SPRING 2018
Continuing Ed, Bitterroot FabLab, & Workforce Training
Art, Business, Computers, 3D Printing, Laser Engraving,
Dental Assisting Program, Certified Nurse Aide and more!
Welcome to the Bitterroot College Spring 2018 Continuing Education Catalog! Find a course you like? There are four easy ways to register:

1. **Register Online**
   - www.umt.edu/bitterroot-college

2. **Register By Phone**
   - 406.375-0100

3. **Register in Person**
   - 103 S 9th St, Hamilton

4. **Register by Mail**
   - Complete registration form below or download one online at www.umt.edu/bc. Send completed form and check payable to Bitterroot College at 103 S 9th St, Hamilton, MT 59840

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**REGISTRATION FORM**

Mail form & check to: Bitterroot College, 103 S 9th St, Hamilton, MT 59840

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**QUESTIONS?** Call 406.375-0100
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ART CLASSES

BEGINNING “ALLA PRIMA” OIL PAINTING

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<tr>
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<tr>
<td>TIME</td>
<td>6:00-8:30pm</td>
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<tr>
<td>LOCATION</td>
<td>BC Room 105</td>
</tr>
<tr>
<td>INSTRUCTOR</td>
<td>Craig Birch</td>
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<tr>
<td>FEE</td>
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This class is appropriate for someone who has never picked up a paint brush before or it will work as a refresher for those who have. Materials will be explained and discussed along with a standard professional approach to applying paint to the canvas. This will not be a “paint along” class. It is intended for the serious artist who wants to acquire the skill set necessary for the independent creation of artwork. A previous exposure to drawing and tonal values will be immensely helpful. We will cover “seeing” with the artist’s eye, basic composition, some color theory, paint mixing and handling, how to correct mistakes, care of brushes and tools, and a brief primer on the technicalities of the evolution of oil painting. Most importantly, bring your sense of humor! Materials not needed at first class. Materials list posted online.

LEARNING TO (REALLY) SEE

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<td>DAYS</td>
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<tr>
<td>TIME</td>
<td>1:00-3:30pm</td>
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<tr>
<td>LOCATION</td>
<td>BC Room 111</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Bruce DeFoor</td>
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<td>FEE</td>
<td>$70</td>
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Artists actually do see the world differently than most people. Learn how to change your perspective and begin seeing and thinking like an artist. Imagine the increased potential of awakening a more creative life. Participants will use their choice of several drawing/painting mediums to help guide the creative process. Open to all, from complete beginners to advanced artists. All materials supplied.
PAINTING WITH STEVE

DATES    March 26-28
DAYS      MTuW
TIME      6:00-9:00
LOCATION  BC Room 105
INSTRUCTOR Steve Wilson
FEE       $65

Come and have fun whether you’re a beginner or professional and paint along with Steve as he demonstrates step by step on achieving a landscape painting. Materials list posted online.

SILK PAINTING

DATES    Feb 5 & 6
DAYS      MTu
TIME      5:30-7:30pm
LOCATION  BC Room 105
INSTRUCTOR Georgine Forgatch
FEE       $45*

This class will teach you how to stretch silk onto a frame, how to draw using a resist to create your picture, and how to paint with silk dyes.

*Materials fee: $45 for silk supplies. Supply on your own: smock, paper towel roll, extra watercolor brushes, and ideas for your design!

WOOD CARVED FISHING LURES

DATES    Feb 5-21*
DAYS      MW
TIME      3:00-5:00pm
LOCATION  BAA
INSTRUCTOR Jennifer Wright
FEE       $70**

Students will complete two variations of wood-carved fishing lures—a minnow chaser and a sinker wiggler. Course introduces woodcarving, airbrush and hand painting techniques, and spinner making, while completing two usable fishing lures.

*No class Mon, Feb 19
**Materials fee: $40.00, includes all supplies.

FREE CLASSES FOR VETERANS!

This spring, the Veterans Upward Bound program will waive all costs for vets taking any Bitterroot College Continuing Education course (not incl. Workforce Training Programs). Contact Lori Borth at the VUB office for more information.

1-800-356-VETS (8387) www.vubmt.com
BUSINESS & QUICKBOOKS

BASICS OF BUSINESS LAW

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<tr>
<td>TIME</td>
<td>8:30-11:30am</td>
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<td>LOCATION</td>
<td>REC Conf Room</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Richard Weber</td>
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This class covers the legal business structures that small businesses assume, reasons why to select each one, their advantages and disadvantages, negotiations, contracts, intellectual property, and legal liabilities. Most importantly, advice is given as to where to get legal information and help.

DEVELOPING AND SUSTAINING POSITIVE CASH FLOW AND PROFITS

<table>
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<tr>
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<tr>
<td>TIME</td>
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<tr>
<td>LOCATION</td>
<td>BC Room 118</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Dan Floyd</td>
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<td>FEE</td>
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This class will begin with your business SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis, Mind Maps, and a business model canvas. Course will then turn to profit & loss (P&L), forecast versus plans, startups, slow or nogrowth companies, and financial turnarounds. Course will close with marketing and selections for a reading list.

*Lunch break from noon to 1pm.

FINANCIAL MANAGEMENT BASICS

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<tr>
<td>INSTRUCTOR</td>
<td>Lisa Glenn</td>
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Learn the basics of creating and using profit and loss, cash flow, and balance sheet statements. Also includes how to create financial projections and financial management best practices for small business.

HIRING AND FIRING

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<td>LOCATION</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Jamie Daniel, Patty Kernahan, Gary Palmer</td>
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Learn the basic rules of sound HR Management. Course covers frequent problem areas in HR: wage and hour laws, hiring processes, progressive discipline, benefits of contractor vs. employee, tax credits when hiring, on-the-job training, incumbent worker training, wrongful termination, required employer posters, and more!
GOV'T CONTRACTING 101-RESEARCH: PART 2 OF THE 3RS OF GOVERNMENT CONTRACTING

DATE Thu, March 8
TIME 10:30am-12:00pm
LOCATION REC Conf Room
INSTRUCTOR John Schneeberger
FEE FREE

This class will help you start a Government Marketing Plan and covers understanding the procurement process and how to identify opportunities. Government databases will be examined to help conduct market research on agency purchasing and specific opportunities. These websites will also be used to demonstrate how to identify competitors and possible subcontracting opportunities. The 3Rs of Government Contracting: Register, Research, Respond.

MARKETING

DATE Tues, Feb 20
TIME 9:00am-12:00pm
LOCATION REC Conf Room
INSTRUCTOR Cynthia Rademacher
FEE $25

Learn marketing basics: how to think about your brand, components of marketing and how they relate, traditional and digital advertising, how to set a budget, and how to get the most out of your advertising dollar.

SEXUAL HARASSMENT AT WORK: WHAT EMPLOYERS NEED TO KNOW

DATE Thur, March 4
TIME 10:30am-12:00pm
LOCATION REC Conf Room
INSTRUCTOR Patty Kernahan
FEE $25

This course will assist employers and supervisors in knowing what constitutes sexual harassment, its different forms, potential risks and liabilities that can directly impact you and your business. You should come away with an understanding of
your role as a business leader and your obligation to prevent harassment and discrimination in the workplace. You will learn ways to effectively navigate through allegations and tips for resolving a given situation.

UNDERSTANDING COTTAGE FOOD LAW

DATE     Thur, Feb 22
TIME     10:30am-12:00pm
LOCATION  REC Conf Room
INSTRUCTOR Howard Recht
FEE      $15

In October of 2015 Montana’s revised cottage food law went into effect after passage of House Bill 478 by the State legislature. The law established guidelines for the production and sale of “non-potentially hazardous foods” such as baked goods, preserves and honey. Through this course individuals will gain knowledge of the Montana Cottage Food Law and how to complete the required application.

QUICKBOOKS BASICS - DESKTOP VERSION

JAN/FEB CLASS

DATES     Jan 29-Feb 14
DAYS     MW
TIME     6:00-8:00pm
LOCATION  BC Room 103
INSTRUCTOR Stephanie Mapelli
FEE      $85

MARCH/APRIL CLASS

DATES     March 19-April 4
DAYS     MW
TIME     6:00-8:00pm
LOCATION  BC Room 103
INSTRUCTOR Stephanie Mapelli
FEE      $85

Course introduces QuickBooks and essential accounting terminology, and covers the sales process, tracking revenue, managing expenses, bank reconciliation, and setting up and maintaining a company file. Instruction is in QuickBooks 2017 on provided computers but content also applies to versions 2010-2016. Prerequisite: basic computer knowledge.

QUICKBOOKS PAYROLL

DATES     MW, Feb 26 & 28
TIME     6:00-8:00pm
LOCATION  BC Room 103
INSTRUCTOR Stephanie Mapelli
FEE      $40

Learn to properly set up a payroll system in QuickBooks—create paychecks, pay tax liabilities, and generate payroll forms and reports. Find out how to track employee time, create job cost data, and troubleshoot common problems and mistakes. Instruction is in QuickBooks 2017 on provided computers but content also applies to versions 2010-2016. Prerequisite: working knowledge of QB and computers.
BUDGETING WITH QUICKBOOKS

DATE Mon, March 5
TIME 6:00-8:00pm
LOCATION BC Room 103
INSTRUCTOR Stephanie Mapelli
FEE $20

An annual budget helps business owners plan for the future. Running a business isn’t easy, but your budget provides you with a financial plan that helps put you in control.

QUICKBOOKS INVENTORY

DATE Wed, March 7
TIME 6:00-8:00pm
LOCATION BC Room 103
INSTRUCTOR Stephanie Mapelli
FEE $20

Learn to manage inventory with QuickBooks. If your business purchases items that are ready for resale, keeps them in inventory, and then sells them, QuickBooks can track the current number in stock and the value of your inventory after every purchase and sale. Instruction is in QuickBooks 2017 on provided computers but content also applies to versions 2010-2016. Prerequisite: working knowledge of QuickBooks and computers.

QUICKBOOKS REPORTS & GRAPHS

DATE Mon, March 12
TIME 6:00-8:00pm
LOCATION BC Room 103
INSTRUCTOR Stephanie Mapelli
FEE $20

Learn to analyze your financial data. Course covers producing and understanding QuickBooks reports and graphs. Instruction is in QuickBooks 2017 on provided computers but content applies to versions 2010-2016. Prerequisite: working knowledge of QuickBooks and computers.

QUICKBOOKS ELECTRONIC INTEGRATION: BANKS & CREDIT CARDS

DATE Wed, March 14
TIME 6:00-8:00pm
LOCATION BC Room 103
INSTRUCTOR Stephanie Mapelli
FEE $20

Learn to connect bank and credit card accounts to QuickBooks. Course covers downloading, categorizing, and adding transactions to QuickBooks company files. Instruction is in QuickBooks 2017 on provided computers but content also applies to versions 2010-2016. Prerequisite: working knowledge of QuickBooks and computers.
COMPUTERS

ACCESS BASICS FOR BUSINESS

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<tr>
<td>INSTRUCTOR</td>
<td>Victoria Clark</td>
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Learn to develop and implement an Access database for your small business needs. Learn how to create tables for data collection, forms for data entry, queries for data mining, and reports for data presentation. Get your business organized and improve productivity with Access!

COMPUTER CONFIDENCE

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<td>INSTRUCTOR</td>
<td>Victoria Clark</td>
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Course is designed to give students the skills required for navigating Windows 10. Material is presented in a friendly and supportive format. Students learn basic computer concepts, develop mouse and keyboard skills, and explore & practice using the Internet and email all within Windows 10.

DESKTOP PUBLISHING USING PAGEPLUS X8: INTRODUCTION

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<tr>
<td>INSTRUCTOR</td>
<td>Bill Van Antwerp</td>
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<td>FEE</td>
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This course is learning the tools of PagePlus, a #1 rated Desktop Publishing application. PagePlus can design and complete any type or complexity required for the publication of a document. Licensed copy of PagePlus X8 included with course registration.

DIGITAL DRAFTING USING AUTOCAD 2017: INTRODUCTION

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<td>INSTRUCTOR</td>
<td>Bill Van Antwerp</td>
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The object of the class is to learn the concepts of the graphic language of 3rd Angle Orthographic Projection, Top View, Front View and Right Side View, and learn and practice the essential graphic commands of AutoCad 2017 in order to complete the examples of orthographic diagrams supplied within this course.
**EXCEL BASICS FOR BUSINESS**

**DATES**  
Feb 27-March 22

**DAYS**  
TuTh

**TIME**  
6:00-8:00pm

**LOCATION**  
BC Room 103

**INSTRUCTOR**  
Stephanie Mapelli

**FEE**  
$115

Learn to navigate within Excel, enter information, and organize and manipulate data. We will cover the use of charts, graphs, formulas, fonts, and more.

**FUSION 360: INTRODUCTION**

**DATES**  
Feb 6-March 1

**DAYS**  
TuTh

**TIME**  
4:00-5:30pm

**LOCATION**  
BC Room 103

**INSTRUCTOR**  
John Springer

**FEE**  
$160

Learn the fundamentals of Fusion 360—an application software which connects product development into a single cloud-based tool, integrating 3D CAD, CAM, and CAE into one program. Use Fusion 360 to design, engineer, and then fabricate components on a 3D printer or CNC machine.

**HOW TO BUILD A WEBSITE ON A SMALL BUDGET**

**DATES**  
Jan 30-Feb 15

**DAYS**  
TuTh

**TIME**  
6:00-8:00pm

**LOCATION**  
BC Room 103

**INSTRUCTOR**  
JoAnn Wilson

**FEE**  
$85*

Learn how to set up a professional-looking website with little to no website experience using low-cost and free resources. Using WordPress, the world's most popular open source content management system, students will be guided in setting up a professional website for business or personal use. Students will also learn how to crop, re-size, and compress images for the web using free online tools. Prerequisites: basic computer, file management, internet, and word processing skills. *Additional costs: website hosting and domain fees

**HOW TO ADD E-COMMERCE TO YOUR WEBSITE**

**DATES**  
Feb 20-22

**DAYS**  
TuTh

**TIME**  
6:00-8:30pm

**LOCATION**  
BC Room 103

**INSTRUCTOR**  
JoAnn Wilson

**FEE**  
$35

Add a shopping cart to your website - enter the world of
E-Commerce! Prequisites: current website and familiarity with Wordpress and computers.

**RHINO 5 FOR WINDOWS: INTRODUCTION**

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<tr>
<td>INSTRUCTOR</td>
<td>Kurt Foster</td>
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Learn the fundamentals of Rhino 5—an application software used for computer-aided design (CAD), computer-aided manufacturing (CAM), rapid prototyping, 3D printing, and reverse engineering. Industry connections include architecture, industrial design, product design (e.g., jewelry design) and multimedia & graphic design.

**WORD BASICS FOR BUSINESS**

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<tr>
<td>LOCATION</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Stephanie Mapelli</td>
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<td>FEE</td>
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Learn to create and save documents, navigate the toolbars, enter and manipulate text, and other basic functions.

**HEALTH**

**ARGENTINE TANGO - AN INTRODUCTION**

**FEB/MARCH CLASS**

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<td>Sat</td>
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<tr>
<td>LOCATION</td>
<td>BC Room 105</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Pamela Peterson &amp; Kalle Virtaneva</td>
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<tr>
<td>FEE</td>
<td>$65/couple or $35/single</td>
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In this class we will explore Argentine tango. We will take you through simple movements to establish the 4 connection points in tango (floor, room, music, and partner). Once a connection is established, we will teach fun and dynamic steps that can be used in a traditional Milonga (tango dance party) or whenever you are in town and wanting to have fun. Please wear comfortable shoes you can pivot in or some poly-blend socks.

**MARCH/APRIL CLASS**

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<td>Sat</td>
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<td>TIME</td>
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<tr>
<td>LOCATION</td>
<td>BC Room 105</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Pamela Peterson &amp; Kalle Virtaneva</td>
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FUNCTIONAL YOGA
(EXPERIENCED BEGINNER TO INTERMEDIATE)

DATES Feb 1-March 8
DAYS Th
TIME 6:30-7:30pm
LOCATION BC Room 105
INSTRUCTOR Angela Saporita
FEE $45

Yoga for those looking to improve their strength, balance, and flexibility to move and feel better off the mat. Some previous yoga experience is recommended, although you do not need to be flexible to take this class. Please bring a yoga mat and any props you would like to make your practice more comfortable.

GENTLE YOGA

DATES Feb 6-March 15
DAYS TuTh
TIME 8:15-9:15am
LOCATION BC Room 118
INSTRUCTOR Val Aerni
FEE $85

Start the day with a gentle yoga practice with a focus on body alignment and breath. Learn to safely stretch and strengthen the body and leave the class feeling relaxed, refreshed, and ready for the day. The class is geared towards beginners, but experienced yogis are welcome; Please wear comfortable clothing and bring a yoga mat.

MEDITATION AND MINDFULNESS

DATES March 6-27
DAYS Tu
TIME 7:00-8:30pm
LOCATION BC Room 118
INSTRUCTOR Star Jones
FEE $30

Using breath practices, movement and stillness, we will draw from various traditions to explore meditation, mindfulness and visualization. We’ll identify resistances to slowing down, and how to develop the breath for health on a daily basis.

PLANT-BASED NUTRITION AND COOKING CLASSES FOR CANCER PREVENTION AND SURVIVAL

DATES April 7-28
DAYS Sat
TIME 12:00-2:00pm
LOCATION BC Room 118
INSTRUCTOR Ginette Gundlach
FEE $60*

The Food for Life program is a community-based nutrition education program of the Physicians Committee for Responsible Medicine (PCRM). This is the cancer series and covers a variety of cancer-related nutrition topics and demonstrates how to prepare several meals loaded with antioxidants and phytochemicals, high-fiber...
and low-fat foods, and healthy dairy alternatives. The series also provides information on planning meals and maintaining a healthy weight. Four class topics are: 1) Introduction to How Foods Fight Cancer with Whole Plant-based Foods, 2) Fueling up on Low-Fat, High Fiber Foods; 3) Discovering Dairy and Meat Alternatives, and 4) Cancer Fighting Compounds and Healthy Weight Control. *Materials fee: $15—come hungry!

OUTDOORS

BEGINNING FLY FISHING

| DATES   | April 10-19 |
| DAYS    | TuTh        |
| TIME    | 7:00-8:30pm |
| LOCATION| BC Room 117 |
| INSTRUCTOR | Chuck Stranahan |
| FEE     | $45         |

Course provides a practical and enjoyable entry into the sport of flyfishing. First class reviews comfort, safety, and tackle requirements; remaining classes emphasize ‘hands on’ approach to fly casting, finding fish, choosing the right fly, knot tying, and other aspects needed for fishing independently with confidence.

Students provide basic rod, reel, line, and leader (not needed for first class). Weather permitting.

BEGINNING FLY TYING

| DATES   | Jan 30-Feb 15 |
| DAYS    | TuTh         |
| TIME    | 7:00-8:30pm  |
| LOCATION| BC Room 117  |
| INSTRUCTOR | Chuck Stranahan |
| FEE     | $80          |

Course provides a hands-on introduction to the art of fly tying. Technique, tools, and materials covered in depth. Students provide basic fly tying kit after first class discussion

Tools provided; Materials: $15 or students provide their own.

THE TROUT SEMINARS

| DATES   | April 24-May 3 |
| DAYS    | TuTh          |
| TIME    | 7:00-8:30pm   |
| LOCATION| BC Room 117   |
| INSTRUCTOR | Chuck Stranahan |
| FEE     | $45           |

Learn this long-time guide and fly tyer’s secrets that will help you catch more trout! The four topics include: Beyond the Drag-Free Drift (Dry Flies); Rigging Up for Nymphs; Streamers Simplified; Fishing the Two-fly Systems. Learn which flies work best in special situations, the right knots and special leaders setups that lead to success. If you’re an old hand or just getting started and want to improve your success, you’ll benefit from this course.
SPECIAL TOPICS

BANJO: BEGINNING

DATES: Feb 27-March 20
DAYS: Tu
TIME: 6:00-7:00pm
LOCATION: BC Room 117
INSTRUCTOR: Mark Dickerson
FEE: $50

Get started on the banjo! Learn basic chords and picking patterns. Bring your own instrument.

BANJO: INTERMEDIATE

DATES: Feb 27-March 20
DAYS: Tu
TIME: 7:00-8:00pm
LOCATION: BC Room 117
INSTRUCTOR: Mark Dickerson
FEE: $50

Get better on the banjo! Improve your picking and your technique. Bring your own instrument.

GUITAR: BEGINNING

DATES: Feb 7-28
DAYS: W
TIME: 6:00-7:00pm
LOCATION: BC Room 117
INSTRUCTOR: Mark Dickerson
FEE: $50

Get started on the guitar! Learn essential chords, correct finger placement & picking technique, and the basics of rhythm. Bring your own instrument.

GUITAR: INTERMEDIATE

DATES: Feb 7-Feb 28
DAYS: W
TIME: 7:00-8:00pm
LOCATION: BC Room 117
INSTRUCTOR: Mark Dickerson
FEE: $50

Get better on the guitar! Learn more chords, improve your picking, expand on your technique. Bring your own instrument.

CHILDCARE PROVIDERS MUSIC CLASS

DATES: Feb 1 - March 22
DAYS: Th
TIME: 7:00-8:30pm
LOCATION: BC Room 118
INSTRUCTOR: Becky Bishop
FEE: $75*

Course will engage you in learning sequential songs, dances and games to use in your classes. This will introduce you to repertoire in the public domain that can be used in a manner to enhance children’s brain development. Research will be presented and you will leave with the materials you need for immediate use. In addition you will have fun!

*12 OPI CEUs available; 1
college credit also available, call 406.375-0100 for more information (additional fee for college credit).

BITCOIN FOMO (FEAR OF MISSING OUT)

DATE Tues, Feb 20
OPTION 1 2:00-4:00pm
BC Room 104
OPTION 2 6:00-8:00pm
BC Room 117
INSTRUCTOR James Todd
FEE $15

Bitcoin is huge all over the globe. Find out what it is and why it's so important. This is less of a detailed lecture and is more of an informal round table group discussion about Bitcoin. This class is only for educational purposes and is not considered financial advice.

SPANISH: BEGINNING

DATES Jan 30-Feb 27
DAYS Tu
TIME 6:00-8:00pm
LOCATION BC Room 118
INSTRUCTOR Catalina Gerner
FEE $70

Course covers Spanish basics including present tense and the skills to speak, read, and write in introductory conversational and travel settings.

SPANISH: CONVERSATIONAL

DATES Jan 31-Feb 28
DAYS W
TIME 6:00-8:00pm
LOCATION BC Room 111
INSTRUCTOR Catalina Gerner
FEE $70

Brush up on your conversational Spanish for travel or personal enrichment with native speaker Catalina Gerner. Prerequisite: prior Spanish language instruction.

EXPLORATIONS IN ASTRONOMY

DATES Feb 7-28
DAY W
TIME 4:00-5:00pm
LOCATION BC Room 111
INSTRUCTOR Tom Engelmann
FEE $30

Structured as a series of "explorations," this course covers topics from the history and fundamentals of astronomy to current research and ideas in astrophysics and cosmology. Subjects include planetary astronomy, stellar evolution, pulsars, quasars and black holes. Data and imagery collected by planetary probes launched by NASA and other agencies is discussed as it becomes available, including the Cassini mission to Saturn, the Juno mission to Jupiter and New Horizons. Topics
in modern physics including relativity, gravitational waves, dark matter and dark energy are discussed in accordance with the interests of the attendees. When possible, the course includes video astronomy using one of the Bitterroot College telescopes together with a MallinCam digital camera to project live observations on the classroom monitor.

HOW TO SPEAK DOG AND RAISE THE PERFECT PUPPY

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<td>DAY</td>
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<td>TIME</td>
<td>5:30-6:30pm</td>
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<tr>
<td>LOCATION</td>
<td>BC Room 118</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Nicki Arndt</td>
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<td>FEE</td>
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This course is designed to educate people about modern and humane dog training techniques. This course includes a section dedicated to teaching people how to read dog body language and a step-by-step guide to understanding canine behavior and puppy developmental stages. Focus is on coaching people on how to better communicate with and understand their dog.

FIRE EXTINGUISHER TRAINING

<table>
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<tr>
<td>INSTRUCTOR</td>
<td>Mike Turner</td>
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This course will explain what fire extinguishers will, can, and won’t do. Basic instruction on what type of fire extinguisher to use on different fires, delivery methods, and chemicals used in fire extinguishers will be described. This class will cover both residential and commercial fire extinguishers.
EMPLEYMENT

APPLICANT TRACKING SYSTEMS

**DATES**  
Wed, Jan 31

**TIME**  
10:00-11:30am

**LOCATION**  
BC Room 111

**FEE**  
$10

Learn what applicant tracking systems are; identify key words and how to use them in your application and resume.

NAVIGATING THE JOB SERVICE WEBSITE

**DATES**  
Wed, Feb 7

**TIME**  
10:00-11:30am

**LOCATION**  
BC Room 111

**FEE**  
$10

Familiarize yourself with the computer desktop and how to navigate the Job Service website.

EMPLOYMENT AFTER A FELONY

**DATES**  
Wed, Feb 14

**TIME**  
10:00-11:30am

**LOCATION**  
BC Room 111

**FEE**  
$10

Tips to help you get beyond your criminal history and into a job.

JOB SEARCH FOR MATURE WORKERS

**DATES**  
Wed, Feb 21

**TIME**  
10:00-11:30am

**LOCATION**  
BC Room 111

**FEE**  
$10

Tips to combat misperceptions and keep skills current; resume and interview suggestions.

EFFECTIVE COVER LETTERS AND RESUMES

**DATES**  
Wed, Feb 28

**TIME**  
10:00-11:30am

**LOCATION**  
BC Room 111

**FEE**  
$10

Make your resume/cover letter relevant to the job you want.

INTERVIEWING BASICS

**DATES**  
Wed, March 7

**TIME**  
10:00-11:30am

**LOCATION**  
BC Room 111

**FEE**  
$10

Interview prep, dressing/acting the part, and do's and don'ts.

SOFT SKILLS FOR JOB SEEKERS

**DATES**  
Wed, March 14

**TIME**  
10:00-11:30am

**LOCATION**  
BC Room 111

**FEE**  
$10

Learn what soft skill are and discover 10 essential soft skills every employee needs.
DRONES: INTRODUCTION TO AMAZING SKY ROBOTS!

OPTION 1
Sat, Feb 3
10:00am-2:00pm

OPTION 2
Tue, Feb 20 &
Thu, Feb 22
6:00-8:00pm

LOCATION
BC Room 116

INSTRUCTOR
John Springer

FEE
$35

A wide variety of drones will be flown and tested by students. Topics include: laws and regulations concerning drones, obtaining a commercial endorsement as a drone pilot, camera applications of drones, current and future applications of the technology, 3D terrain scanning, 3D printed drone parts, the ability for drones to track and follow a subject, camera transmission capabilities, and costs and availability of drones for people interested in getting their own.

3D PRINTING-PRACTICAL PROJECTS

OPTION 1
MW, Jan 29-31

OPTION 2
TuTh, March 27-29

TIME
4:00-6:00pm

LOCATION
BC Room 116

INSTRUCTOR
Springer

FEE
$45

Print your own object! Class will cover how to run the FabLab’s 3D printers and how to take pre-existing designs and print them. Students will also learn how to modify existing designs and design 3D objects from scratch in programs such as Tinkercad, 123D design, and NetFabb. Students will complete at least one 3D printing project of their choice. For student projects, printing materials may be chosen from among FabLab’s existing supply or students may purchase/provide their own materials.
LASER ENGRAVING - NAME TAGS

DATES  TuTh, Feb 6 & 8
TIME    4:00-6:00pm
LOCATION BC Room 116
INSTRUCTOR Ed Adams
FEE      $45

An introduction to using the FabLab's laser engraver to create custom name tags for your organization or event. Students will complete at least one set of name tags of their own design. Engraving materials may be chosen from among FabLab's existing supply or students may purchase/provide their own materials.

LASER ENGRAVING - BUSINESS CARDS

DATES  TuTh, March 6 & 8
TIME    4:00-6:00pm
LOCATION BC Room 116
INSTRUCTOR Ed Adams
FEE      $45

An introduction to using the FabLab's laser engraver to create custom business cards. Students will complete at least one set of business cards of their own design. Engraving materials may be chosen from among FabLab's existing supply or students may purchase/provide their own materials.

CNC WIRE BENDING - SCULPTURE & CRAFT PROJECTS

OPTION 1  TuTh, Feb 26 & March 1
OPTION 2  MW, April 2 & 4
TIME    4:00-6:00pm
LOCATION BC Room 116
INSTRUCTOR John Springer
FEE      $45

Create art from wire! An introduction to using the FabLab's DIWire Bender (benchtop CNC wire bender). The DIWire transforms drawn curves into bent wire that can be assembled to make just about anything. Wire may be chosen from among FabLab's existing supply or students may purchase/provide their own wire.

VACUUM FORMER PROJECT - FOOD & CRAFT MOLDS

DATES  TuTh, March 20 & 22
TIME    4:00-6:00pm
LOCATION BC Room 116
INSTRUCTOR John Springer
FEE      $45

Pull a mold! An introduction to using the FabLab's vacuum former (Formech DT450) to create plastic molds for food/craft projects such as candy, candles, or soap. A vacuum former molds plastic sheets around a fixed object. Materials may be chosen from among...
### VACUUM FORMER PROJECT - PROP & MASK MOLDS

**Dates**  
MW, April 9 & 11  

**Time**  
4:00-6:00pm  

**Location**  
BC Room 116  

**Instructor**  
John Springer  

**Fee**  
$45  

Learn the same techniques used to make famous movie props! An introduction to using the FabLab’s vacuum former (Formech DT450) to create masks and props for entertainment and fun. A vacuum former molds plastic sheets around a fixed object. Materials may be chosen from among FabLab’s existing supply or students may purchase/provide their own materials.

### PERSONAL CNC MILLING: INTRODUCTION

**Dates**  
Feb 5-14  

**Days**  
MW  

**Time**  
4:00-6:00pm  

**Location**  
BC Room 116  

**Instructor**  
Alex Shek  

**Fee**  
$200  

Explore the basic concepts and procedures required for machining accurate and repeatable objects on a 3 axis CNC milling machine. Students will acquire a generalized understanding of tooling, work holding, common machining operations and various industry standards. Precision measuring tools and their proper use, will also be discussed. Emphasis will be to instill confidence in the safe setup and operation of a CNC milling machine.

### PERSONAL CNC MILLING: PROGRAMMING & OPERATION

**Dates**  
Feb 26-March 28  

**Days**  
MW  

**Time**  
4:00-7:00pm  

**Location**  
BC Room 116  

**Instructor**  
Alex Shek  

**Fee**  
$800  

Students will receive instruction and hands-on experience in the programming and operation of the Tormach Personal CNC. Specifics of part programming, tooling, and setup, will be explored. Operational procedures required for the given machine tool, will also be applied. Completion of this course is required for all FabLab members, or future members, wishing to utilize the 3 axis milling machine in an unsupervised capacity. This class may be challenged. Contact us for more information on challenging this class.
PYTHON WITH THE RASPBERRY PI

DATES       Tu, Jan 30 & Th, Feb 1
TIME         4:00-6:00pm
LOCATION     BC Room 103
INSTRUCTOR   Tom Engelmann
FEE          $40

An introduction to computer architecture and programming for individuals who wish to understand computer fundamentals and programming techniques. Python is an object-oriented computer language that is both powerful and easy to understand. Although based on objects, it allows users to perform simple calculations without a thorough understanding of this paradigm.

ROBOTICS LAB I: ROBOTICS MINIONS

DATES       Feb 5-14
DAYS        TuTh
TIME        6:00-8:00pm
LOCATION    BC Room 116
INSTRUCTOR  John Springer
FEE          $125

Stop dreaming about your robot army and start building it. Basic electronics and Arduino programming will be covered to give makers a chance to build robots that can be controlled in a variety of ways. Use cell phones, computers, gestures, and voice to visit a variety of functions upon this planet. Magnetic interlocking components such as Little Bits™ will be used to simplify the electronic process of going from idea to practical robotics system quickly. Standard wiring and soldering skills will be developed. Laser cutting and 3d printing will be utilized.

ROBOTICS LAB II: ROBOTIC ARMY

DATES       March 5-14
DAYS        TuTh
TIME        6:00-8:00pm
LOCATION    BC Room 116
INSTRUCTOR  John Springer
FEE          $125

Similar to level one, but a better starting point for people with basic knowledge of electrical components.

ROBOTICS LAB III: ROBOTIC EMPIRE

DATES       April 2-11
DAYS        TuTh
TIME        6:00-8:00pm
LOCATION    BC Room 116
INSTRUCTOR  John Springer
FEE          $125

Advanced level course on robot building and automation. Learn the nitty gritty details of how the most advanced R2D2 prop works. Explore the world of real functional prosthetic devices that will be made for actual people in need.
WORKFORCE TRAINING

ACCOUNTING CERTIFICATION PROGRAM

DATES  Feb 5-April 25
DAYS   MW
       F (Feb 23, March 9, April 6 & 27)
TIME  4:00-5:30pm
LOCATION  BC Room 117
INSTRUCTOR  Stephanie Mapelli
FEE $1,750

This program prepares students to take the National Bookkeepers Association (NBA) Uniform Accounting Certification Exam to obtain the NBA Accounting Certification. The Accounting Certification Program covers: accounting principles and reporting standards, accounts receivable and uncollectible accounts, notes payable and notes receivable, merchandise inventory, property, plant, and equipment and depreciation, accounting for partnerships, corporations: formation and capital stock transactions, corporate earnings and capital transactions, long-term bonds, financial statement analysis, and the statement of cash flows.

IMPORTANT: to be eligible for this program, individuals must either already hold the NBA Bookkeeper Certification or they can challenge the NBA Bookkeeper Certification practice exam and become program eligible with a challenge exam score of 70% or higher. For challenge exam details, scheduling, and cost, contact us at 406-375-0100.

*No class Mon, Feb 19
*Exam on Mon, April 30 from 4:00-5:30pm

BOOKKEEPING CERTIFICATION PROGRAM

DATES  Feb 6-April 26*
DAYS   TuTh
       F (March 2 & 23, April 20)
TIME  4:00-5:30pm
LOCATION  BC Room 117
INSTRUCTOR  Stephanie Mapelli
FEE $1,750

This program prepares students to take the National Bookkeepers Association (NBA) Uniform Bookkeeper Certification Exam to obtain the NBA Bookkeeper Certification. Program covers:
accounting: the language of business; analyzing business transactions; analyzing business transactions using T accounts; the general journal and the general ledger; adjustments and the worksheet; closing entries and the postclosing trial balance; accounting for sales and accounts receivable, and cash receipts; accounting for purchases, accounts payable, and cash payments; cash; payroll computations, records, and payment; payroll taxes, deposits, and reports; accruals, deferrals, and the worksheet; and financial statements and closing procedures.

*Exam on Tues, May 1 from 4:00-5:30pm

CERTIFIED NURSE AIDE (CNA) PROGRAM

DATES Jan 27-March 1*
DAYS TuThSa
TUES / THUR 5:00-7:00PM
SATURDAY 8:30am-3:00pm
LOCATION BC Room 111
INSTRUCTORS Alida Merritt & Crystal Wetherald
FEE $1,490

This program teaches students the information and skills needed to work as nurse aides in a variety of health care venues including long-term, homecare, hospice care, and acute care settings. Program prepares students to take the Montana Certified Nurse Aide licensing exam. See application for additional details.

*CPR Class on Wed, Jan 31 from 4:00-8:00pm, location TBD; Testing on Sat, March 3 from 7:00am-3:00pm

CLINICAL MEDICAL ASSISTANT (CMA) PROGRAM

DATES March 5-June 18*
DAYS MW
SAT (March 17, April 7 & 21, May 5 & 19, June 2)
MON / WED 5:30-9:00pm
SATURDAY 9:00am-4:30pm
LOCATION BC Room 111
FEE $2,800

This program trains students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the 12 lead EKG and the cardiac life cycle. Students review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper EKG lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. Program includes classroom lecture and hands on labs and a
clinical externship opportunity at a local healthcare provider. Students who complete this course sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam.

*No class March 26 & 28; Exam on Wed, June 20, 5:30-9:00pm

**CERTIFIED PHLEBOTOMY TECHNICIAN (CPT)**

- **DATES**: March 6-May 22*
- **DAYS**: TuTh
- **MON / WED**: 6:00-9:00pm
- **SATURDAY**: 8:00am-3:30pm
- **LOCATION**: BC Room 104
- **FEE**: $2,100

This program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. Program prepares students to take the Certified Phlebotomy Technician (CPT) Exam.

*No class March 27 & 29 and May 28; Exam on Thur, May 24, 6:00-9:00pm

**DENTAL ASSISTING PROGRAM**

- **DATES**: March 13-May 24*
- **DAYS**: TuTh
- **TIME**: 6:00-9:00pm
- **LOCATION**: BC Room 111
- **FEE**: $1,650

This program prepares students for entry-level positions in one of the fastest growing healthcare positions. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics: 1) Administrative Aspects—the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines and 2) Clinical Aspects—introduction to oral anatomy; dental operatory; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. Upon completion of the Dental Assisting Program,
students are prepared for the Radiation Health Safety (RHS) and Infection Control (ICE) exams associated with the Certified Dental Assistant (CDA) credential offered through the Dental Assisting National Board (DANB). Passing scores on these two exams qualifies students for chairside clinical placement in a dental office. After completion of 3,500 chair-side hours, students are eligible for DANB’s General Chairside (GC) exam, the final exam component necessary to achieve the CDA credential. RHS and ICE exam payment included in Dental Assisting Program fee.

*No class March 27 & 29; Exam date TBD

**CONSTRUCTION MANAGEMENT: AN INTRODUCTION**

**DATES**
Jan 2-25

**DAYS**
TuTh

**TIME**
6:00-8:00pm

**LOCATION**
BC Room 104

**FEE**
$225

This course will cover the relationships among construction participants (contractor, tradesman, client, attorney, etc.) in the building process and a general history of construction.

**CONSTRUCTION MATERIALS & METHODS**

**DATES**
Feb 6-March 1

**DAYS**
TuTh

**TIME**
6:00-8:00pm

**LOCATION**
BC Room 104

**FEE**
$225

This course will present the basic knowledge of materials and methods utilized to design and construct most buildings. Sustainability and ethics in relation to the specification, ordering, and installation of construction materials are discussed.

**SERVSAFE MANAGER**

**DATES**
Wed, May 16 & Thur, May 17

**WEDNESDAY**
9:30am-5:00pm*

**THURSDAY**
9:00am-1:30pm

**LOCATION**
BC Room 111

**INSTRUCTORS**
Katelyn Andersen & Kelly Moore

**FEE**
$150 (includes exam fee)

For foodservice managers to understand the latest FDA Food Code, food safety practices and help your establishment create a culture of food safety. Participants will learn foodborne pathogens, flow of food safety from purchasing to service, creating management systems and more. Call Ravalli Cty Extension at 406.375-6611 to register.

*One hour lunch on your own
WORKFORCE PROGRAM FEE ASSISTANCE

Program Fee Assistance takes time to process; connect with assistance providers ASAP.

PATHWAYS PROGRAMS FUNDING (formerly WoRC)

Lisa Kearns
406.363-6101 ext. 237

Holly Montgomery
406.363-6101 ext. 239

Human Resource Council
303 North 3rd Street
Hamilton, MT 59840

RURAL EMPLOYMENT OPPORTUNITIES (REO)

Will Bodle
william@reomontana.org
406.274-4172

VETERANS ADMINISTRATION VOCATIONAL REHAB SERVICES TRAINING FUNDS

Shak Emly
shak.emly@va.gov
888.279-7528

2675 Palmer St., Suite A
Missoula, MT 59808

VOCATIONAL REHAB SERVICES TRAINING FUNDS – DISABILITY EMPLOYMENT ASSISTANCE PROGRAM

Sarah Seltzer
sseltzer@mt.gov
406.375-0203

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) TRAINING FUNDING

Does NOT include help with application costs

For Ravalli County residents*, contact local Job Service WIOA Program Operators:

DeLynn Gardner
dgardner@mt.gov
406.565-2243

Fran Krieger
fkrieger@mt.gov
406.560-168

Bitterroot College
103 S 9th St.
Hamilton, MT 59840

*For non-Ravalli County residents, contact your local Job Service office. Montana Job Service office locations can be found at jobservices.dli.mt.gov.
Spring classes start the week of January 22, 2018! Visit umt.edu/bc or call 406.375-0100 for course descriptions and more information on admissions and registration.

**ALLIED HEALTH MEDICAL SUPPORT (AHMS)**

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**ART (ARTZ)**

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**BIOLOGY-HUMAN (BIOH)**

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**BIOLOGY-MICROBIOLOGY (BIOM)**

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**COMPUTER APPLICATIONS (CAPP)**

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<th>Credits</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>CAPP120</td>
<td>Intro to Computers</td>
<td>3</td>
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**CHEMISTRY (CHMY)**

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
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<tr>
<td>CHMY121N</td>
<td>Intro Gen Chem</td>
<td>3</td>
<td>MWF</td>
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<tr>
<td>CHMY121N</td>
<td>Intro Gen Chem Lab</td>
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<td>Intro Gen Chem Disc</td>
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**COMMUNICATIONS (COMX)**

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<th>Course Title</th>
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<th>Time</th>
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<tr>
<td>COMX111A</td>
<td>Intro Public Speaking</td>
<td>3</td>
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<td>6-7:20p</td>
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<td>CR</td>
<td>DAYS</td>
<td>TIME</td>
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<td>CREATIVE WRITING (CRWR)</td>
<td>CRWR211A Intro CRWR-Poetry</td>
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<td>ENVIRONMENTAL SCIENCE (ENSC)</td>
<td>ENSC105N Environmental Science</td>
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<td>GEOGRAPHY (GPHY)</td>
<td>GPHY121S Human Geography</td>
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<td>HSTA102HY American History II</td>
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<td>LITERATURE (LIT)</td>
<td>LIT110L Intro to Literature</td>
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<td>MATH (M)</td>
<td>M090 Introductory Algebra</td>
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<td>M095 Intermediate Algebra</td>
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<td>M115 Prob &amp; Linear Math</td>
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<td>M122 College Trigonometry</td>
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<td>PHAR110N Use &amp; Abuse of Drugs</td>
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<td>PSCI210SY Intro to American Gov</td>
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<td>SOCI101S Intro to Sociology</td>
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<td>2:30-5:20p</td>
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<tr>
<td>STATISTICS (STAT)</td>
<td>STAT216 Intro to Statistics</td>
<td>4</td>
<td>MW</td>
<td>4-5:50p</td>
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<td>WRITING (WRIT)</td>
<td>WRIT101 College Writing I</td>
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<td>WRIT201 College Writing II</td>
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<td>TR</td>
<td>11:30a-1:50p</td>
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</table>
MORE GREAT LEARNING OPPORTUNITIES IN THE VALLEY

Looking for more great learning opportunities in the Bitterroot? Check out these programs and organizations that offer a variety of classes throughout the year. Please contact the organization with any questions about their specific offerings.

LITERACY BITTERROOT

literacybitterroot.org
406.363-2900
303 North 3rd St., Suite A
Hamilton, MT 59840

Literacy Bitterroot offers FREE services including Adult Basic & Literacy Education (ABLE), HiSET (formerly the GED) preparation, EdReady Math, English Language Learner (ELL) classes, Family Literacy, and PEP (Personal Employment Plan) Talk Workshops. Call or stop by today for more information!

VETERANS UPWARD BOUND

vubmt.com
1-800-356-VETS (8387)

VUB provides FREE educational and support services across the state for eligible veterans, National Guard and Reserve members. The VUB program will waive all costs for vets taking any Bitterroot College Continuing Education course (not including Workforce Programs). Contact the VUB office for more information.

MARCUS DALY MEMORIAL HOSPITAL

mdmh.org (click on Events link)

FREE health education classes and events available at your local hospital. Classes are in the MDMH Blodgett and Canyon conference rooms.

Emotions, Stress, and Heart Disease
Thursday, Feb 8, 5:30pm

Dynamic Activities for Improvising Your Balance!
Thursday, March 8, 5:30pm

Learning your Labels and Rethinking Your Drink
Thursday, April 12, 5:30pm
**ADULT EDUCATION**

**Corvallis Adult Education**  
406.961-3201 ext. 114

**Darby Adult Education**  
406.821-3841

**Florence Adult Education**  
406.777-0249

**Hamilton Adult Education**  
406.375-6060 ext. 0

**Lone Rock Adult Education**  
406.777-3314

**Stevensville Adult Education**  
406.777-5481

**Victor Adult Education**  
406.642-3221

**PUBLIC LIBRARIES**

Enjoy a variety of kids and adult programs at your local public libraries. Find a full schedule of classes and events online.

**Bitterroot Public Library**  
bitterrootpubliclibrary.org  
406.363-1670  
306 State St.  
Hamilton, MT 59840

**North Valley Public Library**  
northvalleylibrary.org  
406.777-5061  
208 Main St.  
Stevensville, MT 59870

**Darby Comm. Public Library**  
406.821-4771  
darbylibrary.net  
101 1/2 South Marshall St.  
Darby, MT 59829

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**BIG SKY CODE ACADEMY**

**bigskycodeacademy.org**  
406.641-2633

Big Sky Code Academy is an accelerated coding school offering online and onsite immersive training for the next generation of programmers.

**Data Science Boot Camp**

*Full Time: Jan 22-June 29  
Part Time: Jan 15-Sept 12*

Learn data analysis and machine learning! The goal of this program is to transform you into a professional python-focused data scientist.

**Full Stack Web Development Boot Camp**

*Full Time: Feb 5-April 27  
Part Time: Jan 29-June 29*

Program includes: 1) Coding Fundamentals: learning and practicing fundamental coding skills and theory; 2) Project Work: building web applications from the ground up using popular languages and frameworks like JavaScript, Bootstrap, and React. You will conclude the course with an electronic portfolio of webpages and web applications of your own design.
Your Community Health Center

Healthy Mind & Body for the Whole Family
Medical & Mental Health Care for All Ages

541-0032

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www.sapphirechc.org

We accept Medicaid, Medicare, VA, Private Insurance and sliding fee scale is available