THE UNIVERSITY of MONTANA WESTERN
SCHOOL OF OUTREACH

LEARN FOR LIFE

Professional Development & Personal Enrichment
FALL 2020
AUGUST — DECEMBER
NEW Education initiative addresses the shortage of trained educators in Montana

Since the COVID-19 pandemic, the need for highly qualified, trained educators has become even more pronounced. There are hundreds of job openings for paraprofessionals, special education teachers and business education teachers in Montana.

Professional development and workforce training coursework is available online throughout the year.

UP-SKILL
Choose from a variety of topics through online courses and workshops to renew your educator license. Sample courses:
- Behavior is Language 2 credits
- Traumatized Child 2 credits
- Teaching Secondary Math Conceptually 3 credits

RE-TOOL
Endorsements create new opportunities in career advancement.
- Early Childhood Education
- Special Education Endorsement
- Library Media Endorsement
- PE & Health K-12

NEW CAREER PATH
Use your degree to become an educator through Montana Western’s online teacher certification program.
- Early Childhood Education
- Special Education Endorsement
- Teacher Education K-12 & Secondary program
- PE & Health K-12
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HOW TO REGISTER:

IN PERSON
The School of Outreach office is located in Main Hall room 115 and is open for registration from 8 a.m. to 5 p.m., Monday-Friday.

BY EMAIL
Send email correspondence to outreach@umwestern.edu. Registration forms can also be requested through email.

BY PHONE
Our friendly staff can help you complete registration in 15 minutes or less. Call us at 406-683-7537.

CANCELLATION, FEES AND WAIVERS
Registration may be canceled for non-payment of fees. Cancellation does not necessarily eliminate registrant from financial obligation. Students taking only extension or non-credit courses do not need to apply or pay for admission. Extension and non-credit courses may not qualify for federal financial aid or fee waivers. Contact the School of Outreach for more information. Upon request, Montana Western provides reasonable accommodations, including written materials in alternative formats for persons with documented disabilities. For more information, please contact UMW Dean of Students at 406-683-7900.
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Advanced Classroom Management: Children as Change Agents

Geared primarily for professionals serving children and youth presenting behavior problems in the school or community, this course focuses on cognitive and cognitive-behavioral interventions with an emphasis on teaching students how to change and manage their own behavior. Previous knowledge and understanding of traditional behavioral concepts and strategies is required. It is recommended that students take an introductory behavior management course to learn the basic terms and concepts of behavior management prior to taking this course.

Attention Deficit Hyperactivity Disorder: Information & Intervention for Effective Teaching

This course will help the learner achieve a better understanding of ADHD and intervention strategies to facilitate positive student change. Learn the history of the disorder, accepted methods to assess and identify students with the disorder, and various methods, medications, and strategies that are currently used to treat it. Referral processes for providing services to the student outside of the classroom will also be addressed.

Autism and Asperger’s Disorder: Information and Interventions for Effective Teaching

Provides information on the characteristics of the disorder, associated learning styles, communication weaknesses and various intervention strategies that have proven to be successful when working with students with Autism spectrum disorders. Make sense of why individuals with Autism spectrum disorders act the way they do and what you can do to enhance more appropriate behavior.

Behavior is Language: Strategies for Managing Disruptive Behavior

This course is designed to give the learner a new perspective on student behavior and effective tools to facilitate positive student change. This course provides a developmental framework to help the learner understand what students are trying to communicate through the “language” of their behavior. Topics covered include behavioral techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles while increasing classroom control, reduce educator workload, and help prevent burnout. After successfully completing this course, the educator and his/her students will be better equipped to find and implement creative, effective solutions to behavioral problems.

Build School Communities: Brain Smart Classroom Management

This course helps teachers build genuine bonds between themselves and their students and between students and their classmates, to create “kindred classhomes” with a foundation of acceptance, respect, and shared purpose. This course will help you develop strategies, rituals, and environmental design skills to create these safe havens of learning. Students will learn how to differentiate for classroom management and discipline similarly to differentiating for students’ diverse academic needs.

Child Abuse: Working with Abused & Neglected Children

This course covers how to recognize the signs of physical, emotional, and sexual abuse, and physical and emotional neglect in students. It also discusses the specific factors that exist in families who abuse or neglect their children. A major emphasis in this course is on helping the participant understand the special learning needs of abused or neglected children and how to meet those needs in the regular classroom. Working with parents and community agencies is also emphasized.

Drugs & Alcohol in Schools: Understanding Substance Use & Abuse

This course provides a contextual framework for understanding what students may be experiencing either through their own substance use or as a result of the substance use of persons close to them and provides a basic historical perspective of substance use along with the biological, psychological, and social factors that comprise the disease of addiction. Upon course completion, the learner will better understand the complex dynamics that contribute to this biological and social phenomenon.

Educational Assessment: Assessing Student Learning in Classroom

This course is designed to further develop the conceptual and technical skills required by teachers to help them identify their educational goals and implement meaningful instructional strategies for effective learning by students with special needs. The focus of the course is on assessment for instructional programming and will outline procedures for designing or selecting, administering, and interpreting, a variety of informal assessment measures typically used in schools.

English Language Learners: Language Acquisition

This course discusses developmental theories and how they apply to English language learners. The focus of this course is on the process of second language acquisition and the role of the classroom teacher. Included in this course is information about the legal obligations of schools and teachers to provide services and about the types of programs schools might provide. Included is information on communicating with parents/guardians.
English Language Learners: Methods & Materials

This course discusses how to apply instructional methods in creating lessons; how to create a motivating and caring learning environment; how to integrate teaching reading, writing, speaking, and listening skills; how to differentiate instruction for English language learners; and how to identify culturally appropriate curriculum and instructional resources.

Harassment, Bullying & Cyber-Intimidation in Schools

This course will discuss definitions and the personal, social, and legal ramifications associated with sexual harassment, bullying, and cyber-intimidation. The course will address what we know about these troubling areas and explore preventative strategies as well as how school staff can address these issues when they occur. A clear understanding of what constitutes harassment and the harmful effects of harassment on people and institutions is essential to providing a safe and inclusive school environment for all.

Inclusion: Working with Students with Special Needs in General Education Classrooms

Inclusion is a current educational reform movement that advocates educating students with disabilities in the general education classroom. Upon completion, the learner will be able to define key concepts and terms, identify and describe federal legislature and court cases, and list and describe the federal definition of students entitled to special services. This course will also discuss the roles and responsibilities of educators in providing special services to students educated in inclusive classrooms.

Learning Disabilities: Practical Information for the Classroom Teacher

This course lays the foundation for sensitive, appropriate assessment and evaluation of students. This course covers program planning and implementation, stresses the importance of a close, positive partnership with parents or alternative caregivers, and explores methods for ensuring that the home-school axis is effective and meaningful. Major trends and unresolved issues in the field of learning disabilities are also discussed.

Reading & Writing in Content Area

This course offers instruction in teaching reading and writing in various subject matter fields at the secondary level. The material stresses the skills of vocabulary building, comprehension, and writing, as well as methods for motivating adolescents to read and write. The course also provides information on recognizing reading difficulties, assessing textbooks, and the integration of reading strategies within a content area. The strategies taught are aligned with the Praxis Reading Across the Curriculum test guide and the Reading in the Content Area national standards.

Reading Fundamentals #1: An Introduction to Scientifically-based Research

This course will improve your knowledge of science and the scientific process. This is the first course in a three-course series. This course is designed to be an informational course with application to educational settings. The curriculum suggestions and teaching strategies explained are designed to be used for the teaching and remediation of students in kindergarten through sixth grade. Some alterations may be needed if working with specific populations such as gifted, ESL, or special education.

Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction

Designed to lay the foundation for effective reading instruction, this course will teach you about the elements of effective instruction and the importance of reading instruction. The purpose of this second course in this three-course series is to lay the foundation for effective reading instruction. Teachers benefit, and more importantly, students benefit, both in terms of their behavior and their academic performance. Further, you will learn about the importance of reading instruction and read some sobering statistics on reading performance in this country and what happens when individuals are not proficient in reading.

Reading Fundamentals #3: The Elements of Effective Reading Instruction and Assessment

This course will focus on learning to read, reading to learn, and an introduction to reading assessment. As part of these two key areas of reading instruction, the five elements of effective reading instruction will be highlighted, including definitions, implications for instruction, and future directions. These five elements include instruction in: phonemic awareness, phonics, fluency, vocabulary, and text comprehension. The course will provide information on important assessment terms and definitions and will explore how reading assessment fits within the Reading First Program. This analysis includes specific recommendations on 29 reading assessments. Finally, the course describes how teachers can conduct pivotal curriculum-based measurement procedures in their classrooms.

Response to Intervention: Practical Information for the Classroom Teacher

RTI, or Response to Intervention, is a process schools can and should use to help students who are struggling with academics or behavior. RTI is primarily linked to special education and the early identification of learning problems, RTI is not just for students in special education. RTI is for all students and is based on the premise that a student might be struggling due to instruction or the curriculum in the past, or in the current classroom. Every teacher will have students who are struggling and whether it’s short term or long term, RTI is a valuable tool.
Six Traits of Writing Model: Teaching & Assessing
This course will discuss why writing is important and why teachers should include writing as often as possible in all content areas. The course will also include practical applications for assessing and teaching writing, including teaching students how to self-assess their own writing. This course will discuss why teaching writing is important provide an introduction and discuss the elements of the Six Traits of Writing Model. Throughout those elements we will look at practical ways to use this model in your classroom.

Talented & Gifted: Working with High Achievers
This course provides information on the history of exceptional students in relation to education, current law, and accepted methods for referral, assessment, and identification. It covers major program models and methods of differentiating instruction to meet the rate and level of learning of those students identified. The course gives the learner an understanding of ways to meet the affective needs of the gifted and talented student in the regular classroom and lists resources for teachers and parents who would like more information about the talented and gifted.

Teaching Diversity: Influences & Issues in the Classroom
Designed to give teachers the knowledge, tools and dispositions to effectively facilitate a diverse classroom. This course will help teachers understand and identify differences in approaches to learning and performance, including different learning styles and ways in which students demonstrate learning. An emphasis in this course will be on understanding how students’ learning is influenced by individual experiences, talents, disabilities, gender, language, culture, family and community values. Participants will be challenged to apply knowledge of the richness of contributions from our diverse society to your teaching field.

Teaching Elementary Math Conceptually: A New Paradigm
This course is designed to expand your methodology for teaching mathematics. The course will explore an innovative teaching model that incorporates strategies for teaching concepts constructively and contextually. The goal is for you to gain a deeper understanding of the underlying concepts of various math topics and to explore the principles of teaching those concepts to learners. This course will focus on the topics of number sense, basic operations, and fractions.

Teaching Secondary Math Conceptually: Meeting Mathematics Standards
This course will explore an instructional methodology that incorporates strategies for teaching concepts constructively and contextually. The goal is for you to gain a deeper understanding of the underlying concepts of various math topics and explore the principles of teaching those concepts to learners. The course will also explore teaching methodologies that support many federal and state standards.

Traumatized Child: The Effects of Stress, Trauma & Violence on Student Learning
Participants will learn the signs and symptoms of stress and trauma and explore how stress, violence, and trauma affect a student’s learning, cognitive brain development, and social-emotional development. The consequences of being exposed to stress, trauma, or violence, as well as the social and family causes, will be reviewed. The dynamics of domestic violence and community violence are also discussed, as is the educator’s role in the intervention and prevention of violence.

Try DI!: Planning & Preparing a Differentiated Instruction Program
Differentiated Instruction (DI) is aimed at creating supportive learning environments for diverse learning populations. Learn methods for self-assessment of the extent to which their current instructional approach reflects the perspective, principles, and practices of the DI approach. The concept of a “theory of action” will also be provided within a DI context. Strategies included in this course have been selected on the basis that they are effective in the widest possible range of educational K-12 settings.

Understanding Aggression: Coping with Aggressive Behavior in the Classroom
This course includes topics on violence, aggression in the classroom, youth gangs, aggression in sports and on television, how drugs and alcohol play a role in aggression and violence, and “hot spots” that tend to breed aggression and violence. It is designed to help school personnel become more aware of the causes of aggression and ways to evaluate it and intervene before it turns to violence in the schools.

Understanding & Implementing Common Core Standards
This course has been divided into four chapters. The organization of the course covers the rationale for and design of the Common Core State Standards, the “Common Core Mindset” practitioners need for successful implementation, and what specific actions can be taken for deeper implementation across settings.

Violence in Schools: Identification, Prevention & Intervention Strategies
This course provides an overview of violence and the motivational purposes behind aggression. The correlation and impact of the media, community, and family upon violence is investigated. Gain an understanding of identification and intervention approaches to working with out-of-control behaviors. Participants will have a better understanding of violence and the motivations behind its use, as well as specific strategies to minimize the occurrence of violence in the school and community.

Why DI?: An Introduction to Differentiated Instruction
Learn what is meant by Differentiated Instruction (DI) and the common myths associated with creating the differentiated classroom. Legal, theoretical, and pedagogical foundations in the field of education that support the utilization of differentiated instructional practices and principles will be discussed. Reflect on best practices and national trends in the design of the educational setting to meet the needs of a diverse learning population. This course also provides connections to a variety of concepts, variables, and resources that will assist practitioners in aligning their own professional practices with those found in the differentiated classroom.
**NEW THIS FALL!**

Instructor-Led Online Career Programs available through partner CCI (Condensed Curriculum International). Quality healthcare programs available in the areas of Clinical Medical Assistant, Dialysis Technician, Medical Billing & Coding, Pharmacy Technician, and Phlebotomy Technician, to name a few. Contact the School of Outreach for more information on these exciting programs. Learn more on pages 12 & 13 of this catalog.

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### Administrative Dental Assistant ★

This course will teach you the essential skills for managing the business aspects of a dental practice and becoming an administrative dental assistant. Build effective communication skills and gain knowledge to assist dentists with organizational duties such as fee collection, banking, and accounts payable. This course provides comprehensive instruction with DENTRIX G4 software, which includes sample practice opportunities. You can also use this software to engage in activities and tasks that you would perform in an actual dental practice and use it to demonstrate your skills.

### Certificate in Infectious Diseases and Infection Control ★

This online course offers insights into infectious diseases that are essential for medical professionals. By the end of this course, you’ll have a solid understanding of the most common infectious diseases as well as a grasp of the procedures that can help contain them.

### Certificate in Legal and Ethical Issues in Healthcare ★

Health care professionals today are acutely aware of the need to understand the legal and ethical environment in which they practice. Ever-shrinking resources, shorter lengths of stay, high-acuity patients, availability of more complex information, diverse patient populations, and the use of technology mean that health care professionals must understand the legal and ethical risks inherent in their practice. This program offers techniques and insights about how these and other aspects of life can support the healthy brain. This program is perfect for healthcare professionals and nurses or anyone who wants to better understand how supporting brain health can foster health, happiness, and wellbeing.

### Certificate in Pain Assessment and Management ★

Pain assessment and management is a crucial part of compassionate and effective patient care. Many providers, patients, patients’ families, and regulatory agencies are requiring health care providers to be more accurate with their pain assessment skills and more effective in their pain management strategies. This certificate program is designed to enhance the knowledge and skills of health care professionals who work with patients who are in pain. By providing an educational experience that examines key issues related to pain assessment and management, this certificate program will give you the relevant and practical information you’ll need to improve your practice and provide the most effective care to your patients.
Certificate in Perinatal Issues
Caring for mothers and infants requires a multidisciplinary, and culturally appropriate, approach to ensure they and their families are provided with effective, compassionate care and support. Understanding clinical issues, such as diabetes, hypertension disorders in pregnancy, ectopic pregnancy, postpartum depression, pediatric abusive head trauma, and others are essential to the safe, professional care of mothers and infants. In addition, understanding the global issues faced by childbearing women and their families is critical to ensuring the health and well-being of this population.

Certificate in Violence Prevention and Awareness
Every year, millions of individuals are affected by violence. In addition to the tremendous physical and emotional toll, violence has substantial medical, lost productivity, societal, and environmental costs. Young people and women are disproportionately affected by violence. This certificate program examines workplace violence, domestic (intimate partner) violence, elder abuse, child abuse, pediatric abusive head trauma, and sexual assault, gender violence, and rape.

Certified Clinical Medical Assistant
Clinical medical assistants are skilled multi-taskers who help to maximize the productivity of the healthcare team. Learn medical terminology, medical law and ethics, HIPAA rules, scheduling systems, patient check-in and check-out, contents of a medical record, anatomy, pathophysiology, pharmacology, nutrition, phlebotomy theory, injections, and routine treatment and laboratory duties. You will be able to take the Certified Clinical Medical Assistant (CCMA) national certification exam offered by National Healthcareer Association (NHA). This course includes a voucher which covers the fee of the exam. Upon completion of the course, you will also have the opportunity to gain access to our Externship Starter Kit.

Certified Outpatient Coder
Medical coding for outpatient facilities is an important skillset to help outpatient facilities receive appropriate reimbursement and maintain compliance with coding guidelines and government regulations. The material is presented in a step-by-step manner and receive access to the AAPC Advanced ICD-10-CM Online Code Set Training which will take your ICD-10-CM coding skills to a higher level. You will get hands-on training that includes coding for conditions such as, clinical concepts for comprehensive coding of conditions, insight on chronic and acute conditions, and practical coding exercises. Upon completion of this course you will be prepared for the AAPC Certified Outpatient Coder (COC) exam.

Medical Terminology (AHMS 144)
Introduces the student to the specialized language of the medical profession and builds a background vocabulary in this area. The basic elements, rules of building and analyzing medical words and terms, definitions, and common abbreviations will be included. This course is recognized in the Montana University System as a transfer course. This course is valuable for those entering a program in the health field. Call for exact pricing and registration.

Medical Math
Brush up on your basic math skills by reviewing fractions, decimals, and percentages. Then you will dive into measurement systems and conversions used in the medical field. You will do dosage calculations for oral, parenteral, and intravenous medications. You will explore three different methods you can use for dosage calculations. You will also learn an easy formula that you can apply to many dosage calculations. Then you will get an introduction to basic statistics and probability. You will find out how to interpret the latest medical findings for your patients. Whether you are new to the field of medicine or want to enhance your skills, this is the course for you. By the time you finish these lessons, you will have a solid grounding in basic medical math.

Optician Certification Training
Opticians are in high demand in the job market, and the need for eye care professionals is constantly expanding. In this course, you’ll gain the skills and knowledge you need to obtain an entry-level job as an optician. In addition, you’ll prepare for the American Board of Opticianry (ABO) certification, which is required by many states and is a stepping-stone to career advancement. With the help of step-by-step instructions, you’ll master the mathematical formulas that opticians need to know. In addition, you’ll discover how to read prescriptions for glasses and contact lenses, explore the basics of eyewear styles and materials, become familiar with the equipment opticians use, learn about prisms and lens types, and gain an understanding of eye anatomy and eye diseases. By the time you complete this course, you’ll be fully prepared to begin a career as an optician—and you’ll have the skills and knowledge you need to advance in this popular and exciting medical field.

Spanish for Medical Professionals
This course starts with the basics of Spanish pronunciation, you will move right into simple words for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. Next, you will get to the meat of the course as you discover how to ask about pain, symptoms, medical histories, insurance, and patients’ feelings. You will also learn how to talk about body parts, diets, and medical care and treatment. This course skips the "touristy" topics and focuses on the survival Spanish medical personnel really need to know in a medical setting.
Career Programs

HYBRID/ONLINE

Getting started is easy! All of our programs have opportunities for national certification, externship placement and/or career support. For some programs, the content is facilitated by live instructors with scheduled webinars and interactive activities. You’ll even have the opportunity to do in-class labs and hands-on activities as required by your program.

PROGRAM DETAILS

- Instructor-Facilitated Options
- Video Lesson Presentations
- Mobile-Ready
- National Certification Opportunity
- All Textbooks & Materials
- Laptops Available
- 24/7 Learner Support
- Certificate of Completion
- Clinical Externship Opportunity

All Programs take 8-16 weeks to complete.

REQUIREMENTS

High School Diploma or GED

TUITION

Tuition ranges from $1,299 to $2,599 dependant on program of study. Materials are included unless otherwise noted.
Things are changing rapidly both for the world and for students. But we're still here! We're open and we're still the community hub for education and workforce development. Our online education solutions – in the classroom and online – are ready to serve all of our students today and in the future. Offering flexibility, innovation, and convenience essential for student success.

**HEALTHCARE**

**Hybrid/Online Programs**
- Clinical Medical Assistant
- Dental Assistant
- Dialysis Technician
- EKG Technician
- Electronic Health Records Management
- Medical Administrative Assistant
- Medical Billing & Coding
- Pharmacy Technician
- Phlebotomy Technician
- Patient Care Tech

**WORKFORCE**

**Hybrid/Online Program Categories**
- Business, Management & Accounting
  20 PROGRAMS
- Information Technology & Web Development
  13 PROGRAMS
- Skilled Trades & Technology
  5 PROGRAMS
- Law
  11 PROGRAMS
- Criminal Justice
  8 PROGRAMS

**SCHOOL OF OUTREACH**

406.683.7537
outreach@umwestern.edu

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<table>
<thead>
<tr>
<th>Title</th>
<th>Hrs</th>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
<th>Provider</th>
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<td>30</td>
<td>INT</td>
<td>TBD 3 months</td>
<td>TBD</td>
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<td>40</td>
<td>Dillon, MT</td>
<td>Oct 3-4 &amp; Oct 24-25</td>
<td>Sat &amp; Sun 8 a.m.-6 p.m.</td>
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<td>40</td>
<td>Dillon, MT</td>
<td>Nov 16-19</td>
<td>Mon-Thu 7:30 a.m.-5 p.m.</td>
<td>UMW</td>
<td>$450 + text</td>
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<td>INT</td>
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<td>ed2go</td>
<td>$115</td>
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<td>200</td>
<td>Dillon, MT</td>
<td>Feb 9-Jun 10 2021</td>
<td>Tue &amp; Thu 6-9:30 p.m Sat (11 classes) 9 a.m.-4:30 p.m.</td>
<td>CCI</td>
<td>$3750</td>
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<td>Electrician Technician</td>
<td>120</td>
<td>INT</td>
<td>TBD 12 months</td>
<td>TBD</td>
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<td>$1995</td>
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<td>200</td>
<td>INT</td>
<td>TBD 9 months</td>
<td>TBD</td>
<td>ed2go</td>
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<td>INT</td>
<td>TBD 18 weeks</td>
<td>TBD</td>
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<td>200</td>
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<td>Feb 8-Jun 14 2021</td>
<td>Mon &amp; Wed 6-9:30 p.m Sat (11 classes) 9 a.m.-4:30 p.m.</td>
<td>CCI</td>
<td>$3750</td>
<td>Jan 11</td>
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**NEW THIS FALL!**

Instructor-Led Online Career Programs available through partner CCI (Condensed Curriculum International). Workforce programs available in the areas of Business, Management, Accounting, Information Technology, Web Development, Skilled Trades, Technology, Law, and Criminal Justice. Contact the School of Outreach for more information on these exciting programs. Learn more on pages 12 & 13 of this catalog.

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**Accounts Payable Manager Certification**

This course will prepare you for the Institute of Finance & Management’s (IOFM) Accounts Payable Manager (APM) certification, the gold standard within the financial operations industry. You will gain key AP skills, including leadership, internal controls and oversight, and process improvement. With the world of financial operations evolving at the speed of technology, certified APMs are in demand. In fact, more than 25,000 of your peers have advanced their careers with IOFM certification. Whether you’re new to AP or have been in AP for years, this Accounts Payable Manager course is designed for you.

**Boiler Operators’ Workshop**

Gain fundamental knowledge of low or high pressure steam systems. Prepare for the Montana State Boiler’s License exam. At the conclusion of the course, participants will receive a certificate of completion. Instruction prepares students to take the Montana Department of Labor and Industry’s exam. Textbooks are required at an additional cost.

**Computer Skills for the Workplace**

This course is a great introduction to Windows 10 and Office 2016 and is designed to provide the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. This course will focus on practical application for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.

**Diesel Mechanics w Certification**

*Coming February 2021!*

The Diesel Mechanic program is designed to prepare students to function as entry-level diesel mechanics performing tasks related to modern diesel engines and commercial vehicles as well as sophisticated heavy equipment systems with electronic functions and advanced computer controls. Diesel mechanics serve their customers with job titles such Diesel Service Technicians, Diesel Technicians, and Diesel Mechanics. The purpose of this program is to...
prepare students to inspect, repair, and overhaul buses and trucks, as well as to maintain and repair diesel engines. Certification: Students who complete this comprehensive course are not only prepared for entry-level positions as technicians in diesel engine repair shops and related facilities, they will be eligible to sit for the Automotive Service Excellence (ASE) Automotive Maintenance and Light Repair (G1) certification exam. Certification will issue once candidates complete and submit the 1-year work experience requirement.

**Electrician Technician**

Electrical Technician provides an intensive overview of skills necessary for electrical maintenance. This program teaches you math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly to work as an electrical technician. Upon completion of this program you will understand electrical systems, troubleshooting, Six Sigma, SS, Lean, TPM, GD&T, production floor safety, PLC equipment and communication, robot maintenance, and installation.

**Graphic Design w Photoshop (software included)**

This nationally recognized training program will teach you the fundamentals of Adobe Photoshop, the gold standard for image creation and editing. This program will teach you graphic design basics and build your skills step-by-step, as you master the terms and processes used by professional graphic artists. You’ll not only learn the rules and standards for effective graphic design, but you’ll also discover strategies for creating graphics that convey desired messages, styles, and tones. You’ll practice with real-world examples, challenges, and thought-provoking assignments, and learn how to determine a client’s needs, design marketing materials to meet those needs, in addition to assembling your designs in an online portfolio to enter the industry. This program will help you create images that stand apart from the competition, in addition to positioning you for a rewarding career in graphic design.

**Human Resource Management**

This 3 course Human Resource Management Suite includes Understanding the Human Resources Function, Talent and Performance Management, and High Performance Organization which targets the critical areas of an organization. These courses are designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. You will also learn tactics to build successful employment brand, the importance of a strong onboarding program and the effect it can have on employee retention. We will also discuss how continuous learning and targeted feedback can help engage employees. Finally, we’ll discuss how to make your company a high-performance organization, the benefits such as profits, and survival as well as being an employer of choice.

**Leadership Suite**

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. This suite of four courses covers the following topics: achieving success with difficult people, leadership, building teams that work, and skills for making great decisions.

**Managing Customer Service**

In this course, you will discover a number of dynamite methods to bring out your best and also do the same for the people you work with. You will learn how to measure customer service—from your company’s point of view and from the customers—and discover how to anticipate the needs of your customers.

**Microsoft Office 2016 Value Suite**

Each course within the Value Suite will introduce you to the features and functionality of Microsoft’s latest software; Microsoft Word, Excel, and PowerPoint. In this course, gain the foundational skills to create professional-looking letters, reports, and documents. Learn how to type, edit, and format text, as well as dozens of ways to modify the appearance and content of your documents. You’ll explore Word’s features, such as spell and grammar checker and the thesaurus, to put a professional polish on your writing. Learn how to use Microsoft Excel for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links, and creating macros and custom toolbar buttons. Learn how to use Microsoft PowerPoint to create impressive slide presentations using a variety of slide and layout masters that make global changes to your presentation in a snap. Whether you’re a beginner or an experienced user, this course will teach you how to turn simple slides into an exciting presentation that will grab and hold your audience’s attention.

**Welding w Certification**

*Coming February 2021!*

The Welding program is designed to prepare students to function as welders. The work of welders includes joining pipe sections for oil and natural gas pipelines, working in numerous industrial environments, building ships, and supporting construction. Students can serve in positions such as Welders, Cutters, Solderers, and Brazers. The purpose of this program is to prepare students to support industrial, transportation, oil and gas, construction, and many other industries with welding skills. In addition to facilitating entry-level welding positions, all candidates will be certified by the American Welding Society (AWS) that they successfully completed the AWS Schools Excelling through National Skill Standards Education (SENSE) Entry Welder Program in the Shielded Metal Arc Welding Process.

**WORKFORCE**

**FUNDAMENTALS**

6-WEEK FORMAT

These online courses are informative, fun, convenient, and highly interactive. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

**ENROLL NOW AT:**

[www.ed2go.com/umwestern](http://www.ed2go.com/umwestern)

**CAREER TRAINING**

6-18 MONTH FORMAT

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. Begin these programs at any time and upon successful completion of all required coursework, you will receive a Certificate of Completion.

**ENROLL NOW AT:**

[www.ed2go.com/umwestern](http://www.ed2go.com/umwestern)
### Adobe Value Suite

Master your interest in dabbling in digital design and photo editing? This group of courses teaches you the basics of Adobe’s powerful image and graphic design software. You’ll explore three Adobe products: InDesign CS6, Illustrator CS6, and Photoshop CS6. Learn each of these programs to design and express yourself whether it is for personal reasons or for business purposes.

### Animal Lover Suite

Master the skills and develop the knowledge you need to translate your passion of animals into a profitable career by this 3 course bundle of Photographic Nature with Your Digital Camera, Start a Pet Sitting Business, and Become a Veterinary Assistant.

### Certificate in Brain Health

In this innovative certificate program, you’ll gain insights into the amazing brain and explore how to support health and happiness through lifestyle choices that impact this remarkable organ. Learn about the components of the brain and examine the latest theories about neuroplasticity, neurogenesis, and epigenetics. The outcome of this certificate is for the learner to describe the basic structures and functions of the brain and explain how happiness, music, meditation, sleep, play, and lifestyle factors (such as stress, nutrition, physical activity, substance abuse, and nature) affect brain health.

### Create a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. You will work through all the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success.

### Discover Sign Language

This course teaches you how to sign basic phrases and expand to complete sentences and see how to put it all together, so you can introduce yourself and start a conversation. You will learn signs for colors, numbers, where you live, family, and the activities you like to do and even the ones you don’t. This course is taught using the best practices of the industry with a minimum of audio support. Throughout, you will be immersed in silence, so you will gain an understanding of the perspective of Deaf people and sign language. You will also gain an introduction to the world of the Deaf culture and explore topics such as lipreading, baby signs, and the career of interpreting. By the end of the course, when you meet a Deaf person, you will be ready to sign!

### Helping Elderly Parents

Growing older is a part of life. Learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You’ll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You’ll learn about financial and legal considerations, health issues, and family interpersonal relationships. You’ll be introduced to special communication skills, observation methods, and coping mechanisms to ease the burden for everyone involved. You’ll learn to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.

### High School Diploma with General Career Preparation

This course will prepare students to employ the skills needed in both online coursework and the workplace. The course presents an

### Key

- **E** Extension Course
- **INT** Internet Course
- **TBD** To Be Determined
- **V** Variable Credit
- **CEUs** Continuing Education Units
- **I** Internet Course
- **F** Face-to-Face Course
- **Career Training 6 mo** 6-month Career Training
- **Fundamentals 6 w** 6-week Fundamentals
overview of basic personal, professional, and self-management skills, including setting goals, professional communication skills, and time management and stress management techniques. Learn ways to improve study habits, to increase one’s memory and motivation, and to strengthen decision-making and problem-solving skills. General Career Preparation will prepare online students to employ the skills needed for effective communication both personally and professionally. It will also provide techniques to manage stress and control emotions.

Introduction to Digital Scrapbooking

Starting with simple projects, you’ll quickly learn how to build pages, use artistic journaling, and produce sophisticated illusions. Photoshop Elements lets you build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs. You’ll see how to draw and create your own art, build collages and scrapbooks to share, and work with both color and black and white. If you need to restore or age images—the tools are all available to you. Come take your scrapbooking to a new level!

Marriage & Relationships: Keys to Success

Learn the importance of balancing your needs as an individual with your needs as a couple. Gain key strategies for maintaining your relationship and great tips for “tune-ups” that help keep love alive, including a frank discussion of the role of sex in marriage. You’ll also develop insights into the problems so many couples encounter in married life. Whether you face disagreements over money, the challenges of a relationship triangle, or even unfaithfulness, this course will give you the tools you need to identify these problems and work toward resolution. You will discover how to fight fair and arrive at a compromise, or maybe the possibility that it is time for a relationship to come to an end.

Photography Suite

This suite includes three courses; Discover Digital Photography, Mastering Your Digital SLR Camera, and Photographing People with Your Digital Camera. Explore a broad overview of the basics of digital photography, including equipment, software, and practical uses. Learn about the many features and controls of your DSLR and look at the lenses you need for the kind of photography you enjoy, and learn the principles of taking photos of people.

Real Estate Investing

Real Estate Investing includes specially designed worksheets and hands-on activities to take the guesswork out of your investing efforts. Start developing a plan for your own investing efforts based on proven methods used every day by full-time, professional real estate investors. You will learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers, and more). This course also explores the effects of higher interest rates and cover alternative strategies for a changing market. By the end of the course, you will be working toward your first (or next) deal.
AHMS 144 Medical Terminology
Introduces the student to the specialized language of the medical profession and builds a background vocabulary in this area. The basic elements, rules of building and analyzing medical words and terms, definitions, and common abbreviations will be included. This course is recognized in the Montana University System as a transfer course. This course is valuable for those entering a program in the health field. Call for exact pricing and registration process.

ARTH 160: Global Visual Culture
Students explore visual arts, music, drama/theatre, and dance with some attention to literature and applied arts. Students read, view, listen, and participate in the arts, learning fundamental vocabulary and concepts, and discussing such questions as: what are the arts; how are the arts created; how and what do arts communicate; and how do the arts reflect society? The depth and quality of their arts observations and reflection, both written and oral, are assessed.

EDEC 247: Child & Adolescent Growth & Development
Students will examine, analyze, and apply research, theories, and issues concerning basic biosocial, cognitive, and psychosocial developmental stages from conception through childhood and adolescence. For integrated lab students use a variety of instruments to observe and interact with individual children as a way of integrating theory and practice. EDEC 248 45 hours of lab is integrated. NOTE: New hybrid section offered in the Bitterroot Area!
differences, cultural expectations, and exceptionality, as well as teaching approaches to accommodate these differences as well as normal psychological development.

**GEO 115: Essentials of Geology**

This course provides an introduction to geologic processes and Earth history. Students will learn about the interrelationships between biological systems, atmospheric processes, oceanic processes, crustal processes, and deep-Earth processes, and apply their understanding to Earth history and the impacts that their existence has on the natural environment. The course is taught in an online format, and is not intended for students majoring in Environmental Science or Environmental Interpretations. 4 credits.

**PSYX 100: Introduction to Psychology**

A survey of the history, methodology, and major theories of psychology. Topics include the influence of biology, individual experience, and culture on human consciousness. Students are expected to demonstrate understanding and comprehension of course content through course examinations and out-of-class writing assignments.

**THTR 101: Introduction to Theatre**

The basics of drama—including formal theatre, improvisational drama, and narrative film and television—are story, place, audience, and actor. Students actively explore the relationships between these elements in a lab setting, by creating scenes based on selections from literature, current and historical events, cuttings from film scripts, and more. They analyze the purposes of drama, and learn about a variety of "Western" as well as non-European traditions. They study the responsibilities of the actor, script writer, director, and design staff in theatre and film productions.

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**What is dual enrollment?**

- Montana students take college courses while still in high school
- Courses may be offered at your high school, local college or online
- Tuition and fees are free* for the first two dual enrollment courses
- Students in need can apply for fee waivers for additional courses

*Course fees and textbook costs may apply for some courses. For more information, please visit [mus.edu/DualEnroll/](http://mus.edu/DualEnroll/).
Junior Scientist

Join us this fall for a science themed after school program. Participants will engage in a variety of activities, games, and experiments as we explore an area of science to be announced in September. Participants will be engaged in 10 hours over a week-long period scheduled after school. Contact the School of Outreach office to learn more about what is being planned. Space is limited to nine participants.

Math Refresher

This course will teach students how to use math to their advantage, without the use of tedious theory and memorization. Lessons are filled with practical exercises and information that can be put to immediate use in everyday life. Learn to use a calculator as a shortcut to various types of mathematics, from balancing a checkbook to deciding how much tip to leave. Develop a better understanding of mortgages, credit cards, and other types of loans and learn terminology used by financial professionals.

Safe @ Home

Safe@Home by Safe Sitter® is a program designed for students in grades 4-6 to prepare them to be safe when they are home alone. The program is designed to enable any adult that enjoys teaching preteens to facilitate an introductory level program to prepare students to care for themselves when parents are away for short periods of time. Safe@Home is a 90-minute program that teaches students how to practice safe habits, how to prevent unsafe situations, and what to do when faced with dangers such as power failures or weather emergencies. Students are also introduced to the Safe Sitter® First Aid Chart and learn a system to help them assess and respond to injuries and illnesses. A Safe@Home student booklet ($10) is required for each student.

Safe Sitter Essentials

Do you feel ready to stay home alone, watch your brothers and sisters while your parents are gone, or babysit for younger children? Then maybe it’s time for Safe Sitter®. Safe Sitter® is for young teens in grades 6-8 who are ready to learn the skills they need to care for themselves and younger children. In addition, Safe Sitter® teaches young teens life and business skills, so that they know how to be prepared, be responsible, and be considerate whether they are babysitting or doing odd jobs for family, friends, or neighbors. Both in-person and virtual sessions will be offered in a condensed COVID-19 time format.

Safe Sitter Essentials: Girl Scouts

Safe Sitter® Essentials is a 1-day class designed to prepare Girl Scout Cadettes to be safe when home alone, watching younger siblings, or babysitting. Completing a Safe Sitter® class will help Cadettes check off some of the requirements for the Babysitter Badge and First Aid Badge and earn a Safe Sitter® Patch. UMW will schedule upon demand with 5-8 students committed to taking the course.
Choose Your Pace: A Walk on the Wild Side in Yellowstone

Yellowstone National Park offers 1,200 miles of hiking, walking and backpacking trails that wind through the park’s 2.2 million acres of spectacular and mostly untouched terrain. Led by a naturalist, explore pathways that thread through Yellowstone’s matchless landscape of diverse flora, thermal features, landforms, canyons, cascades and waterways.

The Best of Yellowstone: From Colter’s Hell to America’s Hot Spot

Yellowstone National Park’s past and present volcanic and tectonic activity is the foundation of its unique ecosystem and the ecological connections that make it so alluring. Join a park naturalist for a field study showcasing this UNESCO Heritage Site where landforms, together with climate, elevation and time, have resulted in a grand diversity of flora and fauna. Interpretive walks and field trips reveal wildlife, geology, forest, wildflowers and thermal features, as well as the park’s human history and current issues.

Yellowstone Safari: Journey Through a Dramatic Landscape

Take an unforgettable journey into Yellowstone National Park’s dramatic and changing landscape. Explore the seasonal changes and the dramatic composition that unfolds on the stage of Yellowstone’s magnificent scenery. Discover how the seasonal activity of indigenous wildlife plays together with the natural history and the unique geothermal features in this ongoing symphony. An experienced naturalist will lead the safari, which will investigate the specific natural activity of the season and how it plays into the overall rhythm of what defines the Greater Yellowstone Ecosystem.

Virtual Lecture Series

Road Scholar is committed to making learning possible even when travel is not. That’s why we created this collection of fascinating, free online lectures for adults! Learn from Road Scholar’s expert instructors around the world as they discuss everything from Vikings in France to the evolution of Native American cuisine in Santa Fe. Our online lectures will give you a taste of some of our most popular Road Scholar programs right from the comfort of your own home. View Virtual Lecture Library at https://www.roadscholar.org/virtuallearning/.

ROAD SCHOLARS ARE NO ORDINARY TRAVELERS

They are lifelong learners, typically over the age of 50, from diverse cultural and professional backgrounds. Students of the world, they are the guests you hope to sit next to at a dinner party. They’ve led interesting lives because they are interested in everything. They are exactly the kind of people you want to be learning with as you explore the globe.