SPRING 2021 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 2021 catalog of training options.

It’s been a crazy 2020 and the beginning of a confusing 2021 but we are back with a variety of online and face to face training options!

We have completed a year dealing with a pandemic and all the changes it has created for everyone these days, but it’s 2021 now and we need to look for better times. It is always very hard to deal with change but we need to realize that change is the one true consistent in our lives; we are changing every single day. When it comes to change we have two choices:

1. We can resist the change and in most cases be consumed or lost by the change.
2. Or we can embrace the change and learn to use it to our advantage.

Because of the many changes in technology the options to access lifelong learning opportunities has become much easier and a safe option during these changing times. We have many online options available both short term and career oriented at these sites: www.ed2go.com/acmpa and at www.alleganytech-gbc.com. We are also planning to bring back many of our face to face classroom training options that are listed in this catalog.

REMEMBER: LEARNING DOESN’T HAVE AN EXPIRATION DATE!

Look through this catalog and pick something of interest and I am sure you will find that it will improve you overall quality of life and help you deal with the changing times.

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

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 and mail it back to us.

ACM/BCTC Training Center is operating under strict protocols in an effort to protect our students, staff, faculty, and community. We are requiring all participants to wear masks during any training sessions and will have hand sanitizer’s, and disinfecting wipes available at all training sessions.

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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/acm/arc

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/acm/arc
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**ATTENTION PA Teachers:**

*We are an Act 48 Provider!*

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*Spring 2021*
Basic Computers for Beginners (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. Due to the current pandemic situation class size is limited to 10 so you need to register early!

Date: Tues., Apr. 13 – May 11, 2021 (5 sessions)
Time: 5:00 PM – 7:00 PM
Instructor: Staff
Location: BCTC
Fee: $98.00
55+ or Veteran Discount Fee: $88.00

We never like to cancel a class. However, we do need a minimum of six (6) students so PLEASE REGISTER EARLY!

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 you with the necessary information required to pass the initial FAA Aeronautical Knowledge Test to obtain an FAA UAS Pilot’s License with a UAS rating. Students will attend 16 hours of classroom training and 16 hours of actual hands-on Drone flying time during this class. Drones will be furnished for students flying labs during this course. The course will focus on the new rules and regulations regarding the operation of the unmanned Aerial Vehicles (UAV’s) operating in the National Airspace under 14C.F.R Part 107. This course is open to anyone looking to safely and legally operate a UAV either commercially or recreationally. This course is offered through our partnership with Eye in the Sky. Due to the current pandemic situation class size is limited to 10 so you need to register early!

Date: Mon. & Wed., Mar. 29 – May 19, 2021
(16 sessions)
Time: 5:00 PM – 7:00 PM
Instructor: Dr. Michael Knapp
Location: BCTC
Fee: $700.00
55+ or Veteran Discount Fee: $630.00
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

Due to the current pandemic situation class size is limited to 10 so you need to register early!

Dates: Tues. & Thurs., May 4 – 20, 2021 (6 sessions)
Time: 6:00 PM – 8:00 PM
Location: BCTC
Instructor: Wayne M. Blue
Fee: $125.00
55+ or Veteran Discount Fee: $112.00

Customer Service using The “FISH Philosophy” (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. Due to the current pandemic situation class size is limited to 10 so you need to register early!

2 class options:
Date: Wed., Apr. 28, 2021 • Time: 6:00 PM – 8:30 PM
Date: Wed., May 26, 2021 • Time: 9:00 AM – 11:30 AM
Instructor: Wayne Blue
Location: BCTC
Fee: $60.00
55+ or Veteran Discount Fee: $54.00

ServSafe Sanitation Certification Course (PWT/100)
ServSafe Sanitation Certification Renewal (PWT/203)
The Educational Foundation of the National Restaurant Association has designed the ServSafe course to help managers and employees in food service facilities prevent food-related illnesses. Topics include: purchasing, receiving, preparing and serving food, sanitary facilities, the HACCP system, personal hygiene and safety, Pest Management and Food Safety regulations. The Pennsylvania Department of Agriculture approves this course for the categories of retail, food service and bakery. Books must be picked up in advance. Due to the current pandemic situation class size is limited to 10 so you need to register early!

Date: Tues. & Thurs., Apr. 20 & 22, 2021 (2 sessions)
Time: 9:00 AM – 5:00 PM
Instructor: Susan Long
Location: ACM Everett Campus
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.
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 Fall 2021! Please call us at 814-624-4812 or email aweicht@allegany.edu if you’re interested in taking the training!

Save a Life! Learn First Aid & CPR

Heart saver 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. Heart saver 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 Heart saver First Aid CPR AED course completion card, valid for 2 years.

Date: Sat., Apr. 3, 2021
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., May 15, 2021
Time: 9:00 AM – 4:30 PM
Instructor: Jeremy Oldham
Location: ACM/Everett Campus
Fee: $85.00 (includes workbook)

BLENDED OPTIONS
Pre-requisite to Skills Testing at Bedford Campus
BLS go to https://shopcpr.heart.org/course/bls
Choose 15-3254 BLS Heartcode $28.50 Book 15-3102 $14.50

HS go to https://shopcpr.heart.org/courses/heartsaver-first-aid-cpr-aed
Choose 15-1403 Heartsaver 1st Aid, CPR AED online $30.00 Book 15-1018 $2.50

Skills testing will be held at the Bedford Campus Room 13
Reserve your spot early by calling 814-624-4812 since we are limited to 6 individuals per time slot on each date.

Basic Life Support (BLS) for Healthcare Providers (CPR775) - $50.00 skills testing
April 19th Monday 2:00pm to 4:00pm
April 22nd Thursday 2:00pm to 4:00pm
April 26th Monday 5:30pm to 7:30pm
May 10th Monday 5:30pm to 7:30pm
May 17th Monday 2:00pm to 4:00pm
May 21st Thursday 2:00pm to 4:00pm

Heart saver First Aid CPR AED – CPR 101 - $50.00 skills testing
April 19th Monday 5:30pm to 7:30pm
April 29th Thursday 2:00pm to 4:00pm
April 26th Monday 2:00pm to 4:00pm
May 10th Monday 2:00pm to 4:00pm
May 17th Monday 5:30pm to 7:30pm
May 28th Thursday 2:00pm to 4:00pm
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

Helping Elderly Parents (ONLINE) COST $100
Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You’ll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You’ll learn about financial and legal considerations, health issues, and family interpersonal relationships. (24 hours of training)
Register online at www.ed2go.com/acmpa

ONLINE HEALTH CARE RELATED OPTIONS
www.careertraining.ed2go.com/acmpa
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.

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.

Remember…
to register early
...to secure your seat in class!
We make decisions about running classes based on enrollments about one week before the first class. Sometimes good classes get cancelled because too many people wait until the last minute.
Don’t miss out register today!

Spring 2021
SKILL TRADES

Basic Industrial Electricity (BCT-178)
Students will gain a basic understanding of the principles of electricity, electronic components, standards and schematics. Class sessions will focus on the following:

- Personal and Equipment Safety
- Definition and Terminology
- Basic Electrical Principles
- Laws and Calculations
- AC Principles
- Wiring
- Schematics and Codes
- AC Motors
- Lighting and other Equipment
- Testing Instruments
- Basic Troubleshooting and Repair
- AC Equipment and DC/Electronic Equipment
- DC Principles and Components
- DC Circuits
- Diagrams and Schematics
- Electronics and Semiconductors

Date: Mon. & Wed., Apr. 12 – May 12, 2021 (10 sessions)
Time: 5:30 PM – 8:30 PM
Instructor: Staff
Location: BCTC
Fee: $250.00

Introduction to MIG Welding Skills (BCT-142)
Introduction to 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. Due to the current pandemic situation class size is limited to 10 so you need to register early!

Date: Tues. & Thurs., Apr. 13 – May 20, 2021 (12 sessions)
Time: 6:00 PM – 9:00 PM
Instructor: STAFF
Location: BCTC
Fee: $750.00
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., Wed. & Thurs., Apr. 6 – June 10, 2021
(no class 4/13 or 5/25) (30 sessions)
Time: 5:30 PM – 8:30 PM
Instructor: Edward Engle
Location: BCTC
Fee: $1,000.00

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/Time: Fri., Mar. 26, 2021 from 3:30 PM – 8:30 PM
Sat., Mar. 27, 2021 from 8:00 AM – 2:00 PM
with an hour lunch break
Instructor: Rock Manges
Location: BCTC
Fee: $80.00

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. Due to the current pandemic situation class size is limited to 10 so you need to register early!

Date: Mon. – Thurs., Apr. 12, 13, 14 & 15, 2021
(4 sessions)
Tactile exam date will be schedule by instructor.
Time: 5:00 PM – 9:00 PM
Instructor: Kevin Lawton
Location: BCTC
Fee: $175.00 (includes manual and one category)
Additional categories are $40 each.
Emissions Inspector Certification (BCT-202)
Upon successful completion of this class, you will take the PA Emissions Inspector Certification Exam. Those who pass will receive their initial PA Emissions Inspector License. Due to the current pandemic situation class size is limited to 10 so you need to register early!

Date: Mon. – Wed., Apr. 26, 27 & 28, 2021 (3 sessions)
Time: 5:00 PM – 9:00 PM
Instructor: Kevin Lawton
Location: BCTC
Fee: $135.00

Stay Relevant (PWT-329)
In this class, you will learn how to shop, save and budget in a modern fashion. It is easy to get overwhelmed with all of the sales, apps, memberships and more that stores use to entice you to buy from them. Learn how to navigate the best apps to save you and your family time and money. Due to the current pandemic situation class size is limited to 10 so you need to register early!

Date: Mon., May 10, 2021
Time: 5:00 PM – 6:30 PM
Instructor: Alyssa Bert
Location: BCTC
Fee: $20.00
55+ or Veteran Discount Fee: $18.00

Yoga with Kennedy (PWT-266)
Hi I’m Kennedy, it’s nice to meet you. I’m a 200hr certified modern yoga and meditation teacher. Welcome!

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!

**Students are required to wear a mask and maintain a 6ft distance for the duration of the class. 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. Due to the current pandemic situation class size is limited to 10 so you need to register early!

Date: Mon., Mar. 29 – May 3, 2021 (6 sessions)
Time: 5:30 PM – 6:30 PM
Location: ACM Everett Campus, Room 13
Instructor: Kennedy Shelly
Fee: $30.00
55+ or Veteran Discount Fee: $27.00

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.
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

ONLINE Photography Suite – 72 Course Hours - www.ed2go.com/acmpa
You’ll explore a broad overview of the basics of digital photography, including equipment, software, and practical uses. We’ll discuss different types of digital cameras, from phones and tablets to digital SLRs, all of which offer a wide array of photographic options. We’ll also help you decide what type of equipment fits your needs, and you’ll have hands-on exercises so you can explore the areas that interest you. A discussion of digital photography wouldn’t be complete without digital editing options. We’ll explore a number of software packages, and you’ll learn how to compose your shots when you know you have digital editing available to you. You’ll also find out about your digital storage options—on the camera, the computer, and even beyond into cloud storage and online backups, other topics covered are Mastering your digital SLR Camera and Photographing with your digital camera.

Start Dates: Feb 10 | Mar 17 | Apr 14
Cost: $299.00

Sign-up... for classes with a friend!

Both of you may qualify for a discount

You can learn together and sometimes only one more student can make the difference in holding or cancelling a class!
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

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.
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- Introduction to Microsoft PowerPoint
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- 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!

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• Information Security Manager
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REGISTRATION INFORMATION

for further information call (814) 624-4812

5 easy ways to register

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
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REGISTRATION FORM

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MAIL TO: 195 Pennknoll Road
Everett, PA 15537-8946
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

ETHNICITY: (Please check all that apply):
Are you Hispanic or Latino: □ Yes □ No
□ 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 Conner in CC-152, by email at rconner@allegany.edu, or by phone at 301-784-5206. For detailed information about policy, procedures, and prevention education, see www.allegany.edu/titleiX.

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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. ____________________________

Date of Expiration ______________ V. Code ______ ______ ______

REGISTRATION OFFICE USE ONLY

Amount Paid __________

Cash Credit Card

Check Bill To

Date Received Initials