LEARNING FOR LIFE

Spring 2025 non-credit courses

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

Registration starts November 4

WOR-WIC
COMMUNITY COLLEGE

On campus • Online • In the community • worwic.edu

SPOTLIGHT ON OUR
TRADES AND MANUFACTURING STUDENTS

CHRISTIAN DOWNING CONSTRUCTION ACADEMY

Christian Downing graduated in June 2024 from the Construction Academy, where he earned five certifications. He also enrolled in our Welding: SMAW, FCAW, GMAW & GTAW course. Both courses are grant-funded and require an application process. Following in his father's footsteps with a career in the trades, Christian wants to work for Chesapeake Shipbuilding in both welding and the construction of cruise ship interiors. Christian was grateful to be selected for these courses: **"Coming out with no debt is big for me."**

Christian Downing stands in front of a shed that was built by Construction Academy students.

HUNTER MORGAN POWERLINE WORKER
PRE-APPRENTICESHIP PROGRAM (PWPA)

Hunter Morgan enrolled in the Fall 2024 Powerline Worker Pre-Apprenticeship course (PWPA) in the hope of earning certifications and a career in the energy industry. As part of this grant-funded program, Hunter is also eligible to enroll in Wor-Wic's CDL course for free in Spring 2025. Hunter noted, **"PWPA was a great opportunity to learn a trade, help people and be a role model for my daughter."** She hopes to obtain a job immediately after graduating and stay local working in the industry.

Hunter Morgan with gear in the PWPA program.

JONAH DUKE EARN-WELDING: SMAW, FCAW, GMAW
& GTAW PROGRAM

Jonah Duke graduated in June 2024 from the Welding: SMAW, FCAW, GMAW & GTAW course, where he earned nine welding qualifications. He also enrolled in the Fall 2024 Advanced Welding: 6G Pipe course, where he was eligible to earn two pipe welding qualifications. Both courses are grant-funded and require an application process. Jonah noted that the instructor, Vaughn Arnsparger, was great and that he learned many different aspects of welding. **"Learning to use new tools like the beveler, benders and grinder is so helpful."**

Jonah Duke earned nine welding qualifications.

LEARNING
FOR LIFE

Spring 2025 non-credit courses

Health Care Training, pg. 14

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

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

SCHEDULE INFORMATION

DAY CODES

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

COMPUTER COURSE CODES

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

🖱   Little or no computer/internet experience

🖱🖱   Limited keyboarding, computer or internet experience and knowledge of Windows or a 🖱 level course

🖱🖱🖱   Keyboarding skills and experience with specific software and Windows 7 or higher or equivalent skills and completion of a 🖱🖱 level course

🖱🖱🖱🖱   Working knowledge of specific software and Windows 7 or higher file management skills or completion of a 🖱🖱🖱 level course

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

FINANCIAL ASSISTANCE

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

LOCATION CODES

On Campus

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

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

Off Campus

Wicomico County (Salisbury)

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

Worcester County

ORGC BERLIN

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

COURSE MATERIALS AND TEXTBOOKS

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

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

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

MARYLAND HIGH SCHOOL DIPLOMA OPTIONS

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

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

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

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

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

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

## COLLEGE PREPARATION FOR ENGLISH LANGUAGE LEARNERS

Reading for Speakers of Other Languages (ENG 081)
This course prepares English Language Learners for college level expectations on reading tasks and assignments in American English courses. Instruction includes vocabulary, comprehension, spelling, structural analysis, skimming, and scanning, note-taking and/or test-taking strategies. Emphasis is placed on reading skills in American English where English Language Learners have the greatest difficulty. Group and individual instruction are provided. Students must successfully pass the computerized Reading section of the ESL Accuplacer to be placed into this course. Improvement is determined by student performance on reading skills assessments given during the course, midterm, and final examinations.

Tuition: $277   Fee: $6   Text Required
ZCOL-001-0104   M 1/27-4/21 (13 sessions)
9:00 am-11:00 am   FOH 203
Instructor: Michael de Socio

Instructor Spotlight

Michelle Jacklyn Miller
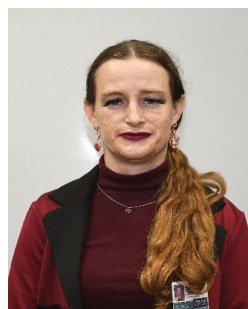
Michelle has been teaching ESL classes for the last 8 years and teaching with Wor-Wic for almost a year. She recently began tutoring ESL students in the Certified Nursing Assistant classes. "The best part about my job is when students gain self-confidence to continue their journey. I specifically love teaching at Wor-Wic because the people in charge of our program have been amazing. They work very diligently to ensure we are successful in the classroom. And our Burlington English curriculum is among the best I have used in a classroom."

ACADEMIC PREPARATION

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

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

Tuition: $596   **Fee: $6**   **Text Required**

ZCOL-003-0105	TTh 1/21-4/24 (28 sessions)	
	9:00 am-11:00 am	FOH 203
	Instructor: Michael de Socio	
ZCOL-003-0106	TTh 1/21-4/24 (28 sessions)	
	11:30 am-1:30 pm	FOH 203
	Instructor: Michael de Socio	

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

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

Tuition: $277   **Fee: $6**   **Text Required**

ZCOL-002-0103	M 1/27-4/21 (13 sessions)	
	11:30 am-1:30 pm	FOH 203
	Instructor: Michael de Socio	

DEVELOPMENTAL ENGLISH

Foundations of College Literacy (ENG 087)

This course is designed to prepare students for college credit courses College Reading (ENG 095) and/or Basic Writing (ENG 096) or College Literacy: Reading and Writing (ENG 097). Areas of instruction include reading comprehension, vocabulary, grammar and paragraph and essay writing. The course is self-paced and completed online through Blackboard. The work may be completed on campus in the Reading and Writing Center (BH 227) or anywhere the student has access to a computer and the internet. Students are encouraged to spend a minimum of four to six hours each week working in the Reading and Writing Center, where they will have access to qualified instructors to assist them with course materials and instruction. This is a self-paced course that runs for 10 consecutive weeks. A new session of the course starts every week. New students must attend a mandatory orientation session in BH 227 on the first day of the class. To learn more information about the class and how to register, please contact Denean Jones-Ward at 410-334-2820 or djones-ward@worwic.edu.

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

ZDEV-017-0041	1/6	ONLINE
ZDEV-017-0042	1/13	ONLINE
ZDEV-017-0043	1/27	ONLINE
ZDEV-017-0044	2/3	ONLINE
ZDEV-017-0045	2/10	ONLINE
ZDEV-017-0046	2/17	ONLINE
ZDEV-017-0047	2/24	ONLINE
ZDEV-017-0048	3/3	ONLINE
ZDEV-017-0049	3/10	ONLINE
ZDEV-017-0050	3/17	ONLINE
ZDEV-017-0051	3/24	ONLINE
ZDEV-017-0052	3/31	ONLINE
ZDEV-017-0053	4/7	ONLINE
ZDEV-017-0054	4/14	ONLINE
ZDEV-017-0055	4/21	ONLINE
ZDEV-017-0056	4/28	ONLINE

What our Students are Saying!

"Our English as a Second Language (ESL) instructor Helen Fleming has made a significant impact on our language-learning journey. Her exceptional teaching skills and commitment to our learning experience have been truly impressive. We are thankful to Wor-Wic for providing us with an outstanding and patient instructor."

—students from "Team Haiti" group in the Spring 2024 *Intermediate ESL* class.

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" course.

Tuition: $186   Fee: $6
ZACC-039-0100   TTh 1/21-2/11 (7 sessions)
                  6:15 pm-8:45 pm   FOH 204
                  Instructor: Andrea Kenney

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

Tuition: $33   Fee: $95
ZACC-042-4036   1/15   ONLINE
ZACC-042-4037   2/12   ONLINE
ZACC-042-4038   3/12   ONLINE
ZACC-042-4039   4/16   ONLINE

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

Tuition: $33   Fee: $95
ZACC-046-4032   1/15   ONLINE
ZACC-046-4033   2/12   ONLINE
ZACC-046-4034   3/12   ONLINE
ZACC-046-4035   4/16   ONLINE

ENTREPRENEURSHIP

Start a Side Business on Etsy
Turn your hand-made items into income by selling them on Etsy.com. Find out the top selling items on Etsy and how to navigate the Etsy online marketplace. Get tips and tricks from an Etsy entrepreneur and learn how to open a shop, create a listing that will attract Etsy visitors and then turn those visitors into customers. Step through the transaction from listing to sale to shipping. *Prerequisite: basic computer and internet skills.*

Tuition: $80   Fee: $16
ZENT-045-0022   T 4/22-5/6 (3 sessions)
                  5:30 pm-8:00 pm   GTC 202
                  Instructor: Stacy Mitchell

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

Tuition: $33   Fee: $95
ZENT-047-4052   1/15   ONLINE
ZENT-047-4053   2/12   ONLINE
ZENT-047-4054   3/12   ONLINE
ZENT-047-4055   4/16   ONLINE

HUMAN RESOURCES

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

Tuition: $33   Fee: $95
ZHRS-016-4108   1/15   ONLINE
ZHRS-016-4109   2/12   ONLINE
ZHRS-016-4110   3/12   ONLINE
ZHRS-016-4111   4/16   ONLINE

INSURANCE LICENSURE

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

Tuition: $10   Fee: $396
ZINS-012-0026   MTW 3/3-3/5 (3 sessions)
                  8:30 am-3:00 pm   ONLINE
                  An additional three required self-paced hours must be completed by 5/1.

BUSINESS AND LEADERSHIP

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

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

Tuition: $10   **Fee: $266**
ZINS-013-0025   MT 3/17-3/18 (2 sessions)
8:30 am-4:00 pm   ONLINE
An additional seven required self-paced hours must be completed by 5/15.

NONPROFIT MANAGEMENT

A to Z Grant Writing

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

Tuition: $33   **Fee: $95**
ZNPT-021-4023   1/15   ONLINE
ZNPT-021-4024   2/12   ONLINE
ZNPT-021-4025   3/12   ONLINE
ZNPT-021-4026   4/16   ONLINE

Starting a Nonprofit

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

Tuition: $33   **Fee: $95**
ZNPT-025-4104   1/15   ONLINE
ZNPT-025-4105   2/12   ONLINE
ZNPT-025-4106   3/12   ONLINE
ZNPT-025-4107   4/16   ONLINE

Nonprofit Fundraising Essentials

Explore the skills you'll need to become a successful fundraiser. Find out what the best corporate and foundation fundraising jobs are and how to apply for them. Topics include: special events, capital campaigns, and annual gifts. This is a six-week online course. *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

Tuition: $33   **Fee: $95**
ZNPT-038-4092   1/15   ONLINE
ZNPT-038-4093   2/12   ONLINE
ZNPT-038-4094   3/12   ONLINE
ZNPT-038-4095   4/16   ONLINE

WRITING

Effective Business Writing

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

Tuition: $33   **Fee: $95**
ZWRI-016-4064   1/15   ONLINE
ZWRI-016-4065   2/12   ONLINE
ZWRI-016-4066   3/12   ONLINE
ZWRI-016-4067   4/16   ONLINE

Write and Publish Your Nonfiction Book

Become a professional author or advance your career by learning to write, edit and publish nonfiction books of all types. Apply the strategies and techniques you will need to finish and publish your own book. This is a six-week online course. *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

Tuition: $33   **Fee: $95**
ZWRI-027-4116   1/15   ONLINE
ZWRI-027-4117   2/12   ONLINE
ZWRI-027-4118   3/12   ONLINE
ZWRI-027-4119   4/16   ONLINE

Beginning Writer's Workshop

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

Tuition: $33   **Fee: $95**
ZWRI-031-4028   1/15   ONLINE
ZWRI-031-4029   2/12   ONLINE
ZWRI-031-4030   3/12   ONLINE
ZWRI-031-4031   4/16   ONLINE

**Are you bilingual and interested in becoming a
Community or Medical Interpreter?**

Professional interpreters provide communication services to
English Language Learners with limited English proficiency in
speaking and listening. Interpreters can communicate what
is being told to them by service providers, etc.

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

Start Anytime!

The cost of the course is $395

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

SCHOLARSHIP OPPORTUNITIES FOR NONPROFITS

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

- A to Z Grant Writing
- Accounting Basics
- Become Proficient in PDF's
- Business Budgeting for Beginners
- Business Finance for Non-Finance Person
- Community Interpreter Training
- Creating a Successful Business Plan
- Creating WordPress Websites
- Discover Sign Language
- Effective Business Writing
- Effective Leadership in Action
- Getting Started with Google Workspace
- Getting Started with QuickBooks Online
- Integrating AI in the Workplace

- Microsoft Excel: Level I
- MS Excel: I
- MS Excel: II
- MS Excel: III
- MS Word: I
- MS Word: II
- Nonprofit Fundraising Essentials
- Speed Spanish
- Starting a Nonprofit
- Understanding the HR Function
- Using Social Media in Business
- Write and Publish Your Nonfiction Book
- Write Effective Web Content

Scholarships for online classes (ed2go) will be provided on a case-by-case basis. If you have a unique need
for a course not listed here, please contact the Community Foundation. Textbooks are not covered by this
scholarship and will be the responsibility of the applicant. To be eligible for this program, applicants must be
currently employed by or active volunteers in an IRS designated 501(c)(3) charitable organization located in
Somerset, Wicomico or Worcester County.

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

CHILD CARE

ONLINE CHILD CARE COURSES

Earn the necessary credentials to begin your career in child care and meet the Maryland State Department of Education (MSDE) Office of Child Care (OCC) licensing requirements.

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

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

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

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

Access to a computer, the internet and email are required. You must register by the start date.

Child Care Teacher (Infant/Toddler, Preschool or School Age) Courses:
· Child Care Administration (45 hrs) – $280
    2/6-3/27
    4/10-5/29
· Child Growth and Development (45 hrs) – $280
    1/10-2/28
    4/4-5/23
· Infant and Toddler Care (45 hrs) – $280
    1/13-3/3
    4/7-5/26
· Preschool Curriculum and Activities (45 hrs) – $280
    1/13-3/3
    4/7-5/26
· School Age Child Care Curriculum (45 hrs) – $280
    1/15-3/5
    4/9-5/28
· Communication Skills for Child Care Professionals (9 hrs) – $130
    2/3-2/17
    5/5-5/19

ONLINE CONTINUING EDUCATION CREDENTIAL BOOSTER COURSES

Boost your child care credentials and complete courses at your own pace! Child care providers, directors and teachers must take 12 clock hours of continued training annually with a minimum of six clock hours in the core of knowledge areas.

Aides must take six clock hours of continued training annually with a minimum of three clock hours in the core of knowledge areas.

Credential boosters are classes that are identified by MSDE in the staff credential modifications for levels two, three and four. Registration opens on November 4. Class begins between January 6 and May 6.

5-HOUR BOOSTERS - $89

Basic Health and Safety Training

3-HOUR BOOSTERS - $74

Conflict Resolution Strategies
Including All Children and the ADA
Support Breastfeeding in Child Care

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

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

Family Child Care
Pre-Service Course (24 hrs) – $280
1/6-5/16
Registration for this course closes 5/6/2025.

ACCOUNTING SOFTWARE

Getting Started with QuickBooks Online

Get hands-on experience using QuickBooks Online to manage your business' finances-from recording income and expenses to entering checks and bank transfers to setting up a chart of accounts. You'll see how to reconcile your checking account and manage credit card and loan payments. Learn how to create and print invoices, receipts and statements. Track your payables, inventory and receivables; create estimates and much more. Get all the advantages of computing in the cloud so that your files will be available to you virtually anytime, anywhere. Instructor: Andrea Kenney

Tuition: $234	Fee: $16	
ZACC-049-0027	W 2/19-4/9 (8 sessions)	
	6:15 pm-9:00 pm	FOH 301

ARTIFICIAL INTELLIGENCE

Integrating AI in the Workplace

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

Tuition: $59	Fee: $16	
ZAIN-001-0112	F 2/28 (1 session)	
	9:00 am-4:00 pm	FOH 308
ZAIN-001-3010	T 4/22-4/29 (2 sessions)	
	1:00 pm-4:00 pm	ORGC BERLIN

GETTING STARTED

Windows 11: Getting Started

Explore the updated Windows 11 operating system. Experience Windows' new streamlined user interface and centralized Start Menu. Interact with multiple opened windows more effectively. Work with Android Apps, use new Widgets, customize your personal desktop, keep your system and passwords safe and sync your data to the Cloud to access your files from anywhere. *Prerequisite: basic computer navigation skills.* Instructor: Perry Angelonga

Tuition: $53	Fee: $16	
ZCOM-034-3013	T 1/21-1/28 (2 sessions)	
	2:00 pm-4:30 pm	ORGC BERLIN

Windows: Managing Files and Folders

Be more productive with the Windows 11 Operating System. Explore the enhanced Start Menu and Task View tool. Use the updated File Explorer to easily find, organize and back up your business documents. Use shortcuts and jump lists to quickly access the programs and apps you use most. Quickly access your files from anywhere using OneDrive. *Prerequisite: "Windows 10: Getting Started" or equivalent experience.* Instructor: Perry Angelonga

Tuition: $53	Fee: $16	
ZCOM-018-3014	T 3/18-3/25 (2 sessions)	
	2:00 pm-4:30 pm	ORGC BERLIN

DESKTOP PUBLISHING, GRAPHICS & IMAGING

Becoming Proficient in PDF's using Adobe Acrobat Pro DC

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

Tuition: $59	Fee: $16	
ZIMG-058-0014	F 3/14 (1 session)	
	9:00 am-4:00 pm	FOH 308

What our Students are Saying!

"Great class. Exactly what I was looking for. Perry Angelonga was knowledgeable and motivating!"

–Spring 2024 *Becoming Proficient in PDFs* class.

Laser Cutting Basics with Illustrator

Unlock the potential of Adobe Illustrator as a powerful tool for crafting precision designs compatible with laser cutting technology. Learn intricacies of Adobe Illustrator, gaining proficiency in manipulating vectors, creating simple and more complex shapes, and implementing precise measurements. Whether you're a seasoned graphic designer or novice, join us to elevate your design capabilities to new heights. Students must have an adobe account for class. Instructor for all sessions: Stacy Mitchell

Tuition: $64	Fee: $26	
ZIMG-060-0020	T 1/28-2/11 (3 sessions)	
	5:30 pm-7:30 pm	GTC 202
ZIMG-060-0021	T 3/11-3/25 (3 sessions)	
	5:30 pm-7:30 pm	GTC 202

INTERNET & MOBILE TECHNOLOGIES

Getting Started with Google Workspace

More and more businesses are switching to Google Workspace (formerly G Suite) for their business documents and communications. Get started with Google's apps (Gmail, Docs, Sheets, Slides, Drive, Contacts, Calendar, Meet, and Chat) and put them to work for your business. Collaborate with your team and learn how to work together in a Google Workspace, share files and more. This is a six-week online course. *Prerequisite: experience with email and the latest version of Google Chrome.*

Tuition: $33	Fee: $95	
ZINT-030-4084	1/15	ONLINE
ZINT-030-4085	2/12	ONLINE
ZINT-030-4086	3/12	ONLINE
ZINT-030-4087	4/16	ONLINE

COMPUTERS AND TECHNOLOGY

3D PRINTING

3D Modeling and Printing Fundamentals 🖐

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

Tuition: $53   **Fee: $16**

ZMKR-001-0012	Th 2/5-2/12 (2 sessions)	
	5:00 pm-7:30 pm	GTC 104A
ZMKR-001-0013	W 4/2-4/9 (2 sessions)	
	5:00 pm-7:30 pm	GTC 104A
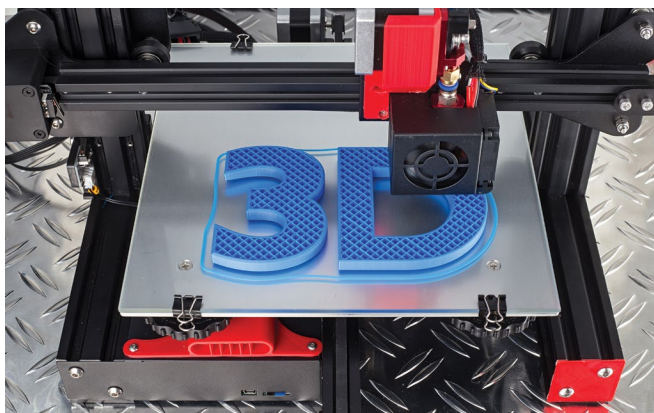
MICROSOFT OFFICE FAST-TRACK SEMINARS

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

MS Word: I 🖐

Produce professional documents while exploring the newest features such as Tell Me, Dictation and Read Aloud. Create, edit and format business documents. Create marketing material such as infographics and flyers using the new Icons tool. Create and edit PDF files from Word and jumpstart your projects with built-in templates. *Prerequisite: Windows and basic computer experience.* Instructor: Perry Angelonga

Tuition: $59   **Fee: $16**

ZOFC-177-0015	F 1/10 (1 session)	
	9:00 am-4:00 pm	FOH 308

MS Word: II 🖐🖐

Take your Word skills to the next level. Format your business documents with tables, breaks and columns while exploring new tools such as the 3D Models option. Do a mail merge using letters, labels and envelopes. Create and format a newsletter. Incorporate headers and footers and add page numbers, dates, footnotes, online photos and videos. Discuss collaborative tools for sharing documents and integrating other apps and add-ins. *Prerequisite: "MS Word: I" or other introductory Word course.* Instructor: Perry Angelonga

Tuition: $59   **Fee: $16**

ZOFC-178-0016	F 1/17 (1 session)	
	9:00 am-4:00 pm	FOH 308

Microsoft Excel: Level I 🖐🖐

Master the basics of Excel in the workplace. Enter and edit data, select cells and ranges and print worksheets. Work with formulas and functions to create business worksheets. Use multiple commands to format and modify cells, columns and rows. Create basic charts and graphs. Learn to freeze panes, use the If function, and sort and filter to manipulate large datasheets. *Prerequisite: Windows and basic computer experience.*
Instructor: Perry Angelonga

Tuition: $133   **Fee: $16**   **Text Required**

ZOFC-209-0031	W 2/19-3/19 (5 sessions)	
	5:30 pm-8:00 pm	FOH 308

This course is a hybrid course with two hours per session of in-person class time and an additional half hour per session of online learning activities.

MS Excel: I 🖐🖐

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

Tuition: $59   **Fee: $16**

ZOFC-179-0017	F 1/24 (1 session)	
	9:00 am-4:00 pm	FOH 308
ZOFC-179-3011	TTh 4/8-4/10 (2 sessions)	
	1:00 pm-4:00 pm	ORGC BERLIN

MS Excel: II 🖱️🖱️

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

Tuition: $59	Fee: $16	
ZOFC-180-0018	F 2/7 (1 session)	
	9:00 am-4:00 pm	FOH 308
ZOFC-180-3012	TTh 4/15-4/17 (2 sessions)	
	1:00 pm-4:00 pm	ORGC BERLIN

MS Excel: III 🖱️🖱️🖱️

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

Tuition: $59	Fee: $16	
ZOFC-167-0019	F 2/14-2/21 (2 sessions)	
	9:00 am-12:00 pm	FOH 308

PC HARDWARE, NETWORKING & SECURITY

CompTIA A+ Certification Prep 1: Hardware 🖱️🖱️🖱️🖱️

Become a computer technician and start preparing for CompTIA A+ certification in this first of three online courses. Learn PC basics and common hardware, including microprocessors, RAM power supplies, motherboards UEFI/BIOS, the system setup utility, the expansion bus and input/output devices. Find out how technicians work within the industry. Prepares you to continue your CompTIA A+ certification studies and to take the CompTIA A+ certification 220-1101 and 220-1102 exams. This is a six-week online course.

Tuition: $43	Fee: $101	
ZPCO-051-4040	1/15	ONLINE
ZPCO-051-4041	2/12	ONLINE
ZPCO-051-4042	3/12	ONLINE
ZPCO-051-4043	4/16	ONLINE

CompTIA A+ Certification Prep 2: Software 🖱️🖱️🖱️

Take the next step in the series that prepares you to become a computer technician and take the CompTIA A+ certification 220-2201/1102 exams. Dive into Windows, macOS and Linux. Examine operating systems including installation operation maintenance and troubleshooting. Explore virtualization and virtual machines, as well as printer and multifunction device technologies. This is a six-week online course. *Prerequisite: "CompTIA A+ Certification Prep 1: Hardware course".*

Tuition: $43	Fee: $101	
ZPCO-052-4044	1/15	ONLINE
ZPCO-052-4045	2/12	ONLINE
ZPCO-052-4046	3/12	ONLINE
ZPCO-052-4047	4/16	ONLINE

CompTIA A+ Certification Prep 3: Network/Security 🖱️🖱️🖱️

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

Tuition: $43	Fee: $101	
ZPCO-050-4048	1/15	ONLINE
ZPCO-050-4049	2/12	ONLINE
ZPCO-050-4050	3/12	ONLINE
ZPCO-050-4051	4/16	ONLINE

COMPUTERS AND TECHNOLOGY

SENIORS ONLY

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

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

Tuition: $0	Fee: $16	Text Optional
ZCSR-015-9010	TTh 2/4-2/18 (5 sessions)	
	1:30 pm-4:00 pm	ORGC BERLIN

Cyber Security for Seniors

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

Tuition: $0	Fee: $16	
ZCSR-017-9011	TTh 2/25-3/4 (3 sessions)	
	1:30 pm-4:00 pm	FOH 301
ZCSR-017-9012	TTh 3/6-3/13 (3 sessions)	
	1:30 pm-4:00 pm	ORGC BERLIN

SOCIAL MEDIA AND VIDEO

Using Social Media in Business

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

Tuition: $33	Fee: $95	
ZSOC-006-4112	1/15	ONLINE
ZSOC-006-4113	2/12	ONLINE
ZSOC-006-4114	3/12	ONLINE
ZSOC-006-4115	4/16	ONLINE

UNCREWED AIRCRAFT SYSTEMS

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

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

Tuition: $461	Fee: $557	
ZUAS-005-0078	MWF 3/3-3/19 (10 sessions)	
	4:30 pm-9:00 pm	FOH 211

Class will also meet S 3/8 and 3/15, 8:30 am-12:30 pm.

UAS (Drones) Hands-On Flight Lab NEW!

Whether you're a seasoned drone pilot or a beginner, this hands-on flight training lab is for you! Gain the flight experience needed to enhance your drone flying abilities as our experienced instructor guides you through all the advanced techniques and maneuvers required to become a top-notch drone pilot. Following the FAA guidelines, use our professional-grade drones to safely conduct a controlled flight, navigate obstacles, execute complex flight patterns, troubleshoot common issues and capture stunning aerial footage.
Instructor: Jason Taylor

Tuition: $56	Fee: $459	
ZUAS-006-0079	S 4/26-5/10 (3 sessions)	
	9:00 am-3:00 pm	FOH 100

WEB DESIGN

Creating WordPress Websites

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

Tuition: $33   Fee: $95

ZWEB-043-4056	1/15	ONLINE
ZWEB-043-4057	2/12	ONLINE
ZWEB-043-4058	3/12	ONLINE
ZWEB-043-4059	4/16	ONLINE

Write Effective Web Content

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

Tuition: $33   Fee: $95

ZWEB-058-4120	1/15	ONLINE
ZWEB-058-4121	2/12	ONLINE
ZWEB-058-4122	3/12	ONLINE
ZWEB-058-4123	4/16	ONLINE

FREE COMPUTER TRAINING FOR UNEMPLOYED

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

Getting started? Take:
- Keyboard Skills OR
- Foundations of Computers and the Web: Keyboarding, Windows and Word NEW!

Move on to the next level and earn a non-credit Workforce Training Certificate in Computer and Office Technology Essentials by taking:
- Introduction to Computers & Technology I
- Introduction to Computers and Technology II
- Applied Computers & Technology

Need specific skills? Take:
- Microsoft Word Level II or Microsoft Excel Level II

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

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

Lower Shore
American Job Center®
Serving Somerset, Wicomico and Worcester Counties

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

Map out your path

Fill out an admission application (scan code)

Complete a career assessment

Meet with an enrollment coach

After submitting your admissions application, you will receive an email with welcome information.

Review the welcome email and complete the career assessment step.

To make an appointment with an enrollment coach, use the link to the online scheduling system that is found in the welcome e-mail.

REGISTRATION STEPS FOR ALLIED HEALTH STUDENTS (NON-CREDIT)

Our registration process for students in the following courses gives you the support you need to succeed in class and in your career:
- Certified/Geriatric Nursing Assistant (CNA/GNA)
- Dental Assistant
- Medical Coding & Billing
- Personal Trainer
- Phlebotomy Technician

Specifically, non-credit students starting one of the career paths listed above must fulfill the following additional requirements prior to registration:
1. Fill out an admission application;
2. Complete a career assessment; and
3. Meet with an enrollment coach to discuss career choices and tuition assistance plus schedule placement testing if needed.

These requirements are in addition to any course-specific prerequisites such as placement testing and attending mandatory information sessions.

We encourage you to review and fulfill all course requirements as soon as possible in order to secure your seat in class.

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

SPRING 2025 MANDATORY INFORMATION SESSIONS

Students interested in the following courses must attend an information session prior to registration:
- Certified/Geriatric Nursing Assistant (CNA/GNA)
- Dental Assistant
- Personal Trainer
- Phlebotomy Technician

We will continue to offer our information sessions via Zoom. Allied health staff will go over training requirements including criminal background checks and drug screens, prerequisites, placement tests, course content, criteria for course completion and resources for financial assistance. The required placement tests are free and should be taken as early as possible prior to registration. Call 410-334-2843 for a testing center appointment.

Information sessions will be organized by individual training area. Each session will be opened 10 minutes prior to the starting time. Join the earliest session so that you can make an informed decision about pursuing your career path without delaying your registration. Session dates, times and links are listed beside each training.

Attend a mandatory information session

Complete placement testing

Complete your course application

Current information sessions and zoom links are listed in the schedule.

Your course application will be reviewed. Space is limited and all course requirements must be met before being registered.

COVID-19 NOTICE

Per the Centers for Disease Control and Prevention (CDC), health care personnel continue to be on the front line of the nation's fight against COVID-19. All healthcare personnel are recommended to get vaccinated against COVID-19. Please be aware that COVID vaccine policies may differ on a local, state or national level regarding vaccine mandates and/or weekly testing for unvaccinated students. For the most current information, please attend a mandated information session for the training in which you are interested. According to the CDC, an individual is fully vaccinated two weeks after their second dose in a two-dose series, or two weeks after a single-dose vaccine. In some clinical settings, a booster vaccine may be required if the initial vaccine was administered six months or more ago. Students who decline to follow vaccine policies may not be able to register for clinical courses.

HEALTH CARE

CERTIFIED NURSING ASSISTANT

CNA Mandatory Information Sessions

W	11/13	10:00-11:00 a.m.
W	12/11	10:00-11:00 a.m.
T	1/7	10:00-11:00 a.m.
T	2/11	2:00-3:00 p.m.
W	2/26	10:00-11:00 a.m.
W	3/5	10:00-11:00 a.m.
W	4/9	2:00-3:00 p.m.
W	4/23	10:00-11:00 a.m.

www.worwic.edu/zoom/cna

Certified Nursing Assistant-Part I
Designed to provide classroom and "hands-on" experience. Includes basic knowledge of health care team roles, communication skills, life span, and death and dying. Covers body systems, chronic and acute conditions, rehabilitation and nutrition. Learn medical terms and abbreviations, treatment protocols, how to assist with personal care and activities of daily living. Develop "hands-on" skills competency in a clinical lab. Approved by the Maryland Board of Nursing. Complete "Certified Nursing Assistant- Parts I and II" and automatically qualify to apply to the Board of Nursing for certification and gain eligibility to take the Geriatric Nursing Assistant examination. Fee includes required drug screen and background check. Go to www.mbon.org for eligibility requirements to become a certified nursing assistant. Before you can advance to CNA Part II, AHA BLS certification, medical clearance, clean background check and negative drug screen will be required. *Prerequisite: minimum reading comprehension and arithmetic requirements. Students must be able to lift, push and pull a minimum of 50 pounds without restriction.*

Tuition: $852   **Fee: $236**   **Text Required**

Certified Nursing Assistant-Part II
Forty hours of clinical experience in a long-term care setting. Candidates will practice skills, work in a health care team setting and become familiar with caring for the elderly and infirm. *Prerequisite: must take "Certified Nursing Assistant--Part II"; within six months of completing "Certified Nursing Assistant-Part I." Students must be able to lift, push and pull a minimum of 50 pounds without restriction.*

BLS FOR CNA

Basic Life Support for Certified Nursing Assistants
This course reflects changes made in the 2020 AHA Guidelines Update and will teach certified nursing assistant students the basic life support skills for application in community health and hospital/facility settings, such as a nursing home or primary care setting. Focus is on high-quality BLS for adults, children, and infants, improvement of chest compression fraction, and high-performing team dynamics. Students will also learn how to use an AED and a barrier device. Instructor for all sessions: Ruth Gaudreau

DENTAL ASSISTING

Mandatory Information Sessions

T	11/12	10:00-11:00 a.m.
T	12/3	10:00-11:00 a.m.
T	2/11	10:00-11:00 a.m.
W	3/12	10:00-11:00 a.m.
W	4/9	10:00-11:00 a.m.
T	4/22	10:00-11:00 a.m.

www.worwic.edu/zoom/dentalassistant

Dental Assistant-Introduction
Prepare for a career in a dentist's office and learn the fundamentals of chairside dental assisting. Additional topics include anticipating the needs of the dentist in delivering optimal patient care; collecting and recording clinical data; educating patients in oral health management; preventing and managing emergencies and following general office procedures. Develop skills in sterilization and disinfection. Knowledge of medical terminology is highly recommended. This course is beneficial in preparing for the General Chairside Assisting (GC) and Infection Control (ICE) components of the Dental Assisting National Board's Exam. Go to www.danb.org for eligibility requirements to become a Certified Dental Assistant. *Prerequisite: minimum reading comprehension and arithmetic requirements.* Instructor: Cheree' Robinson

Tuition: $556   **Fee: $46**   **Text Required**
ZDNT-022-0033   MW   1/6-3/12 (19 sessions)
               5:30 pm-8:30 pm   HH 200
No class on 1/20.

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

Tuition: $177   **Fee: $102**
ZDNT-023-0110   M   3/17
               9:00 am-2:30 pm   CHC
Mandatory meeting to schedule clinical rotation which must be completed by 5/17.

CERTIFIED NURSING ASSISTANT SCHEDULE OF CLASSES

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

SESSION I

Certified Nursing Assistant—Part I
Tuition: $852   Fee: $236   **Text Required**
ZCNA-008-0057   M-Th 1/13-2/18 (20 sessions)   8:00 am-12:00 pm   HH 200/202
                No class on 1/20 and 1/21

Basic Life Support (BLS)
Instructor for both sessions: Ruth Gaudreau
Tuition: $51   Fee: $30   **Text Required**
ZBLC-001-0058   F 1/17   (1 session)   8:00 am-1:00 pm   SH 100
ZBLC-001-0059   F 1/24 (1 session)   8:00 am-1:00 pm   SH 100

Certified Nursing Assistant—Part II
Tuition: $511   Fee: $16
ZCNA-009-0060   M-F 2/24-2/28 (5 sessions)   7:00 am-3:30 pm   Nursing Home TBD
                M-T 3/3-3/4 (2 sessions)   8:00 am-12:00 pm   HH 200/202

SESSION II

Certified Nursing Assistant—Part I
Tuition: $852   Fee: $236   **Text Required**
ZCNA-008-0061   M-Th 3/17-4/17 (20 sessions)   8:00 am-12:00 pm   HH 200/202

Basic Life Support (BLS)
Instructor for both sessions: Ruth Gaudreau
Tuition: $51   Fee: $30   **Text Required**
ZBLC-001-0062   F 3/21 (1 session)   8:00 am-1:00 pm   SH 100
ZBLC-001-0063   F 3/28 (1 session)   8:00 am-1:00 pm   SH 100

Certified Nursing Assistant—Part II
Tuition: $511   Fee: $16
ZCNA-009-0064   M-F 4/21-4/25 (5 sessions)   7:00 am-3:30 pm   Nursing Home TBD
                M-T 4/28-4/29 (2 sessions)   8:00 am-12:00 pm   HH 200/202.

Criminal history check required for CNAs

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

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

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

HEALTH CARE

Radiology for Dental Assistants

Gain the technical and clinical knowledge necessary to register with the Maryland Board of Dental Examiners as a Dental Radiation Technologist. Evaluate radiographic images for diagnostic value. Study quality assurance and radiology regulations. Become familiar with current American Dental Association guidelines for radiation safety for patients and operators. Beneficial in preparing for the DANB Radiation Health and Safety Certification (RHS) component of the Certified Dental Assistant (CDA) exam, which is required to practice dental radiology in Maryland. The Maryland Board of Dental Examiners has approved this course. *Prerequisite: "Dental Assisting-Introduction"; within the last six months or a letter submitted at registration that is signed by a licensed dentist on company letterhead verifying employment as a dental assistant for at least six months.* Instructor: Donna Ervin

Tuition: $479	Fee: $70	Text Required
ZDNT-008-0032	MW 1/6-3/10 (18 sessions)	
	5:30 pm-8:00 pm	FOH 304

No class on 1/20.

DISPENSARY TECHNICIAN

Dispensary Technician I

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

Tuition: $100	Fee: $351	
ZDTC-001-0075	MW 1/13-3/3 (15 sessions)	
	6:30 pm-8:30 pm	ONLINE

Dispensary Technician II

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

Tuition: $100	Fee: $351	
ZDTC-002-0076	MW 3/17-5/5 (15 sessions)	
	6:30 pm-8:30 pm	ONLINE

EMERGENCY TRAINING

American Heart Association® | AUTHORIZED TRAINING CENTER

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

Basic Life Support (BLS)

This instructor-led course reflects the 2020 AHA Guidelines Update and teaches the basic life support skills for application in community health and hospital/facility settings, such as a dentist office, skilled nursing facility and assisted-living facility. The focus is on high-quality CPR, improvement of chest compression fraction and high-performing team dynamics. This BLS course offers content representing the latest resuscitation science for improved patient outcomes as well as realistic scenarios, simulations and animations depicting rescuers, teams and patients. Learn to recognize the signs of someone needing CPR, perform high-quality CPR for an infant, child and adult, appropriately use an AED and relieve foreign-body airway obstruction for an infant, child or adult. Students must attend 100% of course hours. Card valid for two years. Instructor for all sessions: Ruth Gaudreau

Tuition: $51	Fee: $30	Text Required
ZBLS-004-0069	S 1/18 (1 session)	
	8:00 am-1:00 pm	SH 100
ZBLS-004-0070	S 2/15 (1 session)	
	8:00 am-1:00 pm	SH 100
ZBLS-004-0071	S 3/15 (1 session)	
	8:00 am-1:00 pm	SH 100
ZBLS-004-0072	S 4/19 (1 session)	
	8:00 am-1:00 pm	SH 100

What our Students are Saying!

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

— Summer 2024 *Basic Life Support (BLS)* class

Basic Life Support (BLS) Renewal

This course is for current BLS providers who need to renew their BLS skills and BLS Provider course completion card. This video-based, instructor-led course features accelerated content that is designed for learners with existing BLS knowledge, allowing for time efficiency while teaching both single-rescuer and team basic life support skills for application in both in-facility and prehospital settings. Students must submit current original (no copies) American Heart Association Healthcare Provider card at the time of registration. Students must attend 100% of course hours. Card valid for two years. Instructor for all sessions: Ruth Gaudreau

Tuition: $40	Fee: $30	Text Required
ZBLS-006-0073	S 2/1 (1 session)	
	8:00 am-12:00 pm	SH 100
ZBLS-006-0074	S 4/5 (1 session)	
	8:00 am-12:00 pm	SH 100

FITNESS TRAINING

Personal Trainer Information Session

W 12/4	10:00-11:00 a.m.
W 1/8	10:00-11:00 a.m.
W 1/22	10:00-11:00 a.m.

www.worwic.edu/zoom/personaltrainer

Personal Trainer National Certification

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

Tuition: $200	Fee: $721	Text Required
ZFIT-005-0109	T 2/4-3/22 (12 sessions)	
	6:30 pm-9:30 pm	ONLINE

No class on 3/11 and 3/15. This is a hybrid course. Virtual component will be posted on Tuesday, 6:30-9:30 pm and class will meet every Saturday 12:00-3:00 pm at a local gym. Must register by 1/28.

MEDICAL CODING & BILLING

Explore a Career in Medical Coding

Find out what medical coders do and the different types of codes they use for patient visits and reports. Prepare to work almost anywhere in the medical field including doctors' offices, clinics, public health facilities, hospitals, labs, nursing homes or insurance agencies. Explore each of the main systems of the human body and outline the medical terminology, conditions, diseases, injuries, treatments and procedures in each of those systems. Learn how to use your CPT manual and the ICD-10-CM to find medical codes. *This is a six-week online course. Prerequisite: experience with email and the latest browser, Adobe Acrobat Reader and Adobe Flash Player. Must have the latest copies of the CPT Manual, Professional Edition and ICD-10-CM Manual purchased prior to taking the course.*

Tuition: $33	Fee: $95	
ZMCB-011-4076	1/15	ONLINE
ZMCB-011-4077	2/12	ONLINE
ZMCB-011-4078	3/12	ONLINE
ZMCB-011-4079	4/16	ONLINE

MEDICAL OFFICE

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable way. Break down each word into roots, prefixes and suffixes as you go through each body system. Explain how combined medical terms are derived. Memorize abbreviations of hospital areas, laboratory tests, chemistry and medical symbols and identify directional terms. No medical background is required. *This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

Tuition: $33	Fee: $95	
ZMOF-002-4088	1/15	ONLINE
ZMOF-002-4089	2/12	ONLINE
ZMOF-002-4090	3/12	ONLINE
ZMOF-002-4091	4/16	ONLINE

Explore a Career as an Administrative Medical Assistant

Designed for individuals pursuing entry-level career training in administrative medical assisting and provides instruction for typical work in a doctor's office. Topics include appointment scheduling, chart creation and filing, billing and medical coding. *This is a six-week online course. Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

Tuition: $33	Fee: $95	
ZMOF-007-4072	1/15	ONLINE
ZMOF-007-4073	2/12	ONLINE
ZMOF-007-4074	3/12	ONLINE
ZMOF-007-4075	4/16	ONLINE

HEALTH CARE

Explore a Career in Medical Transcription 🔖🔖
Learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. Covers grammar review and clinical knowledge of major disease processes. This is a six-week online course. *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

Tuition: $33   Fee: $95

ZMOF-019-4080	1/15	ONLINE
ZMOF-019-4081	2/12	ONLINE
ZMOF-019-4082	3/12	ONLINE
ZMOF-019-4083	4/16	ONLINE

Explore a Career as a Clinical Medical Assistant 🔖🔖
Learn what it takes to have a successful career as a clinical medical assistant in the exciting and high-demand world of health care. Covers charting patient complaints, creating progress notes and collecting medical history. This is a six-week online course. *Prerequisite: experience with email, the latest browser and Adobe Acrobat Reader.*

Tuition: $33   Fee: $95

ZMOF-039-4068	1/15	ONLINE
ZMOF-039-4069	2/12	ONLINE
ZMOF-039-4070	3/12	ONLINE
ZMOF-039-4071	4/16	ONLINE

MEDICINE AIDE

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

Tuition: $85   Fee: $16

ZMDA-005-0023	F 2/21 (1 session)	
	8:00 am-4:30 pm	HH 200
ZMDA-005-0024	F 4/18 (1 session)	
	8:00 am-4:30 pm	HH 200

NURSE REFRESHER

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

Tuition: $724   Fee: $31

ZNUR-010-0030	F 1/10	
	8:00 am-4:30 pm	HH 200

Clinical rotation must be completed by 4/12.

PHLEBOTOMY TECHNICIAN 💡

Phlebotomy Information Sessions

	Th 11/7	10:00-11:00 a.m.
	Th 12/5	10:00-11:00 a.m.
	W 1/8	10:00-11:00 a.m.
	Th 2/20	10:00-11:00 a.m.
	Th 3/20	10:00-11:00 a.m.

www.worwic.edu/zoom/phlebotomy

Phlebotomy Skills Training-Part I
Learn the skills necessary to perform venipuncture and blood specimen collection. Class and lab sessions cover proper collection procedures and techniques, equipment, quality assurance and safety. This is Part I of a series leading to certification. Fee includes required drug screen and background check. *Prerequisite: minimum reading comprehension and arithmetic requirements. Students must* be able to lift, push and pull 20 pounds without restriction.

Tuition: $639   Fee: $181   Text Required

ZPHL-007-0065	TTh 1/7-2/25 (15 sessions)	
	9:00 am-1:00 pm	FOH 309
	Instructor: Cynthia Plaskon	
ZPHL-007-0066	TTh 1/7-2/25 (15 sessions)	
	5:30 pm-9:30 pm	FOH 309
	Instructor: Carla Nock	

Phlebotomy Skills Training-Part II

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

Tuition: $596   **Fee: $46**   **Text Required**

ZPHL-008-0067   TTh 3/4-4/17 (14 sessions)
                 9:00 am-1:00 pm   FOH 309
                 Instructor: Cynthia Plaskon
ZPHL-008-0068   TTh 3/4-4/17 (14 sessions)
                 5:30 pm-9:30 pm   FOH 309
                 Instructor: Carla Nock

Phlebotomy Skills Training-Part III

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

Tuition: $969   **Fee: $16**

ZPHL-011-0077   W 1/8
                 5:30 pm-6:30 pm   FOH 309
Mandatory meeting to schedule clinical rotation which must be completed by 4/25.

Instructor Spotlight

Cindy Plaskon

A Wor-Wic graduate, Cindy has taught phlebotomy classes at Wor-Wic since 2003. She is certified by the American Society of Clinical Pathologists as a Certified Laboratory Assistant and Phlebotomist and holds certification by the American Society of Phlebotomy Technicians. She has experience working in lab settings for more than 30 years, has worked in a private physician office, at Quest Diagnostics Laboratory and has been employed by two hospital systems locally. She loves seeing her students succeed in a medical career path that they may have never considered. "This class is a steppingstone and many students will continue their college studies to become technologists or venture into other areas in the medical field; I am so honored to be a part of it."

PROFESSIONAL DEVELOPMENT

Spanish for Medical Professionals

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

Tuition: $33   **Fee: $95**

ZALH-129-4096   1/15   ONLINE
ZALH-129-4097   2/12   ONLINE
ZALH-129-4098   3/12   ONLINE
ZALH-129-4099   4/16   ONLINE

Medical Billing and Coding ONLINE

This online course will prepare you for success as you learn about legal, ethical and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines and third-party payer requirements. Explore all phases of the revenue cycle—from patient registration through medical coding, claims submission, reimbursement and collections. Medical terminology is also included to help you converse with others in health care easily and with confidence. After successful completion, you can choose a voucher for the professional medical billing and coding certification that best aligns with your interests and career goals. Required books for the course and test voucher of your choice are included in the cost of the course. You will have 12 months to complete this online course. Total cost: $2,995.00. Tuition assistance may be available, go to worwic.edu/Financial-Assistance to apply. For more course information go to careertraining.ed2go.com/worwic or contact us at 410-334-2815.

Put your career where your heart is

WOR-WIC
COMMUNITY COLLEGE

CONTINUING EDUCATION &
WORKFORCE DEVELOPMENT

Health care helps people in need. Wor-Wic Community College offers a wide variety of both in-person and online courses.

CERTIFIED NURSING ASSISTANT
Start your nursing career by becoming a certified nursing assistant (CNA). Care for patients at the bedside and improve the wellness of our community. In less than seven weeks of classes, you can earn your certification and enter the workforce.

DENTAL ASSISTING
Help others have a healthy smile! You can learn to assist dentists with equipment set-up and sterilization, patient education, record keeping and much more.

PHLEBOTOMY TECHNICIAN
Use our anatomical models in the classroom to learn the proper techniques for drawing blood and collecting biological specimens for testing. Become a nationally certified phlebotomy technician.

Careers available through online training

DISPENSARY TECHNICIAN
With more than 100 medical cannabis dispensaries in Maryland, the demand for qualified dispensary technicians is increasing. Learn the technician's role, practice professional skills and responsibilities and cover Maryland regulations for dispensary operations. Class sessions are conducted remotely via Zoom.

MEDICAL CODING & BILLING
Want to work in health care but not in direct patient care? Medical coding and billing professionals are an important part of any medical setting, as they document diagnoses and treatments and assign codes for reimbursement.

MEDICAL OFFICE
Explore an entry-level career in administrative medical assisting and learn essential medical terminology. No medical background is needed to take our online courses in medical terminology.

PERSONAL TRAINER
Our "Personal Trainer National Certification" course can help you launch your career. This is a hybrid course and offers an additional 30-hour employer internship that could lead to a more advanced credential at no additional cost.

Visit www.worwic.edu/nc/health-care or scan the QR code for more information.

Choose from hundreds of online offerings!

ed2go ONLINE CLASSES

Affordable education! $114 for most courses!
Flexible scheduling within a six-week course timeline.

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

Upcoming class start dates:
1/15, 2/12, 3/12 and 4/16

Courses are available in the following areas:

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

ed2go career
ONLINE CAREER TRAINING

Comprehensive Online courses are available.
On-Demand to fit your schedule. Prepares you to work
in the industry and to take related industry certification
exams. Call 410-334-2815 or go to
worwic.edu/Financial-Assistance and click on Online
Courses to learn more and to apply for tuition assistance.

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

Funding may be available for the following Computer, Graphic
Design and Information Technology Online Career Courses!
- Adobe Certified Professional in Video Design
  (Vouchers Included)
- Adobe Certified Professional in Visual Design
  (Vouchers Included)
- Adobe Certified Professional (Photoshop, Illustrator,
  InDesign, Premiere Pro and Animate)
- Advertising & Outreach Specialist
- Certified Administrative Professional (Voucher Included)
- CompTIA ITF+ Certification Training (Voucher Included)
- Comp TIA A+ Certification Training (Vouchers Included)
- Comp TIA Security+ Certification Training
  (Voucher Included)
- Web Applications Developer

UGotClass
Online Certificates and Courses

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

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

Upcoming start dates:
2/3, 3/3 and 4/7

Some of the workforce training certificates and courses
offered include:

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

HOSPITALITY AND 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: Bonnie Russell

Tuition: $160   **Fee: $30**   **Text Required**
ZCPO-001-0102   MW 3/19-4/2 (5 sessions)
                  6:00 pm-9:00 pm   FOH 204

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

Tuition: $53   **Fee: $30**   **Text Required**
ZCPO-002-0101   MW 3/10-3/12 (2 sessions)
                  6:00 pm-8:30 pm   FOH 204

FOOD & BEVERAGE

Bartending and Mixology
Gain fundamental skills in bartending principles and techniques including product knowledge, bar organization, safety, selling and service. This course also covers effective techniques for handling problems with abusive and excessive drinking. The alcohol management portion (TIPS) of the course is approved by the Comptroller of Maryland and meets the requirements of the training law; a certificate will be awarded to those who complete. Instructor: Barry Hearne

Tuition: $287   **Fee: $44**
ZFDB-035-0028   MW 3/10-4/7 (9 sessions)
                  6:00 pm-9:15 pm   FOH 307

FOODWORKS MARYLAND FOOD BANK

FOODWORKS CULINARY TRAINING SERIES

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

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

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

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

TIPS Alcohol Awareness Training
This course is designed to assist workers in the hospitality industry to prevent intoxication, drunk driving and underage drinking. Students will learn how to recognize signs of intoxication, prevent alcohol sales to minors and implement proven strategies to prevent alcohol related problems in bars, restaurants and nightclubs. This course satisfies the state's mandate requiring server/seller training for establishments holding a Liquor License. Successful trainees are awarded a four year certification which is a valuable asset to anyone pursuing a career in the food/beverage industry.
Instructor: Barry Hearne

Tuition: $64   **Fee: $32**
ZFDB-044-0029   MW 3/10-3/12 (2 sessions)
                  6:00 pm-9:15 pm   FOH 307

What our Students are Saying!

"Barry was super knowledgeable, a perfect personality and proctored a fun and enjoyable atmosphere. I thoroughly enjoyed the class and came away with exactly what I needed!"

—Fall 2023 *Bartending and Mixology* class.

LANGUAGES

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

Tuition: $33   **Fee: $95**
ZLAN-018-4060   1/15   ONLINE
ZLAN-018-4061   2/12   ONLINE
ZLAN-018-4062   3/12   ONLINE
ZLAN-018-4063   4/16   ONLINE

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

Tuition: $33   **Fee: $95**
ZLAN-021-4100   1/15   ONLINE
ZLAN-021-4101   2/12   ONLINE
ZLAN-021-4102   3/12   ONLINE
ZLAN-021-4103   4/16   ONLINE

REAL ESTATE AND PROPERTY MAINTENANCE

SALES PRE-LICENSURE

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

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

Tuition: $703   **Fee: $125**   **Text Required**
ZRES-028-0108   MW 2/3-4/16 (22 sessions)
                 6:00 pm-9:00 pm   FOH 300

SEPTIC

Septic Systems for Entry Level Professionals
This course is for entry level professionals interested in learning the basics on the installation, design, and evaluation of Onsite Wastewater Disposal Systems (aka septic systems). Property Owners can gain a better understanding of what an Onsite Wastewater Disposal System is and how it works. This course is for any individual seeking advanced knowledge of Onsite Wastewater Disposal Systems, and will gain an understanding of the various elements of Onsite Wastewater Disposal System design and development, operation and maintenance. Specific topics include: public and environmental health considerations, wastewater characteristics, site evaluation and importance of soils, system designs, conventional and advanced treatment systems, system operation and treatment processes and essential maintenance procedures and practices. This course is offered in partnership with the Maryland Onsite Wastewater Professionals Association and is funded through a Campbell Foundation grant so there is no cost to the student.

Tuition: $0   **Fee: $0**
ZSEP-001-0099   T 4/15 (1 session)
                 9:00 am-3:00 pm   FOH 204

HOME INSPECTOR

Home Inspector courses will return in fall of 2025.

TRADES AND MANUFACTURING

AUTODESK

Autodesk: Computer-Aided Drafting

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

Tuition: $596   **Fee: $36**   **Text Required**
ZCAD-001-0056   M 1/6-4/14 (14 sessions)
                  5:00 pm-9:00 pm   GTC 202
No class on 1/20.

CONSTRUCTION ACADEMY

The Construction Academy is fully funded by the Maryland Works for Wind grant. As a result, there is no cost for selected applicants.

The program runs for 260 hours, Monday-Friday from 8am-12pm for 13 weeks. Discover basic construction techniques while practicing and applying carpentry skills on various projects. Successful students will earn the OSHA 10, First Aid/CPR, Rigging, Fall Safe, and Confined Space certifications, which tie directly into the offshore wind industry. Local builders visit and present to share information about what they do, discuss pay and benefits, and attend the graduation ceremonies with the goal of hiring.

Potential students who will commit to work in the construction/carpentry fields are encouraged to apply through Quality Staffing Services at 410-742-2600 or go to https://easternshorejobs.com/.

Each applicant who moves forward after the application submission and screening process will be required to pass a background check. Finalists from interviews are required to pass a drug screening.

For program-specific questions, please contact Dr. Rhonda Banks at 410-334-2867 or rbanks@worwic.edu.

Autodesk: Revit

Prepare for a career in the architectural field. Autodesk: Revit is a popular Building Information Modeling (BIM) software program that will teach participants how to design and draft plans, sections, elevations, photo-realistic 3D renderings and 3D animations for buildings. By the end of this course, each student will have designed and generated an entire set of construction drawings for a house. Instructor: Shaun Roth

Tuition: $484   **Fee: $36**   **Text Required**
ZRVT-001-0055   W 1/8-4/9 (14 sessions)
                  5:30 pm-8:45 pm   GTC 202

ELECTRICAL

Electrical Wiring Technician: Introduction

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

Tuition: $575   **Fee: $236**   **Text Required**
ZELC-011-0040   MW 1/13-3/17 (18 sessions)
                  6:00 pm-9:00 pm   FOH 100
No class on 1/20.

IEC INDEPENDENT ELECTRICAL CONTRACTORS CHESAPEAKE

We've partnered with Independent Electrical Contractors (IEC)–Chesapeake to offer an electrical apprenticeship program. During the day, apprentices work for local companies in the electrical field and earn while they learn via on-the-job training. Two evenings each week, apprentices are in class from September through May. There is no electrical journeyman exam from the Maryland Department of Labor. To participate in these courses, each apprentice must be employed by a partnered company and have permission from the supervisor.

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

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

POWERLINE WORKER PRE-APPRENTICESHIP PROGRAM

The Powerline Worker Pre-Apprenticeship (PWPA) with CDL program is fully funded by the Maryland Works for Wind grant. As a result, there is no cost for selected applicants.

Wor-Wic is partnered with the VA, MD and DE Association of Electric Cooperatives, which includes Choptank Electric. There are two parts to the program: a 13-week, full-time (M-F from 8:00 am-4:30 pm including one hour lunch) Powerline Worker Pre-Apprenticeship program with an additional 8-week, full-time commercial driver license course. Successful students will earn the OSHA 10, First Aid/CPR, and ATSSA (flagging) certifications, which tie directly into the offshore wind industry.

Each applicant who moves forward after the application submission and screening process will be required to pass a background check. Finalists from interviews are required to pass a DOT drug screening.

Local powerline worker/electrical cooperatives attend the graduation ceremonies with the goal of hiring. Potential students who will commit to work in the powerline worker field are encouraged to apply through Quality Staffing Services at 410-742-2600 or go to https://easternshorejobs.com/.

For program-specific questions, please contact Dr. Rhonda Banks at 410-334-2867 or rbanks@worwic.edu.

HVACR

Air Conditioning and Refrigeration-Introduction II

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

Tuition: $383	Fee: $120	Text Required
ZHVC-016-0036	T 1/21-4/8 (12 sessions)	
	5:30 pm-8:30 pm	GTC 105

Maryland Stationary Engineer II Certification Preparation

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

Tuition: $447	Fee: $25	Text Required
ZHVC-022-0039	Th 1/23-4/24 (14 sessions)	
	5:30 pm-8:30 pm	GTC 106

MACHINING AND METAL FABRICATION

MACHINING AND METAL FABRICATION TRAINING
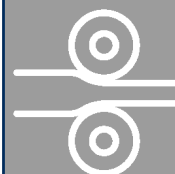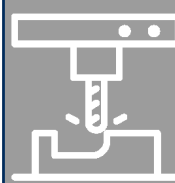
Wor-Wic Community College is offering a 228-hour-19 week machining and metal fabrication training program on M/W/F evenings. The program is funded by the State of Maryland's EARN Maryland Grant Program, which is administered by the Maryland Department of Labor. As a result, there is no cost for selected applicants, except ~$100 in PPE.

This program is designed to provide entry-level skills necessary to secure employment in the machining and/or metal fabrication industries. Students progress from basic blueprint reading and industry math to measurements, layout, forming, cutting, and assembly of metal pieces while utilizing various machines. This course includes an introduction to hand and power tools. Students develop knowledge to work safely within industry standards and to recognize and avoid potential hazards. Successful students will complete the OSHA 10 certification.

Each applicant who moves forward after the application submission and screening process will be required to pass a background check. Finalists from interviews are required to pass a drug screening.

Local companies will visit and present what they do, discuss pay and benefits, and attend the graduation ceremonies with the goal of hiring. Potential students who will commit to work in the machining, metal fabrication and/or welding fields are encouraged to apply through Quality Staffing Services at 410-742-2600 or go to https://easternshorejobs.com/. For program-specific questions, please contact Dr. Rhonda Banks at 410-334-2867 or rbanks@worwic.edu.

TRADES AND MANUFACTURING

PLUMBING

Introduction to Plumbing course will return during the Summer of 2025.

Wor-Wic has partnered with Associated Builders and Contractors (ABC)-Chesapeake Shores to offer a plumbing apprenticeship program. During the day, apprentices work for local plumbing companies and earn while they learn via on-the-job training. Two evenings each week, apprentices are in class from September through May. After passing the four years of plumbing instruction courses, a Backflow course, and earning OJT hours, an apprentice can take the journeyman license exam from the Maryland Department of Labor. To participate in these courses, apprentices must be employed by a partnered company and have permission from their supervisor.

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

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

WATER AND WASTEWATER TREATMENT

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

Check out our website for courses.

WELDING

MIG/TIG and Arc Welding-Introduction
Designed for entry-level welders. Develop skills in basic MIG, TIG and arc welding. Stress on safety precautions in stick electrode welding, the difference between AC and DC welding, materials and how to prepare them to be welded, classifications (i.e., 60-10, 60-11, 60-13), the sizes of electrodes, thickness of metals and the application of theory in actual welding procedures. Discover the proper techniques needed to perform five basic welding joints used in MIG and TIG welding. Includes a significant amount of "hands-on" experience. Students must wear leather shoes. Personal protective equipment is required. A list will be provided the first night of class or call Wor-Wic at 410-334-2815. Instructor: David Willey

Tuition: $383   Fee: $357
ZWLD-024-0038   TTh 1/21-2/27 (12 sessions)
                 6:00 pm-9:00 pm   GTC 108

MIG/TIG and Arc Welding-Intermediate with Qualification Testing
This course is designed for welders who have completed introductory MIG/TIG and Arc Welding training and wish to increase their skills and earn a welding qualification. Focus on MIG welding machine set-up and making fillet and groove welds in all positions on carbon, stainless steel and aluminum. Learn TIG welding machine and equipment set-up, demonstrating flat, vertical and horizontal fillet and flat groove welds on carbon, stainless steel and aluminum. Utilizing the D9.1 structural steel standard, students will attempt to earn the Gas Tungsten Arc Welding (GTAW) qualification in the 2G position through performance testing by a Certified Welding Inspector (CWI). Successful completers of the MIG/TIG and Arc Welding-Introduction course may take the MIG/TIG and Arc Welding-Intermediate course for free, thanks to the American Rescue Plan Act (ARPA) grant. Instructor: David Willey
Tuition: $415   Fee: $357
ZWLD-035-0037   TTh 3/11-4/22 (13 sessions)
                 6:00 pm-9:00 pm   GTC 108

WELDING TRAINING

Wor-Wic Community College is offering a 352 hour-18 week welding training program M-F from 8:00 am-12:00 pm. The program is funded by the State of Maryland's EARN Maryland Grant Program, which is administered by the Maryland Department of Labor. As a result, there is no cost for selected applicants except ~$100 in PPE.

This course provides the entry-level welder with the skills necessary to secure employment in the welding industry. This program includes basic safety for welders and an introduction to hand tools. Students will develop knowledge to work safely within industry standards, recognize and avoid hazards, and progress from basic arc welding to welder qualification testing for structural welders.

Students have the unique opportunity to earn 2G, 3G & 4G Shielded Metal Arc Welding (SMAW), 2G, 3G & 4G Flux-Cored Arc Welding (FCAW), 2G, 3G & 4G Gas Metal Arc Welding (GMAW) and 2G, 3G & 4G Gas Tungsten Arc Welding (GTAW) qualifications. We are the only local educational institution to offer up to 12 welding qualifications.

Each applicant who moves forward after the application submission and screening process will be required to pass a background check. Finalists from interviews are required to pass a drug screening.

Local companies will visit and present what they do, discuss pay and benefits, and attend the graduation ceremonies with the goal of hiring. Potential students who will commit to work in the welding field are encouraged to apply through Quality Staffing Services at 410-742-2600 or go to https://easternshorejobs.com/.

For program-specific questions, please contact Dr. Rhonda Banks at 410-334-2867 or rbanks@worwic.edu.
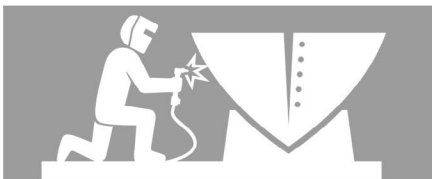
ADVANCED WELDING: 6G PIPE TRAINING

The Advanced Welding: 6G Pipe course is fully funded by the Maryland Works for Wind grant. As a result, there is no cost for selected applicants.

The 80-hour pipe welding course on M/W evenings is for experienced welders and will provide needed skills to advance your career in the industry. Prepare to pass a destructive bend test and 6G ASME Section IX pipe welding test with stick and/or TIG. *At least two years of welding experience is required.*

Each applicant who moves forward after the application submission and screening process will be required to pass a background check. Finalists from interviews are required to pass a drug screening.

Potential students who work in the industry and have at least 2 years of welding experience are encouraged to apply through Quality Staffing Services at 410-742-2600 or go to https://easternshorejobs.com/.

For program-specific questions, please contact Dr. Rhonda Banks at 410-334-2867 or rbanks@worwic.edu.
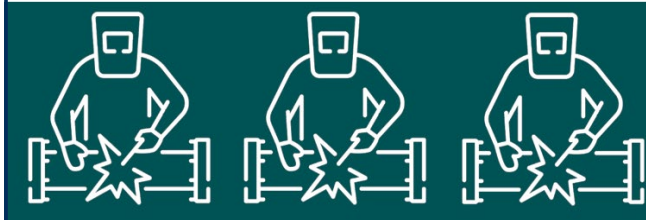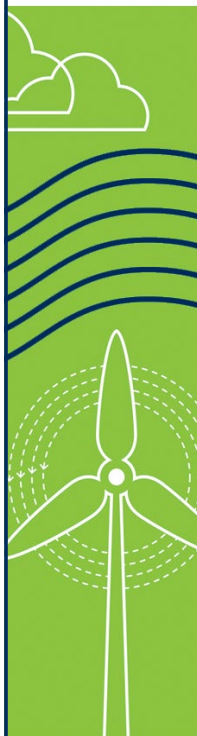
Vaughn Arnsparger
Instructor Spotlight

Vaughn has been a welding teacher and certified welding inspector at Wor-Wic for more than 4 years. When he is not volunteering in the Salisbury Fire Department, he is teaching in our welding programs which include SMAW, FCAW, GMAW, GTAW and Advanced Welding: 6G Pipe. Vaughn has over 30 years of experience working in the construction industry as a Pipefitter and Welder, Welding Supervisor and Certified Welding Inspector. When asked why he enjoys teaching at Wor-Wic, he responded that seeing his students progress to life-changing careers is rewarding.

Connect to a new career at the
Patricia and Alan Guerrieri Technology Center

Wor-Wic's Patricia and Alan Guerrieri Technology Center has immersive learning tools to help you learn new skills and prepare for a career faster.

- New CDL simulation lab lets you practice driving trucks and construction equipment in all kinds of conditions – from blizzards to steep mountains – before you get behind the wheel
- Future welders or those looking for advanced skills can try new processes in a virtual welding lab, as well as real-world welding booths
- Train on the latest mechanical lathes and mills to get into the high-demand career of machining and metal fabrication
- Explore the potential of electrical careers in traditional electrical work labs as well as new solar and wind turbine training systems

worwic.edu

AUTOMOTIVE

Maryland State Inspection Training

Designed for technicians working in the automotive industry. Focus is on how to perform Maryland State inspections of a light vehicle using the Maryland State safety standards. Course applies classroom theory to extensive hands-on instruction utilizing tools and equipment needed for the inspection process. Developed to provide knowledge and skills necessary for the technician to take both written and performance sections of the Maryland State inspection test. Must be 17 or older. Technicians 17 years of age must possess a certificate of satisfactory completion of an automotive mechanic's course from an accredited Maryland high school or equivalent. Technicians 18 or older must have a minimum of one year of experience in general motor vehicle repair. All students must have a valid driver's license issued in the student's name for the class of vehicle to be driven in the course of inspection. For more information about the requirements, visit https://mdsp.maryland.gov/ASED/Pages/InformationforLicenseesMechanics.aspx. Instructor: Jeffery Wilgus

Tuition: $319   Fee: $61
ZAUT-005-0034   M 1/27-3/31 (10 sessions)
                   6:00 pm-9:15 pm   PHS B100

Automotive Maintenance and Light Repair

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

Tuition: $319   Fee: $6   Text Required
ZAUT-007-0035   W 1/29-4/2 (10 sessions)
                   6:00 pm-9:15 pm   PHS B100

COMMERCIAL TRUCK DRIVER TRAINING (CTDT)

Take advantage of our high-quality training designed to prepare you for a successful career in the trucking and transportation industry. Includes both classroom instruction and "hands-on" experience both on the range and on the road. Classes are held at Wor-Wic Community College and the Arthur W. Perdue Stadium on Route 50 and Hobbs Road. We are a certified training provider for the FMCSA.

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

Commercial Truck Driver Training: Class A (320 hours)

Gross vehicle weight rating (GVWR) of 26,001 or more and the ability to tow more than 10,000 pounds. Holding this license permits you to operate 18-wheelers and any other vehicle on the road with proper endorsements. Hours for all sessions will be 7:00 am-5:30 pm.

Cost: $4,775.00
ZCDA-007-0080   1/6-2/27
ZCDA-007-0084   3/3-4/24
ZCDA-007-0111   4/28-6/20

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

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

We also offer:

· **Commercial Truck Driver Training: Class B to Class A**

· **CDL Refresher Training (Class A and B)**

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

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

HazMat Endorsement Training

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

Tuition: $120   Fee: $6
ZCDL-022-0107   W 4/16 (1 session)
                   8:00 am-4:00 pm   FOH 103A

TRANSPORTATION

DRIVER EDUCATION

Driver education training at Wor-Wic has been made possible, in part, by a donation from the Pohanka Automotive Group of Salisbury. Course cost is $300. Tuition assistance is offered to those who qualify.

Call 410-334-2815 or go to worwic.edu/drivereducation for a free student information sheet that includes course requirements, tuition assistance information and a registration form. Contact Denean Jones-Ward at djones-ward@worwic.edu for more information about class schedules or program requirements.

Spring 2025 Driver Education

ZDRV-008-0088	M-F 1/6-1/17	
	5:30 pm-8:45 pm	ONLINE
ZDRV-001-0092	M-F 1/27-2/7	
	5:30 pm-8:45 pm	FOH 103A
ZDRV-008-0089	M-F 2/10-2/21	
	5:30 pm-8:45 pm	ONLINE
ZDRV-008-0090	M-F 3/3-3/14	
	5:30 pm-8:45 pm	ONLINE
ZDRV-001-0093	M-F 3/17-3/28	
	5:30 pm-8:45 pm	FOH 200
ZDRV-008-0091	M-F 4/7-4/18	
	5:30 pm-8:45 pm	ONLINE
ZDRV-001-0094	M-F 4/21-5/2	
	5:30 pm-8:45 pm	FOH 103A

MOTORCYCLE SAFETY TRAINING

Wor-Wic offers motorcycle safety courses in cooperation with Maryland's Motor Vehicle Administration (MVA). All courses are taught by instructors certified by the MVA and the Motorcycle Safety Foundation (MSF). Courses are scheduled on weekends and require students to provide their own riding gear. For the "Motorcycle Safety: Basic Rider Course" and "Motorcycle Safety: Basic Rider Course 2—License Waiver" courses, 250 or 300cc motorcycles are provided. Driver's license or state ID is REQUIRED on the first night of class. You must be a minimum of 16 years and six months of age (must be eligible to apply for a driver's license). If you are under the age of 18, you must have a parent/guardian sign a consent/release form before you are allowed to ride. There is a five-hour online e-Course that must be completed before starting class. Once registered, you will receive a link to the e-Course within 30 days of the course start date. Team taught by MSF certified rider coaches.

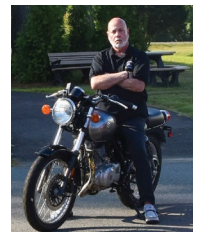### Motorcycle Safety: Basic Rider Course

Designed for novice riders who have very limited or no riding experience. Course includes an online home study component (e-Course) that must be completed before the first day of class, formal classroom and range instruction on basic riding skills and street strategies. The Maryland Motor Vehicle Administration requires this course for people under 18. Passing the end of course written and riding skills tests replaces the MVA written and driving range exams for people applying for a Class M license. The Basic Rider Course is a partnership among the MVA, Motorcycle Safety Foundation and the auto insurance industry. It is endorsed by the Maryland Legislature. Topics include traffic law, risk awareness, clutch-throttle control, stopping, turning, shifting, cornering, and safety decision making. All classes meet at the college on Friday, 6:00pm to 9:15pm; Saturday, 8:00am to 5:00pm and Sunday 8:00am to 3:00pm. For more information about motorcycle safety classes for the entire season check out the schedule at https://www.worwic.edu/Programs-Courses/Non-Credit-Courses/Transp ortation/Motorcycle-Safety-Training.

Tuition: $279   Fee: $88

ZMOT-012-0095	F 4/11-4/13 (3 sessions)	
	6:00 pm-9:15 pm SH 100	
ZMOT-012-0096	F 4/25-4/27 (3 sessions)	
	6:00 pm-9:15 pm SH 100	

Instructor Spotlight

Mark Miciotto

Mark is the coordinator for Wor-Wic's transportation program and has been an instructor at Wor-Wic for 6 years as well as having previously instructed in the Wor-Wic Correctional Officer Academy for 20 years. He holds a Motorcycle license and a CDL Class A license with multiple endorsements (Hazmat, TWIC, Doubles and Triples, Tanker, Passenger and School Bus) and is a Master instructor with the Commercial Vehicle Transportation Association. He is also certified as a Powered Industrial Truck Operator and Hazmat instructor. His favorite part of the job is seeing students obtain a CDL license and helping students connect with industry recruiters.

Motorcycle Safety: Basic Rider Course 2 Updated-License Waiver

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

Tuition: $144   Fee: $88
ZMOT-011-0097   S 4/5 (1 session)
                7:30 am-5:00 pm FOH 103A
ZMOT-011-0098   S 4/19 (1 session)
                7:30 am-5:00 pm FOH 103A

VETERINARY ASSISTANT

VETERINARY ASSISTANT

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

Veterinary Assistant Information Session

W	11/6	10:00 am-11:00 am
T	1/14	10:00 am-11:00 am
T	2/18	10:00 am-11:00 am
T	3/11	10:00 am-11:00 am
W	4/16	10:00 am-11:00 am

www.worwic.edu/zoom/vetassistant

Students interested in Veterinary Assistant training must fulfill the following requirements prior to registration:
1. Fill out an admission application;
2. Complete a career assessment; and
3. Meet with an enrollment coach to discuss career choices and tuition assistance plus schedule placement testing if needed.

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

COVID-19 NOTICE

Per the American Veterinary Medical Association, vaccination is critical in the fight against COVID-19. For the most current information on vaccination requirements, please attend a mandated information session. According to the CDC, an individual is fully vaccinated two weeks after their second dose in a two-dose series, or two weeks after a single-dose vaccine. Students who decline to follow vaccine policies may not be able to register for clinical courses.

Veterinary Assistant Training

This intensive course covers all the requirements that hospitals and veterinarians' offices look for, and more! You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation and taking radiographs. You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations and administering medication. Students will have six months to complete the online course upon registration. *Prerequisite: Students must meet minimum scores on reading and math placement tests.* Free testing is available by appointment in our testing center. For more course information, including hours and requirements, go to careertraining.ed2go.com/worwic or contact us at 410-334-2815.
Total cost: $2495   ONLINE
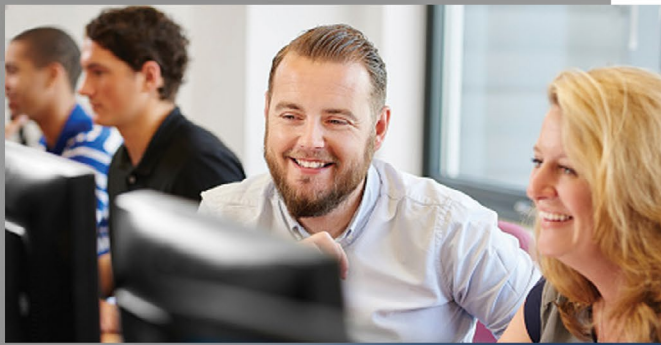
Customized Training for Business and Industry

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

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

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

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

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

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

WOR-WIC
COMMUNITY COLLEGE

THREE EASY WAYS TO REGISTER

Online

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

Mail

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

Walk-in

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

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

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

Questions? Call 410-334-2815.

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

Social Security Number OR Student ID

Legal Last Name

Legal First Name

MI

Current Home Address:

Street Number & Street Name/ P.O. Box

City   State   Zip Code

Work Phone #   Home Phone #   Cell Phone #

Email Address

MD Senior (Age 60 or over)
☐ Yes

Month / Day / Year

Gender:
☐ Male
☐ Female

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

Question 2: What is your race? *Select one or more of the following:*
☐ White ☐ Black/African American ☐ Asian ☐ American Indian or Alaska Native
☐ Native Hawaiian or Other Pacific Islander

I am a resident of:
☐ Wicomico ☐ Worcester ☐ Somerset
☐ Other

Wicomico, Worcester & Somerset Counties - pay the tuition rate listed.

Maryland Out-of-County - add $10 per course.

Accomack & Sussex Counties - add $11 per course.

All other Out-of-State Counties - add $15 per course.

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

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

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

Grand Total $

Check appropriate payment option. (Payment due at time of registration.):
☐ Personal Check   OR   ☐ Money Order (made payable to Wor-Wic Community College)
☐ Cash Payment (do not mail cash) in amount of $
☐ Credit/Debit Card: ☐ MasterCard ☐ VISA ☐ DISCOVER ☐ AMERICAN EXPRESS
Card #: _____   Exp. Date: _____   V#: _____ 3 #'s on back of card
Card Holder's Signature (required): _____
☐ Employer Paid: ☐ Payment Provided   ☐ Bill Company (purchase order or approval letter attached)
Company Name: _____
Company Address: _____

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

Student Signature (required): _____   Date _____

Three Easy Ways to Register:

ONLINE
www.worwic.edu/non-credit

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

IN-PERSON
Fulton-Owen Hall
Room 102

Financial Assistance for 2024-2025

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

Eligible courses include:

- Adobe Certified Professional (visual and video)
- Advertising & Outreach Specialist
- Commercial driver license (Class A and B)
- Certified Administrative Professional (Voucher Included)
- Certified Administrative Professional with Microsoft Office Specialist (MOS) Associate (Voucher Included)
- Certified Medical Administrative Assistant with Medical Billing and Coding
- Certified Clinical Medical Assistant (Voucher Included)
- Certified Nursing Assistant
- Child care
- College prep ELL
- Comp TIA ITF+ Certification Training (Voucher included)
- Comp TIA A+ Certification Training (Voucher included)
- Comp TIA Security+ Certification Training (Voucher included)
- Dental Assistant
- Driver education
- Electrical wiring
- HVACR
- Insurance Help Desk Professional Certificate with Property and Casualty Specialization
- Insurance Help Desk Professional Certificate with Life, Accident and Health Specialization
- Medical coding & billing (Voucher included)
- Personal trainer
- Pharmacy technician
- Phlebotomy
- Plumbing
- UAS drone
- Veterinary assistant
- Web Applications Developer
- Welding (MIG/TIG and Arc)

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

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

Scan the code to apply

WOR-WIC
COMMUNITY COLLEGE

Financial Aid Office
Brunkhorst Hall 109
32000 Campus Dr.
Salisbury, MD 21804
410-334-2905 • worwic.edu
financialaid@worwic.edu

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
WOR-WIC COMMUNITY COLLEGE
32000 CAMPUS DRIVE
SALISBURY, MD 21804

PLEASE ROUTE TO:
❏ Friend
❏ Co-Worker
❏ Supervisor
❏ Training Director
❏ Human Resources

Registration starts November 4

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

WOR-WIC
COMMUNITY COLLEGE

Spring 2025 non-credit courses