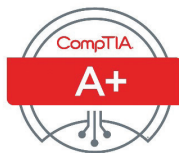## CERTIFICATION PREP COURSES

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.

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)

COMPUTER APPLICATIONS

Basic Excel 2019 (PRO248)

Become a pro in Excel 2019 with this information packed course! This is for those with little or no knowledge of Excel. Use this powerful software to create workbooks and worksheets and discover how easy it is to format cells and create formulas to make your life easier at work or at home. Learn how to use the editing and formatting tools and explore the mathematical functions in Excel that allow you to manipulate your numerical data to create a unique spreadsheet that does all the work for you! Learn how to operate the date and time functions, create embedded charts, and use the AutoCalculate and conditional formatting features as well.
Gain the knowledge you need from an instructor who holds a Master Certification in MS Office to create successful, useful spreadsheets that will save you time and impress your peers! *Please note: While this course is for a beginner Excel user, you must have a basic computer background to enroll in this course.*

4/2 – 4/30, Wednesdays (5 sessions)
5:30 PM – 7:30 PM
ACM: CE Building
Instructor: Patricia Bray
Course Cost: $100
Maryland Senior Course Cost: $95

Computer Technology / Online Learning

Computer Basics (PRO242)

This course will help students build their computer skills. Students will become familiar with components of Windows, keyboard functions, file management and some Microsoft software applications.

Basic Word skills will include creating a Word document, formatting, and common functions. Basic Excel skills will cover common tasks, formulas/functions and control keys. Basic PowerPoint skills will show how to create slides using designs, transitions, and animations, and how to create and run a simple slide show. This course is for the true beginner to gain skills and confidence with computers.

2/12 – 3/12, Wednesdays (5 sessions)
5:30 PM – 7:30 PM
ACM: CE Building
Instructor: Patricia Bray
Course Cost: $100
Maryland Senior Course Cost: $95

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: 2/12, 3/12, 4/16, 5/14, 6/11, 7/16
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*

Computer Technology / Online Learning

SPECIAL INTEREST COURSES

QuickBooks Online Series

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 learn how to set up your accounts for different types of businesses, enter budgets, and 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: 2/12, 3/12, 4/16, 5/14, 6/11, 7/16
Two courses, each 6 weeks in length
Instructor: Scott Paxton
Course Cost: $220
Maryland Senior Course Cost: $210
Call (301)784-5340 or visit *www.ed2go.com/allegany*

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
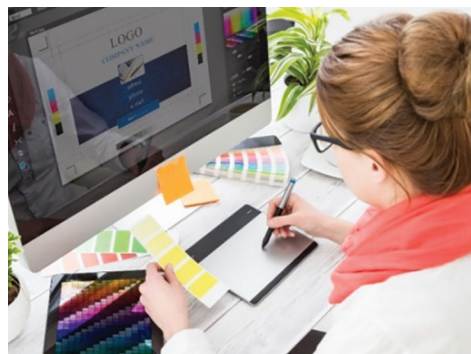Start dates: 2/12, 3/12, 4/16, 5/14, 6/11, 7/16
6 weeks in length
Instructor: Beverly Richards Schulz
Course Cost: $120
Maryland Senior Course Cost: $110
Call (301)784-5340 or visit *www.ed2go.com/allegany*

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 website publisher, powering more than 25% of all sites on the Internet. WordPress is an easy-to-use solution that will help you put your site on the Web in far less time than by coding, and at a much lower cost than hiring a professional. In addition to mastering the technical elements of WordPress, you'll learn how to organize a blog or website, create appealing content, keep your site secure, and achieve better positions on search engine results pages. By the end of this course, you'll be able to confidently use WordPress to create a blog or a personal, business, or organizational website.

Online Course
Start dates: 2/12, 3/12, 4/16, 5/14, 6/11, 7/16
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: 2/12, 3/12, 4/16, 5/14, 6/11, 7/16
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*

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- Grammar Refresher
- How to Get Started in Game Development
- Instant Italian
- Introduction to Interior Design
- Introduction to Microsoft PowerPoint 2019/ Office 365

- Introduction to PC Troubleshooting
- Introduction to Python 3 Programming
- Introduction to Quickbooks Online
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Computer Technology / Online Learning

⊘ed2go Career Training Programs

Certified Wedding Planner

Becoming a skilled wedding planner and enter the world of creativity and organization, where you will help couples celebrate their special day. In this course, you will master the fundamentals of planning, orchestrating and developing stunning weddings and parties. This course will allow you to earn your professional wedding planner certification. Upon successfully completing the final exam, you will earn the certified Wedding Planner certification offered by Lovegevity.

Start date: anytime!
340 hours/9months access
Instructor: Cho Phillips & Abeki Carter, CMWEP
Course Cost: $1,595

Certified Bookkeeper

This unique, comprehensive online bookkeeping certification course is designed for professional bookkeepers. It reinforces key bookkeeping concepts, definitions, and calculations you have likely encountered in your bookkeeping education and career and prepares you for the American Institute of Professional Bookkeepers (AIPB) national certification exam.

Start date: anytime!
140 hours/6 months access
Instructors: Wade Lindenberger &
Helene Liatsos
Course Cost: $2,195

Microsoft Office Specialist (MOS) Associate Certification Training

This course will teach you how to use the Microsoft Office suite at an advanced level. You will be fully prepared to take the M0-200 and M0-201 (Excel), M0-100 and M0-101 (Word), M0-300 (PowerPoint), and M0-400 (Outlook) exams.

Start date: anytime!
245 hours/6 months access
Instructor: Tracy Berry
Course Cost: $1,695

Graphic Design with Photoshop

Students will develop graphic design skills while learning the gold standard in photo editing and design software. **Photoshop software is included with this course.**

Start date: anytime!
130 hours/9 months access
Instructors: Laurie Ulrich
Course Cost: $2,395

Video Game Design and Development

Unlock a new and exciting career in the gaming sector! Using a comprehensive and analytical approach to game engine architectures, this online game design course will teach you how to harness your creativity to design and develop games effectively. By the end of this game design course, you will have built three complete games: a 3D arcade game, a first-person adventure, and a custom game of your own.

Start date: anytime!
500 hours/12 months access
Instructor:Frank Luna, John DeGoes & more!
Course Cost: $2,145

Learn in-demand skills around your schedule. This online, self-paced training is designed to prepare you for entry or advancement in career opportunities.

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Self-paced. Start anytime • Certificate of completion

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careertraining.ed2go.com/allegany