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 Network+ Training (ITC106)
Learn how to demonstrate the concepts covered on the CompTIA Network+ exam (N10-008). This course builds on student’s existing user-level knowledge and experience with personal computer operating systems and networks, adding fundamental skills and concepts that you will need to advance in a networking career. As such, it focuses on the content described in the exam objectives for the CompTIA Network+ certification. Earning CompTIA’s Network+ certification increases one’s value in the marketplace by providing proof of one’s knowledge, skills, and ability to manage, maintain, troubleshoot, install, operate, and configure a basic network infrastructure in a vendor-neutral format. This course allows students to demonstrate the concepts covered on the Network+ exam using a sophisticated remote lab environment. Students will work through several practice exams to reinforce their knowledge and gain essential networking skills in labs featuring networking devices such as routers, switches, access points, and others. This course is intended for entry-level computer support professionals with a basic knowledge of computer hardware, software, and operating systems who wish to increase their knowledge and understanding of networking concepts and acquire the required skills to prepare for a career in network support or administration. Course cost includes the Network+ Certification exam voucher (valid for one year) and lunch every day of training.

7/18-7/22, Monday- Friday (5 sessions)
8:30 AM- 4:30 PM
ACM: CE16
Instructor: Staff
Course Cost: $2,500.00
Maryland Senior Course Cost: $2,400.00
Limited $2,300 scholarships available to Allegany County residents! (3 or more years residency)

3/28- 4/1, Monday- Friday (5 sessions)
8:30 AM- 4:30 PM
ACM: CE16
Instructor: Gerald Price
Course Cost: $1,600.00
Maryland Senior Course Cost: $1,500.00
Limited $1,400 scholarships available to Allegany County residents! (3 or more years residency)

CCNA Networking Training (ITC504)
Gain the foundational knowledge and skills necessary to install, configure, and operate a small to medium-sized Cisco network. This course teaches professionals how to install, operate, configure, and verify a basic IPv4 and IPv6 network. Students will learn how to configure network components, such as a switch, router, and Wireless LAN Controller. Students will also gain skills needed to manage network devices and identify basic security threats. Target candidates for this course include individuals seeking the CCNA – Cisco Certified Network Associate certification. The course is also appropriate for support technicians who are involved in the basic installation, operation, and verification of Cisco networks. Key job roles include entry-level network engineer, network administrator, network support technician, and help desk technician. Course cost includes lunch every day of training.

7/18-7/22, Monday- Friday (5 sessions)
8:30 AM- 4:30 PM
ACM: CE16
Instructor: Staff
Course Cost: $2,500.00
Maryland Senior Course Cost: $2,400.00
Limited $2,300 scholarships available to Allegany County residents! (3 or more years residency)
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.

3/3-4/7, Thursday (5 sessions)
No Class 3/17
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.

4/21-5/19, 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: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
6 weeks in length
Instructor: Dave Paquin
Course Cost: $110.00
Maryland Senior Course Cost: $110.00
Call (301)784-5281 or visit www.ed2go.com/allegany
Cybersecurity 101 for Seniors (C/S562)
This new course is for any home PC user who wants to identify techniques to be safer on the World Wide Web. Students will learn the “who” and “what” about the techniques criminals are using to steal information and who is behind these attacks. Students will become empowered to combat cyber criminals with an abundance of techniques to include: antivirus software, setting up proper accounts on the computer for daily use, email do’s and don’ts, online purchasing, and safe web browsing. Students will learn from a veteran ACM instructor and an experienced Cybersecurity professional, Mr. Dick Soderman, who holds CompTIA’s Security+ credential.

4/21-5/12, Thursday (4 sessions)
3:00-5:00 PM
ACM: CE Building
Instructor: Dick Soderman
Course Cost: $59.00
Maryland Senior Course Cost: $49.00

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.

3/14-4/11, Monday (5 sessions)
5:30-7:30 PM
ACM: CE16
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!

4/25-5/23, Monday (5 sessions)
5:30-7:30 PM
ACM: CE16
Instructor: Patricia Bray
Course Cost: $100.00
Maryland Senior Course Cost: $95.00

Take BOTH Courses & SAVE 25%!
Excel 2019 Series (EDP993) $150 (MD SR- $140)
$100 scholarships available to Allegany County residents!
8 or more years residency

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www.allegany.edu
Computer Technology / Online Learning

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: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
6 weeks in length
Instructor: Wallace Wang
Course Cost: $110.00
Maryland Senior Course Cost: $110.00
Call (301)784-5281 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.

Online Course
Start dates: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
Two courses, each 6 weeks in length
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: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
6 weeks in length
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: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
6 weeks in length
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 SS 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: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
6 weeks in length
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: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
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: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
6 weeks in length; 24 hours
Instructor: Kris Solie-Johnson
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: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
6 weeks in length; 24 hours
Instructor: Sarah Smallwood
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: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
6 weeks in length; 24 hours
Instructor: Scott Paxton
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: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
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: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
6 weeks in length; 24 hours
Instructor: Laurie Ulrich
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: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
6 weeks in length; 24 hours
Instructor: D. Beverly A. Browning
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: 1/12, 2/9, 3/16, 4/13, 5/18, 6/15, 7/13
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
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.

Start date: anytime!
140 hours/6 months access
Instructors: Wade Lindenberger & Helene Liatos
Course Cost: $1,995

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

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