WOR-WIC COMMUNITY COLLEGE Continuing Education & Workforce Development Division



Fall 2025 non-credit courses

Academic Preparation Business & Leadership Child Care Computers & Technology Health Care Hospitality & Culinary Personal Enrichment Real Estate & Property Maintenance Trades & Manufacturing Transportation Veterinary Assistant

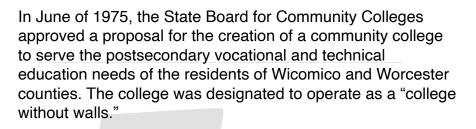


Registration starts July 7

Changing Lives Since 1975

From a college "without walls" to the wave of the future -- join us as we celebrate 50 years of student success and commitment to the community.





Continuing education courses were offered in the fall of 1975, with the first class, "The Licensed Practical Nurse as a Charge Nurse," being held at the Holly Center in Salisbury. The college opened its doors to credit program students in the fall of 1976.

After almost 20 years of leasing classroom and office space at various locations, the college campus officially opened in the fall of 1994.

Today, the continuing education and workforce development division serves more than 4,000 students annually and offers more than 1,000 classes each year.



Customized contract training is also provided for local businesses and organizations, such as Avery Hall Insurance Group, DE Manufacturing Extension Partnership, MD Forest Service, Salisbury Area Chamber of Commerce, Somerset County Health Department, Town of Ocean City, Whiting-Turner Contracting and Wicomico County Public Schools.

Continuing Education Workforce Development



WOR-WIC COMMUNITY COLLEGE Continuing Education & Workforce Development Division Non-Credit Courses

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Business and Leadership, pg. 5

Office location: Fulton-Owen Hall, Room 102, 32000 Campus Dr., Salisbury, MD 21804 Office hours: Monday through Friday, 8 am to 4:30 pm

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.

SCHEDULE INFORMATION

DAY CODES

| М | Monday |
|----|-----------|
| Т | Tuesday |
| W | Wednesday |
| Th | Thursday |
| F | Friday |
| \$ | Vehrute2 |

S Saturday



COMPUTER COURSE CODES

Most computer and some online 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

- 他们 Limited keyboarding, computer or internet experience and knowledge of Windows or a 他 level course
- やかか Keyboarding skills and experience with specific software and Windows or equivalent skills and completion of a やか level course

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

DISTANCE EDUCATION COURSE MODALITIES

To participate in distance education courses students must have access to a computer with an internet connection. Courses may be facilitated through a Learning Management System (LMS) such as Blackboard, ed2go, UGotClass, or another platform.

- Virtual Courses: Students and instructors interact through scheduled remote meetings and remote work.
- Hybrid Courses: Students and instructors interact through scheduled face-to-face meetings and independent remote work.
- Online Courses: Students and instructors interact through remote work only, with no scheduled meetings.

FINANCIAL ASSISTANCE



This symbol denotes courses eligible for financial assistance. Go to worwic.edu/Financial-Assistance for more information.

LOCATION CODES

On Campus

The college campus is located on the southeast corner of Route 50 and Walston Switch Road in Salisbury.

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

Off Campus

Wicomico County (Salisbury)

- CHC Chesapeake Health Care Adult Medicine Office 1665 Woodbrooke Drive
- PHS Parkside High School 1015 Beaglin Park Drive

Worcester County

ORGC BERLIN

Ocean Resorts Golf Club 10655 Cathell Road (Route 90 east toward 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.)

COURSE MATERIALS AND TEXTBOOKS

If the course description includes a required or optional textbook, go to https://worwic.bncollege.com to obtain pricing and ordering information. You will need to use the course number (starting with a "Z") to search for your course materials and textbooks. For additional support, call the Barnes and Noble campus bookstore at 410-334-2802.

This document is available in alternative formats to individuals with disabilities by contacting disability services at disabilityservices@worwic.edu, 410-334-2899 or TTY 410-767-6960. Wor-Wic Community College is an equal opportunity educator and employer. Visit www.worwic.edu/Services-Support/ Disability-Services to learn more.

For more information and additional course offerings please visit worwic.edu/non-credit.

ACADEMIC PREPARATION

Academic preparation courses are available in-person, virtually, hybrid and online to students 18 years of age or older, (with certain exceptions for students under 18), who are seeking to obtain their Maryland High School Diploma or to improve their English speaking, listening, reading, and writing skills. In-person classes are offered at the Wicomico Public Library, Wor-Wic Community College, and other partner locations in Salisbury. The program is supported by grant funding from the Maryland Department of Labor's Division of Workforce Development and Adult Learning.

MARYLAND HIGH SCHOOL DIPLOMA OPTIONS

Adult Basic Education (ABE)

ABE classes are designed for students who do not have a high school diploma and need to improve their basic skills in math and reading. Students will work directly with instructors to complete supplemental coursework using an online instructional program accessible by computer, smartphone, or tablet. Classes are FREE. For registration information, email adulteducation@worwic.edu or call/text 443-669-6373.

General Educational Development Test Instruction (GED)

Eligible students will be provided with access to an online instructional program to prepare for all sections of the GED Test: Mathematical Reasoning, Reasoning through Language Arts, Social Studies and Science. Students will be given the GED Ready Practice Tests in each section. FREE instruction will be tailored to meet individual needs as determined by the tests. For class registration information, email adulteducation@worwic.edu or call/text 443-669-6373. Visit www.GED.com or call 1-877-392-6433 to schedule or reschedule for the Official GED Test. GED Testing fees vary and are paid directly to the Pearson Vue testing company.

National External Diploma Program (NEDP)

The NEDP is an alternative option to the GED test. Clients must meet certain test scores to be enrolled. The program is offered to Wicomico, Somerset, and Worcester residents. It is a non-instructional and self-directed pathway for adults who have work and life experiences. These skills can be used to demonstrate that they possess equivalent knowledge to earn a diploma. Clients must be comfortable completing assignments on a computer and must have access to a computer with reliable internet. Upon program completion clients will earn a Maryland High School Diploma. Visit www. casas.org/nedp for more information. The course fee is \$150 and is eligible for deferred payment. For registration information, email adulteducation@worwic.edu or call/text 443-669-6373.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESL)

ESL classes are for Multilingual Learners who need to improve their English reading, writing, listening and speaking skills. Lessons include utilizing vocabulary and tasks related to acclimating to American culture of day-to-day activities, in the workplace, interacting with their children's educational settings, seeking medical attention and so much more. Students will be given access to use an online instructional program that can be used by computer, smartphone or tablet. Classes are FREE. For registration information, email adulteducation@worwic.edu or call/text 443-669-6373.

For more information about the Wicomico County Adult Education Program at Wor-Wic, email adulteducation@ worwic.edu or call 443-669-6373 or 410-334-2815.

Worcester County residents interested in ABE, GED and ESL classes should call 410-632-5071. Somerset County residents should call 410-651-2285 or 410-677-4261.

Academic Preparation | Wor-Wic Community College

COLLEGE PREPARATION FOR ENGLISH LANGUAGE LEARNERS



Reading for Speakers of Other Languages (ENG 081)

This course prepares Multilingual Learners for college level expectations on reading tasks and assignments in American English courses. Instruction includes vocabulary, comprehension, spelling, structural analysis, skimming, and scanning, note-taking and/or test-taking strategies. Emphasis is placed on reading skills in American English where English Language Learners have the greatest difficulty. Group and individual instruction are provided. Students must successfully pass the computerized Reading section of the ESL Accuplacer to be placed into this course. Improvement is determined by student performance on reading skills assessments given during the course, midterm, and final examinations. Instructor: Michael de Socio

| Tuition: \$283 | Fee: \$6 | Text Required |
|----------------|---------------------------|----------------------|
| ZCOL-001-0096 | M 9/15-12/8 (13 sessions) |) |
| | 9:00 am-11:00 am | FOH 203 |

Grammar and Writing Skills for Speakers of Other Languages (ENG 082)

This course prepares Multilingual Learners for college level expectations on writing tasks and assignments in American English courses. Instruction includes common sentence patterns, spelling, punctuation, grammar and effective paragraph construction. Emphasis is placed on the areas of American English grammar where English Language Learners have the greatest difficulty. Group and individual instruction are provided. Students must successfully pass the computerized Language Use section of the ESL Accuplacer to be placed into this course. Improvement is determined by student performance on writing skills assessments given during the course, midterm, and final examinations. Instructor: Michael de Socio

| Tuition: \$610 | Fee: \$6 | Text Required |
|----------------|-----------------------|---------------|
| ZCOL-003-0097 | TTh 9/9-12/16 (28 sea | ssions) |
| | 9:00 am-11:00 am | FOH 203 |
| | | |

No class on 11/27.

Listening and Speaking Skills for Speakers of Other Languages (ENG 083)

This course prepares Multilingual Learners for college level expectations on listening and speaking tasks and assignments that are applied in American English courses. Instruction includes phonetics, pronunciation, listening and comprehension, idioms, cultural rules, differentiation of informal and formal speech and conversational skills. Emphasis is placed on the areas of dialogue in American English where English Language Learners have the greatest difficulty. Group and individual instruction are provided. Students must successfully pass the computerized Listening section of the ESL Accuplacer to be placed into this course. Improvement is determined by student performance on listening and speaking skills assessments given during the course, midterm, and final examinations. Instructor: Michael de Socio

| Tuition: \$283 | Fee: \$6 | Text Required |
|----------------|---------------------------|---------------|
| ZCOL-002-0098 | M 9/15-12/8 (13 sessions) |) |
| | 11:30 am-1:30 pm | FOH 203 |

TRANSITIONAL ENGLISH



This course is designed to prepare students for college credit courses College Reading (ENG 095) and/or Basic Writing (ENG 096) or College Literacy: Reading and Writing (ENG 097). Areas of instruction include college learning systems orientation, reading comprehension, vocabulary, grammar, the writing process, and paragraph writing. The course is selfpaced and completed through Blackboard, in a flexible hybrid format. Assignments will be done online and on campus at the Reading and Writing Center (BH 227), where they will have access to gualified instructors to assist them with the course materials and instruction. This is a self-paced course that runs for ten consecutive weeks. A new session of the course starts every three weeks. New students must attend a mandatory orientation session in BH 227. To learn more information about the course and how to register, contact Denean Jones-Ward at 410-334-2820 or djones-ward@worwic.edu.

| Tuition: \$162 | Fee: \$21 | C | |
|----------------|-----------|---|--------|
| ZDEV-018-0100 | 9/8 | | ONLINE |
| ZDEV-018-0101 | 9/29 | | ONLINE |
| ZDEV-018-0102 | 10/20 | | ONLINE |





ACCOUNTING

Accounting Fundamentals 101

In this comprehensive course, you will learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You will get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities. Accounting Fundamentals covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters. This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.

| Tuition: \$36 | Fee: \$108 | |
|---------------|------------|--------|
| ZACC-015-4023 | 9/17 | ONLINE |
| ZACC-015-4024 | 10/15 | ONLINE |
| ZACC-015-4025 | 11/12 | ONLINE |
| ZACC-015-4026 | 12/17 | ONLINE |

Business Finance for Non-Finance Personnel 101

Using practical explanations and real-life examples, this course will show you how money flows through a typical business. Master basic financial terminology. Outline the basics of how a business operates, including how to develop successful business strategies and how to use financial statements such as an income statement, balance sheet and statement of cash flows. This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.

| Tuition: \$36 | Fee: \$108 | |
|---------------|------------|--------|
| ZACC-042-4027 | 9/17 | ONLINE |
| ZACC-042-4028 | 10/15 | ONLINE |
| ZACC-042-4029 | 11/12 | ONLINE |
| ZACC-042-4030 | 12/17 | ONLINE |
| | | |

Business Budgeting for Beginners 101

Be successful in implementing and tracking a budget in the real world. Explore different budgeting strategies, techniques and tools to make budgeting forecasts and the components of a basic operating budget. Use templates to easily take what you learn and apply it to your job. This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader

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|---------------|--------------|
| Tuition: \$36 | Fee: \$108 |

| Tuition: \$36 | Fee: \$108 | |
|---------------|------------|--------|
| ZACC-046-4039 | 9/17 | ONLINE |
| ZACC-046-4040 | 10/15 | ONLINE |
| ZACC-046-4041 | 11/12 | ONLINE |
| ZACC-046-4042 | 12/17 | ONLINE |

ENTREPRENEURSHIP

Creating a Successful Business Plan 😷

Turn your business ideas into a solid plan for financing and long-term success. Explore all the major components of writing a business plan and emerge with your first draft in hand. This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.

| Tuition: \$39 | Fee: \$115 | |
|---------------|------------|--------|
| ZENT-047-4047 | 9/17 | ONLINE |
| ZENT-047-4048 | 10/15 | ONLINE |
| ZENT-047-4049 | 11/12 | ONLINE |
| ZENT-047-4050 | 12/17 | ONLINE |
| | | |

Business & Leadership | Wor-Wic Community College

Beginning Beekeeping

Join the buzzing colony of beekeepers! Learn about the essential equipment, rules and regulations of beekeeping. Explore the basics of the colony and its organization. Find out how to start and manage your own colony, maladies, honey production and processing as well as how to identify floral resources. This course is funded by a grant from the Campbell Foundation so there is no cost to the student.

Instructor: Thomas Babcock

 Tuition: \$0
 Fee: \$0

 ZENT-050-0038
 M 10/20-11/10 (4 sessions)

 5:30 pm-8:30 pm
 FOH 203

HUMAN RESOURCES

Understanding the Human Resources Function 101

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. This is a sixweek online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.

| Tuition: \$39 | Fee: \$115 | |
|---------------|------------|--------|
| ZHRS-016-4051 | 9/17 | ONLINE |
| ZHRS-016-4052 | 10/15 | ONLINE |
| ZHRS-016-4053 | 11/12 | ONLINE |
| ZHRS-016-4054 | 12/17 | ONLINE |

INSURANCE LICENSURE



and Casualty Specialization

Become well-versed and knowledgeable in the insurance field so you are able to provide customers with an exceptional help desk experience. Gain theory and practical experience in the areas of consultancy, customer service, front-line underwriting, quotations, claims and agency management systems. The course follows a remote synchronous learning model delivered by Enterprise Training School, Inc. Coursework prepares students to sit for Maryland state licensing exams in Property and Casualty specializations. Must be 17.5 years of age and read English at a basic level. Course costs include: books, state exam fees, and class materials.

Tuition: \$10Fee: \$396ZINS-012-0011MTW 10/6-10/8 (3 sessions)
8:30 am-3:00 pmVIRTUALAn additional three required self-paced hours must be
completed by 12/7. Must register by 9/29.VIRTUAL

Insurance Help Desk Professional Certificate with Life, Accident and Health Specialization

Become well-versed and knowledgeable in the insurance field so you are able to provide customers with an exceptional help desk experience. Gain theory and practical experience in the areas of consultancy, customer service, front-line underwriting, quotations, claims, and agency management systems. The course follows a remote synchronous learning model delivered by Enterprise Training School, Inc. Coursework prepares students to sit for Maryland state licensing exams in Life, Accident and Health specializations. Must be 17.5 years of age and read English at a basic level. Course costs include: books, state exam fees and class materials.

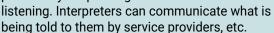
 Tuition: \$10
 Fee: \$266

 ZINS-013-0012
 MT 10/20

ZINS-013-0012 MT 10/20-10/21 (2 sessions) 8:30 am-4:00 pm VIRTUAL An additional seven required self-paced hours must be completed by 12/20. Must register by 10/13.

Are you bilingual and interested in becoming a Community Interpreter?

Professional interpreters provide communication services to English Language Learners with limited English proficiency in speaking and



Offered in partnership with Cross-Cultural Communications in a self-paced, instructormoderated format. This 40-hour qualified online community interpreter training promotes national ethics and standards of practice in the field and can prepare interpreters to take national interpreter certification.

Start Anytime!

The cost of the course is \$395

Contact us at 410-334-2815 for more information or go to www.worwic.edu/non-credit to register and choose the Communications Studies dropdown under the Business and Leadership option. Funding is available if you are working with a nonprofit organization. Go to www.cfes. org/nonprofit-scholarship-application to apply.



MANAGEMENT

Fundamentals of Supervision and Management I 100

Designed for those recently promoted to supervisory or management positions. Learn to become a more effective manager, master the basics of business by learning management language. Learn the skills required to delegate responsibility, motivate employees and resolve conflicts. This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.

| Fee: \$115 | |
|------------|------------------------|
| 9/17 | ONLINE |
| 10/15 | ONLINE |
| 11/12 | ONLINE |
| 12/17 | ONLINE |
| | 9/17 10/15 11/12 |

NONPROFIT MANAGEMENT

A to Z Grant Writing 101

Find out how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare a gold-medal proposal package that will capture the attention and support of donors. This is a six-week online course. Must have access to a word processor application like MS Word (not included in enrollment). *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

| Tuition: \$36 | Fee: \$108 | |
|---------------|------------|--------|
| ZNPT-021-4071 | 9/17 | ONLINE |
| ZNPT-021-4072 | 10/15 | ONLINE |
| ZNPT-021-4073 | 11/12 | ONLINE |
| ZNPT-021-4074 | 12/17 | ONLINE |

Starting a Nonprofit 101

Interested in forming a new nonprofit, converting an informal group to tax-exempt status or reorganizing an existing organization? Learn practical how-to information about incorporation, organization and other issues pertinent to anyone involved with a nonprofit start-up. This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.

Tuition: \$39 Fee: \$115

| ZNPT-025-4075 | 9/17 | ONLINE |
|---------------|-------|--------|
| ZNPT-025-4076 | 10/15 | ONLINE |
| ZNPT-025-4077 | 11/12 | ONLINE |
| ZNPT-025-4078 | 12/17 | ONLINE |



OPERATIONS

Administrative Assistant Fundamentals 101

Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics. Learn basics of doubleentry bookkeeping and gain hands-on experience managing accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. This is a six-week online course. Prerequisite: experience with email, the latest browser, Adobe Acrobat Reader and Adobe Flash Player.

| Tuition: \$36 | Fee: \$108 | |
|---------------|------------|--------|
| ZOPR-042-4079 | 9/17 | ONLINE |
| ZOPR-042-4080 | 10/15 | ONLINE |
| ZOPR-042-4081 | 11/12 | ONLINE |
| ZOPR-042-4082 | 12/17 | ONLINE |



The Eastern Shore Leadership Institute and the Salisbury Area Chamber of Commerce have partnered with Wor-Wic Community College to deliver top leadership training for organizations on the Eastern Shore.

Join us for our next leadership cohort:

Effective Leadership in Action

This course is for new or aspiring leaders or seasoned professionals who desire to develop or hone their leadership skills, maximize their potential and advance their team to success.

> Six-session course Oct. 16-Nov. 18 (days vary) 11:30 a.m.-1:30 p.m.

Location: Wor-Wic Community College; Fulton-Owen Hall (FOH) Room 200 and community locations (TBA)

Includes:

- 3 leadership topics from 3 leadership professionals
- Discussion and networking opportunities
- Lunch provided

To register and learn more, visit our website at www.easternshoreleaders.org

WRITING

Effective Business Writing 40

Whether you're a clerical worker, an engineer or an executive, if you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word. This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.

| Fee: \$115 | |
|------------|------------------------|
| 9/17 | ONLINE |
| 10/15 | ONLINE |
| 11/12 | ONLINE |
| 12/17 | ONLINE |
| | 9/17 10/15 11/12 |

Beginning Writer's Workshop 😷 🕈

Move your work from the prewriting stage to editing and finally to becoming a published author! Learn literary techniques, peer review a classmate's work and receive constructive criticism on your own writing. This is a six-week online course. Must have access to a word processor application like MS Word (not included in enrollment) and download QuickTime. *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

| Tuition: \$36 | Fee: \$108 |
|---------------|------------|
| ZWRI-031-4107 | 9/17 |
| 7100 001 4100 | 10/15 |

| ZWRI-031-4107 | 9/1/ | UNLINE |
|---------------|-------|--------|
| ZWRI-031-4108 | 10/15 | ONLINE |
| ZWRI-031-4109 | 11/12 | ONLINE |
| ZWRI-031-4110 | 12/17 | ONLINE |
| | | |



Introduction to Flash Fiction

Share your journey in the vibrant world of flash fiction, a genre that captures the essence of storytelling in a concise format. Designed for aspiring writers who wish to explore the art of brevity, learning how to convey powerful themes, emotions and character development in 1500 words or less.

Instructor: Susan Canfora

 Tuition:
 \$120
 Fee:
 \$6

 ZWRI-038-0010
 W 10/1-10/22 (4 sessions)
 6:00 pm-9:00 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:

A to Z Grant Writing Accounting Essentials with QuickBooks Accounting Fundamentals Administrative Assistant Fundamentals Basic Life Support (BLS) Basic Life Support (BLS) Renewal **Business Budgeting for Beginners** Business Finance for Non-Finance Personnel **Community Interpreter** Computer Skills for the Workplace Creating a Successful Business Plan **Creating WordPress Websites Discover Sign Language** Effective Business Writing Effective Leadership in Action Fundamentals of Supervision & Mgt I Heartsaver First Aid CPR AED Integrating AI in the Workplace Intro to QuickBooks Online MS Excel: I MS Excel: II Spanish for Medical Professionals Speed Spanish Starting a Nonprofit Understanding the HR Function Using Social Media in Business Write Effective Web Content



Requests for scholarships for courses not listed here will be considered on a case-by-case basis. Please contact the Community Foundation for approval. Textbooks are not covered by this scholarship and will be the responsibility of the applicant. To be eligible for this program, applicants must be currently employed by or active volunteers in an IRS designated 501(c)(3) charitable organization located in Somerset, Wicomico or Worcester County.

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



ONLINE CHILD CARE COURSES



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.

To meet the 99-hour child care certification requirement needed to work as a director or a senior staff in a child care center, students must complete:

- Child Growth and Development (45 hours), AND
- Communication Skills for Child Care Professionals (9 hours)

AND one of the following 45-hour courses depending on the age of the child you work with:

- Infant and Toddler (45 hours) OR
- Preschool Curriculum and Activities (45 hours) OR
- School Age Child Care Curriculum (45 hours)

Access to a computer, the internet and email are required. Registration closes three business days prior to course start date.

Child Care Teacher (Infant/Toddler, Preschool or School Age) courses:

- Child Care Administration (45 hrs) \$280
 10/9-12/4
- Child Growth and Development (45 hrs) \$280 9/5-10/24 10/10-12/5
- Infant and Toddler Care (45 hrs) \$280 9/8-10/27 10/6-11/24
- Preschool Curriculum and Activities (45 hrs) \$280 9/8-10/27 10/6-11/24
- School Age Child Care Curriculum (45 hrs) \$280 9/10-10/29 10/8-12/3
- Communication Skills for Child Care Professionals (9 hrs) \$130
 10/27-11/10

ONLINE Continuing Education Credential Booster Courses

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.

Credential boosters are classes that are identified by MSDE in the staff credential modifications for levels two, three and four. Registration opens on July 7. Class begins between August 25 and December 12. Registration closes December 2.

5-HOUR BOOSTERS - \$89

Basic Health and Safety Training

3-HOUR BOOSTERS - \$74

Conflict Resolution Strategies Including All Children and the ADA

You can register online by going to the child care section of worwic.edu/non-credit. The course starts once you log in for the first time. No refunds or transfers after this date. Most courses have a required textbook that can be purchased online.



If you are interested in opening a licensed day care in your home, contact the Maryland State Department of Education Office of Child Care Region 9 (Lower Shore office) at occ9wic.msde@maryland.gov or call 410-713-3430 and take:

Family Child Care Pre-Service Course (24 hrs) – \$280 8/25-12/12 Registration for this course closes 12/2/2025.

COMPUTERS & TECHNOLOGY

ACCOUNTING SOFTWARE

Introduction to QuickBooks Online 👚

Manage your business finances with QuickBooks Online. Use key features and gain hands-on experience creating invoices, receipts and statements, track payables, inventory, generate reports and more. Whether you are new to QuickBooks or need a quick refresher, this course will empower you to take control of your business's financial accounting. This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.

 Tuition:
 \$39
 Fee:
 \$115

 ZACC-021-4031
 9/17
 ONLINE

 ZACC-021-4032
 10/15
 ONLINE

| ZACC-021-4032 | 10/15 | ONLINE |
|---------------|-------|--------|
| ZACC-021-4033 | 11/12 | ONLINE |
| ZACC-021-4034 | 12/17 | ONLINE |

Accounting Essentials with QuickBooks NEW!

Learn basic foundational accounting, terminology and concepts like assets, liabilities, earnings, inventory and basic financial reports. Apply these basic skills while using Quickbooks Online (QBO). Utilize this cloud-based platform to create a company file and accurately manage your small business finances. Understand how to navigate through QBO, enter core business transactions and customize reports. Instructor: Andrea Kenney

Tuition: \$359 Fee: \$16

ZACC-050-0004 T 9/16-12/9 (12 sessions) 6:15 pm-9:00 pm FOH 301 No class on 11/25.

ARTIFICIAL INTELLIGENCE

Integrating AI in the Workplace 😷 😷

Gain a foundational understanding of how to apply artificial intelligence (AI) to daily business tasks, automate repetitive tasks and streamline workflows. Explore the strategic use of AI technologies to enhance decision-making, improve efficiency and drive innovation. Learn strategies for responsible AI adoption in business settings. Instructor for all sessions: Perry Angelonga

| i en j / ingelongu | | |
|--------------------|----------------------------|-------------|
| Tuition: \$60 | Fee: \$16 | |
| ZAIN-001-0026 | TTh 11/11-11/13 (2 session | ons) |
| | 1:30 pm-4:00 pm | FOH 301 |
| ZAIN-001-3001 | TTh 12/2-12/4 (2 sessions | s) |
| | 1:30 pm-4:00 pm | ORGC BERLIN |
| | | |

66

What our Students are Saying...

"I very much enjoyed (Perry) tailoring the course to meet the needs of the students within the classroom. We were encouraged to share ideas, which allowed us to think outside of the box. I very much enjoyed this class and would take again!."

Integrating AI in the Workplace, Spring 2025

Continuing Education & Workforce Development | Computers & Technology

GETTING STARTED

Computer Skills for the Workplace 100

Designed to provide the fundamental computer competencies needed to survive and prosper in today's fast-changing workplace. Learn to effectively send emails, create spreadsheets, manage databases, understand memory and network limitations and recognize the function and features of modern computer components. This is a six-week online course. Prerequisite: experience with email, the latest browser, any edition of the Microsoft Office suite and Adobe Acrobat Reader.

| / loi obut / loudoi. | | |
|----------------------|------------|--------|
| Tuition: \$36 | Fee: \$108 | |
| ZCOM-020-4043 | 9/17 | ONLINE |
| ZCOM-020-4044 | 10/15 | ONLINE |
| ZCOM-020-4045 | 11/12 | ONLINE |
| ZCOM-020-4046 | 12/17 | ONLINE |
| | | |

3D PRINTING

3D Modeling and Printing Fundamentals 😷

Explore the principles of 3D design, from computer modeling to the final product. Get started with Tinkercad by learning its basics and creating your design. Test and modify your creation and discover how professionals use Tinkercad in various fields. Use UltiMaker Cura to finetune your models and obtain the best slicing results. Finally, take your design to our UltiMaker 3D printer to manufacture your prototype.

Instructor: Perry Angelonga

 Tuition: \$54
 Fee: \$16

 ZMKR-001-0054
 Th 10/2-10/9 (2 sessions)

 5:00 pm-7:30 pm
 GTC 104A

MICROSOFT OFFICE

The college uses Microsoft Office 2021, but users of Office 2016, 2019 and Microsoft 365 will benefit from taking these courses.

MS Excel: I 😷 🕆

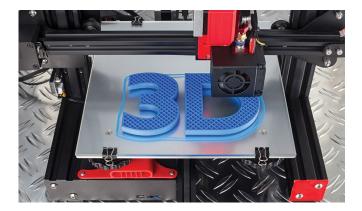
Build formulas and format values for your business worksheets. Create detailed worksheets and invoices and use complex formulas. Visually communicate with symbols and enhance your worksheets with the Icons feature. Explore new chart styles and create basic charts and graphs. Practice using Sparklines and the Quick Analysis tool to enhance your data. *Prerequisite: Windows and basic computer experience*. Instructor for all sessions: Perry Angelonga

| Tuition: \$60 | Fee: \$16 | |
|---------------|-----------------------|-------------|
| ZOFC-179-0027 | F 9/12 (1 session) | |
| | 9:00 am-4:00 pm | FOH 301 |
| ZOFC-179-3002 | TTh 12/9-12/11 (2 ses | sions) |
| | 1:00 pm-4:00 pm | ORGC BERLIN |

MS Excel: II 😷

Refine your formula and function writing abilities. Group and link multiple worksheets to consolidate large amounts of data. Use the new Power Map feature to add interactive functions to your charts. Manage your data with advanced sorting, filtering and Flash Fill tools. Use the new People Graph option to create an infographic. Analyze your data with PivotTables and use visual filters such as Slicers. *Prerequisite: "MS Excel: I" or another introductory Excel course*. Instructor for all sessions: Perry Angelonga

| Tuition: \$60 | Fee: \$16 | |
|---------------|-------------------------|-------------|
| Tultion. 300 | | |
| ZOFC-180-0028 | F 9/26 (1 session) | |
| | 9:00 am-4:00 pm | FOH 301 |
| ZOFC-180-3003 | TTh 12/16-12/18 (2 sess | ions) |
| | 1:00 pm-4:00 pm | ORGC BERLIN |



PC HARDWARE, NETWORKING & SECURITY

Introduction to PC Troubleshooting 1000

Troubleshoot and fix common PC computer issues and maintain and optimize a Windows PC. Step through hardware and operating system problems, install hardware, fix internet and wireless connection issues, and use advanced troubleshooting techniques to decipher any. This is a six-week online course. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player.

| Tuition: \$36 | Fee: \$108 | |
|---------------|------------|--------|
| ZPCO-019-4084 | 9/17 | ONLINE |
| ZPCO-019-4085 | 10/15 | ONLINE |
| ZPCO-019-4086 | 11/12 | ONLINE |
| ZPCO-019-4087 | 12/17 | ONLINE |
| | | |

Introduction to PC Security 101

Identify your risk and protect your personal and business data. Master the fundamentals of PC and network security as you learn to install and configure a firewall around your computer or network. This is a six-week online course. Prerequisite: experience with email and an understanding of your operating system (Mac, Windows, or Linux) and an ability to locate programs and change settings.

| Fee: \$108 | |
|------------|------------------------|
| 9/17 | ONLINE |
| 10/15 | ONLINE |
| 11/12 | ONLINE |
| 12/17 | ONLINE |
| | 9/17 10/15 11/12 |

Computers & Technology | Wor-Wic Community College

CompTIA A+ Certification Prep 1: Hardware 100

Become a computer technician and start preparing for CompTIA A+ certification in this first of three online courses. Learn PC basics and common hardware, including microprocessors, RAM power supplies, motherboards UEFI/ BIOS, the system setup utility, the expansion bus and input/ output devices. Prepares you for the CompTIA A+ certification 220-1101 and 220-1102 exams. This is a six-week online course. Prerequisite: experience with e-mail, the latest browser, Adobe Acrobat Reader and recommended that you have a PC that you can take apart and put back together (not primary computer).

| Fee: \$108 | |
|------------|--------|
| 9/17 | ONLINE |
| 10/15 | ONLINE |
| 11/12 | ONLINE |
| 12/17 | ONLINE |
| | |

CompTIA A+ Certification Prep 2: Software 1000

Take the next step in the series that prepares you to become a computer technician and take the CompTIA A+ certification 220-2201/1102 exams. Dive into Windows, macOS and Linux. Examine operating systems including installation operation maintenance and troubleshooting. Explore virtualization and virtual machines, as well as printer and multifunction device technologies. This is a six-week online course. *Prerequisite:*

"CompTIA A+ Certification Prep 1: Hardware course".

| Tuition: \$36 | Fee: \$108 | |
|---------------|------------|--------|
| ZPCO-052-4095 | 9/17 | ONLINE |
| ZPCO-052-4096 | 10/15 | ONLINE |
| ZPCO-052-4097 | 11/12 | ONLINE |
| ZPCO-052-4098 | 12/17 | ONLINE |
| ZPCO-052-4098 | 12/17 | ONLINE |

@ed2go|career

ONLINE CAREER TRAINING

Check out Computer, Graphic Design and Information Technology Online Career Courses!

- Adobe Certified Professional in Video Design or Visual Design (Vouchers Included)
- Adobe Certified Professional (Photoshop, Illustrator, InDesign, Premiere Pro and Animate)
- Advertising & Outreach Specialist
- Certified Administrative Professional (Voucher Included)
- CompTIA ITF+ Certification Training (Voucher Included)
- Comp TIA A+ Certification Training (Vouchers Included)
- Comp TIA Security+ Certification Training (Voucher Included)
- Web Applications Developer

Comprehensive Online courses prepare you to work in the industry and to take related industry certification exams. Call 410-334-2815 or go to worwic.edu/ Financial-Assistance (choose Online Courses dropdown) to learn more and to apply for tuition assistance.

CompTIA A+ Certification Prep 3: Network/Security 0000

Complete the three-course CompTIA A+ certification exam prep series to prepare for both the 220-1101/1102 exams and your career as a certified computer technician. Learn how to select, install, and service sound and display components. Set up, maintain and troubleshoot wired and wireless networks. Learn about many aspects of PC and network security and discover how to configure and troubleshoot tablets and smartphones. This is a six-week online course. Prerequisite: CompTIA A+ Certification Prep 2: Software course.

| Tuition: \$36 | Fee: \$108 | |
|---------------|------------|--------|
| ZPCO-050-4099 | 9/17 | ONLINE |
| ZPCO-050-4100 | 10/15 | ONLINE |
| ZPCO-050-4101 | 11/12 | ONLINE |
| ZPCO-050-4102 | 12/17 | ONLINE |

SENIORS ONLY

Getting Started with Computers for Seniors: Part I (Version Windows 10/11 and Office 2019/365) 🕆

Define basic computer concepts and terminology and explain various hardware and software. Become confident using the mouse, keyboard and cursor to navigate around your desktop, windows and text boxes. identify Windows settings to customize the Desktop, Taskbar and Start Menu. Find out how to browse, open and rename a file. Use Microsoft Word for the Web to create and edit a document. Explore the internet and webmail. Learn how to open and save email attachments. Use web video conferencing and understand how to be safe while online. This course will require using a free Microsoft account. Instructor: Perry Angelonga

| Tuition: \$0 | Fee: \$16 | |
|---------------|---------------------------|---------|
| ZCSR-015-9011 | TTh 9/2-9/16 (5 sessions) | |
| | 1:00 pm-3:30 pm | FOH 301 |

Getting Started with Computers for Seniors: Part II (Version Windows 10/11 and Office 2019/365) ^(†)

Navigate your smartphone or tablet. Explore the basics of Microsoft Word, Excel and PowerPoint for the Web to create letters, flyers, simple spreadsheets and basic presentations. Revisit file management and learn how to create an organized file structure. Find out how to keep yourself safe from hackers, scams and computer viruses. Prerequisite: experience using a mouse, navigating within Windows and Microsoft Word basics or completion of "Getting Started with Computers for Seniors: Part I." This course will require using a free Microsoft account. Instructor: Perry Angelonga

Tuition: \$0 Fee: \$16

ZCSR-016-9012

TTh 9/23-10/7 (5 sessions) 1:00 pm-3:30 pm FOH 301

Cyber Security for Seniors 😷

Learn how to create strong and effective passwords and how to locate lost or stolen devices. Recognize and avoid phishing techniques, scam emails and fake social media accounts. Learn how to protect your privacy on smartphones, tablets and computers. Store data, documents and other files safely in the cloud. Discuss, VPN's, password managers, malware scanning and removal software. Instructor: Perry Angelonga

Tuition: \$0 Fee: \$16

| ZCSR-017-9010 | MW 12/8-12/15 (3 sessi | ions) |
|---------------|------------------------|---------|
| | 1:30 pm-4:00 pm | FOH 301 |

Continuing Education & Workforce Development | Computers & Technology

SOCIAL MEDIA AND VIDEO

Using Social Media in Business 😷 🕆

Whether you consider yourself a social media novice or a seasoned veteran, leverage social media to connect with new customers, advertise products and promote your brand. Explore the five most popular social media platforms - Facebook, Twitter, LinkedIn, Pinterest, and Instagram - to grow and promote your business. This is a six-week online course. *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

| Tuition: \$39 | Fee: \$115 | |
|---------------|------------|--------|
| ZSOC-006-4103 | 9/17 | ONLINE |
| ZSOC-006-4104 | 10/15 | ONLINE |
| ZSOC-006-4105 | 11/12 | ONLINE |
| ZSOC-006-4106 | 12/17 | ONLINE |

UNCREWED AIRCRAFT SYSTEMS



UAS (Drone) FAA Remote Pilot Certification Prep and Flight Training

In partnership with Sentinel Robotic Solutions (SRS), become a certified Remote Pilot with a small Uncrewed Aircraft Systems (sUAS) rating, which is a requirement for any commercial or business use of drones. Industries using drones include real estate, construction, insurance/property inspection, agriculture, advertising/media, public safety, photography/videography, construction and delivery. Focus on the new Federal Aviation Administration (FAA) rules and regulations and aeronautical knowledge required for the safe operation of Uncrewed Aerial Vehicles (UAVs) operating in the National Airspace (NAS). Prepare to successfully pass the comprehensive FAA Knowledge test (Part 107). Includes hands-on flight training using professional-grade drones and access to UAS flight simulation software. Certification testing must be administered at an authorized FAA Knowledge Testing Center and is not included in the cost of the class. Instructor: Jason Taylor

Tuition: \$474 ZUAS-005-0095

Fee: \$619

15-0095 MWF 9/15-10/4 (10 sessions) 4:45 pm-9:15 pm FOH 103A

No class on 9/19. Class will also meet S 9/20 and 10/4, 8:30 am-12:30 pm in HH 105.

WEB DESIGN

Creating WordPress Websites 101

Learn how to set up a website or blog for your organization using wordpress.com. Create pages and posts, add images and videos, change a site's look and feel and include userfriendly features. Organize a blog or website, create appealing content and achieve better positions on search engine results pages. This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.

| Tuition: \$36 | Fee: \$108 | |
|---------------|------------|--------|
| ZWEB-043-4111 | 9/17 | ONLINE |
| ZWEB-043-4112 | 10/15 | ONLINE |
| ZWEB-043-4113 | 11/12 | ONLINE |
| ZWEB-043-4114 | 12/17 | ONLINE |

Write Effective Web Content 101

Develop a website writing style that speaks to your readers and ensures that your content is clear and understandable. Convey the right "feel" through your content, get conversations going with your visitors and produce better search engine rankings. This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.

| Tuition: \$36 | Fee: \$108 | |
|---------------|------------|--------|
| ZWEB-058-4115 | 9/17 | ONLINE |
| ZWEB-058-4116 | 10/15 | ONLINE |
| ZWEB-058-4117 | 11/12 | ONLINE |
| ZWEB-058-4118 | 12/17 | ONLINE |
| | , ., | 0 |

FREE SELF-PACED COMPUTER TRAINING FOR UNEMPLOYED

Set your own schedule and start building your resume by updating the computer skills needed in today's workforce.

Getting started? Take:

- Keyboard Skills OR
- Foundations of Computers and the Web: Keyboarding, Windows and Word

Move on to the next level and earn a non-credit Workforce Training Certificate in Computer and Office Technology Essentials by taking:

- Introduction to Computers & Technology I
- Introduction to Computers and Technology II
- Applied Computers & Technology

Need specific skills? Take:

Microsoft Word Level I or Microsoft Excel Level I

To participate, individuals must go to the Lower Shore American Job Center (AJC) to obtain a referral to the computer training lab, located at 31901 Tri-County Way (off Walston Switch Rd on the north side of Rt. 50). Contact the Lower Shore AJC at 410-341-6515 for information on how to obtain a referral or for hours of operation.

> Lab Hours: Monday and Wednesday, 8:30 am to 12:30 pm and 1:30 to 4:30 pm Tuesday and Thursday, 12:30 to 4:30 pm



Serving Somerset, Wicomico and Worcester Counties

This program is fully supported by a grant provided by the American Rescue Plan Act of 2021.

ONLINE OFFERINGS

Choose from hundreds of online offerings!



Flexible scheduling within a six-week course timeline.

Go to www.ed2go.com/worwic for complete course offerings.

Upcoming class start dates:

9/17, 10/15, 11/12, and 12/17

Courses are available in the following areas:

- Arts & Design
- Accounting & Business
- College Readiness & Test Prep
- Computer Applications
- Health & Fitness
- IT Certification Prep
- Personal Career Development
- Writing and Publishing
- and more!



Comprehensive Online courses prepare you to work in the industry and to take related industry certification exams. Call 410-334-2815 or go to worwic.edu/Financial-Assistance and choose Online Courses to learn more and to apply for tuition assistance.

Go to careertraining.ed2go.com/worwic to locate a career training program.

Financial assistance may be available for the following Computer, Graphic Design and Information Technology Online Career Courses!

- eer Courses!
 Adobe Certified Professional in Video Design (Vouchers Included)
- Adobe Certified Professional in Visual Design (Vouchers Included)
- Adobe Certified Professional (Photoshop, Illustrator, InDesign, Premiere Pro and Animate)
- Advertising & Outreach Specialist
- Certified Administrative Professional (Voucher Included)
- CompTIA ITF+ Certification Training (Voucher Included)
- Comp TIA A+ Certification Training (Vouchers Included)
- Comp TIA Security+ Certification Training (Voucher Included)
- Web Applications Developer



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

Go to www.worwic.edu/ugc for complete certificate offerings.

Upcoming start dates: 9/1, 10/6, 11/3 and 12/1 Some of the workforce training certificates and courses offered include:

- Business Writing
- Data Analysis
- Digital Marketing
- Leadership Development
- Nonprofit Administration
- Online Teaching
- Project Management
- Workplace Communication

REGISTRATION FOR NON-CREDIT ALLIED HEALTH STUDENTS

These programs are in high demand and may have more people wanting to join than there are spots available. If you want to enter one of these career paths, you need to complete extra steps:

- Certified Nursing Assistant (CNA)
- Personal Trainer

Dental Assistant

Phlebotomy Technician

You must complete all steps as soon as possible to get a seat in a class or be placed on the waiting list. Steps can be completed in any order.

Steps to Complete

- Complete a college application
 Complete a course-specific application (CNA, dental assistant, personal trainer or phlebotomy technician)
 Attend an information session
 Take a career assessment
 - Meet with an enrollment coach
 - Complete placement testing

For more information, visit the worwic. edu website or call 410-334-2815

Required Information Sessions

During online information sessions, you will learn about:

- Requirements for your chosen career path.
- What you need to prepare for your classes.
- What you'll learn in the course.
- How to pass the course.
- How to get help paying for the course.

Join an information session as early as possible. This helps you make good choices about your career path without delaying your start. You can find session dates, times, and links with course information in this schedule and on the worwic.edu website.

Vaccine Information

To learn about required vaccines, including the COVID-19 vaccine, attend an information session for your chosen career path. Remember that vaccine rules may be different at national, state, local, or facility levels. If you choose not to follow vaccine rules, you may not be able to register for clinical training courses.



HEALTH CARE

CERTIFIED NURSING ASSISTANT

Certified Nursing Assistant Information Sessions

| Т | 7/8 | 2:00-3:00 pm |
|----|---------|----------------|
| Th | 7/24 | 10:00-11:00 am |
| W | 8/6 | 2:00-3:00 pm |
| W | 8/20 | 10:00-11:00 am |
| Т | 9/9 | 10:00-11:00 am |
| Th | 9/25 | 2:00-3:00 pm |
| Т | 10/7 | 10:00-11:00 am |
| Th | 11/13 | 10:00-11:00 am |
| Th | 12/4 | 2:00-3:00 pm |
| | · · · · | |

www.worwic.edu/zoom/cna

Certified Nursing Assistant-Part I

Designed to provide classroom and "hands-on" experience. Includes basic knowledge of health care 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 gualify to apply to the Board of Nursing for certification and gain eligibility to take the Geriatric Nursing Assistant examination. Fee includes required drug screen and background check. Go to www.mbon.org for eligibility requirements to become a certified nursing assistant. Before you can advance to CNA Part II, AHA BLS certification, medical clearance, clean background check and negative drug screen will be required. Prerequisite: minimum reading comprehension and arithmetic requirements. Students must be able to lift, push and pull a minimum of 50 pounds without restriction. Text Required

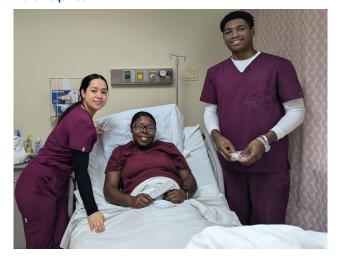
Certified Nursing Assistant-Part II

Forty hours of clinical experience in a long-term care setting. Candidates will practice skills, work in a health care team setting and become familiar with caring for the elderly and infirm. Prerequisite: 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.

BLS FOR CNA

Basic Life Support for Certified Nursing Assistants

This course will teach certified nursing assistant students the basic life support skills for application in community health and hospital/facility settings, such as a nursing home or primary care setting. Focus is on high-quality BLS for adults, children, and infants, improvement of chest compression fraction, and high-performing team dynamics. Students will also learn how to use an AED and a barrier device. **Text Required**



CERTIFIED NURSING ASSISTANT SCHEDULE OF CLASSES

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

SESSION I

| Certified Nursing Assistant-Part I | | | |
|-------------------------------------|--------------------------------------|----------------------------|------------------|
| Tuition: \$871 | Fee: \$236 | Text Required | |
| ZCNA-008-0069 | M-Th 9/8-10/9 (20 sessions) | 8:00 am-12:00 pm | HH 200/202 |
| Basic Life Support (BL | S) | | |
| Instructor for both ses | | | |
| Tuition: \$52 | Fee: \$30 | Text Required | |
| ZBLC-001-0070 | F 9/12 (1 session) | 8:00 am-1:00 pm | SH 100 |
| ZBLC-001-0071 | F 9/19 (1 session) | 8:00 am-1:00 pm | SH 100 |
| Certified Nursing Assi | stant-Part II | | |
| Tuition: \$522 | Fee: \$16 | | |
| ZCNA-009-0072 | M-F 10/13-10/17 (5 sessions) | 7:00 am-3:30 pm | Nursing Home TBD |
| | M-T 10/20-10/21 (2 sessions) | 8:00 am-12:00 pm | HH 200/202 |
| | Clinical start times may vary, depen | ding on the clinical site. | |
| SESSION II | | | |
| 010010111 | | | |
| Certified Nursing Assi | stant-Part I | | |
| Tuition: \$871 | Fee: \$236 | Text Required | |
| ZCNA-008-0073 | M-Th 10/27-12/2 (20 sessions) | 8:00 am-12:00 pm | HH 200/202 |
| | No class on 11/26 and 11/27 | | |
| Basic Life Support (BLS) | | | |
| Instructor for both ses | • | | |
| Tuition: \$52 | Fee: \$30 | Text Required | |
| ZBLC-001-0074 | F 10/31 (1 session) | 8:00 am-1:00 pm | SH 100 |
| ZBLC-001-0075 | F 11/7 (1 session) | 8:00 am-1:00 pm | SH 100 |
| Certified Nursing Assistant-Part II | | | |
| Tuition: \$522 | Fee: \$16 | | |
| ZCNA-009-0076 | M-F 12/8-12/12 (5 sessions) | 7:00 am-3:30 pm | Nursing Home TBD |
| | M-T 12/15-12/16 (2 sessions) | 8:00 am-12:00 pm | HH 200/202 |
| | Clinical start times may vary, depen | ding on the clinical site. | |
| | | | |

Criminal history check required for CNAs

The Maryland Board of Nursing (MBON) requires a criminal history records check for all certified nursing assistants (CNAs). If the background check indicates arrests and/or convictions, additional information will be requested from the applicant. A MBON pre-licensure committee will review all information and will forward a report to the MBON for a decision. The MBON may deny licensure of an applicant, license the applicant with or without probation or issue charges against a renewal applicant.

Approval for certification is completed by the MBON. The staff at Wor-Wic is unable to tell you if your background will be accepted for certification. If you have any disciplinary action against you in the State of Maryland or any other state, under any name, you are advised to contact the MBON with your questions before registering for the certified nursing assistant training. Email: mdbon.disc-cna@maryland.gov A background check is also required prior to your clinical rotation. This cost is included in the course fee.

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



Instructor Spotlight: Mary Williams

Mary is a Registered Nurse who has worked as a teacher and health care professional for more than 40 years. A long time instructor in our Certified Nursing Assistant (CNA) class, Mary sees the CNA course as a great foundation for other careers in health care, as well as for the pursuit of higher degrees. "I really love to see our students grow in knowledge and confidence in providing supportive care to our community."

DENTAL ASSISTING



| Dental Assi | stant Information Session | ons | |
|-------------------------------------|---------------------------|----------------|--|
| Т | 7/8 | 10:00-11:00 am | |
| Т | 8/12 | 10:00-11:00 am | |
| Th | 10/16 | 10:00-11:00 am | |
| Th | 11/20 | 10:00-11:00 am | |
| Th | 12/18 | 10:00-11:00 am | |
| www.womuja adu/zaam/dantalaasiatant | | | |

www.worwic.edu/zoom/dentalassistant

Dental Assistant-Introduction

Prepare for a career in a dentist's office and learn the fundamentals of chairside dental assisting. Additional topics include anticipating 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 skills in sterilization and disinfection. Knowledge of medical terminology is highly recommended. This course is beneficial in preparing for the General Chairside Assisting (GC) and Infection Control (ICE) components of the Dental Assisting National Board's Exam. Go to www.danb. org for eligibility requirements to become a Certified Dental Assistant. Prerequisite: minimum reading comprehension and arithmetic requirements.

| Tuition: \$571 | Fee: \$46 | Text Required | |
|--|---------------------------|---------------|--|
| ZDNT-022-0077 | MW 9/8-11/10 (19 session | ns) | |
| | 5:30 pm-8:30 pm | HH 105 | |
| Class meets on M 11/10, 5:30 pm-8:45 pm. | | | |
| Instructor: Cheree' Robinson | | | |
| ZDNT-022-0078 | S 9/13-11/15 (10 sessions | 3) | |
| | 9:00 am-3:15 pm | HH 202 | |
| Instructor: Amina Ward | | | |

Dental Assistant Clinical Practicum

Gain hands-on experience in a dental clinic working under the supervision of a dentist. Complete a 20-hour clinical rotation and apply the knowledge and skills gained in the classroom. Topics to be covered include dental terminology and anatomy; disease transmission, standard precautions and infection control procedures; professional, legal and ethical requirements of the dental office; effective communication skills; preparing patients for treatment; instrumentation, disinfection and sterilization; dental records and charting. This clinical instruction, together with the "Dental Assistant-Introduction" course, will prepare students to sit for General Chairside (GC) and Infection Control (ICE) components of the Dental Assisting National Board Certified Dental Assistant exam and seek employment as an entry-level dental assistant. This course is offered only to students who have completed the "Dental Assisting - Introduction" course within the last six months. Prerequisite: ability to lift, push or pull a minimum of 20 pounds, Measles, Mumps, Rubella and Varicella Vaccine and Tdap. Student must be available for three to five consecutive days in order to complete 20 clinical hours in four- or eighthour increments, including clinical site orientation. Course fee includes cost for accident insurance and background check. Tuition: \$218 Fee: \$102

ZDNT-023-0089

F 11/21 9:00 am-2:30 pm

9:00 am-2:30 pm CHC Mandatory meeting to schedule clinical rotation which must be completed by 1/21.



Health Care | Wor-Wic Community College

Radiology for Dental Assistants

Gain the technical and clinical knowledge necessary to register with the Maryland Board of Dental Examiners as a Dental Radiation Technologist. Evaluate radiographic images for diagnostic value. Study guality assurance and radiology regulations. Become familiar with current American Dental Association guidelines for radiation safety for patients and operators. 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. The Maryland Board of Dental Examiners has approved this course. Prerequisite: "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: Robyn Bernstein Tuition: \$490 Fee: \$70 Text Required ZDNT-008-0090 MW 9/8-11/5 (18 sessions) 5:30 pm-8:00 pm FOH 304

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: Robyn Bernstein

 Tuition: \$109
 Fee: \$16

 ZDNT-013-0091
 MW 9/8-9/17 (4 sessions)

 5:30 pm-8:00 pm
 FOH 304

Class runs concurrent with Radiology for Dental Assistants.

DISPENSARY TECHNICIAN

Dispensary Technician I

There are already over 100 medical cannabis dispensaries in Maryland and demand for qualified Dispensary Technicians is increasing. Learn the Dispensary Technician's role, practice professional skills and responsibilities and cover Maryland regulations for dispensary operations. Class sessions are conducted remotely via Zoom. You will receive the link and login instructions one week before the class begins. After completion of Parts I and II, students are ready to begin as an entry level Dispensary Technician. *Prerequisite: Per Maryland law students must be at least 21 years of age with no criminal*

record. Tuition: \$100 ZDTC-001-0083

 Fee: \$351

 MW 9/8-10/27 (15 sessions)

 6:30 pm-8:30 pm
 VIRTUAL

Dispensary Technician II

Focus on medicinal knowledge, patient care and education aspects of the Dispensary Technician's role. Topics include recent research on medical cannabis, medicinal properties of cannabis and managing the patient experience. Class sessions are conducted remotely via Zoom. You will receive the link and login instructions one week before the class begins. After completion of Parts I and II, students are ready to begin as an entry level Dispensary Technician. *Prerequisite: Per Maryland law students must be at least 21 years of age with no criminal record*.

 Tuition: \$100
 Fee: \$351

 ZDTC-002-0092
 MW 11/3

2-0092 MW 11/3-12/22 (15 sessions) 6:30 pm-8:30 pm VIRTUAL

EMERGENCY TRAINING



We are continually monitoring the evolving COVID situation and will follow the strictest safety and decontamination procedures as classes continue. Call 410-334-2815 for additional information.

Basic Life Support (BLS)

This instructor-led course reflects the 2020 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 foreignbody airway obstruction for an infant, child or adult. Students must attend 100% of course hours. Card valid for two years. Instructor for all sessions: Buth Gaudreau

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|--------------------|---------------------|---------------|
| Tuition: \$52 | Fee: \$30 | Text Required |
| ZBLS-004-0063 | S 9/20 (1 session) | |
| | 8:00 am-1:00 pm | SH 100 |
| ZBLS-004-0064 | S 10/11 (1 session) | |
| | 8:00 am-1:00 pm | SH 100 |
| ZBLS-004-0065 | S 11/8 (1 session) | |
| | 8:00 am-1:00 pm | SH 100 |
| ZBLS-004-0066 | S 12/13 (1 session) | |
| | 8:00 am-1:00 pm | SH 100 |
| | • | |

What our Students are Saying...

"Ruth Gaudreau is an amazing teacher. She did such a great job, was very involved, and made the 5 hours enjoyable. Ruth did a great job teaching the material, answering questions, and guiding us when we were practicing."

-Summer 2024 Basic Life Support (BLS) class

Basic Life Support (BLS) Renewal

This course is 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: Ruth Gaudreau

| Tuition: \$41 | Fee: \$30 | Text Required |
|---------------|---------------------|---------------|
| ZBLS-006-0067 | S 10/18 (1 session) | |
| | 8:00 am-12:00 pm | SH 100 |
| ZBLS-006-0068 | S 12/6 (1 session) | |
| | 8:00 am-12:00 pm | SH 100 |

Heartsaver First Aid CPR AED

This is an instructor-led course that teaches 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 and shock. 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. Card valid for two years. Instructor: Buth Gaudreau

| Tuition: \$71 | Fee: \$30 | Text Required |
|---------------|---------------------|---------------|
| ZFCA-001-0079 | F 10/17 (1 session) | - |
| | 8:30 am-4:00 pm | SH 100 |

FITNESS TRAINING

| -(| \$)- |
|----|------------|
| V | <u>y</u> y |

10:00-11:00 am 10:00-11:00 am 10:00-11:00 am 10:00-11:00 am

10:00-11:00 am

| Personal Trainer | r Information Sessions | |
|-------------------------------------|------------------------|--|
| Th | 7/10 | |
| W | 8/6 | |
| W | 9/10 | |
| W | 11/12 | |
| W | 12/17 | |
| www.worwie.edu/zeem/percepeltreiper | | |

www.worwic.edu/zoom/personaltrainer



ONLINE CAREER TRAINING

Financial assistance may be available for the following Health and Fitness Online Career Courses!

- Certified Medical Administrative Assistant with Medical Billing and Coding
- Certified Clinical Medical Assistant
- Medical Billing & Coding (Voucher Included)
- Pharmacy Technician
- Veterinary Assistant (theory online; clinical at vet office)

Comprehensive Online courses prepare you to work in the industry and to take related industry certification exams. Call 410-334-2815 or go to worwic.edu/Financial-Assistance (choose Online Courses from dropdown) to learn more and to apply for tuition assistance.

Personal Trainer National Certification

Turn your passion into a career with the World Instructor Training Schools (W.I.T.S.) hybrid personal trainer course. Cover how the body functions under the stresses of exercise. Learn exercise physiology, kinesiology, equipment usage, health assessment, nutrition and more. Participate in drills, practice quizzes and discussion boards. Interact with veteran fitness mentors. You'll be ready to work as a Level 1 Certified Personal Trainer after passing the final exams with proof of CPR/AED certification. Upon completion, you can take advantage of an additional 30-hour employer internship offered through W.I.T.S and earn the more advanced Level 2 Certified Personal Trainer credential at no additional cost. Contact studentservices@witseducation.com.

| Tuition: \$200 | Fee: \$721 | - |
|----------------|----------------------------|---|
| ZFIT-005-0082 | T 10/7-11/22 (12 sessions) |) |

6:30 pm-9:30 pm HYBRID No class on 11/10 and 11/15. This is a hybrid course. Virtual component will be posted on Tuesday, 6:30 pm-9:30 pm and

class will meet every Saturday, 12:00 pm-3:00 pm at a local gym. Must register by 9/25.

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 a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.

| Tuition: \$39 | Fee: \$115 | |
|---------------|------------|--------|
| ZMOF-002-4063 | 9/17 | ONLINE |
| ZMOF-002-4064 | 10/15 | ONLINE |
| ZMOF-002-4065 | 11/12 | ONLINE |
| ZMOF-002-4066 | 12/17 | ONLINE |

Medical Coding and Billing ONLINE



Text Required

Learn about legal, ethical and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines and third-party payer requirements. Explore all phases of the revenue cycle—from patient registration through medical coding, claims submission, reimbursement and collections. Medical terminology is also included. After successful completion, you can choose a voucher for the professional medical billing and coding certification that best aligns with your interests and career goals. Required books for the course and test voucher of your choice are included in the cost of the course. You will have 12 months to complete this online course.

Cost: \$2,995.00. Tuition assistance may be available, go to www.worwic.edu/Financial-Assistance to apply.

For more course information go to careertraining.ed2go.com/worwic or contact us at 410-334-2815.

MEDICINE AIDE

Medicine Aide Recertification

Update your knowledge of medications, drug administration practices and current state regulations. Review actions, precautions, drug uses and interactions of medications used in the safe care of geriatric patients. Meets the Maryland Board of Nursing's requirement for Medicine Aide Recertification. Bring your drug handbook and calculator to class. Recertification classes could be canceled if there is low enrollment, so register for the first class offered in your 90-day renewal period. Submit a copy of current, active, unencumbered Maryland CNA/GNA/CMA certificate with registration. Renewal required at the same time CNA/GNA certificates are renewed. Students must attend 100% of the course hours. Go to www.mbon.org for eligibility requirements. Instructor for all sessions: Tajuana Steele

| Tuition: \$87 | Fee: \$16 | |
|---------------|---------------------|--------|
| ZMDA-005-0080 | F 10/3 (1 session) | |
| | 8:00 am-4:30 pm | HH 200 |
| ZMDA-005-0081 | F 11/14 (1 session) | |
| | 8:00 am-4:30 pm | HH 200 |
| | | |

PHLEBOTOMY TECHNICIAN



| Phlebotom | y Information Sessions | |
|-----------|--|----------------|
| W | 7/16 | 10:00-11:00 am |
| Μ | 8/4 | 10:00-11:00 am |
| Т | 9/23 | 2:00-3:00 pm |
| Th | 10/9 | 10:00-11:00 am |
| Т | 11/4 | 2:00-3:00 pm |
| W | 11/19 | 10:00-11:00 am |
| | the second s | |

www.worwic.edu/zoom/phlebotomy

Phlebotomy Skills Training-Part I

Learn the skills necessary to perform venipuncture and blood specimen collection. Class and lab sessions cover proper collection procedures and techniques, equipment, guality assurance and safety. This is Part I of a series leading to certification. Fee includes required drug screen and background check. Prerequisite: minimum reading comprehension and arithmetic requirements. Students must be able to lift, push and pull 20 pounds without restriction. Tuition: \$653 Fee: \$181 **Text Required** ZPHL-007-0084 TTh 9/4-10/23 (15 sessions) 9:00 am-1:00 pm FOH 309 Instructor: Cynthia Plaskon ZPHL-007-0085 TTh 9/4-10/23 (15 sessions) 5:30 pm-9:30 pm FOH 309

Instructor: Carla Nock



Phlebotomy Skills Training-Part II

Sharpen your phlebotomy skills as you practice venipuncture and blood specimen collection procedures to prepare for clinical practice. This course is Part II of a series leading to 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.

| Tuition: \$610 | Fee: \$46 | Text Required | |
|-----------------------------|-------------------------------|---------------|--|
| ZPHL-008-0086 | TTh 10/28-12/16 (14 sessions) | | |
| | 9:00 am-1:00 pm | FOH 309 | |
| No class on 11/2 | 7. | | |
| Instructor: Cynthia Plaskon | | | |
| ZPHL-008-0087 | TTh 10/28-12/16 (14 sea | ssions) | |
| | 5:30 pm-9:30 pm | FOH 309 | |
| No class on 11/2 | 7. | | |
| Instructor: Carla | Nock | | |

Phlebotomy Skills Review and ASPT Certification Exam

Become nationally certified as a phlebotomy technician and increase your employment opportunities. Utilize the comprehensive skills and theory review in the first two sessions to prepare for the exam. Exam is only open to Wor-Wic phlebotomy students. Students must attend 100% of course hours. NOTE: Registrations will be taken on campus in Fulton-Owen Hall, Room 102 ONLY. Application form for ASPT exam and money order made payable to ASPT must accompany registration. The exam cost is not included in the tuition and fees. Instructor: Carla Nock

Tuition: \$109 Fee: \$51 ZPHL-009-0088 MW 11/10-11/15 (3 sessions)

6:00 pm-8:30 pm

FOH 309 Exam on Saturday 11/15, 9:00 am. Must meet with Allied Health Staff in FOH 102 PRIOR to registering. Call 410-334-2826 to set up an appointment. Must register by 10/3.

PROFESSIONAL DEVELOPMENT

Spanish for Medical Professionals 😷 🕆

Designed for medical professionals, this course provides knowledge of basic medical phrases to help you better communicate with the Spanish-speaking community. Topics include conversational phrases; guestioning patients about pain, symptoms, medical histories, insurance and feelings; discussing body parts, diets, and medical care and treatment; and practicing vocabulary while gaining awareness about Latin American culture. This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.

| | Juuon | |
|---------------|------------|--------|
| Tuition: \$39 | Fee: \$115 | |
| ZALH-129-4035 | 9/17 | ONLINE |
| ZALH-129-4036 | 10/15 | ONLINE |
| ZALH-129-4037 | 11/12 | ONLINE |
| ZALH-129-4038 | 12/17 | ONLINE |
| | | |

Hospitality & Culinary | Wor-Wic Community College



POOL OPERATORS

Certified Pool Operators Course

Prepare to become a certified pool operator in Maryland by acquiring a basic understanding of swimming pool and spa classification, design and operation. Learn about types of disinfectants, pool and spa water chemistry, appropriate use of chemicals, water testing technique, filtration and circulation systems, record keeping, general maintenance, safety requirements and storage and labeling of chemicals. Also includes a review of the Code of Maryland Regulations 10.17.01: Public Swimming Pools and Spas. Recommended for pool management staff, lifeguard and property maintenance personnel. A Pool and Spa Operator Certification card from the appropriate county environmental health department will be issued to students who satisfactorily complete the course and receive a passing grade on the examination. You must be 16 years or older to be eligible for this certification. Instructor: Ronnia Puscall

| Instructor: Bonnie | e Russell | |
|--------------------|---------------------|---------------|
| Tuition: \$163 | Fee: \$30 | Text Required |
| ZCPO-001-0007 | MW 10/6-10/20 (5 se | ssions) |
| | 6:00 pm-9:00 pm | FOH 200 |

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: Bonnie Russell

| Tuition: \$54 | Fee: \$30 | Text Required | |
|---------------|--------------------------|---------------|--|
| ZCPO-002-0008 | MW 9/22-9/24 (2 sessions | s) | |
| | 6:00 pm-8:30 pm | FOH 200 | |

CULINARY SKILLS

The Science of Canning NEW!

Learn the essential skills of food preservation. Explore the science and art of canning various foods, including fruits, vegetables, jams and pickles. Master safe canning practices, the differences between water bath and pressure canning and the best techniques for preserving seasonal produce. Offered in partnership with TJ Broughton, LLC.

Instructor: Tamekia Broughton Tuition: \$65 Fee: \$76

ZCUL-116-0029 F 10/10-10/17 (2 sessions)

5:00 pm-8:15 pm FOH 303

FOOD & BEVERAGE

Bartending and Mixology

Gain fundamental skills in bartending principles and techniques including product knowledge, bar organization, safety, selling and service. This course also covers effective techniques for handling problems with abusive and excessive drinking. The alcohol management portion (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: \$294 Fee: \$44

FOH 307

| ZFDB-035-0005 | MW 9/22-10/20 (9 see | ssions) |
|---------------|----------------------|---------|
| | 6:00 pm-9:15 pm | FC |

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: \$65 Fee: \$32

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|---------------|------------------------|---------|
| ZFDB-044-0006 | MW 9/22-9/24 (2 sessio | ons) |
| | 6:00 pm-9:15 pm | FOH 307 |

Continuing Education & Workforce Development | Personal Enrichment



Through 12 weeks of intensive training combined with case management support, career development and job placement assistance, prepare for success in any professional culinary setting. Learn an array of cooking techniques, including knife cuts, recipe conversions and commercial kitchen equipment use. Demonstrate kitchen sanitation and food safety standards.

Candidates for this training series must complete an application, attend an information session and participate in a prospective student interview.

Contact Kerry Cleaver at kcleaver@mdfoodbank.org or call 410-334-2815 for more information.

Provided by Wor-Wic Community College in partnership with the Maryland Food Bank.



ART & PAINTING

The Art of Journal Making and Calligraphy

Unleash your creativity in this hands-on course that combines the art of journal making with the elegant skill of calligraphy. Participants will learn to craft soft-bound journals while exploring various calligraphic techniques to enhance their written expression. All materials are included. Offered in partnership with Just For You Custom Puppet and Design Company. Instructor: Maggie Gillikan

Tuition: \$65 Fee: \$21 ZAPA-016-0009 F 10/3 (1 session) 9:00 am-3:30 pm

FOH 200

LANGUAGES

Discover Sign Language 😷 🕆

Learn about deaf culture and how to communicate with the deaf. Sign the alphabet, numbers and colors. Advance to basic phrases and complete sentences. Explore careers in interpreting. Note: This is a six-week online course. Prerequisite: experience with email, the latest browser and

Adobe Acrobat Reader.

| Tuition: \$33 | Fee: \$95 | |
|---------------|-----------|--------|
| ZLAN-018-4067 | 9/17 | ONLINE |
| ZLAN-018-4068 | 10/15 | ONLINE |
| ZLAN-018-4069 | 11/12 | ONLINE |
| ZLAN-018-4070 | 12/17 | ONLINE |

Speed Spanish 101

Imagine yourself speaking, reading and writing Spanish! This course is designed for anyone who wants to learn Spanish pronto. Learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish-speaking situation and converse in Spanish. Que Bueno! Note: This is a six-week online course. Prerequisite: experience with email and the internet.

Tuition: \$36 Fee: \$108

| ZLAN-021-4055 | 9/17 | ONLINE |
|---------------|-------|--------|
| ZLAN-021-4056 | 10/15 | ONLINE |
| ZLAN-021-4057 | 11/12 | ONLINE |
| ZLAN-021-4058 | 12/17 | ONLINE |
| | | |

Korean Language and Culture Through Hangeul NEW!

This course is designed for those who have not taken any Korean course before or have very limited knowledge of the Korean language. The focus will be on the balanced development of communicating, listening, reading comprehension, and presentation skills. Topics will include the basic of Korean Alphabet (Hanguel)and a weekly theme to experience a vibrant exploration of both languages and cultural elements. Instructor: Youngmi Kim

| Tuition: \$261 | Fee: \$6 | |
|----------------|-----------------------|----------|
| ZLAN-035-0099 | TTh 9/16-10/23 (12 se | essions) |
| | 6:00 pm-8:00 pm | FOH 203 |

Real Estate and Property Maintenance | Wor-Wic Community College

REAL ESTATE AND PROPERTY MAINTENANCE

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. Licensure exam must be taken within one year of completing this course. For more information, visit www.dllr.state.md.us, email mrec@dllr.state.md.us or call 410-230-6230.

Brokerage Relationships and Disclosure NEW!

Designed for current real estate sales agents and provides instruction on the recently revised Maryland Real Estate Commission (MREC) Agency policies related to brokerage relationships and disclosure. Topics include a review of the recently revised Consent for Dual Agency forms, recent updates to the roles and responsibilities of real estate licensees as they relate to client relationships and disclosure, and a review of real estate agency types and regulations. Please note continuing education courses must be completed 30 days prior to real estate license expiration. Instructor: Walter Taraila

| Tuition: \$33 | Fee: \$6 | |
|---------------|---------------------|---------|
| ZRES-029-0023 | T 11/18 (1 session) | |
| | 9:00 am-12:00 pm | VIRTUAL |

Broker Supervision NEW!

Learn concepts and skills required to define the role of broker supervision and how it applies to conducting business within the confines of the laws and agency relationships. Participants will recognize the contractual agreements between a real estate broker and the sales associates. Material covers recommendations regarding improvements in the areas of delegation, communication, responsibilities and the referral process. Please note continuing education courses must be completed 30 days prior to real estate license expiration. Instructor: Walter Taraila

 Tuition: \$33
 Fee: \$6

 ZRES-030-0024
 T 12/2 (1 session)

 9:00 am-12:00 pm

VIRTUAL

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. Instructor: Team Taught

| Tuition: \$751 | Fee: \$6 | Text Required |
|------------------|--------------------|---------------|
| ZRES-031-0039 | MW 9/15-12/8 (23 s | essions) |
| | 6:00 pm-9:15 pm | FOH 300 |
| No class held on | 11/24 and 11/26. | |

SEPTIC

Septic Systems for Entry Level Professionals

This course is for entry level professionals interested in learning the basics on the installation, design, and evaluation of Onsite Wastewater Disposal Systems (aka septic systems). Property Owners can gain a better understanding of what an Onsite Wastewater Disposal System is and how it works. This course is for any individual seeking advanced knowledge of Onsite Wastewater Disposal Systems, and will gain an understanding of the various elements of Onsite Wastewater Disposal System design and development, operation and maintenance. Specific topics include: public and environmental health considerations, wastewater characteristics, site evaluation and importance of soils, system designs, conventional and advanced treatment systems, system operation and treatment processes and essential maintenance procedures and practices. Offered in partnership with University of Maryland Extension. Instructor: Andrew Lazar

 Tuition:
 \$54
 Fee:
 \$6

 ZSEP-001-0025
 T
 11/11 (1 session)

 9:00 am-3:00 pm

FOH 200

TRADES & MANUFACTURING

AUTODESK

Autodesk: Computer-Aided Drafting

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

 Tuition: \$533
 Fee:

 ZCAD-001-0036
 M 9

 Fee: \$36
 Text Required

 M 9/15-12/15 (14 sessions)
 5:00 pm-8:30 pm

 GTC 202
 GTC 202

Autodesk: Revit

Prepare for a career in the architectural field. Autodesk: 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:** \$495 Fee: \$36 Text Required ZRVT-001-0035 W 9/10-12/17 (14 sessions) 5:30 pm-8:45 pm GTC 202 No class on 11/26.

CONSTRUCTION



Free for selected candidates: limited admission with competitive application process.

CONSTRUCTION ACADEMY

Runs Monday-Friday from 8 am-12 pm for 13 weeks.

Learn basic construction techniques while practicing and applying carpentry skills on actual projects. Earn the OSHA 10, First Aid/CPR, Rigging, Fall Safe, and Confined Space certifications. Connect with local employers who visit classes and attend the graduation ceremony. Competitive selection process includes application and follow up interview. Successful applicants must commit to working in the construction/carpentry fields and undergo background checks and drug screening.

To apply, contact Quality Staffing Services at 410-742-2600 or go to https://easternshorejobs.com/.

For program-specific questions, contact Dr. Rhonda Banks at 410-334-2867 or rbanks@worwic.edu. Funded through a grant from the U.S Department of Commerce and Maryland Department of Labor.

Trades & Manufacturing | Wor-Wic Community College

ELECTRICAL

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: Anthony Enfield

Tuition: \$588 ZELC-011-0037

 Fee: \$261
 Text Required

 MW 10/6-12/8 (18 sessions)
 6:00 pm-9:00 pm
 GTC 104B

No class on 11/26.

ELECTRICAL APPRENTICESHIP OPPORTUNITY



We've partnered with Independent Electrical Contractors (IEC)– Chesapeake to offer an electrical apprenticeship program. During the day, apprentices work for local companies in the electrical field and earn while they learn

via on-the-job training. Two evenings each week, apprentices are in class from September through May. To participate in these courses, each apprentice must be employed by a partnered company and have permission from the supervisor.

How to apply:

If you have successfully taken the CEWD Electrical Wiring Technician-Introduction course and are interested in the IEC Apprenticeship program, please contact Dr. Rhonda Banks at rbanks@worwic.edu or 410-334-2867.

For more information about the IEC Apprenticeship program and how to apply, please check out the website: https://www.iecchesapeake.com/ and contact Paula Bahler at pbahler@iecchesapeake.com/ or 301-317-5835 or Craig Mascaro at cmascaro@iecchesapeake.com/ or 301-968-5084.

POWERLINE WORKER PREAPPRENTICESHIP PROGRAM



Free for selected candidates: limited admission with competitive application process.

Runs Monday-Friday from 8 am-4:30 pm (1 hour lunch) for 14-weeks. Earn OSHA 10, First Aid/ CPR, and ATSSA (flagging) certifications. Connect with local employers who visit classes and attend the graduation ceremony. Competitive selection process includes application and follow up interview. Successful applicants must commit to work in the powerline worker field and undergo background checks and DOT drug screening.

To apply, contact Quality Staffing Services at 410-742-2600 or go to https://easternshorejobs.com/.

For program-specific questions, contact Dr. Rhonda Banks at 410-334-2867 or rbanks@worwic.edu. Funded through grants from the U.S Department of Commerce, Maryland Department of Labor and Maryland Energy Administration. Grants also pay for Powerline Worker graduates to complete Wor-Wic's CDL program.

Instructor Spotlight: Jerone Mabe



Jerone has taught the Power Line Worker Pre-Apprentice program (PWPA) since the fall 2023. He started his career in the power industry as a lineman for American Electric Power (AEP). He has worked the last 6 years with the Virginia, Maryland, and Delaware Association

of Electric Cooperatives (VMDAEC) as a Safety & Training Instructor and manager of Technical Services. Jerone's greatest reward is watching students work together as a team to accomplish a goal and seeing graduates employed in the power utility industry.

Continuing Education & Workforce Development | Trades & Manufacturing



Air Conditioning and Refrigeration-Introduction I

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

| Tuition: \$359 | Fee: \$126 | Text Required | |
|----------------|---------------------------|----------------------|--|
| ZHVC-014-0031 | T 9/23-12/2 (11 sessions) | | |
| | 5:30 pm-8:30 pm | GTC 105 | |

EPA Technician Certifications for Refrigerants-Section 608+GWP

Designed to prepare established technicians to take the EPA and GWP exams. The EPA approved training and testing procedures meet requirements for Types I, II and III equipment technicians. Cover the proper handling of refrigerants controlled by EPA regulations under Section 608 of the Clean Air Act of 1990, including R-11, 12, 13, 22, 113, 114, 123, 134A, 410A, 500 and 502. Also, explore low GWP refrigerant safety, which includes general flammable refrigerant handling, system service, installation and transportation safety knowledge and Core ACR information with industry certification test. To receive the three course manuals (included in fee), you must register at least two weeks prior to the course date.

Instructor: Paul Sichau

| Tuition: \$174 | Fee: \$169 | | |
|---------------------------------------|---------------------------|---------|--|
| ZHVC-018-0030 | S 11/1-11/15 (3 sessions) | | |
| | 8:30 am-3:30 pm | GTC 105 | |
| Class on 11/15 runs 8:30 am-12:30 pm. | | | |

Instructor Spotlight: Paul Sichau



Paul has 45+ years in the HVACR industry and more than 20 years of experience teaching HVACR courses for Wor-Wic. Paul also has delivered customized boiler and HVACR training for several organizations across Delmarva including Perdue Farms, Mountaire Farms, Salisbury University, Tidal Health, Washington College and the U.S. Coast Guard.

Jeremy Pruitt, Refrigeration Superintendent from Perdue Farms shared, "Paul has been incredibly engaging with my team, and they have learned a lot from him...Thanks for offering such a great service with such a great teacher. We really value it!" Paul enjoys sharing his unique journey with his students. His greatest reward is seeing so many succeed in the industry.

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, and ASME code requirements. Prepare for the Maryland stationary engineer's certification examination (grades 4 and 5). Instructor: Paul Sichau

| Tuition: \$457 | Fee: \$24 | Text Required | |
|----------------|--------------------------|---------------|--|
| ZHVC-012-0034 | Th 9/4-12/11 (14 session | s) | |
| | 5:30 pm-8:30 pm | GTC 105 | |
| N 11/07 | | | |

No class on 11/27.

PLUMBING

Introduction to Plumbing will return in summer 2026.

PLUMBING APPRENTICESHIP OPPORTUNITY

Wor-Wic has partnered with Associated Builders and Contractors (ABC)-Chesapeake Shores to offer a plumbing apprenticeship program. During the



day, apprentices work for local plumbing companies and earn while they learn via on-the-job training. Two evenings each week, apprentices are in class from September through May. After passing the four years of plumbing instruction courses, a Backflow course, and earning OJT hours, an apprentice can take the journeyman license exam from the Maryland Department of Labor. To participate in these courses, apprentices must be employed by a partnered company and have permission from their supervisor.

If you have successfully taken the Introduction to Plumbing course and are interested in the Plumbing Apprenticeship program, please contact Dr. Rhonda Banks at rbanks@worwic.edu or 410-334-2867.

For more information about the Plumbing Apprenticeship program, please check out the website: https:ljabc-chesapeake.org/ and contact Traci Smith at tsmith@abcchesapeake.org/410-267-0347.



WATER/WASTEWATER TREATMENT

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

21st Century Drinking Water Corrosion Control NEW! Facility operators must look at both operational and measurement practices needed to achieve a well-run operation. Participants will explore the two most important measurement parameters and three operational practices in the chemical feed process. In addition, chemical dosages will be discussed.

Tuition: \$9 ZWWT-085-0103 W 11/19 (1 session)

Fee: \$140

8:00 am-4:00 pm

GTC 204

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. Instructor: David Willey

Fee: \$357 Tuition: \$392 ZWLD-024-0032 TTh 9/9-10/16 (12 sessions) 6:00 pm-9:00 pm GTC 108

MIG/TIG and Arc Welding-Intermediate with **Qualification Testing**

This course is designed for welders who have completed introductory MIG/TIG and Arc Welding training and wish to increase their skills and earn a welding gualification. Focus on MIG welding machine set-up and making fillet and groove welds in all positions on carbon and aluminum. Learn TIG welding machine and equipment set-up, demonstrating flat, vertical and horizontal fillet and flat groove welds on carbon and aluminum. Utilizing the D9.1 sheet metal welding code, students will attempt to earn the Gas Tungsten Arc Welding (GTAW) qualification in the 2G position through performance testing by a Certified Welding Inspector (CWI). Successful completers of both the MIG/TIG and Arc Welding-Introduction and the MIG/TIG and Arc Welding-Intermediate with Qualification Testing courses will be reimbursed tuition and fees for the MIG/TIG and Arc Welding-Intermediate with Qualification Testing course if a minimum of 80% attendance is met and per teacher recommendations. This is thanks to a scholarship through the American Rescue Plan Act (ARPA) grant. Instructor: David Willey Fee: \$357 Tuition: \$424

ZWLD-035-0033 TTh 10/28-12/11 (13 sessions) 6:00 pm-9:00 pm GTC 108

No class on 11/27.

WELDING: **SMAW. FCAW. GMAW. GTAW**



Free for selected candidates except for \$100 in PPE: limited admission with competitive application process.

Runs Monday-Friday from 8 am-12 pm for 19 weeks.

Gain knowledge and skills to weld safely within industry standards, recognize and avoid hazards, and progress from basic arc welding to welder qualification testing for structural welders. Earn up to 12 welding gualifications to the AWS D1.1 Code. Connect with local employers who visit classes and attend the graduation ceremony. Competitive selection process includes application and follow up interview. Successful applicants must commit to working in the welding field and undergo background checks and drug screening.

To apply, contact Quality Staffing Services at 410-742-2600 or go to https://easternshorejobs.com/.

For program-specific guestions, contact Dr. Rhonda Banks at 410-334-2867 or rbanks@worwic.edu. Funded by the State of Maryland's EARN Maryland Grant Program, administered by the Maryland Department of Labor.



ADVANCED WELDING: 6G PIPE

Free for selected candidates: limited admission with competitive application process.

Runs Monday/Friday evenings from 5pm-9pm for 10 weeks.

Intended for experienced welders to provide skills to advance careers in the industry. Prepare to pass a destructive bend test to the ASME Section IX Code 6G pipe welding test with stick and/or TIG. Competitive selection process includes application and follow up interview.

Successful applicants must currently work in the industry, have at least two years of welding experience, undergo background checks and drug screening.

To apply, contact Quality Staffing Services at 410-742-2600 or go to https://easternshorejobs.com/.

For program-specific questions, contact Dr. Rhonda Banks at 410-334-2867 or rbanks@worwic.edu. Funded through a grant from the U.S Department of Commerce and the Maryland Department of Labor.

TRANSPORTATION

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. Must be 17 or older. Technicians 17 years of age must possess a certificate of satisfactory completion of an automotive mechanic's course from an accredited Maryland high school or equivalent. Technicians 18 or older must have a minimum of one year of experience in general motor vehicle repair. All students must have a valid driver's license issued in the student's name for the class of vehicle to be driven in the course of inspection. For more information about the requirements, visit https://mdsp.maryland.gov/ASED/Pages/ InformationforLicenseesMechanics.aspx.

Instructor: Jeffery Wilgus

 Tuition: \$327
 Fee: \$61

 ZAUT-005-0093
 W 9/17-11/19 (10 sessions)

 6:00 pm-9:15 pm
 P

Automotive Maintenance and Light Repair

Prepare to enter the automotive repair field by studying the major automotive systems, the procedures for servicing those systems, and how to diagnose customer concerns and suggest service solutions, while working toward ASE (National Institute for Automotive Service Excellence) certification. Receive classroom and hands on instruction from an experienced, professional mechanic and gain the tools necessary to pass the G1 ASE exam.

PHS B100

| instructor. Jerrery | wiigus | |
|---------------------|--------------------------|---------------|
| Tuition: \$327 | Fee: \$6 | Text Required |
| ZAUT-007-0094 | M 9/15-11/17 (10 session | s) |
| | 6:00 pm-9:15 pm | PHS B100 |

COMMERCIAL TRUCK DRIVER TRAINING (CTDT)



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. Classes are held at Wor-Wic Community College and the Arthur W. Perdue Stadium on Route 50 and Hobbs Road. We are a certified training provider for the FMCSA.



For a free student information packet that includes course schedule, requirements and funding options, go to worwic.edu/cdl or call 410-334-2815.

Commercial Truck Driver Training: Class A (320 hours)

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. Hours for all sessions will be 7:00 am-5:30 pm. Prerequisite: Valid DOT physical and Class A CDL Learner's Permit.

Cost: \$4,775.00 ZCDA-007-0019 10/13-12/9

Transportation | Wor-Wic Community College

Commercial Truck Driver Training: Class B (120 hours, one-on-one)

Gross vehicle weight rating (GVWR) of 26,000 or less but towing capacity under 10,000 pounds. Holding this license permits you to operate a dump truck, cement truck and other vehicles. Scheduled first come, first served. Call Mark Miciotto at 410-334-2922 for more details. Prerequisite: Valid DOT physical and Class B CDL Learner's Permit.

We also offer:

- Commercial Truck Driver Training: Class B to Class A
- CDL Refresher Training (Class A and B)

Call Mark Miciotto at 410-334-2922 to schedule an assessment.

Custom training is available for businesses. Contact Denean Jones-Ward at djones-ward@worwic.edu or at 410-334-2820 to discuss your training needs.

HazMat Endorsement Training

Prepare to add a Hazardous Materials Endorsement to your CDL. Topics covered will include the identification of various hazardous material classes, proper packaging groups, acceptance and refusal of hazardous packages and Federal Motor Carrier Safety Regulations. The course is certified and will qualify you to take the HazMat endorsement test at the state level to earn the HazMat endorsement under the February 2022 federal entry-level driver laws.

Instructor: Mark Miciotto

 Tuition: \$123
 Fee: \$6

 ZCDL-022-0055
 W 10/15 (1 session)

 8:00 am-4:00 pm

FOH 203

Want to increase your skills and expand your job opportunities?

Learn how to operate: Skid Steer • Loader • Backhoe • Bulldozer



Heavy Equipment Operator 10-week course Begins September 8, 2025 Total cost: \$4,875

Tuition assistance may be available.

For more information, contact Mark Miciotto, Transportation Coordinator, 410-334-2922, 443-754-4036, or mmiciotto@worwic.edu

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/drivereducation for a free student information sheet that includes course requirements, tuition assistance information and a registration form. Contact Denean Jones-Ward at djones-ward@worwic.edu for more information about class schedules or program requirements.



Instructor Spotlight: Jack East

Jack has worked for more than 20 years in the transportation industry, including as a diesel mechanic and delivery driver. He has taught for Wor-Wic's Commercial Truck Driver Training program for the last two years. Jack says that teaching gives him an opportunity to give back by preparing students for careers in the transportation industry. He is proud to have contributed to Wor-Wic's 98% CDL licensure success rate.

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 at the time of registration 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.

| Tuition: \$200 | Fee: \$100 | |
|----------------|-----------------|----------|
| ZDRV-008-0056 | M-F 9/8-9/19 | |
| | 5:30 pm-8:45 pm | Virtual |
| ZDRV-001-0060 | M-F 9/22-10/3 | |
| | 5:30 pm-8:45 pm | FOH 103C |
| ZDRV-008-0057 | M-F 10/6-10/17 | |
| | 5:30 pm-8:45 pm | Virtual |
| ZDRV-001-0061 | M-F 10/20-10/31 | |
| | 5:30 pm-8:45 pm | FOH 103C |
| ZDRV-008-0058 | M-F 11/3-11/14 | |
| | 5:30 pm-8:45 pm | Virtual |
| ZDRV-008-0059 | M-F 12/1-12/12 | |
| | 5:30 pm-8:45 pm | Virtual |
| ZDRV-001-0062 | M-F 12/8-12/19 | |
| | 5:30 pm-8:45 pm | FOH 103C |
| | | |

What our Students are Saying...

"Professor Shawanna put her all into the class. She was patient and created an atmosphere for everyone to participate."

36-Hour MVA Driver Education, Spring 2025

MOTORCYCLE SAFETY TRAINING

Wor-Wic offers motorcycle safety courses in cooperation with Maryland's Motor Vehicle Administration (MVA). All courses are taught by instructors certified by the MVA and the Motorcycle Safety Foundation (MSF). Courses are scheduled on weekends and require students to provide their own riding gear. For the "Motorcycle Safety: Basic Rider Course" and "Motorcycle Safety: Basic Rider Course 2-License Waiver" courses, 250 or 300cc 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. There is a fivehour online e-Course that must be completed before starting class. Once registered, you will receive a link to the e-Course within 30 days of the course start date. Team taught by MSF certified rider coaches.

Motorcycle Safety: Basic Rider Course

Designed for novice riders who have very limited or no riding experience. Course includes an online home study component (e-Course) that must be completed before the to the first day of class, formal classroom and range instruction on basic riding skills and street strategies. The Maryland Motor Vehicle Administration requires this course for people under 18. Passing the end of course written and riding skills tests replaces the MVA written and driving range exams for people applying for a Class M license. The Basic Rider Course is a partnership among the MVA, Motorcycle Safety Foundation and the auto insurance industry. It is endorsed by the Maryland Legislature. Topics include traffic law, risk awareness, clutchthrottle control, stopping, turning, shifting, cornering, and safety decision making. All classes meet at the college on Friday, 6:00pm to 9:15pm; Saturday, 7:00am to 4:00pm and Sunday 7:00am to 2:00pm. For more information about motorcycle safety classes for the entire season check out the schedule at https://www.worwic.edu/Programs-Courses/Non-Credit-Courses/Transportation/Motorcycle-Safety-Training.

| Tuition: \$279 | Fee: \$88 | |
|----------------|-------------|--------|
| ZMOT-012-0015 | 9/5-9/7 | SH 100 |
| ZMOT-012-0016 | 9/19-9/21 | HH 200 |
| ZMOT-012-0017 | 10/10-10/12 | HH 105 |
| ZMOT-012-0018 | 10/24-10/26 | SH 100 |

Motorcycle Safety: Basic Rider Course 2 Updated-License Waiver

Designed for individuals over age 18 with street riding experience desiring to get a Class M license without having to take the full 17-hour basic riding course. Course includes an online home study component (e-Course) that must be completed before the first day of class, and 8-hours of formal instruction that includes 3-hours of classroom and 5-hours of riding exercises. Individuals must have ridden on the street within the last calendar year; use the clutch and throttle to get the motorcycle in motion; stop the motorcycle properly in a designated area; execute gradual and tight turns; up and downshift smoothly; and achieve a speed of at least 25 mph. All learning activities are conducted on the riding range located at the college from 6:30am to 4:00pm. For more information about motorcycle safety classes for the entire season check out the schedule at https://www.worwic.edu/ Programs-Courses/Non-Credit-Courses/Transportation/ Motorcycle-Safety-Training

| Tuition: \$144 | Fee: \$88 | | |
|----------------|-----------|--------|--|
| ZMOT-011-0013 | 9/13 | SH 100 | |
| ZMOT-011-0014 | 10/18 | HH 105 | |



Veterinary Assistant | Wor-Wic Community College



VETERINARY ASSISTANT



All prospective students must attend a mandatory information session as a prerequisite prior to registration.

| Veterinary | Assistant | Information | Sessions |
|------------|-----------|-------------|----------|
| 1.4.7 | | | |

| W | 7/16 | 10:00-11:00 am |
|----|-------|----------------|
| W | 8/13 | 10:00-11:00 am |
| Th | 9/4 | 10:00-11:00 am |
| Th | 10/23 | 10:00-11:00 am |
| Th | 11/13 | 10:00-11:00 am |
| Th | 12/11 | 10:00-11:00 am |
| | | |

www.worwic.edu/zoom/vetassistant

Students interested in Veterinary Assistant training must fulfill the following requirements prior to registration:

- 1. Fill out an admission application;
- 2. Complete a career assessment; and
- Meet with an enrollment coach to discuss career choices and tuition assistance plus schedule placement testing if needed.

We encourage you to review and fulfill all course requirements as soon as possible to secure your seat in class. For more information, call 410-334-2815 or visit worwic.edu.

VACCINE INFORMATION

To learn about required vaccines, including the COVID-19 vaccine, attend an information session for your chosen career path. Remember that vaccine rules may be different at national, state, local, or facility levels. If you choose not to follow vaccine rules, you may not be able to register for clinical training courses.

Veterinary Assistant Training

This intensive course covers all the requirements that hospitals and veterinarians' offices look for, and more! You'll 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. You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations and administering medication. Students will have six months to complete the online course upon registration. Prerequisite: Students must meet minimum scores on reading and math placement tests. Free testing is available by appointment in our testing center. For more course information, including hours and requirements, go to careertraining.ed2go.com/worwic or contact us at 410-334-2815.

Total cost: \$2,795 ONLINE



Put your future in the driver's seat



CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Do you have a drive to succeed? Wor-Wic can help you get your first driver's license, become a commercial truck driver or motorcyclist and even learn how to repair vehicles.

Automotive Technician Training and Maryland State Inspector

Learn automotive maintenance and light repair to prepare you for the ASE G1 Certification, or become a qualified state inspector and take the Maryland State Inspection test as required by the Maryland State Police.

Commercial Driver's License

Put your career into high gear with a commercial driver's license. Wor-Wic's courses are designed to prepare you for a successful career in the trucking and transportation industry. We offer classroom and hands-on instruction, both on the range and on the road, as required by the Federal Motor Carrier Safety Administration.

Driver Education

Get started in the 36-hour Wor-Wic driver education classes, which are offered in person, or as online classes with hands-on driving. This course is approved by the Maryland Motor Vehicle Administration.

Motorcycle Safety

Learn to safely ride a motorcycle in preparation for the Maryland Motor Vehicle Administration's class M license test. Topics include traffic law, risk awareness, clutch-throttle control, stopping, turning, shifting, cornering and safety decision making as required by the Maryland Motor Vehicle Administration and the Motorcycle Safety Foundation.



For more information, scan the QR code, email noncredit@worwic.edu, visit worwic.edu/transportation or call 410-334-2815.

 This document is available in alternative formats to individuals with disabilities by contacting disability services at disabilityservices@worwic.edu, 410-334-2899 or TTY 410-767-6960. Wor-Wic Community College is an equal opportunity educator and employer. Visit www.worwic.edu/Services-Support/Disability-Services to learn more.

 6/2025



Customized Training for Business and Industry

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



Let us create a plan for your business. We can conduct needs assessments to identify workforce skill gaps and develop customized training solutions.

Customized instruction ensures that your employees are learning the skills and knowledge that are most relevant to their jobs and the goals of your organization.

Training can be scheduled to fit your-needs morning, afternoon or evening. Bring the training onsite to your employees or use our college facilities.

For more information about customized training,

email non-credit@worwic.edu, call 410-334-2815 or link to worwic.edu/Customized-Training by scanning the QR code.



Continuing Education and Workforce Development Division 32000 Campus Dr. Salisbury, MD 21804 410-334-2815 • worwic.edu



Registration, Refund Policy and Financial Assistance

THREE EASY WAYS TO REGISTER

Online

Go to www.worwic.edu/non-credit for more information and instructions. You must pay in full with a credit card at the time of registration.

Mail

Complete the registration form in this course schedule. Enclose a check or money order made payable to Wor-Wic Community College or complete the credit 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.

Walk-in

Kiosks are available for walk-in registration in the lobby of Fulton-Owen Hall and payment can be made with a credit or debit card. If you do not want to use a kiosk, a staff member can register you Monday through Friday, 8 a.m. to 4:30 p.m., in Room 102 of Fulton-Owen Hall. Payments can then be made at the cashier's office on campus in Brunkhorst Hall, Room 108, during the same time period.

Refund/Withdrawal Policy

All requests for refunds must be received in writing in the Continuing Education and Workforce Development office prior to the first day of class. 100% refunds are issued up to the day before the course start date. If a course is filled or canceled, a full refund is provided according to the method of payment in approximately two weeks. Special exceptions are noted in the course descriptions. No refund is provided on or after the course start date. The refund/withdrawal policy does not apply to the driver's education course.

Financial Assistance

To learn more about financial assistance go to www.worwic.edu/financial-assistance

NOTE: Depending on the course requirements, you could be required to take additional steps, such as testing or attending information sessions, prior to registering. For more information, check course details in the schedule, visit worwic.edu or call 410-334-2815.



Wor-Wic Community College does not discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information, gender identity, disability, income level, limited English proficiency or any other characteristic protected by law in the admission and treatment of students, access to educational programs and activities, and the terms and conditions of employment. Questions and complaints should be submitted to Wor-Wic's Title VI and IX coordinators and discrimination investigators. Student complaints should be directed to Kim Purvis, dean of student success, kpurvis@worwic.edu or 410-334-2902. Employee complaints should be directed to Karen Berkheimer, associate vice president for human resources, 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.

Continuing Education and Workforce Development

Financial Assistance for 2025-2026



Wor-Wic Community College offers a variety of need-based financial assistance options for select non-credit courses in the continuing education and workforce development division.

Eligible courses include:

- Adobe Certified Professional (visual and video)
- Advertising & Outreach Specialist
- Commercial Driver's License (Class A and B)
- Certified Administrative Professional (Voucher Included)
- Certified Administrative Professional with Microsoft Office Specialist (MOS) Associate (Voucher Included)
- Certified Medical Administrative Assistant with Medical Billing and Coding
- Certified Clinical Medical Assistant (Voucher Included)
- Certified Nursing Assistant
- Child Care
- College Prep ELL
- Comp TIA ITF+ Certification Training (Voucher included)
- Comp TIA A+ Certification Training (Voucher included)
- Comp TIA Security+ Certification Training (Voucher included)
- Dental Assistant
- Driver Education

Visit www.worwic.edu/Financial-Assistance for the full list of eligible courses.



Scan the code to apply



- Electrical Wiring
- HVACR
- Heavy Equipment Operator
- Insurance Help Desk Professional Certificate with Property and Casualty Specialization
- Insurance Help Desk Professional Certificate with Life, Accident and Health Specialization
- Medical Coding & Billing (Voucher included)
- Personal Trainer
- Pharmacy Technician
- Phlebotomy
- Plumbing
- UAS Drone
- Veterinary Assistant
- Web Applications Developer
- Welding (MIG/TIG and Arc)

Look for the bright idea icon on courses with available financial aid resources. Other payment options include our deferred payment plan and employer-billed tuition fees.

Financial Aid Office Brunkhorst Hall 109 32000 Campus Dr. Salisbury, MD 21804 410-334-2905 • worwic.edu financialaid@worwic.edu CONTINUING EDUCATION & WORKFORCE DEVELOPMENT WOR-WIC COMMUNITY COLLEGE 32000 CAMPUS DRIVE SALISBURY, MD 21804

PLEASE ROUTE TO:

- □ Friend
- □ Co-Worker
- □ Supervisor
- □ Training Director
- Human Resources

Registration starts July 7

Upgrade your existing skills, meet licensure, certification or continuing education requirements for work or prepare for a new career.

Fall 2025 non-credit courses

