



# Workplace Computer Skills for the 21 Century

Learn more about the areas in today's workforce that will set you apart from others

## Business Basics

Email Etiquette  
Writing Concepts  
internet Safety & Best Practices

## Job Search

Job Board  
Resume Customization  
Goal Setting

## Microsoft Office

Outlook  
Word  
Excel  
PowerPoint

## Available Sections

Section 1: 2/2/26 - 3/11/26

Time: 6:30 - 8:30 PM

Location: Tech Bldg (25), Rm 104

**Hybrid Class**

Ocean County College

1 College Drive, Toms River, NJ 08754

Section 2: 4/13/26 - 5/20/26

Time: 6:30 - 8:30 PM

Location: Tech Bldg (25), Rm 104

**Hybrid Class**

Ocean County College

1 College Drive, Toms River, NJ 08754

**Click Here to Register**

<https://forms.office.com/r/luCp47rNTY>

### Registration Deadlines

Section 1: January 27, 2026

Section 2: April 7, 2026



### Contact Information

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