Continuing Education & Workforce Development

SPRING 2020 NON-CREDIT COURSES

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

Registration starts Dec. 9

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

Spring is the season for growth!
Give your team the skills they need to succeed - and boost YOUR bottom line.

We can help your team upgrade their skills in:
• Computers and technology
• Supervision and leadership
• Communication
• Time management
and more!

We can help your employees gain a license or certification:
• Commercial Driver’s License (Class A or B, including bus)
• Emergency training (CPR, BLS, AED)
• ServSafe food handler
and more!

Make 2020 your best year ever by investing in your team. Send your employees to any class in this schedule or let us create customized training just for your business needs.

For more information, email training@worwic.edu or call 410-334-2815.
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Continuing Education & Workforce Development Division

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

Office Hours:
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  8 a.m. to 4:30 p.m.

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  32000 Campus Dr.
  Salisbury, MD 21804

Trademarks:
Throughout this publication, trademarked names are used. Rather than put a trademark symbol in every occurrence of a trademarked name, we are using the names only in an editorial fashion with no intention of infringement of the trademark.
RESOURCES FOR FINANCIAL ASSISTANCE

Need help paying for training? Look for courses with the symbol.

AVAILABLE THROUGH WOR-WIC

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 wor-wic.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 wor-wic.edu/FinancialAssistance or call 410-334-2815.

How financial aid helps our community members

Georgia Bruce, CNA graduate:

“My siblings and I grew up poor, which meant there wasn’t money for continuing my education. I thought I could work and save to begin my education in the medical field, but after 10 years, I was still no closer to seeing my dream fulfilled. Coming to the United States, I had a few setbacks, including a major surgery which left me with a few bills. Being in the hospital rekindled my dream, and the kind service I received from the nurses and nursing assistants reminded me once again to not give up.

A few weeks later, I received a brochure in the mail from Wor-Wic. I read about their Nursing Assistant course and decided to save for this course. A year later, I was still not able to afford the course. Finally my husband said, you should attend the mandatory session and see about financial assistance. I attended the session, applied for assistance and received notification from the College that they would cover 100%! I was shocked and thankful and determined to work even harder.

What Wor-Wic has done for me, through assisting me financially, helped me to achieve my dream of becoming a CNA and starting my career within the medical field. I am now able to help others similarly to when I was helped as a patient. I am forever indebted to Wor-Wic and hope to one day pay it forward to help someone else start their career as well. I tell my patients and their visitors about my wonderful experience at Wor-Wic, and I’m hoping to also start as a nursing school student there in a few semesters.”
RESOURCES FOR FINANCIAL ASSISTANCE

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, metal fabrication and welding training is available to individuals who meet eligibility requirements through the Maryland Department of Labor. Call 410-334-2815 for more information.

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

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

- Certified nursing assistant
- Child care
- Clinical medical assistant
- HVACR
- Keyboard skills and computer applications
- Metal fabrication
- Truck and bus driver
- Welding

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

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

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

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

- Certified nursing assistant
- Electrical wiring technician
- HVACR
- Personal trainer
- Phlebotomy technician
- Truck and bus driver
- Welding

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

Look for courses with the $ symbol!
Are You Unemployed? Do You Need to Update Your Computer Skills?
Create your own schedule with these FREE self-paced courses.

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

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

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

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

**Applied Computers & Technology**
Combine all the skills you have learned in “Introduction to Computers & Technology Levels I and II” and prepare to use Microsoft Office in the workplace by completing 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.”
Employers -
the right training can take your team—and your business—to the next level.

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

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

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Clinical Medical Assistant • Dental Assistant • Emergency Training • Health Care Professional Development
Medical Coding and Billing • Personal Trainer Certification • Veterinary Assistant
Instructor Spotlight:

Krista Venero

Krista Venero is the author of over twenty novels and works as an editor and consultant for other indie authors. In addition, she runs a support group for indie authors on Facebook with over 4,600 members. Before she began writing full-time, Krista was an academic librarian and also spent three years at Wor-Wic as a career navigator in the computer studies department. She holds a bachelor’s degree in psychology and a master’s degree in library science from Indiana University. She’s thrilled to finally pursue her dream of full-time writing and editing and loves showing new authors the ropes.
ENTREPRENEURSHIP, continued

Getting Started Selling on Etsy
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. Prerequisite: basic computer and internet skills. Instructor: Stacy Mitchell

Tuition: $72    Fee: $16
ZENT-042-3004  T  2/11-2/25 (3 sessions)  9:30 am-12:00 pm  ORGC BERLIN

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-016-4006  W 1/15  ONLINE
ZHRS-016-4007  W 2/12  ONLINE
ZHRS-016-4008  W 3/18  ONLINE
ZHRS-016-4009  W 4/15  ONLINE

What Can Sports Teach Us?  NEW!
Sports and the workplace have a lot in common. For example, every sport has a rule book to guide the overall spirit of competition and fair play. At work, we call this the employee handbook or the union contract. Use a classic comparison of the day-to-day life of a human resources professional to lessons from the sporting industry. Topics include negotiation strategies, communication strategies and prioritization. Fee includes lunch voucher. Instructor: Vincent Pavic

Tuition: $109    Fee: $16
ZHRS-022-0147  F 4/17 (1 session)  9:00 am- 4:30 pm  FOH 200

MANAGEMENT

Assessing Your Leadership Ability
Your behavior strongly influences the success or failure of your staff. Gain insight into your leadership style to improve your effectiveness. Discover your comfort zone style and how to use it to your team's advantage. Study how different situations require different leadership styles and how you can utilize them to increase the productivity of your employees. Today's work environment is not a "one size fits all" world. Get the tools you need to truly lead your workforce. Fee includes lunch voucher. Instructor: Richard Van Gelder

Tuition: $109    Fee: $16
ZMG-047-0145  F 1/31 (1 session)  9:00 am- 4:30 pm  FOH 200
MANAGEMENT, continued

**Become A Successful Supervisor**

So, you’re a supervisor now? Build and strengthen your supervisory skills. Challenge yourself to focus on the learned aspects of supervision and management. Topics include understanding your role as leader, strategies for successful leadership and developing a plan for effective communication. Fee includes lunch voucher.

Instructor: Phyllis Hardy
Tuition: $109           Fee:  $16
ZMGT-109-0148     W 3/11 (1 session)      9:00 am- 4:30 pm  FOH 200

**Key Issues Facing Today’s Leaders**

Discuss key issues facing leaders today - how do you get an honest lay of the land, operate without stepping on hidden land mines and develop a high performing team? Designed for both for-profit and nonprofit leaders, managers and owners, this highly interactive session includes exercises that can be immediately implemented upon returning to your organization. Specific topics include assessing personnel, building trusting relationships, creating impactful goals, moving from manager to mentor and developing an overall strategy for your department or business. Fee includes lunch voucher.

Instructor: Rod Bourn
Tuition: $109        Fee:  $16
ZMGT-110-0149     F 2/28 (1 session)     9:00 am - 4:30 pm  FOH 200

**TOP 10 related online courses:**

- Accounting Fundamentals
- A-Z Grantwriting
- Effective Business Writing
- Fundamentals of Supervision and Management
- Introduction to Nonprofit Management
- Keys to Effective Communication
- Leadership
- Marketing Your Nonprofit
- Start and Operate Your Own Home-Based Business
- Start Your Own Online Business

All courses begin 1/15, 2/12, 3/18 and 4/15.

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

**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: $109       Fee:  $16
ZNPT-017-0143      F 4/3 (1 session)     9:00 am- 4:30 pm  FOH 203

**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 Certification in Nonprofit Management.

Instructor: Alishia Louis-Potter
Tuition: $96        Fee:  $6
ZNPT-029-0127      Th 2/6-3/5 (5 sessions) 9:00 am-11:00 am  FOH 200

A workforce training certificate will be awarded after successful completion of all four classes. Online courses can be substituted with prior approval. Call 410-334-2815 for more information.
BUSINESS & LEADERSHIP

NONPROFIT MANAGEMENT, continued

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 Certification in Nonprofit Management. Fee includes lunch voucher. Instructor: Anthony Ferlenda
Tuition: $92 Fee: $16
ZNPT-030-0144 F 3/20 (1 session) 9:00 am- 3:30 pm FOH 203

OPERATIONS

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: $92 Fee: $16
ZOPR-050-0140 W 3/4 (1 session) 9:30 am- 3:30 pm FOH 200

Pitfalls and Dangers of Social Media in 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: $84 Fee: $16
ZOPR-051-0142 F 2/21 (1 session) 9:00 am- 2:30 pm FOH 200

Everyone Is Selling Something
Regardless of your job or responsibilities - almost everyone Sells! If you are fundraising, selling personal items, encouraging people to use your services or selling consumer/business products, you must know how to influence your potential customer in order to be successful. Selling is the art of creating value and presenting benefits to your prospective customers. Learn how to best approach, position, present and complete a sale. In addition to providing the tools for finding, qualifying and closing a sale, we will also focus on the importance of building and maintaining solid business relationships. Fee includes lunch voucher. Instructor: Douglas Tribull
Tuition: $109 Fee: $16
ZOPR-054-0146 F 2/7 (1 session) 9:00 am- 4:30 pm FOH 203

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
- Introduction to Public Speaking
- Key Issues Facing Today’s Leaders
- 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
- Windows 10: Getting Started
- Windows: Managing Files and Folders
- Wordpress Websites: Level 1
- Windows 10: Getting Started
- Windows: Managing Files and Folders
- 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

**PRE-QUALIFICATION**

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

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

* 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) 2/3 - 3/25 $260
- Child Growth and Development (45 hours) 1/3 - 2/21 $260
- Infant and Toddler Care (45 hours) 1/15 - 3/4 $260
- Preschool Curriculum and Activities (45 hours) 1/8 - 2/26 $260
- School Age Child Care Curriculum (45 hours) 1/20 - 3/9 $260
- Communication Skills for Child Care Professionals (9 hours) 2/10 - 2/24 $100

**Family Child Care Provider Pre-Service Course:**

*Registration for this course closes March 13.*

- Family Child Care Pre-Service (24 hours) 1/6 - 3/20 $240

**Pyramid Model for Social and Emotional Competence**

*Registration for this course closes March 1.*

- Pyramid Model for Social and Emotional Competence-Preschool (18 hours) NEW! 3/1 - 3/31 $156

**Continuing Education Credential Booster Courses:**

Credential boosters are classes that are identified by MSDE in the staff credential modifications for levels two, three and four. *You can register for and begin a class anytime between 1/6 and 3/13.*

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

**Online Child Care Courses:**

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

For more information, email us at onlinetraining@worwic.edu or call 410-334-2815.
**Accounting Basics**

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

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**Workforce Training Certificate in Computer and Office Technology Essentials**

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

Complete two core courses:
- Introduction to Computer Applications: Part I
- 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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**ACCOUNTING SOFTWARE**

**Mastering QuickBooks (Version Pro 2018)**

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

Tuition: $158  Fee: $16  Text Optional: Code B

| ZACC-009-0040 | M 2/17-3/23 (6 sessions) | 6:15 pm- 9:00 pm | FOH 301 |

**QuickBooks: Reports (Version Pro 2018)**

QuickBooks has many built-in reports that can be customized to meet your individual business needs. This class will show you how to create a variety of reports in QuickBooks including reports that tell you how well your company is doing, how much your customers owe you and how much money your company owes to others. Explore employee and payroll reports and account activity reports. Bring your own unique business questions to the class to determine which QuickBooks report is available and find out how to use the tools to run the reports you need. Uses QuickBooks Professional 2015 but will benefit users of all Pro versions. **Prerequisites:** Windows and basic computer experience. Must be currently using QuickBooks or have taken “Mastering QuickBooks” or “QuickBooks: Payroll.” **Instructor:** Andrea Kenney

Tuition: $53  Fee: $16

| ZACC-008-0038 | M 4/20-4/27 (2 sessions) | 6:15 pm- 9:00 pm | FOH 301 |

**QuickBooks: Payroll (Version Pro 2018)**

Save money by processing payroll in-house. Become familiar with compliance requirements and various labor laws. Learn and understand the steps and information you need to set up QuickBooks Payroll correctly. Discover what you need to know about year-end procedures including W-2, W-3, 1099 and 1096 forms, as well as review required state and federal forms. Find out how to set up your employees in QuickBooks, choose payroll defaults, set up schedules and pay employees. Track employee vacation, sick and personal leave and find out how to process payroll taxes, including Federal 941 and 940 filings, State Withholding, State Unemployment and more. Uses QuickBooks Professional 2015 but will benefit users of all Pro versions. **Prerequisites:** Windows and basic computer experience. Must be currently using QuickBooks or have taken “Mastering QuickBooks” or “QuickBooks: Reports.” **Instructor:** Andrea Kenney

Tuition: $53  Fee: $16

| ZACC-005-0039 | M 4/6-4/13 (2 sessions) | 6:15 pm- 9:00 pm | FOH 301 |

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**Hazel Center Café**

Located on the first floor of the Hazel Center at Wor-Wic Community College

We have you covered for breakfast, lunch or dinner. Stop by the Hazel Center Café for daily specials or your favorite combo meal. Sandwiches and salads made to order. Proudly serving Rise Up coffee in hot or cold brew options all day.

HOURS:  Monday-Thursday, 8 a.m. to 6:30 p.m.  Friday, 8 a.m. to 1:30 p.m.

Great Deals and Daily Specials

$1.50 Sausage Biscuits and Chicken Snack Wraps (BBQ, Ranch or Buffalo)

$4.00 Hotdog Combo (with french fries and drink) or 1/2 Sandwich and Salad

$5.50 Chicken Tenders or Cheeseburger Combo (with french fries and drink)

Check out the weekly specials online at www.worwic.edu and “like” us on Facebook.
GETTING STARTED


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-001-0032   TTh 2/11-3/5 (8 sessions)  6:15 pm- 8:45 pm    FOH 308

Introduction to Computer Applications: Part II (Version 2016/2019) UPDATED!

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-003-0033   TTh 3/17-4/2 (6 sessions)  6:15 pm- 8:45 pm    FOH 308

Getting Started with Your MacBook

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

Tuition: $48      Fee: $16
ZCOM-026-0013   TTh 3/3-3/5 (2 sessions)  9:00 am-11:30 am    FOH 308

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-028-0012   TTh 3/10-3/12 (2 sessions)  9:00 am-11:30 am    FOH 308

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

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

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

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

Application software is not provided as part of the registration for computer courses.
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-031-0011  
TTTh 3/17-3/26 (4 sessions)  
9:00 am-11:30 am  
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-017-3005  
TTTh 1/14-1/16 (2 sessions)  
9:00 am-11:30 am  
ORGC BERLIN  
ZCOM-017-0045  
W 2/5-2/12 (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-018-3007  
TTTh 1/21-1/23 (2 sessions)  
9:00 am-11:30 am  
ORGC BERLIN  
ZCOM-018-0047  
W 3/4-3/11 (2 sessions)  
1:00 pm- 3:30 pm  
FOH 301

PC Tips and Tricks: Speed Up, Clean Up and Protect Your Computer

Discover how to quickly diagnose problems and clean up your computer. Get rid of those nasty viruses, malware and spyware and increase the performance of your system. Find out how to restore your system in the event of a catastrophic computer crash. Secure and manage your online activities and personal information to make you less vulnerable to security threats, identity theft and hackers. Erase personal data that Google and other sites collect from your browser, smartphone and iPhone and obtain tips on how to be socially savvy. Find out how to delete unwanted files to protect your security and private financial records. Safely dispose of or transfer data from old phones, computers and hard drives.  
**Prerequisite:** Windows, internet and basic computer experience.  
Instructor for both sessions: Perry Angelonga  
Tuition: $96  
Fee: $16  
ZPCO-009-3006  
TTTh 1/28-2/6 (4 sessions)  
2:00 pm- 4:30 pm  
ORGC BERLIN  
ZPCO-009-0046  
M 2/17-3/9 (4 sessions)  
1:30 pm- 4:00 pm  
FOH 301
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-010-4010 W 1/15 ONLINE
ZPCO-010-4011 W 2/12 ONLINE
ZPCO-010-4012 W 3/18 ONLINE
ZPCO-010-4013 W 4/15 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-028-4014 W 1/15 ONLINE
ZPCO-028-4015 W 2/12 ONLINE
ZPCO-028-4016 W 3/18 ONLINE
ZPCO-028-4017 W 4/15 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: Perry Angelona

Tuition: $48 Fee: $16
ZINT-009-0015 TTh 2/11-2/13 (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 Angelona

Tuition: $72 Fee: $16
ZINT-017-0014 TTh 2/18-2/25 (3 sessions) 1:30 pm- 4:00 pm FOH 301

Get Certified. Get Ahead.

Earn an IT certification by passing one of the following exams:

- CompTIA IT Fundamentals
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- Cisco Certified Network Associate (CCNA)

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

For information on computer certifications and career pathways or to schedule an IT certification exam, contact csatterfield@worwic.edu or call 410-334-2834.

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.)
Photography and Video Techniques for Your iPhone/iPad
Focus on using your iPhone/iPad to shoot high quality photos and videos! Learn how to enhance the pictures already on your camera roll with the Photos App and explore other popular photo apps. Identify camera and video modes available on your device and find out how to adjust exposure, capture panoramas, shoot in HD and 4K video and more. Find out how to back up your photos to iCloud or PC and create more room on your devices. Put DSLR camera settings at your fingertips like ISO, aperture, shutter speed and exposure. Search for other mobile accessories and attachments. **Prerequisite:** internet experience. "iPad: Beyond the Basics" course helpful. Instructor: Perry Angelonga
Tuition: $72       Fee: $16
ZINT-026-0057      TTh 3/10-3/17 (3 sessions)  1:30 pm- 4:00 pm  FOH 301

Getting to Know Your Android Device
Do you have a new Android device and want to learn how to connect and customize it "your way?" Bring your Android-based tablet or smartphone to class and find out how to customize your settings to sync mail, calendar, data and more. Preview and explore popular business and productivity apps. Discover the four methods available to download and install apps. Become familiar with navigating and accessing the Help features of your device. Use the file manager to locate and manage data such as documents, apps, pictures and books. Bring your Android device to class. The iPad, iPhone and Kindle Fire are not covered in this class. **Prerequisite:** internet experience. Instructor: Perry Angelonga
Tuition: $48       Fee: $16
ZINT-012-3002      MW 3/9-3/11 (2 sessions)  9:00 am -11:30 am  ORGC BERLIN

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-018-3001      W 3/18-4/1 (3 sessions)   9:00 am-11:30 am  ORGC BERLIN

PROGRAMMING AND 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-001-4018      W 1/15 ONLINE
ZPRG-001-4019      W 2/12 ONLINE
ZPRG-001-4020      W 3/18 ONLINE
ZPRG-001-4021      W 4/15 ONLINE
**Wordpress Websites: Level I**

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

**Tuition:** $86  
**Fee:** $16
**ZWEB-036-0054  S  2/1-2/8 (2 sessions)  9:00 am- 2:00 pm  FOH 306**

**Wordpress Websites: Level II**

Extend your abilities in Wordpress and build or maintain a professional website or blog with all the bells and whistles using Wordpress.org, a self-hosted site. Discover how to select a domain name and hosting company, create pages, insert images and create multimedia content. Create a user-friendly navigation system and take advantage of the dynamic add-on features known as plugins. Employ Search Engine Optimization (SEO) options, improve search engine page results and monetize your site with Google. Make it possible for your online visitors to comment on your articles, fill out forms and applications, buy your products and even make appointments. Find out how to take advantage of included widgets such as RSS Feeds, image galleries and more. Also, learn some HTML and CSS coding to customize your site’s look and feel and find out how to use Shortcodes, modify the CSS Styles, change themes and add Google Analytics metrics. Satisfies an elective requirement for the 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:** $86  
**Fee:** $16
**ZWEB-042-0055  S  2/22-2/29 (2 sessions)  9:00 am- 2:00 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. **Prerequisite:** "Creating Web Pages" or HTML experience.

**Tuition:** $33  
**Fee:** $81
**ZWEB-033-4022  W  1/15  ONLINE**
**ZWEB-033-4023  W  2/12  ONLINE**
**ZWEB-033-4024  W  3/18  ONLINE**
**ZWEB-033-4025  W  4/15  ONLINE**

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**Workforce Training Certificate in Website Design**

This five-course certificate recognizes achievement in website design and related web trends and provides the core skills needed to be a webmaster. A workforce training certificate will be awarded after successful completion of the required and elective courses for each track. Online courses can be substituted for electives (see www.ed2go.com/worwic) with prior approval. Call 410-334-2815 for more information. Complete **TWO** core courses:

- Creating Web Pages*
- Advanced Web Pages*

Complete any **THREE** other courses:

- Adobe Photoshop: Level I or II
- Creating Wordpress Websites: Level I or Level II
- Designing Effective Websites*
- Introduction to CSS3 and HTML5*

*These courses are only available online.

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**Top 10 related online courses:**

- Blogging and Podcasting for Beginners
- Computer Skills for the Workplace
- Creating Mobile Apps with HTML5
- Creating Web Pages
- Introduction to Google Analytics
- Introduction to PC Security
- Introduction to PC Troubleshooting
- Introduction to PHP and MySQL
- Wireless Networking
- Write Effective Web Content

All courses begin 1/15, 2/12, 3/18 and 4/15.

Go to www.ed2go.com/worwic for more information and a complete list of related online courses.
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 for both sessions: Stacy Mitchell
Tuition: $96 Fee: $16
ZSOC-008-0042 M 1/27-2/17 (4 sessions) 5:30 pm- 8:00 pm FOH 308
ZSOC-008-3003 T 3/24-4/14 (4 sessions) 9:30 am-12:00 pm ORG C BER L IN

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’ 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-011-0043 M 4/6-4/20 (3 sessions) 5:30 pm- 8:00 pm FOH 308

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 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 W indows, m acOS, iOS and A ndroid, 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-016-0044 M 3/2-3/9 (2 sessions) 5:30 pm- 8:00 pm FOH 308

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: $16
ZVID-001-0016 MW 1/22-2/3 (4 sessions) 1:30 pm- 4:00 pm FOH 308
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-034-0052 Th 1/30-2/27 (5 sessions) 6:00 pm- 9:00 pm FOH 306

Adobe Photoshop: Level II (Version CC) 
Take Photoshop to the next level and get creative using tools such as color fills, gradients, patterns, overlays and many other special effects. Discover advanced layer techniques using masks, filters and smart objects to create stunning results. Practice using different drawing tools, designing paths and shapes, and opening and modifying Camera Raw photos. Create layer masks, gray-scale masks and clipping masks. Users of all Adobe CS versions can benefit. Satisfies requirements for 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-035-0053 Th 3/12-4/2 (4 sessions) 6:00 pm- 9:00 pm FOH 306

Introduction to Adobe Lightroom: Organizing and Developing Digital Images (Version CC) 
Geared for the digital photographer or photo enthusiast, use this all-in-one tool to quickly import, process, manage and showcase your digital images. Learn to use a step-by-step workflow that will get your photos from camera to final product with ease. Navigate Lightroom's interface and the Develop module to easily retouch, fix and apply adjustments to your photos. Organize, tag and manage smart and manual collections. Share your photos directly to social media and export to print or the Web. Create photo presentations such as PDF slide shows, MP4 movies and Web galleries. Satisfies requirements for Workforce Training Certificates in Computer Graphics and Desktop Publishing and in Website Design. Prerequisite: basic computer skills including managing files and folders. Instructor: Timothy Latham
Tuition: $120 Fee: $16
ZIMG-042-0050 T 2/4-3/3 (5 sessions) 6:00 pm- 8:30 pm FOH 306

Adobe Photoshop Elements for the Digital Photographer (Version 18) 
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-003-0051 MW 1/22-2/10 (6 sessions) 9:30 am-12:00 pm FOH 306

Workforce Training Certificate in Computer Graphics and Desktop Publishing
Complete THREE core courses: Adobe Photoshop: Level I Adobe Illustrator: Introduction Adobe InDesign: Introduction *These courses are only available online.

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

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.

“Mr. Latham was awesome and extremely patient. I enjoyed it very much!” (Adobe Photoshop: Level I)
MICROSOFT OFFICE

Microsoft Office Business Technology Applications (Online: Version Office 2016/2019)
Master the most widely used Microsoft Office business applications. Observe, practice and actively apply your new skills with this online course. Become more productive in the workplace and learn tips and tricks to produce professional documents while exploring the newest features. Covers Microsoft Word, Excel, Outlook, Access and PowerPoint. Satisfies requirements for the Microsoft Office Business Technology Applications Workforce Training Certificate. Valid email address must be provided at registration. Login and course access information for this online course will be provided to you via email after you register. Prerequisites: Windows and basic computer experience and familiarity with the internet and email. Instructor for both sessions: Perry Angelonga
Tuition: $264 Fee: $16 Text Required: Code E
ZOFC-188-4030 MW 1/13 (11 weeks) ONLINE
ZOFC-188-4031 MW 3/9 (11 weeks) ONLINE

Microsoft Excel: Level I (Version 2016/2019) UPDATED!
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. Prerequisite: Windows and basic computer experience. Instructor: Perry Angelonga
Tuition: $120 Fee: $16 Text Required: Code C
ZOFC-175-0027 M 1/27-2/24 (5 sessions) 6:00 pm- 8:30 pm FOH 306

Microsoft Excel: Level II (Version 2016/2019) UPDATED!
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-176-0028 M 3/9-3/30 (4 sessions) 6:00 pm- 8:30 pm FOH 306

Workforce Training Certificate in Computer and Office Technology Essentials
This five-course certificate recognizes achievement in basic computer technology, internet and office applications.

Complete TWO core courses:
- Introduction to Computer Applications: Part I
- 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.
SENIORS ONLY

Getting Started with Computers for Seniors: Part I (Version Windows 10; Office 2016/2019) Designed for the computer and keyboard novice. Define basic computer concepts and terminology. Gain confidence as you are introduced to various hardware and storage devices and become confident using the mouse, keyboard and cursor to navigate around your desktop, textboxes, windows, toolbars and taskbars. Explore the Windows control panel to identify settings and customize controls. Get a handle on your files and find out how to browse, open and rename a file. Practice creating new folders and copy and move files into these folders. Use Microsoft Word to create, edit and print out a document and demo inexpensive alternative applications. Explore the internet and learn how to find the information on the internet that you want. Cover email and web mail, including how to open and save email attachments and steps you can take to be safe while online. Instructor: Dianne Day
Tuition: $0 Fee: $16 Text Optional: Code C
ZCSR-011-9001 MW 2/12-2/26 (5 sessions) 1:00 pm- 3:30 pm FOH 306

Getting Started with Computers for Seniors: Part II (Version Windows 10; Office 2016/2019) 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.” Instructor: Dianne Day
Tuition: $0 Fee: $16 Text Required: Code C
ZCSR-012-9002 MW 3/9-3/23 (5 sessions) 1:00 pm- 3:30 pm FOH 306

Gmail for Seniors UPDATED! Learn the basics of Gmail. Practice receiving, sending, replying, forwarding and adding attachments. Quickly search and filter your inbox and create action steps to organize, keep or delete incoming mail. Use the inbox tab feature and advanced features like starring and custom color labels to sort different types of messages like newsletters, ads and social updates to their own tabs and threads (conversations). Find out how to integrate Gmail with your contacts and the Google Calendar. Connect your smartphone or tablet to receive email and learn how to use Google’s privacy settings and preferences to keep your email and other information safe. Prerequisite: “Getting Started with Computers for Seniors” and an active Google account. Instructor: Perry Angelonga
Tuition: $0 Fee: $16
ZCSR-014-9003 W 4/8-4/29 (4 sessions) 1:00 pm- 3:30 pm ORGC BERLIN

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

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

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

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.)

Copyright © 2020 Wor-Wic Community College
Successful completion of five Microsoft Office courses marked with a ★ will earn you a workforce training certificate in Microsoft Office Business Technology Applications. Turn in your tracking journal to receive your certificate after you have completed all requirements. Add three advanced-level Microsoft Office courses and earn a workforce training certificate in advanced Microsoft Office Business Technology Applications. The college uses Microsoft Office 2019, but users of Office 2013 and 2016 will benefit from taking these courses. Call 410-334-2815 for more information.

MS Word: I ★ UPDATED!
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-177-0018 F 1/24 (1 session) 9:00 am- 4:00 pm FOH 301

MS Word: II ★★ UPDATED!
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-178-0019 F 2/7 (1 session) 9:00 am- 4:00 pm FOH 301

MS Excel: I ★★★ UPDATED!
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-179-0020 F 1/17 (1 session) 9:00 am- 4:00 pm FOH 301

MS Excel: II ★★★ UPDATED!
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-180-0021 F 1/31 (1 session) 9:00 am- 4:00 pm FOH 301
MS Excel: III  UPDATED!
Take Excel to the next level and increase the sophistication of your analyzing and data reporting abilities. Learn everything you need to know about creating and manipulating PivotTables. Consolidate multiple worksheets into one PivotTable and quickly analyze volumes of data, generate summary views, see comparisons and reveal patterns in your data. Generate data tables using Vlookup, Hlookup and Index functions. Automate repetitive tasks in Excel so that you can perform them with a single click. Prerequisite: “MS Excel II” or permission of instructor. Instructor: Perry Angelonga
Tuition: $53 Fee: $16
ZOFC-167-0022  F  2/21 (1 session)  9:00 am- 4:00 pm  FOH 301

MS Access: II  UPDATED!
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-181-0023  F  3/13 (1 session)  9:00 am- 4:00 pm  FOH 301

MS Outlook: I  UPDATED!
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, Word and Excel experience preferred. Instructor: Alan Musser
Tuition: $53 Fee: $16
ZOFC-182-0024  F  3/27-4/3 (2 sessions)  9:00 am-12:00 pm  FOH 301

MS PowerPoint: I  UPDATED!
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-183-0025  F  2/28-3/6 (2 sessions)  9:00 am-12:00 pm  FOH 301

MS Access: I  UPDATED!
Instructor: Alan Musser
ZOFC-167-0023  F  2/28-3/6 (2 sessions)  9:00 am -12:00 pm  FOH 301

Prerequisite: “MS Access: I” or permission of instructor.
Tuition: $53 Fee: $16

Prerequisites: Windows, Word and Excel experience preferred.

Spring 2020 Courses / 410-334-2815 / worwic.edu
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Take courses anywhere or on the go with...

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

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

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

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

Upcoming class start dates: 1/15, 2/12, 3/18 and 4/15

**ADVANCED ONLINE CAREER TRAINING**

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

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

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

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

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

Some of the workforce training certificates and courses offered include:

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

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

**UGotClass**

Online certificates and courses

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

Start dates: 2/3, 3/2 and 4/6
DEVELOPMENTAL ENGLISH/ESL

Reading for Speakers of Other Languages (ENG 081)
This course prepares non-native speakers of English for the reading tasks they will encounter in subsequent college courses. Students receive group and individual instruction to improve the skills where they need the greatest improvement (vocabulary, comprehension, spelling, structural analysis, skimming and scanning and/or note-taking and test-taking strategies). Students are placed in this course as a result of their computerized reading skills assessment score or they can enroll on their own. Reading improvement is determined by student performance on a reading skills assessment. Instructor: Marcia Rascona
Tuition: $269        Fee:  $6 T ext Required: Code D
ZDEV-012-0070      M 1/13-4/27 (14 sessions)       10:45 am-12:45 pm  BH 330
No class on 1/20 and 3/2.

Grammar and Writing Skills for Speakers of Other Languages (ENG 082)
This course prepares non-native speakers of English for the writing tasks they will encounter in subsequent college courses. Instruction includes common sentence patterns, spelling, punctuation, grammar and effective paragraph construction. Emphasis is placed on the areas of English grammar where non-native English speakers have the greatest difficulty. Group and individual instruction are provided. Students are placed in this course as a result of their computerized writing skills assessment score or they can enroll on their own. Writing improvement is determined by student performance on writing skills assessments. Instructor: Marcia Rascona
Tuition:  $518          Fee:  $6 T ext Required: Code C
ZDEV-007-0071      M W  1/13-4/22 (27 sessions)   1:45 pm - 3:45 pm  BH 330
No class on 1/20, 3/2 and 3/4.

Listening and Speaking Skills for Speakers of Other Languages (ENG 083)
This course prepares non-native speakers of English for the listening and speaking tasks they will need for success in subsequent college courses. Instruction includes phonetics, pronunciation, listening comprehension, idioms, cultural rules, differentiation of informal and formal speech and conversational skills. Emphasis is placed on the areas of spoken English where non-native English speakers have the greatest difficulty. Group and individual instruction are provided. Students are placed in this course as a result of their computerized listening skills assessment score or they can enroll on their own. Listening and speaking improvement is determined by student performance on computerized listening skills assessments. Instructor: Marcia Rascona
Tuition: $269        Fee:  $6 T ext Required: Code E
ZDEV-013-0069      W  1/15-4/22 (14 sessions)       10:45 am-12:45 pm  BH 330
No class on 3/4.

Foundations of College Literacy (ENG 087)
This course is designed to prepare students for ENG 095 and/or ENG 096 or ENG 097. Areas of instruction include reading comprehension, vocabulary, grammar and paragraph and essay writing. The course is self-paced and completed online through Blackboard. The work may be completed on campus in the Reading and Writing Center (BH 227) or anywhere the student has access to a computer and the internet. Students are encouraged to spend a minimum of four to six hours each week working in the Reading and Writing Center, where they will have access to qualified instructors to assist them with course materials and instruction. Note: This is a self-paced course that runs for 10 consecutive weeks. A new session of the course starts every Monday, beginning January 13, 2020. New students must attend a mandatory orientation session in BH 227 on the first day of the class. The specific time of the orientation will be arranged at registration. To learn more information about the class and how to register, please visit the Reading and Writing Center located in BH 227 or call 410-334-2843.
Tuition: $162        Fee:  $21

Invest in your future with a two-year degree
Tuition and fees at Wor-Wic Community College are 41% 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.

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://md-courts.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 tyyyyntall@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.

Tuition: $720 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: $437 Fee: $16
CERTIFIED NURSING ASSISTANT SCHEDULE OF CLASSES

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

SESSION I

Certified Nursing Assistant—Part I

Tuition: $720  Fee: $299  Text Required: Code C

ZCNA-006-0074  M-Th 1/6-2/11 (20 sessions)  8:00 am-12:00 pm  HH 200/202

No class on 1/20 and 1/21.

Basic Life Support (BLS)

Instructor for both sessions: Ruth Gaudreau

Tuition: $46  Fee: $20  Text Required: Code A

ZBLS-004-0001  F 1/17 (1 session)  8:00 am-1:00 pm  SH 100

ZBLS-004-0002  F 1/24 (1 session)  8:00 am-1:00 pm  SH 100

Certified Nursing Assistant—Part II

Tuition: $437  Fee: $16

ZCNA-003-0077  Th-W 2/13-2/19 (5 sessions)  7:00 am-3:30 pm  Nursing Home TBD

Th-F 2/20-2/21 (2 sessions)  8:00 am-12:00 pm  HH 202

SESSION II

Certified Nursing Assistant—Part I

Tuition: $720  Fee: $299  Text Required: Code C

ZCNA-006-0075  M-Th 1/27-2/27 (20 sessions)  5:30 pm-9:30 pm  HH 200/202

Basic Life Support (BLS)

Instructor for both sessions: Ruth Gaudreau

Tuition: $46  Fee: $20  Text Required: Code A

ZBLS-004-0003  F 2/7 (1 session)  8:00 am-1:00 pm  SH 100

ZBLS-004-0004  F 2/14 (1 session)  8:00 am-1:00 pm  SH 100

Certified Nursing Assistant—Part II

Tuition: $437  Fee: $16

ZCNA-003-0078  M-F 3/2-3/6 (5 sessions)  7:00 am-3:30 pm  Nursing Home TBD

MT 3/9-3/10 (2 sessions)  5:30 pm-9:30 pm  HH 202

SESSION III

Certified Nursing Assistant—Part I

Tuition: $720  Fee: $299  Text Required: Code C

ZCNA-006-0076  M-Th 3/2-4/2 (20 sessions)  8:00 am-12:00 pm  HH 200/202

Basic Life Support (BLS)

Instructor for both sessions: Ruth Gaudreau

Tuition: $46  Fee: $20  Text Required: Code A

ZBLS-004-0005  F 3/13 (1 session)  8:00 am-1:00 pm  SH 100

ZBLS-004-0006  F 3/20 (1 session)  8:00 am-1:00 pm  SH 100

Certified Nursing Assistant—Part II

Tuition: $437  Fee: $16

ZCNA-003-0079  M-Th 4/6-4/13 (5 sessions)  7:00 am-3:30 pm  Nursing Home TBD

TW 4/14-4/15 (2 sessions)  8:00 am-12:00 pm  HH 202

No class on 4/10.

ALLIED HEALTH MANDATORY

INFORMATION SESSIONS

Prospective CNA students must attend a session in order to register for the current 2020 Spring session.

Friday, Dec. 6, 10 a.m. to 12 p.m.
Wednesday, Jan. 8, 1 to 3 p.m.
Monday, Jan. 22, 5 to 7 p.m.
Wednesday, Feb. 12, 10 a.m. to 12 p.m.
Monday, Feb. 27, 1 to 3 p.m.
Wednesday, March 11, 5 to 7 p.m.
Monday, March 30, 10 a.m. to 12 p.m.
Wednesday, April 8, 1 to 3 p.m.
Monday, April 27, 5 to 7 p.m.

Allied health staff will go over detailed information on training requirements (including criminal background checks and drug screens), prerequisites, reading comprehension and arithmetic placement tests, course content, criteria for course completion and resources for financial assistance.

Starting in the 2020 Summer session, all allied health students will have to provide documentation at the time of registration that they have attended a mandatory information session. We have started scheduling these sessions well in advance so that students will be prepared for courses starting in May.

All sessions are held in Fulton-Owen Hall, Rooms 103 B and C. 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 placement tests are free and may be done before or after you attend a mandatory information session.

Sign up for the earliest session so that you can make an informed decision about pursuing your career path without delaying your registration. Call 410-334-6780 for additional information.

Exemption: students interested in registering for Emergency Training courses do not have to attend an 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 and have not attended a U.S. high school or college for at least 10 years, will first be required to pass all three sections of the English for Speakers of Other Languages (ESL) test to be eligible to take the reading comprehension and arithmetic tests.

Exceptions are made for students who have an associate or higher degree from a regionally-accredited college in the U.S. Students requesting an exception must submit an unofficial transcript at the time of registration in 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 Dec. 21 through Jan. 1, and Jan. 20.

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

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

Students who have successfully completed the equivalent of ENG 084, 087 or 095 and MTH 091 at another college can request an exception. An unofficial transcript must be submitted at the time of registration in FOH 102.

HEALTH & SAFETY

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

Applications who have previously attained licensure or certification in a health 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 Susan Malone 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 III

Complete your Clinical Medical Assistant training if you have taken Parts I and II in preparation to sit for the national certification exam. This course can also be taken alone if you are only interested in learning about the administrative/office duties of a Medical Assistant. Topics to be covered include include health care delivery models, medical coding and billing, data entry, ethical and legal issues in the workplace, medical documentation and customer service. Instructor: Norma Schultz

Tuition: $461 Fee: $6
ZCMA-005-0087 T 1/21-4/7 (12 sessions) 1:00 pm- 5:00 pm
Class will meet on campus on Tuesdays from 1-5 pm on March 10, 17, 24, 31 and April 7 in HH 200. This is a hybrid course with required time being split between on-campus lectures and online 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. Instructor: Crystal Howatt

Tuition: $694 Fee: $80 Text Required: Code E
ZDNT-009-0137 MW 1/6-3/11 (19 sessions) 5:30 pm- 8:30 pm FOH 200
Mandatory orientation session for registered students, 1/10, 9:00 am-1:00 pm at Woodbrooke OB/GYN office/conference room. No class on 1/20.
DENTAL ASSISTING, continued

Radiology for Dental Assistants
Gain the technical and clinical knowledge necessary to help you continue your preparation to become a dental assistant and to register with the Maryland Board of Dental Examiners as a Dental Radiation Technologist. Evaluate radiographic images for diagnostic value. Explore techniques for working with patients before, during and after exposure. Study quality assurance and radiology regulations. Become familiar with current American Dental Association guidelines for radiation safety for patients and operators. Review infection control procedures and standard precautions for patients, operators and equipment. Beneficial in preparing for the DANB Radiation Health and Safety Certification (RHS) component of the Certified Dental Assistant (CDA) exam, which is required to practice dental radiology in Maryland. In order to take the DANB exam, you must possess a high school diploma or equivalent, minimum of 3,500 hours of approved work experience AND current certification in CPR from a DANB-accepted provider. The Maryland Board of Dental Examiners has approved this course. Prerequisites: “Dental Assisting—Introduction” within the last six months or a letter submitted at registration that is signed by a licensed dentist on company letterhead verifying employment as a dental assistant for at least six months. Instructor: Donna Ervin
Tuition: $432 Fee: $70 Text Required: Code E
ZDNT-008-0138 MW 1/13-3/16 (18 sessions) 5:30 pm- 8:00 pm HH 105
No class on 1/20.

Dental Assistant Radiology Recertification
Meets Maryland State Dental Board of Examiners requirements for reinstatement of an expired certification to practice dental radiation technology. Update your skills in radiation and safety. Includes radiation protection for the operator and the patient, radiation protection guidelines and infection control in the dental office. Students must attend 100% of the course hours. Prerequisite: submit a copy of expired certification with registration. Instructor: Donna Ervin
Tuition: $96 Fee: $10
ZDNT-012-0139 MW 1/15-1/29 (4 sessions) 5:30 pm- 8:00 pm HH 105
No class on 1/20.

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.

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.

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

Visit https://www.worwic.edu/Services-Support/Testing-Services/Placement-Testing-for-New-Students and click on “How to Prepare for the Placement Test” to download a free PDF copy of Accuplacer Practice tests in all areas and access the FREE Accuplacer online study application.

You will need to sign up with a valid email address. Be sure to choose “Classic” Accuplacer practice when prompted.

You can then access the study app from any internet based device.

Khan Academy provides general resources, particularly in math, that can be useful to review before you take the placement test. For more information, visit http://khanacademy.org.
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: Cletia Sponaugle
Tuition: $365 Fee: $164 Text Required: Code F
ZEKG-005-0174 M 1/6-3/2 (8 sessions) 8:00 am- 1:00 pm HH 202
No class on 1/20.

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: Cletia Sponaugle
Tuition: $182 Fee: $21 Text Required: Same as Part I
ZEKG-006-0175 M 3/9-3/30 (4 sessions) 8:00 am- 1:00 pm HH 202

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: Cletia Sponaugle
Tuition: $370 Fee: $21
ZEKG-008-0176 M 4/6 8:00 am- 9:00 am HH 202
Mandatory meeting to schedule clinical rotation, which must be completed by 5/15.

Instructor Spotlight:
Cletia Sponaugle
Cletia joined the W or-W ic team in 2019 as a part-time instructor. She is responsible for EKG Technician training and assists with introducing EKG concepts in the Clinical Medical Assistant training. She received her Bachelor of Science in Nursing from Salisbury University and her Master of Science in Nursing/Clinical Nurse Specialist with an Emergency-Critical Care focus from Widener University. Cletia has worked most of her career in Intensive Care - Emergency Medicine departments.
HEALTH & SAFETY

EMERGENCY TRAINING

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

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

Tuition: $16 Fee: $20 1.5 hours

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

Heartsaver First Aid CPR AED
Tuition: $22 Fee: $28 2 hours

Heartsaver CPR AED
Tuition: $16 Fee: $28 1.5 hours

Heartsaver First Aid
Tuition: $11 Fee: $28 1 hour

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

Call us to make an individual appointment with one of our Training Center instructors.

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

Ruth Gaudreau
Tuition: $46 Fee: $20

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<td>F 4/17 (1 session)</td>
<td>8:00 am-1:00 pm</td>
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The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials do not represent income to the AHA. Student manuals are designed for individual use and are an integral part of the student’s education. Each student must have the current appropriate course manual readily available for use before, during and after the course. Prior review of the manual is strongly recommended by the AHA. Manuals for all AHA courses are available for purchase at the campus bookstore.

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.

“I really enjoyed this class and I learned a lot. The instructor was upbeat and easy to follow. She was very helpful.”
(Basic Life Support)
Starting this spring, prior to registration, students interested in taking the Personal orientation at:

Students are issued electronic course completion cards (eCards) upon successful completion of all AHA course components. A notification will be sent from the American Heart Association inviting students to claim their cards. An eCard is the electronic equivalent of a printed course completion card and can be presented to employers as proof of successful completion of an AHA course.

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

Students in all AHA courses must attend 100% of course hours. The AHA has adopted an open-resource policy for exams, which means that students can use their manuals as a reference while completing written course exams. Make sure you bring your manual to class to take advantage of this new option.

**NEW PROCESS**

Starting this spring, prior to registration, students interested in taking the Personal Trainer National Certification course MUST register to view the WITS orientation at:

https://register.gotowebinar.com/recording/6554958872444752643

During this 20-minute recorded orientation, you will learn about the topics that will be covered in the lectures and skills sessions, as well as grading and internship opportunities.

**CONFIRMATION OF ORIENTATION WILL BE NEEDED AT THE TIME OF REGISTRATION.**

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**HEALTH & SAFETY**

**EMERGENCY TRAINING, continued**

**Basic Life Support (BLS) Renewal**

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

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**Heartsaver CPR AED**

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

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<td>ZCPR-010-0059 S 3/21 (1 session) 8:00-12:30 pm</td>
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**Heartsaver First Aid CPR AED**

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

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<td>ZFCA-001-0064 WTh 3/4-3/5 (2 sessions) 8:00 am-11:30 am</td>
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**FITNESS TRAINING**

**World Instructor Training Schools**

“Educational Excellence for Fitness Professionals”

**Personal Trainer National Certification**

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

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<td>$200</td>
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<tr>
<td>ZFIT-003-0089 Th 3/5-4/18 (13 sessions) 6:30 pm-9:30 pm</td>
<td>HH 105</td>
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Class also meets every $, 1:00 pm-4:00 pm at local gym. Must register by 2/27. No class on 4/9 and 4/11.

“My instructor did an excellent job. I would recommend her.”
(Basic Life Support Renewal)
**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.

**Instructor:** Susan Boulden

**Tuition:** $370  
**Fee:** $13  
**Text Required:** Code F

**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

**MEDICAL OFFICE**

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

**Tuition:** $33  
**Fee:** $81

**ZMCF-002-4026**  
W 1/15 ON LINE

**Boost your health care career with medical terminology**
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 courses to assist you in effectively communicating with your colleagues and patients.

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**Keyboarding and computer skills training**
As more health care settings implement electronic health records, it is critical for you to have basic keyboarding and computer skills. Check out the courses offered in the “Computers & Technology” section of this course schedule to make sure you are ready!

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**Please note:**
Students can only register for one medical coding & billing course per session.
MEDICINE AIDE

Medicine Aide—Part I
Explains roles and responsibilities, essentials needed to administer medications in a long-term care facility setting and regulations covering medication administration. Examine drug sources, purposes, dosage forms and routes of administration. Cover dosage measurement, preparation, reading and following orders and commonly used drugs for many diseases and conditions. Details adverse reactions, common side effects and common disease processes. Attendance for 100% of the hours is required. Part I of a two-part course.
Prerequisite: student must be a current Maryland GNA in good standing for at least one full-time year or Maryland CNA for two full-time years in a Maryland licensed nursing home. Student must provide a letter of recommendation from a Director of Nursing on company letterhead when registering. Minimum reading comprehension and arithmetic requirements. Student must meet eligibility criteria with drug screen and background check. Instructor: Denise Dechene
Tuition: $288 Fee: $156
ZMDA-001-0067 TTh 3/17-4/2 (6 sessions) 8:00 am- 1:15 pm HH 105
Must meet with the Allied Health Coordinator in SH 307 PRIOR to registering. Call 410-334-6782 to set up an appointment. Registration deadline is 3/10.

Medicine Aide—Part II
This course is designed for the Geriatric Nursing Assistant who has successfully completed "Medicine Aide - Part I." As mandated by the Maryland Board of Nursing, students will participate in 30 hours of clinical experience in a nursing home to cover the safe preparation, administration and charting of medications. A review of the characteristics of the elderly, the medication order, monitoring for side effects of drugs and drug interactions and the limitations of the Medicine Aide will also be included. Instructor: Denise Dechene
Tuition: $288 Fee: $21
ZMDA-004-0068 TTh 4/7-4/16 (4 sessions) 7:00 am- 3:30 pm GRNC

Medicine Aide Recertification
Students must attend 100% of the course hours. Update your Knowledge of medications, drug administration practices and current state regulations. Review actions, precautions, drug uses and interactions of medications used in the care of geriatric patients, as well as the role of the medicine aide in providing safe patient care. Meets the Maryland Board of Nursing's requirement for Medicine Aide Recertification. Bring your drug handbook and calculator to class. Recertification classes could be cancelled if there is low enrollment so register for the first class offered in your 90-day renewal period. Submit a copy of current, active, unencumbered Maryland CNA/GNA/CMA certificate with registration. Renewal required at the same time CNA/GNA certificates are renewed. Go to www.mbon.org for eligibility requirements. Instructor for all sessions: Denise Dechene
Tuition: $77 Fee: $16
ZMDA-005-0080 F 1/24 (1 session) 8:00 am- 5:00 pm HH 200
ZMDA-005-0081 F 2/28 (1 session) 8:00 am- 5:00 pm HH 200
ZMDA-005-0082 F 3/27 (1 session) 8:00 am- 5:00 pm HH 200
ZMDA-005-0083 F 4/17 (1 session) 8:00 am- 5:00 pm HH 200

We price match:
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• In stock titles on competitor's website or in their store
• New, used & used rentals

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• Special orders
• New rentals
• Peer-to-peer pricing
• Online marketplaces
Call 410-334-2802 for more details.
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 AHA Basic Life Support (BLS) certification, inactive Maryland nursing license, and must meet all health and other site-specific requirements. Initial candidates for a Board of Nursing license will be required to obtain a criminal history records check prior to the issuance of a license. Prerequisite: theory portion of Board of Nursing approved RN/LPN refresher course. Submit a copy of course certificate with registration. All students must have documentation of a negative PPD or chest X-ray in the last year and Hepatitis B vaccine or waiver. A flu vaccine is required. Students must attend 100% of the course hours. Instructor: Norma Schultz

Tuition: $648    Fee: $31
ZNUR-010-0090    F 3/20    8:00 am- 4:30 pm    HH 202
Must meet with the Allied Health Coordinator in SH 307 PRIOR to registering.
Call 410-334-6782 to set up an appointment. Clinical rotation to be completed by 4/30.

PHLEBOTOMY TECHNICIAN

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

Tuition: $874    Fee: $16
ZPHL-011-0073    Th 1/2    6:00 pm- 7:00 pm    FOH 309
Mandatory meeting to schedule clinical rotation, which must be completed by 4/24.

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: $540    Fee: $181
Text Required: Code D
ZPHL-007-0065    TTh 1/7-2/25 (15 sessions)    5:30 pm- 9:30 pm    FOH 309

SPRING 2020 COURSES / 410-334-2815 / worwic.edu
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: $504  Fee: $46  Text Required: Same as Part I
ZPHL-008-0066  TTh 2/27-4/14 (14 sessions)  5:30 pm - 9:30 pm  FOH 309

**PROFESSIONAL DEVELOPMENT**

**Ethical Considerations in Rural Practice**
This course is designed for medical and behavioral health professionals. In rural health care, ethical considerations come into play when dealing with safeguarding patient information. It can be difficult to protect the privacy and confidentiality of patients because of the familiarity inherent in small close knit communities. Students will look at potential ethical challenges related to living and working in a rural area and identify potential resources to help resolve ethical conflicts. This training qualifies for 3.0 Category I continuing education units for students who attend 100% of course hours. Wor-Wic Community College is an authorized sponsor of continuing education acceptable to the Maryland Boards of Social Work Examiners, Professional Counselors and Therapists and Psychologists as an accredited academic institution. Instructor: Tina Brown

Tuition: $29  Fee: $11
ZALH-091-0088  T 3/10 (1 session)  9:00 am - 12:15 pm  FOH 200

**Adult Mental Health First Aid**
This eight-hour course is intended to train current Certified Nursing Assistants in Adult Mental Health First Aid. The goal is to help someone who is developing a mental health problem or experiencing a mental health crisis until appropriate professional help arrives. In health care settings, Mental Health First Aid can assist staff in recognizing and responding to the signs of mental illness and addiction in both their co-workers and their patients. The training can reduce stigma and open dialogue among health care staff. Topics covered include depression and mood disorders, anxiety disorders, trauma, psychosis and substance use disorders. Students will be taught how to apply a five-step action plan in a variety of situations such as helping someone through a panic attack, engaging with someone who may be suicidal or assisting an individual who has overdosed. Students who attend 100% of course hours will earn the Mental Health First Aid certification valid for three years. This class is only for current CNAs who must show proof of their certification at the time of registration. There is no cost to attend due to EARN grant funding from the Maryland Department of Labor, but you must register due to limited seating. This course is offered in partnership with Worcester County Health Department.

ZALH-092-0183  F 1/24 (1 session)  8:30 am - 5:00 pm  FOH 200
ZALH-092-0184  ThF 3/19-3/20 (2 sessions)  8:30 am - 12:30 pm  FOH 200
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: $144 Fee: $26 Text Required: Code B
ZCPO-001-0110 MW 2/3-2/17 (5 sessions) 6:00 pm- 9:15 pm FOH 203
ZCPO-001-3008 MW 2/24-3/9 (5 sessions) 6:00 pm- 9:15 pm ORGC BERLIN

Pool/Spa Operators Recertification Course
Designed to provide pool and spa operators with up-to-date information regarding the safe and healthy operation of public swimming pools necessary for recertification. Includes necessary information for the operation of public whirlpools, spas and hot tubs as stated in COMAR 10.17.01. Students who satisfactorily complete the course and pass the examination will be recertified as a Pool and Spa Operator by the testing county’s environmental health department. Must hold current certification by authorizing county health department. Instructor for both sessions: Bonnie Russell
Tuition: $48 Fee: $26 Text Required: Code B
ZCPO-002-0111 MW 3/23-3/25 (2 sessions) 6:00 pm- 8:30 pm FOH 203
ZCPO-002-3009 MW 4/6-4/8 (2 sessions) 6:00 pm- 8:30 pm ORGC BERLIN

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: $97 Fee: $56
ZCUL-101-0029 Th 1/9-1/23 (3 sessions) 6:00 pm- 9:00 pm FOH 303

For the Love of Chocolate
Get ready to enhance your menu and catering options by exploring the delicious and versatile world of chocolate. Create truffles and other delicious confections. Delve into the history of chocolate, so highly prized by the Aztecs they used it as currency. Improve your baking techniques and enhance your knowledge of the many varieties of chocolate creations possible with this unique and festive food. Instructor: John Del Vecchio
Tuition: $97 Fee: $56
ZCUL-100-0017 Th 1/30-2/13 (3 sessions) 6:00 pm- 9:00 pm FOH 303

The Art of Pizza Making
Learn how to use dough, sauce and cheese to create pizza from different regions. Explore Chicago style, Sicilian style and New York thin crust pizza-baking techniques. Incorporate these techniques to create tasty stromboli and calzone. Instructor: John Del Vecchio
Tuition: $97 Fee: $56
ZCUL-102-0098 Th 2/20-3/5 (3 sessions) 6:00 pm- 9:00 pm FOH 303
## CULINARY SKILLS, continued

### Creative Cupcake Flavors and Designs  
**NEW!**
Take your cupcake skills to the next level by incorporating enticing new flavors such as maple bacon and snickerdoodle. Design pull-apart cakes using cupcakes in creative arrangements. Explore seasonal designs using spring and summer themes. Fee includes cupcake decorating kit. Instructor: Amanda Brumfield

| Tuition: $65 | Fee: $56 |
| ZCUL-098-0036 | S 3/7-3/14 (2 sessions) | 10:00 am- 1:00 pm FOH 303 |

### Easter Eats and Treats  
**NEW!**
Expand your Easter menu to include festive breads and sweets. Enhance your skills to include such options as chocolate, candied fruit, colored eggs and coconut cakes. Learn to display your new creations in a visually appealing manner. Instructor: John Del Vecchio

| Tuition: $97 | Fee: $56 |
| ZCUL-099-0049 | Th 3/26-4/9 (3 sessions) | 6:00 pm- 9:00 pm FOH 303 |

## FOOD & BEVERAGE

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

| Tuition: $53 | Fee: $26 |
| ZFD-B-034-0177 | M W 3/9-3/11 (2 sessions) | 6:00 pm- 9:00 pm FOH 307 |

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

| Tuition: $317 | Fee: $44 |
| ZFD-B-035-0072 | M W 3/9-4/13 (11 sessions) | 6:00 pm- 9:15 pm FOH 307 |

TIPS class will be held on 3/9 and 3/11.

### 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. Please be sure to provide an email address at the time of registration. Instructor: Evelyn Weaver

| Tuition: $288 | Fee: $6 |
| ZFD-B-037-4005 | M 1/27-3/30 ONLINE |
| Text Required: Code C |

A login for this online class will be provided to you via email by 1/21.

### ManageFirst Customer Service  
**NEW!**
Learn how to provide high-quality customer service in the hospitality and food service industries. Topics to be covered include exceeding the customers’ expectations, the importance of creating a formal customer service plan, implementing customer service standards and the process that managers use to monitor service standards. Instructor: George Ojie-Ahamiojie

| Tuition: $346 | Fee: $63 |
| ZFD-B-039-0151 | TW 1/8-2/18 (12 sessions) | 6:00 pm- 9:15 pm FOH 103A |
### HOSPITALITY & CULINARY

**FOOD & BEVERAGE, continued**

#### 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:** $125
- **Fee:** $18
- **ZFDB-027-0152**
  - **M 4/2-4/9** (2 sessions)
  - **9:00 am - 4:30 pm**
  - **FOH 200**

#### ServSafe Food Protection Manager
Designed for food service professionals and personnel engaged in food production and provides the National Restaurant Association’s ServSafe Manager’s Certification Program, the industry standard for food safety education (sixth edition). Learn how food borne illness occurs; forms of contamination; the role of personal hygiene; hazards in the flow of food; the importance of purchasing and time and temperature control; HACCP; cooking, cooling and reheating; cleaning, sanitizing and pest control; and effective industry management techniques. The course meets guidelines established by the Maryland State Department of Health and Mental Hygiene. Students who successfully complete the course and pass the exam will be awarded nationally recognized NRA ServSafe Managers certification valid for five years. Fee includes textbook. Instructor: Bonnie Aronson

- **Tuition:** $125
- **Fee:** $81
- **ZFDB-026-0153**
  - **M 3/23-3/30** (2 sessions)
  - **9:00 am - 4:30 pm**
  - **FOH 200**

### PERSONAL ENRICHMENT

#### 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. Instructors for both sessions: Susan Canfora and Francis Arquiza Eccles

- **Tuition:** $240
- **Fee:** $41
- **ZCOP-003-0130**
  - **S 2/1-2/29** (5 sessions)
  - **9:00 am - 2:30 pm**
  - **FOH 200**
- **ZCOP-003-0131**
  - **S 3/7-4/4** (5 sessions)
  - **9:00 am - 2:30 pm**
  - **FOH 200**

### COMMUNICATION STUDIES

#### 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. Instructor: Dara Phillips

- **Tuition:** $360
- **Fee:** $6
- **ZCOS-001-0179**
  - **Th 1/16-4/16** (14 sessions)
  - **6:30 pm - 9:45 pm**
  - **BH 314**

  Exam on Th 4/23, 6:30 pm-8:30 pm. No class on 3/5.
COMMUNICATION STUDIES, continued

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-002-0178 W 1/15-4/15 (14 sessions)  6:30 pm-9:45 pm   BH 210
Exam on W 4/22, 6:30 pm-8:30 pm. No class on 3/4.

FINANCIAL PLANNING

Elder Law: Plan Today to Protect Your Tomorrow
Explore the legal aspects of three phases of estate planning: lifetime, end-of-life and asset protection. Clarify the role of a power of attorney and understand the difference between an advance health care directive and a do not resuscitate order. Unravel the probate process and how to avoid probate through the use of trusts. Understand how wills and trusts work together to create a comprehensive estate plan. Describe the dangers of jointly owned assets and the importance of appropriate beneficiary designations. Recognize the ethics surrounding asset protection planning and discuss the planning strategies that are most commonly used. Instructor: Leslie Dipietro
Tuition: $58       Fee: $6
ZFIN-020-0124 T 3/10-3/31 (4 sessions)  6:00 pm- 7:30 pm   FOH 203

Planning and Navigating Retirement
Retirement is a multi-faceted endeavor. Become familiar with the hot button issues that challenge today’s retirees. Understand your health care options both before and after Medicare age. Identify the misconceptions and intricacies involved in making your Social Security filing decision. Project your tax burden throughout retirement, with a focus on planning for Required Minimum Distributions, Qualified Charitable Distributions, Roth Conversions, etc. Understand the potential benefit and impact of proper legal planning including guardianship, beneficiaries, trusts, medical directive and power of attorney. Instructors: Bruce Robson and Michael Sise
Tuition: $58   Fee: $6
ZFIN-022-0129 T 1/28-2/11 (3 sessions)  6:00 pm- 8:00 pm   FOH 204

HISTORY

We the People: Understanding the United States Constitution
Explore the structure and content of the United States Constitution. In this time of political change, discover how a 230-year-old document continues to be relevant in our daily lives. Review the history of the Constitution and why the Founding Fathers believed that a central federal government was necessary. Understand the organization, function and powers of the three branches of federal government. Examine how the Constitution was amended and assess the impact of its most significant amendments. Instructor: Philip Webster
Tuition: $96       Fee: $6
ZHIS-047-0122 T 1/14-2/11 (5 sessions)  6:00 pm- 8:00 pm   FOH 203

Defending Delmarva
What happened on the Delmarva Peninsula during the American Revolution? The struggle for independence was real. The population at the time was one third Patriot, one third Tory and the other third “middle ground.” Soldiers from Delaware, Maryland and Virginia played a significant role in the Continental Army in battles in the North and South. Delve into the fascinating history of the Delmarva region during the Revolutionary War. Instructor: Philip Webster
Tuition: $96   Fee: $6
ZHIS-050-0120 T 2/18-3/17 (5 sessions)  6:00 pm- 8:15 pm   FOH 200
PERSONAL ENRICHMENT

LANGUAGES

Community Spanish: Survival Guide for English Speakers
This non-academic, non-grammar based course is for you if you want an easy and quick way to learn limited amounts of everyday Spanish. Focus on speaking and comprehending basic phrases, expressions and questions in Spanish for everyday interactions. Gain a better understanding of the most common cultural differences between Latinos and non-Latinos. Fee includes cost of manual. Instructor: Starlett Todd
Tuition: $134       Fee:  $41
ZLAN-007-0125      W 3/11-4/22 (7 sessions)       6:00 pm - 8:00 pm  FOH 310
Must register by 3/4 to ensure delivery of course materials.

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-002-0106      MW 1/22-2/24 (10 sessions)       6:30 pm- 8:30 pm  FOH 211

Fundamentals of Spanish I
Begin your study of the Spanish language. Concentrate on written and spoken Spanish with emphasis on the acquisition of basic skills in this popular and important language. Provides opportunity for practice in pronunciation, grammar and translation. Recommended for students who have completed "Conversational Spanish I and II" and wish to deepen their knowledge of the language as well as those wishing to brush up on language skills previously learned. For further information about taking this course for college credit, call 410-334-2800 prior to registering. Instructor: David Mongor-Lizarraabanga
Tuition: $360       Fee:  $6       Text Required: Code F
ZLAN-004-0180      T 1/14-4/14 (14 sessions)       10:45 am-12:15 pm FOH 310
Exam on T 4/21, 5:30 pm-7:30 pm. No class on 3/3.

Fundamentals of Spanish II
Continue your study of the Spanish language. Concentrate on major structures with an emphasis on reading and speaking skills and listening comprehension. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering. Prerequisite: successful completion of "Fundamentals of Spanish I." Instructor: David Mongor-Lizarraabanga
Tuition: $360       Fee:  $6       Text Required: Same as Part I
ZLAN-005-0181      MW 1/13-4/20 (27 sessions)       10:45 am-12:15 pm  FOH 206
Exam on W 4/22, 10:00 am-12:00 pm. No class on 1/20, 3/2 and 3/4.

SPRING 2020 COURSES

Top 10 related online courses:
• Discover Sign Language
• Speed Spanish
• Spanish for Medical Professionals
• Beginning Conversational French
• Instant Italian
• Conversational Japanese
• Spanish for Law Enforcement
• Grammar for ESL
• Writing for ESL
• Spanish in the Classroom

All courses begin 1/15, 2/12, 3/18 and 4/15.

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

Tuition: $192          Fee: $6

ZPHO-004-0141      TTh 2/25-3/17 (8 sessions)  5:30 pm- 8:00 pm  FOH 103C
Class also meets S 3/7, 5:30-8:00 pm; field location to be announced.
Instructor: Jen Campbell

ZPHO-004-3010      W 2/26-4/15 (8 sessions)   1:00 pm- 3:30 pm  OCSC 001
Instructor: James King

SCIENCE

The Copernican Revolution

The Copernican Revolution was a true watershed in history, overturning the deep-seated framework that had grounded human thought for more than a thousand years. Much more than just replacing an earth-centered with a sun-centered cosmos, it opened up the vast universe around us, and shrunk the Earth to miniscule proportions. In our modern world, we may easily forget how deeply unsettling and even disquieting such a change surely was. In this course, analyze Copernicus’ discovery and that of his successors, Tycho Brahe and Johannes Kepler, as they made discoveries that truly shook the world.

Instructor: Douglas Hemmick

Tuition: $58      Fee: $6

ZSCI-011-0128      T 3/17-4/7 (4 sessions)  12:30 pm- 2:00 pm  FOH 203

“...The enthusiasm of the instructor is amazing! It is what really makes the course. I looked forward to every session!”

(The Copernican Revolution)

We are looking for instructors.

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
• Microsoft Office Instructor for special needs students, ages 17+ (Day Availability)

Developmental ESL

Applications will be reviewed and positions will be filled based on department needs.
SUMMER SCHOLARS

2020 COURSE DATES:
Week one: July 6-10
Week two: July 13-17
Week three: July 20-24
Week four: July 27-31

What our parents had to say:
“He loved going every day! Thank you for this great program!”
“She had a wonderful experience and we will be planning to come back next summer. Thank you!”
“Loved it! 2nd year in a row and we’ll definitely be back again next year!”

Our 2020 program brochure will be available in the spring. For more information or to be placed on our mailing list, email summerscholars@worwic.edu or call 410-334-2815.

WRITING

The Story of My Life: Memoir and Journal Writing I
Focus on ways to capture feelings, observe surroundings and then present them in an engaging and absorbing writing style. Targeted for individuals who are interested in keeping a personal journal or collecting thoughts and experiences to publish a memoir. Instructor: Susan Canfora
Tuition: $120       Fee: $6
ZWRI-008-0186   W 1/15-2/12 (5 sessions) 5:30 pm-8:00 pm      FOH 310

Grammar, Punctuation and Writing Skills
Designed for those who have a good working knowledge of English. In an enjoyable and non-threatening atmosphere, review parts of speech, punctuation and sentence structure, rules concerning subject-verb agreement and commonly confused words. Correct common sentence errors such as run-on sentences and misplaced modifiers. Read more to improve your vocabulary and write reports or essays with ease as you communicate clearly on paper. Instructor: Susan Canfora
Tuition: $154       Fee: $6
ZWRI-009-0187  Th 3/5-4/30 (8 sessions) 2:00 pm-4:00 pm      FOH 211
No class on 4/9

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 fascinating 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-026-0121      W 3/11-4/15 (6 sessions) 5:30 pm- 7:30 pm      FOH 207
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-001-0099  MW 1/22-4/6 (22 sessions)   6:00 pm- 9:00 pm  FOH 304

HOME INSPECTOR

How to Inspect the Attic, Insulation, Ventilation and Interior
Learn how to perform an inspection of the attic, insulation and interior of a residential property. Topics include safety equipment and inspection tools, heat and moisture movement, thermal bridging and floors and crawl spaces. This course is approved by the International Association of Certified Home Inspectors (INTERNACHI).
Instructor: Charles Walter
Tuition: $132      Fee: $6
ZHMI-003-0093  TTh 1/14-1/28 (5 sessions)   6:00 pm- 9:00 pm  FOH 200

How to Inspect the Exterior
Learn how to inspect the exterior of a home. Topics include common problems with windows, siding, shingles and shakes and waterproofing. This course is approved by the International Association of Certified Home Inspectors (INTERNACHI). Instructor: Charles Walter
Tuition: $158      Fee: $6
ZHMI-004-0094  MW 3/2-3/18 (6 sessions)   6:00 pm- 9:00 pm  FOH 204

TRADES & MANUFACTURING

AUTOMOTIVE

Maryland State Inspection Training
Designed for technicians working in the automotive industry. Focus is on how to perform Maryland State inspections of a light vehicle using the Maryland State safety standards. Course applies classroom theory to extensive hands-on instruction utilizing tools and equipment needed for the inspection process. Developed to provide knowledge and skills necessary for the technician to take both written and performance sections of the Maryland State inspection test. Technicians should have a minimum of two years automotive experience and good reading and comprehension skills. Instructor: Robert White
Tuition: $288      Fee: $60
ZAUT-005-0034  T 2/4-4/21 (12 sessions)   6:00 pm- 8:30 pm  PHS B100

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: $230      Fee: $6
ZAUT-006-0030  M 1/13-3/16 (8 sessions)   6:00 pm- 9:15 pm  PHS B100  No class on 1/20 and 2/17.

Are you interested in renovating homes but worried about lead paint? Check out our lead paint courses under Trades & Manufacturing.

Terry Daly was very captivating, fun to interact with and very knowledgeable of Real Estate financing. He makes me want to follow in his lead.”
(Real Estate Principles and Practices)

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

All courses begin 1/15, 2/12, 3/18 and 4/15.

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

NEW!
Are you interested in renovating homes but worried about lead paint? Check out our lead paint courses under Trades & Manufacturing.

NEW!
CARPENTRY

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

Tuition is covered by grant funds.

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

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

ELECTRICAL

Prepare for employment as an entry-level worker by taking “Electrical Wiring Technician: Introduction.” To advance to the position of Journeymen 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: $518 Fee: $60 Text Required: Code F
ZELC-011-0037 TTh 1/28-3/26 (18 sessions) 6:00 pm- 9:15 pm FOH 100

Student Spotlight:

Joel Gibson
While taking our “Electrical Wiring Technician—Introduction” course during the winter of 2019, Mr. Joel Gibson learned additional electrical skills to help him earn a full-time position with Gilbert Electrical Contractors located in Berlin, Maryland. Electrical instructor George Landing Sr. said, “Joel exhibited a genuine desire to learn as much as possible to increase his knowledge and skill set. He interacted in class discussions and was not shy about asking questions or responding to questions.” Mr. Landing helped connect Joel with Chris Gilbert, owner of Gilbert Electrical Contractors, and the rest is history!
Prepare for a Career at Delmarva Power

Delmarva Power has multiple job opportunities in our area. To prepare you to take Delmarva Power's pre-employment exam, Wor-Wic is offering “Get Into Energy Math Revised Course.” The focus will be on basic math concepts and problem-solving techniques using basic mechanical concepts.

Evening and day-time courses will be available. Tuition cost is $25. A minimum of 10 students is required for each class. Interested applicants are required to attend one of several information sessions that will be offered at Wor-Wic. Delmarva Power officials will discuss available positions and possible career paths.

Registration for the information sessions will be accepted on a first come, first serve basis. For more information, call 410-334-2815 or contact Rhonda Banks at rbanks@worwic.edu to start on your path to success!

Prepare for the Maryland Commercial Pesticide Applicator’s License exam. These courses serve as a prerequisite for the exam by meeting the educational requirement.

Additional information and course completion requirements can be found online at http://mda.maryland.gov/plants-pests/Pages/Pesticide-Applicator-Certification-and-Business-Licensing-Requirements.aspx or by contacting the Maryland Department of Agriculture at ashley.jones4@maryland.gov or 410-841-5700.

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: $778 Fee: $96 Text Required: Code F
ZHVC-001-0031 TTh 1/14-4/14 (27 sessions) 6:00 pm- 9:15 pm PHS B20

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 Sicau
Tuition: $403 Fee: $21 Text Required: Code E
ZHVC-012-0035 Th 1/23-4/23 (14 sessions) 6:00 pm- 9:15 pm FOH 300

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 Sicau
Tuition: $100 Fee: $26
ZHVC-013-0119 S 3/14 (1 session) 9:00 am- 4:00 pm FOH 100

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: $288 Fee: $26 Text Required: Code F
ZLDS-002-0108 MW 1/8-2/12 (10 sessions) 6:00 pm- 9:15 pm FOH 100

No class on 1/20.

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-003-0107 MW 2/17-3/9 (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: $302 Fee: $26 Text Required: Code B
ZLDS-027-0132 MW 3/11-4/1 (7 sessions) 5:30 pm-10:15 pm FOH 100
### 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

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Fee</th>
<th>ZLDP-014-0112</th>
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#### Lead Paint Abatement Worker Refresher

Meet the Maryland Department of the Environment (MDE) requirement to maintain accreditation as a lead paint abatement worker. Review information provided in the initial course, as well as update on new regulations and procedures as needed. Re-examine lead health effects, lead safe work practices, common sources of exposure to lead, regulatory requirements, personal protection and routes of exposure to lead. Prerequisite: must hold current MDE certification for Lead Paint Abatement Worker Training. Code: W2

<table>
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#### 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

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#### 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

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#### 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.

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<th>Tuition</th>
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LEAD PAINT, continued

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-019-0117 WTh 3/25-3/26 (2 sessions) 8:00 am- 5:00 pm FOH 204

Lead Paint Visual Inspector Refresher
Designed to meet the Maryland Department of the Environment (MDE) training requirement to maintain accreditation as a Visual Inspector. Review information provided in the initial course, as well as learn new regulations and procedures. Analyze how to perform visual and dust inspections in affected rental properties and explain proper lead inspection processes. Investigate necessary forms and protocols. Prerequisite: must hold current MDE certification as a Visual Inspector. Code VI
Tuition: $20 Fee: $222
ZLDP-020-0118 W 4/15 (1 session) 8:00 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: $538 Fee: $36 Text Required: Code B
ZMFG-025-0048 M 1/27-4/27 (14 sessions) 5:00 pm- 9:15 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, photo-realistic 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: $437 Fee: $36 Text Required: Code B
ZMFG-045-0056 Th 1/23-4/23 (14 sessions) 5:30 pm- 9:00 pm MTC 301

Instructor Spotlight:

Sheila Kintz
Sheila Kintz has been a part-time instructor at Wor-Wic Community College for the past sixteen years. She has taught many manufacturing/technology courses including Statics, Fluids, Quality, Technical Drafting and AutoCAD, in addition to developmental math. After spending seventeen years working in industry utilizing her Mechanical Engineering degree, Sheila is able to bridge the gap between school and work experiences. She is dedicated to helping students achieve their personal and professional goals.
TRADES & MANUFACTURING

MANUFACTURING, continued

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/training-programs/ and apply for “Metal Fabrication Training.”

WASTEWATER TREATMENT

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

Thermal Control in Water and Wastewater Processes

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

Tuition: $9  Fee: $120
ZWWT-072-0105  Th 4/9 (1 session) 8:00 am-4:00 pm FOH 103A

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: $346  Fee: $220  Text Required: Code B
ZWLD-024-0091  TTh 1/14-2/20 (12 sessions) 6:00 pm-9:15 pm PHS B60  Instructor: David Willey
ZWLD-024-3011  TTh 1/14-2/20 (12 sessions) 6:00 pm-9:15 pm WTHS 535  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: $346  Fee: $220  Text Required: Same as Introduction. Instructor: David Willey
ZWLD-011-0092  TTh 3/3-4/9 (12 sessions) 6:00 pm-9:15 pm PHS B60
ZWLD-011-3012  TTh 3/3-4/16 (12 sessions) 6:00 pm-9:15 pm WTHS 535  Instructor: Barry Wien

No textbook required. No class on 4/7 and 4/9.
**WELDING, continued**

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](https://www.worwic.edu/Programs-Courses/Non-Credit-Courses/Trades-Manufacturing), contact Rhonda Banks at rbanks@worwic.edu or call 410-334-2815. There is a selection process for this course. To be considered, contact Quality Staffing Services at 410-742-2600 or visit [https://www.easternshorejobs.com/training-program-s/](https://www.easternshorejobs.com/training-program-s/) and apply for “Welding Training.”

**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 six hours behind the wheel instruction necessary for a Maryland Motor Vehicle Administration (MVA) approved Driver Education certification. The college will electronically submit verification of completion to the MVA. New drivers must also present the completed skills practice log and completed certification page along with an unexpired Maryland learner's permit. Students must have a valid Maryland learner's permit before starting class and be at least 16 years old. Students under 18 years old at the time of registration must have an adult attend the first classroom session as part of the course orientation process. Instructor for all sessions: Walter Pardee

Tuition: $200      Fee: $100

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**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. Please bring your MVA letter to class. Instructor for all sessions: Walter Pardee

Tuition: $44      Fee: $16

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TRANSPORTATION

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 35 hours on Saturdays. For more information, contact Kelly Carey at kcarey@worwic.edu or 410-334-2815.

COMMERCIAL TRUCK DRIVER TRAINING

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

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

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)
Wor-Wic offers motorcycle safety courses in cooperation with Maryland's Motor Vehicle Administration (MVA). All courses are taught by instructors certified by the MVA and the Motorcycle Safety Foundation (MSF). Courses are scheduled on weekends and require students to provide their own riding gear. For the “Motorcycle Safety: Basic Rider Course” and “Motorcycle Safety: Basic Rider Course 2—License Waiver” courses, 250 cc motorcycles are provided. Driver’s license or state ID is REQUIRED on the first night of class. You must be a minimum of 16 years and six months of age (must be eligible to apply for a driver’s license). If you are under the age of 18, you must have a parent/guardian sign a consent/release form before you are allowed to ride.

**TRANSPORTATION**

**MOTORCYCLE SAFETY TRAINING**

**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.

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<td>ZMOT-011-0095</td>
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**Motorcycle Safety: Basic Rider Course**  
This course is required by the Maryland Motor Vehicle Administration for people under 18 and replaces the written and driving range exams for people over 18 applying for a Class M license. This course is a partnership among the Maryland MVA, Motorcycle Safety Foundation and the auto insurance industry. It is endorsed by the Maryland Legislature. Topics include traffic law, risk awareness, acceptance and management and riding skills and strategies. All classes will meet on Friday, 6:00 pm-9:00 pm, Saturday, 8:00 am-5:00 pm and Sunday 8:00 am-3:00 pm.

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<tr>
<td>ZMOT-012-0096</td>
<td>F 4/3-4/5 (3 sessions)</td>
</tr>
<tr>
<td>ZMOT-012-0097</td>
<td>F 4/24-4/26 (3 sessions)</td>
</tr>
</tbody>
</table>

Look in our upcoming Summer 2020 schedule for motorcycle classes starting in May.

**VETERINARY ASSISTANT TRAINING**

**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 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 410-334-2815 to set up an appointment.

<table>
<thead>
<tr>
<th>Tuition: $480</th>
<th>Fee: $150</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZVET-013-0084</td>
<td>1/6-4/27</td>
</tr>
</tbody>
</table>

Take your first step toward a rewarding career as a Veterinary Assistant. Register for our online Veterinary Assistant Training course and then sign up for a 50-hour clinical practicum in a local veterinary practice. Start anytime!

Veterinary Assistant Training ONLINE!  
Learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation and taking radiographs. Prerequisites: Students must meet minimum diagnostic reading comprehension and arithmetic scores. Free testing is available in our testing center. For more information, including hours and requirements, go to http://careertraining.ed2go.com/worwic or contact us at 410-334-2815. Students will have six months to complete the online course upon registration.

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

**Veterinary Assistant Clinical Practicum**  
Students can register for this 50-hour clinical practicum in a local veterinary practice upon completion of the online "Veterinary Assistant Training" course. Learn about office front desk procedures. Develop effective communication skills with clients and colleagues. Examine the roles and responsibilities of each member of the veterinary team and the part they each play in delivering high quality care. Review 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 410-334-2815 to set up an appointment.

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</table>
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% 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.

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:

<table>
<thead>
<tr>
<th>Code A</th>
<th>Code B</th>
<th>Code C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $25</td>
<td>$26-$50</td>
<td>$51-$75</td>
</tr>
<tr>
<td>Code D</td>
<td>Code E</td>
<td>Code F</td>
</tr>
<tr>
<td>$76-$99</td>
<td>$100-$150</td>
<td>$151 and over</td>
</tr>
</tbody>
</table>

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.

It is the policy of Wor-Wic Community College not to discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information, gender identity, disability or any other characteristic protected by law in the admission and treatment of students, access to educational programs and activities, and terms and conditions of employment. Wor-Wic Community College gives public notice of its policy to uphold and assure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. Title VI and related nondiscrimination authorities stipulate that no person in the United States of America shall on the grounds of race, color, national origin, sex, age, disability, income level or Limited English Proficiency be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. Questions and complaints should be submitted to Wor-Wic’s Title IX and Title VI coordinators and discrimination investigators. Complaints against students should be directed to Dr. Deirdra G. Johnson, senior director of student development, BH 110, djohnson@worwic.edu or 410-334-2902. Complaints against employees should be directed to Karen Berkheimer, 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.
FOUR EASY WAYS TO REGISTER

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

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

2. Mail
Complete the registration form at the back of this course schedule. Enclose a check or money order made payable to Wor-Wic Community College or complete the charge card information (VISA, MasterCard, Discover or American Express).

Send to: Continuing Education and Workforce Development Division, Wor-Wic Community College, 32000 Campus Dr., Salisbury, MD 21804.

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

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

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

POLICIES & PROCEDURES

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 outside parties your personally identifiable information. If you change your email address, please contact the continuing education division to update your information.

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.

Services for Disabled Students

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

Other Continuing Education Policies & Procedures

Visit www.worwic.edu for a complete listing of our policies and procedures including “Release of Student Information,” “Smoking and Tobacco Use,” “Student-to-Student Scholarship Contribution” and “Visitor to College Facilities.”

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 Dec. 21 through Jan.1, 2020 and Jan. 20, 2020. Other exceptions are indicated in the course listings.
WOR-WIC COMMUNITY COLLEGE CONTINUING EDUCATION & WORKFORCE DEVELOPMENT REGISTRATION FORM

Questions? Call 410-334-2815.

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

Social Security Number OR Student ID

Legal Last Name

Legal First Name

MI

Current Home Address:

Street Number & Street Name/ P.O. Box

City

State

Zip Code

Work Phone #

Home Phone #

Cell Phone #

Email Address

Date of Birth

MD Senior

(Age 60 or over)

Gender:

□ Male

□ Female

□ Yes

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

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

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

I am a resident of:

□ Wicomico  □ Worcester  □ Somerset  □ Other

Tuition Rates by Residency:

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

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

Accomack & Sussex Counties - add $11 per course.

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

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

Course ID

Course Title

Start Date

Start Time

Tuition

Fee (if listed)

Out of County

Accomack & Sussex

Out of State

Total

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

Sample Registration

MM/DD

AM/PM

$ + + + + = $

+ + + + = $

+ + + + = $

+ + + + = $

+ + + + = $

+ + + + = $

+ + + + = $

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

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

☐ Cash Payment (do not mail cash) in amount of ________________________________

☐ Credit/Debit Card: ☐ MasterCard  ☐ Visa  ☐ Discover  ☐ Other

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

Card Holder’s Signature (required):

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

Company Name: __________________________

Company Address: __________________________

Yes, I want to contribute to the Student-to-Student Scholarship fund.

(All donations benefit continuing education students.)

$ __________________________

Grand Total

$ __________________________

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

Student Signature (required): __________________________  Date: ________________

Four Easy Ways to Register:

ONLINE

www.wor-wic.edu/instantenrollment

MAIL

Wor-Wic Community College

Continuing Education & Workforce Development

32000 Campus Dr., Salisbury MD 21804

IN-PERSON

Fulton-Owen Hall

Room 102

FAX

410-334-2952

OFFICE USE ONLY

Date Rcvd: __________________________

□ Deferred  □ Paid in full

□ C □ T □ R% $ ________

Initials: __________________________

Date Rcvd: __________________________

□ Deferred  □ Paid in full

□ C □ T □ R% $ ________

Initials: __________________________

Date Rcvd: __________________________

□ Deferred  □ Paid in full

□ C □ T □ R% $ ________

Initials: __________________________

Date Rcvd: __________________________

□ Deferred  □ Paid in full

□ C □ T □ R% $ ________

Initials: __________________________
TEXT CODES

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

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

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

DAY CODES

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

FINANCIAL ASSISTANCE CODE

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

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
- CHC Chesapeake Health Care
- GRNC Genesis Rehab and Nursing Center
- MAC Maintaining Active Citizens, Inc.
- PHS Parkside High School
- PRDU Arthur W. Perdue Stadium
- WPL Wicomico Public Library

Off Campus

WORCESTER COUNTY (OCEAN CITY)

- OCSC Ocean City Senior Center

WORCESTER COUNTY (NEWARK)

- WTHS Worcester Technical High School

ORGC BERLIN

- ORGC Ocean Resorts Golf Club

WORCESTER COUNTY (BERLIN)

- ORGC Ocean Resorts Golf Club

OFF CAMPUS SITES

- WOR-WIC COMMUNITY COLLEGE CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
FREE
Skilled-trade training that can prepare you for a new career
Local businesses and industries attend our course graduations searching for employees!

Metal Fabrication
The metal fabrication training progresses from basic blueprint reading and industry math to the fundamentals of A.I.S.C. fitting practices for a variety of metal shapes. In addition, students receive OSHA training to prepare for this exciting career.

Welding
The welding training provides students with the opportunity to learn new skills, discover standards set forth in the AWS.D1.1 Structural Welding Code and earn 3G/4G Shielded Metal Arc Welding (SMAW) and 3G/4G Flux-Cored Arc Welding (FCAW) qualifications.

Construction
The construction training is designed to provide safety, math, measurement, blueprint reading, hand- and power-tool knowledge and skills through practice and projects. Students learn how to build a variety of structures, including homes and sheds.

Would you like to learn new skills and earn a new job? Do your family and friends know about our free trainings? For more information, go to www.worwic.edu or check out the “Trades and Manufacturing” section of this schedule.

Funded by the State of Maryland’s EARN grant program which is administered by the Maryland Department of Labor.
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
WOR-WIC COMMUNITY COLLEGE
32000 CAMPUS DRIVE
SALISBURY, MD 21804

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

Registration starts Dec. 9

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