Continuing Education & Workforce Development
Spring/Summer 2016
Non-Credit Courses
Registration begins March 7.
gifted and talented

Summer Scholars ’16

Summer enrichment for gifted and talented students entering grades three through nine in the fall of 2016

Choose an all-day session (9 a.m. - 4 p.m.) or mix and match morning and afternoon sessions

2016 COURSE DATES:
WEEK ONE: JULY 11-15
WEEK TWO: JULY 18-22
WEEK THREE: JULY 25-29
WEEK FOUR: AUG. 1-5

What parents told us:
“ My son’s best camp experience yet! Will definitely return next year! He enjoyed the stimulating, higher-level work, the teacher and the company of other gifted students!”
“Summer Scholars is a great program and a wonderful experience for my child.”
“My daughter loved to help in the kitchen before the course but since Feast and Festivals, she has the confidence to cook by herself.”

What students told us:
“I really liked creating a business plan and playing Shark Tank. Our instructor and assistant were great!”
“My favorite part was making video games, scripting the code and then showing it to my parents.”
“I was able to run wild with my imagination! I had tons of ideas for stories that I finally got to write down. I will definitely come back.”

Call 410-334-2815 or email summerscholars@worwic.edu and request a free course schedule. Or go to www.worwic.edu/SummerScholars to view the schedule online.
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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.
Invest in your future with a two-year degree

Tuition and fees at Wor-Wic Community College are 39% 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.

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, director of retention and student success, BH 110, djohnson@worwic.edu or 410-334-2902. Complaints against employees should be directed to Karen Berkheimer, director of human resources, BH 107, kberkheimer@worwic.edu or 410-334-2915. Complaints can be mailed to the attention of these individuals at Wor-Wic Community College, 32000 Campus Dr., Salisbury, MD 21804.
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
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

LOCATION CODES

WORCESTER COUNTY (OCEAN CITY)

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

WORCESTER COUNTY (BERLIN)

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

WORCESTER COUNTY (NEWARK)

WTHS  Worcester Technical High School
6268 Worcester Highway (Route 113)
 HOW TO READ THE COURSE LISTINGS

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

WELCOME TO YOUR COMMUNITY COLLEGE

Text Codes

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

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

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

Day Codes

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

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

3. Walk-in

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

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

4. Fax

Faxes accepted 24 hours a day, seven days a week. Complete the registration form at the back of this course schedule and fax it to 410-334-2952 with your credit card information (VISA, MasterCard, Discover or American Express).
Do you need financial assistance? Financial assistance may be available to qualified applicants through the following organizations:

**Lower Shore Workforce Alliance**
Assistance is available to qualified dislocated workers or economically disadvantaged individuals. Call 410-341-6515 for more information. Career training is available for:
- Certified nursing assistant
- EKG technician
- Phlebotomy
- Truck and bus driver
- Child care
- HVAC
- Plumbing

**U.S. Veterans Administration**
Assistance is available to qualified veterans, Reservists and National Guard members. Call 410-334-2882 for more information. Career training is available for:
- Basic life support for healthcare providers
- Certified nursing assistant
- EKG technician
- Dental assistant
- HVAC
- Pharmacy technician
- Phlebotomy
- Personal trainer
- Truck and bus driver
- Plumbing
- MIG/TIG and ARC welding

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

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 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.”

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
- 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 (Daytime Availability)
- Dental Instructor (Daytime Availability)
- Veterinary Training—Clinical Monitor

**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

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

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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

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. As your training partner, Wor-Wic can tailor a plan that fits your needs, your schedule and your budget, on our campus, your location or even online. 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. Our courses and seminars vary from basic skills development to sophisticated business operations. Our goal is to help your employees gain the knowledge, skills and confidence to perform well in a rapidly-changing work environment. We provide a quick turnaround that enables you to meet your organization’s professional development goals.

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. Training can be conducted for individual companies, as well as clusters of companies with related needs. Our portable computer laptop laboratory makes training convenient for on-site courses at companies throughout the Lower Eastern Shore.

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. You can rely on their expertise and excellent instruction. Wor-Wic’s state-of-the-art facilities and equipment offer the latest technology for your employees to gain practical skills that they can apply on the job right away.

AFFORDABLE  Our workforce training solutions are reasonably priced, and employee development is an investment that will benefit your company for years. Training your employees through Wor-Wic can save you valuable time and money.

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 • Business & Leadership • Electrical • Home Inspection • 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**  
Commercial Truck and Bus Driver Training • Driver Education • Hospitality 
Insurance • Motorcycle Safety • 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
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 4/13, 5/18, 6/15, 7/13 and 8/17.

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

SHRM Certified Professional & SHRM Senior Certified Professional certifications will be offered fall 2016!

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). These professional certifications can open doors for professional advancement, serve to harmonize standards with changing expectations and signal to employers advanced professional development. They reflect what HR practitioners need to know to be leaders in their organizations and in the profession.

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: $60  Fee: $10
ZENT-034-0096  TTh 5/10-5/19 (4 sessions)  6:30 pm-8:30 pm  FOH 301

HUMAN RESOURCES

Essentials of Human Resource Management
Discover the complex world of Human Resources Management! Examine recruitment and selection strategies, orienting and training your employees and ensuring quality performance through effective appraisals and feedback. Focus on a broad overview of employment law in your workplace including harassment, discrimination, FMLA and the basics of compensation and benefits. Recommended for HR specialists and staff, trainers, office managers, recruiting and staffing specialists, supervisors and managers, small business owners and for others involved or interested in human resource management. Instructor: Jennifer Payne
Tuition: $113  Fee: $131
ZHRS-012-0132  M W 4/11-4/25 (5 sessions)  6:00 pm-9:00 pm  FOH 203

MANAGEMENT

Time Management and Organizational Skills
Join us for a fast paced, dynamic and "hands-on" session to get the most out of your business and personal life. Understand the events that occupy your time and learn strategies to efficiently organize, file and retrieve information. Realize the power of planning and discover how to achieve immediate, intermediate and long-range goals. Find ways to deal with interruptions and still maintain your productivity. Whether you use paper-based, PC-based or a hand-held organizer, special tips and techniques will enhance your time and life management skills! Fee includes morning drinks and lunch vouchers. Instructor: Stacy Mitchell
Tuition: $79  Fee: $21
ZMGT-012-0125  F 5/20 (1 session)  9:00 am-4:00 pm  FOH 103A

Understanding Personality Profiles for Better Team Performance
Don’t put yourself in jeopardy at work when dealing with others who have different personality styles. Develop techniques for effectively working with all personality types. Gain an understanding of your personality type or preferences and those of others. Begin using this knowledge to improve communications and relationships both at work and in your personal life. Fee includes morning drinks and lunch vouchers. Instructor: Stacy Mitchell
Tuition: $79  Fee: $21
ZMGT-053-0124  F 4/29 (1 session)  9:00 am-4:00 pm  FOH 103C

Managing Your Stress At Work: Staying Ahead of the Game
Extreme levels of stress reduce your physical and mental capacity to be productive. Learn to monitor and control stress so that you can change your perceptions and lead with confidence. Understand stress and identify solutions for individuals, teams and your organization. Understand how stress affects you, in order to make adjustments and turn it into constructive energy. Fee includes morning drinks and lunch vouchers. Instructor: Stacy Mitchell
Tuition: $79  Fee: $21
ZMGT-062-0126  F 4/8 (1 session)  9:00 am-4:00 pm  FOH 103C
Prepar ing and Submitt ing 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: $65       Fee: $6
ZNPT-017-0114   F 5/20 (1 session)  8:30 am-5:00 pm FOH 103C

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 the "Preparing and Submitting Grant Proposals" course. Instructor: Ginger Steelman
Tuition: $65       Fee: $6
ZNPT-018-0115   F 6/10 (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: $43       Fee: $6
ZNPT-022-0113   S 4/2-4/9 (2 sessions)  9:00 am-11:30 am FOH 103A

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
- Customer Service Skills for the Real World
- Facebook for Business: Building and Managing Content
- Get Connected with Social Media
- How to Manage Your Grant
- Mastering Quickbooks
- MS Excel: I
- MS Outlook: I
- MS PowerPoint: I
- MS Word: I
- MS Access I
- Navigating & Exploring the Internet
- Social Media Marketing for your Business
- Time Management and Organizational Skills
- Windows 10: Getting Started
- Windows: Managing Files and Folders
- Wordpress Websites: Level I

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

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

OPERATIONS

Customer Service Skills for the Real World
Get the tools you need to handle customer service issues in a positive manner. Explore techniques to positively handle angry customers, effectively answer questions, and solve problems both face to face and over the phone. Practice "real world" scenarios to fine tune your ability to handle challenging situations involving the public. Recommended for those who work in a retail store, grocery store or who answer the phone in an office setting. Instructor: Jenanne Falcon
Tuition: $99 Fee: $31
ZOPR-038-0133 TTh 4/5-4/21 (6 sessions) 6:00 pm-8:00 pm FOH 304

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: $113 Fee: $12 Text Required: Code C
ZACC-014-0008 M W 4/13-5/2 (6 sessions) 6:30 pm-9:00 pm FOH 103C

CERTIFICATION TRAINING

Child Care: 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: $385 Fee: $11 Text Required: Code D
ZCHC-006-0152 MW 4/27-6/13 (15 sessions) 6:00 pm-9:00 pm FOH 200
Class also meets on S 5/7 and 6/4, 9:00 am-4:00 pm. No class on 5/30.

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: $385 Fee: $11 Text Required: Code D
ZCHC-007-0153 MW 6/15-8/1 (15 sessions) 6:00 pm-9:00 pm FOH 200
Class also meets on S 6/25 and 7/16, 9:00 am-4:00 pm. No class on 7/4.

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 Classroom Computer
• The Differentiated Instruction and Response to Intervention Connection
• Understanding Adolescents
• Web 2.0: Blogs, Wikis, and Podcasts
• Working Successfully with Learning Disabled Students

All courses begin 4/13, 5/18, 6/15, 7/13 and 8/17.

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

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: $68 Fee: $9
ZCHC-041-0028 MW 8/3-8/10 (3 sessions) 6:00 pm-9:00 pm FOH 200

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.

Magical Math Moments
Explore various manipulatives and relate them to the components that comprise the mathematical domain. Students will develop meaningful learning activities as well as discover how to take advantage of a child’s daily experiences to teach math to young children. Approved under “Curriculum”—3 hours. Instructor: Kelley Koontz
Tuition: $23 Fee: $6
ZCHE-004-0019 M 4/4 (1 session) 6:00 pm-9:00 pm FOH 200

Gross and Fine Motor Skill Development
Examine gross and fine motor skill development in children. Topics include sequences of motor development and the impact of motor abilities on learning. Special attention will be devoted to discussing the environments that support motor development and safety and health issues within these environments. Approved under “Child Development”—3 hours. Instructor: Kelley Koontz
Tuition: $23 Fee: $6
ZCHE-016-0020 S 4/16 (1 session) 9:00 am-12:00 pm FOH 200
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.

GETTING STARTED

Computer, Mouse and Keyboard Navigation Basics

Designed for anyone who has never used a computer or who needs "hands on" practice with the mouse!

Become familiar with the basic keys on the keyboard and the special keys used in various computer applications. Learn how to handle the mouse and perform common mouse commands that will allow you to easily move and select items from program windows. Gain a basic understanding of application window elements and how to navigate through dialog boxes, menus, increment boxes, drop down boxes, text boxes and help features using the mouse and keyboard shortcuts. Instructor: Janis Sanders

Tuition: $45       Fee: $16
ZCOM-002-0002     F 4/15-4/22 (2 sessions)   9:00 am-12:00 pm  FOH 301

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, 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: $151       Fee: $18 Text Required: Code E
ZCOM-001-0069     TTh 4/26-5/24 (8 sessions)  6:30 pm-9:00 pm  FOH 308

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: $113       Fee: $18 Text Required: Code E
ZCOM-003-0070     TTh 5/31-6/16 (6 sessions)  6:30 pm-9:00 pm  FOH 308

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.
GETTING STARTED, continued

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: $41 Fee: $16
ZCOM-017-3006 Th 6/22-6/29 (2 sessions) 1:30 pm -4:30 pm ORGC 100

ZCOM-017-3017 T 5/17-5/24 (2 sessions) 9:00 am -12:00 pm ORGC 100

Windows: Managing Files and Folders (Version 8.1/10)
Utilize the new Windows 10 Operating System and be more productive organizing, finding and interacting with apps, files and documents at work. Explore the enhanced Start Menu and Task View tool to customize, navigate and interact with the new Windows interface. Use the updated File Explorer to easily find, create, move, delete, back-up and manage your business documents, photos, apps, music and video. Quickly organize your open documents and files with the new virtual desktops, indexing features and using Cortana. Use shortcuts and jump lists to quickly access the programs and apps you use most. Pin folders, files, apps and websites to the Task Bar or Start Screen. Access and organize website favorites with the Edge Internet browser. *Prerequisite: previous experience using Windows 8 or 10 or "Windows 8 or 10: Getting Started."*

Tuition: $45 Fee: $16
ZCOM-017-0021 Th 4/14-4/21 (2 sessions) 9:30 am-12:00 pm FOH 306

ZCOM-017-3016 T 4/26-5/3 (2 sessions) 9:00 am-11:30 am ORGC 100

ZCOM-017-0105 M 5/2-5/9 (2 sessions) 6:30 pm-9:00 pm FOH 306

ZCOM-017-3005 W 6/1-6/8 (2 sessions) 1:30 pm-4:00 pm ORGC 100

ZCOM-017-0106 Th 4/28-5/5 (2 sessions) 9:30 am-12:30 pm FOH 306

ZCOM-017-0107 M 5/16-5/23 (2 sessions) 6:30 pm-9:30 pm FOH 306

ZCOM-017-0105 T 5/17-5/24 (2 sessions) 9:00 am-12:00 pm ORGC 100

ZCOM-017-3006 W 6/22-6/29 (2 sessions) 1:30 pm-4:30 pm ORGC 100

PC HARDWARE, NETWORKING & SECURITY

PC Tips and Tricks: Speed Up, Clean Up and Protect Your Computer
Discover how to quickly diagnose problems and clean up your computer. Get rid of those nasty viruses, malware and spyware, and increase the performance of your system. Find out how to back up your files, pictures, Internet bookmarks and email and restore your system in the event of a catastrophic computer crash. Get tips on how to safely navigate the Internet and download files, install programs and understand what filtering and monitoring software is available to provide a safe environment for all ages. Find out how to delete unwanted files to protect private financial records and safely dispose of old computers and hard drives. *Prerequisites: Windows and basic computer experience. Instructor for both sessions: Perry Angelonga.*

Tuition: $76 Fee: $16
ZPCO-009-3007 MW 4/11-4/20 (4 sessions) 9:15 am-11:45 am OCSC 001

ZPCO-009-0087 M 6/6-6/27 (4 sessions) 3:00 pm-5:30 pm FOH 301

Need to update your computer skills for the workplace?

Sign up today for our Computer Information Session
Wed., April 6, 4:30-7 p.m.
Wor-Wic Community College
Fulton-Owen Hall
Rooms 103 B & C

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

- 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.

Double-check your course location.

Off campus computer course locations:

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

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.)
Get Certified. Get Ahead.

Earn an IT certification here!

- 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.

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**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.

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**Computers & Technology**

**PC Hardware, Networking & Security, continued**

**IT Fundamentals Certification Preparation**

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: $272  Fee: $16
ZPCO-014-0068  TTh 4/26-6/9 (12 sessions)  2:15 pm-5:15 pm  FOH 308
No class on 5/12 and 5/31.

**PC Technician Foundations**

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

Instructor: Shawn Smith

*Tuition: $113  Fee: $16
ZPCO-007-0065  TTh 4/26-5/10 (5 sessions)  2:15 pm-5:15 pm  FOH 308

**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: $91  Fee: $16
ZPCO-012-0066  TTh 5/17-5/26 (4 sessions)  2:15 pm-5:15 pm  FOH 308

**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: $68  Fee: $16
ZPCO-002-0067  TTh 6/2-6/9 (3 sessions)  2:15 pm-5:15 pm  FOH 308
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

INTERNET & MOBILE TECHNOLOGIES

Amazon and eBay: Buying and Selling Basics

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

Tuition: $82   Fee: $16

Cloud Computing 101: Create, Connect and Collaborate

Are you in "the cloud?" Find out how any computer or mobile device can connect to the Internet and access the same pool of computing power, applications and files. In this "hands-on" course, you will see examples of popular cloud computing tools for your business and start using them right away to improve your own productivity. Discover how to access, edit and backup your files, pictures, music and videos anytime from anywhere for free via the Internet. Learn how to collaborate with others and share your documents, presentations and images. Explore free cloud services and apps such as Google Cloud, Microsoft OneDrive, Office Online, Evernote and Dropbox. Students will be required to use an active email account in class.

Instructor: Perry Angelonga

Tuition: $41   Fee: $16

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: $38   Fee: $16
INTERNET & MOBILE TECHNOLOGIES, continued

Navigating and Exploring the Internet
Become familiar navigating and interacting online using popular Internet technologies, tools and sites. Use search engines to explore the Internet and find the specific information and products you seek for your personal and business needs. Obtain useful tips on how to safely navigate the Web and create and organize favorites and bookmarks. View and change the security and browser history settings within Internet Explorer and other browsers. Set up an online email account. Explore what else the Net has to offer including blogging, tweeting and using social media sites like Facebook, Twitter and Pinterest. Post, upload or “pin” images, links or other content about yourself, your organization, service or product. Discuss how to get started using wireless and other mobile Internet-ready devices to connect and access content on the Internet. Prerequisites: basic Windows 7 or higher and Internet experience. Instructor: Dianne Day
Tuition: $76 Fee: $16
ZINT-013-0108 MW 6/8-6/20 (4 sessions) 9:30 am-12:00 pm FOH 306

Getting to Know Your Android Device
Do you have a new Android device and want to learn how to connect and customize it “your way?” Bring your Android-based tablet or smartphone to class and find out how to customize your settings to sync mail, calendar, data and more. Preview and explore popular business and productivity apps. Discover the four methods available to download and install apps. Become familiar with navigating and accessing the Help features of your device. Use the file manager to locate and manage data such as documents, apps, pictures and books. Bring your Android device to class. The iPad, iPhone and Kindle Fire are not covered in this class. Prerequisite: Internet experience. Instructor for both sessions: Perry Angelonga
Tuition: $41 Fee: $16
ZINT-012-3001 T 4/12-4/19 (2 sessions) 9:30 am-12:00 pm ORGC 100
ZINT-012-0121 M 6/6-6/13 (2 sessions) 6:00 pm-8:30 pm FOH 301

Android Devices: Beyond the Basics
Become more familiar with the Android platform used for many workplace functions on mobile devices such as tablets and cell phones. Discuss common security concerns and risks. Find out how to install alternate browsers and side load free and legal third party apps not included in the Play Store. Practice using your device as a business productivity tool to share, create and edit documents. Use Cloud Storage and connect your device with a PC to manage downloaded content, back up data and transfer documents, pictures, music and videos. Utilize your camera to take higher quality pictures. Learn how to enhance your pictures with the pre-installed and popular apps. Discover ways to stream media from your computer to your device and from your device to your TV for presentations. Bring your Android device, charger and USB cord to class. The iPad, iPhone and Kindle Fire are not covered in this class. Prerequisites: Internet experience and completion of "Getting to Know Your Android Device" or working knowledge of your Android device. Instructor for both sessions: Perry Angelonga
Tuition: $62 Fee: $6
ZINT-018-3003 M 5/2-5/16 (3 sessions) 9:30 am-12:00 pm ORGC 100
ZINT-018-0122 MW 6/20-6/27 (3 sessions) 6:00 pm-8:30 pm FOH 301

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: $41 Fee: $16
ZINT-009-0018 Th 4/7-4/14 (2 sessions) 4:00 pm-6:30 pm FOH 301
ZINT-009-3013 W 5/18-5/25 (2 sessions) 9:00 am-11:30 am ORGC 100
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 Angelona
Tuition: $68       Fee: $16
ZINT-017-0015  Th  4/21-5/5 (3 sessions)    4:00 pm-6:30 pm    FOH 301
ZINT-017-3014  W  6/1–6/15 (3 sessions)   9:00 am-11:30 am    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. Preparers use 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: $68       Fee: $16
ZWEB-036-0094  Th  5/2-5/16 (3 sessions)   6:30 pm-9:30 pm    FOH 301

WordPress Websites: Level II
Extend your abilities in WordPress and build or maintain a professional website or blog with all the bells and whistles using WordPress.org, a self-hosted site. Discover how to select a domain name and hosting company, create pages, insert images and create multimedia content. Create a user-friendly navigation system and take advantage of the dynamic add-on features known as plugins. Employ Search Engine Optimization (SEO) options, improve search engine page results and monetize your site with Google. Make it possible for your online visitors to comment on your articles, fill out forms and applications, buy your products and even make appointments. Find out how to take advantage of included widgets such as RSS Feeds, image galleries and more. Also, learn some HTML and CSS coding to customize your site’s look and feel and find out how to use Shortcodes, modify the CSS Styles, change themes and add Google Analytics metrics. Satisfies an elective requirement for the Continuing Education Certificate in Website Design. Familiarity working with files, folders and graphics is helpful. Instructor: Timothy Latham
Tuition: $68       Fee: $16
ZWEB-042-0095  M  6/6-6/20 (3 sessions)    6:30 pm-9:30 pm    FOH 301

Creating Web Pages with Dreamweaver: Level I (Version CC)
Find out what you need to know to become a Webmaster. Create, maintain and upload basic Web pages using the fundamental elements such as HTML, XHTML, CSS and JavaScript. Learn Web basics such as how to plan and define a website, create pages, format text, define structural elements and create and apply Cascading Style Sheets (CSS) style rules. Learn how to insert and modify tables, images and links. Test and manage website files and publish your site. Work on content styling and design and administer your site using page management tools. Users of all Adobe CS versions can benefit. Preparers users to take additional levels of Dreamweaver and other Adobe applications. Satisfies a core requirement for the Continuing Education Certificate in Website Design. Experience with Windows, Internet and working with files, folders and HTML helpful. Instructor: Timothy Latham
Tuition: $91       Fee: $16 Text Required: Code B
ZWEB-037-0101  Th  4/28-5/19 (4 sessions)  6:30 pm-9:30 pm    FOH 301

Web design related online courses:
• Achieving Top Search Engine Positions
• ASP.NET, Perl and Alice Programming
• Creating jQuery Mobile Websites with Dreamweaver
• Creating Web Pages
• Creating WordPress Websites II
• CSS3 and XHTML5
• Designing Effective Websites
• Dreamweaver CS6
• Flash CS6
• Intermediate SQL
• Introduction to Camtasia Studio 8
• Introduction to Final Cut Pro X
• Introduction to Google Analytics
• JSP and Java Programming
• PHP and MySQL
• Python 3
• Write Effective Web Content

All courses begin 4/13, 5/18, 6/15, 7/13 and 8/17.
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.

WEB DESIGN, continued

Creating Web Pages with Dreamweaver: Level II (Version CC)
Geared toward new Web designers, Web developers and graphic artists who want to expand their skills in creating comprehensive websites. Create page layouts, format pages and manage site files and links. Add advanced functions such as navigational controls and media elements to enhance your Web pages. Make your website mobile friendly by designing pages with fluid layouts to be displayed and accessed on mobile devices. Manage links, apply advanced CSS tools and add functions to your pages using behaviors and other built-in scripting for special effects and functions. 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 I" or familiarity with creating Web pages using Dreamweaver and experience working with files, folders and graphics. HTML experience is helpful. Instructor: Timothy Latham

Tuition: $91 Fee: $16 Text Required: Code B

ZWEB-038-0102 Th 6/2-6/23 (4 sessions) 6:30 pm-9:30 pm FOH 306

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: $68 Fee: $16

ZWEB-050-0023 Th 4/7-4/21 (3 sessions) 6:00 pm-9:00 pm FOH 306

Introduction to Google Analytics
Use Google Analytics to make the most of your online traffic. Find out how people arrive at your website and your wall and interact with your posts, tweets or videos. You’ll see how you can not only track the traffic to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left. The course guides you step by step, report by report, through the major parts of the Google Analytics interface. Covers Google AdWords and other tools to enhance your traffic as well as Google Analytics reporting. This is an online course. Go to www.ed2go.com/worwic for more information, requirements and to enroll online. Prerequisites: experience with computers and the Internet.

Tuition: $33 Fee: $71

ZWEB-035-4012 W 4/13 ONLINE
ZWEB-035-4013 W 5/18 ONLINE
ZWEB-035-4014 W 6/15 ONLINE
ZWEB-035-4015 W 7/13 ONLINE
ZWEB-035-4016 W 8/17 ONLINE
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: $82 Fee: $16
ZSOC-007-0116 W 5/4-5/25 (4 sessions) 1:00 pm-3:30 pm FOH 308

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: $76 Fee: $16
ZSOC-008-3015 T 5/3-5/24 (4 sessions) 6:30 pm-9:00 pm 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: Stacy Mitchell
Tuition: $38 Fee: $16
ZSOC-002-0007 M 4/4-4/11 (2 sessions) 6:30 pm-9:00 pm FOH 301

Related online courses:
• Jump-Start Your Career With LinkedIn
• Introduction to Google Analytics
• Understanding the Cloud
• Using Social Media in Business

All courses begin 4/13, 5/18, 6/15, 7/13 and 8/17.

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

Double-check your course location.

Off campus computer 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.)
Adobe InDesign: Introduction (Version CC)

Acquire the professional tools used to create terrific looking brochures or newsletters. Take your first steps toward becoming your own publisher and produce e-books, multi-page layouts for periodicals, brochures, advertisements, Adobe Acrobat PDF files, posters and more. Discover how to automatically flow text and other design elements from page to page. Utilize features to incorporate color, gradients, design and other visual elements into your publication. Learn how to use InDesign’s tools for layout and produce professional looking documents. Users of all CS versions can benefit. Satisfies a core requirement for the Continuing Education Certificate in Computer Graphics and Desktop Publishing. Prerequisites: experience with computers, Windows, word processing programs and some graphics. Instructor: Timothy Latham

Tuition: $91 Fee: $16 Text Required: Code B
ZIM-032-0006 WF 4/6-4/15 (4 sessions) 9:30 am-12:30 pm FOH 306

Adobe Illustrator: Introduction (Version CC)

If you are an aspiring or existing graphic designer, publisher or marketing and pre-press professional, learn how Adobe Illustrator is one of the industry-standard applications that you will use to create illustrations, logos, advertisements and other graphic documents. Find out how to design, draw and color images quickly and easily. From drawing objects with the shape tools to mastering the all-important Pen tool to working with shapes, gradients and color, you'll gain the techniques you need to produce stunning vector graphics. Integrate your creative ideas into the design process and explore features that allow you to export your work to be used in other design applications such as Adobe Photoshop and more. Users of all CS versions can benefit. Satisfies a core requirement for the Continuing Education Certificate in Computer Graphics and Desktop Publishing. Prerequisite: experience with computers, Windows and some graphics Instructor: Timothy Latham

Tuition: $91 Fee: $16 Text Required: Code B
ZIM-033-0098 T 5/3-5/31 (5 sessions) 6:30 pm-9:30 pm FOH 306

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: $113 Fee: $16 Text Required: Code B
ZIM-034-0098 T 5/3-5/31 (5 sessions) 6:30 pm-9:30 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: $91 Fee: $16 Text Required: Code B
ZIMG-035-0100 T 6/14-7/5 (4 sessions) 6:30 pm-9:30 pm FOH 306

Adobe Photoshop Elements for the Digital Photographer (Version 13)

Bring out the best in your images! Created specifically for the home user or small business owner. This software combines powerful photo-editing functionality with intuitive organizing and sharing capabilities. Use Photoshop Elements to edit and organize your photos and easily find images by person, place or any event in seconds. Cover ways to rotate, crop, correct color and tone, and remove red eye, spots and skin imperfections. Using new tools, improve the sky and background, and change the color of objects in your photos. Get started with advanced techniques such as exploring the use of layers, combining images together and other advanced editing options for more control. Prerequisites: basic computer skills and an introductory graphics course or working knowledge of uploading your photos. Instructor: James King

Tuition: $113 Fee: $16
ZIMG-003-0099 T 5/3-6/7 (6 sessions) 2:30 pm-5:00 pm FOH 306

Introduction to Lightroom CC

Do you have a lot of images to manage? Adobe Photoshop Lightroom is a fantastic tool for any digital photographer who needs to edit and sort images quickly. Use Lightroom CC (part of Creative Cloud subscription) or Lightroom 6.1 or higher to prepare, edit and organize your photos quickly and effectively. Apply changes to multiple images while developing an efficient image-processing workflow. Organize, tag and make collections with Lightroom's powerful organization tools. Use Lightroom as a companion to Photoshop, Photoshop Elements or other digital photo editors and export or print your work in exactly the size or format you need. This is an online course for either PC or MAC users. For more information, requirements and to enroll online, go to www.ed2go.com/worwic. Prerequisites: basic computer and file management skills and the ability to download files from the Internet.

Tuition: $33 Fee: $71
ZIMG-036-4004 W 4/13 ONLINE
ZIMG-036-4010 W 5/18 ONLINE
ZIMG-036-4011 W 6/15 ONLINE
ZIMG-036-4012 W 7/13 ONLINE
ZIMG-036-4013 W 8/17 ONLINE
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 six 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: $45 Fee: $16
ZOFC-125-0048 F 4/22 (1 session) 9:00 am-4:00 pm FOH 308

**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: $45 Fee: $16
ZOFC-126-0049 F 4/29 (1 session) 9:00 am-4:00 pm FOH 308

**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: $45 Fee: $16
ZOFC-127-0050 Th 5/12 (1 session) 9:00 am-4:00 pm FOH 308

**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: $45 Fee: $16
ZOFC-128-0051 Th 5/19 (1 session) 9:00 am-4:00 pm FOH 301

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.

Receiving 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.

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Open Monday through Friday at 8 a.m.
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, Hlookup and Index functions. Extract specialized data using Sumif, Averageif and Countif functions. **Prerequisite: “MS Excel II” or permission of instructor.** Instructor: Perry Angelonga

Tuition: $38 Fee: $16  
ZOFC-133-0060 Th 6/2-6/9 (2 sessions) 1:00 pm-3:30 pm 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: Perry Angelonga

Tuition: $45 Fee: $16  
ZOFC-129-0061 F 5/13-5/20 (2 sessions) 9:00 am-12:00 pm FOH 308

**MS Access: I ★★★**

Retrieve exactly what you need quickly 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: $45 Fee: $16  
ZOFC-098-0062 Th 6/16 (1 session) 9:00 am-4:00 pm FOH 308

**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: Perry Angelonga

Tuition: $45 Fee: $16  
ZOFC-130-0063 Th 6/23 (1 session) 9:00 am-4:00 pm FOH 308

**Microsoft Office Integration (Capstone Course) ★★★★★**

Harness the power of multiple Microsoft Office applications and learn how to integrate Word, Excel and PowerPoint together. Combine files from different applications and put them together for presentations, reports and publications. **Prerequisite: working experience, seminar or introductory course in Word, Excel and PowerPoint.** Instructor: Perry Angelonga

Tuition: $45 Fee: $16  
ZOFC-038-0064 Th 6/30 (1 session) 9:00 am-4:00 pm FOH 308

Earn a Microsoft Office Business Technology Applications Continuing Education Certificate

This six-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
- Microsoft Office Integration (capstone)

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.

COMPUTERS & TECHNOLOGY

QUICKBOOKS/ACCOUNTING

Mastering QuickBooks (Version Pro 2015) UPDATED!

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: $125        Fee: $16
ZACC-009-0089        MW 5/9-5/25 (6 sessions) 6:30 pm-9:15 pm  FOH 301

QuickBooks: Reports (Version Pro 2015) UPDATED!

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 for both sessions: Andrea Kenney
Tuition: $45             Fee: $16
ZACC-008-0103      S 4/30 (1 session) 9:00 am-4:00 pm  FOH 301
ZACC-008-0104      S 5/21 (1 session) 8:00 am-4:00 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: $42            Fee: $16
ZACC-005-0088      W 6/8-6/15 (2 sessions) 6:30 pm-9:15 pm  FOH 301
ONLINE COURSES

Point, Click and Go!

Take an online course at home, at work or on the go, anywhere you can connect to the Internet. Most courses are just $104! Each course is six weeks long with two lessons each week and includes an online orientation, communication with the instructor, learning activities and optional quizzes.

Go to www.ed2go.com/worwic and get started today!

How to Register:

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 “Enroll Now” button, select a start date and click “Continue Enrollment.” 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. Under “Payment Options,” select “Purchase Course.” 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.

Accounting & Business
Accounting Fundamentals I, II
Administrative Assistant Applications
Business Finance for Non-Finance Personnel
Customer Service Fundamentals
Employment Law Fundamentals
Fundamentals of Supervision and Management
Project Management
Understanding the Human Resources Function
Using Social Media in Business

Certification Prep
A+ CompTIA Certification Prep, Basic-Advanced
CompTIA Network + Certification Prep
CompTIA Security + Certification Prep I and II
PMP Certification Prep I and II

Child Care & Teaching Professionals
Common Core Standards for English Language Arts K-5
Content Literacy: Grades 6-12
Creating a Classroom Website
Creating Classroom Centers
Empowering Students with Disabilities
Enhancing Language Development
Praxis Core Preparation
Solving Classroom Discipline Problems I and II
Spanish for the Classroom
Teaching High School Students
Teaching Smarter with SMART Boards
Teaching Students with ADHD
Teaching Students with Autism
Teaching Writing; Grades K-3

College Readiness and Test Prep
Introduction to Algebra
Introduction to Biology
Introduction to Chemistry
Introduction to Statistics
Prepare for the GED
SAT/ACT Prep

Health Care
Become a Physical Therapy Aide
Become a Veterinary Assistant
Become an Optical Assistant
Certificate in Brain Health
Certificate in Food, Nutrition and Health
Certificate in Gerontology
Certificate in Global Healing Systems
Certificate in Pain Assessment & Management
Certificate in Stress Management
Explore a Career-Administrative Medical Assistant
Explore a Career-Medical Coding
Explore a Career-Medical Writing
Explore a Career-Nursing
Explore a Career-Pharmacy Technician
Human Anatomy and Physiology I and II
Introduction to Natural Health and Healing
Medical Math
Medical Terminology: A Word Association Approach
Medical Transcription
Spanish for Medical Professionals I, II

Personal & Career Development
Achieving Success with Difficult People
Building Teams That Work
Discover Sign Language
Grammar Refresher
Keys to Successful Money Management
LinkedIn Career Networking
Mastering Public Speaking
Math Refresher
Resume Writing

Start Your Own Business
Certificate in Starting Your Own Business in Health and Healing
Creating a Successful Business Plan
Introduction to Interior Design
Small Business Marketing on a Shoestring
Start Your Own Arts and Crafts Business
Start Your Own Consulting Practice
Start Your Own Gift Basket Business
Start Your Own Small Business
Successful Event Planning

Writing & Publishing
Blogging and Podcasting for Beginners
Craft of Magazine Writing
Effective Business Writing
Fiction Writing
How to Make Money from Your Writing
Keys to Effective Editing
Mystery Writing
Publish and Sell Your E-Books
Research Methods for Writers
Travel Writing NEW!
Write and Publish Your Nonfiction Book
Write Effective Web Content
Writing Essentials
Writing for Children
Writing the Fantasy Novel
Young Adult Fiction

…more than 200 additional courses available!

Computer Applications
Intermediate QuickBooks 2013
Introduction to Camtasia Studio 8
Introduction to Final Cut Pro X
Introduction to Microsoft Project 2013
Introduction to Microsoft Word 2011 Mac
Introduction to QuickBooks 2013-2016 NEW!
Introduction to QuickBooks Online
Introduction to Windows 10
Microsoft Access, Excel, PowerPoint and Word 2016 NEW!
Microsoft Project 2010 and 2013
Microsoft Word, Excel, Access, Publisher, PowerPoint and Outlook 2010, 2013
QuickBooks for Contractors 2012-2015
What’s New in Microsoft Office 2013

Database Management, Programming & Web Technology
Achieving Top Search Engine Positions
ASP.NET
Creating Mobile Apps with HTML5
Creating Websites I & II
Creating Wordpress Websites I & II
Crystal Reports 10
CSS3 & HTML5 Introduction - Advanced
Database Development
How to Get Started in Game Development
Introduction to Flash CS6
Introduction to Google Analytics
Introduction to JavaScript
Introduction to Programming
Introduction to Visual Basic
Introduction to XML NEW!
Mac, iPhone, and iPad Programming
PHP and MySQL
Responsive Web Design
Understanding the Cloud
Write Effective Web Content NEW!

Grant Writing & Nonprofit Management
Grant Writing Proposals
Marketing Your Nonprofit
Nonprofit and Fundraising Essentials
Writing Effective Grant Proposals

Graphic Design and Composition
Adobe Illustrator CS6
Adobe InDesign CS6 and CC
Adobe Photoshop CS-CC, Introduction-Advanced
Introduction to Adobe Edge Animate
Photoshop Elements 11, 12 and 13
Photoshop for the Digital Photographer CS6 and CC

Law & Legal
Explore a Career as a Paralegal
LSAT Prep Part I and II
Real Estate Law

Additional Information: You must be 16 years of age or older and have access to a computer with Internet. Some courses may require textbooks that can only be purchased through an online vendor, not through the campus bookstore. MD senior residents age 60+ pay the course fee listed online, not the tuition. Out-of-county and out-of-state fees apply. Some certification courses are more than $104. Go online for the exact cost of the course you are interested in.

www.ed2go.com/worwic
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. 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.

Instructor for all sessions: Kastine Farmer
Tuition: $605 Fee: $299 Text Required: Code B

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 register for Part II:

- Approval from Student Pre-Check (background check and drug screen). Student Pre-Checks are required by Wor-Wic Community College and nursing home facilities.
- Proof of a current American Heart Association Healthcare Provider CPR 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.

Tuition: $363 Fee: $16

A high school diploma or equivalent may be required for employment in any health care setting.
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 for Healthcare Providers (BLS HCP)” and “Certified Nursing Assistant—Part II.” Students must attend 100 percent of BLS HCP course hours.

Session I

Certified Nursing Assistant—Part I
Tuition: $605    Fee: $299                  Text Required: Code B
ZCNA-002-0090  M-Th 5/9-6/14 (20 sessions) 8:00 am-12:00 pm HH 105
No class on 5/30 and 5/31.
ZCNA-002-0091  M-Th 5/9-6/14 (20 sessions) HH 105
MW 8:00 am-12:00 pm and TTh 1:00 pm-5:00 pm
No class on 5/30 and 5/31.

Basic Life Support for Healthcare Providers (BLS HCP)
Instructor for all sessions: Ruth Gaudreau
Tuition: $38       Fee: $17 Text Required: Code A
ZBLS-002-0038  F 5/20 (1 session) 8:00 am-1:00 pm HH 104
ZBLS-002-0039  F 5/27 (1 session) 8:00 am-1:00 pm HH 104
ZBLS-002-0040  F 6/3 (1 session) 8:00 am-1:00 pm HH 104

Certified Nursing Assistant—Part II
Tuition: $363    Fee: $16
ZCNA-003-0092  6/16-6/22 (7 sessions) 7:00 am-3:30 pm Nursing Home TBD
6/23-2/24 8:00 am-12:00 pm HH 105

Session II

Certified Nursing Assistant—Part I
Tuition: $605    Fee: $299                  Text Required: Code B
ZCNA-002-0093  M-Th 5/23-6/28 (20 sessions) 5:30 pm-9:30 pm HH 200
No class on 5/30 and 5/31.

Basic Life Support for Healthcare Providers (BLS HCP)
Instructor for both sessions: Ruth Gaudreau
Tuition: $38       Fee: $17 Text Required: Code A
ZBLS-002-0041  F 6/10 (1 session) 8:00 am-1:00 pm HH 104
ZBLS-002-0042  F 6/17 (1 session) 8:00 am-1:00 pm HH 104

Certified Nursing Assistant—Part II
Tuition: $363    Fee: $16
ZCNA-003-0018  6/30-7/7 (5 sessions) 7:00 am-3:30 pm Nursing Home TBD
7/8-7/11 (2 sessions) 5:30 pm-9:30 pm HH 200
No class on 7/4.

Session III

Certified Nursing Assistant—Part I
Tuition: $605    Fee: $299                  Text Required: Code B
ZCNA-002-0012  M-Th 7/6-8/9 (20 sessions) 8:00 am-12:00 pm HH 105
ZCNA-002-0020  M-Th 7/6-8/9 (20 sessions) HH 105
MW 8:00 am-12:00 pm and TTh 1:00 pm-5:00 pm

Basic Life Support for Healthcare Providers (BLS HCP)
Instructor for all sessions: Ruth Gaudreau
Tuition: $38       Fee: $17 Text Required: Code A
ZBLS-002-0007  F 7/15 (1 session) 8:00 am-1:00 pm HH 104
ZBLS-002-0008  F 7/22 (1 session) 8:00 am-1:00 pm HH 104
ZBLS-002-0009  F 7/29 (1 session) 8:00 am-1:00 pm HH 104

Certified Nursing Assistant—Part II
Tuition: $363    Fee: $16
ZCNA-003-0021  8/11-8/17 (5 sessions) 7:00 am-3:30 pm Nursing Home TBD
8/18-8/19 (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 to reserve your seat.

Note: You must bring proof of attendance at time of registration.

April 6, 2 to 4 p.m.
May 4, 6 to 8 p.m.
June 1, 2 to 4 p.m.
July 6, 6 to 8 p.m.
Aug. 3, 2 to 4 p.m.

All of the information sessions will take place in HH 105.
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 March 25-27, May 30, July 4 and Sept. 5.

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 Assistant—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: $431 Fee: $63 Text Required: Code E

ZDNT-006-0046 MW 4/11-6/15 (19 sessions) 5:30 pm-8:30 pm HH 105
No class on 5/30.

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: $371 Fee: $73 Text Required: Code D

ZDNT-008-0056 MW 4/11-6/13 (18 sessions) 5:30 pm-8:00 pm HH 104
No class on 5/30.

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: $16 Fee: $8

ZDNT-005-0054 MW 4/11-4/20 (4 sessions) 5:30 pm-8:00 pm HH 104

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: $16 Fee: $8

ZEK-G-005-0071 TTh 5/17-6/16 (10 sessions) 5:30 pm-9:30 pm HH 105

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, welcome packet, handouts, calipers and EKG supplies. Instructor: Andrea Fletcher

Tuition: $302 Fee: $164 Text Required: Code D

ZEK-G-005-0071 TTh 5/17-6/16 (10 sessions) 5:30 pm-9:30 pm HH 105

EKG Technician

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, welcome packet, handouts, calipers and EKG supplies. Instructor: Andrea Fletcher

Tuition: $302 Fee: $164 Text Required: Code D

ZEK-G-005-0071 TTh 5/17-6/16 (10 sessions) 5:30 pm-9:30 pm HH 105
HEALTH & SAFETY

EKG TECHNICIAN, continued

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: $159 Fee: $21 Text Required: Code D
ZEKG-006-0072 TTh 6/21-7/7 (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 CPR Healthcare Provider 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: $291 Fee: $21
ZEKG-007-0012  T 7/12 5:30 pm-6:30 pm HH 105
Mandatory meeting to schedule clinical rotation, which must be completed by 9/16.

EMERGENCY TRAINING

American Heart Association®

According to the Bureau of Labor Statistics, slightly more than three million nonfatal workplace injuries and illnesses were reported by private industry employers in 2013. The American Heart Association (AHA) reports that nearly 400,000 out-of-hospital cardiac arrests occur annually in the U.S.

The AHA 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 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 2 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: $30 Fee: $10 Text Required: Code A
ZBFA-005-0035 M 4/18 (1 session) 8:00 am-12:00 pm HH 104
ZBFA-005-0036 M 5/23 (1 session) 8:00 am-12:00 pm HH 104
ZBFA-005-0037 M 6/20 (1 session) 8:00 am-12:00 pm HH 104
ZBFA-005-0005 M 7/11 (1 session) 8:00 am-12:00 pm HH 104
ZBFA-005-0006 M 8/8 (1 session) 8:00 am-12:00 pm HH 104

Health care online continuing education certificates:

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

All courses begin 4/13, 5/18, 6/15, 7/13 and 8/17.

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

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.

Please wear loose, comfortable clothing to any emergency training class. 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.
### HEALTH & SAFETY

#### EMERGENCY TRAINING, continued

**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

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**Basic Life Support for Healthcare Providers (BLS HCP) eLearning Skills Session**
This course is designed to assist students in completing the American Heart Association (AHA) for Healthcare Providers 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 2 years. Students must pass the skills test in order to qualify for a BLS for Healthcare Provider Course Completion Card. Instructor for both sessions: Ruth Gaudreau

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**Basic Life Support for Healthcare Providers (BLS HCP)**
This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of inpatient and community settings. This includes nurses, physicians, EMS professionals and students in a healthcare training program. The course is a video-based, instructor-led course that teaches both single-rescuer and team basic life support. This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. Card valid for 2 years. Students must attend 100 percent of course hours. Students must pass a written exam and skills test in order to qualify for a BLS for Healthcare Provider Course Completion Card. Instructor for all sessions: Ruth Gaudreau

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**Basic Life Support for Healthcare Providers (BLS HCP)—Renewal**
This course is designed for healthcare professionals who need to renew their BLS certification including EMS personnel, doctors, nurses and dentists. Students will review the latest American Heart Association guidelines for performing CPR and using an AED. Course is practice-focused and covers protocols on recognizing life-threatening emergencies, giving high-quality chest compressions, delivering appropriate ventilations and providing early use of an AED. Card valid for 2 years. Students must attend 100 percent of course hours. Students must pass a written exam and skills test in order to qualify for a BLS for Healthcare Provider Course Completion Card. Instructor for all sessions: Ruth Gaudreau

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**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 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 4/13, 5/18, 6/15, 7/13, and 8/17.

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

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Do your employees need training in Heartsaver CPR AED to meet job, regulatory or other requirements? Please contact Teresa Tyndall at 410-334-6781 to discuss your particular agency training needs.
HEALTH & SAFETY

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 2 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: $53         Fee: $17 Text Required: Code A
ZFC-A-001-0011      S  8/20 (1 session)              8:30 am - 4:00 pm  HH 104
ZFC-A-001-0044      W Th  4/27-4/28 (2 sessions)      1:00 pm - 4:30 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: $272         Fee: $582 Text Required: Code D
ZFIT-002-0076      S  6/4-7/9 (6 sessions)          9:00 am -12:00 pm  FOH 103C
9:00 am-12:00 pm in FOH 103C and 1:00 pm-4:00 pm at local gym. Must register by 5/31.

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: $317         Fee: $11 Text Required: Code F
ZMCB-010-0045      T 4/12-7/12 (14 sessions)          6:00 pm-9:00 pm  HH 104
MEDICAL CODING & BILLING, continued

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: $227        Fee:  $10 Text Required: Code F
ZMOC-007-0058 Th 4/21-6/23 (10 sessions) 6:00 pm-9:00 pm HH 104

MEDICAL OFFICE

Unlocking Medical Terminology
Launch your healthcare career with a solid foundation in medical terminology. This course will assist you in learning the meaning, correct spelling and pronunciation of medical terms through clinical case studies, medical reports and group exercises. Use a step-by-step approach to learn key elements of word parts and word building. Learn body systems and explore disease processes that you may encounter in real life scenarios. Discover pharmacological treatment of common pathologies including brand names, generic names and the actions of frequently used medications. Bring a medical dictionary to class.

Instructor: Naomi Holochwost

Tuition: $317   Fee:  $11 Text Required: Code D
ZMOF-003-0053 T 5/3-7/19 (12 sessions) 6:00 pm-9:30 pm HH 200

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-002-4003 W 4/13 ONLINE
ZMOF-002-4008 W 5/18 ONLINE
ZMOF-002-4009 W 6/15 ONLINE
ZMOF-002-4010 W 7/13 ONLINE
ZMOF-002-4011 W 8/17 ONLINE

MEDICINE AIDE

Medicine Aide—Part I
Explains roles and responsibilities, essentials needed to administer medications in a long-term care facility setting and regulations covering medication administration. Examine drug sources, purposes, dosage forms and routes of administration. Cover dosage measurement, preparation, reading and following orders and commonly used drugs for many diseases and conditions. Details adverse reactions, common side effects and common disease processes. Attendance for 100% of the hours is required. Part I of a two-part course.

Prerequisite: student must be a current Maryland GNA in good standing for at least 1 year or Maryland CNA for 2 years. Student must provide a letter of recommendation from Director of Nursing on company letterhead when registering. Student must meet eligibility criteria with drug screen and background check. Instructor: Kastine Farmer

Tuition: $227       Fee: $157
ZMDA-001-0015 F 7/1-8/5 (6 sessions) 8:30 am-1:30 pm HH 200
HEALTH & SAFETY

MEDICINE AIDE, continued

**Medicine Aide—Part II**
This course is designed for the Geriatric Nursing Assistant who has successfully completed "Medicine Aide—Part I." As mandated by the Maryland Board of Nursing, students will participate in 30 hours of clinical experience in a nursing home to cover the safe preparation, administration and charting of medications. A review of the characteristics of the elderly, the medication order, monitoring for side effects of drugs and drug interactions and the limitations of the Medicine Aide will also be included. Instructor for both sessions: Denise Dechene

- **Tuition:** $227
- **Fee:** $21
- **ZMDA-004-0010** TTh 4/26-5/5 (4 sessions) 7:00 am-3:00 pm GRNC 999
- **ZMDA-004-0016** TTh 8/9-8/18 (4 sessions) 7:00 am-3:00 pm GRNC 999

**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. Instructor for all sessions: Denise Dechene

- **Tuition:** $60
- **Fee:** $16
- **ZMDA-003-0011** F 4/29 (1 session) 8:00 am-4:30 pm HH 104
- **ZMDA-003-0073** W 5/11 (1 session) 8:00 am-4:30 pm HH 104
- **ZMDA-003-0074** F 6/10 (1 session) 8:00 am-4:30 pm HH 105
- **ZMDA-003-0013** W 7/13 (1 session) 8:00 am-4:30 pm HH 104
- **ZMDA-003-0014** W 8/10 (1 session) 8:00 am-4:30 pm 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 BLS Healthcare Provider CPR certification, inactive Maryland nursing license, and must meet all health and other site-specific requirements. Initial candidates for Board of Nursing license will be required to obtain a criminal history records check prior to issuance of license. Prerequisite: Theory portion of Board of Nursing approved RN/LPN refresher course. Submit a copy of course certificate with registration. All students must have documentation of a negative PPD or chest X-ray in the last year and Hepatitis vaccine or waiver. A flu vaccine is required. Students must attend 100 percent of the course hours. Instructor: Kastine Farmer

- **Tuition:** $623
- **Fee:** $21
- **ZNUR-003-0022** MT 8/29-9/30 8:30 am-3:30 pm HH 202

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 10/30.
Health & Safety

Pharmacy Technician Certification Exam Preparation

The Maryland Board of Pharmacy requires personnel working behind the counter in the pharmacy area to be registered. This includes individuals working in independent and retail pharmacies as well as pharmacies serving hospitals, nursing homes, assisted living and other health facilities. One step to becoming eligible for Maryland Board of Pharmacy registration is to successfully pass a Board approved technician exam. Prepare to take this exam and start an exciting career as a pharmacy technician. Focus on pharmacy law and ethics, pharmaceutical calculations, dosage unit conversions, pharmacy and medical abbreviations, terminology, medication errors and the actions and uses of various drug classifications. Become familiar with the roles and responsibilities of pharmacy technicians. Cover pharmacology of prescription versus over-the-counter medications. Tuition for this course does not include cost for national exam, criminal history check or registry fee. This is a review course only. Go to www.dhmh.maryland.gov/pharmacy for eligibility requirements for the State of Maryland. Prerequisites: minimum reading comprehension and arithmetic requirements.

Instructor: Franklin Goldman
Tuition: $364        Fee: $10 Text Required: Code D
ZPHT-003-0057      MW 4/11-5/25 (14 sessions)      6:00 pm-9:00 pm  HH 200

Phlebotomy Technician

Phlebotomy Skills Training—Part III

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

Instructor: Margaret Harlin
Tuition: $688        Fee: $16
ZPHL-010-0110      Th 4/21                    9:00 am-10:00 am  FOH 309
Mandatory meeting to schedule clinical rotation, which must be completed by 8/12.

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. Instructor: Cynthia Plaskon
Tuition: $82        Fee: $53
ZPHL-009-0049      TTh 7/19-7/21 (3 sessions)      6:00 pm-8:30 pm  FOH 309
Exam on 7/23, 9:00 am. Must register by 6/3. Call 410-334-6782 to make an appointment.
HEALTH & SAFETY

PROFESSIONAL DEVELOPMENT

Health and Safety Training for Skin Penetrating Body Adornment Practitioners
Recommended for all body piercers and meets the educational requirements for body piercing license in Worcester County (additional licensing and other requirements must also be met). Examine health, legal and safety issues involved in the proper performance of skin penetrating body adornment. Review local, State and federal regulations. Become familiar with the anatomy and physiology of appropriate body systems. Understand universal precautions, the inflammatory response, proper hand washing techniques, and cleansing and preparation of the skin. Become skilled at the testing of equipment and disposal of medical waste. Focus on the laws related to minors, the impact of piercing on growth and development, and the required elements for patient education. Instructor: Kimberley Roop
Tuition: $139 Fee: $10
ZALH-055-0118 WTh 5/11-5/12 (2 sessions) 8:30 am-5:00 pm AHB 106

Nutrition Resource Coordination for Healthcare Professionals
This course is designed for healthcare providers engaging in nutrition education with their patients. Review recent health trends and explore the mind shift that must first take place with patients to effect lifestyle change. Discuss strategies to teach patients how to eat a variety of foods which includes fruits, vegetables and whole grain products, to consume lean meats, and to drink lots of water while limiting sugar, salt, alcohol and saturated fats in the diet. Learn how to offer effective resource coordination to link patients to nutrition education and support services that promote ongoing lifestyle change and improved nutrition practices. Instructor: Lynn Matava
Tuition: $49 Fee: $10
ZALH-063-0047 W 4/6-4/20 (3 sessions) 9:00 am-11:00 am HH 104

Wanted: Healthcare Professionals!
The healthcare industry is projected to add more jobs-over 4 million-than any other industry between 2012 and 2022, according to the U.S. Bureau of Labor Statistics. And it is projected to be among the fastest-growing industries in the economy. This is your opportunity to successfully prepare for your entry into the healthcare industry whether you are seeking employment in a hospital, outpatient healthcare practice, laboratory or nursing facility. Learn about completing accurate applications (on-line and paper), cover letters and resumes. Explore strategies for working well with others as a team player and respecting and valuing differences. Ensure your ability to demonstrate professionalism in telephone etiquette, image and personal interaction with others. Consider effective communication techniques (verbal, non-verbal and written), including a smart social media presence. Acquire skills in researching employment opportunities in our local region, preparing for interviews and marketing your skills to potential employers. Instructor: Naomi Holochwost
Tuition: $103 Fee: $10
ZALH-065-0059 W 4/6-5/4 (5 sessions) 6:00 pm-8:30 pm FOH 204

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: Mark Woodard
Tuition: $113 Fee: $21 Text Required: Code B
ZCPO-001-0120 TTh 4/19-5/3 (5 sessions) 6:30 pm-9:30 pm FOH 203
ZCPO-001-3011 TTh 6/14-6/29 (5 sessions) 6:30 pm-9:30 pm ORGC 100

SPRING • SUMMER 2016 COURSES / 410-334-2815 / www.worwic.edu
### 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: Kathryn Cade

| Tuition: $38 | Fee: $21 | Text Required: Code B |
| ZCPO-002-3012 | MTh 4/18-4/21 (2 sessions) | 6:00 pm-8:30 pm | ORGC 100 |
| ZCPO-002-0123 | TTh 6/7-6/9 (2 sessions) | 6:00 pm-8:30 pm | FOH 300 |

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

| Tuition: $106 | Fee: $16 |
| ZFDB-027-0147 | ThF 4/28-4/29 (2 sessions) | 8:30 am-4:30 pm | FOH 200 |

### 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.

| Tuition: $181 | Fee: $38 | Textbook Required: Code A |
| ZFDB-022-0150 | WF 5/4-5/27 (8 sessions) | 6:00 pm-9:00 pm | FOH 307 |

### Easy, Elegant and Awesome Desserts
Learn to prepare visually exciting desserts with a professional look and taste. Prepare Black Forest Torte, Ambrosia Cake, Apple Galette and many other classic and contemporary desserts that will "WOW" your clientele! Practice timesaving techniques and shortcuts. Identify a house signature dessert that you can "sell up" to increase bottom line profits. Discover substitute ingredients that will provide a healthier alternative and decrease calories without sacrificing taste. Instructor: Bonnie Aronson

| Tuition: $104 | Fee: $68 |
| ZCUL-023-0149 | T 4/19-5/10 (4 sessions) | 6:00 pm-9:00 pm | FOH 307 |

### Artisan and International Flat Breads
Discover the art and craft of bread making with naturally leavened loaves including ciabatta, Italian focaccia, naan, Armenian cracker bread, and pita utilizing a variety of flavors and spices. Practice kneading, stretching, folding and proofing your way to great, round hand-crafted flat breads in less than one hour. Prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics. Instructor: John Del Vecchio

| Tuition: $52 | Fee: $26 |
| ZCUL-056-0146 | ThF 4/21-4/22 (2 sessions) | 6:00 pm-9:00 pm | FOH 303 |
HOSPITALITY & CULINARY

CULINARY SKILLS, continued

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: $52        Fee: $26
ZCUL-060-0145      WTh 4/27-4/28 (2 sessions)      6:00 pm-9:00 pm  FOH 303

Breads! Breads! Breads!
Develop a new appreciation for the "staff of life" through "hands-on" experience and demonstrations. Make a variety of yeast raised breads and doughs including sandwich bread, sourdoughs, challah, brioche, focaccia, pita and pizza. Learn the basics of bread baking theory, primary safety and sanitation information, the history of bread development, use of scales and measuring of ingredients, how to work with and evaluate a recipe and how to calculate related costs. Focus on straight dough mixing methods, specialty breads and traditional breads. Instructor: John Del Vecchio
Tuition: $130        Fee: $70
ZCUL-025-0143      Th 5/5-6/2 (5 sessions)         6:00 pm-9:00 pm  FOH 303

The Fabulous Flavors of Spain
Immerse yourself in the fabulous flavors of Spanish cuisine. Explore a style of cooking that emphasizes the finest of fresh ingredients, making it richly flavored yet wonderfully wholesome. The beauty of Spanish cuisine lies in the wealth of its regional diversity. Prepare classic dishes from the five major regions of Spain: seafood from the waters of the Atlantic and Mediterranean; sausages and game from the northern mountains; the rich flavors of the Basque Country; peaches and citrus from Valencia; cheeses from La Mancha; and the Islamic and Moorish influences in Andalusia. Prepare dishes such as classic Seafood Paella, Galician Empanadas, Gazpacho Andalusia, a variety of Tapas, Basque Piperada, Marcona Almond Citrus Cake and much more. Instructor: Bonnie Aronson
Tuition: $104        Fee: $68
ZCUL-050-0144      T 5/17-6/7 (4 sessions)         6:00 pm-9:00 pm  WDC 307

Soft Pretzels, Bagels and Donuts
Practice the art and craft of preparing soft pretzels, bagels and doughnuts. Prepare crispy, chewy, homemade pretzels and bagels. Learn the techniques necessary to create the perfect bagel. Mix, fry, fill and dunk all kinds of doughnuts and differentiate between cake and yeast doughnuts. Discover the tips and tricks for topping, glazing and incorporating delicious filling flavors. Instructor: John Del Vecchio
Tuition: $52        Fee: $31
ZCUL-057-0142      WTh 6/8-6/9 (2 sessions)       6:00 pm-9:00 pm  FOH 303

English Afternoon Tea
Discover the essentials of hosting an elegant English afternoon tea. Learn the secrets for making the perfect cup of tea and preparing classic tea sandwiches such as pâté or pimiento pinwheels. Create scrumptious scones with tangy lemon curd, fresh raspberries and chocolate dipped strawberries. Be prepared to serve an afternoon tea featuring plenty of sweet and savory treats. Instructor: John Del Vecchio
Tuition: $52        Fee: $31
ZCUL-055-0141      WTh 6/15-6/16 (2 sessions)     6:00 pm-9:00 pm  FOH 303

Related online courses:
• Secrets of the Caterer: Menu Planning, Organizing and Cooking Skills
• Successful Event Planning
All courses begin 4/13, 5/18, 6/15, 7/13 and 8/17.
Go to www.ed2go.com/worwic for more information and a complete list of related online courses.
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 Journeymen Electrician while you are employed, call 410-247-3313 and ask about the International Brotherhood of Electrical Workers (IBEW) Electrical Apprenticeship.

Electrical Wiring Technician: Introduction
Prepare for a job as an electrical wiring technician. Gain a working knowledge of electricity and the techniques required for installation of electrical wiring. Provides a basic understanding of Ohm’s Law, electrical theory and calculations. Acquire hands on experience in wiring electrical circuits, receptacles, switches, luminaires and conduit installation. Master materials and tools utilized in the electrical industry. Stress on safety and the National Electrical Code, NFPA70r compliance. Instructor: George Landing
Tuition: $408 Fee: $51 Text Required: Code E
ZELC-005-0052 TTh 4/5-6/2 (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: $272 Fee: $51 Text Required: Code D
ZELC-002-0083 MW 4/4-5/11 (12 sessions) 5:30 pm-8:30 pm FOH 100

HVACR

EPA Approved Refrigerant Containment Course
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 COURSE ID space on registration form. If you need to retake a test that you did not pass, the fee is $25; write RETEST in COURSE ID space on registration form. Instructor: Paul Sichau
Tuition: $167 Fee: $44
ZHVC-010-0086 M 6/6-6/20 (3 sessions) 6:00 pm-9:00 pm FOH 100

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 I
Tuition: $20 Fee: $402
ZLDP-003-0014 WTh 4/20-4/21 (2 sessions) 8:30 am-4:30 pm FOH 203

General Unmanned Aircraft Systems Specialist Training

April 4 - May 6
Monday through Friday
8:30 a.m. to 4:30 p.m.

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.
LEAD PAINT, continued

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

Tuition: $20 Fee: $201
ZLDP-006-0012 Th 4/21 (1 session) 8:30 am-4:30 pm FOH 203
ZLDP-006-0026 Th 8/11 (1 session) 8:30 am-4:30 pm FOH 203

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 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: $402
ZLDP-005-0004 MT 4/18-4/19 (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: $201
ZLDP-002-0003 T 4/19 (1 session) 8:30 am-4:30 pm FOH 203
ZLDP-002-0027 F 8/12 (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: $201
ZLDP-004-0013 F 4/22 (1 session) 8:30 am-4:30 pm FOH 203
ZLDP-004-0025 W 8/10 (1 session) 8:30 am-4:30 pm FOH 203
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.”

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: $272 Fee: $96 Text Required: Code D

ZWLD-001-0085 TTh 4/7-5/17 (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.

Water and Wastewater Disinfection Alternatives

This course is designed for small water and wastewater system operators to learn about chlorine and its alternatives for the primary disinfection of drinking water and treated wastewater. These alternatives may reduce disinfection by-products and eliminate the need for dechlorination. Describe key criteria for disinfectant selection, including cost, safety, maintainability, control and monitoring considerations. Discuss the pros and cons of chlorine dioxide and chloramines as alternatives to help reduce disinfection by-products and the benefits and features of alternative disinfectants like ozone, ultraviolet, mixed oxidant systems and peroxide. Includes a look at the various laboratory methods to determine residuals and demonstrations of some of the practical simplified test protocols. Time devoted to hands-on practice of a number of residual test methods.

Tuition: $14 Fee: $106

ZWWT-047-0134 T 6/14 (1 session) 8:00 am-4:00 pm FOH 103B

Well Systems—An Introduction to Operation and Maintenance

This course is intended for superintendents and operators of public water systems that utilize groundwater wells as a source of supply. Topics to be covered include groundwater hydrogeology; types of wells and drilling techniques; well pumps, motors, and control systems; well pump station design; operational strategies; well maintenance and rehabilitation alternatives; water quality monitoring; performance monitoring and troubleshooting; and sanitary risks and protection.

Tuition: $14 Fee: $106

ZWWT-048-0135 W 5/11 (1 session) 8:00 am-4:00 pm FOH 103A

Conflict Resolution

This course is designed for water and wastewater managers to help them resolve conflicts in and around a water/wastewater plant. Superintendents and operators in management positions will focus on four situations in and around water and wastewater works, where improved conflict resolution and negotiation skills may be advantageous. Topics include conflicts with employees arising from workplace conditions, conflicts with town managers and town councils over budgets, capital improvement planning and plant maintenance practices and conflicts with government officials, including inspectors.

Tuition: $14 Fee: $106

ZWWT-049-0136 T 4/12 (1 session) 8:00 am-4:00 pm FOH 103B

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. Instructor will provide a list of personal protective equipment to purchase.

Tuition: $272 Fee: $156 Text Optional: Code C

ZWLD-001-0085 TTh 4/7-5/17 (12 sessions) 6:30 pm-9:30 pm PHS B60

Instructor: Barry Willey

ZWLD-001-3002 TTh 4/5-5/12 (12 sessions) 6:30 pm-9:30 pm WTHS 535

Instructor: Barry Wien

ZWLD-001-3002 TTh 4/5-5/12 (12 sessions) 6:30 pm-9:30 pm WTHS 535

Instructor: Barry Wien
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: Jefferson Boyer
Tuition: $309       Fee: $46 Text Required: Code F
ZAPA-014-0029    TTh 7/5-8/11 (13 sessions)  6:00 pm-9:30 pm       BH 206
Exam on T 8/16, 6:00 pm-8:00 pm.

HISTORY

Historic Houses of Wicomico County (NEW!)
Discover historic Wicomico County houses that were built from colonial times through the early 20th century. Explore Pemberton Hall, Bolton Manor and Dairy House and Long Hill built about 1767. Investigate houses built by founding fathers including the Gillis-Grier House, a historic home built in 1887 by James Cannon, the Jackson Mansion and the Honey Suckle Lodge. Study the unique architecture of each home, their individual features, the estate builders, their backgrounds and lifestyles. Instructor: Aleta Davis
Tuition: $66       Fee: $11
ZHIS-040-0174    Th 4/14-5/5 (4 sessions)  1:30 pm-3:30 pm       FOH 204

Understanding American Democracy (NEW!)
Develop a deeper understanding of the United States' political system and its opportunities, challenges and alternatives. Review the fundamental "building blocks" of our government including the Constitution, Presidency, Congress and Supreme Court. Understand how our political parties developed and examine their fundamental similarities and differences over time. Evaluate the 2012 elections and upcoming 2016 elections: how do they reflect our government's role? Compare and contrast the United States' form of government with other political systems throughout the world. Evaluate how well our political system is prepared to meet modern demands and challenges. Instructor: Michael Detmer
Tuition: $82       Fee: $11
ZHIS-042-0172    T 4/5-5/3 (5 sessions)  5:30 pm-7:30 pm       FOH 204

The Civil War Through Maryland Eyes (NEW!)
Explore the political, constitutional, military and economic aspects of the American Civil War as experienced in Maryland and on the Eastern Shore. Assess the impact of the abolishment of slavery in Maryland. Determine whether Governor Thomas Holliday Hicks, a native of Dorchester County, went too far in his efforts to prevent Maryland's secession from the United States. Decide for yourself what the impact of secession would have been. Learn about John Brown's Raid, the "Baltimore Plot," the riots in Baltimore and "Maryland, My Maryland" as a Confederate hymn. Discover why Circuit Judge Richard Bennett Carmichael, an alleged Southern sympathizer, was arrested and taken prisoner while on the bench in Easton. Instructor: Michael Detmer
Tuition: $82       Fee: $11
ZHIS-041-0173    T 5/10-6/7 (5 sessions)  5:30 pm-7:30 pm       FOH 203

LANGUAGES

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: $165       Fee: $6 Text Required: Code B
ZLAN-002-0140    MW 4/4-5/4 (10 sessions)  6:30 pm-8:30 pm       FOH 304

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 4/13, 5/18, 6/15, 7/13 and 8/17.

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

LANGUAGES, continued

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: $115 Fee: $41
ZLAN-007-0137 Th 4/7-5/19 (7 sessions) 6:30 pm-8:30 pm FOH 204
Must register by 3/21 to ensure delivery of course manual.

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: $99 Fee: $88
ZMUS-003-0184 Th 4/14-5/19 (6 sessions) 1:00 pm-3:00 pm FOH 103C

Intermediate Mountain Dulcimer
Learn intermediate dulcimer skills including flat picking and finger picking patterns through hands-on step-by-step exercises. Play various styles of music including ballads and American folk tunes in a variety of keys using alternate tunings or a capo. Play melody and harmony parts together as part of an ensemble with other mountain dulcimer players. Find out how to produce clear, beautiful notes and chords as well as use techniques to minimize unwanted sounds that naturally occur when you play and express yourself artistically. Must bring your own instrument. Instructor: Joanne Ivory
Tuition: $99 Fee: $42
ZMUS-004-0185 Th 5/26-6/30 (6 sessions) 1:00 pm-3:00 pm FOH 103C

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: $151 Fee: $6
ZPHO-004-0119 MTh 4/19-4/21 (2 sessions) 6:30 pm-9:00 pm FOH 103B
Class also meets on S 5/7, 9:30 am-12:00 pm.

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 both sessions: James King
Tuition: $41 Fee: $6
ZPHO-001-0009 TTh 4/19-4/21 (2 sessions) 1:30 pm-4:00 pm FOH 103B
ZPHO-001-3004 M 5/9-5/16 (2 sessions) 9:30 am-12:00 pm OCSC 001

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.

Related graphics and image editing courses offered on campus:

• Adobe Illustrator: Introduction (Version CC)
• Adobe Photoshop Elements for the Digital Photographer (Version 13)
• Adobe Photoshop: Level I and II (Version CC)

Look in our “Computers & Technology” section under "Desktop Publishing, Graphics & Imaging" for course information.
PHOTOGRAPHY, continued

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: $95 Fee: $6
ZPHO-005-0097 W 6/8-7/6 (5 sessions) 6:30 pm-9:00 pm FOH 103C

SPIRITUALITY

Religion, Faith and Spirituality
Broaden your understanding of the major world religions, as well as unique belief systems in the United States. Appreciate the differences among belief systems and gain confidence in discussing spiritual issues with others. Analyze Judaism, Christianity, Islam, Hinduism, Buddhism, Jehovah's Witnesses, Mormonism, Unitarian Universalism, Scientology, Wiccan/Pagan/Druidism, Voodoo and Atheism/Agnosticism. Discuss the stigma associated with "religious" topics and how to reduce the anxiety often associated with these conversations. Delve into the relationship among spirituality, religion and culture. Instructor: Leslie Dean
Tuition: $227 Fee: $10 Text Required: Code A
ZSPR-002-0075 Th 4/7-6/9 (10 sessions) 6:00 pm-9:00 pm FOH 211

WELLNESS

Spring and Summer Seasonal Eating and Storage
Master storage techniques for your favorite spring 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. Apply storage tips and techniques using your garage, freezer, fridge and oven. Preserve foods so you can enjoy your favorite spring fruits and vegetables year round. Instructor: Lynn Matava
Tuition: $49 Fee: $16
ZWEL-021-0175 T 4/12-4/26 (3 sessions) 6:00 pm-8:00 pm FOH 211

Healthy Eating For One or Two
This course is designed for those who are more likely to eat alone. Preparing a small meal may seem like a great deal of work. Learn easy strategies to avoid fast foods, prepackaged meals and in-between meal snacks. Avoid foods marketed as cheaper and faster options that are more costly, not nearly as tasty and sometimes contain highly processed and often less healthy ingredients. Develop strategies for keeping a variety of staple foods on hand in order to be prepared when cooking a meal. Practice revising recipes, using a variety of ingredients, and reducing leftovers that may be wasted. Discover how planning ahead also includes cooking meals that can be frozen and reheated later and how to safely store food in the refrigerator or freezer. Learn simple techniques that will make getting your daily dose of food groups enjoyable and easy on the budget.
Instructor: Lynn Matava
Tuition: $49 Fee: $16
ZWEL-020-0151 T 5/3-5/17 (3 sessions) 1:00 pm-3:00 pm FOH 211

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 4/13, 5/16, 6/15, 6/16, 7/13 and 8/17.

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

Spring and Summer Courses

NEW! Double-check your course location.
OFF CAMPUS

Off campus course location:
OCSC Ocean City Senior Center
104 41st Street
(Bayside by the water tower next to the Ocean City Convention Center.)
PERSONAL ENRICHMENT

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: $113        Fee: $12
ZWRI-008-0138      W 4/6-5/11 (6 sessions) 3:45 pm-6:15 pm FOH 300

The Story of My Life: Memoir and Journal Writing II
Designed to provide advanced skills for those who journal: whether you are collecting private thoughts and experiences, compiling bound volumes for the family and future generations or intending to publish. Review common grammar and writing mistakes; then, in a relaxed and intellectual atmosphere, concentrate on more challenging writing assignments. Join other experienced classmates who write regularly and share your journal entries to hone your writing craft. Familiarize yourself with classic authors and examples of excellent published writings and set the goal of getting published. Prerequisite: "The Story of My Life: Memoir and Journal Writing I" or approval of the instructor. Instructor: Susan Canfora
Tuition: $113          Fee: $12
ZWRI-007-0139      W 5/18-6/22 (6 sessions) 3:45 pm-6:15 pm FOH 300

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 mrrec@dllr.state.md.us or call 410-230-6230. A photo ID is required for attendance in any of the sessions.

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, property 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. Instructor: James Robinson
Tuition: $40           Fee: $6
ZREE-002-0082      Th 4/14 (1 session) 6:00 pm-9:00 pm FOH 103C

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. Instructor: James Robinson
Tuition: $22      Fee: $6
ZREE-003-3008      Th 4/28 (1 session) 9:00 am-10:30 am ORGC 100
ZREE-003-0079      T 5/3 (1 session) 6:00 pm-7:30 pm FOH 304
REAL ESTATE

SALES CONTINUING EDUCATION, continued

MREC Agency—Residential
Agency relationships are one of the key areas of real estate law. Real estate agents who practice in residential, commercial, investment, financing and property management need to be aware of the current Maryland state laws relating to agency issues. Covers how to use adequate controls and guidance in order to conduct business within the confines of the laws and agency relationships. Approved by the Real Estate Commission of Maryland—3 hours; meets the State mandated "Agency" requirement. Approval #093-0618. Instructor: James Robinson
Tuition: $40  Fee: $6
ZREE-004-0081  W 4/27 (1 session)  6:00 pm-9:00 pm  FOH 103A

Safety Course for Real Estate Professionals
Working in real estate can be unsafe. It’s common for agents to meet strangers in secluded locations at odd hours, which can be the perfect setting for an attack. Discuss basic safety and common sense procedures for the protection of real estate professionals and their clients. Learn how to recognize when a situation may be dangerous and determine which self-defense tactics may be useful. Approval #098-0618. Instructor for both sessions: Walter Taraila
Tuition: $40  Fee: $6
ZREE-006-0127  Th 4/21 (1 session)  1:00 pm-4:00 pm  FOH 103A
ZREE-006-3009  Th 5/19 (1 session)  9:00 am-12:00 pm  ORGC 100

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-007-3010  Th 4/28 (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: $40  Fee: $6
ZREE-008-0080  W 6/22 (1 session)  9:00 am-12:00 pm  FOH 103A

Double-check your course location.

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.)
In accordance with the regulations of the Maryland Real Estate Appraisers Commission, Wor-Wic Community College offers the mandated 50 hours designed to help you meet the education requirements for Certified Residential Real Estate Appraiser in Maryland. The three courses do not need to be taken in order; however, there are attendance requirements and a final examination for each course. The courses are approved by the Appraisal Foundation and the Maryland Real Estate Appraisers and Home Inspectors Commission. Successful completion of the educational requirements for appraiser trainee license (at the minimum) is required to enroll. The courses also satisfy continuing education hours for license renewal. NOTE: you must also hold an AA degree (or 21 hours in specified subjects) and complete 500 additional experience hours. If you have questions, go to www.dllr.state.md.us or email appraiser@dllr.state.md.us or call 410-230-6165.

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: $113      Fee: $6 Text Required: Code B
ZAPR-020-0129      TTh  4/12-4/26 (5 sessions) 6:30 pm-9:30 pm  FOH 200

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: $113      Fee: $6 Text Required: Code B
ZAPR-019-0130      TTh  5/3-5/17 (5 sessions) 6:30 pm-9:30 pm  FOH 200

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: $159          Fee: $6 Text Required: Code B
ZAPR-014-0131      TTh  6/7-6/28 (7 sessions) 6:30 pm-9:30 pm  FOH 304

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: $92  Fee: $6
ZAPE-003-0128      F  4/29 (1 session) 8:30 am-4:30 pm  FOH 103A
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: $91 Fee: $6
ZREL-003-0078 TTh 4/12-4/21 (4 sessions) 6:00 pm-9:00 pm FOH 103B

Getting Started with Computers for Seniors: Part II (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 operating system to identify settings and customize controls. Get a handle on your files and find out how to browse, open and rename a file. Practice creating new folders and copy and move files into these folders. Use Microsoft Word to create, edit and print out a document and demo inexpensive alternative applications. Explore the Internet and learn how to find the information on the Internet that you want. Cover email and Web mail, including how to open and save email attachments and steps you can take to be safe while online. Instructor: Dianne Day
Tuition: $0 Fee: $16 Text Optional: Code B
ZCSR-011-9002 MW 4/27-5/11 (5 sessions) 1:30 pm-4:00 pm FOH 306

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.” Instructor: Dianne Day
Tuition: $0 Fee: $16 Text Required: Code B
ZCSR-012-9003 MW 5/18-6/6 (5 sessions) 1:30 pm-4:00 pm FOH 306

Microsoft Excel for Seniors (Version 2010/2013) "• "
Cover the major features of this popular spreadsheet software. Learn the basics on how to enter, format, calculate and manage data to create charts and maintain data lists. Become familiar with the ribbon, taskbars and Jump List and learn how to navigate within the Excel environment. Create, edit, save and retrieve worksheets. Learn how to write basic formulas and functions. Uses same text as “Getting Started with Computers for Seniors: Part II.” Prerequisite: Windows and keyboard experience. Introductory level Microsoft Word experience helpful. Instructor: Trudy Pusey
Tuition: $0 Fee: $16 Text Required: Code B
ZCSR-005-9001 M 6/6-6/27 (5 sessions) 1:00 pm-3:30 pm ORGC 100
Class also meets on W 6/15, 1:00 pm-3:30 pm.

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

Need to update your computer skills for the workplace?
Sign up today for our Computer Information Session
Wed., April 6, 4:30-7 p.m.
Wor-Wic Community College
Fulton-Owen Hall
Room 103 B & C

Learn what courses are available that will help you in the workplace. Find out how to get started earning one of our six 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.
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 2016.

More than 350 gifted and talented third through ninth graders had a blast last summer in Wor-Wic’s enrichment courses!

Summer Scholars courses for gifted & talented students entering grades 3 through 9 in the fall of 2016.

2016 Course Dates:
Week 1: July 11-15
Week 2: July 18-22
Week 3: July 25-29
Week 4: Aug. 1-5

34 unique courses in:
• Art, History & Self Expression
• Career Exploration
• Culinary Arts
• Science, STEM & Problem Solving
• Technology & Digital Arts

“Hands-on,” interactive courses held in state-of-the-art classrooms and labs on Wor-Wic’s beautiful campus.

Choose an all-day session (9 a.m. to 4 p.m.) or mix and match morning and afternoon sessions.

Don’t be left out! For more information or to be placed on our mailing list, email summerscholars@worwic.edu or call 410-334-2815.
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 inspections techniques. Course includes experience driving a class B dump truck with manual transmission. Schedules, room assignments and holiday information are distributed at orientation.

Mandatory Orientation:
Monday, April 11

The next Class B Bus Driver course begins on May 2. Call 410-334-2815 for times and more information.

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

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.

Note: 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, Discover and American Express are accepted. If you are eligible for VA benefits, call 410-334-2882 for benefit information.
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, April 11

Class A and B courses begin on May 2. 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 2 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, Discover and American Express are accepted. If you are eligible for VA benefits, call 410-334-2882 for more information.
DRIVER EDUCATION

The continuing education division at Wor-Wic Community College is now offering driver education classes in a variety of sessions and times at the college campus on the corner of Route 50 and Walston Switch Road in Salisbury.

Classroom 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 to help local residents who can't afford the cost of the driver education course that is required by the Motor Vehicle Administration (MVA). Financial aid is offered to those who qualify.

Tuition Assistance Available!
Call 410-334-2815 to receive a tuition assistance information packet.

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.

Please call 410-334-2815 for free student information packets that include course requirements, tuition assistance information and a registration form.
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: $222         Fee:  $84
ZMOT-003-0160      F  4/1-4/3 (3 sessions)
ZMOT-003-0161      F  4/8-4/10 (3 sessions)
ZMOT-003-0162      F  4/15-4/17 (3 sessions)
ZMOT-003-0163      F  4/22-4/24 (3 sessions)
ZMOT-003-0164      F  4/29-5/1 (3 sessions)
ZMOT-003-0165      F  5/6-5/8 (3 sessions)
ZMOT-003-0166      F  5/13-5/15 (3 sessions)
ZMOT-003-0167      F  5/20-5/22 (3 sessions)
ZMOT-003-0168      F  6/3-6/5 (3 sessions)
ZMOT-003-0169      F  6/10-6/12 (3 sessions)
ZMOT-003-0170      F  6/17-6/19 (3 sessions)
ZMOT-003-0171      F  6/24-6/26 (3 sessions)
ZMOT-003-0030      F  7/8-7/10 (3 sessions)
ZMOT-003-0031      F  7/22-7/24 (3 sessions)
ZMOT-003-0032      F  8/5-8/7 (3 sessions)
ZMOT-003-0033      F  8/19-8/21 (3 sessions)

Motorcycle Safety: Basic Rider 2 Course
This six-hour course is for the licensed motorcyclist who wants to improve or refresh his or her skills. Classes are taught by both Motor Vehicle Administration and Motorcycle Safety Program certified instructors and held on Wor-Wic's campus. To pass the course, riders must pass a skills test administered at the end of the course. Riders who pass will receive a Maryland Motorcycle Safety Program Completion Card. During the initial riding activities, each rider's ability to operate a motorcycle will be evaluated by instructors. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in the Basic Rider Course. Prerequisite: must have a valid motorcycle (Class M) license. Provide your license number on your registration form.
Tuition: $114         Fee:  $84
ZMOT-006-0155      S  6/25 (1 session) 11:30 am-6:30 pm FOH 304

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: $114         Fee:  $84
ZMOT-001-0156      S  4/2 (1 session) 11:30 am-6:30 pm FOH 304
ZMOT-001-0157      S  4/30 (1 session) 11:30 am-6:30 pm FOH 304
ZMOT-001-0158      S  5/21 (1 session) 11:30 am-6:30 pm FOH 304
ZMOT-001-0159      S  6/18 (1 session) 11:30 am-6:30 pm FOH 304
ZMOT-001-0034      S  7/16 (1 session) 7:30 am-2:30 pm FOH 304
ZMOT-001-0035      S  7/30 (1 session) 7:30 am-2:30 pm FOH 304
ZMOT-001-0036      S  8/13 (1 session) 7:30 am-2:30 pm FOH 304
ZMOT-001-0037      S  8/27 (1 session) 7:30 am-2:30 pm FOH 304

Motorcycle Safety: Advanced Rider Course (ARC)
Advanced Rider Course (ARC) is the civilian version of the Motorcycle Safety Foundation military sport bike course, but it can be taken on any stock street legal motorcycle. Designed for experienced riders. For the purposes of this course, an experienced rider is someone who has the basic skills and a current motorcycle license. Designed to complement and build on the skills learned and practiced in other rider courses. Special emphasis is given to self-assessment, risk management, rider behavior, riding strategies and overall skill development, particularly in braking, cornering and swerving techniques.
Tuition: $114         Fee:  $84
ZMOT-005-0154      S  5/14 (1 session) 11:30 am-6:30 pm FOH 304
# MOTORCYCLE SAFETY TRAINING REGISTRATION FORM

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

<table>
<thead>
<tr>
<th>Social Security Number OR Student ID</th>
<th>Legal Last Name</th>
<th>Legal First Name</th>
<th>MI</th>
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Current Home Address: 

<table>
<thead>
<tr>
<th>Street Number &amp; Street Name/P.O. Box</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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</table>

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? ☐ Yes ☐ No
Month / Day / Year ☐ Male ☐ Female Question 2. What is your race? Select one or more of the following:
☐ White ☐ Black/African American ☐ Asian ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander
☐ Other

Tuition Rates by Residency: 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.

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

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Tuition Fee (if listed)</th>
<th>Out-Of-County (add $10)</th>
<th>Out-Of-State (add $15)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z S A M -</td>
<td>Sample Registration</td>
<td>MM/DD</td>
<td>AM/PM</td>
<td>$</td>
<td>$</td>
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</tbody>
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Check appropriate payment option. (Payment due at the time of registration):
☐ Personal Check     ☐ Money Order (made payable to Wor-Wic Community College)
☐ Cash Payment (do not mail cash) in amount of $ 
☐ Credit/Debit Card: ☐ American Express     ☐ VISA     ☐ DISCOVER     ☐ MasterCard

Card #: Exp. Date: V#: (If # on back of card)

Card Holder's Signature (required):

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

Company Name:

Address:

Four Easy Ways To Register:

ONLINE www.worwic.edu/instantenrollment

MAIL Wor-Wic Community College Continuing Education & Workforce Development 32000 Campus Drive Salisbury, Maryland 21804

IN PERSON Fulton-Owen Hall Rooms 102

FAX (410) 334-2652

Student Signatures (required)

Student's Driver's License Number (required)

Office Use Only

Date

Defend ☐ Paid in full ☐ Claimed ☐ Other

Initials

# 10-29-14
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.

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 B: $26-$50
- Code C: $51-$75
- Code D: $76-$99
- Code E: $100-$150
- 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.
POLICIES & PROCEDURES

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

If the college is closed because of inclement weather, all courses and clinicals held on and off campus are canceled. If the college is open and public schools are closed, classes held in the public schools are canceled. Students enrolled in classes held at the Worcester County senior centers should call 410-632-1277 after 6:30 a.m. for information about cancellations or delays. If the college has a delayed opening, any classes held on campus will adhere to the delay. Information about delays for morning classes or clinicals that are held off campus is provided to students enrolled in those classes/clinical. 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.

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 Brunhurst 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 March 25-27, May 30 and July 4. Other exceptions are indicated in the course listings.
Wor-Wic Community College Continuing Education & Workforce Development Registration Form

Questions? Call 410-334-2815.

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

Social Security Number OR Student ID

Legal Last Name

Legal First Name

Gender:

Male

Female

Question 1: Are you of Hispanic or Latino origin?

Yes

No

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

White

Black /African American

Asian

American Indian or Alaska Native

Native Hawaiian or Other Pacific Islander

I am a resident of:

Wicomico

Worcester

Somerset

Other

Tuition Rates by Residency:

Wicomico, Worcester and 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.

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

Sample Registration

MM/DD AM/PM + + + + = $

= $ + + + + = $ + + + + = $ + + + + = $

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

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

Student Signature (required)                                                                Date
Join the growing list of our satisfied business and industry customers:

B&G Foods Inc.
Bay Shore Services
Casino at Ocean Downs
Jubilant Cadista Pharmaceuticals
Lowershore Workforce Alliance
Ocean Pines Association
Peninsula Regional Medical Center
Pepco Holdings Inc.
PolyOne
Poplar Hill Pre-Release
Salisbury Fire Department
Salisbury University
Salvation Army Senior Center
South Moon Under
Town of Ocean City
Tri-County Transitional Youth
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.

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.

Continuing Education & Workforce Development Division
www.worwic.edu • 410-334-2815
CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
WOR-WIC COMMUNITY COLLEGE
32000 CAMPUS DRIVE
SALISBURY, MD  21804

PLEASE ROUTE TO:
☐ Friend
☐ Co-worker
☐ Supervisor
☐ Training Director
☐ Human Resources

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

Registration begins March 7.

WOR-WIC
COMMUNITY COLLEGE

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