CERTIFICATION PREP COURSES

CompTIA A+ Certification Training
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)784-5281 or https://careertraining.ed2go.com/allegany
Limited $1,500 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 Jennifer Light:
301-784-5281 or jlight@allegany.edu

https://careertraining.ed2go.com/allegany
CompTIA Network+ Certification Prep
Gain skills and confidence in your ability to build and service networks as you prepare for CompTIA Network+ Certification. You will learn about the OSI seven-layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, cloud computing, network security, network troubleshooting, and more. This course covers the key terminology and concepts you need to know for the exam. This course will teach you everything you need to take and successfully pass the CompTIA Network+ certification exam (N10-007).

Online Course
Start dates: 8/18, 9/15, 10/13, 11/17, 12/15, 1/12
6 weeks in length, 24 hours
Instructor: Scott Jernigan
Course Cost: $110.00
Maryland Senior Course Cost: $110.00
Call (301)784-5281 or visit www.ed2go.com/allegany

Certified Information Systems Security Professional Training (ITC412)
This five-day course is the most comprehensive review of security concepts and industry best practices and covers the eight domains of the Certified Information Systems Security Professional (CISSP) Common Book of Knowledge. Students will gain knowledge in information security that will increase their ability to successfully implement and manage security programs in any organization or government entity.

9/13- 9/17, Monday- Friday (5 sessions)
8:30 AM-5:30 PM
Online
Instructor: Staff
Course Cost: $1,500.00
Maryland Senior Course Cost: $1,400.00
Limited $1,250 scholarships available to Allegany County residents! (3 or more years residency)

CompTIA™ Security+ Certification Training (Voucher Included)
The Security+ training course will assist you in preparing for the CompTIA Security+ certification SY0-601 exam through comprehensive material that covers the key objectives and fundamentals to perform core security functions while pursuing an information technology-based career. Successful completion of this course will allow you to assess an organization's security strength while recommending and implementing appropriate security solutions based on those assessments. Learners will be able to monitor and secure various security environments like cloud, mobile, and IoT (Internet of Things) in addition to obtaining an awareness of applicable laws, policies, and compliance standards. Also, you will be able to identify, analyze, and properly respond to security incidents. Cybersecurity skills are applicable in a variety of IT (Information Technology) positions and have become imperative in security-related roles. With an estimated 31 percent employment increase projected over the next ten years according to the U.S. Bureau of Labor Statistics, demand for security professionals is high. Learning comprehensive workplace security skills allows you to become a knowledgeable go-to source for reducing liabilities, risk, and other expenses for an organization. This course includes the voucher for prepaid access to sit for the certifying exam upon eligibility. After completing the course, you can set up your own exam dates and times at a nearby testing center.

Online Course
Start Date: Anytime with 6 months’ access
80 hours
Course Cost: $1,695.00
Maryland Senior Course Cost: $1,595.00
Call (301)784-5281 or https://careertraining.ed2go.com/allegany
Limited $1,100 scholarships available to Allegany County residents! (3 or more years residency)
Certified Associate in Project Management Training (ITC502)
The Certified Associate in Project Management Boot Camp course provides the knowledge the student needs to evolve their career as a successful Certified Associate in Project Management and get ready for the PMI CAPM® Exam. This course fulfills the required 23-hour PMI contact hour requirement. Discussion topics include: The Ten Knowledge Areas of Project Management: Integration, Scope, Time, Cost, Quality, Human Resources, Communications, Risk, Procurement and Stakeholder. The Five Process Groups of Project Management: Initiating, Planning, Executing, Monitoring and Controlling, and Closing. Two additional topics: Professional and Social Responsibility and Framework.

10/18-10/21, Monday-Thursday (4 sessions)
8:30 AM- 5:00PM
Online
Instructor: Staff
Course Cost: $1,500.00
Maryland Senior Course Cost: $1,400.00
Limited $1,250 scholarships available to Allegany County residents! (3 or more years residency)

Microsoft Azure Administrator Training (ITC409)
This course teaches IT Professionals how to manage their Azure subscriptions, secure identities, administer the infrastructure, configure virtual networking, connect Azure and on-premises sites, manage network traffic, implement storage solutions, create and scale virtual machines, implement web apps and containers, back up and share data, and monitor your solution. This course is for Azure Administrators. The Azure Administrator implements, manages, and monitors identity, governance, storage, compute, and virtual networks in a cloud environment. The Azure Administrator will provision, size, monitor, and adjust resources as appropriate. Develop the skills to flourish in the critical areas of Microsoft Azure and prepare for exam AZ-104, Microsoft Azure Administrator.

11/1-11/4, Monday-Thursday (4 sessions)
8:30 AM- 4:30 PM
Online
Instructor: Staff
Course Cost: $1,200.00
Maryland Senior Course Cost: $1,100.00
Limited $950 scholarships available to Allegany County residents! (3 or more years residency)

TECH AT THE GAP: PREPARE FOR LAUNCH ’21

www.TechGapMD.com

October 14, 2021
7 am Registration & Breakfast
Western Maryland
Rocky Gap Casino Resort

Cybersecurity, Data, & Innovation Tracks Led by Industry Leaders
COMPUTER APPLICATIONS

Computer Basics - Introduction (EDP930)
Are you a new computer user or owner? This course will introduce you to the world of PC computing. Using the Microsoft Windows 10 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 EDP931, Computer Basics Intermediate.
9/9 -10/7, Thursday (5 sessions)
6:00-8:00 PM
ACM: CE16
Instructor: Richard Soderman
Course Cost: $110.00
Maryland Senior Course Cost: $100.00

Computer Basics - Intermediate (EDP931)
This course increases your understanding of computers using the Windows 10 operating system as well as several software applications. You will explore a wide range of computer skill topics as this course is designed to build on and enhance the skills learned in EDP930, 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 also will build on your knowledge of managing a PC. You should have mastery of the skills taught in EDP930 to enroll in this class.
10/21 -11/18, Thursday (5 sessions)
6:00-8:00 PM
ACM: CE16
Instructor: Richard Soderman
Course Cost: $110.00
Maryland Senior Course Cost: $100.00

Computer Skills for the Workplace
Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components. This course is a great introduction to Windows 10 and Office 2016 and is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. Focus on practical applications for software most common to the workplace to work faster and more efficiently. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.
Online Course
Start dates: 8/18, 9/15, 10/13, 11/17, 12/15, 1/12
6 weeks in length, 24 hours
Instructor: Dave Paquin
Course Cost: $110.00
Maryland Senior Course Cost: $110.00
Call (301)784-5281 or visit www.ed2go.com/allegany
Excel 2019 (EDP993)
Become a pro in Excel 2019 with this information packed course! 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.

9/13-10/11, Monday (5 sessions)
5:30-7:30 PM
ACM: CE16 Attend in Person or Virtually!
Instructor: Patricia Bray
Course Cost: $100.00
Maryland Senior Course Cost: $95.00

Excel 2019 - Advanced (EDP994)
Put your beginner skills into practice and advance to a mastery skill level with this Advanced Excel course. Students will first revisit several Excel basic exercises as a starting point. Then, students will quickly dive into advanced practices like automating workflow by implementing function commands and making use of advanced charting and Sparkline charts. Additional course topics include mastery of Relative vs. Absolute, Linking, Data Lookups, IF statements, SUMIF and PivotTables. Gain the knowledge you need from a veteran CE instructor who holds a Master Certification in MS Office from Microsoft Corporation!

10/25- 11/22, Monday (5 sessions)
5:30-7:30 PM
ACM: CE16 Attend in Person or Virtually!
Instructor: Patricia Bray
Course Cost: $100.00
Maryland Senior Course Cost: $95.00

LIKE us on Facebook!
Search ACM Continuing Ed & Workforce Development and stay up to date with all our latest courses and events!
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:** 8/18, 9/15, 10/13, 11/17, 12/15, 1/12  
**6 weeks in length, 24 hours**  
**Instructor:** Wallace Wang  
**Course Cost:** $110.00  
**Maryland Senior Course Cost:** $110.00  
**Call (301)784-5281 or visit www.ed2go.com/allegany**

**Introduction to AutoCAD 2021 (PRO186)**  
AutoCAD 2021 is an introductory training course that will teach you how to create and edit a simple drawing, with a focus on the 2D tools within AutoCAD. The course will focus on basic skills and knowledge required to create 2D drawings in model space and how to place these drawings into paper space to create layout drawings. A basic understanding of drawings is required as well as a basic understanding of computer skills. At the conclusion of the class, the student should be able to create 2D orthogonal views of an object and add dimensions and texts to the drawings and place on sheets for printing.

9/23-10/28, Thursday (6 sessions)  
6:00-8:00 PM  
**Western Maryland Works – LaVale, MD**  
**Instructor:** Shane Corwell  
**Course Cost:** $200.00  
**Maryland Senior Course Cost:** $195.00  
**Limited $100 scholarships available!**

**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 not included in enrollment.

**Online Course**  
**Start dates:** 8/18, 9/15, 10/13, 11/17, 12/15, 1/12  
**Two courses, each 6 weeks in length, 48 hours**  
**Instructor:** Scott Paxton  
**Course Cost:** $199.00  
**Maryland Senior Course Cost:** $199.00  
**Call (301)784-5281 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: 8/18, 9/15, 10/13, 11/17, 12/15, 1/12
6 weeks in length, 24 hours
Instructor: Sherry London
Course Cost: $110.00
Maryland Senior Course Cost: $110.00
Call (301)784-5281 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: 8/18, 9/15, 10/13, 11/17, 12/15, 1/12
6 weeks in length, 24 hours
Instructor: Richard Mansfield
Course Cost: $110.00
Maryland Senior Course Cost: $110.00
Call (301)784-5281 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: 8/18, 9/15, 10/13, 11/17, 12/15, 1/12
6 weeks in length, 24 hours
Instructor: Alan Simpson
Course Cost: $110.00
Maryland Senior Course Cost: $110.00
Call (301)784-5281 or visit www.ed2go.com/allegany
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: 8/18, 9/15, 10/13, 11/17, 12/15, 1/12
2 courses, each 6 weeks in length
48 hours total
Instructor: Benjamin Gialloreto
Course Cost: $199

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: 8/18, 9/15, 10/13, 11/17, 12/15, 1/12
6 weeks in length; 24 hours
Instructor: Kris Solie-Johnson
Course Cost: $110

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: 8/18, 9/15, 10/13, 11/17, 12/15, 1/12
6 weeks in length; 24 hours
Instructor: Scott Paxton
Course Cost: $110

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: 8/18, 9/15, 10/13, 11/17, 12/15, 1/12
6 weeks in length; 24 hours
Instructor: Sarah Smallwood
Course Cost: $110

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

Start Dates: 8/18, 9/15, 10/13, 11/17, 12/15, 1/12
6 weeks in length; 24 hours
Instructor: D. Beverly A. Browning
Course Cost: $110

Basic CompTIA A+ Certification Prep
This course teaches you about the hardware common to virtually every personal computer. Gain the knowledge you need to base the rest of your CompTIA A+ certification studies for the 220-1001 and 220-1002 exams. You’ll learn how computers work and how to troubleshoot in real-world environments.

Start Dates: 8/18, 9/15, 10/13, 11/17, 12/15, 1/12
6 weeks in length; 24 hours
Instructor: Scott Jernigan
Course Cost: $110

Introduction to Microsoft Access 2019
In this course, you’ll learn how to harness the power of Microsoft Access 2019/Office 365 to organize, store, edit, manage, and report on hundreds of thousands of records.

Start Dates: 8/18, 9/15, 10/13, 11/17, 12/15, 1/12
6 weeks in length; 24 hours
Instructor: Laurie Ulrich
Course Cost: $110

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: 8/18, 9/15, 10/13, 11/17, 12/15, 1/12
6 weeks in length; 24 hours
Instructor: Richard Mansfield
Course Cost: $110

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

Enroll or view all our online courses at:
www.ed2go.com/allegany
AutoCAD 2021 Certified User (Voucher Included)
AutoCAD courses will provide you with a working knowledge of computer-aided drafting software. This course teaches you the basic and advanced 2D functionality for AutoCAD 2021. Learn the necessary tools to prepare for the Autodesk AutoCAD 2021 Certified User Exam.

Start date: anytime!
155 hours/6 months access
Instructors: Jennifer MacMillan and Renu Muthoo
Course Cost: $2,595

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/6 months access
Instructor: Dr. Beverly Smith
Course Cost: $1,895

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 Fuller & Randy Rolen
Course Cost: $2,295

Technical Writing
This program is designed for anyone who wishes to develop their technical writing abilities to a professional level and improve your understanding and use of written communications. Technical writers advance and improve communications by writing for websites, emails, proposals, technical instructions, and more. You’ll learn research methods, audience considerations, style, drafting and revision techniques, and how to work in a collaborative environment.

Start date: anytime!
80 hours/6 months access
Instructor: Lynn Atkinson
Course Cost: $1,795

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. An experienced grant writer will show you how to create proposals that get funded.

Start date: anytime!
300 hours/6 months access
Instructor: Katherine Squires Pang, J.D, M.Ed
Course Cost: $2,295

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

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

Enroll or view all our online courses at:
careertraining.ed2go.com/allegany