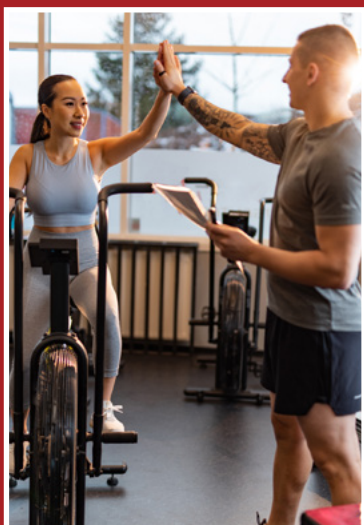


# Workforce and Professional Education



**2024-2025 Academic Year**



**OCEAN**  
COUNTY COLLEGE

WORKFORCE &  
PROFESSIONAL  
EDUCATION

[go.ocean.edu/wpe](https://go.ocean.edu/wpe)



H. Hovnanian Health Sciences • Bldg. (#102) • Room 103 • Parking Lot 3 or 4  
732-255-0409 • [go.ocean.edu/wpe](http://go.ocean.edu/wpe)

## Welcome to Workforce and Professional Education at Ocean County College!

Workforce and Professional Education (WPE) offers specialized certifications that can help you jump start a new career or excel in your current one. Our fast-track career training programs can help you secure immediate employment and industry-valued credentials through hands-on training by expert instructors and exam preparation for state and national certifications. Not only are our courses designed to quickly prepare you for a career, many of our courses are transferrable for academic credit and can be the first step on a pathway toward an advanced degree.

Our classes offer you an opportunity for training in business, education, healthcare, technology, specialized careers, and more. Scholarships are available for several of our programs as well. WPE offers a variety of class schedules that include daytime, evening, and weekend options. These include traditional on-campus training, remote-live instruction, and self-paced online programs. We also offer off-site professional development trainings hosted by local businesses and supported by grants to foster employee development and retention.

We provide free, comprehensive services to Ocean County residents, including high school equivalency test preparation and English language acquisition classes for adult learners. Additionally, free services are available to out-of-school young adults between the ages of 16 to 24 to address their academic, career, and financial goals. Ask us about a prior learning assessment, where we may be able to consider prior life and work experience or industry credentials toward your education.

We look forward to helping you with your educational needs and your career journey. Be sure to reach out today to take the first step toward a successful tomorrow!

### **2024-2025 Academic Year** **Workforce & Professional Education**

Dr. Joseph Konopka, Vice President, Workforce & Professional Education

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\*at the time of publication

## Admission Requirements

There are no prerequisites to attend most non-credit continuing education classes. Some courses may require a high school diploma. Check course description for details and prerequisites.

## Registration

Enrolling is easy! Register and pay for classes online at [go.ocean.edu/wpeprograms](http://go.ocean.edu/wpeprograms).

## Refund Policy

WPE will provide a refund for a course only if the student withdraws at least four business days prior to the start of the class. If a student withdraws due to medical circumstances or personal hardship, proper documentation is required. Refunds are issued within 2-4 weeks based on the original payment method. WPE does not issue refunds should a student be dismissed from class for misconduct. WPE does not issue refunds for trips or ticketed events. Student substitutions for courses are not permitted. If a course is cancelled due to low enrollment or any other unforeseen circumstance, the student will be issued a full refund.

## Attendance Policy

In most cases, students must meet the 80% attendance requirement in order to receive a passing grade in a WPE course unless otherwise stated in the course description. This standard also applies to certificate programs. On the first day of class, the instructor will answer questions regarding attendance requirements.

## Certificate Programs and Transcripts

To qualify for a certificate, students must successfully complete all of the courses within the certificate program inclusive of their requirements. To request a certificate or transcript, students should email [wpeinfo@ocean.edu](mailto:wpeinfo@ocean.edu) and provide the following information: OCC ID#, name, date of birth, the name of the certificate requested, dates attended, and current mailing address.

## Course Changes/Cancellations

Ocean County College WPE reserves the right to cancel a course. Course schedules, locations, and instructors are subject to change. If the status of a course changes, students will be notified by email or phone. If a course is cancelled due to low enrollment or other circumstances, registered students will be issued a full refund.

## Contact WPE

WPE is located on the OCC campus. Our main office is located in the Administration Building (Building #1). For assistance with Adult Education, ESL, or the Work Readiness Assistance Program, visit the Continuing Learning Center (Building #4) next to Parking Lot #1. Office hours are Monday-Friday from 8:00am to 4:00pm. Students can also contact the office by phone at 732-255-0409 or email at [wpeinfo@ocean.edu](mailto:wpeinfo@ocean.edu). Visit our website for more information: [go.ocean.edu/wpe](http://go.ocean.edu/wpe).

## Disability Accommodations

Reasonable accommodations for qualified students with disabilities are determined and approved by the Office of Disability Services ("Disability Services"), in accordance with the Americans with Disabilities Act, Amendment Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. Disability Services will meet with students to discuss reasonable accommodations at the postsecondary level and coordinates implementation of those accommodations. Students who believe they are eligible for accommodations (e.g., testing, captioning, ASL, large print) should apply online at [go.ocean.edu/intake](http://go.ocean.edu/intake). For more information contact Disability Services at 732-255-0456 (voice), 711 (NJ Relay), email [accommodations@ocean.edu](mailto:accommodations@ocean.edu) or visit their website: [go.ocean.edu/ds](http://go.ocean.edu/ds).

## Emergency Closing

For emergency/inclement weather closing information, visit [go.ocean.edu/vikingalerts](http://go.ocean.edu/vikingalerts) or call OCC at 732-255-0400 for relevant weather information and its impact on classes and schedules. All local radio stations broadcast OCC pertinent information. Sign up for [Viking Alerts](#) to receive text, email or voicemail messages about closings.

## Bookstore

Textbooks are available at the OCC Bookstore, located in the Jon and Judith Larson Student Center (Building #8) on the Toms River campus, unless stated otherwise in the course description. Students can purchase books online at the OCC Official Bookstore. [www.ocean.edu/bookstore](http://www.ocean.edu/bookstore).

## Parents of Students Under Age 18

Parents must submit completed Immunization and FERPA forms with the student's registration form prior to the course start date or bring it on the first day of the course. The forms can be found at [go.ocean.edu/rforms](http://go.ocean.edu/rforms). In case of an emergency, OCC will administer first aid and/or arrange for transport to a hospital unless otherwise notified by a parent or guardian.

## Student Misconduct

OCC does not tolerate student misconduct on OCC's campus at any time. For a list of misconduct examples, refer to the [OCC Student Campus Life Policy #5247](#) at [www.ocean.edu](http://www.ocean.edu). OCC administration will address all WPE student misconduct incidents and deal with each situation appropriately.

## Disclaimers

Ocean County College does not endorse or recommend any specific vendor listed in this brochure. The college is not responsible for brochure text errors and omissions.



## Adult Education, Civics & Workforce Preparation Program

The Adult Education, Civics and Workforce Preparation Program (AECWP) at Ocean County College provides free, comprehensive services to Ocean County residents, including:

- High school subject preparation
- English language acquisition classes
- Workforce preparation skills development
- Financial literacy workshops
- Co-enrollment courses for career and education

The courses can be throughout the day with morning, afternoon, and evening schedules when available.

The Adult Education, Civics and Workforce Preparation Program is funded by the State of New Jersey Department of Labor and Workforce Development for Consolidated Adult Basic Skills (Title II) and Integrated English Literacy and Civics Education (IELCE) Programs. For more information, contact 732-255-0400 ext. 2354 or [achievementcenter@ocean.edu](mailto:achievementcenter@ocean.edu).

[go.ocean.edu/AECWP](https://go.ocean.edu/AECWP)



## Work Readiness Assistance Program (WRAP) for Young Adults

The Work Readiness Assistance Program provides free services to out-of-school young adults between the ages of 16 to 24. Through a comprehensive and individualized service plan, the program addresses the academic, career, and financial goals of the participants.

- High school diploma preparation
- Career and entrepreneurial exploration
- Work readiness training
- On-the-job learning
- Leadership development
- Work experience opportunities
- Job placement

The Work Readiness Assistance Program is funded through a grant provided by the Ocean County Department of Human Services and the Ocean County Board of Commissioners. For more information, contact 732-255-0400 ext. 2354 or [achievementcenter@ocean.edu](mailto:achievementcenter@ocean.edu).

[go.ocean.edu/OCAC](https://go.ocean.edu/OCAC)

# HEALTHCARE



## **Medical Billing and Coding Specialist** CEHS-188

Our comprehensive Medical Billing and Coding Certificate Course is designed to equip students with the knowledge and skills needed to excel in the fast-growing field of medical billing and coding. Whether you're starting fresh or seeking to enhance your existing healthcare career, OCC's Medical Billing and Coding program covers all essential areas to ensure success. Medical Billing and Coding Specialists are responsible for processing health insurance claims using a special coding system, which is recorded onto patients' electronic health records and used to properly process insurance claims. Through this online course, students will obtain the skills necessary to work in this field, where specialists are in high demand in physicians' offices, healthcare facilities, and at insurance and medical billing companies. This intensive training will enable students to:

- Acquire a strong foundation of knowledge related to medical terminology and anatomy and physiology.
- Understand the importance of law and ethics in the healthcare field, with an emphasis on HIPAA regulations.
- Recognize the association between the delivery of healthcare services and the need to appropriately secure reimbursement.
- Demonstrate an ability to use the electronic health record and other medical software programs to perform billing and coding duties.
- Transfer diagnostic and procedure coding knowledge to electronic and/or paper claim forms.

Our fully online and asynchronous course offers a blend of foundational knowledge and practical skills essential for any medical billing and coding professional.

This 10-month program includes 6 comprehensive courses:

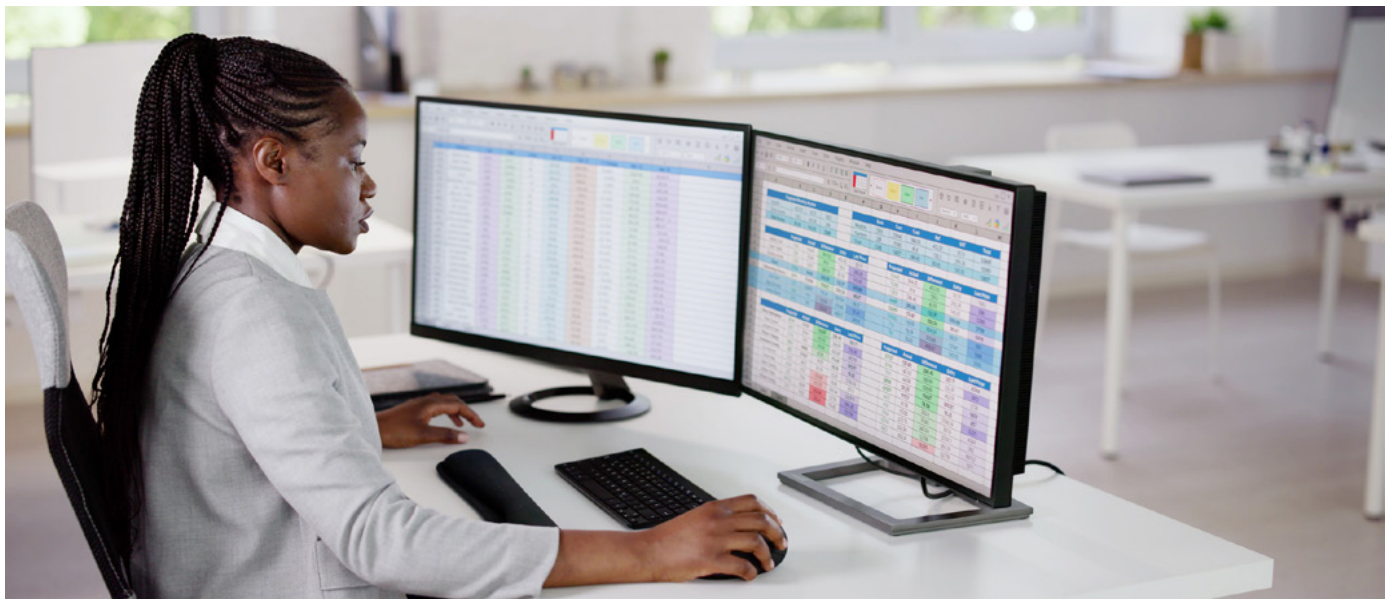
- Introduction to Healthcare (4 weeks)
- Medical Terminology and Anatomy and Physiology (12 weeks)
- CPT/HCPCS (8 weeks)
- ICD-10-CM (8 weeks)
- Medical Procedures with Insurance (4 weeks)
- Integrated Electronic Health Records (4 weeks)

Hands on Advisement: Throughout the course, you will benefit from the guidance of an expert advisor. This personalized support ensures that each student can navigate complex topics, receive timely feedback, and gain the confidence needed to excel.

After completion of the program, students will be eligible to sit for the following national certification exams (at no additional cost):

- NHA CBCS (Certified Billing & Coding Specialist) • CMAA (Certified Medical Administrative Assistant)
- CEHS (Certified Electronic Health Records Specialist)

Modality: Online/Asynchronous • Clock hours: 432 • Cost: \$5,279  
Call 732-255-0409 for course dates.



## **Certified Clinical Medical Assistant\* CEHS-305**

The Medical Assistant Certificate program prepares students for a career performing clinical tasks in a healthcare setting under the supervision of a physician, health practitioner, or registered nurse. OCC offers both daytime and evening sections of this course.

Students will learn clinical skills including obtaining and monitoring patient vital signs, taking medical histories, preparing patients for minor surgical procedures, CPR training, using phlebotomy techniques, assisting in the collection of laboratory specimens and more. CPR certification is included.

Upon completing the program, students will be eligible to sit for three national certifications through the National Healthcareer Association (NHA):

- Certified Clinical Medical Assistant (CCMA) • Certified EKG Technician (CET) • Certified Phlebotomy Technician (CPT)

Students may choose to sit for some or all of these exams.

Daytime: Monday-Friday 8:45am-2:15pm • Evening: Monday-Friday 6:00pm-10:00pm

Modality: In Person • Clock hours: 560 • Cost: \$5,500

Call 732-255-0409 for course dates.

\*For qualified applicants.

## **Certified Clinical Medical Assistant - Professional Track CEHS-306**

This hybrid course is ideal for those currently employed as Medical Assistants and looking to officially complete their certification. The Medical Assistant Certificate program prepares students for a career performing clinical tasks in a healthcare setting under the supervision of a physician, health practitioner, or registered nurse.

Students will learn clinical skills including obtaining and monitoring patient vital signs, taking medical histories, preparing patients for minor surgical procedures, using phlebotomy techniques, assisting in the collection of laboratory specimens and more.

Upon completing the program, students will be eligible to sit for three national certifications through the National Healthcareer Association (NHA):

- Certified Clinical Medical Assistant (CCMA)
- Certified EKG Technician (CET)
- Certified Phlebotomy Technician (CPT)

Modality: Hybrid • Clock hours: 364 • Cost: \$5,500

Call 732-255-0409 for course dates.



The following two certificates can be achieved by completing the online courses listed below. Courses can be taken individually and at your own pace. NHA exam coordination and costs are not included with the following programs. For students looking to complete all three of the following certificates, we recommend the Medical Billing and Coding Specialist Certificate on Page 6.

### **Medical Coding Professional Certificate**

The Medical Coding Professional program is designed to meet the needs of those seeking careers in Medical Coding by teaching students to interpret doctor-originated information from patient charts, classify it, and assign appropriate numerical codes necessary for billing, quality assurance, and statistics. Students will learn the latest industry standards and practices needed for a career in this vital profession. This program prepares students for the NHA CBCS exam.

#### **Required Courses:**

- CEHO-114 Medical Terminology and Anatomy and Physiology Cost: \$1,800
- CEHO-120 CPT/HCPCS Coding Cost: \$900
- CEHO-126 ICD-10-CM Coding Cost: \$900
- CEHO-103 Medical Procedures with Insurance Cost: \$600

### **Certified Medical Billing and Electronic Health Record Specialist (CEHRS) Certificate**

Experienced medical billers are in great demand in today's healthcare fields. OCC's Medical Billing and Electronic Health Records Certificate program provides students with the skills necessary to become a certified medical billing professional and work for a physician's office, billing or insurance company, or healthcare facility. The EHR knowledge and experience gained through this certificate program is an integral part of the competencies and skills needed in the healthcare workplace. This program prepares students for the NHA CMAA and CEHRS exams..

#### **Required Courses:**

- CEHO-114 - Medical Terminology and Anatomy and Physiology Cost: \$1,800
- CEHO-103 Medical Procedures with Insurance Cost: \$600
- CEHO-109 Integrated Electronic Health Records Cost: \$600





## **Medical Terminology and Anatomy and Physiology** CEHO-114

Learn to decipher complex medical terms, prefixes, suffixes, and root words, enabling precise documentation and coding. This course is the prerequisite for several certificate programs in the healthcare field and can be completed in one semester. .

Modality: Online/Asynchronous • Clock hours: 144 • Cost: \$1,800

## **Medical Procedures with Insurance** CEHO-103

This module covers various types of insurance plans, the insurance claims process, and how to work with insurance companies to ensure proper reimbursement. Learn about patient eligibility, benefits verification, and the nuances of private, public, and government insurance.

Modality: Online/Asynchronous • Clock hours: 48 • Cost: \$600

## **Integrated Electronic Health Records** CEHO-109

This course explores the importance of electronic records. You will obtain hands-on experience working with an electronic health records software package. The course includes preparation for the NHA Certified Electronic Health Record Specialist Exam (CEHRS) with study guide.

Modality: Online/Asynchronous • Clock hours: 48 • Cost: \$600

## **CPT/HCPCS Coding** CEHO-120

Learn the basics of CPT coding and the current procedural terminology manual, exploring the descriptive terms and identifying codes. Topics include a more in-depth look at coding evaluation and management services, modifiers, and surgical procedures. Prerequisites: Medical Terminology and Anatomy and Physiology.

Modality: Online/Asynchronous • Clock hours: 72 • Cost: \$900

## **ICD-10-CM Coding** CEHO-126

This course explores the practices and conventions of ICD-10-CM coding classifications. Learn to assign alphanumeric codes for medical diagnoses and procedures carried out in ambulatory surgery centers, hospitals, medical offices and other healthcare facilities, and to utilize approved guidelines and coding conventions.

Modality: Online/Asynchronous • Clock hours: 72 • Cost: \$900

## **Dental Assisting** CEHS-126

This foundational course is designed for students with little or no dental background. Explore dental anatomy, procedures, equipment, fourhanded dental assisting techniques, infection control and dental terminology. CPR certification is included. A minimum of one hour of job shadowing is required to receive an Ocean County College certificate.

Tuesdays & Thursdays 9:00am-1:00pm

Modality: In Person • Clock hours: 66 • Cost: \$1,000

## **EKG Technician** CEHS-168

Explore cardiac anatomy and physiology and learn electrode application technique, operation of the EKG machine and other monitoring devices, and interpreting the fundamental elements of an EKG strip. This program also covers basic medical office procedures and instruction on taking vital signs. Upon completing the course, students will be eligible to take the national accreditation exam through NHA for EKG Technician certification.

Modality: In Person • Clock hours: 36 • Cost: \$649

Call 732-255-0409 for course dates and times.

## **Certified Personal Trainer** CEHS-193

Learn essential skills through hands-on practical labs. Gain expertise in designing client assessments. Our NCCA-accredited program includes 15 hours of virtual lectures on core knowledge like anatomy and nutrition. The course provides a national test voucher (\$450 value) and a 30-hour bonus employer internship (Level 2 certification) to enhance your job prospects. Required: Textbook (sold separately).

Modality: Hybrid • Clock hours: 36 • Cost: \$649

Call 732-255-0409 for course dates and times.

## **Certified Professional Coder (CPC) Exam Prep** CEHS-267

This course provides a comprehensive overview of the medical coding of physician services, expanding and enhancing the coding skills students need to sit for the CPC national board exam. Prerequisite: Medical Terminology and Anatomy and Physiology, ICD-10-CM Coding, CPT/HCPCS Coding, and/or relevant work experience recommended.

Modality: In Person • Clock hours: 36 • Cost: \$379

Call 732-255-0409 for course dates and times.

## **Phlebotomy Technician** CEHS-283

Prepare to earn a credential as a Certified Phlebotomy Technician (CPT) through the National Healthcareer Association. Topics include anatomy and physiology, blood collection equipment and procedures, medical terminology, safety, legal and ethical responsibilities, and interpersonal relations. Upon completion of this course, students will be eligible to take the exam to attain NHA certification.

Call 732-255-0409 for course dates and times.

Modality: In Person • Clock hours: 196 • Cost: \$2,692

## **Veterinary Assistant** CEHS-430

Through this NAVTA-approved program, students are trained to aid in patient care, behavior, and restraint. This course also includes laboratory, radiology, pharmacy skills, preventative care, surgery, and recovery. Additionally, students will be trained in animal CPR. Successful graduates will receive an OCC Certificate of Completion. Those that complete the 100 clinical externship hours will also be eligible to sit for the NAVTA Veterinary Assistant exam. **Scholarships are available for this course.**

Schedule: Mondays & Thursdays 6:30-9:30pm

Modality: Hybrid • Clock hours: 250 • Cost: \$3,475

BUSINESS  
& TECHNOLOGY



## **PMP Exam Prep** CEBM-721

This course provides students with the skills to improve efficiency in the workplace and expand their knowledge of the project management process, whether they are new to the field or a seasoned project manager. This eight-week, online program prepares students to sit for the Project Management Institute's (PMI) Project Management Professional (PMP) Certification exam. Modality: Online/Synchronous • Clock hours: 35 • Cost: \$500  
Call 732-255-0409 for course dates and times.



## **Google IT Support** CECI-727

This course offers comprehensive training in foundational IT skills such as troubleshooting, customer service, networking, operating systems, system administration, and security. Designed for beginners, it includes interactive labs and hands-on activities to build practical experience. This program prepares learners for entry-level IT support roles, with a focus on developing problem-solving and critical thinking skills necessary for a career in IT support. Upon completion of this certificate training, students will earn an IT Support Professional Certification issued by Google, up to 12 college credits in Computer Science at Ocean County College, and be eligible to take the Comp TIA A+ exam. Modality: Online/Asynchronous  
Course length: 6 months • Cost: \$500  
Call 732-255-0409 for course dates.

## **Google IT Automation with Python** CECI-733

This course is the follow-up to Google IT Support and is designed to equip learners with essential programming skills. It covers Python programming, Git, and IT automation, enabling students to automate common system administration tasks. Through hands-on projects, participants gain practical experience in debugging, managing configuration, and using APIs. The course is ideal for those pursuing IT roles, offering a valuable Google career certificate upon completion. Modality: Online/Asynchronous  
Course length: 12 months • Cost: \$1,000  
Call 732-255-0409 for course dates.

## **Google UX Design** CECI-272

This course covers the end-to-end UX design process, including user research, wireframing, prototyping, and usability testing. It emphasizes a user-centered approach and design thinking methodology. Through hands-on projects and a comprehensive curriculum, learners create a professional portfolio showcasing their skills. No prior experience is required, making this course ideal for beginners aspiring to enter the field of UX design. Modality: Online/Asynchronous  
Course length: 12 months • Cost: \$1,000  
Call 732-255-0409 for course dates.

## **Google Cybersecurity** CECI-845

This course provides foundational knowledge and practical skills to protect digital information and systems. Participants will explore cybersecurity principles, threat analysis, risk management, and security measures. Suitable for beginners and professionals, the course covers network security, encryption, ethical hacking, and the use of cybersecurity tools. It prepares learners for industry certifications and equips them to safeguard against cyber threats effectively. Modality: Online/Asynchronous  
Course length: 12 months • Cost: \$1,000  
Call 732-255-0409 for course dates.

## **Google Digital Marketing & E-commerce** CECI-731

This course offers a comprehensive overview of digital marketing strategies and e-commerce essentials. Topics include search engine optimization (SEO), search engine marketing (SEM), email marketing, social media marketing, and web analytics. Learners gain practical skills to design, implement, and measure marketing campaigns, with hands-on projects to build a professional portfolio. This course prepares individuals for roles in digital marketing and e-commerce management. Modality: Online/Asynchronous  
Course length: 12 months • Cost: \$1,000  
Call 732-255-0409 for course dates.

## **Google Project Management** CECI-844

The Google Project Management Professional Certificate course equips learners with essential project management skills, including project planning, risk management, Agile methodologies, and effective communication with stakeholders. Through practical exercises and real-world scenarios, participants develop the ability to manage projects from initiation to completion. This program is designed for beginners and prepares them for entry-level project management roles, culminating in a professional certificate. Modality: Online/Asynchronous  
Course length: 12 months • Cost: \$1,000  
Call 732-255-0409 for course dates.

## **Google Data Analytics** CEBM-660

This course teaches data analysis skills, including data cleaning, visualization, and analysis using tools like Excel, SQL, and R programming. Learners complete hands-on projects to build a portfolio, applying their skills to real-world scenarios. The course covers the entire data analysis process, from data collection to presenting insights, preparing participants for roles in data analysis and equipping them with a professional certificate. Modality: Online/Asynchronous  
Course length: 12 months • Cost: \$1,000  
Call 732-255-0409 for course dates.

## MICROSOFT EXCEL CERTIFICATION

**Microsoft Excel I – Basic** CECI-828

Introduction to Spreadsheets introduces students to Microsoft Excel basics including: Excel menu system, toolbars and task panes; creating spreadsheets; formulas; functions; formatting; graphics and text. Perform basic/introductory level Excel skills such as modifying an existing worksheet, building worksheets, and copying and moving cells.

Modality: Online/Synchronous • Clock hours: 8 • Cost: \$79  
Tuesdays & Thursdays 6:00-8:00pm  
Call 732-255-0409 for course dates.

**Microsoft Excel II – Intermediate** CECI-829

Reinforces the elements introduced in Excel 1 and expands upon that base to include: adding pictures and links; using and managing multiple worksheets and workbooks; using special number formats; using charts, formulas, and functions; using styles and themes to format worksheets; outlining and consolidating data; creating headers.

Tuesdays & Thursdays 6:00-8:00pm  
Modality: Online/Synchronous • Clock hours: 8 • Cost: \$79  
Call 732-255-0409 for course dates.

**Microsoft Excel III – Advanced** CECI-830

Advanced Excel reinforces the elements introduced in Excel II and expands upon that base to include the addition of charts, formulas, functions, macros, pivot tables.

Modality: Online/Synchronous • Clock hours: 8 • Cost: \$79  
Tuesdays & Thursdays 6:00-8:00pm  
Call 732-255-0409 for course dates.

## MICROSOFT WORD CERTIFICATION

**Microsoft Word I – Basic** CECI-636

In this eight-hour introductory course, students will learn how to create and manage professional-quality Word documents with ease. Students will learn about different document types, how to use templates, create lists, tables, add borders, formatting, spell check, readability and much more.

Tuesdays & Thursdays 6:00-8:00pm  
Modality: Online/Synchronous • Clock hours: 8 • Cost: \$79  
Call 732-255-0409 for course dates.

**Microsoft Word II – Intermediate** CECI-637

This class will build on the basic operations of Microsoft Word and introduce participants to additional operations, such as advance formatting of text, tables and charts, styles, and producing reports.

Tuesdays & Thursdays 6:00-8:00pm  
Modality: Online/Synchronous • Clock hours: 8 • Cost: \$79  
Call 732-255-0409 for course dates.

## MICROSOFT POWERPOINT CERTIFICATION

**Microsoft PowerPoint I – Basic** CECI-584

Students will learn to engage audiences by supporting their material with PowerPoint Presentation slides. Topics covered in this course include the basic features and functions of Microsoft PowerPoint, formatting text, drawing objects, running presentations and more.

Tuesdays & Thursdays 6:00-8:00pm  
Modality: Online/Synchronous • Clock hours: 8 • Cost: \$79  
Call 732-255-0409 for course dates.

**Microsoft PowerPoint II – Intermediate** CECI-585

In this course, students will master the basic features and functions of Microsoft PowerPoint and learn additional skills such as advanced text editing, adding and creating graphics, modifying objects and animating presentations, utilizing the slide master, recording voice overs, and more.

Tuesdays & Thursdays 6:00-8:00pm  
Modality: Online/Synchronous • Clock hours: 8 • Cost: \$79  
Call 732-255-0409 for course dates.

## SPECIALIZED CAREER TRAINING

**50-Hour Pre-Service to Teaching** SRED-512

This course provides a foundational pathway for degree-holders aspiring to become teachers in New Jersey. Graduates obtain their Verification of Program Completion Form (VOPC), enabling them to pursue teaching positions in the state.

**Admission Requirements**

To be eligible for this program, applicants must possess a bachelor's degree from a recognized institution and meet the following GPA requirements:

- Applicants who graduated before September 1, 2016 must have a GPA of 2.75 or higher.
- Applicants who graduated after September 1, 2016 must have a GPA of 3.0 or higher.

**Program Cost**

A nominal program fee of \$350 covers all course materials and resources.

**In-Person**

This non-credit course requires 30 hours of class work, and 20 hours of clinical fieldwork, including at least 10 hours of planning and delivering instruction via individual or co-teaching model in a public or private school. Upon successful completion of this course, candidates receive a Verification of Program Completion form that is used by a school district to apply for a candidate's Provisional License.

Modality: In Person & Online • Clock hours: 50 • Cost: \$350  
Subscription to The Teaching Channel is required.  
Call 732-255-0409 for course dates and times.

# ONLINE COURSES

Learn from  
the comfort  
of home!

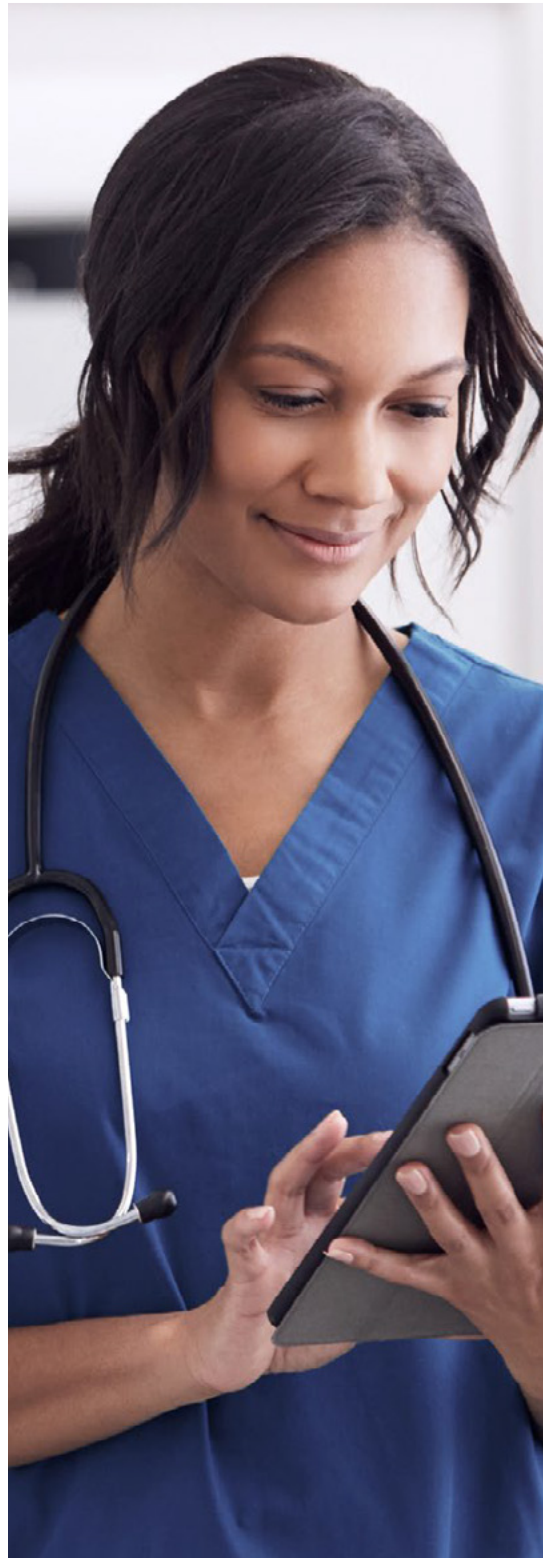
- 24-Hour Access
- 6-Week Format
- Affordable
- Instructor-Led



**We offer certificates in the following areas:**

- Arts & Design • Business Courses • Computer Science • Construction and Trades • Hospitality
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# Get In. Get Out. Get Working.

Need a New Career?  
We've Got Your Back!

Trusted by some of the largest and most respected names in healthcare, CareerStep (in partnership with Ocean County College) offers online training programs that teach you the skills employers need:

- Behavioral and Psychiatric Health Technician
- Medical Administrative Assistant
- Medical Assistant
- Medical Coding and Billing Professional
- Medical Laboratory Assistant
- Mental Health Technician
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician
- Veterinary Assistant
- Veterinary Receptionist



To learn more,  
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# CONTACT US TO LEARN HOW TO UPSKILL YOUR EMPLOYEES FOR FREE!

## Enhanced business skills training available for:

- Verbal, written, and customer service communications
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  - Problem solving/critical thinking
  - Professionalism • Team building
- Time management • Team leadership
  - Supervisory/management skills

## Improve the Skills of Your Employees

Technology training available for

- Windows® • MS Office 365® • MS Word®
  - Excel® • PowerPoint® • Outlook®
- Databases • PC data storage and cloud computing

## Improve the Workplace Communications and Literacy of Your Employees

Language training available for

- English as a Second Language (three levels)
- Spanish for Managers and Spanish in the Workplace (two levels)

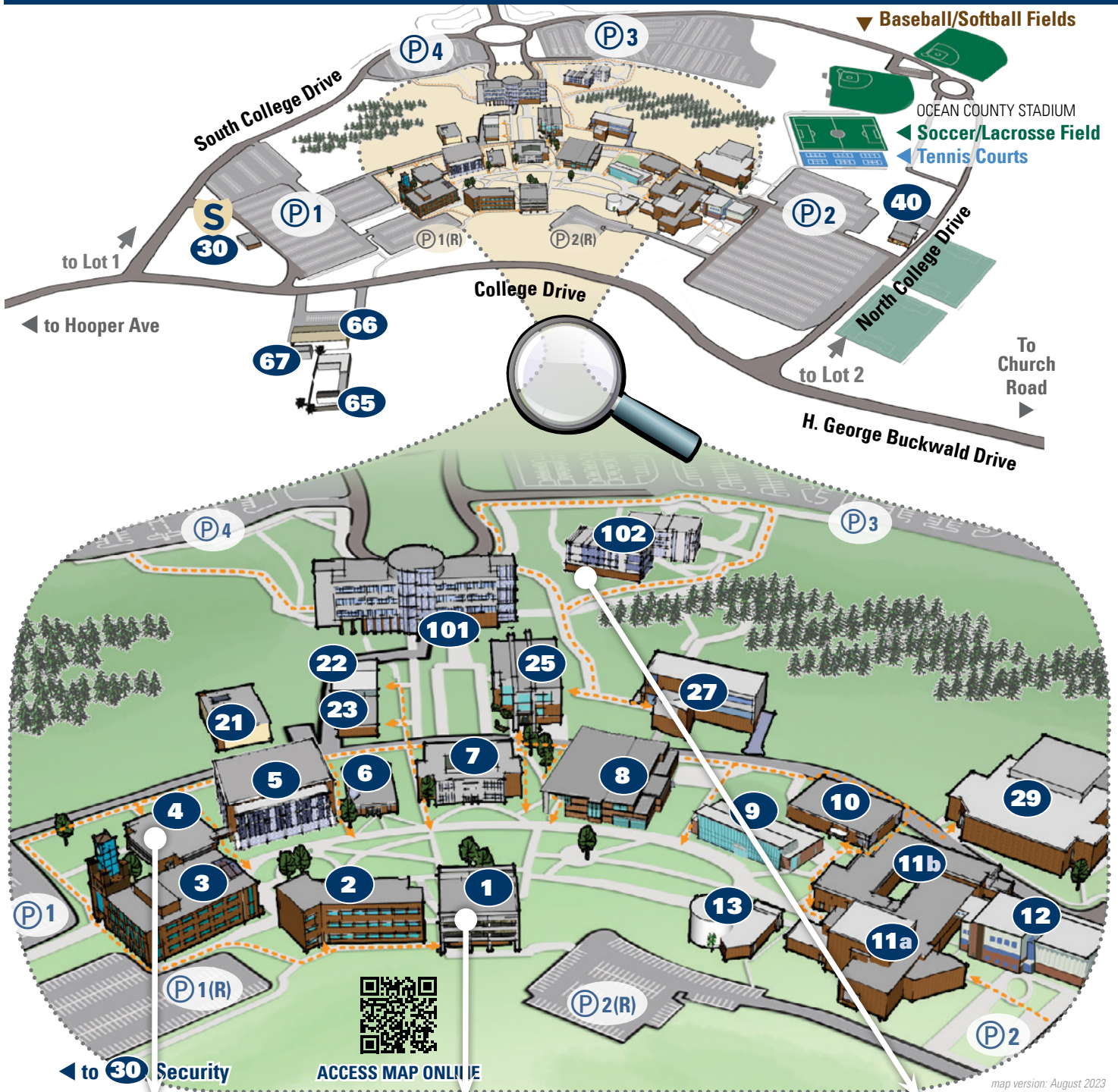


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**The Workforce & Professional Education Office** is located in the Administration Building (#1). Parking is available in lots #1 or #2.



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