CONTENTS

3-16
COMMUNITY EDUCATION
Arts & Crafts - 4
Food & Beverage - 5
Gardening & Nature - 6
Garrett Institute for Lifelong Learning - 8
Health, Wellness & Safety - 9
History - 10
Lifestyle, Home & Family - 11
Music - 14
Technology & Computers - 15
Noncredit Registration Form - 24

25-44
WORKFORCE DEVELOPMENT
Certification & Training - 25
Workforce Development Programs - 27
Schedule of Current Courses - 37
Application for Admission - 39
Application for Financial Assistance - 42

45
REGISTRATION & FEES
Registration Information
Financial Information
Refund Policy
Financial Aid for Noncredit Courses

46
REFERENCE MATERIAL
Staff Directory
Campus Map

17-24
PROFESSIONAL DEVELOPMENT
CPR & Healthcare - 17
Entrepreneurship & Small Business - 18
Online Offerings - 20
Safety - 23
Noncredit Registration Form - 24

fb Like us on Facebook
www.facebook.com/GC.CEWD

Issue art and design by:
Kerry Murray-Ballon
kmurrayarts@yahoo.com
<table>
<thead>
<tr>
<th>ARTS &amp; CRAFTS - 4</th>
<th>LIFESTYLE, HOME &amp; FAMILY - 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Portrait Painting</td>
<td>Advanced eBay.......................... 11</td>
</tr>
<tr>
<td>Crocheting Basics</td>
<td>Canary Massage.......................... 12</td>
</tr>
<tr>
<td>Crochet a Shawl for a Christmas Gift</td>
<td>Canine Massage.......................... 12</td>
</tr>
<tr>
<td>Fabric Landscape Tote</td>
<td>Basic Training and Tricks for Dogs.. 12</td>
</tr>
<tr>
<td>General Ceramics</td>
<td>Pet Emergency Preparedness &amp; Pet First Aid &amp; CPR for Small and Large Pets 13</td>
</tr>
<tr>
<td>FOOD &amp; BEVERAGE - 5</td>
<td>ANIMAL INTEREST</td>
</tr>
<tr>
<td>Cake Decorating I: Building Buttercream Skills</td>
<td>Basic Dog Obedience............. 12</td>
</tr>
<tr>
<td>Cake Decorating II: Flowers and Cake Design</td>
<td>Canine Massage.......................... 12</td>
</tr>
<tr>
<td>Cupcake Decorating</td>
<td>Basic Training and Tricks for Dogs.. 12</td>
</tr>
<tr>
<td>Candy Making 123</td>
<td>Equine Massage.......................... 13</td>
</tr>
<tr>
<td>GARDENING &amp; NATURE - 6</td>
<td>People Training for Dogs........ 13</td>
</tr>
<tr>
<td>Tomatoes: From Dirt to Dinner Table</td>
<td>The Nurturing Family.............. 13</td>
</tr>
<tr>
<td>Bulbs, Perennials &amp; More for Spring Flowers</td>
<td>TECHNOLOGY &amp; COMPUTERS - 15</td>
</tr>
<tr>
<td>Foraging from the Forest</td>
<td>MUSIC - 14</td>
</tr>
<tr>
<td>Foraging Wild Mushrooms &amp; Grow Mushrooms at Home</td>
<td>Piano Studies.......................... 14</td>
</tr>
<tr>
<td>Edible Weeds</td>
<td>Composition/Songwriting for the Music Enthusiast.. 14</td>
</tr>
<tr>
<td>Flowering Shrubs</td>
<td>Voice Lessons.......................... 14</td>
</tr>
<tr>
<td>Ten Easy Herbs</td>
<td>Beginner Guitar with Harry Hogue...... 14</td>
</tr>
<tr>
<td>Medicinal Herbs</td>
<td>Beginner Guitar with Robert Wallace... 15</td>
</tr>
<tr>
<td>Ten Easy Herbs</td>
<td>Beginner Mandolin.................. 15</td>
</tr>
<tr>
<td>Fly Tying</td>
<td>Beginner Mandolin.................. 15</td>
</tr>
<tr>
<td>Rain Barrel: Build Your Own</td>
<td>Beginner Violin........................ 15</td>
</tr>
<tr>
<td>GARRETT INSTITUTE FOR LIFELONG LEARNING (GILL) - 8</td>
<td>TECHNOLOGY &amp; COMPUTERS - 15</td>
</tr>
<tr>
<td>HEALTH, WELLNESS &amp; SAFETY - 9</td>
<td>Learn to Surf the Internet........ 15</td>
</tr>
<tr>
<td>Pickleball</td>
<td>Microsoft Word........................ 15</td>
</tr>
<tr>
<td>Zumba Toning</td>
<td>Tech Tutor/Computer Tutor........... 16</td>
</tr>
<tr>
<td>Line Dancing</td>
<td>QuickBooks I: Beginner................ 16</td>
</tr>
<tr>
<td>Healthy Begins with You</td>
<td>QuickBooks II: Intermediate........ 16</td>
</tr>
<tr>
<td>M D Hand Gun Qualification (HQL)</td>
<td>QuickBooks III: Advanced........... 16</td>
</tr>
<tr>
<td>NRA Basics of Pistol Shooting</td>
<td>QuickBooksPayroll..................... 16</td>
</tr>
<tr>
<td>Utah Concealed Firearms Permit Training</td>
<td></td>
</tr>
<tr>
<td>HISTORY - 10</td>
<td></td>
</tr>
<tr>
<td>Jewish Resistance</td>
<td>Save Time REGISTER ONLINE</td>
</tr>
<tr>
<td>Coal &amp; Lumber Towns of Garrett County</td>
<td>Look for the green stars (★) indicating the classes that are available for online registration.</td>
</tr>
<tr>
<td>American History Series: WWII</td>
<td>Visit <a href="http://www.garrettcollege.edu/cewd">www.garrettcollege.edu/cewd</a> to browse our catalog and register!</td>
</tr>
</tbody>
</table>

Courses may be cancelled if minimum enrollment is not met by registration closing date.
ARTS & CRAFTS

Advanced Portrait Painting
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.

Starts: Sep 11 | 9am-12noon | Mon | 5 sessions | GSC
$49 for all residencies
Registration closed: Sep 9 | Instructor: Edna Bender

Crocheting Basics
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. Expect a supportive, relaxed atmosphere.

Starts: Sep 19 | 6pm-8pm | Tue | 4 sessions | SOC
$35 for all residencies
Registration closed: Sep 12 | Instructor: Katherine Lee

Crochet a Shawl for a Christmas Gift
If you know how to crochet a single, half-double and double crochet stitch, this class will help you put them all together to make your Mom, Aunt or little sister something special in time for Christmas. (Or maybe you will keep it for yourself!) Master crocheter Katherine Lee will show you how to read a pattern and put stitches together to make a shawl. You will need crochet hooks and skeins of worsted weight yarn in their (or your) favorite color and create that beautiful shawl that guarantees they will think of you every time they wear it!

Starts: Oct 19 | 6pm-8pm | Thu | 4 sessions | SOC
$29 for all residencies
Registration closed: Oct 12 | Instructor: Katherine Lee

Fabric Landscape Tote
Looking for a unique gift for the holidays or just a different sewing project for you? How about a tote bag with a landscape scene? In this class we will explore the use of fabrics to create a scene on a pre-made tote bag. You will learn how to audition different fabrics and use various areas of the same fabric to achieve the desired effect. A picture can be used as inspiration or just use your imagination. The tote bag will have a scene on each side. They can be a continuation from one side to another or two different scenes. You can choose to line the bag if you wish. Students should bring an assortment of 100% cotton fabrics. Batiks, blenders, variegated fabrics, or prints that read as solids are the best. Be cautious of “landscape” fabrics because the scale is often too large. You should have fabric for sky, mountains, water, grass, etc. Students should also bring a pair of sharp scissors for cutting fabric, pins, thread to match your fabrics, basic sewing supplies, and a sewing machine in good working order. A pre-made tote bag will be provided. If you wish to line the bag, you will need an additional one half yard of fabric for the lining. Session 1: Fabric Manipulation: Choosing fabrics, auditioning fabric, and cutting into the desired shapes. You will create a scene for each side of the bag. Once you have created the scenes, you will start stitching them together. Session 2: We will complete sewing the scenes together and will sew them to the bag. We will create a box bottom in the bag and how to line it will be demonstrated.

Starts: Oct 5 | 6pm-8:30pm | Thu | 2 sessions | NOC
$49 for all residencies
Registration closed: Sep 28 | Instructor: Amy Childers

General Ceramics
Roll up your sleeves and get busy with clay. Experiment with building a coil style mug, an adorable pinch pot, a slab pocket and projects on the wheel. Under the expert guidance of local artists, Lorie and Ron Skidmore of Deep Creek Pottery you will be amazed at what you can create. All materials are included and the class is timed so that your projects can be finished for the gift giving season. However, there are no guarantees that you will be able to part with any project.

Starts: Oct 17 | 10am-12noon | Tue/Thu | 6 sessions | Deep Creek Pottery
MD SR: $185 GC: $195 OOC: $200 OOS: $205
Registration closed: Oct 10 | Instructor: Lori Skidmore

Amy Childers is a fiber artist from Confluence, PA. A lifelong sewing enthusiast, she has been quilting traditional quilts and landscape quilts for many years. In recent years she has perfected hand appliqued fabric landscapes. She is a member of Garrett County Arts Council and is the coordinator of the Trail Town Quilt Show at the Confluence Creative Art Center. She exhibits in both McHenry, MD and Confluence, PA.
FOOD & BEVERAGE

Cake Decorating I: Building Buttercream Skills
Interested in earning some extra cash decorating and selling cakes? Experienced Wilton cake decorator and instructor, Bonnie Goebel, will guide students through this fun cake decoration class for beginners. Get in touch with your creative side and you can make beautiful, custom designed cakes that look and taste amazing. Instruction is given in the basics of cake decorating: how to bake a great cake, icing ingredients, preparing and filling the decorating bags, different decorating and texturing tips, piping gel pattern transfer, sunflower, zinnia, daisy, star, rosette, wavy line, loops, filling cupcakes, torting leveling, pulled dot, zigzag, easy ruffle, shell, bead border, leaves, grass, star drop flower, writing and printing, ribbon rose. Lesson 1 will be decorating cookies, lessons 2 and 4 will be decorating a cake and lesson 3 will be filing and decorating cupcakes. A supply list will be provided upon registration.

Starts: Sep 9 | 1:30pm-3:30pm | Sat | 4 sessions | NOC
MD SR: $45  GC: $49  OOC: $54  OOS: $59
Registration closed: Sep 2 | Instructor: Bonnie Goebel

Cake Decorating II: Flowers and Cake Design
Acquire more advanced skills in cake decorating. In this Flowers and Cake Design course, you will explore even more sophisticated ways to bring your cakes and desserts to life! You will create breathtaking cornelli lace, brush embroidery, blossom flower, royal icing appliques, rosebuds, half rose, Wilton rose, leaves and stems, violet leaf, pansy, violet, lily, poinsettia, basketweave, rope border, reverse shell border, classic ruffle. You will discover the secrets of arranging them in a beautifully balanced cake top bouquet. Your amazing flowers will be framed by an impressive border treatment or basket weave design. With the skills you learn here and your ability to make flowers in advance using gum paste and fondant or royal icing, you can create beautiful blooms at your convenience, ready to place on any cake. You will also learn about assessing the market and managing your own business (or your employer's) more effectively. A supply list is available upon registration.

Starts: Oct 7 | 1:30pm-3:30pm | Sat | 4 sessions | NOC
MD SR: $45  GC: $49  OOC: $54  OOS: $59
Registration closed: Sep 30 | Instructor: Bonnie Goebel

Cake Decorating III: Fondant
Continue to refine your cake decorating skills. In this course you are about to discover one of the most exciting and satisfying ways to decorate a cake. You will be instructed in how to create amazing hand-shaped flowers, beautiful borders and bold accents using easy-to-shape icings. Instruction will be given on quilling, fondant painting, fondant loops, bows, leaves, calla lily, rose and rosebud, carnation, daisy, mum, how to cover cakes with fondant, inlays, cutouts and overlays, rope and ball border. As you learn each technique, you will be closer to your crowning achievement - a final course cake that showcases your skills. You will learn about job opportunities in the field as well as ways to present yourself effectively and meet industry-level expectations. You will have gained the confidence to decorate gum paste and fondant cakes your family will enjoy for years to come. A supply list is available upon registration.

Starts: Nov 4 | 1:30pm-3:30pm | Sat | 4 sessions | NOC
MD SR: $45  GC: $49  OOC: $54  OOS: $59
Registration closed: Oct 28 | Instructor: Bonnie Goebel

Candy Making 123
Wilton makes candy more fun for everyone! With our easy-melting Candy Melts® and great detailed molds, you can make perfect candy every time with no guesswork. This two hour candy class is packed with information. Wilton Instructor, Bonnie Goebel, will discuss how to melt and store chocolate candies as well as the use and care of candy molds. She will demonstrate how to make molded and dipped chocolates. These include chocolate covered cherries, peanut butter cups, painted suckers and packaging of your goodies. You will learn how to make barks with the various crunches and other goggle ideas for any upcoming holiday. After the demonstration, students will make their own candy to take home with the recipes. Cost include supplies.

Starts: Oct 1 | 6:30pm-8:30pm | Wed | 1 session | NOC
MD SR: $45  GC: $49  OOC: $54  OOS: $59
Registration closed: Nov 8 | Instructor: Bonnie Goebel

Courses may be cancelled if minimum enrollment is not met by registration closing date.
GARDENING & NATURE

Tomatoes: From Dirt to Dinner Table
Learn all about growing and preserving your own tomatoes! Tomatoes provide the base for many wonderful foods, such as salsa, sauces, juice and more! Food safety tips as well as step by step techniques for proper tomato preservation will be covered. No pressure canner required, just boiling water canner! Participants will receive their very own copy of the Ball Blue Book Complete Guide To Home Canning. ★

Aug 15 | 1pm-3pm | Tue | 1 session | SOC
$24 for all residencies
Registration closed: Aug 8 | Instructor: Ashley Bodkins

Bulbs, Perennials & More for Spring Flowers
Ever wondered what you should plant in the fall to ensure that you have a colorful display of flowers the next Spring? This class will give you some ideas of bulbs and perennials, as well as guidance for dividing perennials and other fun fall chores. ★

Aug 31 | 2pm-4pm | Thu | 1 session | SOC
$14 for all residencies
Registration closed: Aug 24 | Instructor: Ashley Bodkins

Foraging from the Forest
Are you interested in harvesting mushrooms and plants from the woods to add to your diet? This course will give you the tools that you need to confidently forage from the forest. In this course we will learn where wild foods can be legally harvested, ethical wild-harvesting methods, and how to sustainably grow these edible plants in your own yard. We will focus on distinguishing edible plants from their similar toxic look-alikes as well as protected plants that are rare, threatened, or endangered. We will learn about new research on the toxicity of species found in edible plant guides including fiddlehead ferns and poke. We will also discuss the drug-interactions of some common herbal teas. In each class we will drink teas that have been foraged from the forest. The focus of this course will be on safe and sustainable wild edibles you can feel good about collecting from the forest. ★

Starts: Sep 11 | 6pm-7:30pm | Mon | 4 sessions | NOC
MD SR: $49  GC: $59  OOC: $64  OOS: $69
Registration closed: Sep 4 | Instructor: sunshine Brosi

Foraging Wild Mushrooms & Growing Mushrooms at Home
This course will include classroom time beginning with foraging fundamentals. Where, when, and why to locate mushrooms will be discussed, along with a slide show of edible wild mushrooms and their poisonous cousins. The class will then use this knowledge on a mushroom foraging walk to identify found species. The second half of course will cover cultivation techniques. We will discuss fungal life cycles and growth parameters for successful mushroom production. The class will also visit Backbone Food Farm for a tour of production facilities and conclude with hands on inoculation of Oyster mushroom kit for participants to take home. ★

Starts: Sep 14 | 6pm-8pm | Thu | 4 sessions | McH
MD SR: $75  GC: $79  OOC: $84  OOS: $89
Registration closed: Sep 7 | Instructor: Max Dubansky

Edible Weeds
In this class we will discuss why we should eat edible weeds and additional resources for more information in both books and websites. Then we will examine about 20 common edible weeds that are in small pots. We will also discuss their preparation for use. After the classroom session we will stroll the area looking at these and other edible weeds. ★

Sep 27 | 5:30pm-7:30pm | Wed | 1 session | SOC
$14 for all residencies
Registration closed: Sep 20 | Instructors: Jerome Knutson & Chris Hull

Sunshine Brosi is an Associate Professor of Ethnobotany and Forest Ecology at Frostburg State University and coordinates the only undergraduate program in Ethnobotany in the U.S. Sunshine has a PhD in Natural Resources from the University of Tennessee, a MS in Forestry from the University of Kentucky, and a BA in Environmental Studies from Warren Wilson College in Asheville, N.C. She teaches a variety of classes on ethnobotany around the US and gives talks around the world on her ethnobotanical research.

Max Dubansky lives in Pleasant Valley and runs Backbone Food Farm with his family and friends, where they raise livestock, produce and mushrooms. He has enjoyed a lifetime of discovering and learning about the natural wonders in Garrett County.

Jerry Knutson has a bachelors degree in biology and a masters degree in Environmental Engineering. He is a lifelong gardener and a Master Gardener in Maryland.

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.
Flowering Shrubs
Want to learn more about shrubs? We will cover 10 common shrubs that might already be in your landscape. Learn proper pruning, fertilizing, and even how to propagate. Hydrangeas, Forsythia, Rhododendron, Azalea, Lilacs, Viburnum, Holly, Hibiscus, and more! ★

Sep 28 | 2pm-4pm | Thu | 1 session | NOC
$14 for all residencies
Registration closed: Sep 21 | Instructor: Ashley Bodkins

Ten Easy Herbs
Have you tried to grow herbs in the past without any success? Take this course as an introductory session to herb gardening. Ten easy herbs will get you started on the path to successful herb gardening and help you gain the confidence you need to grow anything. ★

Oct 3 | 2pm-4pm | Tue | 1 session | NOC
$14 for all residencies
Registration closed: Sep 26 | Instructor: Ashley Bodkins

Medicinal Herbs
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, preparation 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, infusions, and concoctions. We will spend about an hour and a half outside looking at and identifying these wild plants. Some water, a pen and notepad, and camera are always helpful to have with this class. ★

Oct 4 | 5:30pm-7:30pm | Wed | 1 session | SOC
$14 for all residencies
Registration closed: Sep 27 | Instructors: Jerome Knutson & Chris Hull

Create Lovely, Luscious Landscapes
Want to spruce up your landscape without breaking the bank? Take this class to learn the basics of creating a beautiful landscape to encourage beneficial insects and create a place that you can be proud of. This introductory course to landscaping basics will also cover the topics of adding edible vegetables into the mix and talk about ornamental pond installation. ★

Oct 11 | 2pm-4pm | Wed | 1 session | SOC
$14 for all residencies
Registration closed: Oct 4 | Instructor: Ashley Bodkins

Ethical Wild Harvesting
Are you excited about harvesting your own medicine, food, natural dyes or other products from the woods? This course will focus on the ethical aspects of harvesting wild plants. We will learn about the impacts of harvesting species on their survival and reproduction. We will learn techniques that are specifically aimed at increasing the sustainability of wild harvesting plants. The course will discuss which herbals are ethically harvested and which ones should be avoided. We will also learn which herbs, and their look-alikes, are in danger of going extinct and should be cultivated. You will leave the course feeling confident that the collections that you make in the woods are ethical for your health and the health of the environment. ★

Starts: Oct 23 | 6pm-7:30pm | Mon | 2 sessions | NOC
$35 for all residencies
Registration closed: Oct 16 | Instructor: Sunshine Brosi

Fly Tying
Fly tying has been around for thousands of years yet many think it involves some kind of magic. Nothing could be further from the truth. With a handful of techniques anyone can tie flies. The intent of the course is to learn techniques that can be applied upon course completion. The flies selected will be examples of effective flies intended for trout fishing in Garrett County. Week 1: Basic techniques; how to use the tools; hook characteristics; simple wet flies. Week 2: Attractor flies: Wooly Buggler; Picket Pin. Week 3: Feather wing streamers and bucktails. Week 4: Dry flies. Materials to be supplied by instructor. Students are to bring their own tools to include: a vice, thread bobbin, scissors, hackle pliers. They can be purchased online or from the Bassin Box, 1068 National Highway, in LaVale. ★

Starts: Oct 26 | 6pm-7:30pm | Thu | 4 sessions | NOC
$59 for all residencies
Registration closed: Oct 19 | Instructor: Tony Lolli

Rain Barrel: Build Your Own
Rain barrels are great tools in your landscape to help with water conservation. Build a rain barrel and take it home and start saving water today. This course will introduce you to rain barrels and talk about some of the proper uses for water that is saved in a rain barrel. Two options—1) build a rain barrel to take home - $79 2) Help build and then do it on your own -$14 ★

Nov 14 | 2pm-4pm | Tue | 1 session | NOC
—Option 1: $79 to build a rain barrel to take home
—Option 2: $14 to help build then do on your own
Registration closed: Nov 7 | Instructor: Ashley Bodkins
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.

Members work together to determine the interests and needs of the group. A Program Committee is then charged with the tasks of bringing the class to fruition—finding instructors, defining the scope of curriculum and other logistical duties.

Not a member? Join Now!

THE MISSION OF 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.

FALL Sessions - 2017
October 16 - November 17
301-387-3069
http://www.garrettcollege.edu/GILL

Tentative schedule will include:

- Russian Tsars
- Hot Topics
- Sausage Making Demonstration
- Everything You Ever Wanted to Know About Health Screenings
- Craft Beer Tasting
- Soup and Ted
- Gardening - Fall Chores
- Mason Bee Houses and Native Pollinators
- Nemacolin Tour
- Native Plants For Birds and Pollinators

$10 Annual Membership Fee

Not a member? Join now! { 301-387-3069  }

www.garrettcollege.edu/GILL

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

If you have a curious mind and love learning please join this like-minded group. There are no entrance requirements, no tests and we don’t grade - this is learning just for the fun of it.
HEALTH, WELLNESS & SAFETY

Pickleball
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! ★

---Starts: Sep 1 (Reg. closed: Aug 25) | M/W/F | 9 sessions
---Starts: Oct 2 (Reg. closed: Sep 25) | M/W/F | 10 sessions
---Starts: Nov 1 (Reg. closed: Oct 25) | M/W/ Sa | 13 sessions
---Starts: Dec 1 (Reg. closed: Nov 24) | M/W/F | 10 sessions
3pm-5pm | SOC Gym | $30 for all residencies | Instructor: Dave Welch

Zumba Toning
Suitable for all ages, Zumba Toning is a dance and tone program. It takes the original Zumba dance-fitness class to the next level utilizing an innovative training protocol and the addition of LIGHT toning sticks or dumbbells. It combines targeted bodysculpting exercises with high-energy cardio work to create a calorie-torching, strength-training dance-fitness party. Students can use Zumba Toning Sticks or lightweight (1-3 lbs) dumbbells to enhance rhythm and tone all their target zones, including arms, abs, glutes and thighs. Weights are optional. ★

---Starts: Sep 11 (Registration closed: Sep 4)
---Starts: Oct 23 (Registration closed: Oct 16)
6pm-7pm | Mon | 6 sessions | St Ann Church
$36 for all residencies | Instructor: Terry Whalen

Line Dancing
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. Line Dancing is a solo dance, meaning there is no need for a partner. ★

---Starts: Sep 13 (Registration closed: Sep 6)
---Starts: Oct 25 (Registration closed: Oct 18)
5:30pm-6:30pm | Wed | 6 sessions | MCH
$49 for all residencies | Instructor: Terry Whalen

Healthy Begins with You
The cost of health care is skyrocketing. Fortunately, prevention is the best medicine. Learn how eating, exercising, sleeping and stress reduction are the keys to a healthy life. Start by taking this one-day course on “Healthy Begins with You”. The course starts with a Yoga class, followed by meditation and breathing exercises (to de-stress). The importance of good nutrition is covered in the cooking class. Lunch is included in the course. Lastly there is a seminar on “Let Food Be Your Medicine” and how to adopt a sustainable healthy lifestyle, and all the changes that will keep you away from the doctor’s office. ★

Oct 28 | 10am-4pm | Sat | 1 session | CTTC
MD SR: $65 GC: $75 OOC: $80 OOS: $85
Registration closed: Oct 21 | Instructor: Kamlesh Gillespie

Kam Gillespie is the owner of Haley Farm Inn and Retreat Center. She and her daughter run health retreats to teach the importance of lifestyle changes. Kam is the author of the book, “Making US Healthy Again.”

MD Hand Gun Qualification (HQL)
This Handgun Qualification License training is a four-hour block of instruction 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. ★

---Aug 19 (Reg. closed: Aug 12) | NOC
---Sep 16 (Reg. closed: Sep 9) | SO C
---Oct 7 (Reg. closed: Sep 30) | NOC
---Nov 11 (Reg. closed: Nov 4) | SOC
---Dec 9 (Reg. closed: Dec 2) | NOC
9am-2pm | Sat | 1 session | Instructor: Rick Sivic
MD SR: $65 GC: $69 OOC: $74 OOS: $79

Rick Sivic Sr., Boston Hill Training, is certified by the Utah Bureau of Criminal Identification (BCI), a Maryland State Police Qualified Handgun Instructor and an NRA certified firearms instructor.
NRA Basics of Pistol Shooting
This course is intended for all adults regardless of previous shooting experience or NRA-affiliation. Some of the topics include: gun safety rules, proper operation of revolvers and semi-automatic pistols, ammunition knowledge and selection, and storing a pistol, the fundamentals of shooting, and pistol inspection and maintenance. NRA Certified Instructor will teach gun safety rules including range protocol, proper handling, loading and unloading procedures, application of pistol shooting fundamentals, stable shooting positions, and shooting qualification. Participants must achieve a passing score of 90% or better on the written test and pass the shooting qualification in order to receive a certificate.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Sessions</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 30</td>
<td>9am-5pm</td>
<td>Sat</td>
<td>1 session</td>
<td>NOC</td>
<td>Rick Sivic</td>
</tr>
<tr>
<td>MD SR: $125 GC: $135 OOC: $139 OOS: $144</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Registration closed: Sep 25 | Instructor: Rick Sivic

Utah Concealed Firearms Permit Training
If you travel throughout the United States and wish to be permitted to carry a concealed handgun this class qualifies to get your handgun permit through a one-day training. This 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 6 hour class covers all aspects and requirements required by 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 $49 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Sessions</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 26</td>
<td>9am-5pm</td>
<td>Thu</td>
<td>1 session</td>
<td>MCH</td>
<td>Rick Sivic</td>
</tr>
<tr>
<td>MD SR: $115 GC: $119 OOC: $124 OOS: $129</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Registration closed: Oct 19 | Instructor: Rick Sivic

American History Series: WWII
Through lecture, class discussion, and video we will explore the tumultuous years of 1939 - 1945, during which the world experienced the suffering and agony of a war that resulted in the death of over sixty million people, including 400,000 Americans. We will discuss the important contribution made by America and its allies, and, through the use of film, show the valor and heroic exploits of the war's participants.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Sessions</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 19</td>
<td>1pm-5pm</td>
<td>Mon</td>
<td>4 session</td>
<td>NOC</td>
<td>Dick Carroll</td>
</tr>
<tr>
<td>MD SR: $45 GC: $49 OOC: $54 OOS: $59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Registration closed: Oct 12 | Instructor: Dick Carroll

Jewish Resistance
This course will present the different ways Jews fought back against the Nazis. To quote survivor Leo Bretholz, "People did not march quietly to the ovens. Many of us resisted, fought, ran, and fought some more, grew up, struggled to stay alive, found unforeseen courage, and persevered."

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Sessions</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 7</td>
<td>6pm-7:30pm</td>
<td>Thu</td>
<td>3 session</td>
<td>NOC</td>
<td>Beth Luers</td>
</tr>
</tbody>
</table>
| $10 for all residencies | Reg. closed: Aug 31 | Instructor: Beth Luers

Beth Luers recently retired from Garrett College after 32 years of teaching primarily History and Cultural Geography. She has been interested in the Holocaust from a young age and just published a book, Creating Light, about 3 Holocaust survivors and what each did to give back to a world that wanted them dead. Beth has also taken students to Holocaust sites in Eastern Europe and brought Holocaust survivors to Garrett College as part of the Joan Crawford Lecture Series.
LIFESTYLE, HOME & FAMILY

Advanced eBay
This class goes beyond the basic eBay class and delves into more detail on how to make your eBay postings look professional. You will learn how to take good pictures, how to accurately word a description of the item, along with choosing the right plan for the number of items you sell. We will also cover pricing items with/without shipping costs and packaging an item for shipment, learn what items are restricted, as well as terms and conditions of selling and auctioning. PayPal will be discussed and the difference between auctioning items vs. setting a price. Learn how to get good ratings and how to avoid being scammed as a seller.

Starts: Sep 20 | 6:30pm-9pm | Wed | 2 sessions | NOC
MD SR: $49  GC: $59  OOC: $64  OOS: $69
Registration closed: Sep 13 | Instructor: Kristine Ayers

Estate Planning: The Importance of Wills & Trusts
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 one’s 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 discussion 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 includes 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 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.

Starts: Sep 25 | 6:30pm-9pm | Mon | 2 sessions | SOC
MD SR: $19  GC: $25  OOC: $30  OOS: $35
Registration closed: Sep 18 | Instructors: Rita Watson & Brandon Hoover

How to Navigate the Social Security System
Do you have questions about Social Security and Disability? What is Social Security, how do benefits work and how can I qualify? Learn how to open an online social security account and what types of benefits the Social Security Administration offers. There is a difference between social security disability insurance and social security income; this class will teach you what you need to know about both. Navigating the Social Security system can be overwhelming, but armed with knowledge, you will have the tools you need to be successful when dealing with the SSA.

Starts: Oct 11 | 6:30pm-9pm | Wed | 2 sessions | NOC
MD SR: $29  GC: $34  OOC: $39  OOS: $44
Registration closed: Oct 4 | Instructor: Kristine Ayers

Introduction to Grant Writing
There are millions of dollars available through federal, state and local grants. Would you like for your organization to have access to those dollars? This introductory workshop is for those who are unsure of how to write a grant, approach funding sources, or make grant dollars work for their needs. Navigating through the grant writing process can be lengthy and involved, but it does not need to be difficult. Participants will learn how to find and track grant opportunities including where to find federal, state and local grant programs, locating foundation grant programs and where to find corporate giving programs - all of which can help you accomplish your goals. The instructor will guide you through how to write dynamic, winning, and effective grant proposals concentrating on the following: the essential components of a grant proposal package. Learn how to customize a proposal to match a grant interest, how to initially approach a funder, the differences between government and foundation proposals, how to report on a grant’s progress and impact, how to develop working relationships with grant makers, what to do if your proposal is denied (do not give up), and behind the scenes decisions that determine proposal acceptance and denial.

Starts: Oct 23 | 6:30pm-9pm | Wed | 2 sessions | MCH
MD SR: $49  GC: $59  OOC: $64  OOS: $69
Registration closed: Oct 16 | Instructor: Kearstin Hinebaugh

Courses may be cancelled if minimum enrollment is not met by registration closing date.
Make and Take Workshop: 12 Sprays of Christmas
There is no doubt that certain smells remind you of the holidays—gingerbread, spiced apple cider, peppermint, and pine trees! Many products are available on the market that help with home fragrance, but can be harmful to your health because of the chemicals used to create the artificial scents. This holiday season save money, reduce the chemical load in your home and have fun making your own air fresheners out of essential oils with this 12 Sprays of Christmas Make & Take Workshop. These natural air fresheners will be sure to provide the perfect holiday scent while keeping your home smelling lovely (and chemical-free) for the holidays.

Dec 4 | 6pm-8pm | Mon | 1 session | McH
$45 for all residencies
Registration closed: Nov 27 | Instructor: Kearstin Hinebaugh

Canine Massage
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 dog body. Massage causes an immediate effect on dogs. 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. Course is for handlers only - no pets.

Sep 6 | 6:30pm-9:45pm | Wed | 1 session | NOC
$19 for all residencies
Registration closed: Aug 30 | Instructor: Debbie Daniels

ANIMAL INTEREST

Basic Dog Obedience
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 dog's 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 8/29. Handlers ONLY.

Starts: Aug 29 | 6pm-6:45pm | Tue | 7 sessions | McH
MD SR: $40 GC: $48 OOC: $53 OOS: $58
Registration closed: Aug 22 | Instructors: Susan and Tom Hertz

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.

Basic Training and Tricks for Dogs
Basic Training and Tricks will be a course for both the puppy and the seasoned dog. The obedience trainer will hold both a group training and individual training within this course. Therefore any level your dog is entering the class, they will leave with advancement within their skill set. The basic commands will be taught/reviewed such as sit, stay, leave it, come, wait, and drop. Also we will introduce a new trick each class and the obedience trainer will go step by step on how to carry it out. Common dog behavior questions are answered during each class as well. Owners will walk away with a training manual they can refer to during the class and beyond. Group setting provides the best opportunity for dogs and owners to learn from each other. All dogs that enter this class are guaranteed to have their skills improved over this jam-packed, dog improvement 5 week course!

--Starts: Sep 11 (Reg. closed: Sep 4) | 6:30pm-7:15pm | M on
--Starts: Sep 11 (Reg. closed: Sep 4) | 7:30pm-8:15pm | M on
--Starts: Oct 25 (Reg. closed: Oct 18) | 6:30pm-7:15pm | Wed
--Starts: Oct 25 (Reg. closed: Oct 18) | 7:30pm-8:15pm | Wed
5 sessions | CTTC Bay | $120 for all residencies
Instructor: Debbie Daniels
Pet Emergency Preparedness & Pet First Aid & CPR for Small and Large Pets
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 knowledge in dog and/or cat CPR. Being prepared can help save lives. Course is for handlers only - no pets. ⭐

Sep 20 | 6:30pm-9:45pm | Wed | 1 session | NOC
$19 for all residencies

Equine Massage
This course presents equine anatomy and physiology, safety issues for both the horse and the therapist, how s/he uses stretches to benefit the horse, and how s/he uses 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. ⭐

Oct 4 | 6:30pm-9:45pm | Wed | 1 session | NOC
$19 for all residencies
Registration closed: Sep 27 | Instructor: Debbie Daniels

People Training for Dogs (single session)
Attention all dog lovers! If you interact with dogs as their owner, caretaker, walker or sitter, groomer or are employed or volunteer at a kennel, veterinary clinic, rescue or shelter, then come join us for People Training for Dogs. Become better informed about the best choices of breed and behaviors for a family pet, identify the appropriate training and training methods for you and your lifestyle and utilize the basic training methods when working with problems and/or unwanted behavior issues. Learn new ways of communicating with your pet and how you may sometimes contribute to your pet’s misbehavior. This is an informative and fun way to learn skills and gain insights to help you and your dog have a happy relationship. This class is for HUMAN students only. Instructor will provide her dog for demonstrations. ⭐

Oct 18 | 6:30pm-9:30pm | Wed | 1 session | NOC
$19 for all residencies
Registration closed: Oct 11 | Instructor: Debbie Daniels

Pet Emergency Preparedness & Pet First Aid & CPR for Small and Large Pets
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 knowledge in dog and/or cat CPR. Being prepared can help save lives. Course is for handlers only - no pets. ⭐

Sep 20 | 6:30pm-9:45pm | Wed | 1 session | NOC
$19 for all residencies

Equine Massage
This course presents equine anatomy and physiology, safety issues for both the horse and the therapist, how s/he uses stretches to benefit the horse, and how s/he uses 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. ⭐

Oct 4 | 6:30pm-9:45pm | Wed | 1 session | NOC
$19 for all residencies
Registration closed: Sep 27 | Instructor: Debbie Daniels

The Nurturing Family
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.

Tue/Thur | Sep 26-Oct 31 | 10am-12pm

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

Courses may be cancelled if minimum enrollment is not met by registration closing date.
MUSIC

Piano Studies
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-Broaddus 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 Broaddus 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
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. Prerequisite: 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
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, sight-reading, 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
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 Violin
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

Beginner Guitar with Robert Wallace
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

Beginner Mandolin
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

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
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

Microsoft Word
Learn the newest features for Microsoft Word 2016 to make it work for you! Take advantage of Microsoft Word's editing capabilities to easily create flyers, newsletters, and other heavily formatted documents, set up columns and tables within your documents; insert, reposition, edit and resize graphic images; draw lines; surround your text or graphics with borders; achieve dramatic effects by varying the size, appearance, and orientation of your text, and more.

Starts: Oct 3 | 6pm-9pm | Tue | 4 sessions | NOC
MD SR: $59  GC: $69  OOC: $74  OOS: $79
Registration closed: Sep 26 | Instructor: Teresa Walters

Learn to Surf the Internet
This course is an in-depth look at the Internet: how it works, its capabilities, and how to run various programs to utilize it most effectively. Topics include finding information using search engines; learn about shopping online, reading the newspaper and even looking up phone numbers. Microsoft Edge (the new browser for Windows 10) and using Internet Explorer will be covered. Information on joining discussion groups and the use of related online services will also be provided.

Starts: Sep 12 | 6pm-9pm | Tue | 2 sessions | NOC
MD SR: $29  GC: $39  OOC: $44  OOS: $49
Registration closed: Sep 5 | Instructor: Teresa Walters

Teresa Walters has a bachelor of science degree in Information Technology and has been teaching for Garrett College since 2001. She loves introducing computers and keeping students current with new technological trends.

Courses may be cancelled if minimum enrollment is not met by registration closing date.
Tech Tutor/Computer Tutor
This is your opportunity to receive one-to-one tutoring for your desktop/laptop or tablet/ipad. Bring in your device (desktops provided) and your questions and work with the tutor. This is not a repair class, but simple maintenance tips can be shared. The time would benefit beginners and those who may have used earlier versions of devices who want to get up-to-date, but are not sure what to do with the newly purchased technology. Scheduled in 1/2 hour increments.

Scheduled by Appointment
$18 for all residencies

QuickBooks I: Beginner
The class will provide an introduction to the computer program for participants with little or no experience in using QuickBooks. Topics include: creating a new QuickBooks company, modifying the preset chart of accounts, adding information to company lists, opening and using registers for balance sheet accounts, and reconciling a QuickBooks checking account. ★

Starts: Sep 21 | 6pm-9:15pm | Thu | 2 sessions | NOC
MD SR: $89  GC: $99  OOC: $104  OOS: $109
Registration closed: Sep 14 | Instructor: Sarah Wilt

QuickBooks II: Intermediate
If you have some experience using QuickBooks and you want to learn more functions, this is the class for you. Course topics include tracking credit card transactions, invoicing customers, creating sales orders, generating customer statements, receiving payment from customers and making bank deposits. It will also include writing QuickBooks checks and assigning amounts to specific expense accounts, working with asset and liability accounts, entering bills in accounts payable, and paying bills. ★

Starts: Oct 12 | 6pm-9:15pm | Thu | 2 sessions | NOC
MD SR: $89  GC: $99  OOC: $104  OOS: $109
Registration closed: Oct 5 | Instructor: Sarah Wilt

QuickBooks III: Advanced
Are you using QuickBooks regularly, feel comfortable and wonder what else it can do? Come find out. Learn how to create and customize reports and graphs, export QuickBooks to Microsoft Excel, and write letters in Microsoft Word using QuickBooks. Set up inventory, bill finished goods, and track and pay sales tax. Topics also include QuickBooks payroll features, creating estimates and doing progress invoicing, tracking time and paying non-employees for time worked, and customizing QuickBooks sales forms. ★

Starts: Nov 2 | 6pm-9:15pm | Thu | 2 sessions | NOC
MD SR: $89  GC: $99  OOC: $104  OOS: $109
Registration closed: Oct 26 | Instructor: Sarah Wilt

QuickBooks Payroll
This course is designed for students who perform payroll duties in an office environment. Topics include setting up payroll items utilizing QuickBooks software, learning when to file Federal and State payroll and unemployment forms, and creating 1099s and W-2s and associated year-end required mailings and returns. ★

Starts: Dec 7 | 6pm-9:15pm | Thu | 2 sessions | NOC
MD SR: $89  GC: $99  OOC: $104  OOS: $109
Registration closed: Nov 30 | Instructor: Sarah Wilt

SAVE TIME ★ REGISTER ONLINE

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

In an effort to better serve you, Garrett College Continuing Education and Workforce Development is now offering online registration for a selection of Community Education courses.

Look for the green stars (★) indicating the classes that are available for online registration.

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

See page 24 for paper registration form.
CPR & HEALTHCARE - 17
Lifeguard Certification w/CPR......................................................17
Heartsaver First Aid w/CPR..........................................................17
BLS Healthcare Provider CPR.....................................................17

ENTREPRENEURSHIP & SMALL BUSINESS - 18
POP Business Plan Competition...................................................18
Leadership Garrett County.........................................................19
Who Owns the Ice House.........................................................19
Hospitality....................................................................................19

ONLINE OFFERINGS - 20
Ed2go..........................................................................................20
Ed4online....................................................................................22
W.I.T.S. (World Instructor Training School)......................................23
An Introduction to Voiceovers.....................................................23

SAFETY - 23
How to Survive an OSHA Audit....................................................23
ServSafe......................................................................................23
TIPS............................................................................................23

CPR & HEALTHCARE
Lifeguard Certification w/CPR
The program will train participants in American Red Cross lifeguarding, first aid, Cardiopulmonary resuscitation (CPR) for the professional lifeguard, and automatic external defibrillation (AED). The program will consist of in-class lessons as well as water-based training. NOTE: this course will be a blended, credit/non-credit course.

--Starts: Sep 7 (Registration closed: Aug 31)
--Starts: Nov 2 (Registration closed: Oct 26)
5:30pm-8:45pm | Tue/Thu | 11 sessions | CARC | Instructor: Rebekah Stuckley
GC: $250  OOC: $255  OOS: $260

Heartsaver First Aid w/CPR
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, the course 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.

Starts: Oct 10 | 5:30pm-8:45pm | Tue/Thu | 2 sessions | McH
MD SR: $60  GC: $75  OOC: $80  OOS: $85
Registration closed: Oct 3 | Instructor: Cathy McGoldrick

BLS Healthcare Provider CPR
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.

Oct 26 | 5pm-9:15pm | Thu | 1 session | McH
MD SR: $55  GC: $65  OOC: $70  OOS: $75
Registration closed: Oct 19 | Instructor: Cathy McGoldrick

Please call 301-791-7676 or visit www.widmyer.com
for details or to register.
POWER OF POSSIBILITIES BUSINESS PLAN COMPETITION

As the Power of Possibilities initiative enters its fourth year, we are looking for motivated individuals that want help and guidance, and maybe a little “push,” to launch their business (or a new iteration of an existing business) to participate in our FOURTH ANNUAL POWER OF POSSIBILITIES BUSINESS PLAN COMPETITION. If you are considering launching a for-profit or non-profit business and are willing to put some hard work into making your dream a reality, this program is for you.

The Competition is open to all age groups (over 16) and for non-profit as well as for-profit enterprises. Once accepted into the program (a simple application to explain the proposed business idea is required) applicants receive one-on-one coaching/mentoring, access to three practical workshops, invites to informal competitor/mentor meet-ups and Q&A sessions and specialized guidance materials to help build their plan over a period of months.

The Business Plan Competition culminates in an awards luncheon at the Spring POP Summit where competitors get to interact with and share their ideas with Summit attendees and vie for prizes of up to $1,000! Price for the program, including all materials, coaching, mentoring, workshops and the POP Spring Summit awards luncheon in $60.

For more information or an application, please go to www.4ruralsuccess.com or contact GCCEI Director, Mike Tumbarello.

301.387.3167
mike.tumbarello@garrettcollege.edu
To register, please call 301-387-3069

Leadership Garrett County Accepting Applications for fall, 2017 Class

Leadership Garrett County begins its second year in the fall of 2017. We are hoping to build on the success of the inaugural year’s program, where 41 local, emerging leaders undertook an experiential learning program to develop their skills as future community leaders.

The program is targeted toward identifying and developing emerging leaders from the ranks of local citizens, non-profits, for-profits and governmental/educational/health institutions. Most students are in the millennial population segment and are from a variety of career backgrounds. All students must apply and be sponsored by a local organization. The program consists of monthly all day meetings over a period of a half year where students hear from local leaders, travel to and learn about local institutions, participate in lectures and network with other emerging leaders in the class.

The fee for the semester is $375, plus a $25 application fee. For more information or an application, please go to www.4ruralsuccess.com or contact Mike Tumbarello at 301.387.3167/mike.tumbarello@garrettcollege.edu

Who Owns the Ice House
In the late 1950s, Glen Allan, Mississippi, was a poor cotton community. For many, it was a time and place where opportunities were limited by social and legal constraints that were beyond their control. It was a time and place where few dared to dream. Based on his own life experience, Pulitzer nominee Clifton Taulbert has teamed up with entrepreneur thought leader Gary Schoeniger to create a powerful and compelling story that captures the essence of an entrepreneurial mindset and the unlimited opportunities it can provide.

- Choices versus circumstances
- Different world views
- Reacting versus responding
- Entrepreneurial thinking
- Overcoming barriers/taking action
- Self-directed learning + effort
- Solving problems to build wealth
- Building your personal brand
- Positive influencers
- Hard work and persistence

Starts: Dec 11 | 5:30pm-8pm | Mon | 2 sessions | Mch
$400 for all residencies
Registration closed: Dec 4 | Instructor: Mike Tumbarello
ONLINE OFFERINGS

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) 387-3064

Prices start as low as: $109

24-Hour Access
Discussion Areas
6 Week Format

Learn from the comfort of home!

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.

Enroll Now!

Over 300 online courses available
Professional Development

To register, please call 301-387-3069

Courses may be cancelled if minimum enrollment is not met by registration closing date.

Online Career Training Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Programs are available in the following areas:
- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

Features:
- Facilitators and mentors are available to answer questions and help you through your studies.
- Career Counselors will help you prepare for the transition from the classroom to the workplace.
- Courses are all open-enrollment and self-paced.
- No additional charges - all materials, workbooks, and software are included in the course fee.
- Payment plans available.

Pharmacy Technician
This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Six Sigma Black Belt
Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Six Sigma Green Belt
The six sigma green belt Online Training Program encompasses all aspects of running a Six Sigma green belt business, including management, service delivery, design, production, and customer satisfaction.

AutoCAD 2013
Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

Medical Billing & Coding + Medical Terminology
The medical billing and Coding + medical terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

Administrative Medical Specialist with Medical Billing and Coding
Get the skills you need to become an administrative medical specialist, medical billing specialist, or a medical coder.

Event Management & Design
From planning to pyrotechnics, the event management and design Online Training Program will teach you everything you need to know to create events that are truly special.

Bookkeeping the Easy way with Quickbooks
Master basic bookkeeping and accounting skills using QuickBooks 2010.

CompTIA A+ Certification Training
Take your first step toward a career as a security professional and prepare yourself for the comptia™ Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

Enroll Today!
All materials are included in the program fees. Each course has an instructor assigned to answer student questions and solve student problems.

To learn more, visit careertraining.ed2go.com/garrett

You can also reach us by calling (301) 387-3064
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
- Counseling & Coaching
- Education & Child Care
- Fitness & Health
- Green & Sustainable Energy
- Healthcare & Medical
- Hospitality & Travel
- Information Technologies (IT)
- Legal & Paralegal
- 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
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

To register, please call 301-387-3069

Professional Development | 23

SAFETY

How to Survive an OSHA Audit

TOPICS WILL INCLUDE:
- MOSHA PHYSICAL INSPECTIONS
- 10 MOST CITED VIOLATIONS FOR 2016
- TRAINING REQUIREMENTS FOR YOUR INDUSTRY
- IMPLEMENTING A SAFETY PROGRAM FOR YOUR BUSINESS
- WORKERS’ COMPENSATION

Sep 5 & Sep 6 | 5pm-9:15pm | Tue/Wed | 2 sessions | McH
MD SR: $150 GC: $175 OOC: $180 OOS: $185
Registration closed: Aug 29 | Instructor: Randal Gardner

ServSafe
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.

---Starts: Sep 6 (Registration closed: Aug 30)
---Starts: Dec 6 (Registration closed: Nov 29)
8am-4:30pm | Wed/Thu | 2 sessions | McH | Instructor: Tina Buckel
MD SR: $100 GC: $115 OOC: $120

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

Courses may be cancelled if minimum enrollment is not met by registration closing date.
Mathematics for Electronics
An introductory and essentials course of mathematical concepts and techniques applied to circuit analysis. Topics include basic arithmetic operations, number notation and operation, engineering quantities and units of measurements, algebra fundamentals, and solving equations. Emphasizes mathematical techniques used in DC/AC circuit analysis. Beginning with Ohm's and Kirchhoff's Law to analyze basic circuits the student learns circuit simplifications and solution techniques. Selected applications will be demonstrated to students via a lab environment.

Starts: Sep 6 | 10:10am-11:40am | Mon/Wed | McH
GC: $345  OOC: $350  OOS: $355

Introduction to Industrial Electronics
This course provides an introduction to the basic fundamentals, terminology and applications used in the electronic industry. The course has been designed for those students who need an understanding of electronic principles and applications, but do not need the theoretical or mathematical depth required for electronic circuits design. The topics covered will include circuit theory principles, electronic components, transistor usage, amplifiers, power supplies, digital logic techniques, and electronic instruments. This course will also include some basic laboratory exercises to strengthen the topic coverage as it pertains to basic measurement involving both analog and digital circuits. Prerequisite Mathematics for Electronics

Starts: Sep 6 | 1:30pm-3pm | Mon/Wed | McH
GC: $345  OOC: $350  OOS: $355
To register, please call 301-387-3136

Workforce Development

CERTIFICATION & TRAINING - 25

Construction & Building Maintenance
- Backflow Certification ............................................................. 25
- Backflow Recertification ......................................................... 25

Education & Human Services
- 45-Hour Infant & Toddler Training for Caregivers ................. 26
- 90-Hour Preschool Training for Caregivers ................................. 26
- 9-Hour Communication Training for Caregivers ....................... 26
- 45-Hour Child Care Administration ......................................... 26

Electromechanical
- Mathematics for Electronics .................................................. 24
- Introduction to Industrial Electronics ........................................ 24

Transportation
- Hazmat Endorsement ............................................................. 26
- Forklift Certification ............................................................... 26
- Fleet Air Brake Maintenance .................................................... 26
- Flagger Certification & Training ............................................... 26

Workforce Development Programs - 27

Certified Clinical Medical Assistant (CCMA) .............................. 27
Certified Medical Administration Assistant (CM AA) ..................... 28
Certified Nursing Assistant (CNA) ............................................. 29
Medical Coding & Medical Billing .............................................. 30
Phlebotomy-Venipuncture Specimen Collection ............................. 31
Veterinary Assistant .................................................................... 32
Building/Property Maintenance Technician (CAMT) ..................... 33
Machining ..................................................................................... 34
Welding ....................................................................................... 35
Bus Driver Training ..................................................................... 35
Commercial Truck Driving (CDL) ................................................. 36

CONSTRUCTION & BUILDING MAINTENANCE

Backflow Certification
The purpose of this training is to fully acquaint apprentice, journey, and master plumbers with the use, operation, testing, and surveying procedures of backflow prevention in an effort to ensure that potable water does not cause the spread of communicable diseases like typhoid, infectious hepatitis, scarlet fever, polio, poliomyelitis, and dysentery, etc. This course addresses what backflow preventers are, how they are tested, how they are installed and where they are required. Upon passing the written and practical exams the student is certified (if a licensed plumber in Maryland) as a Certified Backflow Prevention Technician. Recertification is required every three years to keep certification current.

Starts: Sep 6 | 7am-5pm | Wed | 3 sessions | NOC
MD SR: $575  GC: $595  OOC: $600  OOS: $605
Registration closed: Aug 30 | Instructor: David Hahn

David Hahn from Washington, DC will be instructing the training. Dave has been testing backflow preventers for himself for over 30 years, and holds ASSE, TREEO, and other backflow prevention course instructing licenses, as well as Master Plumbing licenses in many jurisdictions. Dave joined Kruger’s Training Academy around 2 years ago, and goes to backflow training seminars every few months. He is considered an expert in the field of backflow instructing having trained over 200 students in the last years.

Backflow Recertification
The purpose of this training is to fully acquaint apprentice, journey, and master plumbers with the use, operation, testing, and surveying procedures of backflow prevention in an effort to ensure that potable water does not cause the spread of communicable diseases like typhoid, infectious hepatitis, scarlet fever, polio, poliomyelitis, and dysentery, etc. This course addresses what backflow preventers are, how they are tested, how they are installed and where they are required. Upon passing the written and practical exams the student is certified (if a licensed plumber in Maryland) as a Certified Backflow Prevention Technician. Recertification is required every three years to keep certification current.

Sep 6 | 7am-5pm | Wed | 1 session | NOC
MD SR: $310  GC: $315  OOC: $320  OOS: $325
Registration closed: Aug 30 | Instructor: David Hahn

Courses may be cancelled if minimum enrollment is not met by registration closing date.  FALL 2017 CEWD SCHEDULE
EDUCATION & HUMAN SERVICES

45-Hour Infant & Toddler Training for Caregivers
This program is an introduction to curriculum and activities for infants and toddlers. Emphasis is placed on the planning and implementation of a developmentally appropriate program. The supports and services provided through early intervention and preschool special education can help infants and toddlers and their families make the powerful connections to improve their ability to learn. This course is offered in a hybrid format.

Starts: Oct 5 | 5:30pm-8:45pm | Tue/Thu | 15 sessions | MCH
MD SR: $250  GC: $275  OOC: $280  OOS: $285
Registration closed: Sep 28 | Instructor: Debra Barnard

90-Hour Preschool Training for Caregivers
Students taking this course will gain the skills necessary to work with preschool-age children in child care programs and to build communication skills to use with parents, co-workers, and the public. Topics include curriculum planning and age-appropriate activities for children. This course fulfills the 90-hour child care requirement through MSDE and the 9-hour communication skills requirement, also through M S D E .

Starts: Mar 6 | 5:30pm-8:45pm | Tue/Thu | 17 sessions | MCH
MD SR: $325  GC: $350  OOC: $375  OOS: $400

9-Hour Communication Training for Caregivers
9 clock hours of approved training in communicating with staff, parents, and the public. This fulfills communication requirement through M S D E .

TBD | TBD | TBD
MD SR: $45  GC: $50  OOC: $55  OOS: $60

45-Hour Child Care Administration
This program is designed for students to gain the required knowledge skills for child care center directors. It provides an overview of the basic child care services from family day care, group day care and school age centers.

TBD | TBD | TBD
MD SR - $250  GC - $275  OOC - $280  OOS - $285

TRANSPORTATION

Hazmat Endorsement
This course will provide instructional classroom training to prepare students for the MD CDL HazMat endorsement. Topics covered will include the identification of various hazardous material classes, proper packaging groups, acceptance and refusal of hazardous packages, and Federal Motor Carrier Safety Regulations.

Aug 12 (Registration closed: Aug 5)
-Sep 9 (Registration closed: Sep 2)
8am-4pm | Sat | 1 session | NOC | Instructor: MTDI
MD SR: $95  GC: $99  OOC: $104  OOS: $109

Forklift Certification
This course is designed to teach the student how to properly operate an industrial powered forklift. The course satisfies 29 CFR 1910.178 of the Occupational Safety and Health Administration (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.

Sep 29 | 9am-2pm | Fri | 1 session | NOC
MD SR: $139  GC: $149  OOC: $154  OOS: $159
Registration closed: Sep 22 | Instructor: Joe Farris

Fleet Air Brake Maintenance
This course provides safety directors, fleet managers, mechanics, drivers and anyone driving a vehicle 26001 pounds with updated information necessary to complete brake repairs and adjustments. Topics include the following: a step-by-step development of a truck air system, expansion into a tractor system, and then adding trailer components, an explanation of the individual components, how they work, and how they inter-relate and an explanation of the requirements and how it is met. Included will be troubleshooting/identification tips on the various components involved along with coverage on the mandatory line-protection feature found in trailers. The focus will be on tractors, trailers, dollies, and straight trucks. Federal regulations will also be discussed. Chip DiSorbo, National Account Manager with Haldex Brake Products Corporation, will be giving the presentation and issuing a certificate of completion for those finishing the training.

Oct 3 | 9am-1pm | Tue | 1 session | NOC
MD SR: $15  GC: $19  OOC: $24  OOS: $29
Registration closed: Sep 26 | Instructor: Chip DeSorbo

Flagger Certification & Training
This certification course is required for individuals flagging along Maryland roadways. The primary objectives of the course are to train flaggers to provide safe passage through and around work areas and to minimize confusion by bringing standard procedures to our nation’s highways. The course is approved by the American Traffic Safety Services Association (ATSSA) and will be instructed by a certified flagger professional. Topics include the following: flagging standards, flagger qualifications, proper flagging procedures, use of equipment such as two-way radios, signs, flags, and what to do in special situations. Certification cards will be issued to those who demonstrate a competency and knowledge of proper flagging techniques and practices. Note: course may be lengthened or shortened due to number of attendees.

Oct 13 | 9am-2pm | Fri | 1 session | NOC
MD SR: $89  GC: $99  OOC: $104  OOS: $109
Registration closed: Oct 6 | Instructor: Joe Farris

All course schedules, pricing, and details are subject to change without prior notice.
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours of Instruction</th>
<th>Tuition &amp; Fees for Garrett County Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Health Care &amp; Health Care Systems</td>
<td>45</td>
<td>$450</td>
</tr>
<tr>
<td>Medical Terminology for Health Careers</td>
<td>24</td>
<td>$235</td>
</tr>
<tr>
<td>Basic Math for Health Career Professions</td>
<td>9</td>
<td>$85</td>
</tr>
<tr>
<td>Certified Medical Administrative Assistant</td>
<td>69</td>
<td>$700</td>
</tr>
<tr>
<td>Phlebotomy Theory</td>
<td>60</td>
<td>$625</td>
</tr>
<tr>
<td>Basic Patient Intake</td>
<td>27</td>
<td>$270</td>
</tr>
<tr>
<td>Basic Anatomy &amp; Physiology for Health Careers</td>
<td>33</td>
<td>$300</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>30</td>
<td>$250</td>
</tr>
<tr>
<td>Medicine Administration</td>
<td>15</td>
<td>$130</td>
</tr>
<tr>
<td>Introduction to Laboratory Techniques</td>
<td>15</td>
<td>$140</td>
</tr>
<tr>
<td>Basic EKG</td>
<td>12</td>
<td>$190</td>
</tr>
<tr>
<td>Externship #1 - Administrative</td>
<td>40</td>
<td>$375</td>
</tr>
<tr>
<td>Externship #2 - Phlebotomy</td>
<td>40</td>
<td>$375</td>
</tr>
<tr>
<td>Externship #3 - Clinical</td>
<td>40</td>
<td>$415</td>
</tr>
<tr>
<td>NHA Test Preparation</td>
<td>8</td>
<td>$94</td>
</tr>
</tbody>
</table>

TOTAL - Includes most text books and other instructional materials. Scrubs and the cost for Certification testing with National Healthcareer Association is included in the fees. $4,695

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.
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours of Instruction</th>
<th>Tuition &amp; Fees for Garrett County Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Health Care &amp; Health Care Systems</td>
<td>45</td>
<td>$450</td>
</tr>
<tr>
<td>Medical Terminology for Health Careers</td>
<td>24</td>
<td>$235</td>
</tr>
<tr>
<td>Basic Math for Health Career Professions</td>
<td>9</td>
<td>$85</td>
</tr>
<tr>
<td>Certified Medical Administrative Assistant</td>
<td>69</td>
<td>$700</td>
</tr>
<tr>
<td>Externship #1 - CMAA Externship</td>
<td>40</td>
<td>$375</td>
</tr>
</tbody>
</table>

TOTAL - Includes most text books and other instructional materials. $1,845

The cost for Certification testing with National Healthcareer Association is included in fees.

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.

SURGICAL TECHNICIAN - Coming Soon!!!

COMING SOON

NEW PROGRAM

SEE PAGE 37 for SCHEDULE of CURRENT COURSE OFFERINGS

FALL 2017 CEWD SCHEDULE

All course schedules, pricing, and details are subject to change without prior notice.
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours of Instruction &amp; Clinical Experience</th>
<th>Tuition &amp; Fees for Garrett County Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nursing Assistant - Theory</td>
<td>77</td>
<td>$760</td>
</tr>
<tr>
<td>Topics for the course include the role and responsibility of nursing assistants, major organs and body systems, common medical terms and abbreviations, ambulating devices, human growth and development, ethical and legal issues, and demonstration of various nursing assistant functions. Students must complete the Theory portion of the course with a minimum of 80% to move on to the Clinical portion.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certified Nursing Assistant - Clinical</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fingerprint Fee, Criminal Background Check, Application Fee</td>
<td></td>
<td>Approx. $60</td>
</tr>
<tr>
<td>ESTIMATED TOTAL</td>
<td>117</td>
<td>$820</td>
</tr>
<tr>
<td>GNA certification involves additional testing at a cost of $105.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
Individuals trained to work in the Allied Health Industry doing medical billing and coding are employed in doctor's offices, urgent care facilities, hospitals, and other health care facilities. Accurate medical billing and coding is essential to the delivery of quality health care and efficient health care administration. The courses listed below are designed to prepare students to earn a certification through the National Healthcareer Association (NHA).

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours of Instruction</th>
<th>Tuition &amp; Fees for Garrett County Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Health Care &amp; Health Care Systems</td>
<td>45</td>
<td>$450</td>
</tr>
<tr>
<td>Medical Terminology for Health Careers</td>
<td>24</td>
<td>$235</td>
</tr>
<tr>
<td>Study of the Disease Process &amp; Pathophysiology</td>
<td>21</td>
<td>$200</td>
</tr>
<tr>
<td>Basic Anatomy &amp; Physiology for Health Careers</td>
<td>33</td>
<td>$280</td>
</tr>
<tr>
<td>Introduction to Pharmacology</td>
<td>12</td>
<td>$100</td>
</tr>
<tr>
<td>Introduction to Electronic Health Records</td>
<td>15</td>
<td>$250</td>
</tr>
<tr>
<td>Medical Billing &amp; Medical Insurance</td>
<td>27</td>
<td>$225</td>
</tr>
<tr>
<td>Medical Coding One</td>
<td>27</td>
<td>$275</td>
</tr>
<tr>
<td>Medical Coding Two</td>
<td>27</td>
<td>$200</td>
</tr>
<tr>
<td>Advanced Medical Coding &amp; NHA Exam Review</td>
<td>24</td>
<td>$375</td>
</tr>
<tr>
<td>TOTAL - Includes most text books and other instructional materials. The cost for Certification testing with National Healthcareer Association is also included in student technology fees.</td>
<td>246</td>
<td>$2,590</td>
</tr>
</tbody>
</table>

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

Externship: Job Shadow opportunity may be available

Time to Complete Program: Approximately 9 months. Classes are held 2-3 evenings per week. 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 in the Allied Health field as a medical billing and coding professional.
- 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 301-387-3770 for the planned dates and times.
- A background check may be required for students wishing to participate in a job shadow opportunity.
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours of Instruction &amp; Clinical Experience</th>
<th>Tuition &amp; Fees for Garrett County Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Health Care &amp; Health Care Systems</td>
<td>45</td>
<td>$450</td>
</tr>
<tr>
<td>Venipuncture - Didactic, theory, and laboratory simulation</td>
<td>60</td>
<td>$675</td>
</tr>
<tr>
<td>(includes the cost of textbook, lab coat, fees &amp; tuition)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Externship</td>
<td>40</td>
<td>$300</td>
</tr>
<tr>
<td>CPR - Must be American Heart Association Approved</td>
<td></td>
<td>Not included in tuition or course hours</td>
</tr>
<tr>
<td>TOTAL - Includes all instructional materials, (1) lab coat, &amp; (1) set of scrubs. Does not include the cost of CPR training or National Healthcare Association (NHA) Exam.</td>
<td>142</td>
<td>$1,535</td>
</tr>
</tbody>
</table>

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 Healthcare 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 CURRENT COURSE OFFERINGS
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.

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.

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

WIRELESS BROADBAND TECHNICIAN/INSTALLER - Coming Soon!!!
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours of Instruction</th>
<th>Tuition &amp; Fees for Garrett County Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFC-EPA Section 608 Certification. This is a prerequisite prior to completing the appliance repair and HVAC modules.</td>
<td>21</td>
<td>$200</td>
</tr>
<tr>
<td>CERTIFICATE IN APARTMENT/BUILDING MAINTENANCE TECHNICIAN (CAMT) Two (2) O n-Line classes Electrical Maintenance and Repair Plumbing Maintenance and Repair HVAC Maintenance and Repair Appliance Maintenance and Repair Interior &amp; Exterior Maintenance and Repair</td>
<td>96</td>
<td>$1,000</td>
</tr>
<tr>
<td>Job Shadow (Optional)</td>
<td>24</td>
<td>$35</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>CFC-EPA &amp; CAMT - $1,200</strong> <strong>CFC-EPA, CAMT &amp; Job Shadow - $1,235</strong></td>
</tr>
</tbody>
</table>

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.

INDUSTRIAL/COMMERCIAL CONSTRUCTION - Coming Soon!!!

SEE PAGE 38 for SCHEDULE of CURRENT COURSE OFFERINGS

Courses may be cancelled if minimum enrollment is not met by registration closing date.
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.

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

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 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.
**WELDING**

Welders are employed in almost every trade and work in a variety of locations including below ground, underwater, 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Class Room Hours of Instruction</th>
<th>AWS On-Line Instruction</th>
<th>Tuition &amp; Fees for Garrett County Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation for Welding</td>
<td>45</td>
<td>4</td>
<td>$675</td>
</tr>
<tr>
<td>Welding One</td>
<td>63</td>
<td>7</td>
<td>$1,225</td>
</tr>
<tr>
<td>Welding Two</td>
<td>63</td>
<td>7</td>
<td>$1,075</td>
</tr>
</tbody>
</table>

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 verticle 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.

**BUS DRIVER TRAINING**

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.
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.
## SCHEDULE OF CURRENT COURSES

### CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>#Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Health Care &amp; Health Care Systems</td>
<td>9/18/2017</td>
<td>10/23/2017</td>
<td>15</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Medical Terminology for Health Careers</td>
<td>10/24/2017</td>
<td>11/9/2017</td>
<td>8</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Basic Math for Health Career Professions</td>
<td>11/13/2017</td>
<td>11/16/2017</td>
<td>3</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Certified Medical Administrative Assistant</td>
<td>11/20/2017</td>
<td>1/25/2018</td>
<td>23</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Phlebotomy Theory</td>
<td>2/8/2018</td>
<td>3/27/2018</td>
<td>20</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Basic Anatomy &amp; Physiology for Health Careers</td>
<td>4/24/2018</td>
<td>5/17/2018</td>
<td>11</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>5/22/2018</td>
<td>6/14/2018</td>
<td>10</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Medicine Administration</td>
<td>6/18/2018</td>
<td>6/26/2018</td>
<td>5</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Introduction to Laboratory Techniques</td>
<td>6/29/2018</td>
<td>7/12/2018</td>
<td>5</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Basic EKG</td>
<td>7/16/2018</td>
<td>7/23/2018</td>
<td>4</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
</tbody>
</table>

### Externship #1 - Administrative
### Externship #2 - Phlebotomy
### Externship #3 - Clinical

### NHA Test Preparation

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### CERTIFIED MEDICAL ADMINISTRATION ASSISTANT (CMAA)

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>#Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Health Care &amp; Health Care Systems</td>
<td>9/18/2017</td>
<td>10/23/2017</td>
<td>15</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Medical Terminology for Health Careers</td>
<td>10/24/2017</td>
<td>11/9/2017</td>
<td>8</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Basic Math for Health Career Professions</td>
<td>11/13/2017</td>
<td>11/16/2017</td>
<td>3</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Certified Medical Administrative Assistant</td>
<td>11/20/2017</td>
<td>1/25/2018</td>
<td>23</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Externship - CMAA</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### CERTIFIED NURSING ASSISTANT (CNA)

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>#Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nursing Assistant - Theory</td>
<td>9/5/2017</td>
<td>11/2/2017</td>
<td>23</td>
<td>M/T/Th</td>
<td>5:30pm-8:45pm</td>
<td>SHS</td>
</tr>
<tr>
<td>Certified Nursing Assistant - Clinical</td>
<td>11/8/2017</td>
<td>11/14/2017</td>
<td>5</td>
<td>M-F</td>
<td>7:30am-3:30pm</td>
<td>TBD</td>
</tr>
<tr>
<td>CPR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MEDICAL CODING & MEDICAL BILLING

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>#Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Health Care &amp; Health Care Systems</td>
<td>9/18/2017</td>
<td>10/23/2017</td>
<td>15</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Medical Terminology for Health Careers</td>
<td>10/24/2017</td>
<td>11/9/2017</td>
<td>8</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Study of the Disease Process &amp; Pathophysiology</td>
<td>11/14/2017</td>
<td>12/7/2017</td>
<td>7</td>
<td>T/Th</td>
<td>5-8pm</td>
<td>SOC</td>
</tr>
<tr>
<td>Introduction to Pharmacology</td>
<td>12/12/2017</td>
<td>12/21/2017</td>
<td>4</td>
<td>T/Th</td>
<td>5-8pm</td>
<td>SOC</td>
</tr>
<tr>
<td>Introduction to Electronic Health Records</td>
<td>1/2/2018</td>
<td>1/18/2018</td>
<td>5</td>
<td>T/Th</td>
<td>5-8pm</td>
<td>SOC</td>
</tr>
<tr>
<td>Basic Anatomy &amp; Physiology for Health Careers</td>
<td>1/18/2018</td>
<td>2/6/2018</td>
<td>8</td>
<td>M/T/Th</td>
<td>5-8pm</td>
<td>SOC</td>
</tr>
<tr>
<td>Medical Billing &amp; Medical Insurance</td>
<td>2/8/2018</td>
<td>3/8/2018</td>
<td>9</td>
<td>T/Th</td>
<td>5-8pm</td>
<td>SOC</td>
</tr>
<tr>
<td>Medical Coding One</td>
<td>3/13/2018</td>
<td>4/10/2018</td>
<td>9</td>
<td>T/Th</td>
<td>5-8pm</td>
<td>SOC</td>
</tr>
<tr>
<td>Medical Coding Two</td>
<td>4/12/2018</td>
<td>5/15/2018</td>
<td>9</td>
<td>T/Th</td>
<td>5-8pm</td>
<td>SOC</td>
</tr>
<tr>
<td>Advanced Medical Coding &amp; NHA Exam Review</td>
<td>5/17/2018</td>
<td>6/12/2018</td>
<td>8</td>
<td>T/Th</td>
<td>5-8pm</td>
<td>SOC</td>
</tr>
</tbody>
</table>

### PHLEBOTOMY - VENIPUNCTURE SPECIMEN COLLECTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>#Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Health Care &amp; Health Care Systems</td>
<td>1/2/2018</td>
<td>2/6/2018</td>
<td>15</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Phlebotomy Theory</td>
<td>2/8/2018</td>
<td>3/27/2018</td>
<td>20</td>
<td>M/T/Th</td>
<td>6-9pm</td>
<td>CTTC</td>
</tr>
</tbody>
</table>

### VETERINARY ASSISTANT

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>#Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinary Assistant One</td>
<td>9/18/2017</td>
<td>10/23/2017</td>
<td>11</td>
<td>M/Th</td>
<td>5-8pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Veterinary Assistant Two</td>
<td>10/26/2017</td>
<td>11/30/2017</td>
<td>10</td>
<td>M/Th</td>
<td>5-8pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Veterinary Assistant Three</td>
<td>12/4/2017</td>
<td>1/22/2018</td>
<td>10</td>
<td>M/Th</td>
<td>5-8pm</td>
<td>CTTC</td>
</tr>
</tbody>
</table>

### CHILD CARE

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>#Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>45-Hour Infant/Toddler Training for Caregivers</td>
<td>10/5/2017</td>
<td>11/23/2017</td>
<td>15</td>
<td>T/Th</td>
<td>5:30-8:45pm</td>
<td>MCH</td>
</tr>
<tr>
<td>90-Hour Preschool Training for Caregivers</td>
<td>3/6/2018</td>
<td>6/26/2018</td>
<td>17</td>
<td>T/Th</td>
<td>5:30-8:45pm</td>
<td>MCH</td>
</tr>
</tbody>
</table>

Courses may be cancelled if minimum enrollment is not met by registration closing date.
### Workforce Development

#### Workforce Development

All course schedules, pricing, and details are subject to change without prior notice.

---

## Fall 2017 CEWD Schedule

### Building/Property Maintenance Technician (CAMT)

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>#Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMT - All Modules</td>
<td>2/15/2018</td>
<td>6/5/2018</td>
<td>26</td>
<td>T/Th</td>
<td>5:45pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>CFC-EPA Section 608</td>
<td>3/22/2018</td>
<td>4/10/2018</td>
<td>6</td>
<td>T/Th</td>
<td>5:45pm</td>
<td>CTTC</td>
</tr>
</tbody>
</table>

### Machining - Manual

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>#Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation for Machining</td>
<td>9/11/2017</td>
<td>10/2/2017</td>
<td>7</td>
<td>M/W</td>
<td>4:30-8:15pm</td>
<td>SHS</td>
</tr>
<tr>
<td>Job Planning, Bench Work &amp; Layout</td>
<td>10/4/2017</td>
<td>10/25/2017</td>
<td>7</td>
<td>M/W</td>
<td>4:30-8:15pm</td>
<td>SHS</td>
</tr>
<tr>
<td>Manual Milling</td>
<td>10/30/2017</td>
<td>12/6/2017</td>
<td>11</td>
<td>M/W</td>
<td>4:30-8:15pm</td>
<td>SHS</td>
</tr>
</tbody>
</table>

### Machining - C.N.C.

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>#Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>C.N.C. Milling Programming &amp; Set Up</td>
<td>9/18/2017</td>
<td>11/8/2017</td>
<td>16</td>
<td>M/W</td>
<td>5:45pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>C.N.C. Milling Operations</td>
<td>11/13/2017</td>
<td>1/24/2018</td>
<td>16</td>
<td>M/W</td>
<td>5:45pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>C.N.C. Turning Programming and Set Up</td>
<td>2/5/2018</td>
<td>4/2/2018</td>
<td>16</td>
<td>M/W</td>
<td>5:45pm</td>
<td>CTTC</td>
</tr>
</tbody>
</table>

### Welding

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>End Date</th>
<th>#Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welding Two</td>
<td>9/7/2017</td>
<td>1/20/2018</td>
<td>18</td>
<td>Th/ (L)Sat</td>
<td>5:45pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Preparation for Welding</td>
<td>9/5/2017</td>
<td>11/28/2017</td>
<td>15</td>
<td>T/Th</td>
<td>5:45pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Welding One</td>
<td>9/18/2017</td>
<td>1/29/2018</td>
<td>18</td>
<td>M</td>
<td>5:45pm</td>
<td>CTTC</td>
</tr>
<tr>
<td>Welding Two</td>
<td>2/1/2018</td>
<td>6/2/2018</td>
<td>18</td>
<td>Th/ (L)Sat</td>
<td>5:45pm</td>
<td>CTTC</td>
</tr>
</tbody>
</table>

### Commercial Truck Driving

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL Learners Prep</td>
<td>Your choice: Sep 23 • Oct 28 • Nov 18</td>
<td>Sat/Sun</td>
<td>8am-4pm</td>
<td>MTDI</td>
</tr>
<tr>
<td>Class A, CDL Training</td>
<td>Continuous</td>
<td>30 Days</td>
<td>8am-4pm</td>
<td>MTDI</td>
</tr>
<tr>
<td>Class B, CDL Training</td>
<td>Continuous</td>
<td>6 Day Duration</td>
<td>8am-4pm</td>
<td>MTDI</td>
</tr>
<tr>
<td>School Bus Training</td>
<td>Continuous</td>
<td>6 Day Duration</td>
<td>8am-4pm</td>
<td>MTDI</td>
</tr>
</tbody>
</table>

---

## Scholarship Opportunities

Available for continuing education & workforce development programming through the Garrett College Foundation.

Current scholarships include:
- Audrey Naylor Scholarship
- GC Continuing Education Division Occupational Scholarship
- Jeffrey Kirk Roszell Scholarship
- Jeremy Bernard Memorial Scholarship
- Maryland Motor Truck Association: Walter & Harriet Thompson Scholarship
- Oakland Rotary Workforce Development Scholarship

For more information or to make a gift to a Foundation fund, visit www.garrettcollegefoundation.org
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: ___________________________ ___________________________ ___________________________

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: ___________________________

**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.

Courses may be cancelled if minimum enrollment is not met by registration closing date.
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)

__________________________ ____________________________
Signature Date
AVAILABLE PROGRAMS

Allied Health:
- Certified Clinical Medical Assistant (CCMA)
- Certified Medical Administrative Assistant (CMAA)
- Certified Nursing Assistant (CNA)
- 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:
- Certificate in Apartment/Building Maintenance
- Commercial/Industrial Construction (Coming Soon!)
- Broadband Installer (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!)

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 Social Media!

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
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 ________________________________

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

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
FINANCIAL NEED

Are you currently receiving services from any of the following organizations?

- Department of Social Services (DSS)  □ Yes □ No
- Community Action  □ Yes □ No
- Western Maryland Consortium  □ Yes □ No
- Healthy Families  □ Yes □ No
- DORS  □ Yes □ No
- Adult Basic Education  □ Yes □ No

If applicable, list Case Manager/Contact for each Organization:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Number of family members in your household:__________

Annual household income _______________________(This information will remain confidential and will not be shared).

________________________________________________________________________________________

I certify that the information I have provided on this form is accurate, and will provide appropriate documentation if required. I understand that if I fail to attend 75% of my class(es) and/or do not complete my coursework, my scholarship will be nullified and I will be responsible for 100% of tuition and/or fees.

________________________________________________________________________________________

Signature ___________________________ Date ______________

CAREER GOAL

Workforce Development Program (see last page of application)

Please describe your career goal, clearly identifying how this workforce program, and a scholarship, will help you to reach that goal.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Courses may be cancelled if minimum enrollment is not met by registration closing date.
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

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)

__________________________ __________________________
Signature Date
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) 387-3771 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) 387-3771 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.

Courses may be cancelled if minimum enrollment is not met by registration closing date.
STAFF DIRECTORY

Terry Beachy, Assistant Director, Workforce Development & Community Education
301-895-4700, terry.beachy@garrettcollege.edu
Northern Outreach Center; Mountaintop Truck Driving Institute; Community Education

Douglas Beitzel, Program Coordinator
301-387-3772, doug.beitzel@garrettcollege.edu
Career Technology Training Center; Emergency Services Training Center

Carolina Dodge, Program Coordinator
301-387-3088, carolina.dodge@garrettcollege.edu

Kaitlyn Fike, Office Associate
301-387-3136, kaitlyn.fike@garrettcollege.edu
Career Technology Training Center

Sarah Friend, Coordinator of Operations
301-387-3064, sarah.friend@garrettcollege.edu

Connie Meyers, Director of Professional Development & Contract Training
301-387-3084, connie.meyers@garrettcollege.edu
McHenry Campus; Online Training; Personal Development; Recreational; Professional Development; Customized Training, Childcare Training

Carol Mowbray-Brooks, Director of Adult Education & Workforce Development
301-387-3770, carol.mowbraybrooks@garrettcollege.edu
Southern Outreach Center; Career Preparation, ABE, GED

Jean Tumbarello, Office Associate
301-387-3781, jean.tumbarello@garrettcollege.edu
Southern Outreach Center | Northern Outreach Center

Mike Tumbarello, Director of Entrepreneurship & Innovation
301-387-3167, mike.tumbarello@garrettcollege.edu
Garrett Information Enterprise Center

Julie Yoder, Dean of Continuing Education & Workforce Development
301-387-3101, julie.yoder@garrettcollege.edu

GARRETT COLLEGE CAMPUS MAP

BUILDING ABBREVIATIONS

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

OUTREACH CENTERS
Career Technology Training Center (CTTC)
116 Industrial Drive, Accident, MD 21520
301-387-3770

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

Southern Outreach Center (SOC)
14 N 8th Street, Oakland, MD 21550
301-387-3087

All course schedules, pricing, and details are subject to change without prior notice.
WE'RE GETTING SOCIAL

follow us @ GarrettCollege/CEWD
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.