

301-387-3069

www.garrettcollege.edu/cewd

Continuing Education

WINTER SPRING 2018

COVERING DATES JAN 22 - JUNE 15



GARRETT  COLLEGE
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

COMMUNITY EDUCATION | PROFESSIONAL & WORKFORCE DEVELOPMENT



Continuing Education and Workforce Development

Garrett College, Garrett Information
Enterprise Building, Room 114
687 Mosser Road
McHenry, MD 21541

PH 301-387-3069
FAX 301-387-3096
EMAIL cewd@garrettcollege.edu
WEB www.garrettcollege.edu/cewd

GENERAL OFFICE HOURS
M-F 8:30am-4:30pm

Outreach Centers

Northern Outreach Center (NOC)
12601 National Pike
Grantsville, MD 21536
301-895-4700
Monday-Friday: 8:30am-4:30pm

Southern Outreach Center (SOC)
14 North 8th Street
Oakland, MD 21550
301-387-3770
Monday-Friday: 8:30am-4:30pm

Career Technology Training Center (CTTC)
116 Industrial Park Drive
Accident, MD 21520
301-387-3136
Monday-Friday: 9am-5pm



www.facebook.com/GC.CEWD

Issue art and design by:
KERRY MURRAY-BALLON
kmurrayarts@yahoo.com

Location Key

McH - McHenry Main Campus
CARC - Community Aquatic & Recreation Complex (McHenry)
NOC - Northern Outreach Center (Grantsville)
SOC - Southern Outreach Center (Oakland)
CTTC - Career Technology Training Center (Accident)
GSC - Grantsville Senior Center
NHS - Northern High School (Accident)
SHS - Southern High School (Oakland)
MTDI - Mountaintop Truck Driving Institute (Grantsville)
GIEC - Garrett Information Enterprise Center (McHenry)

LEGEND

HOW TO READ A COURSE LISTING

Registration Closed | Instructor(s)
Starting Date | Time | Day(s) of the Week | # of sessions | Location
Maryland Senior 60+ | G.C. Resident | Out-of-County | Out-of-State

HURRY!

Time's Ticking
Don't Miss Out
REGISTER NOW!

Continuing Education & Workforce Development registrations will be taken on a first-come, first-served basis. Most courses have registration deadlines, which allows ample time to notify students and instructors, should a course not meet its minimum enrollment. The department recognizes the inconvenience last-minute cancellations cause in the busy lives of our community members. **Please register before the deadlines.**



www.garrettcollege.edu/cewd • 301-387-3069

Inclement Weather Policy

Continuing Education and Workforce Development follows the Garrett College Inclement Weather Policy.

GARRETT COLLEGE WEATHER LINE: 301-387-3198

To be added to our mailing list for this schedule or to update/modify our current listing, please email cewd@garrettcollege.edu or call 301-387-3069.

CONTENTS

COMMUNITY EDUCATION / PERSONAL INTEREST

ARTS & CRAFTS

Crocheting Basics.....	4
Advanced Beginner Crocheting.....	4
Crochet A Shawl.....	4
NEW! Painting Whitewater.....	4
NEW! Basic & Creative Composition in Photography.....	4
Advanced Portrait Painting.....	5

FOOD & BEVERAGE

NEW! Healthy Cooking - How to Make Egg Rolls.....	5
Coming Soon: Cake Decorating.....	5

GARDENING & NATURE

Introduction to Beekeeping.....	5
NEW! Tools for Extending the Growing Season.....	5
NEW! Small Fruit for the Home Garden.....	5
NEW! Victory Gardens - History & Planting One of Your Own.....	6
NEW! Birdhouse Clay Project.....	6
NEW! Introduction to Wind Energy.....	6
Introduction to Fly Fishing.....	6
NEW! It's No Bull - All About the Fertilizer.....	6
NEW! Medicinal Plants.....	7
NEW! Birding for Beginners.....	7
NEW! Introduction to Wilderness Survival.....	7
NEW! Edible Landscaping.....	7
NEW! Edible WILD Plants.....	7
NEW! Oh Deer, What Can the Matter Be?.....	7
Creating and Maintaining Rose Gardens.....	8
NEW! Garden Talk.....	8
NEW! Bugs - The Good, the Bad and the Ugly.....	8

GARRETT INSTITUTE FOR LIFELONG LEARNING (GILL)

	8
--	---

HEALTH, WELLNESS & SAFETY

Heartsaver First Aid w/CPR.....	9
Utah Concealed Firearms Permit Training.....	9
MD Hand Gun Qualification (HQL).....	9
Pickleball.....	10
NEW! Fit and Feisty.....	10
Line Dancing.....	10
Maryland Basic Boating Safety.....	10

HISTORY

NEW! Cryptology, Cryptanalysis, and the War Against Japan.....	11
Railroads of Garrett County: A History.....	11

LIFESTYLE, HOME & FAMILY

Essential Oils 101.....	11
NEW! Essential Oils: Dangers and Precautions.....	12
NEW! Essential Oils for First Aid.....	12

NEW! Smart Use Health Insurance - Understanding & Estimating Health Care Costs.....	12
NEW! Creative Writing Workshop.....	12

Finance

NEW! Your Money, Your Goals: A Financial Empowerment Toolkit for Social Services Programs.....	12
NEW! Money Smart for Older Adults.....	12
NEW! Building Wealth - A Beginner Guide to Securing Your Financial Future.....	13
Estate Planning: The Importance of Wills & Trusts.....	13
NEW! Mah-Jongg.....	13
Widmyer Driving School.....	13

Animal Interest

Basic Training and Tricks for Dogs.....	14
Canine Massage.....	14
Equine Massage.....	14
Basic Dog Obedience.....	14
Pet Emergency Preparedness & Pet First Aid & CPR for Small and Large Pets.....	14

MUSIC

Piano Studies.....	15
Composition/Songwriting for the Music Enthusiast.....	15
Voice Lessons.....	15
Beginner Guitar with Harry Hogue.....	15
Beginner Guitar with Robert Wallace.....	16
Beginner Mandolin.....	16
Beginner Violin.....	16

TECHNOLOGY & COMPUTERS

Introduction to Adobe Photoshop.....	16
Computer Skills I.....	17
Computer Skills II.....	17
Computer Skills III.....	17
Managing & Maintaining Your Computer.....	17

PROFESSIONAL DEVELOPMENT

CPR & HEALTHCARE

Heartsaver First Aid w/CPR.....	17
BLS Healthcare Provider CPR.....	17

EDUCATION & HUMAN SERVICES

The Nurturing Family.....	18
Early Childhood Connections.....	19

ENTREPRENEURSHIP & BUSINESS

Business and Marketing Writing.....	20
Using Social Media in Business.....	20
NEW! Workplace Excellence.....	20
NEW! Customer Service with a Smile.....	20
Power of Possibilities (POP) Summit Series.....	21
Ed2Go.....	22

HOSPITALITY & SERVICE

Certified Professional Food Safety Manager.....	23
TIPS.....	23
Intro to Voiceovers.....	23

WORKFORCE DEVELOPMENT

CERTIFICATION & TRAINING

Lifeguard Certification w/CPR.....	23
Certified Pool Operator.....	23
Certified Pool Operator Re-certification.....	23
Firefighter II.....	24
EMT-B Recertification.....	24
Forklift Certification Training.....	24
CDL Learners Prep.....	24
Bus Driver Training.....	24
Ed4Online.....	25

WORKFORCE DEVELOPMENT PROGRAMS

Certified Clinical Medical Assistant (CCMA).....	26
Certified Medical Administration Assistant (CMAA).....	27
Certified Nursing Assistant (CNA).....	28
Medical Billing & Coding.....	29
Phlebotomy - Venipuncture Specimen Collection.....	30
Veterinary Assistant.....	31
Child Care Provider.....	32
Building/Property Maintenance Technician (CAMT).....	33
NEW! Industrial/Commercial Construction.....	37
Machining.....	34
Welding.....	35
Commercial Truck Driving (CDL).....	36
WORKFORCE COURSE DATES.....	37

REGISTRATION & CAMPUS INFORMATION

Application for Admission (Workforce).....	38
Application for Financial Assistance (Workforce).....	41
Non-Credit Registration Form.....	44
Registration & Fees.....	45
Financial Aid for Non-Credit Courses.....	45
Staff Directory.....	46
Campus Map.....	Inside Back Cover
Inclement Weather Policy.....	Inside Back Cover



HURRY!

Time's Ticking

Don't Miss Out

REGISTER NOW!

www.garrettcollege.edu/cewd

COMMUNITY EDUCATION / PERSONAL INTEREST

ARTS & CRAFTS

Crocheting Basics PI-420

Every great work begins with a single slip knot. You will start there and move on to the basics of crocheting through chain and single crochet, turning and making rows and finishing off a simple wash cloth. Participants move on to half double crochet, double crochet and slip stitch, while we explore how yarn weights and hook sizes bring variety to your projects. It is just the way you put them together that makes the difference. Three hooks and your first ball of yarn included. Let us know if you are LEFT handed when you register. Expect a supportive, relaxed atmosphere.

Registration closed: Feb 14 | Instructor: Katherine Lee
Feb 21 - Mar 14 | 6pm - 8pm | Wed | 4 sessions | SOC
\$35 for all residencies

Advanced Beginner Crocheting PI-609

If you already know how to crochet but are not sure how to put all those stitches together to make something, this class is for you. Maybe it has been a while since you picked up a crochet hook and need a refresher. This class will get you crocheting again. Learn to read a simple pattern and put stitches together to make a baby hat, simple team scarf & Granny Squares. Bring your crochet hooks (size G, H & I) and yarn (you know you have some laying around the house!) Bring worsted weight (medium 4) yarn preferably in 100% acrylic or whatever you have and learn to create simple masterpieces. Are you left handed? Let us know when you register.

Registration closed: Mar 14 | Instructor: Katherine Lee
Mar 21 - Apr 11 | 6pm - 8pm | Wed | 4 sessions | SOC
\$29 for all residencies

Crochet A Shawl PI-653

Here is a crochet project you will finish fast - a shawl. Participants must know how to single, half-double and double crochet already. The shawl will be a beautiful gift for someone - maybe for yourself! You will need crochet hooks (G, H & I) and 4 skeins of worsted weight yarn (no more than 2 colors- standard Red Heart size) to create a beautiful shawl that guarantees they will think of you every time they wear it! Only two classes so expect to work hard.

Registration closed: Mar 27 | Instructor: Katherine Lee
Apr 3 - Apr 10 | 6pm - 8pm | Tue | 2 sessions | SOC
\$19 for all residencies



Jessica Fike is an on-location, natural-light photographer that specializes in weddings and family portraits in the Deep Creek Lake area. She started her photography business in 2009 after discovering her love for wedding photography from her mom (also a wedding photographer), and has photographed almost 200 weddings in her career, and at least that many families. She is inspired by light, color, beautiful scenery, unique details, and the friendly people she gets to photograph throughout every year. Jessica is a self-taught photographer who believes her skills stem from an early interest in art and detail.

NEW! Painting Whitewater PI-654

Participants will be presented with an introductory level to learn how to paint whitewater (moving water) in various ways. Supplies provided are acrylic paint, different mediums, paper towels, easels, paper/plastic plates, & cups (for water). Students will need to bring a set of paintbrushes and two 16 x 20 canvases. Topics include: a review of materials, tools, and techniques used with acrylic paints. Participants will experiment with water design and use various brushes to create different effects. The goal is to take home 2 paintings, ready to hang or give as a gift.

Registration closed: Mar 28 | Instructor: Sharon Elsey
Apr 4 - Apr 25 | 6:15pm - 8:15pm | Wed | 4 sessions | SOC
\$59 for all residencies



Sharon Elsey is a self-taught artist, who resides in Garrett County. She paints mostly nature, landscape, and action paintings. Whitewater, kayaking and snow scenes have been her favorites, but she is currently expanding her horizons through different types of mediums and scenes. Her work has been displayed throughout the county.

NEW! Basic & Creative Composition in Photography PI-679

This course is for beginner and seasoned photographers looking to have a better understanding of composition in their picture-taking. Whether your interest lies in people, landscapes, events, or photojournalism, basic and creative concepts in framing your subjects is key to achieving artistically pleasing images. Using the rule of thirds, creating interesting perspectives, balancing with negative space, cropping in post-processing, identifying appropriate backdrops and possible distractions are all topics that will be explored. Presentation and discussion of the topics will take place at the first meeting in the classroom, while the second meeting will take place at an outdoor location near Deep Creek Lake so the newly learned concepts can be put into practice. Students are welcome to bring examples of their work in digital or print form to the classroom to use as discussion tools and for general critique. Cameras and lenses will not be needed until the second meeting. Students must have a general understanding of manual use of their cameras. In the case of inclement weather for the second meeting, an alternative location may be chosen.

Registration closed: Apr 18 | Instructor: Jessica Fike
Apr 25 - May 2 | 6pm - 8:30pm | Wed | 2 sessions | McH
MD SR: \$54 GC: \$59 OOC: \$64 OOS: \$69

Advanced Portrait Painting PI-147

This course is designed to improve portrait painting techniques and colors used in producing portraits in oil. The course is highly individualized developing paintings using photos of friends or relatives. A materials list will be provided upon registration. Prerequisite: Must have taken a prior portrait painting course with instructor, Edna Bender.

Registration closed: May 14 | Instructor: Edna Bender
May 21 - Jun 25 | 9am - 12:15pm | Mon | 5 sessions | GSC
\$49 for all residencies

FOOD & BEVERAGE

NEW! Healthy Cooking - How to Make Egg Rolls PI-678

This course will provide a demonstration on how to prepare various kinds of eggrolls that you can easily make in your own home. Discover various types of rolls as well as the unique characteristics between various Asian cultures. You will also learn about the types of wrappers used, a plethora of filling ideas, techniques on rolling, ways to cook, and how to serve. REGISTRATION IS LIMITED TO 10. Register early to avoid disappointment. The course is being instructed by our own, Dr. Qing Yang, Dean of Academic Affairs, who has a thorough background in Asian culture.

Registration closed: Mar 19 | Instructor: Dr. Qing Yuan
Mar 26 | 6pm - 8:30pm | Mon | 1 session | CTTC
\$19 for all residencies



**Cake Decorating
Classes**

Coming Soon!

CALL 301-387-3781 FOR MORE DETAILS.

GARDENING & NATURE

Introduction to Beekeeping PI-618

This course is designed to help beginners learn the history of the honeybee, colony structure, and bee biology. This course will also explain the tools of the trade and importance of hive location. Class topics will include discussions about collecting swarms, installing package bees, establishing colonies, handling invasive extractions, transporting hives and avoiding threats from humans and animals. The final class will include a field trip to an active bee yard where students will have an opportunity for hands-on experience (date TBD). THE COST OF THE COURSE INCLUDES A STARTER HIVE AND TEXTBOOK. Participants will need to purchase their own bees and protective equipment. REGISTRATION IS LIMITED TO 12 STUDENTS. Register early to avoid disappointment. The course is being co-instructed by Hop Cassidy and Chip Lee.

Registration closed: Feb 13 | Instructors: Hop Cassidy & Chip Lee
Feb 20 - Apr 10 | 7pm - 9pm | Tue | 9 sessions | SOC
MD SR: \$249 GC: \$259 OOC: \$264 OOS: \$269

Hop Cassidy is a long-time beekeeper. He has served as the apiary inspector employed by Maryland Department of Agriculture for many years. Additionally, he has supported new beekeepers as the president of the Appalachian Beekeepers Association.

Chip Lee has completed certification as a Master Beekeeper. He is an active member of the Appalachian Beekeepers Association. He has kept bees for years and regularly sells honey at the Mountain Fresh Farmers Market.

NEW! Tools for Extending the Growing Season PI-563

Are you frustrated with the shorter growing season in Garrett County? Ever wonder how you can get the most out of your garden each year? Take this course to learn some common tools and ideas for getting your vegetables started earlier in the spring and how to keep them growing longer into the fall. High Tunnels, Hoop Houses, Greenhouses - Learn the difference between the choices.

Registration closed: Feb 15 | Instructor: Ashley Bodkins
Feb 22 | 1pm - 3pm | Thu | 1 session | SOC
\$14 for all residencies

NEW! Small Fruit for the Home Garden PI-659

Want to learn more about small fruits that will do great in your home garden? This course will cover blueberries, raspberries, strawberries, currants, and grapes.

Registration closed: Feb 22 | Instructors: Ashley Bodkins & Sherry Frick
Mar 1 | 1pm - 3pm | Thu | 1 session | NOC
\$14 for all residencies

NEW! Victory Gardens - History & Planting One of Your Own PI-660

Also called liberty and then later victory gardens, President Woodrow Wilson encouraged Americans to plant these vegetable patches after food shortages hit a war-torn Europe in 1917. Learn how you can plant your own version of a victory garden by taking this short course.

Registration closed: Mar 15 | Instructor: Ashley Bodkins
Mar 22 | 1pm - 3pm | Thu | 1 session | SOC
\$14 for all residencies

NEW! Birdhouse Clay Project PI-674

This ceramic workshop will focus on the construction and decoration of a clay birdhouse. Over the 2 hour course, students will learn to use clay slabs for a cylinder form and cone shaped roof along with exploring decorative techniques. All materials are included. The course will be held at Deep Creek Pottery with local artist, Lorie Skidmore providing instruction.

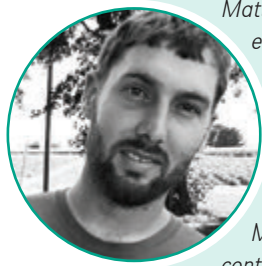
Registration closed: Mar 21 | Instructor: Lori Skidmore
Mar 28 | 10am - 12noon | Wed | 1 session | Deep Creek Pottery
\$45 for all residencies

NEW! Introduction to Wind Energy PI-672

This course lecture will provide students with an informed view of wind power. From its antiquated history to modern sophisticated designs, wind power has supplied needed resources to many people for hundreds and hundreds of years. This all-encompassing course will cover many facets including history, engineering, design, environment and safety. Students will gain insight on the future of the wind industry and the challenges ahead. The overall objective of this course is to provide the local community and any curious student with accurate knowledge of the growing industry.



Registration closed: Mar 29 | Instructor: Matthew Carney
Apr 5 - Apr 26 | 6pm - 9:15pm | Thu | 4 sessions | McH
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69



Matthew Carney is a well-traveled reliability engineer for Exelon Corporation (owner of three local wind farms). On a daily basis he provides recommendations for continued improvement in operations and maintenance of several local wind farms. He graduated from the University of Maryland's Clark School of Engineering and continues study at Purdue University.

Introduction to Fly Fishing PI-614

Where and when did fly fishing start? Did you know fly fishing has been around for thousands of years? How did it evolve into today's sport? These and other questions will be discussed during this four-week, 90-minute course. The first session will focus on the history and origin of fly fishing. We'll also discuss modern fly fishing and how to fish for local fish such as trout and bass. An overview of modern tackle and where to find it will also be discussed. The second session will be a hands-on casting workshop. The basics of how to cast will be learned. You can bring your own equipment or use the instructor's rods and reels. The third session will be a fly tying demonstration. We'll see the basic techniques used to create different kinds of flies and learn about the tools and materials used for modern flies. We'll also talk about where to find materials and how to collect your own. For the final session we'll fish the Casselman River and learn about insect life and how to read the water. To fish, each student will need a Maryland fishing license. A three-day license is \$7.50 and a Trout Stamp is \$5.00. Both a non-tidal (freshwater license) and trout stamp can be obtained online at: dnr.maryland.gov/Pages/service_fishing_license.aspx#NTFL. Each student will also need boots or waders. Some equipment is available but bring your own if possible.

Registration closed: Mar 29 | Instructor: Tony Lolli
Apr 5 - Apr 26 | 6pm - 7:30pm | Thu | 4 sessions | NOC
\$59 for all residencies



Tony Lolli has been a fly fishing guide for 25 years. He currently runs Maryland Mountains Fly Fishing from his home in Bittinger. He also writes magazine fly fishing columns and has authored seven fly fishing books, some of which are on Amazon.com.

NEW! It's No Bull - All About the Fertilizer PI-661

Learn about the nutrients that all plants need to thrive. This class will cover topics like proper soil sampling techniques, how to read a soil sample and figure out the proper types and amendments to use on your garden/lawn.

Registration closed: Apr 3 | Instructor: Ashley Bodkins
Apr 10 | 1pm - 3pm | Tue | 1 session | SOC
\$14 for all residencies



University of Maryland Extension - Master Gardener Instructors, (left) Ashley Bodkins and (right) Sherry Frick.



NEW! Medicinal Plants PI-662

Learn how to utilize wild plants for traditional herbal medicine and emergency food! This class will cover plant identification on some local native and non-native plants that have multiple medicinal uses, ethical harvesting of wild plants, different preparations of wild plants for medicinal uses, and the sources that are helpful to have for plant identification. Participants will also learn about making salves, tinctures or extracts, infusions, and decoctions. Handouts will be provided as well. Half of the class will be in the classroom going over ways to use these plants and the rest will be spent out in the field getting hands on experience. This class is recommended for adults. Class is great for beginners and a great review for those who have had previous classes.

Registration closed: Apr 9 | Instructor: Chris Hull
Apr 16 - Apr 23 | 5:30pm - 8:45pm | Mon | 2 sessions | McH
MD SR: \$35 GC: \$39 OOC: \$44 OOS: \$49



Chris Hull has an Associate of Applied Science Degree in Natural Resources and Wildlife Technology. He has several years of experience instructing and leading guided hikes and programs dealing with wilderness survival, edible and medicinal wild plants, and many other nature oriented programs.

NEW! Birding for Beginners PI-655

Did you ever wonder what bird just visited your bird feeder or what bird is singing that beautiful song, yet you have never seen it? In this class we will spend a two-hour session indoors (April 17 in McHenry) learning how to use field guides and how to identify birds. Then you will put your new skills to work as we go birding at Herrington Manor State Park (April 24) and Sang Run State Park (May 1). If possible, please bring a bird field guide to class and a pair of binoculars on the field trips. On field trip days, students will meet at the parks. Directions will be provided at the first course session. Wear appropriate clothing for the field trips which will occur rain or shine.

Registration closed: Apr 10 | Instructor: Connie Skipper
Apr 17 - May 1 | 8am - 10am | Tue | 3 sessions | McH
MD SR: \$29 GC: \$34 OOC: \$39 OOS: \$41



Connie Skipper is a park ranger at Deep Creek Lake State Park. She has a Bachelors degree in Wildlife, but has a special passion for birds. She is a bird bander for U.S.G.S. Bird Banding Laboratory and participates in and organizes local bird counts. She has been leading bird hikes for nearly 20 years teaching visitors how to recognize birds by sight and sound.

NEW! Introduction to Wilderness Survival PI-663

An ounce of prevention is worth a pound of cure! Benjamin Franklin. This class is great for beginners or for those of you wanting to gain more knowledge about bush craft! This class covers the basics to wilderness survival. Attitude, shelter, water, fire, and food will be some of the things we will discuss in the class and then, for the other half of class, we will venture outside to see an example of shelter construction of a debri-hut, a friction fire demonstration, examples of water procurement, primitive trap examples and demonstrations, and some edible wild plants with high nutritional value! We will also discuss great go-to-sources for wilderness survival information.

Registration closed: Apr 10 | Instructor: Chris Hull
Apr 17 - Apr 24 | 5:30pm - 8:45pm | Tue | 2 sessions | McH
MD SR: \$45 GC: \$49 OOC: \$54 OOS: \$59

NEW! Edible Landscaping PI-664

Discover fun ways to add edible plants to your ornamental landscape planting.

Registration closed: Apr 12 | Instructor: Ashley Bodkins
Apr 19 | 1pm - 3pm | Thu | 1 session | NOC
\$14 for all residencies

NEW! Edible WILD Plants PI-665

Edible wild plants are everywhere! Why eat edible wild plants? Well, there are many reasons to consume wild plants, but two of the main reasons are: one, they are FREE, and two, they are highly NUTRITIOUS! We will spend half the class outside getting hands on experience identifying these plants and the rest, in class, going over plant identification, reviewing sources for identifying plants, going over ways to use these plants in our daily lives, and trying some yummy samples prepared using wild plants. A notebook and pencil and a camera are helpful tools for this class. This class is geared for ages 15 and older, but younger folks are welcome with adult supervision.

Registration closed: Apr 12 | Instructor: Chris Hull
Apr 19 - Apr 26 | 5:30pm - 8:45pm | Thu | 2 sessions | McH
MD SR: \$35 GC: \$39 OOC: \$44 OOS: \$49

NEW! Oh Deer, What Can the Matter Be? PI-683

A course on managing deer (and other pesky animals) eating your gardens and flowers, etc.

Registration closed: Apr 24 | Instructor: Ashley Bodkins
May 1 | 1pm - 3pm | Tue | 1 session | NOC
\$14 for all residencies

Creating and Maintaining Rose Gardens PI-621

Do you love roses? Take this course to learn the basics of rose gardening and learn the tips and tricks to creating a stunning garden display with these beautiful flowers. Allegany County Master Gardener, Raymond Shipley, will instruct the course and share specimens from some of his more than 160 rose varieties.

Registration closed: May 3

Instructor: Ray Shipley

May 10 | 1pm - 3pm | Thu | 1 session | NOC

\$14 for all residencies

Raymon Shipley has an extensive background working with roses, having grown them for the past 25 years. He is the American Rose Society Master Rosarian and Colonial District (MD, WV, VA and DL) Vice Director and Consulting Rosarian Chairman.

NEW! Garden Talk PI-667

Ever wondered when and what to plant in the garden, how to plant it and how to care for it? Take this class and go through the steps for planning a successful ornamental or vegetable garden.

Registration closed: May 10

Instructor: Ashley Bodkins

May 17 | 1pm - 3pm | Thu | 1 session | SOC

\$14 for all residencies

NEW! Bugs - The Good, the Bad and the Ugly PI-668

Learn about insects and how they can be a help in your gardening adventure and learn how to manage the pesky ones!

Registration closed: Jun 7

Instructor: Ashley Bodkins

Jun 14 | 1pm - 3pm | Thu | 1 session | SOC

\$14 for all residencies

Garrett Institute for Lifelong Learning



GILL is a member driven organization whose mission is to enrich lives by offering a wide variety of stimulating educational, cultural, and social programs geared toward a diverse community of adults primarily 50 + years, but open to all.

MEMBERSHIP

GILL is administered by its own Board of Directors, run in affiliation with the Continuing Education and Workforce Development department of Garrett College, and supported through membership and program fees.

WINTER Sessions - 2018

mid-January to mid-February

301-387-3069

<http://www.garrettcollege.edu/GILL>

Winter schedule will include:

- Soup and TED • Games • Health Topics • Hot Topics
- Snow Shoeing • Organize Your Photographs • Appetizers and A Movie • Everything You Ever Wanted To Know About FOOTBALL

ALL sessions are FREE to GILL members & one day only

If college is closed, class is cancelled and will not be rescheduled.

Pre-registration is required.

Spring offerings will be scheduled in April and May 2018.

Get up, get out, meet some people, have some fun!



Not a member? Join now!

{ 301-387-3069
www.garrettcollege.edu/GILL

HEALTH, WELLNESS & SAFETY

Heartsaver First Aid W/CPR HM-259

Heartsaver First Aid with CPR & AED is a classroom, video-based course that is designed to meet OSHA requirements. The course teaches basic First Aid, CPR, and AED skills and includes peer and manikin practice and case discussion. Although the course can be used in any setting, it is designed for emergencies in the workplace. Upon successful completion of the course, a two-year First Aid/CPR card will be issued from the American Heart Association.

Registration closed: Jan 30 | Instructor: Cathy McGoldrick
Feb 6 - Feb 8 | 5:30pm - 8:45pm | Tue/Thu | 2 sessions | McH
MD SR: \$60 GC: \$75 OOC: \$80 OOS: \$85

Registration closed: Apr 17 | Instructor: Cathy McGoldrick
Apr 24 - Apr 26 | 5:30pm - 8:45pm | Tue/Thu | 2 sessions | McH
MD SR: \$60 GC: \$75 OOC: \$80 OOS: \$85

Utah Concealed Firearms Permit Training PI-558

If you travel throughout the United States and wish to be permitted to carry a concealed handgun this one-day Concealed Carry Permit Certification Course allows you to be eligible to apply for a Non-Resident Utah Concealed Firearm Permit which is honored in 35 states. It does not include Maryland. This 5 hour class covers all aspects and requirements of the state of Utah. You must also pass a criminal background check in order to obtain a permit. Utah application will be completed during the class and reviewed for completion. Photographs and fingerprinting will be done during the class at no additional cost. Please note that if your home state issues a concealed carry permit, you need to provide a copy of that permit to obtain your Utah permit. This does not apply to MD residents unless you currently have a permit. Class charges include fingerprinting, photography service & providing you with packet to mail. You will also need to pay the \$67 Permit fee to the State of Utah (either by credit card or check). Permit is valid for 5 years. THIS IS NOT A NATIONAL RIFLE ASSOCIATION (NRA) CLASS. The class is taught by Rick Sivic Sr., Boston Hill Training, who is certified by the Utah Bureau of Criminal Identification (BCI), a Maryland State Police Qualified Handgun Instructor and an NRA certified firearms instructor.

Registration closed: Mar 8 | Instructor: Rick Sivic
Mar 15 | 5pm - 10pm | Thu | 1 session | McH
MD SR: \$115 GC: \$119 OOC: \$124 OOS: \$129

Inclement Weather Policy

Continuing Education and Workforce Development follows the Garrett College Inclement Weather Policy.

GARRETT COLLEGE WEATHER LINE: 301-387-3198

MD Hand Gun Qualification (HQL) PD-823

This Handgun Qualification License training is a four-hour course which includes classroom instruction on state firearm law, home firearm safety, handgun mechanisms and operation, and a component that requires the applicant demonstrate the ability to safely fire a handgun. Unless otherwise exempt, as of October 1, 2013, a Maryland Resident must possess a valid Handgun Qualification License before they may purchase, rent, or receive a handgun. Depending on number of students registered, fingerprinting may be available during the class for an additional fee payable to the fingerprint company. Students must be a minimum of 21 years of age and are not permitted to bring a weapon or ammunition to class.

Approved HQL training courses are offered by Maryland State Police approved Qualified Handgun Instructors. Training is valid for 3 years and must be completed prior to submitting an application for a Handgun Qualification License. The Handgun Qualification License is only needed for purchasing, transferring, or renting a regulated firearm after October 1, 2013. You do not need a Handgun Qualification License to own a gun you already have.

Registration closed: Feb 17 | Instructor: Rick Sivic
Feb 24 | 9am - 2pm | Sat | 1 session | NOC
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79

Registration closed: Mar 30 | Instructor: Rick Sivic
Mar 17 | 9am - 2pm | Sat | 1 session | SOC
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79

Registration closed: Apr 14 | Instructor: Rick Sivic
Apr 21 | 9am - 2pm | Sat | 1 session | SOC
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79

Registration closed: May 12 | Instructor: Rick Sivic
May 19 | 9am - 2pm | Sat | 1 session | NOC
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79

Registration closed: Jun 9 | Instructor: Rick Sivic
Jun 16 | 9am - 2pm | Sat | 1 session | SOC
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79

Save Time REGISTER ONLINE



**Register for a course
anytime, from the comfort
of your home or on the go!**

Visit www.garrettcollege.edu/cewd to browse our catalog and register!

Pickleball PI-552

Pickleball is one of the fastest growing sports in the country and is best described as a mixture of badminton, tennis, and ping pong. Each class will begin with an instructional period to help you learn the game, build your skills, and sharpen your strategy. Whether a beginner or more advanced player you will be challenged to improve your game while having fun with a great group of people. Singles or couples welcome!

Registration closed: Jan 26 | Instructor: Dave Welch
Feb 2 - Feb 28 | 3pm - 5pm | M/W/F | 12 sessions | SOC Gym
\$30 for all residencies

Registration closed: Feb 23 | Instructor: Dave Welch
Mar 2 - Mar 30 | 3pm - 5pm | M/W/F | 13 sessions | SOC Gym
\$30 for all residencies

Registration closed: Mar 26 | Instructor: Dave Welch
Apr 2 - Apr 30 | 3pm - 5pm | M/W/F | 13 sessions | SOC Gym
\$30 for all residencies

Registration closed: Apr 25 | Instructor: Dave Welch
May 2 - May 30 | 3pm - 5pm | M/W/F | 13 sessions | SOC Gym
\$30 for all residencies

Registration closed: May 25 | Instructor: Dave Welch
Jun 1 - Jun 29 | 3pm - 5pm | M/W/F | 12 sessions | SOC Gym
\$30 for all residencies

NEW! Fit and Feisty PI-658

Join Terry Whalen for a fun fitness class geared towards the young at heart. Have fun and feel strong. Energizing music has you working your muscles and your mind by dancing to upbeat moves. Specialty fitness exercises to strengthen and stretch the hip joint will be done after the dancing.

Registration closed: Mar 28 | Instructor: Terry Whalen
Apr 4 - Apr 25 | 4pm - 4:45pm | Wed | 4 sessions | GSC
\$29 for all residencies

Registration closed: Apr 25 | Instructor: Terry Whalen
May 2 - May 23 | 4pm - 4:45pm | Wed | 4 sessions | GSC
\$29 for all residencies



Terry Whalen is a certified Zumba and LaBlast Instructor along with being a member of "Kicklt" Country Dance and former member of the County Pride Dancers of Baltimore. Whalen supports and promotes dance fitness to people of all ages and fitness levels. She encourages a total quality of life including physical well-being helping to mold healthy, productive and highly engaged people.

Line Dancing PI-428

Participants in the Line Dancing class can expect to learn a variety of dances to all genres of music. Although Line Dancing is found most often in Country scenes, it can be danced to any style of music. Line Dancing is a choreographed dance usually at least 32 counts that repeats until the song is over. It is a very fun and simple way to learn how to dance to a song without learning different dance steps for every beat of the music. It is a solo dance, meaning there is no need for a partner. Line Dance Fitness creates a wellness program boosting health and engagement, creating a strong culture of overall well-being and more focused energetic individuals.

Registration closed: Mar 28 | Instructor: Terry Whalen
Apr 4 - May 2 | 5:30pm - 6:30pm | Wed | 5 sessions | McH - Old Gym
\$39 for all residencies

Registration closed: May 2 | Instructor: Terry Whalen
May 9 - Jun 6 | 5:30pm - 6:30pm | Wed | 5 sessions | McH - Old Gym
\$39 for all residencies

Maryland Basic Boating Safety PD-07

The Maryland Basic Boating Course is packed full of the basic information you'll need to boat safely and enjoy your time on the water. What are the 'rules of the road' when there's no road? Find out the latest laws regarding personal floatation devices, required safety equipment, operating personal watercraft and towing procedures. Practice some chart reading and review the channel marker system in coastal waters. Individuals born after June 1, 1972 are required to have an approved Boater's Safety card in their possession when operating a power boat in Maryland. Successful completion of this course will provide that card. The course is open to those 12 years of age and over and we welcome parents and grandparents to take the course as a great refresher. Boater Safety is Family Safety! You will receive your class book at the time of registration and students must bring their text to class with completed pre-test and quizzes. Final deadline for registration is the Thursday a week before class to allow time for students to receive the study book and complete the assigned homework before class.

Registration closed: Apr 19 | Instructor: TBD
Apr 28 | 8:30am - 5pm | Sat | 1 session | McH
MD SR: \$10 GC: \$29 OOC: \$34 OOS: \$39

Registration closed: May 10 | Instructor: TBD
May 19 | 8:30am - 8pm | Sat | 1 session | McH
MD SR: \$10 GC: \$29 OOC: \$34 OOS: \$39

Registration closed: May 31 | Instructor: TBD
Jun 9 | 8:30am - 5pm | Sat | 1 session | McH
MD SR: \$10 GC: \$29 OOC: \$34 OOS: \$39

Registration closed: Jun 28 | Instructor: TBD
Jul 7 | 8:30am - 5pm | Sat | 1 session | McH
MD SR: \$10 GC: \$29 OOC: \$34 OOS: \$39

Registration closed: Jul 26 | Instructor: TBD
Aug 4 | 8:30am - 5pm | Sat | 1 session | McH
MD SR: \$10 GC: \$29 OOC: \$34 OOS: \$39

HISTORY

NEW! Cryptology, Cryptanalysis, and the War Against Japan PI-681

The first lecture of this class examines the elements and history of the science of secret messaging (cryptology) and the practices of decoding and deciphering (cryptanalysis). Special attention is given to William F. Friedman, who pioneered in the science and also broke the Japanese purple cipher in 1940. The use of this intelligence in the Pacific phase of WW II and after constitutes the second lecture.

Registration closed: Apr 2 | Instructor: Gerald Pops
Apr 9 - Apr 11 | 6pm - 7:30pm | Mon | 2 sessions | McH
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79



Gerald Pops is professor emeritus of public administration at West Virginia University, where he taught in the Masters of Public Administration degree program from 1974 to 2010. He is the author of Ethical Leadership in Turbulent Times: Modeling the Public Career of George C. Marshall (2009) and Emergence of the Public Sector Arbitrator (1976). He has also co-authored The

Case for Justice (1992), and Applying Standards and Ethics in the 21st Century (1998). He did his undergraduate work at UCLA, received his law degree at the University of California, Berkeley, and earned a doctoral degree in public administration from Syracuse University. He was an Air Force judge advocate, a legislative analyst with the California legislature, and a teacher of political science at Northern Arizona University before coming to WVU. He has lectured widely on the subject of General Marshall's leadership, and his writings and teachings extend beyond Marshall and ethical leadership to labor relations and conflict resolution, administrative justice and ethics, and more recently, writing historical dramas in play form. He also has expertise about Gypsy culture and history, and has given numerous lectures on this subject.

Railroads of Garrett County: A History PI-676

What else do we really know about the railroads and the impact on Garrett County history? This is a newly revised course with a significant new section on the B & O Railroad during the Civil War under the presidency of John W. Garrett for whom Garrett County is named. It will cover the railroads in general terms for participants with even a mild interest in rail travel. In this class, historian, author, and educator, Dr. Neal Brooks will describe the railroads development, decline, and main purposes. We'll discuss two companies, the B & O and Western Maryland, with remnants that are still present as part of CSX. This class is intended for a general audience interested in Garrett County and in general transportation history, not just rail fans. Participants will also learn about several railroads that have disappeared but have had significant impact, including the Confluence and Oakland, Preston Railroad, and the Jennings Brothers Railroad. Participants will find an enjoyable and open discussion method with an instructor whose long interest in railroads shows in each class. "I hear the train a comin', it's rolling round the bend." Come along for the ride!

Registration closed: Apr 12 | Instructor: Dr. Neal Brooks
Apr 19 - May 10 | 3:30pm - 5pm | Tue | 4 sessions | B&O R.R. Museum
MD SR: \$45 GC: \$49 OOC: \$54 OOS: \$59



Dr. Neal Brooks received an undergraduate degree from Towson University where he majored in history. He continued to study history at Case Western Reserve University in Cleveland, earning his Ph.D. He enjoyed an academic career of more than 40 years at the Community College of Baltimore County where his courses included American and Maryland history. He divided his time

between the classroom, chairing the History Department, and scholarship as coauthor of two histories of Baltimore County.

LIFESTYLE, HOME & FAMILY



In her quest to reduce the toxic load for her and her family, Kearstin Hinebaugh began researching various natural solutions. That research quickly led her to essential oils. Since uncovering their diverse applications and uses, she has become an essential oil enthusiast, learning everything she can about these gifts of the earth. These days she is, admittedly, a bit obsessed with

transforming her routines and making over her medicine, beauty and cleaning cabinets with oil-based products and wants to assist others in doing the same!

Essential Oils 101 PI-557

Using essential oils can be a safe, natural option to support, protect and maintain both you and your family's health. In this introductory class you will learn the following: what are essential oils, how to use essential oils safely, ways to reduce your toxic load with essential oils and the top oils every household needs for natural health and well-being. Through this class you can empower yourself with pure and customizable natural solutions so you find a natural health, wellness and beauty routine that's right for you.

Registration closed: Jan 25 | Instructor: Kearstin Hinebaugh
Feb 1 | 6pm - 8pm | Thu | 1 session | McH
\$29 for all residencies

NEW! Essential Oils: Dangers and Precautions PI-656

Would you like to learn about essential oil safety for aromatic use, topical use dangers, dilution precautions, internal and oral use warnings? What about ideal and maximum guidelines for use, photosensitivity, pregnancy, pets, and much more? This class will cover safe usage, storage and much more.

Registration closed: Mar 22 | Instructor: Kearstin Hinebaugh
Mar 29 | 6pm - 7:30pm | Thu | 1 session | McH
\$29 for all residencies

NEW! Essential Oils for First Aid PI-657

Through this class you will enjoy learning about strategies for using essential oils and their benefits. Discover how to use them as a natural option to lessen seasonal allergy discomfort, help with heat trauma, relieve bug bites, ease head tension, handle cuts and scrapes, and much more.

Registration closed: May 24 | Instructor: Kearstin Hinebaugh
May 31 | 6pm - 7:30pm | Thu | 1 session | McH
\$29 for all residencies

NEW! Smart Use Health Insurance - Understanding & Estimating Health Care Costs PI-670

Taking control of your health care costs makes you a smart health care consumer. This course will assist you in better understanding and estimating your health care expenses. It will explore the various types of health care costs, identifying resources to identify costs, and provide resources to assist in planning. Smart Use Health Insurance is a collaborative initiative by University of Maryland Extension and Delaware Cooperative Extension to promote health insurance literacy.

Registration closed: Feb 26 | Instructor: Dr. Jesse M. Ketterman, Jr.
Mar 5 | 6:30pm - 8pm | Mon | 1 session | NOC
\$14 for all residencies

Registration closed: Mar 12 | Instructor: Dr. Jesse M. Ketterman, Jr.
Mar 19 | 6:30pm - 8pm | Mon | 1 session | SOC
\$14 for all residencies



Dr. Jesse M. Ketterman, Jr. works as an Extension Educator for University of Maryland Extension serving Allegany, Garrett, and Washington counties focusing on financial and health insurance literacy. He began his career in the University System of Maryland in 1999 working in student affairs leading wellness related initiatives and transitioned to Extension in 2016. Dr. Ketterman earned a PhD in Educational Leadership from Touro University International, Masters degrees in Business Administration and Education from Frostburg State University, and a Bachelor's Degree from West Virginia Wesleyan. He is an Accredited Financial Counselor.

NEW! Creative Writing Workshop PI-675

This continuing education course provides instruction on developing creative writing skills. Topics include the problems and promises of writing narrative fiction and poems, complexities of creative writing as a craft and an art explored through analysis of representative works, study of the techniques appropriate for stories and poems, and brief practice in creating work and reading that work to an audience. Upon completion of the course, students should be able to create narrative fiction and poems with confidence, analyze representative works, and explore avenues for publication as well as discuss creative writing as a craft and an art.

Registration closed: Mar 5 | Instructor: Jack DuBose
Mar 12 - Mar 26 | 6:30pm - 8:30pm | Mon | 3 sessions | NOC
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69



Jack DuBose is a poet who has taught writing to students at Garrett College since 1986. He loves poetry, storytelling and reading aloud.

NEW! Your Money, Your Goals: A Financial Empowerment Toolkit for Social Services Programs PF-036

Financial empowerment includes financial education and financial literacy. It is focused both on building the ability of individuals to manage money and use financial services. This training will help you navigate the important financial empowerment information and tools you can access based on the client's goals. Your Money, Your Goals is a toolkit developed by the Consumer Financial Protection Bureau (CFPB).

Registration closed: Mar 9 | Instructor: Dr. Jesse M. Ketterman, Jr.
Mar 16 | 9am - 3:30pm | Fri | 1 session | CTTC
MD SR: \$64 GC: \$69 OOC: \$74 OOS: \$79

NEW! Money Smart for Older Adults PI-671

Money Smart for Older Adults is designed to provide you with information and tips to help prevent common frauds, scams and other types of elder financial exploitation in your community. Participants will recognize and reduce the risk of financial exploitation, guard against identity theft, and learn about helpful resources for managing money. Money Smart for Older Adults is a program developed by the Federal Deposit Insurance Corporation (FDIC) and the Consumer Financial Protection Bureau (CFPB).

Registration closed: Mar 29 | Instructor: Dr. Jesse M. Ketterman, Jr.
Apr 5 - Apr 6 | 1pm - 2:30pm | Wed/Thu | 2 sessions | NOC
\$25 for all residencies

NEW! Building Wealth - A Beginner Guide to Securing Your Financial Future PI-673

This course will offer introductory guidance to individuals and families seeking help to develop a plan for building personal wealth. Topics covered include goal setting, budgeting, building credit, and protecting your wealth. Building Wealth is an educational resource publication by the Federal Reserve Bank of Dallas.

Registration closed: Apr 2 | Instructor: Dr. Jesse M. Ketterman, Jr.
Apr 9 - Apr 16 | 6:30pm - 8pm | Mon | 2 sessions | McH
\$25 for all residencies

Estate Planning: The Importance of Wills & Trusts PD-458

Estate planning is not just for the wealthy. An estate plan provides the legal mechanism for disposing of property upon death in a way that recognizes your wishes and the needs of your survivors while minimizing taxes. For many, it can mean planning for the handling of affairs in case of disability, and the personal medical choices to be made as life nears its end. This two-part course will address the common questions regarding wills, financial powers of attorney, advance directives, protecting ones home, and the Maryland estate administration/probate process. One part of the course will provide an overview on some of the more noticeable legal and financial issues associated with growing old. This part will include a detailed discussion of the legal documents all persons should have including a will, power of attorney, and advanced directive. Included in the session will be a discussion of some common misconceptions relating to wills; the problems with writing your own will; and considerations for choosing someone to act as your Agent and/or Personal Representative. Some other topics that will briefly be covered include protecting your home, long-term care insurance, and medical assistance to pay for nursing home care. This portion of the course is being instructed by Grantsville native Brandon James Hoover. Brandon is an attorney in the Law Office of Donald S. Goldbloom and at the Program Director for Criminal Justice/Paralegal at Allegany College of Maryland. The second part of the course will focus on Maryland Estate Administration and the probate process from start to finish. It will include detailed discussions of when an estate is necessary, the different types of estates, as well as the steps involved for a Personal Representative in handling the affairs of a decedent. Rita Watson, Register of Wills for Garrett County, will be instructing this portion of the course.

Registration closed: Apr 9 | Instructors: Rita Watson & Brandon Hoover
Apr 16 - Apr 23 | 6:30pm - 9pm | Mon | 2 sessions | NOC
MD SR: \$19 GC: \$25 OOC: \$30 OOS: \$35



(left) Rita Watson,
Register of Wills for
Garrett County.
(right) Brandon
James Hoover,
attorney in the
Law Office of
Donald S Goldbloom.

**NEW! Mah-Jongg** PI-677

Mah-Jongg is a fascinating, rummy-like game played with tiles rather than cards. It uses a card of Standard Hands, published by the U.S. National Mah-Jongg League, which defines what hands are winners in each round of play. Mah-Jongg is enjoying resurgence in popularity, with many players in Garrett County who meet throughout the week to play and enjoy each other. A very small amount of time and effort is required to become familiar with the elementary principles of the game. Many players comment on the enjoyable time spent with new friends, the challenge, and the reinforcement of retention, problem solving, and strategic thinking skills.



The class will be taught by experienced Garrett County Mah-Jongg players Judith Merriman and Sally Lazorchak. The class will proceed as follows: 10 a.m. to noon: introduction to the game and deck of tiles and a brief introduction to the rules of the 2017 hands prescribed by the League. 12:00 noon to 1:00 pm: lunch break -options include the Garrett College cafeteria, the MoonShadow restaurant on Bumble Bee Road, or feel free to bring a lunch along. 1:00 to 3:00 pm: Practice hands using the Card of Standard Hands, published by the National Mah-Jongg League. This session is essential for extending the learning of the morning into actual play and reinforcement of the aspects of the game.

Registration closed: Apr 25 | Instructors: Judi Merriman & Sally Lazorchak
May 2 | 10am - 3pm | Wed | 1 session | McH
\$15 for all residencies



Garrett College, in collaboration with Widmyer Driving School, LLC, is now offering Maryland Driver Education and Driver Improvement. Widmyer is licensed by the Maryland Vehicle Administration and fulfills MVA requirements. They have driving schools throughout the state of Maryland.

Driver Education - This class fulfills the requirement for all new drivers in Maryland. This class consists of 30 hours of classroom instruction and 6 hours behind the wheel.

Driver Improvement - Have you been referred by the MVA to attend Driver Improvement classes? This course is specifically for drivers with a suspended or revoked license, drivers who have had a moving violation while on a provisional license, drivers referred by the court, or drivers who want to voluntarily take it before a traffic court date. Please note: THIS COURSE CAN BE TAKEN ONLINE OR AT GARRETT COLLEGE (drivers younger than 18 MUST take this course at Garrett College) through Widmyer Driving School LLC.

Please call 301-791-7676 or visit www.widmyer.com for details or to register.

Basic Training and Tricks for Dogs PI-631

Basic Training and Tricks is a course for both the puppy and the seasoned dog. The class will be held as a group session but will also include individual training within the course to ensure advancement with each participants skill set. The basic commands will be taught/reviewed such as sit, stay, leave it, come, wait, and drop, and a new trick will be introduced each class with the instructor explaining each step of the process. Common dog behavior questions are answered during each class as well. Owners will receive a training manual they can refer to during the class and keep once the class is completed. Group setting provides the best opportunity for dogs and owners to learn from each other. Join this class with your canine partner to improve your skills by working together over this jam-packed, five week, dog improvement course!

Registration closed: Feb 28 | Instructor: Debbie Daniels
Mar 7 - Apr 4 | 6:45pm - 7:30pm | Wed | 5 sessions | McH - Old Gym
\$120 for all residencies

Registration closed: Apr 25 | Instructor: Debbie Daniels
May 2 - May 30 | 6:45pm - 7:30pm | Wed | 5 sessions | McH - Old Gym
\$120 for all residencies



Debbie Daniels is a certified animal massage therapist. She is a member of the International Association of Animal Massage and Bodywork and holds certification in canine and equine massage.

Canine Massage PI-562

Canine massage therapy is beneficial for all types of dogs from pets to dogs active in obedience, agility, search and rescue, police K-9 units and guide dogs. The massage sequence and benefits are the same for both groups. You will learn 26 muscle groups on each side of the canine body. Massage causes an immediate effect on dogs with noticeable relaxation at first, followed by increased exhilaration. Medical science is making it possible for our dogs to live much longer lives. However, with that comes the problems that are associated with aging. Massage therapy helps the older, less active dog live a more comfortable life. Regular massage therapy can benefit your dog during recovery from injury or surgery. The course is for handlers only - no pets.

Registration closed: Mar 1 | Instructor: Debbie Daniels
Mar 8 | 6:30pm - 9:45pm | Thu | 1 session | NOC
\$19 for all residencies

Equine Massage PI-617

This course presents equine anatomy and physiology, safety issues for both the horse and the therapist, how stretches benefit the horse, and how to use attention when touching horses. Topics include the following: how horses respond to massage, how to manage muscle soreness and exertion in horses, important equine anatomical structures and muscles, how to use compression, direct pressure, and fascial stretching on a horse.

Registration closed: Mar 8 | Instructor: Debbie Daniels
Mar 15 | 6:30pm - 9:45pm | Tue | 1 session | NOC
\$19 for all residencies

Basic Dog Obedience PI-119

This class is for new and experienced dog owners and focuses on the training that dogs need for good manners at home and in public, particularly when meeting new people and dogs. The class teaches people (not their dogs) the basic techniques of dog training and allows them to practice these techniques with their dogs in class. Over the course of the seven weeks, students will learn how to train their dogs more effectively. Please note: not all students should expect to see dramatic changes in their dogs' behavior over this short time period. They will need to continue to train their dogs regularly for many months after the class is over in order to realize significant changes. Instruction will be given in polite walking on a leash, sit, down, stay, recalls and help with behavior problems. Dogs must be six months old. Please note, dogs do NOT attend the first class on 3/27; handlers ONLY for this session.

Registration closed: Mar 20 | Instructors: Susan & Tom Hertz
Mar 27 - May 8 | 6pm - 6:45pm | Tue | 7 sessions | McH
MD SR: \$40 GC: \$48 OOC: \$53 OOS: \$58



Susan and Tom Hertz have been training dogs for more than 25 years. Throughout that time they have been members of the Capital Dog Training Club of Washington, D.C. (CDTC) where they trained their own dogs for AKC obedience competition and taught dog obedience classes. Tom is a past president of CDTC. After moving to Garrett County at the end of 2005, they began teaching dog obedience classes at Garrett College. Both are certified as AKC Canine Good Citizen evaluators and Susan is an evaluator for Therapy Dog International, Inc. Their current dogs, a greyhound and an Irish wolfhound, are therapy dogs who have worked with children and make weekly visits to Garrett Regional Medical Center.

Pet Emergency Preparedness & Pet First Aid & CPR for Small and Large Pets PI-527

Our pets enrich our lives in more ways than we can count. They are members of the family. In turn, they depend on us for their safety and well-being. The best way to ensure the safety of your entire family is to be prepared with a disaster plan, have knowledge of what to do in case of minor and major injuries, and have the knowledge in dog and/or cat CPR. Being prepared can help save lives. Course is for handlers only - no pets.

Registration closed: Mar 29 | Instructor: Debbie Daniels | Apr 5 | 6:30pm - 9:45pm | Thu | 1 session | NOC | \$19 for all residencies

MUSIC

Piano Studies PD-720

This course allows for individual studies in piano and music theory for beginning, intermediate, and advanced students. Beginning students will develop music reading skills and basic piano technique. Intermediate and advanced students will further develop their technique through scales and etudes and explore a variety of piano literature. Students must have access to a piano or electric keyboard to practice assignments on a daily basis. The age range for the course is 5 years old and up. Sessions will be in ten, half-hour individualized segments by appointment. Prior to registration, the student will need to meet with either Dr. Beachy or Leah Shaw to discuss his/her proficiency.

10 sessions by Appointment | NOC/McH/SOC

Instructors: Dr. Sean Beachy and Leah Shaw

MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209



Dr. Beachy is a local composer and musician and has earned an undergraduate degree in applied music with an emphasis in piano from Alderson-Broadus College. He also has earned a master of music degree in composition from Shenandoah University and a doctor of musical arts degree in composition from West Virginia University.

Dr. Beachy has had pieces premiered and performed throughout the United States, including most recently in Frostburg for the city's Bicentennial Celebration. Dr. Beachy is currently a freelance composer and accompanist. He is the church organist at Frostburg United Methodist Church. He is also the piano accompanist for various local high school choral programs, as well as students and instructors at Frostburg State University and WVU.



Mrs. Shaw earned a BA in vocal performance and a BA degree in music education from Alderson Broadus University. She is classically trained, coloratura soprano, but frequently performs songs in the genres of musical theatre, pop/rock and jazz for weddings and music venues. She is an accomplished pianist and also plays a variety of woodwind instruments. Before moving to

Garrett County, Shaw was employed as a music teacher in Anne Arundel County Public Schools for eight years. She also had a private studio in which she taught voice and piano lessons. As a performer, Shaw was selected as the soloist with the Baltimore Choral Arts Society and accompanying orchestra. She is currently a freelance performer for weddings and special events. Additionally she sings on the praise team at Crossroads Church in Oakland.

Composition/Songwriting for the Music Enthusiast PD-752

Students will learn various compositional techniques and develop an approach to creating new compositions. Students will also develop a basic understanding of music notation software and should be able to discuss various aspects of composition, including form, instrumentation, melody, harmony, rhythm, meter, and dynamics. Pre-requisite: Students must have a fundamental understanding of music theory and be proficient on an instrument. Sessions will be in ten, half-hour individualized segments by appointment. Prior to registration, the student will need to meet with Dr. Beachy to discuss his/her proficiency.

10 sessions by Appointment | NOC/McH | Instructor: Dr. Sean Beachy
MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209

Voice Lessons PD-899

This course is designed for individual studies in the training of vocal activities related to singing, for all ability levels. Beginning students will learn correct posture and breathing, tone production, diction, sight singing, notation reading, ear training and general principles of vocalizing. Intermediate and advanced students will develop their vocal technique, sighting ability, and performance quality through appropriate vocal exercises and literature. All students will sing a variety of genres including classical [pieces, musical theatre, art songs, folk songs and pop/rock. Students preparing for college entrance auditions will memorize and apply the International Phonetic Alphabet and perform songs in Italian, French and German. The age range for this course is 7 years old to adult. Sessions will be in ten, half-hour segments by appointment.

10 sessions by Appointment | SOC | Instructor: Leah Shaw
MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209

Beginner Guitar with Harry Hogue PD-834

This course will provide guitar fundamentals for the beginner to advanced student. Folk, classic, blues, pop and jazz styles will be incorporated into the instruction enabling the student the flexibility to perform in a wide range of styles either as a performer or for personal enjoyment. Prior to registration, the student will need to discuss his/her proficiency with the instructor. Students must have access to a guitar to practice assignments on a daily basis. The age range for the course is 6 years old and up.

10 sessions by Appointment | SOC | Instructor: Harry Hogue
MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209



Local resident, Harry Hogue, has a Bachelor of Music Education degree from the Conservatory of Music at the University of Missouri at Kansas City and a Master's degree from San Diego State University where he served as the graduate assistant with the University Band program. Although Mr. Hogue's primary instrument was trombone/bass trombone he

has spent that past couple of decades concentrating on teaching guitar. His training in this area was in classical guitar, but spent a great deal of time with popular and folk styles, along and playing bass guitar for small groups.

Beginner Guitar with Robert Wallace PD-834

This course will provide instruction of guitar fundamentals as well as music theory for beginning, intermediate, and advanced students. Beginning students will develop skills in reading musical notation and basic guitar technique playing melody and chords. Intermediate and advanced students will further develop their technique through scales and etudes and explore a variety of guitar literature as well as learn to improvise and compose their own works. Intermediate and advanced students will gain knowledge to analyze music, compose and transcribe their own works. Upon completion of this course, students should be able to: recognize the parts of the guitar, tune the guitar, produce good tone, sight-read musical notation and symbols, playing melodies and chords and build a strong musical vocabulary. Prior to registration, the student will need to discuss his/her proficiency with the instructor. Students must have access to a guitar to practice assignments on a daily basis. Guitar can be electric, acoustic, or classical. Beginning and intermediate students are encouraged to use the Progressive Guitar Series Book 1 and 2. Advanced students are encouraged to use Mel Bay Series method books 3-7. The age range for the course is 5 years old and up.

10 sessions by Appointment | NOC | Instructor: Robert Wallace
MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209



Local musician, Mr. Robert G. Wallace, has earned an Associate's Degree in Secondary Education from Allegany College of Maryland, as well as a Bachelor's Degree in Music Education from Frostburg State University.

Beginner Mandolin PD-923

This course will provide instruction of mandolin fundamentals as well as music theory for beginner students. Students will develop skills in reading musical notation and basic mandolin technique playing melody and chords. Upon completion of this course, students should be able to: recognize the parts of the mandolin, tune the mandolin, produce good tone, sight-read musical notation and symbols from classical repertoire and bluegrass lead sheets, and have a strong musical vocabulary. Students must have access to a mandolin to practice assignments on a daily basis. The age range for the course is 5 years old and up. Prior to registration, the student will need to discuss his/her proficiency with the instructor. Sessions will be in ten, half-hour individualized segments by appointment.

10 sessions by Appointment | NOC | Instructor: Robert Wallace
MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209

Beginner Violin PI-545

This course will provide instruction of violin fundamentals as well as music theory for beginner students. Students will develop skills in reading musical notation and basic violin technique. Upon completion of this course, students should be able to: recognize the parts of the violin and bow, tune the violin, produce good tone, maintain good posture, sight-read musical notation and symbols from classical repertoire and bluegrass lead sheets, and have a strong musical vocabulary. Students must have access to a violin to practice assignments on a daily basis. The age range for the course is 5 years old and up. Prior to registration, the student will need to discuss his/her proficiency with the instructor. Sessions will be in ten, half-hour individualized segments by appointment.

10 sessions by Appointment | NOC | Instructor: Robert Wallace
MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209

TECHNOLOGY & COMPUTERS

Introduction to Adobe Photoshop OB-248

If you are brand new to Adobe Photoshop, this course will get you up to speed and if you've been using Adobe Photoshop for a while this will be a nice refresher. Students will navigate through the Adobe environment and identify the different components and tools. You will explore various methods for selecting image areas, and learn how to modify, manipulate, and transform selections to create stunning effects. You will discover how to work with text, layers, and layer effects; and how to adjust, retouch, and resize images.

Registration closed: Feb 27 | Instructor: Kristine Ayers
Mar 6 - Mar 27 | 6pm - 9:15pm | Tue | 4 sessions | NOC
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79



Kristine Ayers is a Graphic Designer and director for Bethel Christian School. She earned her Bachelors Degree from the Art Institute of Pittsburgh. She has done freelance work for many years and has extended her art to help people with disabilities. She has used her art to help people with disabilities to heal and to help themselves. As an Educator she has helped young people open up and help them realize their dreams.

Inclement Weather Policy

Continuing Education and Workforce Development follows the Garrett College Inclement Weather Policy.

GARRETT COLLEGE WEATHER LINE: 301-387-3198

Computer Skills I OB-125

Have you heard how much fun other people are having with their home computers and wish you could do the same? Many people who have computers become frustrated not knowing the basics. This course is designed for the computer novice. Topics include: Desktop functions such as cursor, pull-down menus and task bar, create folders and store files, mouse techniques, and launching applications.

Registration closed: Mar 27 | Instructor: Kristine Ayers
Apr 3 - Apr 17 | 6:30pm - 8:30pm | Tue | 3 sessions | NOC
MD SR: \$29 GC: \$39 OOC: \$44 OOS: \$49

Computer Skills II OB-83

This course is designed for individuals who wish to obtain additional skills and knowledge of basic computer operations. Topics to be covered include: Window operations, files, folders, flash drives/CDs, accessing the Internet, web pages, and email.

Registration closed: Apr 24 | Instructor: Kristine Ayers
May 1 - May 15 | 6:30pm - 8:30pm | Tue | 3 sessions | NOC
MD SR: \$29 GC: \$39 OOC: \$44 OOS: \$49

Computer Skills III OB-257

Learn to manage files and folders which includes finding files, backing up files, moving files, recovering deleted files and renaming files and folders. Methods for naming files and folders, folder structure, opening files and folders, and copying and deleting folders and files will be covered.

Registration closed: May 22 | Instructor: Kristine Ayers
May 29 - Jun 12 | 6:30pm - 8:30pm | Tue | 3 sessions | NOC
MD SR: \$29 GC: \$39 OOC: \$44 OOS: \$49

Managing & Maintaining Your Computer OB-51

This course is designed for any individual who wants to learn the fundamentals of managing and maintaining a computer. Topics to be covered include: system maintenance, basic troubleshooting, managing files and folders, and cleaning the computer inside and out. Upon completion of this course the student should be able to: perform system maintenance including scan disc, disc defragmentation, and back up; manage files and folders; evaluate error codes and decipher; demonstrate the process of cleaning the computer inside and out; evaluate computer viruses and implement proper techniques to eliminate them and explain the usefulness of uninterruptible power supply and surge suppressors. Students will learn many tips and tricks to improve performance and how to stay up-to-date with their personal computer.

Registration closed: May 7 | Instructor: Kristine Ayers
May 14 - May 21 | 6:30pm - 9pm | Mon | 2 sessions | NOC
MD SR: \$29 GC: \$39 OOC: \$44 OOS: \$49

PROFESSIONAL DEVELOPMENT**CPR & HEALTHCARE****Heartsaver First Aid w/CPR HM-259**

Heartsaver First Aid with CPR & AED is a classroom, video-based course that is designed to meet OSHA requirements. The course teaches basic First Aid, CPR, and AED skills and includes peer and manikin practice and case discussion. Although the course can be used in any setting, it is designed for emergencies in the workplace. Upon successful completion of the course, a two-year First Aid/CPR card will be issued from the American Heart Association.

Registration closed: Jan 30 | Instructor: Cathy McGoldrick
Feb 6 - Feb 8 | 5:30pm - 8:45pm | Tue/Thu | 2 sessions | McH
MD SR: \$60 GC: \$75 OOC: \$80 OOS: \$85

Registration closed: Apr 17 | Instructor: Cathy McGoldrick
Apr 24 - Apr 26 | 5:30pm - 8:45pm | Tue/Thu | 2 sessions | McH
MD SR: \$60 GC: \$75 OOC: \$80 OOS: \$85

BLS Healthcare Provider CPR HM-218

This Basic Life Support (BLS) for Healthcare Providers Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. The course includes peer and manikin practice and case discussions. Students must pass both a skills and written exam. Upon successful completion of the course, a two-year BLS for Healthcare Providers card will be issued from the American Heart Association.

Registration closed: Mar 8 | Instructor: Cathy McGoldrick
Mar 15 | 5pm - 9:15pm | Thu | 1 session | McH
MD SR: \$55 GC: \$70 OOC: \$75 OOS: \$80



Time's Ticking...

Don't
Miss
Out

REGISTER NOW!

www.garrettcollege.edu/cwd

The Nurturing Family

Save the Date!



Because Kids Don't Come With Instructions

Attention Parents, Grandparents, and Caregivers!

The Nurturing Family class is an innovative program designed to empower and support families by providing you with the tools to guide you in your journey through parenting. From peaceful conflict resolution skills to decision making and planning, the Nurturing Family class will ensure you have the skills to handle challenging family issues of today: parenting is the one job that you never retire from.

- ***11 sessions from January 23 to February 27 , 2018 (T & TH) 6:00 p.m. – 8:00 p.m. at McHenry Campus***
- ***Call Garrett College at 301-387-3069 to register***
- ***Scholarships are available. For more information call Garrett County Judy Center | 301-334-4211***

Garrett College. 687 Mosser Rd. McHenry, MD 21541. 301-387-3084

Save the Date!



Saturday, April 7, 2018
WISP Resort Conference Center
8:00 am - 3:30 pm

*A training and networking
day for anyone who
touches the life of a child!*

"Children's Educational Music that Makes Learning...Rock!"

Featuring **Jack Hartmann**



....a nationally recognized children's singer, songwriter, author, keynote presenter and workshop leader. He has written and recorded over 1,000 songs for children that are used by teachers across the United States and around the world.

Plus, participants choose 2 additional workshops throughout the day.

**Coming in January 2018...the full event
flyer with workshops, vendors, and more!**

WISP Resort. 296 Marsh Hill Rd. McHenry, MD 21541. For more info call: 301-387-3084

ENTREPRENEURSHIP & BUSINESS

Business and Marketing Writing OL-213

Are you a writer working in the business world? Or a marketing professional responsible for obtaining great marketing copy? Maybe your boss made you the company writer, but you have never had any training. Or maybe you are just interested in a writing or marketing career. Whatever your background, this fun, introductory course will teach you to write or identify copy that achieves business and marketing goals. Improve your work, your knowledge, your company's image, and your chances of getting hired, promoted or applauded! Using clear explanations, real-life examples, and an animated style, the course solidifies the relationship between business and marketing principles and written communications. You will learn how business and marketing objectives affect writing choices. You will get practical writing instruction in grammar, clarity, structure and more. You will understand issues unique to this discipline, such as buzzwords, working with a team, and marketing ethics. Whether you seek to improve your own writing or learn to identify effective copy, this course will help you understand the power of writing - and use it to present a solid, cohesive message to your target audience.

Registration closed: Feb 7 | Instructor: Ed2Go Instructor
Feb 14 - Apr 6 | 12 sessions | Online
MD SR: \$99 GC: \$109 OOC: \$114 OOS: \$119

Registration closed: Apr 4 | Instructor: Ed2Go Instructor
Apr 11 - Jun 1 | 12 sessions | Online
MD SR: \$99 GC: \$109 OOC: \$114 OOS: \$119

Using Social Media in Business OL-212

One of the biggest challenges for most business owners is to find a continuous supply of new customers. Over the past decade, some have differentiated themselves by leveraging the Internet and social media to do just that. Whether you consider yourself a social media novice or a seasoned veteran, this course will give you a solid foundation and thorough understanding of what social media is and how you can use it to grow your business. As you progress through the course, you will master a simple process for making social media work for you. You will learn about the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—and study secrets for using them and other social media platforms to promote your business. You will also see how you can build a social media team and automate your social media activities so that you can leverage the power of social media without adding another full-time job to your plate. And finally, you will gain techniques for measuring and tracking your social media success. In today's fast-paced and globally connected environment, social media is a game changer for businesses and business owners who use this powerful medium in the right way. So whether you are looking for a new way to market your business or simply hoping to gain a better understanding about the excitement that surrounds social media, this course will empower you.

Registration closed: Mar 7 | Instructor: Ed2Go Instructor
Mar 14 - May 4 | 12 sessions | Online
MD SR: \$99 GC: \$109 OOC: \$114 OOS: \$119

NEW! Workplace Excellence MT-201

This continuing education course is designed for individuals pursuing entry level career training and provides instruction on workplace excellence. The flexible modules include learning about the employer's perspective, practical skills that emphasize how to expand and develop career objectives. Upon completion of this course, the students will be able to: determine how to succeed in a changing environment, improve personal adaptability and manage stress, understand and utilize various methods of communication- non-verbal, verbal, e-mail and appropriate conversations with working with the public, demonstrate skill in public hospitality demeanor and dress/style and have a greater self-awareness of self, customers and co-workers.

Registration closed: Mar 1 | Instructor: Trish Yoder
Mar 8 - Mar 29 | 6:30pm - 8:30pm | Thu | 4 sessions | NOC
MD SR: \$79 GC: \$89 OOC: \$84 OOS: \$89



Trish Yoder has an extensive career and educational history in executive organizational leadership, community development, health and human services, coaching and program/project management and evaluation of change. She has 30 years' experience working with multiple types of organizations, nonprofits, businesses and communities that cross a wide

spectrum of almost every aspect of the community. Ms. Yoder holds an MS in Organization Development and Human Resources from Johns Hopkins University, another MS in Counseling Psychology from Frostburg State University, and a BS in Psychology from Frostburg State University.

NEW! Customer Service with a Smile MT-202

This course is designed to provide participants with skills and techniques to be used in working with customers. Topics to be covered include: stated and hidden expectations of customers; the customers as a guest; the importance of attitude, appearance, and appropriate answers when working with the public; the impact of a smile; communications and customer satisfaction; and angry clients.

Registration closed: Mar 6 | Instructor: Emily Newman-Edwards
Mar 13 - Mar 20 | 6:30pm - 9pm | Tue | 2 sessions | NOC
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69



Emily Newman-Edwards has worked in the hospitality industry for over 15 years. As the Director of Operations for Fronterra Resources: Savage River Lodge, The Cornucopia Cafe and Grants Mercantile, her focus is on providing the highest level of customer service in the area.



**GARRETT COLLEGE CENTER FOR
ENTREPRENEURSHIP & INNOVATION**

Power of Possibilities

Summit Series | April 27, 2018

WHO:

Garrett College, in partnership with The Greater Cumberland Committee, Appalachian Regional Commission, and other regional for-profit, non-profit, educational and governmental organizations

WHAT / WHEN:

A series of training opportunities held throughout the season

WHERE:

2018 series will be at Garrett College

WHY:

We're seeking to elevate the region's entrepreneurial possibilities mind-set, ecosystem/infrastructure effectiveness and the numbers and success rates for entrepreneurs and their start-ups

Power of Possibilities is a sequence of training and learning opportunities.

The overall objective of this event series is to support small business growth as well as job creation and improving the economic conditions of rural Appalachia

Garrett College in partnership with The Greater Cumberland Committee, Garrett County Department of Economic Development, and other regional organizations, is working to help improve the economic conditions of rural Appalachia through a new initiative called the Power of Possibilities (POP). The project encompasses a focus on emerging industries, business collaboration, and entrepreneurship to develop and advance the tri-state region of Garrett, Allegany, and Washington counties in Maryland, Bedford and Somerset counties in Pennsylvania and Hampshire and Mineral counties in West Virginia.

ATTENTION EMERGING ENTREPRENEURS!

Are you looking for a unique opportunity to help YOUR business idea come to life? If so, then we have the perfect opportunity for you!

Join our Business Plan Competition! You will receive the support of Garrett College, as well as the expertise of seasoned business professionals from around the area.

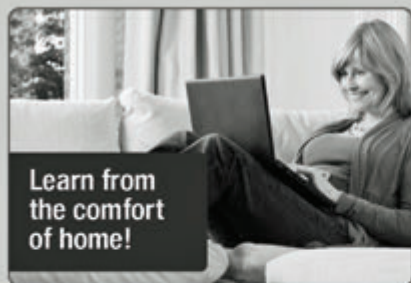
**Best chance for acceptance in competition: Jan 31*

** Launch Party for competition: Feb 15*

**For an application or for more info, contact Jodi McClintock at
888-237-9007 (ext 6) or jdmclintock@frostburg.edu**

Application fee is just \$29.00





24-Hour Access

Discussion Areas

6 Week Format

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: **\$109**

INSTRUCTOR LED ONLINE COURSES

Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

Performing Payroll in QuickBooks

Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Final Cut Pro X

Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

Introduction to Microsoft Excel

Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Intermediate Microsoft Excel

Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.



www.ed2go.com/garrett

(301) 387-3771

OVER 300 ONLINE COURSES AVAILABLE

HOSPITALITY & SERVICE

Certified Professional Food Safety Manager PD-878

This course is designed to allow anyone working with foods and/or beverages to possess a good understanding of food safety and how contaminated food causes foodborne illnesses. Topics to be covered include: foodborne illnesses and contamination; receiving and storing food; preparing and serving food; personal hygiene; cleaning and sanitizing; and pest prevention.

Registration closed: Feb 28 | Instructor: Tina Buckel
Mar 7 - Mar 8 | 8am - 4:30pm | Wed/Thu | 2 sessions | McH
MD SR: \$165 GC: \$180 OOC: \$185 OOS: \$190

TIPS

This certification is good for 4 years and is recognized by the State of MD. Target Audience: restaurants, bars, hotels and any other establishment where alcohol is consumed on the premises. The Challenges: Servers must be able to deal with problem behaviors and challenges associated with underage drinking and drunk driving. The Solution: By training your staff to recognize the signs of intoxication, you can reduce the chance that an alcohol-related incident will occur. TIPS-trained servers show your customers that you care about them and want to make their visits to your establishment as pleasant as possible. Additional Benefits: TIPS training can also improve business and community relations. TIPS certification demonstrates a commitment to prevent alcohol-related issues. Please contact 301-707-3187 for information on how to register.

TBD | TBD | TBD | 1 session | McH | \$60 for all residencies
Instructor: DaVina Griffith

An Introduction To Voiceovers (Getting Started In Voice Acting)

Personalized One-on-One Video Conference Class

Are people always telling you that you have a great voice? Do you often find yourself listening to your favorite audiobook, commercial or cartoon character and thinking, "I could do that"? If so, then you could have what it takes to begin working as a professional Voiceover Artist. Being a Voiceover Artist is a fun and rewarding job! Current Voiceover trends have made it easy and affordable for just about anyone to get involved. In this fun and empowering 90 minute Introductory workshop, you will learn about the different types of voiceovers and what tools are needed in order to find success in the voiceover industry. Your instructor will coach you in this one-on-one video chat setting as you read from real scripts, taking notes on your performance so you can receive a professional voice evaluation later. After the class, you will have the knowledge necessary to help you decide if this is something you'd like to pursue. Check out the video at <http://www.voicesforall.com/ooo> to get a better sense of how the class works. Come ready to laugh, learn and be inspired... This class is taught by a professional voice actor from the voice acting training company, Voices For All.

By appointment | 1 session | Video Conference
\$49 for all residencies | Instructor: Voices For All

WORKFORCE DEVELOPMENT

CERTIFICATION & TRAINING

Lifeguard Certification w/CPR HM-305

This American Red Cross Lifeguard certification course is to teach participants the knowledge and skills needed to prevent and respond to aquatic emergencies. The course content includes lecture and practical application. This course consists of instruction using didactic exercises to include hands-on practice of water rescue skills, patron surveillance, CPR/AED and first aid skills. Additionally the course will use video demonstrations and lecture/discussion reviewing textbook material. Upon successful completion of the course, the participant will receive two American Red Cross Universal Certificates: Lifeguarding/First Aid and CPR/AED for the Professional Rescuer.

Registration closed: Jan 18 | Instructor: Rebekah Stuckey
Jan 25 - Mar 1 | 5:30pm - 8:45pm | Tue/Thu | 11 sessions | CARC
MD SR: \$50 GC: \$250 OOC: \$255 OOS: \$260

Registration closed: Mar 22 | Instructor: Rebekah Stuckey
Mar 29 - May 3 | 5:30pm - 8:45pm | Tue/Thu | 11 sessions | CARC
MD SR: \$50 GC: \$250 OOC: \$255 OOS: \$260

Certified Pool Operator MT-193

The Garrett College Continuing Education & Workforce Development Department will offer a Maryland State Certified Pool Operator Course. A re-certification option for those holding a current and up-to-date certification is also available the same day. The program provides instruction on basic pool management, water chemistry, disinfection, water circulation, and filtration. This course not only prepares the student to take and pass the certified pool operator exam, but also provides the knowledge needed to effectively and efficiently run an aquatic facility. In addition, the course covers the appropriate Maryland COMAR codes and general guidelines for individual situations. All participants must be 16 years of age in order to participate in the course and be issued certification. Upon successful completion of the course and a passing score of the exam, students will be issued a certificate from the instructor which will then need to be turned in to the local health department in order to obtain official certification. Rob Fox, of Aquatic Training Service, will be instructing. To register for this course, persons may call Continuing Education at 301-387-3069.

Registration closed: Apr 30 | Instructor: Rob Fox
May 7 | 8am - 10:30pm | Mon | 1 session | CARC
MD SR: \$175 GC: \$180 OOC: \$185 OOS: \$190

Certified Pool Operator Re-certification MT-157

A re-certification option for those holding a current and up-to-date Pool Operator certification. It meets on the same day as Certified Pool Operator, but for only the morning portion of the class.

Registration closed: Apr 30 | Instructor: Rob Fox
May 7 | 8am - 12:15pm | Mon | 1 session | CARC
MD SR: \$120 GC: \$125 OOC: \$130 OOS: \$135

Firefighter II MT-100

This course is designed to provide the knowledge and skills needed to become a journeyman firefighter. Upon successful completion of this course, the student will be able to understand and apply the principles of fire behavior, building construction, water distribution systems, fixed fire protection systems, ventilation, hose streams; fire prevention, inspections, ladders and rescue techniques. (NFPA 1001: Standard for Fire Fighter Professional Qualifications) A score of 70% or better is required on the final written examination. Students must also successfully complete a team skills check off. The skills check off is pass/fail and is based on a standard checklist. Major topics covered in the course are incident command, building construction, ventilation, water distribution, hose streams, fixed fire protection systems, fire prevention, inspection preplanning, ladders, and rescue procedures. Methods of Instruction include lecture, discussion, classroom exercises, audio/visual material, practical skills graded, and a final examination. Prerequisites: Firefighter I.

Registration closed: Feb 19 | Instructor: MFRI
Feb 26 - May 30 | 6:30pm - 9:30pm | Mon/Thu | 20 sessions | CTTC

EMT-B Recertification HM-127

This course is designed to provide students with the knowledge, skills and abilities to fulfill the requirements for EMT recertification. Major topics covered in the course are Maryland medical protocols for EMS providers, preparatory, airway, patient assessment, medical and behavioral situations, trauma situations, and emergency obstetrics: childbirth and infants and children. Methods of instruction include, lecture, discussion and team-focused practical exercises. Students must attend required classroom sessions, demonstrate proficiency in the practical skills evolutions and obtain a score of 70% or better on the MIEMSS Protocol Quiz.

Registration closed: Apr 28 | Instructor: MFRI
May 5 - May 20 | 8:30am - 3:30pm | Sat/Sun | 4 sessions | CTTC

Forklift Certification Training MT-176

This course is designed to teach students how to properly operate an industrial powered forklift. The course satisfies 29 CRF 1910.178 of the Occupational Safety and Health Administrations (OSHA) Powered Industrial Truck Operator Training Standard. Students will receive formal training in the classroom, practical training with hands on instruction, and an evaluation upon completion of training with successful participants receiving a certificate of training and wallet card. Topics include the following: pre-inspection, loading and unloading, maneuvering and operational skills, rules and regulations, and an emphasis on safety. Note: course may be lengthened or shortened due to number of attendees.

Registration closed: Apr 27 | Instructor: Joe Farris
May 4 | 9am - 2:30pm | Fri | 1 session | MTDI
MD SR: \$139 GC: \$149 OOC: \$154 OOS: \$159

CDL Learners Prep CV-43

This two-day course will prepare students for the Motor Vehicle Administration (MVA), Class A or B Commercial Driver permit exam. The course includes instruction on the following topics: general knowledge, air brakes, combination vehicles, as well as study and test taking skills. This course is taught through a combination of lecture, discussion, and hands-on activities. It is recommended that students get a CDL Manual at the local MVA office and review prior to start of class. Although we cannot guarantee that a student will be successful on his/her first attempt, we will make every attempt to provide the student with adequate instruction to be successful.

Registration closed: Jan 20 | Instructor: MTDI
Jan 27 - Jan 28 | 8am - 4pm | Sat/Sun | 2 sessions | MTDI
MD SR: \$95 GC: \$99 OOC: \$104 OOS: \$109

Registration closed: Feb 17 | Instructor: MTDI
Feb 24 - Feb 25 | 8am - 4pm | Sat/Sun | 2 sessions | MTDI
MD SR: \$95 GC: \$99 OOC: \$104 OOS: \$109

Registration closed: Mar 17 | Instructor: MTDI
Mar 24 - Mar 25 | 8am - 4pm | Sat/Sun | 2 sessions | MTDI
MD SR: \$95 GC: \$99 OOC: \$104 OOS: \$109

Registration closed: Apr 21 | Instructor: MTDI
Apr 28 - Apr 29 | 8am - 4pm | Sat/Sun | 2 sessions | MTDI
MD SR: \$95 GC: \$99 OOC: \$104 OOS: \$109

Registration closed: May 12 | Instructor: MTDI
May 19-May 20 | 8am - 4pm | Sat/Sun | 2 sessions | MTDI
MD SR: \$95 GC: \$99 OOC: \$104 OOS: \$109

BUS DRIVER TRAINING

Learn to drive a School Bus, Tour Bus, or Transit Bus!

The course is designed for students to earn a Class B Commercial Vehicle License with passenger and school bus endorsements. Anyone who earns a Class B license, with the above endorsements, can automatically drive a commercial bus or straight truck with a gross vehicle weight rating of over 26,000 pounds. Examples are school buses, charter buses, large vans, dump trucks, cement mixers and tow trucks. Topics covered include the following: pre-trip inspection, various skills in the yard, and over-the-road instruction. At the completion of training, the student will be taken to demonstrate at their local Department of Motor Vehicles to obtain their license.

Contact Terry Beachy at 301-895-4700 for more details.

Online Career Training Programs!



WORKFORCE

Innovation & Opportunities Act (WIOA)

Getting back to work with confidence!



Are you Unemployed? Get re-trained and get back to work.

We offer WIOA approved Career Training!

Our online career training programs include:

- Educational Mentors are available to answer questions and assist you as you study
- All our courses are all open-enrollment and self-paced, you can start anytime you are ready
- Most programs can be completed in 3 to 6 months but you have 12 months to complete a program, if needed
- All course materials are included with your course
- You'll be able to sit for industry certification, when available
- You'll receive a certificate of completion for each of your courses

Online Learning Features:

- Open Enrollment
- Affordable Tuition
- Professional Training
- Expert Mentors
- Materials Included
- Available 24/7

We offer online training programs for today's hottest careers:

- | | |
|------------------------------|---------------------------------|
| • Business & Management | • Healthcare & Medical |
| • Counseling & Coaching | • Hospitality & Travel |
| • Education & Child Care | • Information Technologies (IT) |
| • Fitness & Health | • Legal & Paralegal |
| • Green & Sustainable Energy | • Skilled Trades |

**Contact us
today to
learn more!**

Your Future Begins Today!

Garrett College-CEWD

301-387-3069



www.garrettcollege.edu/cewd



connie.meyers@garrettcollege.edu

CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

Students will be prepared to work in a variety of medical facilities including a doctor's office, urgent care facilities, and hospitals. The classes listed below teach the skills needed to perform both front and back office services. The curriculum is designed to prepare students to take the National Healthcareer Association (NHA) Certification exams for CCMA, Certified Medical Administration Assistant, and Phlebotomy.

Course	Hours of Instruction	Tuition & Fees for Garrett County Residents
Introduction to Health Care & Health Care Systems	45	\$450
Medical Terminology For Health Careers	24	\$235
Basic Math for Health Career Professions	9	\$85
Certified Medical Administrative Assistant	69	\$700
Externship #1 - Administrative	40	\$375
Phlebotomy Theory	60	\$625
Externship #2 - Phlebotomy	40	\$375
Basic Patient Intake	27	\$270
Basic Anatomy & Physiology for Health Careers	33	\$300
Pharmacology	30	\$250
Medicine Administration	15	\$130
Introduction to Laboratory Techniques	15	\$140
Basic EKG	15	\$190
Externship #3 - Clinical	40	\$415
NHA Exam		\$155
TOTAL - Includes most text books and other instructional materials.	462	\$4,695
<i>Scrubs and the cost for Certification testing with National Healthcareer Association is included in the fees.</i>		

Location of Training: Career Technology Training Center, Accident

Externship: Conducted at various medical facilities

Time to Complete Program: Approximately 12 months. Classes are held 3 evenings per week. Externship (120 hours) must be completed within 8-10 weeks after completion of course work. A detailed training schedule and course description of each class will be provided during an Orientation and Information Session.

Successful Completion:

- Students will be prepared for an entry level position as a Certified Clinical Medical Assistant, Phlebotomist/Venipuncture Technician, EKG Technician and Certified Medical Administration Assistant.
- Students must maintain a 75% average on quizzes and tests in each class and meet attendance requirements to progress to the next class.
- Pass the National Healthcareer Association (NHA) Certification Exam

Certifying Professional Association/Agency: National Healthcareer Association (NHA)

Additional Requirements:

- Students are required to have a High School Diploma or equivalent.
- Students must participate in an Orientation and Information Session. Call 301-387-3772 for the planned dates and times.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, PPD, Hepatitis B, tetanus, and flu are current if required by the externship location. The cost of the vaccinations are the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

SEE PAGE 37 for SCHEDULE of WORKFORCE COURSES starting this session.

CERTIFIED MEDICAL ADMINISTRATION ASSISTANT (CMAA)

Learn the skills needed to serve patients by being the first person to greet them when they arrive in a medical facility, scheduling appointments, maintaining records and patient accounts. The curriculum includes all topics required for students to prepare for the National Healthcareer Association (NHA) exam.

Course	Hours of Instruction	Tuition & Fees for Garrett County Residents
Introduction to Health Care & Health Care Systems	45	\$450
Medical Terminology For Health Careers	24	\$235
Basic Math for Health Career Professions	9	\$85
Certified Medical Administrative Assistant	69	\$700
Externship #1 - Administrative	40	\$375
TOTAL - Includes most text books and other instructional materials.	187	\$1,845
<i>The cost for Certification testing with National Healthcareer Association is included in fees.</i>		

Location of Training: Career Technology Training Center, Accident

Externship: Conducted at various medical facilities

Time to Complete Program: Approximately 4-6 months. Classes are held 2-3 evenings per week. Externship (40 hours) must be completed within 6 weeks after completion of course work. A detailed training schedule and course description of each class will be provided during an Orientation and Information Session.

Successful Completion:

- Students will be prepared for an entry level position as a Certified Medical Administration Assistant.
- Students must maintain a 75% average on quizzes and tests in each class and meet attendance requirements to progress to the next class.
- Pass the National Healthcareer Association (NHA) Certification Exam

Certifying Professional Association/Agency: National Healthcareer Association (NHA)

Additional Requirements:

- Students are required to have a High School Diploma or equivalent.
- Students must participate in an Orientation and Information Session. Call 301-387-3087 for the planned dates and times.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, PPD, Hepatitis B, tetanus, and flu are current if required by the externship location. The cost of the vaccinations are the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

SEE PAGE 37 for SCHEDULE of WORKFORCE COURSES starting this session.

CERTIFIED NURSING ASSISTANT (CNA)

State of Maryland regulations require that anyone who performs nursing tasks, delegated by a nurse for compensation, must complete an approved Certified Nursing Assistant (CNA) course of study and be certified by the Maryland Board of Nursing. The following two classes prepare you for your CNA certification. Those individuals who desire work in long-term care facilities (nursing homes) must, after completing the CNA course, also take the Maryland NNAAP registry test (written and skills) to become certified as a Geriatric Nursing Assistant (GNA). Additional fees apply for this test and are not included in the CNA tuition.

Course	Hours of Instruction & Clinical Experience	Tuition & Fees for Garrett County Residents
Certified Nursing Assistant - Theory This 80-hour course includes topics like the role and responsibility of nursing assistant, major organs, and body systems, common medical terms and abbreviations, ambulation devices, human growth and development, ethical and legal issues, and demonstration of various nursing assistant functions. The cost of this course includes all instructional material, scrubs and American Heart Association CPR certification. Students must complete the Theory portion of the course with a minimum of 80% to move on to the Clinical portion.	80	\$800
Certified Nursing Assistant - Clinical This class includes a 40-hour clinical component of the C.N.A. course and an 8-hour skills practice and final exam. Students must first successfully complete the Theory portion before attending this class. Both classes must be successfully completed to apply for the Maryland C.N.A. license. During the supervised Clinical portion of the course, students will provide demonstrations of learned skills with nursing home residents for evaluation against accepted standards. 100% attendance is required and students must be evaluated as satisfactory in all areas during the skills final exam to successfully complete the C.N.A. course. Students who do not complete must re-take both the theory and clinical components. Scrubs and current TB test are required for clinicals.	40	
Fingerprint Fee, Criminal Background Check, Application Fee		\$60
ESTIMATED TOTAL	120	\$860
GNA certification involves additional testing at a cost of \$105.		

Location of Training: Career Technology Training Center, Accident or Southern High School, Oakland

Time to Complete Program: Approximately 2-3 months

Successful Completion:

- Students will be ready to apply to the Maryland Board of Nursing for the CNA Certification. CNA's work in entry level positions in medical offices, home health care agencies, and hospital settings.
- Students are also prepared to sit for the Geriatric Nursing Assistant (GNA) exam which, when completed, will also provide job readiness for work in long-term care facilities such as nursing homes.

Certifying Professional Association/Agency: Maryland Board of Nursing

Additional Requirements:

- Students are required to have a high school diploma or equivalent. Students enrolled in an Adult Education Program to prepare to earn a high school diploma may enroll with Program Coordinator approval.
- Call 301-387-3087 to obtain additional information and to schedule testing.

SEE PAGE 37 for SCHEDULE of WORKFORCE COURSES starting this session.

MEDICAL BILLING & CODING

The medical billing and coding profession is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. The medical industry will have almost 50% more jobs available by 2018; therefore, a surplus of medical facilities will continue to hire candidates who specialize in medical billing and coding.



About the Program

This billing and coding program delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. With the transition to ICD-10, effective as of October 1, 2015, this course will also provide training in ICD-10-CM. This course covers the following key areas and topics:

- An overview of healthcare & insurance industry
- The organization and use of the ICD-9-CM, ICD-10-CM, CPT, and HCPCS manuals to identify correct codes
- Detailed review and practice using the alphabetic index and tabular list of the ICD-9-CM, ICD-10-CM, and practice coding examples within the CPT
- Basic claims processes for medical insurance and third-party reimbursements
- Completing common insurance forms, tracing delinquent claims, and appealing denied claims
- ICD-10-CM Overview

Education & Certification

- Students should have or be pursuing a high school diploma or GED.
- Numerous national certification exams are available for students who complete this course including American Academy of Professional Coders (AAPC), American Health Information Association (AHIMA) and others.
- Certain national certification organizations suggest 6 months to 2 years of practical work experience prior to pursuing certain national certification exams.

Detailed Course Topics Covered

- Intro to International Classification of Diseases, Clinical Modifications & Coding Guidelines
- Introduction to the organization and use of the ICD-9-CM, ICD-10-CM, and CPT manuals
- Basics of diagnostic and procedural coding
- The Health Insurance Claim Form (CMS 1500)
- HIPAA and Electronic Data Interchange (EDI)
- Review and practice coding Evaluation and Management (E&M) services
- Review and practice coding from anesthesia, surgery, radiology, medicine, and the pathology/laboratory sections of the CPT
- CPT Modifiers, E and V Codes, and Late Effects
- Coding surgical procedure and medical procedures for the cardiovascular, integumentary, male/female reproductive systems, maternity care and delivery
- Coding for general surgery, radiology, pathology, diagnostic, therapeutic and laboratory services and the Level II National Codes
- Tracing delinquent claims & insurance issues
- Third-party reimbursement issues
- Development of and Improvements to the ICD-10-CM Coding Manual
- Examination of the ICD-10-PCS system

Course Hours: 80 Hours + 80 Hours Online Training

Student Tuition: \$1,999 (Textbooks Included)

*Certification Exam Fee not included

March- June 2018

Tuesdays and Thursdays

5:30pm - 8:30pm

For Questions or to ENROLL:

Kaitlyn Fike, 301-387-3087

SEE PAGE 37 for SCHEDULE of WORKFORCE COURSES starting this session.

PHLEBOTOMY - VENIPUNCTURE SPECIMEN COLLECTION

Students will learn the methods for drawing blood for laboratory testing. A Phlebotomist is employed in various medical facilities including hospitals, doctor's offices, and medical laboratories. Instruction for this program will be provided by health care professionals licensed for the subject matter being taught.

Course	Hours of Instruction & Clinical Experience	Tuition & Fees for Garrett County Residents
Introduction to Health Care & Health Care Systems	45	\$450
Phlebotomy Theory	60	\$625
Externship #2 - Phlebotomy	40	\$375
TOTAL - Includes all instructional materials, (1) lab coat, & (1) set of scrubs. <i>Does not include the cost of CPR training or National Healthcareer Association (NHA) Exam.</i>	145	\$1,450

Location of Training: Career Technology Training Center, Accident

Externship: Conducted at Garrett Memorial Hospital and various other medical sites

Time to Complete Program: Approximately 6 months. Classes are held 2-3 evenings per week. Externship (40 hours) must be completed within 8 weeks of the completion of course work. A detailed training schedule and course description for each class will be provided during an Orientation and Information Session.

Successful Completion:

- Students will be prepared for an entry level position as a phlebotomist/venipuncture technician.
- Students must maintain a 75% average on quizzes and tests in each class and meet attendance requirements to progress to the next course.
- Pass the National Healthcare Association Certification Exam

Certifying Professional Association/Agency: National Healthcareer Association (NHA)

Additional Requirements:

- Students are required to have a High School Diploma or equivalent.
- Students must participate in an Orientation and Information Session. Call 301-387-3772 for the planned dates and times.
- Proof of health insurance coverage is required at time of registration.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, PPD, Hepatitis B, tetanus, and flu are current. The cost of the vaccinations is the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

SEE PAGE 37 for SCHEDULE of WORKFORCE COURSES starting this session.

VETERINARY ASSISTANT

Veterinary Assistants aide in kennel care, assist veterinary technicians and veterinarians during exams of domestic animals and provide support throughout the veterinary office. They are employed in animal shelters, animal emergency centers, and veterinary practices. Instruction for the program is provided by a licensed Veterinary Technician and/or licensed Veterinarian.

Course	Hours of Instruction	Clinical Experience	Tuition & Fees for Garrett County Residents
Veterinary Assistant One - Orientation to the Veterinary Profession	33	6	\$475
Veterinary Assistant Two - Outpatient Diagnosis & Treatment	30	10	\$325
Veterinary Assistant Three - Inpatient Treatment & Care	30	10	\$325
TOTAL - Includes all instructional materials & one set of scrubs for clinical experience.	93	26	\$1,125

Location of Training: Career Technology Training Center, Accident

Time to Complete Program: Approximately 6 months. Classes are held 2 evenings per week or one evening and one Saturday per week. Clinical experience is scheduled throughout the program at various animal care facilities.

Successful Completion: Students will be prepared to work in an entry level position in an animal care facility and/or be prepared to continue training to earn an AA degree as a Veterinary Technician.

Certifying Professional Association/Agency: This training program meets the National Association of Veterinary Technicians of America (NAVTA) guidelines and requirements for clinical experiences, certifications/licensing of instructors, and curriculum content.

Additional Requirements:

- Students are required to have a High School Diploma or equivalent. Students currently enrolled in an Adult Education Program to prepare to earn a high school diploma may be eligible to enroll with Program Coordinator approval.
- Students must participate in an Orientation and Information Session. Call 301-387-3770 for the planned dates and times.
- Garrett College does not require a background check or drug testing; however, individual animal care facilities may require our student to submit to one or both.
- Health insurance is not required; however, Garrett College does not assume any responsibility for health issues caused by animal bites, scratches, or other injuries. It is suggested that students meet with their health care professional to insure their immunizations including a tetanus shot are up to date.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

SEE PAGE 37 for SCHEDULE of WORKFORCE COURSES starting this session.

CHILD CARE PROVIDER

Child care professionals care for children in a variety of settings including schools, businesses, private households, and child care centers. They perform a variety of tasks including dressing, feeding, overseeing play, and age appropriate instruction. The program listed below is a non-credit Continuing Education and Workforce Development program designed to prepare students for a career working with young children ages 3-6.

Course	Hours of Instruction	Tuition & Fees for Garrett County Residents	Comment
Child Care I - Growth and Development	45	\$200	This is a required course for all Child Care training programs. <i>Instructional materials included.</i>
Child Care II - Activities for Young Children	45	\$200	This course is required for child care providers working with young children (age 3-6). <i>Instructional materials included.</i>
Communication Skills for Child Care Professionals	9	\$25	
TOTAL	99	\$425	

Location of Training: Southern Outreach Center, 14 N. 8th Street, Oakland, Maryland

Time to Complete Training: The training can be completed in approximately 16 weeks. One 3 hour class per week and a minimum of 3 hours of independent/distance learning per week.

Method of Instruction: Child Care I, II, & III include class room instruction and distance learning. Class room instruction is used for Communication Skills for Child Care Professional.

Requirements:

- High School Diploma or equivalent
- Computer literacy and internet access
- Obtain and Maintain active CPR certification

CONTACT: Call Kaitlyn Fike, Program Coordinator at 301-387-3087 for additional information and to register for the program.



COMMUNITY HEALTH WORKER - Coming Winter 2018!!!

Please call 301-387-3087 for more information.

SEE PAGE 37 for SCHEDULE of WORKFORCE COURSES starting this session.

BUILDING/PROPERTY MAINTENANCE TECHNICIAN (CAMT)

Building Maintenance Technicians repair and maintain appliances, and the electrical, plumbing, HVAC and interior/exterior areas of apartments, rental homes, condominiums, resort housing/facilities, and large office buildings.

Course	Hours of Instruction	Tuition & Fees for Garrett County Residents
CFC-EPA Section 608 Certification. <i>This is a prerequisite prior to completing the appliance repair and HVAC modules.</i>	21	\$200
CERTIFICATE IN APARTMENT/BUILDING MAINTENANCE TECHNICIAN (CAMT)	91	\$1,025
Two (2) On-Line classes		
Electrical Maintenance and Repair		
Plumbing Maintenance and Repair		
HVAC Maintenance and Repair		
Appliance Maintenance and Repair		
Interior & Exterior Maintenance and Repair		
Job Shadow (Optional)	24	\$35
TOTAL		CFC-EPA & CAMT - \$1,225 CFC-EPA, CAMT & Job Shadow - \$1,260

Location of Training: Career Technology Training Center, Accident

Time to Complete Program: Approximately 4-5 months. Classes are held 2 evenings per week and 1-3 Saturdays throughout the course.

Successful Completion:

- **CFC-EPA Section 608** - Students will become certified in Refrigerant Recovery upon successfully demonstrating appropriate refrigerant recovery and disposal skills and achieving a passing score on the on-line test provided by EPA approved ESCO Corporation.
- **CAMT** - Upon completion of all required courses, achieving a passing score on all individual course quizzes, and achieving a passing score on the final exam, a conditional certificate will be issued. Full Certification will be issued after one year of employment in the industry. Garrett College will also provide a certification of participation and/or achievement.

Certifying Professional Association/Agency: National Apartment Association Education Institute (NAAEI)

Additional Requirements:

- Students are required to have a High School Diploma or equivalent. Students currently enrolled in an Adult Education Program to prepare to earn a high school diploma may be eligible to enroll with Program Coordinator approval.
- Students must pass the CFC-EPA Section 608 Certification exam prior to starting the modules on appliance repair and HVAC.
- Call Carol Mowbray Brooks at 301-387-3770 to obtain additional information and to enroll in the training program.



WIRELESS BROADBAND TECHNICIAN/INSTALLER - Coming Soon!!!

SEE PAGE 37 for SCHEDULE of WORKFORCE COURSES starting this session.

MACHINING

Machinists are employed in a variety of industries including energy, transportation, advanced manufacturing and the production of specialty products. This training program is designed to prepare students for a career in manual and CNC machining using classroom instruction, computer based training and extensive hands-on experience.

Course	Class Room Hours of Instruction	Computer Lab-Tooling Hours of Instruction	Tuition & Fees for Garrett County Residents
Preparation for Machining	24.5	7.5	\$600
Job Planning, Bench Work & Layout	24.5	7.5	\$500
Manual Milling	38.5	8.5	\$650
Manual Turning	38.5	8.5	\$650
TOTAL MANUAL MACHINING	137	33	\$2,400
CNC Milling Set-Up & Programming	56	10	\$700
CNC Turning Set-Up & Programming	56	10	\$700
CNC Milling: Operation	56	10	\$700
CNC Turning: Operation	56	10	\$700
TOTAL CNC - The cost for one NIMS test for each course and text books are included in the cost of tuition & fees.	224	40	\$2,800

Location of Training:

- Manual Machining Classes-Southern High School, Oakland
- CNC Classes-Career Technology Training Center, Accident

Method of Instruction: Classroom, hands-on experience in a Machine Shop, independent Computer Based Training (CBT)

Time to Complete Program: Approximately 12-18 months. Classes are held 2 evening per week. Students may be able to accelerate completion by demonstrating competency through NIMS testing.

Successful Completion:

- Students will be able to demonstrate core competencies as outlined by NIMS.
- Students will also have the opportunity to earn 1 NIMS Credential in each class.
- Students can complete the entire program or take individual classes based on prior learning and credentialing goals.
- Preparation for Machining is a required prerequisite for all Machining classes unless the student is able to demonstrate prior learning through NIMS testing.
- Manual machining experience or prior training is required to enrolling in CNC classes.

Certifying Professional Association/Agency: National Institute of Metalworking Skills (NIMS)

Additional Requirements:

- Students must have a High School Diploma or equivalent.
- Math and reading skills may be assessed to determine if students are prepared to complete the course of study.
- Assistance to improve reading and math skills may be available through the Adult Education program.
- Call Carol Mowbray Brooks at 301-387-3770 to obtain additional information and to enroll in the training program.

SEE PAGE 37 for SCHEDULE of WORKFORCE COURSES starting this session.

WELDING

Welders are employed in almost every trade and work in a variety of locations including below ground, under water, on high rise buildings, and bridges. Over 80 certifications are available based on the location of work and metal product being used in the process.

Course	Class Room Hours of Instruction	AWS On-Line Instruction	Tuition & Fees for Garrett County Residents
Preparation for Welding	45	4	\$675
Welding One	63	7	\$1,225
Welding Two	63	7	\$1,075
AWS Testing (One test included in Fees)			
TOTAL - Includes text books for Preparation for Welding & Welding One and safety equipment for all courses.	171	18	\$2,975

Location of Training: Career Technology Training Center, Accident

Time to Complete Program: Approximately 10-12 months. Classes are held 1-2 evenings per week. AWS Testing conducted on a Saturday. Students must complete AWS On-Line assignments independently and on their own time. This is not included in the Class Room Instruction Hours.

Method of Instruction: Classroom, hands-on experience in a Welding Shop, and independent Computer Based Training (CBT)

Successful Completion:

- At the conclusion of the Preparation for Welding class, students will be able to demonstrate standard safety procedures & earn an OSHA certification, apply basic math to prepare materials, read a welding print to prepare and complete a welding project, and identify the skills required to obtain and retain employment.
- At the conclusion of Welding One, students will be prepared to register for Welding Two.
- At the conclusion of Welding Two, students will be prepared to take the horizontal and vertical AWS Welding Test.

Certifying Professional Association/Agency: American Welding Society (AWS)

Additional Requirements:

- Students are required to have a High School Diploma or equivalent. Students currently enrolled in an Adult Education Program to prepare to earn a high school diploma may be eligible to enroll with Program Coordinator approval.
- Call Carol Mowbray Brooks at 301-387-3770 to obtain additional information and to enroll in the training program.



INDUSTRIAL/COMMERCIAL CONSTRUCTION - Coming Winter/Spring 2018!

This new program was developed at the request of local businesses in need of employees with the skills attained in this program.

Here are some of the certifications that will be earned through this full-time, 160 hour (approximately 5 weeks) program:

OSHA 10 | Forklift | Man lift | CPR & First Aid | Heavy Equipment Operator | Rigging Theory

Students will have the opportunity to participate in classroom instruction, computer based training, hands-on experiential learning, and in the industry field.

Please call 301-387-3087 to express interest or to learn more!

SEE PAGE 37 for SCHEDULE of WORKFORCE COURSES starting this session.

COMMERCIAL TRUCK DRIVING (CDL)

Class A, CDL Training

This skills-oriented program offers a professional truck driving curriculum for the purpose of qualifying students for entry level positions as drivers in over-the-road or local driving vehicles. Topics covered include the following: pre-trip inspection, various skills in the yard, and over-the-road instruction along with a basic overview of map reading and log books. At the completion of training, the student will be taken to demonstrate at their local Department of Motor Vehicles to obtain a Class A license. Estimated cost \$3985.00



CDL Learners Prep

This two-day course will prepare students for the Motor Vehicle Administration (MVA), Class A or B Commercial Driver permit exam. The course includes instruction on the following topics: general knowledge, air brakes, combination vehicles, study and test taking skills. This course is taught through a combination of lecture, discussion, and hands on activities. It is recommended that students get a CDL Manual at the local MVA office and review prior to start of class. Although we cannot guarantee that a student will be successful on his/her first attempt, we will make every attempt to provide the student with adequate instruction to be successful. Estimated cost \$99.00

Class B, CDL Training

This course will cover the essentials to obtain a Class B license including the following: pre-trip inspection, various skills in the yard, and over-the-road instruction along with a basic overview of map reading and log books. At the completion of training, the student will demonstrate at their local Department of Motor Vehicles to obtain a Class B license. To expand, the Class B license allows an individual to operate any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 or more pounds; with any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR. To register for the course, the student must already possess the following paperwork: a current Department of Transportation (DOT) Physical which cannot expire during the training period, a drug screen less than sixty (60) days old, and a Class B, CDL Learner's Permit. Estimated Cost \$1965.00



Hazmat Endorsement | Bus Driver Training - Call Terry Beachy at 301-895-4700 for details.

Location of Training: Mountain Top Truck Driving Institute. 301-895-4700

Time to Complete Program:

- **Class A:** The training will encompass 210 hours (30 days) of training and will be offered in a weekday, evening or a weekend setting. The weekday option will be offered in a 7.5 week timeframe, Monday through Thursday, 8:00 a.m. to 4:00 p.m. The evening option will be 10 weeks, Monday through Thursday, 5:00 to 10:30 p.m. The weekend option has duration of 15 weeks; thus, Saturday and Sunday, 8:00 a.m. to 4:00 p.m.
- **Class B:** 6 days duration - arranged

Successful Completion:

- **Class A:** The curriculum consists of classroom, range skills and over-the-road instruction to acquire the fundamentals for operating trucks and tractor trailers for those that require a Class A license.
- **Class B:** With a Class B CDL, you can drive cement, gravel, delivery, and refuse trucks that will allow you to make a good salary and stay close to home.

SEE PAGE 37 for SCHEDULE of WORKFORCE COURSES starting this session.

SCHEDULE OF UPCOMING WORKFORCE COURSES

ALLIED HEALTH

Course Title	Reg. Closed	Start Date	End Date	Sessions	Day	Time	Location
C.N.A. Theory (HM-466)	3/13/2018	3/20/2018	5/15/2018	16	T/F	9:30am-3pm	CTTC
C.N.A. Clinical (HM-32)	5/9/2018	5/16/2018	5/22/2018	5	M-F	6:30am-3pm	Oakland Nursing & Rehab

CONSTRUCTION & BUILDING MAINTENANCE

Course Title	Reg. Closed	Start Date	End Date	Sessions	Day	Time	Location
CFC-EPA Section 608 Certificate (TI-99)	3/14/2018	3/21/2018	4/10/2018	6	T/W	5pm-8:45pm	CTTC
Certificate in Apartment and Building Maintenance Technician (TI-95)	2/8/2018	2/15/2018	6/5/2018	26	T/Th	5pm-8:45pm	CTTC

MANUFACTURING

Course Title	Reg. Closed	Start Date	End Date	Sessions	Day	Time	Location
CNC Turning Operations (TI-167)	3/28/2018	4/4/2018	6/4/2018	16	M/W	5pm-8:45pm	CTTC
CNC Turning-Programming and Set Up (TI-166)	1/29/2018	2/5/2018	4/2/2018	16	M/W	5pm-8:45pm	CTTC

TRANSPORTATION

Course	Start Date	Day	Time	Location
CDL Learners Prep	Your choice: • Jan 27 • Feb 24 • Mar 24 • Apr 28 • May 19	Sat/Sun	8am-4pm	MTDI
Class A, CDL Training	Continuous	30 Days	8am-4pm	MTDI
Class B, CDL Training	Continuous	6 Day Duration	8am-4pm	MTDI
School Bus Training	Continuous	6 Day Duration	8am-4pm	MTDI

CUSTOMIZED TRAINING OPPORTUNITIES

A well-trained workforce means higher productivity for your company. We can help you to custom design skills-related training to meet your specialized needs.

Garrett College can provide:

- Flexibility and Quick Turnaround
- Qualified Instructors
- Courses to Fit Your Specific Needs
- Convenient Times
- Training at Your Facility or at Any of Our Five Locations
- Cost Effectiveness
- Complete Service

Customized training topics may include:

Microsoft Word, Microsoft Excel, Microsoft Access, QuickBooks, Team-building, Communication, Supervisory Skills, Customer Service, and much, much more.

Please, let us know how we can help!



Training Doesn't Have to Put a Strain on Your Budget!



2017-2018 APPLICATION FOR ADMISSION TO WORKFORCE DEVELOPMENT TRAINING

This form should be completed by the prospective student. Please do not skip questions that apply to you.

PERSONAL INFORMATION

First Name _____ Middle Name _____ Last Name _____

Social Security Number _____ Any Previous Name(s) _____

Permanent Address: Street, City, State, Zip _____

Mailing Address: If different than Permanent Address _____

() _____ () _____
Home Phone Number Cell Phone Number

By providing your cell phone number, you consent to receiving text messages from Garrett College.

Email Address _____

Date of Birth (month/day/year): _____ / _____ / _____

Gender: ☐ Female ☐ Male

Ethnicity: Please check all that apply:

Are you Hispanic or Latino ☐ Yes ☐ No

☐ White

☐ Asian

☐ Black / African American ☐ American Indian / Alaska Native

☐ Native Hawaiian / Other Pacific Islander

Military Service:

Are you an active duty service member? ☐ Yes ☐ No

Are you a veteran? ☐ Yes ☐ No

If you answered "yes" to any of the above, please list the branch of service that applies: _____

Emergency Contact Information:

Full Name _____ Relationship _____

Home phone _____ Work/Cell Phone _____

How did you learn about Garrett College-Workforce Development Programs?

☐ College fair ☐ GC representative visited my school

☐ My high school counselor ☐ My high school coach

☐ Friends/family ☐ Postcard ☐ Newspaper

☐ Web search ☐ Billboard ☐ Radio

☐ Other _____

CITIZENSHIP

United States Citizen? ☐ Yes ☐ No

Country of birth: _____

Country of citizenship: _____

Is English your native (first) language? ☐ Yes ☐ No

If you are not a U.S. citizen:

a) Are you a permanent resident-alien? ☐ Yes ☐ No

(If yes, please attach a copy of your Alien Registration card)

b) Are you an F-1 or J-1 Visa holder? ☐ Yes ☐ No

If yes, list I-20 # _____

If no, indicate type of visa held _____

DECLARATION OF RESIDENCY

I am a legal resident of _____ (State) and

_____ (County)

Signature _____ Date _____

Documentation of residency may be required.

ADMISSIONS INFORMATION

Semester you plan to enter Garrett College-Continuing Education and Workforce Development: ☐ Fall (September)

☐ Winter/Spring (January) ☐ Summer (June)

Educational Status: ☐ New, first time attending any training after high school
☐ Returning Student

Educational Goals: (Please check one goal and list one program of study code from the attached list.)

- ☐ To finish a vocational or certificate training program and immediately seek employment
☐ To finish a vocational or certificate training program and transition to an AA Degree Program
☐ To participate in an apprenticeship program and vocational training
☐ Undecided

Intended training program or programs: _____ (See list of Workforce Development Programs on the next page)

EDUCATIONAL HISTORY

Please check the statement that applies to you regarding high school completion.

☐ I have or will graduate from high school in _____ (month) _____ (year).

Name of High School _____ City _____ State _____

☐ I have or will complete a homeschool program of study in _____ (month) _____ (year).

Name of homeschooling program _____ City _____ State _____

☐ I have or will earn a GED in _____ (month) _____ (year). Issuing state _____

☐ I do not have a high school diploma/GED, and I am not currently enrolled in high school or a GED preparation course.

☐ Check if you received special service while attending high school or had an Individual Education Plan (IEP)

FINANCIAL ASSISTANCE

You may be eligible to apply for a Workforce/Vocational Scholarship or other Financial Aid.

☐ I am interested in financial aid information.

☐ I have already been approved for financial assistance. Enter the name of the organization or grant _____

☐ I do not require financial assistance.

FERPA

Privacy Act (FERPA) The policy of the College is to protect and distribute a student's educational records, including, but not limited to any personally identifiable information in accordance with the federal Family Educational Rights and Privacy Act. To read more about FERPA, please go to <https://www.garrettcollege.edu/about/policies/family-educational-rights-and-privacy-act-ferpa>

☐ By checking this box, I agree that my academic and financial records can be discussed with the following individual(s):

Signature

Date

CERTIFICATION OF INFORMATION

I certify that the information which I have given on this application is complete and accurate. I understand that failure to provide accurate information, particularly regarding residency, may be just cause for a disciplinary action and/or increase in tuition. I understand that it is my responsibility to notify Garrett College of any change in information contained in the application. In making this application, I accept and agree to abide by the policies, procedures, and regulations of Garrett College.

Signature

Date

Parent Signature (if under the age of 18)

Date

AVAILABLE PROGRAMS

Allied Health:

- ☐ Certified Clinical Medical Assistant (CCMA)
- ☐ Certified Medical Administrative Assistant (CMAA)
- ☐ Certified Nursing Assistant (CNA)
- ☐ Community Health Worker (*Coming Soon!*)
- ☐ Emergency Medical Technician
- ☐ Medical Coding & Medical Billing
- ☐ Paramedic
- ☐ Phlebotomy - Venipuncture Technician
- ☐ Surgical Technician (*Coming Soon!*)
- ☐ Veterinary Assistant

Business & Professional Services:

- ☐ Administrative Assistant/Office Skills

Construction & Building Maintenance:

- ☐ Broadband Installer (*Coming Soon!*)
- ☐ Certificate in Apartment/Building Maintenance
- ☐ Industrial/Commercial Construction (*Coming Soon!*)

Education & Human Services:

- ☐ Child Care

Hospitality & Tourism:

- ☐ Hospitality & Tourism

Manufacturing:

- ☐ Machining - CNC
- ☐ Machining - Manual
- ☐ Welding

Transportation:

- ☐ Bus Driver Training
- ☐ Commercial Driver's License (CDL)
- ☐ Diesel Mechanic (*Coming Soon!*)

Call **301-387-3136** to receive detailed information about each training program.

Information is also available on the Garrett College Web Site: **www.garrettcollege.edu**

APPLICATION CHECKLIST

APPLICATION FOR ADMISSION

> Mail your completed application for admission to: **Garrett College, 687 Mosser Road, McHenry, MD 21541. Attn: CEWD.** Provide a copy of your high school diploma or transcript if required for the training program.

> You will be contacted by the Program Director to schedule an Orientation Session and a time to take the TABE (Tests of Adult Basic Education) if required for the training program. The TABE is used to insure students have the basic math and reading skills required to successfully complete their chosen training program. **Remedial assistance may be available to improve math and reading skills.**

> Students seeking accommodation for a documented disability should provide this information to Carol Mowbray Brooks, Director of Adult Education and Workforce Development. 301-387-3770

APPLICATION FOR FINANCIAL ASSISTANCE

> Mail your completed scholarship application and required documentation to: **Garrett College, 687 Mosser Road, McHenry, MD 21541. Attn: CEWD.** If you have questions please call 301-387-3136.



Follow Continuing Education and Workforce Development (CEWD) on Facebook for current happenings and latest course updates!



GC.CEWD



2017-2018 APPLICATION FOR FINANCIAL ASSISTANCE FOR WORKFORCE DEVELOPMENT TRAINING

This form should be completed by the prospective student. Please do not skip questions that apply to you.

PERSONAL INFORMATION

First Name	Middle Name	Last Name
Social Security Number		Any Previous Name(s)
Permanent Address: Street, City, State, Zip		
Mailing Address: If different than Permanent Address		
() Home Phone Number	() Cell Phone Number <i>By providing your cell phone number, you consent to receiving text messages from Garrett College.</i>	
Email Address		
Date of Birth (month/day/year): / /		

ELIGIBILITY INFORMATION

Applicants for Financial Assistance MUST:

- Be in good financial standing with Garrett College
- Be able to provide a down payment toward the desired training program
- Complete the *Application for Admission to Workforce Development Training*
- Complete the *Application for Financial Assistance for Workforce Development Training*
- Provide a copy of a high school diploma, GED equivalent, home school course of study, or high school transcript
- Agree to sign the scholarship acceptance letter and be willing to draft a 'Thank You' letter to the donor of the scholarship received

EDUCATIONAL HISTORY

Please check the statement that applies to you regarding high school completion.

☐ I have or will graduate from high school in _____ (month) _____ (year).

Name of High School _____ City _____ State _____

☐ I have or will complete a homeschool program of study in _____ (month) _____ (year).

Name of homeschooling program _____ City _____ State _____

☐ I have or will earn a GED in _____ (month) _____ (year). Issuing state _____

☐ do not have a high school diploma/GED, and I am not currently enrolled in high school or a GED preparation course.

SCHOLARSHIPS / FINANCIAL ASSISTANCE

Scholarships are awarded based on criteria established by the donor. Currently we have the following scholarships available to support our workforce development:

- Garrett County Occupational Scholarship
- Oakland Rotary Scholarship
- Jeffrey Kirk Roszell Scholarship
- SNAP E & T Scholarship
- MMTA Scholarship (Truck Driving Only)
- Naylor Scholarship
- Jeremy Bernard Scholarship

In addition, local human service agencies may be able to assist with funding, including: Western Maryland Consortium, Garrett County Community Action Committee, Inc., Garrett Works, DORS, and others.

FERPA

Privacy Act (FERPA) The policy of the College is to protect and distribute a student's educational records, including, but not limited to any personally identifiable information in accordance with the federal Family Educational Rights and Privacy Act. To read more about FERPA, please go to <https://www.garrettcollege.edu/about/policies/family-educational-rights-and-privacy-act-ferpa>

☐ By checking this box, I agree that my academic and financial records can be discussed with the following individual(s):

Signature

Date

CERTIFICATION OF INFORMATION

I certify that the information which I have given on this application is complete and accurate. I understand that failure to provide accurate information, particularly regarding residency, may be just cause for a disciplinary action and/or increase in tuition. I understand that it is my responsibility to notify Garrett College of any change in information contained in the application. In making this application, I accept and agree to abide by the policies, procedures, and regulations of Garrett College.

Signature

Date

Parent Signature (if under the age of 18)

Date

HURRY!

Time's Ticking Don't Miss Out REGISTER NOW!

Continuing Education & Workforce Development registrations will be taken on a first-come, first-served basis. Most courses have registration deadlines, which allows ample time to notify students and instructors, should a course not meet its minimum enrollment. The department recognizes the inconvenience last-minute cancellations cause in the busy lives of our community members. Please register before the deadlines.



www.garrettcollege.edu/cewd • 301-387-3069

NONCREDIT REGISTRATION FORM

Mail to: Continuing Education
687 Mosser Rd. McHenry, MD 21541
(301) 387-3069 • cewd@garrettcollege.edu

Please print clearly.

Social Security Number: _____

Name: _____
First Middle Last

HOME
Street Address: _____

City: _____ State: _____ Zip: _____

Primary
Phone #(s): _____

Primary email: _____
for account access

Date of Birth: _____ / _____ / _____ ☐ Male ☐ Female
MM DD YY

ETHNICITY:

☐ White ☐ Hispanic/Latino ☐ Asian ☐ Black/African American ☐ Other

RESIDENCY (choose one):

☐ MD Senior (Age 60+) ☐ Garrett County ☐ Out-of-County ☐ Out-of-State

I certify that the information given on this registration form is correct.

Signature _____ Date _____

GARRETT COLLEGE CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Course Title	Location	Starting Date/Time	Cost \$
Balance Due:			

Make checks payable to: Garrett College

Thank you for registering! To see updates and more of what we offer, visit www.facebook.com/GC.CEWD.

☐ Please add me to the CEWD Schedule Mailing List

REGISTRATION & FEES

REGISTRATION INFORMATION

Registration for non-credit courses can be completed in person, by phone, by mail, by fax, or online. Persons interested in registering for a course may visit the office, located in room 114 of the Garrett Information Enterprise Center on the McHenry campus of Garrett College. They may also call the main line at (301) 387-3069, or fax a registration form (found on the following page) to (301) 387-3096. To register online, visit www.garrettcollege.edu/cewd.

Continuing Education & Workforce Development registrations will be taken on a first-come, first-served basis. Your birthdate is required by the Maryland Higher Education Commission. Payment may be made by mail or in person at our office. We accept VISA, MasterCard, American Express and Discover - please call us at 301-387-3069.

Most courses have registration deadlines, which allows for ample time to notify students and instructors, should a course not meet its minimum enrollment. The department recognizes the inconvenience last-minute cancellations cause in the busy lives of our community members. Please register before the deadlines.

FINANCIAL INFORMATION

Course costs listed include tuition, fees, and out-of-county/out-of-state differentials (where applicable). Costs listed for Maryland Senior Citizens (persons 60 years of age or older) include a tuition waiver (where applicable) and fees. All students are responsible for any materials or texts that may be required for all classes.

REFUND POLICY

Completion of a registration form (in person, by phone, or by FAX) and tuition and/or fee payment serves as confirmation of registration and results in the student being obligated for the cost of the course. If, for any reason, a student cannot attend the course for which he/she is registered, it is his/her responsibility to withdraw from the course. In order to withdraw from a noncredit course the student must complete a 'withdrawal' form. Refunds will be made in full if you withdraw from a course by the course registration closing date. If you withdraw prior to the second class meeting, you are entitled to a 75% refund of total course cost. There will be no refund after the second class session. Any requests for exceptions to this policy must be made in writing and should be submitted to the Dean of Continuing Education & Workforce Development.

FINANCIAL AID FOR NONCREDIT COURSES

The following agencies may assist individuals, who meet their funding criteria, with tuition/fee assistance:

Western Maryland Consortium: (301) 334-8136
Garrett Works: (301) 533-3000

There are currently two scholarship opportunities for noncredit students:

Garrett County Occupational Scholarship: The Occupational Scholarship is an extension of the Garrett County Scholarship Program, providing funding for eligible students to obtain occupational training in courses leading to industry-recognized certification. Eligible students are defined as Garrett County residents who will graduate from a Garrett County High School in June of 2017, received their GED during the 2016-2017 academic year (but prior to June 2017), participated in an acknowledged Home School program, or are current high school students eligible for dual-enrollment. The Occupational Scholarship funds tuition and fees for eligible students who successfully complete their course/program. Awards based on available funding. Call (301) 387-3136 for an application.

Naylor Scholarship: The Audrey Naylor Scholarship has been established by the Naylor family to provide funding for eligible adults to obtain occupational training in courses leading to industry-recognized certification. Recipients of the Audrey Naylor Scholarship are required to fund a portion of the total cost (tuition + fees) of the course(s) or program taken. Eligible students are defined as Garrett County adults, 18 and older, who are high school graduates or GED recipients. Call (301) 387-3136 for an application.

Garrett College does not discriminate on the basis of race, sex, color, religion, national origin, ethnic origin, or handicapping conditions. This nondiscrimination policy includes equal treatment for students in regard to admission, programs/activities, financial assistance, and equal treatment of faculty and staff in employment.



STAFF DIRECTORY

Terry Beachy, Assistant Director, Workforce Development & Community Education

301-895-4700, terry.beachy@garrettcollege.edu
Northern Outreach Center (NOC), Grantsville
Mountaintop Truck Driving Institute; Community Education

Doug Beitzel, Program Coordinator

301-387-3772, doug.beitzel@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident
Emergency Services Training, Paramedic

Donna Bittinger, Office Associate

301-387-3136, donna.bittinger@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident

Carolina Dodge, Administrative Assistant

301-387-3088, carolina.dodge@garrettcollege.edu
Main Office, McHenry

Kaitlyn Fike, Coordinator of Workforce Development

301-387-3087, kaitlyn.fike@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident
Machining, Welding, Child Care

Sarah Friend, Coordinator of Operations

301-387-3064, sarah.friend@garrettcollege.edu
Main Office, McHenry

Max Hill, Coordinator of Business Solutions

301-387-3142, max.hill@garrettcollege.edu
Main Campus, McHenry
Garrett Information Enterprise Center, Business Development & Outreach

Mary Keller, Program Associate

301-387-3771, mary.keller@garrettcollege.edu
Main Office, McHenry

Connie Meyers, Director of Business Solutions

301-387-3084, connie.meyers@garrettcollege.edu
Main Campus, McHenry
Online Training, Professional Development, Customized Business Training

Carol Mowbray Brooks, Director of Adult Education & Workforce Development

301-387-3770, carol.mowbraybrooks@garrettcollege.edu
Southern Outreach Center (SOC), Oakland
ABE, GED, Career Preparation

Alyssa Savage, Program Specialist

301-387-3729, alyssa.savage@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident

Jean Tumbarello, Office Associate

301-387-3781, jean.tumbarello@garrettcollege.edu
Southern Outreach Center (SOC) / Northern Outreach Center (NOC)

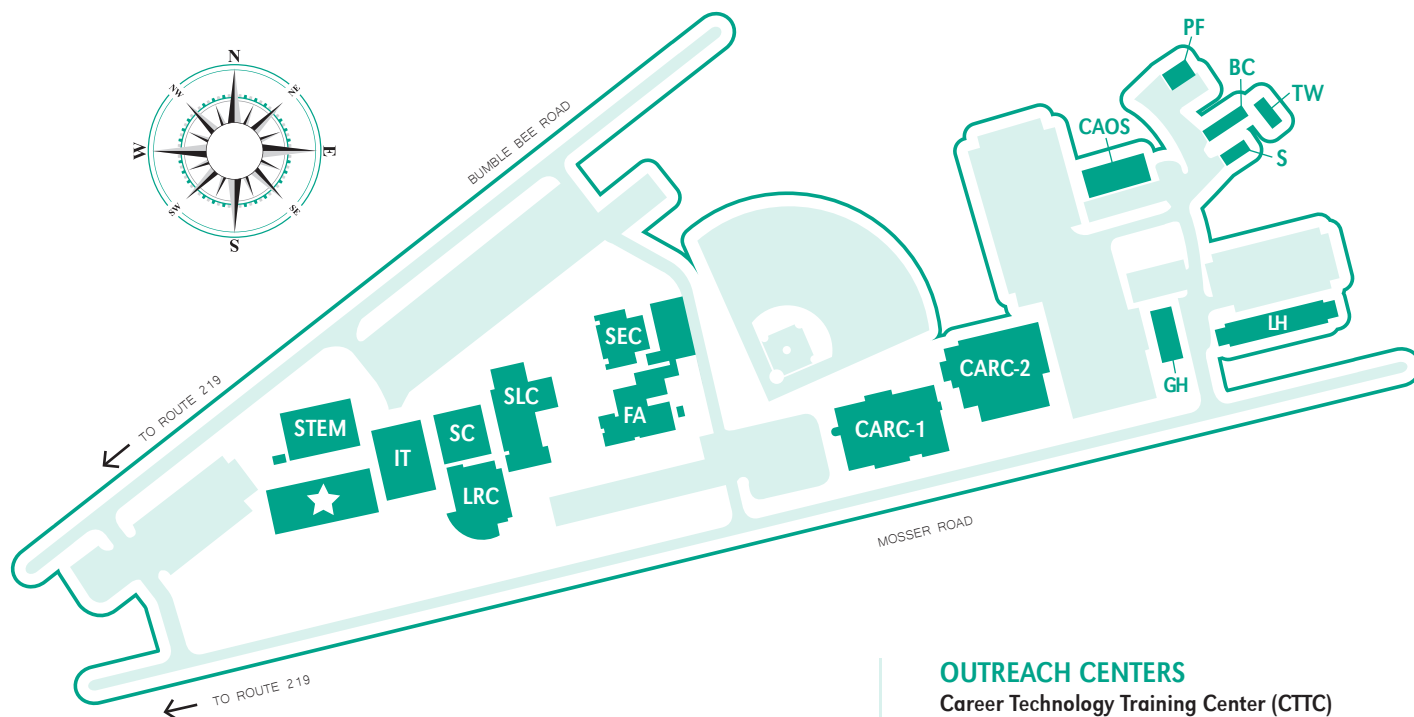
Julie Yoder, Dean of Continuing Education & Workforce Development

301-387-3101, julie.yoder@garrettcollege.edu
Main Office, McHenry



GARRETT COLLEGE CAMPUS MAP

Main Campus • 687 Mosser Road
McHenry, MD 21541



BUILDING ABBREVIATIONS

★	Continuing Education & Workforce Development	CARC-1	Aquatics & Fitness
STEM	Garrett Information Enterprise Center	CARC-2	Gymnasium
IT	Science, Technology, Engineering & Math	CAOS	Center for Adventure & Outdoor Studies
SC	Information Technology	GH	Garrett Hall
SC	Student Center	LH	Laker Hall
LRC	Learning Resource Center	S	Storage
SLC	Shaw Learning Center	TW	Tech Workshop
FA	Fine Arts	BC	Baseball Clubhouse
SEC	Special Events Center	PF	Baseball / Softball Practice Facility

OUTREACH CENTERS

Career Technology Training Center (CTTC)
116 Industrial Drive, Accident, MD 21520
301-387-3136

Northern Outreach Center (NOC)
12601 National Pike, Grantsville, MD 21536
301-895-4700

Southern Outreach Center (SOC)
14 N 8th Street, Oakland, MD 21550
301-387-3770

INCLEMENT WEATHER POLICY

Continuing Education and Workforce Development follows the Garrett College Inclement Weather Policy.

WHEN ARE WEATHER-RELATED DECISIONS MADE?

Because weather and road conditions can change quickly, there is no fixed time by which a decision to delay or close is made. While we attempt to make decisions for all-day closings and delayed openings by 6:30 AM, you should always consider the possibility that the decision may come after that time. Decisions to close early are made based upon information about the conditions, which means that there is no set time that these decisions will be made either; however, the College attempts to have a decision made about closing early by 3:00 PM.

HOW DO I FIND OUT IF THERE IS A DELAY OR CLOSING FOR THE COLLEGE?

The College's weather-line is immediately updated with any information that relates to the altering of the normal schedule.

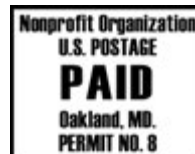
To reach the GC WEATHER LINE, dial 301-387-3198.

HOW DO I KNOW WHICH LOCATION IS CLOSED?

Announcements made that the College is closed due to weather conditions include all locations: McHenry campus, Northern Outreach Center (Grantsville), Career and Technical Training Center (Accident), and the Southern Outreach Center (Oakland). There may be times when a particular location is delayed or closed for reasons other than weather. The information that is disseminated at that time will specify which location(s) are affected.

Employees, students and the public should not call any college department to find out whether the college is closed or is going to close. We ask that you call the weather-line for closing or delayed opening information. Note: The College will not make an announcement if operating on a regular schedule. If no information has been posted, then the College will be operating as normal.

Garrett College
687 Mosser Road
McHenry, Maryland 21541



**ARE YOU READY TO TAKE THE GED EXAM
TO EARN YOUR HIGH SCHOOL DIPLOMA?**

Garrett College is offering the opportunity to take the GED ready exams to determine if you are ready to earn your high school diploma.

It's never too late!

Our Adult Education program has what you need to succeed.

If you are ready to take any or all of the four GED exams, we will help you register to take the exam at Garrett College.

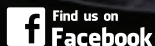
If you are not ready to take all four exams, we can help you prepare for only what you need.

Please call Carol Mowbray Brooks at 301-387-3770 to schedule your time to take the GED ready exam and review the process to register to take the official GED exams.

* Funding provided by the Maryland Department of Labor, Licensing, and Regulation (DLLR)

** The ability to offer classes in all locations is based on sufficient student enrollment and attendance.

WWW.GARRETT COLLEGE.EDU
MC HENRY, MARYLAND



301.387.3000

