Continuing Ed, Bitterroot FabLab, & Workforce Training
Art, Business, Computers, 3D Printing, Laser Engraving,
Commercial Driver License, Certified Nurse Aide and more!

FALL 2017
Welcome to the Bitterroot College Fall 2017 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

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

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MAILING ADDRESS

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<tr>
<th>COURSE TITLE</th>
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TOTAL DUE

QUESTIONS? Call 406.375-0100 or email bc@umontana.edu
WHAT'S INSIDE...

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19  Certified Nurse Aide (CNA)
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20  ServSafe Manager
   Commercial Driver License (CDL)

22  OTHER LEARNING OPPORTUNITIES

22  Literacy Bitterroot, Marcus Daly Memorial Hospital,
   Big Sky Code Academy, Veterans Upward Bound,
   and Adult Education.

CLASS LOCATIONS

Bitterroot College
103 S 9th St, Hamilton

Hamilton High School
327 Fairgrounds Rd, Hamilton

Bitterroot FabLab
103 S 9th St, Hamilton

Ravalli Entrepreneurship Ctr (REC)
274 Old Corvallis Rd, Hamilton
ART CLASSES

HOW TO TAKE GREAT PICTURES WITH YOUR DIGITAL SLR

There are four elements that create a great photograph: a good subject, creative composition, exceptional lighting, and the correct exposure. Through lecture, demonstrations and targeted assignments you will easily master these techniques. A field trip is included providing an opportunity to practice the basic techniques presented in the class. Course also includes an introduction to Photoshop and an easy and creative way to display your photographs in the home. Bring your DSLR and instruction book to each class. A flash drive is required to store and present assignments.

*No class Tues, Oct 24

INTRO TO PASTELS

Dates: Oct 3 - 19
Days: Tues, Thur
Time: 1:00 - 3:00pm
Location: BC Room 105
Instructor: Bruce DeFoor
Fee: $85

Pastels are a wonderful medium to paint with. They are highly portable and can capture the changing light effects in landscapes. We will learn to sketch and create colorful paintings outside as well as indoors. Professionals, amateurs, or beginners will all be happy they took this class!

COLOR THEORY FOR PAINTERS

Dates: Oct 5 - 26
Days: Thur
Time: 6:00 - 8:30pm
Location: BC Room 105
Instructor: Craig Birch
Fee: $70

This class is intended as a practical approach for the painter who wants to understand color. The four major objectives are: 1) Identifying and interpreting the
character of light in order to understand color harmonies; 2) Familiarization with pigments and their properties e.g., which pigment is suitable for a given circumstance and how to limit your palette for maximum versatility; 3) Understanding complementary colors, neutrals and their uses; and 4) Applying concepts and principles to actual color mixing on the palette and painting. Some mastery of drawing and values is extremely helpful. Some days painting from still-life and possibly the figure will be included. Materials list available online.

BASIC LEATHERWORKING - BELT PROJECT

DATE Thur, Oct 12
TIME 1:00 - 4:00pm
LOCATION Wright Custom Saddles, Victor
INSTRUCTOR Lyza & Michael Wright
FEE $35

In this class you will learn how to make a Top Grade Saddle Skirt Leather Belt. You will learn to use techniques such as burnishing, buckle hole placements, burnishing, basic tooling, skiving, rivet & snap application. Materials fee: $37

BASIC LEATHERWORKING - WALLET PROJECT

DATE Thur, Nov 9
TIME 1:00 - 4:00pm
LOCATION Wright Custom Saddles, Victor
INSTRUCTOR Lyza & Michael Wright
FEE $35

In this class you will learn how to make a wallet using our pattern and exotic embossed leather of your choice: orchids, crocodile, alligator, hand sewing, using, industrial leather machine, skiving, proper gluing. Materials fee: $24.50
BUSINESS & QUICKBOOKS

BASICS OF BUSINESS LAW

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<thead>
<tr>
<th>DATE</th>
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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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<td>FEE</td>
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This class covers several aspects of law including the legal business structures that small businesses assume, reasons why to select each one and what their advantages and disadvantages are. Negotiations, contracts, intellectual property and legal liabilities are explored. Advice is given as to where to get legal information and help.

MARKETING

<table>
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<tr>
<th>DATE</th>
<th>Tues, Oct 17</th>
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<td>TIME</td>
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<td>LOCATION</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Ross Rademacher</td>
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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.

FINANCIAL MANAGEMENT

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<td>LOCATION</td>
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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.

INTRODUCTION TO SMALL BUSINESS PLANNING

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<tr>
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<td>LOCATION</td>
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<tr>
<td>INSTRUCTOR</td>
<td>John Schneeberger</td>
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<td>FEE</td>
<td>FREE (lunch included)</td>
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This free workshop is designed to get you over the hurdle of getting started on the critical
ongoing planning that is essential to business success, without fixating on the creation of a formal document. There will also be a short presentation on how to get some helpful market size information from free government websites.

**UNDERSTANDING COTTAGE FOOD LAW**

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<tr>
<td>Instructor</td>
<td>Howard Recht</td>
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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 the process necessary to complete the application.

**HIRING & FIRING**

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<th>Date</th>
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<td>Location</td>
<td>REC Conf Room</td>
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<tr>
<td>Instructor</td>
<td>Gary Palmer, Adam Sangster &amp; Jamie Svaldi</td>
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<td>Fee</td>
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Save your business legal headaches and bills as well as lost productivity time - learn the basic rules of sound Human Resource Management. Course covers frequent problem areas in human resources: 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!

**GOVERNMENT CONTRACTING 101**

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<td>Instructor</td>
<td>John Schneeberger</td>
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Registrations part of the 3 Rs of Government Contracting: this class will cover registration in the System for Award Management (SAM) that is necessary to do business with Federal government agencies. It will cover DUNS numbers, NAICS codes, Representations and Certifications and populating your SBA Profile. Registration in Federal Business Opportunities (FedBizOps), FedConnect and other databases will also be covered. Course sponsored by Montana PTAC and RCEDA.
QUICKBOOKS BASICS - DESKTOP VERSION

SEP / OCT CLASS
DATES: Sep 25 - Oct 11
DAYS: Mon, Wed
TIME: 6:00 - 8:00pm
LOCATION: BC Room 103
INSTRUCTOR: Stephanie Mapelli
FEE: $85

NOVEMBER CLASS
DATES: Nov 6 - 29*
DAYS: Mon, Wed
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 applies to versions 2010 - 2015. Prerequisite: basic computer knowledge.

*No class Nov 20 & 22

QUICKBOOKS PAYROLL

DATES: Mon, Oct 16 &
        Wed, Oct 18
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 applies to versions 2010 - 2015. Prerequisite: working knowledge of QuickBooks and computers.

BUDGETING WITH QUICKBOOKS

DATE: Mon, Oct 23
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, Oct 25
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 applies to versions 2010 - 2015. Prerequisite: working knowledge of QuickBooks and computers.

QUICKBOOKS REPORTS & GRAPHS

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<td>LOCATION</td>
<td>BC Room 103</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Stephanie Mapelli</td>
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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 - 2015. Prerequisite: working knowledge of QuickBooks and computers.

QUICKBOOKS ELECTRONIC INTEGRATION: BANKS & CREDIT CARDS

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<td>LOCATION</td>
<td>BC Room 103</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 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 (please do not bring your own computer), but content applies to versions 2010 - 2015. Prerequisite: working knowledge of QuickBooks and computers.
COMPUTERS

DESKTOP PUBLISHING USING PAGEPLUS: INTRODUCTION

**DATES**  
Sep 25 - Oct 13

**DAYS**  
Mon, Wed, Fri

**TIME**  
4:00 - 6:00pm

**LOCATION**  
BC Room 116

**INSTRUCTOR**  
Bill Van Antwerp

**FEE**  
$245

This course is mainly learning the tools of PagePlus, a #1 rated Desktop Publishing application within the home Desktop Publishing market. PagePlus can design and complete any type or complexity required for the publication of a document.

DESKTOP PUBLISHING USING PAGEPLUS: INTERMEDIATE

**DATES**  
Oct 16 - Nov 3

**DAYS**  
Mon, Wed, Fri

**TIME**  
4:00 - 6:00pm

**LOCATION**  
BC Room 116

**INSTRUCTOR**  
Bill Van Antwerp

**FEE**  
$245

Course introduces file management, downloading files from the Internet and the efficient filing of files to publish a document. Students examine PagePlus style sheets and use these style sheets to develop documents using the student’s creative skills.

COMPUTER CONFIDENCE

**DATES**  
Oct 3 - 26

**DAYS**  
Tues, Thur

**TIME**  
3:30 - 5:00pm

**LOCATION**  
BC Room 103

**INSTRUCTOR**  
Victoria Clark

**FEE**  
$85

Students learn basic computer concepts, develop mouse and keyboard skills, and explore & practice using the Internet and email within Windows 10.

EXCEL BASICS

**DATES**  
Oct 10 - Nov 2

**DAYS**  
Tues, Thur

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

**LOCATION**  
BC Room 103

**INSTRUCTOR**  
Stephanie Mapelli

**FEE**  
$115

Learn to enter information and organize and manipulate data in Excel. Class covers the use of charts, graphs, formulas, fonts, and other basic excel functions.

WORD BASICS

**DATES**  
Oct 31 - Nov 16

**DAYS**  
Tues, Thur

**TIME**  
3:30 - 5:00pm

**LOCATION**  
BC Room 103

**INSTRUCTOR**  
Victoria Clark

**FEE**  
$65

You will learn to create and save documents, navigate the toolbars, enter and manipulate text, and other basic functions.
HEALTH

NUTRITION MADE SIMPLE!

DATES  Sep 26 - Nov 21  
DAYS  Tues  
TIME  10:00 - 11:30am  
LOCATION  BC Room 119  
INSTRUCTOR  Rachel Ariaz  
FEE  FREE

Registration & payment handled by Ravalli Cty Extension; call 406.375-6611

Free Cooking and Nutrition Classes. Learn to buy, eat and live better by exploring new healthy and delicious recipes, ideas on how to save money on food, and tips to stay active.

INTRO TO ARGENTINE TANGO

DATES  Sep 30 - Nov 4  
DAYS  Sat  
TIME  3:00 - 4:30pm  
LOCATION  BC Room 105  
INSTRUCTOR  Pamela Peterson & Kalle Virtaneva  
FEE  $65/couple

We will take you through simple movements to establish the 4 connection points in tango (floor, room, music, and partner), and teach fun and dynamic steps that can be used in a traditional Milonga (tango dance party) or whenever you want to have fun. Please wear comfortable shoes you can pivot in or some poly-blend socks.

GENTLE YOGA

DATES  Oct 2 - Nov 15  
DAYS  Mon, Wed  
TIME  8:15 - 9:15am  
LOCATION  BC Room 105  
INSTRUCTOR  Val Aerni  
FEE  $100

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. Wear comfortable clothing and bring a yoga mat.

FOOD FOR LIFE

DATES  Oct 7 - Nov 4  
DAYS  Sat  
TIME  2:00 - 4:00pm  
LOCATION  BC Room 119  
INSTRUCTOR  Ginette Gundlach  
FEE  $70

Ideal for anyone interested in losing or maintaining weight, lowering cholesterol and blood pressure or wanting to increase energy and improve mood. Course is based on Dr. Neal Barnard’s book, 21-day Weight Loss Kickstart, and provides a supportive environment to jump into a healthy lifestyle. Each class provides guidance and support to incorporate plant-based meals into your daily life. Cooking demonstrations and tastings included. Materials fee: $15.00 for book and handouts.
OUTDOORS

BEGINNING FLY FISHING

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<tr>
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<td>TIME</td>
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<tr>
<td>LOCATION</td>
<td>BC Room 104</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Chuck Stanahan</td>
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<tr>
<td>FEE</td>
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Course provides a practical and enjoyable entry into the sport of fly fishing. 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 (discussed at first class; not needed for first class).

FLY FISHING - ADVANCED TECHNIQUE WORKSHOPS

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<tr>
<th>DATES</th>
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<tr>
<td>TIME</td>
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<tr>
<td>LOCATION</td>
<td>BC Room 104</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Chuck Stanahan</td>
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<td>FEE</td>
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Course is meant for the intermediate or advanced angler who wants to hone skills and learn new techniques. Bring your fly fishing gear and come ready for casting!

BEGINNING FLY TYING

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<th>DATES</th>
<th>Nov 7 - 16</th>
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<td>DAYS</td>
<td>Tues, Thur</td>
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<tr>
<td>TIME</td>
<td>7:00 - 8:30pm</td>
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<tr>
<td>LOCATION</td>
<td>BC Room 104</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Chuck Stanahan</td>
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<tr>
<td>FEE</td>
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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.

MASTER GARDENER

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<th>DATES</th>
<th>Sep 27 - Nov 15</th>
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<tr>
<td>TIME</td>
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<tr>
<td>LOCATION</td>
<td>BC Room 117</td>
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<tr>
<td>INSTRUCTOR</td>
<td>Patrick Mangan</td>
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<td>FEE</td>
<td>$125</td>
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Registration & payment handled by Ravalli Cty Extension; call 406.375-6611

In the Level 1 Master Gardener course you will learn about soils, plant growth, vegetables, ornamental plants, trees and shrubs, lawn irrigations, and pest management for your yard and garden. Following the completion of the Level 1 Master Gardener course, you will be required to pass an open - book exam and fulfill your volunteer commitment of a minimum of 20 hours in order to certify as a Master Gardener. You will receive the Montana Master Gardener Handbook and other informative handouts.
SPECIAL TOPICS

BITCOIN FOMO (FEAR OF MISSING OUT)

DATE: Thur, Sep 28
TIME: 6:00 - 8:00pm
LOCATION: BC Room 119
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 course is only for educational purposes and is not considered financial advice.

BEGINNING SPANISH

DATES: Oct 2 - 30
DAYS: Mon
TIME: 6:00 - 8:00pm
LOCATION: BC Room 117
INSTRUCTOR: Catalina Gerner
FEE: $70

Spanish basics including present tense and the skills to speak, read, and write in introductory conversational and travel settings. All materials provided.

CONVERSATIONAL SPANISH

DATES: Oct 5 - Nov 2
DAYS: Thur
TIME: 6:00 - 8:00pm
LOCATION: BC Room 117
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.

INTRO TO ACTING

DATES: Oct 4 - Nov 8
DAY: Wed
TIME: 6:30 - 8:30pm
LOCATION: BC Room 105
INSTRUCTOR: Sarah Lloyd
FEE: $85

Explore your inner thespian and engage your imagination while delving into the fundamentals of live performance. Through improvisations, scripted scenes, and group activities, participants will find confidence, a creative outlet, and a supportive atmosphere in this lively class.
HOW TO SPEAK DOG AND RAISE THE PERFECT PUPPY

DATES  Oct 5 - Nov 9
DAY    Thur
TIME   5:30 - 6:30pm
LOCATION  BC Room 104
INSTRUCTOR  Christina Grovermann
& Nicki Arndt
FEE   $45

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. We focus on coaching people on how to better communicate with and understand their dog.

EXPLORATIONS IN ASTRONOMY

DATES  Oct 23 - Nov 1
DAY    Mon, Wed
TIME   4:00 - 5:00pm
LOCATION  BC Room 117
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. 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.

Veterans Upward Bound provides **FREE** educational and support services across the state for eligible veterans, National Guard and Reserve members. This fall, the VUB program will **waive all costs for vets** taking any Bitterroot College Continuing Education course (not including Workforce Training Programs). Contact Lori Borth at the VUB office for more information. **1-800-356-VETS (8387)**
The Bitterroot FabLab is a community resource that gives you access to the tools, training, and community you'll need to feel comfortable making just about anything.

Become a member! visit us at umt.edu/bcfablab

Explore our Fall 2017 classes below.

**DIGITAL DRAFTING USING AUTOCAD 2017: INTRODUCTION**

- **DATES**: Sep 25 - Oct 13
- **DAYS**: Mon, Wed, Fri
- **TIME**: 9:00 - 11:00am
- **LOCATION**: BC Room 116
- **INSTRUCTOR**: Bill Van Antwerp
- **FEE**: $245

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.

**DIGITAL DRAFTING USING AUTOCAD 2017: INTERMEDIATE**

- **DATES**: Oct 16 - Nov 3
- **DAYS**: Mon, Wed, Fri
- **TIME**: 9:00 - 11:00am
- **LOCATION**: BC Room 116
- **INSTRUCTOR**: Bill Van Antwerp
- **FEE**: $245

This course will continue to build on the learned AutoCad commands in developing orthographic projections. The class will introduce the concepts of auxiliary views of slanted surfaces, dimensioning and isometric construction, and require the completion of projects using the graphic commands of AutoCad 2017.
DRONES: INTRODUCTION TO AMAZING SKY ROBOTS!

DATE       Sat, Oct 14
TIME       10:00am - 2:00pm
LOCATION   BC Room 116
INSTRUCTOR John Springer
FEE         $40

A variety of drones will be flown and tested by students. Laws and regulations concerning registration and use of drones will be analyzed. The camera applications of the drones will be covered thoroughly and will involve everything including GoPro’s live feed cameras designed for use with goggles to put students in the pilot seat. Examples of real-world real estate marketing, agricultural mapping, competitive racing, and cinematography trade applications will be presented.

INTRODUCTION TO 3D PRINTING

OPTION 1     Sat, Sep 30
OPTION 2     Sat, Oct 28
OPTION 3     Sat, Nov 18
TIME         10:00am - 2:00pm
LOCATION     BC Room 116
INSTRUCTOR   Springer
FEE           $40

Introduction to the basics of using 3D printers. The 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 a variety of programs. 4 OPI CEUs available.

INTRODUCTION TO LASER ENGRAVING

OPTION 1      Tues, Sep 26 & Thur, Sep 28
OPTION 2      Mon, Nov 6 & Wed, Nov 8
TIME          6:00 - 7:30pm
LOCATION      BC Room 116
INSTRUCTOR    Ed Adams
FEE            $35

An introduction to using the Bitterroot FabLab’s laser engraver using freeware image processing methods to achieve a usable etch into various materials.

INTRODUCTION TO WIRE BENDING

DATES        Mon, Dec 18, Tues, Dec 19 & Wed, Dec 20
TIME         4:30 - 6:00pm
LOCATION     BC Room 116
INSTRUCTOR   Scott Ellis
FEE           $50

An introduction to using the Bitterroot 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.
PERSONAL CNC MILLING: INTRODUCTION

DATES  Oct 3 - 12
DAYS    Tues, Thur
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.

PERSONAL CNC MILLING: PROGRAMMING & OPERATION

DATES  Oct 17 - Nov 16
DAYS    Tues, Thur
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. 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 with the successful completion of:

1) A written knowledge based test; 2) Demonstrated ability to perform part setup; and 3) Demonstrated ability to navigate the machine control interface.

PYTHON WITH THE RASPBERRY PI

DATES  Mon, Oct 23 & Wed, Oct 25
TIME    2:00 - 4:00pm
LOCATION BC Room 116
INSTRUCTOR Tom Engelmann
FEE      $35

This class is intended for individuals who wish to understand computer fundamentals and programming techniques. It contains introductory material on computer architecture and programming. Upon completion of this short class, attendees should be equipped to pursue independent studies in these areas for either general interest or entrepreneurial activities. 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.
WORKFORCE TRAINING

BOOKKEEPING CERTIFICATION PROGRAM

DATES: Sep 25 - Dec 18*
DAYS: Mon, Wed, Fri (Oct 20, Nov 3, & Nov 17)
TIME: 4:00 - 5:30pm
LOCATION: BC Room 103
INSTRUCTOR: Stephanie Mapelli
FEE: $1,750

The Bookkeeping Certification Program prepares students to take the National Bookkeepers Association’s (NBA) Uniform Bookkeeper Certification examination to obtain the NBA’s Bookkeeper Certification. Program covers: Accounting: The Language of Business, Analyzing Business Transactions, The General Journal and the General Ledger, Adjustments and the Worksheet, Payroll and Payroll Taxes, and more! See application for complete list of key topics covered and additional details.

* No class Nov 22, Testing on Monday, Dec 18

CERTIFIED PHLEBOTOMY TECHNICIAN (CPT)

DATES: Sep 25 - Dec 18*
DAYS: Mon, Wed
SAT (Oct 28, Nov 18, & Dec 2)
MON / WED: 6:00 - 9:00pm
SATURDAY: 9:00am - 4:30pm
LOCATION: BC Room 115
FEE: $2,100

The Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will 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. See application for additional details.

* No class Nov 22, Testing on Monday, Dec 18
CERTIFIED NURSE AIDE (CNA) PROGRAM

DATES          Sep 30 - Nov 2*
DAYS           Tues, Thur, Sat
TUES / THUR  5:00 - 7:00PM
              BC Room 111
SATURDAY       8:30am - 3:00pm
              BC Room 104
INSTRUCTORS    Alida Merritt &
                Crystal Wetherald
FEE            $1,200

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, Oct 4 from 4:00 - 8:00pm. Testing on Sat, Nov 4 from 7:00am - 3:00pm

CLINICAL MEDICAL ASSISTANT (CMA) PROGRAM

DATES          Oct 2 - Jan 29*
DAYS           Mon, Wed
              Fri (Jan 19 only)
              Sat (Oct 14 & 28, Nov 18, Dec 2, Jan 6 & 20)
MON / WED      5:00-8:30pm
              BC Room 111
SATURDAY       9:00am-4:30pm
              BC Room 118
FEE            $2,800

The purpose of this program is to prepare students to assist physicians by performing functions related to the clinical aspects of a medical office. Students who complete this course sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) certification examination. See application for complete list of key topics covered and additional details.

*No class Nov 22, Dec 18-Jan 1, and Jan 15; Testing on Monday, Jan 29

WELDING TECHNOLOGY PROGRAM

DATES          Oct 2 - Jan 25*
DAYS           Mon - Thur
TIME           4:00 - 8:30pm
LOCATION       Hamilton HS
INSTRUCTOR     Scott Ellis
FEE            $3,900

The Welding Technology program teaches welding as it relates to manufacturing, fabrication, building construction, and repair and maintenance of equipment and facilities. Students learn to make layouts according to blueprints and specifications, prepare material prior to welding, and to apply proper filler metal according to national standards and specifications. Welding students develop skills in three different welding processes: oxyacetylene, shielded metal arc,
and flux core arc welding.

The Welding Technology program is divided into two 12-module terms (Oct - Jan & Feb - May). The first term prepares students for the American Welding Society (AWS) Certified Welder program initial tests; completion of both terms prepares students for the American Welding Society (AWS) Certified Welder program final certification and the Canadian Welding Bureau (CWB) assessment. AWS and CWB credentials are industry-recognized credentials which certify various skill, inspection, and instructional levels in the United States and Canada. See program application for additional details.

*No class Nov 22, Dec 18 - Jan 1, and Jan 15.

SERVSAFE MANAGER

**DATES**
Wed, Nov 8 &
Thur Nov 9

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

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

**LOCATION**
BC Room 111

**INSTRUCTORS**
Katelyn Andersen &
Kelly Moore

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

Registration & payment handled by Ravalli Cty Extension; call 406.375-6611

Geared 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.

*One hour lunch on your own. Thur class includes testing time.

COMMERCIAL DRIVER LICENSE (CDL) PROGRAM

**DATES**
Jan 8 - 19*

**DAYS**
Mon - Fri

**TIME**
8:00am - 5:45pm

**LOCATION**
BC Room 111

**INSTRUCTOR**
Scott Ralston

**FEE**
$4,800

This program teaches students basic truck driving skills, introducing students to the field of heavy-duty trucking. Safety is emphasized as well as equipment knowledge and State and Federal Department of Transportation (DOT) rules and regulations. Curriculum includes CTTS/NSCSI CDL Study Manual. Field training and testing is conducted on a one-to-one basis. Program prepares students for a Montana Type 1 Certification Class A License (inter-state). See program application for additional details.

If student is 18 to 21, student prepares for a Montana Type 2 Certification Class A License (intra-state).

Requires 80 classroom hours and 5 days one-on-one driving.

*No class Monday, Jan 15
As a campus of the University of Montana, Bitterroot College UM is accredited by the Northwest Commission on Colleges and Universities (NWCCU). All Bitterroot College UM college courses are fully transferrable within the Montana University System.

At Bitterroot College you can obtain in full a two-year Associates of Arts degree, which will prepare you to transfer to a four-year institution. You can also take college courses in Math, Art, Science, Writing, and more!

**SPRING CLASSES START MONDAY, JANUARY 22, 2018**

Visit umt.edu/bc or call 406.375-0100 for more information on admissions and registration.

At Bitterroot College, we are committed to:
- **Students** by providing a welcoming atmosphere and a supportive learning environment
- **Community** by offering educational opportunities and resources responsive to local needs
- **Academic excellence** by requiring integrity, reliability, and quality in all instruction
MORE GREAT LEARNING OPPORTUNITIES IN THE VALLEY

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!

PEP Talk Workshops
First & Third Wednesdays,
9-11am, Sept 6 - Dec 20, BC Computer Lab, Instructor Star Jones

Evening HiSET
Mondays & Wednesdays, 6:00-8:00pm, Sept 6 - Dec 13,
Instructor Michelle Buchanan
(no class, Wed, Nov 22)

EdReady
Mondays, 9-11am; Tuesdays & Thursdays, 10am-12pm,
Sept 5 - Dec 14,
Instructor Jaime Middleton

MARCUS DALY MEMORIAL HOSPITAL

mdmh.org (click on Events link)

Please join us in attending the many FREE health education classes and events available at your local hospital. Classes are located in the MDMH Blodgett and Canyon conference rooms. Upcoming events include:

Journaling Makes a Difference!
Thursday, Dec 14
5:30 - 6:30pm
Instructor Rebecca Conroy

Debunking Diet Myths
Thursday, Jan 11
5:30 - 6:30pm
Instructor Katie Herczeg

Dynamic Stretching for Balance and Back Health!
Thursday, March 8
5:30 - 6:30pm
Instructor Missy Frank

Learning your Labels and Rethinking Your Drink
Thursday, April 12
5:30 - 6:30pm
Instructor Janelle Campbell

LITERACY
Bitterroot

MARCUS DALY MEMORIAL HOSPITAL
Quality Care Close to Home™
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: Sept 18 - Dec 12*  
*Part Time: Sept 18 - Feb 22*

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: Oct 2 - April 6*  
*Part Time: Sept 19 - May 3*

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.

**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

**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. This fall, the VUB program will **waive all costs for vets** taking any Bitterroot College Continuing Education course (not including Workforce Training Programs). Contact Lori Borth at the VUB office for more information.
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Health Education Classes,
and More!

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