



ALLEGANY COLLEGE
of MARYLAND

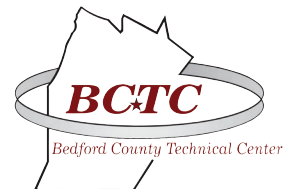
Registration
begins
NOW!!



WINTER/SPRING 2024 NON-CREDIT TRAINING OPPORTUNITIES

A PARTNERSHIP IN
EDUCATION

Your Guide
TO LIFELONG LEARNING



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and stay up to date with all our latest
courses and events!

814-624-4812 | www.allegany.edu

Welcome

to our Winter/Spring 2024 catalog
of training *OPPORTUNITIES*

Please take a few minutes out of your busy day to check out our catalog of training opportunities. The ACM/BCTC Training Center provides a variety of training opportunities for everyone! We offer the option of open enrollment classes which are available for anyone interested in improving their skill levels and we also can take many of those classes and customize them to meet the specific needs of employers. The Center works closely with each customer to guarantee quality and provide a variety of value-added services in the design and delivery of each and every training. This approach allows us to provide and deliver effective, efficient, and affordable training options.

See what continuing your education can do for you!

For more details call us at **814-624-4812**.
You can also find us on the web at
www.allegany.edu or **www.bedfordctc.org**

LIKE us on Facebook!

Search ACM Bedford County Campus
and stay up to date with all our latest courses and events!

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Become a Drone Pilot

**AT THE BEDFORD COUNTY
TECHNICAL CENTER**



Small Unmanned Aerial Systems (sUAS) Operator Certification Course

The sUAS Operator Certification training course is a 32-hour course that will prepare the students to take and pass the FAA's Aeronautical Knowledge Exam for a Remote Pilot Certificate with sUAS rating. The course will provide each student hands-on flight training utilizing the Instant Eye, Skydio 2+, and DJI Phantom drones.

This course will provide students with basic and advanced flight techniques. Students will be trained to legally and safely operate sUAS/drones for many applications including construction, engineering surveys, mapping, farming, photography/videography, property assessment, police/fire/rescue, racing, real-estate, and many others.

This course is broken down into 8 classroom lessons, 4 basic flight operations and 4 advanced flight operations.

Date: Tues. & Thurs., Mar. 26 – May 16, 2024

Time: 5:00 PM – 7:00 PM

Instructor: Dr. Michael Knapp

Location: BCTC

Fee: \$700



We have 10 spots of \$325 of Grant Funds AVAILABLE!

Making the class ONLY \$375!!



Computer Applications

Help! I Just Got an iPhone! (PWT/395)

It's finally happened. You said you'd never do it, but you did it; you got a brand-new iPhone. The trouble is, everybody says you can do so much with it, and you're overwhelmed just trying to make phone calls on it!

If you're tired of stumbling around on your iPhone, wondering if you'll ever learn how to use it, then join certified Apple instructor Matt Vollbrecht of TTJ Tech Services as he unravels the mysteries of the iPhone for you. Learn how to make and receive calls, send messages, check email, surf the web, and stay organized. Experience photos, music, TV, and more on your iPhone. Finally, learn how to explore more, and go beyond the basics, but only when you are ready to do it. Find out how easy it is to use the App Store to find new apps, get help and support on your terms, and ways to personalize your device. At last, there's a simple, clear, down-to-earth class that will make it easy to use your iPhone!



new

Staying Safe in a Digital World (PWT/393)

Is Facebook stealing my data? Is Alexa spying on me? And what about cyber threats? Viruses, and spyware, and hacking, oh my! With so many headlines about potential threats to people who use social media, smart speakers, and online shopping and banking sites, some may wonder if it's safe to use technology at all!

Join certified Apple instructor Matt Vollbrecht of TTJ Tech Services, as he helps you understand how to stay safe and still use technology. Many myths and rumors will be put to rest, and you'll learn tips and tricks for keeping yourself, your family, and your data secure. Plus, you'll learn the important signs to look for, so you know when it's really time to take evasive action. You can feel comfortable being online once you learn the concepts taught in this class.

new

Date: Tues. & Thurs., Mar. 19 & 21, 2024 (2 sessions)
Time: 7:00 PM – 8:30 PM
Instructor: Matt Vollbrecht, Certified Apple Instructor
Location: ACM/Bedford County Campus
Fee: \$20.00
55+ or Veteran Discount fee: \$18.00

Date: Tues. & Thurs., Mar. 5, 7, 12 & 14, 2024

(4 sessions)

Time: 11:00 AM – 12:30 PM

Instructor: Matt Vollbrecht, Certified Apple Instructor

Location: ACM, Bedford County Campus

Fee: \$35.00

55+ or Veteran Discount fee: \$31.00



...to secure your seat in class!

We make decisions about running classes based on enrollments about one week before the first class. Sometimes good classes get cancelled because too many people wait until the last minute.

Don't miss out register today!

*The Bedford County Campus of Allegany College of Maryland
will be hosting a*

"COMMUNITY RESOURCE FAIR"

on Tues., Apr. 9, 2024

in the main lobby

from 10:00 AM – 2:00 PM

Call 814-652-9258 for more info

Living the Connected Digital Life (PWT/394)

In today's world, we are all connected, and devices like the iPhone and iPad play a crucial role in everything we do.



In this course, certified Apple instructor Matt Vollbrecht of TTJ Tech Services will take you on an exciting journey through a day in the connected digital life. You'll learn about basic tasks such as keeping digital calendars, reminders, and notes. You'll explore navigating with digital maps, traveling with useful travel apps and websites, making grocery lists, ordering food, shopping, banking, reading to the kids, and so much more, all with your favorite devices.

You'll even learn about watching TV in a 21st century way, running an affordable smart home, and more. Best of all, you'll see how it all works together to create an environment where all your devices, your home, and even your car, work for you, anticipating what you'll need, and making sure your needs are met, no matter where you go. This fun and informative course is sure to spark new ideas for getting things done in a digital world.

Date: Tue., Apr. 9, 16, 23 & 30, 2024 (4 sessions)

Time: 7:00 PM – 8:30 PM

Instructor: Matt Vollbrecht, Certified Apple Instructor

Location: ACM/Bedford County Campus

Fee: \$35.00

55+ or Veteran Discount fee: \$31.00

Microsoft Excel 2019 Series

This course bundle will introduce you to Microsoft Office Excel 2019 and teach you its intermediate and advanced features.



Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this longstanding spreadsheet software.

Online Course

Date: 1/17 & 2/14

72 Course Hours

Instructor: Chad Wambolt

Fee: \$390.00

Call (814)624-4812 or visit www.ed2go.com/acmpa

QuickBooks 2019 Series

Millions of small business owners use QuickBooks to handle their bookkeeping needs. This reliable accounting software is ideal for saving time when managing your financials and helping scale your business. This course bundle will introduce you to QuickBooks 2019 and teach you how to utilize its introductory and intermediate features.



You will first learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create invoices and statements, track inventory, and generate reports. You will then learn how to manage multiple company files, export data, and process your business transactions. By the time you finish the QuickBooks 2019 Series, you will be equipped to act as your own bookkeeper.

Online Course

Date: 1/17, 2/14

48 Course Hours

Instructor: Scott Paxton

Fee: \$250.00

Call (814)624-4812 or visit www.ed2go.com/acmpa

Healthcare Education

Nurse Aide Training Program (BCT/121)

Do you feel fulfilled by nurturing or caring for others? If so, pursuing a Certified Nursing Assistant (CNA) certificate could be perfect for you!

After successfully completing this 125-hour PDE approved course you will be eligible to take the nurse aide examination. After passing the exam your name will be enrolled on the PA Nurse Aide Registry.

A \$50 non-refundable registration fee is required at time of registration.

Date: Spring 2024 – Call for more information!

Time: TBD

Instructor: TBD

Location: BCTC

Fee: \$1,150.00 (includes textbook and workbook)

Hospitality

Basic Life Support (BLS) Provider (PWT/343)

The Basic Life Support (BLS) Provider Course is a video-based, instructor-led course that teaches both single-rescuer and team basic life support skills for application in both pre-hospital and in-facility environments, with a focus on high quality CPR and team dynamics. This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of AED.

Upon successful completion of the course, including a CPR and AED skills test and a written test, students receive a BLS Provider course completion card, valid for 2 years.

Audience: Physicians, nurses, paramedics, EMT's, respiratory, physical and occupational therapists, physician assistants, residents, medical/nursing students, aides, and other allied health personnel and lifeguards that choose to pursue this important credential for personal and/or work-related reasons..

Date: Sat., Apr. 20, 2024 or Sat., May 11, 2024

Time: 8:00 AM – 3:30 PM

Instructor: Jeremy Oldham

Location: ACM/Bedford County Campus

Fee: \$90.00 (includes workbook)



ServSafe Certification (PWT/100)

Upon successful completion, participants can receive their ServSafe® Food Protection Manager



Certificate, which meets the Pennsylvania Department of Agriculture requirements for the Food Employee Certification Act.

Who is this for?

- Anyone who needs a ServSafe® Food Protection Manager certification
- Anyone who needs to meet the PDA requirements for food safety certification
- Restaurant managers
- Food service managers

What will you learn?

- How to safely prepare food
- How to safely store, handle, and purchase food
- About foodborne microorganisms and allergens
- About personal hygiene
- How to manage pests
- How to clean and sanitize your facility

Completing the ServSafe® Manager Course and passing the ServSafe® Food Protection Manager Certification Examination with a 70% or higher meets this requirement. To maintain certification, individuals are required to pass a certification exam every five (5) years.

Date: Tues., Wed. & Thurs., Mar. 5, 6, 7, 12, 13 & 14, 2024 (6 sessions)

Time: 5:00 PM – 8:00 PM

Instructor: Robin Sheeder

Location: BCTC

Fee ServSafe Certification: \$175.00 (includes textbook and exam voucher)

Check out the online
Microsoft Office classes
available on page 17

ServSafe Recertification (PWT/203)

The FDA Food Code, which serves as the basis for food safety regulations, is updated on a regular basis and things do change over time. This Recertification class will provide you with the most up to date information on food safety to protect your customers from a foodborne illness.

To maintain certification, individuals are required to pass a certification exam every five (5) years.

Date: Tues., Wed. & Thurs., Mar. 12, 13 & 14, 2024
(3 sessions)

Time: 5:00 PM – 8:00 PM

Instructor: Robin Sheeder

Location: BCTC

Fee ServSafe Certification: \$125.00 (includes textbook and exam voucher)

Industrial Trades

Introduction to Industrial Electricity and Motor Controls (BCT/178)

The primary objective of the Industrial Electricity and Motor Controls course is to provide students with a basic knowledge and understanding of electrical circuits, motor controls and systems used in industry. The course will provide some background on Ohm's Law and basic electrical characteristics. It will also cover additional topics with the goal of providing the student with a working knowledge of electrical systems as well as code requirements and safety concerns. It is recognized that students will have varied backgrounds and experience with electrical systems and the goal is to provide a basic unified knowledge. Students who successfully complete the course will be awarded 3.6 CEU's.



Date: Mon. & Wed. Mar. 18 – Apr. 24, 2024
(12 sessions)

Time: 5:30 PM – 8:30 PM

Instructor: Staff

Location: BCTC

Fee: \$600.00

Introduction to CNC Milling, Lathe Operations and Programming (PWT/281)

This 90-hour continuing education training is designed to prepare students to become a well-rounded entry level CNC Machine Helper/operator with upward mobility potential. The classes are predominately hands-on training with some theory. The training is a total of 90 hours and is designed around industry recognized credentials based on skills needed for a career in CNC machining and manufacturing. Students completing the program may have the opportunity to earn a NIMS (National Institute of Metalworkers) Certification.



Date: Tues. & Thurs., Feb. 20 – May 30, 2024
(30 sessions)

Time: 5:30 PM – 8:30 PM

Instructor: Edward Engle

Location: BCTC

Fee: \$1,050.00



We have 6 spots of \$225 of Grant Funds AVAILABLE! Making the class ONLY \$825!!



Check Back in the Fall 2024 Catalog for Welding Classes.



Automotive

State Auto Inspection (BCT/131)

Upon successful completion of this class, you will take the PA Auto Inspection License Exam. Those who pass will receive their Auto Inspectors License.



Date: Mon. –Thurs., Mar. 11, 12, 13 & 14, 2024
(4 sessions)

Tactile exam date will be schedule by instructor.

Time: 5:00 PM – 9:00 PM

Instructor: Kevin Lawton

Location: BCTC

Fee: \$185.00 (includes manual and one category)
Additional categories are \$45 each.

Emissions Inspector Certification (BCT/202)

Upon successful completion of this class, you will take the PA Emissions Inspector Certification Exam. Those who pass will receive their initial PA Emissions Inspector License.

Date: Tues. –Thurs., Apr. 9, 10 & 11, 2023 (3 sessions)

Time: 5:00 PM – 9:00 PM

Instructor: Kevin Lawton

Location: BCTC

Fee: \$135.00

The Bedford County Technical Center is an official ASE Testing Site.



Individuals interested in obtaining ASE certifications or renewing certifications can go to www.ase.com/myASE or they can call Prometric at 1-877-346-9327 to register. **Once you have registered call us at 814-624-4812 to schedule a test date and time.**

Hobbies and Pastimes

Have You ever Wanted to Write a Book? (PWT/379)

This class should provide a resource for anyone who has always wanted to write a book and wonders how to go through the process. Taught by



author Patty A. Wilson who has been writing for 27 years, this is an opportunity to ask questions, hone your skills and decide if you really do want to write a book. Patty A Wilson is the author of 20 published books to date. She has published books with an international publishing house, blogged, podcasted, and self-published. Come and join Ms. Wilson as she helps you to learn the publishing process, from inspiration to publishing and so much more.

Week 1: Introduction to Writing

Week 2: Opening a book.

Week 3: Discussing and problems and questions the class is encountering.

Week 4: How to keep the reader reading.

Week 5: How to end the book.

Week 6: What format are you going to use to print your book.

Date: Tues., Mar. 12 – Apr. 16, 2024 (6 sessions)

Time: 5:00 PM – 7:00 PM

Instructor: Patty Wilson

Location: ACM, Bedford County Campus

Fee: \$70.00

55+ or Veteran Discount Fee: \$63.00

We never like to cancel a class. However, we do need a minimum of six (6) students so
PLEASE REGISTER EARLY!

Health & Wellness

Investigating the Paranormal (PWT/394)

Author Patty A. Wilson has been investigating the paranormal for over 25 years. She documents this in her books, her blog, podcasts and on television shows such as Mysterious Journeys on Travel Channel. She has spoken with the dead, captured fascinating photographic evidence and literally found a Confederate soldier lost for 150 years through paranormal research. She will let you hear the dead talk. Teach you how to capture evidence yourself safely and to know what to do when darker forces appear. She will share her knowledge, stories, and insights as you consider entering the paranormal investigative world. If you are not afraid, join Ms. Wilson as she introduces you to the world of the dead.

Week 1: Before you begin.

Week 2: Finding and Preparing a Site

Week 3: How to Prepare for the Investigation

Week 4: The Investigation

Week 5: Evidence Review

Week 6: Is there really a ghost in every closet?

Date: Mon., Mar. 25 – Apr. 29, 2024 (6 sessions)

Time: 5:00 PM – 7:00 PM

Instructor: Patty Wilson

Location: ACM, Bedford County Campus

Fee: \$70.00

55+ or Veteran Discount Fee: \$63.00

Yoga (PWT/266)

This beginner friendly series will help increase flexibility, improve posture, reduce stress and assist the practitioner to experience a state of relaxation and clarity of the mind. This class will include standing, seated and supine postures. During class, we will focus on connecting the breath to the postures in our hour-long practice. We will be working all the major muscle groups as we focus on proper alignment, safety and injury prevention. Modifications to more challenging poses are always offered.

Please bring your own mat and any props you may need (blocks, blanket, yoga strap) to be comfortable for practice.

Yoga is a vital part of self-care and overall wellness. Come enjoy a supportive environment where we allow ourselves to stay in the present moment, listen to our bodies and give ourselves the gift of yoga.

Date: Wed., Feb. 21 – Apr. 10, 2024 (8 sessions)

Time: 5:00 PM – 6:30 PM

Instructor: Tamala Clingerman

Location: ACM, Bedford County Campus

Fee: \$80.00

55+ or Veteran Discount Fee: \$72.00

Introduction to Beekeeping (PWT/384)

What's all the buzz? Join us for an educational, informative and exciting new course as a skilled beekeeper Brad Duffy leads participants into the exciting world of beginner beekeeping.



Brad Duffy demonstrates protective glove options for working the hives.

The class will focus on the history and types of Honey Bees, colony structure, bee biology and development, and keeping a healthy Hive. Participants will also learn about proper protective gear, tools of the trade and hive location. As the class progresses, other discussions topics will include trapping methods, packages, swarms, establishing colonies, invasive extractions, transporting hives and avoiding threats from humans and animals

Date: Mon., Mar. 25 – Apr. 29, 2024 (6 sessions)

Time: 6:00 PM – 8:30 PM

Instructor: Brad Duffy

Location: BCTC

Fee: \$80.00

55+ or Veteran Discount Fee: \$72.00

LIKE us on Facebook!

Search ACM Bedford County Campus

and stay up to date with all our latest courses and events!

History

A History of the Titanic (PWT/395)

Looking to learn a little history? Did you enjoy James Cameron's 1997 *Titanic* winner of 11 Academy Awards? Are you fascinated with the story of the supposed unsinkable ship? Then this class might be up your ally. Participate in this new class completely focused on the true story of the Titanic. Learn about the men and women who helped build this great ship and how she took shape. Learn about her fateful maiden voyage and the aftermath of this great maritime tragedy.



April is also a great time to take this class because it is the anniversary month of the sinking!

Date: Wed., Apr. 10 & 17, 2024 (2 sessions)

Time: 5:30 PM – 7:00 PM

Instructor: Landon Defibaugh

Location: ACM, Bedford County Campus

Fee: \$18.00

55+ or Veteran Discount Fee: \$16.00

THE KENNEDY ASSASSINATION— 60 YEARS LATER (PWT/399)

With the 60th anniversary of the assassination of President John F. Kennedy on November 22, 1963, there are still many unanswered questions and conspiracy theories.



This class will look at some of the details and events that happened on that day and afterwards to discuss if Lee Harvey Oswald acted alone, if he had accomplices, or was a patsy.

Who hated Kennedy? How many gunmen were there? What was Jack Ruby's role? Was there a pristine bullet? What are the facts and fictions of the crime of the century? At the end of the course, participants can share their own thoughts and theories on the assassination.

Date: Mon., Feb. 19 – Apr. 8, 2024 (8 sessions)

Time: 7:00 PM – 8:30 PM

Instructor: Fred Baca

Location: ACM, Bedford County Campus

Fee: \$70.00

55+ or Veteran Discount Fee: \$63.00

Arts and Crafts

Art Lecture Series I (PWT/397)

Each Class has a different artistic topic for dissection and discussion. We will spend 2 hours in cultural submersion and historic references!



Once a week we will gather as a group and discuss past, present and future potential artistic movements, works, techniques, and artists.

Additionally, each week there will be an artist guest speaker, who is a professional in their field, join us in our conversation. This lecture series is meant to further your knowledge and deepen your appreciation of art in the world around you. This class is meant to challenge ideas and expand potentials in a kind, exploratory and guided manor. One should walk away from this lecture series with a broader base of Art History and a deeper connection to why art is so special. It is also meant to help strengthen one's ability to talk about art in a group setting.



Artist: Morgan Young
Titled: Italian Lane
Medium: Oil Paint
Completed in 2023

- **Day 1: COLOR!!**
- **Day 2: 2D Art Forms**
- **Day 3: 3D Art Forms**

Class Supplies is just a notebook and pencil. Please bring to first class.

Date: Mon., Mar. 11, 18 & 25, 2024 (3 sessions)

Time: 6:00 PM – 8:00 PM

Instructor: Morgan Young

Location: ACM, Bedford County Campus

Fee: \$35.00

55+ or Veteran Discount Fee: \$31.00

Guided Independent Study (PWT/399)

This Art Class is designed to provide participants the opportunity to create with like-minded individuals, and aid of an artist instructor to help with the progress of their project. All artisans gather to work on new projects, old projects, and already started projects with a goal of finishing at least one. The final Day will be spent gathered with the final project in a group discussion on progress, improvements and successes in a guided group critique. The general theme of this workshop is to provide a dedicated time and space to develop your skills in a group setting and to be able to ask for assistance or for advice if necessary. Participants may paint using oil, acrylic, watercolor, or drawing materials of your choice.

new

Participants will need to bring their own supplies for this course. Supplies will consist of what project you're working on.

Date: Wed., Mar. 6 – Apr. 24, 2024 (8 sessions)

Time: 6:00 PM – 8:00 PM

Instructor: Morgan Young

Location: ACM, Bedford County Campus

Fee: \$90.00

55+ or Veteran Discount Fee: \$81.00

Charcoal Drawing Exploration (PWT/400)

This is a beginner's course where you will learn basic skills and work towards getting familiar with the medium and supplies. Basic drawing skills are required. Techniques, historical references, famous works of art and local works of art will be discussed. We will explore different ways to define shape and line in space with charcoal. We'll warm up with 10 to 15-minute gestural studies before we work in a more concentrated manor. The final class we will have a group critique and discuss what we see. This gives us all the skills of discussing and learning art in a group setting. **Participants will be given a supplies list on the first-class session. Students will need to bring all supplies to second class.**

new

Date: Mon., Apr. 8 – May 6, 2024 (5 sessions)

Time: 6:00 PM – 8:00 PM

Instructor: Morgan Young

Location: ACM/Bedford County Campus

Fee: \$57.00

55+ or Veteran Discount Fee: \$51.00

Introduction to Oil Painting (PWT/401)

This is a beginner's course where you will learn basic skills and work towards getting familiar with the medium and supplies. Basic drawing skills are required. In this class I will cover tools and equipment necessary for a successful oil painting. We will discuss techniques and applications and proper cleaning techniques for brush maintenance. We also will take a look at major works of art and dissect how the artist was able to achieve their desired outcome. The last day of class will be spent in a group critique (instructor included) and we will learn from each other. It another way to talk about art in a group setting in a constructive way. **Participants will be given a supplies list on the first-class session. Students will need to bring all supplies to second class.**

new

Date: Thurs., Apr. 11 – May 9, 2024 (5 sessions)

Time: 6:00 PM – 8:00 PM

Instructor: Morgan Young

Location: ACM, Bedford County Campus

Fee: \$57.00

55+ or Veteran Discount Fee: \$51.00

Easter Basket Floral Centerpiece (PWT/398)

Make the perfect centerpiece in this holiday class. Fresh greens, flowers and seasonal accessories that will add warmth and beauty to any room. All tools and materials are included.

new

Date: Tues., Mar. 26, 2024

Time: 6:00 PM – 8:00 PM

Instructor: Victoria McCloskey, Owner/Creator at Victoria's Flowers and Gifts

Location: BCTC

Fee: \$45.00

55+ or Veteran Discount Fee: \$40.00



World Languages

Fill Your Cup with Paper Creations (PWT/398)

Please join us for a time of filling your cup! Not only will we fill our happiness cup during this class, but I will supply 5 to 9 paper flowers to fill your cup as well!

new

Bring your favorite tea cup and allow me to help you create an ever-living bouquet of paper flowers!

Date: Tues., Feb. 20, 2024

Time: 6:00 PM – 8:30 PM

Instructor: Stacey Grab, Owner/Creator at Paper Creations by Stacey

Location: ACM, Bedford County Campus

Fee: \$50.00

55+ or Veteran Discount Fee: \$45.00



Beginning Spanish (PWT/167)

This course brings Spanish to life, as participants work toward applying Spanish for the workplace, travel, or just fun and simple conversation. We blend all the elements of communication: listening, speaking, pronunciation, reading, writing, vocabulary and culture. We include basic grammar as necessary for communication and understanding. Students will learn Spanish through active participation in a variety of activities and applications. ***This class qualifies for 1.2 CEU's.***

Date: Wed., Feb. 21 – Apr. 10, 2024 (8 sessions)

Time: 7:00 PM – 8:30 PM

Instructor: Fred Baca

Location: BCTC

Fee: \$85.00 (includes book)

55+ or Veteran Discount Fee: \$76.00

JOIN OUR TEAM!



Do you have a skill you want to share with others? If so, we're looking for you.

If you are interested in teaching Adult Education classes please call
814-624-4812



ALLEGANY COLLEGE
of MARYLAND

ALLEGANY COLLEGE OF MARYLAND PA WORKFORCE DEVELOPMENT

in partnership with

GEORGE BROWN COLLEGE



offers certificate distance education programs in Automation, Electronics, Electromechanical, Electric Vehicle, Robotics, PLC and PLC II, designed to provide students with a complete technical introduction to these subjects. Programs will help enrich skills and knowledge in design, programming, installation, operation, maintenance and troubleshooting. These programs provide a self-paced distance education alternative to students who cannot attend the traditional college environment on a full or part-time basis.

The cornerstone of these programs is the simulation software, which is fully integrated within the learning material and bridges the gap between theoretical and practical application. The simulation software includes LogixSim for Automation program, CircuitLogix, 3DLab for Electronics and Electromechanical, Electric Vehicle program, RoboLogix for robotics program and PLCLogix500 and PLCLogix5000 for PLC programs.

Robotics Technician

The Robotics Technician training program introduces the concepts of industrial robots and explains how they can be used in a plant or manufacturing system. The primary focus of the program is on automated manufacturing processes, as well as the role of robots and all of their support equipment. Students receive both theoretical and laboratory instruction through a combination of multimedia learning resources and a robotics simulation software package to allow for the programming, testing, and debugging of robot-control programs. Areas of study include motion programming, pick and place, spray painting, arc and spot welding, computer networking, automated sorting systems, vision and tactile sensors and computer integration.



The total cost of the Robotics Technician Certificate Program is \$1740.

There are two payment options.

- **Option 1**

Full Registration: \$1740

Students register and pay for the complete program at one time.

- **Option 2**

Pay-As-You-Learn Registration

Initial registration is \$570 (includes web-based curriculum, laboratory simulation software, user guides and Module 1) and registration for each of the remaining 13 modules is \$90/module. Students may register for one or more modules at any time.

Electronic Technician

The Electronics Technician Certificate program prepares graduates of the program for employment and/or further on-the-job training as a service technician in the field of consumer, commercial and industrial electronics. As well, it will enable students to provide technical support and service during the production, installation, operation and repair of electrical equipment and systems.



The total cost of the Electronics Technician Certificate Program is \$1800.

There are two payment options.

- **Option 1**

Full Registration: \$1800

Students register and pay for the complete program at one time.

- **Option 2**

Pay-As-You-Learn Registration

Initial registration is \$430 (includes the web-based curriculum, laboratory simulation and Module 1) and registration for each of the remaining 23 modules is \$60/module. Students may register for one or more modules at any time.



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PLC Technician

The PLC Technician Certificate Program provides a basic introduction to PLCs and focuses on the practical applications of using them in a plant or manufacturing system. This program is designed for students with little or no PLC experience and who require a safe and quick start in the fundamentals of PLC programming.



The total cost of the PLC Program is \$1800.

There are two payment options.

- **Option 1**

Full Registration: \$1800

Students register and pay for the complete program at one time.

- **Option 2**

Pay-As-You-Learn Registration

Initial registration is \$450 (includes the, web-based curriculum, laboratory simulation software and Module 1) and registration for each of the remaining 18 modules is \$75/module. Students may register for one or more modules at any time.

PLC Technician II

The PLC Technician II Certificate program provides a more advanced study of PLCs in manufacturing including Distributed Control Systems (DCS), Supervisory Control and Data Acquisition Systems (SCADA) and advanced programming languages. This program can be completed without taking the first PLC program however is more challenging to learn since it uses tag-based addressing.

The total cost of the PLC Technician II Program is \$1800.

There are two payment options.

- **Option 1**

Full Registration: \$1800

Students register and pay for the complete program at one time.

- **Option 2**

Pay-As-You-Learn Registration

Initial registration is \$450 (includes the web-based curriculum, laboratory simulation and Module 1) and registration for each of the remaining 18 modules is \$75/module. Students may register for one or more modules at any time.

Electromechanical Technician

The Electromechanical Technician Certificate program provides a complete introduction to electronics and electromechanical systems. This program is often of interest to people who want to study electronics with an emphasis on mechanical systems, for example someone coming from a millwright background. The program covers mechanical topics outside of a typical electronics program, like industrial control devices, DC and AC motors and control circuits, transformers, analog and digital transducers, industrial process control and PLCs.

The total cost of the Electromechanical Technician Certificate Program is \$1800.

There are two payment options.

- **Option 1**

Full Registration: \$1800

Students register and pay for the complete program at one time.

- **Option 2**

Pay-As-You-Learn Registration

Initial registration is \$430 (includes the web-based curriculum, laboratory simulation software and Module 1) and registration for each of the remaining 23 modules is \$60/module. Students may register for one or more modules at any time.



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Automation Technician

The Automation Technician Certificate Program is intended to prepare graduates for career opportunities in the expanding field of industrial automation. Upon completion of the program, graduates will be able to design, install, and maintain electronic equipment used in modern industrial processes and work on a wide range of control systems, from the simplest fuses and motors to sophisticated electronic computer interface boards, motor drives, programmable logic controllers, solid-state devices and robotics.

The total cost of the Automation Technician Certificate Program is \$1850.

There are two payment options.

• **Option 1**

Full Registration: \$1850

Students register and pay for the complete program at one time.

• **Option 2**

Pay-As-You-Learn Registration

Initial registration is \$590 (includes web-based curriculum, laboratory simulation software, and Module 1) and registration for each of the remaining 17 can be purchased singly or in groups at a later date.

Electric Vehicle (EV) Technician

The EV Technician Certificate training program is intended to address a global need for people who are skilled in diagnosing, servicing and repairing high voltage EVs and commercial charging stations.



Our program is the right choice whether you are an automotive technician interested in repairing & servicing electric vehicles, an Electrician interested installing and maintaining commercial and/or residential charging stations, or anyone interested in joining the EV revolution.

The total cost of the Electric Vehicle Technician Certificate Program is \$1750.

There are two payment options.

• **Option 1**

Full Registration: \$1750

Students register and pay for the complete program at one time.

• **Option 2**

Pay-As-You-Learn Registration

Initial registration is \$580 (includes all learning materials, laboratory simulation software and Module 1) and registration for each of the remaining 13 modules is \$90/module. Students may register for one or more modules at any time.



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Introduction to Microsoft Access 2019

This hands-on course will teach beginners how to use Microsoft Access 2019 to build a database and customize the way data is stored.

Introduction to Microsoft Excel 2019

If you work with data of any kind, knowing how to create a spreadsheet is key to effectively managing and organizing information. This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software.

Introduction to Microsoft PowerPoint 2019/Office 365

As technology transforms business practices, Microsoft PowerPoint remains one of the most commonly used tools for presentations. This course is perfect for beginners wanting to learn how to effectively use Microsoft PowerPoint 2019 to create professional presentations.

Introduction to Microsoft Project 2019/Office 365

Discover how to effectively plan and implement projects using the world's most popular project management software, Microsoft Project 2019.

Introduction to Microsoft Word 2019

Learn the foundational skills needed to utilize Microsoft Word 2019. This course will teach you how to create professional-looking letters, reports, and documents.

Microsoft Office 2019 Value Suite

This course bundle will teach you how to use Word 2019, Excel 2019, and PowerPoint 2019, Office's top business productivity programs. You will learn the basic features of each program and gain skills applicable to most professional settings.

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REGISTRATION INFORMATION

for further information call (814) 624-4812



In Person

Register in person by visiting the Bedford County Technical Center. Office hours are Monday - Friday, 8:00am - 4:00pm.

By Mail

Complete the registration form in this catalog; attach a check, money order or credit card information and mail to us at ACM BCTC Workforce Development, 195 Pennknoll Road, Everett, PA 15537-6946.

By Phone

Phone registration is available during regular office hours for any customer paying by VISA, Discover, MasterCard, or agency billing. Please have all student, course and billing information ready before calling. The number to register is (814) 624-4812.

By Fax Or Scan

You can fax your registration form if payment by VISA, Discover, MasterCard, or agency billing. FAX cannot be used when paying by check. Please remember to include all information needed for payment when using a credit card or agency billing. FAX to (814) 623-7234 or SCAN to aweicht@allegany.edu.

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities.

For inquiries related to this policy, Title IX, and ADA/504, please contact:

Dr. Renee Conner
Dean of Student and Legal Affairs
Title IX Coordinator
ADA/504 Coordinator
301-784-5206 / rconner@allegany.edu

Allegany College of Maryland is required to inform prospective and current students of important College policies including Non-Discrimination, Title IX, Child Abuse Mandated Reports, Cery Act, Heroin & Opioid, Drug and Alcohol Use, Academic Disabilities, FERPA, Accreditation, and Medical Disclosure Procedure. For full details on these key policies, please visit the Allegany College of Maryland website at allegany.edu/policy-mandates.

Payment Policy:

For all classes, full payment is due one week prior to first class session.

Cancellations:

The Allegany College of Maryland Center for Workforce Development reserves the right to cancel any course that, in judgement of the Center staff, does not have sufficient enrollment. The decision is usually made one week before the first scheduled class meeting, and all registrants will be notified promptly. A full refund is processed automatically. To help prevent cancellations, please register at least one week before class is to begin.

Refund Policy:

If a student wishes to withdraw from a course and receive a refund, an official withdraw form must be submitted to the ACM/BCTC Training Center Office. All costs will be refunded if the student withdraws before the first session of the course. If the student withdraws after the first session but on or before 20% of the course has been completed, 80% of the tuition will be refunded. No refunds will be issued to students withdrawing after 20% of the course has been completed. Students can obtain a withdraw form by calling the ACM/BCTC Training Center Office at 814-624-4812.

Who Can Register:

Courses are open to all interested persons 16 years of age or older (unless specifically designed as a youth course). High school students are required to submit a letter of approval from their Principal or Guidance Counselor for any course that is not designed as a youth program.

VISION/MISSION STATEMENT

ALLEGANY COLLEGE OF MARYLAND

Vision - We will be the college of choice that transforms lives, strengthens communities, and makes learners the center of everything we do.

Mission - Allegany College of Maryland is a lifelong learning community dedicated to excellence in education and responsive to the changing needs of the communities we serve. Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society. We are committed to engaging students in rich and challenging learning opportunities within a small college atmosphere that is known for its personal touch.

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REGISTRATION FORM



EMAIL TO: aweicht@allegany.edu | **FAX TO:** 814-623-7234

MAIL TO: 195 Pennknoll Road
 Everett, PA 15537-6946
 PHONE: 814-624-4812



Make checks payable to: Allegany College of Maryland
(Payment must accompany this registration)

STUDENT ID OR SS # _____ LAST NAME _____ FIRST _____ MI _____
(if applicable)

STREET ADDRESS _____

CITY OR TOWN _____ COUNTY _____ STATE _____ ZIP CODE _____

Birthdate

MONTH	DAY	YEAR

ETHNICITY: *(Please check all that apply):*
 Are you Hispanic or Latino: Yes No
 White Asian Native Hawaiian / Other Pacific Islander
 Black / African American American Indian / Alaska Native

() Male () Female

HOME PHONE _____ CELL PHONE _____

BUSINESS PHONE _____ EMAIL ADDRESS _____

Signature _____ Date _____

I certify that the information on this form is correct. Must be signed and dated to be official. By signing this form, I agree to abide by the policies and procedures of the College, including without limitation, the Student Code of Conduct.

Allegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM's Title IX Coordinator, Dr. Renee Conner in CC-152, by email at rconner@allegany.edu, or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see www.allegany.edu/titleIX.

COURSE #	COURSE TITLE	BEGIN DATE	TIME	COURSE COST
TOTAL COSTS				

If your employer is paying, please provide the information below:

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STREET ADDRESS _____ CITY OR TOWN _____ STATE _____ ZIP CODE _____

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