

301-387-3069

www.garrettcollege.edu/cewd

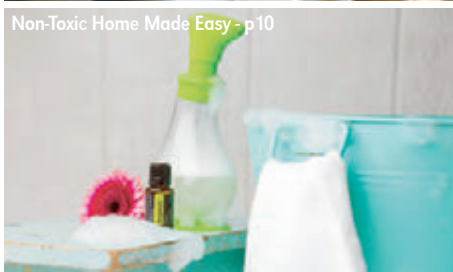
Continuing Education

Spring 2021

COVERING DATES MARCH 1st - JUNE 15th



Cooking with Kids - p11



Non-Toxic Home Made Easy - p10



Modern Calligraphy/Brush Lettering - p5



Bridge over Deep Creek Lake, Route 37, Maryland
History of Deep Creek Lake - p10

GARRETT  COLLEGE
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

PERSONAL INTEREST | BUSINESS SOLUTIONS | WORKFORCE DEVELOPMENT

See our COVID-19 statement inside

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

COVID-19

CORONAVIRUS STATEMENT

Dear Student,

As we planned our spring semester, we did so with the uncertainty of COVID-19 still lingering. Garrett College, like most higher education institutions, continues to adopt and implement best practices to ensure, to the extent possible, the health and safety of our students, our instructors, and our staff. We remain hopeful that we will be able to offer face-to-face courses, but will shift, as needed, to ensure everyone's health and safety. We were fortunate to receive grant funding in the fall, which we used to purchase technology that will allow us to provide a variety of remote learning options. Please be patient with us as we navigate through the semester and strive to make the best decisions possible. We look forward to seeing all of our students – whether in person or virtually!

*Sincerely,
Julie Yoder, Dean of Continuing Education & Workforce Development*





Continuing Education and Workforce Development

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

Outreach Centers

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

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

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



www.facebook.com/GC.CEWD

Issue art and design by:

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

LOCATION KEY

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

LEGEND

HOW TO READ A COURSE LISTING

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

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



Don't Miss Out REGISTER NOW!

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

Please register before the deadlines.

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

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COMMUNITY EDUCATION / PERSONAL INTEREST

ARTS & CRAFTS

Intro Beginner Stained Glass PI-848

If you are interested in learning a new creative skill consider joining veteran stained glass artist, Cheryl Loeschke, as she teaches us the age-old art of creating a stained glass piece from start to finish. Cheryl will lead us through seven (7) hands-on sessions that will end with a beautiful work of art, made by you, using the copper foiling technique. Stained glass products can make great gifts for family and friends or can be sold for profit!

Topics in the course will include the following: safely working with glass, chemicals and hand tools, glass selection, scoring, cutting and grinding, design principles, color theory, soldering, the use of copper foil, and patina as well as polishing techniques.

Students will need to bring band aids, black sharpie marker (fine, barrow tip), safety glasses, household scissors, and a pair of clean, tight-fitting gardening gloves. All other supplies will be provided, with sharing of hand tools. This course is open to those sixteen years of age and older. Class size is limited to allow for individualized instruction. Please note: Full attendance is strongly recommended.

Mar 2 - Apr 13 | 1 PM - 3 PM | Tue | 7 sessions | CTTC
\$95 (MD SR); \$99 (GC); \$104 (OOC); \$109 (OOS)
Registration closed: Feb 23 | Instructor: Cheryl Loeschke



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



Let's give a big shout out to our Stained-Glass students who just completed their first project in Beginner Stained Glass!

Introduction to Basket Making PI-719

Basket weaving is an art that has been around for centuries and is one of the widest spread crafts in the history of human civilization. Join instructor, James Tomasek, a regional artisan with over 30 years of weaving experience, as he teaches us to make our own market basket in this two (2) day course.

Students are asked to bring a dishpan or small tub for soaking reed, 12 to 15 spring-type clothespins, small flat-blade screwdriver or awl, flexible tape measure, shears or scissors and a towel. All other weaving materials will be provided.

Mar 17 - Mar 18 | 1 PM - 4:15 PM | Wed/Thu | 2 sessions | McH
\$49 for all residencies
Registration closed: Mar 10 | Instructor: James Tomasek



James Tomasek specializes in historic-styles of baskets used in the 18th and 19th centuries. He has made basket for many historical sites including Colonial Williamsburg, Fort McHenry and more. You may have seen him demonstrate his talents at Mountain Craft Days and other area festivals!

NEW! Modern Calligraphy/Brush Lettering PI-837

Modern Calligraphy seems to have taken over the internet recently and is a fun skill anyone can learn! Join instructor, Hannah Sickles, a local small business owner who specializes in hand lettering & design, in this three session modern calligraphy course. Students will learn the basics of modern calligraphy and by the end will be able to produce a lettering piece from start to finish.

Session one will be an introduction to modern calligraphy, learning terminology, supplies, basic letterforms, and practice drills.

Session two we will jump in by going over the practice drills, learning how to create words with connections, letter consistency and adding flourishes to your letters! In the final session, participants will implement everything we've learned throughout the course and create a lettering piece from start to finish!

Supplies will be provided by the instructor which will include brush pens, a sketchbook, a mechanical pencil, an eraser and lettering worksheets. Minimum age of participants is 15.

Apr 7 - Apr 21 | 6 PM - 8 PM | Wed | 3 sessions | McH
\$85 (MD SR); \$89 (GC); \$94 (OOC); \$99 (OOS)
Registration closed: Mar 31 | Instructor: Hannah Sickles



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

Advanced Portrait Painting PI-147

In this course, join instructor, Edna Bender, as she continues to teach us how to implement the skills from prior classes to improve painting techniques and use of colors when creating portraits with oil paints. This course is highly individualized and paintings are developed using photos of friends or relatives. A materials list will be provided upon registration.

Prerequisite: Must have taken a prior painting course with Edna Bender to join this class.

May 24 - Jun 28 | 9 AM - 12:15 PM | Mon | 5 sessions

Grantsville Senior Center

\$59 for all residencies

Registration closed: May 17 | Instructor: Edna Bender

Linda, (Lin), has always been drawn toward every aspect of artistic expression. She grew up in a home of creative people where every tool was available, and at an early age began to draw, paint, sculpt and build. She also learned creative physical expression through music and dance, owning her own dance studio where she taught jazz, aerobic dance, and martial arts.

In college Lin earned 2 scholarships, maintained a 4.0 average and was awarded her place in "Who's Who" among American Universities and Colleges, placing her on the top 5% of students in the USA.

Professionally, she has done art work for the U.S. Government, National Lands Day, Bay Scape Project; and Habitat for Humanity. Her art was used in the stage sets for the Elf Man Movie, starring Jason Acuna, and she served as a volunteer Arts Resource Teacher at Youth Benefit Elementary School.

Family Fun Art Courses by Lin Gilbert

NEW! Family Paint Night PI-846

If you've been looking for an activity that's fun for the whole family, look no further. In this class, we will learn to draw and shade animal faces utilizing basic shapes. We will then apply those new skills to create a 16x20 canvas painting using acrylic paints that can be proudly displayed in your home! Students will get to choose a bear or a deer.

All supplies are provided. Children must be at least 6 years of age to participate and must be accompanied by an adult. This is a buy one get one free event. Students must call 301-387-3069 to register.

Mar 11 | 6 PM - 8:30 PM | Thu | 1 session | McH

\$59 for all residencies

Registration closed: Mar 4 | Instructor: Linda Gilbert

NEW! Science Meets Art PI-847

If your child enjoys exploring the outdoors and discovering new creatures then this will be a fun course for them! Join instructor, Linda Gilbert, as she teaches your child to inspect microscopic, creepy crawly lifeforms and turn those discoveries into art. All supplies will be provided which include a free Fold Scope Microscope to take home along with their finished art project! Children must be at least 6 years or older to participate and be accompanied by an adult.

May 4 | 5:30 PM - 8:45 PM | Tue | 1 session | McH

\$59 for all residencies

Registration closed: Apr 27 | Instructor: Linda Gilbert

**Linda Grindle Gilbert****Professional Artist & Owner of Artists and Dreamers**

Lin currently has a studio, "Artists and Dreamers" in downtown Oakland, Maryland where she holds creative events and enjoys making her own art. She believes a creative nature is within us all, and whether it is drawing, painting, sculpting, building, writing, music, dance, etc., expressing ourselves through art is good for the soul.

Make Friends with your Sewing Machine PI-844

Dust off that sewing machine that's been taking up space in your closet and let's learn how to use it! In this course, join instructor Jean Tumbarello as we cover all the basics from stitches, tension, bobbins, thread and needle choices, properly threading your machine, troubleshoot and much more. Once these topics are covered, you will be able to stitch your first seam and be on your way to making your first project (TBD). From there the possibilities of using your machine are endless!

Students are asked to bring your machine, the parts that came in the little box and the instruction manual. Also, bring two spools of thread (one light/one dark), scissors, seam ripper, straight pins and at least 1 bobbin. The instructor will provide fabric.

Please note: this is a beginner class and is intended for those who have never sewn or have little experience. Minimum age of participants is 15.

Mar 16 - Mar 30 | 1 PM - 3:30 PM | Tue | 3 sessions | SOC

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

Registration closed: Mar 9 | Instructor: Jean Tumbarello



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

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

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



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

Sewing II PI-845

Now that you are familiar with your sewing machine and know the basics, we can start sewing our first easy and functional piece of work. Join Jean Tumbarello again as she teaches us how to trace, cut patterns and pin pieces together to make a simple tote bag that can be used in multiple ways! Other topics will include interfacing, using commercial patterns (like Simplicity or Butterick) and interpreting sewing instructions.

Students are asked to bring two different fat quarter fabrics for the tote bag, matching thread, basic sewing supplies (cutting mat, rotary cutter & quilt ruler will be helpful but not necessary) and their own sewing machine. The instructor will provide interfacing for the project.

Minimum age of participants is 15.

Apr 6 - Apr 20 | 1 PM - 3:30 PM | Tue | 3 sessions | SOC

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

Registration closed: Mar 30 | Instructor: Jean Tumbarello

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

HEALTH, WELLNESS & SAFETY

Local Wild Edible & Medicinal Plants PI-734

There are so many edible and medicinal plants available just outside your back door! In this three (3) session course, join local resident and certified nutritionist, Tanya Bucci as we discover, identify, harvest and prepare local, wild edible medicinal plants. Tanya will teach us what is available during specific seasons, common poisonous plants to stay away from and proper foraging practices for best results when preparing.

Students are encouraged to bring a note pad and any books on wild plants, foraging, herbalism, etc.

Apr 22 - May 13 | 6 PM - 8:30 PM | Thu | 4 sessions | McH

\$49 (MD SR); \$54 (GC); \$59 (OOC); \$64 (OOS)

Registration closed: Apr 15 | Instructor: Tanya Bucci



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

Hand Gun Qualification Certification (HQL) PF-105

This Handgun Qualification License training is a five-hour block of instruction which includes classroom instruction on state firearm law, home firearm safety, handgun mechanisms and operation, and a component that requires the applicant demonstrate the ability to safely fire a handgun. Unless otherwise exempt, as of October 1, 2013, a Maryland Resident must possess a valid Handgun Qualification License before they may purchase, rent, or receive a handgun.

The classroom portion of the course will occur at 75 Grant Street in Frostburg MD and the operation and handling demonstration will occur at a secure firing range. The extra time built into the course will allow for travel to the range. Students must be a minimum of 21 years of age and are not permitted to bring a weapon or ammunition to class.

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

Mar 20 | 9 AM - 2:30 PM | Sat | 1 session

75 Grant Street. Frostburg, MD.

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

Registration closed: Mar 13 | Instructor: John Sagal

Apr 17 | 9 AM - 2:30 PM | Sat | 1 session

75 Grant Street. Frostburg, MD.

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

Registration closed: Apr 10 | Instructor: John Sagal

May 22 | 9 AM - 2:30 PM | Sat | 1 session

75 Grant Street. Frostburg, MD.

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

Registration closed: May 15 | Instructor: John Sagal

Jun 19 | 9 AM - 2:30 PM | Sat | 1 session

75 Grant Street. Frostburg, MD.

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

Registration closed: Jun 12 | Instructor: John Sagal

Jul 17 | 9 AM - 2:30 PM | Sat | 1 session

75 Grant Street. Frostburg, MD.

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

Registration closed: Jul 10 | Instructor: John Sagal

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



BASIC RIFLE

This course is designed to teach the knowledge, skills, and attitude necessary for owning and using a rifle safely. The course is perfect for the new rifle owner and serves as an introductory course for more advanced hunting or competition rifle match training.

The basics of marksmanship are the lifelong building blocks for many other hunting or shooting sports. The goal of the basic rifle course is to familiarize the student with the correct operation and maintenance all types of rifles, along with teaching how to handle and shoot them safely.

Topics include the following: gun safety, operation of different types of rifles, ammunition knowledge, rifle selection, storage and the five shooting fundamentals.

Classroom instruction will be held at 75 Grant Street in Frostburg, MD. Students will then provide their own transportation to complete live fire training and a shooting qualification on NRA approved targets at a range in Frostburg, MD. Students will receive the rifle handbook and a course completion certificate.

All materials will be provided by instructor and are included in the cost of the course. STUDENTS ARE NOT TO BRING AMMUNITION OR FIREARMS. Students will sign a waiver of liability and are to provide their own lunch. Any person of good character who is not legally disqualified from possessing a rifle in the U.S. can attend this class. A paying adult must accompany individuals under the age of 18 years of age.

This course is taught by John W Sagal a USAF Veteran, MSP Retired, and owner of Boston Hill Training.



Please call 301-387-3069 if interested.

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.

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

GARRETT COLLEGE WEATHER LINE: 301-387-3198

AMERICAN RED CROSS LIFEGUARD

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, 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.

Lifeguard Certification w/CPR HM-305

Feb 23 - Apr 1 | 5:30 PM - 8:45 PM | Tue/Thu | 10 sessions | CARC
Registration closed: Feb 16 | Instructor: Angela Luby

Lifeguard Recertification HM-79

Mar 23 - Apr 1 | 5:30 PM - 8:45 PM | Tue/Thu | 4 sessions | CARC
Registration closed: Mar 16 | Instructor: Angela Luby

Please call 301-387-3786 for information or to register.

Maryland Basic Boating Safety PD-07

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

Apr 17 | 8:30 AM - 5 PM | Sat | 1 session | McH
\$24 (MD SR); \$29 (GC); \$34 (OOC); \$39 (OOS)
Registration closed: Apr 10 | Instructor: Bob Newman

May 15 | 8:30 AM - 5 PM | Sat | 1 session | McH
\$24 (MD SR); \$29 (GC); \$34 (OOC); \$39 (OOS)
Registration closed: May 8 | Instructor: Bob Newman

Jul 17 | 8:30 AM - 5 PM | Sat | 1 session | McH
\$24 (MD SR); \$29 (GC); \$34 (OOC); \$39 (OOS)
Registration closed: Jul 10 | Instructor: Bob Newman

LIFESTYLE, HOME & FAMILY

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

An estate plan provides the legal mechanism for disposing of property upon death in a way that recognizes your wishes and the needs of your survivors, while minimizing taxes. It is not just for the wealthy. For many, it can mean planning for the handling of affairs in case of disability, and the personal medical choices to be made as life nears its end.

Mar 1 - Mar 8 | 10 AM - 12:30 PM | Mon | 2 sessions | McH

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

Registration closed: Feb 24 | Instructors: Rita Watson & Brandon Hoover

Apr 19 - Apr 26 | 6 PM - 8:30 PM | Mon | 2 sessions | SOC

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

Registration closed: Apr 12 | Instructors: Rita Watson & Brandon Hoover



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



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

Non-Toxic Home Made Easy PI-834

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

Mar 23 | 6 PM - 8 PM | Tue | 1 session | McH

\$49 for all residencies

Registration closed: Mar 16 | Instructor: Kearstin Hinebaugh

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



NEW! History of Deep Creek Lake PI-833

If you have been interested in learning more about the history of Deep Creek Lake then look no further! Join local author and historian, Ed King, as he discusses his recent book: Deep Creek Lake "The Founders" and the many photos he has collected during his research. King sees the area of Deep Creek as a resort that is continuously growing and changing each year. Therefore, the word founders is not limited to only those who build the dam in 1925, but also those who have contributed to a significant change since that time.

Please note: this course will be offered in a format that allows for both a face-to-face (if possible) and virtual option.

Apr 6 - Apr 8 | 1 PM - 3:30 PM | Tue/Thu | 2 sessions | McH

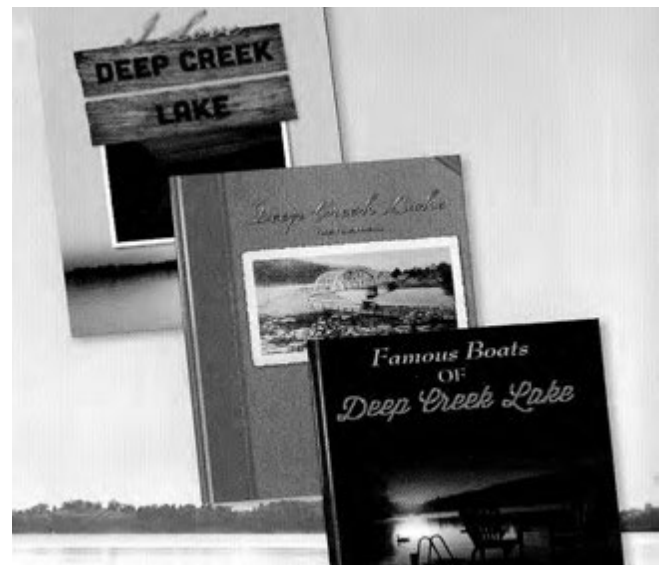
\$24 (MD SR); \$29 (GC); \$35 (OOC); \$40 (OOS)

Registration closed: Mar 30 | Instructor: Ed King

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



King's love for the area began when he first visited the lake in 1933, when he was only a baby. His father was one of the many who helped construct the dam and through the years many summer camping trips were made to Deep Creek. In 1965, after serving in the Air Force, King purchased a weekend cabin at the lake and in 1984, he and his wife, Jean, permanently made the move from Pittsburgh to Deep Creek. King and his wife began new careers as realtors assisting buyers and sellers of recreational property. After his retirement, King authored "Famous Boats of Deep Creek Lake" and it was at that time when Bob Boal, of Garrett Historical Museum, asked him to write another book capturing the early history of the lake. King has been a long time board member of the Deep Creek Lake Property Owners Associate, a member of the Deep Creek Lions Club and supporter of the Deep Creek Lake Foundation.



ANIMAL INTEREST

Canine Massage PI-562

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

This course is designed for handlers only, the instructor will provide a live dog for demonstration purposes.

Mar 16 | 6:30 PM - 8:30 PM | Tue | 1 session | McH

\$39 for all residencies

Registration closed: Mar 9 | Instructor: Jennifer Lohin

Basic Dog Obedience PI-119

This class is for new and experienced dog owners and focuses on the training that dogs need for good manners at home and in public, particularly when meeting new people and dogs. The class teaches people (not their dogs) the basic techniques of dog training and allows them to practice these techniques with their dogs in class. Over the course of the six weeks students will learn how to train their dogs more effectively. Students should be aware that not all can expect to see dramatic changes in their dogs behavior over this short time period. They will need to continue to train their dogs regularly for many months after the class is over in order to realize significant changes. Instruction will be given in polite walking on a leash, sit, down, stay, recalls as well as help with behavior problems. Dogs must be six months old. Please note, dogs do NOT attend the first class on March 25th, this session is for handlers only.

Mar 25 - Apr 29 | 4:30 PM - 5:15 PM | Thu | 6 sessions | CTTC

\$59 for all residencies

Registration closed: Mar 18 | Instructors: Tom & Susan Hertz



Susan and Tom Hertz have been training dogs for more than 25 years. Throughout that time they have been members of the Capital Dog Training Club of Washington, D.C. (CDTC) where they trained their own dogs for AKC obedience competition and taught dog obedience classes. Tom is a past president of CDTC. After moving to Garrett County in 2005, they began teaching

dog obedience classes at Garrett College. Both are certified as AKC Canine Good Citizen evaluators and Susan is an evaluator for Therapy Dog International, Inc. Their current dogs are therapy dogs who have worked with children and make weekly visits to Garrett Regional Medical Center.



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

COOKING & BAKING

NEW! Cooking with Kids PI-843

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

Apr 9 | 6 PM - 8 PM | Fri | 1 session | McH

\$29 for all residencies

Registration closed: Apr 2 | Instructor: Angela Luby

Cooking with Lavender PI-793

Lavender is renowned as a culinary herb for its floral yet minty flavor. Come to Deep Creek Lavender Farm owned by Anne Davidson to enjoy a flavorful presentation on using lavender in cooking. Learn the correct variety of lavender to use, flavorful pairings with lavender, sweet and savory uses, and upon completion, walk away with a new working knowledge of cooking with this fabulous herb. Tastings on prepared items are included and students will participate in making a delicious lavender dessert.

This class is geared for those 12 years of age and older, but younger folks are welcome with a paying adult. The course will be held rain or shine at the Deep Creek Lavender Farm.

May 20 | 6:30 PM - 8:30 PM | Thu | 1 session | DCL Lavender Farm

\$29 for all residencies

Registration closed: May 13 | Instructor: Anne Davidson

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



MUSIC

Composition/Songwriting for the Music Enthusiast PD-752

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

NOC/McH | Instructor: Sean Beachy

Piano Studies PD-720

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

NOC/McH/SOC | Instructors: Sean Beachy/Katie Martin

Voice Lessons PD-899

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

SOC/McH/NOC | Instructors: Sean Beachy/Katie Martin

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

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Beginner Violin PI-545

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

NOC | Instructor: Robert Wallace

Beginner Guitar PD-834

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

NOC | Instructor: Robert Wallace

Beginner Mandolin PD-923

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

NOC | Instructor: Robert Wallace

Meet the Instructors!



Local composer and musician, Dr. Sean Beachy of Grantsville, earned an undergraduate degree in applied music with an emphasis in piano from Alderson-Broaddus College. He also has earned a master of music degree in composition from Shenandoah University and a doctor of musical arts degree in composition from West Virginia University. Dr. Beachy has had

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

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



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

New Music Process and Terms for 2021

Unless noted otherwise, all of our music classes are private, one-on-one lessons. These lessons are comprised of ten, thirty-minute sessions per Term. Typically, the student will participate in one session per week at a time mutually agreed upon by student and instructor. Each Term's date range and registration deadlines are noted in the chart below, and it is important that interested parties register prior to the listed deadline. The student's course registration represents his/her commitment to the lesson schedule, and the completion of homework assignments and regular practice in order to advance the student's skill progression. To register for an upcoming Term, please call 301-387-3069.

2021 TERM DATES & PRICING

SPRING 2021 | April 12th - June 18th

Registration & Payment Due: Monday, April 5th

SUMMER 2021 | August 23rd - October 29th

Registration & Payment Due: Monday, August 16th

FALL 2021 | November 1st - January 28th

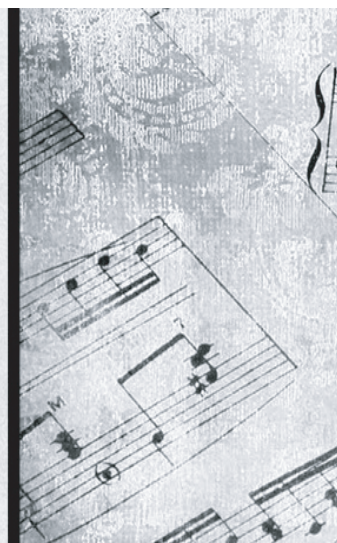
Registration & Payment Due: Monday, January 17th

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



Music OPEN HOUSE

Have you thought about playing an instrument, writing music, or improving your singing voice but haven't taken the time? With the cold weather and COVID restrictions now may be the time to start! We offer piano, voice, guitar, violin, mandolin, trumpet, low brass, song writing, and music composition.



LEARN MORE ABOUT OUR MUSIC COURSES! — DATE T.B.A - STAY TUNED!



Garrett Institute for Lifelong Learning

*Not a member?
Join now!*

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

MISSION

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

MEMBERSHIP

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

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

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



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

Tech Tutor

Bring in your device (desktops provided) and your questions and work with the tutor. This is not a repair class, but simple maintenance tips can be shared. The time would benefit beginners and those who may have used earlier versions of devices and want to update skills but are not sure what to do with the newly purchased technology. Sessions are scheduled in 1-hour increments.



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

\$36 for all residencies

Scheduled by Appointment | Instructor: Kristine Ayers

Build - A - COURSE

Looking for a course we
are not offering?

Have a group of friends
interested in joining you?

Let us build
THE COURSE
for you!

For more information call 301-387-3069

DAYTIME COURSE OFFERINGS

ESTATE PLANNING: THE IMPORTANCE OF WILLS & TRUSTS

March 1st & 8th | 10 AM - 12:30 PM | McH

An estate plan provides the legal mechanism for disposing of property upon death in a way that recognizes your wishes and the needs of your survivors, while minimizing taxes. It is not just for the wealthy. For many, it can mean planning for the handling of affairs in case of disability, and the personal medical choices to be made as life nears its end. See full details - [PAGE 10](#)

INTRODUCTION TO BEGINNER STAINED GLASS

March 2nd - Apr 13th | 1 PM - 3 PM | CTC

Join veteran stained glass artist, Cheryl Loeschke, as she teaches us the age-old art of creating a stained glass piece from start to finish. Cheryl will lead us through seven (7) hands-on sessions that will end with a beautiful work of art, made by you, using the copper foiling technique. See full details - [PAGE 5](#)

MAKE FRIENDS WITH YOUR SEWING MACHINE

March 16th - March 30th | 1 PM - 3:30 PM | SOC

Join instructor, Jean Tumbarello, as we cover all the basics from stitches, tension, bobbins, thread and needle choices, properly threading your machine, troubleshoot and much more. Once these topics are covered, you will be able to stitch your first seam and be on your way to making your first project. From there the possibilities of using your machine are endless! See full details - [PAGE 7](#)

SEWING II

April 6th - April 20th | 1 PM - 3:30 PM | SOC

Join Jean Tumbarello again, as she teaches us how to trace, cut patterns and pin pieces together to make a simple tote bag that can be used in multiple ways! Other topics will include interfacing, using commercial patterns (like Simplicity or Butterick) and interpreting sewing instructions. See full details - [PAGE 7](#)

INTRODUCTION TO BASKET MAKING

March 17th & 18th | 1 PM - 4:15 PM | McH

Join instructor, James Tomasek, a regional artisan with over 30 years of weaving experience, as he teaches us to make our own market basket in this two (2) day course. See full details - [PAGE 5](#)

HISTORY OF DEEP CREEK LAKE

April 6th & 8th | 1 PM - 3:30 PM | McH/Home

Join local author and historian, Ed King, as he discusses his recent book: Deep Creek Lake "The Founders" and the many photos he has collected during his research. (Students can attend in-person or virtually) See full details - [PAGE 10](#)

ADVANCED PORTRAIT PAINTING WITH EDNA BENDER

May 24th - June 28th | 9 AM - 12:15 PM | Grantsville Senior Center

Join instructor, Edna Bender, as she continues to teach us how to implement the skills from prior classes to improve painting techniques and use of colors when creating portraits with oil paints. See full details - [PAGE 6](#)

BUSINESS SOLUTIONS

Stepping Up to Supervisor

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

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

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

May 6 - Jun 10 | 8:30 AM - 1 PM | Thu | 6 sessions | McH
\$1,049 (MD SR); \$1,099 (GC); \$1,104 (OOC); \$1,109 (OOS)
Registration closed: Apr 29
Instructors: Jeanett Fitzwater & Gary Durr



Jeannette Rudy Fitzwater, Registered Corporate Coach

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

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



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

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

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

Save Time REGISTER ONLINE

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

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

PLEASE JOIN US FOR

Administrative Professionals

ONE-DAY CONFERENCE

Wednesday, April 21, 2021 | 8:30 AM - 2 PM
McHenry Campus or Virtual

PF-083 This one-day conference is designed exclusively for administrative support professionals including: secretaries, administrative assistants, receptionists, and similar professional positions. The event will be enlightening and fun while providing a network of resources in recognition of administrative support professionals.





GARRETT COLLEGE CENTER FOR
ENTREPRENEURSHIP & INNOVATION

Power of Possibilities (POP) CONFERENCE

THUR | APRIL 8, 2021

Garrett College, in partnership with the Garrett County Department of Economic Development, and other regional organizations, is working to help improve the economic conditions of rural Appalachia through a new initiative called the Power of Possibilities.

The Power of Possibilities (POP) project encompasses a focus on emerging industries, business collaboration, and entrepreneurship to develop and advance the tristate region of Garrett, Allegany, and Washington counties in Maryland, Bedford and Somerset counties in Pennsylvania and Hampshire and Mineral counties in West Virginia.

- ANNUAL CONFERENCES
- RELATED BUSINESS TRAINING
- MENTORING OPPORTUNITIES

GARRETT COLLEGE
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Contact Jodi McClintock, Director of Business Solutions at Garrett College, at (301) 387-3084 or jodi.mcclintock@garrettcollege.edu for more information.

ALL IN:

Business Plan Writing Series and Competition Seeks Entrepreneurs

New Year - New You - New Business!

Do you have an idea that you would like to pursue for a new business? If so, Garrett College is offering a series of classes that are designed to prepare individuals with the tools and knowledge required to successfully produce a business plan based on an idea.

Participants in the All In series will be paired up with a mentor and receive valuable business coaching from start to finish in creating a business plan. Students will learn how to create a practical business plan, conduct market and competitor analysis, understand product and/or service concept development, produce financial and operating plans, and design a go-to-market roadmap.

The course will conclude with a business plan competition.

Cash awards to be given!

FOR ADDITIONAL INFORMATION:

jodi.mcclintock@garrettcollege.edu

301-387-3084

Real Marketing^(sm) for Small and Non-Profit Enterprises

This practical, hands-on workshop series is designed to help small businesses and nonprofits better understand and practice effective marketing. Too often, advertising and social media are not enough to achieve your sales goals. All businesses need to craft a market-driven strategy that focuses on product and service alignment with customer needs and wants, pricing that enables sales and profitability, channel management and optimization and that includes a market-appropriate mix of promotion and sales. This course will provide the outline, workbook and the knowledge to map your target markets, engineer your competitive advantage, build your value proposition and track performance via specific metrics. In this class, you'll earn the title of a Real Marketer^(sm) and know just where to adjust your marketing efforts for success.

The series will be offered in a number of separate workshops that may be taken individually or as a series.

Coming Soon!



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



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

CUSTOMIZED TRAINING OPPORTUNITIES

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

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

Garrett College can provide:

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

Customized training topics may include:

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



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

NEW TOPICS!

Adolescent Brain Health

Risks, Behaviors and Safety Intervention

Virtual Conference, Coming in March
(3 Social Worker CEU's offered)

Discussion to include opioids and other drugs, trauma informed care, injury trauma and the brain. Course will be offered in collaboration with the Garrett County Health Department.

NEW! Human Service Associate

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

NEW! Family Development Credentialing

Starting in March

Instructors: Barbara Miller & Community Action Staff

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

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

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

COURSES INCLUDE

- Administrative Assistant Fundamentals • Administrative Assistant Applications
- Effective Business Writing • Customer Service Fundamentals • Keys to Effective Communication • Administrative Assistant Professionals Day Conference

ONLINE

Administrative Assistant Program

For more information, email kaitlyn.glotfelty@garrettcollege.edu or call (301) 387-3770

The Nurturing Family PF-013

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



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

Apr 22 - May 27 | 10 AM - 12 PM | 11 sessions | McH
Registration closed: Apr 15 | Instructor: Sadie Liller

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!

**GARRETT
COLLEGE
IS ON**



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ONLINE COURSES



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24-Hour Access

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Hundreds of courses to choose from

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

New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

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

Prices start as low as: **\$99**

ed2go.com/garrett
(301) 387 - 3136 or 3770

OVER 300 ONLINE COURSES AVAILABLE



DATA ANALYTICS KIT

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

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

The Data Analytics course suite covers these topics:

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

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

MANAGEMENT KIT

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

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

Individual courses address the following topics:

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

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



jodi.mcclintock@garrettcollege.edu



301-387-3084



NONCREDIT REGISTRATION FORM

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

Please print clearly.

Social Security Number: _____

Name: _____
First Middle Last

HOME
Street Address: _____

City: _____ State: _____ Zip: _____

Primary
Phone #(s): _____

Primary email: _____
for account access

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

ETHNICITY:

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

RESIDENCY (choose one):

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

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

Signature _____ Date _____

GARRETT COLLEGE CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

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

Make checks payable to: Garrett College

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

☐ 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

CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

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

PROGRAM COURSES INCLUDE:

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

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

SUCCESSFUL COMPLETION:

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

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



LOCATION of TRAINING: Career Technology Training Center, Accident

EXTERNSHIP: Conducted at various medical facilities

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, and flu are current if required by the externship location. The cost of the vaccinations are the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

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



CERTIFIED MEDICAL ADMINISTRATION ASSISTANT (CMAA)

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

PROGRAM COURSES INCLUDE:

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

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

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

SUCCESSFUL COMPLETION:

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

LOCATION of TRAINING: Career Technology Training Center, Accident

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



EXTERNSHIP: Conducted at various medical facilities

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, and flu are current if required by the externship location. The cost of the vaccinations are the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

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

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

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

CERTIFIED PHLEBOTOMY TECHNICIAN

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

PROGRAM COURSES INCLUDE:

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

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Healthcareer Association (NHA)

SUCCESSFUL COMPLETION:

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

TIME to COMPLETE PROGRAM:

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

LOCATION of TRAINING:

Career Technology Training Center, Accident

EXTERNSHIP:

Conducted at Garrett Memorial Hospital and various other medical sites



ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for the planned dates and times.
- Proof of health insurance coverage is required at time of registration.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, and flu are current. The cost of the vaccinations is the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

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

REASONS to CHOOSE GC's WORKFORCE PROGRAMS

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

MEDICAL BILLING and CODING

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

PROGRAM COURSES INCLUDE:

Medical Terminology
Medical Billing & Coding
Externship

Change your career in just 4-12 months!

START

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

Information is also available on the
Garrett College Web Site:

www.garrettcollege.edu/workforce-development.php



CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

American Academy of Professional Coders (AAPC)

LENGTH of TRAINING: Approximately 6-7 months.

METHOD of INSTRUCTION:

Classroom and experiential learning

LOCATION of TRAINING:

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

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in the Adult Basic Education Program to prepare them to earn a high school diploma may enroll with Program Coordination approval.
- Students are required to take the TABE assessment prior to enrollment.
- Students must participate in an orientation session. Call 301-387-3136 for the orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Verification that vaccinations for MMR, TB, PPD, Hepatitis B, tetanus, and flu are current if required by the externship location. The cost of vaccinations are the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

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

VETERINARY ASSISTANT

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

PROGRAM COURSES INCLUDE:

Veterinary Assistant One - Orientation to the Veterinary Profession

Veterinary Assistant Two - Outpatient Diagnosis & Treatment

Veterinary Assistant Three - Inpatient Treatment & Care

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

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

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

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



ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent. Students currently enrolled in an Adult Education Program to prepare to earn a high school diploma may be eligible to enroll with Program Coordinator approval.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Garrett College does not require a background check or drug testing; however, individual animal care facilities may require our students to submit to one or both.
- Health insurance is not required; however, Garrett College does not assume any responsibility for health issues caused by animal bites, scratches, or other injuries. It is suggested that students meet with their health care professional to ensure their immunizations (including a tetanus shot) are up to date.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

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

CERTIFIED MAINTENANCE TECHNICIAN (CMT)

Certified Maintenance Technicians repair and maintain appliances, and the electrical, plumbing, HVAC and interior/exterior areas of apartments, rental homes, condominiums, resort housing/facilities, and large office buildings. The program includes the following courses:

PROGRAM COURSES INCLUDE:

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

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Apartment Association Education Institute (NAAEI)

SUCCESSFUL COMPLETION:

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

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

LOCATION of TRAINING: Career Technology Training Center, Accident

ENTRY REQUIREMENTS:

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

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



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

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

INTRODUCTION to HVAC

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

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

PROGRAM COURSES INCLUDE:

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

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

OCCUPATIONAL OUTLOOK:

15% growth in the Job Outlook Regionally with Annual Wages ranging from \$39,000 to \$67,000 based on Bureau of Labor Statistics.

HVAC Installers average \$18/hr.
HVAC Mechanics average \$25/hr.



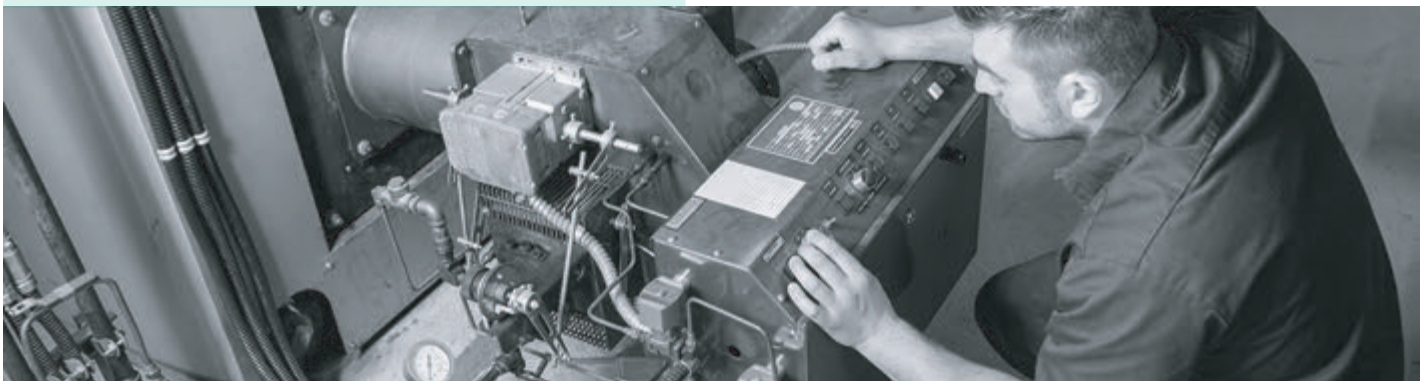
CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
ESCO Group-Employment Ready Certifications

TIME to COMPLETE PROGRAM: 3 months

LOCATION of TRAINING:
Career Technology Training Center, Accident, MD

ENTRY REQUIREMENTS:

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



CHILD CARE PROVIDER

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

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

LIST of COURSES:

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

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



ADDITIONAL INFORMATION:

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

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

Maryland State Department of Education (MSDE)

ENTRY REQUIREMENTS:

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

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

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



GED PREPARATION / ADULT BASIC EDUCATION (ABE)



NEW WAYS TO EARN YOUR HIGH SCHOOL DIPLOMA!

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



WHERE ARE CLASSES HELD?

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

WHEN ARE CLASSES HELD?

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

HOW DO I GET STARTED?

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

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

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

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

www.garrettcollege.edu/cwd • **301-387-3770**

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

RESTAURANT READY™



CONNECTING
UNDERSERVED
YOUTH TO THE
RESTAURANT
INDUSTRY

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

PROGRAM COURSES INCLUDE:

Restaurant Ready ServSafe®- ServSafe®

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

On the Job Training

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

ServSafe® Food Handling

LENGTH of TRAINING:

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

METHOD of INSTRUCTION:

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

LOCATION of TRAINING:

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

ENTRY REQUIREMENTS:

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

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

MACHINING

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

MANUAL MACHINING courses include:

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

CNC MACHINING courses include:

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

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



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

SUCCESSFUL COMPLETION:

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

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

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

LOCATION of TRAINING:

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

ENTRY REQUIREMENTS:

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

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



WELDING

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

PROGRAM COURSES INCLUDE:

Preparation for Welding
Welding One
Welding Two

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

American Welding Society (AWS)

SUCCESSFUL COMPLETION:

- At the conclusion of the Preparation for Welding class, students will be able to demonstrate standard safety procedures & earn an OSHA certification, apply basic math to prepare materials, read a welding print to prepare and complete a welding project, and identify the skills required to obtain and retain employment.
- At the conclusion of Welding One, students will be prepared to register for Welding Two.
- At the conclusion of Welding Two, students will be prepared to take the horizontal and verticle AWS Welding Test.
- Students interested in Welding III (Advanced) should inquire by calling 301-387-3136.

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



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

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

LOCATION of TRAINING: Career Technology Training Center, Accident

ENTRY REQUIREMENTS:

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



COMMERCIAL DRIVER'S LICENSE (CDL), Class A

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



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

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

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

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

LOCATION of TRAINING: Mountaintop Truck Driving Institute, Grantsville

ENTRY REQUIREMENTS:

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

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

- The weekday option is offered in a 7.5 week timeframe, Monday through Thursday, 8 AM to 4 PM.
- The evening option will be 10 weeks, Monday through Thursday, 5 PM to 10:30 PM.
- The weekend option has a duration of 15 weeks being held Saturday and Sunday, 8 AM to 4 PM.

*Call **301-895-4700** to obtain additional information and to enroll in the training program.*

COMMERCIAL DRIVER'S LICENSE (CDL), Class B

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

This course will cover the essentials needed to obtain a Class B license including the following: pre-trip inspection, various skills in the yard, and over-the-road instruction along with a basic overview of map reading and log books. At the completion of training, the student will demonstrate at their local Department of Motor Vehicles to obtain a Class B license. To expand, the Class B license allows an individual to operate any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 or more pounds; with any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.



ENTRY REQUIREMENTS:

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

LOCATION of TRAINING: Mountaintop Truck Driving Institute, Grantsville

TIME to COMPLETE PROGRAM: 6 day duration-arranged.

*Call **301-895-4700** to obtain additional information and to enroll in the training program.*



DIESEL MECHANICS

CLASSES STARTING SOON!

Preventative maintenance diesel mechanics perform inspections and maintenance on diesel vehicles and equipment doing minor repairs and keeping records.

The course series covers all the basic systems of a vehicle or equipment with an emphasis on preventative maintenance procedures and shop safety. Content areas include the following: diesel engines, drive train, brakes, suspension and steering, electrical systems, heating, ventilation, and air conditioning.

Call (301) 387-3136 or email donna.bittinger@garrettcollege.edu for more information or to register.



APPLICATION FOR ADMISSION TO WORKFORCE DEVELOPMENT TRAINING

This form should be completed by the prospective student. Please do not skip questions that apply to you.
As class size is limited, it is recommended that a completed application be submitted at least four (4) weeks prior to the program start date.

PERSONAL INFORMATION

First Name _____ Middle Name _____ Last Name _____

Social Security Number _____ Any Previous Name(s) _____

Permanent Address: Street, City, State, Zip _____

Mailing Address: If different than Permanent Address _____

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

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

Email Address _____

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

Gender: ☐ Female ☐ Male

Ethnicity: Please check all that apply:

- ☐ Hispanic or Latino
☐ White ☐ Asian
☐ Black / African American ☐ American Indian / Alaska Native
☐ Native Hawaiian / Other Pacific Islander

Military Service:

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

Are you a veteran? ☐ Yes ☐ No

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

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

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

CITIZENSHIP

United States Citizen? ☐ Yes ☐ No

Country of birth: _____

Country of citizenship: _____

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

If you are not a U.S. citizen:

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

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

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

If yes, list I-20 # _____

If no, indicate type of visa held _____

DECLARATION OF RESIDENCY

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

Signature _____

Date _____

Documentation of residency may be required.

ADMISSIONS INFORMATION

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

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

Intended training program or programs: _____ (see last page of application)

EDUCATIONAL HISTORY

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

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

Name of High School _____ City _____ State _____

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

Name of homeschooling program _____ City _____ State _____

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

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

☐ Check if you received special service while attending high school or had an Individual Education Plan (IEP) or a 504 plan.

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

Signature: _____ **Date:** _____

FINANCIAL ASSISTANCE

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

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

FINANCIAL AID ELIGIBILITY INFORMATION

Applicants for Financial Assistance **MUST:**

- Be in good financial standing with Garrett College
- Be able to provide a non-refundable \$25.00 registration fee
- Be able to provide the required down payment toward the desired training program
- Complete the *Application for Admission to Workforce Development Training*
- Provide a copy of a high school diploma, GED equivalent, home school course of study, or high school transcript
- Agree to sign the scholarship acceptance letter and be willing to draft a 'Thank You' letter to the donor of the scholarship received

Application Deadline:

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

FINANCIAL NEED

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

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

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

Date _____

CAREER GOAL

Continuing Education Program (see last page of application) _____

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

[illegible]

FERPA

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

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

Signature

Date

CERTIFICATION OF INFORMATION

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

Signature

Date

Parent Signature (if under the age of 18)

Date

SCHOLARSHIP ELIGIBLE PROGRAMS

Allied Health

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

Construction

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

Education & Human Services

- ☐ Child Care
- ☐ Human Services Associate

Hospitality and Tourism

- ☐ Restaurant Ready

Manufacturing

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

Transportation

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

Call **301-387-3136** to receive detailed information about each training program.
Information is also available on the Garrett College Web Site: www.garrettcollege.edu/cewd

Application Checklist

- ☐ Mail your completed application for admission to **Garrett College, 687 Mosser Road, McHenry, MD 21541, Attn: CEWD** or email it to **workforce@garrettcollege.edu**.
- ☐ Provide a copy of your high school diploma or transcript.
- ☐ Students must submit a non-refundable \$25.00 registration fee.
- ☐ You will be contacted by the Workforce Development Staff to schedule an Orientation Session and a time to take the TABE (Tests of Adult Basic Education) if required for the training program. The TABE is used to insure students have the basic math and reading skills required to successfully complete their chosen training program. ***Remedial assistance may be available to improve math and reading skills.***
- ☐ Students seeking accommodation for a documented disability should provide this information to Kurt Lear, Director of Adult Education and Workforce Development. 301-387-3087.

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

In Office Use Only:

Confirmed Program: _____

Confirmed Funding: _____

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

Notes: _____

REGISTRATION & FEES

REGISTRATION INFORMATION

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

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

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

FINANCIAL INFORMATION

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

REFUND POLICY

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

FINANCIAL AID

AVAILABLE

to Those Who Qualify!

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

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

Drop Policy

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

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

Western Maryland Consortium: 301-334-8136

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

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

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

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

STAFF DIRECTORY

Doug Beitzel, Program Coordinator

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

Donna Bittinger, Program Manager

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

Sarah Friend, Coordinator of Operations

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

Kaitlyn Glotfelty, Coordinator of Adult Education & Workforce Development

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

April Gordon, CEWD Operations Associate

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

Kurt Lear, Director of Adult Education & Workforce Development

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

Chantel Lowdermilk, Events Management Specialist

301-387-3771, chantel.lowdermilk@garrettcollege.edu
Main Office, McHenry Campus

Jodi McClintock, Director of Business Solutions

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

Ronald Roach Jr., Coordinator of Transportation

301-387-3752, ronald.roach@garrettcollege.edu
Northern Outreach Center (NOC); Grantsville
• Mountaintop Truck Driving Institute

Matia Vanderbilt, Program Manager

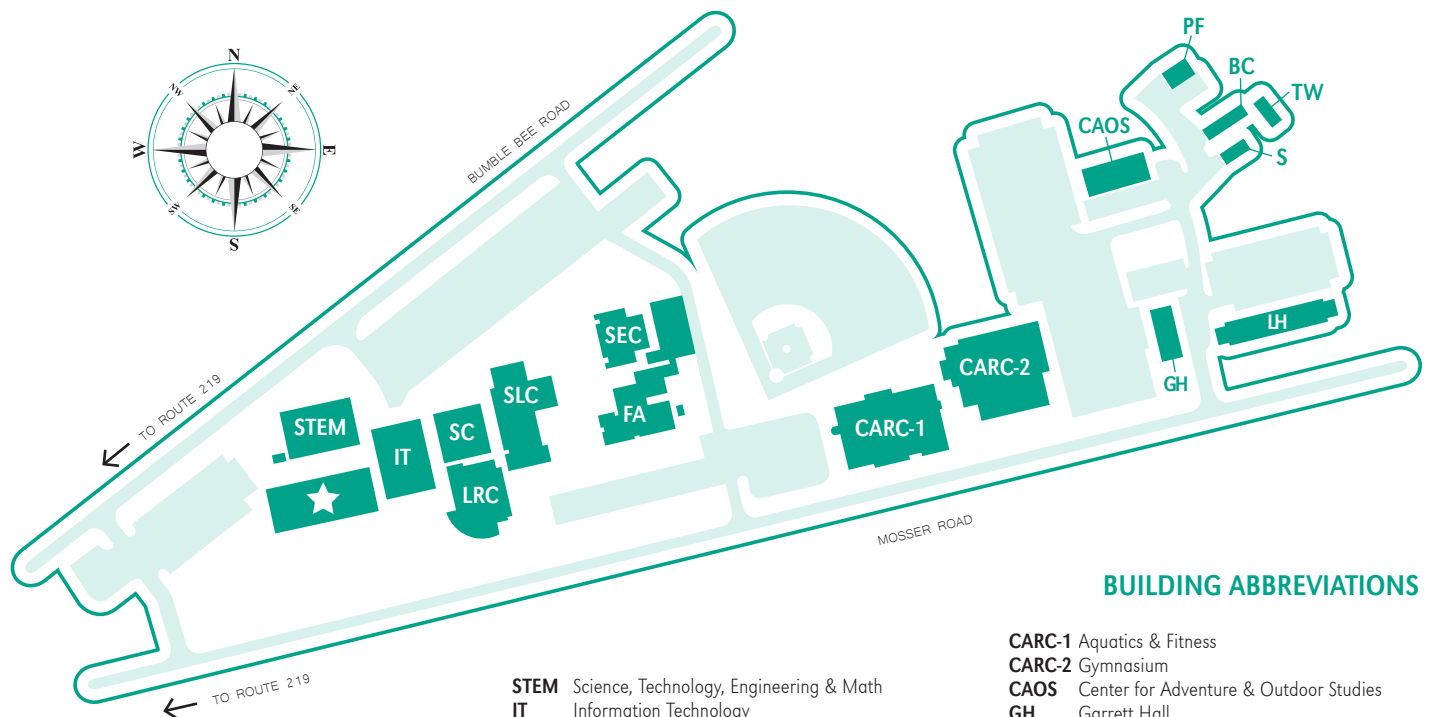
301-387-3781, matia.vanderbilt@garrettcollege.edu
Southern Outreach Center (SOC) / Northern Outreach Center (NOC) / McHenry
• Community Education

Julie Yoder, Dean of Continuing Education & Workforce Development

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

GARRETT COLLEGE CAMPUS MAP

Main Campus • 687 Mosser Road
McHenry, MD 21541

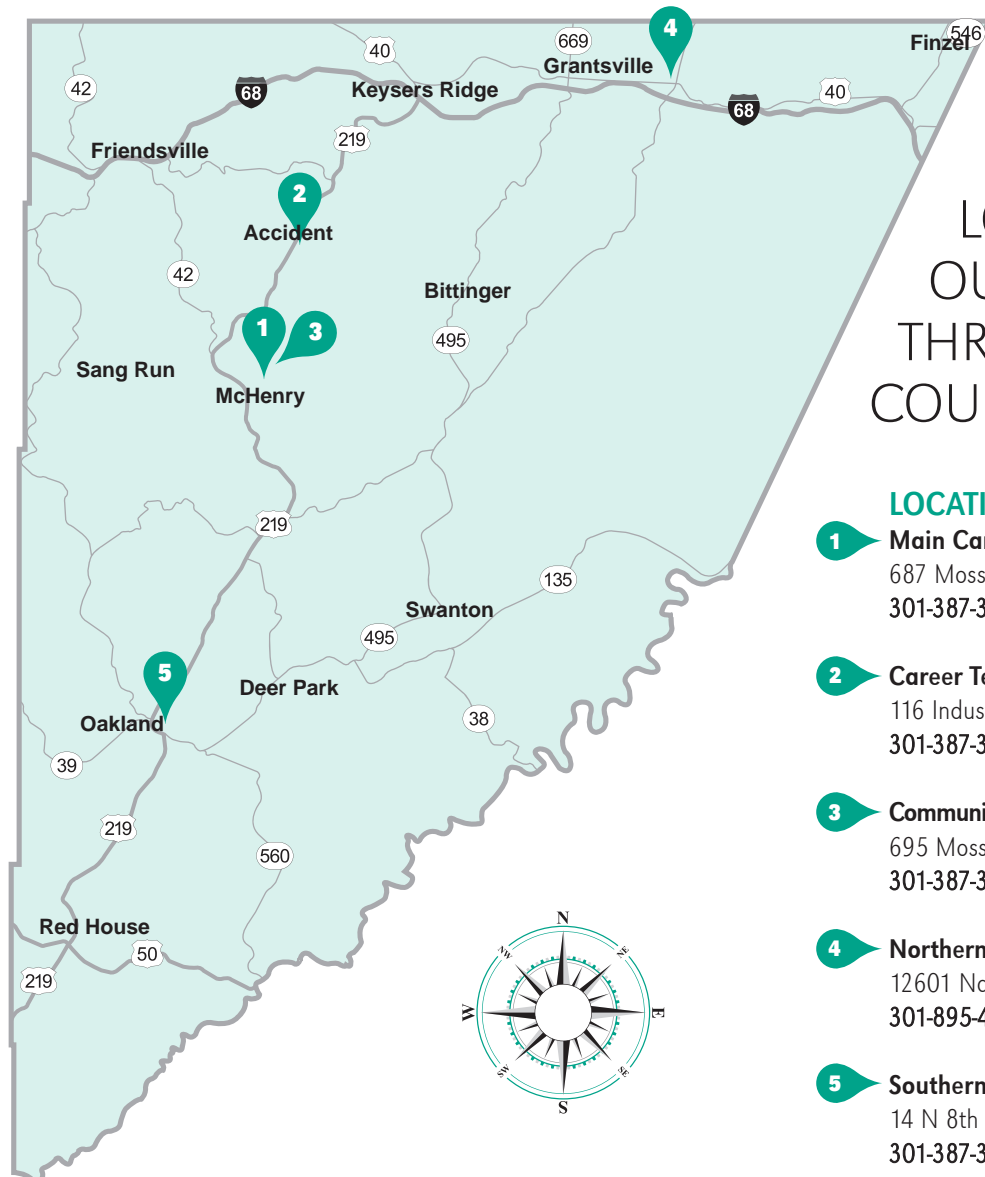


BUILDING ABBREVIATIONS

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

★ Continuing Education & Workforce Development
Garrett Information Enterprise Center

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



WE ARE
CONVENIENTLY
LOCATED WITH
OUTREACH CENTERS
THROUGHOUT THE
COUNTY:

LOCATIONS

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

INCLEMENT WEATHER POLICY

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

WHEN ARE WEATHER-RELATED DECISIONS MADE?

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

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

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

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

HOW DO I KNOW WHICH LOCATION IS CLOSED?

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

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



WWW.GARRETTCOLLEGE.EDU/CEWD



[\(301\) 387-3069](tel:(301)387-3069)



CEWD@GARRETTCOLLEGE.EDU

STAY CONNECTED!



GC.CEWD



GC_CEWD



GC_CEWD



Garrett College
687 Mosser Road
McHenry, Maryland 21541

