

# Guide to Success

Continuing Education | Workforce Development

*Soups & Stews - Fall Favorites*

*Piano Classes come to Oakland*

**FREE COURSES:**

*History, Healthy Eating, and New  
Business Creation*

**4 WEEKS CAN CHANGE YOUR LIFE -**

**Short-Term CDL Training at  
Mt. Top Truck Driving Institute  
Class A (30 days); Class B (6 days)**

***NEW! Secure Your Future with a  
Career in CYBERSECURITY***

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Garrett College Continuing Education & Workforce Development

Fall 2015 Schedule





**Continuing Education** offers courses in business, computer training, EMS and fire training, personal interest, health and medical, truck driving and more. For more information, contact Continuing Education at **301.387.3069**.

You will find in our schedule convenient times and locations designed to meet the needs of most individuals. You can enroll in most of our courses regardless of your past education. Whether you want to upgrade basic skills, job skills, or continue professional education, we have courses for you.

## 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 to custom design skills-related training to meet your specialized needs.

#### **Garrett College can provide:**

- 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. Please, let us know how we can help!



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

Issue art and design by:

Kerry Murray Ballon  
kmurrayarts@yahoo.com

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## Location Key

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

## Legend

Number of Sessions			
Pre-Reg	Deadline: Oct 10		
Date(s)	Oct 17	6:30pm - 8:30pm	
Day(s) of Week	Mon	1 session	McH
MD SR: \$45 GC: \$49 OOC: \$54 OOS: \$59			
Instructor: Ima Teacher			
Pricing Codes:			
• MD SR (Maryland Senior 60+) • GC (Garrett County Resident) • OOC (Out-of-County) • OOS (Out-of-State)			

# CONTINUING EDUCATION



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## Arts & Creativity

### Bells and Whistles of Your Camera

You probably love your camera and process of capturing all the memories. But are you confident that you're getting the most out of your camera? This two session class will give you a chance to take a deeper look at the 'bells and whistles' and how your photography can change with each different setting. Lighting controls, exposure and rules of composition will be explored.

Sep 16-Sep 23 | 5:30pm-7:30pm  
Wed | 2 sessions | Eye for Art Studio  
\$23 for all residencies  
Pre-Registration Deadline: Sep 10  
Instructor: Angie Sincell

### Phone Photography

With all that the holiday season brings, there will be many photo opportunities to help preserve the memories. Sure this phone can take pictures, but how do I take good pictures or videos worth sharing? In this two hour class, participants will experiment with setting options on the phone, discuss photo composition, and play with lighting techniques to better capture your subject. There's a world of possibilities beyond the "selfie" if you develop a few skills in phone photography.

Nov 14 | 9am-11am  
Sat | 1 session | Eye for Art Studio  
\$18 for all residencies  
Pre-Registration Deadline: Nov 7  
Instructor: Angie Sincell

*Angie Sincell is an adjunct professor of art at Garrett College. She is also a practicing artist who focuses on darkroom fine art photography. She currently serves on the Garrett County Arts Council Board and recently opened Eye for Art Gallery & Studio where she hosts monthly art exhibits and offers other photographic services.*

### Crocheting Basics

Every great work begins with a single slip knot. You'll start there and move on to the basics of crocheting through chain and single crochet, turning and making rows and finishing off a simple wash cloth. Participants move on to half double crochet, double crochet and slip stitch, while we explore how yarn weights and needle sizes bring variety to your projects. It's just the way you put them together that makes the difference. Three needles and yarn are included. Expect a supportive, relaxed atmosphere. You'll be in stitches with instructor Katherine Lee.

Oct 15-Nov 5 | 5:30pm-7:30pm | Thu | 4 sessions | McH  
MD SR: \$24 GC: \$29 OOC: \$34 OOS: \$39  
Pre-Registration Deadline: Oct 8  
Instructor: Katherine Lee

### Painting



### Advanced Portrait Painting

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

Sep 14-Oct 12 | 9am-12noon | Mon | 5 sessions | GSC  
\$45 for all residencies  
Instructor: Edna Bender

### Painting with Sharon

Whether you're an accomplished painter or a beginner, you'll explore the painting process and use of the materials and tools used in acrylic painting. Projects will allow for use of varied techniques of paint application and experimentation with color and design. The relaxed atmosphere allows for discussion, critique and support from fellow students. Suggested minimum age is 12 years. Bring a smock or old shirt (to protect your clothing from acrylic stains) and your favorite brushes. Brushes will be supplied, if you don't have any. All other materials and supplies are included in the class fee.

Oct 7-Oct 28 | 6:30pm-8:30pm | Wed | 4 sessions | McH  
\$47 for all residencies  
Pre-Registration Deadline: Sep 30  
Instructor: Sharon Elsey

*Sharon Elsey is a self-taught artist, who dabbles in creative art styles, landscape, & adventure type paintings. Her art work is on display in The Gallery Shop in Oakland, Blue Moon Rising, Moon Shadow Café and Grand Central Station. Sharon has also participated in the summer Artist Studio Tours.*

**Robert Yonke, Watercolor: Beyond the Medium's Boundaries**

Whatever medium is used, the objective of the artist should be to produce quality paintings. While it may seem daunting, novel and experimental use of the media tends to enhance artwork and adds another dimension of fun. The results of the techniques employed will be loose, spontaneous and exciting with lots of happy surprises. Using this as the primary direction, this workshop focuses on taking watercolor beyond the boundary of conventional techniques and substrates. We will explore the use of water-based materials on a primed surface and gessoed surface. We will use stretched canvas as our substrate knowing that the techniques can be employed on any surface with the proper preparation. Specific areas of discussion and activity may include: What makes a "quality" painting? Design principles to ensure success. The power of contrasts as demonstrated in values, color, shapes, edges, detail, etc. The power of surprise – encouraging happy accidents. Ways to push the watercolor boundary. The value of critique...by self and others. How to avoid overworking. What to paint. Painting on location. Sketching for painting. Non-painting activity for self-improvement. All of the discussion points will be addressed individually and incorporated into the working part of the workshop. A supply list will be provided upon registration.

Sep 25-Sep 26 | 10am-3pm | Fri/Sat | 2 sessions | GSC

Price TBD

Instructor: Robert Yonke



Robert Yonke works out of his two home studios, one in Pittsburgh, PA and the other in Garrett County, Maryland. His watercolors reflect his love of music, the mountains, rivers and the outdoors. Bob's award winning paintings have been shown in many galleries throughout the region. He is a member of the Garrett County Arts Council, the Allegany Arts Council and The Pittsburgh Watercolor Society. As the artist puts it, "My work reflects personal interests. For example, I find that working on a painting of a bluegrass artist allows me to relive the pleasure I've had picking with my friends." Some of his favorite projects include providing original artwork for the International Bluegrass Music Association's 2008 World of Bluegrass and Delfest 2010 promotional material. In addition to working at his art, Bob enjoys teaching watercolor seminars for local and regional arts organizations. He also gives private lessons and offers weekly classes during the summer and fall season at his studio in Western Maryland. Bob has been published in the Garrett County Art Council's Ginseng, Mid-Atlantic Fly Fishing Guide, Turkey Call Magazine and other publications. His original paintings, prints and cards can be found in shops and galleries nationwide and online at [www.appalachianstudio.com](http://www.appalachianstudio.com). Original artwork can be commissioned by contacting the artist directly at [rhyonke@gmail.com](mailto:rhyonke@gmail.com).

**Writing****Writing that Bucket List Novel**

An Amazon All-Star Author, Lauren Carr writes mysteries that have made Amazon's best-selling ranks internationally. Each installment of her Deep Creek Lake mysteries has made the Top-10 list in police procedurals and cozy mysteries on Amazon. As a publisher, Lauren has worked with numerous writers to help make their dreams of being a published author a reality. A popular speaker, Lauren often appears at conferences to speak about writing and independent publishing.

Got a story in your head that you've always wanted to write? Thought about writing the great American novel? Or just a memoir to pass to your grandchildren? If you've got "write a book" on your bucket list, this is the class for you. Best-selling author Lauren Carr will share her experience in writing and publishing to get you started on your story. In this three-hour workshop, Lauren will pass on the secrets that most professional authors had to learn the hard way about how to check "Write a Book" off that list. Among the secrets she will divulge include the following: Where and How to Get Started on Your Book, Making Time for Writing, Identifying Time-Thieves, Getting Past the 40-Page Block and The Secret Behind Getting Over Writer's Block.

Nov 14 | 9am-12:15pm

Sat | 1 session | GC

\$59 for all residencies

Instructor: Lauren Carr





## 10+ Most Common Mistakes Made By New Writers Workshop

Does your book have all its parts? Are you suffering from Good-Parent Syndrome? Learn the answers to these questions in the latest writing class instructed by Lauren Carr. Carr is a best-selling Amazon mystery author and publisher. One of her latest books is entitled *Authors in Bathrobes: How to be a Successful Author Without Getting Dressed*, which will be included in this course as an e-book download or a hard copy may be purchased for \$15 from the instructor on the first night of class. *Good News: Nowadays, anyone can publish their own book without the seal of approval from a literary agent or publisher. Bad News: Nowadays, anyone can publish their poorly written book, only to discover its problems afterwards: from reviewers and readers - when it is too late.* Compiled from editors and reviewers, this course will cover the most common mistakes new writers make. Note: Grammar and punctuation are not on the list of most common mistakes.

Nov 14 | 1pm-4pm

Sat | 1 session | GC

\$59 for all residencies

Instructor: Lauren Carr

## Operation: Promote Your Book & More - Internet Marketing That Works!

Author and Publisher Lauren Carr has worked with many authors who have become paralyzed with uncertainty when it comes to marketing their books. For this reason, she is offering an all day workshop designed to break everything down for would be authors. "We will go through step by step on what to do," Lauren says. Time will be spent teaching writers how to build and project the right image for their website, as well as learning how to use Twitter and Facebook effectively.

Nov 15 | 9am-4pm

Sun | 1 session | GC

\$99 for all residencies

Instructor: Lauren Carr

# Garrett Institute for Lifelong Learning



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.

## THE MISSION OF GARRETT INSTITUTE FOR LIFELONG LEARNING

*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.*

## FALL Sessions - 2015

October 12 - November 12

301-387-3069

2015-2016 Annual Membership dues are \$10

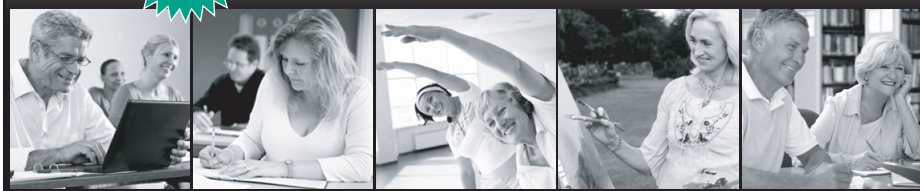
Session fees are calculated at \$6 per hour plus any lab fees

<http://www.garrettcollege.edu/GILL>

## 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.

Members work together to determine the interests and needs of the group. A Program Committee is then charged with the tasks of bringing the class to fruition- finding instructors, defining the scope of curriculum and other logistical duties.



# Health, Wellness & Fitness

## Healthy Eating for Diabetes and Weight Loss \*\*\*FREE COURSE\*\*\*

People with diabetes never get a “day off”. One of the biggest challenges that these people face every day is “what should I eat?” This course will share strategies to help people plan healthy menus and understand the important balance of diet, exercise and medication to control their diabetes. Lisa McCoy, registered dietitian with the University of Maryland Extension will offer sound, research-based advice for dealing with diabetes. The 3-part series will cover detailed menu planning guidelines, portion control, counting carbohydrates, understanding artificial sweeteners, navigating the grocery store aisles and reading food labels, and tips for eating out. Participants will also receive recipes and free food samples. This free course is open to everyone; however space is limited so preregistration is necessary. Anyone with a disability that requires special assistance for participation in the program should contact the extension office at 301-334-6960.

Sep 11, Oct 2 & Oct 23 | 9:30am-12noon | Fri | 3 sessions | NOC  
Instructor: Lisa McCoy

## Introduction to Essential Oils and How to Use Them

Uplifting, protective, calming, and regenerating therapeutic oils are a unique gift from the natural world. Often referred to as nature's living energy or the very essence of a plant, these oils are aromatic liquids derived from shrubs, flowers, trees, roots, bushes, and seeds. Research shows that when used aromatically, applied topically, or taken internally, therapeutic oils can calm, energize, balance, purify, and rejuvenate the mind and body. Calming, stimulating, and soothing, oils bring balance to all systems of the body. Register and learn the history, chemistry, uses of, and how to select oils that are right for you and your health.

Sep 14-Sep 21 | 6pm-9:15pm | Mon | 2 sessions | NOC  
MD SR: \$29 GC: \$39 OOC: \$44 OOS: \$49  
Instructor: Jeannie Kempfher

*Jeannie Kempfher is a doTERRA Wellness Advocate from Aurora WV. She became interested in essential oils when presented with the idea of natural pain relief without side effects. Kempfher and her associates will have oil samples and explanatory pamphlets for demonstration. They will discuss the scientific studies behind these completely organic oils, as well as the emotional connection involved.*



## Learning the Ho 'oponopono Method of Healing

Come discover this ancient Hawaiian practice of reconciliation and forgiveness. In this workshop participants will learn a simple, powerful, and effective method adapted for the modern age to help us heal ourselves, our relationships, and our world by clearing negative memories, addictions, and attachments. As we heal hurtful memories and cut the cords of attachment that bind us to people, places, and things we free ourselves to express unconditional love.

Nov 2-Nov 11 | 6:30-8pm | Mon/Wed | 4 sessions | McH  
MD SR: \$39 GC: \$40 OOC: \$45 OOS: \$50  
Pre-Registration Deadline: Oct 26  
Instructor: Leigh Clements

## Green Cleaning for a Healthy Home

As Dorothy stated in the Wizard of Oz, “there’s no place like home”. People spend an average of 90 percent of their time indoors. Studies conducted by the Environmental Protection Agency (EPA) found levels of several common pollutants to be 2 to 5 times higher inside homes than outside. Many of these pollutants come from the volatile organic compounds (VOCs) released from household cleaning products. Indoor pollutants can be reduced by limiting the number of chemicals used indoors.

In this course, learn simple steps that you can take to improve your indoor environment save money and help conserve natural resources. Participants will make a “green cleaner” to take home and receive a green cleaning recipe book. The instructor for this course is Lisa McCoy, MS, FCS



Educator, University of Maryland Extension. Anyone with a disability that requires special assistance for participation in the program should contact the extension office at 301-334-6960.

Nov 18 | 1pm-2:30pm | Wed | 2 sessions | NOC  
\$5 for all residencies  
Instructor: Lisa McCoy

The University of Maryland Extension programs are open to any person and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, national origin, marital status, genetic information, political affiliation, and gender identity or expression.



## Zumba Fitness

Suitable for all ages, Zumba® has been referred to as the “exercise in disguise,” which fuses Latin rhythms with simple movements. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt the body while burning fat.

Sep 1-Sep 29 & Oct 6-Nov 3 | 6pm-7pm

Tue | 5 sessions | St Ann's Catholic Church in Grantsville

\$25 for all residencies

Instructor: Melanie Lombardi



*Melanie Lombardi has been a licensed Zumba® Fitness Instructor since October 2011. Melanie has taught at several locations in Western Maryland including Energy Health and Fitness, Life Fitness Management, and its satellite site at the Western Maryland Health System.*

## Fall Into Fitness!

Jumpstart your fall fitness goals with 6-weeks of group fitness classes designed to challenge your body and generate results. Six week session will include 3 classes per week:

- Tuesdays, 20/20/20: 20 minutes of cardio fitness, 20 minutes of overall sculpting, and 20 minutes of core conditioning, not necessarily in that order, will make each class a worthwhile and results-producing work-out!
- Wednesdays, Water Aerobics: class focusing on both cardiovascular and strength benefits. Whether you're trying to maintain your current level of fitness or reach a new level, the added benefit of training in water makes our aqua workouts safe and fun without impact to the joints.
- Thursdays, Barre Essentials: Designed to effectively strengthen, tone, and balance the entire body. The focus is form and precision while performing small isometric movements with light weights and various props. Each class includes motivating music with several highly effective sequences of toning and resistance exercises with an emphasis on the core, arms, seat and thighs.

Sep 8-Oct 15 | 5:15pm-6:15pm | Tue/Wed/Thu | 18 sessions | CARC

\$99 for all residencies

Instructors: (Tue/Thu) Susie Mark, (Wed) Bethany Shaw

Pre-Registration Deadline: Sep 5

REGISTER BY CALLING (301) 387-3786 or EMAILING

maney.gale@garrettcollege.edu

## Beat the Bulge 8-week Fitness

Avoid the winter weight gain that sometimes accompanies the holidays and celebrations by starting great fitness and wellness habits early. The course will begin with a weigh-in and “before” pictures for those who wish to record their progress (confidential). Each week, participants will have access to three classes; Tuesdays 20/20/20, Thursdays Barre Essentials, and Saturdays Variety Fitness. All students will also receive weekly tracking sheets to track other activity and nutrition, along with weekly newsletters with tips, tricks, and recipes. The 8-week course will end with a final weigh-in, “after” pictures, and recognition of accomplishments.

- Tuesdays, 20/20/20: 20 minutes of cardio fitness, 20 minutes of overall sculpting, and 20 minutes of core conditioning, not necessarily in that order, will make each class a worthwhile and results-producing work-out!
- Thursdays, Barre Essentials: Designed to effectively strengthen, tone, and balance the entire body. The focus is form and precision while performing small isometric movements with light weights and various props. Each class includes motivating music with several highly effective sequences of toning and resistance exercises with an emphasis on the core, arms, seat and thighs.
- Saturdays, Variety Fitness: Designed to introduce participants to a variety of fitness classes, each week will focus on a different type of class. Examples can include: Kickboxing, Cardio Dance, Pilates, Total Toning, Power Yoga, and more!

Oct 27-Dec 19 | (Tue/Thu) 5:15pm-6:15pm, (Sat) 8:15am-9:15am

Tue/Thu/Sat | 24 sessions | CARC

\$119 for all residencies

Instructors: (Tue/Thu) Susie Mark, (Sat) varies

Pre-Registration Deadline: Oct 23

REGISTER BY CALLING (301) 387-3786 or EMAILING

maney.gale@garrettcollege.edu

# Homeschool & Youth

## Animal Interest

Dog Obedience.....see page 12

People Training for Dogs.....see page 13

## Music

Piano Studies.....see page 15

Composition/Songwriting for the Music Enthusiast.....see page 14

Music Made Easy.....see page 14

Voice Lessons.....see page 14

Class Guitar I.....see page 15

Beginner Mandolin.....see page 16

Beginner Violin.....see page 16

## Widmyer Driving School

Driver Education.....see page 25

Driver Improvement.....see page 25

## Lifestyle & Leisure

### Estate Planning: The Importance of Wills and Trusts

Estate planning is not just for the wealthy. An estate plan provides the legal mechanism for disposing of property upon death in a way that recognizes your wishes and the needs of your survivors, while minimizing taxes. For many, it can mean planning for the handling of affairs in case of disability, and the personal medical choices to be made as life nears its end. This 2-part course will address the common questions regarding wills and trusts. Part one will center on wills and probate. The class will focus on such issues as: What is a Will and what does it do? What does it take to draft a Will? How do I choose an executor and what percentage of my assets do they take as a commission? The Probate process and is it necessary for my estate? Rita Watson, Register of Wills for Garrett County, will be instructing the course.



Part two will provide an overview on some of the more noticeable legal and financial issues associated with growing old. Some other topics will include preserving and managing assets for a safe and secure retirement, staying in and protecting your home, long-term care insurance, medical assistance and paying for your nursing home care. There will also be discussion of the legal documents all seniors should have such as a will, power of attorney and advanced medical directives. This portion of the course is being instructed by Grantsville native Brandon James Hoover. Brandon is an attorney in the Law Office of Donald S. Goldbloom and an assistant professor at Allegany College of Maryland.

Sep 21-Sep 28 | 6:30pm-9pm

Mon | 2 sessions | SOC

MD SR: \$9 GC: \$10 OOC: \$11 OOS: \$12

Instructors: Rita Watson and Brandon Hoover

### American History: Divisive Issues, Civil War, and Reconstruction

This edition of The American History Series will cover the period of America's history from 1850 to 1876, when divisive issues rattled the nation. Through film, lecture and class discussion this class will examine the issues that divided the nation and led to disunion. Participants will study the Civil War that ensued and the extraordinary decade following the war, known as Reconstruction.

Oct 15-Nov 19 | 6pm-8pm | Thu | 6 sessions | SOC

MD SR: \$39 GC: \$45 OOC: \$50 OOS: \$55

Pre-Registration Deadline: Oct 9

Instructor: Dick Carroll

### The Righteous: Those Who Saved Jews \*\*\*FREE COURSE\*\*\*

Attitudes towards the Jews during the Holocaust ranged from indifference to hostility. This course will examine the efforts of non-Jews who tried to save Jewish lives during the Holocaust. We will look at Sir Nicholas Winton, Raoul Wallenberg, Irena Sendler, and others who risked their lives to help those in need. Many have been recognized by Yad Vashem, World Center for Holocaust Research, Documentation, Education and Commemoration.

Sep 10-Oct 1 | 5:30pm-7pm | Thu | 4 sessions | SOC

Pre-Registration Deadline: Sep 3

Instructor: Beth Luers

### Garrett County's Early Industrial History

This installment of Garrett County history will explore the early industrial development of the county. The class includes an investigation of the various mills – grist, lumber, and iron, as well as, tanneries and distilleries. We'll also look at the agricultural development and the family connections to every major region in the county. In his usual relaxed interactive teaching style, Dr. Neal Brooks says, "All Countians will find something special about each topic treated. Come and contribute your voice!"

Sep 24-Oct 22 (no class Oct 8) | 4pm-5:30pm | Thu | 4 sessions

B & O Railway Station, 117 E. Liberty Street, Oakland

MD SR: \$39 GC: \$40 OOC: \$45 OOS: \$50

Pre-Registration Deadline: Sep 10

Instructor: Neal Brooks







### NRA Basic Pistol Course / West Virginia Conceal & Carry Training

This course teaches the basic knowledge, skills, and attitude for owning and operating a pistol safely.

The course includes classroom and range time learning to shoot revolvers and semi-automatic pistols. Students learn the National Rifle Association's rules for safe gun handling; pistol parts and operation; ammunition; shooting fundamentals; range rules; shooting from the bench rest position, and two handed standing positions; cleaning the pistol; and continued opportunities for skill development. Students will receive the NRA Guide to the Basics of Pistol Shooting handbook, NRA Gun Safety Rules brochure, Winchester/NRA Marksmanship Qualification booklet, take a Basics of Pistol Shooting Student Examination, and course completion certificate.

The classroom portion of the course will occur at Garrett College and the operation and handling demonstration will occur at a secure firing range. The extra time built into the course will allow for a brief lunch break and travel to the range. This course is open to anyone, but it specifically satisfies the requirement to obtain the West Virginia Conceal & Carry Permit, with added section on West Virginia Law.

Students must bring: Firearm & Ammunition. FIREARM AND AMMUNITION MUST BE LOCKED IN TRUNK IN SEPARATE LOCK BOXES until we reach the firing range. Age requirement: 21

Sep 12 | 8am-5pm

Sat | 1 session | SOC

MD SR: \$100 GC: \$115 OOC: \$120 OOS: \$125

Pre-Registration Deadline: Sep 8

Instructor: Rick Sivic

### Maryland Hand Gun Qualification (HQL) Training

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

Sep 19/Nov 21 (SOC) or Oct 31 (McH)

Sat | 1 session

MD SR: \$60 GC: \$65 OOC: \$70 OOS: \$75

Pre-Registration Deadline: Sep 11

Instructor: Rick Sivic

### Refuse to Be a Victim

Refuse To Be A Victim® Seminars teach methods to avoid dangerous situations and prevent criminal confrontations. Experts agree the most important factor in surviving a criminal attack is to have an overall safety strategy before you need it. Seminar topics address personal safety issues as well as home, automobile, telephone, technological, and travel security. Seminar participants are presented with a variety of common-sense crime prevention and personal safety strategies and devices they may integrate into their daily lives.



Refuse To Be A Victim® was developed by the National Rifle Association in 1993 in response to nationwide requests for crime prevention seminars. Members of the law enforcement community across the country have endorsed the program. The program is appropriate for teenagers and up. With more than two thousand instructors, seminars have been held in 50 states, the District of Columbia, Puerto Rico, Canada, and Trinidad and Tobago. Tens of thousands of men and women have benefited from the program and its life saving message.

Aug 18 or Oct 6 | 6pm-9pm

Tue | 1 session | SOC

\$41 for all residencies

Pre-Registration Deadline: Sep 29

Instructor: Rick Sivic

## Line Dancing

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

Oct 14-Nov 18 | 6pm-7pm

Wed | 6 sessions | CARC

\$39 for all residencies



*Terry Whalen is a certified Zumba and LaBlast Instructor along with being a member of "KickIt" Country Dance and former member of the County Pride Dancers of Baltimore.*

*Whalen supports and promotes dance fitness to people of all ages and fitness levels. She encourages a total quality of life - including physical well-being helping to mold healthy, productive and highly engaged people. Line Dance Fitness creates a wellness program boosting health and engagement, creating a strong culture of overall well-being and more focused energetic individuals.*

## Cooking Classes

Tired of cooking the same old meals? Garrett College has teamed up with Catering by the Champions to present an array of cooking classes to get you excited about the process of creating delicious meals. Get out of the kitchen and fire up the grill. Change up recipes to serve delicious family favorites that use healthier ingredient combinations. With fall weather just around the corner, it's time for the hearty soups and stews that highlight late summer vegetables. As each class detail becomes available, check our website for more information. Classes are generally held weekday evenings starting at 5:30 PM at 216 E. Alder St. Oakland. \$65 per person.

## Animal Interest



### Dog Obedience

This class provides new and experienced dog owners the necessary training that dogs need for good manners at home and in public, particularly when meeting new people and dogs. Instruction will be given in polite walking on a leash, sit, down, stay, recalls and help with behavior problems. The basic dog obedience class also lays the foundation for handlers who may want to take the AKC Canine Good Citizen test. Dogs must be six months old. Please note, dogs do NOT attend the first class. Handlers ONLY. \*\*Limit of 6 dogs\*\*

Sep 1-Oct 13 | 6pm-6:45pm

Tue | 7 sessions | McH

MD SR: \$45 GC: \$48 OOC: \$53 OOS: \$58

Pre-Registration Deadline: Aug 31

Instructors: Susan & Thomas Hertz

Sep 8-Oct 13 | 6:30pm-7:15pm or 7:30pm-8:15pm

Tue | 6 sessions | CTTC

\$48 for all residencies

Instructor: Barbara Glover

### All About Dogs - First Aid and Canine Massage

Bringing home a new pet to join your family is always a fun and exciting time. But it also comes with a huge responsibility. This animal now depends on you for food, shelter, medical care, and companionship. In short, you hold their very life in your hands. This fun and informative course will help you cover all some of the basics of canine animal care. Everything from feeding recommendations, bathing tips, and basic first aid topics will be covered. The benefits of massage therapy for your dog are very apparent. Dogs, like humans, respond positively to touch. This is evident when they respond to your petting and rubbing. Yet most people do not understand the techniques best suited to really help ease the pain. Massage therapy is both a preventative measure and a solution for pain and suffering your pet may endure. You will have a more happy, healthy pet if you incorporate a massage into the every day petting and grooming of your four-legged friend. By learning the proper techniques, you can help prevent many common ailments, as well as help realize pain your dog might already be feeling. The class will be divided into two sessions with different material on the topics above provided on each day. The course is for HUMANS only - no pets. Participants are encouraged to bring in their own medium sized stuffed dog for training purposes.

Oct 14-Oct 21 | 6:30-9pm | Wed | 2 sessions | NOC | MD SR: \$29 GC: \$39 OOC: \$44 OOS: \$49

*Debbie Daniels grew up around animals, worked in a vet hospital for year, and now is the owner of her own business in Garrett County called Your Happy Tails LLC. Your Happy Tails is a licensed, bonded, and insured premier group of pet sitters that travel to your home. Not only do we provide pet sitting, but peace of mind knowing you home and pets are well cared for in your absence. For more information about her business check out:*

*www.YourHappyTails.com or her Facebook page at [www.facebook.com/yourhappytails](https://www.facebook.com/yourhappytails)*





## People Training for Dogs

Attention all dog lovers! If you interact with dogs as their owner, caretaker, walker or sitter, groomer or are employed or volunteer at a kennel, veterinary clinic, rescue or shelter, then come join us for People Training for Dogs. Become better informed about the best choices of breed and behaviors for a family pet, identify the appropriate training and training methods for you and your lifestyle and utilize the basic training methods when working with problems and/or unwanted behavior issues. Learn new ways of communicating with your pet and know how you may sometimes contribute to your pet's misbehavior. This is an informative and fun way to learn skills and gain insights to help you and your dog have a happy relationship. This class is for HUMAN students only. Instructor will provide her dog for demonstrations.

Oct 27-Oct 28 | 6:30pm-9pm

Tue/Wed | 2 sessions | CTTC

MD SR: \$29 GC: \$39 OOC: \$44 OOS: \$49

Instructor: Barbara Glover

*From a very early age, Barbara Glover has always had a passion for working with dogs, not just having pets, but for what she could teach them to do. She has trained dogs to compete in obedience, agility, rally, dock diving and some field work. One of her most memorable experiences was teaching her lab/chessie mix to do blind (directed) retrieves, then taking her to South Dakota to watch her do what came naturally.....hunt pheasants. Dusty, her dog, sure made her proud when other hunters would ask me how I trained her to take direction to find something that she didn't know was there. Glover's present teammate, Qwick, earned 9 AKC obedience and agility competition titles in 2013.*

## Home & Garden

### Saving Seeds for the Next Season

Ever wondered which seeds you could save and replant the following season? Tired of hearing buzz words such as hybrid or heirloom and not really knowing what they mean? Learn some basic genetic information and what qualities you should look for in plant seeds if you want to save your seeds for the future. Basic seed saving techniques will be discussed and some easy plants to start with for guaranteed success.

Sep 2 | 1pm-3pm | Wed | 1 session | NOC | \$6 for all residencies | Instructor: Ashley Bodkins

### Mushroom Identification from in the Classroom to the Forest

The course begins with a fascinating slide show presentation that explains how to identify a wide variety of mushrooms found in the local area. The class covers mushroom foraging fundamentals, including the following topics: where to look for different species: habitat preferences, non-edible look-alikes and poisonous mushrooms to avoid, tasty recipes for common edible wild mushrooms, ethical harvesting and how to steward gathering areas, storing and preserving edible wild mushrooms and a review of useful resources: great books and websites on mushrooms. The course concludes with a mushroom foraging hike (transportation is not provided).

The course will be held rain or shine and lunch will be on your own.

Sep 12 | 8am-4pm | Sat | 1 session | NOC

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

Instructor: John Plischke

*John Plischke is an identifying mushroom expert for the Western PA Mushroom Club (WPMC), the Northeast Mycological Federation (NEMF), and the North American Mycological Association (NAMA). Plischke is the author of two the cookbooks, Morel Mushrooms and Their Poisonous Look A Likes and Good Mushroom, Bad Mushroom. The course will be held rain or shine and lunch will be on your own.*



### All About Composting: Bokashi, Traditional, and Vermi-Composting

You have probably heard a little about traditional composting and thought it is too much work. Come to this course and learn the do's and don't for starting a traditional compost pile and also explore some other creative options for recycling vital organic matter. Bokashi composting uses a system of fermentation to break down materials and Vermicomposting uses red wiggler worms, both of these systems will be discussed. You don't want to miss this class!

Sep 22 | 1pm-3pm | Tue | 1 session | NOC

\$6 for all residencies

Instructor: Ashley Bodkins



## Garden Cleanup & Planting Cover Crops

Have you ever wondered what plants were okay to leave in your garden overwinter? What is the best way to get rid of weeds that are going to seed? How deep should you plow plant debris that might be infected with diseases? If you would like to know the answers to these and many other questions then this course is for you! The best way to sow a cover crop and some good examples will be shared!

Oct 13 | 1pm-3pm

Tue | 1 session | NOC

\$6 for all residencies

Instructor: Ashley Bodkins

## Floral Design: Working with Real Pine

Learn about working with real pine greenery during this floral design class to make your very own pine wreath or pine door swag. Lots of inspiration for preparing your home for the holiday season, or possibly making your own gifts! Students will need to pair of gloves (b/c of the pine sap), and a pair of hand pruners. All other materials will be provided.

Dec 1 | 6pm-9pm

Tue | 1 session | NOC

\$39 for all residencies

Instructors: Ashley Bodkins and Tina Gulacci

*Tina Gallucci has 20 plus years of floral experience as a designer at Green Acres Flower Basket and owner/designer of her own shop, Country Garden Expressions for 13 years.*

*Ashley Bodkins received her B.S. degree in Agronomy from WVU and an A.A. degree in Horticulture from Potomac State College. Ashley works for the University of Maryland Extension where she answers home horticulture questions and coordinates the Maryland Master Gardener Program for Garrett County.*

## Music

### Voice Lessons

This course is designed for individual studies in the training of vocal activities related to singing, for all ability levels. Beginning students will learn correct posture and breathing, tone production, diction, sight singing, notation reading, ear training and general principles of vocalizing. Intermediate and advanced students will develop their vocal technique, sight singing ability, and performance quality through appropriate vocal exercises and literature. All students will sing a variety of genres including classical [pieces, musical theatre, art songs, folk songs and pop/rock. Students preparing for college entrance auditions will memorize and apply the International Phonetic Alphabet and perform songs in Italian, French and German. The age range for this course is 7 years old to adult. Sessions will be in ten, half-hour segments by appointment. Lessons begin Sep 14 and are continuous.

Continuous | 10 sessions | SOC

MD SR: \$165 GC: \$175 OOC: \$180 OOS: \$185

Instructor: Leah Shaw

### Composition/Songwriting for the Music Enthusiast

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.

Continuous | 10 sessions | NOC/GC

MD SR: \$165 GC: \$175 OOC: \$180 OOS: \$185

Instructor: Dr. Sean Beachy

### Music Made Easy

Do you love music but would like to know more about what makes it work? If so, this 4-week course is for you! It is designed to help both amateur musicians and those who have little to no experience learn the basics of reading music notation. Throughout the course, each student will learn how to read rhythm and pitch on a treble and bass clef staff, as well as a variety of music symbols including articulations, dynamics, time signature, and temp markings. This course will be taught by the NOC's resident instructor of piano and composition, Dr. Sean Beachy, who has many years' experience working with both new music students and amateur church musicians.

Sep 22-Oct 13 | 7pm-9pm | Tue | 4 sessions | GC

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

Instructor: Dr. Sean Beachy



The University of Maryland Extension programs are open to any person and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, national origin, marital status, genetic information, political affiliation, and gender identity or expression.

## Piano Studies

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

Continuous | 10 sessions

NOC/GC: Instructed by Dr. Sean Beachy | SOC: Instructed by Leah Shaw

MD SR: \$165 GC: \$175 OOC: \$180 OOS: \$185

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



*Dr. Beachy is a local composer and musician and has 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 adjunct instructor of music at Garrett College. He has been a freelance composer and piano accompanist for more than 15 years. He is also the church organist and A/C Coordinator at Frostburg United Methodist Church.*



## Class Guitar I

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.

Sep 14-Nov 16

Mon | 10 sessions | NOC

MD SR: \$165 GC: \$175 OOC: \$180 OOS: \$185

Instructor: Robert Wallace

## Beginner Mandolin

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.

Sep 14-Nov 16 | Mon | 10 sessions | NOC  
MD SR: \$165 GC: \$175 OOC: \$180 OOS: \$185  
Instructor: Robert Wallace

*Local musician, Mr. Robert G. Wallace, 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. While a student at FSU, Mr. Wallace was appointed the position of Music Theory Tutor for 2012, and received several scholarships including the 2011-2012 Thelma Shockley Scholarship, the 2011-2012 Mabel Myers Music Memorial Scholarship, the 2011-2012 and 2012-2013 Marguerite Witwer Richards Scholarship, the 2012-2013 Margaret Ager Smith Music Scholarship, the 2013-2014 Woodward and Virginia Pealer Scholarship, the 2013-2014 Edward S. & Sarah J. Moran Presidential Merit Scholarship, as well as the 2013-2014 Elisabeth Hitchins Memorial Scholarship through the FSU Foundation. Wallace's teaching background is impressive, having taught private lessons for 5 years and he is currently teaching at the Cumberland Music Academy. He has taught students ranging in age from 4 to 70 years old, from beginners through advanced players.*

## Beginner Violin

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.

Sep 14-Nov 16 | Mon | 10 sessions | NOC  
MD SR: \$165 GC: \$175 OOC: \$180 OOS: \$185  
Instructor: Robert Wallace

# Technology



## Technology Basics

Specially designed for the true beginner or the casual computer user, this class will prepare you to choose and use a desktop, laptop, tablet or ipad. We will talk about the components of the devices, get hands-on experience, learn some simple maintenance and safety as well as explore the internet. Expect a relaxed atmosphere and bring in your questions to help fill-in-the-blanks of your computer knowledge.

Sep 14-Sep 28 | 4:30pm-6pm | Mon | 3 sessions | SOC  
MD SR: \$29 GC: \$39 OOC: \$44 OOS: \$49  
Pre-Registration Deadline: Sep 8  
Instructor: Lisa Davis

## Tec Tutor

Here are several opportunities to receive one-to-one tutoring for your desktop/laptop or tablet/ipad. Bring in your device (desktops provided) and your questions and work with a tutor. This is not a repair class, but simple maintenance tips can be shared. The time would benefit beginners and those who may have used earlier versions of devices who want to get up-to-date, but are not sure what to do with the newly purchased technology. Students can sign up for 30 minute sessions @ \$18 per 1/2 hour.

Options at SOC: Sep 14/21 or 28 | Call for time slots between 2pm-4pm  
Options at NOC: Sep 16, Oct 21, Nov 18 or Dec 9 | Call for time slots between 6:30pm-9pm

## Microsoft PowerPoint 2013

Find out what PowerPoint 2013 can do for you, whether you are familiar with an earlier version or new to the application altogether. You will learn everything you need to create dynamic presentations including adding tables, graphics, notes, animations and WordArt to your slides. The course topics appeal to all PowerPoint users – beginner through advanced.

Sep 8-Sep 29 | 6:30pm-9:15pm | Tue | 4 sessions | NOC  
MD SR: \$59 GC: \$69 OOC: \$74 OOS: \$79

## Microsoft Outlook 2013

This hands-on course explores the creation, sending, receiving and management of email. Learn to format your messages, to include graphics and to add attachments. Additional topics include using an email address book and tips on managing your email messages.

Oct 13-Oct 20 | 6:30pm-9:15pm | Tue | 2 sessions | NOC  
MD SR: \$29 GC: \$39 OOC: \$44 OOS: \$49



# PROFESSIONAL DEVELOPMENT

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### Regional Leadership Series at Garrett College

All too often leadership trainings and workshops focus on the leader but leave out the most important component of leadership, the group. A highly effective leader should have a firm understanding of how groups work. Understanding group dynamics and how to apply this knowledge will allow a leader to be more effective with a wide variety of groups. Having leadership skills without an understanding of group dynamics would be like knowing how to drive a car but not understanding traffic laws or road navigation. You would never get where you want to go, or at the very least would not get there safely or efficiently.

This leadership experience presented by the Center for Adventure & Experiential Learning at Garrett College will investigate how we learn about leadership. It will focus on the importance of understanding group dynamics and how to apply this knowledge as a leader. It will involve presentation components, as well as indoor and outdoor experiential activities. The activities will be in the form of games, challenges and a low ropes course. The level of physical difficulty will be adjusted by the facilitators to insure that all who choose may participate. All activities will be Challenge by Choice, you will decide your level of participation.



Michael White is Director of the Center for Adventure & Experiential Learning (CAEL) at Garrett College. Mr. White holds an M.S. in Recreation, Park and Tourism Management from Western Illinois University where he focused on the social psychology of outdoor recreation and education. He has been utilizing outdoor adventure

and experiential programming to foster team growth and leadership development for over 20 years. Highlights of his career include the facilitation of multiple high and low ropes courses, managing a fly fishing guide service in UT, directing a big game hunting and cowboy youth program in TX, leading mountaineering expeditions in the North Cascades of WA state, SCUBA diving in the limestone caverns of FL, and directing a graduate program at Wageningen University in the Netherlands. When he is not developing programs for CAEL or working with students, he volunteers as the Director of Adventure Travel for Africa by Designs Safaris, a voluntourism company based in Karen Kenya, where he coordinates climbs of Mt. Kenya, Mt. Kilimanjaro and hikes in Hell's Gate National Park.

## Business & Management

### HOW TO SURVIVE AN OSHA AUDIT!

### ARE YOU READY?



**MONDAY, SEPT. 28 & WEDNESDAY, SEPT. 30**

**5:00 PM - 9:00 PM**

**Garrett College, McHenry Campus**

**MD SR: \$150 GC: \$175 OOC: \$175 OOS: \$175**

*PRESENTED BY WESTERN MARYLAND CONSULTING*

#### TOPICS WILL INCLUDE

**MOSHA PHYSICAL INSPECTIONS**

**10 MOST CITED VIOLATIONS FOR 2013**

**TRAINING REQUIREMENTS FOR YOUR INDUSTRY**

**IMPLEMENTING A SAFETY PROGRAM FOR YOUR BUSINESS**

**WORKERS COMPENSATION**

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### Managing Conflict When the Heat is On

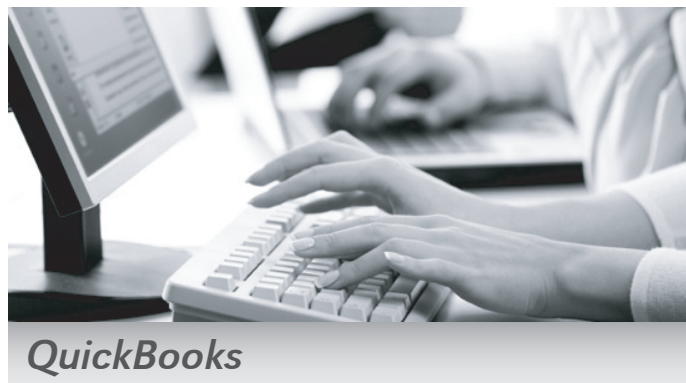
Have you ever been frustrated when dealing with the public or been in the middle of conflict at work? Mark Isabella of Isabella & Associates can guide you in managing conflict in a positive and productive way. This 3-hour introductory course will: 1) Identify and incorporate conflict goals and interests in negotiations; 2) Alter patterns of dysfunctional conflict; 3) Avoid natural responses to conflict that derail negotiations and harm relationships; and 4) Use collaborative techniques more frequently and effectively. Mark Isabella is the Assistant Director for Innovation and Change Leadership for the WV Division of Personnel.

Oct 27 | TBD | TBD | 1 session | McH

MD SR: \$145 GC: \$150 OOC: \$155 OOS: \$160

Instructor: Mark Isabella of Isabella & Associates

## Computer Applications



### QuickBooks I

The 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.

This course has already started as part of the Spring/Summer semester.



Please contact us for the next series start date.

### QuickBooks II

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.

This course has already started as part of the Spring/Summer semester.



Please contact us for the next series start date.

## QuickBooks III

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

Sep 15-Sep 22 | 6pm-9:15pm | Tue | 2 sessions | GC  
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109



*Sarah J Wilt, who is a Certified Bookkeeper, QuickBooks ProAdvisor and a Licensed Tax Preparer with her own firm in Grantsville for the last ten years. She has worked in the accounting field for 17 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 Payroll

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

Oct 6-Oct 13 | 6pm-9:15pm | Tue | 2 sessions | GC  
MD SR: \$89 GC: \$99 OOC: \$104 OOS: \$109

## CPR & Healthcare

### HeartSaver First w/CPR

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

Oct 27-Oct 29 | 5:30pm-8:30pm | Tue/Thu | 2 sessions | McH  
MD SR: \$55 GC: \$60 OOC: \$65 OOS: \$70  
Pre-Registration Deadline: Oct 23  
Instructor: Cathy McGoldrick

### BLS (Basic Life Support) for Healthcare Providers

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

Oct 19 | 5pm-9pm | Mon | 1 session | McH  
MD SR: \$45 GC: \$50 OOC: \$55 OOS: \$60  
Pre-Registration Deadline: Oct 16  
Instructor: Cathy McGoldrick

## GARRETT COLLEGE CENTER FOR ENTREPRENEURSHIP & INNOVATION

***"For those who own a small business or those who want to!"***



Complete service suite to support aspiring, new or existing small business owners and their teams:

- Regular workshops and conferences to help all in the small business community
- Cost-effective office space and services for start-ups
- Consulting and mentoring for all types of small business needs
- Seminars and webinars to help small businesses keep current and competent
- Advice and access to local and regional funding sources
- Networking and co-location services through our coworking HIVE

Located in the Garrett Information Enterprise Center (GIEC) on the Garrett College Campus  
For further information or to discuss your business ideas, please contact Mike at 301.387.3167 or at  
[mike.tumbarello@garrettcollege.edu](mailto:mike.tumbarello@garrettcollege.edu)



# Entrepreneurship & Small Business

## Launching Your New Business \*\*\*FREE WORKSHOP\*\*\*

Launch your business with confidence and on the right foot. Topics include: types of business entities, lifestyle impacts, funding and aid available, licensing and tax considerations, product development and positioning, marketing and budgeting. Recommended for anyone thinking of starting a business in the Garrett County area.

Nov 5 | 5:30pm-8:30pm | Thu | 1 session

Pre-Registration Deadline: Nov 2

Instructor: Mike Tumbarello

## Entrepreneurship for Non-Credit Students

Here's a chance to learn about entrepreneurship, as well as starting and managing a small business all in one semester. This course mirrors Garrett College's credit course (BU289.01) and is co-located in the same classroom at the same times. This will enable those not seeking credit to interact with and benefit from the same material and lectures as those in Garrett's degree program. This course, adopted from a course created and delivered at Johns Hopkins University, is a straightforward workshop that is experience-driven and practical in nature, so don't fret if you are new to the college environment. The course is intended to provide understanding of the complexities of launching a new business (or non-profit), with topics including: building a business plan, identifying and marketing to potential customers, financial planning and legal risks and benefits. Plus, as a non-credit student, you do not have to take tests! If you are considering launching or are currently running your own business this course is a must attend!!!

Sep 9-Dec 16 | 5:15pm-6:45pm | Mon/Wed | 28 sessions

MD SR: \$50 GC: \$75 OOC: \$100 OOS: \$125

Pre-Registration Deadline: Sep 1

Instructor: Mike Tumbarello

## Practical Market Research and Marketing

Many businesses don't have a true market-driven marketing plan and instead rely on various unplanned efforts to identify and reach their target markets and prospects. This two and a half hour practical workshop will present the world of market research and marketing in a practical, easy-to-understand and easy-to-implement way. Students will understand: the power of market research, the difference between market and marketing research, the types of inexpensive research techniques available to entrepreneurs, the art and science of market segmentation, product differentiation, branding and brand management and marketing mix development and management.

Oct 16 | 9:15am-11:45am | Fri | 1 session

MD SR: \$20 GC: \$25 OOC: \$30 OOS: \$35

Pre-Registration Deadline: Oct 5

Instructor: Mike Tumbarello

### Check Out The Buzz: The New Hive at Garrett College!!!

Stop by and see what all the "buzz" is about. The Garrett Hive, located in the Garrett Information Enterprise Center (GIEC) business incubator on the College's campus is a great place for new or solo entrepreneurs to gain 24/7 cost-effective access to a great workspace, interact with other freelancers or solopreneurs, network and gain access to 24/7 broadband wireless. Plus, Hive members get to attend entrepreneurship classes for free! Check us out by calling 301.387.3167 or stopping by the GIEC in Mchenry. See you at the Hive...

*Mike Tumbarello is a seasoned, successful entrepreneur, consultant, educator and coach. After a successful corporate career, Mike has formed or run four start-up ventures and has consulted with numerous others. He has also developed and delivered courses at the undergraduate and graduate level. His approach is practical, actionable and hands-on and recognizes and embraces the different approaches and experiences of his diverse students and clients. He can help someone considering starting a new business or a seasoned entrepreneur that needs some objective guidance.*



# Online Offerings

## Online Career Training Programs!



**Are you Unemployed? Get re-trained and get back to work.**

### *WIA approved Career Training!*

- Educational Mentors are available to answer questions and assist you as you study
- All our courses are all open-enrollment and self-paced, you can start anytime you are ready
  - Most programs can be completed in 3 to 6 months but you have 12 months to complete a program, if needed
    - All course materials are included with your course
    - You'll be able to sit for industry certification, when available
  - You'll receive a certificate of completion for each of your courses

### Online Learning Features:

- Open Enrollment
- Affordable Tuition
- Professional Training
  - Expert Mentors
- Materials Included
  - Available 24/7

### Online training programs for today's hottest careers:

- Business & Management
- Counseling & Coaching
- Education & Child Care
  - Fitness & Health
- Green & Sustainable Energy
- Healthcare & Medical
- Hospitality & Travel
- Information Technologies (IT)
  - Legal & Paralegal
  - Skilled Trades



***We offer career training programs eligible for service members to use their TA benefits.***

#### **What is TA?**

Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, Coast Guard and National Guard. The Armed Forces offers Active Duty soldiers and Reservists Tuition Assistance (TA) up to \$4,500.00 to current military members, which can be used for college courses, vocational training, and certificate courses taken during off-duty hours.

Each service has its own criteria for eligibility, obligated service, application process and restrictions. This money is usually paid directly to the institution by the individual services. Additionally active duty members may elect to use the MGB "top-up" in addition to their service provided TA to cover high cost courses. TA is not a loan; it should be viewed as money you have earned, just like your base pay.



**Want to get started? Find out what career training programs are covered today!**

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Begins Today!**



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

Contact us  
today to  
learn more!

**Garrett College - CEWD  
301-387-3069**



[connie.meyers@garrettcollege.edu](mailto:connie.meyers@garrettcollege.edu)



## Ed2go Career Training Programs

For program or certificate details, course descriptions, and costs of programs, please visit our website at [www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd) and click on the Ed2go Career Programs button.

- Business & Professional  
(67 different programs or certificates)
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(6 programs or certificates)
- Healthcare and Fitness  
(26 programs or certificates)
- Hospitality and Service Industry  
(17 programs or certificates)
- IT and Software Development  
(39 programs or certificates)
- Management and Corporate  
(41 programs or certificates)
  - Media and Design  
(16 programs or certificates)
- Skilled Trades and Industrial  
(25 programs or certificates)
- Sustainable Energy and Going Green  
(11 programs or certificates)

### How to Make Money With Your Writing

Instructor: Dr. Eva Shaw

You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how-to's here.

In just six weeks, I'll share secrets, methods, and tips to help you generate income with your writing. This class includes all the practical information that so rarely gets taught in writing classes.

Now I know in most courses and social groups it's taboo to discuss money... but not here. We'll embrace it! Making money is the focus of the lessons.

You'll explore a dozen genres that can help you establish a sometime, part-time, or full-time career as a writer. Along the way, you'll learn methods to work faster, suffer less rejection, and bring home more bacon (even if you're a vegan like me).

You'll get facts on ghostwriting, collaboration, writing for the Web, writing for new technologies, copywriting, article and essay writing, and novel and nonfiction book writing, plus I'll give tips for finding publishers and agents. And you're going to practice different writing techniques in a safe environment as I mentor you.

Please join me for this course. Fulfilling (and lucrative) writing work is waiting for you!

*Hundreds of courses online,  
all starting every month!*

### How Do Ed2go Online Classes Work?

Our online classrooms can be accessed over the Internet at any time of day or night. You will be able to participate entirely from the comfort of your home or office at times that are most convenient to you.

All courses run for six weeks. Two lessons are released each week for the six-week duration of the course. You do not have to be present when the lesson is released, but you must complete each lesson within two weeks of its release. If enrolling in a series of two or more courses, be sure to space the start date for each course at least two months apart. Interactive quizzes, assignments, and instructor-facilitated online discussion areas supplement the lessons – all provided in each course over the Web.

All courses require Internet access, E-mail, and a Netscape or Internet Explorer Web browser.

### 12 Steps to a Successful Job Search

Instructor: Todd Bermont

Get the job you want quickly and easily and in any economy. In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You'll then be given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. You will learn how to build rapport with any interviewer, both verbally and non-verbally, while mastering the six phases of a successful job interview. This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want.

For a more detailed listing of course titles with full descriptions & pricing information, visit our website at [www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd) and click on the Ed2go button.



# UGotClass

For more information or to register,  
please contact 301-387-3069



## BUSINESS

Business Research Certificate  
Introduction to Business Research  
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Qualitative Business Research  
**NEW!** Cash is King  
Certificate in Customer Research  
Certificate in Data Analysis  
Introduction to Data Analysis  
Intermediate Data Analysis  
Advanced Data Analysis  
Cyber Security for Managers  
Entrepreneurship Certificate  
Entrepreneur Boot Camp  
The Business Plan  
Entrepreneurial Marketing  
**NEW!** Funding Your Business  
Media Buying Strategies  
Practical Math for the Workplace

## BUSINESS COMMUNICATION

Advanced Neuro-Linguistic Programming (NLP)  
Certificate in Customer Service  
Keys to Customer Service  
Extraordinary Customer Service  
**NEW!** Effective Copywriting  
**NEW!** Female Bullying in the Workplace  
Certificate in Presentation Media  
Prezi  
Photoshop for Presentations  
Creating Visual Presentations  
**NEW!** Certificate in Self-Publishing and eBooks  
**NEW!** Growing Your Business with Self Publishing  
Self Publishing eBooks  
**NEW!** Marketing eBooks  
Neuro-Linguistic Programming (NLP) Fundamentals  
Certificate in Workplace Communication  
Conflict Management  
Negotiation: Get What You Want  
Using Personality Profiles for Better Work Performance

## CAREER SKILLS

**NEW!** Getting Started in Voice Over  
**NEW!** How to Setup, Protect, and Maintain Your Windows 8 PC  
**NEW!** Mastering Computer Skills for the Workplace  
**NEW!** Mastering Microsoft Excel

## HEALTH

Dementia Care  
Dementia for Family Care Givers  
Key Elements of Elder Care  
Spanish for Medical Professionals  
Spanish for Medical Professionals II

## HUMAN RESOURCES

**NEW!** Applying Lean Sigma Practices to HR Functions  
Business Coaching Certificate  
Mentoring & Coaching in the Workplace Level 1  
Mentoring & Coaching in the Workplace Level 2  
Onboarding New Employees

## LEADERSHIP

Certificate in Leadership Development (For Gen Y)  
Leadership Principles  
Developing Your Leadership Skills  
Developing Your Professional Career  
**NEW!** Executive Leadership in the 21st Century  
**NEW!** Fatal Leadership Errors

## LEED GREEN WORKPLACE

LEED AP+ Building Design and Construction  
LEED for Existing Buildings: Operations +  
Maintenance Exam Preparation Study  
LEED Green Associate Exam Preparation

## MANAGEMENT

Accounting & Finance for Non-Financial Managers  
Certificate in Non-Profit Administration  
Revenue Generation for Non-Profits  
Program Evaluation for Nonprofit Professionals  
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Interview Skills  
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Time and Productivity Management  
Managing Generations in the Workplace  
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Introduction to Inbound Marketing  
Content Marketing  
Advanced Inbound Marketing  
Mobile Marketing Certificate  
Introduction to Mobile Marketing  
Creating Cell Phone Apps for your Business  
Advanced Mobile Marketing  
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Video Marketing  
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Introduction to Social Media  
Marketing Using Social Media  
Integrating Social Media in Your Organization

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Designing Successful Webinars  
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## TRAINING FOR K12 TEACHERS

Gender in the Classroom  
Generational Learning Styles for K-12 Teachers  
Online Learning & Teaching for K-12 Teachers  
Social Media and Online Tools for K-12 Teachers  
Students with ASD (Autism Spectrum Disorder)  
Substitute Teacher Preparation  
Using Cell Phones in the Classroom



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**Intro to Family Law**

This course is designed to teach the fundamentals of Domestic Relations. Topics to be discussed include: pre-nuptial agreements, property division, divorce, child custody, spousal support, and settlement agreements. This course will not provide legal advice to students with individual situations. The course will be taught in an online format using applicable tools such as excerpts, law review articles, case studies, etc.

**Intro to Animal Law**

This course will take an inside look at some ways animals are being abused and what is being done by legislation to protect them. The course will be taught in an online format using applicable tools such as excerpts, law review articles, case studies, etc.

**Become Your Own Landlord**

This course is designed to teach the fundamentals of renting real property. Topics to be covered include: types of leases, the Fair Housing Act, subleasing, and tenant defaults. This course will not provide legal advice with individual situations. The course will be taught in an online format using applicable tools such as excerpts, law review articles, case studies, etc.

For more information or to register, please call 301-387-3069.

**Online Sewing Classes With Eric W. Stiles**

- Sewing/Construction
- Pattern Drafting
- (Choice of Pant Pattern, Skirt Pattern, or Shirt Pattern)
- Custom Pant Class

View videos of sample online classes with Eric W. Stiles at:

<http://ewsacademy.org/SAMPLE-ONLINE-CLASS-VIDEOS.HTML>

Arranged | 8 online sessions | \$96 for all residencies

Pre-Registration Deadline: 1st Day of Class



## Online Foreign Language Courses

**Language Authority**

For more information or to register, call 301-387-3064 or visit our website at [www.garrettcollege.edu/cewd](http://www.garrettcollege.edu/cewd).

**Conversational Courses:**

Spanish  
Chinese  
Dutch  
Italian  
German  
French  
Portuguese

**Occupational Spanish Classes:**

Finance  
Real Estate  
Customer Service  
Teachers  
Health Care  
Police  
Corrections  
Fire Arms  
911 Dispatch  
Park Rangers



Arranged | 12 online sessions | MD SR: \$79  
GC: \$89 OOC: \$94 OOS: \$99



The widest range of expert training courses and tools all in one place!

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- ISO Courses
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For more information on 360Training courses or to register, visit our website at

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

and click on the 360Training button.



### Introduction to Voiceovers

Are people always telling you that you have a great voice? Do you often find yourself listening to your favorite audio book, commercial, or cartoon character and thinking, "I could do that"? If so, then you could have what it takes to begin working as a professional Voiceover Artist. In this fun and empowering 90-minute Introductory workshop, you will learn about the different types of voiceovers and what tools are needed in order to find success in the voiceover industry. Your instructor will coach you in this one-on-one, online setting as you read from real scripts, taking notes on your performance so you can receive a professional voice evaluation later. Come ready to laugh, learn, and be inspired...this class is taught by a professional voice actor from the Voice Acting Training Company, Voices For All.

Arranged | 90 minute session | Online | \$39 for all residencies



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.

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# Workforce Program Information

## Workplace Essentials

Workplace Essentials is a class designed to prepare participants with knowledge and skills to become an outstanding employee. Local employers requested training in the 'soft skills' that are important to business and yet lacking in many job seekers. Workplace Essentials is a response to those local needs. The first session dives into employment goals, the realities of the paycheck, what skills are needed in all jobs, and what employers expect in a good employee. An on-line Webquest introduces etiquette, professionalism, attitudes, communication, customer service concepts, as well as highlights of what Garrett County has to offer. A workbook accompanies the Webquest while an on-line quiz helps students/instructors evaluate progress. The final class session will bring the group back together to review the online lessons, practice listening skills, customer service interactions, and work through scenarios that include proper etiquette and appropriate problem solving. Classes are taught in small groups of individual registrations or by businesses requesting training for a group of employees.

Please call for registration details. 301 387-3069

## FUTURE PROGRAMS

### Allied Health-EKG Technician - January 2016

Garrett College plans to expand courses and training programs in the Allied Health Field. We anticipate offering an EKG Technician training program in January 2016.

### Allied Health-Health Information Technology - January 2016

Garrett College plans to expand courses and training programs in the Allied Health Field. The requirement to store medical records electronically and provide cyber security will expand employment opportunities in this area.

### Certified Clinical Medical Assistant (CCMA) - January 2016

This training program prepares students to provide both direct patient care as well as manage the administrative tasks required in a medical facility. The following topics will be taught in a series of 6 classes: Office Administration, General Patient Care, Phlebotomy-Venipuncture, EKG Tech, Processing of Laboratory Tests, and an Externship.

### Computer Aided Manufacturing/Machining (CAM) Certification - January 2016

This course is designed to prepare students to earn an industry recognized certificate from the National Institute of Metalworking Skills (NIMS) and Autodesk. Students will be taught the skills needed to decrease cycle time, reduce waste, and improve quality in an advanced manufacturing environment.

### Dental Assistant - January 2016

This training program is designed to prepare students for an entry level position in a dental practice. Topics to be taught include an introduction to the field, safety, theory, general office procedures, and clinical application of required skills.

### Home Health Aid - October 2015

This training program is designed to prepare students to provide in home care & support enabling individuals of any age to remain in their home. Employment opportunities are available through various home health care placement agencies, local non-profit organization, and the State of Maryland. CPR, OSHA, and the Center for Disease Control (CDC) requirements are included in the curriculum.

## ICD-CM 10/ICD-PCS Coding Seminar

In cooperation with Clinical Information Management Associates, LLC (CIMA), Garrett College will offer a workshop on the International Classification of Diseases Revision 10 Clinical Modification (ICD 10-CM) and related changes for the Procedure Coding System (ICD-10-PCS) in preparation for the anticipated ICD-10-CM/PCS implementation date of October 1, 2015. The workshop will consist of an introduction and intensive training in the ICD-10-CM and ICD-10-PC code set for application in outpatient, inpatient settings, and physician offices. Instruction topics will include: overview, organization and structure of ICD-10-CM and ICD-10-PCS classification systems, coding conventions, and a chapter-by-chapter review, comparison of ICD-10-CM and ICD-9-CM, implementation issues and challenges, general and official section-specific coding rules, and guidelines. Integrated throughout the workshop are opportunities to complete exercises and complete comprehensive case scenarios. Included in the registration are materials needed to learn ICD-10-CM/PCS. If you have your ICD-10 code book(s), a discount will be applied. Group rates are available depending on the size of the group. The agenda, costs, registration and further details are posted on the following website: [www.clinical-information-mgt.com](http://www.clinical-information-mgt.com) or by calling 1-800-604-2462. Ethel Johnson, RHIA, CCS-P; AHIMA, will be instructing the course. She is an approved ICD-10-CM & PCS Trainer/Ambassador member and Principal of Clinical Information Management Associates, LLC.

ICD-CM (diagnosis) Training:

Sep 11 | 7:30am-5pm | NOC

ICD-10-PCS (procedure) Training:

Sep 17-Sep 18 | 2 sessions | NOC

(Thur) 7:30am-5:30pm & (Fri) 8am-2pm

### ONLINE REGISTRATION

[www.clinical-information-mgt.com](http://www.clinical-information-mgt.com)

CALL: 1-800-604-2462

## CERTIFIED NURSING ASSISTANT (CNA)

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

COURSE	HOURS OF INSTRUCTION & CLINICAL EXPERIENCE	APPROXIMATE COST FOR GARRETT COUNTY RESIDENTS
Certified Nursing Assistant - Theory Topics for the course include the role and responsibility of nursing assistants, major organs and body systems, common medical terms and abbreviations, ambulating devices, human growth and development, ethical and legal issues, and demonstration of various nursing assistant functions. Students must complete the Theory portion of the course with a minimum of 80 % to move on to the Clinical portion.	77	\$650
Certified Nursing Assistant - Clinical This class includes a 40 -hour clinical component of the C.N.A. course and an 8-hour skills practice and final exam. Students must first successfully complete the Theory portion before attending this class. Both classes must be successfully completed to apply for the Maryland C.N.A. license. During the supervised Clinical portion of the course, students will provide demonstrations of learned skills with nursing home residents for evaluation against accepted standards. 100% attendance is required and students must be evaluated as satisfactory in all areas during the skills final exam to successfully complete the C.N.A. course. Students who do not complete must re-take both the theory and clinical components. Scrubs and current TB test are required for clinicals.	40	
Fingerprint Fee, Criminal Background Check, Application Fee		Approx. \$80
<b>ESTIMATED TOTAL HOURS</b>	<b>117</b>	<b>\$730</b>

### Location of Training:

Varies by semester: may be at Career Technology Center in Accident or at Southern High School

### Time to Complete Program:

Approximately 2-3 months. Schedule times vary by semester.

### 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.

### Certifying Professional Association/Agency:

Maryland Board of Nursing

### Additional Requirements:

Potential students must demonstrate a minimum of 9th grade language arts skills and 8th grade arithmetic skills on literacy testing prior to registration.

Call 301-387-3087 for more information and to schedule testing.

## MEDICAL OFFICE SUPPORT WITH ELECTRONIC HEALTH RECORDS SKILLS

*Medical Office Support staff perform and coordinate the administrative activities of a medical office whether it is a physician, clinic, hospital or other medical facility workplace. They store, retrieve and integrate information for dissemination to staff, patients and clients. Office personnel often register patients, schedule appointments, answering phones, process communications, and enter data into Electronic Health Records systems.*

COURSE	START DATE	END DATE	SATURDAY CLASS
Medical Terminology for Healthcare Professions	Aug 13	Sep 17	Aug 22
Medical Front Desk Receptionist	Sep 22	Oct 20	Sep 26 / Oct 17
Introduction to Electronic Health Records	Oct 22	Dec 1	Nov 21
Medical Billing and Patient Accounting	Jan 19	Feb 16	Jan 30 / Feb 13
Medical Coding for the Non-Coder*	Feb 18	Mar 24	Mar 19
CPR for Healthcare Professionals			

PRICING FOR TUITION & FEES PER COURSE	
(Prices do not include textbooks & materials)	
MD Senior (60+)	\$269
Garrett County Resident	\$279
Out-Of-County Resident	\$284

### Location of Training:

Garrett College's Northern Outreach Center, Grantsville, Maryland. 301-387-3750 or 301-895-4700

### Time to Complete Program:

Approximately 6 months. Courses to be held evenings and Saturdays.

### Requirements:

High School Diploma or GED. Students currently enrolled in an Adult Education Program to prepare to earn a high school diploma may be eligible to enroll with Program Coordinator approval. All students must be computer literate. Please note that a CPR class is also required and must be scheduled by the student.

### Successful Completion:

Students should be prepared to take the national certification exam to become a Certified Medical Administrative Assistant (CMAA). Students will have access to a Continuing Education academic record (transcript).

### Certifying Professional Association/Agency:

National Healthcareer Association (NHA) [www.nhanow.com](http://www.nhanow.com)

### Additional Information:

- Courses are to be offered Tuesdays and Thursdays, 6:00 to 9:15 pm and 1 Saturday per month, 8:30 am to 3:30 pm.
- For every 3 hours of training we provide a 15 minute break and ½ hour is allowed for lunch on Saturdays.
- Each course is 39 hours, with the exception of CPR training which you are to schedule on your own through the Red Cross or I would need a copy of a valid card that you have already had the training.
- A list of required textbooks will be provided upon registration.



## PHLEBOTOMY TECHNICIAN-VENIPUNCTURE & SPECIMEN COLLECTION

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

COURSE	HOURS OF INSTRUCTION & CLINICAL EXPERIENCE	APPROXIMATE COST FOR GARRETT COUNTY RESIDENTS
Introduction to Health Science Professions (Includes the cost of text book, lab fee & tuition)	42	\$450
CPR-Must be American Heart Association Approved (Can be provided by Garrett County Hospital)	8	Not included in tuition. Dependent on provider.
Venipuncture-Didactic, theory, and laboratory simulation (Includes the cost of text book, lab coat, fees & tuition)	63	\$650
Externship (Includes the cost of scrubs, fees & tuition) Students must complete 100 successful venipuncture/sticks and 10-25 successful capillary punctures to meet externship requirements. The time to complete will depend on the clinical site and student skill.	40 - 65	\$300
National Health Career Association Certification Exam		Approximately \$125. Not included in tuition.
<b>TOTAL PROGRAM - Includes all instructional materials, (1) lab coat, &amp; (1) set of scrubs. Does not include the cost of CPR training or National Health Career Association Exam.</b>	<b>180</b>	<b>\$1400</b>

### Location of Training:

Venipuncture Theory – Career Technology Training Center, Garrett Industrial Park, 116 Industrial Park Drive, Accident, Maryland.

Externship: conducted at Garrett Memorial Hospital and various other medical sites.

### Time to Complete Program:

Approximately 6 months. Classes are held 2 evenings per week. Externship (90 hours) must be completed within an 8-10 week time frame. A detailed training schedule will be provided at the Orientation and Information Session.

### Successful Completion:

- Students will be prepared for an entry level position as a phlebotomist/venipuncture tech.
- Students must maintain a 75% average on quizzes and tests in each class and meet attendance requirements and pass the National Health Care Association Certification Exam. 100% attendance is required for CPR and the HIPPA portion of Introduction to Health Science Professions.

### Certifying Professional Association/Agency:

National Health Career Association

### Additional Requirements:

- Students are required to have a High School Diploma or equivalent.
- Students must participate in an Orientation and Information Session. Call 301-387-3772 for the planned dates and times.
- Proof of health insurance coverage is required at time of registration.
- Eligibility to participate in the program is in part dependent upon a criminal background check.
- Certification that vaccinations for MMR, PPD, Hepatitis B, tetanus, and flu are current. The cost of the vaccinations is the responsibility of the student.
- Sites for externship/clinical hours may require random drug testing.
- Students must have transportations to complete externship hours within a 50-60 miles radius of Garrett College.

## VETERINARY ASSISTANT

*Veterinary Assistants aid 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.*

COURSE	HOURS OF INSTRUCTION & CLINICAL EXPERIENCE	APPROXIMATE COST FOR GARRETT COUNTY RESIDENTS
Veterinary Assistant One - Orientation to the Veterinary Profession	43	\$400
Veterinary Assistant Two - Outpatient Diagnosis & Treatment	45	\$350
Veterinary Assistant Three - Inpatient Treatment & Care	45	\$350
<b>TOTAL PROGRAM</b> - Includes all instructional materials & one set of scrubs for clinical experience.	<b>133</b>	<b>\$1100</b>

### Location of Training:

Career Technology Training Center, Accident, Maryland  
 Carol Mowbray Brooks, Director of Adult Education and Workforce Development  
 301-387-3770

### Time to Complete Program:

Approximately 6 months. Classes are held 2 evenings per week or one evening and one Saturday per week. Clinical experience is scheduled throughout the program at various animal care facilities.

### Successful Completion:

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

### Certifying Professional Association/Agency:

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

### Additional Requirements:

- **Students are required to have a High School Diploma or equivalent.** *Students currently enrolled in an Adult Education Program to prepare to earn a high school diploma may be eligible to enroll with Program Coordinator approval.*
- Students are required to participate in an advising and information session. Call **301-387-3770** to schedule the advising session.
- Garrett College does not require a background check or drug testing; however, individual animal care facilities may require our student 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 insure their immunizations including a tetanus shot are up to date.
- Students must have transportation to complete clinical experiences within a 50-60 mile radius of Garrett College.

## CERTIFICATE IN APARTMENT/BUILDING MAINTENANCE TECHNICIAN (CAMT)

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

COURSE	HOURS OF INSTRUCTION	APPROXIMATE COST FOR GARRETT COUNTY RESIDENTS
CFC-EPA Section 608 Certification. <i>(This is a prerequisite prior to completing the Appliance Repair and HVAC modules.)</i>	21	\$200
CERTIFICATE IN APARTMENT/BUILDING MAINTENANCE TECHNICIAN (CAMT)	91	\$985
Two (2) On-Line Classes		
Electrical Maintenance and Repair		
Plumbing Maintenance and Repair		
HVAC Maintenance and Repair		
Appliance Maintenance and Repair		
Interior & Exterior Maintenance and Repair		
Job Shadow (Optional)	24	\$35
<b>TOTAL COST for CFC-EPA &amp; CAMT</b>		<b>\$1185</b>
<b>TOTAL COST for CFC-EPA , CAMT &amp; Job Shadow</b>		<b>\$1220</b>

### Location of Training:

Career Technology Training Center, Accident, Maryland. 301-387-3770

### Time to Complete Program:

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

### 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.

### Certifying Professional Association/Agency:

National Apartment Association Education Institute (NAAEI)

### Additional Requirements:

- Students are required to have a High School Diploma or equivalent. *Students currently enrolled in an Adult Education Program to prepare to earn a high school diploma may be eligible to enroll with Program Coordinator approval.*
- Students must pass the CFC-EPA Section 608 Certification exam prior to starting the modules on appliance repair and HVAC.
- Call 301-387-3770 to obtain additional information and to register for the training program.



## COMMERCIAL VEHICLE TRANSPORTATION SPECIALIST

### Class A, CDL Training

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 training, the student will be taken to demonstrate at their local Department of Motor Vehicles to obtain a Class A license. Estimated cost \$3870.00



### Learner's Permit Prep Course

This two-day course will prepare students for the Motor Vehicle Administration (MVA), Class A or B Commercial Driver permit exam. The course includes instruction on the following topics: general knowledge, air brakes, combination vehicles, study and test taking skills. This course is taught through a combination of lecture, discussion, and hands on activities. It is recommended that students get a CDL Manual at the local MVA office and review prior to start of class. Although we cannot guarantee that a student will be successful on his/her first attempt, we will make every attempt to provide the student with adequate instruction to be successful. Estimated cost \$99.00

### Class B, CDL Training

This course will cover the essentials 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. To register for the course, the student must already possess the following paperwork: a current Department of Transportation (DOT) Physical which cannot expire during the training period, a drug screen less than sixty (60) days old, and a Class B, CDL Learner's Permit. Estimated Cost \$1850.00



#### Location of Training:

Mountain Top Truck Driving Institute. 301-895-4700

#### Time to Complete Program:

**Class A:** The training will encompass 210 hours (30 days) of training and will be offered in a weekday, evening or a weekend setting. The weekday option will be 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 duration of 15 weeks; thus, Saturday and Sunday, 8:00 a.m. to 4:00 p.m.

**Class B:** 6 days duration - arranged

#### Successful Completion:

**Class A:** The curriculum consists of classroom, range skills and over-the-road instruction to acquire the fundamentals for operating trucks and tractor trailers for those that require a Class A license.

**Class B:** With a Class B CDL, you can drive cement, gravel, delivery, and refuse trucks that will allow you to make a good salary and stay close to home.

## MACHINING

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

COURSE	CLASS ROOM HOURS OF INSTRUCTION	COMPUTER BASED TRAINING HOURS OF INSTRUCTION	APPROXIMATE COST FOR GARRETT COUNTY RESIDENTS
OSHA Safety	12		\$100
Preparation for Machining	24	8	\$400
Job Planning, Bench Work & Layout	24	8	\$450
Manual Milling	38.5	8.5	\$600
Manual Turning	38.5	8.5	\$600
<b>TOTAL MANUAL MACHINING</b>	<b>137</b>	<b>33</b>	<b>\$2150</b>
CNC Milling Set-Up & Programming	56	10	\$700
CNC Turning Set-Up & Programming	56	10	\$700
CNC Milling: Operation	56	10	\$750
CNC Turning: Operation	56	10	\$750
<b>TOTAL CNC (The cost for NIMS testing and text books are included in the cost of tuition &amp; fees)</b>	<b>224</b>	<b>40</b>	<b>\$2900</b>

### Location of Training:

CNC Classes - Career Technology Training Center, Accident, Maryland. 301-387-3770  
Manual Machining Classes - Southern High School, Oakland, Maryland.

### Method of Instruction:

Classroom, hands-on experimental in a Machine Shop, independent Computer Based Training (CBT).

### Time to Complete Program:

Approximately 12-24 months. Classes are held in the evening and on Saturday. Students may be able to accelerate completion by demonstrating competency through NIMS testing.

### Successful Completion:

- Students will be able to demonstrate core competencies as outlined by NIMS.
- A NIMS Credential for *Preparation for Machining* and *Job Planning, Bench Work & Layout* can be earned by achieving a passing score on the NIMS on-line test.
- Students will also have the opportunity to earn 1-4 additional NIMS Credentials.
- Students can complete the entire program or take individual classes based on prior learning and credentialing goals.
- *Preparation for Machining is a required prerequisite for all Machining classes unless the student is able to demonstrate prior learning through NIMS testing.*
- *Manual machining experience or prior training is required prior to enrolling in CNC classes.*

### Certifying Professional Association/Agency:

National Institute of Metalworking Skills (NIMS)

### Additional Requirements:

- Students must have a High School Diploma or Equivalent.
- Math and reading skills may be assessed to determine if students are prepared to complete the course of study.
- Students must register for OSHA 10 at the same time as they register for Preparation for Machining.
- Call Carol Mowbray Brooks at 301-387-3770 for additional information and to register for the program.

## WELDING

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

COURSE	CLASS ROOM HOURS OF INSTRUCTION	COMPUTER BASED TRAINING HOURS OF INSTRUCTION	APPROXIMATE COST FOR GARRETT COUNTY RESIDENTS
Preparation for Welding	45	7	\$400
Welding One	70	7	\$875
Welding Two	66.5	8	\$900
<b>TOTAL PROGRAM (Includes text book and safety equipment)</b>	<b>181.5</b>	<b>22</b>	<b>\$2175</b>
AWS Testing			\$300 (for one test) \$375 (for two tests)
OPTIONAL COURSES (to be offered in 2016)			
• Welding Three			
• Welding Four - Fabrication			

### Location of Training:

Career Technology Training Center, Accident, Maryland. 301-387-3770

### Time to Complete Program:

Approximately 12 months. Classes are held 1-2 evenings per week and an occasional Saturday. Additional time will be needed to complete optional courses.

### Method of Training:

Classroom, hands-on experimental in a Welding Shop, independent Computer Based Training (CBT)

### Successful Completion:

- At the conclusion of the Preparation for Welding class, students will be able to demonstrate standard safety procedures & test to 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 vertical AWS Welding Test.

### Certifying Professional Association/Agency:

American Welding Society (AWS).

### Additional Requirements:

- Students are required to have a High School Diploma or Equivalent. Students currently enrolled in an Adult Education Program to prepare to earn a high school diploma may be eligible to enroll with Program Coordinator approval.
- Call Carol Mowbray Brooks at 301-387-3770 for additional information and to enroll in the training program.



## Adult Basic Education & GED Prep



### Adult Basic Education & GED®Preparation

Adult Education courses are designed to meet the individual goals of each student including improving basic math & reading skills, job readiness, and preparing to take the GED®Exam.

Classes are offered during the day, in the evening and on Saturday at a variety of locations including Oakland, Accident, Grantsville, and Friendsville. The actual course schedule may change based on student registrations. Adult Education classes are tuition free as funding is provided by the Department of Labor Licensing and Regulations and Garrett College.

To register for Adult Basic Education classes call Carol Mowbray Brooks at 301-387-3770 to schedule an Orientation and Assessment Session.

Sep 22-Dec 8 | 5pm-8:15pm | Tue/Thu | 20 sessions | Oakland-SOC  
 Sep 21-Dec 2 | 11am-2:15pm | Mon/Wed | 20 sessions | Oakland-SOC  
 Sep 22-Dec 8 | 5pm-8:15pm | Tue/Thu | 20 sessions | Accident-CTTC  
 Sep 21-Dec 2 | 5pm-8:15pm | Mon/Wed | 20 sessions | Friendsville  
 Sep 22-Dec 8 | 5pm-8:15pm | Thu/Thu | 20 sessions | Grantsville

### English as a Second Language (ESL)-Adult Basic Education

Adult Education-ESL classes are designed to teach students who's native language is not English to speak, read and write English. Class room instruction, audio and video recordings, computer based training, and individual tutoring is used to meet the needs of a diverse student population. ESL classes are tuition free as funding is provided by the Department of Labor Licensing and Regulations and Garrett College.

To register for ESL classes call Carol Mowbray Brooks at 301-387-3770 to schedule an Orientation and Assessment Session.

Sep 12-Mar 26 | 9am-1pm | Sat | 22 sessions | Friendsville Elementary School  
 Sep 22-Jan 7 | TBD | Tue/Thu | 25 sessions | Oakland-SOC

## Certifications & Training Opportunities

### CFC-EPA Section 608 Certification Examination Prep - Handling Refrigerants

This course is designed to provide students with an overview of environmental issues associated with CFC, identify safe procedures to recover, recycle, and reclaim refrigerants, and prepare students for all topics covered on the test required for EPA Section 608 Certification. The cost of the course includes a Preparatory Manual and Certification Exam. Garrett College will administer the exam and submit to the EPA certified ESCO Institute for grading. ESCO will issue a certificate when students achieve a passing grade on the on-line exam. THIS COURSE IS A PREREQUISITE FOR THE Certificate for Apartment/Building Maintenance Technician (CAMT) Program.

Jan 4, 2016-Jan 27, 2016 | 5pm-8:45pm |  
 Mon/Wed | 6 sessions | Accident-CTTC  
 MD SR: \$150 GC: \$200 OOC: \$205 OOS: \$210  
 Instructor: J. Hesse



### OSHA® 10 Certification

This course is designed to prepare students to take the OSHA 10 Exam through Skills USA to earn OSHA 10 Certificate authorized by the Federal Government. The training is provided using computer based training and class room instruction. The test is administered at the end of the course by Garrett College.

Sep 15-Oct 6 | 5pm-8:45pm  
 Tue | 4 sessions | Accident-CTTC  
 MD SR: \$75 GC: \$100 OOC: \$105 OOS: \$110  
 Instructor: J. Hesse

## Home Improvement - Preparation for the State of Maryland Home Improvement Exam

This course is designed to prepare students to take the Home Improvement Exam required by Maryland's Department of Labor Licensing and Regulations (DLLR) to operate a Home Improvement Business. Light morning and afternoon refreshments and the text book are included in the tuition & fees. Call Carol Mowbray Brooks @ 301-387-3770 to register for the course.

TBD | 8:30am-4:30pm | Sat | 2 sessions | Accident-CTTC

## Forklift Certification

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

Oct 16 | 9am-3pm (Time frame may be lengthened or shortened due to class size) | Fri | 1 session | NOC

MD SR: \$119 GC: \$129 OOC: \$134 OOS: \$139



This certification is good for 4 years and is recognized by the State of MD.

Target Audience: restaurants, bars, hotels and any other establishment where alcohol is consumed on the premises.

The Challenges: Servers must be able to deal with problem behaviors and challenges associated with underage drinking and drunk driving.

The Solution: By training your staff to recognize the signs of intoxication, you can reduce the chance that an alcohol-related incident will occur. TIPS-trained servers show your customers that you care about them and want to make their visits to your establishment as pleasant as possible.

Additional Benefits: TIPS training can also improve business and community relations. TIPS certification demonstrates a commitment to prevent alcohol-related issues.

TBD | TBD | TBD | 1 session | McH

\$60 for all residencies

Instructor: DaVina Griffith

Please contact 301-387-3069 for information on how to register.

## Child Development Associate Overview

This hands-on seminar will guide child care professionals in attaining their Child Development Associate Credential™ and assist in developing their portfolio for the credentialing process. The CDA brings vision and unity to the field for what professionals who work with young children should know and be able to do effectively in any setting.

Oct 5 | 6pm-9pm | Mon | 1 session | McH

MD SR: \$25 GC: \$30 OOC: \$35 OOS: \$40

Pre-Registration Deadline: Sep 28

Instructor: Amy Jones



## 99-Hour Training of Child Care Workers

Students taking this course will gain the skills necessary to work with school-age children in child care programs and to build communication skills to use with parents, co-workers, and the public. Topics include curriculum planning and age-appropriate activities for children. This course fulfills the 90-hour child care requirement through MSDE and the 9-hour communication skills requirement, also through MSDE. This course will be presented in HYBRID format (1 day/week on-site, and 1 day/week online).

Oct 1-Feb 9 | 5:30pm-8:30pm | Tue/Thu | 33 sessions | McH

MD SR: \$250 GC: \$275 OOC: \$280 OOS: \$285

Pre-Registration Deadline: Sep 24

Instructor: Amy Jones

## Sewing Machine Operator Training

This September, Garrett Container Systems, Inc. in cooperation with Garrett College is offering free Sewing Machine Operator Training for those individuals interested in employment as a sewing machine operator. This training session gives participants an opportunity to learn the required knowledge and skills for potential employment with GCS. Upon successful completion of the training and sewing test, participants will have the opportunity to apply and interview for the many full-time and part-time Sewing Machine Operator positions currently available.

The curriculum includes:

Math and Measurement, Understanding the Industrial Machine, Basic Sewing Techniques, Blueprint Reading for Sewing, Quality Control and Inspection, Cut and Sew Safety

If interested, contact Roshele Parker at 301-746-8970 or [rparker@garrettcontainer.com](mailto:rparker@garrettcontainer.com). Make sure to give your name, phone number and address to receive detailed information about the training.

## Administrative Assistant/ Office Skills

Every successful business relies on the strength of the people running the office. Become that outstanding employee by learning a wide variety of skills needed in the modern workplace. This course offers training in general office procedures, customer service and software applications, including Microsoft Office Suite and QuickBooks. You'll leave the class with a better understanding of what employers look for in hiring, and keeping, top quality employees. After successful completion of all course requirements students will receive a Continuing Education Office Skills Certificate.

Apr 5, 2016-May 26, 2016 | 5pm-9:15pm | Tue/Thu | 16 sessions | SOC

MD SR: \$205 GC: \$290 OOC: \$295 OOS: \$300

Pre-Registration Deadline: Apr 25

Instructor: Dawna Rodeheaver

## EMS / Fire Training



### Emergency Medical Technician (EMT) Refresher

This course provides the 24 hours of continuing education required for Emergency Medical Technician re-certification. Upon successful completion of this course, the student will be able to perform all the roles and responsibilities of the EMT required for the emergency care of medical and trauma patients including assessing the patient, managing the airway, recognizing signs and symptoms, providing care for adults and children with medical conditions, trauma injuries, and for conditions of emergency childbirth.

Dec 5-Dec 13 | 8:30am-3:30pm | Sat/Sun | 4 sessions | McH

Pre-Registration Deadline: Nov 16

CALL 301-387-3772 or EMAIL [doug.beitzel@garrettcollege.edu](mailto:doug.beitzel@garrettcollege.edu)

### Emergency Medical Responder (EMR) Refresher

This course provides the 15 hours of continuing education required for Emergency Medical Responder re-certification. Upon successful completion of this course, the student will be able to perform all the roles and responsibilities of the EMR required for the emergency care of medical and trauma patients including patient assessment and vital signs, CPR, aiding with airway obstruction, giving oxygen, treating suctioning wounds, bleeding control and shock, fractures, spinal injuries, medical and environmental emergencies, childbirth, special patients, crisis intervention and triage.

Nov 6-Nov 14 | (Fri) 6:30pm-9:30pm; (Sat/Sun) 8:30am-3:30 | 3 sessions | Grantsville VFD

Pre-Registration Deadline: Oct 17

CALL 301-387-3772 or EMAIL [doug.beitzel@garrettcollege.edu](mailto:doug.beitzel@garrettcollege.edu)

## Advanced Life Support Refresher Course

The Advanced Life Support Refresher Course is a forty (40) hour, five module hybrid course that consists of interactive lectures, hands-on skills and small group scenarios. Successful completion of the course requires attendance for all four face-to-face modules, completion of the online module, proficiency in the evaluation stations and a minimum score of 70% on the written examination. The continuing education hours are approved by the Maryland Institute for Emergency Medical Services Systems (MIEMSS) [www.miemss.org](http://www.miemss.org) and are recognized by the National Registry of Emergency Medical Technicians (NREMT) [www.nremt.org](http://www.nremt.org).

Nov 7-8 & Nov 21-22 | 8am-5pm

Sat/Sun | 4 sessions | CTTC

Register online by 10/18 at [www.mfri.org](http://www.mfri.org) or call 301-387-3772 for more information

Jan 9-10 & Jan 23-24 | 8am-5pm

Sat/Sun | 4 sessions | Allegany County

Department of Public Safety Headquarters  
Register online by 12/20 at [www.mfri.org](http://www.mfri.org) or call 301-387-3772 for more information

## Emergency Medical Technician

If you would like to work or volunteer in the field of emergency medical services, this course will provide you with the necessary knowledge and skills to perform emergency medical care in a pre-hospital environment at the basic life support level. Upon successful completion you should be able to recognize, assess, and manage both medical and trauma signs and symptoms in patients of emergency situations. This course will provide the required training for Maryland certification as an EMT.

Sep 10-Jan 16 | 55 sessions | McH

(every other Sat) 8:30am-3:30pm;

(Mon/Thu) 6:30pm-9:30pm

Pre-Registration Deadline: Aug 21

CALL 301-387-3772 or EMAIL

[doug.beitzel@garrettcollege.edu](mailto:doug.beitzel@garrettcollege.edu)



### Fire Fighter II (REQUIRES MEDICAL CLEARANCE)

This course is designed for those who have completed Fire Fighter I and will include incident command, building construction, ventilation, water distribution, hose streams, fixed fire protection systems, fire prevention, inspection preplanning, ladders, and rescue procedures to meet NFPA 1001: Standard for Fire Fighter Professional Qualifications.

Aug 16-Oct 25 | 8:30am-3:30pm  
Sun | 20 sessions | CTTC  
Pre-Registration Deadline: Jul 27  
CALL 301-387-3772 or EMAIL  
doug.beitzel@garrettcollege.edu

### Rescue Technician - Site Operations

The objective of this course is to provide the skills necessary for an emergency services responder to function as part of a special team to extricate victims in low and high angle environments. Upon successful completion, the student should be able to function as part of an integrated rescue team utilizing incident command to accomplish a safe rescue. Topics include anchoring, mechanical advantage systems, rappelling in the vertical environment, and constructing high-line rescue systems.

Sep 19-Oct 24 | 8:30am-3:30pm  
Sat | 5 sessions | CTTC  
Pre-Registration Deadline: Aug 30  
CALL 301-387-3772 or EMAIL  
doug.beitzel@garrettcollege.edu



### Pump Operator

This course will provide students with the basic knowledge and skills needed to operate fire department pumping apparatus. Topics to be covered include basic terminology, water supply, water pressure and gauges, hydraulics, positive displacement props, centrifugal pumps, pump power supply systems, relief valves, pressure governors, primers, water sources, and maintenance.

Aug 11-Sep 16 | 6:30pm-9:45pm  
Tue/Wed | 10 sessions | Bittinger VFD  
Pre-Registration Deadline: Jul 22  
CALL 301-387-3772 or EMAIL  
doug.beitzel@garrettcollege.edu

### Paramedic III & IV (Paramedic Bridge)

This course is the bridge to Paramedic for the currently certified EMT-Intermediate or Maryland CRT and for those who have successfully completed the EMT-Intermediate or Paramedic I & II training. The course prepares the student to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. This is the second year of a two year program to obtain Paramedic certification. This second year also concentrates on "putting it all together" with added simulation labs and patient scenarios.

Sep 28-May 26 | 6:30pm-10:45pm | Mon/Thu | 54 sessions | CTTC  
MD SR: \$290 GC: \$300 OOC: \$305 OOS: \$310  
Pre-Registration Deadline: Sep 1  
CALL 301-387-3772 or EMAIL doug.beitzel@garrettcollege.edu

### Rescue Technician - Vehicle and Machinery Extrication

This course will provide students with the basic skills necessary to perform specific rescue skills applicable to common passenger vehicles, simple small machines (Level I), commercial or heavy vehicles, incidents involving complex extrication processes or multiple uncommon concurrent hazards and incidents involving heavy machinery or more than digital entrapment (Level II). Specific rescue skills include planning for a vehicle or machinery incident, performing on-going incident size-up, establishing scene safety zones, establishing fire protection, stabilizing vehicles or machines, isolating potentially harmful energy sources, determining access and egress points, creating access and egress openings, disentangling victims, removing packaged victims, and terminating vehicle or machinery rescue incidents.

Nov 7-Dec 12 | 8:30am-3:30pm | Sat | 3 sessions | CTTC  
Pre-Registration Deadline: Oct 18  
CALL 301-387-3772 or EMAIL doug.beitzel@garrettcollege.edu



## GARRETT COLLEGE IS NOW OFFERING CYBERSECURITY

### *Network to your Future*

**IS THIS PROGRAM RIGHT FOR YOU?**

**Do you:**

- LIKE WORKING WITH COMPUTERS?**
- ENJOY SOLVING PROBLEMS OR PUZZLES?**
- WANT TO WORK IN A GROWING FIELD?**

**TRAIN FOR A NEW CAREER IN AS LITTLE AS ONE YEAR**  
**WORK TOWARD INDUSTRY CERTIFICATIONS IN**

- Cisco CCNA
- CompTIA
- Network+
- A+
- Security+

**QUALIFY FOR JOBS IN CYBER CUSTOMER SERVICE AND  
TECHNICAL SUPPORT (MAY REQUIRE BACKGROUND CHECK)**

**DEVELOP BUSINESS SKILLS IN COMMUNICATION, RESUME  
WRITING, AND INTERVIEW TECHNIQUES**

**LEARN TO SUCCEED ON THE JOB**

**HANDS-ON, SKILLS-BASED PROJECTS**

**CONSISTENT, CONVENIENT, COMPRESSED SCHEDULE**

**FOUNDATION SKILLS TO HELP YOU SUCCEED IN TECHNICAL  
COURSES**

**CRITICAL THINKING AND PROBLEM SOLVING BASED ON REAL-  
LIFE SITUATIONS**

**EDUCATION AND TRAINING TO MEET ALL OF YOUR PERSONAL  
AND BUSINESS NEEDS!**

- A.A.S. DEGREE
- CYBERSECURITY CERTIFICATE
- CONTINUING EDUCATION
- TRAINING FOR INDUSTRY CERTIFICATIONS
- CONTRACT TRAINING



**GARRETT COLLEGE IN PARTNERSHIP WITH THE NATIONAL  
INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST) WILL HOST  
A PROFESSIONAL DEVELOPMENT TRAINING ENTITLED:**

**CYBERSECURITY MEASURES FOR SMALL BUSINESS  
INFORMATION**

**FRIDAY OCTOBER 23, 2015 9AM - 3PM CE BUILDING RM 205**

**FOR MORE INFORMATION:**

**CALL: 301-387-3069 • EMAIL: [CYBER@GARRETTCOLLEGE.EDU](mailto:CYBER@GARRETTCOLLEGE.EDU) • VISIT [WWW.GARRETTCOLLEGE.EDU/CYBER](http://WWW.GARRETTCOLLEGE.EDU/CYBER)**

## Registration Information

Registration for non-credit courses can be completed in person, by phone, by mail, or by fax. Persons interested in registering for a course may visit the office, located in room 210 of the Continuing Education building. 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.

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 prior to its first session. 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 for Noncredit Courses

The following agencies may assist individuals, who meet their funding criteria, with tuition/fee assistance:

*Western Maryland Consortium: (301) 334-8136*  
*Garrett Works: (301) 533-3000*

There are currently two scholarship opportunities for noncredit students:

**Garrett County Occupational Scholarship:** The Occupational Scholarship is an extension of the Garrett County Scholarship Program, providing funding for eligible students to obtain occupational training in courses leading to industry-recognized certification. Eligible students are defined as Garrett County residents who graduated from a Garrett County High School in June of 2014, received their GED during the 2013-2014 academic year (but prior to June 1, 2014), participated in an acknowledged Home School program, or are current high school students eligible for dual-enrollment. The Occupational Scholarship funds tuition and fees for eligible students who successfully complete their course/program. Maximum Available Award: \$2200.00 (based on available funding). Call (301) 387-3771 for an application.

**Naylor Scholarship:** The Audrey Naylor Scholarship has been established by the Naylor family to provide funding for eligible adults to obtain occupational training in courses leading to industry-recognized certification. Recipients of the Audrey Naylor Scholarship are required to fund a portion of the total cost (tuition + fees) of the course(s) or program taken. Eligible students are defined as Garrett County adults, 18 and older, who are high school graduates or GED recipients. Call (301) 387-3771 for an application.



**Garrett College does not discriminate on the basis of race, sex, color, religion, national origin, ethnic origin, or handicapping conditions. This nondiscrimination policy includes equal treatment for students in regard to admission, programs/activities, financial assistance, and equal treatment of faculty and staff in employment.**



# Staff Directory

**Terry Beachy**, Assistant Director, Workforce Development  
301-895-4700, terry.beachy@garrettcollege.edu  
*Northern Outreach Center; Mountaintop Truck Driving Institute; Medical Coding & Transcription*

**Susan Fowler**, Director of Community Education  
301-387-3087, susan.fowler@garrettcollege.edu  
*Southern Outreach Center; Computer Applications; Personal Development; Recreational; Massage Therapy; CNA; Vocational; Professional Development*

**Sarah Friend**, Program Associate  
301-387-3086, sarah.friend@garrettcollege.edu

**Maney Gale**, Programming and Events Coordinator  
301-387-3086, maney.gale@garrettcollege.edu  
*Community Aquatic & Recreation Complex/McHenry Campus; Computer Applications; First Aid/CPR; Lifestyle and Leisure; Recreation/Wellness/Fitness*

**Connie Meyers**, Director of Professional Development & Contract Training  
301-387-3084, connie.meyers@garrettcollege.edu  
*McHenry Campus; Online Training; Personal Development; Recreational; Professional Development; Customized Training, Childcare Training*

**Carol Mowbray-Brooks**, Director of Adult Education & Workforce Development  
301-387-3770, carol.mowbraybrooks@garrettcollege.edu  
*Career Technology Training Center; Career Preparation, ABE, GED*

**Sarah Myers**, Executive Associate to the Dean of Continuing Education & Workforce Development  
301-387-3771, sarah.myers01@garrettcollege.edu

**Carol Newman**, Administrative Associate  
301-387-3088, carol.newman@garrettcollege.edu

**Stephen Putnam**, Director  
301-387-3784, stephen.putnam@garrettcollege.edu  
*Community Aquatic & Recreation Complex; Fitness; Health; Wellness*

**Doug Beitzel**, Program Associate  
301-387-3770, doug.beitzel@garrettcollege.edu  
*Emergency Services Training Center*

**Mike Tumbarello**, Director of Entrepreneurship & Innovation  
301-387-3167, mike.tumbarello@garrettcollege.edu  
*Garrett Information Enterprise Center; Entrepreneurship*

**Julie Yoder**, Dean of Continuing Education & Workforce Development  
301-387-3101, julie.yoder@garrettcollege.edu

## NONCREDIT REGISTRATION FORM

Mail to: Garrett College  
687 Mosser RD | McHenry, MD 21541  
(301) 387-3069

Please print or type all information.

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

Name \_\_\_\_\_  
(HOME) Last First MI

Street Address \_\_\_\_\_

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

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ ☐ Male ☐ Female  
MM DD YY

Maryland Residents only: ☐ IF YOU ARE AT LEAST 60

### RESIDENCY

☐ Garrett County ☐ Out-of-County ☐ Out-of-State

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

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

### GARRETT COLLEGE CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Title	Location	Starting Date/Time	Cost

- By registering, you are agreeing to any financial obligation associated with this course. Please be sure you have familiarized yourself with our registration and withdrawal policies.
- Payment options are available for some of our courses.
- Registrations not accompanied by payment will be held on file until payment arrives; however, a student will **not** be considered officially registered or counted in enrollment numbers until such payment has been received.

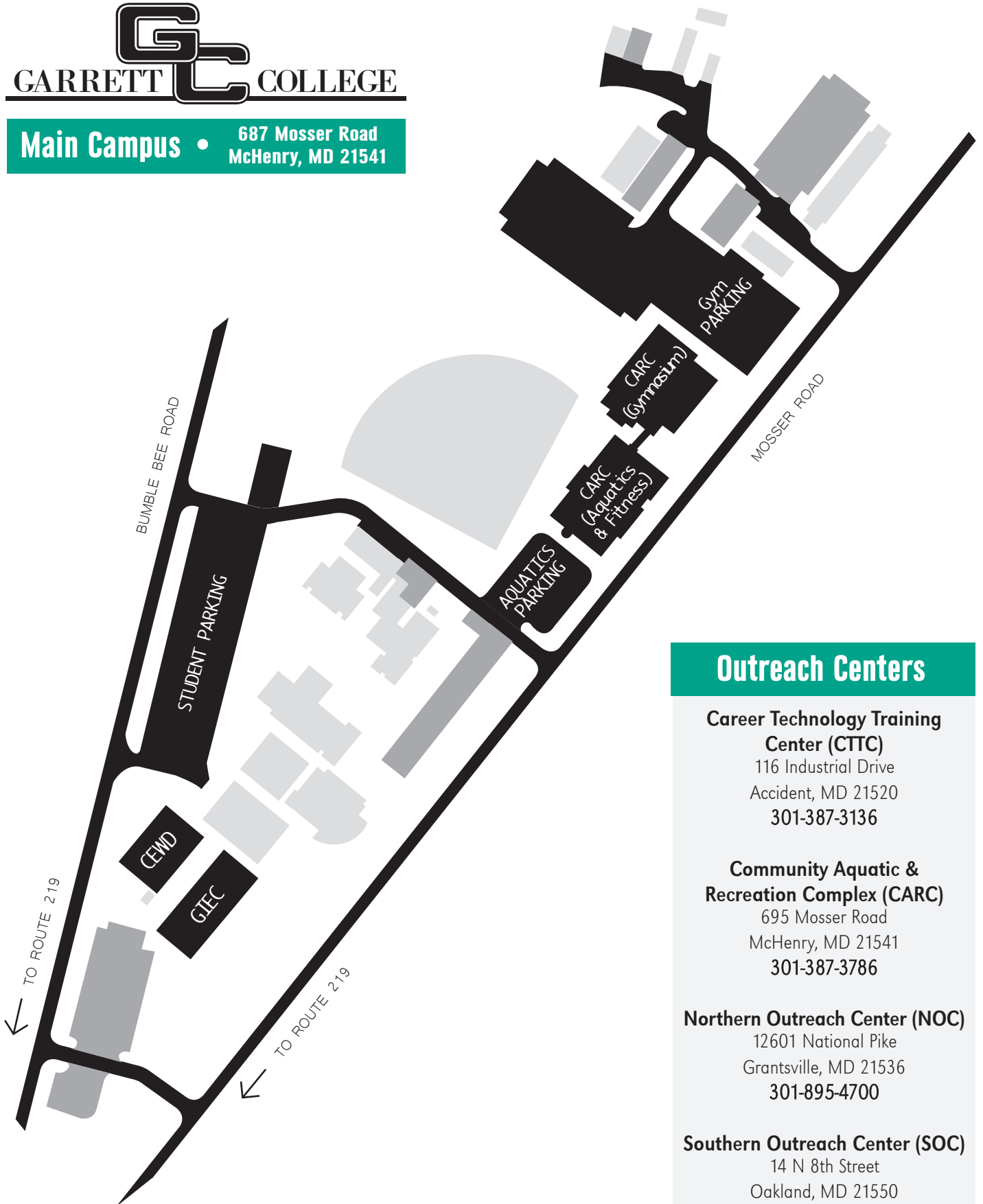
To receive information on upcoming courses/events, please provide your email address.

PLEASE PROVIDE YOUR EMAIL ADDRESS:

\_\_\_\_\_



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



## Outreach Centers

### Career Technology Training Center (CTTC)

116 Industrial Drive  
Accident, MD 21520  
301-387-3136

### Community Aquatic & Recreation Complex (CARC)

695 Mosser Road  
McHenry, MD 21541  
301-387-3786

### Northern Outreach Center (NOC)

12601 National Pike  
Grantsville, MD 21536  
301-895-4700

### Southern Outreach Center (SOC)

14 N 8th Street  
Oakland, MD 21550  
301-387-3087





Garrett College  
687 Mosser Road  
McHenry, Maryland 21541



# GARRETT COLLEGE

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