Check out our many online courses!
Registration starts August 10

Continuing Education & Workforce Development
FALL 2020 NON-CREDIT COURSES

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

Financial assistance available for many courses!

On campus • Online • In the community
worwic.edu • 410-334-2815
Effective immediately, for the health and safety of our students and employees, anyone wishing to come on campus must:

• Undergo a screening at one of several checkpoints before entering the buildings. At the checkpoint, our public safety staff will take your temperature and ask you to respond to a health self-assessment.

• Wear a mask or face covering.

• Maintain social distancing of at least six feet.

We’re ready for fall - whatever it brings!

The pandemic has confronted our community with unprecedented challenges. Along with the health crisis, many are also facing economic hardship. The need to train and upskill has never been greater.

As fall approaches, we want to assure you that Wor-Wic is committed to promoting a safe environment for you and our employees as we closely monitor and adhere to local, state and federal guidelines.

We are also committed to providing a full array of non-credit courses to meet your needs, no matter what the circumstances. To accomplish this, we are offering instruction in a variety of formats. As you browse this schedule, you will find:

• Many online classes, including literally hundreds of courses through our ed2go, ed2go/career and UGotClass formats.

• Online information sessions to help you explore a variety of career options.

• Face-to-face classes that are prepared to move online, should that become necessary.

You will also find a list of scholarships and other financial assistance to help you on your journey.

We’re here to help you achieve your dreams – no matter what the fall may bring.

Dr. Ray Hoy
President

If you want to learn more about our offerings, need advice about your academic/career path or just have a question, our caring staff are standing by.

Contact us at 410-334-2815 or training@worwic.edu.

WOR-WIC
Community College
Fall 2020
Online Courses

FEATURES INCLUDE:

- Self-paced. Start anytime
- 24/7 Access
- Books and materials included
- Certificate of Completion
- Certification Exam Voucher may be included
- Student Advisors Included
- Industry Recognized Certifications
- Counselors help match you to a training course

ONLINE

Advanced Career Training Courses
Learn in-demand skills on your schedule. This online self-paced training is designed to prepare you for career entry or advancement.

**CPC CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING**
(Vouchers Included)
Learn to handle the increasing complexities of health care management and medical billing and coding for a competitive edge in the health care field.

**CPC MEDICAL BILLING AND CODING**
(Voucher Included)
Get a foundation in medical vocabulary to help you better understand doctors' notes and medical record contents and learn essential medical office skills.

**PHARMACY TECHNICIAN**
(Voucher Included)
Train to enter this rapidly growing field as a Pharmacy technician, supporting licensed pharmacists in providing health care to patients.

**CBCS CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING**
(Vouchers Included)
This is an ideal course for students new to a medical career. Upon completion, you'll be prepared to sit for the CBCS certification exam.

**COMPTIA CERTIFICATION TRAINING A+, NETWORK+, SECURITY+**
(Vouchers Included)
Provides a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and preparing you for the corresponding industry certification exams.

**HVAC/R CERTIFIED TECHNICIAN**
(Voucher Included)
A comprehensive online training course that encompasses heating, ventilation, air conditioning, and refrigeration.

**LEAN SIX SIGMA GREEN BELT AND BLACK BELT**
(Exam Cost Included)
Learn the principles of both Lean Six Sigma Green Belt and Lean Six Sigma Black Belt, before sitting for the certification exams.

**THE COMPLETE PROJECT MANAGER WITH CAPM AND PMP PREP**
Expand your knowledge and application of project management concepts with this online course and get prepared for either the CAPM or PMP certifications.

**CERTIFIED ADMINISTRATIVE PROFESSIONAL**
This online course provides the information you'll need to sit for the Certified Administrative Professional (CAP) exam offered by the International Association of Administrative Professionals (IAAP).

**HUMAN RESOURCES PROFESSIONAL**
Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR certification exam.

**CLINICAL DENTAL ASSISTANT**
After completion, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

**CERTIFIED WEDDING PLANNER**
This course will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Enroll or view our online courses at: careertraining.ed2go.com/worwic
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ADULT EDUCATION (ABE/GED/ESL/NEDP)

FREE academic preparation courses are available to students 18 years of age or older (with certain exceptions for students under the age of 18) who are seeking to obtain their high school diploma or to improve their English speaking, listening, reading and writing skills. Students who pass the GED Test or complete the National External Diploma Program requirements are awarded a Maryland High School Diploma. The program is supported by grant funding from the Maryland Department of Labor’s Division of Workforce Development and Adult Learning.

ADULT EDUCATION ACADEMIC PREPARATION COURSES

Adult Basic Education Adult (ABE)
Classes are designed for students that do not have a high school diploma and need to improve their basic skills in Math, Reasoning through Language Arts, Social Studies and Science.

General Educational Development Test Preparation (GED)
Eligible students will be placed in six-week classes that will prepare them to complete the GED Test. Students will be given the GED Pre-Tests in Reasoning through Language Arts, Math, Science and Social Studies. Instruction will be tailored to meet individual needs as determined by the tests. Visit www.GED.com to learn more about the steps to take the GED Test.

National External Diploma Program (NEDP)
NEDP is a non-instructional and self-directed pathway for adults who have work and life experiences and can use those experiences to demonstrate that they possess equivalent knowledge to earn a diploma. Clients must be comfortable completing assignments in a computer-based environment. Visit http://www.casas.org/nedp for information about the NEDP program.

English as a Second Language (ESL)
ESL classes are for students whose first language is not English that need to improve their English speaking, listening, reading and writing skills. Lessons focus on vocabulary and tasks related to day-to-day, the workforce and helping students actively participate in the education of their children.

In the fall of 2020, ABE/GED/ESL classes will be offered in both hybrid and distance learning formats. Students will be able to engage with instructors and complete coursework using a computer, tablet or cell phone. Students that do not have access to the internet, a computer, tablet or cell phone should notify program staff at the time of registration in order for us to provide technology support.

Maryland i-Pathways:
The Maryland Department of Labor’s Division of Workforce Development and Adult Learning also offers a 100% online GED Test preparation course. Students must meet certain criteria to be eligible. Go to www.MDAultedonline.org for more information and to apply for Maryland i-Pathways. Qualification testing is completed by Wor-Wic Adult Education intake staff and will be scheduled upon receipt of your application.

For more information call:
Adult Education, 443-669-6373
Continuing Education and Workforce Development, 410-334-2815
NEDP, 443-260-1702
Email us at adulteducation@worwic.edu

REGISTRATION:
Appointments to register may be scheduled by contacting the Adult Education Office at adulteducation@worwic.edu or by calling 443-669-6373.
Appointments are available Tuesdays and Thursdays beginning at 10 a.m. or 2 p.m., September to March

Worcester & Somerset County Residents
Worcester County residents interested in ABE/GED/ESL classes should call 410-632-5071.
Somerset County residents should call 410-623-3323 or 410-677-4261.
Need help paying for training? Look for courses with the $ symbol.

Available Through Wor-Wic

Career Training 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/FinancialAssistance for more information.

- Certified nursing assistant
- Child care
- Clinical medical assistant
- CompTIA A+
- Dental assistant
- EKG technician
- Electrical wiring technician
- HVACR
- Medical coding and billing
- Medicine aide
- MIG/TIG and Arc welding
- Personal trainer
- Pesticide applicator
- Pharmacy technician
- Phlebotomy
- Truck and bus driver
- Veterinary assistant

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 tuition assistance information, go to worwic.edu/FinancialAssistance or call 410-334-2815.

How financial aid helps our community members

“I received a scholarship to help me further my education in phlebotomy and it helped my life so much. I was not fortunate to have funds saved for college. You do not have to let your dreams go undreamed. I have not only kept my grades up but I worked hard to maintain the privilege of possessing the scholarship. It is an honor to have been given the opportunity to pursue one of my dreams in the medical field. Thanks, Wor-Wic.”

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

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 certified nursing assistant, construction, metal fabrication and welding training is available to individuals who meet eligibility requirements through the Maryland Department of Labor. 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
- Clinical medical assistant
- HVACR
- Metal fabrication
- Truck and bus driver
- Welding

Maryland Promise
Maryland Higher Education Commission (MHEC) provides funding for the Maryland Community College Promise Scholarship and is available to students enrolled in a sequence of non-credit courses that lead to licensure or certification.
Contact Ellen Soulis at esoulis@worwic.edu or call 410-334-2978 for more information.

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

Senatorial and Delegate Scholarships
May be used to reimburse certain expenses for courses at community colleges that lead to certification or licensure.
Contact your local delegate/senator or Ellen Soulis at 410-334-2978, esoulis@worwic.edu 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
- HVACR
- Personal trainer
- Phlebotomy technician
- Truck and bus driver
- Welding

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.
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.

Rhonda Banks at rbanks@worwic.edu
Construction • Electrical • HVACR • Landscaping • Lead Paint • Manufacturing • Metal Fabrication
Pool/Spa Operators Certification • Water/Wastewater Treatment • Welding

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

Kerry Cleaver at kcleaver@worwic.edu
Business & Leadership • Child Care • Culinary • Home Inspector • Hospitality • Human Resources
Nonprofit Management • Personal Enrichment • Real Estate • Summer Scholars

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

Denean Jones-Ward at djones-ward@worwic.edu
Developmental English • ESL • GED Prep • Job Readiness

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

Teresa Tyndall at ttyndall@worwic.edu
Clinical Medical Assistant • Dental Assistant • Emergency Training • Health Care Professional Development
Medical Coding and Billing • Personal Trainer Certification • Veterinary Assistant
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: $174 Fee: $6 Text Required: Code A
ZACC-039-0098 TTh 9/22-10/13 (7 sessions) 6:15 pm- 8:45 pm FOH 300

ENTREPRENEURSHIP

Start Your Own Online Business
Today, the internet has changed everything. It is now entirely possible to create, launch and build a profitable business from the convenience of your home with little to no upfront investment. Whether you are looking to supplement your income or even to replace your current full-time job, this course will give you a step-by-step approach that is easy to follow. From building a simplified strategy to branding your business, you will learn to create a product and to build and launch your own commerce website. Find out how to engage prospective customers and implement a process that will drive fresh leads to your business. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player.
Tuition: $33 Fee: $81
ZENT-039-4046 W 9/16 ONLINE
ZENT-039-4106 W 10/14 ONLINE
ZENT-039-4107 W 11/11 ONLINE
ZENT-039-4108 W 12/9 ONLINE

Start and Operate Your Own Home-Based Business
Ever consider starting a home-based business to become your own boss and eliminate the stress of having a traditional job? This course is a great way to start your own business or enhance the one you already have. Find out how to develop the entrepreneurial qualities needed such as motivation, discipline and creativity and learn how to organize your business and home office to balance work and family. Develop a business, marketing and financial plan for success. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and download the latest browser, Adobe Acrobat Reader and Adobe Flash Player.
Tuition: $33 Fee: $81
ZENT-044-4047 W 9/16 ONLINE
ZENT-044-4109 W 10/14 ONLINE
ZENT-044-4110 W 11/11 ONLINE
ZENT-044-4111 W 12/9 ONLINE

Business and Professional Online Courses and Certificates for the Workplace
Choose one of our workforce training certificate options below or take each course separately:

Accounting and Finance for Non-Financial Managers
• Accounting and Finance for Non-Financial Managers
• Financial Analysis and Planning for Non-Financial Managers
• Cash is King

Data Analysis
• Introduction to Data Analysis
• Intermediate Data Analysis
• Advanced Data Analysis

Productivity and Time Management
• Productivity eTools: Be Organized and Get Stuff Done
• Managing Productivity
• New 21st Century Strategies for Productivity and Time Management

Workplace Conflict Solutions
• Dealing with Difficult People in the Workplace
• Conflict Management
• Stress Management in the Workplace

Upcoming start dates: 9/8, 10/5 and 11/2.
Go to worwic.edu/ugc to see a complete course listing.

New course format symbols

Online course

On campus course that can automatically switch to an online course should the campus close.
ENTREPRENEURSHIP, continued

Start a Side Business on Etsy
Turn your hand-made items such as face masks, knitted items, artisan crafts and custom cards/invitations, jewelry or collectible and vintage items and more into income by selling them on Etsy.com. Find out the top selling items on Etsy and how to navigate the Etsy online marketplace. Get tips and tricks from an Etsy entrepreneur and learn how to open a shop, create a listing that will attract Etsy visitors and then turn those visitors into customers. Step through the transaction from listing to sale to shipping. Prerequisite: basic computer and internet skills. Instructor: Stacy Mitchell
Tuition: $74 Fee: $16
ZENT-045-0147 M 10/19-11/2 (3 sessions) 6:00 pm- 8:30 pm FOH 306

Instructor Spotlight:

Stacy Mitchell
Stacy has been teaching social media courses for Wor-Wic for several years. Her course “Start a Side Business with Etsy” draws from her own entrepreneurial experience. As Stacy notes, “Etsy is a great marketplace for crafters and makers of all kinds. When the pandemic hit and wearing masks became important, Etsy reached out to anyone who could make masks to please consider selling them because the demand was unprecedented. I dusted off my sewing machine, dove into my fabric stash, and began making masks, selling them across the United States.” Stacy’s course will help other entrepreneurs use this platform to turn their handcrafted items into income. Stacy also teaches “Digital Artist: Using Procreate on the iPad” to help iPad owners create amazing graphics, digital paintings or sketches.

HUMAN RESOURCES

Understanding the Human Resources Function
Designed to help people without experience in human resources to understand this very vital link in the organizational chain. Learn how to handle basic human resource functions in a way that will ensure the best possible results. Topics include the hiring process, retention, policymaking, employee rights, human resources law, employee communication and administration of employee benefit programs. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the internet. Must have access to a browser and Adobe PDF reader.
Tuition: $33 Fee: $81
ZHRS-016-4029 W 9/16 ONLINE
ZHRS-016-4030 W 10/14 ONLINE
ZHRS-016-4031 W 11/11 ONLINE
ZHRS-016-4032 W 12/9 ONLINE

PROFESSIONAL DEVELOPMENT FOR EDUCATORS

Effective Online Teaching
For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Take this comprehensive training which includes advanced teaching online, designing online instruction and fostering online discussion. From building an online course to improving an online course, from facilitating online discussion to encouraging student interaction, from traditional assessment to online tests, the course will give you the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching. Go to www.worwic.edu/ugc for more information. Register online at www.worwic.edu/instantenrollment. Prerequisite: experience working online and with email.
Tuition: $50 Fee: $445
ZEDU-075-4045 T 9/8 ONLINE
BUSINESS & LEADERSHIP

PROFESSIONAL DEVELOPMENT FOR EDUCATORS, continued

Spanish for Educators I
Basic introduction to Spanish for teachers, support staff and administrators that work in school districts where Spanish is widely spoken by students and parents. Develop communication skills and vocabulary related to school settings. Prior knowledge of Spanish not required. This course has been approved by the Maryland State Department of Education (MSDE) for 1 Continuing Professional Development (CPD) credit.
Instructor: David Mongor-Lizarrabengoa.
Tuition: $198 Fee: $6
ZLAN-029-0141 W 9/23-11/11 (8 sessions) 6:00 pm- 8:30 pm FOH 203

NONPROFIT MANAGEMENT

Starting a Nonprofit
Do you dream of starting and running your very own nonprofit? This highly interactive, hands-on course is ideal for anyone who is interested in forming a new nonprofit, converting an informal group to tax-exempt status or reorganizing an existing organization. Learn practical how-to information about incorporation, organization and other issues pertinent to anyone involved with a nonprofit start-up. By the end of this course, you will be well prepared to meet the challenge of starting and operating a successful nonprofit. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and download the latest browser, Adobe Acrobat Reader and Adobe Flash Player.
Tuition: $33 Fee: $81
ZNPT-025-4037 W 9/16 ONLINE
ZNPT-025-4038 W 10/14 ONLINE
ZNPT-025-4039 W 11/11 ONLINE
ZNPT-025-4040 W 12/9 ONLINE

Introduction to Nonprofit Management
Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors! A veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You'll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. Gain an understanding of the role of the executive director and the board of directors, special event and meeting management and public relations strategies. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and download the latest browser, Adobe Acrobat Reader and Adobe Flash Player.
Tuition: $33 Fee: $81
ZNPT-034-4035 W 9/16 ONLINE
ZNPT-034-4112 W 10/14 ONLINE
ZNPT-034-4113 W 11/11 ONLINE
ZNPT-034-4114 W 12/9 ONLINE

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:

- Computer Skills for the Workplace
- Cultural Diversity at a Glance
- Design Social Media Graphics with Canva
- Effective Business Writing
- Facebook for Business: Build & Manage Content
- Introduction to Nonprofit Management
- Introduction to Photoshop CC
- MS Access I
- MS Excel I, II, III
- MS Outlook I
- MS PowerPoint I
- MS Word I, II
- Scholarship Opportunities for Nonprofits
- Starting a Nonprofit
- Understanding the HR Function
- Using MS Office 365 & Teams to Connect

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

A copy of the program guidelines and application procedures are available on the foundation's website at www.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.
BUSINESS & LEADERSHIP

WRITING

Effective Business Writing

Whether you’re a clerical worker, an engineer or an executive, if you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you’ll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and download the latest browser, Adobe Acrobat Reader and Adobe Flash Player.

Tuition: $33          Fee: $81
ZWRI-016-4041      W 9/16 ONLINE
ZWRI-016-4042      W 10/14 ONLINE
ZWRI-016-4043      W 11/11 ONLINE
ZWRI-016-4044      W 12/9 ONLINE

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 can be taken in any sequence. 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.

<table>
<thead>
<tr>
<th>Pre-Qualification</th>
<th>Child Care Provider</th>
<th>Infant &amp; Toddler Teacher (0-2)</th>
<th>Preschool Teacher (2-5)</th>
<th>School Age Teacher (5-12)</th>
<th>Director Child Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care I - Growth &amp; Development (51 hrs.) or equivalent online courses (45 hrs.)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Child Care II - Activities &amp; Curriculum (51 hrs.) or equivalent online course (45 hrs.)</td>
<td></td>
<td>X*</td>
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<td>X*</td>
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</tr>
<tr>
<td>Communication Skills for Child Care Professionals (9 hrs.) or equivalent online course (9 hrs.)</td>
<td></td>
<td>X**</td>
<td>X**</td>
<td>X**</td>
<td>X**</td>
</tr>
<tr>
<td>Infant &amp; Toddler Care or equivalent online course (45 hrs.)</td>
<td></td>
<td>X</td>
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<td>X***</td>
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<tr>
<td>School Age Group Child Care or equivalent online course (45 hrs.)</td>
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<td>X</td>
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<tr>
<td>Center Management or equivalent online course (45 hrs.)</td>
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<td>X</td>
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<tr>
<td>Family Child Care Pre-Service - online (24 hrs.)</td>
<td></td>
<td>X</td>
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<tr>
<td>Supporting Breastfeeding - online (3 hrs.)</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>X***</td>
</tr>
<tr>
<td>Including All Children &amp; the ADA - online (3 hrs.)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Basic Health &amp; Safety Training - online (5 hrs.)</td>
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* Optional
** Can be met through the successful completion of at least one academic college course taken for credit
*** Required for directors of centers approved for the care of children from birth to age two
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) 10/8-11/19 $260
• Child Growth and Development (45 hours) 9/11-10/23 $260
• Infant and Toddler Care (45 hours) 9/9-10/21 $260
• Preschool Curriculum and Activities (45 hours) 9/9-10/21 $260
• School Age Child Care Curriculum (45 hours) 9/14-10/26 $260
• Communication Skills for Child Care Professionals (9 hours) 11/2-11/16 $100

Family Child Care Provider Pre-Service Course:
Registration for this course closes 12/4.
• Family Child Care Pre-Service (24 hours) 8/31-12/11 $240

Pyramid Model for Social and Emotional Competence
Registration for this course closes 11/2.
• Pyramid Model for Social and Emotional Competence-Preschool (18 hours) 11/2-11/30 $156

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 can register for and begin a class anytime between 8/31 and 12/4.
• Basic Health and Safety Training (5 hours) $66
• Conflict Resolution Strategies (3 hours) $46
• Cultural Competence and Awareness (3 hours) $46
• Developmentally Appropriate Practice (3 hours) $46
• Family and Community Partnerships (2 hours) $46
• Including All Children and the ADA (3 hours) $46
• Intro to Environmental Rating Scales (3 hours) $46
• Nutrition and Active Living (3 hours) $46
• Observation and Assessment: Birth to 12 mos. (3 hours) $46
• Playground Safety (3 hours) $46
• Positive Child Guidance & Discipline (3 hours) $46
• Resources that Guide Daily Planning (3 hours) $46
• SIDS (3 hours) $46
• Supervising Children in Child Care (3 hours) $46
• Supporting Breastfeeding (3 hours) $46
• Supporting Children with Disabilities (3 hours) $46
• Taking Learning Outside (3 hours) $46
• The Child Care Provider as a Professional (3 hours) $46

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.
Accounting Basics

Learn basic accounting skills or sharpen the skills that you have to increase your success with QuickBooks. Look in our "Business & Leadership" section under "Accounting" for our "Accounting Basics" course.

Workforce Training 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 or Computer Skills for the Workplace*
- Introduction to Computer Applications: Part II or Introduction to Windows 10*

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

* These courses are only available online.

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

Call 410-334-2815 for more information.

Computers & Technology

Mastering QuickBooks (Version Pro 2018)

Become a confident QuickBooks user with professional training. Discover what this user-friendly software package can do for you and your business. Create a mock business and learn how to track basic sales and your inventory, manage both accounts payable and receivable, and generate standard reports. Provides an overview of payroll, bank reconciliation, integration with Microsoft Excel and more. Uses QuickBooks Professional 2015 but will benefit users of all versions. Prerequisites: Windows experience and knowledge of basic accounting principles or "Accounting Basics" course. Instructor: Andrea Kenney

Tuition: $164 Fee: $16 Text Optional: Code B
ZACC-009-0138 W 10/21-11/18 (6 sessions) 6:15 pm - 9:00 pm FOH 301
Class also meets M 11/16.

Getting Started

Computer Skills for the Workplace

Most jobs today require computer skills such as email and internet, spreadsheets, using a database, file management and network arrangements and recognizing the function and features of computer components. Gain the computer competencies you need to survive and prosper in today's fast-changing workplace. This course will focus on using and integrating the office applications most common to the workplace such as Microsoft Outlook, Word, Excel, PowerPoint and Access and using the internet. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player.

Tuition: $33 Fee: $81
ZCOM-020-4056 W 9/16 ONLINE
ZCOM-020-4057 W 10/14 ONLINE
ZCOM-020-4058 W 11/11 ONLINE
ZCOM-020-4059 W 12/9 ONLINE

PC Hardware, Networking & Security

Introduction to PC Troubleshooting

Become a more valuable employee by learning how to quickly diagnose and treat computer problems and install upgrades and fixes. Troubleshoot and fix common PC computer issues and maintain and optimize a Windows PC. Step through the typical and advanced hardware and operating system problems encountered by technicians, install hardware and fix internet and wireless connection issues, use advanced troubleshooting techniques to decipher any problems and get your system back up and running. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player.

Tuition: $33 Fee: $81
ZPCO-019-4048 W 9/16 ONLINE
ZPCO-019-4049 W 10/14 ONLINE
ZPCO-019-4050 W 11/11 ONLINE
ZPCO-019-4051 W 12/9 ONLINE

Find the computer courses that are right for you!

Sign up today for our free virtual information session.
Thursday, Sept. 3, 4-5:15 p.m. via Zoom

Join us virtually to learn about all of our computer courses and explore which ones are right for you. Discover how to get started earning one of our workforce training certificates. Find out how we are supporting online learning and how you will be able to participate in your classes remotely, if necessary.

Call 410-334-2815 or email us at training@worwic.edu for more information and to receive a link to the Zoom session.
INTERNET & MOBILE TECHNOLOGIES

eBay for Business: Buying and Selling
Have you ever dreamed of working from home or just earning extra income by buying and selling goods through eBay? Step through everything you need to know to be successful in the online marketplace. Find out how to create titles that get noticed, craft advertising copy that sells items quickly and for top dollar and create and upload enticing photos. Learn how to safely conduct financial transactions, accept credit card payments and pack and ship any item hassle free. If you’re a buyer, you’ll learn how to value almost any item up for auction, get the best possible price, protect yourself against fraud and compete effectively against other bidders. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player.
Tuition: $33  Fee: $81
ZINT-021-4052  W 9/16  ONLINE
ZINT-021-4053  W 10/14  ONLINE
ZINT-021-4054  W 11/11  ONLINE
ZINT-021-4055  W 12/9  ONLINE

Getting to Know Your iPad
If you’ve recently purchased an iPad, this “hands-on” course will cover the basics and give you tips on how to use your iPad for business and beyond. Bring your iPad to class and find out how to quickly get up to speed and navigate your way through the Home screen and Multitask bar and customize your settings. Discover simple shortcuts and timesaving tips to make your iPad more functional. Find out how to access and download some must-have apps. Sync media with your computer using iTunes or iCloud to view and share your pictures, videos and music. Utilize business productivity applications to store, edit and create documents, spreadsheets and presentations. Explore Maps and the GPS feature and find out what other iPad accessories you might need to connect to other media, interact with your content and keep your iPad secure. Prerequisite: internet experience. Instructor: Perry Angelonga
Tuition: $50  Fee: $16
ZINT-009-0101  W 9/9-9/16 (2 sessions)  5:00 pm- 7:30 pm  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. Find out how to set up your device to control notifications and set restrictions and permissions for apps. Discover new tips and tricks and get the most from using iCloud, including working with the Files app to store, create and organize your files and folders. Bring your iPad to class. Prerequisite: "Getting to Know Your iPad" or a working knowledge of your iPad. Instructor: Perry Angelonga
Tuition: $74  Fee: $16
ZINT-017-0102  W 9/30-10/14 (3 sessions)  2:00 pm- 4:30 pm  FOH 301

PROGRAMMING AND CODING

Introduction to Python 3 Programming
Whether you're interested in writing simple scripts, full programs, or graphical user interfaces, this course will give professionals in the computer programming career field the tools needed to use Python 3 with skill and confidence. Topics include variables, string types and operators, expressions, lists and sequences, tuples, dictionaries, graphic elements, defining functions and error and exception handling. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player.
Tuition: $33  Fee: $81
ZPRG-010-4060  W 9/16  ONLINE
ZPRG-010-4061  W 10/14  ONLINE
ZPRG-010-4062  W 11/11  ONLINE
ZPRG-010-4063  W 12/9  ONLINE
WEB DESIGN

Creating Web Pages
Learn how to use Hypertext Markup Language (HTML) to design, create and post a site on the World Wide Web. Topics include basic HTML structure, linking documents, structuring text, creating and modifying tables and creating Web graphics. Also cover critical and timely information on securing the best possible location in search engine listings and powerful no-cost or low-cost web marketing strategies. 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

ZWEB-055-4017 W 9/16 ONLINE
ZWEB-055-4018 W 10/14 ONLINE
ZWEB-055-4019 W 11/11 ONLINE
ZWEB-055-4020 W 12/9 ONLINE

Advanced Web Pages
Take your Web design skills to the next level! Whether you want to work as a freelance Web designer, join a Web development team or build websites for your organization, this course will give you the advanced tools you need. Find out how to write HTML code for page content and CSS code for page styling. Master cutting-edge techniques that take advantage of HTML5 and CSS3, the latest versions of the languages used to create modern websites. Build interactive websites that collect information from visitors through email signup and feedback forms. Learn the latest and most effective techniques for presenting layouts and video that work in any browsing environment, from a desktop computer to a mobile device. Explore aesthetics, color scheming and accessible Web page design. 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

ZWEB-027-4021 W 9/16 ONLINE
ZWEB-027-4022 W 10/14 ONLINE
ZWEB-027-4023 W 11/11 ONLINE
ZWEB-027-4024 W 12/9 ONLINE

Introduction to CSS3 and HTML5
Create state-of-the-art websites using modern CSS3 and HTML5 techniques. Take your existing HTML skills to the next level and start building sites like the pros. These powerful languages can also give you more precise control over the appearance of every page you build. This course will provide you with the foundation you will need to master two critical Web languages. Satisfies a requirement for the Workforce Training Certificate in Website Design. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: "Creating Web Pages" or HTML experience.

Tuition: $33
Fee: $81

ZWEB-033-4025 W 9/16 ONLINE
ZWEB-033-4026 W 10/14 ONLINE
ZWEB-033-4027 W 11/11 ONLINE
ZWEB-033-4028 W 12/9 ONLINE

Workforce Training 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.

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

Complete TWO core courses:
• Creating Web Pages*
• Advanced Web Pages*

Complete any THREE other courses:
• Adobe Photoshop: Level I or II
• Creating WordPress Websites:
  Level I or Level II
• Designing Effective Websites*
• Introduction to CSS3 and HTML5*

*These courses are only available online.
Facebook for Business: Building and Managing Content

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

Tuition: $50 Fee: $16
ZSOC-002-0071 M 11/9-11/16 (2 sessions) 6:00 pm-8:30 pm FOH 306

Design Social Media Graphics and More with Canva

Between Facebook, Twitter, LinkedIn and Google+, almost three billion people are active social media users. If you’re a new business or brand starting out or an existing one looking to improve your social media strategy, learning to create engaging visual content is a must! Create quick and easy graphics for social media, websites and more using a free web-based graphics program (Canva.com). Design interesting and engaging graphics using customizable templates, images and clip art. Create professional-looking Instagram, Twitter and Facebook posts and covers in little time with minimal effort. Learn some basic design principles. Prerequisites: basic computer and internet skills. Knowledge of different social media platforms is helpful. Instructor: Stacy Mitchell

Tuition: $50 Fee: $16
ZSOC-016-0070 T 9/29-10/6 (2 sessions) 9:30 am-12:00 pm FOH 306
Introduction to Photoshop CC

Photoshop is the world's most popular photo-editing program. This project-oriented course provides step-by-step instructions for using Photoshop CC with confidence. Topics include creating simple digital paintings, editing and correcting photographs, working with layers and background images, using selection, brush and editing tools, colorizing an image and working with gradients, setting type and adding text and sizing images for print and the Web. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player.

Tuition: $33 Fee: $81
ZIMG-037-4068 W 9/16 ONLINE
ZIMG-037-4069 W 10/14 ONLINE
ZIMG-037-4070 W 11/11 ONLINE
ZIMG-037-4071 W 12/9 ONLINE

Introduction to InDesign CC

Want to design eye-catching marketing publications? In this project-oriented course, learn how to use InDesign CC, the industry-standard desktop publishing software available through the Creative Cloud, to design and create professional quality letterhead, business cards, brochures, forms, interactive PDF files, an eBook and more! Discover how to use the tools and program features and explore the best ways to create different types of material, reuse items such as colors and artwork, and produce publications for different page sizes and devices. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player.

Tuition: $33 Fee: $81
ZIMG-047-4064 W 9/16 ONLINE
ZIMG-047-4065 W 10/14 ONLINE
ZIMG-047-4066 W 11/11 ONLINE
ZIMG-047-4067 W 12/9 ONLINE

Introduction to Digital Scrapbooking

Designed for students who use digital editing techniques to create digital scrapbooks for the purposes of keeping digital portfolios, digital scrapbook page designs, or for their graphic design work, photos and other memorabilia. Using Photoshop Elements, this course will teach students how to make the most of their scrapbooking talents and artistic ideas when they combine traditional and digital scrapbooking. Topics include building clip art, creating frames, developing multi-layer pages, restoring and editing photos. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player.

Tuition: $33 Fee: $81
ZIMG-056-4100 W 9/16 ONLINE
ZIMG-056-4101 W 10/14 ONLINE
ZIMG-056-4102 W 11/11 ONLINE
ZIMG-056-4103 W 12/9 ONLINE

Digital Artist: Using Procreate on the iPad

Create amazing graphics, digital paintings or sketches using Procreate. Designed to be used with Apple's tables and stylus tools, Procreate gives creative professionals and artists all the benefits of working digitally while recreating the familiar experience of pens, pencils and paint on paper. Procreate is a raster graphics editing app for the iPad and an alternate option to using more expensive subscription-based professional software. Manipulate your graphics, utilize layers and export the graphics you create in a variety of formats such as social media, print or digital applications. Instructor: Stacy Mitchell

Tuition: $50 Fee: $16
ZIMG-055-0146 T 12/1-12/8 (2 sessions) 9:30 am-12:00 pm FOH 306
MICROSOFT OFFICE

Microsoft Office Business Technology Applications (Version Office 2016/2019)

Master the most widely used Microsoft Office business applications. Observe, practice and actively apply your new skills with this online course. Become more productive in the workplace and learn tips and tricks to produce professional documents while exploring the newest features. Covers Microsoft Word, Excel, Outlook, Access and PowerPoint. Satisfies requirements for the Microsoft Office Business Technology Applications Workforce Training Certificate. Valid email address must be provided at registration. This is a five week online course. Login and course access information for this online course will be provided to you via email after you register. Prerequisites: Windows and basic computer experience and familiarity with the internet and email. Instructor: Perry Angelonga

Tuition: $273     Fee: $16
ZOFC-188-4036 M 9/21-10/26 (11 sessions) ONLINE

Using Microsoft Office 365 and Teams to Connect and Collaborate Remotely in the Workplace

Whether you are working remotely, in the office with multiple team members or teaching an online class, Microsoft 365 will help you stay connected. Navigate this cloud-based application and work within the SharePoint environment. Practice using a shared work space in Teams to chat, meet via web conferencing and share presentations, files or screens with students or project teams. Upload, organize and share documents in Microsoft One Drive. Find out what new features are available and how to navigate the interface of the Microsoft 365 desktop and Office online versions of Word, Excel and PowerPoint. Prerequisite: basic computer experience and some experience helpful in file management and using Microsoft Office applications. Instructor: Perry Angelonga

Tuition: $74     Fee: $16
ZOFC-198-0148 W 10/7-10/21 (3 sessions) 1:00 pm- 3:30 pm FOH 308

Microsoft Excel: Level I (Version 2016/2019)

Master the basics of Excel in the workplace. Begin entering and editing data, selecting cells and ranges and printing worksheets. Work with formulas and functions to create business worksheets. Use multiple commands to format and modify cells, columns and rows. Visually communicate with symbols and enhance your worksheets with the Icon feature. Explore the ten new chart styles and create basic charts and graphs. Practice using Sparklines and the QuickAnalysis tool to enhance your data. Prerequisites: Windows and basic computer experience. Instructor: Alan Musser

Tuition: $124     Fee: $16
ZOFC-175-0113 T 9/29-10/27 (5 sessions) 6:30 pm- 9:00 pm FOH 308

Microsoft Excel: Level II (Version 2016/2019)

Take the next step and refine your formula and function writing abilities. Discover new ways to input data and manage multiple worksheets. Work with databases to manage your data with advanced sorting and filtering and Flash Fill tools. Use the new People Graph option to create an infographic from your data. Create and format a PivotTable to help you analyze your data. Prerequisite: "Microsoft Excel: Level I" or another introductory Excel course. Instructor: Alan Musser

Tuition: $99     Fee: $16
ZOFC-176-0114 T 11/10-12/1 (4 sessions) 6:30 pm- 9:00 pm FOH 308

Instructor Spotlight:

Perry Angelonga

As our full-time computer instructor, Perry worked tirelessly last spring and summer to move continuing education classes online when the pandemic temporarily suspended face-to-face instruction. This included using remote face-to-face video conferencing software, a variety of audio and visual equipment and Microsoft Office 365 Team sites to share files and communicate remotely. Perry noted, “We are prepared to continue serving the educational needs of our students and to provide contract training needed by area businesses and organizations in a remote format.” Perry’s course, “Using MS Office 365 Teams to Connect and Collaborate” covers the latest Microsoft Office cloud version apps, shared resources and communication tools to keep your team running in any environment.

Workforce Training 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 OR Computers in the Workplace*
• Introduction to Computer Applications: Part II OR Introduction to Windows*

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

* These courses are only available online.

A workforce training certificate will be awarded after successful completion of the required core and elective courses. Instructors will verify successful completion of each course by signing off on a tracking journal. Turn in your tracking journal to receive your certificate after you have completed all required courses. Online courses can be substituted for on campus courses (through www.ed2go.com/worwic) with prior approval.
Successful completion of five Microsoft Office courses marked with a ★ will earn you a workforce training certificate in Microsoft Office Business Technology Applications. 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 workforce training certificate in advanced Microsoft Office Business Technology Applications. The college uses Microsoft Office 2019, but users of Office 2013 and 2016 will benefit from taking these courses. Call 410-334-2815 for more information.

**MS Word: I ★)**

Think you know everything about Word? Become more productive in the workplace and learn tips and tricks to produce professional documents while exploring the newest features such as the new Tell Me, Dictation and Read Aloud tools. Create, edit and format business documents. Create marketing material such as infographics and flyers using the new Icons tool. Open, create and edit PDF files from Word and jumpstart your projects with the built-in templates that have ready-to-edit layout formats and style options for your documents. **Prerequisites: Windows and basic computer experience. Instructor: Perry Angelonga**

Tuition: $55 Fee: $16  
ZOFC-177-0109  F 9/11 (1 session)  9:00 am- 4:00 pm FOH 301

**MS Word: II ★)**

Take your Word skills to the next level and discover new ways to format your business documents with tables, breaks and columns while exploring new tools such as the 3D Models option. Practice doing a mail merge using letters, labels and envelopes. Create and format a newsletter. Incorporate headers and footers and add additional information such as page numbers, dates and footnotes. Add online photos and videos directly into Word. Discuss collaborative tools for sharing documents with colleagues and integrating other apps and add-ins. **Prerequisite: “MS Word: I” or other introductory Word course. Instructor: Perry Angelonga**

Tuition: $55 Fee: $16  
ZOFC-178-0110  F 9/18 (1 session)  9:00 am- 4:00 pm FOH 301

**MS Excel: I ★)**

Discover how to use Excel in the workplace and explore the newest features. Build formulas and format values for your business worksheets. Begin to create detailed worksheets and invoices and use some complex formulas. Visually communicate with symbols and enhance your worksheets with the Icons feature. Explore the ten new chart styles and create basic charts and graphs. Practice using Sparklines and the Quick Analysis tool to enhance your data. **Prerequisites: Windows and basic computer experience. Instructor: Perry Angelonga**

Tuition: $55 Fee: $16  
ZOFC-179-0106  F 9/25 (1 session)  9:00 am- 4:00 pm FOH 301

**MS Excel: II ★)**

Refine your formula and function writing abilities including how to name, apply and define ranges within a formula. Group and link multiple worksheets together to consolidate large amounts of data. Experience using the new Power Map feature to add interactive functions to your charts. Work with databases to manage your data with advanced sorting and filtering and Flash Fill tools. Use the new People Graph option to create an infographic. Analyze your data with PivotTables. Use visual filters such as Slicers to attach to PivotTables, Pivot Charts and other data sources. **Prerequisite: “MS Excel: I” or another introductory Excel course. Instructor: Perry Angelonga**

Tuition: $55 Fee: $16  
ZOFC-180-0107  F 10/2 (1 session)  9:00 am- 4:00 pm FOH 301
COMPUTERS & TECHNOLOGY

FAST TRACK SEMINARS IN MICROSOFT OFFICE 2019

MS Excel: III

Take Excel to the next level and increase the sophistication of your analyzing and data reporting abilities. Learn everything you need to know about creating and manipulating PivotTables. Consolidate multiple worksheets into one PivotTable and quickly analyze volumes of data, generate summary views, see comparisons and reveal patterns in your data. Generate data tables using Vlookup, Hlookup and Index functions. Automate repetitive tasks in Excel so that you can perform them with a single click. Prerequisite: "MS Excel II" or permission of instructor. Instructor: Perry Angelonga

Tuition: $55 Fee: $16
ZOFC-167-0108 F 10/9-10/16 (2 sessions) 9:00 am-12:00 pm FOH 301

MS Outlook: I

Find out how to use this widely popular email program in the workplace. Discover how to integrate your business contacts, emails, tasks and calendars. Cut through the clutter with the new Focused Inbox option. Try the new Read Aloud and @Mention and never miss a reminder with the new Reminders update. Quickly attach recent documents to your emails. Create folders to categorize your inbox, search folders, manage your emails and share information with others. Archive and backup your data for fast retrieval. Create a custom email signature. Prerequisites: Windows and basic computer experience. Instructor: Alan Musser

Tuition: $55 Fee: $16
ZOFC-183-0111 F 10/23-10/30 (2 sessions) 9:00 am-12:00 pm FOH 301

MS Access: I

Quickly retrieve exactly what you need by easily managing, storing, searching, analyzing and displaying important information that you have collected about your organization. Use the newly added toggle button to alphabetize the Property Sheet. Use powerful queries, reports and timesaving macros to build relationships between tables, thereby reducing redundancies and data entry time. Minimize data entry errors by setting default values, creating validation rules and building input masks. Make your database more user-friendly with custom data entry forms and Smart Lists. Prerequisites: Windows, Word and Excel experience preferred. Instructor: Alan Musser

Tuition: $55 Fee: $16
ZOFC-181-0105 F 11/6-11/13 (2 sessions) 9:00 am-12:00 pm FOH 301

MS PowerPoint: I

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. Work with the new Draw Tab that allows you to write and draw on your slides in a natural way. Make your presentations come to life with the new Morph transition. Use the Slide Sections feature to group related slides for easier navigation or group presentations. 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: Perry Angelonga

Tuition: $55 Fee: $16
ZOFC-185-0112 F 12/11 (1 session) 9:00 am- 4:00 pm FOH 301

Strengthen Your Skills.
Boost Your Career.

Workforce Training Certificate in Microsoft Office Business Technology Applications

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

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

Take Your Career One Step Further.

Workforce Training Certificate in Advanced Microsoft Office Business Technology Applications

Complete all of the above courses and then complete three of the following advanced courses:
- MS Word: II
- MS Excel: II
- MS Excel: III
- MS Outlook: II
- MS Access: II

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

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

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

- Arts & Design
- Computer Applications, Computer Science & Information Technology
- Health & Fitness
- Languages
- Math & Science
- Teachers Professional Development
- Test Prep
- Writing …and more!

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

Upcoming class start dates: 9/16, 10/14, 11/11 and 12/9

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

2. Choose the “Add to Cart” option, select a start date and click “Begin Checkout.” If you are a new ed2go student, you need to create an account. If you are a returning ed2go student, log in with your email address and password. Review course selection and choose “Complete Enrollment.” 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. You may also use our online registration system to register and pay for your course. Follow the instructions on the [www.ed2go.com/worwic](http://www.ed2go.com/worwic) page or order confirmation page when checking out from the ed2go website. Please call us at 410-334-2815 or email us at onlinetraining@worwic.edu for more information or assistance.

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

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

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

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

3. Within five to seven days, your books and materials will be shipped.

Some of the workforce training certificates and courses offered include:

- Business Coaching
- Data Analysis
- Designing Webinars
- Digital Marketing
- Managing Social Media Platforms
- Nonprofit Administration
- Project Management

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

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

Start dates: 9/8, 10/5 and 11/2
DEVELOPMENTAL ENGLISH/ESL

Reading for Speakers of Other Languages (ENG 081)
This course prepares non-native speakers of English for the reading tasks they will encounter in subsequent college courses. Students receive group and individual instruction to improve the skills where they need the greatest improvement (vocabulary, comprehension, spelling, structural analysis, skimming and scanning and/or note-taking and test-taking strategies). Students are placed in this course as a result of their computerized reading skills assessment score or they can enroll on their own. Reading improvement is determined by student performance on a reading skills assessment. Instructor: Marcia Rascona
Tuition: $278 Fee: $6 Text Required: Code C
ZDEV-012-0115  M  9/14-12/14 (14 sessions)  8:30 am-10:30 am FOH 200

Grammar and Writing Skills for Speakers of Other Languages (ENG 082)
This course prepares non-native speakers of English for the writing tasks they will encounter in subsequent college courses. Instruction includes common sentence patterns, spelling, punctuation, grammar and effective paragraph construction. Emphasis is placed on the areas of English grammar where non-native English speakers have the greatest difficulty. Group and individual instruction are provided. Students are placed in this course as a result of their computerized writing skills assessment score or they can enroll on their own. Writing improvement is determined by student performance on writing skills assessments. Instructor: Marcia Rascona
Tuition: $536 Fee: $6 Text Required: Code D
ZDEV-007-0116  TTh  9/8-12/10 (27 sessions)  8:30 am-10:30 am FOH 200
No class on 11/26.

Listening and Speaking Skills for Speakers of Other Languages (ENG 083)
This course prepares non-native speakers of English for the listening and speaking tasks they will need for success in subsequent college courses. Instruction includes phonetics, pronunciation, listening comprehension, idioms, cultural rules, differentiation of informal and formal speech and conversational skills. Emphasis is placed on the areas of spoken English where non-native English speakers have the greatest difficulty. Group and individual instruction are provided. Students are placed in this course as a result of their computerized listening skills assessment score or they can enroll on their own. Listening and speaking improvement is determined by student performance on computerized listening skills assessments. Instructor: Marcia Rascona
Tuition: $278 Fee: $6 Text Required: Code B
ZDEV-013-0117  Th  9/10-12/17 (14 sessions)  8:30 am-10:30 am FOH 203
No class on 11/26.

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 (BH 227) or anywhere the student has access to a computer and the internet. Students are encouraged to spend a minimum of four to six 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 runs for 10 consecutive weeks. A new session of the course starts every Monday. New students must attend a mandatory orientation session in BH227 on the first day of the class. The specific time of the orientation will be arranged at registration. To learn more information about the class and how to register, please visit the Reading and Writing Center located in BH 227 or call 410-334-2843.
Tuition: $162 Fee: $21
ZDEV-017-0087  9/14-11/16
ZDEV-017-0088  9/21-11/23
ZDEV-017-0089  9/28-11/30
ZDEV-017-0090  10/5-12/7
ZDEV-017-0091  10/12-12/14
ZDEV-017-0092  10/19-12/21
ZDEV-017-0093  10/26-12/28
ZDEV-017-0094  11/2-1/4
ZDEV-017-0095  11/16-1/21
ZDEV-017-0096  11/30-2/20
ZDEV-017-0097  12/7-2/27

For more information about Developmental English/ESL classes, contact Denean Jones-Ward at djones-ward@worwic.edu or 410-334-2815.
MANDATORY INFORMATION SESSIONS

All prospective allied health students must attend a mandatory information session as a prerequisite prior to registration. Exemptions: students interested in the following courses do not have to attend an information session: Radiology for Dental Assistants; Dental Assistant Radiology Recertification; Emergency training courses such as Basic Life Support, First Aid, CPR or AED; Medical Coding and Billing; Medicine Aide Recertification and Nurse Refresher Clinical Practicum.

In an effort to minimize the risk of exposure to COVID, the information sessions for the fall will be held by Zoom meeting. Our aim is to use this infection prevention measure for the safety of everyone involved.

In the Zoom meetings, allied health staff will go over detailed information on training requirements (including criminal background checks and drug screens), prerequisites, reading comprehension and arithmetic placement tests, course content, criteria for course completion and resources for financial assistance. The required placement tests are free and should be taken as early as possible prior to registration.

All sessions will be organized by individual training areas. Each meeting will be opened 10 minutes prior to the starting time. Join the earliest session so that you can make an informed decision about pursuing your career path without delaying your registration.

Call 410-334-6780 or email tstevenson@worwic.edu for additional information and links to the Zoom meeting(s) that are of interest.

**CNA**
- Wednesday, 8/12 10-11:30 a.m.
- Monday, 8/24 3-4:30 p.m.
- Wednesday, 9/2 10-11:30 a.m.
- Monday, 9/14 3-4:30 p.m.
- Friday, 10/9 10-11:30 a.m.
- Wednesday, 10/14 3-4:30 p.m.
- Tuesday, 12/1 10-11:30 a.m.
- Friday, 12/11 3-4:30 p.m.

**CLINICAL MEDICAL ASSISTANT**
- Wednesday, 8/19 9-10:30 a.m.
- Thursday, 8/27 1-2:30 p.m.
- Friday, 9/4 3-4:30 p.m.

**DENTAL ASSISTANT**
- Monday, 8/17 9-10:30 a.m.
- Friday, 8/21 3-4:30 p.m.
- Thursday, 9/3 11-12:30 p.m.

**CERTIFIED MEDICINE AIDE**
Please contact Stephanie Gamm at 410-334-6782 or sgamm@worwic.edu for registration information.

**PERSONAL FITNESS TRAINER**
- Thursday, 8/20 10-11:30 a.m.
- Thursday, 9/3 1:30-3 p.m.
- Thursday, 10/15 10-11:30 a.m.

**PHLEBOTOMY**
- Friday, 8/14 10-11:30 a.m.
- Wednesday, 8/26 3-4:30 p.m.
- Tuesday, 9/1 10-11:30 a.m.
- Friday, 12/4 10-11:30 a.m.
- Wednesday, 12/16 3-4:30 p.m.

**VETERINARY ASSISTANT**
- Tuesday, 8/18 2-3:30 p.m.
- Tuesday, 9/22 2-3:30 p.m.
- Tuesday, 10/13 2-3:30 p.m.
- Tuesday, 11/17 2-3:30 p.m.
BACKGROUND CHECK/DRUG SCREEN

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

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 at the Maryland Courts website, http://mdcourts.gov/legalhelp/expungement.html.

PLACEMENT TESTING

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.

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.

Students who speak English as a second language and have not attended a U.S. high school or college within the last 10 years, will first be required to pass all three sections of the English for Speakers of Other Languages (ESL) test to be eligible to take the reading comprehension and arithmetic tests.

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

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 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, 087 or 095 and MTH 091 at another college can request an exception. An unofficial transcript must be submitted at the time of registration in FOH 102.

Please note that the Testing Center hours and capacity for in-person testing may be modified due to state mandated social distancing guidelines. Remote proctored testing will also continue to be offered, by appointment only, through the summer, until we are able to resume normal operations. We cannot guarantee remote testing will continue in the fall. This will depend on course instruction guidelines.

PLACEMENT TESTING PREPARATION

If you believe you are eligible for special accommodations during test taking, make sure that you speak with our disabilities counselor ahead of time, Karen Mohler at 410-334-2899, who will indicate on the form the accommodations for which you are eligible.

Visit https://www.worwic.edu/Services-Support/Testing-Services/Placement-Testing-for-New-Students and click on “How to Prepare for the Placement Test” to download a free PDF copy of Accuplacer Practice tests in all areas and access the FREE Accuplacer online study application. You will need to sign up with a valid email address. Be sure to choose “Classic” Accuplacer practice when prompted. You can then access the study app from any internet based device.

Khan Academy provides general resources, particularly in math, that can be useful to review before you take the placement test. For more information, visit http://khanacademy.org.
By successfully passing allied health courses, you will acquire the certification required in your area of study and/or be prepared to sit for national certification exams. Contact Teresa Tyndall, director of allied health, at ttyndall@worwic.edu or at 410-334-6780 for more information.

CERTIFIED NURSING ASSISTANT

Certified Nursing Assistant—Part I
Designed to provide classroom and “hands-on” experience. Includes basic knowledge of healthcare team roles, communication skills, life span, and death and dying. Covers body systems, chronic and acute conditions, rehabilitation and nutrition. Learn medical terms and abbreviations, treatment protocols, how to assist with personal care and activities of daily living. Develop “hands-on” skills competency in a clinical lab. Approved by the Maryland Board of Nursing. Complete “Certified Nursing Assistant—Parts I and II” and automatically qualify to apply to the Board of Nursing for certification and eligibility for the Geriatric Nursing Assistant examination. Schedules, room assignments and holiday information will be distributed at the first class session. Tuition and fees do not cover the additional cost of approximately $300 for course requirements. Fee includes required drug screen, background check and fingerprinting. Go to www.mbon.org for eligibility requirements to become a certified nursing assistant. Prerequisites: minimum reading comprehension and arithmetic requirements. Students must be able to lift, push and pull a minimum of 50 pounds without restriction.

Tuition: $744 Fee: $299 Text Required: Code C

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 MMR, varicella, tetanus, polio, Hepatitis B vaccine or waiver, flu vaccine or waiver and medical clearance.

Tuition: $452 Fee: $16

EARN Scholarships now available for CNA training
Wor-Wic has received a new round of Employment Advancement Right Now (EARN) scholarship funding for CNA training scholarships. This funding is from the Maryland Department of Labor and covers tuition, fees and textbooks for qualified students interested in a career as a certified nursing assistant (CNA).

Information on the application, review and award process will be presented during mandatory information sessions for students interested in CNA training.

CNA training at Wor-Wic is an extensive state-approved series of courses that includes classroom and skills laboratory instruction, as well as a supervised clinical experience in an area nursing home when re-opened to students. Upon successful completion, students are eligible to register with the Maryland Board of Nursing for certification.

For more information, call 410-334-6780.
HEALTH & SAFETY

CERTIFIED NURSING ASSISTANT SCHEDULE OF CLASSES

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

SESSION I

Certified Nursing Assistant—Part I
Tuition: $744 Fee: $299
ZCNA-006-0124 M-Th 9/9-9/13 (20 sessions) 8:00 am-12:00 pm HH 200/202

Basic Life Support (BLS)
Instructor for both sessions: Ruth Gaudreau
Tuition: $50 Fee: $21
ZBLS-004-0130 F 9/18 (1 session) 8:00 am-1:00 pm SH 100
ZBLS-004-0131 F 9/25 (1 session) 8:00 am-1:00 pm SH 100

Certified Nursing Assistant—Part II
Tuition: $452 Fee: $16
ZCNA-003-0125 Th-W 10/15-10/21 (5 sessions) 7:00 am-3:30 pm Nursing Home TBD
ThF 10/22-10/23 (2 sessions) 8:00 am-12:00 pm HH 202

SESSION II

Certified Nursing Assistant—Part I
Tuition: $744 Fee: $299
ZCNA-006-0126 M-Th 9/21-10/22 (20 sessions) 5:30 pm-9:30 pm HH 200/202

Basic Life Support (BLS)
Instructor for both sessions: Ruth Gaudreau
Tuition: $50 Fee: $21
ZBLS-004-0132 F 10/2 (1 session) 8:00 am-1:00 pm SH 100
ZBLS-004-0133 F 10/9 (1 session) 8:00 am-1:00 pm SH 100

Certified Nursing Assistant—Part II
Tuition: $452 Fee: $16
ZCNA-003-0127 M-F 10/26-10/30 (5 sessions) 7:00 am-3:30 pm Nursing Home TBD
MT 11/2-11/3 (2 sessions) 5:30 pm-9:30 pm HH 202

SESSION III

Certified Nursing Assistant—Part I
Tuition: $744 Fee: $299
ZCNA-006-0128 M-Th 10/26-12/1 (20 sessions) 8:00 am-12:00 pm HH 200/202
No classes on 11/25 and 11/26

Basic Life Support (BLS)
Instructor for both sessions: Ruth Gaudreau
Tuition: $50 Fee: $21
ZBLS-004-0134 F 11/6 (1 session) 8:00 am-1:00 pm SH 100
ZBLS-004-0135 F 11/13 (1 session) 8:00 am-1:00 pm SH 100

Certified Nursing Assistant—Part II
Tuition: $452 Fee: $16
ZCNA-003-0129 Th-W 12/3-12/9 (5 sessions) 7:00 am-3:30 pm Nursing Home TBD
ThF 12/10-12/11 (2 sessions) 8:00 am-12:00 pm HH 202

"My learning experience was outstanding. My peers equally had praise for the complete devotion by the staff to help us learn and master the important skills needed to succeed in the caregiver role."

Certified Nursing Assistant student

"I did like the experience. I rate it a 10! With 10 being the best! My instructors were also amazing!"

Certified Nursing Assistant student
Clinical Medical Assistant—Part I
Clinical medical assistants are vital in directly assisting physicians, nurses and other health care professionals in providing clinical patient care. Learn how to prepare patients for examination and treatment. Master the skill of taking and recording accurate vital signs. Discuss procedures for collecting and preparing laboratory specimens and explaining treatment procedures to patients. Become trained in completing electrocardiograms and performing venipuncture. Review the use and handling of common drugs and the regulations governing them. Prerequisites: minimum reading comprehension and arithmetic requirements. Instructor: Norma Schultz
Tuition: $913 Fee: $166 Text Required: Code F
ZCMA-004-0072 T 9/8-11/24 (23 sessions) 1:00 pm- 5:00 pm HH 202
This is a hybrid course with required time being split between on-campus hands-on skills training and online lectures and learning activities. In order to participate, students must have access to a computer with an internet connection. Please call 410-334-6780 for more information.

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 Chairsity Assisting (GC) and Infection Control (ICE) components of the Dental Assisting National Board's Certified Dental Assistant Exam. Knowledge of medical terminology is highly recommended. Go to www.danb.org for eligibility requirements to become a Certified Dental Assistant. Prerequisites: minimum reading comprehension and arithmetic requirements. Documentation of a current, negative TB/PPD test or a chest X-ray taken within the last year; Measles, Mumps, Rubella, and Varicella (MMRV) Vaccine; Tdap (T etanus, Diphtheria, Pertussis) Vaccine and a clean background check. Must be verified prior to start of clinical hours. 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 the "Radiology for Dental Assistants" course. Course fee includes cost for liability insurance. Instructor: Crystal Howatt
Tuition: $717 Fee: $81 Text Required: Code E
ZDNT-009-0061 MW 9/14-11/16 (19 sessions) 5:30 pm- 8:30 pm FOH 103A

Radiology for Dental Assistants
Gain the technical and clinical knowledge necessary to help you continue your preparation to become a dental assistant and to register with the Maryland Board of Dental Examiners as a Dental Radiation Technologist. 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 to take the DANB exam, you 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. The Maryland Board of Dental Examiners has approved this course. Prerequisites: "Dental Assisting—Introduction" within the last six months or a letter submitted at registration that is signed by a licensed dentist on company letterhead verifying employment as a dental assistant for at least six months. Instructor: Donna Ervin
Tuition: $447 Fee: $70 Text Required: Code E
ZDNT-008-0062 MW 9/14-11/11 (18 sessions) 5:30 pm- 8:00 pm HH 105
HEALTH & SAFETY

DENTAL ASSISTING, continued

Dental Assistant Radiology Recertification

Meets Maryland State Dental Board of Examiners requirements for reinstatement of an expired certification to practice dental radiation technology. Update your skills in radiation and safety. Includes radiation protection for the operator and the patient, radiation protection guidelines and infection control in the dental office. Students must attend 100% of the course hours. Prerequisite: submit a copy of expired certification with registration.

Instructor: Donna Ervin
Tuition: $99         Fee: $10
ZDNT-012-0063      MW  9/16-9/28 (4 sessions)     5:30 pm- 8:00 pm     HH 105

Instructor Shout-out!

When COVID-19 forced the college to suspend face-to-face instruction in spring 2020, four Allied Health instructors went above and beyond to ensure that their students succeeded in what was quickly becoming an online environment. Within a matter of a few weeks, and despite facing challenges in their own personal lives and jobs, these instructors helped students complete their Certified Nursing Assistant, Clinical Medical Assistant, Radiology for Dental Assistants and Diagnostic (ICD-10) Coding courses, using a variety of online platforms. Their efforts have helped us transition to remote learning, so we are ready for whatever the fall may bring. Congratulations to all for displaying flexibility, creative thinking and problem solving, all hallmark characteristics of successful health care professionals!

Clockwise from upper left: Susan Boulden, Donna Ervin, Brenda Stevens and Norma Schultz.

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- Special orders
- New rentals
- Peer-to-peer pricing
- Online marketplaces

Call 410-334-2802 for more details.
We are continually monitoring the COVID outbreak and will follow the strictest safety and decontamination procedures as classes resume. Call 410-334-2815 for additional information.

As an American Heart Association Training Center, we have trained instructors ready to offer courses for individuals and groups to meet specific training needs. If you would like to schedule a course or hands-on skills session, please contact Teresa Tyndall at ttyndall@worwic.edu or 410-334-6780 to have a detailed conversation about your particular training need.

**Expanded Blended Learning Training**
HeartCode® BLS (https://elearning.heart.org/courses) is an online option for health care professionals intended to teach students BLS knowledge and skills. This course uses a variety of eLearning assets such as dramatizations, eSimulations, animations, self-directed learning and interactive activities. After completing the online portion, students must attend a structured BLS hands-on session with an AHA Instructor. This session focuses on meaningful skills practice, debriefing, team scenarios and skills testing. Upon successful completion of both the online and hands-on session, students receive a BLS course completion card, valid for two years.

- **Tuition:** $16
- **Fee:** $20
- **Hours:** 1.5

**Heartsaver First Aid and CPR AED Blended Learning Courses**
Heartsaver eLearning courses (https://elearning.heart.org/courses) are designed for anyone with little or no medical training who needs a course completion card for job, regulatory (e.g., OSHA) or other requirements. These courses can also be taken by anyone who wants to be prepared for an emergency in any setting. The online portion of Heartsaver courses is designed to teach the cognitive knowledge to adequately prepare students for hands-on practice and testing of first aid, CPR and AED skills. After completing the online portion, students are required to attend a structured, instructor-led, hands-on session that focuses on meaningful coaching, skills practice, and skills testing. We now offer the hands-on sessions for the following Heartsaver courses:

- **Heartsaver First Aid CPR AED**
  - **Tuition:** $22
  - **Fee:** $28
  - **Hours:** 2

- **Heartsaver CPR AED**
  - **Tuition:** $16
  - **Fee:** $28
  - **Hours:** 1.5

- **Heartsaver First Aid**
  - **Tuition:** $11
  - **Fee:** $28
  - **Hours:** 1

Upon successful completion of both the online and hands-on portions of Heartsaver courses, students receive a course completion card, valid for two years.

Tuition and fee rates are for residents of Somerset, Wicomico and Worcester Counties.

Beginning in early March, the American Heart Association issued extensions for AHA Provider cards beyond their recommended renewal date.

AHA cards that expired between March and June can be renewed for up to 120 days from the recommended renewal date upon approval by an AHA Training Center. See below for specific recommended renewal and extension dates:

<table>
<thead>
<tr>
<th>Recommended renewal date on card</th>
<th>New renewal due date with 120-day extension</th>
</tr>
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<tbody>
<tr>
<td>(end of month)</td>
<td>(end of month)</td>
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<tr>
<td>March 2020</td>
<td>July 2020</td>
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<td>April 2020</td>
<td>August 2020</td>
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<td>May 2020</td>
<td>September 2020</td>
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<td>June 2020</td>
<td>October 2020</td>
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</table>

Call 410-334-6780 for additional information.
**EMERGENCY TRAINING, continued**

### Basic Life Support (BLS)

This instructor-led course reflects the 2015 AHA Guidelines Update and teaches the basic life support skills for application in community health and hospital/facility settings, such as a dentist office, skilled nursing facility and assisted-living facility. The focus is on high-quality CPR, improvement of chest compression fraction and high-performing team dynamics. This BLS course offers content representing the latest resuscitation science for improved patient outcomes as well as realistic scenarios, simulations and animations depicting rescuers, teams and patients. Learn to recognize the signs of someone needing CPR, perform high-quality CPR for an infant, child and adult, appropriately use an AED and relieve foreign-body airway obstruction for an infant, child or adult. Students must attend 100% of course hours. Card valid for two years. Instructor for all sessions: Ruth Gaudreau

<table>
<thead>
<tr>
<th>Code</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>ZBLS-004-0073</td>
<td>S 9/19 (1 session)</td>
<td>8:00 am-1:00 pm</td>
<td>SH 100</td>
</tr>
<tr>
<td>ZBLS-004-0074</td>
<td>S 9/26 (1 session)</td>
<td>8:00 am-1:00 pm</td>
<td>SH 100</td>
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<tr>
<td>ZBLS-004-0075</td>
<td>S 10/3 (1 session)</td>
<td>8:00 am-1:00 pm</td>
<td>SH 100</td>
</tr>
<tr>
<td>ZBLS-004-0076</td>
<td>S 10/10 (1 session)</td>
<td>8:00 am-1:00 pm</td>
<td>SH 100</td>
</tr>
<tr>
<td>ZBLS-004-0077</td>
<td>S 11/7 (1 session)</td>
<td>8:00 am-1:00 pm</td>
<td>SH 100</td>
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<tr>
<td>ZBLS-004-0078</td>
<td>F 12/4 (1 session)</td>
<td>8:00 am-1:00 pm</td>
<td>SH 100</td>
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### Basic Life Support (BLS) Renewal

Earlier this year, the American Heart Association launched its Basic Life Support (BLS) Renewal Course for current BLS providers who need to renew their BLS skills and BLS Provider course completion card. This video-based, instructor-led course features accelerated content that is designed for learners with existing BLS knowledge, allowing for time efficiency while teaching both single-rescuer and team basic life support skills for application in both in-facility and prehospital settings. Students must submit current original (no copies) American Heart Association Healthcare Provider card at the time of registration. Students must attend 100% of course hours. Card valid for two years. Instructor for all sessions: Ruth Gaudreau

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<tr>
<td>ZBLS-006-0079</td>
<td>S 9/11 (1 session)</td>
<td>8:00 am-12:00 pm</td>
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<td>ZBLS-006-0080</td>
<td>S 10/3 (1 session)</td>
<td>8:00 am-12:00 pm</td>
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<tr>
<td>ZBLS-006-0081</td>
<td>F 11/20 (1 session)</td>
<td>8:00 am-12:00 pm</td>
<td>SH 100</td>
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<tr>
<td>ZBLS-006-0082</td>
<td>S 12/5 (1 session)</td>
<td>8:00 am-12:00 pm</td>
<td>SH 100</td>
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### Heartsaver CPR AED

This is a video-based, instructor-led course that teaches adult and child CPR and AED use, infant CPR, and how to relieve choking in adults, children and infants. This course is for anyone with limited or no medical training who wants to be prepared for an emergency in any setting or needs a course completion card to meet job, regulatory or other requirements. Students will learn how to recognize cardiac arrest, get emergency care on the way quickly and help a person until more advanced care arrives to take over. The course also covers stroke assessment and naloxone treatment recommendations for opioid toxicity. Students must attend 100% of course hours. Card valid for two years. Instructor for both sessions: Ruth Gaudreau

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<tr>
<td>ZCPR-010-0085</td>
<td>F 9/11 (1 session)</td>
<td>8:00 am-12:00 pm</td>
<td>SH 100</td>
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<tr>
<td>ZCPR-010-0086</td>
<td>F 10/16 (1 session)</td>
<td>8:00 am-12:00 pm</td>
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<tr>
<td>ZCPR-010-0087</td>
<td>F 11/20 (1 session)</td>
<td>8:00 am-12:00 pm</td>
<td>SH 100</td>
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<tr>
<td>ZCPR-010-0088</td>
<td>S 12/5 (1 session)</td>
<td>8:00 am-12:00 pm</td>
<td>SH 100</td>
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### Heartsaver First Aid CPR AED

This is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. This course is for anyone with limited or no medical training who needs a course completion card in first aid and/or CPR AED to meet job, regulatory or other requirements. Students must attend 100% 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. Card valid for two years. Instructor for both sessions: Ruth Gaudreau

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<tr>
<td>ZFCA-001-0083</td>
<td>F 10/23-10/24 (2 sessions)</td>
<td>8:00 am-11:30 am</td>
<td>SH 100</td>
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<tr>
<td>ZFCA-001-0084</td>
<td>F 12/11 (1 session)</td>
<td>8:30 am-4:00 pm</td>
<td>SH 100</td>
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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.

Smaller class sizes have been scheduled to adhere to social distancing and safety guidelines.

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% of course hours.

The AHA has 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.
HEALTH & SAFETY

FITNESS TRAINING

Personal Trainer National Certification

Turn your passion into a career. The W.I.T.S. hybrid personal trainer course includes short, impactful online videos to help you become successful in the fitness industry. Cover how the body functions under the stresses of exercise. Learn exercise physiology, kinesiology, equipment usage, health assessment, nutrition and more. Participate in drills, practice quizzes, discussion boards and much more. Interact with veteran fitness mentors. Our supplemental internship programs walk you into some great job opportunities. You’ll be ready to work as a Level 1 Certified Personal Trainer after passing the final exams with proof of CPR/AED certification. 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: $200    Fee: $616    Text Required: Code D
ZFIT-004-0137    ThS 9/24-11/7 (12 sessions)    1:00 pm-4:00 pm ONLINE

This is a hybrid course. Students must have access to a computer with an internet connection. Online assignments will be posted on Thursday and then class will meet every Saturday, 1:00 pm-4:00 pm at local gym if allowed by local and state health department. Must register by 9/17. No class on 10/29 and 10/31.

MEDICAL CODING & BILLING

Explore a Career in Medical Coding

Find out what medical coders do on a daily basis and the different types of codes they use for patient visits and reports. Prepare to work almost anywhere in the medical field including doctors’ offices, clinics, public health facilities, hospitals, labs, nursing homes or insurance agencies. Explore each of the main systems of the human body and outline the medical terminology, conditions, diseases, injuries, treatments and procedures you’ll see most often in each of those systems. Use real-world examples and coding exercises. Learn how to use your CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment or surgical procedure. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player. Must have the latest copies of the CPT Manual, Professional Edition and ICD-10-CM Manual purchased prior to taking the course.

Tuition: $33    Fee: $81
ZMCB-011-4072    W 9/16    ONLINE
ZMCB-011-4073    W 10/14    ONLINE
ZMCB-011-4074    W 11/11    ONLINE
ZMCB-011-4075    W 12/9    ONLINE

NEW REGISTRATION PROCESS

Prior to registration, students interested in taking the Personal Trainer National Certification course MUST attend a Wor-Wic mandatory information session by Zoom. Course details will be shared and a WITS video will be viewed to learn about career, course, grading and internship opportunities.

Personal Fitness Trainer Mandatory Information Sessions

Thursday, 8/20, 10-11:30 a.m.
Thursday, 9/3, 1:30-3 p.m.
Thursday, 10/15, 10-11:30 a.m.

Call 410-334-6780 or email tstevenson@worwic.edu for additional information and the link to your selected Zoom meeting.

New course format symbols

- Online course
- On campus course that can automatically switch to an online course should the campus close.
MEDICAL CODING & BILLING

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

Tuition: $33       Fee: $81
ZMOF-002-4116  W 9/16       ONLINE
ZMOF-002-4117  W 10/14      ONLINE
ZMOF-002-4118  W 11/11      ONLINE
ZMOF-002-4119  W 12/9       ONLINE

Procedural (CPT) Coding
Focus on procedural (CPT) coding in the physician office system in preparation for entry-level employment in a healthcare setting. Cover how to select procedural codes and meet requirements for medical record documentation to substantiate the correct CPT. Learn the basics of using the Medicare HCPCS II to report supplies, equipment and devices provided to patients. Gain skill in assigning the correct modifier requirements for optimal reimbursement for medical services and supplies. Learn how to read medical records to understand the assigned patient's diagnoses and procedures performed during their visit in order to translate the physician's notes into billable medical codes. Bring a medical dictionary to class. Participation in this class, along with "Diagnostic (ICD-10) Coding" will prepare you for an entry-level position as a medical coder or biller. However, students can only register for one coding/billing course per session. Prerequisite: proof of successful completion of a medical terminology course must be submitted with registration. An exception is made for those who currently hold an active license/certification in the medical field (doctors, nurses, EMTs, CNAs, MAs, etc.); current licensure/certification must be presented at the time of registration. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering. Instructor: Susan Boulden

Tuition: $417       Fee:  $12 Text Required: Code F
ZMCB-010-0136      W  9/9-12/16 (14 sessions) 6:00 pm- 9:00 pm FOH 300
No class on 11/25.

Diagnostic (ICD-10) Coding
Master the assignment of diagnostic (ICD-10) codes to medical claims. Cover the format, documentation requirements and conventions for accurate coding. Learn to identify the reason for the office visit, code to highest specificity and proper sequencing. Utilize combination coding including V-codes and E-codes. Bring a medical dictionary to class. Participation in this class, along with "Procedural (CPT) Coding for Medical Insurance Billing," will prepare you for an entry-level position as a medical coder or biller. However, students can only register for one coding/billing course per session. 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 health field (doctors, nurses, EMTs, CNAs, MAs, etc.); current licensure/certification must be presented at the time of registration. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering. Instructor: Brenda Stevens

Tuition:  $355    Fee:  $11 Text Required: Code F
ZMCB-020-0060      T  9/15-12/8 (13 sessions) 6:00 pm- 9:00 pm HH 105

MEDICAL OFFICE

Explore A Career as an Administrative Medical Assistant
Designed for individuals pursuing entry-level career training in administrative medical assisting and provides instruction for typical work in a doctor's office. Topics include appointment scheduling, chart creation and filing, billing and medical coding. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player.

Tuition: $33       Fee: $81
ZMOF-007-4076  W 9/16       ONLINE
ZMOF-007-4077  W 10/14      ONLINE
ZMOF-007-4078  W 11/11      ONLINE
ZMOF-007-4079  W 12/9       ONLINE
**HEALTH & SAFETY**

**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. Students must attend 100% of course hours. Part I of a two-part course. Prerequisite: student must be a current Maryland GNA in good standing for at least one full-time year or Maryland CNA for two full-time years in a Maryland licensed nursing home. Student must provide a letter of recommendation from a Director of Nursing on company letterhead when registering. Minimum reading comprehension and arithmetic requirements. Student must meet eligibility criteria with drug screen and background check. Instructor: Denise Dechene

Tuition: $298 Fee: $156
ZMDA-001-0118 TTh 11/10-12/1 (6 sessions) 8:00 am- 1:15 pm HH 105
No class on 11/26.

**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. Students must attend 100% of course hours. Instructor: Denise Dechene

Tuition: $298 Fee: $21
ZMDA-004-0119 TTh 12/3-12/15 (4 sessions) 7:00 am- 3:30 pm GRNC 999

**Medicine Aide Recertification**
Students must attend 100% 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 canceled 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. Instructor for all sessions: Denise Dechene

Tuition: $79 Fee: $16
ZMDA-005-0120 F 9/18 (1 session) 8:00 am- 5:00 pm HH 200
ZMDA-005-0121 F 10/16 (1 session) 8:00 am- 5:00 pm HH 200
ZMDA-005-0122 F 11/13 (1 session) 8:00 am- 5:00 pm HH 200
ZMDA-005-0123 F 12/4 (1 session) 8:00 am- 5:00 pm HH 200

Certified Medicine Aide Mandatory Information Sessions

Prospective students must make an appointment, either face to face or by Zoom meeting, with the Allied Health Coordinator, Stephanie Gamm. This appointment is to review course information and for the student to provide a letter of recommendation by the Director of Nursing of the employing ICF/MR or licensed nursing home.

Contact Stephanie Gamm at 410-334-6782 or sgamm@worwic.edu for more information.
**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 your 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 (call 800-933-9177 for further information). Requires eight 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 the start date of the theory course. Successful candidates will be eligible to apply for their active Maryland nursing license. Must have AHA Basic Life Support (BLS) certification, inactive Maryland nursing license, and must meet all health and other site-specific requirements. Initial candidates for a Board of Nursing license will be required to obtain a criminal history records check prior to the issuance of a 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 B vaccine or waiver. A flu vaccine is required. Students must attend 100% of the course hours. Instructor: Norma Schultz

Tuition: $670  Fee: $31
ZNUR-010-0065  F 10/2  8:00 am-4:30 pm  HH 202
Must meet with the Allied Health Coordinator in SH 307 PRIOR to registering. Call 410-334-6782 to set up an appointment. Clinical rotation to be completed by 12/4.

**PHLEBOTOMY TECHNICIAN**

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

Tuition: $558  Fee: $181  Text Required: Code D
ZPHL-007-0067  TTh 9/8-10/27 (15 sessions)  5:30 pm-9:30 pm  Instructor: Carla Nock  FOH 309
ZPHL-007-0099  TTh 9/8-10/27 (15 sessions)  9:00 am-1:00 pm  Instructor: Cynthia Plaskon  FOH 309

**Phlebotomy Skills Training—Part II**
Sharpen your phlebotomy skills in the classroom laboratory setting as you practice venipuncture and blood specimen collection procedures to prepare for clinical practice. This course is Part II of a series leading to preparation for certification. Must take "Phlebotomy Skills Training—Part II" within six months of successfully completing "Phlebotomy Skills Training—Part I." Go to www.aspt.org for eligibility requirements to sit for the American Society Phlebotomy Technician exam. Prerequisite: must be able to lift, push and pull 20 pounds without restriction. Documentation of a current, negative TB/PPD test or negative chest X-ray within the last year; documentation of MMR, varicella, tetanus, polio, Hepatitis B vaccine or waiver, flu vaccine or waiver and medical clearance. AHA BLS certification required.

Tuition: $556  Fee: $46  Text Required: Same as Part I
ZPHL-008-0068  TTh 10/29-12/17 (14 sessions)  No class on 11/26.  5:30 pm-9:30 pm  Instructor: Carla Nock  FOH 309
ZPHL-008-0100  TTh 10/29-12/17 (14 sessions)  No class on 11/26.  9:00 am-1:00 pm  Instructor: Cynthia Plaskon  FOH 309

**New course format symbols**

- Online course
- On campus course that can automatically switch to an online course should the campus close.
PHLEBOTOMY TECHNICIAN, continued

Phlebotomy Skills Review and ASPT Certification Exam
Become nationally certified as a phlebotomy technician and increase your employment opportunities. Utilize the comprehensive skills and theory review in the first two sessions to prepare for the ASPT certification exam. In order to be eligible for this national certification exam, applicants must submit documented proof of 100 successful venipunctures and five successful skin punctures AND complete "Phlebotomy Skills Training I, II and III"; OR complete "Phlebotomy Skills Training: Part I and II" and work part time for one year or full time for six months as a phlebotomist; OR submit with their application a letter on company letterhead from their health care supervisor attesting that procurement of blood specimens is a regular part of their assignments. Students must attend 100% of course hours. NOTE: Registrations will be taken on campus in Shockley Hall, Room 307 ONLY. Application form for ASPT exam and money order made payable to ASPT must accompany registration. The exam cost is not included in the tuition and fees. Exam is only open to Wor-Wic phlebotomy students. Instructor: Carla Nock
Tuition: $99  Fee: $51
ZPHL-009-0066  MW 11/9-11/11 (3 sessions)  6:00 pm- 8:30 pm  FOH 309
Exam on S 11/14, 9:00 am. Must meet with Allied Health Coordinator in SH 307 PRIOR to registering. Call 410-334-6782 to set up an appointment. Must register by 10/7.

PROFESSIONAL DEVELOPMENT

Medical Math
Take this online prep course to review basic mathematical skills required for medical occupations. Focus on how math skills translate to use in the medical field. Topics include fractions, decimals, percentages, medical conversions, scientific formulas used for dosage calculations, deciphering medical orders and medication administration. 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
ZALH-093-4005  W 9/16  ONLINE
ZALH-093-4006  W 10/14  ONLINE
ZALH-093-4007  W 11/11  ONLINE
ZALH-093-4008  W 12/9  ONLINE

Spanish for Medical Professionals
Designed for aspiring and current health professionals, this course focuses on the basic medical Spanish phrases you need to know in a medical setting to assist patients and their family members. Topics include different phrases to use in an emergency room or care setting, identifying parts of the body, common diagnostic and treatment words. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and download the latest browser, Adobe Acrobat Reader and Adobe Flash Player.
Tuition: $33  Fee: $81
ZLAN-030-4080  W 9/16  ONLINE
ZLAN-030-4081  W 10/14  ONLINE
ZLAN-030-4082  W 11/11  ONLINE
ZLAN-030-4083  W 12/9  ONLINE

Medical Cannabis as a Pain Management Tool
Medical cannabis and cannabidiol (CBD) have received a significant amount of attention over the last few years. However, many professionals find themselves unsure of when medical cannabis may be appropriate for their patients. Cover the current medical cannabis laws in the U.S. and how medical cannabis can help those who suffer from pain and other chronic and acute medical conditions. Learn how medical cannabis can be a great tool for patients seeking to reduce their use of traditional prescription pharmaceutical medications including opioids. Participate in a group discussion about evidence for using medical cannabis for various pain indications and medical conditions. This course is approved by the Maryland Board of Social Work Examiners for 3 Category I Social Work CEUs. Students must attend 100% of course hours. Instructors: Anthony Darby and Mary Pat Hoffman, PharmD
Tuition: $40  Fee: $10
ZALH-100-0144  Th 10/15 (1 session)  9:00 am-12:15 pm  FOH 211

Customized Training
Are you interested in more than off-the-shelf training? Wor-Wic can provide specialized and customized training to meet your timeline and goals. We have access to regional and national subject matter experts who can offer educational solutions for you and your staff. To discuss your health care training needs, call 410-334-6780.
PROFESSIONAL DEVELOPMENT, continued

Wellness Made Easy: An Introduction to Health Literacy  
Did you know that the American Medical Association has found that poor health literacy is a stronger predictor of a person’s health than age, income, employment status, education level and race? Learn about local efforts to ensure that individuals are able to obtain, process and understand basic health information and services needed to make health decisions. Gain tools to help your clients understand the importance and role of primary care and regular checkups. Find out about the use of "plain language" and "teach back" methods. Hear about the Health Literacy Maryland initiative of the Herschel S. Horowitz Center for Health Literacy, University of Maryland School of Public Health. This course is approved by the Maryland Board of Social Work Examiners for 3 Category I Social Work CEUs. Students must attend 100% of course hours. Instructor: Tracy Ritter
Tuition: $40       Fee:  $10
ZALH-098-0139      T 11/10 (1 session)  9:00 am-12:15 pm FOH 211

Cultural Diversity at a Glance  
According to the U.S. Census Bureau, by 2028, the foreign-born share of the U.S. population is projected to be higher than any time since 1850. About 44 million people in the United States-around one in seven-were born in another country. Research shows that patients who feel their health care providers respect their beliefs and values are more likely to communicate freely and honestly. Do you want to effectively work with people of different cultural backgrounds? Gain an overview of diverse cultures and explore your own biases, stereotypes and privileges. Topics to be discussed include multicultural interviewing, diversity in the workplace, cross-cultural skills and the relationship among cultural competence, advocacy and social justice. This course is approved by the Maryland Board of Social Work Examiners for 3 Category I Social Work CEUs. Students must attend 100% of course hours. Instructor: Thelma Orr
Tuition: $40        Fee:  $10
ZALH-099-0145      W 12/2 (1 session)              9:00 am-12:15 pm FOH 211

HOSPITALITY & CULINARY

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: $149         Fee:  $30 Text Required: Code B
ZCPO-001-0027      MW 10/5-10/19 (5 sessions) 6:00 pm- 9:15 pm FOH 204
ZCPO-001-3001      MW 10/21-11/4 (5 sessions) 6:00 pm- 9:15 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 both sessions: Bonnie Russell
Tuition: $50       Fee:  $30 Text Required: Code B
ZCPO-002-0028      MW 11/9-11/11 (2 sessions) 6:00 pm- 8:30 pm FOH 204
ZCPO-002-3002      MW 11/16-11/18 (2 sessions) 6:00 pm- 8:30 pm ORGC BERLIN
HOSPITALITY & CULINARY

CULINARY SKILLS

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: $100       Fee: $56
ZCUL-104-0043      W  9/9-9/23 (3 sessions)       6:00 pm- 9:00 pm   FOH 303

Meal Prep for Beginners
Love having family for dinner, but hate being stuck in the kitchen for hours? Come learn some quick tricks and tips to speed up your meal preparation process. From appetizers and snacks to main courses with sides, you will learn how to whip up an impressive spread and provide your loved ones with great meals!
Instructor: Stephanie Carl-Krisulevicz
Tuition: $67       Fee: $56
ZCUL-106-0015      T  9/29-10/6 (2 sessions)       6:00 pm- 9:00 pm   FOH 303

Cake Decorating
Learn how to beautifully decorate a cake through step-by-step instruction from a professional baker. Practice the proper techniques for basic cake decorating including piping, icing and finished work. Learn to make decorative flowers and creative designs using frosting, modeling fondant and decorating tips. The final assignment will be a finished custom cake. Cake decorating kit provided.
Instructor: John Del Vecchio
Tuition: $100       Fee: $71
ZCUL-092-0042      W  10/7-10/21 (3 sessions)       6:00 pm- 9:00 pm   FOH 303

Holiday Pies and Tarts
Create holiday classics including pecan, pumpkin and apple pie. Begin with making simple pie dough and then prepare a variety of fillings. With the techniques you’ll learn in this class, you will gain the confidence to create stunning pies and tarts.
Instructor: John Del Vecchio
Tuition: $100       Fee: $56
ZCUL-096-0045      W  11/4-11/18 (3 sessions)       6:00 pm- 9:00 pm   FOH 303

Holiday Cookies
Create traditional holiday cookie favorites for Christmas and Hanukkah. Learn variations of the simple butter cookie, rugelach, chocolate chip, raspberry jam thumbprints, Russian tea cakes and more. Discuss basic cookie dough mixing procedures and use correct mixing, folding, cutting and assembling techniques. Practice decorating and garnishing cookies to increase visual appeal.
Instructor: John Del Vecchio
Tuition: $100       Fee: $56
ZCUL-094-0044      W  12/2-12/16 (3 sessions)       6:00 pm- 9:00 pm   FOH 303

Parent & Child: Holiday Cookies
Designed for parents and children age 6-17 to learn basic baking skills and cooking equipment safety for making holiday cookies. Topics to be covered include nutrition, food handling, safety with equipment and recipe planning and preparation. Both parent and child need to register.
Instructor: Amanda Brumfield
Tuition: $67       Fee: $31
ZCUL-097-0032      S  12/5-12/12 (2 sessions)       10:00 am- 1:15 pm   FOH 303
**FOOD & BEVERAGE**

**TIPS Alcohol Awareness Training**
This course is designed to assist workers in the hospitality industry to prevent intoxication, drunk driving and underage drinking. Students will learn how to recognize signs of intoxication, prevent alcohol sales to minors and implement proven strategies to prevent alcohol related problems in bars, restaurants and nightclubs. This course satisfies the state's mandate requiring server/seller training for establishments holding a Liquor License. Successful trainees are awarded a four year certification which is a valuable asset to anyone pursuing a career in the food/beverage industry. Instructor: Barry Hearne

Tuition: $55  Fee: $26  
ZFDB-034-0046  MW 12/14-12/16 (2 sessions)  6:00 pm- 9:00 pm  FOH 307

**Bartending and Mixology**
Gain fundamental skills in bartending principles and techniques including product knowledge, bar organization, safety, selling and service. This course also covers effective techniques for handling problems with abusive and excessive drinking. The alcohol management portion (TIPS) of the course is approved by the Comptroller of Maryland and meets the requirements of the training law; a certificate will be awarded to those who complete. Instructor: Barry Hearne

Tuition: $327  Fee: $44  
ZFDB-035-0040  MW 11/9-12/16 (11 sessions)  6:00 pm- 9:15 pm  FOH 307  
No class on 11/25.

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

Tuition: $129  Fee: $33  
ZFDB-027-0029  W 11/4-11/11 (2 sessions)  9:00 am- 4:30 pm  FOH 211

**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. Fee includes textbook and lunch voucher. Instructor: Bonnie Aronson

Tuition: $129  Fee: $139  
ZFDB-026-0030  W 9/23-9/30 (2 sessions)  9:00 am- 4:30 pm  FOH 204

**PERSONAL ENRICHMENT**

**COLLEGE PREP**

**SAT/ACT Preparation—Part I**
Take this online course to prepare for the SAT and ACT college entrance exams! Study topics that you will be tested on for exams including ACT Reading Test, ACT English Test, ACT Science Test and SAT Writing and Critical Reading. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online.

Tuition: $33  Fee: $71  
ZCOP-008-4009  W 9/16  ONLINE  
ZCOP-008-4010  W 10/14  ONLINE  
ZCOP-008-4011  W 11/11  ONLINE  
ZCOP-008-4012  W 12/9  ONLINE
COLLEGE PREP, continued

SAT/ACT Preparation—Part II
Take the second part of our online course to prepare and review material for the SAT and ACT college entrance exams. Study topics that you will be tested on for exams including ACT Math Tests of arithmetic, algebra, geometry, trigonometry and basic statistics and SAT Math Tests of functions and graphing functions, variables and algebra II. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online.

Tuition: $33        Fee: $71
ZCOP-009-4013      W  9/16 ONLINE
ZCOP-009-4014      W 10/14 ONLINE
ZCOP-009-4015      W 11/11 ONLINE
ZCOP-009-4016      W 12/9 ONLINE

FINANCIAL PLANNING

Planning and Navigating Retirement
Retirement is a multi-faceted endeavor. Become familiar with the hot button issues that challenge today's retirees. Understand your health care options both before and after Medicare age. Identify the misconceptions and intricacies involved in making your Social Security filing decision. Project your tax burden throughout retirement, with a focus on planning for Required Minimum Distributions, Qualified Charitable Distributions, Roth Conversions, etc. Understand the potential benefit and impact of proper legal planning including guardianship, beneficiaries, trusts, medical directive and power of attorney. Instructor: Bruce Robson and Michael Sise

Tuition: $60        Fee: $6
ZFIN-022-0047      W  9/23-10/7 (3 sessions)  6:00 pm- 8:00 pm FOH 211

HISTORY

A Hidden American Empire
Examine American westward expansion. Discover how America acquired its wide range of territories, both past and present, such as Guano Islands, Alaska, Hawaii, Puerto Rico, Virgin Islands, Saipan, Midway, Guantanamo Bay, Samoa and the Philippines. Examine American cultural exports and military bases around the world, including Thule, Okinawa and Guantanamo Bay. Instructor: Lee Ruark

Tuition: $99        Fee: $6
ZHIS-051-0048      Th  9/24-10/22 (5 sessions)  5:30 pm- 7:30 pm FOH 203

LANGUAGES

Discover Sign Language
Learn about deaf culture and how to communicate with the deaf. Sign the alphabet, numbers and colors. Advance to basic phrases and complete sentences. Explore careers in interpreting. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player.

Tuition: $33        Fee: $81
ZLAN-018-4088      W  9/16 ONLINE
ZLAN-018-4089      W 10/14 ONLINE
ZLAN-018-4090      W 11/11 ONLINE
ZLAN-018-4091      W 12/9 ONLINE

Instant Italian
Be surprised by how quickly and easily you can learn Italian! Learn about the Italian language's impact on the world, basic vocabulary, phrases, elementary grammar, proper forms of address, expressions of courtesy and how to make introductions. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and latest browser, Adobe Acrobat Reader and Adobe Flash Player.

Tuition: $33        Fee: $81
ZLAN-025-4084      WF  9/16 ONLINE
ZLAN-025-4085      WF 10/14 ONLINE
ZLAN-025-4086      WF 11/11 ONLINE
ZLAN-025-4087      WF 12/9 ONLINE

Related online courses:
• Speed Spanish
• Beginning Conversational French
• Conversational Japanese
• Spanish for Law Enforcement
• Grammar for ESL
• Writing for ESL
• Spanish in the Classroom

All courses begin 9/16, 10/14, 11/11 and 12/9.

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

LANGUAGES, continued

Fundamentals of Spanish I
Begin your study of the Spanish language. Concentrate on written and spoken Spanish with emphasis on the acquisition of basic skills in this popular and important language. Provides opportunity for practice in pronunciation, grammar and translation. Recommended for students who have completed "Conversational Spanish I and II" and wish to deepen their knowledge of the language as well as those wishing to brush up on language skills previously learned. For further information about taking this course for college credit, call 410-334-2800 prior to registering. Instructor: David Mongor-Lizarrabengoa
Tuition: $372 Fee: $6 Text Required: Code F
ZLAN-004-0058 T 9/15-12/8 (14 sessions) 5:30 pm- 8:45 pm FOH 206
Exam on T 12/15, 5:30 pm-7:30 pm.

Fundamentals of French I
Begin the study of the French language. Concentration will be on both written and spoken French with emphasis on the acquisition of basic skills in this popular and important language. Students will have the opportunity for practice in pronunciation and grammar. For further information about taking this course for college credit, call 410-334-2800 prior to registering. Instructor: Amy Jones
Tuition: $372 Fee: $6 Text Required: Code F
ZLAN-013-0059 TTh 9/10-12/10 (27 sessions) 6:00 pm- 7:30 pm BH 315
Exam on T 12/15, 6:00 pm-8:00 pm. No class on 11/26.

LITERATURE

Alternate Realities: The Works of Edgar Allan Poe
What is insanity? According to Poe, it is the "sublimity of intelligence." Explore this parallel reality by reading and exploring the works of Edgar Allan Poe, voice of the criminal mind and master of the psyche. Through works such as "The Fall of the House of Usher," "The Black Cat," and selected poems including "Alone" and "Diablo," students will use various critical lenses to analyze the text by evaluating the role of the narrator and exploring his alternate reality. Instructor: Susan Canfora
Tuition: $74 Fee: $6
ZLIT-012-0055 Th 10/1-10/29 (5 sessions) 6:00 pm- 7:30 pm FOH 211

WRITING

Publish and Sell Your E-Books
Become an author! This course introduces you to everything you need to know to publish your manuscript. Format your e-book and get it ready to sell through bookstores like Amazon and Apple. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player.
Tuition: $33 Fee: $81
ZWRI-022-4092 W 9/16 ONLINE
ZWRI-022-4093 W 10/14 ONLINE
ZWRI-022-4094 W 11/11 ONLINE
ZWRI-022-4095 W 12/9 ONLINE

Romance Writing
Romance is the #1 selling genre in mass-market fiction. Designed for the professional pursuing a career in writing with a focus on the romance genre. Learn the fundamentals of writing and the essential elements of writing a romance, including developing character chemistry, love scenes, banter and imagery. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player.
Tuition: $33 Fee: $81
ZWRI-029-4096 W 9/16 ONLINE
ZWRI-029-4097 W 10/14 ONLINE
ZWRI-029-4098 W 11/11 ONLINE
ZWRI-029-4099 W 12/9 ONLINE
SALES PRE-LICENSURE

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

Real Estate Principles and Practices

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

Tuition: $600     Fee: $6 Text Required: Code D
ZRES-001-0069      MW 9/14-11/30 (22 sessions) 6:00 pm-9:00 pm FOH 200
No class on 11/25.

Instructor Shout-out!

“In these challenging times, Wor-Wic stepped up and provided the needed technology and assistance to ensure that our spring 2020 classes finished. It was a challenge but we had great support, and we, as a team, all pitched in to make it work.”

Walter Taraila
Instructor, Real Estate Principles and Practices

HOME INSPECTOR

Home Inspector—Pre-Licensure

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

Instructor: Charles Walter
Tuition: $715     Fee: $6 Text Required: Code E
ZHMI-001-0009      TTh 9/22-12/17 (24 sessions) 6:00 pm-9:15 pm FOH 200
No class on 11/24 and 11/26.

Instructor Spotlight:

Charles “Dave” Walter

Dave is a Maryland State-licensed home inspector and InterNACHI certified inspector with 25 years of experience. Dave noted, “In spring of 2020, with the help of Kerry Cleaver, Director of Continuing Education, and the college IT group, I was able to switch almost immediately from live classes to online teaching and was able to complete the semester with only one day of class interruption. Although I prefer live classes, we are ready for the fall semester in any form.”
TRADIES & MANUFACTURING

AUTOMOTIVE

Maryland State Inspection Training
Designed for technicians working in the automotive industry. Focus is on how to perform Maryland State inspections of a light vehicle using the Maryland State safety standards. Course applies classroom theory to extensive hands-on instruction utilizing tools and equipment needed for the inspection process. Developed to provide knowledge and skills necessary for the technician to take both written and performance sections of the Maryland State inspection test. Technicians should have a minimum of two years automotive experience and good reading and comprehension skills. Instructor: Jeffery Wilgus
Tuition: $298 Fee: $66
ZAUT-005-0010 M 9/14-11/30 (12 sessions) 6:00 pm- 8:30 pm

CONSTRUCTION

Autodesk: Revit
Prepare for a career in the architectural field. AutoCAD Revit is a popular Building Information Modeling (BIM) software program that will teach participants how to design and draft plans, sections, elevations, photorealistic 3D renderings and 3D animations for buildings. By the end of this course, each student will have designed and generated an entire set of construction drawings for a house. Instructor: Shaun Roth
Tuition: $452 Fee: $36 Text Required: Code B
ZRVT-001-0142 Th 9/10-12/17 (14 sessions) 5:30 pm- 9:00 pm MTC 301
No class on 11/26.

Construction Academy Instructor Spotlight:
Blair Ritchey
Blair was originally lured to the Eastern Shore working summers as a lifeguard in Ocean City. He entered the construction field and built homes in Pennsylvania. Missing the Eastern Shore, Blair moved back to the area and began teaching in Wicomico County public schools in 2000, first instructing technology, then carpentry. He joined Wor-Wic as a part-time construction instructor in 2019. Blair has a B.S. in Tech Education, M.Ed. in School Administration and holds Maryland general electrician and home improvement licenses. When not teaching, he builds and renovates homes and other structures through his business, Ritchey Construction. Blair enjoys camping, hunting, fishing, restoring older houses, coaching soccer and teaching through direct instruction, modeling and project-based learning.

ELECTRICAL

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: $536 Fee: $60 Text Required: Code F
ZELC-011-0041 TTh 9/24-11/24 (18 sessions) 6:00 pm- 9:15 pm FOH 100

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 is offering construction training courses funded by the EARN Maryland Grant Program, which is administered by the Maryland Department of Labor. These trainings are designed to provide the entry-level construction worker with the skills necessary to secure a job in the industry.

Tuition is covered by grant funds.

For more information about the courses, go to: https://www.worwic.edu/Programs-Courses/Non-Credit-Courses/Trades-Manufacturing/Construction-Manufacturing, or contact Rhonda Banks at rbanks@worwic.edu or 410-334-2815.

There is a selection process for this training. To be considered, contact Quality Staffing Services at 410-742-2600 or visit https://www.easternshorejobs.com/training -programs/ and apply for “Construction Academy Training.”
TRADES & MANUFACTURING

HVACR

Air Conditioning and Refrigeration—Introduction I

This is the first of two introductory courses that will prepare you for an entry-level air conditioning position as an apprentice. Discover and utilize the principles of basic air conditioning, refrigeration and electricity for residential refrigerator and air conditioner repairs up to five tons. EPA approved testing for Types I, II, III and IV (universal) equipment technicians will occur at the end of the second course "Air Conditioning and Refrigeration—Introduction II.” Instructor: Paul Sichau

Tuition: $327       Fee:  $96       Text Required: Code E
ZHVC-014-0140       Th 10/1-12/17 (11 sessions)  6:00 pm- 9:15 pm    PHS B20
No class on 11/26.

EPA Approved Refrigerant Containment Course and Test

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

Tuition:  $104     Fee:  $26
ZHVC-013-0056       S 10/10 (1 session)             9:00 am- 4:00 pm    FOH 100

Maryland Stationary Engineer II Certification Preparation

Investigate the major aspects of steam boiler operations and accessories; combustion and computer-assisted combustion controls; water chemistry and treatment; basic electrical, refrigeration and HVAC systems; and fire prevention and safety. Prepare for the Maryland stationary engineer’s certification examination (grades 1-3). Pre-requisite: "Maryland Stationary Engineer I Certification Preparation” or permission from instructor.

Instructor: Paul Sichau

Tuition:  $417        Fee:  $21       Text Required: Code E
ZHVC-015-0149       TW 10/6-11/18 (14 sessions)  6:00 pm- 9:15 pm    FOH 304

LANDSCAPING

Returning in the spring of 2021.

LEAD PAINT

All lead paint courses are taught by Leadtec Services, Inc., a Maryland Department of the Environment (MDE) approved instructor resource. If you hold any lead paint certifications, please bring cards/information to trainings. For questions about accuracies or which class(es) you require, contact Rhonda Banks at rbanks@worwic.edu or call 410-334-2815.

Lead Paint Abatement Worker Initial Training

Designed for those who work directly on lead-based paint abatement projects and required by the Maryland Department of the Environment (MDE) for risk reduction work in affected rental properties. Focus will be on health effects, lead safe work practices, common sources of exposure to lead, regulatory requirements, personal protection and routes of exposure to lead. Code: W2

Tuition:  $20          Fee:  $474
ZLDP-014-0033       ThF 10/1-10/2 (2 sessions)  8:30 am- 5:30 pm    FOH 204

Lead Paint Abatement Worker Refresher

Meet the Maryland Department of the Environment (MDE) requirement to maintain accreditation as a lead paint abatement worker. Review information provided in the initial course, as well as update on new regulations and procedures as needed. Re-examine lead health effects, lead safe work practices, common sources of exposure to lead, regulatory requirements, personal protection and routes of exposure to lead.

Prerequisite: must hold current MDE certification for Lead Paint Abatement Worker Training. Code: W2

Tuition:  $20          Fee:  $229
ZLDP-015-0034       F 10/2 (1 session)           8:30 am- 5:30 pm    FOH 204
TRADES & MANUFACTURING

LEAD PAINT, continued

Lead Paint Maintenance and Repainting Supervisor Training
Designed for people who supervise employees who work with rental properties in Maryland with the goal of bringing these properties into compliance with the Maryland Rental Property Regulations under Maryland’s Lead Risk Reduction Standard. This course is also designed for home improvement contractors who do work involving limited disturbance of lead-based paint while working in rental properties. Information is covered regarding health effects of exposure to lead, how to protect against those exposures, techniques for safely working around lead-based paint, clean-up procedures and OSHA-related health and safety programs.
Content includes Maryland rental property regulations in detail. Property owners who wish to do work that disturbs lead-based paint or supervise the required procedures for compliance with related Maryland law must be accredited to at least this level of supervision. Upon class completion, an application will be provided for students to submit to the Maryland Department of the Environment with a fee of $125 in order to finish the accreditation process. Code: S4
Tuition: $20 Fee: $474
ZLDP-016-0035 WTh 10/14-10/15 (2 sessions) 8:30 am- 5:30 pm FOH 204

Lead Paint Maintenance and Repainting Supervisor Refresher
Designed to renew the Lead Paint Maintenance and Repainting Supervisor credential in Maryland. Update your knowledge of changes in the regulations and techniques related to lead paint activities. Concentrate on federal and state laws requiring compliance by property owners and/or contractors, as well as lead safe work practices. This course is required every two years for those who hold current Maryland Department of the Environment certification as a Lead Paint Maintenance and Repainting Supervisor or Paint Removal and Demolition Supervisor. Prerequisite: must hold current MDE certification as a Lead Paint Maintenance and Repainting Supervisor. Code: S2 & S4
Tuition: $20 Fee: $229
ZLDP-017-0036 W 10/28 (1 session) 8:30 am- 5:30 pm FOH 204

Lead Paint Renovation, Repair and Painting
Common renovation activities like sanding, cutting and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Beginning April 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. Learn proper techniques and actions required by this new EPA rule. The course is required even for MDE lead accredited contractors and supervisors working in pre-1978 affected rental properties.
Tuition: $20 Fee: $229
ZLDP-018-0037 W 11/4 (1 session) 8:30 am- 5:30 pm FOH 204

Lead Paint Visual Inspector Training
Designed for people interested in becoming a lead paint visual inspector in the state of Maryland. Discover how to perform visual and dust inspections to verify satisfactory completion of work required in rental properties under the Maryland Lead Risk Reduction Standard and conduct dust wipe testing for lead. Focus on how to properly complete associated inspection reports and protocols, as well as effects of lead exposure on health and techniques used in lead hazard control. Upon class completion, an application will be provided for students to submit to the Maryland Department of the Environment with a fee of $125 in order to finish the accreditation process. Code: VI
Tuition: $20 Fee: $474
ZLDP-019-0038 MT 11/23-11/24 (2 sessions) 8:30 am- 5:30 pm FOH 204

Lead Paint Visual Inspector Refresher
Designed to meet the Maryland Department of the Environment (MDE) training requirement to maintain accreditation as a Visual Inspector. Review information provided in the initial course, as well as learn new regulations and procedures. Analyze how to perform visual and dust inspections in affected rental properties and explain proper lead inspection processes. Investigate necessary forms and protocols. Prerequisite: must hold current MDE certification as a Visual Inspector. Code: VI
Tuition: $20 Fee: $229
ZLDP-020-0039 F 12/4 (1 session) 8:30 am- 5:30 pm FOH 204
MANUFACTURING

Autodesk: Computer-Aided Drafting

Begin the in-depth study of the fundamentals of computer-aided drafting through the use of Autodesk: AutoCAD. Topics include commands, undoing and altering, moving and duplicating, arrays, viewpoints, file maintenance, editing and templates for 2-D. Also incorporates dimensioning and geometric tolerances, measurement and calculations, the creation of a library for symbols and attributes, plotting and printing. Keyboarding and Windows operating system skills are recommended. Instructor: Sheila Kintz

Tuition: $556 Fee: $36 Text Required: Code B

ZCAD-001-0143 M 9/14-12/14 (14 sessions) 5:00 pm- 9:00 pm MTC 301

WATER/WASTEWATER TREATMENT

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

Thermal Control in Water and Wastewater Processes

Chlorination, fluoridation, corrosion, chemical feed, activated sludge, biological nutrient removal (BNR) and laboratory/field sampling, which include pumps, motors and controls, are impacted by thermal changes. This course will review thermal controls in water and wastewater processes, the importance of calibration and traceability protocols of the thermometer.

Tuition: $9 Fee: $120

ZWWT-072-0057 T 11/10 (1 session) 8:00 am- 4:00 pm FOH 203

NEW!

Instructor Spotlight:

Carl “Roddy” Schitzinger

Carl “Roddy” Schitzinger joined Wor-Wic as a metal fabrication instructor in August 2019. He is owner and CEO of Zinger Enterprises Inc. which provides metal fabrication, welding, machining tool and die, electronics, composites and paint services. Roddy has done project work with NASA, the military, universities and companies and also served in the U.S. Air Force Civil Air Patrol. Roddy inherited a rich history of skills and knowledge from his father, a retired metal fabricator, and refined his skills through high school CTE, “Wor-Wic Tech” trades courses and a Maryland Apprenticeship Training program. Roddy enjoys passing his expertise and work ethic to future metal fabricators through instruction and project-based learning.

Metal Fabrication Training

Through a partnership with Arcon Welding Services, Crystal Steel and Quality Staffing Services, Wor-Wic Community College is offering a metal fabrication training program funded by the State of Maryland’s EARN Maryland Grant Program, which is administered by the Maryland Department of Labor. This course is designed to provide the entry-level metal fabricator with the skills necessary to secure employment in the metal fabrication industry. Students will progress from basic blueprint reading and industry math to fundamental A.I.S.C. fitting practices for a variety of metal shapes. This course includes safety for fabricators and an introduction to hand and power tools. Students will develop knowledge to work safely within industry standards and to recognize and avoid potential hazards.

Tuition costs are covered by grant funds. Students must provide personal protective equipment at an estimated cost of $200. Instructor will provide a gear list. For more information about the course, go to https://www.worwic.edu/Programs-Courses/Non-Credit-Courses/Trades-Manufacturing, contact Rhonda Banks at rbanks@worwic.edu or call 410-334-2815.

There is a selection process for this course. To be considered, contact Quality Staffing Services at 410-742-2600 or visit https://www.easternshorejobs.com/training-programs/ and apply for “Metal Fabrication Training.”
MIG/TIG and Arc Welding—Introduction
Designed for entry-level welders. Develop skills in basic MIG, TIG and arc welding. Stress on safety precautions in stick electrode welding, the difference between AC and DC welding, materials and how to prepare them to be welded, classifications (i.e., 60-10, 60-11, 60-13), the sizes of electrodes, thickness of metals and the application of theory in actual welding procedures. Discover the proper techniques needed to perform five basic welding joints used in MIG and TIG welding. Includes a significant amount of "hands-on" experience. Students must wear leather shoes. Personal protective equipment is required. A list will be provided the first night of class or call Wor-Wic at 410-334-2815.

Tuition:  $357      Fee:  $225 Text Required: Code C
ZWLD-024-0016      TTh  9/10-10/29 (12 sessions) 6:00 pm- 9:15 pm PHS B60
ZWLD-024-3003      TTh  9/22-10/29 (12 sessions) 6:00 pm- 9:15 pm WTHS 535

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

Tuition:  $357      Fee:  $225 Text Required: Same as Introduction
ZWLD-011-0049      TTh  11/5-12/17 (12 sessions) 6:00 pm- 9:15 pm PHS B60
ZWLD-011-3004      TTh  11/10-12/17 (10 sessions) 6:00 pm- 9:15 pm WTHS 535

Welding Training
Through a partnership with Arcon Welding Services and Quality Staffing Services, Wor-Wic Community College is offering a welding training program funded by the State of Maryland’s EARN Maryland Grant Program, administered by the Maryland Department of Labor. This course is designed to provide the entry-level welder with the skills necessary to secure employment in the welding industry. Students will progress from basic arc welding to the welder qualification test for structural welders. Students have the opportunity to earn 3G & 4G Shielded Metal Arc Welding (SMAW) and 3G & 4G Flux-Cored Arc Welding (FCAW) qualifications. This program includes basic safety for welders and an introduction to hand tools. Students will develop knowledge to work safely within industry standards and to recognize and avoid hazards.

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

For more information about the course, go to https://www.worwic.edu/Programs-Courses/Non-Credit-Courses/Trades-Manufacturing, contact Rhonda Banks at rbanks@worwic.edu or call 410-334-2815. There is a selection process for this course. To be considered, contact Quality Staffing Services at 410-742-2600 or visit https://www.easternshorejobs.com/training-programs/ and apply for “Welding Training.”
For commercial truck and bus driver training, go to worwic.edu/Programs-Courses/Non-Credit-Courses/Transportation or call 410-334-2815 for a free student information packet that includes course schedule, requirements, prerequisites for entry and a preregistration form.

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

Current CDL holders now have the opportunity to add the S&P bus endorsements in 35 hours on Saturdays. For more information, contact Kelly Carey at kcarey@worwic.edu or 410-334-2815.

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

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

Commercial Truck Driver Training: Class A (320 hours)
ZCDA-007-0017 M-Th 10/19-12/10 7:00 am – 5:30 pm

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

Commercial Truck Driver Training: Class B (220 hours)
ZCDB-008-0051 M-Th 10/19-11/24 7:00 am – 5:30 pm
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/Programs-Courses/Non-Credit-Courses/Transportation for a free student information packet that includes course requirements, tuition assistance information and a registration form. Contact Kelly Carey at kcarey@worwic.edu for more information about class schedules or program requirements.

36-Hour MVA Driver Education Course
This course satisfies the 30 hours of classroom instruction 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 permit. Students must have a valid Maryland learner's permit before starting class and be at least 16 years old. Students under 18 years old at the time of registration must have an adult attend the first classroom session as part of the course orientation process. Instructors for all sessions: Les Pardee and Philis Scarfi.

Tuition: $200 Fee: $100
ZDRV-001-0011 M-F 9/14-9/25 (13 sessions) 5:30 pm- 8:45 pm FOH 210
ZDRV-001-0012 M-F 10/12-10/23 (13 sessions) 5:30 pm- 8:45 pm FOH 210
ZDRV-001-0013 M-F 11/9-11/20 (13 sessions) 5:30 pm- 8:45 pm FOH 210
ZDRV-001-0014 M-F 11/30-12/11 (13 sessions) 5:30 pm- 8:45 pm FOH 210

Note: The 30 hours of classroom instruction may be held in a virtual face-to-face format, meaning that you will meet with your instructor during a predetermined time period, five times a week for two weeks, using a remote meeting application on a laptop, phone, tablet or home computer. Contact Kelly Carey at 410-334-2815 or kcarey@worwic.edu for more information.

Motorcycle Safety Training
Wor-Wic 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 “Motorcycle Safety: Basic Rider Course” and “Motorcycle Safety: Basic Rider Course 2—License Waiver” 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 six 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 2 Updated—License Waiver
Designed for individuals who have some riding experience, this 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.

Tuition: $138 Fee: $88
ZMOT-011-0021 S 10/10 (1 session) 7:30 am- 5:30 pm JC 100

Motorcycle Safety: Basic Rider Course
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-9:15 pm, Saturday, 8:00 am-6:00 pm and Sunday 8:00 am-3:00 pm.

Tuition: $267 Fee: $88
ZMOT-012-0022 F 9/25-9/27 (3 sessions) 6:00 pm- 9:15 pm JC 100
ZMOT-012-0023 F 10/2-10/4 (3 sessions) 6:00 pm- 9:15 pm JC 100
ZMOT-012-0024 F 10/16-10/18 (3 sessions) 6:00 pm- 9:15 pm JC 100
ZMOT-012-0025 F 10/23-10/25 (3 sessions) 6:00 pm- 9:15 pm JC 100
ZMOT-012-0026 F 10/30-11/1 (3 sessions) 6:00 pm- 9:15 pm JC 100

Financial Assistance Available
This code indicates that financial assistance is available. See the “Resources for Financial Assistance” page or contact Amanda Brumfield at abrumfield@worwic.edu or 410-334-2815.
Veterinary Assistant Clinical Practicum

Students can register for this 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 the online course upon registration.

Total cost: $1995
(If you have a waiver, please call 410-334-2815 to discuss your cost.)

Veterinary Assistant Clinical Practicum

Students can 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. Review 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. Students must meet with the Director of Allied Health in SH 307 prior to registration for the clinical practicum to review specific 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.

Tuition: $496 Fee: $150
ZVET-013-0064 9/8-12/18

Note: Students must register for the Veterinary Assistant Clinical Practicum within three (3) months of completing the online training.
Residents of Wicomico, Worcester and Somerset counties pay the tuition shown after each course description. Residents of other Maryland counties pay the tuition plus $10 and residents of other states pay the tuition plus $15. Accomack and Sussex counties pay the tuition plus $11. Additional fees are also indicated for certain courses; they cover various costs such as materials, lab fees, insurance, etc. Tuition and fees must be paid at the time of registration. The college reserves the right to cancel courses, make changes in any course due to unforeseen circumstances and change tuition rates without prior notice. The college is not responsible for typographical errors.

Payment Plans and Tuition Waivers

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

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

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

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

Employer Billed Tuition and Fees

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

Refund/Withdrawal Policy

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

Course Confirmation

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

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

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

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

Visit www.worwic.bncollege.com for hours. Call the bookstore at 410-334-2802 if you have questions. Opened shrink-wrapped books are not returnable.

Class Cancellations

For college closing and security alerts, Wor-Wic uses Omnilert, a web-based universal notification system, to send alerts to individuals who sign up for this free service. Anyone who creates an Omnilert account can register to receive announcements via text message, email and/or phone call.

In addition to Omnilert announcements, college closings and delays are posted on Wor-Wic's website and the college's Facebook and Twitter accounts. Closings and delays are also called in to WMDT and WBOC-TV.

If the college is closed due to inclement weather, all classes held on- or off-campus are canceled. If the college has a delayed opening, students should report at the time announced if one hour or more of the class remains. If less than one hour remains, the class is canceled. This also applies to students who are scheduled to report at an off-campus clinical site – unless alternative instructions were included in the class syllabus. Online classes continue as scheduled.

If the college is open and the public schools are closed, classes held in the public schools are canceled. Students enrolled in classes held at any of the senior centers in Worcester County should call 410-632-1277 after 6:30 p.m.

If classes are not canceled or delayed for inclement weather, 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.
POLICIES & PROCEDURES

Public Safety

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.

Disability Services

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 academic and disability counselor at least four weeks before the start of classes so that eligibility can be determined and the appropriate accommodations can be made.

Smoking & Tobacco Use Policy

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

Student-To-Student Scholarship Contribution

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

Visitors to College Facilities

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

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

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

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

Documents of recognition for attendance and participation are awarded for selected non-credit courses. Specific requirements for the successful completion of each course are announced at the first class session.

Tests are not given in most courses. However, certain licensure and certification courses may require testing, evaluation of skills and the completion of assignments. It is the student's responsibility to clarify the requirements.

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

The college will be closed Sept. 7, Nov. 25-28 and Dec. 23 - Jan. 3. Other exceptions are indicated in the course listings.

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TEACH FOR WOR-WIC

We are always interested in building our instructor pool! Would you like to teach day and/or evening courses? Are you able to develop educational materials for customized training? We are particularly looking for instructors in the following subject areas:

- **Adult Education**
  - Adult Basic Education
  - ESL
  - GED Prep

- **Business**
  - Nonprofit Management
  - Small Business
  - Supervision and Leadership
  - Tax Preparation

- **Computers & Technology**
  - Android/Apple Mobile Technologies and App Creation
  - Microsoft Office Instructor for special needs students, ages 17+ (Day Availability)

- **Developmental ESL**
  - Reading, Listening & Speaking Skills

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

- **Personal Enrichment**
  - Art
  - Culinary
  - Digital Photography
  - History
  - Literature
  - Music
  - Science

- **Real Estate**
  - Appraisal
  - Building Code Enforcement
  - Home Inspector

- **Trades & Manufacturing**
  - Construction
  - Electrical
  - HVACR
  - Landscaping
  - Manufacturing
  - Metal Fabrication
  - Plumbing
  - Welding

- **Transportation**
  - CDL—A and B
  - Driver Education

To apply, go to https://www.schooljobs.com/careers/worwic. Applications will be reviewed and positions will be filled based on department needs.
Invest in your future with a two-year degree

Save almost 60% per year by attending Wor-Wic for your first two years of college. You can take classes for credit on a full- or part-time basis and begin working toward your certificate or associate degree in:

- 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
- STEM

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, visit worwic.edu or call us at 410-334-2800.
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, except for six-week online courses offered by ed2go. (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).

What are YOU waiting for?
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

Gender:

Male

Female

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

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

□ White □ Black / African American □ Asian □ American Indian or Alaska Native □ Native Hawaiian or Other Pacific Islander

I am a resident of:

□ Wicomico □ Worcester □ Somerset

□ Other

Tuition Rates by Residency:

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

Maryland Out-of-County - add $10 per course.

Accomack & Sussex Counties - add $11 per course.

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

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

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<th>Course Title</th>
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<th>Start Time</th>
<th>Tuition Fee (if listed)</th>
<th>Out of County (add $10)</th>
<th>Accomack &amp; Sussex (add $11)</th>
<th>Out of State (add $15)</th>
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Check appropriate payment option. (Payment due at time of registration.):

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

□ Cash Payment (do not mail cash) in amount of $ ____________

□ Credit/Debit Card: □ Visa □ MasterCard □ American Express □ Discover

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
32000 Campus Dr., Salisbury MD 21804

IN-PERSON
Fulton-Owen Hall
Room 102

FAX
410-334-2952

OFFICE USE ONLY

Date Rcvd: ____________ Deferred □ Paid in full □ C □ T □ R% $ ____________

Date Rcvd: ____________ Deferred □ Paid in full □ C □ T □ R% $ ____________

Date Rcvd: ____________ Deferred □ Paid in full □ C □ T □ R% $ ____________

Date Rcvd: ____________ Deferred □ Paid in full □ C □ T □ R% $ ____________

Date Rcvd: ____________ Deferred □ Paid in full □ C □ T □ R% $ ____________
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.

**CAMPUS MAP**

**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.

- BH Brunkhorst Hall
- FOH Fulton-Owen Hall
- GH Guerrieri Hall
- HC Hazel Center
- HH Henson Hall
- JC Jordan Center
- MB Maintenance Building
- MTC Maner Technology Center
- SH Shockley Hall

**Off Campus**

**WICOMICO COUNTY (SALISBURY)**

- AJC American Job Center
  Computer Training Lab, 31901 Tri-County Way (Off Walston Switch Road on north side of Route 50.)
- CHC Chesapeake Health Care
  1647 Woodbrooke Drive
- GRNC Genesis Rehab and Nursing Center
  200 Civic Avenue
- MAC Maintaining Active Citizens, Inc.
  909 Progress Circle
- 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

**ORGC BERLIN**

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

**WORCESTER COUNTY (NEWARK)**

- WTHS Worcester Technical High School
  6268 Worcester Highway (Route 113)

**FINANCIAL ASSISTANCE CODE**

This code indicates that financial assistance is available. See the “Resources for Financial Assistance” page or contact Amanda Brumfield at abrumfield@worwic.edu or 410-334-2815.
Wor-Wic salutes essential workers... and we are proud to train them.

You’ve seen them in the news - our essential worker “heroes.”

Health care providers
Truck drivers
Construction workers
Skilled tradespeople
Child care providers

People who have continued to serve our community throughout this unprecedented pandemic.

Would you like to become an “essential worker” hero?

We provide training for all of the careers above, and many more.

If you want to learn more about our course offerings, need advice about your career path or just have a question, our caring staff members are standing by.

Contact us at training@worwic.edu or call us at 410-334-2815.
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
WOR-WIC COMMUNITY COLLEGE
32000 CAMPUS DRIVE
SALISBURY, MD 21804

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☑ Human Resources

FALL 2020 NON-CREDIT COURSES

- Prepare for a new career
- Upgrade your existing skills
- Meet licensure, certification or continuing education requirements
- Enrich your life

Registration starts August 10

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