

301-387-3069

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

# Continuing Education

## WINTER SPRING 2020

COVERING DATES JAN 20 - JUNE 15



The Art of Stained Glass - p4



Make Friends with Your Sewing Machine - p4



Dingbatz: A Zentangle Journey - p5



Trumpet Studies - p15

GARRETT  COLLEGE  
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

PERSONAL INTEREST | BUSINESS SOLUTIONS | WORKFORCE DEVELOPMENT



### Continuing Education and Workforce Development

Garrett College, Garrett Information Enterprise Building, Room 114  
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McHenry, MD 21541

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

### Outreach Centers

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

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

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



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

## LOCATION KEY

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

## LEGEND

### HOW TO READ A COURSE LISTING

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

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

HURRY!

Time's Ticking

# Don't Miss Out

## REGISTER NOW!



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

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

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find us on **GC.CEWD**  
**facebook** 

## COMMUNITY EDUCATION / PERSONAL INTEREST

### ARTS & CRAFTS

#### Introduction to the Art of Stained Glass PI-813

Looking for a fun and exciting hobby that can even be profitable? Join us for this informational session as veteran stained-glass artist, Cheryl Loeschke, discusses the copper foil method of staining glass. She will discuss what will be involved in the actual hands-on stained-glass course "Beginner Stained Glass" scheduled in March/April. Discussion topics include the following: introduction to this art form, safety precautions and issues, hazards, general state-of-health issues, supplies needed, and handling glass in general. Handouts will be provided. Please note: this course is a prerequisite to taking the hands-on course, Beginner Stained Glass.

Mar 17 | 6pm - 8pm | Tue | 1 session | NOC

\$19 for all residencies

Registration closed: Mar 10 | Instructor: Cheryl Loeschke



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



#### Beginner Stained Glass PI-814

Looking for a course to bring out your creative talent? Join us for these hands-on sessions on creating a personalized, beautiful work of art using the copper foiling technique. The course is a series of six classes and is open to those sixteen years of age and older. Topics include, but are not limited to the following: safely working with glass, chemicals and hand tools, glass selection, scoring, cutting and grinding, design principles, color theory, soldering, the use of copper foil, and patina as well as polishing techniques. Finished products are great to give as gifts or to sell. Class size is limited to allow for individualized instruction. Students need to bring band aids, black sharpie marker (fine, barrow tip), safety glasses, household scissors, and a pair of clean, tight-fitting gardening gloves. All other supplies will be provided, with sharing of hand tools. Please note: Full attendance is strongly recommended and the course has a prerequisite: Introduction to the Art of Stained Glass.

Mar 24 - Apr 28 | 6pm - 8pm | Tue | 6 sessions | NOC

MD SR: \$95 GC: \$99 OOC: \$104 OOS: \$109

Registration closed: Mar 17 | Instructor: Cheryl Loeschke

#### Introduction to Basket Making PI-719

Back in the day, shoppers would bring their own baskets to market to carry their purchases home. Learn how to make your own market basket over the course of two consecutive evenings. All weaving materials are provided. 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 18 - Mar 19 | 6pm - 9:15pm | Wed/Thu | 2 sessions | McH

\$49 for all residencies

Registration closed: Mar 11 | Instructor: James Tomasek



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

#### NEW! Make Friends with Your Sewing Machine PI-788

How long has your sewing machine been taking up space in the closet? Get it out, dust it off and learn how to use it! This course will cover all the basics about your sewing machine - stitches, tension, bobbins, thread and needle choices, learn how to properly thread your machine, troubleshoot and more. Once these topics are covered, you will be able to stitch your first seam and be on your way to making your first simple project. From there the possibilities are endless! Bring your machine, the parts that came in the little box and the instruction manual. Also, bring a spool of thread (any dark color), scissors, seam ripper, straight pins, at least 1 bobbin and measuring tape. Instructor will provide fabric. Please note: this is a beginner class and is intended for those who have never sewn or have little experience. Minimum age of participants is 15.

Apr 9 - Apr 23 | 6pm - 8pm | Thu | 3 sessions | McH

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

Registration closed: Apr 2 | Instructor: Jean Tumbarello



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

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

**NEW! Sewing Part 2** PI-806

Now that you know how to use your sewing machine and sew a straight line, we can take the next step and sew something easy, useful, and a bit more complicated. Students will learn how to trace and cut a pattern and pin pieces together to make a useful tote bag. Students will learn about different kinds of interfacing, sewing terms and how to interpret sewing instructions. Participants need to bring one yard of cotton fabric in two coordinating colors/patterns (one yard of each), matching thread along with basic sewing supplies (a cutting mat and rotary cutter will be helpful but not necessary) and their own sewing machine. Instructor will provide interfacing for the project. Minimum age of participants is 15.

May 14 - May 28 | 6pm - 8pm | Thu | 3 sessions | SOC  
MD SR: \$45 GC: \$49 OOC: \$54 OOS: \$59  
Registration closed: May 7 | Instructor: Jean Tumbarello

**NEW! Dingbatz: A Zentangle Journey** PI-789

Those ornate letters in vintage books, the lovely scrolls and tiny organic ornaments at the beginning of the chapters- those are dingbats. Combine that with easy to draw complicated looking "tangles" and you have a Dingbatz. After a brief introduction to the Zentangle method of drawing, students will be instructed in how to apply these complicated, but easy to draw designs, called tangles, into beautifully framed, ornate decorations that can be used on anything from letterheads, gift tags, invitations and scrapbooks, to journals. There is no end to the possibilities. All materials are provided.

Apr 7 - Apr 28 | 6pm - 8pm | Tue | 4 sessions | NOC  
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Mar 31 | 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 has exhibited and sold her work in West Virginia, Maryland and Florida. She is the author/illustrator of "Tangled Shakespeare, A Midsummer Night's Dream," available through Amazon and Barnes and Noble, and is currently working on the next book in the series, "Richard III," due out in the spring of 2020.*

**Contour Drawing** PI-757

This course will focus on contour drawing as the central theme, but will also touch on modeling, shading and hatching techniques to define weight and mass. Students will be taught simple observational skills, how to recognize positive and negative space, as well as composition and direction of light for shading and modeling. Contour drawing is a technique that involves the artist observing basic and simple outlines to quickly draw a subject. The skill is easy to develop and begins with observation. A good example of a famous artist using contour drawing is Henri de Toulouse-Lautrec. His observations and drawings from the brothels and dance halls of late 19th century Paris are immortalized in the posters he illustrated. Contour drawings are used by most painters to sketch out the beginnings of paintings. After drawing the outline, adding modeling, shading and hatching to a drawing can turn a simple study for a painting into a completed work such as the beautiful sketches of Renaissance artists like Michelangelo and Leonardo da Vinci. No previous drawing skills or experience are required and all materials will be supplied by the instructor.

May 5 - May 26 | 6pm - 8pm | Tue | 4 sessions | NOC  
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Apr 28 | Instructor: Mary Kay Watson

**Advanced Portrait Painting** PI-147

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

Jun 1 - Jun 29 | 9am - 12:15pm | Mon | 5 sessions | GSC  
\$59 for all residencies  
Registration closed: May 25 | Instructor: Edna Bender

## GARDENING & ENVIRONMENT

**Native Plants and Pollinator Habitats** PI-794

Are you curious about what you can do to help struggling pollinator populations? Are you interested in the role that native plants have in a healthy, thriving ecosystem? Join Ashley Bodkins from the MD Cooperative Extension office as she walks through the steps from planning to planting a native plant garden at the McHenry campus of Garrett College. Students will learn the skills needed to re-create a native plant/pollinator habitat at their own location. Participants will be given native plant seedlings to help them start their own garden.

Apr 2 - Jun 11 | 6pm - 8:30pm | Thu | 4 sessions | McH  
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Mar 26 | Instructor: Ashley Bodkins

## Inclement Weather Policy

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

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

**Heirloom Vegetable Gardening** PI-795

Do you dream of the good old days when you could visit your grandparents vegetable garden and help gather the daily harvest? There is nothing like that first zucchini, a vine ripened tomato, or a nice crisp cucumber. One of the many benefits of gardening is that you can have fresh produce that is harvested at the peak of freshness so it has the maximum amount of nutrients available. Another benefit is that you are in control of how you manage pests and diseases and a third is that you can grow whatever your heart desires and have enough to preserve for eating later in the season! Come try an heirloom vegetable garden experience with a whole group, where participants can learn from one another and share tips, tricks, and ideas. The course will begin at the McHenry campus and then to advance to the neighboring McHenry Methodist Church to plant and maintain your own vegetable garden plot. Ashley Bodkins from the MD Cooperative Extension will provide the expertise to get the garden growing!

Apr 7 - Jun | 6pm - 8pm | Tue | 5 sessions | McH  
 MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
 Registration closed: Mar 31 | Instructor: Ashley Bodkins

**Ramps: Growing, Harvesting & Cooking** PI-791

Savor the culinary joys of spring ramps! Learn how to ethically purchase, cultivate, and cook with local Appalachian ramps. Collect recipes for ramp cornbread, fried "taters" and ramps, ramp mustard, ramp vinegar, and learn methods for preserving the harvest. Discover the joy of growing your own ramp patch and find where to purchase ramps cultivated from local sustainable farmers. Each participant will leave with an understanding of ramp cultivation and delicious ramp recipes.

Apr 8 - Apr 22 | 6pm - 8pm | Wed | 3 sessions | NOC  
 MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
 Registration closed: Apr 1 | Instructor: Sunshine Brosi



*Dr. Sunshine Liberty Brosi is an Associate Professor of Ethnobotany at Frostburg State University. Dr. Brosi has instructed courses on using plants with native peoples on tribal lands throughout the US, as well as in South Africa, Portugal, and Mexico. She is professionally trained with a PhD in botany and grew up the middle child of seven in rural Eastern Kentucky.*

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

**Ticks & Tick-borne Disease** PI-812

Ticks have become a public health concern in the U.S. due to the diseases they transmit. There are several different types of ticks and knowing the identity of each can be the first step in keeping you and your family safe. Likewise, knowing the tick life cycle is vital as the tick is most responsible for disease transmission during its nymphal stage when it is only the size of a poppy seed. In most cases, the tick needs to be attached for 24 to 48 hours before it can transmit disease causing bacterium. This class will focus on prevention and education and care to manage tick-borne illnesses such as risk factors, signs and symptoms, how to protect yourself, removal and follow-up. The course is being team taught by Ashley Bodkins from the University of Maryland Extension office, and Eric Cvetnick, a registered nurse with the Garrett County Health Department.

Apr 16 | 6pm - 8pm | Thu | 1 session | McH  
 \$14 for all residencies  
 Registration closed: Apr 9 | Instructors: Ashley Bodkins & Eric Cvetnick

## HEALTH, WELLNESS & SAFETY

**Maryland Basic Boating Safety** PD-07

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

Apr 25 | 8:30am - 5pm | Sat | 1 session | McH  
 MD SR: \$24 GC: \$29 OOC: \$34 OOS: \$39  
 Registration closed: Apr 18 | Instructor: Bob Newman

May 9 | 8:30am - 5pm | Sat | 1 session | McH  
 MD SR: \$24 GC: \$29 OOC: \$34 OOS: \$39  
 Registration closed: May 2 | Instructor: Hiram Escabi

Jun 13 | 8:30am - 5pm | Sat | 1 session | McH  
 MD SR: \$24 GC: \$29 OOC: \$34 OOS: \$39  
 Registration closed: Jun 6 | Instructor: Bob Newman

Jul 11 | 8:30am - 5pm | Sat | 1 session | McH  
 MD SR: \$24 GC: \$29 OOC: \$34 OOS: \$39  
 Registration closed: Jul 4 | Instructor: Hiram Escabi

Aug 6 | 8:30am - 5pm | Thu | 1 session | McH  
 MD SR: \$24 GC: \$29 OOC: \$34 OOS: \$39  
 Registration closed: Jul 30 | Instructor: Bob Newman

**DIY Herbalism: Creating Tinctures, Salves & Poultices** PI-800

Would you like to get back to basics and learn how to create your own tinctures, salves, and poultices? If so, join local resident, Tanya Bucci, a graduate of University of Pittsburgh, who has a Certificate in Nutrition with a Masters Degree in Research Methodology to learn more. Tanya will review the history of herbalism, specific natural medicine making techniques used by herbalists throughout the world, and the basic skills and techniques for integrating herbs into your everyday life. Tanya will also discuss the many medicinal plants that can be foraged in the wild, as well as discuss where to obtain quality herbs and roots for your medicine making. All materials will be provided for a special, hands-on potion. By the completion of the course, participants will be able to make their own herbal tinctures, salves, poultices, glycerites and more.

Mar 18 - Apr 8 | 6:30pm - 8:30pm | Wed | 4 sessions | NOC  
 MD SR: \$45 GC: \$49 OOC: \$54 OOS: \$59  
 Registration closed: Mar 11 | 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.*

**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 16 - Apr 13 | 6:45pm - 7:45pm | Mon | 5 sessions  
 Flowery Vale Senior Center Accident | \$45 for all residencies  
 Registration closed: Mar 9 | Instructor: Kim Crosco

Apr 20 - May 18 | 6:45pm - 7:45pm | Mon | 5 sessions  
 Flowery Vale Senior Center Accident | \$45 for all residencies  
 Registration closed: Apr 13 | Instructor: Kim Crosco



*Kim Crosco is a certified hip hop and gymnastics instructor, as well as a 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 well-being, hoping to mold a healthy, productive and highly engaged community. Line dance fitness creates a wellness program boosting health and engagement, and creates a strong culture of overall wellbeing and more focused and energetic individuals.*

**SAFETY & FIREARM TRAINING**

**NRA Basic Rifle** PI-811

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

Jan 25 | 8am - 4:30pm | Sat | 1 session | NOC  
 MD SR: \$119 GC: \$129 OOC: \$134 OOS: \$139  
 Registration closed: Jan 18 | Instructor: John Sagal

Mar 14 | 8am - 4:30pm | Sat | 1 session | NOC  
 MD SR: \$119 GC: \$129 OOC: \$134 OOS: \$139  
 Registration closed: Mar 7 | Instructor: John Sagal

May 9 | 8am - 4:30pm | Sat | 1 session | NOC  
 MD SR: \$119 GC: \$129 OOC: \$134 OOS: \$139  
 Registration closed: May 2 | Instructor: John Sagal

Jul 11 | 8am - 4:30pm | Sat | 1 session | NOC  
 MD SR: \$119 GC: \$129 OOC: \$134 OOS: \$139  
 Registration closed: Jul 4 | Instructor: John Sagal



*John Sagal recently acquired Boston Hill Training, a training company that was developed to assist Maryland residents comply with the Firearms Safety Act of 2013. John is a Veteran of The United States Air Force, Security Policeman, retired from the Maryland State Police as a criminal investigator, and served in Operation Enduring Freedom, Afghanistan, as a civilian contractor where he mentored, assisted, and trained Afghan policemen and women. He is the owner of a local outdoor and archery shop and lifelong resident of Allegany County. John is a National Rifle Association & Maryland State Police Handgun Qualification License Certified Instructor, offering a variety of firearm safety programs. John is also a Master Instructor, 4th Dan Black Belt in the International Hapkido Federation, and has trained numerous civilian and military personnel in the art of self defense.*

**Hand Gun Qualification Certification (HQL) PF-105**

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. The class is taught by John W Sagal, USAF Veteran, MSP Retired, and owner of J & J Baits, LLC. Sagal is a certified Maryland State Police Qualified Handgun Instructor and an NRA certified firearms instructor.

Feb 15 | 9am - 2:30pm | Sat | 1 session | SOC  
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Feb 8 | Instructor: John Sagal

Apr 18 | 9am - 2:30pm | Sat | 1 session | NOC  
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Apr 11 | Instructor: John Sagal

Jun 13 | 9am - 2:30pm | Sat | 1 session | SOC  
MD SR: \$65 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Jun 6 | Instructor: John Sagal

## LIFESTYLE, HOME & FAMILY

**Sign Language Level 1 PI-810**

Open the doors of communication and explore basic American Sign Language. The course is designed for participants with little or no previous experience in sign language or fingerspelling. Topics include: the alphabet in finger signs, common words and phrases, methods to combine words to form simple sentences, common challenges in daily life for the deaf or hard-of-hearing.

Mar 17 - Apr 21 | 6:30pm - 8:30pm | Tue | 6 sessions | SOC  
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Mar 10 | Instructor: Pat Shelton

*Local resident, Pat Shelton, has taught voice and music for the Baltimore County School System. She was named Teacher of the Year in 1990. Since retiring Pat has taught child care & sign language at Garrett College and is very active in her church and community volunteering with many organizations including the Civic Club, Landons Library and the B&O train museum.*

# WIDMYER DRIVING SCHOOL

**"Offering the most student friendly and reasonably priced courses since 1977"**



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

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

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

**Please call 301-791-7676 or visit [www.widmyer.com](http://www.widmyer.com) for details or to register.**

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

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

**Spanish for Travelers** PI-802

Traveling in a foreign country poses many challenges. Different customs, procedures and mentalities can make seemingly simple tasks time consuming and complicated. Add a foreign language you don't understand and the situation may become totally confusing and frustrating. This course is designed for non-Spanish speaking persons who plan to travel and/or vacation in Spanish speaking countries, and who need functional Spanish skills and cross cultural understanding to comfortably function abroad. The course will focus on vocabulary and basic grammar needed to communicate in standard situations, like airports and bus terminals, hotels and restaurants, markets and stores, doctors, dentists and hospitals etc. Topics include building and demonstrating vocabulary for travel situations such as social niceties, making purchases, requesting emergency assistance, and making and receiving phone calls.

Apr 28 - Jun 2 | 6:30pm - 8:30pm | Tue | 6 sessions | NOC  
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Apr 21 | Instructor: Ashley Emerick



*Ashley Emerick is a local resident who graduated from Frostburg State University with a double major in Psychology and Spanish.*

**Writing to Heal** PI-808

Writing as a means of expression can be a powerful tool in the healing process. Telling our stories can help us to make peace with difficult emotions like anger, fear, regret, jealousy, and more. It can also give us a platform to deal with challenging events in our lives such as loss of relationships, a medical diagnosis, or other traumas. Writing can also provide clarity when we feel something is not quite right. This is not a "how to write" class or a therapy group so much as a place where participants can feel safe exploring themselves and expressing themselves in community with others who are seeking to heal. This class is open to men and women with little to no writing experience and the content of the meetings will be kept confidential.

May 6 - May 27 | 6pm - 8:30pm | Wed | 4 sessions | McH  
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Apr 29 | Instructor: Anna James



*Anna Dickson James is a professor of English at Garrett College and has earned her MFA in Creative Writing from Queens University of Charlotte. She attended Kairos School of Spiritual Formation where she learned to use meditation and journaling to heal her own traumas. She has facilitated several self-help classes for women in the community.*

**Pick eBay for Profit** PI-803

This class will teach students how to post tag sale items and any other discoveries on eBay for a profit. The instructor will bring an item to class and go through all of the real-time steps needed to post this item on eBay. The hands-on instruction will include photographing the item, selecting its proper category, and creating an eBay title, description, start price, condition, duration of auction, and shipping tips.

May 20 - May 27 | 6pm - 9:15pm | Wed | 2 sessions | NOC  
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69  
Registration closed: May 13 | Instructor: Kristine Ayres

**ANIMAL INTEREST****Basic Dog Obedience** PI-119

This class is for new and experienced dog owners and focuses on the training that dogs need for good manners at home and in public, particularly when meeting new people and dogs. The class teaches people (not their dogs) the basic techniques of dog training and allows them to practice these techniques with their dogs in class. Over the course of the six weeks students will learn how to train their dogs more effectively. Students should be aware that not all can expect to see dramatic changes in their dog's behavior over this short time period. They will need to continue to train their dogs regularly for many months after the class is over in order to realize significant changes. Instruction will be given in polite walking on a leash, sit, down, stay, recalls as well as help with behavior problems. Dogs must be six months old. Please note, dogs do NOT attend the first class on April 2; this session is for handlers ONLY.

Apr 2 - May 7 | 4:30pm - 5:15pm | Thu | 6 sessions | CTTC  
\$59 for all residencies  
Registration closed: Mar 26 | Instructors: Susan & Tom Hertz



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

**Pet CPR & First Aid Certification** PI-787

Knowing that pets are an important part of many peoples lives, this course teaches the basics needed to help a pet during an emergency. Participants will learn how to identify and respond to choking, cardiac arrest, seizures, bandaging/splinting your pet, the proper treatment of poisoning, burns, trauma, orthopedic injuries, and other emergencies. Participants will learn and practice pet CPR, with "people-friendly" cat and dog manikins. A reference book and CPR certification are included in the cost of the class. This course is for humans only - no pets.

Apr 4 | 9am - 12:30pm | Sat | 1 session | NOC

\$95 for all residencies

Registration closed: Mar 28 | Instructor: Debora Storey

*Debora Storey has 28 + years teaching Human CPR and First Aid. Ten of those years include dog and cat first aid. Each of her classes are highly interactive with the use of videos, textbook and manikins. Boris and Tiger and their "Pack Buddies" help you to learn your new dog and cat skills.*

**Pet Nutrition: Good Food for Health & Growth** PI-798

The premise of nutrition and proper supplementation is exactly the same for your pet, as for yourself. Clean water, quality balanced nutrition, and proper supplementation will ensure a longer, healthier life for our 4-legged family members. This course will provide the necessary information to choose a well-balanced, quality diet for your pet. Topics to be discussed include kibble, wet, gently-cooked, raw, and home-cooked diets as well as a focus on the importance of ingredients, manufacturing, and sourcing, including the recent interest in grain-free diets and potential links to DCM (Dilated Cardiomyopathy). The second hour of the class will focus on the benefits of proper supplementation as there are a wide variety of supplements that can decrease pain and inflammation, promote immunity and skin health, and assist in greater mobility. Also to be discussed is the option of Hemp based products for pain, anxiety, and epilepsy relief in pets. This class is a great complement to Canine Massage, and will give students the knowledge to successfully navigate the sometimes confusing pet food market.

Apr 22 | 6:30pm - 8:30pm | Wed | 1 session | NOC

\$34 for all residencies

Registration closed: Apr 15 | Instructor: Jennifer Lohin



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

**Canine Massage** PI-562

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

Apr 29 | 6:30pm - 9pm | Wed | 1 session | NOC

\$34 for all residencies

Registration closed: Apr 22 | Instructor: Jennifer Lohin

**Basic Good Manners for Dogs** PI-805

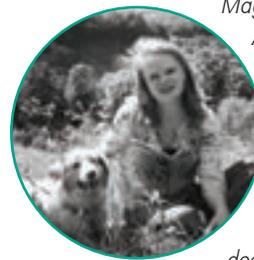
This course teaches your dog basic commands such as sit, down, stay, come, how to politely greet guests and how to walk on a leash without pulling. Training provides your dog the opportunity to have fun with you while learning good manners. A dog that is well trained is more likely to accompany the family on vacations, day trips, hikes and walks. Learn the skills to help build a positive relationship with your dog that will last a lifetime! Must have proof of rabies, distemper and Bordetella vaccines on the first day of class. Dogs must have a training collar and leash, (selected by the instructor) during all class sessions. A waiver form will need to be signed the first day of class. Class is for dogs at least 5 months or older in age.

Apr 29 - May 27 | 6:30pm - 7:15pm | Wed | 5 sessions

Browning Senior Center Oakland

\$99 for all residencies

Registration closed: Apr 22 | Instructor: Maggie Brown



*Maggie Brown is the founder and director of Animal Friends of Doggy Sods, an animal rescue group based in Tucker County, WV. She saw great success with applying basic training as a means to help rescue animals transition into their new homes successfully, and wants to bring her experiences to the community in order to help families and their dogs grow their bond through training.*

 Like us on  
**Facebook**

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

**Homemade Dog Treats** PI-799

Are you looking to save a little money on dog treats? Why not make them at home? Join local resident Nan Gangler, as she gives a demonstration and shares her healthy, inexpensive recipe with a variety of options to please your pet. Along with sharing tips for preparing, baking and storing the treats, participants will receive a tasty sample for their pet to enjoy, and a cookie cutter to start making their own treats. Homemade dog treats will help ensure the freshness of your dogs food, allow your dog more variety in his/her diet, and help to eliminate ingredients that can be unhealthy for your pet.

May 11 | 6:30pm - 8:30pm | Mon | 1 session | CTC Kitchen  
\$14 for all residencies  
Registration closed: May 4 | Instructor: Natalie Gangler

*Natalie Gangler is a retired teacher from the county, but is still active as an Independent Beachbody Coach and she volunteers at HART Animal Center in McHenry.*

**Make and Take Workshop: Fido and Felix** PI-578

If you love using essential oils in your home, you've probably wondered how you can share their amazing benefits with your four-legged friends. Which oils are safe to use? How much can I apply? Should I diffuse or apply topically? Come learn how to safely use essential oils with your animal companions. In this Fido & Felix Make & Take Workshop we will be making a variety of recipes developed with Janet Roark, DVM that will keep your fur babies happy, healthy and strong, and smelling great!

May 13 | 6pm - 8:30pm | Wed | 1 session | McH  
\$49 for all residencies  
Registration closed: May 6 | Instructor: Kearstin Hinebaugh



*Kearstin Hinebaugh is a doTERRA Wellness Advocate. In her quest to reduce the toxic load for her and her family, Kearstin began researching various natural solutions. That research quickly led her to essential oils. Since uncovering their diverse applications and uses, she has become an essential oil enthusiast, learning everything she can about these gifts of the earth. These days she's, admittedly, a bit obsessed with transforming her routines and making over her medicine, beauty and cleaning cabinets with oil-based products and wants to assist others in doing the same!*

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

**COOKING & BAKING****DIY: Making Homemade Yogurt** PI-790

Have you ever wanted to make your own homemade yogurt, ricotta, or soft cheese? We will learn the safe and simple steps to creating creamy healthy yogurt at home where you control the type of milk and the added sugar. Learn recipes for savoring and storing your simple yogurt including baba ganoush, raita, lassis, popsicles, smoothies, and soft vanilla birthday cake made with yogurt.

Feb 26 - Mar 11 | 6pm - 8:30pm | Wed | 3 sessions | NOC  
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69  
Registration closed: Feb 19 | Instructor: Sunshine Brosi



*Dr. Sunshine Liberty Brosi is an Associate Professor of Ethnobotany at Frostburg State University. Dr. Brosi has instructed courses on using plants with native peoples on tribal lands throughout the US, as well as in South Africa, Portugal, and Mexico. She is professionally trained with a PhD in botany and grew up the middle child of seven in rural Eastern Kentucky.*

**Ramps: Growing, Harvesting & Cooking** PI-791

Savor the culinary joys of spring ramps! Learn how to ethically purchase, cultivate, and cook with local Appalachian ramps. Collect recipes for ramp cornbread, fried taters and ramps, ramp mustard, ramp vinegar, and learn methods for preserving the harvest. Discover the joy of growing your own ramp patch and find where to purchase ramps cultivated from local sustainable farmers. Each participant will leave with an understanding of ramp cultivation and delicious ramp recipes.

Apr 8 - Apr 22 | 6pm - 8pm | Wed | 3 sessions | NOC  
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Apr 1 | Instructor: Sunshine Brosi

**Cooking with Lavender** PI-793

Lavender is renowned as a culinary herb for its floral yet minty flavor. Come to Deep Creek Lavender Farm owned by Anne Davidson to enjoy a flavorful presentation on using lavender in cooking. Learn the correct variety of lavender to use, flavorful pairings with lavender, sweet and savory uses, and upon completion, walk away with a new working knowledge of cooking with this fabulous herb. Tastings on prepared items are included and students will participate in making a delicious lavender dessert. This class is geared for those 12 years of age and older, but younger folks are welcome with a paying adult. The course will be held rain or shine at the Deep Creek Lavender Farm.

May 14 | 6:30pm - 8:30pm | Thu | 1 session  
Deep Creek Lavender Farm  
\$20 for all residencies  
Registration closed: May 7 | Instructor: Anne Davidson



# Garrett Institute for Lifelong Learning

*Not a member?  
Join now!*

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

## MISSION

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

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

**\$10**  
Annual  
Membership  
Fee

## FINANCE

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

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

Apr 27 - May 4 | 6:30pm - 9pm | Mon | 2 sessions | NOC

MD SR: \$24 GC: \$30 OOC: \$35 OOS: \$40

Registration closed: Apr 20 | 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.

**Grant Writing: A to Z - Basics & Beyond** PI-809

Join us and gain confidence in all areas of grant seeking, grant writing and grant management. This course is suitable for varying experience levels, and can equip you with the skills to apply for grants offered by the public and private sector. The course will step through every aspect of strategic funding research, preparing a fundraising plan, writing an award-winning plan of operation, meeting application guidelines, and creating a project budget. Through examples and shared websites, students will explore new grant-writing trends and learn what to do when notified of a grant award or a grant rejection. By the end of the course, you will be prepared to continue tracking future grant-writing and funding trends, bounce back successfully from rejection notices, manage all of your grant awards proficiently and set up post grant award reporting and accountability.

May 12 - May 26 | 6:30pm - 8:30pm | Tue | 3 sessions | NOC

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

Registration closed: May 5 | Instructor: Sarah Wilhelm



Join instructor Sarah Wilhelm from Frostburg State University, Office of Research and Sponsored Programs, as she shares many valuable tips and strategies as you journey into the world of grants.

## MUSIC

**Piano Lab 8 Weeks** PI-780

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

Apr 6 - Jun 5 | 10am - 12pm | Mon/Fri | 16 sessions | McH

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

Registration closed: Mar 30 | Instructor: Sean Beachy

**Piano Lab 4 Weeks** PI-781

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

Apr 6 - May 4 | 10am - 12pm | Mon/Fri | 8 sessions | McH

MD SR: \$109 GC: \$119 OOC: \$124 OOS: \$129

Registration closed: Mar 30 | Instructor: Sean Beachy

May 8 - Jun 5 | 10am - 12pm | Mon/Fri | 8 sessions | McH

MD SR: \$109 GC: \$119 OOC: \$124 OOS: \$129

Registration closed: May 1 | Instructor: Sean Beachy



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.

**Composition/Songwriting for the Music Enthusiast** PD-752

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

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

**Piano Studies** PD-720

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

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

10 sessions by Appointment | TBD | Instructor: Katie Martin  
MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209



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

**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 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

**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

**NEW! Trumpet Studies** PI-820

This course will provide instruction of trumpet fundamentals as well as music theory for beginning, intermediate, and advanced students. Beginning students will develop skills in reading musical notation and basic trumpet technique with special attention to rhythm, tone quality, range, musical phrasing, intonation, and style. Intermediate and advanced students will further develop their technique through varied key signatures, keys, and meter signatures and explore a variety of music from different stylistic periods. Intermediate and advanced students will gain knowledge to analyze music, and compose and transcribe their own works. Upon completion of this course, students should be able to demonstrate the basics of musical performance with special attention to rhythm, tone quality, range, musical phrasing, intonation, and style perform all major and minor scales in the designated format, along with the ability to perform music in varied key signatures, keys, and meter signatures. Students must have access to a trumpet to practice assignments on a daily basis. The age range for the course is 10 years old and up.

10 sessions by Appointment | TBD | Instructor: Cameron King  
MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209



*Cameron King (left),  
Trumpet Studies  
and Brandon  
Houtz (right),  
Low Brass  
Studies; each  
obtained  
masters degrees  
from Mansfield University*



*of Pennsylvania and are presently employed as a music instructors  
in the elementary school system in Garrett County, MD.*

**NEW! Low Brass Studies** PI-821

This course will provide instruction for low brass to include tuba, trombone and euphonium, for beginner, intermediate and advanced students. The sessions will focus on creating a solid sound, proper instrument breathing, and flexibility throughout the instrument, with special attention to rhythm, tone quality, range, musical phrasing, intonation, and style. Students will be introduced to music from different stylistic periods and demonstrate the ability to perform music in varied key signatures, clefs, transpositions, and signatures to include all major and minor scales in the designated format. Students must have access to a low brass instrument to practice assignments on a daily basis. The age range for the course is 9 years old and up.

10 sessions by Appointment | TBD | Instructor: Brandon Houtz  
MD SR: \$185 GC: \$199 OOC: \$204 OOS: \$209

**TECHNOLOGY & COMPUTERS****Introduction to Adobe Photoshop** OB-248

If you are new to Adobe Photoshop, this course is designed to provide an introduction in order 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 available, as well as explore various methods for selecting image areas, and learn 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.

Mar 5 - Mar 26 | 6pm - 9:15pm | Thu | 4 sessions | NOC  
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79  
Registration closed: Feb 27 | Instructor: Kristine Ayres



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

**Managing & Maintaining Your Computer** OB-51

This course is designed for any individual who wants to learn the fundamentals of managing and maintaining a computer. Topics to be covered include: system maintenance, basic troubleshooting, managing files and folders, and cleaning the computer inside and out. Viruses and proper techniques to eliminate them will be covered as well. Students will learn many tips and tricks to improve performance and how to stay up-to-date with their personal computer.

Apr 9 - Apr 16 | 6pm - 9:15pm | Thu | 2 sessions | NOC  
MD SR: \$39 GC: \$49 OOC: \$54 OOS: \$59  
Registration closed: Apr 2 | Instructor: Kristine Ayres

**QuickBooks I: Beginner** OB-243

This class will provide an introduction to the computer program 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.

Apr 23 - Apr 30 | 6pm - 9:15pm | Thu | 2 sessions | NOC  
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109  
Registration closed: Apr 16 | Instructor: Sarah Wilt

**QuickBooks II: Intermediate** OB-244

If you have some experience using QuickBooks and you want to learn more functions, this is the class 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 will also include writing QuickBooks checks and assigning amounts to specific expense accounts, working with asset and liability accounts, entering bills in accounts payable, and paying bills.

May 7 - May 14 | 6pm - 9:15pm | Thu | 2 sessions | NOC  
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109  
Registration closed: Apr 30 | 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.*

**Tech Tutor**

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

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

**BUSINESS SOLUTIONS****ManageFirst Hospitality and Restaurant Management** PI-816

The Hospitality and Restaurant Management sessions are part of the ManageFirst Program® from the National Restaurant Association (NRA). It is designed to teach restaurant and hospitality students the core competencies of the Ten Pillars of Restaurant Management. The Ten Pillars of Restaurant Management is a job task analysis created with the input and validation of the industry that clearly indicates what a restaurant management professional must know in order to effectively and efficiently run a safe and profitable operation. The ManageFirst Program training program is based on a set of competencies defined by the restaurant, hospitality and foodservice industry as those needed for success. This is a competency-based program.

Mar 9 - Apr 6 | 8am - 1pm | Mon | 7 sessions | SOC  
\$250 for all residencies  
Registration closed: Mar 2 | Instructor: Aaron Mullinex

**Certified Professional Food Safety Manager** PD-878

The National Restaurant Association's ServSafe Food Safety training program is widely recognized and respected in the foodservice industry. The ServSafe® program is developed by the National Restaurant Association with the help of foodservice industry experts who face the same risks you do every day. Years of experience and inside knowledge of the foodservice industry are at the core of this course, exam and materials.

Apr 20 - Apr 30 | TBD | TBD | 3 sessions | SOC  
MD SR: TBD GC: TBD OOC: TBD OOS: TBD  
Registration closed: Apr 13 | Instructor: TBD

**SERVPRO®**

**SERVPRO of Allegany & Garrett  
Counties is offering the following  
FREE CE CREDIT COURSES**

— Earn CE Credits for MD, PA, WV —

**Ethics**

April 7, 2020 | 8am (Registration time: 7:30am)  
Course #: MD 10183, PA 120265, WV 106241

**Restorative Drying for Water Damage (2hr) - 2016**

April 7, 2020 | 12pm (Registration time: 11:30am)  
Course #: MD 101917, PA 125670, WV 103739

**Understanding Mold in the Restoration  
Industry (2hr) - 2016**

April 7, 2020 | 2:30pm (Registration time: 2pm)  
Course #: MD 102289, PA 126101, WV 103905

100% Attendance is **REQUIRED** in order to receive  
CE Credit for the course.

**LOCATION**

Garrett College Enterprise Building.  
687 Mosser Road, McHenry, MD. 21541

**REGISTRATION**

Pre-register by email at [10276servpro@gmail.com](mailto:10276servpro@gmail.com)  
to receive a **FREE** lunch and determine room size.

Courses presented by  
**SERVPRO of Allegany & Garrett Counties**

**Tim Duck 301-746-6037 | [10276servpro@gmail.com](mailto:10276servpro@gmail.com)**

## The Nurturing Family PF-013

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



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

Feb 20 - Mar 36 | 10am - 12pm | Mon/Thu | 11 sessions | McH  
Registration closed: Feb 13 | Instructor: Teresa Friend

Apr 20 - May 28 | 10am - 12pm | Mon/Thu | 11 sessions | McH  
Registration closed: Apr 13 | Instructor: Sadie Liller

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

Do you have a passion and a dream in your heart but traditional hours don't work for your schedule. Then online Ed2Go classes may be the right fit. Ed2Go offers over 500 courses to fit your growing interest!

*Perhaps you are interested in becoming an Administrative Assistant.*

- Administrative Assistant Fundamentals • Grammar Refresher
- Writing Essentials • Effective Business Writing

*Perhaps you are a non-profit or interested in starting a non-profit.*

- Get Grants! • Intro to Non-profit Management

*Would you like to improve workplace productivity? How about delivering the best productivity as a project manager.*

*Classes of interest may include:*

Project Management Fundamentals, Project Management Applications, Introduction to Microsoft Project 2016, and Distribution and Logistics Management.

**Two ways to learn!** In our instructor-led courses, you study and interact with a cohort over a six-week schedule. Courses start monthly with twice-weekly lesson plans. For the independent learner, our self-paced courses provide access to all lessons immediately with up to three months to complete.

[www.ed2go.com/garrett](http://www.ed2go.com/garrett) | (301) 387-3142

## Early Childhood Connections Professional Development Event

SAVE THE DATE!



**Saturday, May 16, 2020**  
**8:30 am - 3:30 pm**  
**Garrett College**

*A training and networking day for anyone who touches the life of a child!*

A variety of workshops will be available - each person selects two 3-hour sessions. All sessions will be Core of Knowledge and MSDE approved for child care licensing and the Maryland Child Care Credential Program.

6 hours of approved training and lunch will be available.  
**Watch for the full event flyer coming in January 2020!**  
*Registration opens in February.*

**For more info call: 301-733-0000 (APPLES for Children)**

PLEASE JOIN US FOR

# *Administrative Professionals*

ONE DAY CONFERENCE

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Wednesday, April 22, 2020 | 8 am - 1:30 pm | MCH

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



**All In** PF-037

Garrett College Business Solutions strives to provide assistance to all small business owners and managers in the Garrett County area and surrounding communities. Participants in the All In series will receive viable business coaching from start to finish in creating a business plan and focusing on the do's and don'ts of business plans in general.

Feb 18 - Mar 31 | 4:30pm - 6:30pm | Tue/Thu | 5 sessions | McH  
MD SR: \$25 GC: \$29 OOC: \$34 OOS: \$39  
Registration closed: Feb 11 | Instructor(s): Jodi McClintock & various guest speakers

**NEW! Creating Clear Messages in Business Writing** PI-817

This course, divided into two 90-minute workshops, is designed to provide and illustrate effective elements needed for the clear and effective writing of business memos, letters, and reports. Workshop One participants will focus on purpose, organization, structure, tone, punctuation and grammar, message clarity, audience, and other elements critical to clear messaging. Participants will develop personal editing checklists. Workshop Two participants will be provided with a review of effective business writing elements and work within small group settings to evaluate strengths and weaknesses in a variety of memos, letters, and reports. The workshop will conclude with small group practice of creating clear and effective memos, letters, and reports. Retired Garrett College English professor and recent graduate of the Goucher College MFA program in Creative Nonfiction, Youse, will incorporate lessons from her personal written communication experiences, both educational and business-related.

Apr 7 - Apr 8 | 5:30pm - 7pm | Tue/Wed | 2 sessions | McH  
\$29 for all residencies  
Registration closed: Mar 31 | Instructor: Dolores (Lori) Youse

**QuickBooks I: Beginner** OB-243

This class will provide an introduction to the computer program 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.

Apr 23 - Apr 30 | 6pm - 9:15pm | Thu | 2 sessions | NOC  
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109  
Registration closed: Apr 16 | 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 you want to learn more functions, this is the class 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 will also include writing QuickBooks checks and assigning amounts to specific expense accounts, working with asset and liability accounts, entering bills in accounts payable, and paying bills.

May 7 - May 14 | 6pm - 9:15pm | Thu | 2 sessions | NOC  
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109  
Registration closed: Apr 30 | Instructor: Sarah Wilt

**Grant Writing: A to Z - Basics & Beyond** PI-809

Join us and gain confidence in all areas of grant seeking, grant writing and grant management. This course is suitable for varying experience levels, and can equip you with the skills to apply for grants offered by the public and private sector. The course will step through every aspect of strategic funding research, preparing a fundraising plan, writing an award-winning plan of operation, meeting application guidelines, and creating a project budget. Through examples and shared websites, students will explore new grant-writing trends and learn what to do when notified of a grant award or a grant rejection. By the end of the course, you will be prepared to continue tracking future grant-writing and funding trends, bounce back successfully from rejection notices, manage all of your grant awards proficiently and set up post grant award reporting and accountability.

May 12 - May 26 | 6:30pm - 8:30pm | Tue | 3 sessions | NOC  
MD SR: \$49 GC: \$59 OOC: \$64 OOS: \$69  
Registration closed: May 5 | Instructor: Sarah Wilhelm



*Join instructor Sarah Wilhelm from Frostburg State University, Office of Research and Sponsored Programs, as she shares many valuable tips and strategies as you journey into the world of grants.*

**HURRY!**

*Time's Ticking* 

**Don't Miss Out**

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**REGISTER NOW!**

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

## Stepping Up to Supervisor

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

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

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

Apr 16 - Jun 16 | 9am - 1pm | Tue/Thu | 6 sessions | McH  
MD SR: \$1,049 GC: \$1,099 OOC: \$1,104 OOS: \$1,109  
Registration closed: Apr 9  
Instructors: Jeanett Fitzwater & Gary Durr



**Jeannette Rudy Fitzwater, Registered Corporate Coach**

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

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



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

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

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

## CUSTOMIZED TRAINING OPPORTUNITIES

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

A well-trained workforce means higher productivity for your company. We can help you address your organization's skills-related training needs through customized needs.

#### Garrett College Training Services

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

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



Contact Jodi McClintock at 301-387-3084 • [jodi.mcclintock@garrettcollege.edu](mailto:jodi.mcclintock@garrettcollege.edu) to learn more!



**GARRETT COLLEGE CENTER FOR  
ENTREPRENEURSHIP & INNOVATION**

*Power of Possibilities (POP)*  
**CONFERENCE**

**THUR | APRIL 9, 2020**

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

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

- **ANNUAL CONFERENCES**
- **RELATED BUSINESS TRAINING**
- **MENTORING OPPORTUNITIES**

**GARRETT  COLLEGE**  
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

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



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

**24-Hour Access**

**Discussion Areas**

**Six-Week Format**

**As Low As \$109**

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

# Instructor-Led ONLINE COURSES

## FEATURED LISTINGS

### Medical Terminology: A Word Association Approach

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

### Discover Digital Photography

An informative introduction to the fascinating world of digital photography.

### Computer Skills for the Workplace

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

### Achieving Top Search Engine Positions

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

### Start Your Own Small Business

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

### Everyday Math

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

### Accounting Fundamentals

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

### Fundamentals of Supervision and Management

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

### Creating Web Pages

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

### 12 Steps to a Successful Job Search

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

### Introduction to PC Troubleshooting

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

### Building Teams That Work

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

### C# Programming for the Absolute Beginner

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

### Achieving Success with Difficult People

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

### Solving Classroom Discipline Problems

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

### Speed Spanish

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

### A to Z Grantwriting

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

OVER 300 ONLINE COURSES AVAILABLE

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

**(301) 387-3142**



## CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

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

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

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

### SUCCESSFUL COMPLETION:

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

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



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

**EXTERNSHIP:** Conducted at various medical facilities

### ENTRY REQUIREMENTS:

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

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

## CERTIFIED MEDICAL ADMINISTRATION ASSISTANT (CMAA)

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

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

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

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

### SUCCESSFUL COMPLETION:

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

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

**EXTERNSHIP:** Conducted at various medical facilities

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



### ENTRY REQUIREMENTS:

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

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

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

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

## CERTIFIED NURSING ASSISTANT (CNA)

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

**Certified Nursing Assistant - Theory**  
**Certified Nursing Assistant - Clinical**

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

### SUCCESSFUL COMPLETION:

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

## HOME CARE PROVIDER

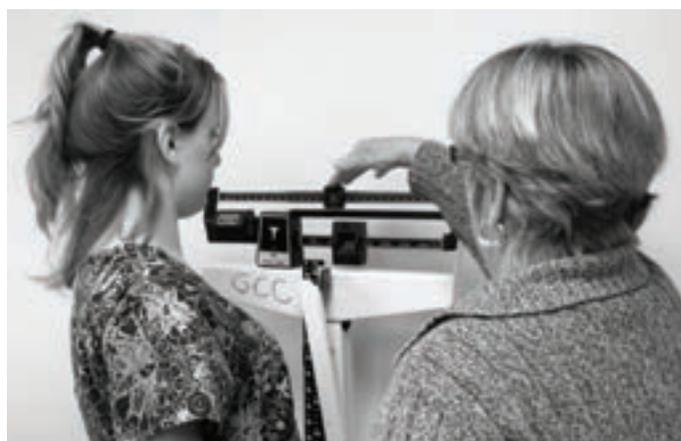
Home Care Providers assist patients in their home by providing support that meets their specific personal needs. They provide assistance with daily living and self-care to those who are disabled, chronically ill, or cognitively impaired. This course includes both class room and clinical instruction provided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

**Home Care Provider**  
**Home Care Provider - Clinical**

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

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

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



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

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

### ENTRY REQUIREMENTS:

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

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

### ENTRY REQUIREMENTS:

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

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

## MEDICAL BILLING and CODING

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

### ABOUT THE PROGRAM:

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

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

### EDUCATION & CERTIFICATION:

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

### COURSE HOURS:

80 Hours Classroom OR 80+ Hours Online Training



### DETAILED COURSE TOPICS COVERED:

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

### ENTRY REQUIREMENTS:

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

*For Questions or to ENROLL: 301-387-3770*

## PARAMEDIC

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

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

### PROGRAM GOALS:

- Prepares competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- After completing 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 437 hours for the two year program
- Clinical hours are scheduled by the student outside of class



### ENTRY REQUIREMENTS:

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

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

Applications for the next paramedic program will be available after March 1, 2020. Applications must be completed and returned by May 29, 2020. Accepted applicants will begin this 2-year paramedic program after completing paperwork, entrance testing and interviews. The program will start in the Fall of 2020 and courses will be held at the Garrett College Career Technology Training Center (CTTC) located in Accident, MD.

## PHLEBOTOMY - VENIPUNCTURE SPECIMEN COLLECTION

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

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

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

#### SUCCESSFUL COMPLETION:

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

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

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

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

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



#### ENTRY REQUIREMENTS:

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

### 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

## VETERINARY ASSISTANT

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

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

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

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

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

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

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

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



### **ENTRY REQUIREMENTS:**

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

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

## BUILDING/PROPERTY MAINTENANCE TECHNICIAN (CAMT)

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

### OSHA

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

### CERTIFYING PROFESSIONAL ASSOCIATION/AGENCY:

National Apartment Association Education Institute (NAAEI)

### SUCCESSFUL COMPLETION:

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

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

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

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

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



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

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

### ENTRY REQUIREMENTS:

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

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

## CHILD CARE PROVIDER

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



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

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

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

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

### ENTRY REQUIREMENTS:

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

Call **301-387-3136** for additional information and to register for the program.

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

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

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

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

4.5 CEU's awarded. Instructional materials are included.

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

4.5 CEU's awarded. Instructional materials are included.

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

4.5 CEU's awarded. Instructional materials are included.

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

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

## GED PREPARATION / ADULT EDUCATION

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



### NEW WAYS TO EARN YOUR HIGH SCHOOL DIPLOMA!

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

#### WHERE ARE CLASSES HELD?

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

#### WHEN ARE CLASSES HELD?

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

#### HOW DO I GET STARTED?

Call **301-387-3770** or send an e-mail to [kaitlyn.glotfelty@garrettcollege.edu](mailto:kaitlyn.glotfelty@garrettcollege.edu)

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

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

**HURRY!**  
**Don't Miss Out**  
**REGISTER NOW!**  
[www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd)

**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.

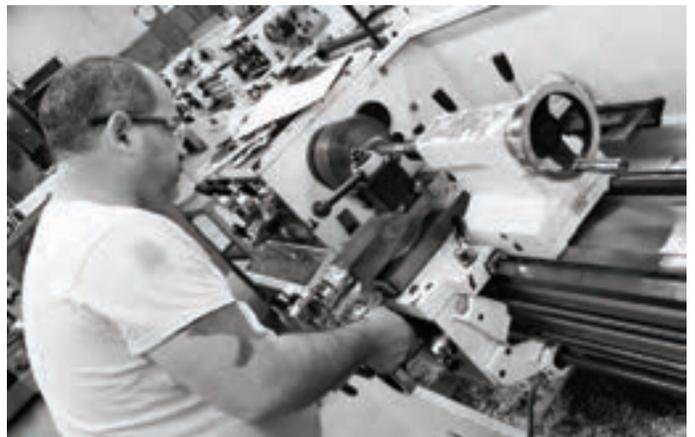
### MANUAL MACHINING courses include:

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

### CNC MACHINING courses include:

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

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



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

### SUCCESSFUL COMPLETION:

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

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

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

### LOCATION of TRAINING:

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

### ENTRY REQUIREMENTS:

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

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



## WELDING

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

**Preparation for Welding**  
**Welding One**  
**Welding Two**

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

**SUCCESSFUL COMPLETION:**

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

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



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

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

**ENTRY REQUIREMENTS:**

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

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



## BUS DRIVER TRAINING

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

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

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

### ENTRY REQUIREMENTS:

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



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

Contact Terry Beachy at **301-895-4700** or [terry.beachy@garrettcollege.edu](mailto:terry.beachy@garrettcollege.edu)



## INTRODUCTION to DIESEL MECHANICS: Preventative Maintenance



*Prepare for an entry-level job as a preventative maintenance diesel mechanic. Preventative maintenance diesel mechanics perform inspections and maintenance on diesel vehicles and equipment doing minor repairs and keeping records. The course series covers all the basic systems of a vehicle or equipment with an emphasis on preventative maintenance procedures and shop safety. Content areas include the following: diesel engines, drive train, brakes, suspension and steering, electrical systems, heating, ventilation, and air conditioning. Students will earn a Garrett College Continuing Education and Workforce Training Certificate and will have the opportunity to take the Automotive Service Excellence (ASE) entry level student certification exam: Inspection, Maintenance, and Minor Repair.*

Contact Terry Beachy at **301-895-4700** or [terry.beachy@garrettcollege.edu](mailto:terry.beachy@garrettcollege.edu) for more information.

## 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.

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

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

*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*

## COMMERCIAL DRIVER'S LICENSE (CDL), Class B

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

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



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

### ENTRY REQUIREMENTS:

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

**TIME to COMPLETE PROGRAM:** 6 day duration-arranged.

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

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

## CDL LEARNER'S PREP

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

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

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



## APPLICATION FOR ADMISSION TO WORKFORCE DEVELOPMENT TRAINING

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

### PERSONAL INFORMATION

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

Social Security Number \_\_\_\_\_ Any Previous Name(s) \_\_\_\_\_

**Permanent Address:** Street, City, State, Zip \_\_\_\_\_

**Mailing Address:** If different than Permanent Address \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home Phone Number Cell Phone Number

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

Email Address \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Gender:**  Female  Male

**Ethnicity:** Please check all that apply:

**Are you Hispanic or Latino**  Yes  No

White

Asian

Black / African American  American Indian / Alaska Native

Native Hawaiian / Other Pacific Islander

**Military Service:**

Are you an active duty service member?  Yes  No

Are you a veteran?  Yes  No

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

#### Emergency Contact Information:

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

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

College fair  GC representative visited my school

My high school counselor  My high school coach

Friends/family  Postcard  Newspaper

Web search  Billboard  Radio

Other \_\_\_\_\_

### CITIZENSHIP

United States Citizen?  Yes  No

Country of **birth:** \_\_\_\_\_

Country of **citizenship:** \_\_\_\_\_

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

If you are not a U.S. citizen:

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

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

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

If yes, list I-20 # \_\_\_\_\_

If no, indicate type of visa held \_\_\_\_\_

### DECLARATION OF RESIDENCY

I am a legal resident of \_\_\_\_\_ (State) and

\_\_\_\_\_ (County)

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Documentation of residency may be required.*

## ADMISSIONS INFORMATION

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

Winter/Spring (January)  Summer (June)

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

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

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

Intended training program or programs: \_\_\_\_\_ (See list of Workforce Development Programs on the next page)

## EDUCATIONAL HISTORY

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

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

Name of High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

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

Name of homeschooling program \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

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

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

Check if you received special service while attending high school or had an Individual Education Plan (IEP)

## FINANCIAL ASSISTANCE

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

I am interested in financial aid information.

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

I do not require financial assistance.

## FERPA

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

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

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

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

## CERTIFICATION OF INFORMATION

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

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

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

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

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

## AVAILABLE WORKFORCE PROGRAMS

### Allied Health:

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

### Construction & Building Maintenance:

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

### Education & Human Services:

- Child Care Provider
- GED Preparation/Adult Education

### Manufacturing:

- Machining - CNC
- Machining - Manual
- Welding

### Transportation:

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

## APPLICATION CHECKLISTS

### APPLICATION FOR ADMISSION

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

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

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

> Students seeking accommodation for a documented disability should provide this information to Kurt Lear, Director of Adult Education and Workforce Development. 301-387-3087.

### APPLICATION FOR FINANCIAL ASSISTANCE

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

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

Change your career in just 4-12 months!



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

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

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





## APPLICATION FOR FINANCIAL ASSISTANCE FOR WORKFORCE DEVELOPMENT TRAINING

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

### PERSONAL INFORMATION

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

Social Security Number \_\_\_\_\_ Any Previous Name(s) \_\_\_\_\_

**Permanent Address:** Street, City, State, Zip \_\_\_\_\_

**Mailing Address:** If different than Permanent Address \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home Phone Number Cell Phone Number

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

Email Address \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

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

### ELIGIBILITY INFORMATION

Applicants for Financial Assistance **MUST:**

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

#### Application Deadline:

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

**FINANCIAL NEED**

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

- Department of Social Services (DSS)  Yes  No
- Food Stamps  Yes  No
- Community Action  Yes  No
- Western Maryland Consortium  Yes  No
- Healthy Families  Yes  No
- DORS  Yes  No
- Adult Basic Education  Yes  No

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CAREER GOAL**

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

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

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## EDUCATIONAL HISTORY

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

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

Name of High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

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

Name of homeschooling program \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

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

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

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

## SCHOLARSHIPS / FINANCIAL ASSISTANCE

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

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

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

## FERPA

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

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

\_\_\_\_\_

Signature

Date

## CERTIFICATION OF INFORMATION

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

Signature

Date

Parent Signature (if under the age of 18)

Date

## REGISTRATION & FEES

### REGISTRATION INFORMATION

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

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

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

### FINANCIAL INFORMATION

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

### REFUND POLICY

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

## FINANCIAL AID

**AVAILABLE**

*to Those Who Qualify!*

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

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

### Drop Policy

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

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

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

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

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

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

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

# STAFF DIRECTORY

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

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

**Doug Beitzel**, *Program Coordinator*

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

**Donna Bittinger**, *Office Associate*

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

**Sarah Friend**, *Coordinator of Operations*

301-387-3064, [sarah.friend@garrettcollege.edu](mailto:sarah.friend@garrettcollege.edu)  
Main Office, McHenry

**Kaitlyn Glotfelty**, *Coordinator of Adult Education & Workforce Development*

301-387-3770, [kaitlyn.glotfelty@garrettcollege.edu](mailto:kaitlyn.glotfelty@garrettcollege.edu)  
Southern Outreach Center (SOC), Oakland  
Child Care, Vet Assistant, Homecare Provider, ABE

**Cristey Kordyban**, *Program Associate*

301-387-3142, [cristey.kordyban@garrettcollege.edu](mailto:cristey.kordyban@garrettcollege.edu)  
Main Office, McHenry

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

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

**Jodi McClintock**, *Director of Business Solutions*

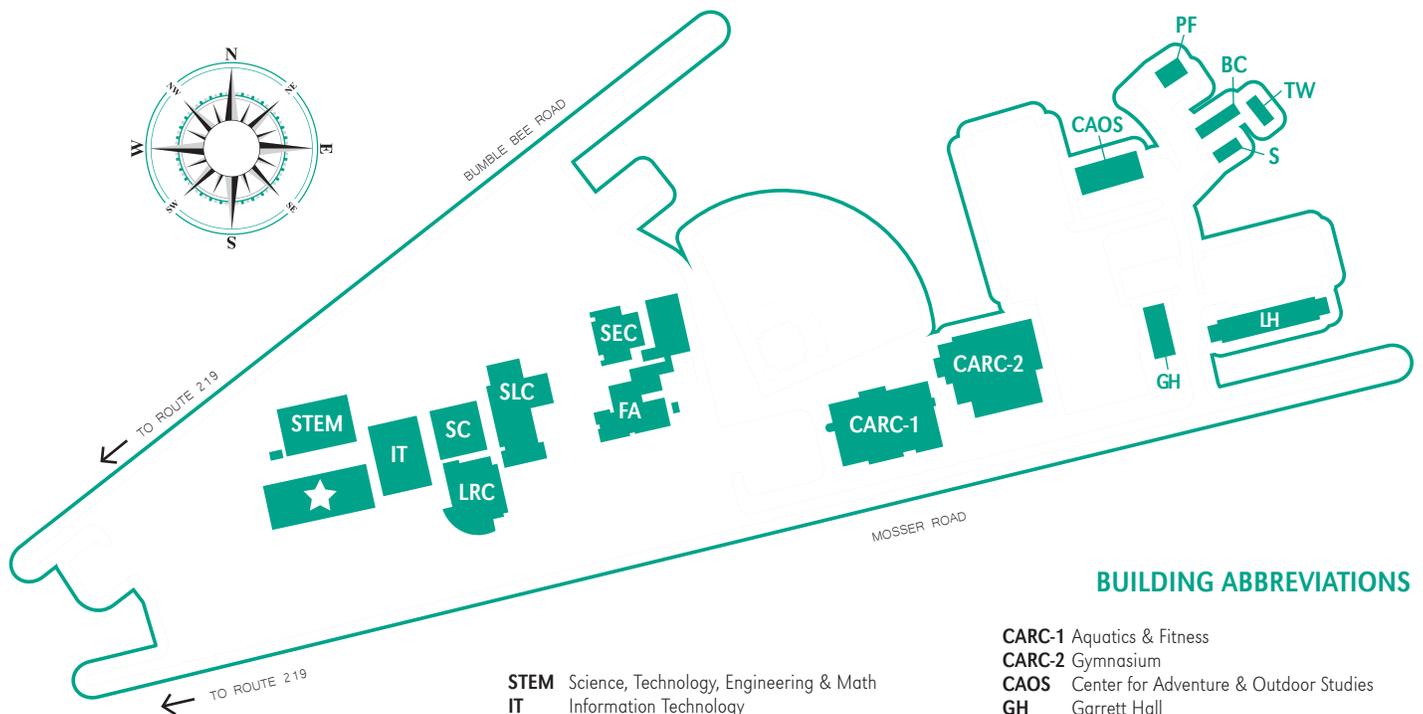
301-387-3084, [jodi.mcclintock@garrettcollege.edu](mailto:jodi.mcclintock@garrettcollege.edu)  
Main Campus, McHenry  
Contract Training, Professional Development, Entrepreneurship

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

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

# GARRETT COLLEGE CAMPUS MAP

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

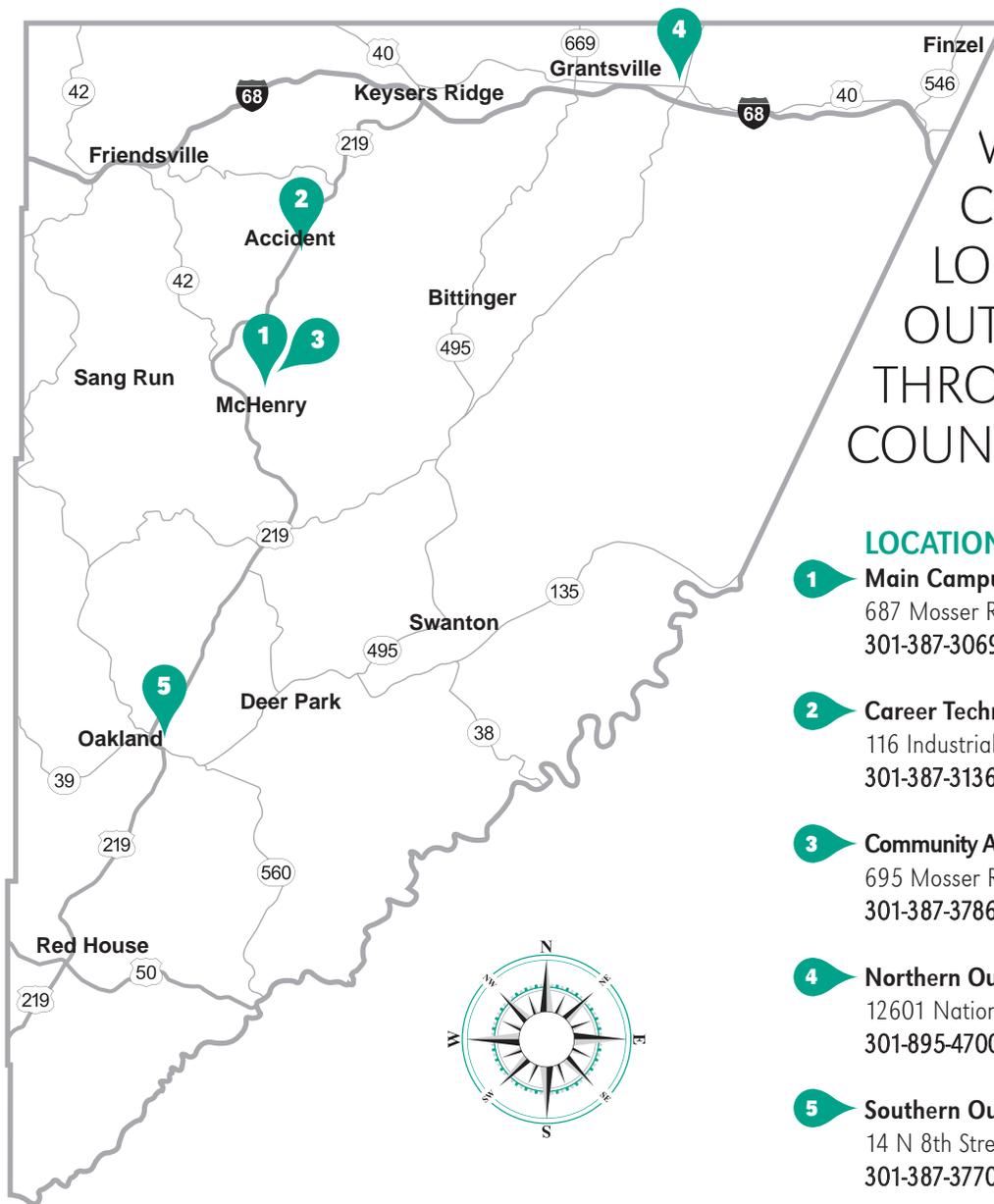


## BUILDING ABBREVIATIONS

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

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

★ Continuing Education & Workforce Development  
Garrett Information Enterprise Center



WE ARE  
CONVENIENTLY  
LOCATED WITH  
OUTREACH CENTERS  
THROUGHOUT THE  
COUNTY:

### LOCATIONS

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

## INCLEMENT WEATHER POLICY

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

### WHEN ARE WEATHER-RELATED DECISIONS MADE?

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

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

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

### HOW DO I KNOW WHICH LOCATION IS CLOSED?

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

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

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

GARRETT  COLLEGE  
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Garrett College  
687 Mosser Road  
McHenry, Maryland 21541

