

301-387-3069

www.garrettcollege.edu/cewd

Continuing Education

WINTER SPRING 2019

COVERING DATES JAN 21 - JUNE 15



Kodak Moments - Capturing Childhood in Pictures - p6 / p16



Beginner Quilling - p5



Aromatherapy Bracelets - p8



Introduction to Fly Fishing - p11

GARRETT  COLLEGE
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

COMMUNITY EDUCATION | PROFESSIONAL & WORKFORCE DEVELOPMENT



Continuing Education and Workforce Development

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

Outreach Centers

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

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

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



www.facebook.com/GC.CEWD

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

LOCATION KEY

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

LEGEND — HOW TO READ A COURSE LISTING

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

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

HURRY!

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



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

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COMMUNITY EDUCATION / PERSONAL INTEREST

ARTS & CREATIVITY

NEW! Introduction to Basket Making PI-719

A-tasket, A-tasket, come make a pretty basket! Join local artisan, James Tomasek and make a keepsake berry basket for yourself or a great Easter gift for someone special. Students will be introduced to the craft of basket making by completing a berry basket, approximately 8" high x 8" wide x 4" deep. All weaving materials are provided, but students will need to provide the following items: dishpan or small tub for soaking reed, 12 to 15 spring-type clothespins, small flat-blade screwdriver or awl, flexible tape measure, shears or scissors, and a towel.

Mar 13 - Mar 14 | 6pm - 9:15pm | Wed/Thu | 2 sessions | McH
\$49 for all residencies

Registration closed: Mar 6 | Instructor: James Tomasek



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

Crocheting Basics PI-420

Every great work begins with a single slip knot. You will start there and move on to the basics of crocheting through chain and single crochet, turning and making rows and finishing off a simple wash cloth. Participants move on to half double crochet, double crochet and slip stitch, while we explore how yarn weights and hook sizes bring variety to your projects. It is the way you put them together that makes the difference. Three hooks and your first ball of yarn included. Expect a supportive, relaxed and fun atmosphere. *Let us know if you are left handed when you register*

Mar 21 - Apr 11 | 5:30pm - 7:30pm | Thu | 4 sessions | CTTC

\$39 for all residencies

Registration closed: Mar 14 | Instructor: Katherine Lee

Advanced Beginner Crocheting PI-609

Do you know how to chain, single crochet, half double & double crochet? Has it been a while since you tried to put those stitches together? Did you just learn how to crochet and want to learn more? In this class we will put these stitches together to make a baby hat, simple team scarf & Granny Squares. Gather up your crochet hooks (size G, H & I) and any yarn you have laying around and learn to put it all to good use. Bring worsted weight (medium 4) yarn preferably in 100% acrylic - or whatever you have and learn to create simple masterpieces.

Apr 18 - May 9 | 5:30pm - 7:30pm | Thu | 4 sessions | CTTC

\$35 for all residencies

Registration closed: Apr 11 | Instructor: Katherine Lee

Zentangle Transitions PI-725

The Zentangle Method is an easy-to-learn, relaxing and fun way to create beautiful images by drawing structured patterns. Almost anyone can use it to create beautiful images. It increases focus and creativity, provides artistic satisfaction along with an increased sense of personal well-being. The Zentangle Method is enjoyed all over the world, across a wide range of skills, interests and ages. We believe that life is an art form and that our Zentangle Method is an elegant metaphor for deliberate artistry in life. Whether you are new to the Zentangle Method or have achieved a level of expertise, this class will introduce you to new ways to use this simple art form in your everyday practice. Students will be introduced to terms like tangle, mono tangles, construction, deconstruction and Zentomology®. Students will be shown how to look for design elements in nature, architecture and other facets of everyday life to find elements of tangles. They will be led through steps to recreate these and compose drawings that transition from simple designs to complex ones, based on their own observations and interpretations. The goal in this class is that every student, whether new to drawing or already quite proficient, leaves the class with a new perspective and a renewed excitement on how to observe and create art through drawing.

Apr 1 - Apr 22 | 6pm - 8pm | Mon | 4 sessions | NOC

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

Registration closed: Mar 25 | Instructor: Mary Kay Watson

Introduction to Acrylic Painting PI-688

This course will give the student an overview of how to paint in acrylics. Acrylic painting is a quick drying paint that can be painted over and over again to get just the right affect that you are looking for. You can add layers that will not smudge the paint underneath, can use different mediums, different brush strokes, and stretch your paint out to make it last longer. If you love paint parties, you will love this course. Students will begin learning about brush strokes, see some different styles of painting and work on their own projects. Please wear old clothing or bring a smock. If time allows, we will do some chain painting on the last day. All supplies are provided.

Apr 2 - Apr 23 | 6pm - 8pm | Tue | 4 sessions | McH

MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109

Registration closed: Mar 26 | Instructor: Sharon Elsey



Garrett County resident, Sharon Elsey, is a self-taught artist who paints mostly nature, landscape, and action paintings. Whitewater, kayaking and snow scenes have been her favorites, but she is currently expanding her horizons through different types of mediums and scenes. Her work has been displayed throughout the county.

NEW! Beginner Quilling PI-720

Paper quilling is an art form dating back to at least the 12th century in England and France. It is the rolling and gluing of paper to create beautiful designs. In this beginners class, participants will have a choice of making a daisy or violet with the end product being a custom framed picture. Reita Marks, who is a guest artist at Spruce Forest Artisan Village and instructor at Arthurdale Heritage Museum, will be instructing the course. All supplies are furnished. Students need to be 12 years of age or older and a packed lunch is suggested. Seating is limited to 6 students.

Apr 4 | 9:15am - 2:30pm | Thu | 1 session | Anne Stanton House/Spruce Forest Artisan Village, Grantsville
\$33 for all residencies | Registration closed: Mar 28 | Instructor: Reita Marks

Basics of Watercolor PI-723

Watercolor is forgiving. The more you know about the nature and attitudes of the colors you choose and their properties, the more beautiful your paintings. Have confidence in the water and the whiteness of the paper and the light they both convey. Watercolor is the only medium that conveys light through what's not painted. In the beginning, you learn that less is best and to quit when you are half done. You learn to be patient, wait and observe. Watercolor is a swim in the metaphysics of life....a mirror into ones own character. Let it be unpredictable and colorful. This class will cover everything you need to know to begin painting in watercolor. We will cover the difference in weights and finishes of paper, brands of paints, and qualities of brushes. We will learn different techniques that make watercolor painting more "forgiving" than other mediums and dispel the myth that it is a hard medium to master. Our main subject focus will be nature painting, but if students want to paint something else, that is acceptable, as the painting techniques are the same, no matter the subject, including no subject at all. Just water into color. Students are encouraged to bring in photos or pictures to paint from or props (flowers, shells, statuary). The instructor will supply all the tools, paper, paint and brushes. If the students have tried watercolor painting before and have questions about their work, they are encouraged to bring works in for critique. They can also bring in their own supplies and compare what they are using with the materials the instructor gives them. Drawing is not a prerequisite for this class, or for watercolor painting in general. The goal of this class is to make students feel comfortable with this medium, to dispel all those myths and to show the students they can do this and with practice become proficient. Whether they want to exhibit in shows or just carry a watercolor sketchbook on their next holiday, students should leave this class with confidence they can control and master this medium with practice.

Apr 29 - May 20 | 6pm - 8pm | Mon | 4 sessions | NOC
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79
Registration closed: Apr 22 | Instructor: Mary Kay Watson



Mary Kay Watson is a watercolorist, proficient in drawing, and a Certified Zentangle® Teacher. She has been an artist for over 40 years, is a Lifetime member of the West Virginia Watercolor Society and the Morgantown Art Association. Her work is juried into Tamarack, the Best of West Virginia Gallery and also the retail store. She's exhibited and sold her work in West Virginia, Maryland and Florida. In recent years she has turned her attentions to illustration and is currently working on a series of Shakespeare characters.

Beginners Drawing PI-724

Join Lenore Lancaster, guest artist from Spruce Forest Artisan Village to learn basic drawing skills from a supplied booklet. The morning session will begin with group instruction and individual instruction will be given after lunch. Seating is limited to 8 students. Students need to be 12 years of age or older and are to bring pencil and eraser. A packed lunch is also suggested.

May 11 | 11am - 4pm | Sat | 1 session
Anne Stanton House/Spruce Forest Artisan Village, Grantsville
\$43 for all residencies
Registration closed: May 4 | Instructor: Lenore Lancaster



Lenore Lancaster is a prisma colored pencil artist and yearly guest at the Village. She has won numerous awards for both her intricate colored pencil work and miniature art on a variety of subjects.

Advanced Portrait Painting PI-147

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

Jun 3 - Jul 1 | 9am - 12:15pm | Mon | 5 sessions | GSC
\$59 for all residencies
Registration closed: May 27 | Instructor: Edna Bender

PHOTOGRAPHY**NEW! Choosing a Wedding Photographer** PI-738

You put so much time and effort into planning your wedding you will want every special moment captured in photos. But how do you know which photographer is right for you? Is there a certain type of equipment the photographer should have? Has she/he had a background check? How about pricing? You need to do your homework. Instructor Becky Jones will help answer these questions and more.

Mar 26 | 6pm - 8pm | Tue | 1 session | McH
\$29 for all residencies
Registration closed: Mar 19 | Instructor: Becky Jones



Becky Jones is an accomplished photographer, having won numerous state and national awards. She is from Terra Alta, West Virginia, and worked as a professional photographer in her own business for twenty years. Before leaving her full time business, Becky earned PPA Master Photographer, Craftsman and Certified Professional Photographer degrees.

NEW! Kodak Moments - Capturing Childhood in Pictures PI-744

Did anyone ever tell you to take a lot of photos and videos of your children because they grow up so fast? Easy to say, but have you ever tried photographing an active two year old? Does your twelve year old son "hate" getting pictures taken? Join Becky Jones, accomplished photographer, and learn to capture those precious moments from a child's first few weeks of life, to their first day of school, to participating in sports and much more.

Apr 30 - May 7 | 6pm - 8pm | Tue | 2 sessions | McH
\$49 for all residencies
Registration closed: Apr 23 | Instructor: Becky Jones

NEW! Photographing Cats, Dogs & Kids...Oh My! PI-745

The pros make it look easy, but anyone who has ever tried to photograph an unpredictable creature like a cat or a dog knows it is anything but easy. Join Becky Jones, accomplished photographer, for suggestions on taking pictures of a few different kinds of pets - with and without children.

May 14 | 6pm - 8pm | Tue | 1 session | McH
\$29 for all residencies
Registration closed: May 7 | Instructor: Becky Jones

NEW! Taking Group Photos in a Variety of Settings PI-746

This course will provide tips for amateur photographers or even folks who use their phone to get good pictures of family, friends, high school reunions or any other group gathering. Suggestions on ways to get a group photo in a tight area, how to light a group and how to pose children with adults will be covered. Join accomplished photographer, Becky Jones for tips on getting that perfect shot.

May 21 | 6pm - 8pm | Tue | 1 session | McH
\$29 for all residencies
Registration closed: May 14 | Instructor: Becky Jones

Inclement Weather Policy

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

GARRETT COLLEGE WEATHER LINE: 301-387-3198

GARDENING & ENVIRONMENT

Beekeeping 101 PI-726

This course is designed to help beginners learn the history of the honeybee, colony structure, anatomy and bee biology. This course will also explain the tools of the trade and the importance of hive location. Class topics will include discussions on collecting swarms, installing package bees, establishing colonies, handling invasive extractions, transporting hives, mite and pesticide control, and avoiding threats from humans and animals. The course is being co-instructed by Hop Cassidy and Chip Lee. Included in the price of the course is the book, "Storyst Guide to Keeping Honeybees" by Malcolm Stanford.

Feb 19 - Mar 19 | 7pm - 9pm | Tue | 5 sessions | SOC
MD SR: \$119 GC: \$129 OOC: \$134 OOS: \$139
Registration closed: Feb 12 | Instructors: Hop Cassidy & Chip Lee

Hop Cassidy is a long-time beekeeper. He has served as the apiary inspector employed by Maryland Department of Agriculture for many years. Additionally, he has supported new beekeepers as the president of the Appalachian Beekeepers Association.

Chip Lee has completed certification as a Master Beekeeper and is an active member of the Appalachian Beekeepers Association. He has kept bees for years and regularly sells honey at the Mountain Fresh Farmers Market.

NEW! How to Propagate Houseplants PI-737

Not everyone can get outside to grow a garden, but you can still enjoy the beauty of a garden inside your home with houseplants. Houseplants add beauty with foliage and flowers and work to clean the air inside your home. Learn some tips for keeping them happy and healthy. We will also discuss design ideas for creating a terrarium, fairy garden, or a dish garden. Once your plants are established, it is easy to make more plants through propagation which will be discussed in the class.

Feb 20 | 2pm - 4pm | Wed | 1 session | SOC
\$14 for all residencies
Registration closed: Feb 13 | Instructor: Ashley Bodkins

HURRY!

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Don't Miss Out

REGISTER NOW!

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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 their note pads and any books on wild plants, foraging, herbal-ism, etc.

Mar 5 - Mar 26 | 6pm - 8:30pm | Tue | 4 sessions | NOC
MD SR: \$45 GC: \$49 OOC: \$54 OOS: 59
Registration closed: Feb 26 | 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! I Will Survive! PI-727

Green leafy crops can survive cold temperatures - even the winter months - with the right type of protection. A comparative taste test involving different leafy greens will be done during this class along with discussion on how to grow them early in the season.

Mar 19 | 2pm - 4pm | Tue | 1 session | SOC
\$14 for all residencies
Registration closed: Mar 12 | Instructor: Ashley Bodkins

NEW! Moving on Up! PI-728

It is March, and in some areas in our country, spring has sprung. Here in Garrett County, we have to be patient for a little while longer. This course will show you how to "move those flower buds on up to the top" by the process of forcing. Flowering bulbs add color, scent, and cheerfulness to your home. The process for forcing spring flowering shrubs into bloom will be discussed as well.

Mar 26 | 2pm - 4pm | Tue | 1 session | NOC
\$14 for all residencies
Registration closed: Mar 19 | Instructor: Ashley Bodkins

NEW! Time After Time PI-730

There is no time like spring to establish perennial vegetables - some examples include asparagus, rhubarb, horseradish and perennial herbs. Once established, they will come back each year - time after time.

Apr 16 | 5pm - 7pm | Tue | 1 session | SOC
\$14 for all residencies
Registration closed: Apr 9 | Instructor: Ashley Bodkins

NEW! We Are the World! PI-729

Celebrate Earth day (April 22) with us and learn how you can compost your food scraps and yard waste to help reduce the amount of waste that enters landfills.

Apr 22 | 2pm - 4pm | Mon | 1 session | NOC
\$14 for all residencies
Registration closed: Apr 15 | Instructor: Ashley Bodkins

NEW! Forward Mulch! PI-731

To mulch or not to mulch...that is the question! Ashley Bodkins from the Extension service will help answer these questions and more. Everything you wanted to know about mulching - who, what, where, why and when.

May 2 | 5pm - 7pm | Thu | 1 session | NOC
\$14 for all residencies
Registration closed: Apr 25 | Instructor: Ashley Bodkins

DIY: Solutions for Managing Water Runoff PI-718

Got Rain? This introductory session on water runoff will give information about what storm water is and how to manage it on your property for your benefit and the well-being of the entire community and watershed. Guidance, handouts, and discussion points will address the following questions: Why water runoff can be a problem for property owners, how (much) runoff is generated on your property, how water flows across and leaves your property, and how you can reduce the amount of stormwater leaving your property through Best Management Practices (BMP). No cost to attend, but registration is required.

May 3 | 2pm - 3pm | Fri | 1 session | McH
FREE for all residencies
Registration closed: Apr 26 | Instructor: Ashley Bodkins

Rain Barrel: Build Your Own PI-541

Rain barrels are a great tool in your landscape to help with water conservation and managing storm water runoff. This course will introduce you to rain barrels and talk about some of the proper uses for water that is saved in a rain barrel. There will be a hands on demonstration on building a rain barrel so you can hit the ground running by constructing one of your own!

May 14 | 6pm - 8pm | Tue | 1 session | SOC
\$14 for all residencies
Registration closed: May 7 | Instructor: Ashley Bodkins

Learning About Lavender PI-697

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

May 16 | 6pm - 7:30pm | Thu | 1 session | Deep Creek Lavender Farm
\$14 for all residencies
Registration closed: May 9 | Instructor: Anne Davidson

NEW! How Do I Live Without You? PI-732

The idea of planting crops together is not a new idea; it has been done for hundreds of years for many reasons, including saving space. One example of companion planting is the three sisters garden, which was used by Native Americans. This course will address several different "companion planting" strategies to help you maximize space in your garden and learn about allelopathic interactions among plants.

May 21 | 6pm - 8pm | Tue | 1 session | NOC

\$14 for all residencies

Registration closed: May 14 | Instructor: Ashley Bodkins

NEW! Staying Alive! PI-733

This do-it-yourself class is on starting your very own cutting flower garden that will allow you to have vases of beautiful, fresh-cut flowers throughout the growing season. Give the flowers to someone special or use them to brighten up your home.

Jun 4 | 6pm - 8pm | Tue | 1 session | SOC

\$14 for all residencies

Registration closed: May 28 | Instructor: Ashley Bodkins

Foraging Wild Mushrooms & Growing Mushrooms at Home PI-642

This course will include classroom time beginning with mushroom foraging fundamentals. Where, when, how and why to locate them will be presented, along with a slide show of edible wild mushrooms and their poisonous cousins. The class will then use this knowledge to identify found species on a mushroom foraging walk. The second half of the course will cover mushroom cultivation techniques. Fungal life cycles and growth parameters for successful mushroom production will be discussed. The class will also visit Backbone Food Farm for a tour of production facilities and conclude with a hands on inoculation of Oyster mushroom kit for participants to take home.

May 30 - Jun 20 | 6pm - 8pm | Thu | 4 sessions | McH

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

Registration closed: May 23 | Instructor: Max Dubansky



Max Dubansky lives in Pleasant Valley and runs Backbone Food Farm with his family and friends, where they raise livestock, produce and mushrooms. He has enjoyed a lifetime of discovering and learning about the natural wonders in Garrett County.

HEALTH, WELLNESS & SAFETY**Essential Oils: The Basics & Beyond** PI-722

Do you want to learn more about essential oils? Using essential oils can be a safe, natural option to support, protect, and maintain you and your family's health and wellbeing. In this two-part class, you will learn what essential oils are and how to use them, the benefits of use for physical and emotional health, as well as terminology, safety, storage, and usage guidelines. Also covered will be the top essential oils for health, wellness and tips for creating routines, and using essential oils in everyday life. The class concludes with the creation of a variety of DIY products that attendees will take home. Cost includes all materials.

Feb 26 - Mar 5 | 6pm - 8pm | Tue | 2 sessions | McH

\$59 for all residencies

Registration closed: Feb 19 | Instructor: Kearstin Hinebaugh



Kearstin Hinebaugh's objective is to incorporate as many natural solutions and non-toxic products, including essential oils, as possible into her everyday life. Like others, she was initially intimidated by the little brown bottles, but since uncovering their diverse applications and uses, she has become a bit obsessed with transforming her family routines and making over their medicine, beauty, and cleaning cabinets with essential oil-based products. She wants to help others become empowered to do the same.

NEW! Aromatherapy Bracelets PI-721

The aromatic benefits of essential oils are endless! They can help increase focus, decrease stress, elevate moods, clear the sinuses, boost the immune system, and so much more! Take the benefits of essential oils along wherever you go with a stylish Aromatherapy Bracelet. Come design your own Aromatherapy Bracelet using semi-precious gemstones and crystals along with lava beads, which will lock in the aromatic benefits of your essential oils. Attendees will also receive a sample essential oil blend to begin benefitting from aromatherapy right away! Cost includes all materials.

Apr 2 | 6pm - 8pm | Tue | 1 session | McH

\$39 for all residencies

Registration closed: Mar 26 | Instructor: Kearstin Hinebaugh

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 their note pads and any books on wild plants, foraging, herbal-ism, etc.

Mar 5 - Mar 26 | 6pm - 8:30pm | Tue | 4 sessions | NOC

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

Registration closed: Feb 26 | Instructor: Tanya Bucci

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Walk This Way! PI-715

This is an indoor walking class focusing on proper walking mechanics, postural alignment, interval training, balance and flexibility. You can normally walk about 1-2 miles in an hour-long class. This is a great way to get your daily steps. Not only will it help in losing weight, it can help manage heart disease, high blood pressure, strengthen bones and muscles, improve mood, balance and coordination. This is an exercise class so come prepared to move and sweat! Wear comfortable clothing, walking shoes/sneakers and bring a water bottle and small towel. Join us and walk this way!

Mar 19 - Apr 16 | 4:30pm - 5:15pm | Tue | 5 sessions | McH
\$29 for all residencies
Registration closed: Mar 12 | Instructor: Sally Staley

Sally Staley is Spin certified and is a huge proponent of walking and running to promote physical, emotional, and mental health. She started running at the age of 50 and has completed numerous 5Ks and half-marathons.

Line Dancing PI-428

Participants in the line dance class can expect to learn a variety of dances to all genres of music. Although line dancing is found most often in country scenes, it can be danced to any style of music. Line dancing is a choreographed dance, usually up to 32 counts that repeats the moves until the end of the song. It is a fun and simple way to learn how to dance to a song without learning different steps to every single beat of the music. Line dance is a solo dance, meaning there is no need to have a partner.

Mar 6 - Apr 3 | 5:30pm - 6:30pm | Wed | 5 sessions | McH
\$45 for all residencies
Registration closed: Feb 27 | Instructor: Kim Crosco

Apr 10 - May 8 | 5:30pm - 6:30pm | Wed | 5 sessions | McH
\$45 for all residencies
Registration closed: Apr 3 | Instructor: Kim Crosco

May 15 - Jun 12 | 5:30pm - 6:30pm | Wed | 5 sessions | McH
\$45 for all residencies
Registration closed: May 8 | Instructor: Kim Crosco



Kim Crosco is a certified hip hop and gymnastics instructor and professional member of the US All Star Federation. Miss Kim created her own line dance classes called "Steppin' to the Beats with Miss Kim" several years ago. She coaches and is manager of the Toxic Twist Crew competition teams at Jessica's Creations in Oakland. She encourages a total quality of life including physical wellbeing, hoping to mold a healthy, productive and highly engaged lifestyle. Line dance fitness creates a wellness program boosting health and engagement creating a strong culture of overall well-being and more focused energetic individuals.

SAFETY & FIREARM TRAINING**Heartsaver First Aid w/CPR** HM-259

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

Mar 19 - Mar 21 | 5pm - 8:15pm | Tue/Thu | 2 sessions | McH
MD SR: \$75 GC: \$90 OOC: \$95 OOS: \$100
Registration closed: Mar 12 | Instructor: Cathy McGoldrick

Maryland Basic Boating Safety PD-07

The Maryland Basic Boating Course is packed full of the basic information you will need to boat safely and enjoy your time on the water. What are the rules of the road when there is no road? Find out the latest laws regarding personal floatation devices, required safety equipment, operating personal watercraft and towing procedures. Practice some chart reading and review the channel marker system in coastal waters. Individuals born after June 1, 1972 are required to have an approved Boater Safety card in their possession when operating a power boat in Maryland. Successful completion of this course will provide that card. The course is open to those 12 years of age and over and we welcome parents and grandparents to take the course as a great refresher. Boater Safety is Family Safety! *Early registration is necessary to allow time to mail course material. Students need to study and complete the pre-test in the book before coming to the class.*

Apr 27 | 8:30am - 5pm | Sat | 1 session | McH
MD SR: \$19 GC: \$29 OOC: \$34 OOS: \$39
Registration closed: Apr 18 | Instructor: Bob Newman

May 18 | 8:30am - 5pm | Sat | 1 session | McH
MD SR: \$19 GC: \$29 OOC: \$34 OOS: \$39
Registration closed: May 9 | Instructor: TBD

Jun 8 | 8:30am - 5pm | Sat | 1 session | McH
MD SR: \$19 GC: \$29 OOC: \$34 OOS: \$39
Registration closed: May 30 | Instructor: Bob Newman

Jul 13 | 8:30am - 5pm | Sat | 1 session | McH
MD SR: \$19 GC: \$29 OOC: \$34 OOS: \$39
Registration closed: Jul 3 | Instructor: TBD

Aug 8 | 8:30am - 5pm | Thu | 1 session | McH
MD SR: \$19 GC: \$29 OOC: \$34 OOS: \$39
Registration closed: Jul 31 | Instructor: Bob Newman

MD Handgun Qualification (HQL) PD-823

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

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

Apr 13 | 9am - 2pm | Sat | 1 session | SOC
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79
Registration closed: Apr 6 | Instructor: Rick Sivic

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

Utah Concealed Firearms Permit Training PI-558

If you travel throughout the United States and wish to be permitted to carry a concealed handgun, this one-day training certification course allows you to apply for a Non-Resident Utah Concealed Firearm Permit which is honored in 35 states, but does not include Maryland. The 5 hour class covers all aspects and requirements of the state of Utah. Class charges include fingerprinting, photography service, and the permit application which will be completed and reviewed during class and added to the submission packet provided. All students must pass a criminal background check in order to obtain a permit and students will need to pay a \$67 fee to the State of Utah (either by credit card or check). Permit is valid for 5 years. Please note that if your home state issues a concealed carry permit, you will need to provide a copy. This does not apply to Maryland residents unless you currently have a permit. THIS IS NOT A NATIONAL RIFLE ASSOCIATION (NRA) CLASS. The class is taught by Rick Sivic Sr., Boston Hill Training, who is certified by the Utah Bureau of Criminal Identification (BCI), is a Maryland State Police Qualified Handgun Instructor and an NRA certified firearms instructor.

Feb 21 | 5pm - 10:30pm | Thu | 1 session | McH
MD SR: \$115 GC: \$119 OOC: \$124 OOS: \$129
Registration closed: Feb 14 | Instructor: Rick Sivic

May 11 | 9am - 2:30pm | Sat | 1 session | NOC
MD SR: \$115 GC: \$119 OOC: \$124 OOS: \$129
Registration closed: May 4 | Instructor: Rick Sivic

Womens Awareness and Defense PI-707

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

Mar 2 | 9am - 12:15pm | Sat | 1 session | NOC
\$49 for all residencies
Registration closed: Feb 23 | Instructor: Rick Sivic

Apr 11 | 5:30pm - 8:45pm | Thu | 1 session | McH
\$49 for all residencies
Registration closed: Apr 4 | Instructor: Rick Sivic

HISTORY

Jewish Resistance PI-622

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

Feb 12 - Feb 26 | 5pm - 7pm | Tue | 3 sessions | NOC
MD SR: \$13 GC: \$14 OOC: \$15 OOS: \$16
Registration closed: Feb 5 | Instructor: Beth Luers



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

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 looking to find a birth parent, long-lost relatives, perhaps even a link to the rich and famous or just a better understanding of the people in your family's past? DNA is one of many sources that should be investigated on this path - government records, databases, books and websites 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 ancestor's unique story and your family tree with the help of Mary Mannix, your instructor for the course.

Apr 2 - Apr 23 | 6pm - 8:30pm | Tue | 4 sessions | NOC
MD SR: \$45 OC: \$49 OOC: \$54 OOS: \$59
Registration closed: Mar 26 | Instructor: Mary Mannix

Railroads of Garrett County: A History PI-676

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

May 1 - May 22 | 3:30pm - 5pm | Wed | 4 sessions
B&O Railroad Museum, Oakland
MD SR: \$45 GC: \$49 OOC: \$54 OOS: \$59
Registration closed: Apr 24 | Instructor: Neal Brooks



Dr. Neal Brooks received an undergraduate degree from Towson University where he majored in history. He continued to study history at Case Western Reserve University in Cleveland, earning his Ph.D. He enjoyed an academic career of more than 40 years at the Community College of Baltimore County where his courses included American and Maryland history. He

divided his time between the classroom, chairing the History Department, and scholarship as co-author of two histories of Baltimore County. "I hear the train a comin', it's rolling round the bend...." Come along for the ride!

LIFESTYLE, HOME & FAMILY

NEW! Valentines Day - For the Love of Cheese PI-748

For many cheese lovers, grilled cheese is a love story in itself, a tale of taste buds and glorious melted assorted cheeses. Join us at High Country Creamery in Grantsville to learn our story about our passion for fresh, local, artisan cow cheese. The session will begin with a tour with complementary cheese tasting, followed by a delightful meal of grilled cheese exploding with flavor, paired with a cup of piping hot soup (tomato or cheesy potato) at the Farm Table Eatery. Note - session does not include observing a cheese making process and transportation is not provided.

Feb 14 | 6pm - 8pm | Thu | 1 session | High Country Creamery
\$19 for all residencies
Registration closed: Feb 7 | Instructor: Linda Kling

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 looking to find a birth parent, long-lost relatives, perhaps even a link to the rich and famous or just a better understanding of the people in your family's past? DNA is one of many sources that should be investigated on this path - government records, databases, books and websites 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 ancestor's unique story and your family tree with the help of Mary Mannix, your instructor for the course.

Apr 2 - Apr 23 | 6pm - 8:30pm | Tue | 4 sessions | NOC
MD SR: \$45 OC: \$49 OOC: \$54 OOS: \$59
Registration closed: Mar 26 | 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.

Introduction to Fly Fishing PI-614

Where and when did fly fishing start? Did you know fly fishing has been around for thousands of years? How did it evolve into today's sport? These and other questions will be discussed during this four-week course. The first session will focus on the history and origin of fly fishing. Modern fly fishing and how to fish for local fish such as trout and bass will be discussed. An overview of modern tackle and where to find it will also be covered. The second session will be a hands-on casting workshop where the basics of how to cast will be learned. You can bring your own equipment or use the instructor's rods and reels. The third session will be a fly tying demonstration. You will see the basic techniques used to create different kinds of flies and learn about the tools and materials used for modern flies. Where to find materials and how to collect your own will be discussed. For the last session we will fish the Casselman River and learn about insect life and how to "read" the water. To fish, each student needs a Maryland license. A three-day license is \$7.50 and a Trout Stamp is \$5.00. Both a non-tidal (freshwater license) and trout stamp can be obtained online at dnr.maryland.gov/Pages/service_fishing_license.aspx#NTFL. Each student also needs boots or waders. Some equipment is available, but bring your own if possible.

Apr 3 - Apr 24 | 6pm - 7:30pm | Wed | 4 sessions | NOC
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69
Registration closed: Mar 27 | Instructor: Tony Lolli



Tony Lolli has been a fly fishing guide for 25 years and runs Maryland Mountains Fly Fishing from his home in Bittinger. He writes magazine fly fishing columns and has authored seven fly fishing books, some of which are available on Amazon.com.



Garrett Institute for Lifelong Learning

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requirements, no tests and we don't grade - this is
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MISSION

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

MEMBERSHIP

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

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\$10
Annual
Membership
Fee

Basic Automotive Maintenance PI-709

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

Apr 8 - Apr 29 | 6pm - 8:30pm | Mon | 4 sessions | Northern High School
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69
Registration closed: Apr 1 | Instructor: Robert Moranduzzo

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

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

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

Apr 22 - Apr 29 | 6:30pm - 9pm | Mon | 2 sessions | NOC
MD SR: \$24 GC: \$30 OOC: \$35 OOS: \$40
Registration closed: Apr 15 | Instructors: Rita Watson & Brandon Hoover



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



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

NEW! Home FIT with AARP Maryland PI-735

AARP will provide information to help individuals safely remain in their own home as they age. The program leads participants through the process of thinking about each area of their home in terms of whether it will meet their needs as they age from the viewpoint of accessibility/livability. Examples of strategies to make the home more accessible, products available to make these changes and professionals available for consultation are given. Lunch will be provided. There is no cost for the course; however, registration is necessary for meal count.

Apr 26 | 10am - 2:30pm | Fri | 1 session | GSC
FREE for all residencies
Registration closed: Apr 19 | Instructor: Jennifer Holz

NEW! AARP Smart Driver PI-749

Designed for senior adults, this course is also open to all drivers with a driver's license to learn tips and techniques that can help prevent accidents and foster independence. Students will learn to drive defensively, deal with aggressive drivers, and compensate for vision and hearing loss. Based on data collected from federal and state agencies, universities and traffic safety organizations, the course work book is informative and easy to read. Invest a few hours in this important program and reap the benefits of safer driving and, possibly, lower insurance rates. You will need to contact your auto insurance agent to see if you qualify for a discount. Take the course - be a safe driver - be a smart driver - drive with confidence. Lunch will be provided. NOTE: AARP Members wishing to receive the reduced rate must give the 10 digit member code on their AARP card.

May 10 | 10am - 2:30pm | Fri | 1 session | GSC
AARP Member: \$15 Non-Member: \$20
Registration closed: May 3 | Instructor: Rose Hobson

Rose Hobson, Maryland State Coordinator for the Driver Safety Program, is instructing the course. Prior to holding this position, she was the Chief Trainer, District Coordinator for Prince George County and served as a Maryland Executive Committee Member. She retired from the FBI after 36 years.

ANIMAL INTEREST**NEW! Puppy Kindergarten** PI-324

The emphasis of this class is on proper socialization of the puppy, relationship building with the owner, and prevention of common behavior problems. Pups from 12 to 20 weeks of age are taught to accept handling, take treats gently, develop a soft mouth (stop puppy nipping), and build confidence in their greetings with both people and other dogs. Handlers will learn how to focus puppy attention and begin to incorporate valuable basic obedience commands. All puppies are required to have their DHLPP, as well as rabies vaccinations prior to attending.

Mar 7 - Apr 11 | 6:30pm - 7:15pm | Thu | 6 sessions | McH
\$49 for all residencies
Registration closed: Feb 28 | Instructor: Heather Umbel

Mar 7 - Apr 11 | 7:30pm - 8:15pm | Thu | 6 sessions | McH
\$49 for all residencies
Registration closed: Feb 28 | Instructor: Heather Umbel

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 other dogs. The class teaches people (not their dogs) the basic techniques of dog training and allows them to practice these techniques in class. Over the course of the seven weeks, students will learn how to train their dogs more effectively. Not all students should expect to see dramatic changes in their dog's behavior over this short time period. Handlers 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 April 2. Handlers ONLY.

Apr 2 - May 14 | 6pm - 6:45pm | Tue | 7 sessions | McH
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69
Registration closed: Mar 26 | Instructors: Susan & Tom Hertz



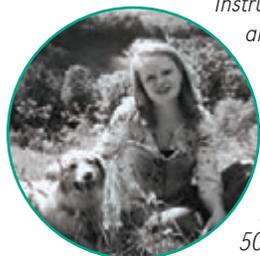
Instructors, Susan and Tom Hertz, have been training dogs for more than 25 years. Throughout that time they have been members of the Capital Dog Training Club of Washington, D.C. (CDTC) where they trained their own dogs for AKC obedience competition and taught dog obedience classes. Tom is a past president of CDTC. After moving to Garrett County at the end of 2005, they began teaching dog obedience classes at Garrett College. Both are certified as AKC Canine Good Citizen evaluators and Susan is an evaluator for Therapy Dog International, Inc. Their current dogs, a greyhound and an Irish wolfhound, are therapy dogs who have worked with children and make weekly visits to Garrett Regional Medical Center.

Basic Dog Obedience PI-543

This is a fun class to learn basic obedience and bond with our animals. Over 5 weeks we will learn heel, sit, down, stay, recall and more. All dogs should be a minimum of 6 months old and up-to-date on all vaccines including Bordetella.

Apr 25 - May 23 | 6:30pm - 7:15pm | Thu | 5 sessions | McH
\$99 for all residencies
Registration closed: Apr 18 | Instructor: Maggie Brown

Apr 25-May 23 | 7:30pm - 8:15pm | Thu | 5 sessions | McH
\$99 for all residencies
Registration closed: Apr 18 | Instructor: Maggie Brown



Instructor, Maggie Brown, is owner of Joey's Bed and Bones, a boarding, daycare, and training facility based in Davis, WV. She conducts classes ranging from basic obedience to puppy socialization throughout the area. She has been involved in animal rescue for over 5 years. 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! Daily Dog Care PI-740

Now that you are a dedicated, proud dog owner, it is time to master the basics of caring for man's best friend. Join certified groomer, Heather Umbel, to learn the basics of at-home grooming. From bathing and brushing, to tooth care and nail clipping, information will be provided on proper grooming tool purchasing and maintenance, grooming safety, and the knowledge of different coat types and textures. Students will learn how to recognize problems that may need to be addressed by a certified groomer and/or a veterinary professional such as taking care of those nasty anal sacs, external parasites and common skin ailments. You will have step by step instructions for making sure your furry friend is well taken care of and on your way to giving your dog an amazing life. This course is for pet parents only - NO pets.

Jun 6 - Jun 13 | 6pm - 8:30pm | Thu | 2 sessions | McH
MD SR: \$29 GC: \$34 OOC: \$39 OOS: \$44
Registration closed: May 30 | Instructor: Heather Umbel



Heather Umbel is a Garrett County native who is a certified pet dog trainer, a certified groomer and pet masseuse. She is employed by Hart for Animals as a groomer and trains privately.

COOKING & BAKING**The Art of Breadmaking** PI-408

When it is cold and snowy outside there is nothing better than the warmth and hearty aroma of bread baking. It is easier than you think! You will measure and mix, knead and prepare two delicious loaves of bread. Aprons are highly recommended! Bring an extra-large bowl with a lid (or plastic wrap to cover), a loaf baking pan or cookie sheet and a wooden spoon. We will supply the rest of the ingredients for a warm and memorable time. Please note: bread will be mixed to be baked at home.

Apr 17 | 6pm - 8pm | Wed | 1 session | CTTC Kitchen
\$24 for all residencies
Registration closed: Apr 10 | Instructor: Donna Bittinger

Jun 12 | 6pm - 8pm | Wed | 1 session | CTTC Kitchen
\$24 for all residencies
Registration closed: Jun 5 | Instructor: Donna Bittinger

Donna Bittinger, a native of Garrett County, has a passion for baking and sharing old time recipes that were passed down from her grandmother.



Advanced Cake Decorating PI-747

This course focuses on the proper techniques of stacking a stable, multi-tiered cake. Students will continue to explore the design process and the wide variety of tools and materials available. Students will learn how to work with brush embroidery and advanced fondant flowers. The course is being instructed by Tracy Sanner, owner of Dough Girls Cakes, in Rockwood, PA that specializes in cakes, cookies and much more. For the first class, students just need to bring their creativity and then for the final two sessions, students are to bring icing and a baked cake to class. Prerequisite: must have taken a beginners cake course or have previous cake decorating experience. Prior students are to bring their starter kit if they took the beginners class which included the following: practice board, variety of tips, plastic icing bags, 3 couplers, rose stem and plastic scissors.

May 7 - May 21 | 6pm - 8pm | Tue | 3 sessions | NOC
\$39 (+ \$18 for supplies) for all residencies
Registration closed: Apr 30 | Instructor: Tracy Sanner

FINANCE**NEW! Tax Reform with AARP Maryland** PI-739

Learn about many of the elements in the Tax Cut and Jobs Bill of 2017 that might Affect YOU! Join AARP Maryland, Ted Meyerson, as he reports on key provisions in the bill that might affect older adults. They include, but are not limited to: revised tax brackets, tax credit for non-child dependents like elderly parents, medical expense deduction changes, state and local tax deductions, and personal exemptions. Lunch is provided. There is no cost for the course; however, registration is necessary for meal count and limited seating. SNOW DATE: January 25, 2018.

Jan 18 | 10am - 2:30pm | Fri | 1 session | GSC
FREE for all residencies
Registration closed: Jan 11 | Instructor: Ted Myerson

Smart Use Health Insurance - Understanding & Estimating Health Care Costs PI-670

Taking control of your health care costs makes you a smart health care consumer. This course will assist you in better understanding and estimating your health care expenses. It will explore the various types of health care costs and resources to identify costs and assist in planning. Smart Use Health Insurance is a collaborative initiative by University of Maryland Extension and Delaware Cooperative Extension to promote health insurance literacy.

Feb 25 | 6pm - 7:30pm | Mon | 1 session | SOC
\$14 for all residencies
Registration closed: Feb 18 | Instructor: Jesse Ketterman

Understanding Credit and Credit Reports PI-741

This workshop will provide an overview of how credit is used in your everyday life. Knowing how to obtain your credit report and correct mistakes are important steps in improving your credit score and reducing the amount of interest you pay on loans. It is also an important step in protecting your identity.

Mar 11 | 6pm - 7:30pm | Mon | 1 session | SOC
\$14 for all residencies
Registration closed: Mar 4 | Instructor: Jesse Ketterman



Dr. Jesse M. Ketterman, Jr. works as an Extension Educator for University of Maryland Extension serving Allegany, Garrett, and Washington counties, focusing on financial and health insurance literacy. He began his career in the University System of Maryland in 1999 working in student affairs leading wellness related initiatives and transitioned to Extension in 2016. Dr. Ketterman earned a PhD in Educational Leadership from Touro University International, Masters' degrees in Business Administration and Education from Frostburg State University, and a Bachelors Degree from West Virginia Wesleyan. He is also an Accredited Financial Counselor.

Your Money, Your Goals: Toolkit for Social Service Programs PF-072

Financial empowerment includes financial education and financial literacy. It is focused both on building the ability of individuals to manage money and use financial services. This training will help human service providers navigate the important financial empowerment information and tools you can access based on client goals. Your Money, Your Goals is a toolkit developed by the Consumer Financial Protection Bureau (CFPB). Two CEU credits will be offered for licensed social workers in Maryland.

Apr 5 | 9am - 11am | Fri | 1 session | SOC
\$29 for all residencies
Registration closed: Mar 29 | Instructor: Jesse Ketterman

NEW! Life Insurance Myths - Busted! PF-079

Life insurance is often surrounded by confusion and misconception. In this class we will bust 5 common myths that are associated with life insurance including when, what and why to purchase.

May 2 | 5pm - 6:30pm | Thu | 1 session | McH
\$20 for all residencies
Registration closed: Apr 25 | Instructor: Jessica Wilhelm



A native of Garrett County, Jessica Wilhelm is a licensed representative with Woodmen Life and holds a Fraternal Insurance Counselor designation. Jessica is also a 17 year business owner in the trucking industry.

NEW! Legacy Giving PF-078

Churches, charities and other non-profit organizations make your community a better place to live. You can help them overcome the financial challenges of funding ongoing and future operations by incorporating them into your charitable giving plan. We will explore how life insurance can be utilized to create a legacy gift.

May 7 | 5pm - 6:30pm | Tue | 1 session | McH
\$20 for all residencies
Registration closed: Apr 30 | Instructor: Jessica Wilhelm

Income Tax Prep 101

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

2 sessions | 5 hours | Call for more Information

PHOTOGRAPHY

NEW! Choosing a Wedding Photographer PI-738

You put so much time and effort into planning your wedding you will want every special moment captured in photos. But how do you know which photographer is right for you? Is there a certain type of equipment the photographer should have? Has she/he had a background check? How about pricing? You need to do your homework. Instructor Becky Jones will help answer these questions and more.

Mar 26 | 6pm - 8pm | Tue | 1 session | McH

\$29 for all residencies

Registration closed: Mar 19 | Instructor: Becky Jones

NEW! Kodak Moments - Capturing Childhood in Pictures PI-744

Did anyone ever tell you to take a lot of photos and videos of your children because they grow up so fast? Easy to say, but have you ever tried photographing an active two year old? Does your twelve year old son "hate" getting pictures taken? Join Becky Jones, accomplished photographer, and learn to capture those precious moments from a child's first few weeks of life, to their first day of school, to participating in sports and much more.

Apr 30 - May 7 | 6pm - 8pm | Tue | 2 sessions | McH

\$49 for all residencies

Registration closed: Apr 23 | Instructor: Becky Jones

NEW! Photographing Cats, Dogs & Kids...Oh My! PI-745

The pros make it look easy, but anyone who has ever tried to photograph an unpredictable creature like a cat or a dog knows it is anything but easy. Join Becky Jones, accomplished photographer, for suggestions on taking pictures of a few different kinds of pets - with and without children.

May 14 | 6pm - 8pm | Tue | 1 session | McH

\$29 for all residencies

Registration closed: May 7 | Instructor: Becky Jones

NEW! Taking Group Photos in a Variety of Settings PI-746

This course will provide tips for amateur photographers or even folks who use their phone to get good pictures of family, friends, high school reunions or any other group gathering. Suggestions on ways to get a group photo in a tight area, how to light a group and how to pose children with adults will be covered. Join accomplished photographer, Becky Jones for tips on getting that perfect shot.

May 21 | 6pm - 8pm | Tue | 1 session | McH

\$29 for all residencies

Registration closed: May 14 | Instructor: Becky Jones

MUSIC

Composition/Songwriting for the Music Enthusiast PD-752

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

10 sessions by Appointment | NOC/McH | Instructor: 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.

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: Sean Beachy / Damien Wickizer

MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209

Voice Lessons PD-899

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

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



Damien Wickizer is brand new to Garrett County, coming from northeastern Pennsylvania. He is a graduate of Mansfield University, where he studied Music Education with emphasis on Vocal Studies. He has been featured in several ensembles that have been able to perform in Carnegie Hall and several other countries such as Germany, Luxembourg, and the Netherlands. He has been in several musical theatre and opera productions, from titles such as The Marriage of Figaro, Young Frankenstein, 25th Annual Putnam County Spelling Bee, and Die Fledermaus. He currently serves as the general music teacher at Yough Glades Elementary School.

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

TECHNOLOGY & COMPUTERS

Tech Tutor

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

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

Introduction to Adobe Photoshop OB-248

Edit your photos in Adobe Photoshop! If one is brand new to using Adobe Photoshop, this course is designed to provide an introduction to get participants up to speed. For those that have been using the program, this is a nice refresher course. Students will navigate through the Adobe environment and identify the components and tools, as well as explore various methods for selecting image areas, while learning how to modify, manipulate, and transform selections on photos to create stunning effects. Students will discover how to work with text, layers, and layer effects, and how to adjust, retouch, and resize images.

Apr 3 - Apr 24 | 6pm - 9:15pm | Wed | 4 sessions | NOC
MD SR: \$59 GC: \$69 OOC: \$74 IIS: \$79
Registration closed: Mar 27 | Instructor: Kristine Ayers-Cline



Kristine Ayers-Cline 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.

Smart Phone Photography PI-742

This course is designed to explore taking pictures with Smart Phone technology. Students will learn how to navigate their camera settings, store images, edit images, and how to share and upload images.

May 8 - May 15 | 6:30pm - 9pm | Wed | 2 sessions | NOC
MD SR: \$39 GC: \$49 OOC: \$54 OOS: \$59
Registration closed: May 1 | Instructor: Kristine Ayers-Cline

QuickBooks I: Beginner OB-243

This hands-on course will provide an introduction for participants with little or no experience in using QuickBooks. Topics include: creating a new QuickBooks company, modifying the preset chart of accounts, adding information to company lists, opening and using registers for balance sheet accounts, and reconciling a QuickBooks checking account. A printed student guide will be included.

May 2 - May 9 | 6pm - 9:15pm | Thu | 2 sessions | NOC
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109
Registration closed: Apr 25 | Instructor: Sarah Wilt



Sarah J. Wilt is a Professional Bookkeeper, QuickBooks ProAdvisor and a Licensed Tax Preparer with her own firm in Grantsville for the last twelve years. She has worked in the accounting field for 18 years and consults with new and seasoned business owners with business plans, marketing plans, cash flow issues and general needs. She continues to expand her services for the small business in Garrett County.

QuickBooks II: Intermediate OB-244

If you have some experience using QuickBooks and want to learn more functions, this hands-on class is for you. Course topics include tracking credit card transactions, invoicing customers, creating sales orders, generating customer statements, receiving payment from customers and making bank deposits. It also includes writing QuickBooks checks and assigning amounts to specific expense accounts, working with asset and liability accounts, entering bills in accounts payable, and paying bills. A printed student guide will also be included.

May 16 - May 23 | 6pm - 9:15pm | Thu | 2 sessions | NOC
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109
Registration closed: May 9 | Instructor: Sarah Wilt

QuickBooks III: Advanced OB-245

Are you using QuickBooks regularly, feel comfortable with it and wonder what else it can do? Come find out. Learn how to create and customize reports and graphs, export QuickBooks to Microsoft Excel, and write letters in Microsoft Word using QuickBooks. Set up inventory, bill finished goods, and track and pay sales tax. Topics also include QuickBooks payroll features, creating estimates and doing progress invoicing, tracking time and paying non-employees for time worked, and customizing QuickBooks sales forms. A printed student guide will also be included.

May 30 - Jun 6 | 6pm - 9:15pm | Thu | 2 sessions | NOC
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109
Registration closed: May 23 | Instructor: Sarah Wilt

Quickbooks Payroll OB-250

This hands-on course is designed for students who perform payroll duties in an office environment. Topics include setting up payroll items utilizing QuickBooks software, learning when to file Federal and State payroll and unemployment forms, and creating 1099s and W-2s and associated year-end required mailings and returns. A printed student guide will also be included.

Jun 13 - Jun 20 | 6pm - 9:15pm | Thu | 2 sessions | NOC
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109
Registration closed: Jun 6 | Instructor: Sarah Wilt

NEW! Cutting the Cord (to cable) & Ditching the Dish PI-743

Learn how to use the internet to save money and watch your favorite tv programs instead of using costly cable or satellite. Discover what works best and learn the meaning of streaming and on-demand services such as Netflix, Hulu, Roku, Sling TV, Direct TV Now, and PlayStation Vue, etc.

Jun 5 - Jun 12 | 6pm - 9:15pm | Wed | 2 sessions | NOC
MD SR: \$39 GC: \$49 OOC: \$54 OOS: \$59
Registration closed: May 29 | Instructor: Kristine Ayers-Cline



Garrett College, in collaboration with Widmyer Driving School, LLC, is now offering Maryland Driver Education and Driver Improvement. Widmyer is licensed by the Maryland Vehicle Administration and fulfills MVA requirements. They have driving schools throughout the state of Maryland.

Driver Education - This class fulfills the requirement for all new drivers in Maryland. This class consists of 30 hours of classroom instruction and 6 hours behind the wheel.

Driver Improvement - Have you been referred by the MVA to attend Driver Improvement classes? This course is specifically for drivers with a suspended or revoked license, drivers who have had a moving violation while on a provisional license, drivers referred by the court, or drivers who want to voluntarily take it before a traffic court date. Please note: THIS COURSE CAN BE TAKEN ONLINE OR AT GARRETT COLLEGE (drivers younger than 18 MUST take this course at Garrett College) through Widmyer Driving School LLC.



Please call 301-791-7676 or visit www.widmyer.com for details or to register.

PROFESSIONAL DEVELOPMENT

Heartsaver First Aid w/CPR HM-259

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

Mar 19 - Mar 21 | 5pm - 8:15pm | Tue/Thu | 2 sessions | McH
MD SR: \$75 GC: \$90 OOC: \$95 OOS: \$100
Registration closed: Mar 12 | Instructor: Cathy McGoldrick

May 14 - May 16 | 5pm - 8:15pm | Tue/Thu | 2 sessions | McH
MD SR: \$75 GC: \$90 OOC: \$95 OOS: \$100
Registration closed: May 7 | Instructor: Cathy McGoldrick

BLS Healthcare Provider CPR HM-218

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

Apr 11 | 5pm - 9:15pm | Thu | 1 session | McH
MD SR: \$75 GC: \$90 OOC: \$95 OOS: \$100
Registration closed: Apr 4 | Instructor: Cathy McGoldrick

NEW! Dealing with Difficult People PF-076

Connectivity with people is a basic human need related to our feelings of personal significance and value. Every day we have exchanges with others that enhance or impair our ability and willingness to relate with others. We often unconsciously allow others to control and influence our behavioral responses. The reality is that we are not perfect people, hence there are times others are "difficult people" at work, in the community and even at home. There are occasions when we can be the "difficult person", especially when we are feeling overwhelmed. In this workshop we will consider (1) the type of encounters and interactions with others at work that become triggers for emotional responses, (2) behavioral exchanges we have with people that can create division and distance with them, (3) examine the emotional elevators and how we can become locked in response patterns that are personally and professionally destructive to us and others and finally (4) identifying enhancement strategies for prevention and intervention as well as defusing negative emotions.

Apr 25 | 10am - 12:30pm | Thu | 1 session | McH
\$49 for all residencies
Registration closed: Apr 18 | 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.

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NEW! Teaming: Enhancing Shared Learning PF-077

The information explosion and the speed of change have conspired together 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 workshop is an introduction to a new mindset for productivity in the workplace. This workshop will focus on (1) identification of new design applications of teaming, (2) benefits of participation in shared learning through teaming, (3) building a spirit of collaboration among colleagues, (4) mindset strategies for exchanging ideas and insights in problem solving and innovation, and (5) acquiring new skills for enhanced personal and professional performance.

May 9 | 10am - 12:30pm | Thu | 1 session | McH
\$49 for all residencies
Registration closed: May 2 | Instructor: Gary Durr

QuickBooks I: Beginner OB-243

This hands-on course will provide an introduction for participants with little or no experience in using QuickBooks. Topics include: creating a new QuickBooks company, modifying the preset chart of accounts, adding information to company lists, opening and using registers for balance sheet accounts, and reconciling a QuickBooks checking account. A printed student guide will be included.

May 2 - May 9 | 6pm - 9:15pm | Thu | 2 sessions | NOC
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109
Registration closed: Apr 25 | Instructor: Sarah Wilt

Sarah J. Wilt is a Professional Bookkeeper, QuickBooks ProAdvisor and a Licensed Tax Preparer with her own firm in Grantsville for the last twelve years. She has worked in the accounting field for 18 years and consults with new and seasoned business owners with business plans, marketing plans, cash flow issues and general needs. She continues to expand her services for the small business in Garrett County.

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If you have some experience using QuickBooks and want to learn more functions, this hands-on class is for you. Course topics include tracking credit card transactions, invoicing customers, creating sales orders, generating customer statements, receiving payment from customers and making bank deposits. It also includes writing QuickBooks checks and assigning amounts to specific expense accounts, working with asset and liability accounts, entering bills in accounts payable, and paying bills. A printed student guide will also be included.

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May 30 - Jun 6 | 6pm - 9:15pm | Thu | 2 sessions | NOC
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109
Registration closed: May 23 | Instructor: Sarah Wilt

Quickbooks Payroll OB-250

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Jun 13 - Jun 20 | 6pm - 9:15pm | Thu | 2 sessions | NOC
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109
Registration closed: Jun 6 | Instructor: Sarah Wilt

AMERICAN RED CROSS LIFEGUARD

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

Next Scheduled Lifeguard Classes:

Jan 26 - Feb 9 | Sat, 9am - 3pm/Sun, 11am - 5pm
Mar 30 - Apr 13 | Sat, 9am - 3pm/Sun, 11am - 5pm

Water Safety Instructor:

Apr 20 - Apr 28 | Sat, 9am - 2pm & Sun, 11am - 4pm

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301-387-3084 or
jodi.mcclintock@garrettcollege.edu
to learn more!



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Performing Payroll in QuickBooks

Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Computer Skills for the Workplace

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

A to Z Grant Writing

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

Grammar Refresher

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

Creating Web Pages

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

Introduction to SQL

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

Introduction to Final Cut Pro X

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

Introduction to Microsoft Excel

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

Intermediate Microsoft Excel

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

Introduction to CSS3 and HTML5

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

Leadership

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

Writing Essentials

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

Effective Business Writing

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

Fundamentals of Supervision and Management

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



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or email cristey.kordyban@garrettcollege.edu

A black and white photograph of a person's hands holding a large, white sign with the word "OPEN" written in bold, black, sans-serif capital letters. The person is wearing a light-colored, long-sleeved shirt and a watch on their left wrist. The background is blurred, showing what appears to be a desk or counter with some items on it.



GARRETT COLLEGE CENTER FOR
ENTREPRENEURSHIP & INNOVATION

Power of Possibilities (POP) CONFERENCE

THUR | APRIL 18, 2019

The Greater Cumberland Committee, in partnership with Garrett College, the Garrett County Department of Economic Development, and other regional organizations, is working to help improve the economic conditions of rural Appalachia through a new initiative called the Power of Possibilities. The Power of Possibilities (POP) project encompasses a focus on emerging industries, business collaboration, and entrepreneurship to develop and advance the tristate region of Garrett, Allegany, and Washington counties in Maryland, Bedford and Somerset counties in Pennsylvania and Hampshire and Mineral counties in West Virginia.

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ONE DAY CONFERENCE

Wednesday, April 24, 2019 | 8 am - 1:30 pm

The day recognizes the work of secretaries, administrative assistants, receptionists, and other administrative support professionals. Typically administrative professionals are given cards, flowers, chocolates, and lunches. This year why not give the gift of a conference designed specifically for administrative professionals. The conference will be fun, enlightening and provide a network of resources geared to professionals.
Lunch is included!



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.

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 to browse our catalog and register!

*Coming this
Spring!*



**GARRETT COLLEGE CONTINUING EDUCATION
WILL BE HOSTING A LUNCH AND LEARN SERIES
FOR SPRING, 2019. THESE ONE HOUR SESSIONS
ARE DESIGNED FOR THE WORKING
PROFESSIONAL WITH TOPICS TO INCLUDE
GOOGLEDOCS; EMOTIONAL INTELLIGENCE; AND
BUDGETING MADE BETTER.**

*For more information on professional
development courses, contact Jodi McClintock
at 301-387-3084 or
jodi.mcclintock@garrettcollege.edu*

WORKFORCE DEVELOPMENT

CDL Learners Prep CV-43

This two-day course will prepare students for the Motor Vehicle Administration (MVA), Class A or B Commercial Driver written permit exam. The course includes instruction on the following topics: general knowledge, air brakes, combination vehicles, study and test taking skills. This course is taught through a combination of lecture, discussion, and hands on activities. It is recommended that students obtain 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 effort to provide the student with adequate instruction to be successful.

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

Jan 26 - Jan 27 | Registration closed: Jan 19
Feb 23 - Feb 24 | Registration closed: Feb 16
Mar 30 - Mar 31 | Registration closed: Mar 23
Apr 27 - Apr 28 | Registration closed: Apr 20
May 18 - May 19 | Registration closed: May 11
Jun 15 - Jun 16 | Registration closed: Jun 8

Backflow Certification MT-186

The purpose of this training is to fully acquaint apprentice, journey, and master plumbers with the use, operation, testing, and surveying procedures of backflow prevention in an effort to ensure that potable water does not cause the spread of communicable diseases like typhoid, infectious hepatitis, scarlet fever, poliomyelitis, and dysentery etc. This course addresses what backflow preventers are, how they are tested, how they are installed and where they are required. Upon passing the written and practical exams the student is certified (if a licensed plumber in Maryland) as a Certified Backflow Prevention Technician. Recertification is required every three years to keep certification current. The instructor will be Dustin Kruger, principal of Krugers Training Academy, with over 10 years experience in the Backflow Prevention Education Industry and approved as an Instructor through TREEO, and a Course Provider for multiple areas, including DLLR of Maryland.

Mar 6 - Mar 8 | 7am-5pm | Wed/Thu/Fri | 3 sessions | NOC
MD SR: \$575 GC: \$595 OOC: \$600 OOS: \$605
Registration closed: Feb 27 | Instructor: Dustin Kruger

Backflow Recertification MT-188

Mar 8 | 7am - 5pm | Fri | 1 session | NOC
MD SR: \$310 GC: \$315 OOC: \$320 OOS: \$325
Registration closed: Mar 1 | Instructor: Dustin Kruger

Fleet Air Brake Maintenance MT-178

This course provides safety directors, fleet managers, mechanics, drivers and anyone driving a vehicle 26001 pounds with updated information necessary to complete brake repairs and adjustments. Topics include the following: a step-by-step development of a truck air system, expansion into a tractor system, and then adding trailer components, an explanation of the individual components, how they work, and how they inter-relate and an explanation of the "121" requirements and how it is met. Included will be troubleshooting/identification tips on the various components involved along with coverage on the mandatory line-protection feature found in trailers. The focus will be on tractors, trailers, dollies, and straight trucks. Federal regulations will also be discussed. Haldex brake Corporation will be instructing the courses.

Apr 23 | 8am - 10am | Tue | 1 session | CTTC
MD SR: \$14 GC: \$19 OOC: \$24 OOS: \$29
Registration closed: Apr 16 | Instructor: Tom Bartholomew

Forklift Certification MT-176

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

May 3 | 9am - 2:30pm | Fri | 1 session | NOC
MD SR: \$159 GC: \$169 OOC: \$174 OOS: \$179
Registration closed: Apr 26 | Instructor: Chip DeSorbo

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.

Program Courses

Introduction to Health Care & Health Care Systems
 Medical Terminology For Health Careers
 Basic Math for Health Career Professions
 Certified Medical Administrative Assistant
 Externship #1 - Administrative
 Phlebotomy Theory
 Externship #2 - Phlebotomy
 Basic Patient Intake
 Basic Anatomy & Physiology for Health Careers
 Pharmacology
 Medicine Administration
 Introduction to Laboratory Techniques
 Basic EKG
 Externship #3 - Clinical

Text books and other instructional materials, scrubs and initial certification testing with National Healthcareer Association are included in the total cost of the program.

LOCATION of TRAINING: Career Technology Training Center, Accident

EXTERNSHIP: Conducted at various medical facilities

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

SUCCESSFUL COMPLETION:

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

ADDITIONAL REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students 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.

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Healthcareer Association (NHA)

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

CERTIFIED MEDICAL ADMINISTRATION ASSISTANT (CMAA)

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



Program Courses

- Introduction to Health Care & Health Care Systems
- Medical Terminology For Health Careers
- Basic Math for Health Career Professions
- Certified Medical Administrative Assistant
- Externship #1 - Administrative

Text books and other instructional materials, scrubs and initial certification testing with National Healthcareer Association are included in the total cost of the program.

LOCATION of TRAINING: Career Technology Training Center, Accident

EXTERNSHIP: Conducted at various medical facilities

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

SUCCESSFUL COMPLETION:

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

ADDITIONAL REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students 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.

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Healthcareer Association (NHA)

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



HOME CARE PROVIDER - Coming Soon!!!

CERTIFIED NURSING ASSISTANT (CNA)

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



Program Courses

Certified Nursing Assistant - Theory

This 75-hour course includes topics like the role and responsibility of nursing assistant, major organs, and body systems, common medical terms and abbreviations, ambulation devices, human growth and development, ethical and legal issues, and demonstration of various nursing assistant functions. The cost of this course includes all instructional material, scrubs and American Heart Association CPR certification. Students must complete the Theory portion of the course with a minimum of 80% to move on to the Clinical portion.

Certified Nursing Assistant - Clinical

This class includes a 40-hour clinical component of the C.N.A. course and an 8-hour skills practice and final exam. Students must first successfully complete the Theory portion before attending this class. Both classes must be successfully completed to apply for the Maryland C.N.A. license. During the supervised Clinical portion of the course, students will provide demonstrations of learned skills with nursing home residents for evaluation against accepted standards. 100% attendance is required and students must be evaluated as satisfactory in all areas during the skills final exam to successfully complete the C.N.A. course. Students who do not complete must re-take both the theory and clinical components. Scrubs and current TB test are required for clinicals.

Fingerprint fee, criminal background check and application fee are included in the cost of the program. GNA certification involves additional testing at a cost of \$105.

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

TIME to COMPLETE PROGRAM: Approximately 2-3 months

SUCCESSFUL COMPLETION:

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

ADDITIONAL REQUIREMENTS:

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

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

Maryland Board of Nursing

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

MEDICAL BILLING and CODING

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

ABOUT THE PROGRAM:

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

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

EDUCATION & CERTIFICATION:

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



DETAILED COURSE TOPICS COVERED:

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

COURSE HOURS:

80 Hours Classroom OR 80+ Hours Online Training

For Questions or to ENROLL: **301-387-3087**

PARAMEDIC

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

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



PROGRAM GOALS:

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

TIME to COMPLETE PROGRAM:

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

CLINICAL EXPERIENCE:

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

LOCATION of TRAINING: Career Technology Training Center, Accident

PROGRAM REQUIREMENTS:

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

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

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

PHLEBOTOMY - VENIPUNCTURE SPECIMEN COLLECTION

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



Program Courses

Introduction to Health Care & Health Care Systems
Phlebotomy Theory
Externship #2 - Phlebotomy

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

LOCATION of TRAINING: Career Technology Training Center, Accident

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

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

SUCCESSFUL COMPLETION:

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

ADDITIONAL REQUIREMENTS:

- A \$25.00 non-refundable registration fee is required from all students.
- Students are required to have a High School Diploma or equivalent.
- Students 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.

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Healthcareer Association (NHA)

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.



Program Courses

Veterinary Assistant One - Orientation to the Veterinary Profession

Veterinary Assistant Two - Outpatient Diagnosis & Treatment

Veterinary Assistant Three - Inpatient Treatment & Care

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

LOCATION of TRAINING: Career Technology Training Center, Accident

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

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

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

ADDITIONAL REQUIREMENTS:

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

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

BUILDING/PROPERTY MAINTENANCE TECHNICIAN (CAMT)

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



Program Courses

CFC-EPA Section 608 Certification. *This is a prerequisite prior to completing the appliance repair and HVAC modules.*

CERTIFICATE IN APARTMENT/BUILDING MAINTENANCE TECHNICIAN (CAMT)

- Computer-Based Training
- Electrical Maintenance and Repair
- Plumbing Maintenance and Repair
- HVAC Maintenance and Repair
- Appliance Maintenance and Repair
- Interior & Exterior Maintenance and Repair
- Job Shadow (Optional)

LOCATION of TRAINING: Career Technology Training Center, Accident

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

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

SUCCESSFUL COMPLETION:

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

ADDITIONAL REQUIREMENTS:

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

Tyler Williams
Certificate in Apartment Maintenance Technician

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

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

COMMERCIAL & INDUSTRIAL CONSTRUCTION

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



Program Courses

Week #1 - Orientation to Commercial & Industrial Construction
 Week #2 - Preparation to Commercial & Industrial Construction
 Week #3 - Preparation to Commercial & Industrial Construction
 Week #4
 Week #5
 Week #6
 Week #7
 Week #8 - Externship for Commercial & Industrial Construction
 Job Readiness - Computer Based Training built into each week
 Certification & Testing

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

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

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

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.

REQUIREMENTS:

- A non-refundable \$25 registration fee is required from all students.
- Students must participate in an Orientation and Information Session.
- Students must have a High School Diploma or equivalent.
- Students are required to take the TABE Assessment prior to enrollment.

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

REASONS to CHOOSE GC's WORKFORCE PROGRAMS

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

GED PREPARATION / ADULT EDUCATION

**IT'S TIME TO REGISTER
FOR CLASSES**
CALL 301-387-3087



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 **301-387-3087** or send an e-mail to 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.
- Winter 2018 classes will be offered in the evening at the locations listed above from 5pm-8pm & during the day in Oakland from 11am-2pm.

HOW MUCH DOES IT COST TO PARTICIPATE?

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

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

Inclement Weather Policy

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

GARRETT COLLEGE WEATHER LINE: 301-387-3198

MACHINING

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



Program Courses

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

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

The cost for one NIMS test for each course and text books are included in the cost of tuition & fees.

LOCATION of TRAINING:

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

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

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

REQUIREMENTS:

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

SUCCESSFUL COMPLETION:

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

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Institute of Metalworking Skills (NIMS)

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

WELDING

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



Program Courses

Preparation for Welding
 Welding One
 Welding Two
 AWS Testing

Text books for Preparation for Welding & Welding One, safety equipment for all courses, and the cost for the initial AWS Exam are included in the tuition & fees. Cost for AWS 2 Exam is an additional \$75

LOCATION of TRAINING: Career Technology Training Center, Accident

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

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

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



REQUIREMENTS:

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

SUCCESSFUL COMPLETION:

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

CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

American Welding Society (AWS)

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

BUS DRIVER TRAINING

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

PROGRAM REQUIREMENTS:

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

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



LOCATION of TRAINING: Mountaintop Truck Driving Institute, Grantsville

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

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

MVA MARYLAND DEPARTMENT OF TRANSPORTATION
MOTOR VEHICLE ADMINISTRATION

Maryland Commercial Driver License Manual



2005 CDL Testing Model
(August 2007)

2005 Driver's Manual
Copyright © 2005 Ansa
All Rights Reserved

CDL LEARNER'S PREP

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

Course is normally held on the last Saturday and Sunday of each month. See individual workforce courses for listing of actual dates.

- Price is determined by residency.

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.

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

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

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

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

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

COMMERCIAL DRIVER'S LICENSE (CDL), Class B

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

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



LOCATION of TRAINING: Mountaintop Truck Driving Institute, Grantsville

REQUIREMENTS:

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

TIME to COMPLETE PROGRAM: 6 day duration-arranged.

COST of the PROGRAM: Price is determined by residency.

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

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

CDL LEARNER'S PREP

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

Course is normally held on the last Saturday & Sunday of each month. See individual workforce courses for listing of actual dates.

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)
- Community Health Worker (*Coming Soon!*)
- Emergency Medical Technician
- Medical Billing & Coding
- Paramedic
- Phlebotomy - Venipuncture Technician
- Surgical Technician (*Coming Soon!*)
- Veterinary Assistant

Construction & Building Maintenance:

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

Education & Human Services:

- Child Care Provider

Manufacturing:

- Machining - CNC
- Machining - Manual
- Welding

Transportation:

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

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

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

Change your career in just 4-12 months!

APPLICATION CHECKLISTS

APPLICATION FOR ADMISSION

> Mail your completed application for admission to: **Garrett College, 687 Mosser Road, McHenry, MD 21541. Attn: CEWD.** Provide a copy of your high school diploma or transcript if required for the training program.

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

> You will be contacted by the Program Director to schedule an Orientation Session and a time to take the TABE (Tests of Adult Basic Education) if required for the training program. The TABE is used to insure students have the basic math and reading skills required to successfully complete their chosen training program. **Remedial assistance may be available to improve math and reading skills.**

> Students seeking accommodation for a documented disability should provide this information to Carol Mowbray Brooks, Director of Adult Education and Workforce Development. 301-387-3770

APPLICATION FOR FINANCIAL ASSISTANCE

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

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

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



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



GC.CEWD



APPLICATION FOR FINANCIAL ASSISTANCE FOR WORKFORCE DEVELOPMENT TRAINING

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

PERSONAL INFORMATION

First Name _____ Middle Name _____ Last Name _____

Social Security Number _____ Any Previous Name(s) _____

Permanent Address: Street, City, State, Zip _____

Mailing Address: If different than Permanent Address _____

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

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

Email Address _____

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

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:

Number of family members in your household: _____

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

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

Signature

Date

CAREER GOAL

Workforce Development Program (see last page of application) _____

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

EDUCATIONAL HISTORY

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

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

Name of High School _____ City _____ State _____

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

Name of homeschooling program _____ City _____ State _____

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

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

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

SCHOLARSHIPS / FINANCIAL ASSISTANCE

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

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

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

FERPA

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

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

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

FINANCIAL INFORMATION

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

REFUND POLICY

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

FINANCIAL AID

AVAILABLE

to Those Who Qualify!

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

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

Drop Policy

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

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

Western Maryland Consortium: 301-334-8136

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

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

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

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

STAFF DIRECTORY

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

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

Doug Beitzel, *Program Coordinator*

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

Donna Bittinger, *Office Associate*

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

Carolina Dodge, *Administrative Assistant*

301-387-3088, carolina.dodge@garrettcollege.edu
Main Office, McHenry

Kaitlyn Fike, *Coordinator of Workforce Development*

301-387-3087, kaitlyn.fike@garrettcollege.edu
Career Technology & Training Center (CTTC), Accident
Machining, Welding, Child Care

Sarah Friend, *Coordinator of Operations*

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

Cristey Kordyban, *Program Associate*

301-387-3142, cristey.kordyban@garrettcollege.edu
Main Office, McHenry

Jodi McClintock, *Director of Business Solutions*

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

Jean Tumbarello, *Office Associate*

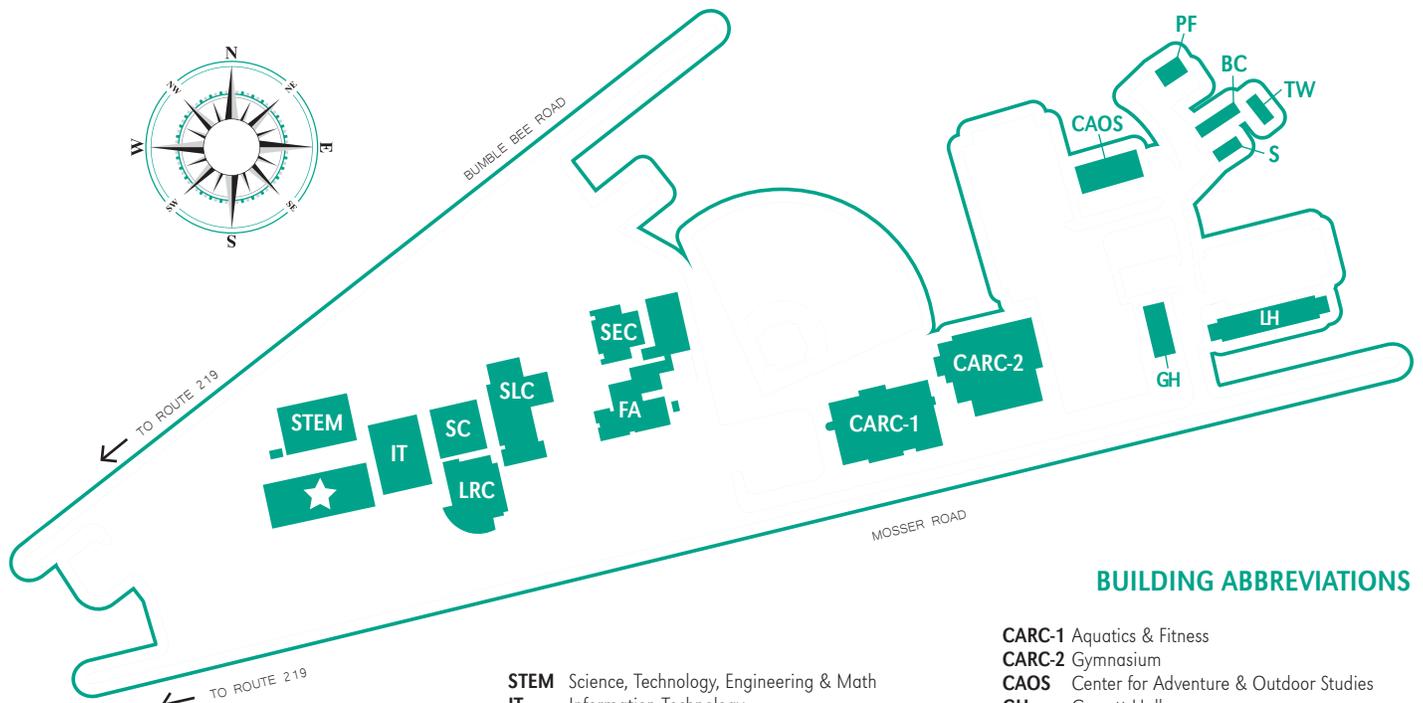
301-387-3781, jean.tumbarello@garrettcollege.edu
Southern Outreach Center (SOC) / Northern Outreach Center (NOC)

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

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

GARRETT COLLEGE CAMPUS MAP

Main Campus • 687 Mosser Road
McHenry, MD 21541

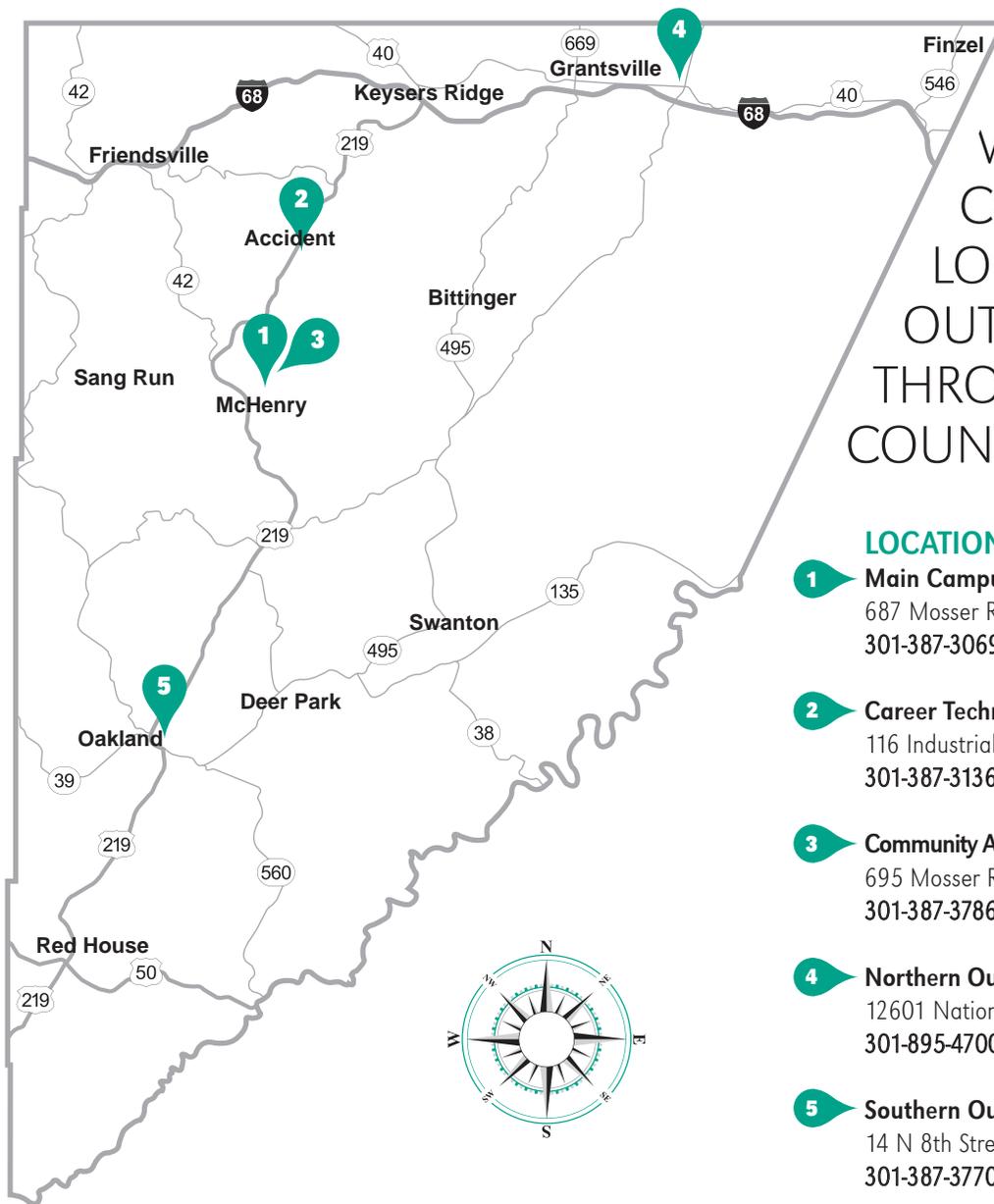


BUILDING ABBREVIATIONS

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

- 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

