Would I? 
Should I? 
Could I? 

I DID AT OCC!
Information Session for Careers

Tuesday, December 5 • 3:00pm–6:00pm
Library (Bldg. #3) • Room 002
Healthcare • Business • Technology • Education • Specialized Careers

Medical Coding Seminar

Saturday, January 6 • 9:00am–11:00am
Grunin Center (Bldg. #11) • Room A224
FREE information session!

Spring Careers Open House

Wednesday, January 17 • 3:00pm-6:00pm
Library (Bldg. #3) • Ground Floor • Room 002 (Snow Date January 18)

CAREERS:
Healthcare • Medical Billing
Medical Coding & Medical Office Management
Business • Computers & Technology
Education • Construction • Specialized Careers

Information for:
Personal Enrichment • Art • Dance • Health & Wellness
Personal Development & Sports • Kids & Teens

Open House

Saturday, January 20 • 9:00am–Noon
Grunin Center Bldg. #11 • Room A224 (Snow date: Jan. 27)
Medical Billing & Coding
& Health Information Management as a Career
We offer opportunities for fast track career training leading to immediate employment upon program completion. Most of these fast track training programs run from three to six months and serve as a successful career ladder with future educational growth. Specific programs prepare you to take the exams for/or provide state/national certifications.

**Health Careers**
- Certified Electronic Health Record Specialist Certificate • Certified Home Health Aide Certification
- Certified Medication Aide Certificate • **NEW!** Certified Nurse Aide (CNA)
- Certified Personal Trainer Certificate • **NEW!** Community Health Worker Certificate
- Dental Assisting Certificate • **NEW!** Dental Front Office Certificate
- EKG Technician Training Certificate • Health Information Management Certificate Online
- Healthcare Professional Development • Massage Therapy Professional Development
- Medical Assistant Certificate • Medical Billing Professional Certificate
- Medical Coding Professional Certificate • Medical Office Specialist Certificate
- Meditation Series Program • Nutrition Specialist Certificate
- Patient Care Technician/Assistant Certificate • **NEW!** Pet Therapy Prep & Certification
- Pharmacy Technician & PTCB Prep Certificate • Phlebotomy Technician Training Certificate
- Physical Therapy Aide Certificate • Spanish for the Healthcare Professional Certificate
- Veterinary Assistant

**Business**
- Bookkeeping & Office Manager Certificate Program • Digital Blueprint Certificate
- Entrepreneur Certificate • Entrepreneurial Skills Certificate

**Technology**
- Adobe Photoshop Certificate • Excel Certificate • Microsoft Office Certificate
- PowerPoint Certificate • QuickBooks Certificate
- System Administrator Certificate (Security+, Network+, A+)

**Specialized Careers**
- Animal Control Officer Certification • Bartending Certification
- Child Development Associate Credential • ServSafe Food Protection Manager Certification
- Fire Protection • Uniform Construction Technical Assistant Certification

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**FOUR EASY WAYS TO REGISTER!**
- **online** • **in-person** • **phone** • **mail**

**ONLINE:** Register & pay for most classes by visiting [www.ocean.edu/cpe.htm](http://www.ocean.edu/cpe.htm)

**PHONE:** 732-255-0404

**IN PERSON:** Library (Building #3), Ground Floor or visit the SEC (Southern Education Center) 195 Cedar Bridge Rd, Manahawkin

**MAIL:** Send your completed registration form to CPE (Continuing & Professional Education) Ocean County College, PO Box 2001 Toms River, NJ 08754

(Make check payable to Ocean County College)
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**Four Ways To Register**

**IN PERSON**
Visit the OCC Main Campus in Toms River, Library Bldg. #3, Ground Floor or visit the SEC (Southern Education Center) 195 Cedar Bridge Rd., Manahawkin 609-978-2077

**BY PHONE**
Call 732-255-0404

**BY MAIL**
Send your completed registration form to
CPE (Continuing & Professional Education)
Ocean County College, PO Box 2001, Toms River, NJ 08754
(Make check payable to Ocean County College)

**ONLINE**
www.ocean.edu/cpe.htm

**WHY REGISTER EARLY?**
OCC’s cancellation process begins four days before the class starts. We analyze if the class will be viable to support the instructor. PLEASE register early and you will not be disappointed!
ATTENTION EMPLOYERS, EMPLOYEES, NON-PROFITS!
Schedule a Professional Development Program for Your Company Today!

Management
- Leadership
- Supervisory Skills
- Team Building
- Problem Solving
- Time Management
- Conflict Management

Customer Service
- Health Care Offices
- Health Care Facilities
- Restaurants
- Retail Stores
- Sales Training

Language
- English as a Second Language (ESL): Basic, Intermediate, Advanced
- Workplace Spanish: Basic, Intermediate

Computers
- Windows
- Excel
- Word
- Power Point
- Outlook
- Microsoft 365

Contact
Michael Forcella, Manager of Business Engagement
732-255-0400 ext. 2157
mforcella@ocean.edu

“Ocean County College has been a great training resource for Urgent Care Now and our employees. Customized customer service and leadership development courses have helped our team members excel.
I highly recommend OCC Continuing and Professional Education as a training partner for your business.”
John Kulin, DO
CEO Urgent Care Now

“Ocean County College has been a great training resource for the employees at O.C.E.A.N., Inc., a Community Action Agency. As a non-profit, we do not have the resources to provide training for the technical development of our staff. With the use of their customized customer service and leadership development courses, it has strengthened the overall capacity of the agency and expanded our ability to address poverty issues.”
Channell Wilkins, President/CEO
O.C.E.A.N., Inc.

“Ocean County College has been great in facilitating our in-house ESL program. Our employees are so appreciative of this resource that OCC has provided to them. Their English skills have improved dramatically! This has been a win-win relationship. They make the entire process extremely easy.”
Gregg Oliver, Director of Human Resources
SS White Burrs

OCC is a member of NJ Community College Consortium for Workforce & Economic Development and the New Jersey Business and Industry Association (NJBIA)

To Register: visit www.ocean.edu/cpe.htm or call 732.255.0404

Page 7
The Department of Veterans Affairs has approved the following programs for veterans educational benefits. Look for the ribbon throughout the catalog.

- Adobe Photoshop
- Animal Control Officer
- Certified Electronic Health Record
- Certified Professional Coder Exam Prep
- Child Development Associate Credential
- Dental Assisting
- EKG Technician
- Entrepreneur Certificate
- Medical Assistant Certificate
- Medical Billing Professional Certificate
- Medical Office Specialist
- Patient Care Technician
- Personal Trainer
- Pharmacy Technician
- Phlebotomy Technician
- Physical Therapy Aide
- QuickBooks
- System Administrator Certificate
- Technical Assistant
- Test of Essential Academic Skills Prep (TEAS)

OCC Payment plans are available for CPE courses with the dollar-sign icon $ next to the title.

Register in person at the CPE office (OCC Library, Building #3, ground floor). Complete and submit the payment plan with deposit in person at the Cashier’s office (Building #1, 2nd floor).

Become a Certified Veterinary Assistant!

Veterinary Assistants are an integral part of the veterinary healthcare team.
TOO BUSY TO TRAVEL TO CAMPUS?

STUDY ONLINE WITH OCC!

1. **OCC Continuing Education Online Learning**
   Flexible, fast-track training approach to instructor-led online learning. For additional information or to register for these courses, visit our website [www.ocean.edu/cpe.htm](http://www.ocean.edu/cpe.htm) or call 732-255-0409.

2. **ed2go Online Learning: Instructor-Led Courses & Career Training Programs**
   **Instructor-Led Courses**
   Are you looking for professional development or personal enrichment online courses? These six-week online courses are the perfect way to learn a new skill or enhance existing ones. A new session starts every month; you can sign up anytime. For additional information or to register for these courses, visit [www.ed2go.com/ocean](http://www.ed2go.com/ocean).
   **Career Training Programs**
   Are you looking to start a new career or gain skills to advance in your existing one? You can start these online career training programs anytime and work at a pace that suits your individual style. For additional information or to register for these courses, visit [careertraining.ed2go.com/ocean](http://careertraining.ed2go.com/ocean).

3. **MindEdge Online: A Variety of Self-Paced Classes**
   Ocean County College now offers a variety of self-paced classes in partnership with MindEdge Online Learning. Courses include Communication, Finance, Human Resource Management, International Trade, Leadership, Project Management Long Courses and Six Sigma & Lean. For a list of courses or to register, visit [ocean.mindedgeonline.com](http://ocean.mindedgeonline.com)

   For more information or questions regarding OCC’s online options and programs, please email cpeinfo@ocean.edu.

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Students in the Certified Veterinary Assistant course are trained to provide assistance in the following:

- Office procedures & client relations
- Pharmacy/preventative healthcare
- Behavior & restraint
- Animal nursing
- Laboratory procedures
- Surgical & recovery room assistance
- Radiology & emergency response

Successful graduates will receive an Ocean County College Certificate of Completion and will be eligible to sit for the National Approved Veterinary Assistant Exam. (NAVTA exam fee not included in tuition).
FUTURES IN HEALTH CARE
OPEN HOUSE

Medical Billing, Medical Coding
& Health Information Management as a Career

Saturday, January 20 • 9:00am-Noon
Grunin (Bldg. #11) • Room A224 (Snow date: Saturday, January 27)

Attend this FREE event! Be a part of the growing health care industry by starting a career as a billing, medical coding, and Health Information Management professional. Medical billers, coders, and HIM specialists are important in the medical field. Achieve a rewarding job opportunity in the health care industry, either in a home business or working in a health care facility. Learn how to complete a medical billing, coding, EHR, & Health Information Management certificate either online or in a traditional classroom.

For more information, email cpeinfo@ocean.edu.

Medical Billing Professional Certificate

Aside from patient care, the billing practices of hospitals and physicians' offices are of the utmost importance. Experienced medical billers are in great demand. The Medical Billing Professional Certificate program will provide you with the skills necessary to seek employment as a certified medical biller or enable you to start a home-based business. Complete the program in one semester or at your own pace.

ONLINE TRACK

- Fast Track Medical Terminology I & II Online ................................................................. CEHO 102
- Medical Billing & Insurance Practices Online ............................................................... CEHO 103
- Computerized Medisoft Billing Online ........................................................................ CEHO 108
- Electronic Health Record & CEHRS Exam Prep for Allied Health Careers Online .... CEHO 109

TRADITIONAL TRACK

- Medical Terminology I .................................................................................................... CEHS 112
- Medical Terminology II ................................................................................................ CEHS 117
- Medical Billing & Insurance Practices ......................................................................... CEHS 274
- Computerized Medisoft Billing ..................................................................................... CEHS 192
- Electronic Health Record & CEHRS Exam Prep for Allied Health Careers ............... CEHS 333

Medical Coding as a Career Seminar

This FREE information session will provide an introductory overview of the Medical Coding Field. Topics include required training and certifications, online and traditional course offerings, potential career paths, and a look at ICD-10-CM and CPT coding.

Saturday, January 6 • 9:00am-11:00am
Location: Grunin (Bldg. #11) Room A224
Fast Track Medical Terminology I & II online

This accelerated noncredit course provides an opportunity to complete the terminology prerequisites for OCC’s Continuing Education health care certificate programs in one semester. Textbook required. 8.4 CEU
Cost: $669
Course Code: CEHO-102-OL 01 • Dates: 24 Modules • Feb 19-May 18
Instructor: Dr. James W. Brown

Medical Billing & Insurance Practices online

A variety of carriers will be covered including Medicare, HMOs, Medicaid, Workers’ Compensation and traditional plans with an emphasis on Medicare rules and regulations for billing. Learn to accurately complete the CMS-1500 claim form. Textbook required. 4.80 CEU
Cost: $399
Course Code: CEHO-103-OL 01 • Dates: 17 Modules • Feb 19-May 18
Instructor: Ms. Marilyn V. Knight

Computerized Medisoft Billing online

Using medical software, learn to input patient information, post payments, schedule appointments, handle billing and produce various lists and reports. This course will include an introduction to the Electronic Health Record. Textbook required. 3.60 CEU
Cost: $399
Course Code: CEHO-108-OL 01 • Dates: 12 Modules • Feb 21-May 11
Instructor: Ms. Marilyn V. Knight

Electronic Health Record & CEHRS Exam Prep for Allied Health Careers online

Understand the terminology of EHR systems. Gain hands-on experience working with an electronic health records software package. Preparation for the NHA National Certified Electronic Health Record Specialist Exam (CEHRS) is provided with study guide. Exam is optional and the cost of the exam ($115) is not included in tuition. NHA exam fees subject to change without notice. Access to the Internet required. Textbooks required. 4.55 CEU
Cost: $399
Course Code: CEHO-109-OL 01 • Dates: 13 Modules • Feb 22-May 18
Instructor: Ms. Marilyn V. Knight

Medical Terminology I

Medical Terminology is the prerequisite for several certificate programs in the health care field. Gain an understanding of terminology and how it relates to the organization and complexity of the body. This is a non-credit course and does not substitute for AHMT 110 Medical Terminology. Textbook required. 4.2 CEU
Cost: $329
Course Code: CEHS-112-01 • Dates: 12 Sessions • Feb 12-May 7 • M • 6:30pm-10:00pm
Instructor: Ms. Marilyn V. Knight

Medical Terminology II

This advanced course gives you a confident understanding of the specific word elements and a thorough examination of the anatomy & physiology, pathology & diagnostic tools related to several fields. This is a non-credit course and does not substitute for AHMT 210 Medical Terminology II. Textbook required. 4.2 CEU
Cost: $329
Course Code: CEHS-117-01
Dates: 12 Sessions • Feb 14-May 2 • W • 6:30pm-10:00pm
Instructor: Ms. Marilyn V. Knight

To Register visit www.ocean.edu/cpe.htm or call 732.255.0404
HEALTH CARE

Medical Billing & Insurance Practices
A variety of carriers will be covered including Medicare, HMOs, Medicaid, Workers’ Compensation and traditional plans, with an emphasis on Medicare rules and regulations for billing. Instruction will be given to accurately complete the CMS-1500 claim form. Textbook required. 4.8 CEU
Cost: $399
Course Code: CEHS-274-01 • Dates: 12 Sessions • Feb 15-May 3 • TH • 6:00pm-10:00pm
Instructors: Ms. Marilyn V. Knight, Ms. Virginia F. Chinni

Computerized Medisoft Billing
Using medical software, learn to input patient information, schedule appointments, handle billing, and produce various lists and reports. Textbook required. Flash drive required. 3.5 CEU
Cost: $399
Course Code: CEHS-192-01
Dates: 10 Sessions • Feb 12-Apr 23 • M • 6:30pm-10:00pm
Instructor: Mr. John H. Knight

Electronic Health Record & CEHRS Exam Prep for Allied Health Careers
This course is designed for those already working in healthcare. Topics include the use of the EHR in ambulatory and hospital facilities. Understand why electronic records are needed and the terminology of EHR systems. Gain hands-on experience working with an electronic health records software package. Preparation for the NHA Certified Electronic Health Record Specialist Exam (CEHRS) is provided and the cost of the exam ($115) is not included in the tuition. Textbooks required. 4.55 CEU
Cost: $399
Course Code: CEHS-333-01 • Dates: 13 Sessions • Feb 21-May 16 • W • 6:30pm-10:00pm
Instructor: Mr. John H. Knight

Certified Billing/Coding Specialist Exam Prep
Prerequisite: OCC Medical Billing Professional Certificate and/or currently working in the medical billing field. ATTENTION MEDICAL BILLERS! CBCS is offered as an enhancement to your medical office certification. This class prepares you with advanced knowledge and skills which are needed in a medical office, giving you an edge on your resume when searching for anticipated positions in the field. This course will review medical billing, coding and medical insurances. Upon completion of this course, students will gain the opportunity for career advancement, as well as the potential for higher wages. This course has six sessions and a two-hour certification test consisting of 120 questions. The cost of the NHA/CBCS Exam ($115, subject to change without notice) is not included. Textbook required. 2.4 CEU
Cost: $250
Course Code: CEHS-317-01 • Dates: 6 Sessions • Feb 26-Apr 2 • M • 6:00pm-10:00pm
Instructors: Ms. Slavica Tumminelli, Ms. Virginia F. Chinni
Medical Coding Professional Certificate

Coders interpret doctor-originated information from patient charts, classify it and assign appropriate numerical codes. These codes are necessary for statistics, billings and quality assurance. The person who assigns these codes must be fully trained and accurate. Experienced instructors are experts in the field and are trained to teach you the latest industry standards and practices. This program is designed to meet the professional needs of those seeking careers in Medical Coding. LPNs and RNs may be exempt from Medical Terminology I and II and Anatomy and Physiology.

ONLINE TRACK
- Fast Track Medical Terminology I & II Online ................................................................. CEHO 102
- Medical Billing & Insurance Practices Online ................................................................. CEHO 103
- Anatomy & Physiology for the Health Care Professional Online ............................. CEHO 104
- Fast Track CPT Coding I & II Online .............................................................................. CEHO 120
- ICD-10-CM Coding Online ............................................................................................. CEHO 126

TRADITIONAL TRACK
- Medical Terminology I ....................................................................................................... CEHS 112
- Medical Terminology II ..................................................................................................... CEHS 117
- Medical Billing & Insurance Practices .............................................................................. CEHS 274
- Anatomy & Physiology for the Allied Health Professional ........................................ CEHS 194
- CPT Coding I & II ............................................................................................................. CEHS 309
- ICD-10-CM Coding ............................................................................................................ CEHS 312

Fast Track Medical Terminology I & II Online

This accelerated noncredit course provides an opportunity to complete the terminology prerequisites for OCC’s Continuing Education health care certificate programs in one semester. Textbook required. 8.4 CEU
Cost: $669
Course Code: CEHO-102-OL 01 • Dates: 24 Modules • Feb 19-May 18
Instructor: Dr. James W. Brown

Medical Billing & Insurance Practices Online

A variety of carriers will be covered including Medicare, HMOs, Medicaid, Workers’ Compensation and traditional plans with an emphasis on Medicare rules and regulations for billing. Learn to accurately complete the CMS-1500 claim form. Textbook required. 4.80 CEU
Cost: $399
Course Code: CEHO-103-OL 01 • Dates: 17 Modules • Feb 19-May 18
Instructor: Ms. Marilyn V. Knight

Anatomy & Physiology for the Health Care Professional Online

This online course is a prerequisite to receiving a coding, transcription and electronic medical records certification. This is a noncredit course which does not substitute for Human Anatomy & Physiology I & II (BIOL 130 & 131). Textbook required. 4.8 CEU
Cost: $399
Course Code: CEHO-104-OL 01 • Dates: 21 Modules • Feb 20-May 18
Instructor: Ms. Dana L. Newton

To Register visit www.ocean.edu/cpe.htm or call 732.255.0404
Fast Track CPT Coding I & II online
Prerequisite: Medical Terminology I or equivalent; Medical Terminology II required. Learn the basics of CPT coding and how to use the current procedural terminology manual: a listing of descriptive terms and identifying codes necessary for billing medical services and procedures. CPT II topics include a more in-depth look at coding evaluation and management services, modifiers and surgical procedures. Textbooks required. 4.5 CEU
Cost: $439
Course Code: CEHO-120-OL 01 • Dates: 16 Modules • Feb 19-May 18
Instructor: Ms. Slavica Tumminelli

ICD-10-CM Coding online
This course will provide students with the knowledge, skills and expertise necessary to function as a medical coder using ICD-10-CM coding. The goal of this course is to explain the differences in ICD-10 versus the ICD-9-CM previous system and assist students in becoming proficient with the ICD-10-CM coding system. 5.60 CEU
Cost: $479
Course Code: CEHO-126-OL 01 • Dates: 14 Modules • Feb 21-May 18
Instructors: Ms. Slavica Tumminelli, Ms. Virginia F. Chinni

Medical Terminology I
Medical Terminology is the prerequisite for several certificate programs in the health care field. Gain an understanding of terminology and how it relates to the organization and complexity of the body. This is a non-credit course and does not substitute for AHMT 110 Medical Terminology. Textbook required. 4.2 CEU
Cost: $329
Course Code: CEHS-112-01 • Dates: 12 Sessions • Feb 12-May 7 • M • 6:30pm-10:00pm
Instructor: Ms. Marilyn V. Knight

Medical Terminology II
This advanced course gives you a confident understanding of the specific word elements and a thorough examination of the anatomy & physiology, pathology & diagnostic tools related to several fields. This is a non-credit course and does not substitute for AHMT 210 Medical Terminology II. Textbook required. 4.2 CEU
Cost: $329
Course Code: CEHS-117-01
Dates: 12 Sessions • Feb 14-May 2 • W • 6:30pm-10:00pm
Instructor: Ms. Marilyn V. Knight

Medical Billing & Insurance Practices
A variety of carriers will be covered including Medicare, HMOs, Medicaid, Workers’ Compensation and traditional plans, with an emphasis on Medicare rules and regulations for billing. Instruction will be given to accurately complete the CMS-1500 claim form. Textbook required. 4.8 CEU
Cost: $399
Course Code: CEHS-274-01 • Dates: 12 Sessions • Feb 15-May 3 • TH • 6:00pm-10:00pm
Instructors: Ms. Marilyn V. Knight, Ms. Virginia F. Chinni

Anatomy & Physiology for the Allied Health Professional
Understand the basic structure and functions of the human body and apply this knowledge to further study within your chosen health-related profession. This is a noncredit course which does not substitute for Human Anatomy & Physiology I & II (BIOL 130 & 131). It is a prerequisite to receiving a coding and transcription certification. Textbook and workbook required. 4.8 CEU
Cost: $399
Course Code: CEHS-194-01 • Dates: 12 Sessions • Feb 13-May 1 • T • 6:00pm-10:00pm
Instructor: Ms. Marilyn V. Knight
HEALTH CARE

CPT Coding I & II (CPT)
Learn the basics of CPT coding and how to use the current procedural terminology manual: a listing of descriptive terms and identifying codes necessary for billing medical services and procedures. CPT II topics include a more in-depth look at coding evaluation and management services, modifiers and surgical procedures. Textbook required: 4.5 CEU
Cost: $439
Course Code: CEHS-309-01 • Dates: 13 Sessions • Feb 12-May 14 • M • 6:00pm-9:30pm
Instructor: Ms. Diana L. Rosso

ICD-10-CM Coding
This course will provide students with the training to properly assign/report diagnoses codes for the transition to ICD-10-CM from the ICD-9-CM previous coding system, which was a federal requirement as of October 1, 2015. The goal of this course is to explain the differences in ICD-10 versus the ICD-9-CM previous system and assist students in becoming proficient with the ICD-10-CM coding system. 5.60 CEU
Cost: $479
Course Code: CEHS-312-01 • Dates: 14 Sessions • Feb 14-May 16 • W • 6:00pm-10:00pm
Instructor: Ms. Slavica Tumminelli

Certified Professional Coder Exam Prep (CPC)
Prerequisite: Medical Terminology I & Medical Terminology II or equivalent, ICD-10-CM Coding, CPT Coding, Anatomy & Physiology and/or work experience suggested.
This is a comprehensive overview that will help the student expand and enhance the coding skills needed to sit for the CPC national board exam. The emphasis will be on coding for medical practices. Certification exam fees will be paid directly to the national organization by the student. Textbooks required. 3.6 CEU
Cost: $379
Course Code: CEHS-267-01 • Dates: 13 Sessions • Feb 23-May 18 • F • 6:30pm-9:30pm
May 19 • S • 8:00am-4:00pm
Instructor: Ms. Slavica Tumminelli

FAST TRACK CAREER TRAINING
The Fast Track to Health Care Careers
Develop the skills you need for in-demand jobs in health care!

Attention all CPE allied health students!
You may be eligible for the following benefits:
• One-on-one job search coaching
• Resume & cover letter advisement
• Job interview preparation

Questions? Contact us!
732-255-0400 ext. 2269
careersinhealthcare@ocean.edu

To Register visit www.ocean.edu/cpe.htm or call 732.255.0404
Certified Electronic Health Record Specialist Certificate

Paper medical records are not meeting the needs of doctors and patients. There is an increase in errors, health care costs are rising, and there seems to be a missing link in a patient’s coordination of care. Many of these errors can be overcome if information technology is applied throughout the healthcare system. As you prepare for a career in the health care workplace, it is important that you develop a clear understanding of the impact an EHR system has on work processes in a healthcare environment. When you begin your career, you will use an EHR system as a primary tool to support your duties and the office workflow. The EHR knowledge and experience gained through this certificate program will be valuable in your workplace.

ONLINE TRACK
- Fast Track Medical Terminology I & II Online .......................................................... CEHO 102
- Medical Billing & Insurance Practices Online .......................................................... CEHO 103
- Anatomy & Physiology for the Health Care Professional Online .......................... CEHO 104
- Computerized Medisoft Billing Online .................................................................. CEHO 108
- Electronic Health Record & CEHRS Exam Prep for Allied Health Careers Online .... CEHO 109

TRADITIONAL TRACK
- Medical Terminology I ............................................................................................. CEHS 112
- Medical Terminology II .......................................................................................... CEHS 117
- Medical Billing & Insurance Practices .................................................................... CEHS 274
- Anatomy & Physiology for the Allied Health Professional ...................................... CEHS 194
- Computerized Medisoft Billing ............................................................................. CEHS 192
- Electronic Health Record & CEHRS Exam Prep for Allied Health Careers .......... CEHS 333
Medical Office Specialist Certificate

Prepare for one of today's fastest growing careers!

Employment Opportunities include:
- Physicians' Offices
- Insurance & Medical Billing Companies
- Healthcare & Managed Care Facilities
- Hospital Medical Records/Unit Clerk/Intake Specialist/Outpatient Clerk
- Medical Office Administrative Assistant

Intensive Training in:
- Electronic Health Records Coding for the Medical Office
- Health Information Management
- Medical Billing/Insurance Practices

Rapid review of:
- Microsoft Word, Outlook, and Excel
- Resume/Job Searching
- Medical Terminology
- Anatomy & Physiology

Training Certificates:
From Ocean County College:
- Medical Office Specialist Certificate
- HIPAA Certification

From National Healthcareer Association (NHA):
- Certified Billing & Coding Specialist (CBCS)
- Certified Medical Administration Assistant (CMAA)
- Certified Electronic Health Records Specialist (CEHRS)

The Medical Office Specialist course includes a study guide, review, and preparation for the following NHA Certification Exams. Students may choose to sit for some or all of these exams for an additional cost. The cost of the exams is not included in the tuition and are subject to change without notice. Details about these Certification Exams will be discussed the first day of class. Optional fees: Certified Billing & Coding Specialist (CBCS) $115, Certified Medical Administration Assistant (CMAA) $115, and Certified Electronic Health Record Specialist (CEHRS) $115. Students will complete an externship in a physician's office including 24 hours of job shadowing. PLEASE NOTE: Clear criminal background check, textbook, and flash drive required. 39.60 CEU
Cost: $3399
Course Code: CEHS-188-01 • Dates: 72 Sessions • Feb 12-May 25 • M, T, W, TH, F • 8:30am-2:30pm
Instructors: Ms. Marilyn V. Knight

To Register visit www.ocean.edu/cpe.htm or call 732.255.0404  Page 17
**NEW Dental Front Office Certificate $**

Gain knowledge of dental terminology, patient dental records, HIPAA requirements, treatment planning, dental insurance claims management, patient scheduling, and dental billing & coding required for a dental office. This course will include a hands-on overview of Dentrix practice management software. Textbook required. 4.20 CEU
Cost: $699 • Course Code: CEHS-420-01 • Dates: 14 Sessions • Feb 12-Jun 4 • M • 6:00pm-9:00pm
Instructor: Ms. Slavica Tumminelli

**Dental Assisting Certificate $**

A complete foundation course for the dental assisting field including terminology, anatomy, equipment, presentation of dental procedures, materials and four-handed assisting techniques. Upon completion of this course, you will be qualified to seek employment as a dental assistant. This program serves as a prerequisite for a Dental Radiology program. Job shadowing experience is included. Designed for students who have little or no dental background. Career development workshop included. Textbook required. 6.60 CEU
Cost: $699

**DAYTIME PROGRAM**

Course Code: CEHS-126-01 • Dates: 17 Sessions • Feb 16-Jun 15 • F • 9:00am-1:00pm
Instructor: Ms. Linda J. Beverly

**EVENING PROGRAM**

Course Code: CEHS-126-02 • Dates: 17 Sessions • Feb 14-Jun 6 • W • 5:00pm-9:00pm
Instructor: Ms. Ruth Tolleson

**FAST TRACK CAREER TRAINING**

**Veterinary Assistant $**

Veterinary Assistants are an integral part of the veterinary healthcare team, working under the direct supervision of a veterinarian or credentialed veterinary technician. Through classroom and clinical instruction, get trained to provide assistance in the following: office procedures and client relations, pharmacy, preventative healthcare, behavior and restraint, animal nursing, laboratory procedures, surgical and recovery room assistance, radiology, and emergency response. 150 hours (80 classroom, 70 clinical). Clinical dates subject to change; class schedule given first day. Successful graduates will receive a Certificate of Completion and will be eligible to sit for the National Approved Veterinary Assistant Exam (NAVTA exam fee is $100). REQUIRED: Medical/physical exam, tetanus shot, student health & insurance waiver. Professional liability and student accident insurance must be purchased after the first class. Students required to have internet and email access. 15.00 CEU
Cost: $2499
Course Code: CEHS-416-01 • Dates: 20 Sessions • Feb 4-May 20 • S,SU • 8:00am-4:00pm
Instructors: Mr. Adam Christman, Ms. Jaime L. Alfano
Pet Therapy Preparation & Certification

This therapy dog certification course will help you to train your dog to pass the evaluation and guide you on your path to visiting people in need. Upon certification, you will be ready to enroll with Caregiver Canines, a local non-profit agency that visits the elderly and those with dementia. You will also be certified to visit any facility that allows pet therapy visitations. Dogs must be at least 1 year old, current on all vaccines, and have a basis in obedience: Sit, Down, Stay, Come, & Loose Leash Walking. 6 hours of hands-on training will be included and a certified evaluator will administer the test upon completion of the training. There is a one-time $20 fee payable at the time of the evaluation and a $50 annual registration fee for the registering organization following certification. These fees are NOT included in the tuition. Pet therapy team evaluations will be scheduled at the completion of the course. For more details contact dogtrainerkelly@gmail.com. 0.60 CEU

Cost: $299
Course Code: CEHS-417-01 • Dates: 4 Sessions • Feb 3-Mar 3 • S • 11:00am-12:30pm
Course Code: CEHS-417-02 • Dates: 4 Sessions • Apr 7-Apr 28 • S • 11:00am-12:30pm
Instructor: Compassionate Canines

Animal Control Officer Certification

See description and course information on page 43.

Your Brilliant Dog!
See description and course information on page 50
Medical Assistant Certificate

A Medical Assistant performs routine administrative and clinical tasks under the supervision of a physician, other health practitioner, or office manager. Clinical skills include obtaining all vital signs, preparing patients for minor surgical procedures, administering injectable medications, and assisting in the collection of laboratory specimens. Administrative skills include coordinating and scheduling patient appointments, receiving and processing patients in the office, and maintaining patient records. Students are eligible to sit for three (3) national certifications through the National Healthcareer Association (NHA): Certified Clinical Medical Assistant (CCMA) $155; Certified EKG Technician (CET) $115; and Certified Phlebotomy Technician (CPT) $115. These fees are not included in tuition and subject to change without notice. Acknowledgement of Risk & Responsibility and Health Insurance & Waiver must be signed. Student liability insurance, a clear background check, GED or HS diploma, textbook, and scrubs are required. 34.80 CEU
Cost: $3795

DAYTIME PROGRAM
Course Code: CEHS-305-01 • Dates: 58 Sessions • Feb 12-Jun 2 • M,T,TH,S • 9:00am-3:30pm

EVENING PROGRAM
Course Code: CEHS-305-02 • Dates: 80 Sessions • Feb 13-Nov 29 • T,TH • 6:00pm-10:00pm
Instructors: Robin D. Mangano

Patient Care Technician Intensive Exam Prep
This intensive PCT course will prepare you to sit for the NHA Certified Patient Care Technician/Assistant exam. In addition, you will receive 8 hours of training and become certified in Mental Health First Aid by the National Council for Behavioral Health. You will receive training in direct patient care, proper body mechanics, and the safe transfer of patients. Needs vary from patient to patient, making it vital that the Patient Care Technician/Assistant has a diverse range of skills. Note: Cost ($155) of the National Healthcareer Association CPCT/A exam is NOT included in tuition. Upon earning a credential as a Certified Patient Care Technician, you will be eligible for 3 college credits at OCC. 2.75 CEU
Cost: $349
Course Code: CEHS-418-01 • Dates: 5 Sessions • Feb 5-Feb 9 • M,T,W,TH,F • 9:00am-3:00pm
Instructors: Ms. Phyllis G. Greenfield, Ms. Sandra Scott
Certified Nurse Aide (CNA)-Long Term Care

Approved by the Department of Health and Senior Services, the Certified Nurse Assistant course prepares you to provide and/or assist with the patient’s activities of daily living (bathing, dressing, feeding, etc.), provide patients with important social and emotional support, and report vital information on patient conditions to nurses in a variety of healthcare setting such as nursing homes, assisted living, hospitals, and group homes. The course is 90 hours (50 hours classroom/40 hours clinical). The clinical portion of the course provides the student with “hands-on” training in a long term care facility setting. Course requirements: a high school diploma, GED, or successful completion of TABE exam; valid state ID and Social Security Card or proof of eligibility to work; fingerprinting and criminal background investigation; physical exam prior to first day of class including a two-step TB test or a chest x-ray for individuals who have tested positive previously. Textbook required. Uniform and 2 year CPR Certification included (in addition to the required 90 hours). There is a $76 fee for the Certification Application and $54 fee for the Skills Evaluator for the Certified Nurse Assistant certification which is not included in the tuition. Application fees are due at the commencement of the course.

Cost: $1500
Course Code: CEHS-318-01 • Dates: 23 Sessions • Feb 12-Mar 16 • M,T,W,TH,F • 9:00am-3:30pm
Course Code: CEHS-318-02 • Dates: 26 Sessions • Feb 26-Apr 24 • M,T,TH • 5:00pm-9:00pm
Instructor: Prestige Medical Solutions Inc
Location: S&F Plaza, 2008 Route 37, Toms River

Unemployed and Ready to Work? We Can Help!
Grant-Funded, Tuition-Free Training Available for Certified Home Health Aide (CHHA) and Certified Nurse Assistant (CNA)

ELIGIBILITY REQUIREMENTS:
• NJ Resident • 18 years of age or older • Unemployed for 6 months or more • Had an unemployment claim in the past 2 years

Call 732-255-0409 for more information.

Certified Home Health Aide Certification Program

Prerequisites: English language proficiency.
Successful completion of the curriculum requirements as well as NJ Board of Nursing application approval is necessary for employment. The 76-hour course provides the training needed to effectively care for clients in their homes. It requires 60 hours of classroom instruction and 16 hours of clinical skills conducted in a lab setting. Textbook required: Providing Homecare (approximately $60). 100% attendance is required. The cost of State certification is approximately $80 and must be submitted with your application to the NJ Board of Nursing (THIS IS NOT INCLUDED IN THE TUITION COST). Conditions to disqualify applications include: NJ Board of Nursing Disqualifying Crimes, default on education loan, default on payment of child support and non-citizens who do not possess proper documentation. US Citizens will need to bring birth certificate and non-citizens will need to bring green card to last day of class for submission to Board of Nursing with application. NJ requires fingerprinting of all CHHA candidates prior to issuance of certification. Physical exam including documentation of Immunization for Rubella/Rubeola and 2 Step PPD are required for employment. 7.6 CEU
Cost: $699
Course Code: CEHS-340-01 • Dates: 14 Sessions • Mar 19-Mar 30 • M,T,W,TH,F • 9:00am-3:00pm
Apr 2-Apr 5 • M,T,W,TH • 9:00am-3:00pm
Instructor: Preferred Home Healthcare
Location: 192 Jack Martin Blvd, B4, Brick

To Register visit www.ocean.edu/cpe.htm or call 732.255.0404
ATTENTION ALLIED HEALTH STUDENTS!

You may be eligible to earn college credits by completing one or more of these non-credit courses and earning a credential* in:

<table>
<thead>
<tr>
<th>Program</th>
<th>OCC Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EKG Technician</td>
<td>3</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>3</td>
</tr>
<tr>
<td>Phlebotomy Technician</td>
<td>4</td>
</tr>
<tr>
<td>Certified Clinical Medical Assistant</td>
<td>9</td>
</tr>
<tr>
<td>Certified Nurse Aide</td>
<td>2</td>
</tr>
<tr>
<td>Certified Pharmacy Technician</td>
<td>1</td>
</tr>
</tbody>
</table>

*Students must complete 12 credits at OCC to have these credits added to their transcripts at no additional charge.

**Credits will apply to A.A. Liberal Arts or General Studies A.S. Credits do not count towards a degree in nursing.

Interested? Contact us at 732-255-0400 ext. 2269

Community Health Worker Certificate

According to the U.S. Bureau of Labor Statistics, employment of health educators and community health workers is projected to grow by 13% from 2014 to 2024! Learn how to conduct outreach for medical personnel or health organizations to implement programs in the community that promote individual and community health. Six additional hours of job shadowing are required to receive an Ocean County College Community Health Worker Certificate. High School diploma or GED and textbook required. 2.40 CEU

Cost: $579

Course Code: CEHS-419-01 • Dates: 8 Sessions • Feb 22-Apr 12 • TH • 6:00pm-9:00pm

Instructor: CPE Staff

Phlebotomy Technician Training Certificate

Topics include: anatomy, physiology, medical terminology, blood collection equipment & procedures, capillary procedures, and interpersonal relations. Textbook required. Acknowledgement of risk and responsibility of health insurance and waiver must be signed. Clear criminal background check required. Medical evaluations & vaccinations required. NOTE: Clinical hours are scheduled by health care facility. 19.60 CEU

Cost: $2575

Course Code: CEHS-283-01 • Dates: 49 Sessions

DIDACTIC
Feb 13-Apr 17 • T,TH • 6:00pm-10:00pm

CLINICAL
Apr 23-Jun 1 • M,T,W,TH,F • 6:00am-10:00pm

Instructor: Ms. Jennifer Jack

EKG Technician Training Certificate

Topics covered include cardiac anatomy & physiology, operation of the EKG machine and other monitoring devices, and the fundamental elements of an EKG strip. You will be able to sit for the national certification exam through NHA for EKG Technician. $115 exam fee not included in tuition. Textbook required. 3.6 CEU

Cost: $625

Course Code: CEHS-168-01 • Dates: 12 Sessions • Feb 14-May 2 • W • 6:30pm-9:30pm

Instructor: Ms. Beverly A. Demir

Payment plans available!
Physical Therapy Aide Certificate

The physical therapy aide is responsible for carrying out non-clinical duties such as preparing treatment areas, answering phones, ordering supplies, and transporting patients under the direct supervision of a Physical, Occupational or Speech Therapist. This training prepares you for employment in hospitals, orthopedic clinics, nursing homes and sports rehabilitation centers. 1.6 CEU

Cost: $499
Course Code: CEHS-412-01 • Dates: 8 Sessions • Feb 13-Apr 3 • T • 6:00pm-8:00pm
Instructor: Ms. Sandra Scott

Certified Personal Trainer Certificate

Our personal trainer course is a great way to become a successful Certified Personal Trainer with an option to complete an employer internship that can lead to jobs! This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical lab to master the essential career skills & knowledge. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment & 15 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. **Included in this course is a student workbook and access to online student study tools to take the Certified Personal Trainer exams. **You can work right after passing the exams with proof of CPR/AED to obtain your Level 1 Certified Personal Trainer. For course materials please call 1-888-330-9487. 3.6 CEU

Cost: $599
Course Code: CEHS-193-01 • Dates: 6 Sessions • Feb 25-Apr 8 • SU • 9:00am-4:00pm
Instructor: World Instructor Training School

Nutrition Specialist Certification

This comprehensive certification course will enable you to implement successful strategies for effective nutritional guidance. It will cover the essentials of nutrition and explore the dynamics of the dietary supplement industry. Case studies and methods for practical application and coaching techniques will be discussed. The curriculum meets the training program standard for the American Academy of Sports Dietitians and Nutritionists’ (AASDN) Nutrition Specialist credential. Online Certification exam available on the last day of class. 2.40 CEU

Cost: $589
Course Code: CEHS-350-01 • Dates: 4 Sessions • Apr 15-May 6 • SU • 9:00am-4:00pm
Instructor: World Instructor Training School
Pharmacy Technician Certificate

Pharmacy Tech & PTCB Exam Prep
Course includes medical terminology specific to the pharmacy, drug interactions, defining drugs by generic and brand names, route of administration, and side effects. In addition, students will learn IV flow rates, drug compounding, dose conversion, and inventory control in the pharmacy. Great preparation for PTCB (Pharmacy Technician Certification Board) exam. After completion of the course, students may sit for the national certification exam. High school diploma or GED required. Basic math knowledge is required. Textbook required. 5.7 CEU
Cost: $979
Course Code: CEHS-315-01 • Dates: 14 Sessions • Feb 12-Mar 15 • M,W,TH • 6:00pm-10:00pm
Instructor: Dr. Samy A. Ayoub

Pharmacy Tech & PTCB Exam Prep Online
Course includes pharmacy-specific medical terminology, drug interactions, product recognition, and side effects. Learn IV flow rates, drug compounding, dose conversion, and inventory control. Great preparation for PTCB (Pharmacy Technician Certification Board) exam. After completion of the course, students may sit for the national certification exam. High school diploma or GED required. Basic math knowledge required. Textbook required. 5.7 CEU
Cost: $979
Course Code: CEHO-127-OL 01 • Dates: 13 Modules • Feb 19-Mar 23
Instructor: Dr. Samy A. Ayoub
HEALTHCARE PROFESSIONAL DEVELOPMENT

Healthcare Provider CPR
Learn how to provide CPR to victims of all ages; including the use of an automated external defibrillator and relief of choking. Intended for participants who provide health care to patients in a wide variety of settings. This certification can be used to meet the CPR requirement for the OCC nursing program. Students must bring $20 to class to cover AHA textbook and certification card. 0.6 CEU
Cost: $79
Course Code: CEHS-269-01 • Dates: 1 Session • Feb 24 • S • 9:00am-3:30pm
Course Code: CEHS-269-02 • Dates: 1 Session • Apr 15 • SU • 9:00am-3:30pm
Instructor: MONOC-NJ Hospital Service Corp

Meditation Series Program
Appropriate for beginners as well as experienced meditators. This class will introduce you to various types of meditations. With practice, you can learn how to cultivate peace, balance, and manifest what you really desire in your life. Please wear loose, comfortable clothing.

Week 1: Reducing Stress and Anxiety
Begin to shift your thoughts to more peaceful ones. This class will help you to achieve clarity, peace of mind and balance.

Week 2: Building Self Confidence
Learn how to clear your mind of negative, self-sabotaging thoughts and replace them with positive, empowering ones to help you move forward towards your goals.

Week 3: Motivation and Peak Performance
Gain the tools necessary to become motivated and become the successful person you were meant to be.

Week 4: Moving Meditation
A more conscious form of exercise. Learn how to maintain health, calm your mind, and reconnect with your spirit. 0.40 CEU
Cost: $79
Course Code: CEPE-436-01 • Dates: 4 Sessions • Feb 13-Mar 6 • T • 7:30pm-8:30pm
Instructor: Mr. John M. Mercurio • Location: Point Pleasant Boro HS

Aromatherapy Yoga Workshop
Holistic aromatherapy is utilized to help an individual feel whole on three levels: mind, body, and spirit. This 6-hour course is designed to introduce the student/practitioner to the use of therapeutic essential oils in their everyday life and their yoga practice. The class is designed to familiarize the student with the history of aromatherapy, the philosophy of the Chakras and the therapeutic characteristics of essential oils. The safety regulations of essential oils will be discussed, along with the introduction of a variety of carrier oils. In addition to instruction, this will be a “make and take” class. All supplies are included in the class fee. Dress comfortably for an hour of yoga. Beginners welcome. Completion of this class allows for 4 CEU hours from the Yoga Alliance.
Cost: $150
Course Code: CEPE-370-01 • Dates: 1 Session • Apr 7 • S • 10:00am-4:00pm
Instructor: Lotus Lounge Yoga, LLC

Test of Essential Academic Skills (TEAS)
Prepare to successfully complete the TEAS-V test. This test serves as the entrance test for Nursing School and includes: Two electronic practice tests with supporting study guide. Additional cost for TEAS test not included.
3.9 CEU
Cost: $435
Course Code: CEHS-332-01 • Dates: 13 Sessions • Feb 13-Mar 27 • T,TH • 4:30pm-7:30pm
Instructors: Ms. Lorie Trachtenberg, Ms. Michelle L. Wycoff
Course Code: CEHS-332-02 • Dates: 10 Sessions • Feb 24-Apr 28 • S • 9:00am-1:00pm
Instructor: Ms. Lorie Trachtenberg

To Register: visit www.ocean.edu/cpe.htm or call 732.255.0404
Health Care

Organ Donation
This continuing education course is required by the New Jersey Board of Nursing for every licensed professional nurse. NJ Sharing Network will give a short presentation about organ and tissue donation to clear up some misconceptions. Afterwards, a certified NJ Sharing Network volunteer will share their personal experience with organ and tissue donation. There will also be a Q&A period. Note: 1 contact hour awarded. 0.1 CEU
Cost: $10
Course Code: CEHS-299-01 • Dates: 1 Session • Mar 7 • W • 5:00pm-6:00pm
Instructor: NJ Sharing Network

White Light Reiki Certification: Level 1
Reiki works on physical, emotional, and spiritual levels. It promotes inner harmony and peace, enhances the immune system, and accelerates the body’s healing process. Participants will learn how to provide a full Reiki session as well as a full self-treatment. Students will receive a certificate of completion as well as 7 CE Hours approved by the NCBTMB for NJ Licensed Massage Therapists continuing education. 0.70 CEU
Cost: $179
Course Code: CEPE-105-01 • Dates: 1 Session • Feb 10 • S • 9:00am-4:00pm
Instructor: Mr. John M. Mercurio

White Light Reiki Certification: Level 2
This class is open to anyone who has completed a level 1 Reiki certification class. Level 2 includes: level 2 attunement, Reiki guide meditation, knowledge and use of Level 2 Reiki symbols, advanced energy diagnostic procedures, distant Reiki session procedure and advanced hand placements. Participants will also receive a certificate of completion as well as 7 CE Hours approved by the NCBTMB for NJ Licensed Massage Therapists continuing education. 0.70 CEU
Cost: $179
Course Code: CEPE-106-01 • Dates: 1 Session • Feb 24 • S • 9:00am-4:00pm
Instructor: Mr. John M. Mercurio
Seva Acupressure-Self Care & Others
This 6-hour workshop teaches you how to use the Seva acupressure protocol for self-care, addressing needs from the general relaxation and well-being to shock and stress. “Seva”, a Sanskrit word that means “selfless, compassionate service”, is simple to learn, easy to perform, and profoundly supportive for physical, mental, emotional, and spiritual health. Participants will experience the healing and transformative power of acupressure. Experience receiving the Seva Stress Release; learn how to use Seva with others; review and practice use of an Awareness Journal and Chakra Tai Chi. No prior bodywork experience needed. Massage Therapists (NCBTMB), Nurses (AHNA), Acupuncturists and Oriental Medicine Practitioners (NCCAOM) 6.0 CEU
Cost: $99
Course Code: CEHS-348-01 • Dates: 1 Session • Mar 24 • S • 9:00am-3:30pm
Instructor: Ms. Regina Rosenthal

NEW  ed2go Certificate in Gerontology  CEOL 226 • Cost:$205
Health professionals who work with the older population will need continuing professional education to gain a broad understanding of the field of gerontology and to stay current with emerging trends. For more details, see page 9.

NEW  ed2go Optical Manager  GES175 • Cost:$3995
In this online program, you will gain the skills and knowledge to prepare yourself to become an optician and prepare for the American Board of Opticianry (ABO) certification—a certification that’s required by many states. For more details, see page 9.

NEW  ed2go Certified Health Unit Coordinator  
(Voucher Included)  GES170 • Cost: $1495
This program is designed to prepare you to facilitate the activities of people in a health unit to work together smoothly and harmoniously in a common action, which is the delivery of health care to patients. For more details, see page 9.

Displaced Homemakers Program of Ocean County
Have you lost your major source of financial support because of death, disability, separation or divorce?
The Displaced Homemakers Program of Ocean County can help!

SERVICES AVAILABLE
- Pre-employment counseling & training
- Career counseling & planning
- Educational & training opportunities
- Academic advising
- Supportive counseling
- Health, wellness, self esteem, & confidence building
- Much more!

Questions? Contact us! 732-255-0400, ext. 2297 • www.ocean.edu
Entrepreneur Certificate

The Monmouth/Ocean Small Business Development Center provides small and new businesses with consulting services in a variety of areas such as management, finance and business start-up. For information about these services, call 732-255-0468 or visit the web site: www.mosbdc.com. The business development workshops are co-sponsored by the Monmouth/Ocean Small Business Development Center. All classes are held on the OCC Main campus.

- Business Start-Up Workshop
  - Examine the legal forms of ownership, how to register a business, setting up bookkeeping records, taxation, understanding financial statements, payroll, insurance, and licensing. Fee includes textbook. 0.6 CEU
  - Cost: $97
  - Course Code: CEBM-231-01 • Dates: 1 Session • Feb 3 • S • 9:00am-3:30pm
  - Instructor: Ms. Jackeline Mejias-Fuertes

- Financing a Small Business
  - Learn about SBA loans, venture capital, working with local banks, use of a business plan to secure financing, and services provided by the Small Business Development Center. 0.3 CEU
  - Cost: $60
  - Course Code: CEBM-232-01 • Dates: 1 Session • Feb 10 • S • 1:00pm-4:00pm
  - Instructor: Ms. Jackeline Mejias-Fuertes

- A Business Plan
  - Comprehensive plans include sales forecasts, market identification, personnel, and income projections. Learn how to make your plan convincing. Fee includes workbook. 0.35 CEU
  - Cost: $65
  - Course Code: CEBM-233-01 • Dates: 1 Session • Feb 10 • S • 9:00am-12:30pm
  - Instructor: Ms. Jackeline Mejias-Fuertes
Digital Blueprint Certificate

This certificate, brought to you by the New Jersey Small Business Development Center and Ocean County College gives entrepreneurs and small business owners the opportunity to gain skills in digital technologies, including social media and website development and optimization techniques. You walk away with a strategic plan to attract and retain customers, drive online traffic, increase revenue, and manage your brand. This certificate is awarded to students who successfully complete eight courses: six core and two electives. 100% attendance required. See more at: www.mosbdc.com/training.

CORE CLASSES

- Social Media Strategy ........................................................................................................................CECI 718
- Planning Your Website ........................................................................................................................CECI 719
- Intro to SEO ........................................................................................................................................CECI 720
- Social Media B2B- LinkedIn & Google+ ............................................................................................CECI 721
- Social Media B2C- Facebook & Pinterest .......................................................................................CECI 722
- Intro to Google Analytics ...................................................................................................................CECI 723

ELECTIVES (Choose 2)

- Intro to Blogging ...................................................................................................................................CECI 724
- Social Media: Using Twitter & Instagram ........................................................................................CECI 725
- Intro to Google AdWords ...................................................................................................................CECI 726
- Creating Video for the Web ................................................................................................................CECI 727

To Register  visit www.ocean.edu/cpe.htm or call 732.255.0404
Social Media Strategy

In today’s market, it is essential to approach social media with a sound strategy for your small business. From Facebook Business Fan Pages to Twitter to LinkedIn and Google+, you will discover the most effective tools to help sustain business growth 0.30 CEU

Cost: $69
Course Code: CECI-718-01 • Dates: 1 Session • Jan 27 • S • 9:00am-12:00pm
Instructor: Ms. Judyth Brown

Intro to Blogging

If you already have a website and want to rank higher in search engines, blogging is a great way to do just that. In this workshop, learn the basics including blogging platforms, layout and vocabulary; blogging benefits, content creation and creating a blog editorial calendar. 0.30 CEU

Cost: $69
Course Code: CECI-724-01 • Dates: 1 Session • Apr 9 • M • 9:00am-12:00pm
Instructor: Ms. Judyth Brown

Bookkeeping & Office Manager Certificate Program

Earn 3 Credentials in 1 Semester!

Students will earn a certificate in:
- QuickBooks: Bookkeeping & Accounting software program
- Microsoft Office: programs include Excel, Word, Outlook, PowerPoint
- Certified Bookkeeper CB credential

Professional certification established & issued after passing required exams by The American Institute of Professional Bookkeepers (AIPB). By successfully passing three separate examinations and signing a written code of ethics, bookkeepers with at least two years of work experience earn the right to put "CB" after their name. Bookkeeping experience is not required for this course and certificates of completion are issued for each of the six subjects covered that are successfully completed. The following book exams are administered in class and graded by AIPB. AIPB issues a certificate for each course of study to students who pass each book exam: Mastering Adjusting Entry, Mastering Correction of Accounting Errors, Mastering Payroll, Mastering Depreciation, Mastering Inventory, & Mastering Internal Controls. Several textbooks are required. Please contact the OCC bookstore for cost information. Students are required to take two separate exams at an independent Prometric Testing Center. There is an additional AIPB application fee and Prometric Testing fee. These are in addition to the tuition cost. 18.50 CEU

Cost: $2559
Course Code: CEBM-728-01 • Dates: 51 Sessions
  Bookkeeping: Feb 5-Jun 4 • M,W • 6:00pm-9:30pm
  Quickbooks: Feb 22-May 17 • TH • 5:30pm-9:30pm
  Microsoft Office: Mar 10-Apr 14 • S • 8:30am-12:30pm
Instructor: Ms. Barbara C. Freel, Ms. Riina I. Rumvolt Van Rixoort, Ms. Barbara A. Guenther

QuickBooks Certificate

See description and course information on page 34.
Human Resources for Small Business Owners
This course is ideal for any small business owner. Learn about employment laws and how to appropriately handle employee issues and situations. Topics include FMLA, Workers Compensation, Sexual Harassment, Workplace Violence, Policy and Procedures. 0.60 CEU
Cost: $99
Course Code: CEBM-724-01 • Dates: 2 Sessions • Apr 9-Apr 11 • M,W • 6:30pm-9:30pm
Instructor: Ms. Joanne S. Plichta

Résumé Writing & Interview Skills
This class will help you strengthen your résumé and cover letter. Gain a new perspective on résumé writing. Learn how to capture your skills, experiences, and abilities effectively and how to compose cover letters. Learn effective interview techniques and how to prepare for that important job interview. This class is taught by a seasoned Human Resources Director. 0.60 CEU
Cost: $69
Course Code: CEBM-737-01 • Dates: 2 Sessions • Mar 24-Mar 31 • S • 8:30am-11:30am
Instructor: Ms. Joanne S. Plichta

Salesforce: Power User
GES365 • Cost: $695
This course covers all aspects of Salesforce use from beginner’s level operation to advanced skills for experienced users. For more details, see page 9.

Paralegal Certificate Program 1: Legal Terminology, Process, Ethics, Tort & Contract Law
CEOL 104 • Cost: $99
In this course, you’ll discover what paralegals do and find out what you’ll need to know in order to begin your own paralegal career. For more details, see page 9.

Marketing Design Certificate
GES502 • Cost: $3295
The Marketing Design Online Training Program focuses on helping you develop technical skill and creative artistry using applied marketing principles. For more details, see page 9.

PMI Risk Management Professional (Exam Cost Included)
GES281 • Cost: $995
Globally recognized and demanded, the PMI-RMP fills the need for a specialist role in project risk management. 30 Course Hours. For more details, see page 9.

Grant Writing + Non-Profit Management
GES428 • Cost: $3795
You want a meaningful career that comforts the greater good. What better place to start than working within the non-profit sector?! In this program, you’ll explore both the managerial aspects of working at a non-profit, as well as the process for obtaining funding through writing grant proposals. 600 Course Hours. For more details, see page 9.
TRAINING FOR COMMUNITY & ASSOCIATION BOARDS

Basics of Board Meetings & Associations
Whether you are new to your board/association or have had a chair at the table for years, this class will teach you how to have more effective and productive Board and Association meetings. The class is taught by an attorney with expertise in mediation and ADR for communities and associations. Topics include bylaws, leading effective Association/Board meetings, the role of Directors vs. Trustees and effective communication with other Board/Association members and Community members. 0.30 CEU
Cost: $69
Course Code: CEBM-732-01 • Dates: 1 Session • Mar 22 • TH • 2:00pm-5:00pm
Instructor: Ms. Ruth M. Deane

Alternative Dispute Resolution (ADR)
Arbitration and mediation are the two methods most commonly used in reaching a settlement. Discuss the various forms of ADR, the process, and how to determine if this form of dispute resolution is preferable to litigation. 0.20 CEU
Cost: $69 • Course Code: CEBM-406-01 • Dates: 1 Session • Apr 4 • W • 3:00pm-5:00pm
Instructor: Ms. Ruth M. Deane

Cyber Crime: Protect Yourself!
This course will explain how fraudsters target and potentially weave their way into your life when we “connect” to the internet with our electronic devices. Learn how to secure your devices with simple everyday countermeasures and security tools. General Audience 0.30 CEU
Cost: $29
Course Code: CECI-761-01 • Dates: 1 Session • Apr 7 • S • 9:00am-12:00pm
Course Code: CECI-761-02 • Dates: 1 Session • Feb 21 • W • 6:30pm-9:30pm
Instructor: Ms. Donna Parsons

Become an Instructor with Ocean County College’s Continuing & Professional Education Department!
We are currently seeking instructors for the following areas:

- Allied Health
- Business
- Children’s Classes
- Education
- Health & Wellness
- Personal Enrichment
- Specialized Careers
- Computers & Technology

For more information contact CPE at 732-255-0409
Computers 101
This course is for the student who has had little or no experience within a computer environment. Learn computer terminology, how to open and customize the desktop, manage files and folders, explore the common tools and programs within the Windows environment, computer safety, and how to download additional software applications. Learn how to explore the internet for research and fun; also learn how to send emails. 2.0 CEU
Cost: $299
Course Code: CECI-689-01 • Dates: 5 Sessions • Apr 16 - Apr 30 • M,TH • 5:30pm-9:30pm
Instructor: Mr. Kim Frank

Microsoft Office 2016
Prerequisite: Windows skills
Topics include: Microsoft Word, a powerful word processing program; Excel, an electronic spreadsheet application; and PowerPoint, a program for preparing presentations. Textbook required. 1.8 CEU
Cost: $239
Course Code: CECI-632-01 • Dates: 5 Sessions • Mar 10 - Apr 7 • S • 8:30am-12:30pm
Apr 14 • S • 8:30am-10:30am • Instructor: Ms. Riina I. Rumvolt Van Rixoort

Excel Certificate
This program is structured in 3 modules: Beginner, Intermediate, & Advanced. The beginner class instructs the student on terminology, formatting basic spreadsheets, and formulas. In the Intermediate class, learn how to create charts, more complex formulas, and manage multiple worksheets and workbooks. The Advanced class will include query tables, payment functions, and how to protect worksheets and work with macros.

Excel 2016 Beginner
An introduction to Excel terminology and the concepts of workbooks and spreadsheets. Learn to create, format, and print Excel spreadsheets. Calculate values and learn how to use text and number formatting. Use charts to visually enhance your spreadsheet. Textbook required. 0.90 CEU
Cost: $155
Course Code: CECI-684-01 • Dates: 3 Sessions • Feb 26 - Mar 5 • M,TH • 6:00pm-9:00pm
Instructor: Ms. Priscilla Sierra

Excel 2016 Intermediate
Prerequisite: Excel Beginner (CECI 684) or equivalent
Learn how to view and print large worksheets, work with multiples, and link worksheets and workbooks. Use sorting, filtering, and tables to manipulate your data, use email spreadsheets, hyperlinks, and protecting data spreadsheets when sharing workbooks. Textbook required. 0.90 CEU
Cost: $155
Course Code: CECI-634-01 • Dates: 3 Sessions • Mar 12 - Mar 19 • M,TH • 6:00pm-9:00pm
Instructor: Ms. Priscilla Sierra

Excel 2016 Advanced
Prerequisite: Excel Intermediate (CECI 634) or equivalent experience
Learn more complicated functions and formulas. Work with Pivot tables and Pivot charts; advanced filtering and data validation; exporting and importing data. Macros and the use of visual basic code will be introduced. Textbook required. Must bring USB flash drive to the class. 0.90 CEU
Cost: $155
Course Code: CECI-635-01 • Dates: 3 Sessions • Mar 26 - Apr 2 • M,TH • 6:00pm-9:00pm
Instructor: Ms. Priscilla Sierra

To Register visit www.ocean.edu/cpe.htm or call 732.255.0404
COMPUTERS & TECHNOLOGY

PowerPoint Certificate

PowerPoint is a powerful presentation software. It gives impact to your ideas and helps you to tell a more powerful story. Whether you are presenting in the business world or helping your child with a report for school, knowing how to effectively use PowerPoint will help you to create amazing presentations. This certificate is comprised of 2 classes.

- PowerPoint 2016 .................................................................................................................. CECI 639
- PowerPoint Presentations with a Punch! ................................................................................ CECI 683

Powerpoint 2016

Topics include creating and editing presentations; adding design themes, transitions, and animation; using Smart Art Graphics, charts, Excel spreadsheets, pictures, and hyperlinks; printing a presentation; and using masters. Textbook required. 0.9 CEU
Cost: $149
Course Code: CECI-639-01 • Dates: 3 Sessions • Feb 10-Feb 24 • S • 9:00am-12:00pm
Instructor: Ms. Barbara N. Daisak

PowerPoint Presentations with a Punch!

Learn how to create effective and professional business presentations using Microsoft PowerPoint as your visual aid. Learn how to create a sleek, well-paced and dynamic presentation using PowerPoint slides. Whether the presentation is extremely formal with highly detailed information or relaxed with a broad scope and message, PowerPoint tools (such as Smart Art, Charts, Animation, handouts) will help you to create the appropriate presentation for your audience. Students will create a presentation and then present it to their peers. The class will take full advantage of all aspects of PowerPoint. This course is a companion to Microsoft PowerPoint CECI-639. Bring flash drive to class. 0.6 CEU
Cost: $99
Course Code: CECI-683-01 • Dates: 2 Sessions • Mar 10-Mar 17 • S • 9:00am-12:00pm
Instructor: Ms. Barbara N. Daisak

CAREERS IN COMPUTERS & TECHNOLOGY

QuickBooks Certificate

Being able to effectively work with QuickBooks software is essential to being successful in bookkeeping, accounts payable/receivable and accounting office careers as well as for the small business owner. This is a comprehensive certificate course that offers hands on instruction for the latest QuickBooks software. QuickBooks is essential for the small business owner to assist with tracking payments, debits, credits, payroll and other accounting needs. 5.20 CEU
Cost: $849
Course Code: CECI-748-01 • Dates: 13 Sessions • Feb 22-May 17 • TH • 5:30pm-9:30pm
Instructor: Ms. Barbara A. Guenther

Payment plans & loans are available for select certificate programs.

For more information and how to apply, contact cpeinfo@ocean.edu or call 732-255-0409.
System Administrator Certificate

Earn your CompTIA A+, Security+ and Network+ credentials. System Administrators ensure performance, resources, and security of computers, networks, and servers. Jobs in this area include Network, Database & Security Administrators. The instructor, possessing over 15 years of experience, will prepare students for their exams and offer support in our A+/hardware lab. Students will be able to physically work on hardware and gain valuable hands-on experience. This certificate prepares students for the A+, Network+ and Security+ national certificate exams. Earn 6 college credits for “Computer Science Elective credit” after successfully completing CECI-603, CECI-717, CECI-749 or CECI-767 (A+) and passing the CompTIA A+ certification exams and matriculating at Ocean County College.

- Security+ .............................................................................................................................................. CECI 750
- Network+ & PC Administration .............................................................................................................. CECI 716
- A+ Boot Camp ....................................................................................................................................... CECI 767

NEW A+ Boot Camp

This is a quick paced, intensive book camp to prepare students to take their CompTIA A+ credential exams. Students must have previous knowledge of computers and the basics of windows operating systems. This boot camp is half the time of our original A+ prep class and is aimed at preparing IT professionals and students for their credential exam. This class will be in our A+ lab and is a combination of lecture and hands-on work. Our instructor is an IT Director with 15+ years’ experience teaching adult learners. 6.60 CEU

Cost: $649

Course Code: CECI-767-01 • Dates: 22 Sessions • Feb 26-May 09 • M, W • 6:30pm-9:30pm

Instructor: Ms. Donna Parsons

To Register visit www.ocean.edu/cpe.htm or call 732.255.0404
Adobe Photoshop Certificate

Whether you are seeking to add to your skills for a career as a web professional or looking to take your photography hobby to the next level, Adobe Photoshop can help you. This certificate instructs the student on the Photoshop tools and functions for photographers such as correction, layers and retouching. Students will also explore advanced photo manipulation, montage techniques and processing RAW images.

Photoshop ................................................................. CECI 625
Photoshop: Advanced .................................................. CECI 620

Photoshop

Tools and functions specific to photographers, such as managing layers, exposure correction, color balancing, selection, and masks will take your photographs to the next level. Students must bring a USB flash drive to class. Prerequisite: Strong Windows skills needed. 1.0 CEU
Cost: $199
Course Code: CECI-625-01 • Dates: 4 Sessions • Mar 5-Mar 26 • M • 6:30pm-9:00pm
Instructor: Ms. Jessica L. Murga

Photoshop: Advanced

Explore advanced photo manipulation skills including transformations, blend modes, restoration and a variety of montage techniques. Also learn how to combine graphic design elements and text with your photographs for effective use in layouts and print. Students must bring a USB flash drive to class. Prerequisite: Adobe Photoshop CECI 625 or equivalent skills. 1.0 CEU
Cost: $199
Course Code: CECI-620-01 • Dates: 4 Sessions • Apr 9-Apr 30 • M • 6:30pm-9:00pm
Instructor: Ms. Jessica L. Murga

Microsoft Project 2016  GES857 • Cost: $129
This online program will lead you through Microsoft Project 2016 features and functions one step at a time. 60 Course Hours. For more details, see page 9.

Microsoft SharePoint 2016  GES880 • Cost: $795
In this program you will learn about working with lists and libraries, basic page customization, working with forms, managing site permissions and users, and the fundamentals of managing SharePoint sites. 80 Course Hours. For more details, see page 9.

Digital Arts Certificate  GES503 • Cost: $3295
The Digital Arts Online Training Program will help you develop technical skills and creative artistry in digital imaging, traditional drawing, and digital illustration. 360 Course Hours. For more details, see page 9.

Video Game Design & Development

GES605 • Cost: $1995
The Video Game Design and Development Online Training Program is the place to start if you're seeking a professional career as a video game designer and developer. 500 Course Hours. For more details, see page 9.

Mobile Web Developer  GES317 • Cost: $2295
Mobile Web Development is growing exponentially, largely driven by growth in mobile Internet usage in the United States and across the globe. 280 Course Hours. For more details, see page 9.

Webmaster  GES308 • Cost: $1995
This program will help you gain the skills and knowledge necessary to develop websites for both Internet content and Web applications. You will learn basic skills in HTML5 and CSS3 coding that allow you to build professional websites. 150 Course Hours. For more details, see page 9.
Child Development Associate Credential

You will identify effective teaching strategies and techniques and practice these strategies during each course. To earn your Early Childhood Education certificate from OCC, you must complete the classes in CDA 101 (Fall), 102 (Spring), 103 (Summer) and 104 (CDA prep). You can take these courses individually or register each semester as outlined below. Classes align with curriculum for both Infant & Toddler and Preschool CDA programs. To earn your credential you must complete 120 hours of formal Early Childhood Education training. For information about the CDA credential visit: www.cdacouncil.org

GrowNJKids participants should enroll in CDA 101, 102, 103 & 104. For information about the scholarship program visit: www.GrowNJKids.com. Students can start the program at any time with any of the classes. It is not necessary to take these classes in order.

To enroll in CORE classes or GrowNJKids, register with course code below:

**CDA 102** 4.00 CEU

Includes these four classes:
- Curriculum Planning
- Classroom Management & Behavior Guidance
- Building Positive Relationships
- Professionalism

Cost: $500 • Course Code: CEED-358-01 • Dates: 16 Sessions • Jan 29-Apr 18 • M,W • 6:30pm-9:00pm
Instructors: Ms. Diana L. Monia, Ms. Lisa M. Lockwood

To enroll in individual CORE classes, register with course code(s) below:

**Curriculum Planning** 1.00 CEU

Cost: $130 • Course Code: CEED-127-01 • Dates: 4 Sessions • Jan 29-Feb 7 • M,W • 6:30pm-9:00pm
Instructors: Ms. Diana L. Monia, Ms. Lisa M. Lockwood

**Classroom Management & Behavior Guidance** 1.00 CEU

Cost: $130 • Course Code: CEED-154-01 • Dates: 4 Sessions • Feb 26-Mar 7 • M,W • 6:30pm-9:00pm
Instructors: Ms. Diana L. Monia, Ms. Lisa M. Lockwood

**Building Positive Relationships** 1.00 CEU

Cost: $130 • Course Code: CEED-194-01 • Dates: 4 Sessions • Mar 12-Mar 21 • M,W • 6:30pm-9:00pm
Instructors: Ms. Diana L. Monia, Ms. Lisa M. Lockwood

**Professionalism** 1.00 CEU

Cost: $130 • Course Code: CEED-189-01 • Dates: 4 Sessions • Apr 9-Apr 18 • M,W • 6:30pm-9:00pm
Instructors: Ms. Diana L. Monia, Ms. Lisa M. Lockwood

For students who have completed their professional education requirements only:

**CDA 104** 1.00 CEU

Cost: $125 • Course Code: CEED-363-01 • Dates: 4 Sessions • Apr 30-May 21 • M • 6:30pm-9:00pm
Instructor: Ms. Lisa M. Lockwood
Advanced Placement Teachers – Ocean County College offers AP certification classes every summer!

Classes are held on our main campus in Toms River, NJ
(just minutes from the Jersey Shore)
August 13-16 • Monday–Thursday • 8:00am– 4:00pm

Summer 2018 available subject options include:
Biology AP • Calculus AB • English Literature & Composition
U.S. History • Government & Politics: U.S. • Statistics • Chemistry
English Language & Composition • Physics 1: Algebra-Based
Spanish Language & Culture • Computer Science: Principles • World History
Art History • Physics C: Electricity & Magnetism

To be added to our mailing list or for additional information, contact us:
732-255-0409 or apocc@ocean.edu
In as little as 12 weeks, your degree and/or work experience may qualify you for a career as an educator!

Are you looking for a career change or exploring options outside of your current industry? Have you earned a degree, but don’t know how to apply it? New Jersey’s Career and Technical Education Certificate of Eligibility Educator Preparation Program may be just what you are looking for!

New Jersey’s Career and Technical Education Certificate of Eligibility Educator Preparation Program (CTE CE EPP) provides an opportunity for individuals with diverse educational, training, and employment backgrounds to become Career and Technical Education (CTE) teachers. Brookdale Community College is New Jersey’s sole provider of the 400-hour CTE CE EPP. The program is delivered in a hybrid format at locations throughout the state. To help with a busy life schedule, most of the work is completed online, with the exception of occasional face-to-face Saturday meetings.

For more information or to apply, contact
Kelly Canonico, kcanonico@brookdalecc.edu
Danielle Basmagy, dbasmagy@brookdalecc.edu

New Pathways to Teaching in New Jersey
Make a Difference and Change Your Life! Become a Teacher!

NPTNJ is a partnership between New Jersey City University and Ocean County College. NPTNJ offers an alternate route teacher preparation program designed to provide candidates with the skills and strategies necessary to become excellent, successful teachers. Candidates take NPTNJ coursework at OCC either on campus or as a hybrid program. The program provides a process for individuals who already hold a bachelor’s degree (or higher) to become licensed teachers without having to complete a traditional teacher training program. The NPTNJ program is regulated and approved by the N.J. Department of Education (DOE).

For more information, visit our website www.ocean.edu/alternate.htm or email cpeinfo@ocean.edu

Introduction to the Teaching Profession
This class is the first step on your path to becoming a teacher. This 50 hour class is comprised of 30 hours of lecture and 20 hours of clinical work. Clinical work would include observation of classrooms, tutoring, substitute teaching and teaching in an after-school program. 5.00 CEU
Cost: $295
Course Code: SRED-512-01 • Dates: 6 Sessions • Feb 26-Mar 14 • M, W • 5:00pm-10:00pm
Instructor: Dr. Carol D’Zio

To Register visit www.ocean.edu/cpe.htm or call 732.255.0404
**Ed2go Educator’s Fundamentals Series**  
**Cost:** $261

**Solving Classroom Discipline Problems I**  
This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline.

**Solving Classroom Discipline Problems II**  
In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you’re teaching make more responsible choices.

**Teaching Students with ADHD**  
In this course, you’ll discover practical ways to help children with ADHD control their behavior and succeed in school. For more details, see page 9.

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**TEST PREP**

**High School Equivalency Prep (Ages 16+)**  
Students must be able to read and write English. For students who did not graduate from high school, this course focuses on learning the skills to pass the High School Equivalency Test. Learn about the testing process and improve your comprehension skills in math, reading, writing, social studies, and science. Upon completion, you will be prepared to successfully complete the High School Equivalency test series. You will be given information at the end of class to make an appointment to take the tests at the Ocean County College Testing Center. Please bring a notebook and pen to class. For more information please call 732-255-0409.  
**Cost:** $199  
Course Code: CEED-350-01 • Dates: 4 Sessions • Jan 19-Feb 9 • F • 10:00am-12:30pm  
Course Code: CEED-350-02 • Dates: 4 Sessions • Feb 23-Mar 16 • F • 6:00pm-8:30pm  
Course Code: CEED-350-03 • Dates: 4 Sessions • Apr 14-May 5 • S • 10:00am-12:30pm  
Course Code: CEED-350-04 • Dates: 4 Sessions • May 11-Jun 8 • F • 6:30pm-9:00pm  
Instructor: Ms. Janice P. Henry

**SAT Prep: Math**  
Your performance on college entrance exams is crucial to your success at college. This 12 hour course will help you prepare to take the Math portion of the SAT exam. College Board SAT “blue book” is required.  
**Cost:** $249  
Course Code: CEED-366-01 • Dates: 8 Sessions • Apr 9-May 2 • M,W • 7:45pm-9:15pm  
Instructor: Mr. Mark T. Zegarelli

**Sat Prep: English**  
This 12 hour course will help prepare you to take the English/Comprehension portion of the SAT exam. Areas covered include Reading, Writing & Language, and essays. All students will receive a one-on-one evaluation from the instructor regarding areas to focus on for the exam. College Board SAT “blue book” is required.  
**Cost:** $249  
Course Code: CEED-365-01 • Dates: 8 Sessions • Apr 9-May 2 • M,W • 6:00pm-7:30pm  
Instructor: Mr. Mark T. Zegarelli

**Test of Essential Academic Skills (TEAS)**  
See description and course information on page 25.
Convenient Classes meet Monday, Tuesday, & Wednesday in OCC Library Building #3

Free Placement Test to determine the right level for each student

Register today! New classes are scheduled to begin each month

Call 732-730-7622 or email: oceanESL@uceda.org
New Jersey Uniform Construction Code (NJ UCC)

Advance your career in the construction industry!

Classes are open to anyone with an interest in construction and mandatory for those desiring licensure.

The NJ Department of Community Affairs (DCA) pursuant to NJAC 5:23 (UCC regulations) oversees licensing.

For additional information, call the CDA’s Licensing Unit at 609-984-7834 or visit their website at: www.nj.gov/dca

Fire Protection HHS

This 60-hour program is designed to prepare the students to obtain the licensing in the Fire Protection discipline of the NJ UCC, after they have completed Fire Protection ICS (CD 496). The HHS class is for high rise and hazardous structures only as stated in NJAC 5:23-5. Course work includes the building use groups, types of construction, height and area, fire protection systems and means of egress. Students will learn when the building codes require such systems and equipment in new renovated structures along with the standards for systems installations and acceptance testing. Textbooks required are the same as used in Fire ICS. (Must be current editions) 6.00 CEU

Cost: $729

Course Code: CEPS-412-01 • Dates: 15 Sessions • Feb 8-May 17 • TH • 6:00pm-10:00pm

Instructor: Mr. Brian S. Kubiel

Uniform Construction Technical Assistant Certification

Technical Licenses: Technical Assistant Certification.


Books take 4-6 weeks for delivery, please order in advance. Call 609-984-0040 to order.

Students may be eligible for up to 75% reimbursement of their tuition upon successful completion of the course.

Students must send their license number with their request to the program administrator. 4.50 CEU

For additional information, visit: www.nj.gov

Cost: $450

Course Code: CEPS-127-01 • Dates: 15 Sessions • Feb 20-Apr 10 • T,TH • 5:30pm-8:30pm

Instructor: Ms. Valerie Waricka

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SPECIALIZED CAREERS

Bartending Certification

You will receive total hands-on training behind a real bar. Mixology book, career development, and job counseling are included in the course.

Cost: $399

Course Code: CEFO-204-01 • Dates: 5 Sessions • Feb 19-Feb 23 • M,T,W,TH,F • 10:00am-2:00pm

Course Code: CEFO-204-02 • Dates: 5 Sessions • Apr 16-Apr 20 • M,T,W,TH,F • 10:00am-2:00pm

Instructor: The Art of Bartending • Location: 3103 Veeder Ave., Toms River

ServSafe Food Protection Manager Certification

This ServSafe® course provides comprehensive training in all areas of food safety and sanitation: Preventing Food Borne Illness, Hazard Analysis Critical Control Point (HACCP), Cleaning and Sanitizing, Pest Control, Food Security, Proper Food Temperatures, Food Worker Hygiene, Food Allergies, and more. Training is provided by a registered ServSafe® instructor. You will be given instruction to prepare you to take an exam at the end of the class. Participants who successfully complete this educational program will be awarded 0.7 NJ Public Health Continuing Education Contact Hours (CEs). The cost of this course includes instruction and exam. NOTE: Students should bring the textbook (with included exam answer sheet) and Photo ID to class.

Cost: $219

Course Code: CEFO-802-01 • Dates: 1 Session • Feb 6 • T • 9:00am-4:00pm

Course Code: CEFO-802-02 • Dates: 1 Session • Apr 17 • T • 9:00am-4:00pm

Instructor: FSS Consultants

Animal Control Officer Certification

This course prepares students for the certificate exam. This is a state certificate which is required for all Animal Control Officers in New Jersey. Other careers that this course would be appropriate for training include animal care and welfare (veterinary technicians and assistants), animal shelter workers and volunteers, animal groomers and trainers. Please see the New Jersey Certified Animal Control Officers Association site for more information specific to a career in Animal Control www.njcaacoa.org. Topics covered in this class include legal authority for animal control, procedures for court action, animal identification, behavior and handling, disease recognition and prevention, first aid on the road, community relations, shelter operations, euthanasia, and adoption.

In addition to classroom hours, there is a requirement of twenty (20) hours of ride-alongs with certified Animal Control Officers. Students are responsible for researching and scheduling shelter visits and ride-alongs. Workbook included. Textbooks required.

Cost: $699

Course Code: CEPA-118-01 • Dates: 15 Sessions • Feb 12-Jun 4 • M • 6:00pm-9:00pm

Instructor: Ms. Jeanne Perciaccanto

Your Brilliant Dog!

See description and course information on page 50.

Barnegat Bay Naturalists (18+)

The course will focus on the natural and cultural resources of the Barnegat Bay watershed and include training volunteers that are needed to help educate others. Two Wednesday evening classes will be held on campus at Ocean County College in Toms River. During 6 Saturday field trips, participants will explore state and county parks throughout Ocean County, collecting data with experienced master naturalists, environmental educators, and field ecologists. To receive and maintain the BBVMN certificate, participants will need to complete and document 40 hours of volunteer service and 8 hours of environmental training each year. Students must be 18 years of age or older to take this course. Trips are announced upon registration.

For more information please visit the BBP website at www.barnegatbaypartnership.org 4.10 CEU

Cost: $299

Course Code: CEBS-137-01 • Dates: 8 Sessions • Apr 14-May 19 & May 23-26 • W • 7:00pm-9:00pm

Instructors: Ms. Graceanne M. Taylor, Ms. Rebecca L. Laboy
Get Paid to Talk: An Introduction to Professional Voice Acting (Age 18 & Up)

Explore numerous aspects of voice-acting work for television, film, radio, books on tape, animation, documentaries, and the internet. We will cover all the basics, including how to prepare your demo. You will also record a commercial script and hear examples of actual demos recorded by professional voice actors.

Cost: $49
Course Code: CEFA-421-01 • Dates: 1 Session • Feb 19 • M • 6:30pm-9:00pm
Course Code: CEFA-421-02 • Dates: 1 Session • May 22 • T • 6:30pm-9:00pm
Instructor: Creative Voice Development Group

Security Officer Training

A mandatory course required by the SORA Act under the NJ State Rules and Regulations for Law and Public Safety. Participants will be state certified to remain in or gain employment as a Security Officer. Topics discussed will include Homeland Security and Counter Terrorism Measures, Communications and Emergency Response, as well as Theft Protection and Ethical/Professional Conduct. Training is provided from an approved Security Officer instructor from the NJ State Police. There are additional fees, which the student is responsible for, including fingerprint/background check and application for NJ State Police, if applicable.

Cost: $235
Course Code: CEPA-202-01 • Dates: 3 Sessions • Mar 22-Mar 24 • TH,F,S • 9:00am-5:00pm
Instructor: Mr. George Saunders

HVAC Certified Technician

The HVACR Certified Technician program is a unique, all-inclusive online training that encompasses heating, ventilation, air conditioning, and refrigeration. 265 Course Hours. For more details, see page 9.

Cost: $3795

Home Inspection Certificate

The Home Inspection Online Training Program covers the principal components of home inspection procedures and processes. You'll learn how to create a home inspection report that will detail the home's condition, including the heating and cooling systems, the plumbing and electrical systems, the roof and siding, and the framing and foundation. 200 Course Hours. For more details, see page 9.

Cost: $2295

Court Interpreter (Spanish/English)

The Court Interpreter training program prepares you to sit for the oral component of any State Court Interpreting Examination offered in the United States. This program is language specific-Spanish/English. 200 Course Hours. For more details, see page 9.

Cost: $2395

Spanish for Law Enforcement: CEOL 502 • Cost: $99

Mastering basic Spanish will give you more power to handle situations involving Spanish-speaking victims, witnesses, or criminals. It's a smart career move as well, because adding Spanish skills to your résumé can open the door to new job opportunities. For more details, see page 9.

Cost: $99

AutoCAD 2015 Certified User

In this online program, you'll master basic and advanced design skills, as you gain hands-on practice in using the 2D tools in AutoCAD 2015. 155 course hours. For more details, see page 9.

Cost: $2595
Oil Painting
Come paint with the infamous Lou Riccio! This course will teach composition and how to progress as an artist. Students will paint subject matter that is of interest to them including landscape, portraiture, and still life. Information on course materials will be discussed at the first class.
Cost: $169
Course Code: CEFA-107-01 • Dates: 9 Sessions • Mar 6-May 8 • T • 6:30pm-9:30pm
Location: Point Pleasant Boro HS • Instructor: Mr. Louis N. Riccio

Classic Watercolor
This class is taught by Sven Widen, professional artist and instructor; a superb colorist and draftsman. After acquainting yourself with the basic materials (pigment, paper, and brushes), you will practice the fundamental approaches in this versatile and classic technique. We will start by depicting simple objects, progressing towards more complex still life arrangements. Individual guidance allows each student to advance at their own pace.
Cost: $119
Course Code: CEFA-443-01 • Dates: 6 Sessions • Feb 27-Apr 10 • T • 6:30pm-9:00pm
Instructor: Mr. Sven K. Widen

Multi-Media with Collage
Using acrylics, pastels, drawing materials and collage; class participants will construct abstract images by exploring the intrinsic relationships between form and color, composition and surface interest. Start saving pressed leaves and flowers, bits of paper and fabric, postage stamps, and even feathers for your projects. A materials list will be available after registering for the course. No experience necessary.
Cost: $119
Course Code: CEFA-792-01 • Dates: 6 Sessions • Mar 5-Apr 16 • M • 6:30pm-9:00pm
Instructor: Ms. Elizabeth A. Schippert

Digital Photography: Intro
Prerequisite: Working knowledge of your camera and accessories.
Take your camera off automatic and gain creative control of your images in manual mode. Explore the evolving media of digital photography including digital capture and camera operation. Learn various techniques and camera functions, such as aperture and shutter speed. Valuable workflow, maintenance, and storage options will be covered. Students must bring their fully charged DSLR camera to class.
Cost: $139
Course Code: CEFA-726-01 • Dates: 3 Sessions • Mar 6-Mar 20 • T • 6:30pm-9:00pm
Instructor: Ms. Jessica L. Murga

Digital Photography: Intermediate
Prerequisite: CEFA 726, Digital Photography: Intro or equivalent knowledge.
This course is designed to help photography students achieve more success with their digital images. Students will learn how to use time and motion, lighting effects, and compositional techniques to enhance the impact of their photographs. Portraiture, landscape, action and night photography will be explored. Valuable workflow and storage options will be covered. Students must bring a fully charged camera DSLR camera to class.
Cost: $139
Course Code: CEFA-727-01 • Dates: 3 Sessions • Apr 10-Apr 24 • T • 6:30pm-9:00pm
Instructor: Ms. Jessica L. Murga

To Register  visit www.ocean.edu/cpe.htm   or call 732.255.0404
PERSONAL ENRICHMENT

Digital Photography: Advanced
Prerequisites: Digital Photography: Intro, Digital Photography: Intermediate and Photoshop: Intro for Photographers or equivalent experience in manual DSLR operation and photo editing.
Required equipment: DSLR camera, USB flash drive. Suggested equipment: Alternate lenses, flash.
In this workshop-style class, learn advanced photographic techniques such as window lighting for portraiture and still life. Special attention will be given to difficult subject matter and mastering “tricky” lighting situations using flash. Through critique and hands-on practice, students will be able to sharpen both their technical and aesthetic skills with the camera, as well as with post production editing in Adobe Photoshop through the use of RAW image processing. Come prepared with a USB flash drive of images to work on and share, as well as your fully charged DSLR camera.
Cost: $139
Course Code: CEFA-750-01 • Dates: 3 Sessions • May 8-May 22 • T • 6:30pm-9:00pm
Instructor: Ms. Jessica L. Murga

HEALTH & WELLNESS WORKSHOPS

Emotional Wellness Series
Being emotionally well is more than just handling stress; it also involves being attentive to your thoughts, feelings and behaviors, whether positive or negative. In this course, we will learn ways to cope effectively with stress, retrain our thoughts from negative to positive, deal with and manage anger, how to forgive, happiness habits and spiritual transformation (3-5 week series).
Cost: $99
Course Code: CEPE-445-01 • Dates: 3 Sessions • Apr 18-May 3 • W • 6:30pm-8:30pm
Instructor: Ms. Diane L. Hefferon

Letting Go of Anger & Finding Forgiveness
Anger managed in a healthy way can be helpful. It can be a signal when something is wrong and help motivate you to make positive changes. Learn to recognize the different types of anger, what triggers it, understand it, the consequences of it (both physically and emotionally), and ways to prevent and manage anger. We will define forgiveness and how it helps to heal and go over ways to take a situation less personally.
Cost: $39
Course Code: CEPE-446-01 • Dates: 1 Session • Apr 18 • W • 6:30pm-8:30pm
Instructor: Ms. Diane L. Hefferon

Retrain Your Brain for Success
Even when things are going well, many of us carry a constant inner dialogue that tends to be self-deprecating. Even if we exercise self-discipline in our diet and exercise, we rarely consider discipline of thought as a way to enhance our emotional health and well-being. Yet, much of our personal freedom is blocked by negative thought patterns and beliefs. Come explore ways to change your thinking; make changes and feel empowered!
Cost: $39
Course Code: CEPE-447-01 • Dates: 1 Session • Apr 25 • W • 6:30pm-8:30pm
Instructor: Ms. Diane L. Hefferon

Positive Psychology: Find Your Happiness
We all want to be happy, but what really makes us happy? Learn new ways of thinking and behaving that will make your life happier; like expressing gratitude, setting life goals, random acts of kindness, etc. Make small changes now that will help you to live a more positive and resilient lifestyle.
Cost: $39
Course Code: CEPE-448-01 • Dates: 1 Session • May 2 • W • 6:30pm-8:30pm
Instructor: Ms. Diane L. Hefferon
Human Relations Training
This program of activities and lectures is designed to provide an educational experience in the area of personal development through small group interaction. You will benefit from learning about your interpersonal style with the belief that an increased awareness of the alternatives available encourages you to exercise more choices in what happens between you and other people.
Cost: $129
Course Code: CEPY-110-01 • Dates: 5 Sessions • Apr 2-Apr 30 • M • 6:30pm-8:30pm
Instructor: CPE Staff

Integral Qigong/Tai Chi for Beginners
Combining gentle movements, deep breathing, and focused intention so that everyone can benefit regardless of age or level of fitness. Concentration will be on developing a practice that maintains optimum health and well-being that can help reduce stress, improve balance, and create serenity, while healing the body and spirit.
Cost: $79
Course Code: CEPE-214-01 • Dates: 6 Sessions • Feb 13-Mar 20 • T • 6:30pm-7:30pm
Location: Point Pleasant Boro HS • Instructor: Mr. John M. Mercurio

Qigong/Tai Chi Advanced
This class is open to anyone who has completed the beginner integral Qigong/Tai Chi class or has basic knowledge of Qigong or Tai Chi. Training includes manual, advanced movements, self-massage techniques, advanced Qi breathing techniques, and Qigong meditation. Participants will learn how to perform advanced integral Qigong/Tai Chi safety effectively. 0.60 CEU
Cost: $79
Course Code: CEPE-284-01 • Dates: 6 Sessions • Mar 27-May 1 • T • 6:30pm-7:30pm
Location: Point Pleasant Boro HS • Instructor: Mr. John M. Mercurio

Qigong for Spring Liver: Transforming Anger into Love
This course is a great introduction & complement to the physical practice of Qigong. You will come to know your internal flow of energy and learn to direct it for your health, healing, harmony, peace, and happiness. Each season in Chinese medicine is connected to particular organs. Spring is the time of the liver and gallbladder. The liver controls the smooth and easy flow of energy throughout the body. Learn how to feel your qi, transform anger into unconditional love and to direct its flow to heal our hearts and minds and find peace.
Cost: $99
Course Code: CEED-242-01 • Dates: 6 Sessions • Mar 13-Apr 17 • T • 7:00pm-8:30pm
Instructor: Dr. Darren Orr

Intro to Hypnosis for Weight Control
Learn how to harness the power of your subconscious mind to release unwanted pounds, inches and habits during this 3-hour presentation. Participants will receive realistic guidelines for weight management, identify common mental blocks to success, learn how the subconscious mind responds to suggestion, and learn a guided hypnotic experience to increase motivation.
Cost: $39
Course Code: CEIS-467-01 • Dates: 1 Session • Apr 10 • T • 7:00pm-9:00pm
Instructor: Mr. James F. Malone

Meditation Series Program
See description and course information on page 25.

Aromatherapy Yoga Workshop
See description and course information on page 25.
**DANCE & FITNESS**

**Belly Dancing: Beginner**
Learn the graceful isolation movements for hips, arms, and abdomen. Students will learn fun folk dances from Morocco, Egypt, Arabia, and Lebanon; along with use of finger cymbals.

Cost: $99  
Course Code: CEPE-014-01 • Dates: 10 Sessions • Feb 3-Apr 7 • S • 10:00am-11:00am  
Course Code: CEPE-014-02 • Dates: 10 Sessions • Feb 6-Apr 10 • T • 7:00pm-8:00pm  
Instructor: Ms. Patricia Cangiano  

**Belly Dancing: Intermediate**
For those that have taken belly dance classes before, learn more about the dance, culture, and music.

Cost: $99  
Course Code: CEPE-038-01 • Dates: 10 Sessions • Feb 5-Apr 9 • M • 8:00pm-9:00pm  
Instructor: Ms. Patricia Cangiano  

**‘Easy Does It’ Dance Exercise**
An introductory movement class for those that want a gentle exercise class. Stretching, toning, and dancing to the Beatles, Pink Floyd, Elton John, and James Brown! NO dance experience required.

Cost: $99  
Course Code: CEPE 439-01 • Dates: 10 Sessions • Feb 6-Apr 10 • T • 8:00pm-9:00pm  
Instructor: Ms. Patricia Cangiano  

**Adult Hip Hop**
Hip Hop is a street style of dancing primarily performed to hip hop music. It’s derived from Jazz with movements that include popping, locking, breaking, & krumping. This class is geared towards the adult learner. For parents and caregivers who are taking this, we also offer a Hip Hop class for children.

Cost: $99  
Course Code: CEPE-431-01 • Dates: 8 Sessions • Jan 18-Mar 8 • TH • 7:00pm-8:00pm  
Instructor: Ultimate Dance Studio • Location: 1174 Fischer Blvd., Toms River  

**YoGALates**
A blend of Yoga and Pilates to strengthen, tone, and tighten your body. Get in touch with your inner self and learn to relax to bring heightened energy and optimal well-being. Bring a mat and water bottle.

Cost: $149  
Course Code: CEPE-254-01 • Dates: 10 Sessions • Feb 13-Apr 17 • T • 7:00pm-8:00pm  
Instructor: Ultimate Dance Studio • Location: 1174 Fischer Blvd, Toms River  

**Zumba Toning**
Combine targeted body-sculpting exercises and high-energy cardio work with Latin-infused Zumba® moves to create a calorie-torching, strength-training fitness dance party. Please note that this program is designed to tone rather than build muscle. Bring your own 1-3 lb. hand weights or toning sticks, water, and a mat to class.

Cost: $110  
Course Code: CEPE-271-01 • Dates: 10 Sessions • Feb 12-Apr 23 • M • 7:00pm-8:00pm  
Course Code: CEPE-271-02 • Dates: 10 Sessions • Feb 15-Apr 19 • TH • 9:00am-10:00am  
Instructor: Ultimate Dance Studio • Location: 1174 Fischer Blvd, Toms River  

**Yoga for Everybody: Begin Your Journey**
This dynamic blend of physical postures, breathing, meditation, movement, stretching, and relaxation bring balance to the mind, body, and soul. Everyone, regardless of age, flexibility or fitness level, can benefit from this ancient practice. This program is designed for the beginner student but all levels are welcome.

Cost: $99  
Course Code: CEPE-266-01 • Dates: 8 Sessions • Mar 1-Apr 19 • TH • 6:00pm-7:00pm  
Instructor: Lotus Lounge Yoga, LLC • Location: Insectropolis, 1761 U.S. 9, Toms River
Basic Sign Language for Adults
Learn the sign language for ABCs, numbers, introductions, food, animals, basic emergency, health, & more. We will also focus on learning about the Deaf, their history, culture and language. Textbook recommended.
Cost: $179
Course Code: CECC-212-01 • Dates: 6 Sessions • Feb 6-Mar 13 • T • 6:30pm-9:00pm
Instructor: Ms. Judith K. Galletta

Basic Sign Language Part II: Adults
This is a continuation of basic sign language skills focusing on everyday conversation and common phrases.
Cost: $179
Course Code: CECC-213-01 • Dates: 6 Sessions • Mar 27-May 1 • T • 6:30pm-9:00pm
Instructor: Ms. Judith K. Galletta

Conversational Italian I
Learn common greetings, phrases, and sentences used in everyday conversation. Learn about the culture, the cuisine, the music and art of the Italian nation before visiting Italy. Textbook required.
Cost: $149
Course Code: CEFL-101-01 • Dates: 8 Sessions • Feb 6-Apr 3 • T • 6:30pm-8:30pm
Instructor: Ms. Elizabeth D. Porcelli

Conversational Italian II
Building on the foundation of Conversational Italian I, students in the second half of this course will focus on building their vocabulary, verb usage, and sentences in conversation as well as continuing to learn about Italy’s vast cultural heritage and more. A must for those who plan to travel to Italy in the near future. Textbook required.
Cost: $149
Course Code: CEFL-102-01 • Dates: 8 Sessions • Apr 10-May 29 • T • 6:30pm-8:30pm
Instructor: Ms. Elizabeth D. Porcelli

Beginner Spanish
This course provides an introduction to Spanish vocabulary and communication skills. The aim of the course is to provide students with the knowledge, resources, and skills needed to communicate in Spanish. Classes will be taught using language immersion, interaction, and direct application.
Cost: $179
Course Code: CEFL-216-01 • Dates: 5 Sessions • Feb 28-Mar 28 • W • 6:15pm-9:15pm
Instructor: Ms. Danielle DeSaro

Intermediate Spanish
Building on the foundation of Beginner Spanish, students in this course will focus on building their vocabulary, verb usage, and sentences in conversation as well as continuing to learn about Hispanic cultural and heritage.
Cost: $179
Course Code: CEFL-217-01 • Dates: 5 Sessions • Apr 11-May 9 • W • 6:15pm-9:15pm
Instructor: Ms. Danielle DeSaro

Let’s Enjoy Piano: Beginner (Ages 18+)
This breakthrough method of learning to “read the keyboard” and play by chord shapes is innovative, fun, & practical. The Let’s Enjoy Piano method instruction book is required. www.letsenjoypiano.com
Cost: $119
Course Code: CEFA-735-01 • Dates: 4 Sessions • Feb 3-Feb 24 • S • 10:00am-12:00pm
Instructor: Mr. Gary C. Rosato
ENRICHMENT

Enjoy Guitar: Beginners (Ages 18+)
An enjoyable and creative introduction to the “fun”damentals of guitar: strumming chords, recognizing fret diagrams, picking melody notes of a song by reading TAB and applying this to learn to read music. Students need to bring their own guitar. www.letsenjoypiano.com
Cost: $119
Course Code: CEFA-740-01 • Dates: 4 Sessions • Mar 3-Mar 24 • S • 10:00am-12:00pm
Instructor: Mr. Gary C. Rosato

Let’s Enjoy the Music of Sinatra
A fascinating trip purely from a musical viewpoint examining the songs of the Sinatra/Riddle connection through recordings and live piano demos. Learn how they took the components of music: Melody, Harmony, Rhythm, Form, Expression and Style to an entirely new level!
Cost: $119
Course Code: CEFA-749-01 • Dates: 2 Sessions • Apr 14-Apr 21 • S • 10:00am-12:00pm
Instructor: Mr. Gary C. Rosato

Intro to Voice (Ages 18+) online
A lecture and discussion-based class about how the voice works and how to apply healthy vocal techniques when singing and speaking. The students will go at their own pace, but are required to complete specific modules during the course. Basic music reading skills are helpful but not required. Internet access required.
Cost: $129
Course Code: CEOL-532-OL 01 • Dates: 14 Modules • Apr 2-Apr 30
Instructor: Ms. Jayne Irvine

PERSONAL DEVELOPMENT

Your Brilliant Dog!
This program investigates how dogs develop from birth into adulthood. Topics include: breed differences, learning styles, thinking vs. action training, behavioral influences, socialization, becoming a calm leader, and how behavior problems develop. Learn to understand how dogs speak to each other, communication skills, calming signals, and understanding the value of what your dog is saying influences who they become as adults.
Cost: $69
Course Code: CEPE-360-01 • Dates: 2 Sessions • May 15-May 22 • T • 6:30pm-8:30pm
Instructor: Ms. Jeanne Perciaccanto

Narcotic Analgesic Seminar: “The Heroin Curse”
This fast paced open mic seminar is designed to be open and forthcoming. Instructor is a Certified NJ DRE (Drug Recognition Expert) with Active Law Enforcement experience. The seminar is specifically geared to address the current Heroin epidemic in NJ and to answer any and all questions. Cost: $25
Course Code: CEPE-371-01 • Dates: 1 Session • May 15 • T • 8:00pm-10:00pm
Instructor: CPE Staff

Women’s Only Self Defense: OC Pepper Spray Course
Self Defense/OC (Pepper Spray Course) taught by Law Enforcement Chemical instructor. This course consists of practical exercises with inert (fake) OC. It covers liability concerns and uses under NJ law. Students will complete situational awareness drills and reaction gap training specific to self-defense from an attacker. Each student will also receive a free can of Pepper Spray upon completion of the course.
Cost: $75
Course Code: CEPE-372-01 • Dates: 1 Session • Apr 12 • TH • 6:00pm-10:00pm
Instructor: CPE Staff • Location: Therapeutic Fitness, 2317 Bridge Ave, Pt. Pleasant
How to Write Your Memoir: the Vignette Model
Award-winning Author Shelley Gilbert will show you how to write a memoir about a period in your life or write about your whole life. Not an editing or how-to-write class. Bring large pad and pen/pencil.
Cost: $129
Course Code: CEFA-794-01 • Dates: 9 Sessions • Mar 1-May 3 • TH • 7:00pm-8:30pm
Instructor: Shelley Gilbert

Mah Jongg
It’s a game for all ages and is played typically with four people. Learn the tiles and their function as per the Charleston and National Mah Jongg League rules. No Mah Jongg experience is required. Please purchase an official National Mah Jongg League yearly card before class commences. It’s available online at www.nationalmahjonggleague.org.
Cost: $29
Course Code: ALIS-115-01 • Dates: 4 Sessions • Apr 23-May 14 • M • 10:00am-12:00pm
Instructor: Ms. Christine Blackford

Forensic Genealogy
Genealogist, author, and historian, Russ Dutcher leads you on a journey regarding the use of Forensic Science with respect to genealogy. Learn how to analyze photographs, search valid databases, and to utilize DNA analysis to substantiate your family history. Forensic Genealogy emphasizes the creative parts of an investigation over the internal mechanics of the process.
Cost: $49
Course Code: CESS-128-01 • Dates: 2 Sessions • Apr 21-Apr 28 • S • 10:00am-12:00pm
Instructor: Mr. Russell K. Dutcher, III

Family History & Genealogy Workshop
This workshop will help the novice or experienced genealogist with problems that arise in their search for elusive ancestors. It will cover a myriad of research problems. Learn how to search genealogical databases, what kinds of records are available online, and how to use them to document your genealogy.
Cost: $89
Course Code: CESS-127-01 • Dates: 3 Sessions • May 5-May 19 • S • 10:00am-2:00pm
Instructor: Mr. Russell K. Dutcher, III

Defensive Driving Course DDC-6
This National Safety Council defensive driving course is a comprehensive driver improvement program offering practical knowledge to choose safe, lawful driving behaviors. Certificate of Completion makes you eligible for a 2 point reduction by the NJ Motor Vehicle Commission, ticket dismissal, and/or a 5% reduction on insurance (check with your insurance company). NJ EMTs and paramedics will receive 6 continuing education credits (CEU) toward re-certification and nationally registered EMTs and Paramedics will receive 6 hours of continuing education credit. Book included.
Cost: $70
Course Code: CEPA-117-01 • Dates: 1 Session • Mar 10 • S • 9:00am-3:30pm
Course Code: CEPA-117-02 • Dates: 1 Session • Apr 14 • S • 9:00am-3:30pm
Instructor: MONOC-NJ Hospital Service Corporation

Fine Wines of the World
Taste and discuss today’s most popular red and white wines from Europe, USA, South America, and Australia/New Zealand. Learn about the origins and diverse styles of fine wine. Decipher labels, find the best values on the market, and score wines on a professional tasting score card. Take home information on serving, storage, preservation and food pairings. Cheese and crackers or bread will be served.
Cost: $89
Course Code: CEFO-207-01 • Dates: 3 Sessions • Apr 3-Apr 17 • T • 7:00pm-9:00pm
Location: Capone’s Gourmet Pizza & Pasta, 17 Washington St, Toms River
Instructor: Mr. David Glaubinger

To Register visit www.ocean.edu/cpe.htm or call 732.255.0404
PERSONAL ENRICHMENT

SPORTS

Get Golf Ready
Let us help you “Get Golf Ready” in just 4 days! This program is a 4-lesson group package, which includes on-course activities during each of the four lessons. You will learn swing fundamentals, short game, rules, etiquette, and other essentials that every golfer should know.
Cost: $105
Course Code: CEPE-346-01 • Dates: 4 Sessions • Apr 4-Apr 25 • W • 5:45pm-7:00pm
Course Code: CEPE-346-02 • Dates: 4 Sessions • May 2-May 23 • W • 6:00pm-07:15pm
Instructor: Eagle Ridge Golf Club • Location: 2 Augusta Blvd, Lakewood

Lady Golf for Beginners
This is a beginning or novice class taught by a female instructor. This program is specifically designed for women and their bodies. Learn the basics: rules, etiquette, and swing fundamentals. Golf clubs are provided for those women who do not have equipment. All classes are taught by an Eagle Ridge Golf Academy instructor.
Cost: $105
Course Code: CEPE-344-01 • Dates: 4 Sessions • Apr 7-Apr 28 • S • 10:00am-11:15am
Course Code: CEPE-344-02 • Dates: 4 Sessions • May 5-May 26 • S • 10:00am-11:15am
Instructor: Eagle Ridge Golf Club • Location: 2 Augusta Blvd, Lakewood

Lady Golf Intermediate
This class is for the intermediate player. It covers all aspects of the game from full swing to short game. You will strengthen and improve your mechanics, improve course and shot management while learning better ways to practice. 4 hours of the class will be on the course.
Cost: $135
Course Code: CEPE-356-01 • Dates: 3 Sessions • Apr 7-Apr 21 • S • 4:00pm-6:00pm
Course Code: CEPE-356-02 • Dates: 3 Sessions • May 5-May 19 • S • 4:00pm-6:00pm
Instructor: Eagle Ridge Golf Club • Location: 2 Augusta Blvd, Lakewood

PROGRAMS FOR SPECIAL NEEDS

Sensitivity Super Powers (Ages 5-12)
SSP is an enrichment based program for high functioning Autistic children created to align sensory sensitive kids with their “super powers”. We focus on each child’s unique abilities and foster empowerment, confidence, empathy, and compassion. Children will be exposed to music, art, yoga, animal, comedy & play therapy. Trips include a visit to the TR library, Jakes Branch Park and much more! Special guests include a licensed Physical Therapist, Vet Tech, Art, Music & Yoga Teachers and a Naturalist. Classes are held on campus unless otherwise indicated. A calendar of all events and trips will be provided during parent orientations. Adaptive Parenting classes offered on campus while children are in session. Call CPE for more details at 732-255-0409
Cost: $225
Course Code: CEED-240-01 • Dates: 6 Sessions • Feb 17-Mar 24 • S • 9:00am-12:00pm
Course Code: CEED-240-02 • Dates: 6 Sessions • Apr 7-May 12 • S • 9:00am-12:00pm
Instructor: Ms. Kaitlyn Boyle, Ms. Rachel Armstrong

Developing Abilities for Disabled Adults
This program will offer enrichment opportunities for adult students with developmental disabilities. Different topics will be offered each session. Students will be provided social skills opportunities including role-playing activities and mini-lessons, which will address conflicts and issues that arise in class or outside of class. Students will be encouraged to share their concerns as well as successes. Each class will teach a lesson pertaining to the course topic, including group activities and class discussions.
Cost: $175
Course Code: CEED-364-01 • Dates: 12 Sessions • Apr 10-May 17 • T,TH • 6:00pm-7:00pm
Instructor: Ms. Patricia Adams
Getting the Most from Your Social Security

This course will cover the three key topics that every worker should know about the Social Security system:

1. How SS benefits are funded and calculated
2. Likely reforms that build on the ways the SS system was strengthened in the past
3. Steps to maximize their SS benefits with particular attention to the special rules that apply to spouses, divorcees, widows, and widowers

Cost: $19
Course Code: ALIS-140-01 • Dates: 2 Sessions • Mar 15-Mar 22 • TH • 7:00pm-8:30pm
Instructor: Mr. Richard Haas

A Guide to Understanding Medicare

This is an educational seminar on the ins and outs of Medicare enrollment:

1. How and when to apply for Medicare and the role of social security
2. Costs and penalties associated with Medicare Parts A, B, & D
3. Secondary coverage options, Medicare Supplement and Medicare Advantage Plans
4. How prescription drug plans work when you are enrolled in Medicare
5. Financial assistance programs available to help with Part B & D premiums

Cost: $19
Course Code: ALIS-141-01 • Dates: 1 Session • Apr 5 • TH • 6:00pm-8:00pm
Course Code: ALIS-141-02 • Dates: 1 Session • May 10 • TH • 6:00pm-8:00pm
Instructor: Mr. Devin Rubin

Retirement Planning Today

Learn how to create a plan to retire early, integrate your finances with your goals, use new tax law changes to your advantage, properly allocate your assets, understand employee benefits, protect your assets, and ensure your estate plan functions properly under new laws. Financial education can be the best investment of your life.

Cost: $49
Course Code: CEFP-016-01 • Dates: 2 Sessions • Mar 13-Mar 20 • T • 6:30pm-9:30pm
Instructor: Mr. John A. Mendes

Genealogy Basics CEOL 096 • $99
Understand the genealogy research process and the way we interpret the information we find. For more details, see page 9.

Empowering Students with Disabilities CEOL 494 • $99
Learn powerful strategies you can put to work immediately in your classroom. Feel confident in your ability to help any student who comes through your door. For more details, see page 9.

Understanding Adolescents CEOL 169 • $99
Yesterday, she was a sweet young girl. Today, you swear aliens have abducted her and put an evil twin in her place. In this course, an experienced social worker will help you understand and appreciate your adolescent’s development and behavior. For more details, see page 9.

Homeschool with Success CEOL 442 • $99
We’ll discuss learning styles and how they affect homeschooling. Learn how to make their transition to homeschooling both fun and effective. When you finish this course, you’ll have lots of information and guidance to plot your homeschooling course for years to come! For more details, see page 9.

Where Does All My Money Go? CEOL 437 • $99
This course will teach you the very basics of how to get control of your finances rather than letting them control you. Make your own informed choices about where you want it to go. For more details, see page 9.
Creative Sign Language for Kids & Teens (Ages 7-13)

Learn to communicate with ASL! Students will learn major concepts of this visual language as well as how to hold a basic conversation and express their interests. They will learn the core values of Deaf culture and gain an appreciation of the Deaf community. Students will discuss their favorite holidays, colors, families, and what they aspire to be when they grow up. Whether you have a family member or friend who communicates with ASL or just wants to learn to sign, come take part in this fun-filled learning experience.

Cost: $119
Course Code: CECC-223-01 • Dates: 10 Sessions • Feb 3-Apr 14 • S • 10:00am-11:00am
Instructors: Ms. Melanie Fernandez, Ms. Jana Siegel

Birdie Golf (Ages 6-10)

This class is designed to teach juniors basic golf terminology, rules, and etiquette. They will learn the basic fundamentals of the game including the grip, set-up, stance and posture. They will receive instruction on the full swing, putting, chipping, pitching, and bunker shots. Golf clubs are provided for juniors who do not have clubs.

Cost: $99
Course Code: CEPE-343-01 • Dates: 4 Sessions • Apr 7-Apr 28 • S • 1:00pm-2:00pm
Course Code: CEPE-343-02 • Dates: 4 Sessions • May 5-May 26 • S • 1:00pm-2:00pm
Instructor: Eagle Ridge Golf Club • Location: 2 Augusta Blvd, Lakewood

Birdie/Eagle Golf: Intermediate (Ages 8-15)

This class is for the intermediate junior player. There are four 1hr. and 30 min. classes. 4 hours of the class will be on course. The classes cover all aspects of the game from full swing to short game. Juniors will strengthen and improve their mechanics while learning better ways to practice. The instructor will teach them new drills and practice techniques they can utilize when they are on their own. Juniors must have their own clubs.

Cost: $135
Course Code: CEPE-357-01 • Dates: 4 Sessions • Apr 1-Apr 22 • SU • 4:00pm-5:30pm
Course Code: CEPE-357-02 • Dates: 4 Sessions • May 6-May 27 • SU • 4:00pm-5:30pm
Instructor: Eagle Ridge Golf Club • Location: 2 Augusta Blvd, Lakewood

Eagle Golf (Ages 11-15)

This class is designed to teach juniors basic golf terminology, rules, and etiquette. They will learn the basic fundamentals of the game including the grip, set-up, stance and posture. They will receive instruction on the full swing, putting, chipping, pitching, and bunker shots. Golf clubs are provided for juniors who do not have clubs.

Cost: $99
Course Code: CEPE-350-01 • Dates: 4 Sessions • Apr 7-Apr 28 • S • 2:15pm-3:15pm
Course Code: CEPE-350-02 • Dates: 4 Sessions • May 5-May 26 • S • 2:15pm-3:15pm
Instructor: Eagle Ridge Golf Club • Location: 2 Augusta Blvd, Lakewood
Crime Scene Investigation & Forensic Camp for Kids! (Ages 8-16)
Learn techniques used by forensic scientists and help solve a mystery. Search for and collect evidence, reveal hidden fingerprints and identify their unique patterns, use microscopes, make casts of footprints, identify blood type with simulated chemicals, and analyze ballistics evidence. Can you help identify the criminals?
Cost: $119
Course Code: CEED-367-01 • Dates: 2 Sessions • Mar 17-Mar 24 • S • 1:00pm-4:00pm
Instructor: Mr. Douglas W. Houser

More Crime Scene Investigation & Forensic Science for Kids! (Ages 8-16)
New scientific techniques are continually being added to an investigator’s arsenal. We’ll learn techniques for identifying missing persons from skeletal evidence; do actual DNA fingerprinting, establish the facts of a crime through analysis of blood spatter patterns, match handwriting samples and ink and fingerprints from documents.
Cost: $119
Course Code: CEED-368-01 • Dates: 2 Sessions • Apr 14-Apr 21 • S • 1:00pm-4:00pm
Instructor: Mr. Douglas W. Houser

Elementary Engineers: Let’s Get Moving (Ages 6-10)
Build super-cool cars, catapults, and parade floats that use gears, axles, and pulleys. Use LEGO® bricks to build a different model each week. This class is designed for children who love to build, create, and use their imagination as they build. Classes include free-building time to promote creativity and socialization.
Cost: $115
Course Code: CEET-190-01 • Dates: 6 Sessions • Apr 12-May 17 • TH • 4:30pm-5:30pm
Instructor: Snapology of Monmouth County

Junior Creator’s Club (Ages 4-6)
Come watch your child and be amazed with what they create in this class. Preschoolers and Kindergarteners can participate in various creative play activities designed to promote the creative, social, and expressive skills of children. You’ll be amazed at the improvement you’ll see in your child’s fine motor skills!
Cost: $115
Course Code: CEET-191-01 • Dates: 6 Sessions • Apr 14-May 19 • S 10:00am-11:00am
Instructor: Snapology of Monmouth County

Minecraft: Lego Makers (Ages 5-12)
Travel to the Nether with Snapology, but watch out for those creepers! Join us as we bring Minecraft® to life using LEGO® bricks. Create your own world including animals, creepers, and your very own Minecraft® character.
Cost: $115
Course Code: CEET-192-01 • Dates: 6 Sessions • Apr 14-May 19 • S • 11:00am-12:00pm
Instructor: Snapology of Monmouth County
REGISTRATION INFORMATION

You can register & pay for most classes by visiting www.ocean.edu/cpe.htm.
Click the Register Online Now! link.

Student Name ______________________________________________________________________________________

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Street Address __________________________________________________________ Is this a new address? □ Yes □ No

City________________________________________________________ State_________ Zip_______________

Preferred Phone _________________________________________________________ Is this a new phone #? □ Yes □ No

Email (required) ____________________________________________________________________ Date of Birth _________________

Course registration confirmations are sent via email.

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See full refund and misconduct policies on our website www.ocean.edu/cpe.htm

Total

Student Signature: _____________________________ Date: _____________________________

FOR PARENTS OF ALL STUDENTS UNDER THE AGE OF 18-MANDATORY

Parent Name ____________________________________________ Parent Preferred Phone ____________________________

Parent Email (required) __________________________________ Family Physician Name/# ____________________________

Emergency Contact Name _________________________________ Emergency Contact Phone ___________________________

List any allergies _______________________________________________________________________________________

Authorized Adults for pickup/drop-off:

1. Name________________________________________ Phone # ____________________________

2. Name________________________________________ Phone # ____________________________

3. Name________________________________________ Phone # ____________________________

I give consent for photographs/video of my child to be used solely for OCC promotional and/or public information purposes. □ Yes □ No

TO REGISTER IN PERSON
visit the OCC Main Campus in Toms River, Library Building #3, Ground Floor 732-255-0404
OR visit the SEC (Southern Education Center) 195 Cedar Bridge Rd, Manahawkin. 609-978-2077

TO REGISTER BY PHONE call 732-255-0404.

TO REGISTER BY MAIL send your completed registration form to CPE (Continuing & Professional Education), Ocean County College, PO Box 2001, Toms River, NJ 08754 (Make check payable to Ocean County College)

REGISTER AND PAY ONLINE www.ocean.edu/cpe.htm
There are no requirements to attend most noncredit Continuing Education classes for adults. Most classes do not require a high school diploma or GED, although some experience may be necessary. Check course description for details and required prerequisites or call the Department of Continuing & Professional Education at 732-255-0409.

Class Confirmation

Course confirmations/registration receipts are emailed upon registration. (Note: a registration receipt can be printed when registering online.) It is the responsibility of the student to confirm the start of the course and the room assignment by checking online at www.ocean.edu/cpe.htm. The weekly schedule goes online each Friday. All classes are at OCC, unless noted. IMPORTANT! You must bring your registration receipt/confirmation to class with you. If you register close to the start of the class you may not appear on the instructor’s attendance sheet, so you will not be allowed in the class unless you show your payment receipt.

Refund Policy

We will be pleased to offer you a refund for a class ONLY if you withdraw at least four business days prior to the start date of the class. Refunds will be issued within 2-4 weeks based on the original payment method. There will be no refunds issued should a student be dismissed from class for misconduct. Student substitutions will not be permitted for courses.

You Can Reach Us!

We are located in Library Bldg., #3 (Parking Lot #1) on the OCC main campus. All correspondence may be mailed to: Ocean County College, Attn: CPE, College Drive, PO Box 2001, Toms River, NJ 08754-2001. Office Hours: Mon.-Fri. 8:00am-4:00pm

For information about programs, call 732-255-0409.
To register, call 732-255-0404.

Continuing Education Units (CEU)

CEU are awarded for participation in occupations and professional development courses. CEU eligible courses are identified in this brochure. 80% of attendance and in some cases, a passing grade, are necessary to receive CEU.

Certificate Programs & Transcripts

When you successfully complete all the courses in a Certificate Program, you may request your certificate by sending an email to cpeinfo@ocean.edu. Provide your OCC ID# and your name, the name of the certificate you are requesting, and your current mailing address. You may request a transcript letter by following this same procedure.

Employer-Sponsored Registration

Purchase orders, vouchers and letter of intent (on company letterhead for pre-approved companies only) are accepted by mail. A completed registration form must accompany these documents.

Course Changes/Cancellations

Ocean County College reserves the right to cancel a course entirely or to change its time, location or instructor. In the event a course is changed, students will be notified. Notification of course change/cancellation will be made by phone or email. If a course is cancelled, all registered students will be issued a full refund.

Disability Accommodations

Ocean County College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you feel that you are entitled to accommodations based on disability, please contact the office at 732-255-0409. We request that documentation of disability and accommodations be presented at least three weeks prior to the beginning of class.
REGISTRATION INFORMATION

Emergency Closing
For emergency/inclement weather closing information, check the college website at www.ocean.edu or call 732-255-0400. Information will also be broadcast on local radio stations.

Bookstore
Textbooks are available at the College Bookstore, Bldg. #8 on the Toms River Campus, unless stated otherwise in the brochure text. Books can also be purchased online from the Bookstore page of the college’s website at www.ocean.edu. For bookstore hours, call 732-255-0333.

Parents of All Students Under the Age of 18
A “Health and Waiver Form” must be completed and submitted prior to your camp start date or be brought with you on first day of class. In case of an emergency, OCC will administer First Aid and/or arrange for transport to a hospital unless otherwise notified.

Student Misconduct
Student misconduct on OCC’s campus is not tolerated at any time. For a list of misconduct examples, see the OCC Student Campus Life Policy #5247 at www.ocean.edu. OCC administration will address all Continuing Education (CPE) 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 omissions or errors.

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OUR OFFICE IS IN THE LIBRARY BUILDING!
The Continuing & Professional Education Office is located in the Ocean County College Library, building #3, parking lot #1.
Registration forms can be found on our website at: www.ocean.edu/cpe.htm

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*at the time of publication

Spring 2018
Continuing & Professional Education
Patricia D. Fenn
Assistant Vice President of CPE, Workforce Development & Community Services

Produced by
the OCC Office of College Relations

To Register, visit www.ocean.edu/cpe.htm or call 732.255.0404

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Information Session for Careers  
Tuesday, December 5 • 3:00pm–6:00pm  

Medical Coding Seminar  
Saturday, January 6 • 9:00am–11:00am  

Spring Careers Open House  
Wednesday, January 17 • 3:00pm–6:00pm  

Medical Careers Open House  
Saturday, January 20 • 9:00am–Noon  

Please see page 2 for more information.  

Four Ways To Register  

IN PERSON  Visit the OCC Main Campus in Toms River,  
Library Bldg. #3, Ground Floor  
or visit the SEC (Southern Education Center)  
195 Cedar Bridge Rd., Manahawkin 609-978-2077  

BY PHONE  Call 732-255-0404  

BY MAIL  Send your completed registration form to  
CPE (Continuing & Professional Education)  
Ocean County College, PO Box 2001, Toms River, NJ  
08754  
(Make check payable to Ocean County College)  

ONLINE  www.ocean.edu/cpe.htm  

Ocean County College  
Department of Continuing & Professional Education  
College Drive • P.O. Box 2001  
Toms River, New Jersey 08754-2001  
ADDRESS SERVICE REQUESTED  

CECTP  
732.255.0409  
cpeinfo@ocean.edu  
www.ocean.edu/cpe.htm