

301-387-3069

www.garrettcollege.edu/cewd

Continuing Education

Spring 2022

COVERING DATES MARCH 7th - JUNE 30th

Intro to Macramé - p4



Intro to Mushroom Foraging in Garrett County - p9



CELEBRATING
50
YEARS

SPECIAL OFFER

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



Intro to Songbird Identification - p8

GARRETT  COLLEGE

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

PERSONAL INTEREST | BUSINESS SOLUTIONS | WORKFORCE DEVELOPMENT



CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

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OUTREACH CENTERS

Northern Outreach Center (NOC)
12601 National Pike
Grantsville, MD 21536
301-387-3750

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

Career Technology Training Center (CTTC)
116 Industrial Park Drive
Accident, MD 21520
301-387-3087



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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.

CEWD Update:

We are very excited to share with you our upcoming course offerings! As usual, we've tried to maintain a balance of in-person, online, and virtual opportunities to meet the diverse needs of our students. As you browse this schedule, please give thought to friends or family members who may be interested in the classes and programs we are offering. Our redesigned website is user-friendly and easy to navigate; you can check it out at <https://www.garrettcollege.edu/cewd.php>. If you are not yet a follower of our Facebook page, you can find us at Garrett College Continuing Education & Workforce Development or simply search GC.CEWD. We also utilize other common social media platforms, so like or follow our page via your favorite application to keep abreast of what's happening.

The new Performing Arts Center (PAC) at Garrett College is scheduled to be open this Summer 2022! This venue will serve as the host for performances and events sponsored by the PAC and our partners, including: Garrett County Public Schools, Garrett Lakes Arts Festival, Garrett County Arts Council and much more! To learn more about the PAC, visit the website at <https://www.garrettcollege.edu/pac.php>.

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

Enjoy!
CEWD Team

LOCATION KEY

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

HOW TO READ A COURSE LISTING

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

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

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COMMUNITY EDUCATION / PERSONAL INTEREST

ARTS & CRAFTS

DIY: Making a Garden Basket PI-877

Garden baskets are helpful tools for gathering flowers, fruits, or other produce from your garden. In this course, you will learn how to make your own garden basket over two consecutive days. All weaving materials are provided. Students will need to bring the following items: dishpan or small tub for soaking reed; 12 to 15 spring-type clothespins; small flat-blade screwdriver or awl, flexible tape measure, shears or scissors; and a towel.

Mar 16 - Mar 17 | 1 PM - 3 PM | Wed/Thu | 2 sessions | McH

\$50 for all residencies

Registration closed: Mar 9 | Instructor: James Tomasek

50th
YEAR
ANNIVERSARY



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



NEW! Introduction to Macramé PI-886

Macramé has been around for hundreds of years and is thought to have originated in the 1200's with Arab weavers. Macramé is a versatile form of fiber art that can be used to make everything from wall hangings, and plant hangers, to jewelry, purses, and clothing. Macramé can be as simple or as complex as the crafter desires. Students will learn the history of Macramé, how to tie the basic knots used in Macramé projects, and will make a plant holder as their final project.

Apr 1 - Apr 8 | 5:30 PM - 8:30 PM | Fri | 2 sessions | SOC

\$50 for all residencies

Registration closed: Mar 25 | Instructor: Matia Vanderbilt

50th
YEAR
ANNIVERSARY

Instructor, Matia Vanderbilt, is Program Manager for Community Education at Garrett College. Matia first learned to Macramé in grade school and has continued the craft for fun.

The Healing Art of

Zentangle PI-878

Discover the meditative and healing powers of art through the simple act of drawing. Art heals and the Zentangle® motto, "One Stroke at a Time", expresses this philosophy. There are no mistakes, and anyone can learn to draw using the Zentangle® method which teaches drawing mechanics using a few simple elements learned in a short amount of time. This allows the mind to

meditate as it creates. The end result is a beautiful piece of art, and a restful, more creative mind. Focusing on beginners, but also open to experienced artists, this class will introduce new designs not yet taught in previous Zentangle® classes. Students will develop competence in drawing and achieve skills in a short period of time. The added therapeutic benefit of Zentangle® is that drawing based on a short, directed, and calculated methods, unburdens the mind of stress, improves concentration and focus, improves wellbeing, and allows for free expression.

Students will need to bring at least two (2) fine point sharpie markers, two (2) ultra-fine point sharpie markers, and colored markers or colored pencils are optional. All other supplies will be provided.



Apr 5 - Apr 12 | 6 PM - 8 PM | Tue | 2 sessions | SOC

\$50 for all residencies

Registration closed: Mar 29 | Instructor: Linda Gilbert

50th
YEAR
ANNIVERSARY



Linda Gilbert is owner of "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, or dance, expressing ourselves through art is good for the soul.

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.



Advanced Landscape Painting PI-505

This course is designed to improve landscape painting techniques and colors used in producing landscapes in oil. The course is highly individualized developing paintings using photos from research or their personal collection.

Supply List: 16 x 20 or larger canvas, oil paints and palette, brushes of various sizes, painting medium such as odorless turpentine, soft paper towels, large garbage bag, table protector, table easel (optional). Note: Kit of supplies may be rented from instructor for \$10.00 for the 5 week class (Does not include canvas).

Prerequisite: Must have prior painting experience. Students in Edna's Fall 2021 class are eligible for this class.

Apr 18 - May 16 | 9 AM - 12:15 PM | Mon | 5 sessions

Grantsville Senior Center

\$59 for all residencies

Registration closed: Apr 11 | Instructor: Edna Bender

Advanced Portrait Painting PI-147

This course is designed to improve painting techniques and use of colors when creating portraits in oil. The course is highly individualized and paintings are developed using photos of friends or relatives.

Supply List: 16 x 20 or larger canvas, oil paints and palette, brushes of various sizes, painting medium such as odorless turpentine, soft paper towels, large garbage bag, table protector, table easel (optional). Note: Kit of supplies may be rented from instructor for \$10.00 for the 5 week class (Does not include canvas).

Prerequisite: Must have prior painting experience. Students who took Edna's fall 2021 Beginner Advanced Portrait Painting class are eligible for this course.

May 23 - Jun 27 | 9 AM - 12:15 PM | Mon | 5 sessions

Grantsville Senior Center

\$59 for all residencies

Registration closed: May 16 | Instructor: Edna Bender

NEW! DIY Pottery: Make**Your Own Clay Mug** PI-890

Join us in creating your own clay mug! Using slabs of clay, we will design, build, and texture our mugs. You choose your glaze color (a choice of 3) and we do the rest! These handmade mugs will make a great gift and will be ready in time for Mothers Day. Ready for pick up at Deep Creek Pottery in 2 weeks!



Apr 22 | 6 PM - 8 PM | Fri | 1 session | McH

\$39 for all residencies

Registration closed: Apr 15 | Instructor: Lori Skidmore

HEALTH, WELLNESS & SAFETY

Maryland Basic Boating Safety PD-07

The Maryland Basic Boating Course is packed full 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 floatation 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 Boaters 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 16 | 8:30 AM - 5 PM | Sat | 1 session | McH

\$24 (MD SR); \$29 (GC); \$34 (OOC); \$39 (OOS)

Registration closed: Apr 4 | Instructor: Bob Newman

May 21 | 8:30 AM - 5 PM | Sat | 1 session | McH

\$24 (MD SR); \$29 (GC); \$34 (OOC); \$39 (OOS)

Registration closed: May 9 | Instructor: John Wilmot

Jun 18 | 8:30 AM - 5 PM | Sat | 1 session | McH

\$24 (MD SR); \$29 (GC); \$34 (OOC); \$39 (OOS)

Registration closed: Jun 6 | Instructor: Bob Newman

Jul 16 | 8:30 AM - 5 PM | Sat | 1 session | McH

\$24 (MD SR); \$29 (GC); \$34 (OOC); \$39 (OOS)

Registration closed: Jul 1 | Instructor: John Wilmot

Aug 11 | 8:00 AM - 4:30 PM | Thu | 1 session | McH

\$24 (MD SR); \$29 (GC); \$34 (OOC); \$39 (OOS)

Registration closed: Jul 28 | Instructor: Bob Newman

AMERICAN RED CROSS LIFEGUARD

Lifeguard Certification w/CPR HM-288

The primary purpose of the American Red Cross Lifeguarding course is to provide entry-level lifeguard participants with the knowledge and skills to prevent, recognize and respond to aquatic emergencies and to provide professional-level care for breathing and cardiac emergencies, injuries and sudden illnesses until emergency medical services (EMS) personnel take over.

Prerequisites: Minimum age: 15 years; Swim 300 yards continuously; Tread water for 2 minutes using only the legs; Complete a timed event within 1 minute, 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.

Mar 25 - Mar 27 | 10:30 AM - 5:30 PM | Fri/Sat/Sun | 3 sessions | CARC
Registration closed: Mar 18 | Instructor: Angela Luby

Apr 22 - Apr 24 | 10:30 AM - 5:30 PM | Fri/Sat/Sun | 3 sessions | CARC
Registration closed: Apr 15 | Instructor: Angela Luby

May 13 - May 15 | 10:30 AM - 5:30 PM | Fri/Sat/Sun | 3 sessions | CARC
Registration closed: May 6 | Instructor: Angela Luby

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

BABYSITTING CERTIFICATION

Interested in babysitting or starting your own babysitting business?

This course will get you certified and on your way!

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

Upon Completion of this course, you will receive an American Red Cross Certification Valid for 3 years in Babysitting with basic first aid and child CPR. This course is approximately 9 hours and is taught by Angela Luby.

May 24 - May 26 | 5 PM - 8:15 PM | Tue/Wed/Thu | 3 sessions | CARC

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

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

FIREARMS

Training & Certification



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

Handgun Qualification License:

This Handgun Qualification License training is a five-hour block of instruction which includes classroom instruction on state firearm law, home firearm safety, handgun mechanisms and operation, and a component that requires the applicant demonstrate the ability to safely fire a handgun. Unless otherwise exempt, as of October 1, 2013, a Maryland Resident must possess a valid Handgun Qualification License before they may purchase, rent, or receive a handgun. The classroom portion of the course will occur at 75 Grant Street in Frostburg MD and the operation and handling demonstration will occur at a secure firing range. The extra time built into the course will allow for travel to the range. Students must be a minimum of 21 years of age and are not permitted to bring a weapon or ammunition to class. Additional charge for fingerprinting done on site.

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

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



NRA Basic Rifle:

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

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

Maryland Firearm Wear & Carry Training:

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

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

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

LIFESTYLE, HOME & FAMILY

NEW! Introduction to Songbird Identification PI-889

An introductory course aimed at accurate identification of songbirds in the field. Using a range of methods, students will be introduced to a variety of different birds that can be found locally and develop the skills necessary to correctly identify each species by sight and sound.

Through lecture and observation in the field, this course covers basic identification, behavior, and habitats associated with species covered. Day one will take place in the classroom, with day two taking place in the field. The field day location will be announced during the first class.



*The course is taught by Garrett College Natural Resources and Wildlife Technology program professor **Kevin Dodge**, who has over thirty years of experience helping students learn to recognize regional bird species visually and by song and call. After taking this course, our woods, fields, and wetlands will never look or sound the same again!*

Jun 4 & Jun 5 | 9 AM - 12:45 PM | Sat/Sun | 2 sessions | McH (Field Day: TBA) | \$50 for all residencies | Registration closed: May 27
Instructor: Kevin Dodge

50th
YEAR
ANNIVERSARY

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

In this two-part course, students will learn to make your own traditional cold process soap with local resident, Tanya Bucci, a graduate of University of Pittsburgh, who has a Certificate in Nutrition with a Masters Degree in Research Methodology.

The first part of the course will be demonstration style – part hands-on class, where students will learn all about the different steps in creating a batch of cold process soap. Items covered include: ingredients, lye safety, base oil properties, how to formulate recipes including lye calculations, types of molds, curing, etc.

Students will observe the process of mixing lye solution and adding lye solution to oils. Students will assist in blending colors in soap batter and pouring into molds, as well as adding artistic effects. Part two of the course will be releasing the soap from the molds and cutting into bars with various cutters. Each participant will receive a bar to take home for use after the final curing process. Students will receive handouts on all aspects of the soap making process, as well as information on resources, basic recipes, tips, and places to buy supplies.

This is a great class if you are interested in learning about soap making before you make a commitment investing in supplies and ingredients. Participants will need to bring their own plastic/rubber household gloves, proper clothes (long sleeves, no shirts or skirts, closed toed shoes, etc.), safety glasses and a face mask or bandana. All other supplies will be provided. NOTE: This is an age 18+ class since making soap from scratch involves working with lye (aka sodium hydroxide).

May 17 - May 18 | 6 PM - 9:15 PM | Tue/Wed | 2 sessions | McH
\$50 for all residencies

Registration closed: May 10 | Instructor: Tanya Bucci

50th
YEAR
ANNIVERSARY



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

NEW! Introduction to Bocce PI-887

Bocce is an ancient sport dating back to the Roman Empire and was popularized by the Italians. In the late 1980s, the Bocce trend swept through America with over 25,000,000 Bocce enthusiasts to date. Bocce is a family fun sport that can be enjoyed by people of all ages and abilities.

Jun 3 - Jun 10 | 5:30 PM - 7:30 PM | Fri | 2 sessions | SOC
\$50 for all residencies
Registration closed: May 27 | Instructor: Matia Vanderbilt

50th
YEAR
ANNIVERSARY

***Instructor, Matia Vanderbilt**, is Program Manager for Community Education at Garrett College. Matia first learned how to play Bocce when she served as the Director of the Garrett County Special Olympics program as well as the Bocce coach for local athletes.*

NEW! Christmas in July: An Introduction to 3D Printing PI-891

Join us to learn the basics of 3D printing! On the first night, students will learn about the 3D printing equipment, the materials used to print, and the design software followed by a printing tutorial. On day two, students will design their own ornament using the design software. Projects will be ready for pick up one week after class.

Jun 14 - Jun 16 | 6 PM - 8:30 PM | Tue/Thu | 2 sessions | CTC
\$50 for all residencies
Registration closed: Jun 7 | Instructor: Phil Malone

50th
YEAR
ANNIVERSARY

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

NEW! Introduction to Mushroom Foraging in Garrett County, MD PI-879

This beginner class is designed to introduce students to the world of mycology, the various wild mushrooms that grow in Garrett County, and how to safely identify a handful of local wild edible mushrooms. Day one will take place on campus where students will learn about various mushrooms, then on day two will include a field experience where students can put their skills to use, location TBA.

Jun 23 - Jun 25 | (Thu) 6 PM - 8 PM & (Sat) 9 AM - 11 AM | 2 sessions | McH
\$50 for all residencies
Registration closed: Jun 16 | Instructor: Andrew Eiswert



Andrew Eiswert is a local professional realtor and a long-time outdoor enthusiast with many years' experience foraging mushrooms in the area. Andrew lives locally with his wife and children and enjoys bee keeping, cultivating shiitake mushrooms on inoculated logs, as well as hunting, fishing, biking, and skiing.

ANIMAL INTEREST**Basic Puppy Obedience** PI-869

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

Apr 7 - Apr 28 | 6 PM - 6:45 PM | Thu | 4 sessions
K-9 Solutions 36116 Garrett Highway, Accident, MD 21520
\$79 for all residencies
Registration closed: Mar 31 | Instructor: Scott Holliday



Scott Holliday, owner and operator of K9 Solutions, has over 17 years' experience working with tracking dogs with Fayette Search and Rescue. Scott began working with the K9 Solutions Center in Dayton, Ohio where he became a certificated Dog Obedience trainer and specializes in working with dogs who have distraction and anxiety issues.

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

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.

Apr 19 | 6:30 PM - 8:30 PM | Tue | 1 session | McH
\$39 for all residencies
Registration closed: Apr 12 | Instructor: Jennifer Lohin

COOKING**NEW! Cooking with Chef Jason: Culinary Tricks of the Trade** PI-892

Culinary school isn't for everyone, but we're here to share the tricks of the trade for the novice home chef. Join Chef Jason as he teaches us some of his best kept culinary secrets that make cooking easy and enjoyable. This hands-on class will include a special treat prepared by the chef.

Apr 26 | 5:30 PM - 8:30 PM | Tue | 1 session | McH
\$50 for all residencies
Registration closed: Apr 19 | Instructor: Jason Fickes



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

Cooking with 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. Everyone will enjoy a lavender themed meal, with a brand new menu! 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 19 | 6 PM - 8 PM | Thu | 1 session | Deep Creek Lavender Farm
\$29 for all residencies
Registration closed: May 12 | 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.



HISTORY

NEW! The African American Experience in America PI-855

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

Apr 21 - May 12 | 6 PM - 8 PM | Thu | 4 sessions | McH

\$50 for all residencies

Registration closed: Apr 14 | Instructor: Dick Carroll

50th
YEAR
ANNIVERSARY



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

Railroads of Garrett County: A History PI-676

This is a revised course with a significant new section on the B & O Railroad during the Civil War under the presidency of John W. Garrett for whom Garrett County is named. It will cover the railroads in general terms for participants with even a mild interest in rail travel. What else do we really know about the railroads and the impact on history? In this class, historian, author, and educator, Dr. Neal Brooks will describe their development, decline, and main purposes. We will discuss two companies, the B & O and Western Maryland remnants that are still present as part of CSX. This class is intended for a general audience interested in Garrett County and in general transportation history, not just rail fans. Participants will also learn about several railroads that have disappeared but had significant impact including the Confluence and Oakland, Preston Railroad, and the Jennings Brothers Railroad. Participants will find an enjoyable and open discussion method with an instructor whose long interest in railroads shows in each class. "I hear the train a comin', it's rolling round the bend." Come along for the ride!

May 4 - May 25 | 3 PM - 4:30 PM | Wed | 4 sessions | Oakland Train Station
\$45 (MD SR); \$49 (GC); \$54 (OOC); \$59 (OOS)

Registration closed: Apr 27 | Instructor: Neal Brooks



Dr. Neal Brooks received an undergraduate degree from Towson University where he majored in history. He continued to study history at Case Western Reserve University in Cleveland, earning his Ph.D. He enjoyed an academic career of more than 40 years at the Community College of Baltimore County where his courses included American and Maryland history. He divided his time between the classroom, chairing the History Department, and scholarship as co-author of two histories of Baltimore County.

History of Deep Creek Lake PI-833

Join local historian and writer Ed King as he discusses his recent book: Deep Creek Lake - The Founders - Book 1 and the many photos he has collected during the research for the book. King sees Deep Creek Lake as a resort that is growing and changing each year. Therefore, the word founders is not limited only to those who built the dam in 1925 but also to those who have contributed to a significant change since that time. The book contains 18 chapters beginning when the lake was conceived and up to recent times.

May 13 - May 20 | 6 PM - 8:30 PM | Fri | 2 sessions | McH

\$39 for all residencies

Registration closed: May 6 | 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 Deep Creek Lake began on his first visit to the lake in 1933, having been told by his parents that that visit was in his baby buggy. His father had helped construct the dam in 1923. Through King's childhood years, many summer camping trips were made to Deep Creek from his family's home in Hopwood, PA, near Uniontown. After serving in the Air Force, King purchased a weekend cabin in 1965 at the lake. In 1984 he and his wife Jean moved permanently from Pittsburgh to Deep Creek.

He and Jean began a new career and served the resort as realtors assisting buyers and sellers of recreational property. Following retirement King authored a book Famous Boats of Deep Creek Lake. It was at that time that Bob Boal from the Garrett County Historical Museum asked him to write a book capturing the early history of the lake. After some arm twisting, Ed began researching and the Founders book was published in 2019.





Garrett County is home to some of Maryland's most beautiful rolling hills, mountains, streams, lakes and rivers; however, pollution and development threaten our waterways. Most residents live within a half-mile of a drainage ditch, storm drain, stream or river. All of these eventually drain into a larger body of water downstream. What we do to maintain our landscapes can affect the health of our local waterways and ultimately our environment. Garrett College and the University of Maryland Extension office are eager to guide you through the process of landscape certification by offering a series of affordable courses on the Garrett County Water-Wise program.

To register visit us online or call:

www.garrettcollege.edu/cewd

301-387-3069

Is your property Water-Wise?

Join us to learn more

Does Your Landscape Measure Up? PI-881

Join our free online class to get your property certified as Water-Wise. Applications are being accepted now for Water-Wise, a voluntary conservation landscape certification program, run by the University of Maryland Extension in Garrett County. This program allows property owners to be recognized for implementing best management practices in their landscapes. Landowners can reduce pesticide use, improve water quality, and provide wildlife habitat. To become certified, there are points or credits that homeowners accumulate for various conservation practices, outlined in the "Yardstick Booklet." Garrett County Master Gardeners visit properties to monitor progress toward completing the certification process. To see the Yardstick Booklet, and to get an application, go to the University of Maryland Extension website (<https://extension.umd.edu>), then under "locations" choose Garrett County, and then choose "Home Gardening." Applications can either be mailed to 1916 Maryland Hwy, Ste A, Mt. Lake Park, MD 21550 or emailed to abachtel@umd.edu.

Mar 8 | 12:30 PM - 1:15 PM | Tue | 1 session | Online/Virtual | FREE for all residencies
Registration closed: Mar 7 | Instructor: Ashley Bodkins

Manage Your Landscape by Planting Wisely PI-882

Placing the "right plant in the right place" will not only help the plant to thrive and reach its full potential, it will also help prevent it from causing you unnecessary stress with gardening chores. Grouping plants based on their moisture, sunlight, and maintenance needs help create a unique habitat and healthy ecosystem in your landscape. Maryland Department of Agriculture states that lawn fertilizer accounts for approximately 44 percent of the fertilizer sold in Maryland. Excess fertilizer application can create salt problems in the soil, affect winter hardiness, exaggerate pest problems, and make plants grow excessively (more mowing). Fertilize only as needed based on soil test recommendations to avoid over-fertilizing. Nitrogen and Phosphorus are two nutrients found in most fertilizers that can leach out of soil, wash off landscapes and pollute water sources.

Mar 17 | 6 PM - 7:30 PM | Thu | 1 session | McH | \$10 for all residencies
Registration closed: Mar 10 | Instructor: Ashley Bodkins

Techniques to Control Stormwater Runoff and Manage your Water PI-883

This course will cover some landscape practices that reduce the quantity and improve the quality of water that leaves the landscape. By slowing down the water and cleaning it up before it exits, overall water quality can be improved. Water runoff often has soil particles and pollution, such as debris, fertilizer, and pesticides, which can harm living organisms, habitats, and water quality. Waterfront properties include small streams, creeks, rivers, and lakes and owners of these gems have a unique opportunity to maintain these fragile ecosystems that need special management considerations so that these waterways can increase quality of life for people, animals, and plants.

Apr 14 | 6 PM - 7:30 PM | Thu | 1 session | McH | \$10 for all residencies
Registration closed: Apr 7 | Instructor: Ashley Bodkins

Water Wise: Do's & Don'ts with Composting, Mulching, and Lawn Care PI-884

This course will dive into the composting process. Discuss the importance of mulching to help retain soil moisture, moderate soil temperature, prevent erosion, and stop weeds from germinating. We will also spend some time talking about proper lawn care maintenance.

May 19 | 6 PM - 7:30 PM | Thu | 1 session | McH | \$10 for all residencies
Registration closed: May 12 | Instructor: Ashley Bodkins

Balancing Inputs in Your Landscape Can Help Attract Wildlife PI-885

Wildlife thrive on native plants. Provide adequate food, water, and shelter to increase the amount and type of wildlife species that visit your yard. Take this course to learn more about creating habitat to welcome many different forms of wildlife. Integrated Pest Management is a comprehensive process used to manage pests. It involves an understanding of the life cycle of the pest, other organisms, (like beneficial organisms, our pets and ourselves) and the effects of a pesticide on all of these things. When confronted with a pest problem, consider all possible options for control before using a pesticide. Pesticides should be used sparingly. Remember the label on the pesticide container is the LAW. It must be followed correctly and the pest or problem you are treating for must be listed on the label.

Jun 2 | 6 PM - 7:30 PM | Thu | 1 session | McH | \$10 for all residencies
Registration closed: May 26 | Instructor: Ashley Bodkins

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 Dr. Beachy to discuss his/her proficiency.

NOC/McH/SOC | Instructor: Sean Beachy

Voice Lessons PD-899

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

SOC/McH/NOC | Instructor: Sean Beachy

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

NEW! Flute Lessons

This course will provide individual instruction in all aspects of flute playing for beginner and intermediate players. Beginner students will focus on learning the fundamentals of music theory, how to correctly hold the flute and become familiar with the instrument, how to play a range of notes, developing a correct embouchure, and using correct air support. Intermediate students will focus on developing tone, developing musicality and phrasing techniques, expanding breath capacity, and will begin to explore the world of standard flute repertoire. All students will first discuss their proficiency level with the instructor, resulting in thoroughly personalized lessons based on the student's own personal aspirations and goals. Students must have access to a flute for daily, individualized practice. Sessions will be in ten, half-hour individualized segments by appointment.

Location TBD | Instructor: Emily Brobst

Meet the Instructors!



Dr. Sean Beachy, of Grantsville, Maryland, earned an undergraduate degree in applied music with an emphasis in piano from Alderson-Broaddus College. He also has earned a Master of Music degree in composition from West Virginia University. Dr. Beachy has had pieces premiered and performed throughout the United States, including most recently in

Frostburg for the city's Bicentennial Celebration. He is currently a freelance composer and accompanist in addition to being the church organist at Frostburg United Methodist Church.

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

Emily Brobst, from Frostburg, Maryland, is a

flutist and pianist with training in both classical and jazz music. She currently teaches private flute and piano lessons while studying for a Music Performance Degree at Frostburg State University. She is a member of the FSU Wind Ensemble, FSU Jazz Combo, FSU Jazz Orchestra, and FSU Chamber Singers. She studies with flutist



Dr. Eftihia Arkoudis, and previously studied with flutist Dr. Keith Hanlon. Emily has performed in masterclasses with successful flutists such as Kim Valerio (principal flutist of both the Annapolis Symphony and Maryland Symphony Orchestras), and composer Hadar Noiberg, Emilio Rutllant, and and Beatriz Macias. She previously studied piano and composition with Dr. Sean Beachy, then studied piano with Dr. James DeWire, and currently studies jazz piano with Tom Harrison. Emily has performed with local groups such as the Garrett Choral Society, Garrett Community Concert Band, and Johnstown Youth Symphony Orchestra (first-chair flutist). When she is not practicing or performing, she enjoys composing for various instruments and ensembles.



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.

Robert teaches Beginner Guitar, Beginner Violin and Beginner Mandolin.

Lessons with Robert are offered at the Northern Outreach Center (NOC) in Grantsville.

Music Process and Terms for 2022-2023

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

To register call 301-387-3781

2022-2023 TERM DATES & PRICING

SUMMER | April 11th - June 19th

Registration & Payment Due: Monday, April 4th

FALL | August 22nd - October 30th

Registration & Payment Due: Monday, August 15th

WINTER | October 31st - January 29th

Registration & Payment Due: Monday, October 24th

SPRING (2023) | January 30th - June 18th

Registration & Payment Due: Monday, January 23rd

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



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US ON FACEBOOK

GC.CEWD

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

Instant Piano and Instant Guitar

for Hopelessly Busy People

Instant Piano for Hopelessly Busy People – PI-873

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

Topics include:

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

March 7 | 6:30 PM - 9:45 PM | Mon | 1 ZOOM session | \$59.00

Instant Guitar for Hopelessly Busy People – PI-874

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

Topics include:

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

March 8 | 6:30 PM - 9:00 PM | Tue | 1 ZOOM session | \$59.00



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



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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 301-387-3781

BUSINESS SOLUTIONS

ServSafe: Food Manager Certification PF-128

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

Apr 26 - Apr 26 | 8:30 AM - 5:30 PM | Mon/Tue | 2 sessions | McH
\$299 (MD SR); \$304 (GC); \$309 (OOC); \$314 (OOS)
Registration closed: Apr 18 | Instructor: Shelley Fleming

ServSafe Food Handler PF-057

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

Apr 27 | 9 AM - 2:30 PM | Wed | 1 session | McH
\$79 (MD SR); \$84 (GC); \$89 (OOC); \$94 (OOS)
Registration closed: Apr 20 | Instructor: Shelley Fleming

The Fuzzy Front-End of Marketing PF-138

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

Apr 5 - Apr 19 | 9 AM - 11 AM | Tue | 3 sessions | Virtual
\$150 (MD SR); \$155 (GC); \$160 (OOC); \$165 (OOS)
Registration closed: Mar 29 | Instructor: Mike Tumbarello



Mike Tumbarello is a seasoned, successful businessman with four decades of experience as a corporate executive, entrepreneur, consultant and educator. Mike's passion is helping small businesses launch and scale and he has worked with hundreds of entrepreneurs and small enterprises where he draws on his expertise in strategy, research, marketing, financing and product launch.

Six-Figure Business Communication Strategies PF-139

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

- Learn effective frameworks for more robust conversations.
 - Discover various energies for greater connections.
- Be introduced to elicitation techniques to gain information without questions.
- Practice effective language patterns that reduce tension and resistance.
- Learn effective syntax to deepen the level of conversations.
 - Find out how to elicit information from others without questions.
- Become aware of non-verbal body language clues, and what they can indicate.

Instructor, Fred Fox, is a former Navy Flight Officer who flew on classified anti-submarine missions with P-3 squadrons. Fred has over 20 years' experience working in and for Fortune 500 companies to build, staff and grow their technology organizations. A graduate of nearby Northern Garrett High and Frostburg State University, he also holds an MBA from the University of Maryland, College Park. Today, he provides career consulting services for those in sales and recruiting.

May 16 & 17 | 6 PM - 7 PM | McH | \$99 for all residencies



GARRETT COLLEGE CENTER FOR
ENTREPRENEURSHIP & INNOVATION

Power of Possibilities (POP) **CONFERENCE**

THUR | APRIL 7, 2022
9:30 AM - 12 PM | McH/Virtual

PF-112 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

\$49 for all residencies

Registration closed: Mar 31



301-387-3770



kaitlyn.glotfelty@garrettcollege.edu

PLEASE JOIN US FOR

Administrative Professionals

ONE DAY CONFERENCE

Wed, April 27, 2022 | 9 AM - 2:30 PM | McH/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.

\$49 (MD SR); \$54 (GC); \$59 (OOC); \$64 (OOS) | Registration closed: Apr 20



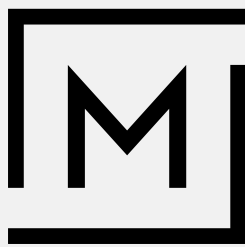
The NURTURING FAMILY

PF-013

Apr 11 - May 23 | 10 AM - 12 PM | Mon/Thu | 11 sessions | MCH
Registration closed: Apr 4 | Instructor: Sadie Liller

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.



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A solid foundation in finance is required for many business careers. Financial skills are an integral part of the basic toolkit that any manager should have. No matter where you are in your career, you need skills in financial know-how, both for yourself and in the workplace.

Course List:

- Certificate in Finance Essentials
- Emotional Intelligence for Managers
 - Financial Planning and Control
- How to Read a Financial Statement
- Introduction to Business Statistics
 - Introduction to Finance
- Time Value of Money and Risk

Find a complete list of courses at:

<https://catalog.minedge.com/courses/categories/8>



301-387-3770

MARKETING LEARNING OPPORTUNITY

Designed for marketing professionals and those wishing to pursue marketing, these courses will teach you the principles of marketing and the technical elements of digital marketing.

Why Marketing Training?

Marketing skills are in high demand, but some managers are struggling to find talent. Many believe the rate of change has caused a marketing skills gap, making it difficult to find candidates with the technical, creative, and business proficiencies needed to succeed in today's digital marketing world.

Most jobs based in office settings require a certain amount of marketing understanding. Designed for those looking to gain basic marketing knowledge, to those in marketing positions looking to brush up their skills, our Marketing courses prepare you for success.

Course List:

- Certificate in Digital Marketing
- Digital Marketing (ACE CREDIT®)
 - An Overview of Marketing
 - Content Marketing
 - Google Analytics
- Search Engine Optimization
 - Social Media Marketing

Find a complete list of courses at:

<https://catalog.minedge.com/courses/categories/26>



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<https://catalog.minedge.com/garrettcollege>



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!



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ed2go.com/garrett

FEATURED COURSES

Accounting Fundamentals - If you want to increase your financial awareness and gain a marketable skill, this course is for you. You will learn the double-entry bookkeeping, financial transactions, financial reporting, and more.

Introduction to Microsoft Excel 2019/Office 365 - Learn to quickly and efficiently use Microsoft Excel 2019/Office 365 as you discover dozens of shortcuts and tricks for setting up fully formatted worksheets. This course, taught by an experience Microsoft Excel instructor, provides in-depth knowledge for beginners that will have you using Excel like a pro.

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

Discover Sign Language - Gain confidence in your ability to sign with the Deaf community. This course immerses you in silence to help you gain an understanding of the perspective of the hearing impaired and uses videos to demonstrate not only how to make signs, but how to communicate with facial expression.

Start Your Own Small Business - Learn how to transform your passion and talent into a viable small business. This course will teach you about financing, marketing techniques, employee management, policy writing, and time management - everything you need to know to start your very own small business.



301-387-3770



kaitlyn.glotfelty@garrettcollege.edu

HUMAN SERVICES ASSOCIATE (HSA)

A Human Services Associate provides services to clients who are experiencing some degree of hardship. Empowering a client to make important lifestyle changes that will allow them to change their challenging situation into a more stable and healthier environment for themselves and their loved ones is a daily goal. Most Human Services Associates work helping the client to adjust to difficult situations in life and find improvement through self-sufficiency.



Most Recent Human Services Associate (H.S.A) Class
Back Row: Ryan Miller | Standing (L-R): Rosita Ezemma,
Destiny Friend | Front Row: Kim Crosco

COURSES INCLUDE

PF-119 **Empowerment Skills for Family Workers - Family Development Credential**
PF-121 **Bridges Out of Poverty**

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

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

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

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

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

Call 301-387-3770 or email kaitlyn.glotfelty@garrettcollege.edu



CONTRACT TRAINING

Do you have specific training needs for your company?

Look no further, Garrett College's Business Solutions department is here to help you!

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

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

SAFETY
COMPLIANCE
CUSTOMER SERVICE
COMPUTER SKILLS

WORK READINESS
MANAGEMENT/SUPERVISOR
INDUSTRY SPECIFIC
COMPANY SPECIFIC

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



301-387-3770



kaitlyn.glotfelty@garrettcollege.edu

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 doctor's offices, urgent care facilities, and hospitals. The classes listed below teach the skills needed to perform both front and back office services. The curriculum is designed to prepare students to take the National Healthcareer Association (NHA) Certification exams for CCMA, Certified Medical Administration Assistant, and Phlebotomy.



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

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

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

EXTERNSHIP:
Conducted at various medical facilities.

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

UPON SUCCESSFUL COMPLETION:

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

ENTRY REQUIREMENTS:

- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, Covid-19, and flu are current if required by the externship location. The cost of the vaccinations is the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50-mile radius of Garrett College.
- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

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

Check out our website for more details.

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



301-387-3772



doug.beitzel@garrettcollege.edu

CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA)

Learn the skills needed to serve patients by being the first person to greet them when they arrive in a medical facility, scheduling their appointments, and assisting with the maintenance of records and patient accounts. This curriculum includes all topics required for students to prepare for the National Healthcareer Association (NHA) exam.



CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Healthcareer Association (NHA)

LOCATION of TRAINING:

Career Technology and Training Center (CTTC), Accident

EXTERNSHIP:

Conducted at various medical facilities.

TIME to COMPLETE PROGRAM:

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

UPON SUCCESSFUL COMPLETION:

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

Garrett College just completed another Certified Medical Administrative Assistant (CMAA) program. The program includes four separate courses totaling 147 hours in the classroom. Following the classroom portion, students are required to complete an externship of 40 hours, working alongside medical assistants in a clinical setting. After completion of the externship, the student is eligible to earn national certification through the National Healthcareer Association by sitting for the Certified Medical Administrative Assistant (CMAA) exam.

OCCUPATIONAL OUTLOOK:

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

ENTRY REQUIREMENTS:

- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, Covid-19, and flu are current if required by the externship location. The cost of the vaccinations is the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50-mile radius of Garrett College.
- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

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

Check out our website for more details.

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



301-387-3772



doug.beitzel@garrettcollege.edu

CERTIFIED PHLEBOTOMY TECHNICIAN (CPT)

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



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

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

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

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

UPON SUCCESSFUL COMPLETION:

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

ENTRY REQUIREMENTS:

- Proof of health insurance coverage is required at time of registration.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, Covid-19, and flu are current. The cost of the vaccinations is the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50-mile radius of Garrett College.
- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

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

Check out our website for more details.

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



301-387-3772



doug.beitzel@garrettcollege.edu

MEDICAL BILLING and CODING

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



Change your career in just 4-12 months!



Don't Miss Out, REGISTER NOW!

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

American Academy of Professional Coders (AAPC)

LOCATION of TRAINING:

Garrett College Main Campus, McHenry, or an Outreach Center.

EXTERNSHIP: Various partnering healthcare facilities.

TIME to COMPLETE PROGRAM: Approximately 6-7 months.

ENTRY REQUIREMENTS:

- Students must have transportation to complete externship hours within a 50-mile radius of Garrett College.
- Verification that vaccinations for MMR, TB, PPD, Hepatitis B, tetanus, and flu are current if required by the externship location. The cost of vaccinations is the responsibility of the student.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Sites for externship/clinical hours may require random drug testing.
- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

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

Check out our website for more details.

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



301-387-3770



kaitlyn.glotfelty@garrettcollege.edu

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.



CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

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

LOCATION of TRAINING:

Career Technology and Training Center (CTTC), Accident

EXTERNSHIP:

Various veterinarian facilities.

TIME to COMPLETE PROGRAM:

Approximately 6 months. Classes are held two evenings per week. Clinical experience is scheduled throughout the program at various animal care facilities.

UPON SUCCESSFUL COMPLETION:

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

ENTRY REQUIREMENTS:

- Garrett College does not require a background check or drug testing; however, individual animal care facilities may require students to submit to one or both.
- Health insurance is not required; however, Garrett College does not assume any responsibility for health issues caused by animal bites, scratches, or other injuries. It is suggested that students meet with their health care professional to ensure their immunizations (including a tetanus shot) are up to date.
- Students must have transportation to complete externship hours within a 50-mile radius of Garrett College.
- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

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

Check out our website for more details.

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



301-387-3750



donna.bittinger@garrettcollege.edu

Administrative Assistant Program

ONLINE

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

**COURSES
BEGIN
REGULARLY**

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

CERTIFIED MAINTENANCE TECHNICIAN (CMT)

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



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

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

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

UPON SUCCESSFUL COMPLETION:

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

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

"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

"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

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

Check out our website for more details.

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



301-387-3087



kurt.lear@garrettcollege.edu

CONSTRUCTION TRADES

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



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

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

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

UPON SUCCESSFUL COMPLETION:

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

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

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

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

OCCUPATIONAL OUTLOOK:

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

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

Check out our website for more details.

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



301-387-3087



kurt.lear@garrettcollege.edu

HEATING, VENTILATION, and AIR CONDITIONING (HVAC)

Heating, ventilation, and air conditioning (HVAC) is the technology of indoor and vehicular environmental comfort. Its goal is to provide thermal comfort and acceptable indoor air quality. HVAC system design is a subdiscipline of mechanical engineering, based on the principles of thermodynamics, fluid mechanics and heat transfer. HVAC is an important part of residential structures such as single-family homes, apartment buildings, hotels and senior living facilities, medium to large industrial and office buildings and hospitals, vehicles such as cars, trains, airplanes, ships and submarines where safe and healthy building conditions are regulated with respect to temperature and humidity, using fresh air from outdoors.



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

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

TIME to COMPLETE PROGRAM: 3 months

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

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


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.

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

Check out our website for more details.

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

 301-387-3087



kurt.lear@garrettcollege.edu

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.



CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

Maryland State Department of Education (MSDE)

LOCATION of TRAINING:

Online, in partnership with Howard Community College.

ENTRY REQUIREMENTS:

- Students must have: access to a computer, computer literacy skills, a valid email address, and internet access.
- Students may be required to obtain and maintain active CPR certification.
- Students will be required to purchase textbooks for some of the child care courses. Please contact kaitlyn.glotfelty@garrettcollege.edu to obtain a listing of required textbooks and instructions for purchasing.
- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

Courses begin continually.

The child care courses listed are offered in an online format through a seat partnership with Howard Community College. Students must have access to a computer, a valid email address, internet access and have computer literacy skills. Students are to contact the CEWD office to begin the registration process.

LIST of COURSES:

Child Growth & Development - 45 hours | 45 Hours | 4.5 CEU's
 School Age Child Care: Curric. - 45 hours | 45 Hours | 4.5 CEU's
 Infant & Toddler Care | 45 Hours | 4.5 CEU's
 Preschool Curric. & Activities - 45 hours | 45 Hours | 4.5 CEU's
 Child Care Administration | 45 Hours | 4.5 CEU's
 Communication Skills | 9 Hours | .9 CEU's
 Family Child Care Preservice | 24* Hours | 2.4 CEU's
 Observation and Assessment Birth -12 | 3* Hours | .3 CEU's
 Supervising Children in Child Care | 3* Hours | .3 CEU's
 Positive Child Guidance & Discipline | 3* Hours | .3 CEU's
 Developmentally Appropriate Practice | 3* Hours | .3 CEU's
 Resources that Guide Daily Planning | 3* Hours | .3 CEU's
 Taking Learning Outside | 3* Hours | .3 CEU's
 Nutrition & Active Learning | 3* Hours | .3 CEU's
 Playground Safety | 3* Hours | .3 CEU's
 Including All Children and the ADA | 3* Hours | .3 CEU's
 Supporting Children with Disabilities | 3* Hours | .3 CEU's
 Intro to Environmental Rating Scales | 3* Hours | .3 CEU's
 The Child Care Provider as a Professional | 3* Hours | .3 CEU's
 Conflict Resolution Strategies | 3* Hours | .3 CEU's
 Cultural Competence & Awareness | 3* Hours | .3 CEU's
 Family & Community Partnerships | 2* Hours | .2 CEU's
 SIDS | 3* Hours | .3 CEU's
 Supporting Breastfeeding in Child Care | 3* Hours | .3 CEU's
 Basic Health & Safety Training | 5* Hours | .5 CEU's
 Pyramid Model for Social/Emotional Competence | 18 Hours | 1.8 CEU's
 CDA Capstone: Portfolio, Application & Exam Prep | 22 Hours | 2.2 CEU's
 Pandemics and Outbreaks: Reducing Risks in Child Care | 5 Hours | .5 CEU's
 Engaging Children with Remote Learning | 5 Hours | .5 CEU's

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



301-387-3770



kaitlyn.glotfelty@garrettcollege.edu

GED PREPARATION / ADULT BASIC EDUCATION (ABE)

Earn your
GED any time,
anywhere!



NEW WAYS TO EARN YOUR HIGH SCHOOL DIPLOMA!

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

WHERE ARE CLASSES HELD?

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

WHEN ARE CLASSES HELD?

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

HOW DO I GET STARTED?

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

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

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.



CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Institute of Metalworking Skills (NIMS)

LOCATION of TRAINING:

Manual Machining Classes: Southern High School, Oakland

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

TIME to COMPLETE PROGRAM:

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

UPON SUCCESSFUL COMPLETION:

- Students will be able to demonstrate core competencies as outlined by NIMS.
- Students will also have the opportunity to earn NIMS Credentials in each class.

ENTRY REQUIREMENTS:

- Preparation for Machining is a required prerequisite for all Machining classes unless the student is able to demonstrate prior learning through NIMS testing.
- Manual Machining experience or prior training is required to enroll in any CNC courses.
- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

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

Check out our website for more details.

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



301-387-3087



kurt.lear@garrettcollege.edu

WELDING

Welders are employed in almost every trade and work in a variety of locations including below ground, under water, on high rise buildings, and bridges. Over 80 certifications are available based on the location of work and metal product being used in the process. Students interested in an advanced level Welding III option should contact the Program Coordinator at the email listed below for more details.



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

Check out our website for more details.

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

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
American Welding Society (AWS)

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


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

UPON SUCCESSFUL COMPLETION:

- At the conclusion of the Preparation for Welding class, students will be able to demonstrate standard safety procedures & earn an OSHA certification, apply basic math to prepare materials, read a welding print to prepare and complete a welding project, and identify the skills required to obtain and retain employment.
- At the conclusion of Welding Two, students will be prepared to take the horizontal and vertical AWS Welding Test.

ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

 **301-387-3087**



kurt.lear@garrettcollege.edu

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.



CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

Department of Transportation

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

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

- The weekday option is offered in a 7.5 week timeframe, Monday through Thursday, 8:00 a.m. to 4:00 p.m.
- The weekend option has a duration of 15 weeks, and is held Saturday and Sunday, 8:00 a.m. to 4:00 p.m.

ENTRY REQUIREMENTS:

- Must currently possess a valid (nonprovisional) license and be 18 years of age.
- Must be able to pass a Department of Transportation (DOT) physical which cannot expire during the training period.
- Drug screen which must be less than sixty (60) days old and cannot expire during the training period.
- Must communicate in the English language sufficiently, as required by the U.S. Department of Transportation.
- Must obtain a Class A, CDL Learner's Permit.
- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

UPON SUCCESSFUL COMPLETION:

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

OCCUPATIONAL OUTLOOK:

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

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

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



301-387-3750



donna.bittinger@garrettcollege.edu

COMMERCIAL DRIVER'S LICENSE (CDL), CLASS B

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

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



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



CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
Department of Transportation

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

TIME to COMPLETE PROGRAM:
6 day duration - arranged

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


ENTRY REQUIREMENTS:

- Must currently possess a valid (nonprovisional) license and be 18 years of age.
- Must be able to pass a Department of Transportation (DOT) physical which cannot expire during the training period.
- Drug screen which must be less than sixty (60) days old and cannot expire during the training period.
- Must communicate in the English language sufficiently, as required by the U.S. Department of Transportation.
- Must obtain a Class B, CDL Learner's Permit.
- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

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

Check out our website for more details.

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

 **301-387-3750**



donna.bittinger@garrettcollege.edu

DIESEL MECHANIC

If you enjoy fixing things and problem-solving, have a mechanical mindset, get excited by technology and enjoy working with your hands consider a career as a diesel mechanic. The current demand for diesel mechanics is high and is expected to increase in the coming years. Diesel engines power some of the biggest players in our economy and play a vital role in a wide variety of industries. In this program, you will be trained to complete a variety of maintenance and repair services including changing oil, checking fluid levels, rotating tires, suspension & steering, electrical systems, and engine rebuilds with an emphasis in preventative maintenance procedures and shop safety. Students will earn a Garrett College Continuing Education and Workforce Training Certificate and will have the opportunity to take the Automotive Service Excellence (ASE) entry-level student certification exam: Inspection, Maintenance & Minor Repair.



2021 Northern Garrett High School graduate, Eliza Wilhelm, jumped (literally) at the opportunity to enroll in Garrett College's diesel mechanic program during her senior year of high school.



"I had been looking to enroll in a diesel program after graduation from high school," stated Wilhelm. "When the opportunity came up to take it locally and during my senior year, I jumped at it. Having grown up around the diesel mechanic industry, I always knew I wanted to further my education in this field," stated Wilhelm. "Garrett gave me the opportunity to do this during my senior year and I was able to take advantage of the Garrett County Scholarship Program as a high school dual enrolled student."

Having completed the diesel mechanic program, Wilhelm holds an entry-level ASE Certification in Medium and Heavy-Duty Inspection, Maintenance & Minor Repair and is employed as a diesel technician for Timbercat Enterprises, LLC.

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:
ASE Automotive Service Excellence

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

TIME to COMPLETE PROGRAM: 11 weeks

UPON SUCCESSFUL COMPLETION:
Students will be prepared for an entry level position as a diesel mechanic.


ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session.
- Students must maintain a 75% average in each class and meet attendance requirements to progress to the next course.

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

Check out our website for more details.

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

 301-387-3750



donna.bittinger@garrettcollege.edu



EXPERIENCE. EXPLORE. EXCEL.

APPLICATION FOR ADMISSION TO WORKFORCE DEVELOPMENT TRAINING

This form should be completed by the prospective student. Please do not skip questions that apply to you.

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

PERSONAL INFORMATION

First Name _____ Middle Name _____ Last Name _____

Social Security Number _____ Any Previous Name(s) _____

Permanent Address: Street, City, State, Zip _____

Mailing Address: If different than Permanent Address _____

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

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

Email Address _____

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

Gender: ☐ Female ☐ Male

Ethnicity: Please check all that apply:

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

Military Service:

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

Are you a veteran? ☐ Yes ☐ No

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

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

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

CITIZENSHIP

United States Citizen? ☐ Yes ☐ No

Country of birth: _____

Country of citizenship: _____

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

If you are not a U.S. citizen:

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

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

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

If yes, list I-20 # _____

If no, indicate type of visa held _____

DECLARATION OF RESIDENCY

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

Signature _____

Date _____

Documentation of residency may be required.

ADMISSIONS INFORMATION

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

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

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

EDUCATIONAL HISTORY

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

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

Name of High School _____ City _____ State _____

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

Name of homeschooling program _____ City _____ State _____

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

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

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

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

Signature: _____ **Date:** _____

FINANCIAL ASSISTANCE

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

☐ I am interested in financial aid.

☐ I have already been approved for financial assistance. Enter the name of the organization or grant _____

☐ I do not require financial assistance.

ELIGIBILITY INFORMATION

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

☐ Be in good financial standing with Garrett College

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

• Paid by: ☐ Credit Card

☐ Check Enclosed

☐ Cash

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

Application Deadline:

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

FINANCIAL NEED

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

Department of Social Services (DSS) ☐ Yes ☐ No

Food Stamps ☐ Yes ☐ No

Community Action ☐ Yes ☐ No

Western Maryland Consortium ☐ Yes ☐ No

Healthy Families ☐ Yes ☐ No

DORS ☐ Yes ☐ No

Appalachian Crossroads ☐ Yes ☐ No

Adult Basic Education ☐ Yes ☐ No

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

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

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

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

Signature

Date

CAREER GOAL

Continuing Education Program (see last page of application) _____

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

FERPA

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

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

Signature

Date

CERTIFICATION OF INFORMATION

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

Signature

Date

Parent Signature (if under the age of 18)

Date

SCHOLARSHIP ELIGIBLE PROGRAMS

Allied Health & Emergency Medical Services

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

Construction Trades & Maintenance

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

Human Resource Services

- ☐ Child Care Provider

Manufacturing Technologies

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

Transportation Technologies

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

Information is available on the Garrett College Web Site:

www.garrettcollege.edu/cewd

Application Checklist

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

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

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

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

301-387-3750, donna.bittinger@garrettcollege.edu

Northern Outreach Center (NOC), Grantsville

• *CDL Class A, CDL Class B, Diesel Mechanics, Vet Assistant*

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

• *ABE/GED, Child Care, Medical Billing & Coding, Ed2Go, Mindedge, Contract Training, Professional Development*

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

Matia Vanderbilt, Program Manager

301-387-3781, matia.vanderbilt@garrettcollege.edu

Southern Outreach Center (SOC) / Northern Outreach Center (NOC) / McHenry

• *Community Education*

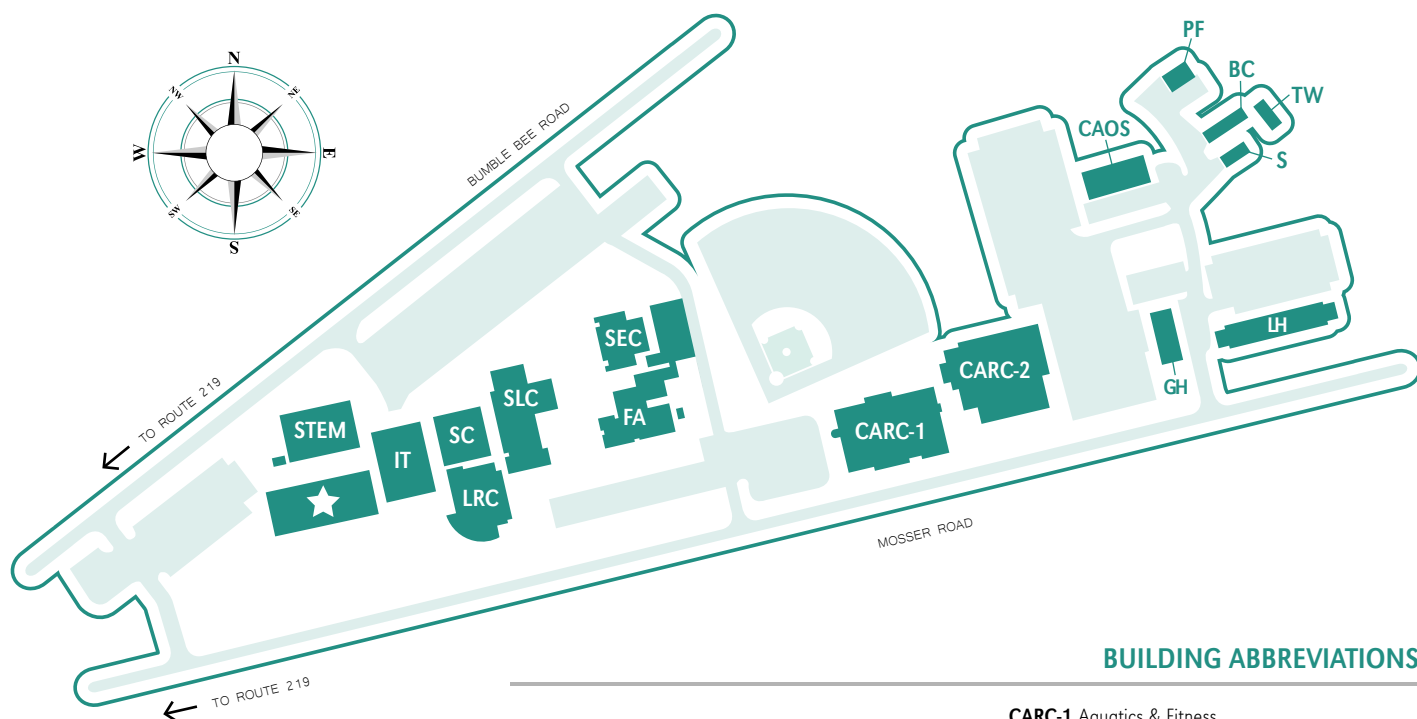
Julie Yoder, Dean of Continuing Education & Workforce Development

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

★
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

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



WE ARE
CONVENIENTLY
LOCATED WITH
OUTREACH CENTERS
THROUGHOUT THE
COUNTY:

- 1 Main Campus**
687 Mosser Road, McHenry, MD 21541
301-387-3069
- 2 Career Technology Training Center (CTTC)**
116 Industrial Drive, Accident, MD 21520
301-387-3087
- 3 Community Aquatic & Recreation Complex (CARC)**
695 Mosser Road, McHenry, MD 21541
301-387-3786
- 4 Northern Outreach Center (NOC)**
12601 National Pike, Grantsville, MD 21536
301-387-3750
- 5 Southern Outreach Center (SOC)**
14 N 8th Street, Oakland, MD 21550
301-387-3770

INCLEMENT WEATHER POLICY

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

WHEN ARE WEATHER-RELATED DECISIONS MADE?

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

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

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

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

HOW DO I KNOW WHICH LOCATION IS CLOSED?

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

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

Garrett College
687 Mosser Road
McHenry, Maryland 21541

