

301-387-3069

[www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd)

# Continuing Education

## *Fall* 2021

COVERING SEP 13 - DEC 23

Knitting Anatomy - p4



Introduction to Paranormal Investigating - p8



CELEBRATING  
**50**  
YEARS

### **SPECIAL OFFER**

Offering selected \$50 classes  
to commemorate the 50th  
Anniversary of Garrett College!

Wildlife Photography - p4



**GARRETT**  **COLLEGE**

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

**PERSONAL INTEREST | BUSINESS SOLUTIONS | WORKFORCE DEVELOPMENT**



## CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

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## OUTREACH CENTERS

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

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

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



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.

Dear Student,

As we (hopefully) put COVID-19 behind us, we look forward to a return to full operations this fall! In our planning, we've tried to maintain a balance of in-person, online, and virtual opportunities to meet the diverse needs of our students. As you browse this schedule, please give thought to friends or family members who may be interested in the classes and programs we are offering. Our redesigned website is user-friendly and easy to navigate; you can check it out at <https://www.garrettcollege.edu/cewd.php>. If you are not yet a follower of our Facebook page, you can find us at Garrett College Continuing Education & Workforce Development.

We are excited to share that the Performing Arts Center at Garrett College will be opening in spring of 2022! This venue will serve as the host for performances and events sponsored by the PAC and our partners, including: Garrett County Public Schools, Garrett Lakes Arts Festival, Garrett County Arts Council and much more! To learn more about the PAC, visit the website at <https://www.garrettcollege.edu/pac.php>.

Finally, this year Garrett College celebrates its 50th anniversary! In honor of that milestone, we are offering a number of courses priced at \$50 through our Community Education department. Many of these special courses were inspired by hobbies, topics and trends from that time period. We hope you will join us in celebrating Garrett College throughout the 2021-2022 academic year!

Sincerely,

Julie Yoder, Dean of Continuing Education & Workforce Development

## 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)

## 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](mailto:CEWD@GARRETTCOLLEGE.EDU) OR CALL 301-387-3069.



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## COMMUNITY EDUCATION / PERSONAL INTEREST

### ARTS & CRAFTS

#### **NEW! Beginner Advanced Portrait Painting** PI-858

This course is designed for beginners to advanced level painters. Students will learn how to improve painting techniques 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.

Sep 13 - Oct 18 | 9 AM - 12:15 PM | Mon | 5 sessions | Grantsville

Senior Center

\$59 for all residencies

Registration closed: Sep 6 | Instructor: Edna Bender

#### **Intro Beginner Stained Glass** PI-848

If you are interested in learning a new creative skill consider joining veteran stained glass artist, Cheryl Loeschke, as she teaches us the age-old art of creating a stained glass piece from start to finish. Cheryl will lead us through seven (7) hands-on sessions that will end with a beautiful work of art, made by you, using the copper foiling technique. Stained glass products can make great gifts for family and friends or can be sold for profit! Topics in the course will include 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. Students will 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. This course is open to those sixteen years of age and older. Class size is limited to allow for individualized instruction. Please note: Full attendance is strongly recommended.

Sep 21 - Nov 2 | 6 PM - 8 PM | Tue | 7 sessions | CTTC

\$99 for all residencies

Registration closed: Sep 14 | 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! Wildlife Photography** PI-864

Experiences with wildlife are better enjoyed with others. Many of us love to see the amazing diversity of wildlife that live around us and love even more to share it with another person. Wildlife photography is one of the best ways to do that and what better place to do it than in Western Maryland! Whether you just have an interest in getting started with wildlife photography or have been doing it for a while and want to take it to that next level, this class is for you. This course will cover topics ranging from camera equipment and settings, wildlife photography ethics, where and when to find specific wildlife, how to get close, planning the shot, how to get more creative and artistic shots, how to use light to create art, editing and sharing, and much more. This will be a two-day course. Saturday will be an in-class lecture/discussion from 9am-1pm. Sunday we will meet in the field from 3pm until dusk to practice some of the techniques we discussed. Saturday location in either Garrett or Allegheny County will be announced via email prior to the course date.

Sep 25 - Sep 26 | (Sat) 9 AM - 1 PM, McH & (Sun) 3 PM - 7:30 PM, Field Day

\$50 for all residencies

Registration closed: Sep 18 | Instructor: Grayson Smith

**50<sup>th</sup>**  
YEAR  
ANNIVERSARY



*Grayson Smith has been shooting wildlife photography almost daily since the winter of 2017. He has been interviewed on The Wildlife Photo Chat podcast and Photographer's Favorites with prominent wildlife photographer Ray Hennessey. Grayson has also had photos featured on many reputable Instagram wildlife photography hubs and, most recently, had a wildlife photography art show and sale to raise money for The Nature Conservancy of Maryland.*

#### **NEW! Knitting Anatomy** PI-861

Take your knitting to a new level in this six (6) week class. Are you comfortable casting on, knitting and purling, but afraid to move past scarves and baby blankets? Do patterns, charts, and gauge conversations scare you? This hands-on course will teach you how knitting works and how to move forward fearlessly. Join us for this fun class which will change the way you tackle a new project and help you feel empowered. Some of the topics covered are: choosing yarn for your project, increases, decreases, charts, gauge, cables, seaming, joining colors/new yarns, reading patterns, fixing mistakes, and much more! Please note: this course is NOT for beginners. Students must be comfortable with cast on, knit, purl, and bind off techniques. Yarn and handouts included, but please bring your needle stash.

Sep 29 - Nov 17 | 6 PM - 8 PM | Wed | 6 sessions | SOC

\$50 for all residencies

Registration closed: Sep 22 | Instructor: Barb Franc

**50<sup>th</sup>**  
YEAR  
ANNIVERSARY



*Barb has been knitting since childhood and has studied the craft with various instructors including several well-known designers. She originally studied and taught knitting as a therapeutic media in the field of Occupational Therapy and then at community centers, knitting retreats, and yarn shops including her own shop in Louisville, KY. Barb has worked for yarn companies as a professional knitter and has designed colorways for new product lines, but teaching is what she enjoys most!*

**Make Friends with your Sewing Machine** PI-844

Dust off that sewing machine that's been taking up space in your closet and let's learn how to use it! In this course, join instructor Jean Tumbarello as we cover all the basics from stitches, tension, bobbins, thread and needle choices, properly threading your machine, troubleshoot and much more. Once these topics are covered, you will be able to stitch your first seam and be on your way to making your first project (TBD). From there the possibilities of using your machine are endless! Please bring your machine, the parts that came in the little box and the instruction manual. Also bring two spools of thread (one light/one dark), scissors, seam ripper, straight pins and at least one (1) bobbin. The 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.

Nov 2 - 3 (Tue/Wed) & Nov 9 (Tue) | 5:30 PM - 8 PM | 3 sessions | McH  
\$49 for all residencies  
Registration closed: Oct 26 | Instructor: Jean Tumbarello

**NEW! Classic Christmas Tree Workshop** PI-856

Vintage ceramic Christmas trees are making a comeback! Join us for an evening of fun as we paint our very own lighted, ceramic Christmas tree, just like Grandma had! This 11 inch Christmas tree project includes all materials, paints, and the firing. The final product will be ready for pick up one week after class, just in time for the holidays. Seats are limited so register early!

Nov 5 | 6 PM - 8 PM | Fri | 1 session | McH  
\$50 for all residencies  
Registration closed: Oct 29 | Instructor: Lori Skidmore

**50<sup>th</sup>**  
YEAR  
ANNIVERSARY

**DIY - Make Your Own Feed Bag Tote** PI-712

Feed bags are made of incredibly sturdy material and come in all sorts of pretty colors and patterns. Tap into your creative side and learn the steps to turn a feed bag into a sturdy and useful tote for groceries, the beach, books or kids overnight bag- almost anything you can think of. It is ideal for gift giving and is an inexpensive, easy, eco-friendly way to help save the environment. Bring your own (clean) feed bag (woven plastic bird seed, chicken feed or similar) and one yard of cotton fabric (be creative!) to line the bag along with a cutting mat, large cutting ruler, rotary cutter, scissors, pin cushion, upholstery thread, heavy duty sewing needle (denim/jeans) and sewing machine. Extra feed bags and rulers/mats will be available if you don't have your own. This is a project for people with basic sewing skills and knowledge of your machine. The course is being instructed by our very own Jean Tumbarello who loves to create, sew and Pinterest.

Nov 16 | 5:30 PM - 8 PM | Tue | 1 session | McH  
\$29 for all residencies  
Registration closed: Nov 9 | Instructor: Jean Tumbarello

**NEW! The "Bernie Mittens" Workshop** PI-857

Upcycled Wool Mittens or "Bernie Mittens" were made famous by Bernie Sanders when he wore them at the inauguration in January. Learn how to make a pair for yourself and everyone in your family just in time for the holidays! Wool is a natural insulator and your hands will not be cold shoveling snow this winter. We will use thrifted wool sweaters to make these cozy mittens. This class is for students who have advanced beginner sewing skills and are very familiar with the sewing process - this is NOT a beginner sewing class. The instructor will provide the felted wool sweaters. Please bring your own sewing machine, threads, scissors and usual sewing supplies. You will finish a pair of mittens to take home with you along with instructions on how to make your own mittens at home.

Nov 18 | 5:30 PM - 8:30 PM | Thu | 1 session | McH  
\$39 for all residencies  
Registration closed: Nov 11 | 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.*

**NEW! DIY Holiday Workshop: Making an Evergreen Centerpiece** PI-866

Evergreen cuttings provide beauty and fragrance to your decorations. Take this fun, hands-on class and learn how to put together your very own table top centerpiece made of locally grown evergreens. Basic introduction to floral design concepts will be discussed. The final arrangement will be considered "medium" in size (20 inches long, 10 inches wide, 12 inches high). Make a gift for someone special and learn a new skill! Bring your own gloves, hand pruners, and wire cutting pliers. Ribbon and decorations will be provided; however, if you want a specific ribbon/pattern, please bring it along.

Dec 2 | 5:30 PM - 8:30 PM | Thu | 1 session | McH  
\$39 for all residencies  
Registration closed: Nov 25 | Instructor: Ashley Bodkins

CHECK OUT OUR **NEW LOOK!**



**GARRETTCOLLEGE.EDU/CEWD**

## HEALTH, WELLNESS &amp; SAFETY

# FIREARMS

## Training & Certification



All firearm courses are taught by John W. Sagal, 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.

### Handgun Qualification License:

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 demonstrate the ability to safely fire a handgun. Unless otherwise exempt, as of October 1, 2013, a Maryland Resident must possess a valid Handgun Qualification License before they may purchase, rent, or receive a handgun. The classroom portion of the course will occur at 75 Grant Street in Frostburg MD and the operation and handling demonstration will occur at a secure firing range. The extra time built into the course will allow for travel to the range. Students must be a minimum of 21 years of age and are not permitted to bring a weapon or ammunition to class. Additional charge for fingerprinting done on site.

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.

\$65 (MDSR) | \$69 (GC) | \$74 (OOC) | \$79 (OOS)



### NRA Basic Rifle:

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.

\$119 (MDSR) | \$129 (GC) | \$134 (OOC) | \$139 (OOS)

### Maryland Firearm Wear & Carry Training:

This 2-day class is required for anyone applying for the initial MD Wear & Carry Permit. Topics include: handgun nomenclature and operation, handgun action types, rules for safe firearm handling and use, fundamentals of handgun shooting, introduction to MD firearms laws, use of lethal force, selection/maintenance/storage of a handgun, home safety, interactions with law enforcement, and application requirements and process. Students should bring the firearm they will qualify with and 25 rounds of ammo to keep locked in trunk until arrival on range. Attendance of class does not guarantee permit. Additional charge for fingerprinting done on site.

\$185 (MDSR) | \$195 (GC) | \$200 (OOC) | \$205 (OOS)

Check our website for the latest course offering, or call 301-387-3781 for more information



# WIDMYER DRIVING SCHOOL

**"Offering the most student friendly and reasonably priced courses since 1977"**



*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](http://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**

## BABYSITTING CERTIFICATION

**Interested in babysitting or starting your own babysitting business?**  
***This course will get you certified and on your way!***

The American Red Cross Babysitter's Training course is to provide youth who are planning to babysit with the knowledge and skills necessary to safely and responsibly give care for children and infants. This training will help participants to develop leadership skills; learn how to develop a babysitting business, keep themselves and others safe and help children behave; and learn about basic child care and basic first aid. This training is designed for youths ages 11 to 15.

Upon Completion of this course, you will receive an American Red Cross Certification Valid for 3 years in Babysitting with basic first aid and child CPR. This course is approximately 6 hours and 30 minutes and is taught by Angela Luby.

**Oct 5 & Oct 7 | 5 PM - 8:30 PM**

**Please call 301-387-3086 for information or to register.**

## LIFESTYLE, HOME & FAMILY

### **NEW! Connecting to Spirit with Stacey** PI-865

Are you struggling with grief over the loss of a loved one? Losing someone close to you is never easy. It takes time to process the thought of having a life without them, but know that they will always be deep inside your heart woven into you for eternity. Join Stacey Niedentohl a child of God, Spiritual Healer, a Psychic Medium, and the author of *My Head Knows but My heart Still Hurts: A 30-day Grief Recovery Journal*, for this one-night course on loss, grief, recovery, and connection. Participants will experience a group reading and have the opportunity to purchase Stacey's book. This course has limited seats, so please register early.

Sep 30 | 6 PM - 8:30 PM | Thu | 1 session | McH

\$159 for all residencies

Registration closed: Sep 23 | Instructor: Stacey Niedentohl



*Stacey Niedentohl grew up in a small town in Greencastle, PA and now lives in Chambersburg, PA with her husband Jeff. For over five years, Stacey has done thousands of private and group readings connecting others with those that have passed from this earth. The readings offer validation and closure to those hurting in order to help them heal spiritually. Working with spirit has enabled her to view death in a totally different way and prompted the composition of this journal to help participants take a 30-day inner journey to uncover the joyful memories of those who are now in spirit.*

**NEW! DIY Natural Body Care: Making your own Body Butters, Sugar Scrubs, Bath Salts, & Infused Oils** PI-862

Homemade body products allow one to use natural ingredients that can be customized to one's personal needs. These products make great holiday gifts. Packaging items for the holidays will be discussed. Attendees will receive recipes as well as samples of the items made in class.

Oct 6 - Oct 7 | 6 PM - 8:30 PM | Wed/Thu | 2 sessions | McH

\$50 for all residencies

Registration closed: Sep 29 | Instructor: Tanya Bucci

50<sup>th</sup>  
YEAR  
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*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! Introduction to Paranormal Investigating** PI-860

Ever wonder what it was like to hunt spirits in the dead of night? To talk to those who have passed on? To communicate with the other side? Join local paranormal investigators who actively research and investigate evidence of paranormal phenomenon in the Tri-State Area and beyond. Participants in this class will learn the terms and methods used for "ghost hunting," including Electronic Voice Phenomenon, Spirit Photography and Electromagnetic Fields. The course will include classroom instruction and will culminate with a real "field investigation" outside the classroom for the second class, concluding with a review of the class investigation. Whether you're already a believer or a skeptic, this course could open your eyes to a new and growing area of interest. Thursday evenings, 6pm to 8pm, October 14-October 28th. The second class, October 21st, will be off-site and will be held from 8-10pm, instructions for the second session's investigation will be provided.

Oct 14 - Oct 28 | 6 PM - 8 PM | Thu | 3 sessions

\$50 for all residencies | McH & Oakland Train Station

Registration closed: Oct 7 | Instructor: Steve Hall

50<sup>th</sup>  
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*A Cumberland, MD native, Steve Hall has had an interest in the paranormal from an early age—from reading folklore and ghost stories, to playing paranormal investigator as a child, to his first encounters with the unexplained. These encounters led him to seek answers on what he saw, and ultimately to the Western Maryland Paranormal Society; joining WMPS in June 2013.*

*In 2014, he helped launch, with former WMPS Investigator Jeff Imes, the Spring Gap Paranormal Incident Response and Investigation Team (S.P.I.R.I.T), continuing the legacy of WMPS in the tri-state area and soon parted ways with the new group, starting SH Paranormal Investigations (SHPI).*

*After years of extensive research on the field of parapsychology and the paranormal, Steve has taken part in investigations of Eisenhower Hotel and the George George House (aka the Reynolds Death house) in Gettysburg, Antietam Battlefield, the former Moundsville State Penitentiary, Puccini's Restaurant, the C&O Canal, Frostburg 123 Cinemas, Rosehill Cemetery and a few other locales in the tri-state area.*

**Nontoxic Home Made Easy** PI-834

As we've been spending more time at home, we may be realizing how many of our everyday products contain toxic ingredients such as ammonia, phthalates, perchloroethylene and many more. These toxins can cause problems when exposed in large amounts and one of the best ways to reduce this is to limit your exposure. Join essential oil expert, Kearstin Hinebaugh, as she teaches us how to use essential oils as natural replacements and reduce toxic exposure in the home. We will learn how to create three (3) non-toxic product replacements using essential oils to take home to use immediately!

Oct 19 | 6 PM - 8 PM | Tue | 1 session | McH

\$49 for all residencies

Registration closed: Oct 12 | Instructor: Kearstin Hinebaugh



*Kearstin Hinebaugh has made it her goal to incorporate as many natural solutions and non-toxic products into her family's everyday life. She has transformed many of her family's routine products from medicines, beauty and cleaning products with essential oils and wants to help others do the same!*

**NEW! The African American Experience in America** PI-855

This course will explore the history of the African American in America from the first Africans who landed at Jamestown in 1619 through the current day. Through lecture, videos, and class discussion the course will include the following topics: slavery and the slave experience, the cotton economy, the slavery issues leading to the Civil War, the roughly ten year period following the Civil War known as "Reconstruction" and how it affected African-Americans, the failure of Reconstruction and what that meant for the newly freed slaves, the African-American experience in post-Reconstruction America (1876 - 1955), the Civil Rights era of the 50s and 60s, and the African-American experience in modern day America.

Oct 21 - Nov 11 | 6 PM - 8 PM | Thu | 4 sessions | McH

\$50 for all residencies

Registration closed: Oct 14 | Instructor: Dick Carroll

50<sup>th</sup>  
YEAR  
ANNIVERSARY



*Dick Carroll holds a Master of Arts Degree (2004) in American History from George Mason University. Before earning his MS Degree, he served for over forty years with the Central Intelligence Agency and the National Reconnaissance Office in various capacities. He has been teaching courses on American History since 2005 at various colleges and is excited to be teaching in Garrett County once more.*

## ANIMAL INTEREST

**Basic Puppy Obedience** PI-869

This course is designed to introduce basic obedience skills for puppies five (5) months old or younger, while providing owners the opportunity to bond with their new pup. Over the next four (4) weeks, owners and pets will receive instruction on skills including: sit, down, heel, stay, and more. All puppies must be five (5) months old or younger and need to be up to date on their vaccines.

Sep 16 - Oct 7 | 6 PM - 6:45 PM | Thu | 4 sessions  
K9 Solutions - 3473 Chestnut Ridge Road, Suite 105, Grantsville  
\$79 for all residencies  
Registration closed: Sep 9 | Instructor: Scott Holiday



*Scott Holliday, owner and operator of K9 Solutions, has over 17 years' experience working with tracking dogs with Fayette Search and Rescue. Scott began working with the K9 Solutions Center in Dayton, Ohio where he became a certificated Dog*

*Obedience trainer and specializes in working with dogs who have distraction and anxiety issues.*

*In 2018, Scott and his wife Tara decided to open a K9 Solutions sister business in western Maryland in order to share their training knowledge with others. K9 Solutions Center uses positive, motivational based methods through marker training. This "balance training" allows the dogs to learn in a positive manner, through positive reinforcement, and at a quicker pace than teaching through repetition.*

**First Aid for Dogs and Cats** PI-852

Bringing home a new pet to join your family is always a fun and exciting time, but it also comes with a huge responsibility. This fun and informative course will help you cover some of the basics of dog and cat animal care. Everything from feeding recommendations, bathing tips and basic first aid topics will be covered. The benefits of massage therapy will also be discussed briefly. This course is for humans only, no pets. Participants are encouraged to have their own medium sized stuffed dog or cat for training purposes. Course will be taught online via Zoom.

Oct 7 | 7 PM - 7:45 PM | Thu | 1 session | ZOOM  
\$29 for all residencies  
Registration closed: Sep 30 | Instructor: Debbie Dietzel



*Debbie grew up around animals, worked in a vet hospital, and holds Animal Bodywork certificates in Canine and Equine Massage. She is the owner of a successful Dog Obedience business, Your Happy Tails LLC, that moved from Garrett County, MD to Prince William County, VA. As of 2021, Your Happy Tails took on the role of being a premier dog obedience, virtual, training program serving clients all over.*

**NEW! American Kennel Club (AKC) Trick Certificate** PI-853

Do you and your dog love to be the life of the party by showing off his arsenal of tricks? Then he might be perfectly primed to earn one of the five (OR ALL) American Kennel Club (AKC) Trick Dog titles! This course will be a fun way to not only learn some new tricks with your pup, but also prepare for the AKC Trick Dog title (separate fee). Instructor is an AKC Canine Good Citizen and AKC Trick Dog title evaluator. Prerequisite - Dog must understand and carry out beginner commands. Course will include pet owners and animal. Course will be taught online via Zoom.

Oct 19 - Nov 9 | 7 PM - 7:45 PM | Thu | 4 sessions | ZOOM  
\$99 for all residencies  
Registration closed: Oct 12 | Instructor: Debbie Dietzel

## COOKING &amp; BAKING

**NEW! Cooking with Chef Jason: The Five Mother Sauces** PI-867

Classic French culinary techniques shouldn't intimidate the everyday cook. In fact, mastering a few of these basic skills can make home cooking significantly easier! This is especially true with the five classic "mother sauces." These basic sauces can be enjoyed as is, or used as a base for dozens or even hundreds of other sauces. The family tree of French sauces has many branches! Famous chef Marie-Antoine Carême codified the four original Mother Sauces in the early 1800s. His recipes for Velouté, Béchamel, Allemande, and Espagnole were vital to every French chef. About 100 years later, chef Auguste Escoffier reclassified Allemande as a "daughter sauce," or variation, of velouté. He also added Sauce Tomat and Hollandaise to the mix, leaving us with the five mother sauces we still learn today. In this course we will learn how to make each of the mother sauces and also turn each one into a daughter sauce in addition to learning when to use each sauce and why it is used in that particular fashion.

Sep 28 - Sep 29 | 5:30 PM - 8:30 PM | Tue/Wed | 2 sessions | MCH  
\$50 for all residencies  
Registration closed: Sep 21 | Instructor: Jason Fickes

**50<sup>th</sup>**  
ANNIVERSARY



*Jason is a Garrett County native who went from Northern High School directly into the Pennsylvania Institute of Culinary Arts. After graduating in 2002 from the culinary program, he worked his way up in the food and beverage business to become the Executive Sous chef and Executive chef of multiple restaurants in the area, including Moonshadow of Deep Creek, Table 9 in Morgantown WV, and the Four Seasons dining room at Will o' the Wisp. His passion for cooking has pushed him to take his culinary skills to the next level with his self-made business, On Pointe Cuisine and Consulting. He currently lives in the Accident area with his wife and three daughters.*

**Cooking with Kids** PI-843

If your kiddos love helping in the kitchen, this course will be perfect for you to enjoy together! Join instructor, Angela Luby, as she offers some instruction and teaches us simple treats that can easily be made at home with your little one's help that the whole family can enjoy. On the menu will be one healthy recipe and one sweet treat to satisfy everyone's sweet tooth!

Oct 15 | 6 PM - 8 PM | Fri | 1 session | MCH  
\$29 for all residencies  
Registration closed: Oct 8 | Instructor: Angela Luby

# MUSIC

## **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.

NOC/McH | Instructor: Sean Beachy

## **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.

NOC/McH/SOC | Instructor: Sean Beachy

## **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.

SOC/McH/NOC | Instructor: Sean Beachy

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

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## **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.

NOC | Instructor: Robert Wallace

## **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.

NOC | Instructor: Robert Wallace

## **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.

NOC | Instructor: Robert Wallace



## Music Process and Terms for 2021-2022

Unless noted otherwise, all of our music classes are private, one-on-one lessons. These lessons are comprised of ten 30-minute sessions per ten-week term. Typically, the student will participate in one session per week, at a mutually agreed upon time. The student's course registration represents his/her commitment to the arranged lesson schedule as well as a commitment to completing homework assignments and practicing. These commitments will enable the student's best possible skill progression. The term dates and registration due date deadlines are listed below.

**To register call 301-387-3781**

### 2021-2022 TERM DATES

**FALL | November 1st - January 30th**

Registration & Payment Due: Monday, October 25th

**WINTER | January 31st - April 10th**

Registration & Payment Due: Monday, January 24th

**\$185 (MDSR) | \$199 (GC) | \$204 (OOC) | \$209 (OOS)**

## Meet the Instructors!



*Dr. Sean Beachy, currently teaches Piano Studies, Voice, and Composition/Song Writing for the Music Enthusiast. Lessons with Sean are offered at the Northern Outreach Center (NOC) in Grantsville, and also at the college main campus in McHenry.*

*Local composer and musician, Dr. Sean Beachy of Grantsville, MD earned an undergraduate degree in applied music with an emphasis in piano from Alderson-Broaddus College. He also has earned a Master of Music degree in composition from 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. He is currently a freelance composer and accompanist in addition to being the church organist at Frostburg United Methodist Church.*



*Robert G. Wallace, teaches Beginner Guitar, Beginner Violin and Beginner Mandolin. Lessons with Robert are offered at the Northern Outreach Center (NOC) in Grantsville.*

*Local musician, Robert 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.*

## Build - A - COURSE

Looking for a course we are not offering?

Have a group of friends interested in joining you?

Let us build  
**THE COURSE**  
for you!

**For more information call 301-387-3069**

**This is your opportunity to receive one-on-one tutoring for your desktop/laptop or tablet/iPad.**

## Tech Tutor

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 and want to update skills but are not sure what to do with the newly purchased technology. Sessions are scheduled in 1-hour increments.



*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.*

**\$36 for all residencies**

**Scheduled by Appointment | Instructor: Kristine Ayers**



# Garrett Institute for Lifelong Learning

*Not a member?  
Join now!*

*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](http://www.garrettcollege.edu/GILL)**



## BUSINESS SOLUTIONS

### Fundamentals of Hospitality: Restaurant Service PF-136

Have you ever stayed at a hotel, flown on a plane, or eaten at a restaurant? If so, you have experienced the hospitality industry. The hospitality industry is a broad group of businesses that provide services to customers. It's focused on the satisfaction of customers and providing specific experiences for them. In this class we'll look at different areas of the hospitality industry, its strong focus on customers, and levels of service provided, as well as economics of the industry.

Sep 21 - Oct 5 | 5 PM - 6:45 PM | Tue | 3 sessions | McH  
\$99 (MD SR); \$104 (GC); \$109 (OOC); \$114 (OOS)  
Registration closed: Sep 14 | Instructor: Chelsea Stuck

Nov 9 - Nov 23 | 5 PM - 6:45 PM | Tue | 3 sessions | McH  
\$99 (MD SR); \$104 (GC); \$109 (OOC); \$114 (OOS)  
Registration closed: Nov 2 | Instructor: Chelsea Stuck



*Born and raised in Garrett County, Chelsea Rae Stuck spent her early career growing and developing small foodservice manufacturers into industry giants within the hospitality industry. During her highly decorated career in the hospitality industry, Chelsea quickly ascended the ranks from Regional Sales Manager to Director of*

*National Accounts to National Sales Director, with a specialization in Corporate Accounts. Her experience also includes implementing programs and procedures for supporting growth inter-departmentally between finance, product development and operations, as well as customer service, marketing and sales. She has received multi-year recognition from both clientele and employers, such as Essential Piece, Custom Closer, Outstanding Supplier of the Year and numerous Awards of Excellence in both Regional and National Accounts.*

## OUR NEW WEBSITE IS HERE!



Cool Interface • Clear Navigation • Crisp Information

[GARRETTCOLLEGE.EDU/CEWD](http://GARRETTCOLLEGE.EDU/CEWD)

### The Fuzzy Front-End of Marketing PF-138

Marketing is much more than placing ads and posting on social media. It takes a lot of up-front work that requires knowledge and thinking before you open the marketing spigot. This workshop series, part of the Real Marketing(sm) approach developed by the instructor, will help you craft a market-driven strategy that focuses on product and service alignment with the business environment, customer needs and wants, effective offer differentiation, media selection and copy points and all based on a strong understanding of environmental and market dynamics. One benefit of this approach is a unified, integrated approach to marketing as well as likely cost savings, all driven by a sound knowledge-based model. The course is comprised of three sessions on Thinking Like an Entrepreneur, Understanding the Customer, and Bridging the Gap.

Sep 14 - Sep 28 | 9 AM - 11 AM | Tue | 3 sessions | Virtual  
\$150 (MD SR); \$155 (GC); \$160 (OOC); \$165 (OOS)  
Registration closed: Sep 7 | Instructor: Mike Tumbarello



*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.*

## LEADERSHIP GARRETT COUNTY

NEW COHORT TO BEGIN  
SEPTEMBER 2021

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 23 - Apr 7 | 9 AM - 4 PM | Thu | 7 sessions | McH & Offsite  
\$475 (MD SR); \$500 (GC); \$505 (OOC); \$510 (OOS)  
Reg. closed: Nov 16 | Instructors: Jodi McClintock & guest speakers

For more information, please contact Jodi D. McClintock  
at [jodi.mcclintock@garrettcollege.edu](mailto:jodi.mcclintock@garrettcollege.edu)

**ServSafe: Food Manager Certification** PF-128

The ServSafe Food Managers course is a 10 chapter class which covers the main forms of contaminants; biological, chemical, and physical. The course will address these contaminants and cover how to prevent them from invading the flow of food. There are specific precautions to learn and the instructor helps students look at the class material as it relates to each participant's own safety. The class is guided with a powerpoint presentation, instruction, class discussions, relatable stories, and class review. There is a "quiz" (exam) of 90 multiple choice questions that the class thoroughly prepares the students to successfully take. The passing score is 75%.

Oct 4 - Oct 5 | 9 AM - 5:30 PM | Mon/Tue | 2 sessions | McH  
\$299 (MD SR); \$304 (GC); \$309 (OOC); \$314 (OOS)  
Registration closed: Oct 5 | Instructor: Shelley Fleming

*Shelley Fleming has been teaching food safety and alcohol safety classes since 2015. Her fundamental experience comes from being an Instructor with the Restaurant Associations of Washington, DC and Maryland. Shelley has taught students of various genres, including long time chefs, to servers, to first-timers. She can explain the course logically, but even more importantly, will adjust to meet each student's current level of understanding and knowledge of the topic. The goal is to keep customers, friends, and family safe from foodborne illnesses.*

**ServSafe Food Handler** PF-057

The ServSafe Food Handler class is a great first step in ensuring that you are well-trained in the concepts of overall food safety and have the knowledge needed to help protect you, your family and your guests from foodborne illnesses. The course will cover key topics such as basic food safety, personal hygiene, cross-contamination, time and temperature controls as well as cleaning and sanitation practices.

Oct 6 | 9 AM - 3 PM | Wed | 1 session | McH  
\$79 (MD SR); \$84 (GC); \$89 (OOC); \$94 (OOS)  
Registration closed: Sep 29 | Instructor: Shelley Fleming



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

**Six-Figure Business Communication Strategies** PF-139

*Expand Your Career and Professional Opportunities with Communication Techniques Being Used by Today's Top Influencers*

- Learn effective ways to accelerate rapport
- Discover various energies to drive more robust interactions with others
- Be introduced to proven conversational frameworks to influence people in full integrity
  - Gain an introduction to language patterns that reduce tension and resistance
- Acquire the questions to ask and when to ask them to optimize your conversations
- Find out how to elicit information from others without asking questions using techniques employed classified military interrogators

Oct 18 - Oct 19 | 6 PM - 7 PM | Mon/Tue | 2 sessions | McH  
\$99 for all residencies  
Registration closed: Oct 11 | Instructor: Fred Fox

*The instructor for this unique, one-time workshop is local resident Fred Fox. A former Navy Fight Officer who flew on classified anti-submarine missions, Fred has spent over 20 years working in and for Fortune 500 companies to build, staff and grow their technology organizations. A graduate of nearby Northern Garrett High and Frostburg State University, he also holds an MBA from the University of Maryland, College Park. Today, he provides career consulting services for those in sales and recruiting.*

**The Nurturing Family** PF-013

The Nurturing Parenting Programs are a family-centered trauma-informed initiative designed to build nurturing parenting skills as an alternative to abusive and neglecting parenting and child-rearing practices.



The long term goals are to prevent recidivism in families receiving social services, lower the rate of multi-parent teenage pregnancies, reduce the rate of juvenile delinquency and alcohol abuse, and stop the intergenerational cycle of child abuse by teaching positive parenting behaviors.

Oct 11 - Nov 15 | 10 AM - 12 PM | 11 sessions | McH  
Registration closed: Oct 4 | Instructor: Sadie Liller



# HUMAN SERVICES ASSOCIATE (HSA)

*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 healthier environment for themselves and their loved ones is a daily goal. Most Human Services Associates work helping the client to adjust to difficult situations in life and find improvement through self-sufficiency.*

## PROGRAM COURSES

PF-119 **Empowerment Skills for Family Workers - Family Development Credential**

PF-121 **Bridges Out of Poverty**

PF-120 **Dynamics in Workplace Readiness**

PF-122 **Business Ethics and Communication**

Each module culminates in a credential and/or certification. While most students will enroll in the program with a goal of employment, those already working in the field may benefit from individual courses as professional development.



**Most Recent Human Services Associate (H.S.A) Class**

Back Row: Ryan Miller | Standing (L-R): Rosita Ezemma, Destiny Friend | Front Row: Kim Crosco

“

"I feel all frontline workers should take the FDC course. It's very informative, educational, and we are able to collaborate better together as one team. I really enjoyed the class!"  
– Kim Crosco

"This was a great course, there is really something in it for everyone to take away!" - Destiny Friend

”

*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 member of the community.*

**For information on the full program option, please see page 30 in the Workforce Section of this booklet.**

## Customized Training Opportunities

Garrett College Business Solutions offers customized training to meet the needs of local employers and businesses in Garrett County and the surrounding area. As a well-trained workforce equals higher levels of productivity for your business, Business Solutions can provide the following solutions:

- Industry Certifications and Refresher Courses
  - Courses and trainings designed to fit specific needs and/or skill sets
- On-site training opportunities or training at any of the College's five locations in Garrett County
  - Training and courses taught by qualified instructors
- Flexibility and convenience in scheduling and training availability

For more information or to schedule your free active listening session, please contact Jodi McClintock at 301-387-3084

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**(301) 387 - 3136 or 3770**

OVER 300 ONLINE COURSES AVAILABLE



### DATA ANALYTICS KIT

As business professionals, we are frequently asked to make decisions based on more and more data. With MindEdge's data analytics coursework you will learn the fundamentals of Quantitative Analysis and be provided the vocabulary and tools to help master quantitative analysis and data driven decision making.

With our Data Analytics courses learners will build the foundational skills around how to take complex information and turn it into valuable information for business insight and decision making. Our case examples will demonstrate how to apply the learning in real world situations.

***The Data Analytics course suite covers these topics:***

- Quantitative decision-making tools and techniques
- Overview of measures and tools, reviewing specific measurements
- The relationship between assessment and strategy
- How decisions differ when applied to different sectors, such as health care, education and government
  - Introduction to Big Data

Add Data Analytics expertise to your professional toolbox and become more marketable and more valuable to your organization.

### MANAGEMENT KIT

These comprehensive management courses help to build the skills to successfully manage and deliver results. From effective negotiation tactics to navigating business ethics, to time and conflict management, the skills taught in MindEdge's management courses span all industries and are foundational to management success.

The coursework provides expert guidance on how to coach, set goals, prioritize, organize, negotiate, lead and resolve conflict across the organization. In addition, there is focused managerial coursework on Information Technology, and Customer Service.

***Individual courses address the following topics:***

- Negotiation • Business Ethics
- Emotional Intelligence
- Handling Difficult Employee Behavior
- Handling Workplace Conflict • How to Coach
- Managing People • Morale and Inspiration
- New Manager Challenges • Time Management

Add the Management approach to your toolbox and become more marketable and more valuable to your organization.



[jodi.mcclintock@garrettcollege.edu](mailto:jodi.mcclintock@garrettcollege.edu)



301-387-3084

## CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

*Students will be prepared to work in a variety of medical facilities including doctor's offices, 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.*

### COURSES and PROGRAM COSTS

- HM-458 **Introduction to Health Care & Health Care Systems**
- HM-459 **Medical Terminology for Health Careers**
- HM-416 **Basic Math for Health Care**
- HM-418 **Certified Medical Administrative Assistant**
- HM-465 **Administrative Externship**
- HM-355 **Phlebotomy Venipuncture Theory**
- HM-372 **Phlebotomy Externship**
- HM-460 **Basic Anatomy and Physiology for Health Careers**
- HM-461 **Pharmacology**
- HM-422 **Medicine Administration**
- HM-420 **Basic Patient Intake**
- HM-462 **Introduction to Laboratory Techniques**
- HM-436 **Basic EKG**
- HM-438 **Clinical Externship**

**\$1,215 (MDSR) | \$4,540 (GC) | \$4,765 (OOC) | \$4,995 (OOS)**

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

**LOCATION of TRAINING:** Career Technology and Training Center (CTTC), Accident

**EXTERNSHIP:** Conducted at various medical facilities.

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



### CCMA students in the news!

While classes were paused, several Certified Clinical Medical Assistant (CCMA) students continued to work on the front lines in the allied health field.

Dawn Lohr (above), of Swanton, has worked at Garrett Regional Medical Center in Oakland for over two years. Frostburg resident, Shana Briskey (below), started her job working in the office during the pandemic.



"In light of recent events, we can rest assured that our fight to stay strong and focused during adversity is imperative. As we have studied, the skins' purpose is protection of the human body, as is our profession to the human race. We are needed, we are essential." -Program Instructor, Brigette Friend

### ENTRY REQUIREMENTS:

- 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 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.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

### UPON 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 pass the National Healthcareer Association (NHA) Certification Exam.

Call **301-387-3772** or email **doug.beitzel@garrettcollege.edu** for more information or to get started!

**To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.**

**Check out our website for more details.**

**Don't wait, register early for best scholarship opportunities!**



## CERTIFIED MEDICAL ADMINISTRATIVE 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 their appointments, and assisting with the maintenance of records and patient accounts. This curriculum includes all topics required for students to prepare for the National Healthcareer Association (NHA) exam.*

### COURSES and PROGRAM COSTS

HM-458 **Introduction to Health Care & Health Care Systems**  
 HM-459 **Medical Terminology for Health Careers**  
 HM-416 **Basic Math for Health Care**  
 HM-418 **Certified Medical Administrative Assistant**  
 HM-465 **Administrative Externship**

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

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

**LOCATION of TRAINING:** Career Technology and Training Center (CTTC), Accident

**EXTERNSHIP:** Conducted at various medical facilities.

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

Garrett College just completed another Certified Medical Administrative Assistant (CMAA) program. The program 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.



### ENTRY REQUIREMENTS:

- 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 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.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

### UPON SUCCESSFUL COMPLETION:

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

### OCCUPATIONAL OUTLOOK:

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.

Call **301-387-3772** or email [doug.beitzel@garrettcollege.edu](mailto:doug.beitzel@garrettcollege.edu) for more information or to get started!

**To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.**

***Check out our website for more details.***

**Don't wait, register early for best scholarship opportunities!**

## CERTIFIED PHLEBOTOMY TECHNICIAN (CPT)

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.

### COURSES and PROGRAM COSTS

HM-458 **Introduction to Health Care & Health Care Systems**  
 HM-355 **Phlebotomy - Venipuncture Theory**  
 HM-372 **Phlebotomy Externship**

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

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

**LOCATION of TRAINING:** Career Technology and Training Center (CTTC), Accident

**EXTERNSHIP:** Conducted at Garrett Memorial Hospital and various other medical sites.

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



### ENTRY REQUIREMENTS:

- 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.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

### UPON SUCCESSFUL COMPLETION:

- Students will be prepared for an entry level position as a phlebotomist/venipuncture technician.
- Students must pass the National Healthcare Association (NHA) Certification Exam.

Call **301-387-3772** or email **doug.beitzel@garrettcollege.edu** for more information or to get started!

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

*Check out our website for more details.*

Don't wait, register early for best scholarship opportunities!

## 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 opportunities. 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.*

### COURSES and PROGRAM COSTS

HM-513 **Medical Billing and Coding Part 1 - Healthcare Documentation, Billing, Human Anatomy, and ICD-10 Coding**  
 HM-514 **Medical Billing and Coding Part 2 - CPT, HCPC Coding**  
 HM-504 **Externship for Billing and Coding**

**\$1,635 (MDSR) | \$2,900 (GC) | \$3,045 (OOC) | \$3,190 (OOS)**

**Change your career in just 4-12 months!**



**Don't Miss Out, REGISTER NOW!**



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

**LOCATION of TRAINING:** Garrett College Main Campus, McHenry, or an Outreach Center.

**EXTERNSHIP:** Various partnering healthcare facilities.

**TIME to COMPLETE PROGRAM:** Approximately 6-7 months.

### ENTRY REQUIREMENTS:

- Students must have transportation to complete externship hours within a 50-mile radius of Garrett College.
- Verification that vaccinations for MMR, TB, PPD, Hepatitis B, tetanus, and flu are current if required by the externship location. The cost of vaccinations is the responsibility of the student.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Sites for externship/clinical hours may require random drug testing.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

Call **301-387-3770** or email [kaitlyn.glotfelty@garrettcollege.edu](mailto:kaitlyn.glotfelty@garrettcollege.edu) for more information or to get started!

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

*Check out our website for more details.*

**Don't wait, register early for best scholarship opportunities!**



## 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.*

### COURSES and PROGRAM COSTS

VT-14 **Veterinary Assistant One - Orientation to the Veterinary Profession**

VT-15 **Veterinary Assistant Two - Outpatient Diagnosis & Treatment**

VT-16 **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.

**LOCATION of TRAINING:** Career Technology and Training Center (CTTC), Accident

**EXTERNSHIP:** Various veterinarian facilities.

**TIME to COMPLETE PROGRAM:** Approximately 6 months. Classes are held two evenings per week. Clinical experience is scheduled throughout the program at various animal care facilities.



### ENTRY REQUIREMENTS:

- Garrett College does not require a background check or drug testing; however, individual animal care facilities may require 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.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

### UPON 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.

Call **301-387-3136** or email [donna.bittinger@garrettcollege.edu](mailto:donna.bittinger@garrettcollege.edu) for more information or to get started!

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

*Check out our website for more details.*

Don't wait, register early for best scholarship opportunities!



# *Administrative Assistant Program*

**\*ONLINE\***

***In this bundle suite, you will learn  
the skills you need to excel as an  
administrative professional or  
executive assistant.***

## **COURSES INCLUDE**

- Administrative Assistant Fundamentals
- Administrative Assistant Applications
  - Effective Business Writing
- Customer Service Fundamentals
- Keys to Effective Communication

**COURSES  
BEGIN  
REGULARLY**

**Email [kaitlyn.glotfelty@garrettcollege.edu](mailto:kaitlyn.glotfelty@garrettcollege.edu) or call (301) 387-3770 for next start date!**

## 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.*

### COURSES and PROGRAM COSTS

MT-60 **OSHA 10 Hour Construction**  
 TI-198 **Certified Maintenance Program**  
 TI-99 **CFC-EPA Section 608 Certificate**

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

**CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:**  
 National Apartment Association Education Institute (NAAEI)

**LOCATION of TRAINING:** Career Technology and Training Center (CTTC), Accident

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

#### 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

#### UPON SUCCESSFUL COMPLETION:

- 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.
- 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.



“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

Call **301-387-3087** or email [kurt.lear@garrettcollege.edu](mailto:kurt.lear@garrettcollege.edu) for more information or to get started!

**To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.**

***Check out our website for more details.***

**Don't wait, register early for best scholarship opportunities!**

## CONSTRUCTION TRADES

*Interested in changing careers? Want to expand your skillset, work outdoors, build and use your hands? Consider a career that is fun and offers financial freedom with our upcoming construction trade course. Commercial and industrial carpenters construct, erect, install and repair structures and fixtures. Careers in construction involve many different kinds of development from buildings to highways, and bridges to power plants. This curriculum will ground you in the basic knowledge and principles of carpentry. After completing the course, you should be able to interpret blueprints, frame walls, ceilings and floors of structures, be familiar with all building materials, fasteners and adhesives. You'll also learn the proper use of all hand and power tools and how to properly install electrical wiring and plumbing systems. Let this be your first step towards a future in a career you'll love.*

### COURSES and PROGRAM COSTS

TI-199 **Introduction to Construction**  
TI-200 **Construction Trades**

**\$1,280 (MDSR) | \$2,995(GC) | \$3,145 (OOC) | \$3,300 (OOS)**

**CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:**  
OSHA 30 Hr. Construction Certification

**LOCATION of TRAINING:** Career Technology and Training Center (CTTC), Accident

**TIME to COMPLETE PROGRAM:** 17 Weeks  
Classes are held 2 evenings per week.

### OCCUPATIONAL OUTLOOK:

Garrett County Home Construction job opportunities are on the rise and local employers are looking diligently for additional employees. The Maryland Job Outlook (2016-2026) projects an 8% growth in construction trades. Median Salary is currently listed around \$46,590 for Carpenters according to the U.S Bureau of Labor Statistics.

***Garrett College is also offering HVAC and Maintenance programs which are being filled each semester by local businesses to keep up with the demand in home repairs.***



***Garrett College provides an excellent opportunity to gain the workforce skills needed to keep up with on-demand job requirements.***

### 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

### UPON SUCCESSFUL COMPLETION:

- Students will have gained the knowledge and understanding of the local construction industry.
- Students will have the opportunity to earn the OSHA Safety certification.
- Students will have gained employability soft skills.
- Students will be exposed to a number of local employers who are interested in employing students.

Call **301-387-3087** or email **kurt.lear@garrettcollege.edu** for more information or to get started!

**To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.**

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## HEATING, VENTILATION, and AIR CONDITIONING (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.

### COURSES and PROGRAM COSTS

MT-60 **OSHA 10 Hour Construction**  
 TI-196 **Introduction to HVAC**  
 TI-99 **CFC-EPA Section 608 Certificate**

**\$1,062 (MDSR) | \$1,995 (GC) | \$2095 (OOC) | \$2195 (OOS)**

**CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:** ESCO  
 Group-Employment Ready Certifications

**LOCATION of TRAINING:** Career Technology and Training  
 Center (CTTC), Accident

**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.



### 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

Call **301-387-3087** or email [kurt.lear@garrettcollege.edu](mailto:kurt.lear@garrettcollege.edu) for more information or to get started!

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Employees from Rush Services and the facilities department at Garrett College recently completed the first class in electrical theory and application for the HVAC-R career training program offered through Continuing Education and Workforce Development at Garrett College.



## 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.

#### COURSES and PROGRAM COSTS

PF-106 **Restaurant Ready**

PF-057 **ServSafe Food Handler**

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

PF-107 **Restaurant Ready On-the-Job Training**

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

#### CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

ServSafe® Food Handling

**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.

**TIME to COMPLETE PROGRAM:** Approximately 3 months.  
Classes are held 3 days per week.

#### 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

Call **301-387-3770** or email [kaitlyn.glotfelty@garrettcollege.edu](mailto:kaitlyn.glotfelty@garrettcollege.edu)  
for more information or to get started!

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

*Check out our website for more details.*

**Don't wait, register early for best scholarship opportunities!**

## 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.

### 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  
**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/Emotional Competence** | 18 Hours | 1.8 CEU's  
**CDA Capstone: Portfolio, Application & Exam Prep** | 22 Hours | 2.2 CEU's  
**Pandemics and Outbreaks: Reducing Risks in Child Care** | 5 Hours | .5 CEU's  
**Engaging Children with Remote Learning** | 5 Hours | .5 CEU's



*Course Pricing is based on the length of the course selected.*

Child Care	MD SR	GC	OOC	OOS
45 Hour Class	\$220	\$240	\$245	\$250
24 Hour Preservice	\$245	\$255	\$260	\$265
22 Hour Class	\$220	\$240	\$245	\$250
18 Hour Class	\$160	\$175	\$180	\$185
9 Hour Class	\$105	\$115	\$120	\$125
5 Hour Class	\$70	\$80	\$85	\$90
3 Hour Class	\$50	\$55	\$60	\$65
2 Hour Class	\$50	\$55	\$60	\$65

### CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

Maryland State Department of Education (MSDE)

**LOCATION of TRAINING:** Online, in partnership with Howard Community College.

### ENTRY REQUIREMENTS:

- 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.
- Students will be required to purchase textbooks for some of the child care courses. Please contact [kaitlyn.glotfelty@garrettcollege.edu](mailto:kaitlyn.glotfelty@garrettcollege.edu) to obtain a listing of required textbooks and instructions for purchasing.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

Call **301-387-3770** or email [kaitlyn.glotfelty@garrettcollege.edu](mailto:kaitlyn.glotfelty@garrettcollege.edu) for more information or to get started!

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

*Courses begin continually.  
Call or email for more information.*

## 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.

#### WHERE ARE CLASSES HELD?

- Southern Outreach Center in Oakland
- Career Technology Training Center (CTTC) in Accident
- Northern Outreach Center in Grantsville
- 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 5 PM - 8 PM & during the day in Oakland from 11 AM - 2 PM.

#### HOW DO I GET STARTED?

Call **301-387-3770** or send an e-mail to **[kaitlyn.glotfelty@garrettcollege.edu](mailto: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/cwd](http://www.garrettcollege.edu/cwd) • 301-387-3770**

To be added to our mailing list for this schedule or to update/modify our current listing, please email [cwdd@garrettcollege.edu](mailto:cwdd@garrettcollege.edu) or call 301-387-3069.

## HUMAN SERVICES ASSOCIATE (HSA)

*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 healthier environment for themselves and their loved ones is a daily goal. Most Human Services Associates work helping the client to adjust to difficult situations in life and find improvement through self-sufficiency.*

### COURSES and PROGRAM COSTS

PF-119 **Empowerment Skills for Family Workers - Family Development Credential**

PF-121 **Bridges Out of Poverty**

PF-120 **Dynamics in Workplace Readiness**

PF-122 **Business Ethics and Communication**

**\$760 (MDSR) | \$2,400 (GC) | \$2,520 (OOC) | \$2,640 (OOS)**

Traits like compassion and empathy are extremely helpful if one wishes to maximize their potential in Human Services. Some of the skills and traits that are important for Human Services professionals include, but are not limited to:

- Excellent active listening skills
- Ability to put people at ease and give them a sense of safety
  - Cultural competency •Empathy •Compassion
  - A desire to help others •Attention to detail
- Strong interpersonal skills •Being knowledgeable in your field
  - Ability to quickly establish rapport

In addition, being able to understand and follow complex procedures and rules that are common within Human Services organizations, and being able to set personal boundaries are critical.

This program is comprised of modules, which were identified in collaboration with an advisory group made up of local human service agency leadership to include:

- Work Readiness •Family Development
- Disadvantaged Populations •Effective Communication

Each module culminates in a credential and/or certification. While most students will enroll the program with a goal of employment, those already working in the field may benefit from individual courses as professional development.



**CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:**  
Family Development Credential, University of Connecticut

**LOCATION of TRAINING:** Career Technology and Training Center (CTTC), Accident

**TIME to COMPLETE PROGRAM:** 3 Months

### 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

### UPON SUCCESSFUL COMPLETION:

Students will be better prepared to enter employment in the Human Services field such as Social Worker, Case Manager, Direct Client Manager.

Call **301-387-3770** or **301-387-3084** or email  
**kaitlyn.glotfelty@garrettcollege.edu** for more information  
or to get started!

**To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.**

***Check out our website for more details.***

**Don't wait, register early for best scholarship opportunities!**



## 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 and PROGRAM COSTS

TI-192 **Preparation for Machining**  
 TI-115 **Machining - Job Planning, Bench Work, and Layout**  
 TI-193 **Manual Milling**  
 TI-194 **Manual Turning**

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

### CNC MACHINING COURSES and PROGRAM COSTS

TI-166 **CNC Turning - Programming and Setup**  
 TI-167 **CNC Turning Operations**  
 TI-164 **CNC Milling Programming and Setup**  
 TI-165 **CNC Milling Operations**

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

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

#### LOCATION of TRAINING:

**Manual Machining Classes:** Southern High School, Oakland

**CNC Machining Classes:** Career Technology and Training Center (CTTC), Accident

**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 testing.



#### ENTRY REQUIREMENTS:

- Preparation for Machining is a required prerequisite for all Machining classes unless the student is able to demonstrate prior learning through NIMS testing.
- Manual Machining experience or prior training is required to enroll in any CNC courses.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

#### UPON 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.

Call **301-387-3087** or email [kurt.lear@garrettcollege.edu](mailto:kurt.lear@garrettcollege.edu) for more information or to get started!

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

*Check out our website for more details.*

Don't wait, register early for best scholarship opportunities!

## 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. Students interested in an advanced level Welding III option should contact the Program Coordinator at the email listed below for more details.*

### COURSES and PROGRAM COSTS

TI-96 **Preparation for Welding**  
 TI-162 **Welding One**  
 TI-163 **Welding Two**

**\$2,550 (MDSR) | \$3,800 (GC) | \$3,990 (OOC) | \$4,180 (OOS)**

### CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

American Welding Society (AWS)

**LOCATION of TRAINING:** Career Technology and Training Center (CTTC), Accident

**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.

### 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

### UPON 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 Two, students will be prepared to take the horizontal and vertical AWS Welding Test.

Call **301-387-3087** or email **kurt.lear@garrettcollege.edu** for more information or to get started!

**To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.**

***Check out our website for more details.***

**Don't wait, register early for best scholarship opportunities!**



## 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.*

### COURSES and PROGRAM COSTS

CV-35 **CDL, I**  
CV-36 **CDL, II**  
CV-37 **CDL, III**

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

### CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

Department of Transportation

**LOCATION of TRAINING:** Mountaintop Truck Driving Institute (MTDI), Grantsville

### OCCUPATIONAL OUTLOOK:

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



**TIME to COMPLETE PROGRAM:** Training will encompass 210 hours (30 days) of training and is offered in a weekday 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 weekend option has a duration of 15 weeks, and is held Saturday and Sunday, 8:00 a.m. to 4:00 p.m.

### ENTRY REQUIREMENTS:

- Must currently possess a valid (nonprovisional) license and be 18 years of age.
- Must be able to pass a Department of Transportation (DOT) physical which cannot expire during the training period.
- Drug screen which must be less than sixty (60) days old and cannot expire during the training period.
- Must communicate in the English language sufficiently, as required by the U.S. Department of Transportation.
- Must obtain a Class A, CDL Learner's Permit.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

### UPON SUCCESSFUL COMPLETION:

- Students will be able to test at the local Department of Motor Vehicle site using a Garrett College truck (up to two attempts).
- Students will have completed training requirements set forth in the Federal Motor Carrier Safety Regulations in accordance with 49 CFR380.503. and receive associated certificate.

Call **301-387-4700** or email [ronald.roach@garrettcollege.edu](mailto:ronald.roach@garrettcollege.edu) for more information or to get started!

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

*Check out our website for more details.*

**Don't wait, register early for best scholarship opportunities!**



## 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.

### COURSES and PROGRAM COSTS

CV-42 **Class B CDL**

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



Garrett College's MTDI program has successfully trained over **700** students to receive their CDL license.



### CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

Department of Transportation

**LOCATION of TRAINING:** Mountaintop Truck Driving Institute (MTDI), Grantsville

**TIME to COMPLETE PROGRAM:** 6 day duration - arranged.

### ENTRY REQUIREMENTS:

- Must currently possess a valid (nonprovisional) license and be 18 years of age.
- Must be able to pass a Department of Transportation (DOT) physical which cannot expire during the training period.
- Drug screen which must be less than sixty (60) days old and cannot expire during the training period.
- Must communicate in the English language sufficiently, as required by the U.S. Department of Transportation.
- Must obtain a Class B, CDL Learner's Permit.
- 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

### UPON SUCCESSFUL COMPLETION:

Students will be able to test at the local DMV site using a Garrett College truck (up to two attempts).

Call **301-387-4700** or email [ronald.roach@garrettcollege.edu](mailto:ronald.roach@garrettcollege.edu) for more information or to get started!

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

*Check out our website for more details.*

**Don't wait, register early for best scholarship opportunities!**



## DIESEL MECHANIC

*If you enjoy fixing things and problem-solving, have a mechanical mindset, get excited by technology and enjoy working with your hands consider a career as a diesel mechanic. The current demand for diesel mechanics is high and is expected to increase in the coming years. Diesel engines power some of the biggest players in our economy and play a vital role in a wide variety of industries. In this program, you will be trained to complete a variety of maintenance and repair services including changing oil, checking fluid levels, rotating tires, suspension & steering, electrical systems, and engine rebuilds with an emphasis in preventative maintenance procedures and shop safety. 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 & Minor Repair.*

### COURSES and PROGRAM COSTS

CV-056 **Diesel Mechanics One - Introduction to Diesel Mechanics**

CV-057 **Diesel Mechanics Two - Truck Components Service and Inspection**

CV-058 **Diesel Mechanics Three - Electrical Systems and Auxiliary Components**

CV-059 **Diesel Mechanics Four - Preventative Maintenance and ASE Review**

**\$4,500 (MDSR) | \$5,515 (GC) | \$5,790 (OOC) | \$6,065 (OOS)**



**CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:** ASE Automotive Service Excellence

**LOCATION of TRAINING:** Career Technology and Training Center (CTTC), Accident

**TIME to COMPLETE PROGRAM:** 11 weeks

#### 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.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

#### UPON SUCCESSFUL COMPLETION:

Students will be prepared for an entry level position as a diesel mechanic.

Call **301-387-3136** or email [donna.bittinger@garrettcollege.edu](mailto:donna.bittinger@garrettcollege.edu) for more information or to get started!

To determine scholarship or funding opportunities, please indicate your interest when submitting your application form.

***Check out our website for more details.***

**Don't wait, register early for best scholarship opportunities!**





EXPERIENCE. EXPLORE. EXCEL.

## 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.

## ELIGIBILITY INFORMATION

In addition to completing the *Application for Admission to Workforce Development Training* students **MUST:**

☐ Be in good financial standing with Garrett College

☐ Provide a non-refundable \$25.00 registration fee upon submission

• Paid by: ☐ Credit Card

☐ Check Enclosed

☐ Cash

☐ Provide a copy of a high school diploma, GED equivalent, home school course of study, or high school transcript

## 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:

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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.

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## 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):

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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

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Date

Parent Signature (if under the age of 18)

Date

# SCHOLARSHIP ELIGIBLE PROGRAMS

### Allied Health & Emergency Medical Services

- ☐ ☐ Certified Clinical Medical Assistant (CCMA)
- ☐ ☐ Certified Medical Administrative Assistant (CMAA)
- ☐ ☐ Certified Phlebotomy Technician (CPT)
- ☐ ☐ Medical Billing and Coding
- ☐ ☐ Paramedic
- ☐ ☐ Veterinary Assistant

### Construction Trades & Maintenance

- ☐ ☐ Certified Maintenance Technician (CMT)
- ☐ ☐ Construction Trades
- ☐ ☐ HVAC

### Hospitality & Tourism

- ☐ ☐ Restaurant Ready

### Human Resource Services

- ☐ ☐ Child Care Provider
- ☐ ☐ Human Services Associate (HSA)

### Manufacturing Technologies

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

### Transportation Technologies

- ☐ ☐ CDL, Class A
- ☐ ☐ CDL, Class B
- ☐ ☐ Diesel Mechanic

Information is available on the Garrett College Web Site:

**[www.garrettcollege.edu/cewd](http://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 Program Director to schedule an Orientation Session and a time to take the TABE (Tests of Adult Basic Education) if required for the training program. The TABE is used to insure students have the basic math and reading skills required to successfully complete their chosen training program. ***Remedial assistance may be available to improve math and reading skills.***
- ☐ Students seeking accommodation for a documented disability should provide this information to 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.

### NONCREDIT REGISTRATION FORM

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

**Please print clearly.**

Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last

HOME  
Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary  
Phone #(s): \_\_\_\_\_

Primary email: \_\_\_\_\_  
for account access

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Male ☐ Female  
MM DD YY

**ETHNICITY:**

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

**RESIDENCY (choose one):**

☐ MD Senior ☐ 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](https://www.facebook.com/GC.CEWD).**

☐ Please add me to the CEWD Schedule Mailing List

## REGISTRATION & FEES

### REGISTRATION INFORMATION

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

## Doug Beitzel, Program Coordinator

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

## Donna Bittinger, Program Manager

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

## Sarah Friend, Coordinator of Operations

301-387-3064, [sarah.friend@garrettcollege.edu](mailto:sarah.friend@garrettcollege.edu)  
Main Office, McHenry Campus

## Kaitlyn Glotfelty, Coordinator of Adult Education & Workforce Development

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

## Kurt Lear, Director of Adult Education & Workforce Development

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

## Chantel Lowdermilk, Events Management Specialist

301-387-3771, [chantel.lowdermilk@garrettcollege.edu](mailto:chantel.lowdermilk@garrettcollege.edu)  
Main Office, McHenry Campus

## Jodi McClintock, Director of Business Solutions

301-387-3084, [jodi.mcclintock@garrettcollege.edu](mailto:jodi.mcclintock@garrettcollege.edu)  
Main Office, McHenry Campus  
• Contract Training, Professional Development, Entrepreneurship

## Matia Vanderbilt, Program Manager

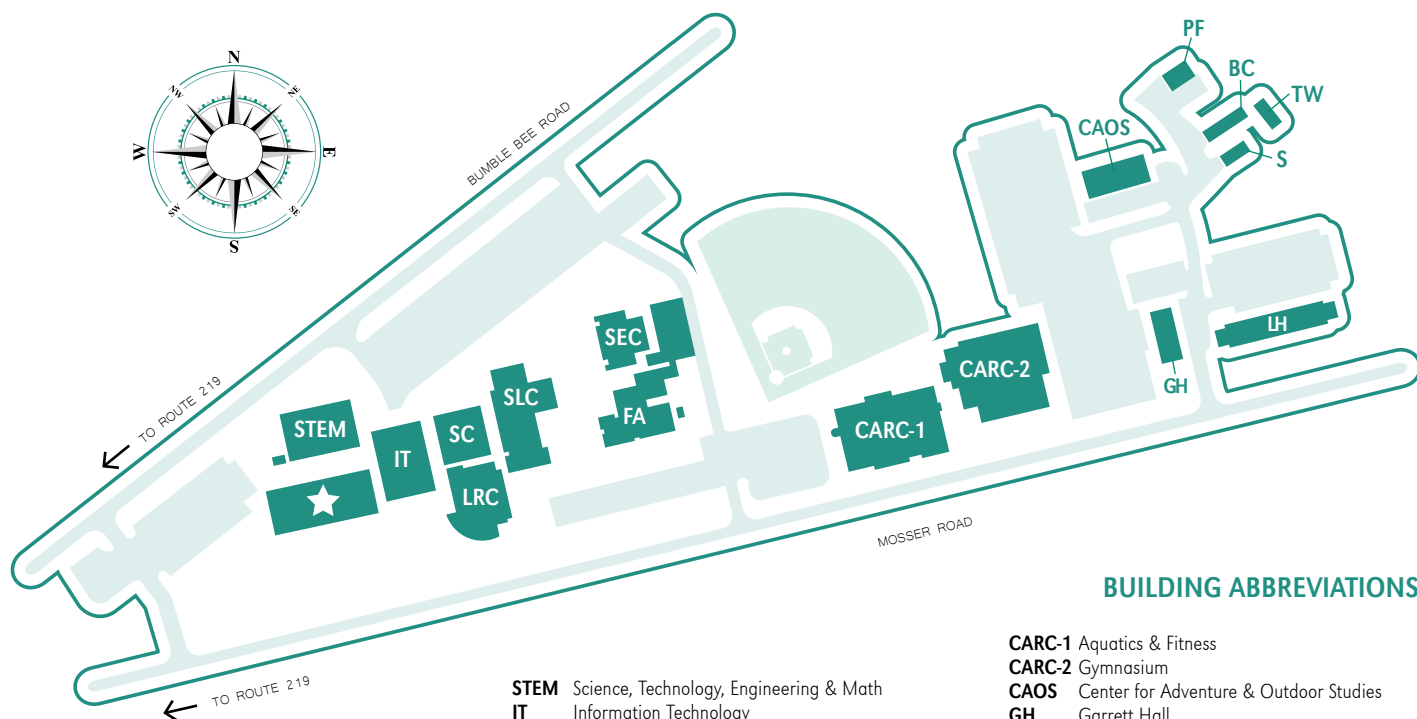
301-387-3781, [matia.vanderbilt@garrettcollege.edu](mailto:matia.vanderbilt@garrettcollege.edu)  
Southern Outreach Center (SOC) / Northern Outreach Center (NOC) / McHenry  
• Community Education

## Julie Yoder, Dean of Continuing Education & Workforce Development

301-387-3101, [julie.yoder@garrettcollege.edu](mailto:julie.yoder@garrettcollege.edu)  
Main Office, McHenry Campus

# GARRETT COLLEGE CAMPUS MAP

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



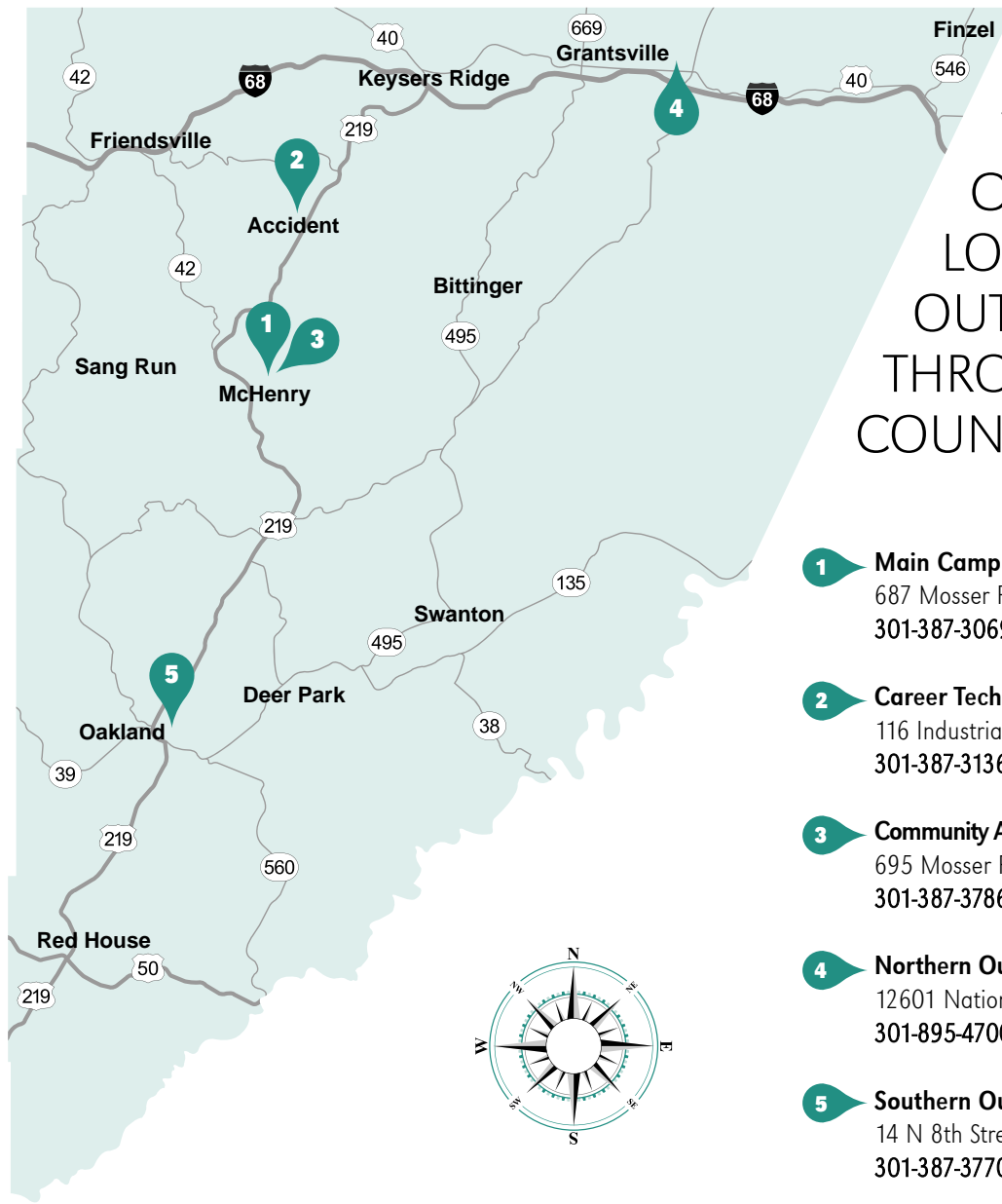
## BUILDING ABBREVIATIONS

<b>CARC-1</b>	Aquatics & Fitness
<b>CARC-2</b>	Gymnasium
<b>CAOS</b>	Center for Adventure & Outdoor Studies
<b>GH</b>	Garrett Hall
<b>LH</b>	Laker Hall
<b>S</b>	Storage
<b>TW</b>	Tech Workshop
<b>BC</b>	Baseball Clubhouse
<b>PF</b>	Baseball / Softball Practice Facility

★ Continuing Education & Workforce Development  
Garrett Information Enterprise Center

<b>STEM</b>	Science, Technology, Engineering & Math
<b>IT</b>	Information Technology
<b>SC</b>	Student Center
<b>LRC</b>	Learning Resource Center
<b>SLC</b>	Shaw Learning Center
<b>FA</b>	Fine Arts
<b>SEC</b>	Special Events Center





WE ARE  
CONVENIENTLY  
LOCATED WITH  
OUTREACH CENTERS  
THROUGHOUT THE  
COUNTY:

- 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

