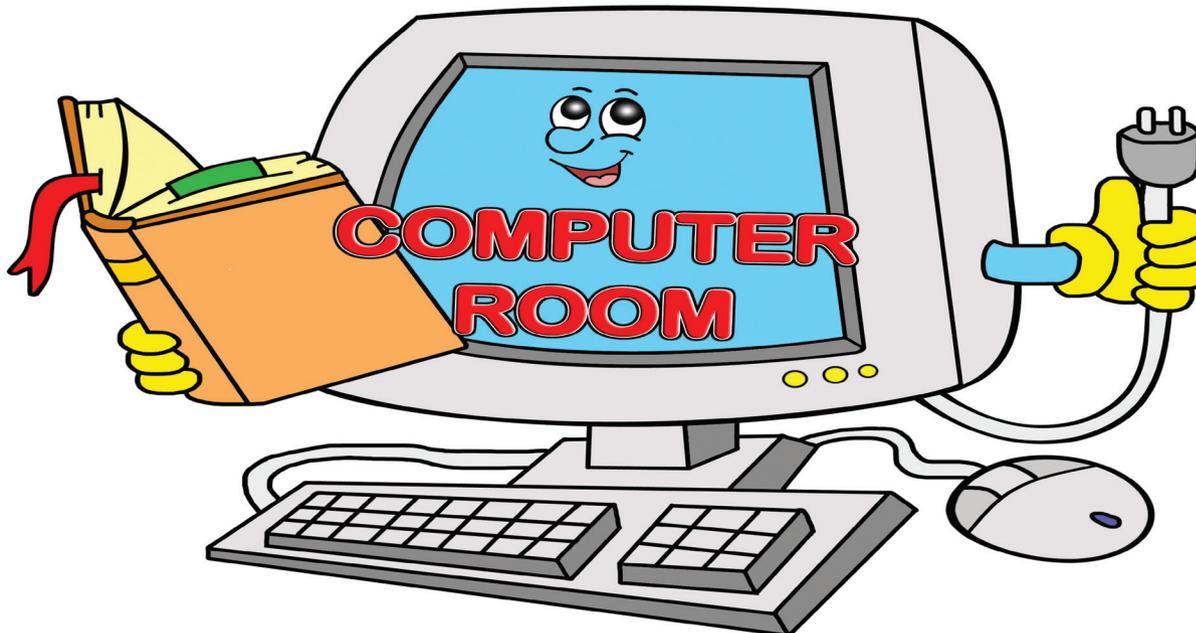
Computer Online

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 2021 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 30 & 31. 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 26-29. Chromebooks will not be compatible.**

Dates	Instructor	Location	Course Code
Jan 6 - Feb 28	Cathy Manhart	Online	25WCA-028
Mar 10 - May 2	Cathy Manhart	Online	25SPCA-039
Jun 2 - Jul 25	Cathy Manhart	Online	25SUCA-040

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 34-36 for courses offered in the open lab. Anticipate some courses will take 2-3 sessions.**

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 7 - Feb 25	Tue 6pm - 8pm	Brenda Segna	Lincoln Center Room B-4	25WCA-029
Mar 11 - Apr 29	Tue 6pm - 8pm	Brenda Segna	Lincoln Center Room B-4	25SPCA-040
Jun 10 - Jul 29	Tue 6pm - 8pm	Brenda Segna	Lincoln Center Room B-4	25SUCA-041
Jan 7 - Feb 25	**ONLINE**	Brenda Segna	**ONLINE**	25WCA-030
Mar 11 - Apr 29	**ONLINE**	Brenda Segna	**ONLINE**	25SPCA-041
Jun 10 - Jul 29	**ONLINE**	Brenda Segna	**ONLINE**	25SUCA-042

Required Materials: Appropriate book for respective class.

Prerequisites: Computer Fundamentals or equivalent.

Fee: Fees are listed on pages 34-36.
Anticipate course may take more than one session.

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 33.

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 33.

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 33.

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 33.

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 33.

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 33.

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 33.

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 33.

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	Course Code
Mar 11 - May 27	Tue 5pm - 9pm	Brenda Segna, CMA	Lincoln Center Room B-4	25SPCA-042

Prerequisites: Phlebotomy.

Fee: $740

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
Jan 7 - Feb 20	Tue & Thur 5:15pm- 8:30pm	Sarah Martinez,LPN	Lincoln Center Room B1	25WCA-031
Mar 11 - Apr 24	Tue & Thur 5:15pm- 8:30pm	Sarah Martinez,LPN	Lincoln Center Room B1	25SPCA-043
Jun 10 - Jul 24	Tue & Thur 5:15pm- 8:30pm	Sarah Martinez,LPN	Lincoln Center Room B1	25SUCA-043

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 or Friedel Clinic 3302 2nd Ave. N., 406-694-2000. (Students must have an ID and bring list of prescriptions currently taking for the drug test). 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)

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	25WCA-032
Classes start the first Tuesday of every month	Tue & Thur 6pm - 9pm	Brenda Segna, CMA	Lincoln Center Room B4	25SPCA-044
Classes start the first Tuesday of every month	Tue & Thur 6pm - 9pm	Brenda Segna, CMA	Lincoln Center Room B4	25SUCA-044

Required Materials: None

Fee: $140 (Includes handouts)

Medical Assistant

Description: Our Medical Assistant program provides students with practical hands-on training and education in pharma-cology, 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
Feb 4	Tue & Thur 5pm - 9pm	Brenda Segna, CMA Desiree Cavan, NP	Lincoln Center Room B4	25WCA-033
Apr 1	Tue & Thur 5pm - 9pm	Brenda Segna, CMA Desiree Cavan, NP	Lincoln Center Room B4	25SPCA-045
Jun 3	Tue & Thur 5pm - 9pm	Brenda Segna, CMA Desiree Cavan, NP	Lincoln Center Room B4	25SUCA-045

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 which can be obtained at Community Solutions 207 N. Broadway Suite #110, 896-4912 or Friedel Clinic 3302 2nd Ave. N., 406-694-2000. (Students must have an ID and bring list of prescriptions currently taking for the drug test). **Students must have completed all the courses listed on the certificate sheet prior to enrolling in the MA class.**

Fee: $3,850 (includes books)

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
Feb 4	Tue & Thur 5pm - 9pm	Brenda Segna, CMA Desiree Cavan, NP	Online	25WCA-034
Apr 1	Tue & Thur 5pm - 9pm	Brenda Segna, CMA Desiree Cavan, NP	Online	25SPCA-046
Jun 3	Tue & Thur 5pm - 9pm	Brenda Segna, CMA Desiree Cavan, NP	Online	25SUCA-046

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	25WCA-035
Student can start on anyTuesday	Tue 6pm - 8pm	Brenda Segna, CMA	Lincoln Center Room B4	25SPCA-047
Student can start on anyTuesday	Tue 6pm - 8pm	Brenda Segna, CMA	Lincoln Center Room B4	25SUCA-047

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
Jan 7 -Mar 27	Tue & Thur 6pm - 9pm	Brenda Segna	Lincoln Center Room B4	25WCA-036

Required Materials: None

Prerequisites: Keyboarding, Computer Fundamentals

Fee: $770 (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
Jan 6 - Feb 24	Mon 5pm - 9pm	Brenda Segna, PBT, ASCP, CMA	Lincoln Center Room B1	25WCA-037
Mar 10 - Apr 28	Mon 5pm - 9pm	Brenda Segna, PBT, ASCP, CMA	Lincoln Center Room B1	25SPCA-048
Jun 9 - Jul 28	Mon 5pm - 9pm	Brenda Segna, PBT, ASCP, CMA	Lincoln Center Room B1	25SUCA-048

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 or Friedel Clinic 3302 2nd Ave. N., 406-694-2000. (Students must have an ID and bring list of prescriptions currently taking for the drug test).

Fee: $445 (includes book)

BILLINGS **ACEd**
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. **If you have any medical issues, you need to get a medical release form from Driver's License Services filled out by a doctor that clears you to drive. If you have been denied a driver's license in another state you must get cleared through the Montana DMV to take the course.**

Dates	Weekday/Time	Instructor	Location	Course Code
Jun 26, 27, 30	Thur, Fri, Mon 1pm - 3pm	Jordan Hasquet	Lincoln Center Room B2	25SUCA-049

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. **If you have any medical issues, you need to get a medical release form from Driver's License Services filled out by a doctor that clears you to drive. If you have been denied a driver's license in another state you must get cleared through the Montana DMV to take the course. Students must have valid phone number and voice message set-up.**

Dates	Weekday/Time	Instructor	Location	Course Code
Jun 30	Instructor will call and set up drive times	Jordan Hasquet	Lincoln Center Parking Lot	25SUCA-050

Required Materials: None

Fee: $310

Fitness & Health

8 Warning Signs Your Brain is in Trouble

Description: If you're struggling with a short attention span, low moods, anxiousness, excessive worry, obsessive thoughts, memory problems, or other issues, this course is designed for you.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9 - Apr 3 No Class Mar 6	Thur 6pm - 8pm	Dr. Richard Friedel	Lincoln Center Room B3	25WCA-038
Apr 17 - July 3	Thur 6pm - 8pm	Dr. Richard Friedel	Lincoln Center Room B3	25SPCA-049

Required: None

Fee: $180

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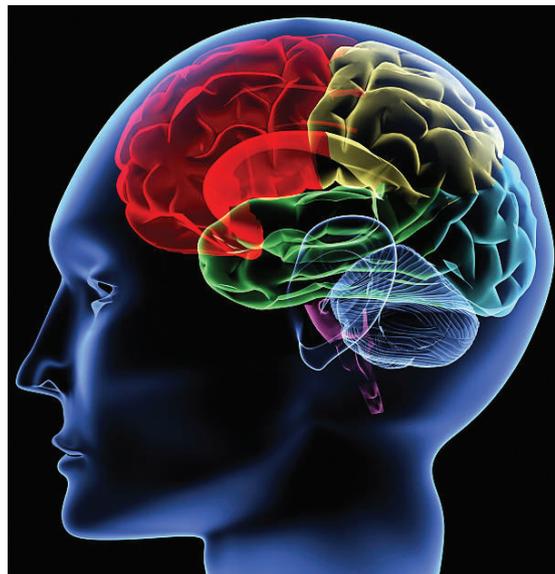
Mindfulness - Based Stress Reduction Program (MBSR)*

Description: Published research supports that this interactive 8-week program, developed by Jon Kabat-Zinn in 1979 at University Mass Medical School, improves well-being and resilience and reduces stress.You will learn skills to be less distracted and more aware of each moment. With mindfulness-meditation practices as the foundation, we explore the roles of perception, stress and communication in our day-to-day experiences. Concepts of mindfulness will be examined. You will discover what resonates with you and have an opportunity to establish your own consistent practice.Your skill development will be strengthened by participating in weekly classes, establishing a daily, guided home-practice and participating in Saturday retreat. Janet has been teaching MBSR since 2017 and is a certified MBSR teacher through Brown University School of Public Health.
If unable to attend the free Orientation session on February 5th, please contact Janet at janet.dietrich@mindMT.com for other arrangements. Attending the FIRST class on Feb 12th is REQUIRED.

Dates	Weekday/Time	Instructor	Location	Course Code
Orientation - Feb 5 Classes - Feb 12 - Apr 9 No Class Mar 5 Saturday Retreat Mar 29 9am - 4pm	Wed 6pm - 8:30pm	Janet Dietrich	Lincoln Center Board Room Retreat location TBA	25WCA-039

Required Materials: If student does not have internet access they must bring flash drive. Student must know how to access "media player" on their computer or phone (ie: iTunes or other)

Fee: $275
27 CE hours qualify for LCSW, LCPC, LMFT, and LAC.
27 OPI credits approved for educators.

Cowboy Jitterbug

Description: This is a fun energetic beginner's swing class that introduces 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
Jan 10 - Feb 7	Fri 6pm - 7pm	Steve Gillis	Lincoln Center Gymnasium	25WCA-040

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

Fee: $65

Intro to Latin Dance

Description: In this short intro class, we will be introduced to the beginning steps of Cha-cha and Salsa. A more extensive opportunity in these rhythms will be available very soon. Couples are encouraged and singles are welcomed as well.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 21, 28	Fri 7:15pm - 8:15pm	Steve Gillis	Lincoln Center Gymnasium	25WCA-041

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

Fee: $40

Intro to Lindy Hop

Description: In this mini-workshop class we get introduced to beginning steps in Lindy Hop, and it's co-partner Lindy Charleston.

Dates	Weekday/Time	Instructor	Location	Course Code
Apr 18, 25	Fri 6pm - 7pm	Steve Gillis	Lincoln Center Gymnasium	25SPCA-050

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

Fee: $40

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Modern Waltz

Description: In this class, the students will be introduced to the ballroom & western approaches to this classic dance of waltz. Timing, couple's positions, and steps are all easy and clear for newcomers to master and enjoy this dance. We review previous information each week and then add new material. Singles and couples are welcome.

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 14 - Apr 11	Fri 7:15pm - 8:15pm	Steve Gillis	Lincoln Center Gymnasium	25SPCA-051

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

Fee: $65

Popular Line Dancing II

Description: Now that you've learned a little dancing, let's pick up the pace and explore some newer dances. The dances in this series are more challenging and cover some of the newer line dances. The steps will get a little more progressive as the class continues but, there are written handouts for each dance. No partner is necessary for the line dance class.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 21, 28	Fri 6pm - 7pm	Steve Gillis	Lincoln Center Gymnasium	25WCA-042

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

Fee: $40

Western Two-Step I

Description: 60% to 70% of music on the Western dance floor today is Two Step. This 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 are welcome, so come and join the fun!

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10 - Feb 7	Fri 7:15pm - 8:15pm	Steve Gillis	Lincoln Center Gymnasium	25WCA-043

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

Fee: $65

Western Dances for Couples

Description: There are many couples dances besides Swing & Two-Step, and we would like to share these dances with many folks. I hope to add as many as time allows including: 10 Step Shuffle, Sweethaeart Schottische, Cowboy Cha-cha, Wagon Whell Waltz, Close Encounters, and more! We will need more class time to learn them all, and I'll work on that for the future.

Dates	Weekday/Time	Instructor	Location	Course Code
Apr 18, 25	Fri 7:15pm - 8:15pm	Steve Gillis	Lincoln Center Gymnasium	25WCA-044

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

Fee: $40

50's Jitterbug Swing

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

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 14 - Apr 11	Fri 6pm - 7pm	Steve Gillis	Lincoln Center Gymnasium	25SPCA-052

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
Mar 11 - Apr 8 Beginning	Tue 5:45pm - 6:45pm	Renzie Lee Golf Pro	Lake Hills Golf Course 1930 Club House Way	25SPCA-053
Mar 13 - Apr 10 Intermediate	Thur 5:45pm - 6:45pm	Renzie Lee Golf Pro	Lake Hills Golf Course 1930 Club House Way	25SPCA-054
Jun 10 - Jul 8 Beginning	Tue 5:45pm - 6:45pm	Renzie Lee Golf Pro	Lake Hills Golf Course 1930 Club House Way	25SUCA-051
Jun -12 - Jul 10 Intermediate	Thur 5:45pm - 6:45pm	Renzie Lee Golf Pro	Lake Hills Golf Course 1930 Club House Way	25SUCA-052

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
Jan 6 - Feb 24	Mon 7:15pm - 8:45pm	Wai Man Woo	Lincoln Center Gymnasium	25WCA-045
Mar 10 - Apr 28	Mon 7:15pm - 8:45pm	Wai Man Woo	Lincoln Center Gymnasium	25SPCA-055

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

Fee: $60

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
Jan 7 - Feb 25	Tue 5:30pm - 6:30pm	Denise Larson	Lincoln Center Gymnasium	$40	25WCA-046
Jan 13 - Feb 24	Mon 4pm - 5pm	Desarae Detling	Bench Elementary Gymnasium	$35	25WCA-047
Mar 11 - May 6	Tue 5:30pm - 6:30pm	Denise Larson	Lincoln Center Gymnasium	$45	25SPCA-056
Mar 10 - May 5 No Class Apr 7, 21	Mon 4pm - 5pm	Desarae Detling	Bench Elementary Gymnasium	$35	25SPCA-057

Required Materials: Bring water bottle.

Hobby

Cuts Like a Knife; 6 Essential Knife Cuts Every Good Cook Should Know

Description: Sharpen your knife skills in this interactive hands on class covering sharpening and honing, care and cleaning, and 6 must know essential knife cuts. Class participation produces soup and salad to enjoy.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 22	Wed 5pm - 7pm	Chef Bill Jensen	Lincoln Center Kitchen	25WCA-048

Required Materials: Hand outs supplied.

Fee: $40

Valentine's Day Dinner For Two

Description: You Don't have to make a reservation this year. Make a lovely dinner for two at home! Participants learn to make 'Marry me chicken' and Bacon Wrapped Salisbury Steak with all the sides. Participants will take ingredients home and can make this delectable dish at home on Valentine's Day.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 12	Wed 6pm - 8pm	Chef Bill Jensen	Lincoln Center Kitchen	25WCA-049

Required Materials: Hand outs supplied.

Fee: $45

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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
Jan 9, 16	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	25WCA-050
Jan 23, 30	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	25WCA-051
Feb 6, 13	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	25WCA-052
Feb 20, 27	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	25WCA-053
Mar 20, 27	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	25SPCA-058
Apr 3, 10	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	25SPCA-059
Apr 17, 24	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	25SPCA-060
May 1, 8	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	25SPCA-061
May 15, 22	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	25SPCA-062
May 29, Jun 5	Thur 1pm - 3pm	Ray Dicken Artist	Lincoln Center Room B5	25SPCA-063

Required Materials: Apron

Fee: $90

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 Organizattion (NAPO). Featured in the January/February 2022 issue of *Yellowstone Valley Woman*.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 14 - Feb 18	Tue 6:30pm - 8:00pm	Sarah Kary	Lincoln Center Room B3	25WCA-054
May 13 - Jun 17	Tue 6:30pm - 8:00pm	Sarah Kary	Lincoln Center Room B3	25SPCA-064

Required: None

Fee: $60

Revisiting the Bible Creation Story

Description: Aided by the original Hebrew Bible, we will explore the Old Testament's Creation story not from any theological point of view, but from its literary and philosophical aspects. Our goal is to illuminate embedded, hidden ideas in this unique story that touch on important and relevant issues to our own lives.

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 11 - Apr 22	Tue 6pm - 8pm	Rabbi Uri Barnea, PhD	Lincoln Center Room 111	25SPCA-065

Required Materials: Any Bible with both Old and New Testament.

Fee: $110

Decorative Soldering for Stained Glass

Description: In this hands on class, you will learn a variety of techniques to add a fun touch to your stained glass pieces. This class will also cover what the different solders are used for, types of flux, proper cleaning, use of patina, and how to patina zinc. Students must have some stained glass experience.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 20	Mon 6pm - 9pm	Dione Roberts	Lincoln Center Room B5	25WCA-055
Mar 24	Mon 6pm - 9pm	Dione Roberts	Lincoln Center Room B5	25SPCA-066
Jun 16	Mon 6pm - 9pm	Dione Roberts	Lincoln Center Room B5	25SUCA-053

Required Materials: Please bring your soldering roon, flux and flux brush. Soldering Irons will be provided if you don't have one.

Fee: $25/An additional fee of $25 will be paid to the instructor for supplies.

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
Jan 8 - Feb 26	Wed 6pm - 9pm	Akalia Woods	Lincoln Center Room B5	25WCA-056
Mar 12 - Apr 30	Wed 6pm - 9pm	Akalia Woods	Lincoln Center Room B5	25SPCA-067
Mar 13 - May 1	Thur 6pm - 9pm	Akalia Woods	Lincoln Center Room B5	25SPCA-068
Jun 4 - Jul 23	Wed 6pm - 9pm	Akalia Woods	Lincoln Center Room B5	25SUCA-054

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
Jun 5 - Jul 24	Thur 6pm - 9pm	Akalia Woods	Lincoln Center Room B5	25SUCA-055

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

Languages

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
Jan 6 - Feb 10	Mon 5:15pm - 6pm	April Buscher	Lincoln Center Room B3	25WCA-057

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
Jan 6 - Feb 10	Mon 6:00pm - 7:30pm	April Buscher	Lincoln Center Room B3	25WCA-058

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

Latin for Improved Vocabulary & Language Learning

Description: Study Latin to improve your spelling, vocabulary and ability to learn foreign language. Latin is the root of the 5 Romance languages (think Spanish and French!) and is also heavily used in the sciences and medicine. Attend this fun class to sharpen your language skills while also learning a bit of history.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 8 - Feb 26	Wed 10am - 11am	Jamie Henneman	Lincoln Center Room B3	25WCA-059
Jan 8 - Feb 26	Wed 6pm - 7:15pm	Jamie Henneman	Lincoln Center Room B3	25WCA-060
Mar 12 - Apr 30	Wed 10am - 11am	Jamie Henneman	Lincoln Center Room B3	25SPCA-069
Mar 12 - Apr 30	Wed 6pm - 7:15pm	Jamie Henneman	Lincoln Center Room B3	25SPCA-070

Required Materials: None

Fee: $70

Language Fusion: Learn Spanish With the Help of ASL

Description: Learn basic Spanish using American Sign Langage! By learning ASL signs along with Spanish vocabulary, you use a language learning method called Total Physical Response (TPR) that accelerates learning and memory. This class teaches beginning conversational phrases and vocabulary. Become tri-lingual in each lesson!

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9 - Feb 27	Thur 10am - 11am	Jamie Henneman	Lincoln Center Room B3	25WCA-061
Jan 9 - Feb 27	Thur 6pm - 7:15pm	Jamie Henneman	Lincoln Center Room B5	25WCA-062
Mar 13 - May 1	Thur 10am - 11am	Jamie Henneman	Lincoln Center Room B3	25SPCA-071
Mar 13 - May 1	Thur 6pm - 7:15pm	Jamie Henneman	Lincoln Center Room 213	25SPCA-072

Required Materials: None

Fee: $70

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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
Mar 11 - May 6 No Class Apr 15	Tue 5:30pm - 7:30pm	Lorena Dicken	Lincoln Center Room 213	25SPCA-073

Required Materials: None

Fee: $140

Spanish for Beginners II*

Description: This course is the continuation of Spanish for Beginners I and for students who have taken formal instruction or have previous informal exposure to the language. Building on the basic foundation provided in the introductory course, students will learn how to conduct simple conversations and to construct sentences and desires in simple present tense. Speaking skills will be addressed throughout the course.

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 12 - May 7 No Class Apr 16	Wed 5:30pm - 7:30pm	Lorena Dicken	Lincoln Center Room 213	25SPCA-074

Required Materials: None

Fee: $140

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
Jan 9 - Feb 27	Thur 5pm - 6pm	Tim Castro	Lincoln Center Music Room	25WCA-063
Mar 13 - May 1	Thur 5pm - 6pm	Tim Castro	Lincoln Center Music Room	25SPCA-075

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

Fee: $60

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
Jan 9 - Feb 27	Thur 6pm - 7pm	Tim Castro	Lincoln Center Music Room	25WCA-064
Mar 13 - May 1	Thur 6pm - 7pm	Tim Castro	Lincoln Center Music Room	25SPCA-076

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

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

Fee: $60

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
Jan 10 - Feb 28	Fri 5pm - 6pm	Tim Castro	Lincoln Center Music Room	25WCA-065
Mar 14 - May 16 No Class Apr 18, May 2	Fri 5pm - 6pm	Tim Castro	Lincoln Center Music Room	25SPCA-077

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

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

Fee: $60

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
Feb 1	Sat 9am - 12pm	Craig Coffman	Online	25WCA-066

Required Materials: Piano

Fee: $59

Guitar for Hopelessly Busy People

Description: In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. 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 is partly hands on instruction and partly lecture/demonstration. For ages 13+.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 1	Sat 1pm - 3:30pm	Craig Coffman	Online	25WCA-067

Required Materials: Piano

Fee: $59

How to Play Piano by Ear

Description: Learn one of music's deepest mysteries: how to play songs without relying on music. A very practical presentation of music theory that includes predicting chord progressions, learning from recordings, and transposing-all expressed in everyday language. This is an ideal follow-up to the "Instant Piano" class and is open to anyone who has a basic understanding of chords on any instrument. Expand your musical horizons, and free yourself from sheet-music dependence, and be the life of the party! Prior experience with chords recommended. Fee includes the online book, online follow-up lessons, a recording of the class and an optional monthly question and answer session. Class is held online using zoom.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 15	Sat 9am - 11:30 am	Craig Coffman	Online	25WCA-068
May 10	Sat 10am - 12:30 pm	Craig Coffman	Online	25SPCA-078

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
Mar 11 -Apr 2	Tue & Wed 6pm - 8pm	Ross Magnuson Treasure State Photography	Lincoln Center Room 116	25SPCA-079

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

Digital Photography With Single Lens Reflex (SLR) and Mirrorless Cameras*

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
Jan 7 - Feb 25	Tue 6pm - 8pm	Ross Magnuson Treasure State Photography	Lincoln Center Room 116	25WCA-069
Apr 15 - May 7	Tue & Wed 6pm - 8pm	Ross Magnuson Treasure State Photography	Lincoln Center Room 116	25SPCA-080

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

Fee: $140

Woodworking and Welding

Introduction to Common Tools for Woodworking

Description: Come and learn basic woodworking skills! Students will build a stepping stool where they will be introduced to a measuring tape, miter saw, table saw, drills and a few other tools.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 4 - Feb 25	Tue 6pm - 8pm	Dusty Reno	Senior High Industrial Arts Dept	25WCA-070

Required Materials: Students will need to wear close-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.

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
Jan 21 - Feb 25 No Class Feb 20	Tue & Thur 6pm - 9pm	MilesTorno	Career Center Shop 3723 Central Ave.	25WCA-071
Mar 11 - Apr 10	Tue & Thur 6pm - 9pm	MilesTorno	Career Center Shop 3723 Central Ave.	25SPCA-081

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.