Career Training and Continuing Education

Fall 2023

OCEAN COUNTY COLLEGE | WORKFORCE & PROFESSIONAL EDUCATION

go.ocean.edu/wpe

Welcome to Workforce and Professional Education at Ocean County College!

WPE's specialized certifications can help you start a new career or excel in your current occupation. Our apprenticeships and fast-track career training programs run from three to six months and include on-the-job training, exam preparation for state and national certifications, and immediate employment opportunities. Sponsorships and scholarships are available for many programs.

Employers value employees who continue improving their skills and knowledge. Ocean County College offers many options: traditional on-campus training, remote-live instruction, self-paced online programs, and opportunities to earn industry-valued credentials. WPE also offers off-site professional development trainings hosted by local small businesses, supported by grants to foster employee development and retention.

We invite you to browse our catalog of instructor-led programs taught by professional experts and self-paced online courses through ed2go.com/ocean, covering business, education, healthcare, technology, specialized career trainings, and more. Class schedules include daytime, evening, and weekend options. Reach out to our staff for help choosing the right path and program for your journey. We look forward to working with you!

Fall 2023
Workforce & Professional Education

Kaitlin Everett
Executive Director, Workforce & Professional Education

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

Admission Requirements

There are no requirements to attend most non-credit continuing education classes. Some experience may be necessary. Check course description for details and prerequisites.

Registration

Enrolling is easy! Register and pay for classes online at **go.ocean.edu/wpeprograms**.

Refund Policy

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

Attendance Policy

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

Certificate Programs and Transcripts

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

Course Changes/Cancellations

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

Disability Accommodations

Reasonable accommodations for students with disabilities are determined and approved by the Office of Disability Services and in accordance with the Americans with Disabilities Amendment Act and Section 504 of the Rehabilitation Act of 1973. Disability Services notifies students of their approved academic reasonable accommodations and coordinates implementation of those accommodations. Students who believe they are eligible for accommodations (e.g., testing, captioning, ASL, large print) but have not obtained approval should contact Disability Services at 732-255-0456 (voice), 711 (NJ Relay), email **accommodations@ocean.edu** or visit their website: **go.ocean.edu/ds.**

Emergency Closing

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

Bookstore

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

Parents of Students Under Age 18

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

Student Misconduct

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

Disclaimers

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

Contact WPE

WPE personnel are happy to answer any questions and assist students with the registration process. WPE is located on the OCC campus in the Hovnanian Health Sciences Building (Building #102), directly behind Parking Lot #3.
Office hours are Monday-Friday from 8:00am to 4:00pm.
Students can also contact the office by phone at 732-244-0409 or email at **wpeinfo@ocean.edu**.
Visit our website for more information: **go.ocean.edu/wpe**.

Adult Education, Civics & Workforce Preparation Program

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

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

Courses are 10 weeks (summer, fall, winter, and spring) for six instructional hours. Morning and evening schedules are available.

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

Work Readiness Assistance Program (WRAP) for Young Adults

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

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

The Work Readiness Assistance Program is funded through a grant provided by the Ocean County Department of Human Services and the Ocean County Board of Commissioners. For more information, contact 732-255-0400 or achievementcenter@ocean.edu.
go.ocean.edu/OCAC

HEALTHCARE

Medical Billing and Coding Specialist** CEHS-188

Medical Billing and Coding Specialists are responsible for processing health insurance claims using a special coding system, which is recorded onto patients' electronic health records and used to properly process insurance claims. Through this course, students can obtain the skills necessary to work in this rapidly growing field, where specialists are in high demand in physicians' offices, healthcare facilities, and at insurance and medical billing companies. This intensive training will enable students to:

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

After completion of the program, students will be eligible to sit for the following national certification exams:

• Medical Coding Professional Certificate
• Certified Billing Professional Certificate
• Certified Electronic Health Record Specialist Certificate (CEHRS)
• CPR Certification

Students may choose to sit for some or all of these exams.
Schedule: Monday-Friday 9:30am-2:30pm • Modality: Online Monday-Tuesday, In Person Wednesday-Friday
Clock hours: 396 • Cost: $5,279
Call 732-255-0409 for course dates.

Certified Clinical Medical Assistant** CEHS-305

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

Students will learn clinical skills including obtaining and monitoring patient vital signs, taking medical histories, preparing patients for X-rays and minor surgical procedures, administering IVs and injectable medications, using phlebotomy techniques, assisting in the collection of laboratory specimens and more. Cost: $5,244

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

• Certified Clinical Medical Assistant (CCMA) • Certified EKG Technician (CET) • Certified Phlebotomy Technician (CPT)
Students may choose to sit for some or all of these exams.

Daytime Section: September 11-December 8 • Monday-Friday 9:00am-5:00pm
Evening Section: September 11-February 24
Mondays, Tuesdays & Thursdays from 6:00-10:00pm and every other Saturday 9:00am-3:30pm
Modality: In Person • Clock hours: 364 • Cost: $5,500

*For qualified applicants
**These courses can be taken either as paid courses or as apprenticeships.

Top three reasons to consider an apprenticeship:

1. **Nearly all costs covered by grant funding!***

2. **Earn credentials and on-the-job training in as little as three months**

3. **Get certified for local in-demand careers with competitive salary**

Certified Clinical Medical Assistant for the Experienced Professional CEHS-306

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

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

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

• Certified Clinical Medical Assistant (CCMA)

• Certified EKG Technician (CET)

• Certified Phlebotomy Technician (CPT)

Schedule: Monday-Friday, 9:00am-5:00pm • Modality: Hybrid • Clock hours: 364 • Cost: $5,500
Call 732-255-0409 for course dates.

Community Health Worker CEHO-129

The Community Health Worker (CHW) program is designed to prepare students to serve as a liaison between communities, healthcare systems and state health departments. This course assists workers in achieving competency in addressing the needs of high-risk or at-risk populations (those with multiple chronic conditions, premature birth), identifying and addressing social determinants of health, reducing hospital readmissions and emergency department (ED) overuse, and providing direct services. Upon completion of this course, students will be eligible to receive a certificate of completion from Ocean County College.

Modality: Online • Clock hours: 144 • Cost: $2,000
Call 732-255-0409 for course dates and times.

Start a new career in healthcare in as little as three months!

The New Jersey Healthworks Apprenticeship Program is helping to educate and mentor thousands of workers in New Jersey's healthcare industry. Prepare to earn a national credential while getting real-life work experience. If you qualify, the New Jersey Healthworks Grant may cover the total cost of your training, including tuition, books, materials and fees. You will get a jump start on a career while earning recognized industry credentials. Ocean County College currently offers a number of active apprenticeship programs through employer partners, as well as apprenticeship opportunities for incumbent employees. OCC also offers several apprenticeships in conjunction with for-credit courses, including Hotel Associate and Drug and Alcohol Abuse Counselor.

For more information on apprenticeship programs at Ocean County College, email **wpeinfo@ocean.edu** or visit **go.ocean.edu/wpe**.

HEALTHCARE

Medical Coding Professional Certificate

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

Required Courses:

- CEHO-102 Online Fast Track Medical Terminology I and II   Cost: $669
- CEHO-103 Medical Billing and Insurance Practices   Cost: $399
- CEHO-104 Online Anatomy and Physiology   Cost: $399
- CEHO-120 Fast Track CPT I & CPT II Coding (Online)

  or CEHS-309 Fast Track CPT I & CPT II Coding (In Person)   Cost: $439
- CEHO-126 ICD-10-CM Coding (Online) or CEHS-312 ICD-10-CM Coding (In Person)   Cost: $479

Certified Electronic Health Record Specialist (CEHRS)

This program is designed for students preparing for a career in the healthcare field and requiring a clear understanding of the impact the electronic health record (EHR) system has on work processes in a healthcare environment, and the importance of maintaining medical records. The EHR knowledge and experience gained through this certificate program is an integral part of the competencies and skills needed in the healthcare workplace.

Required Courses:

- CEHO-102 Online Fast Track Medical Terminology I and II   Cost: $669
- CEHO-103 Medical Billing and Insurance Practices   Cost: $399
- CEHO-104 Online Anatomy and Physiology   Cost: $399
- CEHO-108 Computerized Medisoft Billing   Cost: $399
- CEHO-109 Electronic Health Workers & CEHRS Exam Prep   Cost: $399

Certified Medical Billing Professional Certificate

Experienced medical billers are in great demand in today's healthcare fields. OCC's Medical Billing Certificate program provides students with the skills necessary to become a certified medical billing professional and work for a physician's office, billing or insurance company, or healthcare facility. Learners can complete the program in one semester or study at their own pace.

Required Courses:

- CEHO-102 Online Fast Track Medical Terminology I and II   Cost: $669
- CEHO-103 Medical Billing and Insurance Practices   Cost: $399
- CEHO-108 Computerized Medisoft Billing   Cost: $399
- CEHO-109 Electronic Health Records & CEHRS Exam Prep   Cost: $399

Online Fast Track Medical Terminology I and II CEHO-102

This accelerated course provides students with an understanding of the medical terminology essential to a career in healthcare, through the study of specific word elements and a thorough examination of the anatomy and physiology, pathology, and diagnostic tools related to healthcare fields. Medical Terminology is the prerequisite for several certificate programs in the healthcare field and can be completed in one semester.
Schedule: September 11-December 15, 2023
Modality: Online/Asynchronous • Clock hours: 84 • Cost: $669

Medical Billing and Insurance Practices CEHO-103

In this online course, students will explore the rules and regulations for medical billing and learn to complete the CMS-1500 claim form accurately. Covered carriers include HMOs, Medicaid, Medicare, Workers' Compensation, and traditional plans emphasizing Medicare rules and regulations for billing.
Schedule: September 11-December 15, 2023
Modality: Online/Asynchronous • Clock hours: 48 • Cost: $399

Online Anatomy and Physiology for the Health Care Professional CEHO-104

Students learn the basic structure and functions of the human body and how to apply this knowledge to additional studies in health-related professions, including coding, medical transcription, sports medicine, aromatherapy, massage and reflexology, and more. An ideal overview for pre-nursing students! This course is a prerequisite to receiving a coding, transcription and electronic medical records certification and does not substitute for Human Anatomy & Physiology I & II/ BIOL 130 & 131.
Schedule: September 11-November 17, 2023
Modality: Online/Asynchronous • Clock hours: 48 • Cost: $399

Computerized Medisoft Billing CEHO-108

Using medical software, students will learn to input patient information, post payments, schedule appointments, handle billing, and produce various lists and reports. This course includes an introduction to the electronic health record.
Schedule: September 11-December 15, 2023
Modality: Online/Asynchronous • Clock hours: 36 • Cost: $399

Electronic Health Record EHR & CEHRS Exam Prep CEHO-109

This course explores the importance of electronic records and why they are used. Students will obtain hands-on experience working with an electronic health records software package. The course includes preparation for the NHA Certified Electronic Health Record Specialist Exam (CEHRS) with study guide. Exam is optional. Exam fees are not included in tuition.
Schedule: September 11-December 15, 2023
Modality: Online/Asynchronous • Clock hours: 45.5 • Cost: $399

Fast Track CPT I and CPT II Coding CEHO-120

Students will learn the basics of CPT coding and the current procedural terminology manual, exploring the descriptive terms and identifying codes necessary for billing medical services and procedures. CPT II topics include a more in-depth look at coding evaluation and management services, modifiers, and surgical procedures. Prerequisites: Medical Terminology I or equivalent and Medical Terminology II.
Schedule: September 11-December 1, 2023
Modality: Online/Asynchronous • Clock hours: 45 • Cost: $439

ICD-10-CM Coding CEHO-126

This course explores the practices and conventions of ICD-10-CM coding classifications. Students will learn to assign alphanumeric codes for medical diagnoses and procedures carried out in ambulatory surgery centers, hospitals, medical offices and other healthcare facilities, and to utilize approved guidelines and coding conventions in order to apply these codes accurately.
Schedule: September 11-December 15, 2023
Modality: Online/Asynchronous • Clock hours: 56 • Cost: $479

Dental Assisting CEHS-126

This foundational course for the dental assisting field is designed for students with little or no dental background. Students will explore dental anatomy, procedures, equipment, fourhanded dental assisting techniques, infection control and dental terminology. A minimum of one hour of job shadowing is required to receive an Ocean County College certificate. This allows students to apply the knowledge and skills learned in class to a real-world experience.
Schedule: September 14, 2023-January 4, 2024
Thursdays 9:00am-1:00pm
Modality: In Person • Clock hours: 66 • Cost: $699

EKG Technician CEHS-168

This course provides students with the skills and knowledge needed to operate an EKG machine and administer EKG testing. Students will explore cardiac anatomy and physiology and learn electrode application technique, operation of the EKG machine and other monitoring devices, and interpreting the fundamental elements of an EKG strip. The program also covers basic medical office procedures and instruction on taking vital signs. Upon completing the course, students will be eligible to take the national accreditation exam through NHA for EKG Technician certification.
Schedule: September 6-December 20, 2023
Wednesdays 6:00pm-9:00pm
Modality: In Person • Clock hours: 36 • Cost: $649

Certified Personal Trainer CEHS-193 (CPR Certification Included)

This challenging course is designed for students seeking live instruction with hands-on practical labs to master the essential skills needed for a career in fitness. Instruction includes key topics such as biomechanics, equipment usage, exercise physiology, fitness testing and health assessment, as well as 15 hours of hands-on practical training in assessing clients, performing proper exercises, and presentation skills. Online study tools will prepare students to take the Certified Personal Trainer exams and obtain Level 1 Certified Personal Trainer credentials.
Schedule: October 14-November 11, 2023
Modality: Hybrid • Clock hours: 36 • Cost: $599

Certified Professional Coder (CPC) Exam Prep CEHS-267

This course provides a comprehensive overview of the medical coding of physician services, expanding and enhancing the coding skills students need to sit for the CPC national board exam. Students will focus on coding for medical practices. Prerequisite: Medical Terminology I and Medical Terminology II or equivalent, ICD-10-CM Coding, CPT Coding, Anatomy & Physiology and/or relevant work experience recommended.
Schedule: September 15-December 8, 2023
Modality: In Person • Clock hours: 36 • Cost: $379

Phlebotomy Technician CEHS-283

In this program, students will explore the phlebotomy profession through a combination of didactic, laboratory, and clinical experiences and prepare to earn a credential as a Certified Phlebotomy Technician (CPT) through the National Healthcareer Association. Topics include anatomy and physiology, blood collection equipment and procedures, medical terminology, safety, legal and ethical responsibilities, and interpersonal relations. Upon completion of this course, students will be eligible to take the exam to attain NHA certification as a Certified Phlebotomy Technician.
Schedule: September 19, 2023-January 11, 2024
Tuesdays & Thursdays 6:00pm-10:00pm
Modality: In Person • Clock hours: 196 • Cost: $2,575

Certified Nurse Aide - Long Term Care CEHS-318

This course, approved by the Department of Health and Senior Services, prepares students for a career assisting patients with daily living activities. Students will learn skills such as bathing, dressing, and feeding patients, providing emotional and social support, and reporting vital patient information to nurses in a variety of healthcare settings, such as assisted living, group homes, hospitals, and nursing homes. The course is comprised of both classroom and clinical instruction.
Modality: In Person • Cost: $1,500
Call 732-255-0409 for course dates and times.

Certified Home Health Aide CEHS-340 (CPR Certification Included)

Home health and personal care aides monitor the condition of people with disabilities or chronic illnesses and help them with daily living activities. In this course, students will learn the skills necessary to provide health and personal care for people in a variety of home care settings, such as clients' homes, group homes and day services programs. The course includes 60 hours of classroom instruction and 16 hours of clinical skills training in a lab.
Modality: In Person • Clock hours: 76 • Cost: $399
Call 732-255-0409 for course dates and times.

Healthcare Provider CPR

This course is for those who provide health care to patients in a wide variety of settings. Students will learn to provide CPR to victims of all ages, including the use of an automated external defibrillator and relief of choking. Students can use this certification to meet the CPR requirement for the OCC Nursing Program. REQUIRED: Students must bring $30 to class to cover the AHA textbook and certification card.
Clock hours: 6 • Cost: $130
Call 732-255-0409 for course dates and times.

Veterinary Assistant CEHS-430

Veterinary Assistants are an integral part of the veterinary healthcare team working under the supervision of a veterinarian/credentialed veterinary technician. Through this NAVTA-approved program, students are trained to aid in patient care, behavior, and restraint. This course also includes laboratory, radiology, pharmacy skills, preventative care, surgery, and recovery. Additionally, students will be trained in animal CPR. Successful graduates will receive an OCC Certificate of Completion. Those that complete the 100 clinical externship hours will also be eligible to sit for the NAVTA Veterinary Assistant exam. **Scholarships are available for this course.**
Schedule: September 11, 2023-January 4, 2024 • Mondays & Thursdays 6:30-9:30pm
Modality: Hybrid • Clock hours: 250 • Cost: $3,475

EMT Core Refresher Courses Coming Spring 2024!

The EMT Refresher course is a review of the skills and knowledge covered in the EMT Initial course. To meet the requirements of the New Jersey Department of Health Office of Emergency Medical Services (NJ DOH OEMS), EMTs must complete the three EMT refresher programs: Airway (A), Medical (B), and Trauma (C). Courses may be taken in any order. Students will meet course objectives through course objectives through lectures and practical scenarios. Upon completion of the three refresher courses along with 24 CEU electives, students will be able to recertify their New Jersey State Emergency Medical Technician certification for a three-year period.

As per the guidelines set forth by the NJ DOH OEMS, each student will need to successfully complete both cognitive and psychomotor exams in order to successfully complete each refresher course. Should a student fail either component or both components, the student will be afforded a remediation and reevaluation. Should the student fail a reevaluation, the student will need to retake the course.

Prerequisite: Submit proof of current EMT certification and valid BLS CPR card or email to wpeinfo@ocean.edu when you register.

Evaluations are two practical scenario assessments and two written exams. OCC submits course completion verification to the NJ OEMS through the state education online platform. Vendor provides all course materials.

EMT Core Refresher A: Airway CEHS-423

The EMT Refresher A: Airway course covers respiratory emergencies, airway management, respiratory distress protocols, oxygen emergencies, CPAP protocols, assisted and artificial ventilation, and triage and mass casualty practice.
Clock hours: 8 • Cost: $100 • Wednesday, October 25 • 8:00am-5:00pm

EMT Core Refresher B: Medical CEHS-422

The EMT Refresher B: Medical course covers cardiac, endocrine, Gi/GU immunologic, neurologic, OB/GYN, and respiratory emergencies. Additionally, the course will review patient-assisted and administered medications and BLS CPR skills.
Clock hours: 8 • Cost: $100 • Wednesday, November 15 • 8:00am-5:00pm

EMT Core Refresher C: Trauma CEHS-423

The EMT Refresher C: Trauma course covers abdominal, chest, head and neck, orthopedic, and soft tissue injuries, bleeding control, and bandaging and splinting skills.
Clock hours: 8 • Cost: $100 • Wednesday, December 6 • 8:00am-5:00pm

CERTIFICATES

Systems Administrator Certification

Students can earn the Systems Administrator Certification after completing the CompTIA A+, Network+, and Security+ credentials. Careers in technology are in high demand as support of new and existing technologies is increasing. Systems administrators ensure performance and security of computers, networks, and servers. Potential jobs include network, database, and security administrators. Students can earn six college credits toward Computer Science 185 and Computer Science 200 after completing the Systems Administrator Certificate and passing the CompTIA A+ certification exams.

Required Courses:

- CECI-749 Comp TIA A+
- CECI-716 Comp TIA Network+
- CECI-750 Comp TIA Security+

Comp TIA A+ CECI-749

CompTIA™ A+ certification is the industry standard for validating the skills of entry-level computer technicians, and opens the door to an exciting career in computer technology. This online course makes training convenient and interactive.

This course will prepare students for CompTIA A+ certification. Students earn this certification after passing two exams. The CompTIA A+ Certification Exam 220-1101 covers mobile devices, networking technology, hardware, virtualization, cloud computing and network troubleshooting. The CompTIA A+ Certification Exam 220-1102 covers installing and configuring operating systems, expanded security, software troubleshooting, and operational procedures.

CompTIA A+ Certification is vendor neutral and internationally recognized, giving students a competitive advantage no matter what country they work in and what hardware they work with.

This course includes student materials and two CompTIA A+ Certification exam vouchers, Core 1 and Core 2, that may be used for online testing with Pearson OnVUE or at a convenient PersonVue test center.

Schedule: October 2-December 22, 2023
Modality: Online/Asynchronous • Clock hours: 155 • Cost $1,500

Comp TIA Network+ CECI-716

Although the CompTIA Network+ certification is vendor-neutral, network software and systems are implemented by multiple independent vendors. Therefore, several of the exercises, examples, and simulations in this course include using particular vendors' configurations and technologies, such as Microsoft Windows operating systems or Cisco Systems routers and switches.

This course includes student materials and one CompTIA Network+ Certification exam voucher that may be used for online testing with Pearson OnVUE or at a convenient PersonVue test center.

Schedule: October 2-December 22, 2023
Modality: Online/Asynchronous • Clock hours: 70 • Cost $1,000

Comp TIA Security+ CECI-750

This certification delves into comprehensive security concepts, encompassing hardware, operating system support, cloud concepts, and penetration testing. By undertaking this certification, students will acquire the knowledge and skills necessary to proficiently install and configure systems to safeguard applications, networks, and devices. Students will also gain the ability to analyze threats and respond with suitable mitigation techniques, actively engage in risk reduction activities, and operate with a keen understanding of relevant policies, laws, and regulations.

This course concentrates on the most current trends and methodologies in risk management, risk mitigation, threat management, and intrusion detection.

Course Objectives

Upon successful completion of this course, you should demonstrate proficiency in the following areas:

• Threats, attacks, and vulnerabilities
• Security architecture and design
• Security implementation
• Security operations and incident response
• Governance, risk, and compliance

This course includes student materials and one CompTIA Security+ Certification exam voucher that may be used for online testing with Pearson OnVUE or at a convenient PersonVue test center.

Schedule: October 2, 2023-January 26, 2024
Modality: Online/Asynchronous • Clock hours: 165 • Cost $1,500

Advanced Project Management CEBM-721

This course provides students with the skills to improve efficiency in the workplace and expand their knowledge of the project management process, whether they are new to the field or a seasoned project manager. This eight-week, online program prepares students to sit for the Project Management Institute's (PMI) Project Management Professional (PMP) Certification exam.

Schedule: September 11-November 13, 2023
Mondays 6:00pm-9:00pm
Modality: In Person • Cost: $500

Google IT Support Professional Certificate CECI-727

Topics cover the fundamentals of IT support, including troubleshooting, customer service, networking, operating systems, system administration, and security. The course also provides hands-on lab practices for user support tasks such as software installation, network troubleshooting, system maintenance, and more.

Upon completion of this certificate training, students will earn an IT Support Professional Certification issued by Google, up to 12 college credits in Computer Science at Ocean County College, and be eligible to take the Comp TIA A+ exam.

Schedule: September 11, 2023-Febrary 16, 2024
Modality: Online/Asynchronous • Cost: $500

Cisco Certified Network Administrator

Students will gain practical, hands-on experience preparing them for the CCNA certification exam, and career-ready skills for associate-level roles in the Information and Communication Technologies (ICT) industry.

Required Courses:

- CECI-317 Introduction to Networks
- CECI-324 Switching, Routing, and Wireless Essentials
- CECI-339 Enterprise Networking, Security, and Automation

Cisco Certified Network Administrator 1: Introduction to Networks CECI-317

The first course introduces the architecture, functions, components, and models of the internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement IP addressing schemes.
Schedule: October 9-December 1, 2023
Modality: Online/Asynchronous • Clock hours: 70 • Cost: $500

Cisco Certified Network Administrator 2: Switching, Routing, and Wireless Essentials CECI-324

The second course in the series focuses on switching technologies and router operations that support small- and medium-sized business networks and includes wireless local area networks (WLAN) and security concepts. In addition to learning key switching and routing concepts, students will be able to perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN.
Schedule: January 15-March 8, 2024
Modality: Online/Asynchronous • Clock hours: 70 • Cost: $500

Cisco Certified Network Administrator 3: Enterprise Networking, Security, and Automation CECI-339

The third course describes the architecture and considerations related to designing, securing, operating, and troubleshooting enterprise networks. This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access, along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks and learn to identify and protect against cybersecurity threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation.
Schedule: March 11-May 3, 2024
Modality: Online/Asynchronous • Clock hours: 70 • Cost: $500

MICROSOFT EXCEL CERTIFICATION Coming Spring 2024!

Microsoft Excel I – Basic CECI-828
Modality: Online/Synchronous • Clock hours: 8

Microsoft Excel II – Intermediate CECI-829
Modality: Online/Synchronous • Clock hours: 8

Microsoft Excel III – Advanced CECI-830
Modality: Online/Synchronous • Clock hours: 8

MICROSOFT WORD CERTIFICATION

Microsoft Word I – Basic CECI-636
In this eight-hour introductory course, students will learn how to create and manage professional-quality Word documents with ease. Students will learn about different document types, how to use templates, create lists, tables, add borders, formatting, spell check, readability and much more.
Schedule: Tuesdays & Thursdays 6:00-8:00pm*
Modality: Online/Synchronous • Clock hours: 8 • Cost: $49

Microsoft Word II – Intermediate CECI-637
This class will build on the basic operations of Microsoft Word and introduce participants to additional operations, such as advance formatting of text, tables and charts, styles, and producing reports.
Schedule: Tuesdays & Thursdays 6:00-8:00pm*
Modality: Online/Synchronous • Clock hours: 8 • Cost: $49

MICROSOFT POWERPOINT CERTIFICATION

Microsoft PowerPoint I – Basic CECI-584
Students will learn to engage audiences and add retention to presentations by supporting their material with PowerPoint Presentation slides. Topics covered in this course include the basic features and functions of Microsoft PowerPoint, formatting text and paragraphs, drawing objects, proofing and running presentations and more.
Schedule: Tuesdays & Thursdays 6:00-8:00pm*
Modality: Online/Synchronous • Clock hours: 8 • Cost: $49

### Microsoft PowerPoint II – Intermediate CECI-585

In this course, students will master the basic features and functions of Microsoft PowerPoint and learn additional skills such as advanced text editing, adding and creating graphics, modifying objects and animating presentations, utilizing the slide master, recording voice overs, and more.
Schedule: Tuesdays & Thursdays 6:00-8:00pm*
Modality: Online/Synchronous • Clock hours: 8 • Cost: $49

*Call 732-255-0409 for course dates.

SPECIALIZED
CAREER TRAINING
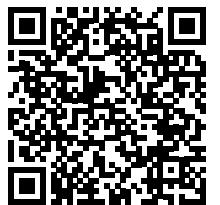
Alternate Route to Teaching SRED-512

The alternate route teacher preparation program is designed to provide candidates with the skills and strategies necessary to become successful teachers. The program is a partnership between Brookdale Community College and Ocean County College and is regulated and approved by the New Jersey Department of Education.

Participants who already hold a bachelor's degree or higher and meet CE requirements can become licensed teachers without having to complete a traditional teacher training program.

This 50-hour class combines 30 hours of lecture and 20 hours of clinical work, which may include classroom observations, substitute teaching, tutoring, and working in an after-school program.

Schedule: October 10-26, 2023
Tuesdays & Thursdays 5:30pm-10:00pm
Modality: In Person • Clock hours: 50 • Cost: $295

Culinary Foundations CEFO-803

Ocean County College's Culinary Foundations Certificate is designed for individuals interested in a career in the culinary field as well as field professionals looking to advance their career.

This program provides students with the foundational techniques of cooking that form the basis of cuisines around the world, as well as instruction in essential knife skills, plating and presentation, kitchen and food safety, nutrition, and methods for preparing specific types of foods, including foods for special diets.

This hybrid program combines online instruction with live sessions on campus that enable students to practice newly-gained skills. The program is recognized by the American Culinary Federation Education Foundation as an Approved Program and the World Association of Chefs Societies as an Approved Quality Culinary Training.

Upon completion of this course, students will earn a Culinary Foundations Certification, issued by Rouxbe, and six college credits that can be applied to programs offered in the School of Business and Social Sciences at Ocean County College.

Modality: Hybrid • Clock hours: 110 • Cost: $1,250
Call 732-255-0409 for course dates and times.

New Courses Coming Soon!

- Medical Scribe
- Patient Care Technician
- Cisco DevNet
- Cisco Cyber Ops
- Python
- Google Analytics
- Google UX

ONLINE COURSES

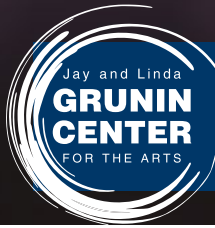**Learn from the comfort of home!**

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FALL 2023

Ocean County College is conveniently located on College Drive in Toms River, NJ.
Find directions to OCC at **go.ocean.edu/map**

West College Drive ▲ (to N. Bay Ave)

▼ Baseball/Softball Fields

South College Drive

OCEAN COUNTY STADIUM
◄ Soccer/Lacrosse Field
◄ Tennis Courts

Ⓟ4 Ⓟ3

Ⓟ1 Ⓟ2

S
30

to Lot 1

Ⓟ1(R) Ⓟ2(R)

40

North College Drive

◄ to Hooper Ave

66
67
65

College Drive

to Lot 2

To Church Road ►

H. George Buckwald Drive

Continuing Learning Center #4

Ⓟ3

102

● **HOVN Bldg. #102**

101

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11a

Ⓟ1

Ⓟ1(R)

Ⓟ2(R)

Ⓟ2

◄ to 30 Security

map version: March 2022

Workforce & Professional Education Office
H. Hovnanian Health Sciences Bldg. (#102) • Parking Lot #3 or 4

OCEAN COUNTY COLLEGE | WORKFORCE & PROFESSIONAL EDUCATION

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