



WOR-WIC
COMMUNITY COLLEGE

Continuing Education & Workforce Development

FALL 2017 NON-CREDIT COURSES

**Adult Education • Business & Leadership
Child Care • Computers & Technology • Health & Safety
Hospitality & Culinary • Industry, Trades & Manufacturing
Personal Enrichment • Real Estate • Transportation
Veterinary Assistant Training**
Registration starts Aug. 14



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

Why choose Wor-Wic Continuing Education? Because we get you where you want to go!

GET A JOB

Enter the workforce quickly with courses like...

- Certified Nursing Assistant
- Child Care
- Commercial Drivers License
- Veterinary Assistant Training
- Welding



Our Career Services Office can help you on your way with services like...

Career Counseling, Assessment and Guidance

- ✓ Choosing a program
- ✓ Preparing to enter the job market
- ✓ Career transition
- ✓ Coping with job loss

Career Programming and Resources

- ✓ Online career assessments
- ✓ Career development workshops and programming

Employment and Internship Opportunities

- ✓ Online job bank
- ✓ Bulletin board notices
- ✓ Annual Spring Job Fair

Job Search Skills

- ✓ Resumé development
- ✓ Interview preparation
- ✓ Networking tips

GET AHEAD

Stay competitive in today's workplace with courses like...

- Fair Housing for Real Estate Professionals
- Mastering Quickbooks
- Microsoft Word, Excel and PowerPoint
- Social Media Marketing for Your Business
- Time Management and Organizational Skills

GET A LIFE

Expand your horizons and make new friends with personal enrichment courses like...

- Classic Italian Desserts
- Community Spanish
- Mountain Dulcimer
- Photography Basics
- Stained Glass
- Writing Flash Fiction



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**Continuing Education
& Workforce Development
Division**

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

Office Hours:
Monday through Friday
8 a.m. to 4:30 p.m.

Phone: 410-334-2815
Fax: 410-334-2952

Mailing Address:
32000 Campus Dr.
Salisbury, MD 21804

Trademarks:

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

Need help paying for training?

Career Starters Scholarship

Assistance for the following career training is available to low-income individuals who meet eligibility requirements. Call 410-334-2815 or go to worwic.edu/Academics/ContinuingEducation/FinancialAssistance.aspx for more information.

- Certified nursing assistant
- Child care
- CompTIA IT fundamentals certification
- Dental assistant
- EKG technician
- Electrical wiring technician
- HVAC
- Medical coding and billing
- Medicine aide
- MIG/TIG and Arc welding
- Personal trainer
- Pesticide applicator
- Phlebotomy technician
- Truck and bus driver

Community Foundation of the Eastern Shore

Assistance is available to qualified applicants currently employed by or active volunteers in an IRS designated 501(c)(3) charitable organization located in Somerset, Wicomico or Worcester County. See our "Business & Leadership" section for more information. Scholarships are also available for career training at cfes.org.

Deferred Payment

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

Driver Education Tuition Assistance

Assistance is available to qualified applicants based on financial need. For a tuition assistance information packet, go to worwic.edu/Academics/ContinuingEducation/DriverEducation.aspx or call 410-334-2815.

Employer Billed Tuition and Fees

Advance payments are welcomed from employers who pay for their employees' tuition and fees at the time of registration. The college can also directly bill a company. Call 410-334-2815 for more information.

Employment Advancement Right Now (EARN) Scholarships

Assistance with carpentry, welding and UAS training is available to individuals who meet eligibility requirements through the Maryland Department of Labor, Licensing and Regulation. Call 410-334-2815 for more information.

Eunice Q. Sorin Scholarship

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

Lower Shore Workforce Alliance

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

- Certified nursing assistant
- Child care
- HVAC
- Plumbing
- Truck and bus driver
- Welding

P.E.O.

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

U.S. Veterans Administration

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

- Basic life support for healthcare providers
- Certified nursing assistant
- Dental assistant
- EKG technician
- Electrical wiring technician
- HVAC
- MIG/TIG and arc welding
- Personal trainer
- Pharmacy technician
- Phlebotomy technician
- Truck and bus driver

ADULT EDUCATION (ABE/GED/ESL)

WICOMICO COUNTY RESIDENTS

Adult Education & Family Literacy Services Information Sessions & Program Intakes

Information sessions are provided for the following:

- Adult basic education (ABE) and general education diploma (GED) prep classes
- National External Diploma Program (NEDP)
- English as a Second Language (ESL) classes

Reservations are not necessary for the information sessions and program intakes—just walk in. Classes are free. Individuals **MUST** register during an information session and complete testing before attending classes.

If you are interested in ABE and GED prep classes, be prepared to spend one hour for intake and to make an appointment to complete the pre-testing (two hours). If you are interested in an English as a Second Language (ESL) class, be prepared to spend two hours for registration and program intake.

Information session and program intake times for all classes:

Tuesdays, 3-7 pm

Wednesdays, 10 am to 2 pm

Wicomico County Library (downtown), 122 S. Division St., Salisbury, Md.

For more information on:

- All courses, call 443-260-1703 or email adulthoodeducation@worwic.edu
- National External Diploma Program (NEDP), call 443-260-1702
- Maryland GED-I Online Program, email mdged-i.org or call 443-260-1703 (for eligibility testing)



Worcester & Somerset County Residents

Worcester county residents interested in ABE/GED/ESL classes should call 410-632-5071. Somerset County residents should call 410-623-3323 or 410-677-4261.

Are You Unemployed? Do You Need to Update Your Computer Skills?

Create your own schedule with these **FREE** self-paced computer courses:

Keyboard Skills

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

Keyboard Skills: Document Formatting

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

Introduction to Computers & Technology I

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

Introduction to Computers & Technology II

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

Applied Computers & Technology

Combine all the skills you have learned in "Introduction to Computers & Technology Levels I and II" and prepare to use Microsoft Office in the workplace by completing twelve Skills Assessment Manager (SAM) projects using Microsoft Office 2010. Create, format and prepare real-world business projects using Microsoft Word, Excel and PowerPoint. SAM's web-based program will instantly provide feedback once your project has been submitted for grading online. *Prerequisite: "Introduction to Computers & Technology Levels I and II."*

All coursework must be completed at the computer training lab at the One-Stop Job Market/American Job Center, located at 31901 Tri-County Way (off Walston Switch Rd. on the north side of Rt. 50).

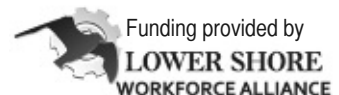
Lab Hours:

Monday, Tuesday and Thursday:
8:30 a.m.-12:30 p.m. and
1:30-4:30 p.m.

Wednesday: 8:30 a.m.-noon

For information about the courses, call Wor-Wic at 410-334-2815.

In order to participate, individuals must go to the One-Stop Job Market /American Job Center to obtain a referral from an agency. For information about how to obtain a referral or hours of operation, call the One-Stop Job Market /American Job Center at 410-341-6515.



HUMAN RESOURCES

SHRM Certified HR Professional Test Prep Course

Establish yourself as a globally recognized human resource expert by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP). Acquire the competencies and knowledge that HR professionals need to effectively perform their jobs and achieve career success. Focus on five comprehensive modules: HR competencies, people, workplace, organization and strategy. Understand the format of the questions that you will see on the SHRM-CP and SHRM-SCP exam. Work through practice exams modeled on the real test. SHRM-CP is recommended for HR professionals with two to four years of exempt level generalist HR experience and SHRM-SCP is recommended for HR professionals with four to seven years of exempt level progressive HR experience.

Instructor: Jennifer Payne

Tuition: \$285 Fee: \$560
 ZHRS-011-0079 M 9/11-11/27 (12 sessions) 6:00 pm- 9:00 pm FOH 304

MANAGEMENT

Time Management and Organizational Skills

Join us for a fast paced, dynamic and "hands-on" session to get the most out of your business and personal life. Understand the events that occupy your time and learn strategies to efficiently organize, file and retrieve information. Realize the power of planning and discover how to achieve immediate, intermediate and long-range goals. Find ways to deal with interruptions and still maintain your productivity. Whether you use paper-based, PC-based or a hand-held organizer, special tips and techniques will enhance your time and life management skills! Fee includes lunch voucher. Instructor: Stacy Mitchell

Tuition: \$83 Fee: \$16
 ZMGT-012-0077 F 9/22 (1 session) 9:00 am- 4:00 pm FOH 103B

Managing Your Stress At Work: Staying Ahead of the Game

Extreme levels of stress reduce your physical and mental capacity to be productive. Learn to monitor and control stress so that you can change your perceptions and lead with confidence. Understand stress and identify solutions for individuals, teams and your organization. Understand how stress affects you in order to make adjustments and turn it into constructive energy. Fee includes lunch voucher. Instructor: Stacy Mitchell

Tuition: \$83 Fee: \$16
 ZMGT-062-0076 F 10/6 (1 session) 9:00 am- 4:00 pm FOH 103C

First Time on the First Line

Becoming a first line supervisor is challenging. Focus on the interpersonal aspects of supervision such as dealing with difficult people, different personalities and resolving conflict. Analyze different leadership styles and which one fits you. Understand your new role as supervisor and what being a leader means. Discover how to manage change within yourself and with your team. Focus on the power of planning and how it can make your day more productive and less stressful. Learn how goal setting provides structure for you and your team. Understand how setting expectations with each team member helps to make your vision clear to everyone. Instructor: Phyllis Hardy

Tuition: \$143 Fee: \$6 Text Required: Code B
 ZMGT-068-0171 Th 10/5-11/9 (6 sessions) 5:30 pm- 8:30 pm FOH 203



Understanding Personality Profiles for Better Team Performance

Don't put yourself in jeopardy at work when dealing with others who have different personality styles. Develop techniques for effectively working with all personality types. Gain an understanding of your personality type or preferences and those of others. Begin using this knowledge to improve communications and relationships both at work and in your personal life. Fee includes lunch voucher. Instructor: Stacy Mitchell

Tuition: \$83 Fee: \$16
 ZMGT-069-0078 F 10/20 (1 session) 9:00 am- 4:00 pm FOH 103C

Let Wor-Wic be your training department!

Wor-Wic offers customized training for all of your supervisory and professional development needs. Contact Denean Jones-Ward at 410-334-2815 or djones-ward@worwic.edu to set up a customized course for your organization.

ed2go ONLINE CLASSES

Top 10 related online courses:

- Accounting Fundamentals
- Business Marketing Writing
- Creating a Successful Business Plan
- Effective Business Writing
- Fundamentals of Supervision and Management
- Marketing Your Nonprofit
- Professional Sales Skills
- Start Your Own Small Business
- Understanding the Human Resources Function

All courses begin 8/16, 9/13, 10/18, 11/8 and 12/13.

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

BUSINESS & LEADERSHIP

MARKETING

Creating a Marketing Plan for Current and Future Success

A solid marketing plan can enable a business owner to better understand his target market, methods to reach that market, and how to spend advertising dollars to support the organization's mission. Course will cover the key areas of a marketing plan: market research, basic branding techniques, traditional and innovative advertising strategies, and free and low cost PR opportunities. Designed for small business owners and employees who want to build and strengthen their business. Fee includes lunch voucher. Instructor for both sessions: Stacy Mitchell

Tuition: \$83	Fee: \$16		
ZMKT-013-0167	F 9/8 (1 session)	9:00 am- 4:00 pm	FOH 103A
ZMKT-013-0170	F 12/1 (1 session)	9:00 am- 4:00 pm	FOH 103B

Email Marketing for Small Business

Did you know that 58 percent of adults check their email first thing in the morning? And that 61 percent of consumers actually like to receive weekly promotional emails? Email isn't just about promotions; it's a vital way to stay in contact with your customers and keep your brand in front of them consistently. Explore a variety of email marketing software like MailChimp, Constant Contact, AWeber and Convert Kit and learn how to create and manage an email list. Create an e-marketing campaign and list (up to 2000 subscribers) using MailChimp's free Web access application and track response rates. Topics include: assuring that you are compliant with the CAN-SPAM Act; strategies to build your email list; content ideas for newsletters and promotions; and how to increase revenue through segmentation and other marketing strategies. This course will be held in a computer lab. *Prerequisite: basic computer and email skills.* Instructor: Stacy Mitchell

Tuition: \$60	Fee: \$16		
ZMKT-015-0071	M 11/6-11/20 (3 sessions)	6:00 pm- 8:30 pm	FOH 301

Video Marketing for Small Business

If a picture is worth a thousand words, then a video is worth even more! 73 percent of US adults are more likely to check out a website or blog or make a purchase after watching a video that explains a product or service. Making a video for your social media marketing is easier than ever using just a smart phone, some personality and the right content. We'll keep it simple and help you get over the hurdle of being your own worst critic. Explore techniques for capturing the best video from tools to camera positioning. Create short and effective videos and learn to post them on popular social media sites like Facebook and YouTube. Take a look at other live video platforms such as Periscope and Snapchat. Discuss what editing software is available. No video editing experience required. This course will be held in a computer lab. *Prerequisites: basic Internet skills, Facebook account, Google account. Bring your smart phone.* Instructor: Stacy Mitchell

Tuition: \$60	Fee: \$16		
ZMKT-014-3004	T 11/28-12/12 (3 sessions)	4:00 pm- 6:30 pm	ORGC 100

NONPROFIT MANAGEMENT

Starting a Nonprofit 101

Are you thinking about starting a nonprofit but do not know where to begin? Assess the feasibility of your nonprofit idea while determining the appropriate steps that you need to take. Course will include a high level overview of incorporation, organization and other issues pertinent to anyone involved with a nonprofit startup. Understand the basic concepts of how to incorporate, select a board of directors, write bylaws, obtain tax-exempt status, develop a budget, create a marketing plan and explore fundraising. Instructor: Alishia Louis-Potter

Tuition: \$48	Fee: \$6		
ZNPT-026-0172	F 9/8-9/22 (3 sessions)	5:30 pm- 7:30 pm	FOH 103A

Preparing and Submitting Grant Proposals

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

Tuition: \$104	Fee: \$6		
ZNPT-017-0173	F 9/15 (1 session)	8:30 am- 5:00 pm	FOH 103A

Try out the Hazel Center Café for a delicious meal or snack when you have a class on campus. They sell a variety of hot and cold meal selections for dine-in or carry out.

Hours of operation are Monday through Thursday from 8 a.m. to 6:30 p.m. and Friday from 8 a.m. to 4:30 p.m.



Business and Professional Online Continuing Education Courses and Certificates for the Workplace

Choose one of our continuing education certificate options below or take each course separately:

Accounting and Finance for Non-Financial Managers

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

Data Analysis

- Introduction to Data Analysis
- Intermediate Data Analysis
- Advanced Data Analysis

Office Operations

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

Sales NEW!

- Strategic Selling with Social Media
- Getting Started in Sales
- Power Selling

Upcoming start dates: 9/5, 10/2, 11/6

Go to worwic.edu/ugc to see a complete course listing.

NONPROFIT MANAGEMENT, continued

How to Manage Your Grant

Congratulations, you have been awarded a grant! Now what do you do? Review the policies governing grants, terms and conditions of a grant, budget modification process and reporting requirements. Discuss cost share and other required obligations. Participants are encouraged to bring an existing grant award or any other grant information to class. Recommended for personnel from local government agencies, schools, nonprofit and charitable organizations and participants who have completed "Preparing and Submitting Grant Proposals."

Instructor: Ginger Steelman

Tuition: \$104 Fee: \$6

ZNPT-018-0174 F 10/20 (1 session) 8:30 am- 5:00 pm FOH 103A

ACCOUNTING

Accounting Basics

Requires no prior accounting knowledge. This course is a great foundation for students expecting to take a QuickBooks computer course and an excellent option for small business owners and others who are seeking to understand the basics of accounting. Explore the key accounting principles, define common terminology and explain the accounting equation. Use a T-account to balance an account and understand why it is essential for maintaining accurate financial records. Work through various case studies to observe the entire accounting cycle. Prepares you for "Mastering QuickBooks," a "hands-on" course. Instructor: Andrea Kenney

Tuition: \$119 Fee: \$6 Text Required: Code A

ZACC-014-0136 MW 9/13-10/2 (6 sessions) 6:30 pm- 9:00 pm FOH 203



*Community
Foundation
of the Eastern Shore, Inc.*

SCHOLARSHIP OPPORTUNITIES FOR NONPROFITS

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

- Accounting Basics
- Adobe Photoshop: Level I
- Community Spanish: Survival Guide for English Speakers
- How To Manage Your Grant
- Mastering Quickbooks
- MS Excel: I
- MS Access I
- QuickBooks: Payroll
- Preparing and Submitting Grant Proposals
- Time Management and Organizational Skills
- Windows 10: Getting Started
- Windows: Managing Files and Folders
- Wordpress Websites: Level I

If you have a unique need for a course not listed here, please contact the Community Foundation. Textbooks or other educational materials that are not part of the tuition are not covered by this scholarship and will be the responsibility of the applicant. To be eligible for this program, applicants must be currently employed by or active volunteers in an IRS designated 501(c)(3) charitable organization located in Somerset, Wicomico or Worcester County.

A copy of the program guidelines and application procedures are available on the foundation's website at www.cfes.org or by contacting the program officer at 410-742-9911. Please note that applications are considered on a first-come, first-served basis. At this time, no scholarships are offered for online courses.

CERTIFICATION TRAINING



Prepare to work in the child care and early education fields. The following courses are approved by the Maryland State Department of Education and are required for the Child Care Infant/Toddler Teacher, Child Care Preschool Teacher, Child Care School-Age Teacher and Child Care Director positions. You must also have a high school diploma or an approved certificate of high school equivalency and be at least 19 years old. For more information email the Office of Child Care Region 9 (Lower Shore Office) at occ9wic.msde@maryland.gov or call 410-713-3430.

Child Care I: Growth and Development

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

Kelley Koontz

Tuition: \$404 Fee: \$11 Text Required: Code D
 ZCHC-006-0133 MW 9/6-10/18 (15 sessions) 6:00 pm- 9:00 pm FOH 200
 Class also meets on S 9/16 and 10/7, 9:00 am-4:00 pm.

Child Care II: Activities and Curriculum

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

Tuition: \$404 Fee: \$11 Text Required: Same as Part I
 ZCHC-007-0139 MW 10/23-12/6 (15 sessions) 6:00 pm- 9:00 pm FOH 200
 Class also meets on S 10/28 and 11/4, 9:00 am-4:00 pm. No class on 11/22.

Communication Skills for Child Care Professionals

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

Tuition: \$71 Fee: \$11
 ZCHC-041-0006 MW 12/11-12/18 (3 sessions) 6:00 pm- 9:00 pm FOH 200

Top 10 related online courses:

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

All courses begin 8/16, 9/13, 10/18, 11/8 and 12/13.

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

**Let Wor-Wic be
your child care training center.**

For more information on our contract training options, email Jill Heathfield at jheathfield@worwic.edu or call 410-334-2815.

We are looking for...

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

Adult Education

- Adult Basic Education
- GED Prep
- ESL

Business

- Administrative Associate
- Nonprofit Management, Program Evaluation, Strategic Planning and Marketing
- Small Business
- Supervision and Leadership

Computers & Technology

- Digital Photography
- Search Engine Optimization—Website
- Mobile Technologies and App Creation
- Windows and Microsoft Office for Seniors (daytime)

Health

- CNA (Day & Evening Availability)
- Dental Instructor (Day Availability)
- Veterinary Assistant Training—Clinical Manager

Industry

- Electrical Troubleshooting
- Home Inspector
- Industrial Maintenance
- Lead Paint Abatement
- Steel Fabrication
- Welding

Insurance

- Property and Casualty
- Life and Health

Personal Enrichment

- Art
- History
- Literature

Real Estate

- Commercial Sales and Continuing Education

Transportation

- CDL—A and B
- CDL—B Bus (S & P Endorsement)

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

CONTINUING EDUCATION

Boost your child care credentials! The courses below are approved by the Maryland State Department of Education (MSDE) for continued training clock hours and for levels two, three and four certification for the Maryland Child Care Credential program.

Online Child Care Courses

Align your program with Maryland EXCELS
and reach higher Maryland child care credential levels.

Become a child care teacher or family child care provider and complete courses at your own pace with instructor guidance. Access to a computer, the internet and email are required.

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

You may register for and begin a class anytime between the start and end dates!

• Infant and Toddler Care (45 hours)	9/13-11/1	\$255
• School Age Curriculum (45 hours)	9/18-11/6	\$255
• Child Care Administration (45 hours)	9/14-11/2	\$255
• Communication Skills for Child Care Professionals (9 hours)	11/13-12/4	\$ 95

Family Child Care Provider Pre-Service Course:

• Family Child Care Pre-Service (24 hours)		\$235
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Continuing Education Credential Booster Courses:

Credential Boosters are classes that are identified by MSDE in the Staff Credential modifications for levels two, three and four. You may register for and begin a class anytime between 9/11 and 12/15. Each course is \$40.

• Age and Developmentally Appropriate Supervision (3 hours)	\$ 40
• Including All Children and the ADA (3 hours) NEW MD REQUIREMENT	\$ 40
• Nutrition and Active Living (3 hours)	\$ 40
• Playground Safety (3 hours)	\$ 40
• Positive Child Guidance and Discipline (3 hours)	\$ 40
• SIDS (2 hours)	\$ 40
• Supporting Breastfeeding (3 hours) NEW MD REQUIREMENT	\$ 40
• Supporting Children with Disabilities (3 hours)	\$ 40
• Resources that Guide Daily Planning (3 hours)	\$ 40
• Taking Learning Outside (3 hours)	\$ 40

Online Child Care Courses:

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

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



GETTING STARTED

Introduction to Computer Applications: Part I (Version 2016) 1 1 UPDATED!

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

Tuition: \$158 Fee: \$16 Text Required: Code E
 ZCOM-001-0052 TTh 9/26-10/19 (8 sessions) 6:30 pm- 9:00 pm FOH 308

Introduction to Computer Applications: Part II (Version 2016) 1 1 1 1 UPDATED!

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

Tuition: \$119 Fee: \$16 Text Required: Same as Part I
 ZCOM-003-0053 TTh 10/26-11/14 (6 sessions) 6:30 pm- 9:00 pm FOH 308

Windows 10: Getting Started 1 1

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

Prerequisite: previous experience using Windows.

Tuition: \$40 Fee: \$16
 ZCOM-017-3002 Th 9/14-9/21 (2 sessions) 9:00 am-11:30 am ORGC 100
 Instructor: Perry Angelonga
 ZCOM-017-0054 M 10/2-10/9 (2 sessions) 6:30 pm- 9:00 pm FOH 308
 Instructor: Alan Musser
 ZCOM-017-0055 MW 12/4-12/6 (2 sessions) 1:00 pm- 3:30 pm FOH 301
 Instructor: Perry Angelonga

Windows: Managing Files and Folders (Version 10) 1 1 1 1

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

Tuition: \$40 Fee: \$16
 ZCOM-018-3003 Th 10/5-10/12 (2 sessions) 9:00 am-11:30 am ORGC 100
 Instructor: Perry Angelonga
 ZCOM-018-0056 M 10/16-10/23 (2 sessions) 6:30 pm- 9:00 pm FOH 308
 Instructor: Alan Musser

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

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

- 1 Little or no computer/Internet experience
- 1 1 Limited keyboarding, computer or Internet experience and knowledge of Windows or a 1 level course
- 1 1 1 Keyboarding skills and experience with specific software and Windows 7 or higher or equivalent skills and completion of a 1 1 level course
- 1 1 1 1 Working knowledge of specific software and Windows 7 or higher file management skills or completion of a 1 1 1 level course

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

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

Double-check your off-campus course location:

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

GETTING STARTED, continued

Continuing Education Certificate
in
PC Technician Basics

Take the first steps toward a career as an entry-level PC technician by learning PC hardware basics. These courses emphasize skills used in the repair and maintenance of computer hardware. They include software and networking basics to ensure that the software and hardware systems function appropriately in office, business and industry environments. Prepare to take CompTIA's IT Fundamentals Certification Exam.

Complete three core courses:

- PC Technician Foundations
- PC Troubleshooting Techniques: Hardware and Operating Systems
- Networking Essentials

Turn in your tracking journal to receive your certificate.

Call 410-334-2815 for more information.

Getting Started with MacOS ㉿㉿

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

Tuition: \$40	Fee: \$16		
ZCOM-022-0129	TTh 9/19-9/21 (2 sessions)	6:00 pm- 8:30 pm	FOH 103A
ZCOM-022-3016	TF 11/7-11/10 (2 sessions)	9:00 am-11:30 am	ORGC 100

PC HARDWARE, NETWORKING & SECURITY

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

Discover how to quickly diagnose problems and clean up your computer. Get rid of those nasty viruses, malware and spyware, and increase the performance of your system. Find out how to back up your files, pictures, Internet bookmarks and email and restore your system in the event of a catastrophic computer crash. Get tips on how to safely navigate the Internet and download files, install programs and understand what filtering and monitoring software is available to provide a safe environment for all ages. Find out how to delete unwanted files to protect private financial records and safely dispose of old computers and hard drives.

Prerequisites: Windows and basic computer experience. Instructor for both sessions: Perry Angelonga

Tuition: \$79	Fee: \$16		
ZPCO-009-0125	TTh 9/14-9/26 (4 sessions)	3:00 pm- 5:30 pm	FOH 308
ZPCO-009-3019	TTh 10/17-10/26 (4 sessions)	9:00 am-11:30 am	ORGC 100

PC Technician Foundations ㉿㉿

Recommended for the small office/home office business owners or computer users who want to learn the essentials of PC hardware and operating systems/software from an experienced IT technician. Learn the basic terminology of computer components and peripherals. Make intelligent upgrade and purchasing decisions by speaking the "lingo" of the ads, salespeople and field technicians. Feel comfortable "popping the top" for routine diagnosis, upgrades and preventative loss/maintenance routines. Work directly with the latest Windows operating system and learn more about software installation and maintenance. Provides a strong foundation for those interested in pursuing the A+ certification preparation, "PC Troubleshooting Techniques: Hardware and Operating Systems" or "Networking Essentials" courses. Satisfies a core requirement for the Continuing Education Certificate in PC Technician Basics. *Prerequisite: experience using a computer.*

Instructor: Shawn Smith

Tuition: \$119	Fee: \$16		
ZPCO-007-0059	Th 9/14-10/12 (5 sessions)	6:00 pm- 9:00 pm	MTC 304

Instructor spotlight:**Shawn Smith**

Shawn lives what he teaches as owner and president of Technology Contracting, LLC and through his volunteer tech work for local theatrical productions. He believes in "learning-by-doing" but also draws on his education for standard business and communication practices. A+ Certified, Shawn encourages his students to stay on the cutting edge of changing technology. Shawn's 10+ years of experience at Wor-Wic include teaching hardware, operating systems, troubleshooting, networking, Web and A+ preparation classes.



COMPUTERS & TECHNOLOGY

PC HARDWARE, NETWORKING & SECURITY, continued

PC Troubleshooting Techniques: Hardware and Operating Systems 🍷🍷

Recommended for small office/home office business owners or computer users who want to learn the essentials of troubleshooting PC hardware and software from an experienced IT technician. Learn how to troubleshoot any issue using a custom step-by-step hardware- and software-troubleshooting model used by IT professionals. Determine how to prevent spyware and viruses on your PC and speed up your computer. Create a plan for your business and learn how to back up data, email, settings and other critical user files. Implement helpdesk and customer support techniques that will be beneficial both by phone and in the field. Provides a strong foundation for those interested in pursuing the A+ certification. Satisfies a core requirement for the Continuing Education Certificate in PC Technician Basics. *Prerequisites: basic computer and Windows experience and "PC Technician Foundations" course.* Instructor: Shawn Smith

Tuition: \$95 Fee: \$16
ZPCO-012-0060 Th 10/26-11/16 (4 sessions) 6:00 pm- 9:00 pm MTC 304

Networking Essentials 🍷🍷🍷

Recommended for small office/home office business owners or computer users who want to learn how to create and maintain a network from an experienced network IT administrator. Identify the different types of networks and learn how to set up a home or business network environment, including how to set up computers to easily share files and printers. Cover the basics of local area networking, including network concepts, layouts and terminology, and cloud and wireless networks. Includes a comprehensive overview of broadband Internet (cable, DSL, FIOS) setups as well as the use of IP addresses, connectivity, security and troubleshooting techniques to quickly identify network or Internet outages. Find out how easy networking is as you build a working peer-to-peer network from scratch in our "hands-on" lab! Provides a strong foundation for those interested in pursuing A+ or Network+ certification. Satisfies a core requirement for the Continuing Education Certificate in PC Technician Basics. *Prerequisites: basic PC hardware and troubleshooting experience or completion of "PC Troubleshooting Techniques: Hardware and Operating Systems" course.* Instructor: Shawn Smith

Tuition: \$71 Fee: \$16
ZPCO-002-0061 TTh 11/30-12/7 (3 sessions) 6:00 pm- 9:00 pm MTC 304

Basic CompTIA A+ Certification Prep 🍷🍷🍷

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

Tuition: \$43 Fee: \$91
ZPCO-010-4004 W 9/13 ONLINE
ZPCO-010-4005 W 10/18 ONLINE
ZPCO-010-4006 W 11/8 ONLINE
ZPCO-010-4007 W 12/13 ONLINE

INTERNET & MOBILE TECHNOLOGIES

Google for Business 🍷 **UPDATED!**

Google goes beyond just its search engine capabilities and provides an array of useful business tools. Explore Google's free cloud-based software business solutions including Gmail, Google Calendar, Google Drive, Google Docs, Google+ and Google Photos. Explore your Gmail account and practice how to sort, format, work with contacts and create folders. Learn how to create a Google Calendar, add events and share it with members of your team. Manage and collaborate with others from anywhere with Google Drive. Edit and work with Docs, Slides, Sheets and Forms. Connect all Google products to your smartphone and tablets. Explore GSuite for business. *Prerequisites: experience with computers and the Internet. Must have username and password set up for an active Google account prior to participating in this class.* Instructor for both sessions: Perry Angelonga

Tuition: \$52 Fee: \$16
ZINT-015-0126 Th 10/5-10/19 (3 sessions) 4:30 pm- 6:30 pm FOH 301
ZINT-015-3014 Th 10/26-11/9 (3 sessions) 2:00 pm- 4:00 pm ORGC 100

FREE

Find the right computer courses for you.

Sign up today for our free Computer Information Session

Thurs., Aug. 31, 3:30-5:30 p.m.

Wor-Wic Community College
Fulton-Owen Hall
Room 103 A & B

Learn about all of our computer courses and find out which ones are right for you. Also find out how to get started earning one of our seven Continuing Education certificates. Ask questions about any course and register for classes on the spot.

Call 410-334-2815 to reserve a space!

Light refreshments will be served.

Get Certified. Get Ahead.

Earn an IT certification!

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

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

For information on computer certifications and career pathways or to schedule an IT certification exam, contact Wor-Wic's Computer Studies Career Navigator at 410-334-6902.

INTERNET & MOBILE TECHNOLOGIES, continued

Amazon and eBay: Buying and Selling Basics 📱

Discover how to buy and sell products using eBay and explore online marketplaces like Amazon. Expand your business using online auctions to make your product available to thousands of customers while helping you to make more money. Step through the process of getting started with online auctions, listing your items for sale, writing a description that will attract buyers and uploading a picture to promote your product. Determine the best selling price and track and manage your own personal account. Students will have an opportunity to list an auction during class time. Cover what happens after the sale, financial transactions, credit card payments, shipping options, Internet safety for online payments and how to avoid auction fraud. *Prerequisites: basic computer and Internet experience.* Instructor: Dianne Day

Tuition: \$79 Fee: \$16
ZINT-016-0119 TTh 11/9-11/21 (4 sessions) 1:00 pm- 3:30 pm FOH 306

Getting to Know Your Android Device 📱

Do you have a new Android device and want to learn how to connect and customize it "your way?" Bring your Android-based tablet or smartphone to class and find out how to customize your settings to sync mail, calendar, data and more. Preview and explore popular business and productivity apps. Discover the four methods available to download and install apps. Become familiar with navigating and accessing the Help features of your device. Use the file manager to locate and manage data such as documents, apps, pictures and books. Bring your Android device to class. The iPad, iPhone and Kindle Fire are not covered in this class. *Prerequisite: Internet experience.* Instructor for both sessions: Perry Angelonga

Tuition: \$40 Fee: \$16
ZINT-012-3022 MW 9/18-9/20 (2 sessions) 1:30 pm- 4:00 pm ORGC 100
ZINT-012-0121 TTh 12/5-12/7 (2 sessions) 9:00 am-11:30 am FOH 301

**Android Devices: Beyond the Basics** 📱📱

Become more familiar with the Android platform used for many workplace functions on mobile devices such as tablets and cell phones. Discuss common security concerns and risks. Find out how to install alternate browsers and side load free and legal third party apps not included in the Play Store. Practice using your device as a business productivity tool to share, create and edit documents. Use Cloud Storage and connect your device with a PC to manage downloaded content, back up data and transfer documents, pictures, music and videos. Utilize your camera to take higher quality pictures. Learn how to enhance your pictures with the pre-installed and popular apps. Discover ways to stream media from your computer to your device and from your device to your TV for presentations. Bring your Android device, charger and USB cord to class. The iPad, iPhone and Kindle Fire are not covered in this class. *Prerequisites: Internet experience and completion of "Getting to Know Your Android Device" or working knowledge of your Android device.* Instructor for both sessions: Perry Angelonga

Tuition: \$60 Fee: \$6
ZINT-018-3021 MW 9/25-10/2 (3 sessions) 1:30 pm- 4:00 pm ORGC 100
ZINT-018-0114 TTh 12/12-12/19 (3 sessions) 9:00 am-11:30 am FOH 301



**Double-check your
off-campus course location:**

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

COMPUTERS & TECHNOLOGY

INTERNET & MOBILE TECHNOLOGIES, continued

Getting to Know Your iPad 📱

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



Tuition: \$40	Fee: \$16		
ZINT-009-3020	M 9/25-10/2 (2 sessions)	9:00 am-11:30 am	ORGC 100
ZINT-009-0124	W 10/11-10/18 (2 sessions)	2:00 pm- 4:30 pm	FOH 308

iPad: Beyond the Basics 📱📱

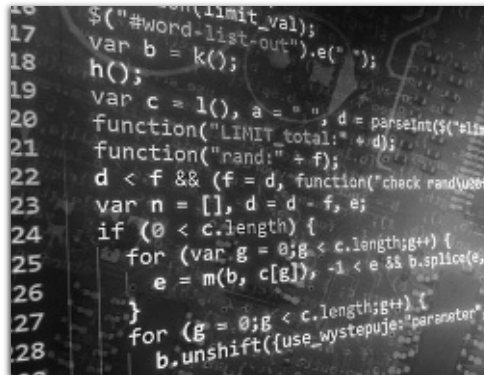
Expand your existing knowledge and get the most out of the iPad's capabilities. Discover how to use the iPad as a business productivity tool to store, record, scan, print and share your ideas, files and pictures across platforms. Discover how to create presentations, documents and movies. Utilize your camera to take higher quality pictures. Learn how to enhance the photos already in your camera roll with pre-installed and other popular apps. Find out how to set restrictions and accessibility options. Discover new tips and tricks and get the most from using the iCloud. Bring your iPad to class. *Prerequisites: "Getting to Know Your iPad" or a working knowledge of the Internet and your iPad.* Instructor for both sessions: Perry Angelonga

Tuition: \$60	Fee: \$6		
ZINT-017-3015	M 10/9-10/23 (3 sessions)	9:00 am-11:30 am	ORGC 100
ZINT-017-0122	W 10/25-11/8 (3 sessions)	2:00 pm- 4:30 pm	FOH 308

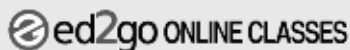
PROGRAMMING AND CODING

Introduction to Programming 📱📱📱 **NEW!**

Take your first steps toward a career as a computer programmer. Learn to use Just BASIC, a free Windows programming language, to create your own custom applications. Find out how to work with graphic user interfaces, controls, variables, arrays, conditional logic and loops. Explore subroutines, functions and debugging. Create a working computer game application complete with sound and graphics. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. *Prerequisite: experience with email and the internet. Must have Windows 95 or higher. This class is not suitable for Mac users. No previous programming knowledge or experience is required.*



Tuition: \$33	Fee: \$71		
ZPRG-001-4008	W 9/13	ONLINE	
ZPRG-001-4009	W 10/18	ONLINE	
ZPRG-001-4010	W 11/8	ONLINE	
ZPRG-001-4011	W 12/13	ONLINE	



Top 10 related online courses:

- Creating Web Pages
- Designing Effective Websites
- Intermediate SQL
- Intermediate WordPress Websites
- Introduction to C# Programming
- Introduction to CSS3 and HTML 5
- Introduction to Java Programming
- Introduction to SQL
- Python 3 Programming
- Writing Effective Web Content

All courses begin 8/16, 9/13, 10/18, 11/8 and 12/13.

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

**Double-check your
off-campus course location:**

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

WEB DESIGN

WordPress Websites: Level I 1-1-1

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

Tuition: \$71 Fee: \$16
ZWEB-036-0069 W 9/20-10/4 (3 sessions) 6:00 pm- 9:00 pm FOH 306

WordPress Websites: Level II 1-1-1

Extend your abilities in WordPress and build or maintain a professional website or blog with all the bells and whistles using WordPress.org, a self-hosted site. Discover how to select a domain name and hosting company, create pages, insert images and create multimedia content. Create a user-friendly navigation system and take advantage of the dynamic add-on features known as plugins. Employ Search Engine Optimization (SEO) options, improve search engine page results and monetize your site with Google. Make it possible for your online visitors to comment on your articles, fill out forms and applications, buy your products and even make appointments. Find out how to take advantage of included widgets such as RSS

Feeds, image galleries and more. Also, learn some HTML and CSS coding to customize your site's look and feel and find out how to use Shortcodes, modify the CSS Styles, change themes and add Google Analytics metrics. Satisfies an elective requirement for the Continuing Education Certificate in Website Design.

Prerequisite: WordPress Websites: Level I or instructor permission. A hosted WordPress Site is provided for each student to use in the class. Instructor: Timothy Latham

Tuition: \$71 Fee: \$16
ZWEB-042-0070 W 10/11-10/25 (3 sessions) 6:00 pm- 9:00 pm FOH 306



Continuing Education Certificate in Website Design

This five-course certificate recognizes achievement in website design and related Web trends and provides the core skills needed to be a Webmaster.

Complete **two** core courses:

- Creating Web Pages with Dreamweaver: Level I
- Creating Web Pages with Dreamweaver: Level II

Complete any **three** of the following electives:

- Adobe Photoshop—Level I or II
- Advanced Web Pages*
- Creating WordPress Websites: Level I or Level II
- Introduction to Flash*

*This course is only available online.

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



SOCIAL MEDIA

Social Media Marketing for Your Business ୯୯୯

Enhance your marketing mix with a variety of social media tools to leverage the best results in getting your business or product in front of the right audience.

Facebook is a must and you'll find out how to set up your Business Pages or Groups and evaluate the tools you will need to market your business. Go beyond Facebook and use other popular social media platforms like Twitter, Pinterest, Instagram and YouTube to create a coherent campaign across multiple marketing portals. Use a social media dashboard to build time back into your day while ensuring that your messages are published across several channels. By the end of this session, you will have developed a comprehensive plan to launch or promote your product or service. Create a detailed outline of posts, tweets and images and put into action. *Prerequisites: basic computer and Internet experience. Bring login information for any social media sites to which you already belong.* Instructor for both sessions: Stacy Mitchell

Tuition: \$79 Fee: \$16
 ZSOC-008-0073 M 9/11-10/2 (4 sessions) 6:00 pm- 8:30 pm FOH 301
 ZSOC-008-3006 T 9/19-10/10 (4 sessions) 4:00 pm- 6:30 pm ORGC 100

Facebook for Business: Building and Managing Content ୯୯୯

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

Tuition: \$40 Fee: \$16
 ZSOC-002-0072 M 10/9-10/16 (2 sessions) 6:00 pm- 8:30 pm FOH 301
 ZSOC-002-3005 T 10/17-10/24 (2 sessions) 4:00 pm- 6:30 pm ORGC 100

Facebook Advertising for Small Business ୯୯୯ **NEW!**

Facebook Advertising is one of the most affordable and effective ways to market your business. Find out how to target a specific audience (local or global) and gain valuable metrics to track. Simplify the steps for creating a Facebook ad that works with your marketing strategy to increase brand awareness and social exposure. Capture and nurture leads. We'll set up your Facebook Ad Manager if you don't already have one. Learn the difference between the various types of campaigns you can create, how to test an ad for less than \$5 a day, and how to decipher ad analytics so you know what is working and what is not. Place a live ad (you will need to link a payment source to your Facebook Ad account) in the first session and track its progress through the course. Please come with login and password information to access Facebook. *Prerequisite: basic computer and Internet skills. Facebook for Business is highly recommended.* Instructor for both sessions: Stacy Mitchell

Tuition: \$40 Fee: \$16
 ZSOC-010-0074 M 10/23-10/30 (2 sessions) 6:00 pm- 8:30 pm FOH 301
 ZSOC-010-3007 T 11/7-11/14 (2 sessions) 4:00 pm- 6:30 pm ORGC 100

Instagram and Pinterest for Business ୯୯୯ **NEW!**

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

Tuition: \$60 Fee: \$16
 ZSOC-011-0075 M 12/4-12/18 (3 sessions) 6:00 pm- 8:30 pm FOH 301



**Continuing Education Certificate
 in
 Social Media
 and Digital Marketing**



- Complete **three** core courses:
- Creating a Marketing Plan for Current and Future Success**
 - Social Media Marketing for Your Business
 - Facebook for Business: Building and Managing Content

- Complete any **two** of the following electives:
- Email Marketing for Small Business**
 - Facebook Advertising for Small Business **NEW!**
 - Instagram and Pinterest for Business **NEW!**
 - Marketing Your Business on the Internet*
 - Video Marketing for Small Business**
 - Achieving Top Search Engine Positions*

* This course is only available online.
 ** This course is listed in our "Business & Leadership" section.

A continuing education certificate will be awarded after successful completion of the required and elective courses for each track. Online courses can be substituted for electives with prior approval.

Call 410-334-2815 for more information.

DESKTOP PUBLISHING, GRAPHICS & IMAGING

Adobe Photoshop: Level I (Version CC) ㉿㉿㉿

Work with digital photos and graphics using this industry-standard professional photo-editing software. Popular among home and professional graphic designers, illustrators, Web professionals and photographers, Adobe Photoshop can help you correct and retouch photos, refine images and work with selections and layers. Import, export and organize files. Work with vector and raster images. Learn how to modify, manipulate and transform selections, text and layers to create stunning effects. Organize and manage photos using Adobe Bridge. Prepares users for additional coursework in Photoshop and other Adobe applications. Users of all Adobe CS versions can benefit. Satisfies requirements for Continuing Education Certificates in Computer Graphics and Desktop Publishing and in Website Design. *Prerequisites: experience with computers, Windows and some graphics. Experience working with files and folders is helpful.* Instructor: Timothy Latham

Tuition: \$119 Fee: \$16 Text Required: Code B
ZIMG-034-0066 Th 9/28-10/26 (5 sessions) 6:00 pm- 9:00 pm FOH 306

Adobe Photoshop: Level II (Version CC) ㉿㉿㉿

Take Photoshop to the next level and get creative using tools such as color fills, gradients, patterns, overlays and many other special effects. Discover advanced layer techniques using masks, filters and smart objects to create stunning results. Practice using different drawing tools, designing paths and shapes, and opening and modifying Camera Raw photos. Create layer masks, gray-scale masks and clipping masks. Users of all Adobe CS versions can benefit. Satisfies requirements for Continuing Education Certificates in Computer Graphics and Desktop Publishing and in Website Design. *Prerequisite: "Adobe Photoshop: Level I" or permission of the instructor.* Instructor: Timothy Latham

Tuition: \$95 Fee: \$16 Text Required: Code B
ZIMG-035-0067 Th 11/9-12/7 (4 sessions) 6:00 pm- 9:00 pm FOH 306
No class on 11/23.

Introduction to Adobe Lightroom: Organizing and Developing Digital Images (Version CC) ㉿㉿

Geared for the digital photographer or photo enthusiast, use this all-in-one tool to quickly import, process, manage and showcase your digital images. Learn to use a step-by-step workflow that will get your photos from camera to final product with ease. Navigate Lightroom's interface and the Develop module to easily retouch, fix and apply adjustments to your photos. Organize, tag and manage smart and manual collections. Share your photos directly to social media and export to print or the Web. Create photo presentations such as PDF slide shows, MP4 movies and Web galleries. Satisfies an elective for Continuing Education Certificates in Computer Graphics and Desktop Publishing and in Website Design. *Prerequisite: basic computer skills including managing files and folders.* Instructor: Timothy Latham

Tuition: \$99 Fee: \$16
ZIMG-042-0082 M 10/16-11/13 (5 sessions) 2:30 pm- 5:00 pm FOH 306



DESKTOP PUBLISHING, GRAPHICS & IMAGING, continued

Adobe Photoshop Elements for the Digital Photographer (Version 15) ୯୦୯

Bring out the best in your images! Created specifically for the home user or small business owner. This software combines powerful photo-editing functionality with intuitive organizing and sharing capabilities. Use Photoshop Elements to edit and organize your photos and easily find images by person, place or any event in seconds.



Cover ways to rotate, crop, correct color and tone, and remove red eye, spots and skin imperfections. Using new tools, improve the sky and background, and change the color of objects in your photos. Get started with advanced techniques such as exploring the use of layers, combining images together and other advanced editing options for more control. *Prerequisites: basic computer skills and an introductory graphics course or working knowledge of uploading your photos.* Instructor: James King

Tuition: \$119 Fee: \$16
 ZIMG-003-0065 MW 11/1-11/20 (6 sessions) 9:30 am-12:00 pm FOH 306

Creating and Editing PDFs with Adobe Acrobat Pro (Version DC) ୯୦୯

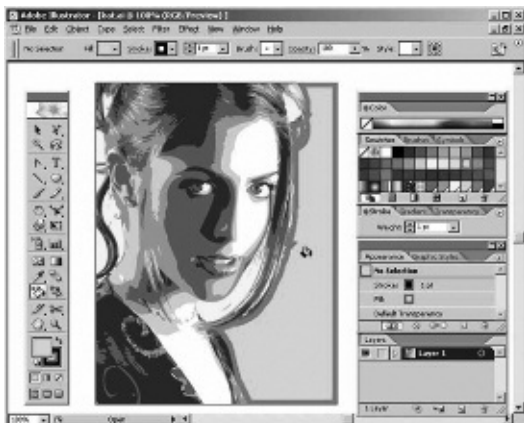
Thought you knew Acrobat Pro? Think again. Use the latest Acrobat Pro redesigned application to create PDFs using source material from Microsoft Office, Adobe CC, Web pages and scans, and edit and combine PDFs. Review the classic uses of Acrobat Pro, from creating PDF documents to using the program for excellent layouts to converting Word or Web pages to PDF documents. Discover ways to convert image files to text, e-sign documents and add audio, video and links to PDFs. Find out why this may be one of the most important programs for the business and office communications professional. *Prerequisites: basic Windows and word processing experience.* Instructor: Timothy Latham

Tuition: \$43 Fee: \$16
 ZIMG-044-0068 M 9/18-9/25 (2 sessions) 6:30 pm- 9:00 pm FOH 306

**Let Wor-Wic be
 your training department!**

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

Continuing Education Certificate in Computer Graphics and Desktop Publishing



Complete **three** core courses:

- Adobe Photoshop: Level I
- Adobe Illustrator: Introduction
- Adobe InDesign: Introduction

Complete any **two** of the following electives:

- Adobe Photoshop: Level II
- Creating and Editing PDFs with Adobe Acrobat Pro
- Introduction to Lightroom
- Microsoft Publisher*

*This course is only available online.

A continuing education certificate will be awarded after successful completion of the required and elective courses for each track. Online courses can be substituted for electives with prior approval.

Call 410-334-2815
 or more information.

FAST TRACK SEMINARS IN MICROSOFT OFFICE 2013/2016

Let Wor-Wic be your training department!

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

Hazel Center Café

Taking an all-day course on campus?

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



Open Monday through Friday at 8 a.m.

A continuing education certificate in Microsoft Office Business Technology Applications will be awarded after successful completion of the five Microsoft courses designated with a ★ in the following schedule. Turn in your tracking journal to receive your certificate after you have completed all requirements. Add three advanced-level Microsoft Office courses and earn a continuing education certificate in *advanced* Microsoft Office Business Technology Applications. The college uses Microsoft Office 2016, but users of Office 2010 and 2013 will benefit from taking these courses. Call 410-334-2815 for more information.

MS Word: I ★ UPDATED!

Discover how to use Word in the workplace and explore the newest features. Find out how to navigate and customize the Ribbon and learn how to create, edit and format business documents. Customize your document your way with robust formatting tools. Find the right command in seconds with the new Tell Me feature. Access the built-in templates to quickly create prearranged formatting, layouts and style options for your documents. Open, create and edit PDF files from Word. *Prerequisites: Windows and basic computer experience.* Instructor for both sessions: Perry Angelonga

Tuition: \$48	Fee: \$16		
ZOFC-163-0039	F 9/15 (1 session)	9:00 am- 4:00 pm	FOH 301
ZOFC-163-3017	M 10/9-10/16 (2 sessions)	1:30 pm- 4:30 pm	ORGC 100

MS Word: II ★ UPDATED!

Discover new ways to format your business documents with tables, page breaks and section breaks. Practice doing a Mail Merge using letters, labels and envelopes. Use the new Apps feature to incorporate mini applications that extend what you can do within Word without leaving your document. Incorporate headers and footers and add additional information such as page numbers, dates and footnotes. Add Web photos and videos directly into Word. Collaborate and share documents with colleagues using OneDrive. *Prerequisite: "MS Word: I" or other introductory Word course.* Instructor: Perry Angelonga

Tuition: \$48	Fee: \$16		
ZOFC-164-0040	F 9/22 (1 session)	9:00 am- 4:00 pm	FOH 301

MS Excel: I ★ UPDATED!

Discover how to use Excel in the workplace and explore the newest features. Build formulas and format values for your business worksheets. Begin to create detailed worksheets and invoices and use some complex formulas. Create basic charts and graphs and practice using Sparklines, Flash Fill and the Quick Analysis tool to enhance your data. *Prerequisites: Windows and basic computer experience.*

Tuition: \$48	Fee: \$16		
ZOFC-165-0041	F 9/29 (1 session)	9:00 am- 4:00 pm	FOH 301
		Instructor: Perry Angelonga	
ZOFC-165-0042	T 10/17-10/24 (2 sessions)	6:00 pm- 9:00 pm	FOH 301
		Instructor: Trudy Pusey	
ZOFC-165-3018	M 10/23-10/30 (2 sessions)	1:30 pm- 4:30 pm	ORGC 100
		Instructor: Perry Angelonga	

Continuing Education Certificate in Computer and Office Technology Essentials

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

Complete **two** core courses:

- Introduction to Computer Applications: Part I
- Introduction to Computer Applications: Part II

Complete **any three** of the following electives:

- Microsoft Word: Level I or MS Word: I
- Microsoft Excel: Level I or MS Excel: I
- MS PowerPoint: I
- MS Outlook: I
- Windows: Managing Files and Folders

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



FAST TRACK SEMINARS IN MICROSOFT OFFICE 2013/2016, continued

MS Excel: II 100000 **UPDATED!**

Refine your formula and function writing abilities including how to name, apply and define ranges within a formula. Group and link multiple worksheets together to consolidate large amounts of data. Manage your data with advanced sorting and filtering tools. Discover what a PivotTable can do to help you analyze your data. Use visual filters such as Slicers to attach to PivotTables, Pivot Charts and other data sources.

Prerequisite: "MS Excel: I" or other introductory Excel course.

Tuition: \$48	Fee: \$16		
ZOFC-166-0043	F 10/6 (1 session)	9:00 am- 4:00 pm	FOH 301
		Instructor: Perry Angelonga	
ZOFC-166-0044	T 11/7-11/14 (2 sessions)	6:00 pm- 9:00 pm	FOH 301
		Instructor: Trudy Pusey	

MS Excel: III 100000 **UPDATED!**

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

Tuition: \$48	Fee: \$16		
ZOFC-167-0045	F 10/13-10/20 (2 sessions)	9:00 am-12:00 pm	FOH 301

MS Outlook: I 100000★ **UPDATED!**

Find out how to use this widely popular email program in the workplace. Discover how Microsoft Outlook can integrate your business contacts, emails, tasks and calendars. Quickly attach recent documents to your emails. Create folders to categorize your inbox, search folders, manage your emails and share information with others. Archive and backup your data for fast retrieval. *Prerequisites: Windows and basic computer experience.* Instructor: Perry Angelonga

Tuition: \$48	Fee: \$16		
ZOFC-170-0058	F 10/13-10/20 (2 sessions)	1:00 pm- 4:00 pm	FOH 301

MS Access: I 100000★ **UPDATED!**

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

Tuition: \$48	Fee: \$16		
ZOFC-098-0037	M 10/30-11/6 (2 sessions)	6:00 pm- 9:00 pm	FOH 308

MS Access: II 100000 **UPDATED!**

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

Tuition: \$48	Fee: \$16		
ZOFC-099-0038	M 11/13-11/20 (2 sessions)	6:00 pm- 9:00 pm	FOH 308

MS PowerPoint: I 100000★ **UPDATED!**

Develop professional presentations and explore PowerPoint's newest features. Find out how best to work with text, images and multimedia and use PowerPoint tools to deliver a compelling presentation. Use the new search feature and Slide Sections to group related slides for easier navigation. Add Ink Annotations directly to your current slides. Jazz up your slides by creating diagrams and organizational charts from SmartArt. Find out how to share and export the finished presentation to various formats. *Prerequisites: Windows and basic computer experience.* Instructor: Alan Musser

Tuition: \$48	Fee: \$16		
ZOFC-169-0057	F 11/10 (1 session)	9:00 am- 4:00 pm	FOH 301

Strengthen Your Skills. Boost Your Career.

Continuing Education Certificate in Microsoft Office Business Technology Applications

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

Complete **all** of the following fast-paced core courses:

- MS Word: I
- MS Excel: I
- MS Outlook: I
- MS Access: I
- MS PowerPoint: I

Take Your Career One Step Further.

Continuing Education Certificate in Advanced Microsoft Office Business Technology Applications

Complete **all** of the above courses and then complete **three** of the following advanced courses:

- MS Word: II
- MS Excel: II
- MS Excel: III
- MS Outlook: II
- MS Access: II

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

Call 410-334-2815 for more information.

Accounting Basics

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

QUICKBOOKS

Mastering QuickBooks (Version Pro 2015) ㊦㊦㊦

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

Prerequisites: Windows experience and knowledge of basic

accounting principles or "Accounting Basics" course. Instructor: Andrea Kenney

Tuition: \$131

Fee: \$16

Text Optional: Code B

ZACC-009-0116

W 10/4-11/8 (6 sessions)

6:15 pm- 9:00 pm

FOH 301

**QuickBooks Online: The Virtual Platform** ㊦㊦㊦

NEW!

This course is designed for QuickBooks Online users. Navigate and set up a mock company using QuickBooks Online. Great for small to midsize businesses needing flexibility and mobile access. Work from any location with a virtual platform. Learn how to use QuickBooks Online as a tool to manage your vendors, customers, employees and financial accounts. Explore how to set up other users and provide your CPA with access, if required. *Prerequisites: basic computer and Internet experience and knowledge of basic accounting principles or "Accounting Fundamentals Basics" course.* Instructor: Andrea Kenney

Tuition: \$95

Fee: \$16

ZACC-025-0115

S 10/21-10/28 (2 sessions)

9:00 am- 3:30 pm

FOH 301

QuickBooks: Reports (Version Pro 2015) ㊦㊦㊦

QuickBooks has many built-in reports that can be customized to meet your individual business needs. This class will show you how to create a variety of reports in QuickBooks including reports that tell you how well your company is doing, how much your customers owe you and how much money your company owes to others. Explore employee and payroll reports and account activity reports. Bring your own unique business questions to the class to determine which QuickBooks report is available and find out how to use the tools to run the reports you need. Uses QuickBooks Professional 2015 but will benefit users of all Pro versions.

Prerequisites: Windows and basic computer experience. Must be currently using QuickBooks or have taken "Mastering QuickBooks" or "QuickBooks: Payroll." Instructor: Andrea Kenney

Tuition: \$48

Fee: \$16

ZACC-008-0118

S 11/11 (1 session)

9:00 am- 3:30 pm

FOH 301

QuickBooks: Payroll (Version Pro 2015) ㊦㊦㊦

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

Prerequisites: Windows and basic computer experience. Must be currently using QuickBooks or have taken "Mastering QuickBooks" or "QuickBooks: Reports." Instructor: Andrea Kenney

Tuition: \$44

Fee: \$16

ZACC-005-0117

W 12/6-12/13 (2 sessions)

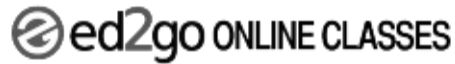
6:15 pm- 9:00 pm

FOH 301



THREE OPTIONS FOR ONLINE STUDY!

Take courses anywhere or on the go with...



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

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

Affordable education! \$104 for most courses!
Flexible scheduling within a 6-week course timeline.

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

Upcoming class start dates: 8/16, 9/13, 10/18, 11/8 and 12/13



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

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

1. Go to careertraining.ed2go.com/worwic to locate a career training program and click "Contact Me."
2. Submit a "Wor-Wic Continuing Education & Workforce Development Registration Form" with payment by fax, mail or in person. You will receive an email with login instructions.
3. Within 5-7 days, your books and materials will be shipped.

Courses are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development



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

Start dates: 9/5, 10/2 and 11/6

Some of the continuing education certificates and courses offered include:

- 3D Printing for Educators
- Basic Game Design
- Digital Marketing
- Introduction to Coding
- Learning Styles
- Mobile Marketing
- The Basics of Bookkeeping

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

NEW!

Foundations of College Literacy (084/086)

This course is designed to prepare students for ENG 095 and/or ENG 096, the college's developmental credit courses. This five week session is a self-paced, modular format. Students will have a weekly check in with an assigned advisor. Each five week session is \$156. Sessions will be offered monthly.

For more information, call 410-334-2815.

DEVELOPMENTAL ENGLISH/ESL

Reading for Speakers of Other Languages (ENG 081)

This course prepares non-native speakers of English for the reading tasks they will encounter in subsequent college courses. Students receive group and individual instruction to improve the skills where they need the greatest improvement (vocabulary, comprehension, spelling, structural analysis, skimming and scanning and/or note-taking and test-taking strategies). Students are placed in this course as a result of their computerized reading skills assessment score or they can enroll on their own. Reading improvement is determined by student performance on a reading skills assessment. Instructor: Charles Porter

Tuition: \$216 Fee: \$6 Text Required: Code C
ZDEV-012-0001 T 9/12-12/5 (14 sessions) 10:45 am-12:45 pm BH 330
Exam on T 12/12.

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

This course prepares non-native speakers of English for the writing tasks they will encounter in subsequent college courses. Instruction includes common sentence patterns, spelling, punctuation, grammar and effective paragraph construction. Emphasis is placed on the areas of English grammar where non-native English speakers have the greatest difficulty. Group and individual instruction are provided. Students are placed in this course as a result of their computerized writing skills assessment score or they can enroll on their own. Writing improvement is determined by student performance on writing skills assessments.

Instructor: Charles Porter
Tuition: \$432 Fee: \$6 Text Required: Code E
ZDEV-007-0002 TTh 9/7-12/7 (27 sessions) 8:30 am-10:30 am BH 330
Exam on T 12/12. No class on 11/23.

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

This course prepares non-native speakers of English for the listening and speaking tasks they will need for success in subsequent college courses. Instruction includes phonetics, pronunciation, listening comprehension, idioms, cultural rules, differentiation of informal and formal speech and conversational skills. Emphasis is placed on the areas of spoken English where non-native English speakers have the greatest difficulty. Group and individual instruction are provided. Students are placed in this course as a result of their computerized listening skills assessment score or they can enroll on their own. Listening and speaking improvement is determined by student performance on computerized listening skills assessments.

Instructor: Charles Porter
Tuition: \$216 Fee: \$6 Text Required: Code E
ZDEV-013-0003 Th 9/7-12/7 (14 sessions) 10:45 am-12:45 pm BH 330
Exam on Th 12/14. No class on 11/23.

Invest in your **future** with a **two-year degree**



Tuition and fees at Wor-Wic Community College are 41 percent of the average cost of public four-year institutions in Maryland. You can take classes for credit on a full- or part-time basis and begin working toward your certificate or associate degree in:

- Business
- Chemical Dependency Counseling
- Computer Studies
- Construction Engineering Technology
- Criminal Justice
- Education
- Emergency Medical Services
- Environmental Science
- General Studies
- Hotel-Motel-Restaurant Management
- Nursing
- Occupational Therapy Assistant
- Office Technology
- Physical Therapist Assistant
- Radiologic Technology
- Science

Wor-Wic is a state-approved two-year college. It is accredited by the Middle States Commission on Higher Education. Most credits earned at Wor-Wic can be transferred to other colleges and universities and applied toward the completion of a four-year bachelor's degree.

For more information or to receive a credit class schedule, visit www.worwic.edu or call us at 410-334-2800.

LANDSCAPING

Prepare for the Maryland Commercial Pesticide Applicator's License exam. These courses serve as a prerequisite for the exam by meeting the educational requirement. Additional information and course completion requirements can be found online at <http://mda.maryland.gov/plants-pests/Pages/Pesticide-Applicator-Certification-and-Business-Licensing-Requirements.aspx> or by contacting the Maryland Department of Agriculture at ashley.jones4@maryland.gov or 410-841-5700.

Diseases and Pests of Ornamental Plants

Gain an overview of diseases and pests of ornamental plants. Cover insect classification, biotic plant diseases, plant anatomy, Integrated Pest Management (IPM), basic horticulture and other topics. An extensive introduction for those who wish to enter the commercial pest control field. Instructor: Harlyn Goldman

Tuition: \$259 Fee: \$21 Text Required: Code D
 ZLDS-002-0188 Th 9/21-11/30 (10 sessions) 6:00 pm- 9:15 pm HH 104
 No class on 11/23.



Concepts of Turf Management

Examine a variety of turf management techniques designed to control insects, weeds and disease. Focus on measures to prevent pest problems, general turf care practices and dealing with pests and disease through Integrated Pest Management (IPM) and Best Management Practices (BMP). Recommended for anyone working toward a commercial license. Instructor: Harlyn Goldman

Tuition: \$158 Fee: \$6 Text Required: Code E
 ZLDS-003-0182 T 9/12-10/31 (8 sessions) 6:30 pm- 9:00 pm FOH 200

Turf Grass Pesticide Use and Safety

Cover the basics of pesticide use and safety in this specialized course designed for those who wish to enter the commercial pest control field. Examine laws and regulations, health and safety requirements, methods of application, necessary equipment, chemical profiles and alternatives to chemical pest control. *Prerequisite: successful completion of "Diseases and Pests of Ornamental Plants" and/or "Concepts of Turf Management."* Instructor: Harlyn Goldman

Tuition: \$259 Fee: \$6 Text Required: Code E
 ZLDS-022-0189 W 10/11-12/20 (10 sessions) 6:00 pm- 9:15 pm FOH 304
 No class on 11/22.



Criminal history check required for certified nursing assistants

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

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

Email: mdbon.disc-cna@maryland.gov

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

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

Expungement

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

HEALTH & SAFETY

By successfully passing allied health courses, you will acquire the certification required in your area of study and/or be prepared to sit for national certification exams. Please call Teresa Tyndall, director of allied health, at 410-334-6780 for more information.

Please be aware that drug screens and background checks are now mandated for the majority of allied health career training programs, including Certified Nursing Assistant (CNA), Dental Assistant, EKG Technician, Phlebotomy Technician and Certified Medicine Aide. You will find more details in course descriptions when applicable. Most employers require you to be 18 years or older and have a high school diploma or GED.

CERTIFIED NURSING ASSISTANT

Certified Nursing Assistant—Part I

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

Certified Nursing Assistant—Part II

Forty hours of clinical experience in a long-term care setting. Candidates will practice skills, work in a healthcare team setting and become familiar with caring for the elderly and infirm. *Prerequisites: must take "Certified Nursing Assistant—Part I" within six months of completing Certified Nursing Assistant—Part I." Students must be able to lift, push and pull a minimum of 50 pounds without restriction. The following documentation must be submitted by the end of "Certified Nursing Assistant—Part I" to be eligible to begin Part II: Approval from Student Pre-Check (background check). Student Pre-Checks are required by Wor-Wic Community College and nursing home facilities. Proof of a current American Heart Association Basic Life Support (BLS) card valid through the end of Part II. Documentation of a current, negative TB/PPD test or negative chest X-ray within the last year. Documentation of Hepatitis vaccine or waiver, flu vaccine or waiver and medical clearance.*

Instructors Spotlight:

Gloria Santoni and Norma Schultz

With more than 75 years of nursing experience between them, Gloria and Norma are the daytime instructors for our CNA training program. They have worked in multiple healthcare settings, including hospitals, physicians' offices, home healthcare services and nursing care facilities in direct care, administrative and regulatory positions. Join our next class and see for yourself why students have said: "Ms. Gloria is a great teacher and a wonderful person. I will remember her for life." "Ms. Norma has taught me immensely. She is the number one reason that I am recommending this course to peers."



HEALTH & SAFETY

CERTIFIED NURSING ASSISTANT CLASS SESSIONS

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

Session I

Certified Nursing Assistant—Part I

Tuition: \$634	Fee: \$299	Text Required: Code B	
ZCNA-002-0095	M-Th 9/11-10/12 (20 sessions)	8:00 am-12:00 pm	HH 105

Basic Life Support (BLS)

Instructor for all sessions: Ruth Gaudreau			
Tuition: \$40	Fee: \$17	Text Required: Code A	
ZBLS-004-0015	F 9/15 (1 session)	8:00 am-1:00 pm	HH 104
ZBLS-004-0016	F 9/22 (1 session)	8:00 am-1:00 pm	HH 104

Certified Nursing Assistant—Part II

Tuition: \$380	Fee: \$16		
ZCNA-003-0096	10/16-10/20 (5 sessions)	7:00 am-3:30 pm	Nursing Home TBD
	10/23-10/24 (2 sessions)	8:00 am-12:00 pm	HH 105

Session II

Certified Nursing Assistant—Part I

Tuition: \$634	Fee: \$299	Text Required: Code B	
ZCNA-002-0097	M-Th 9/18-10/19 (20 sessions)	5:30 pm-9:30 pm	HH 200

Basic Life Support (BLS)

Instructor for both sessions: Ruth Gaudreau			
Tuition: \$40	Fee: \$17	Text Required: Code A	
ZBLS-004-0017	F 10/6 (1 session)	8:00 am-1:00 pm	HH 104
ZBLS-004-0018	F 10/13 (1 session)	8:00 am-1:00 pm	HH 104

Certified Nursing Assistant—Part II

Tuition: \$380	Fee: \$16		
ZCNA-003-0098	10/23-10/27 (5 sessions)	7:00 am-3:30 pm	Nursing Home TBD
	10/30-10/31 (2 sessions)	5:30 pm-9:30 pm	HH 200

Session III

Certified Nursing Assistant—Part I

Tuition: \$634	Fee: \$299	Text Required: Code B	
ZCNA-002-0099	M-Th 10/30-12/5 (20 sessions)	8:00 am-12:00 pm	HH 105
	No class on 11/22 and 11/23.		

Basic Life Support (BLS)

Instructor for all sessions: Ruth Gaudreau			
Tuition: \$40	Fee: \$17	Text Required: Code A	
ZBLS-004-0019	F 11/3 (1 session)	8:00 am-1:00 pm	HH 104
ZBLS-004-0020	F 11/10 (1 session)	8:00 am-1:00 pm	HH 104

Certified Nursing Assistant—Part II

Tuition: \$380	Fee: \$16		
ZCNA-003-0100	12/7-12/13 (5 sessions)	7:00 am-3:30 pm	Nursing Home TBD
	12/14-12/15 (2 sessions)	8:00 am-12:00 pm	HH 105

Mandatory information sessions

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

Sept. 6, 6 to 8 p.m., HH 105
 Oct. 4, 1:30 to 3:30 p.m., HH 105
 Nov. 1, 6 to 8 p.m., FOH 103A
 Dec. 4, 1:30 to 3:30 p.m., HH 105

Please arrive on time. Doors close at the start of each session.

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

Free testing available for reading comprehension and arithmetic requirements

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

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

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

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

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

Testing Center Hours

Monday through Thursday, 10 a.m. to 8 p.m.
Friday and Saturday, 10 a.m. to 3 p.m.
*No testing 9/4, 11/22-26
and 12/23 through 1/3.*

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

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

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

HEALTH & SAFETY

DENTAL ASSISTING

Dental Assistant—Introduction UPDATED!

Prepare for a career in the dentist's office with classroom instruction and newly added 20 hours of valuable real-world clinical experience in a local dental setting. Learn the fundamentals of chairside dental assisting. Be able to anticipate the needs of the dentist in delivering optimal patient care, collecting and recording clinical data, educating patients in oral health management, preventing and managing emergencies and following general office procedures. Develop your skills in sterilization and disinfection using dental materials, maintaining a sterile environment and using four-handed dental assisting techniques. Acquire skills in preventing cross-contamination and disease transmission. Beneficial in preparing for the



General Chairside Assisting (GC) and Infection Control (ICE) components of the Dental Assisting National Board's Certified Dental Assistant Exam. Knowledge of medical terminology is highly recommended. Go to www.danb.org for *eligibility requirements to become a Certified Dental Assistant*. *Prerequisites: minimum reading comprehension and arithmetic requirements. Documentation by 2nd week of class of a current, negative TB/PPD test or a chest X-ray taken within the last year; Hepatitis vaccine or waiver; flu vaccine if seasonally appropriate; Measles, Mumps, Rubella, and Varicella (MMRV) Vaccine; Tdap (Tetanus, Diphtheria, Pertussis) Vaccine; clean background check and negative drug screen; current American Heart Association Basic Life Support certification. Students must be available for four to six consecutive days in order to complete 20 clinical hours in four- or eight-hour increments. Clinical rotation will not be scheduled until all required documentation is submitted. Clinical hours must be completed before student can begin "Radiology for Dental Assistants" course. Course fee includes cost for liability insurance, background check and drug screen.* Instructor: Christina Bennett

Tuition: \$610 Fee: \$160 Text Required: Code E
ZDNT-009-0105 MW 9/11-11/13 (19 sessions) 5:00 pm- 8:00 pm HH 104
Must meet with Allied Health Director in HH 103 PRIOR to registering.
Call 410-334-6781 to set up appointment.

Radiology for Dental Assistants UPDATED!

Gain the technical and clinical knowledge necessary to help you continue your preparation to become a dental assistant with classroom instruction and newly added 20 hours of clinical rotation in a local dental setting. Learn how to acquire radiographic images using various techniques and equipment. Evaluate radiographic images for diagnostic value. Explore techniques for working with patients before, during and after exposure. Study quality assurance and radiology regulations. Become familiar with current American Dental Association guidelines for radiation safety for patients and operators. Review infection control procedures and standard precautions for patients, operators and equipment. Beneficial in preparing for the DANB Radiation Health and Safety Certification (RHS) component of the Certified Dental Assistant (CDA) exam which is required to practice dental radiology in Maryland. In order for students to take the DANB exam, you must possess a high school diploma or equivalent, minimum of 3,500 hours of approved work experience AND current certification in CPR from a DANB-accepted provider. Clinical hours will be completed in same setting utilized for "Dental Assistant-Introduction" course. Students must be available for four to six consecutive days in order to complete 20 clinical hours in four- or eight-hour increments. *Prerequisites: "Dental Assisting-Introduction" within the last six months or a letter signed by a licensed dentist on company letterhead verifying employment as a dental assistant for at least six months submitted at registration. Students will also need medical documentation as described above.* Instructor: Donna Ervin

Tuition: \$515 Fee: \$70 Text Required: Code D
ZDNT-010-0106 MW 9/11-11/8 (18 sessions) 5:30 pm- 8:00 pm HH 105
Must meet with Allied Health Director in HH 103 PRIOR to registering.
Call 410-334-6781 to set up an appointment.

DENTAL ASSISTING, continued**Dental Assistant Clinical Practicum****NEW!**

Designed to provide dental assistant students with hands-on experience in a dental clinic working under the supervision of a dentist. Students will have the opportunity to complete a 40-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; and radiation safety. This clinical instruction, together with the "Dental Assistant-Introduction" and "Radiology for Dental Assistants" courses, will prepare students to sit for General Chairside (GC), Radiation Health and Safety (RHS) 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 "Radiology for Dental Assistants" course within the last 6 months who would like to complement their previous classroom training with a clinical experience. *Prerequisites: documentation of a current, negative TB/PPD test or a chest X-ray taken within the last year; Hepatitis vaccine or waiver; flu vaccine if seasonally appropriate; Measles, Mumps, Rubella, and Varicella (MMRV) Vaccine; Tdap (Tetanus, Diphtheria, Pertussis) Vaccine; clean background check and negative drug screen; current American Heart Association Basic Life Support certification. Students must be available for eight to ten consecutive days in order to complete 40 clinical hours in four- or eight-hour increments. Clinical rotation will not be scheduled until all required documentation is submitted. Course fee includes cost for liability insurance, background check and drug screen.*

Tuition: \$317 Fee: \$150
 ZDNT-011-0107 9/11-12/4

Must meet with Allied Health Director PRIOR to registering.
 Call 410-334-6781 to set up an appointment.

Dental Assistant Radiology Recertification

Meets Maryland State Dental Association requirements for renewal of Radiology Certification. Update your skills in radiation and safety. Includes radiation protection for the operator and the client, Radiation Protection Guidelines and infection control in the dental office. Students must attend 100 percent of the course hours. Go to www.danb.org for recertification requirements. *Prerequisite: submit a copy of current certification or one that is no more than three months expired with registration.* Instructor: Donna Ervin

Tuition: \$79 Fee: \$10
 ZDNT-005-0051 MW 9/11-9/20 (4 sessions) 5:30 pm- 8:00 pm HH 105

**Infection Control for Dental Radiology**

Provides dental radiation assistants with an opportunity to maintain their license with the Maryland State Board of Dental Examiners for Radiation Health and Safety. Focus on OSHA requirements on Bloodborne Pathogens, Standard Precautions, as well as the correct protocol regarding dental radiography accessories and the processing of dental radiographs. Go to www.danb.org for more information about Dental Radiation Assistant. Students must attend 100 percent of the course hours. *Prerequisite: submit with registration a copy of Maryland certification to practice as a Dental Radiation Assistant.* Instructor: Donna Ervin

Tuition: \$17 Fee: \$8
 ZDNT-002-0050 W 11/1 (1 session) 6:00 pm- 8:00 pm HH 200

EKG TECHNICIAN**EKG Technician Training—Introduction**

Gain knowledge and skills that will help you prepare for a career as an EKG (electrocardiogram) technician or prepare yourself to be multiskilled if you are already working in another area of health care. Become familiar with the operation of the EKG machine, patient preparation, lead placement, preliminary interpretation, basic cardiac anatomy and cardiac terminology and medications. Also includes taking vital signs. Beneficial in preparing for the Certified Cardiographic Technician exam, which requires a high school diploma or equivalent and one year's experience in the field. *Prerequisites: minimum reading comprehension and arithmetic requirements. Fee includes required drug screen, background check, calipers and supplies.*

Instructor: Andrea Fletcher

Tuition: \$317 Fee: \$164 Text Required: Code D
ZEKG-005-0101 TTh 9/26-10/26 (10 sessions) 9:00 am- 1:00 pm HH 104

EKG Technician Training—Intermediate

Continue to develop or update your knowledge and skills in EKG interpretation. Expand your capabilities as you consider intraventricular conduction defects, cardiac arrhythmias and their mechanisms, ectopic and artificial pacemakers, physiology of the heart, related terminology and myocardial infarctions. Bring your calipers to class. Instructor will provide tracings for interpretation. Uses same text as "EKG Technician Training—Introduction" course. Must take this course within six months of successful completion of "EKG Technician Training—Introduction." Instructor: Andrea Fletcher

Tuition: \$166 Fee: \$21 Text Required: Same as Part I
ZEKG-006-0102 TTh 10/31-11/16 (6 sessions) 9:00 am-12:30 pm HH 104

**EKG Technician Training—Clinical Practicum**

Practice skills of EKG technician, including patient preparation, lead placement, patient instruction and performance of a variety of monitoring tests during clinical rotation. Gain "hands-on" practice with EKGs and Holter monitors. Become familiar with protocols for patient preparation for common tests performed by EKG technicians. Understand relationships between departments and personnel in clinical settings and focus on communication skills. *Prerequisites: documentation by the end of "EKG Technician Training—Intermediate" of a current, negative TB/PPD test or a chest X-ray taken within the last year, Hepatitis vaccine or waiver and flu vaccine. Documentation of current Basic Life Support (BLS) certification will be determined by clinical site. Must take "EKG Technician Training—Clinical Practicum" within six months of successful completion of the "EKG Technician Training—Intermediate" course. Students must be available for five consecutive days (Monday-Friday) for clinical rotation.* Instructor: Andrea Fletcher

Tuition: \$305 Fee: \$21
ZEKG-007-0103 T 11/21 9:00 am-10:00 am HH 104
Mandatory meeting to schedule clinical rotation, which must be completed by 2/22.

EMERGENCY TRAINING



**American
Heart
Association®**

**AUTHORIZED
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CENTER**

The latest science from the American Heart Association (AHA) says that quick action and quality training can increase survival from cardiac arrest, a leading cause of death in the United States. All AHA courses provide you the foundation of knowledge and skills to offer assistance in a safe, timely and effective manner that may save someone's life.

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

Heartsaver First Aid

This course is for anyone with limited or no medical training who has a duty to respond to a first aid emergency because of workplace or regulatory requirements, such as teachers, day care workers and personal fitness trainers. The course is a classroom, video-based, instructor-led course that teaches students critical skills to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat choking, burns, bleeding, sprains, broken bones, shock and other first aid emergencies. Card valid for two years. Students must attend 100 percent of course hours. Students must pass a written exam and skills test in order to qualify for a Heartsaver First Aid Course Completion Card. Instructor for all sessions: Ruth Gaudreau

Tuition: \$32	Fee: \$10	Text Required: Code A	
ZBFA-005-0007	M 9/11 (1 session)	8:00 am-12:00 pm	HH 104
ZBFA-005-0008	M 10/9 (1 session)	8:00 am-12:00 pm	HH 104
ZBFA-005-0009	M 11/6 (1 session)	8:00 am-12:00 pm	HH 104
ZBFA-005-0010	M 12/4 (1 session)	8:00 am-12:00 pm	HH 104

Basic Life Support (BLS)

This instructor-led course reflects the 2015 AHA Guidelines Update and teaches the basic life support skills for application in community health and hospital/facility settings, such as a dentist office, skilled nursing facility and assisted-living facility. The focus is on high-quality CPR, improvement of chest compression fraction and high-performing team dynamics. This new 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. Card valid for two years. PLEASE BE AWARE: The AHA no longer offers a BLS renewal course/agenda. Per the AHA, since mastery of BLS skills is the most important component of BLS training, the course cannot be shortened for a renewal agenda. Instructor for all sessions: Ruth Gaudreau



Tuition: \$40	Fee: \$17	Text Required: Code A	
ZBLS-004-0011	F 9/8 (1 session)	8:00 am- 1:00 pm	HH 104
ZBLS-004-0012	F 10/20 (1 session)	8:00 am- 1:00 pm	HH 104
ZBLS-004-0013	F 11/17 (1 session)	8:00 am- 1:00 pm	HH 104
ZBLS-004-0014	F 12/1 (1 session)	8:00 am- 1:00 pm	HH 104

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

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

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

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

Please wear loose, comfortable clothing. You will be practicing skills that require working on your hands and knees, bending, standing and lifting. Avoid wearing dangling jewelry or jewelry with sharp edges. If you have long hair, we advise you to pull it back. You will also need to pass a written exam and skills test to receive your course completion card.

ed2go ONLINE CLASSES

Top 10 related online courses:

- Explore a Career as an Administrative Medical Assistant
- Explore a Career in Medical Coding
- Explore a Career in Medical Writing
- Explore a Career as a Pharmacy Technician
- Human Anatomy and Physiology I and II
- Medical Math
- Medical Terminology: A Word Association Approach
- Medical Terminology: A Focus on Human Disease
- Nutrition, Chronic Disease and Health Promotion
- Spanish for Medical Professionals I & II

All courses begin 8/16, 9/13, 10/18, 11/8 and 12/13.

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

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Sept. 7 at 4 p.m.

<http://tinyurl.com/fitnessorientation917>
OR

Oct. 4 at noon

<http://tinyurl.com/fitnessorientation1017>

EMERGENCY TRAINING, continued

Basic Life Support (BLS) eLearning Skills Session

This course is designed to assist students in completing the American Heart Association Basic Life Support eLearning course. The purpose is to document the mastery of skills following the successful completion of the online cognitive portion of the training available on the AHA website. The course will include hands-on skills practice and testing with an AHA instructor to help students gain confidence in performing skills and to ensure skills proficiency in Adult/Child 1-Rescuer CPR, Adult 2-Rescuer CPR and AED, and Infant 1- and 2-Rescuer CPR. Students are allowed up to 60 days after the completion of the online part of the course to complete the skills session. Students must show their Certification of Completion for Part 1 at time of registration. Students must attend 100 percent of course hours. Card valid for two years. Students must pass the skills test in order to qualify for a BLS Completion Card. Instructor for both sessions: Ruth Gaudreau

Tuition: \$32	Fee: \$10		
ZBLS-005-0021	S 9/23 (1 session)	8:00 am-12:00 pm	HH 104
ZBLS-005-0022	S 11/4 (1 session)	8:00 am-12:00 pm	HH 104

Heartsaver CPR AED

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

Instructor for all sessions: Ruth Gaudreau

Tuition: \$36	Fee: \$16	Text Required: Code A	
ZCPR-009-0023	M 9/25 (1 session)	8:00 am-12:30 pm	HH 104
ZCPR-009-0024	S 10/21 (1 session)	8:00 am-12:30 pm	HH 104
ZCPR-009-0025	S 12/2 (1 session)	8:00 am-12:30 pm	HH 104

Heartsaver First Aid CPR AED

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

Tuition: \$55	Fee: \$17	Text Required: Code A	
ZFCA-001-0026	W 10/25 (1 session)	8:30 am- 4:00 pm	HH 104
ZFCA-001-0027	TW 12/12-12/13 (2 sessions)	1:00 pm- 4:30 pm	HH 104

FITNESS TRAINING



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

Tuition: \$285	Fee: \$582	Text Required: Code D	
ZFIT-002-0104	Th 10/5-11/16 (12 sessions)	6:30 pm- 9:30 pm	HH 200
Class also meets every S, 11:00 am-2:00 pm at local gym. Must register by 9/28. No class on 11/9 and 11/11.			

MEDICAL CODING & BILLING

Procedural (CPT) Coding

Focus on procedural (CPT) coding in the physician office system in preparation for entry-level employment in a healthcare setting. Cover how to select procedural codes and meet requirements for medical record documentation to substantiate the correct CPT. Learn the basics of using the Medicare HCPCS II to report supplies, equipment and devices provided to patients. Gain skill in assigning the correct modifier requirements for optimal reimbursement for medical services and supplies. Learn how to read medical records to understand the assigned patient's diagnoses and procedures performed during their visit in order to translate the physician's notes into billable medical codes. Bring a medical dictionary to class. *Prerequisite: proof of successful completion of a medical terminology course must be submitted with registration. An exception is made for those who currently hold an active license/certification in the medical field (doctors, nurses, EMTs, CNAs, MAs, etc.); current licensure/certification must be presented at the time of registration.* Instructor: Christine Rommel

Tuition: \$333 Fee: \$10 Text Required: Code F
ZMCB-010-0049 T 9/5-12/5 (14 sessions) 6:00 pm- 9:00 pm HH 105

Diagnostic (ICD-10) Coding

Master the assignment of diagnostic (ICD-10) codes to medical claims. Cover the format, documentation requirements and conventions for accurate coding. Learn to identify the reason for the office visit, code to highest specificity and proper sequencing. Utilize combination coding including V-codes and E-codes. Bring a medical dictionary to class. Participation in this class, along with "Procedural (CPT) Coding for Medical Insurance Billing," will prepare you for an entry-level position as a medical coder in a physician's office. *Prerequisite: proof of successful completion of a medical terminology course must be submitted with registration. An exception is made for those who currently hold an active license/certification in the medical health field (doctors, nurses, EMTs, CNAs, MAs, etc.); current licensure/certification must be presented at the time of registration.* Instructor: Brenda Stevens

Tuition: \$238 Fee: \$10 Text Required: Code F
ZMCB-007-0028 Th 9/14-11/16 (10 sessions) 6:00 pm- 9:00 pm HH 105

MEDICAL OFFICE

Medical Terminology: A Word Association Approach

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

Tuition: \$33 Fee: \$71
ZMOF-002-4012 W 9/13 ONLINE
ZMOF-002-4013 W 10/18 ONLINE
ZMOF-002-4014 W 11/8 ONLINE
ZMOF-002-4015 F 12/13 ONLINE

Instructor Spotlight:**Christine Rommel**

Christine Rommel has worked in the field of medical coding and billing for over 15 years. She has a bachelor's degree in finance from Salisbury University and is a Certified Professional Coder with advanced CPT, ICD-10 and HCPCS skills in psychiatry, internal medicine, physical therapy, podiatry and urgent care. Christine has been teaching at Wor-Wic since 2014.



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Boost your healthcare career with medical terminology

Regardless of whether your goal is to become a dental assistant, phlebotomy technician or medical coder/biller, it is in your best interest to take a course on medical terminology. You will gain a strong foundation in the standardized medical language utilized by healthcare professionals as they care for their patients. We offer courses to assist you in effectively communicating with your colleagues and patients.

MEDICINE AIDE**Medicine Aide Recertification**

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

Tuition: \$63	Fee: \$16		
ZMDA-003-0087	F 9/15 (1 session)	8:00 am- 4:30 pm	HH 105
		Instructor: Denise Dechene	
ZMDA-003-0088	W 10/18 (1 session)	8:00 am- 4:30 pm	HH 104
		Instructor: Hazel Bennett	
ZMDA-003-0089	F 11/17 (1 session)	8:00 am- 4:30 pm	HH 105
		Instructor: Denise Dechene	
ZMDA-003-0090	W 12/13 (1 session)	8:00 am- 4:30 pm	HH 105
		Instructor: Hazel Bennett	

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 nursing skills and gain confidence. Designed to follow the theory portion of the College of Southern Maryland's convenient online course, offered on a regular basis (call 800-933-9177 for further information). Requires 12 hours of orientation, clinical skills training, practice and successful performance on a clinical skills competency examination, followed by a 60-hour clinical rotation. Applicants must complete theory and clinical within one year of start date of theory course. Successful candidates will be eligible to apply for their active Maryland nursing license. Must have nursing liability insurance, AHA Basic Life Support (BLS) certification, inactive Maryland nursing license, and must meet all health and other site-specific requirements. Initial candidates for Board of Nursing license will be required to obtain a criminal history records check prior to issuance of license. *Prerequisite: theory portion of Board of Nursing approved RN/LPN refresher course. Submit a copy of course certificate with registration. All students must have documentation of a negative PPD or chest X-ray in the last year and Hepatitis vaccine or waiver. A flu vaccine is required. Students must attend 100 percent of the course hours.*

Instructor: Norma Schultz

Tuition: \$570	Fee: \$21		
ZNUR-003-0086	ThF 10/26-10/27	8:30 am- 3:30 pm	HH 202
		Must meet with Allied Health Coordinator in HH 103 by 10/25 PRIOR to registering.	
		Call 410-334-6782 to set up appointment. Clinical rotation to be completed by 12/22.	

PHLEBOTOMY TECHNICIAN**Phlebotomy Skills Training—Part I**

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

Tuition: \$475	Fee: \$181	Text Required: Code D	
ZPHL-007-0091	TTh 9/5-10/24 (15 sessions)	9:00 am- 1:00 pm	FOH 309
		Instructor: Margaret Harlin	
ZPHL-007-0092	TTh 9/5-10/24 (15 sessions)	5:30 pm- 9:30 pm	FOH 309
		Instructor: Carla Nock	

PHLEBOTOMY TECHNICIAN, continued**Phlebotomy Skills Training—Part II**

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

Tuition: \$444	Fee: \$46	Text Required: Same as Part I
ZPHL-008-0093	TTh 10/26-12/14 (14 sessions)	9:00 am- 1:00 pm FOH 309
	No class on 11/23.	Instructor: Margaret Harlin
ZPHL-008-0094	TTh 10/26-12/14 (14 sessions)	5:30 pm- 9:30 pm FOH 309
	No class on 11/23.	Instructor: Carla Nock

Phlebotomy Skills Review and ASPT Certification Exam

Become nationally certified as a phlebotomy technician and increase your employment opportunities. Utilize the comprehensive skills and theory review in the first two sessions to prepare for the ASPT certification exam. In order to be eligible for this national certification exam, applicants must submit documented proof of 100 successful venipunctures and five successful skin punctures AND complete "Phlebotomy Skills Training I, II and III"; OR complete "Phlebotomy Skills Training: Part I and II" and work part time for one year or full time for six months as a phlebotomist; OR submit with their application a letter on company letterhead from their healthcare supervisor attesting that procurement of blood specimens is a regular part of their assignments. NOTE: Registrations will be taken on campus in Henson Hall, Room 103 ONLY. Application form for ASPT exam and money order made payable to ASPT must accompany registration. The exam cost is not included in the tuition and fees. Exam is only open to Wor-Wic Phlebotomy students. Instructor: Margaret Harlin

Tuition: \$86	Fee: \$51	
ZPHL-009-0137	MW 11/13-11/15 (3 sessions)	6:00 pm- 8:30 pm FOH 309
	Exam on S 11/18, 9:00 am. Must register by 10/13.	
	Call 410-334-6782 to make an appointment.	

PROFESSIONAL DEVELOPMENT**Ethical Decision-Making: Social Work and the Older Adult**

The burgeoning population of older adults poses significant challenges for the individual, family, community and society. This program is designed for individuals in the helping professions and will explore bio-psycho-social issues facing the aging population, including the impact of dementia and chronic disease. The Social Work Code of Ethics will be applied to working with older adults with limited decision-making capacity and end-of-life issues. Learn about the impact of biological changes on the aging experience for the individual, family and community. Apply ethical principles, guided by the NASW Code of Ethics, in working with an older adult with limited decision-making capacity. Connect an ethical decision-making process to professional social work practice situations specific to the older adult population. This will be an interactive course, incorporating case examples, peer discussion, role-playing and video clips. Students must attend 100 percent of course hours in order to earn three Category I CEUs. Instructor: Elizabeth Parker-O'Brien

Tuition: \$27	Fee: \$13	
ZALH-072-0161	Th 9/7 (1 session)	9:00 am-12:00 pm FOH 103A

Cultural Competence in Healthcare

Culturally competent care by healthcare professionals involves an awareness of the cultural diversity of the communities they serve. Staff must have the ability to engage and educate patients while using approaches that customize service delivery to meet social, cultural and linguistic needs. Learn definitions of key diversity terms. Discuss cultural gestures and the ways they can be interpreted. Explore common health-related beliefs held by local populations of the Lower Eastern Shore. Examine the relationship between culturally competent care and increased patient satisfaction and positive treatment outcomes. Consider approaches for acknowledging patients as individuals and create a plan for becoming a more culturally competent clinician. Students must attend 100 percent of course hours in order to earn three Category I CEUs. Instructor: Dr. George Ojje-Ahamiojje

Tuition: \$27	Fee: \$13	
ZALH-073-0186	Th 9/14 (1 session)	1:00 pm- 4:00 pm FOH 103C

**Social Workers**

Don't forget that all licensed social workers are required to obtain three Category I continuing education credit hours every two years in the content area focusing on ethics and professional conduct. Wor-Wic is a Board Approved Sponsor and regularly offers professional development courses with CEUs.

POOL OPERATORS

Certified Pool Operators Course

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

Tuition: \$119	Fee: \$21	Text Required: Code B	
ZCPO-001-0183	TTh 9/12-9/26 (5 sessions)	6:00 pm- 9:00 pm	FOH 204
ZCPO-001-3011	MW 10/9-10/23 (5 sessions)	6:00 pm- 9:00 pm	ORGC 100

Pool/Spa Operators Recertification Course

Designed to provide pool and spa operators with up-to-date information regarding the safe and healthy operation of public swimming pools necessary for recertification. Includes necessary information for the operation of public whirlpools, spas and hot tubs as stated in COMAR 10.17.01. Students who satisfactorily complete the course and pass the examination will be recertified as a Pool and Spa Operator by the testing county's environmental health department. Must hold current certification by authorizing county health department. Instructor for both sessions: Bonnie Russell

Tuition: \$43	Fee: \$21	Text Required: Code B	
ZCPO-002-0184	TTh 11/7-11/9 (2 sessions)	6:00 pm- 8:30 pm	FOH 200
ZCPO-002-3012	MW 11/13-11/15 (2 sessions)	6:00 pm- 8:30 pm	ORGC 100

CULINARY SKILLS

12 Tips for Healthy Meals on a Budget



Prepare recipes and learn tips on how to prepare healthy meals on a budget. Topics include budget saving strategies, nutritional guidelines, shopping tips, recipes and meal planning guidance. In this "hands-on" course, you'll prepare tasty and nutritious Fried Rice with Chicken and Veggies and dollar stretching Cheesy Pasta and Bean Casserole. Learn to make family favorite Porcupine Meatballs in Tangy Tomato Sauce and serve with Oven Roasted Cauliflower. Enjoy Pork Carnitas with Chunky Guacamole and Baked Apple Galette with Vanilla FroYo for a sweet ending. Instructor: Bonnie Aronson

Tuition: \$108	Fee: \$56		
ZCUL-075-0138	T 9/12-10/3 (4 sessions)	6:00 pm- 9:00 pm	FOH 307

Classic Italian Desserts



Concoct the best of Italian sweets! Learn about various ingredients used in the production of Italian desserts, then create tantalizing results with an emphasis on mixing methods, ingredient function and baking techniques. Prepare tiramisu and fresh fruit zabaglione as well as cannoli and cheese pies using ricotta. Create lesser known desserts like panna cotta and the classic cassata cake. Instructor: John Del Vecchio

Tuition: \$81	Fee: \$43		
ZCUL-065-0108	Th 9/14-9/28 (3 sessions)	6:00 pm- 9:00 pm	FOH 303

Cupcake Bouquets and Towers

Learn the buttercream basics and decorate cupcakes using swirls, stars, rosettes and other easy techniques. Cupcakes offer up endless options for completely unique designs. Create special occasion cupcake bouquets and towers, from whimsical to beautiful. Determine which icings are best suited for various cake batters. Prepare, assemble and decorate cupcakes. Instructor: John Del Vecchio

Tuition: \$54	Fee: \$31		
ZCUL-070-0110	Th 10/26-11/2 (2 sessions)	6:00 pm- 9:00 pm	FOH 303



CULINARY SKILLS, continued

French and Italian Breads

Everyone loves warm crusty bread and rolls. Prepare breads that require just a few simple ingredients. Demonstrate proper techniques for mixing French and Italian dough. Learn the secrets of steam and how it affects the crust. Create French baguettes, petit pan, and a variety of Italian favorites, such as semolina bread and hard rolls. Instructor: John Del Vecchio

Tuition: \$54 Fee: \$31
 ZCUL-067-0109 Th 10/5-10/12 (2 sessions) 6:00 pm- 9:00 pm FOH 303

Soups and Stews Around the World **NEW!**

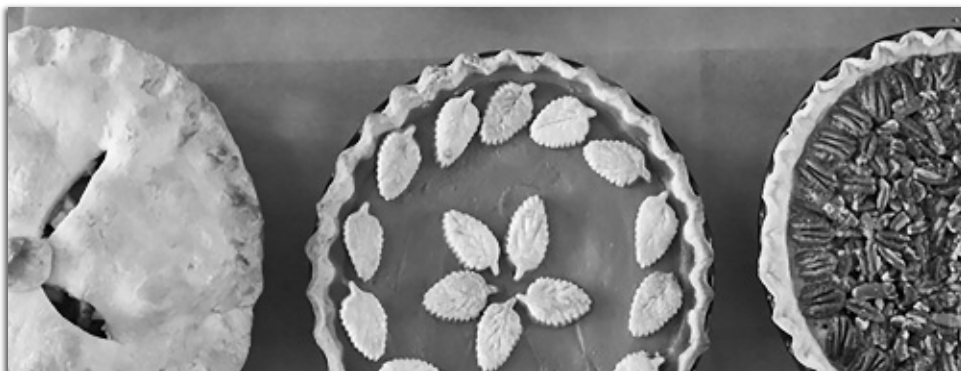
Enjoy an international selection of classics from Marseille-Style Shrimp Stew to New York City's Oyster Pan Roast. Learn new techniques with Mediterranean Toasted Orzo and Chicken Soup. Prepare bold and exciting Spanish Lentil and Chorizo Soup and Mexican Black Bean Chili. Complete your journey with a refreshing chilled Thai Mango, Coconut and Lime Soup. These classic and original soups and stews from cuisines around the world will add excitement to your menu. Instructor: Bonnie Aronson

Tuition: \$108 Fee: \$72
 ZCUL-074-0128 T 10/10-11/7 (4 sessions) 6:00 pm- 9:00 pm FOH 307
 No class on 10/24.

Holiday Pies and Tarts

Create holiday classics including pecan, pumpkin and apple pie. Begin with making simple pie dough and then prepare a variety of fillings including lemon meringue and Shoofly pie. Making pie isn't as hard as you might think! With the techniques you'll learn in this class, you will gain the confidence needed to create stunning pies and tarts. Instructor: John Del Vecchio

Tuition: \$54 Fee: \$31
 ZCUL-053-0111 Th 11/9-11/16 (2 sessions) 6:00 pm- 9:00 pm FOH 303



Holiday Cookies **NEW!**

Create traditional holiday cookie favorites for Christmas and Hanukkah. Learn variations of the simple butter cookie, rugelach, chocolate chip, raspberry jam thumbprints, Russian tea cakes and more. Discuss basic cookie dough mixing procedures and use correct mixing, folding, cutting and assembling techniques. Practice decorating and garnishing cookies to increase visual appeal. With the skills you'll learn in this class, you will gain confidence to create stunning holiday cookies. Instructor: John Del Vecchio

Tuition: \$54 Fee: \$31
 ZCUL-073-0123 Th 11/30-12/7 (2 sessions) 6:00 pm- 9:00 pm FOH 303



FOOD & BEVERAGE

Bartending and Mixology

Designed for those interested in entry-level employment in the restaurant/club management industry. Gain fundamental skills in bartending principles and techniques, including product knowledge, bar organization, safety, selling and service. Stress on beverage basics, cost control, beverage management and creative beverage service and promotion. Note: the third session covers effective techniques in handling problems with abusive and excessive drinking. A certificate will be awarded to those who successfully complete the "CARD 101" session of the course. CARD 101, similar to TAM (Techniques of Alcohol Management) is an approved alcohol awareness program by the Comptroller of Maryland and meets the requirements of the Maryland training law. *Prerequisite: you must be 21 to register for this course.* Instructor: Albert Pacitti
 Tuition: \$216 Fee: \$44



ZFDB-022-0112 MW 9/18-10/11 (8 sessions) 6:00 pm- 9:00 pm FOH 307

CARD 101

Designed to bring alcohol awareness to people in the service industry including bars, taverns, restaurants and other establishments where alcoholic beverages are served. Identify and understand alcohol laws. Describe ways to monitor and regulate your customers' drinking behaviors including techniques on carding customers, preventing alcohol sales to minors, recognizing signs of intoxication and proven intervention strategies when customers are intoxicated. Understand how alcohol affects the body and behaviors, and the dangers of drinking and driving. Practice the proper handling of situations to avoid and prevent intoxication, and prepare an incident report. Instructor: Eric Chaplin

Tuition: \$27 Fee: \$11
 ZFDB-021-0113 W 9/20 (1 session) 6:00 pm- 9:00 pm FOH 307

ServSafe Employee Food Handlers

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



Tuition: \$135 Fee: \$13
 ZFDB-027-0131 MT 11/13-11/14 (2 sessions) 8:30 am- 4:30 pm FOH 203
 Must register by 9/30 to ensure delivery of course materials.

ServSafe Food Protection Manager

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

Tuition: \$135 Fee: \$59
 ZFDB-026-0132 ThF 10/19-10/20 (2 sessions) 8:30 am- 4:30 pm FOH 304
 Must register by 10/5 to ensure delivery of course materials.

AUTOMOTIVE

Maryland State Inspection Training **NEW!**

Designed for technicians working in the automotive industry. Learn how to perform Maryland State inspections of light duty vehicles. Focus on how to perform inspections of a light vehicle using the Maryland State safety standards. Receive class room theory as well as extensive hands on instruction. Use the tools and equipment needed for the inspection process. Designed to provide the knowledge and skills necessary for the technician to take both the written and performance sections of the Maryland State inspection test. Technicians should have a minimum of two years automotive experience and have good reading and comprehension skills.

Required: valid Maryland driver's license, license cannot have been suspended in the last two years.

Instructor: Robert White

Tuition: \$238 Fee: \$60

ZAUT-004-0187 Th 9/14-12/7 (12 sessions) 6:00 pm- 8:30 pm PHS B100
No class on 11/23.

CONSTRUCTION

Basic Construction Techniques I

Discover how to perform the tasks used in finishing construction of residential and commercial buildings. Examine various building materials for characteristics, specification, properties and technology. Focus on methods to install roofing, siding, interior wall coverings, cabinetry, finish trim, window units and other construction finishing topics. Includes "hands-on" practice with a variety of construction equipment. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering.

Tuition: \$324 Fee: \$61 Text Optional: Code E
ZCON-028-0084 Th 9/7-12/7 (14 sessions) 5:30 pm- 8:45 pm PHS B90
Exam on Th 12/14, 5:30 pm-7:30 pm. No class on 11/23.

Print Reading **NEW!**

Are you in the construction industry and have a hard time understanding blueprints? Or are you joining the architecture profession and want to know how to read construction documents and plans? Focus on the major aspects of plan reading, including floor plans, elevations, sections, details, electrical plans, plumbing plans, framing plans and site plans. Understand and recognize the symbols, notations, dimensions and text, as well as recognize the graphical representation of elements such as windows, doors, cabinets, appliances, kitchen and bath fixtures, electrical items and data-com symbols. Determine sizes, dimensions and materials from the drawings. Acquire the confidence to read and fully comprehend a set of architectural plans.

Instructor: Shaun Roth

Tuition: \$86 Fee: \$36
ZCON-034-0190 T 9/12-10/10 (5 sessions) 5:00 pm- 7:00 pm FOH 304

ELECTRICITY

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

Electrical Wiring Technician: Introduction

Prepare for a job as an electrical wiring technician. Gain a working knowledge of electricity and the techniques required for installation of electrical wiring. Provides a basic understanding of Ohm's Law, electrical theory and calculations. Acquire hands on experience in wiring electrical circuits, receptacles, switches, luminaires and conduit installation. Master materials and tools utilized in the electrical industry. Stress on safety and the National Electrical Code, NFPA70« compliance. Instructor: George Landing

Tuition: \$428 Fee: \$51 Text Required: Code F
ZELC-005-0080 TTh 9/12-11/9 (18 sessions) 6:30 pm- 9:30 pm FOH 100



Free Carpentry Training

The construction industry on the Lower Eastern Shore needs skilled workers. Through a partnership with the Eastern Shore Construction Alliance and Quality Staffing Services, Wor Wic Community College is offering a carpentry training course funded by EARN Maryland, a grant from the Maryland Department of Labor, Licensing and Regulation. This carpentry training is designed to provide the entry-level construction worker with the skills necessary to get a job in the construction industry.

Tuition is covered by grant funds.

For more information about the course, go to worwic.edu/continuingeducation or contact Wor-Wic at 410-334-2815 .

There is a selection process for this training. To be considered, contact Quality Staffing Services at 410-742-2600 or visit easternshorejobs.com and apply for "Carpentry Training."

Prepare for a Career at Delmarva Power

Delmarva Power has multiple job opportunities in our area. To prepare you to take Delmarva Power's pre-employment exam, Wor-Wic Community College is offering "Get Into Energy Math and Test Preparation." Focus on basic math concepts and practice problem solving techniques using basic mechanical concepts. Evening and day-time courses will be available. Tuition cost is \$25.

Interested applicants are required to attend one of several information sessions that will be offered at Wor-Wic. Listen to officials from Delmarva Power discuss available positions and possible career paths.

Registration for the information sessions will be accepted on a first come, first served basis. For more information, call 410-334-2815 to start on your path to success!

HVACR

Air Conditioning and Refrigeration—Introduction

This course will prepare you for an entry-level air conditioning position as an apprentice. Use the principles of refrigeration and air conditioning for the repair of residential refrigerators and air conditioners (up to five-ton). Stress on testing and operating equipment, basic electricity, troubleshooting procedures, recharging, soldering, flaring and swaging, refrigeration controls, etc. Includes EPA approved testing for Types I, II, III and IV equipment technicians. Instructor: James Borror

Tuition: \$642 Fee: \$96 Text Required: Code F
 ZHVC-001-0085 TTh 9/12-12/14 (27 sessions) 6:00 pm- 9:00 pm PHS B20
 No class on 11/23.

Maryland Stationary Engineer I Certification Preparation

Review basic boiler construction, boiler care and operation, water chemistry treatment, hydronic heating systems, basic electrical, refrigeration and HVAC systems, fire prevention and safety ASME code requirements. Prepare for the Maryland stationary engineer's certification examination (grades four and five). Instructor: Paul Sichau

Tuition: \$333 Fee: \$21 Text Required: Code E
 ZHVC-009-0185 Th 9/14-12/21 (14 sessions) 6:00 pm- 9:00 pm FOH 304
 No class on 11/23.

MANUFACTURING

Modern Manufacturing Techniques I

Prepare to work in the field of manufacturing technology with this comprehensive review of modern manufacturing techniques and processes. Investigate the use of precision measurement, manufacturing nomenclature and the maintenance of manufacturing equipment. Become familiar with shop safety and drawing, hand tools, saws, file, taps and thread cutting. Explore geometric dimensioning and tolerancing as it relates to manufacturing. Work with sawing operations, drilling machines and engine lathes. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering. *Prerequisite: permission of instructor.* Instructor: Stephen Jenkins



Tuition: \$216 Fee: \$36 Text Required: Code E
 ZMFG-031-0081 T 9/12-12/5 (14 sessions) 5:00 pm- 8:15 pm PHS B40
 Exam on T 12/12, 5:00 pm-7:00 pm.

Quality Controls & Statistic Measurement **NEW!**

Discover the importance of quality controls and the accuracy, precision and reliability of measurement in manufacturing. Work with scaled and vernier instruments, micrometers, gage blocks, digital instruments and statistical software. Apply your skills to comparison, coordinate and amplification measurements, calibration, reference planes and angles and surface measurements. Focus on inspection techniques, codes, standards, ISO and nondestructive and examination methods. Lecture hours are online. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering. Instructor: Sheila Kintz

Tuition: \$324 Fee: \$36 Text Optional: Code F
 ZMFG-037-0120 W 9/6-12/6 (14 sessions) 5:00 pm- 7:00 pm MTC 304
 Exam on W 12/13. No class on 11/22. This hybrid course includes a blend of face-to-face on-campus instruction and required Internet activities.

WASTEWATER TREATMENT

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

Activated Sludge-Evolution to Nitrogen Removal **NEW!**

What do you know about the various activated sludge configurations currently used, available and evolving for activated sludge, BNR and ENR processes? Designed for activated sludge plant operators to provide a more in-depth understanding of the activated sludge process. Reduce effluent quality variability and process energy usage. Focus on wastewater characterization, biological N & P removal, the importance of sludge quality, measuring and controlling sludge quality, WAS flow control, RAS flow optimization, secondary clarifier performance diagnostic testing. Specific focus will be placed on types of aeration diffusers (mechanical, fine bubble and membranes) and blowers (positive, multistage, single stage and high speed). The influence of MCRT and MLSS on efficiency, ease (or difficulty) and cost of aeration will be developed. Helpful operating hints will be provided based on experiences from operating facilities.

Tuition: \$14 Fee: \$135
 ZWWT-057-0046 Th 10/26 (1 session) 8:00 am- 4:00 pm FOH 103C

Ladder Diagram and Troubleshooting **NEW!**

Focus on electrical instrumentation and mechanical symbols and components as well as their basic functions. Discuss electrical quantities in terms of definition, units and measurements and application in ladder diagrams. Review industrial control components and their schematic symbols commonly used in water/wastewater facilities to control pumps and motors. Also focus on logic gates principles used in relay logic and PLC ladder logic including OR gates, AND gates and XOR gates. Discover basic construction and troubleshooting of start/stop circuits for pumps/motors.

Tuition: \$14 Fee: \$115
 ZWWT-058-0047 W 11/8 (1 session) 8:00 am- 4:00 pm FOH 103C

Getting to Know Your Water System **NEW!**

Designed for water treatment operators. Explore the uses of water, water sources and the physical, chemical and biological characteristics of water. Focus on an introduction to the Safe Drinking Water Act and a review of both Primary and Secondary Drinking Water regulations and the responsibilities of Operators. Topics include: groundwater and surface water contamination, basic water treatment (disinfection, pH adjustment, etc.), chlorination technologies and a review of basic math for use by the plant and distribution system operator.

Tuition: \$14 Fee: \$115
 ZWWT-059-0168 T 11/28 (1 session) 8:00 am- 4:00 pm FOH 103A

Wastewater Treatment - Nutrient Removal **NEW!**

Wastewater treatment systems take human and industrial liquid wastes and make them safe enough, from a public health perspective, to return to the aquatic environment. Focus on forms of nitrogen and phosphorus nitrification and denitrification, chemical and biological phosphorus removal, alkalinity adjustment, supplemental carbon sources, process testing, control and permit compliance. Discuss effluent concentration required and the appropriateness of enhanced nutrient removal (ENR) techniques used to remove TN to less than 3.0 mg/l and TP to less than 0.3 mg/l. Discover how to optimize operations for year-round effluent performance for both nitrogen and phosphorus removal. Identify operational issues related to TN and TP removal along with recommended corrections.

Tuition: \$14 Fee: \$115
 ZWWT-060-0169 W 12/6 (1 session) 8:00 am- 4:00 pm FOH 103C



General Unmanned Aircraft Systems Specialist Training

The Unmanned Aircraft Systems (UAS) industry is rapidly expanding. Demand for trained operators with an understanding of Federal Aviation Administration regulations will continue to increase. UAS training is used in military and civilian operations including search and rescue, systems monitoring and safety screening.

The Unmanned Aircraft Systems Specialist course prepares students for entry-level employment in UAS manufacturing, law enforcement and other industries. This program is funded by EARN Maryland, a grant from the Maryland Department of Labor, Licensing and Regulation.

Tuition is free and there is a selection process for this course. For more information, call 410-334-2815.



Free Welding Training

Through a partnership with Arcon Welding Services and Quality Staffing Services, Wor-Wic Community College is offering a welding training program funded by EARN Maryland, a grant from the Maryland Department of Labor, Licensing and Regulation. This course is designed to provide the entry-level welder with the skills necessary to secure employment in the welding industry. Students will progress from basic arc welding to the welder qualification test for structural welders. Includes basic safety for welders and an introduction to hand tools. Develop knowledge to work safely within industry standards and to recognize and avoid hazards.

For information about course content, visit our website at www.worwic.edu or contact Wor-Wic at 410-334-2815.

Tuition costs are covered by grant funds. Students must provide personal protective equipment at an estimated cost of \$250.

There is a selection process for this course. To be considered, contact Quality Staffing Services at 410-742-2600 or visit www.easternshorejobs.com and apply for "Welding Training."

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 available for purchase at the college bookstore.

Tuition: \$285	Fee: \$156	Text Required: Code B	
ZWLD-001-3013	TTh 9/12-10/19 (12 sessions)	6:30 pm- 9:30 pm	WTHS 535
		Instructor: Barry Wien	
ZWLD-001-0083	MW 9/25-11/1 (12 sessions)	6:30 pm- 9:30 pm	PHS B60
		Instructor: David Willey	

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

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

Tuition: \$285	Fee: \$181		
ZWLD-011-0127	TTh 9/12-10/19 (12 sessions)	6:30 pm- 9:30 pm	PHS B60

PERSONAL ENRICHMENT

ART & PAINTING

Stained Glass

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

Tuition: \$143	Fee: \$72		
ZAPA-015-3001	W 10/11-11/15 (6 sessions)	12:00 pm- 3:00 pm	OCSC 001

FINANCIAL PLANNING

Retirement Planning Mistakes for Boomers

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

Tuition: \$52	Fee: \$12		
ZFIN-015-0130	M 9/18-10/2 (3 sessions)	6:00 pm- 8:00 pm	FOH 204



FINANCIAL PLANNING, continued**Medicare Planning, Eldercare and Asset Protection**

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

Tuition: \$52 Fee: \$6
ZFIN-016-0135 Th 10/19-11/2 (3 sessions) 6:00 pm- 8:00 pm FOH 103A

HISTORY**Back in the Day...Original Salisbury Neighborhoods**

Learn about early Salisbury's historic neighborhoods including Newtown, Camden, Lemmon Hill, Georgetown, and the West Side areas California, Jersey and others. Find and describe some of the oldest surviving structures and features of each neighborhood. Explore the origins of these areas of Salisbury, how they survived and how they changed. Part of this class will include a walking tour. Instructor: Linda Duyer

Tuition: \$108 Fee: \$12
ZHIS-045-0144 S 9/16-10/14 (5 sessions) 10:30 am- 1:00 pm WLMB 4

Furnace Town - A 19th Century "Company" Settlement

Nassawango Iron Furnace (Furnace Town) operated between 1828 and 1850 in Worcester County, Maryland and processed bog iron ore dug out of the swamps along the Nassawango Creek. Using historic documents and newspapers, explore the technology, trades and tools that made the operation successful. Discover how the furnace became a major local economic engine, creating a company town filled with hundreds of individuals practicing their crafts and trades. Study furnace operations and how they impacted both the workers and the surrounding communities. Examine the contributions of various families and individuals involved in the operation of the furnace. Instructor: Bill Cecil

Tuition: \$52 Fee: \$12
ZHIS-046-0145 Th 10/19-10/26 (3 sessions) 7:00 pm- 9:00 pm FOH 300
Class also meets S 10/28, 10:00 am-12:00 pm. at Furnace Town.

LANGUAGES**Fundamentals of French I**

Begin the study of the French language. Concentration will be on both written and spoken French with emphasis on the acquisition of basic skills in this popular and important language. Students will have the opportunity for practice in pronunciation and grammar. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering. Instructor: Jennifer Tusing

Tuition: \$324 Fee: \$6 Text Required: Code F
ZLAN-013-0033 TTh 9/7-12/7 (27 sessions) 10:45 am-12:15 pm BH 315
Exam on Th 12/14, 10:00 am-12:00 pm. No class on 11/23.

Community Spanish: Survival Guide for English Speakers

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

Tuition: \$121 Fee: \$47
ZLAN-007-0004 Th 9/21-11/2 (7 sessions) 6:30 pm- 8:30 pm FOH 200
Must register by 9/7 to ensure delivery of course material.

ed2go ONLINE CLASSES**Top 10 related online courses:**

- Beginning Conversational French
- Discover Sign Language
- Grammar for ESL
- Speed Spanish
- Speed Spanish II
- Speed Spanish III
- Spanish for Law Enforcement
- Spanish for Medical Professionals
- Spanish for Medical Professionals II
- Spanish in the Classroom

All courses begin 8/16, 9/13, 10/18, 11/8 and 12/13.

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

Command Spanish®

Wor-Wic Community College is an official registered provider of Command Spanish®.

Occupational Spanish and cross-cultural training is designed for immediate use. Learn Spanish phrases, questions and commands needed for specific purposes.

Command Spanish® topics include:

- Emergency Spanish for Firefighters
- Spanish for Apartment Management
- Spanish for Automobile Sales and Service
- Spanish for Banking
- Spanish for Car Insurance Agents
- Spanish for Construction Sites
- Spanish for Custodial and Maintenance Supervisors
- Spanish for Human Resources
- Spanish for Industry, Manufacturing and Warehousing
- Spanish for Nursing
- Spanish for Office Personnel
- Spanish for Paramedics and EMTs
- Spanish for Physicians
- Spanish for Real Estate Agents
- Spanish for Requesting Personal Information and Data
- Spanish for Respiratory Therapy
- Spanish for Retail Sales
- Spanish for the Workplace

Contact Jill Heathfield at 410-334-2815 or jheathfield@worwic.edu to set up a customized course.

LANGUAGES, continued

Conversational Spanish I

Open the lines of communication with Spanish-speaking clients, customers, co-workers employees, etc., by having a basic understanding of their language. Focus on pronunciation, building a useful and practical vocabulary and speaking in the present tense. Explore how cultural differences between English and Spanish-speaking people can affect your ability to communicate effectively. Instructor: Nohora Rivero

Tuition: \$173 Fee: \$6 Text Required: Code B
 ZLAN-002-0005 MW 10/9-11/8 (10 sessions) 6:30 pm- 8:30 pm FOH 203

Fundamentals of Spanish I

Begin your study of the Spanish language. Concentrate on written and spoken Spanish with emphasis on the acquisition of basic skills in this popular and important language. Provides opportunity for practice in pronunciation, grammar and translation. Recommended for students who have completed "Conversational Spanish I and II" and wish to deepen their knowledge of the language as well as those wishing to brush up on language skills previously learned. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering. Instructor for all sessions: Jennifer Tusing

Tuition: \$324 Fee: \$6 Text Required: Code F
 ZLAN-004-0029 MW 9/6-12/6 (27 sessions) 9:00 am-10:30 am BH 315

Exam on M 12/11, 9:00 am-11:00 am. No class on 11/22.

ZLAN-004-0030 MW 9/6-12/6 (27 sessions) 10:45 am-12:15 pm BH 315

Exam on W 12/13, 10:00 am-12:00 pm. No class on 11/22.

ZLAN-004-0031 TTh 9/7-12/7 (27 sessions) 12:45 pm- 2:15 pm BH 315

Exam on T 12/12, 12:00 pm-2:00 pm. No class on 11/23.

ZLAN-020-0032 Th 9/7-12/7 (15 sessions) 6:30 pm- 8:00 pm BH 315

Exam on Th 12/14, 6:30 pm-8:30 pm. No class on 11/23. This hybrid course includes a blend of face-to-face on-campus instruction and required Internet activities.

LITERATURE

The Roaring 20's in American Literature

Explore short stories and poetry from America's "Jazz Age." Experience the diversity of emerging voices in American literature and the authors who created lasting impressions of an iconic era in American culture. Topics will include Flappers, Speakeasies and All That Jazz; Urban Migration; the Harlem Renaissance; Modernity and its Discontents as well as Ex-Patriots and the Lost Generation. Instructor: Sarah Fielding

Tuition: \$52 Fee: \$11
 ZLIT-009-0035 Th 9/14-10/5 (4 sessions) 6:00 pm- 7:30 pm FOH 103B

Leaves and Literature: Nature in Classic Poetry and Prose

Rainer Maria Rilke once wrote, "It is spring again. The earth is like a child that knows poems by heart." Celebrate these lines by reading and analyzing poetry and prose from various literary genres. Explore literature that emphasizes the role of nature in the human contemplation of life and death, interpersonal relationships and social values. Use literary criticism to analyze a variety of classic authors, including Chaucer, Shakespeare, Hawthorne, Whitman and Sandburg. Analyze classic poetry and prose from Geoffrey Chaucer's "Canterbury Tales" and Ophelia's soliloquy in Shakespeare's "Hamlet." Identify the development of specific nature symbols in literature. Connect natural imagery and symbols such as the rose bush in Nathaniel Hawthorne's "The Scarlet Letter," flora and fauna in Walt Whitman's "Leaves of Grass" and grass in Carl Sandburg's poem "Grass" to classic literary themes. Instructor: Sarah Fielding

Tuition: \$52 Fee: \$11
 ZLIT-010-0036 Th 10/19-11/9 (4 sessions) 6:00 pm- 7:30 pm FOH 204



MUSIC

Beginning Mountain Dulcimer

Learn basic dulcimer skills through hands-on step-by-step exercises. No experience in reading music is required to play a mountain dulcimer! Get to know all the parts of the dulcimer, demonstrate the correct right and left hand positions when playing the dulcimer and then learn how to tune your instrument. Learn the history of the mountain dulcimer, how to strum using a pick and how to read music tablature written for the mountain dulcimer. Solidly master the "basics" and discover the delightful music you can make. By the end of class you will be playing simple melodies and chords! Note: Student fee includes instructional notebook and instrument, which is yours to keep. Instructor: Joanne Ivory

Tuition: \$104 Fee: \$94
 ZMUS-003-0034 Th 9/14-10/19 (6 sessions) 1:00 pm- 3:00 pm FOH 103A
 Must register by 8/24 to ensure delivery of course materials.

PHOTOGRAPHY

Digital Photos—Introduction

If you are in the market for or have recently acquired a digital camera, this course is for you. Identify various types and features of current digital cameras. Explore the advantages and limitations of digital cameras and get tips to help you take better photos. Discuss what hardware and software is available to print, edit, organize and enhance your photos. This class is not held in a computer lab but will prepare you for additional classes in digital photo editing applications. Please bring your digital camera and manual to class. Instructor: James King

Tuition: \$40 Fee: \$6
 ZPHO-001-0064 TTh 12/5 & 12/7 (2 sessions) 9:30 am-12:00 pm FOH 103C

Photography—Basics for the DSLR Photographer

Bring your own interchangeable lens/DSLR camera and manual to class. Gain knowledge of how to produce quality photographs or digital images for newsletters, newspapers, magazines or recording special events. Learn basic photographic principles and techniques using current digital technology beyond "Auto/Program" settings including shutter speed, aperture, flash and lens selection. Examine creative aesthetics of composition, balance and light to make photographs unique and marketable. Practical applications and exercises are included. Review of popular photo editing software included. *Prerequisite: "Digital Photos—Introduction" or familiarity with your camera.* Instructor: James King

Tuition: \$158 Fee: \$6
 ZPHO-004-0062 TTh 10/3-10/24 (8 sessions) 6:30 pm- 9:00 pm FOH 103C
 Class also meets on S 10/14, 9:30 am-12:00 pm; field location to be announced.

Advanced Photography for the DSLR Photographer (An assignments course)

Must have an interchangeable lens/digital SLR camera, media cards and access to a computer and the Internet to upload photos taken between classes. A tripod is recommended for some assignments. Build on the skills you learned from the "Photography—Basics for the DSLR Photographer" course and take your photography to the next level. This advanced photography course uses a "hands-on" practical approach. Through lectures, critiques and assignments, you will review and learn new photographic techniques to maximize your camera functions and take better pictures in various conditions. Receive lectures on advanced techniques and then apply them during class. Complete each assignment between classes and upload your results or images online. Receive constructive critiques from the instructor and your peers, then review and discuss your submissions at the next class. Assignments include using your flash in bright sunlight, photography during the "golden hour," photographing water, shooting macros/close-ups and more. *Prerequisite: completion of "Photography—Basics for the DSLR Photographer" or equivalent experience.*

Instructor: James King
 Tuition: \$99 Fee: \$6
 ZPHO-005-0063 Th 10/26-11/30 (5 sessions) 6:30 pm- 9:00 pm FOH 103C
 No class on 11/23.



Top 10 related online courses:

- Adobe Photoshop
- Discover Digital Photography
- Intermediate Photoshop
- Introduction to Adobe InDesign (Version CC)
- Introduction to Digital Scrapbooking
- Mastering Your Digital SLR Camera
- Photographing Nature with Your Digital Camera
- Photographing People with Your Digital Camera
- Secrets of Better Photography
- Travel Photography for the Digital Photographer

All courses begin 8/16, 9/13, 10/18, 11/8 and 12/13.

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

SCIENCE

Quest for the "Theory of Everything"**NEW!**

For millennia, scientists have sought explanations for the world we live in. The Greeks imagined a world of several levels, including the changing corruptible Earth surrounded by the eternal celestial realm. This "disjointed" reality began to unite in the modern world as Sir Isaac Newton tied together the earthly and heavenly under his laws of motion and gravitation. Later thinkers such as James Clerk Maxwell showed that electricity and magnetism - long thought to be separate - could be forged into one set of consistent and universal laws. In today's world, physicists' understanding of the microscopic particle universe has reached a pinnacle with the finding of the "Higgs boson" in 2012. The large scale universe, including the motion and interaction of galaxies, is known to obey Einstein's theory of general relativity. Students will understand how the two approaches might someday be combined into a "theory of everything" offering a unified view of it all.

Instructor: Douglas Hemmick

Tuition: \$78

Fee: \$11

ZSCI-007-0048

T 10/17-11/21 (6 sessions)

1:00 pm- 2:30 pm

FOH 200

TRAVEL

Explore Rome & the Amalfi Coast

**April 19-28, 2018**

10 days • 13 meals

Highlights: Guided tours of Rome, Colosseum, Montecassino, Amalfi Coast, Sorrento, Buffalo Milk Mozzarella Factory, Paestum, Pompeii, Naples, a winery and the National Archaeological Museum.

Single: \$5,049 per person

Double: \$4,449 per person

Triple: \$4,399 per person



Included in the price: Round trip air travel from Baltimore Washington International Airport, taxes, fees and surcharges, hotel shuttles, guided tours and in-country transportation.

Register for a free information session on Sept. 20, 6 p.m., FOH, Room 103A

Contact Jill Heathfield at jheathfield@worwic.edu or 410-334-2815 for more information.

Want to travel to another destination? Visit www.gocollette.com and use ID# 65607-567

WRITING

Writing Flash Fiction**NEW!**

Years ago, Hemingway wrote a six-word story: "For sale: baby shoes, never worn." Discover the genre of flash fiction, a short form of storytelling that condenses wordy and overwritten sentences into fewer words containing powerful and intensely meaningful content. Flash fiction can consist of less than 100 words, has been around for years and is an increasingly prevalent genre gaining in popularity because of the ever-shortening attention spans of readers. Read and discuss flash fiction writers and their works, streamline your thoughts, choose exact words, build vocabulary and craft your personal flash fiction style. Instructor: Susan Canfora

Tuition: \$117

Fee: \$6

ZWRI-020-0134

W 10/4-11/8 (6 sessions)

5:00 pm- 7:15 pm

FOH 204

SALES PRE-LICENSURE

Real Estate Principles and Practices

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

Tuition: \$523	Fee: \$6	Text Required: Code D
ZRES-001-0177	MW 9/11-11/27 (22 sessions)	6:30 pm- 9:30 pm FOH 211
	No class on 11/22.	

SALES CONTINUING EDUCATION

The following courses are approved by the Real Estate Commission of Maryland and may be applied toward meeting your continuing education requirements for license renewal. They are designed for individuals who hold a Maryland real estate license and are engaged in residential services. The courses, however, are open to all Maryland real estate licensees. For more information visit www.dlrr.state.md.us, email mrec@dlrr.state.md.us or call 410-230-6230. A photo ID is required for attendance at any of the sessions.

MREC Required Supervision Course

Examine the definition of broker supervision and how it applies to conducting business within the confines of the laws and agency relationships. Define the contractual agreements between a real estate broker and the sales associates. Recommend improvements in the areas of delegation, communication, responsibilities and the referral process. Course required for brokers, branch office managers and team leaders. Approved by the Real Estate Commission of Maryland—3 hours; meets the State mandated "Supervision" requirement.

Approval #103-0618. Instructor: Walter Taraila

Tuition: \$41	Fee: \$6	
ZREE-001-3010	Th 11/9 (1 session)	9:00 am-12:00 pm ORGC 100

Ethics in Real Estate

Increase your ability to deal with the ethical dilemmas that are often presented when faced with everyday business decisions. Apply the industry's Code of Ethics to common situations where an ethical choice is required. Learn how to recognize when a situation becomes unethical and how to make decisions about real estate issues such as commission entitlement, procurity cause, disclosure, seller/buyer representation and the importance of the customer vs. the profit. Also covers illegal flipping and predatory lending. Approved by the Real Estate Commission of Maryland—3 hours; meets the State mandated "Ethics" requirement.

Approval #106-0618.

Tuition: \$41	Fee: \$6	
ZREE-002-0175	W 9/20 (1 session)	6:00 pm- 9:00 pm FOH 204
		Instructor: James Robinson
ZREE-002-3008	Th 10/5 (1 session)	1:00 pm- 4:00 pm ORGC 100
		Instructor: Walter Taraila

Fair Housing for Real Estate Professionals

Survey federal and Maryland Fair Housing laws and gain greater familiarity with their impact on you as a real estate professional. Under federal law, cover prohibited practices, HUD advertising guidelines, the Americans with Disabilities Act, the Equal Credit Opportunity Act, definitions and exemptions. Examine Maryland statutes regarding the real estate industry, real estate brokers, financing discrimination and more. Also review new zoning and land use issues, fair housing and ethics, history and enforcement mechanisms. Approved by the Real Estate Commission of Maryland—1.5 hours; meets the State mandated "Fair Housing" requirement.

Approval #108-0618.

Tuition: \$23	Fee: \$6	
ZREE-003-0141	W 10/11 (1 session)	6:00 pm- 7:30 pm FOH 103A
		Instructor: James Robinson
ZREE-003-3009	T 10/31 (1 session)	9:00 am-10:30 am ORGC 100
		Instructor: Walter Taraila

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



SALES CONTINUING EDUCATION, continued

MREC Agency—Residential

Agency relationships are one of the key areas of real estate law. Real estate agents who practice in residential, commercial, investment, financing and property management need to be aware of the current Maryland state laws relating to agency issues. Covers how to use adequate controls and guidance in order to conduct business within the confines of the laws and agency relationships. Approved by the Real Estate Commission of Maryland—3 hours; meets the State mandated "Agency" requirement. Approval #101-0618.

Tuition: \$41	Fee: \$6		
ZREE-004-0142	Th 11/2 (1 session)	9:00 am-12:00 pm	FOH 103A
		Instructor: Walter Taraila	
ZREE-004-0143	T 11/14 (1 session)	6:00 pm- 9:00 pm	FOH 200
		Instructor: James Robinson	

APPRAISAL PRE-LICENSURE

In accordance with the regulations of the Maryland Real Estate Appraisers Commission, Wor-Wic Community College offers the mandated 150 hours of training and the "Supervisory Appraiser and Trainee Appraiser Mandatory Course" designed to help you meet the education requirements for Licensed Real Estate Appraiser in Maryland. For more information, visit www.dllr.state.md.us, email appraiser@dllr.state.md.us or call 410-230-6165.

Appraisal Principles and Procedures

First in the series of pre-licensure courses designed for those interested in becoming licensed real estate appraisers in Maryland. Topics to be covered include real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and analysis, the valuation process, property description and an overview of the approaches to value. Must purchase texts, "Appraising Residential Properties, fourth edition - PDF" (approximate cost \$36) and "Study Guide to Appraising Residential Properties - PDF" (approximate cost \$24), at least two weeks prior to first session. Order online at www.appraisalinstitute.org and click on Online Store. Instructor: Leslie Pruitt

Tuition: \$523	Fee: \$6		
ZAPR-008-0179	TTh 9/12-11/28 (22 sessions)	6:30 pm- 9:30 pm	FOH 211
	No class on 11/23.		

Real Estate Appraisal: Standards and Ethics (15-Hour National USPAP Course)

Second in the series of pre-licensure courses designed for those interested in becoming licensed real estate appraisers in Maryland. Develop competencies in the requirements for ethical behavior and competent performance contained in the Uniform Standards of Professional Appraisal Practice (USPAP). Identify state licensing and certification requirements, examination contents, federal and state laws and agencies, and appraisal organizations. Must purchase texts, "2016-2017 15-Hour National USPAP Course Student Manual" (approximate cost \$40) and "2016-17 Uniform Standards of Professional Appraisal Practice" (approximate cost \$75), at least two weeks prior to first session. Order online at www.appraisalfoundation.org and click on Store. *Prerequisite: successful completion of "Appraisal Principles and Procedures" course.* Instructor: Leslie Pruitt

Tuition: \$135	Fee: \$6		
ZAPR-017-0180	FS 11/3-11/4 (2 sessions)	8:30 am- 5:00 pm	FOH 211

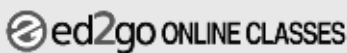
Supervisory Appraiser and Trainee Appraiser Mandatory Course

Designed for new or existing real estate appraisers. Cover the qualifications for becoming and remaining a licensed real estate appraiser in Maryland. Review the expectations and responsibilities of being a supervisory appraiser and maintaining all appropriate trainee appraiser experience logs. Includes a basic overview of the Uniform Standards of Professional Appraisal Practice (USPAP). Instructor: Leslie Pruitt

Tuition: \$32	Fee: \$6		
ZAPR-021-0181	T 12/5 (1 session)	5:30 pm- 9:30 pm	FOH 204

Appraisal pre-licensure requirement

Effective Jan. 1, 2015, both supervisory appraisers and trainee appraisers are required to complete "Supervisory Appraiser and Trainee Appraiser Mandatory Course." The course must be completed by the trainee prior to obtaining a trainee appraiser credential and completed by a supervisory appraiser prior to supervising a trainee appraiser. This course satisfies four hours of continuing education credits for eligible supervisory appraisers. If you have questions, go to www.dllr.state.md.us or email appraiser@dllr.state.md.us or call 410-230-6165.



Related online courses:

- Keys to Successful Money Management
- Professional Sales Skills
- Real Estate Investing
- Real Estate Law
- Stocks, Bonds and Investing Options

All courses begin 8/16, 9/13, 10/18, 11/8 and 12/13.

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

REAL ESTATE

APPRAISAL CONTINUING EDUCATION

Seven-Hour National USPAP Update Course 2016-2017

Focus on recent changes to Uniform Standards of Professional Appraisal Practice (USPAP) requirements for ethical behavior and competent performance by appraisers in this update course. Also cover clarification of some commonly misunderstood aspects of USPAP. Intended to fulfill the seven-hour continuing education requirement as established by the Appraisal Qualifications Board (AQB) of The Appraisal Foundation. Designed to aid appraisers in all areas of appraisal practice seeking updated competency in USPAP, including those subject to state licensing or certification as well as continuing education requirements of professional organizations, client groups or employers. Must purchase texts, "2016-2017 7-Hour National USPAP Update Course Student Manual" (approximate cost \$25) and "2016-2017 USPAP" (approximate cost \$75), at least two weeks prior to first session. Order online at www.appraisalfoundation.org and click on Store. Instructor: Leslie Pruitt

Tuition: \$97 Fee: \$6
 ZAPE-003-0178 F 10/6 (1 session) 8:30 am- 4:30 pm FOH 103A

INVESTING

Introduction to Real Estate Investing

Review the essentials of investing in real estate including how to find and analyze good deals, where to go (and not to go) for financing and how to negotiate. Recognize the ins and outs of lease options, foreclosures, quick flips, rehabs, mobile homes and more. Course includes specially designed worksheets and "hands-on" activities to take the guesswork out of your investing efforts. Apply principles used by full-time professional real estate investors and develop a plan for your own investing efforts based on your personality and investing objectives. Instructor: Bret Davis

Tuition: \$95 Fee: \$6
 ZREL-003-0176 TTh 9/12-9/21 (4 sessions) 6:00 pm- 9:00 pm FOH 203

SENIORS ONLY

Getting Started with Computers for Seniors: Part I (Version Windows 10; Office 2016)

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

Tuition: \$0 Fee: \$16 Text Optional: Code B
 ZCSR-011-9001 W 9/13-10/11 (5 sessions) 9:00 am-11:30 am ORGC 100
 Instructor: Perry Angelonga
 ZCSR-011-9002 TTh 10/3-10/17 (5 sessions) 1:00 pm- 3:30 pm FOH 306
 Instructor: Dianne Day

Getting Started with Computers for Seniors: Part II (Version Windows 10; Office 2016)

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

Tuition: \$0 Fee: \$16 Text Required: Code B
 ZCSR-012-9003 W 10/18-11/15 (5 sessions) 9:00 am-11:30 am ORGC 100
 Instructor: Perry Angelonga
 ZCSR-012-9004 TTh 10/24-11/7 (5 sessions) 1:00 pm- 3:30 pm FOH 306
 Instructor: Dianne Day

FREE

Find the right computer courses for you.

Sign up today for our free
Computer Information Session

Thurs., Aug. 31, 3:30-5:30 p.m.

Wor-Wic Community College
Fulton-Owen Hall
Room 103 A & B

Learn about all of our computer courses and find out which ones are right for you. Also find out how to get started earning one of our seven Continuing Education certificates. Ask questions about any course and register for classes on the spot.

Call 410-334-2815 to reserve a space!

Light refreshments will be served.

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

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

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

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

SENIORS ONLY

Microsoft Excel for Seniors (Version 2016)

Cover the major features of this popular spreadsheet software. Learn the basics on how to enter, format, calculate and manage data to create charts and maintain data lists. Become familiar with the ribbon, taskbars and Jump List and learn how to navigate within the Excel environment. Create, edit, save and retrieve worksheets. Learn how to write basic formulas and functions. Uses same text as "Getting Started with Computers for Seniors: Part II." *Prerequisite: Windows and keyboard experience. Introductory level Microsoft Word experience helpful.*

Tuition: \$0

Fee: \$16

Text Required: Code B

ZCSR-005-9005

W 10/11-11/8 (5 sessions)

1:00 pm- 3:30 pm

ORGC 100

SUMMER SCHOLARS

More than 400
gifted and talented third
through ninth graders had a
blast in Wor-Wic's 2017
summer enrichment
courses!

Summer Scholars

Courses for gifted & talented students
entering grades 3 through 9

What our students have to say:

"Summer Scholars is an amazing experience with a perfect blend of creativity, education and fun!"

"Great work, dudes! This was my best year ever!"

"I want to do this next year because I made a lot of friends, and the courses were amazing! When I grow up I want to attend this college and take classes like this!"

"I loved everything about my class and teacher. I will definitely be returning next year!"

"Wor-Wic was awesome! I had a lot of fun and I would recommend Pet Vet to anyone who loves animals!"



Our 2018 program brochure will be available in the spring. For more information, or to be placed on our mailing list, email summerscholars@worwic.edu or call 410-334-2815.

Give a Gift a Kid Will Love!

Consider the gift of enrichment at Wor-Wic Community College's gifted and talented Summer Scholars program. Open to eligible students entering grades three through nine in the fall of 2018.

TRANSPORTATION

For commercial truck and bus driver training, go to worwic.edu/academics/continuingeducation.aspx or call 410-334-2815 for a free student information packet that includes course schedule, requirements, prerequisites for entry and a preregistration form.

The preregistration form must be returned to our office along with a current copy of your driving record for the past three years (can be obtained from the Motor Vehicle Administration) no later than 2 weeks prior to the start of class. If you qualify for admission, you will be notified by mail. All courses require students to pass a Department of Transportation (DOT) physical exam and drug screen. Students must also obtain the appropriate Learner's Permit. All charges for the DOT physical, drug screening, textbooks and MVA fees are the responsibility of the student. For questions about this training, call 410-334-2815.

You must attend the mandatory information session before registering for a course.

The next session will be held on Monday, 10/2 at 11 a.m. in Fulton-Owen Hall.

Please check in at the reception desk for room location.

Course schedules, room assignments and holiday information are distributed at orientation.

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

COMMERCIAL BUS DRIVER TRAINING: SCHOOL AND PASSENGER BUS



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

Course includes experience driving a Class B dump truck with manual transmission.

COMMERCIAL TRUCK DRIVER TRAINING

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

CLASS A: Gross vehicle weight rating (GVWR) of 26,001 or more and the ability to tow more than 10,000 pounds. Holding this license permits you to operate the mammoth 18-wheelers and any other vehicle on the road, because it lets you also operate vehicles in the lower classes.

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

- Commercial Truck Driver Training: Class A (320 hours)
- Commercial Truck Driver Training: Class B (220 hours)
- Commercial Truck Driver Training: Class B to Class A (80 hours)
- CDL Refresher Training (Class A and B)



DRIVER EDUCATION

This course satisfies the 30 hours classroom instruction and six hours behind the wheel instruction necessary for a Maryland Motor Vehicle Administration (MVA) approved Driver's 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 instructional permit.

Students must have a valid Maryland learner's permit before starting class. Students under 18 years old at the time of registration must have an adult attend the first class session as part of the course orientation process.

Driver education training at Wor-Wic has been made possible, in part, by a donation from the Pohanka Automotive Group of Salisbury. Tuition assistance is offered to those who qualify.

Call 410-334-2815 or go to worwic.edu/academics/continuingeducation/drivereducation.aspx for a free student information packet that includes course requirements, tuition assistance information and a registration form.

Driver education training dates and times for the 2017 fall term are as follows:

M-F 9/18-9/29	5:30 pm-8:45 pm
M-F 10/2-10/13	5:30 pm-8:45 pm
M-F 10/23-11/3	5:30 pm-8:45 pm
M-F 11/6-11/17	5:30 pm-8:45 pm
M-F 12/4-12/15	5:30 pm-8:45 pm

MOTORCYCLE SAFETY TRAINING

Wor-Wic Community College 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 BRC and ABRC courses, 250 cc motorcycles are provided. Driver's license or state ID is REQUIRED on the first night of class. You must be a minimum of 16 years and 6 months of age (must be eligible to apply for a driver's license). If you are under the age of 18, you must have a parent/guardian sign a consent/release form before you are allowed to ride.*

Motorcycle Safety: Basic Rider Course (BRC)

This course is required by the Maryland Motor Vehicle Administration for people under 18 and replaces the written and driving range exams for people over 18 applying for a Class M license. This course is a partnership among the Maryland MVA, Motorcycle Safety Foundation and the auto insurance industry. It is endorsed by the Maryland Legislature. Topics include traffic law, risk awareness, acceptance and management and riding skills and strategies. **All classes will meet on Friday, 6:00 pm-9:00 pm, Saturday, 8:00 am-5:00 pm and Sunday 8:00 am-3:00 pm in JC 101.**

Tuition: \$232	Fee: \$88
ZMOT-003-0152	9/8-9/10 (3 sessions)
ZMOT-003-0153	9/22-9/24 (3 sessions)
ZMOT-003-0154	9/29-10/1 (3 sessions)
ZMOT-003-0155	10/6-10/8 (3 sessions)
ZMOT-003-0156	10/20-10/22 (3 sessions)
ZMOT-003-0157	10/27-10/29 (3 sessions)
ZMOT-003-0158	11/3-11/5 (3 sessions)

Motorcycle Safety: Alternate Basic Rider Course (ABRC)

Designed for individuals who have some riding experience, this seven-hour course provides another way to earn a Class M license without having to take the full 17-hour basic course. All learning activities are conducted on the riding range located at Wor-Wic Community College.

Tuition: \$119	Fee: \$88
ZMOT-001-0159	S 9/23 (1 session) 11:30 am- 6:30 pm JC 101
ZMOT-001-0160	S 10/14 (1 session) 7:30 am- 2:30 pm JC 101





Take your first step toward a rewarding career as a Veterinary Assistant. Register for our online Veterinary Assistant Training course and then, upon completion of Module 20 or higher, sign up for a 50-hour clinical practicum in a local veterinary practice. Start anytime!

Veterinary Assistant Training ONLINE!

Learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation and taking radiographs. Prerequisites: Students must meet minimum diagnostic reading comprehension and arithmetic scores. Free testing is available in our testing center. For more information, including costs, hours and requirements, go to <http://careertraining.ed2go.com/worwic> or contact us at 410-334-2815.



Students must meet with the Director of Allied Health prior to registration to review specific site requirements, which may include medical documentation (tetanus shot, proof of health insurance), background check and drug screen. Call 410-334-6781 to set up an appointment.

Veterinary Assistant Clinical Practicum



Students may register for this 50-hour clinical practicum in a local veterinary practice upon completion of Module 20 or higher of the online "Veterinary Assistant Training" course. Learn about office front desk procedures. Develop effective communication skills with clients and colleagues. Examine the roles and responsibilities of each member of the veterinary team and the part they each play in delivering high quality care. Acquire skills in labeling and packaging dispensed drugs correctly. Review the legal issues involving all medications used in the clinical setting. Participate in examination room procedures, including restraining patients, taking vital signs, performing exam room grooming and applying eye and ear medications. Utilize patient and staff safety measures and assist in performing surgical preparations. Assist in laboratory procedures and recordkeeping. Gain experience in assisting in the completion of diagnostic radiographs and ultrasound. *Prerequisites: students must show module report and/or certificate of completion of ed2go online training program. Students will have two months to complete clinical hours upon registration.*

Tuition: \$396

Fee: \$150

ZVET-013-0140

NOTE: Students must meet with the Director of Allied Health prior to registration to review specific site requirements, which may include medical documentation (tetanus shot, proof of health insurance), background check and drug screen.

Please call 410-334-6781 to set an appointment.

NOTE: Wor-Wic has submitted this training curriculum to the National Association of Veterinary Technicians in America (NAVTA) for approval. Once approved, students who successfully complete both the online and clinical components will be eligible to take a national certification exam to become an Approved Veterinary Assistant (AVA). NAVTA-approved veterinary assistant examinations will be issued in partnership with VetMed Team. There is a \$100 fee per student to take the exam. For more information and updates, call 410-334-6780.



POLICIES & PROCEDURES

Residents of Wicomico, Worcester and Somerset counties pay the tuition shown after each course description. Residents of other Maryland counties pay the tuition plus \$10 and residents of other states pay the tuition plus \$15. Additional fees are also indicated for certain courses; they cover various costs such as materials, lab fees, insurance, etc. Tuition and fees must be paid at the time of registration. The college reserves the right to cancel courses, make changes in any course due to unforeseen circumstances and change tuition rates without prior notice. The college is not responsible for typographical errors.

Payment Plans and Tuition Waivers

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

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

Out-of-state (non-Maryland) senior residents

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

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

Employer Billed Tuition and Fees

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

Course Confirmation

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

How To Buy Your Books

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

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

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

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

It is the policy of Wor-Wic Community College not to discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information, gender identity, disability or any other characteristic protected by law in the admission and treatment of students, access to educational programs and activities, and terms and conditions of employment. Questions and complaints should be submitted to Wor-Wic's Title IX coordinators and discrimination investigators. Complaints against students should be directed to Dr. Deirdra G. Johnson, senior director of student development, BH 110, djohnson@worwic.edu or 410-334-2902. Complaints against employees should be directed to Karen Berkheimer, director of human resources, BH 107, kberkheimer@worwic.edu or 410-334-2915. Complaints can be mailed to the attention of these individuals at Wor-Wic Community College, 32000 Campus Dr., Salisbury, MD 21804.

POLICIES & PROCEDURES

Class Cancellations

For inclement weather closings and security announcements, Wor-Wic uses e2Campus, a Web-based universal notification system, to send alerts to individuals who sign up for this free service. Anyone who creates an e2Campus account can register to receive announcements via text message, email and/or phone call. Interested students can go to www.worwic.edu/e2campus to sign up. Cancellation/delay announcements also appear on Wor-Wic's website, and they are called in to WBOC and WMDT. Announcements are usually made by 6 a.m. for day classes and by 5 p.m. for night classes.

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

Email Privacy Policy

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

Release of Student Information

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

Safety & Security

The college strives to provide students and employees with a learning and working environment that is safe and secure, free from substance abuse, sex offenses and other crimes. Policies and procedures are developed to meet this goal and to comply with federal, state and local laws that govern the conduct of students and employees at college facilities or at college-sponsored events. An annual security report is available to all current and prospective students and employees on the college's website at www.worwic.edu/AnnSecRpt.pdf or a copy can be obtained by contacting the public safety office at 410-334-2937. This report contains policies and procedures regarding campus security, alcohol and drug use, safety and crime prevention tips, crime reporting procedures and crime statistics.

Services for Disabled Students

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

Smoking & Tobacco Use Policy

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

Student-To-Student Scholarship Contribution

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

Refund/Withdrawal Policy

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

POLICIES & PROCEDURES

Other Continuing Education Policies & Procedures

Documents of recognition for attendance and participation are awarded for selected non-credit courses. Specific requirements for the successful completion of each course are announced at the first class session. Tests are not given in most courses. However, certain licensure and certification courses may require testing, evaluation of skills and the completion of assignments. It is the student's responsibility to clarify the requirements.

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

The college will be closed Sept. 4, Nov. 22-26 and Dec. 23 through Jan. 3. Other exceptions are indicated in the course listings.

FOUR EASY WAYS TO REGISTER



1. Online

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

Online registration is not available for:

- Courses requiring documentation, testing or additional information (this includes many health care courses);
- Adult Basic Education/GED/ESL;
- Commercial Bus and Truck Driver Training;
- Developmental English/ESL;
- Driver Education; and
- Online courses at www.worwic.edu/ceonline. (Follow instructions to enroll online and submit registration form by mail, walk-in or fax.)



2. Mail

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



3. Walk-in

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

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



4. Fax

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

CAMPUS MAP AND SCHEDULE CODES

TEXT CODES

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

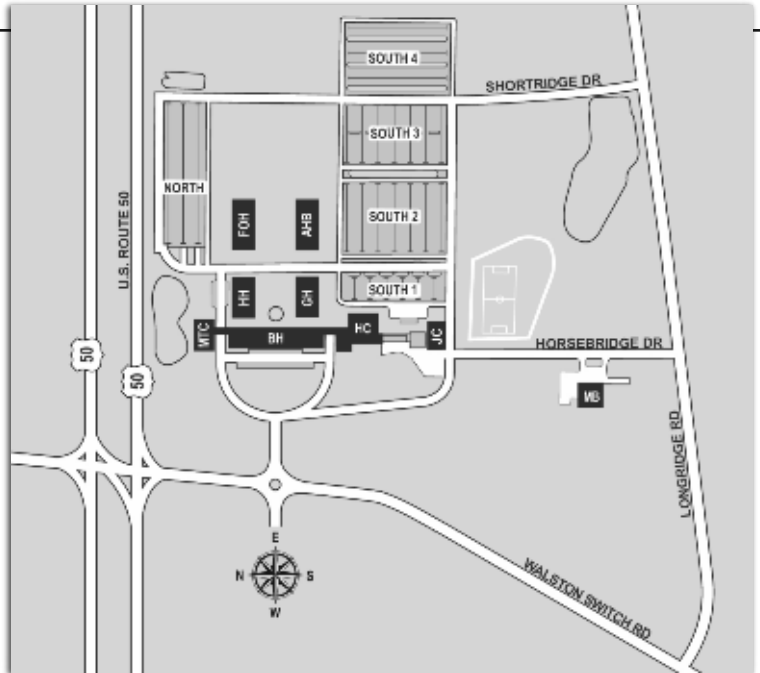
- Code A: Up to \$25
- Code B: \$26-\$50
- Code C: \$51-\$75
- Code D: \$76-\$99
- Code E: \$100-\$150
- Code F: \$151 and over

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

DAY CODES

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

CAMPUS MAP



LOCATION CODES

On Campus

The college campus is located on the southeast corner of Route 50 and Walston Switch Road in Salisbury. This map provides a general guide to the location of buildings on campus.

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

Off Campus

WICOMICO COUNTY (SALISBURY)

- GRNC Genesis Rehab and Nursing Center
200 Civic Avenue
- MAC Maintaining Active Citizens, Inc.
909 Progress Circle
- OSJM One-Stop Job Market/American Job
Center Computer Training Lab,
31901 Tri-County Way (Off Walston
Switch Road on north side of Route 50.)
- PHS Parkside High School
1015 Beaglin Park Drive
- PRDU Arthur W. Perdue Stadium
Route 50 and Hobbs Road
- WPL Wicomico Public Library
122 S. Division Street

Off Campus

WORCESTER COUNTY (OCEAN CITY)

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

WORCESTER COUNTY (BERLIN)

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

WORCESTER COUNTY (NEWARK)

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



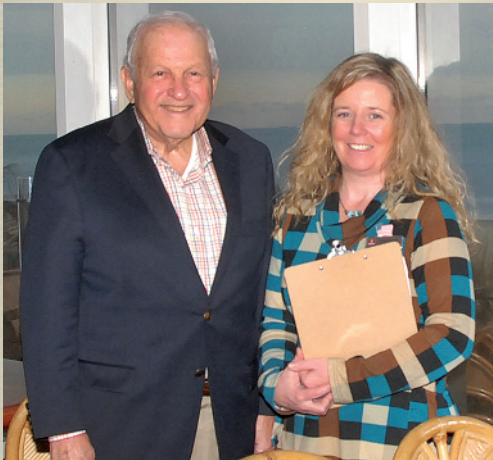
Fulton-Owen Hall

Are you a business or organization that needs to “upskill” your workforce? We can help!

Send your employees to any course in this schedule OR let us design and deliver training that is customized just for you—either at your worksite or on the Wor-Wic campus!

Contact any of our program directors to discuss your unique needs.

Another satisfied contract training client



From left, Dr. Leonard Berger, CEO and owner of the Clarion Resort Fontainebleau Hotel, with Linda Watson, human resources director.

Wor-Wic delivered a customer service “boot camp” to the employees of the Clarion Resort Fontainebleau Hotel in Ocean City. Topics included assessing customer needs, managing social media in the workplace and effectively handling customer complaints.

“The employees loved it... I couldn’t believe how enthusiastic they were in class,” noted Linda Watson, human resources director. By the time the first 24 employees were halfway through the course, Watson said, she was already seeing improvements. “I could hear a difference in the way the front desk staff were talking to guests. They were so cheerful and pleasant.”

This training was supported by an EARN grant from the Maryland Department of Labor, Licensing and Regulation.

Check out these training grants from the State of Maryland



Provides a dollar-for-dollar match for incumbent worker training. Administered by the Maryland Department of Labor, Licensing and Regulation, in partnership with the Maryland Department of Commerce. For more information, visit dllr.maryland.gov/employment/mbw.shtml.

PARTNERSHIP FOR WORKFORCE QUALITY

Provides matching grants of up to 50 percent of direct training costs. Administered by the Maryland Department of Commerce and targets small manufacturers and technology companies. Visit commerce.maryland.gov/pwq for more information and the Commerce Regional Business Representative in your area.

Continuing Education & Workforce Development Division
worwic.edu • 410-334-2815

Amanda Brumfield
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- GED Prep
- Job Readiness
- Remedial Education, ESL

Teresa Disharoon
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- Agriculture
- Automotive
- Construction
- Electrical
- Home Inspector
- HVAC
- Lead Paint
- Manufacturing
- Pool/Spa Operators Certification
- Turf Management
- Unmanned Aircraft Systems
- Wastewater Treatment
- Welding

Stephanie Gamm
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- Certified Medicine Aide and Recertification
- Certified Nursing Assistant
- EKG
- Nurse Refresher Clinical Practicum
- Phlebotomy

Jill Heathfield
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- Alcohol Awareness
- Child Care
- Command Spanish
- Culinary
- Financial Planning
- Language
- Personal Enrichment
- Youth Academic Enrichment and Vocational Training

Denean Jones-Ward
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- Business & Leadership
- Commercial Bus Driver Training
- Commercial Truck Driver Training
- Driver Education
- Entrepreneurship
- Hospitality
- Human Resources
- Insurance
- Motorcycle Safety
- Nonprofit Management
- Real Estate

Kristina Toadvine
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- Adobe Suite
- Internet Safety
- Microsoft Office Applications
- Mobile Technology
- Online Training
- QuickBooks
- Social Media
- Windows Operating Systems

Teresa Tyndall
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- Dental Assisting
- Emergency Training
- Healthcare Professional Development
- Medical Coding and Billing
- Personal Trainer Certification
- Veterinary Assistant

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

WOR-WIC
COMMUNITY COLLEGE

**Continuing Education
& Workforce Development**

FALL 2017 NON-CREDIT COURSES

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

Registration starts Aug. 14



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