Your Future’s Looking Bright!

Summer 2018 Courses and Programs • June-August

Continuing & Professional Education

www.ocean.edu/cpe.htm
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Summer Careers Open House
Healthcare • Business • Technology • Education & Specialized Careers
Information for: Personal Enrichment • Art • Dance • Health & Wellness
Personal Development • Sports • Kids & Teens
Wednesday, April 25 • 4:00-7:00pm • Library (Bldg. #3) Ground Floor

Medical Billing & Coding Open House
Saturday, May 19 • 9:00am-Noon • Grunin Center (Bldg. #11) Room A224

Information Sessions
Library (Bldg. #3) Ground Floor
Bookkeeping & QuickBooks Tuesday, August 7 • 6:30pm
Technology Careers Tuesday, August 7 • 7:00pm
Alternate Route/New Pathways to Teaching Tuesday, Sept. 18 • 7:00pm

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.

2018 SUMMER CAMPS BROCHURE
is online NOW with immediate registration available.
Plan Your Camps Activities & Opportunities Early!

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

ONLINE: Register & pay for most classes by visiting 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)
Career & Certificate Programs

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 Mediation Aide Certificate
- Certified Nurse Aide (CNA)
- Certified Personal Trainer Certificate
- Community Health Worker Certificate
- Dental Assisting Certificate
- 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
- **NEW!** Medical Billing & Coding Specialist Certificate
- Meditation Series Program
- Nutrition Specialist Certificate
- Patient Care Technician/Assistant Certificate
- Pet Therapy Prep & Certification
- Veterinary Assistant
- Pharmacy Technician & PTCB Prep Certificate
- Phlebotomy Technician Training Certificate
- Physical Therapy Aide Certificate

**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
- Uniform Construction Fire Protection
- Uniform Construction Technical Assistant Certification

www.facebook.com/oceancountycollegeCPE/

twitter.com/OceanEdu

www.instagram.com/oceancountycollege/
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
- Medical Coding Professional Certificate
- Child Development Associate Credential
- Dental Assisting
- EKG Technician
- Entrepreneur Certificate
- Medical Assistant Certificate
- Medical Billing Professional Certificate
- Medical Billing & Coding Specialist
- Patient Care Technician
- Certified Personal Trainer
- Pharmacy Technician
- Phlebotomy Technician
- Physical Therapy Aide
- QuickBooks
- System Administrator Certificate
- Technical Assistant
- Test of Essential Academic Skills Prep (TEAS)

Become a Certified Veterinary Assistant!

Veterinary Assistants are an integral part of the veterinary healthcare team.
STUDY ONLINE WITH OCC!

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 or call 732-255-0409.

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.

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/.

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

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

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).

Next Course Offering in Fall 2018.
ATTENTION EMPLOYERS, EMPLOYEES, NON-PROFITS!

Schedule a Professional Development Program for Your Company Today

Testimonials

"We are very happy to share our experience with OCC Business Engagement for Professional Development to our members. At a recent workshop "Get Maximum Value from Chamber & Association Meetings" we received immediate positive feedback from our Board and Members who plan to implement this learning to enhance their businesses. We are also excited to learn Monmouth Ocean Small Business Development Center now has an office at OCC."

John V. Crisafulli President, Central Ocean Business Association (COBA)

"I was very pleased to learn that the Small Business Development Center, affiliated with Ocean County College, has an office on the Toms River Campus (by appointment). It is my honor to endorse the SBDC as it is definitely a win, win, win...for current and potential business owners. When I started my business, I had many questions and didn’t know where to turn to for help. Someone suggested the SBDC and they were a GREAT resource for the start-up of Ultimate Protection Group. We worked with them for the first couple of years. They are an asset to anyone in any stage of business and are also a resource for anyone wishing to do business with the Government. I am elated for all Ocean County businesses that the SBDC is now is available at OCC."

Yours in Life & Safety, Craig Bierbaum, CPM, President, Ultimate Protection Group

"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. I am happy to say that NJBIA and Ocean County College has added tremendous value to not only our employee engagement program but to increase our level of employee performance. Since our employees have taken ESL classes, we have seen the level of confidence and also errors due to the language barrier, change dramatically. Our staff who are participating in the program are constantly thanking me. They have been saying how they are saving up to $2,000 by taking this class in-house. At 30 people taking the class, there has been a savings of approximately $60,000. 'Saving this money is like getting a raise' one employee told me. Thank you OCC for your help and I look forward to many more programs in the future."

Yours in Leadership, Gregg Oliver, Director of Human Resources, SS White Burrs

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

Computers

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

Language

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

Contact

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

OCC is a member of NJ Community College Consortium for Workforce & Economic Development and the New Jersey Business and Industry Association (NJBIA)
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
- Medical Billing & Insurance Practices Online
- Computerized Medisoft Billing Online
- Electronic Health Record & CEHRS Exam Prep for Allied Health Careers Online

TRADITIONAL TRACK
- Medical Terminology I
- Medical Terminology II
- Medical Billing & Insurance Practices
- Computerized Medisoft Billing
- Electronic Health Record & CEHRS Exam Prep for Allied Health Careers

Fast Track Medical Terminology I & II online $
This accelerated non-credit 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 Sessions • Jun 4-Aug 24 • Instructor: CPE Staff

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 Sessions • Jun 5-Aug 24 • 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 Sessions • Jun 6-Aug 10 • Instructor: Ms. Marilyn V. Knight

FAST TRACK TRAINING
The Fast Track for Health Care Careers
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
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 Sessions • Jun 7-Aug 24 • 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 • Jun 4-Aug 20 • 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, and 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 • Jun 6-Aug 29 • W • 6:30pm-10:00pm • Instructor: Ms. Marilyn V. Knight

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. 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 & 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 and Physiology for the Allied Health Professional ........................................ CEHS 194
- CPT Coding I & II ............................................................................................................. CEHS 309
- ICD-10-CM Coding .......................................................................................................... CEHS 312

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!
**Fast Track Medical Terminology I & II**

This accelerated non-credit 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 Sessions • Jun 4-Aug 24 • Instructor: Dr. James W. Brown

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**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. Learn to accurately complete the CMS-1500 claim form. Textbook required. 4.80 CEU

Cost: $399 • Course Code: CEHO-103-OL 01

Dates: 17 Sessions • Jun 5-Aug 24 • Instructor: Ms. Marilyn V. Knight

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**Anatomy & Physiology for the Health Care Professional**

This non-credit course is a prerequisite to receiving a coding or electronic health records certification. It 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 Sessions • Jun 5-Aug 24 • Instructor: Ms. Dana L. Newton

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**Fast Track CPT Coding I & II**

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. 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 Sessions • Jun 6-Aug 31 • Instructor: Ms. Slavica Tumminelli

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**ICD-10-CM Coding**

This course will familiarize students with all practices and conventions of ICD-10-CM coding classification. Students will learn to assign alphanumeric codes for medical diagnoses and procedures carried out in medical offices, hospitals, ambulatory surgery centers, and other types of healthcare facilities. Emphasis will be placed on accurate code selection following approved guidelines and coding conventions. 5.60 CEU

Cost: $479 • Course Code: CEHO-126-OL 01

Dates: 14 Sessions • Jun 6-Sep 12 • Instructors: Ms. Slavica Tumminelli, Ms. Virginia F. Chinni

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**Medical Terminology I**

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 • Jun 4-Aug 20 • M • 6:30pm-10:00pm • Instructor: Ms. Marilyn V. Knight

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**Medical Terminology II**

This advanced, non-credit course gives you a confident understanding of specific word elements and a thorough examination of the anatomy, physiology, pathology, and diagnostic tools related to several fields. It does not substitute for AHMT 210 Medical Terminology II. Textbook required. 4.2 CEU

Cost: $329 • Course Code: CEHS-117-01

Dates: 12 Sessions • Jun 6-Aug 29 • W • 6:30pm-10:00pm • Instructor: Ms. Marilyn V. Knight

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**ICD-10-CM Coding**

This course will familiarize students with all practices and conventions of ICD-10-CM coding classification. Students will learn to assign alphanumeric codes for medical diagnoses and procedures carried out in medical offices, hospitals, ambulatory surgery centers, and other types of healthcare facilities. Emphasis will be placed on accurate code selection following approved guidelines and coding conventions. 5.60 CEU

Cost: $479 • Course Code: CEHS-312-01

Dates: 14 Sessions • Jun 6-Sep 12 • W • 6:00pm-10:00pm • Instructor: Ms. Slavica Tumminelli

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

In the healthcare industry, Electronic Health Records Specialists serve an important role, which is why most employers require a certification. Develop a clear understanding of the significant 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 a valuable component of the full set of competencies and skills you bring to 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 and 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

Certificate Programs & Transcripts
After you successfully complete all the courses in a designated certificate program, you may request your certificate or a transcript letter by emailing cpeinfo@ocean.edu. Be sure to provide your full name, OCC ID#, mailing address, and the name of the certificate or transcript.
Medical Billing & Coding Specialist Certificate

Prepare for one of today’s fastest growing careers!
As a Certified Billing & Coding Specialist (CBCS), you will be able to perform the following tasks:
- Gather/review essential patient information
- Prevent fraud/abuse by auditing billing
- Support coding and billing processes
- Assign codes for diagnoses and procedures
- Submit claims for reimbursement
- Coach healthcare providers to achieve optimal reimbursement

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

Training Certificates:
From Ocean County College:
- Medical Billing & Coding 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 Billing and Coding Specialist course includes a study guide, review, and preparation for these NHA Certification Exams. Students may choose to sit for some or all of these exams for an additional cost. The costs of the exams are not included in the tuition and are subject to change without notice.

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. Textbooks and flash drive required. PLEASE NOTE: Clear criminal background check required. 39.60 CEU Cost: $3399 • Course Code: CEHS-188-01
Dates: 60 Sessions • Jun 4-Aug 31 • M,T,W,TH,F • 8:30am-3:30pm • Instructors: Ms. Marilyn V. Knight

Payment plans available!

To Register visit www.ocean.edu/cpe.htm or call 732-255-0404
HEALTHCARE

Pet Therapy Preparation & Certification

We will help you train your dog to pass the evaluation and guide you on your path to visiting people in need. Upon certification, you can enroll as a Pet Therapy team with Caregiver Canines, a local non-profit agency that visits the elderly and those with dementia. You are also 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, and Loose Leash Walking. 6 hours of hands-on training will be included and a Bright & Beautiful Therapy Dog Evaluator will administer the test upon completion of the training. There is a one-time $20 fee payable at the time of the certification evaluation and a $50 annual registration fee for The Bright and Beautiful Therapy Dogs, Inc. following certification. These fees are NOT included in the tuition. Pet Therapy Team Evaluations will be scheduled for the Saturday following the completion of the course. For more details contact Compassionate Canine Training, dogtrainerkelly@gmail.com. 0.60 CEU
Cost: $299 • Course Code: CEHS-417-01
Dates: 4 Sessions • Jun 2-Jun 23 • S • 9:00am-10:30am
Instructor: Ms. Kelly M. Keeney/Compassionate Canine Training

Medical Assistant Certificate

A Medical Assistant performs routine administrative and clinical tasks under the supervision of a physician or other health practitioner. Clinical skills include obtaining all vital signs, assisting with the primary physical exam and other specialty exams, preparing patients for minor surgical procedures, providing patient education, 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 preparing and maintaining patient records. You 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 test fees are NOT INCLUDED in tuition and subject to change without notice. In addition, you will receive 8 hours of training and become certified in Mental Health First Aid by the National Council for Behavioral Health. Acknowledgement of Risk & Responsibility, Health Insurance & Waiver must be signed. Clear criminal background check and GED or HS diploma required. NOT INCLUDED IN TUITION, BUT ALSO REQUIRED: Physical exam, documentation of immunizations, 2-step PPD, proof of Hepatitis B series; student liability insurance, scrubs, stethoscope, & textbooks. 34.80 CEU
Cost: $3895 • Course Code: CEHS-305-01
Dates: 50 Sessions • Jun 4-Sep 15 • M,T,TH,S • 9:00am-04:30pm
Instructors: Ms. Robin D. Mangano

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

Fall term courses include: Medical Assistant, Patient Care Technician, and Business & Computer Skills training

Apply online at career.ocean.edu

$ Payment plans available!
Certified Nurse Aide (CNA): Long Term Care

Approved by the Department of Health and Senior Services, this 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 settings 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 you 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 2-step TB test or a chest x-ray for individuals who have previously tested positive. 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 Nursing Assistant certification which is not included in the tuition. Application fees are due at the commencement of the course. NOTE: Registered students must obtain CNA information packet at least two weeks prior to course start date; students must also attend 2-hour orientation class prior to course start date (orientation details will be emailed to students). Students responsible for own transportation. Cost: $1500

Course Code: CEHS-318-01 • Dates: 21 Sessions • Jul 9-Aug 14 • M,T,W,TH,F • 9:00am-3:30pm
Course Code: CEHS-318-02 • Dates: 25 Sessions • Jul 30-Sep 26 • M,T,TH • 5:00pm-9:00pm
Instructor: Prestige Medical Solutions Inc. • Location: S&F Plaza, 2008 Route 37, Toms River

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

*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 732-255-0400 Ext. 2269

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

Payment plans available!
HEALTHCARE

Certified Home Health Aide Certification Program

Prerequisites: English language proficiency. 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 a 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. Successful completion of the curriculum requirements, as well as NJ Board of Nursing application approval, is necessary for employment. The 76-hour course provides skills training needed to 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 and must be brought to class on the first day. 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) 7.6 CEU
Cost: $699 • Course Code: CEHS-340-01
Dates: 17 Sessions • Jun 4-Jun 8 • M,T,W,TH,F • 9:00am-2:00pm • Jun 11-Jun 28 • M,T,W,TH • 9:00am-2:00pm
Instructor: Preferred Home Healthcare • Location: 192 Jack Martin Blvd, B4, Brick

Certified Medication Aide Certificate

Prerequisites: Students must already be a CNA or CHHA with an active and in good standing license for the state of NJ. Upon registration the student will need to provide their CNA or CHHA license number, the expiration date and the last 4 numbers of their social security.
This program is a state regulated training and certification program that prepares Certified Nurse Aides to administer medications in an Assisted Living setting. You will receive instruction and training in the preparation and administration of medications; observe and document resident's status; review principles of safety; and demonstrate knowledge of measurement systems, body systems, and common diseases. This course is approved by the NJ Department of Nursing governing medication aides. 3.0 CEU
Cost: $595 • Course Code: CEHS-424-01
Dates: 5 Sessions • Jun 11-Jun 15 • M,T,W,TH,F • 9:00am-3:30pm
Instructor: Prestige Medical Solutions Inc. • Location: S&F Plaza, 2008 Route 37, Toms River

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
Jun 5-Aug 9 • T,TH • 6:00pm-10:00pm
CLINICAL
Aug 13-Sep 21 • M,T,W,TH,F • 6:00am-10:00pm
Instructor: Ms. Jennifer Jack

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. Students will gain an understanding of medical terminology, anatomy, transfer training, and equipment relevant to the physical rehabilitation setting. 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: 4 Sessions • Jun 18-Jun 27 • M,W • 6:00pm-10:00pm • Instructor: Ms. Sandra Scott

Payment plans available!
HEALTHCARE

HEALTHCARE PROFESSIONAL DEVELOPMENT

Certified Personal Trainer Certificate

Become a successful Certified Personal Trainer with an option to complete an employer internship that can walk you into jobs! The course consists of 15 hours of lecture on topics like biomechanics, exercise physiology, fitness testing, equipment usage, & health assessment plus 15 hours of hands-on practical training assessing clients, programming, performing proper exercises, and more. Included in this course is a student workbook and access to online study tools for the CPT 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 • Jun 17-Jul 29 • SU • 9:00am-4:00pm • Instructor: World Instructor Training School

Pharmacy Technician Certificate

Pharmacy Tech & PTCB Exam Prep

Course content will include medical terminology specific to the pharmacy, drug interactions, defining drugs by generic and brand names, route of administration, and side effects. In addition, you 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, you 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 • Jun 11-Jul 12 • M,W,TH • 6:00pm-10:00pm • Instructor: Dr. Samy A. Ayoub

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 healthcare to patients in a wide variety of settings. This certification can be used to meet the CPR requirement for the OCC nursing program. You 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 • Jun 16 • S • 9:00am-3:30pm
Course Code: CEHS-269-02 • Dates: 1 Session • Jul 14 • S • 9:00am-3:30pm
Instructor: Safe-T EMS & Safety Training, L.L.C.

Test of Essential Academic Skills (TEAS)

Prepare to successfully complete the TEAS-V test. This 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 • Jun 5-Jul 19 • T,TH • 4:30pm-7:30pm
Instructors: Ms. Lorie Trachtenberg, Ms. Michelle L. Wycoff, Ms. Sherry A. Martino
Course Code: CEHS-332-02 • Dates: 10 Sessions • Jun 2-Aug 4 • S • 9:00am-1:00pm
Instructors: Ms. Lorie Trachtenberg, Ms. Sherry A. Martino

To Register visit www.ocean.edu/cpe.htm or call 732.255.0404
EMT Core Refresher Courses

Upon completion of three EMT Refresher Assessment and Management programs: A-Airway, B-Medical, and C-Trauma, along with 24 CEU electives, you will be able to recertify your New Jersey State Emergency Medical Technician certification for a three (3) year period. Each course is worth 8 Core CEU and may be taken in any order. These EMT-Refresher courses are a review of the skills and knowledge covered in the EMT Initial course.

EMT Core Refresher Course A [Airway]*
Topics covered will include airway management, respiratory emergencies, patient assisted and administered medications, oxygen administration, CPAP protocols, and assisted an artificial ventilation. You will be evaluated via a practical scenario assessment and two written exams. Vendor provides all course materials. Prerequisite: proof of current EMT certification and valid BLS CPR card at time of registration. 0.80 CEU
Cost: $85 • Course Code: CEHS-421-01
Dates: 1 Session • Jun 9 • S • 8:00am-4:30pm • Instructor: Safe-T EMS & Safety Training, L.L.C.

EMT Core Refresher Course B [Medical]*
Topics covered will include cardiac, neurologic, immunologic, OB/GYN, endocrine, respiratory, and GI/GU emergencies. In addition, there will be a review of patient-assisted and administered medications and BLS CPR skills. You will be evaluated via a practical scenario assessment and one written exam. Vendor provides all course materials. Prerequisite: proof of current EMT certification and valid BLS CPR card at time of registration. 0.80 CEU
Cost: $85 • Course Code: CEHS-422-01
Dates: 1 Session • Jun 16 • S • 8:00am-4:30pm • Instructor: Safe-T EMS & Safety Training, L.L.C.

EMT Core Refresher Course C [Trauma]*
Topics covered will include chest injuries, head and neck, abdominal injuries, bleeding control, orthopedic injuries, and soft tissue injury. In addition, skills assessments will be performed in bleeding control, bandaging, and splinting. You will be evaluated via a practical scenario assessment and one written exam. Vendor provides all course materials. Prerequisite: proof of current EMT certification and valid BLS CPR card at time of registration. 0.80 CEU
Cost: $85 • Course Code: CEHS-423-01
Dates: 1 Session • Jun 23 • S • 8:00am-4:30pm • Instructor: Safe-T EMS & Safety Training, L.L.C.

*The New Jersey Office of Emergency Medical Services will be provided with course completion verification through the state education online platform.
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 ............................................................ CEBM 231
- Financing a Small Business .............................................................. CEBM 232
- A Business Plan ................................................................................ CEBM 233
- Recordkeeping for Small Business .................................................... CEBM 276
- Marketing Strategies for Small Business .......................................... CEBM 277

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 • Jul 7 • 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 • Jul 21 • 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 • Jul 21 • S • 9:00am-12:30pm • Instructor: Ms. Jackeline Mejias-Fuertes

Recordkeeping for Small Business
Understand financial statements, including their development, use and effective methods of analysis. Using business & accounting software, learn the general accounting cycle and how it reflects business transactions. 0.6 CEU Cost: $99 • Course Code: CEBM-276-01 • Dates: 1 Session • Jun 16 • S • 9:30am-4:00pm • Instructor: CPE Staff

Marketing Strategies for Small Business
Learn about target marketing & segmentation, types of competition, databases, and internal analysis. Build a customer database and create a viable marketing mix through advertising, promotions, and sales. 1.5 CEU Cost: $269 • Course Code: CEBM-277-01 Dates: 3 Sessions • Jun 9-Jun 23 • S • 9:00am-3:30pm • Instructor: Ms. Riina I. Rumvolt Van Rixoort

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

Fall term courses include: Medical Assistant, Patient Care Technician, and Business & Computer Skills training

Apply online at career.ocean.edu

To Register • visit www.ocean.edu/cpe.htm • or call 732-255-0404
BUSINESS

TRAINING FOR COMMUNITY & ASSOCIATION BOARDS

Basics of Board Meetings & Associations
Learn 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 & effective communication with other Board/Association members and Community members. 0.30 CEU
Cost: $69
Course Code: CEBM-732-01 • Dates: 1 Session • Jul 26 • TH • 6:30pm-9:30pm
Course Code: CEBM-732-02 • Dates: 1 Session • Aug 23 • TH • 6:30pm-9:30pm
Instructor: Ms. Ruth M. Deane

Business Writing: the Basics
Learn the basics for writing business letters, memos, emails, and reports. This course will cover Letter and Memo formats, preparing notes for emails, letters and reports, listing and bullet use, and clear, effective communication.
Cost: $99 • Course Code: CEBM-723-01
Dates: 3 Sessions • Jul 30-Aug 6 • M,W • 6:00pm-9:00pm • Instructor: Ms. Joanne S. Plichta

HOPA Housing for Older Persons Act
This class will cover the Housing for Older Persons Act of 1995, (HOPA). It covers what the Act means, updated regulations, requirements, exemptions and the information for the protection from discrimination for senior citizens regarding housing. 0.4 CEU
Cost: $139 • Course Code: CEBM-708-01
Dates: 2 Sessions • Aug 9-Aug 16 • TH • 6:30pm-8:30pm • Instructor: Ms. Ruth M. Deane
HUMAN RESOURCES & MANAGEMENT TRAINING

Human Resources-Legal Primer/Managing Employee Issues
This comprehensive course is packed with essential HR training and covers FLSA, EEO, ADA, Benefit Basics (workers’ comp, FMLA, COBRA, exempt vs. non-exempt), documentation retention and the basics of documenting employee coaching and counseling. This course is perfect for the independent business owner, new manager or someone starting to work in Human Resources. 0.60 CEU
Cost: $99 • Course Code: CEBM-717-01
Dates: 2 Sessions • Jul 16-Jul 18 • M,W • 6:30pm-9:30pm • 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 5.

Paralegal Certificate Program 1: Legal Terminology, Process, Ethics, Tort & Contract Law
CEOL 104 • Cost: $115
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 5.

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 5.

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 5.

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 5.

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- Personal Enrichment  - Specialized Careers  - Computers & Technology

Fall term courses include: Medical Assistant, Patient Care Technician, and Business & Computer Skills training
Apply online at career.ocean.edu

To Register visit www.ocean.edu/cpe.htm or call 732.255.0404
GETTING STARTED WITH MS OFFICE

Computers 101
This is for someone who has had little or no computer experience. Learn computer terminology, how to customize the desktop, manage files and folders, explore tools and programs within the Windows environment, computer safety, and how to download additional software applications. Learn how to explore the internet. Topics also include how to access and send emails with attachments. 2.0 CEU
Cost: $299 • Course Code: CECI-689-01
Dates: 5 Sessions • Jun 14-Jun 28 • T,TH • 5:30pm-9:30pm • Instructor: Mr. Kim Frank

Computers 102
The course is a follow up to our Computers 101 class (CECI 689). Learn advanced computer terminology, navigate the desktop, shortcuts, maintaining your files, downloading, sharing documents, photos, and other files as well as Internet basics. We recommend that you complete Computers 101 or be proficient in basic usage of a computer. Bring a zip drive to class. 2.00 CEU
Cost: $299 • Course Code: CECI-743-01
Dates: 5 Sessions • Jul 10-Jul 24 • T,TH • 5:00pm-9:00pm • Instructor: Mr. Kim Frank

Microsoft Office for Mac
Modern versions of Word, Excel, PowerPoint, Outlook, and OneNote for Mac. Learn how to collaborate with PC users as well as Mac users. Covered topics include Word, Excel, Outlook, and PowerPoint. 1.60 CEU
Cost: $239 • Course Code: CECI-760-01
Dates: 4 Sessions • Jul 17-Aug 7 • T • 6:30pm-9:30pm • Instructor: Ms. Donna Parsons

Excel Certificate
This is structured in 3 modules: Beginner, Intermediate and Advanced. This certificate is ideal for anyone seeking to be more productive in using Excel at work or for home budgets and projects.
Excel 2016 Beginner .............................................................................................................CECI 684
Excel 2016 Intermediate .....................................................................................................CECI 634
Excel 2016 Advanced ........................................................................................................CECI 635

Excel 2016 Beginner
This is a basic course that introduces you to Excel terminology and the concepts of workbooks and spreadsheets. Learn how to create Excel spreadsheets. Calculate values using formulas and simple functions. Edit spreadsheets. Learn to use charts to display data. Textbook required. Must bring USB flash drive to the class. 0.90 CEU
Cost: $155 • Course Code: CECI-684-01
Dates: 3 Sessions • Jul 10-Jul 17 • T,TH • 6:00pm-9:00pm • Instructor: Ms. Priscilla Sierra

Excel 2016 Intermediate
Prerequisite: Excel Beginner (CECI 684) or equivalent
This is for students that already know basic Excel. Learn how to work with multiple worksheets and link worksheets and workbooks. More advanced formatting and the use of cell names will be covered. Use sorting, filtering, and creating tables to manipulate your data; use emailing spreadsheets, hyperlinks, and protecting data spreadsheets when sharing workbooks. Textbook required. Must bring USB flash drive to the class. 0.90 CEU
Cost: $155 • Course Code: CECI-634-01
Dates: 3 Sessions • Jul 19-Jul 26 • T,TH • 6:00pm-9:00pm • Instructor: Ms. Priscilla Sierra

Excel 2016 Advanced
Prerequisite: Excel Intermediate (CECI 634) or equivalent experience
This is for students who have a working knowledge of Excel. Learn complicated functions and how to improve work efficiency. Work with Pivot tables and charts; advanced filtering and data validation. 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 • Jul 31-Aug 7 • T,TH • 6:00pm-9:00pm • Instructor: Ms. Priscilla Sierra
Adobe Photoshop Certificate
This certificate instructs you on the Photoshop tools and functions for photographers such as correction, layers, and retouching. Explore advanced photo manipulation, montage techniques, and processing RAW images.

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

Photoshop
Discover the basics of Adobe Photoshop’s image editing software. Tools and functions specific to photographers, such as managing layers, exposure correction, color balancing, selection, masks, and retouching will enhance your photographs. 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 • Jun 4-Jun 25 • M • 6:30pm-9:00pm • Instructor: Ms. Jessica L. Murga

Photoshop: Advanced
Explore advanced photo manipulation skills in Adobe Photoshop 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 • Aug 6-Aug 27 • M • 6:30pm-9:00pm • Instructor: Ms. Jessica L. Murga

Cyber Security I: Essentials Skills
Recognize cyber security threats and how these risks pose a danger to our society. Learn how cyber security professionals protect networks from increasingly sophisticated attacks. Acquire the practical computer security awareness techniques with basic hands-on projects that give students the knowledge necessary to apply what they have learned in the real world. Prerequisite: Windows and Basic Network/DOS level commands. 1.20 CEU
Cost: $199 • Course Code: CECI-762-01
Dates: 4 Sessions • Jun 19-Jun 28 • T,TH • 6:00pm-8:00pm • Instructor: Ms. Donna Parsons

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

Fall term courses include: Medical Assistant, Patient Care Technician, and Business & Computer Skills training
Apply online at career.ocean.edu

IMPORTANT NOTICE for COMPUTER CLASSES
(except basic/beginner classes)
Students must bring a USB Flash Drive to the first class.
**Microsoft Project 2016**  GES857 • Cost: $795
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 5.

**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 5.

**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 5.

**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 5.

**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 5.

**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 5.
Child Development Associate Credential

Identify effective teaching strategies and techniques. To earn your Early Childhood Education certificate from OCC, you must complete the CORE classes listed 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 You can start the program at any time with any of the classes. It is not necessary to take these classes in order.

- Principles of Growth & Development ................................................................. CEED 156
- Social & Emotional Development: Preschool ................................................... CEED 224
- Observing & Recording Young Children’s Behavior ....................................... CEED 139
- Nutrition, Health & Safety ................................................................................ CEED 195
- Building Positive Relationships ....................................................................... CEED 194
- Classroom Management & Behavior Guidance .............................................. CEED 154
- Curriculum Planning ......................................................................................... CEED 127
- Professionalism .................................................................................................. CEED 189
- Early Childhood Learning Environment ........................................................... CEED 339
- Sensational Circle Times & Terrific Transitions .............................................. CEED 185
- Behavior Guidance for Young Children ........................................................... CEED 229

For students who have completed their professional education requirements only:

- CDA Prep Course ............................................................................................... CEED 184

Early Childhood Learning Environment 1.00 CEU
Cost: $130 • Course Code: CEED-339-01 • Dates: 4 Sessions • Jul 9-Jul 18 • M,W • 6:30pm-9:00pm
Instructor: Ms. Lisa M. Lockwood

Sensational Circle Times & Terrific Transitions 1.00 CEU
Cost: $130 • Course Code: CEED-185-01 • Dates: 4 Sessions • Jul 23-Aug 1 • M,W • 6:30pm-9:00pm
Instructor: Ms. Lisa M. Lockwood

Behavior Guidance for Young Children 1.00 CEU
Cost: $130 • Course Code: CEED-229-01 • Dates: 4 Sessions • Aug 6-Aug 15 • M,W • 6:30pm-9:00pm
Instructor: Ms. Lisa M. Lockwood

ed2go Educator’s Fundamentals Series Cost: $299

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 5.
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 • Chemistry • English Language & Composition
Physics I • Statistics • Computer Science Principles
Physics C: Electricity, Mechanics & 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

TEST PREP

High School Equivalency Preparation (Ages 16+)

Students must be able to read and write English. For anyone 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. Handouts included. For more information please call 732-255-0409.

Cost: $199

Course Code: CEED-350-01 • Dates: 4 Sessions • Jun 18-Jun 28 • M,TH • 10:00am-12:30pm
Course Code: CEED-350-02 • Dates: 4 Sessions • Jun 18-Jun 28 • M,TH • 6:00pm-8:30pm
Course Code: CEED-350-03 • Dates: 4 Sessions • Aug 13-Aug 23 • M,TH • 10:00am-12:30pm
Course Code: CEED-350-04 • Dates: 4 Sessions • Aug 13-Aug 23 • M,TH • 6:00pm-8:30pm
Instructor: Ms. Janice P. Henry

Test of Essential Academic Skills (TEAS)

See description and course information on page 15.
Ocean County College's Continuing & Professional Education department, in partnership with UCEDA Institute, offers courses in English as a Second Language.

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@ucedainstitute.org
**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 • Jun 25-Jun 29 • M,T,W,TH,F • 10:00am-2:00pm
Course Code: CEFO-204-02 • Dates: 5 Sessions • Jul 23-Jul 27 • 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 course provides comprehensive training in all areas of food safety and sanitation: Preventing Food Borne Illness, Hazard Analysis Critical Control Point (HACCP), Cleaning & Sanitizing, Pest Control, Food Security, Proper Food Temperatures, Food Worker Hygiene, Food Allergies, and more. Training is provided by a registered ServSafe® instructor and proctor. A picture ID is required for the exam. This training is recognized by the following organizations: National Restaurant Association Educational Foundation; New Jersey Restaurant Association, American National Standards Institute (ANSI), Conference for Food Protection, New Jersey State Department of Health, and the Ocean County Health Department. Participants who successfully complete this educational program will be awarded 0.7 NJ Public Health Continuing Education Contact Hours (CEs). Ocean County College has been approved by the New Jersey Department of Health and Senior Services as a provider of New Jersey Public Health Continuing Education Contact Hours (CEs). The cost of this course includes instruction and exam. A textbook is required and must include an answer sheet for the exam.

Cost: $219
Course Code: CEFO-802-01 • Dates: 1 Session • Jun 19 • T • 9:00am-4:00pm
Course Code: CEFO-802-02 • Dates: 1 Session • Aug 14 • T • 9:00am-4:00pm
Instructor: FSS Consultants

**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. Record a commercial script and hear examples of demos recorded by professional voice actors.

Cost: $49 • Course Code: CEFA-421-01
Dates: 1 Session • Jul 31 • T • 6:30pm-9:00pm • Instructor: Creative Voice Development Group

**HVACR Certified Technician**

GES705 • Cost: $3795
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 5.

**Home Inspection Certificate**

GES704 • Cost: $2295
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 5.

**Court Interpreter (Spanish/English)**

GES284 • Cost: $2395
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 5.

**Spanish for Law Enforcement:**

CEOL 502 • Cost: $115
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 5.

**AutoCAD 2015 Certified User**

GES323 • Cost: $2595
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 5.

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To Register visit www.ocean.edu/cpe.htm or call 732.255.0404
Plein Air Landscape Painting
Following in the steps of Monet, Cezanne, and van Gogh, learn to draw or paint the landscape with individual guidance. Classes will be held in four outdoor locations chosen for their beauty, local significance, and variety of features. You must provide your own transportation to each venue. All levels, all drawing and painting media are welcome. No experience necessary. A materials list and directions to each venue will be provided upon registration. Taught by Ms. Lizzi Schippert NJWCS, professional artist and instructor.
Cost: $119 • Course Code: CEFA-520-01
Dates: 4 Sessions • Jun 6-Jun 27 • W • 10:00am-1:00pm • Instructor: Ms. Elizabeth A. Schippert

Exploring Abstraction in Mixed Media (Ages 13-Adult)
In this fun course, students will learn the basics of this most fascinating genre of Fine Art. Using acrylics, pastels, other 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, flowers, bits of paper and fabric, ribbon, string, postage stamps, and even feathers, for your projects. A materials list will be available after registering for the course. No experience necessary.
Cost: $129 • Course Code: CEFA-521-01
Dates: 6 Sessions • Jun 4-Jul 16 • M • 6:30pm-9:00pm • Instructor: Ms. Elizabeth A. Schippert

Classic Watercolor
This class is taught by Sven Widen, professional artist and instructor. Sven is beloved as a teacher, known for his good-humored patience, playfulness, and ability to inspire every student! After acquainting yourself with the basic materials: pigment, paper and brushes; practice 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 everyone to advance at their own pace.
Cost: $129 • Course Code: CEFA-443-01
Dates: 6 Sessions • Jun 5-Jul 17 • T • 6:30pm-9:00pm • Instructor: Mr. Sven K. Widen

Digital Photography: Intro
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, while creating original photographs. In addition, valuable workflow, maintenance, and storage options will be covered. Bring a fully charged DSLR camera to class.
Cost: $139
Course Code: CEFA-726-01
Dates: 3 Sessions • Jun 5-Jun 19 • T • 6:30pm-9:00pm • Instructor: Ms. Jessica L. Murga

Digital Photography: Intermediate
This course is designed to help photography students achieve even more success with their digital images. 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. In addition, valuable workflow and storage options will be covered. Bring a fully charged camera DSLR camera to class.
Cost: $139 • Course Code: CEFA-727-01
Dates: 4 Sessions • Aug 7-Aug 28 • T • 6:30pm-9:00pm • Instructor: Ms. Jessica L. Murga
Belly Dancing: Beginners
This ten-week course will cover a basic introduction to this beautiful, classic dance form. Learn the graceful isolation movements for hips, arms, and abdomen and gain an understanding of the music and rhythms of this dance. You'll 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 • Jun 2-Aug 4 • S • 10:00am-11:00am • Instructor: Ms. Patricia Cangiano

Belly Dancing: Intermediate
For those that have taken belly dance classes before to learn more about the dance, culture, and music.
Cost: $99 • Course Code: CEPE-038-01
Dates: 10 Sessions • Jun 4-Aug 6 • 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, just the desire to move, get in shape and have fun!
Cost: $99 • Course Code: CEPE-439-01
Dates: 10 Sessions • Jun 5-Aug 7 • T • 7:30pm-8:30pm • Instructor: Ms. Patricia Cangiano

Yogalates
A blend of Yoga and Pilates to strengthen, tone, and tighten your body. These exercises build strength and stamina. 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 • Jun 5-Aug 7 • 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. Along with light-weight upper body resistance, you'll work against gravity or the floor to define your leg and ab muscles. Please note that this program is designed to tone rather than build muscle for a "re-defining" total body cardio workout! 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 • Jun 4-Aug 6 • M • 7:00pm-8:00pm
Course Code: CEPE-271-02 • Dates: 10 Sessions • Jun 7-Aug 9 • TH • 9:00am-10:00am
Instructor: Ultimate Dance Studio • Location: 1174 Fischer Blvd, Toms River

Let's Enjoy Piano: Beginners (Ages 18+)
Not your traditional piano class! This proven breakthrough method of learning to "read the keyboard" and play by chord shapes is innovative, fun & practical. Learn what you really "need to know" to play a song now! Fundamentals of music made easy. Even if you have had a few lessons before, why not give it a try? The Let's Enjoy Piano method instruction book is required and available at the OCC Bookstore. www.letsenjoypiano.com
Cost: $119 • Course Code: CEFA-735-01
Dates: 4 Sessions • Jul 7-Jul 28 • S • 10:00am-12:00pm • Instructor: Mr. Gary C. Rosato
Memoir Writing Workshop: The Original 3-Step Vignette Method

All writing levels. Award-Winning Author Shelley Gilbert of Toms River will show you how to write a memoir for yourself or for the world. Supportive, non-critical. Shelley takes intimidation out of intimate writing. Write a short memoir about a period in your life or your entire life. The Vignette Method is a simple technique that takes your thoughts, feelings and memories and turns them into a memoir. Bring large pad and pen/pencil.
Cost: $129 • Course Code: CEFA-794-01
Dates: 9 Sessions • Jun 7-Aug 2 • TH • 7:00pm-8:30pm • Instructor: Ms. Shelley J. Gilbert

Mah Jongg

Learn the American version of Mah Jongg. It’s a game for all ages and is typically played with four people. The game is sociable, competitive, exciting, and addictive. Learn the tiles, their function, and the Charleston as per the National Mah Jongg League rules. No Mah Jongg experience or knowledge is required. A practice Mah Jongg set is provided for the duration of the four week class. Upon completion of the class, participants will be fully confident and knowledgeable to join a game of Mah Jongg while making new friends! Please purchase an official, National Mah Jongg League yearly card before class commences. It’s available online at www.nationalmahjonggleague.org/store.aspx#. The price is $8.00 for regular print or $9.00 for large print.
Cost: $39
Course Code: ALIS-115-02CSP • Dates: May 24-Jun 14 • TH • 2:00pm-4:00pm
Course Code: ALIS-115-01 • Dates: 4 Sessions • Jun 6-Jun 27 • W 10:00am-12:00pm
Course Code: ALIS-115-02 • Dates: 4 Sessions • Jun 12-Jul 3 • T • 1:00pm-3:00pm
Course Code: ALIS-115-03 • Dates: 4 Sessions • Jul 2-Jul 23 • M 11:00am-1:00pm
Instructor: Ms. Christine Blackford

Your Answers are in the Cards

Always wondered what was in the cards for you? Why not find out for yourself! Learn how to read tarot cards in a simplified way. Allow your natural intuition to guide you.
Cost: $49 • Course Code: CEDA-129-01
Dates: 2 Sessions • Jun 5-Jun 12 • T • 7:00pm-9:00pm • Instructor: Phyllis A. Mitchell

ed2go Genealogy Basics CEOL 096 • $115
Understand the genealogy research process and the way we interpret the information we find. For more details, see page 5.

ed2go Empowering Students with Disabilities CEOL 494 • $115
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 5.

ed2go Understanding Adolescents CEOL 169 • $115
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 5.

ed2go Homeschool with Success CEOL 442 • $115
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 5.

ed2go Where Does All My Money Go? CEOL 437 • $115
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 5.
Get Golf Ready
This program 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  •  Jun 6-Jun 27  •  W  •  6:00pm-7:15pm
Course Code: CEPE-346-02  •  Dates: 4 Sessions  •  Jul 4-Jul 25  •  W  •  6:00pm-7:15pm
Course Code: CEPE-346-03  •  Dates: 4 Sessions  •  Aug 01-Aug 22  •  W  •  6:00pm-7:15pm
Instructor: Eagle Ridge Golf Club  •  Location: 2 Augusta Blvd., Lakewood

Lady Golf for Beginners
This is a beginning or novice class specifically designed for women and their bodies and taught by a female instructor. Learn the basics including the 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  •  Jun 2-Jun 23  •  S  •  10:00am-11:15am
Course Code: CEPE-344-02  •  Dates: 4 Sessions  •  Jul 7-Jul 28  •  S  •  10:00am-11:15am
Course Code: CEPE-344-03  •  Dates: 4 Sessions  •  Aug 4-Aug 25  •  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. 4 hours of the class will be on-course. 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. Your instructor will teach you new drills and practice techniques you can utilize on your own.
Cost: $135
Course Code: CEPE-356-01  •  Dates: 3 Sessions  •  Jun 2-Jun 16  •  S  •  4:00pm-6:00pm
Course Code: CEPE-356-02  •  Dates: 3 Sessions  •  Jul 7-Jul 21  •  S  •  4:00pm-6:00pm
Course Code: CEPE-356-03  •  Dates: 3 Sessions  •  Aug 4-Aug 18  •  S  •  4:00pm-6:00pm
Instructor: Eagle Ridge Golf Club  •  Location: 2 Augusta Blvd., Lakewood

SAFE Sailing One Day 3-Hour Program
Sailing is truly for people of all abilities in this program! We offer a fun, beginner sailing experience to the community directed towards non-sailors using accessible boats for people unfamiliar with sailing and boating. We have adaptable boats for people with disabilities, impaired veterans, the elderly, and beginner sailors. We will be introducing the fun and freedom of sailing to those who would otherwise not be able to access these experiences. OCC SAFE sailing program will provide instruction, boats, safety equipment, and everything needed to experience the water. Just be prepared to have a unique and fun experience! The program is led by US Sailing certified instructors. OCC is a DDD Qualified Provider.
Cost: $55
Course Code: SAIL-1702-01  •  Dates: 1 Session  •  Jun 4  •  M  •  9:00am-12:00pm
Course Code: SAIL-1702-02  •  Dates: 1 Session  •  Jun 15  •  F  •  9:00am-12:00pm
Course Code: SAIL-1702-03  •  Dates: 1 Session  •  Jun 27  •  W  •  9:00am-12:00pm
Course Code: SAIL-1702-04  •  Dates: 1 Session  •  Jul 09  •  M  •  1:00pm-04:00pm
Course Code: SAIL-1702-05  •  Dates: 1 Session  •  Jul 15  •  SU  •  9:00am-12:00pm
Course Code: SAIL-1702-06  •  Dates: 1 Session  •  Jul 29  •  SU  •  1:00pm-04:00pm
Course Code: SAIL-1702-07  •  Dates: 1 Session  •  Aug 05  •  SU  •  9:00am-12:00pm
Course Code: SAIL-1702-08  •  Dates: 1 Session  •  Aug 22  •  W  •  9:00am-12:00pm
Course Code: SAIL-1702-09  •  Dates: 1 Session  •  Aug 26  •  SU  •  9:00am-12:00pm
Location: Mill Creek Park, 111 Chelsea Ave, Berkeley Township

To Register  visit www.ocean.edu/cpe.htm  or call 732-255-0404
Learn to Sail 3-Hour Program (Ages 18+)

This three-hour program is for adults of all ages that are new to sailing or have little sailing experience. In this program, adults will learn the basics of sailing including rigging, points of sail, knot tying, sailing maneuvers, and sailboat safety. This program is led by US Sailing certified instructors. Come experience the joy of sailing for the day! Please note: Our docks and boats are fully accessible and this program is for people of all abilities. OCC is a DDD qualified provider.

Cost: $55

Course Code: SAIL-1710-01 • Dates: 1 Session • Jun 3 • SU • 1:00pm-4:00pm
Course Code: SAIL-1710-02 • Dates: 1 Session • Jun 9 • S • 9:00am-12:00pm
Course Code: SAIL-1710-03 • Dates: 1 Session • Jul 1 • SU • 9:00am-12:00pm
Course Code: SAIL-1710-04 • Dates: 1 Session • Aug 4 • S • 9:00am-12:00pm
Course Code: SAIL-1710-05 • Dates: 2 Sessions • Jun 18-Jun 19 • M,T • 5:30pm-7:00pm
Course Code: SAIL-1710-06 • Dates: 2 Sessions • Aug 7-Aug 8 • T,W • 5:30pm-7:00pm
Location: Mill Creek Park, 111 Chelsea Ave, Berkeley Township

Learn to Sail 6-Hour Program (Ages 18+)

This six hour program is for adults of all ages that are new to sailing or have little sailing experience. In this program, adults will learn the basics of sailing including rigging, points of sail, knot tying, sailing maneuvers, and sailboat safety. This program is led by US Sailing certified instructors. Come experience the joy of sailing for the day! Please note: Our docks and boats are fully accessible and this program is for people of all abilities. OCC is a DDD qualified provider.

Cost: $95

Course Code: SAIL-1711-01 • Dates: 2 Sessions • Jul 7-Jul 08 • S,SU • 9:00am-12:00pm
Course Code: SAIL-1711-02 • Dates: 4 Sessions • Jul 23-Jul 26 • M,T,W,TH • 5:30pm-7:00pm
Course Code: SAIL-1711-03 • Dates: 2 Sessions • Aug 18-Aug 19 • S,SU • 9:00am-12:00pm
Location: Mill Creek Park, 111 Chelsea Ave, Berkeley Township

Learn to Race (Ages 18+)

After completing our two day learning to sail program come learn how to race! This is a two day half day program for adults who are interested in taking their sailing to the next level. This program is led by US Sailing certified instructors. In this program you will learn the basics of racing a sailboat. Come experience the excitement of racing!

Cost: $95

Course Code: SAIL-1712-01 • Dates: 2 Sessions • Jul 28-Jul 29 • S,SU • 9:00am-12:00pm
Course Code: SAIL-1712-02 • Dates: 2 Sessions • Aug 25-Aug 26 • S,SU • 1:00pm-4:00pm
Location: Mill Creek Park, 111 Chelsea Ave, Berkeley Township

Fun Race Night-All Ages

All ages are welcome to experience a night of racing. Previous experience is preferred but not necessary as we can pair people up with experienced skippers. Limit of 25 people!

Cost: $20

Course Code: SAIL-1714-01 • Dates: 1 Session • Jun 8 • F • 5:30pm-7:30pm
Course Code: SAIL-1714-02 • Dates: 1 Session • Jun 15 • F • 5:30pm-7:30pm
Course Code: SAIL-1714-03 • Dates: 1 Session • Jun 29 • F • 5:30pm-7:30pm
Course Code: SAIL-1714-04 • Dates: 1 Session • Jul 6 • F • 5:30pm-7:30pm
Course Code: SAIL-1714-05 • Dates: 1 Session • Jul 20 • F • 5:30pm-7:30pm
Course Code: SAIL-1714-06 • Dates: 1 Session • Jul 27 • F • 5:30pm-7:30pm
Course Code: SAIL-1714-07 • Dates: 1 Session • Aug 3 • F • 5:30pm-7:30pm
Course Code: SAIL-1714-08 • Dates: 1 Session • Aug 17 • F • 5:30pm-7:30pm
Course Code: SAIL-1714-09 • Dates: 1 Session • Aug 31 • F • 5:30pm-7:30pm
Location: Mill Creek Park, 111 Chelsea Ave, Berkeley Township
Fun Race Night: All Ages

All ages are welcome to experience a night of racing. Previous experience is preferred but not necessary as we can pair people up with experienced skippers. Limit of 25 people!

Cost: $150 • Course Code: SAIL-1715-01
Dates: 9 Sessions • Jun 8–Aug 31 • F • 5:30pm-7:30pm
Location: Mill Creek Park, 111 Chelsea Ave, Berkeley Township

Evening Sailing Experience

Come and enjoy a night out sailing on the Toms River! Experience the river from a sailboat! Come enjoy an evening of fun! Please note: Our docks and boats are fully accessible and this program is for people of all abilities. OCC is a DDD qualified provider.

Cost: $30
Course Code: SAIL-1713-01 • Dates: 1 Session • Jun 6 • W • 6:00pm-7:30pm
Course Code: SAIL-1713-02 • Dates: 1 Session • Jun 26 • T • 6:00pm-7:30pm
Course Code: SAIL-1713-03 • Dates: 1 Session • Jul 11 • W • 6:00pm-7:30pm
Course Code: SAIL-1713-04 • Dates: 1 Session • Jul 16 • M • 6:00pm-7:30pm
Course Code: SAIL-1713-05 • Dates: 1 Session • Aug 10 • F • 6:00pm-7:30pm
Course Code: SAIL-1713-06 • Dates: 1 Session • Aug 28 • T • 6:00pm-7:30pm
Location: Mill Creek Park, 111 Chelsea Ave, Berkeley Township

Private Sailing Lesson Program (All Ages)

Course Code: SAIL-1716
Dates: May 1–October 1 (Email rgoetting@ocean.edu to schedule your session)
Cost: $50 per hour

Get to experience a one-on-one lesson from our certified US Sailing instructors. Fine-tune your skills or learn for the first time. This course is designed to help you achieve your sailing goals.
SUMMER CAMPS
KIDS & TEENS ON CAMPUS

OCEAN COUNTY COLLEGE
CONTINUING & PROFESSIONAL EDUCATION
www.ocean.edu/cpe.htm
SUMMER 2018
JUNE-AUGUST • AGES 3-17
Do you have Professional Experience to Share?

Become a Continuing & Professional Education Teacher and help others start on a new career path!

Come join a College with over 50 years of experience providing valuable instruction to students in the Ocean County community and beyond.

If you want to influence others, consider teaching a Fast Track Career Training Course in one of the following areas:

- Health Care
- Business/Professional Development
- Technology
- Specialized Careers

Visit career.ocean.edu and search using keyword CPE to find current openings, view Career Success Stories, and learn more about our Campus Community.

To apply, simply submit your application, cover letter, and résumé at our career site.

Please note: Ocean County College no longer accepts applications and/or résumés via fax or email.

LOCATIONS

Main Campus College Drive • Toms River, NJ

Southern Education Center 195 Cedar Bridge Road • Manahawkin, NJ

Continuing & Professional Education Office Phone: 732-255-0409

or

Allied Health Career Programs Phone: 732-255-0400 ext.2326
REGISTRATION INFORMATION

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

OCC Student ID # ________________________________

Student Name ______________________________________________________________________________________

Street Address ________________________________________________________

City ___________________________ State _________ Zip ________________

Preferred Phone _______________________________________________________

Email (required) ________________________________ Date of Birth ____________________

Course registration confirmations are sent via email.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Course Title</th>
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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 ___________________________________________ Preferred Phone __________________

Parent Email (required) ________________________________________________________________

Family Physician Name/# ________________________________________________________________

Emergency Contact Name ___________________________ 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 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)

TO REGISTER AND PAY ONLINE www.ocean.edu/cpe.htm

TO REGISTER BY PHONE call 732-255-0404.
There are no requirements to attend most non-credit 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, between the hours of 8:00am-4:00pm, 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: Monday-Friday 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, visit www.ocean.edu/cpe.htm. Select “Continuing Education” (on the left side) and then “Request Information”. Fill out the request form and submit. You may request a transcript 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.
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. 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.

Certificate Programs & Transcripts
After you successfully complete all the courses in a designated certificate program, you may request your certificate or a transcript letter by emailing cpeinfo@ocean.edu. Be sure to provide your full name, OCC ID#, mailing address, and the name of the certificate or transcript.
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 (click the Registration link)

Summer 2018 Continuing & Professional Education
Kaitlin Everett
Director of CPE, Workforce Development & Community Services

Produced by the OCC Office of College Relations

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Ocean County College
is conveniently located on College Drive in Toms River, NJ. Most classes are held on campus but some are conducted off-site.
Find directions to OCC at www.ocean.edu
Summer Careers
Open House
Healthcare • Business • Technology
Education & Specialized Careers
Information for: Personal Enrichment • Art • Dance
Health & Wellness • Personal Development
Sports • Kids & Teens

Wednesday, April 25 • 4:00-7:00pm
Medical Billing & Coding
Open House
Grunin Center (Bldg. #11) Room A224

Saturday, May 19 • 9:00am-Noon
Grunin Center (Bldg. #3), Ground Floor
Information Sessions
Bookkeeping & QuickBooks Tuesday, August 7 • 6:30pm
Alternate Route/New Pathways to Teaching
Library (Bldg. #3), Ground Floor
Tuesday, Aug. 7 • 7:00pm

CECTP
732-255-0409 • cpeinfo@ocean.edu
www.ocean.edu/cpe.htm