

See our **COVID-19** statement inside

301-387-3069

www.garrettcollege.edu/cewd

Continuing Education

Fall 2020

COVERING DATES AUG 17 - DEC 31

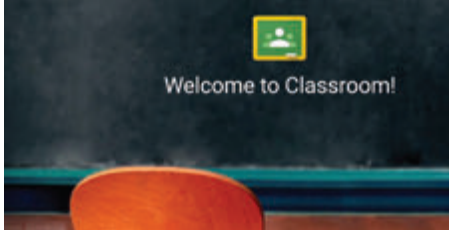
DIY Back to the Basics: Cold Process Soap Making - p9



Grow It, Eat It, Preserve It Series - p14



A Parent's Guide to Google Classroom - p12



Backyard Poultry - p8



GARRETT COLLEGE
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

PERSONAL INTEREST | BUSINESS SOLUTIONS | WORKFORCE DEVELOPMENT

A teal banner with rounded corners featuring stylized virus icons. The text "COVID-19" is in large white letters, and "CORONAVIRUS STATEMENT" is in smaller white letters below it.

COVID-19

CORONAVIRUS STATEMENT

Dear Student,

The impacts of COVID-19 continue as we get ready to begin our fall semester. Planning this year has been especially difficult because of the uncertainty; however, it is our intent to deliver face-to-face courses this fall. Garrett College, like most higher education institutions, has been planning for months, adopting and implementing best practices to ensure, to the extent possible, the health and safety of our students. Should things change during the fall semester, we will move as many classes online as possible; those classes not suited for online instruction will be postponed or canceled. Please be patient with us as we make the best possible decisions for the health and safety of our students, instructors and staff. We look forward to seeing all of our students - those taking a class with us for the first time, and those who are our “regulars” - very soon!

Sincerely,

Julie Yoder, Dean of Continuing Education & Workforce Development





Continuing Education and Workforce Development

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

Outreach Centers

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

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

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



www.facebook.com/GC.CEWD

Issue art and design by:
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OUR MISSION | The Continuing Education and Workforce Development Division will enhance the mission of Garrett College by providing lifelong learning through community education/personal interest courses, basic skills development and career training, and professional development/customized training solutions. We are committed to helping build a better community through collaborative efforts and partnerships.

LOCATION KEY

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

LEGEND

HOW TO READ A COURSE LISTING

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

TO BE ADDED TO OUR MAILING LIST FOR THIS SCHEDULE OR TO UPDATE/MODIFY OUR CURRENT LISTING, PLEASE EMAIL CEWD@GARRETTCOLLEGE.EDU OR CALL 301-387-3069.

HURRY!

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

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



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

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COMMUNITY EDUCATION

ARTS & CRAFTS

Crocheting Basics PI-420

Every great work begins with a single slip knot. Students will start there and then move on to the basics of crocheting through chain and single crochet, turning and making rows, and finishing off a simple wash cloth. Then the class will move on to half double crochet, double crochet, and slip stitch, as well as explore how different yarn weights and hook sizes can bring variety to projects. It is just the way they are put together that makes all the difference! Three hooks and the first ball of yarn is included. Students can expect a supportive, and relaxed atmosphere.

Sep 1 - Sep 22 | 6pm - 8pm | Tue | 4 sessions | SOC

\$35 for all residencies

Registration closed: Aug 25 | Instructor: Katherine Lee

Advanced Beginner Crocheting PI-609

Do you know how to chain, single crochet, half double crochet, and double crochet, but are not sure what to do next? Learn to put these stitches together to make a baby hat, a simple team scarf, and Granny Squares. Bring to class those crochet hooks (size G, H and I) and any yarn you have laying around from those unfinished projects and learn to put it all to good use. Bring worsted weight (medium 4) yarn preferably in 100% acrylic or whatever you have and learn to create simple masterpieces.

Sep 29 - Oct 20 | 6pm - 8pm | Tue | 4 sessions | SOC

\$29 for all residencies

Registration closed: Sep 22 | Instructor: Katherine Lee

NEW! Make Friends with your Sewing Machine PI-788

How long has your sewing machine been taking up space in the closet? Get it out, dust it off, and learn how to use it! This course will cover all the basics about your sewing machine - stitches, tension, bobbins, thread and needle choices, how to properly thread your machine, troubleshoot and more. Once these topics are covered, you will be able to stitch your first seam and be on your way to making your first simple project. From there the possibilities are endless! Bring your machine, the parts that came in the little box and the instruction manual. Also, bring a spool of thread (any dark color), scissors, seam ripper, straight pins, at least 1 bobbin and measuring tape. Instructor will provide fabric. Please note: this is a beginner class and is intended for those who have never sewn or have little experience. Minimum age of participants is 15.

Aug 27 - Sep 10 | 6pm - 8pm | Thu | 3 sessions | SOC

\$45 (MD SR); \$49 (GC); \$54 (OOC); \$59 (OOS)

Registration closed: Aug 20 | Instructor: Jean Tumbarello

NEW! Sewing Part 2 PI-806

Now that you know how to use your sewing machine and sew a straight line, we can take the next step and sew something easy, useful, and a bit more complicated. Students will learn how to trace and cut a pattern and pin pieces together to make a useful tote bag. Students will also learn about different kinds of interfacing, sewing terms, and how to interpret sewing instructions. Participants need to bring one yard of cotton fabric in two coordinating colors/patterns (one yard of each), matching thread along with basic sewing supplies (a cutting mat and rotary cutter will be helpful but not necessary) and their own sewing machine. Instructor will provide interfacing for the project. Minimum age of participants is 15.

Oct 22 - Nov 5 | 6pm - 8pm | Thu | 3 sessions | SOC

\$45 (MD SR); \$49 (GC); \$54 (OOC); \$59 (OOS)

Registration closed: Oct 15 | Instructor: Jean Tumbarello



Jean Tumbarello is a retired nurse who loves to create (almost) anything with her sewing machine. She learned to sew from her mother and in her Home Ec class in high school. Keeping it simple is how she likes to do things.

While some might feel that they are running out of things to do, one of our very own instructors (and retired CEWD employee), Jean Tumbarello has been making great use of her time!

She used her "stay at home" time to make masks for family and friends. A simple straight stitch and lots of scrap fabric she had on hand was all she needed to make the masks.



Jean is a member of the Civic Club of Oakland and together with other members, made over 150 masks which were given to local organizations and care facilities. "It felt good to be doing something that was for the community. I felt like I was contributing to the greater good."

Contour Drawing PI-757

This course will focus on contour drawing as the central theme, but will also touch on modeling, shading and hatching techniques to define weight and mass. Students will be taught simple observational skills, how to recognize positive and negative space, as well as composition and direction of light for shading and modeling. Contour drawing is a technique that involves the artist observing basic and simple outlines to quickly draw a subject. The skill is easy to develop and begins with observation. A good example of a famous artist using contour drawing is Henri de Toulouse-Lautrec. His observations and drawings from the brothels and dance halls of late 19th century Paris are immortalized in the posters he illustrated. Contour drawings are used by most painters to sketch out the beginnings of paintings. After drawing the outline, adding modeling, shading and hatching to a drawing can turn a simple study for a painting into a completed work such as the beautiful sketches of Renaissance artists like Michelangelo and Leonardo da Vinci. No previous drawing skills or experience are required and all materials will be supplied by the instructor.

Sep 2 - Sep 23 | 6pm - 8pm | Wed | 4 sessions | NOC
 \$59 (MD SR); \$69 (GC); \$74 (OOC); \$79 (OOS)
 Registration closed: Aug 26 | Instructor: Mary Kay Watson



Mary Kay Watson is a watercolorist, proficient in drawing, and a Certified Zentangle Teacher. She has been an artist for over 40 years, is a lifetime member of the West Virginia Watercolor Society and the Morgantown Art Association. Her work is juried into Tamarack, the Best of West Virginia Gallery and also the retail store. She has exhibited and sold her work in West Virginia,

Maryland and Florida. She is the author/illustrator of "Tangled Shakespeare, A Midsummer Night's Dream," available through Amazon and Barnes and Noble, and is currently working on the next book in the series, "Richard III," due out in the spring of 2020.

Advanced Portrait Painting PI-147

This course is designed to improve painting technique and use of colors when creating portraits in oil. The course is highly individualized and paintings are developed 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.

Sep 14 - Oct 12 | 9am - 12:15pm | Mon | 5 sessions | GSC
 \$59 for all residencies
 Registration closed: Sep 7 | Instructor: Edna Bender

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

NEW! Introduction to the Art of Stained Glass PI-813

Looking for a fun and exciting hobby that can even be profitable? Join us for this informational session as veteran stained-glass artist, Cheryl Loeschke, discusses the copper foil method of staining glass. She will discuss what will be involved in the upcoming hands-on stained-glass course "Beginner Stained Glass." Discussion topics include the following: introduction to this art form, safety precautions and issues, hazards, general state-of-health issues, supplies needed, and handling glass in general. Handouts will be provided. Please note: this course is a prerequisite to taking the hands-on course, "Beginner Stained Glass."

Sep 8 | 6pm - 8pm | Tue | 1 session | NOC
 \$19 for all residencies
 Registration closed: Sep 1 | Instructor: Cheryl Loeschke



Cheryl Loeschke has taught the art of stained glass at Anne Arundel Community College to an assortment of genres for many years and has her own shop.

**NEW! Beginner Stained Glass PI-814**

Looking for a course to bring out your creative talent? Join us for these hands-on sessions on creating a personalized, beautiful work of art using the copper foiling technique. The course is a series of six classes and is open to those sixteen years of age and older. Topics include, but are not limited to the following: safely working with glass, chemicals and hand tools, glass selection, scoring, cutting and grinding, design principles, color theory, soldering, the use of copper foil, and patina as well as polishing techniques. Finished products are great to give as gifts or to sell. Class size is limited to allow for individualized instruction. Students need to bring band aids, black sharpie marker (fine, barrow tip), safety glasses, household scissors, and a pair of clean, tight-fitting gardening gloves. All other supplies will be provided, with sharing of hand tools. Please note: Full attendance is strongly recommended and the course has a prerequisite: "Introduction to the Art of Stained Glass."

Sep 15 - Oct 20 | 6pm - 8pm | Tue | 6 sessions | NOC
 \$95 (MD SR); \$99 (GC); \$104 (OOC); \$109 (OOS)
 Registration closed: Sep 8 | Instructor: Cheryl Loeschke

NEW! Modern Calligraphy/Brush Lettering PI-837

In this three-session course, students will learn a new skill that can be used to create an unlimited amount of artwork by using Modern Calligraphy/Brush Lettering. Session one will be an introduction to modern calligraphy, with learning the terminology of typography and calligraphy, supplies, basic letterforms, and lettering drills to practice. Session two will be creating modern calligraphy, implementing the lettering drills and alphabet together to create words, letter consistency, connections and how to add flourishes to your letters. Students will also start learning about composition and hierarchy when planning out lettering projects. In the final session, participants will create a lettering piece from start to finish. The instructor will also share other projects that can be done with lettering plus what other supplies/styles to try out for future projects. All supplies will be provided.

Nov 4 - Nov 18 | 6:30pm - 8:30pm | Wed | 3 sessions | McH
 \$85 (MD SR); \$89 (GC); \$94 (OOC); \$99 (OOS)
 Registration closed: Oct 28 | Instructor: Hannah Sickles

Local resident, Hannah Sickles, creator/owner of Whoahannah Creative, specializes in taking old wood and repurposing it for a new (more stylish) life.

NEW! DIY: Creating a Festive Holiday Door Basket Wreath PI-839

Join this festive class, and learn how to make your own holiday door basket over the course of two consecutive evenings. All weaving materials are provided. The finished basket measures approximately 8 inches wide, 14 inches high, and 4 inches thick. Students will need to provide the following items: dishpan or small tub for soaking reed; 12 to 15 spring-type clothespins; small flat-blade screwdriver or awl, flexible tape measure, shears or scissors; and a towel.

Nov 11 - Nov 12 | 6pm - 9:15pm | Wed/Thu | 2 sessions | McH
 \$49 for all residencies
 Registration closed: Nov 4 | Instructor: James Tomasek



James Tomasek is a regional artisan who demonstrates at Mountain Craft Days and other area festivals. He has been making baskets for over 30 years and specializes in historic-styles of baskets used in the 18th and 19th centuries. He has made baskets for historic sites including Colonial Williamsburg, Fort McHenry, Pottsgrove Manor, and Somerset Historical Center.

NEW! DIY & Demo, Simple Spoon Bracelet PI-840

Learn the art of recycling vintage silverplate spoons, and crafting them into charming and unique bracelets. Join artisan Connie Pardini for a demo and description of the tools needed, along with the process and steps involved in creating spoon jewelry. Each participant will have the opportunity to self-customize their own spoon bracelet, with or without help, to wear or give as a gift. Supplied in the class, will be a choice of prepared-in-advance vintage silverplate spoon components, various bead or metal accents, jump rings, and clasps. Students should bring their own goggles and jewelry making pliers, (round nose/flat nose/chain nose, flush cutters) if possible, to allow for a more hands-on experience. Please note: This is a simple beginner class, advanced knowledge is NOT required; each student will leave with a bracelet!

Nov 17 | 6pm - 8pm | Tue | 1 session | McH
 \$49 for all residencies
 Registration closed: Nov 10 | Instructor: Connie Pardini



Living with the Land Series: Sustainable Home Gardening

Special Promo: \$14 each or \$50

for your selection of 4 courses!

Only the registrant may attend selected courses
 (cannot substitute other attendees).



*University of Maryland Extension
 Instructor, Ashley Bodkins.*

See page 8 for course details.

 Like us on
Facebook

www.facebook.com/GC.CEWD

GARDENING & ENVIRONMENT

NEW! Fall Gardening PI-822

Want to learn how to harvest more vegetables later in the year? Want to have fresh greens for Thanksgiving Dinner? This course will show you how to do succession planting and extend the amount of time you can harvest fresh vegetables into the Fall.

Sep 1 | 1pm - 3pm | Tue | 1 session | McH

\$14 for all residencies

Registration closed: Aug 25 | Instructor: Ashley Bodkins

NEW! Ticks and Managing Ticks in Your Garden/Landscape PI-823

This course will cover how to properly identify ticks, as well as share resources for managing them in your home, garden or landscape. Ideas for keeping their numbers low, and tips for reducing their presence altogether will also be covered.

Sep 2 | 1:30pm - 3:30pm | Wed | 1 session | McH

\$14 for all residencies

Registration closed: Aug 26 | Instructor: Ashley Bodkins

NEW! Saving Seeds for Next Season PI-569

One way to be more self sufficient is to learn how to save your own seeds from season to season. This class will discuss the best seeds for the beginner to save, as well as describe and discuss important terms such as open pollinated, hybrid, and heirloom.

Sep 3 | 1pm - 3pm | Thu | 1 session | McH

\$14 for all residencies

Registration closed: Aug 27 | Instructor: Ashley Bodkins

Living with the Land Series: Sustainable Home Gardening

Special Promo: \$14 each or \$50

for your selection of 4 of these courses!

Only the registrant may attend selected courses (cannot substitute other attendees).

Rain Barrels and Composting PI-824

This course will cover the benefits of having a rain barrel to help eliminate the need to rely on public or private water supplies. Demonstration on how to build your own barrel as well as hooking it up, and maintenance requirements will also be covered. At the same time, this course will also introduce you to backyard composting practices and how to start a compost pile for you to use in your home garden. Rain barrels (without hookups) will be available at the end of the presentation for purchase for a minimum cost while supplies last. Barrels must be picked up at the Extension Office. Limit one per family.

Sep 8 | 1pm - 3pm | Tue | 1 session | McH

\$14 for all residencies

Registration closed: Sep 1 | Instructor: Ashley Bodkins

NEW! Backyard Poultry PI-828

Are you interested in having some backyard poultry? Are you wondering about laws, rules, and regulations and info on where to start? What about best breeds, and diseases, pests, or problems? Take this class to learn more for the beginner in backyard poultry.

Sep 10 | 1pm - 3pm | Thu | 1 session | McH

\$14 for all residencies

Registration closed: Sep 3 | Instructor: Ashley Bodkins

Save Time REGISTER ONLINE

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

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

HEALTH, WELLNESS & SAFETY

NEW! DIY Herbalism: Creating Tinctures, Salves & Poultices PI-800

Would you like to get back to basics and learn how to create your own tinctures, salves, and poultices? If so, join local resident Tanya Bucci, a graduate of University of Pittsburgh, who has a Certificate in Nutrition with a Masters Degree in Research Methodology. Tanya will review the history of herbalism, specific natural medicine making techniques used by herbalists throughout the world, and the basic skills and techniques for integrating herbs into your everyday life. Tanya will also discuss the many medicinal plants that can be foraged in the wild, as well as discuss where to obtain quality herbs and roots for your medicine making. All materials will be provided for a special, hands-on potion. By the completion of the course, participants will be able to make their own herbal tinctures, salves, poultices, glycerites and more.

Sep 30 - Oct 21 | 6:30pm - 8:30pm | Wed | 4 sessions | NOC
\$45 (MD SR); \$49 (GC); \$54 (OOC); \$59 (OOS)
Registration closed: Sep 23 | Instructor: Tanya Bucci

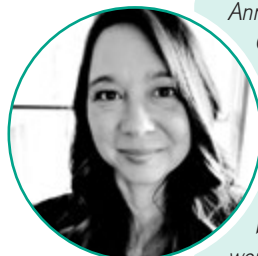


Local resident Tanya Bucci is a graduate of University of Pittsburgh who has a Certificate in Nutrition with a Masters Degree in Research Methodology.

NEW! Writing to Heal PI-808

Writing as a means of expression can be a powerful tool in the healing process. Telling our stories can help us to make peace with difficult emotions like anger, fear, regret, jealousy, and more. It can also give us a platform to deal with challenging events in our lives such as loss of relationships, a medical diagnosis, or other traumas. Writing can also provide clarity when we feel something isn't quite right, but we can't yet identify or name what exactly is wrong. This is not a class on how to write, or a therapy group so much as it is a place where participants can feel safe exploring themselves and expressing themselves in community with others who are seeking to heal. This class is open to men and women with little to no experience with writing, and the content of meetings will be kept confidential among participants.

Oct 14 - Nov 4 | 6pm - 8:30pm | Wed | 4 sessions | McH
\$59 (MD SR); \$69 (GC); \$74 (OOC); \$79 (OOS)
Registration closed: Oct 7 | Instructor: Anna James



Anna Dickson James is a professor of English at Garrett College and has earned her MFA in Creative Writing from Queens University of Charlotte. She attended Kairos School of Spiritual Formation where she learned to use meditation and journaling to heal her own traumas. She has shared what she's learned by facilitating several self-help classes for women in the community.

NEW! Nontoxic Home Made Easy PI-834

Have you ever heard someone talk about toxic load? Or maybe they mentioned that something was toxic. A toxin can be anything that causes the body extra stress. The amount of toxins collected in the body is often referred to as toxic load. Toxins come in many different forms and can cause problems when you are exposed to them in large amounts. One of the best ways to reduce toxic load is to limit exposure. This may sound challenging, but there are a lot of simple steps you can take to make this possible. In the Non-Toxic Home Made Easy class you will learn more about using essential oils as natural options for reducing toxic load and make a minimum of three non-toxic products to take home.

Oct 20 | 6pm - 8pm | Tue | 1 session | McH
\$49 for all residencies
Registration closed: Oct 13 | Instructor: Kearstin Hinebaugh



The course is being instructed by Kearstin Hinebaugh, whose objective is to incorporate as many natural solutions and non-toxic products as possible, including essential oils, into her family's everyday life. Like others, she was initially intimidated by the little brown bottles, but since uncovering their diverse applications and uses, she has become a bit obsessed with transforming her family's routines and making over their medicine, beauty, and cleaning cabinets with essential oil-based products and she wants to assist others in becoming empowered to do the same.

NEW! DIY Back to the Basics: Cold Process Soap Making PI-836

In this two-part course, learn to make your own traditional cold process soap with local resident, Tanya Bucci, a graduate of University of Pittsburgh, who has a Certificate in Nutrition with a Master's Degree in Research Methodology. The first part of the course will be demonstration style – part hands-on class, where students will learn all about the different steps in creating a batch of cold process soap. Items covered include: ingredients, lye safety, base oil properties, how to formulate recipes including lye calculations, types of molds, curing, etc. Students will observe the process of mixing lye solution and adding lye solution to oils. Students will assist in blending colors in soap batter and pouring into molds, as well as adding artistic effects. Part two of the course will be releasing the soap from the molds and cutting into bars with various cutters. Each participant will receive a bar to take home for use after the final curing process. Students will receive handouts on all aspects of the soap making process, as well as information on resources, basic recipes, tips, and places to buy supplies. This is a great class if you are interested in learning about soap making before you make a commitment investing in supplies and ingredients. Participants will need to bring their own plastic/rubber household gloves, proper clothes (long sleeves, no shirts or skirts, closed toed shoes, etc.), safety glasses and a face mask or bandana. All other supplies will be provided. NOTE: This is an age 18+ class since making soap from scratch involves working with lye (aka sodium hydroxide).

Nov 3 - Nov 4 | 6pm - 9:15pm | Tue/Wed | 2 sessions | NOC
\$45 (MD SR); \$49 (GC); \$54 (OOC); \$59 (OOS)
Registration closed: Oct 27 | Instructor: Tanya Bucci

Aromatherapy Bracelets PI-721

The aromatic benefits of essential oils are endless! They can help increase focus, decrease stress, elevate moods, clear the sinuses, boost the immune system, and so much more! Take the benefits of essential oils along wherever you go with a stylish Aromatherapy Bracelet. Come design your own using semi-precious gemstones and crystals along with lava beads, which will lock in the aromatic benefits of your essential oils. Attendees will also receive a sample essential oil blend to begin benefiting from aromatherapy right away! Cost is inclusive of all materials.

Nov 10 | 6pm - 8pm | Tue | 1 session | McH

\$49 for all residencies

Registration closed: Nov 3 | Instructor: Kearstin Hinebaugh

Line Dancing PI-428

Participants in the line dance 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 up to 32 counts that repeat the moves till the end of the song. It is a fun and simple way to learn how to dance to a song without learning different steps to every single beat of the music. Line dance is also a solo dance, meaning there is no need to have a partner.

Sep 21 - Oct 19 | 6:45pm - 7:45pm | Mon | 5 sessions

Flowery Vale | \$45 for all residencies

Registration closed: Sep 14 | Instructor: Kim Crosco

Oct 26 - Nov 23 | 6:45pm - 7:45pm | Mon | 5 sessions

Flowery Vale | \$45 for all residencies

Registration closed: Oct 19 | Instructor: Kim Crosco



Kim Crosco is a certified hip hop and gymnastics instructor, as well as a professional member of the US All Star Federation. Miss Kim created her own line dance classes called Steppin to the Beats with Miss Kim several years ago. She coaches and is manager of the Toxic Twist Crew competition teams at Jessica's Creations in Oakland. She encourages a total

quality of life - including physical well-being, hoping to mold a healthy, productive and highly engaged people. Line dance fitness creates a wellness program boosting health and engagement, and creating a strong culture of overall well being and more focused energetic individuals.

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

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SAFETY & FIREARM TRAINING**Hand Gun Qualification Certification (HQL) PF-105**

This Handgun Qualification License training is a five-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 to demonstrate their 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. 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.

Sep 12 | 9am - 2:30pm | Sat | 1 session | SOC

\$65 (MD SR); \$69 (GC); \$74 (OOC); \$79 (OOS)

Registration closed: Sep 5 | Instructor: John Sagal



John W Sagal is a USAF Veteran, MSP Retired, and owner of Boston Hill Training. Sagal is a certified Maryland State Police Qualified Handgun Instructor and an NRA certified firearms instructor.

NRA Basic Rifle PI-811

This course is designed to teach the knowledge, skills, and attitude necessary for owning and using a rifle safely. The course is perfect for the new rifle owner and serves as an introductory course for more advanced hunting or competition rifle match training. The basics of marksmanship are the lifelong building blocks for many other hunting or shooting sports. The goal of the basic rifle course is to familiarize the student with the correct operation and maintenance all types of rifles, along with teaching how to handle and shoot them safely. Topics include the following: gun safety, operation of different types of rifles, ammunition knowledge, rifle selection, storage and the five shooting fundamentals. Classroom instruction will be held at the Garrett College facility. Students will then provide their own transportation to complete live fire training and a shooting qualification on NRA approved targets at a range in Frostburg, MD. Students will receive the rifle handbook and a course completion certificate. All materials will be provided by instructor and are included in the cost of the course. STUDENTS ARE NOT TO BRING AMMUNITION OR FIREARMS. Students will sign a waiver of liability and are to provide their own lunch. Any person of good character who is not legally disqualified from possessing a rifle in the U.S. can attend this class. A paying adult must accompany individuals under the age of 18 years of age.

Oct 3 | 8am - 4:30pm | Sat | 1 session | NOC

\$119 (MD SR); \$129 (GC); \$134 (OOC); \$139 (OOS)

Registration closed: Sep 26 | Instructor: John Sagal

Brian Elder is the Vice President of Maryland Fur Trappers and is also an instructor for the MD Fur trappers Advanced Trapper Education course. He has been a professional hunting and fishing guide for the last 35 years and has a nuisance animal control business. He is a long-time, predator hunter and consistently harvests large numbers of fox and coyotes every year.



NEW! Coyote Hunting and Trapping Seminar PI-118

Join Ronald Leggett, Robert Colona, and Brian Elder for an informational session on coyote hunting and trapping. The course will be held on Saturday, October 3, 9:00 am to 3:00 p.m. at the Grantsville Senior Center. Leggett is a nationally known professional trapper who has trapped throughout a large portion of the U.S. He owns and operates Leggett's Wildlife Services in Boonsboro, MD, has a trapping supply business, and manufactures trapping and hunting lures. He will provide instruction on professional coyote trapping. Robert Colona is a long-time furbearer biologist and an instructor at the Furtakers of America Professional Trapper's College and the MD Fur Trapper's Advanced Trapper Education course. He will share his knowledge on the natural history of the coyote, laws and regulations, and trapping techniques. Elder is the Vice President of Maryland Fur Trappers and is also an instructor for the MD Fur trappers Advanced Trapper Education course. He has been a professional hunting and fishing guide for the last 35 years and has a nuisance animal control business. He is a long-time, predator hunter and consistently harvests large numbers of fox and coyotes every year. He will share how to harvest canines using lights and/or thermal equipment at night, plus how to hunt canines during daylight hours. Topics covered in the morning session will include: the life cycle of the coyote, regulations and techniques in hunting, how to find them, and how they affect livestock producers today. Afternoon lecture and demonstration will cover proper trapping techniques for coyote and other predators. Morning refreshments will be provided with an hour allowed for lunch at your leisure. Coyote hunting has generated a lot of interest and it is our goal to educate hunters in the recreational opportunities available to them.

Oct 3 | 9am - 3pm | Sat | 1 session | GSC
\$49 (MD SR); \$59 (GC); \$64 (OOC); \$69 (OOS)

Registration closed: Sep 26 | Instructor: Ronald Leggett, Robert Colona & Brian Elder

LIFESTYLE, HOME & FAMILY

NEW! History of Deep Creek Lake PI-833

Join local historian and writer Ed King as he discusses his recent book: "Deep Creek Lake - The Founders - Book 1" and the many photos he has collected during his research for the book. King sees Deep Creek Lake as a resort that is growing and changing each year. Therefore, the word founders is not limited only to those who built the dam in 1925 but also to those who have contributed to a significant change since that time. The book contains 18 chapters beginning when the lake was conceived and up to recent times. King's love for Deep Creek Lake began on his first visit to the lake in 1933, having been told by his parents that that visit was in his baby buggy. His father had helped construct the dam in 1923. Through King's childhood years many summer camping trips were made to Deep Creek from his family's home in Hopwood, PA, near Uniontown. After serving in the Air Force, King purchased a weekend cabin in 1965 at the lake. In 1984 he and his wife Jean moved permanently from Pittsburgh to Deep Creek. He and Jean began a new career and served the resort as realtors assisting buyers and sellers of recreational property. Following retirement King authored a book "Famous Boats of Deep Creek Lake." It was at that time that Bob Boal from the Garrett County Historical Museum asked him to write a book capturing the early history of the lake. After some arm twisting, Ed began researching and the Founders book was published in 2019.

Oct 20 - Oct 27 | 6pm - 8:30pm | Tue | 2 sessions | McH

\$24 (MD SR); \$30 (GC); \$35 (OOC); \$40 (OOS)

Registration closed: Oct 13 | Instructor: Ed King



Ed King is a long-time board member of the Deep Creek Lake Property Owners Association, a member of the Deep Creek Lion's Club, and a supporter of the Deep Creek Lake Foundation.



NEW! Introduction to Improvisation PI-829

Join Mikey Virts, Artistic Director of Our Town Theatre, to learn the basics of Improvisation. Students will learn about the long form improvisation known as "The Harold" and how to execute one, as well as the short form improvisation, "Think Who's Line is it Anyway." Participants will learn these forms through different acting exercises and practical experience. This is a fun workshop and students should not expect to take themselves seriously. Minimum age to participate is 13 years.

Sep 21 - Oct 26 | 6pm - 8pm | Mon | 6 sessions
Our Town Theater, 121 E. Center Street, Oakland, MD
\$49 (MD SR); \$59 (GC); \$64 (OOC); \$69 (OOS)
Registration closed: Sep 14 | Instructor: Mikey Virts



Mikey Virts is a graduate from Frostburg State University and holds a BS in Theatre with a focus in acting. He lived for 5 years in Chicago, where he trained at the ImprovOlympic and performed at the Chicago Sketchfest. During his time in Chicago he co-founded the short-lived BreadBasket Productions, where he produced a couple of plays including "Unwrap Your Candy" at Stage Left Theatre.

NEW! A Parent's Guide to Google Classroom PI-832

As schools across the globe have shut their doors due to the pandemic, parents are faced with the exciting and sometimes stressful job of teaching their children. Many schools have prepared homework packs or set up ways of working online for their students, but the responsibility falls upon the parents and guardians. It does not have to be a chore; it can be fun with the proper set of tools and skills. Parents will learn what Google Classroom is, how to create exciting assignments and classes to engage their child, and how they can grade and keep track of the progress made. The class will also offer ways to find free educational games, programs, and other resources that can supplement your child's studies.

Oct 15 - Oct 22 | 6pm - 8:30pm | Thu | 2 sessions | NOC
\$45 (MD SR); \$49 (GC); \$54 (OOC); \$59 (OOS)
Registration closed: Oct 8 | Instructor: Kristine Ayers



Kristine Ayers is the Director and teacher for Laurel Academy. She has a Bachelors degree in Graphic Design and has done freelance work for years. She also teaches art and creative therapy to people with disabilities and children from K-12.

ANIMAL INTEREST**Basic Dog Obedience PI-119**

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

Sep 3 - Oct 8 | 4:30pm - 5:15pm | Thu | 6 sessions | CTC
\$59 for all residencies
Registration closed: Aug 27 | Instructors: Tom & Susan 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 in 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 are therapy dogs who have worked with children and make weekly visits to Garrett Regional Medical Center.

Pet Nutrition: Good Food for Health & Growth PI-798

The premise of nutrition and proper supplementation is exactly the same for your pet, as for yourself. Clean water, quality balanced nutrition, and proper supplementation will ensure a longer, healthier life for our 4-legged family members. This course will provide the necessary information to choose a well-balanced, quality diet for your pet. Topics to be discussed include kibble, wet, gently-cooked, raw, and home-cooked diets as well as a focus on the importance of ingredients, manufacturing, and sourcing, including the recent interest in grain-free diets and potential links to DCM (Dilated Cardiomyopathy). The second hour of the class will focus on the benefits of proper supplementation as there are a wide variety of supplements that can decrease pain and inflammation, promote immunity and skin health, and assist in greater mobility. Also, to be discussed is the option of Hemp based products for pain, anxiety, and epilepsy relief in pets. This class is a great complement to Canine Massage, and will give students the knowledge to successfully navigate the sometimes confusing pet food market.

Sep 23 | 6:30pm - 8:30pm | Wed | 1 session | NOC
\$34 for all residencies
Registration closed: Sep 16 | Instructor: Jennifer Lohin

Canine Massage PI-562

Canine massage therapy is beneficial for all types of dogs, from at home pets to active working dogs such as ones used in agility, search and rescue, police K-9 units and guide dogs. The massage sequence and benefits are the same no matter the lifestyle and most dogs truly love a gentle and relaxing massage and even seem to have definite preferences. Pet massage is a practical, beneficial, and a therapeutic aid to quicker recovery from certain injuries, and increased mobility in aged pets. It also stimulates natural oil production which always benefits the skin and coat. Students will also learn the skeletal structure of the canine to ensure proper limb mobility and function. The use of Arnica and Lavender essential oils to complement your canine's overall experience will also be discussed. This is course is designed for handlers only, the instructor will provide a live dog for demonstration purposes.

Oct 7 | 6:30pm - 8:30pm | Wed | 1 session | NOC
\$34 for all residencies
Registration closed: Sep 30 | Instructor: Jennifer Lohin



Jennifer Lohin received her Canine Massage Therapy Certification from Equissage in 2007, and attended further massage continuing education at Groom Expo in Hershey, PA. She is co-owner of Stonehaven's Uptown Hound & Laundromutt, an AKC Certified Safe Salon, as well as a certified professional groomer with The AKC and International Pet Groomers Association.

Basic Good Manners for Dogs PI-805

This course teaches your dog basic commands such as sit, down, stay, come, how to politely greet guests and how to walk on a leash without pulling. Training provides your dog the opportunity to have fun with you while learning good manners. A dog that is well trained is more likely to accompany the family on vacations, day trips, hikes and walks. Learn the skills to help build a positive relationship with your dog that will last a lifetime! Must have proof of rabies, distemper and Bordetella vaccines on the first day of class. Dogs must have a training collar and leash, (selected by the instructor) during all class sessions. A waiver form will need to be signed the first day of class. Class is for dogs at least 5 months or older in age.

Oct 14 - Nov 11 | 6:30pm - 7:15pm | Wed | 5 sessions
Mary Browning Senior Center
\$99 for all residencies
Registration closed: Oct 7 | Instructor: Margaret Brown



Maggie Brown is the founder and director of Animal Friends of Doggy Sods, an animal rescue group based in Tucker County, WV. She saw great success with applying basic training as a means to help rescue animals transition into their new homes successfully, and wants to bring her experiences to the community in order to help families and their dogs grow their bond through training.

COOKING & BAKING**Cooking with Lavender** PI-793

Lavender is renowned as a culinary herb for its floral yet minty flavor. Come to Deep Creek Lavender Farm owned by Anne Davidson to enjoy a flavorful presentation on using lavender in cooking. Learn the correct variety of lavender to use, flavorful pairings with lavender, sweet and savory uses, and upon completion, walk away with a new working knowledge of cooking with this fabulous herb. Tastings on prepared items are included and students will participate in making a delicious lavender dessert. This class is geared for those 12 years of age and older, but younger folks are welcome with a paying adult. The course will be held rain or shine at the Deep Creek Lavender Farm.

Sep 17 | 6:30pm - 8:30pm | Thu | 1 session | Lavender Farm
\$20 for all residencies
Registration closed: Sep 10 | Instructor: Ann Davidson

Anne Davidson started off with just 600 lavender plants in 2012, and now has nearly 1500 lavender plants in shades of purple, lavender and white.

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

Egg rolls are a popular appetizer both in China and around the globe. This course will provide a demonstration on how to prepare various kinds of eggrolls that you can easily make in your own home. Discover various types of rolls as well as the unique characteristics between various Asian cultures. You will also learn about the types of wrappers used, a plethora of filling ideas, techniques on rolling, ways to cook, and how to serve.

Oct 29 | 6pm - 8:30pm | Thu | 1 session | McH
\$19 for all residencies
Registration closed: Oct 22 | Instructor: Qing Yang



Instructor Dr. Qing Yang, Dean of Academic Affairs, has a thorough background in Asian culture.

Grow It, Eat It, Preserve It - Series

The food preservation series (4 courses) is intended to provide a hands-on learning experience for beginners and advanced. There will be a typical workshop class lecture, followed by participants going into the kitchen to make their own products that they will take home that day!



*University of Maryland Extension
Instructor, Lisa McCoy.*

NEW! Canning Tomatoes PI-827

In this class, participants will learn how to process tomatoes in a water bath canner, so they can enjoy the flavor of homegrown tomatoes all year long. Cost includes all the equipment for each participant to process their own preserved product. Participants will receive guidelines and recipes to use at home.

Sep 9 | 6pm - 8:30pm | Wed | 1 session | Southern High School
\$29 for all residencies
Registration closed: Sep 2 | Instructor: Lisa McCoy

NEW! Freezing Green Beans PI-830

In this class, participants will learn and practice the food safety principles in the freezing process so they can do it at home. Cost includes all the equipment for each participant to process their own preserved product. Participants will receive guidelines and recipes to use at home.

Sep 23 | 6pm - 8:30pm | Wed | 1 session | McH
\$29 for all residencies
Registration closed: Sep 16 | Instructor: Lisa McCoy

NEW! Drying Herbs PI-835

Want to enjoy your herbs all year long? Learn how to use a food dehydrator to preserve those fresh herbs from your garden so you can use them in your kitchen throughout the year. Cost includes all the equipment for each participant to process their own preserved product. Participants will receive guidelines and recipes to use at home.

Oct 21 | 6pm - 8:30pm | Wed | 1 session | McH
\$29 for all residencies
Registration closed: Oct 14 | Instructor: Lisa McCoy

NEW! Holiday Gift Giving: Jams and Jellies PI-831

What could be more heart-warming than receiving a homemade gift? Participants will learn how to safely make jams and jellies in their own kitchens to give as a special gift to friends and families. Cost includes all the equipment for each participant to process their own preserved product. Participants will receive guidelines and recipes to use at home.

Dec 16 | 6pm - 8:30pm | Wed | 1 session | Southern High School
\$29 for all residencies
Registration closed: Dec 9 | Instructor: Lisa McCoy

FINANCE**Stabilizing Your Financial Situation** PI-825

COVID-19 has affected us in many ways, including financially. The reduction in income, layoffs, and anticipated furloughs forces us to reassess our financial situation. Topics discussed in this series are income streams, expenses, and long-term planning.

Sep 8 - Sep 10 | 6pm - 7:30pm | Tue/Wed/Thu | 3 sessions | McH
\$14 for all residencies
Registration closed: Sep 1 | Instructor: Jesse Kettermann

Social Security, Medicare & Retirement: What You Need to Know PI-764

The course is designed to assist in the understanding of Social Security and Medicare with an emphasis on the importance of retirement planning. Topics include the impact of retirement age on Social Security income, when and how to sign up for Medicare, and understanding Medicare Parts A, B, C, and D.

Oct 6 - Oct 7 | 6pm - 8pm | Tue/Wed | 2 sessions | McH
\$14 for all residencies
Registration closed: Sep 29 | Instructor: Jesse Kettermann



Dr. Jesse Kettermann is an Accredited Financial Counselor, who works as an Extension Educator for University of Maryland Extension serving Allegany, Garrett, and Washington counties. His focus is on financial and health insurance literacy.

Congratulations to Garrett County's 2020 graduates!

Despite the unexpected turn of events most recently, your years of work have paid off. You should be proud of what you have accomplished and we are excited to see where your journey will lead you.



Grant Writing: A to Z - Basics & Beyond PI-809

Join us and gain confidence in all areas of grant seeking, grant writing and grants management. This course is suitable for varying experience levels, and can equip you with the skills to apply for grants on offer from the public and private sector. The course will step through every aspect of strategic funding research, preparing a fundraising plan, writing an award winning plan of operation, meeting application guidelines, and creating a project budget. Through varying examples and shared websites, students will explore new grant writing trends and know what to do when notified of a grant award or a grant rejection. By the end of the course, you will be prepared to continue tracking future grant-writing and funding trends, bounce back successfully from rejection notices, and manage all of your grant awards proficiently to set up post grant award reporting and accountability.

Oct 14 - Oct 28 | 6:30pm - 8:30pm | Wed | 3 sessions | NOC
\$49 (MD SR); \$59 (GC); \$64 (OOC); \$69 (OOS)
Registration closed: Oct 7 | Instructor: Sara Wilhelm



Join instructor Sara Wilhelm from Frostburg State University, Office of Research and Sponsored Programs, as she shares many valuable tips and strategies as you journey into the world of grants available for your projects.

Estate Planning: the Importance of Wills and Trusts PD-458

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. It is not just for the wealthy. 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 your home, and the Maryland estate administration/probate process. Rita Watson and Brandon Hoover serve as instructors of this course.

Sep 17 - Sep 24 | 6:30pm - 9pm | Thu | 2 sessions | NOC
\$24 (MD SR); \$30 (GC); \$35 (OOC); \$40 (OOS)
Registration closed: Sep 10 | Instructors: Rita Watson & Brandon Hoover

Nov 12 - Nov 19 | 6:30pm - 9pm | Thu | 2 sessions | SOC
\$24 (MD SR); \$30 (GC); \$35 (OOC); \$40 (OOS)
Registration closed: Nov 5 | Instructors: Rita Watson & Brandon Hoover



(left) Rita Watson, Register of Wills for Garrett County.



(right) Brandon James Hoover, attorney in the Law Office of Donald S Goldbloom.

WRITING**Creative Writing** PI-826

Using the same techniques in her college level creative writing class, Assistant Professor Anna James will teach you how to craft great short stories and poetry that engage readers and keep them turning the page. This class is an abbreviated version of Garrett College's ENG 208 and will cover all of the major elements of writing through the following three methods: studying masters of the craft, completing assignments targeted towards developing your skills as a writer, and in class critique of student work. Poetry will cover imagery, symbolism, sound and rhythm, line breaks, and more. The short story module will cover plot, character development, setting, theme, and exposition verses scene. Beginner and advanced writers welcome.

Sep 9 - Sep 30 | 6pm - 8:30pm | Wed | 4 sessions | McH
\$59 (MD SR); \$69 (GC); \$74 (OOC); \$79 (OOS)
Registration closed: Sep 2 | Instructor: Anna James

NEW! Writing Creative Nonfiction for Magazines PI-841

Creative Nonfiction is memory-or-fact-based writing that uses the styles of fiction, memoir, and essay. It includes the author's life and/or the author's eye on the lives of others. It includes memoir, personal essay, literary journalism, nature writing, city writing, or travel writing. What links all these forms is that the literary version of the author is either explicitly or implicitly present. This course will focus on applying Creative Nonfiction to magazine writing, both paper copy and online versions. The goal of the class is to be prepared to submit written work for publication. Specific writing skills to be practiced include: how to research writer's guidelines; writing an effective query letter and the importance of pictures in print magazines and online magazines. Students will write weekly assignments, read them in class and participate in critiquing the work of others.

Nov 3 - Nov 24 | 7pm - 8:30pm | Tue | 4 sessions | McH
\$49 (MD SR); \$59 (GC); \$64 (OOC); \$69 (OOS)
Registration closed: Oct 27 | Instructor: Tony Lolli



Tony Lolli is a freelance writer, author, columnist and fly-fishing guide. Over the past 20 years, his work has appeared in many magazines. In addition to more than 40 features, Lolli also writes personality profiles and bed and breakfast reviews. He has written monthly columns for eight magazines and had eight books published.

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NEW! Writing to Heal PI-808

Writing as a means of expression can be a powerful tool in the healing process. Telling our stories can help us to make peace with difficult emotions like anger, fear, regret, jealousy, and more. It can also give us a platform to deal with challenging events in our lives such as loss of relationships, a medical diagnosis, or other traumas. Writing can also provide clarity when we feel something isn't quite right, but we can't yet identify or name what exactly is wrong. This is not a class on how to write, or a therapy group so much as it is a place where participants can feel safe exploring themselves and expressing themselves in community with others who are seeking to heal. This class is open to men and women with little to no experience with writing, and the content of meetings will be kept confidential among participants.

Oct 14 - Nov 4 | 6pm - 8:30pm | Wed | 4 sessions | McH
 \$59 (MD SR); \$69 (GC); \$74 (OOC); \$79 (OOS)
 Registration closed: Oct 7 | Instructor: Anna James



Anna Dickson James is a professor of English at Garrett College and has earned her MFA in Creative Writing from Queens University of Charlotte. She attended Kairos School of Spiritual Formation where she learned to use meditation and journaling to heal her own traumas. She has shared what she's learned by facilitating several self-help classes for women in the community.

Grant Writing: A to Z - Basics & Beyond PI-809

Join us and gain confidence in all areas of grant seeking, grant writing and grants management. This course is suitable for varying experience levels, and can equip you with the skills to apply for grants on offer from the public and private sector. The course will step through every aspect of strategic funding research, preparing a fundraising plan, writing an award winning plan of operation, meeting application guidelines, and creating a project budget. Through varying examples and shared websites, students will explore new grant writing trends and know what to do when notified of a grant award or a grant rejection. By the end of the course, you will be prepared to continue tracking future grant-writing and funding trends, bounce back successfully from rejection notices, and manage all of your grant awards proficiently to set up post grant award reporting and accountability.

Oct 14 - Oct 28 | 6:30pm - 8:30pm | Wed | 3 sessions | NOC
 \$49 (MD SR); \$59 (GC); \$64 (OOC); \$69 (OOS)
 Registration closed: Oct 7 | Instructor: Sara Wilhelm

Join instructor Sara Wilhelm from Frostburg State University, Office of Research and Sponsored Programs, as she shares many valuable tips and strategies as you journey into the world of grants available for your projects.

MUSIC**Piano Lab 4 weeks** PI-781

Come and learn basic piano skills in our new piano lab at Garrett College's main campus. Adult students will learn in both group and individual settings while developing proper hand position and posture, the ability to read music, and piano technique while learning to play familiar music. Even if you don't have a piano at home, you will have the opportunity to practice up to 4 days per week on campus. In addition to tuition, students are required to purchase an adult piano book. Class meets Mondays and Fridays 10am-12pm. Additional practice days are Tuesdays and Thursdays 10am-12pm.

Sep 14 - Oct 9 | 10am - 12pm | Mon/Fri | 8 sessions | McH
 \$109 (MD SR); \$119 (GC); \$124 (OOC); \$129 (OOS)
 Registration closed: Sep 7 | Instructor: Sean Beachy

Piano Lab 8 Weeks PI-780

Come and learn basic piano skills in our new piano lab at Garrett College's main campus. Adult students will learn in both group and individual settings while developing proper hand position and posture, the ability to read music, and piano technique while learning to play familiar music. Even if you don't have a piano at home, you will have the opportunity to practice up to 4 days per week on campus. In addition to tuition, students are required to purchase an adult piano book. Class meets Mondays and Fridays 10am-12pm. Additional practice days are Tuesdays and Thursdays 10am-12pm.

Sep 14 - Nov 6 | 10am - 12pm | Mon/Fri | 16 sessions | McH
 \$185 (MD SR); \$199 (GC); \$204 (OOC); \$209 (OOS)
 Registration closed: Sep 7 | Instructor: Sean Beachy



Local composer and musician, Dr. Sean Beachy of Grantsville, earned an undergraduate degree in applied music with an emphasis in piano from Alderson-Broadus College. He also has earned a master of music degree in composition from Shenandoah University and a doctor of musical arts degree in composition from West Virginia University. Dr. Beachy has had pieces premiered and performed throughout the United States, including most recently in Frostburg for the city's Bicentennial Celebration. Dr. Beachy is currently a freelance composer and accompanist. He is the church organist at Frostburg United Methodist Church. He is also the piano accompanist for various local high school choral programs, as well as students and instructors at Frostburg State University and WVU.

Composition/Songwriting for the Music Enthusiast PD-752

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

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

Piano Studies PD-720

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

10 sessions by Appointment | NOC/McH/SOC
Instructors: Sean Beachy/Katie Martin
\$185 (MD SR); \$199 (GC); \$204 (OOC); \$209 (OOS)

Voice Lessons PD-899

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

10 sessions by Appointment | TBD | Instructor: Katie Martin
\$185 (MD SR); \$199 (GC); \$204 (OOC); \$209 (OOS)



Garrett County native, Katie Martin, graduated from Frostburg State University with her B.S. in Music Education with an emphasis on piano and choral music. During college, she was part of the FSU Chorale, FSU Chamber Singers, and the Piano Ensemble. She has taught elementary and middle school general music, as well as high school choir.



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 Guitar PD-834

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

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

Beginner Violin PI-545

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

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

Beginner Mandolin PD-923

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

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

NEW! Trumpet Studies PI-820

This course will provide instruction of trumpet fundamentals as well as music theory for beginning, intermediate, and advanced students. Beginning students will develop skills in reading musical notation and basic trumpet technique with special attention to rhythm, tone quality, range, musical phrasing, intonation, and style. Intermediate and advanced students will further develop their technique through varied key signatures, keys, and meter signatures and explore a variety of music from different stylistic periods. Intermediate and advanced students will gain knowledge to analyze music, and compose and transcribe their own works. Upon completion of this course, students should be able to demonstrate the basics of musical performance with special attention to rhythm, tone quality, range, musical phrasing, intonation, and style perform all major and minor scales in the designated format, along with the ability to perform music in varied key signatures, keys, and meter signatures. Students must have access to a trumpet to practice assignments on a daily basis. The age range for the course is 10 years old and up.

10 sessions by Appointment | TBD | Instructor: Cameron King
\$185 (MD SR); \$199 (GC); \$204 (OOC); \$209 (OOS)



*Cameron King (left),
Trumpet Studies
and Brandon
Houtz (right),
Low Brass
Studies; each
obtained
masters degrees*



*from Mansfield University
of Pennsylvania and are presently employed as a music instructors
in the elementary school system in Garrett County, MD.*

NEW! Low Brass Studies PI-821

This course will provide instruction for low brass to include tuba, trombone and euphonium, for beginner, intermediate and advanced students. The sessions will focus on creating a solid sound, proper instrument breathing, and flexibility throughout the instrument, with special attention to rhythm, tone quality, range, musical phrasing, intonation, and style. Students will be introduced to music from different stylistic periods and demonstrate the ability to perform music in varied key signatures, clefs, transpositions, and signatures to include all major and minor scales in the designated format. Students must have access to a low brass instrument to practice assignments on a daily basis. The age range for the course is 9 years old and up.

10 sessions by Appointment | TBD | Instructor: Brandon Houtz
\$185 (MD SR); \$199 (GC); \$204 (OOC); \$209 (OOS)

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

TECHNOLOGY & COMPUTERS

QuickBooks I: Beginner OB-243

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.

Sep 15 - Sep 22 | 6pm - 9:15pm | Tue | 2 sessions | McH
\$89 (MD SR); \$99 (GC); \$104 (OOC); \$109 (OOS)
Registration closed: Sep 8 | Instructor: Sarah Wilt

QuickBooks II: Intermediate OB-244

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.

Oct 6 - Oct 13 | 6pm - 9:15pm | Tue | 2 sessions | McH
\$89 (MD SR); \$99 (GC); \$104 (OOC); \$109 (OOS)
Registration closed: Sep 29 | Instructor: Sarah Wilt



Sarah J. Wilt is a Professional Bookkeeper, QuickBooks ProAdvisor and a Licensed Tax Preparer with her own firm in Grantsville for the last twelve years. She has worked in the accounting field for 18 years and consults with new and seasoned business owners with business plans, marketing plans, cash flow issues and general needs. She continues to expand her services for the small business in Garrett County.

NEW! A Parent's Guide to Google Classroom PI-832

As schools across the globe have shut their doors due to the pandemic, parents are faced with the exciting and sometimes stressful job of teaching their children. Many schools have prepared homework packs or set up ways of working online for their students, but the responsibility falls upon the parents and guardians. It does not have to be a chore; it can be fun with the proper set of tools and skills. Parents will learn what Google Classroom is, how to create exciting assignments and classes to engage their child, and how they can grade and keep track of the progress made. The class will also offer ways to find free educational games, programs, and other resources that can supplement your child's studies.

Oct 15 - Oct 22 | 6pm - 8:30pm | Thu | 2 sessions | NOC
\$45 (MD SR); \$49 (GC); \$54 (OOC); \$59 (OOS)
Registration closed: Oct 8 | Instructor: Kristine Ayers

NEW! How to Securely and Safely Shop Online Using the Latest Apps PI-838

Going to the store can be an exhausting and tedious adventure. It has never been easier and safer to shop from home. Online shopping means that you do not have to leave the house. Or if you prefer, you can have your items delivered to the store, drive up and have it delivered right to your car. This free class will discuss the options and the apps that can best meet your personal needs, and how to safely navigate and use the apps to customize and assist with all of your ordering and shopping needs. Join us to learn more ways to help you stay safe in uncertain times.

Nov 5 - Nov 12 | 6pm - 8:30pm | Thu | 2 sessions | NOC

FREE for all residencies

Registration closed: Oct 29 | Instructor: Kristine Ayers



Kristine Ayers is the Director and teacher for Laurel Academy. She has a Bachelors degree in Graphic Design and has done freelance work for years. She also teaches art and creative therapy to people with disabilities and children from K-12.

Tech Tutor

This is your opportunity to receive one-on-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 update skills, but are not sure what to do with the newly purchased technology. Sessions are scheduled in 1/2 hour increments.

Scheduled by Appointment | Arranged

Instructor: Kristine Ayers

\$18 for all residencies

WIDMYER

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

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

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

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

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

GARRETT COLLEGE WEATHER LINE: 301-387-3198

HURRY!
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REGISTER NOW!

www.garrettcollege.edu/cewd



Garrett Institute for Lifelong Learning

*Not a member?
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*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!*

MISSION

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

MEMBERSHIP

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

*Like us on Facebook and check out
our upcoming sessions!*

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

\$10
Annual
Membership
Fee

BUSINESS SOLUTIONS

NEW! Resilience: Coping with Life Challenges OB-269

Resilience is the capacity to respond in healthy and productive ways when faced with adversity or trauma; and it is essential for managing the daily stress of life. The impact of sudden changes in the workplace, of role or responsibility, creates stress. The loss of a job often can have a devastating effect upon us because our jobs unconsciously may be linked to our sense of worth and value. A job loss requires a shift in thinking, an assessment of our skills and marketability in acquiring a new position. The transitional shift in our workplace can have a ripple effect on our relationships at home and the community as we struggle to regain our balance. Changes outside of our workplace in our family and extended families can capture our attention and make it difficult to focus on our daily tasks. Learn from Gary Durr how to maintain balance during adversity and life changes to gain hope and coping skills that move past survival and on to a thriving mindset.

Sep 29 | 8:30am - 12pm | Tue | 1 session | McH

\$49 for all residencies

Registration closed: Sep 22 | Instructor: Gary Durr

NEW! Personal Performance - The Coach in Our Head PF-113

The key to personal performance is not our external environment but rather our internal environment, our mindset. Maximizing our personal performance is often viewed as containing or controlling external circumstances and people. The program for failure or success is the one we carry with us as a portable plan of action and is implemented by our "personal coach." Our beliefs create mental boundaries of thinking, frequently beneath the surface of our awareness. These beliefs make up our mindset and are the drivers of our perceptions, emotions and behaviors. This workshop will focus on addressing tools that can assist in maximizing the personal coach in our heads. The topics include: (1) Performance Factors; (2) the "New Normal" culture; (3) Our Personal Programing Center and, (4) Strategies for Expanding our Mental Boundaries.

Oct 13 | 8:30am - 12pm | Tue | 1 session | McH

\$49 for all residencies

Registration closed: Oct 6 | Instructor: Gary Durr

NEW! Effective Conflict Management Strategy PF-092

Conflict is possible any time people work together; it is a natural part of doing business. During this course, students will explore strategies to create a more positive work environment for everyone by understanding the source of conflict and by actively seeking productive resolutions.

Oct 6 | 8:30am - 12pm | Tue | 1 session | McH

\$49 for all residencies

Registration closed: Sep 29 | Instructor: Vickie Wilt

NEW! The Art of Delegating PF-091

Master the art of delegation by understanding the techniques and strategies involved. Delegation is a core leadership skill and necessary for any person wanting to get ahead. Done right, delegation creates opportunities for your employees to take on new responsibilities. When they learn and develop new skills, they are likely to feel motivated. There is no other skill that will increase your productivity to the same degree as being able to successfully delegate. Learn to delegate effectively, choose the right tasks to delegate, identify the right people to delegate to and do it in the right way.

Oct 20 | 8:30am - 12pm | Tue | 1 session | McH

\$49 for all residencies

Registration closed: Oct 13 | Instructor: Vickie Wilt



During her career, Vickie Wilt has managed and developed training, marketing/sales, quality assurance, and various back-office services teams, and has led the development of quality measures, operating procedures, and documentation processes. After 36 years of management experience, Vickie is ready to focus on her passion of teaching and sharing her knowledge.

Do you have a passion and a dream in your heart but traditional hours don't work for your schedule. Then online Ed2Go classes may be the right fit. Ed2Go offers over 500 courses to fit your growing interest!

Perhaps you are interested in becoming an Administrative Assistant.

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- Writing Essentials • Effective Business Writing

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- Get Grants! • Intro to Non-profit Management

Would you like to improve workplace productivity? How about delivering the best productivity as a project manager.

Classes of interest may include:

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Two ways to learn! In our instructor-led courses, you study and interact with a cohort over a six-week schedule. Courses start monthly with twice-weekly lesson plans. For the independent learner, our self-paced courses provide access to all lessons immediately with up to three months to complete.

www.ed2go.com/garrett | (301) 387-3136

NEW! You and Your Business Survived the Pandemic, Now What? A Roadmap to Post-Pandemic Success PF-114

The world has been through a truly devastating period of pain and change. Beyond the death and sickness, there have been significant, fundamental changes to our way of life and to the way businesses operate and succeed or fail. This practical workshop will help small business and non-profit owners and managers take a deep breath and assess where they are now, where the business environment is, where it is headed and what steps they can and should take to ensure sustainable success for their enterprise. Based on years of experience and best practices utilized for clients and their own enterprises, Mike and Sarah will help students: conduct a personal and business mission/vision self-assessment, detail and understand changes to the business environment and buyer needs and behaviors, build and reposition their brand, execute against critical success factors, better communicate value to customers, build sustainable competitive advantage and manage their enterprise for success. All students will receive a workbook to drive thoughts, assessment, strategies and tactics designed to help them embrace change and drive their success.

Sep 30 - Oct 14 | 5pm - 8:15pm | Wed | 3 sessions

McH and Online - Hybrid

\$94 (MD SR); \$99 (GC); \$104 (OOC); \$109 (OOS)

Registration closed: Sep 23 | Instructors: Mike Tumbarello & Sarah Myers



Sarah Myers is a marketing consultant serving businesses through Sarah Myers Marketing and GeoComm Media Group. With an MBA and over 15 years' experience in marketing, photography, and public relations, she enjoys helping small businesses create opportunities to reach their potential. She resides in Oakland with her husband Ken and dog Pea.



Mike Tumbarello is a seasoned, successful businessman with four decades of experience as a corporate executive, entrepreneur, consultant and educator. Mike's passion is helping small businesses launch and scale and he has worked with hundreds of entrepreneurs and small enterprises where he draws on his expertise in strategy, research, marketing, financing and product launch. He resides in Swanton with his wife Jean and cats Cashflow and Lucy and is Co-owner of GeoComm Media Group.

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

Garrett College can provide:

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- Courses to Fit Your Specific Needs
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- Training at Your Facility or at Any of Our Five Locations
- Cost Effectiveness
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Customized training topics may include:
Microsoft Word, Microsoft Excel, Microsoft Access, QuickBooks, Team-building, Communication, Supervisory Skills, Customer Service, and much, much more.



Contact Jodi McClintock at 301-387-3084 • jodi.mcclintock@garrettcollege.edu to learn more!



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

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Give yourself skills that are in high demand by exploring corporate

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

Creating Web Pages

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

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.

Grammar Refresher

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

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.

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 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.

Introduction to Microsoft Excel

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

Introduction to SQL

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

Leadership

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

Performing Payroll in QuickBooks

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

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.

Enroll Now!

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OVER 300 ONLINE COURSES AVAILABLE

Stepping Up to Supervisor

So you've done it! You have excelled as an individual employee and now it's time to move into a supervisory role. You are excited about your new role and promise to never make the same mistakes that "terrible" bosses have made with you! You have great plans for your new role, but you aren't exactly sure what it is you should be doing or not doing in your position.

Nobody said that managing, supervising or leading would be easy but with the right expectations, tools and skills, you will learn what it takes to be an effective supervisor. Make your move into your new supervisor position smoother and more successful.

Attend this six session training and gain all the skills and insights you need to lead with confidence.

Sep 10 - Oct 15 | 8:30am - 1pm | Thu | 6 sessions | McH
\$1,049 (MD SR); \$1,099 (GC); \$1,104 (OOC); \$1,109 (OOS)

Registration closed: Sep 3

Instructors: Jeanett Fitzwater & Gary Durr



Jeannette Rudy Fitzwater, Registered Corporate Coach

Fitzwater brings over 30 years of varied executive and management experience in Human Resources, Training, Strategic Planning, Marketing and Sales. She has a proven track record of maximizing both individual and organizational performance.

Noting her passion for training and business coaching, she is often told that her enthusiasm is infectious!



Gary J. Durr, CONSULTANT, Out of the Box Learning Solutions LLC

Durr is an educational training consultant. He has designed and conducted workshops and seminars for community organizations, businesses, human service agencies, educators, hospitals, community colleges, federal and state corrections, and numerous professional groups.

Gary and wife, Treva, reside in Cumberland, Maryland.



LEADERSHIP GARRETT COUNTY

**NEW COHORT TO BEGIN
SEPTEMBER 2020**

This program is dedicated to providing positive change by creating a network of future leaders that will impact the community in which they reside. Leadership Garrett County participants will help to identify regional issues and gain a richer understanding of the leadership structure within our region. The class is designed for participation and dialogue to cover topics such as Education, Tourism, Agriculture, Health, the Environment, Manufacturing and Business, as well as Government and Economic Growth. Content material, relevant community issues, guest speakers and community visits will be part of each class meeting.

Sep 24 - Apr 15 | 8:30am - 4pm | Thu | 7 sessions | McH
\$475 (MD SR); \$500 (GC); \$525 (OOC); \$550 (OOS)

Reg. closed: Sep 19 | Instructors: Jodi McClintock & guest speakers

Wow, What a Great Event!

**Looking for a fun new career coordinating special events?
Learn proven techniques from a master event planner.**

Are you planning a special event and could use some helpful advice? Considering event planning as a future career? Curious about what other event planners are doing? Need new ideas and resources? This is the event planning course that's made for you! Discover how all the pieces in the event planning process fit together to make any size or type of event successful, whether it's for your family or friends, your employer, or your favorite charity. You'll learn about themes, venues, menus, entertainment, décor, and much, much more. You will develop skills, find resources, and gain confidence to plan any event. You'll gain access to event industry information compiled by and for event industry professionals. You'll be so excited with your newly gained confidence and expertise that you'll want to start planning your next event even before this course is over!

Course Duration: 24 Hours



**NEW! Human Service Associate**

A Human Services Associate provides services to clients who are experiencing some degree of hardship. Empowering a client to make important lifestyle changes that will allow them to change their challenging situation into a more stable and healthy environment for themselves and their loved ones is a daily goal. Most Human Services work helping the client to adjust to difficult situations in life and find improvement through self-sufficiency. Traits like compassion and empathy are extremely helpful if one wishes to maximize their potential in Human Services. For additional information, please call 301-387-3770.

NEW! Healthcare Conference

Topic: Substance Use and the Brain Health of Older Adults

September 16, 2020 | 9am - 12pm

Instructor: Kim Burton



This program will explore age-related changes that raise the risk that an older adult may experience adverse side effects of substances including medications, alcohol, foods and even environmental toxins. Too often, we dismiss someone as "getting old" when that person is actually suffering the mental and physical consequences of a treatable or reversible substance use disorder. There are important strategies that anyone can employ to improve brain health. This program will enlighten participants to ways to engage an older adult, or their care partners, and to address and mitigate late life substance use disorders to improve quality of life, function and self-esteem. 3 CEU's will be offered in partnership with AHEC West.

NEW! Family Development Credentialing

Sep 8 - Nov 10 | 8:30am - 4:30pm | Tue | 10 sessions

Instructors: Barbara Miller & Community Action Staff

The FDC program collaborates with agencies to teach family workers how to coach families to set and reach their goals for healthy self-reliance. Initially based on Cornell University research, the interagency FDC program works in many states throughout the nation teaching and credentialing frontline workers from public, private and non-profit service systems (e.g., home visitors, case managers, family resource center workers, community health workers). The official FDC credential is issued by the Center for Culture, Health & Human Development. To earn the FDC, front-line workers take 90 hours of classes based on Empowerment Skills for Family Workers (3rd edition, Forest 2015), complete a portfolio documenting their ability to apply these concepts and skills, and pass a standardized exam. Since the first FDC credentials were issued by Cornell's School of Continuing Education in 1997, more than 12,000 front-line workers nationally have earned the FDC through affiliated systems in 46 other states.

NEW! Bridges Out of Poverty

November 17, 2020

Save the Date! More details to come!

Instructor: Barbara Miller

"Bridges out of Poverty", the seminal work of Dr. Ruby Payne, Philip DeVol, and Terie Dreussi Smith addresses how professionals can help develop sustainable communities by using information from people who actually live in poverty. People from all walks of life have been inspired by Dr Payne's understanding of economic diversity. Studying poverty research helps cities and towns develop strategies that work for all people, from all economic backgrounds, build safer, more desirable places to live.

Barbara Miller, a Lifetime Certified Bridges Trainer and employee of Garrett County Community Action (GCCAC) as the Director of the GCCAC Learning Institute, will be presenting this material and facilitating discussion on how to use this knowledge to help families. This is information that is valuable for all members of the community.

HURRY! Don't Miss Out REGISTER NOW!

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

NONCREDIT REGISTRATION FORM

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Please print clearly.

Social Security Number: _____

Name: _____
First Middle LastHOME
Street Address: _____

City: _____ State: _____ Zip: _____

Primary
Phone #(s): _____Primary email: _____
for account accessDate of Birth: _____ / _____ / _____ ☐ Male ☐ Female
MM DD YY**ETHNICITY:**☐ White ☐ Hispanic/Latino ☐ Asian ☐ Black/African American ☐ Other**RESIDENCY (choose one):**☐ MD Senior ☐ Garrett County ☐ Out-of-County ☐ Out-of-State
(Age 60+)

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

Signature _____ Date _____

GARRETT COLLEGE CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

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

Make checks payable to: Garrett College

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

☐ Please add me to the CEWD Schedule Mailing List**WORKFORCE DEVELOPMENT****CDL Learners Prep CV-43**

This two-day course will prepare students for the Motor Vehicle Administration (MVA), Class A or B Commercial Driver permit exam. It includes instruction on the following topics: general knowledge, air brakes, combination vehicles, study and test taking skills. The 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 make every effort to provide the student with adequate instruction to be successful.

Sat/Sun | 8am - 4pm | 2 sessions | NOC | MTDI Instructors
\$95 (MD SR); \$99 (GC); \$104 (OOC); \$109 (OOS)

Aug 29 - Aug 30 | Registration closed: Aug 22
Sep 19 - Sep 20 | Registration closed: Sep 12
Oct 24 - Oct 25 | Registration closed: Oct 17
Nov 21 - Nov 22 | Registration closed: Nov 14
Dec 19 - Dec 20 | Registration closed: Dec 12

Forklift Certification MT-176

This course is designed to teach the student how to properly operate an industrial powered forklift. The course satisfies 29 CRF 1910.178 of the Occupational Safety and Health Administration's (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 18 | 9am - 2:30pm | Fri | 1 session | NOC
\$159 (MD SR); \$169 (GC); \$174 (OOC); \$179 (OOS)
Registration closed: Sep 11 | Instructor: Joe Farris

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. The program includes the following courses:

Introduction to Health Care & Health Care Systems
Medical Terminology for Health Careers
Basic Math for Health Care
Certified Medical Administrative Assistant
Administrative Externship
Phlebotomy Venipuncture Theory
Phlebotomy Externship
Basic Anatomy & Physiology for Health Careers
Pharmacology
Medicine Administration
Basic Patient Intake
Introduction to Laboratory Techniques
Basic EKG
Clinical Externship

\$1,215 (MDSR) | \$4,540 (GC) | \$4,765 (OOC) | \$4,994 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Healthcareer Association (NHA)

SUCCESSFUL COMPLETION:

- Students will be prepared for an entry level position as a Certified Clinical Medical Assistant, Phlebotomist/Venipuncture 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.
- Students must pass the National Healthcareer Association (NHA) Certification Exam

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.



LOCATION of TRAINING: Career Technology Training Center, Accident

EXTERNSHIP: Conducted at various medical facilities

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, 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.

*Call **301-387-3136** to obtain additional information and to schedule an Orientation Session.*

CERTIFIED MEDICAL ADMINISTRATION ASSISTANT (CMAA)

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

Introduction to Health Care & Health Care Systems
Medical Terminology for Health Careers
Basic Math for Health Care
Certified Medical Administrative Assistant
Administrative Externship

\$405 (MDSR) | \$1,845 (GC) | \$1,935 (OOC) | \$2,030 (OOS)



EXTERNSHIP: Conducted at various medical facilities

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, 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.

*Call **301-387-3136** to obtain additional information and to schedule an Orientation Session.*

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
 National Healthcareer Association (NHA)

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

LOCATION of TRAINING: Career Technology Training Center, Accident

Garrett College just completed another Certified Medical Administrative Assistant (CMAA) course. This course includes four separate courses totaling 147 hours in the classroom. Following the classroom portion, students are required to complete an externship of 40 hours, working alongside medical assistants in a clinical setting.

After completion of the externship, the student is eligible to earn national certification through the National Healthcareer Association by sitting for the Certified Medical Administrative Assistant (CMAA) exam.

Certified Medical Administrative Assistants play a critical role in keeping the healthcare office running efficiently and effectively. This is a highly-rewarding profession and medical assistants are often the first to greet and help patients, and can help set the stage for a positive experience.

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. The program includes the following courses:

Certified Nursing Assistant - Theory Certified Nursing Assistant - Clinical

\$540 (MDSR) | \$940 (GC) | \$985 (OOC) | \$1,034 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
Maryland Board of Nursing (MBON)

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.



TIME to COMPLETE PROGRAM: Approximately 2-3 months

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

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- 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.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.

*Call **301-387-3136** to obtain additional information and to schedule testing.*

HOME CARE PROVIDER Home Care Providers assist patients in their home by providing support that meets their specific personal needs. They provide assistance with daily living and self-care to those who are disabled, chronically ill, or cognitively impaired. This course includes both class room and clinical instruction provided by a registered nurse. Topics include: CPR, home management, home care procedures, preventing infection, body mechanics, communication and patient confidentiality. The program includes the following courses:

Home Care Provider Home Care Provider - Clinical

\$400 (MDSR) | \$850 (GC) | \$890 (OOC) | \$935 (OOS)

TIME to COMPLETE PROGRAM: 2-3 weeks, Mon-Fri schedule

METHOD OF INSTRUCTION: Classroom and experiential learning

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

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- 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.
- Eligibility to participate in the program may be dependent upon a criminal background check
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.

*Call **301-387-3136** to obtain additional information.*

CERTIFIED PHLEBOTOMY TECHNICIAN

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 licensed health care professionals. The program includes the following courses:

Introduction to Health Care & Health Care Systems
Phlebotomy Venipuncture Theory
Phlebotomy Externship

\$405 (MDSR) | \$1,450 (GC) | \$1,525 (OOC) | \$1,595 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Healthcareer Association (NHA)

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

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.

LOCATION of TRAINING:

Career Technology Training Center, Accident

EXTERNSHIP:

Conducted at Garrett Memorial Hospital and various other medical sites



ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 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, TB, PPD, Hepatitis B, 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.

*Call **301-387-3136** to obtain additional information and to schedule testing.*

REASONS to CHOOSE GC's WORKFORCE PROGRAMS

- We provide training for the most in-demand jobs
- Smaller class size provides more student focus and greater chance of success
- Learning through hands-on experience
- Conveniently located for easy access
- Modern equipment, labs & classrooms
- Staff with up-to-date knowledge of latest industry requirements
- Experienced instructors, working in their field
- Connections to employers
- Staff devoted to your success
- Learning atmosphere

MEDICAL BILLING and CODING

The Medical Billing and Coding field is one of the fastest growing professions in the healthcare industry! Being in the medical billing and coding field adds much flexibility to employment. This program prepares students for an entry level position in a variety of healthcare facilities where industry trends and skills are vastly progressing. Through the combination of classroom theory and hands-on clinical experience, students will be prepared to sit for national certification and enter the workforce. The program includes the following courses:

**Medical Terminology
Medical Billing & Coding
Externship**

\$1,510 (MDSR) | \$2,750 (GC) | \$2,885 (OOC) | \$3,025 (OOS)

LENGTH of TRAINING: Approximately 6-7 months.

METHOD of INSTRUCTION:

Classroom and experiential learning

LOCATION of TRAINING:

Garrett College Campus or an Outreach Center. The externship will be held at healthcare facilities.

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in the Adult Basic Education Program to prepare them to earn a high school diploma may enroll with Program Coordination approval.
- Students are required to take the TABE assessment prior to enrollment.
- Students must participate in an orientation session. Call 301-387-3136 for the orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Verification that vaccinations for MMR, TB, PPD, Hepatitis B, tetanus, and flu are current if required by the externship location. The cost of 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.



CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
American Academy of Professional Coders (AAPC)

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*

Change your career in just 4-12 months!



*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/workforce-development.php***

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



PARAMEDIC

Paramedics are allied health professionals whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system (EMS). Acting as a link from the scene to the healthcare system, paramedics function as part of the comprehensive EMS response, under medical oversight.

Garrett College's paramedic program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. Continuing Education & Workforce Development offers the initial paramedic training program on a two-year cycle.

PROGRAM GOALS:

- Prepares competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- After completing the program, students will be prepared to take the national and state certification tests to obtain their National Registered Paramedic (NRP) and Maryland Paramedic certifications.

TIME to COMPLETE PROGRAM:

- Two year training program
- Classes are held two evenings per week from 6:30-10:30 pm

CLINICAL EXPERIENCE:

- Minimum of 437 hours for the two year program
- Clinical hours are scheduled by the student outside of class



ENTRY REQUIREMENTS:

- Students are required to have a High School Diploma or equivalent.
- Students must be currently certified as an EMT in the state of Maryland or have applied for reciprocity.
- Students must be a member in good standing with a company providing Advanced Life Support (ALS) service in Allegany or Garrett County. (Out-of-state also accepted)
- Students must complete entrance testing which evaluates math, reading and basic EMT knowledge to determine basic skill levels needed to succeed in the program.
- Students must attend a personal interview with Garrett College EMS program staff and Medical Director.
- If accepted into the program, a \$25 non-refundable registration fee will be required.

\$1,535 (MDSR) | \$3,455* (GC) | \$3,455* (OOC) | \$3,455* (OOS)

** Please note that pricing for the Paramedic program is dependent on student residency, program goals, and organizational affiliations. Please contact Program Coordinator for full explanation and actual price determination.*

*For more information or application, please contact Doug Beitzel, Program Coordinator at **doug.beitzel@garrettcollege.edu** or by calling **301-387-3772**.*

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. The program includes the following courses:

Veterinary Assistant One - Orientation to the Veterinary Profession

Veterinary Assistant Two - Outpatient Diagnosis & Treatment

Veterinary Assistant Three - Inpatient Treatment & Care

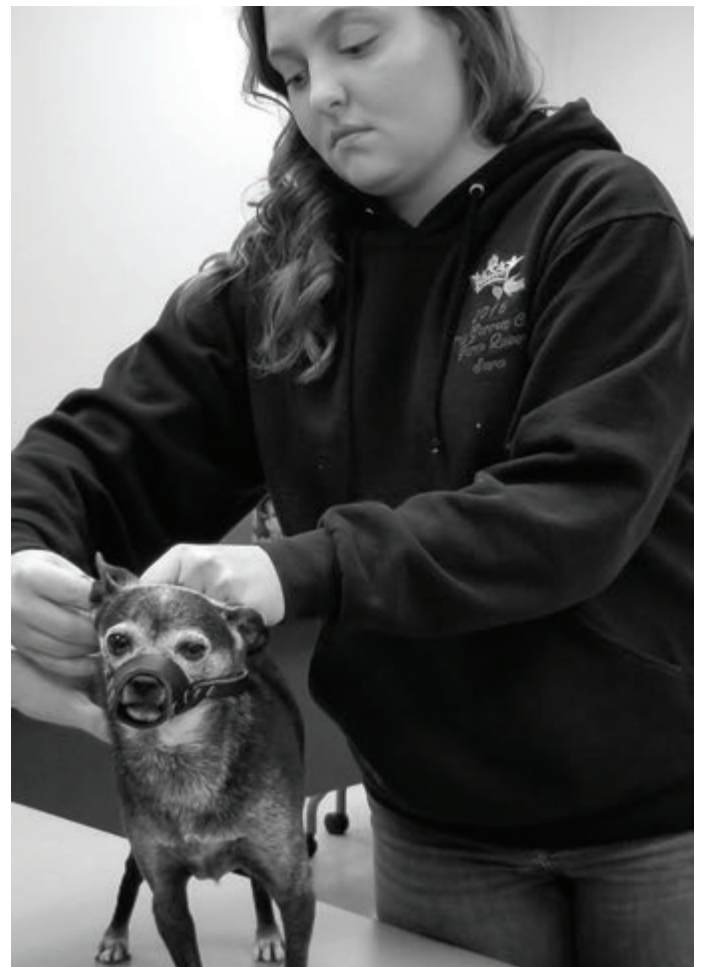
\$470 (MDSR) | \$1,400 (GC) | \$1,470 (OOC) | \$1,540 (OOS)

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.

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.

TIME to COMPLETE PROGRAM: Approximately six months. Classes are held two evenings per week. Clinical experience is scheduled throughout the program at various animal care facilities.

LOCATION of TRAINING: Career Technology Training Center and various veterinarian facilities



ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- 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 are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Garrett College does not require a background check or drug testing; however, individual animal care facilities may require our students 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 ensure 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.

*Call **301-387-3136** to obtain additional information and to schedule an Orientation Session.*

CERTIFIED MAINTENANCE TECHNICIAN (CMT)

Certified 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. The program includes the following courses:

**OSHA 10
Certified Maintenance Technician (CMT)
CFC-EPA Section 608 Certification**

\$1,395 (MDSR) | \$1,985 (GC) | \$2,085 (OOC) | \$2,185 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Apartment Association Education Institute (NAAEI)

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.
- **CMT** - 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.

TIME to COMPLETE PROGRAM: 5 months. Courses are held 2 evenings per week.

LOCATION of TRAINING: Career Technology Training Center, Accident

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*



"The maintenance program offered by Garrett College has been a great benefit for our company. Members of our team have gained actionable skills that allow them to better serve the needs of our guests and our homeowners. We are fortunate to have a program like this available in our community." - Mr. Joe Refosco, Owner: Taylor-Made Vacation Rentals

"As a manager and maintenance tech, it is invaluable to have access locally to such an informative program. It covers a wide range of topics, and the resource materials they provide can be used long after you finish the course. Upon completion, our team members have a broad base of knowledge that they can immediately apply to resolve issues in our homes." - Gary Paugh, Taylor-Made Vacation Rentals

INTRODUCTION to HVAC

Heating, ventilation, and air conditioning (HVAC) is the technology of indoor and vehicular environmental comfort. Its goal is to provide thermal comfort and acceptable indoor air quality. HVAC system design is a subdiscipline of mechanical engineering, based on the principles of thermodynamics, fluid mechanics and heat transfer.

HVAC is an important part of residential structures such as single family homes, apartment buildings, hotels and senior living facilities, medium to large industrial and office buildings and hospitals, vehicles such as cars, trains, airplanes, ships and submarines where safe and healthy building conditions are regulated with respect to temperature and humidity, using fresh air from outdoors.

The program includes the following courses:

OSHA 10
Electrical Theory and Application for HVAC
CFC EPA 608 Refrigerant Recovery

\$705 (MDSR) | \$1,995 (GC) | \$2,095 (OOC) | \$2,195 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

ESCO Group-Employment Ready Certifications

TIME to COMPLETE PROGRAM: 3 months

OCCUPATIONAL OUTLOOK:

15% growth in the Job Outlook Regionally with Annual Wages ranging from \$39,000 to \$67,000 based on Bureau of Labor Statistics.
HVAC Installers average \$18/hr.
HVAC Mechanics average \$25/hr.



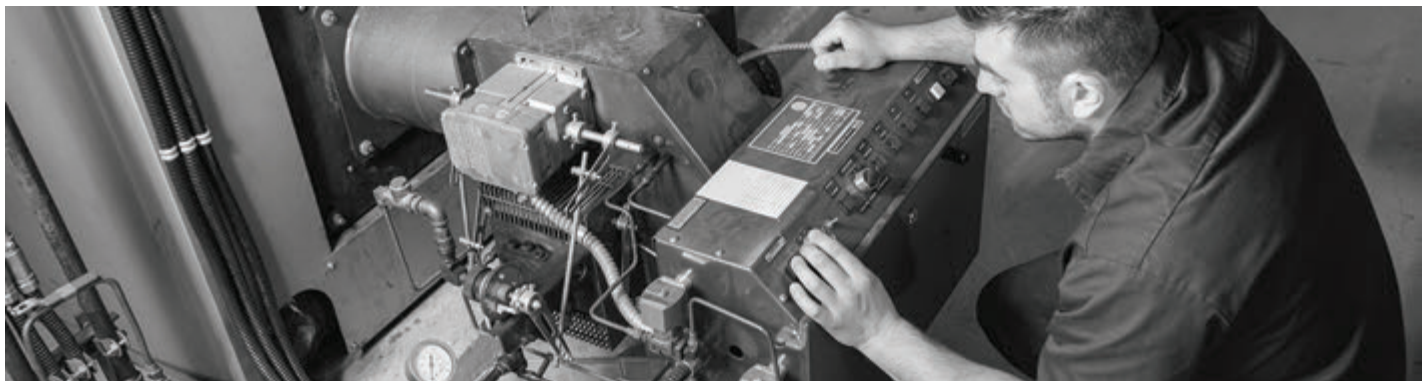
LOCATION of TRAINING:

Career Technology Training Center, Accident, MD

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in the Adult Basic Education Program to prepare them to earn a high school diploma may enroll with Program Coordination approval.
- Students are required to take the TABE assessment prior to enrollment.
- Students must participate in an orientation session. Call 301-387-3136 for the orientation schedule.

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*



CHILD CARE PROVIDER

Child Care Professionals care for children in a variety of settings including schools, businesses, private households, and child care centers. They perform a variety of tasks including dressing, feeding, overseeing play, and age appropriate instruction.

The child care courses listed below are offered in an online format through a seat partnership with Howard Community College. Students must have access to a computer, a valid email address, internet access and have computer literacy skills. Students are to contact the CEWD office at 301-387-3770 to begin the registration process, or register online at www.garrettcollege.edu/cewd and go to Workforce Development Programs. The program coordinator will be in contact once you have registered for the classes to connect you with Howard Community College.

LIST of COURSES

(Online Child Care Classes are OPEN for seat sharing)

Child Growth & Development - 45 hours | 45 Hours | 4.5 CEU's
School Age Child Care: Curric. - 45 hours | 45 Hours | 4.5 CEU's
Infant & Toddler Care | 45 Hours | 4.5 CEU's
Preschool Curric. & Activities - 45 hours | 45 Hours | 4.5 CEU's
Child Care Administration | 45 Hours | 4.5 CEU's
Communication Skills | 9 Hours | .9 CEU's
Family Child Care Preservice | 24* Hours | 2.4 CEU's
Observation and Assessment Birth -12 | 3* Hours | .3 CEU's
Supervising Children in Child Care | 3* Hours | .3 CEU's
Positive child guidance & Discipline | 3* Hours | .3 CEU's
Developmentally Appropriate Practice | 3* Hours | .3 CEU's
Resources that Guide Daily Planning | 3* Hours | .3 CEU's
Taking Learning Outside | 3* Hours | .3 CEU's
Nutrition & Active Learning | 3* Hours | .3 CEU's
Playground Safety | 3* Hours | .3 CEU's
Including All Children and the ADA | 3* Hours | .3 CEU's
Supporting Children with Disabilities | 3* Hours | .3 CEU's
Intro to Environmental Rating Scales | 3* Hours | .3 CEU's
The Child Care Provider as a Professional | 3* Hours | .3 CEU's
Conflict Resolution Strategies | 3* Hours | .3 CEU's
Cultural Competence & Awareness | 3* Hours | .3 CEU's
Family & Community Partnerships | 2* Hours | .2 CEU's
SIDS | 3* Hours | .3 CEU's
Supporting Breastfeeding in Child Care | 3* Hours | .3 CEU's
Basic Health & Safety Training | 5* Hours | .5 CEU's
Pyramid Model for Social and Emotional Competence - Preschool | 18 Hours | 1.8 CEU's

*Open entry classes are indicated with an * - Students may join these classes any time between the first class dates and the "close registration" date.



ADDITIONAL INFORMATION:

Students will be required to purchase textbooks for some of the child care courses. Please contact kaitlyn.glotfelty@garrettcollege.edu to obtain a listing of required textbooks and instructions for purchasing.

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

Maryland State Department of Education (MSDE)

ENTRY REQUIREMENTS:

- Students are to contact the CEWD office at 301-387-3136 to begin the registration process, or register online at www.garrettcollege.edu/cewd and go to Workforce Development Programs. The program coordinator will be in contact once you have registered for the classes to connect you with Howard Community College.
- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in the Adult Basic Education Program to prepare them to earn a high school diploma may enroll with Program Coordination approval.
- Students may be required to take the TABE assessment prior to enrollment.
- Students must have access to a computer, computer literacy skills, a valid email address, and internet access.
- Students may be required to obtain and maintain active CPR certification.

Course pricing is based on the length of the course selected.

45-Hr Class | \$205 (MDSR), \$230 (GC), \$240 (OOC), \$250 (OOS)
 24-Hr Preservice | \$230 (MDSR), \$245 (GC), \$255 (OOC), \$270 (OOS)
 18-Hr Class | \$160 (MDSR), \$175 (GC), \$185 (OOC), \$190 (OOS)
 9-Hr Class | \$90 (MDSR), \$105 (GC), \$110 (OOC), \$115 (OOS)
 5-Hr Class | \$50 (MDSR), \$65 (GC), \$70 (OOC), \$75 (OOS)
 3-Hr Class | \$35 (MDSR), \$45 (GC), \$50 (OOC), \$55 (OOS)
 2-Hr Class | \$35 (MDSR), \$45 (GC), \$50 (OOC), \$55 (OOS)

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*

GED PREPARATION / ADULT BASIC EDUCATION (ABE)



NEW WAYS TO EARN YOUR HIGH SCHOOL DIPLOMA!

- Classroom instruction offered at multiple locations and times.
- Blended Learning - Combine distance/independent learning and class room instruction.
- National External Diploma Program (NEDP) - Available to Garrett County Residents in partnership with Allegany College of Maryland.
- Distance Learning offered through Maryland iPathways.



WHERE ARE CLASSES HELD?

- Southern Outreach Center in Oakland
- Career Technology Training Center (CTTC) in Accident
- Northern Outreach Center in Grantsville
- Swan Meadow Elementary School
- Other locations based on need and student enrollment.

WHEN ARE CLASSES HELD?

- Both Day and Evening classes are available.
- Classes will be offered in the evening at the locations listed above from 5pm-8pm & during the day in Oakland from 11am-2pm.

HOW DO I GET STARTED?

Call **301-387-3770** or send an e-mail to **kaitlyn.glotfelty@garrettcollege.edu**

We will help you to determine the best option to earn a high school diploma or improve your reading and math skills.

"These materials are neither sponsored nor endorsed by the Board of Education of Garrett County, the Garrett County Public Schools, or any agents thereof. See Board Policy and Procedure KHC."

HURRY!

Don't Miss Out
REGISTER NOW!

www.garrettcollege.edu/cewd

Inclement Weather Policy

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

GARRETT COLLEGE WEATHER LINE: 301-387-3198

RESTAURANT READY™



CONNECTING UNDERSERVED YOUTH TO THE RESTAURANT INDUSTRY



The Restaurant Ready program, offered through the National Restaurant Association, is designed to teach students three main concepts: professionalism in the workplace, food safety & safe food handling, and basic cooking skills. Through successful completion of this program, students will be competent in several work-ready competency areas defined by the restaurant industry. This program will prepare students for entry level employment in the restaurant industry. The program includes the following courses:

Restaurant Ready ServSafe®- ServSafe®

(Can be taken as a stand-alone course to obtain certification.
Please call for additional information.)

On the Job Training

\$1,350 (MDSR) | \$2,200 (GC) | \$2,310 (OOC) | \$2,420 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

ServSafe® Food Handling

LENGTH of TRAINING:

Approximately 3 months. Classes are held 3 days a week.

METHOD of INSTRUCTION:

Classroom, hands-on experience, Computer Based Training (CBT), and On-the-Job (OJT) training.

LOCATION of TRAINING:

This program is taught at various facilities throughout Garrett County. The majority of the program will be held at Southern High School. Students may also be required to attend classes at Garrett College and various restaurants throughout the county.

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in the Adult Basic Education Program to prepare them to earn a high school diploma may enroll with Program Coordination approval.
- Students are required to take the TABE assessment prior to enrollment.
- Students must participate in an orientation session. Call 301-387-3136 for the orientation schedule.

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*

MACHINING

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

MANUAL MACHINING courses include:

**Preparation for Machining
Job Planning, Bench Work & Layout
Manual Milling
Manual Turning**

\$1,795 (MDSR) | \$3,000 (GC) | \$3,150 (OOC) | \$3,300 (OOS)

CNC MACHINING courses include:

**CNC Turning Set-Up & Programming
CNC Turning: Operation
CNC Milling Set-Up & Programming
CNC Milling: Operation**

PREREQUISITE: Successful completion of the Manual Machining program or appropriate NIMS certifications obtained.

\$1,795 (MDSR) | \$2,995 (GC) | \$3,145 (OOC) | \$3,295 (OOS)



CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
National Institute of Metalworking Skills (NIMS)

SUCCESSFUL COMPLETION:

- Students will be able to demonstrate core competencies as outlined by NIMS.
- Students will also have the opportunity to earn NIMS Credentials in each class.
- Students can complete the entire program or take individual classes based on prior learning and showing adequate credentials.
- Preparation for Machining is a required prerequisite for all Machining classes unless the student is able to demonstrate prior learning through NIMS testing.

TIME to COMPLETE PROGRAM: Approximately 15-18 months. Classes are held 2 evening per week. Students may be able to accelerate completion by demonstrating competency through NIMS testing.

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

LOCATION of TRAINING:

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

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Manual machining experience or prior training is required to enrolling in CNC classes.

*Call **301-387-3136** 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, under water, on high rise buildings, and bridges. Over 80 certifications are available based on the location of work and metal product being used in the process. The program includes the following courses:

Preparation for Welding Welding One Welding Two

\$2,760 (MDSR) | \$3,675 (GC) | \$3,860 (OOC) | \$4,045 (OOS)

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

American Welding Society (AWS)

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.
- Students interested in Welding III (Advanced) should inquire by calling 301-387-3136.

*Call **301-387-3136** to obtain additional information and to enroll in the training program.*



TIME to COMPLETE PROGRAM: 10 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)

LOCATION of TRAINING: Career Technology Training Center, Accident

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.



BUS DRIVER TRAINING


This training will cover the concepts and skills required for students to obtain their Class B Commercial Driver's License (CDL) with "P" (passenger) and "S" (school bus) endorsements. Topics include the following: vehicle inspection techniques, range skills, and over-the-road driving. Participants will concentrate on hands-on driving skill development including speed and space management, extreme driving operation, safe operating procedures and emergency maneuvers. At the completion of training, the student will be taken to demonstrate at their local Department of Motor Vehicles.

TIME to COMPLETE PROGRAM: Six day training that can be scheduled during the week or on weekends. Training will be one-on-one sessions.

LOCATION of TRAINING: Mountaintop Truck Driving Institute, Grantsville

ENTRY REQUIREMENTS:

- A \$25 non-refundable registration fee is required from all students.
- High School Diploma is preferred, although not required.
- Department of Transportation (DOT) physical, drug screen and learners permit (to include passenger and school bus endorsements).



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

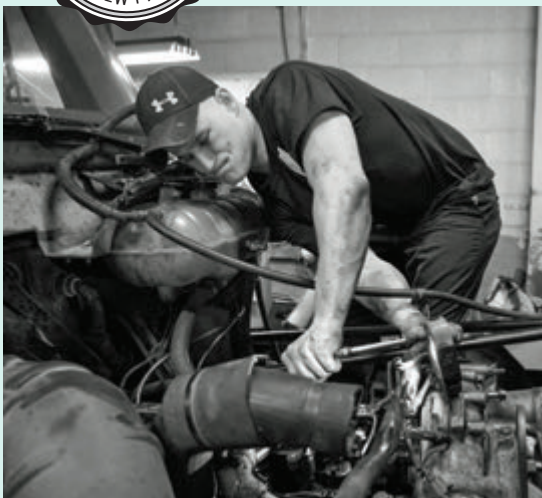
\$1,550 (MDSR) | \$2,300 (GC) | \$2,415 (OOC) | \$2,530 (OOS)

Students are encouraged to take the CDL Learner's Permit Prep course that is held once a month (last Saturday and Sunday of each month) if they are having difficulty obtaining their learners permit.

Contact Terry Beachy at **301-895-4700** or **terry.beachy@garrettcollege.edu**



INTRODUCTION to DIESEL MECHANICS: Preventative Maintenance



Prepare for an entry-level job as a preventative maintenance diesel mechanic. Preventative maintenance diesel mechanics perform inspections and maintenance on diesel vehicles and equipment doing minor repairs and keeping records. The course series covers all the basic systems of a vehicle or equipment with an emphasis on preventative maintenance procedures and shop safety. Content areas include the following: diesel engines, drive train, brakes, suspension and steering, electrical systems, heating, ventilation, and air conditioning. Students will earn a Garrett College Continuing Education and Workforce Training Certificate and will have the opportunity to take the Automotive Service Excellence (ASE) entry level student certification exam: Inspection, Maintenance, and Minor Repair.

Contact Terry Beachy at **301-895-4700** or **terry.beachy@garrettcollege.edu** for more information.

COMMERCIAL DRIVER'S LICENSE (CDL), Class A

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 the training, the student will be taken to demonstrate at their local Department of Motor Vehicles to obtain a Class A license.



Garrett College has trained over 700 students to receive their CDL license.

LOCATION of TRAINING: Mountaintop Truck Driving Institute, Grantsville

ENTRY REQUIREMENTS:

- A \$25 non-refundable registration fee is required from all students.
- Must currently possess a valid license and be 18 years of age.
- Must be able to pass a Department of Transportation (DOT) physical and drug screen.
- Must communicate in the English language sufficiently, as required by the U.S. Department of Transportation.

TIME to COMPLETE PROGRAM: Training will encompass 210 hours (30 days) of training and is offered in a weekday, evening, or a weekend setting.

- The weekday option is 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 a duration of 15 weeks being held Saturday and Sunday, 8:00 a.m. to 4:00 p.m.

\$3,555 (MDSR) | \$4,500 (GC) | \$4,725 (OOC) | \$4,950 (OOS)

The need for CDL Class A drivers continues to grow and Mountaintop Truck Driving Institute has been helping to fill some of our needs with dedicated, local, regional and over-the-road positions throughout the tri-state area. The students completing the Class A program at the Mountaintop Truck Driving Institute are top quality and are well trained. ~Schneider National

The most recent estimate from American Trucking Associations puts the driver shortage at 50,000 nationwide. If current trends hold the shortage could grow to more than 174,000 by 2026. ~ Maryland Motor Truck Association

The national truck driving shortage continues to grow, and the challenge to hire and attract new drivers becomes greater every day. Given the driver demands, truck driving training programs, like those offered by Garrett College, help fill some of that void. Through their school at Mountain Top Truck Driving Institute, they do a great job recruiting and training drivers new to the industry. The western Maryland area is a big draw for Dot Transportation, providing approximately 35% of our current workforce. We find students coming from Mountaintop are well-prepared with a good understanding of Department of Transportation regulations and safety expectations. ~DOT Foods

Contact Terry Beachy at **301-895-4700** or **terry.beachy@garrettcollege.edu**

COMMERCIAL DRIVER'S LICENSE (CDL), Class B

With a Class B CDL, students can drive cement, gravel, delivery, refuse or similar vehicles allowing them to make a good salary, but also stay close to home.

This course will cover the essentials needed 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.



LOCATION of TRAINING: Mountaintop Truck Driving Institute, Grantsville

ENTRY REQUIREMENTS:

- A \$25 non-refundable registration fee is required from all students.
- A current Department of Transportation (DOT) physical which cannot expire during the training period
- A drug screen less than sixty (60) days old
- Class B, CDL Learner's Permit *

TIME to COMPLETE PROGRAM: 6 day duration-arranged.

\$1,550 (MDSR) | \$2,300 (GC) | \$2,415 (OOC) | \$2,530 (OOS)

Students are encouraged to take the CDL Learner's Permit Prep course if they are having difficulty obtaining their learners permit.

Contact Terry Beachy at **301-895-4700** or **terry.beachy@garrettcollge.edu**

CDL LEARNER'S PREP

This two-day course will prepare students for the Motor Vehicle Administration (MVA), Class A or B Commercial Driver written permit exam. The course includes instruction on the following topics: general knowledge, air brakes, combination vehicles, study and test taking skills. The 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.

Course is held on the last Saturday & Sunday of each month.

\$95 (MDSR) | \$99 (GC) | \$104 (OOC) | \$109 (OOS)

To register, call **301-387-3136**.



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.
As class size is limited, it is recommended that a completed application be submitted at least four (4) weeks prior to the program start date.

PERSONAL INFORMATION

First Name _____ Middle Name _____ Last Name _____

Social Security Number _____ Any Previous Name(s) _____

Permanent Address: Street, City, State, Zip _____

Mailing Address: If different than Permanent Address _____

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

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

Email Address _____

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

Gender: ☐ Female ☐ Male

Ethnicity: Please check all that apply:

- ☐ Hispanic or Latino
☐ 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: _____

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

- ☐ College fair ☐ GC representative visited my school
☐ My high school counselor ☐ My high school coach
☐ Friends/family ☐ Postcard ☐ Newspaper
☐ Web search ☐ Billboard ☐ Radio
☐ Case Manager _____
☐ Employer _____
☐ Other _____

CITIZENSHIP

United States Citizen? ☐ Yes ☐ No

Country of birth: _____

Country of citizenship: _____

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

If you are not a U.S. citizen:

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

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

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

If yes, list I-20 # _____

If no, indicate type of visa held _____

DECLARATION OF RESIDENCY

I am a legal resident of _____ (State) and
 _____ (County)

Signature _____

Date _____

Documentation of residency may be required.

ADMISSIONS INFORMATION

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 last page of application)

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) or a 504 plan.

I hereby consent to Garrett College contacting the guidance counselor to obtain information regarding my IEP or 504 plan.

Signature: _____ **Date:** _____

FINANCIAL ASSISTANCE

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

- ☐ I am interested in financial aid.
- ☐ I have already been approved for financial assistance. Enter the name of the organization or grant _____
- ☐ I do not require financial assistance.

FINANCIAL AID ELIGIBILITY INFORMATION

Applicants for Financial Assistance **MUST:**

- Be in good financial standing with Garrett College
- Be able to provide a non-refundable \$25.00 registration fee
- Be able to provide the required down payment toward the desired training program
- Complete the *Application for Admission to 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

Application Deadline:

For best consideration, please submit a completed application and other requirements at least three (3) weeks prior to the program start date.

FINANCIAL NEED

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

Department of Social Services (DSS) ☐ Yes ☐ No

Food Stamps ☐ Yes ☐ No

Community Action ☐ Yes ☐ No

Western Maryland Consortium ☐ Yes ☐ No

Healthy Families ☐ Yes ☐ No

DORS ☐ Yes ☐ No

Appalachian Crossroads ☐ Yes ☐ No

Adult Basic Education ☐ Yes ☐ No

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

Number of family members in your household (including you): _____

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, or do not abide by the Student Code of Conduct, my scholarship will be nullified and I will be responsible for 100% of tuition and/or fees.

Signature

Date

CAREER GOAL

Continuing Education 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.

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/disclosures-privacy-of-student-records.php>

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

Signature

Date

CERTIFICATION OF INFORMATION

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

Signature

Date

Parent Signature (if under the age of 18)

Date

SCHOLARSHIP ELIGIBLE PROGRAMS

Allied Health

- ☐ Certified Nursing Assistant (C.N.A.)
- ☐ Certified Phlebotomy Technician
- ☐ Certified Clinical Medical Assistant (CCMA)
- ☐ Certified Medical Administrative Assistant (CMAA)
- ☐ Home Care Provider
- ☐ Medical Coding & Billing
- ☐ Veterinary Assistant

Construction

- ☐ Certified Maintenance Technician (CMT)
- ☐ Introduction to HVAC

Education & Human Services

- ☐ Child Care
- ☐ Human Services Associate

Hospitality and Tourism

- ☐ Restaurant Ready

Manufacturing

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

Transportation

- ☐ Bus Driver Training
- ☐ Commercial Driver's License (CDL) - Class A
- ☐ Commercial Driver's License (CDL) - Class B
- ☐ Diesel Mechanic

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\cewd

Application Checklist

- ☐ 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.
- ☐ Students must submit a non-refundable \$25.00 registration fee.
- ☐ You will be contacted by the Workforce Development Staff 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 Kurt Lear, Director of Adult Education and Workforce Development. 301-387-3087.

Please note: Garrett College will try to reach out to you with your consent upon completion of a program with a general survey.

In Office Use Only:

Confirmed Program: _____

Confirmed Funding: _____

Confirmed student's contact information from the front page: _____ Yes _____ No

Notes: _____

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

AVAILABLE

to Those Who Qualify!

Garrett College's Continuing Education & Workforce Development division awards over \$100,000 in scholarships annually as a result of funding from Garrett County Commissioners, local agencies, and private donors through the Garrett College Foundation. Full and partial scholarships are available based on the applicant's residency, educational goals and financial need. For best consideration, students are encouraged to apply early! Scholarship applications must be submitted at least three weeks prior to the start of selected program for consideration.

All workforce programs require a \$25 non-refundable application fee which cannot be paid with scholarship funds. The student is also responsible for any program fees, tests, or materials which are not covered by his/her scholarship.

Drop Policy

It is the student's responsibility to withdraw from a course that he/she cannot attend. Please note that failure to attend at least 75% of the course sessions, or failure to complete assigned coursework, may result in the termination of funding; as a result, the student will be charged for the entire cost of the course.

In addition to scholarships, the following agencies may support students, who meet their funding criteria, with tuition/fee assistance:

Western Maryland Consortium: 301-334-8136

Garrett County Department of Social Services, Garrett Works Program: 301-533-3000

Garrett County Community Action, SNAP Employment & Training Program: 301-334-9431

Maryland Department of Rehabilitative Services (DORS): 301-777-2119

For more information on scholarships, please call Donna Bittinger at 301-387-3136.

STAFF DIRECTORY

Terry Beachy, Assistant Director, Workforce Development & Community Education

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

Doug Beitzel, Program Coordinator

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

Donna Bittinger, Program Associate

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

Sarah Friend, Coordinator of Operations

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

Kaitlyn Glotfelty, Coordinator of Adult Education & Workforce Development

301-387-3770, kaitlyn.glotfelty@garrettcollege.edu
Southern Outreach Center (SOC), Oakland
Child Care, Vet Assistant, Homecare Provider, ABE, Medical Billing & Coding,
Restaurant Ready

April Gordon, CEWD Operations Associate

301-387-3088, april.gordon@garrettcollege.edu
Main Office, McHenry Campus

Kurt Lear, Director of Adult Education & Workforce Development

301-387-3087, kurt.lear@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident
Machining, Welding, Certified Maintenance Technician (CMT), HVAC

Jodi McClintock, Director of Business Solutions

301-387-3084, jodi.mcclintock@garrettcollege.edu
Main Office, McHenry Campus
Contract Training, Professional Development, Entrepreneurship

Matia Vanderbilt, Office Associate

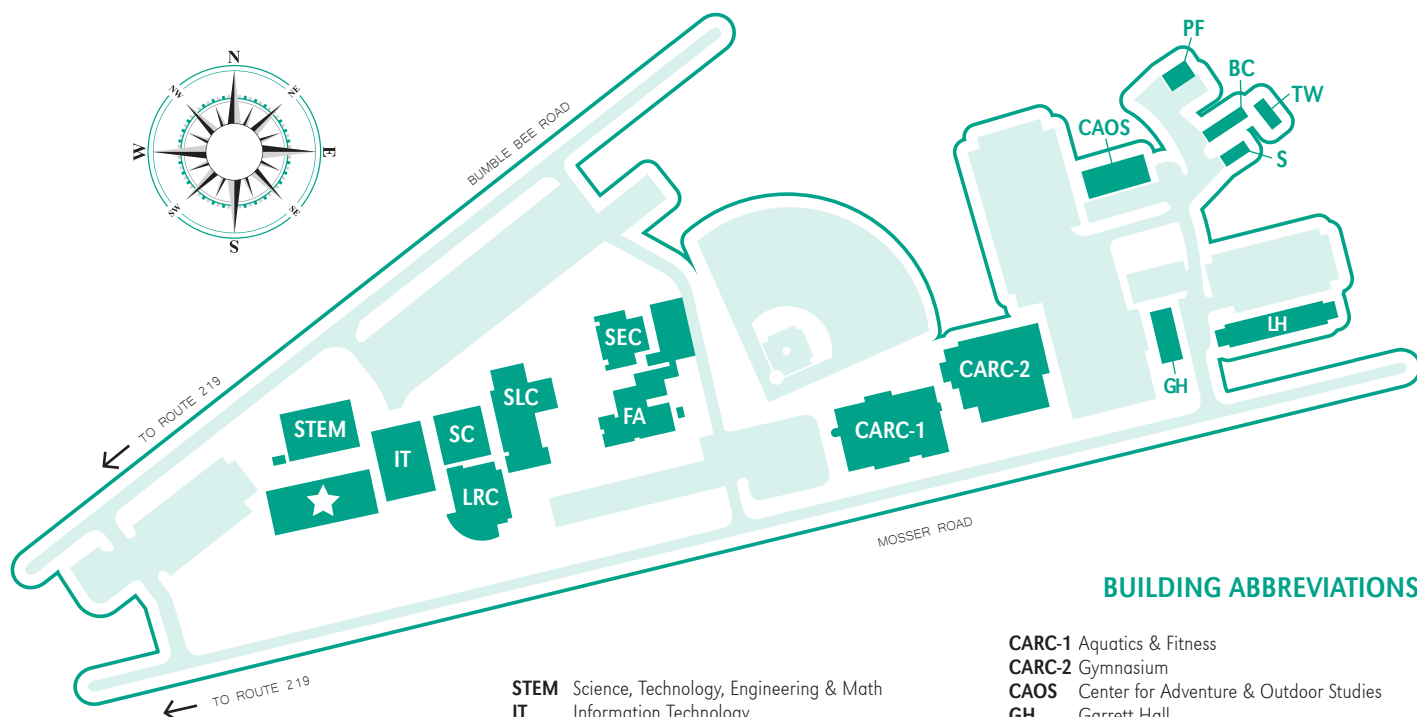
301-387-3781, matia.vanderbilt@garrettcollege.edu
Southern Outreach Center (SOC) / Northern Outreach Center (NOC) / McHenry

Julie Yoder, Dean of Continuing Education & Workforce Development

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

GARRETT COLLEGE CAMPUS MAP

**Main Campus • 687 Mosser Road
McHenry, MD 21541**

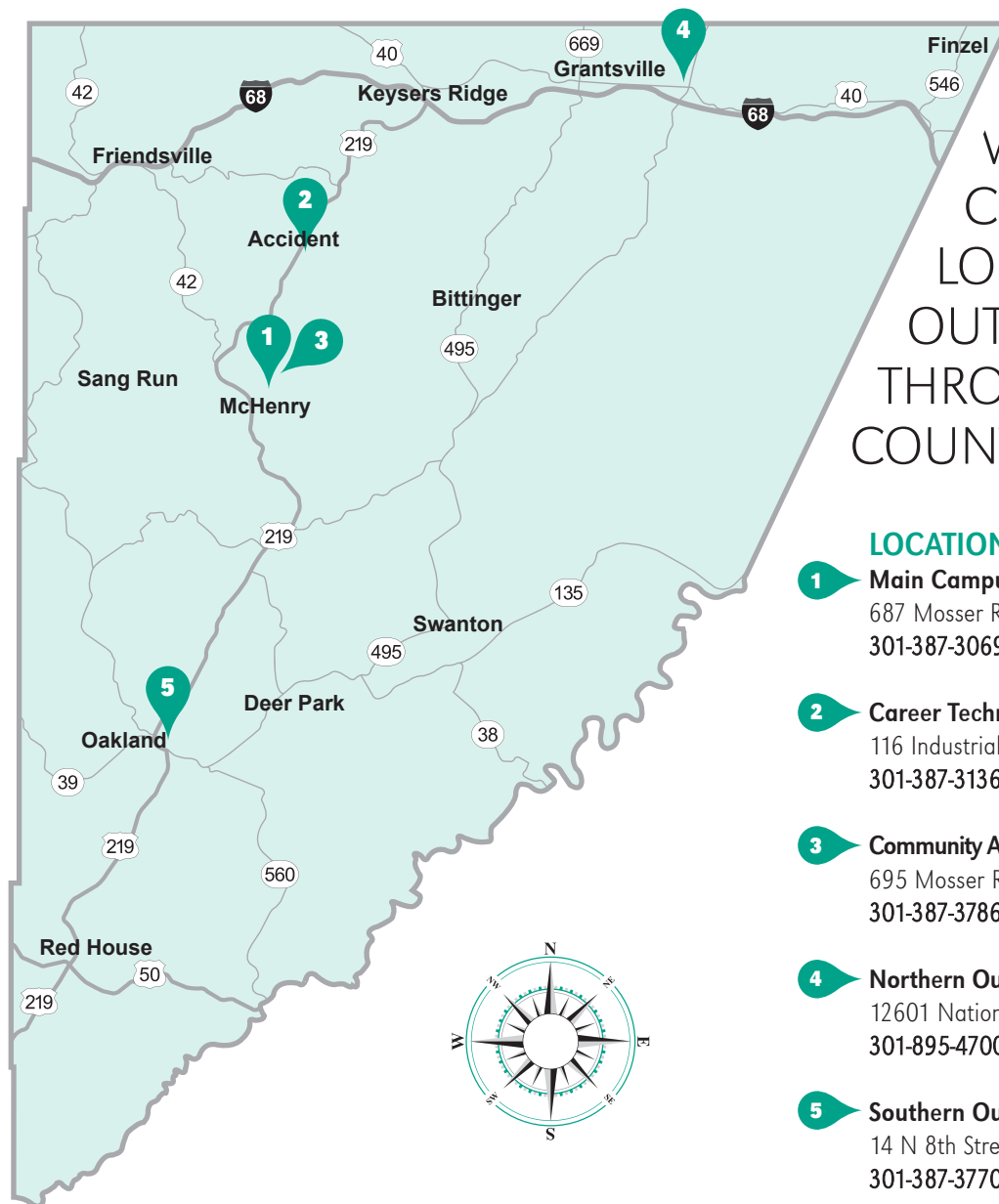


BUILDING ABBREVIATIONS

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

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

★ Continuing Education & Workforce Development
Garrett Information Enterprise Center



WE ARE
CONVENIENTLY
LOCATED WITH
OUTREACH CENTERS
THROUGHOUT THE
COUNTY:

LOCATIONS

- 1 Main Campus**
687 Mosser Road, McHenry, MD 21541
301-387-3069
- 2 Career Technology Training Center (CTTC)**
116 Industrial Drive, Accident, MD 21520
301-387-3136
- 3 Community Aquatic & Recreation Complex (CARC)**
695 Mosser Road, McHenry, MD 21541
301-387-3786
- 4 Northern Outreach Center (NOC)**
12601 National Pike, Grantsville, MD 21536
301-895-4700
- 5 Southern Outreach Center (SOC)**
14 N 8th Street, Oakland, MD 21550
301-387-3770

INCLEMENT WEATHER POLICY

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

WHEN ARE WEATHER-RELATED DECISIONS MADE?

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

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

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

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

HOW DO I KNOW WHICH LOCATION IS CLOSED?

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

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



Garrett College
687 Mosser Road
McHenry, Maryland 21541

