

CONTINUING EDUCATION FALL 2024

Covering Dates September 16 - December 20, 2024



Stepping Up To Supervisor PG 31



NEW! Culinary Classes PG 11



NEW! Custodial Training PG 28

GARRETT COLLEGE

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

COMMUNITY EDUCATION | BUSINESS SOLUTIONS | WORKFORCE DEVELOPMENT

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT



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.*

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

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

OUTREACH CENTERS

Northern Outreach Center (NOC)

12601 National Pike
Grantsville, MD 21536
301-387-3750

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
301-387-3087

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 or call 301-387-3069.*

CONTENTS

COMMUNITY EDUCATION

Personal Interest

NEW! Crafting with Resin:4	Design and Create Your Own Unique Jewelry
NEW! Watercolor Techniques:.....4	Learn the Basics and Beyond
NEW! The Art of Printmaking for Beginners:....4	A Hands-On Workshop
NEW! Craft Christmas:.....4	DIY Card Making for the Holidays
NEW! Paper Quilling 101.....4	
DIY: Reed Woven Ornaments.....5	
Beginner Portrait Painting.....5	
NEW! DIY:5	Knitted Fisherman's Rib Cowl Workshop
NEW! DIY:.....6	Dry Needle Felt a Blue Bird of Happiness
NEW! Learn to Line Dance.....6	Mediterranean Style
NEW! Shake it Like Shakira!6	Belly Dancing for Beginners
Pottery Wheel Basics:7	A Hands On Introduction to Ceramic Art
Italian for Beginners:7	Mastering the Basics
Holiday Workshop8	
Nerding with a Purpose10	
NEW! Your Book Published :10	A Hands-on Workshop for Writers
Secrets of Deep Creek Lake.....10	
NEW! Cooking 101.....11	
NEW! Culinary Duo.....11	A Hands-on Cooking Class for Two
NEW! Sunday Funday Mimosa Brunch11	
NEW! Wine & Dine:11	Perfect Pairings for an Elegant Evening
NEW! Fundamental Knife Skills.....12	

NEW! Winter Comfort:12	Cozy Cooking for Chilly Days
NEW! Festive Cooking for Two:12	Holiday Edition
Homesteading: Seed Saving.....13	
American Red Cross Lifeguard.....13	
Widmyer Driving School13	
NEW! The Planning Stage of14	Estate Planning
Baby Sitting Certification.....14	
Navigating the Complexities of Aging:.....14	Elder Law, Probate & Medicare
Self Defense Training Class15	
Maryland Firearm Wear & Carry Training.....15	
GILL16	
Music	Composition/Songwriting.....17
	For the Music Enthusiast
Piano Studies17	
Voice Lessons18	
Electric Bass for Beginners to Intermediate...18	
Instant Guitar.....19	
Instant Piano19	
How to Play Piano by Ear19	

BUSINESS SOLUTIONS

Ed2go.....20	
Bookkeeping Classes24	
Leadership Garrett County24	
The Nuturing Family24	
Contract Training.....25	
Empowerment Skills.....26	
Child Care Provider27	
Custodial Training28	
Pathways to Entrepreneurship29	
GED.....30	
Stepping Up to Supervisor.....31	

WORKFORCE32	
Online Technician Training33	
Ed2Go.....34	
Hazmat35	

REGISTRATION & CAMPUS INFORMATION

Non-Credit Registration Form.....36	
Registration & Fees.....37	
Financial Aid for Non-Credit Courses.....37	
Staff Directory.....38	
Campus Map.....39	
Outreach Centers.....Inside Back Cover	
Inclement Weather Policy.....Inside Back Cover	

PERSONAL INTEREST

NEW! Crafting with Resin: Design and Create Your Own Unique Jewelry PI-990

Want to try making your own unique jewelry? In this class, students will use mosaic elements to create one-of-a-kind unique necklaces. Students will design and create their own masterpieces they can wear every day and are welcome to bring any small, special elements they would like to put in their necklace or use the materials provided. The instructor will provide necklace and mosaic elements, UV light resin, and UV light. Tenisha Thomas, local Garrett County Artist, teaches this course.

Sep 26 | 5:30 PM - 7:30 PM | Thu | 1 session | McH

\$49 for all residencies

Registration closed: Sep 19 | Instructor: Tenisha Thomas

NEW! Watercolor Techniques: Learn the Basics and Beyond PI-991

Dive into the world of watercolor with this beginners course, where you'll learn a variety of techniques and have the opportunity to experiment with different methods. Whether you are a novice or looking to enhance your skills, this class is designed to be enjoyable and accessible for all levels. Discover the joy of painting with watercolors and unleash your creativity in a supportive and encouraging environment. Join us and explore the beauty of watercolor painting! All supplies are included.

Oct 4 | 5:30 PM - 7:30 PM | Fri | 1 session | McH

\$49 for all residencies

Registration closed: Sept 27 | Instructor: Tenisha Thomas

Hello! My name is Tenisha Thomas, and I love experimenting with different art mediums. I don't like to limit myself or my art, so I use a variety of materials, techniques, and processes when being creative. I often find inspiration for my art, writing and photography from nature and by exploring different places. Quite a few of my courses are offered in this booklet so if you love expressing yourself through creativity, please join us!



NEW! The Art of Printmaking for Beginners: A Hands-On Workshop PI-992

Explore the dynamic world of printmaking in this engaging course! Discover the art of creating your own unique design using rubber carving blocks and learning how to transfer your creations onto paper. Unleash your creativity and immerse yourself in the wonderful craft of printmaking! All supplies are included.

Nov 1 | 5:30 PM - 7:30 PM | Fri | 1 session | McH

\$59 for all residencies

Registration closed: Oct 25 | Instructor: Tenisha Thomas

NEW! Crafty Christmas: DIY Card Making for the Holidays PI-993

Get into the holiday spirit and impress your loved ones with handmade Christmas cards! Discover the joy of crafting personalized cards that show you care! This beginner-level course, will provide different techniques to create unique and beautiful cards to send to friends and family this holiday season. Join us and spread some festive cheer with your own special touch this Christmas! All supplies included.

Nov 8 | 5:30 PM - 7:30 PM | Fri | 1 session | McH

\$49 for all residencies

Registration closed: Nov 1 | Instructor: Tenisha Thomas

NEW! Paper Quilling 101 PI-994

Unleash your creativity and discover the art of paper quilling in this hands-on class! Perfect for beginners and seasoned crafters alike, paper quilling is a versatile art form that also serves as a source of relaxation. Throughout the course, you will learn the techniques and skills needed to create stunning paper quilling masterpieces that you can proudly display in your home! All supplies included.

Nov 21 | 5:30 PM - 7:30 PM | Thur | 1 session | McH

\$49 for all residencies

Registration closed: Nov 14 | Instructor: Tenisha Thomas

Have a great course idea that we've not yet offered?

Let us know by calling **301-387-3781**
or email matia.vanderbilt@garrettcollege.edu

DIY: Reed Woven Ornaments PI-947

Learn how to make your own reed woven reindeer, snowflake, star or Christmas tree ornaments during this two-session class. All weaving materials are provided, but students will need to bring the following items: a dishpan or small tub for soaking reed, 12 to 15 spring-type clothespins, a small flat-blade screwdriver or awl, flexible tape measure, shears or scissors, and a towel. The course is being instructed by James Tomasek, a regional artisan who demonstrates at Mountain Craft Days and other area festivals.

Nov 6 - Nov 7 | 1 PM - 4 PM | Wed, Thu | 2 sessions | McH
\$39 for all residencies
Registration closed: Oct 30 | Instructor: James Tomasek

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

**Beginner Portrait Painting PI-63**

This course is designed for those who have some experience in oil painting and drawing. The course takes the student through the first stages of developing a portrait, including learning to mix colors for skin tones. The instructor will choose the subject for demonstration. Supply List: 11 X 14 or 16 x 20 inch canvas, oil paints and palette, brushes of various sizes, painting medium (such as odorless turpentine), soft paper towels, large garbage bag, table protector. Optional: table easel. Note: A kit of supplies may be rented from the instructor for \$10.00 for the 5-week class (does not include canvas). Ellen Sheaffer has been experimenting with arts and crafts since childhood, eventually finding her true love in oil painting. She has served under the tutelage of Edna Bender for the past 17 years. Ellen has won two awards at the Somerset County Art Association Art Show for her portraits.

Oct 14 - Nov 11 | 9 AM - 12:15 PM | Mon | 5 sessions | GSC
\$59 for all residencies | Registration closed: Oct 7
Instructor: Ellen Sheaffer & Edna Bender

**NEW! DIY: Knitted Fisherman's Rib Cowl Workshop PE-003**

Join us for the afternoon and learn to make a beautiful two color cowl, made with a Fisherman's Rib Stitch, which creates a lovely, squishy fabric with lots of bounce. Participants must have completed some knitting projects and have some experience reading patterns. Students will need circular needles 24 to 32 inches in length. Please bring any circulars you have of these lengths in US sizes 5 to 8. The project is made using 2 colors of a dk weight yarn which students may bring from their stash. The instructor will also have yarns available for purchase.

Oct 26 | 12 PM - 4 PM | Sat | 1 session | SOC
\$29 for all residencies
Registration closed: Oct 19 | Instructor: Barb Franc



Barb Franc has been knitting since childhood and has studied with a variety of instructors including several well-known designers. originally studied/taught knitting as a therapeutic media in the field of OT and at community centers, knitting retreats, yarn shops including her own shop in Louisville, KY. Barb has worked for yarn companies as a professional knitter and designed colorways for new product lines. Teaching is what she likes best!

NEW! DIY: Dry Needle Felt a Blue Bird of Happiness PI-999

In this beginner-friendly class, you'll learn the basics of needle felting and create a charming Blue Bird of Happiness to brighten your day. No experience necessary! Our instructor will guide you through the process of transforming soft wool fibers into a stunning, three-dimensional sculpture. All materials will be provided by the instructor.

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

\$39 for all residencies

Registration closed: Nov 12 | Instructor: Pamela South



This course is taught by Pamela South, a local resident who enjoys crafting in many different mediums! She has been dry-felting for many years and is excited to introduce the skill to others!

NEW! Learn to Line Dance - Mediterranean Style! PI-997

If you don't dance in public because you think you "have no rhythm," this is the class for you! Join us for two fun-filled hours of learning to dance on beat as Bob plays the drum and Jensuya teaches you the steps of the Eastern Mediterranean line dance called Debke (pronounced "deb key"). Debke is a group dance performed at family celebrations in the Levant (certain Eastern Mediterranean countries) and often performed on stage too. The class will cover the "vocabulary" of the steps, lifts, hops, weight transfers, etc. as we learn to differentiate the beat from the rhythm. Then we learn to layer on the steps in time with the rhythm as we dance in our group in a couple of different line formations. Along the way, we'll learn some keywords in Arabic, the language of Debke, and some of the history and lore of the dance. The course is best suited to adults, seniors, and children ages 10 and up. Please note that children under the age of 14 must be accompanied by a participating adult. Wear clothes that you can move comfortably in and securely fastened sneakers/trainers (please do not wear flip flops or sandals). To learn more about Jensuya & Bob, see their website, <https://www.jensuya.com>

Sep 21 | 12 PM - 2 PM | Sat | 1 session | McH

\$59 for all residencies

Registration closed: Sep 14 | Instructor: Jensuya



NEW! Shake it Like Shakira! Belly Dancing for Beginners PI-996

Learn the secrets to moving your body like Shakira in this fun-filled, live-music, two hour course with the area's well-known dancer/drummer duo, Jensuya & Bob. The class begins with the foundation of belly dance, the beat and rhythm, which Bob plays on the drum. Next, students will learn the basic steps and moves of belly dance, how to match those steps and moves to the rhythm, and how to create a simple dance with them. Along the way, key words in Arabic and Turkish and some of the history of belly dance in North America, from the 1890's dancer known as Little Egypt to Shakira will be introduced. This course is best suited to adults and seniors who have a moderate fitness level, yet little to no dance or music background, but an eagerness to learn! Wear stretchy or loose clothing to the class. Go barefoot, or wear flat sandals well-fastened to your feet (no flip flops). For extra fun, don some bling, and tie a sash around your hips, or purchase one of the jingly coin hip scarfs which will be available at the class. To learn more about Jensuya & Bob, see their website, <https://www.jensuya.com>

Nov 2 | 12 PM - 2 PM | Sat | 1 session | McH

\$59 for all residencies

Registration closed: Oct 28 | Instructor: Jensuya

Jennifer "Jensuya" Carpenter-Peak and Robert Peak of Jensuya Belly Dance perform live belly dance shows, teach belly dance workshops, conduct Middle Eastern arts education programs in schools and colleges, and produce a YouTube channel and blog. Hailing from Berkeley Springs, West Virginia, they have been featured by the American-Arab Anti-Discrimination Committee, the American Turkish Association, and twice by the U.S. Government-funded Middle East Broadcasting Networks, an Arabic-language news organization with a weekly audience of more than 25.7 million people in 22 countries in the Middle East and North Africa.

POTTERY WHEEL BASICS: A Hands-On Introduction to Ceramic Art

PE- 009

Have you always been fascinated by the art of pottery wheel throwing? Now's your chance to get hands-on experience and create your own unique pieces! Join us at Deep Creek Pottery for an hour-long class, where our expert instructors will guide you through the process of creating your own pottery. In this try-it class, you'll learn the fundamentals of pottery wheel throwing and have the opportunity to create up to 3 pots, then choose a glaze color to customize your pieces to reflect your personal style.

After the class, our team will carefully handle the firing process, ensuring your creations are ready to take home in just 2-3 weeks. Whether you're a beginner or looking to explore a new hobby, this class is the perfect introduction to the world of pottery wheel throwing.

Sign up today and get ready to spin, shape, and create your own masterpiece!

The time and date are arranged with the student and instructor after registration.

Cost: \$99 for all residencies



ITALIAN FOR BEGINNERS: Mastering the Basics

PE- 995



Learn Italian directly from Venice, Italy!!! Our teacher, Mr. Lombardi will be in Venezia (Venice) giving you the "real experience" no one else could!

Due to time zone differences, the class will be offered daytime EST, but should that conflict with your work schedule, no worries, you'll have access to the record-

ed class at your convenience on a dedicated YouTube channel only available to paying students. Also, you'll have access to Mr. Lombardi's contacts for feedback via emails/videos/texts/chats, Venezia will be just one touch away on your smart-phone!!

The class curriculum is designed for the beginner; with simple idiomatic phrases, you can speak ITALIANO quickly. Divided into ten subject areas, Mr. Lombardi will guide you through the different phases of learning the language: building your vocabulary, grammar, and pronunciation. Be ready to take notes in class because extra curriculum topics will be covered. The program will cover subjects including ear-training exercises: greetings and introductions, people and family, numbers and plural, around the home, describing things, around town, at the restaurant, everyday life, at work, and socializing.

MDSR: \$185 GC: \$190 OOC: \$195 OOS: \$200

Those interested in being on a waiting list for Italian lessons should email Matia Vanderbilt at matia.vanderbilt@garrettcollege.edu



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

GC_CEWd



3rd Annual
CLASSIC
Holiday
WORKSHOP

Saturday, November 16th
2PM - 7PM | Deep Creek Pottery in McHenry

Join us for a day of holiday fun for the entire family! This holiday painting workshop offers sixteen different ceramic items to choose from, so there's something for everyone. To register, simply choose one of the ceramic items listed and call Matia Vanderbilt at 301-387-3781, or register online.

Arrive anytime between 2:00pm and 7:00pm.

Be sure to arrive with enough time to complete your project!

Walk-ins are welcome while supplies last, but registration is strongly encouraged.



PI-907-01
13" Lighted Christmas Tree
with detachable base
\$109



New! PE-007-01
11" Lighted Christmas Tree
\$79



New! PE-011-01
Lighted Wreath
\$109



PI-965-01
Christmas Owl
3.88" x 2.75"
\$29



New! PE-017-01
Snowman Jar 5" x 8.5"
\$59



New! PE-014-01
Saint Nicholas Figurine
\$49



PI-913-01
Lighted Frosty 6 1/4"
\$49



New! PE-013-01
Santa Mug 22oz
\$39



PI-910-01
Grandpa's Truck with
Lighted Christmas Tree 9" x 7"
\$79



New! PE-012-01
Jack Frost
5.75" x 4.5"
\$29



PI-911-01
Ceramic Present Box
4" x 4"
\$39



PI-966-01 Truck with Tree
Ornament
\$19



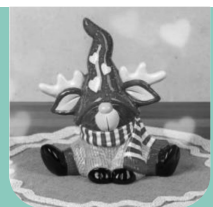
New! PE-016-01
Sleigh Dish
7" x 4.5"
\$49



New! PI-915-01
Cookies for Santa Cookie Tray
8"
\$29



New! PE-010-01
Lighted Santa
\$49



New! PE-015-01
Reindeer Gnome
8" x 7"
\$49

NERDING WITH A PURPOSE: Nature Exploration for the Maryland Biodiversity Project

Join Kevin Dodge, Director of Garrett College's Natural Resources and Wildlife Technology program, for fun, leisurely weekend explorations of the nature of Garrett County. Students will learn to identify plants and animals, then contribute their discoveries to the Maryland Biodiversity Project (<https://www.marylandbiodiversity.com/>), an effort to map the Maryland distribution of every organism found in the state. Students should wear footwear suitable for wet, muddy conditions, and appropriate outerwear for the weather, and bring snacks and water.



This course will consist of 6 sessions, 4-5 hours each, plus one evening or weekend presentation.

Course will begin in April with dates and times TBA.

MDSR: \$69, GC: \$74, OOC: \$79, OOS: \$84

Interested students may also contact Matia Vanderbilt at 301-387-3781 or email matia.vanderbilt@garrettcollege.edu to be notified when the next section opens for registration.



MarylandBiodiversityProject
marylandbiodiversity.com

NEW! Your Book Published: A Hands-on Workshop for Writers PE-018

Have you always wanted to write a book? Jump start the process and learn what goes into writing a book and getting it published. This is a "big picture" workshop that will allow you to understand what you need to do and how to go about doing it. Topics include plotting, developing characters, creating a setting, editing, publishing options, and what needs to be done once your book is published.

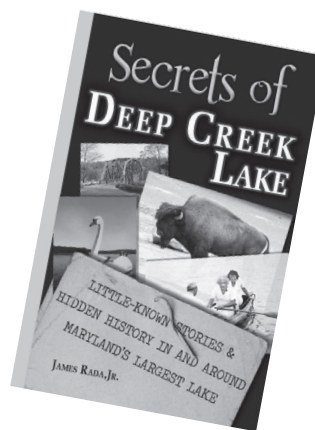
Oct 26 | 10 AM - 3 PM | Sat | 1 session | McH

\$59 for all residencies

Registration closed: Oct 19 | Instructor: James Rada, Jr.

SECRETS OF DEEP CREEK LAKE GL-217

Free Event Sponsored by GILL | Open to the public
You do not have to be a GILL Member to attend.



Maryland has no natural lakes, but during the 1920s, a Pennsylvania electric company constructed Maryland's largest lake. Visitors continue to boat, swim and fish, as they have for decades, but it wasn't created as a natural resource, it was created to generate electricity.

During Jim's talk, you can learn about the man who created the Big Mac sandwich and how he helped create some of the lake's tourist attractions. You'll learn about the lakes under Deep Creek Lake and the story of Garrett County's Lizzie Borden, among others.

Jim will tell the stories of famous people who have enjoyed the lake and unusual incidents in and around the lake. It's the history of Deep Creek Lake that the history books leave out, which means it's the most interesting and stories you probably haven't heard about.

Presented by Author James Rada Jr.

Friday, Oct 25th | 5:00 PM - 7:00 PM | Performing Arts Center
Free, Registration Required



James Rada, Jr. is an Amazon.com bestselling author of historical fiction and non-fiction history. They include the popular books Strike the Fuse, Canawlers, and Battlefield Angels: The Daughters of Charity Work as Civil War Nurses. He has received numerous awards from the Maryland-Delaware-DC Press Association, Associated Press, Maryland State Teachers Association, Society of Professional Journalists, and Community Newspapers Holdings, Inc. for his newspaper writing.

NEW! Cooking 101: Essential Skills and Techniques for Beginners PE-020

Are you ready to unleash your inner chef and master the basics of cooking? In this comprehensive course, students will explore the fundamental skills and techniques to cook with confidence and create delicious dishes that will impress their family and friends. This hands-on course is perfect for those who are new to cooking, looking to brush up on their skills, or simply seeking to explore new culinary horizons. This course will be held in a fully equipped kitchen with hands-on instruction from an experienced chef. Students will work in small groups to prepare each dish under the guidance of the chef instructor.

Oct 17 - Oct 31 | 6 PM - 9:15 PM | Thu | 3 sessions | CTTC
\$149 for all residencies
Registration closed: Oct 10 | Instructor: Robert Mitchell

NEW! Culinary Duo: A Hands-On Cooking Class for Two PE-019

Join us for an unforgettable culinary adventure designed specifically for you and your partner, a friend, or a family member! In this fun cooking class, you'll embark on a journey through a carefully crafted menu, expertly guided by our skilled chef instructor. Together, you'll learn the art of cooking a delectable three-course meal, from the perfect appetizer to a mouth-watering main course and decadent dessert. With our step-by-step demonstrations and detailed recipe packets, you'll be empowered to recreate these dishes in your own kitchen. As you work side-by-side in our new culinary kitchen, you'll not only learn new cooking techniques but also share laughs and make memories with your dining companion. And, as a special treat, you'll enjoy your culinary creations paired with a glass of wine, savoring every bite and toasting to your newfound culinary skills.

Oct 19 | 5:30 PM - 8:30 PM | Sat | 1 session | CTTC
\$69 for all residencies
Registration closed: Oct 12 | Instructor: Robert Mitchell

Robert is passionate about cooking and believes connecting with friends and loved ones is only made better when good food is involved. He spent nearly a decade working with chefs and students at L'Academie de Cuisine, a top Washington, D.C. area culinary school, before moving to Garrett County. Robert's classes will teach students how to craft their own masterpiece – after a detailed yet easy-to-follow demonstration, it'll be time to don your apron and get to work. All students receive a detailed recipe packet full of tips and tricks, ingredients for each recipe will be premeasured when you arrive, and all equipment/tools will be provided. By the end of each class, there are two things that Robert promises: the first is you will have even more fun than you thought and the second...unlike a dinner party at home, you won't have to wash a single dish.

NEW! Sunday Funday Mimosa Brunch PE-021

Wake up to a culinary adventure that's sure to start your day off right! Join us for our Sunday Funday, where we may start with coffee, but will end with a mimosa. Learn how to whip up a delicious brunch spread that will make your weekend complete. We hope you're ready to cook -this class promises to be a blast!

Oct 20 | 10 AM - 12:30 PM | Sun | 1 session | CTTC
\$59 for all residencies
Registration closed: Oct 13 | Instructor: Robert Mitchell

NEW! Wine & Dine: Perfect Pairings for an Elegant Evening PE-022

Indulge in an evening of delight as we explore the art of wine pairing with exquisite dishes crafted to complement each pour. Throughout this evening, participants will discover the principles and secrets behind creating harmonious flavor combinations that elevate the dining experience to new heights. Join us for an evening of sophistication and sensory pleasure, where every sip and bite is a celebration of culinary craftsmanship and the art of wine pairing.

Nov 9 | 5:30 PM - 8:30 PM | Sat | 1 session | CTTC
\$89 for all residencies
Registration closed: Nov 2 | Instructor: Robert Mitchell

New! CULINARY CLASSES

Classes may fill up quickly
Hurry! Reserve your spot.



NEW! Fundamental Knife Skills PE-023

Discover the art and precision of culinary knife skills in our comprehensive course. From mastering the breakdown of a whole chicken to confidently dicing onions, slicing peppers, julienning carrots, and chiffonading fresh basil, this class covers essential techniques in a hands-on environment. Throughout the course, you'll work with a variety of vegetables to perfect your knife proficiency. You'll also learn about different types of knives, understanding how to select, clean, and store them for optimal performance and longevity. Cap off your learning experience by applying your newly honed skills to create a mouthwatering chicken stir fry. Whether you're a novice or looking to refine your techniques, this course promises to elevate your culinary prowess and ensure safe, efficient knife handling in every kitchen endeavor.

Nov 10 | 10 AM - 12:30 PM | Sun | 1 session | CTC
\$49 for all residencies
Registration closed: Nov 3 | Instructor: Robert Mitchell

NEW! Winter Comfort: Cozy Cooking for Chilly Days PE-024

Indulge in the ultimate winter cooking experience with our "Winter Comfort: Cozy Cooking for Chilly Days" course. Over three delightful hours, you'll discover how to create hearty, soul-warming recipes that are perfect for colder months. Under expert guidance, you'll learn to prepare comforting dishes that evoke warmth and satisfaction. Each recipe is designed to elevate your culinary skills while focusing on the seasonal ingredients that define winter comfort food. Whether you're hosting a cozy gathering or simply craving comfort, this course promises to equip you with the skills and knowledge to excel in winter cooking, ensuring every meal is a celebration of seasonal warmth and culinary delight.

Dec 6 | 6 PM - 9 PM | Thu | 1 session | CTC
\$59 for all residencies
Registration closed: Nov 29 | Instructor: Robert Mitchell

NEW! Festive Cooking for Two: Holiday Edition PE-025

Embrace the joy of the season and indulge in the pleasure of creating and savoring a gourmet feast designed exclusively for two. In this course, you'll delve into the art of crafting a memorable three-course meal, perfectly complemented with wine, designed specifically for intimate holiday celebrations. Throughout the class, you'll master the techniques and secrets behind preparing a delectable holiday menu tailored for two. From elegant appetizers that set the tone for the evening to sumptuous main courses that capture the essence of festive flavors, and finally, decadent desserts that leave a lasting impression, each dish is thoughtfully curated to enhance your holiday dining experience.

Dec 7 | 5:30 PM - 8:30 PM | Sat | 1 session | CTC
\$69 for all residencies
Registration closed: Nov 30 | Instructor: Robert Mitchell



Homesteading: Seed Saving PI-988

This session will cover some of the basic principles of which seeds can be saved from your garden, both vegetable and flower. Learn the best strategies for some common plants and how long the seeds will be viable. This is a great fall activity and can help preserve heirloom plant traits, saving you money on next year's garden.

Oct 3 | 5:30 PM - 7 PM | Thu | 1 session | McH

\$29 for all residencies

Registration closed: Sept 26 | Instructor: Ashley Bodkins



*Ashley Bodkins,
Master Gardener Coordinator*

AMERICAN RED CROSS LIFEGUARD**Lifeguard Certification w/CPR HM-288**

The primary purpose of the American Red Cross Lifeguarding course is to provide entry-level lifeguard participants with the knowledge and skills to prevent, recognize, and respond to aquatic emergencies and to provide professional-level care for breathing and cardiac emergencies, injuries and sudden illnesses until emergency medical services (EMS) personnel take over. Prerequisites: Minimum age: 15 years; Swim 300 yards continuously; Tread water for 2 minutes using only the legs; Complete a timed event within 1 minute and 40 seconds by starting in the water, swimming 20 yards, surface dive to a depth of 7 to 10 feet to retrieve a 10-pound object, return to the surface and swim 20 yards on the back to return to the starting point, exit the water without using steps or a ladder. Participants who successfully complete the Lifeguarding course receive an American Red Cross certificate for Lifeguarding/First Aid/CPR/AED, valid for 2 years.

NOTE: The Lifeguard courses have an online blended learning component that will need to be completed the week prior to class. Courses are taught at the CARC in McHenry and instructed by Angela Luby.

Sept 24 - Oct 31 | 4:30 PM - 8:30 PM | Tue/ Thu
(No online course work)

Nov 15 - 17 | Times vary per day | Fri / Sat / Sun

Jan 17 - 19 | Times vary per day | Fri / Sat / Sun

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
for details or to register.**

NEW! The Planning Stage of Estate Planning **PE-026**

Organizing your affairs in preparation for the end of your life is an important task, and estate planning is an ongoing process that includes much more than just writing a will. In this session, we will discuss the planning process, including things to consider when developing your estate plan and things to think about before going to see an attorney to prepare your estate planning documents.

Oct 22 | 6 PM - 8 PM | Tue | 1 session | McH

\$29 for all residencies

Registration closed: Oct 15 | Instructor: Annette Chapman

Annette Chapman is a Vice President and Sr. Wealth Advisor at First United Bank & Trust, Wealth Management Division. Annette has 40 years' experience in the financial services industry specializing in wealth management, estate planning and administration, trust administration and financial planning. Annette is a Certified Financial Planner, is a Registered Series 7, 62 and 66 representative, and holds Life, Accident and Health, as well as Property and Casualty insurance licenses.



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

BABY SITTING CERTIFICATION

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 successful completion of this course, students will receive an American Red Cross Certification

Valid for 3 years in Babysitting with basic first aid and child CPR. This course 3-day course is approximately 9 hours and is taught by Angela Luby.

Oct 22 - 24 | 5 PM - 8:30 PM

For more information or to register
call Angela Luby at 301-387-3086

Navigating the Complexities of Aging: Elder Law, Probate, and Medicare

GL-218

Free Event Sponsored by GILL | Open to the public
You do not have to be a GILL Member to attend.

Course Description: As we age, navigating the complexities of law and healthcare can be overwhelming. This course is designed to provide insight and guidance for individuals, caregivers, and professionals seeking to understand the intricacies of Elder Law, Probate Law, and Medicare.

GILL will host three professionals who will present topics surrounding Elder Law, Probate Law and Medicare. Following is information on these three professionals:

David C. Insley, Licensed for Insurance in Maryland since 1998 for Life & Health and Property & Casualty:

Holds reciprocal licenses in Pennsylvania, Virginia and West Virginia; Specializes only in Life & Health types of insurance with special emphasis on Medicare Supplemental.

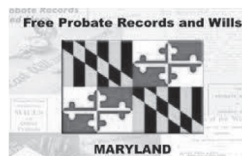
Daniel C. Staggers, Attorney at Law: 1975 Graduate of Harvard University, BA in Economics; 1978 Graduate of Georgetown University Law Center, JD Degree; 1989 Passed Certified Public Accountants test; Law practice focuses on Elder Law, Estate Planning and Special Needs Trusts.

Rita Watson, Garrett County Register of Wills: A graduate of Southern Garrett High School Ms. Watson has over 40 years of training and experience in probate law and the duties of the Office of Register of Wills; She has served as Chief Deputy Register of Wills since 1979.

Tuesday, September 17 | 5 PM - 7 PM

Performing Arts Center

FREE, but registration is required



Continuing Education and Workforce Development
follows the Garrett College Inclement Weather Policy.
GARRETT COLLEGE WEATHER LINE: 301-387-3198

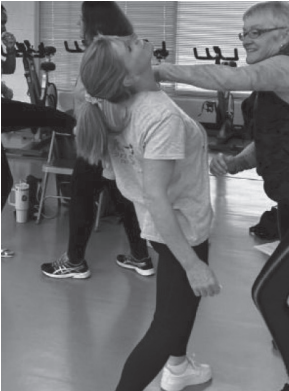
SELF-DEFENSE TRAINING CLASS

Interested in learning how to protect yourself, boost self-confidence, and increase self-awareness? Join Susie Mark, owner of KICKS Self-Defense, LLC to learn how to avoid and de-escalate dangerous situations.



In this 3-hour class students will learn:

- The correct actions to distract, stun, or disable an attacker
- How to identify vulnerable parts of the body to strike
- How to handle different scenarios in which you need to react
- How to block, deflect, strike, and use your legs and other items as weapons
- The "Street Smart Adult: Your Checklist to Prevent Violent Crimes"



Sept 17 | 5:30 PM - 8:30 PM
Oct 15 | 5:30 PM - 8:30 PM
Nov 16 | 10:00 AM - 1:00 PM

\$39 all residencies

To Register contact Susie Mark at
301-387-3787 or email at
susie.mark@garrettcollege.edu



Susie Mark is the Assistant Director of the CARC at Garrett College and a graduate of Frostburg State University. She has taught Group Fitness for 24 years and has over 31 years of experience in the industry. She is a certified Self-Defense instructor through the Specialty Fitness Institute and is the owner of KICKS Self-Defense, LLC.



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.

\$210 (MDSR) | \$215 (GC) | \$220 (OOC) | \$225 (OOS)

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



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.

Do you have a unique skill you would like to share?

Try teaching a class for us next semester!

To learn more contact:



301-387-3781



matia.vanderbilt@garrettcollege.edu



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 run in affiliation with the Continuing Education and Workforce Development department of Garrett College, and supported through the annual \$20 membership fee. Members work together to determine the interests and needs of the group. A program committee is then charged with the tasks of bringing the class to fruition- finding instructors, defining the scope of curriculum and other logistical duties.

\$20
Annual
Membership
Fee

Course registration fees have been waived due to the increase in the annual membership fee.

Members will be responsible for direct costs of participation in GILL activities if applicable. This includes site entrance fees, dining costs, and travel expenses that may be required to participate in certain GILL activities and excursions.

Contact Matia Vanderbilt
301-387-3781 to register www.garrettcollege.edu/GILL

**Not a member?
Join now!**

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/SOC | 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 Dr. Beachy to discuss his/her proficiency.

NOC/McH/SOC | Instructor: Sean Beachy



Dr. Sean Beachy, of Grantsville, Maryland, has been an active pianist, composer, and teacher in the region for the past 20 years. He earned a degree in applied music with an emphasis in piano from Alderson-Broaddus College, a Master of Music degree in composition from Shenandoah Conservatory, and a Doctor of Music Arts degree in composition from West Virginia University. Dr. Beachy has been an active collaborative pianist and composer for the past 17 years. Most recently, his work for concert band, Fanfare for an Uncommon Band, was premiered by the Garrett Community Concert Band, of which he is the director, in June 2022 celebrating the band's 20th anniversary. Along with his wife, Debi, he directs the Garrett Choral Society and is the director of the Garrett Jazz Ensemble. In addition, he is co-director of music at St. Mark's Lutheran Church in Oakland. Dr. Beachy currently teaches Piano Studies, Voice, Electric Bass Guitar, and Composition/Songwriting for the Music Enthusiast. Lessons with him are offered at the Northern Outreach Center (NOC), Southern Outreach Center (SOC), and at the college main campus in the Performing Arts Center.

Music Process and Terms for 2024-2025

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 lesson schedule, as well as completing homework assignments and practicing; these commitments will enable the student's skill progression. The term dates and registration deadlines listed in the following chart.

To register call 301-387-3781

\$215 (MDSR) | \$229 (GC) | \$234 (OOC) | \$239 (OOS)

DATES & PRICING

TERM	2024-2025 DATES	Payment Due Date
WINTER	Nov 4th - Jan 31st, 2025	Mon. Oct 28th
SPRING	Feb. 3rd - Apr 11th, 2025	Mon. Jan 27th
SUMMER	Apr 14th - Jun 20th, 2025	Mon. Apr 7th

PAYMENT IN FULL IS REQUIRED BEFORE A STUDENT MAY BEGIN LESSONS. A LATE FEE OF \$25 WILL BE ADDED TO ALL INVOICES NOT PAID BY THE DUE DATE.



For more details or to pay online, go to www.garrettcollege.edu/music or use the QR code.



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.

NOC/McH/SOC | Instructor: Sean Beachy

Electric Bass for Beginners to Intermediate PD-752

The electric bass can be one of the most fun instruments in the rock, pop, country, or contemporary Christian band. The bass keeps the foundation of the group, as well as a driving rhythm. If you are interested in learning the electric bass, or if you would like to continue learning about the bass as an intermediate player, Garrett College offers private lessons in 3 locations throughout Garrett County. The instructor, Dr. Sean Beachy, has been playing the electric bass for almost 30 years in different music groups focusing on a variety of styles.

Students will need a bass, amplifier, instrument cable, and instruction book to begin. The course uses the Hall Leonard Bass Method book.

NOC/McH | Instructor: Dr. Sean Beachy



YOUR NEXT EVENT BEGINS WITH US!

The Performing Arts Center at Garrett College (PAC) serves as the community's number one venue for dance, theatre, or music productions. Furthermore, the facility's multi-use conference center space allows for large scale company events such as conferences, trainings, or private meetings, as well as a variety of private gatherings like birthday parties, reunions, receptions, and holiday celebrations!



SEE WHAT'S HAPPENING!

Scan to view
upcoming events in the PAC!



Interested in hosting your next event at the PAC?
Contact reservations@garrettcollege.edu
to get started!

INSTANT PIANO & INSTANT GUITAR

for hopelessly busy people

Instant Guitar for Hopelessly Busy People PI-874

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Since this class is being held online with ZOOM, you will be able to sit at home with your guitar and take this class without any pressure at all. And since the class includes an online book and online follow-up video lessons, you will be able to continue your practice and study on your own. An optional periodic online question and answer session is also included. A recording of the class is included as well. Class limited to 15 students. For ages 13+.

Topics include:

- How chords work in a song
- How to form the three main types of chords
 - How to tune your guitar
 - Basic strumming patterns
- How to buy a good guitar (things to avoid)
- How to play along with simple tunes

Oct 16 | 6:30 PM - 9:30 PM | Wed | 1 ZOOM session | \$59

Instant Piano for Hopelessly Busy People PI-873

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do-using chords. Since this class is being held online with ZOOM you will be able to sit at your piano or keyboard at home and take this course with no pressure at all. And since this course includes an online book and online follow up video lessons, you will be able to continue your practice and study on your own. An optional periodic online question and answer session is also included. A recording of the class is included as well. The course is partly lecture/demonstration and partly hands on instruction. For ages 16+.

Topics include:

- How chords work in a song
- How to get more out of sheet music by reading less of it
- How to form the three main types of chords
- How to handle different keys and time signatures
- How to avoid "counting"
- How to simplify over 12,000 complex chords

Oct 14 | 6:30 PM - 9:00 PM | Mon | 1 ZOOM session | \$59

How to Play Piano by Ear PI-948

Learn one of music's deepest mysteries: how to play songs without relying on music. A very practical presentation of music theory that includes predicting chord progressions, learning from recordings, and transposing-all expressed in everyday language. This is an ideal follow-up to the "Instant Piano" class and is open to anyone who has a basic understanding of chords on any instrument. Expand your musical horizons, free yourself from sheet-music dependence, and be the life of the party! Prior experience with chords recommended. Fee includes the online book, online follow-up lessons, a recording of the class and an optional monthly question and answer session. Class is held online using zoom.

Topics include:

- How to find the starting note
- How to determine when chords change
- How to predict the chord progression
- How chords help you find the correct melody
- How the melody helps you find the correct chords
 - How to learn songs from recordings
- How to transpose The Universal Key Signature
 - How to use the Circle of Fifths
- How to recognize the most common chord patterns

Nov 23 | 10 AM - 12:30 AM | Sat | 1 ZOOM session | \$59



These courses are taught by Craig Coffman, president of Chords are Key in Gilbert, Arizona. Craig has over 45 years' experience teaching music lessons and is the Music Director for Light of Christ Church in Arizona. Craig has successfully taught Instant Piano and Guitar for the last 28 years to over 30,000 students in 15 states and overseas

COMMUNITY AQUATICS & RECREATION COMPLEX

Located just beyond the Garrett County Fairgrounds on Mosser Rd at the Garrett College Campus, the Community Aquatics and Recreation Complex (CARC) boasts a 6 lane competition pool, a warm water pool, fitness studio with cardio, strength training and free weight equipment as well as full sized basketball courts available during Open Gym hours.



Sign up for a membership option to receive access to both pools, the fitness studio, discounted group fitness classes and swim lessons!

Visit www.gccarc.com or call 301-387-3786 for more information.

Our **instructor-led**

online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners.



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

Expert Instructors

6 Weeks of Instruction

24-Hour Access

Hundreds of courses

Online Discussion Areas

Monthly start sessions



Basic Computer Skills

Learn essential computer skills for the workplace, including keyboarding and how to troubleshoot PC issues!

Online Course | 72 hours

Instructor: Varies

Course Cost: \$350.00; Differential fees may apply

Artificial Intelligence and Machine Learning Suite

This course bundle will provide you with a foundation of practical knowledge on artificial intelligence (AI) and machine learning. You will begin with the science behind AI computer systems, which can perform tasks that typically require human intelligence, and AI ethics, applications, and more. Then you will move on to a more thorough look at machine learning, the problem it is trying to solve, and specific techniques and applications used in supervised, unsupervised, and semi-supervised learning.

Online Course | 48 hours

Instructor: David Iseminger

Course Cost: \$230.00; Differential fees may apply

301-387-3084

kimberly.govi@garrettcollege.edu

ed2go.com/garrett

Digital Marketing Suite

Learn how to develop an Internet marketing plan, use popular social media platforms, and achieve higher positions with major search engines.

Online Course | 72 hours

Instructor: Varies

Course Cost: \$365.00; Differential fees may apply

ED2GO INSTRUCTOR LED ONLINE COURSES

Accounting Fundamentals

In this comprehensive course, you will learn the basics of double-entry bookkeeping, writing checks, preparing an income statement, closing out accounts at the end of each fiscal period and how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

Online Course | 6 weeks in length

Instructor: Nancy Koenig

Course Cost: \$129.00; Differential fees may apply

ED2GO INSTRUCTOR LED ONLINE COURSES

Human Resources Professional with Payroll Practice and Management

The Human Resources Professional course will prepare you for the HRCI's Professional in Human Resources (PHR) certification exam. You will also learn information useful for other certification exams, including SHRM's Certified Professional (SHRM-CP) exam and the HRCI's Associate Professional in Human Resources (aPHR) exam. The Payroll Practice and Management course covers all critical areas of payroll administration and management and the intersection of human resources and payroll. By course completion, you will be ready to pass the Fundamental Payroll Certification (FPC) exam, developed by the American Payroll Association. You will gain an understanding of the major components of the state labor code in your chosen state upon completing this HR and payroll course bundle.

12 months in length

Instructor: Anna Smith, Ann Nevers, and Helene K. Liatsos

Course Cost: \$3145.00; Differential fees may apply

Certified Bookkeeper

This course reinforces key bookkeeping concepts, definitions, and calculations and prepares you for the American Institute of Professional Bookkeepers (AIPB) national certification exam.

Throughout this bookkeeper training, you will have access to resources such as videos, interactive activities, and hands-on exercises that will solidify your grasp of critical information necessary to your success as a bookkeeper. These will be used as tools to prepare you for the exam, including practice quizzes, exams, and strategies for conducting your preparation leading up to and encompassing the exam day.

Becoming a Certified Bookkeeper™ (CB) can increase your earning potential, enhance your professional status, and give you a decisive edge in the job market. Parts 1 and 2 of the exam are offered at any of over 300 Prometric test centers nationwide. Parts 3 and 4 of the exam are open-book tests that come with your workbooks. CBs are to bookkeeping what Certified Public Accountants (CPAs) are to accounting: the cream of the profession.

The Certified Bookkeeper course includes prepaid vouchers with enrollment that provides access to sit for the AIPB certification exams, instructions regarding the certification application, exams, and the use of the vouchers at any Prometric Test Center are available within the course.

Please Note: The Certified Bookkeeper course is designed for experienced bookkeepers who want to prepare for national certification. To succeed in this course, you must have at least two years of experience as a bookkeeper before enrolling. The books, materials, and exam fees are non-refundable upon registration.

Online Course | 6 months in length

Instructor: Wade Lindenberger and Helene K. Liatsos

Course Cost: \$2195.00; Differential fees may apply

Grant Writing A to Z

This online course bundle provides students with hands-on experience and knowledge about writing grants, fundraising, and organizing a grant writing campaign. Obtain a comprehensive understanding of grant writing fundamentals and learn strategies you can apply to get your proposal funded, help your current organization, or enter the in-demand field of grant consulting.

Online Course | 6 weeks | 48 hours

Instructor: Dr. Beverly A. Browning

Course Cost: \$225.00; Differential fees may apply

ENROLL IN AN ONLINE COURSE THAT LEADS TO AN INDUSTRY-RECOGNIZED CERTIFICATION

Many business sectors have developed industry-recognized certifications to ensure their workforce is equipped with adequate skills and specialized knowledge. Certifications are often seen as the benchmark needed to enter into and advance in specific industries. Prepare for these industries with courses that align to these valuable certifications.



Certification exam costs included

BUSINESS

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> Accounts Payable Manager Certification ✓ Accounts Payable Specialist Certification ✓ Career Counselor and Life Coach Certified Administrative Professional ✓ Certified Administrative Professional with Microsoft Office Specialist (MOS) Associate ✓ Certified Administrative Professional with Microsoft Office Specialist (MOS) Expert Associate ✓ Certified Bookkeeper ✓ Certified Credit Counselor ✓ Certified Credit Counselor and Certified Financial Health Counselor ✓ Certified Financial Health Counselor ✓ Certified Global Business Professional Certified Green Supply Chain Professional ✓ Certified Internal Auditor Certified Internal Auditor with Microsoft Excel ✓ Certified Quality Auditor ✓ Certified Quality Engineer ✓ Certified Quality Improvement Associate (CQIA) | <ul style="list-style-type: none"> Certified Supply Chain Professional + Freight Broker/Agent Training Certified Six Sigma Black Belt Certified Six Sigma Green Belt ✓ Chartered Tax Professional Chartered Tax Professional for California Residents Chartered Tax Professional with Microsoft Excel ✓ Court Interpreter (Spanish/English) Executive Assistant ✓ Executive Assistant with Microsoft Office Specialist (MOS) Associate ✓ Executive Assistant with Microsoft Office Specialist (MOS) Expert ✓ Financial and Career Coach ✓ IC3 Digital Literacy GS ✓ Human Resources Professional Lean Six Sigma Black Belt ✓ Lean Six Sigma Black Belt with 1-on-1 Project Coaching ✓ Lean Six Sigma Champion ✓ Lean Six Sigma Green Belt ✓ | <ul style="list-style-type: none"> Lean Six Sigma Yellow Belt ✓ Lean Six Sigma Yellow Belt and Green Belt ✓ Lean Training ✓ Nonprofit Manager Nonprofit Manager + Professional Grant Writing Office Manager ✓ Payroll Manager Payroll Practice and Management Payroll Practice and Management with Microsoft Excel ✓ PMI Agile Certified Practitioner (PMI-ACP)® PMI Risk Management Professional ✓ Professional Grant Writing Project Management Essentials with CAPM Prep Senior Professional In Human Resources Social Entrepreneurship ✓ Six Sigma Yellow Belt ✓ Student Loan Counselor ✓ The Complete Project Manager: CAPM and PMP Prep |
|--|--|---|

COMPUTER APPLICATIONS

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> AZ-900: Microsoft Azure Fundamentals ✓ AZ-104: Microsoft Azure Administrator AZ-500: Microsoft Azure Security Technologies AZ-900 & 104: Microsoft Azure Fundamental & Administrator ✓ AZ-900 & 500: Microsoft Azure Fundamental & Security Technologies ✓ | <ul style="list-style-type: none"> Microsoft Access Certification Training ✓ Microsoft Excel Certification Training ✓ Microsoft Office Specialist (MOS) Expert Certification Training ✓ Microsoft Outlook 2019 Certification Training ✓ Microsoft Outlook Certification Training ✓ Microsoft PowerPoint Certification Training ✓ | <ul style="list-style-type: none"> Microsoft Word Certification Training ✓ Office Specialist (MOS) Associate Certification Training ✓ Professional Bookkeeping with QuickBooks Online ✓ Professional Bookkeeping with QuickBooks Online with Payroll Practice and Management ✓ |
|--|--|--|

FITNESS

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> ACE Personal Trainer ACE Personal Trainer with Fitness and Health Internship ACSM Certified Exercise Physiologist ACSM Certified Exercise Physiologist with Fitness and Health Internship ACSM Personal Training ACSM Personal Training with Fitness and Health Internship AFAA Group Fitness Instructor ✓ NASM Certified Nutrition Coach ✓ | <ul style="list-style-type: none"> NASM Certified Nutrition Coach + Weight Loss Specialization (CNC, WLS) ✓ NASM Certified Personal Trainer + AFAA Group Fitness Instructor ✓ NASM Certified Personal Trainer (Spanish) ✓ NASM Certified Personal Trainer + Corrective Exercise ✓ NASM Certified Personal Trainer + Performance Enhancement ✓ | <ul style="list-style-type: none"> NASM Certified Personal Trainer and Exam Preparation ✓ NASM Certified Weight Loss Specialization (WLS) ✓ NASM Certified Weight Loss Coach (CPT, CNC, WLS) ✓ NASM Corrective Exercise Specialist (CES) ✓ NASM Performance Enhancement Specialist (PES) ✓ NCSF Sports Nutrition Specialist ✓ NCSF Certified Strength Coach ✓ |
|---|--|--|

For more information visit <https://careertraining.ed2go.com/garrett/>
or
Kimberly Govi (301) 387-3084 Kimberly.govi@garrettcollge.edu



INFORMATION TECHNOLOGY

Certified AWS Cloud Practitioner ✓	Certified Penetration Testing Professional (CPent) ✓	CompTIA Mobility+ ✓
Certified AWS SysOps Administrator ✓	Cisco CCNA Certification Training ✓	CompTIA Project+ ✓
Certified AWS Developer ✓	Cisco CCNP Enterprise: ENCOR & ENARSI ✓	CompTIA™ A+ Certification Training ✓
Certified AWS Solutions Architect ✓	Cisco CCNP Enterprise: ENCOR & ENSLD ✓	CompTIA™ Cloud+ Certification Training ✓
Certified AWS Cloud Practitioner SysOps Administrator ✓	Cisco CCNP Enterprise: ENCOR & ENWLSI ✓	CompTIA™ Network+ Certification Training ✓
Certified AWS Cloud Practitioner Developer Associate ✓	Cisco CCNP Security: SCOR & SIS ✓	CompTIA™ Security+ Certification Training ✓
Certified AWS Cloud Practitioner Solutions Architect ✓	Cisco CCNP Security: SCOR & SVPN ✓	Help Desk Analyst: Tier 1 Support Specialist
Certified Ethical Hacker ✓	Cisco CCNP Collaboration: CLCOR & CLICA ✓	Information Security Training ✓
Certified Information Security Manager (CISM) ✓	CompTIA Advanced Security Practitioner (CASP) ✓	IT Foundations Bundle ✓
Certified Information Systems Auditor (CISA) ✓	CompTIA Certification Training: A+, Network+, Security+ ✓	ITIL 4 Foundation ✓
Certified Information Systems Security Professional (CISSP)	CompTIA Certification Training: Network+, Security ✓	Systems Security Certified Practitioner (SSCP) Training
	CompTIA Cloud Essentials+ ✓	CompTIA Certification Training: ITF+ and A+ ✓
	CompTIA™ Linux+ ✓	CompTIA Certification Training: ITF+, A+, Network+, Security ✓

HOSPITALITY

Certified COVID Hospitality Compliance Officer (CHCO)	Certified Digital Marketing Fundamental	✓
Certified Destination Wedding Planner	Certified Digital Marketing Professional	●
Certified Model Know How		
Travel Agent Training ✓		
Certified Master Wedding and Event Planner ✓		

MISCELLANEOUS

Adobe Certified Professional ✓	Certified Legal Secretary	
Adobe Certified Professional in Video Design ✓	Certified Paralegal ✓	
Adobe Certified Professional in Visual Design ✓	Certified Residential Interior Designer ✓	Digital Court Reporter
Adobe Certified Professional in Web Design ✓	Certified Technical Writer	Digital Court Reporter and Legal Transcription
		Legal Transcriptionist
		Technical Writer Manager

✓ Certification exam costs included



In addition to our certification courses, we offer hundreds of other titles for career training and personal and professional development.

Start an online course today!

Contact Kimberly Govi at
301-387-3084
kimberly.govi@garrettcollege.edu



BOOKKEEPING CLASSES



QuickBooks I: Beginner Oct 15 & 17, 2024 | Tue & Thur
QuickBooks II: Intermediate Oct 22 & 24, 2024 | Tue & Thur
QuickBooks III: Advanced Nov 12 & 14, 2024 | Tue & Thur
Excel Introduction April 15, 2025
Excel Intermediate April 17, 2025

All classes:

5 PM - 8 PM | McH | Instructor: Rita Young-Lewis
\$95 (MDSR) | \$99 (GC) | \$104 (OOC) | \$109 (OOS)

Contact Kim Govi for details!

301-387-3084

kimberly.govi@garrettcollege.edu

LEADERSHIP GARRETT COUNTY



February 5 - May 21, 2025

Applications due January 20, 2025

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.



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 21 - Nov 25 | 4 PM - 6 PM | Mon / Wed | 11 sessions | SOC
Instructor: Sadie Liller

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!

301-387-3084 | kimberly.govi@garrettcollege.edu



CONTRACT TRAINING

Do you have specific training needs for your company? Look no further, Garrett College's Business Solutions department is here to help you!

The Business Solutions department strives to provide services to students and the business community. Our services include office management & business process reengineering to improve efficiency and reduce turnover rates in the workplace.

We specialize in contract training and providing business needs services to CEOs, human resource directors, program managers, presidents, etc. who want to increase productivity and retain workforce. Topics include but are not limited to:

SAFETY

WORK READINESS

COMPLIANCE

MANAGEMENT/SUPERVISOR

CUSTOMER SERVICE

INDUSTRY SPECIFIC

COMPUTER SKILLS

COMPANY SPECIFIC

From office spaces, providing free Wi-Fi, specialized training, catering needs, and more, Business Solutions has your organization covered!



301-387-3084



kimberly.govi@garrettcollege.edu

Empowerment Skills

for Family Workers



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.

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

Back Row: Kelly Bernard, Amanda Sweitzer, Wendi Rodeheaver, Stacy Green, Katie Harding (Instructor)

Front Row: Moranda Bowman and Chelsie Warnick, Amanda Reckart (Instructor)

This course prepares students for the nationally recognized Family Development Credential.

Garrett College and Garrett County Community Action are partnering together to serve as the FDC State Coordinator for the State of Maryland. This position will serve as the administrator for the FDC Program.

CLASSES TO BE HELD

February - May 2025

Main Campus, McHenry Campus

“

“This course was a perfect, well rounded learning experience for me as a rookie in the family worker field. It helped me learn a lot of basic interaction skills and gave me a lot of things I could improve on and begin implementing immediately with the families I work with. The importance of self-care being highlighted in the class was not only a good reminder, but also felt like important and validating information to know that we must take care of ourselves. I am so grateful that I was able to be part of this class. The connections that I made with classmates are unmatched. The knowledge that I learned about community resources is so helpful in the day-to-day effectiveness of my job. I highly recommend this course to anyone who works closely with families in our community! There is a lot to be learned, but the most important takeaway I have is the shared-power method that is taught in this course.”

-Chelsie Warnick, Transitional Housing Coordinator, Dove Center.

”



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 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 to begin the registration process.

Courses begin continually!

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 kimberly.govi@garrettcollege.edu to obtain a listing of required textbooks and instructions for purchasing.
- Students are required to have a High School Diploma or equivalent.
- 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.

LIST of COURSES:

Child Growth & Development | 45 hours | 45 Hours | 4.5 CEU's
 School Age Child Care: Curric. | 45 hours | 45 Hours | 4.5 CEU's
 Infant & Toddler Care | 45 Hours | 4.5 CEU's
 Preschool Curric. & Activities | 45 hours | 45 Hours | 4.5 CEU's
 Child Care Administration | 45 Hours | 4.5 CEU's
 Communication Skills | 9 Hours | .9 CEU's
 Family Child Care Preservice | 24* Hours | 2.4 CEU's
 Observation and Assessment Birth -12 | 3* Hours | .3 CEU's
 Supervising Children in Child Care | 3* Hours | .3 CEU's
 Positive Child Guidance & Discipline | 3* Hours | .3 CEU's
 Developmentally Appropriate Practice | 3* Hours | .3 CEU's
 Resources that Guide Daily Planning | 3* Hours | .3 CEU's
 Taking Learning Outside | 3* Hours | .3 CEU's
 Nutrition & Active Learning | 3* Hours | .3 CEU's
 Playground Safety | 3* Hours | .3 CEU's
 Including All Children and the ADA | 3* Hours | .3 CEU's
 Supporting Children with Disabilities | 3* Hours | .3 CEU's
 Intro to Environmental Rating Scales | 3* Hours | .3 CEU's
 The Child Care Provider as a Professional | 3* Hours | .3 CEU's
 Conflict Resolution Strategies | 3* Hours | .3 CEU's
 Cultural Competence & Awareness | 3* Hours | .3 CEU's
 Family & Community Partnerships | 2* Hours | .2 CEU's
 SIDS | 3* Hours | .3 CEU's
 Supporting Breastfeeding in Child Care | 3* Hours | .3 CEU's
 Basic Health & Safety Training | 5* Hours | .5 CEU's
 Pyramid Model for Social/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
 Dispensary Tech I | 30 hours | 3.0 CEU's
 Dispensary Tech II | 30 hours | 3.0 CEU's

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

COURSE LENGTH	MD SR	GC	OOC	OOS
45 Hour Class	\$230	\$250	\$255	\$260
30 Hour Class	\$355	\$365	\$375	\$385
24 Hr Pre Service	\$255	\$265	\$270	\$275
22 Hour Class	\$230	\$250	\$255	\$260
18 Hour Class	\$170	\$185	\$190	\$195
9 Hour Class	\$115	\$125	\$130	\$135
5 Hour Class	\$80	\$90	\$95	\$100
3 Hour Class	\$60	\$65	\$70	\$75
2 Hour Class	\$60	\$65	\$70	\$75

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



301-387-3084



kimberly.govi@garrettcollege.edu

CUSTODIAL TRAINING

Custodial and cleaning services are vital for keeping buildings clean and safe, which is why facilities management is a field that keeps growing. There's a high demand for professionals who can maintain offices, homes, stores, or other buildings in a clean and orderly condition. In our two-day training program, you'll learn practical skills through hands-on experience in the following areas:

October 8, 2024
8:00am – 4:00pm

Career Technology & Training Center
(CTTC), Accident



301-387-3084



kimberly.govi@garrettcollege.edu



Floor Care

Discover the importance of floor maintenance, including dust mopping, wet mopping, using an auto scrubber, high-speed burnishing, restoring floors with finish, top scrubbing, re-coating, and complete strip and wax procedures.



Carpet Care

Delve into the basics of carpet maintenance, differentiating between spots and stains, mastering proper vacuuming techniques, addressing carpet spots, removing gum, and executing carpet extraction.



Classroom Care

Learn the meticulous steps involved in classroom cleaning, including identifying touchpoints, understanding dwell time, and other essential practices.



Blood-Borne Pathogens

Gain insights into blood-borne pathogens, examples of BBPs, their transmission methods, and the significance of universal precautions.



Restroom Hygiene

Explore the comprehensive process of restroom cleaning, encompassing tasks such as dusting, mopping, glass cleaning, floor sweeping, trash removal, drain upkeep, odor control, and more



Disinfection and Sanitization

Understand infection control by distinguishing between disinfection, sanitization, and cleaning. Recognize the importance of dwell time and locate touchpoints or hot spots that demand thorough cleaning.



Hand Hygiene

Grasp the significance of handwashing in preventing germ spread. This session covers reasons for handwashing, proper handwashing procedures, the role of hand sanitizers, and insights into hand hygiene dispensers.



Participants are eligible for the next Power of Possibilities competition!



BUSINESS SOLUTIONS

PATHWAYS TO ENTREPRENEURSHIP

Learn core competencies in business planning, market research, budgeting and accounting, human resources, managing risk, growth strategies and much more.



To register, please contact:

Kim Govi

301.387.3084

kimberly.govi@garrettcollege.edu

COST: \$1,254

READY, SET, GO! COURSE + ORIENTATION | MCHENRY CAMPUS

Topics include options for business entities, resources available to start-ups, costs of services needed, licensing and tax considerations, loans and financial resources, marketing strategies, and all the perks and drawbacks that come with the life of an entrepreneur.

01
OCTOBER 8

PATHWAYS TO ENTREPRENEURSHIP | ONLINE

Find out everything you need to know to own and operate your own business. Get your business started on a solid foundation with core competencies including budgeting and accounting, human resources, managing risk, growth strategies and much more. Includes 1-on-1 consultation.

02
OCTOBER 9 -
NOVEMBER 27

KEYS TO EFFECTIVE COMMUNICATION | ONLINE

Become more confident, make great first impressions, get along with others, and create better personal and professional relationships. This course provides a step by step process to become a great conversationalist as you use communication to build rapport and create trust, warmth, and respect.

03
OCTOBER 16 -
DECEMBER 16

NETWORKING EVENT | MCHENRY CAMPUS

Networking is a vital skill for entrepreneurs seeking to build successful businesses. This course provides entrepreneurship students with the knowledge and practical tools necessary to effectively network within their local business community. Speakers from local organizations will discuss how to leverage valuable resources and support for their ventures.

04
DECEMBER 3



**SCHOLARSHIP
OPPORTUNITIES AVAILABLE!**

WWW.GARRETTCOLLEGE.COM/BUSINESS-SOLUTIONS

In partnership with Western Region Small
Business Development Center (SBDC),
Garrett County Economic Development &
Carroll Community College

OBTAIN YOUR MARYLAND HIGH SCHOOL DIPLOMA

- Classroom instruction offered at multiple locations & times.
- Blended Learning: combining distance, independent learning & classroom instruction.
- With our new partnership through the Judy Center and Head Start program provides childcare and family literacy support.

**DAY & EVENING CLASSES
TAKE PLACE AT THESE
LOCATIONS:**

Southern Outreach Center

14 N. 8th Street, Oakland,
MD 21550

**Career Technology
Training Center**

116 Industrial Drive, Accident,
MD 21520

*Plus other locations based on
need & student enrollment.*

☎ TO REGISTER

(301) 387-3770

kaitlyn.glotfelty@garrettcollege.edu

***FLEXIBLE
FAST
FREE CLASSES***



WWW.GARRETTCOLLEGE.EDU/GED

@GC.CEWD   

FALL 2024

www.garrettcollege.edu/cewd

Stepping Up to SUPERVISOR

So you've done it!

You have excelled as an individual employee and now it's time to move into a supervisory role. You are excited about your new role and promise to never make the same mistakes that "terrible" bosses have made with you! You have great plans for your new role, but you aren't exactly sure what it is you should be doing or not doing in your position. Nobody said that managing, supervising or leading would be easy, but with the right expectations, tools and skill, you will learn what it takes to be an effective supervisor. Make your move into your new supervisor position smoother and successful. Attend this multi-session training and gain all the skills and insights you need to lead with confidence.



Class meets on April 24 - June 5, 2025
6 Sessions, Thursdays,
McHenry



301-387-3770



kaitlyn.glotflety@garrettcollege.edu

NONPROFIT MANAGEMENT

Topics will cover:

THE BIG PICTURE: MISSION, VISION & GOALS

Move from mission to action, define essential tools, and set strategic goals.

NONPROFIT ORGANIZATIONAL TOOLS

Conduct effective meetings, implement a communications plan, and understand financial statements.

GRANT WRITING

Set a grant strategy, search for grants, and write effective applications.

BUILDING AN ENGAGED BOARD

Recruit board members, refine onboarding, develop and recognize the board.

This program is offered in partnership with
Hagerstown Community College



Contact Kaitlyn Glotflety at 301-387-3770 or
kaitlyn.glotflety@garrettcollege.edu
for more information.



MASTER YOUR *Trade* & START YOUR CAREER WITH A WORKFORCE CERTIFICATION!

CERTIFICATIONS AVAILABLE IN MULTIPLE INDUSTRIES

ALLIED HEALTH & EMERGENCY MEDICAL SERVICES

Certified Clinical Medical Assistant (CCMA)
Certified Medical Administrative Assistant (CMAA)
Certified Phlebotomy Technician (CPT)
Medical Billing and Coding
Paramedic (2 Year)
Paramedic (Accelerated / Hybrid 1 Year)
Veterinary Assistant

HOSPITALITY & TOURISM

NEW! Culinary Kitchen Cook

MANUFACTURING TECHNOLOGIES

Machining (Manual & CNC)
Welding

TRANSPORTATION TECHNOLOGIES

CDL, Class A
CDL, Class B
Diesel Mechanic
Hazmat Endorsement Training
NEW! Marine Mechanic

99%

OF STUDENTS
QUALIFY FOR
FINANCIAL ASSISTANCE

UNLOCK YOUR POTENTIAL


- Scholarship opportunities available
- Flexible class offerings
- Small class sizes
- Taught by industry trained professionals
- Hands-on learning experience

*Short term training
for long term careers!*

301-387-3136 | www.garrettcollege.edu/workforce

ONLINE TECHNICIAN TRAINING

Garrett College offers in partnership with George Brown College online technician programs in Automation, Electric Vehicle, Electromechanical, Electronics, PLC and PLC II and Robotics. These programs provide a self-paced online option for students looking to develop their skill-set in the respective discipline. The cornerstone of these programs is the simulation software, which is fully integrated within the learning material and bridges the gap between theoretical and practical usage. The simulation software includes LogixSim for automation simulation, CircuitLogix, 3DLab for electronics and electromechanical simulation, RoboLogix for robotics simulation and LogixPro and PLCLogix for PLC simulation.



Individuals who graduate from these programs of study have the entry level skills required to succeed in traditional and growing markets.

LOCATION of TRAINING: Online

TIME to COMPLETE PROGRAM:

6 Months – 18 Months

Typical job-related activities may involve:

- Assembly
- Installation
- Maintenance
- Testing
- Troubleshooting
- Repair
- Programming
- Upgrading of associated electronic equipment and systems

COURSES and PROGRAMS COSTS

Automation Technician

Electric Vehicle Technician

Electromechanical Technician

Electronics Technician

PLC Programming Technician

PLC Technician II

Robotics Technician

COST VARIES BY PROGRAM

ENROLL AT ANYTIME

**Course details could be subject to change, call or email for more information.*

Visit www.garrett-gbc.com for detailed information on each program.

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

Contact Kim Govi for more information or to get started! **301-387-3084 | kimberly.govi@garrettcollege.edu**



Workforce and Career Training Courses

Manufacturing and Trades

Lean Six Sigma Yellow Belt and Green Belt

Lean Training is a great way to learn and advance your understanding of Lean Six Sigma. If you're a quality improvement professional looking to earn your Lean Six Sigma certification, this online training course will prepare you for the Yellow Belt and Green Belt certification

exams. Online Course | 9 months | 60 hours

Instructor: Ken Maynard

Course Cost: \$1,895.00; Differential fees may apply

AutoCad Certification Training

In the AutoCAD certification course, you will learn to create sets of construction documents. The skills learned are state-of-the-art professional workflows and also prepare you to pass the Autodesk AutoCAD User certification exam.

Online Course | 6 months | 140 hours

Instructor: Self-Paced

Course Cost: \$2995.00; Differential fees may apply

HEALTHCARE

Pharmacy Technician

Prepare for a career as a pharmacy technician. This immersive course will train you to work as a pharmacy technician and prepare you for the Pharmacy Technician Certification Exam (PTCE®) to obtain the Certified Pharmacy Technician (CPhT) credential from the Pharmacy Technician Certification Board (PTCB®).

Online Program | 12 months | 400 hours

Instructor: Self-Paced

Course Cost: \$2995.00; Differential fees may apply.

Certified Physical Therapy Aide

This online physical therapy aide program will help you master the skills you need to work as an in-demand physical therapy aide. This physical therapy aide certification course prepares PT aides to perform non-medical tasks in the physical therapy office, including setting up appointment rooms, preparing treatment tools, and observing and documenting patient visits.

Online Program | 9 months | 190 hours

Instructor: Self-Paced

Course Cost: \$2,145.00; Differential fees may apply.

Clinical Dental Assistant

This comprehensive and in-demand online dental assisting course helps equip you for careers success—with no previous experience necessary! You will learn about every aspect of professional dental assisting, including invaluable real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and much more. You will even have the opportunity to explore the basics of maintaining computerized clinical dental records using Dentrix Practice Management software.

Online Program | 12 months | 300 hours

Instructor: Self-Paced

Course Cost: \$2,995.00; Differential fees may apply.

Medical Interpreter (Spanish / English)

The Medical Interpreter training course prepares you to work in hospitals, medical offices and in any healthcare environment where a Spanish interpreter is needed. In addition, the Medical Interpreter training course prepares you to sit in any of the Medical Interpreting examinations available in the country. This course is language specific – Spanish/English.

Online Program | 9 months | 200 hours

Instructor: Self-Paced

Course Cost: \$2,595.00; Differential fees may apply.

TRANSPORTATION

Certified Supply Chain Professional (CSCP)

This 100% online supply chain management course will provide a holistic view of supply chain management and fully prepare you for the Certified Supply Chain Professional certification exam. You will learn how to translate the connection between the areas of planning, sourcing, manufacturing, and delivering into an integrated supply chain.

By course completion, you will have a firm understanding of mitigation strategies, operationalize risk management practices, and how to implement cost reduction measures. This combination of skills will drive the efficiency of your supply chain and give you a competitive edge in the market.

Online Course | 6 months | 120 hours

Instructor: Wayne Durr

Course Cost: \$2295.00; Differential fees may apply

Supply Chain Suite

This series will provide you with the tools, tactics, and strategies you need to have a successful career in the supply chain field. You will learn purchasing fundamentals for improving your company's bottom-line profitability, distributions and logistics management for fulfilling customer demands, and supply chain management fundamentals for balancing top management's interests with those of shop floor workers. Some of the courses in this series will even prepare you to sit for nationally recognized certifications. By the end of the series, you will have built the knowledge and skills you need for success in a supply chain role.

Online Course | 72 hours

Instructor: Tony Swaim

Course Cost: \$365.00; Differential fees may apply

For more information or details, contact



301-387-3084



kimberly.govi@garrettcollege.edu

or review online at careertraining.ed2go.com/garrett/training-programs/

ENTRY-LEVEL Driver Training for Hazardous Materials **ONLINE**

Satisfies ELDT requirements for obtaining the hazmat (H) CDL endorsement.



ENROLL TODAY
(301) 387-3084

WWW.GARRETTCOLLEGE.EDU/CEWD

**ONLY
\$195**



NONCREDIT REGISTRATION FORM

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

GARRETT COLLEGE CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

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

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

Signature _____ Date _____

Make checks payable to: Garrett College

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

☐ Please add me to the CEWD Schedule Mailing List

Don't Miss Out!

REGISTER NOW

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

Please register before the deadlines.

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

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.

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

Submission of a registration form 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 they registered, it is their responsibility to withdraw from the course by calling 301-387-3069 or emailing the Program Coordinator directly. Refunds will be made in full if the student withdraws from a course prior to the registration deadline or closing date. If a student withdraws prior to the second class meeting, they may be eligible for a partial refund, but it is not guaranteed for all courses. There will be no refund after the second class session. Any requests for exemption 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 301-387-3069**

STAFF DIRECTORY

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

Donna Bittinger, Assistant Director of Workforce Development
301-387-3750, donna.bittinger@garrettcollege.edu
Northern Outreach Center (NOC), Grantsville
• CDL Class A, CDL Class B, Diesel Mechanics

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

Kaitlyn Glotfelty, Director of Professional & Community Education
301-387-3770, kaitlyn.glotfelty@garrettcollege.edu
Main Office, McHenry Campus
• ABE/GED, Contract Training, Professional Development

Kim Govi, Coordinator of Professional Education
301-387-3084, kimberly.govi@garrettcollege.edu
Main Office, McHenry Campus
• Child Care, Ed2Go, Mindedge, Contract Training
Professional Development

Erica Hook, Registration Associate
301-387-3026, erica.hook@garrettcollege.edu
Main Office, McHenry Campus

Josh Hook, Coordinator of Career & Technical Education
301-387-3087, josh.hook@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident
• Machining, Welding, HVAC & Electrical Apprenticeships,
Marine Mechanics

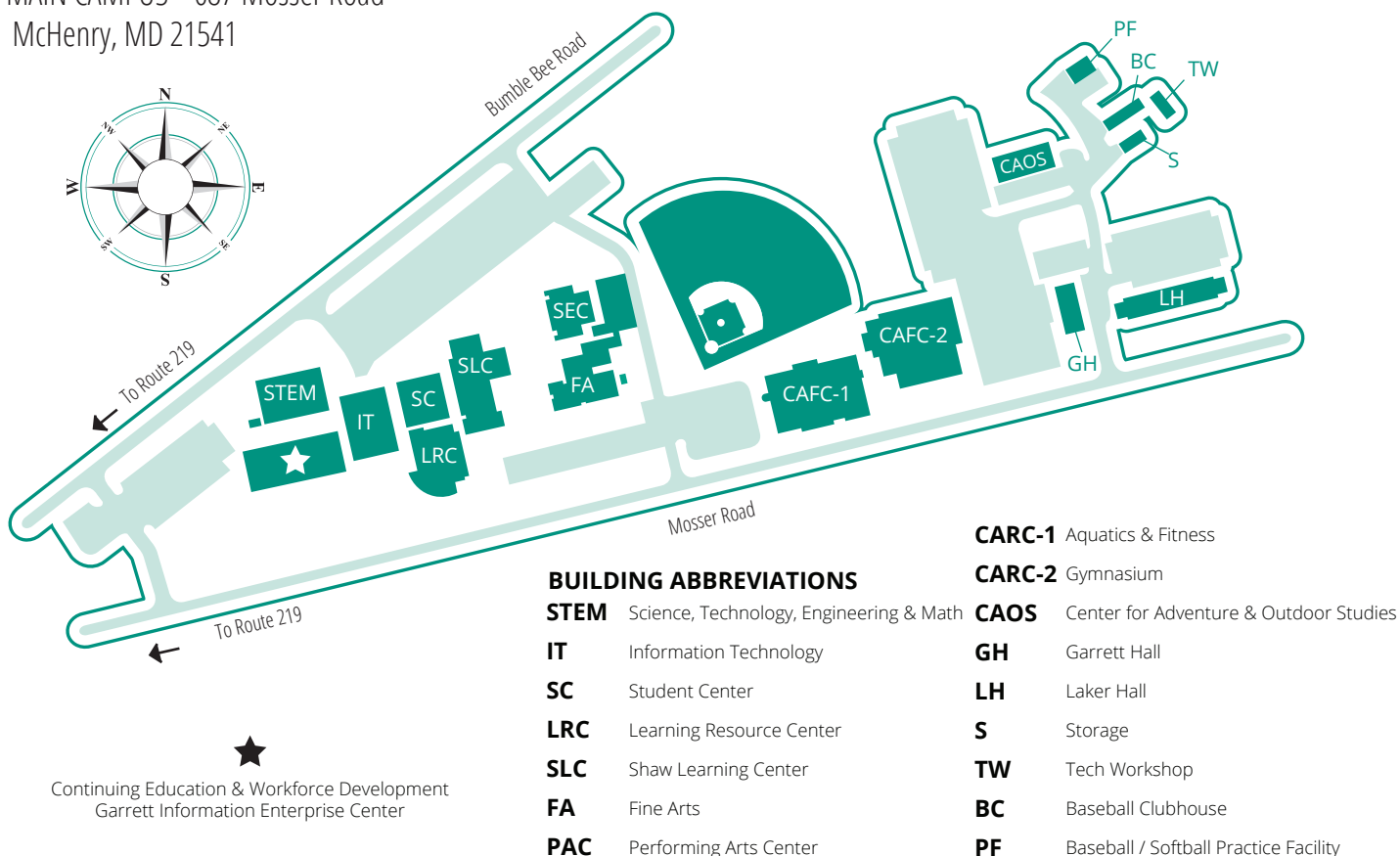
Tasha Mongold, Career and Technical Education Specialist
301-387-3136, tasha.mongold@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident
• Vet Assistant

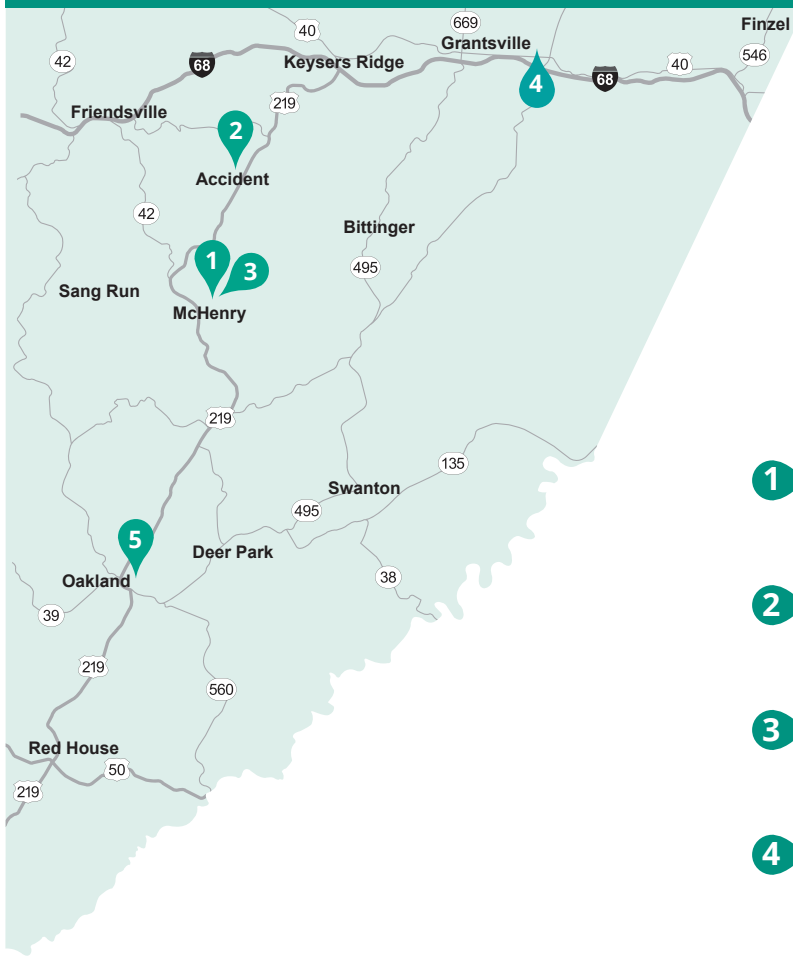
Matia Vanderbilt, Coordinator of Community Education
301-387-3781, matia.vanderbilt@garrettcollege.edu
Southern Outreach Center (SOC)/ McHenry
• Community Education

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

GARRETT COLLEGE CAMPUS MAP

MAIN CAMPUS • 687 Mosser Road
McHenry, MD 21541





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
301-387-3087
- 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
301-387-3750
- 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.

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.

**To reach the GC WEATHER LINE
dial 301-387-3198**

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, MD 21541

Address Service Requested

