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 many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken.

Online Course
Start dates: 8/13, 9/17, 10/15, 11/12, 12/17
6 weeks in length
Instructor: Annemarie Thompson
Course Cost: $120
Allegany County Educator
Course Cost: $110
Call (301)784-5340 or visit www.ed2go.com/acps

Guided Reading: Strategies for the Differentiated Classroom

Mixed in the right proportion, differentiated instruction will help you build a balanced literary framework that gets results with even the most challenged learners.

In this course, you will learn differentiated instruction tactics that will help you understand how your students learn. 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 can negotiate increasingly challenging texts with unprecedented fluency.

This course is critical for modern educators, who often must 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: 8/13, 9/17, 10/15, 11/12, 12/17
6 weeks in length
Instructor: Audrey Cass
Course Cost: $120
Allegany County Educator
Course Cost: $110
Call (301)784-5340 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.

Online Course
Start dates: 8/13, 9/17, 10/15, 11/12, 12/17
6 weeks in length
Instructor: Patricia Addesso
Course Cost: $120
Allegany County Educator
Course Cost: $110
Call (301)784-5340 or visit www.ed2go.com/acps

Computer Technology / Online Learning

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. 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: 8/13, 9/17, 10/15, 11/12, 12/17
6 weeks in length
Instructor: Robin Sellers
Course Cost: $120
Allegany County Educator
Course Cost: $110
Call (301)784-5340 or visit www.ed2go.com/acps

Creating the Inclusive Classroom: Strategies for Success

Get the training you need to reach the diverse mix of students you face every day. You will learn 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.

In this course, you will discover how students with special needs can become a part of the mainstream. You will learn to see the inclusive classroom as a home for these students, exploring how all students can benefit from an adaptive learning environment. You will examine how each child learns and what you can do to help them develop new strengths. You'll gain a deeper understanding of the opportunities offered by inclusion and how to build collaborative partnerships with the special educator and classroom aides. Above all, you'll discover creative, low-budget strategies for turning your inclusive classroom into a nurturing, supportive learning environment that helps every student!

Online Course
Start dates: 8/13, 9/17, 10/15, 11/12, 12/17
6 weeks in length
Instructor: Ellen Arnold
Course Cost: $120
Allegany County Educator
Course Cost: $110
Call (301)784-5340 or visit
www.ed2go.com/acps

Computer Technology / Online Learning

COMPUTER TECHNOLOGY

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+ 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!
200 hours
Course Cost: $1,995
Maryland Senior Course Cost: $1,895
Call (301)784-5340 or https://careertraining.ed2go.com/allegany/
Limited scholarships available to Allegany County residents!
(3 or more years residency)

LIKE us on Facebook!

Search ***ACM Continuing Ed & Workforce Development*** and stay up to date with all our latest courses and events!

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

Computer Technology / Online Learning

COMPUTER APPLICATIONS

Introduction to Microsoft Word 2019

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. 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: 8/13, 9/17, 10/15, 11/12, 12/17
6 weeks in length
Instructor: Wallace Wang
Course Cost: $120
Maryland Senior Course Cost: $110
Call (301)784-5340 or visit www.ed2go.com/allegany

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 quickly 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!

10/27-11/24, Monday (5 sessions)
5:30 - 7:30 PM
ACM: CE Building
Instructor: Patricia Bray
Course Cost: $100
Maryland Senior Course Cost: $95

Computer Technology / Online Learning

SPECIAL INTEREST COURSES

QuickBooks Online Series

A QuickBooks continues to be the dominant accounting software used by small and medium-sized businesses. Today more than ever, the cloud-based QuickBooks Online is quickly replacing desktop accounting software versions due to its accessibility and flexibility. This course series will teach you how to manage your business financials using QuickBooks Online.

The Introduction to QuickBooks Online course focuses on key features of QuickBooks Online, so you can gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. The Intermediate QuickBooks Online course builds upon the skills learned in the Introduction to QuickBooks Online course. You will how to set up your accounts for different types of businesses, enter budgets, and how to track situations in which the owner uses or invests company funds.

Series bundles are not eligible for partial drops or refunds. Transfers to other open sessions of the same course are available. Please refer to your school for additional details regarding drops, transfers, and refunds on Series bundles.

Online Course
Start dates: 8/13, 9/17, 10/15, 11/12, 12/17
Two courses, each 6 weeks in length
Instructor: Sherida Habersham
Course Cost: $220
Maryland Senior Course Cost: $210
Call (301)784-5340 or visit
www.ed2go.com/allegany

Computer Technology / Online Learning

Introduction to Photoshop CC

Photoshop is the world's most popular photo editing program. Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for image creation and editing. The Introduction to Photoshop CC course provides meticulous instructions that will teach you how to use Photoshop Creative Cloud with confidence.

Photoshop Creative Cloud has many impressive new features, and you will encounter many throughout this Photoshop course. You will be editing your own photographs to get rid of dust and scratches, fix the color, and correct image exposure. As you explore the fundamentals of Adobe Photoshop, you will learn how to colorize parts of an image and create simple digital paintings. You will master techniques for switching the backgrounds on images and removing wrinkles and blemishes from photos, just like they do in magazines.

You will also learn about the content-aware Move tools that let you simultaneously move things, like selected content or layers on an image, and intelligently replace the "hole" left behind. By the time you finish this fun, hands-on, project-oriented Photoshop introduction course, you will be well on your way to expressing yourself with the most exciting graphics program ever developed.

Online Course
Start dates: 8/13, 9/17, 10/15, 11/12, 12/17
6 weeks in length
Instructor: Beverly Richards Schulz
Course Cost: $120
Maryland Senior Course Cost: $110
**Call (301)784-5340 or visit
www.ed2go.com/allegany**

Computer Technology / Online Learning

Creating WordPress Websites

Learn how to create attractive, sophisticated blogs and websites—without any coding! WordPress is the world's most popular content management system, powering more than 40 percent 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.

Online Course
Start dates: 8/13, 9/17, 10/15, 11/12, 12/17
6 weeks in length
Instructor: Richard Mansfield
Course Cost: $120
Maryland Senior Course Cost: $110
**Call (301)784-5340 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: 8/13, 9/17, 10/15, 11/12, 12/17
6 weeks in length
Instructor: Alan Simpson
Course Cost: $120
Maryland Senior Course Cost: $110
**Call (301)784-5340 or visit
www.ed2go.com/allegany**

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

Computer Technology / Online Learning

ed2go ONLINE COURSES

ACM's ed2go courses provide a convenient and flexible way to develop new skills, advance your career, or enhance existing talents—all from the comfort of your home or office. Whether you're looking to start a new career, further your current expertise, or pursue a personal interest, our six-week project-based courses are designed to meet your needs.

To get started, all you need is a reliable internet connection, an email account, and a web browser. Our online platform is accessible from virtually anywhere, enabling you to learn and grow professionally or personally at your own pace.

INSTRUCTOR-LED ONLINE COURSES

- A to Z Grantwriting
- Accounting Fundamentals
- Beginning Writer's Workshop
- Building Teams That Work
- Creating Web Pages
- Fundamentals for Supervision and Management
- Getting Started with Google Workspace
- Grammar Refresher
- How to Get Started in Game Development
- Instant Italian
- Introduction to Microsoft PowerPoint 2019/Office 365
- Introduction to PC Troubleshooting
- Introduction to Python 3 Programming
- Introduction to Quickbooks Online
- Introduction to SQL
- Introduction to Stock Options
- Real Estate Investing
- Resume Writing
- Speed Spanish
- Start a Pet Sitting Business
- Start Your Own Small Business
- Survival Kit for New Teachers
- Using Social Media in Business

100% Online　　24/7 Course Access

Earn a certificate of completion　　6-Week instructor moderated

Prices start as low as $120

ENROLL NOW

www.ed2go.com/allegany

Over 300 online courses available

Computer Technology / Online Learning

ONLINE CAREER TRAINING

Payroll Practice and Management - 100 hours
Learn the basics of payroll and prepare to take the Fundamental Payroll Certification exam, developed by PayrollOrg, the most widely recognized payroll organization in the U.S.

CompTIA Network + Certification - 110 hours
This course will prepare you for a career as a network technician and qualify you to take the CompTIA Network+ certification exam (N10-009). You will master a variety of networking concepts and gain a fundamental knowledge of network design, security, cloud computing, and routing and switching.

Optician Certification Training - 150 hours
Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam and NCLE exam.

Certified Bookkeeper - 140 hours
This course is designed for a bookkeeper looking to formalize their education with an in-demand certification. You will get a high-level review of basic accounting concepts to prepare you to sit for and pass all four exams for the AIPB Certified Bookkeeper certification.

Event Management and Design - 120 hours
This comprehensive event planning course provides valuable industry insights and tools necessary for pursuing a rewarding event planning and design career or establishing your own special event business.

Certified Wedding Planner - 340 hours
This comprehensive course covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this course will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Professional Grant Writing - 90 hours
This course is designed to provide you with the skills to become a professional grant writer while also preparing you for the Grant Professional Certified (GPC) exam.

AutoCAD Basics - 60 hours
This AutoCAD Basics course will introduce you to the fundamentals of using AutoCAD for Computer-Aided Design (CAD). Create drafting symbols, kitchen and bath fixtures, a floor plan, and bring everything together on a deliverable printed sheet.

24/7 Access   Self-paced   Start Anytime

wwwcareertraining.ed2go.com/allegany

Jump Start Your Career or Find a New One!