Continuing Education & Workforce Development
FALL 2018 NON-CREDIT COURSES

Adult Education • Business & Leadership • Child Care
Computers & Technology • Health & Safety • Hospitality & Culinary
Personal Enrichment • Real Estate • Trades & Manufacturing
Transportation • Veterinary Assistant Training

Registration starts Aug. 13

On campus • Online • In the community
worwic.edu • 410-334-2815
Are you unable to attend the weekday CDL training classes because of work? Starting in October, we will offer 320-hour CDL Class A training on the weekend! You can now work and get your CDL Class A training at the same time. Contact Kelly Carey at kcarey@worwic.edu or 410-334-2815 for more information.

If you already have a Class A or Class B CDL license and want to switch to driving a passenger or school bus, Wor-Wic is now offering a 30-hour School Bus & Passenger Bus Endorsement class on Saturdays. Learn the rules and regulations from a seasoned bus driver and get hands-on practical experience behind the wheel. Contact Kelly Carey at kcarey@worwic.edu or 410-334-2815 for more information.
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Need help paying for training?

Career Starters Scholarship
Assistance for the following career training is available to low-income individuals who meet eligibility requirements. Call 410-334-2978 or go to worwic.edu/Academics/ContinuingEducation/FinancialAssistance.aspx for more information.

- Certified nursing assistant
- Child care
- Dental assistant
- Electrical wiring technician
- HVAC
- Medical coding and billing
- Medicine aide
- MIG/TIG and Arc welding
- Personal trainer
- Pesticide applicator
- Phlebotomy technician
- Truck and bus driver
- Veterinary assistant

Community Foundation of the Eastern Shore
Assistance is available to qualified applicants currently employed by or active volunteers in an IRS designated 501(c)(3) charitable organization located in Somerset, Wicomico or Worcester County. Call 410-742-9911 for more information.

Deferred Payment
A payment plan is available for certain courses for a $20 deferment fee when the tuition is more than $100. Not available for all courses. Call 410-334-2815 for more information.

Driver Education Tuition Assistance
Assistance is available to qualified applicants based on financial need. For a tuition assistance information packet, go to worwic.edu/Academics/ContinuingEducation/DriverEducation.aspx or call 410-334-2815.

Employer Billed Tuition and Fees
Advance payments are welcomed from employers who pay for their employees’ tuition and fees at the time of registration. The college can also directly bill a company. Call 410-334-2815 for more information.

Employment Advancement Right Now (EARN) Scholarships
Assistance with carpentry, certified nursing assistant, welding and UAS training is available to individuals who meet eligibility requirements through the Maryland Department of Labor, Licensing and Regulation. Call 410-334-2815 for more information.

Eunice Q. Sorin Scholarship
Provides annual awards to individuals who are currently in the workforce and are pursuing further training or education to advance their career/upgrade their skills. Open to any field of study but limited to residents of Worcester County. Go to https://occhamberfoundation.org/scholarship/ for more information.

Lower Shore Workforce Alliance
Assistance for the following career training is available to qualified dislocated workers or economically disadvantaged individuals. Call 410-341-6515 for more information.

- Certified nursing assistant
- Child care
- HVAC
- Truck and bus driver
- Welding

P.E.O.
Provides support to qualified women whose education has been interrupted and who find it necessary to return to school to complete a degree or certification that improves their marketable skills for employment to support themselves and/or their families. Go to http://www.peointernational.org/about-peo-program-continuing-education-pce for more information.

Senatorial and Delegate Scholarships
May be used to reimburse certain expenses for courses at community colleges that lead to certification or licensure. Contact your local delegate/senator for more information, or Ellen Soulis at 410-334-2978, esoulis@worwic.edu for scholarship assistance.

U.S. Department of Transportation Commercial Motor Vehicle Operator Safety Training Grant
Assistance is available for current and former members of the United States Armed Forces, spouses and/or children to obtain their Commercial Driver’s License (CDL). Call 410-334-2882 for more information.

U.S. Veterans Administration
Assistance for the following career training is available to qualified veterans, Reservists and National Guard members. Call 410-334-2882 for more information.

- Certified nursing assistant
- Electrical wiring technician
- HVAC
- Personal trainer
- Phlebotomy technician
- Truck and bus driver
- Welding
ADULT EDUCATION (ABE/GED/ESL)

FREE Adult Basic Education (ABE), General Education Diploma (GED) and English as a Second Language (ESL) classes begin in September!

New students **must** attend a registration session. Students are placed based on available space.

**Registration dates:**
- Tues., Aug. 14, 1 p.m. and 5 p.m.
- Wed., Aug. 15, 10 a.m. and 2 p.m.
- Tues., Oct. 2, 1 p.m. and 5 p.m.
- Wed., Oct. 3, 10 a.m. and 2 p.m.
- Tues., Oct. 9, 1 p.m. and 5 p.m.
- Wed., Oct. 10, 10 a.m. and 2 p.m.

All registration sessions are at the Wicomico County Library (downtown), 122 S. Division St., Salisbury.

Students do not need to make an appointment to attend a registration session—just walk in. Please be prepared to spend at least two hours for intake and pre-testing.

For more information on:
- All courses, call 443-260-1703 or email adulteducation@worwic.edu
- National External Diploma Program (NEDP), call 443-260-1702
- Maryland GED-I Online Program, mdged-i.org or call 443-260-1703 (for eligibility testing)

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Are You Unemployed? Do You Need to Update Your Computer Skills?
Create your own schedule with these **FREE** self-paced computer courses:

**Keyboard Skills**
Develop skills in typing and effectively using the keyboard. Practice drills to increase your accuracy and speed. Recommended for anyone who needs to develop keyboard skills for word processing, computer or office work. No previous experience is required.

**Keyboard Skills: Document Formatting**
Apply your keyboarding skills to type basic business documents. Gain additional experience using Microsoft Word to format business reports, letters, emails, memos, tables and other personal and business communications. **Prerequisite:** “Keyboard Skills” or basic knowledge of Microsoft Word.

**Introduction to Computers & Technology I**
Get prepared and learn the computer skills necessary for today’s workplace. This web-based training program will walk you through step-by-step with visually stimulating exercises that cover the basics of computers, Windows, the Internet, and Microsoft Office using SAM, a proficiency-based assessment and training platform. **Prerequisite:** “Keyboard Skills” or basic knowledge of a keyboard.

**Introduction to Computers & Technology II**
Step up to the next level of computers and go beyond the basics. Learn the finer details of Windows, the Internet, and how all the Microsoft applications integrate together through self-paced capstone projects. Build upon your previous skills acquired in Level I to expand your knowledge of the Microsoft Office Suite. **Prerequisite:** “Introduction to Computers & Technology I.”

**Applied Computers & Technology**
Combine all the skills you have learned in “Introduction to Computers & Technology Levels I and II” and prepare to use Microsoft Office in the workplace by completing twelve Skills Assessment Manager (SAM) projects using Microsoft Office 2013. Create, format and prepare real-world business projects using Microsoft Word, Excel and PowerPoint. SAM’s web-based program will instantly provide feedback once your project has been submitted for grading online. **Prerequisite:** “Introduction to Computers & Technology Levels I and II.”

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All coursework must be completed at the computer training lab at the One-Stop Job Market/American Job Center, located at 31901 Tri-County Way (off Walston Switch Rd. on the north side of Rt. 50).

**Lab Hours:**
- Mon., Tues. and Thurs.: 8:30 a.m.-12:30 p.m. and 1:30-4:30 p.m.
- Wed.: 8:30 a.m.-noon

**For information about the courses, call Wor-Wic at 410-334-2815.**

In order to participate, individuals must go to the One-Stop Job Market/American Job Center to obtain a referral from an agency. For information about how to obtain a referral or hours of operation, call the One-Stop Job Market/American Job Center at 410-341-6515.

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**Worcester & Somerset County Residents**

Worcester county residents interested in ABE/GED/ESL classes should call 410-632-5071. Somerset County residents should call 410-623-3323 or 410-677-4261.
CUSTOMIZED TRAINING FOR BUSINESSES

Employers -
the right training can take your team—and your business—to the next level.

Send your employees to any class in this schedule or let us customize training just for your business. For more information, call 410-334-2815, email training@worwic.edu or contact one of our program directors to discuss your training needs.

Amanda Brumfield at abrumfield@worwic.edu
GED Prep • Job Readiness • Remedial Education • ESL

Kelly Carey at kcarey@worwic.edu
Commercial Bus Driver Training • Commercial Truck Driver Training • Driver Education • Motorcycle Safety

Rhonda Banks at rbanks@worwic.edu
Automotive • Construction • Electrical • HVAC • Lead Paint • Manufacturing • Pool/Spa Operators Certification
Turf Management • Unmanned Aircraft Systems • Wastewater Treatment • Welding

Stephanie Gamm at sgamm@worwic.edu
Certified Medicine Aide and Recertification • Certified Nursing Assistant • Nurse Refresher Clinical Practicum • Phlebotomy

Jill Heathfield at jheathfield@worwic.edu
Alcohol Awareness • Culinary • Languages • Personal Enrichment
Youth Academic Enrichment and Vocational Training

Denean Jones-Ward at djones-ward@worwic.edu
Business & Leadership • Child Care • Entrepreneurship • Home Inspector • Hospitality • Human Resources
Nonprofit Management • Real Estate

Kristina Toadvine at ktoadvine@worwic.edu
Adobe Suite • Internet Safety • Microsoft Office Applications • Mobile Technology • Online Training
QuickBooks • Social Media • Windows Operating Systems

Teresa Tyndall at ttyndall@worwic.edu
Dental Assistant • Emergency Training • Healthcare Professional Development • Medical Coding and Billing
Personal Trainer Certification • Veterinary Assistant
ACCOUNTING

Accounting Basics UPDATED!
Requires no prior accounting knowledge. This course is a great foundation for students expecting to take a QuickBooks computer course and an excellent option for small business owners and others who are seeking to understand the basics of accounting. Explore the key accounting principles, define common terminology and explain the accounting equation. Use a T-account to balance an account and understand why it is essential for maintaining accurate financial records. Work through various case studies to observe the entire accounting cycle. Prepares you for "Mastering QuickBooks," a "hands-on" course. Instructor: Andrea Kenney
Tuition: $149  Fee: $6  Text Required: Code A
ZACC-035-0150  MW 9/12-10/3 (7 sessions)  6:30 pm- 9:00 pm  FOH 211

ENTREPRENEURSHIP

Self-Publishing Basics UPDATED!
Curious about self-publishing your work? This course will provide an overview of how self-publishing is changing the landscape of the publishing industry. Find out how to edit, format and prepare your manuscripts for publication in both digital and print editions. Choose which platform to use to sell your work and identify various marketing strategies including social media tools, street teams and paid advertising. Local indie author Krista Venero will share what has worked and not worked throughout her self-publishing odyssey, which has produced six novels. This class will be held in a computer lab. Basic computer and Internet skills are recommended. Instructor: Krista Venero
Tuition: $111  Fee: $10
ZENT-040-0117  T 10/9-11/13 (6 sessions)  6:30 pm- 8:30 pm  FOH 306

HUMAN RESOURCES

Understanding the Human Resources Function
Designed to help people without experience in human resources to understand this very vital link in the organizational chain. Learn how to handle basic human resource functions in a way that will ensure the best possible results. Topics include the hiring process, retention, policymaking, employee rights, human resources law, employee communication and administration of employee benefit programs. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the Internet. Must have access to a browser and Adobe PDF reader.
Tuition: $33  Fee: $51
ZHRS-016-4017  W 9/12  ONLINE
ZHRS-016-4018  W 10/17  ONLINE
ZHRS-016-4019  W 11/14  ONLINE
ZHRS-016-4020  W 12/12  ONLINE

ed2go ONLINE CLASSES

Top 10 related online courses:
• Accounting Fundamentals
• Business Marketing Writing
• Creating a Successful Business Plan
• Effective Business Writing
• Fundamentals of Supervision and Management
• Marketing Your Nonprofit
• Professional Sales Skills
• Start Your Own Small Business
• Understanding the Human Resources Function
All courses begin 9/12, 10/17, 11/14 and 12/12.
Go to www.ed2go.com/worwic for more information and a complete list of related online courses.

Let Wor-Wic be your training department!
Wor-Wic offers customized training for all of your supervisory and professional development needs. Contact Denean Jones-Ward at djones-ward@worwic.edu or 410-334-2815 to set up a customized course for your organization.
BUSINESS & LEADERSHIP

MANAGEMENT

Time Management and Organizational Skills
Join us for a fast paced, dynamic and "hands-on" session to get the most out of your business and personal life. Understand the events that occupy your time and learn strategies to efficiently organize, file and retrieve information. Realize the power of planning and discover how to achieve immediate, intermediate and long-range goals. Find ways to deal with interruptions and still maintain your productivity. Whether you use paper-based, PC-based or a hand-held organizer, special tips and techniques will enhance your time and life management skills! Fee includes lunch voucher. Instructor: Stacy Mitchell
Tuition: $89           Fee: $16
ZMGT-012-0007    F  10/26 (1 session)         9:00 am- 4:00 pm  FOH 103A

Business Process Improvement from Review to Implementation
All company managers can benefit from an organized "playbook" that contains documented business processes with the goal of satisfying customer expectations. Learn how to document workflow procedures, communicate expectations, support training and build a foundation for continuous monitoring within the company. Instructor: John Romanowski
Tuition: $43        Fee: $6
ZMGT-095-0006      W 10/10-10/17 (2 sessions)  9:00 am-11:30 am  FOH 103A

NONPROFIT MANAGEMENT

Strategies for Successful Fundraising
Interested in being a key player in your organization’s long term success? This course is designed for nonprofit staff, managers, leaders and volunteers who want to ensure financial sustainability so they can serve their communities for years to come. Topics will include: 1) fundraising versus development; 2) planning for long term success; 3) the role of leadership; and 4) securing major gifts. Instructor: Anthony Ferlenda
Tuition: $74       Fee: $6
ZNPT-031-0169      F  9/28 (1 session)         9:00 am- 2:00 pm  FOH 200

SCHOLARSHIP OPPORTUNITIES FOR NONPROFITS

The Community Foundation of the Eastern Shore is offering scholarships for nonprofit organizations in Somerset, Wicomico and Worcester counties to cover the cost of tuition for the following courses:

- Accounting Basics
- Adobe Photoshop: Level I
- Community Spanish: Survival Guide for English Speakers
- Mastering Quickbooks
- MS Excel I
- MS Access I
- Preparing and Submitting Grant Proposals
- QuickBooks: Payroll
- QuickBooks: Reports
- Time Management and Organizational Skills
- Windows 10: Getting Started
- Windows: Managing Files and Folders
- Wordpress Websites: Level I
- Strategies for Successful Fundraising
- Cyber Security for Managers
- Office Operations
- Embracing Sustainability in the Workplace
- Strategic Selling with Social Media
- Getting Started in Sales
- Power Selling
- Preparing and Submitting Grant Proposals
- QuickBooks: Payroll
- QuickBooks: Reports
- Time Management and Organizational Skills
- Windows 10: Getting Started
- Windows: Managing Files and Folders
- Wordpress Websites: Level I
- Strategies for Successful Fundraising

Scholarships for online classes (ed2go) will be offered on a case by case basis. If you have a unique need for a course not listed here, please contact the Community Foundation. Textbooks are not covered by this scholarship and will be the responsibility of the applicant. To be eligible for this program, applicants must be currently employed by or active volunteers in an IRS designated 501(c)(3) charitable organization located in Somerset, Wicomico or Worcester County.

A copy of the program guidelines and application procedures are available on the foundation’s website at www.cfs.org or by contacting the program officer at 410-742-9911. Please note that applications are considered on a first-come, first served basis.
CHILD CARE

PRE-QUALIFICATION

Earn the necessary credentials to begin your career in child care and meet the Maryland State Department of Education (MSDE) Office of Child Care (OCC) licensing requirements. The following courses also align with MSDE Staff Credentials Level 2 – 4 and are required for the Child Care Provider, Child Care Infant/Toddler Teacher, Child Care Preschool Teacher, Child Care School-Age Teacher and Child Care Director. The courses may be taken in any sequence. You must be at least 19 years old and have a high school diploma or an approved certificate of high school equivalency. In addition you must have at least one year of experience in a child care setting, or a year of college or a combination of the two. For more information, email the Office of Child Care Region 9 (Lower Shore Office) at occ9wic.msde@maryland.gov or call 410-713-3430.

Child Care I: Growth and Development
Discover ways to help young children develop their physical, social, emotional and cognitive skills. Explore how outstanding theorists, such as Piaget, Erikson and Freud, support principle concepts in child development from birth to school age. Includes information about classroom management and positive guidance. Instructor: Kelley Koontz
Tuition: $434 Fee: $11 Text Required: Code E
ZCHC-006-0129 MW 9/10-10/22 (15 sessions) 6:00 pm- 9:00 pm FOH 204
Class also meets S 9/15 and 10/6, 9:00 am-4:00 pm.

Child Care II: Activities and Curriculum
Identify and develop lesson plans and activities that are developmentally appropriate for children from birth to school age. Assess various materials and room arrangements that promote learning for all parts of the curriculum. Instructor: Kelley Koontz
Tuition: $434 Fee: $11 Text Required: Same as Part I
ZCHC-007-0130 MW 10/24-12/10 (15 sessions) 6:00 pm- 9:00 pm FOH 204
Class also meets S 10/27 and 11/3, 9:00 am-4:00 pm. No class on 11/21.

Communication Skills for Child Care Professionals
Strengthen essential speaking and writing skills used for building positive interpersonal relationships with parents, co-workers and the community. Practice utilizing a variety of tools to record and communicate critical child information, including behavior, accidents, daily routines and schedules. Meets communication education requirements for child care assistants and teachers. Instructor: Kelley Koontz
Tuition: $77 Fee: $6
ZCHC-041-0162 MW 12/12-12/19 (3 sessions) 6:00 pm- 9:00 pm FOH 211

<table>
<thead>
<tr>
<th>Pre-Qualification</th>
<th>Child Care Provider</th>
<th>Infant &amp; Toddler Teacher (0-2)</th>
<th>Preschool Teacher (2-5)</th>
<th>School Age Teacher (5-12)</th>
<th>Director - Child Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care I - Growth &amp; Development (51 hrs.) or equivalent online course (45 hrs.)</td>
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<td>X</td>
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<tr>
<td>Child Care II - Activities &amp; Curriculum (51 hrs.) or equivalent online course (45 hrs.)</td>
<td></td>
<td>X*</td>
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<td>X*</td>
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<tr>
<td>Communication Skills for Child Care Professionals (9 hrs.) or equivalent online course (3 hrs.)</td>
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<td>X**</td>
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<td>X**</td>
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<tr>
<td>Infant &amp; Toddler Care or equivalent online course (45 hrs.)</td>
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<td>X***</td>
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<tr>
<td>School Age Group Child Care or equivalent online course (45 hrs.)</td>
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<td>Center Management or equivalent online course (45 hrs.)</td>
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<td>X</td>
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<tr>
<td>Family Child Care Pre-Service - online (24 hrs.)</td>
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<td>X</td>
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<tr>
<td>Supporting Breastfeeding - online (3 hrs.)</td>
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<td>X***</td>
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<tr>
<td>Including All Children &amp; the ADA - online (3hrs.)</td>
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<td>X</td>
</tr>
</tbody>
</table>

* Optional
** May be met through the successful completion of at least one academic college course taken for credit
*** Required for directors of centers approved for the care of children from birth to age two

Let Wor-Wic be your child care training resource.

For more information on our contract training options contact Denean Jones-Ward at djonesward@worwic.edu or 410-334-2815.

FINANCIAL ASSISTANCE CODE

This code indicates that financial assistance is available. See the "Resources for Financial Assistance" page or contact Amanda Brumfield at abrumfield@worwic.edu or 410-334-2815.
Boost your child care credentials and complete courses at your own pace! Child Care Providers, Directors and Teachers must take 12 clock hours of continued training annually with a minimum of six clock hours in the Core of Knowledge areas. Aides must take six clock hours of continued training annually with a minimum of three clock hours in the Core of Knowledge areas. Access to a computer, the internet and email are required.

Child Care Teacher (Infant/Toddler, Preschool or School Age) Pre-Qualification Courses:
You must register by the start date.
- Child Care Administration (45 hours) 10/11-11/29 $255
- Child Growth and Development (45 hours) 10/26-12/14 $255
- Infant and Toddler Care (45 hours) 9/12-10/31 $255
- Preschool Curriculum and Activities (45 hours) 9/12-10/31 $255
- School Age Child Care: Curriculum (45 hours) 9/17-11/5 $255
- Communication Skills for Child Care Professionals (9 hours) 11/5-19 $95

Family Child Care Pre-Service Course:
Registration for this course closes December 7.
- Family Child Care Pre-Service Course (24 hours) 9/10-12/14 $235

Continuing Education Credential Booster Courses:
Credential Boosters are classes that are identified by MSDE in the Staff Credential modifications for levels two, three and four. You may register for and begin a class anytime between 9/10 and 12/7.
- Conflict Resolution Strategies (3 hours) $40
- Cultural Competence & Awareness (3 hours) $40
- Developmentally Appropriate Practice (3 hours) $40
- Family & Community Partnerships (3 hours) $40
- Including All Children and the ADA (3 hours) $40
- Intro to Environmental Rating Scales (3 hours) $40
- Nutrition & Active Living (3 hours) $40
- Observation and Assessment birth-12 mos. (3 hours) $40
- Playground Safety (3 hours) $40
- Positive Child Guidance & Discipline (3 hours) $40
- Resources that Guide Daily Planning (3 hours) $40
- SIDS (3 hours) $40
- Supervising Children in Child Care (3 hours) $40
- Supporting Breastfeeding in Child Care (3 hours) $40
- Supporting Children with Disabilities (3 hours) $40
- Taking Learning Outside (3 hours) $40
- The Child Care Provider as a Professional (3 hours) $40

Online Child Care Courses:
To register, submit a Continuing Education Registration Form to our office and include the title of the course with the word “online” after the course title. You must provide an email address on the registration form so that we can send you login information.
- The course starts once you log in for the first time. No refunds or transfers after this date.
- Most courses have a required textbook. Books can be purchased online.
- You will need access to a computer, the internet and email to take any online course.

For more information, email us at onlinetraining@worwic.edu or call 410-334-2815.
GETTING STARTED

Introduction to Computer Applications: Part I (Version 2016)
Discover in plain and simple language how your computer operates and how this powerful equipment can be used at home or in business. Develop confidence as you practice using the mouse, review common computer terminology, practice basic functions in Microsoft Windows, Word, Excel and PowerPoint, and explore the mystery of the Internet. Learn about files and folders, creating, saving and printing documents, using pictures in your documents and other popular uses of PCs. Provides a solid foundation for beginning PC users. Satisfies a core requirement for the Continuing Education Certificate in Computer and Office Technology Essentials. "Computer, Mouse and Keyboard Navigation Basics" or equivalent mouse and keyboard experience is helpful. Instructor: Alan Musser
Tuition: $170       Fee: $16       Text Required: Code E
ZCOM-001-0025     TTh 9/25-10/18 (8 sessions)  6:30 pm- 9:00 pm  FOH 308

Introduction to Computer Applications: Part II (Version 2016)
Take the next step by increasing your understanding of Windows and file management. Practice finding, creating, moving, copying, pasting and organizing your files and folders. Extend your word processing skills as you explore more formatting options and set up pages, paragraphs and margins to create documents in Microsoft Word. Find out how to set up your documents for a simple mail merge. Gain confidence using Microsoft Excel as you learn how to build formulas, format data, create basic charts, and edit and print workbooks. Explore basic database management features in Excel and get an introduction to how Microsoft Access is used. Satisfies a core requirement for the Continuing Education Certificate in Computer and Office Technology Essentials. Prerequisite: completion of "Introduction to Computer Applications: Part I" or approval of instructor. Instructor: Alan Musser
Tuition: $128       Fee: $16
ZCOM-003-0026     TTh 10/25-11/13 (6 sessions)  6:30 pm- 9:00 pm  FOH 308

Getting started with your MacBook
Have you recently switched from Windows to Mac and want to make sense of this new operating system? Find out how to accomplish the same things in macOS that you’re already familiar with in Windows. Explore the latest macOS user interface. Access your files and folders using Finder. Navigate the Dock, desktop and Safari web browser. Use Launchpad to manage and view your programs and applications. Configure the appearance and personalize the settings using System Preferences. Access Siri, Apple’s digital assistant, and launch, install and use popular apps from the App store. Use other pre-installed apps like Calendar, Contacts, Photos, Maps and Notes. Must bring your own MacBook to class. Instructor for both sessions: Perry Angelonga
Tuition: $43       Fee: $16
ZCOM-026-0115     TTh 9/25-9/27 (2 sessions)  9:00 am-11:30 am  FOH 204
ZCOM-026-3017     W 11/7-11/14 (2 sessions)  4:00 pm- 6:30 pm  ORGC BERLIN

MacBook: Managing Files and Folders
Get organized with the Mac! Learn how to view and manage your files and folders using the built-in Finder application. Practice navigating the Sidebar to quickly locate your documents. Create, move, copy and share documents, images and video within your MacBook and iCloud. Save time by creating shortcuts to your most popular folders and Apps. Practice tagging files to more efficiently search for your pictures and documents. Must bring your own MacBook to class. Prerequisite: previous experience using a MacBook or "Getting Started with Your MacBook." Instructor for both sessions: Perry Angelonga
Tuition: $43       Fee: $16
ZCOM-028-0113     TTh 10/2-10/4 (2 sessions)  9:00 am-11:30 am  FOH 211
ZCOM-028-3016     MW 12/3-12/5 (2 sessions)  4:00 pm- 6:30 pm  ORGC BERLIN

How to pick a computer course that’s right for you
Most computer courses have prerequisites. The following rating chart is designed to help you select the appropriate type and level of computer course to meet your needs. To get the most out of your course or sequence of courses, register for the experience level that is right for you!

- Little or no computer/Internet experience
- Limited keyboarding, computer or Internet experience and knowledge of Windows or a - level course
- Keyboarding skills and experience with specific software and Windows 7 or higher or equivalent skills and completion of a -level course
- Working knowledge of specific software and Windows 7 or higher file management skills or completion of a -level course

All computer courses have fees, which are listed after the tuition for each course. Don’t forget to include them in your payment!

Application software is not provided as part of the registration for computer courses.
CONCERNED ABOUT SOCIAL MEDIA PRIVACY ISSUES?
Sign up today for our free Computer Information Session
Thurs., Aug. 23, 4:30-6:30 p.m.
Wor-Wic Community College
Fulton-Owen Hall
Room 103 B & C
Learn some tips on how to protect yourself while using social media. Also find out how to get started earning one of our seven continuing education certificates. Ask questions about any course and register for classes on the spot.
Call 410-334-2815 to reserve a space!
Light refreshments will be served.

GETTING STARTED, continued

Windows 10: Getting Started
Purchasing a new computer or tablet? Upgrading your Windows 7 or 8.1 computer to Windows 10? Explore the new Windows 10 user interface including the new Start Menu that includes a combination of traditional Windows programs, apps, tiles and live tiles. Use the updated Task Bar that allows access to the new Windows Search, Task View and Cortana, your new digital assistant. Find out what familiar features have changed or been replaced and what favorites are still available. Sync all your data instantly to the newly updated Microsoft OneDrive and navigate the new Microsoft Edge browser that replaces Internet Explorer. Launch, install and use popular apps from the Windows Store and discuss how to keep your system safe.
Prerequisite: previous experience using Windows. Instructor for all sessions: Perry Angelonga
Tuition: $43 Fee: $16
ZCOM-017-0094 M 9/24-10/1 (2 sessions) 2:30 pm- 5:00 pm FOH 308
ZCOM-017-3010 W 10/3-10/10 (2 sessions) 1:00 pm- 3:30 pm ORGC BERLIN
ZCOM-017-0095 TTh 12/4-12/6 (2 sessions) 9:00 am-11:30 am FOH 301

Windows: Managing Files and Folders (Version 10)
Utilize the new Windows 10 Operating System and be more productive organizing, finding and interacting with apps, files and documents at work. Explore the enhanced Start Menu and Task View tool to customize, navigate and interact with the new Windows interface. Use the updated File Explorer to easily find, create, move, delete, back-up and manage your business documents, photos, apps, music and video. Quickly organize your open documents and files with the new virtual desktops, indexing features and using Cortana. Use shortcuts and jump lists to quickly access the programs and apps you use most. Pin folders, files, apps and websites to the Task Bar or Start Screen. Access and organize website favorites with the Edge Internet browser. Prerequisite: previous experience using Windows 8 or 10 or "Windows 8 or 10: Getting Started."
Instructor for all sessions: Perry Angelonga
Tuition: $43 Fee: $16
ZCOM-018-0096 M 10/15-10/22 (2 sessions) 2:30 pm- 5:00 pm FOH 308
ZCOM-018-3011 W 10/31-11/7 (2 sessions) 12:00 pm- 2:30 pm ORGC BERLIN
ZCOM-018-0097 TTh 12/11-12/13 (2 sessions) 9:00 am-11:30 am FOH 301

PC HARDWARE, NETWORKING & SECURITY

PC Tips and Tricks: Speed Up, Clean Up and Protect Your Computer
Discover how to quickly diagnose problems and clean up your computer. Get rid of those nasty viruses, malware and spyware, and increase the performance of your system. Find out how to back up your files, pictures, Internet bookmarks and email and restore your system in the event of a catastrophic computer crash. Get tips on how to safely navigate the Internet and download files, install programs and understand what filtering and monitoring software is available to provide a safe environment for all ages. Find out how to delete unwanted files to protect private financial records and safely dispose of old computers and hard drives.
Prerequisites: Windows and basic computer experience. Instructor for both sessions: Perry Angelonga
Tuition: $85 Fee: $16
ZPCO-009-0089 TTh 9/11-9/20 (4 sessions) 3:00 pm- 5:30 pm FOH 301
ZPCO-009-3012 TTh 10/9-10/18 (4 sessions) 8:30 am-11:00 am ORGC BERLIN

Basic CompTIA A+ Certification Prep
Start preparing for CompTIA A+ certification in this first of three online courses. Learn PC basics and hardware troubleshooting common to virtually every personal computer. Find out how things work, how to configure everything and how to troubleshoot in real-world environments. This online course will reinforce the hands-on skills learned in the Continuing Education Certificate in PC Technician. Prepares you for further CompTIA A+ certification studies and the 220-801 and 220-802 exams. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online.
Tuition: $43 Fee: $91
ZPCO-010-4013 W 9/12 ONLINE
ZPCO-010-4014 W 10/17 ONLINE
ZPCO-010-4015 W 11/14 ONLINE
ZPCO-010-4016 W 12/12 ONLINE

Earn an IT certification!
• CompTIA IT Fundamentals
• CompTIA A+
• CompTIA Network+
• CompTIA Security+
• Cisco Certified Network Associate (CCNA)

CompTIA test vouchers can be purchased at the cashier window at a discount by current students taking IT related coursework.

For information on computer certifications and career pathways or to schedule an IT certification exam, contact Wor-Wic’s Computer Studies Career Navigator at kvenero@worwic.edu or call 410-334-6902.

WOR-WIC COMMUNITY COLLEGE CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
PC Hardware, Networking & Security, continued

PC Technician Foundations
Recommended for the small office/home office business owners or computer users who want to learn the essentials of PC hardware and operating systems/software from an experienced IT technician. Learn the basic terminology of computer components and peripherals. Make intelligent upgrade and purchasing decisions by speaking the “lingo” of the ads, salespeople and field technicians. Feel comfortable “popping the top” for routine diagnosis, upgrades and preventative loss/maintenance routines. Work directly with the latest Windows operating system and learn more about software installation and maintenance. Provides a strong foundation for those interested in pursuing the A+ certification preparation, *PC Troubleshooting Techniques: Hardware and Operating Systems* or *Networking Essentials* courses. Satisfies a core requirement for the Continuing Education Certificate in PC Technician Basics. Prerequisite: experience using a computer.

Instructor: Shawn Smith
Tuition: $128 Fee: $16
ZPCO-007-0091 Th 9/20-10/18 (5 sessions) 6:30 pm- 9:30 pm MTC 304

PC Troubleshooting Techniques: Hardware and Operating Systems
Recommended for small office/home office business owners or computer users who want to learn the essentials of troubleshooting PC hardware and software from an experienced IT technician. Learn how to troubleshoot any issue using a custom step-by-step hardware- and software-troubleshooting model used by IT professionals. Determine how to prevent spyware and viruses on your PC and speed up your computer. Create a plan for your business and learn how to back up data, email, settings and other critical user files. Implement helpdesk and customer support techniques that will be beneficial both by phone and in the field. Provides a strong foundation for those interested in pursuing the A+ certification. Satisfies a core requirement for the Continuing Education Certificate in PC Technician Basics. Prerequisites: basic computer and Windows experience and *PC Technician Foundations* course.

Instructor: Shawn Smith
Tuition: $102 Fee: $16
ZPCO-012-0092 Th 10/25-11/15 (4 sessions) 6:30 pm- 9:30 pm MTC 304

Networking Essentials
Recommended for small office/home office business owners or computer users who want to learn how to create and maintain a network from an experienced network IT administrator. Identify the different types of networks and learn how to set up a home or business network environment, including how to set up computers to easily share files and printers. Cover the basics of local area networking, including network concepts, layouts and terminology, and cloud and wireless networks. Includes a comprehensive overview of broadband Internet (cable, DSL, FIOS) setups as well as the use of IP addresses, connectivity, security and troubleshooting techniques to quickly identify network or Internet outages. Find out how easy networking is as you build a working peer-to-peer network from scratch in our “hands-on” lab! Provides a strong foundation for those interested in pursuing A+ or Network+ certification. Satisfies a core requirement for the Continuing Education Certificate in PC Technician Basics. Prerequisites: basic PC hardware and troubleshooting experience or completion of "PC Troubleshooting Techniques: Hardware and Operating Systems" course.

Instructor: Shawn Smith
Tuition: $77 Fee: $16
ZPCO-002-0093 TTh 12/4-12/11 (3 sessions) 6:30 pm- 9:30 pm MTC 304

Instructor spotlight:

Shawn Smith

Shawn lives what he teaches as owner and president of Technology Contracting, LLC and through his volunteer tech work for local theatrical productions. He believes in “learning-by-doing” but also draws on his education for standard business and communication practices. A+ Certified, Shawn encourages his students to stay on the cutting edge of changing technology. Shawn’s 10+ years of experience at Wor-Wic include teaching hardware, operating systems, troubleshooting, networking, Web and A+ preparation classes.

Take the first steps toward a career as an entry-level PC technician by learning PC hardware basics. These courses emphasize skills used in the repair and maintenance of computer hardware. They include software and networking basics to ensure that the software and hardware systems function appropriately in office, business and industry environments. Prepare to take CompTIA’s IT Fundamentals Certification Exam.

Complete three core courses:
• PC Technician Foundations
• PC Troubleshooting Techniques: Hardware and Operating Systems
• Networking Essentials

Turn in your tracking journal to receive your certificate.

Call 410-334-2815 for more information.
INTERNET & MOBILE TECHNOLOGIES

Getting to Know Your Android Device
Do you have a new Android device and want to learn how to connect and customize it “your way?” Bring your Android-based tablet or smartphone to class and find out how to customize your settings to sync mail, calendar, data and more. Preview and explore popular business and productivity apps. Discover the four methods available to download and install apps. Become familiar with navigating and accessing the Help features of your device. Use the file manager to locate and manage data such as documents, apps, pictures and books. Bring your Android device to class. The iPad, iPhone and Kindle Fire are not covered in this class. 
Prerequisite: Internet experience. Instructor: Perry Angelonga
Tuition: $43 Fee: $16
ZINT-012-3019 W 10/17-10/24 (2 sessions) 2:00 pm- 4:30 pm ORGC BERLIN

Photography and Video Techniques for Your Android Smartphone/Tablet
Love taking pictures on the go but don’t always have a standard camera available? Focus on using your Android smartphone/tablet to shoot great photos and videos! Edit, print and share images from your mobile device. Explore free camera and picture editing apps. Identify camera and video modes available on your device. Search for other mobile accessories and attachments. Find out how to back up your photos to the Cloud and PC and create more room on your devices. Put DSLR camera settings at your fingertips like ISO, aperture, shutter speed and exposure. Prerequisite: Internet experience. *Android Devices: Beyond the Basics* course helpful. Instructor for both sessions: Perry Angelonga
Tuition: $64 Fee: $16
ZINT-027-0121 T 9/25-10/9 (3 sessions) 1:30 pm- 4:00 pm FOH 301
ZINT-027-3022 MW 12/3-12/10 (3 sessions) 1:00 pm- 3:30 pm ORGC BERLIN

Getting to Know Your iPad
If you’ve recently purchased an iPad, this “hands-on” course will cover the basics and give you tips on how to use your iPad for business and beyond. Bring your iPad to class and find out how to quickly get up to speed and navigate your way through the Home screen and Multitask bar and customize your settings. Discover simple shortcuts and timesaving tips to make your iPad more functional. Find out how to access and download some must-have apps. Sync media with your computer using iTunes or iCloud to view and share your pictures, videos and music. Utilize business productivity applications to store, edit and create documents, spreadsheets and presentations. Explore Maps and the GPS feature and find out what other iPad accessories you might need to connect to other media, interact with your content and keep your iPad secure. Prerequisite: Internet experience. Instructor: Perry Angelonga
Tuition: $43 Fee: $16
ZINT-009-3018 T 10/16-10/23 (2 sessions) 1:00 pm- 3:30 pm ORGC BERLIN

iPad: Beyond the Basics UPDATED!
Expand your existing knowledge and get the most out of the iPad’s capabilities. Discover how to use the iPad as a business productivity tool to store, record, scan, print and share your ideas, files and pictures across platforms. Discover how to create presentations, documents and movies. Find out how to set up your device to control notifications and set restrictions and permissions for apps. Discover new tips and tricks and get the most from using iCloud, including working with the Files app to store, create and organize your files and folders. Bring your iPad to class. Prerequisite: “Getting to Know Your iPad” or a working knowledge of your iPad. Instructor for both sessions: Perry Angelonga
Tuition: $64 Fee: $6
ZINT-017-3014 F 10/26-11/9 (3 sessions) 1:00 pm- 3:30 pm ORGC BERLIN
ZINT-017-0112 T 10/30-11/13 (3 sessions) 1:30 pm- 4:00 pm FOH 301
Photography and Video Techniques for Your iPhone/iPad

Focus on using your iPhone/iPad to shoot high quality photos and videos! Learn how to enhance the pictures already on your camera roll with the Photos App and explore other popular photo apps. Identify camera and video modes available on your device and find out how to adjust exposure, capture panoramas, shoot in HD and 4K video and more. Find out how to back up your photos to iCloud or PC and create more room on your devices. Put DSLR camera settings at your fingertips like ISO, aperture, shutter speed and exposure. Search for other mobile accessories and attachments. *Prerequisite: Internet experience. "iPad: Beyond the Basics" course helpful. Instructor for both sessions: Perry Angelonga

Tuition: $64 Fee: $16
ZINT-026-0120 T 12/4-12/18 (3 sessions) 1:30 pm- 4:00 pm FOH 301
ZINT-026-3021 Th 12/6-12/20 (3 sessions) 1:00 pm- 3:30 pm ORGC BERLIN

Introduction to Programming

Take your first steps toward a career as a computer programmer. Learn to use Just BASIC, a free Windows programming language, to create your own custom applications. Find out how to work with graphic user interfaces, controls, variables, arrays, conditional logic and loops. Explore subroutines, functions and debugging. Create a working computer game application complete with sound and graphics. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. *Prerequisite: experience with email and the internet. Must have Windows 95 or higher. This class is not suitable for Mac users. No previous programming knowledge or experience is required.

Tuition: $33 Fee: $81
ZPRG-001-4024 W 9/12 ONLINE
ZPRG-001-4025 W 10/17 ONLINE
ZPRG-001-4026 W 11/14 ONLINE
ZPRG-001-4027 W 12/12 ONLINE

WordPress Websites: Level I

Create your first WordPress website or blog. Register and set up a free account or create your own Web address (yoursite.wordpress.com) and learn to use the admin dashboard to customize the look and feel of your site. Discover the difference between a self-hosted WordPress site and a hosted site on WordPress.com. Navigate WordPress and work with posts, pages, sidebars, images and media and become familiar with WordPress "lingo." Covers the use of widgets and connecting and sharing your site on social media and mobile devices. Prepares users for additional coursework in WordPress or other website design courses. Satisfies an elective requirement for the Continuing Education Certificate in Website Design. Familiarity working with files, folders and graphics is helpful. Instructor: Timothy Latham

Tuition: $77 Fee: $16
ZWEB-036-0040 W 9/19-10/3 (3 sessions) 6:00 pm- 9:00 pm FOH 306

### Continuing Education Certificate in Website Design

This five-course certificate recognizes achievement in website design and related web trends and provides the core skills needed to be a Webmaster.

**Complete two core courses:**
- Creating Web Pages with Dreamweaver: Level I
- Creating Web Pages with Dreamweaver: Level II

**Complete the three following electives:**
- Adobe Photoshop—Level I or II
- Advanced Web Pages*
- Creating WordPress Websites: Level I or Level II

*A train is only available online.

A continuing education certificate will be awarded after successful completion of the required and elective courses for each track. Online courses can be substituted for electives (see www.ed2go.com/worwic) with prior approval. Call 410-334-2815 for more information.
WEB DESIGN, continued

**WordPress Websites: Level II**
Extend your abilities in WordPress and build or maintain a professional website or blog with all the bells and whistles using WordPress.org, a self-hosted site. Discover how to select a domain name and hosting company, create pages, insert images and create multimedia content. Create a user-friendly navigation system and take advantage of the dynamic add-on features known as plugins. Employ Search Engine Optimization (SEO) options, improve search engine page results and monetize your site with Google. Make it possible for your online visitors to comment on your articles, fill out forms and applications, buy your products and even make appointments. Find out how to take advantage of included widgets such as RSS Feeds, image galleries and more. Also, learn some HTML and CSS coding to customize your site's look and feel and find out how to use Shortcodes, modify the CSS Styles, change themes and add Google Analytics metrics. Satisfies an elective requirement for the Continuing Education Certificate in Website Design. Prerequisite: *WordPress Websites: Level I* or instructor permission. A hosted WordPress Site is provided for each student to use in the class. Instructor: Timothy Latham
Tuition: $77  Fee: $16

**ZWEB-042-0041**  
W 10/10-10/24 (3 sessions)       6:00 pm- 9:00 pm  FOH 306

**SOCIAL MEDIA**

**Social Networking Privacy: How to Be Safe, Secure and Socially Savvy**
Control how much information you want to share with others online. Block unwanted targeted advertising. Secure and manage your online activities and personal information to make you less vulnerable to security threats, identity theft and hackers. Tour various social media platforms and learn how to customize the settings. Find out how Facebook, Google, Twitter, Instagram, Snapchat, popular commerce sites and your browser track and target your every move. Erase personal data that Google collects from your browser, smartphone and iPhone and obtain tips on how to be socially savvy. Includes monitoring your kids’ use of the Internet and deleting voice recordings that Google and Alexa store. Come to class with the ability to access your Google/Amazon or any social media accounts. Prerequisite: basic computer and Internet skills. Instructor for both sessions: Perry Angelonga
Tuition: $64  Fee: $16

**ZSOC-008-0072**  
T 10/16-11/6 (4 sessions)       6:00 pm- 8:30 pm  FOH 301

**ZSOC-008-3008**  
T 11/6-11/27 (4 sessions)       9:30 am-12:00 pm  ORGC BERLIN

**Social Media Marketing for Your Business**
Enhance your marketing mix with a variety of social media tools to leverage the best results in getting your business or product in front of the right audience. Facebook is a must and you’ll find out how to set up your Business Pages or Groups and evaluate the tools you will need to market your business. Go beyond Facebook and use other popular social media platforms like Twitter, Pinterest, Instagram and YouTube to create a coherent campaign across multiple marketing portals. Use a social media dashboard to build time back into your day while ensuring that your messages are published across several channels. By the end of this session, you will have developed a comprehensive plan to launch or promote your product or service. Create a detailed outline of posts, tweets and images and put it into action. Prerequisites: basic computer and Internet experience. Bring login information for any social media sites to which you already belong. Instructor for both sessions: Stacy Mitchell
Tuition: $85  Fee: $16

**ZSOC-008-0072**  
T 10/16-11/6 (4 sessions)       6:00 pm- 8:30 pm  FOH 301

**ZSOC-008-3008**  
T 11/6-11/27 (4 sessions)       9:30 am-12:00 pm  ORGC BERLIN
SOCIAL MEDIA, continued

**Facebook for Business: Building and Managing Content**

You have a Facebook page for your business. Now what? Move beyond just throwing up a post each day or just using the wall, to building and managing content while engaging your customers. Find out how to build and publish a complete and attractive business profile including selecting and adding proper images, editorial content, active hyperlinks and education pieces that will let you interact with your customers and drive traffic to your website. Identify what types of information will help you stand out from your competitors and give your audience everything they need to take the next step. Find out how to create custom pages, build a photo gallery with tagged images and publish content that engages your audience. Evaluate the tools you will need to create promotional ideas, video and image-based messages and use a social media dashboard and an editorial calendar to help build time back into your day. *Prerequisites: basic computer and Internet experience and an active personal Facebook account (must have a username and password set up for a personal account prior to participating in this class). Having authorization as an administrator to your business profile is recommended.* Instructor for both sessions: Stacy Mitchell

Tuition: $43    Fee: $16
ZSOC-002-0071  M 10/8-10/15 (2 sessions) 6:00 pm- 8:30 pm  FOH 301
ZSOC-002-3009  T 12/4-12/11 (2 sessions) 9:30 am-12:00 pm  ORGC BERLIN

**Facebook Advertising for Small Business**

Facebook Advertising is one of the most affordable and effective ways to market your business. Find out how to target a specific audience (local or global) and gain valuable metrics to track. Simplify the steps for creating a Facebook ad that works with your marketing strategy to increase brand awareness and social exposure. Capture and nurture leads. We'll set up your Facebook Ad Manager if you don't already have one. Learn the difference between the various types of campaigns you can create, how to test an ad for less than $5 a day, and how to decipher ad analytics so you know what is working and what is not. Place a live ad (you will need to link a payment source to your Facebook Ad account) in the first session and track its progress through the course. Please come with login and password information to access Facebook. *Prerequisite: basic computer and Internet skills. Facebook for Business is highly recommended.* Instructor: Stacy Mitchell

Tuition: $43    Fee: $16
ZSOC-010-0073  M 10/29-11/5 (2 sessions) 6:00 pm- 8:30 pm  FOH 301

**Adobe Photoshop: Level I (Version CC)**

Work with digital photos and graphics using this industry-standard professional photo-editing software. Popular among home and professional graphic designers, illustrators, Web professionals and photographers, Adobe Photoshop can help you correct and retouch photos, refine images and work with selections and layers. Import, export and organize files. Work with vector and raster images. Learn how to modify, manipulate and transform selections, text and layers to create stunning effects. Organize and manage photos using Adobe Bridge. Prepares users for additional coursework in Photoshop and other Adobe applications. Users of all Adobe CS versions can benefit. Satisfies requirements for Continuing Education Certificates in Computer Graphics and Desktop Publishing and in Website Design. *Prerequisites: experience with computers, Windows and some graphics. Experience working with files and folders is helpful.* Instructor: Timothy Latham

Tuition: $128    Fee: $16
ZIMG-034-0042  Th 9/20-10/18 (5 sessions) 6:00 pm- 9:00 pm  FOH 306

**Let Wor-Wic be your training department!**

Wor-Wic offers customized training for all of your computer and technology needs. Contact Kristina Toadvine at ktoadvine@worwic.edu or 410-334-2815 to set up a customized course for your organization.

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**Continuing Education Certificate in Computer Graphics and Desktop Publishing**

Complete three core courses:
- Adobe Photoshop: Level I
- Adobe Illustrator: Introduction
- Adobe InDesign: Introduction

Complete any two of the following electives:
- Adobe Photoshop: Level II
- Creating and Editing PDFs with Adobe Acrobat Pro
- Introduction to Lightroom
- Microsoft Publisher*

*This course is only available online.

A continuing education certificate will be awarded after successful completion of the required and elective courses for each track. Online courses can be substituted for electives with prior approval. Call 410-334-2815 for more information.
Adobe Photoshop: Level II (Version CC)

Take Photoshop to the next level and get creative using tools such as color fills, gradients, patterns, overlays and many other special effects. Discover advanced layer techniques using masks, filters and smart objects to create stunning results. Practice using different drawing tools, designing paths and shapes, and opening and modifying Camera Raw photos. Create layer masks, gray-scale masks and clipping masks. Users of all Adobe CS versions can benefit. Satisfies requirements for Continuing Education Certificates in Computer Graphics and Desktop Publishing and in Website Design. Prerequisite: "Adobe Photoshop: Level I" or permission of the instructor. Instructor: Timothy Latham

Tuition: $102        Fee:  $16        Text Required: Code B
ZIMG-035-0043      Th 10/25-11/15 (4 sessions)    6:00 pm - 9:00 pm  FOH 306

Adobe Photoshop Elements for the Digital Photographer (Version 15)

Bring out the best in your images! Created specifically for the home user or small business owner. This software combines powerful photo-editing functionality with intuitive organizing and sharing capabilities. Use Photoshop Elements to edit and organize your photos and easily find images by person, place or any event in seconds. Cover ways to rotate, crop, correct color and tone, and remove red eye, spots and skin imperfections. Using new tools, improve the sky and background, and change the color of objects in your photos. Get started with advanced techniques such as exploring the use of layers, combining images together and other advanced editing options for more control. Prerequisites: basic computer skills and an introductory graphics course or working knowledge of uploading your photos. Instructor: James King

Tuition: $128      Fee:  $16
ZIMG-003-0062      MW 10/31-11/19 (6 sessions)    9:30 am-12:00 pm  FOH 306
MICROSOFT OFFICE

Office 365 Business: Take Your Office Anywhere  NEW!
If you are a small business and are considering upgrading to Office 365 or have already upgraded, this course will get you and your team up-to-speed and able to access documents from anywhere working across multiple devices. Sign into Microsoft OneDrive and learn how to use Office Online. Create a shared environment and learn to use Word, Excel and PowerPoint to share files, co-author and edit documents and create presentations in real time. Learn how to obtain Office for iOS and Android devices. Sync your data automatically and access your files on-the-go with your laptop, smartphone, tablet and more. Includes using virtual Skype video conference tools and connecting with Microsoft support. Prerequisites: basic computer and Internet experience and familiarity with Office applications. Instructor: Perry Angelonga
Tuition: $85  Fee: $16
ZOF-174-0110  Th  9/27-10/18 (4 sessions)  2:30 pm- 5:00 pm  FOH 301

QUICKBOOKS

Mastering QuickBooks (Version Pro 2018)
Become a confident QuickBooks user with professional training. Discover what this user-friendly software package can do for you and your business. Create a mock business and learn how to track basic sales and your inventory, manage both accounts payable and receivable, and generate standard reports. Provides an overview of payroll, bank reconciliation, integration with Microsoft Excel and more. Uses QuickBooks Professional 2015 but will benefit users of all versions. Prerequisites: Windows experience and knowledge of basic accounting principles or "Accounting Basics" course. Instructor: Andrea Kenney
Tuition: $141  Fee: $16
ZACC-009-0063  W  10/10-11/14 (6 sessions)  6:15 pm- 9:00 pm  FOH 301

QuickBooks: Payroll (Version Pro 2018)
Save money by processing payroll in-house. Become familiar with compliance requirements and various labor laws. Learn and understand the steps and information you need to set up QuickBooks Payroll correctly. Discover what you need to know about year-end procedures including W-2, W-3, 1099 and 1096 forms, as well as review required state and federal forms. Find out how to set up your employees in QuickBooks, choose payroll defaults, set up schedules and pay employees. Track employee vacation, sick and personal leave and find out how to process payroll taxes, including Federal 941 and 940 filings, State Withholding, State Unemployment and more. Uses QuickBooks Professional 2015 but will benefit users of all Pro versions. Prerequisites: Windows and basic computer experience. Must be currently using QuickBooks or have taken "Mastering QuickBooks" or "QuickBooks: Reports." Instructor: Andrea Kenney
Tuition: $47  Fee: $16
ZACC-005-0060  TTh  11/27-11/29 (2 sessions)  6:15 pm- 9:00 pm  FOH 301

QuickBooks: Reports (Version Pro 2018)
QuickBooks has many built-in reports that can be customized to meet your individual business needs. This class will show you how to create a variety of reports in QuickBooks including reports that tell you how well your company is doing, how much your customers owe you and how much money your company owes to others. Explore employee and payroll reports and account activity reports. Bring your own unique business questions to the class to determine which QuickBooks report is available and find out how to use the tools to run the reports you need. Uses QuickBooks Professional 2015 but will benefit users of all Pro versions. Prerequisites: Windows and basic computer experience. Must be currently using QuickBooks or have taken "Mastering QuickBooks" or "QuickBooks: Payroll." Instructor: Andrea Kenney
Tuition: $47  Fee: $16
ZACC-008-0090  S  12/1 (1 session)  9:00 am- 3:30 pm  FOH 301
Wor-Wic offers customized training for all of your computer and technology needs. Contact Kristina Toadvine at ktoadvine@worwic.edu or 410-334-2815 to set up a customized course for your organization.

The number one, most in-demand job skill in 2016 was Microsoft Excel, according to the Education Advisory Board.

Don’t miss out! Enroll in one of our Excel classes today.

Let Wor-Wic be your training department!

Hazel Center Café
Taking an all-day course on campus?
The Hazel Center Café is conveniently located on the first floor of the Hazel Center and offers a delicious variety of soups, salads, sandwiches and desserts, as well as daily specials.

Open Monday through Friday at 8 a.m.

A continuing education certificate in Microsoft Office Business Technology Applications will be awarded after successful completion of the five Microsoft courses designated with a ★ in the following schedule. Turn in your tracking journal to receive your certificate after you have completed all requirements. Add three advanced-level Microsoft Office courses and earn a continuing education certificate in advanced Microsoft Office Business Technology Applications. The college uses Microsoft Office 2016, but users of Office 2010 and 2013 will benefit from taking these courses. Call 410-334-2815 for more information.

MS Word: I ★
Discover how to use Word in the workplace and explore the newest features. Find out how to navigate and customize the Ribbon and learn how to create, edit and format business documents. Customize your document your way with robust formatting tools. Find the right command in seconds with the new Tell Me feature. Access the built-in templates to quickly create prearranged formatting, layouts and style options for your documents. Open, create and edit PDF files from Word. Prerequisites: Windows and basic computer experience. Instructor: Perry Angelonga
Tuition: $51 Fee: $16
ZOFC-163-0027 F 9/14 (1 session) 9:00 am - 4:00 pm FOH 301

MS Word: II ★
Discover new ways to format your business documents with tables, page breaks and section breaks. Practice doing a Mail Merge using letters, labels and envelopes. Use the new Apps feature to incorporate mini applications that extend what you can do within Word without leaving your document. Incorporate headers and footers and add additional information such as page numbers, dates and footnotes. Add web photos and videos directly into Word. Collaborate and share documents with colleagues using OneDrive. Prerequisite: "MS Word: I" or other introductory Word course. Instructor: Perry Angelonga
Tuition: $51 Fee: $16
ZOFC-164-0028 F 9/21 (1 session) 9:00 am - 4:00 pm FOH 301

MS Excel: I ★
Discover how to use Excel in the workplace and explore the newest features. Build formulas and format values for your business worksheets. Begin to create detailed worksheets and invoices and use some complex formulas. Create basic charts and graphs and practice using Sparklines, Flash Fill and the Quick Analysis tool to enhance your data. Prerequisites: Windows and basic computer experience. Instructor: Perry Angelonga
Tuition: $51 Fee: $16
ZOFC-165-0029 F 9/28 (1 session) 9:00 am - 4:00 pm FOH 301

MS Excel: II ★
Refine your formula and function writing abilities including how to name, apply and define ranges within a formula. Group and link multiple worksheets together to consolidate large amounts of data. Manage your data with advanced sorting and filtering tools. Discover what a PivotTable can do to help you analyze your data. Use visual filters such as Slicers to attach to PivotTables, Pivot Charts and other data sources. Prerequisite: "MS Excel: I" or other introductory Excel course. Instructor: Perry Angelonga
Tuition: $51 Fee: $16
ZOFC-166-0030 F 10/5 (1 session) 9:00 am - 4:00 pm FOH 301

Continuing Education Certificate in Computer and Office Technology Essentials
This five-course certificate recognizes achievement in basic computer technology, Internet and office applications.

Complete two core courses:
• Introduction to Computer Applications: Part I
• Introduction to Computer Applications: Part II

Complete any three of the following electives:
• Microsoft Word: Level I or MS Word: I
• Microsoft Excel: Level I or MS Excel: I
• MS PowerPoint: I
• MS Outlook: I
• Windows: Managing Files and Folders

A continuing education certificate will be awarded after successful completion of the required core and elective courses. Instructors will verify successful completion of each course by signing off on a tracking journal. Turn in your tracking journal to receive your certificate after you have completed all required courses. Online courses can be substituted for elective courses (through www.ed2go.com/worwic) with prior approval.
### Computers & Technology

**Fast Track Seminars in Microsoft Office 2013/2016**

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor</th>
<th>Tuition: $51</th>
<th>Fee: $16</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MS Excel: III</strong></td>
<td>Instructor: Alan Musser</td>
<td></td>
<td></td>
<td>F 10/12-10/19 (2 sessions)</td>
<td>9:00 am-4:00 pm</td>
<td>FOH 301</td>
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<tr>
<td>Take Excel to the next level and increase the sophistication of your analyzing and data reporting abilities. Learn everything you need to know about creating and manipulating PivotTables. Consolidate multiple worksheets into one PivotTable and quickly analyze volumes of data, generate summary views, see comparisons and reveal patterns in your data. Generate data tables using Vlookup, Hlookup and Index functions. Automate repetitive tasks in Excel so that you can perform them with a single click. <strong>Prerequisite:</strong> &quot;MS Excel II&quot; or permission of instructor.</td>
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<tr>
<td><strong>MS Outlook: I</strong></td>
<td>Instructor: Perry Angelonga</td>
<td></td>
<td></td>
<td>F 10/12-10/19 (2 sessions)</td>
<td>9:00 am-12:00 pm</td>
<td>FOH 301</td>
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<tr>
<td>Find out how to use this widely popular email program in the workplace. Discover how Microsoft Outlook can integrate your business contacts, emails, tasks and calendars. Quickly attach recent documents to your emails. Create folders to categorize your inbox, search folders, manage your emails and share information with others. Archive and backup your data for fast retrieval. <strong>Prerequisites:</strong> Windows and basic computer experience.</td>
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<tr>
<td><strong>MS Access: I</strong></td>
<td>Instructor: Alan Musser</td>
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<td></td>
<td>F 10/26-11/2 (2 sessions)</td>
<td>9:00 am-12:00 pm</td>
<td>FOH 301</td>
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<td>Quickly retrieve exactly what you need by easily managing, storing, searching, analyzing and displaying important information that you have collected about your organization. Use powerful queries, reports and timesaving macros to build relationships between tables, thereby reducing redundancies and data entry time. Minimize data entry errors by setting default values, creating validation rules and building input masks. Make your database more user-friendly with custom data entry forms and Smart Lists. <strong>Prerequisites:</strong> Windows, Word and Excel experience preferred.</td>
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<tr>
<td><strong>MS Access: II</strong></td>
<td>Instructor: Alan Musser</td>
<td></td>
<td></td>
<td>F 11/9-11/16 (2 sessions)</td>
<td>9:00 am-12:00 pm</td>
<td>FOH 301</td>
</tr>
<tr>
<td>Go beyond database basics in this intermediate class and further your knowledge of databases with Microsoft Access. Learn to apply normalization and establish table relationships, create more sophisticated queries, and design custom forms and reports including calculated controls. Use database tools such as the database wizard, compacting and repairing a database, and backing up and restoring a database. <strong>Prerequisite:</strong> &quot;MS Access: I&quot; or introductory course.</td>
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<tr>
<td><strong>MS PowerPoint: I</strong></td>
<td>Instructor: Perry Angelonga</td>
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<td></td>
<td>F 11/16 (1 session)</td>
<td>9:00 am-4:00 pm</td>
<td>FOH 308</td>
</tr>
<tr>
<td>Develop professional presentations and explore PowerPoint's newest features. Find out how best to work with text, images and multimedia and use PowerPoint tools to deliver a compelling presentation. Use the new search feature and Slide Sections to group related slides for easier navigation. Add Ink Annotations directly to your current slides. Jazz up your slides by creating diagrams and organizational charts from SmartArt. Find out how to share and export the finished presentation to various formats. <strong>Prerequisites:</strong> Windows and basic computer experience.</td>
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</table>

**Continuing Education Certificate in Microsoft Office Business Technology Applications**

This five-course certificate recognizes achievement in using Microsoft Office applications in a business environment.

Complete all of the following fast-paced core courses:
- MS Word: I
- MS Excel: I
- MS Outlook: I
- MS Access: I
- MS PowerPoint: I

**Take Your Career One Step Further.**

A continuing education certificate will be awarded after successful completion of the required courses. Instructors will verify successful completion of each course by signing off on a tracking journal. Turn in your tracking journal to receive your certificate after you have completed all required courses. One online course can be substituted for one course in each certificate track (through www.ed2go.com/worwic) with prior approval.

Call 410-334-2815 for more information.
THREE OPTIONS FOR ONLINE STUDY!
Take courses anywhere or on the go with...

ed2go ONLINE CLASSES

Visit [www.ed2go.com/worwic](http://www.ed2go.com/worwic) and choose from hundreds of courses in the following areas:

- Accounting & Business
- College Readiness & Test Prep
- Computer Applications
- Healthcare
- IT Certification Prep
- Personal Career Development
- Writing & Publishing ...and more!

Affordable education! $114 for most courses! Flexible scheduling within a 6-week course timeline.

1. Go to [www.ed2go.com/worwic](http://www.ed2go.com/worwic) and locate the course you want to take. Select the course and review the description, outline, requirements, cost and start dates.

2. Click the “Add to Cart” button, select a start date and click “Continue to Checkout.” If you are a new student, you need to create an account. If you are a returning student, log in with your email address and password. Review course selection and press “Checkout.” You will receive an email confirmation, but you are not officially registered for the course until the college receives a Wor-Wic registration form and payment within three days of the course start date.

3. Submit a “Wor-Wic Community College Continuing Education & Workforce Development Registration Form” with payment by fax, mail or in person to complete the registration process.

Upcoming class start dates: 9/12, 10/17, 11/14 and 12/12

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ed2go career

ONLINE CAREER TRAINING

Comprehensive online courses through ed2go career are designed to provide advanced online training and will prepare you for industry certifications and jobs.

Courses are on-demand and do not have a set start date. You can begin whenever you choose and complete lessons at your own pace. All textbooks are included in the cost and will be mailed to you.

1. Go to [careertraining.ed2go.com/worwic](http://careertraining.ed2go.com/worwic) to locate a career training program and click “Contact Me.”

2. Submit a “Wor-Wic Continuing Education & Workforce Development Registration Form” with payment by fax, mail or in person. You will receive an email with login instructions.

3. Within 5-7 days, your books and materials will be shipped.

Courses are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development
- Veterinary Assistant

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UGotClass

Online certificates and courses

Improve your business and professional skills with online continuing education certificates and courses. Choose a certificate series or take each course separately.

Start dates: 9/4, 10/1 and 11/5

Some of the continuing education certificates and courses offered include:

- 3D Printing for Educators
- Basic Game Design
- Digital Marketing
- Introduction to Coding
- Learning Styles
- Mobile Marketing
- The Basics of Bookkeeping

Go to [www.worwic.edu/ugc](http://www.worwic.edu/ugc) for complete certificate offerings.
DEVELOPMENTAL ENGLISH/ESL

Reading for Speakers of Other Languages (ENG 081)
This course prepares non-native speakers of English for the reading tasks they will encounter in subsequent college courses. Students receive group and individual instruction to improve the skills where they need the greatest improvement (vocabulary, comprehension, spelling, structural analysis, skimming and scanning and/or note-taking and test-taking strategies). Students are placed in this course as a result of their computerized reading skills assessment score or they can enroll on their own. Reading improvement is determined by student performance on a reading skills assessment. Instructor: Charles Porter
Tuition: $232 Fee: $6 Text Required: Code C
ZDEV-012-0001 T 9/11-12/4 (14 sessions) 10:45 am-12:45 pm BH 330
Exam on T 12/11.

Grammar and Writing Skills for Speakers of Other Languages (ENG 082)
This course prepares non-native speakers of English for the writing tasks they will encounter in subsequent college courses. Instruction includes common sentence patterns, spelling, punctuation, grammar and effective paragraph construction. Emphasis is placed on the areas of English grammar where non-native English speakers have the greatest difficulty. Group and individual instruction are provided. Students are placed in this course as a result of their computerized writing skills assessment score or they can enroll on their own. Writing improvement is determined by student performance on writing skills assessments. Instructor: Charles Porter
Tuition: $464 Fee: $6 Text Required: Code E
ZDEV-007-0002 TTh 9/6-12/6 (27 sessions) 8:30 am-10:30 am BH 330
Exam on T 12/11. No class on 11/22.

Listening and Speaking Skills for Speakers of Other Languages (ENG 083)
This course prepares non-native speakers of English for the listening and speaking tasks they will need for success in subsequent college courses. Instruction includes phonetics, pronunciation, listening comprehension, idioms, cultural rules, differentiation of informal and formal speech and conversational skills. Emphasis is placed on the areas of spoken English where non-native English speakers have the greatest difficulty. Group and individual instruction are provided. Students are placed in this course as a result of their computerized listening skills assessment score or they can enroll on their own. Listening and speaking improvement is determined by student performance on computerized listening skills assessments. Instructor: Charles Porter
Tuition: $232 Fee: $6 Text Required: Code E
ZDEV-013-0003 Th 9/6-12/6 (14 sessions) 10:45 am-12:45 pm BH 330
Exam on Th 12/13. No class on 11/22.

Foundations of College Literacy (ENG 087)
This course is designed to prepare students for ENG 095 and/or ENG 096 or ENG 097. Areas of instruction include reading comprehension, vocabulary, grammar and paragraph and essay writing. The course is self-paced and completed online through Blackboard. The work may be completed on campus in the Reading and Writing Center (BH227) or anywhere the student has access to a computer and the internet. Students are encouraged to spend a minimum of 4-6 hours each week working in the Reading and Writing Center, where they will have access to qualified instructors to assist them with course materials and instruction. Note: This is a self-paced course that has a mandatory orientation on the first day of the class, either at 9:00 am or 5:30 pm. You must choose which orientation to attend at the time of registration.
Tuition: $156 Fee: $6
ZDEV-016-0004 9/4-10/22
ZDEV-016-0005 10/23-12/14
Criminal history check required for certified nursing assistants

The Maryland Board of Nursing (MBON) requires a criminal history records check for all certified nursing assistants. If the background check indicates arrests and/or convictions, additional information will be requested from the applicant. A MBON pre-licensure committee will review all information and will forward a report to the MBON for a decision. The MBON may deny licensure of an applicant. A MBON pre-licensure committee will review all information and will forward a report to the MBON for a decision. The MBON may deny licensure of an applicant.

Approval for certification is completed by the MBON. The staff at Wor-Wic is unable to tell you if your background will be accepted for certification. If you have any disciplinary action against you in the State of Maryland or any other state, under any name, you are advised to contact the MBON with your questions before registering for the certified nursing assistant course.

Email: mdbon.disc-cna@maryland.gov

Fingerprinting will be done during class. Do not obtain fingerprints on your own. A background check is also required prior to your clinical rotation. These costs are included in the course fee.

Go to www.mbon.org for eligibility requirements to become a certified nursing assistant.

Expungement

If your case meets certain conditions, you may be able to ask the court to expunge a criminal record or juvenile record. Expungement removes information about a case from court and law enforcement records. Find more information, including updated regulations effective Oct. 1, 2017, at the Maryland Courts website, http://mdcourts.gov/legalhelp/expunge-ment.html.

HEALTH & SAFETY

According to the U.S. Bureau of Labor Statistics, employment in healthcare occupations is projected to grow 18 percent from 2016 to 2026, much faster than the average for any other occupation, adding about 2.4 million new jobs. Are you ready?

By successfully passing allied health courses, you will acquire the certification required in your area of study and/or be prepared to sit for national certification exams. Contact Teresa Tyndall, director of allied health, at ttyndall@worwic.edu or at 410-334-6780 for more information.

Please be aware that the majority of healthcare career training programs with clinical components require that students pass a background check and/or drug screen, including Certified Medicine Aide, Certified Nursing Assistant, Dental Assistant, Nurse Refresher and Phlebotomy Technician. Clinical sites used by these programs review the results of the screenings before students are allowed in the facility and may refuse entry to a student based on the results. Failure to meet any requirements for clinical experiences, such as submitting medical documentation or completing background checks/drug screens by the designated due date will result in the student being released from the program. Failure to be accepted by a clinical site will put a student’s ability to complete the program at risk. You will find more details in course descriptions when applicable. Most employers require you to be 18 years or older and have a high school diploma or GED.

CERTIFIED NURSING ASSISTANT

Certified Nursing Assistant—Part I

Designed to provide classroom and "hands-on" experience. Includes basic knowledge of healthcare team roles, communication skills, life span, and death and dying. Covers body systems, chronic and acute conditions, rehabilitation and nutrition. Learn medical terms and abbreviations, treatment protocols, how to assist with personal care and activities of daily living. Develop "hands-on" skills competency in a clinical lab. Approved by the Maryland Board of Nursing. Complete "Certified Nursing Assistant—Parts I and II" and automatically qualify to apply to the Board of Nursing for certification and eligibility for the Geriatric Nursing Assistant examination. Schedules, room assignments and holiday information will be distributed at the first class session. Tuition and fees do not cover the additional cost of approximately $300 for course requirements. Fee includes required drug screen, background check and fingerprinting. Go to www.mbon.org for eligibility requirements to become a certified nursing assistant.

Prerequisites: minimum reading comprehension and arithmetic requirements. Students must be able to lift, push and pull a minimum of 50 pounds without restriction.

Tuition: $680 Fee: $299 Text Required: Code B

Certified Nursing Assistant—Part II

Forty hours of clinical experience in a long-term care setting. Candidates will practice skills, work in a healthcare team setting and become familiar with caring for the elderly and infirm. Prerequisites: must take "Certified Nursing Assistant—Part II" within six months of completing Certified Nursing Assistant—Part I. Students must be able to lift, push and pull a minimum of 50 pounds without restriction.

The following documentation must be submitted by the end of "Certified Nursing Assistant—Part I" to be eligible to begin Part II: approval from Student Pre-Check (background check; student Pre-Checks are required by Wor-Wic Community College and nursing home facilities); proof of a current American Heart Association Basic Life Support (BLS) card valid through the end of Part II; documentation of a current, negative TB/PPD test or negative chest X-ray within the last year; documentation of Hepatitis vaccine or waiver, flu vaccine or waiver and medical clearance.

Tuition: $408 Fee: $16
HEALTH & SAFETY

CERTIFIED NURSING ASSISTANT SCHEDULE OF CLASSES

Participants should complete the following three courses within the same session: “Certified Nursing Assistant—Part I,” “Basic Life Support (BLS)” and “Certified Nursing Assistant—Part II.” Students must attend 100 percent of BLS course hours.

SESSION I

Certified Nursing Assistant—Part I
Tuition: $680 Fee: $299 Text Required: Code B
ZCNA-002-0036 M-Th 9/10-10/11 (20 sessions) 8:00 am-12:00 pm HH 200

Basic Life Support (BLS)
Instructor for both sessions: Ruth Gaudreau
Tuition: $43 Fee: $20 Text Required: Code A
ZBLS-004-0101 F 9/21 (1 session) 8:00 am-1:00 pm AHB 100
ZBLS-004-0102 F 9/28 (1 session) 8:00 am-1:00 pm AHB 100

Certified Nursing Assistant—Part II
Tuition: $408 Fee: $16
ZCNA-003-0037 10/15-10/19 (5 sessions) 7:00 am-3:30 pm Nursing Home TBD
10/22-10/23 (2 sessions) 8:00 am-12:00 pm HH 202

SESSION II

Certified Nursing Assistant—Part I
Tuition: $680 Fee: $299 Text Required: Code B
ZCNA-002-0038 M-Th 10/1-11/1 (20 sessions) 5:30 pm-9:30 pm HH 200

Basic Life Support (BLS)
Instructor for both sessions: Ruth Gaudreau
Tuition: $43 Fee: $20 Text Required: Code A
ZBLS-004-0103 F 10/12 (1 session) 8:00 am-1:00 pm AHB 100
ZBLS-004-0104 F 10/26 (1 session) 8:00 am-1:00 pm AHB 100

Certified Nursing Assistant—Part II
Tuition: $408 Fee: $16
ZCNA-003-0039 11/5-11/9 (5 sessions) 7:00 am-3:30 pm Nursing Home TBD
11/12-11/13 (2 sessions) 5:30 pm-9:30 pm HH 202

SESSION III

Certified Nursing Assistant—Part I
Tuition: $680 Fee: $299 Text Required: Code B
ZCNA-002-0098 M-Th 10/29-12/4 (20 sessions) 8:00 am-12:00 pm HH 200
No class on 11/21 and 11/22.

Basic Life Support (BLS)
Instructor for both sessions: Ruth Gaudreau
Tuition: $43 Fee: $20 Text Required: Code A
ZBLS-004-0105 F 11/9 (1 session) 8:00 am-1:00 pm AHB 100
ZBLS-004-0106 F 11/16 (1 session) 8:00 am-1:00 pm AHB 100

Certified Nursing Assistant—Part II
Tuition: $408 Fee: $16
ZCNA-003-0099 12/6-12/12 (5 sessions) 7:00 am-3:30 pm Nursing Home TBD
12/13-12/14 (2 sessions) 8:00 am-12:00 pm HH 202

Mandatory information sessions

Information sessions are mandatory for individuals interested in registering for Certified Nursing Assistant (CNA) training. You must attend one of the sessions (below) to learn of the prerequisites, requirements and expectations of the training, including drug screens and background checks. You will also hear about EARN scholarships and other financial resources. Sign up for the earliest session so that you can make an informed decision about pursuing the training without delaying your registration. Call 410-334-6780 for additional information.

Aug. 22, 1:30 to 3:30 p.m.
Sept. 18, 5 to 7 p.m.
Oct. 18, 1:30 to 3:30 p.m.
Nov. 27, 5 to 7 p.m.
No session in Dec.

All sessions are held in Henson Hall, Room 105. Only individuals interested in taking this training should attend these sessions.

Please arrive on time. Doors close at the start of each session and no further admittance will be allowed.

The required reading comprehension and arithmetic tests are free and may be done before or after you attend the mandatory information session.
Free testing is available for students to help them determine if they meet the minimum reading comprehension and arithmetic requirements for most health care courses. Test scores are valid for two years.

No appointment is necessary to take the tests, but students must first go to FOH 102 to receive a “Testing Referral” form. This form and a photo ID are required to be admitted to the Testing Center, which is located in Room 226 of Brunhorst Hall, 410-334-2843.

Students who speak English as a second language will first be required to pass all three sections of the English for Speakers of Other Languages (ESL) test to be eligible to take the reading comprehension and arithmetic tests.

Exceptions are made for students who have an associate or higher degree from a regionally-accredited college in the U.S. Students requesting an exception must submit an unofficial transcript at the time of registration in FOH 102.

Students who need to take the complete battery of tests must arrive at least three hours before the closing time at the Testing Center. Those who are taking only one test must arrive at least one hour before closing time.

Testing Center Hours
Monday through Thursday,
8:30 a.m. to 8 p.m.
Friday and Saturday,
8:30 a.m. to 3 p.m.
No testing 11/21-25 and 12/22 through 1/2.

After passing all testing requirements, students will receive a “Course Registration Authorization” form from the Testing Center, which must be submitted when registering for a continuing education class.

Students who have successfully completed a minimum of ENG 084 or 095 and MTH 091 at Wor-Wic Community College are not required to test. Academic records are verified by an employee in FOH 102.

Students who have successfully completed the equivalent of ENG 084 or 095 and MTH 091 at another college may request an exception. An unofficial transcript must be submitted at the time of registration in FOH 102.

Dental Assistant—Introduction
Prepare for a career in the dentist’s office with classroom instruction and newly added 20 hours of valuable real-world clinical experience in a local dental setting. Learn the fundamentals of chairside dental assisting. Be able to anticipate the needs of the dentist in delivering optimal patient care, collecting and recording clinical data, educating patients in oral health management, preventing and managing emergencies and following general office procedures. Develop your skills in sterilization and disinfection using dental materials, maintaining a sterile environment and using four-handed dental assisting techniques. Acquire skills in preventing cross-contamination and disease transmission. Beneficial in preparing for the General Chairside Assisting (GC) and Infection Control (ICE) components of the Dental Assisting National Board’s Certified Dental Assistant Exam. Knowledge of medical terminology is highly recommended. Go to www.danb.org for eligibility requirements to become a Certified Dental Assistant. Prerequisites: minimum reading comprehension and arithmetic requirements. Documentation of a current, negative TB/PPD test or a chest X-ray taken within the last year; Measles, Mumps, Rubella, and Varicella (MMRV) Vaccine; Tdap (Tetanus, Diphtheria, Pertussis) Vaccine and a clean background check. Students must be available for four to six consecutive days in order to complete 20 clinical hours in four- or eight-hour increments including clinical site orientation. Clinical rotation will not be scheduled until all required documentation is submitted. Clinical hours must be completed before student can begin “Radiology for Dental Assistants” course. Course fee includes cost for liability insurance. Instructor: Christina Bennett

Tuition: $655   Fee: $80   Text Required: Code E
ZDNT-009-0014   MW 9/5-11/7 (19 sessions)   5:00 pm - 8:00 pm   HH 105
Mandatory orientation session, Thurs. 9/6, 8:30 a.m. at Chesapeake Health Care

Radiology for Dental Assistants
Gain the technical and clinical knowledge necessary to help you continue your preparation to become a dental assistant with classroom instruction and newly added 20 hours of clinical rotation in a local dental setting. Learn how to acquire radiographic images using various techniques and equipment. Evaluate radiographic images for diagnostic value. Explore techniques for working with patients before, during and after exposure. Study quality assurance and radiology regulations. Become familiar with current American Dental Association guidelines for radiation safety for patients and operators. Review infection control procedures and standard precautions for patients, operators and equipment. This course is approved by the Maryland State Board of Dental Examiners. Beneficial in preparing for the DANB Radiation Health and Safety Certification (RHS) component of the Certified Dental Assistant (CDA) exam which is required to practice dental radiology in Maryland. In order for students to take the DANB exam, they must possess a high school diploma or equivalent, minimum of 3,500 hours of approved work experience AND current certification in CPR from a DANB-accepted provider. Clinical hours will be completed in same setting utilized for “Dental Assistant—Introduction” course. Students must be available for four to six consecutive days in order to complete 20 clinical hours in four- or eight-hour increments. Prerequisites: "Dental Assisting—Introduction" within the last six months or a letter signed by a licensed dentist on company letterhead verifying employment as a dental assistant for at least six months submitted at registration. Instructor: Donna Ervin

Tuition: $603   Fee: $70   Text Required: Code D
ZDNT-010-0015   MW 9/12-11/12 (18 sessions)   5:30 pm - 8:00 pm   HH 205
Mandatory orientation session, Thurs. 9/6, 8:30 a.m. at Chesapeake Health Care, for students new to the dental program.

Instructor Spotlight:
Christina M. Bennett

Christina joined Wor-Wic in the fall of 2017 as a new instructor and clinical liaison between Wor-Wic’s dental assistant program and Chesapeake Health Care (CHC, formerly known as TLC). Christina is the Dental Operations Manager with CHC and has over 15 years of experience in dentistry settings. She has certifications in OSHA, Radiology and Dental Billing. Christina ensures that students in both the Dental Assistant-Introduction and Radiology for Dental Assistants courses schedule and successfully complete their clinical hours in the dental department’s Princess Anne or Salisbury site.
HEALTH & SAFETY

DENTAL ASSISTING, continued

Dental Assistant Radiology Recertification
Meets Maryland State Dental Association requirements for renewal of Radiology Certification. Update your skills in radiation and safety. Includes radiation protection for the operator and the client, Radiation Protection Guidelines and infection control in the dental office. Students must attend 100 percent of the course hours. Go to www.danb.org for recertification requirements. Prerequisite: submit a copy of current certification or one that is no more than three months expired with registration. Instructor: Donna Ervin
Tuition: $85 Fee: $10
ZDNT-005-0100 MW 9/12/19/24 (4 sessions) 5:30 pm- 8:00 pm HH 205

EMERGENCY TRAINING

As an American Heart Association Training Center, we have trained instructors ready to pull together classes for individuals and groups to meet specific training needs. If you would like to schedule any of the following courses, please contact Teresa Tyndall at tyndall@worwic.edu or 410-334-6780 to have a detailed conversation about your particular training need.

Blended Learning Training: HeartCode® BLS is an online option intended to teach students BLS knowledge and skills. After completing the online portion (www.onlineaha.org), students must attend a structured BLS hands-on session with an AHA Instructor. This session focuses on meaningful skills practice, debriefing, team scenarios and skills testing. Contact us to schedule an individual BLS Hands-On Skills Testing session appointment.

Heartsaver Bloodborne Pathogens (BBP): This course is designed to meet OSHA requirements for BBP training when paired with site-specific instruction. Instruction is designed specifically for workers with a reasonable chance of coming into contact with bloodborne pathogens such as child care workers, security guards, health and fitness club staff and tattoo artists. Contact us to make sure your agency or business is in compliance with OSHA’s standards.

Heartsaver First Aid: This course is for anyone with limited or no training who may have to respond to and manage an emergency in the first few minutes until emergency medical personnel arrive, including teachers and child care workers. Contact us to ensure your staff is prepared with critical skills in treating choking, burns, broken bones and other first aid emergencies.

Basic Life Support (BLS)
This instructor-led course reflects the 2015 AHA Guidelines Update and teaches the basic life support skills for application in community health and hospital/facility settings, such as a dentist office, skilled nursing facility and assisted-living facility. The focus is on high-quality CPR, improvement of chest compression fraction and high-performing team dynamics. This BLS course offers content representing the latest resuscitation science for improved patient outcomes as well as realistic scenarios, simulations and animations depicting rescuers, teams and patients. Learn to recognize the signs of someone needing CPR, perform high-quality CPR for an infant, child and adult, appropriately use an AED and relieve foreign-body airway obstruction for an infant, child or adult. Card valid for two years. Instructor for all sessions: Ruth Gaudreau
Tuition: $43 Fee: $20 Text Required: Code A
ZBLS-004-0017 S 9/15 (1 session) 8:00 am- 1:00 pm AHB 100
ZBLS-004-0018 S 10/13 (1 session) 8:00 am- 1:00 pm AHB 100
ZBLS-004-0019 S 11/10 (1 session) 8:00 am- 1:00 pm AHB 100
ZBLS-004-0020 S 12/1 (1 session) 8:00 am- 1:00 pm AHB 100

DENTAL ASSISTANTS

Let us help you meet your DANB certification or recertification requirements.

All DANB certificants must have current CPR, BLS or ACLS certification from a DANB-accepted provider. As an American Heart Association Training Center, Wor-Wic Community College is a DANB-accepted, hands-on provider for Basic Life Support (BLS) certification courses.

Effective Jan. 1, 2018, all certificants must annually earn a minimum of one (1) Continuing Dental Education (CDE) credit on OSHA’s Bloodborne Pathogens standard. Wor-Wic offers the Heartsaver Bloodborne Pathogens certification course.

Check the “Emergency Training” section of this course schedule for more details.

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials do not represent income to the AHA. Student manuals are designed for individual use and are an integral part of the student’s education. Each student must have the current appropriate course manual readily available for use before, during and after the course. Prior review of the manual is strongly recommended by the AHA. Manuals for all AHA courses are available for purchase at the campus bookstore.

Classes may run longer due to class size and/or other factors outside of the instructor’s control. Courses may also be cancelled due to insufficient enrollment.
Students are issued electronic course completion cards (eCards) upon successful completion of all AHA course components. A notification will be sent from the American Heart Association inviting students to claim their cards. An eCard is the electronic equivalent of a printed course completion card and can be presented to employers as proof of successful completion of an AHA course.

Make sure your instructor has accurate contact information for you, especially your email address, to avoid a delay in the receipt of your eCard.

Students in all AHA courses must attend 100 percent of course hours.

The AHA has recently adopted an open-resource policy for exams, which means that students can use their manuals as a reference while completing written course exams. Make sure you bring your manual to class to take advantage of this new option.

Earlier this year, the American Heart Association launched its Basic Life Support (BLS) Renewal Course for current BLS providers who need to renew their BLS skills and BLS Provider course completion card. This video-based, instructor-led course features accelerated content that is designed for learners with existing BLS knowledge, allowing for time efficiency while teaching both single-rescuer and team basic life support skills for application in both in-facility and prehospital settings. Card valid for two years. Instructor for all sessions: Ruth Gaudreau.

**Tuition:** $34  
**Fee:** $20  
**Text Required:** Code A

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Dates/Location</th>
<th>Time</th>
<th>AHB</th>
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<tr>
<td>ZBLS-006-0021</td>
<td>W 9/19 (1 session)</td>
<td>8:00 am-12:00 pm</td>
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<tr>
<td>ZBLS-006-0022</td>
<td>W 10/17 (1 session)</td>
<td>8:00 am-12:00 pm</td>
<td>AHB 100</td>
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<tr>
<td>ZBLS-006-0023</td>
<td>W 11/14 (1 session)</td>
<td>8:00 am-12:00 pm</td>
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<tr>
<td>ZBLS-006-0024</td>
<td>W 12/12 (1 session)</td>
<td>8:00 am-12:00 pm</td>
<td>AHB 100</td>
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**Heartsaver CPR AED**

This is a video-based, instructor-led course that teaches adult and child CPR and AED use, infant CPR, and how to relieve choking in adults, children and infants. This course is for anyone with limited or no medical training who wants to be prepared for an emergency in any setting or needs a course completion card to meet job, regulatory or other requirements. Students will learn how to recognize cardiac arrest, get emergency care on the way quickly and help a person until more advanced care arrives to take over. The course also covers stroke assessment and naloxone treatment recommendations for opioid toxicity. Card valid for two years. Instructor for all sessions: Ruth Gaudreau.

**Tuition:** $39  
**Fee:** $33  
**Text Required:** Code A

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<td>ZCPR-009-0048</td>
<td>S 10/20 (1 session)</td>
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<td>ZCPR-009-0049</td>
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<td>8:00 am-12:30 pm</td>
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<tr>
<td>ZCPR-009-0050</td>
<td>S 12/8 (1 session)</td>
<td>8:00 am-12:30 pm</td>
<td>AHB 100</td>
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**Heartsaver First Aid CPR AED**

This 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. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. This course is for anyone with limited or no medical training who needs a course completion card in first aid and/or CPR AED to meet job, regulatory or other requirements. Card valid for two years. Students must attend 100 percent of course hours. Students must pass a written exam and skills test in order to qualify for a Heartsaver First Aid CPR AED Course Completion Card. Instructor for both sessions: Ruth Gaudreau.

**Tuition:** $60  
**Fee:** $34  
**Text Required:** Code A

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<tr>
<td>ZFCA-001-0051</td>
<td>WTh 9/26-9/27 (2 sessions)</td>
<td>8:00 am-11:30 am</td>
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<tr>
<td>ZFCA-001-0052</td>
<td>W 11/28 (1 session)</td>
<td>8:30 am-4:00 pm</td>
<td>AHB 200</td>
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</tbody>
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**World Instructor Training Schools**

“Educational Excellence for Fitness Professionals”

**Personal Trainer National Certification**

Start an exciting fitness career by becoming a Certified Personal Trainer! Key topics include biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and practical training labs, with role playing on assessing clients, programming, performing proper exercises, giving presentations and more. Course includes student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer exams. You’ll be ready to work as a Level 1 Certified Personal Trainer after passing the exams with proof of CPR/AED. Take advantage of an additional 30 hour employer internship to receive the more advanced Level 2 Certified Personal Trainer credential at no additional cost.

**Tuition:** $306  
**Fee:** $582  
**Text Required:** Code D

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<th>Course Code</th>
<th>Session Dates/Location</th>
<th>Time</th>
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<tr>
<td>ZFIT-002-0013</td>
<td>Th 10/18-12/1 (12 sessions)</td>
<td>6:30 pm-9:30 pm</td>
<td>HH 105</td>
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</table>

Class also meets every S, 1:00 pm-4:00 pm at local gym. Must register by 10/11. No class on 11/22 and 11/24.
Procedural (CPT) Coding
Focus on procedural (CPT) coding in the physician office system in preparation for entry-level employment in a healthcare setting. Cover how to select procedural codes and meet requirements for medical record documentation to substantiate the correct CPT. Learn the basics of using the Medicare HCPCS II to report supplies, equipment and devices provided to patients. Gain skill in assigning the correct modifier requirements for optimal reimbursement for medical services and supplies. Learn how to read medical records to understand the assigned patient's diagnoses and procedures performed during their visit in order to translate the physician's notes into billable medical codes. Bring a medical dictionary to class. Participation in this class, along with “Diagnostic (ICD-10) Coding” will prepare you for an entry-level position as a medical coder or biller. Prerequisite: proof of successful completion of a medical terminology course must be submitted with registration. An exception is made for those who currently hold an active license/certification in the medical field (doctors, nurses, EMTs, CNAs, MAs, etc.); current licensure/certification must be presented at the time of registration. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering.

Instructor: Christine Rommel
Tuition: $357 Fee: $10 Text Required: Code F
ZMCD-010-0016 W 9/12-12/19 (14 sessions) 6:00 pm-9:00 pm AHB 100
No class on 11/21.

Diagnostic (ICD-10) Coding
Master the assignment of diagnostic (ICD-10) codes to medical claims. Cover the format, documentation requirements and conventions for accurate coding. Learn to identify the reason for the office visit, code to highest specificity and proper sequencing. Utilize combination coding including V-codes and E-codes. Bring a medical dictionary to class. Participation in this class, along with “Procedural (CPT) Coding for Medical Insurance Billing,” will prepare you for an entry-level position as a medical coder or biller. Prerequisite: proof of successful completion of a medical terminology course must be submitted with registration. An exception is made for those who currently hold an active license/certification in the medical field (doctors, nurses, EMTs, CNAs, MAs, etc.); current licensure/certification must be presented at the time of registration. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering.

Instructor: Brenda Stevens
Tuition: $332 Fee: $10 Text Required: Code F
ZMCD-020-0108 M 9/10-12/3 (13 sessions) 6:00 pm-9:00 pm AHB 200

MEDICAL OFFICE

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable way. Break down each word into roots, prefixes and suffixes as you go through each body system. Explain how combined medical terms are derived. Memorize abbreviations of hospital areas, laboratory tests, chemistry and medical symbols and identify directional terms. No medical background is required. This is an online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online.

Tuition: $33 Fee: $81
ZMOF-002-4005 W 9/12 ONLINE
ZMOF-002-4006 W 10/17 ONLINE
ZMOF-002-4007 W 11/14 ONLINE
ZMOF-002-4008 W 12/12 ONLINE
Online career training courses for health care professionals

- Administrative Dental Assistant
- Administrative Medical Specialist with Medical Billing and Coding
- CBCCS Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers included)
- CBCCS Medical Billing and Coding
- Certified Electronic Health Records Specialist
- Certified Medical Administrative Assistant (CMAA) (Voucher included)
- Certified Outpatient Coder
- CompTIA Healthcare IT Technician
- CPC Medical Billing and Coding (Voucher included)
- Optician Certification Training

Start your new career today! Go to http://careertraining.ed2go.com/worwic for more information, including costs, requirements and hours or contact us at 410-334-2815.

Is your class at GRNC Salisbury?

GRNC, Genesis Rehab and Nursing Center
200 Civic Avenue
Salisbury, MD

PHLEBOTOMY TECHNICIAN

Phlebotomy Skills Training—Part I
Prepare for your future in health care by learning the skills necessary to perform venipuncture and blood specimen collection. Whether you intend to work as a phlebotomy technician or develop/upgrade your skills as a multi-skilled health care worker, this course can help provide a foundation for your future. Class and lab sessions cover proper collection procedures and techniques, equipment, quality assurance and safety. Additional topics include basic medical terminology, anatomy, infection control, health care systems, specimen processing and transport and purchasing. Emphasis on communication, patient interaction, professionalism and legal considerations. This is Part I of a series leading to preparation for certification. Fee includes required drug screen and background check. Prerequisites: minimum reading comprehension and arithmetic requirements. Students must be able to lift, push and pull 20 pounds without restriction. Instructor: Carla Nock
Tuition: $510    Fee: $181  Text Required: Code D
ZPHL-007-0045  TTh 9/4-10/23 (15 sessions)  5:30 pm- 9:30 pm  FOH 309

MEDICINE AIDE

Medicine Aide—Part I
Explains roles and responsibilities, essentials needed to administer medications in a long-term care facility setting and regulations covering medication administration. Examine drug sources, purposes, dosage forms and routes of administration. Cover dosage measurement, preparation, reading and following orders and commonly used drugs for many diseases and conditions. Details adverse reactions, common side effects and common disease processes. Attendance for 100% of the hours is required. Part I of a two-part course. Prerequisites: student must be a current Maryland GNA in good standing for at least one year or Maryland CNA for two years in a Maryland licensed nursing home. Student must provide a letter of recommendation from Director of Nursing on company letterhead when registering. Minimum reading comprehension and arithmetic requirements. Student must meet eligibility criteria with drug screen and background check. Instructor: Hazel Bennett
Tuition: $255  Fee: $156
ZMDA-001-0065  TTh 9/25-10/11 (6 sessions)  8:00 am- 1:00 pm  HH 200
Must meet with Allied Health Coordinator in AHB 307 PRIOR to registering. Call 410-334-6782 to set up an appointment. Registration deadline is 9/18.

Medicine Aide—Part II
This course is designed for the Geriatric Nursing Assistant who has successfully completed "Medicine Aide—Part I." As mandated by the Maryland Board of Nursing, students will participate in 30 hours of clinical experience in a nursing home to cover the safe preparation, administration and charting of medications. A review of the characteristics of the elderly, the medication order, monitoring for side effects of drugs and drug interactions and the limitations of the Medicine Aide will also be included. Instructor: Hazel Bennett
Tuition: $255  Fee: $21
ZMDA-004-0066  TTh 10/16-10/25 (4 sessions)  7:00 am- 3:00 pm  GRNC 999

Medicine Aide Recertification
Students must attend 100 percent of the course hours. Update your knowledge of medications, drug administration practices and current state regulations. Review actions, precautions, drug uses and interactions of medications used in the care of geriatric patients, as well as the role of the medicine aide in providing safe patient care. Meets the Maryland Board of Nursing’s requirement for Medicine Aide Recertification. Bring your drug handbook and calculator to class. Recertification classes could be cancelled if there is low enrollment so register for the first class offered in your 90-day renewal period. Submit a copy of current, active, unencumbered Maryland CNA/GNA/CMA certificate with registration. Renewal required at the same time CNA/GNA certificates are renewed. Go to www.mbon.org for eligibility requirements.
Tuition: $68  Fee: $16
ZMDA-003-0067  F 9/14 (1 session)  8:00 am- 4:30 pm  HH 200
Instructor: Hazel Bennett
ZMDA-003-0068  F 10/26 (1 session)  8:00 am- 4:30 pm  HH 200
Instructor: Denise Dechene
ZMDA-003-0069  F 11/16 (1 session)  8:00 am- 4:30 pm  HH 200
Instructor: Hazel Bennett
ZMDA-003-0070  F 12/14 (1 session)  8:00 am- 4:30 pm  HH 200
Instructor: Denise Dechene

HEALTH & SAFETY

PHLEBOTOMY TECHNICIAN

Phlebotomy Skills Training—Part I
Prepare for your future in health care by learning the skills necessary to perform venipuncture and blood specimen collection. Whether you intend to work as a phlebotomy technician or develop/upgrade your skills as a multi-skilled health care worker, this course can help provide a foundation for your future. Class and lab sessions cover proper collection procedures and techniques, equipment, quality assurance and safety. Additional topics include basic medical terminology, anatomy, infection control, health care systems, specimen processing and transport and purchasing. Emphasis on communication, patient interaction, professionalism and legal considerations. This is Part I of a series leading to preparation for certification. Fee includes required drug screen and background check. Prerequisites: minimum reading comprehension and arithmetic requirements. Students must be able to lift, push and pull 20 pounds without restriction. Instructor: Carla Nock
Tuition: $510    Fee: $181  Text Required: Code D
ZPHL-007-0045  TTh 9/4-10/23 (15 sessions)  5:30 pm- 9:30 pm  FOH 309
HEALTH & SAFETY

PHLEBOTOMY TECHNICIAN, continued

Phlebotomy Skills Training—Part II
Sharpen your phlebotomy skills in the classroom laboratory setting as you practice venipuncture and blood specimen collection procedures to prepare for clinical practice. This course is Part II of a series leading to preparation for certification. Must take "Phlebotomy Skills Training—Part II" within six months of successfully completing "Phlebotomy Skills Training—Part I." Go to www.aspt.org for eligibility requirements to sit for the American Society Phlebotomy Technician exam. Prerequisite: must be able to lift, push and pull 20 pounds without restriction. A flu vaccine is required before clinical rotation. AHA BLS certification required. Instructor: Carla Nock

Tuition: $476 Fee: $46 Text Required: Same as Part I

ZPHL-008-0046 TTh 10/25-12/13 (14 sessions) 5:30 pm- 9:30 pm FOH 309
No class on 11/22.

Phlebotomy Skills Review and ASPT Certification Exam
Become nationally certified as a phlebotomy technician and increase your employment opportunities. Utilize the comprehensive skills and theory review in the first two sessions to prepare for the ASPT certification exam. In order to be eligible for this national certification exam, applicants must submit documented proof of 100 successful venipunctures and five successful skin punctures AND complete "Phlebotomy Skills Training I, II and III"; OR complete "Phlebotomy Skills Training: Part I and II" and work part time for one year or full time for six months as a phlebotomist; OR submit with their application a letter on company letterhead from their healthcare supervisor attesting that procurement of blood specimens is a regular part of their assignments. NOTE: Registrations will be taken on campus in Allied Health Building, Room 307 ONLY. Application form for ASPT exam and money order made payable to ASPT must accompany registration. The exam cost is not included in the tuition and fees. Exam is only open to Wor-Wic Phlebotomy students. Instructor: Carla Nock

Tuition: $93 Fee: $51

ZPHL-009-0064 MW 11/12-11/14 (3 sessions) 6:00 pm- 8:30 pm FOH 309
Exam on S 11/17, 9:00 am. Must meet with Allied Health Coordinator in AHB 307 PRIOR to registering. Call 410-334-6782 to set up an appointment. Must register by 10/12.

PROFESSIONAL DEVELOPMENT

Healthcare Decision Making: A Social Worker's Ethical Guide to Practice
This course is designed for social workers who often find themselves in situations that call for a deeper understanding of healthcare decision-making and advance directives. Topics to be covered will include state-specific laws (Maryland and the neighboring states) and the completion of advance directives; National Association of Social Workers (NASW) Standards for Palliative and End of Life Care; and ethical dilemmas associated with healthcare decision-making. Learn about the different types and common terminology used in advance directives. Discuss the healthcare decision-making laws of Maryland and neighboring states. Explore the process for completing an advance directive. Utilize the NASW Standards for Palliative and End of Life Care to define the social worker's role in working effectively with clients and family members regarding end-of-life decision-making. Navigate ethical dilemmas associated with healthcare decision-making. Students must attend 100 percent of the course hours in order to earn three Category I CEUs in ethics approved by the Maryland Board of Social Work Examiners. Instructor: Jennifer Marvin

Tuition: $44 Fee: $8

ZALH-079-0107 W 9/17 (1 session) 9:00 am-12:00 pm FOH 200

Blending Spiritual, Emotional and Physical Client Needs
This course is intended to offer students a basic overview of professional counseling founded on a trichotomous view of humankind. Topics will focus on blending the spiritual, emotional/mental and physical aspects of client welfare and therapies. Delineate counseling techniques and create a blended therapeutic approach. Students must attend 100 percent of the course hours in order to earn three Category I CEUs approved by the Maryland Board of Social Work Examiners. Instructor: Patricia Riley

Tuition: $44 Fee: $8

ZALH-080-0177 M 9/10 (1 session) 9:00 am-12:00 pm FOH 200

FINANCIAL ASSISTANCE CODE
This code indicates that financial assistance is available. See the “Resources for Financial Assistance” page or contact Amanda Brumfield at abrumfield@worwic.edu or 410-334-2815.
**HOSPITALITY & CULINARY**

### POOL OPERATORS

**Certified Pool Operators Course**
Prepare to become a certified pool operator in Maryland by acquiring a basic understanding of swimming pool and spa classification, design and operation. Learn about types of disinfectants, pool and spa water chemistry, appropriate use of chemicals, water testing technique, filtration and circulation systems, record keeping, general maintenance, safety requirements and storage and labeling of chemicals. Also includes a review of the Code of Maryland Regulations 10.17.01: Public Swimming Pools and Spas. Recommended for pool management staff, lifeguard and property maintenance personnel. A Pool and Spa Operator Certification card from the appropriate county environmental health department will be issued to students who satisfactorily complete the course and receive a passing grade on the examination. Instructor for both sessions: Bonnie Russell

- **Tuition:** $128
- **Fee:** $21
- **Text Required:** Code B

**Free Casino Table Games Dealer Training**
Interested in becoming a table games dealer? Wor-Wic Community College, in conjunction with Ocean Downs Casino, is offering FREE job training to those who qualify.

To apply, go to www.oceandowns.com/employment.php to fill out an application and email it to hr@oceandowns.com.

For more information about training, contact the human resources office at Ocean Downs Casino at 410-641-0600 or contact Wor-Wic at 410-334-2815.

This project is funded by the State of Maryland’s EARN Maryland Grant Program, administered by the Maryland Department of Labor, Licensing and Regulation.

**Pool/Spa Operators Recertification Course**
Designed to provide pool and spa operators with up-to-date information regarding the safe and healthy operation of public swimming pools necessary for recertification. Includes necessary information for the operation of public whirlpools, spas and hot tubs as stated in COMAR 10.17.01. Students who satisfactorily complete the course and pass the examination will be recertified as a Pool and Spa Operator by the testing county’s environmental health department. Must hold current certification by authorizing county health department. Instructor for both sessions: Bonnie Russell

- **Tuition:** $46
- **Fee:** $21
- **Text Required:** Code B

### CULINARY SKILLS

**Fresh and Fabulous Seafood**
Perfect the techniques of pan searing and baking when preparing seafood. Learn tips for buying fresh and frozen seafood. Clean and prepare a variety of crustaceans including shellfish, mollusks, clams and scallops. Prepare Grilled Shrimp - "Fisherman's Style," Cast Iron Seared Scallops with Citrus Beurre Blanc, Baked Creole Stuffed Clams and classic fish en papillote. Instructor: Joel Blice

- **Tuition:** $58
- **Fee:** $46

For more information about training, contact the human resources office at Ocean Downs Casino at 410-641-0600 or contact Wor-Wic at 410-334-2815.

This project is funded by the State of Maryland’s EARN Maryland Grant Program, administered by the Maryland Department of Labor, Licensing and Regulation.
CULINARY SKILLS, continued

More of the Mediterranean...The Cuisine of North Africa and the Middle East
Add the exotic and distinctive cuisines of Northern Africa to your menu repertoire. Learn about the flavors, spices and cooking techniques of the foods of North Africa, including Morocco, Algeria, Egypt, Israel/Jerusalem and Syria. Enjoy Roasted Butternut Squash and Red Onion with Tahini and Za'atar, Moroccan Lamb Tagine and Algerian Couscous. Prepare authentic homemade Falafel with Fava Bean Salad, Hibiscus Tea, and classics Tabbouleh and Baklava. These flavorful North African dishes and many more will add new interest and excitement to your menu. Instructor: Bonnie Aronson
Tuition: $115        Fee: $72
ZCUL-087-0088      W 9/12-10/3 (4 sessions)        1:00 pm- 4:00 pm  FOH 307

Central American Desserts and Pastries
Concoct sweets from around the Latin community. Create a decadent Cuban-style flan and Mexican Conchas, a sweet bread roll covered in a cookie crust. Prepare a variety of popular Central American torta sponge cakes comprised of a multi-layered cake with cream filling and "tres leches," a light, airy cake soaked with a mixture of three milks: evaporated milk, sweetened condensed milk and heavy cream. Enjoy the flavors and absorb the culture of each region's unique dessert specialties. Instructor: John Del Vecchio
Tuition: $86          Fee: $52
ZCUL-082-0083      Th 9/13-9/27 (3 sessions)       6:00 pm- 9:00 pm  FOH 303

The Best of Braising and Broasting
Explore the techniques of braising beef and broasting poultry. Master the art of braising, low-and-slow simmering, and prepare tender meats such as Beef Short Ribs and Jamaican Style Oxtails. Demonstrate proper broasting techniques to create tender Grilled Chicken wrapped in phyllo dough and crispy Duck with Chinese Pancakes. Use herbs, spices and condiments that complement each dish. Instructor: Joel Blice
Tuition: $58          Fee: $46
ZCUL-084-0085      T 10/9-10/16 (2 sessions)       6:00 pm- 9:00 pm  FOH 303

Southern Quick Breads & Biscuits
Discover how quick and easy it is to produce diverse non-yeast breads and biscuits. Great for picnics or Sunday brunches, Southern quick breads can be sweet or savory. Prepare a variety of breads, including Tomato Basil Bread, Apple Bread, Chocolate Chip Coconut Bread and assorted mouth-watering biscuits including an old Eastern Shore favorite - Old Bay Cheddar Cheese Biscuits. Instructor: John Del Vecchio
Tuition: $86          Fee: $48
ZCUL-086-0087      Th 10/11-10/25 (3 sessions)       6:00 pm- 9:00 pm  FOH 303

All New "Italian Favorites"
The allure of Italian food reaches back to the immigration of over 13 million Italians to the US between 1890 and 1920. Increase your menu profitability and variety by adding popular Italian specialties. Discuss indigenous ingredients for authentic recipe preparation. Learn techniques to make homemade pasta and prepare Fettuccini Alfredo, Pasta Primavera and Chicken Parmesan. Fix Italian appetizers, entrees and desserts including Asparagus Prosciutto Crostini, Sausage and Clams with Polenta, Eggplant Caponata, Orange-Olive Oil Cupcakes, Zabaglione with Berries and much more. Instructor: Bonnie Aronson
Tuition: $115       Fee: $85
ZCUL-085-0086      W 11/7-12/5 (4 sessions) 1:00 pm- 4:00 pm  FOH 307
No class on 11/21.
HOSPITALITY & CULINARY

CULINARY SKILLS, continued

**Holiday Pies and Tarts**
Create holiday classics including pecan, pumpkin and apple pie. Begin with making simple pie dough and then prepare a variety of fillings including lemon meringue and Shoofly pie. Making pie isn’t as hard as you might think! With the techniques you’ll learn in this class, you will gain the confidence needed to create stunning pies and tarts. Instructor: John Del Vecchio

Tuition: $58 Fee: $41
ZCUL-053-0080 Th 11/8-11/15 (2 sessions) 6:00 pm- 9:00 pm FOH 303

**Classic Soups**
Prepare hearty and nutritionally balanced one-bowl soup meals including cream, vegetable, meat and seafood soups. Learn methods for selecting fresh vegetables, meat and fresh seafood including a classic Creole Gumbo and Spanish Paella Soup. Apply cooking techniques appropriate for each soup, then use garnishes that put your soup over the top. Instructor: Joel Blice

Tuition: $58 Fee: $46
ZCUL-081-0082 T 11/27-12/4 (2 sessions) 6:00 pm- 9:00 pm FOH 303

**Holiday Cookies**
Create traditional holiday cookie favorites for Christmas and Hanukkah. Learn variations of the simple butter cookie, rugelach, chocolate chip, raspberry jam thumbprints, Russian tea cakes and more. Discuss basic cookie dough mixing procedures and use correct mixing, folding, cutting and assembling techniques. Practice decorating and garnishing cookies to increase visual appeal. With the skills you’ll learn in this class, you will gain confidence to create stunning holiday cookies. Instructor: John Del Vecchio

Tuition: $58 Fee: $43
ZCUL-073-0081 Th 11/29-12/6 (2 sessions) 6:00 pm- 9:00 pm FOH 303

**FOOD & BEVERAGE**

**Bartending and Mixology**
Designed for those interested in entry-level employment in the restaurant/club management industry. Gain fundamental skills in bartending principles and techniques, including product knowledge, bar organization, safety, selling and service. Stress on beverage basics, cost control, beverage management and creative beverage service and promotion. Note: the third session covers effective techniques in handling problems with abusive and excessive drinking. A certificate will be awarded to those who successfully complete the "CARD 101" session of the course. CARD 101, similar to TAM (Techniques of Alcohol Management) is an approved alcohol awareness program by the Comptroller of Maryland and meets the requirements of the Maryland training law. Prerequisite: you must be 21 to register for this course. Instructor: Albert Pacitti

Tuition: $204 Fee: $38
ZFDB-022-0079 MW 9/17-10/10 (8 sessions) 6:00 pm- 9:00 pm FOH 307

**ServSafe Employee Food Handlers**
Designed for entry-level food handlers and kitchen staff. Learn fundamental food safety practices for preparing and serving food. Topics include: understanding the basics of keeping food safe; good personal hygiene; controlling time and temperature; preventing cross-contamination; cleaning and sanitizing; and job-specific guidelines. Earn a National Restaurant Association Employee Food Handler certificate upon successful completion of the class and test. Instructor: Bonnie Aronson

Tuition: $119 Fee: $12
ZFDB-027-0164 MT 9/24-9/25 (2 sessions) 8:30 am- 4:30 pm FOH 211
LANDSCAPING

Prepare for the Maryland Commercial Pesticide Applicator’s License exam. These courses serve as a prerequisite for the exam by meeting the educational requirement. Additional information and course completion requirements can be found online at http://mda.maryland.gov/plants-pests/Pages/Pesticide-Applicator-Certification-and-Business-Licensing-Requirements.aspx or by contacting the Maryland Department of Agriculture at ashley.jones4@maryland.gov or 410-841-5700.

Diseases and Pests of Ornamental Plants
Gain an overview of diseases and pests of ornamental plants. Cover insect classification, biotic plant diseases, plant anatomy, Integrated Pest Management (IPM), basic horticulture and other topics. An extensive introduction for those who wish to enter the commercial pest control field. Instructor: Harlyn Goldman
Tuition: $255 Fee: $21 Text Required: Code D
ZLDS-002-0134 W 9/12-11/14 (10 sessions) 6:00 pm- 9:00 pm FOH 100

Concepts of Turf Management
Examine a variety of turf management techniques designed to control insects, weeds and disease. Focus on measures to prevent pest problems, general turf care practices and dealing with pests and disease through Integrated Pest Management (IPM) and Best Management Practices (BMP). Recommended for anyone working toward a commercial license. Instructor: Harlyn Goldman
Tuition: $149 Fee: $6 Text Required: Code F
ZLDS-003-0152 T 9/18-10/30 (7 sessions) 6:30 pm- 9:00 pm FOH 211

Turf Grass Pesticide Use and Safety
Cover the basics of pesticide use and safety in this specialized course designed for those who wish to enter the commercial pest control field. Examine laws and regulations, health and safety requirements, methods of application, necessary equipment, chemical profiles and alternatives to chemical pest control. Prerequisite: successful completion of "Diseases and Pests of Ornamental Plants" and/or "Concepts of Turf Management."
Instructor: Harlyn Goldman
Tuition: $268 Fee: $21 Text Required: Code B
ZLDS-022-0153 Th 11/1-12/20 (7 sessions) 5:30 pm-10:00 pm FOH 304
No class on 11/22.

PERSONAL ENRICHMENT

ART & PAINTING

Stained Glass
Try your hand at creating stained glass designs and master the basic steps of creating your individual art pieces. Practice the basics of uniform and fast solder work and when to use different fluxes when soldering. Investigate the Tiffany and copper foil methods of stained glass construction and create a flat hanging panel. Learn basic techniques of design, cutting and construction. Integrate the elements of color, shape and symmetry in your own design. Utilize numerous glass patterns to create your own stained glass artwork! Tools and most basic supplies will be provided. Instructor: Carolyn Massey
Tuition: $128 Fee: $71
ZAPA-015-3020 W 10/31-12/5 (5 sessions) 12:00 pm- 3:00 pm OCSC 001
No class on 11/21.

COLLEGE PREP

Evidenced-Based SAT Prep
Prepare for the redesigned evidence-based reading/writing and math SAT. Become familiar with the format and expectations of the test. Develop strategies to prepare for reading both literary and informational print and non-print text. Review topics from pre-algebra, algebra and geometry. Emphasis will be placed on the effective use of a graphing calculator and practicing problems similar to those on the SAT. At the conclusion of the course, an SAT simulation will be given. Must bring your own graphing calculator. Instructor: Sarah Fielding
Tuition: $240 Fee: $49
ZCOP-003-0155 S 10/20-11/17 (5 sessions) 9:00 am- 2:30 pm FOH 304
Must register by 10/10 to ensure delivery of course material.
FINANCIAL PLANNING

Medicare Planning, Eldercare and Asset Protection
Protect and preserve assets during your retirement years. This course will address Medicare basics, supplemental health plans and tips to help you navigate through potentially costly traps. Learn how to shop for the private insurance you'll need to supplement Medicare. Understand various tax-reduction techniques. Discover strategies to plan for the potentially devastating costs of long term care while protecting assets for your spouse and heirs. Learn about legal considerations and planning associated with aging in place, including issues arising from retirement, housing, loss of mental capacity, guardianship, long-term care planning, Medicaid eligibility and end-of-life decision making. The course is co-taught by an experienced Certified Financial Planner and an Elder Care Estate Planning Attorney. Instructors: Mark Engberg and Bruce Robson
Tuition: $56  Fee: $11
ZFIN-016-0163  Th  9/20-10/4 (3 sessions)  6:00 pm- 8:00 pm  FOH 304

Ready for Retirement?
Advice and seminars abound that prepare you for your financial needs in retirement. But, just as important are the emotional, social and psychological factors that affect your happiness during your retirement. Define what retirement means for you and your partner and how you will know when the time is right. Clarify what is enough money, enough time and when you have done enough in your career. Identify the seven issues to discuss with your significant other prior to retirement and identify potential challenges for pre and post retirement. Learn your behavioral style and then decide what retirement choices are best for you. Realize the importance of life-long learning, explore the possibility of an encore career and design your legacy plan for a smooth transition from employment to retirement. Identify your goals, daily activities and how you will maintain purpose while living life fully each day. Instructor: Thomas Townshend
Tuition: $74  Fee: $25
ZFIN-019-0158  M  10/29-11/19 (4 sessions)  5:30 pm- 7:30 pm  FOH 211

Retirement Planning Mistakes for Boomers
Avoid traps and pitfalls that could jeopardize a successful retirement. Discover key tips and strategies for enjoying a secure retirement. Take full advantage of your Social Security claiming strategies and Medicare options. Realistically estimate health care expenses. Identify ways to plan for unexpected events such as physical challenges, uncovered medical costs or loss of income. Discover how to maximize tax deferrals, ensure adequate insurance protection and assess the effect of inflation on your purchasing power. Maximize your retirement income, minimize your tax burden and learn how to effectively manage your investable assets. Gather and organize the information needed to create your personalized web-based financial plan. Instructors: Mark Engberg and Bruce Robson
Tuition: $56  Fee: $11
ZFIN-015-3023  M  10/29-11/12 (3 sessions)  6:00 pm- 8:00 pm  ORGC BERLIN

LANGUAGES

Community Spanish: Survival Guide for English Speakers
This non-academic, non-grammar based course is for you if you want an easy and quick way to learn limited amounts of everyday Spanish. Focus on speaking and comprehending basic phrases, expressions and questions in Spanish for everyday interactions. Gain a better understanding of the most common cultural differences between Latinos and non-Latinos. Fee includes cost of manual. Instructor: Starlett Todd
Tuition: $130  Fee: $41
ZLAN-007-0151  Th  10/11-11/29 (7 sessions)  6:30 pm- 8:30 pm  FOH 204
Must register by 10/4 to ensure delivery of course material. No class on 11/22.
PERSONAL ENRICHMENT

LANGUAGES, continued

Conversational Spanish I
Open the lines of communication with Spanish-speaking clients, customers, co-workers, employees, etc., by having a basic understanding of their language. Focus on pronunciation, building a useful and practical vocabulary and speaking in the present tense. Explore how cultural differences between English and Spanish-speaking people can affect your ability to communicate effectively.
Instructor: Nohora Rivero
Tuition: $186  Fee: $6
Text Required: Code B
ZLAN-002-0132  MW 9/10-10/10 (10 sessions)  6:30 pm- 8:30 pm  FOH 203

Conversational Spanish II
Increase your knowledge of the Spanish language in order to communicate more effectively with Spanish-speaking people. Continue to focus on improving vocabulary for use in day-to-day situations and develop verbal ability and understanding of basic structures. Also includes the fundamentals of reading and writing.
Prerequisite: "Conversational Spanish I" or permission of instructor. Instructor: Nohora Rivero
Tuition: $186  Fee: $6  Text Required: Code B
ZLAN-003-0133  MW 11/19-12/17 (9 sessions)  6:15 pm- 8:30 pm  FOH 203
Class on 12/19, 6:30 pm-8:30 pm. No class on 11/21.

Fundamentals of Spanish I
Begin your study of the Spanish language. Concentrate on written and spoken Spanish with emphasis on the acquisition of basic skills in this popular and important language. Provides opportunity for practice in pronunciation, grammar and translation. Recommended for students who have completed "Conversational Spanish I and II" and wish to deepen their knowledge of the language as well as those wishing to brush up on language skills previously learned. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering.
Tuition: $348  Fee: $6  Text Required: Code F
ZLAN-004-0074  MW 9/5-12/5 (27 sessions)  10:45 am-12:15 pm  BH 315
Exam on W 12/12, 10:00 am-12:00 pm. No class on 11/21.
ZLAN-004-0075  MW 9/5-12/5 (27 sessions)  12:45 pm- 2:15 pm  FOH 207
Exam on M 12/10, 12:00 pm-2:00 pm. No class on 11/21.
ZLAN-004-0076  Th 9/6-12/6 (27 sessions)  12:45 pm- 2:15 pm  BH 315
Exam on T 12/11, 12:00 pm-2:00 pm. No class on 11/22.

Fundamentals of Spanish I—HYBRID COURSE
This hybrid course includes a blend of face-to-face on-campus instruction and required Internet activities. Begin your study of the Spanish language. Concentrate on written and spoken Spanish with emphasis on the acquisition of basic skills in this popular and important language. Provides opportunity for practice in pronunciation, grammar and translation. Recommended for students who have completed "Conversational Spanish I and II" and wish to deepen their knowledge of the language as well as those wishing to brush up on language skills previously learned. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering.
Tuition: $348  Fee: $6  Text Required: Code F
ZLAN-020-0077  Th 9/6-12/6 (15 sessions)  6:30 pm- 8:00 pm  BH 315
Exam on Th 12/13, 6:30 pm-8:30 pm. No class on 11/22.

Fundamentals of French I
Begin the study of the French language. Concentration will be on both written and spoken French with emphasis on the acquisition of basic skills in this popular and important language. Students will have the opportunity for practice in pronunciation and grammar. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering.
Tuition: $348  Fee: $6  Text Required: Code F
ZLAN-013-0078  TTh 9/6-12/6 (27 sessions)  4:30 pm- 6:00 pm  BH 315
Exam on Th 12/13, 4:00 pm-6:00 pm. No class on 11/22.

ed2go ONLINE CLASSES
Top 10 related online courses:

• Beginning Conversational French
• Discover Sign Language
• Grammar for ESL
• Speed Spanish
• Speed Spanish II
• Speed Spanish III
• Spanish for Law Enforcement
• Spanish for Medical Professionals
• Spanish for Medical Professionals II
• Spanish in the Classroom

All courses begin 9/12, 10/17, 11/14 and 12/12.
Go to www.ed2go.com/worwic for more information and a complete list of related online courses.
PERSONAL ENRICHMENT

LITERATURE

Traveling Man: The Classics and Visual Art
If a picture is really worth a thousand words, is it possible that a work of art can effectively communicate the themes and characters of classic literature? Explore this question, which blends the written word with artistic interpretation. View works by artists such as Romantic painter Eugene Delacroix, Pre-Raphaelite painter Joseph Noel Paton and symbolist painter Redon. Whether traveling with Homer’s Odysseus on a visual exploration of his major destinations, meeting iconic Shakespearean characters, or capturing the mood of the mystical Arthurian legends, analyze the role of art in communicating the most memorable scenes from classic literature. Instructor: Sarah Fielding
Tuition: $56      Fee: $11
ZLIT-011-0159      Th  11/8-12/6 (4 sessions)  6:00 pm- 7:30 pm  FOH 203
No class on 11/22.

MUSIC

Beginning Mountain Dulcimer
Learn basic dulcimer skills through hands-on step-by-step exercises. No experience in reading music is required to play a mountain dulcimer! Get to know all the parts of the dulcimer, demonstrate the correct right and left hand positions when playing the dulcimer and then learn how to tune your instrument. Learn the history of the mountain dulcimer, how to strum using a pick and how to read music tablature written for the mountain dulcimer. Solidly master the “basics” and discover the delightful music you can make. By the end of class you will be playing simple melodies and chords! Note: Student fee includes instructional notebook and instrument, which is yours to keep. Instructor: Joanne Ivory
Tuition: $111       Fee: $94
ZMUS-003-0161      Th  9/13-10/18 (6 sessions)      1:00 pm - 3:00 pm  FOH 103B
Class on 9/27 in FOH 100. Must register by 8/30 to ensure delivery of course materials.

PHOTOGRAPHY

Photography—Basics for the DSLR Photographer
Bring your own interchangeable lens/DSLR camera and manual to class. Gain knowledge of how to produce quality photographs or digital images for newsletters, newspapers, magazines or recording special events. Learn basic photographic principles and techniques using current digital technology beyond “Auto/Program” settings including shutter speed, aperture, flash and lens selection. Examine creative aesthetics of composition, balance and light to make photographs unique and marketable. Practical applications and exercises are included. Review of popular photo editing software included. Prerequisite: “Digital Photos—Introduction” or familiarity with your camera. Instructor: James King
Tuition: $170       Fee: $6
ZPHO-004-0135      TTh  10/2-10/23 (8 sessions)  6:30 pm- 9:00 pm  FOH 103C
Class also meets S 10/13, 9:30 am-12:00 pm; field location to be announced.

Digital Photos—Introduction
If you are in the market for or have recently acquired a digital camera, this course is for you. Identify various types and features of current digital cameras. Explore the advantages and limitations of digital cameras and get tips to help you take better photos. Discuss what hardware and software is available to print, edit, organize and enhance your photos. This class is not held in a computer lab but will prepare you for additional classes in digital photo editing applications. Please bring your digital camera and manual to class. Instructor: James King
Tuition: $43      Fee: $6
ZPHO-001-0168      TTh  12/4-12/6 (2 sessions)  9:30 am-12:00 pm  FOH 211

ed2go ONLINE CLASSES

Top 10 related online courses:
• Adobe Photoshop
• Discover Digital Photography
• Intermediate Photoshop
• Introduction to Adobe InDesign (Version CC)
• Introduction to Digital Scrapbooking
• Mastering Your Digital SLR Camera
• Photographing Nature with Your Digital Camera
• Photographing People with Your Digital Camera
• Secrets of Better Photography
• Travel Photography for the Digital Photographer

All courses begin 9/12, 10/17, 11/14 and 12/12.

Go to www.ed2go.com/worwic for more information and a complete list of related online courses.
PHOTOGRAPHY, continued

Advanced Photography for the DSLR Photographer (An assignments course)
Must have an interchangeable lens/digital SLR camera, media cards and access to a computer and the Internet to upload photos taken between classes. A tripod is recommended for some assignments. Build on the skills you learned from the Photography—Basics for the DSLR Photographer* course and take your photography to the next level. This advanced photography course uses a "hands-on" practical approach. Through lectures, critiques and assignments, you will review and learn new photographic techniques to maximize your camera functions and take better pictures in various conditions. Receive lectures on advanced techniques and then apply them during class. Complete each assignment between classes and upload your results or images online. Receive constructive critiques from the instructor and your peers, then review and discuss your submissions at the next class. Assignments include using your flash in bright sunlight, photography during the "golden hour," photographing water, shooting macro/close-ups and more. Prerequisite: completion of "Photography—Basics for the DSLR Photographer" or equivalent experience. Instructor: James King
Tuition: $107 Fee: $6
ZPHO-005-0061 Th 10/25-11/29 (5 sessions) 6:30 pm- 9:00 pm FOH 103C
No class on 11/22.

SCIENCE

Einstein's Dice and Quantum Entanglement
Explore the controversial concept of quantum entanglement - the strange interconnection between particles - that has become one of the most important aspects of modern physics, with technical applications in communication and computation. Study the randomness of the "dice throwing universe," which so bothered Albert Einstein, Boris Podolsky and Nathan Rosen, and how they analyzed this issue. Learn the results of Einstein and his colleague's investigations regarding the relationship between quantum randomness and entanglement. Instructor: Douglas Hemmick
Tuition: $70 Fee: $11
ZSCI-008-0154 T 10/16-11/13 (5 sessions) 1:30 pm- 3:00 pm FOH 204

Instructor Spotlight:

Dr. Doug Hemmick
Dr. Hemmick has been fascinated by science since his teen years and loves reading popular science books and magazines on astronomy. He received his PhD at Rutgers University in New Jersey and moved to Delmarva to take a visiting professor position at Salisbury University. He also teaches at the Osher Lifelong Learning Institute of Lewes, Delaware and writes an astronomy column for "The Courier" newspaper. Doug and Dr. Asif Shakur co-authored Bell's "Theorem and Quantum Realism: Reassessment in Light of the Schrödinger Paradox."
WRITING

The Story of My Life: Memoir and Journal Writing I
Focus on ways to capture feelings, observe surroundings and then present them in an engaging and absorbing writing style. Targeted for individuals who are interested in keeping a personal journal or collecting thoughts and experiences to publish a memoir. Instructor: Susan Canfora
Tuition: $107      Fee: $11
ZWRI-008-0156     W  9/26-10/24 (5 sessions)       2:00 pm - 4:30 pm  FOH  211

Writing Flash Fiction
Years ago, Hemingway wrote a six-word story: “For sale: baby shoes, never worn.” Discover the genre of flash fiction, a short form of storytelling that condenses wordy and overwritten sentences into fewer words containing powerful and intensely meaningful content. Flash fiction can consist of less than 100 words, has been around for years and is an increasingly prevalent genre gaining in popularity because of the ever-shortening attention spans of readers. Read and discuss flash fiction writers and their works, streamline your thoughts, choose exact words, build vocabulary and craft your personal flash fiction style. Instructor: Susan Canfora
Tuition: $139      Fee: $6
ZWRI-020-0160     W  10/31-12/12 (6 sessions)     2:00 pm - 4:30 pm  FOH 211
No class on 11/21.
REAL ESTATE SALES PRE-LICENSURE

In accordance with the regulations of the Maryland Real Estate Commission, Wor-Wic Community College offers the mandated 60-hour real estate pre-licensure course designed to help you meet the education requirements prior to taking the Maryland examination to become a licensed real estate salesperson in Maryland. For more information, visit www.dllr.state.md.us, email mrec@dllr.state.md.us or call 410-230-6230.

Real Estate Principles and Practices
Prepare for a career in real estate by developing a knowledge of finance, title insurance and settlements, contracts and real estate law, principles of real property, license law, real estate mathematics, code of ethics, terminology, basic appraisal techniques, rules of agency, disclosure, hazardous substance laws and regulations of the Real Estate Commission of Maryland. Complies with the Business Occupations and Professions Article of the Annotated Code of Maryland and approved by the Real Estate Commission of Maryland. Team Taught

Tuition: $561 Fee: $6 Text Required: Code E
ZRES-001-0119 MW 9/10-11/26 (22 sessions) 6:30 pm - 9:30 pm FOH 304
No class on 11/21.

SALES CONTINUING EDUCATION

The following courses are approved by the Real Estate Commission of Maryland and may be applied toward meeting your continuing education requirements for license renewal. They are designed for individuals who hold a Maryland real estate license and are engaged in residential services. The courses, however, are open to all Maryland real estate licensees. For more information visit www.dllr.state.md.us, email mrec@dllr.state.md.us or call 410-230-6230. A photo ID is required for attendance at any of the sessions.

MREC Required Supervision Course
Examine the definition of broker supervision and how it applies to conducting business within the confines of the laws and agency relationships. Define the contractual agreements between a real estate broker and the sales associates. Recommend improvements in the areas of delegation, communication, responsibilities and the referral process. Course required for brokers, branch office managers and team leaders. Approved by the Real Estate Commission of Maryland—3 hours; meets the State mandated "Supervision" requirement. Approval #110-0618.

Tuition: $44 Fee: $6
ZREE-001-0010 Th 11/1 (1 session) 6:00 pm- 9:00 pm FOH 203
Instructor: James Robinson
ZREE-001-3003 Th 11/1 (1 session) 1:00 pm- 4:00 pm ORGC BERLIN
Instructor: Walter Taraila

Fair Housing for Real Estate Professionals
Survey federal and Maryland Fair Housing laws and gain greater familiarity with their impact on you as a real estate professional. Under federal law, cover prohibited practices, HUD advertising guidelines, the Americans with Disabilities Act, the Equal Credit Opportunity Act, definitions and exemptions. Examine Maryland statutes regarding the real estate industry, real estate brokers, financing discrimination and more. Also review new zoning and land use issues, fair housing and ethics, history and enforcement mechanisms. Approved by the Real Estate Commission of Maryland—1.5 hours; meets the State mandated "Fair Housing" requirement. Approval #108-0618. Instructor: Walter Taraila

Tuition: $24 Fee: $6
ZREE-003-3001 T 10/30 (1 session) 9:00 am-10:30 am ORGC BERLIN

Related online courses:
- Keys to Successful Money Management
- Professional Sales Skills
- Real Estate Investing
- Real Estate Law
- Stocks, Bonds and Investing Options

All courses begin 9/12, 10/17, 11/14 and 12/12.

Go to www.ed2go.com/worwic for more information and a complete list of related online courses.
SALES CONTINUING EDUCATION, continued

MREC Agency—Residential
Agency relationships are one of the key areas of real estate law. Real estate agents who practice in residential, commercial, investment, financing and property management need to be aware of the current Maryland state laws relating to agency issues. Covers how to use adequate controls and guidance in order to conduct business within the confines of the laws and agency relationships. Approved by the Real Estate Commission of Maryland—3 hours; meets the State mandated "Agency" requirement. Approval #111-0618.

Tuition: $44 Fee: $6
ZREE-004-3002 Th 11/1 (1 session) 9:00 am-12:00 pm ORGC BERLIN
Instructor: Walter Taraila

ZREE-004-0011 T 11/13 (1 session) 6:00 pm- 9:00 pm FOH 304
Instructor: James Robinson

APPRaisal PRE-LICENSURE

In accordance with the regulations of the Maryland Real Estate Appraisers Commission, Wor-Wic Community College offers the mandated 150 hours of training and the "Supervisory Appraiser and Trainee Appraiser Mandatory Course" designed to help you meet the education requirements for Licensed Real Estate Appraiser in Maryland. For more information, visit www.dllr.state.md.us, email appraiser@dllr.state.md.us or call 410-230-6165.

Appraisal Principles and Procedures
First in the series of pre-licensure courses designed for those interested in becoming licensed real estate appraisers in Maryland. Topics to be covered include real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and analysis, the valuation process, property description and an overview of the approaches to value. Must purchase texts, "Appraising Residential Properties, fourth edition - PDF" (approximate cost $36) and "Study Guide to Appraising Residential Properties - PDF" (approximate cost $24), at least two weeks prior to first session. Order online at www.appraisalinstitute.org and click on Online Store. Instructor: Leslie Pruitt

Tuition: $561 Fee: $6
ZAPR-008-0009 TTh 9/11-11/27 (22 sessions) 6:30 pm- 9:30 pm FOH 300
No class on 11/22.

APPraisal CONTINUING EDUCATION

Seven-Hour National USPAP Course 2018-2019
This course will cover concepts and skills needed to understand the recent changes to the Uniform Standards of Professional Appraisal Practice (USPAP) requirements for ethical behavior and competent performance by appraisers. Material will also cover clarification of some commonly misunderstood aspects of USPAP. Intended to fulfill the 7-hour continuing education requirement as established by the Appraisal Qualifications Board (AQB) of The Appraisal Foundation. Designed to aid appraisers in all areas of appraisal practice seeking updated competency in USPAP, including those subject to state licensing or certification as well as continuing education requirements of professional organizations, client groups or employers. Instructor: Leslie Pruitt

Tuition: $104 Fee: $6
ZAPE-004-0170 F 10/5 (1 session) 8:30 am- 4:30 pm FOH 103A

REAL ESTATE INVESTING

Introduction to Real Estate Investing
Review the essentials of investing in real estate including how to find and analyze good deals, where to go (and not to go) for financing and how to negotiate. Recognize the ins and outs of lease options, foreclosures, quick flips, rehabs, mobile homes and more. Course includes specially designed worksheets and "hands-on" activities to take the guesswork out of your investing efforts. Apply principles used by full-time professional real estate investors and develop a plan for your own investing efforts based on your personality and investing objectives. Instructor: Bret Davis

Tuition: $102 Fee: $6
ZREL-003-0012 TTh 9/11-9/20 (4 sessions) 6:00 pm- 9:00 pm FOH 204
REAL ESTATE

HOME INSPECTOR

Home Inspector—Pre-Licensure
Designed for those interested in becoming licensed home inspectors in Maryland. Cover the basics of home inspection as required by the State of Maryland. Includes the following systems: structural, exterior, interior, roofing, plumbing, electrical, air conditioning, insulation and ventilation, fireplace and solid burning and heating. Instructor: Charles Walter

Tuition: $612    Fee: $6    Text Required: Code E
ZHMI-001-0008    MW 9/10-12/3 (24 sessions)    6:00 pm-9:00 pm    FOH 300
No class on 11/21.

SENIORS ONLY

Getting Started with Computers for Seniors: Part I (Version Windows 10; Office 2016)
Designed for the computer and keyboard novice. Define basic computer concepts and terminology. Gain confidence as you are introduced to various hardware and storage devices and become confident using the mouse, keyboard and cursor to navigate around your desktop, textboxes, windows, toolbars and taskbars. Explore the Windows control panel to identify settings and customize controls. Get a handle on your files and find out how to browse, open and rename a file. Practice creating new folders and copy and move files into these folders. Use Microsoft Word to create, edit and print out a document and demo inexpensive alternative applications. Explore the Internet and learn how to find the information on the Internet that you want. Cover email and web mail, including how to open and save email attachments and steps you can take to be safe while online.

Tuition: $0    Fee: $16    Text Optional: Code C
ZCSR-011-9001    W 9/12-10/10 (5 sessions)    9:00 am-11:30 am    ORGC BERLIN
Instructor: Perry Angelonga

ZCSR-011-9003    TTh 10/2-10/16 (5 sessions)    1:00 pm-3:30 pm    FOH 306
Instructor: Dianne Day

Getting Started with Computers for Seniors: Part II (Version Windows 10; Office 2016)
Review and enhance your knowledge of computer concepts and terminology while increasing your skills with the Windows Operating System. Explore the basics of Microsoft Word and Excel to create letters, flyers and simple spreadsheets. Explore presentation software such as PowerPoint to create a basic presentation. Revisit file management and learn how to put your pictures, documents and information into an organized file structure. Find out how to maintain your computer by exploring the system tools included with Windows. Topics such as disk defragmenter, disk cleanup and system information will be discussed. Continue your experience with exploring the Internet and find out how to keep yourself safe from hackers, scams and computer viruses. Uses same text as Microsoft Word and Excel for Senior courses. Prerequisites: experience using a mouse, navigating within Windows and Microsoft Word basics or completion of “Getting Started with Computers for Seniors: Part I.”

Tuition: $0    Fee: $16    Text Required: Code B
ZCSR-012-9002    W 10/17-11/14 (5 sessions)    9:00 am-11:30 am    ORGC BERLIN
Instructor: Perry Angelonga

ZCSR-012-9004    TTh 10/23-11/6 (5 sessions)    1:00 pm-3:30 pm    FOH 306
Instructor: Dianne Day

How to pick a computer course that’s right for you
Most computer courses have prerequisites. The following rating chart is designed to help you select the appropriate type and level of computer course to meet your needs. To get the most out of your course or sequence of courses, register for the experience level that is right for you!

Little or no computer/Internet experience

Limited keyboarding, computer or Internet experience and knowledge of Windows or a level course

Application software is not provided as part of the registration for computer courses.
TRAVES & MANUFACTURING

AUTOMOTIVE

Basic Automotive Mechanics—Introduction
Learn techniques directed at the performance of routine automotive repairs, troubleshooting and preventive maintenance operations. Concentrate on brake and cooling systems; batteries, starters and alternators; computer systems and engine tune-ups; routine maintenance such as oil and filter changes and attention to belts, hoses, lights, wipers and tires; and proper use of tools and equipment. Stress on safety procedures. Especially beneficial for those desiring to learn the basics of auto mechanics prior to entering the field and for auto owners. Instructor: Robert White
Tuition: $204 Fee: $6
ZAUT-001-0054 M 9/10-10/29 (8 sessions) 6:00 pm- 9:00 pm PHS B100

Maryland State Inspection Training
Designed for technicians working in the automotive industry. Learn how to perform Maryland State inspections of light duty vehicles. Focus on how to perform inspections of a light vehicle using the Maryland State safety standards. Receive class room theory as well as extensive hands on instruction. Use the tools and equipment needed for the inspection process. Designed to provide the knowledge and skills necessary for the technician to take both the written and performance sections of the Maryland State inspection test. Technicians should have a minimum of two years automotive experience and have good reading and comprehension skills. Required: valid Maryland driver's license, license cannot have been suspended in the last two years. Instructor: Robert White
Tuition: $255 Fee: $60
ZAUT-004-0053 T 9/11-11/27 (12 sessions) 6:00 pm- 8:30 pm PHS B100

ELECTRICITY

Prepare for employment as an entry-level worker by taking “Electrical Wiring Technician: Introduction.” To advance to the position of Journeyman Electrician while you are employed, call 410-247-3313 and ask about the International Brotherhood of Electrical Workers (IBEW) Electrical Apprenticeship.

Electrical Wiring Technician: Introduction
Prepare for a job as an electrical wiring technician. Gain a working knowledge of electricity and the techniques required for installation of electrical wiring. Provides a basic understanding of Ohm's Law, electrical theory and calculations. Acquire hands on experience in wiring electrical circuits, receptacles, switches, luminaires and conduit installation. Master materials and tools utilized in the electrical industry. Stress on safety and the National Electrical Code, NFPA70/E compliance. Instructor: George Landing
Tuition: $459 Fee: $51 Text Required: Code F
ZELC-005-0055 TTh 9/11-11/8 (18 sessions) 6:30 pm- 9:30 pm FOH 100

HVACR

Air Conditioning and Refrigeration—Introduction
This course will prepare you for an entry-level air conditioning position as an apprentice. Use the principles of refrigeration and air conditioning for the repair of residential refrigerators and air conditioners (up to five-ton). Stress on testing and operating equipment, basic electricity, troubleshooting procedures, recharging, soldering, flaring and swaging, refrigeration controls, etc. Includes EPA approved testing for Types I, II, III and IV equipment technicians. Instructor: James Borrer
Tuition: $714 Fee: $96 Text Required: Code F
ZHVC-001-0057 TTh 9/11-12/18 (28 sessions) 6:00 pm- 9:00 pm PHS B20
No class on 11/22.
HVACR, continued

EPA Approved Refrigerant Containment Course and Test
The EPA approved training and testing procedures meet requirements for Types I, II, III and IV equipment technicians. Cover the proper handling of refrigerants controlled by EPA regulations under Section 608 of the Clean Air Act of 1990. Specific refrigerants involved include R-11, 12, 13, 22, 500, 502, 113, 114, 123 and 134A. Select the Type(s) for which you are testing and answer only those questions. There is a core section of 25 questions everyone must pass, plus 25 questions per Type. To ensure that you receive an Applicant Study Guide (included in fee), you must register at least two weeks prior to course date. TESTING ONLY OPTION $45 (cost does not include a course manual); write TEST in the COURSE ID space on registration form. If you need to retake a test section that you did not pass, the fee is $25; write RETEST in the COURSE ID space on registration form. Instructor: Paul Sichau
Tuition: $124 Fee: $21
ZHVC-007-0172 S 11/3 (1 session) 9:00 am- 4:00 pm FOH 309

Maryland Stationary Engineer II Certification Preparation
Review basic boiler construction, boiler care and operation, water chemistry treatment, hydronic heating systems, basic electrical, refrigeration and HVAC systems, fire prevention and safety ASME code requirements. Prepare for the Maryland stationary engineer's certification examination (grades four and five). Instructor: Paul Sichau
Tuition: $357 Fee: $21 Text Required: Code E
ZHVC-009-0131 Th 9/13-12/20 (14 sessions) 6:00 pm- 9:00 pm FOH 211
No class on 11/22.

Instructor Spotlight:

Paul Sichau
Paul Sichau has been teaching HVAC courses such as Air Conditioning and Refrigeration, EPA Refrigerant Handling and Maryland Stationary Engineer Certification Preparation at Wor-Wic Community College for thirteen and a half years. He has been working in the HVACR industry for 42 years. He currently is the Technical Training Coordinator at Shore Distributors. Paul is a member of six trade advisory boards and recently received several Service Training Excellence awards in HVACR. He is dedicated to our students and sees his teaching as a duty and moral responsibility. He thoroughly prepares students for the HVACR workplace. Thank you Paul for your years of dedicated service to our community!
LEAD PAINT

All lead paint courses are taught by Leadtec Services, Inc., a Maryland Department of the Environment (MDE) approved instructor resource.

Lead Paint Visual Inspector Training
Perform lead paint inspections to verify satisfactory completion of work required in rental properties under Maryland Lead Risk Reduction Standard. Learn how to perform dust wipe testing for lead as well as a visual inspection for compliance with the Full/Modified Risk Reduction Standard. Focus on how to properly complete associated inspection reports and protocols. Includes effects of lead exposure on health and techniques used in lead hazard control. Qualify to be a HUD Sampling Technician, which allows you to perform visual assessments and dust wipe inspections in HUD-owned and Section 8 HUD-assisted rental units. To complete the accreditation process, an application, which will be provided in class, must be submitted to the Maryland Department of the Environment along with a fee of $125 upon completion of the course. Code: VI

Tuition: $20  Fee: $444
ZLDP-003-0167  ThF  10/4-10/5 (2 sessions)  8:30 am- 4:30 pm  FOH 203

Lead Paint Maintenance and Repainting Supervisor Training
Designed for those who supervise workers in rental properties in Maryland in order to bring these properties into compliance with the Maryland Rental Property Regulations under Maryland's Lead Risk Reduction Standard. Also designed for home improvement contractors who do work involving limited disturbance of lead based paint while working in rental properties. Cover information regarding the health effects of exposure to lead, how to protect against those exposures, techniques for safely working around lead-based paint, clean-up procedures and OSHA-related health and safety programs. Includes the Maryland rental property regulations in detail, along with other regulations that may impact the home improvement community. Property owners who wish to do work that disturbs lead-based paint or supervise the required procedures for compliance with related Maryland law must be accredited to this level of supervision. Upon completion, an application, which will be provided in the class, must be submitted to the Maryland Department of the Environment with a fee of $125 to complete the accreditation process. Code: S4

Tuition: $20  Fee: $444
ZLDP-005-0165  ThF  9/13-9/14 (2 sessions)  8:30 am- 4:30 pm  FOH 203

Lead Paint Maintenance and Repainting Supervisor Refresher
Update your knowledge of changes in the regulations and techniques related to lead paint activities. Concentrate on federal and state laws requiring compliance by property owners and/or contractors, as well as new technologies that make lead paint abatement easier and more affordable. This course is required every two years for those who hold current Maryland Department of the Environment certification as a Lead Paint Maintenance and Repainting Supervisor. Prerequisite: must hold current Maryland Department of the Environment certification as a Lead Paint Maintenance and Repainting Supervisor. Code: S4

Tuition: $20  Fee: $215
ZLDP-002-0173  W  9/12 (1 session)  8:30 am- 4:30 pm  FOH 203

Lead Paint Renovation, Repair and Painting
Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Beginning April 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. Learn the proper techniques and actions required by this new EPA rule. EPA Certification

Tuition: $20  Fee: $215
ZLDP-004-0174  T  10/9 (1 session)  8:30 am- 4:30 pm  FOH 203
MANUFACTURING

Computer Aided Drafting I
Begin the in-depth study of the fundamentals of computer-aided drafting through the use of AutoCAD. Topics include commands, coordinates, undoing and altering, moving and duplicating, arrays, viewports, file maintenance, editing and templates for 2-D. Also included are dimensioning and geometric tolerances, measurement and calculations, the creation of a library for symbols and attributes, plotting and printing. Keyboarding and Windows operating system skills are recommended. Instructor: Sheila Kintz
Tuition: $476        Fee:  $36  Text Required: Code B
ZMFG-025-0056      T  9/11-12/11 (14 sessions)  5:00 pm- 9:00 pm  MTC 301

Computer Aided Drafting II
Designed for people who want to advance their knowledge of computer aided drafting. Focus on viewports, 3-D, wireframe and surface modeling, X/Y/Z coordinates, 3-D space and revolutions, creating and editing in 3-D regions, solid modeling and AutoCAD Boolean operations. Discover the downstream benefits of mass properties generation, detail drafting, finite element analysis, fabrication of physical parts, AutoLISP programming language for graphic applications, object linking and embedding. Instructor: Shaun Roth
Tuition: $447        Fee:  $36
ZMFG-033-0116      Th  9/13-12/20 (14 sessions)  5:00 pm- 8:45 pm  MTC 301
No class on 11/22.

Modern Manufacturing Techniques I
Prepare to work in the field of manufacturing technology with this comprehensive review of modern manufacturing techniques and processes. Investigate the use of precision measurement, manufacturing nomenclature and the maintenance of manufacturing equipment. Become familiar with shop safety and drawing, hand tools, saws, file, taps and thread cutting. Explore geometric dimensioning and tolerancing as they relate to manufacturing. Work with sawing operations, drilling machines and engine lathes. Instructor: Stephen Jenkins
Tuition: $390        Fee:  $36  Text Required: Code E
ZMFG-031-0118      T  9/11-12/11 (14 sessions)  5:00 pm- 8:15 pm  PHS B40

Free General Unmanned Aircraft Systems Specialist Training
The UAS (Unmanned Aircraft Systems) industry is rapidly expanding. Demand for trained operators with an understanding of Federal Aviation Administration regulations will continue to increase. UAS training is used in military and civilian operations including search and rescue, systems monitoring and safety screening.

The Unmanned Aircraft Systems Specialist course prepares students for entry-level employment in UAS manufacturing, law enforcement and other industries. This project is funded by the State of Maryland’s EARN Maryland Grant Program administered by the Maryland Department of Labor, Licensing and Regulation.

Tuition costs are covered by grant funds.

For more information about the course, go to www.worwic.edu/continuingeducation, contact Rhonda Banks at rbanks@worwic.edu or 410-334-2815. There is a selection process for this training. To be considered, contact Quality Staffing Services at 410-742-2600 or visit easternshorejobs.com and apply for “General Unmanned Aircraft Systems Specialist Training.”
The following Maryland Center for Environmental Training (MCET) courses are offered in cooperation with the College of Southern Maryland.

**Safe Drinking Water Act—Federal Regulations**
The Safe Drinking Water Act (SDWA) was established to protect public health by regulating the nation’s public drinking water supply. The SDWA authorizes the United States Environmental Protection Agency (U.S. EPA) to set national health-based standards for drinking water to protect against both naturally-occurring and manmade contaminants. Focus on the most recent SDWA revisions, including Maryland regulations and the National Primary Drinking Water Regulations. Review the 1996 amendments, which greatly enhanced the existing law by recognizing source water protection, operator training, funding for water system improvements and public information as important components of safe drinking water. Examine the updated requirements for monitoring, recordkeeping, emergency planning and response and certification.

Tuition: $9
Fee: $120
ZWWT-038-0171  T  9/18 (1 session)  8:00 am- 4:00 pm  FOH 103A

**Chlorination Technology**
Chlorine is a widely used disinfectant that can be supplied in different forms: chlorine gas, hypochlorite solutions and chlorine compounds in solid or liquid form. As the utility industry seeks safer and more effective disinfectants, many treatment plants are now applying sodium hypochlorite. Review the benefits and drawbacks of switching from gas chlorination to sodium hypochlorite. Topics include principles of feeding gas chlorine and hypochlorite metering pumps as applied in the water/waste water industry, preventative maintenance recommendations for both chlorine gas and liquid bleach feed systems and disinfection action of chlorine in water treatment, as well as the hazards associated with safe handling and storage.

Tuition: $14
Fee: $115
ZWWT-064-0175  Th  11/29 (1 session)  8:00 am- 4:00 pm  FOH 200

**Wastewater Treatment—Intermediate**
Designed for operators who have been in the industry several years. Focus on the chemical and biological characteristics of wastewater; preliminary treatment, primary treatment and secondary treatment; advanced treatment for nutrient removal; disinfection and sludge management at the intermediate level. Review the NPDES system, calculate chlorine usage and discuss the hazards encountered in a wastewater treatment system. Discover new trends in wastewater treatment technology.

Tuition: $9
Fee: $120
ZWWT-065-0176  Th  12/20 (1 session)  8:00 am- 4:00 pm  FOH 200
TRADES & MANUFACTURING

WELDING

MIG/TIG and Arc Welding—Introduction
Designed for entry-level welders. Develop skills in basic MIG, TIG and arc welding. Stress on safety precautions in stick electrode welding, the difference between AC and DC welding, materials and how to prepare them to be welded, classifications (i.e., 60-10, 60-11, 60-13), the sizes of electrodes, thickness of metals and the application of theory in actual welding procedures. Discover the proper techniques needed to perform five basic welding joints used in MIG and TIG welding. Includes a significant amount of "hands-on" experience. Students must wear leather shoes. Personal protective equipment is available for purchase at the college bookstore.

Tuition: $306  Fee: $196
Text Required: Code A

ZWLD-001-0058  TTh  9/11-10/18 (12 sessions)  6:30 pm- 9:30 pm  Instructor: David Willey  PHS B60
ZWLD-001-3006  TTh  9/11-10/18 (12 sessions)  6:30 pm- 9:30 pm  Instructor: Barry Wien  WTHS 535

MIG/TIG and Arc Welding—Intermediate
Designed for welders who have completed the introductory MIG/TIG welding course. Focus on MIG welding machine set-up, making fillet and groove welds in all positions on carbon, stainless steel and aluminum. Also focus on TIG welding machine and equipment set-up, demonstrating flat, vertical and horizontal fillet and flat groove welds on carbon and aluminum.

Tuition: $306  Fee: $196

ZWLD-011-0059  MW  9/24-10/31 (12 sessions)  6:30 pm- 9:30 pm  Instructor: David Willey  PHS B60
ZWLD-011-3007  MW  9/24-10/31 (12 sessions)  6:30 pm- 9:30 pm  Instructor: Barry Wien  WTHS 535

Free Welding Training
Through a partnership with Arcon Welding Services and Quality Staffing Services, Wor-Wic Community College is offering a welding training program funded by the State of Maryland’s EARN Maryland Grant Program, administered by the Maryland Department of Labor, Licensing and Regulation. This course is designed to provide the entry-level welder with the skills necessary to secure employment in the welding industry. Students will progress from basic arc welding to the welder qualification test for structural welders. Includes basic safety for welders and an introduction to hand tools. Develop knowledge to work safely within industry standards and to recognize and avoid hazards.

For more information about the course, go to worwic.edu/continuingeducation or contact Rhonda Banks at rbanks@worwic.edu or call 410-334-2815.

Tuition costs are covered by grant funds. Students must provide personal protective equipment at an estimated cost of $250.

There is a selection process for this course. To be considered, contact Quality Staffing Services at 410-742-2600 or visit www.easternshorejobs.com and apply for “Welding Training.”
For commercial truck and bus driver training, go to worwic.edu/academics/continuingeducation.aspx or call 410-334-2815 for a free student information packet that includes course schedule, requirements, prerequisites for entry and a preregistration form.

The preregistration form must be returned to our office along with a current copy of your driving record for the past three years (can be obtained from the Motor Vehicle Administration) no later than 2 weeks prior to the start of class. If you qualify for admission, you will be notified by mail. All courses require students to pass a Department of Transportation (DOT) physical exam and drug screen. Students must also obtain the appropriate Learner’s Permit. All charges for the DOT physical, drug screening, textbooks and MVA fees are the responsibility of the student. For questions about this training, contact Kelly Carey at kcarey@worwic.edu or 410-334-2815.

You might want to investigate sources for payment now because payment is required prior to the start of class. Call 410-341-6515 to see if you qualify for one of the federal- or state-funded programs administered by the Lower Shore Workforce Alliance. To learn more about other funding opportunities, see the “Resources for Financial Assistance” section in the front of this schedule or call 410-334-2815. If you are eligible for VA benefits, call 410-334-2882 for more information.

COMMERCIAL BUS DRIVER TRAINING: SCHOOL AND PASSENGER BUS

Course covers the required knowledge and skills needed to earn a Class B commercial driver’s license with passenger and school bus endorsements. Includes instruction in the classroom and “hands-on” experience both on the range and on the road. Gain bus driving skills as well as knowledge of safety procedures, rules and regulations and inspection techniques.

Current CDL holders now have the opportunity to add the S&P bus endorsements in 30 hours on Saturdays. For more information, contact Kelly Carey at kcarey@worwic.edu or 410-334-2815.

COMMERCIAL TRUCK DRIVER TRAINING

Take advantage of our high quality training designed to prepare you for a successful career in the trucking and transportation industry. Includes both classroom instruction and “hands-on” experience both on the range and on the road. Gain truck driving skills as well as a knowledge of safety procedures, rules and regulations and inspection techniques.

CLASS A: Gross vehicle weight rating (GVWR) of 26,001 or more and the ability to tow more than 10,000 pounds. Holding this license permits you to operate 18-wheelers and any other vehicle on the road with proper endorsements.

CLASS B: Gross vehicle weight rating (GVWR) of 26,001 or more but towing capacity under 10,000 pounds. Holding this license permits you to operate a dump truck, garbage truck, cement truck and other vehicles.

• Commercial Truck Driver Training: Class A (320 hours)
• Commercial Truck Driver Training: Class B (220 hours)
• Commercial Truck Driver Training: Class B to Class A
• CDL Refresher Training (Class A and B)
TRANSPORTATION

DRIVER EDUCATION

This course satisfies the 30 hours classroom and six hours behind the wheel instruction necessary for a Maryland Motor Vehicle Administration (MVA) approved Driver Education certification. The college will electronically submit verification of completion to the MVA. New drivers must also present the completed skills practice log and completed certification page along with an unexpired Maryland learner’s instructional permit.

Students must have a valid Maryland learner’s permit before starting class. Students under 18 years old at the time of registration must have an adult attend the first class session as part of the course orientation process.

Driver education training at Wor-Wic has been made possible, in part, by a donation from the Pohanka Automotive Group of Salisbury. Course cost is $300. Tuition assistance is offered to those who qualify.

Call 410-334-2815 or go to worwic.edu/academics/continuingeducation/drivereducation.aspx for a free student information packet. For more information about class schedules or program requirements, contact Kelly Carey at kcarey@worwic.edu or 410-334-2815.

Driver education training dates and times for the 2018 fall term are as follows:

M-F 9/10-9/21  5:30 pm-8:45 pm
M-F 10/1-10/12  5:30 pm-8:45 pm
M-F 10/22-11/2  5:30 pm-8:45 pm
M-F 11/5-11/16  5:30 pm-8:45 pm
M-F 12/3-12/14  5:30 pm-8:45 pm

MOTORCYCLE SAFETY TRAINING

Wor-Wic Community College offers motorcycle safety courses in cooperation with Maryland’s Motor Vehicle Administration (MVA). All courses are taught by instructors certified by the MVA and the Motorcycle Safety Foundation (MSF). Courses are scheduled on weekends and require students to provide their own riding gear. For the BRC and ABRC courses, 250 cc motorcycles are provided. Driver’s license or state ID is REQUIRED on the first night of class. You must be a minimum of 16 years and 6 months of age (must be eligible to apply for a driver’s license). If you are under the age of 18, you must have a parent/guardian sign a consent/release form before you are allowed to ride.

Motorcycle Safety: Basic Rider Course (BRC)

This course is required by the Maryland Motor Vehicle Administration for people under 18 and replaces the written and driving range exams for people over 18 applying for a Class M license. This course is a partnership among the Maryland MVA, Motorcycle Safety Foundation and the auto insurance industry. It is endorsed by the Maryland Legislature. Topics include traffic law, risk awareness, acceptance and management and riding skills and strategies. All classes will meet on Friday, 6:00 pm-9:00 pm, Saturday, 8:00 am-5:00 pm and Sunday 8:00 am-3:00 pm.

Tuition: $249 Fee: $88
ZMOT-003-0178 F 9/7-9/9 (3 sessions)
ZMOT-003-0179 F 9/21-9/23 (3 sessions)
ZMOT-003-0180 F 10/5-10/7 (3 sessions)
ZMOT-003-0181 F 10/19-10/21 (3 sessions)
ZMOT-003-0182 F 10/26-10/28 (3 sessions)

Motorcycle Safety: Alternate Basic Rider Course (ABRC)

Designed for individuals who have some riding experience, this seven-hour course provides another way to earn a Class M license without having to take the full 17-hour basic course. All learning activities are conducted on the riding range located at Wor-Wic Community College.

Tuition: $128 Fee: $88
ZMOT-001-0184 S 9/29 (1 session) 11:30 am-6:30pm JC 101
ZMOT-001-0185 S 10/13 (1 session) 11:30 am-6:30pm JC 101

Tuition assistance available for driver education!

To receive a tuition assistance information packet, contact Amanda Brumfield at abrumfield@worwic.edu or call 410-334-2815.

The next “Motorcycle Safety Training” will begin late March 2019 and continue through early October 2019.

For more information about upcoming classes and tuition rates, contact Kelly Carey at kcarey@worwic.edu or 410-334-2815.
Veterinary Assistant Clinical Practicum

Veterinary Assistant Clinical Practicum
Students may register for this 50-hour clinical practicum in a local veterinary practice upon completion of the online "Veterinary Assistant Training" course. Learn about office front desk procedures. Develop effective communication skills with clients and colleagues. Examine the roles and responsibilities of each member of the veterinary team and the part they each play in delivering high quality care. Acquire skills in labeling and packaging dispensed drugs correctly. Review the legal issues involving all medications used in the clinical setting. Participate in examination room procedures, including restraining patients, taking vital signs, performing exam room grooming and applying eye and ear medications. Utilize patient and staff safety measures and assist in performing surgical preparations. Assist in laboratory procedures and recordkeeping. Gain experience in assisting in the completion of diagnostic radiographs and ultrasound.

Prerequisites: students must meet minimum diagnostic reading comprehension and arithmetic scores. Free testing is available in our testing center. For more information, including hours and requirements, go to http://careertraining.ed2go.com/worwic or contact us at 410-334-2815. Students will have six months to complete online course upon registration.

Tuition: $425 Fee: $150
ZVET-013-0183 9/10-12/3

Student Spotlight:
Alicia Thomasian

Alicia Thomasian was recently recognized as the first student to complete both the online and clinical components of our new Veterinary Assistant training. She is pictured here with her pet cat, Hummus, who volunteered to help her practice skills such as taking and recording vital signs. Alicia completed her clinical hours at Healing Hands Animal Hospital in Salisbury, where she has also been a volunteer for over 1 ½ years. Alicia pursued this training due to her love of animals and desire to be able to help them when medical attention is needed. Alicia’s most memorable experience was assisting Dr. Carol Lewis in the Operating Room by opening sterile packs and suture kits and taking and monitoring patient vital signs during various procedures. For more information on the Veterinary Assistant training, please call Teresa Tyndall at 410-334-6781.
Residents of Wicomico, Worcester and Somerset counties pay the tuition shown after each course description. Residents of other Maryland counties pay the tuition plus $10 and residents of other states pay the tuition plus $15. Accomack and Sussex counties pay the tuition plus $11. Additional fees are also indicated for certain courses; they cover various costs such as materials, lab fees, insurance, etc. Tuition and fees must be paid at the time of registration. The college reserves the right to cancel courses, make changes in any course due to unforeseen circumstances and change tuition rates without prior notice. The college is not responsible for typographical errors.

**Payment Plans and Tuition Waivers**

Deferred Payment: a payment plan is available for certain courses for a $20 deferment fee when the tuition is more than $100. Not available for all courses. Call 410-334-2815 for more information.

If you are a Maryland resident who is 60 years of age or older at the time of registration and who enrolls in any continuing education course that has at least 10 regularly-enrolled students or is being continued with less than 10 students, you do not have to pay tuition for regular open enrollment courses. Write “SR” in the tuition box. Pay the fees where indicated in the course information. Out-of-county fees are not applicable for Maryland seniors.

Out-of-state (non-Maryland) senior residents
1. For non-“seniors only” open enrollment courses, pay the $15 out-of-state fee, which should be added to the course tuition plus any other fees, where indicated.
2. For “seniors only” courses, call 410-334-2815 for the tuition cost; pay the tuition plus any other course fees.

Tuition, not including fees, for workforce development courses is waived for Maryland residents who are disabled as defined by the Social Security or Railroad Retirement Act. Students must complete a waiver application, which is valid for one year. Tuition waiver forms are available in the counseling office, MTC 103.

**Employer Billed Tuition and Fees**

Advance payments by company check are welcomed from employers who pay for their employees’ tuition and fees at the time of registration. The college can also directly bill a company. Mail or fax to 410-334-2952 the completed registration form with a purchase order or letter of authorization on company letterhead. Include the employee’s name, course number and title, total amount for tuition and fees, billing address and signature of the person authorizing payment. The college does not bill in order to reimburse students who have paid their own tuition. Upon receipt of the authorization and registration form(s), the regular refund/withdrawal policy applies and the invoice will reflect the prorated balance due when appropriate. Please note: Under the Federal Right to Privacy Act (FERPA), the college cannot disclose any student information without written consent of the student.

**Refund/Withdrawal Policy**

All requests for refunds must be received in writing in our office prior to the first day of class. A 100 percent refund will be issued up to the day before the course start date. If a course is filled or canceled, a full refund will be given according to the method of payment in approximately two weeks. Special exceptions are noted in the course descriptions. No refund will be given on or after the course start date. This refund/withdrawal policy does not pertain to the driver education course.

**Course Confirmation**

You are automatically registered when the college receives your registration form and payment unless the course is already filled. You will not receive written confirmation so please attend your course at its scheduled time.

**How To Buy Your Books**

Wor-Wic Community College is aware of the high cost of college textbooks. Our instructors endeavor to select reasonably priced texts that provide currency, relevance and the most effective presentation of course content. The bookstore will post textbook information on www.worwic.bncollege.com as soon as possible prior to the start of the course. Students are encouraged to purchase textbooks from the college’s bookstore. However, used or new textbooks can also be purchased from other bookstores or online vendors.
How To Buy Your Books, continued

Textbooks can be purchased at Wor-Wic's bookstore, in the Hazel Center on campus. Please ask for your book by course title and number. Checks for books should be made payable to Wor-Wic's bookstore. If your course has a required text, please bring your book to the first class session. The letter code after “Text Required” or “Text Optional” in the course information indicates an estimated price range only, not including sales tax:

- Code A: Up to $25  
- Code B: $26-$50  
- Code C: $51-$75  
- Code D: $76-$99  
- Code E: $100-$150  
- Code F: $151 and over

Bookstore regular hours: Monday, Wednesday and Thursday from 8:30 a.m. to 5 p.m., Tuesday from 8:30 a.m. to 7 p.m., and Friday from 8:30 a.m. to 1 p.m. Visit www.worwic.bncollege.com for changes to regular hours of operation that occur throughout the term. Call the bookstore at 410-334-2802 if you have questions. Opened shrink-wrapped books are not returnable.

Class Cancellations

For inclement weather closings and security announcements, Wor-Wic uses Omnilert, a Web-based universal notification system, to send alerts to individuals who sign up for this free service. Anyone who creates an Omnilert account can register to receive announcements via text message, email and/or phone call. Interested students can go to www.worwic.edu/CampusAlerts to sign up. Cancellation/delay announcements also appear on Wor-Wic's website, and they are called in to WBOC and WMDT. Announcements are usually made by 6 a.m. for day classes and by 5 p.m. for night classes.

If the college is closed because of inclement weather, all courses and clinicals held on and off campus are canceled. If the college is open and public schools are closed, classes held in the public schools are canceled. Students enrolled in classes held at the Worcester County senior centers should call 410-632-1277 after 6:30 a.m. for information about cancellations or delays. If the college has a delayed opening, any classes held on campus will adhere to the delay. Information about delays for morning classes or clinicals that are held off campus is provided to students enrolled in those classes/clinicals. When classes are not canceled or delayed, students are responsible for making their own decisions based on their judgment of local road conditions.

Email Privacy Policy

Your email address may be used to communicate cancellation or other information about courses for which you have registered. You may also receive other course and continuing education updates periodically throughout the year. You have the choice to “opt out” of these updates at any time by clicking on the unsubscribe link within the email message. The college does not sell, trade or otherwise transfer to outside parties your personally identifiable information. If you change your email address, please contact the continuing education division to update your information.

Release of Student Information

Certain information is considered public and is provided to any individual who makes a request for the information, unless the student submits a written request for the information to be withheld. This information includes, but is not limited to, the student’s name, photo ID, whether or not an individual has ever attended Wor-Wic, the dates of the student’s attendance and city of residence. A student’s date of birth, last address and/or telephone number are verified by the college if the correct date, address and phone number are provided by the requester. A student who would like to prevent the release of such information must submit a written request to the dean of continuing education and workforce development.

Safety & Security

The college strives to provide students and employees with a learning and working environment that is safe and secure, free from substance abuse, sex offenses and other crimes. Policies and procedures are developed to meet this goal and to comply with federal, state and local laws that govern the conduct of students and employees at college facilities or at college-sponsored events. An annual security report is available to all current and prospective students and employees on the college’s website at www.worwic.edu/AnnSecRpt.pdf or a copy can be obtained by contacting the public safety office at 410-334-2937. This report contains policies and procedures regarding campus security, alcohol and drug use, safety and crime prevention tips, crime reporting procedures and crime statistics.
Services for Disabled Students

Wor-Wic provides reasonable accommodations for students with disabilities in compliance with the Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Students requesting these services must submit medical and/or educational documentation to the director of counseling at least four weeks before the start of session so that eligibility can be determined and the appropriate accommodations can be made.

Smoking & Tobacco Use Policy

Smoking and the use of tobacco products, including smokeless tobacco, electronic cigarettes and other nicotine products, are permitted on campus only in designated tobacco use or parking lot areas that are at least 25 feet from any building. Smoking and the use of tobacco products are not permitted in the lot in front of Brunkhorst Hall (BH). A copy of the entire smoking/tobacco use policy can be obtained at the college information desk.

Student-To-Student Scholarship Contribution

Last year, the need for student financial aid exceeded the dollars available. If every student gives just $1 to our student-to-student scholarship program, Wor-Wic will have $10,000 to award to students with financial need. Contributions from continuing education students benefit other continuing education students, who are not eligible for federal financial aid. Wor-Wic Community College is a 501(c)(3) organization and contributions are tax-deductible as allowed by law. Add your contribution to the total on your registration form.

Visitors to College Facilities

The use of college facilities is restricted to currently-enrolled students, employees, invited guests and visitors with legitimate business. All individuals who enter college facilities must comply with all college policies and procedures.

Invited guests or visitors, including children under the age of 16, are not allowed to accompany employees or students to academic spaces, including classrooms, laboratories, resource centers, study areas or the fitness center, unless their attendance is part of an authorized activity or program of the college. For safety and liability reasons, invited guests or visitors are not permitted in areas where dangerous equipment or chemicals are used or stored, without prior authorization.

Children are permitted to visit college offices, the café, bookstore or open spaces, but they must be accompanied by a parent or guardian at all times. The parent or guardian must also ensure that the children do not disrupt the educational or work environment. Children cannot be left unattended at any time. They also cannot be left in the care of another employee or student unless the child is attending an authorized activity or program of the college. In limited situations, children can visit an employee’s workspace during work hours for a brief amount of time with prior approval of the employee’s immediate supervisor.

Employees who fail to comply with this policy are subject to disciplinary action in accordance with dismissal policies and procedures. Students who fail to comply with this policy are subject to student conduct policies and procedures. Invited guests or visitors who fail to comply with this policy will be asked to leave the campus.

Other Continuing Education Policies & Procedures

Documents of recognition for attendance and participation are awarded for selected non-credit courses. Specific requirements for the successful completion of each course are announced at the first class session. Tests are not given in most courses. However, certain licensure and certification courses may require testing, evaluation of skills and the completion of assignments. It is the student’s responsibility to clarify the requirements.

All students in continuing education and workforce development courses must be at least 16 years of age and adhere to college policies and procedures. For a copy of the college’s student disciplinary and academic grievance procedures, call 410-334-2815. Wor-Wic accepts foreign nationals who can provide sufficient evidence of their residence and legal status to be in the U.S. during their enrollment.

The college will be closed Sept. 3, Nov. 21-25 and Dec. 22 through Jan. 2, 2019. Other exceptions are indicated in the course listings.
1. Online
Go to www.worwic.edu/instantenrollment for more information and instructions. If you have ever registered for a course at Wor-Wic, you should contact the college to update your record first, before registering online. You must pay in full with a credit card at the time of registration.

Online registration is not available for:
• Courses requiring documentation, testing or additional information (this includes many health care courses);
• Adult Basic Education/GED/ESL;
• Commercial Bus and Truck Driver Training;
• Developmental English/ESL;
• Driver Education; and
• Online courses at www.worwic.edu/ceonline. (Follow instructions to enroll online and submit registration form by mail, walk-in or fax.)

2. Mail
Complete the registration form at the back of this course schedule. Enclose a check or money order made payable to Wor-Wic Community College or complete the charge card information (VISA, MasterCard, Discover or American Express). Send to: Continuing Education and Workforce Development Division, Wor-Wic Community College, 32000 Campus Dr., Salisbury, MD 21804.

3. Walk-in
8 a.m. to 4:30 p.m., Monday through Friday — checks, credit cards, money orders and cash (exact change preferred) accepted on campus in Fulton-Owen Hall, Room 102.

Registrations will be taken on a space-available basis at the first class session. (Checks, credit cards and money orders only. No cash will be accepted.)

4. Fax
Faxes accepted 24 hours a day, seven days a week. Complete the registration form at the back of this course schedule and fax it to 410-334-2952 with your credit card information (VISA, MasterCard, Discover or American Express).

We are looking for...
Instructors to develop learning materials for customized training, as well as day and/or evening instructors, in the following areas:

**Adult Education**
• Adult Basic Education
• GED Prep
• ESL

**Business**
• Administrative Associate
• Nonprofit Management, Program Evaluation, Strategic Planning and Marketing
• Small Business
• Supervision and Leadership

**Computers & Technology**
• Digital Photography
• Microsoft Excel
• Mobile Technologies and App Creation
• Search Engine Optimization—Website
• Windows and Microsoft Office for Seniors (daytime)

**Health**
• CNA (Day & Evening Availability)
• Dental Instructor (Day Availability)
• Phlebotomy Technician (Day Availability)

**Industry**
• Certified Pool Operators
• Construction
• Electrical Troubleshooting
• HVAC
• Industrial Maintenance
• Lead Paint Abatement
• Steel Fabrication
• Welding

**Personal Enrichment**
• Art
• History
• Literature
• Science

**Real Estate**
• Commercial Sales and Continuing Education
• Home Inspector

**Transportation**
• CDL—A and B
• CDL—B Bus (S & P Endorsement)
• Driver Education

Don’t see your area of expertise on this list? Contact us to propose the course that you would like to teach at training@worwic.edu or 410-334-2815!
WOR-WIC COMMUNITY COLLEGE CONTINUING EDUCATION & WORKFORCE DEVELOPMENT REGISTRATION FORM

Questions? Call 410-334-2815.

Payment is due at time of registration. No refunds after class has started. Please print clearly.

Social Security Number OR Student ID

Legal Last Name

Legal First Name

MI

Current Home Address:

Street Number & Street Name/ P.O. Box

City

State

Zip Code

Work Phone #

Home Phone #

Cell Phone #

Email Address

Date of Birth

MD Senior (Age 60 or over)

Gender:

[ ] Male

[ ] Female

Question 1: Are you of Hispanic or Latino origin?  [ ] Yes  [ ] No

Question 2: What is your race? Select one or more of the following:

[ ] White

[ ] Black /African American

[ ] Asian

[ ] American Indian or Alaska Native

[ ] Native Hawaiian or Other Pacific Islander

I am a resident of:

[ ] Wicomico

[ ] Worcester

[ ] Somerset

[ ] Other

Tuition Rates by Residency:

Wicomico, Worcester & Somerset Counties - pay the tuition rate listed.

Maryland Out-of-County - add $10 per course to the tuition.

Accomack & Sussex Counties - add $11 per course to the tuition.

All other Out-of-State Counties - add $15 per course to the tuition.

Maryland senior (age 60 or over) - do not pay tuition, only the fee as indicated in the course information.

Course ID

Course Title

Start Date

Start Time

Tuition

Out of County (add $10)

Accomack & Sussex (add $11)

Out of State (add $15)

Total

Z  S  A  M  -  1  2  3  -  4  5  6  7

Sample Registration

MM/DD

AM/PM

$[ ] + [ ] [ ] + [ ] + + $ = $

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Check appropriate payment option. (Payment due at time of registration.):

[ ] Personal Check  OR  [ ] Money Order (made payable to Wor-Wic Community College)

[ ] Cash Payment (do not mail cash) in amount of $

[ ] Credit/Debit Card:  [ ] [ ] [ ]  Exp. Date:  [ ]

Card #:

Card Holder’s Signature (required):

3 #s on back of card

[ ] Employer Paid:  [ ] Payment Provided  [ ] Bill Company (purchase order or approval letter attached)

Company Name:

Company Address:

YES, I want to contribute to the Student-to-Student Scholarship fund. (All donations benefit continuing education students.)

Grand Total

$[ ] + [ ] [ ] + [ ] + + $ = $

I certify that the above information is true and accurate. I agree to abide by the college’s student conduct policy and all other college policies as cited in the college catalog.

Student Signature (required)

Date

Four Easy Ways to Register:

ONLINE

www.wor-wic.edu/instantenrollment

MAIL

Wor-Wic Community College
Continuing Education & Workforce Development
32000 Campus Dr., Salisbury MD 21804

IN-PERSON

Fulton-Owen Hall
Room 102

FAX

410-334-2952

OFFICE USE ONLY

Date Rcvd:  [ ] [ ] [ ] [ ]

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TEXT CODES

Because the price of textbooks is subject to change by the publisher, the letter code after “Text Required” or “Text Optional” indicates an estimated price range only, not including sales tax. The code and the estimated prices are:

- Code A: Up to $25
- Code B: $26-$50
- Code C: $51-$75
- Code D: $76-$99
- Code E: $100-$150
- Code F: $151 and over

Buy your books online at www.worwic.bncollege.com or visit the bookstore on campus and ask for your book by course title and number. See “How To Buy Your Books” under “Policies & Procedures” in the back of this course schedule. Open shrink-wrapped books are not returnable.

DAY CODES

- M Monday
- T Tuesday
- W Wednesday
- Th Thursday
- F Friday
- S Saturday
- SU Sunday

FINANCIAL ASSISTANCE CODE

This code indicates that financial assistance is available. See the “Resources for Financial Assistance” page or contact Amanda Brumfield at abrumfield@worwic.edu or 410-334-2815.
Do you need help paying for career training?

Grants and scholarships are available to help you pay for the following courses:

- Carpentry
- Certified Nursing Assistant
- Child Care
- Dental Assistant
- EKG Technician
- Electrical Wiring Technician
- HVAC
- Medical Coding & Billing
- Medicine Aide
- Personal Training
- Pesticide Applicator
- Phlebotomy Technician
- Truck & Bus Driver
- Unmanned Aircraft Systems Specialist
- Welding

Other payment options include our deferred payment plan and employer-billed tuition and fees.

For more information, see the “Resources for Financial Assistance” page or contact Amanda Brumfield at abrumfield@worwic.edu or 410-334-2815.
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
WOR-WIC COMMUNITY COLLEGE
32000 CAMPUS DRIVE
SALISBURY, MD  21804

PLEASE ROUTE TO:
☒ Friend
☒ Co-worker
☒ Supervisor
☒ Training Director
☒ Human Resources

FALL 2018 NON-CREDIT COURSES
Prepare for a new career  •  Upgrade your existing skills
Meet licensure, certification or continuing education requirements
Personal enrichment

Registration starts Aug. 13

On campus  ●  Online  ●  In the community
worwic.edu  ●  410-334-2815