ALLEGANY COLLEGE
of MARYLAND

FALL 2023 NON-CREDIT
TRAINING OPPORTUNITIES

A PARTNERSHIP IN
EDUCATION

BCTC
Bedford County Technical Center

Your Guide
TO LIFELONG LEARNING

LIKE us on Facebook!

Search ACM Bedford County Campus

and stay up to date with all our latest courses and events!

814-624-4812 | **www.allegany.edu**

Welcome

to our FALL 2023 catalog
of training OPPORTUNITIES

Please take a few minutes out of your busy day to check out our catalog of training opportunities. The ACM/BCTC Training Center provides a variety of training opportunities for everyone! We offer the option of open enrollment classes which are available for anyone interested in improving their skill levels and we also can take many of those classes and customize them to meet the specific needs of employers. The Center works closely with each customer to guarantee quality and provide a variety of value-added services in the design and delivery of each and every training. This approach allows us to provide and deliver effective, efficient, and affordable training options.

See what continuing your education can do for you!

For more details call us at 814-624-4812.
You can also find us on the web at
www.allegany.edu or www.bedfordctc.org

LIKE us on Facebook!

Search ACM Bedford County Campus

and stay up to date with all our latest courses and events!

TRAINING STAFF:

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

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

TABLE OF CONTENTS

Computer Applications

Computer Basics for Senior Citizens (55 and older) (BCT/103)

Seniors tend to have a fear of all things digital. But there is a lot of value in learning basic computer skills. This course is designed to equip senior citizens with knowledge on basic computer skills to help them stay in touch with their children, grandchildren, friends and family.

- ✓ Parts of a Computer (mouse, USB port, earphone jack and camera)
- ✓ Confidence in navigating around in PC's and mobile devices
- ✓ Opening and closing files and applications
- ✓ Basic internet Browsing
- ✓ Basic email usage
- ✓ Creating, saving and printing document and spreadsheets
- ✓ Navigating and understanding YouTube

Date: Wed., Sept. 20, 27, Oct. 4 & 11, 2023
(4 Sessions)
Time: 4:30 PM – 6:00 PM
Instructor: Liisa Kreydatus
Location: ACM/Bedford County Campus
Fee: $40.00

Basic Microsoft Word and Excel 2019 (PWT/271)

Get your office skills up to speed with our beginner's guide to Word and Excel. Microsoft Office is one of the most used software worldwide. In this course you will learn to create professional-looking letters, reports, and documents using Microsoft Word 2019 and learn to quickly and efficiently use Microsoft Excel 2019 as you discover dozens of shortcuts and tricks for setting up fully formatted worksheets.

Date: Mon. & Thurs., Sept. 25 – Oct. 12, 2023
(6 Sessions)
Time: 6:00 PM – 8:00 PM
Instructor: Liisa Kreydatus
Location: ACM/Bedford County Campus
Fee: $100.00 (includes a Word and Excel Nevada Reference Guide)
55+ or Veteran Discount fee: $90.00

Intermediate Excel 2019 (BCT/203)

Go beyond the basics. This hands-on course provides in-depth knowledge of charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Microsoft Excel 2019 functions.

Date: Mon. & Thurs., Oct. 16, 19 & 23, 2023
(3 Sessions)
Time: 6:00 PM – 8:00 PM
Instructor: Liisa Kreydatus
Location: ACM/Bedford County Campus
Fee: $50.00 (includes an Excel Nevada Reference Guide)
55+ or Veteran Discount fee: $45.00

Intermediate Microsoft Word 2019

If you create business documents like letters, brochures, or newsletters, you know that their quality is representative of your organization. To create professional-quality documents efficiently and effectively, you have to use advanced word processing functions. This online course will teach you how to use Microsoft Word 2019, the newest version of Microsoft's widely-used word processing software.

Through hands-on lessons and modules, you will learn how to use a number of shortcuts and time-saving techniques to create complex documents. By the end of the course, you will know how to create and organize tables, manipulate graphics, and merge spreadsheets, amongst other functions, to turn Word into a simple desktop publishing tool.

Online Course
Date: 8/16, 9/13, 10/18
6 weeks in length
Instructor: Wallace Wang
Fee: $147.00
Call (814)624-4812 or visit www.ed2go.com/acmpa

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

Introduction to QuickBooks 2019

Take control of accounting for your business. This course provides hands-on experience in QuickBooks 2019 as you set up a chart of accounts; reconcile your bank accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; create estimates; and generate reports. This course is designed for those new to QuickBooks or those wanting a refresher with the latest version.

Online Course
Date: 8/16, 9/13, 10/18
6 weeks in length
Instructor: Scott Paxton
Fee: $139.00
Call (814)624-4812 or visit www.ed2go.com/acmpa

Healthcare Education

Nurse Aide Training Program (BCT/121)

Do you feel fulfilled by nurturing or caring for others? If so, pursuing a Certified Nursing Assistant (CNA) certificate could be perfect for you!

After successfully completing this 125-hour PDE approved course you will be eligible to take the nurse aide examination. After passing the exam your name will be enrolled on the PA Nurse Aide Registry.

A $50 non-refundable registration fee is required at time of registration.

Date: Mon. – Thurs., Sept. 11 – Nov. 1, 2023
(31 sessions)
Time: 5:00 PM – 9:00 PM
Instructor: Lynn Miller and Pam Young
Location: BCTC
Fee: $1,050.00 (includes textbook and 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.

Audience: Physicians, nurses, paramedics, EMT's, respiratory, physical and occupational therapists, physician assistants, residents, medical/nursing students, aides, and other allied health personnel and lifeguards that choose to pursue this important credential for personal and/or work-related reasons.

Date: Sat., Nov. 11, 2023
Time: 8:00 AM – 4:00 PM
Instructor: Jeremy Oldham
Location: ACM/Bedford County Campus
Fee: $90.00 (includes workbook)

LIKE us on Facebook!

Search ACM Bedford County Campus

and stay up to date with all our latest courses and events!

Hospitality

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.

Audience: All lay rescuers, including childcare workers, babysitters, firefighters, police, airline personnel, security guards, or family members of patients at high risk for cardiac arrest. This course meets OSHA standards for First Aid.

Date: Sat., Dec. 16, 2023
Time: 8:00 AM – 4:00 PM
Instructor: Jeremy Oldham
Location: ACM/Bedford County Campus
Fee: $90.00 (includes workbook)

ServSafe Certification (PWT/100)

Upon successful completion, participants can receive their ServSafe® Food Protection Manager Certificate, which meets the Pennsylvania Department of Agriculture requirements for the Food Employee Certification Act.

Who is this for?
- Anyone who needs a ServSafe® Food Protection Manager certification
- Anyone who needs to meet the PDA requirements for food safety certification
- Restaurant managers
- Food service managers

What will you learn?
- How to safely prepare food
- How to safely store, handle, and purchase food
- About foodborne microorganisms and allergens
- About personal hygiene
- How to manage pests
- How to clean and sanitize your facility

Completing the ServSafe® Manager Course and passing the ServSafe® Food Protection Manager Certification Examination with a 70% or higher meets this requirement. To maintain certification, individuals are required to pass a certification exam every five (5) years.

Date: Tues., Wed. & Thurs., Nov. 7, 8, 9, 14, 15 & 16, 2023 (6 sessions)
Time: 5:00 PM – 8:00 PM
Instructor: Robin Sheeder
Location: BCTC
Fee ServSafe Certification: $175.00 (includes textbook and exam voucher)

ServSafe Recertification (PWT/203)

The FDA Food Code, which serves as the basis for food safety regulations, is updated on a regular basis and things do change over time. This Recertification class will provide you with the most up to date information on food safety to protect your customers from a foodborne illness.

To maintain certification, individuals are required to pass a certification exam every five (5) years.

Date: Tues., Wed. & Thurs., Nov. 14, 15 & 16, 2023
(3 sessions)
Time: 5:00 PM – 8:00 PM
Instructor: Robin Sheeder
Location: BCTC
Fee ServSafe Certification: $125.00 (includes textbook and exam voucher)

Industrial Trades

Introduction to Industrial Electricity and Motor Controls (BCT/178)

The primary objective of the Industrial Electricity and Motor Controls course is to provide students with a basic knowledge and understanding of electrical circuits, motor controls and systems used in industry. The course will provide some background on Ohm's Law and basic electrical characteristics. It will also cover additional topics with the goal of providing the student with a working knowledge of electrical systems as well as code requirements and safety concerns. It is recognized that students will have varied backgrounds and experience with electrical systems and the goal is to provide a basic unified knowledge. Students who successfully complete the course will be awarded 3.6 CEU's.

Date: Mon. & Wed. Sept. 25 – Nov. 1, 2023
(12 sessions)
Time: 5:30 PM – 8:30 PM
Instructor: Wade Reffner
Location: BCTC
Fee: $600.00

Introduction to CNC Milling, 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., Sept. 5 – Dec.19, 2023
(30 sessions) (no class 11/23)
Time: 5:30 PM – 8:30 PM
Instructor: Edward Engle
Location: BCTC
Fee: $1,050.00

Check Back in the Winter/Spring 2024 Catalog for Welding Classes.

Automotive

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., Nov. 13, 14, 15 & 16, 2023 (4 sessions)
Tactile exam date will be schedule by instructor.
Time: 5:00 PM – 9:00 PM
Instructor: Kevin Lawton
Location: BCTC
Fee: $185.00 (includes manual and one category)
Additional categories are $45 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.

Date: Mon. – Wed., Dec. 11, 12 & 13, 2023 (3 sessions)
Time: 5:00 PM – 9:00 PM
Instructor: Kevin Lawton
Location: BCTC
Fee: $135 (You will also need to purchase an Emissions Inspector Certification Training Package for $39.99 at www.patrainingportal.com. The Manual will need printed and brought to the first class.)

The Bedford County Technical Center is 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 call us at 814-624-4812 to schedule a test date and time.**

Hobbies and Pastimes

Have You ever Wanted to Write a Book? (PWT/379)

This class should provide a resource for anyone who has always wanted to write a book and wonders how to go through the process. Taught by author Patty A. Wilson who has been writing for 27 years, this is an opportunity to ask questions, hone your skills and decide if you really do want to write a book. Patty A Wilson is the author of 20 published books to date.   She has published books with an international publishing house, blogged, podcasted, and self-published. Come and join Ms. Wilson as she helps you to learn the publishing process, from inspiration to publishing and so much more.

Week 1: Introduction to Writing

Week 2: Opening a book.

Week 3: Discussing and problems and questions the class is encountering.

Week 4: How to keep the reader reading.

Week 5: How to end the book.

Week 6: What format are you going to use to print your book.

Date: Mon., Sept. 25 – Oct. 30, 2023 (6 sessions)
Time: 5:00 PM – 7:00 PM
Instructor: Patty Wilson
Location: ACM, Bedford County Campus
Fee: $65.00
55+ or Veteran Discount Fee: $58.00

Health & Wellness

Investigating the Paranormal (PWT/394)

Author Patty A. Wilson has been investigating the paranormal for over 25 years. She documents this in her books, her blog, podcasts and on television shows such as Mysterious Journeys on Travel Channel.   She has spoken with the dead, captured fascinating photographic evidence and literally found a Confederate soldier lost for 150 years through paranormal research.   She will let you hear the dead talk. Teach you how to capture evidence yourself safely and to know what to do when darker forces appear.   She will share her knowledge, stories, and insights as you consider entering the paranormal investigative world.   If you are not afraid, join Ms. Wilson as she introduces you to the world of the dead.

Week 1: Before you begin.

Week 2: Finding and Preparing a Site

Week 3: How to Prepare for the Investigation

Week 4: The Investigation

Week 5: Evidence Review

Week 6: Is there really a ghost in every closet?

Date: Tues., Oct. 10 – Nov. 14, 2023 (6 sessions)
Time: 5:00 PM – 7:00 PM
Instructor: Patty Wilson
Location: ACM, Bedford County Campus
Fee: $65.00 (includes book)
55+ or Veteran Discount Fee: $58.00

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

Introduction to Beekeeping (PWT/384)

"I took this class to learn more about a hobby I already adopted so I can pass the knowledge on to my grandchildren." - Former student
What's all the buzz? Join us for an educational, informative and exciting new course as a skilled beekeeper Brad Duffy leads participants into the exciting world of beginner beekeeping.

Brad Duffy demonstrates protective glove options for working the hives.

The class will focus on the history and types of Honey Bees, colony structure, bee biology and development, and keeping a healthy Hive. Participants will also learn about proper protective gear, tools of the trade and hive location. As the class progresses, other discussions topics will include trapping methods, packages, swarms, establishing colonies, invasive extractions, transporting hives and avoiding threats from humans and animals.

Date: Mon., Oct. 2 – Nov. 6, 2023 (6 sessions)
Time: 6:00 PM – 8:00 PM
Instructor: Brad Duffy
Location: BCTC
Fee: $80.00 (includes BeeKeeping Basics book)
55+ or Veteran Discount Fee: $72.00

Yoga (PWT/266)

This beginner friendly series will help increase flexibility, improve posture, reduce stress and assist the practitioner to experience a state of relaxation and clarity of the mind. This class will include standing, seated and supine postures. During class, we will focus on connecting the breath to the postures in our hour-long practice. We will be working all the major muscle groups as we focus on proper alignment, safety and injury prevention. Modifications to more challenging poses are always offered. Please bring your own mat and any props you may need (blocks, blanket, yoga strap) to be comfortable for practice. Yoga is a vital part of self-care and overall wellness. Come enjoy a supportive environment where we allow ourselves to stay in the present moment, listen to our bodies and give ourselves the gift of yoga.

Date: Wed., Sept. 6 – Oct. 11 (6 sessions)
Time: 6:00 PM – 7:00 PM
Instructor: Heather Black
Location: ACM, Bedford County Campus
Fee: $50.00
55+ or Veteran Discount Fee: $45.00

History

A History of the Titanic (PWT/395)

Looking to learn a little history? Did you enjoy James Cameron's 1997 Titanic winner of 11 Academy Awards? Are you fascinated with the story of the supposed unsinkable ship? Then this class might be up your ally. Participate in this new class completely focused on the true story of the Titanic. Learn about the men and women who helped build this great ship and how she took shape. Learn about her fateful maiden voyage and the aftermath of this great maritime tragedy.

Date: Wed., Nov. 1 & 8, 2023
Time: 5:30 PM – 7:00 PM
Instructor: Landon Defibaugh
Location: ACM, Bedford County Campus
Fee: $18.00
55+ or Veteran Discount Fee: $16.00

Arts and Crafts

ART – A Little Bit of Everything (PWT/397)

This class is perfect for the Art enthusiast with a significant interest in expanding their knowledge. It's a great opportunity to explore different medium and learn as a group. There will also be hands on learning and discussions based on what was learned. Questions are encouraged and positive attitudes are a must! Moran Young has a degree in Fine Arts from Pratt Institute, has shown her work in various galleries, volunteers as the lead assistant to Art Walk in downtown Bedford, and was the site director to SAMA in Bedford until 2021. Art is a passion for Morgan, and in these classes, she is going to assist you in finding yours!

Artist: Morgan Young
Titled: Italian Lane
Medium: Oil Paint
Completed in 2023

Class 1: Introductions. Color wheel and color theory, abstraction and graphic design.
Class 2: Painting. Acrylic, Oil, and water colors
Class 3: Sculpture. Clay, metals, plastics, and the 3D world
Class 4: Printmaking. The Multiple Identical, types of print making and application in the World.
Class 5: Drawing. Mark making, textures and the 2D world.
Class 6: Summary and review. Community in the arts and art in the community. We review and talk about what was learned and collectively create a unique piece of art.

All classes are subject to referencing historical to contemporary artists and art. Additionally, each class has a special guest artist whose an expert in their field.

Date: Thurs., Sept. 21 – Oct. 26, 2023 (6 sessions)
Time: 6:00 PM – 8:00 PM
Instructor: Morgan Young
Location: ACM, Bedford County Campus
Fee: $125.00
55+ or Veteran Discount Fee: $112.00
Fee includes: watercolor set, watercolor paper, watercolor brushes/various brushes and micron pen.

Thanksgiving: Live Pumpkin Floral Centerpiece (PWT/396)

Join us and learn how to create a gorgeous natural fall centerpiece with a live pumpkin and fresh flowers. All tools and materials are included.

Date: Thurs., Nov. 16, 2023
Time: 6:00 PM – 8:00 PM
Instructor: Victoria McCloskey
Location: BCTC
Fee: $55.00
55+ or Veteran Discount Fee: $49.00

Cricut for Beginners "Feeding my Cricut" (PWT/398)

Want to learn how to operate your Cricut? Join us for this exciting beginners class and learn how to use the basic functions of your machine and the ins and outs of Design Space. This class will help you gain the knowledge and confidence you need to create one of a kind unique items to share with family and friends. You will also be completing a project to take home. What you will need to bring to class: Cricut Explore Air 2 and laptop. Please let us know if you don't have a laptop. All other supplies will be provided.

Date: Mon. & Wed., Oct. 9 & 11, 2023 (2 sessions)
Time: 6:30 PM – 8:30 PM
Instructor: Stacey Grab, Owner/Creator at Paper Creations by Stacey
Location: ACM/Bedford County Campus
Fee: $45.00
55+ or Veteran Discount Fee: $40.00

World Languages

Beginning Spanish (PWT/167)

This course brings Spanish to life, as participants work toward applying Spanish for the workplace, travel, or just fun and simple conversation. We blend all the elements of communication: listening, speaking, pronunciation, reading, writing, vocabulary and culture. We include basic grammar as necessary for communication and understanding. Students will learn Spanish through active participation in a variety of activities and applications. *This class qualifies for 1.2 CEU's.*

Date: Mon., Oct. 2 – Nov. 2, 2023 (8 sessions)
Time: 7:00 PM – 8:30 PM
Instructor: Fred Baca
Location: ACM, Bedford County Campus
Fee: $70.00 (includes book)
55+ or Veteran Discount Fee: $63.00

Instant Italian

This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter if you plan to vacation in Italy. This course will convince you that learning a language is both fun and rewarding.

Online Course
Date: 8/16, 9/13, 10/18
6 weeks in length
Instructor: Robert Bertoldi
Senior Fee: $115.00
Call (814)624-4812 or visit www.ed2go.com/acmpa

Discover Sign Language

This course offers an immersive experience in silence, allowing you to gain a deeper understanding of the perspective of the Deaf community and build your confidence in signing. Through video demonstrations, you will learn not only how to make signs but also how to communicate with facial expressions effectively. By taking this course, you can develop your skills and enhance your ability to communicate with the hard of hearing community.

Online Course
Date: 8/16, 9/13, 10/18
6 weeks in length
Instructor: Erin Trimble
Senior Fee: $115.00
Call (814)624-4812 or visit www.ed2go.com/acmpa

ALLEGANY COLLEGE OF MARYLAND
PA WORKFORCE DEVELOPMENT

in partnership with

GEORGE BROWN COLLEGE

offers certificate distance education programs in Automation, Electronics, Electromechanical, Electric Vehicle, Robotics, PLC and PLC II, designed to provide students with a complete technical introduction to these subjects. Programs will help enrich skills and knowledge in design, programming, installation, operation, maintenance and troubleshooting. These programs provide a self-paced distance education alternative to students who cannot attend the traditional college environment on a full or part-time basis.

The cornerstone of these programs is the simulation software, which is fully integrated within the learning material and bridges the gap between theoretical and practical application. The simulation software includes LogixSim for Automation program, CircuitLogix, 3DLab for Electronics and Electromechanical, Electric Vehicle program, RoboLogix for robotics program and PLCLogix500 and PLCLogix5000 for PLC programs.

Robotics Technician

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.

The total cost of the Robotics Technician Certificate Program is $1740.
There are two payment options.
• **Option 1**
Full Registration: $1740
Students register and pay for the complete program at one time.

• **Option 2**
Pay-As-You-Learn Registration
Initial registration is $570 (includes web-based curriculum, laboratory simulation software, user guides and Module 1) and registration for each of the remaining 13 modules is $90/module. Students may register for one or more modules at any time.

Electronic Technician

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.

The total cost of the Electronics Technician Certificate Program is $1800.
There are two payment options.
• **Option 1**
Full Registration: $1800
Students register and pay for the complete program at one time.

• **Option 2**
Pay-As-You-Learn Registration
Initial registration is $430 (includes the web-based curriculum, laboratory simulation and Module 1) and registration for each of the remaining 23 modules is $60/module. Students may register for one or more modules at any time.

ALLEGANY COLLEGE OF MARYLAND
PA WORKFORCE DEVELOPMENT
in partnership with

GEORGE BROWN COLLEGE

PLC Technician

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.

The total cost of the PLC Program is $1800.
There are two payment options.
• **Option 1**
Full Registration: $1800
Students register and pay for the complete program at one time.

• **Option 2**
Pay-As-You-Learn Registration
Initial registration is $450 (includes the, web-based curriculum, laboratory simulation software and Module 1) and registration for each of the remaining 18 modules is $75/module. Students may register for one or more modules at any time.

PLC Technician II

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 total cost of the PLC Technician II Program is $1800.
There are two payment options.
• **Option 1**
Full Registration: $1800
Students register and pay for the complete program at one time.

• **Option 2**
Pay-As-You-Learn Registration
Initial registration is $450 (includes the web-based curriculum, laboratory simulation and Module 1) and registration for each of the remaining 18 modules is $75/module. Students may register for one or more modules at any time.

Electromechanical Technician

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.

The total cost of the Electromechanical Technician Certificate Program is $1800.
There are two payment options.
• **Option 1**
Full Registration: $1800
Students register and pay for the complete program at one time.

• **Option 2**
Pay-As-You-Learn Registration
Initial registration is $430 (includes the web-based curriculum, laboratory simulation software and Module 1) and registration for each of the remaining 23 modules is $60/module. Students may register for one or more modules at any time.

ALLEGANY COLLEGE OF MARYLAND
PA WORKFORCE DEVELOPMENT
in partnership with

GEORGE BROWN COLLEGE

Automation Technician

The Automation Technician Certificate Program is intended to prepare graduates for career opportunities in the expanding field of industrial automation. Upon completion of the program, graduates will be able to design, install, and maintain electronic equipment used in modern industrial processes and work on a wide range of control systems, from the simplest fuses and motors to sophisticated electronic computer interface boards, motor drives, programmable logic controllers, solid-state devices and robotics.

The total cost of the Automation Technician Certificate Program is $1850.
There are two payment options.
• **Option 1**
Full Registration: $1850
Students register and pay for the complete program at one time.

• **Option 2**
Pay-As-You-Learn Registration
Initial registration is $590 (includes web-based curriculum, laboratory simulation software, and Module 1) and registration for each of the remaining 17 can be purchased singly or in groups at a later date.

Electric Vehicle (EV) Technician

The EV Technician Certificate training program is intended to address a global need for people who are skilled in diagnosing, servicing and repairing high voltage EVs and commercial charging stations.
Our program is the right choice whether you are an automotive technician interested in repairing & servicing electric vehicles, an Electrician interested installing and maintaining commercial and/or residential charging stations, or anyone interested in joining the EV revolution.

The total cost of the Electric Vehicle Technician Certificate Program is $1750.
There are two payment options.
• **Option 1**
Full Registration: $1750
Students register and pay for the complete program at one time.

• **Option 2**
Pay-As-You-Learn Registration
Initial registration is $580 (includes all learning materials, laboratory simulation software and Module 1) and registration for each of the remaining 13 modules is $90/module. Students may register for one or more modules at any time.

Our Training programs will help you become job ready!

To register just go to www.alleganytech-gbc.com

or call toll free at 1-866-300-1347

Online Learning Anytime, Anywhere...***Just a click away!***

Online Career Training Programs

ACM/BCTC Training Center

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.

Programs available in the following areas:
- **Business and Professional**
- **Healthcare and Fitness**
- **IT and Software Development**
- **Management and Corporate**
- **Media and Design**
- **Hospitality and Gaming**
- **Skilled Trades and Industrial**

Features:
- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

Carpentry
Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects.

Certified Residential Interior Designer
Prepare for a career as a residential interior designer by learning the basics of good design, getting familiar with design styles and movements, and exploring the materials that interior designers use.

Home Inspection Certificate
Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector.

Human Resources Professional
Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

OMCA Content Marketing Associate
Bring an audience to your company's website and engage web viewers with valuable content and new strategies for success. **Voucher Included**.

OMCP Social and Mobile Marketing Professional
Learn the scope of digital marketing and how to make mobile marketing and social media work in your favor. **Voucher Included**.

OMCP Email Marketing and Automation Professional
Learn how to write emails worth opening, reading and acting on. With mobile devices being used frequently, it's critical to write emails that are mobile friendly while being valuable and engaging. **Voucher Included**.

Professional Bookkeeping
This program teaches students how to master professional bookkeeping using the QuickBooks 2015 software. **Software Included**.

Personal Fitness Trainer
Learn how to apply your client's health history, goals, and abilities, as well as integrating exercise science curriculum and practical training techniques, into a systematic model you can use to progress your clients through different training levels and phases.

Freight Broker/Agent Training
Prepare to enter the freight/logistics industry. This program will prepare you to start your own freight broker business or become a freight agent.

Grant Writing
Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

Technical Writing
Develop your technical writing abilities to a professional level. You'll learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more.

Enroll Today!

ed2go

All materials are included in the program fees. Each course has an instructor assigned to answer student questions and solve student problems.

To learn more, visit
careertraining.ed2go.com/acmpa

You can also reach us by calling
(814) 624-4812

041608

ACM/BCTC Workforce Training Center

Instructor-Led ONLINE
Photography Courses

Become a Photography Pro!

Learn from the comfort of home!

- 24-Hour Access
- Discussion Areas
- 6 Week Format
- Expert Instructor

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. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: **$115**

Enroll Now!

Photography Suite
Learn everything from photography fundamentals to advanced portrait techniques to advance your photography hobby or turn it into a business.

Secrets of Better Photography
In this fun and exciting course you will learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

Photoshop CC for the Digital Photographer
If you already know the basics of Photoshop CC, take your photo-editing skills to the next level by mastering its advanced features.

Introduction to Photoshop CS6
Learn how to use Photoshop CS6, the world's best graphics program for photographers, to edit photos and create original images.

Travel Photography for the Digital Photographer
Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

Introduction to Photoshop CC
Learn how to use Adobe Photoshop CC, the world's best graphics program, to edit and process photos and create original images.

MORE COURSES AVAILABLE AT OUR ONLINE INSTRUCTION CENTER

www.ed2go.com/acmpa
(814) 624-4812

Online courses are accessible anywhere any time of day or night!

101616

Comprehensive online courses with assignments and final exams

Certificate of Completion awarded with a passing score

Monthly classes that run for six weeks

Enroll Today!

Veterinary Assistant
Online Courses

ACM/BCTC Workforce Training Center

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include 12 lessons. Lessons are supplemented with quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office **any time of the day or night.**

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners

Courses start as low as $135

Become a Veterinary Assistant
Do you love animals? Have you ever thought about a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to prepare for work in veterinary hospitals.

Become a Veterinary Assistant II: Canine Reproduction
This course is the definitive guide to the principles of sound dog breeding. If you're a veterinary assistant or preparing to become one, this course will help you understand the essential facts so you can knowledgeably converse with clients on the complexities of canine reproduction.

Become a Veterinary Assistant III: Practical Skills
Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner. Explore the many duties that a veterinary assistant typically performs. You'll gain a thorough understanding of examination room procedures, including disinfecting, prepping and taking a patient's TPR (temperature, pulse, respiration).

Start a Pet Sitting Business
If you're an animal lover, find out how you can start your own pet sitting business to translate your passion into a profitable career! In this course, you'll master the essentials of running a cat and dog sitting business. You'll begin with pet care, including nutrition, exercise, first aid, and identification of common diseases. You'll discover how to handle home visits and how to impress potential clients!

How to get started:

1. Visit our Online Instruction Center:
www.ed2go.com/acmpa

2. Click the **Courses** link, choose the department and course title you are interested in, and select the   button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center, and click the **Classroom** link. To begin your studies, simply log in with the username and password you selected during enrollment.

New course sessions begin each month.

To learn more call:
(814) 624-4812

Visit our Online Instruction Center to ENROLL TODAY!

www.ed2go.com/acmpa

A Gift of Education

BEDFORD COUNTY REGIONAL EDUCATION FOUNDATION

*Making a difference in the lives of students by awarding more than **$3 million** in scholarship, tuition assistance, and emergency book funding.*

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

Join Us
OPEN HOUSE
BEDFORD COUNTY CAMPUS

SATURDAY, NOVEMBER 4, 2023
10:00 AM – 12:00 PM

ALLEGANY COLLEGE *of* **MARYLAND**
ENGAGE YOUR FUTURE

WIN *one of* 5
TUITION VOUCHERS

- $200, $300, or $500 each
- Tuition vouchers will be drawn at 11:45 a.m.
- Must register in person and be present to win.
- Tuition vouchers must be used at the Bedford County Campus.

LEARN MORE:
814-652-9528, ext. 6200 | info@allegany.edu | allegany.edu/openhouse

REGISTRATION INFORMATION

for further information call (814) 624-4812

In Person
Register in person by visiting the Bedford County Technical Center. Office hours are Monday - Friday, 8:00am - 4:00pm.

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.

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities.

For inquiries related to this policy, Title IX, and ADA/504, please contact:

Dr. Renee Conner
Dean of Student and Legal Affairs
Title IX Coordinator
ADA/504 Coordinator
301-784-5206 / rconner@allegany.edu

Allegany College of Maryland is required to inform prospective and current students of important College policies including Non-Discrimination, Title IX, Child Abuse Mandated Reports, Clery Act, Heroin & Opioid, Drug and Alcohol Use, Academic Disabilities, FERPA, Accreditation, and Medical Disclosure Procedure. For full details on these key policies, please visit the Allegany College of Maryland website at allegany.edu/policy-mandates.

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

ACM

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)

BCTC
Bedford County Technical Center

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):*
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.

COURSE #	COURSE TITLE	BEGIN DATE	TIME	COURSE COST
		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

ALLEGANY
COLLEGE
of
MARYLAND

12401 Willowbrook Road, SE
Cumberland, MD 21502-2596

Electronic Service Requested