

Continuing Education & Workforce Development *Fall 2016*

Non-Credit Courses

Adult Basic Education

Business & Leadership

Child Care

Computers & Technology

Health & Safety

Hospitality & Culinary

Industry, Trades & Manufacturing

Personal Enrichment

Real Estate

Registration begins Aug. 15.

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

WOR-WIC
COMMUNITY COLLEGE

NEW CAREER OPPORTUNITIES!



GENERAL UNMANNED AIRCRAFT SYSTEMS SPECIALIST

The UAS (Unmanned Aircraft Systems) industry is rapidly expanding. Demand for trained operators with an understanding of FAA regulations will continue to increase. Learn the elements that form an unmanned aircraft system: unmanned vehicles, communication, navigation, launch and recovery, control stations, payloads and support equipment. Applicants must go through a selection process. **Tuition is free due to state funding support.**

DELMARVA POWER PRE-EMPLOYMENT EXAM PREP

Great news!! 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." The course focuses on applied math skills specific to the energy industry and concepts that are critical to successful employment at Delmarva Power.

Coming this fall 2016, information sessions will be offered at the college so that you can listen to officials from Delmarva Power discuss available positions. Individuals who successfully complete the "Get Into Energy Math and Test Preparation" course will be invited back to the college to take the Delmarva Power pre-employment exam. Applicants who pass the exam will qualify for the job candidate pool at Delmarva Power.



WOR-WIC COMMUNITY COLLEGE
Continuing Education
& Workforce Development

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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

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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.

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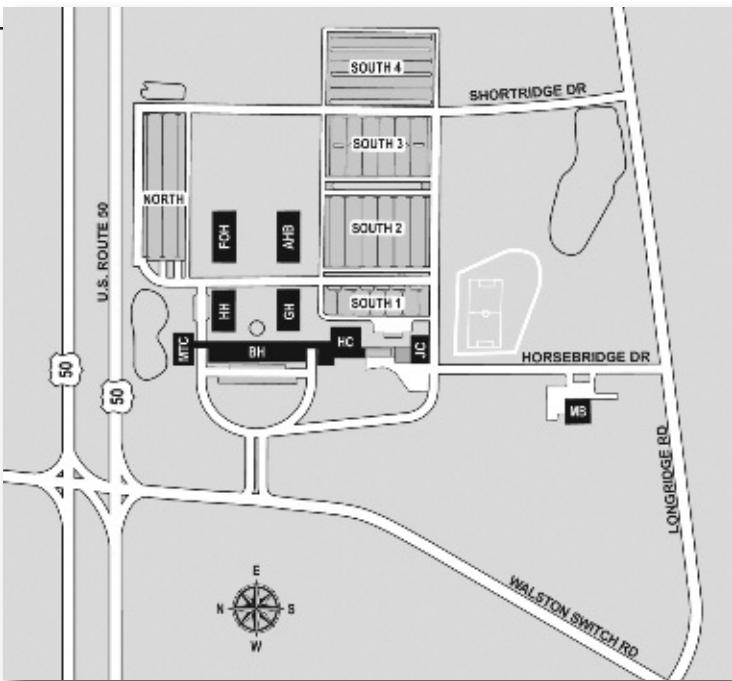
REGISTRATION FORM

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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 410-334-2920. Complaints can be mailed to the attention of these individuals at Wor-Wic Community College, 32000 Campus Dr., Salisbury, MD 21804.

7/2016

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 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

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.)
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WORCESTER COUNTY (BERLIN)

ORG C	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.)
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WORCESTER COUNTY (NEWARK)

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

WELCOME TO YOUR COMMUNITY COLLEGE

HOW TO READ THE COURSE LISTINGS

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. Uses same text as "Child Care I: Growth and Development" course.

Prerequisite: successful completion of "Child Care I: Growth and Development."

Instructor: Kelley Koontz

Tuition: \$397

ZCHC-007-0041

Fee: \$11

MW 10/24-12/7 (15 sessions)

Text Required: Code D

6:00 pm- 9:00 pm

FOH 200

Class also meets on S 11/5 and 11/19, 9:00 am-4:00 pm.

5

6

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

1. Course title
2. Course description
3. Prerequisite, if applicable: Skill level, prior course(s) or experience needed to take the course
4. Text code (required or optional textbook) could be "A" through "F," based on estimated costs
5. Course ID: specific course and section
6. Days, dates, number of sessions and the times the class meets
7. Location code and room number
8. Additional comments about the class

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.ed2go.com/worwic. (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 or Discover). 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 or Discover).

Day codes

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

RESOURCES FOR FINANCIAL ASSISTANCE



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
- EKG technician
- HVAC
- Phlebotomy
- Plumbing
- Truck and bus driver
- Welding

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
- HVAC
- MIG/TIG and arc welding
- Personal trainer
- Pharmacy technician
- Phlebotomy
- Plumbing
- Truck and bus driver

Career Starters Scholarship

Assistance for the following career training is available to low-income individuals who meet eligibility requirements. Call 410-334-2815 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
- Personal trainer
- Pesticide applicator
- Phlebotomy
- Plumbing
- Truck and bus driver

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.

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.

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.

WICOMICO COUNTY RESIDENTS**Adult Education & Family Literacy Services
Information Sessions & Program Intakes**

Information sessions are provided for the following:

- Adult basic education and 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 Adult Education 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.

**Worcester & Somerset County Residents**

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

For more information on:

- All courses, call 443-260-1703 or email adulteducation@worwic.edu
- National External Diploma Program (NEDP), call 443-260-1702
- Family Literacy Program at Shore Up! Family Support Center, call 410-860-9194
- Maryland GED-I Online Program, email mdged-i.org or call 443-260-1703 (for eligibility testing)

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

Create your own schedule with these **FREE** self-paced 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, 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 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 at 410-341-6515.

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
- Entrepreneurship
- 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

Health

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

Hospitality

- Certified Pool Operator

Industry

- Energy Efficiency—Solar, Wind
- Industrial Maintenance
- Welding

Insurance

- Property and Casualty
- Life and Health

Personal Enrichment

- Art
- History
- Literature

Real Estate

- Commercial Sales and Continuing Education

Summer Scholars

- STEM and Enrichment Courses

Transportation

- CDL—A and B
- CDL—B Bus (S & P Endorsement)
- Motorcycle
- MVA Certified Driver Education

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!](mailto:training@worwic.edu)

We let success speak for itself

"I had the credentials and vision, but I needed help creating a business plan to support my dream. Wor-Wic's continuing education division helped me identify the key issues and strategies for success. The support I received enabled me to reach my three-year business goal within the first year!"

Thanks Wor-Wic!



Dr. Barbara Anne Fisher
Wor-Wic Continuing Education Student
and Owner of HeartBeat of Praise

WOR-WIC
COMMUNITY COLLEGE

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

CUSTOMIZED TRAINING FOR BUSINESS & INDUSTRY

Using Wor-Wic's continuing education and workforce development services is like having your own full-service training department. Choose Wor-Wic because we are:

RESPONSIVE Our staff will customize an instructional program to your specifications. Not sure what you need? Let us conduct a needs assessment and work with you to design a program that works with your business.

CONVENIENT We can deliver the training where you want it, when you want it. Let us put together a flexible schedule of day and/or evening classes that can be delivered at your site, at our campus or online.

HIGH-QUALITY Our courses are taught by dedicated instructors who are currently working in their fields, experts in the trades or retired business professionals—with years of real-world experience.

AFFORDABLE Our workforce training solutions are reasonably priced, and employee development is an investment that will benefit your company for years.

FUNDS FOR INCUMBENT WORKER TRAINING!

 The Maryland Department of Labor, in partnership with the Department of Commerce, has re-instated Maryland Business Works, an incumbent worker training program. Local businesses serious about increasing employee productivity, upgrading the skills of current employees and expanding their workforce may be eligible for training funds. This project requires a dollar-for-dollar match by the employer for actual training costs. Visit the Maryland Department of Labor's website at dllr.maryland.gov/employment/mbw.shtml for more information.

INTERESTED IN CUSTOMIZED TRAINING FOR YOUR COMPANY?

Contact the following continuing education and workforce development administrators at 410-334-2815 or via email listed below, for customized training on campus or at your location.

Amanda Brumfield, abrumfield@worwic.edu

Job Readiness • Remedial Education (Including Math, Reading & ESL) • GED Prep

Teresa Disharoon, tdisharoon@worwic.edu

Agriculture • Automotive • Electrical • Home Inspection • HVAC • Lead Paint Plumbing

Manufacturing • Pool/Spa Operators Certification • Turf Management • Unmanned Aircraft Systems • Wastewater Treatment • Welding

Jill Heathfield, jheathfield@worwic.edu

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

Denean Jones-Ward, djones-ward@worwic.edu

Business & Leadership • Commercial Truck and Bus Driver Training • Driver Education • Entrepreneurship • Hospitality
Human Resources • Insurance • Motorcycle Safety • Nonprofit Management • Real Estate

Stephanie Gamm, sgamm@worwic.edu

Certified Medicine Aide and Recertification • Certified Nursing Assistant
Nurse Refresher Clinical Practicum • Phlebotomy • EKG

Kristina Toadvine, ktoadvine@worwic.edu

Microsoft Office • Mobile Technology • Online Training
QuickBooks • Social Media • Windows Operating Systems

Teresa Tyndall, ttyndall@worwic.edu

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

Related online courses:

- Business Marketing Writing
- Certificate in Starting Your Own Business in Health and Healing
- Creating a Successful Business Plan
- Fundamentals of Supervision and Management
- Introduction to Business Analysis
- Leadership
- Marketing Your Business on the Internet
- Marketing Your Nonprofit
- Mastery of Business Fundamentals
- Performing Payroll in Quickbooks
- Professional Sales Skills
- Publish It Yourself: How to Start Your Own Publishing Business
- Small Business Marketing on a Shoestring
- Start and Operate Your Own Home-Based Business
- Start Your Own Gift Basket Business
- Starting Your Own Consulting Business

All courses begin 8/17, 9/14, 10/12, 11/9 and 12/14.

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

Innovation Readiness Course

For businesses and entrepreneurs to learn how to navigate the commercialization process.



Find out how to:

- Clearly and concisely describe your innovation.
- Manage your development cycle and protect your intellectual property.
- Identify your competition and validate the market for your innovation.
- Explore next generation strategies for new products and services.
- Improve products with Advanced and 3D Manufacturing Technology.

Tues., Nov.1 - Dec. 6 (6 sessions)
9 a.m.- 3 p.m.

Eastern Shore Innovative Center
104 Tech Park Drive,
Cambridge, MD 21613

Course Cost: \$599 per person
Online Curriculum: \$140 per person
(Four month access)

For more information, call 410-334-2815.

BUSINESS & LEADERSHIP
ENTREPRENEURSHIP
Self-Publishing Basics

Curious about self-publishing your work? This course will provide an overview of how self-publishing is changing the landscape of the publishing industry. Find out how to edit, format and prepare your manuscripts for publication in both digital and print editions. Choose which platform to use to sell your work and identify various marketing strategies including social media tools, street teams and paid advertising. Local indie author Krista Venero will share what has worked and not worked throughout her self-publishing odyssey, which has produced six novels. This class will be held in a computer lab. Basic computer and Internet skills are recommended. Instructor: Krista Venero

Tuition: \$68 Fee: \$10
ZENT-034-0125 TTh 9/13-9/22 (4 sessions) 6:00 pm- 8:00 pm FOH 306

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: \$280 Fee: \$466
ZHRS-011-0201 TTh 9/13-10/27 (12 sessions) 6:00 pm- 9:00 pm FOH 203
No class on 9/27 and 9/29.

MANAGEMENT
Supervisory Skills Enhancement 

Do your managers need to improve their supervisory skills? Learn the concepts and expertise needed for your office to run more efficiently. Develop leadership competencies and enhance effective supervisory skills. Topics include supervisory overview, leadership style and approach, interpersonal communication, internal partnerships, internal customer service, listening skills, goal setting and problem solving strategies.

Instructor: David Hudson

Tuition: \$47 Fee: \$21
ZMGT-054-0176 M 9/19-10/3 (3 sessions) 6:00 pm- 8:00 pm FOH 304

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. Instructor for both sessions: Stacy Mitchell

Tuition: \$81 Fee: \$11
ZMGT-062-3012 Th 10/6-10/13 (2 sessions) 6:00 pm- 9:00 pm WTHS 229
Tuition: \$81 Fee: \$21
ZMGT-062-0171 F 10/21 (1 session) 9:00 am- 4:00 pm FOH 103A

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: Denean Jones-Ward

Tuition: \$140 Fee: \$21 Text Required: Code B
ZMGT-068-0206 Th 10/6-11/10 (6 sessions) 5:30 pm- 8:30 pm FOH 200

MANAGEMENT, continued**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. Instructor for both sessions: Stacy Mitchell

Tuition: \$81	Fee: \$11		
ZMGT-069-3013	Th 9/15-9/22 (2 sessions)	6:00 pm- 9:00 pm	WTHS 229
Tuition: \$81	Fee: \$21		

ZMGT-069-0202	F 9/30 (1 session)	9:00 am- 4:00 pm	FOH 103A
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Creative Problem Solving and Conflict Resolution Strategies for Supervisors

In the current economy, businesses face an ever increasing demand for services despite budget cuts, staff reductions and dwindling resources. Leaders and supervisors must guide their team through these challenges. Focus on confronting obstacles, de-escalating, handling situations at the lowest possible level, creating win/win solutions, improving communication within teams and modeling a positive image.

Instructor: David Hudson

Tuition: \$64	Fee: \$21		
ZMGT-070-0192	Th 10/20-11/3 (3 sessions)	6:00 pm- 8:30 pm	FOH 103B

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. Instructor: Stacy Mitchell

Tuition: \$81	Fee: \$21		
ZMKT-013-0200	F 11/4 (1 session)	9:00 am- 4:00 pm	FOH 103B

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 for both sessions: Stacy Mitchell

Tuition: \$59	Fee: \$16		
ZMKT-014-0209	M 11/7-11/21 (3 sessions)	6:00 pm- 8:30 pm	FOH 301
ZMKT-014-3015	T 11/29-12/13 (3 sessions)	6:00 pm- 8:30 pm	ORGC 100

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 2,000 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 for both sessions: Stacy Mitchell

Tuition: \$59	Fee: \$16		
ZMKT-015-3014	T 9/27-10/11 (3 sessions)	6:00 pm- 8:30 pm	ORGC 100
ZMKT-015-0208	M 10/10-10/24 (3 sessions)	6:00 pm- 8:30 pm	FOH 301

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

Wor-Wic offers customized training for all of your supervisory and professional development needs. Contact Teresa Disharoon at 410-334-2815 or tdisharoon@worwic.edu to set up a customized course for your organization.



**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

Project Management

- Introduction to Project Management
- Project Management Processes
- Project Management Knowledge Areas

Upcoming start dates:
Sept. 6, Oct. 3 and Nov. 7

Go to <http://www.worwic.edu/ugc> to see a complete course listing.

NONPROFIT MANAGEMENT**Preparing and Submitting Grant Proposals**

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

Instructor: Ginger Steelman

Tuition: \$102 Fee: \$6

ZNPT-017-0033 F 9/9 (1 session)

8:30 am- 5:00 pm

FOH 103A

**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: \$102 Fee: \$6

ZNPT-018-0034 F 10/7 (1 session)

8:30 am- 5:00 pm

FOH 103A

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: \$47 Fee: \$6

ZNPT-026-0061 T 9/13-9/27 (3 sessions)

5:30 pm- 7:30 pm

FOH 304

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
- Evernote: Get Organized and Productive
- Get Connected with Social Media
- How to Manage Your Grant
- Mastering Quickbooks
- MS Excel: I
- MS Access I
- Preparing and Submitting Grant Proposals
- Windows 10: Getting Started
- 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.cjes.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.



BUSINESS & LEADERSHIP

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: \$117 Fee: \$6 Text Required: Code A

ZACC-014-0181 MW 9/19-10/5 (6 sessions) 6:30 pm- 9:00 pm

FOH 103B

CHILD CARE

CERTIFICATION TRAINING

Wor-Wic Community College offers the mandated child care certification training for child care teacher-preschool in accordance with the regulations of the Maryland State Department of Education, Office of Child Care. You must have a high school diploma or an approved certificate of high school equivalency, be at least 19 years old and have at least one year of experience in a child care center. For more information, visit www.marylandpublicschools.org 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: \$397 Fee: \$11 Text Required: Code D

ZCHC-006-0040 MW 9/7-10/19 (15 sessions) 6:00 pm- 9:00 pm FOH 200

Class also meets on S 9/17 and 10/1, 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. Uses same text as "Child Care I: Growth and Development" course. *Prerequisite: successful completion of "Child Care I: Growth and Development."* Instructor: Kelley Koontz

Tuition: \$397 Fee: \$11 Text Required: Code D

ZCHC-007-0041 MW 10/24-12/7 (15 sessions) 6:00 pm- 9:00 pm FOH 200

Class also meets on S 11/5 and 11/19, 9:00 am-4:00 pm. No class on 11/23.

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: \$70 Fee: \$11

ZCHC-041-0115 MW 12/12-12/19 (3 sessions) 6:00 pm- 9:00 pm

FOH 200



Related online courses:

- Common Core Standards for English Language Arts K-5
- Creating a Classroom Website
- Creating Classroom Centers
- Creating the Inclusive Classroom
- Empowering Students with Disabilities
- Enhancing Language Development in Childhood
- Handling Medical Emergencies
- Homeschool With Success
- Microsoft PowerPoint in the Classroom
- Praxis I Preparation
- Response to Intervention: Reading Strategies That Work
- Solving Classroom Discipline Problems I, II
- Spanish for the Classroom
- Survival Kit for New Teachers
- Teaching High School Students
- Teaching Preschool: A Year of Inspiring Lessons
- Teaching Smarter with Smart Boards
- Teaching Students with ADHD
- Teaching Students with Autism
- Teaching Writing: Grades K-3
- The Differentiated Instruction and Response to Intervention Connection
- Understanding Adolescents
- Working Successfully with Learning Disabled Students

All courses begin 8/17, 9/14, 10/12, 11/9 and 12/14.

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

CONTINUING EDUCATION

Wor-Wic Community College is approved by the Maryland State Department of Education, Office of Child Care (OCC) to conduct continuing education courses for child care center staff and family day care providers. These courses are approved by the OCC to meet the continuing education requirement and, in addition, each is designated in one of the six major "core of knowledge" areas identified in the new Maryland Child Care Credential program. The "core of knowledge" areas are Child Development; Curriculum; Health, Safety and Nutrition; Professionalism; Community; and Special Needs. The credential program is available to all child care center staff and family day care providers on a voluntary basis.

Sudden Infant Death Syndrome

Recognize potential populations and environments that may be more prone to Sudden Infant Death Syndrome (SIDS). Create guidelines for safe infant sleep and injury prevention. Identify safe sleep environments that may help reduce the risk of SIDS and other causes of infant death. Approved under "Health, Safety and Nutrition"—3 hours. Instructor: Kelley Koontz

Tuition: \$23 Fee: \$6
ZCHE-002-0020 W 9/14 (1 session) 6:00 pm- 9:00 pm FOH 200

Growing Kids From the Inside Out: Social Emotional Development

While reading and math skills are important, nothing relates more to a child's future success than strong social-emotional skills. Identify the different components that comprise the social-emotional domain and how they affect a child's day to day life. Discuss and plan strategies to grow children with strong social and emotional health attributes. Approved under "Child Development"—3 hours. Instructor: Kelley Koontz

Tuition: \$23 Fee: \$6
ZCHE-006-0038 M 9/26 (1 session) 6:00 pm- 9:00 pm FOH 200

Music and the Young Child

Discover the impact of music in a young child's learning environment. Review and discuss recent research findings regarding how music affects the growth of a child's brain academically, emotionally, physically and spiritually. Students will develop creative ways to infuse music and related arts into a curriculum. Approved under "Curriculum"—3 hours. Instructor: Kelley Koontz

Tuition: \$23 Fee: \$6
ZCHE-020-0049 W 11/16 (1 session) 6:00 pm- 9:00 pm FOH 200

**Positive Child Guidance and Discipline Theory**

Identify appropriate guidance strategies for children and factors that influence behavior. Determine ways to develop relationships with families and other partnerships when dealing with children's behaviors. Participants will define, demonstrate and develop strategies for positive child guidance and discipline by examining theory and best practices. Approved under "Child Development"—3 hours. Instructor: Kelley Koontz

Tuition: \$23 Fee: \$6
ZCHE-013-0025 W 12/7 (1 session) 6:00 pm- 9:00 pm FOH 200



GETTING STARTED

Introduction to Computer Applications: Part I (Version 2010/2013) 

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: \$156 Fee: \$16 Text Required: Code E
 ZCOM-001-0169 TTh 9/27-10/25 (8 sessions) 6:30 pm- 9:00 pm FOH 301
 No class on 10/11.

Introduction to Computer Applications: Part II (Version 2010/2013)  

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. Uses same text as "Introduction to Computer Applications: Part I" course. *Prerequisite: completion of "Introduction to Computer Applications: Part I" or approval of instructor.* Instructor: Alan Musser

Tuition: \$117 Fee: \$16 Text Required: Code E
 ZCOM-003-0170 TTh 10/27-11/15 (6 sessions) 6:30 pm- 9:00 pm FOH 301

Windows 10: Getting Started 

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

Tuition: \$39 Fee: \$16
 ZCOM-017-3024 Th 9/22-9/29 (2 sessions) 9:00 am-11:30 am ORGC 100
 Instructor: Perry Angelonga
 ZCOM-017-0217 M 10/17-10/24 (2 sessions) 6:00 pm- 8:30 pm FOH 306
 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!

-  Little or no computer experience
-   Limited keyboarding/computer experience or a  level course
-    Keyboarding skills and experience with software and Windows XP or higher or equivalent skills and completion of a  level course
-     Keyboarding skills and a working knowledge of specific software and Windows XP or higher or completion of a  level course

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

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

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:

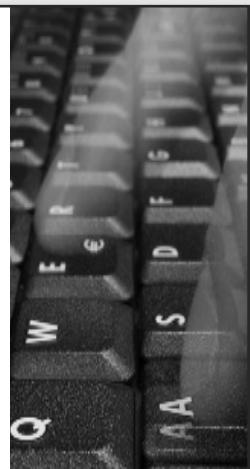
- Introduction to Computer Applications: Part I
- Introduction to Computer Applications: Part II

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.

Call 410-334-2815 for more information.



Need to update your computer skills for the workplace?

Sign up today for our Computer Information Session

Tues., Sept. 6, 4:30-7 p.m.

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

Learn what courses are available that will help you in the workplace. Find out how to get started earning one of our five Continuing Education Career Certificates. Ask questions about any course, meet the instructors and register for your course on site!

- Get an overview of our Adobe Creative Cloud courses in the areas of graphics and design publishing and web design.
- Find out what foundation courses you need to start or enter the field of PC repair, networking and security basics and prepare for IT Fundamentals and CompTIA certification exams.
- Get up-to-speed on the latest Microsoft Office applications. Learn the technology and productivity skills that are essential in today's businesses.

Call 410-334-2815 to reserve a space.

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

Windows: Managing Files and Folders (Version 10) ~Θ~Θ

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: \$39	Fee: \$16		
ZCOM-018-3025	Th 10/13-10/20 (2 sessions)	9:00 am-11:30 am	ORGC 100
		Instructor: Perry Angelonga	
ZCOM-018-0218	M 11/7-11/14 (2 sessions)	6:00 pm- 8:30 pm FOH 306	
		Instructor: Alan Musser	

PC HARDWARE, NETWORKING & SECURITY

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

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: \$78	Fee: \$16		
ZPCO-009-0168	MW 9/12-9/21 (4 sessions)	3:30 pm- 6:00 pm	FOH 306
ZPCO-009-3008	TTh 9/20-9/29 (4 sessions)	12:30 pm- 3:00 pm	ORGC 100

IT Fundamentals Certification Preparation ~Θ~Θ

This course is designed to give students the foundations they need in IT literacy for a number of different professions and prepare for the CompTIA IT Fundamental certification exam. The CompTIA IT Fundamentals certification is ideal for anyone considering a career in IT as well as those in allied fields that require a broad understanding of IT and can be a stepping stone to advanced certifications such as CompTIA A+. This course runs concurrent with "PC Technician Foundations," PC Troubleshooting Techniques: Hardware and Operating Systems" and "Networking Essentials." Completers of this course will earn the Continuing Education Certificate in PC Technician Basics. CompTIA IT Fundamentals exam vouchers can be purchased separately.

Prerequisites: familiarity with Windows-based computers, ability to search the Internet and understanding of Windows file management. Instructor: Shawn Smith

Tuition: \$280	Fee: \$16		
ZPCO-014-0164	Th 9/22-12/15 (12 sessions)	6:00 pm- 9:00 pm	MTC 304
		Class also meets on T 12/13. No class on 11/24 and 12/1.	

PC Technician Foundations ~Θ~Θ

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: \$117	Fee: \$16		
ZPCO-007-0165	Th 9/22-10/20 (5 sessions)	6:00 pm- 9:00 pm	MTC 304

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: \$93 Fee: \$16

ZPCO-012-0166 Th 10/27-11/17 (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: \$70 Fee: \$16

ZPCO-002-0167 TTh 12/8-12/15 (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 6-week online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online.

Tuition: \$43 Fee: \$91

ZPCO-010-4006	W 9/14	ONLINE
ZPCO-010-4007	W 10/12	ONLINE
ZPCO-010-4008	W 11/9	ONLINE
ZPCO-010-4009	W 12/14	ONLINE

INTERNET & MOBILE TECHNOLOGIES

Going Paperless in Your Business and Home Office

Get organized and start your push to paperless by taming your inner pack rat. Not only does going paperless clear clutter from your office environment, but it also saves you time and money. Learn how to convert all your receipts, bills, medical records and forms into electronic documents (PDFs and image files) and then organize your electronic documents so that you can find them when you need them. Explore using e-signature tools within documents. Experience accessing, saving and backing up your documents with Evernote, Dropbox, Microsoft OneDrive and other universal cloud options. Cover what types of scanner technology and software are required to use your smart phone, tablet, iPhone or iPad to access your documents in a secure manner. Obtain tips for reducing the amount of incoming paper and how to create a system to organize, eliminate and immediately process and file important documents. *Prerequisites: Windows and Internet experience.* Instructor for both sessions: Stacy Mitchell

Tuition: \$39 Fee: \$16

ZINT-019-0187	M 10/3-10/10 (2 sessions)	6:00 pm- 8:30 pm
ZINT-019-3010	T 10/11-10/18 (2 sessions)	1:00 pm- 3:30 pm

FOH 306
ORGC 100

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.

Earn a PC Technician Basics Continuing Education Certificate

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.

Complete our comprehensive

- IT Fundamentals Certification Preparation course

OR 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.

INTERNET & MOBILE TECHNOLOGIES, continued

Evernote: Get Organized and Stay Productive 

Imagine having a central spot where you can store your thoughts and files, which can then be indexed and searchable across multiple platforms. From your desktop, laptop, mobile device or smartphone, use Evernote to organize company and personal information into separate notebooks and stacks that are meaningful to you while capturing ideas and notes on the go. Learn how to use Evernote to easily categorize, tag, link and find your notes, web clippings, emails and pictures. Manage daily routines with checklists and reminders and share with family members or co-workers. Use your smartphone to scan documents like bills, receipts, business cards and PDF forms and integrate with Google. *Prerequisite: basic computer and Internet skills and experience working with files and folders.* Instructor for both sessions: Perry Angelonga

Tuition: \$59 Fee: \$16

ZINT-022-0214 W 10/26-11/9 (3 sessions) 6:00 pm- 8:30 pm

ZINT-022-3018 TTh 11/3-11/10 (3 sessions) 9:00 am-11:30 am

FOH 306

ORGC 100

Getting to Know Your Android Device 

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

Prerequisite: Internet experience. Instructor: Perry Angelonga

Tuition: \$39 Fee: \$16

ZINT-012-3020 M 10/31-11/7 (2 sessions) 2:00 pm- 4:30 pm

ORGC 100

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: Perry Angelonga

Tuition: \$59 Fee: \$6

ZINT-018-3019 TTh 11/29-12/6 (3 sessions) 2:00 pm- 4:30 pm

ORGC 100

**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: \$39 Fee: \$16

ZINT-009-0216 W 10/12-10/19 (2 sessions) 1:30 pm- 4:00 pm

ZINT-009-3023 TTh 11/29-12/1 (2 sessions) 9:00 am-11:30 am

FOH 301

ORGC 100

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

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: \$59 Fee: \$6

ZINT-017-0215 W 10/26-11/9 (3 sessions) 1:30 pm- 4:00 pm
ZINT-017-3021 TTh 12/6-12/13 (3 sessions) 9:00 am-11:30 am

FOH 301
ORGC 100

WEB DESIGN

WordPress Websites: Level I

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

Tuition: \$70 Fee: \$16

ZWEB-036-0182 S 9/17-9/24 (2 sessions) 9:00 am- 2:00 pm

FOH 306

Creating Web Pages with Dreamweaver: Level I (Version CC) **UPDATED!**

Find out what you need to know to be a webmaster. Learn the basics of creating Web pages, obtaining a domain, hosting, setting up a site and publishing pages. Learn how to build pages using either fixed or fluid layouts and optimize your site for mobile devices. Work in code or design view to edit your content using the new HTML5 and use CSS3 to create stunning pages in Dreamweaver's new visual interface. Discover how to work with page blocks and container sections using exciting new HTML5 tags. An introduction to HTML is included. Prepares users to take additional levels of Dreamweaver and other Adobe applications. Satisfies a core requirement for Continuing Education Certificate in Website Design. *Prerequisite: experience with Windows, Internet and working with files and folders.* Instructor: Timothy Latham

Tuition: \$93 Fee: \$16

ZWEB-051-0203 T 9/27-10/18 (4 sessions) 6:00 pm- 9:00 pm

FOH 306

Creating Web Pages with Dreamweaver: Level II (Version CC) **UPDATED!**

Building on the foundation of "Creating Web Pages with Dreamweaver: Level I," create fully responsive mobile Web pages. Geared toward Web designers, Web developers and graphic artists who want to expand their skills. Utilize the new Bootstrap feature which contains built-in functionality for adding special page effects and fluid grid layouts. Work with other Bootstrap features such as carousel image sliders, navigation bars, responsive image functions and many others. Apply CSS transitions to create movement using the built-in behaviors panel for amazing effects. Use the new functions and features of HTML5 and CSS3 and add advanced functionality to your pages. Learn to create form fields and add multimedia and audio files to your site. Discover how to brand and market your site with Search Engine Optimization and integrate with social media. Satisfies a core requirement for Continuing Education Certificate in Website Design.

Prerequisite: "Creating Web Pages with Dreamweaver: Level I" or familiarity with creating Web pages using Dreamweaver and experience working with files and folders. HTML experience is helpful.

Instructor: Timothy Latham

Tuition: \$93 Fee: \$16

ZWEB-052-0204 T 10/25-11/15 (4 sessions) 6:00 pm- 9:00 pm

FOH 306



Related online courses:

- Achieving Top Search Engine Positions
- ASP.NET, Perl and Alice Programming
- Creating Web Pages
- Creating WordPress Websites II
- CSS3 and XHTML5
- Designing Effective Websites
- Dreamweaver CS6
- Intermediate SQL
- Introduction to Google Analytics
- JSP and Java Programming
- PHP and MySQL
- Python 3
- Write Effective Web Content

All courses begin 8/17, 9/14, 10/12, 11/9 and 12/14.

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

Earn a Website Design Continuing Education Certificate

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

Complete **three** core courses:

- Creating Web Pages with Dreamweaver: Level I
- Creating Web Pages with Dreamweaver: Level II
- Web Pages III: Applying Javascript, PHP and other Web Scripting

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

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

A continuing education certificate will be awarded after successful completion of the required and elective courses for each track. Turn in your tracking journal to receive your certificate after you have completed all requirements. Online courses can be substituted for electives (see www.ed2go.com/worwic) with prior approval. Courses can be taken in any order but any Level I course must be taken before a Level II course.

Call 410-334- 2815 for more information.

*This course is only available online.

**Related online courses:**

- Introduction to Google Analytics
- Understanding the Cloud
- Using Social Media in Business

All courses begin 8/17, 9/14, 10/12, 11/9 and 12/14.

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



**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:

Presentation Media

- Prezi
- Graphic Design for Visual Presentations
- Photoshop for Presentations

eMarketing Essentials

- Improving Email Promotions
- Boosting Your Website Traffic
- Online Advertising

Mobile Marketing

- Creating Cell Phone Apps for your Business
- Introduction to Mobile Marketing
- Advanced Mobile Marketing

...and more!

Upcoming start dates:
Sept. 6, Oct. 3 and Nov. 7

Go to <http://www.worwic.edu/ugc> to see a complete course listing.

INTERNET & MOBILE TECHNOLOGIES, continued**Web Pages III: Applying Javascript, PHP and Other Web Scripting**

Using Dreamweaver discover how to create pages in both HTML and PHP and include interactive features on your pages. Add more power and interactivity to your programming with JavaScript. Find out how to create a single click event to call up JavaScripts to perform automatic functions. Discover the features behind a simple interactive button to using JQuery's modern web and mobile development features. Utilize the new and exciting features found in HTML 5 and CSS 3 for visual styling and appeal. Enhance the elements on your pages with built in styling features. Users of all Adobe CS versions can benefit. Satisfies a core requirement for the Continuing Education Certificate in Website Design. *Prerequisites: "Creating Web Pages with Dreamweaver: Level II" or familiarity with creating basic Web pages and experience using HTML and graphics. Previous experience with CSS and some use of scripting helpful.* Instructor: Timothy Latham

Tuition: \$70 Fee: \$16

ZWEB-050-0188 T 11/29-12/13 (3 sessions) 6:00 pm- 9:00 pm

FOH 306

SOCIAL MEDIA**Getting Connected with Social Media**

Get started using social media for professional and other networking and marketing opportunities. Set up and navigate social media platforms to engage and connect with customers, patrons, volunteers and friends. Explore which social media platforms are right for you including: Facebook, Twitter, LinkedIn, Instagram, Pinterest and YouTube. Practice posting pictures, comments, tweets and links to pages and accounts. Discover how to create a "closed group" within Facebook for the purposes of creating temporary online "groups" for short-term event planning or volunteer purposes (i.e., reunions, celebrations, non-profit event campaigns or activities). Ensure your privacy and security while using social media platforms. *Prerequisites: basic computer and Internet experience and an active email account.* Instructor: Stacy Mitchell

Tuition: \$78 Fee: \$16

ZSOC-009-3009 T 9/27-10/18 (4 sessions) 9:00 am-11:30 am

ORGC 100

Facebook for Business: Building and Managing Content

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

Tuition: \$39 Fee: \$16

ZSOC-002-0186 M 9/26-10/3 (2 sessions) 6:00 pm- 8:30 pm

FOH 301

ZSOC-002-3011 T 10/18-10/25 (2 sessions) 6:00 pm- 8:30 pm

ORGC 100

Social Media Marketing for Your Business

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

Tuition: \$78 Fee: \$16

ZSOC-008-0177 M 11/28-12/19 (4 sessions) 6:00 pm- 8:30 pm

FOH 301

COMPUTERS & TECHNOLOGY

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: \$117 Fee: \$16 Text Required: Code B

ZIMG-034-0184 Th 10/6-11/3 (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: \$93 Fee: \$16 Text Required: Code B

ZIMG-035-0185 Th 11/10-12/8 (4 sessions) 6:00 pm- 9:00 pm

FOH 306

No class on 11/24.

Adobe Photoshop Elements for the Digital Photographer (Version 14) <img alt="checkmark" data-bbox="7882

COMPUTERS & TECHNOLOGY

Receive a portable flash drive in your class. Use it to store, easily transport and back up your important documents and pictures. Flash drives are not issued to Level II or III students who have previously registered for a Level I course.



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.

CrossRoads Café

Taking an all-day course on campus?

The CrossRoads 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.



FAST-TRACK SEMINARS IN MICROSOFT OFFICE 2010/2013

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 2013, but users of Office 2007 and 2010 will benefit by taking these courses. Call 410-334-2815 for more information.

MS Word: I ★

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. Experience the new Windows 8-style look and Start Screens to help you access your built-in templates and improved file and folder retrieval. Practice using the new Read Mode and newly updated Navigation Pane. Open, create and edit PDF files from within Word. *Prerequisites: Windows and basic computer experience.* Instructor: Perry Angelonga

Tuition: \$47 Fee: \$16

ZOFC-125-0126 F 9/16 (1 session)

9:00 am- 4:00 pm

FOH 301

MS Word: II ★

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. Utilize the new Apps feature to incorporate mini applications that extend what you can do within Word without leaving your document. Use the new Design Tab to quickly transform a document with built-in themes. Add Web photos and videos directly into Word. Collaborate and share documents with colleagues with OneDrive. *Prerequisite: "MS Word: I" or other introductory Word course.* Instructor: Perry Angelonga

Tuition: \$47 Fee: \$16

ZOFC-126-0127 F 9/23 (1 session)

9:00 am- 4:00 pm

FOH 301

MS Excel: I ★

Discover how to use Excel in the workplace and explore the newest features. Build formulas and format values for your business worksheets. Customize the groups' buttons and Ribbon interface to enhance your worksheet's labels and numbers. Create basic charts and graphs and practice using Sparklines, Flash Fill and the new Quick Analysis tool to enhance your data. Collaborate and share documents and data in the Cloud with OneDrive. *Prerequisites: Windows and basic computer experience.* Instructor: Perry Angelonga

Tuition: \$47 Fee: \$16

ZOFC-127-0128 F 9/30 (1 session)

9:00 am- 4:00 pm

FOH 301

MS Excel: II ★

Refine your formula and function writing abilities and discover new ways to input data and manage multiple worksheets and workbooks. Experience Slicers, which are visual filters to attach to Pivot Tables, Pivot Charts and other data sources. Practice how to name, apply and define ranges within formulas. Organize worksheets and workbooks using dynamic links. Experience manipulating and condensing your data with advanced sorting and filtering tools. *Prerequisite: "MS Excel: I" or other introductory Excel course.* Instructor: Perry Angelonga

Tuition: \$47 Fee: \$16

ZOFC-128-0129 F 10/7 (1 session)

9:00 am- 4:00 pm

FOH 301

COMPUTERS & TECHNOLOGY

FAST-TRACK SEMINARS IN MICROSOFT OFFICE 2010/2013, continued

MS Excel: III

Take Excel to the next level and increase the sophistication of your analyzing and data reporting abilities. Consolidate multiple worksheets into one PivotTable report using the Pivot Chart Wizard to quickly analyze volumes of data, generate summary views, see comparisons and reveal patterns in your data. Create dynamic forms using Form Controls with little to no programming required. Generate data tables using Vlookup, *Prerequisite: "MS Excel II" or permission of instructor.* Instructor: Perry Angelonga

Tuition: \$42 Fee: \$16

ZOFC-133-0130 F 10/14-10/21 (2 sessions) 1:30 pm- 4:00 pm

FOH 301

MS Excel: Data Analysis and Dashboards



This advanced course builds on students' existing knowledge of Excel tools and functions and incorporates these into complex and dynamic reports and dashboards. Learn to create interactive and dynamic Excel Dashboards that will allow you to condense large datasets and display key performance indicators, data trends and comparisons on one screen. Install the Data Analysis Tool Pak to incorporate interactive and colorful PivotTables, Graphs and Pivot Charts to easily create and update reports and analyze information quickly. *Prerequisites: "MS Excel: I" and "MS Excel: II" or equivalent knowledge. "MS Excel: III" or some knowledge of PivotTables and PivotCharts is helpful.* Instructor: Perry Angelonga

Tuition: \$42 Fee: \$16

ZOFC-144-0210 F 10/28-11/4 (2 sessions) 9:00 am-11:30 am

FOH 301

MS Outlook: I

Find out how to use this popular email program for work tasks and discover how Microsoft Outlook can integrate your business contacts, emails, tasks and calendars. Explore new features like Attachment Reminder, the People Hub and the Weather Bar. Quickly search your folders, organize your work and share information with others. Organize your mail into folders using a logical folder structure. Archive and backup your data for fast retrieval. *Prerequisite: Windows and basic computer experience.* Instructor: Alan Musser

Tuition: \$47 Fee: \$16

ZOFC-129-0131 F 10/14-10/21 (2 sessions) 9:00 am-12:00 pm

FOH 301

MS Access: I

Quickly retrieve exactly what you need by easily managing, storing, searching, analyzing and displaying important information that you have collected about your organization. Use 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. Windows, Word and Excel experience preferred. Instructor: Alan Musser

Tuition: \$47 Fee: \$16

ZOFC-098-0132 F 11/11-11/18 (2 sessions) 9:00 am-12:00 pm

FOH 301

MS PowerPoint: I

Explore the newest features of PowerPoint. Navigate the Ribbon and customize the associated command groups and buttons. Create, edit and format professional presentations and prepare for your business presentation by utilizing the updated Presenter View and Magnifying View to stay on task and use the laser pointer effect. Use images and videos from online and integrate them directly into your presentations. Use SmartArt to create a variety of shapes, diagrams and organizational charts. *Prerequisites: Windows and basic computer experience.* Instructor: Alan Musser

Tuition: \$47 Fee: \$16

ZOFC-130-0133 F 12/2 (1 session) 9:00 am- 4:00 pm

FOH 301

Earn a Microsoft Office Business Technology Applications Continuing Education Certificate

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 by earning an

Advanced Microsoft Office Business Technology Applications Continuing Education Certificate

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 2014 but will benefit users of all versions. *Prerequisites: Windows experience and knowledge of basic accounting principles or "Accounting Basics" course.* Instructor: Andrea Kenney

Tuition: \$129 Fee: \$16
ZACC-009-0178 W 10/12-11/16 (6 sessions)



Text Required: Code B
6:15 pm- 9:00 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 2014 but will benefit users of all Pro versions. *Prerequisites: Windows experience or introductory course and have knowledge of general payroll duties and be currently using QuickBooks.*

Instructor: Andrea Kenney
Tuition: \$43 Fee: \$16
ZACC-005-0179 W 11/30-12/7 (2 sessions)

6:15 pm- 9:00 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. *Prerequisite: Windows and basic computer experience. Currently using QuickBooks and have a working knowledge of QuickBooks or have taken "Mastering QuickBooks" or "QuickBooks: Payroll."* Instructor: Andrea Kenney

Tuition: \$47 Fee: \$16
ZACC-008-0180 S 12/3 (1 session)

9:00 am- 4:00 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
- IT Certification Prep
- College Readiness & Test Prep
- Computer Applications
- Healthcare
- 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: Aug. 17, Sept. 14, Oct. 12, Nov. 9, Dec. 14



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 <http://careertraining.ed2go.com/worwic> to locate a career training program and click "Contact Me."
2. Submit a "Wor-Wic Continuing Education & Workforce Development Registration Form" with payment by fax, mail or in person. You will receive an email with login instructions.
3. Within 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: Sept. 6, Oct. 3 and Nov. 7

Some of the continuing education certificates offered include:

- Office Operations
- Presentation
- Data Analysis
- eMarketing Essentials
- Media Mobile Marketing

Go to <http://www.worwic.edu/ugc> for complete certificate offerings.

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: \$212 Fee: \$6 Text Required: Code C
ZDEV-012-0001 T 9/13-12/6 (14 sessions) 10:45 am-12:45 pm BH 330
Exam on T 12/13, 10:45 am-12:45 pm.

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: \$424 Fee: \$6 Text Required: Code E
ZDEV-007-0002 TTh 9/8-12/8 (27 sessions) 8:30 am-10:30 am BH 330
Exam on T 12/13, 8:30 am-10:30 am. No class on 11/24.

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 Instructor: Charles Porter

Tuition: \$212 Fee: \$6 Text Required: Code E
ZDEV-013-0003 Th 9/8-12/8 (14 sessions) 10:45 am-12:45 pm BH 330
Exam on Th 12/15, 10:45 am-12:45 pm. No class on 11/24.

Basic Reading (ENG 084)

This non-credit course is designed to prepare students for ENG 095, the college's developmental reading credit course. Areas of instruction include spelling, vocabulary and reading comprehension. Group and individual instruction are provided. Students are placed in this course as a result of their reading diagnostic assessment score or they can enroll on their own. Instructor: Jennifer Mercer Shipe

Tuition: \$424 Fee: \$21 Text Required: Code E
ZDEV-009-0004 MW 9/7-12/7 (27 sessions) 9:00 am-10:30 am HH 205
Exam on M 12/12, 9:00 am-11:00 am. No class on 11/23.

Introduction to Writing (ENG 086)

This non-credit course is designed to prepare students for ENG 096, the college's developmental writing credit course. Areas of instruction include spelling, punctuation, basic grammar and sentence combining with the goal of writing clear, correct sentences and paragraphs. Group and individual instruction are provided. Students are placed in this course as a result of their writing diagnostic assessment score or they can enroll on their own. *Prerequisite: ENG 084 with a grade of "C" or better or an acceptable reading diagnostic assessment score.* Instructor: Karen Berkheimer

Tuition: \$424 Fee: \$21 Text Required: Code E
ZDEV-010-0005 MW 9/7-12/7 (27 sessions) 4:45 pm- 6:15 pm BH 327
Exam on M 12/12, 4:30 pm-6:30 pm. No class on 11/23.

LANDSCAPING

Our landscaping courses are designed to help you 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. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering. Instructor: Harlyn Goldman

Tuition: \$212 Fee: \$21 Text Required: Code D

ZLDS-002-0031 W 9/7-11/2 (10 sessions) 6:00 pm- 9:15 pm BH 330
Exam on W 11/9, 6:00 pm-9:15 pm.



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. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering. Instructor: Harlyn Goldman

Tuition: \$106 Fee: \$6 Text Required: Code F

ZLDS-003-0030 T 9/13-10/18 (7 sessions) 6:30 pm- 9:00 pm FOH 309
Exam on F 10/21, 5:30 pm-7:30 pm.

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. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering. *Prerequisite: successful completion of "Diseases and Pests of Ornamental Plants" and/or "Concepts of Turf Management."* Instructor: Harlyn Goldman

Tuition: \$212 Fee: \$21 Text Required: Code E

ZLDS-022-0032 Th 9/8-11/3 (10 sessions) 6:00 pm- 9:15 pm FOH 309
Exam on Th 11/10, 6:00 pm-9:15 pm.



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 Ms. Hatwood
at karen.hatwood@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.

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, including Certified Nursing Assistant (CNA), EKG Technician, Phlebotomy Technician and Certified Medicine Aide. You will find more details in course descriptions when applicable.

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.*

Tuition: \$622 Fee: \$299

Text Required: Code D



Certified Nursing Assistant—Part II

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



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: \$622	Fee: \$299	Text Required: Code B	
ZCNA-002-0143	M-Th 9/12-10/13 (20 sessions)	8:00 am-12:00 pm	HH 105
ZCNA-002-0144	M-Th 9/12-10/13 (20 sessions)	MW 8:00 am-12:00 pm and TTh 1:00 pm-5:00 pm	HH 105

Basic Life Support (BLS)

Instructor for all sessions: Ruth Gaudreau

Tuition: \$39	Fee: \$17	Text Required: Code A	
ZBLS-004-0091	F 9/16 (1 session)	8:00 am-1:00 pm	HH 104
ZBLS-004-0092	F 9/23 (1 session)	8:00 am-1:00 pm	HH 104
ZBLS-004-0093	F 9/30 (1 session)	8:00 am-1:00 pm	HH 104

Certified Nursing Assistant—Part II

Tuition: \$373	Fee: \$16		
ZCNA-003-0145	10/17-10/21 (5 sessions)	7:00 am-3:30 pm	Nursing Home TBD
	10/24-10/25 (2 sessions)	8:00 am-12:00 pm	HH 105

Session II

Certified Nursing Assistant—Part I

Tuition: \$622	Fee: \$299	Text Required: Code B	
ZCNA-002-0146	M-Th 9/26-10/27 (20 sessions)	5:30 pm-9:30 pm	HH 202

Basic Life Support (BLS)

Instructor for both sessions: Ruth Gaudreau

Tuition: \$39	Fee: \$17	Text Required: Code A	
ZBLS-004-0094	F 10/7 (1 session)	8:00 am-1:00 pm	HH 104
ZBLS-004-0095	F 10/14 (1 session)	8:00 am-1:00 pm	HH 104

Certified Nursing Assistant—Part II

Tuition: \$373	Fee: \$16		
ZCNA-003-0147	10/31-11/4 (5 sessions)	7:00 am-3:30 pm	Nursing Home TBD
	11/7-11/8 (2 sessions)	5:30 pm-9:30 pm	HH 200

Session III

Certified Nursing Assistant—Part I

Tuition: \$622	Fee: \$299	Text Required: Code B	
ZCNA-002-1048	M-Th 10/31-12/6 (20 sessions)	8:00 am-12:00 pm	HH 105
	No class on 11/23 and 11/24.		

ZCNA-002-0149 M-Th 10/31-12/6 (20 sessions)
MW 8:00 am-12:00 pm and TTh 1:00 pm-5:00 pm
HH 105
No class on 11/23 and 11/24.

Basic Life Support (BLS)

Instructor for all sessions: Ruth Gaudreau

Tuition: \$39	Fee: \$17	Text Required: Code A	
ZBLS-004-0096	F 11/04 (1 session)	8:00 am-1:00 pm	HH 104
ZBLS-004-0097	F 11/11 (1 session)	8:00 am-1:00 pm	HH 104
ZBLS-004-0098	F 11/18 (1 session)	8:00 am-1:00 pm	HH 104

Certified Nursing Assistant—Part II

Tuition: \$373	Fee: \$16		
ZCNA-003-1050	12/8-12/14 (5 sessions)	7:00 am-3:30 pm	Nursing Home TBD
	12/15-12/16 (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. 7, 6 to 8 p.m.
Oct. 5, 2 to 4 p.m.
Nov. 2, 6 to 8 p.m.
Dec. 7, 2 to 4 p.m.

All of the information sessions will take place in room HH 105.

ed2go ONLINE CLASSES

Related online courses:

- Explore a Career as an Administrative Medical Assistant
- Explore a Career in Medical Coding
- Explore a Career in Medical Transcription
- Explore a Career in Medical Writing
- Explore a Career in Nursing
- Explore a Career as a Pharmacy Technician
- Handling Medical Emergencies
- Human Anatomy and Physiology I and II
- Legal Nurse Consulting
- Medical Math
- Medical Terminology: A Word Association Approach
- Spanish for Medical Professionals
- Spanish for Medical Professionals II

All courses begin 8/17, 9/14, 10/12, 11/9 and 12/14.

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

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 some health care courses.

No appointment is necessary to take the tests, but students must first go to Room 102 of Fulton-Owen Hall (FOH) 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.

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 Nov. 23-27 and Dec. 23 through Jan. 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 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 and MTH 091 at another college may request an exception. An unofficial transcript must be submitted at the time of registration in FOH 102.

DENTAL ASSISTING

Dental Assisting—Introduction

Prepare for a career in the dentist's office. Learn the fundamentals of administrative and chair side dental assisting. Be able to work with the dentist in delivering optimal patient care, screening patients, charting teeth, providing patient education and making appointments. Develop your skills in sterilization and disinfection, using dental materials, maintaining the equipment and using four-handed dental assisting techniques. Beneficial in preparing for the Certified Dental Assistant Exam, which requires 3,500 hours of work experience as a dental assistant and a high school diploma or equivalent. 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.* Instructor: Terry Huston

Tuition: \$443 Fee: \$63 Text Required: Code E

ZDNT-006-0194 MW 9/12-11/14 (19 sessions) 5:30 pm- 8:30 pm



HH 104

Radiology for Dental Assistants

Gain the technical and clinical knowledge necessary to help you prepare for the national examination for certification to conduct dental radiographic procedures. Certification through the Dental Assisting National Board (DANB) is required to practice dental radiology in Maryland. In order for students to take the DANB exam, they must be at least 18 years old and have current CPR certification and a high school diploma or equivalent. Learn film position and placement, operation of the X-ray machine, steps in film exposure, film processing and evaluation, radiographic interpretation, safety precautions and proper mounting of film.

Prerequisites: "Dental Assisting—Introduction" within the last 12 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. Instructor: Donna Ervin

Tuition: \$382 Fee: \$73 Text Required: Code D

ZDNT-008-0088 MW 9/12-11/9 (18 sessions) 5:30 pm- 8:00 pm

HH 105

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: \$78 Fee: \$10

ZDNT-005-0089 MW 9/12-9/21 (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-002-0090 T 11/8 (1 session)

6:00 pm- 8:00 pm

HH 105

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: \$311 Fee: \$164 Text Required: Code D

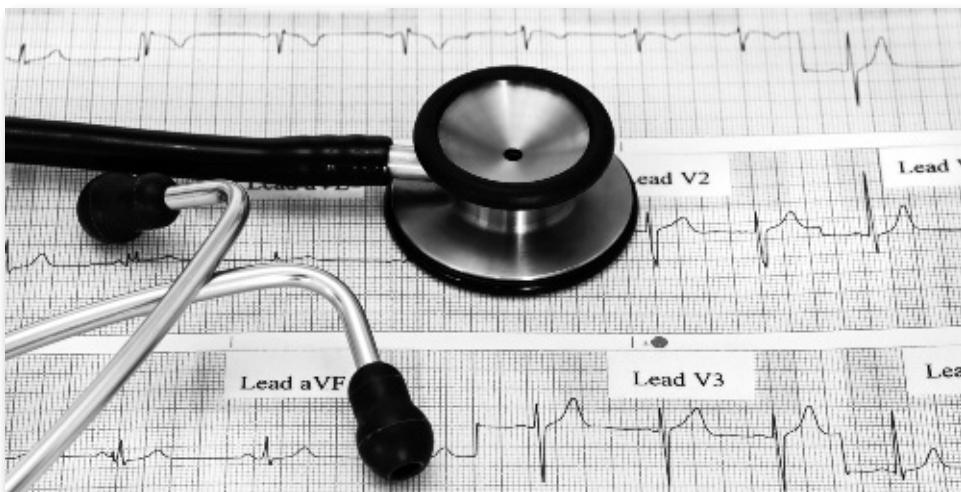
ZEKG-005-0160 TTh 9/6-10/6 (10 sessions) 5:30 pm- 9:30 pm HH 105

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: \$163 Fee: \$21 Text Required: Code D

ZEKG-006-0161 TTh 10/11-10/27 (6 sessions) 5:30 pm- 9:00 pm HH 105

**EKG Technician Training—Clinical Practicum**

Practice skills of EKG technician, including patient preparation, lead placement, patient instruction and performance of a variety of monitoring tests during clinical rotation. Gain "hands-on" practice with EKGs and Holter monitors. Become familiar with protocols for patient preparation for common tests performed by EKG technicians. Understand relationships between departments and personnel in clinical settings and focus on communication skills. *Prerequisites: documentation by the end of "EKG Technician Training—Intermediate" of a current, negative TB/PPD test or a chest X-ray taken within the last year, 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: \$300 Fee: \$21

ZEKG-007-0162 T 11/1 5:30 pm- 6:30 pm HH 105

Mandatory meeting to schedule clinical rotation, which must be completed by 1/20.

Health care online continuing education certificates:

- Brain Health
- Complementary and Integrative Health
- End of Life Care
- Food, Nutrition and Health
- Gerontology
- Holistic and Integrative Health
- Integrative Mental Health
- Meditation
- Pain Assessment and Management
- Perinatal Issues
- Stress Management

All courses begin 8/17, 9/14, 10/12, 11/9 and 12/4.

Go to www.ed2go.com/worwic for more information including costs, course hours, syllabus, requirements and accreditation.

Please wear loose, comfortable clothing. You will be practicing skills that require working on your hands and knees, bending, standing and lifting. You will also need to pass a written exam and skills test to receive your course completion card.

EMERGENCY TRAINING



**American
Heart
Association®**

**AUTHORIZED
TRAINING
C E N T E R**

In late 2015, the American Heart Association (AHA) issued an update for Cardiopulmonary Resuscitation (CPR) and Emergency Cardiovascular Care (ECC). Focus is now placed on the critical components of high-quality CPR ensuring chest compressions of adequate rate and depth, allowing full chest recoil between compressions, minimizing interruptions in chest compressions and avoiding excess ventilation. CPR, especially if performed in the first few minutes of cardiac arrest, can double or triple a person's chance of survival. All AHA courses that involve resuscitation training have been updated.

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. Textbooks are designed for individual use and are an integral part of the student's education. Each student must have the current appropriate course textbook readily available for use before, during and after the course. Prior review of the textbook is strongly recommended by the AHA. Textbooks 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:	Fee:	Text Required:	
ZBFA-005-0108	M 9/26 (1 session)	8:00 am-12:00 pm	HH 104
ZBFA-005-0109	T 10/25 (1 session)	8:00 am-12:00 pm	HH 104
ZBFA-005-0110	T 11/15 (1 session)	8:00 am-12:00 pm	HH 104
ZBFA-005-0111	T 12/13 (1 session)	8:00 am-12:00 pm	HH 104

Heartsaver Bloodborne Pathogens

This course is designed to meet Occupational Safety and Health Administration (OSHA) requirements for bloodborne pathogens training when paired with site-specific instruction. This course is applicable to staff in a variety of settings, including health and fitness, child care workers and school personnel. Students will learn the American Heart Association's PACT acronym (Protect, Act, Clean, Tell) and slogan, "Make a PACT, Know How to Act," to easily recall critical components. Instructor for both sessions: Stephanie Gamm

Tuition:	Fee:	Text Required:	
ZBBP-001-0196	F 9/16 (1 session)	10:00 am-12:00 pm	HH 200
ZBBP-001-0197	F 11/4 (1 session)	10:00 am-12:00 pm	HH 105

Basic Life Support (BLS) eLearning Skills Session

This course is designed to assist students in completing the American Heart Association (AHA) 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 Course Completion Card. Instructor for both sessions: Ruth Gaudreau

Tuition:	Fee:		
ZBLS-005-0084	S 10/15 (1 session)	8:00 am-12:00 pm	HH 104
ZBLS-005-0085	F 12/9 (1 session)	8:00 am-12:00 pm	HH 104

EMERGENCY TRAINING, continued

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. **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: \$39	Fee: \$17	Text Required: Code A	
ZBLS-004-0099	S 9/10 (1 session)	8:00 am- 1:00 pm	HH 104
ZBLS-004-0100	M 9/19 (1 session)	8:00 am- 1:00 pm	HH 104
ZBLS-004-0101	S 10/22 (1 session)	8:00 am- 1:00 pm	HH 104
ZBLS-004-0102	F 10/28 (1 session)	8:00 am- 1:00 pm	HH 104
ZBLS-004-0103	S 11/5 (1 session)	8:00 am- 1:00 pm	HH 104
ZBLS-004-0104	M 11/21 (1 session)	8:00 am- 1:00 pm	HH 104
ZBLS-004-0105	F 12/2 (1 session)	8:00 am- 1:00 pm	HH 104
ZBLS-004-0106	S 12/3 (1 session)	8:00 am- 1:00 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. Instructor: Ruth Gaudreau

Tuition: \$35	Fee: \$16	Text Required: Code A	
ZCPR-009-0107	S 10/8 (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: \$54	Fee: \$17	Text Required: Code A	
ZFCA-001-0082	TW 10/18-10/19 (2 sessions)	1:00 pm- 4:30 pm	HH 104
ZFCA-001-0083	T 11/8 (1 session)	8:30 am- 4:00 pm	HH 104

FITNESS TRAINING**Personal Trainer National Certification**

According to the latest fitness industry salary guide, personal trainers are earning an average of \$34/ hour. This challenging course is taught over a 5-week period for better retention and "hands on" skill competency. The national exams are held in the sixth week. The course is formatted as a 60-hour program and comprises 15 hours of lecture, 15 hours of "hands on" practical training and a 30-hour internship that walks many graduates right into a job! Key topics include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. You will be prepared to work with clients and stand out in any gym as "the expert" in your field. CPR/AED and the 30 hour internship are required to receive your certification. Textbook is required and not included in course fees. Call WITS at 888-330-9487 to secure reading assignments and start reading immediately.

Tuition: \$280	Fee: \$582	Text Required: Code D	
ZFIT-002-0087	S 10/1-11/5 (6 sessions)	9:00 am-12:00 pm	HH 200

9:00 am-12:00 pm in HH 200 and 1:00 pm-4:00 pm at local gym. Must register by 9/23.

 **ed2go ONLINE CLASSES**

Related online courses:

- Explore a Career as an Administrative Medical Assistant
- Explore a Career in Medical Coding
- Explore a Career in Medical Transcription
- Explore a Career in Medical Writing
- Explore a Career in Nursing
- Explore a Career as a Pharmacy Technician
- Handling Medical Emergencies
- Human Anatomy and Physiology I and II
- Legal Nurse Consulting
- Medical Math
- Medical Terminology: A Word Association Approach
- Spanish for Medical Professionals
- Spanish for Medical Professionals II

All courses begin 8/17, 9/14, 10/12, 11/9 and 12/4.

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

Personal trainer orientations

Want to learn about the Personal Trainer Certification course? Join our live webinar and talk with a veteran instructor about the course and industry. Register for any of the following monthly seminars:

Wed., Sept. 7, Noon to 1 p.m.
<http://tinyurl.com/fitnessorientation907>

Wed., Oct. 5, 4 to 5 p.m.
<http://tinyurl.com/fitnessorientation105>

Can't make either of the dates and times? Register anyway and we will send you a recording of the webinar once it is complete.

ed2go | career

ONLINE CAREER TRAINING

Online career training courses
for health care professionals

- Administrative Medical Specialist with Medical Billing and Coding
- Advanced Hospital Coding and CCS Prep
- CompTIA Healthcare IT Technician
- Medical Billing and Coding
- Optician Certification Training

Start your new career today! Go to <http://careertraining.ed2go.com/worwic> for more information including costs, requirements, hours, etc. or contact us at 410-334-2815.

MEDICAL CODING & BILLING

According to the U.S. Bureau of Labor Statistics, employment of health information technicians, including medical coders and billers, is projected to grow more than 20 percent by 2022, much faster than the average for all other occupations. The demand for health services is expected to increase as the population ages with a growing need for medical tests, treatments and procedures. This will mean employment opportunities for coders who can submit accurate claims for reimbursement from insurance companies.

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: \$327 Fee: \$11 Text Required: Code F
ZMBC-010-0163 T 9/6-12/6 (14 sessions) 6:00 pm- 9:00 pm HH 104



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: \$233 Fee: \$10 Text Required: Code F
ZMBC-007-0086 Th 9/15-11/17 (10 sessions) 6:00 pm- 9:00 pm HH 104

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-002-4002 W 9/14 ONLINE
ZMOF-002-4003 W 10/12 ONLINE
ZMOF-002-4004 W 11/9 ONLINE
ZMOF-002-4005 W 12/14 ONLINE

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: \$62	Fee: \$16		
ZMDA-003-0151	F 9/16 (1 session)	8:00 am- 4:30 pm Instructor: Hazel Bennett	HH 105
ZMDA-003-0152	F 10/28 (1 session)	8:00 am- 4:30 pm Instructor: Denise Dechene	HH 105
ZMDA-003-0153	W 11/16 (1 session)	8:00 am- 4:30 pm Instructor: Hazel Bennett	HH 104
ZMDA-003-0154	W 12/7 (1 session)	8:00 am- 4:30 pm Instructor: Denise Dechene	HH 104

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 (e-mail AJorgensen@csmd.edu or 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. 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.*

Tuition: \$639	Fee: \$21		
ZNUR-003-0155	ThF 10/27-10/28	8:30 am- 3:30 pm Must meet with Allied Health Coordinator in HH 103 PRIOR to registering. Call 410-334-6782 to set up appointment. Clinical rotation to be completed by 12/23.	HH 202

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: \$467	Fee: \$194	Text Required: Code D	
ZPHL-007-0156	TTh 9/6-10/25 (15 sessions)	9:00 am- 1:00 pm Instructor: Margaret Harlin	FOH 309
ZPHL-007-0157	MW 9/12-10/31 (15 sessions)	5:30 pm- 9:30 pm Instructor: Sheila Roe	FOH 309



Certified medicine aide
contract training available.
Nursing home administrators,
please call 410-334-6780
for information.

Wor-Wic Community College is
authorized by the Maryland Board of
Social Work Examiners to offer Category I
credit for continuing education courses.

Please contact Teresa Tyndall, director of
allied health, at 410-334-6781 to discuss
your particular agency training needs.

HEALTH & SAFETY

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:

- Spanish for Dental Staff
- Spanish for Paramedics and EMTs
- Spanish for Mission Teams
- Spanish for Nursing
- Spanish for Office Personnel
- Spanish for Requesting Personal Information and Data
- Spanish for Respiratory Therapy
- Spanish for Physicians
- Spanish for Substance Abuse Counseling Personnel: Initial Screening and Admission

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



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.)

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. Uses same text as "Phlebotomy Skills—Part I" course.

Prerequisite: must be able to lift, push and pull 20 pounds without restriction. A flu vaccine is required before clinical rotation.

Tuition: \$436	Fee: \$62	Text Required: Code D	
ZPHL-008-0158	TTh 10/27-12/15 (14 sessions)	9:00 am- 1:00 pm	FOH 309
	No class on 11/24.	Instructor: Margaret Harlin	

ZPHL-008-0159	MW 11/2-12/21 (14 sessions)	5:30 pm- 9:30 pm	FOH 309
	No class on 11/23.	Instructor: Sheila Roe	

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: \$85	Fee: \$53		
ZPHL-009-0195	TTh 11/15-11/17 (3 sessions)	6:00 pm- 8:30 pm	FOH 309

Exam on S 11/19, 9:00 am. Must register by 10/3.
Call 410-334-6782 to make an appointment.

HOSPITALITY & CULINARY

POOL OPERATORS

Certified Pool Operators Course

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

Tuition: \$117	Fee: \$21	Text Required: Code B	
ZCPO-001-0212	TTh 9/13-9/27 (5 sessions)	6:00 pm- 9:00 pm	FOH 200
ZCPO-001-3016	TTh 11/1-11/15 (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: \$42	Fee: \$21	Text Required: Code B	
ZCPO-002-0213	MW 10/3-10/5 (2 sessions)	6:00 pm- 8:30 pm	AHB 301
ZCPO-002-3017	MW 10/17-10/19 (2 sessions)	6:00 pm- 8:30 pm	ORGC 100

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: \$187 Fee: \$41
ZFDB-022-0024 MW 9/12-10/5 (8 sessions) 6:00 pm- 9:00 pm FOH 307

CARD 101

This course is 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 for both sessions: Eric Chaplin

Tuition: \$23 Fee: \$6
ZFDB-021-0022 W 10/12 (1 session) 6:00 pm- 9:00 pm FOH 203
ZFDB-021-0023 W 11/9 (1 session) 6:00 pm- 9:00 pm FOH 204

ServSafe Food Protection Manager

This course is 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: \$117 Fee: \$81
ZFDB-026-0017 ThF 12/1-12/2 (2 sessions) 8:00 am- 4:30 pm FOH 203
Must register by 11/14 to ensure delivery of course manual.

CULINARY SKILLS

Classic Italian Desserts

Concoct the best of Italian sweets! Learn the properties and functions of various ingredients used in the production of Italian desserts, then produce 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 some "not as well known in America" desserts like panna cotta and the classic cassata cake. Instructor: John Del Vecchio



Tuition: \$80 Fee: \$31
ZCUL-065-0046 Th 9/15-9/29 (3 sessions) 6:00 pm- 9:00 pm FOH 303

Holiday Appetizers and Hors D'oeuvres

The "little jewels" of the culinary world, hors d'oeuvres and canapés, offer limitless opportunities for creativity. Expand your menu with a variety of hot and cold hors d'oeuvres and savory canapé spreads. Recipes include classic Mini Bacon Quiche and Chesapeake Crab Stuffed Mushrooms. International favorites include Sushi, Chicken Satay, Swedish Meatballs, Stuffed Won Tons and Baba Ghanoush. Instructor: Bonnie Aronson

Tuition: \$107 Fee: \$71
ZCUL-069-0042 T 10/4-10/25 (4 sessions) 6:00 pm- 9:00 pm FOH 307

CULINARY SKILLS, continued


 **ed2go** ONLINE CLASSES

Related online courses:

- Secrets of the Caterer: Menu Planning, Organizing and Cooking Skills
- Successful Event Planning

All courses begin 8/17, 9/14, 10/12, 11/9 and 12/4.

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

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: \$53 Fee: \$23
 ZCUL-067-0044 Th 10/6-10/13 (2 sessions) 6:00 pm- 9:00 pm FOH 303

Fabulous French Pastries

Whip up awe-inspiring pastries and make a variety of two-bite delights, perfect for sweet tables and cocktail parties. Master the basic principles of preparing and plating a variety of individual dessert pastries including éclairs, cream puffs, profiteroles and petit fours. Prepare pâté à choux to create custard-filled éclairs, Chantilly cream with cream puffs and profiteroles. Master the art of macaroons and create a variety of petit fours. Pair these treats with luscious fillings, sweet dips and glazes, then accent them with beautiful icing and filigree decorations. Emphasis is placed on traditional and contemporary petit fours and pastries utilizing updated production methods. Instructor: John Del Vecchio

Tuition: \$53 Fee: \$23
 ZCUL-060-0029 Th 10/20-10/27 (2 sessions) 6:00 pm- 9:00 pm FOH 303

Principles of Cooking 

Understand how heat is transferred to food through conduction, convection and radiation. Use a variety of cooking methods to give the finished product a specific texture, appearance, aroma and flavor. Learn basic methods of cooking including broiling, braising, shallow frying and steaming. Understand what the application of heat does to fats, starches, sugars and protein. Learn hands-on methods of dry heat and moist heat cooking with specific recipes such as Grilled Teriyaki Salmon with Pineapple-Papaya Salsa, Steamed Oriental Cabbage Rolls, Sauteed Minute Steak Dijonaise, Baked Candied Sweet Potatoes and Roasted Poblano Chili and Corn Soup. Instructor: Bonnie Aronson

Tuition: \$107 Fee: \$70
 ZCUL-068-0043 T 11/1-11/29 (4 sessions) 6:00 pm- 9:00 pm FOH 307
 No class on 11/22.

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 for both sessions: John Del Vecchio

Tuition: \$53 Fee: \$26
 ZCUL-053-0026 WTh 11/2-11/3 (2 sessions) 6:00 pm- 9:00 pm FOH 303
 ZCUL-053-0027 Th 11/10-11/17 (2 sessions) 6:00 pm- 9:00 pm FOH 303

Soups and Salads 

Soups and salads are endlessly versatile. Light or hearty, economical or indulgent, simple or elaborate, they are delicious and limited only by your imagination and available ingredients. Create hearty and nutritionally balanced one-bowl meals from a steamy soup for a cold day to a delicate salad to stimulate the palate. Apply cooking techniques appropriate for each soup, then demonstrate proper garnishes for soups and salads. Prepare Tortilla Soup with Chipotle Citrus Shrimp, Spring Roll Salad, and Chicken Nicoise Salad with Benedictine Crisps. Combine Down East Clam Chowder with Bacon

Bread Crumbs, Peanut and Sweet Potato Soup with Jicama Slaw, Baked Potato Soup with Grilled Caesar Salad...and many more recipes to please your palate. Instructor: Bonnie Aronson

Tuition: \$107 Fee: \$70
 ZCUL-066-0045 WF 11/9-11/18 (4 sessions) 6:00 pm- 9:00 pm FOH 307



HOSPITALITY & CULINARY

CULINARY SKILLS, continued

Gingerbread House Christmas

Get into the holiday spirit at Wor-Wic Community College. Begin by preparing your gingerbread dough for baking, then enjoy custom-designing and decorating a merry gingerbread house in a welcoming environment. All embellishments are provided for decorating the dazzling gingerbread house that you design and bake. Take home your house to enjoy throughout the season. Instructor: John Del Vecchio

Tuition: \$53 Fee: \$23
ZCUL-052-0028 Th 12/8-12/15 (2 sessions) 6:00 pm- 9:00 pm FOH 303

INDUSTRY, TRADES & MANUFACTURING

AUTOMOTIVE

Basic Automotive Mechanics—Introduction

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

Tuition: \$187 Fee: \$6
ZAUT-001-0122 Th 9/15-11/3 (8 sessions) 6:00 pm- 9:00 pm PHS B100

Advanced Auto Technology

Prepare to become an Automotive Technician. Prepare to take the exam to become ASE certified through the National Institute for Automotive Service Excellence. Cover preventive maintenance for vehicles to keep them running efficiently. Create accurate and complete repair order documentation for each vehicle to prevent errors in service provided. Focus on safety/MSDS, specialized equipment, tools/fasteners, electricity/electronics and electrical diagnosis. Instructor: Robert White

Tuition: \$373 Fee: \$56 Text Required: Code E
ZAUT-002-0123 MW 9/12-11/2 (16 sessions) 6:00 pm- 9:00 pm PHS B100

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. Instructor: Howard Twiford

Tuition: \$212 Fee: \$61 Text Required: Code E
ZCON-028-0060 Th 9/8-12/8 (14 sessions) 5:30 pm- 8:45 pm PHS B90
Exam on Th 12/15, 5:30 pm-7:30 pm. No class on 11/24.



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.



Sept. 26 - Oct. 21
Monday through Friday
8:30 a.m. to 4:30 p.m.



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." Evening and day-time courses will be available. Tuition cost is \$25.

This course will educate candidates to successfully take the Delmarva Power pre-employment exam. Focus on basic math concepts and practice problem solving techniques using basic mechanical concepts.

Interested applicants are required to attend one of several information sessions that will be offered at Wor-Wic Community College in the fall. 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 serve basis. For more information call 410-334-2815 to start on your path to success!

INDUSTRY, TRADES & MANUFACTURING

ELECTRICITY

Prepare for employment as an entry-level electrical worker by taking "Electrical Wiring Technician: Introduction" and "Electricity, Electrical Schematics and Troubleshooting—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, NFPA70r compliance. Instructor: George Landing



Tuition: \$420 Fee: \$51

Text Required: Code E

ZELC-005-0059 TTh 9/13-11/10 (18 sessions) 6:30 pm- 9:30 pm

FOH 100

Electricity, Electrical Schematics and Troubleshooting: Introduction

Gain a working knowledge of electricity and the importance of safety when working with electricity. Understand schematics and how to troubleshoot circuits. Focus on basic circuit design and the relationship between voltage, amps and resistance. Understand AC/DC sources of electricity. Receive "hands-on" practice and design your own circuits. Become familiar with relays, solenoids, switches, fuses, transformers, motors, single-phase and three-phase motors, generators and transformers (step-up, step-down and isolation). Build confidence in using the tools of the trade. Instructor: Dan Niblett

Tuition: \$280 Fee: \$51

Text Required: Code D

ZELC-002-0050 MW 9/12-10/19 (12 sessions) 5:30 pm- 8:30 pm

FOH 100

ELECTRONICS

Communications Electronics

Focus on modulation, transmission, amplification, radio frequency (RF) circuits, microwave circuits, fiber optics and voice and data communication. Participate in "hands-on" activities in the use of filters, bandwidth, voltage and power calculations and oscilloscopes. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering. *Prerequisite: experience with digital electronics, microprocessors and permission of instructor.* Instructor: Seyed Mirlohi

Tuition: \$318 Fee: \$36

Text Required: Code E

ZELE-003-0051 TTh 9/8-12/8 (27 sessions) 10:30 am-12:30 pm

MTC 300

Exam on T 12/13, 10:30 am-12:30 pm. No class on 11/24.

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: \$630 Fee: \$96

Text Required: Code F

ZHVC-001-0057 TTh 9/13-12/20 (27 sessions) 6:00 pm- 9:00 pm

PHS B20

No class on 11/8 and 11/24.

HVACR, continued

EPA Approved Refrigerant Containment Course and Test

The EPA approved training and testing procedures meet requirements for Types I, II, III and IV equipment technicians. Cover the proper handling of refrigerants controlled by EPA regulations under Section 608 of the Clean Air Act of 1990. Specific refrigerants involved include R-11, 12, 13, 22, 500, 502, 113, 114, 123 and 134A. Select the Type(s) for which you are testing and answer only those questions. There is a core section of 25 questions everyone must pass, plus 25 questions per Type. To ensure that you receive an Applicant Study Guide (included in fee), you must register at least two weeks prior to course date. TESTING ONLY OPTION \$45 (cost does not include a course manual); write TEST in the COURSE ID space on registration form. If you need to retake a test section that you did not pass, the fee is \$25; write RETEST in the COURSE ID space on registration form. Instructor: Paul Sichau

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 4 and 5)

Instructor: Paul Sichau

Tuition: \$327 Fee: \$21 Text Required: Code F
ZHVC-009-0056 Th 9/8-12/15 (14 sessions) 6:00 pm- 9:00 pm FOH 300
No class on 11/24.

LEAD PAINT

All lead paint courses are taught by Environmental Compliance Training and Consulting, LLC, a Maryland Department of the Environment (MDE) approved instructor resource.

Lead Paint Visual Inspector Training

Perform lead paint inspections to verify satisfactory completion of work required in rental properties under Maryland Lead Risk Reduction Standard. Learn how to perform dust wipe testing for lead as well as a visual inspection for compliance with the Full/Modified Risk Reduction Standard. Focus on how to properly complete associated inspection reports and protocols. Includes effects of lead exposure on health and techniques used in lead hazard control. Qualify to be a HUD Sampling Technician, which allows you to perform visual assessments and dust wipe inspections in HUD-owned and Section 8 HUD-assisted rental units. To complete the accreditation process, an application, which will be provided in class, must be submitted to the

Maryland Department of the Environment along with a fee of \$125 upon completion of the course. Code: VI

Tuition: \$200 Fee: \$414
ZLDP-003-0052 MT 12/5-12/6 (2 sessions) 8:30 am- 4:30 pm FOH 203



Lead Paint Visual Inspector Refresher Course

Designed to meet the Maryland Department of the Environment training requirement to maintain accreditation as a Visual Inspector. Review information provided in the initial course. New regulations and procedures will also be introduced. Also meets the requirements for HUD Sampling Technicians under 24 CFR Part 35. Upon completion, an application, which will be provided in class, must be submitted to the Maryland Department of the Environment with a fee of \$125 to complete the renewal of the accreditation process. Must be an accredited visual inspector through the Maryland Department of the Environment. Code: VI

accredited visual inspector through the Maryland Department of the Environment. Code: V.
Tuition: \$20 Fee: \$207
ZLDP-006-0053 T 12/6 (1 session) 8:30 am- 4:30 pm FOH 203

LEAD PAINT, continued**Lead Paint Maintenance and Repainting Supervisor Training**

Designed for those who supervise workers in rental properties in Maryland in order to bring these properties into compliance with the Maryland Rental Property Regulations under Maryland's Lead Risk Reduction Standard. Also designed for home improvement contractors who do work involving limited disturbance of lead based paint while working in rental properties. Cover information regarding the health effects of exposure to lead, how to protect against those exposures, techniques for safely working around lead-based paint, clean-up procedures and OSHA-related health and safety programs. Includes the Maryland rental property regulations in detail, along with other regulations that may impact the home improvement community. Property owners who wish to do work that disturbs lead-based paint or supervise the required procedures for compliance with related Maryland law must be accredited to this level of supervision. Upon completion, an application, which will be provided in the class, must be submitted to the Maryland Department of the Environment with a fee of \$125 to complete the accreditation process. Code: S4

Tuition: \$20 Fee: \$414
ZLDP-005-0136 ThF 12/8-12/9 (2 sessions) 8:30 am- 4:30 pm FOH 203

Lead Paint Maintenance and Repainting Supervisor Refresher

Update your knowledge of changes in the regulations and techniques related to lead paint activities. Concentrate on federal and state laws requiring compliance by property owners and/or contractors, as well as new technologies that make lead paint abatement easier and more affordable. This course is required every two years for those who hold current Maryland Department of the Environment certification as a Lead Paint Maintenance and Repainting Supervisor. Prerequisite: must hold current Maryland Department of the Environment certification as a Lead Paint Maintenance and Repainting Supervisor. Code: S4

Tuition: \$20 Fee: \$207
ZLDP-002-0137 F 12/9 (1 session) 8:30 am- 4:30 pm FOH 203

Lead Paint Renovation, Repair and Painting

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Beginning April 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. Learn the proper techniques and actions required by this new EPA rule. EPA Certification

Tuition: \$20 Fee: \$207
ZLDP-004-0054 W 12/7 (1 session) 8:30 am- 4:30 pm FOH 203

**MANUFACTURING****Computer-Aided Drafting I**

Begin the in-depth study of the fundamentals of computer-aided drafting through the use of AutoCAD. Topics include commands, coordinates, undoing and altering, moving and duplicating, arrays, viewports, file maintenance, editing and templates for 2-D. Also included are dimensioning and geometric tolerances, measurement and calculations, the creation of a library for symbols and attributes, plotting and printing. Keyboarding and Windows operating system skills are recommended. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering. Instructor: Sheila Kintz

Tuition: \$318 Fee: \$36 Text Required: Code B
ZMFG-025-0118 W 9/7-12/7 (14 sessions) 5:00 pm- 9:15 pm MTC 301
Exam on W 12/14, 5:00 pm-7:00 pm. No class on 11/23.

MANUFACTURING, continued**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: \$212 Fee: \$36 Text Required: Code E

ZMFG-031-0134 M 9/12-12/5 (14 sessions) 5:00 pm- 8:15 pm PHS B40
Exam on M 12/12, 5:00 pm-7:00 pm.

PLUMBING**Introduction to the Plumbing Trade**

Learn the basics of the plumbing trade and prepare for an entry-level job in plumbing. Focus on basic pipe joining procedures, including materials used for specific tasks. Gain basic service knowledge of water heaters, toilets, pumps, etc. Learn the math required in plumbing along with code requirements, safety awareness and dangers. Instructor: Kevin Horner

Tuition: \$280 Fee: \$96 Text Required: Code D

ZPLB-001-0058 TTh 9/13-10/20 (12 sessions) 6:00 pm- 9:00 pm PHS B111

WASTEWATER TREATMENT

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

Legal Liability 

Focus on an overview of the legal requirements of the Clean Water Act, Safe Drinking Water Act, Maryland's water pollution and water supply laws, as well as additional requirements created by the courts and professional certification authorities. Develop an understanding of the consequences of failing to meet statutory requirements and professional standards in your daily work activities. Explore issues through real-life examples of legal actions against facility staff and simulations of facility operations. Instructor is an attorney with over 30 years of experience in environmental law, including service as Enforcement Counsel for EPA and a prior career as a contractor building water and wastewater systems.

Tuition: \$14 Fee: \$111

ZWWT-052-0205 W 9/7 (1 session) 8:00 am- 4:00 pm FOH 103A

Process Management through Chemical Resource Conservation 

Process management and chemical resource conservation allow water/wastewater operators to measure dosages while limiting the amount of chemicals used. Explore common dosage mistakes and how to implement corrective measures. Focus on dosage processes such as chemical feed, strength, pump calibration, product verification and residual measurements.

Tuition: \$14 Fee: \$111

ZWWT-051-0207 W 10/26 (1 session) 8:00 am- 4:00 pm FOH 103B

Phosphorus Removal 

To protect the Chesapeake Bay, phosphorus removal is required at Maryland Wastewater Treatment Plants (WWTPs). Enhanced levels or additional removal of phosphorus may be required for newly issued discharge permits. Determine how phosphorus, as a nutrient, adversely affects the Chesapeake Bay and how phosphorus can be removed to less than 0.1 mg/l using physical, chemical and biological methods. Focus on use of iron and aluminum salts and their competing reactions with ortho-phosphorus and alkalinity, best chemical addition points and common application methods. Discover how reducing phosphorus at the source through phosphate detergent bans has been a great benefit to WWTPs. Define the benefits of biological uptake of phosphorus and how to maximize this effect using modern day Biological Nutrient Removal (BNR) process to minimize chemical addition along with the costs and sludge generation associated with chemical addition.

Tuition: \$14 Fee: \$111

ZWWT-050-0124 Th 12/1 (1 session) 8:00 am- 4:00 pm FOH 103A

INDUSTRY, TRADES & MANUFACTURING



Free Welding Training

Through a partnership with Arcon Welding Services and Quality Staffing Services, Wor-Wic Community College is offering a 10-week welding training program funded by the Maryland Energy Administration and 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 <http://www.worwic.edu/Academics/ContinuingEducation/WeldingTraining.aspx> 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 5 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: \$280	Fee: \$156	Text Required: Code E	
ZWLD-001-0135	TTh 9/13-10/20 (12 sessions)	6:30 pm- 9:30 pm Instructor: David Willey	PHS B60
ZWLD-001-3007	TTh 9/13-10/20 (12 sessions)	6:30 pm- 9:30 pm Instructor: Barry Wien	WTHS 535

PERSONAL ENRICHMENT

ART & PAINTING

Introduction to Art History (ART 101)

This course presents the major themes, styles and subject matter of art and architecture from prehistory to the present, focusing on Western civilization. The artworks of each culture and historical period are examined in the context of the dominant thoughts, ideas and customs of the time. For further information about taking this non-credit course for credit, call 410-334-2800 prior to registering. Instructor: Adam Tavel

Tuition: \$318	Fee: \$46	Text Required: Code F	
ZAPA-014-0039	MW 9/7-12/7 (27 sessions)	12:45 pm- 2:15 pm Exam on M 12/12, 12:00 pm-2:00 pm. No class on 11/23.	FOH 211

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 art work!

Tools and most basic supplies will be provided. Instructor: Carolyn Massey

Tuition: \$117	Fee: \$50		
ZAPA-012-3006	W 9/14-10/12 (5 sessions)	12:00 pm- 3:00 pm	ORG C 100

FINANCIAL PLANNING

Wills and Estates

Cover the principles and techniques of estate planning and wills. Stress on the mechanics of the probate process, gift programs, life insurance, property titling and charitable gifts. Examine trust and estate taxes, including applicable federal and state taxes and types of trusts. Explore various options for lifetime planning, including disability concerns, medical directives and paying for nursing home care. Identify methods to ensure proactive communication and to prevent disputes and contested wills. Instructor: Arlette Bright

Tuition: \$68	Fee: \$6		
ZFIN-003-0021	T 10/4-10/25 (4 sessions)	6:00 pm- 8:00 pm	FOH 200

Your Financial Check-Up

Assess your current financial position and help determine the steps needed to rectify any shortcomings. Understand that saving for retirement is the most important financial goal while saving for college is a close second. Calculate your financial health and discuss methods and strategies for meeting these goals. Topics covered include: stocks, bonds, mutual funds, insurance and annuities, IRAs and what an appropriate asset mix looks like. Identify how much money you will need to retire comfortably to generate an income that you won't outlive. Learn strategies to plan for the expected and unexpected and techniques to anticipate the unknown economic factors in your future. Instructor: Christopher Wilde

Tuition: \$70	Fee: \$11		
ZFIN-011-0018	W 10/26-11/9 (3 sessions)	6:00 pm- 8:45 pm	FOH 300

PERSONAL ENRICHMENT

HISTORY

The Holocaust and Jewish Resistance

Explore the Holocaust and Jewish resistance movement before and during World War II. Although six million Jews were murdered at the hands of the Nazis, some Jews stood up to their oppressors and executioners through uprising and armed resistance. Discover who these individuals were and what motivated them to resist and take up arms. Learn about the individuals who organized and participated in the various ghetto uprisings as well as those who joined partisan movements in Nazi occupied Europe. Through weekly reading and discussions, understand the motivations of these fighters and unsung heroes. Instructor: Joseph Chaikel

Tuition: \$76 Fee: \$11
ZHSI-043-0048 M 10/3-11/7 (6 sessions) 11:00 am-12:30 pm FOH 103B

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: \$318 Fee: \$6 Text Required: Code F
ZLAN-013-0113 T 9/13-12/6 (14 sessions) 6:30 pm- 9:45 pm AHB 200
Exam on T 12/13, 6:30 pm-8:30 pm.

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: \$119 Fee: \$41
ZLAN-007-0014 Th 9/22-11/3 (7 sessions) 6:30 pm- 8:30 pm FOH 204
Must register by 9/9 to ensure delivery of course manual.

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: \$170 Fee: \$6 Text Required: Code B
ZLAN-002-0119 MW 9/12-10/12 (10 sessions) 6:30 pm- 8:30 pm BH 325

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: \$318 Fee: \$6 Text Required: Code F
ZLAN-004-0112 MW 9/7-12/7 (27 sessions) 10:45 am-12:15 pm FOH 304
Exam on W 12/14, 10:00 am-12:00 pm. No class on 11/23.
ZLAN-004-0116 MW 9/7-12/7 (27 sessions) 2:30 pm- 4:00 pm FOH 304
Exam on W 12/14, 2:00 pm-4:00 pm. No class on 11/23.
ZLAN-004-0117 TTh 9/8-12/8 (27 sessions) 12:45 pm- 2:15 pm FOH 304
Exam on T 12/13, 12:00 pm-2:00 PM. No class on 11/24.
ZLAN-020-0175 T 9/13-12/6 (14 sessions) 4:30 pm- 6:00 pm AHB 200
Exam on Th 12/15, 4:00 pm-6:00 pm. This hybrid course includes a blend of face-to-face on-campus instruction and required internet activities.

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.

ed2go ONLINE CLASSES

Related online courses:

- Discover Sign Language
- Speed Spanish
- Speed Spanish II
- Speed Spanish III
- Spanish for Law Enforcement
- Spanish for Medical Professionals
- Spanish for Medical Professionals II

All courses begin 8/17, 9/14, 10/12, 11/9 and 12/14.

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

PERSONAL ENRICHMENT

LITERATURE

Happy Birthday, Frankenstein!

When was Frankenstein born? On a dark and dreary night, of course! June 2017 will mark two hundred years since Lord Byron, Percy Bysshe Shelley, Mary Shelly and John William Polidori gathered at Villa Diodati near Lake Geneva, Switzerland to conceive the Gothic tale that would become Frankenstein. Created not only from imagination but from emerging medical practices and a fascination with the psyche, the characters of Frankenstein and his creature epitomize fears and concerns of the period. Read works that trace a generation of psychological horror and make comparisons with modern parallels. Instructor: Sarah Fielding

Tuition: \$51 Fee: \$11

ZLIT-008-0121 Th 10/6-10/27 (4 sessions) 6:00 pm- 7:30 pm

FOH 310

Shades of Ireland

Discover the complex political, social and cultural issues in Ireland through literary works from the past 100 years. Long before March Madness, there were the "Fighting Irish" who endured years of poverty and injustice. Explore the Irish "survivors" who established and maintained their cultural pride. Read, analyze and discuss literary selections that highlight the traditional Irish themes of entrapment, expression, and escapism as exemplified in canonized classics by Jonathan Swift, Ireland's earliest notable writer in English; James Joyce, author of *The Dubliners*, written at the height of Irish Nationalism, as well as contemporary icons like Frank McCourt, winner of the 1997 Pulitzer Prize for Biography or Autobiography, and U2, an Irish band with a focus on Irish social and political concerns. Use these writers and performers to explore the complex political, social and cultural issues in Ireland over time. Instructor: Sarah Fielding

Tuition: \$51 Fee: \$11

ZLIT-007-0120 Th 11/3-12/1 (4 sessions) 6:00 pm- 7:30 pm

FOH 310

No class on 11/24.

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: \$102 Fee: \$88

ZMUS-003-0016 Th 10/13-11/17 (6 sessions) 1:00 pm- 3:00 pm

FOH 103B

Must register by 9/26 to ensure delivery of course materials.



PHOTOGRAPHY

Photography—Basics for the DSLR Photographer

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

Instructor: James King

Tuition: \$156 Fee: \$6

ZPHO-004-0172 TTh 10/4-10/25 (8 sessions) 6:30 pm- 9:00 pm

FOH 304

Class also meets on S 10/15, 9:30 am-12:00 pm.

PERSONAL ENRICHMENT

PHOTOGRAPHY, continued

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 for all sessions: James King

Tuition: \$39	Fee: \$6		
ZPHO-001-0173	S 10/8-10/15 (2 sessions)	1:30 pm- 4:00 pm	FOH 103C
ZPHO-001-0219	Th 11/3-11/10 (2 sessions)	9:00 am-11:30 am	MAC
ZPHO-001-3022	M 12/5-12/12 (2 sessions)	9:30 am-12:00 pm	ORGC 100

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: \$98	Fee: \$6		
ZPHO-005-0198	T 11/1-11/29 (5 sessions)	6:30 pm- 9:00 pm	FOH 310

SCIENCE

Sea of Stars: A "Home" Galaxy Study of the Milky Way

Explore our place in the galaxy, including the overall structure of the Milky Way, the sun's nearby "neighbor" stars and the motion of the sun and stars within the galaxy. Investigate recent experimental probes of the stars' positions including the GLIMPSE, (Galactic Legacy Infrared Mid-Plane Survey Extraordinaire), a survey spanning 300 degrees of the inner Milky Way galaxy. Find out about the GAIA (Global Astrometric Interferometer for Astrophysics) mission, which is collecting data on millions of stars, creating a three dimensional map of them all. Instructor: Douglas Hemmick

Tuition: \$76	Fee: \$11		
ZSCI-005-0047	T 10/18-11/29 (6 sessions)	2:30 pm- 4:00 pm	FOH 200

TRAVEL

Hawaiian Adventure: Tour Oahu, Kauai and Maui

Explore the three Hawaiian islands of Oahu, Kauai and Maui on a 10-day tour provided by Wor-Wic Community College, in partnership with Collette Travel. Cost includes round trip airfare from Baltimore Washington International airport, air taxes, fees/surcharges, hotel transfers and 13 meals. Travel dates are March 30 through April 8, 2017.

Single: \$7,149/person

Double: \$5,249/person

Triple: \$5,199/person

Register for a free information session

Wed., Sept. 21

6 p.m., FOH 300

Contact Jill Heathfield at

410-334-2815 or jheathfield@worwic.edu



 **ed2go ONLINE CLASSES**

Related online courses:

- Adobe Photoshop
- Discover Digital Photography
- 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 8/17, 9/14, 10/12, 11/9 and 12/14.

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

Double-check your off-campus course location:

MAC **Maintaining Active Citizens**
909 Progress Circle
Salisbury, MD

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.)

PERSONAL ENRICHMENT

WELLNESS

Brown Bag Lunches

Are you looking for new ways to provide healthy family lunches on a budget? Learn how to pack a lunch for yourself, your children and other people in your care that focuses on good nutrition without sacrificing flavor. Practice the art of repurposing leftovers and provide aesthetically appealing on-the-go meals with an "un-deli approach." Waste less, save time, keep meals interesting and feel better! Instructor: Lynn Matava

Tuition: \$31 Fee: \$21

ZWEL-017-0019 T 9/13-9/20 (2 sessions) 6:00 pm- 8:00 pm FOH 103C

Fall Seasonal Eating and Storage

Master storage techniques for your favorite seasonal foods. Identify foods with short growing seasons, then discover techniques for storing them year round. Discover local fresh food vendors and obtain recipes that maximize nutrition and reduce your grocery costs. Explore basic food fermentation practices, a preservation technique that enhances your health and provides your body with natural probiotics year round. Apply storage tips and techniques using your garage, cellar, freezer, fridge and oven and preserve foods so you can enjoy your favorite fall vegetables year round. Instructor: Lynn Matava

Tuition: \$68 Fee: \$21

ZWEL-018-0114 F 10/7-11/4 (4 sessions) 12:30 pm- 2:30 pm MAC 999
No class on 10/21.

WRITING

The Story of My Life:

Memoir and Journal Writing I

Focus on ways to capture feelings, observe surroundings and then present them in an engaging and absorbing writing style. Targeted for individuals who are interested in keeping a personal journal or collecting thoughts and experiences to publish a memoir. Instructor: Susan Canfora

Tuition: \$117 Fee: \$12

ZWRI-008-0015 S 10/1-11/5 (6 sessions) 10:00 am-12:30 pm FOH 103A



REAL ESTATE

SALES PRE-LICENSEURE

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

Real Estate Principles and Practices

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

Tuition: \$513 Fee: \$6

Text Required: Code D

ZRES-001-0071 MW 9/14-11/30 (22 sessions) 6:30 pm- 9:30 pm BH 333
No class on 11/23.

REAL ESTATE

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.dllr.state.md.us, email mrec@dllr.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 #095-0618. Instructor: Walter Taraila

Tuition: \$41 Fee: \$6

ZREE-001-3003 Th 11/10 (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, procuring 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 #096-0618.

Tuition: \$41 Fee: \$6

ZREE-002-0036 W 9/21 (1 session) 6:00 pm- 9:00 pm FOH 203

ZREE-002-3004 Th 10/6 (1 session) 9:00 am-12:00 pm ORGC 100

Instructor: James Robinson

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 #090-0618.

Approval #090-0618.

Tuition: \$22 Fee: \$6

ZREE-003-0037 W 10/5 (1 session) 6:00 pm- 7:30 pm FOH 203

Instructor: James Robinson

ZREE-003-3001 W 10/12 (1 session) 9:00 am-10:30 am ORGC 100

Instructor: Walter Taraila

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 #093-0618.

Tuition: \$41 Fee: \$6

ZREE-004-3005 W 10/19 (1 session) 9:00 am-12:00 pm ORGC 100

Instructor: Walter Taraila

ZREE-004-0035 Th 11/3 (1 session) 6:00 pm- 9:00 pm FOH 103C

Instructor: James Robinson

ed2go ONLINE CLASSES

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 8/17, 9/14, 10/12, 11/9 and 12/14.

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.)

REAL ESTATE

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.

SALES CONTINUING EDUCATION, continued

Introduction to Commercial Real Estate

Review the basic fundamentals of commercial real estate transactions. Discuss the letter of intent, basic terms for commercial transactions, due diligence periods, basic process for completing the commercial lease or purchase and the additional professionals needed to assist in completion of the contract. Course provides a basic introduction for agents that have not participated in commercial real estate, as well as a review of the Maryland Commercial Agency Disclosure Requirements. Approved by the Real Estate Commission of Maryland—1.5 hours; meets the state mandated "Professional Enhancement" requirement. Approval #099-0618. Instructor: Walter Taraila

Tuition: \$22 Fee: \$6
ZREE-007-3002 W 10/5 (1 session) 10:30 am-12:00 pm ORGC 100

Legal Update

Gain an update on new laws, regulations and interpretations that real estate professionals need to know to adequately represent their clients and serve their customers. Topics include: emergence of "teams," legal requirements and liabilities, new state and federal foreclosure laws, the role of the Federal Consumer Financial Protection Bureau, bankruptcy's effect on real estate transactions, "MARS" legislation and regulations, real-estate-relevant new Maryland legislation, impending settlement procedures changes and social media issues. Approved by the Real Estate Commission of Maryland—3 hours; meets the state mandated "Legislative" requirement. Approval #102-0618. Instructor: Ann Shaw

Tuition: \$41 Fee: \$6
ZREE-008-0070 W 9/28 (1 session) 9:00 am-12:00 pm FOH 103A

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 "Supervisor 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. Prerequisite: successful completion of "Appraisal Principles and Procedures" course. Instructor: Leslie Pruitt

Tuition: \$513 Fee: \$6
ZAPR-008-0067 TTh 9/13-11/29 (22 sessions) 6:30 pm- 9:30 pm FOH 211
No class on 11/24.

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 Foundation Store/Order Books. Prerequisite: successful completion of "Appraisal Principles and Procedures" course. Instructor: Leslie Pruitt

Tuition: \$117 Fee: \$6
ZAPR-017-0066 FS 11/4-11/5 (2 sessions) 8:30 am- 5:00 pm FOH 204

APPRAISAL PRE-LICENSE, continued**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: \$31 Fee: \$6
ZAPR-021-0068 T 12/6 (1 session) 5:30 pm- 9:30 pm FOH 103B

Advanced Residential Applications and Case Studies

Ease the challenge of complex residential appraisal assignments. Recognize and address location considerations, functional obsolescence and quantification issues for the more difficult appraisal. Review and discuss case studies that illustrate the principles of real estate appraisal. Analyze the process of valuing unique and high-end residential dwellings, valuing partial interests and changes in market conditions.

Instructor: Leslie Pruitt

Tuition: \$117 Fee: \$6 Text Required: Code B
ZAPR-020-0069 MW 9/19-10/3 (5 sessions) 6:30 pm- 9:30 pm FOH 103C

Statistics, Modeling and Finance

Analyze the theory and practice of statistics in real estate appraisal, when they need to be used and relevant statistical methods. Focus on real estate finance and valuation modeling and their use in appraisals, terminology, practical applications of statistical analysis, terms of financing and real-world examples of how financing affects the value of real property. Instructor: Leslie Pruitt

Tuition: \$117 Fee: \$6 Text Required: Code B
ZAPR-019-0064 MW 10/12-10/26 (5 sessions) 6:30 pm- 9:30 pm AHB 301

Mastering Unique and Complex Property Appraisal

Designed to raise the level of awareness of the scope of work involved with assignments other than the everyday single-family residential appraisal. Interpret the appraisal techniques for valuing mixed-use, unusual, income-producing and one-of-a-kind property types. Identify factors that create a complex and unique property, adaptation of valuation methods for complex appraisal and appraising historic residences. Extensively review and discuss case studies that represent principles of real estate appraisal. Instructor: Leslie Pruitt

Tuition: \$163 Fee: \$6 Text Required: Code B
ZAPR-014-0065 MW 11/7-11/30 (7 sessions) 6:30 pm- 9:30 pm BH 325
No class on 11/23.

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: \$95 Fee: \$6
ZAPE-003-0062 F 10/7 (1 session) 8:30 am- 4:30 pm FOH 203



REAL ESTATE

Need to update your computer skills for the workplace?

Sign up today for our Computer Information Session

Tues., Sept. 6, 4:30-7 p.m.

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

Learn what courses are available that will help you in the workplace. Find out how to get started earning one of our five Continuing Education Career Certificates. Ask questions about any course, meet the instructors and register for your course on site!

- Get an overview of our Adobe Creative Cloud courses in the areas of graphics and design publishing and web design.
- Find out what foundation courses you need to start or enter the field of PC repair, networking and security basics and prepare for IT Fundamentals and CompTIA certification exams.
- Get up-to-speed on the latest Microsoft Office applications. Learn the technology and productivity skills that are essential in today's businesses.

Call 410-334-2815 to reserve a space.

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 experience
~	Limited keyboarding/computer experience or a ~ level course

REAL ESTATE 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: \$93 Fee: \$6

ZREL-003-0063 TTh 9/13-9/22 (4 sessions) 6:00 pm- 9:00 pm

FOH 103B

SENIORS ONLY

Getting Started with Computers for Seniors: Part I (Version Windows 10; Office 2010/2013) ~ ~

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

Tuition: \$0 Fee: \$16 Text Optional: Code C

ZCSR-011-9005 MW 9/21-10/10 (5 sessions) 9:00 am-11:30 am ORGC 100
No class on 10/5. Instructor: Trudy Pusey

ZCSR-011-9006 TTh 10/4-10/18 (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 2010/2013) ~ ~

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-012-9007 MW 10/17-11/2 (5 sessions) 9:00 am-11:30 am ORGC 100
No class on 10/19. Instructor: Trudy Pusey

ZCSR-012-9008 TTh 10/25-11/8 (5 sessions) 1:00 pm- 3:30 pm FOH 306
Instructor: Dianne Day

Microsoft Word for Seniors (Version 2010/2013) ~ ~

Learn to create, save and print letters, envelopes and multiple page documents. Navigate within a document, edit, find and replace and use the spell checker. Covers text, paragraph and page formatting for enhancing your document. Use Jump List to quickly access documents and pin to your taskbar. Uses same text as "Getting Started with Computers for Seniors: Part II." Prerequisites: Windows and keyboard experience.

Tuition: \$0 Fee: \$16 Text Required: Code B

ZCSR-013-9003 M 9/12-10/10 (5 sessions) 1:00 pm- 3:30 pm ORGC 100
Instructor: Trudy Pusey

ZCSR-013-9004 F 9/30-10/28 (5 sessions) 9:30 am-12:00 pm FOH 306
Instructor: Janis Sanders

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.)

SENIORS ONLY

Gmail for Seniors

Learn the basics of Gmail. Practice receiving, sending, replying, forwarding and adding attachments. Quickly search and filter your inbox and create action steps to organize, keep or delete incoming mail. Use the inbox tab feature and advanced features like starring and custom color labels to sort different types of messages like newsletters, ads and social updates to their own tabs and threads (conversations). Find out how to integrate Gmail with your contacts and the Google Calendar. Connect your smartphone or tablet to receive email and learn how to use Google's privacy settings and preferences to keep your email and other information safe. Prerequisite: "Getting Started with Computers for Seniors" and an active Google account. Instructor for both sessions: Trudy Pusey

Tuition: \$0 Fee: \$16

ZCSR-014-9001 MW 10/17-10/26 (4 sessions) 1:00 pm- 3:30 pm

ORGC 100

ZCSR-014-9002 Th 12/1-12/15 (4 sessions) 9:30 am-12:00 pm

FOH 306

Class also meets on T 12/13.



SUMMER SCHOLARS

Summer Scholars

Summer Scholars courses for gifted & talented students
entering grades 3 through 9 in the fall of 2017.

What our students had to say this past summer:

"I really enjoyed being able to assemble and re-assemble the computers. Now I'm prepared to build my PC at the end of this year!" *Geek Squad*

"My favorite part of this course was that I was able to learn what goes into a business and what I need to do if I want to start my own business." *It's My Business*

"I really liked learning about different cultures and their food. I also liked cooking, eating, and having fun and meeting new people." *Feasts and Festivals Around the World*

"I want to attend college here in the future." *Dino Sleuths*

"I loved everything in both courses. The classes are AMAZING!"

Our 2017 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.



More than 380
gifted and talented third
through ninth graders had a
blast in Wor-Wic's 2016
summer enrichment
courses!

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 2017.

TRANSPORTATION

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 endorsement. Includes instruction in the classroom and "hands on" experience both on the range and on the road. Gain bus driving skills as well as knowledge of safety procedures, rules and regulations and inspection techniques. Course includes experience driving a class B dump truck with manual transmission.



Please call 410-334-2815 to receive a free student information packet that includes course 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 (may be obtained from the Motor Vehicle Administration); they must be submitted no later than two weeks prior to the start of class. If you qualify for admission, you will be notified by mail. For questions about this training, call 410-334-2815. All courses require students to pass a 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.

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 instruction in the classroom 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. Schedules, room assignments and holiday information are distributed at orientation.

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) dates to be determined
- **CDL Refresher Training** (Class A and B)

**Mandatory Orientation:
Monday, Oct. 3**

Class A and B courses begin on Oct. 24. Call 410-334-2815 for information and times.

Additional orientation sessions and courses are scheduled every 8 weeks throughout the year.



Call 410-334-2815 to receive a free student information packet that includes course 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); they must be submitted no later than two weeks prior to the start of class. If you qualify for admission, you will be notified by mail. For questions about this training, call 410-334-2815. 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.

You may want to investigate sources for payment now because payment is required prior to the start of class. The Lower Shore Workforce Alliance administers several federal- and state-funded programs on the Eastern Shore; to see if you may qualify, call 410-341-8533. Checks, money orders, Visa, MasterCard, American Express and Discover are accepted. If you are eligible for VA benefits, call 410-334-2882 for more information.

TRANSPORTATION

DRIVER EDUCATION TRAINING

This course satisfies the minimum 30 hours classroom instruction and six hours behind the wheel instructional training 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.

Class size is limited to 30 students. Behind-the-wheel training is one-on-one with an instructor. 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. Financial aid is offered to those who qualify.



Call 410-334-2815 for free student information packets that include course requirements, tuition assistance information and a registration form.

Tuition Assistance Available!

Call 410-334-2815
to receive a tuition assistance
information packet.

Invest in your future with a two-year degree

Tuition and fees at Wor-Wic Community College are 39 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 of proficiency or associate degree in:



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

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.

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 FOH 304.

Tuition: \$228	Fee: \$84
ZMOT-003-0008	F 9/9-9/11 (3 sessions)
ZMOT-003-0009	F 9/23-9/25 (3 sessions)
ZMOT-003-0010	F 9/30-10/2 (3 sessions)
ZMOT-003-0011	F 10/7-10/9 (3 sessions)
ZMOT-003-0012	F 10/14-10/16 (3 sessions)
ZMOT-003-0013	F 10/21-10/23 (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: \$117	Fee: \$84	
ZMOT-001-0006	S 9/24 (1 session)	11:30 am- 6:30 pm FOH 304
ZMOT-001-0007	S 10/15 (1 session)	11:30 am- 6:30 pm FOH 304



MOTORCYCLE SAFETY TRAINING REGISTRATION FORM

Questions? Call 410-334-2815.

Payment is due at the time of registration. A 100 percent refund will be issued up to two days before the course start date.

Social Security Number OR Student ID	Legal Last Name		MI
____/____/____	____/____/____	____/____/____	____/____/____

Current Home Address:

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

Work Phone #	Home Phone #	Cell Phone #	Email Address

Date Of Birth	MD Senior (age 60 or over)	Gender:	Question 1. Are you of Hispanic or Latino origin? <input type="checkbox"/> Yes <input type="checkbox"/> No
Month / Day	/ Year	<input type="checkbox"/> Male	Question 2. What is your race? Select one or more of the following:
		<input type="checkbox"/> Female	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Other
		<input type="checkbox"/> White	<input type="checkbox"/> Black/African American <input type="checkbox"/> Asian

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

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

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

<input type="checkbox"/> Personal Check	OR	<input type="checkbox"/> Money Order (made payable to Wic-Wic Community College)	
<input type="checkbox"/> Cash Payment (do not mail cash) in amount of \$	_____	<input type="checkbox"/> 	<input type="checkbox"/> 
<input type="checkbox"/> Credit/Debit Card:	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 
Card Holder's Name:	Exp. Date:	V#	(3-45 On Back Of Card)

<input type="checkbox"/> Employer Paid: <input type="checkbox"/> Payment Provided <input type="checkbox"/> Bill Company (purchase order or approval letter attached)
Company Name: _____
Address: _____

Three Easy Ways To Register:

MAIL	IN PERSON	FAX
Wic-Wic Community Colleges Continuing Education & Workforce Development 32000 Campus Drive Salisbury, Maryland 21804	Fulton-Owen Hall Room 102	(410) 334-2852
Student's Driver's License Number (required)		Student's Driver's License Number (required)
		Date _____

OFFICE USE ONLY
Date Recvd. _____
<input type="checkbox"/> Deferred <input type="checkbox"/> Paid in full
<input type="checkbox"/> C <input type="checkbox"/> T <input type="checkbox"/> R% \$ _____
Initials _____

R 6/23/16

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, BH 109.

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.

POLICIES & PROCEDURES

Refund/Withdrawal Policy

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

Course Confirmation

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

How To Buy Your Books

Wor-Wic 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.

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.

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 Nov. 23-27 and Dec. 23 through Jan. 3. Other exceptions are indicated in the course listings.



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PolyOne
Poplar Hill Pre-Release Unit
Salisbury Fire Department
Salisbury University
Salvation Army Senior Center
Town of Ocean City
Tri-County Transitional Youth
Trinity Sterile Inc.
Wicomico County Board of Education
Wicomico County Department of Social Services
Worcester County Health Department

Contact one of our administrators at 410-334-2815, or via email listed at right, for information about affordable customized training available on site, at our campus or online.

Visit dllr.maryland.gov/employment/mbw.shtml for information about state funding for incumbent worker training.

Do you have a training need not listed here? Contact one of our program directors listed on the right to discuss training options in the areas you need. We can create courses on demand.

Amanda Brumfield,
abrumfield@worwic.edu

- Job Readiness
- Remedial Education, ESL
- GED Prep

Teresa Disharoon,
tdisharoon@worwic.edu

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

Stephanie Gamm,
sgamm@worwic.edu

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

Jill Heathfield,
jheathfield@worwic.edu

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

Denean Jones-Ward

djones-ward@worwic.edu

- 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,
ktoadvine@worwic.edu

- Microsoft Office
- Mobile Technology
- Online Training
- QuickBooks
- Social Media
- Windows Operating Systems

Teresa Tyndall,
ttyndall@worwic.edu

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

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SALISBURY, MD 21804

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