Your Guide to lifelong learning

SPRING 2016
TRAINING OPPORTUNITIES

If you have questions or want to register just call: 814-624-4812 • www.allegany.edu
Edward Paxton Hood in 1852 said it this way:

“Our whole life is an education. We are ever-learning every moment of time, everywhere, under all circumstances something is being added to the stock of our previous attainments. Our mind is always at work when once its operations commence. All men and women are learners, whatever their occupation, at work, in the home and at play. These are the laws stamped upon humanity.”

So keep learning something new each and every day and you will:

✔ Earn more – Learning doesn't have an expiration date
✔ Be more interesting and charismatic
✔ Be a better leader and mentor
✔ Be independent and handy
✔ It keeps your brain healthy
✔ It will give you autonomy, mastery and purpose
✔ You become a much better person

Please take some time to review the many interesting training opportunities found in this spring catalog.
Pick something new to learn and register today!

Don’t wait. Register early.
Just call: Amy Weicht at 814-624-4812.
It’s that EASY!

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Top Ten Reasons to attend
A Continuing Education Course

10. Cultural Enrichment
9. Diverse Offerings
8. Networking Opportunity
7. Personal Enjoyment
6. Upgrade Work Skills
5. Enthusiastic Instructors
4. Maintain Credentials
3. Convenient Locations and Times
2. Affordable

AND THE NUMBER ONE REASON IS:
Your path to something NEW & EXCITING
starts HERE

195 Pennknoll Road, Everett, PA 15537
(814) 624-4812
BUSINESS AND INDUSTRY TRAINING OPTIONS

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### ATTENTION PA Teachers:
**We are an Act 48 Provider!**
What should YOU buy?
What to look for when buying a computer, laptop or iPad

Are you looking for something portable or a work station? How much memory do you need? Will you be using WIFI? Are you planning to work with many of the Microsoft programs? Will you be taking pictures, sending and receiving e-mails, playing games and internet surfing? Join us for this three hour seminar to help you decide what you should get to successfully move into the world of technology.

Date: Tues., Apr. 12, 2016
Time: 6:00 – 9:00 PM
Instructor: Jeff Ward
Location: ACM/Everett Campus
Fee: $25.00
55+ Course Fee: $22.00

Are you a new computer user or owner?

PWT/115
Computer Basics – Introduction
This course will introduce you to the world of PC computing. Using the Microsoft Windows 7 operating system you will become familiar with computer terminology, explore the fundamentals of computer functions, and survey Microsoft software applications. You will also work with the basics of a PC’s file structure, folders, online help menus, and much more. This course will also teach you the basics of the most commonly used Microsoft applications: Word and Internet Explorer. In this hands-on class you will “learn by doing!” After completing this class you can continue your Windows education by enrolling in the course PWT/215 Computer Basics Intermediate.

Date: Tues., Mar. 1 – Apr. 5, 2016 (no class 3/29) (5 Sessions)
Time: 6:00 – 8:00 PM
Instructor: Staff
Location: BCTC
Fee: $98.00
55+ Course Fee: $88.00

PWT/115
Computer Basics – Intermediate
This course increases your understanding of computers using Windows 7 operating system as well as several software applications. You will explore a wide range of computer skill topics as the course is designed to build on and enhance the skills learned in PWT/115 Computer Basics Introduction. You will learn to conduct internet searches, format text using a word processor, create basic formulas using spreadsheet software, and backup data files to a flash drive or CD. The course will also build on your knowledge of managing a PC. The course will use Windows 7 and Microsoft Office 2010. Basic computer skills are needed to enroll in this class.

Date: Tues., Apr. 12 – May 10, 2016 (5 Sessions)
Time: 6:00 – 8:00 PM
Instructor: Staff
Location: BCTC
Fee: $98.00
55+ Course Fee: $88.00

We never like to cancel a class. However, we do need a minimum of six (6) students so PLEASE REGISTER EARLY!
PWT/131
Apple iPad Basics – Tips, Tricks & Things to Remember
Are you thrilled to have a new iPad or have you had one but just are not sure exactly how to use it? Bring your iPad or mini-iPad and unlock the full potential of this awesome devise. This extremely popular course will show you how to setup and use the basic functions of the iPad. You will also discover how to do way more than just surf the web or check and read e-mails. Gain the knowledge you need to successfully sync your iPad with other devices and learn all about the many other features. Seats are limited so register early!

Date: Tues., Apr. 5 – 26, 2016 (4 Sessions)
Time: 6:00 – 8:00 PM
Instructor: Barbara Dikum
Location: BCTC
Fee: $45.00
55+ Course Fee: $40.00

BCT/189
The Basics of AutoCAD
This course is an introduction to basic computer aided drafting and design. Students will draw, size, label and measure applications for construction and industrial settings. Design of parts and systems will be included. Current releases of AutoCAD will be used.

Date: Mon. & Wed., Apr. 4 – May 4, 2016 (10 sessions)
Time: 6:00 – 8:00 PM
Instructor: Staff
Fee: $135.00
55+ Course Fee: $121.00

PWT/232
Introduction to Adobe Photoshop CS6
You will learn the basic skills needed to use Photoshop CS6. Learn what the program layout means and to find the tools you need to do many different things with pictures. You will learn how to crop and resize photos to select objects and rearrange them in a photo. You will learn to add text to photos create post cards and much more. You will learn the basic skills needed to touch-up photos. We will do some step-by-step hands-on exercises to help familiarize you with the Photoshop software and how to do projects.

Date: Tues., Apr. 5 – May 3, 2016 (5 sessions)
Time: 6:00 – 8:30 PM
Instructor: Jeff Ward
Location: ACM Everett Campus
Fee: $95.00 (includes textbook)
55+ Course Fee: $85.00 (includes textbook)

PWT/105
Microsoft Word Level 1
Learn to create, edit, and print a document. Become familiar with Basic Microsoft Word features.

Date: Mon., Mar. 7 – Apr. 18, 2016 (no class 3/28) (6 sessions)
Time: 6:00 – 8:00 PM
Instructor: Sue Prescott
Location: BCTC
Fee: $95.00 (Nevada Guide Included)
55+ Course Fee: $85.00

PWT/112
Basic Web Page Design using Dreamweaver
This six week course will familiarize students with the basic skills necessary to plan, design, and build a basic website using Dreamweaver. The course will cover choosing software and services, planning and design of sites, understanding the use of graphics for web page design, and search engine strategies. This class will be a blend of classroom instruction and actual hands-on computer time allowing participants to develop a basic web site by the end of the course. This course is designed for those with no prior experience in web design. Sign up early class sized is limited!

Date: Thurs., Mar. 10 – Apr. 21, 2016 (no class 3/24) (6 sessions)
Time: 6:00 – 9:00 PM
Instructor: Jeff Ward
Location: ACM Everett Campus
Fee: $120.00
55+ Course Fee: $108.00

PWT/111
Microsoft Excel Level 1
Learn to create, modify, print, and format worksheets, use templates, styles and AutoFormats, and find and replace data.

Date: Thurs., Apr. 7 – May 12, 2016 (6 sessions)
Time: 6:00 – 8:00 PM
Instructor: Staff
Location: BCTC
Fee: $95.00 (Nevada Guide Included)
55+ Course Fee: $85.00
**QUICKBOOKS SUITE**

Online – only $95 a course –

Go to [www.ed2go.com/acmpa](http://www.ed2go.com/acmpa) to register, submit payment and start your class. To take these courses you must have access to QuickBooks program.

**Introduction to QuickBooks 2015**
Learn how to quickly and efficiently gain control over the financial aspects of your small business with this powerful accounting software program. In 12 lessons, you’ll master the tools you’ll need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

**Intermediate QuickBooks 2015**
Learning how to use QuickBooks to its full potential goes far beyond learning the basic features of the program. You’ll learn how to manage multiple company files and how to export and import list data from one file to the next. If your business handles inventory, you’ll learn how to enter price levels and track discounts and credits. You’ll even learn how to enter and track mileage that you incur on any vehicles that you use in your business.

**QuickBooks 2015 for Contractors**
Contractors have many unique bookkeeping needs, so we’ve designed this course from the ground up specifically for the construction industry. In this six-week course, you’ll learn how to use the Premier Contractor Edition of QuickBooks 2013 to run your business more efficiently. Lessons are clearly illustrated and include step-by-step instructions to give you hands-on practice with the features you’re sure to use every day. You’ll discover how to create custom, professional-looking contract estimates and perform time tracking, and you’ll learn the different methods you can use to bill your clients, including how to use the QuickBooks progress invoicing and job-costing features.

**Performing Payroll in QuickBooks 2015**
Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20, the federal and state requirements are often the same. However, by using the payroll feature in QuickBooks 2013, you can master efficient techniques for creating paychecks, paying liabilities for taxes, and generating dazzling reports quickly and easily. You’ll start by learning how to prepare for the payroll process by finding the information you need on the Internal Revenue Service website, from the details of complying with withholding requirements for taxes to the process for applying for an employer identification number.

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**PROFESSIONAL DEVELOPMENT**

**PWT/101**
**Management Basics in Action “The Real Life MBA”**
This is a great program for new or potential supervisors, team leaders and even a great refresher for current supervisors. Join us for this interactive management training program that will cover the following areas: The Transition from DOING to TELLING, What is Management, Functions of Management, Roles of Management, Skills of Management, Leadership Styles and Motivational Skills.

**Date:** Wed., Mar. 30 – May 4, 2016 (6 sessions)
**Time:** 8:30 – 11:30 AM
**Instructor:** Wayne Blue
**Location:** ACM/Everett Campus
**Fee:** $95.00
**55+ Course Fee:** $85.00
“Release the Energy and Make Their Day”
WITH EXCEPTIONAL CUSTOMER SERVICE
This customer service seminar will help any organization create a “Service Culture” that will help develop outstanding customer relationships, improve service delivery and help reduce drama in the workplace. We will cover: The importance of a positive attitude. The cost of poor service. How to create a “service culture” within your organization. How to go the extra mile with your customers. Basic communication skills in semantics, perception and listening to improve customer service. With the following schedule options businesses/organizations have a lot of flexibility in scheduling participants.

3 Class Options:
Dates & Times: Tues., May 12, 2016 from 8:30 – 11:30 AM
-OR– Tues., June 2, 2016 from 1:00 – 4:00 PM
-OR– Tues., June 23, 2016 from 6:00 – 9:00 PM
Instructor: Wayne Blue
Location: BCTC
Fee: $35.00
55+ Course Fee: $31.00

NEW
PWT/333
Green Belt Certification Course ~ 4.0 CEU’s
The Green Belt Certification Course will be using the ASQ Body of Knowledge for the course content. The course will cover the basics of Lean Six Sigma philosophies and how to apply them on a day-to-day basis. Participants who complete the course successfully will be able to identify process improvement opportunities by mapping and analyzing processes and value streams. Participants who successfully complete the classroom time will receive a completion certificate. Those who complete the classroom time and do a required project will also receive a Green Belt Certification. (No prerequisites required.)

Date: Tues., Mar. 22 – May 24, 2016 (10 sessions)
Time: 9:00 AM – 5:00 PM
Instructor: Susan Long
Location: BCTC
Fee ServSafe Certification: $175.00 (includes textbook and thermometer)
Fee ServSafe Renewal: $125.00 (includes textbook)

For ServSafe Renewal you only attend

PWT/100
ServSafe Sanitation Certification Course

PWT/203
ServSafe Sanitation Certification Renewal
The Educational Foundation of the National Restaurant Association has designed the ServSafe course to help managers and employees in food service facilities prevent food-related illnesses. Topics include: purchasing, receiving, preparing and serving food, sanitary facilities, the HACCP system, personal hygiene and safety, Pest Management and Food Safety regulations. The Pennsylvania Department of Agriculture approves this course for the categories of retail, food service and bakery. Register early, seats are limited and books must be picked up in advance.

BCT/183
Cake Decorating Basics
Do you want to decorate cakes that will delight your family and friends? If so, this course is for you!! This 6 week (12 hours) course will teach you how to successfully decorate your own cake using various cake decorating tools and techniques.

Date: Thurs., Mar. 31 – May 5, 2016 (6 sessions)
Time: 6:00 – 8:00 PM
Instructor: Barbara Miller
Location: BCTC
Fee: $75.00 (plus supplies) (when registering you will receive supplies list and icing recipe that will need to be brought to class on first night)
55+ Course Fee: $67.00
HEALTHCARE EDUCATION

BCT/121
Nurse Aide Training
Begin a new career in the growing Health Occupations industry! Successful completion of this course fulfills the Pennsylvania training requirement, which allows participants to take the Nurse Aide certification examination. State law requires that all participants obtain Act 14 clearance prior to course attendance. Please call Amy at (814) 623-2760, ext. 4812 for details.

Date: Mon. – Thurs., Feb. 16 – Apr. 26, 2016 (40 sessions)
Time: 6:00 – 9:00 PM
Instructor: Jackie Koontz
Location: BCTC
Course Fee: $600.00 (includes textbook)
Non-Refundable Processing Fee: $50.00 (includes state criminal background check)

(Fees do not include certification examination, physical exam, or uniforms.)

American Safety & Health Institute (ASHI)
Basic First Aid, CPR and AED combination training includes basic first aid, CPR for all ages and AED. Participants will gain knowledge, skills, and the confidence to respond. CPR, AED and Basic First Aid training is an excellent choice for both the community and workplace setting, and is consistent with recommendations of the 2010 National First Aid Science Advisory Board and OSHA’s best practices for first aid training programs in the workplace. Sign up early, class size is limited to 10!

2 Class Options:
Time: 9:00 – 5:30 PM
Instructor: Tammy Prinkey
Location: BCTC
Fee: $65.00

ONLINE

HEALTHCARE EDUCATION

Career preparation options at www.ed2go.com/acmpa. Be sure to click on the Career Training Program option at the bottom of the page.

Advanced Coding for the Physician’s Office
80 hours – Cost: $1,595
Take the next step in your career and prepare for the Certified Procedural Coding national certification exam with the help of this online training program.

Advanced Hospital Coding and CCS Prep
80 hours – Cost: $1,895
This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a certified Coding Specialist.

ICD-10 Medical Coding: Preparation and Instruction for Implementation
300 hours – Cost: $1,995
Prepare for and implement the changes that ICD-10 will bring to the medical coding system.

Medical Billing and Coding + Medical Terminology
300 hours – Cost: $1,995
The Medical Billing and Coding + Medical Terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

Fitness Business Management
200 hours – Cost $2,595
Learn how to manage a personal training program, department, or facility as a strategic business with this innovative program.

CompTIA™ Healthcare IT Technician
(Voucher included)
80 hours – Cost $1,695
The CompTIA Healthcare IT Technician course teaches the fundamentals of healthcare IT (HIT) by using the CompTIA Healthcare IT Technician (HIT-001) exam objectives as the framework. Upon completion of the program, you will receive a voucher to take the CompTIA Healthcare IT Technician certifying exam.

Ed2go has a variety of payment options available for the above career program options such as Private Ed. Contract or Student Payment Plan. Contact Ed2go at 800-701-8755 for more details on these options.
WELDING

BCT/142
Welding Technologies
This course allows students to learn and practice a variety of welding processes. Oxy-Acetylene, arc, MIG and TIG will be part of the instruction. Students will have an opportunity to use a wide variety of materials including ferrous and aluminum. Students will be qualified to test for one or more AWS certifications when completing this course.

Date: Mon. & Wed., Apr. 4 – May 11, 2016 (12 sessions)
Time: 6:00 – 9:00 PM
Instructor: Bill Creegan
Location: BCTC
Fee: $600.00

AUTOMOTIVE

BCT/131
State Auto Inspection
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: Tues. & Thurs., Apr. 5, 7, 12 & 14, 2016 (4 sessions)
Tactile exam date is Sat., Apr. 16, 2016.
Time: 5:00 – 9:00 PM
Instructor: Kevin Lawton
Location: BCTC
Fee: $175.00

WE ARE AN ASE TESTING SITE!

The Bedford County Technical Center/ACM Workforce Training Center has become 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 they have registered they need to call Amy Weicht at (814) 624-4812 to schedule a test date. Testing days/times are on Tuesdays starting at 9 AM or Wednesdays starting at 1 PM.

HANDS-ON MACHINING WITH BASIC AUTOCAD

CNC Milling Setup, Programming and Operations
Students will develop process plans, learn safety requirements, write, load and edit basic programs. They will use tool holders, speeds and feeds, and run part programs in the inch and metric and coordinate positioning system. Accurate part inspection is emphasized, along with critical thinking and problem solving. Repetitive hands-on experience and practical applications are included. Students will be exposed to basic AutoCAD programming during the course so they can set up and run a program on the CNC Milling Machine.

Date: Tues. & Thurs., Apr. 5 – May 31, 2016 (17 sessions)
Time: 6:00 – 9:00 PM
Instructor: Richard Imler
Location: BCTC
Fee: $550.00

BCT/202
Emissions Inspector Certification
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., May 3, 5, 10 & 12, 2016 (4 sessions)
Time: 5:00 – 9:00 PM
Instructor: Kevin Lawton
Location: BCTC
Fee: $175.00 (includes book and test)

Emissions Inspector Recertification classes are also available upon request. Classes are one-day for 4-hours. Fee is $115.00 per person. To schedule a class call us at 814-624-4812.
JUST FOR YOU!

PWT/359
Buying and Selling on e-Bay “WORKSHOP”
If you have something you want to list on E-Bay for sale you can bring it with you to this workshop and work on getting it sold. You will need to have an active e-bay account, bring your camera and/or have a picture that you can upload. We will see how everyone did when we have our second workshop session. More tricks of the trade will be discussed during these interactive workshops.

Date: Wed., Mar. 9 & 16, 2016 (2 sessions)
Time: 6:00 – 8:30 PM
Instructor: Tammy Prinkey
Location: BCTC
Fee: $50.00 • 55+ Course Fee: $45.00

PWT/329
Couponing 101
Learn the basics of couponing and cut your grocery bill in half or more while also learning how to save money on gasoline!! Become familiar with coupon and sale terms as well as store coupon policies. You'll also discover how to find, organize and use your coupons to save you the most money each week.

Date: Tues., Apr. 12, 2016
Time: 6:00 – 8:30 PM
Instructor: Alyssa Bert
Location: BCTC
Fee: $25.00 • 55+ Course Fee: $22.00

PWT/177
Sewing for Beginners
Have you bought a sewing machine and are not using it because you don’t know how to sew? Want to learn how to make a project using a pattern? Just want to learn something about sewing? If you answered yes to any of these questions, this course may be for you! Course topics include learning how to read a pattern, pattern layout, cutting a pattern, fabric selection, and basic sewing skills. By the end of the classes each student will have made a set of pillows. Students must bring a working sewing machine along with the owner’s manual and good sewing scissors to each class. At the end of the first class the instructor will give you a list of other supplies needed for the remaining classes.

Date: Tues., Apr. 5 – May 10, 2016 (6 sessions)
Time: 6:00 – 8:30 PM
Instructor: Susie Barton
Location: BCTC
Fee: $80.00 (includes patterns)
55+ Course Fee: $72.00 (includes patterns)

PWT/166
Beginners Yoga
Our 6-week beginners class moves at a gentle pace introducing students to the basics of yoga. Class size is limited to 12 and each participant is required to bring their own yoga mat.

Date: Tues., Feb. 9 – Mar. 15, 2016
(6 sessions)
Time: 10:00 – 11:00 AM
Location: ACM Everett Campus, Room 13
Instructor: Christi Bonello
Fee: $45.00 • 55+ Course Fee: $40.00

PWT/266
Multi-Level Yoga
This course includes the basic skills, principles and Yoga postures to develop a personal routine for mental, physical and spiritual training. Students will develop an understanding of how Yoga can improve body flexibility and control relaxation to harmonize the body, mind and spirit. Class size is limited to 12 and each participant is required to bring their own yoga mat.

3-D Art – Something New and Exciting – Come check it out.
Learn how to bring your own photos to life by working with 3-D artist Rhonda Dougherty. Learn how to cut and form the layers to make any picture 3-D during these three sessions. Class size is limited so register early!

Date: Tues., Mar. 1 – Mar. 15, 2016 (3 sessions)
Time: 6:00 – 8:30 PM
Location: BCTC
Instructor: Rhonda Daugherty
Fee: $45.00 • 55+ Course Fee: $40.00
ALLEGANY COLLEGE OF MARYLAND’S PENNSYLVANIA CAMPUSES, IN PARTNERSHIP WITH GEORGE BROWN COLLEGE,

offers five interactive and highly innovative technical training distance education programs that combine state-of-the-art lab simulation with award-winning curriculum. You can register into these programs anytime, and work through the material at your own pace, from your home or workplace. The curriculum is provided on DVD and is supported by an online virtual campus, where students access online testing and additional resources. Administrative, technical and tutorial support is provided by a live Student Support Center which you can reach by toll-free phone number, email or online forums.

Electronics Technician Certificate

The ET program covers the fundamentals of electronics and prepares the graduate for employment and/or further on-the-job training as a consumer, commercial or industrial electronics service technician.

Fee: $1,750 or pay as you learn with initial registration of $430, and then pay $60 to register into each of the remaining 22 modules.

Electromechanical Technician Certificate

The EM program is designed to provide students with a foundation in electromechanical technology that can lead to a career in fields such as industrial maintenance, design and installation, technical services, technical sales, and industrial research and development.

Fee: $1,800 or pay as you learn with initial registration of $430, and then pay $60 to register into each of the remaining 23 modules.

Programmable Logic Controller (PLC) Technician Certificate I

The PLC program provides the basic technical skills and knowledge necessary to work with plc control systems typically found in an industrial environment. Emphasis is placed on the use and programming of PLCs in a complex industrial control system (both discrete and analog).

Fee: $1,800 or pay as you learn with initial registration of $450, and then pay $75 to register into each of the remaining 18 modules.

Programmable Logic Controller (PLC) Technician Certificate II

The PLC Technician II Certificate Program consists of 19 modules of interactive curriculum using text, video, audio, 2D and 3D animations and laboratory simulation software. This DVD-based multimedia program includes pre-tests, interactive exercises, sample exams and online technical and PLC tutorial support to help prepare you for online computer-based final exams. The PLC Technician II Certificate program prepares graduates of the program for employment and/or further on-the-job training as a PLC 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 PLC equipment and systems.

Fee: $1,800, or pay as you learn with initial registration of $450 and then pay $75 to register into each of the remaining 18 modules.

Robotics Technician Certificate

This program provides an introduction to industrial robotics and explains how they are used in plants or manufacturing systems. The primary focus of the program is on automated manufacturing processes, the role of robots within these processes, and all related support equipment.

Fee: $1,650 or pay as you learn with initial registration of $570, and then pay $90 to register into each of the remaining 12 modules.

For more detailed information go to www.alleganytech-gbc.com or call toll-free at 1-866-300-1347.
ONLINE CNC TRAINING WITH JOB-TASK SIMULATIONS OPTIONS

Mastering CNC Lathes Online Course with Job-Task Simulation
This new web-based course covers the common models of CNC Turning Center and Lathe using Fanuc, Haas, Mazak, and Okuma controls. After mastering the basic concepts, you put the ideas into practice by interacting with computer simulations of the screen displays, soft keys, and control panels of the brands and models of control you selected. These simulations reduce the chance of costly mistakes and lost production time during the learning process. This course can be used anywhere there is an Internet connection. (5 levels and 61 modules)
Cost: Only $220

Mastering CNC Swiss Online Course with Job-Task Simulation
This new web-based course covers the common models of CNC Swiss including Citizen, Star, and Tsugami. After mastering the basic concepts, you put the ideas into practice by interacting with computer simulations of the screen displays, soft keys, and control panels of the brands and models of control you selected. These simulations reduce the chance of costly mistakes and lost production time during the learning process. This course can be used anywhere there is an Internet connection (4 levels and 30 modules)
Cost: Only $350

Mastering CNC Machining Centers Online Course with Job-Task Simulation
This new web-based course covers the common models of CNC Machining Centers using Fanuc, Haas, Mazak, and Okuma controls. After mastering the basic concepts, you put the ideas into practice by interacting with computer simulations of the screen displays, soft keys, and control panels of the brands and models of control you selected. These simulations reduce the chance of costly mistakes and lost production time during the learning process. This course can be used anywhere there is an Internet connection (5 levels and 77 modules)
Cost: Only $250

Precision Measurement for Machinists Online Course with Job-Task Simulation
This new web-based course covers the major types of measuring devices, basics of print reading and GD&T, and shop math. After mastering the basic concepts, you put the ideas into practice by interacting with computer simulations. These simulations reduce the chance of costly mistakes and lost production time during the learning process. This course can be used anywhere there is an Internet connection. (47 modules)
Cost: Only $180

You need to call one of these numbers to register and make payment for any of the above online course options:

Bedford CE Center – 814-624-4812 or 814-624-4814
Somerset CE Center – 814-445-9848 ext: 6124 or ext: 6122
INSTRUCTOR LED ONLINE COURSES

Introduction to Stock Options
Learn how stock options can protect your portfolio and help you profit in any type of market.

Accounting Fundamentals
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

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

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success.

How to Make Money From Your Writing
Whether you want to create your own business, add to your income, supplement your retirement, or boost what you’re earning as a writer, you’ll find the how-tos here.

Introduction to Microsoft Outlook 2010
Take control over your meetings, emails, and to-do lists by mastering the essentials of Microsoft Outlook 2010.

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

Find A Course
www.ed2go.com/acmpa

CAREER TRAINING PROGRAMS

Certified Personal Trainer - 62 hrs
Prepare for an in-demand career as a personal trainer as you earn a nationally-recognized W.I.T.S. certification and gain real-life experience in an internship.

Travel Agent Training – 200 hrs
Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry.

Principles of Green Building – 30 hrs
The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently.

Optician Certification Training - 150 hrs
Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam.

Medical Transcription - 240 hrs
Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

Event Management & Design – 300 hrs
From planning to pyrotechnics, the Event Management and Design Online Training Program will teach you everything you need to know to create events that are truly special.

Reach us at: (814) 445-9848 Ext. 6122
careertraining.ed2go.com/acmpa
**A Gift of Education**

**Bedford County Regional Education Foundation**

*Making a difference in the lives of students by awarding more than $1 million in scholarship, tuition assistance, and emergency book funding.*

You can make an investment in our community by supporting the Bedford County Regional Education Foundation. Here are some gift options you may want to consider:

1. CONTRIBUTE AN ANNUAL GIFT
2. CREATE A SCHOLARSHIP FUND
3. SUPPORT AN EXISTING FUND
4. PROVIDE AN ENDOWED AWARD
5. SUPPORT AN EXISTING FUND

If you would like to discuss how you can make a difference in the lives of students, please contact the Bedford County Regional Education Foundation Office at (814) 652-9528, ext. 6223. Your gifts are tax deductible to the extent allowed by the law.

**Touching Lives. Changing Futures.**

18 North River Lane  Everett, PA 15537  814-652-9528
WORKFORCE DEVELOPMENT & CONTINUING EDUCATION: BEDFORD CENTER

CYBERSECURITY
@ ALLEGANY COLLEGE OF MARYLAND

Courses starting Fall 2016 at the Bedford County Campus

For more information, call 814-652-9528, ext. 5326, or visit www.allegany.edu/comptech

Interested in enrolling in a credit program? Check out our offerings:

BEDFORD COUNTY CAMPUS

ASSOCIATE DEGREE PROGRAMS
- Applied Technical Studies
- Business Administration
- Business Management
- Criminal Justice
- General Studies
- Hospitality Management
- Hotel and Restaurant Management
- Nursing
- Psychology

CERTIFICATE PROGRAMS*
- Business Accounting
- Business Entrepreneurship
- Business Marketing and Sales
- Business Supervision
- Criminal Justice

LETTERS OF RECOGNITION
- Business Management
  - Accounting I
  - Entrepreneurship Training
  - First-Line Supervision
  - Marketing and Sales Training
  - Criminal Justice/ Corrections

BEDFORD COUNTY TECHNICAL CENTER

- Nursing (Program Clinicals)
- Articulated Programs
  - Automotive Technology
  - Culinary Arts
  - Hotel and Restaurant Mgmt.
  - Selected Allied Health Programs

*For more reported information about these programs, visit our website at: www.allegany.edu/gainfulemploymentdisclosure/

OTHER PROGRAMS: Although not all program options offered through ACM are available at the Bedford County Campus, courses can be taken towards many programs/degrees at this campus then completed at the Cumberland Campus or at another four-year college or university. Additionally, other career and transfer programs may be offered in the future to satisfy the growing needs of Bedford County.

Note: Bedford County Campus students should note that certain academic programs are made possible through a combination of course-delivery methods which include the use of distance-learning technology as well as the traditional classroom setting. To complete these programs, students should anticipate taking online courses offered via Internet, distance-learning courses that connect the instructor and two or more classrooms through teleconferencing, and/or courses by directed study. Certain programs may require that a small number of courses be taken at the Cumberland campus. Please speak with an academic advisor for specific course scheduling.

Contact us to learn more about our guaranteed admission agreements with many regional 4-year colleges and universities.

start SMALL. start SMART. start HERE!

BEDFORD COUNTY CAMPUS

814-652-9528 • infocenter@allegany.edu • www.allegany.edu
REGISTRATION INFORMATION

for further information call (814) 623-2760 Ext. 4812

IN PERSON
Register in person by visiting the Allegany College of Maryland Center for Workforce Development. Office hours are Monday - Friday, 8:30am - 3:30pm.

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) 623-2760 Ext. 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.

Vision/Mission Statement

ALLEGANY COLLEGE OF MARYLAND

Vision - Allegany College of Maryland will embrace the dynamic spirit of learning for life!

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.

Payment Policy:
For any class costing over $200, a $50 nonrefundable deposit is required with payment in full being due at least one week (7 days) in advance of the first class. For all other classes, full payment is due within 7 days of making the registration, and it is non-refundable if cancellation is not received within three business days of the first class.

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:
An eighty percent refund may be obtained for any student who officially withdraws from a course prior to the second session. Students can obtain a withdrawal form by calling (814) 623-2760 ext. 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.

Allegany College of Maryland does not discriminate against any individual for reasons of race, ethnicity, color, sex, religion or creed, sexual orientation, gender identity or expression, national origin, age, genetic information, familial status, disability or veteran status in the admission and treatment of students, educational programs and activities, scholarship and loan programs, or to terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Allegany College of Maryland complies with applicable state and federal laws and regulations prohibiting discrimination and Maryland prohibits retaliation in any form against any person who reports discrimination or who participates in an investigation.

A report on Allegany College of Maryland’s Campus Security Policies and Crime Statistics (34 CFR Part 668) and the Clery Act, 20 U.S.C. 1092 (a) and (b) in accordance with the FBI Uniform Crime Reporting (UCR)/National Incident-based Reporting System (NIBRS) is available in the Office the the Dean of Student and Legal Affairs (College Center, roomC-152) or through the College’s website at www.allegany.edu.
# ALLEGANY COLLEGE OF MARYLAND
## CONTINUING EDUCATION REGISTRATION FORM

**Mail to:** Allegany College of Maryland/
BCTC Workforce Development for PA
195 Pennknoll Road • Everett, PA 15537-6946
PHONE: 814-623-2760 ext. 4812 • FAX: 814-623-7234

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

<table>
<thead>
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<th>SOCIAL SECURITY #</th>
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<th>FAX PHONE</th>
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**How were you informed of this course offering?**

- [ ] Catalog
- [ ] Brochure
- [ ] Newspaper
- [ ] Employer
- [ ] Website/Email
- [ ] Friend

**Are you taking this for:**

- [ ] Work/Professional
- [ ] Personal Development

**Signature** __________________________ **Date** ____________

(Your signature must be signed, dated and returned with this form for it to be considered valid.)

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<th>Time</th>
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**TOTAL FEE**

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

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<th>AGENCY’S NAME</th>
<th>CONTACT PERSON</th>
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<tr>
<th>TELEPHONE NUMBER</th>
<th>EMAIL ADDRESS</th>
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**FOR CREDIT CARD USE ONLY**

- [ ] Visa
- [ ] Mastercard
- [ ] Discover

**Account No.** __________________________

**Date of Expiration** __________________________

**V. Code** ____ ____ ____

**REGISTRATION OFFICE USE ONLY**

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**Date Received** ____________ **Initials**

**Bill To**