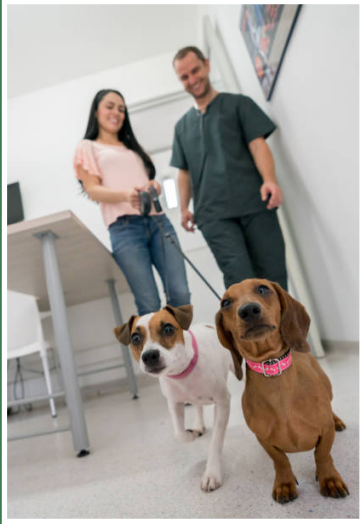


# Career Training Programs

## 2026 Academic Year



**OCEAN**  
COUNTY COLLEGE

WORKFORCE  
EDUCATION

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



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

## Welcome to Workforce Education at Ocean County College!

Workforce Education offers specialized certifications that can help you start a new career or advance in your current one. Our fast-track career training programs can help you find immediate employment and earn industry-valued credentials through hands-on training by expert instructors and exam preparation for state and national certifications. Not only are our courses designed to quickly prepare you for a career, but many are transferable for academic credit and can serve as the first step toward an advanced degree.

Our classes give you a chance to train in business, education, healthcare, technology, specialized careers, and more. Scholarships are also available for many of our programs. Workforce provides a variety of class schedules, including daytime, evening, and weekend options. These include traditional on-campus training, remote-live instruction, and self-paced online programs. We also offer off-site professional development training hosted by local businesses and supported by grants to encourage employee growth and retention.

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

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

### 2026 Academic Year Workforce Education

Dr. Joseph Konopka, Vice President, Workforce Development and Strategic Partnerships

#### Ocean County College Board of Trustees\*

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\*at the time of publication

## Admission Requirements

Most non-credit continuing education classes don't have prerequisites. Some courses might require a high school diploma. Review the course description for specific details.

## Registration

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

## Refund Policy

Workforce will issue a refund only if a student withdraws at least four business days before the class starts. Withdrawals for medical reasons or personal hardship require documentation. Refunds are processed within 2–4 weeks to the original payment method. Workforce does not issue refunds for dismissals, trips, or ticketed events, and student substitutions are not allowed. If a course is canceled, a full refund will be issued.

## Attendance Policy

In most cases, students must achieve at least 80% attendance to pass a Workforce course unless the course description indicates otherwise. This rule also applies to certificate programs. On the first day of class, the instructor will explain the attendance policy.

## Certificate Programs and Transcripts

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

## Course Changes/Cancellations

Ocean County College Workforce reserves the right to cancel any course. Course schedules, locations, and instructors may change. If there is a change in a course's status, students will be notified by email or phone. If a course is canceled due to low enrollment or other reasons, registered students will receive a full refund.

## Disclaimers

OCC neither endorses nor recommends any vendor listed in this brochure. The college is not responsible for any errors or omissions in the brochure's content.

## Contact Workforce

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

## Disability Accommodations

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

## Emergency Closing

For emergency or bad weather closings, visit [go.ocean.edu/vikingalerts](http://go.ocean.edu/vikingalerts) or call OCC at 732-255-0400 for relevant weather updates and how they affect classes and schedules. All local radio stations broadcast OCC-related information. Sign up for Viking Alerts to get text, email, or voicemail messages about closings.

## Bookstore

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

## Parents of Students Under Age 18

Parents must submit completed Immunization and FERPA forms along with the student's registration form before the course begins, either by submitting the date or bringing them on the first day. The forms are available at [go.ocean.edu/rforms](http://go.ocean.edu/rforms). In case of an emergency, OCC will provide first aid and/or arrange transportation to a hospital unless otherwise notified by a parent or guardian.

## Student Misconduct

OCC does not tolerate student misconduct at any time on campus. For examples of misconduct, refer to the OCC Student Campus Life Policy #5247 at [www.ocean.edu](http://www.ocean.edu). OCC administration will handle all student misconduct cases and respond appropriately.



## Adult Education, Civics & Workforce Preparation Program

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

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

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

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



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

The Work Readiness Assistance Program offers free services to out-of-school young adults aged 16 to 24. Utilizing a personalized and comprehensive service plan, the program enables participants to achieve their academic, career, and financial objectives.

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

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

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



## Medical Billing and Coding Specialist CEHS-188

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

This intensive training will enable you to:

- Build a solid foundation in medical terminology, anatomy, and physiology.
- Recognize the importance of law and ethics in healthcare, with an emphasis on HIPAA regulations.
- Understand the connection between providing healthcare services and the need for proper reimbursement.
- Demonstrate the ability to use electronic health records and other medical software programs for billing and coding tasks.
- Transfer diagnostic and procedure coding knowledge to electronic and paper claim forms.

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

This 10-month program includes 6 comprehensive courses:

- **Introduction to Healthcare CEHO-113**
- **Medical Terminology and Anatomy and Physiology CEHO-114**
- **CPT/HCPCS Coding CEHO-120**
- **ICD-10-CM Coding CEHO-126**
- **Medical Procedures with Insurance CEHO-103**
- **Integrated Electronic Health Records CEHO-109**

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

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

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

Modality: Online/Asynchronous • Clock hours: 432 • Cost: \$5,500

Call 732-255-0409 for course dates.



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

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

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

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

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

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

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

Call 732-255-0409 for course dates.

\*For qualified applicants.

## **Patient Care Technician\* CEHS-279**

Learn hands-on skills essential to supporting patient care, including obtaining and monitoring vital signs, assisting with activities of daily living, collecting specimens, performing EKGs, providing basic phlebotomy services, and ensuring patient comfort and safety. Training also includes CPR certification and preparation for national credentialing exams. Upon completing the program, you will be eligible to sit for three national certifications through the National Healthcareer Association (NHA):

- Certified Patient Care Technician (PCT) • Certified EKG Technician (CET) • Certified Phlebotomy Technician (CPT)

Daytime: Monday-Friday 5:30pm-9:30pm (combination of in person and online synchronous/asynchronous hours)

Modality: Hybrid • Clock hours: 345 • Cost: \$5,500

Call 732-255-0409 for course dates.



**Dental Assisting** CEHS-126

This foundational course is designed for students with little or no dental background. Explore dental anatomy, procedures, equipment, four-handed dental assisting techniques, infection control, and dental terminology. CPR certification is included.

A minimum of one hour of job shadowing is required to receive an Ocean County College certificate.

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

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

**EKG Technician** CEHS-168

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

Modality: In Person • Clock hours: 36 • Cost: \$1000

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

**Certified Personal Trainer** CEHS-193

Learn essential skills through hands-on practical labs. Develop expertise in designing client assessments. Our NCCA-accredited program includes 15 hours of virtual lectures covering core topics such as anatomy and nutrition. The course offers a national test voucher (\$450 value) and a 30-hour internship (Level 2 certification) to boost your employment opportunities. Required: Textbook (sold separately).

Modality: Hybrid • Clock hours: 36 • Cost: \$750

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

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

This course offers a thorough overview of medical coding for physician services, strengthening and expanding the coding skills needed to pass the CPC national board exam. Prerequisites include Medical Terminology and Anatomy and Physiology, ICD-10-CM Coding, CPT/HCPCS Coding, and/or relevant work experience.

Modality: In Person • Clock hours: 36 • Cost: \$500

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

**Phlebotomy Technician** CEHS-283

Get ready to earn a Certified Phlebotomy Technician (CPT) credential from the National Healthcareer Association. Topics covered include anatomy and physiology, blood collection equipment and procedures, medical terminology, safety, legal and ethical responsibilities, and interpersonal skills. After completing this course, you'll be eligible to take the exam to earn NHA certification.

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

Modality: In Person • Clock hours: 196 • Cost: \$2,750

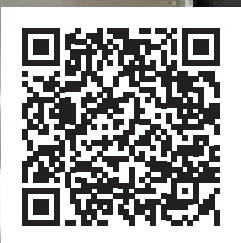
**Veterinary Assistant** CEHS-430

This NAVTA-approved program trains you to assist with patient care, behavior management, and restraint techniques. It also covers laboratory work, radiology, pharmacy skills, preventative care, surgery, and recovery. Additionally, you'll learn animal CPR. Graduates will receive an OCC Certificate of Completion. Those completing 100 clinical externship hours can also sit for the NAVTA Veterinary Assistant exam. Scholarships are available for this course. It is offered at both the Toms River and Manahawkin campuses.

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

Modality: Hybrid • Clock hours: 250 • Cost: \$3,750





**PMP Exam Prep** CEBM-721

This course equips you with the skills to improve workplace efficiency and broaden your knowledge of the project management process, whether you are new to the field or an experienced project manager. This eight-week online program prepares you to take the Project Management Institute's (PMI) Project Management Professional (PMP) Certification exam.

Modality: Online/Synchronous • Clock hours: 35 • Cost: \$500  
Call 732-255-0409 for course dates and times.

**Google IT Support** CECI-727

This course offers thorough training in essential IT skills, including troubleshooting, customer service, networking, operating systems, system administration, and security. Created for beginners, it features interactive labs and practical activities to gain real-world experience. This program prepares students for entry-level IT support positions, emphasizing problem-solving and critical thinking skills needed for a career in IT support. After completing this certificate program, you will earn an IT Support Professional Certification from Google, up to 12 college credits in Computer Science, and become eligible to take the CompTIA A+ exam.

Modality: Online/Asynchronous

Course length: 6 months

Self-paced clock hours: 110 • Cost: \$1,000

Call 732-255-0409 for course dates.

**Google IT Automation with Python**

CECI-733

This course builds on Google IT Support and aims to equip learners with key programming skills. It covers Python, Git, and IT automation, allowing you to automate common system administration tasks. Through hands-on projects, participants gain practical experience in debugging, managing configuration, and using APIs. The course is ideal for individuals seeking IT roles and offers a valuable Google Career Certificate upon completion.

Modality: Online/Asynchronous

Course length: 12 months

Self-paced clock hours: 180 • Cost: \$1,000

Call 732-255-0409 for course dates.

**Google UX Design** CECI-272

This course covers the entire UX design process, including user research, wireframing, prototyping, and usability testing. It highlights a user-centered approach and design thinking methodology. Through practical projects and a comprehensive curriculum, learners develop a professional portfolio that showcases their skills and expertise. No prior experience is required, making this course ideal for beginners looking to launch a career in UX design.

Modality: Online/Asynchronous

Course length: 12 months

Self-paced clock hours: 200 • Cost: \$1,000

Call 732-255-0409 for course dates.

**Google Cybersecurity** CECI-845

This course provides essential knowledge and practical skills for protecting digital information and systems. Participants will learn the basics of cybersecurity, threat assessment, risk management, and security strategies. Suitable for both beginners and professionals, the course covers network security, encryption, ethical hacking, and cybersecurity tools. It prepares students for industry certifications and helps them safeguard against cyber threats.

Modality: Online/Asynchronous

Course length: 12 months

Self-paced clock hours: 180 • Cost: \$1,000

Call 732-255-0409 for course dates.

**Google Digital Marketing & E-Commerce**  
CECI-731

This course provides a comprehensive overview of digital marketing strategies and key e-commerce concepts. Topics include search engine optimization (SEO), search engine marketing (SEM), email marketing, social media marketing, and web analytics. Students gain practical skills to design, implement, and assess marketing campaigns through hands-on projects that help them build a professional portfolio. This course prepares individuals for careers in digital marketing and e-commerce management.

Modality: Online/Asynchronous

Course length: 12 months

Self-paced clock hours: 190 • Cost: \$1,000

Call 732-255-0409 for course dates.

## Google Project Management CECI-844

The Google Project Management Professional Certificate course provides learners with key project management skills, such as project planning, risk management, Agile methodologies, and effective stakeholder communication. Through hands-on exercises and real-world scenarios, participants gain the ability to lead projects from start to finish. This program is suitable for beginners and prepares them for entry-level project management positions, leading to a professional certificate.

Modality: Online/Asynchronous

Course length: 12 months

Self-paced clock hours: 180 • Cost: \$1,000

Call 732-255-0409 for course dates.

## Google Data Analytics CEBM-660

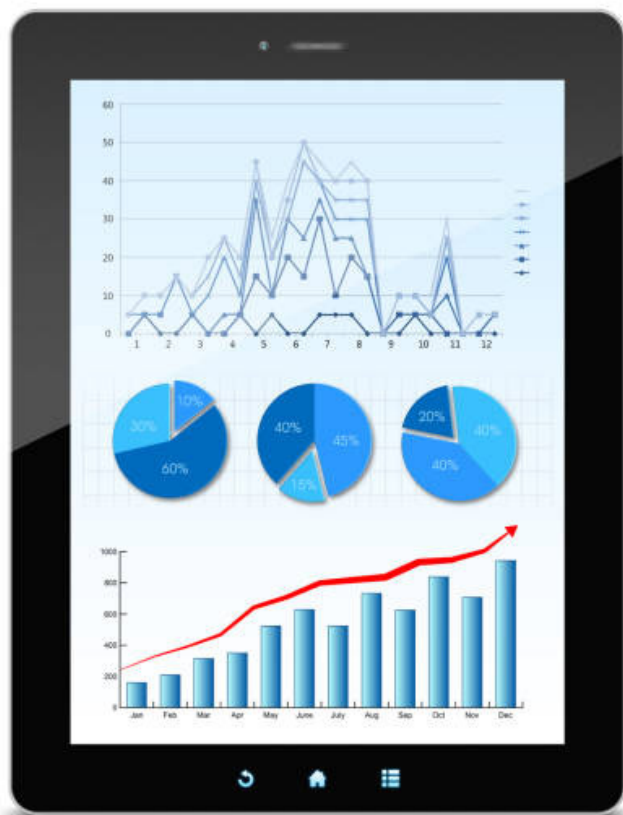
This course teaches data analysis skills, including data cleaning, visualization, and analysis using tools like Excel, SQL, and R programming. Learners complete hands-on projects to build a portfolio, applying their skills to real-world scenarios. The course encompasses the entire data analysis process, from data collection to presenting insights, preparing participants for roles in data analysis, and awarding them a professional certificate.

Modality: Online/Asynchronous

Course length: 12 months

Self-paced clock hours: 180 • Cost: \$1,000

Call 732-255-0409 for course dates.



## CompTIA A+ CECI-749

This course prepares you for the CompTIA A+ Certification, the industry standard for starting an IT career. Students gain practical experience in installing, configuring, and troubleshooting hardware and software, along with understanding operating systems, networks, and security basics. The course features hands-on labs and real-world scenarios that enhance problem-solving skills and technical knowledge. By the end, participants will be ready to pass the CompTIA A+ exams and pursue roles such as IT support specialist, help desk technician, or technical support professional, earning a globally recognized certification.

Modality: Online/Asynchronous

Course length: 6 months

Self-Paced Clock hours: 155 • Cost: \$1,500

Call 732-255-0409 for course dates.

## CompTIA Network+ CECI-716

This course prepares you for the CompTIA Network+ Certification, a globally recognized credential for IT networking professionals. Learners gain practical skills in designing, configuring, managing, and troubleshooting wired and wireless networks. The course covers core topics such as network protocols, infrastructure, security, and operations, with real-world labs and scenarios that enhance problem-solving skills. Ultimately, participants will be ready to pass the CompTIA Network+ exam and pursue roles like network technician, systems administrator, or IT infrastructure specialist.

Modality: Online/Asynchronous

Course length: 6 months

Self-Paced Clock hours: 70 • Cost: \$1,500

Call 732-255-0409 for course dates.

## CompTIA Security+ CECI-750

This course prepares you for the CompTIA Security+ Certification, a leading credential for entry-level cybersecurity professionals. Learners gain hands-on experience in identifying, analyzing, and responding to security threats, implementing risk management strategies, and securing networks, devices, and data. The course covers core areas such as threat detection, cryptography, identity management, and compliance, with real-world labs and scenarios that develop practical skills. By the end, participants will be ready to pass the CompTIA Security+ exam and pursue roles like security analyst, systems administrator, or cybersecurity specialist.

Modality: Online/Asynchronous

Course length: 6 months

Self-Paced Clock hours: 165 • Cost: \$1,500

Call 732-255-0409 for course dates.

## SPECIALIZED CAREER TRAINING

**50-Hour Pre-Service to Teaching ALTR-100**

This course offers a basic pathway for degree-holders aiming to become teachers in New Jersey. Graduates receive their Verification of Program Completion Form (VOPC), allowing them to pursue teaching jobs in the state.

**Admission Requirements**

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

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

**Program Cost**

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

**In-Person**

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

Modality: In Person & Online • Clock hours: 50 • Cost: \$350

Subscription to The Teaching Channel is required.

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



# ONLINE COURSES

**Learn from  
the comfort  
of home!**

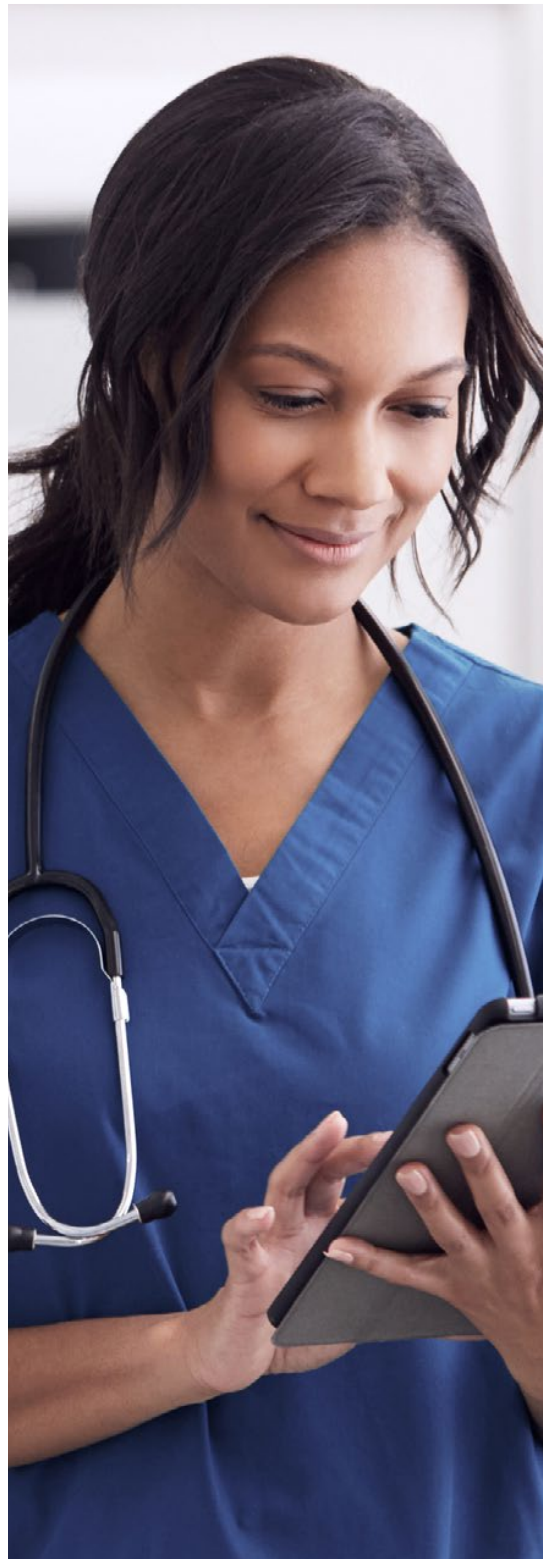
- 24-Hour Access
- 6-Week Format
- Affordable
- Instructor-Led



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

- Arts & Design • Business Courses • Computer Science • Construction and Trades • Hospitality
- Information Technology • Language Learning • Teacher Professional Development • Writing

**[careertraining.ocean.edu](https://careertraining.ocean.edu)**



# Get In. Get Out. Get Working.

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

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

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



To learn more,  
call 877-225-7151  
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# CONTACT US TO LEARN HOW TO UPSKILL YOUR EMPLOYEES FOR FREE!

## Enhanced business skills training available for:

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

## Improve the Skills of Your Employees

Technology training available for

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

## Improve the Workplace Communications and Literacy of Your Employees

Language training available for

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

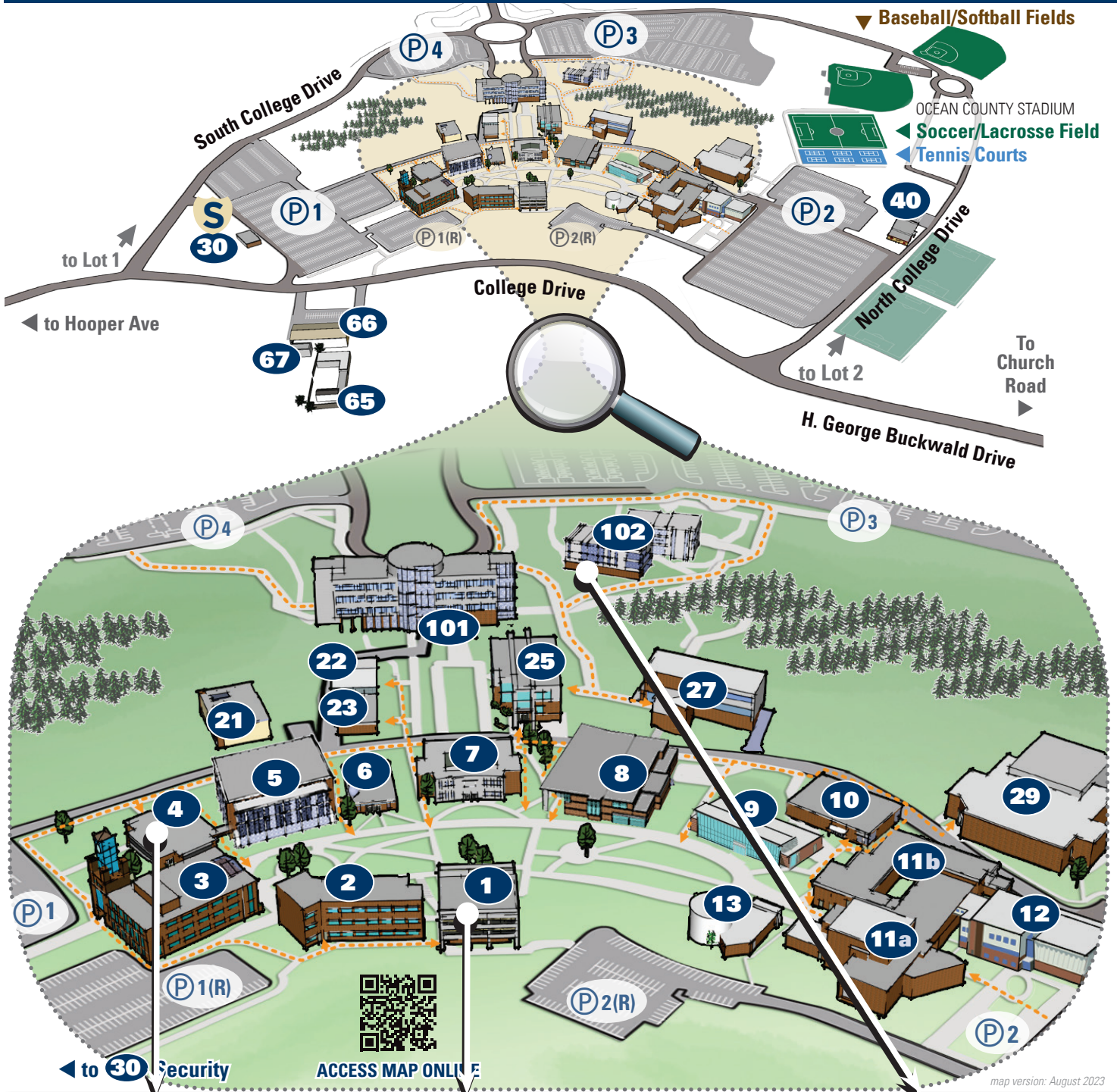


New Jersey  
Council of  
County Colleges

**We Work with  
Employers to Provide  
Employee Training**



# Find directions to Ocean County College at [go.ocean.edu/map](http://go.ocean.edu/map)



map version: August 2023



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



WORKFORCE EDUCATION

[go.ocean.edu/wdsp](http://go.ocean.edu/wdsp)