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ENGAGE YOUR FUTURE

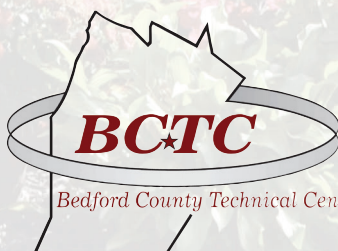


# FALL 2022 NON-CREDIT TRAINING OPPORTUNITIES



*Your Guide*  
**TO LIFELONG LEARNING**

A PARTNERSHIP IN  
EDUCATION



If you have questions or want to register just call: 814-624-4812 | [www.allegany.edu](http://www.allegany.edu)

# Welcome

to our *FALL 2022* catalog of training opportunities.

We have seen and needed to deal with many changes during the past few years, and as always it is very hard to deal with change. **However, 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 be consumed or lost by the change.
2. *Or we can embrace the change and learn to use it to our advantage.*

**We can never stop learning, because life never stops teaching.** With the constant changes in technology the options to access lifelong learning opportunities has become an easier, safe and convenient option. We have many online options available both short term and career oriented at these sites:

[www.ed2go.com/acmpa](http://www.ed2go.com/acmpa)

[www.careertraining.ed2go.com/acmpa](http://www.careertraining.ed2go.com/acmpa)

[www.alleganytech-gbc.com](http://www.alleganytech-gbc.com)

If you prefer the more traditional face to face class we also have many of them listed in this catalog.

Remember: Commit yourself to lifelong learning. The most valuable asset you'll ever have is your mind and what you put into it. Learning doesn't have an expiration date it's a **LIFELONG EXPERIENCE!** Look through this catalog and pick something of interest and I am sure you will find that it will improve your 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 directly online.

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

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

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# DARE TO BE



When a new day begins, dare to smile gratefully.

When there is darkness, dare to be the first to shine a light.

When there is injustice, dare to be the first to condemn it.

When something seems difficult, dare to do it anyway.

When life seems to beat you down, dare to fight back

When there seems to be no hope, dare to find some.

When you're feeling tired; dare to keep going.

When times are tough, dare to be tougher.

When love hurts you, dare to love again.

When someone is hurting, dare to help them heal.

When another is lost, dare to help them find the way.

When a friend falls, dare to be the first to extend a hand.

When you cross paths with another, dare to make them smile.

When you feel great, dare to help someone else feel great too.

When the day has ended, dare to feel as you've done your best.

Dare to be the best you can BE!

## At all times, Dare to be!



Powerful Employee Development Tools at your Fingertips

# Discover the Benefits of Online Training!

Education and training has always been our mission and in today's ever changing world it is more important than ever to keep employee skills up-to-date. Partnering with ed2go can offer you thousands of online courses designed to meet your needs.



**Convenient** – Classroom access 24/7 from anywhere with an Internet connection.

**Turnkey** – we host the entire operation. There is no technology or minimum numbers to purchase.

**Short and Effective** – courses are available in different formats giving you choices that will meet your individual needs.

**Market Tested** – Over 2 million adult learners have taken an ed2go online course gaining valuable skills they can apply today.

## Sample courses include:

### Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

### Marketing your Business on the Internet

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

### Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

### Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

### Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money.

### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

**And More...**

## Convenient Affordable Effective!



# OPEN

**ACM/BCTC PA WORKFORCE TRAINING CENTER**

**[www.ed2go.com/acmpa](http://www.ed2go.com/acmpa)**

**Call us at:**

**(814) 624-4812**

**or email us:**

**[wblue@allegany.edu](mailto:wblue@allegany.edu)**

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**ATTENTION PA Teachers:**

*We are an Act 48 Provider!*

# Design & Technology

## COMPUTER

### Understanding Your Computer (PWT-115)

In this class, you will learn the basics of how to use your computer, even if you have very little or no experience with a computer.

The objective of this class is to take you from a level of little or no knowledge of computers to self-sufficiency in using your computer. We will cover such things as keyboard and mouse usage and keyboard shortcuts, using the internet, downloading and installing a program, transferring files, sending receiving email, creating word documents, looking at your photos and being safe using a computer.



**Date:** Tues., Sept. 27 – Oct. 25, 2022 (5 sessions)

**Time:** 4:00 PM – 6:00 PM

**Instructor:** Staff

**Location:** BCTC

**Fee:** \$98.00

**55+ or Veteran Discount Fee:** \$88.00

## ONLINE

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](http://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.

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



**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!

# Professional Development

**Basic Supervisory Skills 101 (PWT-101)**

This is a great program for new, current, and potential supervisors. What usually happens in most organizations is they move their best technical skilled employee to the level of supervisor but fail to give them the needed people skills to be successful at this new level. Don't make that mistake; send old, new or potential supervisors to this course.

**TOPICS TO BE COVERED:** Management Foundation Skills, Decision Making versus Problem Solving, Communication Skills, Motivational Skills, Leadership Skills and Styles, Dealing with Change, Conflict and Stress in the Workplace

**Dates:** Tues. & Thurs., Oct. 11 - 27, 2022 (6 sessions)

**Time:** 4:00 PM – 6:00 PM

**Location:** BCTC

**Instructor:** Wayne M. Blue

**Fee:** \$125.00

**55+ or Veteran Discount Fee:** \$112.00

**How Important is Customer Service? (PWT-123)**

This is one of the best customer service trainings available today. Fish is old wisdom for a new day. **When a community of people or workers bring their "whole selves" to work – their personalities, their humor, their desire to make a difference, the effect is powerful, creating a higher quality of life at work and at home.** This training is great for both old and new staff members, and if they experienced it once before it's a great refresher session. Join us and learn how to create a service culture that will make your business or organization an outstanding place to work and then some.

**Date:** Tues., Nov. 15, 2022

**Time:** 4:00 PM – 6:00 PM

**Instructor:** Wayne Blue

**Location:** BCTC

**Fee:** \$60.00

**55+ or Veteran Discount Fee:** \$54.00



# HOSPITALITY HEALTH

**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.**



For ServSafe Renewal you only attend Tues. Wed. & Thurs., Oct. 4, 5 & 6, 2022 (3 sessions)  
 Date: Tues., Wed. & Thurs., Oct. 4, 5, 6, 11, 12 & 13, 2022 (6 sessions)  
 Time: 5:00 PM – 8:00 PM  
 Instructor: Robin Sheeder  
 Location: BCTC  
 Fee ServSafe Certification: \$175.00 (includes textbook)  
 Fee ServSafe Renewal: \$125.00 (includes textbook)

**If you need certified or renewed prior to the class or cannot attend-in person you can buy 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.

**Date: Mon. – Thurs., Sept. 26 – Nov. 17, 2022**

**Time: 5:00 PM – 9:00 PM**

**Instructor: Pamela Young**

**RN Supervisor: Lynn Miller**

**Location: BCTC**

**Fee \$850.00 (includes textbook and workbook) Potential grant of \$120 is available on a first come first served bases so register early and save!**

**SAVE A LIFE!**

**Learn First Aid  
& CPR**



**Heartsaver First Aid and Adult CPR and AED (PWT-336)**

According to the Occupational Safety and Health Administration (OSHA), approximately 4 million injuries and illnesses occur annually in the workplace, and nearly 80 percent of sudden cardiac arrests occur outside the hospital. Heartsaver First Aid CPR and AED is a classroom video-based, instructor led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Upon successful completion of the course, including a first aid, CPR and AED skills test, students receive a Heartsaver First Aid CPR AED course completion card, valid for 2 years.

**Date: Sat., Oct 1, 2022**

**Time: 9:00 AM – 4:30 PM**

**Instructor: Jeremy Oldham**

**Location: ACM/Everett Campus**

**Fee \$90.00 (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., Nov. 12, 2022 or Sat., Dec. 3, 2022

**Time:** 9:00 AM – 4:30 PM

**Instructor:** Jeremy Oldham

**Location:** ACM/Everett Campus

**Fee:** \$90.00 (includes workbook)

### **Handling Medical Emergencies (self-paced tutorial) (ONLINE) COST \$115**

This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care. For adults, you will learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty, burns, and allergic reactions. For children, you will also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse. (24 hours of training)

Register online at [www.ed2go.com/acmpa](http://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](http://www.ed2go.com/acmpa)

## **ONLINE**

### **HEALTH CARE RELATED OPTIONS**

[www.careertraining.ed2go.com/acmpa](http://www.careertraining.ed2go.com/acmpa)

*be sure to click on the Career Training Program option at the bottom of the page.*

#### **Certified Medical Administrative Assistant with Medical Billing and Coding (vouchers included) – 580 hours – 12 months – Costs: \$3,695**

Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive patient experience.

#### **Advanced Hospital Coding and CCS Prep – 100 hours – 6 months – Costs: \$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 – 6 months – Cost: \$1,795**

Prepare for and implement the changes that ICD-10 will bring to the medical coding system.

#### **Medical Billing and Coding + Voucher Included – 370 hours – 12 Months – Cost: \$2,995**

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 – 6 months – Costs: \$2,595**

Learn how to manage a personal training program, department, or facility as a strategic business with this innovative program.

#### **Explore a Career as an Administrative Medical Assistant – 24 hours – 6 weeks – Cost: \$115**

In this course, you will master the basics of scheduling patients' appointments, surgeries, and hospital admissions. In addition, you will discover how to create, maintain, and file medical charts. You will also find out how to verify patients' insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits.

*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.*

# SKILL TRADES

**Learn or Improve Your MIG Welding Skills (BCT-142)**  
MIG Welding (Metal Inert Gas Welding) is a simple, versatile arc welding process that is generally considered to be the easiest to learn of the arc welding processes. Our Basic MIG Welding class is designed for the very beginner or the intermediate welder that needs a refresher. In this class, you will learn principles of welding safety, proper set up of the MIG welding machine and welding techniques/welding joints. There are no prerequisites for this class. Students who successfully complete this class may qualify to take the AWS flat or horizontal welding certification.

**Date:** Tues. & Thurs., Sept. 20 – Nov. 27, 2022  
(12 sessions)  
**Time:** 6:00 PM – 9:00 PM  
**Instructor:** Staff  
**Location:** BCTC  
**Fee:** \$500.00 – Potential Grant of \$200 is available on a first come first served bases so register early and save!



## American Welding Society

**WE ARE AN AWS TESTING SITE!**

**Call us at 814-624-4812 for more info.**

### Introduction to Industrial Electricity and Motor Controls (BCT- 78)

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.

**Dates:** Mon. & Wed. Sept. 26 – Nov. 16, 2022  
(15 sessions)  
**Time:** 6:00 PM to 8:00 PM  
**Instructor:** Matthew P. Ritchey, P.E.  
**Location:** BCTC  
**Fee:** \$550.00 (Includes Textbook)



**Introduction to CNC Milling and Lathe Operations and Programming (PWT-281)**

This 90-hour continuing education training is designed to prepare students to become a well-rounded entry level CNC Machine Helper/operator with upward mobility potential. The classes are predominately hands-on training with some theory. The training is a total of 90 hours and is designed around industry recognized credentials based on skills needed for a career in CNC machining and manufacturing. Students completing the program may have the opportunity to earn a NIMS (National Institute of Metalworkers) Certification.

**Date:** Tues., & Thurs., Sept. 27 – Jan. 19, 2023  
(30 sessions) (no class 11/24 or 12/21-1/2/2023)

**Time:** 5:30 PM – 8:30 PM

**Instructor:** Edward Engle

**Location:** BCTC

**Fee:** \$950.00 – Potential grant of \$350 is available on a first come first served bases so register early and save!

**OSHA 10 Safety Certification for Construction Industry (BCT-200)**

The OSHA Outreach Training Program for Construction Industry provides training for entry level workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in construction industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights.

**Date:** Mon. & Wed., Sept. 26 – Oct. 5, 2022 (4 sessions)

**Time:** 4:00 PM – 6:30 PM

**Instructor:** Rock Manges

**Location:** BCTC

**Fee:** \$85.00

**State Auto Inspection (BCT-131)**

Upon successful completion of this class, you will take the PA Auto Inspection License Exam. Those who pass will receive their Auto Inspectors License.

**Date:** Mon. – Thurs., Dec. 5 - 8, 2022 (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., Nov. 21 - 23, 2022 (3 sessions)

**Time:** 5:00 PM – 9:00 PM

**Instructor:** Kevin Lawton

**Location:** BCTC

**Fee:** \$135.00



National Institute for  
**AUTOMOTIVE  
SERVICE  
EXCELLENCE**

**We are an ASE  
Testing Site!**

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](http://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.

# Personal ENRICHMENT

## Yoga (PWT-266)

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

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

**Date:** Tues., Sept. 6 – Nov. 1, 2022 (8 sessions)  
(No Class: 10/11 Fall Break)  
**Time:** 5:15 PM – 6:15 PM  
**Location:** ACM Everett Campus, Room 13  
**Instructor:** Melissa Moorhead  
**Fee:** \$48.00  
**55+ or Veteran Discount Fee:** \$43.00

## Introduction to Beekeeping (PWT-384)

What's all the buzz? Join us for an educational, informative and exciting new course as skilled beekeeper Brad Duffy leads participants into the exciting world of beginner beekeeping. The class will focus on step by step instructions on how to begin keeping honeybees, different types of equipment used in keeping bees, managing honeybees through each season, and how to manage and prevent disease and mites. The class will also learn about how to extract and bottle honey.



**Date:** Mon., Sept. 26 – Oct. 31, 2022 (6 Sessions)  
**Time:** 6:00 PM – 8:00 PM  
**Location:** BCTC  
**Instructor:** Brett Duffy  
**Fee:** \$75.00 (booklet included)  
**55+ or Veterans Discount fee:** \$67.00 (booklet included)



## ONLINE Discover Digital Photography – 6 Weeks Access Course – [www.ed20go.com/acmpa](http://www.ed20go.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. If you have old slides, negatives, or prints, this course will also teach you how to scan those “old school” photo assets.

**Date:** Sept. 14 | Oct. 12, 2022  
**Fee:** \$100.00



## ONLINE Photography Suite – 72 Course Hours – [www.ed20go.com/acmpa](http://www.ed20go.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.

**Date:** Sept. 14 | Oct. 12, 2022  
**Fee:** \$299.00





This Class "A" CDL program is a six-week program held at the GJCTC in partnership with ACM/BCTC Workforce Training Center. It includes classroom training and vehicle operation training (including driving on two and four lane highways) Students will be eligible to take the licensing exam at the completion of the course. Check with the local Careerlink to see if this training qualifies for WIOA or Trade Funding.

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

## ONLINE MACHINING OPTIONS

**A Partnership with Tooling-U**

*Training solutions that fit your production schedule*

*Just call us @ 814-624-4812 or 814-624-4814 to check on pricing and to register, pay and get your login and passwords to start the training process. Each program has a number of modules associated with it that can be completed in 1 to 1.5 hour online sessions and includes a pre and post-test to measure comprehension. Pricing is determined by the number of modules an individual is interested in taking.*

### Functional Areas: Machining

**Abrasives** – Grinding Processes, Grinding Variables, Grinding Wheel Materials, Cylindrical, Centerless and Surface Grinding

**CNC Machining** – Intro to CNC Mills and Lathes, Mechanics of CNC, CNC coordinates, G-Code, Part Program, Off-Sets and Canned Cycles, CAD/CAM overview

**CNC Controls** – Haas/Fanuc/Mazak: Control panel overview, entering offsets, locating program zero, program execution, and program storage

**Manual Machining** – Basics of the Manual Mill and Engine lathe,

Hole Making on the Mill, Threading and Taper Turning for the Lathe

**Metal Cutting** – Band Saw, Cutting Tool Materials, Carbide Grade Selection, ANSI Inserts, Lathe and Mill Geometry, Optimizing Tool Life

**Inspection** – Basic Measurement, Tolerance, Blueprint Reading, GD&T, Hole and Thread Inspection, CMM's and Optical Comparators



**Math** – Math Fundamentals, Fractions & Decimals, Geometry and Trigonometry for Manufacturing

**Safety** – Intro to OSHA, Machine Guarding, Safety for Metal Cutting, Ergonomics, PPE, Lock-out/Tag-out



ALLEGANY COLLEGE  
of MARYLAND

## ONLINE TECHNICIAN TRAINING



IN PARTNERSHIP WITH GEORGE BROWN COLLEGE

### **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.**



**ALLEGANY COLLEGE**  
of MARYLAND



### **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.**



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### **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.**

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**To get more details on the above programs and to register just go to [www.alleganytech-gbc.com](http://www.alleganytech-gbc.com) or you can call toll-free at 1-866-300-1347.**



**The ACM/BCTC Workforce Training Center**  
In Partnership with



*Introduces:*

**Certified Manufacturing**  
**Associate Certification**

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

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

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

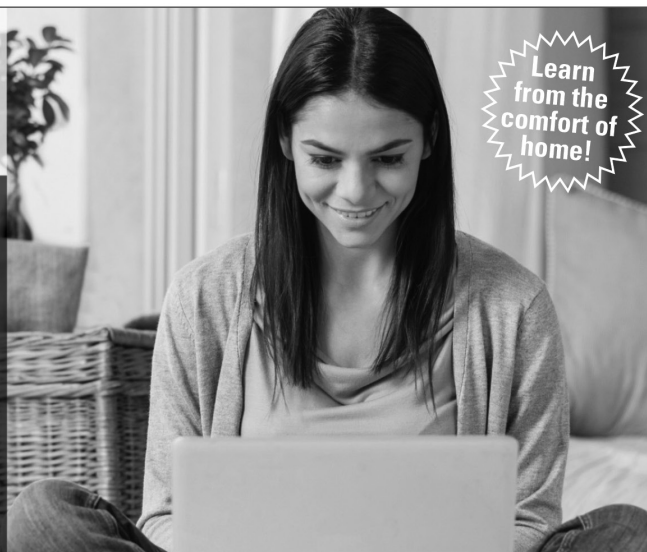
For more information on this certification process and the preparatory program please contact Wayne Blue at 814-624-4814 or you can e-mail him at [wblue@allegany.edu](mailto:wblue@allegany.edu)

ACM/BCTC Workforce Training Center

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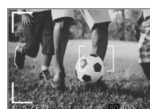
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**Introduction to Microsoft Publisher**  
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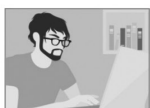
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**ALLEGANY COLLEGE**  
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BEDFORD COUNTY REGIONAL EDUCATION FOUNDATION  
18 North River Lane | Everett, PA 15537  
814-652-9528, ext. 6223 | [lpepple@allegany.edu](mailto:lpepple@allegany.edu)



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### **QUESTIONS?**

Contact Tina Kravets  
ACM College and Career Coach  
814-652-9528, ext. 6202  
or email [tkravets@allegany.edu](mailto:tkravets@allegany.edu)

### **Career Options for CYBERSECURITY SPECIALIST**

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

## REGISTRATION INFORMATION

*for further information call (814) 624-4812*



### In Person

Register in person by visiting the Allegany College of Maryland Center for Workforce Development. Office hours are Monday - Friday, 8:30am - 3:30pm.

### By Mail

Complete the registration form in this catalog; attach a check, money order or credit card information and mail to us at ACM BCTC Workforce Development, 195 Pennknoll Road, Everett, PA 15537-6946.

### By Phone

Phone registration is available during regular office hours for any customer paying by VISA, Discover, MasterCard, or agency billing. Please have all student, course and billing information ready before calling. The number to register is (814) 624-4812.

### By Fax Or Scan

You can fax your registration form if payment by VISA, Discover, MasterCard, or agency billing. FAX cannot be used when paying by check. Please remember to include all information needed for payment when using a credit card or agency billing. FAX to (814) 623-7234 or SCAN to [aweicht@allegany.edu](mailto: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 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](mailto: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](http://allegany.edu/policy-mandates).



**Allegany College of Maryland – Continuing Education**

**REGISTRATION FORM**

E-mail to [aweicht@allegany.edu](mailto:aweicht@allegany.edu), or fax to: 814-623-7234

**MAIL TO:**

195 Pennknoll Road

Everett, PA 15537

Phone: 814-624-4812



**Payment must accompany this registration – Make checks payable to ACM**

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( ) Male ( ) Female

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Birthdate  
Month Day Year

HOME PHONE

BUSINESS PHONE

FAX PHONE

EMAIL ADDRESS – PRINT NEATLY

Signature \_\_\_\_\_ Date \_\_\_\_\_

(I certify that the information on this form is correct. Must be signed and dated to be official.)

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](mailto:rconner@allegany.edu) Allegany College of Maryland is also 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](http://allegany.edu/policy-mandates).

Course #	Course Title	Begin Date	Time	Course Cost
TOTAL COSTS				

**If your employer is paying please provide the information below.**

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