Registration starts Aug. 12

WOR-WIC
Continuing Education & Workforce Development

FALL 2019 NON-CREDIT COURSES

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

Registration starts Aug. 12

On campus  •  Online  •  In the community
worwic.edu  •  410-334-2815
Do you need help paying for career training?

Grants and scholarships are available to help you pay for the following courses:
- Carpentry
- Certified Nursing Assistant
- Child Care
- Clinical Medical Assistant
- CompTIA
- Dental Assistant
- EKG Technician
- Electrical Wiring Technician
- HVACR
- Medical Coding & Billing
- Medicine Aide
- Metal Fabrication
- Personal Training
- Pesticide Applicator
- Pharmacy Technician
- Phlebotomy Technician
- Truck & Bus Driver
- Veterinary Assistant
- Welding

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

For more information, see the “Resources for Financial Assistance” page or contact Amanda Brumfield at abrumfield@worwic.edu or 410-334-2815.
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### Text Codes

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

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

### Trademarks:

Throughout this publication, trademarked names are used. Rather than put a trademark symbol in every occurrence of a trademarked name, we are using the names only in an editorial fashion with no intention of infringement of the trademark.
ADULT EDUCATION (ABE/GED/ESL/NEDP)

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

Register for ABE/GED/National External Diploma Program:
- Tuesday, Aug. 6, 1 pm or 5 pm
- Wednesday, Aug. 7, 10 am or 2 pm
- Saturday, Aug. 10, 10 am or noon
- Tuesday, Aug. 13, 1 pm or 5 pm
- Wednesday, Aug. 14, 10 am or 2 pm

Register for ESL:
- Tuesday, Aug. 6, 1 pm or 5 pm
- Wednesday, Aug. 7, 10 am or 2 pm
- Saturday, Aug. 10, 10 am or noon
- Tuesday, Aug. 13, 1 pm or 5 pm
- Wednesday, Aug. 14, 10 am or 2 pm

New students must attend a registration session. Doors will close 15 minutes after session begins. Students are placed in classes based on available space. All registration sessions are held at the Wicomico County Library (downtown location), 122 S. Division St., Salisbury. Please be prepared to spend at least two hours for intake and testing.

For more information on:
- Registration and testing procedures, and all class start dates and times, call 443-260-1703 or email adulteducation@worwic.edu
- National External Diploma Program (NEDP), call 443-260-1702
- Maryland i-Pathways Online Program, www.mdaeo.org or call 443-260-1703 (for eligibility testing)

Are You Unemployed? Do You Need to Update Your Computer Skills?
Create your own schedule with these FREE self-paced courses. Successful completion of the three courses marked with ★ will earn you the “Workforce Training Certificate in Computer and Office Technology Essentials.”

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

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

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

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

Applied Computers & Technology ★
Combine all the skills you have learned in “Introduction to Computers & Technology Levels I and II” and prepare to use Microsoft Office in the workplace by completing 12 Skills Assessment Manager (SAM) projects using Microsoft Office 2016. Create, format and prepare real-world business projects using Microsoft Word, Excel and PowerPoint. SAM’s web-based program will instantly provide feedback once your project has been submitted for grading online. Prerequisite: “Introduction to Computers & Technology Levels I and II.”

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

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

We can help!

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
Automotive • Construction • Electrical • HVACR • Landscaping • Lead Paint • Manufacturing • Metal Fabrication
Pool/Spa Operators Certification • Turf Management • Wastewater Treatment • Welding

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

Kerry Cleaver at kcleeaver@worwic.edu
Business & Leadership • Culinary • Home Inspector • Hospitality • Human Resources • Nonprofit Management
Personal Enrichment • Real Estate • Youth Academic Enrichment

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Nurse Refresher Clinical Practicum • Phlebotomy

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Adobe Creative Suite • Internet Safety • Microsoft Office Applications • Mobile Technology • Online Training
QuickBooks • Social Media • Windows Operating Systems

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 and Professional Online Courses and Certificates for the Workplace

Choose one of our continuing education 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

Office Operations
- Cyber Security for Managers
- Office Operations
- Embracing Sustainability in the Workplace

Digital Marketing NEW!
- Improving Email Promotions
- Boosting Your Website Traffic
- Online Advertising

Upcoming start dates: 9/3, 10/7, 11/4

Go to wor.wic.edu/ugc to see a complete course listing.

“Stacy is excellent. She teaches in a way that is direct, easy to understand and relevant to business goals. I will sign up for all of her courses!”

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: $168 Fee: $6 Text Required: Code A
ZACC-039-0164 MW 9/9-9/30 (7 sessions) 6:15 pm- 8:45 pm FOH 300

CAREER DEVELOPMENT

Effective Business Writing
Mark Twain wrote, "The difference between the right word and the almost right word is the difference between lightning and a lightning bug." Choosing exact words and phrases, knowing their connotations and expertly placing precise punctuation convey important messages in the business world. Is it proper to use all capital letters? Call the business associate by his first name? Change the font type or insert italics for emphasis? In a relaxed and encouraging classroom atmosphere, learn these skills while also building vocabulary, reviewing basic grammar skills and mastering the art of business writing. Satisfies a core requirement for the Workforce Training Certification in Nonprofit Management. Instructor: Susan Canfora
Tuition: $70 Fee: $6
ZCAR-026-0001 ThF 12/5-12/6 (2 sessions) 12:00 pm- 4:00 pm FOH 211

ENTREPRENEURSHIP

Self-Publishing Basics UPDATED!
Curious about self-publishing your work? This course will provide an overview of how self-publishing is changing the landscape of the publishing industry. Find out how to edit, format and prepare your manuscripts for publication in both digital and print editions. Choose which platform to use to sell your work and identify various marketing strategies including social media tools, street teams and paid advertising. Local indie author Krista Venero will share what has worked and not worked throughout her self-publishing odyssey, which has produced six novels. This class will be held in a computer lab. Basic computer and internet skills are recommended. Instructor: Krista Venero
Tuition: $115 Fee: $10
ZENT-040-0064 M 10/7-11/11 (6 sessions) 1:00 pm- 3:00 pm FOH 306

Getting Started Selling on Etsy NEW!
Turn your hand-made items or collectible vintage items into income by selling them on Etsy.com. Navigate the Etsy online marketplace and learn how to open a shop, create a listing that Etsy visitors can find and discover tricks that turn visitors into customers. Step through the transaction from listing to sale to shipping. Designed for the hobbyist looking to make a little extra money or the professional artist or crafter needing to reach a wider audience. On Etsy you can sell physical goods, like hand-knit scarves, carved wood animals, hand-crafted soaps and vintage clothing, digital downloads of crafting patterns, custom cards and invitations, digital clip art and so much more. Prerequisites: basic computer and internet skills. Instructor: Stacy Mitchell
Tuition: $72 Fee: $16
ZENT-042-0097 M 11/4-11/18 (3 sessions) 6:00 pm- 8:30 pm FOH 306
BUSINESS & LEADERSHIP

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-016-4011  W 9/11        ONLINE
ZHRS-016-4012  W 10/16       ONLINE
ZHRS-016-4013  W 11/13       ONLINE
ZHRS-016-4014  W 12/11       ONLINE

Workplace Discrimination Laws
What is workplace discrimination, and what constitutes discrimination against employees? Learn what behaviors can lead to problems for employers and employees. Review several examples of workplace behavior and collaborate with classmates on solutions. Explore relevant employee laws including Title VII of the Civil Rights Act, Age Discrimination in Employment Act, Americans with Disabilities Act as well as state and local legislation governing the workplace. Also gain an understanding of the five generations in the workplace and how those differences impact interactions at work. Fee includes lunch voucher. Instructor: Vincent Pavic

Tuition: $92      Fee: $16
ZHRS-019-0172  F 11/1 (1 session)  9:00 am- 4:00 pm  FOH 211

MANAGEMENT

First Time First Line Supervisor Training
Congratulations! You are a supervisor now! What is your role? What does it mean to be a leader? Build and strengthen your supervisory skills with this course. Cover the challenges of becoming a first line supervisor. Focus on the interpersonal aspects of supervision, such as dealing with difficult people, managing different personalities and resolving conflict. Analyze different leadership styles and identify which one fits you. Fee includes lunch voucher. Instructor: Phyllis Hardy

Tuition: $107     Fee: $16
ZMGT-067-0158  Th 9/19 (1 session)  8:30 am- 4:30 pm  FOH 211

NONPROFIT MANAGEMENT

Preparing and Submitting Grant Proposals
Unravel the complexities of grant writing. Learn processes and procedures designed to help you from initial concept to finished package. Focus on identification of funding sources for various types of grant proposals; completing the application; writing the grant; developing the budget, with concentration on calculating and justifying dollar amounts; and submitting the final copy. Includes information on Internet searches for grant sources. The goal is the preparation of a complete grant proposal. Bring any grant information you possess to class for discussion. Recommended for personnel from local government agencies, schools and nonprofit and charitable organizations. Satisfies a core requirement for the Workforce Training Certification in Nonprofit Management. Fee includes lunch voucher. Instructor: Ginger Steelman

Tuition: $116     Fee: $16
ZNPT-017-0157  F 10/18 (1 session)  8:30 am- 5:00 pm  FOH 211
Starting a Nonprofit 101
Are you thinking about starting a nonprofit but do not know where to begin? Assess the feasibility of your nonprofit idea while determining the appropriate steps that you need to take. Course will include a high-level overview of incorporation, organization and other issues pertinent to anyone involved with a nonprofit startup. Understand the basic concepts of how to incorporate, select a board of directors, write bylaws, obtain tax-exempt status, develop a budget, create a marketing plan and explore fundraising. Satisfies a core requirement for the Workforce Training Certificate in Nonprofit Management. Instructor: Alishia Louis-Potter
Tuition: $96 Fee: $6
ZNPT-029-0177 Th 9/12-10/10 (5 sessions) 9:00 am-11:00 am FOH 304

The Three Pillars of a Successful and Sustainable Nonprofit Organization
Are you interested in learning to successfully maintain the operation of your nonprofit? This course is for volunteers, staff, managers and leaders who want to ensure the long-term prosperity of their nonprofit organizations. Topics include the three pillars of sustainability: management and leadership; fundraising and development; and strategic and tactical planning. Satisfies a core requirement for the Workforce Training Certificate in Nonprofit Management. Fee includes lunch voucher. Instructor: Anthony Ferlenda
Tuition: $92 Fee: $16
ZNPT-030-0175 F 11/15 (1 session) 9:00 am- 4:00 pm FOH 204

Customer Service Skills for the Real World
Explore techniques to use in working positively with difficult or angry customers, effectively answer questions and solve problems both face to face and over the phone. Learn the steps to calm and defuse the dissatisfied customer and effectively find a solution to their problems. Practice "real world" scenarios to fine-tune your ability to handle challenging situations. Recommended for those who work with the public in offices, stores, public service agencies, non-profits and any type of sales setting. Fee includes lunch voucher. Instructor: Phyllis Hardy
Tuition: $92 Fee: $16
ZOPR-015-0182 Th 9/26 (1 session) 8:30 am- 3:30 pm FOH 211
OPERATIONS, continued

The Art of Strategic Planning
Developing a strategic plan is vital in setting the direction and establishing priorities for any organization. Create a personalized plan to achieve each goal for your organization in the time frame that matters most to you! Covered topics include the difference between a strategic plan and a business plan, defining your organization's mission, vision and SWOT analysis. Fee includes lunch voucher. Instructor: Randolph Potter
Tuition: $85  Fee: $16
ZOPR-050-0160 W 10/9 (1 session) 9:30 am- 3:30 pm FOH 211

Pitfalls and Dangers of Social Media and the Workplace
Social media—is it good or bad? That all depends on your perspective. What can be great for catching up with long-lost friends and family can also be a pitfall of negativity in the workplace. Used properly, social media can help you or your company reach customers around the globe. Used improperly it can create headaches for you, your loved ones and your company for a long time. Review the good, the bad and the ugly of social media in the workplace. Fee includes lunch voucher. Instructor: Vincent Pavic
Tuition: $77  Fee: $16
ZOPR-051-0178 F 10/4 (1 session) 8:30 am - 2:00 pm FOH 211

SCHOLARSHIP OPPORTUNITIES FOR NONPROFITS

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

- Accounting Basics
- Adobe Photoshop: Level I
- Community Spanish: Survival Guide for English Speakers
- Effective Business Writing
- Facebook for Business: Building and Managing Content
- Introduction to Public Speaking
- Mastering Quickbooks
- MS Access: I
- MS Excel: I
- Preparing and Submitting Grant Proposals
- QuickBooks: Payroll
- QuickBooks: Reports
- Starting a Nonprofit 101
- The Art of Strategic Planning
- The Three Pillars of a Successful Nonprofit Organization
- Using Microsoft Excel for Accounting and Finance
- Windows 10: Getting Started
- Wordpress Websites: Level 1

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.cifes.org or by contacting the program officer at 410-742-9911. Please note that applications are considered on a first-come, first served basis.
Child Care:

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. Instructor for all three classes: Kelley Koontz

**Child Care I: Growth and Development**

Discover ways to help young children develop their physical, social, emotional and cognitive skills. Explore how outstanding theorists, such as Piaget, Erikson and Freud, support principle concepts in child development from birth to school age. Includes information about classroom management and positive guidance.

Tuition: $449  
Fee: $6  
Text Required: Code E

**ZCHC-006-0150**  
MW 9/4-10/16 (15 sessions)  
6:00 pm-9:00 pm  
FOH 203

Class also meets S 9/14 and 10/5, 9:00 am-4:00 pm.

**Child Care II: Activities and Curriculum**

Identify and develop lesson plans and activities that are developmentally appropriate for children from birth to school age. Assess various materials and room arrangements that promote learning for all parts of the curriculum.

Tuition: $449  
Fee: $6  
Text Required: Same as Part I

**ZCHC-007-0151**  
MW 10/21-12/4 (15 sessions)  
6:00 pm-9:00 pm  
FOH 203

Class also meets S 11/2 and 12/7, 9:00 am-4:00 pm. No class on 11/27.

**Communication Skills for Child Care Professionals**

Strengthen essential speaking and writing skills used for building positive interpersonal relationships with parents, co-workers and the community. Practice utilizing a variety of tools to record and communicate critical child information, including behavior, accidents, daily routines and schedules. Meets communication education requirements for child care assistants and teachers.

Tuition: $79  
Fee: $6

**ZCHC-041-0152**  
MW 12/11-12/18 (3 sessions)  
6:00 pm-9:00 pm  
FOH 203

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<th>School Age Teacher (5-12)</th>
<th>Director Child Care</th>
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<td>X</td>
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<tr>
<td>Child Care II - Activities &amp; Curriculum (51 hrs.) or equivalent online course (45 hrs.)</td>
<td>X*</td>
<td>X</td>
<td>X*</td>
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<tr>
<td>Communication Skills for Child Care Professionals (9 hrs.) or equivalent online course (9 hrs.)</td>
<td>X**</td>
<td>X**</td>
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<tr>
<td>Infant &amp; Toddler Care or equivalent online course (45 hrs.)</td>
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<td>School Age Group Child Care or equivalent online course (45 hrs.)</td>
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<td>Center Management or equivalent online course (45 hrs.)</td>
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<td>Supporting Breastfeeding - online (3 hrs.)</td>
<td>X</td>
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<tr>
<td>Including All Children &amp; the ADA - online (3 hrs.)</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Basic Health &amp; Safety Training - online (5 hrs.)</td>
<td>X</td>
<td>X</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) 10/10 - 12/5 $260
- Child Growth and Development (45 hours) 10/25 - 12/13 $260
- Infant and Toddler Care (45 hours) 9/11 - 10/30 $260
- Preschool Curriculum and Activities (45 hours) 9/11 - 10/30 $260
- School Age Child Care Curriculum (45 hours) 9/16 - 11/4 $260
- Communication Skills for Child Care Professionals (9 hours) 11/4 - 11/18 $100

Family Child Care Provider Pre-Service Course:
Registration for this course closes December 6.
- Family Child Care Pre-Service (24 hours) 9/9 - 12/13 $240

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 9/9 and 12/6.

- 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.

Let Wor-Wic be your child care training resource.

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

Top 10 related online courses:
- Creating Classroom Centers
- Empowering Students with Disabilities
- Enhancing Language Development in Childhood
- Praxis Core Preparation
- Solving Classroom Discipline Problems I, II
- Spanish in the Classroom
- Survival Kit for New Teachers
- Teaching Preschool: A Year of Inspiring Lessons
- Teaching Students with ADHD
- Understanding Adolescents

All courses begin 9/11, 10/16, 11/13 and 12/11.

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

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### 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 2018 but will benefit users of all versions. Prerequisites: Windows experience and knowledge of basic accounting principles or “Accounting Basics” course. Instructor: Andrea Kenney

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### QuickBooks: Reports

QuickBooks has many built-in reports that can be customized to meet your individual business needs. This class will show you how to create a variety of reports in QuickBooks including reports that tell you how well your company is doing, how much your customers owe you and how much money your company owes to others. Explore employee and payroll reports and account activity reports. Bring your own unique business questions to the class to determine which QuickBooks report is available and find out how to use the tools to run the reports you need. Uses QuickBooks Professional 2018 but will benefit users of all Pro versions. Prerequisites: Windows and basic computer experience. Must be currently using QuickBooks or have taken “Mastering QuickBooks” or “QuickBooks: Payroll.” Instructor: Andrea Kenney

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### QuickBooks: Payroll (Version Pro 2018)

Save money by processing payroll in-house. Become familiar with compliance requirements and various labor laws. Learn and understand the steps and information you need to set up QuickBooks Payroll correctly. Discover what you need to know about year-end procedures including W-2, W-3, 1099 and 1096 forms, as well as review required state and federal forms. Find out how to set up your employees in QuickBooks, choose payroll defaults, set up schedules and pay employees. Track employee vacation, sick and personal leave and find out how to process payroll taxes, including Federal 941 and 940 filings, State Withholding, State Unemployment and more. Uses QuickBooks Professional 2018 but will benefit users of all Pro versions. Prerequisites: Windows and basic computer experience. Must be currently using QuickBooks or have taken “Mastering QuickBooks” or “QuickBooks: Reports.” Instructor: Andrea Kenney

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### Workforce Training Certificate in Office Technology Essentials

This five-course certificate recognizes achievement in basic computer technology, Internet and office applications.

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

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

A 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 elective courses (through www.ed2go.com/worwic) with prior approval.

Call 410-334-2815 for more information.

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### Using Microsoft Excel for Accounting and Finance

Learn how to apply your current Excel skills while solving real-world accounting problems. Explore Excel templates for creating balance sheets, profit and loss and cash flow statements to get you up and running quickly in your small business. Use Excel to record journal entries, create a bank reconciliation and perform inventory costing and analysis. Use many of the financial functions available in Excel including payment, goal seek and solver. Import sales data, banking data and invoices from external sources. Prerequisite: must have completed MS Excel course or have working knowledge of Excel. Instructor: Andrea Kenney

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### Using Microsoft Excel for Accounting and Finance

I had a good experience after not being in school for 24 years.

(Mastering QuickBooks)
Introduction to Computer Applications: Part I (Version 2016)

Discover in plain and simple language how your computer operates and how this powerful equipment can be used at home or in business. Develop confidence as you practice using the mouse, review common computer terminology, practice basic functions in Microsoft Windows, Word, Excel and PowerPoint, and explore the mystery of the Internet. Learn about files and folders, creating, saving and printing documents, using pictures in your documents and other popular uses of PCs. Provides a solid foundation for beginning PC users. Satisfies a core requirement for the Workforce Training Certificate in Computer and Office Technology Essentials. "Computer, Mouse and Keyboard Navigation Basics" or equivalent mouse and keyboard experience is helpful. Instructor: Alan Musser

- Tuition: $192
- Fee: $16
- Text Required: Code E
- ZCOM-001-0076
- TTh 10/1-10/24 (8 sessions)
- 6:30 pm- 9:00 pm
- FOH 308

Introduction to Computer Applications: Part II

Take the next step by increasing your understanding of Windows and file management. Practice finding, creating, moving, copying, pasting and organizing your files and folders. Extend your word processing skills as you explore more formatting options and set up pages, paragraphs and margins to create documents in Microsoft Word. Find out how to set up your documents for a simple mail merge. Gain confidence using Microsoft Excel as you learn how to build formulas, format data, create basic charts, and edit and print workbooks. Explore basic database management features in Excel and get an introduction to how Microsoft Access is used. Satisfies a core requirement for the Workforce Training Certificate in Computer and Office Technology Essentials. Prerequisite: completion of "Introduction to Computer Applications: Part I" or approval of instructor. Instructor: Alan Musser

- Tuition: $144
- Fee: $16
- Text Required: Same as Part I
- ZCOM-003-0077
- TTh 11/5-11/21 (6 sessions)
- 6:30 pm- 9:00 pm
- FOH 308

Instructor Spotlight:

Alan Musser

Alan Musser has taught a variety of computer courses at Wor-Wic for more than 15 years, from basic computer and internet to Microsoft Office applications like Microsoft Access. He has worked professionally in the IT and communications field for the State Highway Administration. Alan loves teaching for Wor-Wic and is known for simplifying complicated material into easy-to-understand directions. He takes pride in helping students learn the workplace skills to gain new employment or advance in their current jobs.

Getting Started with Your MacBook

Have you recently switched from Windows to Mac and want to make sense of this new operating system? Find out how to accomplish the same things in MacOS that you’re already familiar with in Windows. Explore the latest MacOS user interface. Access your files and folders using Finder. Navigate the Dock, desktop and Safari web browser. Use Launchpad to manage and view your programs and applications. Configure the appearance and personalize the settings using System Preferences. Access Siri, Apple’s digital assistant, and launch, install and use popular apps from the App store. Use other pre-installed apps like Calendar, Contacts, Photos, Maps and Notes. Must bring your own MacBook to class. Instructor: Perry Angelonga

- Tuition: $48
- Fee: $16
- ZCOM-026-0067
- M 9/16-9/23 (2 sessions)
- 1:30 pm- 4:00 pm
- FOH 301
MacBook: Managing Files and Folders

Get organized with the Mac! Learn how to view and manage your files and folders using the built-in Finder application. Practice navigating the Sidebar to quickly locate your documents. Create, move, copy and share documents, images and video within your MacBook and iCloud. Save time by creating shortcuts to your most popular folders and Apps. Practice tagging files to more efficiently search for your pictures and documents. Must bring your own MacBook to class. Prerequisite: previous experience using a MacBook or "Getting Started with Your MacBook." Instructor: Perry Angelonga

Tuition: $48 Fee: $16
ZCOM-028-0066 M 9/30-10/7 (2 sessions) 1:30 pm- 4:00 pm FOH 301

Mac Productivity Apps in the Workplace: Pages, Numbers and Keynote

Use the Mac's equivalent of the Microsoft Office suite and learn to create professional documents within Pages, Numbers and Keynote. Navigate Pages, the macOS word processing and page layout app, to create, edit and format business documents. Navigate Numbers, the macOS spreadsheet app, to create worksheets, invoices and budgets. Create and format charts and graphs. Use Keynote, the macOS presentation app, to create and deliver stunning presentations using powerful graphics tools with spectacular cinematic transitions that bring your ideas to life. Compatible with other MS Office apps. Must bring your own MacBook to class. Prerequisite: previous experience using a MacBook or "Getting Started with Your MacBook." Instructor: Perry Angelonga

Tuition: $96 Fee: $16
ZCOM-031-0096 M 10/14-11/4 (4 sessions) 1:30 pm- 4:00 pm FOH 308

Windows 10: Getting Started

Purchasing a new computer or tablet? Upgrading your Windows 7 or 8.1 computer to Windows 10? Explore the new Windows 10 user interface including the new Start Menu that includes a combination of traditional Windows programs, apps, tiles and live tiles. Use the updated Task Bar that allows access to the new Windows Search, Task View and Cortana, your new digital assistant. Find out what familiar features have changed or been replaced and what favorites are still available. Sync all your data instantly to the newly updated Microsoft OneDrive and navigate the new Microsoft Edge browser that replaces Internet Explorer. Launch, install and use popular apps from the Windows Store and discuss how to keep your system safe. Prerequisite: previous experience using Windows. Instructor for both sessions: Perry Angelonga

Tuition: $48 Fee: $16
ZCOM-017-0072 T 9/10-9/17 (2 sessions) 9:30 am-12:00 pm FOH 301
ZCOM-017-0073 MW 12/9-12/11 (2 sessions) 1:00 pm- 3:30 pm FOH 301

Windows: Managing Files and Folders (Version 10)

Utilize the new Windows 10 Operating System and be more productive organizing, finding and interacting with apps, files and documents at work. Explore the enhanced Start Menu and Task View tool to customize, navigate and interact with the new Windows interface. Use the updated File Explorer to easily find, create, move, delete, back-up and manage your business documents, photos, apps, music and video. Quickly organize your open documents and files with the new virtual desktops, indexing features and using Cortana. Use shortcuts and jump lists to quickly access the programs and apps you use most. Pin folders, files, apps and websites to the Task Bar or Start Screen. Access and organize website favorites with the Edge Internet browser. Prerequisite: previous experience using Windows 8 or 10 or "Windows 8 or 10: Getting Started." Instructor for both sessions: Perry Angelonga

Tuition: $48 Fee: $16
ZCOM-018-0082 T 10/8-10/15 (2 sessions) 9:30 am-12:00 pm FOH 301
ZCOM-018-0071 MW 12/16-12/18 (2 sessions) 1:00 pm- 3:30 pm FOH 301
PC HARDWARE, NETWORKING & SECURITY

Basic CompTIA A+ Certification Prep

Start preparing for CompTIA A+ certification in this first of three online courses. Learn PC basics and hardware troubleshooting common to virtually every personal computer. Find out how things work, how to configure everything and how to troubleshoot in real-world environments. Prepares you for further CompTIA A+ certification studies and the 220-801 and 220-802 exams. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online.

Tuition: $43     Fee: $91
ZPCO-010-4015   W 9/11 ONLINE
ZPCO-010-4016   W 10/16 ONLINE
ZPCO-010-4017   W 11/13 ONLINE
ZPCO-010-4018   W 12/11 ONLINE

CompTIA Network+ Certification Prep

This course will prepare you to take and pass the CompTIA Network+ certification exam. Topics include modern network operating systems, network hardware, cabling standards, remote connectivity, internet connections, cloud computing, network security, network troubleshooting and more. This is a six-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisite: CompTIA A+ coursework or other computer networking experience.

Tuition: $43     Fee: $91
ZPCO-028-4023   W 9/11 ONLINE
ZPCO-028-4024   W 10/16 ONLINE
ZPCO-028-4025   W 11/13 ONLINE
ZPCO-028-4026   W 12/11 ONLINE

INTERNET & MOBILE TECHNOLOGIES

Getting to Know Your iPad

If you've recently purchased an iPad, this "hands-on" course will cover the basics and give you tips on how to use your iPad for business and beyond. Bring your iPad to class and find out how to quickly get up to speed and navigate your way through the Home screen and Multitask bar and customize your settings. Discover simple shortcuts and timesaving tips to make your iPad more functional. Find out how to access and download some must-have apps. Sync media with your computer using iTunes or iCloud to view and share your pictures, videos and music. Utilize business productivity applications to store, edit and create documents, spreadsheets and presentations. Explore Maps and the GPS feature and find out what other iPad accessories you might need to connect to other media, interact with your content and keep your iPad secure. Prerequisite: internet experience. Instructor for all sessions: Perry Angelonga

Tuition: $48      Fee: $16
ZINT-009-3006   Th 9/19-9/26 (2 sessions) 9:00 am-11:30 am OCSC 001
ZINT-009-0085   Th 10/10-10/17 (2 sessions) 1:30 pm- 4:00 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: $72      Fee: $16
ZINT-017-0086   Th 10/24-11/7 (3 sessions) 1:30 pm- 4:00 pm FOH 308
INTERNET & MOBILE TECHNOLOGIES, continued

Getting to Know Your Android Device
Do you have a new Android device and want to learn how to connect and customize it “your way?” Bring your Android-based tablet or smartphone to class and find out how to customize your settings to sync mail, calendar, data and more. Preview and explore popular business and productivity apps. Discover the four methods available to download and install apps. Become familiar with navigating and accessing the Help features of your device. Use the file manager to locate and manage data such as documents, apps, pictures and books. The iPad, iPhone and Kindle Fire are not covered in this class. *Prerequisite: internet experience.* Instructor: Perry Angelonga
Tuition: $48 Fee: $16
ZINT-012-0083 T 11/12-11/19 (2 sessions) 9:00 am-11:30 am FOH 308

Android Devices: Beyond the Basics
Become more familiar with the Android platform used for many workplace functions on mobile devices such as tablets and cell phones. Discuss common security concerns and risks. Practice using your device as a business productivity tool to share, create and edit documents. Use Cloud Storage and connect your device with a PC to manage downloaded content, back up data and transfer documents, pictures, music and videos. Discover ways to stream media from your computer to your device and from your device to your TV for presentations. Bring your Android device, charger and USB cord to class. The iPad, iPhone and Kindle Fire are not covered. *Prerequisite: internet experience and completion of "Getting to Know Your Android Device" or working knowledge of your device.* Instructor: Perry Angelonga
Tuition: $72 Fee: $16
ZINT-018-0084 TTh 12/10-12/17 (3 sessions) 9:00 am-11:30 am FOH 301

PROGRAMING & CODING

Introduction to Programming
Take your first steps toward a career as a computer programmer. Learn to use Just BASIC, a free Windows programming language, to create your own custom applications. Find out how to work with graphic user interfaces, controls, variables, arrays, conditional logic and loops. Explore subroutines, functions and debugging. Create a working computer game application complete with sound and graphics. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. *Prerequisite: experience with email and the internet. Must have Windows 95 or higher. This class is not suitable for Mac users. No previous programming knowledge or experience is required.*
Tuition: $33 Fee: $81
ZPRG-001-4019 W 9/11 ONLINE
ZPRG-001-4020 W 10/16 ONLINE
ZPRG-001-4021 W 11/13 ONLINE
ZPRG-001-4022 W 12/11 ONLINE

WEB DESIGN

WordPress Websites: Level I
Create your first WordPress website or blog. Register and set up a free account or create your own web address (yoursite.wordpress.com) and learn to use the admin dashboard to customize the look and feel of your site. Discover the difference between a self-hosted WordPress site and a hosted site on WordPress.com. Navigate WordPress and work with posts, pages, sidebars, images and media and become familiar with WordPress “lingo.” Covers the use of widgets and connecting and sharing your site on social media and mobile devices. Prepares users for additional coursework in WordPress or other website design courses. Satisfies an elective requirement for the Workforce Training Certificate in Website Design. Familiarity working with files, folders and graphics is helpful. Instructor: Timothy Latham
Tuition: $79 Fee: $16
ZWEB-036-0074 W 9/18-10/2 (3 sessions) 6:15 pm- 9:15 pm FOH 306
**WordPress Websites: Level II**

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

Tuition: $79      Fee: $16
ZWEB-042-0075    W 10/9-10/23 (3 sessions)  6:15 pm- 9:15 pm  FOH 306

**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-033-4027    W 9/11   ONLINE
ZWEB-033-4028    W 10/16  ONLINE
ZWEB-033-4029    W 11/13  ONLINE
ZWEB-033-4030    W 12/11  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.

- Complete **two** core courses:
  - Creating Web Pages*
  - Advanced Web Pages*

- Complete any **three** of the following 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.

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.
**Social Media & Video**

**Social Media Marketing for Your Business**
Enhance your marketing mix with a variety of social media tools to leverage the best results in getting your business or product in front of the right audience. Facebook is a must and you'll find out how to set up your Business Pages or Groups and evaluate the tools you will need to market your business. Go beyond Facebook and use other popular social media platforms like Twitter, Pinterest, Instagram and YouTube to create a coherent campaign across multiple marketing portals. Use a social media dashboard to build time back into your day while ensuring that your messages are published across several channels. By the end of this session, you will have developed a comprehensive plan to launch or promote your product or service. Create a detailed outline of posts, tweets and images and put into action.

**Prerequisites:** basic computer and internet experience. Bring login information for any social media sites to which you already belong. Instructor: Stacy Mitchell

Tuition: $96 Fee: $16  
ZSOC-008-0063 M 9/23-10/14 (4 sessions) 6:00 pm- 8:30 pm FOH 308

**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: $48 Fee: $16  
ZSOC-002-0065 M 10/21-10/28 (2 sessions) 6:00 pm- 8:30 pm FOH 308

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

Tuition: $72 Fee: $16  
ZSOC-011-3005 T 10/22-11/5 (3 sessions) 4:00 pm- 6:30 pm ORGC BERLIN

“Stacy is excellent. She teaches in a way that is direct, easy to understand and relevant to business goals. I will sign up for all of her courses!”

(Social Media Marketing for Your Business)

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Call 410-334-2815 for more information.
COMPUTERS & TECHNOLOGY

SOCIAL MEDIA & VIDEO, continued

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: $48        Fee: $16
ZSOC-016-3007 T 10/1-10/8 (2 sessions) 9:30 am-12:00 pm ORGC BERLIN

Creating and Editing Videos with Adobe Premiere Rush  

Take pro-quality video on your mobile or video devices and easily create professional looking videos with Adobe Premiere Rush, Adobe's newest video editing software. Create, edit, enhance and share your organization's promotional videos to favorite social media channels such as YouTube, Facebook, Instagram and others. No need for professional video editing skills, this app makes editing and publishing videos simple! Create stylish videos on any device across multiple platforms including Windows, macOS, iOS and Android, all using a similar interface. Use the built-in professionally designed Motion Graphic templates and other features. Work within your timeline to add media, background audio tracks and voice-overs. Export the final project to easily share with businesses, audiences or your customers. Bring your video device and/or smart phone to class. Will need to sign up for an Adobe account in class. Prerequisite: basic computer and internet.
Instructor: Perry Angelonga
Tuition: $96        Fee: $6
ZVID-001-0062 T Th 10/22-10/31 (4 sessions) 9:00 am-11:30 am FOH 308

DESKTOP PUBLISHING, GRAPHICS & IMAGING

Adobe Photoshop: Level I (Version CC)  

Work with digital photos and graphics using this industry-standard professional photo-editing software. Popular among home and professional graphic designers, illustrators, web professionals and photographers, Adobe Photoshop can help you correct and retouch photos, refine images and work with selections and layers. Import, export and organize files. Work with vector and raster images. Learn how to modify, manipulate and transform selections, text and layers to create stunning effects. Organize and manage photos using Adobe Bridge. Prepares users for additional coursework in Photoshop and other Adobe applications. Users of all Adobe CS versions can benefit. Satisfies requirements for Workforce Training Certificates in Computer Graphics and Desktop Publishing and in Website Design. Prerequisites: experience with computers, Windows and some graphics. Experience working with files and folders is helpful. Instructor: Timothy Latham
Tuition: $132        Fee: $16 Text Required: Code B
ZIMG-034-0078 Th 9/26-10/24 (5 sessions) 6:15 pm- 9:15 pm FOH 306

Adobe Photoshop: Level II (Version CC)  

Take Photoshop to the next level and get creative using tools such as color fills, gradients, patterns, overlays and many other special effects. Discover advanced layer techniques using masks, filters and smart objects to create stunning results. Practice using different drawing tools, designing paths and shapes, and opening and modifying Camera Raw photos. Create layer masks, gray-scale masks and clipping masks. Users of all Adobe CS versions can benefit. Satisfies requirements for Workforce Training Certificates in Computer Graphics and Desktop Publishing and in Website Design. Prerequisite: "Adobe Photoshop: Level I" or permission of the instructor. Instructor: Timothy Latham
Tuition: $106        Fee: $16 Text Required: Code B
ZIMG-035-0079 T Th 11/7-11/19 (4 sessions) 6:15 pm- 9:15 pm FOH 306

Is your class at ORGC Berlin?

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

Let Wor-Wic be your training department!

Wor-Wic offers customized training for all of your computer and technology needs. Contact Kristina Toadvine at ktoadvine@worwic.edu or 410-334-2815 to set up a customized course for your organization.
Adobe Photoshop Elements for the Digital Photographer (Version 15) *

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

Tuition: $144  
Fee: $16

ZIMG-003-0080  
MW 10/23-11/11 (6 sessions)  
9:30 am-12:00 pm  
FOH 306

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**Workforce Training Certificate in Computer Graphics and Desktop Publishing**

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

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

*This course is only available online.

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 with prior approval. Call 410-334-2815 for more information.

---

**We are looking for...**

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

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

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

**Computers & Technology**
- Android/Apple Mobile Technologies and App Creation

**Developmental ESL**

Don't see your area of expertise on this list? Contact us to propose the course that you would like to teach at training@worwic.edu or 410-334-2815!
SENIORS ONLY

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

Tuition: $0  Fee: $16  Text Optional: Code C
ZCSR-011-9001  W  9/11-10/9 (5 sessions)  1:30 pm- 4:00 pm  ORGC BERLIN
Instructor: Perry Angelonga
ZCSR-011-9002  TTh  10/15-10/29 (5 sessions)  1:00 pm- 3:30 pm  FOH 306
Instructor: Dianne Day

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

Tuition: $0  Fee: $16  Text Required: Code D
ZCSR-012-9003  W  10/23-11/20 (5 sessions)  1:30 pm- 4:00 pm  ORGC BERLIN
Instructor: Perry Angelonga
ZCSR-012-9004  TTh  11/5-11/19 (5 sessions)  1:00 pm- 3:30 pm  FOH 306
Instructor: Dianne Day

How to pick a computer course that’s right for you

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

Little or no computer/internet experience
Limited keyboarding, computer or internet experience and knowledge of Windows or a level course

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

Taking an all-day course on campus?

The Hazel Center Café is conveniently located on the first floor of the Hazel Center and offers a delicious variety of soups, salads, sandwiches and desserts, as well as daily specials.

Open Monday through Friday at 8 a.m.

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

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

"Excellent pace - learned a lot - last week I was excited to put some material I learned into my job. Awesome!" (MS Excel: II)

Let Wor-Wic be your training department!

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

Computers & Technology

Fast Track Seminars in Microsoft Office 2013/2016

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 2016, but users of Office 2010 and 2013 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: $53 Fee: $16
ZOFC-177-0087 F 9/13 (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: $53 Fee: $16
ZOFC-178-0088 F 9/20 (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: $53 Fee: $16
ZOFC-179-0089 F 9/27 (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: $53 Fee: $16
ZOFC-180-0090 F 10/4 (1 session) 9:00 am- 4:00 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: $53 Fee: $16
ZOFC-181-0091 F 10/25 (1 session) 9:00 am- 4:00 pm FOH 301

WOR-WIC COMMUNITY COLLEGE CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
MS Access: II

Go beyond database basics in this intermediate class and further your knowledge of databases with Microsoft Access. Learn to apply normalization and establish table relationships, create more sophisticated queries, and design custom forms and reports including calculated controls. Use database tools such as the Database Wizard, compacting and repairing a database, and backing up and restoring a database. Visualize your data with eleven new charts. Prerequisite: “MS Access: I” or introductory course. Instructor: Alan Musser

Tuition: $53
Fee: $16
ZOFC-182-0092
F 11/1-11/8 (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: $53
Fee: $16
ZOFC-183-0093
F 11/1-11/8 (2 sessions)
1:00 pm- 4:00 pm
FOH 301

MS Outlook: II

Step up to the next level of organization with this powerful email communication application. Build time back into your weekday and never miss an important email! Learn to create a system of folders to organize your incoming email and set reminders for yourself. Find out how to set up rules to automatically find, filter, delete or move email messages. Experience the updated meetings and appointment options. Try the new automatic download option of OneDrive attachments. Use the To-Do Bar and multiple calendars to organize your tasks and appointments. Prerequisite: MS Outlook: I or working knowledge of Outlook. Instructor: Alan Musser

Tuition: $53
Fee: $16
ZOFC-184-0094
F 11/15-11/22 (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: $53
Fee: $16
ZOFC-185-0095
F 12/13 (1 session)
9:00 am- 4:00 pm
FOH 301

Microsoft Excel: Level I (Version 2016/2019/365)

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 Quick Analysis tool to enhance your data. Prerequisites: Windows and basic computer experience. Instructor: Perry Angelonga

Tuition: $120
Fee: $16
Text Required: Code C
ZOFC-175-0060
T 9/17-10/15 (5 sessions)
6:00 pm- 8:30 pm
FOH 301

Microsoft Excel: Level II (Version 2016/2019/365)

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: Perry Angelonga

Tuition: $96
Fee: $16
Text Required: Code C
ZOFC-176-0061
T 10/22-11/12 (4 sessions)
6:00 pm- 8:30 pm
FOH 301
THREE OPTIONS FOR ONLINE STUDY!
For further information about our online classes, contact Mary at onlinetraining@worwic.edu or 410-334-2821.

Take courses anywhere or on the go with...

ONLINE COURSES
Visit www.ed2go.com/worwic and choose from hundreds of courses in the following areas:

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

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

1. Go to www.ed2go.com/worwic and locate the course you want to take. Select the course and review the description, outline, requirements, cost and start dates.
2. Click the “Add to Cart” button, select a start date and click “Continue to Checkout.” If you are a new student, you need to create an account. If you are a returning student, log in with your email address and password. Review course selection and press “Checkout.” You will receive an email confirmation, but you are not officially registered for the course until the college receives a Wor-Wic registration form and payment within three days of the course start date.
3. Submit a “Wor-Wic Community College Continuing Education & Workforce Development Registration Form” with payment by fax, mail or in person to complete the registration process.

Class start dates: 9/11, 10/16, 11/13 and 12/11.

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

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

1. Go to careertraining.ed2go.com/worwic 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.

Courses are available in the following areas:

• Business and Professional
• Health Care and Fitness
• Management
• Media and Design
• Hospitality and Gaming
• Skilled Trades and Industrial
• IT and Software Development
• Veterinary Assistant

Some of the continuing education certificates and courses offered include:

• Introduction to 3D Printing
• Introduction to Game Design
• Digital Marketing
• Legal Office Administration
• Substitute Teacher Preparation
• Mobile Marketing
• Workplace Communication

1. Go to www.worwic.edu/ugc for complete certificate offerings
2. Submit a “Wor-Wic Continuing Education and Workforce Development Registration Form” with payment by fax, mail or in person. You will receive an email with login instructions within 5-7 days.

UGotClass

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

Class start dates: 9/3, 10/7 and 11/4.
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.
Tuition: $269      Fee:  $6      Text Required: Code D
ZDEV-012-0181  T  9/10-12/10 (14 sessions)  6:00 pm- 8:00 pm  BH 330

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.
Tuition: $518      Fee:  $6      Text Required: Code C
ZDEV-007-0179  MW  9/9-12/11 (27 sessions)  6:00 pm- 8:00 pm  BH 315
No class on 11/27.

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.
Tuition: $269      Fee:  $6      Text Required: Code E
ZDEV-013-0180  Th  9/5-12/12 (14 sessions)  6:00 pm- 8:00 pm  BH 330
No class on 11/28.

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 has a mandatory orientation on the first day of the class, either at 9:00 am or 5:30 pm. You must choose which orientation to attend at the time of registration.
Tuition: $162      Fee:  $21
ZDEV-016-0153  9/9-10/26
ZDEV-016-0154  10/28-12/19

Invest in your future with a two-year degree
Tuition and fees at Wor-Wic Community College are 41 percent of the average cost of public four-year institutions in Maryland. You can take classes for credit on a full- or part-time basis and begin working toward your certificate or associate degree in:
• 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.
The Maryland Board of Nursing (MBON) requires a criminal history records check for all certified nursing assistants. If the background check indicates arrests and/or convictions, additional information will be requested from the applicant. A MBON pre-licensure committee will review all information and will forward a report to the MBON for a decision. The MBON may deny licensure of an applicant, license the applicant with or without probation or issue charges against a renewal applicant.

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

Email: mdbon.disc-cna@maryland.gov

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

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

**Expungement**

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

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: $704 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: $422 Fee: $16

**Student Spotlight:**

**Sara Mitchell**

Sara Mitchell completed her CNA training at Wor-Wic in March 2018. Prior to her training, Sara worked as an Electronic Records Transcriptionist at Delmarva Heart. During her employment, she realized she had found her passion for helping others and wanted to pursue a career in nursing. Sara has been accepted into Wor-Wic’s Nursing program and plans to achieve her long-term goal of becoming a Nurse Practitioner. Sara stresses the support of her family in her achieving her goals, despite medical obstacles.
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 percent of “CNA—Part II” and “BLS” course hours.

**SESSION I**

<table>
<thead>
<tr>
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<th>Fee</th>
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<td>ZCNA-002-0005 M-Th 9/9-10/10 (20 sessions)</td>
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**SESSION II**

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**SESSION III**

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**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.

**CNA Mandatory information sessions**

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

- Aug. 28, 5 to 7 p.m.
- Sept. 5, 1:30 to 3:30 p.m.
- Oct. 8, 5 to 7 p.m.
- Nov. 26, 1:30 to 3:30 p.m.
- No sessions in Dec.

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

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

The required reading comprehension and arithmetic tests are free and may be done before or after you attend the mandatory information session.
Free testing available for reading comprehension and arithmetic requirements

Free testing is available for students to help them determine if they meet the minimum reading comprehension and arithmetic requirements for most health care courses. Test scores are valid for two years.

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

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

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

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

Testing Center Hours
Monday through Thursday, 8:30 a.m. to 8 p.m.
Friday and Saturday, 8:30 a.m. to 3 p.m.
No testing Sept 2.
Nov. 27-30 and Dec. 21 through Jan. 1.

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, 087 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.

HEALTH & SAFETY

AlReady certified or licensed?
Consider applying to a credit health care program.

Applicants who have previously attained licensure or certification in a health care related profession/skill or applicants with an employment history that includes a minimum of 250 hours working in a health care related position have an opportunity to earn points when applying to a credit health care program!

To earn points related to licensure or certification, the credentials must be recognized by a state licensing or certification board and the licensure/certification must be current. Licensure/certification that has expired by the application deadline will not be considered. Candidates who do not possess a state recognized license or certification, but who have a minimum of 250 hours of work experience in a health care related position are also eligible to earn points. For a previous health care position to be considered, the applicant must provide proof from the appropriate employer that confirms their employment, the number of hours worked and the job title held.

For more information on emergency medical services, occupational therapy assistant, physical therapist assistant or radiologic technology programs, call Lori Hazel at 410-572-8740. For more information on the nursing program, call Norma Maddox at 410-572-8701.

CLINICAL MEDICAL ASSISTANT

Clinical Medical Assistant—Part II

This is a clinical practicum to give you the opportunity to transfer knowledge earned in the classroom to a hands-on supervised experience in a medical setting. Activities will include interacting with patients and preparing them for examination and treatment; taking and documenting vital signs; assisting and supporting the doctor in diagnostic patient examinations and common medical interventions such as wound care; preparing and administering medications; collecting, testing and appropriately disposing of specimen samples; completing electrocardiograms; and performing venipuncture. Prerequisites: successful completion of Clinical Medical Assistant—Part I within the last six months. Medical documentation and current Basic Life Support (BLS) may be required by clinical sites. Students must be available for five consecutive days for clinical rotation. Instructor: Norma Schultz

Tuition: $370 Fee: $50
ZCMA-003-0185 M 9/9 1:00 pm- 3:00 pm FOH 103A
Mandatory meeting to schedule clinical rotation, which must be completed by 12/9.

COMMUNITY HEALTH WORKER

Community Health Worker—Part I

Do you want to improve the health outcomes in your local community? Become trained as a Community Health Worker and gain proficiency in the eleven core competencies needed for this critical role in local health care delivery systems. Serve as a liaison between your community and health care organizations, provide culturally and linguistically appropriate health education and integrate with your patients’ care teams to support progress in treatment plans and overall wellness. Topics to be covered include active listening techniques, effective communication skills, cultural competency and health literacy. Prerequisites: high school diploma or GED. This course is offered in partnership with the Eastern Shore Area Health Education Center.

Tuition: $874 Fee: $116
ZCHW-001-0184 T 9/10-12/19 (28 sessions) 5:00 pm- 8:30 pm FOH 203
Class will meet on campus on Tuesdays from 5 - 8:30 pm. No class on 11/26. 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 ASSISTING

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

Tuition: $678        Fee: $80 Text Required: Code E
ZDNT-009-0140      MW 9/9-11/11 (19 sessions)  5:00 pm- 8:00 pm  HH 105
Mandatory orientation session for registered students, 9/13, 9:00 am -1:00 pm at Woodbrooke OB/GYN office/conference room.

Career Spotlight: Dental Assisting

Dental assisting is among the top 25 fastest-growing professions in the US. As a dental assistant, you will not only enjoy increased employment opportunities in a growing field, you will also enhance the effectiveness of a dental care team. The duties and responsibilities of a dental assistant can vary but you can surely make a positive impact on people’s lives by providing them with quality oral health care and helping them feel more comfortable. In addition to working chairside with the dentist, you will eventually be able to choose from a wide range of career options after you gain experience and DANB Certification (https://www.danb.org), including positions as a dental office manager or educator. For more information on the dental assisting program, please call 410-334-6780.
DENTAL ASSISTING, continued

Dental Assistant Radiology Recertification  UPDATED!!
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 percent of the course hours. Prerequisite: submit a copy of expired certification with registration. Instructor: Donna Ervin
Tuition: $96    Fee: $10
ZDNT-012-0123  MW  9/11-9/23 (4 sessions)  5:30 pm- 8:00 pm  SH 100

Radiology for Dental Assistants  UPDATED!!
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: $432    Fee: $70    Text Required: Code E
ZDNT-008-0122  MW  9/9-10/6 (18 sessions)  5:30 pm- 8:00 pm  SH 100

EKG TECHNICIAN

EKG Technician Training—Introduction
Gain knowledge and skills that will help you prepare for a career as an EKG (electrocardiogram) technician or prepare yourself to be multiskilled if you are already working in another area of health care. Become familiar with the operation of the EKG machine, patient preparation, lead placement, preliminary interpretation, basic cardiac anatomy and cardiac terminology and medications. Also includes taking vital signs. Beneficial in preparing for the Certified Cardiographic Technician exam, which requires a high school diploma or equivalent and complete the EKG training series of classes (including clinical). Prerequisites: minimum reading comprehension and arithmetic requirements. Fee includes required drug screen, background check, calipers and supplies.
Instructor: Cleta Sponaugle
Tuition: $352    Fee: $164    Text Required: Code D
ZEKG-005-0119  MW  9/9-10/9 (10 sessions)  8:00 am- 1:00 pm  HH 105
EKG TECHNICIAN, continued

EKG Technician Training—Intermediate
Continue to develop or update your knowledge and skills in EKG interpretation. Expand your capabilities as you consider intraventricular conduction defects, cardiac arrhythmias and their mechanisms, ectopic and artificial pacemakers, physiology of the heart, related terminology and myocardial infarctions. Bring your calipers to class. Instructor will provide tracings for interpretation. Uses same text as "EKG Technician Training—Introduction" course. Must take this course within six months of successful completion of "EKG Technician Training—Introduction." Instructor: Cleta Sponaugle
Tuition: $185 Fee: $21 Text Required: Same as Part I
ZEKG-006-0120 MW 10/14-10/30 (6 sessions) 9:00 am-12:30 pm HH 105

EKG Technician Training—Clinical Practicum
Practice skills of EKG technician, including patient preparation, lead placement, patient instruction and performance of a variety of monitoring tests during clinical rotation. Gain "hands-on" practice with EKGS and Holter monitors. Become familiar with protocols for patient preparation for common tests performed by EKG technicians. Understand relationships between departments and personnel in clinical settings and focus on communication skills. Prerequisites: documentation by the end of "EKG Technician Training-Intermediate" of a current, negative TB/PPD test or a chest X-ray taken within the last year, documentation of MMR, varicella, tetanus, polio, Hepatitis B vaccine or waiver and flu vaccine. Documentation of current Basic Life Support (BLS) certification will be determined by the clinical site. Must take "EKG Technician Training—Clinical Practicum" within six months of successful completion of the "EKG Technician Training—Intermediate" course. Students must be available for five consecutive days (Monday-Friday) for clinical rotation. Instructor: Cleta Sponaugle
Tuition: $339 Fee: $21
ZEKG-007-0121 M 11/4-11/4 9:00 am-10:00 am HH 105
Mandatory meeting to schedule clinical rotation, which must be completed by 12/20.

EMERGENCY TRAINING

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

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

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

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

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

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

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

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

The AHA has 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.

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 percent of course hours. Card valid for two years. Instructor for all sessions: Ruth Gaudreau
Tuition: $44 Fee: $20 Text Required: Code A
ZBLS-004-0012 S 9/21 (1 session) 8:00 am-1:00 pm SH 100
ZBLS-004-0013 S 10/12 (1 session) 8:00 am-1:00 pm SH 100
ZBLS-004-0014 S 11/9 (1 session) 8:00 am-1:00 pm SH 100
ZBLS-004-0015 F 12/6 (1 session) 8:00 am-1:00 pm SH 100

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 percent of course hours. Card valid for two years. Instructor for both sessions: Ruth Gaudreau
Tuition: $35 Fee: $20 Text Required: Code A
ZBLS-006-0021 S 9/14 (1 session) 8:00 am-12:00 pm SH 100
ZBLS-006-0022 S 11/16 (1 session) 8:00 am-12:00 pm SH 100

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 percent of course hours. Card valid for two years. Instructor for both sessions: Ruth Gaudreau
Tuition: $40 Fee: $33 Text Required: Code A
ZCPR-009-0023 F 10/25 (1 session) 8:00 am-12:30 pm SH 100
ZCPR-009-0024 F 11/22 (1 session) 8:00 am-12:30 pm SH 100

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 percent of course hours. Students must pass a written exam and skills test in order to qualify for a Heartsaver First Aid CPR AED Course Completion Card. Card valid for two years. Instructor for both sessions: Ruth Gaudreau
Tuition: $62 Fee: $34 Text Required: Code A
ZFCA-001-0025 ThF 9/5-9/6 (2 sessions) 8:00 am-11:30 am SH 200
ZFCA-001-0026 F 12/13 (1 session) 8:30 am- 4:00 pm SH 100
Personal Trainer National Certification
Start an exciting fitness career by becoming a Certified Personal Trainer! Key topics include biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and practical training labs, with role playing on assessing clients, programming, performing proper exercises, giving presentations and more. Course includes student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer exams. You'll be ready to work as a Level 1 Certified Personal Trainer after passing the exams with proof of CPR/AED. Take advantage of an additional 30 hour employer internship to receive the more advanced Level 2 Certified Personal Trainer credential at no additional cost.

Tuition: $317      Fee: $613      Text Required: Code D
ZFIT-002-0130      Th 10/24-12/7 (12 sessions)      6:30 pm- 9:30 pm  HH 105
Class also meets every S, 1:00 pm-4:00 pm at local gym. Must register by 10/17. No class on 11/28 and 11/30.

MEDICAL CODING & BILLING

Procedural (CPT) Coding
Focus on procedural (CPT) coding in the physician office system in preparation for entry-level employment in a healthcare setting. Cover how to select procedural codes and meet requirements for medical record documentation to substantiate the correct CPT. Learn the basics of using the Medicare HCPCS II to report supplies, equipment and devices provided to patients. Gain skill in assigning the correct modifier requirements for optimal reimbursement for medical services and supplies. Learn how to read medical records to understand the assigned patient's diagnoses and procedures performed during their visit in order to translate the physician's notes into billable medical codes. Bring a medical dictionary to class. 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.

Tuition: $370      Fee: $10      Text Required: Code F
ZMCB-010-0129      W 9/11-12/18 (14 sessions)      6:00 pm- 9:00 pm  FOH 204
No class on 11/27.

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 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: $343      Fee: $10      Text Required: Code F
ZMCB-020-0128      T 9/10-12/3 (13 sessions)      6:00 pm- 9:00 pm  FOH 210

"Brenda was a great instructor. Enjoyed her class and she was more than helpful." (Diagnostic [ICD-10] Coding)
Regardless of whether your goal is to become a dental assistant, phlebotomy technician or medical coder/biller, it is in your best interest to take a course on medical terminology. You will gain a strong foundation in the standardized medical language utilized by health care professionals as they care for their patients. We offer online courses to assist you in effectively communicating with your colleagues and patients.
HEALTH & SAFETY

NURSE REFRESHER

**Nurse Refresher Clinical Practicum**
Maryland Board of Nursing approved refresher course for inactive RN/LPNs to qualify for re-entry into active nursing practice. Provides preceptor-led clinical practice designed to help you update 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 12 hours of orientation, clinical skills training, practice and successful performance on a clinical skills competency examination, followed by a 60-hour clinical rotation. Applicants must complete theory and clinical within one year of the start date of the theory course. Successful candidates will be eligible to apply for their active Maryland nursing license. Must have nursing liability insurance, AHA Basic Life Support (BLS) certification, inactive Maryland nursing license, and must meet all health and other site-specific requirements. Initial candidates for 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 percent of the course hours. Instructor: Norma Schultz

- **Tuition:** $634
- **Fee:** $21
- **ZNUR-003-0011**
  - **ThF 10/24-10/25**
  - **8:30 am - 3:30 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 12/20.

PHLEBOTOMY TECHNICIAN

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

Instructor: Carla Nock

- **Tuition:** $528
- **Fee:** $181
- **Text Required:** Code D

- **ZPHL-007-0137**
  - **TT 9/10-10/29 (15 sessions)**
  - **5:30 pm - 9:30 pm**
  - **FOH 309**
**HEALTH & SAFETY**

**PHLEBOTOMY TECHNICIAN, continued**

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

Instructor: Carla Nock

Tuition: $493        Fee: $46  
Text Required: Same as Part I  
ZPHL-008-0138  TTh 10/31-12/19 (14 sessions)  5:30 pm - 9:30 pm  FOH 309
No class on 11/28.

**Phlebotomy Skills Review and ASPT Certification Exam**
Become nationally certified as a phlebotomy technician and increase your employment opportunities. Utilize the comprehensive skills and theory review in the first two sessions to prepare for the ASPT certification exam. In order to be eligible for this national certification exam, applicants must submit documented proof of 100 successful venipunctures and five successful skin punctures AND complete "Phlebotomy Skills Training I, II and III"; OR complete "Phlebotomy Skills Training: Part I and II" and work part time for one year or full time for six months as a phlebotomist; OR submit with their application a letter on company letterhead from their healthcare supervisor attesting that procurement of blood specimens is a regular part of their assignments. **NOTE:** Registrations will be taken on campus in 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: $106    Fee: $51  
ZPHL-009-0139  MW 11/11-11/13 (2 sessions)  6:00 pm- 8:30 pm  FOH 309  
Exam on S 11/16, 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 10/11.

**HOSPITALITY & CULINARY**

**POOL OPERATORS**

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

Tuition: $132        Fee: $26  
Text Required: Code B  
ZCPO-001-3003  MW 9/16-9/30 (5 sessions)  6:00 pm- 9:00 pm  ORGC BERLIN  
ZCPO-001-0040  TTh 10/22-11/5 (5 sessions)  6:00 pm- 9:00 pm  FOH 211
POOL OPERATORS, continued

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: $48        Fee:  $26 Text Required: Code B
ZCPO-002-3004  MW  10/7-10/9 (2 sessions)  6:00 pm- 8:30 pm ORGC BERLIN
ZCPO-002-0042  TTh  11/19-11/21 (2 sessions)  6:00 pm- 8:30 pm FOH 204

CULINARY SKILLS

European Breads
The best bread in the world is a staple of European cuisine! Explore the variety of ways to produce, prepare and master some of your favorites. Gain the knowledge and insight on some of the most popular specialties, from crusty Italian bread, croissant dough and sourdough to French brioche and more! Instructor: John Del Vecchio
Tuition: $89        Fee:  $56
ZCUL-091-0126  Th  9/12-9/26 (3 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: $89        Fee:  $71
ZCUL-092-0124  Th  10/10-10/24 (3 sessions)  6:00 pm- 9:00 pm FOH 303

Holiday Hors d’Oeuvres
For a great beginning to any holiday feast or a party all on its own, learn to prepare these highly flavored morsels that feature a variety of exciting flavors as well as easy preparation. Excite your palate while keeping calories in check and taste at a premium. Learn how to prep party starters with a focus on quick tips to help save time. Open the festive season with a menu of sensational starters from cuisines around the world as well as regional favorites. Instructor: Bonnie Aronson
Tuition: $99        Fee:  $72
ZCUL-093-0125  S  11/9-11/16 (2 sessions)  9:00 am- 3:00 pm FOH 307

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: $89        Fee:  $56
ZCUL-094-0141  Th  12/5-12/19 (3 sessions)  6:00 pm- 9:00 pm FOH 303

New Year's Day Brunch
Celebrate the season! Whether you are planning a special occasion for the holidays or looking to add to your menu of family favorites, these creative and festive brunch recipes will add to the celebration. Savor the holidays with low stress and make ahead convenience in mind. From casual to a touch of fancy, a large or intimate gathering, you will learn chef's secrets for a fabulous affair. Instructor: Bonnie Aronson
Tuition: $59        Fee:  $72
ZCUL-095-0142  T  12/3-12/10 (2 sessions)  6:00 pm- 9:00 pm FOH 307
HOSPITALITY & CULINARY

CULINARY SKILLS, continued

Holiday Pies and Tarts
Create holiday classics including pecan, pumpkin and apple pie. Begin with making simple pie dough and then prepare a variety of fillings. 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: $89 Fee: $56
ZCUL-096-0155 Th 11/7-11/21 (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: Bonnie Aronson
Tuition: $59 Fee: $41
ZCUL-097-0162 S 10/19-11/2 (2 sessions) 10:00 am- 1:00 pm FOH 307
No class on 10/26.

FOOD & BEVERAGE

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 (T.I.P.S) 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: $326 Fee: $44
ZFDB-035-0127 MW 9/9-10/30 (16 sessions) 6:00 pm- 8:00 pm FOH 307
T.I.P.S class on 9/19 and 9/11 will be held from 6:00 pm-9:00 pm.

ManageFirst Principles of Food and Beverage Management
Industry-respected training that prepares participants to confidently lead our ever-growing hospitality industry. Learn basic principles of food and beverage management. Topics include basic menu planning, developing standardized recipes, quality standards and facilitating the performance of production staff. Textbook included. Instructor: George Ojie-Ahamiojie
Tuition: $317 Fee: $63
ZFDB-036-0183 TTh 9/17-10/24 (12 sessions) 6:00 pm- 9:00 pm FOH 304
Must register by 9/10 to ensure delivery of course materials.

Instructor Spotlight:

Dr. George Ojie-Ahamiojie

Dr. Ojie-Ahamiojie, department head and professor of business and hospitality management at Wor-Wic Community College, has conducted many seminars and trainings in customer service, employee motivation, stress and time management. He has vast experience in the hospitality industry. At Walt Disney World, he started as a busboy/dishwasher, worked his way through the ranks to outlet supervisor, and finally as guest services manager. Dr. Ojie-Ahamiojie has also presented and spoken at conferences on diversity and inclusive communication, the use of appreciative language in communication and feedback, issues of disability, stereotype and bias, generational issues, as well as group and individual differences. He is the author of “Essential Leadership Skills for Hospitality Supervisors: An Experiential Approach” and “Upward Mobility: Interviewing and Career Management.”
HOSPITALITY & CULINARY

FOOD & BEVERAGE, continued

ManageFirst Controlling Food Service Costs

With industry-respected training, learn how to control food service costs in the ever-growing hospitality and food service industries. Topics to be covered include the importance of cost control, forecasting and budgeting, determining menu prices and controlling labor and other costs. This course is 100% online. A login for this online class will be provided to you via email by 9/13. Please be sure to provide an email address at the time of registration. Instructor: Evelyn Weaver

Tuition: $317 Fee: $6 Text Required: Code C
ZFDB-037-4031 M 9/16-12/16 (12 sessions) 6:00 pm- 9:00 pm

ServSafe Employee Food Handlers

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

Tuition: $123 Fee: $13
ZFDB-027-0033 M 11/4-11/11 (2 sessions) 9:00 am- 4:30 pm FOH 204

HOSPITALITY OPERATIONS

Leadership in the Hospitality Industry

Attention managers and leaders in the hospitality industry - we have an outstanding opportunity for you! Help your team step up and up and create the ultimate guest experience! You will gain tools to build and maintain a strong, service-oriented frontline workforce, the ability to ensure excellent customer service skills for your entire staff and the necessary skills to ensure a memorable guest experience. Instructor: George Ojie-Ahamioje

Tuition: $59 Fee: $6
ZHOS-022-0156 TTh 11/12-11/14 (2 sessions) 6:00 pm- 9:00 pm FOH 204

PERSONAL ENRICHMENT

ART & PAINTING

Stained Glass

Try your hand at creating stained glass designs and master the basic steps of creating your individual art pieces. Practice the basics of uniform and fast solder work and when to use different fluxes when soldering. Investigate the Tiffany and copper foil methods of stained glass construction and create a flat hanging panel. Learn basic techniques of design, cutting and construction. Integrate the elements of color, shape and symmetry in your own design. Utilize numerous glass patterns to create your own stained glass artwork! Tools and most basic supplies will be provided. Instructor: Carolyn Massey

Tuition: $158 Fee: $87
ZAPA-015-3010 W 10/16-11/20 (6 sessions) 12:00 pm- 3:00 pm OCSC 001

COLLEGE PREP

Evidenced-Based SAT Prep

Prepare for the redesigned evidence-based reading/writing and math SAT. Become familiar with the format and expectations of the test. Develop strategies to prepare for reading both literary and informational print and non-print text. Review topics from pre-algebra, algebra and geometry. Emphasis will be placed on the effective use of a graphing calculator and practicing problems similar to those on the SAT. At the conclusion of the course, an SAT simulation will be given. Must bring your own graphing calculator. Fee includes textbook. Instructor: Sarah Fielding

Tuition: $220 Fee: $49
ZCOP-003-0036 S 10/26-11/23 (5 sessions) 9:00 am- 2:30 pm FOH 200
Introduction to Public Speaking

Explore different theories and styles of oral communication! Increase your confidence as a public speaker by practicing a variety of presentation styles. Get better at organizing your material and creating effective visual aids. Learn to evaluate other presenters' claims of fact and persuasive appeals. For further information about taking this course for college credit, call 410-334-2800 prior to registering.

Tuition: $360  Fee: $6
ZCOS-001-0166  Th 9/5-12/5 (14 sessions)  5:30 pm-8:45 pm  BH 314
Exam on Th 12/12, 5:30 pm-7:30 pm. No class on 11/28.

Interpersonal Communication

Explore the theories of interpersonal communication and develop an awareness of communication in your social and professional lives. Dive into the perception of self and others and learn theory and application of communication strategies used in one-on-one and small group interactions. Discover how verbal and nonverbal communication can be used to improve relationships. For further information about taking this course for college credit, call 410-334-2800 prior to registering. Instructor: Dana Burnside

Tuition: $360  Fee: $6  Text Required: Code E
ZCOS-002-0168  M W 9/4-12/4 (27 sessions)  9:00 am-10:30 am  BH 314
Exam on M 12/9, 9:00 am-11:00 am. No class on 11/27.

Medicare Planning, Eldercare and Asset Protection

Protect and preserve assets during your retirement years. This course will address Medicare basics, supplemental health plans and tips to help you navigate through potentially costly traps. Learn how to shop for the private insurance you'll need to supplement Medicare. Understand various tax-reduction techniques. Discover strategies to plan for the potentially devastating costs of long term care while protecting assets for your spouse and heirs. Learn about legal considerations and planning associated with aging in place, including issues arising from retirement, housing, loss of mental capacity, guardianship, long-term care planning, Medicaid eligibility and end-of-life decision making. The course is co-taught by an experienced Certified Financial Planner and an Elder Care Estate Planning Attorney. Instructors: Bruce Robson and Michael Sise

Tuition: $58  Fee: $6
ZFIN-016-0034  Th 9/19-10/3 (3 sessions)  6:00 pm- 8:00 pm  FOH 211

Retirement Planning Mistakes for Boomers

Avoid traps and pitfalls that could jeopardize a successful retirement and create a personalized retirement plan. Discover key tips and strategies for enjoying a secure retirement. Take full advantage of your Social Security claiming strategies and Medicare options. Realistically estimate health care expenses. Identify ways to plan for unexpected events such as physical challenges, uncovered medical costs or loss of income. Discover how to maximize tax deferrals, ensure adequate insurance protection and assess the effect of inflation on your purchasing power. Maximize your retirement income, minimize your tax burden and learn how to effectively manage your investable assets. Instructors: Bruce Robson and Michael Sise

Tuition: $58  Fee: $6
ZFIN-015-0149  M 10/28-11/11 (3 sessions)  6:00 pm- 8:00 pm  FOH 200

Community Spanish: Survival Guide for English Speakers

This non-academic, non-grammar based course is for you if you want an easy and quick way to learn limited amounts of everyday Spanish. Focus on speaking and comprehending basic phrases, expressions and questions in Spanish for everyday interactions. Gain a better understanding of the most common cultural differences between Latinos and non-Latinos. Fee includes cost of manual. Instructor: Starlett Todd

Tuition: $134  Fee: $41
ZLAN-007-0035  W 10/2-11/13 (7 sessions)  6:00 pm- 8:00 pm  FOH 103A
Must register by 9/25 to ensure delivery of course materials.
PERSONAL ENRICHMENT

LANGUAGES, continued

Conversational Spanish I
Open the lines of communication with Spanish-speaking clients, customers, co-workers, employees, etc., by having a basic understanding of their language. Focus on pronunciation, building a useful and practical vocabulary and speaking in the present tense. Explore how cultural differences between English and Spanish-speaking people can affect your ability to communicate effectively. Instructor: Nohora Rivero
Tuition: $192 Fee: $6 Text Required: Code B
ZLAN-002-0004 MW 10/14-11/13 (10 sessions) 6:30 pm- 8:30 pm FOH 103B

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.
Tuition: $360 Fee: $6 Text Required: Code F
ZLAN-004-0167 Th 9/5-12/5 (14 sessions) 6:30 pm- 9:45 pm BH 315
Exam on Th 12/12, 6:30 pm-8:30 pm. No class on 11/28.

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.
Tuition: $360 Fee: $6 Text Required: Code F
ZLAN-013-0165 TTh 9/5-12/5 (27 sessions) 4:30 pm- 6:00 pm BH 315
Exam on Th 12/12, 4:00 pm-6:00 pm. No class on 11/28.

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: Sarah Fielding
Tuition: $72 Fee: $6
ZLIT-012-0174 Th 10/3-10/31 (5 sessions) 6:00 pm- 7:30 pm FOH 204

PHOTOGRAPHY

Photography—Basics for the DSLR Photographer
Bring your own interchangeable lens/DSLR camera and manual to class. Gain knowledge of how to produce quality photographs or digital images for newsletters, newspapers, magazines or recording special events. Learn basic photographic principles and techniques using current digital technology beyond "Auto/Program" settings including shutter speed, aperture, flash and lens selection. Examine creative aesthetics of composition, balance and light to make photographs unique and marketable. Practical applications and exercises are included. Review of popular photo editing software included. Prerequisite: "Digital Photos—Introduction" or familiarity with your camera. Instructor: James King
Tuition: $192 Fee: $6
ZPHO-004-0176 TTh 10/1-10/22 (8 sessions) 6:30 pm- 9:00 pm FOH 103C
Class also meets S 10/12, 9:30 am-12:00 pm; field location to be announced.

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

All courses begin 9/11, 10/16, 11/13 and 12/11.

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

Advanced Photography for the DSLR Photographer (An assignments course)
Must have an interchangeable lens/digital SLR camera, media cards and access to a computer and the internet to upload photos taken between classes. A tripod is recommended for some assignments. Build on the skills you learned from the Photography--Basics for the DSLR Photographer course and take your photography to the next level. This advanced photography course uses a "hands-on" practical approach. Through lectures, critiques and assignments, you will review and learn new photographic techniques to maximize your camera functions and take better pictures in various conditions. Receive lectures on advanced techniques and then apply them during class. Complete each assignment between classes and upload your results or images online. Receive constructive critiques from the instructor and your peers, then review and discuss your submissions at the next class. Assignments include using your flash in bright sunlight, photography during the "golden hour," photographing water, shooting macros/close-ups and more. Prerequisite: completion of "Photography—Basics for the DSLR Photographer" or equivalent experience. Instructor: James King
Tuition: $120 Fee: $6
ZPHO-005-0171 Th 10/24-11/21 (5 sessions) 6:30 pm- 9:00 pm FOH 103C

Digital Photos—Introduction
If you are in the market for or have recently acquired a digital camera, this course is for you. Identify various types and features of current digital cameras. Explore the advantages and limitations of digital cameras and get tips to help you take better photos. Discuss what hardware and software is available to print, edit, organize and enhance your photos. This class is not held in a computer lab but will prepare you for additional classes in digital photo editing applications. Please bring your digital camera and manual to class. Instructor: James King
Tuition: $48 Fee: $6
ZPHO-001-0169 Th 12/5-12/12 (2 sessions) 6:30 pm- 9:00 pm FOH 103C

WRITING

Unlock Your Creative Writing Potential
Everybody has a story to tell, and it's usually worth sharing. Finding ways to describe details, with the right words and phrases to captivate the reader, can be a challenge. Join fellow writers as you learn the art of creative writing. Grab the interest of the reader from the beginning all the way through to the unforgettable end. Improve vocabulary, review grammar skills and learn by reading excerpts from master authors. Instructor: Susan Canfora
Tuition: $132 Fee: $6
ZWRI-024-0037 Th 9/19-10/17 (5 sessions) 5:30 pm- 8:30 pm FOH 300

Tiny Windows: Writing Appealing Short Stories
"A short story is a love affair, a novel is a marriage. A short story is a photograph; a novel is a film," American fiction writer Lorrie Moore said. In this class, newly inspired writers, as well as those who have been crafting fiction and non-fiction for years, will share their works and set goals for getting published. Students will review common grammar mistakes and easily confused words, exchange ideas, and get inspiration from prompts individually and while participating with classmates. All writing levels are welcome. Instructor: Susan Canfora
Tuition: $115 Fee: $6
ZWRI-026-0161 Th 10/17-11/21 (6 sessions) 2:00 pm- 4:00 pm FOH 304

Instructor Spotlight:
Susan Canfora

Susan Canfora, a longtime instructor at Wor-Wic Community College, won the Adult Literacy Award at this year’s Friends of Wicomico Public Libraries’ Light of Literacy Awards breakfast. Canfora, a veteran newspaper reporter who also teaches writing and related subjects at Wor-Wic and Salisbury University, was nominated by one of her Wor-Wic students, Patty Gardner Adelizzi, who has been enrolled in classes including Flash Fiction and Creative Writing.
REAL ESTATE

SALES PRE-LICENSURE

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

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

Tuition: $581      Fee: $6      Text Required: Code E
ZRES-001-0136      MW  9/9-11/20 (22 sessions)  6:00 pm- 9:00 pm  FOH  211

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: $634      Fee: $6      Text Required: Code E
ZHMI-001-0135      MW  9/9-12/4 (24 sessions)  6:00 pm- 9:00 pm  FOH  304
No class on 11/25 and 11/27.

TRADES & MANUFACTURING

AUTOMOTIVE

Basic Automotive Mechanics—Introduction
Learn techniques directed at the performance of routine automotive repairs, troubleshooting and preventive maintenance operations. Concentrate on brake and cooling systems; batteries, starters and alternators; computer systems and engine tune-ups; routine maintenance such as oil and filter changes and attention to belts, hoses, lights, wipers and tires; and proper use of tools and equipment. Stress on safety procedures. Especially beneficial for those desiring to learn the basics of auto mechanics prior to entering the field and for auto owners. Instructor: Robert White

Tuition: $211      Fee: $6
ZAUT-001-0038      M  9/16-11/4 (8 sessions)  6:00 pm- 9:00 pm  PHS B100

Related online courses:
• Keys to Successful Money Management
• Professional Sales Skills
• Real Estate Investing
• Real Estate Law
• Stocks, Bonds and Investing Options
All courses begin 9/11, 10/16, 11/13 and 12/11.

Go to www.ed2go.com/worwic for more information and a complete list of related online courses.
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: Robert White
Tuition: $288 Fee: $60
ZAUT-005-0143 T 9/24-12/10 (12 sessions) 6:00 pm- 8:30 pm PHS B100

TRADE & MANUFACTURING

ELECTRICITY

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

Electrical Wiring Technician: Introduction
Prepare for a job as an electrical wiring technician. Gain a working knowledge of electricity and the techniques required for installation of electrical wiring. Provides a basic understanding of Ohm’s Law, electrical theory and calculations. Acquire hands-on experience in wiring electrical circuits, receptacles, switches, luminaires and conduit installation. Master materials and tools utilized in the electrical industry. Stress on safety and the National Electrical Code, NFPA70 compliance. Instructor: George Landing
Tuition: $475 Fee: $60 Text Required: Code F
ZELC-005-0027 TTh 9/17-11/14 (18 sessions) 6:00 pm- 9:00 pm FOH 100

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.
TRADES & MANUFACTURING

HVACR

Air Conditioning and Refrigeration—Introduction
This course will prepare you for an entry-level air conditioning position as an apprentice. Use the principles of refrigeration and air conditioning for the repair of residential refrigerators and air conditioners (up to five-ton). Stress on testing and operating equipment, basic electricity, troubleshooting procedures, recharging, soldering, flaring and swaging, refrigeration controls, etc. Includes EPA approved testing for Types I, II, III and IV equipment technicians. Instructor: James Borror
Tuition: $739 Fee: $96 Text Required: Code F
ZHVC-001-0028 TTh 9/10-12/19 (28 sessions) 6:00 pm- 9:00 pm PHS B20
No class on 11/26 and 11/28.

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: $92 Fee: $26
ZHVC-007-0039 S 11/2 (1 session) 9:00 am- 4:00 pm FOH 100

Maryland Stationary Engineer I Certification Preparation
Review basic boiler construction, boiler care and operation, water chemistry treatment, hydronic heating systems, basic electrical, refrigeration and HVAC systems, fire prevention and safety ASME code requirements. Prepare for the Maryland stationary engineer's certification examination (grades four and five). Instructor: Paul Sichau
Tuition: $370 Fee: $21 Text Required: Code E
ZHVC-009-0029 Th 9/12-12/19 (14 sessions) 6:00 pm- 9:00 pm FOH 310
No class on 11/28.

LANDSCAPING

Diseases and Pests of Ornamental Plants
Gain an overview of diseases and pests of ornamental plants. Cover insect classification, biotic plant diseases, plant anatomy, Integrated Pest Management (IPM), basic horticulture and other topics. An extensive introduction for those who wish to enter the commercial pest control field. Instructor: Harlyn Goldman
Tuition: $264 Fee: $26 Text Required: Code E
ZLDS-002-0002 MW 9/16-10/23 (10 sessions) 6:00 pm- 9:00 pm FOH 100
No class on 9/30 and 10/2.

Concepts of Turf Management
Examine a variety of turf management techniques designed to control insects, weeds and disease. Focus on measures to prevent pest problems, general turf care practices and dealing with pests and disease through Integrated Pest Management (IPM) and Best Management Practices (BMP). Recommended for anyone working toward a commercial license. Instructor: Harlyn Goldman
Tuition: $168 Fee: $20 Text Required: Code A
ZLDS-003-0003 MW 10/28-11/18 (7 sessions) 6:00 pm- 8:30 pm FOH 100

Landscape Pesticide Use and Safety
This course is designed for students seeking a Pesticide Application License. The basics of proper pesticide use and safety are covered in this specialized course created for those who wish to enter the commercial pesticide control field. Examine laws and regulations, health and safety requirements, methods of application, necessary equipment, and chemical profiles and alternatives when compared to chemical pest controls. Instructor: Harlyn Goldman
Tuition: $278 Fee: $26 Text Required: Code E
ZLDS-027-0144 MW 11/25-12/18 (7 sessions) 5:30 pm-10:00 pm FOH 100
No class on 11/27.
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 accreditations 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: $459
ZLDP-013-0045 ThF 9/26-9/27 (2 sessions) 8:30 am- 5:00 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 updates 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: $222
ZLDP-009-0041 F 9/27 (1 session) 8:30 am- 5:00 pm FOH 204

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: $459
ZLDP-007-0047 WTh 10/9-10/10 (2 sessions) 8:30 am- 5:00 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: $222
ZLDP-012-0048 W 10/30 (1 session) 8:30 am- 5:00 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: $459
ZLDP-008-0046 WTh 11/13-11/14 (2 sessions) 8:30 am- 5:00 pm FOH 204
TRADES & MANUFACTURING

LEAD PAINT

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: $222
ZLDP-010-0043 M 11/25 (1 session) 8:30 am- 5:00 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: $222
ZLDP-011-0044 T 10/29 (1 session) 8:30 am- 5:00 pm FOH 204

MANUFACTURING

Computer Aided Drafting I
Begin the in-depth study of the fundamentals of computer-aided drafting through the use of AutoCAD. Topics include commands, coordinates, undoing and altering, moving and duplicating, arrays, viewports, file maintenance, editing and templates for 2-D. Also included are dimensioning and geometric tolerances, measurement and calculations, the creation of a library for symbols and attributes, plotting and printing. Keyboarding and Windows operating system skills are recommended. Instructor: Sheila Kintz
Tuition: $493 Fee: $36 Text Required: Code B
ZMFG-025-0030 M 9/16-12/16 (14 sessions) 5:00 pm- 9:00 pm MTC 301

Computer Aided Drafting II
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: $401 Fee: $36
ZMFG-044-0148 Th 9/12-12/19 (14 sessions) 5:30 pm- 8:45 pm MTC 301
Class also meets T 10/1. No class on 10/3 and 11/28.

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 blue print 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/employment/metalfabrication-training/ and apply for “Metal Fabrication Training.”
The following Maryland Center for Environmental Training (MCET) courses are offered in cooperation with the College of Southern Maryland.

**Public Utility Leader**

This course will give you the tools and skills needed to be successful in leading others in a diverse workforce, whether you are an operator, team leader or superintendent. Learn the difference between a leader and manager and how to effectively delegate work and set realistic goals and expectations. Document performance, understand performance evaluation do's and don'ts, improve your ability to provide constructive feedback and recognize and reward good performance as a public utility leader.

**Tuition:** $9            **Fee:** $120

**ZWWT-069-0145**  T  10/1 (1 session)  8:00 am- 4:00 pm  FOH 103A

**Coagulation, Flocculation, Sedimentation and Filtration**

Designed to assist water plant operations, this advanced course focuses on tracking the flow of water through the four fundamental chemical and physical processes in water treatment. Examine chemical reactions, the physical event of each process and plant equipment involved. Incorporate theory and practice to solve operational and mathematical problems associated with treatment functions.

**Tuition:** $9            **Fee:** $120

**ZWWT-070-0146**  T  11/5 (1 session)  8:00 am- 4:00 pm  FOH 211

**Concepts of Drinking Water Treatment**

Recently hired apprentices and trainees, as well as those who need a refresher, will be introduced or reintroduced to the Safe Drinking Water Act and how it applies to the operator. Cover concepts of water sources, water storage and distribution systems. Examine the key elements of an effective safety program, including pumping and pressure maintenance, disinfection, storage tanks, fluoridation, corrosion control and plant safety.

**Tuition:** $9        **Fee:** $120

**ZWWT-071-0147**  W  12/18 (1 session)  8:00 am- 4:00 pm  FOH 211

**WELDING**

**MIG/TIG and Arc Welding—Introduction**

Designed for entry-level welders. Develop skills in basic MIG, TIG and arc welding. Stress on safety precautions in stick electrode welding, the difference between AC and DC welding, materials and how to prepare them to be welded, classifications (i.e., 60-10, 60-11, 60-13), the sizes of electrodes, thickness of metals and the application of theory in actual welding procedures. Discover the proper techniques needed to perform five basic welding joints used in MIG and TIG welding. Includes a significant amount of "hands-on" experience. Students must wear leather shoes. Personal protective equipment is required. A list will be provided the first night of class or call Wor-Wic at 410-334-2815.

**Tuition:** $317          **Fee:** $220

**ZWLD-001-0031**  MW  9/16-10/30 (12 sessions)  6:00 pm- 9:00 pm  Text Required: Code B  No class on 10/7 and 10/9.

**ZWLD-001-3001**  TTh  9/17-10/24 (12 sessions)  6:00 pm- 9:00 pm  Text Required: Code A  Instructor: Barry Wien

**ZWLD-011-0032**  MW  11/4-12/16 (12 sessions)  6:00 pm- 9:00 pm  Text Required: Same as Introduction. No class on 11/27.  Instructor: David Willey

**ZWLD-011-3002**  MW  11/4-12/16 (12 sessions)  6:00 pm- 9:00 pm  No textbook required. No class on 11/27.  Instructor: Barry Wien

**MIG/TIG and Arc Welding—Intermediate**

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

**Tuition:** $317          **Fee:** $220

**ZWLD-001-0032**  MW  11/4-12/16 (12 sessions)  6:00 pm- 9:00 pm  Text Required: Same as Introduction. No class on 11/27.  Instructor: David Willey

**ZWLD-011-3002**  MW  11/4-12/16 (12 sessions)  6:00 pm- 9:00 pm  No textbook required. No class on 11/27.  Instructor: Barry Wien
TRANSPORTATION

DRIVER EDUCATION

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 6 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.

Instructor for all sessions: Philis Scarfi
Tuition: $200      Fee: $100
ZDRV-001-0112      M-F  9/9-9/20 (13 sessions) 5:30 pm- 8:45 pm  FOH 200
ZDRV-001-0113      M-F  10/14-10/25 (13 sessions) 5:30 pm- 8:45 pm  FOH 200
ZDRV-001-0114      M-F  11/4-11/15 (13 sessions) 5:30 pm- 8:45 pm  FOH 300
ZDRV-001-3008      M-F  11/11-11/22 (13 sessions) 5:30 pm- 8:45 pm  ORGC BERLIN
ZDRV-001-0115      M-F  12/2-12/13 (13 sessions) 5:30 pm- 8:45 pm  FOH 300
ZDRV-001-3009      M-F  12/2-12/13 (13 sessions) 5:30 pm- 8:45 pm  ORGC BERLIN

Driver Improvement Program (DIP)

This course satisfies the Maryland Motor Vehicle Administration’s requirement for drivers who have been instructed to improve their driving skills and knowledge to retain their driving privileges. Topics include accident prevention, the point system and its implications, alcohol and drugs and driving as a privilege. Student completion records are automatically uploaded to the MVA’s system to retain driving privileges.

Instructor for all sessions: Walter Pardee
Tuition: $44      Fee: $16
ZDRV-006-0055      S  9/28 (1 session) 9:00 am-12:30 pm  FOH 100
ZDRV-006-0056      S 10/26 (1 session) 9:00 am-12:30 pm  FOH 100
ZDRV-006-0111      S  12/7 (1 session) 9:00 am-12:30 pm  FOH 100

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/employment/welding-training-program/ and apply for “Welding Training.”

FINANCIAL ASSISTANCE AVAILABLE

This code indicates that financial assistance is available. See the “Resources for Financial Assistance” page or contact Amanda Bumfield at abumfield@worwic.edu or 410-334-2815.
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.

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

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

COMMERCIAL BUS DRIVER TRAINING: SCHOOL & PASSENGER BUS

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

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

COMMERCIAL TRUCK DRIVER TRAINING

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

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

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

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

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 including gloves with fingers, a helmet, long pants, long sleeve shirt and sturdy, over-the-ankle shoes. For the “Motorcycle Safety: Basic Rider Course” and “Motorcycle Safety: Basic Rider Course 2—License Waiver” courses, 250 cc and 300 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: $133 Fee: $88
ZMOT-009-0058  S 9/7 (1 session)  7:30 am- 5:00 pm  JC 100

Motorcycle Safety: Advanced Rider Course Updated
The Advanced Rider Course (ARC) is the civilian version of the Motorcycle Safety Foundation military sport bike course but it can be taken on any stock street legal motorcycle. It is a course designed for experienced riders. For the purposes of this course, an experienced rider is one who has the basic skills and is a current rider with a motorcycle license. The ARC is designed to complement and build on the skills learned and practiced in other rider courses. Special emphasis is given to self-assessment, risk management, rider behavior, riding strategies and overall skill development, particularly in braking, cornering and swerving techniques.
Tuition: $133 Fee: $88
ZMOT-010-0059  S 10/5 (1 session)  7:30 am- 5:00 pm  JC 100

Motorcycle Safety: Basic Rider Course (BRC)
This course is required by the Maryland Motor Vehicle Administration for people under 18 and replaces the written and driving range exams for people over 18 applying for a Class M license. This course is a partnership among the Maryland MVA, Motorcycle Safety Foundation and the auto insurance industry. It is endorsed by the Maryland Legislature. Topics include traffic law, risk awareness, acceptance and management and riding skills and strategies. All classes will meet on Friday, 6:00 pm-9:00 pm, Saturday, 8:00 am-5:00 pm and Sunday 8:00 am-3:00 pm.
Tuition: $258 Fee: $88
ZMOT-003-0106  F 9/20-9/22 (3 sessions)  6:00 pm- 9:00 pm  JC 100
ZMOT-003-0107  F 9/27-9/29 (3 sessions)  6:00 pm- 9:00 pm  JC 100
ZMOT-003-0108  F 10/11-10/13 (3 sessions)  6:00 pm- 9:00 pm  JC 100
ZMOT-003-0109  F 10/18-10/20 (3 sessions)  6:00 pm- 9:00 pm  JC 100
ZMOT-003-0110  F 10/25-10/27 (3 sessions)  6:00 pm- 9:00 pm  JC 100
VETERINARY ASSISTANT TRAINING

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.

Tuition: $1995

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 issues involving all medications used in the clinical setting. Participate in examination room procedures, including restraining patients, taking vital signs, performing exam room grooming and applying eye and ear medications. Utilize patient and staff safety measures and assist in performing surgical preparations. Assist in laboratory procedures and recordkeeping. Gain experience in assisting in the completion of diagnostic radiographs and ultrasound. Prerequisites: students must show certificate of completion of ed2go online training program. Students will have two months to complete clinical hours upon registration. 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: $440 Fee: $150

ZVET-013-0163  9/9-12/9
POLICIES & PROCEDURES

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

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

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

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

**Class Cancellations**

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

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

**Email Privacy Policy**

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

**Release of Student Information**

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

**Safety & Security**

The college strives to provide students and employees with a learning and working environment that is safe and secure, free from substance abuse, sex offenses and other crimes. Policies and procedures are developed to meet this goal and to comply with federal, state and local laws that govern the conduct of students and employees at college facilities or at college-sponsored events. An annual security report is available to all current and prospective students and employees on the college’s website at www.worwic.edu/Services-Support/Public-Safety 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.
POLICIES & PROCEDURES

Services for Disabled Students

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

Smoking & Tobacco Use Policy

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

Student-To-Student Scholarship Contribution

Last year, the need for student financial aid exceeded the dollars available. If every student gives just $1 to our student-to-student scholarship program, Wor-Wic will have $10,000 to award to students with financial need. Contributions from continuing education students benefit other continuing education students who are not eligible for federal financial aid. 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 could require testing, an 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. 2, Nov. 27-30 and Dec. 21 through Jan. 1, 2020. Other exceptions are indicated in the course listings.

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

**Career Starters Scholarship**
Assistance for the following career training is available to low-income individuals who meet eligibility requirements.
Call 410-334-2815 or go to worwic.edu/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 a tuition assistance information packet, go to worwic.edu/FinancialAssistance or call 410-334-2815.

**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 carpentry, casino table games dealer, certified nursing assistant, clinical medical assistant, EKG, metal fabrication, phlebotomy 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
- HVACR
- Child care
- Keyboard skills and computer applications
- Truck and bus driver
- Welding

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

**Senatorial and Delegated 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
- HVACR
- Electrical wiring technician
- Personal trainer
- Phlebotomy technician
- Pesticide applicator
- Truck and bus driver
- Welding
- Veterinary assistant
CAMPUS MAP

CAMPUS MAP & WAYS TO REGISTER

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

FOUR EASY WAYS TO REGISTER

1. Online
Go to www.worc.edu/instantenrollment for more information and instructions. If you have ever registered for a course at Wor-Wic, you should contact the college to update your record first, before registering online. You must pay in full with a credit card at the time of registration.

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

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

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

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

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

Month       Day        Year

Gender:
Male
Female

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

Question 2: What is your race?
Select one or more of the following:
White
Black /African American
Asian
American Indian or Alaska Native
Native Hawaiian or Other Pacific Islander

I am a resident of:
Wicomico
Worcester
Somerset
Other

Tuition Rates
by Residency:
Wicomico, Worcester & Somerset Counties - pay the tuition rate listed.
Maryland Out-of-County - add $10 per course.
All other Out-of-State Counties - add $15 per course.

Start       Start
Course ID Course Title Date     Time          Tuition                  Total

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

Fee (if listed)

Accommodate S. (several courses)

Accommodate Out-of-County (several courses)

Accommodate Out-of-State (several courses)

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 stated in the college catalog.

Student Signature (required)                                                                Date

Four Easy Ways to Register:
ONLINE   MAIL IN-PERSON                                          FAX

OFFICE USE ONLY

Date Rcvd:

c Deferred

c Paid in full

c

c

c

c

c

c

c

Initials:

Company Name:

Company Address:

Employee Paid:

Payment Provided

Payment Provided

Billing Company (purchase order or approval letter attached)

Payment Provided

Employer Paid:

Payment Provided

Bill Company (purchase order or approval letter attached)

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Employer Paid:

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Company Name:

Company Address:

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Interested in getting your high school diploma? Or improving your English speaking, reading and writing skills? Our Wicomico adult education classes may be the place for you!

There are three options to get your Maryland High School Diploma:

1. Regularly attend morning or evening classes to strengthen your math and reading skills to prepare you for the GED test.

2. Successfully complete the National External Diploma Program, a portfolio-based program that uses the academic skills that you may have used in your work and life experiences.

3. Take online classes to prepare you to take the GED test.

Once you accomplish your goal to get your Maryland High School Diploma, Wor-Wic offers a variety of great opportunities to further your education or learn job skills.

For more information about the Wicomico Adult Education Program, contact us at adulteducation@worwic.edu or call 443-260-1703.

For English language learners, the way to improve your English speaking, reading and writing skills is to regularly attend morning or evening classes to strengthen your communication skills.

If you do not need “English as a Second Language” classes, but are interested in earning a high school diploma, we can talk with you about the options that may work best for you.

If you already have a degree from your native country, let us show you other course options at the college that may benefit you.

Contact Denean Jones-Ward at djones-ward@worwic.edu or 410-334-2815 to learn more.
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
WOR-WIC COMMUNITY COLLEGE
32000 CAMPUS DRIVE
SALISBURY, MD 21804

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

FALL 2019 NON-CREDIT COURSES

Prepare for a new career • Upgrade your existing skills
Meet licensure, certification or continuing education requirements
Personal enrichment

Registration starts Aug. 12

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