

301-387-3069

www.garrettcollege.edu/cewd

Continuing Education

SUMMER FALL 2018

COVERING DATES AUG 13 - DEC 31



Learning About Lavender - p5



Amish Culture, History and Religion - p8



Beginner Mandolin - p13



Intro to Wind Energy - p5

GARRETT COLLEGE
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

COMMUNITY EDUCATION | PROFESSIONAL & WORKFORCE DEVELOPMENT



Continuing Education and Workforce Development

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

Outreach Centers

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

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

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



www.facebook.com/GC.CEWD

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Location Key

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

LEGEND

HOW TO READ A COURSE LISTING

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

HURRY!

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

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



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Inclement Weather Policy

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

GARRETT COLLEGE WEATHER LINE: 301-387-3198

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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Save Time REGISTER ONLINE

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

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

COMMUNITY EDUCATION / PERSONAL INTEREST

ARTS & CREATIVITY

Advanced Portrait Painting PI-147

This course is designed to improve portrait painting techniques and colors used in producing portraits in oil. The course is highly individualized developing paintings using photos of friends or relatives. A materials list will be provided upon registration. Prerequisite: Must have taken a prior portrait painting course with instructor, Edna Bender.

Sep 10 - Oct 8 | 9am - 12:15pm | Mon | 5 sessions | GSC
\$59 for all residencies
Registration closed: Sep 3 | Instructor: Edna Bender

NEW! Digital Photography - You & Your Camera PI-687

In this course, you will explore the basic camera controls, such as exposure, selective focus, aperture settings and fundamentals of composition. Through lectures, demonstrations and hands-on lab sessions students will become adept at making and understanding digital images. Working with your digital camera, you will complete a number of assignments that emphasize camera controls, composition and subject matter. Class lectures and demonstrations will show the basics of exposure, quality of light, depth of field, and discussion of file formats, resolution requirements and file compression. A brief history of photography will be covered to have an understanding of how we got to where we are in the digital image world today. The class will also be exposed to works of historical photographers. Please note: This is not a class for Point-and-Shoot cameras. Students will need to bring or provide their own Digital Single Lens Reflex (DSLR) camera for discussion purposes, along with the operating manual for reference.

Sep 12 - Sep 26 | 6pm - 8pm | Wed | 3 sessions | McH
MD SR\$ 49 GC: \$59 OOC: \$64 OOS: \$69
Registration closed: Sep 5 | Instructor: William Hentosh



William (Bill) Hentosh has been involved with landscape and nature photography for 45 years. His work has been published in numerous magazines which include Country, Country Extra, Birds and Blooms, Farm and Ranch Living, Backyard Living as well as Willow Creek Press Farms & Barns calendar series and Reiman Publications Country Churches calendar series. Originally

from Ohio, Hentosh has been a resident of Garrett County since 2012, where he has continued his photography passion in the rural atmosphere of the county and the wonders that Deep Creek Lake and the state parks have to offer. He is a member of the Garrett County Arts Council where he displays his work. His work can also be found at community arts and craft events held throughout the year.

Creative Writing Workshop PI-675

This course provides instruction on developing creative writing skills. Topics include the problems and promises of writing narrative fiction and poems, complexities of creative writing as a craft and an art explored through analysis of representative works, study of the techniques appropriate for stories and poems, and brief practice in creating work and reading that work to an audience. Upon completion of this course, the students should be able to: create narrative fiction and poems with confidence, analyze representative works of fiction and poetry, utilize techniques of a variety of literary forms, discuss creative writing as a craft and an art and explore avenues for publication of work.

Sep 13 - Sep 27 | 6:30pm - 8:30pm | Thu | 3 sessions | NOC
MD SR\$ 49 GC: \$59 OOC: \$64 OOS: \$69
Registration closed: Sep 6 | Instructor: Jack Dubose



Jack DuBose is a poet who has taught writing to students at Garrett College since 1986. He loves poetry, storytelling and reading aloud.

Introduction to Acrylic Painting PI-688

This course will give the student an overview of how to paint in acrylics. Acrylic painting uses a quick drying paint that can be painted over and over again to get just the right effect that you are looking for. You can add layers that won't smudge the paint underneath, can use different mediums, different brush strokes, as well as stretch your paint out to make it last longer. If you love paint parties, you'll love this course. You will begin learning about some brush strokes, see some different styles of painting and will be doing some painting of your own. Please wear old clothing or bring a smock. All supplies are included.

Sep 18 - Oct 9 | 6pm - 8pm | Tue | 4 sessions | McH
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109
Registration closed: Sep 11 | Instructor: Sharon Elsey



Garrett County resident Sharon Elsey is a self-taught artist who paints mostly nature, landscape, and action paintings.

Whitewater, kayaking and snow scenes have been her favorites, but she is currently expanding her horizons through different types of mediums and scenes. Her work has been displayed throughout the county.

NEW! DIY - Make Your Own Feed Bag Tote PI-712

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

Oct 16 | 6pm - 8:30pm | Tue | 1 session | McH | \$19 for all residencies
Registration closed: Oct 9 | Instructor: Jean Tumbarello

NEW! Writing Creative Nonfiction for Magazines PI-689

According to writer Barrie Jean Borish, Creative Nonfiction is memory-or-fact-based writing that uses the styles of fiction, memoir, and essay. It includes the author's life and/or the author's eye on the lives of others. It includes memoir, personal essay, literary journalism, nature writing, city writing, or travel writing. What links all these forms is that the "I," the literary version of the author, is either explicitly or implicitly present—the author is in the work. This course will focus on applying Creative Nonfiction to magazine writing. The goal of the class is to be prepared to submit written work for publication. In addition to the craft of writing, we will also focus on issues of researching magazine markets, and writing effective query letters. Students should be prepared to write weekly assignments, read them in class and participate in critiquing the work of others.

Oct 23 - Nov 13 | 6pm - 8pm | Tue | 4 sessions | NOC
MD SR\$ 49 GC: \$59 OOC: \$64 OOS: \$69
Registration closed: Oct 16 | Instructor: Tony Lolli



Tony Lolli, a resident of Bittering, is a freelance writer, author, columnist, fly fishing guide and blues musician. Over the past 18 years, his work has appeared in many magazines. In addition to more than 40 features, Lolli also writes profiles of eccentric personalities and bed and breakfast reviews. He has written columns for eight magazines and has had seven books published.

General Ceramics PI-546

Roll up your sleeves and get busy with clay! Experiment with building a coil style mug, an adorable pinch pot, a slab pocket and projects on the wheel. Under the expert guidance of local artists, Lorie and Ron Skidmore of Deep Creek Pottery, you will be amazed at what you can create. All materials are included and the class is timed so that your projects can be finished for the gift giving season. However, there are no guarantees that you will be able to part with any project!

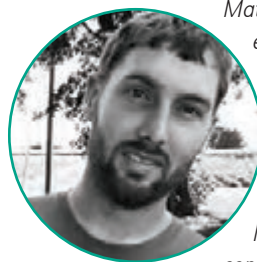
Nov 7 - Dec 12 | 6pm - 8pm | Wed | 5 sessions | Deep Creek Pottery
MD SR: \$185 GC: \$195 OOC: \$200 OOS: \$205
Registration closed: Oct 31 | Instructor: Lori Skidmore

GARDENING & ENVIRONMENT**Introduction to Wind Energy** PI-672

From its antiquated history to modern sophisticated designs, wind power has supplied needed resources to many people for hundreds and hundreds of years. This all-encompassing course will cover many facets including history, engineering, design, environment and safety. Students will gain insight on the future of the wind industry and the challenges ahead. The overall objective of this course is to provide the local community and any curious student with accurate knowledge of the growing industry.



Sep 6 - Sep 27 | 6pm - 9:15pm | Thu | 4 sessions | McH
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69
Registration closed: Aug 30 | Instructor: Matthew Carney



Matthew Carney is a well-traveled reliability engineer for Exelon Corporation (owner of three local wind farms). On a daily basis he provides recommendations for continued improvement in operations and maintenance of several local wind farms. He graduated from the University of Maryland's Clark School of Engineering and continues study at Purdue University.

NEW! Learning About Lavender PI-697

Are you one of those people that just loves the smell, color and beauty of lavender? Lavender is an herb that can be enjoyed for its lovely color, its relaxing aroma and herbaceous taste. Join us for a visit to Deep Creek Lavender Farm in Accident, owned by Anne Davidson. Learn about growing, processing and cleaning lavender, using lavender for relaxing the body and mind and how to propagate this beautiful plant. We will take a tour of the lavender fields and be given a presentation about growing and propagating lavender. We will taste lavender in some treats and receive recipes to try at home. The evening will round out with everyone planting a lavender cutting in a bottle terrarium to take home and grow. Davidson started off with 600 lavender plants in 2012, and now has nearly 1500 lavender plants in many shades of purple and white. This class is geared to those 12 years of age and older but younger folks are welcome with a paying, supervising adult. The course will be held rain or shine at the Lavender Farm.

Sep 6 | 6pm - 7:30pm | Thu | 1 session | Deep Creek Lavender Farm
\$14 for all residencies
Registration closed: Aug 30 | Instructor: Anne Davidson

NEW! What is Wrong With My Plant? PI-698

This class will highlight ten common plant diseases that are seen in ornamental and/or vegetable gardens. How to eliminate and treat the diseases will also be discussed.

Sep 13 | 1pm - 3pm | Thu | 1 session | SOC

\$14 for all residencies

Registration closed: Sep 6 | Instructor: Ashley Bodkins

NEW! Name That Bug - Pest Identification PI-699

Learn steps for diagnosing bug damage and the identity of some common bugs in our gardens. Controlling bug damage will also be discussed. Live and preserved specimens will help you visualize common garden bugs.

Oct 4 | 1pm - 3pm | Thu | 1 session | NOC

\$14 for all residencies

Registration closed: Sep 27 | Instructor: Ashley Bodkins

NEW! Weed or Wildflower? Learn the Difference PI-700

Learn some tips and tricks for identifying pesky weeds in your home landscape. The class will include hands-on learning with real specimens.

Oct 18 | 1pm - 3pm | Thu | 1 session | SOC

\$14 for all residencies

Registration closed: Oct 11 | Instructor: Ashley Bodkins

NEW! Name That Plant PI-701

Annuals or Perennials? Herbaceous? Woody? What does it all mean? We will cover ten plants that you should consider adding to your garden to increase diversity.

Nov 1 | 1pm - 3pm | Thu | 1 session | SOC

\$14 for all residencies

Registration closed: Oct 25 | Instructor: Ashley Bodkins

NEW! Name That Tree (or Shrub) PI-702

Deciduous or Conifer? This course will discuss common landscape trees and shrubs. Learn how to best care for these plants, including fertilizing, pruning, and more!

Nov 13 | 1pm - 3pm | Tue | 1 session | NOC

\$14 for all residencies

Registration closed: Nov 6 | Instructor: Ashley Bodkins

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



HEALTH, WELLNESS & SAFETY

Heartsaver First Aid w/CPR HM-259

Heartsaver First Aid with CPR & AED is a classroom, video-based course that is designed to meet OSHA requirements. The course teaches basic First Aid, CPR, and AED skills and includes peer and manikin practice and case discussion. Although the course can be used in any setting, it is designed for emergencies in the workplace. Upon successful completion of the course, a two-year First Aid/CPR card will be issued from the American Heart Association.

Sep 4 - Sep 6 | 5:30pm - 8:45pm | Tue/Thu | 2 sessions | McH

MD SR: \$75 GC: \$90 OOC: \$95 OOS: \$100

Registration closed: Aug 28 | Instructor: Cathy McGoldrick

Dec 4 - Dec 6 | 5:30pm - 8:45pm | Tue/Thu | 2 sessions | McH

MD SR: \$75 GC: \$90 OOC: \$95 OOS: \$100

Registration closed: Nov 27 | Instructor: Cathy McGoldrick

BLS Healthcare Provider CPR HM-218

This Basic Life Support (BLS) for Healthcare Providers Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. The course includes peer and manikin practice and case discussions. Students must pass both a skills and written exam. Upon successful completion of the course, a two-year BLS for Healthcare Providers card will be issued from the American Heart Association.

Oct 11 | 5pm - 9:15pm | Thu | 1 session | McH

MD SR: \$60 GC: \$75 OOC: \$80 OOS: \$85

Registration closed: Oct 4 | Instructor: Cathy McGoldrick

Walk This Way! PI-715

This is an indoor walking class focusing on proper walking mechanics, postural alignment, interval training, balance and flexibility. You can normally walk about one to two miles in an hour-long class. This is a great way to get your daily steps. Not only will it help in losing weight, it can help manage heart disease, high blood pressure, strengthen bones and muscles, improve mood, balance and coordination. This is an exercise class so come prepared to move and sweat! Wear comfortable clothing, walking shoes/sneakers and bring a water bottle and small towel. Join us and walk this way!

Sep 5 - Oct 3 | 4:30pm - 5:15pm | Wed | 5 sessions

McH - Special Events Center | \$29 for all residencies

Registration closed: Aug 29 | Instructor: Terry Whalen

Oct 17 - Nov 14 | 4:30pm - 5:15pm | Wed | 5 sessions

McH - Special Events Center | \$29 for all residencies

Registration closed: Oct 10 | Instructor: Terry Whalen

Line Dancing PI-428

Participants in the Line Dancing class can expect to learn a variety of dances to all genres of music. Although Line Dancing is found most often in Country scenes, it can be danced to any style of music. Line Dancing is a choreographed dance usually at least 32 counts that repeats until the song is over. It is a very fun and simple way to learn how to dance to a song without learning different dance steps for every beat of the music. Line Dancing is a solo dance, meaning there is no need for a partner.

Sep 5 - Oct 3 | 5:30pm - 6:30pm | Wed | 5 sessions
McH - Special Events Center | \$45 for all residencies
Registration closed: Aug 29 | Instructor: Terry Whalen

Oct 17 - Nov 14 | 5:30pm - 6:30pm | Wed | 5 sessions
McH - Special Events Center | \$45 for all residencies
Registration closed: Oct 10 | Instructor: Terry Whalen



Terry Whalen is a certified Zumba and LaBlast Instructor, along with being a member of "KickIt" Country Dance and former member of the County Pride Dancers of Baltimore. Whalen supports and promotes dance fitness to people of all ages and fitness levels. She encourages a total quality of life - including physical well-being helping to mold healthy, productive and highly engaged people. Line Dance Fitness creates a wellness program boosting health and engagement, creating a strong culture of overall well-being and more focused energetic individuals.

SAFETY & FIREARM TRAINING

NEW! Women's Awareness and Defense PI-707

This ladies only course is designed to make you aware, prepared, and ready for any situation that could occur in your everyday life. It covers mental preparation, situation awareness, physical security, personal security, defensive tactics and personal response in a mass shooting incident. This is a classroom only session with NO PHYSICAL CONTACT.

Sep 8 | 9am - 12pm | Sat | 1 session | McH
\$49 for all residencies
Registration closed: Sep 1 | Instructor: Rick Sivic

Nov 10 | 9am - 12pm | Sat | 1 session | NOC
\$49 for all residencies
Registration closed: Nov 3 | Instructor: Rick Sivic

Rick Sivic Sr., Boston Hill Training, is certified by the Utah Bureau of Criminal Identification (BCI), a Maryland State Police Qualified Handgun Instructor and an NRA certified firearms instructor.

MD Hand Gun Qualification (HQL) PD-823

This Handgun Qualification License training 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. Fingerprinting is required to obtain a handgun license and is not included in the price of the class. (It may be offered during the class depending on the number of students.) Approved HQL training courses are offered by Maryland State Police approved Qualified Handgun Instructors. Training is valid for three years and must be completed prior to submitting an application for a Handgun Qualification License. You do not need a Handgun Qualification License to own a gun you already have. Students must be at least 18 years but cannot obtain a handgun license until they are 21 years of age. No one is permitted to bring a weapon or ammunition to class.

Aug 18 | 9am - 2pm | Sat | 1 session | NOC
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79
Registration closed: Aug 11 | Instructor: Rick Sivic

Oct 20 | 9am - 2pm | Sat | 1 session | SOC
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79
Registration closed: Oct 13 | Instructor: Rick Sivic

Dec 8 | 9am - 2pm | Sat | 1 session | NOC
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79
Registration closed: Dec 1 | Instructor: Rick Sivic

Utah Concealed Firearms Permit Training PI-558

If you travel throughout the United States and wish to carry a concealed handgun, this class qualifies to get your conceal carry permit through a one-day training. After completing this course, you will be eligible to apply for a Non-Resident Utah Concealed Firearm Permit which is honored in 31 states. It does NOT include Maryland or Pennsylvania.

This 5 hour class covers all aspects and requirements required by the state of Utah. You must also pass a criminal background check in order to obtain a permit. Utah application will be completed during the class and reviewed for completion. Photographs and fingerprinting will be done during the class. Please note- if your home state issues a concealed carry permit, you need to provide a copy of that permit to obtain your Utah permit. This does not apply to MD residents unless you currently have a permit. Class charges include fingerprinting, photography service & providing you with packet to mail.

NOT included in the class fee is a \$67 Permit fee to the State of Utah (either by credit card or check). Permit is valid for 5 years.

THIS IS NOT A NATIONAL RIFLE ASSOCIATION (NRA) CLASS.

Nov 15 | 4pm - 10pm | Thu | 1 session | McH
MD SR: \$115 GC: \$119 OOC: \$124 OOS: \$129
Registration closed: Nov 8 | Instructor: Rick Sivic

HISTORY

NEW! Amish Culture, History and Religion PI-695

This course will focus on the book, "The Amish, A Concise Introduction" written by Steven M. Nolt. This well-documented text introduces the richness of Amish life. Students will be given weekly reading assignments and will then share in the discussion of the cultural, economic and religious practices that motivates the lifestyle choices of the Amish. The book (ISBN: 1-4214-1956-4) may be purchased online or from a variety of bookstores.

Sep 4 - Sep 25 | 6pm - 9:15pm | Tue | 4 sessions | SOC
MD SR\$ 49 GC: \$59 OOC: \$64 OOS: \$69
Registration closed: Aug 28 | Instructor: Curtis Duff

Curtis C. Duff, RN is instructing the course. Growing up in Plain City, Ohio, he attended and joined an Amish-Mennonite congregation and has been a member of the Gortner Amish congregation for the past 31 years.

Jewish Resistance PI-622

This course will present the different ways Jews fought back against the Nazis. To quote survivor Leo Bretholz, "People did not march quietly to the ovens. Many of us resisted, fought, ran, and fought some more, grew up, struggled to stay alive, found unforeseen courage, and persevered."

Sep 13 - Sep 27 | 6pm - 7:30pm | Thu | 3 sessions | SOC
MD SR: \$13 GC: \$14 OOC: \$15 OOS: \$16
Registration closed: Sep 6 | Instructor: Beth Luers

Beth Luers retired from Garrett College after 32 years of teaching primarily History and Cultural Geography. She has been interested in the Holocaust from a young age and just published a book, Creating Light, about three Holocaust survivors and what each did to give back to a world that wanted them dead. Beth has also taken students to Holocaust sites in Eastern Europe and brought Holocaust survivors to Garrett College as part of the Joan Crawford Lecture Series.

American History Series: The Cold War PI-696

This edition of the American History Series will explore the period known as the "Cold War" - roughly the period between 1945 and 1989. Through film, lecture, and class discussion the session will examine the events that gave rise to the contest for supremacy between the United States and the U.S.S.R., and how this ideological struggle led to America's involvement in several major military confrontations around the globe, including Korea and Vietnam.

Oct 18 - Nov 8 | 6pm - 8pm | Thu | 4 sessions | SOC
MD SR\$ 49 GC: \$59 OOC: \$64 OOS: \$69
Registration closed: Oct 11 | Instructor: Dick Carroll

LIFESTYLE, HOME & FAMILY

Introduction to Wind Energy PI-672

From its antiquated history to modern sophisticated designs, wind power has supplied needed resources to many people for hundreds and hundreds of years. This all-encompassing course will cover many facets including history, engineering, design, environment and safety. Students will gain insight on the future of the wind industry and the challenges ahead. The overall objective of this course is to provide the local community and any curious student with accurate knowledge of the growing industry.

Sep 6 - Sep 27 | 6pm - 9:15pm | Thu | 4 sessions | McH
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69
Registration closed: Aug 30 | Instructor: Matthew Carney

Estate Planning: The Importance of Wills & Trusts PD-458

Estate planning is not just for the wealthy. An estate plan provides the legal mechanism for disposing of property upon death in a way that recognizes your wishes and the needs of your survivors, while minimizing taxes. For many, it can mean planning for the handling of affairs in case of disability, and the personal medical choices to be made as life nears its end. This two-part course will address the common questions regarding wills, financial powers of attorney, advance directives, protecting one's home, and the Maryland estate administration/probate process. One part of the course will provide an overview on some of the more noticeable legal and financial issues associated with growing old. This will include a detailed discussion of the legal documents all persons should have including a will, power of attorney, and advance directive. Included will be a discussion of some common misconceptions relating to wills, the problems with writing your own will and considerations for choosing someone to act as your Agent and/or Personal Representative. Some other topics that will briefly be covered include protecting your home, long-term care insurance, and medical assistance to pay for nursing home care. This portion of the course is being instructed by Grantsville native Brandon James Hoover. Brandon is an attorney in the Law Office of Donald S. Goldbloom and the Program Director for Criminal Justice/Paralegal at Allegany College of Maryland. The second part of the course will focus on Maryland Estate Administration and the probate process from start to finish. It will include detailed discussions of when an estate is necessary, the different types of estates, as well as the steps involved for a Personal Representative in handling the affairs of a decedent. Rita Watson, Register of Wills for Garrett County, will be instructing this portion of the course.

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



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



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

NEW! A Day with AARP Maryland PI-711

Join us for the latest information on the following topics: *AARP Fraud Watch Network: Working to empower you to protect yourself from fraud and scams. Vigilance against scammers is our number one weapon. By taking a few practical steps, you have the power to protect yourself and your family and stop fraud before it happens. *A shred truck will be on-site. Bring in your old documents to dispose of them and protect your finances. Scammers can swiftly riffle through a person's trash to find documents that contain personal information so they can use it to gain access to your accounts, or setup fraudulent accounts in your name. *Home Fit: Information provided to help individuals safely remain in their own home as they age. The program leads participants through the process of thinking about each area of their current home in terms of whether it will meet their needs as they age from the viewpoint of accessibility/livability. Examples of strategies to make the home more accessible, products available to make these changes and professionals available for consultation are given. *Tax Reform: How Does the New Tax Reform Law Affect YOU? Join AARP Maryland, Ted Meyerson, as he discusses key points around tax reform and how older adults will be affected. Although this event is free, registration is required due to limited seating.

Sep 21 | 9am - 3pm | Fri | 1 session | GSC

FREE EVENT - Must register

Registration closed: Sep 14 | Instructor: Jennifer Holz

Garrett Institute for Lifelong Learning



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

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

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

**\$10
Annual
Membership
Fee**

Not a member? Join now!

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

NEW! Conversational Spanish PD-132

Have you been considering the study of Spanish – for your business, travel or just for fun? If so, this class is for you. The course provides an introduction to Spanish pronunciation, basic vocabulary, common phrases and communication for simple conversations, all at a very relaxed pace – no stress, no tests.

Oct 3 - Nov 7 | 6:30pm - 8:30pm | Wed | 6 sessions | NOC

MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69

Registration closed: Sep 26 | Instructor: Ashley Emerick

The course is being instructed by local resident Ashley Emerick who graduated from Frostburg State University with a double major in Psychology and Spanish.

NEW! Basic Automotive Maintenance PI-709

This course is designed to provide the car owner with basic information on maintenance that can be performed at home instead of paying \$\$\$ to a garage. The course is divided into four sessions. Session one will cover understanding your owner's manual, and automotive specifics to include types of oil to use, when to change oil and filters, what the lights on the dash mean, and much more. Sessions two and three will cover maintenance to include oil change, wiper blade replacement, antifreeze, parts identification, and air filter change. Session 4 concludes with changing tires with proper jack use. Students may bring their own vehicles to the sessions as long as they bring all of the supplies needed for the topic of the evening and they complete the work with only the guidance of the instructor.

Nov 6 - Nov 27 | 6pm - 8:30pm | Tue | 4 sessions | Northern High School

MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69

Registration closed: Oct 30 | Instructor: Robert Moranduzzo

Instructor, Robert Moranduzzo, is a long-time auto mechanics teacher at Northern High School. He is ASE Certified (Automotive Service Excellence) and ICar Certified (Inter-Industry Conference on Auto Collision Repair).

NEW! Homeschool: Making a Decision PI-706

This course will help you choose the education that works for your child and family needs. The course will cover the following topics: private (homeschool) vs public education; why some schools work for some children and not for others; choosing a curriculum that suits the needs of the student and the family; which curricula are accepted by the State Board of Education and how to approach and work with local school districts. Also discussed will be online tools versus books and how to monitor and help your children through the curriculum.

Nov 7 - Nov 14 | 6:30pm - 9pm | Wed | 2 sessions | McH

MD SR: \$45 GC: \$49 OOC: \$54 OOS: \$59

Registration closed: Oct 31 | Instructor: Kristine Ayers-Cline

Kristine Ayers-Cline, Director and Teacher for Laurel Academy, uses both homeschool and school based curriculum. She has an Associate and Bachelor's degree in Graphic design. She teaches art and creative therapy to people with disabilities and children from K-12.

ANIMAL INTEREST

Basic Dog Obedience PI-543

This class is a fun way for your dog to learn basic obedience and bond with you at the same time. Over this five week course, attendees will learn heel, sit, down, stay, recall and more. All dogs should be a minimum of 6 months old and up-to-date on all vaccinations including Bordetella.

Oct 18 - Nov 15 | 6:30pm - 7:15pm | Thu | 5 sessions | CTTC Bay
\$99 for all residencies

Registration closed: Oct 10 | Instructor: Maggie Brown

Oct 18 - Nov 15 | 7:30pm - 8:15pm | Thu | 5 sessions | CTTC Bay
\$99 for all residencies

Registration closed: Oct 10 | Instructor: Maggie Brown



Maggie Brown is owner of Joey's Bed and Bones, a boarding, daycare, and training facility based in Davis, WV. She conducts classes throughout the area ranging from basic obedience to puppy socialization. She has been involved in animal rescue for over five years. Most recently, she founded Animal Friends of Doggy Sods, a 501(c)3 to assist family pets and livestock that fall outside of the protection of local shelters.

FINANCE

NEW! Investing 101 PI-703

This two-part, introductory investing course is designed to increase investor understanding of investments and strategies. Part one will cover the following topics: the nuts and bolts of stocks, an investor's tour of mutual funds, and foundations of investing. Learn how to develop a strategy, choose quality investments, and diversify a portfolio. Part two will assist individuals to discover where they are today, where they would like to be, how to get there and how to stay on track. This session also covers common investing mistakes and how to avoid them, investing strategies to help reach long-term goals, and designing your retirement.

Sep 11 - Sep 18 | 6:30pm - 9pm | Tue | 2 sessions | NOC

MD SR: \$45 GC: \$49 OOC: \$54 OOS: \$59

Registration closed: Sep 4 | Instructor: Rick Burns

Presenter, Rick Burns, has over 15 years' experience as a Financial Advisor helping individuals prepare for and live in retirement.

NEW! Coupons, Rebates & Discounts; Saving Money on Purchases PI-705

Looking for ways to save some money? Learn how to save big \$\$\$ using coupons, discounts and refunds. Simple techniques and a few minutes a week can mean significant savings. Join Jesse Ketterman, Jr. and Lisa McCoy as they guide participants using social networking, cell phones, newspapers and websites to save money on everything from vacations, groceries, clothing and more. Participants will receive a packet of information that will include references to websites for couponing as well as grocery shopping tips.

Oct 1 - Oct 29 | 6:30pm - 8pm | Mon | 3 sessions | McH

MD SR: \$25 GC: \$29 OOC: \$34 OOS: \$39

Registration closed: Sep 24 | Instructors: Jesse Ketterman & Lisa McCoy



Jesse works with University of Maryland Extension in Family and Consumer Sciences. As an Extension Educator with an emphasis on Financial Literacy, his programs focus on how people spend and save money. Lisa also works with the University of Maryland Extension as a Family and

Consumer Sciences educator in Healthy Living. As a Registered Dietitian, she works with individuals to make healthy choices while saving money and offers suggestions for meal planning and shopping.

**NEW! Living in Retirement** PI-704

Be informed, be comfortable and be in control of your retirement. In this class we will discuss four misconceptions of investing, important income strategies for retirees and help pre-retirees and retirees prepare for the unexpected. You will discover ways to mitigate the risks of inflation, long-term health care expenses, market fluctuations and efficient ways to leave a legacy for your family. There will also be a guest speaker from Pittsburgh to discuss some of the psychology of retirement and how it relates to investment decisions.

Oct 9 - Oct 16 | 6:30pm - 9pm | Tue | 2 sessions | NOC

MD SR: \$45 GC: \$49 OOC: \$54 OOS: \$59

Registration closed: Oct 2 | Instructor: Doug Kramer

Presenter, Doug Kramer, has over 25 years' experience as a Financial Advisor and who specializes in retirement. He has successfully guided hundreds of families into and through their retirement years.

Inclement Weather Policy

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

GARRETT COLLEGE WEATHER LINE: 301-387-3198

Introduction to Grant Writing PD-123

There are millions of dollars available through federal, state and local grants. Would you like your organization to have access to those dollars? This introductory workshop is for those who are unsure of how to write a grant, approach funding sources, or make grant dollars work for their needs. Navigating through the grant writing process can be lengthy and involved, but it does not need to be difficult. Participants will learn how to find and track grant opportunities at Federal, State, & local levels. Locate foundation grant programs and where to find corporate giving programs - all of which can help you accomplish your goals. The instructor will guide you through writing dynamic, winning, and effective grant proposals concentrating on the essential components of a proposal package: how to customize a proposal to match a grant maker's interest, how to initially approach a funder, the differences between government and foundation proposals, how to report the grant progress and impact, how to develop working relationships with grant makers, what to do if your proposal is denied (do not give up!), and behind the scenes decisions that determine proposal acceptance and denial.

Nov 5 - Nov 12 | 6pm - 8:30pm | Mon | 2 sessions | NOC
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69
Registration closed: Oct 29 | Instructor: Cherie Krug



*Cherie Krug, Executive Director of the Garrett College Foundation, will be instructing the course. She has breadth and depth of knowledge gleaned from over twenty years of grant writing. Prior to Garrett College, Krug worked as Interim Director of Development and Interim Executive Director of the Foundation at Frostburg State University where she oversaw the AmeriCorps, *VISTA and volunteers programs at FSU for eleven years all supported by federal, state and local grants.*

NEW! Income Tax Preparation 101 PI-710

This workshop will provide an overview of Federal and State of Maryland Tax Returns. Facilitators will provide information about determining which tax return to file, filings status, and deductions. Participants will learn which filing option may present them with the maximum return.

Nov 20 - Dec 4 | 6pm - 8:30pm | Tue | 2 sessions | McH
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69
Registration closed: Nov 13 | Instructors: Jesse Ketterman & Brad Miller

The course is being team taught by Brad Miller, CPA and Dr. Jesse Ketterman Jr. Miller, a licensed Certified Public Accountant, has experience in government, nonprofit, and ERISA audits, financial statement preparation, tax planning, as well as individual, corporate, and nonprofit tax preparation. He presently is a staff accountant with Turnbull, Hoover & Kahl, P.A. Ketterman, an Accredited Financial Counselor, works as an Extension Educator for University of Maryland Extension serving Allegany, Garrett, and Washington counties focusing on financial and health insurance literacy.

FOOD & BEVERAGE**NEW! Cucumbers: Pickle your Pickings!** PI-690

Cucumbers come in many shapes, sizes, and even colors! Learn what varieties will produce large quantities along with key pests and diseases that you should be on the lookout for. Then learn how to make non-fermented pickles from cucumbers as well as green beans, beets, carrot, peppers, zucchini and many more possibilities! The final step is either canning or freezing these yummy treats!

Aug 29 | 6pm - 9:15pm | Wed | 1 session | Southern High School
\$29 for all residencies
Registration closed: Aug 22 | Instructors: Lisa McCoy & Ashley Bodkins



University of Maryland Extension Instructors, (left) Ashley Bodkins and (right) Lisa McCoy.

**NEW! Fearless Fermentation - Cabbage and More** PI-691

Cabbage, Broccoli, Cauliflower, and Brussel Sprouts are hardy crops that are often referred to as "cole crops" which refers to waxy-leaved brassicas of European origin. These vegetables are in their prime for quality, texture, and taste in the fall, so it is the perfect time to learn about the science and steps to making healthy, safe, and delicious fermented foods! This class will cover tips for growing cole crops and also the steps for safe fermenting.

Sep 19 | 6pm - 9:15pm | Wed | 1 session | Southern High School
\$29 for all residencies
Registration closed: Sep 12 | Instructors: Lisa McCoy & Ashley Bodkins

Basic Cake Decorating PI-714

Learn the skill of cake decorating in this introductory course. Get in touch with your artistic side learning a variety of techniques from how to bake a great cake, to icing ingredients, to frosting a cake perfectly smooth. Learn how to fill bags and pipe borders, write on cakes and make roses. The course is being instructed by Tracy Sanner, owner of Dough Girls Cakes in Rockwood, PA. She specializes in cakes, cookies and much more. The kits include a practice board, a variety of tips, plastic icing bags, 3 couplers, a rose stem and plastic scissors. For the first class, students just need to bring their creativity and then for the final two sessions, students are to bring icing and a baked cake to class.

Oct 16 - Oct 30 | 6:30pm - 8:30pm | Tue | 3 sessions | NOC
\$39 +\$18 for supplies
Registration closed: Oct 9 | Instructor: Tracy Sanner

NEW! The Science of Freezing Foods - Fruit, Veggies and Meat PI-692

Foods in the freezer — are they safe? How long can I store products in the freezer? Every year, thousands of calls are made to the USDA Hotline because people are not sure about the safety of items stored in their own home freezers. This course will highlight the science of freezing food, what you can freeze, tips for packaging, storage time, color change, freezer burn, safe thawing, and refreezing protocols. Fruit and fruit sauce is a wonderful frozen treat; learn about growing fruit that you can freeze in this class, how to establish a fruit orchard (apple, peach, pear) and some easy small fruits for any home garden!

Oct 24 | 6pm - 9:15pm | Wed | 1 session | Southern High School
\$29 for all residencies

Registration closed: Oct 17 | Instructors: Lisa McCoy & Ashley Bodkins

NEW! Home Deer Processing PI-693

This course will provide hunters with basic skills to process their own deer. Topics to be covered include: field dressing, knives and protective gear, skinning the deer, basic meat cutting techniques and packing the meat. The course is being taught by Dennis Yoder, a local custom deer processor.

Nov 5 - Nov 12 | 6:30pm - 8:30pm | Mon/Wed | 3 sessions | CTC Bay
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69

Registration closed: Oct 29 | Instructor: Dennis Yoder

NEW! Food Dehydrating Made Easy PI-694

Food drying is one of the oldest methods of preserving food for later use. It can either be an alternative to canning or freezing, or complement these methods. Drying foods is simple, safe and easy to learn. Fruit leathers, banana chips and beef jerky can all be dried year round at home. This course will highlight what you should do to ensure that you have a safe product to share with family and friends. Herbs are a great item to dry, can be grown year round and will be included in the class discussion.

Nov 28 | 6pm - 9:15pm | Wed | 1 session | Southern High School
\$29 for all residencies

Registration closed: Nov 21 | Instructors: Lisa McCoy & Ashley Bodkins

MUSIC

Rock and Roll Through the 60's PI-713

Beginning solely with American musical roots, Rock and Roll officially gained its title and momentum in the 1950's. Presented in chronological order, this course begins with a discussion of the music and events that led up to the development of Rock and Roll. Other topics of discussion include the birth and flourishing of Rock and Roll, the Beatles and the British Invasion, the American Response, Motown Pop and Southern Soul, and Psychedelia. In addition to studying a historical perspective, the course also focuses on listening examples.

Aug 21 - Sep 25 | 6:30pm - 8:30pm | Tue | 6 sessions | McH
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79

Registration closed: Aug 14 | Instructor: Sean Beachy

Composition/Songwriting for the Music Enthusiast PD-752

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

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

Piano Studies PD-720

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

10 sessions by Appointment | NOC/McH/SOC
Instructors: Dr. Sean Beachy and Leah Shaw
MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209



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



Mrs. Shaw earned a BA in vocal performance and a BA degree in music education from Alderson Broadbent University. She is classically trained, coloratura soprano, but frequently performs songs in the genres of musical theatre, pop/rock and jazz for weddings and music venues. She is an accomplished pianist and also plays a variety of woodwind instruments. Before moving to Garrett County, Shaw was employed as a music teacher in Anne Arundel County Public Schools for eight years. She also had a private studio in which she taught voice and piano lessons. As a performer, Shaw was selected as the soloist with the Baltimore Choral Arts Society and accompanying orchestra. She is currently a freelance performer for weddings and special events. Additionally she sings on the praise team at Crossroads Church in Oakland.

Voice Lessons PD-899

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

10 sessions by Appointment | SOC | Instructor: Leah Shaw
MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209

Beginner Guitar PD-834

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

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

Beginner Mandolin PD-923

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

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



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

Beginner Violin PI-545

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

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



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.

TECHNOLOGY & COMPUTERS

Tech Tutor

This is your opportunity to receive one-to-one tutoring for your desktop/laptop or tablet/ipad. Bring in your device (desktops provided) and your questions and work with the tutor. This is not a repair class, but simple maintenance tips can be shared. The time would benefit beginners and those who may have used earlier versions of devices who want to get up-to-date, but are not sure what to do with the newly purchased technology. Scheduled in 1/2 hour increments.

Scheduled by Appointment | Arranged

\$18 for all residencies

Instructor: Kristine Ayers

NEW! Information Technology - The Internet and You PI-708

Technology, specifically the computer, can be a powerful and useful tool that can truly simplify your life. Let go of the fear that you will break something or click on something that you cannot undo. Join us and learn the basics of how to use email and search the internet – how it works, its capabilities, and how to run various programs to utilize it most effectively. Topics include finding information using search engines, learning about shopping online, reading the newspaper and even looking up phone numbers online. Nothing is more devastating than losing hours and hours of work because you did not back it up, so you will also learn how to save your files and use passwords, and back up your phone and computer to the cloud or an external hard drive.

Sep 12 - Sep 26 | 6:30pm - 8:30pm | Wed | 3 sessions | NOC

MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69

Registration closed: Sep 5 | Instructor: Kristine Ayers



Kristine Ayers is a Graphic Designer and director for Bethel Christian School. She earned her bachelor's degree from the Art Institute of Pittsburgh. She has done freelance work for many years and has extended her art to help people with disabilities. As an Educator she has helped young people open up and help them realize their dreams.

NEW! Computers in the Workplace OB-264

This course is designed for the computer and office professional that wants to increase their knowledge of Microsoft Office applications in the workplace. Topics include navigating the latest Windows operating system and managing files and folders. Use Microsoft Office applications to create memos, documents, budgets, databases and presentations for the workplace. Work collaboratively with your team, sharing information and tracking changes on shared documents. Find out how to work with PDFs, safeguard personal information, back up data and work from the Cloud and mobile devices.

Oct 4 - Oct 25 | 6pm - 9:15pm | Thu | 4 sessions | NOC

MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79

Registration closed: Sep 27 | Instructor: Kristine Ayers

Ebay & Paypal for Buyers & Sellers OB-220

This course will help students take advantage of online auctions as a buyer or seller. Topics include the following: why it is so easy to find buyers; what sells; insider tips for making listings generate more bids at higher prices; advertising copy; creating and uploading photos; financial transactions; credit card payments; packing & shipping your items and fraud. Learn about mistakes people make when buying and selling online and how to avoid them.

Oct 10 - Oct 17 | 6pm - 9:15pm | Wed | 2 sessions | NOC

MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69

Registration closed: Oct 3 | Instructor: Kristine Ayers

PROFESSIONAL DEVELOPMENT

CERTIFICATION & TRAINING

Heartsaver First Aid w/CPR HM-259

Heartsaver First Aid with CPR & AED is a classroom, video-based course that is designed to meet OSHA requirements. The course teaches basic First Aid, CPR, and AED skills and includes peer and manikin practice and case discussion. Although the course can be used in any setting, it is designed for emergencies in the workplace. Upon successful completion of the course, a two-year First Aid/CPR card will be issued from the American Heart Association.

Sep 4 - Sep 6 | 5:30pm - 8:45pm | Tue/Thu | 2 sessions | McH

MD SR: \$75 GC: \$90 OOC: \$95 OOS: \$100

Registration closed: Aug 28 | Instructor: Cathy McGoldrick

Dec 4 - Dec 6 | 5:30pm - 8:45pm | Tue/Thu | 2 sessions | McH

MD SR: \$75 GC: \$90 OOC: \$95 OOS: \$100

Registration closed: Nov 27 | Instructor: Cathy McGoldrick

BLS Healthcare Provider CPR HM-218

This Basic Life Support (BLS) for Healthcare Providers Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. The course includes peer and manikin practice and case discussions. Students must pass both a skills and written exam. Upon successful completion of the course, a two-year BLS for Healthcare Providers card will be issued from the American Heart Association.

Oct 11 | 5pm - 9:15pm | Thu | 1 session | McH

MD SR: \$60 GC: \$75 OOC: \$80 OOS: \$85

Registration closed: Oct 4 | Instructor: Cathy McGoldrick

AMERICAN RED CROSS LIFEGUARD

This certification course is to teach participants the knowledge and skills needed to prevent and respond to aquatic emergencies. The course content includes lecture and practical application. This course consists of instruction using didactic exercises to include hands-on practice of water rescue skills, patron surveillance, CPR/AED and first aid skills. Additionally the course uses video demonstrations and lecture/discussion reviewing textbook material. Upon successful completion of the course, the participant will receive two American Red Cross Universal Certificates: Lifeguarding/First Aid and CPR/AED for the Professional Rescuer.

Next Scheduled Lifeguard Classes:

Sep 11 - Oct 11 | 5:30pm - 8:30pm | Tue/Thu

Oct 23 - Nov 29 | 5:30pm - 8:30pm | Tue/Thu (no class 20th & 22nd)

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

NEW! Microsoft Excel for Office Professionals PF-046

Increase your value as an office professional with this hands-on, intermediate-level Excel course. You will be able to enhance your skills as you master Excel functions such as charting, PivotTables, financial modeling, macros, and other Excel functions.

Sep 13 | 5:30pm - 8:45pm | Thu | 1 session | McH
\$45 for all residencies

Registration closed: Sep 6 | Instructor: Laurie Walker

NEW! The Expectations of Millennials PF-060

This course will address the how and why of Millennial preferences in working, thinking, and communicating. It will provide workplace expectations of employees ages 18-35 and will show the impact of technology on the workforce, Millennial lifestyle, and how businesses must adapt.

Nov 9 | 1:30pm - 3pm | Fri | 1 session

McH | \$75 for all residencies

Registration closed: Nov 2

Instructor: Rod Bourn



The instructor, Rod Bourn, is a seasoned human resources professional with an academic background in organizational development.

CUSTOMIZED TRAINING OPPORTUNITIES

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

Creating Web Pages

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

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

Introduction to Final Cut Pro X

Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

Introduction to Microsoft Excel

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

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Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

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Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

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

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Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

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Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

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Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.



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Social Security Number: _____

Name: _____
First Middle LastHOME
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City: _____ State: _____ Zip: _____

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

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

Signature _____ Date _____

GARRETT COLLEGE CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

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

Make checks payable to: Garrett College

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

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

This two-day course will prepare students for the Motor Vehicle Administration (MVA), Class A or B Commercial Driver permit exam. The course includes instruction on the following topics: general knowledge, air brakes, combination vehicles, study and test taking skills. This course is taught through a combination of lecture, discussion, and hands on activities. It is recommended that students get a CDL Manual at the local MVA office and review prior to start of class. Although we cannot guarantee that a student will be successful on his/her first attempt, we will make every attempt to provide the student with adequate instruction to be successful.

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

- Aug 25 - Aug 26 | Registration closed: Aug 18
- Sep 29 - Sep 30 | Registration closed: Sep 22
- Oct 27 - Oct 28 | Registration closed: Oct 20
- Nov 17 - Nov 18 | Registration closed: Nov 10
- Dec 15 - Dec 16 | Registration closed: Dec 8

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

The course is designed for students to earn a Class B Commercial Vehicle License with passenger and school bus endorsements. Anyone who earns a Class B license, with the above endorsements, can automatically drive a commercial bus or straight truck with a gross vehicle weight rating of over 26,000 pounds. Examples are school buses, charter buses, large vans, dump trucks, cement mixers and tow trucks. Topics covered include the following: pre-trip inspection, various skills in the yard, and over-the-road instruction. At the completion of training, the student will be taken to demonstrate at their local Department of Motor Vehicles to obtain their license.

Contact Terry Beachy at 301-895-4700 for more details.

Forklift Certification MT-176

This course is designed to teach the student how to properly operate an industrial powered forklift. The course satisfies 29 CRF 1910.178 of the Occupational Safety and Health Administration's (OSHA) Powered Industrial Truck Operator Training Standard. Students will receive formal training in the classroom, practical training with hands on instruction and an evaluation upon completion of training with successful participants receiving a certificate of training and wallet card. Topics include the following: pre-inspection, loading and unloading, maneuvering and operational skills, rules and regulations, and an emphasis on safety. Note: course may be lengthened or shortened due to number of attendees.

Sep 14 | 9am - 2pm | Fri | 1 session | NOC
MD SR: \$159 GC: \$169 OOC: \$174 OOS: \$179
Registration closed: Sep 7 | Instructor: Joe Farris

Flagger Certification & Training MT-03

This certification course is required for individuals flagging along Maryland roadways. The primary objectives of the course are to train flaggers to provide safe passage through and around work areas and to minimize confusion by bringing standard procedures to our nation's highways. The course is approved by the American Traffic Safety Services Association (ATSSA) and will be instructed by a certified flagger professional. Topics include the following: flagging standards, flagger qualifications, proper flagging procedures, use of equipment such as two-way radios, signs, flags, and what to do in special situations. Certification cards will be issued to those who demonstrate a competency and knowledge of proper flagging techniques and practices. Note: Course may be lengthened or shortened due to number of attendees.

Sep 28 | 9am - 2:30pm | Fri | 1 session | NOC
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109
Registration closed: Sep 21 | Instructor: Joe Farris

Backflow Certification MT-186

The purpose of this training is to fully acquaint apprentice, journey, and master plumbers with the use, operation, testing, and surveying procedures of backflow prevention in an effort to ensure that potable water does not cause the spread of communicable diseases like typhoid, infectious hepatitis, scarlet fever, polio, poliomyelitis, and dysentery etc. This course addresses what backflow preventers are, how they are tested, how they are installed and where they are required. Upon passing the written and practical exams the student is certified (if a licensed plumber in Maryland) as a Certified Backflow Prevention Technician. Recertification is required every three years to keep certification current. Bill Sompayrac out of Eldersburg, MD, will be instructing the training.

Oct 10 - Oct 12 | 7am - 5pm | Wed/Thu/Fri | 3 sessions | NOC
MD SR: \$575 GC: \$595 OOC: \$600 OOS: \$605
Registration closed: Oct 3 | Instructor: Bill Sompayrac

Prior to retirement and working with Kruger's Training Academy, Bill Sompayrac had been teaching plumbing apprenticeship and related training, as well as owning his own plumbing company. He holds a University of Florida TREEO backflow prevention course instructing license, as well as Master Plumbing licenses in Maryland and other jurisdictions. Bill joined Krugers Training Academy around 1 year ago. He is considered an expert in the field of backflow instructing having trained over 300 students.

Backflow Recertification MT-188

The purpose of this training is to fully acquaint apprentice, journey, and master plumbers with the use, operation, testing, and surveying procedures of backflow prevention in an effort to ensure that potable water does not cause the spread of communicable diseases like typhoid, infectious hepatitis, scarlet fever, polio, poliomyelitis, and dysentery, etc. This course addresses what backflow preventers are, how they are tested, how they are installed and where they are required. Upon passing the written and practical exams the student is certified (if a licensed plumber in Maryland) as a Certified Backflow Prevention Technician. Recertification is required every three years to keep certification current. Bill Sompayrac out of Eldersburg, MD, will be instructing the training.

Oct 12 | 7am - 5pm | Fri | 1 session | NOC
MD SR: \$310 GC: \$315 OOC: \$320 OOS: \$325
Registration closed: Oct 5 | Instructor: Bill Sompayrac

NEW! Temporary Traffic Control Training MT-85

This one-day training provides Work Zone Traffic Control (WZTC) training to Traffic Managers (TM) required for projects on the State highway system. This course is designed for field supervisors and crew leaders. The class includes fundamentals of Temporary Traffic Control (TTC), SHA's TTC related standards and specifications, TTC typical applications, etc. A course manual and instructional material are provided. There will be small group problem solving exercises and the written examination will be given at the end of the courses. Passing grade is 70%. As per the SHA specifications, the TM must be successfully completed every four (4) years. For government employees, the cost is \$65.00 with verification of employment. Morning refreshments will be provided.

Oct 19 | 8am - 4pm | Fri | 1 session
Beitzel Corporate Headquarters, 333 Corporate Drive, Grantsville
MD SR: \$120 GC: \$129 OOC: \$134 OOS: \$139
Registration closed: Oct 12 | Instructor: Clarence Haskett



CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

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

Course	Hours of Instruction	Tuition & Fees for Garrett County Residents
Introduction to Health Care & Health Care Systems	45	\$450
Medical Terminology For Health Careers	24	\$235
Basic Math for Health Career Professions	9	\$85
Certified Medical Administrative Assistant	69	\$700
Externship #1 - Administrative	40	\$375
Phlebotomy Theory	60	\$625
Externship #2 - Phlebotomy	40	\$375
Basic Patient Intake	27	\$270
Basic Anatomy & Physiology for Health Careers	33	\$300
Pharmacology	30	\$250
Medicine Administration	15	\$130
Introduction to Laboratory Techniques	15	\$140
Basic EKG	15	\$190
Externship #3 - Clinical	40	\$415
TOTAL - Includes text books and other instructional materials, scrubs and the cost of initial certification testing with National Healthcareer Association.	462	\$4,540

LOCATION of TRAINING: Career Technology Training Center, 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.

SUCCESSFUL COMPLETION:

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

ADDITIONAL 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 must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, PPD, Hepatitis B, tetanus, and flu are current if required by the externship location. The cost of the vaccinations are the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Healthcareer Association (NHA)

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

CERTIFIED MEDICAL ADMINISTRATION ASSISTANT (CMAA)

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



Course	Hours of Instruction	Tuition & Fees for Garrett County Residents
Introduction to Health Care & Health Care Systems	45	\$450
Medical Terminology For Health Careers	24	\$235
Basic Math for Health Career Professions	9	\$85
Certified Medical Administrative Assistant	69	\$700
Externship #1 - Administrative	40	\$375
TOTAL - Includes text books and other instructional materials, scrubs and the cost of initial certification testing with National Healthcareer Association.	187	\$1,845

LOCATION of TRAINING: Career Technology Training Center, 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.

SUCCESSFUL COMPLETION:

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

ADDITIONAL 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 must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, PPD, Hepatitis B, tetanus, and flu are current if required by the externship location. The cost of the vaccinations are the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportation to complete externship hours within a 50 mile radius of Garrett College.

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Healthcareer Association (NHA)

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



COMMUNITY HEALTH WORKER - Coming Soon!!!

CERTIFIED NURSING ASSISTANT (CNA)

State of Maryland regulations require that anyone who performs nursing tasks, delegated by a nurse for compensation, must complete an approved Certified Nursing Assistant (CNA) course of study and be certified by the Maryland Board of Nursing. The following two classes prepare you for your CNA certification. Those individuals who desire work in long-term care facilities (nursing homes) must, after completing the CNA course, also take the Maryland NNAAP registry test (written and skills) to become certified as a Geriatric Nursing Assistant (GNA). Additional fees apply for this test and are not included in the CNA tuition.



Course	Hours of Instruction & Clinical Experience	Tuition & Fees for Garrett County Residents
Certified Nursing Assistant - Theory This 80-hour course includes topics like the role and responsibility of nursing assistant, major organs, and body systems, common medical terms and abbreviations, ambulation devices, human growth and development, ethical and legal issues, and demonstration of various nursing assistant functions. The cost of this course includes all instructional material, scrubs and American Heart Association CPR certification. Students must complete the Theory portion of the course with a minimum of 80% to move on to the Clinical portion.	80	\$800
Certified Nursing Assistant - Clinical This class includes a 40-hour clinical component of the C.N.A. course and an 8-hour skills practice and final exam. Students must first successfully complete the Theory portion before attending this class. Both classes must be successfully completed to apply for the Maryland C.N.A. license. During the supervised Clinical portion of the course, students will provide demonstrations of learned skills with nursing home residents for evaluation against accepted standards. 100% attendance is required and students must be evaluated as satisfactory in all areas during the skills final exam to successfully complete the C.N.A. course. Students who do not complete must re-take both the theory and clinical components. Scrubs and current TB test are required for clinicals.	40	
Fingerprint Fee, Criminal Background Check, Application Fee		\$60
ESTIMATED TOTAL	120	\$860

GNA certification involves additional testing at a cost of \$105.

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

TIME to COMPLETE PROGRAM: Approximately 2-3 months

SUCCESSFUL COMPLETION:

- Students will be ready to apply to the Maryland Board of Nursing for the CNA Certification. CNA's work in entry level positions in medical offices, home health care agencies, and hospital settings.
- Students are also prepared to sit for the Geriatric Nursing Assistant (GNA) exam which, when completed, will also provide job readiness for work in long-term care facilities such as nursing homes.

ADDITIONAL REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a high school diploma or equivalent. Students enrolled in an Adult Education Program to prepare to earn a high school diploma may enroll with Program Coordinator approval.

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

Maryland Board of Nursing

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

MEDICAL BILLING and CODING

The medical billing and coding profession is one of the fastest-growing careers in the healthcare industry today! The need for professionals who understand how to code healthcare services and procedures for third-party insurance reimbursement is growing substantially. Physician practices, hospitals, pharmacies, long-term care facilities, chiropractic practices, physical therapy practices, and other healthcare providers all depend on medical billing and coding for insurance carrier reimbursement. The medical industry will have almost 50% more jobs available by 2018; therefore, a surplus of medical facilities will continue to hire candidates who specialize in medical billing and coding.



ABOUT THE PROGRAM:

This billing and coding program delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. With the transition to ICD-10, effective as of October 1, 2015, this course will also provide training in ICD-10-CM. This course covers the following key areas and topics:

- An overview of healthcare and insurance industry
- The organization and use of the ICD-9-CM, ICD-10-CM, CPT, and HCPCS manuals to identify correct codes
- Detailed review and practice using the alphabetic index and tabular list of the ICD-9-CM, ICD-10-CM, and practice coding examples within the CPT
- Basic claims processes for medical insurance and third-party reimbursements
- Completing common insurance forms, tracing delinquent claims, and appealing denied claims
- ICD-10-CM Overview

EDUCATION & CERTIFICATION:

- Students should have or be pursuing a high school diploma or GED.
- Numerous national certification exams are available for students who complete this course including American Academy of Professional Coders (AAPC), American Health Information Association (AHIMA) and others. Certain national certification organizations suggest 6 months to 2 years of practical work experience prior to pursuing certain national certification exams.

DETAILED COURSE TOPICS COVERED:

- Intro to International Classification of Diseases, Clinical Modifications & Coding Guidelines
- Introduction to the organization and use of the ICD-9-CM, ICD-10-CM, and CPT manuals
- Basics of diagnostic and procedural coding
- The Health Insurance Claim Form (CMS 1500)
- HIPAA and Electronic Data Interchange (EDI)
- Review and practice coding Evaluation and Management (E&M) services
- Review and practice coding from anesthesia, surgery, radiology, medicine, and the pathology/laboratory sections of the CPT
- CPT Modifiers, E and V Codes, and Late Effects
- Coding surgical procedure and medical procedures for the cardiovascular, integumentary, male/female reproductive systems, maternity care and delivery
- Coding for general surgery, radiology, pathology, diagnostic, therapeutic and laboratory services and the Level II National Codes
- Tracing delinquent claims & insurance issues
- Third-party reimbursement issues
- Development of and Improvements to the ICD-10-CM Coding Manual
- Examination of the ICD-10-PCS system

COURSE HOURS:

80 Hours Classroom OR 80+ Hours Online Training

For Questions or to ENROLL: Carol Mowbray Brooks, 301-387-3770

PARAMEDIC

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

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



PROGRAM GOALS:

- Prepares competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, with an exit point at the Maryland CRTI level.
- After the first year and upon passing the NREMT I'99 exam, individuals will be eligible to sit for the Maryland Cardiac Rescue Technician (CRTI) exam to obtain state certification.
- After completing the second year of the program, students will be prepared to take the national and state certification tests to obtain their National Registered Paramedic (NRP) and Maryland Paramedic certifications.

TIME to COMPLETE PROGRAM:

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

CLINICAL EXPERIENCE:

- Minimum of 465 hours for the two year program
- Clinical hours are scheduled by the student outside of class

LOCATION of TRAINING: Career Technology Training Center, Accident

PROGRAM REQUIREMENTS:

- Students must be least 18 years of age
- High School Diploma or equivalent is required
- Currently certified as an EMT in the state of Maryland or have applied for reciprocity for at least 1 year
- Member in good standing with a company providing Advanced Life Support (ALS) service in Allegany or Garrett County. (Out-of-state also accepted)
- Must complete entrance testing which evaluates math, reading and basic EMT knowledge to determine basic skill levels needed to succeed in the program
- Attend a personal interview with Garrett College EMS program staff and Medical Director
- If accepted into the program, a \$25 non-refundable registration fee will be required.

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

This is a two year program. Please call or email for next available application dates.

PHLEBOTOMY - VENIPUNCTURE SPECIMEN COLLECTION

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 health care professionals licensed for the subject matter being taught.



JOB OUTLOOK FOR THIS REGION:

Average hourly wage: \$14.66
Expected to increase 13% by 2019

Course	Hours of Instruction & Clinical Experience	Tuition & Fees for Garrett County Residents
Introduction to Health Care & Health Care Systems	45	\$450
Phlebotomy Theory	60	\$625
Externship #2 - Phlebotomy	40	\$375
TOTAL - Includes text books and other instructional materials, scrubs and the cost of the initial certification testing with National Healthcareer Association (NHA) Exam.	145	\$1,450

LOCATION of TRAINING: Career Technology Training Center, 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.

SUCCESSFUL COMPLETION:

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

ADDITIONAL 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 must participate in an Orientation and Information Session. Call 301-387-3136 for the planned dates and times.
- Proof of health insurance coverage is required at time of registration.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, PPD, Hepatitis B, tetanus, 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.

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Healthcareer Association (NHA)

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



SURGICAL TECHNICIAN - Coming Soon!!!

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.



Dakota Lambert
GCSP Occupational Scholarship Recipient
Veterinary Assistant

"I received the Occupational Scholarship as part of the Garrett County Scholarship Program. I was able to attend the Veterinary Assistant Training Program at the Garrett College Technology Training Center in Accident. I began working for HART for Animals while training for the Veterinary Assistant Program."

Course	Hours of Instruction	Clinical Experience	Tuition & Fees for Garrett County Residents
Veterinary Assistant One - Orientation to the Veterinary Profession	35	6	\$475
Veterinary Assistant Two - Outpatient Diagnosis & Treatment	30	10	\$375
Veterinary Assistant Three - Inpatient Treatment & Care	30	10	\$375
Equipment fee			\$50
TOTAL - Includes all instructional materials & one set of scrubs for clinical experience.	95	26	\$1,275

LOCATION of TRAINING: Career Technology Training Center, Accident

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

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.

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.

JOB OUTLOOK FOR THIS REGION:

According to economicmodeling.com, jobs in this region are expected to increase 7% by 2019.

ADDITIONAL REQUIREMENTS:

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

Call Kaitlyn Fike at **301-387-3087** to obtain additional information and to schedule an Orientation Session.

BUILDING/PROPERTY MAINTENANCE TECHNICIAN (CAMT)

Building 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.



Course	Hours of Instruction	NAAEI On-Line	Tuition & Fees for Garrett County Residents
CFC-EPA Section 608 Certification. <i>This is a prerequisite prior to completing the appliance repair and HVAC modules.</i>	21		\$200
CERTIFICATE IN APARTMENT/BUILDING MAINTENANCE TECHNICIAN (CAMT)	91		\$1,120
Two (2) On-Line classes		5	
Electrical Maintenance and Repair			
Plumbing Maintenance and Repair			
HVAC Maintenance and Repair			
Appliance Maintenance and Repair			
Interior & Exterior Maintenance and Repair			
Job Shadow (Optional)	24		\$100
CFC Testing Fee			\$25
CAMT Testing Fee			\$75
TOTAL			CFC-EPA & CAMT - \$1,420 CFC-EPA, CAMT & Job Shadow - \$1,520

LOCATION of TRAINING: Career Technology Training Center, Accident

TIME to COMPLETE PROGRAM: Approximately 4-5 months. Classes are held 2 evenings per week and 1-3 Saturdays throughout the course.

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

SUCCESSFUL COMPLETION:

- **CFC-EPA Section 608** - Students will become certified in Refrigerant Recovery upon successfully demonstrating appropriate refrigerant recovery and disposal skills and achieving a passing score on the on-line test provided by EPA approved ESCO Corporation.
- **CAMT** - 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.

ADDITIONAL REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent. Students currently enrolled in an Adult Education Program to prepare to earn a high school diploma may be eligible to enroll with Program Coordinator approval.
- Students must pass the CFC-EPA Section 608 Certification exam prior to starting the modules on appliance repair and HVAC.
- Students must participate in an Orientation and Information Session. Call 301-387-3087 for scheduled dates.

Tyler Williams
Certificate in Apartment Maintenance Technician

"The best part of class is the hands-on learning. We have platforms here at the college where we can literally build any room in a house. The last class built a full kitchen. I came to Garrett to take the Certificate in Apartment Maintenance to learn life skills so I could take care of things at my house."

Call Kaitlyn Fike at **301-387-3087** to obtain additional information and to enroll in the training program.

COMMERCIAL & INDUSTRIAL CONSTRUCTION

This program is designed to teach students the skills needed for an entry-level position in the commercial and industrial construction industry. Topics covered in this program include OSHA 10, MOSHA, math for construction workers, carpentry, excavation, siding, trusses & roofing, structural steel, forklift, man lift, flagger, heavy equipment operator, welding, concrete, confined space, introduction to rigging, CPR/First Aid, MSHA, introduction to the oil & gas industry, and Safeland. Students will have the opportunity to complete a 40 hour externship.



Course	Hours of Instruction	Tuition & Fees for Garrett County Residents
Week #1 - Orientation to Commercial & Industrial Construction	28	\$300
Week #2 - Preparation to Commercial & Industrial Construction	28	\$845
Week #3 - Preparation to Commercial & Industrial Construction	28	Included in Week 2
Week #4	28	\$549
Week #5	28	\$640
Week #6	28	\$540
Week #7	28	\$350
Week #8 - Externship for Commercial & Industrial Construction	40	\$295
Job Readiness - Computer Based Training built into each week	25	\$290
Certification & Testing Fees		\$185
TOTAL	236	\$3,994

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

METHOD of INSTRUCTION: Classroom, hands-on experience, and Computer Based Training (CBT)

TIME to COMPLETE PROGRAM: Approximately 8 weeks for a full time program option, attending four days/week.

REQUIREMENTS:

- A non-refundable \$25 registration fee is required from all students.
- Students must participate in an Orientation and Information Session.
- Students must have a High School Diploma or equivalent.

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

SUCCESSFUL COMPLETION: Upon completion of this program, students will have gained the knowledge, understanding, and recognized certifications desired for an entry-level position in the industrial/commercial construction industry.

JOB OUTLOOK FOR THIS REGION:

Average hourly wage: \$16.01
Expected to increase 4% by 2019

Call Kaitlyn Fike at **301-387-3087** to obtain additional information.

- 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

CHILD CARE PROVIDER

Child care professionals care for children in a variety of settings including schools, businesses, private households, and child care centers. They perform a variety of tasks including dressing, feeding, overseeing play, and age appropriate instruction. The program listed below is a non-credit Continuing Education and Workforce Development program designed to prepare students for a career working with infant & toddlers, young children (ages 3-6), or school aged children (ages 6-12).



Course	Hours of Instruction	Tuition & Fees for GC Residents	Comment
Child Care - Growth and Development	45	\$200	Pre-requisite: This is a required course for all Child Care training programs. Instructional materials included.
CHOOSE ONE	Child Care - Group Care of Infant & Toddlers (Option A)	45	\$200 This course is required for child care providers working with infants and toddlers in a group setting. Instructional materials included.
	Child Care - Activities for Young Children (Option B)	45	\$200 This course is required for child care providers working with young children (age 3-6). Instructional materials included.
	Child Care - The School Age Child (Option C)	45	\$200 This course is required for child care providers working with school age children (ages 6-12). Instructional materials included.
	Communication Skills for Child Care Professionals	9	\$35 This is the ending course for all Child Care training programs.
TOTAL	99	\$435	

LOCATION of TRAINING: This program will be presented in a HYBRID format (1 day/week on-site, and 1 day/week online)

TIME to COMPLETE TRAINING: The training can be completed in approximately 16 weeks. One 3 hour class per week and a minimum of 3 hours of independent/distance learning per week.

METHOD of INSTRUCTION: Child Care I, II, & III include class room instruction and distance learning. Class room instruction is used for Communication Skills for Child Care Professional.

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY: This program fulfills the 90-hour child care and 9 hour communication skills requirement through the Maryland State Department of Education (MSDE).

REQUIREMENTS:

- A non-refundable \$25.00 registration fee is required from all students
- Students must participate in an orientation and information session
- Students are required to have a High School Diploma or equivalent
- Computer literacy and internet access
- Obtain and maintain active CPR certification

The Group Care of Infants & Toddlers, Activities for Young Children, and The School Age Child will be offered interchangeably throughout the year. Please call for information.

Call Kaitlyn Fike at **301-387-3087** for additional information and to register for the program.

GED PREPARATION / ADULT EDUCATION

**IT'S TIME TO REGISTER
FOR FALL CLASSES**
CALL 301-387-3770

NEW WAYS TO EARN YOUR HIGH SCHOOL DIPLOMA!

- Take the GED® Ready Practice Tests to determine if you are ready to take any of the four official GED® Exams. *We will waive the \$6.00 per test fee.*
- Classroom instruction offered at multiple locations and times.
- Blended Learning - Combine distance/independent learning and class room instruction.
- National External Diploma Program (NEDP) - Available to Garrett County Residents in partnership with Allegany College of Maryland.
- Distance Learning offered through Maryland i-Pathways.

HOW DO I GET STARTED?

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

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



WHERE ARE CLASSES HELD?

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

WHEN ARE CLASSES HELD?

- Both Day and Evening classes are available.
- Winter 2018 classes will be offered in the evening at the locations listed above from 5pm-8pm & during the day in Oakland from 11am-2pm.

HOW MUCH DOES IT COST TO PARTICIPATE?

- The Adult Education Program is funded by the Maryland Department of Labor, Licensing, and Regulation (DLLR) and Garrett College.
- This funding enables Garrett College to provide Adult Education classes **AT NO COST TO THE STUDENT.**
- The cost to participate in Maryland i-Pathways and NEDP is approximately \$150.
- The cost to take each official GED® Exam is \$11.25 or \$45 for all four tests.

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

Inclement Weather Policy

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

GARRETT COLLEGE WEATHER LINE: 301-387-3198

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.



Course	Class Room Hours of Instruction	Computer Lab-Tooling Hours of Instruction	Tuition & Fees for Garrett County Residents
Preparation for Machining	24.5	7.5	\$600
Job Planning, Bench Work & Layout	24.5	7.5	\$500
Manual Milling	38.5	8.5	\$650
Manual Turning	38.5	8.5	\$650
Testing Fee			\$180
TOTAL MANUAL MACHINING	126	32	\$2,580
CNC Milling Set-Up & Programming	56	10	\$700
CNC Turning Set-Up & Programming	56	10	\$700
CNC Milling: Operation	56	10	\$700
CNC Turning: Operation	56	10	\$700
Equipment Fee			\$180
TOTAL CNC - The cost for one NIMS test for each course and text books are included in the cost of tuition & fees.	224	40	\$2,950

LOCATION of TRAINING:

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

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

TIME to COMPLETE PROGRAM: Approximately 12-18 months. Classes are held 2 evening per week. Students may be able to accelerate completion by demonstrating competency through NIMS testing.

REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students must have a High School Diploma or equivalent.
- Assistance to improve reading and math skills may be available through the Adult Education program.
- All students must participate in an Orientation and Information Session. Call 301-387-3087 for orientation schedule.

SUCCESSFUL COMPLETION:

- Students will be able to demonstrate core competencies as outlined by NIMS.
- Students will also have the opportunity to earn 1 NIMS Credential in each class.
- Students can complete the entire program or take individual classes based on prior learning and credentialing goals.
- 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 enrolling in CNC classes.

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Institute of Metalworking Skills (NIMS)

JOB OUTLOOK FOR THIS REGION:

Average hourly wage: \$19.87

Call Kaitlyn Fike at **301-387-3087** to obtain additional information and to enroll in the training program.

WELDING

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



Course	Class Room Hours of Instruction	AWS On-Line Instruction	Tuition & Fees for Garrett County Residents
Preparation for Welding	48	3	\$675
Welding One	63	7	\$1,100
Welding Two	63	7	\$1,150
AWS 1 Testing Fee (Initial Exam)			\$350
<i>Cost for AWS 2 Exam is an additional \$75</i>			
TOTAL - Includes text books for Preparation for Welding & Welding One and safety equipment for all courses.	174	17	\$3,275

LOCATION of TRAINING: Career Technology Training Center, Accident

TIME to COMPLETE PROGRAM: Approximately 10-12 months. Classes are held 1-2 evenings per week. AWS Testing conducted on a Saturday. Students must complete AWS On-Line assignments independently and on their own time. This is not included in the Class Room Instruction Hours.

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

REQUIREMENTS:

- Students are required to have a High School Diploma or equivalent. Students currently enrolled in an Adult Education Program to prepare to earn a high school diploma may be eligible to enroll with Program Coordinator approval.
- All students must participate in an Orientation and Information Session. Call 301-387-3087 for orientation schedule.



SUCCESSFUL COMPLETION:

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

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

American Welding Society (AWS)

Mike Beachy

Garrett College CEWD Welding Instructor

"The Occupational Scholarship helps students in our community further their education & prepare them for a career. The certificate you will receive at the end of your Welding courses will help you to gain a job that will allow you to use your hands and your brain. Without the scholarship, some students would not get the opportunity to better themselves for their future."

Call Kaitlyn Fike at **301-387-3087** to obtain additional information and to enroll in the training program.

BUS DRIVER TRAINING

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

PROGRAM REQUIREMENTS:

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

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



LOCATION of TRAINING: Mountaintop Truck Driving Institute, Grantsville

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

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



CDL LEARNER'S PREP

This two-day course will prepare students for the Motor Vehicle Administration (MVA), Class A or B Commercial Driver permit exam. The course includes instruction on the following topics: general knowledge, air brakes, combination vehicles, study and test taking skills. The course is taught through a combination of lecture, discussion, and hands on activities. It is recommended that students get a CDL Manual at the local MVA office and review prior to start of class. Although we cannot guarantee that a student will be successful on his/her first attempt, we will make every attempt to provide the student with adequate instruction to be successful.

Course is held on the last Saturday and Sunday of each month.
Price is determined by residency; Garrett County Resident cost is \$99.00

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

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.



LOCATION of TRAINING: Mountaintop Truck Driving Institute, Grantsville

ENTRY REQUIREMENTS:

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

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

- The weekday option is offered in a 7.5 week timeframe, Monday through Thursday, 8:00 a.m. to 4:00 p.m.
- The evening option will be 10 weeks, Monday through Thursday, 5:00 to 10:30 p.m.
- The weekend option has a duration of 15 weeks being held Saturday and Sunday, 8:00 a.m. to 4:00 p.m.

COST of the PROGRAM: Price is determined by residency. The cost for a Garrett County Resident is \$4,235.

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

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

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

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

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

COMMERCIAL DRIVER'S LICENSE (CDL), Class B

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

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



LOCATION of TRAINING: Mountaintop Truck Driving Institute, Grantsville

REQUIREMENTS:

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

TIME to COMPLETE PROGRAM: 6 day duration-arranged.

COST of the PROGRAM: Price is determined by residency. The cost for a Garrett County Resident is \$2,215.

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

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

CDL LEARNER'S PREP

This two-day course will prepare students for the Motor Vehicle Administration (MVA), Class A or B Commercial Driver permit exam. The course includes instruction on the following topics: general knowledge, air brakes, combination vehicles, study and test taking skills. The course is taught through a combination of lecture, discussion, and hands on activities. It is recommended that students get a CDL Manual at the local MVA office and review prior to start of class. Although we cannot guarantee that a student will be successful on his/her first attempt, we will make every attempt to provide the student with adequate instruction to be successful.

Course is held on the last Saturday & Sunday of each month.
Price is determined by residency; Garrett County
Resident cost is \$99.00

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



APPLICATION FOR ADMISSION TO WORKFORCE DEVELOPMENT TRAINING

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

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

PERSONAL INFORMATION

First Name _____ Middle Name _____ Last Name _____

Social Security Number _____ Any Previous Name(s) _____

Permanent Address: Street, City, State, Zip _____

Mailing Address: If different than Permanent Address _____

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

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

Email Address _____

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

Gender: ☐ Female ☐ Male

Ethnicity: Please check all that apply:

Are you Hispanic or Latino ☐ Yes ☐ No

☐ 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: _____

Emergency Contact Information:

Full Name _____ Relationship _____

Home phone _____ Work/Cell Phone _____

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

☐ 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

Semester you plan to enter Garrett College-Continuing Education and Workforce Development: ☐ Fall (September)

☐ Winter/Spring (January) ☐ Summer (June)

Educational Status: ☐ New, first time attending any training after high school
☐ Returning Student

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 list of Workforce Development Programs on the next page)

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)

FINANCIAL ASSISTANCE

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

☐ I am interested in financial aid information.

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

☐ I do not require financial assistance.

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/about/policies/family-educational-rights-and-privacy-act-ferpa>

☐ 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

AVAILABLE WORKFORCE PROGRAMS

Allied Health:

- ☐ Certified Clinical Medical Assistant (CCMA)
- ☐ Certified Medical Administrative Assistant (CMAA)
- ☐ Certified Nursing Assistant (CNA)
- ☐ Community Health Worker (*Coming Soon!*)
- ☐ Emergency Medical Technician
- ☐ Medical Billing & Coding
- ☐ Paramedic
- ☐ Phlebotomy - Venipuncture Technician
- ☐ Surgical Technician (*Coming Soon!*)
- ☐ Veterinary Assistant

Construction & Building Maintenance:

- ☐ Certificate in Apartment/Building Maintenance
- ☐ Industrial/Commercial Construction

Education & Human Services:

- ☐ Child Care Provider

Manufacturing:

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

Transportation:

- ☐ Bus Driver Training
- ☐ Commercial Driver's License (CDL), Class A
- ☐ Commercial Driver's License (CDL), Class B
- ☐ Flagger Certification
- ☐ Forklift Certification

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

Information is also available on the Garrett College Web Site: www.garrettcollege.edu/workforce-development.php

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

APPLICATION CHECKLISTS

APPLICATION FOR ADMISSION

> 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 if required for the training program.

> 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 Carol Mowbray Brooks, Director of Adult Education and Workforce Development. 301-387-3770

APPLICATION FOR FINANCIAL ASSISTANCE

> Mail your completed scholarship application and required documentation to: **Garrett College, 687 Mosser Road, McHenry, MD 21541. Attn: CEWD.**

> Students must submit a non-refundable \$25.00 registration fee.

If you have questions, please call 301-387-3136.

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



GC.CEWD



APPLICATION FOR FINANCIAL ASSISTANCE FOR WORKFORCE DEVELOPMENT TRAINING

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

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): ____/____/____

ELIGIBILITY INFORMATION

Applicants for Financial Assistance **MUST**:

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

Application Deadline:

For best consideration, please submit a completed scholarship 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) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Food Stamps | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Community Action | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Western Maryland Consortium | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Healthy Families | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| DORS | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Adult Basic Education | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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

Number of family members in your household: _____

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, my scholarship will be nullified and I will be responsible for 100% of tuition and/or fees.

Signature

Date

CAREER GOAL

Workforce Development 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.

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.

☐ I have previously been, or am currently enrolled as a student at Garrett College. Years Attended: _____

SCHOLARSHIPS / FINANCIAL ASSISTANCE

Scholarships are awarded based on criteria established by the donor. Currently we have the following scholarships available to support our workforce development:

- Garrett County Occupational Scholarship
- Oakland Rotary Scholarship
- MMTA Scholarship (Truck Driving Only)
- Naylor Scholarship
- Jeremy Bernard Scholarship

In addition, local human service agencies may be able to assist with funding, including: Western Maryland Consortium, Garrett County Community Action Committee, Inc., Garrett Works, DORS, and others.

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/about/policies/family-educational-rights-and-privacy-act-ferpa>

☐ 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

REGISTRATION & FEES

REGISTRATION INFORMATION

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

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

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

FINANCIAL INFORMATION

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

REFUND POLICY

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

FINANCIAL AID

AVAILABLE

to Those Who Qualify!

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

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

Drop Policy

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

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

Western Maryland Consortium: 301-334-8136

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

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

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

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

STAFF DIRECTORY

Terry Beachy, Assistant Director, Workforce Development & Community Education

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

Doug Beitzel, Program Coordinator

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

Donna Bittinger, Office Associate

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

Carolina Dodge, Administrative Assistant

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Main Office, McHenry

Kaitlyn Fike, Coordinator of Workforce Development

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Career Technology & Training Center (CTTC), Accident
Machining, Welding, Child Care

Sarah Friend, Coordinator of Operations

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Main Office, McHenry

Max Hill, Coordinator of Business Solutions

301-387-3142, max.hill@garrettcollege.edu
Main Campus, McHenry
Garrett Information Enterprise Center, Business Development & Outreach

Mary Keller, Program Associate

301-387-3771, mary.keller@garrettcollege.edu
Main Office, McHenry

Carol Mowbray Brooks, Director of Adult Education & Workforce Development

301-387-3770, carol.mowbraybrooks@garrettcollege.edu
Southern Outreach Center (SOC), Oakland
ABE, GED, Career Preparation

Jean Tumbarello, Office Associate

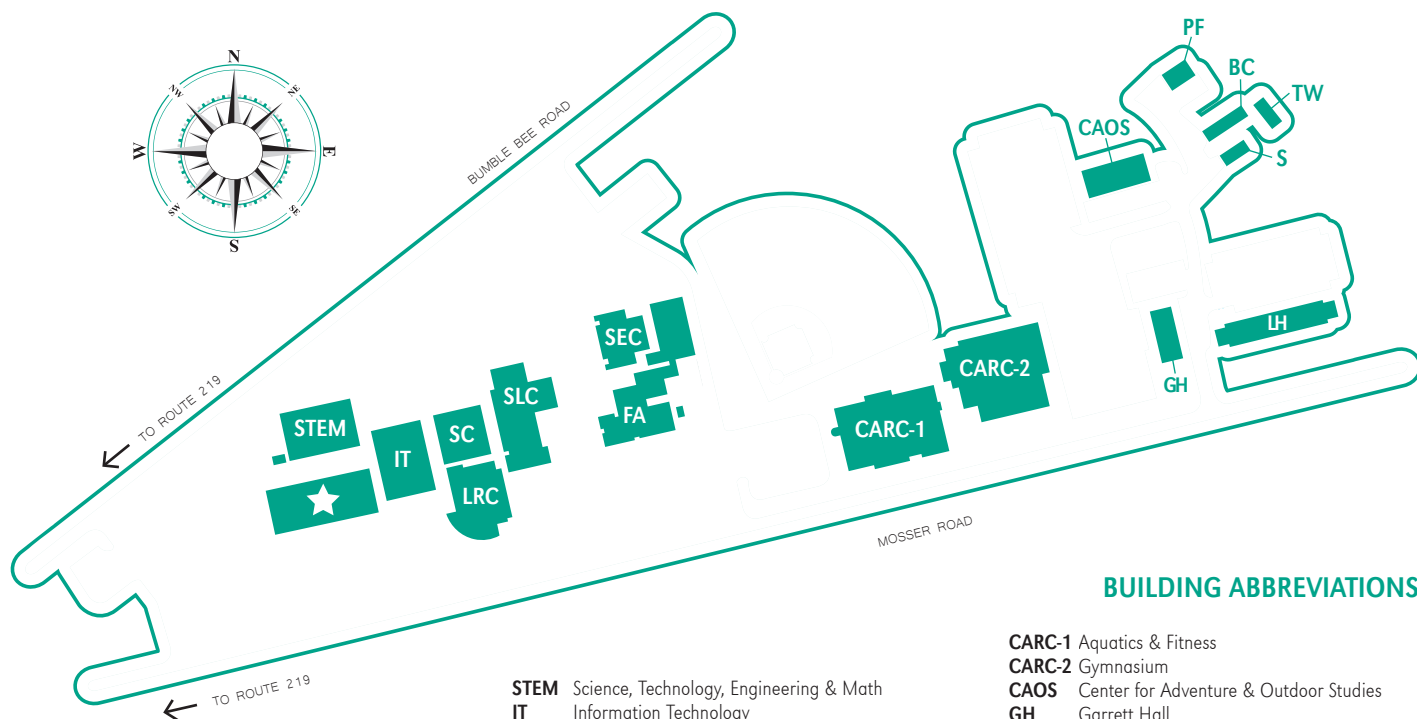
301-387-3781, jean.tumbarello@garrettcollege.edu
Southern Outreach Center (SOC) / Northern Outreach Center (NOC)

Julie Yoder, Dean of Continuing Education & Workforce Development

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

GARRETT COLLEGE CAMPUS MAP

Main Campus • 687 Mosser Road
McHenry, MD 21541

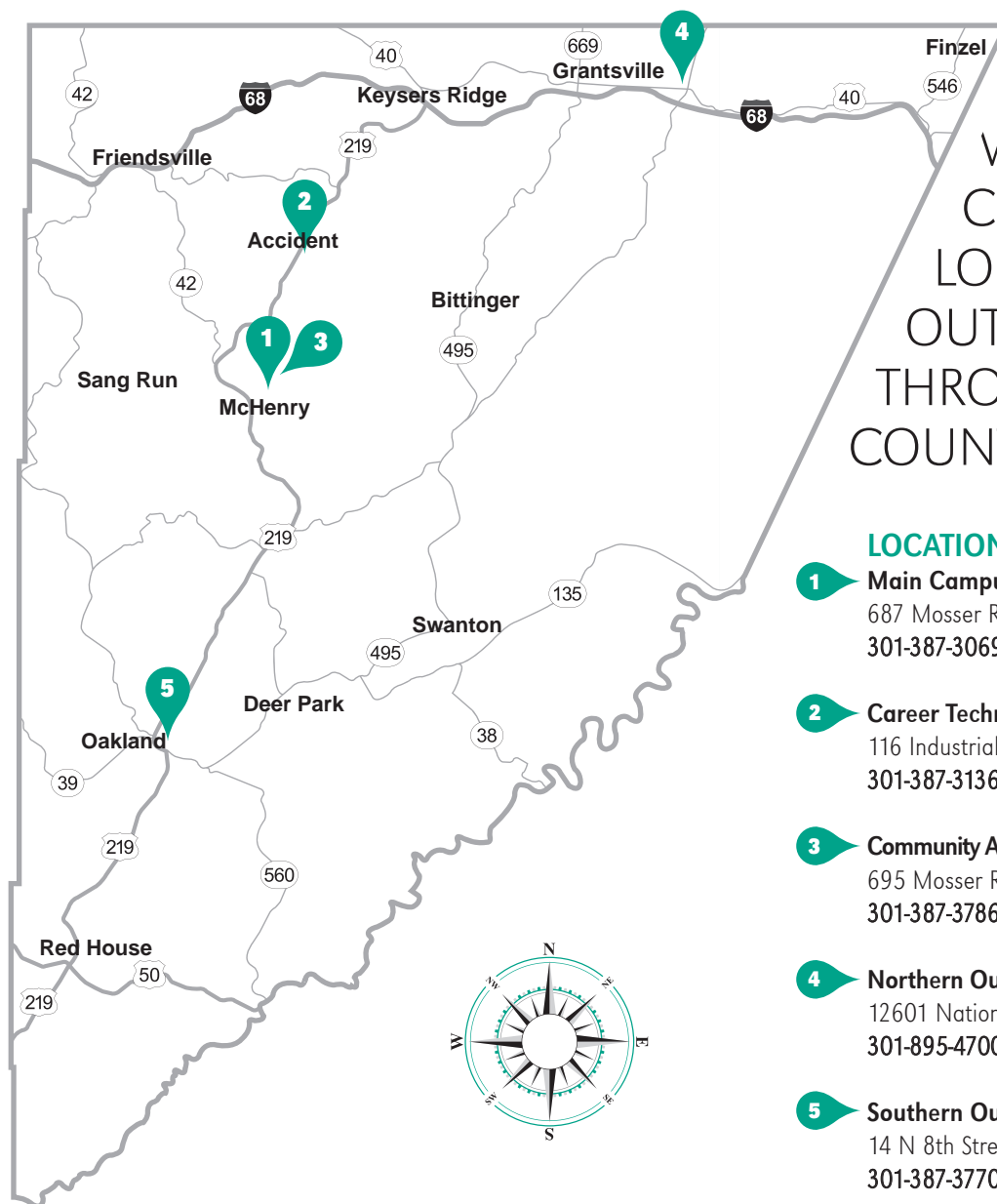


BUILDING ABBREVIATIONS

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

★ Continuing Education & Workforce Development
Garrett Information Enterprise Center

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



WE ARE
CONVENIENTLY
LOCATED WITH
OUTREACH CENTERS
THROUGHOUT THE
COUNTY:

LOCATIONS

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

INCLEMENT WEATHER POLICY

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

WHEN ARE WEATHER-RELATED DECISIONS MADE?

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

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

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

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

HOW DO I KNOW WHICH LOCATION IS CLOSED?

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

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



Garrett College
687 Mosser Road
McHenry, Maryland 21541

