WOR-WIC COMMUNITY COLLEGE
Continuing Education & Workforce Development Division

LEARNING FOR LIFE

Spring 2026 non-credit courses

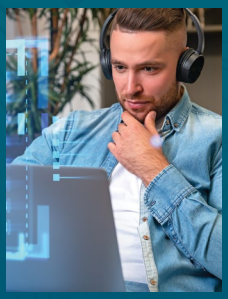
Academic Preparation
Business & Leadership
Child Care
Computers & Technology
Health Care
Hospitality & Culinary
Personal Enrichment
Real Estate & Property Maintenance
Trades & Manufacturing
Transportation
Veterinary Assistant

WOR-WIC
COMMUNITY COLLEGE

Registration starts Nov. 3

It's a New Year!

Make a Fresh Start in 2026



Integrating AI into the Workplace

- Explore strategies to automate repetitive tasks and streamline workflows with AI
- See page 10 for more information

Finding Joy in Your Caregiving Journey

- Use the healing power of music and creative engagement to address the emotional challenges of caregiving
- See page 23 for more information

Heavy Equipment Operator

- Learn how to operate a skid steer, loader, backhoe and bulldozer
- See page 32 for more information

WOR-WIC
COMMUNITY COLLEGE

Financial assistance is available.

WOR-WIC COMMUNITY COLLEGE

Continuing Education & Workforce Development Division Non-Credit Courses

LEARNING FOR LIFE

Spring 2026 non-credit courses

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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

M	Monday
T	Tuesday
W	Wednesday
Th	Thursday
F	Friday
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
- Limited keyboarding, computer or internet experience and knowledge of Windows or a level course
- Keyboarding skills and experience with specific software and Windows or equivalent skills and completion of a level course
- Working knowledge of specific software and Windows file management skills or completion of a 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 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. 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. 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. 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 Denean Jones-Ward at 410-334-2820 or djones-ward@worwic.edu.

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.

TRANSITIONAL ENGLISH

Foundations of College Literacy (ENG 087)

Prepare to enter a workforce pathway or take 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 an introduction to college learning systems, reading comprehension, vocabulary, grammar, and the writing process. This is a self-paced course that runs for ten weeks. Assignments can be completed online through Blackboard anywhere students have access to a computer with an internet connection or on campus in the Reading and Writing Center (BH 227), where qualified instructors are available to assist students with the course materials. Instruction is mostly asynchronous: students must attend a mandatory orientation session in BH 227 and participate in two in-person or virtual conferences with an instructor. A new session of the course starts every three weeks. To learn about the course and how to register, contact Denean Jones-Ward at 410-334-2820 or djones-ward@worwic.edu.

Tuition: $162 **Fee: $21**

ZDEV-018-0051	1/5-3/14	ONLINE
ZDEV-018-0052	1/26-4/4	ONLINE
ZDEV-018-0053	2/16-4/25	ONLINE
ZDEV-018-0054	3/16-5/23	ONLINE
ZDEV-018-0055	4/6-6/13	ONLINE

Foundations of Literacy for Multilingual Learners (087M) NEW!

This course is designed to prepare multilingual learners for entry into a workforce pathway or 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 an introduction to college learning systems, reading comprehension, vocabulary, grammar and the writing process. This is a self-paced course that runs for ten weeks. Assignments can be completed online through Blackboard anywhere students have access to a computer with an internet connection or on campus in the Reading and Writing Center (BH 227), where qualified instructors are available to assist students with the course materials. Instruction is mostly asynchronous: students must attend a mandatory orientation session in BH 227 and participate in two in-person or virtual conferences with an instructor. A new session of the course starts every three weeks. To learn about the course and how to register, contact Denean Jones-Ward at 410-334-2820 or djones-ward@worwic.edu.

Tuition: $162 **Fees: $21**

ZDEV-019-0106	1/5-3/14	ONLINE
ZDEV-019-0107	1/26-4/4	ONLINE
ZDEV-019-0108	2/16-4/25	ONLINE
ZDEV-019-0109	3/16-5/23	ONLINE
ZDEV-019-0110	4/6-6/13	ONLINE

BUSINESS & LEADERSHIP

ACCOUNTING

Accounting Fundamentals

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-015-4030	1/14-2/20	ONLINE
ZACC-015-4031	2/11-3/20	ONLINE
ZACC-015-4032	3/18-4/24	ONLINE
ZACC-015-4033	4/15-5/22	ONLINE

Business Finance for Non-Finance Personnel

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-042-4046	1/14-2/20	ONLINE
ZACC-042-4047	2/11-3/20	ONLINE
ZACC-042-4048	3/18-4/24	ONLINE
ZACC-042-4049	4/15-5/22	ONLINE

Business Budgeting for Beginners

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.*

Tuition: $36 **Fee: $108**

ZACC-046-4042	1/14-2/20	ONLINE
ZACC-046-4043	2/11-3/20	ONLINE
ZACC-046-4044	3/18-4/24	ONLINE
ZACC-046-4045	4/15-5/22	ONLINE

What our Students are Saying...

"This course was incredibly engaging and one of the best online courses I have ever taken. The assignments built into the lesson made sense for this course and helped me to learn through practicing along. The instructor (Nancy Koenig) is clearly very knowledgeable and kept this course interesting from start to finish. Highly recommend this instructor."

–July 2025, Accounting Fundamentals

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-047-4086	1/14-2/20	ONLINE
ZENT-047-4087	2/11-3/20	ONLINE
ZENT-047-4088	3/18-4/24	ONLINE
ZENT-047-4089	4/15-5/22	ONLINE

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. Instructor: Thomas Babcock

Tuition: $120 **Fee: $6**

ZENT-050-0038	M 2/23-3/16 (4 sessions)	
	5:30 pm-8:30 pm	FOH 211

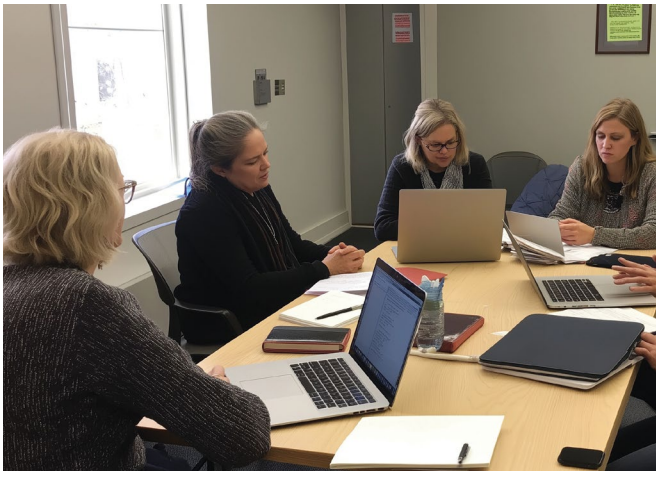
HUMAN RESOURCES

Understanding the Human Resources Function

Designed to help people without experience in human resources to understand this very vital link in the organizational chain. Learn how to handle basic human resource functions in a way that will ensure the best possible results. Topics include the hiring process, retention, policymaking, employee rights, human resources law, employee communication and administration of employee benefit programs. This is a six-week online course. *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

Tuition: $39 **Fee: $115**

ZHRS-016-4114	1/14-2/20	ONLINE
ZHRS-016-4115	2/11-3/20	ONLINE
ZHRS-016-4116	3/18-4/24	ONLINE
ZHRS-016-4117	4/15-5/22	ONLINE



INSURANCE LICENSURE

Insurance Help Desk Professional Certificate with Property 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: $10 **Fee: $396**

ZINS-012-0047	MTW 4/13-4/15 (3 sessions)	
	8:30 am-3:00 pm	VIRTUAL

An additional three required self-paced hours must be completed by 6/12. Must register by 4/6.

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 listening.

Offered in partnership with Cross-Cultural Communications in a self-paced, instructor-moderated 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 Communications Studies under the Business and Leadership option.

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-013-0035	TW 4/21-4/22 (2 sessions) 8:30 am-4:00 pm	VIRTUAL

An additional seven required self-paced hours must be completed by 6/20. Must register by 4/14.

MANAGEMENT

Fundamentals of Supervision and Management I

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.*

Tuition: $39 **Fee: $115**

ZMGT-078-4094	1/14-2/20	ONLINE
ZMGT-078-4095	2/11-3/20	ONLINE
ZMGT-078-4096	3/18-4/24	ONLINE
ZMGT-078-4097	4/15-5/22	ONLINE

What our Students are Saying...

"Kevin gave a great presentation. He was engaging and kept it interesting while we had a chance to learn. Topics made me more self-aware and it is information I will take back to share with others from an HR standpoint."

–Fall 2024, Effective Leadership in Action, through www.easternshoreleaders.org

NONPROFIT MANAGEMENT

A to Z Grant Writing

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-021-4026	1/14-2/20	ONLINE
ZNPT-021-4027	2/11-3/20	ONLINE
ZNPT-021-4028	3/18-4/24	ONLINE
ZNPT-021-4029	4/15-5/22	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 small businesses 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.

Starts Feb. 5, 2025

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

Eastern Shore Leadership Institute
A Sub-Committee of the Salisbury Chamber of Commerce

Starting a Nonprofit

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-025-4110	1/14-2/20	ONLINE
ZNPT-025-4111	2/11-3/20	ONLINE
ZNPT-025-4112	3/18-4/24	ONLINE
ZNPT-025-4113	4/15-5/22	ONLINE

OPERATIONS

Administrative Assistant Fundamentals

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 double-entry 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-042-4034	1/14-2/20	ONLINE
ZOPR-042-4035	2/11-3/20	ONLINE
ZOPR-042-4036	3/18-4/24	ONLINE
ZOPR-042-4037	4/15-5/22	ONLINE

WRITING

Effective Business Writing

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

Tuition: $39 **Fee: $115**

ZWRI-016-4090	1/14-2/20	ONLINE
ZWRI-016-4091	2/11-3/20	ONLINE
ZWRI-016-4092	3/18-4/24	ONLINE
ZWRI-016-4093	4/15-5/22	ONLINE

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-031-4038	1/14-2/20	ONLINE
ZWRI-031-4039	2/11-3/20	ONLINE
ZWRI-031-4040	3/18-4/24	ONLINE
ZWRI-031-4041	4/15-5/22	ONLINE

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
  2/5-3/26 and 4/16-6/4
- Child Growth and Development (45 hrs) - $280
  1/9-2/27
  4/17-6/5
- Infant and Toddler Care (45 hrs) - $280
  1/12-3/2
  4/13-6/1
- Preschool Curriculum and Activities (45 hrs) - $280
  1/12-3/2
  4/13-6/1
- School Age Child Care Curriculum (45 hrs) - $280
  1/14-3/4
  4/15-6/3
- Communication Skills for Child Care Professionals (9 hrs) - $130
  2/2-2/16 and 5/4-5/18

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 November 3. Class begins between January 12 and May 15. Registration closes May 5.

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
1/12-5/15
Registration for this course closes 5/5/2026.

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-021-4098	1/14-2/20	ONLINE
ZACC-021-4099	2/11-3/20	ONLINE
ZACC-021-4100	3/18-4/24	ONLINE
ZACC-021-4101	4/15-5/22	ONLINE

Accounting Essentials with QuickBooks

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-050-0046	T 1/27-4/14 (12 sessions)	
	6:15 pm-9:00 pm	FOH 301

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

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

ZAIN-001-0050	F 3/6-3/13 (2 sessions)	
	9:00 am-12:00 pm	FOH 301
ZAIN-001-3003	TTh 4/14-4/16 (2 sessions)	
	1:00 pm-4:00 pm	ORGC BERLIN

What our Students are Saying...

"Perry never disappoints! He is very knowledgeable and a great instructor. When he does not have an answer, he searches and finds the details."

–Fall 2024, Cyber Security for Seniors

GETTING STARTED

Computer Skills for the Workplace

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.*

Tuition: $36 **Fee: $108**

ZCOM-020-4062	1/14-2/20	ONLINE
ZCOM-020-4063	2/11-3/20	ONLINE
ZCOM-020-4064	3/18-4/24	ONLINE
ZCOM-020-4065	4/15-5/22	ONLINE

DESKTOP PUBLISHING, GRAPHICS & IMAGING

Becoming Proficient in PDF's using Adobe Acrobat Pro DC

Learn how to effectively navigate Adobe Acrobat Pro DC and take advantage of the functionality and features available in this powerful program. Become an expert at creating, editing and formatting PDF documents. Discover how to edit a scanned file with OCR and create interactive PDF forms to collect information easily. Instructor: Perry Angelonga

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

ZIMG-058-0049	F 3/27-4/3 (2 sessions)	
	9:00 am-12:00 pm	FOH 308

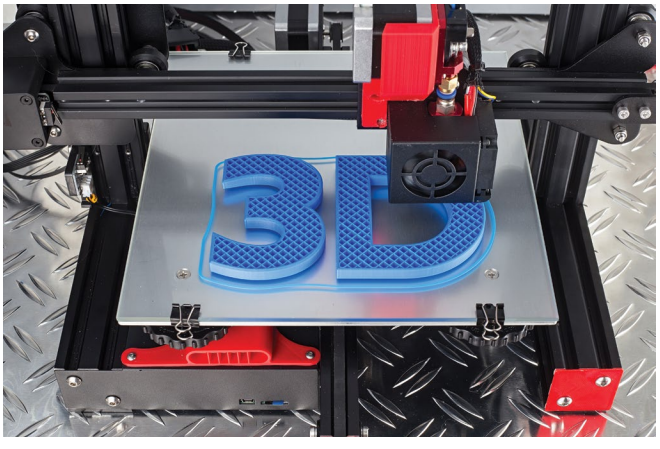
3D PRINTING

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-001-0048	T 2/24-3/3 (2 sessions)	
	5:00 pm-7:30 pm	GTC 104A



CYBER SECURITY

Launch your cyber security career - for free! Through BCR Cyber's new Cyber Workforce Accelerator (CWA)™ program, you can earn a Security Operations Center (SOC) Operations Analyst I Certification. This course requires 40 hours of online instruction and eight hours of hands on practice on a cyber range, followed by a certification exam. The resulting certificate is recognized by the State of Maryland and will help you get an entry level cyber security job. This course is free to those who qualify, due to state funding. For more information and eligibility requirements, visit worwic.edu and search non-credit classes under Computers and Technology.

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-179-0030	F 1/23 (1 session)	
	9:00 am-4:00 pm	FOH 301
ZOFC-179-3001	TTh 3/10-3/12 (2 sessions)	
	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**

ZOFC-180-0031	F 2/6 (1 session)	
	9:00 am-4:00 pm	FOH 301
ZOFC-180-3002	TTh 3/17-3/19 (2 sessions)	
	1:00 pm-4:00 pm	ORGC BERLIN

MS Excel: III

Create and manipulate PivotTables. Consolidate multiple worksheets into one PivotTable and quickly analyze volumes of data, generate summary views, see comparisons and reveal patterns. Generate data tables using Vlookup, Hlookup and Index functions. Automate repetitive tasks in Excel so that you can perform them with a single click. *Prerequisite: "MS Excel II" or permission of instructor.* Instructor: Perry Angelonga

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

ZOFC-167-0032	F 2/13-2/20 (2 sessions)	
	9:00 am-12:00 pm	FOH 301

PC HARDWARE, NETWORKING & SECURITY

Introduction to PC Troubleshooting

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-019-4074	1/14-2/20	ONLINE
ZPCO-019-4075	2/11-3/20	ONLINE
ZPCO-019-4076	3/18-4/24	ONLINE
ZPCO-019-4077	4/15-5/22	ONLINE

Introduction to PC Security

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.*

Tuition: $36	**Fee: $108**	
ZPCO-016-4070	1/14-2/20	ONLINE
ZPCO-016-4071	2/11-3/20	ONLINE
ZPCO-016-4072	3/18-4/24	ONLINE
ZPCO-016-4073	4/15-5/22	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 1: Hardware

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).*

Tuition: $36	**Fee: $108**	
ZPCO-051-4050	1/14-2/20	ONLINE
ZPCO-051-4051	2/11-3/20	ONLINE
ZPCO-051-4052	3/18-4/24	ONLINE
ZPCO-051-4053	4/15-5/22	ONLINE

CompTIA A+ Certification Prep 2: Software

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-052-4054	1/14-2/20	ONLINE
ZPCO-052-4055	2/11-3/20	ONLINE
ZPCO-052-4056	3/18-4/24	ONLINE
ZPCO-052-4057	4/15-5/22	ONLINE

CompTIA A+ Certification Prep 3: Network/Security

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-050-4058	1/14-2/20	ONLINE
ZPCO-050-4059	2/11-3/20	ONLINE
ZPCO-050-4060	3/18-4/24	ONLINE
ZPCO-050-4061	4/15-5/22	ONLINE

SENIORS ONLY

Getting Started with Computers for Seniors: Part I

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-015-9001	TTh 2/3-2/17 (5 sessions) 1:30 pm-4:00 pm	ORGC BERLIN

Getting Started with Computers for Seniors: Part II

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-016-9002	TTh 3/24-4/7 (5 sessions) 1:30 pm-4:00 pm	ORGC BERLIN

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 for all sessions: Perry Angelonga

Tuition: $0 **Fee: $16**

ZCSR-017-9003	TTh 1/13-1/20 (3 sessions) 1:30 pm-4:00 pm	FOH 301
ZCSR-017-9004	TTh 4/21-4/28 (3 sessions) 1:30 pm-4:00 pm	ORGC BERLIN

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-006-4118	1/14-2/20	ONLINE
ZSOC-006-4119	2/11-3/20	ONLINE
ZSOC-006-4120	3/18-4/24	ONLINE
ZSOC-006-4121	4/15-5/22	ONLINE

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 1:00 pm
Tuesday and Thursday,
12:30 to 4:30 pm

Lower Shore AmericanJobCenter®
Serving Somerset, Wicomico and Worcester Counties

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

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: $483 **Fee: $619**

ZUAS-005-0088	MWF 4/8-4/24 (10 sessions) 4:45 pm-9:15 pm	HH 105

Class will also meet Saturday 4/11 and 4/18, 8:30 am-12:30 pm in HH 105.

WEB DESIGN

Creating WordPress Websites

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 user-friendly 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-043-4066	1/14-2/20	ONLINE
ZWEB-043-4067	2/11-3/20	ONLINE
ZWEB-043-4068	3/18-4/24	ONLINE
ZWEB-043-4069	4/15-5/22	ONLINE

Write Effective Web Content

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-058-4082	1/14-2/20	ONLINE
ZWEB-058-4083	2/11-3/20	ONLINE
ZWEB-058-4084	3/18-4/24	ONLINE
ZWEB-058-4085	4/15-5/22	ONLINE

ONLINE OFFERINGS

Choose from hundreds of online offerings!

ed2go ONLINE CLASSES

Flexible scheduling within a six-week course timeline.

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

Upcoming class start dates:
1/14, 2/11, 3/18 and 4/15

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!

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ONLINE CAREER TRAINING

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 select courses. Go to worwic.edu/Financial-Assistance.

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

UGotClass
Online Certificates and Courses

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

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

Upcoming start dates:
2/2, 3/2 and 4/6

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)
- Dental Assistant
- Personal Trainer
- 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

Th	11/13	10:00-11:00 am
Th	12/4	2:00-3:00 pm
Th	1/22	10:00-11:00 am
Th	2/5	10:00-11:00 am
Th	2/19	10:00-11:00 am
T	3/10	2:00-3:00 pm
W	4/1	10:00-11:00 am
T	4/14	10:00-11:00 am

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 qualify 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.*

Tuition: $871 **Fee: $236** **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.*

Tuition: $522 **Fee: $16**

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.

Tuition: $52 **Fee: $30** **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-008-0001	M-Th 1/12-2/17 (20 sessions) No class on 1 /19 and 1 /20	8:00 am-12:00 pm	HH 200/202

Basic Life Support (BLS)

Instructor for both sessions: Ruth Gaudreau

Tuition: $52	Fee: $30	Text Required	
ZBLC-001-0002	F 1/16 (1 session)	8:00 am-1:00 pm	SH 100
ZBLC-001-0003	F 1/23 (1 session)	8:00 am-1:00 pm	SH 100

Certified Nursing Assistant—Part II

Tuition: $522	Fee: $16		
ZCNA-009-0004	M-F 2/23-2/27 (5 sessions)	7:00 am-3:30 pm	Nursing Home TBD
	M-T 3/2-3/3 (2 sessions)	8:00 am-12:00 pm	HH 200/202
	Clinical start times may vary, depending on the clinical site.		

SESSION II

Certified Nursing Assistant—Part I

Tuition: $871	Fee: $236	Text Required	
ZCNA-008-0005	M-Th 3/16-4/16 (20 sessions)	8:00 am-12:00 pm	HH 200/202

Basic Life Support (BLS)

Instructor for both sessions: Ruth Gaudreau

Tuition: $52	Fee: $30	Text Required	
ZBLC-001-0006	F 3/20 (1 session)	8:00 am-1:00 pm	SH 100
ZBLC-001-0007	F 3127 (1 session)	8:00 am-1:00 pm	SH 100

Certified Nursing Assistant—Part II

Tuition: $522	Fee: $16		
ZCNA-009-0008	M-F 4/20-4124 (5 sessions)	7:00 am-3:30 pm	Nursing Home TBD
	M-T 4/27-4/28 (2 sessions)	8:00 am-12:00 pm	HH 200/202
	Clinical start times may vary, depending 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: *Amina Ward*

Amina is a Certified Dental Assistant with multiple professional certifications, including Digital Dentistry, Radiology, Infection Control, and CBCT Interpretations and Implant Planning. She has been teaching for 7 years, equipping students with the skills needed to prepare for the Radiology for Dental Assistants course and the workforce. Amina shares, "What I enjoy most about teaching at Wor-Wic is the opportunity to make a direct and meaningful impact on students who are eager to grow professionally. It's incredibly rewarding to watch students not only understand the material but also gain the confidence to pursue careers in a field I care deeply about."

DENTAL ASSISTING

Dental Assistant Information Sessions

Th	11/20	10:00-11:00 am
Th	12/18	10:00-11:00 am
T	2/10	10:00-11:00 am
T	3/10	10:00-11:00 am
W	4/8	10:00-11:00 am
W	4/22	10:00-11:00 am

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.* Instructor: Amina Ward

Tuition: $571	**Fee: $46**	**Text Required**
ZDNT-022-0059	S 1/10-3/21 (10 sessions)	
	9:00 am-3:15 pm	HH 202
	No class on 1/17.	

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 eight-hour increments, including clinical site orientation. Course fee includes cost for accident insurance and background check.*

Tuition: $218	**Fee: $102**	
ZDNT-023-0060	F 3/20	
	9:00 am-2:30 pm	CHC

Mandatory meeting to schedule clinical rotation which must be completed by 5/20.

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 quality 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-008-0056	MW 1/12-3/30 (18 sessions)	
	5:30 pm-8:00 pm	FOH 304
	No class on 1/19, 3/2, 3/4, 3/9 and 3/11.	

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-013-0057	MW 1/12-1/26 (4 sessions)	
	5:30 pm-8:00 pm	FOH 304
	No class on 1/19.	

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	*Fee: $351*	
ZDTC-001-0062	MW 1/12-3/2 (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-002-0063	MW 3/16-5/4 (15 sessions)	
	6:30 pm-8:30 pm	VIRTUAL

EMERGENCY TRAINING

American Heart Association® | AUTHORIZED TRAINING CENTER

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 foreign-body airway obstruction for an infant, child or adult. Students must attend 100% of course hours. Card valid for two years.

Instructor for all sessions: Ruth Gaudreau

Tuition: $52	**Fee: $30**	**Text Required**
ZBLS-004-0009	S 1/24 (1 session)	
	8:00 am-1:00 pm	SH 100
ZBLS-004-0010	S 2/14 (1 session)	
	8:00 am-1:00 pm	SH 100
ZBLS-004-0011	S 3/14 (1 session)	
	8:00 am-1:00 pm	SH 100
ZBLS-004-0012	S 4/11 (1 session)	
	8:00 am-1:00 pm	SH 100

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 for all sessions: Ruth Gaudreau

Tuition: $41	Fee: $30	Text Required
ZBLS-006-0013	S 2/21 (1 session) 8:00 am-12:00 pm	SH 100
ZBLS-006-0014	S 4/18 (1 session) 8:00 am-12:00 pm	SH 100

FITNESS TRAINING

Personal Trainer Information Sessions

W	11/12	10:00-11:00 am
W	12/17	10:00-11:00 am
W	1/14	10:00-11:00 am

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	Text Required
ZFIT-005-0061	T 2/3-3/21 (12 sessions) 6:30 pm-9:30 pm	ONLINE

No class on 3/10 and 3/14. 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 1/26.

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-002-4102	1/14-2/20	ONLINE
ZMOF-002-4103	2/11-3/20	ONLINE
ZMOF-002-4104	3/18-4/24	ONLINE
ZMOF-002-4105	4/15-5/22	ONLINE

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-005-0015	F 2/6 (1 session) 8:00 am-4:30 pm	HH 200
ZMDA-005-0016	F 4/10 (1 session) 8:00 am-4:30 pm	HH 200

Medical Coding and Billing ONLINE

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.

NURSE REFRESHER

Nurse Refresher Clinical Practicum

Maryland Board of Nursing approved refresher course for inactive RN/LPNs to qualify for re-entry into active nursing practice. Provides preceptor-led clinical practice designed to help you update your nursing skills and gain confidence. Designed to follow the theory portion of the College of Southern Maryland's convenient online course, offered on a regular basis (call 800-933-9177 for further information). Requires eight hours of orientation, clinical skills training, practice and successful performance on a clinical skills competency examination, followed by a 60-hour clinical rotation. *Prerequisite: theory portion of Board of Nursing approved RN/LPN refresher course. Students must attend 100% of the course hours. Must meet with instructor PRIOR to registering.* Call Tajuana Steele at 410-334-6783 to set up an appointment. Instructor: Tajuana Steele

Tuition: $740 **Fee: $31**

ZNUR-010-0022 F 1/23
8:00 am-4:30 pm HH 200

Clinical rotation must be completed by 4/17.

PHLEBOTOMY TECHNICIAN

Phlebotomy Information Sessions

T	11/4	2:00-3:00 pm
W	11/19	10:00-11:00 am
Th	2/12	10:00-11:00 am
Th	3/12	10:00-11:00 am
Th	4/9	10:00-11:00 am

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, quality 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-007-0017 TTh 1/6-2/24 (15 sessions)
9:00 am-1:00 pm FOH 309
Instructor: Cynthia Plaskon
ZPHL-007-0019 TTh 1/6-2/24 (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-008-0018 TTh 3/3-4/16 (14 sessions)
9:00 am-1:00 pm FOH 309
Instructor: Cynthia Plaskon
ZPHL-008-0020 TTh 3/3-4/16 (14 sessions)
5:30 pm-9:30 pm FOH 309
Instructor: Carla Nock

Phlebotomy Skills Training-Part III

This course is only for students who successfully completed Part II within the last 10 months. Strengthen and practice your skills during supervised clinical instruction and practice in a laboratory setting. Students MUST be available for a full daytime shift for a period of 12-15 consecutive days. Go to www.aspt.org for eligibility requirements to sit for the American Society Phlebotomy Technician exam. *Prerequisite: must be able to lift, push or pull 20 pounds and move rapidly from one location to another. All students must submit required medical and BLS documentation by the end of "Phlebotomy Skills Training--Part II."* Instructor: Carla Nock

Tuition: $990 **Fee: $16**

ZPHL-011-0021 M 1/12
5:30 pm-6:30 pm FOH 309

Mandatory meeting to schedule clinical rotation which must be completed by 4/24.

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; questioning 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.*

Tuition: $39 **Fee: $115**

ZALH-129-4106	1/14-2/20	ONLINE
ZALH-129-4107	2/11-3/20	ONLINE
ZALH-129-4108	3/18-4/24	ONLINE
ZALH-129-4109	4/15-5/22	ONLINE

The Joy of Creative Engagement: Finding Joy in Your Caregiving Journey NEW!

Use the healing power of music and creative engagement to address the stress and emotional challenges of caregiving. Through guided music meditations, personalized playlist creation and mindfulness exercises, learn to use music as both an emotional anchor and stress management tool, while discovering how it can enhance your relationships with care recipients. Enjoy a supportive community environment where you can openly share experiences, explore diverse forms of creativity and access practical tools for navigating the complex emotional landscape of caregiving. Instructor: Ilyana Kadushin

Tuition: $109 **Fee: $16**

ZALH-143-0058	Th 1/15-2/12 (5 sessions) 6:00 pm-8:00 pm	FOH 300

ed2go career

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**
- **Sterile Processing 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.

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: Bonnie Russell

Tuition: $163 **Fee: $30** **Text Required**

ZCPO-001-0045 MW 3/16-3/30 (5 sessions) 6:00 pm-9:00 pm FOH 204

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-002-0044 MW 3/9-3/11 (2 sessions) 6:00 pm-8:30 pm FOH 203

CULINARY SKILLS

The Science of Canning

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-116-0037 F 3/6-3/13 (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**

ZFDB-035-0042 MW 3/9-4/6 (9 sessions) 6:00 pm-9:15 pm FOH 307

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**

ZFDB-044-0043 MW 3/9-3/11 (2 sessions) 6:00 pm-9:15 pm FOH 307

FOODWORKS
MARYLAND FOOD BANK

FOODWORKS CULINARY TRAINING SERIES

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 journals while exploring various calligraphy techniques to enhance their written expression. All materials are included. Instructor: Maggie Gillikin

Tuition: $65	**Fee: $36**	
ZAPA-016-0034	F 2/6 (1 session) 9:00 am-3:30 pm	FOH 200

LANGUAGES

Speed Spanish
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-021-4078	1/14-2/20	ONLINE
ZLAN-021-4079	2/11-3/20	ONLINE
ZLAN-021-4080	3/18-4/24	ONLINE
ZLAN-021-4081	4/15-5/22	ONLINE

PHOTOGRAPHY

Photography—Basics for the DSLR Photographer
Learn basic photographic principles and techniques using current digital technology beyond "Auto/Program" settings, including shutter speed, aperture, flash and lens selection. Use composition, balance and light to make photographs unique and marketable. Practical applications and exercises and review of popular photo editing software included. Bring your own interchangeable lens/DSLR camera and manual to class. Instructor: Jennifer Campbell

Tuition: $190	**Fee: $16**	
ZPHO-004-0036	T 2/24-3/31 (7 sessions) 5:30 pm-8:00 pm	FOH 300

Class will also be held on Saturday 3/21 from 9:30am-12:00pm off campus.

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.

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. Instructor: Team Taught

Tuition: $751 **Fee: $6** **Text Required**

ZRES-031-0033 MW 2/2-4/22 (23 sessions) 6:00 pm-9:15 pm FOH 300

No class on 2/16.

Brokerage Relationships and Disclosure

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-029-0041 T 2/10 (1 session) 9:00 am-12:00 pm VIRTUAL

Broker Supervision

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-030-0040 T 2/24 (1 session) 9:00 am-12:00 pm VIRTUAL

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 Lazur

Tuition: $54 **Fee: $6**

ZSEP-001-0039 T 4/14 (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 computer-aided drafting through the use of Autodesk: AutoCAD. Topics include commands, undoing and altering, moving and duplicating, arrays, viewpoints, file maintenance, editing and templates for 2-D. Also incorporates dimensioning and geometric tolerances, measurement and calculations, the creation of a library for symbols and attributes, plotting and printing. Keyboarding and Windows operating system skills are recommended.
Instructor: Sheila Kintz

Tuition: $533	Fee: $36	Text Required
ZCAD-001-0023	M 1/26-4/27 (14 sessions) 5:00 pm-8:30 pm	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-001-0024	W 1/28-4/29 (14 sessions) 5:30 pm-8:45 pm	GTC 202

CONSTRUCTION

CONSTRUCTION ACADEMY

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

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.

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	Fee: $261	Text Required
ZELC-011-0026	MW 1/26-3/25 (18 sessions) 6:00 pm-9:00 pm	GTC 104B

ELECTRICAL APPRENTICESHIP OPPORTUNITY

INDEPENDENT ELECTRICAL CONTRACTORS IEC CHESAPEAKE

Wor-Wic has 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.

The Powerline Worker program is funded through a Maryland Energy Administration grant. A follow-up 8-week CDL training is funded by a Maryland Department of Labor and U.S. Department of Commerce grant.

HVACR

Air Conditioning and Refrigeration-Introduction II

This course is designed as the second of two introductory parts to provide students with practice testing and operating equipment, recharging and explaining how unit controls function. Stress will be on troubleshooting procedures, how to solder, flare and swag, and proper handling of refrigerants. EPA approved testing for Types I, II, III and IV (universal) equipment technicians will cover "Air Conditioning and Refrigeration-Introduction I and II" and occur at the end of this course. Instructor: Paul Sichau

Tuition: $392	Fee: $140	Text Required
ZHVC-016-0025	T 1/20-4/7 (12 sessions) 5:30 pm-8:30 pm	GTC 105

Maryland Stationary Engineer II Certification Preparation

Investigate the major aspects of steam boiler operations and accessories; combustion and computer-assisted combustion controls; water chemistry and treatment; basic electrical, refrigeration and HVAC systems; and fire prevention and safety. Prepare for the Maryland Stationary Engineer's Certification examination (Grades 1-3). *Prerequisite: "Maryland Stationary Engineer I Certification Preparation" or permission from the instructor.* Instructor: Paul Sichau

Tuition: $457	Fee: $25	Text Required
ZHVC-022-0027	Th 1/22-4/23 (14 sessions) 5:30 pm-8:30 pm	GTC 105

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.

Membrane and Fluoridation Technologies NEW!
Membrane and Fluoridation technologies will be explored with an up-close look at membrane filtration treatment methods, such as filters to remove fluoride. Membrane processes and parameters will be introduced followed by operational and maintenance techniques, while participants review Fluoride applications and evaluation methods. The operator will also determine safe handling techniques and proper storage of Fluoride.

Tuition: $9	**Fee: $140**	
ZWWT-086-0089	W 3/4 (1 session)	
	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

Tuition: $392	**Fee: $370**	
ZWLD-024-0028	TTh 1/20-2/26 (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 qualification. Focus on MIG welding machine set-up and making fillet and groove welds in all positions on carbon, stainless steel and aluminum. Learn TIG welding machine and equipment set-up, demonstrating flat, vertical and horizontal fillet and flat groove welds on carbon, stainless steel 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

Tuition: $424 **Fee: $370**

ZWLD-035-0029 TTh 3/10-4/21 (13 sessions) 6:00 pm-9:00 pm GTC 108

Instructor Spotlight: *Vaughn Arnsparger*

Mr. Vaughn Arnsparger has been a welding instructor and certified welding inspector at Wor-Wic for more than five years. He currently teaches Welding: SMAW, FCAW, GMAW & GTAW-Parts 1-4 where students can earn up to 12 welding qualifications. Vaughn has over thirty years of experience and brings a wealth of industry knowledge as a pipefitter, welder, welding supervisor and Certified Welding Inspector (CWI). He also holds Level II certifications in Non-Destructive Testing, Penetrating Test and Mag Particle and as a Nuclear Source Inspector. When asked why he enjoys teaching at Wor-Wic, Vaughn responded that seeing his students progress to life-changing careers is very rewarding.

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 qualifications 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 questions, 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.

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 Federal Motor Carrier Safety Administration (FMCSA).

For a student information packet that includes course schedule, requirements and funding options, go to worwic.edu/cdl or call 410-334-2820.

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. First-come, first-served.* Contact Mark Miciotto at 443-754-4036, or mmiciotto@worwic.edu.

Cost: $4,775.00

ZCDA-007-0076 1/5-2/26
ZCDA-007-0080 3/2-4/23
ZCDA-007-0084 4/27-6/18

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. First come, first served. Contact Mark Miciotto at 443-754-4036 or mmiciotto@worwic.edu 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-022-0075	W 2/11 (1 session) 8:00 am-4:00 pm	FOH 200

Instructor Spotlight: *Michael King*

Michael has been instructing in the CDL program at Wor-Wic for 3 years and was an instructor with the Maryland Department of Public Safety and Correctional Services for 15 years while employed with the Eastern Correctional Institution. He holds a Motorcycle license and a CDL Class A license with Passenger Bus endorsement. Michael helps students prepare for the Maryland Commercial Drivers (CDL) License examination to secure employment with local or national trucking companies. He enjoys sharing his experiences of driving coast to coast as a CDL driver and often works at outreach events. He finds it rewarding to see former students working in the industry for local companies such as CATO Oil, Perdue and Harkins, as well as national companies like Prime Trucking, Werner Trucking and Stevens Trucking.

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
Classes begin January and March

Free for selected applicants due to grant funding: limited admission with competitive application process.

For more information, contact Mark Miciotto, 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 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.

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

36-Hour MVA Driver Education Course

This course satisfies the 30 hours of classroom instruction and six hours behind the wheel instruction necessary for a Maryland Motor Vehicle Administration (MVA) approved Driver Education certification. The college will electronically submit verification of completion to the MVA. New drivers must also present the completed skills practice log and completed certification page along with an unexpired Maryland learner's permit. Students must have a valid Maryland learner's permit before the first day of class and be at least 16 years old. Students under 18 years old at the time of registration must have an adult attend the first classroom session as part of the course orientation process.

Tuition: $200 **Fee: $100**

ZDRV-008-0068	M-F 1/5-1/16 5:30 pm-8:45 pm	VIRTUAL
ZDRV-001-0072	M-F 1/26-2/6 5:30 pm-8:45 pm	FOH 203
ZDRV-008-0069	M-F 2/9-2/20 5:30 pm-8:45 pm	VIRTUAL
ZDRV-008-0070	M-F 3/2-3/13 5:30 pm-8:45 pm	VIRTUAL
ZDRV-001-0073	M-F 3/16-3/27 5:30 pm-8:45 pm	FOH 203
ZDRV-008-0071	M-F 4/6-4/17 5:30 pm-8:45 pm	VIRTUAL
ZDRV-001-0074	M-F 4/20-5/1 5:30 pm-8:45 pm	FOH 203

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 five-hour 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 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, clutch-throttle control, stopping, turning, shifting, cornering and safety decision making. All classes meet at the college on Friday, 6:00 pm to 9:15 pm; Saturday, 7:00 am to 4:00 pm and Sunday 7:00 am to 2:00 pm. 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**

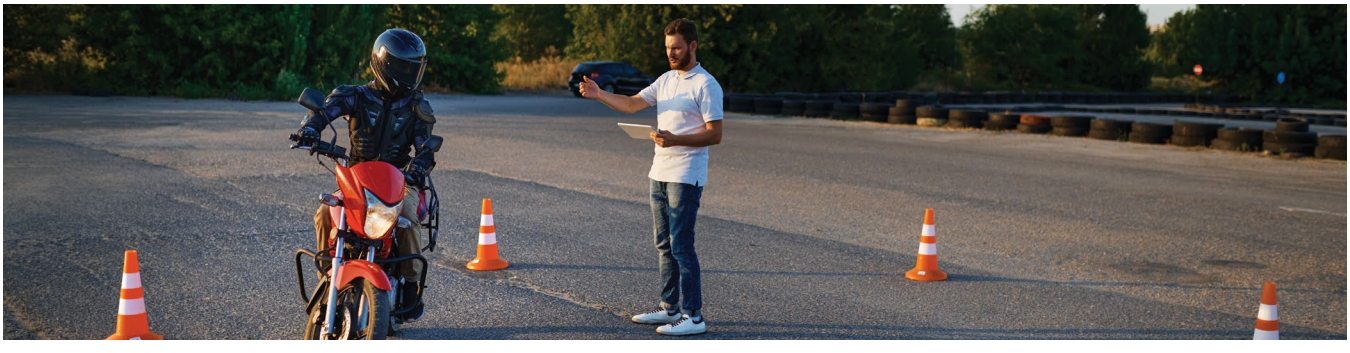
ZMOT-012-0066	F 4/10-4/12 (3 sessions) 6:00 pm-9:15 pm	HH 200
ZMOT-012-0067	F 4/24-4/26 (3 sessions) 6:00 pm-9:15 pm	SH 100

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 6:30 am to 4:00 pm. 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-011-0064	S 4/4 (1 session) 6:30 am-4:00 pm	SH 100
ZMOT-011-0065	S 4/18 (1 session) 6:30 am-4:00 pm	HH 200



VETERINARY ASSISTANT

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

Veterinary Assistant Information Sessions

Th	11/13	10:00-11:00 am
Th	12/11	10:00-11:00 am
W	1/21	10:00-11:00 am
W	2/11	10:00-11:00 am
W	3/11	10:00-11:00 am
W	4/22	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
3. Meet with an enrollment coach to discuss career choices and tuition assistance plus schedule placement testing if needed.

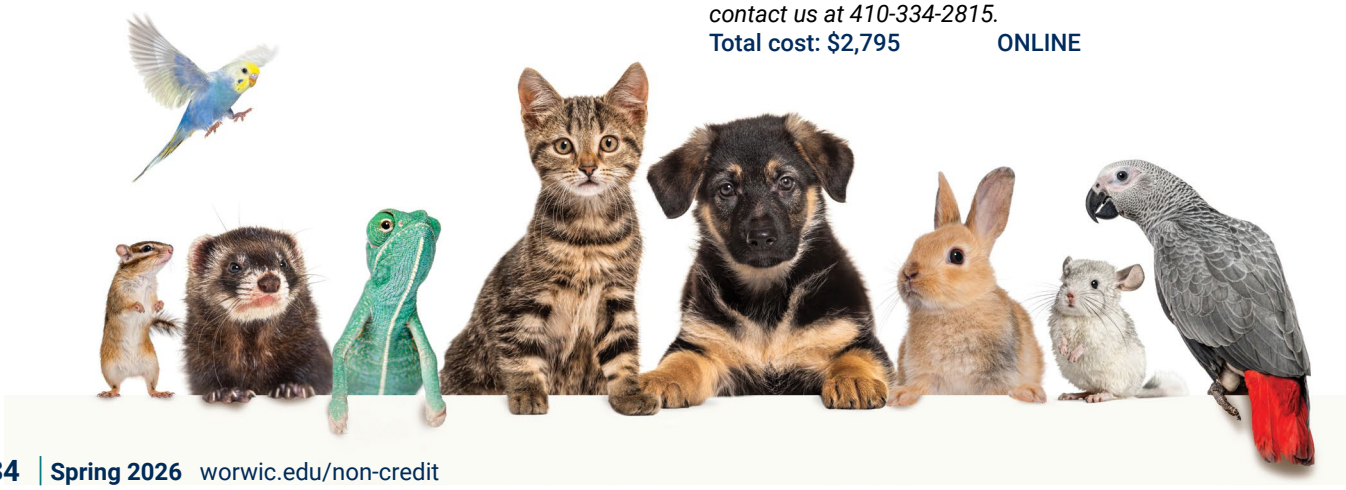
We encourage you to review and fulfill all course requirements as soon as possible to secure your seat in class. For more information, call 410-334-2815 or visit worwic.edu.

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**



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.

WOR-WIC COMMUNITY COLLEGE CONTINUING EDUCATION & WORKFORCE DEVELOPMENT REGISTRATION FORM

Questions? Call 410-334-2815.

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

Social Security Number OR Student ID | Legal Last Name | Legal First Name | MI

Current Home Address:

Street Number & Street Name/ P.O. Box | City | State | Zip Code

Work Phone # | Home Phone # | Cell Phone # | Email Address

Month / Day / Year

MD Senior (Age 60 or over) ☐ Yes

Gender: ☐ Male ☐ Female

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

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

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

I am a resident of:

☐ Wicomico ☐ Worcester ☐ Somerset ☐ Other _____

Wicomico, Worcester & Somerset Counties - pay the tuition rate listed. | Maryland Out-of-County - add $10 per course. | Accomack & Sussex Counties - add $11 per course. | All other Out-of-State Counties - add $15 per course. | Maryland senior (age 60 or over) - do not pay tuition, only the fee as indicated in the course information.

Course ID	Course Title	Start Date	Start Time	Tuition	Fee (if listed)	Out of County (add $10)	Accomack & Sussex (add $11)	Out of State (add $15)	Total
Z S A M - 1 2 3 - 4 5 6 7	Sample Registration	MM/DD	AM/PM	$	+	+	+	+	= $ fill in amount
					+	+	+	+	= $
					+	+	+	+	= $
					+	+	+	+	= $
					+	+	+	+	= $

YES, I want to contribute to the Student-to-Student Scholarship fund. (All donations benefit continuing education students.) $

Grand Total $

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

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

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

☐ Credit/Debit Card: ☐ MasterCard ☐ VISA ☐ DISCOVER ☐ AMERICAN EXPRESS

Card #: _____ Exp. Date: _____ V#: _____ (3 #s on back of card)

Card Holder's Signature (required): _____

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

Company Name: _____

Company Address: _____

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

Student Signature (required) _____ Date _____

Three Easy Ways to Register:

ONLINE
www.worwic.edu/non-credit

MAIL
Wor-Wic Community College
Continuing Education & Workforce Development
32000 Campus Dr., Salisbury MD 21804

IN-PERSON
Fulton-Owen Hall
Room 102

OFFICE USE ONLY

Date Rcvd: _____	Date Rcvd: _____	Date Rcvd: _____	Date Rcvd: _____
☐ Deferred ☐ Paid in full	☐ Deferred ☐ Paid in full	☐ Deferred ☐ Paid in full	☐ Deferred ☐ Paid in full
☐ C ☐ T ☐ R% $_____	☐ C ☐ T ☐ R% $_____	☐ C ☐ T ☐ R% $_____	☐ C ☐ T ☐ R% $_____
Initials: _____	Initials: _____	Initials: _____	Initials: _____

WOR-WIC
COMMUNITY COLLEGE

2025-2026 Non-Credit Scholarships

Apply today!

Wor-Wic Community College offers a variety of need-based scholarship options for select Continuing Education and Workforce Development (CEWD) non-credit courses.

Eligible Courses Include:
CDL - Class A & B, Certified Nursing Assistant, Child Care, College Prep ELL, Dental Assistant, Medical Coding & Billing, Pharmacy Tech, Phlebotomy and Veterinary Assistant

Visit the website to view the full list.

Follow instructions on our website to login with your Wor-Wic credentials or create an account.

worwic.edu/Financial-Assistance

financialaid@worwic.edu | Brunkhorst Hall 109
Call 410-334-2905 | Text 410-883-5337

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.

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 Nov. 3

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

Spring 2026 non-credit courses

WOR-WIC
COMMUNITY COLLEGE