

LEARNING FOR LIFE

Summer 2024 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 March 6

WOR-WIC
COMMUNITY COLLEGE



WOR-WIC
COMMUNITY COLLEGE

gifted & talented

Summer
Scholars 

Enrichment courses for students entering grades
three through ten in the fall of 2024

2024 dates:

July 8-12

July 15-19

July 22-26

July 29-Aug. 2



Explore talents and learn new skills in:

Art & Self Expression

Career Exploration

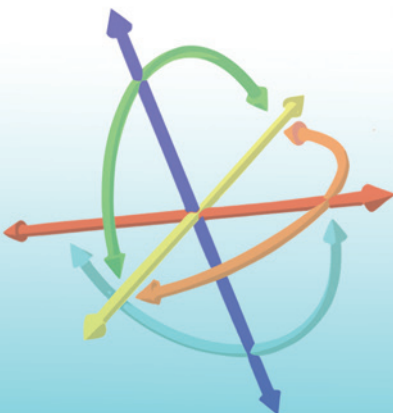
Culinary Arts

Science, STEM & Problem Solving

Technology & Digital Arts

Talented Teen courses are available for grades eight through ten!

For more information, scan the QR code, visit worwic.edu/SummerScholars,
email summerscholars@worwic.edu or call 410-334-2815.



LEARNING FOR LIFE

Summer 2024 non-credit courses

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

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

SCHEDULE INFORMATION

DAY CODES

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



COMPUTER COURSE CODES

Most computer 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)

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. 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 adulthoodeducation@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, Reading 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 adulthoodeducation@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)

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 adulthoodeducation@worwic.edu or call/text 443-669-6373.

English for Speakers of Other Languages (ESL)

ESL classes are for English language 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 adulthoodeducation@worwic.edu or call/text 443-669-6373.

For more information about Wicomico County Adult Education Program at Wor-Wic, email adulthoodeducation@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 **NEW - COMING FALL 2024!**

Reading Skills for English Language Learners (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, 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.

Grammar and Writing Skills for English Language Learners (ENG 082)

This course prepares English Language 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.

Listening and Speaking Skills for English Language Learners (ENG 083)

This course prepares English Language 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. 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.

ACADEMIC PREPARATION

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-017-0029	4/22	ONLINE
ZDEV-017-0030	4/29	ONLINE
ZDEV-017-0031	5/6	ONLINE
ZDEV-017-0032	5/13	ONLINE
ZDEV-017-0033	5/20	ONLINE
ZDEV-017-0034	6/3	ONLINE
ZDEV-017-0035	6/24	ONLINE
ZDEV-017-0036	7/1	ONLINE

BUSINESS AND LEADERSHIP

ACCOUNTING

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-042-4018	5/15	ONLINE
ZACC-042-4019	6/12	ONLINE
ZACC-042-4020	7/17	ONLINE
ZACC-042-4021	8/14	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-046-4016	5/15	ONLINE
ZACC-046-4017	6/12	ONLINE
ZACC-046-4018	7/17	ONLINE
ZACC-046-4019	8/14	ONLINE

ENTREPRENEURSHIP

Creating a Successful Business Plan

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

Tuition: \$33	Fee: \$95	
ZENT-047-4020	5/15	ONLINE
ZENT-047-4021	6/12	ONLINE
ZENT-047-4022	7/17	ONLINE
ZENT-047-4023	8/14	ONLINE

HUMAN RESOURCES

Understanding the Human Resources Function

Designed to help people without experience in human resources 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-016-4048	5/15	ONLINE
ZHRS-016-4049	6/12	ONLINE
ZHRS-016-4050	7/17	ONLINE
ZHRS-016-4051	8/14	ONLINE

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-021-4012	5/15	ONLINE
ZNPT-021-4013	6/12	ONLINE
ZNPT-021-4014	7/17	ONLINE
ZNPT-021-4015	8/14	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-025-4046	5/15	ONLINE
ZNPT-025-4047	6/12	ONLINE
ZNPT-025-4048	7/17	ONLINE
ZNPT-025-4049	8/14	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-038-4038	5/15	ONLINE
ZNPT-038-4039	6/12	ONLINE
ZNPT-038-4040	7/17	ONLINE
ZNPT-038-4041	8/14	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-016-4026	5/15	ONLINE
ZWRI-016-4027	6/12	ONLINE
ZWRI-016-4028	7/17	ONLINE
ZWRI-016-4029	8/14	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-031-4014	5/15	ONLINE
ZWRI-031-4015	6/12	ONLINE
ZWRI-031-4016	7/17	ONLINE
ZWRI-031-4017	8/14	ONLINE



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
- Beginning Writer's Workshop
- Business Budgeting for Beginners
- Business Finance for Non-Finance Personnel
- Creating a Newsletter in Adobe Indesign
- Creating a Successful Business Plan
- Creating WordPress Websites
- Design Social Media Graphics
- Discover Sign Language
- Effective Business Writing
- Getting Started with Google Workspace
- Getting Started with Your MacBook
- MS Excel: I, II and III
- MS Word: I and II
- Microsoft Excel: Level I
- Nonprofit Fundraising Essentials
- Perfecting Your Presentation
- QuickBooks Fundamentals
- Starting a Nonprofit
- Understanding the Human Resources Function
- Using Social Media in Business
- Windows 11: Getting Started
- Windows: Managing Files and Folders
- 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**
7/11-8/29
- **Child Growth and Development (45 hrs) – \$280**
6/14-8/2
7/12-8/30
- **Infant and Toddler Care (45 hrs) – \$280**
6/10-7/29
7/8-8/26
- **Preschool Curriculum and Activities (45 hrs) – \$280**
6/10-7/29
7/8-8/26
- **School Age Child Care Curriculum (45 hrs) – \$280**
6/12-7/31
7/10-7/28
- **Communication Skills for Child Care Professionals (9 hrs) – \$130**
7/15-7/29



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 March 6. Class begins between June 3 and August 13.

5-HOUR BOOSTERS - \$89

Basic Health and Safety Training

3-HOUR BOOSTERS - \$74

Conflict Resolution Strategies Including All Children and the ADA

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



If you are interested in opening a licensed 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

6/3-8/23

Registration for this course closes August 13.

COMPUTERS AND TECHNOLOGY

UNCREWED AIRCRAFT SYSTEMS

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-006-0049 S 5/4-5/14 (4 sessions)
9:00 am- 3:00 pm FOH 100
Class will be held S 5/4 and 5/11,
9:00 am-3:00 pm and M 5/13 and T 5/14,
5:30 pm-8:30 pm.

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: \$52

Fee: \$16

ZCOM-034-3001 Th 5/23-5/30 (2 sessions)
1:30 pm- 4:00 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 backup 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: \$52

Fee: \$16

ZCOM-018-3002 Th 6/6-6/13 (2 sessions)
1:30 pm- 4:00 pm ORGC BERLIN

Getting Started with Your MacBook

Have you recently switched from Windows to Mac? Explore the latest MacOS user interface. Access your files and folders and navigate the Dock, desktop and Safari web browser. Use Launchpad to manage and view your programs and applications. Configure the appearance and personalize the settings using System Preferences. Access Siri, Apple's digital assistant, and install popular apps from the App store. Use pre-installed apps like Calendar, Contacts, Photos, Maps and Notes. Must bring your own MacBook to class. Instructor: Perry Angelonga

Tuition: \$52

Fee: \$16

ZCOM-026-3004 TTh 8/20-8/22 (2 sessions)
9:00 am-11:30 am 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 for both sessions: Perry Angelonga

Tuition: \$57

Fee: \$16

ZIMG-058-0019 Th 8/15 (1 session)
9:00 am- 4:00 pm FOH 301
ZIMG-058-3003 TTh 8/20-8/22 (2 sessions)
1:00 pm- 4:00 pm ORGC BERLIN

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: \$43

Fee: \$101

ZINT-030-4010 5/15 ONLINE
ZINT-030-4011 6/12 ONLINE
ZINT-030-4012 7/17 ONLINE
ZINT-030-4013 8/14 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



This program is fully supported by a \$50,000 grant provided by the American Rescue Plan Act of 2021.

COMPUTERS AND TECHNOLOGY

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 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 both sessions: Perry Angelonga.

Tuition: \$57 Fee: \$16

ZOFC-179-0022	Th 5/2 (1 session)	
	9:00 am- 4:00 pm	FOH 301
ZOFC-179-3001	MW 8/5-8/7 (2 sessions)	
	9:00 am-12:00 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 both sessions: Perry Angelonga

Tuition: \$57 Fee: \$16

ZOFC-180-0023	Th 5/9 (1 session)	
	9:00 am- 4:00 pm	FOH 301
ZOFC-180-3002	MW 8/12-8/14 (2 sessions)	
	9:00 am-12:00 pm	ORGC BERLIN

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, 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-051-4006	5/15	ONLINE
ZPCO-051-4007	6/12	ONLINE
ZPCO-051-4008	7/17	ONLINE

ZPCO-051-4009 8/14 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-052-4008	5/15	ONLINE
ZPCO-052-4009	6/12	ONLINE
ZPCO-052-4010	7/17	ONLINE
ZPCO-052-4011	8/14	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-050-4004	5/15	ONLINE
ZPCO-050-4005	6/12	ONLINE
ZPCO-050-4006	7/17	ONLINE
ZPCO-050-4007	8/14	ONLINE

SENIORS ONLY

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: Perry Angelonga

Tuition: \$0 Fee: \$16

ZCSR-017-9003	T 6/11-6/25 (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-006-4050	5/15	ONLINE
ZSOC-006-4051	6/12	ONLINE
ZSOC-006-4052	7/17	ONLINE

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-043-4022	5/15	ONLINE
ZWEB-043-4023	6/12	ONLINE
ZWEB-043-4024	7/17	ONLINE
ZWEB-043-4025	8/14	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-058-4052	5/15	ONLINE
ZWEB-058-4053	6/12	ONLINE
ZWEB-058-4054	7/17	ONLINE
ZWEB-058-4055	8/14	ONLINE

ONLINE OFFERINGS

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: 5/15, 6/12, 7/17 and 8/14

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 through ed2go career are designed to provide advanced online training and will prepare you for industry certifications and jobs. Courses are on-demand and do not have a set start date. You can begin whenever you choose and complete lessons at your own pace. All textbooks are included in the cost and will be mailed to you.

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

Courses are available in the following areas:

- Arts & Design
- Business
- Computer Applications
- Computer Science
- Construction & Trades
- Health & Fitness
- Hospitality
- Information Technology
- Legal
- Writing
- and more!

Some courses may be eligible for financial assistance. Call us at 410-334-2815 or go to worwic.edu/Financial-Assistance for more information. 

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: 5/6, 6/3, 7/1 and 8/5

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

Map out your path



Fill out an admission application (scan code)

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

Complete a career assessment

Review the welcome email and complete the career assessment step.

Meet with an enrollment coach

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.

SUMMER 2024 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.

CERTIFIED NURSING ASSISTANT



CNA Mandatory Information Sessions

W 3/6	10:00-11:00 a.m.
W 4/3	10:00-11:00 a.m.
W 4/17	10:00-11:00 a.m.
F 5/10	10:00-11:00 a.m.
F 5/17	2:00-3:00 p.m.
F 6/7	10:00-11:00 a.m.
F 6/14	2:00-3:00 p.m.
T 8/6	2:00-3:00 p.m.
Th 8/15	2:00-3:00 p.m.
W 8/28	10:00-11:00 a.m.

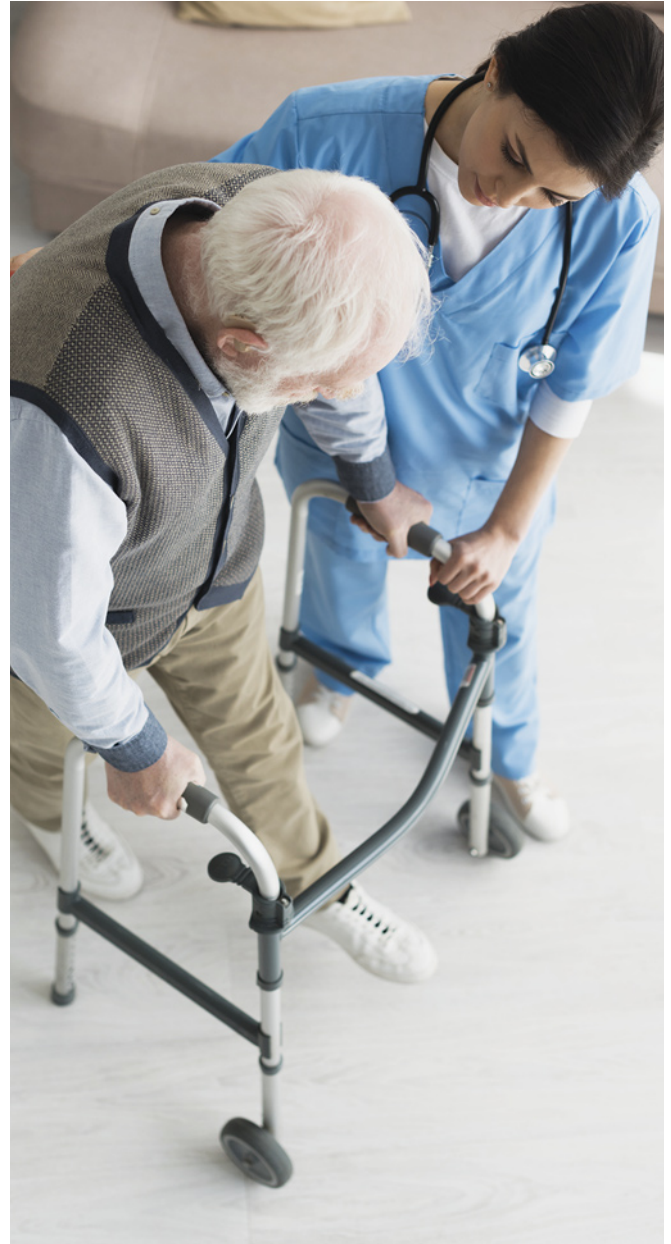
www.worwic.edu/zoom/cna

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.*

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.*



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.

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: \$826	Fee: \$236	Text Required	
ZCNA-008-0035	M-Th 5/13-6/17 (20 sessions) No class on 5/27	8:00 am-12:00 pm	HH 200/202

Basic Life Support (BLS)

Instructor for both sessions: Ruth Gaudreau

Tuition: \$49	Fee: \$30	Text Required	
ZBLC-001-0036	F 5/17 (1 session)	8:00 am-1:00 pm	SH 100
ZBLC-001-0037	F 5/24 (1 session)	8:00 am-1:00 pm	SH 100

Certified Nursing Assistant—Part II

Tuition: \$495	Fee: \$16		
ZCNA-009-0038	M-F 6/20-6/26 (5 sessions) Th-F 6/27-6/28 (2 sessions)	7:00 am-3:30 pm 8:00 am-12:00 pm	Nursing Home TBD HH 200/202

SESSION II

Certified Nursing Assistant—Part I

Tuition: \$826	Fee: \$236	Text Required	
ZCNA-008-0043	M-Th 7/15-8/15 (20 sessions)	8:00 am-12:00 pm	HH 200/202

Basic Life Support (BLS)

Instructor for both sessions: Ruth Gaudreau

Tuition: \$49	Fee: \$30	Text Required	
ZBLC-001-0044	F 7/26 (1 session)	8:00 am-1:00 pm	SH 100
ZBLC-001-0045	F 8/2 (1 session)	8:00 am-1:00 pm	SH 100

Certified Nursing Assistant—Part II

Tuition: \$495	Fee: \$16		
ZCNA-009-0046	M-F 8/19-8/23 (5 sessions) Th-F 8/26-8/27 (2 sessions)	7:00 am-3:30 pm 8:00 am-12:00 pm	Nursing Home TBD HH 200/202



Instructor Spotlight

Ruth Gaudreau

When she’s not running a race, Ruth is likely to be at Wor-Wic teaching an emergency training course. Ruth has been an instructor since 2005 but her career as an educator began in 1982 with Piedmont Airlines, teaching emergency response and lifesaving techniques to flight attendants. As a Wor-Wic alumna, Ruth is committed to helping her students master the critical skills needed to respond to a variety of emergency situations.

DENTAL ASSISTING



Mandatory Information Sessions

W 3/13	10:00-11:00 a.m.
M 6/10	10:00-11:00 a.m.
M 7/8	10:00-11:00 a.m.
M 8/12	10:00-11:00 a.m.

www.worwic.edu/zoom/dentalassistant

Dental Assistant—Introduction

Prepare for a career in the dentist's office with classroom instruction and 20 hours of clinical experience in a local dental setting. Learn the fundamentals of chairside dental assisting. Develop skills in sterilization and disinfection using dental materials. Knowledge of medical terminology is highly recommended. Go to www.danb.org for eligibility requirements to become a Certified Dental Assistant. *Prerequisite: minimum reading comprehension and arithmetic requirements. Students must be available for four to six consecutive days in order to complete 20 clinical hours in four- or eight- hour increments including mandatory clinical site orientation. Clinical rotation will not be scheduled until all required medical documentation is submitted and clean background check is received. Clinical hours must be completed before student can begin the "Radiology for Dental Assistants" course. Course fee includes cost for liability insurance.* Instructor: Chereé Robinson

Tuition: \$746	Fee: \$86	Text Required
ZDNT-009-0043	MW 5/6-7/15 (19 sessions) 5:30 pm- 8:30 pm No class on 5/27 and 6/19.	HH 105



EMERGENCY TRAINING



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: \$49	Fee: \$30	Text Required
ZBLS-004-0045	S 5/18 (1 session) 8:00 am- 1:00 pm	SH 100
ZBLS-004-0046	S 6/15 (1 session) 8:00 am- 1:00 pm	SH 100
ZBLS-004-0047	S 7/27 (1 session) 8:00 am- 1:00 pm	SH 100
ZBLS-004-0048	S 8/10 (1 session) 8:00 am- 1:00 pm	SH 100

Basic Life Support (BLS) Renewal

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

Tuition: \$39	Fee: \$30	Text Required
ZBLS-006-0050	S 6/8 (1 session) 8:00 am-12:00 pm	SH 100
ZBLS-006-0051	S 8/3 (1 session) 8:00 am-12:00 pm	SH 100

Heartsaver First Aid CPR AED

This is an instructor-led course that teaches critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones and shock. This course also teaches adult CPR and AED use. This course is for anyone with limited or no medical training who needs a course completion card in first aid and/or CPR AED to meet job, regulatory or other requirements. Students must attend 100% of course hours. Card valid for two years. Instructor: Ruth Gaudreau

Tuition: \$67 **Fee: \$30** **Text Required.**
 ZFCA-001-0024 F 7/12 (1 session) SH 100
 8:30 am- 4:00 pm

FITNESS TRAINING



Mandatory Information Sessions

Th 5/9 10:00-11:00 a.m.
 Th 7/11 10:00-11:00 a.m.

www.worwic.edu/zoom/personaltrainer

Personal Trainer National Certification

Turn your passion into a career. The W.I.T.S. hybrid personal trainer course includes short, impactful online videos to help you become successful in the fitness industry. 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, discussion boards and much more. Interact with veteran fitness mentors. Our supplemental internship program walks you into some great job opportunities. You'll be ready to work as a Level 1 Certified Personal Trainer after passing the final exams with proof of CPR/AED certification. Take advantage of an additional 30-hour employer internship to receive the more advanced Level 2 Certified Personal Trainer credential at no additional cost.

Tuition: \$200 **Fee: \$651** **Text Required**
 ZFIT-004-0009 T 4/30-6/8 (12 sessions) ONLINE
 6:30 pm- 9:30 pm
 This is a hybrid course. Virtual component will be posted on Tuesday, 6:30-9:30 pm and class will meet every Saturday, 1:00-4:00 pm at a local gym. Must register by 4/24.

MEDICAL CODING & BILLING

Procedural (CPT) Coding



Focus on procedural (CPT) coding in the physician office system in preparation for entry-level employment in a health care setting. Cover how to select procedural codes and meet requirements for medical record documentation to substantiate the correct modifier. Learn the basics of using the Medicare HCPCS II to report supplies, equipment and devices provided to patients. Learn how to read medical records to understand the assigned patient's diagnoses and procedures performed. Bring a medical dictionary to class. Students can only register for one coding/billing course per session. *Prerequisite: proof of successful completion of a medical terminology course must be submitted with registration.*

An exception is made for those who currently hold an active license/certification in the medical field (doctors, nurses, EMTs, CNAs, MAs, etc.); current licensure/certification must be presented at the time of registration. Instructor: Susan Boulden

Tuition: \$397 **Fee: \$20** **Text Required**
 ZMCB-010-0048 Th 5/2-8/8 (14 sessions) HH 105
 6:00 pm- 9:00 pm
 No class on 7/4.

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-011-4032 5/15 ONLINE
 ZMCB-011-4033 6/12 ONLINE
 ZMCB-011-4034 7/17 ONLINE
 ZMCB-011-4035 8/14 ONLINE

HEALTH CARE

MEDICAL CODING & BILLING

Diagnostic (ICD-10) Coding



Master the assignment of diagnostic (ICD-10) codes to medical claims. Cover the format, documentation requirements and conventions for accurate coding. Learn to identify the reason for the office visit, code to highest specificity and proper sequencing. Utilize combination coding including V-codes and E-codes. Bring a medical dictionary to class. Students can only register for one coding/billing course per session. Prerequisite: proof of successful completion of a medical terminology course must be submitted with registration. An exception is made for those who currently hold an active license/certification in the medical health field (doctors, nurses, EMTs, CNAs, MAs, etc.); current licensure/certification must be presented at the time of registration. Instructor: Susan Boulden

Tuition: \$369 **Fee: \$11** **Text Required**
ZMCB-020-0047 T 5/7-7/30 (13 sessions)
6:00 pm- 9:00 pm HH 105

MEDICAL OFFICE

Medical Terminology: A Word Association Approach



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

Tuition: \$33 **Fee: \$95**
ZMOF-002-4036 5/15 ONLINE
ZMOF-002-4037 6/12 ONLINE
ZMOF-002-4038 7/17 ONLINE
ZMOF-002-4039 8/14 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-007-4030 5/15 ONLINE
ZMOF-007-4031 6/12 ONLINE
ZMOF-007-4032 7/17 ONLINE
ZMOF-007-4033 8/14 ONLINE

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-019-4034 5/15 ONLINE
ZMOF-019-4035 6/12 ONLINE
ZMOF-019-4036 7/17 ONLINE
ZMOF-019-4037 8/14 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-039-4028 5/15 ONLINE
ZMOF-039-4029 6/12 ONLINE
ZMOF-039-4030 7/17 ONLINE
ZMOF-039-4031 8/14 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: \$83 **Fee: \$16**
ZMDA-005-0057 F 6/7 (1 session)
8:00 am- 4:30 pm HH 200
ZMDA-005-0058 F 7/19 (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 Keith Davidson at 410-334-6781 to set up an appointment.
Instructor: Tajuana Steele

Tuition: \$702 Fee: \$31

ZNUR-010-0026 F 8/9
8:00 am- 4:30 pm HH 200
Clinical rotation must be completed by 9/19.

PHLEBOTOMY TECHNICIAN



Phlebotomy Mandatory Information Sessions

Th 3/21	10:00-11:00 a.m.
T 6/25	10:00-11:00 a.m.
T 7/23	10:00-11:00 a.m.
T 8/20	10:00-11:00 a.m.

www.worwic.edu/zoom/phlebotomy

Phlebotomy Skills Review and ASPT Certification Exam

Become nationally certified as a phlebotomy technician and increase your employment opportunities. Utilize the comprehensive skills and theory review in the first two sessions to prepare for the exam. Exam is only open to Wor-Wic phlebotomy students. Students must attend 100% of course hours. **Registrations will be taken on campus in Fulton-Owen Hall, Room 102 ONLY. Application form for ASPT exam and money order made payable to ASPT must accompany registration. The exam cost is not included in the tuition and fees.** Instructor: Carla Nock

Tuition: \$103 Fee: \$51

ZPHL-009-0025 MW 7/22-7/27 (3 sessions)
6:00 pm- 8:30 pm FOH 309
Exam on S 7/27, 9:00 am. Must meet with Allied Health Staff in FOH 102 PRIOR to registering. Call 410-334-2821 to set up an appointment. Must register by 6/14.

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: \$939 Fee: \$16

ZPHL-011-0044 M 5/6
6:00 pm- 7:00 pm FOH 309
Mandatory meeting to schedule clinical rotation which must be completed by 8/26.

PROFESSIONAL DEVELOPMENT

Health and Safety Training for Skin Penetrating Body Adornment Practitioners

Recommended for all body piercers and meets the educational requirements for body piercing license in Worcester County (additional licensing and other requirements must also be met). Examine health, legal and safety issues involved in the proper performance of skin penetrating body adornment. Review local, State and federal regulations. Become familiar with the anatomy and physiology of appropriate body systems. Understand universal precautions, the inflammatory response, proper hand washing techniques, and cleansing and preparation of the skin. Become skilled at the testing of equipment and disposal of medical waste. Focus on the laws related to minors, the impact of piercing on growth and development, and the required elements for patient education. Students must attend 100% of course hours. Instructor: Kimberley Roop

Tuition: \$173 Fee: \$11

ZALH-055-0042 MT 5/6-5/7 (2 sessions)
8:30 am- 5:00 pm SH 105

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-129-4042	5/15	ONLINE
ZALH-129-4043	6/12	ONLINE
ZALH-129-4044	7/17	ONLINE
ZALH-129-4045	8/14	ONLINE

HOSPITALITY AND CULINARY

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: \$279 Fee: \$44
 ZFDB-035-0020 MW 5/6-6/5 (9 sessions)
 6:00 pm- 9:15 pm FOH 307
 No class on 5/27.


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 and beverage industry. Instructor: Barry Hearne

Tuition: \$62 Fee: \$32
 ZFDB-044-0021 MW 5/6-5/8 (2 sessions)
 6:00 pm- 9:15 pm FOH 307

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.

PERSONAL ENRICHMENT

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-018-4024	5/15	ONLINE
ZLAN-018-4025	6/12	ONLINE
ZLAN-018-4026	7/17	ONLINE
ZLAN-018-4027	8/14	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!

This is a six-week online course. Prerequisite: experience with email and the internet.

Tuition: \$33	Fee: \$95	
ZLAN-018-4044	5/15	ONLINE
ZLAN-021-4045	6/12	ONLINE
ZLAN-021-4046	7/17	ONLINE
ZLAN-021-4047	8/14	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. For more information, visit www.dllr.state.md.us, email mrec@dllr.state.md.us or call 410-230-6230.

Real estate courses will return in the fall.

HOME INSPECTOR

Home inspector courses will return in the fall.



AUTODESK

Autodesk courses will return in the fall.

CONSTRUCTION

CONSTRUCTION ACADEMY

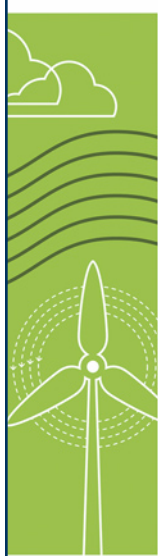
The Construction Academy is fully funded by the Maryland Works for Wind grant. There will be no cost to selected applicants.

The program runs for 13 weeks (260 hours), five days per week for four hours per day (8:00 am-12:00 pm).

Discover basic construction techniques while practicing and applying carpentry skills on various projects to hone your skills.

OSHA 10, First Aid/CPR/AED, Rigging, Fall Safe and Confined Space certifications may be earned, which tie directly into the offshore wind industry.

For information on how to apply, contact Dr. Rhonda Banks at rbanks@worwic.edu or 410-334-2867.



TRADES AND MANUFACTURING

ELECTRICAL

Prepare for employment as an entry-level worker by taking "Electrical Wiring Technician: Introduction." To advance to the position of Journeyman Electrician while you are employed, contact:



Independent Electrical Contractors (IEC) regarding their nonunion apprenticeship program at pbahler@iecchesapeake.com or 310-317-5835.

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: \$557
ZELC-011-0027

Fee: \$166
MW 5/6-7/10 (18 sessions)
6:00 pm- 9:00 pm
No class on 5/27 and 6/19.

Text Required

FOH 100

TRADES AND MANUFACTURING

MACHINING AND METAL FABRICATION



ELECTRICAL

POWERLINE WORKER PRE-APPRENTICESHIP PROGRAM



The Powerline Worker Pre-Apprenticeship (PWPA) with CDL program is fully funded by the Maryland Works for Wind grant. Wor-Wic is partnered with the VA, MD and DE Association of Electric Cooperatives. Acceptance into the program requires student information to be collected upfront, during the grant and up to six months after the program finishes.

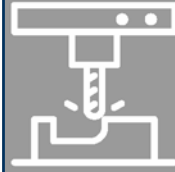
There are two parts to the program: a 13-week, full-time (M-F from 8:00 am-4:30 pm including one hour lunch) Powerline Worker Pre-Apprenticeship program with an additional 8-week, full-time commercial driver license course. Each applicant who moves forward after the final interview will be required to pass a background check and DOT drug screening. OSHA 10, First Aid/Medic, and ATSSA (flag) certifications may be earned. There is a PWPA graduation ceremony where family, friends, and local co-ops/companies are invited to celebrate. In addition, the co-ops/businesses will be planning to hire graduates.

Information on how to apply will be posted by the VA, MD and DE Association of Electric Cooperatives and Wor-Wic. For more details, contact Dr. Rhonda Banks at rbanks@worwic.edu or 410-334-2867.

HVACR

HVACR courses will return in the fall.

MACHINING AND METAL FABRICATION TRAINING



Through a partnership with Quality Staffing Services, Wor-Wic Community College is offering a 225-hour machining and metal fabrication training program funded by the State of Maryland's EARN Maryland Grant Program, which is administered by the Maryland Department of Labor. This course is designed to provide the 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 will develop knowledge to work safely within industry standards and to recognize and avoid potential hazards. Instructor will provide a gear list. Go to www.worwic.edu/Programs-Courses/Non-Credit-Courses/TradesManufacturing, contact Dr. Rhonda Banks at rbanks@worwic.edu or call 410-334-2867 for more information.

There is a selection process for this course. Contact Quality Staffing Services at www.easternshorejobs.com and apply for "Machining and Metal Fabrication Training" or call 410-742-2600. Tuition costs are covered by grant funds. Students must provide personal protective equipment at an estimated cost of \$100.

MANUFACTURING

"Soldering and Blueprint Reading" will be offered in the fall.

PLUMBING



Introduction to Plumbing

This course is designed for individuals pursuing entry-level work in the plumbing industry leading to a registered apprenticeship program and provides instruction on the basic skills needed in the field. Introduction to the plumbing profession, safety, tools of the plumbing trade, plumbing math, pipe drawings, sizing, fixtures and service, copper soldering and fitting, and the Maryland Code are covered. Instructor: Kevin Horner

Tuition \$248 Fee: \$55
 ZPLB-010-0028 MW 5/13-6/10 (8 sessions)
 5:30 pm- 8:30 pm GTC 106
 No class on 5/27.

Plumbing Apprenticeship

Wor-Wic has partnered with Associated Builders and Contractors (ABC)-Chesapeake Shores to offer a Plumbing Apprenticeship program. During days, apprentices work for local plumbing partners earning on the job training (OJT) hours. During evenings, Years 1-4 apprentices learn plumbing theory, skills and applications via quality instruction that follows the NCCER curriculum at Wor-Wic. If OJT and Years 1-4 are successfully completed, each apprentice qualifies to sit for the journey/gas fitter license exam from the Maryland Department of Labor. For more information, contact 410-334-2867.

WATER AND WASTEWATER TREATMENT

Maryland Center for Environmental Training (MCET) courses are offered in cooperation with the College of Southern Maryland. Please refer to worwic.edu/Programs-Courses/Non-Credit-Courses/Trades-Manufacturing for specific courses.

Water and wastewater treatment courses will return in the fall.

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: \$372 Fee: \$352
 ZWLD-024-0026 TTh 5/7-6/13 (12 sessions)
 6:00 pm- 9:00 pm GTC 108

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.

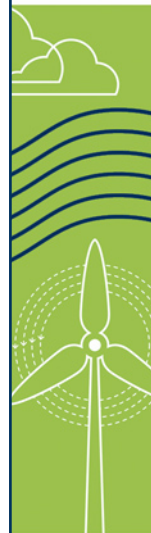
MIG/TIG and Arc Welding-

Intermediate with Qualification Testing **NEW!**

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 D1.1 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). Instructor: David Willey

Tuition: \$402 Fee: \$427
 ZWLD-035-0027 TTh 6/25-8/8 (13 sessions)
 6:00 pm- 9:00 pm GTC 108
 No class on 7/4.

ADVANCED WELDING: 6G PIPE TRAINING



Free 80-hour pipe welding course for experienced welders will give you the skills you need 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.*

This training is funded by the MD Works for Wind Grant through the MD Department of Labor and US Department of Commerce.

For more information about the course, contact Dr. Rhonda Banks at rbanks@worwic.edu or 410-334-2867.



TRADES AND MANUFACTURING

WELDING, continued



WELDING TRAINING



Through a partnership with Quality Staffing Services, Wor-Wic Community College is offering a 350-hour welding training program funded by the State of Maryland's EARN Maryland Grant Program, administered by the Maryland Department of Labor.

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

For more information, go to www.worwic.edu/Programs-Courses/Non-Credit-Courses/Trades-Manufacturing, contact Dr. Rhonda Banks at rbanks@worwic.edu or call 410-334-2867.

There is a selection process for this course. Contact Quality Staffing Services at www.easternshorejobs.com and apply for "Welding Training" or call 410-742-2600.

Tuition costs are covered by grant funds. Students must provide personal protective equipment at an estimated cost of \$100.



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 a.m. - 5:30 p.m.

ZCDA-007-0049 4/29-6/20
ZCDA-007-0008 6/24-8/15
ZCDA-007-0023 8/26-10/17

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

Gross vehicle weight rating (GVWR) of 26,001 or more but towing capacity under 10,000 pounds. Holding this license permits you to operate a dump truck, cement truck and other vehicles. Scheduled first come, first served. Call 410-334-2820 for more details.

We also offer:

- **Commercial Truck Driver Training: Class B to Class A**
- **CDL Refresher Training (Class A and B)**

Call 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.



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.

36-Hour MVA Driver Education Course

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

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

ZDRV-008-0054	M-F 5/6-5/17 5:30 pm- 8:45 pm	ONLINE
ZDRV-008-0055	M-F 6/3-6/14 5:30 pm- 8:45 pm	ONLINE
ZDRV-008-0056	M-F 7/8-7/19 5:30 pm- 8:45 pm	ONLINE
ZDRV-008-0057	M-F 8/5-8/16 5:30 pm- 8:45 pm	ONLINE

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 ECourse that must be completed before starting class. Once registered, you will receive a link to the ECourse 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 to 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 6:00pm and Sunday 8:00am to 3:00pm. [For more information about motorcycle safety classes for the entire season, visit https://www.worwic.edu/Programs-Courses/Non-Credit-Courses/Transportation/Motorcycle-Safety-Training.](https://www.worwic.edu/Programs-Courses/Non-Credit-Courses/Transportation/Motorcycle-Safety-Training)

Tuition: \$279 **Fee: \$88**

ZMOT-012-0010	F 5/3-5/5 (3 sessions)	GTC 204
ZMOT-012-0011	F 5/17-5/19 (3 sessions)	GTC 204
ZMOT-012-0012	F 6/7-6/9 (3 sessions)	GTC 204
ZMOT-012-0013	F 6/21-6/23 (3 sessions)	GTC 204
ZMOT-012-0005	F 7/5-7/7 (3 sessions)	GTC 204
ZMOT-012-0006	F 7/19-7/21 (3 sessions)	GTC 204
ZMOT-012-0007	F 8/2-8/4 (3 sessions)	GTC 204
ZMOT-012-0008	F 8/16-8/18 (3 sessions)	GTC 204

Motorcycle Safety: Basic Rider Course 2 Updated-License Waiver

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 to 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 6:00pm and Sunday 8:00am to 3:00pm. [For more information about motorcycle safety classes for the entire season, visit https://www.worwic.edu/Programs-Courses/Non-Credit-Courses/Transportation/Motorcycle-Safety-Training.](https://www.worwic.edu/Programs-Courses/Non-Credit-Courses/Transportation/Motorcycle-Safety-Training)

Tuition: \$144 **Fee: \$88**

ZMOT-011-0014	S 5/11
ZMOT-011-0015	S 6/1
ZMOT-011-0016	S 6/15
ZMOT-011-0017	S 6/29
ZMOT-011-0001	S 7/13
ZMOT-011-0002	S 7/27
ZMOT-011-0003	S 8/10
ZMOT-011-0004	S 8/24



VETERINARY ASSISTANT



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

Veterinary Assistant Information Sessions—Summer

W 4/10	10:00 am-11:00 am
W 6/26	10:00 am-11:00 am
W 7/24	10:00 am-11:00 am
W 8/21	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



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 does not discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information, gender identity, disability, income level, limited English proficiency or any other characteristic protected by law in the admission and treatment of students, access to educational programs and activities, and the terms and conditions of employment. Questions and complaints should be submitted to Wor-Wic's Title VI and IX coordinators and discrimination investigators. Student complaints should be directed to Amanda Messatzzia, dean of enrollment management and student services, amessatzzia@worwic.edu or 410-334-2989. Employee complaints should be directed to Karen Berkheimer, executive director of human resources, kberkheimer@worwic.edu or 410-334-2915. Complaints can be mailed to the attention of these individuals at Wor-Wic Community College, 32000 Campus Dr., Salisbury MD, 21804.

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

Questions? Call 410-334-2815.

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

Social Security Number OR Student ID:

Legal Last Name:

Legal First Name:

MI:

Current Home Address: _____
 Street Number & Street Name/ P.O. Box _____ City _____ State _____ Zip Code _____

Work Phone # _____ Home Phone # _____ Cell Phone # _____ Email Address _____

Gender: Male Female
 MD Senior (Age 60 or over) Yes No

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.

Accomack & Sussex Counties - add \$11 per course.

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

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

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

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

Grand Total \$ _____
 \$ _____

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

Personal Check OR Money Order (made payable to Wor-Wic Community College)
 Cash Payment (do not mail cash) in amount of \$ _____
 Credit/Debit Card:

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 _____

OFFICE USE ONLY

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

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

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

Continuing Education and Workforce Development Financial Assistance for 2023-2024



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, web and video)
- Commercial driver license (Class A and B)
- Certified clinical medical assistant
- Certified nursing assistant
- Child care
- College prep ESOL
- Dental assistant
- Driver education
- Electrical wiring
- HVACR
- Medical coding & billing
- Personal trainer
- Pharmacy tech
- Phlebotomy
- Plumbing
- UAS drone
- Veterinary assistant
- Welding (MIG/TIG)



Look for the 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

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

WOR-WIC
COMMUNITY COLLEGE

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

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 March 6

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

Summer 2024 non-credit courses

WOR-WIC
COMMUNITY COLLEGE

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