



Career Development / Licensure & Certification

ADVANCED MANUFACTURING INDUSTRIAL TECHNOLOGY

WESTERN MARYLAND WORKS

at ALLEGANY COLLEGE of MARYLAND

37 Lane Avenue, LaVale, Maryland 21502

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

Technology and Equipment is open to the public for membership use

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

\$ = Additional Fee's Apply

UPCOMING TRAININGS

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

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



ALLEGANY COLLEGE
of MARYLAND
ENGAGE YOUR FUTURE

WESTERN MARYLAND WORKS

at ALLEGANY COLLEGE of MARYLAND

37 Lane Avenue, LaVale, Maryland 21502

The Western Maryland Works (WMW) Makerspace offers courses in the woodshop and in the digital fabrication lab. To register for a class or to obtain class availability, please call 301-784-5341.

Woodshop Courses

Each course offered in the Makerspace Woodshop includes the instructions for a “Make and Take” project and safety guidelines for the tools being used during the class. All wood and digital classes will be Introductory Level. *To be certified to then use the Makerspace Woodshop on a daily or monthly basis, there are safety courses to learn tool use OR you can simply join a class. For questions regarding the WMW Makerspace courses or membership for a daily or monthly rate, please email Laura Rivers at lrivers2@allegany.edu.

Make Your Own Bottle Stoppers (MAK433)

This is a perfect First Time Turing Class because they are safe and easy to make, one of the first functional objects the new student can turn on a wood lathe is a bottle stopper. As such, this class is designed for people who have never used a wood lathe before, or have only limited experience on a lathe and want to learn more. You will make several stoppers in a style or profile you prefer, or you can make three one-of-a-kind stoppers. You will learn: (1.) the basics of turning, (2.) the function of different cutting tools, (3.) sequence sanding, (4.) and how to achieve a highly polished finish with easy to use friction polish. All the supplies (3 turning blanks and one metal stopper) are included in the class fee. Our goal is for you to walk away with some basic turning skills, and one complete stopper with three different exchangeable finished blanks.

9/23, Saturday 9:00 AM-1:00 PM

10/19, Thursday 5:00-9:00 PM

12/13, Wednesday 5:00-9:00 PM

Western Maryland Works – La Vale, MD

Instructor: Dustin Davis

Course Cost: \$33.00

Maryland Senior Course Cost: \$28.00

Make Your Own Lathed Turned Bowl (MAK446)

This course will introduce you to the wood lathe and the process of making a wide rimmed wooden bowl. It will cover tool safety and usage, turning techniques, and selecting and preparing wood. Participants will be taken through the steps of mounting blanks, using the bowl gouge, roughing out a foot, carving out the interior of the bowl, and then finishing techniques. Participants will make-and-take their own turned bowl. The instructor will emphasize the importance of proper technique, correct tool usage, and protective gear.

9/1, Friday 11:00 AM-5:00 PM

11/11, Saturday 9:00 AM-3:00 PM

Western Maryland Works – La Vale, MD

Instructor: Staff

Course Cost: \$40.00

Maryland Senior Course Cost: \$35.00

*Career Development / Licensure & Certification***Make Your Own Goblet (MAK431)**

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

9/9, Saturday 9:00 AM-1:00 PM

11/17, Friday 1:00-5:00 PM

12/11, Monday 5:00-9:00 PM

Western Maryland Works – La Vale, MD

Instructor: Staff

Course Cost: \$31.00

Maryland Senior Course Cost: \$26.00

Make Your Own Wooden Ornament (MAK424)

This is a beginner level course to create your own wooden ornament. As you progress, you will learn techniques for shaping and refining the wood pieces. The instructor will teach you how to smooth rough edges, create decorative accents, and add personal touches to your creation.

12/2, Saturday 9:00 AM-1:00 PM

12/9, Saturday 9:00 AM-1:00 PM

Western Maryland Works – La Vale, MD

Instructor: Dustin Davis

Course Cost: \$24.00

Maryland Senior Course Cost: \$19.00

Make Your Own Charcuterie/Cutting Board (MAK440)

In this class, you will be introduced to the basics of woodworking and learn how to transform a simple piece of wood into a stunning charcuterie board. Our experienced instructor will guide you through each step of the process, ensuring you gain the necessary skills and knowledge. You will learn how to safely operate woodworking tools and machinery. The instructor will provide guidance on using saws, routers, and sanders, ensuring you feel confident and comfortable in their usage. You will learn essential techniques such as measuring, cutting, and shaping the wood to create a board that



suits your desired dimensions and design. By the end of the class, you will have a beautifully handcrafted charcuterie board that showcases your woodworking skills and creativity. Not only will you have a functional serving piece, but you will also have gained a solid foundation in woodworking techniques that can be applied to future projects. This is a two-part evening course and an 8-hour commitment.

9/19 & 9/21, Tues., & Thurs. 5:00-9:00 PM

11/28 & 11/30, Tues. & Thurs. 5:00-9:00 PM

Western Maryland Works – La Vale, MD

Instructor: STAFF

Course Cost: \$90.00

Maryland Senior Course Cost: \$85.00

Make Your Own Acrylic Pen (MAK443)

Welcome to our introductory class on creating acrylic pens! This engaging workshop is designed for beginners who are interested in exploring the world of acrylic pen turning and learning the art of crafting stunning writing instruments. (You may turn a wood pen if you prefer a wooden pen to an acrylic pen, as the process is the same and there will be wood planks available.) In this class, you will be introduced to the exciting medium of acrylic and its potential for creating vibrant, colorful pens. Our experienced instructor will guide you through the entire process, from selecting the acrylic blanks to turning and finishing your own personalized pen. Once you have selected your acrylic blank, you will learn how to safely operate a lathe and turning tools. The instructor will provide step-by-step demonstrations, ensuring you understand each technique before you begin. You will discover how to shape the pen blank on the lathe, creating smooth contours and precise dimensions.

9/2, Saturday 9:00 AM-1:00 PM

10/20, Friday 1:00-5:00 PM

11/1, Wednesday 5:00-9:00 PM

Western Maryland Works – La Vale, MD

Instructor: Dustin Davis

Course Cost \$43.00

Maryland Senior Course Cost: \$38.00

Make Your Own Cheese Tray (MAK434)

Welcome to our introductory class on crafting a cheese tray! In this hands-on workshop, designed for beginners, you will learn the art of creating a unique and functional cheese tray. The instructor will demonstrate essential woodworking techniques such as measuring, cutting, shaping and turning your choice of wood. The instructor will emphasize the importance of safety and provide guidance on proper tool usage. You will get to choose from at least three different styles for your cheese tray.

10/7, Saturday 9:00 AM-1:00 PM

11/3, Friday 1:00-5:00 PM

12/6, Wednesday 5:00-9:00 PM

Instructor: Dustin Davis

Course Cost: \$34.00

Maryland Senior Course Cost \$29.00

Make Your Own American Flag (MAK495)

The American Flag can be personalized with your family name or organization. The student will make a one of a kind hand-crafted wooden flag. Our experienced instructor will guide you through each step of the process, ensuring you gain the necessary safety skills and tool knowledge. You will learn how to safely operate woodworking tools and machinery. The instructor will provide guidance on using saws, routers, stains and sanders, ensuring you feel confident and comfortable in their usage. In this fall and winter season, there is only one offering for this course. There will be additional offerings in the spring and summer of 2024.

9/5-9/14, Tues. & Thurs. (4 sessions)

5:00-9:00 PM

Western Maryland Works – La Vale, MD

Instructor: Gary Taylor

Cost: \$95.00

Maryland Senior Course Cost: \$90.00

Make Your Own Serving Plate (MAK438)

In this class, you will be introduced to the basics of woodworking and learn how to transform a simple piece of wood into your very own 12" serving plate. The instructor will provide guidance on using saws, routers, and sanders, ensuring you feel confident and comfortable in their usage. You will safely learn essential techniques such as measuring, cutting, and shaping the wood.

9/12, Tuesday 5:00-9:00 PM

10/17, Tuesday 5:00-9:00 PM

11/4, Saturday, 9:00 AM-1:00 PM

Western Maryland Works – La Vale, MD

Instructor: STAFF

Course Cost: \$38.00

Maryland Course Cost: \$33.00

Make Your Own Knife (MAK458)

This is a first time offering to make your own hunting or fishing knife. In this course, you will be making your own hand carved wooden handle and learning the techniques of handheld wood carving. The step by step process will include safety techniques and procedures.

9/26 & 9/28, Tues. & Thurs. 5:00-9:00 PM

11/7 & 11/9, Tues. & Thurs. 5:00-9:00 PM

Western Maryland Works – La Vale, MD

Instructor: Gary Taylor

Course Cost: \$58.00

Maryland Senior Course Cost: \$53.00

Make Your Own French Rolling Pin (MAK450)

The French Rolling pin is made with a single piece of wood turned on a mini lathe in our Makerspace wood shop. You will start by measuring and cutting the wood to the desired dimensions for your creation. The instructor will guide you through the process of creating the French Rolling Pin on the lathe. You will be provided with safety goggles, and other protective gear to ensure a safe and enjoyable learning experience while making your functional rolling pin.

9/7, Thursday 5:00-9:00 PM

11/25, Saturday 9:00 AM-1:00 PM

Western Maryland Works – La Vale, MD

Instructor: Dustin Davis

Course Cost: \$50.00

Maryland Senior Course Cost: \$45.00

*Career Development / Licensure & Certification***Make Your Own Candle Stick Holder (MAK430)**

This engaging workshop is designed for beginners who are interested in learning the art of combining wood to make unique candle stick holders. With the basics covered, it's time to bring your creativity to life. You will learn how to prepare the wooden candle stick, whether it involves cutting, sanding, or shaping the wood to your desired size and design.

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

10/14, Saturday 9:00 AM-1:00 PM

11/20, Monday 5:00-9:00 PM

Western Maryland Works – La Vale, MD

Instructor: Dustin Davis

Course Cost: \$30.00

Maryland Senior Course Cost: \$25.00

Make Your Own Paper Towel Holder (MAK427)

In this class, you will be introduced to the basics of woodworking, starting with an overview of different types of wood and their characteristics. The instructor will guide you through the process of creating the necessary pieces, including the base, the vertical support, and the horizontal rod or arm to hold the paper towels. The instructor will give you the option of adding a drawer in the

base of the holder, which is a unique add created by the instructor.

10/5, Thursday 5:00-9:00 PM

11/29, Wednesday 5:00-9:00 PM

Western Maryland Works – La Vale, MD

Instructor: Dustin Davis

Course Cost: \$27.00

Maryland Senior Course Cost: \$22.00

Make Your Own Wine Rack (MAK456)

In this course, you will learn how to make your own wine rack to keep or share with friends and family. You will learn how to safely operate woodworking tools and machinery. The instructor will provide guidance on using saws, routers, and sanders, ensuring you feel confident and comfortable in their usage. You will learn essential techniques such as measuring, cutting, and shaping the wood to create a rack that suits your desired design. By the end of the class, you will have a beautifully handcrafted functional bottle rack to take home.

10/28, Saturday 9:00 AM-3:00 PM

12/1, Friday 11:00 AM-5:00 PM

Western Maryland Works – La Vale, MD

Instructor: STAFF

Course Cost: \$56.00

Maryland Senior Course Cost: \$51.00

Digital Fabrication Lab Courses

The classes in our digital fabrication lab are designed to teach the beginner or advanced learner how to broaden their knowledge while using the latest equipment in 3D Printing and Laser Engraving/Cutting. Since opening the Western Maryland Works Makerspace, there has been a high demand for student knowledge in the field of creating projects with computer programs and business entrepreneurs who want to expand their knowledge. These classes are held in the Western Maryland Works Digital Fabrication Lab @ 37 Lane Avenue, La Vale, MD.

Intro to Laser Engraving/Cutting (MAK140)

In this introductory to laser engraving and cutting class, the student will be taught all the basics to be able to operate the universal laser system. Each class will cover topics that include designing drink coasters, jewelry or plaques that will be using the combined techniques of engraving and cutting. In November and December, the focus will be on creating ornaments. The instructor will teach step-by-step direction to make their own project. This is a make-and- take class, the instruction and supplies are included in the cost of this course.

9/5, Tuesday

9/14, Thursday

10/3, Tuesday

10/26, Thursday

11/2, Thursday

11/21, Tuesday

12/5, Tuesday

12/7, Thursday

5:00-9:00 PM

Western Maryland Works – La Vale, MD

Instructor: Alexandra Edwards

Course Cost: \$40.00

Maryland Senior Course Cost: \$35.00

This is a one-time four-hour course with several date offerings. Choose your date when you call to registration.

Intro to 3D Printing (MAK125)

In this introductory to 3D printing class, the student will be taught to use the WMW Makerspace 3D printers using the CURA program. The instructor will lead the students through a step by step process in making 3D objects on the computer and watching them print in a 3D format. The student will receive a pre-made 3D object to take home. The focus in November and December will be in creating 3D ornaments.

This is a one-time four-hour course with several date offerings. Choose your date when you call to registration.

9/6, Wednesday
 9/20, Wednesday
 10/4, Wednesday
 10/18, Wednesday
 11/6, Monday
 11/22, Wednesday
 12/4, Monday
 12/13, Wednesday
 5:00-9:00 PM
 Western Maryland Works – La Vale, MD
 Instructor: Randell Parmer
 Course Cost: \$25.00
 Maryland Senior Course Cost: \$20.00

INDUSTRIAL MAINTENANCE TRAINING

Basic Mechanical Systems (IMT200)

Participants completing 100-hours of knowledge and technical skills training will be eligible to participate in industry-recognized certification through the National Institute of Metalworking Skills (NIMS). Certification validates the individual practices and adheres to mechanical power-transmission safety procedures; effectively uses dimensional measurement tools; installs and aligns power-transmission systems; installs, aligns and adjusts gear drives and pillow block bearings; and properly lubricate machines in accordance with maintenance schedules. Instruction is comprised of e-learning modules, classroom lectures, and hands-on activities. Participants will have access to classroom computers utilizing Amatrol's e-Learning software. All books and instructional materials are included in the course costs.

TBD Monday-Wednesday
 5:00–9:00 PM
 Western Maryland Works – LaVale, MD
 Instructor: Henry Cook
 Course Cost: \$1,060.00
 Maryland Senior Course Cost: \$1,050.00
 Subscription Package: \$425.00

Basic Hydraulic Systems (IMT300)

Participants completing 120-hours of knowledge and technical skills training will be eligible to participate in industry-recognized certification through the National Institute of Metalworking Skills (NIMS). Certification validates the individual practices and adheres to fluid power system safety procedures; comprehends hydraulic systems; interprets fluid power schematics; conducts fluid pressure adjustments; maintains hydraulic filtering systems; installs hydraulic conductors; and installs, tests, and troubleshoots components in a hydraulic circuit. Participants will have access to classroom computers utilizing Amatrol's e-Learning software. All books and instructional materials are included in the course costs.

TBD Monday-Wednesday
 5:00-9:00 PM
 Western Maryland Works – LaVale, MD
 Instructor: Henry Cook
 Course Cost: \$1,060.00
 Subscription Package: \$425.00
 Maryland Senior Course Cost: \$1,050.00

Additional Industrial Maintenance Courses will also be offered during the Fall semester.

Maintenance Operations (IMT100)	120 Hours
Basic Pneumatic Systems (IMT400)	80 Hours
Electrical Systems I & II (IMT501/502)	180 Hours
Electronic Control Systems I & II (IMT601/602)	180 Hours
Process Control Systems (IMT700)	70 Hours

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

Maryland Promise Scholarships

available for Continuing Education Workforce Development sequence of courses that lead to licensure or certification or a registered apprenticeship program.

Up to \$5,000 for any eligible Maryland Student whether credit or non-credit.



Requirements for Non-Credit Applicants

Any applicant who plans to enroll at the community college as a non-credit "Continuing Education" applicant in a sequence of non-credit courses that leads to licensure or certification, or a registered apprenticeship program for academic year 2023-2024 must:

Submit either the [Free Application for Federal Student Aid](#) (FAFSA) OR [Maryland State Financial Aid Application](#) (MSFAA) by **4/15/24**, with the understanding that that the MSFAA should only be completed by undocumented individuals who are ineligible to receive federal financial aid; and ·

Complete the [Promise Non-Credit Application](#) online through the MDCAPS portal and meet all other requirements for consideration of the Promise award.

**For information, please call
Shea Bonarigo at 301-784-5279 or email sbonarigo@allegany.edu**

MACHINIST TRAINING

Manual Machine Tool Technology & Computer Numerical Control (MTT101-MTT108)

Learn both Manual and Computer Numerical Control (CNC) Machine Tool Technology with extensive hands-on and computer-based training at Western Maryland Works facility at 37 Lane Avenue. The 720- hour series is designed to prepare students to become well-rounded entry level manual and CNC Machinists with upward mobility potential. The classes are predominantly hands-on training. College credit is not awarded for this program, rather it is designed around industry recognized credentials based on skills needed for a career in manual and CNC machining and manufacturing. Students will have the opportunity to earn up to 13 NIMS (National Institute of Metalworkers) Credentials including:

NIMS Machining Level 1 Measurement, Materials, & Safety; Job Planning, Benchwork, & Layout; Drill Press I; Milling I; Turning I (Between Centers); Turning I (Chucking); Grinding I; Metalforming I; CNC Mill Operations; CNC Mill Programming, Setup, and Operations; CNC Lathe Operations; CNC Lathe Programming, Setup, and Operations; and a Certificate of Special Merit.

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

8/21/23–6/17/2024, Monday-Thursday

4:00-8:30 PM

Western Maryland Works – LaVale, MD

Instructor: Robert Prosser

Course Cost: \$9,668.00

Maryland Senior Course Cost: \$8,868.00

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

PLUMBING

Backflow Prevention/Cross Connection Training and Recertification cohorts are being formed for the required training and education to those who alter, install or inspect potable or non-potable water supply systems. Once a group of at least 6 students have been formed, the course will be scheduled. For more information on being part of the cohort please contact Kathy Diehl at either 301-784-5121 or kdiehl3549@allegany.edu.

Backflow Prevention/Cross Connection Training (PRO171)

Total Course Cost: \$480.00

Maryland Senior Course Cost: \$475.00

Limited Scholarships available.

Backflow Prevention/Cross Connection Recertification Training (PRO214)

Total Course Cost: \$105.00

Maryland Senior Course Cost: \$100.00

ROBOTICS TRAINING

FANUC Robotics CERT Training: Handling Tool Operation & Programming (ROB101)

Allegany College of Maryland has partnered with FANUC America to offer Certified Education Robotics Training (CERT). ACM's state-of-art CERT Robotics Laboratory at Western Maryland Works Advanced Manufacturing Training Center is equipped with fully operational FANUC robots with designated teach pendants for both robot operation and programming. Participants will have access to classroom computers utilizing FANUC's Robotics ROBOGUIDE simulation software. Instruction is comprised of e-learning modules, classroom lectures, and hands-on activities. This workforce development course is approximately 120 hours. All books and materials are included in the course costs.

TBD Monday-Wednesday

4:30-8:30 PM

Western Maryland Works – LaVale, MD

Instructor: Henry Cook

Course Cost: \$1,400.00

Senior Course Cost: \$1,390.00

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

WELDING

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

Shielded Metal Arc Welding (VTE711)

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

9/11–11/15, Mon. & Wed. (20 sessions)

5:00–9:00 PM

Western Maryland Works - LaVale, MD

Instructor: Gary Taylor

Course Cost: \$1,299.00

Maryland Senior Cost: \$1,289.00



Shielded Metal Arc Certification (VTE714)

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

11/20–12/20, Mon. & Wed (10 sessions)

5:00–9:00 PM

Western Maryland Works - LaVale, MD

Instructor: Gary Taylor

Course Cost: \$599.00

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

MIG/TIG Welding (VTE748)

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

9/5–10/5, Tuesday & Thursday (10 sessions)

5:00–9:00 PM

Western Maryland Works – LaVale,

MD Instructor: Harry Rigglesman

Course Cost: \$599.00

Maryland Senior Course Cost: \$589.00

Welding Starter Package: \$240.00

MIG/TIG Certification (VTE854)

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

10/12–11/14, Tues. & Thurs. (10 sessions)

5:00–9:00 PM

Western Maryland Works – LaVale, MD

Instructor: Harry Rigglesman

Course Cost: \$599.00

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

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

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

WELDING SCHOLARSHIP OPPORTUNITY!

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

Wilson Supply/Veryl Morgan Scholarship Fund

c/o Allissa Tomlinson,

Allegany College of Maryland Center for Continuing Education

12401 Willowbrook Road • Cumberland, MD 21502

THANK YOU, WILSON SUPPLY COMPANY

For Providing the Endowed Wilson Supply/Veryl Morgan Scholarship Fund



Career Development / Licensure & Certification

In partnership with Hagerstown Community College and funded through a grant with Rural Maryland Economic Development Fund

CDL Class B / Forklift Cohorts are being formed

CDL Class B operators have the opportunity to drive a variety of commercial vehicle including dump trucks, delivery trucks, passenger buses, and other vehicles more than 26,000 pounds. This CDL Class B program covers the theory and driving skills required under the federal Entry Level Driver Training requirements. The class provides you with training on defensive driving techniques, road safety, pre-trip inspections, and the ability to control and maneuver vehicles in varied driving situations.

Applicants must complete a screening process and have a current DOT physical card and a CDL Class B Learner's Permit with air brake including a 10 panel non-DOT drug screen no more than 30 days before start of the class.



Skilled forklift operators are in constant demand at area warehouses and distribution centers. Operators are responsible for safe handling of materials and may use a variety of equipment including electric pallet jacks, sit-down or stand-up lifts, reach trucks or order pickers. HCC's forklift operator training introduces you to a variety of equipment and provides the safety training needed to operate in a variety of work situations. Classroom and practical training meet the requirements of OSHA 1910.178(l).



Cohorts of 4 are being formed so space extremely limited. Scholarships are available and may cover all or part of the program cost.

For more information, please contact Chandler Sagal at 301-784-5338 or csagal@allegany.edu.



LIKE us on Facebook!

Search *ACM Western Maryland Works*
and stay up to date with all our latest courses and events!

NEW

Cosmetology Program

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

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

Classes are forming now.

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

Call or email
Melanie Chapman,

Director of Career and Professional Education

301-784-5446

mchapman@allegany.edu

OCCUPATIONAL SAFETY

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



The Maryland Center for Environmental Training offers training at sites throughout Maryland. Training is approved by the State of Maryland for water and wastewater operator certification renewal. MCET also provides on-site technical assistance to Maryland's communities and businesses. We help them implement operational and financial strategies to ensure that water and wastewater treatment facilities fully comply with the stringent provisions of the Safe Drinking Water Act and the Clean Water Act.

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

Introduction to Membrane and Fluoridation (PRO260)

This course is designed for water and wastewater treatment operators and provides instruction on membrane and fluoridation water treatment technologies. Topics to be reviewed include a review of the membrane and fluoridation treatments technologies to include membrane filtration, the operational and maintenance requirements of these technologies, and methods for use membrane filters to remove fluoride from water treatment systems. Additional topics include reviewing fluoride applications and the evaluation methods that can be leveraged to assess system performance.



9/21, Thursday (1 session)
8:00 AM-4:00 PM
ACM: CE Bldg.
Instructor: TBD
Course Cost: \$159.00
Maryland Senior Course Cost: \$159.00

Flagger Certification (PRO724)

This course is designed to provide the instruction required by the state of Maryland to become a flagger through the American Traffic Safety Services Association (ATSSA) program. This program is the only program allowed in Maryland and is allowed in most other states. All persons performing flagging along Maryland roadways are required to have passed the Maryland approved flagger course. Topics will include flagger equipment, flagger awareness, flagger safety, working outdoors, Temporary Traffic Control (TTC) zones and devices and general work zone safety. Certification card is valid for 3 years.



9/30, Saturday (1 session)
8:30 AM-2:30 PM
ACM: CE Bldg.
Instructor: Joe Farris, Safety Director, Carl Belt, Inc.
Course Cost: \$81.00
Maryland Senior Course Cost: \$76.00
Limited Scholarships available.



ServSafe Certification (PRO172)

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

11/20 & 11/27, Monday (2 sessions)
8:00 AM-4:00 PM
ACM: Culinaire Café, Gateway Center
Instructor: Jenna Burkett
Course Cost: \$269.00
Maryland Senior Course Cost: \$264.00
Limited Scholarships available.

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

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



There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills. The online course is offered six times each calendar year and can be started on ANY of the session dates listed. Each session is 7 weeks long. To complete the Paralegal Certificate Course® students must select and finish two, 7-week sessions, however, both sessions are included in the \$1,895 course cost. Textbooks and resources, including WESTLAW access, are available for purchase from the Center for Legal Studies by calling 1-800-522-7737. For more information, please contact Kathy Diehl at kdiehl3549@allegany.edu or 301-784-5121.

8/21-10/6/23

10/16-12/1/23

1/8-2/23/24

Online

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

Maryland Senior Course Cost: \$1,890.00

*Limited Scholarships available.***LEADERSHIP / MANAGEMENT****radioACTIVE (PRO163)**

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

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



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

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

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

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

For more information, contact Kathy Diehl at 301-784-5121 or kdiehl3549@allegany.edu.

HEART OF A LEADER (PRO990)

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

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

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

During this life-enhancing training you will learn to:

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

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

How do YOU want to be remembered in life?

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

About the Instructor:

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

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

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

For more information, please contact Kathy Diehl at (301) 784-5121 or kdiehl3549@allegheny.edu.

TBD– 8:00 AM-10:00 PM

TBD – 8:00 AM-6:00 PM

ROCKY GAP CASINO RESORT

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

Maryland Senior Course Cost: \$1,095.00

Limited Scholarships available.

PHR/SPHR Exam Preparation (PRO058)

The PHR/SPHR Exam Prep Course is taught by David Siler, SPHR/GPHR, an award-winning lecturer to businesses and HR professionals on many HR related topics. With more than 25 years of experience as a senior level HR practitioner, he is well respected in the HR field for his extensive knowledge of the laws and trends nationally. He has been teaching his PHR/SPHR prep course for more than 10 years. The overall passing rate for his students is approximately 90%. This class is offered as a webinar. The webinar is ideal for those who would like to take a prep course but either cannot take time away from work, or are not close enough to drive to a live class. The webinar is conducted in 3-hour sessions. For information, check out the video below:



<https://www.youtube.com/watch?v=ICfbfYot9H4>

For more information about the course and certification eligibility, please contact Kathy Diehl at 301-784-5121 or kdiehl3549@allegany.edu.

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

9/10-11/12, Sunday (10 sessions)

4:30-8:00 PM

Or

9/15-11/7, Friday (10 sessions)

12:30-4:00 PM

Or

9/25-12/11, Monday (12 Sessions)

6:00-9:00PM

Or

10/12-11/21, Tues. & Thurs. (12 sessions)

6:00-9:00 PM

All sessions:

Online

Instructor: David Siler

Course Cost: \$1,199.00

Maryland Senior Course Cost: \$1,194.00

Limited Scholarships available.

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

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

8/24-10/19, Tues. & Thurs. (17 Sessions)

2:00-5:00 PM

Or

6:00-9:00 PM

Online

Instructor: Staff

Course Cost: \$1,500.00

Maryland Senior Course Cost: \$1,495.00

Limited Scholarships available.

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

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

10/24-12/21, Tues. & Thurs. (17 Sessions)

No class 11/23

2:00-5:00 PM

Or

6:00-9:00 PM

Online

Instructor: Staff

Course Cost: \$1,500.00

Maryland Senior Course Cost: \$1,495.00

Limited Scholarships available.

Insurance Ethics (PRO220)

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



9/13, Wednesday (1 session)

8:30-11:30 AM

ACM: CE Bldg.

Instructor: Tim Duck

Course Cost: \$5.00

The Restoration of Hoarding (PRO218)

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



9/13, Wednesday (1 session)

12:30-2:30 PM

ACM: CE Bldg.

Instructor: Tim Duck

Course Cost: \$5.00

Restorative Drying for Water Damage (PRO239)

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



11/8, Wednesday (1 session)

8:00-10:00 AM

ACM: CE Bldg.

Instructor: Tim Duck

Course Cost: \$5.00

Cleaning & Restoring Smoke-Damaged Contents (PRO203)

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



11/8, Wednesday (1 session)
10:30 AM- 12:30 PM
ACM: CE Bldg.
Instructor: Tim Duck
Course Cost: \$5.00

Mitigation Awareness & Response (PRO240)

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

11/8, Wednesday (1 session)
1:30-3:30 PM
ACM: CE Bldg.
Instructor: Tim Duck
Course Cost: \$5.00

REAL ESTATE / APPRAISER**Principles of Real Estate for Sales Agents (Pre-Licensure) (PRO161)**

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

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

9/5-12/12, Tuesday (15 sessions)
6:00-10:00 PM
ACM: CE Bldg.
Instructor: Liz Rhodes / Johnathan Loughrie
Course Cost: \$350.00
Maryland Senior Course Cost: \$345.00
Limited Scholarships available.

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

Historic Highlands Association of REALTORS Inc.

to offer the following

Real Estate Continuing Education Courses.

For details, please contact Kathy Diehl at 301-784-5121.

EDUCATIONAL COURSES FOR K-12 TEACHERS

Solving Classroom Discipline Problems

Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems and what motives student behavior. Discover techniques that you can use to defuse emotional situations. You will learn how to effectively deal with students who continually behave in ways that push your emotional buttons. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline.



Online Course

Start dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17
6 weeks in length

Instructor: Annemarie Thompson

Course Cost: \$120.00

Allegany County Educator Course Cost: \$110.00

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

Guided Reading: Strategies for the Differentiated Classroom

Now more than ever, today's teachers are grappling with the question of how to reach struggling readers. While there are no quick fixes, thousands of teachers are combining the principles of differentiated instruction and guided reading with unparalleled success. Mixed in the right proportion, these popular strategies will help you build a balanced literary framework that gets results with even the most challenged learners. Differentiated instruction tactics will help you understand how your students learn so you can teach in a way that



makes sense to them. When you apply those tactics within the guided reading framework, which helps you lead students through new ways of approaching text, great things start to happen. The result is a classroom full of students who are able to negotiate increasingly challenging texts with unprecedented fluency. This course is critical for today's educators, who often have to teach on the run with limited resources and unlimited demands on their time. Get ready to reach your readers with ease in no time flat!



Online Course

Start dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17

6 weeks in length

Instructor: Audrey Cass

Course Cost: \$120.00

Allegany County Educator Course Cost: \$110.00

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

Leadership

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

Online Course

Start dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17

6 weeks in length

Instructor: Lynne Morton

Course Cost: \$120.00

Allegany County Educator Course Cost: \$110.00

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

Feeling scattered, anxious or overwhelmed?

Mind-Body Skills
Can Help!

CEUs available for
a variety of professions.

See page 56 for details or email kcondor@allegany.edu with questions.

The Creative Classroom

Creativity will abound in your classroom as you tap your students' hidden talents. Learn how to use creativity to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. You'll discover how to find your students' creative talents and even recognize students' talents while learning to be a creativity encourager and prepare yourself to help all students become creative thinkers and learners. Develop creative new approaches to field trips, learning labs, activities, exercises, assignments, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom.

**Online Course**

Start dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17
6 weeks in length

Instructor: Robin Sellers

Course Cost: \$120.00

Allegany County Educator Course Cost: \$110.00

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

Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day—learning proven strategies for inclusion that turn diversity into opportunity. With a mix of students who have learning disabilities, neurobiological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand. You'll learn how to be the kind of super teacher who can guide every student toward academic success.

**Online Course**

Start dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17
6 weeks in length

Instructor: Ellen Arnold

Course Cost: \$120.00

Allegany County Educator Course Cost: \$110.00

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



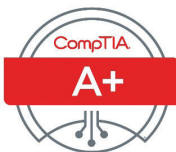


Computer Technology / Online Learning

CERTIFICATION PREP COURSES

CompTIA A+ Certification Training (Vouchers Included)

As computers play a larger role in every aspect of society, technology is becoming more important in our daily lives and is driving the increasing demand for skilled computer technicians. Computer Technicians can be found working in a variety of industries and the US Department of Labor expects employment opportunities for computer technicians across multiple industries and businesses to grow 11% by 2026. This course will prepare you for CompTIA A+ certification. The CompTIA A+ Certification Exam 220-1101, covers mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting. The CompTIA A+ Certification Exam 220-1102 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 220-1101 and 220-1102) upon completion of the course and eligibility.



Online Course

Start date: Anytime with 6 months' access!

290 hours

Course Cost: \$1,995.00

Maryland Senior Course Cost: \$1,895.00

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

Limited scholarships available.

CompTIA A+ Certification Training **Includes Exam Vouchers!**

Online • 6 Months Access • 290 Hours

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

Don't Miss Out! Start Today!

Contact Allissa Tomlinson

301-784-5340 or atomlinson@allegany.edu

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



ALLEGANY COLLEGE
of MARYLAND
CENTER FOR CONTINUING EDUCATION
& WORKFORCE DEVELOPMENT



COMPUTER APPLICATIONS

Basic Excel 2019 (PRO248)

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



9/11-10/9, Monday (5 sessions)
5:30-7:30 PM
ACM: CE Bldg.
Instructor: Patricia Bray
Course Cost: \$100.00
Maryland Senior Course Cost: \$95.00



Advanced Excel 2019 (PRO249)

Put your beginner skills into practice and advance to a mastery 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 charts and Sparkline charts. Additional course topics include proficiency in 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!



10/23-11/20, Monday (5 sessions)
5:30-7:30 PM
ACM: CE Bldg.
Instructor: Patricia Bray
Course Cost: \$100.00
Maryland Senior Course Cost: \$95.00

Introduction to Microsoft Word 2019/Office 365

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



Online Course
Start dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17
6 weeks in length
Instructor: Tracy Loffer
Course Cost: \$120.00
Maryland Senior Course Cost: \$120.00
Call (301)784-5340 or visit www.ed2go.com/allegany

SPECIAL INTEREST COURSES

QuickBooks 2019 Series

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



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: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17
6 weeks in length

Instructor: Beverly Richards Schulz

Course Cost: \$120.00

Maryland Senior Course Cost: \$120.00

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

Online Course

Start dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17

Two courses, each 6 weeks in length

Instructor: Scott Paxton

Course Cost: \$220.00

Maryland Senior Course Cost: \$220.00

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



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: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17
6 weeks in length

Instructor: Richard Mansfield

Course Cost: \$120.00

Maryland Senior Course Cost: \$120.00

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

Introduction to JavaScript

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



Online Course

Start dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17
6 weeks in length

Instructor: Alan Simpson

Course Cost: \$120.00

Maryland Senior Course Cost: \$120.00

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



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

ed2go Instructor-Led Online Courses

Introduction to QuickBooks 2019

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

Start Dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17

6 weeks in length; 24 hours

Instructor: Scott Paxton

Course Cost: \$120

SAT/ACT Prep Series

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

Start Dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17

2 courses, each 6 weeks in length

48 hours total

Instructor: Benjamin Gialloreto & Jessie Stellini

Course Cost: \$220

Creating a Successful Business Plan

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

Start Dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17

6 weeks in length; 24 hours

Instructor: Kris Solie-Johnson

Course Cost: \$120

Introduction to Interior Design

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

Start Dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17

6 weeks in length; 24 hours

Instructor: Sarah Smallwood

Course Cost: \$120

A to Z Grantwriting

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

Start Dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17

6 weeks in length; 24 hours

Instructor: D. Beverly A. Browning

Course Cost: \$120

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: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17

6 weeks in length; 24 hours

Instructor: David Rush

Course Cost: \$120

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: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17

6 weeks in length; 24 hours

Instructor: Laurie Ulrich

Course Cost: \$120

Creating WordPress Websites

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

Start Dates: 8/16, 9/13, 10/18, 11/15, 12/13, 1/17

6 weeks in length; 24 hours

Instructor: Richard Mansfield

Course Cost: \$120

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



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Career Training Programs

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150 hours/6 months access

Instructor: Dr. Beverly Smith

Course Cost: \$2,095



Certified Bookkeeper

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

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140 hours/6 months access

Instructors: Wade Lindenberger & Helene Liatsos

Course Cost: \$2,195

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Start date: anytime!

245 hours/6 months access

Instructor: Tracy Berry

Course Cost: \$1,695

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

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130 hours/9 months access

Instructors: Laurie Ulrich

Course Cost: \$2,395

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Instructor: Dr. Beverly A. Browning

Course Cost: \$2,295

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