

301-387-3069

www.garrettcollege.edu/cwd

# Continuing Education

SUMMER  
FALL 2019

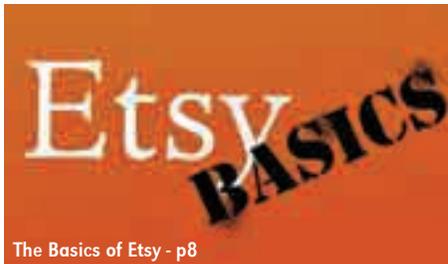
COVERING DATES SEP 1 - DEC 31



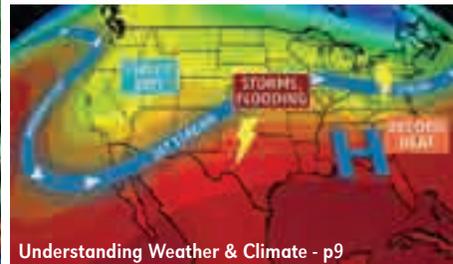
Drone Racing Boot Camp - p8



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GARRETT  COLLEGE

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

COMMUNITY EDUCATION | PROFESSIONAL & WORKFORCE DEVELOPMENT



### Continuing Education and Workforce Development

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

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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](http://www.facebook.com/GC.CEWD)

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**OUR MISSION** | THE CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT DIVISION WILL ENHANCE THE MISSION OF GARRETT COLLEGE BY PROVIDING LIFELONG LEARNING THROUGH COMMUNITY EDUCATION/PERSONAL INTEREST COURSES, BASIC SKILLS DEVELOPMENT AND CAREER TRAINING, AND PROFESSIONAL DEVELOPMENT/CUSTOMIZED TRAINING SOLUTIONS. WE ARE COMMITTED TO HELPING BUILD A BETTER COMMUNITY THROUGH COLLABORATIVE EFFORTS AND PARTNERSHIPS.

## LOCATION KEY

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

## LEGEND

### HOW TO READ A COURSE LISTING

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

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

HURRY!

Time's Ticking

# Don't Miss Out

## REGISTER NOW!



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

[www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd) • 301-387-3069

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## COMMUNITY EDUCATION / PERSONAL INTEREST

### ARTS & CREATIVITY

#### **NEW! Contour Drawing** PI-757

"Learning to draw is really a matter of learning to see - to see correctly - and that means a good deal more than merely looking with the eye." Kimon Nicolaides, 1891-1938. This course focuses on contour drawing as the central theme, but will also touch on modeling, shading and hatching techniques to define weight and mass. Students will be taught simple observational skills; how to recognize positive and negative space, in addition to composition and direction of light for shading and modeling. Contour drawing is a technique that involves the artist observing basic and simple outlines to quickly draw a subject. Contour drawings are used by most painters to sketch out the beginnings of paintings. No previous drawing skills or experience are required and all materials will be supplied by the instructor.

Sep 4 - Sep 25 | 6pm - 8pm | Wed | 4 sessions | NOC  
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Aug 28 | Instructor: Mary Kay Watson



*Mary Kay Watson is an accomplished watercolorist, draftsman, Certified Zentangle Teacher and author/illustrator of Tangled Shakespeare, A Midsummer Nights Dream.*

#### **Drawing for Beginners** PI-759

Have you always been interested in drawing, but never really knew how to get started? Gain a solid foundation and understanding of the basics to drawing and become the artist you have always dreamed you could be! This course will explore different drawing materials, set up procedures, lighting and rendering techniques, design and layout methods, and much more. Required materials for the course include: 18" x 24" (or similar) newsprint pad, black, white, and sanguine conte crayons, and compressed charcoal.

Oct 1 - Oct 22 | 6pm - 9:15pm | Tue | 4 sessions | McH  
\$59 for all residencies  
Registration closed: Sep 24 | Instructor: Roy Devore

*Roy Devore is a Frostburg State University and Garrett College adjunct faculty member.*

#### **Advanced Portrait Painting** PI-147

This course is designed to improve painting techniques and colors when producing portraits in oil. The course is highly individualized, allowing students to create 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 9 - Oct 7 | 9am - 12:15pm | Mon | 5 sessions | GSC  
\$59 for all residencies  
Registration closed: Sep 2 | Instructor: Edna Bender

#### **Beginner Landscape Painting** PI-760

This course will introduce students to basic painting techniques and colors used in producing paintings in oil. Students will be introduced to principles of landscape painting, including composition, color values, structures and textures of natural form, and the application of general principles of art. No prior painting experience is required. Required materials: basic set of oil paints for landscape painting: Cadmium Red Deep Hue, French Ultramarine, Phthalo Blue, Viridian Hue, Permanent Green Light, Yellow Ochre, Burnt Sienna, Ivory Black, and Titanium White. (an example is Winsor and Newton Winton Starter set). Students will also need odorless paint thinner, a jar with a lid, a cloth, and various brushes including at least one of each: round, flat, filbert, and fan brush.

Oct 29 - Nov 19 | 6pm - 9:15pm | Tue | 4 sessions | McH  
\$59 for all residencies  
Registration closed: Oct 22 | Instructor: Roy Devore

#### **Beginner Knitting** PI-775

This introductory course is for students who want to learn the art of knitting. Topics covered will be choosing yarn, reading a simple pattern, differentiating between knit and purl stitches, choosing the proper needle and more. By the conclusion of the class, the student will have the opportunity to have completed a simple knitted project. Needles and yarn are included in the class fee; students are asked to bring a pocket tape measure.

Oct 3 - Oct 24 | 6pm - 8pm | Thu | 4 sessions | NOC  
\$49 for all residencies  
Registration closed: Sep 26 | Instructor: Carolyn Groves

*Regionally known fiber artist, Carolyn Groves, has over 50 years experience in knitting, crochet and tatting.*

#### **Intermediate Knitting** PI-777

Designed for students who have previously taken a beginner knitting course, the intermediate class takes the basic skills of knitting to the next level. Students will increase their knowledge of knitting while working on specific knitting projects and patterns. The class will focus on the knitting process while incorporating new skills including knitting in the round, working lace using charts, following detailed scarf and shawl patterns, blocking, and maintenance of finished projects. Required course materials include 2 skeins of Lion Brand Wool Ease yarn in the color of their choice and 24 inch Bamboo needles (size 8/5mm, also used in the beginner class).

Oct 31 - Nov 21 | 6pm - 8pm | Thu | 4 sessions | NOC  
\$39 for all residencies  
Registration closed: Oct 24 | Instructor: Carolyn Groves

# FOR THE LOVE OF THE OUTDOORS

This is a series of courses to guide the enthusiast in either landscape design, heirloom vegetable gardening or native plants and pollinator habitats. Whether you have arid acreage, a barren balcony or a cluttered yard, you can transform it into a stylish sanctuary. These courses will allow you to achieve a professional, cost-effective design with minimum effort. Local area specialists will provide notes and expert tips throughout the trainings to help you complete your chosen project.



## Fall 2019 courses include:

### **NEW! Soil and Plant Biology** PI-770

The course provides an introduction to the science behind soil and plants. Topics include, but are not limited to the following: site conditions, climate, topography and soil, plant material for specific conditions (sun/shade, wet/dry, privacy, etc.), suitable plants that will be aesthetically pleasing, organic methods for pest and disease control. A potential vegetable garden tour might be included depending on weather and season. Each student will receive a useful gardening item for participating.

Oct 8 - Oct 22 | 6pm - 8:30pm | Tue | 3 sessions | McH  
MD SR: \$45 GC: \$49 OOC: \$54 OOS: \$59  
Registration closed: Oct 1 | Instructor: Ashley Bodkins

### **NEW! Site Assessment & Basic Design Principles** PI-771

This introductory course will provide students with a general understanding of assessing garden sites and creating basic design. Topics include: site evaluation, planning and goal setting for specific locations, heirloom vegetable gardens, native plant and pollinator habitats, modifying existing conditions, containers types, and choosing the right tools for the job. A potential vegetable garden tour might be included depending on weather and season. Each student will receive a useful gardening item for participating.

Nov 5 - Nov 19 | 6pm - 8:30pm | Tue | 3 sessions | McH  
MD SR: \$45 GC: \$49 OOC: \$54 OOS: \$59  
Registration closed: Oct 29 | Instructor: Ashley Bodkins

## Plan Ahead for Spring 2020!

Choose your Preferred Path Option:

**Landscape Design for Small or Large Spaces** with a group project designing and installing a landscape design at Garrett College's Outreach Center in Accident with Brian Branthoover

**Heirloom Vegetable Gardening** with a project of planting and maintaining your own vegetable garden plot at McHenry Methodist Church in McHenry with Ashley Bodkins

**Native Plants and Pollinator Habitats** with a group project establishing a plant/habitat area at Garrett College McHenry campus with Ashley Bodkins

Each path will be tailored to using space effectively with concepts of good design. Topics for each path will be similar, but not limited to the following:

- Course introduction and overview
- Define the function of your outdoor area - analyse individual needs/wants
  - Establish a theme
- Draw up a plan to indicate the preferred position for plants
- Implement principles of good design - unity, simplicity, variety, movement, etc.
- Perspective - the use of colour, and techniques to make a small garden seem larger
- Select plant material for specific conditions - sun/shade, wet/dry, privacy, etc.
- Select suitable plants and materials that are aesthetically pleasing
- Maintain plants successfully using organic methods of pest and disease control
- Maintenance of plant material - watering, fertilizing, pruning, etc.
  - Transformation of problem areas



**DIY Christmas Ornaments** PI-755

Create memorable homemade Christmas ornaments with paper! Paper quilling is an art form dating back to at least the 12th century in England and France and includes rolling and gluing of paper to create beautiful designs. In this beginner level class, participants will have a choice of making an angel, wreath or snowflake Christmas ornament. All supplies are furnished. Students must be 12 years of age or older.

Oct 29 | 1pm - 4:15pm | Tue | 1 session | NOC

\$29 for all residencies

Registration closed: Oct 22 | Instructor: Reita Marks

Oct 29 | 6pm - 9:15pm | Tue | 1 session | NOC

\$29 for all residencies

Registration closed: Oct 22 | Instructor: Reita Marks

*Instructor, Reita Marks, is a guest artist at Spruce Forest Artisan Village.*

## GARDENING & ENVIRONMENT

**Local Wild Edible & Medicinal Plants** PI-734

This course will cover how to identify, harvest, and prepare local wild edible and medicinal plants by focusing on what is available by season: spring, summer, and fall. Also covered will be common poisonous plants and proper foraging practices. Students are encouraged to bring note pads and any books on wild plants, foraging, herbalism, etc.

Sep 3 - Sep 24 | 6pm - 8:30pm | Tue | 4 sessions | NOC

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

Registration closed: Aug 27 | Instructor: Tanya Bucci



*Local resident, Tanya Bucci, is a graduate of University of Pittsburgh. She is a Certified Nutritionist with a Master's Degree in Research Methodology.*

### NEW SERIES: For The Love of the Outdoors

*See our ad on the  
previous page.*



## HEALTH, WELLNESS & SAFETY

**Line Dancing** PI-428

Although line dancing is associated with country music, it can be applied to any music genre. Line dancing is a choreographed dance, usually up to 32 counts, which repeats moves until the end of the song. Line dance is most often done "solo", which means there is no need to have a partner.

Sep 4 - Oct 2 | 5:30pm - 6:30pm | Wed | 5 sessions | McH

\$45 for all residencies

Registration closed: Aug 28 | Instructor: Kim Crosco

Oct 16 - Nov 13 | 5:30pm - 6:30pm | Wed | 5 sessions | McH

\$45 for all residencies

Registration closed: Oct 9 | Instructor: Kim Crosco



*Kim Crosco is a certified hip hop and gymnastics instructor. She also coaches and is manager of the Toxic Twist Crew competition teams at Jessica's Creations in Oakland.*

**Just Dance** PI-762

This class is exactly what it says - just dance. Moving, grooving and swaying to current hits as well as the oldies. This low impact, easy to follow course features basic choreography and is perfect for beginners and active seniors. Please note for the October session that there is no class on Nov 4.

Sep 16 - Oct 14 | 5:30pm - 6:30pm | Mon | 5 sessions | McH

\$45 for all residencies

Registration closed: Sep 9 | Instructor: Terry Whalen

Oct 21 - Nov 25 | 5:30pm - 6:30pm | Mon | 5 sessions | McH

\$45 for all residencies

Registration closed: Oct 14 | Instructor: Terry Whalen

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



**Walk This Way!** PI-715

Walking is a great way to lose weight, help manage heart disease, manage high blood pressure, strengthen bones and muscles, improve mood, and improve balance and coordination. This indoor walking class focusing on proper walking mechanics, postural alignment, interval training, balance and flexibility; students typically walk about 1-2 miles in an hour-long class. 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.

Sep 16 - Oct 14 | 4:30pm - 5:15pm | Mon | 5 sessions | McH  
\$29 for all residencies  
Registration closed: Sep 9 | Instructor: Terry Whalen

Oct 21 - Nov 25 | 4:30pm - 5:15pm | Mon | 5 sessions | McH  
\$29 for all residencies  
Registration closed: Oct 14 | Instructor: Terry Whalen

*Terry Whalen, is a former certified Zumba and LaBlast Instructor.*

**Creating a Healthier You with Herbs & Essential Oils** PI-773

It is almost time to plan your New Year resolutions! If you are thinking health, this 3-part course focuses on a healthier lifestyle using herbs and essential oils. Herbs have been used for centuries to help increase human vitality and well-being. Gardening can help connect you with Mother Nature, clear your mind, provide physical exercise and relaxation, all of which provide benefits for a healthier you. By growing your own herbs, you know that they are pure and organic.

Session one (11/4) will be instructed by Ashley Bodkins, from the University of MD Extension in Garrett County, and will provide ideas for creating a basic herb garden. Students will learn about growing herbs and create a small herb garden to take home. Students may want to bring gardening gloves.

Session two (11/11) will be guided by wellness and nutrition coach Haley Gillespie. Join Haley for a cooking demonstration as well as valuable insight into nutrition, emphasizing the benefits of eating various herbs. Session three (11/18) will be with Kearstin Hinebaugh, an essential oil representative, who will discuss using oils as a safe, natural option to support, protect, and maintain health and wellbeing. Essential Oils are derived from plants and can help increase focus, decrease stress, elevate moods, clear the sinuses, boost the immune system, and so much more. This session concludes with each participant creating his/her own natural remedy rollerballs.

Nov 4 - Nov 18 | 6:30pm - 8:30pm | Mon | 3 sessions | McH  
MD SR: \$119 GC: \$129 OOC: \$134 OOS: \$139  
Registration closed: Oct 28  
Instructors: Haley Gillespie, Kearstin Hinebaugh, Ashley Bodkins

**SAFETY & FIREARM TRAINING****Womens Awareness and Defense** PI-707

This ladies ONLY course is designed to help you to be prepared and ready for any situation that may occur in your everyday life. The course 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 14 | 9am - 12:15pm | Sat | 1 session | McH  
\$49 for all residencies  
Registration closed: Sep 7 | Instructor: Rick Sivic

Nov 16 | 9am - 12:15pm | Sat | 1 session | NOC  
\$49 for all residencies  
Registration closed: Nov 9 | 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.*

**Utah Concealed Firearms Permit Training** PI-558

The Utah Concealed Carry Permit Certification Course allows you to be eligible to apply for a Non-Resident Utah Concealed Firearm Permit which is honored in 35 states; Maryland is NOT included. This five-hour class covers all aspects and requirements required by the state of Utah. In addition to successful completion of the course, you must also pass a criminal background check in order to obtain a permit. The Utah application will be completed as part of the course and reviewed for accuracy. Photographs and fingerprinting will also be done during the class at no additional cost. Please note that 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. Fingerprinting, photography service & application packet are all included in the course fees. The permit fee (\$67) to the State of Utah (credit card or check) is NOT part of the course fee. Permit is valid for 5 years. THIS IS NOT A NATIONAL RIFLE ASSOCIATION (NRA) CLASS.

Sep 19 | 5pm - 10:15pm | Thu | 1 session | McH  
MD SR: \$115 GC: \$119 OOC: \$124 OOS: \$129  
Registration closed: Sep 12 | Instructor: Rick Sivic

Nov 14 | 5pm - 10:15pm | Thu | 1 session | McH  
MD SR: \$115 GC: \$119 OOC: \$124 OOS: \$129  
Registration closed: Nov 7 | Instructor: Rick Sivic



Inclement Weather Policy

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

**GARRETT COLLEGE WEATHER LINE: 301-387-3198**

**MD Handgun Qualification (HQL) PD-823**

Handgun Qualification License training is a five-hour course including instruction on state firearm laws, home firearm safety, handgun mechanisms and operations, as well as demonstration of 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. Students must be a minimum of 21 years of age and are not permitted to bring a weapon or ammunition to class. Approved HQL training courses are offered by Maryland State Police approved Qualified Handgun Instructors. Training is valid for 3 years and must be completed prior to submitting an application for a Handgun Qualification License. The Handgun Qualification License is only needed for purchasing, transferring, or renting a regulated firearm after October 1, 2013. You do not need a Handgun Qualification License to own a gun you already have. Fingerprinting may be available (additional fee) depending on how many people register for the class.

Oct 5 | 9am - 1:30pm | Sat | 1 session | SOC  
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Sep 28 | Instructor: Rick Sivic

Dec 7 | 9am - 2pm | Sat | 1 session | NOC  
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Nov 30 | Instructor: Rick Sivic

**ALICE - Active Shooter Civilian Response Training PI-763**

The ALICE program empowers individuals to participate in their own survival using proactive response strategies in the face of an aggressive intruder or active shooter event. The program is designed to ensure anyone can employ the strategies. ALICE stands for Alert, Lockdown, Inform, Counter and Evacuate. The course is being instructed by Lieutenant Clark H. Warnick who has served with the Garrett County Sheriffs Office for over 25 years.

Oct 24 | 6:30pm - 8:30pm | Thu | 1 session | McH  
\$29 for all residencies  
Registration closed: Oct 17 | Instructor: Lt. Clark Warnick

*Lieutenant Clark H. Warnick has served with the Garrett County Sheriffs Office for over 25 years.*

## LIFESTYLE, HOME & FAMILY

**NEW! Drone Racing Boot Camp PI-779**

This course is designed to introduce the fundamentals of FPV (First Person View) Drone Racing, and provide a safe environment to get hands on experience. Topics will include the following: FPV drone technology, flight modes, race safety, and drone options.

Sep 17 - Oct 1 | 6pm - 8pm | Tue | 3 sessions | McH  
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Sep 10 | Instructor: Phil Malone

**NEW! The Basics of Etsy PI-758**

This class is for artisans, crafters, studio artists and vintage dealers interested in building a successful Etsy or on-line store. The class presents a step-by-step guide to set up your store: shop name, product list, product titles and descriptions, photos, prices, setting up payments, and shipping. Students will learn how to manage Etsy listings, advance listings with search engine optimization, and market the store on social media.

Sep 19 - Sep 26 | 6pm - 9:15pm | Thu | 2 sessions | McH  
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69  
Registration closed: Sep 12 | Instructor: Denise Kramer

*Denise Kramer started her Etsy business in late 2015 to earn extra income as she approached retirement; her store is now in the top 5% of Etsy sellers.*

**The Basics of Genealogy: Tracing Your Roots PI-568**

Does the latest mail order DNA testing have you wondering who you really are and where you came from? Are you hoping to find a birth parent, a long-lost relative, or research family history? DNA is one of many sources that should be investigated on this path by accessing government records, databases, books and web sites are others. Join us and learn about the most useful sources, tools and techniques for getting your genealogy research off the ground. The course will be held in a computer lab to assist in researching information and for hands-on practice. Trace your ancestors unique story and your family tree with the help of Mary Mannix, the instructor for the course.

Oct 2 - Oct 23 | 6pm - 9:15pm | Wed | 4 sessions | NOC  
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Sep 25 | Instructor: Mary Mannix



*Mary Mannix is an experienced genealogy librarian and is the Maryland Room Manager of the C. Burr Artz Public Library of the Frederick County Public Libraries.*

**NEW! Role Playing Games 101 PI-766**

A role-playing game allows players to create, direct, and shape a character in a fictional world. This class will cover the basics of many different types of role-playing games; think Dungeons and Dragons. Topics in the class will include: different types of role-playing games, character creation, playing an adventure, and running a game. These games make great social hobbies and are a wonderful creative way to engage with friends. Please bring a notebook and pencil, all other materials will be provided. Lauren Heilig, of the Mountaintop Tabletop Club, is instructing the course.

Nov 6 - Nov 20 | 6pm - 8:30pm | Wed | 3 sessions | McH  
\$29 for all residencies  
Registration closed: Oct 30 | Instructor: Lauren Heilig

**Unlock Your Creative Writing Potential: Short Stories** PI-761

This class is for beginning writers or those that want to hone their writing skills. Participants will learn the many elements of writing a short story including character, dialogue, plot and setting. Each week they will focus on the individual purposes of these elements to understand how they benefit the story. Students will be shown the correct usage of each element and how the elements relate to each other. Finally, they will be able to draw conclusions from examples in order to improve their own short story writing. Students need to be 12 years or older (Garrett College will not assume responsibility for unaccompanied minors). At the end of the course, students will have the opportunity to submit their short stories for individual editing and critique (additional fee to be paid directly to the instructor).

Nov 4 - Nov 25 | 6pm - 8:30pm | Mon | 4 sessions | McH  
 MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
 Registration closed: Oct 28 | Instructor: Anna James



*Anna Dickson James is an Assistant Professor of English at Garrett College. Assistant Professor James has won numerous awards in poetry, short fiction, and novel from WV Writers, Inc., and her work has appeared in The Anthology of Appalachian Writers and Goldenseal Magazine.*

## The Nurturing Family

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



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

Oct 17 - Nov 21 | 10am - 12pm | Mon/Thu | 11 sessions | McH  
 Registration closed: Oct 10 | Instructor: Sadie Liller

**Please call 301-387-3142 for more information or to register.**

**NEW! Understanding Weather & Climate** PI-778

This class will explain how forecasters are able to make weather predictions with the many variables Mother Nature throws at us at any given time. Participants will examine weather events which emphasize the power of nature. We will explore links between planet temperatures and water vapor in an effort to understand why the planet is warming and why it is in line with natural climate cycle theory. We will deliberate and debate theories of climate change (like carbon dioxide feedback) to expose the student to the total picture.

Nov 6 - Nov 13 | 6pm - 8:30pm | Wed | 2 sessions | McH  
 MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69  
 Registration closed: Oct 30 | Instructor: Joe Bastardi



*Joe Bastardi is a pioneer in extreme weather and long-range forecasting and the chief meteorologist at weatherbell.com.*

### ANIMAL INTEREST

**Basic Dog Obedience** PI-119

This class is for new and experienced dog owners and focuses on the training that dogs need for good manners at home and in public, particularly when meeting new people and dogs. The class teaches people (not their dogs) the basic techniques of dog training and allows them to practice these techniques with their dogs in class. Over the course of the six weeks students will learn how to train their dogs more effectively. Please note: not all students should expect to see dramatic changes in their dogs' behavior over this short time period. They will need to continue to train their dogs regularly for many months after the class is over in order to realize significant changes. Instruction will be given in polite walking on a leash, sit, down, stay, recalls and help with behavior problems. Dogs must be six months old. Please note, dogs do NOT attend the first class on September 3 as this session is for handlers only.

Sep 3 - Oct 8 | 6pm - 6:45pm | Tue | 6 sessions | McH  
 MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69  
 Registration closed: Aug 27 | Instructors: Susan & Tom Hertz



*Susan and Tom Hertz have been training dogs for more than 25 years. Throughout that time they have been members of the Capital Dog Training Club of Washington, D.C. (CDTC) where they trained their own dogs for AKC obedience competition and taught dog obedience classes. Their current dogs are therapy dogs who have worked with children and make weekly visits to Garrett Regional Medical Center.*

**Basic Dog Obedience** PI-543

This class is designed to introduce basic obedience skills while providing an opportunity to bond with our animals. Over 5 weeks owner and pet will receive instruction on skills including: heel, sit, down, stay, recall and more. All dogs should be a minimum of 6 months old and up-to-date on all vaccines including Bordetella.

Oct 17 - Nov 14 | 5:30pm - 6:15pm | Thu | 5 sessions | McH

\$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. Most recently, she founded Animal Friends of Doggy Sods, a 501 C3 to assist family pets and livestock that fall outside of the protection of local shelters.*

**NEW! Canine Companions - Become a Puppy Raiser** PI-772

Canine Companions for Independence (CCI) was founded in 1975 and is a national, non-profit organization which operates to enhance the lives of people with disabilities by providing highly-trained assistance dogs. The wait for individuals needing a service dog can be up to two years, so they are looking for passionate volunteers to provide loving homes to be a puppy raiser.



Volunteers provide a temporary home to puppies provided to them by CCI. The volunteer provides a safe environment for the dog, takes them to obedience classes, provide a healthy diet and gives them socialization opportunities. The puppies will get returned to CCI after they are 14 to 18 months old for formal training before beginning its life-changing career as a service dog for someone with disabilities. In return, you will have the greatest satisfaction of knowing you helped to train an animal being given to an adult, a child, or a veteran.

The presentation will feature local residents, Susan and Stuart Sommers and their extensive experience training over 15 dogs for CCI. Scott Holliday of K9 Solutions will also be on hand to give a brief demonstration of the techniques he uses to train dogs for CCI. A question and answer session will follow. Join us for this FREE session and meet some of the fur-legged animals in training.

Oct 21 | 6pm - 8:30pm | Mon | 1 session | McH

FREE for all residencies

Registration closed: Oct 14 | Instructors: Susan & Stuart Sommers & Scott Holliday

**COOKING & BAKING****Basic Cake Decorating** PI-714

Bring out your creativity while learning a variety of techniques to apply to buttercream icing and cakes. This course will focus on the different techniques of icing a cake with buttercream. The course provides instruction to improve skills in piping borders, writing on cakes and creating floral designs with buttercream. The three-session course will include taking notes and making sketches as well as hands-on training. For the final session, students will need to bring a baked and chilled, round cake and buttercream icing; a box or cake carrier is recommended to transport your decorated cake. A supply list will be provided upon registration.

Oct 15 - Oct 29 | 6:30pm - 8:30pm | Tue | 3 sessions | SOC

\$45 for all residencies

Registration closed: Oct 8 | Instructor: Crystal Stewart



*Crystal Stewart, Owner and Operator of Deep Creek Cakes & Bakes, in Oakland, MD.*

**Advanced Cake Decorating** PI-747

This course provides advanced cake decorating techniques by exploring the design process, stacking layers, and building upon basic decorating skills. A variety of tools will be available onsite including hand tools and an airbrush. For the final session students will need to bring a baked, and chilled, round cake and buttercream icing; the final project will be a fall stump cake. Please note at this session you will walk away with a fully formed cake that will need to be transported; a box or cake carrier is recommended. A supply list will be provided upon registration. Prerequisite: Must have taken a beginners cake course or have previous cake decorating experience.

Nov 5 - Nov 19 | 6:30pm - 8:30pm | Tue | 3 sessions | SOC

\$49 for all residencies

Registration closed: Oct 29 | Instructor: Crystal Stewart

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





# Garrett Institute for Lifelong Learning

*Not a member?  
Join now!*

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

## MISSION

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

## MEMBERSHIP

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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.

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

**301-387-3069**  
**[www.garrettcollege.edu/GILL](http://www.garrettcollege.edu/GILL)**

**\$10**  
Annual  
Membership  
Fee

# ATTENTION SENIORS

(age 60+)

*Did you know that you could audit a credit class?*

This means no tests and no stress, but you will still benefit from the wealth of information provided. You will not receive credit for the class or a formal grade. The experience is purely for learning purposes and to expose you to topics you find interesting. Please note that textbooks are not included and must be purchased online once the booklist becomes available through the college bookstore.

The 3 Audit courses are:

## Introduction to the History of Jazz PI-783

This course is a brief historical overview of the evolution of jazz from the end of the 19th century to the present day. Topics to be discussed, within the jazz idiom, include ragtime, New Orleans Style, Blues, Swing/Big Band, Bebop, Cool, Free Jazz, and Jazz Fusion. Listening examples of each aforementioned style and critical listening skills will also be a primary focus.

Sep 5 - Dec 5 | 1:30pm - 3pm | Tue/Thu | 26 sessions | McH \$145 | Instructor: Sean Beachy | Registration closed: Aug 29

## Elementary Spanish PI-784

This **online** course is designed primarily for rapid oral communication in Spanish. Students will learn to carry on short dialogues with oral comprehension, and to use a bilingual dictionary for vocabulary development and reading comprehension. Fundamental grammatical constructions and basic verb conjunctions will be taught through supplementary written exercises.

Sep 5 - Dec 5 | 1:30pm - 3pm | Tue/Thu | 26 sessions | McH \$145 | Instructor: Danielle South | Registration closed: Aug 29

## Survey of American Literature PI-782

This course provides a survey of American literature from the colonial period to the present. Topics include major works from Early America, the Revolution, the Civil War Era, World War I, and World War II. The course also examines the historical, cultural, economic, political, and religious events that influenced the development of American literature.

Sep 5 - Dec 5 | 1:30pm - 3pm | Tue/Thu | 26 sessions | McH \$145 | Instructor: Jack Dubose | Registration closed: Aug 29

**For more information, contact  
301-387-3069.**

## FINANCE

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

An estate plan provides the legal mechanism for disposing of property upon death in a way that recognizes your wishes and the needs of your survivors, while minimizing taxes; it is not just for the wealthy. For many, it can mean planning for the handling of affairs in case of disability, and the personal medical choices to be made as life nears its end. This two-part course will address the common questions regarding wills, financial powers of attorney, advance directives, protecting your home, and the Maryland estate administration/probate process.

Sep 16 - Sep 23 | 6:30pm - 9pm | Mon | 2 sessions | SOC  
MD SR: \$24 GC: \$30 OOC: \$35 OOS: \$40

Registration closed: Sep 9 | 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.

### Social Security, Medicare & Retirement: What You Need to Know PI-764

The course is designed to assist in the understanding of Social Security and Medicare with an emphasis on the importance of retirement planning. Topics include: the impact of retirement age on Social Security income, when and how to sign up for Medicare, and understanding Medicare Parts A, B, C, and D.

Oct 28 - Nov 25 | 6pm - 7:30pm | Mon | 3 sessions | McH  
\$29 for all residencies

Registration closed: Oct 21 | Instructor: Jesse Ketterman



Dr. Jesse Ketterman is an Accredited  
Financial Counselor employed by the  
University of Maryland Extension Office.

## Don't Miss Out

## REGISTER NOW!

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

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

# MUSIC

## Piano Lab - 4 Weeks PI-781

Come and learn basic piano skills in our new piano lab at Garrett College's main campus. Adult students will learn in both group and individual settings while developing proper hand position and posture, the ability to read music, and piano technique while learning to play familiar music. Even if you do not have a piano at home, you will have the opportunity to practice up to 4 days per week on campus. In addition to tuition, students are required to purchase an adult piano book. Class meets Mondays and Fridays 10am-12pm. Additional practice days are Tuesdays and Thursdays 10am-12pm.

Sep 9 - Oct 4 | 10am - 12pm | Mon/Fri | 8 sessions | McH  
MD SR: \$109 GC: \$119 OOC: \$124 OOS: \$129  
Registration closed: Sep 2 | Instructor: Sean Beachy

Oct 7 - Nov 1 | 10am - 12pm | Mon/Fri | 8 sessions | McH  
MD SR: \$109 GC: \$119 OOC: \$124 OOS: \$129  
Registration closed: Sep 30 | Instructor: Sean Beachy

## Piano Lab - 8 Weeks PI-780

Come and learn basic piano skills in our new piano lab at Garrett College's main campus. Adult students will learn in both group and individual settings while developing proper hand position and posture, the ability to read music, and piano technique while learning to play familiar music. Even if you do not have a piano at home, you will have the opportunity to practice up to 4 days per week on campus. In addition to tuition, students are required to purchase an adult piano book. Class meets Mondays and Fridays 10am-12pm. Additional practice days are Tuesdays and Thursdays 10am-12pm. Minimum age 18 years.

Sep 9 - Nov 1 | 10am - 12pm | Mon/Fri | 16 sessions | McH  
MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209  
Registration closed: Sep 2 | 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: 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 Damien Wickizer to discuss his/her proficiency.

10 sessions by Appointment | NOC/McH/SOC  
Instructor(s): Sean Beachy  
MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209



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

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



The Mountain Maryland Music Institute is an exciting Summer enrichment program located at Garrett College in the beautiful mountains of Western Maryland. The primary emphasis is on technique, repertoire, and music theory in a group setting. In addition, students have the opportunity to enjoy traditional camp activities including swimming and indoor rock climbing. A public performance is the culminating event in which students can publically display their progress.

**Remember us for Summer 2020!**



@MountainMarylandMusicInstitute

**CONTACT: Camp Director, Sean Beachy**  
sean.beachy@garrettcollege.edu • 301-387-3106

**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, sight singing 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: TBD | 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



*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 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

**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](http://www.widmyer.com) for details or to register.**

## TECHNOLOGY & COMPUTERS

### Basic Computer Skills for the Workplace PI-767

Is a career change in your future? Upgrade your skills to be more marketable in your job search, or for personal/professional development. Topics include: start up and shut down a computer safely, operating system, basic computer terms, mouse and keyboard techniques, using icons and menu bars, navigation in the Windows environment, and safety features to secure your computer.

Sep 4 - Sep 11 | 6pm - 9:15pm | Wed | 2 sessions | NOC  
MD SR: \$39 GC: \$49 OOC: \$54 OOS: \$59  
Registration closed: Aug 28 | Instructor: Kristine Ayers



*Kristine Ayers is the Director and Teacher for Laurel Academy. She has earned an Associates and a Bachelors degree in Graphic design. She has done freelance work for years and has been teaching art and creative therapy to people with disabilities and children from K-12.*

### Advanced Computer Skills for the Workplace PI-768

Build upon the foundation of your basic computer skills to learn the more advanced techniques needed to succeed in the professional and technological workplace today. This course is designed for individuals preparing to enter/re-enter the workforce and who will need to demonstrate basic knowledge of and the ability to use the Internet, and send and receive email. Topics covered include the following: hands-on instruction setting up a personal email account and practice sending/receiving email with attachments, email etiquette, safety and security best practices, using search engines and exploring the World Wide Web to your advantage for job searches.

Sep 18 - Sep 25 | 6pm - 9:15pm | Wed | 2 sessions | NOC  
MD SR: \$39 GC: \$49 OOC: \$54 OOS: \$59  
Registration closed: Sep 11 | Instructor: Kristine Ayers

### Microsoft EXCEL for the Office Environment PI-765

The new bells and whistles in Excel 2019 are amazing! Attend this hands-on class to learn about the new tools that make working with spreadsheets easier and more efficient. Commands and features that were often buried in complex menus and toolbars are now easier to find on task-oriented tabs, which contain logical groupings of commands and features. Many dialog boxes are replaced with drop-down galleries that display the available options, and descriptive tool tips or sample previews are provided to help you choose the right option. No matter what activity you are performing in the new user interface, formatting or analyzing data, Excel presents the tools that are most useful to successfully complete that task.

Oct 9 - Oct 30 | 6pm - 9:15pm | Wed | 4 sessions | McH  
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Oct 2 | Instructor: Laurie Walker

*Laurie Walker has been immersed in technology for the past 25 years.*

### Microsoft WORD for the Office Environment PI-769

Learn the newest features for Microsoft Word to make it work for you! Microsoft Word is essential in the workplace to create, edit, and save documents as well as format text, paragraphs, and documents. Learn effective navigation and selection techniques and work with tabs, indents, paragraph formatting and line spacing. Manage headers, footers, and margins. Use proofing and correcting features including find and replace text, AutoCorrect, and Spelling and Grammar checker. Learn to format text in multiple columns and work with the intricacies of tables and charts. Explore customized formatting options with styles and themes for a more professional look and much, more. Please note there will be no class on 11/27.

Nov 6 - Dec 4 | 6pm - 9:15pm | Wed | 4 sessions | NOC  
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Oct 30 | Instructor: Kristine Ayers

### NEW! Increase Your Business Potential with Social Media PI-776

Social Media is transforming the way organizations market and communicate. This course focuses on the effective use of social media tools in marketing and communications to increase your business potential. Topics covered in this course include: evaluating the effect of trends in social media, marketing tools, applications and practices, designing effective marketing applications, using the Internet and social media tools to engage customers, and building and sustaining customer relationships. In addition, students will explore combining traditional marketing and communication practices with social media applications and strategies to address communication needs and identify a minimum of three things to do now to increase your engagement using a social media platform.

Oct 19 | 9am - 2:30pm | Sat | 1 session | McH  
MD SR: \$149 GC: \$159 OOC: \$164 OOS: \$169  
Registration closed: Oct 12 | Instructor: Sarah Myers

*Instructor, Sarah Myers, is owner of Curb Appeal Marketing.*

### Tech Tutor

This is your opportunity to receive one-on-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 update skills, but are not sure what to do with the newly purchased technology. Sessions are scheduled in 1/2 hour increments.

Scheduled by Appointment | Arranged | Instructor: Kristine Ayers  
\$18 for all residencies

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

**GARRETT COLLEGE WEATHER LINE: 301-387-3198**

## PROFESSIONAL DEVELOPMENT

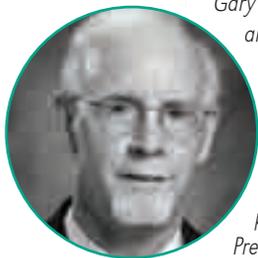
### NEW! Resilience: Coping with Life Challenges OB-269

Resilience is the capacity to respond in healthy and productive ways when faced with adversity or trauma; it is essential for managing daily stress of life. The impact of sudden changes in the workplace of role or responsibility creates stress, even positive changes. The loss of a job often can have a devastating effect upon us because our jobs unconsciously may be linked to our sense of worth and value. A job loss requires a shift in thinking, an assessment of our skills and marketability in acquiring a new position. The transitional shift in our workplace has a ripple effect on our relationships at home and the community as we struggle to regain our balance. Changes outside of our workplace in our family and extended families capture our attention and make it difficult to focus our attention on daily tasks. Learning how to maintain balance during adversity and life changes involves a sense of hope and coping skills that move us from a survival to a thriving mindset.

Sep 12 | 8:45am - 12pm | Thu | 1 session | McH

\$119 for all residencies

Registration closed: Sep 5 | Instructor: Gary Durr



*Gary J. Durr is an educational training consultant and resides with his wife, Treva in Cumberland. He has designed and conducted workshops and seminars for community organizations, businesses, human service agencies, educators, hospitals, community colleges, federal and state corrections, and numerous professional groups. He retired as the Vice President of Continuing Education and Community Services from Allegany College of Maryland (ACM) in July 2008. He returned to ACM, serving as the interim president from July 2010 through March 2011. Prior to becoming Vice-President, Durr was the Chairperson of the Division of Human Resources at ACM, including the associate professor of mental health. In this role, he trained mental health counselors and worked closely with schools, human service agencies, and mental health centers in the supervision and placement of interns. During the past 28 years, Durr has been the consultant responsible for development and delivery of the Peer Helper Training Program in the Allegany County school system. He has served as an adjunct faculty member in the education professions graduate department at Frostburg State University. He holds a Master's degree in education (guidance and counseling) from Frostburg State University and has done additional graduate work at West Virginia University.*

### NEW! The Art of Delegating PF-091

Master the art of delegation by understanding techniques and strategies involved. Delegation is a core leadership skill and necessary for any person wanting to get ahead. Done right, delegation creates opportunities for your employees to take on new responsibilities. When employees learn and develop new skills, they are more likely to feel motivated. There is no other skill that will increase your productivity to the same degree as being able to successfully delegate. Learn to delegate effectively, choose the right tasks to delegate, identify the right people to delegate to and delegate in the right way in this one session course.

Sep 18 | 9am - 12pm | Wed | 1 session | McH

\$35 for all residencies

Registration closed: Sep 11 | Instructor: Vickie Wilt



*Vickie Wilt has 35 years of management experience and currently works for Morningstar, Inc. She started her career working for the federal government where she gained experience in personnel, hiring and onboarding new employees. She has worked for the last 25 years in the financial software industry where she has managed training, marketing and sales, quality assurance, back-office services and customer service. In addition, she drove development of quality measures, developed operating procedures, and implemented many time and efficiency measures. Vickie's passion is teaching and sharing knowledge.*

### NEW! Attitudes: Coloring Our Performance OB-268

Attitudes in the workplace are important in terms of the worker and the environment of work. Attitudes impact the performance and productivity of all employees. The impact is not only personal but it is contagious, affecting others sharing the workplace environment. The expression of attitudes can serve as a support and encouragement for members of a department and organization. Attitudes affect our health, our ability to reason, energy, and our relationship with others. Choice is always an option that each of us can exercise in our daily interactions with others.

Sep 24 | 8:45am - 12pm | Tue | 1 session | McH

\$119 for all residencies

Registration closed: Sep 17 | Instructor: Gary Durr

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

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

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

**NEW! Teaming: Building Collaboration** OB-267

The information explosion and the speed of change have conspired to enhance the need for teaming in the workplace today. The concept that two heads are better than one is true so long as the two can increase productivity and problem solving as a result of shared learning. The knowledge environment and technology is changing the operation of business in the marketplace. Teaming is being redefined as a tool to assist companies and organizations in remaining on the cutting edge of performance. This course is an introduction to a new mindset for productivity in the workplace.

Oct 15 | 8:45am - 12pm | Tue | 1 session | McH  
 \$119 for all residencies  
 Registration closed: Oct 8 | Instructor: Gary Durr

**NEW! Increase Your Business Potential with Social Media** PI-776

Social Media is transforming the way organizations market and communicate. This course focuses on the effective use of social media tools in marketing and communications to increase your business potential. Topics covered in this course include: evaluating the effect of trends in social media, marketing tools, applications and practices, designing effective marketing applications, using the Internet and social media tools to engage customers, and building and sustaining customer relationships. In addition, students will explore combining traditional marketing and communication practices with social media applications and strategies to address communication needs and identify a minimum of three things to do now to increase your engagement using a social media platform. The course is being instructed by Sarah Myers, owner of Curb Appeal Marketing.

Oct 19 | 9am - 2:30pm | Sat | 1 session | McH  
 MD SR: \$149 GC: \$159 OOC: \$164 OOS: \$169  
 Registration closed: Oct 12 | Instructor: Sarah Myers



*Instructor, Sarah Myers, is owner of Curb Appeal Marketing.*

**NEW! Effective Conflict Management Strategy** PF-092

Conflict is possible any time people work together; it is a natural part of doing business. During this course, students will explore strategies to create a more positive work environment for everyone by understanding the source of conflict and by actively seeking productive resolutions.

Oct 22 | 8:45am - 12pm | Tue | 1 session | McH  
 \$35 for all residencies  
 Registration closed: Oct 15 | Instructor: Vickie Wilt

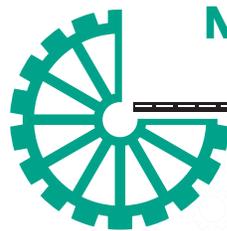


# LEADERSHIP GARRETT COUNTY

**NEW COHORT TO BEGIN SEPTEMBER 2019.**

This program is targeted toward identifying and developing emerging leaders from the ranks of local citizens, non-profits, for-profits and governmental, educational, and health institutions. Most students are in the millennial population segment and are from a variety of career backgrounds. All students must apply and be sponsored by a local organization. The program consists of monthly all-day meetings scheduled over a period of a half year where students hear from local leaders, travel to local institutions to learn how they operate, participate in lectures, and network with other emerging leaders in the class.

**Call 301-387-3142 for more information.**



## MANUFACTURING CONFERENCE

**Oct. 3, 2019**



Bob Stearns is a Professional Public Speaker who inspires audiences to optimize their personal potential as well as their company's. He is one of only 100 people in history to lead an organization to win the prestigious Malcolm Baldrige Award presented by the President of the United States. Bob founded his company, Powerful Potential in 1985.

*He specializes in five areas:*

- Leadership Development
- Customer Loyalty
- Strategic Planning
- Employee Engagement
- Process Improvement

**Call 301-387-3142 for more details.**

# RESTAURANT READY™



CONNECTING  
UNDERSERVED  
YOUTH TO THE  
RESTAURANT  
INDUSTRY

*More than 5 million people between the ages of 16 and 24 are neither enrolled in school nor working today in the U.S. - and recent studies show more than 75 percent of these disconnected young people, known as "opportunity youth," seek gainful employment to improve their quality of life.*

*The Restaurant Ready™ program is a national program to engage and empower disengaged opportunity youth (OY) to pursue a path to employment and life-long success.*

The program provides training for disconnected youth in 6 work-ready competency areas defined by the restaurant industry - competencies which are critical for OY to be ready to work throughout their careers, regardless of the industry.

Serving as the backbone organization, the National Restaurant Association Education Foundation (NRAEF) acts as convener of the program, uniting community-based organizations, industry, and State Restaurant Associations to ensure Restaurant Ready meets the guidelines for a successful and effective OY program. The program:

- Sets industry standards for a nationally-calibrated soft-skills training and skill assessment;
- Enables industry employers to define the key skills opportunity youth need; and
- Improves the employers' understanding of value in hiring, supporting and retaining opportunity youth

Coming this fall!  
September - December  
Call 301-387-3142

NATIONAL  
RESTAURANT  
ASSOCIATION  
EDUCATIONAL FOUNDATION

# SAVE THE DATE

# Women's

# CONFERENCE

OCTOBER 24, 2019

*Understand the unique challenges that women leaders face as they seek to make contributions and assume leadership roles.*

This conference is designed for women leaders within the public sector, entrepreneurial, academic and non-profit environments. Leadership is a daily challenge. Today's business climate is marked by shifting trends that bring increased pressure. More than ever, organizations need inspired and effective leaders. This Women's Leadership Conference scheduled for Thursday, October 24th, will help strengthen the abilities and confidence of audience members to successfully lead in a changing and dynamic world.

**KEYNOTE SPEAKER:**

Instructor Rosemary Versteegen, will enable audience members to develop a greater understanding through her own unique experiential application on the challenges they may face every day.

Call 301-387-3142 for more details.



WE OFFER A WIDE RANGE OF HIGHLY INTERACTIVE NON-CREDIT COURSES THAT YOU CAN TAKE ENTIRELY OVER THE INTERNET. ALL OF OUR COURSES INCLUDE EXPERT INSTRUCTORS, MANY OF WHOM ARE NATIONALLY KNOWN AUTHORS. OUR INSTRUCTOR-LED ONLINE COURSES ARE AFFORDABLE, FUN, FAST, CONVENIENT, AND GEARED JUST FOR YOU.

**24-Hour Access**

**Discussion Areas**

**Six-Week Format**

**As Low As \$109**

COMPLETE ANY OF THESE COURSES ENTIRELY FROM YOUR HOME OR OFFICE AND ANY TIME OF THE DAY OR NIGHT. NEW SESSIONS START EVERY MONTH, SO YOU CAN SIGN UP ANYTIME. VISIT OUR WEBSITE TO BROWSE THE ENTIRE SELECTION OF COURSES AND TO VIEW START DATES AND COST.

# Instructor-Led ONLINE COURSES

## FEATURED LISTINGS

### Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

### Discover Digital Photography

An informative introduction to the fascinating world of digital photography.

### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

### Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve higher positions with major search engines.

### Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business.

### Everyday Math

Gain confidence in your basic math skills and start using math to your advantage.

### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

### Fundamentals of Supervision and Management

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

### Creating Web Pages

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

### 12 Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

### Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

### Building Teams That Work

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.

### C# Programming for the Absolute Beginner

Learn the fundamentals of computer programming with the new C# programming language.

### Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

### Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

### A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

OVER 300 ONLINE COURSES AVAILABLE

[www.ed2go.com/garrett](http://www.ed2go.com/garrett)

**(301) 387-3142**

### NONCREDIT REGISTRATION FORM

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

**Please print clearly.**

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

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

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

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

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

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

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

**ETHNICITY:**

White  Hispanic/Latino  Asian  Black/African American  Other

**RESIDENCY (choose one):**

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

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](http://www.facebook.com/GC.CEWD).

Please add me to the CEWD Schedule Mailing List

**Save Time REGISTER ONLINE**

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

Visit [www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd) to browse our catalog and register!

## CUSTOMIZED TRAINING OPPORTUNITIES

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

### *Garrett College can provide:*

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

*Customized training topics may include:* Microsoft Word, Microsoft Excel, Microsoft Access, QuickBooks, Team-building, Communication, Supervisory Skills, Customer Service, and much, much more.

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



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

## WORKFORCE DEVELOPMENT

### **Forklift Certification MT-176**

This course is designed to teach students how to properly operate an industrial powered forklift. The course satisfies 29 CRF 1910.178 of the Occupational Safety and Health Administration (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 operating skills, rules and regulations, and safety. Note: course may be lengthened or shortened due to number of attendees.

Sep 13 | 9am - 2pm | Fri | 1 session | NOC  
MD SR: \$159 GC: \$169 OOC: \$174 OOS: \$179  
Registration closed: Sep 6

### **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. It is recommended that students get a CDL Manual at the MVA 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 | MTDI Instructors  
MD SR: \$95 GC: \$99 OOC: \$104 OOS: \$109

Sep 28 - Sep 29 | Registration closed: Sep 21  
Oct 26 - Oct 27 | Registration closed: Oct 19  
Nov 23 - Nov 24 | Registration closed: Nov 16  
Dec 14 - Dec 15 | Registration closed: Dec 7

## CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

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

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

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

### SUCCESSFUL COMPLETION:

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

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



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

**EXTERNSHIP:** Conducted at various medical facilities

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$4,540.

*Textbooks and other instructional materials, scrubs and initial certification testing with National Healthcareer Association (NHA) are included in the total cost of the program.*

### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, 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.

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

## CERTIFIED MEDICAL ADMINISTRATION ASSISTANT (CMAA)

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

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

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

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

### SUCCESSFUL COMPLETION:

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

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

**EXTERNSHIP:** Conducted at various medical facilities

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$1,845.

*Textbooks and other instructional materials, scrubs and initial certification testing with National Healthcareer Association (NHA) are included in the total cost of the program.*



### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, 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.

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

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

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

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

## 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. The program includes the following courses:



### Certified Nursing Assistant - Theory Certified Nursing Assistant - Clinical

**CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:**  
Maryland Board of Nursing (MBON)

#### 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.

**TIME to COMPLETE PROGRAM:** Approximately 2-3 months

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

## HOME CARE PROVIDER

Home Care Providers assist patients in their home by providing support that meets their specific personal needs. They provide assistance with daily living and self-care to those who are disabled, chronically ill, or cognitively impaired. This course includes both class room and clinical instruction provided by a registered nurse. Topics include: CPR, home management, home care procedures, preventing infection, body mechanics, communication and patient confidentiality. The program includes the following courses:

### Home Care Provider Home Care Provider - Clinical

**TIME to COMPLETE PROGRAM:** 2-3 weeks

**METHOD OF INSTRUCTION:** Classroom and experiential learning

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

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$450.

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$940.

*Additional fees including Fingerprinting, Criminal Background Check, and MBON Application Fee (estimated \$60 total) will be required after completing the program in order to apply for CNA licensing.*

*GNA Certification (if interested) involves an additional testing fee of \$105.*

#### ENTRY REQUIREMENTS:

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

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

#### ENTRY REQUIREMENTS:

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

*Call **301-387-3136** to obtain additional information.*

## 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.

### COURSE HOURS:

80 Hours Classroom OR 80+ Hours Online Training



### 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

### ENTRY REQUIREMENTS:

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

*For Questions or to ENROLL: 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



### ENTRY 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](mailto:doug.beitzel@garrettcollege.edu) or by calling 301-387-3772.*

Applications for the next paramedic program will be available after January 2020. Applications must be completed and returned by May 29, 2020. Accepted applicants will begin this 2-year paramedic program after completing paperwork, entrance testing and interviews. The program will start in the Fall of 2020 and courses will be held at the Garrett College Career Technology Training Center (CTTC) located in Accident, MD.

## 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 licensed health care professionals. The program includes the following courses:

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

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

#### SUCCESSFUL COMPLETION:

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

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

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

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

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$1,450.

*Textbooks and other instructional materials, scrubs and initial certification testing with National Healthcareer Association (NHA) are included in the total cost of the program.*



#### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for the planned dates and times.
- Proof of health insurance coverage is required at time of registration.
- Eligibility to participate in the program may be dependent upon a criminal background check.
- Certification that vaccinations for MMR, TB, PPD, Hepatitis B, 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.

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

## VETERINARY ASSISTANT

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

### **Veterinary Assistant One - Orientation to the Veterinary Profession**

### **Veterinary Assistant Two - Outpatient Diagnosis & Treatment**

### **Veterinary Assistant Three - Inpatient Treatment & Care**

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

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

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

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

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$1,275.

*All instructional materials and one set of scrubs for clinical experience are included in the total cost of the program.*



### **ENTRY REQUIREMENTS:**

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

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

## 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. The program includes the following courses:*

### OSHA

**Certificate in Apartment/Building Maintenance Technician (CAMT)  
CFC-EPA Section 608 Certification  
Job Shadow**

### 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.

"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." ~Tyler Williams, CAMT Student

"Overall, this course gave me more knowledge in all the different topics we covered. It's helpful for my own property and my job." ~Michael Murphy, CAMT Student

"The whole program and the topics we learned are new concepts to me. It all provided me with really valuable information." ~Randy Roy, CAMT Student

"This course really improves a student's employability and makes them a more valuable employee. The program covers a wide variety of topics demonstrating how a facility is run. These students will be better, more well-rounded employees because they now have an understanding of how everything works." ~John Hesse, CAMT Instructor



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

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

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$1,785.

*All instructional materials are included in the total cost of the program.*

### ENTRY REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.
- Students must participate in an Orientation and Information Session. Call 301-387-3136 for orientation schedule.
- Students must pass the CFC-EPA Section 608 Certification exam prior to starting the modules on appliance repair and HVAC.

*Call **301-387-3136** 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. Courses may be taken individually or as a program and include:*

- Orientation to Commercial & Industrial Construction**
- Job Readiness for Commercial & Industrial Construction**
- Preparation to Commercial & Industrial Construction**
- Forklift Certification for Commercial & Industrial Construction**
- Manlift Certification for Commercial & Industrial Construction**
- Flagger Certification for Commercial & Industrial Construction**
- Basic Heavy Equipment Operator for Commercial & Industrial Construction**
- MSHA for Commercial & Industrial Construction**
- Welding for Commercial & Industrial Construction**
- Concrete for Commercial & Industrial Construction**
- Confined Space for Commercial & Industrial Construction**
- Introduction to Rigging for Commercial & Industrial Construction**
- CPR & First Aid for Commercial & Industrial Construction**
- Introduction to the Oil & Gas Industry to Commercial & Industrial Construction**
- Externship for Commercial & Industrial Construction**

**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.

### 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



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

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

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

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$3,994.

*Call for cost of courses taken individually.*

### ENTRY REQUIREMENTS:

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

*Call **301-387-3136** to obtain additional information.*

- 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.*



**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).

**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.

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

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$925.

### ENTRY REQUIREMENTS:

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

**Child Care- Growth & Development:** This course satisfies the Child Growth and Development, 45 hour, half of the MSDE requirement of 90 hours for child care providers. The student will demonstrate an understanding of developmental stages and milestones from infancy through age twelve. They will gain an overview of the concepts and theories related to the social, emotional, physical, cognitive, and aesthetic stages of development; Demonstrate an understanding of major theories of child development; Identify methods of assessment and observation techniques used to observe and evaluate children; Demonstrate an understanding of the influence of culture and community on child development; Identify childcare regulations based on center regulations for staff; Explain how health and nutrition affect child growth and development; Demonstrate an understanding of inclusionary practices bases on national standards and best practices in early childhood education and school age programs; Develop an understanding of how children learn; Define, demonstrate, and develop strategies for positive guidance and discipline by examining theory and best practices; Develop an understanding of the impact that family and parenting styles have on child growth and development; and Identify the signs of and reporting requirements and child abuse and neglect.

4.5 CEU's awarded. This is a required, pre-requisite course for all Child Care Training programs. Instructional materials are included.

**Child Care- Group Care of Infant & Toddlers:** This 45 hour course satisfies the curriculum half of the MSDE requirement of 90 hours for child care providers working with infants and toddlers. This course introduces the major concepts, principles, theories and research related to the development and care of children from birth to age three. Students will learn how to create a healthy and safe environment while developing appropriate interaction and communication skills that will assist with learning and development.

4.5 CEU's awarded. Instructional materials are included.

**Child Care- Activities for Young Children:** This 45 hour course satisfies the curriculum half of the MSDE requirement of 90 hours for child care providers working with preschoolers ages 3-6. Students will identify the essential components of developmentally appropriate practice as it relates to children ages 3-5; Demonstrate an understanding of play in the early childhood environment; Develop strategies to promote children's learning and development; Demonstrate and understanding of positive relationships and supportive interactions in working with young children; Identify key components to designing the learning environment; Understand how to create lesson plans that will enhance emergent learning and skill development; Describe curriculum and identify curriculum components; Identify how observation and assessment can be applied to short and long -tern planning for groups and individual children; Describe developmentally appropriate learning experiences across curriculum content areas; Develop an understanding of school readiness and the teacher's role in facilitating the development of readiness skills.

4.5 CEU's awarded. Instructional materials are included.

**Child Care- The School Age Child:** This 45 hour course satisfies the curriculum half of the MSDE requirement of 90 hours for child care providers working with children ages 6-13. The course provides age appropriate instruction covering the concepts and theories related to the social, emotional, physical, cognitive, and aesthetic stages of development; curriculum planning, materials and methods, implementation of care for the child, regulations and procedures for the center, and teaching strategies for the school aged child.

4.5 CEU's awarded. Instructional materials are included.

**Communication Skills for the Child Care Professionals:** This course fulfills the 9 hour communication skills requirement through MSDE. The student will develop effective communication skills for the early care and education environment; Identify and demonstrate effective listening skills; Develop writing strategies that will assist with the successful composition of documents related to early care and education; Demonstrate reading strategies that will increase retention and comprehension; Demonstrate an understanding of and use for a variety of tools used to record and communicate critical child information.

.9 CEU's awarded. This is ending course for all Child Care Training programs. Instructional materials are included.

## GED PREPARATION / ADULT EDUCATION

**IT'S TIME TO REGISTER  
FOR 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 [kaitlyn.fike@garrettcollege.edu](mailto:kaitlyn.fike@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.
- 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."*



*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.

### MANUAL MACHINING courses include:

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

**PROGRAM COST** (for a Garrett County Resident): \$2,630  
Text books and one NIMS testing fee for each course are included in the total program cost.

### CNC MACHINING courses include:

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

**PROGRAM COST** (for a Garrett County Resident): \$2,990  
Text books and one NIMS testing fee for each course are included in the total program cost.

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



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

### SUCCESSFUL COMPLETION:

- Students will be able to demonstrate core competencies as outlined by NIMS.
- Students will also have the opportunity to earn 1 NIMS Credential in each class.
- Students can complete the entire program or take individual classes based on prior learning and showing adequate credentials.
- Preparation for Machining is a required prerequisite for all Machining classes unless the student is able to demonstrate prior learning through NIMS testing.

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

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

### LOCATION of TRAINING:

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

### ENTRY REQUIREMENTS:

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

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



## WELDING

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

### Preparation for Welding

#### Welding One

#### Welding Two

### CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

American Welding Society (AWS)

### SUCCESSFUL COMPLETION:

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

**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)

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

**COST of the PROGRAM:** Price is determined by residency. The cost for a Garrett County Resident is \$3,275.

*Total includes all instructional material and safety equipment in addition to one AWS Test (Initial Exam).*

*Cost for second (AWS 2) exam is an additional \$75.*

### ENTRY REQUIREMENTS:

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

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



## BUS DRIVER TRAINING

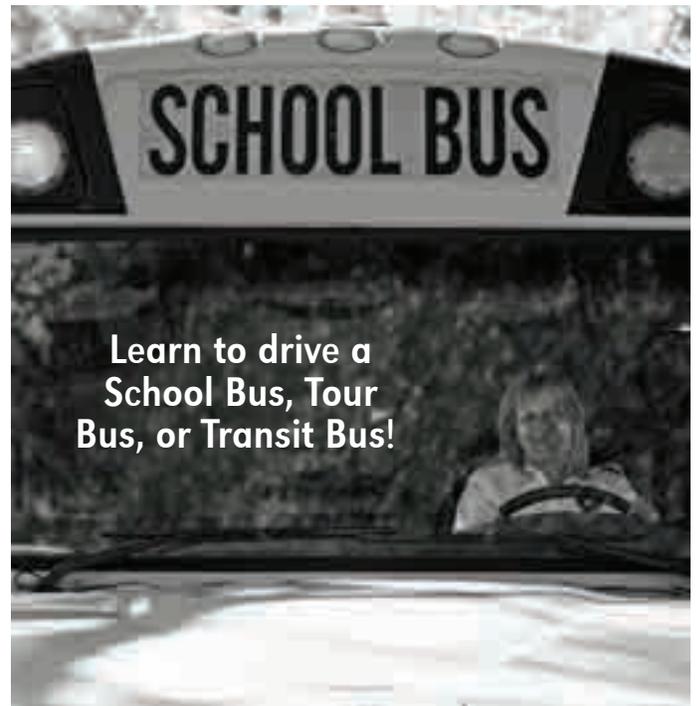
*This training will cover the concepts and skills required for students to obtain their Class B Commercial Driver's License (CDL) with "P" (passenger) and "S" (school bus) endorsements. Topics include the following: vehicle inspection techniques, range skills, and over-the-road driving. Participants 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.*

**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

### ENTRY 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).



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](mailto: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 written 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, refuse or similar vehicles allowing them to make a good salary, but also stay close to home.

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



**LOCATION of TRAINING:** Mountaintop Truck Driving Institute, Grantsville

### ENTRY REQUIREMENTS:

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

**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 written 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/disclosures-privacy-of-student-records.php>

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## CERTIFICATION OF INFORMATION

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature (if under the age of 18)**

\_\_\_\_\_  
**Date**

## AVAILABLE WORKFORCE PROGRAMS

### Allied Health:

- Certified Clinical Medical Assistant (CCMA)
- Certified Medical Administrative Assistant (CMAA)
- Certified Nursing Assistant (CNA)
- Home Care Provider
- Medical Billing & Coding
- Paramedic
- Phlebotomy - Venipuncture Technician
- Veterinary Assistant

### Construction & Building Maintenance:

- Building/Property Maintenance Technician (CAMT)
- Commercial & Industrial Construction

### Education & Human Services:

- Child Care Provider
- GED Preparation/Adult Education

### Manufacturing:

- Machining - CNC
- Machining - Manual
- Welding

### Transportation:

- Bus Driver Training
- Commercial Driver's License (CDL), Class A
- Commercial Driver's License (CDL), Class B

## 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 Kurt Lear, Director of Adult Education and Workforce Development. 301-387-3087.

### APPLICATION FOR FINANCIAL ASSISTANCE

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

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

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



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

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

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





## 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): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Ethnicity:**  White  Hispanic/Latino  Black/African American  Other \_\_\_\_\_

### 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)  Yes  No
- Food Stamps  Yes  No
- Community Action  Yes  No
- Western Maryland Consortium  Yes  No
- Healthy Families  Yes  No
- DORS  Yes  No
- Adult Basic Education  Yes  No

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CAREER GOAL**

Workforce Development Program (see page 21) \_\_\_\_\_

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

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## 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
- MHEC Workforce Development Sequence 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/disclosures-privacy-of-student-records.php>

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

\_\_\_\_\_

Signature

Date

## CERTIFICATION OF INFORMATION

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

Signature

Date

Parent Signature (if under the age of 18)

Date

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

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

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

### FINANCIAL INFORMATION

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

### REFUND POLICY

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

## FINANCIAL AID

**AVAILABLE**

*to Those Who Qualify!*

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

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

### Drop Policy

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

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

***Western Maryland Consortium: 301-334-8136***

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

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

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

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

# STAFF DIRECTORY

**Terry Beachy, Assistant Director, Workforce Development & Community Education**

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

**Doug Beitzel, Program Coordinator**

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Career Technology & Training Center (CTTC), Accident  
Allied Health

**Donna Bittinger, Office Associate**

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Career Technology & Training Center (CTTC), Accident

**Sarah Friend, Coordinator of Operations**

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Main Office, McHenry

**Kaitlyn (Fike) Glotfelty, Coordinator of Adult Education & Workforce Development**

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Southern Outreach Center (SOC), Oakland  
Child Care, Vet Assistant, Homecare Provider, ABE

**Cristey Kordyban, Program Associate**

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Main Office, McHenry

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

301-387-3087, [kurt.lear@garrettcollege.edu](mailto:kurt.lear@garrettcollege.edu)  
Career Technology & Training Center (CTTC), Accident  
Machining, Welding, CAMT, Construction

**Jodi McClintock, Director of Business Solutions**

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

**Jean Tumbarello, Office Associate**

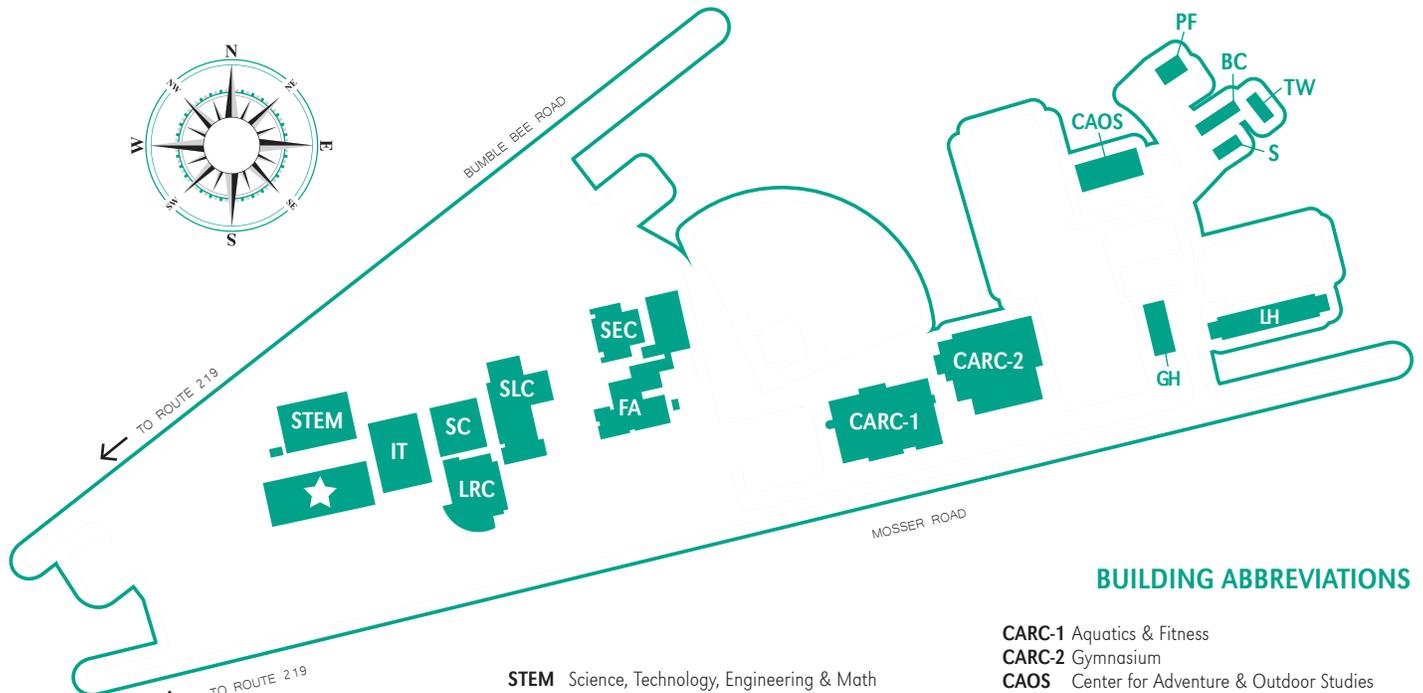
301-387-3781, [jean.tumbarello@garrettcollege.edu](mailto:jean.tumbarello@garrettcollege.edu)  
Southern Outreach Center (SOC) / Northern Outreach Center (NOC)

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

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

# GARRETT COLLEGE CAMPUS MAP

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

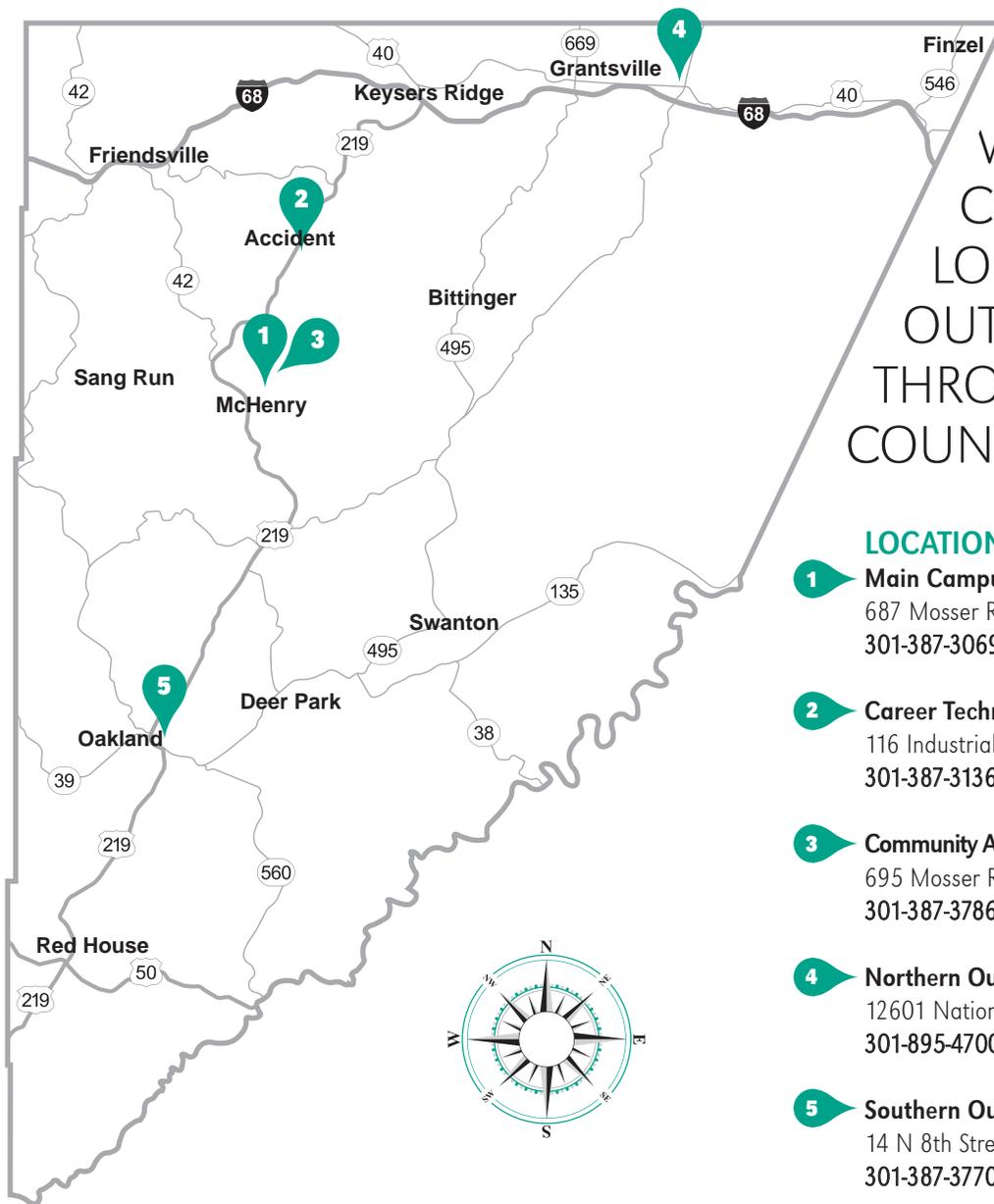


### BUILDING ABBREVIATIONS

- 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

- 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

★ Continuing Education & Workforce Development  
Garrett Information Enterprise 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.

### 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.*

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

**GARRETT COLLEGE**  
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Garrett College  
687 Mosser Road  
McHenry, Maryland 21541

