

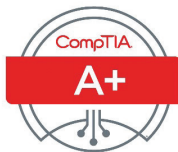


Computer Technology / Online Learning

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

Maryland Senior Course Cost: \$1,895

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

Limited scholarships available to Allegany County residents! (3 or more years residency)

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.*



9/9 - 10/7, Monday (5 sessions)

5:30 - 7:30 PM

ACM: CE Building

Instructor: Patricia Bray

Course Cost: \$100

Maryland Senior Course Cost: \$95

Computer Technology / Online Learning

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!

10/28 -11/25, Monday (5 sessions)

5:30 - 7:30 PM

ACM: CE Building

Instructor: Patricia Bray

Course Cost: \$100

Maryland Senior Course Cost: \$95

Google Chromebook: Introduction (PRO264)

This introductory course is designed to provide students with the fundamental skills involved in the use of a Google Chromebook. You will start with the basics of the Google Workspace, including the Chromebook interface, Gmail, and Drive, then find out how to use popular apps such as Docs, Sheets, and Slides. You will learn how they fit together to support each other and make things easier for you—from sending email messages to creating documents to sharing files and more.

10/14, 10/16, 10/21, or 10/23,

Monday or Wednesday (1 session)

5:30 - 7:30 PM

ACM: CE Building

Instructor: Patricia Bray

Course Cost: \$10

Maryland Senior Course Cost: \$10

Introduction to Microsoft Word 2019

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: 8/14, 9/11, 10/16, 11/13, 12/18,
6 weeks in length

Instructor: Wallace Wang

Course Cost: \$120

Maryland Senior Course Cost: \$120

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Computer Technology / Online Learning

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.*



Online Course

Start dates: 8/14, 9/11, 10/16, 11/13, 12/18

Two courses, each 6 weeks in length

Instructor: Scott Paxton

Course Cost: \$220

Maryland Senior Course Cost: \$210

Call (301)784-5340 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. The Introduction to Photoshop CC course provides meticulous instructions that will teach you how to use Photoshop Creative Cloud with confidence.



Photoshop Creative Cloud has many impressive new features, and you will encounter many throughout this Photoshop course. You will be editing your own photographs to get rid of dust and scratches, fix the color, and correct image exposure. As you explore the fundamentals of Adobe Photoshop, you will learn how to colorize parts of an image and create simple digital paintings. You will master techniques for switching the backgrounds on images and removing wrinkles and blemishes from photos, just like they do in magazines.

You will also learn about the content-aware Move tools that let you simultaneously move things, like selected content or layers on an image, and intelligently replace the “hole” left behind. By the time you finish this fun, hands-on, project-oriented Photoshop introduction course, you will be well on your way to expressing yourself with the most exciting graphics program ever developed.

Online Course

Start dates: 8/14, 9/11, 10/16, 11/13, 12/18

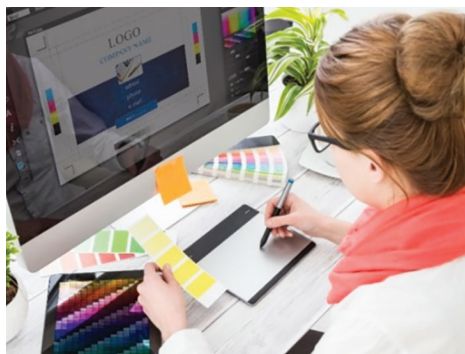
6 weeks in length

Instructor: Beverly Richards Schulz

Course Cost: \$120

Maryland Senior Course Cost: \$110

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



Computer Technology / Online Learning

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: 8/14, 9/11, 10/16, 11/13, 12/18

6 weeks in length

Instructor: Richard Mansfield

Course Cost: \$120

Maryland Senior Course Cost: \$110

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: 8/14, 9/11, 10/16, 11/13, 12/18

6 weeks in length

Instructor: Alan Simpson

Course Cost: \$120

Maryland Senior Course Cost: \$110

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Computer Technology / Online Learning

 **ed2go** Instructor-Led Online Courses
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: 8/14, 9/11, 10/16, 11/13, 12/18

2 courses, each 6 weeks in length

48 hours total

Instructor: Benjamin Gialloredo & Jessie Stellini

Course Cost: \$220

Real Estate Investing

Build and protect your wealth by investing in real estate. Start developing a plan for your own investing efforts based on proven methods used every day by full-time, professional real estate investors. You will learn how to invest in foreclosures, manage a rehab project, and build your team of real estate professionals (title officers, lawyers, accountants, mortgage brokers, appraisers, and more). This course also explores the effects of higher interest rates and cover alternative strategies for a changing market. By the end of the course, you will be working toward your first (or next) deal.

Start Dates: 8/14, 9/11, 10/16, 11/13, 12/18

6 weeks in length; 24 hours

Instructor: Josh Fuhrer

Course Cost: \$120

Master Public Speaking

You'll learn the secrets to presenting a speech, how to handle questions and manage conflict in meetings, and even how to shine in a job interview. You will get tips for training your voice and learn how to use both verbal and nonverbal communication effectively. By the time you finish this course, you'll have an entire set of skills you can use on the job, in social settings, and in any other situation where you need to communicate with ease and authority!

Start Dates: 8/14, 9/11, 10/16, 11/13, 12/18

6 weeks in length; 24 hours

Instructor: Curt Simmons

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: 8/14, 9/11, 10/16, 11/13, 12/18

6 weeks in length; 24 hours

Instructor: D. Beverly A. Browning

Course Cost: \$120

Instant Italian

This dynamic course will teach you how to express yourself comfortably in Italian. You'll read, hear, and practice dialogues of everyday words which will teach you to communicate in a wide variety of settings.!

Start Dates: 8/14, 9/11, 10/16, 11/13, 12/18

6 weeks in length; 24 hours

Instructor: Robert Bertoldi

Course Cost: \$120

Purchasing Fundamentals

In this course, you'll learn how to define internal customer needs, generate purchase requisitions and purchase orders, expedite, trace and receive supplier deliveries, and maintain effective purchasing records.

Start Dates: 8/14, 9/11, 10/16, 11/13, 12/18

6 weeks in length; 24 hours

Instructor: Tony Swaim

Course Cost: \$120

Introduction to SQL

Learn the key concepts of SQL (Structured Query Language) the powerful and standard database management query language for relational databases.

Start Dates: 8/14, 9/11, 10/16, 11/13, 12/18

6 weeks in length; 24 hours

Instructor: Mava Wilson

Course Cost: \$120

**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

Computer Technology / Online Learning

Career Training Programs**Certified Wedding Planner**

Becoming a skilled wedding planner and enter the world of creativity and organization, where you will help couples celebrate their special day. In this course, you will master the fundamentals of planning, orchestrating and developing stunning weddings and parties. This course will allow you to earn your professional wedding planner certification. Upon successfully completing the final exam, you will earn the certified Wedding Planner certification offered by Lovegevity.

Start date: anytime!

340 hours/9months access

Instructor: Cho Phillips & Abeki Carter, CMWEP

Course Cost: \$1,595

**Certified Bookkeeper**

This unique, comprehensive online bookkeeping certification course is designed for professional bookkeepers. It reinforces key bookkeeping concepts, definitions, and calculations you have likely encountered in your bookkeeping education and career and prepares you for the American Institute of Professional Bookkeepers (AIPB) national certification exam.

Start date: anytime!

140 hours/6 months access

Instructors: Wade Lindenberg &

Helene Liatsos

Course Cost: \$2,195

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

Microsoft Office Specialist (MOS) Associate Certification Training

This course will teach you how to use the Microsoft Office suite at an advanced level. You will be fully prepared to take the M0-200 and M0-201 (Excel), M0-100 and M0-101 (Word), M0-300 (PowerPoint), and M0-400 (Outlook) exams.

Start date: anytime!

245 hours/6 months access

Instructor: Tracy Berry

Course Cost: \$1,695

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 Ulrich

Course Cost: \$2,395

Video Game Design and Development

Unlock a new and exciting career in the gaming sector! Using a comprehensive and analytical approach to game engine architectures, this online game design course will teach you how to harness your creativity to design and develop games effectively. By the end of this game design course, you will have built three complete games: a 3D arcade game, a first-person adventure, and a custom game of your own.

Start date: anytime!

500 hours/12 months access

Instructor: Frank Luna, John DeGoes & more!

Course Cost: \$2,145



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