SPRING 2022 NON-CREDIT TRAINING OPPORTUNITIES

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
Welcome to our SPRING 2022 catalog of training opportunities.

We just completed another crazy 2021 and are hoping to see better days as we move into 2022, and continue to deal with the pandemic and the many changes it has created in all of our lives. However, we need to remember that our whole life is a learning experience on dealing with changes and exploring new and exciting opportunities.

Edward Paxton Hood in 1852 said it this way: “Our whole life is an education. We are ever-learning every moment of time, everywhere, under all circumstances something is being added to the stock of our previous attainments. Our mind is always at work when once its operations commence. All men and women are learners, whatever their occupation, in the palace, in the cottage, in the park and in the field. These are the laws stamped upon humanity.”

Because of the many changes in technology the options to access lifelong learning opportunities has become much easier and a safe and convenient option during these changing times. We have many online options available both short term and career oriented at these sites:

- www.ed2go.com/acmpa
- www.careertraining.ed2go.com/acmpa
- www.alleganytech-gbc.com

To register for online classes just go to the sites listed above and you can register and make payments directly online.

If you enjoy or prefer a traditional face to face class then please look through this catalog and pick something of interest. I am sure you will find that it will improve your overall quality of life, help you deal with the changing times and make you feel better.

Henry Ford had this to say about lifelong learning. “If money is our hope for independence, you will never have it. The only real security that a man will have in this world is a reserve of knowledge, experience and ability that comes from lifelong learning.”

If you are interested in a face to face class just call Amy Weicht at:
814-624-4812 or complete the registration form on the last page of the catalog and mail it back to us.

Learning doesn’t have an expiration date it’s a: LIFELONG EXPERIENCE!

TRAINING STAFF:

Wayne M. Blue, Executive Director  
Workforce Development for PA  
(814) 624-4814  
wblue@allegany.edu

Michael C. O’Dellick,  
Administrative Director  
Bedford County Technical Center  
(814) 624-4800  
odellick@bedfordctc.org

Amy Weicht,  
Administrative Secretary  
(814) 624-4812  
aweicht@allegany.edu

Spring 2022
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!
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...**

Call us at: (814) 624-4812
or email us: wblue@allegany.edu
TABLE OF CONTENTS

Design & Technology
Understanding Your Computer (PWT/115) .....................4
Microsoft Excel 2016 Series (Online)...............................4
Introduction to Microsoft Excel 2016 (Online)..................4
Intermediate to Microsoft Excel 2016 (Online)...............5
Introduction to QuickBooks 2017 Series (Online) ...........5
QuickBooks 2017 Series (Online) ....................................5

Professional Development
Drone Pilot Training (PWT-368) .....................................5
Introduction to Farm Loss Adjusting...............................6
Basic Supervisory Skills 101 (PWT-101) ..........................6
How Important is Customer Service (PWT-123)..............6

Hospitality
ServSafe Sanitation Certification Course (PWT/100)........6
ServSafe Recertification (PWT/203) ................................6

Healthcare Education
Nurse Aide Training (BCT/121).......................................7
Heartsaver First Aid and Adult CPR and AED (PWT/336).................................................................7
Basic Life Support (BLS) Provider (PWT/343).................7
Helping Elderly Parents (ONLINE).................................7
Online Health Care Related Options (ONLINE)..............8

Skill Trades
Learn to Improve Your MIG Welding Skills (BCT/142)..8
Industrial Electricity (BCT/178) .....................................8
Introduction to CNC Milling and Lathe Operations and Programming (PWT/281)........................................9
OSHA 10 Safety Certification for Construction Industry (BCT/200) .........................................................9
AWS American Welding Society Testing Site .................9

Automotive Service
State Auto Inspection (BCT/131) ....................................9
Emissions Inspector Certificate (BCT/202) .......................9
ASE Certifications and Recertification Testing Site ........9

Personal Enrichment
Yoga (PWT/266)..........................................................10
Online Discover Digital Photography .........................10
Online Photography Suite ............................................10

Commercial Driver Training
Class “A” CDL Program .............................................11
Online Machining Options ..........................................11

Online Courses ..........................................................12-17
Online Technician Training ........................................12-14
Certified Manufacturing Associate Certificate.............15
Online Learning ........................................................16
Instructor-Led Online Youth Courses .........................17

Gift of Education ..........................................................18

Credit Courses ..........................................................19

Registration ...............................................................20

ATTENTION PA Teachers:
We are an Act 48 Provider!

Spring 2022
Understanding Your Computer (PWT-115)
In this 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., Mar. 29 – Apr. 26, 2022 (5 sessions)
Time: 3:30 PM – 5:30 PM
Instructor: Staff
Location: BCTC
Fee: $98.00
55+ or Veteran Discount Fee: $88.00

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 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!

Drone Pilot Training (PWT-368)

This 8-week course will provide the skills and knowledge you need to safely and legally operate an Unmanned Aerial System (UAS), commonly referred to as a drone, either commercially or recreationally. Further, it will provide you with the necessary information required to pass the initial Federal Aviation Administration (FAA) Aeronautical Knowledge Test to obtain an FAA UAS Pilot's license.

Hands-on flying will enhance your knowledge by giving you the experience of flying a rotary-winged UAS, which will be furnished for your use while participating in this new training. This course focuses on the new rules and regulations regarding the operation of the Unmanned Aerial Vehicles (UAVs) operating in the National Airspace under 14 C.F.R. Part 107. You will learn the responsibilities of being a Remote Pilot in Command with using the methodology of Crew Resource Management, Aeronautical Decision Making, and Risk Management to conduct a safe UAS operation. This course also provides the basic conditions, weather reports, basic aerodynamics, airspace use, reading aeronautical charts, airport operations, maintenance, emergency procedures, Certificates of Authorization and other pertinent information regarding the safe flight and operation of small, unmanned aircraft.

The course will include equal instructional time in the classroom as well as flying time outdoors and is open to anyone, regardless of skill level and recreational or commercial UAS Piloting interest.

Date: Tues. & Thurs., Mar. 15 – May 5, 2022
(16 sessions)
Time: 5:00 PM – 7:00 PM
Instructor: Dr. Michael Knapp
Location: ACM Somerset Education Center
Fee: $650.00
55+ or Veteran Discount Fee: $585.00
Limited $300 scholarships available
**Introduction to Farm Loss Adjusting**

Today, insurance is a necessity. Losses occur every month. Resulting in the need for a claims adjuster. This 4-week course will offer students an opportunity to gain training as an entry level farm loss claims adjuster. Students will revisit basic elements of claims handling as a starting point. Then, students will move into more advanced topics such as FO1, FO2, FO3, FO6, endorsements, estimating damages, calculation of ACV and report writing. Students successfully completing this course will receive a well-rounded overview of handling farm losses. Students completing this course successfully will qualify for 1.5 CEU’s.

**Date:** Tues. & Thurs., Apr. 5 – May. 3, 2022 (8 sessions)  
(no class 4/14)  
**Time:** 6:00 PM – 8:00 PM  
**Instructor:** Steve Imes  
**Location:** ACM Everett Campus  
**Fee:** $175.00  
55+ or Veteran Discount Fee: $157.00

**How Important is 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., June 9, 2022  
**Time:** 3:30 PM – 5:30 PM  
**Instructor:** Wayne Blue  
**Location:** BCTC  
**Fee:** $60.00  
55+ or Veteran Discount Fee: $54.00

**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., May 3 – 19, 2022 (6 sessions)  
**Time:** 3:30 PM – 5:30 PM  
**Location:** BCTC  
**Instructor:** Wayne M. Blue  
**Fee:** $125.00  
55+ or Veteran Discount Fee: $112.00

**ServSafe Sanitation Certification Course (PWT/100)**

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., Apr. 5, 6 & 7, 2022 (3 sessions)  
**Date:** Tues., Wed. & Thurs., Mar. 29 – Apr. 7, 2022  
(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 purchase a class online through ServSafe. We can test you when you are ready. Just call Amy at 814-624-4812 for cost and times.
HEALTH

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.

Class coming Spring 2022! Please call us at 814-624-4812 or email aweicht@allegany.edu if you're interested in taking the training!

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., May 7, 2022
Time: 9:00 AM – 4:30 PM
Instructor: Jeremy Oldham
Location: ACM/Everett Campus
Fee: $85.00 (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. 9, 2022
Time: 9:00 AM – 4:30 PM
Instructor: Jeremy Oldham
Location: ACM/Everett Campus
Fee: $85.00 (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

Handling 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
ONLINE
HEALTH CARE RELATED OPTIONS

www.careertraining.ed2go.com/acmopa
be sure to click on the Career Training Program option at the bottom of the page.

Advanced Coding for the Physician’s Office – 80 hours – Cost: $1,595
Take the next step in your career and prepare for the Certified Procedural Coding national certification exam with the help of this online training program.

Advanced Hospital Coding and CCS Prep – 80 hours – Cost: $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 – Cost: $1,795
Prepare for and implement the changes that ICD-10 will bring to the medical coding system.

CCA Medical Billing and Coding + Voucher Included – 340 hours – Cost: $2,695
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 – Cost $2,595
Learn how to manage a personal training program, department, or facility as a strategic business with this innovative program.

CompTIA Security + Certification Training (Voucher included) – 80 hours - $1,695
The CompTIA IT Technician course teaches the fundamentals of IT (HIT) by using the CompTIA IT Technician (HIT-001) exam objectives as the framework. Upon completion of the program, you will receive a voucher to take the CompTIA IT Technician certifying exam.

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. 1 – Apr. 7, 2022 (12 sessions)
Time: 6:00 PM – 9:00 PM
Instructor: Staff
Location: BCTC
Fee: $475.00

Industrial Electricity (BCT– 178)
Class sessions will focus on the following areas:
- Safety and Lockout/Tagout
- Electrical symbols and drawings
- Current, voltage, and resistance in electrical circuits
- Ohm’s Law
- Parallel and combination circuits
- Electrical Power and testing equipment
- AC and DC Motors and motor controls
- Troubleshoot and repairs

Dates: Mon. & Wed. April 4 to May 23, 2022
(15 sessions)
Time: 5:30 PM to 7:30 PM
Instructor: Edward Sell
Location: BCTC
Fee: $485.00

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.
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. 15 – June 23, 2022 (30 sessions)
Time: 5:30 PM – 8:30 PM
Instructor: Edward Engle
Location: BCTC
Fee: $1,100.00

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: Mon. & Wed., Feb. 28 – Mar. 9, 2022 (4 sessions)
Time: 4:00 PM – 6:30 PM
Instructor: Rock Manges
Location: BCTC
Fee: $80.00

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. 14 – 16, 2022 (3 sessions)
Time: 5:00 PM – 9:00 PM
Instructor: Kevin Lawton
Location: BCTC
Fee: $135.00

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., Feb. 28 – Mar. 3, 2022 (4 sessions)
Tactile exam date will be scheduled 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.

American Welding Society
WE ARE AN AWS TESTING SITE!
Call us at 814-624-4812 for more info.

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 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.
Yoga (PWT-266)
This series is designed to motivate and inspire you to show up as your best self on/off the mat everyday. Each class will begin with a short centering meditation allowing you to reconnect with your breath before moving on to our asana (physical posture) sequence to build strength and find mobility in our muscles. We’ll end in savasana (relaxation pose) before sealing in our practice together – seated with Namaste. Get ready to meet a more confident, mindful you. Class is open to all levels!

This class is BYOM (bring your own mat). Along with your yoga mat you are welcome to bring any props you are accustomed to using in your regular yoga practice, such as blocks or a yoga strap.

Date: Mon., Mar. 7 – Apr. 25, 2022 (8 sessions)
Time: 5:00 PM – 6:15 PM
Location: ACM Everett Campus, Room 13
Instructor: Melissa Moorhead
Fee: $40.00
55+ or Veteran Discount Fee: $36.00

ONLINE Discover Digital Photography – 6 Weeks Access Course - www.ed2go.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. And if you have old slides, negatives, or prints, this course will also teach you how to scan those “old school” photo assets. After completing the course, you will understand how the process of composing photos has changed with the evolving capabilities of digital photography.

Start Dates | Feb 10 | Mar 17 | Apr 14
Cost: $100.00
This Class “A” CDL program is a six-week program held at the GJCTC in partnership with ACM/BCTC Workforce Training Center. It includes classroom training and vehicle operation training (including driving on two and four lane highways) Students will be eligible to take the licensing exam at the completion of the course. Check with the local Careerlink to see if this training qualifies for WIOA or Trade Funding.

- Call 814-266-6073 Ext. 201 – To learn start date, acceptance procedure, and tuition/fees
- Class runs for 6 weeks
- Classes meet Monday through Friday from 7am to 3pm @GJCTC

---

**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
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.
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.
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.

To get more details on the above programs and to register just go to www.alleganytech-gbc.com or you can call toll-free at 1-866-300-1347.
Introduces:

Certified Manufacturing Associate Certification

This is an industry-driven nationally portable certification for dislocated workers, new-to-the industry employees and students.

SME, a nationally recognized certifying body in manufacturing, has developed and will offer the Certified manufacturing Associate (CMfgA) Certification in partnership with Tooling-U. The new certification is designed for individuals new to manufacturing who may not currently possess enough knowledge or experience for more advanced technical certifications. This could include high school students, dislocated worker and individuals coming from other nonmanufacturing sectors who wish to pursue an entry-level role as an assembler, manufacturing associate or production worker, among others. The CMfgA credential can indicate to employers that someone is ready to start on a path into manufacturing at the ground level.

The ACM/BCTC Workforce Training Center is working with Tooling U-SME to offer a certification preparatory program of 25 online classes covering the CMfgA's Body of knowledge.

For more information on this certification process and the preparatory program please contact Wayne Blue at 814-624-4814 or you can e-mail him at wblue@allegany.edu
ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors

Categories Include:
- Arts and Design
- Business
- Computer Applications
- Computer Programming
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology

JUMP START YOUR CAREER OR FIND A NEW ONE!

Visit our website for program details!

careertraining.ed2go.com/acmpa

INSTRUCTOR-LED ONLINE SHORT COURSES

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.

- 6 Week Format
- Discussion Areas
- Monthly start sessions
- Expert Instructor

Categories Include:
- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Personal Development
- Teaching and Education
- Technology

Visit our website to find a course!
ed2go.com/acmpa
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.

- **Drawing for the Absolute Beginner**
  Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be!

- **Introduction to Microsoft Word**
  Learn how to create and modify documents with the world’s most popular word processor.

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

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

- **Creating Web Pages**
  Learn the basics of HTML so you can design, create, and post your very own site on the Web.

- **Blogging and Podcasting for Beginners**
  Learn how to create your very own blog and add a podcast too using the tools you already have on your computer.

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

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

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

- **Discover Digital Photography**
  Explore the fascinating world of digital photography equipment.

- **SAT/ACT Preparation**
  Get your best possible score on the verbal and reasoning sections of the new SAT exam.

- **Introduction to Algebra**
  Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

MORE COURSES AVAILABLE AT OUR ONLINE INSTRUCTION CENTER

www.ed2go.com/acmpa

814-624-4812

Visit our website for start dates
A Gift of Education

BEDFORD COUNTY REGIONAL EDUCATION FOUNDATION

Changing futures by awarding more than $2 million in scholarships, tuition assistance awards, and emergency book funding to ACM Bedford County Campus students.

MAKE AN INVESTMENT IN OUR COMMUNITY
by supporting the Bedford County Regional Education Foundation. Here are some options that you may want to consider:

- PROVIDE AN ANNUAL GIFT
- CREATE A NEW SCHOLARSHIP
- CONTRIBUTE TO AN EXISTING FUND
- ESTABLISH A PLANNED GIFT

ALLEGANY COLLEGE of MARYLAND
BEDFORD COUNTY CAMPUS

BEDFORD COUNTY REGIONAL EDUCATION FOUNDATION
18 North River Lane | Everett, PA 15537
814-652-9528, ext. 6223 | Leah Pepple | lpepple@allegany.edu

Spring 2022
Complete a Cybersecurity Certificate while still in high school!

P-TECH Pennsylvania & ACM offer a unique opportunity and benefit to qualified high school juniors and seniors in Pennsylvania—a chance to complete a Cybersecurity certificate while still in high school.

Learn more at www.allegany.edu/ptechpa

QUESTIONS?
Contact Tina Kravets
ACM College and Career Coach
814-652-9528, ext. 6202
or email tkravets@allegany.edu

Career Options for CYBERSECURITY SPECIALIST

- Security Engineer
- Security Analyst
- Information Security Analyst
- Information Security Engineer
- Network Security Engineer
- Information Security Manager
- Information Assurance Engineer
- Senior IT Auditor
- Security Administrator
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.

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
PA CENTERS FOR CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

REGISTRATION FORM

EMAIL TO: aweicht@allegany.edu | FAX TO: 814-623-7234
MAIL TO: 195 Pennknoll Road
Everett, PA 15537-6946
PHONE: 814-624-4812

Make checks payable to: Allegany College of Maryland
(Payment must accompany this registration)

STUDENT ID OR SS # (if applicable) | LAST NAME | FIRST | MI

STREET ADDRESS

CITY OR TOWN | COUNTY | STATE | ZIP CODE

Birthdate

MONTH | DAY | YEAR

( ) Male ( ) Female

ETHNICITY: (Please check all that apply):

- White
- Asian
- Native Hawaiian / Other Pacific Islander
- Black / African American
- American Indian / Alaska Native

HOME PHONE | CELL PHONE

BUSINESS PHONE | EMAIL ADDRESS

Signature ___________________ Date __________

I certify that the information on this form is correct. Must be signed and dated to be official. By signing this form, I agree to abide by the policies and procedures of the College, including without limitation, the Student Code of Conduct.

Allegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM’s Title IX Coordinator, Dr. Renee Connor in CC-152, by email at rconnor@allegany.edu, or by phone at 814-624-5206. For detailed information about policy, procedures, and prevention education, see www.allegany.edu/titleix.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>BEGIN DATE</th>
<th>TIME</th>
<th>COURSE COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL COSTS

If your employer is paying, please provide the information below:

AGENCY’S NAME | CONTACT PERSON

STREET ADDRESS | CITY OR TOWN | STATE | ZIP CODE

TELEPHONE NUMBER | FAX NUMBER

FOR CREDIT CARD USE ONLY ( ) Visa ( ) Mastercard ( ) Discover

Account No. ___________________________ V. Code __________

Date of Expiration ________________ V. Code __________

REGISTRATION OFFICE USE ONLY

Cash | Credit Card

Amount Paid _______

Date Received ____________ Initials

Bill To

Bill To

Spring 2022