

Registration Information

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

Community Education: Register 3 ways:

- ✓ By Phone: 281-5010
- ✓ In Person: Lincoln Center Room 107
- ✓ Online: www.billingschools.org

Open lab classes have open enrollment. Classes will be prorated at the time of registration.

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. **Refer a friend and receive a \$25 discount** towards a future course!! (Friend must register and complete course in order to receive the discount)

Refund Policy: Students must cancel out three business days before class starts to receive a refund.

Community Education Class Session Schedule			
Session Dates	Class Start Date	Class End Date	Total Weeks
Winter 2012	January 9	March 2	8
Spring 2012	March 12 Spring Break April 4-9	May 11	8
Summer 2012	June 4 No Classes July 4th - make-up day Aug 1st	July 27	8

Unless otherwise specified, children are not allowed to be brought to class.



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

Disclaimer: Although we strive for accuracy, our class dates and times are subject to change.

Table of Contents

Certificate & Certificate Prep Programs.....	3
Online Partners.....	7
Business Classes.....	8
Computer/Technology Classes.....	13
Medical Classes.....	24
Career Planning.....	33
Adult Basic Education.....	34
GED.....	35
COMPASS/College Prep.....	36
Hobby Classes.....	37
Fitness.....	48
Vocational.....	63

Look for our Fall Mid-Fall Classes In our August 2012 brochure!

Certificate & Cert Prep Programs

Accounting.....	4
Administrative Assistant.....	4
Certified Nurse Assistant (CNA).....	4
Certified Phlebotomy Technician.....	5
Dental Assistant.....	5
Medical Coding.....	5
Medical Transcriptionist.....	5
Paralegal.....	6
Pharmacy Technician.....	7
Swedish Massage Therapy.....	7
Web Design.....	7
Corporate Education Solutions (C.....	7

* All certificate programs consist of multiple courses to include taking the TABE.

* Not all Certificate Programs are offered every term.

*Test out option for certificate classes with a fee of \$5.00 per test.

Accounting

The Accounting Certificate program prepares students for entry level positions in accounts receivable and accounts payable departments, payroll units, and financial services 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 recordkeeping and accounting systems for sole proprietor, partnerships, and corporations. Incorporation of QuickBooks used in bookkeeping and accounting operations, as well as spreadsheet and database software will enhance employment opportunities. With a certificate in Accounting, jobs are available in just about every corporate business and non-profit organization.

Administrative Assistant

Executive 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 assistants. The objective of our Administrative Assistant Certificate Program is to provide you 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. You will be prepared to enter the office environment quickly, with a sense of confidence and ability.

Certified Nurse Assistant (CNA)

Be an important part of today's medical health care team as a CNA. Certified nurse assistants are trained to assist patients with their daily care. You 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 become a registered nurse.

Certified Phlebotomy Technician

Become ASCP certified by participating in this program. This can be a rewarding career to working in a lab and with patients. Local hospitals have partnered in this program to provide the students an internship program so they may become nationally certified. 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.

Dental Assistant

This program is designed to prepare students for employment as a Dental Assistant in dentistry and its specialties, including private practice, hospitals, public clinics, and other dental care delivery settings. Theoretical skills are attained in conjunction with supervised clinical experiences. Clinical experience will be provided at various dental offices throughout the Billings area. One book will be required for all core courses. An additional fee must be paid to the instructor for CPR training. Program Coordinator & Facilitators: Jim Johnson, D.D.S. & Scott S. Manhart, D.D.S., M.S.

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 be able to 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. (AAPC)

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 go on to take the national exam to become nationally certified. (AAMT)

Paralegal

One of our online educational partners, Midwest Paralegal Studies, offers this online Paralegal Certificate Program. Learn about the law, prepare for career advancement or even law school. The Paralegal Certificate Program is explained in this free informational seminar online: http://www.paralegalstudies.com/free_orientation.htm.

2012 Program Start Dates:

Thursday February 2 - Thursday March 15, 2012	12WCA-001
Thursday April 5 - Thursday May 17, 2012	12SPCA-001
Thursday June 7 - Thursday July 19, 2012	12SUCA-001

Paralegal Research \$195

An overview of entry-level paralegal research and writing tools. All students will access law resources online and at the local library. Write an office legal memo using legal techniques and current rules of law applying the same to support a conclusion based upon the IRAC reasoning technique. All work must be submitted online.

Paralegal Jurisprudence \$195

An overview of the paralegal profession including many of the more popular entry-level areas of legal specialization (family, corporate, probate, real estate and many others). Select and pursue at least one specialty area and write a report for career development. Each student will also be required to take weekly quizzes and a final exam online.

Paralegal Litigation \$195

An overview of litigation and trial support used by entry level practicing paralegals. Visit a local court system and investigate the procedures of pre-trial, trial, post-trial and appeals. Make a presentation of the court visit and complete a selected deposition abstract online.

Paralegal Management \$195

An overview of the paralegal office manager at work. Network/mentor with an entry level, practicing paralegal in the field and acquire information on the organization of law firms, corporations and/or government legal departments in order to complete a presentation for class.

Paralegal Career \$195

An overview of paralegal job search/portfolio method will help you identify special legal skills that are part of your unique niche in the paralegal market. Compose a 15-section paralegal career portfolio and explore three job leads in a local law practice in order to complete a class presentation.

NOTE: Must be a high school or GED graduate and contact instructor Mr. Zoran Perovanovich, prior to registration, at zoran1990@juno.com. Other courses and pre-requisites are required. For more information, call the Adult Education office: (406) 281-5003.

Pharmacy Technician Certificate Program

The Pharmacy Technician training program will prepare students for employment as a Pharmacy Technician in community, hospital, and nursing home pharmacies-or anywhere a pharmacist is dispensing medication. Upon satisfactory completion of the program including 240 hours of experiential training, the student is more prepared to pass the Pharmacy Technician Certification Board (PTCB) test to become a Certified Pharmacy Technician. This training is appropriate for those who have completed the GED or High School Diploma and have never been convicted of a felony. This class will help the students prepare for taking the PTCB test. Students will need to apply and meet prerequisites to be eligible to take this course fall 2012. Call 281-5003 for more information

Swedish Massage Therapy

The Massage Therapy program provides students the necessary skills to meet the needs of the healthcare community as an entry-level Licensed Massage Therapist. The student will be competent to perform entry level Swedish massage therapy; know the applications of hydrotherapy; be familiar with exercise programs to assist the muscular-skeletal system; have knowledge of the techniques used to reduce stress, and current allied modalities being practiced. Student Clinic: Senior students are required to perform a minimum of seventy- eight clinic services of one-hour full body Swedish massage on the general public, supervised by a qualified Licensed Massage Therapy Instructor as part of their practicum. Upon completion of the program the student will be prepared to take the National Certification Board for Therapeutic Massage and Body Work (NCBTMB) Exam. Students must complete prerequisites' in order to be accepted into the fall 2012 program. Call 281-5003 for more information.

Web Design

Build your business marketing abilities by learning how to design and develop your business website. You will have a comprehensive understanding of all facets from graphic design, coding, FRP, SEO and other tools.

Online Partners

Corporate Education Solutions (CES)

<http://www.cesolutions.net/landingpage/billings>



CES provides a broad business and technology curriculum, ranging from Six Sigma and LEAN, to Cisco CCNA and CompTIA A+. Through our education partnership, we provide Billings Adult Education customers diverse choices at discounted rates. Visit the website, see the many career-enhancing courses, and the CES staff will assist you in registration, payment, books, and customer support throughout your experience. Billings Adult Education receives regular student progress reports, enabling our Career Planning & Advancement counselors to personalize your education.

Business Classes

Basic.....	8
Business Strategy & Operations.....	11
Finance & Accounting	12



Accounting class at the Lincoln Center is part of the Community Education program.

Basic

Business Communications I

Description: This class combines a problem-solving and 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 news, bad news and persuasive messages.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10 – Feb 28	Tue 6:30 pm - 8:30 pm	C. Manhart	Lincoln Rm 111	12WCA-002

Required Materials: Book (\$50)

Prerequisites: Business English, Microsoft Word or equivalent

Fee: \$119

Business Communications II

Description: This course is a continuation from Business Communications I and combines a problem-solving and 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. Level Two content: Good News, Bad news, Persuasive Messages, Team Writing, Letter and Memo Reports, Goodwill Message, and Employment Communications.

Please bring the book that was used in Business Communications I.

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 13 – May 8 No class April 3	Tue 6pm-8pm	C. Manhart	Lincoln Rm 110	12SPCA-002

Prerequisites: Business English, Microsoft Word or equivalent, Business Communications I

Fee: \$119

Career Success

Description: Secure the interview that leads to a job offer with our Career Success class. Learn about today's job search strategies while developing your functional resume and a dynamic cover letter, a typed job application and answers to potential interview questions.

Dates	Weekday/Time	Instructor	Location	Course Code
July 11- Aug 1	Weds 5pm–7pm	S. Fox	Lincoln Rm 114	12SUCA-002

Prerequisites: Intro to Computers, MS Word Unit 1 and flash drive.

Fee: \$59

Customer Service

Description: This course will introduce concepts essential to providing stellar customer service and provide tips to enhance your earning potential. Topics include: Knowing what customers really want, How to exceed customer expectations, Improving your communication skills, Dealing with the unhappy customer, and Tips to advance your career. Join us for this informative 3 hour workshop!

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 24	Fri 1pm-4pm	M. Arneson	Lincoln Resource Rm	12WCA-003
May 18	Fri 1pm-4pm	M. Arneson	Lincoln Resource Rm	12SPCA-003
July 27	Fri 1pm-4pm	M. Arneson	Lincoln Resource Rm	12SUCA-003

Fee: \$20

How to Write an Effective Business Plan

Description: The primary value of your business plan is to create a written outline that evaluates all aspects of the economic viability of your business venture. Preparing and maintaining a business plan is important for any business regardless of its size or nature. If you maintain a correct assessment of the changing economics of your business, your plan can provide a useful road map as well as be an essential financing tool to gauge success or failure.

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 15-Apr 19 No class April 5	Thur 6pm-8pm	SCORE	Lincoln Resource Room	12SPCA-004

Fee: \$59

Business Strategy & Operations

Finance

Rules of the Road/Protecting What is Important

Description: This class will provide participants with 10 principals for sound investing and also discusses how to identify and avoid the most common investment mistakes. It is designed to offer individuals a foundational knowledge of three critical types of insurance: health, disability and life insurance.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10	Tue 6:30pm-8:30pm	W. Wallace	Lincoln Resource Room	12WCA-004

Fee: \$15

Take Stock in the Market/Focus on Fixed Income

Description: This is an educational program geared to people who have little or no stock market experience. Take Stock in the Market covers the basic structure of the stock market and the three key principles to stock investing. It will gear people who are interested in creating a reliable stream of income. Focus on Fixed Income covers bond characteristics and features and key strategies to get the most out of your fixed-income investments.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 17	Tue 6:30pm-8:30pm	W. Wallace	Lincoln Resource Room	12WCA-005

Fee: \$15

A Smart Start to Mutual Funds/ Making Sense of Retirement

Description: This is an educational program designed to offer individuals a foundational knowledge of mutual funds. It introduces what is in a mutual fund, considerations and the process of selecting an appropriate mutual fund. In this seminar, participants will be able to explain the importance of setting goals for retirement, understand concepts of risk tolerance and time horizon, describe the value of tax-deferred investments, identify various investments available for retirement and appreciate the importance of diversification.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 24	Tue 6:30pm-8:30pm	W. Wallace	Lincoln Resource Room	12WCA-006

Prerequisites: Intro to Computers, MS Word Unit 1 and flash drive.

Fee: \$15

Tax-Free Investing/ Preparing Your Estate Plan

Description: This is an educational program designed to inform individuals of the benefits and considerations of choosing investments that offer tax advantages. This is a seminar designed to help better understand the basics of Estate Planning so they can choose the options that make the most sense for their specific situations.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 31	Tue 6:30pm-8:30pm	W. Wallace	Lincoln Resource Room	12WCA-007

Fee: \$15

Finance & Accounting

10-Key

Description: Learn the 10-Key by touch method, build speed, and become proficient computing business problems by taking this hands-on self-paced course. Topics covered include: Cross-footing, Rounding, Estimating, Discounts, Markup, Percent, Payroll, Investments, Interest, and Measurement.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 12-Mar 1	Thur 4pm-6pm	S. Fox	Lincoln Rm 114	12WCA-008
Mar 15- May 10 No class Apr 5	Thur 4pm-6pm	S. Fox	Lincoln Rm 114	12SPCA-005

Prerequisites: Business Math

Required Materials: Book (\$52)

Fee: \$119

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 11-Feb 29	Weds 11am-1pm	C. Manhart	Lincoln Rm 111	12WCA-009
Jan 12-Mar 1	Thur 6pm-8pm	C. Manhart	Lincoln Rm 111	12WCA-010
Mar 14-May 9 No class Apr 4	Weds 11am-1pm	C. Manhart	Lincoln Rm 111	12SPCA-006
Mar 15-May 10 No class Apr 5	Thur 6pm-8pm	C. Manhart	Lincoln Rm 111	12SPCA-007
Jun 14- Aug 2	Thur 6pm-8pm	C. Manhart	Lincoln Rm 111	12SUCA-004

Required Materials: Book (Level I: \$146, Level II: \$30, Level III: \$59)

Fee: \$119

Computer / Technology Classes

Basic.....	14
Workshops.....	15
Self-Paced Computer Classes.....	18
Microsoft Office.....	20
Web-related.....	22



Becky Nusbaum teaches a website class.

Basic

Introduction to Computers with an Overview of Microsoft Office 10

Description: Learn basics of Microsoft Windows, and browsing the internet with Internet Explorer. Perform internet searches, create Favorites, learn to send and receive email, and more! Additionally, this class will include an overview of Microsoft Office 2010

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Feb 28	Tue 5:15pm – 7:15pm	M. Gasek	Lincoln Rm 110	12WCA-011
Mar 13-May 1	Tue 5:15pm – 7:15pm	M. Gasek	Lincoln Rm 114	12SPCA-008

Required Materials: Intro To Computers 2nd edition \$15

Fee: \$119

Introduction to Computers for Seniors

Description: Learn the parts of the computer, terminology, Windows, word processing, working with files and folders, browsing the internet and working with email! (For ages 60 and over)

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9-Feb 27	Mon 10am-Noon	M. Gasek	Lincoln Rm 116	12WCA-012
Mar 12-May 7 No class Apr 9	Mon 10am-Noon	M. Gasek	Lincoln Rm 116	12SPCA-009
Jun 4-July 23 Intermediate	Mon 1pm-3pm	M. Gasek	Lincoln Rm 110	12SUCA-005

Required Materials: Book (\$25)

Fee: \$119

Photoshop Elements for Photographers

Description: Hands on course in designed to be an introduction to the Adobe Photoshop Elements for the novice to intermediate photographer.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 11-Feb 8	Weds 6pm-8pm	T. Burtchaell	Lincoln Rm 114	12WCA-013
Mar 14- Apr 18 No class Apr 4th	Weds 6pm-8pm	T. Burtchaell	Lincoln Rm 114	12SPCA-010

Prerequisites: Intermediate computer skills and an understanding of your computer and operating system are required.

Fee: \$59

Workshops

Getting Started with Publisher

Description: Are you interested in creating a brochure, program, business card or other type of desk top publishing document with Publisher but just don't know how where to start? In this 2 hour workshop, you will learn how to get started. Book available for \$15.

Dates	Weekday/Time	Instructor	Location	Course Code
Aug 22	Weds 11am-1pm	C. Manhart	Lincoln Rm 110	12SUCA-006

Prerequisites Intro to Computers and have Word experience.

Fee: \$15

Getting Started with PowerPoint

Description: Are you interested in creating a PowerPoint presentation but just don't know where to start? In this 2 hour workshop, you will learn how to get started. Book available for purchase for \$15.

Dates	Weekday/Time	Instructor	Location	Course Code
Aug 15	Weds 11am-1pm	C. Manhart	Lincoln Rm 110	12SUCA-007

Prerequisites Intro to Computers and have Word experience.

Fee: \$15

How to Make Lists and Labels

Description: It's time to send out a large mailing and you don't know what to do? Come to this 2 hour workshop and learn how to make a list of names and addresses to create mailing labels.

Dates	Weekday/Time	Instructor	Location	Course Code
Jun 28	Thur 11am-1pm	C. Manhart	Lincoln Rm 110	12SUCA-008

Prerequisites Intro to Computers and have Excel and Word experience.

Fee: \$15

How to do a Successful Mail Merge

Description: In this 2 hour workshop, you will learn how to effectively create a form letter and a data source to really make it work!

Dates	Weekday/Time	Instructor	Location	Course Code
Jun 21	Thur 11am-1pm	C. Manhart	Lincoln Rm 110	12SUCA-009

Prerequisites Intro to Computers and have Excel and Word experience.

Fee: \$15

I Have an iPad Now What?

Description: So you got an iPad...now what? This course will be a hands-on exploration of using the iPad. Basic operations of the device as well as ideas for the types of Apps you might like to get for research, productivity and entertainment will be covered. We will learn how to install, remove, and organize Apps as well as learn a ton of tips and tricks.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10	Tue 5pm-8pm	D.Caskey	Lewis & Clark Library	12WCA-014
Jan 12	Thur 5pm-8pm	D.Caskey	Lewis & Clark Library	12WCA-015
Jan 17	Tue 5pm-8pm	D.Caskey	Lewis & Clark Library	12WCA-016

Prerequisites Intro to Computers or basic computer knowledge and skilled use of mouse. Bring your iPad

Fee: \$20

Learning the capabilities of your new iPad and iTunes

Description: This is a workshop to explore the capabilities and applications of the new iPad. Where to start, how to set it up, protecting your privacy, getting it on the internet, using email, itunes, using apps, photos, banking, shopping and more!!

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 31	Sat 9am-Noon	M. Gasek	Lincoln Rm 111	12SPCA-011
Apr 21	Sat 9am-Noon	M. Gasek	Lincoln Rm 111	12SUCA-010

Prerequisites Intro to Computers or basic computer knowledge and skilled use of mouse. Bring your iPad and iTunes.

Fee: \$20



NxLevel

Description: Join the Billings SBDC & Community Education for NxLevel™ for Entrepreneurs course (formerly known as FastTrac) which is a 12-session intensive training program designed to encourage business expansion in a community. It focuses on teaching the art of better business practices while producing a comprehensive business plan to guide business expansion decisions and activities.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 23-Apr 9	Mon 6pm-9pm	R.Helvik	SBDC	12WCA-017

Fee: \$450

Organizing the Hard Drive

Description: Do you just save a file and stick it on your hard drive? Then when it comes time to find it, you either can't or you are searching through hundreds of file names looking for just the one you want? Come to this 2 hour workshop and learn how to organize and set up your files on the hard drive to make it easier to find them.

Dates	Weekday/Time	Instructor	Location	Course Code
Aug 8	Weds 11am-1pm	C. Manhart	Lincoln Rm 110	12SUCA-011

Prerequisites: Intro to Computers

Fee: \$15

Overview of Windows 7

Description: This workshop will cover an overview of Windows 7 including: computer basics, running programs, managing files, security, browsing the web, creating documents and control panel basics.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 4	Sat 9am-12pm	M. Gasek	Lincoln Rm 114	12WCA-018
Apr 14	Sat 9am-12pm	M. Gasek	Lincoln Rm 114	12SPCA-012

Required Materials: Book (\$30)

Prerequisites: Intro to Computers or basic compute knowledge and skilled use of mouse.

Fee: \$30



Personalized Employment Plan

Class 1—Explore Student Focus—Who Am I: Take the Myers Briggs Type Indicator (MBTI). Learn about your personality and how it affects your career choice.

Class 2—Soft Skills Lead to Success: Self-confidence, Communication, Leadership, Conflict Resolution, and Stress Management

Class 3—Goal Setting: Long-term and short-term goals in all areas of life drive your plan.

Class 4—Career Research: Take action to reach your goals. Research two or three careers using the Montana Career Information System (MCIS) and learn workplace skills using CareerReady101.), you will finish your career research and prepare for your next step by working on the following as needed: resume, job application, cover letter, interview skills, etc.

PEP is offered for Four Consecutive Fridays. Please stop in Room 107 to sign up. This class is offered free through the Career Advancement office and EOC program.

Self-Paced Computer Classes

Self-Paced Computer Classes

Description: Students work at their own pace, using excellent hands-on textbooks written for Adult Education, to become proficient in the use of various computer programs. No student is ever rushed or held back. A qualified instructor is available to answer questions, and to guide students during each session. See Pages for topics offered.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9-Feb 27	Mon 11am -1pm	C. Manhart	Lincoln Rm 110	12WCA-019
Jan 9-Feb 27	Mon 1pm -3pm	C. Manhart	Lincoln Rm 110	12WCA-020
Jan 9-Feb 27	Mon 4pm -6pm	M. Gasek	Lincoln Rm 110	12WCA-021
Jan 9-Feb 27	Mon 6pm -8pm	C. Manhart	Lincoln Rm 110	12WCA-022
Jan 10-Feb 28	Tue 5:15pm-7:15pm	S. Fox	Lincoln Rm 114	12WCA-023
Jan 11-Feb 29	Weds 1pm-3pm	C. Manhart	Lincoln Rm 110	12WCA-024
Jan 12- Mar 1	Thur 12pm-2pm	C. Manhart	Lincoln Rm 110	12WCA-025
Jan 21, 28;Feb 4,18,25	Sat 9am -12pm	C. Manhart/Gasek	Lincoln Rm 110	12WCA-0t26
Mar 12-May 7 No class Apr 9	Mon 11am-1pm	C. Manhart	Lincoln Rm 110	12SPCA-013
Mar 12-May 7 No class Apr 9	Mon 1pm-3pm	C. Manhart	Lincoln Rm 110	12SPCA-014
Mar 12-May 7 No class Apr 9	Mon 4pm-6pm	M. Gasek	Lincoln Rm 110	12SPCA-015
Mar 12-May 7 No class Apr 9	Mon 6pm-8pm	C. Manhart	Lincoln Rm 110	12SPCA-016
Mar 14-May 9 No class Apr 4	Weds 1pm-3pm	C. Manhart	Lincoln Rm 110	12SPCA-017
Mar 15-Apr 10 No class Apr 5	Thur 12pm-2pm	C. Manhart	Lincoln Rm 110	12SPCA-018
Mar 15-Apr 10 No class Apr 5	Thur 5:15pm-7:15pm	H. Hatlelid-Hester	Lincoln Rm 110	12SPCA-019
Mar 24, 31; Apr 14, 21, 28	Sat 9am-12pm	Manhart/Gasek	Lincoln Rm 110	12SPCA-020
Jun 5- July 24	Tue 4pm-6pm	M. Gasek	Lincoln Rm 110	12SUCA-012
Jun 5- July 24	Tue 6pm-8pm	C. Manhart	Lincoln Rm 110	12SUCA-013
Jun 6- Aug 1 No class July 4	Weds 11am-1pm	C. Manhart	Lincoln Rm 110	12SUCA-014
Jun 6- Aug 1 No class July 4	Weds 1pm-3pm	C. Manhart	Lincoln Rm 110	12SUCA-015

Fee: \$119/Saturday labs \$120

Internet & Email

Description: Learn how to effectively browse the web, send/receive/manage email (including attachments), instant message, share photos online, create and publish web pages.

This offering is a Self-Paced Computer Class. Register for any Self-Paced Computer Class listed on page 18

Required Materials: Book (\$25)

Prerequisites Intro to Computers

Fee: Included in Self-Paced Computer Class (\$119)

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 Class listed on page 18

Required Materials: None

Fee: Included in Self-Paced Computer Class (\$119)

QuickBooks Pro 2009

Description: In this self-paced instructor-assisted course, learn to use QuickBooks Pro to create customer files, prepare payroll, set up inventory and sales tax. Use estimates and time-tracking features, organize data using classes, make journal entries, and create custom reports.

This offering is a Self-Paced Computer Class. Register for any Self-Paced Computer Class listed on page 18

Required Materials: Book (\$49)

Prerequisites Intro to Computers, Windows Vista, Accounting I

Fee: Included in Self-Paced Computer Class (\$119)

Windows XP

Description: Learn features and functions of Microsoft Windows, from beginning to advanced levels. Begin with the taskbar and quick launch, organize files and folders, customize the desktop, use the clipboard, and learn to use Paint and Internet Explorer.

This offering is a Self-Paced Computer Class. Register for any Self-Paced Computer Class listed on page 18

Required Materials: Book (\$35)

Prerequisites Intro to Computers or basic computer knowledge and skilled use of mouse

Fee: Included in Self-Paced Computer Class (\$119)

Windows 7

Description: In this course, you will explore Microsoft's newest operating system, Windows 7. You will start the computer, navigate the Desktop, practice your mouse skills, and shut down the computer. You will also launch programs from the Start menu and work with multitasking skills. Finally, you will create, edit, and save documents in Paint and WordPad. Students will deal with file management. You will learn how files, folders, and drives are organized on the computer and work with Win 7's search tools and control panel. You will also organize files in folders and subfolders, move, delete and copy files and folders and more!

This offering is a Self-Paced Computer Class. Register for any Self-Paced Computer Class listed on page 18

Required Materials: Book (\$35)

Prerequisites Intro to Computers or basic computer knowledge and skilled use of mouse

Fee: Included in Self-Paced Computer Class (\$119)

Windows Vista

Description: In this course, you will explore Microsoft's Vista operating system. Students will learn how to manage windows and folders, sort and filter files, run programs, manage security settings and to take advantage of Window's multimedia features for photos, music and videos.

This offering is a Self-Paced Computer Class. Register for any Self-Paced Computer Class listed on page 18

Required Materials: Book (\$25)

Prerequisites Intro to Computers or basic computer knowledge and skilled use of mouse

Fee: Included in Self-Paced Computer Class (\$119)

Microsoft Office

Access

Description: 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.

This offering is a Self-Paced Computer Class. Register for any Self-Paced Computer Class listed on page 18

Required Materials: Book (\$49), Flash Drive 1GB or larger

Prerequisites Intro to Computers, Windows, Microsoft Excel (or equivalent)

Fee: Included in Self-Paced Computer Class (\$119)

Excel

Description: Learn features and functions of Microsoft Excel, from beginning to advanced levels. Begin with basics of creating spreadsheets, use formulas and text, progress to formatting and graphics. Advanced features include data analysis, auditing & collaborating tools, and more.

This offering is a Self-Paced Computer Class. Register for any Self-Paced Computer Class listed on page 18

Required Materials: Book (\$49), Flash Drive 1GB or larger

Prerequisites Intro to Computers, Windows, Microsoft Word (or equivalent)

Fee: Included in Self-Paced Computer Class (\$119)

Office Essentials

Description: This course provides an excellent overview of Microsoft Office Professional. Students are introduced to computer concepts, Windows Vista, Word, Excel, PowerPoint, Access, Outlook and the Internet. 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 Class listed on page 18

Required Materials: Book (\$49), Flash Drive 1GB or larger

Prerequisites Intro to Computers

Fee: Included in Self-Paced Computer Class (\$119)

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 Class listed on page 18

Required Materials: Book (\$49), Flash Drive 1GB or larger

Prerequisites Intro to Computers, Windows, Microsoft Word (or equivalent)

Fee: Included in Self-Paced Computer Class (\$119)

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 Class listed on page 18

Required Materials: Book (\$49), Flash Drive 1GB or larger

Prerequisites Intro to Computers, Windows, Microsoft Word (or equivalent)

Fee: Included in Self-Paced Computer Class (\$119)

Word

Description: Begin with basics of creating a variety of documents, from business letters to flyers, progress to real desktop publishing, create a newsletter, an employee policy manual, work with headers and footers, build indexes and references, create a mail merge, and learn how to integrate Word with Excel.

This offering is a Self-Paced Computer Class. Register for any Self-Paced Computer Class listed on page 18

Required Materials: Book (\$49), Flash Drive 1GB or larger

Prerequisites Intro to Computers, Typing and Keyboarding, Windows (or equivalent)

Fee: Included in Self-Paced Computer Class (\$119)

Web-Related

Beginning with Photoshop CS5

Description: An introduction to the Photoshop CS5 Image Editing Suite for photographers and other design professionals.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9-Feb 6	Mon 6pm-8pm	T. Burtchaell	Lincoln Rm 114	12WCA-027
Mar 12- Apr 16 No class Apr 9	Mon 6pm-8pm	T. Burtchaell	Lincoln Rm 114	12SPCA-021

Prerequisites Intermediate computer skills and an understanding of your computer and operating system are required.

Fee: \$59

Web Site Design and Development I/Dreamweaver CS5

Description: This class focuses on the fundamentals of website creation by using Adobe Dreamweaver CS5. Students will be provided an overview of the major stages in website development including: domain registration, hosting and server requirements, and file transfer protocol. Hands-on experience and skill building in HTML creation and editing. Approved for teacher recertification and BPS step-up.

Dates	Weekday/Time	Instructor	Location	Course Code
Jun 5-July 24	Tue 11:30am- 1:30pm	B. Nusbaum	Lincoln Rm 110	12SUCA-016

Required Materials: Book (\$40)

Prerequisites Familiarity with computers, including file management within Windows Explorer, copy/paste and open/save functions.

Fee: \$119

Web Site Design and Development II/Individual Project Time

Description: The Web II class extends on foundation principles presented in Web I. Class time will utilize presentations and hand-on exercises in order to further understanding. Students will focus on development of graphic and interactivity skills. Previous Web I students have the flexibility to direct this course in the direction of their own project. They can use the class structure to expand on their choice of project: business, personal or client specific site.

Dates	Weekday/Time	Instructor	Location	Course Code
Jun 6- Aug 1	Weds 4pm – 6pm	B. Nusbaum	Lincoln Rm 110	12SUCA-017

Required Materials: Book (\$40)

Prerequisites Previous Web I Students

Fee: \$119

Medical Classes

CNA	25
CPR/First Aid	25
Dental Assisting	26
Med Certify Class: Prerequisite Combo!	27
Med Certify Class: Open Labs	28
Phlebotomy	32



Instructor Brenda Segna chats with student Kayla Scott during a Medical Certification class at Lincoln Center.

CNA

Taking Care! 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. CPR training will be offered. Ask about our new CNA Certificate Program! (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 to participate in clinical).

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Feb 23	Tue & Thu 5pm-8pm * Jan 25th CPR Training	Vickie Howard	Lincoln Rm 404	12WCA-028
Mar 13-May 3 No class Apr 3rd or Apr 5th	Tue & Thu 5pm-8pm *Mar 28th-CPR training	Vickie Howard	Lincoln Rm 404	12SPCA-022
Jun 5-July 19	Tue & Thu 5pm-8pm *Jun 20th-CPR training	Vickie Howard	Lincoln Rm 404	12SUCA-018

Required Materials: Completed background check and drug screening

Fee: \$482 (includes book and testing fee), (due to high enrollment volumes, students MUST pay at the time of registration) \$50 cash to instructor for CPR cert, \$25 drug testing (students must have an ID and bring list of prescriptions currently taking for the drug test), Current TB test, \$5 background check fee.

American Red Cross First Aid CPR/AED

Description: Training meets OSHA Guidelines for First Aid Programs and combines lecture, interactive video demonstrations featuring emergency scenarios that are likely to occur in a variety of environments and hands-on training to teach participants lifesaving skills. 2 yr certification.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 4	Weds 6pm-10pm	D. Kaufman	Lincoln Resource Rm	12WCA-029
Feb 1	Weds 6pm-10pm	D. Kaufman	Lincoln Resource Rm	12WCA-030
Mar 7	Weds 6pm-10pm	D. Kaufman	Lincoln Resource Rm	12SPCA-023
May 2	Weds 6pm-10pm	D. Kaufman	Lincoln Resource Rm	12SPCA-025

Required Materials: Book, Certification Card and Training Packets. (\$40 to instructor)

Fee: \$35

Dental Assisting

Course A: Clinical Sciences for the Dental Assistant

This course is designed to educate the student in basic human sciences of disease and oral health. It is intended to familiarize the student with basic dental terminology, oral anatomy, bacteriology, oral immunology, epidemiology, physiology, and pathology. Emphasis will be on the structures and function of the dental system, agents and mechanisms of disease, the anatomical structures impacted, and the concepts of improving resistance to infection.

Course B: Clinical Practices for the Dental Assistant

This course is primarily designed to educate the student in the proper identification, care and use of all types of dental equipment and instruments. Chair side dental assisting and duties will be presented. Subjects covered include instruments and their functions, sterilization, impressions, laboratory procedures, clinical chair side; aspects of employment opportunities, steps toward career success will be presented. Some class sessions will be held off site and students will be responsible for providing transportation.

Course C: Materials, Radiology, Office Safety and Legal Issues for the Dental Assistant

This course will emphasize identification and the process of managing medical emergencies in the dental office setting, CPR certification, the study of restorative materials that are employed in dentistry and their safe handling. Instruction and certification in the principles of radiography, safety guidelines for the patient's and operator's protection and comfort, types of films/digital systems, automated and digital processing of images, relationship of dental anatomy and facial structures to the exposure and mounting of films both manually and digitally. Additional areas of study will be dental ethics/jurisprudence HIPAA, OSHA and MSD and its impact on the dental team. Montana employment law and its place in the dental health care setting.

Course D: Clinical Rotations for the Dental Assistant

Students will spend a minimum of 50 hours of on-site dental assisting training during regular daytime business hours scheduled at Billings area dental offices in addition to class time. Please plan your schedule accordingly to accommodate for this special training.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9-Feb 29 Course A & B	Mon & Weds 6pm-8pm	Dr. Johnson Dr. Manhart	Lincoln Rm 111	12WCA-031
Mar 12-May 16 Course C & D	Mon & Weds 6pm-8pm	Dr. Johnson Dr. Manhart	Lincoln Rm 111	12SPCA-026

Required Materials: Completed background check and drug screening

Fee: \$629, \$25 drug testing (students must have an ID and bring list of prescriptions currently taking for the drug test), \$5 background check fee, \$35 to pay instructor for CPR class and current TB test.

Med Certify Class: Anatomy and Physiology

Description: This is an intensive fast paced instructor led 12-week class in which you will learn the basics of Medical Anatomy and Physiology. The topics are consistent with those needed by students in the health-related professions. Upon successful completion of the course you will be ready to move on to Pathophysiology, Medical Transcription, Medical Coding, and/or Phlebotomy.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9-April 12 No Class Feb 20-24, April 4 24 sessions	Mon & Thur 3:45pm-5:45pm	S. Christensen, RN	Lincoln Rm 111	12WCA-032

Required Materials: Books included in course

Prerequisites: Medical Terminology or student must be enrolled in open-lab Terminology class.

Fee: \$355



“The Medical Certificate Program is a efficient and cost effective way to find a new career path. And Sharon Christensen is a great teacher. She is very diligent and dedicated to her A&P class.”

-Geri Rogers

Med Certify Classes: Open Labs and Online Classes Available

Description: This is a self-pace class in which students learn through computer modules in a classroom environment. An instructor facilitates the class and is available for tutoring and assistance. Due to the self-paced natures of these labs, completion dates depend upon the amount of time the student is able to dedicate to his or her studies. This class will also help you prepare for the Phlebotomy ASCP Certification. **Ask about online classes!**

Topics Offered: Medical Terminology, Anatomy & Physiology, Pathophysiology, Medical Coding, Medical Billing, and Medical Transcription, Phlebotomy ASCP Test Prep.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Feb 28	Tue 2pm-4pm	B. Segna	Lincoln Rm 116	12WCA-033
Jan 10-Feb 28	Tue 6pm-8pm	B. Segna	Lincoln Rm 116	12WCA-034
Jan 12-Mar 1	Thur 2pm-4pm	B. Segna	Lincoln Rm 116	12WCA-035
Jan 12-Mar 1	Thur 6pm-8pm	B. Segna	Lincoln Rm 116	12WCA-036
Mar 13-May 1	Tue 2pm-4pm	B. Segna	Lincoln Rm 116	12SPCA-027
Mar 13-May 1	Tue 6pm-8pm	B. Segna	Lincoln Rm 116	12SPCA-028
Mar 15-May 10 No class Apr 5	Thur 2pm-4pm	B. Segna	Lincoln Rm 116	12SPCA-029
Mar 15-May 10 No class Apr 5	Thur 6pm-8pm	B. Segna	Lincoln Rm 116	12SPCA-030
Jun 5-July 24	Tue 2pm-4pm	B. Segna	Lincoln Rm 116	12SUCA-019
Jun 5-July 24	Tue 6pm-8pm	B. Segna	Lincoln Rm 116	12SUCA-020
Jun 7-July 26	Thur 2pm-4pm	B. Segna	Lincoln Rm 116	12SUCA-021
Jun 7-July 26	Thur 6pm-8pm	B. Segna	Lincoln Rm 116	12SUCA-022

Required Materials: Appropriate Book for respective class

Fee: \$119

Medical Terminology

Use this work-text to help you explore the organization of the body while learning how prefixes and suffixes are added to the basic word structure. You will also learn to work with both specialist and case reports. This is a self-paced course supplemented with video-based lecture in a classroom monitored by a helpful instructor.

Required Materials: Book (\$40)

This is a Self-Paced Med Certify Class. Register for any Self-Paced Med Certify Class on page 26.

Anatomy and Physiology – Levels 1-4

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

Required Materials: Book (\$80)

Prerequisites: Medical Terminology (for certification students)

This is a Self-Paced Med Certify Class. Register for any Self-Paced Med Certify Class on page 26.

Pathophysiology – Levels 1-2

The text, Essentials of Human Diseases and Conditions, will be used in conjunction with your workbook to explore common human ailments beginning with childhood diseases and disorders and finishing with mental disorders and trauma. This self-paced course is complemented with video-based presentations to assist with taking notes and remembering key points.

Required Materials: Book (\$90)

Prerequisites: Medical Terminology, Anatomy and Physiology

This is a Self-Paced Med Certify Class. Register for any Self-Paced Med Certify Class on page 26.

Medical Coding – Basic Levels 1-4

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

Required Materials: Book (\$96)

Prerequisites: Medical Terminology, Anatomy and Physiology, Pathophysiology

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

Medical Coding – Advanced Levels 1-2

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

Required Materials: Book (\$84)

Prerequisites: Medical Coding – Basic

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

Medical Billing and Reimbursement - Levels 1-2

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 for Medicaid, Medicare, TRICARE, CHAMPVA, and Worker's Comp.

Required Materials: Book (\$96)

Prerequisites: Medical Coding – Advanced

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

Medical Transcription – Essentials Levels 1-2

In this self-paced instructor-assisted course, learn to understand various medical documents while being introduced to the world of medical transcription. Covers procedures for several different types of medical practices, including: cardiology, trauma, gastroenterology, internal medicine, medical imaging, and more.

Required Materials: Book (\$78)

Prerequisites: Keyboarding, Introduction to Computers, Word, Medical Terminology, Anatomy and Physiology, Pathophysiology

Medical Transcription classes are Self-Paced Med Certify Class. Register for any Self-Paced Med Certify Class on page 28.

Medical Transcription – Advanced Levels 1-2

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 imaging, and more.

Required Materials: Book (\$84)

Prerequisites: Medical Transcription – Essentials

Medical Transcription classes are Self-Paced Med Certify Class. Register for any Self-Paced Med Certify Class on page 28.

Phlebotomy

Description: Learn to draw blood and the proper procedures for obtaining and identifying patient information. You will be trained to apply for certification with national and state registry. (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, to participate in clinical). Ask about our National Phlebotomy Certificate Program to participate in the Billings Clinic internship!

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9-Feb 29	Mon & Weds 6pm-8pm	B. Segna C. Wallace	Mary Alice Fortin Conference Center	12WCA-037
Mar 12-May 9	Mon & Weds 6pm-8pm	B. Segna C. Wallace	Mary Alice Fortin Conference Center	12SPCA-031
Jun 4-July 30	Mon & Weds 6pm-8pm	B. Segna C. Wallace	Mary Alice Fortin Conference Center	12SUCA-023

Required Materials: Completed background check and drug screening. \$25 drug testing (students must have an ID and bring list of prescriptions currently taking for the drug test), Current TB test, \$5 background check fee.

Fee: \$440



Chelsea Wallace works with Phlebotomy students.

Career Planning



Michelle Gasek and the Educational Opportunity Center (EOC) offer free career planning and counseling. Myers-Briggs personality assessments are given, as are workshops for personal development. Michelle assists students with college selection, financial aid, occupational assessments and selections, and more.

Get FREE assistance with:

- ✓ Pre-College & College Admissions
- ✓ Financial Aid & Career Information
- ✓ Academic, Career & Personal
- ✓ Counseling
- ✓ Career Exploration & Interest Inventory
- ✓ Assistance with Pre-College Preparation,
- ✓ Adult Basic Education & GED Prep



Call 281-5109 for more information.

EOC hours are Monday through Friday, 8am to 4pm.

View online at: <http://www.msun.edu/grants/eoc/billings.htm>

Adult Basic Education

Adult Education provides FREE, self-paced classes with individualized learning plans for a comprehensive set of foundational skills. **Call 281-5005** for registration information. These classes are preparation for:

- GED
- College
- Certificate Programs

Classes Offered:

- Daytime Monday through Friday
- Night Classes
- Locations – Lincoln Center and at MSU College of Technology (COT)

Services Provided:

- Academic (TABE) assessment – no charge
- GED Testing – Fee
- College entrance exam (Compass) – no charge to ABE students
- Workkeys Testing – Fee

Traditional Curriculum

English/Language Arts
Math
Social Studies
Science
Business

Specialized Programs of Study

Career Planning
Workplace Skills

GED

The General Educational Development (GED) tests measure knowledge and skills in five different areas:

- Math
- Language Arts - Reading
- Language Arts - Writing
- Science
- Social studies



- ✓ More than 96% of employers accept the GED credential as high school diploma equivalency, in terms of hiring, salary, and opportunity
- ✓ Over 300 students earned their GED with Billings Adult Education last year
- ✓ Optional graduation ceremony in May at the Lincoln Center Auditorium

Call 281-5005 to register

- Attend and take academic assessment.
- Schedule GED prep classes
- Schedule to take the GED Test

GED Testing Process

1. What: GED Pre-Registration prior to testing
2. When: Testing on Wednesdays by appointment only
3. Where: Lincoln Center
4. How much: \$55 (cash or money order)

COMPASS/College Prep

The COMPASS college placement test evaluates a student's skill levels in reading, writing and math. The results are used to place students in appropriate classes for academic success in college. Our counselors and teachers develop personalized instruction plans appropriate to the students' needs. Students are assigned to free, self-paced classes to enhance their academic skills prior to taking the COMPASS Test. Classes may include study in any of the following areas:

- Math
- English
- Biology
- Computer Applications++
- Chemistry

Benefits of College Prep:

- Save money by not paying tuition for remedial course work.
- Improve study skills and learning strategies
- We work around your schedule

Call 281-5005 to register.

- Schedule academic assessment
- Attend orientation to review scores and set schedule



Hobby Classes

Arts, Crafts.....	38
Music.....	46
Wines.....	47
Fitness & Health.....	48
Languages.....	56
Photography.....	58
Vocational.....	63
Writing.....	64



Linda Jones (left) teaches Spanish as Ingrid Allen role plays.

Arts, Crafts & Music

Beginning Sewing

Description: This class is for the student who has never sewn a seam. You will learn about fabric and pattern layout and complete a simple lounging pant/pajama bottom. You will need your own sewing machine and be familiar with threading and bobbin winding. Call Susan at 254-9045 with questions.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 7,14, 21	Tue 6pm-8pm	S. Brandt	Senior High 133	12WCA-038

Required Materials: Pick up supply list in room 107

Fee: \$35

Beginning Needle Felting

Description: Learn how to paint with wool fiber! Students will learn to embed wool into purchased wool felt to enhance garments, bags, wall art and more! No artistic ability or experience is necessary. Call Susan at 254-9045 with questions.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 28	Tue 5:30pm-8:30pm	S. Brandt	Senior Rm 133	12WCA-039

Required Materials: Supply list available at Lincoln Room 107.

Fee: \$15

Creative Furniture Painting

Description: Learn how to transform old furniture into beautiful conversation pieces. Simple repair work will be taught as well as many techniques that add texture and color to your piece. You won't believe how easy it is when using sponges, stamps, combs, toothbrushes, feathers, plastic bags, rags, leather, stencils, crackle medium and other items to enhance your work. Call Susan at 254-9045 for questions.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9,16	Mon 5:30pm-8:30pm	S. Brandt	Senior High 133	12WCA-040

Required Materials: Pick up supply list in room 107

Fee: \$35

Crochet Beyond the Basics

Description: This class is for students who know how to make the beginning chain and work a single crochet stitch and are now ready to learn how to follow a pattern, change colors, work double crochet, treble crochet and more! Students will select projects from patterns provided in class. Call Susan at 254-9045 for a supply list.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 13, 27 Mar 5 No class Feb 20	Mon 6pm–8pm	S. Brandt	Senior 133	12WCA-041
Apr 10, 17, 24	Tues 5pm-7pm	S. Brandt	Senior 133	12WCA-041A

Prerequisites: Crochet Basics

Fee: \$35

Extreme Savings

Description: Have you seen the television show where people are getting hundreds of dollars of groceries for 95% or more off of retail? Are you curious about how to do this in your own shopping? Join us to learn savings techniques with coupons and ways to maximize your budget to never pay retail again.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 18-Jan 25	Weds 6pm–8pm	Anna Talafuse	Lincoln 120	12WCA-042
Mar 14-Mar 21	Weds 6pm–8pm	Anna Talafuse	Lincoln 120	12SPCA-032
Feb 4	Sat 9am-12am	Anna Talafuse	Lincoln 120	12SPCA-033

Fee:: \$24

Fabric Lovers Anonymous I

Description: Do you have a stash of fabric that you love, but haven't used? Now is the time to use it! Come and make a table runner, a baby quilt, a throw etc. Craft depends on amount of fabric. First class will review rotary cutting basics and bring your fabric if you want help to sort and decide. Call instructor at 860-4529 for more information.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 12- Feb 2	Thur 6pm–8pm	N. Sasse	Senior Rm 133	12WCA-043

Required Materials: Pick up a supply list at Room 107 before class.

Fee: \$59

Fabric Lovers Anonymous II

Description: Another pattern, another completed project! Continue from the first class to finish, do another project with the first pattern or bring in your stash and start another fun project. First class will review rotary cutting basics and bring your fabric if you want help to sort and decide. Call instructor at 860-4529 for more information.

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 8-29	Thur 6pm-8pm	N. Sasse	Senior Rm 133	12SPCA-034

Required Materials: Pick up a supply list at Room 107 before class.

Fee: \$59

Floor Cloth Painting

Description: Learn how to make rugs, placemats, table runners, and mats for pet food dishes out of canvas. These rugs add color to your home and are great to walk on. You will learn many painting texture techniques and you will learn how to transfer a design that you may wish to paint. No artistic talent is needed. You CAN make a floor cloth! Call Susan at 254-9045 with questions.

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 12, 19	Mon 5:30pm-8:30pm	S. Brandt	Senior High 133	12SPCA-035

Required Materials: Supply list will be passed out and explained the first session.

Fee: \$35

Introduction to Crochet

Description: Learn the basics of crochet while completing a simple project. Students will be helped individually and will progress at their own pace. Call Susan at 254-9045 with questions.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 23, 30, Feb 6	Mon 6pm-8pm	S. Brandt	Senior Rm 133	12WCA-044
Mar 6, 13, 20	Tue 5pm-7pm	S. Brandt	Senior Rm 133	12SPCA-036

Required Materials: Pick up a supply list at Room 107 before class.

Fee: \$35

Intro to Digital Scrapbooking with Photoshop Elements

Description: Are you a traditional scrap booker who has wondered about digital scrapbooking? If so, this is the class for you. In this 8 week course, we will use Photoshop Elements 9 to create beautiful and inspiring scrapbook pages. You will learn how to organize and tag your photos and digital scrapbooking supplies. The skills you learn in this class will allow you to go home and get to work preserving your family memories.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 11-Feb 29	Weds 6pm-8pm	B. Wagner	Lincoln Rm 114	12WCA-045
Mar14-May 9 No class Apr 4	Weds 6pm-8pm	B. Wagner	Lincoln Rm 114	12SPCA-037

Required Materials: Photoshop Elements Basic and Beyond book optional

Prerequisites: Intermediate computer skills, Windows Level 1, and an understanding of your computer and operating system are required.

Fee: \$119

Introduction to Knitting

Description: Learn the basics of knitting while completing a simple project. Students will be helped individually and will progress at their own pace. Call Susan at 254-9045 with questions.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 23, 30, Feb 6	Mon 4pm-6pm	S. Brandt	Senior Rm 133	12WCA-046
Mar 6, 13, 20	Tue 7pm-9pm	S. Brandt	Senior Rm 133	12SPCA-038

Required Materials: Pick up a supply list at Lincoln Center Room 107, before class.

Fee: \$35

Introduction to Hand Embroidery

Description: Learn the art of embroidery. This lost art is making a comeback with all the many new threads and colors. It is fun, relaxing, and beautiful. Students will learn 10 basic stitches used on clothing, linens, wall art and much more. Call Susan at 254-9045 with questions.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 24, 31	Tue 6pm-8pm	S. Brandt	Senior Rm 133	12WCA-047

Required Materials: 6 inch embroidery hoop. \$5.00 fee to be paid to instructor first night.

Fee: \$25

Illustrative Art

Description: Art is the manifestation of a creative thought and its place in the World, “from Concept and Design, to Finished Art”. We will have some drawing activated, “hot to see, to draw and to apply, and we’ll have a finished art piece.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 11-Feb 1	Weds 6-8pm	V. Hanson	Senior High Rm 133	12WCA-048

Required Materials: Supply list will be available in room 107.

Fee: \$59

Knitting Beyond the Basics

Description: This class is for students who know the knit and purl stitch and are now ready to learn how to follow a pattern, correct simple mistakes and more! Students will select projects from patterns provided in class.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 13, 27, Mar 5 No class Feb 20	Mon 4pm–6pm	S. Brandt	Senior Rm 133	12WCA-049
Apr 10, 17, 24	Tue 7pm-9pm	S. Brandt	Senior Rm 133	12SPCA-039

Prerequisites: Knitting Basics

Required Materials: Call Susan at 254-9045 with questions and to receive supply list.

Fee: \$35

Open Woodshop – All Levels

Description: Wood working class is open for adults who need help on projects already started or one that needs to be started. Adults can be beginners, intermediates or old timers. Beginners need to find smaller/simpler projects, while intermediate and old-timers may only need the machines.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Feb 28	Tue 6pm–9pm	D. Benner	Career Center Woodshop	12WCA-050
Mar 13-May 8	Tue 6pm–9pm	D. Benner	Career Center Woodshop	12SPCA-040

Required Materials: Supply costs depend upon project(s) and will be purchased by the student.

Fee: \$215

Paper Mache

Description: Paper Maché is an art form that satisfies the sculptor, the painter and the crafter all in one easy, inexpensive project. You will create a colorful bowl, plate, or tray out of torn newspaper and flour paste. No artistic talent is needed to complete your project. Bowls and plates are easily finished using stencils, stamps, sponges and even decoupage. Call Susan at 254-9045 with questions.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10,17	Tue 5:30pm–8:30pm	S. Brandt	Senior Rm 133	12WCA-051

Required Materials: Pick up a supply list at Lincoln Center Room 107, before class.

Fee: \$35, (additional \$3 to instructor on first night)

Pottery Wheel Thrown Clay

Description: This class will be an introduction to the basic methods of forming clay for functional pottery using slabs, coil, and wheel. Students will become familiar with slips, oxides, and salt glazes..

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Mar 6 No class Feb 14	Tue 7pm–9:30pm	S. Degenhart	Skyview Rm 260	12WCA-052
Jan 12-Mar 8 No class Feb 16	Thur 7pm-9:30pm	S. Degenhart	Skyview Rm 260	12WCA-053
Mar 13-May 8	Tue 7pm–9:30pm	S. Degenhart	Skyview Rm 260	12SPCA-041
Mar 15-May 10 No class Apr 5	Thur 7pm-9:30pm	S. Degenhart	Skyview Rm 260	12SPCA-042

Required Materials: Supplies; \$100 check made payable to instructor on first night of class.

Fee: \$215



Digital Scrapbook-
ing teacher Brigid
Wagner(right) helps
Pamela Gustafson with
her project.

Rock Painting

Description: This is a one-night class for both adults and children. (Children under 8 years must be accompanied by an adult.) Students will learn how to turn a Montana rock into something beautiful. Painted rocks have many uses such as doorstops, paper weights, front door welcome signs and house numbers. Flowers can be painted that will never need watering. Painted rocks can be placed anywhere for a splash of color.

Dates	Weekday/Time	Instructor	Location	Course Code
May 7	Mon 6pm–9pm	S. Brandt	Senior High 133	12SPCA-043

Required Materials: Please call Susan at 254-9045 for supply list or pick one up in room 107.

Fee: \$20

Spinning Pinwheel Table Runner

Description: “Spinning Pinwheel” is the name of the quilt block we will be making. We will make three blocks and a 5 strip strata that will be cut to various lengths for an interesting “look”. The top of the table runner is then machine quilted using fusible fleece and a backing. It is beautiful and can be constructed on the serger and/or the sewing machine.

Dates	Weekday/Time	Instructor	Location	Course Code
April 25, May 2	Weds 6pm–9pm	M. Ostermiller	Lincoln Rm 406	12SPCA-044

Required Materials: Pick up supply list in room 107.

Fee: \$35

Stress Free Zipper Creations

Description: Hot off the press is Mary Mulari’s second zipper book, stress Free Zipper Creations. This book features 12 practical and useful projects with zippers that are easy and “stress free” to install! In this hands on class, we will make 3 zippered bags from double sided quilted fabric: the Zipper Loop Bag, the Wavy Zipper Bag and the Decoated Zipper Pouch.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 18	Weds 6pm–9:30pm	M. Ostermiller	Lincoln Rm 406	12WCA-054

Required Materials: \$27 for kit that includes Stress Free Zipper Book and supplies.

Fee: \$20

Stained Glass

Description: Learn types of glass cutting, breaking, grinding, copper foiling, soldering, framing and cleaning glass. Instructor has patterns from which you may choose. You will complete at least one project.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9- Feb 27	Mon 6pm–9pm	M. Bratton	Lincoln Rm 406	12WCA-055
Mar 12-May 7 No class Apr 9	Mon 6pm–9pm	M. Bratton	Lincoln Rm 406	12SPCA-045
Jun 4-July 23	Mon 6pm–9pm	M. Bratton	Lincoln Rm 406	12SUCA-025

Required Materials: Students will buy glass, flux, etc. depending on project chosen.

Fee: \$129

T-Shirt Memory Quilt

Description: Got a t-shirt collection? Wondering what to do with them? “Recycle” those treasured t-shirts to create this fun quilt that will bring back happy memories for years to come. Quilt “theme” ideas may include sports, vacations, special interest or special events.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 1, 8	Weds 6–9pm	M. Ostermiller	Lincoln Rm 406	12WCA-056

Required Materials: See room 107 for supply list.

Fee: \$35

Zipper Flower Brooches

Description: Recycle those metal zippers into brooches that add a little “zip” to your wardrobe! Beautiful and unique flowers that are fun to make!

Dates	Weekday/Time	Instructor	Location	Course Code
Apr 18	Weds 6–9pm	M. Ostermiller	Lincoln Rm 406	12SPCA-046

Required Materials: See room 107 for supply list.

Fee: \$20

Music

Acoustic Guitar for Beginners

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

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 15-May 10 No class Apr 5	Thur 5pm-7pm	T. Castro	Lincoln Music Rm	12SPCA-047

Required Materials: \$20 (book, check payable to instructor)

Fee: \$119

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
Mar 16-May 18 No class Apr 6	Fri 5pm-7pm	T. Castro	Lincoln Music Rm	12SPCA-048

Required Materials: \$20 (book, check payable to instructor)

Fee: \$119

Blues Guitar-Beginner to Intermediate

Description: Learn 12 bar Blues Chord progression in the key of E, Pentatonic scale and Blues scale, Lead playing and Blues songs.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 12- Mar 1	Thur 5pm-7pm	T. Castro	Lincoln Music Rm	12WCA-057

Required Materials: \$20 (book, check payable to instructor) Students need to bring amp and electric tuner.

Fee: \$119

Rock Guitar-Beginner to Intermediate

Description: Learn Basic Chord, Power Chords, Rhythms, Scales, Am.Pentatonic Soloing and Songs.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 13- Mar 2	Fri 5pm-7pm	T. Castro	Lincoln Music Rm	12WCA-058

Required Materials: \$20 (book, check payable to instructor) Students need to bring amp and electric tuner.

Fee: \$119

Wines

Chocolate Heaven – Dessert Wine Pairing for Valentine’s Day

Description: Join Sue Rydquist of Simply Wine and caterers from Beyond Basil for a pairing of desserts with dessert wines. Numerous possibilities for creating memorable end-of-dining experiences. A delicious seasonal treat and you’ll get some great ideas for treating your Valentine right! Must be 21.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 8	Weds 7pm–8:30pm	S. Rydquist	MSU-B Student Union Bldg Lewis & Clark	12WCA-059

Fee: \$39

Understanding Wine & Big Reds

Description: We will be exploring the biggest and best red wines from all over the world from the most affordable to the oldest and collectables. Must be 21 or older.

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 7	Weds 7pm–8:30pm	S. Rydquist	Beartooth Rm Upstairs Student Union Bldg MSU-B	12SPCA-049

Fee: \$39



Skip Schott teaches Evelyn Defferding dancing at Lewis and Clark Middle School.

Fitness & Health

Billings Clinic Lifestyle Balance

Description: Students will learn how to change their lifestyle to prevent type 2 Diabetes and Cardiovascular Disease. The 10 month program consists of 22 sessions taught by Registered Dietitians, Registered Nurse/exercise Specialist and Licensed Clinical Social worker. The first 16 weeks we will meet weekly focusing on diet, exercise and behavior changes, the remaining sessions will be monthly to help you stay on track.

Start date will be January 31st and go until May 15th. The class will meet every Tuesday at 5:15 at the Lincoln Center room 111. To qualify for the program you must be 18 years or older. BMI greater than 25, be at risk for diabetes, show readiness to change and have medical clearance from your healthcare provider. Fee: \$125

To register or for more information, contact Lisa Raney at 238-5245 or 238-2205.

***This program is funded, in part, under a contract with the Montana Department of Public Health and Human Services**



Aaron Pohle teaches a beginning golf class at the Peter Yegen Golf Club

Beginning Aikido

Description: Aikido is a modern form of the ancient battlefield art of Jujitsu. Perfect for adults of any age or fitness level Aikido uses a series of joint locks and throws to control an attacker. This course will teach a foundation in this art including fallings, rolling, and 8 basic techniques. Beginning Aikido is fun, exciting and a perfect opportunity for both beginners and experienced martial artists to learn something new.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9- Feb 29	Mon & Weds 7:30pm-8:30pm	S. Brady	1920 2nd Ave. Nth, Tan warehouse.	12WCA-060
Mar 12- May 9	Mon & Weds 7:30pm-8:30pm	S. Brady		12SPCA-050
Jun 4- July 25	Mon & Weds 7:30pm-8:30pm	S. Brady		12SUCA-026

Required Materials: Wear breathable and flexible clothing. Long pants preferred.

Fee: \$75

Dance the Night Away!

Description: Learn to dance with a partner the Jitterbug, Polka, Waltz, Foxtrot, and Rumba. These basic dances can be learned in a fun, relaxed classroom setting.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Feb 28	Tue 6:30pm-8pm	S. Schott	Lewis & Clark Cafeteria	12WCA-061
Jan 10-Feb 28	Tue 8pm-9:30pm	S. Schott	Lewis & Clark Cafeteria	12WCA-062
Mar 13-May 1	Tue 6:30pm-8pm	S. Schott	Lewis & Clark Cafeteria	12SPCA-051
Mar 13-May 1	Tue 8pm-9:30pm	S. Schott	Lewis & Clark Cafeteria	12SPCA-052

Required Materials: Shoes you can turn in. **NO tennis shoes.**

Fee: \$74 a couple

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 Peter Yegen Golf Course, 1390 Zimmerman Trail.

Dates	Weekday/Time	Instructor	Location	Course Code
March 13- April 10 Beginning	Tue 5:45pm – 6:45pm	A. Pohle	Peter Yegen Golf Course	12SPCA-053
March 15-April 12 Intermediate	Tue 5:45pm – 6:45pm	A.Pohle	Peter Yegen Golf Course	12SPCA-054

Required Materials: Comfortable clothing. Equipment provided

Fee: Beginning \$65/Intermediate course is \$75

Intro to Hypnosis-The Science of Influence

Description: Discover the hottest trend that's sweeping the nation! People everywhere are getting hypnotized to achieve their goals. People are using the power of their mind to lose weight, stop smoking, reduce stress, and achieve all kinds of other goals. Held at 71 25th St. W. #12. (Behind CJ's restaurant.)

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 5	Thur 6pm-9pm	C. Kvilhaug	Billings Hypnosis	12WCA-063
Mar 15	Thur 6pm-9pm	C. Kvilhaug	Billings Hypnosis	12SPCA-055
Jun 21	Thur 6pm-9pm	C. Kvilhaug	Billings Hypnosis	12SUCA-027

Fee: \$27

Linda's Low-Impact

Description: Safe and easy to follow routines are set to fun music. Toning with bands or weights folloWeds by relaxing stretching completes this energizing workout.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9- Feb 29 16 sessions	Mon & Weds 7pm-8pm	L. Staszczuk	Miles Ave Elementary Gym	12WCA-064
Mar 5- May 9 No classes April 4 18 sessions	Mon & Weds 7pm-8pm	L. Staszczuk	Miles Ave Elementary Gym	12SPCA-056

Required Materials: Bring a water bottle, mat and a set of weights to class.

Fee: Winter \$61/Spring session \$69

Mat Pilates

Description: This contemporary Pilates class uses strengthening and stretching exercises to achieve core stability, back strength and flatter abdominals. Improve tone, flexibility, balance and posture. Expect to feel taller, leaner and revitalized. Beneficial to all!

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 11-Feb 29 8 sessions	Weds 5:45pm-6:45pm	C. Rohr	Miles Ave Elementary Gym	12WCA-065
Mar 7- May 9 No class April 4th 9 sessions	Weds 5:45pm-6:45pm	C. Rohr	Miles Ave Elementary Gym	12SPCA-057

Required Materials: Wear breathable and flexible clothing; bring a yoga / Pilates mat.

Fee: \$35/Spring session \$39

Spiritual Awareness

Description: "Astrology, Cards, Crystals and Energy" Class will be a study of your own colorful horoscope, an understanding and application of Tarot cards, and enlightenment concerning the energy of Crystals.

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 8-Feb 29	Weds 6pm-8pm	V. Hanson	Senior High Rm 133	12WCA-066

Required Materials: \$5.00 to be given to instructor for Astrological chart.

Fee: \$40



Wai Man Woo teaches 7th and 8th grade volleyball at Lincoln Center.

Volleyball: 5th – 6th Grade

Description: For 5th and 6th grade girls seriously interested in learning the fundamentals of youth volleyball and prepare themselves for middle school volleyball competition. Class time will mostly consist of drills with emphasis on movement and coordination, NOT on scrimmaging. Please call the instructor with questions at either 245-2910 or 248-9137.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9-Feb 27	Mon 7pm-8:30pm	Wai Man Woo	Lincoln Gym	12WCA-067
Mar 12-May 7 No class Apr 9	Mon 7pm-8:30pm	Wai Man Woo	Lincoln Gym	12SPCA-058
Jun 4-July 23	Mon 7pm-8:30pm	Wai Man Woo	Lincoln Gym	12SUCA-028

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

Fee: \$64

Volleyball: 7th – 8th Grade

Description: This class is for female students who are now in 7th & 8th grade. Intensive middle school volleyball to prepare players for high school 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. Beginning high school players accepted, too. Please call the instructor with questions at either 245-2910 or 248-9137.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Feb 28	Tue 7:15pm-8:45pm	Wai Man Woo	Lincoln Gym	12WCA-068
Jan 11- Feb 29	Weds 7pm-8:30pm	Wai Man Woo	Lincoln Gym	12WCA-069
Mar 13-May 1	Tue 7:15pm-8:45pm	Wai Man Woo	Lincoln Gym	12SPCA-059
Mar 14-May 9 No class Apr 4	Weds 7pm-8:30pm	Wai Man Woo	Lincoln Gym	12SPCA-060
Jun 5-July 24	Tue 7:15pm-8:45pm	Wai Man Woo	Lincoln Gym	12SUCA-029
Jun 6- Aug 1 No class July 4	Weds 7pm-8:30pm	Wai Man Woo	Lincoln Gym	12SUCA-030

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

Fee: \$64

Volleyball: 9th – 12th Grade

Description: This class is intensive volleyball for female high school students and is offered for players who have a minimum of junior varsity experience or equivalent. There will be workouts on passing, setting, spiking and blocking with emphasis on offensive and defensive play. Lots of time for scrimmage and team play. Instructor approval required; call before enrolling. Please call the instructor with questions at either 245-2910 or 248-9137.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 11-Feb 29	Weds 8:30pm-10pm	Wai Man Woo	Lincoln Gym	12WCA-070
Mar 14-May 9 No class Apr 4	Weds 8:30pm-10pm	Wai Man Woo	Lincoln Gym	12SPCA-061
Jun 6-Aug 1	Weds 8:30pm-10pm	Wai Man Woo	Lincoln Gym	12SUCA-031

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

Fee: \$64

Volleyball: Junior Olympic

Description: Specifically designed for high school girls to prepare for competition in Volleyball of the Future. Emphasis on technique to the individual's specialty and team strategy play. Endurance, enthusiasm for drills and willingness to accept changes are a must in order to be admitted. Please call the instructor with questions at either 245-2910 or 248-9137.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9-Feb 27	Mon 8:30pm-10pm	Wai Man Woo	Lincoln Gym	12WCA-071
Mar 12-May 7 No class Apr 9	Mon 8:30pm-10pm	Wai Man Woo	Lincoln Gym	12SPCA-062
Jun 4-July 23	Mon 8:30pm-10pm	Wai Man Woo	Lincoln Gym	12SUCA-032

Prerequisites: Instructor approval required to enroll; call before enrolling.

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

Fee: \$64

Yoga: For Wellness

Description: Learn and review postures, breathing exercises, stress-reducing techniques and relaxation/meditation methods. Enjoy a user-friendly approach to yoga for improving well-being.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 11-Feb 29	Weds 12:00pm-1:15pm	E. Klarich	Lincoln Gym	12WCA-072

Required Materials: Wear breathable and flexible clothing; bring a yoga mat and blanket. Wellness Option book may be purchased from instructor for \$20.

Fee: \$20



Maria Pattaroyo teaches one of the Zumba Fitness Classes at Miles Ave. School

Zumba Fitness

Description: This class is a Latin/hip-hop based dance fitness workout blending Latin and international music including Salsa, Merengue, Reggaeton, Cubia, Flamenco and many more to create a fun and effective workout system.

Dates	Weekday/Time	Instructor	Location	Fee	Course Code
Jan 9-Feb 27	Mon 5:45pm-6:45pm	M. Pattaroyo	Miles Ave Elementary Gym	\$35	12WCA-073
Jan 9-Mar 5 No class Feb 20	Mon 4:00pm-5:00pm	D. Detling	Eagle Cliffs Gym	\$16	12WCA-075
Jan 10- Feb 28	Tue 4pm-5pm	D. Detling	Washington Gym	\$16	12WCA-077
Jan 10- Feb 28	Tue 6:15pm-7:00pm	D. Detling	Lincoln Gym	\$16	12WCA-078
Jan 12-Mar 8 No class Feb 16	Thur 4pm-5pm	D. Detling	Eagle Cliffs Gym	\$16	12WCA-076
Jan 12-Mar 1	Thur 6 -7pm	D. Detling	Lincoln Gym	\$16	12WCA-079
Jan 13-Mar 2	Fri 12-1pm	M. Pattaroyo	Lincoln Gym	\$35	12WCA-074
Mar 12-May 7 No class Apr 9	Mon 5:45pm-6:45pm	M. Pattaroyo	Miles Ave Elementary Gym	\$35	12SPCA-063
Mar 12-May 7 No Class Apr 9	Mon 4:00pm-5:00pm	D. Detling	Eagle Cliffs Gym	\$16	12SPCA-065
Mar 15-May 10 No class Apr 5	Thur 4pm-5pm	D. Detling	Eagle Cliffs Gym	\$16	12SPCA-067
Mar 13-May 8 No class Apr 3	Tue 4pm-5pm	D. Detling	Washington Gym	\$16	12SPCA-068
Mar 13-May 8	Tue 6:15-7pm	D. Detling	Lincoln Gym	\$16	12SPCA-066
Mar 15-May 10 No class Apr 5	Thur 6 -7pm	D. Detling	Lincoln Gym	\$16	12SPCA-069
Mar 16-May 18 No class Apr 6, May 4	Fri 12-1pm	M. Pattaroyo	Lincoln Gym	\$35	12SPCA-064
Jun 4-July 23	Mon 5:45pm-6:45pm	M. Pattaroyo	Lincoln Gym	\$35	12SUCA-033
Jun 7-July 26	Thur 6 -7pm	D. Detling	Lincoln Gym	\$16	12SUCA-036
Jun 5- July 24	Tue 6-7pm	D. Detling	Lincoln Gym	\$16	12SUCA-035
Jun 8-July 27	Fri 12-1pm	M. Pattaroyo	Lincoln Gym	\$35	12SUCA-034

Required Materials: Bring water bottle

Languages

Arabic: Beginner

Description: This class will teach basic Arabic language using a natural language approach in which students react to commands and create stories. With the Arabic used in this class, you can make yourself understood throughout the Middle East. Our aim is to give you more practical phrases, a wide variety of tourist and travel facts, tips and useful information to help travelers. This is not a grammar based course.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 12-Mar 8 No class Feb 16	Thur 6pm-8pm	M. LaMotte	Senior High Rm 102	12WCA-080

Fee: \$119

Beginning Conversational Spanish

Description: Students will use stories and lots of repetition to develop listening and speaking and reading skills.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 11-Feb 29	Weds 6pm-8pm	L. Jones	Senior High Rm 101	12WCA-081
Mar 14- May 9 No class Apr 4	Weds 6pm-8pm	L. Jones	Senior High Rm 101	12SPCA-070

Fee: \$119

Chinese Language and Culture I

Description: Basic Chinese language and culture. Daily conversation for tourists and business people.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 11-Feb 29	Weds 5pm-7pm	L. Petersen	Senior High Rm 138	12WCA-082
Mar 14-May 9 No class Apr 4	Weds 5pm-7pm	L. Petersen	Senior High Rm 138	12SPCA-071

Fee: \$119

French I

Description: Learn to speak, read and write in French together through simple activities, written materials and media. The focus will be on conversation mode. Examples include; travel, food, art and culture. Learn about the world through the study of French!

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Feb 28	Tue 7pm–9pm	A. Stark	Senior High Rm 128	12WCA-083
Mar 13-May 1	Tue 7pm–9pm	A. Stark	Senior High Rm 128	12SPCA-072

Fee: \$119

French II

Description: Students who have had a little or a lot of French will continue learning French through simple activities, materials and media. Focus will be on conversation with more emphasis on writing than French I. Learn to correspond with French speakers around the world!

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 11-Feb 29	Weds 7pm-9pm	A. Stark	Senior High Rm 128	12WCA-084
Mar 14- May 9 No class Apr 4	Weds 7pm-9pm	A. Stark	Senior High Rm 128	12SPCA-073

Fee: \$119

Japanese Culture and Language

Description: Learn about Japanese culture and basic language through an overview which explores a non-Western culture and encourages further study of the beauty of Japan. The course includes sharing information, some crafts if possible and cooking upon request at a separate venue. The instructor lived in Hokkaido (northern Japan) for three years.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9-Mar 5 No class Feb 20	Mon 5pm-7pm	A. Stark	Senior High Rm 128	12WCA-085
Mar 12- May 7 No class Apr 9	Mon 5pm-7pm	A. Stark	Senior High Rm 128	12SPCA-074

Fee: \$119

Spanish for Travelers

Description: A fast and fun way to learn the Spanish you need to travel around the Spanish speaking world.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Jan 31	Tue 4pm-6pm	M. Pattaroyo	Senior High Rm 101	12WCA-086
Mar 13-Apr 3	Tue 4pm-6pm	M. Pattaroyo	Senior High Rm 101	12SPCA-075

Fee: \$59

Photography

Advanced Photography

Description: This 5 week class is aimed at the more advanced photographer. Students should have a good grasp of fundamentals of photography through "Beginning Digital Photography". Difficulties and techniques in landscape, sports, travel, wildlife and studio photographic genre's will be discussed.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 12-Feb 9	Thur 6pm-8pm	T. Burtchaell	Lincoln Rm 110	12WCA-087
Mar 15- Apr 19 No class Apr 5	Thur 6pm-8pm	T. Burtchaell	Lincoln Rm 110	12SPCA-076

Prerequisites: Proficiency in computer use and Beginning Digital Photography class required.

Fee: \$59

Beginning Digital Photography

Description: This class is designed for all who wish to get better results from their Digital cameras and learn the basic craft of photography.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Feb 7	Tue 6pm-9pm	T. Burtchaell	Lincoln Rm 120	12WCA-088
Mar 13- Apr 10	Tue 6pm-9pm	T. Burtchaell	Lincoln Rm 120	12SPCA-077

Required Materials: Camera with manual and USB cable, flash drive. Students must be proficient with computer basics. May bring your own laptop.

Fee: \$99

Close-Up Photography

Description: Learn how to take great close-up photos. Work with how to control your depth of field and lighting, and what equipment works best. In this class you will be photographing everything from flowers to rings and more. Let's move in and have fun!

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 13-Feb 3	Fri 3pm-5pm	W. Dignen	Lincoln Rm 303	12WCA-089
Feb 10- Mar 2	Fri 3pm-5pm	W. Dignen	Lincoln Rm 303	12WCA-090
Apr 17-May 8	Tue 6pm-8pm	W. Dignen	Lincoln Rm 303	12SPCA-078
Apr 18-May 9	Weds 4pm-6pm	W. Dignen	Lincoln Rm 303	12SPCA-079
Jun 6-Jun 27	Weds 4pm-6pm	W. Dignen	Lincoln Rm 303	12SUCA-037

Required Materials: Camera with manual

Fee: \$59

Digital Photography Projects Class

Description: This class is for anyone who has completed the Single-Lens Reflex (SLR) Digital Photography class and wants to work on more projects. Each class will have projects that will require you to use the skills you learned in your Basic SLR class. Controlling your DOF, using your shutter speed to control motion, working with your flash, composing your shots, working with reflectors, everything to keep you pushing your photography skills.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Feb 28	Tue 6pm-8pm	W. Dignen	Lincoln Rm 303	12WCA-091
Jan 11-Feb 29	Weds 11am-1pm	W. Dignen	Lincoln Rm 303	12WCA-092
Jan 12-Mar 1	Thur 3:30pm-5:30pm	W. Dignen	Lincoln Rm 303	12WCA-093
Mar 14-May 9 No class Apr 4	Weds 6pm-8pm	W. Dignen	Lincoln Rm 303	12SPCA-080
Mar 15- May 10 No class Apr 5	Thur 4pm-6pm	W. Dignen	Lincoln Rm 303	12SPCA-081
Jun 6- Aug 1	Weds 6pm-8pm	W. Dignen	Lincoln Rm 303	12SUCA-038

Required Materials: SLR Digital camera and user manual.

Prerequisites: Must have completed the Single-Lens Reflex (SLR) Digital Photography course.

Fee: \$119

Flash Photography

Description: Learn how and when to use your flash to achieve professional looking photos. In this class you will learn how to use everything from the pop up flash on your camera to how to get the most from your off camera flash. Along with how to add a reflector into the mix. This class will have a lot of hands on projects.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Jan 31	Tue 4pm-6pm	W. Dignen	Lincoln Rm 303	12WCA-094
Jan 12-Feb 2	Thur 11am-1pm	W. Dignen	Lincoln Rm 303	12WCA-095
Mar 13-Apr 3	Tue 4pm-6pm	W. Dignen	Lincoln Rm 303	12SPCA-082
Apr 17-May 8	Tue 4pm-6pm	W. Dignen	Lincoln Rm 303	12SPCA-083
Apr 19-May 10	Thur 11am-1pm	W. Dignen	Lincoln Rm 303	12SPCA-084
July 3-July 24	Tue 4pm-6pm	W. Dignen	Lincoln Rm 303	12SUCA-039

Required Materials: SLR Digital camera and user manual.

Prerequisites: Understanding you SLR settings

Fee: \$59

How to Photograph Products for Online Selling

Description: In this class we will cover how to take great photographs of items you may want to sell on ebay or craigslist. Looking at what camera setting works best and how to light the items you want to sell and make them look great!

Dates	Weekday/Time	Instructor	Location	Course Code
Feb 9-Mar 1	Thur 6pm-8pm	W. Dignen	Lincoln Rm 303	12WCA-096

Required Materials: SLR Digital camera and user manual.

Prerequisites: Must have completed SLR class.

Fee: \$59

Introduction to Studio Lighting

Description: Learn the basics of Studio Lighting and how to achieve professional looking portraits. In this class, you will learn how to work with a basic Studio Lighting Set, Umbrellas, Stands, Soft Boxes and Radio Remotes. A great class for anyone thinking of investing in their own studio lighting set or renting a basic Studio Lighting set. Beyond basic flash class.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 13-Mar 2	Fri 6pm-8pm	W. Dignen	Lincoln Rm 303	12WCA-097
Mar 14-May 9 No class Apr 4	Weds 11am-1pm	W. Dignen	Lincoln Rm 303	12SPCA-085

Prerequisites: Must have completed the Single-Lens Reflex (SLR) Digital Photography course.

Fee: \$119

Night Photography

Description: Just because the sun went down you don't have to put your camera away! Learn how to take great photographs at night. In this class we will cover what camera settings work well, necessary equipment for stunning night photography. How to do light painting at night with your camera. Then go out and give it a try and review your work in class. This is a fun class to expand your photography skills.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 12-Feb 2	Thur 6pm-8pm	W. Dignen	Lincoln Rm 303	12WCA-98
Feb 8-Feb 29	Weds 3:30pm-5:30pm	W. Dignen	Lincoln Rm 303	12WCA-99
Mar 14-Apr 11 No class Apr 4	Weds 4pm-6pm	W. Dignen	Lincoln Rm 303	12SPCA-086

Required Materials: SLR Digital camera and user manual.

Prerequisites: Have completed Single-Lens Reflex (SLR) Digital Photography or has a good grasp on how to use their camera in manual and how to set all their settings on the camera.

Fee: \$59

Photographing Your Senior

Description: In this class we will show you how to get great photos of your senior, what setting work well, what equipment you may want to use, how to pose and light your seniors.

Dates	Weekday/Time	Instructor	Location	Course Code
Jun 5- Jun 26	Tue 4pm-6pm	W. Dignen	Lincoln Rm 303	12SUCA-040

Required Materials: SLR Digital camera and user manual.

Prerequisites: Have completed Single-Lens Reflex (SLR) Digital Photography or has a good grasp on how to use their cameral in manual and how to set all their settings on the camera.

Fee: \$59

Single-Lens Reflex (SLR) Digital Photography

Description: You have a new Digital SLR camera or have been shooting with your Digital SLR camera and can't get the shot you want and don't know why. In this class we will cover ISO, f-stops, shutter speeds, DOF, white balance, histograms, metering modes, picture styles and more.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Feb 28	Tue 11am-1pm	W. Dignen	Lincoln Rm-303	12WCA-100
Jan 11-Feb 29	Weds 6pm-8pm	W. Dignen	Lincoln Rm-303	12WCA-101
Mar 13-May 1	Tue 11am-1pm	W. Dignen	Lincoln Rm-303	12SPCA-087
Mar 15-May 10 No class Apr 5	Thur 6pm-8pm	W. Dignen	Lincoln Rm-303	12SPCA-088
Jun 5-July 24	Tue 6pm-8pm	W. Dignen	Lincoln Rm-303	12SUCA-041

Required Materials: SLR Digital camera and user manual.

Fee: \$119

Travel Photography

Description: In this class we will review techniques used by professional photographers to obtain travel quality postcard photos. We will cover camera settings and some of the ticks used by professionals to get those great looking postcard photos from around the world!

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 11-Feb 1	Weds 4pm-6pm	W. Dignen	Lincoln Rm-303	12WCA-102
Mar 13-Apr 3	Tue 6pm-8pm	W. Dignen	Lincoln Rm-303	12SPCA-089
Mar 15-Apr 12 No class Apr 5	Thur 11am-1pm	W. Dignen	Lincoln Rm-303	12SPCA-090
July 11-Aug 1	Weds 4pm-6pm	W. Dignen	Lincoln Rm-303	12SUCA-042

Required Materials: SLR Digital camera and user manual.

Prerequisites: SLR digital photography or photographing with a SLR camera.

Fee: \$59



Photo by Warren Dignen

Self Defense

Selection, Use and Care of Handguns

Description: What are your rights? Learn how to select, use and care for handguns. You will also receive training in how to avoid criminal attack and participants will use the firing range. **DO NOT BRING FIREARMS TO CLASS.** Students MUST attend first night of class in order to attend remainder of the course. Successful completion of course (attendance at all sessions) meets firearms safety training requirements of Montana concealed weapons permit law.

Dates	Weekday/Time	Instructor	Location	Course Code
Mar 22-Apr 26 Classes extended one week due to spring break Shooting range dates: March 28, 29, 31.	Thur 6:30pm-9:30pm	T. Smith, B. Hash	Lincoln Board Room	12SPCA-091
Jun 7-July 5 Shooting range dates: June 13, 14, 16	Thur 6:30pm-9:30pm	T. Smith, B. Hash	Lincoln Board Room	12SUCA-043

Required Materials: Note: Students must attend first class.

Fee: \$80, plus cost of ammunition Approx 200 rounds ammo. \$15-\$90 depending on caliber.

Vocational

Low-Pressure Boilers

Description: This class is designed to instruct students how to operate a boiler safely, teach different boilers and equipment as well as help prepare students for the State of Montana examination.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 10-Feb 28	Tue 6-9pm	D. Lawrence	Castle Rock 207	12WCA-103

Fee: \$212 includes book/workbook Must be paid at time of registration unless paid by firm.

Writing

Creative Writing for the Seniors

Description: This course will allow participants to brainstorm their past and write selected experiences in a narrative form. Rough drafts will be edited and shared with other participants for feedback. Final revisions will be edited and proofed for final publication in a class booklet. Class periods will focus on the writing process and include discussions of basic grammar and sentence structures.

Dates	Weekday/Time	Instructor	Location	Course Code
Jan 9-Feb 13	Mon 6pm–8pm	R. Blixt	Lincoln Resource Rm	12WCA-104
Mar 12-Apr 23	Mon 6pm–8pm	R. Blixt	Lincoln Resource Rm	12SPCA-092

Required Materials: Student should bring a notebook and writing utensil.

Fee: \$107



Rosalind Rose, left, and Judy Gomez take a creative writing class at the Lincoln Center.

A warm thank you to all of our partners who make these programs available for the community.