

ADVANCED MANUFACTURING INDUSTRIAL TECHNOLOGY

WESTERN MARYLAND

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.

NOW OPEN!

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 Multiple Computer Labs

Upcoming Trainings

Stratasys Additive Manufacturing Certifications FANUC Robotics Certifications Pipe Welding Artistic Welding Shed Building Furniture Repair Fork-Lift Certifications

For more information about training, technology and equipment, call: 301-784-5077 or email: dsmarik@allegany.edu



WINTER/SPRING 2023 SCHEDULE



at ALLEGANY COLLEGE of MARYLAND

Imagination to Income!!!

If you are interested in being a part of our Makerspace, here is how to get started:

Step 1 - Sign up for orientation at https://www.allegany.edu/western-maryland-works/

Register online for a one-hour orientation and tour of the facility. You will be given an opportunity to indicate which date and time you wish to attend. During the orientation, you will get a chance to view the machines and technology on-site, as well as be given an overview of rules and regulations for using the equipment. This orientation session is mandatory for anyone using the makerspace.

Step 2 - Attend In-Person Orientation

After you sign-up for orientation, you will receive an email confirmation for the date and time you selected. You must attend this orientation in person to go to the next step.

Step 3 - Choose Your Plan

We have membership plans to fit your business or personal needs and budget. Find the plan that is right for you.

For more information, please contact Dave Smarik@ dsmarik@allegany.edu or 301-784-5077.

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.



Students MUST complete the FAFSA by March 1, 2023 to be eligible for this year's funding regardless of when the classes begin.

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 must:

Submit either the Free Application for Federal Student Aid (FAFSA) OR Maryland State Financial Aid Application (MSFAA) by March 1, 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 <u>Promise Non-Credit Application</u> online through the MDCAPS portal and meet all other requirements for consideration of the Promise award.

For Continuing Education applicants <u>only</u>, the deadline to complete the application is a rolling deadline for each academic year.

For directions and more information, please visit the following website:

https://mhec.maryland.gov/preparing/Pages/FinancialAid/ProgramDescriptions/prog_ MDCommunityCollegePromiseScholarship.asp

Industrial Maintenance Technology (IMT) – Mechanical Specialist certificate

The Mechanical Specialist certificate is comprised of three courses leading to employment as a Maintenance Mechanic, Maintenance Repairer, or Maintenance Technician. Participants who complete the sequence will earn National Institute of Metalworking Skills (NIMS) credentials in Mechanical, Hydraulic, and Pneumatics Systems.

Basic Hydraulic Systems (IMT300)

Participants completing 110-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

Basic Mechanical Systems (IMT200)



to classroom computers utilizing Amatrol's e-Learning software. All books and instructional materials are included in the course costs.

1/9-3/1, Mon.-Wed. 5:00-9:00 PM Western Maryland Works – LaVale, MD Instructor: Henry Cook Course cost: \$1,060.00 Subscription Package: \$425.00 - Valid 1 year from purchase date. For more information, potential scholarship information or to register, please call 301-784-5126 or e-mail jbohn8408@allegany.edu.

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.

3/6–5/3, Mon.-Wed. 5:00–9:00 PM Western Maryland Works – LaVale, MD Instructor: Henry Cook Course cost: \$1,060.00 Subscription Package: \$425.00 - Valid 1 year from purchase date. For more information, potential scholarship information or to register, please call 301-784-5126 or e-mail jbohn8408@allegany.edu.

Additional Industrial Maintenance Courses may also be offered during the spring semester. For more information on the following courses, please email Jaren Bohn at jbohn8408@allegany.edu.

 Maintenance Operations (IMT100)
- Basic Pneumatic Systems (IMT400)
- Electrical Systems I & II (IMT501/502)
- Electronic Control Systems I & II (IMT601/602)
- Process Control Systems (IMT700)

120 Hours 80 Hours 180 Hours 180 Hours 70 Hours

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

Allegany College of Maryland has partnered with FANUC America to offer Certified Education Robotics Training (CERT). ACM's state-of-Robotics Laboratory at art CERT Western Maryland Works Advanced Manufacturing Training Center is equipped with fully operational FANUC robots with designated teach pendants for both robot operation programming. Participants and 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.

3/13-5/10, Mon.-Wed. 4:30-8:30 PM Western Maryland Works – LaVale, MD Instructor: Henry Cook Total Course Cost: \$1,400.00 Maryland Senior Course Cost: \$1,390.00

For more information, potential scholarship information or to register, please call 301-784-5126 or e-mail jbohn8408@allegany.edu.



CONSTRUCTION AND INDUSTRIAL TRAINING



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 11 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.

8/21-6/17, 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, potential scholarship information or to register, please call 301-784-5126 or e-mail jbohn8408@allegany.edu.

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

Backflow Prevention/Cross Connection Recertification Training (PRO214)

Total Course Cost: \$105.00 Maryland Senior Course Cost: \$100.00

Preparation for Maryland Home Improvement Contractor's Exam (PRO041)

This two-day course is intended to introduce students to all aspects of owning and managing a financially successful construction business. Topics include business management and ethics, safety and labor regulations, estimating, contract and lien law, record keeping, and a variety of regulations relating to Maryland Home Improvement Licensing. **Text included is NASCLA Contractors Guide to Business, Law and Project Management, Maryland Home Improvement Commission Fifth Edition.** Optional text, NASCLA, Home Improvement Salesperson Reference Manual, Maryland. Testing sites in Maryland can be found at the follow web address: https://candidate.psiexams.com/registration/testcenter_details isp?testid=3856&statename=Maryland&country=USA

3/11 & 3/18, Saturday (2 sessions) 9:00 AM-5:00 PM ACM: CE Building Instructor: Ray Harbaugh Total Course Cost: \$250.00 Maryland Senior Course Cost: \$225.00 Limited Scholarships available to Allegany County residents! (3 or more years residency)

Home Inspector (PRO262)

Secure your career path and become a Home Inspector!

Allegany College of Maryland and American Home Inspectors Training have teamed up to offer you Home Inspection Training at ACM's Western Maryland Works, Makerspace Building in LaVale.

Since 1993, AHIT has been providing industry-leading home inspection training, certifications, continuing education, and professional development courses. All live classes include AHIT's self-paced, online home inspector course and textbooks. This enables the student to have the best study tools possible.

Each course is taught by successful home inspection entrepreneurs, provides in-depth training to help you establish and market your home inspection business and comes with AHIT Success

Essentials – all the tools, training and support you need to succeed. The class is held as an 8-day class for Maryland or 9-day class for West Virginia. If you wish to get licensed in both states you will attend the class for 9 days.

For information or to be added to waitlist, contact Kathy Diehl, kdiehl3549@allegany.edu or 301-784-5121.

9/9-9/16, Daily (8 sessions) 8:00 AM-6:00 PM Western Maryland Works – LaVale, MD Course Cost: \$1,895.00 (does not include \$225 exam fee) Maryland Senior Course Cost: \$1,890.00 Limited Scholarships available to Allegany County residents! (3 or more years residency)

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).

3/6-5/10, Mon. & Wed. (20 sessions) 5:00-9:00 PM ACM: Western Maryland Works - LaVale, MD Instructor: Gary Taylor Course Cost: \$1,299.00 Maryland Senior Cost: \$1,289.00

For more information and potential scholarship information or to register, contact Jaren Bohn at jbohn8408@allegany.edu or 301-784-5126.

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.



5/15-6/19, Mon. & Wed (10 sessions) No class 5/29 5:00-9:00 PM ACM: 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) Maryland Senior Cost: \$589.00 Students are tested to AWS Standards by

a CWI and will earn an AWS equivalent certification upon passing.

For more information and potential scholarship information or to register, contact Jaren Bohn at jbohn8408@allegany.edu or 301-784-5126.

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. In preparing for your welding course, you must provide leather welding gloves, protective eyewear, welding helmet, and welding jacket.

3/7-4/11, Tues. & Thurs. (10 sessions) No class 4/6 5:00-9:00 PM ACM: Western Maryland Works – LaVale, MD Instructor: Harry Riggleman Course Cost: \$599.00 Maryland Senior Course Cost: \$589.00 Welding Starter Package: \$240.00 *For more information and potential scholarship information or to register, contact Jaren Bohn at jbohn8408@allegany.edu or 301-784-5126.*

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.

4/13-5/16, Tues. & Thurs. (10 sessions) 5:00-9:00 PM ACM: Western Maryland Works – LaVale, MD Instructor: Harry Riggleman 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)

Students are tested to AWS Standards by a CWI and will earn an AWS equivalent certification upon passing.

For more information and potential scholarship information or to register, contact Jaren Bohn at jbohn8408@allegany.edu or 301-784-5126.

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:



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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



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.

3/6-4/21 5/1-6/16 6/26-8/11 8/21-10/6 Online Course Cost: \$1,895.00 (plus books and Westlaw) Maryland Senior Course Cost: \$1,890.00 Limited Scholarships available to Allegany County residents! (3 or more years residency)

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 araduated 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 2023 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://brandonwjohnson.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@allegany.edu.

4/26 – 8:00 AM-10:00 PM 4/27 – 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 to Allegany County residents! (3 or more years residency)

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.

1/15-3/26, Sunday (10 sessions) (No class 2/12) 4:30-8:00 PM **OR** 1/27-3/31, Friday (10 sessions) 12:30-4:00 PM **OR** 2/28-5/18, Tues. & Thurs. (24 sessions) 12:00-1:30 PM **OR** 4/14-6/16, Friday (10 sessions) 12:30-4:00PM

All sessions: Online Instructor: David Siler Course Cost: \$1,199.00 Maryland Senior Course Cost: \$1,194.00 Limited Scholarships available to Allegany County residents! (3 or more years residency)

INSURANCE

Continuing Education course will once again be offered in partnership with SERVPRO.

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

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-bystep approach to effective, positive classroom discipline.

Online Course Start dates: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12, 8/16 6 weeks in length Instructor: Annemarie Thompson Course Cost: \$110.00 Allegany County Educator Course Cost: \$100.00 **Call (301)784-5281 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: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12, 8/16 6 weeks in length Instructor: Marsha Spears Course Cost: \$110.00 Allegany County Educator Course Cost: \$100.00 **Call (301)784-5281 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: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12, 8/16 6 weeks in length Instructor: Lynne Morton Course Cost: \$110.00 Allegany County Educator Course Cost: \$100.00 **Call (301)784-5281 or visit www.ed2go.com/acps**

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: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12, 8/16 6 weeks in length Instructor: Robin Sellers Course Cost: \$110.00 Allegany County Educator Course Cost: \$100.00 Call (301)784-5281 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: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12, 8/16 6 weeks in length Instructor: Ellen Arnold Course Cost: \$110.00 Allegany County Educator Course Cost: \$100.00 **Call (301)784-5281 or visit www.ed2go.com/acps**

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.

Water Treatment Chlorine Use and Safety (PRO215)

The various water treatment processes including raw water sources, treatment plant processes, chemicals used, and



basic principles of plant operations are the focus of this course. An in-depth examination of the disinfection process, including the various forms of chlorine utilized in the water treatment field will also be discussed. Topics covered will include jar testing, chlorine analysis, and chemicals used in the treatment process. The safe handling of chlorine and the safety features built into cylinders and feed equipment will also be covered.

3/22, Wednesday (1 session) 8:00 AM-4:00 PM ACM: CE Building Instructor: Terry Bradley Course Cost: \$149.00 Maryland Senior Course Cost: \$149.00

Preliminary Treatment Process for Wastewater (PRO199)

This class will identify and characterize the preliminary treatment processes used in wastewater treatment. These pretreatment processes are all designed to protect the



downstream equipment and treatment systems. The processes include screening, grinding, grit removal, flow equalization, odor/corrosion control and flow measurement. The class will review the safety concerns and protective measure related to these processes. Indicators of process efficiencies, math concepts and regulatory issues are also addressed. Participants are encouraged to describe their own experiences in this area, including examples of successful troubleshooting and corrective actions in class discussions.

6/21, Wednesday (1 session) 8:00 AM-4:00 PM ACM: CE Building Instructor: Bill Shreve Course Cost: \$149.00 Maryland Senior Course Cost: \$149.00

Certified Pool Operator (PRO929)

This course is designed for operators of public and private swimming pools and spas to meet the requirements of the health department for operators. This course prepares students not only for the certified pool operator exam, but gives you the practical knowledge needed to effectively run your facility. This is a Maryland approved certification course. Course provides instruction on basic pool management, water chemistry, disinfection, water circulation, and filtration. The course also covers appropriate codes & guidelines for proper pool operation.

5/3-5/5, Wed.-Fri. (3 sessions) 5:00-10:00 PM Frostburg City Place Instructor: Brian Vought Total Course Cost: \$125.00 Maryland Senior Course Cost: \$120.00 Limited Scholarships available to Allegany County residents! (3 or more years residency)

Certified Pool Operator Recertification

(PRO928) 5/3, Wednesday (1 session) 5:00-9:00 PM Frostburg City Place Instructor: Brian Vought Total Course Cost: \$80.00 Maryland Senior Course Cost: \$75.00 Limited Scholarships available to Allegany County residents! (3 or more years residency)

Flagger Certification (PRO724)

This course is designed to provide instruction the required by the state of Maryland to become а 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.

3/11, Saturday (1 session) 8:30 AM-2:30 PM ACM: CE Building Instructor: Joe Farris, Safety Director, Carl Belt, Inc. Course Cost: \$81.00 Maryland Senior Course Cost: \$76.00 Limited Scholarships available to Allegany County residents! (3 or more years residency)

Forklift & Rigging (PRO159)

Once a group of at least 4 students have been formed, the course will be scheduled. For more information on registering for this



course, please contact Kathy Diehl at 301-784-5121 or kdiehl3549@allegany.edu.

This course will prepare students to operate a sit-down rider and scissors forklift. Instruction will focus on OSHA safety and operation standards through a combination of classroom presentation, hands-on instruction and driving practice. Topics to be covered include vehicle inspection, safety, stopping and starting, hazardous surfaces, product handling and weight distribution. Rigging topics include ropes/slings, hoists, inspection techniques, load handling safety practices, and hand signals. A certificate of completion will be awarded to those who have successfully completed this 6-hour course.

Total Course Cost: \$81.00 Maryland Senior Course Cost: \$76.00

SERVSAFE

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

5/15 & 5/22, 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 to Allegany County residents! (3 or more years residency)

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.**

1/17-4/25, Tuesday (15 sessions) 6:00-10:00 PM ACM: CE Building Instructor: Elizabeth Rhodes Course Cost: \$350.00 Maryland Senior Course Cost: \$345.00 Limited Scholarships available to Allegany County residents! (3 or more years residency)

Allegany 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.

PROFESSIONAL DEVELOPMENT

BACK BY POPULAR DEMAND!



Administrative Professional's Day

April 2023

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

ALLEGANY COLLEGE of MARYLAND | CENTER FOR CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

WINTER/SPRING 2023 SCHEDULE



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+



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

CompTIA A+ Certification Training

Includes Exam Vouchers!

Online • 6 Months Access • 290 Hours

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

Don't Miss Out! Start Today!

Contact Jennifer Light:

301-784-5281 or jlight@allegany.edu

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





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.

3/13-4/10, Monday (5 sessions) 5:30-7:30 PM ACM: CE Building 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 guickly 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!

4/24-5/22, Monday (5 sessions) 5:30-7:30 PM ACM: CE Building 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: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12, 8/16 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 handson 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: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12, 8/16 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 photoediting 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: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12, 8/16 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: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12, 8/16 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 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: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12, 8/16 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**

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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: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12 6 weeks in length; 24 hours Instructor: Scott Paxton Course Cost: \$110

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: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12 2 courses, each 6 weeks in length 48 hours total Instructor: Benjamin Gialloreto Course Cost: \$199

Creating a Successful Business Plan

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

Start Dates: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12 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.

6 weeks in length; 24 hours Instructor: Sarah Smallwood Course Cost: \$110

A to Z Grantwriting

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

Start Dates: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12 6 weeks in length; 24 hours Instructor: D. Beverly A. Browning Course Cost: \$110

Basic CompTIA A+ Certification Prep

This course teaches you about the hardware common to virtually every personal computer. Gain the knowledge you need to base the rest of your CompTIAA+ 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: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12 6 weeks in length; 24 hours Instructor: Scott Jernigan Course Cost: \$110

Introduction to Microsoft Access 2019

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

Start Dates: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12 6 weeks in length; 24 hours Instructor: Laurie Ulrich Course Cost: \$110

Creating WordPress Websites

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

Start Dates: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12 Start Dates: 1/18, 2/15, 3/15, 4/12, 5/17, 6/14, 7/12 6 weeks in length; 24 hours Instructor: Richard Mansfield Course Cost: \$110

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

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ALLEGANY COLLEGE of MARYLAND | CENTER FOR CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

WINTER/SPRING 2023 SCHEDULE

ed2go Career Training Programs

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/6months access Instructor: Dr. Beverly Smith Course Cost: \$2,095



Certified Bookkeeper

From bank reconciliation to inventory methods, this online course will prepare bookkeepers for the American eligible 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: anvtime! 140 hours/6 months access Instructors: Wade Lindenberger & Helene Liatsos Course Cost: \$2,195

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 MO-200 and MO-201 (Excel), MO-100 and MO-101 (Word), MO-300 (PowerPoint), and MO-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 Fuller & Randy Rolen Course Cost: \$2,395

Professional 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. You will also be prepared for the Grant Professional Certified (GPC) exam offered the Grant Professionals by Certification Institute (GPCI), which has minimum requirements of education and grant experience based on the level of education obtained.

Start date: anytime! 90 hours/6 months access Instructor: Dr. Beverly A. Browning 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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 careertraining.ed2go.com/allegany