



Workplace Computer Skills

Develop the skills needed to be a valuable member of the workforce. Learn the skills needed to be successful.

Computer Skills

- MS Outlook
- MS PowerPoint
- MS Word
- MS Excel
- Internet Safety and Best Practices
 - Job Searching Skills
- Workplace Computer Skills and Business Basics
 - Email Etiquette

Schedule

Section 1: 10/12/26 – 11/18/26

OR

Section 2: 03/08/27 – 04/14/27

Days: Mondays and Wednesdays

Time: 6:30 - 8:30 PM

Your choice of in-person or virtual class

Location: Tech Bldg (25), Rm 104

Ocean County College

1 College Drive, Toms River, NJ 08754

[Click Here to Register](https://forms.cloud.microsoft/r/XTw2H1tAZe)

<https://forms.cloud.microsoft/r/XTw2H1tAZe>

Registration Deadline

Section 1: 10/7/2026

Section 2: 3/3/2026



Contact Information

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