



ALLEGANY  
COLLEGE  
of  
MARYLAND  
ENGAGE YOUR FUTURE



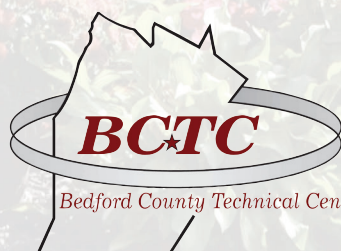
# WINTER/SPRING 2023 NON-CREDIT TRAINING OPPORTUNITIES

Registration  
begins  
**NOW!!**



*Your Guide*  
**TO LIFELONG LEARNING**

A PARTNERSHIP IN  
EDUCATION



If you have questions or want to register just call: 814-624-4812 | [www.allegany.edu](http://www.allegany.edu)

# Welcome to our Winter/Spring 2023 catalog of training opportunities!

## The Benefits of Lifelong Learning

According to the Learning Resources Network (LERN), a leading association in lifelong learning, lifelong learning at any age offers many benefits, including:

- **Enhancing mental health**
- **Reducing Stress**
- **Improving memory**
- **Preventing isolation**
- **Lifelong learning keeps the brain sharp and active**
- **Improves your overall quality of life.**
- **Lifelong learning efforts also contribute to a “knowledgeable society”**

*So always take **PRIDE** in what you have learned so far and **BELIEVE** in how much more you can learn.*

## LEARNING DOESN'T HAVE AN EXPIRATION DATE

**We can never stop learning, because life never stops teaching.** With the constant changes in technology the options to access lifelong learning opportunities has become an easier, safe and convenient option. We have many online options available both short term and career oriented. You can check them out and register online at these sites:

[www.ed2go.com/acmpa](http://www.ed2go.com/acmpa)

[www.careertraining.ed2go.com/acmpa](http://www.careertraining.ed2go.com/acmpa)

[www.alleganytech-gbc.com](http://www.alleganytech-gbc.com)

<https://www.itclearning.com/contact/>

If you prefer the more traditional face to face classes we also have many of them listed in this catalog. Don't wait. Pick out an interesting class and register early!

To register for a fact to face class:

**Call: Amy Weicht at 814-624-4812 or complete the short registration form on the last page of this catalog and send it back. It's that EASY!**

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# DARE TO BE



When a new day begins, dare to smile gratefully.

When there is darkness, dare to be the first to shine a light.

When there is injustice, dare to be the first to condemn it.

When something seems difficult, dare to do it anyway.

When life seems to beat you down, dare to fight back

When there seems to be no hope, dare to find some.

When you're feeling tired; dare to keep going.

When times are tough, dare to be tougher.

When love hurts you, dare to love again.

When someone is hurting, dare to help them heal.

When another is lost, dare to help them find the way.

When a friend falls, dare to be the first to extend a hand.

When you cross paths with another, dare to make them smile.

When you feel great, dare to help someone else feel great too.

When the day has ended, dare to feel as you've done your best.

Dare to be the best you can BE!

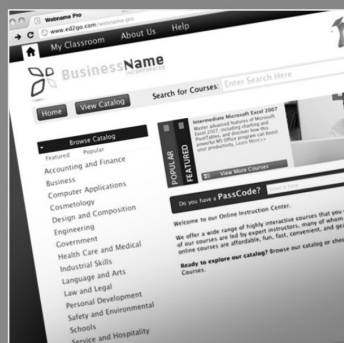
## At all times, Dare to be!



Powerful Employee Development Tools at your Fingertips

# Discover the Benefits of Online Training!

Education and training has always been our mission and in today's ever changing world it is more important than ever to keep employee skills up-to-date. Partnering with ed2go can offer you thousands of online courses designed to meet your needs.



**Convenient** – Classroom access 24/7 from anywhere with an Internet connection.

**Turnkey** – we host the entire operation. There is no technology or minimum numbers to purchase.

**Short and Effective** – courses are available in different formats giving you choices that will meet your individual needs.

**Market Tested** – Over 2 million adult learners have taken an ed2go online course gaining valuable skills they can apply today.

## Sample courses include:

### **Managing Customer Service**

Become indispensable to any organization by understanding how to identify and meet customer needs.

### **Marketing your Business on the Internet**

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

### **Creating a Successful Business Plan**

Turn your business ideas into a solid plan for financing and long-term success.

### **Keys to Effective Communication**

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

### **Small Business Marketing on a Shoestring**

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money.

### **Speed Spanish**

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

**And More...**

# Convenient Affordable Effective!



# OPEN

**ACM/BCTC PA WORKFORCE TRAINING CENTER**

**[www.ed2go.com/acmpa](http://www.ed2go.com/acmpa)**

**Call us at:**

**(814) 624-4812**

**or email us:**

**[wblue@allegany.edu](mailto:wblue@allegany.edu)**

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**ATTENTION PA Teachers:**

***We are an Act 48 Provider!***

# Design & Technology

## FACE TO FACE COMPUTER TRAINING



### Understanding Your Computer (PWT-115)

In this face-to-face class, you will learn the basics of how to use your computer, even if you have very little or no experience with a computer. The objective of this class is to take you from a level of little or no knowledge of computers to self-sufficiency in using your computer. We will cover such things as keyboard and mouse usage and keyboard shortcuts, using the internet, downloading and installing a program, transferring files, sending/receiving email, creating word documents, looking at your photos and being safe using a computer.



**Date:** Tues., May 2 – May 30, 2023 (5 sessions)

**Time:** 3:00 PM – 5:00 PM

**Instructor:** Staff

**Location:** BCTC

**Fee:** \$98.00

**55+ or Veteran Discount Fee:** \$88.00

### Intro to Excel (PWT-100)

If you work with numbers, or just need to understand how to use Microsoft Excel! This, hands-on course will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, set up budgets and more. By the time you are done, you will be using Excel like a pro.

**Date:** Tues. & Thurs., Mar. 14 – Mar. 30, 2023 (6 Sessions)

**Time:** 6:00 PM – 8:00 PM

**Instructor:** Liisa Kreydatus

**Location:** ACM Everett Campus

**Fee:** \$75.00 (includes an Excel Nevada Reference Guide)

**55+ or Veteran Discount fee:** \$67.00



## ONLINE COMPUTER TRAINING

Take classes anytime, anywhere! Our **ONLINE** classes are convenient, relevant and interactive. There are over 300+ options to pick from listed below are a few samples!

Go to [www.ed2go.com/acmpa](http://www.ed2go.com/acmpa) to register, submit payment and start your class.



### Microsoft Excel 2016 Series – 72 hours – \$324

A total of 2,712,362 job posts within the last year have listed knowledge of Microsoft Excel as a critical skill for the role, and it's not just within the finance and accounting industries. Everyone from Human Resources professionals to Retail Salespersons are using Excel in their day-to-day functions. This Series combines three Microsoft Excel 2016 courses, to give you a thorough understanding of how to use this software to supplement your career.

Courses include:

- Introduction to Microsoft Excel 2016
- Intermediate Microsoft Excel 2016
- Advanced Microsoft Excel 2016

In this program, you will gain the knowledge needed to successfully use Microsoft's latest version of Excel.



### Introduction to Microsoft Excel 2016 (Self-Paced Tutorial) – 24 hours – \$129

If you work with numbers, you need to master Microsoft Excel 2016! This hands-on course will teach you dozens of shortcuts and tricks for setting up fully-formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. By the time you're done, you will be using this vital Office 2016 application like a pro.



**Intermediate Microsoft Excel 2016  
(Self-Paced Tutorial) – 24 hours – \$129**

In this hands-on course, you will learn how to create informative, eye-catching charts and graphs, and harness the power of Excel's data analysis tools and AutoFilter commands. In addition, you will find out how easy it is to create macros that let you manipulate data with the push of a button. You will also discover how to use Goal Seek and Solver and apply them to real-world problems. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and other time-saving functions to your repertoire.



**Introduction to QuickBooks 2017 – 24 hours – \$120**

In 12 lessons, you will gain hands-on experience as you master the tools you need set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

Whether you're new to QuickBooks or have already used earlier versions of this accounting software program, this course will empower you to take control of the financial accounting for your business.



**QuickBooks 2017 Series – 48 hours – \$199**

Whether you're a small business owner or an accountant in need of a QuickBooks refresher, this series of courses will teach you the skills you need to navigate the latest version of the software like a pro.

This series includes Introduction and Intermediate QuickBooks 2017. It covers everything from creating statements to more advanced functions, including batch invoicing and report generation. To take these courses you must have access to QuickBooks program. Enroll today and learn all the new features of QuickBooks 2017!

# Professional Development

**Basic Supervisory Skills 101 (PWT-101)**

This is a great program for new, current, and potential supervisors. What usually happens in most organizations is they move their best technical skilled employee to the level of supervisor but fail to give them the needed people skills to be successful at this new level. Don't make that mistake; send old, new or potential supervisors to this course.

**TOPICS TO BE COVERED:** Management Foundation Skills, Decision Making versus Problem Solving, Communication Skills, Motivational Skills, Leadership Skills and Styles, Dealing with Change, Conflict and Stress in the Workplace

**Dates:** Tues. & Thurs., April 11 - 27, 2023 (6 sessions)

**Time:** 4:00 PM – 6:30 PM

**Location:** BCTC

**Instructor:** Wayne M. Blue

**Fee:** \$135.00

**55+ or Veteran Discount Fee:** \$121.00

**Customer Service (PWT-123)**

This is one of the best customer service trainings available today. Fish is old wisdom for a new day. **When a community of people or workers bring their “whole selves” to work – their personalities, their humor, their desire to make a difference, the effect is powerful, creating a higher quality of life at work and at home.** This training is great for both old and new staff members, and if they experienced it once before it's a great refresher session. Join us and learn how to create a service culture that will make your business or organization an outstanding place to work and then some.

**Date:** Thurs., Mar. 16, 2023

**Time:** 6:00 PM – 8:30 PM

**Instructor:** Wayne Blue

**Location:** BCTC

**Fee:** \$75.00

**55+ or Veteran Discount Fee:** \$67.00



# HOSPITALITY HEALTH

## **ServSafe Sanitation Certification Course (PWT/100)** **ServSafe Sanitation Certification Renewal (PWT/203)**

The Educational Foundation of the National Restaurant Association has designed the ServSafe course to help managers and employees in food service facilities prevent food-related illnesses. Topics include: purchasing, receiving, preparing and serving food, sanitary facilities, the HACCP system, personal hygiene and safety, Pest Management and Food Safety regulations. The Pennsylvania Department of Agriculture approves this course for the categories of retail, food service and bakery. Books must be picked up in advance.



For ServSafe Renewal you only attend Tues. Wed. & Thurs., Mar. 28, 29 & 30, 2023 (3 sessions)  
Date: Tues., Wed. & Thurs., Mar. 21, 22, 23, 28, 29 & 30, 2023 (6 sessions)  
Time: 5:00 PM – 8:00 PM  
Instructor: Robin Sheeder  
Location: BCTC  
Fee ServSafe Certification: \$175.00 (includes textbook)  
Fee ServSafe Renewal: \$125.00 (includes textbook)

**If you need certified or renewed prior to the class or cannot attend-in person you can buy a class online through ServSafe. We can test you when you are ready. Just call Amy at 814-624-4812 for cost and times.**

## **Nurse Aide Training (BCT/121)**

Begin a new career in the growing Health Occupations industry! Successful completion of this course fulfills the Pennsylvania training requirement, which allows participants to take the Nurse Aide certification examination. A \$50 non-refundable registration fee is required at time of registration.

**Date: Mon. – Thurs., Mar. 6 – Apr. 27, 2023**

**Time: 5:00 PM – 9:00 PM**

**Instructor: Pam Young**

**Location: BCTC**

**Fee \$850.00 (includes textbook and workbook)**

## **SAVE A LIFE!**

Learn First Aid  
& CPR



## **Heartsaver First Aid and Adult CPR and AED (PWT-336)**

According to the Occupational Safety and Health Administration (OSHA), approximately 4 million injuries and illnesses occur annually in the workplace, and nearly 80 percent of sudden cardiac arrests occur outside the hospital. Heartsaver First Aid CPR and AED is a classroom video-based, instructor led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Upon successful completion of the course, including a first aid, CPR and AED skills test, students receive a Heartsaver First Aid CPR AED course completion card, valid for 2 years.

**Date: Sat., Mar. 18, 2023**

**Time: 9:00 AM – 4:30 PM**

**Instructor: Jeremy Oldham**

**Location: ACM/Everett Campus**

**Fee \$90.00 (includes workbook)**



### **Basic Life Support (BLS) Provider (PWT-343)**

The Basic Life Support (BLS) Provider Course is a video-based, instructor-led course that teaches both single-rescuer and team basic life support skills for application in both pre-hospital and in-facility environments, with a focus on high quality CPR and team dynamics. This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of AED. Upon successful completion of the course, including a CPR and AED skills test and a written test, students receive a BLS Provider course completion card, valid for 2 years.

**Date:** Sat. Apr. 15, 2023

**Time:** 9:00 AM – 4:30 PM

**Instructor:** Jeremy Oldham

**Location:** ACM/Everett Campus

**Fee:** \$90.00 (includes workbook)

### **Handling Medical Emergencies (self-paced tutorial) (ONLINE) COST \$115**

This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care. For adults, you will learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty, burns, and allergic reactions. For children, you will also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse. (24 hours of training)

Register online at [www.ed2go.com/acmpa](http://www.ed2go.com/acmpa)

### **Helping Elderly Parents (ONLINE) COST \$100**

Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You'll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You'll learn about financial and legal considerations, health issues, and family interpersonal relationships. (24 hours of training)

Register online at [www.ed2go.com/acmpa](http://www.ed2go.com/acmpa)

## **FIRST AID BLENDED AND FACE TO FACE OPTION**

### **FACE TO FACE OPTIONS**

**First Aid CPR and AED –  
Saturday March 18, 2023 9am to 4:30pm  
ACM Everett Campus**

**Basic Life Support (BLS) Provider –  
Saturday April 15, 2023 9am to 4:30pm  
ACM Everett Campus**

### **ONLINE BLENDED OPTION**

*Pre-requisite to Skills Testing at Bedford Campus*

**BLS go to <https://shopcpr.heart.org/courses/bls>**

**Choose 20-3553 32.50 HEARTCODE BLS online 32.50**

**E-book 20-3102 15.00**

**Handbook 20-1102 17.50**

**Heartsaver First Aid go to <https://shopcpr.heart.org/heartsaver-first-aid-cpr-aed-online>**

**Heartsaver TOTAL, Product number 20-1440 \$19.50  
<https://shopcpr.heart.org/courses/heartsaver-first-aid-cpr-aed>**

**E-book 20-3117 2.50 or Handbook 2.75 20-1126**

**Basic Life Support (BLS) for Healthcare Providers (CPR775) - \$60 Skills Testing Fee**

✓ Thursday 3/23/23 – 2pm to 4pm

✓ Thursday 3/30/23 – 2pm to 4pm

**Heartsaver First Aid CPR AED –(CPR101) - \$60 Skills Testing Fee**

✓ Thursday 4/20/23 – 2pm to 4pm

✓ Thursday 4/27/23 – 2pm to 4pm

## ONLINE HEALTH CARE RELATED OPTIONS

[www.careertraining.ed2go.com/acmpa](http://www.careertraining.ed2go.com/acmpa)  
be sure to click on the Career Training Program option at the bottom of the page.

### **Certified Medical Administrative Assistant with Medical Billing and Coding (vouchers included) – 580 hours – 12 months – Costs: \$3,695**

Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive patient experience.

### **Advanced Hospital Coding and CCS Prep – 100 hours – 6 months – Costs: \$1,895**

This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a certified Coding Specialist.

### **ICD-10 Medical Coding – 200 hours – 6 months – Cost: \$1,795**

Prepare for and implement the changes that ICD-10 will bring to the medical coding system.

### **Medical Billing and Coding + Voucher Included – 370 hours – 12 Months – Cost: \$2,995**

CCA Medical Billing and Coding will prepare you for an entry-level career within the healthcare industry. You'll learn current medical coding standards, to help you accurately track patient accounts and find gainful employment within this growing workforce sector. This program is designed to help you successfully prepare for the Certified Coding Associate exam, offered by the American Health Information Management Association. The registration fee for this exam is included with this program.

### **Fitness Business Management – 200 hours – 6 months – Costs: \$2,595**

Learn how to manage a personal training program, department, or facility as a strategic business with this innovative program.

### **Explore a Career as an Administrative Medical Assistant – 24 hours – 6 weeks – Cost: \$115**

In this course, you will master the basics of scheduling patients' appointments, surgeries, and hospital admissions. In addition, you will discover how to create, maintain, and file medical charts. You will also find out how to verify patients' insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits.

*Ed2go has a variety of payment options available for the above career program options such as Private Ed. Contract or Student Payment Plan. Contact Ed2go at 800-701-8755 for more details on these options.*

## SKILL TRADES

### **Learn or Improve Your MIG Welding Skills (BCT-142)**

MIG Welding (Metal Inert Gas Welding) is a simple, versatile arc welding process that is generally considered to be the easiest to learn of the arc welding processes. Our Basic MIG Welding class is designed for the very beginner or the intermediate welder that needs a refresher. In this class, you will learn principles of welding safety, proper set up of the MIG welding machine and welding techniques/ welding joints. There are no prerequisites for this class. Students who successfully complete this class may qualify to take the AWS flat or horizontal welding certification.

**Date:** Tues. & Thurs., Mar. 28 – May 4, 2023  
(12 sessions)

**Time:** 6:00 PM – 9:00 PM

**Instructor:** Staff

**Location:** BCTC

**Fee:** \$550.00



## American Welding Society

**WE ARE AN AWS TESTING SITE!**

**Call us at 814-624-4812 for more info.**

### **Introduction to Industrial Electricity and Motor Controls (BCT- 78)**

The primary objective of the Industrial Electricity and Motor Controls course is to provide students with a basic knowledge and understanding of electrical circuits, motor controls and systems used in industry. The course will provide some background on Ohm's Law and basic electrical characteristics. It will also cover additional topics with the goal of providing the student with a working knowledge of electrical systems as well as code requirements and safety concerns. It is recognized that students will have varied backgrounds and experience with electrical systems and the goal is to provide a basic unified knowledge.

**Dates:** Mon. & Wed. Mar. 20 – Apr. 26, 2023  
(12 sessions)

**Time:** 6:00 PM – 9:00 PM

**Instructor:** Mr. Wade Reffner

**Location:** BCTC

**Fee:** \$600.00

### **Introduction to CNC Milling and Lathe Operations and Programming (PWT-281)**

This 90-hour continuing education training is designed to prepare students to become a well-rounded entry level CNC Machine Helper/operator with upward mobility potential. The classes are predominately hands-on training with some theory. The training is a total of 90 hours and is designed around industry recognized credentials based on skills needed for a career in CNC machining and manufacturing. Students completing the program may have the opportunity to earn a NIMS (National Institute of Metalworkers) Certification.

**Date:** Tues. & Thurs., Mar. 7 – June 15, 2023  
(30 sessions)

**Time:** 5:30 PM – 8:30 PM

**Instructor:** Edward Engle

**Location:** BCTC

**Fee:** \$950.00

### **OSHA 10 Safety Certification for Construction Industry (BCT-200)**

The OSHA Outreach Training Program for Construction Industry provides training for entry level workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in construction industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights.

**Date:** Tues. & Thurs., Feb. 14 – Feb. 23, 2023 (4 sessions)

**Time:** 5:30 PM – 8:00 PM

**Instructor:** Rock Manges

**Location:** BCTC

**Fee:** \$85.00



**PLEASE REGISTER EARLY!**

**Call Amy Weicht at 814-624-4812**



### **State Auto Inspection (BCT-131)**

Upon successful completion of this class, you will take the PA Auto Inspection License Exam. Those who pass will receive their Auto Inspectors License.

**Date:** Mon. – Thurs., Mar. 6 – 9, 2023 (4 sessions)

Tactile exam date will be schedule by instructor.

**Time:** 5:00 PM – 9:00 PM

**Instructor:** Kevin Lawton

**Location:** BCTC

**Fee:** \$175.00 (includes manual and one category)

Additional categories are \$40 each.

### **Emissions Inspector Certification (BCT-202)**

Upon successful completion of this class, you will take the PA Emissions Inspector Certification Exam. Those who pass will receive their initial PA Emissions Inspector License. Due to the current pandemic situation class size is limited to 10 so you need to register early!

**Date:** Mon. – Wed., Mar. 20 – 22, 2023 (3 sessions)

**Time:** 5:00 PM – 9:00 PM

**Instructor:** Kevin Lawton

**Location:** BCTC

**Fee:** \$135.00



National Institute for  
**AUTOMOTIVE  
SERVICE  
EXCELLENCE**

**We are an ASE  
Testing Site!**

The Bedford County Technical Center/ACM Workforce Training Center has become an official ASE Testing Site. Individuals interested in obtaining ASE certifications or renewing certifications can go to [www.ase.com/myASE](http://www.ase.com/myASE) or they can call Prometric at 1-877-346-9327 to register.

Once you have registered you must call Amy Weicht at 814-624-4812 to schedule a test date and time.

# Personal ENRICHMENT

## Circuit Training w/ Katrina Howe

Circuit training is very time efficient, which makes it a popular method of training. Circuit training is a form of training where participants rotate through a number of stations, performing different exercises to time and/or repetitions. This is for all fitness levels, we will start with a warm up then go through a series of strength and cardio circuits, finished with core work and stretches. Benefits include: Improvements in cardiovascular fitness, Improvements in muscular strength and endurance, increased adherence to exercise and social interaction.

**Date:** Tues., Mar. 21 – May.9, 2023 (8 sessions)  
**Time:** 5:00 PM – 6:00 PM  
**Location:** ACM Everett Campus, Room 13  
**Instructor:** Katrina Howe AFAA Certified  
**Fee:** \$55.00  
**55+ or Veteran Discount Fee:** \$50.00

## Toby's Dinner Theatre Bus Trip: Something Rotten

Nominated for 10 Tony Awards! Set in the 1590's, brothers Nick and Nigel Bottom are desperate to write a hit play but are stuck in the shadow of a "Renaissance Rockstar." When a local soothsayer foretells that the future of theatre involves singing, dancing and acting at the same time, they set out to write the world's first MUSICAL! Critics and audiences alike went wild for SOMETHING ROTTEN, an outrageous, crowd-pleasing musical farce that received several Best Musical nominations and was hailed by Time Out New York as, "the funniest musical comedy in at least 400 years."



*Registration for this bus trip closes on 2/14/23.*

Lock in your seat early by calling 301-784-5341 to register and pay with credit card.

A detailed itinerary will be mailed to you after completing the registration process.

3/19, Sunday (1 session)

8:00 AM-5:00 PM (estimated)

Toby's Dinner Theatre, Columbia, MD

Cost: \$80

*Cost includes brunch, show, and round-trip transportation.*

## Floral Arranging Classes

Join us for an inspired hands-on class to learn more about flower arranging. Whether you're a beginner or want to take it up as a new hobby. Our classes are 2 hours long and include all the tools and materials to learn how to make your own floral arrangements.

### Take Home a Springtime Wreath

Ready to shake off the winter gloom? The sky is clearing, tulips are blooming, and the temperatures are finally on the rise. So why not spring into the warm weather season with a DIY wreath.



**Date:** Tues., Mar. 21, 2023

**Time:** 6:00 PM – 8:00 PM

**Instructor:** Victoria McCloskey

**Locations:** BCTC

**Fee:** \$50.00

**55+ or Veteran Discount Fee:** \$45.00

### Take Home an Easter Centerpiece

While prepping for the family meal, why not create a gorgeous Easter Centerpiece to delight family and friends. A DIY Easter centerpiece will make Sunday dinner so much prettier and full of springtime.



**Date:** Thurs., Apr. 6, 2023

**Time:** 6:00 PM – 8:00 PM

**Instructor:** Victoria McCloskey

**Fee:** \$35.00

**55+ or Veteran Discount Fee:** \$31.00

## Introduction to Beekeeping

What's all the buzz? Join us for an educational, informative and exciting new course as a skilled beekeeper Brad Duffy leads participants into the exciting world of beginner beekeeping. The class will focus on the history and types of Honey Bees, colony structure, bee biology and development, and keeping a healthy Hive. Participants will also learn about proper protective gear, tools of the trade and hive location. As the class progresses, other discussions topics will include trapping methods, packages, swarms, establishing colonies, invasive extractions, transporting hives and avoiding threats from humans and animals

**Date:** Mon., Apr. 10 – May 15, 2023 (6 sessions)

**Time:** 6:00 PM – 8:30 PM

**Location:** BCTC

**Instructor:** Brad Duffy

**Fee:** \$80.00

**55+ or Veterans Discount fee:** \$72.00



### Medicare 101

Medicare offers different options for you to get health care coverage. In this course we will cover the basics of Medicare as well as supplemental solutions to help fill in the gaps.

Date: Wed., Feb. 22, 2023

Time: 10:00 AM

Instructor: Jennette Van Horn

Location: BCTC

Fee: FREE



### ONLINE Discover Digital Photography – 6 Weeks Access Course - [www.ed20go.com/acmpa](http://www.ed20go.com/acmpa)

Discover Digital Photography is designed for the novice photographer with no previous experience with digital cameras. This course will teach you all about digital cameras, from DSLRs to smart phone cameras and what different equipment is used for. You will learn about different display methods for your camera, including sizing, print options, online storage, and how social media factors into digital photography. If you have old slides, negatives, or prints, this course will also teach you how to scan those “old school” photo assets.

Start Dates | January 18, 2023 | February 15, 2023

Cost: \$100.00



### ONLINE Photography Suite – 72 Course Hours - [www.ed2go.com/acmpa](http://www.ed2go.com/acmpa)

You'll explore a broad overview of the basics of digital photography, including equipment, software, and practical uses. We'll discuss different types of digital cameras, from phones and tablets to digital SLRs, all of which offer a wide array of photographic options. We'll also help you decide what type of equipment fits your needs, and you'll have hands-on exercises so you can explore the areas that interest you. A discussion of digital photography wouldn't be complete without digital editing options. We'll explore a number of software packages, and you'll learn how to compose your shots when you know you have digital editing available to you.

Start Dates | January 18, 2023 | February 15, 2023

Cost: \$299.00



## NEW ONLINE OPTION: ITC LEARNING

[HTTPS://WWW.ITCLEARNING.COM/CONTACT/](https://www.itclearning.com/contact/)

Got to this website and check out these potential training opportunities:

Mechanical Skills Series –  
15 Libraries and 45 courses

**Example: Air Compressor Repair**

Electrical Skills Series –  
8 Libraries and 30 Courses

**Example: AC and DC Motors Library**

Instrumentation Skills Series –  
16 Libraries and 46 Courses

**Example: Electronic Maintenance Library**

Safety Series –  
1 Library and 10 Courses

**Example: Working Safely with Electricity**

Basic Skills Series –  
2 Libraries and 13 Courses

**Example: Applied Mathematics Library**

**These are just a short sample of 144 different courses so check out the site.**



ALLEGANY COLLEGE  
of MARYLAND

## ONLINE TECHNICIAN TRAINING



IN PARTNERSHIP WITH GEORGE BROWN COLLEGE

### **Electromechanical Technician Certificate (24 Modules)**

The Electromechanical Technician Certificate program provides a complete introduction to electronics and electromechanical systems. This program is often of interest to people who want to study electronics with an emphasis on mechanical systems, for example someone coming from a millwright background. The program covers mechanical topics outside of a typical electronics program, like industrial control devices, DC and AC motors and control circuits, transformers, analog and digital transducers, industrial process control and PLCs.

Similar to the Electronics program, the Electromechanical program integrates the Circuit-Logix and 3DLab simulators for laboratory exercises.

#### **Program Description**

The Electromechanical Technician Certificate, allows the student to work and complete the computer based program at their own pace. The Electromechanical Technician program is divided into 24 modules and similar to the Electronics Technician Certificate program, contains text, animations, mini audio lectures, illustrations, review questions, over 450 pre-built lab projects and practice exams. Six modules extend its coverage into mechanical systems.

**Fee: \$1,800 or pay as you learn with initial registration of \$430 and then pay \$60 to register into each of the remaining 23 modules**

### **Electronics Technician (24 Modules)**

The Electronics Technician is an award winning educational program that consists of 24 modules of interactive curriculum using text, video, audio, 2D and 3D animations and laboratory simulation software. This multimedia program includes pre-tests, interactive exercises, sample exams and online technical and tutorial support to help prepare you for online computer-based final exams.

The Electronics Technician Certificate program prepares graduates of the program for employment and/or further on-the-job training as a service technician in the field of consumer, commercial and industrial electronics. As well, it will enable students to provide technical support and service during the production, installation, operation and repair of electrical equipment and systems.

**Fee \$1,800 or pay as you learn with initial registration of \$430 and then pay \$60 for the remaining 23 modules.**



**ALLEGANY COLLEGE**  
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### **Automation Technician (18 Modules)**

The program has been developed for adult learners pursuing training through independent study, specifically students who cannot attend college full-time because of work or family commitments. No background in Automation is required and there are no post-secondary academic prerequisites, so anyone can get training in this rapidly-growing industry. The program includes eighteen modules of interactive curriculum using text, video, 2D and 3D animations, photos, audio clips and interactive lab simulations. Pre-tests, interactive exercises, sample exams, and online support prepare you for computer-based final exams. The average completion time of the eighteen training modules is thirty-two weeks of part-time study.

The program offers instruction in a wide range of applications and practical examples of automated manufacturing, including both theory and function of digital and industrial electronics, hydraulics/pneumatics, robotic systems, programming languages and alarm management. The three main areas of study in the program are electro-mechanical systems, programmable logic controllers (PLCs), and robotics. The program also offers instruction in distributed control systems (DCS) and SCADA systems. The online course material is delivered using a combination of theory and labs which feature state-of-the-art simulation software (LogixSim). LogixSim is a suite of software products that include electronics, PLCs and robotics simulation.

One of the main features of the program is the integration of theory with laboratory experiments and projects. Students who enroll in the program receive a licensed copy of LogixSim, which includes both 2D- and 3D-simulation software and features CircuitLogix, RoboLogix, PLCLogix, and 3Dlab simulation products.

**Fee: \$1,850 or pay as you learn with initial registration of \$590 and then pay between \$60 & \$90 for each additional but total cost still remains at \$1,850.**

### **PLC Technician I (19 Modules)**

The PLC Technician Certificate Program provides a basic introduction to PLCs and focuses on the practical applications of using them in a plant or manufacturing system. This program is designed for students with little or no PLC experience and who require a safe and quick start in the fundamentals of PLC programming.

This program includes PLCLogix 500, our lab simulator that emulates the Rockwell Logix 500 series PLC control software. This simulation software enables you to design, run, test, and debug ladder logic programs and simulate the operation of real-world PLC applications.

**Fee: \$1,800 or pay as you learn with initial registration of \$450 and then pay \$75 to register into each of the remaining 18 modules.**



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### **PLC Technician II (19 Modules)**

The PLC Technician II Certificate program provides a more advanced study of PLCs in manufacturing including Distributed Control Systems (DCS), Supervisory Control and Data Acquisition Systems (SCADA) and advanced programming languages. This program can be completed without taking the first PLC program however is more challenging to learn since it uses tag-based addressing.

The program includes PLCLogix 5000, our lab simulator based on the RSLogix 5000 programming applications. It enables you to design, run, test and debug ladder logic programs and simulate the operation of real-world PLC components

**Fee: \$1,800 or pay as you learn with initial registration of \$450 and then pay \$75 to register into each of the remaining 18 modules**

### **Robotics Technician (14 Modules)**

The Robotics Technician training program introduces the concepts of industrial robots and explains how they can be used in a plant or manufacturing system. The primary focus of the program is on automated manufacturing processes, as well as the role of robots and all of their support equipment.

Students receive both theoretical and laboratory instruction through a combination of multimedia learning resources and a robotics simulation software package to allow for the programming, testing, and debugging of robot-control programs. Areas of study include motion programming, pick and place, spray painting, arc and spot welding, computer networking, automated sorting systems, vision and tactile sensors and computer integration.

**Fee: \$1,740 or pay as you learn with initial registration of \$570 and then pay \$90 for the remaining 13 modules.**

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**To get more details on the above programs and to register just go to [www.alleganytech-gbc.com](http://www.alleganytech-gbc.com) or you can call toll-free at 1-866-300-1347.**



## Electric Vehicle (EV) Technician (14 Modules)

**Self-paced, skills based, online training in EV technology when you want, where you want and at your own pace.**

The EV Technician training program is intended to address a global need for people who are skilled in diagnosing, servicing and repairing high voltage EVs and residential & commercial charging stations. The program has been developed for adult learners pursuing training through independent study. It's suitable for automotive technicians, electricians or anyone interested in the rapidly expanding sector of EVs and charging stations. No background in auto mechanics or electronics is required and there are no post-secondary academic prerequisites, so anyone can get training in this rapidly growing industry

### Areas of study:

- Introduction to electricity and electronics
- Troubleshooting EV power electronic devices, sensors and actuators
- EV powertrains including inverters, traction motors and batteries
- AC variable frequency motor control systems
- EV Communication and control systems
- High Voltage EV safety systems
- Battery packs, fuel cells and battery management systems
- Commercial and residential battery charging stations
- Principles and applications of autonomous vehicles
- EV maintenance, repair and troubleshooting techniques

**Fee: \$1,750 or pay as you learn with initial registration of \$580 and then pay \$90 to register into each of the remaining 13 modules. To register and review the program go to [www.alleganytech-gbc.com](http://www.alleganytech-gbc.com)**

## ONLINE MACHINING OPTIONS

### A Partnership with Tooling-U

*Training solutions that fit your production schedule*

Just call us @ 814-624-4812 or 814-624-4814 to check on pricing and to register, pay and get your login and passwords to start the training process. Each program has a number of modules associated with it that can be completed in 1 to 1.5 hour online sessions and includes a pre and post-test to measure comprehension. Pricing is determined by the number of modules an individual is interested in taking.

### Functional Areas: Machining

**Abrasives** – Grinding Processes, Grinding Variables, Grinding Wheel Materials, Cylindrical, Centerless and Surface Grinding

**CNC Machining** – Intro to CNC Mills and Lathes, Mechanics of CNC, CNC coordinates, G-Code, Part Program, Off-Sets and Canned Cycles, CAD/CAM overview

**CNC Controls** – Haas/Fanuc/ Mazak: Control panel overview, entering offsets, locating program zero, program execution, and program storage

**Manual Machining** – Basics of the Manual Mill and Engine lathe,

Hole Making on the Mill, Threading and Taper Turning for the Lathe

**Metal Cutting** – Band Saw, Cutting Tool Materials, Carbide Grade Selection, ANSI Inserts, Lathe and Mill Geometry, Optimizing Tool Life

**Inspection** – Basic Measurement, Tolerance, Blueprint Reading, GD&T, Hole and Thread Inspection, CMM's and Optical Comparators

**Math** – Math Fundamentals, Fractions & Decimals, Geometry and Trigonometry for Manufacturing

**Safety** – Intro to OSHA, Machine Guarding, Safety for Metal Cutting, Ergonomics, PPE, Lock-out/Tag-out

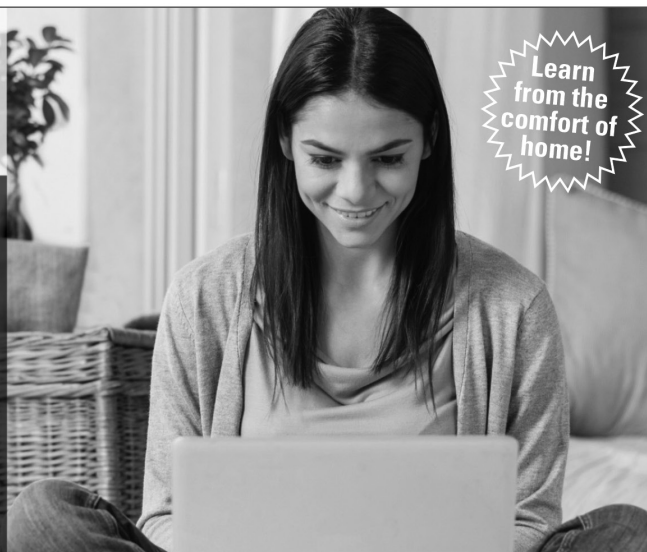


ACM/BCTC Workforce Training Center

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Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

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- Monthly start sessions
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# Instructor-Led **ONLINE** Youth Courses



## ACM/BCTC Workforce Training Center

Our **instructor-led** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Complete any of these courses entirely from your home or office and at any time of the day or night.



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Gain a solid foundation in drawing and become the artist you've always dreamed you could be!



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Learn how to use Photoshop, the world's best graphics program, to edit and process photos and create original images.



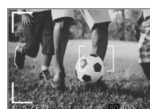
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Learn how to create and modify documents with the world's most popular word processor.



**Photoshop Elements for the Digital Photographer**  
Master the secrets of correcting digital photos, and bring out the best in all your photographs!



**Introduction to Microsoft PowerPoint**  
Build impressive slide presentations filled with text, images, video, audio, charts, and more.



**Secrets of Better Photography**  
Discover strategies and tricks for taking excellent pictures no matter what or where you're shooting.



**Introduction to Microsoft Publisher**  
Find out how to use this software to design, develop, and publish newsletters, Web sites, and brochures.



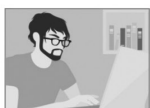
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**FOR MORE INFORMATION**

[www.allegany.edu/da](http://www.allegany.edu/da)

## REGISTRATION INFORMATION

*for further information call (814) 624-4812*



### In Person

Register in person by visiting the Allegany College of Maryland Center for Workforce Development. Office hours are Monday - Friday, 8:30am - 3:30pm.

### By Mail

Complete the registration form in this catalog; attach a check, money order or credit card information and mail to us at ACM BCTC Workforce Development, 195 Pennknoll Road, Everett, PA 15537-6946.

### By Phone

Phone registration is available during regular office hours for any customer paying by VISA, Discover, MasterCard, or agency billing. Please have all student, course and billing information ready before calling. The number to register is (814) 624-4812.

### By Fax Or Scan

You can fax your registration form if payment by VISA, Discover, MasterCard, or agency billing. FAX cannot be used when paying by check. Please remember to include all information needed for payment when using a credit card or agency billing. FAX to (814) 623-7234 or SCAN to [aweicht@allegany.edu](mailto:aweicht@allegany.edu).

### Payment Policy:

For all classes, full payment is due one week prior to first class session.

### Cancellations:

The Allegany College of Maryland Center for Workforce Development reserves the right to cancel any course that, in judgement of the Center staff, does not have sufficient enrollment. The decision is usually made one week before the first scheduled class meeting, and all registrants will be notified promptly. A full refund is processed automatically. To help prevent cancellations, please register at least one week before class is to begin.

### Refund Policy:

An eighty percent refund may be obtained for any student who officially withdraws from a course prior to the second session. Students can obtain a withdrawal form by calling (814) 624-4812.

### Who Can Register:

Courses are open to all interested persons 16 years of age or older (unless specifically designed as a youth course). High school students are required to submit a letter of approval from their Principal or Guidance Counselor for any course that is not designed as a youth program.

## VISION/MISSION STATEMENT

### ALLEGANY COLLEGE OF MARYLAND

Vision - We will be the college of choice that transforms lives, strengthens communities, and makes learners the center of everything we do.

Mission - Allegany College of Maryland is a lifelong learning community dedicated to excellence in education and responsive to the changing needs of the communities we serve. Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society. We are committed to engaging students in rich and challenging learning opportunities within a small college atmosphere that is known for its personal touch.

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities.

For inquiries related to this policy, Title IX, and ADA/504, please contact:

Dr. Renee Conner  
Dean of Student and Legal Affairs  
Title IX Coordinator  
ADA/504 Coordinator  
301-784-5206 / [rconner@allegany.edu](mailto:rconner@allegany.edu)

Allegany College of Maryland is required to inform prospective and current students of important College policies including Non-Discrimination, Title IX, Child Abuse Mandated Reports, Clery Act, Heroin & Opioid, Drug and Alcohol Use, Academic Disabilities, FERPA, Accreditation, and Medical Disclosure Procedure. For full details on these key policies, please visit the Allegany College of Maryland website at [allegany.edu/policy-mandates](http://allegany.edu/policy-mandates).



**Allegany College of Maryland – Continuing Education**

**REGISTRATION FORM**

E-mail to [aweicht@allegany.edu](mailto:aweicht@allegany.edu), or fax to: 814-623-7234

**MAIL TO:**

195 Pennknoll Road

Everett, PA 15537

Phone: 814-624-4812



**Payment must accompany this registration – Make checks payable to ACM**

LAST NAME FIRST MI

STREET ADDRESS CITY OR TOWN COUNTY STATE ZIP CODE

( ) Male ( ) Female

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Birthdate  
Month Day Year

HOME PHONE

BUSINESS PHONE

FAX PHONE

EMAIL ADDRESS – PRINT NEATLY

Signature \_\_\_\_\_ Date \_\_\_\_\_

(I certify that the information on this form is correct. Must be signed and dated to be official.)

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities. For inquiries related to this policy, Title IX, and ADA/504, please contact: Dr. Renee Conner, Dean of Student and Legal Affairs, Title IX Coordinator, ADA/504 Coordinator, 301-784-5206 [rconner@allegany.edu](mailto:rconner@allegany.edu) Allegany College of Maryland is also required to inform prospective and current students of important College policies including Non-Discrimination, Title IX, Child Abuse Mandated Reports, Clery Act, Heroin & Opioid, Drug and Alcohol Use, Academic Disabilities, FERPA, Accreditation, and Medical Disclosure Procedure. For full details on these key policies, please visit the Allegany College of Maryland website at [allegany.edu/policy-mandates](http://allegany.edu/policy-mandates).

Course #	Course Title	Begin Date	Time	Course Cost
TOTAL COSTS				

**If your employer is paying please provide the information below.**

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CITY

STATE

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