



Career Development / Licensure & Certification

ACT® WORKKEYS®PREP

Work Readiness: ACT Essential Skills

While developing technical skills is crucial for on-the-job success, Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.

The ACT Essential Skills curriculum addresses life and employability skills and tools. It's all part of our dedication to help develop a person holistically, not just technically. Essential Skills Courses help individuals achieve foundational career readiness, as well as the confidence needed to succeed in today's workforce.

Instructional modules provide instruction in employer identified core areas for developing critical thinking skills and foundational strategies to support and develop self-regulation skills.

- Working in Teams
- Interpersonal & Business Communication
- Work Discipline
- Problem Solving & Critical Thinking
- Customer Service
- Financial Awareness

Participants must score 70% on each modules assessment to receive a certificate of completion to build a portfolio of career readiness skills to share with employers.

To support career development and establish instructional relevance, each participant will work with WIOA core partners, Maryland Job Service and Western Maryland Consortium, to explore effective resume writing, leverage access to employment and training opportunities, and become familiar with the multiple partnerships and resources aligned with WIOA and the Western Maryland Workforce System.

On demand enrollment begins 1/8/24
 Instructor facilitated course runs for 15 weeks.
 Course Cost: \$375.00
 Maryland Senior Course Cost: \$370.00

ACT WorkKeys Curriculum - a Proven Tool



Convenient

The curriculum is easy to implement and can be accessed from any computer, tablet, or mobile device with a browser that supports HTML5. No apps to install. No plugins necessary. It's that simple.



Personalized

Each course has a pre-course placement screener to suggest an appropriate starting point for each learner to begin working within the lessons, with distinct, but linked modules.



Effective

Each course offers end-of-level quizzes to check for mastery of content at each level within the course.



Interactive

Each level module contains multiple topics, and most include opportunities for learners to practice skills via embedded, interactive components.

For more information, please call Lori Sadlier at 301-784-5046 or email lsadlier@allegany.edu.

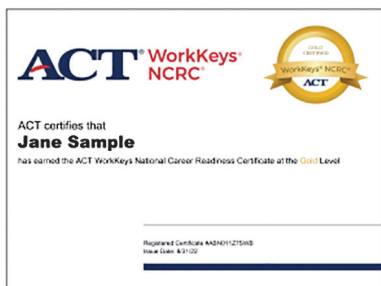
ACT® WorkKeys® & National Career Readiness Certificate (NCRC®) Course

This course prepares the student to earn the National Career Readiness Certificate by achieving a Silver level on the WorkKeys® assessment. Students will complete a pre-test assessment to determine placement and assigned lessons in the three key content areas of Applied Math, Graphic Literacy, and Workplace Documents. The lessons are delivered via a personalized, mobile-based learning management system for a meaningful learning experience providing a customized study schedule and detailed instructional content.

Each student will be given the opportunity to complete the ACT® WorkKeys® Assessments to earn the ACT® National Career Readiness Certificate (NCRC®).

Additionally, each participant will work with WIOA core partners, Maryland Job Service and Western Maryland Consortium, to explore effective resume writing, leverage access to employment and training opportunities, and become familiar with the multiple partnerships and resources aligned with WIOA and the Western Maryland Workforce System.

On demand enrollment begins 1/8/24
 Instructor facilitated course runs for 15 weeks.
 Course Cost: \$375.00
 Maryland Senior Course Cost: \$370.00
 WorkKeys® NCRC Assessment Fee: \$60.00
 Brightspace License Fee: \$



Earners Can Showcase Their Accomplishment

After earning the WorkKeys NCRC, individuals can easily set up an online account at myworkkeys.com that enables employers to verify their credentials quickly and conveniently. They'll also want to showcase their accomplishment by [accepting their digital badge from Credly](#), and including it on transcripts, resumes, social media, job boards, and more.



Platinum WorkKeys NCRC earners have scored a minimum level score of 6 on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents Assessments.



Gold WorkKeys NCRC earners have scored a minimum level score of 5 on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents Assessments.



Silver WorkKeys NCRC earners have scored a minimum level score of 4 on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents Assessments.



Bronze WorkKeys NCRC earners have scored a minimum level score of 3 on the ACT WorkKeys Applied Math, Graphic Literacy, and Workplace Documents Assessments.

For more information, please call Lori Sadlier at 301-784-5046 or email lsadlier@allegany.edu.

ADVANCED MANUFACTURING INDUSTRIAL TECHNOLOGY

WESTERN MARYLAND WORKS

at ALLEGANY COLLEGE of MARYLAND

37 Lane Avenue, LaVale, Maryland 21502

Western Maryland Works is a full-service makerspace and training facility that provides access to state of the art technology and equipment to help inspire your creativity.

Technology and Equipment is open to the public for membership use

- Roland SG2-300 Print/Cut Banner Maker
- Roland LEF2-200 UV Printer
- Roland BT-12 Direct to Garment Printer
- Stratasys 370 3D Printer
- Stratasys J55 3D Printer
- Creaform 3D Scanner
- Universal VLS 3.60DT Laser System
- \$ FabBot ATC Table Top CNC
- \$ 4'x8' CNC Plasma Cutter
- \$ Graphtec Plus Vinyl Cutter
- \$ CNC Trak Mill
- \$ CNC Trak Lathe
- Fully Equipped Woodworking Shop
- Dremel and Creativity 3-D printers
- Direct to Garment Printer

\$ = Additional Fee's Apply

UPCOMING TRAININGS

- ▶ FANUC Robotics Certifications
- ▶ Pipe Welding
- ▶ Artistic Welding
- ▶ Furniture Repair
- ▶ Fork-Lift Certifications
- ▶ Aluminum Welding
- ▶ Woodworking CNC Design
- ▶ Tool Safety
- ▶ Intro to 3-D Printing and Laser Cutting and Engraving
- ▶ Individual Workworking Techniques

For more information about training,
technology and equipment visit
westernmdworks@allegany.edu



ALLEGANY COLLEGE
of MARYLAND
ENGAGE YOUR FUTURE

WESTERN MARYLAND WORKS

at ALLEGANY COLLEGE of MARYLAND

37 Lane Avenue, LaVale, Maryland 21502

ALLEGANY COLLEGE OF MARYLAND'S WESTERN MARYLAND WORKS MAKERSPACE COURSES

The Makerspace offers courses in the woodshop and in the digital fabrication lab. The makerspace is available for public use for persons aged 16 and older. To register for a class or to obtain class availability, please call 301-784-5341. To schedule a private group class for your organization or to come for a specific project, please email Laura Rivers at lrivers2@allegany.edu.

Woodshop Courses

Each course offered in the Makerspace Woodshop includes the instructions for a “Make and Take” project and safety guidelines for the tools being used during the class. *To be certified to then use the Makerspace Woodshop on a daily, monthly or annual basis, there are monthly tour/safety courses available each month. For questions regarding the WMW Makerspace courses, membership information for a daily or monthly rate, please email Laura Rivers @ lrivers2@allegany.edu.

Introduction to the Woodshop (MAK350)

This is an introductory class for use of the makerspace woodshop. You will receive a guided tour of the makerspace and the safety procedures of using the woodshop tools and equipment. **Upon completion of this course, the student is then certified to use the makerspace woodshop during the makerspace hours and will receive a one-month membership to the makerspace.**

1/9, Tuesday, 5:00–9:00 PM

1/25, Thursday, 5:00–9:00 PM

2/12, Monday, 5:00–9:00 PM

2/28, Wednesday, 5:00–9:00 PM

3/5, Tuesday, 5:00–9:00 PM

3/20, Wednesday, 5:00–9:00 PM

4/4, Thursday, 5:00–9:00 PM

4/22, Monday, 5:00–9:00 PM

5/8, Wednesday, 5:00–9:00 PM

5/21, Tuesday, 5:00–9:00 PM

Western Maryland Works – LaVale, MD

Instructor: STAFF

Course Cost: \$50.00 (Includes a month of makerspace use)

Maryland Senior Course Cost \$45.00

Make Your Own Wood Box Centerpiece (MAK336)

This is a perfect first-time woodworking class. As such, this class is designed to introduce the beginner woodworker to learn the tools and safety. You will learn: (1.) the basics of safety, (2.) the function of each of the cutting tools, (3.) sequence sanding, (4.) and how to achieve a highly polished finish. All the supplies are included in the class fee. Our goal is for you to walk away with some basic woodworking knowledge and a creation that you can showcase, gift or use as a functional container.

1/6, Saturday 9:00 AM- 1:00 PM
 4/24, Wednesday 5:00-9:00PM
 Western Maryland Works – LaVale, MD
 Instructor: Dustin Davis
 Course Cost: \$36.00
 Maryland Senior Course Cost: \$31.00

Make Your Own Lathed Turned Bowl (MAK446)

This is our most popular wood turning class! This course will introduce you to the wood lathe and the process of making a wide rimmed wooden bowl. You will choose your species of wood from a variety of blanks. This class will cover tool safety and usage, turning techniques, and selecting and preparing wood. Participants will be taken through the steps of 1.) mounting blanks, 2.) using the bowl gouge, 3.) roughing out a foot, 4.) carving out the interior of the bowl, and 5.) learning the finishing techniques. Participants will make-and-take their own turned bowl. The instructor will emphasize the importance of proper technique, correct tool usage, and protective gear.

1/13, Saturday, 9:00 AM-3:00 PM
 3/2, Saturday, 9:00 AM – 3:00 PM
 4/6, Saturday 9:00 AM-3:00 PM
 Western Maryland Works – LaVale, MD
 Instructor: Dustin Davis
 Course Cost: \$40.00
 Maryland Senior Course Cost: \$35.00

Make Your Own Goblet (MAK431)

Welcome to the introductory-level wooden class where you will learn the art of crafting a wooden goblet. In this class, you will be introduced to the fundamentals of woodworking, starting with a basic understanding and will guide you through the essential woodworking skills, like measuring, marking, carving, and sanding. The instructor will teach you how to create a hollowed-out cup, a stem, and a base, guiding you through the process of turning a simple wooden piece into an elegant goblet. The instructor will emphasize the importance of proper technique, correct tool usage, and protective gear for the safest experience.

2/3, Saturday 9:00 AM-1:00 PM
 4/15, Monday, 5:00–9:00 PM
 5/4, Saturday, 9:00 AM–1:00 PM
 Western Maryland Works – LaVale, MD
 Instructor: Dustin Davis
 Course Cost: \$31.00
 Maryland Senior Course Cost: \$26.00

Make Your Own Charcuterie/Cutting Board (MAK440)

In this class, you will be introduced to the basics of woodworking and learn how to transform a simple piece of wood into a stunning charcuterie board. Designed for budding entrepreneurs and the general public, this course is designed to teach basic woodworking skills while creating your own personalized cutting or charcuterie board. Participants, under the guidance of a master woodworker, will learn the proper use of professional grade power tools such as table saws, planers, joiners, miter saws, band saws, router/shaper tables, drum sanders, and spindle sanders. Students will also gain instruction on clamping techniques and various hand tools as well as measuring, cutting and assembling of pieces. The classes are meant to prepare students. The instructor will provide guidance on using saws, routers, and sanders, ensuring you feel confident and comfortable in their usage. This is a two-part evening course and an 8-hour commitment.

2/6 & 2/8, T and TH 5:00-9:00 PM
 4/23 & 4/25, T and TH 5:00-9:00 PM
 Western Maryland Works – LaVale, MD
 Instructor: Gary Taylor
 Course Cost \$90.00
 Maryland Senior Course Cost: \$85.00

Make Your Own Valentine Cutting Board (MAK357)

This is a special edition cutting board class designed for the Valentine's Day holiday, Anniversary Gift, Wedding Gift or for your own personal use, it is a beginner level class and is perfect for a first-time wood worker. In addition, this is a fully functional kitchen must-have.

Under the guidance of an experienced woodworking professional, participants will operate industrial-grade power tools such as the table saw, joiner, planer, router tables, miter saw, drum sanders and spindle sanders to assemble their projects. 2-part course.

1/30 & 2/1, T and TH 5:00-9:00 PM
Western Maryland Works- LaVale, MD
Instructor: STAFF
Course Cost: \$57.00
Maryland Senior Cost: \$52.00

Make Your Own Stein/Mug (MAK447)

Welcome to our introductory class on crafting a stein! In this hands-on workshop, designed for beginners, you will learn the art of creating a unique and functional stein—a traditional German-style mug—that you can proudly display, gift or use to enjoy your favorite beverages. The instructor will demonstrate essential woodworking techniques such as measuring, cutting, shaping, and joining the wood pieces to create the body of the stein. You will learn how to carefully shape the mug. Throughout the class, the instructor will emphasize the importance of safety and provide guidance on proper tool usage. You will be provided with safety goggles and other necessary gear to ensure a safe and enjoyable learning experience.

2/10, Saturday, 9:00 AM – 1:00 PM
5/25, Saturday, 9:00 AM-1:00 PM
Western Maryland Works in LaVale, MD
Instructor: Dustin Davis
Course Cost: \$47.00
Maryland Senior Course Cost \$42.00

Make Your Own Handwoven Basket (MAK478)

This course offering is designed to allow the students to go beyond the basic woodworking skills. This is considered an **advanced** class and is a three-part, 12-hour commitment. The students will be able to make a hinged lid basket with cut bands and weavers and a wooden floor. The process will involve cutting, drilling, weaving, looping, measuring and finishing. Due to the extensive nature of this course, it will only have one offering per semester.

3/19, 3/21, 3/26 T and TH 5:00-9:00 PM
Western Maryland Works in LaVale, MD
Instructor: Gary Taylor
Course Cost: \$78.00
Maryland Senior Course Cost: \$73.00

Make Your Own Serving Pedestal Bowl (MAK479)

This is considered an **intermediate** level class. This course will introduce you to more techniques than the basic bowl class. You will choose your species of wood from a variety of blanks. This class will cover tool safety and usage, turning techniques, and selecting and preparing wood. Participants will be taken through the steps of 1.) mounting blanks, 2.) using the bowl gouge, 3.) carving out the interior of both sides to the bowl, and 4.) learning the finishing techniques. Participants will make-and-take their own turned pedestal bowl. The instructor will emphasize the importance of proper technique, correct tool usage, and protective gear. This is a two-part course and/or 8-hour commitment.

2/5 & 2/7, M and W 5:00–9:00 PM
3/25 & 3/27, M and W 5:00–9:00 PM
5/11, Saturday, 9:00 AM–5:00 PM
Western Maryland Works – LaVale, MD
Instructor: Dustin Davis
Course Cost: \$79.00
Maryland Senior Course Cost: \$74.00

Make Your Own (Duck) Mug Rack (MAK473)

This is a new wood shop course to make a wooden mug rack. The process will allow the student to gain skills to cut, measure, saw, drill, glue, nail and finish a full-size mug rack with a decorative mallard duck design. This is a two-part course and 8-hour commitment. This is an **intermediate** level class for the more advanced wood student. All supplies and safety gear will be provided in the cost of this make and take course.

2/20 & 2/22, T and TH 5:00–9:00 PM
 5/14 & 5/16, T and TH 5:00–9:00 PM
 Western Maryland Works- LaVale, MD
 Instructor: Gary Taylor
 Course Cost: \$ 73.00
 Maryland Senior Course Cost: \$68.00

Make Your Own Serving Plate (MAK438)

In this class, you will be introduced to the basics of woodworking and learn how to transform a simple piece of wood into a 12" serving plate. This is considered a beginner's turning class. The student will be introduced to a wood lathe and all of the techniques using different cutting tools to shape and design your functional plate for use in serving, displaying or decorating. The finished project will be a perfect gift or show piece for your home.

1/10, Wednesday 5:00-9:00 PM
 5/6, Monday 5:00-9:00 PM
 Western Maryland Works – LaVale, MD
 Instructor: Dustin Davis
 Course Cost: \$38.00
 Maryland Course Cost: \$33.00

Make Your Own Damascus Steel Knife (MAK373)

This creation with it's pre-fabricated Damascus blade and a wooden handle will make a great fishing fillet knife or kitchen knife. In this course, you will be making your own hand carved wooden handle and learning the techniques of handheld wood carving. The step by step process will include safety techniques and procedures. This is a beginner level course with step by step instruction. There are two offerings, each course takes an 8-hour commitment.

1/22 & 1/24, M and W, 5:00-9:00 PM
 3/4 & 3/6, M and W, 5:00-9:00 PM
 4/8 & 4/10, M and W, 5:00–9:00 PM
 Western Maryland Works – LaVale, MD
 Instructor: Dustin Davis
 Course Cost: \$73.00
 Maryland Senior Course Cost: \$68.00

Make Your Own French Rolling Pin (MAK450)

This beginner's course will be how to make a French rolling pin on a large or mini lathe, depending on the size desired. The object of the class is to make a rolling pin from a single block plank. After turning on the lathe, the pin is sanded and finished. creating the French Rolling Pin on the lathe. You will be provided with safety goggles, and other protective gear to ensure a safe and enjoyable learning experience. At the end of the class, you will take home a functional rolling pin or a beautifully handcrafted show piece.

1/17, Wednesday 5:00-9:00 PM
 4/27, Saturday 9:00 AM-1:00 PM
 Western Maryland Works – LaVale, MD
 Instructor: Dustin Davis
 Course Cost: \$50.00
 Maryland Senior Course Cost: \$45.00

Advanced CNC Router Applications (MAK466)

This advanced woodshop course is designed to enable the student, who is involved in product development, to learn applications using the CNC Router software. Topics to be covered include safety procedures, machine setup, operation, and a comprehensive final project. The student will apply learned principles, import the job, analyze the material characteristics, prepare the file and complete a final project. The total course will be 8 hours and a two-evening commitment.

1/16 & 1/18, T and TH 5:00–9:00 PM
 2/13 & 2/15, T and TH 5:00–9:00 PM
 4/16 & 4/18, T and TH 5:00–9:00 PM
 Western Maryland Works- LaVale, MD
 Instructor: Gary Taylor
 Course Cost: \$66.00
 Maryland Senior Course Cost: \$61.00

Make Your Own Hummingbird Sculpture (MAK459)

This **intermediate** level course is to make a Hummingbird sculpture. You will learn how to safely operate woodworking tools and machinery. The instructor will provide guidance on using the scroll saw, drills, and sanders, ensuring you feel confident and comfortable in their usage. At the end of this course, you will have a hummingbird sculpture to hang or display in your home or office.

3/7 & 3/12 TH and T 5:00–9:00 PM

5/28 & 5/30 T and TH 5:00–9:00 PM

Western Maryland Works – LaVale, MD

Instructor: Gary Taylor

Course Cost: \$59.00

Maryland Senior Course Cost: \$54.00

Make Your Own Laminated Bud Vase (MAK343)

This is a beginner's woodworking class, not to be mistaken for the turned vase. In this course, you will use the router, saws, drills and sanders to create a see-through bud vase with a tubed center. This beautifully crafted accent piece would be a great gift, decoration or functional vase. All supplies and instruction are included in the course cost.

4/9 & 4/11 T and TH 5:00–9:00 PM

Western Maryland Works – LaVale, MD

Instructor: Gary Taylor

Course Cost: \$43.00

Maryland Senior Course Cost: \$38.00

DIGITAL FABRICATION LAB COURSES

The classes in our digital fabrication lab are designed to teach the beginner or advanced learner how to broaden their knowledge while using the latest equipment in 3D Printing and Laser Engraving/Cutting. Since opening the Western Maryland Works Maker Space, there has been a high demand for student knowledge in the field of creating projects with computer programs and business entrepreneurs who want to expand their knowledge. These classes are held in the Western Maryland Works Digital Fabrication Lab.

Intro to Laser Engraving (MAK140)

This is an introductory course on the art of laser engraving/cutting. The student will be taught the basics to operate the universal laser system. Each class will cover topics that include designing personalized items to engrave or cut. The instructor will teach a make-and-take class in a step-by-step direction. The focus around the upcoming holidays will change the item instructed.

1/23, Tuesday 5:00–9:00 PM

2/29, Thursday 5:00–9:00 PM

3/5, Tuesday 5:00–9:00 PM

5/7, Tuesday 5:00–9:00 PM

Western Maryland Works – LaVale, MD

Instructor: Alexandra Edwards

Course Cost: \$40.00

Maryland Senior Course Cost: \$35.00

Intro to UV Printing (MAK155)

In this intermediate level course to learn the art of UV Printing, you will learn the fundamentals of working with the Roland Printer. You will explore the amazing possibilities of using the UV Printer to start a business, make personalized items, or grow your current business. This is a one-time four-hour course with several offerings. **Choose only one date when you call the registration office.**

1/11, Thursday 5:00–9:00 PM

2/27, Tuesday 5:00–9:00 PM

3/14, Thursday 5:00–9:00 PM

4/2, Tuesday 5:00–9:00 PM

5/9, Thursday 5:00–9:00 PM

Western Maryland Works – LaVale, MD

Instructor: STAFF

Course Cost: \$55.00

Maryland Senior Course Cost: \$50.00

*Career Development / Licensure & Certification***Intro to 3D Printing (MAK125)**

In this introductory to 3D printing class, the student will be taught to use the WMW Makerspace 3D printers using the BAMBU Slicer program. The instructor will lead the students through a step by step process on how to prepare a pre-formed 3D model for printing on the Makerspace equipment. The student will receive an already printed 3D souvenir to take home. This is four-hour course with several offerings. **Choose only one date when you call the registration office.**

1/31, Wednesday 5:00-9:00 PM

2/21, Wednesday 5:00-9:00 PM

3/13, Wednesday 5:00-9:00 PM

4/17, Wednesday 5:00-9:00 PM

5/13, Monday 5:00-9:00 PM

Western Maryland Works – LaVale, MD

Instructor: William Baxter

Course Cost: \$25.00

Maryland Senior Course Cost: \$20.00

T-shirt Printing 101 (MAK150)

This is an introductory course to gain knowledge on using the garment printer for your personal or entrepreneur use. Our makerspace is designed to allow creativity whilst growing your current business or capturing lost business. The garment printer allows you to get into the profitable world of custom apparel or simply making family reunion tees or your child a special birthday tee. Bring your ideas (in particular on a flash drive) and a white or light-colored t-shirt to design during this class. This is a one-time 4-hour course with several different offerings. Choose only one date.

2/15, Thursday 5:00–9:00 PM

5/29, Wednesday 5:00–9:00 PM

6/4, Tuesday 5:00–9:00 PM

Western Maryland Works – LaVale, MD

Instructor: STAFF

Course Cost: \$50.00

Maryland Senior Course Cost: \$45.00

Intro to Adobe Illustrator (MAK025)

This continuing education course is considered intermediate level and designed to prepare students for workforce positions that require the use of Adobe Creative Cloud design applications. Topics include: raster image editing; vector image creation and manipulation; page layout; file management; and graphic design workflow.

1/8, Monday 5:00-9:00 PM

2/26, Monday 5:00-9:00 PM

3/11, Monday 5:00-9:00 PM

4/3, Wednesday 5:00-9:00 PM

5/22, Wednesday 5:00-9:00 PM

Western Maryland Works – LaVale, MD

Instructor: William Baxter

Course Cost: \$25.00

Maryland Senior Course Cost: \$20.00

MACHINIST TRAINING

Learn both Manual and Computer Numerical Control (CNC) Machine Tool Technology with extensive hands-on and computer-based training at Western Maryland Works facility at 37 Lane Avenue. The 720- hour series is designed to prepare students to become well-rounded entry level manual and CNC Machinists with upward mobility potential. The classes are predominantly hands-on training. College credit is not awarded for this program, rather it is designed around industry recognized credentials based on skills needed for a career in manual and CNC machining and manufacturing. Students will have the opportunity to earn up to 13 NIMS (National Institute of Metalworkers) Credentials including: NIMS Machining Level 1 Measurement, Materials, & Safety; Job Planning, Benchwork, & Layout; Drill Press I; Milling I; Turning I (Between Centers); Turning I (Chucking); Grinding I; Metalforming I; CNC Mill Operations; CNC Mill Programming, Setup, and Operations; CNC Lathe Operations; CNC Lathe Programming, Setup, and Operations; and a Certificate of Special Merit.

For more information on the National Institute for Metalworking Skills (NIMS), please visit: [https:// www.nims-skills.org](https://www.nims-skills.org).

8/19/24 – 6/12/25, Monday-Thursday

4:00-8:30 PM

Western Maryland Works – LaVale, MD

Instructor: Robert Prosser

Course Cost: \$9,668.00

Maryland Senior Course Cost: \$8,868.00

Class waiting list is starting now. Call Jaren Bohn at 301-784-5126 to reserve your spot in the course!



*Career Development / Licensure & Certification***WELDING**

In our welding lab, safety is our number one priority! In preparing for your welding course, required protected gear is included in course cost. Please also wear appropriate clothing to class every night to ensure your safety. Proper clothing includes long pants or jeans with no holes or frays, a long sleeve shirt, and work boots - please, no tennis shoes.

Shielded Metal Arc Welding (VTE711)

This 80-hour course will provide participants with a thorough, technical understanding of shielded metal arc welding, welding safety, power sources (AC and DC), electrode classifications, and electrode selection (E6010 & 7018). It also provides training to develop the skills necessary to make quality shielded metal arc welds in all positions (flat, horizontal, vertical up, and overhead) on mild 3/8 inch steel. Single and multiple passes using mild steel, low hydrogen, and iron powder electrodes will be covered. Upon successful completion, the student should be able to perform production welding, millwright work, and general maintenance welding. To certify, trainees must complete an additional 40-hour welding course in preparation for the following skills tests: fillet and groove welds done in the flat, horizontal, vertical, and overhead positions (visual inspection and AWS guided bend tests performed by an independent CWI).

2/24–4/30, Monday & Wednesday (20 sessions)

5:00–9:00 PM

Western Maryland Works - LaVale, MD

Instructor: Gary Taylor

Course Cost: \$1,299.00

Maryland Senior Cost: \$1,289.00

**Shielded Metal Arc Certification (VTE714)**

This 40-hour course will provide training for experienced and trained welders in preparing for certification testing in the shielded metal arc welding process. Test certification will be performed on 3/8-inch steel plate. You will prepare to test in two positions: vertical up and overhead passes. You will also practice welding on test plates to prepare for the final testing. All certification testing will be performed by a Certified Welding Inspector under American Welding Society (AWS) welding specifications and procedures. In preparing for your welding course, you must provide leather welding gloves, protective eyewear, welding helmet, and welding jacket.

5/5–6/4, Mon. & Wed (10 sessions)

5:00–9:00 PM

Western Maryland Works - LaVale, MD

Instructor: Gary Taylor

Course Cost: \$599.00

Certification Testing Fees: \$400.00 (Fee includes vertical and overhead tests, certification papers, and ID card)

MIG/TIG Welding (VTE748)

This 40-hour intermediate course is for the welder with basic welding experience. You will train in welding safety, gas metal arc welding (GMAW-MIG), and gas tungsten arc welding (GTAW-TIG) processes. The course includes metal arc transfers of short-circuiting, globular, spray arc, and power mode. Also included is instruction in how various shielding gases affect gas metal arc and gas tungsten arc welding. Hands-on experience will be dedicated to welding on basic carbon steel using edge, corner, lap, and fillet welds in all positions. Welding is limited to regular thin, flat material and does not include thick plate, pipe, or other irregular shapes.

2/25–3/27, Tues. & Thurs. (10 sessions)

5:00–9:00 PM

Western Maryland Works – LaVale, MD

Instructor: Harry Riggleman

Course Cost: \$599.00

Maryland Senior Course Cost: \$589.00

MIG/TIG Certification (VTE854)

This 40-hour course will provide training for experienced and trained welders in preparing for certification testing in gas metal arc welding (GMAW-MIG) and gas tungsten arc welding (GTAW-TIG) processes. Test certification will be performed on 3/8-inch carbon steel plates in vertical and overhead positions. Hands-on experience will include practicing on test plates in preparation for final testing. All certification testing will be performed by a Certified Welding Inspector under American Welding Society (AWS) standards. In preparing for your welding course, you must provide leather welding gloves, protective eyewear, welding helmet, and welding jacket.

4/1–5/1, Tues. & Thurs. (10 sessions)

5:00–9:00 PM

Western Maryland Works – LaVale, MD

Instructor: Harry Riggleman

Course Cost: \$599.00

Certification Testing Fee: \$600.00 (Fee includes vertical and overhead tests in MIG & TIG, certification papers and ID card.)

Maryland Senior Course Cost: \$589.00 (plus testing fees)

WELDING SCHOLARSHIP OPPORTUNITY!

The Wilson Supply/Veryl Morgan Scholarship memorial award honors Veryl Morgan's dedication and long-term service to Wilson Supply. The Scholarship is awarded to Allegany County continuing education students in the fall and spring semesters. Please submit application letter indicating why you are interested in welding; why you are the best candidate for the award; and enrollment date to:

Wilson Supply/Veryl Morgan Scholarship Fund

c/o Allissa Tomlinson,

Allegany College of Maryland Center for Continuing Education

12401 Willowbrook Road • Cumberland, MD 21502

THANK YOU, WILSON SUPPLY COMPANY

For Providing the Endowed Wilson Supply/Veryl Morgan Scholarship Fund



INDUSTRIAL MAINTENANCE TRAINING**Maintenance Operations and Rigging (IMT100)**

Participants completing 120-hours of knowledge and technical skills training will be eligible to participate in industry-recognized credentials through the National Institute of Metalworking Skills (NIMS). Certification validates the individual practices and adheres to Maintenance Operation's Safety, Health and environmental rules and regulations; validates student's skills in Machine Operation and Monitoring, Interpreting machine operations and maintenance documentation, Machine Maintenance Procedures Performance, Preventative maintenance Performance; Predictive Maintenance Performance, Technical drawing, and Selection and safe use of proper hand tools and Systems Troubleshooting Methodologies. Instruction is comprised of e-learning modules, classroom lectures, and hands-on activities. Participants will have access to classroom computers utilizing Amatrof's e-Learning software. All books and instructional materials are included in the course costs.

1/20–3/26 Monday-Wednesday

5:00–9:00 PM

Western Maryland Works – LaVale, MD

Instructor: Charlie Airesman

Course Cost: \$1,485.00

Maryland Senior Course Cost: \$1,475.00

Basic Hydraulic Systems (IMT300)

Participants completing 110-hours of knowledge and technical skills training will be eligible to participate in industry-recognized certification through the National Institute of Metalworking Skills (NIMS). Certification validates the individual practices and adheres to fluid power system safety procedures; comprehends hydraulic systems; interprets fluid power schematics; conducts fluid pressure adjustments; maintains hydraulic filtering systems; installs hydraulic conductors; and installs, tests, and troubleshoots components in a hydraulic circuit. Participants will have access to classroom computers utilizing Amatrof's e-Learning software. All books and instructional materials are included in the course costs.

1/20–3/26 Monday-Wednesday

5:00-9:00 PM

Western Maryland Works – LaVale, MD

Instructor: Charlie Airesman

Course Cost: \$1,485.00

Maryland Senior Course Cost: \$1,475.00

Additional Industrial Maintenance Courses may also be offered during the Spring semester.

Basic Mechanical Systems (IMT200) 100 Hours

Basic Pneumatic Systems (IMT400) 80 Hours

Electrical Systems I & II (IMT501/502) 180 Hours

Electronic Control Systems I & II (IMT601/602) 180 Hours

Process Control Systems (IMT700) 70 Hours

For more information on these courses and potential scholarships, please contact Jaren Bohn by email at jbohn8408@allegany.edu.

TRANSPORTATION

CDL Class B operators have the opportunity to drive a variety of commercial vehicle including dump trucks, delivery trucks, passenger buses, and other vehicles more than 26,000 pounds. ACM's CDL Class B program cover the theory and driving skills required under the federal Entry Level Driver Training requirements. The class provides you with training on defensive driving techniques, road safety, pre-trip inspections, and the ability to control and maneuver vehicles in varied driving situations. Applicants must complete a screening process and have a current DOT physical card and a CDL Class B Learner's Permit with passenger endorsement and air brake.



Scholarships are available and may cover all or part of the program cost. For more information, please call Sarah Bowman at 301-784-5069.

CDL B Operator Introduction (Theory) (MVA100)

Prepare for your Class B CDL license and develop the skills to drive a dump truck, commercial delivery truck, passenger bus, or other vehicle weighing over 26,000 pounds. Introduction to CDL operations includes vehicle safety, defensive driving techniques, and pre/post-trip inspections. Applicants must complete a screening process and have a current DOT physical and a Class B Learner's Permit with "P" passenger endorsement and Air Brake. Meets the theory portion of the Entry Level Driver Training requirement. (Textbook provided)

3/16 & 3/23, Saturday (2 sessions)

8:00 AM-6:00 PM

ACM: CE Bldg.

Instructor: Vicki Shaffer

Course Cost: \$258.00

Maryland Senior Course Cost: \$138.00

CDL B Operator Skills (Range/Road) (MVA101)

Practice operation of a Class B CDL vehicle and prepare for your commercial driver test. Class activities include pre-trip review, vehicle control and maneuvering, successful completion of range exercises, and proper road operation. Class hours include CDL skills/road test in your state of licensing (MD, PA, or WV). Meets the range/road portion of the Entry Level Driver Training requirement. Prerequisite: CDL B Operator Introduction.

4/6-5/11, Saturday (6 sessions)

8:00 AM-6:00 PM

ACM: CE Bldg.

Instructor: Vicki Shaffer

Course Cost: \$1,500.00

Maryland Senior Course Cost: \$840.00

Maryland State Inspection Training (PRO300)

This course is designed for automotive technicians seeking Maryland State Inspector certification. Technicians will apply classroom theory to extensive hands-on instruction utilizing tools and equipment needed for the inspection process. The focus will be to provide knowledge and skills necessary for the technician to take both the written and performance sections of the Maryland State Inspectors Exam.

For more information on course offering contact Dave Smarik at 301-784-5077

DRIVER'S EDUCATION WITH ALLEGANY DRIVING SCHOOL

In cooperation with Allegany College of Maryland

To Register for Driver's Education

Please call Allegany Driving School 301-724-2224

(If no answer, leave a message and your call will be returned.)

Driver's Education (C/S600)

Driving a motor vehicle safely and responsibly is essential if one is to operate vehicles and participate in the work world and in educational opportunities. This 2-part course will provide those who are learning to drive with information on the interaction of people, vehicles, and the roadway. The first part (10 sessions) of the course is online-based and will cover effects of alcohol and other drugs, protective systems, natural forces, road hazards, responding to emergencies, personal transportation needs, route planning, motor vehicle systems, and interactions with other highway users. The second part (2 sessions) of the course is individually scheduled and conducted in-car. In addition to the above-listed topics, city and expressway driving and emergency situations will be covered in this segment of the course. Due to increased fuel costs, additional fees may be applied. Please contact Allegany Driving School for registration and course details at 301-724-2224.

Monday-Thursday 6:00-9:00 PM

Note: +6 hours are individually scheduled in vehicle

Course Cost: \$389.00 (additional fees may be applied)

For class dates visit <https://www.alleganydriving.us/>



MOTORCYCLE RIDER EDUCATION**Motorcycle Safety Independent Training Center**

Under contract with

Motorcycle
Safety
Program***Please Note***

Because each State may have differing licensing requirements, if your driver's license was issued in a State other than Maryland it is **your responsibility** to verify that our Maryland State Approved Courses meet your state's requirements to receive your motorcycle license.

Basic Rider Course (BRC) (MVA275)

This course is designed for the true beginning rider who has little or no riding experience. It includes classroom and riding instruction on the basic riding skills and strategies necessary for an individual to begin to practice street riding. Our training program is approved by the Motor Vehicle Administration and our courses are taught by Motor Vehicle Administration and Motorcycle Safety Foundation certified instructors. You must be able to ride a bicycle to participate in this course. Riding a motorcycle requires physical strength, excellent balance, flexibility, coordination, and concentration. Make sure you are prepared and ready to ride safely!

Students are required to complete a five-hour e-Course online prior to their course start date. If this e-Course is not completed, students will not be able to attend and be asked to leave. This online training covers the content in the Rider Handbook and prepares you for the first riding session. Detailed online course information will be given to each student upon registration. During the classroom activities, you will discuss topics that include responsible riding, defensive riding strategies and how to handle a variety of riding situations. You will receive approximately 10 hours of riding on a training motorcycle practicing clutch-throttle control, stopping, turning, shifting and basic crash avoidance skills. **You are to provide your own riding gear, which includes a DOT certified ¾ helmet, eye protection, jacket, full-fingered gloves, long pants and sturdy over-the-ankle footwear.**

Throughout the course the instructors evaluate and coach each rider's performance. To complete the course, you must pass a knowledge and skill test administered at the end of the course. Participants who meet the testing standards for licensing will be eligible to receive their Class M license. Participants who do not achieve the minimum performance standards will not be allowed to continue in the course. Riders who pass will also receive a Maryland Motorcycle Safety Program Completion Card.

This course is approved by the Maryland Motor Vehicle Administration for the Class M licensing waiver. A Class M license will not be issued to anyone under 16 years and 6 months of age, and the M license can only be added to a valid license of another class. A motorcycle learners permit is NOT required to take the course. There is no guarantee that an individual enrolling in this course will pass, or get their license.

2024 TRAINING DATES WILL BE ANNOUNCED SOON!**Call 301-784-5365 to be added to the wait list.**

All courses follow the same schedule:
Saturday, 8:00 AM-4:30 PM
Sunday, 8:00 AM-4:30 PM

Total Course Cost: \$299.00 (all fees included)
Fee Discounts or Waivers Do Not Apply

*Extra hours are built into the published schedule to accommodate for uncontrollable events such as weather, mechanical failure, and emergencies. Please reserve all the listed time on your schedule. You may not leave during any class activities.**

PLUMBING**Backflow Prevention/Cross Connection Training and Recertification**

Classes are being formed for the required training and education to those who alter, install or inspect potable or non-potable water supply systems. Once a group of at least 6 students have been formed, the course will be scheduled. For more information on being part of the class please contact Sarah Bowman at either 301-784-5069 or sbowman5734@allegany.edu.

Backflow Prevention/Cross Connection Training (PRO171)

Total Course Cost: \$480.00

Maryland Senior Course Cost: \$475.00

Limited Scholarships available to Allegany County residents! (3 or more years residency)

Backflow Prevention/Cross Connection Recertification Training (PRO214)

Total Course Cost: \$105.00

Maryland Senior Course Cost: \$100.00

CONSTRUCTION**Home Inspector (PRO262)**

Secure your career path and become a Home Inspector!

Allegany College of Maryland and American Home Inspectors Training have teamed up to offer you Home Inspection Training at ACM's Western Maryland Works, Makerspace Building in LaVale.

Since 1993, AHIT has been providing industry-leading home inspection training, certifications, continuing education, and professional development courses. All live classes include AHIT's self-paced, online home inspector course and textbooks. This enables the student to have the best study tools possible.

Each course is taught by successful home inspection entrepreneurs, provides in-depth training to help you establish and market your home inspection business and comes with AHIT Success Essentials – all the tools, training and support you need to succeed.

The class is held as an 8-day class for Maryland or 9-day class for West Virginia. If you wish to get licensed in both states you will attend the class for 9 days.

For information or to be added to waitlist, please contact Sarah Bowman at sbowman5734@allegany.edu or by phone at 301-784-5069.

9/7-9/15 Daily (9 sessions)

8:00 AM-6:00 PM

Western Maryland Works – LaVale, MD

Course Cost: \$1,895.00 (does not include \$225 exam fee)

Maryland Senior Course Cost: \$1,890.00

Limited Scholarships available to Allegany County residents! (3 or more years residency)

OCCUPATIONAL SAFETY

The following courses are offered in cooperation with the Maryland Center for Environmental Training



The Maryland Center for Environmental Training offers training at sites throughout Maryland. Training is approved by the State of Maryland for water and wastewater operator certification renewal. MCET also provides on-site technical assistance to Maryland's communities and

businesses. We help them implement operational and financial strategies to ensure that water and wastewater treatment facilities fully comply with the stringent provisions of the Safe Drinking Water Act and the Clean Water Act.

Need additional course information? Call 301-934-7507.

Effective Particle/Turbidity Removal at Water and Wastewater Treatment Facilities (PRO308)

Designed to assist water and wastewater facility operations staff, this advanced course focuses on the operational considerations associated with effective turbidity and particle removal in conventional water treatment plants and advanced wastewater treatment plants. Physical and chemical methods of treatment will be covered in detail including coagulation, flocculation, sedimentation/clarification, and filtration. Descriptions of the technology associated with each as well as routine monitoring, operation, and troubleshooting will be discussed. Exercises in solving typical operational problems associated with these treatment technologies and related process math.



4/10, Wednesday (1 session)
8:00 AM-4:00 PM
ACM: CE Bldg.
Instructor: Bill Shreve
Course Cost: \$149.00
Maryland Senior Course Cost: \$149.00

Certified Pool Operator (PRO929)

This course is designed for operators of public and private swimming pools and spas to meet the requirements of the health department for operators. This course prepares students not only for the certified pool operator exam, but gives you the practical knowledge needed to effectively run your facility. This is a Maryland approved certification course. Course provides instruction on basic pool management, water chemistry, disinfection, water circulation, and filtration. The course also covers appropriate codes & guidelines for proper pool operation.

4/30-5/2, Tues., Wed., & Thurs. (3 sessions)
5:00-10:00 PM
Frostburg City Place
Instructor: Brian Vought
Total Course Cost: \$125.00
Maryland Senior Course Cost: \$120.00
Limited Scholarships available to Allegany County residents! (3 or more years residency)

Certified Pool Operator Recertification (PRO928)

4/30, Tuesday (1 session)
5:00-9:00 PM
Frostburg City Place
Instructor: Brian Vought
Total Course Cost: \$80.00
Maryland Senior Course Cost: \$75.00
Limited Scholarships available to Allegany County residents! (3 or more years residency)

Flagger Certification (PRO724)

Classes of 6 or more are being formed to provide the instruction required by the state of Maryland to become a flagger through the American Traffic Safety Services Association (ATSSA) program. This program is the only program allowed in Maryland and is allowed in most other states. All persons performing flagging along Maryland roadways are required to have passed the Maryland approved flagger course. Topics will include flagger equipment, flagger awareness, flagger safety, working outdoors, Temporary Traffic Control (TTC) zones and devices and general work zone safety. Certification card is valid for 3 years. For more information on being part of the class please contact Sarah Bowman at either 301-784-5069 or sbowman5734@allegany.edu.

**SERVSAFE****ServSafe Certification (PRO172)**

Do your food managers understand food safety, sanitation, and handling? It is critically important that your employees can implement ServSafe techniques throughout the workplace. Topics covered in this two-day ServSafe certification course include: Food Handling, Processing, and Production as well as Sanitation, Contamination, and Pest Management. Learn the latest food codes and meet mandatory statutes that are in effect in many Maryland counties. ServSafe Certification should be renewed every five years and is approved by the MD Department of Health & Mental Hygiene. Course cost includes specific materials and certification exam

5/15 & 5/22, Monday (2 sessions)

8:00 AM-4:00 PM

ACM: Culinaire Café, Gateway Center

Instructor: Jenna Burkett

Course Cost: \$269.00

Maryland Senior Course Cost: \$264.00

Limited Scholarships available to Allegany County residents! (3 or more years residency)



LIKE us on Facebook!

Search *ACM Continuing Ed & Workforce Development* and stay up to date with all our latest courses and events!

NEW

Cosmetology Program

**Allegheny College of
Maryland Center for
Continuing Education &
Workforce Development**

is announcing the start of a new
**1500-hour
Licensed Cosmetology Training**

Classes are forming now.

**For more information on financial
aid options and information on
how to register.**

Call or email
Allissa Tomlinson
301-784-5340

atomlinson@allegheny.edu

**Continuing Education's Nail Technician Program
classes will be offered again in the fall of 2024.**

For more information, please contact Allissa Tomlinson at
301-784-5340 or atomlinson@allegheny.edu.

LEADERSHIP**radioACTIVE (PRO163)**

How do we impact our co-workers? How we impact our world?

radioACTIVE partners with you to assist your group in moving toward a collective vision and relationship through collective experiences and discussions.

The radioACTIVE experience starts with an assessment. Together, we will discuss goals for what you want to accomplish. Your assessment includes a discussion of the abilities of the participants so no one feels left behind or unable to complete the experience. From start to finish, you will take ownership of the plans.

Instructor, Robert Godfrey graduated from Alderson-Broaddus University with a bachelor degree in social work and from West Virginia University with a master degree in Social Work. Over his career, he has worked in adolescent group homes, psychiatric hospital, outpatient mental health clinic, special education school, and managing services to adults with developmental disabilities.

He has employed team building exercises into nearly every one of his employment sites and is in high demand as a facilitator. Robert is a graduate of Heart of a Leader and Heart of a Warrior trainings.

Robert brings energy and enthusiasm to every interaction. He has a passion for seeing groups learn and grow in a caring, safe, and encouraging environment.

For more information, contact Sarah Bowman at either 301-784-5069 or sbowman5734@allegany.edu.



HEART OF A LEADER (PRO990)

NO LECTURES. NO POWER POINTS. NO FLUFF.
HIGH STANDARDS. FULL ENGAGEMENT & PARTICIPATION. REAL-
LIFE APPLICABILITY. PERSONAL & PROFESSIONAL RESULTS

Join us in Spring 2024 for a LIFE-CHANGING Experience!!!

Life is full of challenges, opportunities and excitement – so is this training! If you're prepared to move your life forward and discover the secrets of living a purpose-driven & regret-free life, then this 2-day journey of personal discovery is for you. It is one of the most unique, challenging, and effective Leadership trainings that is available in the world today. I will not say that the 2-day journey will be easy, but I will say that it will be worth it – personally and professionally.

During this life-enhancing training you will learn to:

- *Identify and expose barriers to your leadership abilities and discover the unlimited power of self-belief to break through them!*
- *Embrace change and improve your decision making ability*
 - *Learn to get out of your head and into your heart*
- *Accept responsibility for where you are in life – professionally & personally*
 - *Reclaim your identity of who you are and what you want to become*
- *Design a positive vision for your life and create a plan of action to achieve it*
- *Develop your ability to think creatively – focusing on solutions vs. problems*
 - *Communicate more effectively with friends, family, and coworkers*
 - *Live life with enthusiasm and passion all while getting RESULTS!*

We are all remembered for the *daily actions that we take* versus what we talk about. This training is about eliminating excuses and blame from your life, deciding what your life will represent and then taking positive action towards that vision.

How do YOU want to be remembered in life?

We challenge you to **invest** in yourself to experience this spectacular opportunity!

About the Instructor:

Brandon W. Johnson, a.k.a. “Positive Energy Guy,” was named an Emerging leader by *Twin Cities Business Magazine* and has developed tens of thousands of leaders through his leadership trainings, workshops, and keynote speeches, and has more than twenty years of experience in operations and leadership in the hospitality industry, non-profits, training organizations, and higher education. Brandon is also the co-author of “Hospitality from the Heart.”

For more information visit: <http://brandonwjohanson.com/>

Overnight accommodations at Rocky Gap Casino Resort are available at special pricing for this training.

For more information, please contact Sarah Bowman at either 301-784-5069 or sbowman5734@allegany.edu.

TBD– 8:00 AM-10:00 PM

TBD – 8:00 AM-6:00 PM

ROCKY GAP CASINO RESORT

Cost of Training: \$1,195.00 (Does not include overnight accommodations)

Maryland Senior Course Cost: \$1,095.00

Limited \$800 Scholarships available to Allegany County residents! (3 or more years residency)

INSURANCE**Insurance Help Desk Professional Certificate with Property & Casualty Specialization (PRO228)**

The Insurance Help Desk Professional technical certificate provides academic and occupational skills training necessary to prepare students for a high growth career and entrepreneurial opportunities in the insurance and financial services industry. This course specializes in Property and Casualty Insurance. Students will take part in theory and practical experiences that emphasize competency in the following content areas: consultancy, customer service, front-line underwriting, quotations, claims, and agency management systems. Soft skills training in punctuality, professional dress, effective communication, teamwork, leadership, negotiation, sociability, and conflict resolution skills will be reinforced in each lesson. Professional Licensing and Credentialing - Participants will prepare to take and pass the state licensing exam in Property and Casualty insurance. Must be at least 17.5 years of age and read English at a basic level. A high school diploma is preferred, but not required. Course costs includes books, state exam fees, and class materials.

1/16-3/12 Tues. & Thurs. (17 Sessions)

2:00-5:00 PM

OR

6:00-9:00 PM

Online

Instructor: Staff

Course Cost: \$1,500.00

Maryland Senior Course Cost: \$1,495.00

Limited Scholarships available to Allegany County residents! (3 or more years residency)

Insurance Help Desk Professional Certificate with Life, Accident, and Health Specialization (PRO229)

The Insurance Help Desk Professional technical certificate provides academic and occupational skills training necessary to prepare students for a high growth career and entrepreneurial opportunities in the insurance and financial services industry. This course specializes in Life, Accident, and Health Insurance. Students will take part in theory and practical experiences that emphasize competency in the following content areas: consultancy, customer service, front-line underwriting, quotations, claims, and agency management systems. Soft skills training in punctuality, professional dress, effective communication, teamwork, leadership, negotiation, sociability, and conflict resolution skills will be reinforced in each lesson. Professional Licensing and Credentialing - Participants will prepare to take and pass the state licensing exam in Life, Accident, and Health insurance. Must be at least 17.5 years of age and read English at a basic level. A high school diploma is preferred, but not required. Course costs includes books, state exam fees, and class materials.

4/2-5/8, Tues. & Thurs. (17 Sessions)

2:00-5:00 PM

OR

6:00-9:00 PM

Online

Instructor: Staff

Course Cost: \$1,500.00

Maryland Senior Course Cost: \$1,495.00

Limited Scholarships available to Allegany County residents! (3 or more years residency)

Continuing Education & Workforce Development In Partnership With
SERVPRO will offer the following courses

Insurance Ethics (PRO220)

Facing ethical decisions can be very difficult, especially when we make decisions that may seem right at first, but in hindsight may not have been that great after all. As we explore what "Ethics" is, you will participate in hourly group activities that will challenge you to find ethical solutions to various scenarios. These challenges will reinforce what you have learned throughout the course and increase your ability to use ethical decision-making in your daily life.

3/21, Thursday (1 Session)

9:00 AM-12 PM

ACM: CE Bldg.

Instructor: Tim Duck

Course Cost: \$5.00

**Cleaning & Restoring Smoke-Damaged Contents (PRO238)**

This course explains the different tools used by restoration professionals to clean and restore smoke-damaged contents. You will be provided with an overview of various smoke-damaged contents cleaning methods, and the products used to clean smoke-damaged contents. You will learn the process of restoration professional uses to scope, estimate, clean, and restore smoke-damaged contents. We will also discuss the key issues related to moving a customer's smoke-damaged contents to a remote location for cleaning.

4/16, Tuesday (1 Session)

10:30 AM-12:30 PM

ACM: CE Bldg.

Instructor: Tim Duck

Course Cost: \$5.00

**The Restoration of Hoarding (PRO218)**

This course is designed to provide you with an understanding of the origins of hoarding while exploring key parts of what makes someone a hoarder, including behavioral issues. You will learn about professional assessment of a hoarding situation, the cleaning processes, and the proper safety techniques and equipment that must be used.

3/21, Thursday (1 Session)

1:00-3:00 PM

ACM: CE Bldg.

Instructor: Tim Duck

Course Cost: \$5.00

**Understanding Mold in the Restoration Industry (PRO237)**

This course is designed to assist you in understanding what to expect from a good restoration professional, by reviewing industry standards applicable toward water damage losses, fire and smoke damage losses, and deodorization practices.

4/16, Tuesday (1 Session)

1:30-3:30 PM

ACM: CE Bldg.

Instructor: Tim Duck

Course Cost: \$5.00

**Restorative Drying for Water Damage (PRO232)**

This course has been designed to provide you with an understanding of the restorative drying process that takes place after a water damage loss occurs. We will discuss how water damage impacts the insurance industry. We will also discuss the different types of water damage, emergency services to perform in a water damage, inspection and monitoring services, and psychrometric (the science of drying).

4/16, Tuesday (1 Session)

8:00-10:00 AM

ACM: CE Bldg.

Instructor: Tim Duck

Course Cost: Covered by SERVPRO

*Career Development / Licensure & Certification***REAL ESTATE****Principles of Real Estate for Sales Agents (Pre-Licensure) (PRO161)**

This course provides pre-licensure instruction in the principles and practices of real estate as required by the Maryland Real Estate Commission and COMAR regulation. Topics covered in the course are: Principles of real property; Landlord-tenant relationship; Real estate contracts; Rules of agency and listings; Transfer of title to real property; Title insurance and settlements; Fundamentals of appraising; Real estate finance; Maryland real estate law; Regulations of the Real Estate Commission; Details of the Code of Ethics; Laws and practices covering human rights and community relations; Test application; Instruction and discussion; Basic

mathematics pertaining to real estate industry; Property condition disclosure; Law and regulations covering hazardous substances; and an exit exam. **Course materials included are Modern Real Estate Practice and Maryland Real Estate Practice and Law.**

1/16-4/23, Tuesday (15 sessions)

6:00-10:00 PM

ACM: CE Bldg.

Instructor: Johnathan Loughrie

Course Cost: \$350.00

Maryland Senior Course Cost: \$345.00

Limited \$150 Scholarships available to Allegany & Garrett County residents!

Allegany College of Maryland Center for Continuing Education and Workforce Development is pleased to partner with

Historic Highlands Association of REALTORS Inc.

to offer a wide variety of

Real Estate Continuing Education Courses.

For details, please contact Sarah Bowman at 301-784-5069.

LEGAL**Paralegal Certificate Course® Online (PRO980)**

Allegany College of Maryland is pleased to partner with the Center for Legal Studies to offer this intensive, nationally acclaimed program designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand.



There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills. The online course is offered six times each calendar year and can be started on ANY of the session dates listed. Each session is 7 weeks long. To complete the Paralegal Certificate Course® students must select and finish two, 7-week sessions, however, both sessions are included in the \$1,895 course cost. Textbooks and resources, including WESTLAW access, are available for purchase from the Center for Legal Studies by calling 1-800-522-7737. For more information, please contact Sarah Bowman at either 301-784-5069 or sbowman5734@allegany.edu.

3/4-4/19

4/29-6/14

6/24-8/9

8/19-10/4

Online

Course Cost: \$1,895.00 (plus books and Westlaw)

Maryland Senior Course Cost: \$1,890.00

Limited Scholarships available to Allegany County residents! (3 or more years residency)

PHR/SPHR Exam Preparation (PRO058)

The PHR/SPHR Exam Prep Course is taught by David Siler, SPHR/GPHR, an award-winning lecturer to businesses and HR professionals on many HR related topics. With more than 25 years of experience as a senior level HR practitioner, he is well respected in the HR field for his extensive knowledge of the laws and trends nationally. He has been teaching his PHR/SPHR prep course for more than 10 years. The overall passing rate for his students is approximately 90%.



This class is offered as a webinar. The webinar is ideal for those who would like to take a prep course but either cannot take time away from work, or are not close enough to drive to a live class. The webinar is conducted in 3-hour sessions. For information, check out the video below: <https://www.youtube.com/watch?v=ICfbfYot9H4>

For more information about the course and certification eligibility, please contact Sarah Bowman at either 301-784-5069 or sbowman5734@allegany.edu.

***Certification exams are not included in this preparation course. More information about the exams is available at www.hrci.org.**

1/21-3/24, Sunday (9 sessions) No class 2/11
4:00-7:00 PM

Or

1/23-4/4, Tues. & Thurs. (22 Sessions)
12:00-1:30 PM

Or

2/6-4/4, Tues. & Thurs. (18 sessions)
7:00-9:00 PM

Or

2/26-5/13, Monday (12 Sessions)
6:00-9:00 PM

Or

4/16-6/27, Tues. Thurs. (22 Sessions)
12:00-1:30 PM

Or

4/30-6/27, Tues. & Thurs. (18 Sessions)
7:00-9:00 PM

All sessions:

Online

Instructor: David Siler

Course Cost: \$1,225.00

Maryland Senior Course Cost: \$1,220.00

Limited Scholarships available to Allegany County residents! (3 or more years residency)

EDUCATIONAL COURSES FOR K-12 TEACHERS**Solving Classroom Discipline Problems**

Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken.



Online Course Start dates: 1/17, 2/14, 3/13,
4/17, 5/15, 6/12, 7/17

6 weeks in length

Instructor: Annemarie Thompson

Course Cost: \$120.00

Allegany County Educator Course Cost: \$110.00

Call (301)784-5340 or visit www.ed2go.com/acps

Guided Reading: Strategies for the Differentiated Classroom

Mixed in the right proportion, differentiated instruction will help you build a balanced literary framework that gets results with even the most challenged learners.



In this course, you will learn differentiated instruction tactics that will help you understand how your students learn. When you apply those tactics within the guided reading framework, which helps you lead students through new ways of approaching text, great things start to happen. The result is a classroom full of students who can negotiate increasingly challenging texts with unprecedented fluency.

This course is critical for modern educators, who often must teach on the run with limited resources and unlimited demands on their time. Get ready to reach your readers with ease in no time flat!

Online Course Start dates: 1/17, 2/14, 3/13,
4/17, 5/15, 6/12, 7/17

6 weeks in length

Instructor: Audrey Cass

Course Cost: \$120.00

Allegany County Educator Course Cost: \$110.00

Call (301)784-5340 or visit www.ed2go.com/acps

Solving Classroom Discipline Problems

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.



Online Course Start dates: 1/17, 2/14, 3/13,
4/17, 5/15, 6/12, 7/17
6 weeks in length

Instructor: Lynne Morton

Course Cost: \$120.00

Allegany County Educator Course Cost: \$110.00

Call (301)784-5340 or visit www.ed2go.com/acps

The Creative Classroom

Creativity will abound in your classroom as you tap your students' hidden talents. Learn how to use creativity to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Develop creative new approaches to field trips, learning labs, activities, exercises, assignments, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom!



Online Course Start dates: 1/17, 2/14, 3/13,
4/17, 5/15, 6/12, 7/17
6 weeks in length

Instructor: Robin Sellers

Course Cost: \$120.00

Allegany County Educator Course Cost: \$110.00

Call (301)784-5340 or visit www.ed2go.com/acps

Creating the Inclusive Classroom: Strategies for Success

Get the training you need to reach the diverse mix of students you face every day. You will learn proven strategies for inclusion that turn diversity into opportunity. With a mix of students who have learning disabilities, neurobiological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand.



In this course, you will discover how students with special needs can become a part of the mainstream. You will learn to see the inclusive classroom as a home for these students, exploring how all students can benefit from an adaptive learning environment. You will examine how each child learns and what you can do to help them develop new strengths. You'll gain a deeper understanding of the opportunities offered by inclusion and how to build collaborative partnerships with the special educator and classroom aides. Above all, you'll discover creative, low-budget strategies for turning your inclusive classroom into a nurturing, supportive learning environment that helps every student!

Online Course Start dates: 1/17, 2/14, 3/13,
4/17, 5/15, 6/12, 7/17
6 weeks in length

Instructor: Ellen Arnold

Course Cost: \$120.00

Allegany County Educator Course Cost: \$110.00

Call (301)784-5340 or visit www.ed2go.com/acps





Computer Technology / Online Learning

CERTIFICATION PREP COURSES

CompTIA A+ Certification Training (Vouchers Included)

As computers play a larger role in every aspect of society, technology is becoming more important in our daily lives and is driving the increasing demand for skilled computer technicians. Computer Technicians can be found working in a variety of industries and the US Department of Labor expects employment opportunities for computer technicians across multiple industries and businesses to grow 11% by 2026. This course will prepare you for CompTIA A+ certification. The CompTIA A+ Certification Exam 220-1001, covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. The CompTIA A+ Certification Exam 220-1002 covers installing and configuring operating systems, expanded security, software troubleshooting, and operational procedures. CompTIA™ A+ Certification is vendor neutral and internationally recognized, giving you a competitive advantage no matter what country you're working in and what hardware you're working with. This course offers enrollment with vouchers. The vouchers are prepaid access to sit for the certifying CompTIA™ certification exams (CompTIA 220-1001 and 220-1002) upon completion of the course and eligibility.



Online Course

Start date: Anytime with 6 months' access!

290 hours

Course Cost: \$1,995.00

Maryland Senior Course Cost: \$1,895.00

Call (301)784-5340 or <https://careertraining.ed2go.com/allegany/>

Limited scholarships available to Allegany County residents! (3 or more years residency)

CompTIA A+ Certification Training Includes Exam Vouchers!

Online • 6 Months Access • 290 Hours

- Study on the schedule and at the pace that works for you.
- Graduate debt-free with affordable tuition you can earn back in just a few paychecks.
- Receive vouchers to take the employer-trusted CompTIA A+ certification upon graduation.
- Be prepared for a field that reports average salaries of over \$50,000/yr.

Don't Miss Out! Start Today!

Contact Allissa Tomlinson

301-784-5340 or atomlinson@allegany.edu

<https://careertraining.ed2go.com/allegany/>



ALLEGANY COLLEGE
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CENTER FOR CONTINUING EDUCATION
& WORKFORCE DEVELOPMENT



COMPUTER APPLICATIONS

Basic Excel 2019 (PRO248)

Become a pro in Excel 2019 with this information packed course! This is for those with little or no knowledge of Excel. Use this powerful software to create workbooks and worksheets and discover how easy it is to format cells and create formulas to make your life easier at work or at home. Learn how to use the editing and formatting tools and explore the mathematical functions in Excel that allow you to manipulate your numerical data to create a unique spreadsheet that does all the work for you! Learn how to operate the date and time functions, create embedded charts, and use the AutoCalculate and conditional formatting features as well. Gain the knowledge you need from an instructor who holds a Master Certification in MS Office to create successful, useful spreadsheets that will save you time and impress your peers! *Please note: While this course is for a beginner Excel user, you must have a basic computer background to enroll in this course.*



3/11-4/8, Monday (5 sessions)

5:30-7:30 PM

ACM: CE Bldg.

Instructor: Patricia Bray

Course Cost: \$100.00

Maryland Senior Course Cost: \$95.00



Microsoft Office 2019: An Overview (PRO257)

This class will introduce you to the many functions and applications of the Microsoft Office 2019. You will learn the basics of Maintaining your Office files including how to create, organize and move files and folders. You will further gain an in-depth look into the powerful features of Microsoft Office's most popular programs – Excel, Word and PowerPoint. Learn how to format Excel worksheets, add tables and graphics in Word, and prepare a PowerPoint presentation from start to finish. You'll finish this class with the know-how you need to put Microsoft Office 2019 to work for you!



4/22-5/13, Monday (4 sessions)

5:30-7:30 PM

ACM: CE Bldg.

Instructor: Patricia Bray

Course Cost: \$100.00

Maryland Senior Course Cost: \$95.00

Introduction to Microsoft Word 2019/ Office 365

Across all industries, the ability to create documents in a word processor is essential in day-to-day functions. From writing reports to knowing how to use Microsoft Word, the most widely-used word processing program, adds an important skill set to your professional profile. This course will introduce you to the 2019 version of Microsoft Word, available through the Office 365 online platform. You will learn the basics of Word 2019 needed to write and edit text and to create, format, and organize documents. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job.



Online Course

Start dates: 1/17, 2/14, 3/13, 4/17, 5/15, 6/12

6 weeks in length

Instructor: Wallace Wang

Course Cost: \$120.00

Maryland Senior Course Cost: \$120.00

Call (301)784-5340 or visit www.ed2go.com/allegany

SPECIAL INTEREST COURSES

QuickBooks 2019 Series

QuickBooks is a powerful tool designed to help small and medium-sized business owners quickly and effectively manage their financials. This course series includes **Introduction to QuickBooks 2019** and **Intermediate QuickBooks 2019** which is intended to teach you the ins and outs of this program and gain the knowledge necessary to use this well-designed program to its fullest potential – ultimately streamlining your operations and managing all financial aspects of your business on a single platform. As you explore the fundamentals of QuickBooks and features unique to the 2019 Premier Edition, you will gain hands-on experience using the program to simplify your business' finances—from managing common accounting tasks to creating customized invoices to tracking discounts, credits, and complex transactions. Whether you're completely new to QuickBooks or merely need a refresher, these courses will empower you to take control of your business finances with a convenient, user-friendly accounting solution. *Please Note* QuickBooks software is not included in enrollment and must be purchased before the start of class.*



Online Course

Start dates: 1/17, 2/14, 3/13, 4/17, 5/15, 6/12

Two courses, each 6 weeks in length

Instructor: Scott Paxton

Course Cost: \$220.00

Maryland Senior Course Cost: \$220.00

Call (301)784-5340 or visit www.ed2go.com/allegany



Introduction to Photoshop CC

Photoshop is the world's most popular photo-editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. Discover the fastest and most effective ways to use Photoshop from an expert and former columnist for Photoshop User magazine. You'll learn how to use Photoshop while accessing it from the Creative Cloud (CC). The course provides detailed, step-by-step instructions that you'll have no trouble following—even if you've never used a computer graphics program before! Edit your own photographs to get rid of dust and scratches, fix the color, and correct image exposure, then master techniques for switching the backgrounds on images and removing wrinkles and blemishes from photos, just like they do in magazines. By the time you finish this hands-on, project-oriented course, you'll be well on your way to expressing yourself with the most exciting graphics program ever developed.



Online Course

Start dates: 1/17, 2/14, 3/13, 4/17, 5/15, 6/12

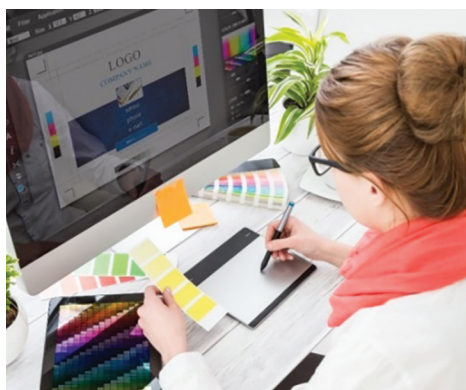
6 weeks in length

Instructor: Beverly Richards Schulz

Course Cost: \$120.00

Maryland Senior Course Cost: \$120.00

Call (301)784-5340 or visit www.ed2go.com/allegany



Creating WordPress Websites

Learn how to create attractive, sophisticated blogs and websites—without any coding! WordPress is the world's most popular website publisher, powering more than 25% of all sites on the Internet. WordPress is an easy-to-use solution that will help you put your site on the Web in far less time than by coding, and at a much lower cost than hiring a professional. In addition to mastering the technical elements of WordPress, you'll learn how to organize a blog or website, create appealing content, keep your site secure, and achieve better positions on search engine results pages. By the end of this course, you'll be able to confidently use WordPress to create a blog or a personal, business, or organizational website.



Online Course

Start dates: 1/17, 2/14, 3/13, 4/17, 5/15, 6/12

6 weeks in length

Instructor: Richard Mansfield

Course Cost: \$120.00

Maryland Senior Course Cost: \$120.00

Call (301)784-5340 or visit www.ed2go.com/allegany

Introduction to JavaScript

You may already know how to use HTML and CSS to create websites. If so, you're ready to add more power to your programming with JavaScript. This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your Web pages. The course begins with the basics of JavaScript code and then moves on to more advanced topics. You'll learn how to define what happens when a user clicks a button or presses a key on your pages, and see how JavaScript enables your pages to make decisions about what to do based on circumstances. By the end of the course, you'll understand how to use jQuery to catapult your basic JavaScript knowledge to incredible new heights.



Online Course

Start dates: 1/17, 2/14, 3/13, 4/17, 5/15, 6/12

6 weeks in length

Instructor: Alan Simpson

Course Cost: \$120.00

Maryland Senior Course Cost: \$120.00

Call (301)784-5340 or visit www.ed2go.com/allegany



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ed2go Instructor-Led Online Courses

Introduction to QuickBooks 2019

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program.

Start Dates: 1/17, 2/14, 3/13, 4/17, 5/15, 6/12

6 weeks in length; 24 hours

Instructor: Scott Paxton

Course Cost: \$120

SAT/ACT Prep Series

This series will prepare you to excel in all sections of the undergraduate college entrance exams and provide you with the means to achieve your best potential score!

Start Dates: 1/17, 2/14, 3/13, 4/17, 5/15, 6/12

2 courses, each 6 weeks in length

48 hours total

Instructor: Benjamin Gialloreto & Jessie Stellini

Course Cost: \$220

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but keeps your business strategically focused. You will work through all the major components of writing a business plan and emerge with your first draft in hand.

Start Dates: 1/17, 2/14, 3/13, 4/17, 5/15, 6/12

6 weeks in length; 24 hours

Instructor: Kris Solie-Johnson

Course Cost: \$120

Introduction to Interior Design

This course will show you how to transform plain living spaces into beautiful and functional rooms. Learn how to transform any room into a beautiful & functional space.

Start Dates: 1/17, 2/14, 3/13, 4/17, 5/15, 6/12

6 weeks in length; 24 hours

Instructor: Sarah Smallwood

Course Cost: \$120

A to Z Grantwriting

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

Start Dates: 1/17, 2/14, 3/13, 4/17, 5/15, 6/12

6 weeks in length; 24 hours

Instructor: D. Beverly A. Browning

Course Cost: \$120

Speed Spanish

This course is designed for anyone who wants to learn Spanish pronto. You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

Start Dates: 1/17, 2/14, 3/13, 4/17, 5/15, 6/12

6 weeks in length; 24 hours

Instructor: Dan Mikels

Course Cost: \$120

Purchasing Fundamentals

In this course, you'll learn how to define internal customer needs, generate purchase requisitions and purchase orders, expedite, trace and receive supplier deliveries, and maintain effective purchasing records.

Start Dates: 1/17, 2/14, 3/13, 4/17, 5/15, 6/12

6 weeks in length; 24 hours

Instructor: Tony Swaim

Course Cost: \$120

Creating WordPress Websites

Gain valuable hands-on experience building a WordPress website while learning how to design pages, add engaging content, & customize your site's look & feel.

Start Dates: 1/17, 2/14, 3/13, 4/17, 5/15, 6/12

6 weeks in length; 24 hours

Instructor: Richard Mansfield

Course Cost: \$120

24/7 Access • New start dates every month • 6-week format
Certificate of Completion • Discussion boards • 24 work hours



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www.ed2go.com/allegany



Career Training Programs

Optician Certification Training

Gain the skills and knowledge you need to obtain an entry-level job as an optician. You'll master the mathematical formulas opticians need to know & discover how to read prescriptions for glasses and contact lenses, explore the basics of eyewear styles and materials, become familiar with the equipment opticians use, learn about prisms & lens types, and learn about eye anatomy and eye diseases while preparing for the American Board of Opticianry (ABO) certification.

Start date: anytime!

150 hours/6months access

Instructor: Dr. Beverly Smith

Course Cost: \$2,095



Certified Bookkeeper

From bank reconciliation to inventory methods, this online course will prepare eligible bookkeepers for the American Institute of Professional Bookkeepers (AIPB) certification exam is recommended to practicing bookkeepers with several years of experience and working knowledge of payroll, accounting transactions & journal entries.

Start date: anytime!

140 hours/6 months access

Instructors: Wade Lindenberger & Helene Liatsos

Course Cost: \$2,195

Learn in-demand skills around your schedule. This online, self-paced training is designed to prepare you for entry or advancement in career opportunities.

Microsoft Office Specialist (MOS) Associate Certification Training

This course will teach you how to use the Microsoft Office suite at an advanced level. You will be fully prepared to take the MO-200 and MO-201 (Excel), MO-100 and MO-101 (Word), MO-300 (PowerPoint), and MO-400 (Outlook) exams.

Start date: anytime!

245 hours/6 months access

Instructor: Tracy Berry

Course Cost: \$1,695

Graphic Design with Photoshop

Students will develop graphic design skills while learning the gold standard in photo editing and design software. **Photoshop software is included with this course.**

Start date: anytime!

130 hours/9 months access

Instructors: Laurie Ulrich

Course Cost: \$2,395

Professional Grant Writing

Learn the essentials of writing or acquiring grants for private, public, or government use and discover how to develop successful grants by focusing on the skills needed to prepare professional and competitive grant proposals. You will also be prepared for the Grant Professional Certified (GPC) exam offered by the Grant Professionals Certification Institute (GPCI), which has minimum requirements of education and grant experience based on the level of education obtained.

Start date: anytime!

90 hours/6 months access

Instructor: Dr. Beverly A. Browning

Course Cost: \$2,295

24/7 Access • Books and materials included
Self-paced. Start anytime • Certificate of completion



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