Continuing Education & Workforce Development

SPRING/SUMMER 2018 NON-CREDIT COURSES

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

Registration starts March 5

On campus • Online • In the community / worwic.edu • 410-334-2815
Summer enrichment for gifted and talented students entering grades three through nine in the fall of 2018

Extended summer schedule in 2018!

2018 COURSE DATES:
- WEEK ONE  July 9-13
- WEEK TWO  July 16-20
- WEEK THREE July 23-27
- WEEK FOUR  July 30 - Aug. 3
- NEW! WEEK FIVE Aug. 6-10

Choose an all-day session (9 a.m. - 4 p.m.)
OR mix and match morning and afternoon sessions

What parents told us:

“My child looks forward to going, and at age 12, this is tremendous! Really enjoys everything about the program and will continue to come as long as he can.”

“Great experience... this has reinforced my [child’s] desire to pursue law!”

“It was awesome!! Ms. Beth was great and my child is already talking about next year. Good job, Wor-Wic!”

“My son had a great time. We’ll be back next year.”

What students told us:

“I look forward to this camp every year. The best part about it is that you really do sit down, use your imagination and make whatever you want. Please don’t change that! See you next year!!!”

“Everybody here wants to learn just like me.”

“I enjoyed making new friends with everyone. Even though I only knew one person going into this course, I made a lot of new friends.”

“My favorite part of the course was conducting trials representing real-life situations. We really embody the characters that we chose, and it is very similar to the real-life court cases.”

“I had lots of fun, the team leaders are wonderful, and the food is great.”

“I would say that this summer is the best summer I have ever experienced in my whole life!”
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Continuing Education & Workforce Development Division

Campus Location:
Room 102
Fulton-Owen Hall (FOH)

Office Hours:
Monday through Friday
8 a.m. to 4:30 p.m.

Phone: 410-334-2815
Fax: 410-334-2952

Mailing Address:
32000 Campus Dr.
Salisbury, MD 21804

Trademarks:
Throughout this publication, trademarked names are used. Rather than put a trademark symbol in every occurrence of a trademarked name, we are using the names only in an editorial fashion with no intention of infringement of the trademark.
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 410-334-2815 or go to worwic.edu/Academics/ContinuingEducation/FinancialAssistance.aspx for more information.

- Certified nursing assistant
- Child care
- CompTIA IT fundamentals certification
- 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. See our “Business & Leadership” section for more information. Scholarships are also available for career training at cfes.org.

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
- Pesticide applicator
- Phlebotomy technician
- Personal trainer
- Truck and bus driver
- Veterinary assistant

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.

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
- Veterinary assistant

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

Register for ABE/GED:
Tues., March 13, 1-7 p.m.
Wed., March 14, 10 a.m.-4 p.m.

Register for ESL:
Tues., March 6, 1-7 p.m.
Wed., March 7, 10 a.m.-4 p.m.

New students must attend a registration session. Students are placed based on available space. 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 an open enrollment 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)

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.”

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.

Funding provided by LOWER SHORE WORKFORCE ALLIANCE
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

Teresa Disharoon at tdisharoon@worwic.edu
Agriculture • 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 jhealthfield@worwic.edu
Alcohol Awareness • Child Care • Command Spanish • Culinary • Financial Planning • Personal Enrichment Youth Academic Enrichment and Vocational Training • Language

Denean Jones-Ward at djones-ward@worwic.edu
Business & Leadership • Entrepreneurship • Home Inspector • Hospitality • Human Resources • Insurance 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

We can help!
BUSINESS & LEADERSHIP

ACCOUNTING

Accounting Basics
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: $119          Fee:  $6 Text Required: Code A
ZACC-014-0150      TTh  4/10-4/26 (6 sessions)   6:30 pm- 9:00 pm  FOH 211

CAREER DEVELOPMENT

Command the Room  NEW!
This interactive course is designed for business professionals who want to master the art of becoming a dynamic and fearless public speaker. Topics include developing and/or enhancing eye contact, hand motions, tone and inflection in addressing audiences. Instructor: Alishia Louis-Potter
Tuition: $48           Fee:  $6
ZC AR-025-0039      S  4/28-5/5 (2 sessions)  9:00 am-12:00 pm  FOH 103C

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: $83            Fee:  $16
ZM GT-012-0041      F  4/6 (1 session)      9:00 am- 4:00 pm  FOH 103C

Managing Your Stress at Work: Staying Ahead of the Game
Extreme levels of stress reduce your physical and mental capacity to be productive. Learn to monitor and control stress so that you can change your perceptions and lead with confidence. Understand stress and identify solutions for individuals, teams and your organization. Understand how stress affects you in order to make adjustments and turn it into constructive energy. Fee includes lunch voucher. Instructor: Stacy Mitchell
Tuition: $83           Fee:  $16
ZM GT-062-0044      F  4/20 (1 session)     9:00 am- 4:00 pm  FOH 103B

First Time on the First Line
Becoming a first line supervisor is challenging. Focus on the interpersonal aspects of supervision such as dealing with difficult people, different personalities and resolving conflict. Analyze different leadership styles and which one fits you. Understand your new role as supervisor and what being a leader means. Discover how to manage change within yourself and with your team. Focus on the power of planning and how it can make your day more productive and less stressful. Learn how goal setting provides structure for you and your team. Understand how setting expectations with each team member helps to make your vision clear to everyone. Instructor: Phyllis Hardy
Tuition: $143         Fee:  $6 Text Required: Code B
ZM GT-068-0023      W  5/2-6/6 (6 sessions)    5:30 pm- 8:30 pm  FOH 204

Try out the Hazel Center Café for a delicious meal or snack when you have a class on campus. They sell a variety of hot and cold meal selections for dine-in or carry out.

Hours of operation:
Mon. through Thurs., 8 a.m. to 6:30 p.m.
Fri., 8 a.m. to 1:30 p.m.

Top 10 related online courses:
• Accounting Fundamentals
• Business and Marketing Writing
• Small Business Marketing on a Shoestring Budget
• Marketing Your Business on the Internet
• Mastery of Business Fundamentals
• Effective Business Writing
• Start Your Own Small Business
• Writing Effective Grant Proposals
• Starting a Nonprofit
• Nonprofit Fundraising Essentials

All courses begin 4/11, 5/16, 6/13, 7/18 and 8/15.

Go to www.ed2go.com/worwic for more information and a complete list of related online courses.
Understanding Personality Profiles for Better Team Performance
Don't put yourself in jeopardy at work when dealing with others who have different personality styles. Develop techniques for effectively working with all personality types. Gain an understanding of your personality type or preferences and those of others. Begin using this knowledge to improve communications and relationships both at work and in your personal life. Fee includes lunch voucher. Instructor: Stacy Mitchell
Tuition: $83          Fee:  $16
ZMGT-069-0042      F  5/11 (1 session)              9:00 am- 4:00 pm  FOH 103C

Align Personal Development with Professional Growth
Professionals in the workplace are encouraged to periodically re-examine their managerial and leadership skills to strengthen their professional toolkits. It starts with commitment to personal development, which works hand in hand with professional growth. Develop a plan to restructure a negative environment, implement changes in your personal and professional life, identify and prioritize goals and develop new problem solving techniques. Instructor: Phyllis Hardy
Tuition:  $48         Fee:  $6
ZMGT-094-0040     M   6/4-6/18 (3 sessions)         5:30 pm - 7:30 pm  FOH 211

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:  $40          Fee:  $6
ZMGT-095-0024      W   4/4-4/11 (2 sessions)         9:00 am-11:30 am  FOH 203

Creating a Marketing Plan for Current and Future Success
A solid marketing plan can enable a business owner to better understand his target market, methods to reach that market, and how to spend advertising dollars to support the organization’s mission. Course will cover the key areas of a marketing plan: market research, basic branding techniques, traditional and innovative advertising strategies, and free and low cost PR opportunities. Designed for small business owners and employees who want to build and strengthen their business. Fee includes lunch voucher. Instructor: Stacy Mitchell
Tuition:  $83        Fee:  $16
ZMKT-013-0043      F  5/18 (1 session)              9:00 am- 4:00 pm  FOH 103B

Video Marketing for Small Business
If a picture is worth a thousand words, then a video is worth even more! 73 percent of US adults are more likely to check out a website or blog or make a purchase after watching a video that explains a product or service. Making a video for your social media marketing is easier than ever using just a smart phone, some personality and the right content. We'll keep it simple and help you get over the hurdle of being your own worst critic. Explore techniques for capturing the best video from tools to camera positioning. Create short and effective videos and learn to post them on popular social media sites like Facebook and YouTube. Take a look at other live video platforms such as Periscope and Snapchat. Discuss what editing software is available. No video editing experience required. This course will be held in a computer lab. Prerequisites: basic Internet skills, Facebook account, Google account. Bring your smart phone. Instructor: Stacy Mitchell
Tuition:  $60        Fee:  $16
ZMKT-014-0108      T  6/5-6/19 (3 sessions)         1:30 pm- 4:00 pm  FOH 301
**BUSINESS & LEADERSHIP**

**NONPROFIT MANAGEMENT**

**Preparing and Submitting Grant Proposals**
Unravel the complexities of grant writing. Learn processes and procedures designed to help you from initial concept to finished package. Focus on identification of funding sources for various types of grant proposals; completing the application; writing the grant; developing the budget, with concentration on calculating and justifying dollar amounts; and submitting the final copy. Includes information on Internet searches for grant sources. The goal is the preparation of a complete grant proposal. Recommended for personnel from local government agencies, schools and nonprofit and charitable organizations. Instructor for both sessions: Ginger Steelman

Tuition: $104 Fee: $6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session Date</th>
<th>Session Time</th>
<th>Room</th>
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<tbody>
<tr>
<td>ZNPT-017-0032</td>
<td>4/20 (1 session)</td>
<td>8:30 am- 5:00 pm</td>
<td>FOH 103C</td>
</tr>
<tr>
<td>ZNPT-017-0001</td>
<td>7/13 (1 session)</td>
<td>8:30 am- 5:00 pm</td>
<td>FOH 103B</td>
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</table>

**How to Manage Your Grant**
Congratulations, you have been awarded a grant! Now what do you do? Review the policies governing grants, terms and conditions of a grant, budget modification process and reporting requirements. Discuss cost share and other required obligations. Participants are encouraged to bring an existing grant award or any other grant information to class. Recommended for personnel from local government agencies, schools, nonprofit and charitable organizations and participants who have completed "Preparing and Submitting Grant Proposals.

Instructor for both sessions: Ginger Steelman

Tuition: $104 Fee: $6

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<th>Course Code</th>
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<tr>
<td>ZNPT-018-0033</td>
<td>6/22 (1 session)</td>
<td>8:30 am- 5:00 pm</td>
<td>FOH 103B</td>
</tr>
<tr>
<td>ZNPT-018-0002</td>
<td>8/10 (1 session)</td>
<td>8:30 am- 5:00 pm</td>
<td>FOH 103B</td>
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**The Three Pillars of a Successful and Sustainable Nonprofit Organization**
Are you interested in learning to successfully maintain the operation of your nonprofit? This course is for volunteers, staff, managers and leaders who want to ensure the long-term prosperity of their nonprofit organizations. Topics include the three pillars of sustainability: 1) management and leadership; 2) fundraising and development; and 3) strategic and tactical planning. Instructor: Anthony Ferlenda

Tuition: $83 Fee: $6

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ZNPT-030-0045</td>
<td>4/20 (1 session)</td>
<td>9:00 am- 4:00 pm</td>
<td>FOH 103A</td>
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</table>

**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
- Command the Room
- Community Spanish: Survival Guide for English Speakers
- How To Manage Your Grant
- Mastering Quickbooks
- MS Excel: I
- MS Access I
- Preparing and Submitting Grant Proposals
- QuickBooks Online: The Virtual Platform
- QuickBooks: Payroll
- The Three Pillars of a Successful and Sustainable Nonprofit Organization
- Time Management and Organizational Skills
- Windows 10: Getting Started
- Windows: Managing Files and Folders
- Wordpress Websites: Level I
- Windows 10: Getting Started
- Windows: Managing Files and Folders
- Wordpress Websites: Level I
- Time Management and Organizational Skills
- Windows 10: Getting Started
- Windows: Managing Files and Folders
- Wordpress Websites: Level I

If you have a unique need for a course not listed here, please contact the Community Foundation. Textbooks or other educational materials that are not part of the tuition 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.cfes.org or by contacting the program officer at 410-742-9911. Please note that applications are considered on a first-come, first-served basis. At this time, no scholarships are offered for online courses.
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: $404        Fee: $11 Text Required: Code E
ZCHC-006-0151   MW 4/30-6/13 (15 sessions) 6:00 pm- 9:00 pm  FOH 206
Class also meets on S 5/5 and 6/2, 9:00 am-4:00 pm. No class on 5/28.

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: $404       Fee: $11 Text Required: Same as Part I
ZCHC-007-0152   MW 6/18-8/1 (15 sessions) 6:00 pm- 9:00 pm  FOH 206
Class also meets on S 6/30 and 7/14, 9:00 am-4:00 pm. No class on 7/4.

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 for both sessions: Kelley Koontz
Tuition: $71            Fee: $11
ZCHC-041-0153   MW 4/18-4/25 (3 sessions) 6:00 pm- 9:00 pm  FOH 200
ZCHC-041-0038   MW 8/6-8/13 (3 sessions) 6:00 pm- 9:00 pm  FOH 206

Let Wor-Wic be your child care training resource.
For more information on our contract training options contact Jill Heathfield at jhealthfield@worwic.edu or 410-334-2815.

<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>Child Care Director</th>
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</thead>
<tbody>
<tr>
<td>Child Care I - Growth &amp; Development (50 hrs.)</td>
<td></td>
<td>X</td>
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<tr>
<td>Child Care II - Activities &amp; Curriculum (50 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 one academic college course taken for credit</td>
<td></td>
<td>X**</td>
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<tr>
<td>Infant &amp; Toddler Care or equivalent online course (45 hrs.)</td>
<td></td>
<td>X</td>
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<tr>
<td>School Age Group Child Care or an equivalent online course (45 hrs.)</td>
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<tr>
<td>Center Management or an equivalent online course (45 hrs.)</td>
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<td>X**</td>
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<tr>
<td>Family Child Care Pre-Service (24 hrs.)</td>
<td></td>
<td>X</td>
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<tr>
<td>Supporting Breastfeeding (3 hrs.)</td>
<td></td>
<td>X</td>
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<td>X**</td>
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</tr>
<tr>
<td>Including All Children &amp; the ADA (3hrs.)</td>
<td></td>
<td>X</td>
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<td>X**</td>
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</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 2
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) Courses:**
You must register by the start date.

- **Child Care Administration (45 hours)**  
  Start: 5/14-6/18  
  Fee: $255
- **Child Care Growth & Development (45 hours)**  
  Start: 4/20-6/8  
  Fee: $255
- **Communication Skills for Child Care Professionals (9 hours)**  
  Start: 6/11-6/25  
  Fee: $95
- **Infant and Toddler Care (45 hours)**  
  Start: 5/2-6/20  
  Fee: $255
- **Preschool Curriculum & Activities (45 hours)**  
  Start: 4/18-6/6  
  Fee: $255
- **School Age Child Care Curriculum (45 hours)**  
  Start: 4/16-6/4  
  Fee: $255

**Family Child Care Pre-Service Course:**
Registration for this course closes June 8.
- **Family Child Care Pre-Service Course (24 hours)**  
  Start: 4/10-6/15  
  Fee: $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 4/10 and 6/8.

- **Age and Developmentally Appropriate Supervision (3 hrs.)**  
  Fee: $40
- **Conflict Resolution Strategies (3 hrs.)**  
  Fee: $40
- **Cultural Competence & Awareness (3 hrs.)**  
  Fee: $40
- **Developmentally Appropriate Practice (3 hrs.)**  
  Fee: $40
- **Family & Community Partnerships (3 hrs.)**  
  Fee: $40
- **Including All Children and the ADA (3 hrs)**  
  Fee: $40
- **Intro to Environmental Rating Scales (3 hrs.)**  
  Fee: $40
- **Nutrition and Active Living (3 hrs.)**  
  Fee: $40
- **Observation and Assessment: Birth to 12 mos. (3 hrs.)**  
  Fee: $40
- **Playground Safety (3 hrs.)**  
  Fee: $40
- **Positive Child Guidance and Discipline (3 hrs.)**  
  Fee: $40
- **Resources that Guide Daily Planning (3 hrs.)**  
  Fee: $40
- **SIDS (3 hrs.)**  
  Fee: $40
- **Supporting Breastfeeding in Child Care (3 hrs.)**  
  Fee: $40
- **Supporting Children with Disabilities (3 hrs.)**  
  Fee: $40
- **Taking Learning Outside (3 hrs.)**  
  Fee: $40
- **The Child Care Provider as a Professional (3 hrs.)**  
  Fee: $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.
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.

Is your class at ORGC Berlin?

ORGC Ocean Resorts Golf Club
10655 Cathell Road, Berlin
(Route 90 east towards Ocean City. Exit at Route 589. First right at light is Cathell Road; proceed 1.5 miles. Club will be on the right; go to the portable classroom.)

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: $158 Fee: $16 Text Required: Code E
ZCOM-001-0093 TTh 4/17-5/10 (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: $119 Fee: $16 Text Required: Same as Part I
ZCOM-003-0094 TTh 5/17-6/7 (6 sessions) 6:30 pm- 9:00 pm FOH 308

Getting Started with Your MacBook UPDATED!
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: Perry Angelonga

Tuition: $40 Fee: $16
ZCOM-026-0148 MW 5/7-5/9 (2 sessions) 3:00 pm- 5:30 pm FOH 203

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.

Tuition: $40 Fee: $16
ZCOM-017-0095 M 5/14-5/21 (2 sessions) 6:30 pm- 9:00 pm Instructors: Alan Musser
ZCOM-017-3009 W 6/6-6/13 (2 sessions) 2:00 pm- 4:30 pm Instructor: Perry Angelonga

ORGC BERLIN
COMPUTERS & TECHNOLOGY

GETTING STARTED, continued

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."

Tuition: $40
Fee: $16
ZCOM-018-0096 M 6/4-6/11 (2 sessions) 6:30 pm- 9:00 pm FOH 308
Instructor: Alan Musser

ZCOM-018-3008 W 6/20-6/27 (2 sessions) 2:00 pm- 4:30 pm ORGC BERLIN
Instructor: Perry Angelonga

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: $79
Fee: $16
ZPCO-009-0006 TTh 4/17-4/26 (4 sessions) 3:00 pm- 5:30 pm FOH 301

ZPCO-009-3010 M 6/4-6/25 (4 sessions) 9:00 am-11:30 am ORGC BERLIN

CompTIA Security+ Certification Prep
Prepare to take CompTIA's Security+ SY0-201 exam to achieve the Security+ Certificate. This is an industry standard for those seeking entry-level occupations in the IT security fields and related computer-support specialties. This course covers the key terminology and concepts needed to pass the exam. Go to www.ed2go.com/worwic for more information, requirements and to enroll online.

Tuition: $43
Fee: $91
ZPCO-015-4010 W 4/11 ONLINE
ZPCO-015-4011 W 5/16 ONLINE
ZPCO-015-4012 W 6/13 ONLINE
ZPCO-015-4013 W 7/18 ONLINE
ZPCO-015-4014 W 8/15 ONLINE

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-010-4005 W 4/11 ONLINE
ZPCO-010-4006 W 5/16 ONLINE
ZPCO-010-4007 W 6/13 ONLINE
ZPCO-010-4008 W 7/18 ONLINE
ZPCO-010-4009 W 8/15 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.

Get Certified.
Get Ahead.
Google for Business

Google goes beyond just its search engine capabilities and provides an array of useful business tools. Explore Google’s free cloud-based software business solutions including Gmail, Google Calendar, Google Drive, Google Docs, Google+ and Google Photos. Explore your Gmail account and practice how to sort, format, work with contacts and create folders. Learn how to create a Google Calendar, add events and share it with members of your team. Manage and collaborate with others from anywhere with Google Drive. Edit and work with Docs, Slides, Sheets and Forms. Connect all Google products to your smartphone and tablets. Explore GSuite for business. Prerequisites: experience with computers and the Internet. Must have username and password set up for an active Google account prior to participating in this class. Instructor: Perry Angelonga

Tuition: $52 Fee: $16
ZINT-015-0004 F 4/13-4/20 (2 sessions) 9:00 am - 12:00 pm FOH 308

Amazon and eBay: Buying and Selling Basics

Discover how to buy and sell products using eBay and explore online marketplaces like Amazon. Expand your business using online auctions to make your product available to thousands of customers while helping you to make more money. Step through the process of getting started with online auctions, listing your items for sale, writing a description that will attract buyers and uploading a picture to promote your product. Determine the best selling price and track and manage your own personal account. Students will have an opportunity to list an auction during class time. Cover what happens after the sale, financial transactions, credit card payments, shipping options, Internet safety for online payments and how to avoid auction fraud. Prerequisites: basic computer and Internet experience. Instructor: Dianne Day

Tuition: $79 Fee: $16
ZINT-016-0009 Th 4/5-4/12 (2 sessions) 4:00 pm - 6:30 pm FOH 301

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: $40 Fee: $16
ZINT-018-0010 F 4/5-4/12 (2 sessions) 4:00 pm - 6:30 pm FOH 308

Android Devices: Beyond the Basics

Become more familiar with the Android platform used for many workplace functions on mobile devices such as tablets and cell phones. Discuss common security concerns and risks. Find out how to install alternate browsers and sideload free and legal third party apps not included in the Play Store. Practice using your device as a business productivity tool to share, create and edit documents. Use Cloud Storage and connect your device with a PC to manage downloaded content, back up data and transfer documents, pictures, music and videos. Utilize your camera to take higher quality pictures. Learn how to enhance your pictures with the pre-installed and popular apps. Discover ways to stream media from your computer to your device and from your device to your TV for presentations. Bring your Android device, charger and USB cord to class. The iPad, iPhone and Kindle Fire are not covered in this class. Prerequisites: Internet experience and completion of "Getting to Know Your Android Device" or working knowledge of your Android device. Instructor: Perry Angelonga

Tuition: $60 Fee: $6
ZINT-018-0008 TTh 5/1-5/8 (3 sessions) 4:00 pm - 6:30 pm FOH 301
INTERNET & MOBILE TECHNOLOGIES, continued

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 for both sessions: Perry Angelonga
Tuition: $40 Fee: $16
ZINT-009-3006 TTh 5/1-5/3 (2 sessions) 1:00 pm- 3:30 pm ORGC BERLIN
ZINT-009-0104 W 6/6-6/13 (2 sessions) 9:00 am-11:30 am FOH 301

iPad: Beyond the Basics
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. Utilize your camera to take higher quality pictures. Learn how to enhance the photos already in your camera roll with pre-installed and other popular apps. Find out how to set restrictions and accessibility options. Discover new tips and tricks and get the most from using the iCloud. Bring your iPad to class. Prerequisites: "Getting to Know Your iPad" or a working knowledge of the Internet and your iPad. Instructor for both sessions: Perry Angelonga
Tuition: $60 Fee: $6
ZINT-017-3007 TTh 5/10-5/17 (3 sessions) 1:00 pm- 3:30 pm ORGC BERLIN
ZINT-017-0105 W 6/20-6/27 (3 sessions) 9:00 am-11:30 am FOH 308

Instructor spotlight:

Perry Angelonga
Perry has been a computer instructor at Wor-Wic for 15 years. He has a Bachelor’s Degree from the University of Baltimore and teaches Microsoft Office, Windows and Mac operating systems and mobile technology courses. Perry can also be seen out and about as he works with companies to customize and deliver on-demand training. Perry uses his fun and dynamic teaching style to help people master business tools such as spreadsheets. He specializes in transitioning employees from older to newer versions of Windows and Microsoft Office applications. His favorite part about teaching is the instant feedback that he receives.

PROGRAMMING & CODING

Mac, iPhone and iPad Programming
Use the free Xcode compiler and the Objective-C/Swift programming language to program your own apps that you can sell through Apple’s App Store. Even if you’re new to programming or have experience programming a different type of computer, this course will offer the guidance you need to build your own apps. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online.
Tuition: $33 Fee: $81
ZPRG-008-4002 W 4/11 ONLINE
ZPRG-008-4003 W 5/16 ONLINE
ZPRG-008-4004 W 6/13 ONLINE
ZPRG-008-4005 W 7/18 ONLINE
ZPRG-008-4006 W 8/15 ONLINE

Is your class at ORGC Berlin?

ORGC Ocean Resorts Golf Club
10655 Cathell Road, Berlin
(Route 90 east towards Ocean City. Exit at Route 589. First right at light is Cathell Road; proceed 1.5 miles. Club will be on the right; go to the portable classroom.)
Top 10 related online courses:

- Computer Skills for the Workplace
- Blogging and Podcasting for Beginners
- Introduction to PC Troubleshooting
- Introduction to SQL
- Introduction to Database Development
- Creating Web Pages
- Introduction to Networking
- Introduction to PC Security
- Mac, iPhone and iPad Programming
- Achieving Top Search Engine Positions

All courses begin 4/11, 5/16, 6/13, 7/18 and 8/15.

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

WEB DESIGN

**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: $71 Fee: $16

ZWEB-036-0098 W 5/9-5/23 (3 sessions) 6:00 pm- 9:00 pm FOH 306

**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: $71 Fee: $16

ZWEB-042-0099 W 5/30-6/13 (3 sessions) 6:00 pm- 9:00 pm FOH 306

**Creating Web Pages with Dreamweaver: Level I (Version CC)**

Find out what you need to know to be a webmaster. Learn the basics of creating Web pages, obtaining a domain, hosting, setting up a site and publishing pages. Learn how to build pages using either fixed or fluid layouts and optimize your site for mobile devices. Work in code or design view to edit your content using the new HTML5 and use CSS3 to create stunning pages in Dreamweaver’s new visual interface. Discover how to work with page blocks and container sections using exciting new HTML5 tags. An introduction to HTML is included. Prepares users to take additional levels of Dreamweaver and other Adobe applications. Satisfies a core requirement for Continuing Education Certificate in Website Design. Prerequisite: experience with Windows, Internet and working with files and folders. Instructor: Timothy Latham

Tuition: $95 Fee: $16 Text Required: Code B

ZWEB-051-0012 TTh 4/10-4/19 (4 sessions) 6:00 pm- 9:00 pm FOH 306

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**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 any three of the following electives:**

- Adobe Photoshop—Level I or II
- Advanced Web Pages*
- Creating WordPress Websites: Level I or Level II
- Introduction to Flash*

*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 (see www.ed2go.com/worwic) with prior approval. For more information contact Kristi Toadvine at ktoadvine@worwic.edu or 410-334-2815.

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WEB DESIGN, continued

Creating Web Pages with Dreamweaver: Level II (Version CC)  
Building on the foundation of "Creating Web Pages with Dreamweaver: Level I," create fully responsive mobile web pages. Geared toward web designers, web developers and graphic artists who want to expand their skills. Utilize the new Bootstrap feature which contains built-in functionality for adding special page effects and fluid grid layouts. Work with other Bootstrap features such as carousel image sliders, navigation bars, responsive image functions and many others. Apply CSS transitions to create movement using the built-in behaviors panel for amazing effects. Use the new functions and features of HTML5 and CSS3 and add advanced functionality to your pages. Learn to create form fields and add multimedia and audio files to your site. Discover how to brand and market your site with Search Engine Optimization and integrate with social media. Satisfies a core requirement for Continuing Education Certificate in Website Design. Prerequisite: "Creating Web Pages with Dreamweaver: Level I" or familiarity with creating web pages using Dreamweaver and experience working with files and folders. HTML experience is helpful. Instructor: Timothy Latham

Tuition: $95 Fee: $16 Text Required: Code B

ZWEB-052-0013  T 4/24-5/15 (4 sessions)  6:00 pm- 9:00 pm  FOH 306

SOCIAL MEDIA

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 into action. Prerequisites: basic computer and Internet experience.

Bring login information for any social media sites to which you already belong. Instructor: Stacy Mitchell

Tuition: $79 Fee: $16

ZSOC-008-3001  T 4/17-5/8 (4 sessions)  4:00 pm- 6:30 pm  ORGC BERLIN

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 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: Stacy Mitchell

Tuition: $40 Fee: $16

ZSOC-002-0109  M 5/14-5/21 (2 sessions)  6:00 pm- 8:30 pm  FOH 308

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: $40 Fee: $16

ZSOC-010-0015  M 4/2-4/9 (2 sessions)  6:00 pm- 8:30 pm  FOH 301

Completed three core courses:
• Creating a Marketing Plan for Current and Future Success**
• Social Media Marketing for Your Business
• Facebook for Business: Building and Managing Content

Complete any two of the following electives:
• Facebook Advertising for Small Business
• Instagram and Pinterest for Business
• Marketing Your Business on the Internet*
• Video Marketing for Small Business**
• Achieving Top Search Engine Positions*

* This course is only available online.
** This course is listed in our “Business & Leadership” section.

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.

For more information contact Kristi Toadvine at ktoadvine@worwic.edu or 410-334-2815.

Is your class at ORGC Berlin?

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10655 Cathell Road, Berlin
(Route 90 east towards Ocean City. Exit at Route 589. First right at light is Cathell Road; proceed 1.5 miles. Club will be on the right; go to the portable classroom.)
SOCIAL MEDIA, continued

**Instagram and Pinterest for Business -NEW!**

Since a picture is worth a thousand words and Pinterest and Instagram have more than 600 million users, your posts and pins have a big impact! Find out how these two leading social media connect businesses with their potential customers and how each has unique characteristics that can be used to a small business’ advantage. Show your brand’s personality, connect with potential customers and even drive sales through video and images. Provide content for other social networks like Facebook, Twitter, Pinterest and your website. Explore how to set up a business account on each platform, what makes an engaging post/pin and how to decipher analytics. Bring your login and password information to access all social media accounts. Requires a smart phone or tablet to access Instagram in the classroom. **Pre-requisite: basic computer and Internet skills. Instructor: Stacy Mitchell**

**Tuition:** $60  **Fee:** $16

**ZSOC-011-0016**  
**M 4/16-4/30 (3 sessions)**  
**6:00 pm- 8:30 pm**  
**FOH 306**

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**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 working with files and folders is helpful. Instructor: Timothy Latham**

**Tuition:** $119  **Fee:** $16  **Text Required: Code B**

**ZIMG-034-0101**  
**Th 5/3-5/31 (5 sessions)**  
**6:00 pm- 9:00 pm**  
**FOH 306**

**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:** $95  **Fee:** $16  **Text Required: Code B**

**ZIMG-035-0102**  
**TTh 6/5-6/14 (4 sessions)**  
**6:00 pm- 9:00 pm**  
**FOH 306**

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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

*This course is only available online.*

Complete any **two** of the following electives:
- Adobe Photoshop: Level II
- Introduction to Adobe Acrobat*
- Introduction to Lightroom
- Microsoft Publisher*

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.

For more information contact Kristi Toadvine at ktoadvine@worwic.edu or 410-334-2815.
Introduction to Adobe Lightroom: Organizing and Developing Digital Images (Version CC)
Geared for the digital photographer or photo enthusiast, use this all-in-one tool to quickly import, process, manage and showcase your digital images. Learn to use a step-by-step workflow that will get your photos from camera to final product with ease. Navigate Lightroom's interface and the Develop module to easily retouch, fix and apply adjustments to your photos. Organize, tag and manage smart and manual collections. Share your photos directly to social media and export to print or the Web. Create photo presentations such as PDF slide shows, MP4 movies and Web galleries. Satisfies an elective for Continuing Education Certificates in Computer Graphics and Desktop Publishing and in Website Design.
Prerequisite: basic computer skills including managing files and folders. Instructor: Timothy Latham
Tuition: $99 Fee: $16
ZIMG-042-0100 W 5/9-6/6 (5 sessions) 2:30 pm- 5:00 pm FOH 308

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: $119 Fee: $16
ZIMG-003-0103 TTh 6/12-6/28 (6 sessions) 9:30 am-12:00 pm FOH 306

Invest in your future with a two-year degree
Tuition and fees at Wor-Wic Community College are 41 percent of the average cost of public four-year institutions in Maryland. You can take classes for credit on a full- or part-time basis and begin working toward your certificate or associate degree in:

- Biology
- Business
- Chemical Dependency Counseling
- Computer Studies
- Criminal Justice
- Education
- Emergency Medical Services
- General Studies
- Hotel-Motel-Restaurant Management
- Nursing
- Occupational Therapy Assistant
- Office Technology
- Physical Therapist Assistant
- Radiologic Technology

Wor-Wic is a state-approved two-year college. It is accredited by the Middle States Commission on Higher Education. Most credits earned at Wor-Wic can be transferred to other colleges and universities and applied toward the completion of a four-year bachelor’s degree.

For more information or to receive a credit class schedule, visit worwic.edu or call us at 410-334-2800.
Let Wor-Wic be your training department!

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

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.

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.

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, if applicable, for each track. 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

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 PowerPoint: ★

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. Prerequisites: Windows and basic computer experience. Instructor: Alan Musser

Tuition: $48 Fee: $16

ZOFC-169-0014 F 4/6 (1 session) 9:00 am- 4:00 pm FOH 301

MS Word: ★

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: $48 Fee: $16

ZOFC-163-0046 F 4/13-4/20 (2 sessions) 1:00 pm- 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: $48 Fee: $16

ZOFC-164-0047 F 4/27 (1 session) 9:00 am- 4:00 pm FOH 301

MS Excel: ★

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: $48 Fee: $16

ZOFC-165-0048 F 5/4 (1 session) 9:00 am- 4:00 pm FOH 301
加强您的技能。

提升您的事业。

继续教育证书

Microsoft Office

业务技术

应用程序

这个五门课程证书认可在使用Microsoft Office应用程序的企业环境中取得的成就。

完成以下所有快速课程课程：
- MS Word: I
- MS Excel: I
- MS Outlook: I
- MS Access: I
- MS PowerPoint: I

参加您的事业

下一步。

继续教育证书

高级

Microsoft Office

业务技术

应用程序

完成所有以上课程并完成以下所有高级课程的三门课程：
- MS Word: II
- MS Excel: II
- MS Excel: III
- MS Outlook: II
- MS Access: II

一个继续教育证书将在完成所有相关课程后颁发。讲师将根据您在跟踪日志中签字的课程成功完成情况验证课程。如果您成功完成了所有相关课程，可以获得证书。一个在线课程可以被替换为课程中的一个证书

为更多信息联系Kristi Toadvine at ktoadvine@worwic.edu或410-334-2815。
**Computer & Technology**

**QuickBooks**

**QuickBooks Online: The Virtual Platform**

This course is designed for QuickBooks Online users. Navigate and set up a mock company using QuickBooks Online. Great for small to midsize businesses needing flexibility and mobile access. Work from any location with a virtual platform. Learn how to use QuickBooks Online as a tool to manage your vendors, customers, and financial accounts. Explore how to set up other users and provide your CPA with access, if required. **Prerequisites:** basic computer and Internet experience and knowledge of basic accounting principles or "Accounting Fundamentals Basics" course. **Instructor:** Andrea Kenney

- **Tuition:** $95  
- **Fee:** $16
- **ZACC-025-0002**  
  - MW 4/16-4/25 (4 sessions)  
  - 6:00 pm- 9:00 pm  
  - FOH 301

**Mastering QuickBooks (Version Pro 2015)**

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:** $131  
- **Fee:** $16  
- Text Optional: Code B
- **ZACC-009-0106**  
  - MW 5/2-5/21 (6 sessions)  
  - 6:15 pm- 9:00 pm  
  - FOH 301

**QuickBooks: Reports (Version Pro 2015)**

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:** $48  
- **Fee:** $16
- **ZACC-008-0009**  
  - W 4/4-4/11 (2 sessions)  
  - 6:15 pm- 9:00 pm  
  - FOH 301

**QuickBooks: Payroll (Version Pro 2015)**

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:** $44  
- **Fee:** $16
- **ZACC-005-0107**  
  - MW 6/4-6/6 (2 sessions)  
  - 6:15 pm- 9:00 pm  
  - FOH 301

**Developmental English/ESL**

**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:** $150  
- **Fee:** $6
- **ZDEV-016-0154**  
  - 5/7-6/22
- **ZDEV-016-0039**  
  - 6/25-8/10
TWO OPTIONS FOR ONLINE STUDY!
Take courses anywhere or on the go with...

1. Go to 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: 4/11, 5/16, 6/13, 7/18 and 8/15

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 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. 

Some of the continuing education certificates and courses offered include:

• Accounting and Finance for Non-Financial Managers 
• Data Analysis 
• Digital Marketing 
• Graphic Design Software Essentials 
• Managing Social Change NEW! 
• Mobile Marketing 
• Project Management 

Go to www.worwic.edu/ugc for complete certificate offerings.
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. Please contact Teresa Tyndall, director of allied health, at ttyndall@worwic.edu or at 410-334-6780 for more information.

Please be aware that drug screens and background checks are now mandated for the majority of allied health career training programs, including Certified Nursing Assistant (CNA), Dental Assistant, Nurse Refresher, Phlebotomy Technician and Certified Medicine Aide. 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.

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. Students must attend 100 percent of clinical hours.

**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, license the applicant with or without probation or issue charges against a renewal 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/expungement.html.
**HEALTH & SAFETY**

**CERTIFIED NURSING ASSISTANT SCHEDULE OF CLASSES**

Participants must successfully 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
<th>Fee</th>
<th>Text Required</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nursing Assistant—Part I</td>
<td>$634</td>
<td>$299</td>
<td>Code B</td>
<td>ZCNA-002-0117 M-Th 4/16-5/17</td>
<td>8:00 am-12:00 pm</td>
<td>HH 200</td>
</tr>
<tr>
<td>Basic Life Support (BLS)</td>
<td>$40</td>
<td>$20</td>
<td>Code A</td>
<td>ZBL-004-0123 F 4/27 (1 session)</td>
<td>8:00 am-1:00 pm</td>
<td>HH 104</td>
</tr>
<tr>
<td></td>
<td>$40</td>
<td>$20</td>
<td>Code A</td>
<td>ZBL-004-0124 F 5/4 (1 session)</td>
<td>8:00 am-1:00 pm</td>
<td>HH 104</td>
</tr>
<tr>
<td>Certified Nursing Assistant—Part II</td>
<td>$380</td>
<td>$16</td>
<td></td>
<td>ZCNA-003-0118 5/21-5/25 (5 sessions) 5/29-5/30 (2 sessions)</td>
<td>7:00 am-3:30 pm</td>
<td>Nursing Home TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No class on 5/28.</td>
<td>8:00 am-12:00 pm</td>
<td>HH 202</td>
</tr>
</tbody>
</table>

**SESSION II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
<th>Fee</th>
<th>Text Required</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nursing Assistant—Part I</td>
<td>$634</td>
<td>$299</td>
<td>Code B</td>
<td>ZCNA-002-0119 M-Th 4/30-6/5</td>
<td>5:30 pm-9:30 pm</td>
<td>HH 200</td>
</tr>
<tr>
<td>Basic Life Support (BLS)</td>
<td>$40</td>
<td>$20</td>
<td>Code A</td>
<td>ZBL-004-0125 F 5/11 (1 session)</td>
<td>8:00 am-1:00 pm</td>
<td>HH 104</td>
</tr>
<tr>
<td></td>
<td>$40</td>
<td>$20</td>
<td>Code A</td>
<td>ZBL-004-0126 F 5/18 (1 session)</td>
<td>8:00 am-1:00 pm</td>
<td>HH 104</td>
</tr>
<tr>
<td>Certified Nursing Assistant—Part II</td>
<td>$380</td>
<td>$16</td>
<td></td>
<td>ZCNA-003-0120 6/7-6/13 (5 sessions) 6/14-6/15 (2 sessions)</td>
<td>7:00 am-3:30 pm</td>
<td>Nursing Home TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No class on 5/28 and 5/29.</td>
<td>5:30 pm-9:30 pm</td>
<td>HH 202</td>
</tr>
</tbody>
</table>

**SESSION III**

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
<th>Fee</th>
<th>Text Required</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nursing Assistant—Part I</td>
<td>$634</td>
<td>$299</td>
<td>Code B</td>
<td>ZCNA-002-0121 M-Th 6/4-7/10</td>
<td>8:00 am-12:00 pm</td>
<td>HH 200</td>
</tr>
<tr>
<td>Basic Life Support (BLS)</td>
<td>$40</td>
<td>$20</td>
<td>Code A</td>
<td>ZBL-004-0127 F 6/15 (1 session)</td>
<td>8:00 am-1:00 pm</td>
<td>HH 104</td>
</tr>
<tr>
<td></td>
<td>$40</td>
<td>$20</td>
<td>Code A</td>
<td>ZBL-004-0128 F 6/22 (1 session)</td>
<td>8:00 am-1:00 pm</td>
<td>HH 104</td>
</tr>
<tr>
<td>Certified Nursing Assistant—Part II</td>
<td>$380</td>
<td>$16</td>
<td></td>
<td>ZCNA-003-0024 7/12-7/18 (5 sessions) 7/19-7/20 (2 sessions)</td>
<td>7:00 am-3:30 pm</td>
<td>Nursing Home TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No class on 7/4 and 7/5.</td>
<td>8:00 am-12:00 pm</td>
<td>HH 202</td>
</tr>
</tbody>
</table>

**Mandatory information sessions**

Information sessions are now 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.

- April 11, 1:30 to 3:30 p.m.
- May 7, 5 to 7 p.m.
- June 6, 1:30 to 3:30 p.m.
- July 24, 5 to 7 p.m.

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.

**Is English your second language? Do you want to earn your nursing assistant certification? We would love to hear from you!**

We are planning a new course that will pair a skills instructor with an English as a Second Language (ESL) instructor to prepare students for their career in healthcare. If you are interested in this training or need additional information, please contact Norma Schultz at nschultz@worwic.edu or 410-334-6783.
Free testing available for reading comprehension and arithmetic requirements

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 Brunkhorst Hall, 410-334-2843.

Students who speak English as a second language will first be required to pass all 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, 10 a.m. to 8 p.m.
Friday and Saturday, 10 a.m. to 3 p.m.
No testing 3/30 through 4/1, 5/28, and 7/4.

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 Chairedside 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 by 2nd week of class 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: $610 Fee: $80 Text Required: Code E
ZDNT-009-0072 MW 4/9-6/13 (19 sessions) 5:00 pm- 8:00 pm HH 105
No class on 5/28.

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. 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: $515 Fee: $70 Text Required: Code D
ZDNT-010-0073 MW 4/9-6/11 (18 sessions) 5:30 pm- 8:00 pm HH 104
No class on 5/28.

Instructor Spotlight:

Donna Ervin, CDA

Donna has been an instructor at Wor-Wic for more than eight years in the “Radiology for Dental Assistants” course. She has been working in the dental industry for 40 years and is employed as a nationally Certified Dental Assistant. Donna is also state certified as a Dental Radiation Technologist to operate dental x-ray equipment and perform dental radiographic procedures. Donna has received feedback from her students that the radiology course has been helpful in securing their state certification and that the addition of clinical hours to the course has also helped them learn about a variety of dental specialties, including pediatric and public health.
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: $79 Fee: $10
ZDNT-005-0054 MW 4/9-4/18 (4 sessions) 5:30 pm- 8:00 pm HH 104

EMERGENCY TRAINING

American Heart Association®

The latest science from the American Heart Association (AHA) says that quick action and quality training can increase survival from cardiac arrest, a leading cause of death in the United States. All AHA courses provide you the foundation of knowledge and skills to offer assistance in a safe, timely and effective manner that may save someone's life.

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.

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 new 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: Ruth Gaudreau
Tuition: $40 Fee: $20 Text Required: Code A
ZBLS-004-0131 T 4/24 (1 session) 8:00 am- 1:00 pm HH 104
ZBLS-004-0132 M 5/21 (1 session) 8:00 am- 1:00 pm HH 104
ZBLS-004-0133 W 6/13 (1 session) 8:00 am- 1:00 pm HH 104
ZBLS-004-0026 Th 7/19 (1 session) 8:00 am- 1:00 pm HH 104
ZBLS-004-0027 Th 8/9 (1 session) 8:00 am- 1:00 pm HH 104

Dental Assisting National Board, Inc.
Measuring Dental Assisting Excellence

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.

Please wear loose, comfortable clothing. You will be practicing skills that require working on your hands and knees, bending, standing and lifting. Avoid wearing dangling jewelry or jewelry with sharp edges. If you have long hair, we advise you to pull it back. You will also need to pass a written exam and skills test to receive your course completion card.
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.

### ed2go ONLINE CLASSES

Top 10 related online courses:

- Explore a Career as a Pharmacy Technician
- Explore a Career in Medical Coding
- Explore a Career as an Administrative Medical Assistant
- Medical Terminology II: A Focus on Human Disease
- Medical Math
- Human Anatomy and Physiology
- Become an Optical Assistant
- Handling Medical Emergencies
- Explore a Career in Medical Writing
- Introduction to Natural Health and Healing

All courses begin 4/11, 5/16, 6/13, 7/18 and 8/15.

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

### HEALTH & SAFETY

**EMERGENCY TRAINING, continued**

**Basic Life Support (BLS) eLearning Skills Session**

This course is designed to assist students in completing the American Heart Association Basic Life Support eLearning course. The purpose is to document the mastery of skills following the successful completion of the online cognitive portion of the training available on the AHA website. The course will include hands-on skills practice and testing with an AHA instructor to help students gain confidence in performing skills and to ensure skills proficiency in Adult/Child 1-Rescuer CPR, Adult 2-Rescuer CPR and AED, and Infant 1- and 2-Rescuer CPR. Students are allowed up to 60 days after the completion of the online part of the course to complete the skills session. Students must show their Certification of Completion for Part 1 at time of registration. Students must attend 100 percent of course hours. Card valid for two years. Students must pass the skills test in order to qualify for a BLS Completion Card. Instructor for both sessions: Ruth Gaudreau

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<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
<th>Instructor</th>
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<tr>
<td>ZBLS-005-0134</td>
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<td>8:00 am-12:00 pm</td>
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<td>ZBLS-005-0028</td>
<td>S 8/4 (1 session)</td>
<td>8:00 am-12:00 pm</td>
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**Heartsaver Bloodborne Pathogens**

This course is designed to meet Occupational Safety and Health Administration (OSHA) requirements for bloodborne pathogens training when paired with site-specific instruction. This course is applicable to staff in a variety of settings, including health and fitness, child care workers and school personnel. Students will learn the American Heart Association’s PACT acronym (Protect, Act, Clean, Tell) and slogan, “Make a PACT, Know How to Act,” to easily recall critical components. Card valid for one year. Instructor for both sessions: Stephanie Gambino

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<td>10:00 am-12:00 pm</td>
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<tr>
<td>ZBBP-001-0025</td>
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<td>10:00 am-12:00 pm</td>
<td>$17</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 both sessions: Ruth Gaudreau

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<th>Instructor</th>
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<td>ZCPR-009-0029</td>
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<td>8:00 am-12:30 pm</td>
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**Heartsaver First Aid**

This course is for anyone with limited or no medical training who has a duty to respond to a first aid emergency because of workplace or regulatory requirements, such as teachers, day care workers and personal fitness trainers. The course is a classroom, video-based, instructor-led course that teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat choking, burns, bleeding, sprains, broken bones, shock and other first aid emergencies. 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 Course Completion Card. Instructor for both sessions: Ruth Gaudreau

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<th>Course Code</th>
<th>Days</th>
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<th>Instructor</th>
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<td>ZBFA-005-0136</td>
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<td>ZBFA-005-0030</td>
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<td>8:00 am-12:00 pm</td>
<td>$27</td>
<td></td>
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HEALTH & SAFETY

EMERGENCY TRAINING, continued

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: $55 Fee: $34 Text Required: Code A
ZFCA-001-0137 M 6/25 (1 session) 8:30 am- 4:00 pm HH 104
ZFCA-001-0031 MT 8/13-8/14 (2 sessions) 1:00 pm- 4:30 pm HH 104

FITNESS TRAINING

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: $285 Fee: $582 Text Required: Code E
ZFIT-002-0141 Th 4/19-6/2 (12 sessions) 6:30 pm- 9:30 pm HH 200
Class also meets every S, 9:00 am-12:00 pm at local gym. Must register by 4/12.
No class on 5/24 and 5/26.

LOVE to work out?
Want to learn more about being a Certified Personal Trainer?
Register for an online webinar and talk with a veteran instructor about the course and the fitness industry.
Can’t make the time and the date?
Register anyway and you will receive a course brochure and flyer so that you have direct access to WITS student services.
Wed., April 4, Noon-1 pm
Register at http://tinyurl.com/Orientation4-18
MEDICAL CODING & BILLING

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. 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. Instructor: Christine Rommel
Tuition: $333 Fee: $10 Text Required: Code F
ZMCF-010-0056 T 4/17-7/17 (14 sessions) 6:00 pm- 9:00 pm HH 105

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 in a physician's office. 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. Instructor: Brenda Stevens
Tuition: $238 Fee: $10 Text Required: Code F
ZMCF-007-0055 Th 4/19-6/21 (10 sessions) 6:00 pm- 9:00 pm HH 104

MEDICAL OFFICE

Medical Terminology: A Word Association Approach
Prepare for a career in the healthcare 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 successful 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-002-4013 W 4/11 ONLINE
ZMOF-002-4014 W 5/16 ONLINE
ZMOF-002-4015 W 6/13 ONLINE
ZMOF-002-4016 W 7/18 ONLINE
ZMOF-002-4017 W 8/15 ONLINE
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. Prerequisite: 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. Student must meet eligibility criteria with drug screen and background check. Instructor: Norma Schultz
Tuition: $238  Fee: $156
ZMDA-001-0032  MW 7/23-8/8 (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 7/16.

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 for both sessions: Denise Dechene
Tuition: $238  Fee: $21
ZMDA-004-0010  TTh 4/3-4/12 (4 sessions)  7:00 am- 3:00 pm  GRNC 999
ZMDA-004-0033  MW 8/13-8/22 (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: $63  Fee: $16
ZMDA-003-0011  F 4/13 (1 session)  8:00 am- 4:30 pm  HH 104
Instructor: Denise Dechene
ZMDA-003-0138  F 5/18 (1 session)  8:00 am- 4:30 pm  HH 200
Instructor: Hazel Bennett
ZMDA-003-0139  F 6/22 (1 session)  8:00 am- 4:30 pm  HH 200
Instructor: Denise Dechene
ZMDA-003-0034  F 7/20 (1 session)  8:00 am- 4:30 pm  HH 104
Instructor: Hazel Bennett
ZMDA-003-0035  F 8/10 (1 session)  8:00 am- 4:30 pm  HH 200
Instructor: Denise Dechene
HEALTH & SAFETY

NURSE REFRESHER

Nurse Refresher Clinical Practicum
Maryland Board of Nursing approved refresher course for inactive RN/LPNs to qualify for re-entry into active nursing practice. Provides preceptor-led clinical practice designed to help you update nursing skills and gain confidence. Designed to follow the theory portion of the College of Southern Maryland’s convenient online course, offered on a regular basis (contact Lori Proctor at lproctor2@csmd.edu or 301-934-7644 for further information). Requires 12 hours of orientation, clinical skills training, practice and successful performance on a clinical skills competency examination, followed by a 60-hour clinical rotation. Applicants must complete theory and clinical within one year of start date of theory course. Successful candidates will be eligible to apply for their active Maryland nursing license. Must have nursing liability insurance, AHA Basic Life Support (BLS) certification, inactive Maryland nursing license, and must meet all health and other site-specific requirements. Initial candidates for Board of Nursing license will be required to obtain a criminal history records check prior to issuance of license. Prerequisite: theory portion of Board of Nursing approved RN/LPN refresher course. Submit a copy of course certificate with registration. All students must have documentation of a negative PPD or chest X-ray in the last year and Hepatitis vaccine or waiver. A flu vaccine is required. Students must attend 100 percent of the course hours.
Instructor for both sessions: Norma Schultz
Tuition: $570 Fee: $21
ZNUR-003-0005 ThF 4/12-4/13 8:30 am- 3:30 pm HH 202
ZNUR-003-0036 ThF 8/2-8/3 8:30 am- 3:30 pm HH 202
Must meet with Allied Health Coordinator in AHB 307 by 8/1 PRIOR to registering. Call 410-334-6782 to set up an appointment. Clinical rotation to be completed by 9/28.

PHLEBOTOMY TECHNICIAN

Phlebotomy Skills Training—Part III
This course is only for students who successfully completed Part II within the last 10 months. Strengthen and practice your skills during supervised clinical instruction and practice in a laboratory setting. Health records must have been turned in at the end of “Phlebotomy—Part II.” Students MUST be available for a full daytime shift for a period of 12-15 consecutive days. Go to www.aspt.org for eligibility requirements to sit for the American Society Phlebotomy Technician exam. Prerequisites: must be able to lift, push or pull 20 pounds and move rapidly from one location to another in such physical settings as the clinical laboratory, outpatient center, patient rooms, elevators and stairways. All students must submit documentation by the end of “Phlebotomy Skills Training—Part II” of a current, negative TB/PPD test or a chest X-ray taken within the last year. All students must have documentation of Hepatitis vaccine or waiver, flu vaccine, immunization/screening record and medical clearance. Documentation of current CPR Healthcare Provider certification will be determined by clinical site. Instructor: Carla Nock
Tuition: $721 Fee: $16
ZPHL-010-0140 Th 4/19 6:00 pm- 7:00 pm FOH 309
Mandatory meeting to schedule clinical rotation, which must be completed by 8/10.

For information on the “Health & Safety Training for Skin Penetrating Body Adornment Practitioners” course scheduled for this spring, contact Teresa Tyndall at ttyndall@worwic.edu or 410-334-6781.
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: $119        Fee: $21  Text Required: Code B
ZCPO-001-0063  TTh  4/10-4/24 (5 sessions)  6:00 pm- 9:00 pm  FOH 204
ZCPO-001-3005  TTh  5/10-5/24 (5 sessions)  6:00 pm- 9:00 pm  ORGC BERLIN

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 all sessions: Bonnie Russell
Tuition: $43        Fee: $21  Text Required: Code B
ZCPO-002-3002  MW  4/9-4/11 (2 sessions)  6:00 pm- 8:30 pm  ORGC BERLIN
ZCPO-002-0062  TTh  5/1-5/3 (2 sessions)  6:00 pm- 8:30 pm  FOH 211
ZCPO-002-3004  TTh  6/5-6/7 (2 sessions)  6:00 pm- 8:30 pm  ORGC BERLIN

CULINARY SKILLS

Easy, Elegant and Awesome Desserts
Learn to prepare visually exciting desserts with a professional look and taste. Prepare Black Forest Torte, Ambrosia Cake, Apple Galette and many other classic and contemporary desserts that will "WOW" your clientele! Practice timesaving techniques and shortcuts. Identify a house signature dessert that you can "sell up" to increase bottom line profits. Discover substitute ingredients that will provide a healthier alternative and decrease calories without sacrificing taste. Instructor: Bonnie Aronson
Tuition: $108        Fee: $71
ZCUL-023-0115  T  4/10-5/1 (4 sessions)  6:00 pm- 9:00 pm  FOH 307

Delightful Dough and Dinner Rolls
You can't beat the pleasure of making bread with just one bread dough recipe! Explore a range of basic and specialty breads such as rustic French baguette, hearty Italian bread, French boule, garlic herb roulade and bialy rolls. Work with yeast dough, loaves and hearty rolls with a variety of seeds, seasonings and spices. You'll also discover how to create rich dough such as butter twists, Parker House rolls and seeded knot rolls. Instructor: John Del Vecchio
Tuition: $54        Fee: $32
ZCUL-054-0116  Th  4/12-4/19 (2 sessions)  6:00 pm- 9:00 pm  FOH 303
CULINARY SKILLS, continued

Classic Italian Desserts
Concoct the best of Italian sweets! Learn about various ingredients used in the production of Italian desserts, then create tantalizing results with an emphasis on mixing methods, ingredient function and baking techniques. Prepare tiramisu and fresh fruit zabaglione as well as cannoli and cheese pies using ricotta. Create lesser known desserts like panna cotta and the classic cassata cake.
Instructor: John Del Vecchio
Tuition: $81  Fee: $39
ZCUL-065-0113  Th 4/26-5/10 (3 sessions)  6:00 pm- 9:00 pm  FOH 303

Soups and Salads
Soups and salads are endlessly versatile. Light or hearty, economical or indulgent, simple or elaborate, they are delicious and limited only by your imagination and available ingredients. Create hearty and nutritionally balanced one-bowl meals from a steaming soup for a cold day to a delicate salad to stimulate the palate. Apply cooking techniques appropriate for each soup, then demonstrate proper garnishes for soups and salads.
Prepare Tortilla Soup with Chipotle Citrus Shrimp, Spring Roll Salad, and Chicken Nicoise Salad with Benedictine Crisps. Combine Down East Clam Chowder with Bacon Bread Crumbs, Peanut and Sweet Potato Soup with Jicama Slaw, Baked Potato Soup with Grilled Caesar Salad...and many more recipes to please your palate.
Instructor: Bonnie Aronson
Tuition: $108  Fee: $95
ZCUL-066-0112  S 5/5-5/19 (2 sessions)  9:00 am - 3:00 pm  FOH 307
No class on 5/12.

Artisan and International Flat Breads
Discover the art and craft of bread making with naturally leavened loaves including ciabatta, Italian focaccia, naan, Armenian cracker bread, and pita utilizing a variety of flavors and spices. Practice kneading, stretching, folding and proofing your way to great, round hand-crafted flat breads in less than one hour.
Prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics.
Instructor: John Del Vecchio
Tuition: $54  Fee: $26
ZCUL-056-0114  Th 5/24-5/31 (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: $190  Fee: $38
ZFDB-022-0110  MW 4/23-5/16 (8 sessions)  6:00 pm- 9:00 pm  FOH 307

CARD 101
Designed to bring alcohol awareness to people in the service industry including bars, taverns, restaurants and other establishments where alcoholic beverages are served. Identify and understand alcohol laws. Describe ways to monitor and regulate your customers' drinking behaviors including techniques on carding customers, preventing alcohol sales to minors, recognizing signs of intoxication and proven intervention strategies when customers are intoxicated. Understand how alcohol affects the body and behaviors, and the dangers of drinking and driving. Practice the proper handling of situations to avoid and prevent intoxication, and prepare an incident report.
Instructor: Eric Chaplin
Tuition: $24  Fee: $6
ZFDB-021-0111  W 4/25 (1 session)  6:00 pm- 9:00 pm  FOH 307
FOOD & BEVERAGE, continued

ServSafe Food Protection Manager
Designed for food service professionals and personnel engaged in food production and provides the National Restaurant Association's ServSafe Manager's Certification Program, the industry standard for food safety education (sixth edition). Learn how food borne illness occurs; forms of contamination; the role of personal hygiene; hazards in the flow of food; the importance of purchasing and time and temperature control; HACCP; cooking, cooling and reheating; cleaning, sanitizing and pest control; and effective industry management techniques. The course meets guidelines established by the Maryland State Department of Health and Mental Hygiene. Students who successfully complete the course and pass the exam will be awarded nationally recognized NRA ServSafe Managers certification valid for five years. Instructor: Bonnie Aronson
Tuition: $111       Fee: $81
ZFDB-026-0146      TF 5/15-5/18 (2 sessions) 8:30 am- 4:00 pm  FOH 200
Must register by 5/1 to ensure delivery of course material.

INDUSTRY, TRADES & MANUFACTURING

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 compliance. Instructor: George Landing
Tuition: $428       Fee: $51 Text Required: Code F
ZELC-005-0022      TTh 4/24-6/21 (18 sessions) 6:30 pm- 9:30 pm  FOH 100

WASTEWATER TREATMENT

The following Maryland Center for Environmental Training (MCET) courses are offered in cooperation with the College of Southern Maryland.

Screening Water and Wastewater for Safety, Security and Toxicity
Activated sludge process has limitations when handling toxic influents of unknown origin and strength. Once the bug population is destroyed or inactivated due to toxicity or high BOD loading, regrowth is a time consuming process. Time is of the essence when this occurs, so an immediate screening of the process can provide real-time information for decision-making. Focus on simple screening tools: chemical oxygen demand tests, quick biological scans, rapid biological toxicity screening and oxidation reduction potential (ORP). Discuss how quick screens of key areas of a water system for safety and security vulnerabilities can be beneficial. Examine how case-histories and low-cost ideas and applications can be used to monitor strategic areas of a water system and how these tools can be used as an early-warning mechanism to prevent disinfection residual violations or assess the system for intrusions. Also investigate monitoring system components, applications and integration from hardware to data acquisitions and transmission.
Tuition: $14       Fee: $115
ZWWT-061-0001      W 4/4 (1 session) 8:00 am- 4:00 pm  FOH 103C

Prepare for a Career at Delmarva Power
Delmarva Power has multiple job opportunities in our area. To prepare you to take Delmarva Power’s pre-employment exam, Wor-Wic Community College is offering “Get Into Energy Math and Test Preparation.” Focus on basic math concepts and practice problem solving techniques using basic mechanical concepts. Evening and day-time courses will be available. Tuition cost is $25.

Interested applicants are required to attend one of several information sessions that will be offered at Wor-Wic. Listen to officials from Delmarva Power discuss available positions and possible career paths.

Registration for the information sessions will be accepted on a first come, first served basis. For more information contact Teresa Disharoon at tdisharoon@worwic.edu or 410-334-2815 to start on your path to success!

Lead Paint Abatement
If you are in need of a lead paint abatement refresher course such as Maintenance and Repainting Supervisor, Lead Paint Abatement Worker or EPA Renovation, Repair and Painting, please contact Teresa Disharoon at tdisharoon@worwic.edu or 410-334-2815.
WASTEWATER TREATMENT, continued

**Biological Components of Wastewater**  
Wastewater contains countless numbers of living organisms, most of which are too small to see with the naked eye. Review the wide variety of pathogens present in wastewater, sludge, foam, compost, aerosols and contaminated surfaces and discover potential and actual risks to wastewater personnel. Pathogens include viruses, bacteria, fungi, protozoa and helminthes (worms) as well as allergens, endotoxins and exotoxins. Focus on an overview of relevant history, hazards and organisms; aerosols, compost, foam and sludge; disease transmission and the body's defenses; removal, inactivation and destruction of pathogens; hygiene measures, protective equipment and immunizations.

*Tuition: $14  
Fee: $129  
ZWWT-062-0037  
Th 6/14 (1 session)  
8:00 am - 4:00 pm  
FOH 103A*

**Water Operations Monitoring and Process Control**  
Discuss all aspects of municipal water treatment operations and maintenance, including a water mathematics refresher. Focus on basic conversion factors and formulas used for process control and to solve treatment plant problems related to clarification, gravity filtration, chlorination and chemical dosing. Topics include: surface water treatment, groundwater treatment and the parameters that dictate successful treatment of both water sources. All treatment operations and maintenance, laboratory sampling and residuals handling topics will be featured. Cover in-depth concepts and practices related to conventional water treatment processes, basic sampling/laboratory skills and management/supervisory skills. Operators will be provided with study material and trouble-shooting guides necessary to prepare for certification exams. Designed to instruct operators in the safe and effective operation and maintenance of both the Class 3 and Class 4 Drinking Water Treatment Plants, while emphasizing the knowledge and skills needed by an operator to prepare for the operator certification exams. Ideal as a refresher for mid-level operators looking to better understand how to operate a water treatment facility.

*Tuition: $28  
Fee: $264  
ZWWT-063-0038  
WTh 5/30-5/31 (2 sessions)  
8:00 am - 4:00 pm  
FOH 200*

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**Free Carpentry Training**

The construction industry on the Lower Eastern Shore needs skilled workers. Through a partnership with the Eastern Shore Construction Alliance and Quality Staffing Services, Wor-Wic Community College is offering a carpentry training course funded by the State of Maryland’s EARN Maryland Grant Program, administered by the Maryland Department of Labor, Licensing and Regulation. This carpentry training is designed to provide the entry-level construction worker with the skills necessary to get a job in the construction industry.

Tuition is covered by grant funds.

For more information about the course, go to wor-wic.edu/continuingeducation, or contact Teresa Disharoon at tdisharoon@wor-wic.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 "Carpentry Training."

**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 information about the course, go to www.wor-wic.edu/continuingeducation, contact Teresa Disharoon at tdisharoon@wor-wic.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 Program.”
**INDUSTRY, 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, 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: $285       Fee: $181   Text Required: Code A
ZWLD-001-0020   TTh 4/10-5/17 (12 sessions) 6:30 pm- 9:30 pm   Instructor: David Willey
ZWLD-001-3003   TTh 4/10-5/17 (12 sessions) 6:30 pm- 9:30 pm   Instructor: Barry Wien

**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. Instructor: David Willey

Tuition: $285       Fee: $181
ZWLD-011-0021   MW 4/23-6/4 (12 sessions) 6:30 pm- 9:30 pm   Instructor: Barry Wien

**PERSONAL ENRICHMENT**

**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 for preparing to read 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. Instructors: Sarah Fielding and Robin Acton

Tuition: $198       Fee: $31
ZCOP-003-0145   S 4/21-5/19 (5 sessions) 9:00 am- 2:30 pm   Must register by 4/10 to ensure delivery of course material. FOH 103A

Tuition: $238       Fee: $31
ZCOP-007-0037   M-F 7/9-7/13 (5 sessions) 9:00 am- 4:00 pm   Must register by 6/29 to ensure delivery of course material. FOH 103C

**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. Instructor: Mark Engberg

Tuition: $52       Fee: $6
ZFIN-016-0149   T 4/17-5/1 (3 sessions) 6:00 pm- 8:00 pm   FOH 200

**FREE!**

Although the above information is correct at the time of printing, situations do arise that make it necessary to make changes. For the most current course offerings, please visit www.worwic.edu or call 410-334-2815.
PERSONAL ENRICHMENT

LANGUAGES

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: $173 Fee: $6 Text Required: Code B
ZLAN-003-0143 MW 4/9-5/9 (10 sessions) 6:30 pm- 8:30 pm FOH 203

Community Spanish: Survival Guide for English Speakers
This non-academic, non-gramar 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: $121 Fee: $24
ZLAN-007-0144 Th 4/19-5/31 (7 sessions) 6:30 pm- 8:30 pm FOH 200
Must register by 4/3 to ensure delivery of course material.

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: $158 Fee: $6
ZPHO-004-0142 TTh 4/24-5/15 (8 sessions) 6:30 pm- 9:00 pm FOH 103C
Class also meets on S 5/5, 9:30 am-12:00 pm; field location to be announced.

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 macros/close-ups and more. Prerequisite: completion of "Photography—Basics for the DSLR Photographer" or equivalent experience. Instructor: James King
Tuition: $99 Fee: $6
ZPHO-005-0147 TTh 5/31-6/14 (5 sessions) 6:30 pm- 9:00 pm FOH 211

Top 10 related online courses:
• Beginning Conversational French
• Conversational Japanese
• Discover Sign Language
• Easy English 1, 2 & 3
• Instant Italian
• Introduction to Teaching ESL/EFL
• Spanish for Law Enforcement
• Spanish for Medical Professionals
• Speed Spanish
• Writing for ESL

All courses begin 4/11, 5/16, 6/13, 7/18 and 8/15.

Go to www.ed2go.com/worwic for more information and a complete list of related online courses.
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 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. Instructor: James Robinson
Tuition: $41 Fee: $6
ZREE-001-0031 Th 5/17 (1 session) 6:00 pm- 9:00 pm FOH 103A

Ethics in Real Estate
Increase your ability to deal with the ethical dilemmas that are often presented when faced with everyday business decisions. Apply the industry's Code of Ethics to common situations where an ethical choice is required. Learn how to recognize when a situation becomes unethical and how to make decisions about real estate issues such as commission entitlement, propriety cause, disclosure, seller/buyer representation and the importance of the customer vs. the profit. Also covers illegal flipping and predatory lending. Approved by the Real Estate Commission of Maryland—3 hours; meets the State mandated "Ethics" requirement. Approval #106-0618. Instructor: James Robinson
Tuition: $41 Fee: $6
ZREE-002-0027 Th 4/12 (1 session) 6:00 pm- 9:00 pm FOH 103A

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: James Robinson
Tuition: $23 Fee: $6
ZREE-003-0029 T 5/1 (1 session) 6:00 pm- 7:30 pm FOH 103A

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. Instructor: James Robinson
Tuition: $41 Fee: $6
ZREE-004-0028 Th 4/26 (1 session) 6:00 pm- 9:00 pm FOH 103A

Legal Update 2017-2018
Gain an update on new laws, regulations and interpretations that real estate professionals need to know to adequately represent their clients and serve their customers. Topics include: emergence of "teams," legal requirements and liabilities, new state and federal foreclosure laws, the role of the Federal Consumer Financial Protection Bureau, bankruptcy's effect on real estate transactions, "MARS" legislation and regulations, real-estate-relevant new Maryland legislation, impending settlement procedures changes and social media issues. Approved by the Real Estate Commission of Maryland—3 hours; meets the state mandated "Legislative" requirement. Approval #112-0618. Instructor: Ann Shaw
Tuition: $41 Fee: $6
ZREE-010-0030 T 5/8 (1 session) 1:00 pm- 4:00 pm FOH 200

Top 10 related online courses:
- Building Teams that Work
- Computer Skills for the Workplace
- Designing Effective Websites
- Effective Selling
- Keys to Successful Money Management
- Marketing Your Business on the Internet
- Real Estate Investing
- Real Estate Law
- Secrets of Better Photography
- Using Social Media in Business

All courses begin 4/11, 5/16, 6/13, 7/18 and 8/15.

Go to www.ed2go.com/worwic for more information and a complete list of related online courses.
APPRAISAL PRE-LICENSURE

In accordance with the regulations of the Maryland Real Estate Appraiser 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.

Statistics, Modeling and Finance
Analyze the theory and practice of statistics in real estate appraisal, when they need to be used and relevant statistical methods. Focus on real estate finance and valuation modeling and their use in appraisals, terminology, practical applications of statistical analysis, terms of financing and real-world examples of how financing affects the value of real property. Instructor: Leslie Pruitt
Tuition: $119         Fee: $6 Text Required: Code B
ZAPR-022-0034  MW 5/7-5/21 (5 sessions)  6:30 pm- 9:30 pm  FOH 304

Mastering Unique and Complex Property Appraisal
Designed to raise the level of awareness of the scope of work involved with assignments other than the everyday single-family residential appraisal. Interpret the appraisal techniques for valuing mixed-use, unusual, income-producing and one-of-a-kind property types. Identify factors that create a complex and unique property, adaptation of valuation methods for complex appraisal and appraising historic residences. Extensively review and discuss case studies that represent principles of real estate appraisal. Instructor: Leslie Pruitt
Tuition: $166       Fee: $6 Text Required: Code B
ZAPR-023-0035  MW 4/2-4/23 (7 sessions)  6:30 pm- 9:30 pm  FOH 304

Advanced Residential Applications and Case Studies
Ease the challenge of complex residential appraisal assignments. Recognize and address location considerations, functional obsolescence and quantification issues for the more difficult appraisal. Review and discuss case studies that illustrate the principles of real estate appraisal. Analyze the process of valuing unique and high-end residential dwellings, partial interests and changes in market conditions. Instructor: Leslie Pruitt
Tuition: $119       Fee: $6 Text Required: Code B
ZAPR-024-0036  MW 6/4-6/18 (5 sessions)  6:30 pm- 9:30 pm  FOH 304

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: $523          Fee: $6
ZAPR-008-0025  TTh 4/3-6/14 (22 sessions)  6:30 pm- 9:30 pm  FOH 304

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: $95         Fee: $6
ZREL-003-0026  TTh 4/10-4/19 (4 sessions)  6:00 pm- 9:00 pm  FOH 203
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. Instructor: Dianne Day

Tuition: $0            Fee: $16            Text Optional: Code B
ZCSR-011-9001        MW 5/9-5/23 (5 sessions)        1:00 pm- 3:30 pm        FOH 306

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. Prerequisite: experience using a mouse, navigating within Windows and Microsoft Word basics or completion of "Getting Started with Computers for Seniors: Part I." Instructor: Dianne Day

Tuition: $0            Fee: $16            Text Required: Code B
ZCSR-012-9002        MW 6/4-6/18 (5 sessions)        1:00 pm- 3:30 pm        FOH 306

Microsoft Excel for Seniors (Version 2016)

Cover the major features of this popular spreadsheet software. Learn the basics on how to enter, format, calculate and manage data to create charts and maintain data lists. Become familiar with the ribbon, taskbars and Jump List and learn how to navigate within the Excel environment. Create, edit, save and retrieve worksheets. Learn how to write basic formulas and functions. Uses same text as "Getting Started with Computers for Seniors: Part II." Prerequisite: Windows and keyboard experience. Introductory level Microsoft Word experience helpful. Instructor: Perry Angelonga

Tuition: $0            Fee: $16            Text Required: Code B
ZCSR-005-9003        TTh 6/7-6/21 (5 sessions)        9:00 am-11:30 am        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

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

Is your class at ORGC Berlin?

ORGC Ocean Resorts Golf Club
10655 Cathell Road, Berlin (Route 90 east towards Ocean City. Exit at Route 589. First right at light is Cathell Road; proceed 1.5 miles. Club will be on the right; go to the portable classroom.)
TRANSPORTATION

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.

Course includes experience driving a Class B dump truck with manual transmission.

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 the mammoth 18-wheelers and any other vehicle on the road, because it lets you also operate vehicles in the lower classes.

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, tanker and various delivery 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 (80 hours)
- 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 that includes course requirements, tuition assistance information and a registration form.

Driver education training dates and times for the 2018 spring/summer term are as follows:

| M-F  | 4/2-4/13   | 5:30 pm-8:45 pm |
| M-F  | 4/23-5/4   | 5:30 pm-8:45 pm |
| M-F  | 5/14-5/25  | 5:30 pm-8:45 pm |
| M-F  | 6/4-6/15   | 5:30 pm-8:45 pm |
| M-F  | 6/18-6/29  | 5:30 pm-8:45 pm |
| M-F  | 7/9-7/20   | 9:00 am-12:15 pm|
| M-F  | 7/9-7/20   | 5:30 pm-8:45 pm |
| M-F  | 7/23-8/3   | 9:00 am-12:15 pm|
| M-F  | 7/23-8/3   | 5:30 pm-8:45 pm |
| M-F  | 8/6-8/17   | 9:00 am-12:15 pm|
| M-F  | 8/6-8/17   | 5:30 pm-8:45 pm |
| M-F  | 8/20-8/31  | 9:00 am-12:15 pm|
| M-F  | 8/20-8/31  | 5:30 pm-8:45 pm |

Tuition assistance available for driver education!

To receive a tuition assistance information packet, go to worwic.edu/academics/continuingeducation/drivereducation.aspx, contact Denean Jones-Ward at djones-ward@worwic.edu or call 410-334-2815.
Motorcycle training runs through October 2018. For more information about upcoming fall term classes and tuition rates contact Kelly Carey at kcarey@worwic.edu or call 410-334-2815.

**TRANSPORTATION**

**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: $232          Fee: $88

<table>
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<td>ZMOT-003-0085</td>
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</table>

**Motorcycle Safety: Advanced Rider Course**

The Advanced Rider Course (ARC) is the civilian version of the Motorcycle Safety Foundation military sport bike course but it can be taken on any stock street legal motorcycle. It is a course designed for experienced riders. For the purposes of this course, an experienced rider is one who has the basic skills and is a current rider with a motorcycle license. The ARC is designed to complement and build on the skills learned and practiced in other rider courses. Special emphasis is given to self-assessment, risk management, rider behavior, riding strategies and overall skill development, particularly in braking, cornering and swerving techniques.

Tuition: $119          Fee: $88

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</table>
TRANSPORTATION

MOTORCYCLE SAFETY TRAINING, continued

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: $119 Fee: $88
ZMOT-001-0076 S 4/14 (1 session) 11:30 am-6:30 pm JC 101
ZMOT-001-0077 S 4/28 (1 session) 11:30 am-6:30 pm JC 101
ZMOT-001-0078 S 5/5 (1 session) 11:30 am-6:30 pm JC 101
ZMOT-001-0079 S 5/19 (1 session) 11:30 am-6:30 pm JC 101
ZMOT-001-0080 S 6/9 (1 session) 7:30 am-2:30 pm JC 101
ZMOT-001-0081 S 6/23 (1 session) 7:30 am-2:30 pm JC 101
ZMOT-001-0082 S 7/21 (1 session) 7:30 am-2:30 pm JC 101
ZMOT-001-0083 S 8/11 (1 session) 7:30 am-2:30 pm JC 101
ZMOT-001-0019 S 8/25 (1 session) 7:30 am-2:30 pm JC 101

VETERINARY ASSISTANT TRAINING

ONLINE CAREER TRAINING
Take your first step toward a rewarding career as a Veterinary Assistant. Register for our online Veterinary
Assistant Training course and then sign up for a 50-hour clinical practicum in a local veterinary practice.
Start anytime!
Veterinary Assistant Training ONLINE!
Learn about every aspect of veterinary assisting, including anatomy and
physiology, animal restraint, laboratory sample collection, assisting in surgery and
dentistry, prescription preparation and taking radiographs. 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: $1995

Students must meet with the Director of Allied Health in AHB 307 prior to
registration to review specific course and clinical site requirements, which may include medical
documentation (tetanus shot, proof of health insurance). Contact Teresa Tyndall at
ttyndall@worwic.edu or 410-334-6781 to set up an appointment.

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 show certificate of completion of ed2go online training program. Students will have two months
to complete clinical hours upon registration.
Tuition: $396 Fee: $150
ZVET-013-0156
It is the policy of Wor-Wic Community College not to discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information, gender identity, disability or any other characteristic protected by law in the admission and treatment of students, access to educational programs and activities, and terms and conditions of employment. Wor-Wic Community College gives public notice of its policy to uphold and assure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and related Nondiscrimination authorities. Title VI and related Nondiscrimination authorities stipulate that no person in the United States of America shall on the grounds of race, color, national origin, sex, age, disability, income level or Limited English Proficiency be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. Questions and complaints should be submitted to Wor-Wic’s Title IX and Title VI coordinators and discrimination investigators. Complaints against students should be directed to Dr. Deirdra G. Johnson, senior director of student development, BH 110, djohnson@worwic.edu or 410-334-2902. Complaints against employees should be directed to Karen Berkheimer, director of human resources, BH 107, kberkheimer@worwic.edu or 410-334-2915. Complaints can be mailed to the attention of these individuals at Wor-Wic Community College, 32000 Campus Dr., Salisbury, MD 21804.
Policies & Procedures

How To Buy Your Books, continued
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 e2Campus, a Web-based universal notification system, to send alerts to individuals who sign up for this free service. Anyone who creates an e2Campus account can register to receive announcements via text message, email and/or phone call. Interested students can go to www.worwic.edu/e2campus 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.

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.

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 March 30 through April 1, May 28 and July 4. Other exceptions are indicated in the course listings.

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.

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.

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.
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
- Veterinary Assistant Training—Clinical Manager

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

**Insurance**
- Property and Casualty
- Life and Health

**Personal Enrichment**
- Art
- History
- Literature

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

**Transportation**
- CDL—A and B
- CDL—B Bus (S & P Endorsement)

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)

Month   Day   Year

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 and Somerset Counties - pay the tuition rate listed.

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

Out-of-State - add $15 per course to the tuition rate listed.

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

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:  [ ] VISA  [ ] MasterCard  [ ] Discover  [ ] American Express

Card #: ____________________________  Exp. Date: ________________  V#:

Card Holder’s Signature (required): ________________________________

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

Company Name: ____________________________

Company Address: ____________________________

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.worwic.edu/instantenrollment

MAIL  Wor-Wic Community College

Continuing Education & Workforce Development

3200 Campus Dr., Salisbury MD 21804

IN-PERSON  Fulton-Owen Hall  Room 102

FAX  410-334-2952

OFFICE USE ONLY

Date Received  [ ] Deferred  [ ] Paid in full

Initials

Date Paid  [ ] Deferred  [ ] Paid in full

Initials

Date Received  [ ] Deferred  [ ] Paid in full

Initials

Date Paid  [ ] Deferred  [ ] Paid in full

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Initials

Date Paid  [ ] Deferred  [ ] Paid in full

Initials

Date Received  [ ] Deferred  [ ] Paid in full

Initials

Date Paid  [ ] Deferred  [ ] Paid in full

Initials
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

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LOCATION CODES

On Campus

The college campus is located on the southeast corner of Route 50 and Walston Switch Road in Salisbury. This map provides a general guide to the location of buildings on campus.

- AHB: Allied Health Building
- BH: Brunkhorst Hall
- FOH: Fulton-Owen Hall
- GH: Gerrieri Hall
- HC: Hazel Center
- HH: Henson Hall
- JC: Jordan Center
- MB: Maintenance Building
- MTC: Maner Technology Center

Off Campus

WICOMICO COUNTY (SALISBURY)

- GRNC: Genesis Rehab and Nursing Center
  200 Civic Avenue
- MAC: Maintaining Active Citizens, Inc.
  909 Progress Circle
- OSJM: One-Stop Job Market/American Job Center Computer Training Lab, 31901 Tri-County Way (Off Walston Switch Road on north side of Route 50.)
- PHS: Parkside High School
  1015 Beaglin Park Drive
- PRDU: Arthur W. Perdue Stadium
  Route 50 and Hobbs Road
- WPL: Wicomico Public Library
  122 S. Division Street

WORCESTER COUNTY (OCEAN CITY)

- OCSC: Ocean City Senior Center
  104 41st Street
  (Bayside by the water tower next to the Ocean City Convention Center.)

WORCESTER COUNTY (BERLIN)

- ORGC: Ocean Resorts Golf Club
  10655 Cathell Road
  (Route 90 east towards Ocean City. Exit at Route 589. First right at light is Cathell Road; proceed 1.5 miles. Club will be on the right; go to the portable classroom.)

WORCESTER COUNTY (NEWARK)

- WTHS: Worcester Technical High School
  6268 Worcester Highway (Route 113)
Looking for a new career?

Check out our continuing education allied health courses and explore a variety of exciting paths into the healthcare industry. Prepare for or obtain a certification and be ready to enter the workforce in as little as six weeks.

For more information, contact our allied health department at ttyndall@worwic.edu or 410-334-6780.

- **Phlebotomy Technician**: 9 months
- **Certified Nursing Assistant**: 6 weeks
- **Medical Coding and Billing**: 5 months
- **Veterinary Assistant**: 8 months
- **Dental Assistant**: 5 months
- **Personal Trainer**: 2 months
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
WOR-WIC COMMUNITY COLLEGE
32000 CAMPUS DRIVE
SALISBURY, MD  21804

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• Prepare for a new career
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• Meet licensure, certification or continuing education requirements

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