

2015-2016

Workforce Development

GUIDE TO SUCCESS

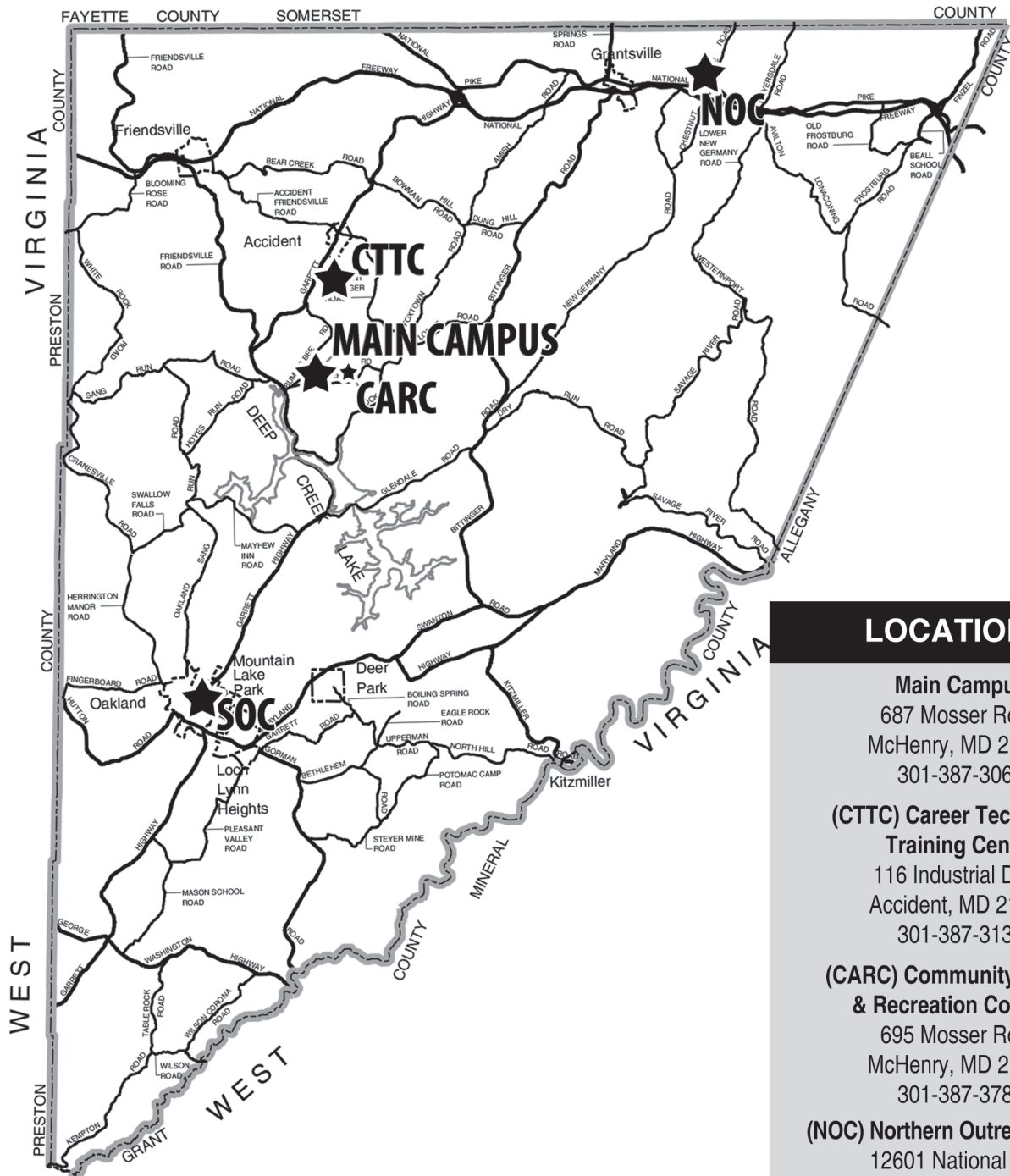
Garrett College Continuing Education & Workforce Development



GARRETT COLLEGE

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

P E N N S Y L V A N I A



LOCATIONS

Main Campus

687 Mosser Road
McHenry, MD 21541
301-387-3069

(CTTC) Career Technology Training Center

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

(CARC) Community Aquatic & Recreation Complex

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

(NOC) Northern Outreach Center

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

(SOC) Southern Outreach Center

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

Some individuals say, “College is not for me” or “I’m done with school”

Did you know that continuing your education after high school and completing a training program with an industry recognized certificate or credential significantly increases your employability and long term earning? Have you been thinking about continuing your education but don’t know where to start? The staff at Garrett College’s Continuing Education and Workforce Development department would like to help you explore all your options.

Courses and training programs offered by the Continuing Education and Workforce Development (CEWD) department have been expanded for fall 2015 and winter 2016 to provide increased opportunity for our students. Local employers have been contacted to identify skills needed to be hired in several growth industries.

The courses and training programs are designed for students of all ages and experience levels. Most programs can be completed by attending part time in the evening because we know many students are balancing job, family, and personal responsibilities while attending classes. The instructors are professionals in the field. Our small classes provide the opportunity for the instructors to meet the individual needs of students as they prepare for a new career or improve their skills in their current occupation. Please contact the coordinator listed in the catalog for additional information or to start the registration process.



Like us on
Facebook

www.Facebook.com/GC.CEWD

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

- | | | |
|--------------------------------|---------------|---------------|
| • MD SR (Maryland Senior 60+) | Monday = M | Friday = F |
| • GC (Garrett County Resident) | Tuesday = T | Saturday = SA |
| • OOC (Out-of-County) | Wednesday = W | Sunday = SU |
| • OOS (Out-of-State) | Thursday = TH | |

FINANCIAL AID FOR WORKFORCE DEVELOPMENT COURSES

SCHOLARSHIP OPPORTUNITIES

AVAILABLE FOR CONTINUING EDUCATION
& WORKFORCE DEVELOPMENT PROGRAMMING
THROUGH THE GARRETT COLLEGE FOUNDATION.

Current scholarships include:

- Audrey Naylor Scholarship
- GC Continuing Education Division Occupational Scholarship
- Jeffrey Kirk Roszell Scholarship
- Jeremy Bernard Memorial Scholarship
- Maryland Motor Truck Association: Walter & Harriet Thompson Scholarship
- Oakland Rotary Workforce Development Scholarship

**For more information or to make a gift to a
Foundation fund, visit www.garrettcollegefoundation.org**



WWW.GARRETTCOLLEGE.EDU

MCHENRY, MARYLAND

**f Find us on
Facebook**

1.866.554.2773

For more information the following agencies may assist individuals,
who meet the funding criteria, with tuition/fee assistance:

Western MD Consortium 301-334-8136

Garrett Works 301-533-3110

**For more information on these scholarships,
please call Sarah at 301-387-3069.**

Refund Policy

It is the student's responsibility to drop a course that he/she cannot attend. To drop a course, please phone (301) 387-3069. 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% (of the total course cost) refund. THERE WILL BE NO REFUND AFTER THE SECOND CLASS SESSION.



ADULT EDUCATION CLASSES & GED PREPARATION CLASSES

STARTING IN SEPTEMBER 2015

Earn your high school diploma!
Improve your reading and math skills!
Develop job readiness skills!

This course is designed to meet the individual goals of each student including improving basic math & reading skills, job readiness, and preparing to take the new 2015 GED® Exam.



DID YOU KNOW?...

...Garrett County residents, who earn a high school diploma, are eligible to apply for the Garrett County Scholarship to attend Garrett College in either a degree or workforce development training program.

...Childcare assistance may be available for qualifying students.

...Adult Education students are encouraged to establish educational goals that meet their needs.

HOW MUCH DOES IT COST TO ATTEND?

Garrett College provides Adult Basic Education classes FREE OF CHARGE.

CLASS LOCATIONS:

Campus	Date	Time	Day of Week	# of Sessions
Oakland-SOC	9/22-12/8	5:00 - 8:15 p.m.	T & Th	20
Oakland-SOC	9/21 -12/2	11:00 a.m. - 2:15 p.m.	M & W	20
Accident-CTTC	9/22-12/8	5:00 - 8:15 p.m.	T & Th	20
Friendsville	9/21-12/2	5:00 - 8:15 p.m.	M & W	20
Grantsville	9/22-12/8	5:00 - 8:15 p.m.	T & Th	20

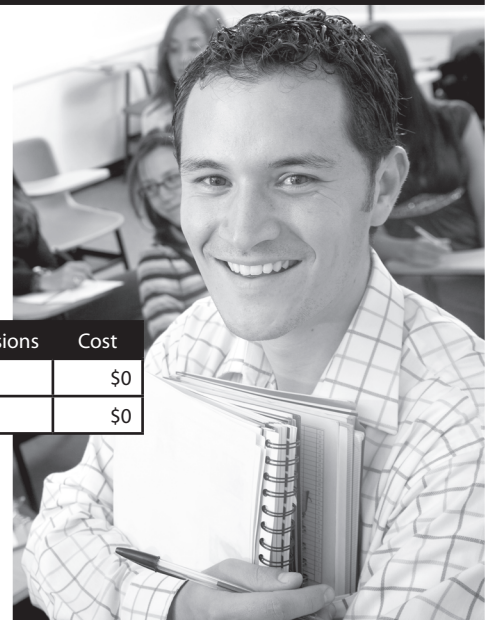
**For more information or to register, please call
301.387.3770 or visit www.garrettcollege.edu/CEWD/ABE**

ENGLISH as a SECOND LANGUAGE

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.

Campus	Date	Time	Day of Week	# of Sessions	Cost
Friendsville Elementary	9/12/15 - 3/26/16	9:00 a.m. - 1:00 p.m.	SA	22	\$0
Oakland-SOC	9/22/15 - 1/7/16	TBD	T & Th	25	\$0

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



COMMERCIAL VEHICLE TRANSPORTATION SPECIALIST

JOB OUTLOOK

AS OF APRIL 2014, THERE WERE OVER 15,260 TRUCKING COMPANIES LOCATED IN MARYLAND AND AN AVERAGE ANNUAL TRUCKING INDUSTRY SALARY OF \$49,309 / \$23.71 PER HOUR**

****Source: Maryland Fast Facts from the Maryland Motor Truck Association, Inc.**

CLASS A CDL

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 - \$3,880.00**



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 the class. Although we cannot guarantee that a student will be successful on his/her first attempt, we will make every effort to provide the student with adequate instruction to be successful.

Estimated cost - \$99.00



CLASS B CDL

This course will cover the essentials of obtaining a Class B license and includes 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 permit .

Learner's Permit. Estimated cost - \$1,850

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 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 p.m. to 10:30 p.m. The weekend option has a duration of 15 weeks; thus Saturday and Sunday, 8:00 a.m. to 4:00 p.m.

Class B: 6 days duration - arranged

Additional Requirements:

- Proof of high school diploma (transcript), GED, or passing score on his/her ASSET test.
- Must currently possess a valid license (not provisional for MD residents) and be 18 years of age.
- Must be able to pass a Department of Transportation (DOT) physical and drug screen.
- Must communicate in the English language sufficiently, as required by the U. S. Department of Transportation.

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

INDUSTRIAL OR TRADE CERTIFICATIONS

CFC-EPA Section 608

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.**

Campus	Date	Time	Day	# of Sessions	Cost
Accident-CTTC	1/4/16 -1/27/16	5:00 - 8:45 p.m.	T	6	MD Senior -\$150, GC-\$200, OOC-\$205, OOS-\$210

Hours of Training: 21

Approximate Cost: \$200. Text book and on-line testing fee is included.

Successful Completion: 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.

Certifying Professional Association or Agency: Garrett College Continuing Education Certificate. EPA approved testing center, ESCO issues certification when students achieves a passing score.

OSHA 10 Certification

This course is designed to prepare students to take the OSHA 10 Exam through Skills USA to earn OSHA 10 certification 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.

Campus	Date	Time	Day	# of Sessions	Cost
Accident-CTTC	9/15/15 - 10/6/15	5:00 - 8:45 p.m.	T	4	MD Senior -\$75, GC-\$100, OOC-\$105, OOS-\$110

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.

Campus	Date	Time	Day	# of Sessions	Cost
Accident-CTTC	TBA	8:30 a.m. - 4:30 p.m.	SA	2	TBA

Forklift Certification

This course is designed to teach the student how to properly operate an industrial powered forklift. The course satisfies 29 CFR 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.

Campus	Date	Time	Day	# of Sessions	Cost
NOC- Grantsville	10/16/2015	*9:00 a.m. - 3:00 p.m.	F	1	MD Senior -\$119, GC-\$129, OOC-\$134, OOS-\$139

** Time frame may be lengthened or shortened due to class size.*

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

If interested in the Sewing Machine Operator Training, contact Roshele Parker at 301-746-8970 or rparker@garrettcontainer.com. Make sure to give your name, phone number and address to receive detailed information about the training.

To register please call Carol Mowbray Brooks at 301-387-3770

CERTIFICATE IN APARTMENT/BUILDING MAINTENANCE TECHNICIAN (CAMT)

This NAAEI Certificate course is designed to prepare students for a career in building repair & maintenance. Students will have the opportunity to learn new technical, business, and personal development skills through classroom instruction, practical hands-on experience, and on-line instruction. The five technical modules include maintenance and basic repair training for electrical, plumbing, HVAC, appliance, and the interior/exterior of a building. Cost of Text Book & Final Exam are included in Tuition/Fee.



JOB OUTLOOK

↑ **9% INCREASE IN THE NUMBER OF JOBS THROUGH 2022; 2012 NATIONAL MEDIAN PAY \$35,210 SALARY / \$16.92 PER HOUR***

Course	Hours of Instruction	Approximate Cost
CFC-EPA Section 608 Certification. This is a prerequisite prior to completing the appliance repair and HVAC modules.	21	\$200
CERTIFICATE IN APARTMENT/BUILDING MAINTENANCE TECHNICIAN (CAMT)	94	\$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
Total Cost for CFC-EPA & CAMT		\$1185
Total Cost for CFC-EPA , CAMT & Job Shadow		\$1220

Campus	Date	Time	Day	# of Sessions	Cost
Accident-CTTC	11/9/15 - 4/18/16	5:00 - 8:45 p.m.	M & W	25	MD Senior \$400, GC Resident \$985, OOC \$990, OOS \$995

PREREQUISITE: Students must complete the CFC/EPA 608 Certification Course & should register for this course at the same time as registering for CAMT.

Time to Complete Program: Approximately 4-5 months. Classes are held 2 evenings per week and one Saturday per month.

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 certificate of participation and/or achievement.

Certifying Professional Association/Agency: National Apartment Association Education Institute (NAAEI)

Additional Requirements:

- Students are required to participate in an advising and information session to ensure their full understanding of the topics to be taught and the requirements of the program.
- Math and reading skills will be assessed to determine if students are prepared to complete the course of study.
- Students must pass the CFC-EPA Sections 608 Certification exam prior to starting the modules on appliance repair and HVAC.

Call 301-387-3770 or 301-387-3136 for additional information or to register.

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.

JOB OUTLOOK

**↑ 7% INCREASE IN THE NUMBER OF JOBS THROUGH 2022; 2012
NATIONAL MEDIAN PAY \$40,910 SALARY / \$19.66 PER HOUR***



Preparation for Machining

This class is the first in a series of five courses to prepare students for a career in machining and advanced manufacturing. Topics include personal safety, material handling, process control, measuring instruments, and parts inspection/quality control. This is a pre-requisite for Manual Machining-Turning and Milling. This class includes 24 classroom hours and 8 hours of independent computer based instruction.

Campus	Date	Time	Day	# of Sessions	Cost
SHS -Oakland	9/9/15 - 10/28/15	5:00 - 8:15 p.m.	W	8	MD Senior \$200 , GC Resident \$400 , OOC \$405, OOS \$410

Job Planning, Bench Work & Layout

This is the second class in a series of five classes to prepare students for a career in machining. Topics include blue print reading, manual machining layout and bench work, and job process planning. Students will have the opportunity to earn a NIMS credential at the conclusion of this course. This course is a pre-requisite for manual machining turning and milling. This course includes 24 hours of class room instruction and 8 hours of independent computer based training.

Campus	Date	Time	Day	# of Sessions	Cost
SHS -Oakland	11/4/15 - 1/13/16	5:00 - 8:15 p.m.	W	8	MD Senior \$250 , GC Resident \$450 , OOC \$455, OOS \$460

Machining-Manual Milling

This is the fourth in a series of five courses required in the Manual Machining Program. Students will learn how to safely use mill machines and other metal cutting tools to do vertical milling, horizontal milling, slotting, and boring. Multiple methods of instruction are used including classroom, hands-on experiential, and computer based training (CBT). Students will have the opportunity to earn a NIMS credential after successfully completing the on-line theory exam and producing a milled part per NIMS print specifications. The course includes 38.5 hours of class room instruction and 8.5 hours of independent computer based instruction.

Campus	Date	Time	Day	# of Sessions	Cost
SHS -Oakland	1/20/16 - 3/30/16	5:00 - 8:45 p.m.	W	11	MD Senior \$400 , GC Resident \$600 , OOC \$605, OOS \$610

Manual Turning Skills

This courses is the last in a series of five courses required to complete the Manual Machining Program. Students will be taught to safely use various lathes and other metal working tools to demonstrate Turning Between Center and Chucking skills. Students will have the opportunity to earn a NIMS credential after successfully completing the on-line theory exam and production of a turned part per NIMS print specifications.

Campus	Date	Time	Day	# of Sessions	Cost
SHS -Oakland	4/6/16 - 6/15/16	5:00 - 8:45 p.m.	W	11	MD Senior \$400 , GC Resident \$600 , OOC \$605, OOS \$610

Machining-CNC Milling Programming and Set Up

Prerequisites: This course is designed for students with prior manual machining training and experience. **Instructor approval and competency demonstration using NIMS testing is required.** Students will learn to write, edit, and use various simple CNC Milling Machine programs. Other topics include: CNC Milling Machine set up and basic operation. Instructions is provided in a classroom CNC machine shop, along with computer based training (CBT) Contact Carol Mowbray Brooks @ 301-387-3770 to register for the CNC Machining Program.

Campus	Date	Time	Day	# of Sessions	Cost
CTTC- Accident	9/9/15 - 11/2/15	5:00 - 8:45 p.m.	M & W	16	MD Senior \$500 , GC Resident \$700 , OOC \$705, OOS \$710

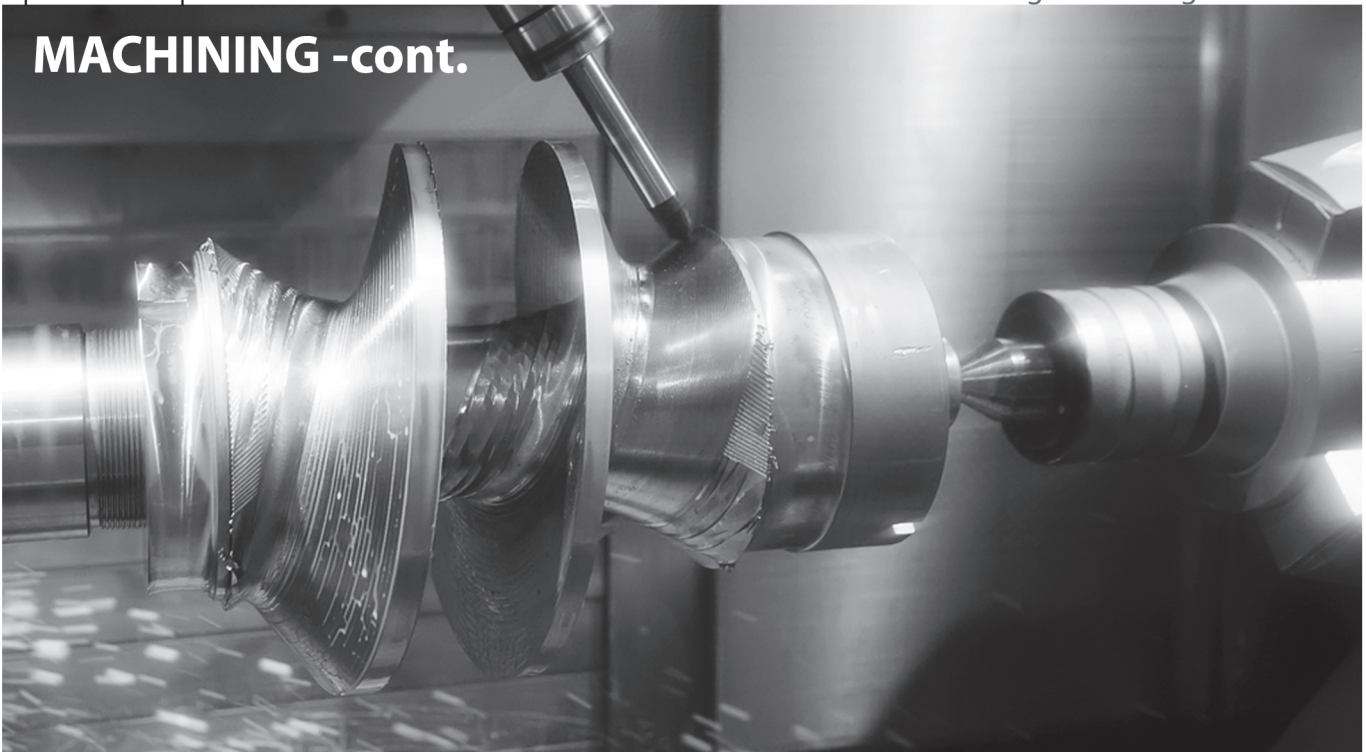
Machining-CNC Milling Operation

Prerequisites: CNC Milling Set-Up and Operation or equivalent training and/or experience demonstrated through NIMS testing and instructor verification. Students will use a CNC Milling Machine controller to write programs to create various CNC milled parts. Other topics include: machine set up procedures, milling specifications, and machine & tool maintenance.

Campus	Date	Time	Day	# of Sessions	Cost
CTTC- Accident	11/4/15 - 1/13/16	5:00 - 8:45 p.m.	M & W	16	MD Senior \$500 , GC Resident \$700 , OOC \$705, OOS \$710

Call 301-387-3770 or 301-387-3136 for additional information or to register.

MACHINING -cont.



Machining-CNC Turning-Programming and Set Up

Prerequisites: *This course is designed for students with prior manual machine turning training and experience. Instructor approval and competency demonstrated using NIMS testing is also required.* Students will learn to write, edit, and use various simple CNC Turning Machining programs. Other topics include: CNC Turning Machine set up and basic operation.

Campus	Date	Time	Day	# of Sessions	Cost
CTTC- Accident	1/20/16 - 3/16/16	5:00 - 8:45 p.m.	M & W	16	MD Senior \$400 , GC Resident \$700 , OOC \$705, OOS \$710

Machining-CNC Turning Operation

Prerequisites: *CNC Turning Set-Up and Operation or equivalent training and/or experience demonstrated through NIMS testing and instructor verification.* Students will learn to write, edit, and use various simple CNC Turning Machining programs. Other topics include: CNC Turning Machine set up, basic operation, and machine maintenance.

Campus	Date	Time	Day	# of Sessions	Cost
CTTC- Accident	3/21/16 - 5/4/16	5:00 - 8:45 p.m.	M & W	16	MD Senior \$400 , GC Resident \$700 , OOC \$705, OOS \$710

Location of Training: Career Technology Training Center, Accident, Maryland 301-387-3770

Time to Complete Program: Approximately 12-24 months. Classes are held in the evening and on Saturday.

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 1-2 additional NIMS Credentials.
- Students can complete the entire program or take individual classes based on prior learning and credentialing goals.
- Preparation for Machining One 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 are required to participate in an advising and information session to ensure their full understanding of the topics to be taught and the requirements of the program.
- Math and reading skills will be assessed to determine if students are prepared to complete the course of study.

Call 301-387-3770 or 301-387-3136 to schedule the advising session

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.

JOB OUTLOOK

**↑ 6% INCREASE IN THE NUMBER OF JOBS THROUGH 2022; 2012
NATIONAL MEDIAN PAY \$36,300 SALARY / \$17.45 PER HOUR***



Preparation for Welding

Prerequisite: This course is a prerequisite for the Garrett College Welding Program. This course will provide the opportunity to develop the basic skills needed to begin to prepare for a welding career. Topics to be taught include: Basic Safety, Math for Welders, Print Reading for Welders, and Job Readiness/Employability Skills. Multiple methods of instruction are used including classroom, hands-on experiential, and computer based training (CBT). Students must register for both Preparation for Welding and Welding One at the same time. Call Carol Mowbray Brooks at 301-387-3770 for information and to register for the training program.

Campus	Date	Time	Day	# of Sessions	Cost
CTTC- Accident	9/15/15 - 12/15/15	5:30 - 8:45 p.m.	T	16	MD Senior \$250 , GC Resident \$400 , OOC \$405, OOS \$410

Welding One

Prerequisites: Students enrolled in the Garrett College Welding Program are required to register for the Preparation for Welding class. Welding One is designed to provide students with introductory knowledge and skills using AWS recommended curriculum. Welding One is one of three courses required in the Garrett College Welding Program. Topics to be covered include: Safety and health of welders, Shielded Metal Arc Welding (SMAW), a thermal cutting process, an Oxygen Fuel Cutting (OFC), welding positions, terminology, and visual inspection of welds produced by students. Classroom instruction, hands-on welding lab experience, and computer based training (CBT) are used to support learning. The cost of text book is included in tuition.

Campus	Date	Time	Day	# of Sessions	Cost
CTTC- Accident	9/21/15 - 2/15/16	5:00 - 8:45 p.m.	M	20	MD Senior \$500 , GC Resident \$875, OOC \$880, OOS \$885

Welding Two

Prerequisite: Welding One or instructor approval. AWS Testing requires instructor approval and is not included in the tuition/fee cost. Welding Two is designed to provide more advanced training and preparation for AWS testing. This is a required course in the Garrett College Welding Program. Topics will include welding safety, Fluxed Core Arc Welding (FCAW), material selection & preparation, gas requirements and amperage/voltage requirements for various sizes of metal products. Students will practice using various methods to cut metal materials including plasma arc cutters and track torches. Visual inspection skills and welding positions will be practiced to prepare for the AWS certification test and training program.

Campus	Date	Time	Day	# of Sessions	Cost
CTTC- Accident	9/9/15 - 1/23/16	5:00 - 8:45 p.m.	W	18	MD Senior \$500 , GC Resident \$900 , OOC \$905, OOS \$910

AWS Testing

**\$300 for one test
\$375 for two tests**

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.

Successful Completion:

- At the conclusion of the Preparation for Welding class students will be able to demonstrate standard safety procedures, 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 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 participate in an advising and information session to ensure their understanding of the topics to be taught and the requirements of the program.
- Math and reading skills will be assessed to determine if students are prepared to complete the course of study.
- Call 301-387-3770 or 301-387-3136 to schedule the advising session.

Call 301-387-3770 or 301-387-3136 to schedule the advising session

ALLIED HEALTH

EMERGENCY MEDICAL TECHNICIAN (EMT) & PARAMEDIC

Many students ask about becoming an EMT or Paramedic. Students begin with the EMT course. This course is taught by the Maryland Fire and Rescue Institute (MFRI) and hosted by Garrett College. EMT will prepare the student to deliver basic emergency care to sick and injured patients. After being certificated as an EMT for one year, the student may apply for the Paramedic course. This two year course will continue to prepare the student and teach them advance life support procedures. It includes many clinical hours where the student will perform skills in the hospital and field environments.



Course	Hours of Instruction & Clinical Experience	Approximate Cost for Garrett County Residents
Emergency Medical Technician (EMT)	165	FREE if affiliated with an EMS or fire department
Paramedic semesters I & II	268	\$1400
Paramedic I & II Clinical and Field	167	
Paramedic semesters III & IV	244	\$860
Paramedic III & IV Clinical and Field	290	
TOTAL	1134	\$2260 (Non-Credit only)

Credit also available.

Location of Training:

Emergency Medical Technician (EMT) – McHenry Campus, 687 Mosser Road, McHenry, Maryland.

Paramedic - Career Technology Training Center, Garrett Industrial Park, 116 Industrial Park Drive, Accident, Maryland.

Clinical sites - Garrett Memorial Hospital, Western Maryland Health System, Ruby Memorial Hospital, WVU Healthcare, and various fire and EMS departments in Garrett and Allegany counties.

Time to Complete Program:

EMT: Approximately 5 months. Classes are Monday and Thursday nights from 6:30PM – 9:30PM and every other Saturday from 8:30AM – 3:30PM. 10 EMT ride-alongs must be completed during the class.

Paramedic: 2 years. Classes are held Monday and Thursday nights from 6:30PM – 10:45PM. Clinical and Field time is performed during the course and must be completed prior to sitting for the NREMT exam.

Successful Completion:

EMT: Students will be prepared for an entry level position as an EMT with national and state certifications.

Paramedic: Students will be prepared for an entry level position as a Paramedic with certifications in Advanced Care Life Support (ACLS), International Trauma Life Support (ITLS), Pediatric Advance Life Support (PALS) and National Register Paramedic (NRP). Students will then be ready to sit for a state exam to obtain state certification in one or more states.

Certifying Professional Association/Agency: National Registry of Emergency Medical Technicians (NREMT)
Institute for Emergency Medical Service Systems (MIEMSS)

What's the difference between an EMT and a Paramedic?

Whether it's on the breaking news story of the day or on a TV drama, you'll see them on TV. Hollywood loves them. They are the uniformed men and women rescuing the victims of an accident or a disaster. Sometimes you'll see them in ambulances, sometimes they are in fire trucks, hospitals or in helicopters. They are everywhere that help is needed. They are EMTs and Paramedics. Both work in a variety of roles and are often the first on the scene of accidents, medical emergencies, and natural disasters. They both wear uniforms and they both help patients - so what's the difference?

In the field of emergency medical services (EMS), there are different levels of certifications for provider of care. Emergency Medical Technicians (EMTs) are the most common type of providers in all of EMS. They are the entry-level. However, do not be fooled by the term "entry-level." EMTs learn the essential skills to help in life-threatening situations and their education is the foundation for all other levels of provider. Many paramedics, doctors, nurses, and firefighters have used their EMT education and work experience as a stepping stone to their new career.

Both EMTs and paramedics have the knowledge and skills to transport patients and provide them with emergency care. The biggest difference between them is the amount of education they receive and what they are allowed to do for patients (scope of practice).

EMTs complete a 5-6 month course. The paramedic course is 2 years. EMT and paramedic courses consist of lectures, hands-on skills training, and clinical and field internships. EMTs are educated in many skills including CPR, giving patients oxygen, administering glucose for diabetics, and helping others with treatments for asthma attacks or allergic reactions. With very few exceptions, such as in the case of auto-injectors for allergic reactions, EMTs are not allowed to provide treatments that requiring breaking the skin: that means no needles.

Paramedics are advanced providers of emergency medical care and are highly educated in topics such as anatomy and physiology, cardiology, medications, and medical procedures. They build on their EMT education and learn more skills such as administering medications, starting intravenous lines, providing advanced airway management for patients, and learning to resuscitate and support patients with significant problems such as heart attacks and traumas.

Call Doug Beitzel at 301-387-3772 or doug.beitzel@garrettcollege.edu

CERTIFIED NURSING ASSISTANT (CNA)

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. 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.



JOB OUTLOOK

↑ **21% INCREASE IN THE NUMBER OF JOBS THROUGH 2022; 2012**
NATIONAL MEDIAN PAY \$24,400 SALARY / \$11.73 PER HOUR*

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. Be aware that there are additional fees beyond tuition to receive your certification including: \$10- \$20 fingerprint fee, \$37.25 criminal background check fee and a \$20 application fee to the MD Board of Nursing.

Campus	Date	Time	Day	# of Sessions	Cost
SHS-Oakland	9/14/15 - 11/5/15	5:30 - 8:30 p.m.	M, T, Th	23	MD Senior \$430 , GC Resident \$685 , OOC \$690, OOS \$695

Pre-Registration Deadline: Call to arrange a pre-test date

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.

Campus	Date	Time	Day	# of Sessions	Cost
Oakland Nursing and Rehab Center (ONRC)	11/9/15 - 11/17/15	6:30 a.m. - 3:45 p.m.	M, T, Th, F	6	Included in Theory portion of class

Pre-Registration Deadline: Must successfully complete Theory portion of program

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.

Location of Training: Career Technology Training Center, Accident, Maryland 301-387-3770

Time to Complete Program: Approximately 2 months. Classes are held 3 days per week for theory and 2 weeks for clinical experience at a long-term care facility.

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 skills in math skills on literacy testing prior to registration.

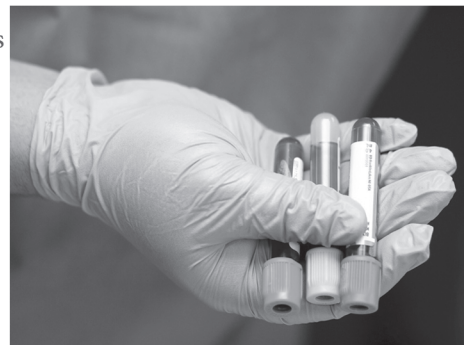
Call 301-387-3087 to schedule the advising session

PHLEBOTOMY-VENIPUNCTURE & SPECIMEN COLLECTION

A Phlebotomist is employed in various medical facilities including hospitals, doctor's offices, and medical laboratories. Students will learn the methods for drawing blood for laboratory testing and will be prepared for an entry-level position as a phlebotomist/venipuncture tech. Instruction for this program will be provided by health care professionals licensed for the subject matter being taught.

JOB OUTLOOK

↑ **27% INCREASE IN THE NUMBER OF JOBS THROUGH 2022; 2012 NATIONAL MEDIAN PAY \$29,730 SALARY / \$14.29 PER HOUR***



Intro to Health Science Professions

This is the first in a series of 3 classes in the Venipuncture/Specimen Collection-Phlebotomy Technician Training Program. Topics include: HIPPA, Medical Math & Terminology, Overview of the Health Care Industry, Legal & Ethical Issues and Safety for Health Care Workers. Contact Doug Beitzel at 301-387-3772 for information about the registration process.

Campus	Date	Time	Day	# of Sessions	Cost
CTTC- Accident	10/26/15-12/16/15	5:00 -8:15 p.m.	M & W	15	MD Senior \$300 , GC Resident \$425 , OOC \$430, OOS \$435

Phlebotomy Theory

This course is the second in a series of 3 designed to teach methods for drawing blood for laboratory testing. Instruction is provided in the class room and with hands on experience.

Campus	Date	Time	Day	# of Sessions	Cost
CTTC- Accident	1/11/16- 3/30/16	5:00 -8:15 p.m.	M & W	21	MD Senior \$300 , GC Resident \$625 , OOC \$630, OOS \$635

Phlebotomy Externship

This is the final course in the Venipuncture-Phlebotomy Program. The externship provides the opportunity to apply the training from the introduction to health care course and phlebotomy theory in a variety of clinical settings (hospital, urgent care, & doctor's office). The actual hours to complete this course will vary based on the clinical setting and student skill. At the conclusion students will have the opportunity to take the National Health Career Association Certification Exam.

Campus	Date	Time	Day	# of Sessions	Cost
Varies	4/1/16 - 5/1/16	Varies	Varies	Varies	MD Senior \$200 , GC Resident \$250, OOC \$255, OOS \$260

Location of Training:

Venipuncture Theory - Career Technology Training Center, Accident, Maryland 301-387-3770

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 detail 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 301-387-3770 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.
- Physical exam with certification that vaccinations for MMR, PPD, Hiatus B, tetanus, and flu are current. The cost of the physical exam and vaccinations are 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.

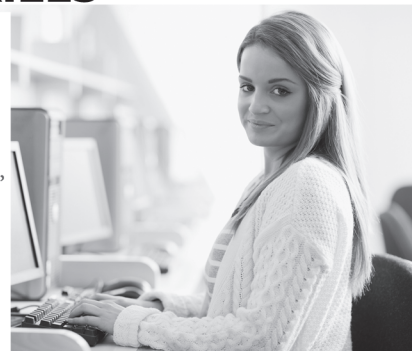
Call 301-387-3770 or 301-387-3136 to schedule the advising session

MEDICAL OFFICE SUPPORT WITH ELECTRONIC HEALTH RECORDS SKILLS

The demand for health services is expected to increase as the population ages. This increase will mean more claims for reimbursement from private and public insurance and a growing need for technicians to organize and manage the associated information in all areas of the healthcare industry. Topics of study may include the following: medical terminology, anatomy and physiology, medical coding, insurance billing, recordkeeping, computer applications, office skills, CPR, legal and health issues in medical care, universal precautions, HIPAA regulations and OSHA compliance, and the management aspects of health information.

JOB OUTLOOK

↑ **21% INCREASE IN THE NUMBER OF JOBS THROUGH 2022; 2012
NATIONAL MEDIAN PAY \$34,160 SALARY / \$16.42 PER HOUR***



Medical Terminology for Health Professions

Learn the correct pronunciation and meaning of medical terms. Recommended for all students interested in any health care occupation whether in direct patient care or medical office and insurance work.

Campus	Date	Time	Day	Cost
NOC- Grantsville	8/13/15 - 9/17/2015	T&TH 6:00 - 9:15 p.m. SA 8:30 a.m. - 3:30 p.m.	T, TH & 1 SA per month	MD Senior \$269, GC Resident \$279, OOC \$284, OOS \$289

Medical Front Desk Receptionist

Prepare for the role of medical office receptionist and learn communication skills and how to follow doctor directives. Topics include customer service, scheduling, medical records management, insurance, legal and ethical issues. Additionally, Title II Administrative Simplification (HIPAA-AS) will be covered. Topics include privacy, confidentiality, security, patient rights, covered entities, business associates, protected health information (PHI), and penalties.

Campus	Date	Time	Day	Cost
NOC- Grantsville	9/22/2015 - 10/20/2015	T&TH 6:00 - 9:15 p.m. SA 8:30 a.m. - 3:30 p.m.	T, TH & 1 SA per month	MD Senior \$269, GC Resident \$279, OOC \$284, OOS \$289

Introduction to Electronic Health Records

Prerequisites: *Medical Terminology for Health Occupations*. Learn the fundamentals of Electronic Health Records (EHR) and prepare for national certification as a Certified Electronic Health Records Specialist (EHRS).

Campus	Date	Time	Day	Cost
NOC- Grantsville	10/22/15 - 12/1/2015	T&TH 6:00 - 9:15 p.m. SA 8:30 a.m. - 3:30 p.m.	T, TH & 1 SA per month	MD Senior \$269, GC Resident \$279, OOC \$284, OOS \$289

Medical Billing and Patient Accounting

Learn to input patient information, schedule appointments, handle billing, produce lists and reports, and handle insurance claims both on forms and electronically through an introduction to a medical administrative software package. Topics include computers and the medical assistant, data management, report production, insurance forms, billing operations.

Campus	Date	Time	Day	Cost
NOC- Grantsville	1/19/2016 - 2/16/2016	T&TH 6:00 - 9:15 p.m. SA 8:30 a.m. - 3:30 p.m.	T, TH & 1 SA per month	MD Senior \$269, GC Resident \$279, OOC \$284, OOS \$289

Medical Coding for the Non-Coder

This course is designed to enable the student to learn Medical Coding (ICD-9, ICD-10, CPT-4 and HCPCS). This course is geared to healthcare professionals and others who will not become certified medical coders, and appropriate for individuals in billing and other areas of medical office administration. Topics to be covered include the definition of medical coding; basic ICD-9-CM (International Classification of Diseases, Clinical Modification, ninth edition) coding set; basic CPT-4 (Current Procedural Terminology, Fourth Edition) coding set; basic HCPCS (Healthcare Common Procedure Coding System); and the link between outpatient medical coding and reimbursement.

Campus	Date	Time	Day	Cost
NOC- Grantsville	2/18/2016 - 3/24/2016	T&TH 6:00 - 9:15 p.m. SA 8:30 a.m. - 3:30 p.m.	T, TH & 1 SA per month	MD Senior \$269, GC Resident \$279, OOC \$284, OOS \$289

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

Time to Complete Program: Approximately 8 months. Courses to be held evenings and Saturdays.

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

Additional 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.
- Students must be computer literate.
- Please note that a CPR class is also required and must be scheduled by the student.

Call 301-387-3770 or 301-387-3136 to schedule the advising session

VETERINARY ASSISTANT

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



JOB OUTLOOK

↑ 10% INCREASE IN THE NUMBER OF JOBS THROUGH 2022; 2012 NATIONAL MEDIAN PAY \$23,100 SALARY / \$11.10 PER HOUR*

Veterinary Assistant I: Orientation to the Veterinarian Profession

This course is the first in a series of 3 classes included in the Veterinary Assistant Training Program. Topics covered include: an overview of the veterinary profession, office procedures, client relations, exam room procedures, animal restraint, animal anatomy & physiology, and medical terminology. Hours of instruction include 33 class room hours and 10 clinical experience hours. Tuition includes the text book that will be used in all 3 classes.

Campus	Date	Time	Day	# of Sessions	Cost
CTTC-Accident	9/16/2015 - 10/26/2015	5:00 - 8:15 p.m.	M & W	11	MD Senior \$200, GC Resident \$400, OOC \$405, OOS \$410

Veterinary Assistant II: Outpatient Diagnosis and Treatment

Prerequisite: Veterinary Assistant Training I. This course is the 2nd in a series of 3 classes included in the Veterinary Assistant Training Program. Hours of instruction include 30 class room hours and 15 clinical experience hours. Topics covered include: an overview of diagnostic skills, techniques, laboratory tests, and common prescription medications used to treat domestic animals and animal nutrition.

Campus	Date	Time	Day	# of Sessions	Cost
CTTC-Accident	10/28/2015 - 12/2/2015	5:00 - 8:15 p.m.	M, W, SA	10	MD Senior \$200, GC Resident \$350, OOC \$355, OOS \$360

Veterinary Assistant III: Inpatient Care

Prerequisite: Veterinary Assistant Training I & II. This course is the last in a series of 3 classes included in the Veterinary Assistant Training Program. Topics covered include: an introduction and overview of standard patient care and treatments provided in a veterinary clinic, anesthesia, surgery, emergency care, & interviewing skills. Total hours include 30 class room instruction hours and 15 clinical experience hours.

Campus	Date	Time	Day	# of Sessions	Cost
CTTC-Accident	12/7/2015 - 2/1/2016	5:00 - 8:15 p.m.	M, W, SA	10	MD Senior \$200, GC Resident \$350, OOC \$355, OOS \$360

Location of Training: Career Technology Training Center, Accident, Maryland 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 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 transportations to complete clinical experiences within a 50-60 miles radius of Garrett College.

Call 301-387-3087 to schedule the advising session

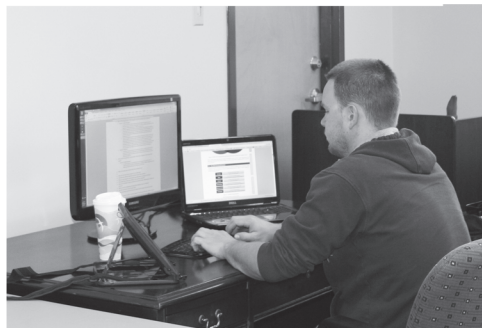
COURSES & CERTIFICATIONS

Entrepreneurship & Small Business

Garrett Center for Entrepreneurship-

Located in the Garrett Information Enterprise Center (GIEC) on the Garrett College campus

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 who's considering starting a new business or a seasoned entrepreneur that needs some objective guidance. "For those who own a small business or those who want to!" For further information or to discuss your business ideas, please contact Mike at 301.387.3167 or at mike.tumbarello@garrettcollege.edu



JOB OUTLOOK

↑ THERE ARE OVER 25 MILLION SMALL BUSINESSES IN AMERICA! IF YOU WANT TO TAKE CONTROL OF YOUR FUTURE AND FINANCIAL SITUATION AND EXPERIENCE THE POSSIBILITIES OF BEING AN ENTREPRENEUR, GARRETT COLLEGE CAN HELP.

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.

Campus	Date	Time	Day	# of Sessions	Cost
GIEC- McHenry	11/5/2015	5:00 - 8:30 p.m.	TH	1	FREE

Pre-Registration Deadline: Monday, November 2, 2015

Entrepreneurship: "Credit" Course 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!!!

Campus	Date	Time	Day	# of Sessions	Cost
GIEC- McHenry	9/9/2015 - 12/16/2015	5:15 - 6:45 p.m.	M & W	28	MD Senior \$50, GC Resident \$75, OOC \$100, OOS \$125

Pre-Registration Deadline: Monday, September 1, 2015

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.

Campus	Date	Time	Day	# of Sessions	Cost
GIEC- McHenry	10/16/2015	9:15 a.m. - 11:45 a.m.	F	1	MD Senior \$20, GC Resident \$25, OOC \$30, OOS \$35

Pre-Registration Deadline: Monday, October 5, 2015

Location: Garrett Information Enterprise Center (GIEC) on the Garrett College Campus

The Garrett Center for Entrepreneurship and Innovation offers a 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 co-working HIVE
- 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...

Call 301-387-3770 or 301-387-3136 to schedule the advising session

CHILD CARE CERTIFICATION

JOB OUTLOOK

↑ **17% INCREASE IN THE NUMBER OF JOBS THROUGH 2022; 2012
NATIONAL MEDIAN PAY \$43,950 SALARY / \$21.13 PER HOUR***



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.

Campus	Date	Time	Day	# of Sessions	Cost
McHenry	10/5/2015	6:00 - 9:00 p.m.	M	1	MD Senior \$25, GC Resident \$30, OOC \$35, OOS \$40

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).

Campus	Date	Time	Day	# of Sessions	Cost
McHenry	10/1/15 - 2/9/16	5:30 - 8:30 p.m.	T/TH	33	MD Senior \$250, GC Resident \$275, OOC \$280, OOS \$285

COMPUTER APPLICATIONS

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.

Campus	Date	Time	Day	# of Sessions	Cost
NOC	9/8/2015 - 9/29/2015	6:30 - 9:00 p.m.	T	4	MD Senior \$59, GC Resident \$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.

Campus	Date	Time	Day	# of Sessions	Cost
NOC	10/13/2015 - 10/20/2015	6:30 - 9:00 p.m.	T	2	MD Senior \$29, GC Resident \$39, OOC \$44, OOS \$49

QuickBooks I

This course has already started as part of the fall 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.

Campus	Date	Time	Day	# of Sessions	Cost
McH	8/11/2015 - 8/18/2015	6:00 - 9:15 p.m.	T	2	MD Senior \$89, GC Resident \$99, OOC \$104, OOS \$109

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.

Campus	Date	Time	Day	# of Sessions	Cost
McH	9/15/2015 - 9/22/2015	6:00 - 9:15 p.m.	T	2	MD Senior \$89, GC Resident \$99, OOC \$104, OOS \$109

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.

Campus	Date	Time	Day	# of Sessions	Cost
McH	10/6/2015 - 10/13/2015	6:00 - 9:15 p.m.	T	2	MD Senior \$89, GC Resident \$99, OOC \$104, OOS \$109

Call 301-387-3087 to schedule the advising session



Cyber Security is ranked as one of the five fastest growing careers by the U.S. Bureau of Labor Statistics. With cyber-crime on the rise, businesses need to manage sensitive data, access resources and networks and secure personal information from identify theft. The recently-released Cyber Security Jobs Report estimates there are over 19,000 current cybersecurity job openings in the state of Maryland alone. A full 20% of these jobs are available to candidates with an associate degree or less. Want to work in a growing field?

Train for a new career in as little as one year!

Qualify for jobs in Cyber Customer Service and Technical Support

Work toward industry certifications in:

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

Education and Training to meet all of your personal and business needs!

- Credit
 - A.A.S.
 - Cybersecurity Certificate
- Non-Credit
 - Training for Industry Certifications
 - Contract Training

What is A+ Certification?

Sponsored by the Computing Industry Association (CompTIA), A+ Certification is an industry-wide, globally-recognized credential for today's PC Repair Technicians. It is a marketable certification that organizations seek when hiring PC Technicians to support and maintain PCs in a diverse network environment. Whether a student pursues A+ certification for its own merit or as a starting point for other certifications, the courses offered at Garrett College give a firm foundation of knowledge, ability, and skills in the field of maintenance and PC Repair.

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 9 a.m.-3 p.m. CE Building Rm 205

**For more information call 301-387-3069 or
 email cyber@garrettcollege.edu www.garrettcollege.edu/cyber**

LOOK FOR THESE PROGRAMS in the FUTURE

Allied Health-EKG Technician

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. **Please call Doug Beitzel at 301-387-3772 for more information. January 2016**

Allied Health-Health Information Technology

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. Our ability to offer this training will depend on student interest and enrollment. **Please call Kelli Sisler at 240-321-3850 for more information if you are interested in this training program. January 2016**

Certified Clinical Medical Assistant (CCMA)

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. Students who have earned a certification in any area may be able to accelerate learning. **Call Doug Beitzel at 301-387-3772 for more information. January 2016**

Computer Aided Manufacturing/Machining (CAM) Certification.

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. **For more information call Carol Mowbray Brooks at 301-387-3770. January 2016**

Dental Assistant

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.

Call Carol Mowbray Brooks at 301-387-3770 for additional information. January 2016

Home Health Aid

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. A text book and student workbook is included in the tuition and fees. Financial aid may be available for this program depending on need.

Call Doug Beitzel at 301-387-3772 for more information. October 15

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. 301 387-3136**

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.

Campus	Date	Time	Day	# of Sessions	Cost
SOC	4/5 - 5-26/2016	6:00 - 9:15 p.m.	T,TH	16	MD Senior \$205, GC Resident \$290, OOC \$295, OOS \$300

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SUCCESS STORIES



Dakota Lambert
GCSP Occupational Scholarship Recipient
Veterinary Assistant at HART for Animals, Inc.

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

"Dakota Lambert, a graduate of the Veterinary Assistant program, is using his knowledge to further his career by working at HART for Animals, Inc., along with fellow graduate, Amanda Lloyd. The Bredel Veterinary Clinic at HART for Animals provides hands-on clinical experience to all students enrolled in the GC Veterinary Assistant program," says Jennifer Barnard, DVM, Director of the Bredel Veterinary Clinic.

Tyler Willimon
Certificate in Apartment Maintenance Technician

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



Mike Beachy
Garrett College CEWD Welding Instructor

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

Aaron Lantz
2012 Graduate of Southern High School
GCSP Occupational Scholarship Recipient
Garrett College's Machining Program

"The occupational scholarship was a great way to help me further my education and gain knowledge of machining. It wouldn't have been possible without the help of the scholarship. It was a great opportunity and I am now going on and currently pursuing my computer science degree at Frostburg State University."

Main Campus
687 Mosser Road
McHenry, MD 21541

Career Technology Training Center (CTTC)
116 Industrial Drive
Accident, MD 21520

Mountaintop Truck Driving Institute (MTDI)
12601 National Pike
Grantsville, MD 21536

Northern Outreach Center (NOC)
12601 National Pike
Grantsville, MD 21536

Southern Outreach Center (SOC)
14 N 8th Street
Oakland, MD 21550



www.Facebook.com/GC.CEWD



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- Offer individual coaching and networking
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- Cost-effective office space and services for start-ups with 24/7 secure access



Located within the Garrett Information Enterprise Center (GIEC) on the Garrett College Campus
For further information or to discuss your business ideas, contact Mike Tumbarello at
301-387-3167 or mike.tumbarello@garrettcollege.edu

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