

ALLEGANY COLLEGE OF MARYLAND
CENTER FOR CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
REGISTRATION FORM

 **MAIL TO:** Registration Specialist | Allegany College of Maryland
 Center for Continuing Education & Workforce Development
 12401 Willowbrook Road, SE | Cumberland, MD 21502-2596
 PHONE: 301-784-5341 | FAX: 301-784-5023

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

SOCIAL SECURITY # _____ LAST NAME _____ FIRST _____ MI _____
(optional)

STREET ADDRESS _____

CITY OR TOWN _____ COUNTY _____ STATE _____ ZIP CODE _____

Birthdate: / /
MONTH DAY YEAR

HOME PHONE _____ CELL PHONE _____

Male Female 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) 784-6206. For detailed information about policy, procedures, and prevention education, see www.allegany.edu/titleIX.

COURSE #	COURSE TITLE	BEGIN DATE	TIME	COURSE COST
ITC103	IT Workplace Essentials Series	3/28/17	5-7pm	\$29.00
TOTAL COSTS				

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

AGENCY'S NAME _____ CONTACT PERSON _____

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

TELEPHONE NUMBER _____ FAX NUMBER _____

FOR CREDIT CARD USE ONLY Visa Mastercard Discover

Account No. _____

Date of Expiration _____ V. Code _____

REGISTRATION OFFICE USE ONLY

Amount Paid _____

_____ Cash _____ Credit Card

Date Received _____ Initials _____ _____ Check _____ Bill To _____

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.




Tobacco-free Policy: Allegany College of Maryland reminds employees, students, and visitors that smoking and tobacco use, in all its forms, is prohibited at ACM campuses and centers. The policy, which took effect August 19, 2013, extends throughout college properties.

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Return Service Requested



ALLEGANY COLLEGE
of MARYLAND
 CENTER FOR CONTINUING EDUCATION &
 WORKFORCE DEVELOPMENT

IT Workplace Essentials SERIES

Our *JOB* is to get you *YOURS!*

 **Western Maryland**
 IT Center of Excellence

Enroll in the essential skills training program our regional IT employers developed and endorse!



Are you studying to become an IT professional?

Are you looking for a competitive edge in the regional IT field?

Join us... **Our JOB is to get you YOURS!**

Enroll today in this unique, newly developed series and gain the essential skills employers demand to secure an exciting, well-paying job in the Information Technology field in the Allegany County region. Learn first-hand from our regional IT employers their specific hiring needs, what they really look for in an applicant, how they manage their corporate culture, and how YOU could become a part of it. You will start the series with an employer roundtable where you will gain in depth knowledge of the regional IT employment landscape from employers: Exclamation Labs, IBM, Willetts Systems, Orbital ATK, Western Maryland Health System, Rocky Gap Casino Resort, Advantage Computer & Communications, Conxx, First United Bank & Trust Allegany County Public School System, and the Allegany County Government. You will then take a retrospective approach to exploring the essential skill "abilities" these employers demand. Further improve your success in your job search with one-on-one resume writing support throughout the series. You will have a chance to sit down with the IT employers again when they return at the end of the series and engage you in a mock interview. It doesn't get any more informative than this series- you'll receive interview and resume feedback straight from the employer of whom you may one day apply!

Regional IT employers have developed this series and have committed their time and energy in setting you up for success. Add this series to your resume and we're sure you'll get the interview. Don't miss this rare opportunity to meet the employers you may one day work for all while gaining the competitive edge over your competition with this career changing series!

"The IT Workplace Essentials Series was an extremely helpful class that could be applied to any job even though it focuses on IT. I made some valuable connections through this course, and the teacher was very knowledgeable. I would recommend this course to anyone who wants to develop their soft skills and resume." — Mychal B., ACM Computer Science

"I was very impressed with how well prepared the students were to be interviewed. I think that this course is a great way to increase your chances of getting hired." — Jason Willetts, Owner, Willetts Systems

"I found the course helpful! I see this course as a great opportunity to network with the local businesses in the field. And through the mock interviews, I was able to showcase the skills I acquired in class. I'm also excited to report that because of this course, I have an employment interview with one of the employers I met through the class! A big 'thank you' for this opportunity!" — Jodi B., ACM Graphic Design

"Highly recommended! An excellent, well thought out and well-designed course. This is a MUST-HAVE for any one aspiring to gain skills and experience to help obtain a job in the workforce." — Tyler F., Desktop Support Technician

This training was developed by Allegany College of Maryland's Center for Continuing Education & Workforce Development and the Western Maryland IT Center of Excellence with some materials adapted from the Workplace Excellence Series developed by the Anne Arundel Workforce Development Corporation & WorkNet Solutions.

3/28 – 5/4, Tuesday & Thursday (12 sessions)

5:00PM – 7:00PM

Instructor: Mallory Sechler

Location: CE Building

Course Cost: ~~\$75~~ **ONLY \$25** made possible by CE Scholarship!

SEND REGISTRATION FORM AND CHECK TO:

Registration Specialist

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12401 Willowbrook Road, SE • Cumberland, MD 21502

or to register by fax, 301-784-5023 (credit cards or PO's, please)

or register by phone, 301-784-5341.

FOR MORE INFORMATION CONTACT:

Autumn Becker, Western Maryland IT Center of Excellence Director

(301) 784-5434 • abecker@allegany.edu

Please note: The College reserves the right to cancel any course that, in the judgment 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 two weeks before a course is scheduled to begin.

In case of inclement weather on the day of the course listen to local radio stations for information about early closings or cancellations.

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ACPS
ALLEGANY COUNTY PUBLIC SCHOOLS

This course is funded in part by the State of Maryland's EARN Maryland Grant Program, administered by the Maryland Department of Labor, Licensing, and Regulation.