

Ocean County College

CONTINUING & PROFESSIONAL EDUCATION • ACADEMY FOR LIFELONG LEARNING



FALL 2010 September-December

**FAST
TRACK
CAREER
TRAINING**



**THINK
*
LEARN
*
GROW**

**LEISURE
PROGRAMS**



**COURSES
FOR
SENIORS**

TRIPS



www.ocean.edu/cpe.htm

Continuing & Professional Education Students, Customers & Community Residents:

Think, learn, and grow with us through our course offerings! Enhance your leisure activities, expand your interests, update your professional skills, or learn new job skills with courses offered days, evenings, weekends or online.

Do you have questions about our programs? Not sure if a career track program is appropriate for you? Want to learn more about our trips? Call our office today! We can answer your questions, address your needs, and help you to register.

Deborah A. Robinson, Director
Continuing & Professional Education

732-255-0409

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NEW

HEALTH INFORMATION TECHNOLOGY GRANT PROGRAM

Attention IT & Healthcare Professionals!

Upgrade your skills & move
into the growing Electronic
Health Records field.

Tuition reimbursement
for those that qualify!

Free job search assistance!

More information is located on page 4.

Senior Citizens! Special Academy for Lifelong Learning Courses for You!

See pages 68 to 71.



**OUR SPRING 2011
BROCHURE WILL BE
ONLINE DECEMBER 3 WITH
IMMEDIATE REGISTRATION
AVAILABLE.**

Plan your leisure experience or career
track training opportunity early!

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 may articulate to college credit (*). Some programs will provide you with state/national certifications or can prepare you to take these exams(**).

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Look for the  in the brochure for information about labor trends and salaries for these in-demand occupations!



ALLIED HEALTH

Allied Health Career Exploration Seminar

Many jobs in the Allied Health field are in demand! Start now to find out about a career in Allied Health so that you can make an informed decision on what direction you want to go. You will learn how to research for information such as the job outlook, nature of the work, earnings, qualifications and employment history for the training opportunities in our Allied Health program. Cost: \$39
 CEHP 294-01 CSU Aug 31 1 Session Tu 10am-12pm
 Instructor: Bernadette Amato



According to the Bureau of Labor Statistics (www.bls.gov)
Current Labor Statistics, health care employment continues to grow; health care is the largest industry in the United States, accounting for 13.5 million jobs.

NEW Health Information Technology Grant Program

IT & Healthcare Technicians and Professionals Qualify!

This training prepares individuals to support information technology (IT) in public health settings. Instruction in IT and healthcare areas is provided depending on your background. Programs are flexibly implemented to provide you with the knowledge, skills and competencies that you do not already possess and that are required for this particular role.

See the HIT Program Matrix on the CPE website: www.ocean.edu/hit.

Be more employable and meet healthcare employers' needs:

- Rapid, effective utilization & development of health information technologies;
- Advancement of the appropriate use of health information technology to improve quality of care for every individual;
- Establishment of a foundation for the electronic exchange & use of health information;
- Realization of widespread & secure use of health information technologies

This program includes intensive training courses that can be completed in six months or less. Those who successfully complete this program will receive a Health Information Technology certificate.

Upgrade your skills & move into the growing Health Information Technology field!

Free job search assistance! Tuition reimbursement for those that qualify!

For additional information about this grant and the application, visit www.ocean.edu/hit or contact John Knight at jknight@ocean.edu, phone 732-255-0511.

Potential students must apply.



The Bureau of Labor Statistics cites health information technology as one of the 20 fastest growing occupations in the US. Fifty-one thousand qualified health IT workers are needed over the next five years to meet the needs of hospitals and physicians' offices as they move to adopting an electronic health care system. New HIM graduates with associate's degrees can earn \$20,000 to \$30,000 annually. More than half of new Health Information Management (HIM) graduates with bachelor's degrees start at \$30,000 to \$50,000. Within five years, one can potentially earn upwards of \$50,000 to \$75,000.

Electronic Health Records

NEW

Health Information Technology (HIT) & Electronic Health Record (EHR) New Information/Exploration Seminar

Medical support personnel need training for the anticipated phenomenal growth of electronic health records in the healthcare field. Understanding and practical knowledge of electronic health records is essential to all medical professionals and support staff entering the workforce in this growing, in-demand occupation. Join us for an informational seminar that will detail the steps required and the courses necessary to achieve this goal. An overview demo of a popular EHR software package will be presented, with questions and answers to follow. Cost: \$59

CEHS 296-01 CSU Sept 8 1 Session W 6:30-9:30pm
Instructor: John Knight (jknight@ocean.edu)

CERTIFIED ELECTRONIC HEALTH RECORD SPECIALIST CERTIFICATE (CEHS)

In 2004, the U.S. Government mandated that within 10 years all Americans would be using electronic health records (EHR). The Office of National Coordination for Health Information Technology (ONCHIT) was established to meet this goal. The use of electronic health records should meet the needs of both doctors and patients by reducing errors, lowering healthcare costs and improving the coordination of patient care.

Individuals with significant work experience, who desire this certificate, should contact Marilyn Knight at mknight@ocean.edu.

Required Courses:

- Medical Terminology I **CEHO 100 or CEHS 112**
- Medical Terminology II **CEHO 101 or CEHS 117**
or Medical Terminology Fast Track (Med. Term I & II) **CEHO 102**
- Anatomy & Physiology
for Allied Health Care Professionals **CEHS 194 or CEHO 104**
- Computerized Medisoft Billing **CEHS 192 or CEHO 108**
- Electronic Health Record & Exam Prep **CEHS 333**

Suggested courses to enhance this certificate:

- Medical Insurance & Billing Practices **CEHS 274 or CEHO 103**

The Electronic Health Record (EHR) & CEHS Exam Prep for Allied Health Careers

Topics include the use of the EHR in ambulatory and hospital facilities. Obtain an understanding of why electronic records are needed, what they can do, how they are used, and the terminology of EHR systems. Gain hands-on experience working with an electronic health records software package. Preparation for the NHA Certified Electronic Health Record Specialist Exam (CEHS) is provided and the cost of the exam (\$105) is not included in the tuition. Book required. 4.55 CEU
Cost: \$324

CEHS 333-01 CFA Sep 15-Dec 15 13 Sessions W 6:30-10pm
Instructor: John Knight (jknight@ocean.edu) No Class Nov 24



Medical Records Clerks' and Billing Clerks' median salaries are \$31,000. Employment of medical records and health information technicians is expected to increase by 18% through 2016...faster than the average for all occupations.



Nursing Professional Development

The Ocean County College Department of Nursing is an approved provider of continuing nursing education by the New Jersey State Nurses' Association, an accredited approver by the American Nurses' Credentialing Center's Commission in Accreditation.

NEW Nursing as a Career Option

This seminar is designed to provide information in order to make a decision about choosing nursing as a career option. The information provided will include employment demographics, types and settings for nursing education, nursing industry statistics, and the benefits of nursing as a career choice. Also included are: nursing job descriptions, nursing curriculums including OCC's Nursing program requirements and an assessment of the candidate's necessary qualities for becoming a great nurse. Cost: \$59

CEHN 112-01 CFA Sep 22 1 Session W 6:30-9:30pm
 Instructor: Joan Ruane

Test of Essential Academic Skills (TEAS) Prep/Remediation

This is a targeted overview to help sharpen skills needed to successfully complete the TEAS-V test. Focus will be an overview of English, Math, and Science. This test serves as the entrance test for Nursing School. The course can be used as a preparatory class prior to taking the TEAS test, or it may be used to satisfy remediation requirements for students who have already tested. Students will be able to target specific skill improvement with in-class support and benefits from exposure to common test taking strategies. Textbook with practice tests & TEAS flashcards required (available at OCC Bookstore). 3.6 CEU Cost: \$349

CEHS 332-01 CFA Sep 16-Oct 28 13 Sessions M,Th 4:30-7:30pm

Instructor: Lorie Trachtenberg

CEHS 332-02 CFA Sep 25-Nov 20 9 Sessions Sa 9am-1pm

Instructor: Jillian Rothstein

Healthcare Provider CPR

Learn how to provide CPR to victims of all ages, use of an automated external defibrillator and relief of choking. It is intended for participants who provide health care to patients in a wide variety of settings. This certification can be used to meet the CPR requirement for the OCC nursing program. Bring a brown bag lunch. Students must bring \$17 to class to cover AHA textbook and certification card. 0.6 CEU Cost: \$79

CEHS 269-01 CFA Sep 11 1 Session Sa 9am-3:30pm

CEHS 269-02 CFA Oct 30 1 Session Sa 9am-3:30pm

Instructor: MONOC Emergency Medical Services ½ hour lunch on own

ACLS Provider Course (American Heart Association's Advanced Cardiovascular Life Support)

ACLS is based on simulated clinical scenarios that encourage active, hands-on participation reinforcing the following key concepts: proficiency in basic life support care; recognizing and initiating early management of peri-arrest conditions; managing cardiac arrest; identifying and treating ischemic chest pain and acute coronary syndromes; recognizing other life-threatening clinical situations (such as stroke) and providing initial care; ACLS algorithms; and effective resuscitation team dynamics. Written/Skills Exam required for completion card. Textbooks required: *American Heart Association ACLS Provider Manual* (approx \$30) and *American Heart Association Handbook of Emergency Cardiovascular Care for Healthcare Providers* (approx \$16). Students must purchase prior to class. 16 NJSNA Contact Hours Cost: \$229

Prerequisites:

- Complete the pre-course checklist in ACLS Provider Manual
- Sign statement in the back of pre-course checklist
- Review & understand 10 core cases in ACLS Provider Manual
- Review BLS in ECC Handbook
- Review & understand ECG • Review & understand Cardiac Pharmacology

CEHS 336-01 CFA Sep 18-Sep 19 2 Sessions Sa,Su 8:30am-5pm

Instructor: MONOC Emergency Medical Services Lunch on own

NEW Comprehensive Alzheimer's/Dementia Course

Administrators, Social Workers, Activity Directors and managers, nurses' aides or attendees who are interested in working with seniors with dementia will gain knowledge in implementing a strong dementia care program to meet the needs of the elderly we serve in nursing homes, assisted living, adult day care and home health settings. This course is one of the requirements for those seeking certification as a Certified Dementia Practitioner by the National Council of Certified Dementia Practitioners (see www.nccdp.com for details on certification). 0.8 CEUs approved for LNHA, CALA, SW, Nursing, & Activity Directors. Cost: \$319

CEHS 339-01 CFA Oct 7 1 Session Th 9am-5pm
 Instructor: Longtree & Associates 1/2 hour lunch on own

NEW Bipolar Disorder

An overview of bipolar disorder including a discussion of our current understanding of the disease, the nursing interventions needed to deal with those patients on an inpatient setting or in the acute care hospital and the medications used to manage the condition. Covers both the depressed aspects of the condition and the mania with a focus on the major presentations and complexities of care. NJSNA contact hours applied for. Cost: \$59

CEHN 110-01 CFA Oct 5 1 Session Tu 6-9pm
 Instructor: Leah Kelly, EdD, APN, C, Professor of Nursing

The Bugs That Bug Us! Infection Prevention & Pathogens of Interest

Learn what makes this ever-changing virus different from the others and explore lessons learned in the recent pandemic. A discussion focused on understanding the importance of Multi-Drug Resistant Organisms, including MRSA, as well as many other significant diseases/infections in today's clinical realm will be included. Explore methods of transmission, laboratory interpretation, patient care, and current prevention guidelines. NJSNA contact hours applied for. Cost: \$59

CEHN 108-01 CFA Oct 12 1 Session Tu 6:30-9:30pm
 Instructor: Joanne Kenny-Lynch, MS, M (ASCP), CIC, Director of Infection Control

NEW Attention Deficit Hyperactivity Disorder: No Longer Disorderly

This workshop will provide the knowledge to understand the symptoms, causes and difficulties that come with ADHD and the strategies used to cope with this disorder. NJSNA contact hours applied for. Cost: \$59

CEHN 111-01 CFA Oct 20 1 Session W 6:30-9:30pm
 Instructor: Debbie Gutzler

Reiki Level I

The Japanese word "Reiki" refers to the technique of hands-on healing that uses energy to restore physical, emotional and mental health. Learn theories of hands-on healing, history, uses and benefits, scanning the energy of the aura and the body and chakras. Learn how to integrate Reiki into a hospital/caregiver settings. Time will be allotted for each student to give and receive Reiki. Cost: \$159

CEHS 272-01 CFA Oct 2-Oct 3 2 Sessions Sa,Su 10am-4pm
 Instructor: Maryann Marian Lunch on own

****Professional Development/Nurses****

Reiki Level I is accredited by the Rhode Island State Nurses Association for 11.8 CEUs for 12 hours. These are transferable to other states.

REGISTER ONLINE NOW!

Instant Enrollment - Instant Confirmation

www.ocean.edu/cpe.htm

"Registration" Link Click "Register Online"



Online Courses

IT'S CONVENIENT! IT'S LEARNING AT YOUR OWN PACE! Allied Health Courses Online!

It's easier than you think to participate in most online courses! You need to be able to create, send and receive email and email attachments. You also need to be familiar with using a web browser such as Microsoft Internet Explorer or Firefox. You will need easy and regular access to a personal computer, access to the Internet and an email account.

Medical Terminology I	CEHO 100
Medical Terminology II	CEHO 101
Fast Track Medical Terminology I & II (one semester)	CEHO 102
Medical Insurance & Billing Practices	CEHO 103
Anatomy & Physiology for the Allied Health Professional	CEHO 104
Collection Practices in the Medical Office	CEHO 105
Medical Coding & CPC Exam Prep	CEHO 106
Comprehensive Medical Office Administration	CEHO 107
Computerized Medisoft Billing	CEHO 108
Electronic Health Records	CEHO 109

Medical Terminology I - Online

Medical Terminology is now offered completely online. This is the foundation for the Allied Health field and a prerequisite for several certificate programs. Learn to dissect words, recognize combined forms and the meaning of prefixes/suffixes. Gain an understanding of terminology and how it relates to the organization and complexity of the body. Textbook for this online course must be *Language of Medicine with CD Online*, 9th Edition (approx \$89). This course covers the first half of the book. Take courses online at your own pace and in your own environment. 4.2 CEU Cost: \$359 (includes tech fee)

CEHO 100-OL-01 CFA Sep 20-Dec 10 12 Modules (Online)
Instructor: Sally Jacober-Brown

Medical Terminology II - Online

Prerequisite: Medical Terminology I

This advanced course gives you a confident understanding of the specific word elements and a thorough examination of the anatomy and physiology, pathology and diagnostic tools related to several fields and medical specialties. Textbook for this online course must be *Language of Medicine with CD Online*, 9th Edition (approx \$89). 4.2 CEU Cost: \$359 (includes tech fee)

CEHO 101-OL-01 CFA Sep 21-Dec 10 12 Modules (Online)
Instructor: Sally Jacober-Brown

Fast Track Medical Terminology I & II - Online

This accelerated course provides an opportunity to complete the terminology prerequisites for Ocean County College's Allied Health certificate programs in one semester. Topics will cover a thorough foundation of medical terminology, essential to qualify for many positions in the health care field. Textbook for this online course must be *Language of Medicine with CD Online*, 9th Edition (approx \$89). 8.4 CEU Cost: \$669 (includes tech fee)

CEHO 102-OL-01 CFA Sep 22-Dec 10 24 Modules (Online)
Instructor: Sally Jacober-Brown

Medical Insurance & Billing Practices Online

Gain a better understanding of the insurance industry. 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. This course provides an introduction, overview and some hands-on coding practice using the Encoder CD provided with book. Access to the internet/OCC website required. Textbook, workbook, access code bundle required: *Understanding Health Insurance* Bundle (must be purchased through OCC Bookstore). 4.0 CEU Cost: \$399 (includes tech fee)

CEHO 103-OL-01 CFA Sep 20-Dec 10 17 Modules (Online)
Instructor: John Knight (jknight@ocean.edu)

Anatomy & Physiology for the Allied Health Care Professional Online

Understand the basic structure and functions of the human body. Apply this knowledge to further study within your chosen health-related profession. This online course is a prerequisite to receiving a coding, transcription and electronic medical records certification. This is a non-credit course which does not substitute for Human Anatomy & Physiology I & II (BIOL 130 & 131). Textbook, User Guide and Access Code Package are required: *Human Body in Health and Disease*, 3rd Edition Bundle (must be purchased through OCC Bookstore). 4.8 CEU Cost: \$359 (includes tech fee)

CEHO 104-OL-01 CFA Sep 23-Dec 10 21 Modules (Online)
Instructor: Dr. James Brown

Collection Practices in the Medical Office Online

Learn to approach collections from the perspective of a manager. Emphasis is on the accounts receivable management of healthcare practices. Detailed discussions will cover customer service, collection techniques, regulatory guidelines and ethical practices. Textbook required: *Comprehensive Medical Assisting & Clinical Competencies* (approx \$83). 1.2 CEU Cost: \$219 (includes tech fee)

CEHO 105-OL-01 CFA Sep 20-Oct 22 4 Modules (Online)
Instructor: John Knight (jknight@ocean.edu)

NEW Comprehensive Medical Office Administration Online

Prerequisites: Medical Terminology I & II

(Fulfills elective requirements for Ocean County College's Medical Billing Professional Certificate)
This online course will equip you with the skills necessary to excel in the field of medical office administration. Modules covered will include the history of medicine and the legal and ethical considerations of administration with special emphasis on HIPAA. Medical Records Management modules concentrating on the Electronic Health Record and the medical document will be presented in detail. Individual covered modules will include accounting practices, billing and collections, computers and finally office management techniques with concentration on the HR function and the steps necessary to achieve credentials. Access to the Internet/OCC website required. Textbook and bundled access code required: *Comprehensive Medical Assisting*, 4th Edition (must be purchased from OCC Bookstore). 4.2 CEU Cost: \$399

CEHO 107-OL-01 CFA Sep 20-Dec 3 12 Modules (Online)
Instructor: John Knight (jknight@ocean.edu)

NEW Computerized Medisoft Billing Online

Prerequisites: Medical Insurance and Billing Practices Online (CEHO 103) or Medical Insurance & Billing Practices (CEHS 274)

Medisoft Billing is now offered completely online. Using medical software, learn to input patient information, post payments, schedule appointment, handle billing and produce various lists and reports. This course will include an introduction to the Electronic Health Record. Access to the Internet/OCC website required. Textbook required: *Computers in the Medical Office, 6e with Medisoft v14 At-Home Software*, 6th Edition (approx \$130). 3.6 CEU Cost: \$399

CEHO 108-OL-01 CFA Sep 20-Dec 3 11 Modules (Online)
Instructor: John Knight (jknight@ocean.edu)

NEW The Electronic Health Record (EHR) & CEHRS Exam Prep for Allied Health Careers Online

Topics include the use of the EHR in ambulatory and hospital facilities. Obtain an understanding of why electronic records are needed, what they can do, how they are used, and the terminology of EHR systems. Learn the specific features and functions of electronic health records. Gain hands-on experience working with an electronic health records software package. This course is ideal for those currently working in healthcare seeking national certification. 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 (\$105) is not included in tuition. Access to the Internet/OCC website required. Textbook and access code required and must be purchased from the OCC Bookstore. 4.55 CEU Cost: \$364 (includes tech fee)

CEHO 109-OL-01 CFA Sep 13-Dec 10 13 Modules (Online)
Instructor: John Knight (jknight@ocean.edu)



Dental

Dental Assisting

A complete foundation course for the dental assisting field including a “hands-on” presentation of dental procedures, materials and four-handed assisting techniques. Upon completion of this course, you will be qualified to seek employment as a dental assistant (not to include an x-ray license). Textbook required: *Essentials of Dental Assisting* (approx \$116). 6.6 CEU Cost: \$819

CEHS 126-01 CFA	Sep 17-Feb 4	16 Sessions	F	9am-1pm
		1 Session	F	9-11am
Instructor: Linda Beverly		No Class	Oct 1, Nov 26, Dec 24, Dec 31	
CEHS 126-02 CFA	Sep 22-Mar 2	21 Sessions	W	6-9pm
		1 Session	W	6-8pm
Instructor: Michelle Vittone		No Class	Dec 29, Feb 2	

Dental Practice Administrator

Learn the skills necessary to work as a Scheduling Coordinator, Financial Coordinator, Insurance Coordinator or Administrative Assistant. Gain knowledge of dental anatomy, dental terminology, the dental specialties, treatment planning, patient dental records, appointment scheduling, recall management, insurance coding and claims management, billing and collections, HIPAA, and interoffice communications. An externship is also included. Textbook required: *Practice Management for the Dental Team*. 3.0 CEU Cost: \$359

CEHS 287-01 CFA	Sep 15-Dec 8	12 Sessions	W	6-9pm
Instructor: Barbara Lasko		No Class	Nov 24	



Did you know there are over 250 dental offices in Ocean County? Dental Scheduling Coordinators & Insurance Coordinators earn on average \$25,000 to \$30,000 per year.

Fast Track Careers

RETURNING Certified Assisted Living Administrator

Eligibility requirements: 21 years old & up, criminal background clearance & high school diploma. This course meets the NJDHSS criteria to be certified as an Assisted Living Administrator and/or Administrator of an Adult Day Service. Successfully manage an assisted-living community and related senior facilities with this course. Focus is on ethics, services, regulatory compliance, human resource management and budgeting. Comprehensive tools and techniques to pass the NJDHSS test will be discussed. (Test fee of approximately \$58 and criminal background check fees of approximately \$78 are not included in tuition). Required textbook (approx \$90) available at OCC Bookstore. 5.8 CEU Cost: \$1,099

CEHS 174-01 CFA				
Didactic	Sep 18-Sep 26	4 Sessions	Sa,Su	8am-6pm
Clinical	Oct 2-Oct 10	4 Sessions	Sa,Su	TBA (Offsite)
Instructor: Longtree & Associates				½ hour lunch on own



The average salary range for an Assisted Living Administrator is between \$37,000 and \$60,000.

REGISTER FOR CLASSES ONLINE!

Search for the courses you want, pay & receive immediate confirmation of your registration.

www.ocean.edu/cpe.htm

NEW

Homemaker-Home Health Aide Certification Program

Prerequisites: English language proficiency; high school diploma or GED; physical exam and documentation of immunizations, 2 step PPD

This course provides the training needed to provide home and hospice care. Learn to care for ill and disabled individuals in their homes and as private care assistants in a facility. The 76-hour course is approved by the New Jersey Board of Nursing and follows the outlined curriculum set by the credentialing agency. It requires 60 hours of classroom instruction and 16 hours of clinical laboratory instruction. Fingerprinting and a criminal background check are required for state certification. Text and workbook are required: *Providing Home Care* (approx \$50). 100% attendance is required. Missed classes must be made up and may have an additional cost. Upon successful completion of the course, the student is eligible to apply for registration and certification from the NJ Board of Nursing. The cost of certification with the state is an additional \$80 and not included in tuition cost. 7.6 CEU Cost: \$699

CEHS 340-01 CFA

Classroom	Sep 20-Oct 22	15 Sessions	M,W,F	6-10pm
Clinical	Sep 25-Oct 16	4 Session	Sa	9am-1pm

Instructor: Premium Home Care, Inc



Employment of home health aides is projected to grow by 50% between 2008 and 2018 which is much faster than the average for all occupations.

Pharmacy Technician

Prepare to enter the pharmacy field as a technician working under the direction of a registered pharmacist in hospitals or in community pharmacies. Course content will include medical terminology specific to the pharmacy, dosage calculations, reading and interpreting prescriptions, drug interactions, product recognition, defining drugs by generic and brand names, route of administration, and side effects. In addition, learn IV flow rates, drug compounding, dose conversion, and inventory control in the pharmacy. After completion of the course, students may sit for the national certification exam. High school diploma or GED required. Strong mathematics foundation suggested. Textbook required: *Certification Review for Pharmacy Technicians* (approx \$102). 5.1 CEU Cost: \$899 CEHS 165-01 CFA

Didactic	Sep 13-Oct 7	12 Sessions	M,W,Th	6-10pm
	Oct 2	1 Session	Sa	9am-12pm

Instructor: Dr. Samy Ayoub



Pharmacy Technician jobs are expected to grow faster than average.

EKG Technician

Topics covered include cardiac anatomy and physiology, electrode application technique, operation of the EKG machine and other monitoring devices, and the fundamental elements of an EKG strip. Practice is included in the program covering basic medical office procedures and instruction on taking vital signs. Textbook required: *Electrocardiography for Healthcare Personnel* (approx \$45.67). Please read Chapter 1 prior to first class. Stethoscope and cuff required by fourth week. 3.6 CEU Cost: \$525

CEHS 168-01 CFA	Sep 21-Dec 7	12 Sessions	Tu	6:30-9:30pm
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Instructor: Diane Wengerter

NEW

HEALTH INFORMATION TECHNOLOGY GRANT PROGRAM

Attention IT & Healthcare Professionals!

Upgrade your skills & move into the growing Electronic Health Records field.

Tuition reimbursement for those that qualify!

Free job search assistance!

More information is on page 4.



Personal Trainer

As a career move, or for your own personal knowledge, get all the information needed to become a Certified Personal Trainer. Course includes “hands-on” practical training preparing you to work with clients one on one, and lectures including, anatomy, exercise, physiology, nutrition, musculoskeletal injuries, and health screening. The National Exam is given at the last class. Proof of CPR recommended for certification to be issued. To purchase required course materials, call 1-888-330-9487. 3.6 CEU Cost: \$549

CEHS 193-01 CFA Sep 12-Oct 17 6 Sessions Su 9am-4pm
 Instructor: World Instructor Training Schools Lunch on own



The projected job growth of Personal Trainers is faster than average. The median wage is \$46,800.

Nutrition Concepts for Success

Learn to analyze food labels and change eating patterns. Explore nutritional needs of athletes and the affect of diet on aging. Maximize your success as a personal trainer or expand your own knowledge for optimal nutritional results. Cost: \$129

CEHS 195-01 CFA Nov 21 1 Session Su 9am-4pm
 Instructor: World Instructor Training Schools Lunch on own

Phlebotomy Technician Training

Topics include: anatomy, physiology, medical terminology, blood collection equipment and procedures, capillary procedures, and interpersonal relations. Upon successful completion, students may apply to take the national examination offered by the American Society of Clinical Phlebotomists to become certified. All clinical requirements including medical evaluation, vaccination and insurance (approx \$600) will be discussed in the first class. Textbook required: *Phlebotomy Worktext & Procedures Manual* (approx \$44.95). 19.6 CEU Cost: \$2,075

CEHS 283-01 CFA

Didactic/Lab

Sep 21-Nov 23 19 Sessions Tu,Th 6-10pm

Clinical

Nov 29-Jan14 30 Sessions M-F 4 hours/day

Instructor: Jennifer Jack No Class Nov 25; Dec 24-Dec 31

NOTE: Clinical hours are scheduled by healthcare facility



Job opportunities in phlebotomy are expected to be excellent; the number of job openings is expected to exceed job seekers.

Physical Therapy Aide

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. This training prepares you for employment in hospitals, orthopedic clinics, nursing homes and sports rehabilitation centers. Attendance is mandatory for one field trip and two job shadowing experiences. 3.0 CEU Cost: \$399

CEHS 288-01 CFA Sep 21-Nov 23 10 Sessions Tu 6-9pm

Instructor: Sandy Scott (email: sscott@ocean.edu)

CEHS 288-02 CFA Sep 21-Nov 23 10 Sessions Tu 6:30-9:30pm

Instructor: Kimberly Novak

Location for Section 02 only: MATES Building, Manahawkin

Introduction to Ophthalmic Medical Assisting

Basic instruction includes basic eye anatomy, diseases of the eyes, patient care, history taking, ophthalmic equipment, glasses and contact lenses. Ocular surgeries, including Lasik and cataract, as well as assisting the physician in minor office procedures will be discussed. Preparation for the Ophthalmic Medical Assisting Home Study course is also covered. Textbook required: *Ophthalmic Medical Assisting*, 4th Edition. Cost: \$249

CEHS 293-01 CFA Sep 21-Nov 23 10 Sessions Tu 6-8pm

Instructor: Tracy Dillon, COA

NEW Yoga Teacher Training with Kula Kamala - Part I

Prerequisites: Practicing Yoga for at least 4 months; CPR & First Aid strongly recommended
 Become a Nationally Certified Yoga instructor and learn to teach public yoga classes, apply the therapeutic healing techniques of yoga or enhance your own practice through kula-kamala yoga's 230-hour Yoga Alliance Approved Yoga Teacher Training Program. This program is presented in two parts. Part I, held during the Fall 2010 semester, provides instruction on yoga ethics, physical practice of asana (dress appropriately) and variations, meditation, pranayama (breath work), yoga history and philosophy, the use of sound (chanting) and visualization, anatomy, pathology, alignment, yoga psychology, energy, basic Sanskrit (the language of yoga). Part II of the training, which will be held during the Spring 2011 semester, will elaborate on philosophy, teaching techniques and yoga therapeutics. Successful sequential completion of Part I then Part II is required for students to receive a Certificate of Completion from Kula-Kamala Yoga and become eligible for certification through Yoga Alliance (YA) at the 200-hour level. 95% attendance is required. Student medical history and waiver required. Textbooks required, which are available at the OCC Bookstore. Current Yoga Teachers: This course meets YA CEU requirements. Nurses: This activity is approved by the New Jersey State Nurses' Association for 126.5 contact hours. Cost: \$1,350

CEHS 337-01 CFA	Sep 24-Dec 18	11 Sessions	F	6-9pm
	Sep 25-Dec 19	12 Sessions	Sa	12-8pm

Instructor: Sharon Allitt No Class Oct 29, Nov 26, Nov 27, Dec 10 & Dec 11
 Location: Kula-Kamala Yoga, 24A Union Avenue, Lakehurst

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 In Partnership with **Ocean County College Presents the**
CAREER TRAINING LOAN
 Minimum of \$1,000

- EASY TO APPLY • AFFORDABLE PAYMENTS
- FAST APPROVAL PROCESS • INTEREST RATES TIED TO PRIME

Contact The Department of Continuing & Professional Education
732.255.0409

Paramedic Didactic Training Program

This comprehensive, 400-hour, instructional program is designed according to the US Department of Transportation (DOT) National curriculum. It will provide currently certified NJ State EMTs with a theoretical knowledge base and psychomotor skills to enter the clinical component of paramedic training which is conducted at sponsoring mobile intensive care units (MICU) hospitals. The didactic course includes training in advanced airway management, trauma, and behavioral, medical, gerontological, pediatric and obstetrical emergencies. The course also includes pharmacology, and intensive cardiac care therapeutics with Advanced Cardiac Life Support (ACLS) certification, a pre-requisite for the National Registry Paramedic Certification Examination. Students also obtain certification in Pediatric Advanced Life Support (PALS) and Prehospital Trauma Life Support (PHTLS). Prerequisite: Potential candidates must be sponsored by an approved NJ Department of Health MICU training hospital and satisfy Ocean County College's eligibility criteria. 40.0 CEU Cost: \$5,500

CEHS 107-01 CFA	Sep 8-Jun 10	M,W,Th	7-10pm
	TBA	Select Saturdays & Sundays	8am-5pm

Hybrid Program

The majority of work will be completed online with one classroom night per week on Wednesdays from 6pm to 10pm. Occasionally an additional evening class will be required from 7pm to 10pm, plus three weekends from 8am to 5pm during the spring semester. This program runs approximately 24 months from the commencement of didactic to the completion of all required clinical training hours. 40.0 CEU Cost: \$5,500

CEHS 335-01 CFA Begins Sep 8
 Location for both programs: MONOC Facility, Wall, NJ
 For additional information, contact: Paul Scalzo, NREMT-P, Clinical Manager at 732-919-3045 ext 1102 or paul.scalzo@monoc.org



Medical Office Specialist

Prepare for one of today's fastest growing careers!

Employment Opportunities include:

- Physicians' Offices
- Insurance & Medical Billing Companies
- Managed Care Organizations
- Healthcare Facilities
- Hospital Medical Records/Unit Clerk/Intake Specialist/Outpatient Clerk
- Assisted Living/Nursing Homes

Intensive Training in:

- Electronic Health Record
- Medical Terminology
- Anatomy & Physiology
- Medical Billing/Insurance Practices
- Coding for the Medical Office
- Medical Office Transcription
- Computers in the Medical Office/Medisoft
- Analysis of a Medical Chart
- Résumé & Career Development/Job Searching
- Customer Service, Professionalism, Interviewing Skills

Training/Certificates:

- OCC Medical Office Specialist Certificate
- HIPAA Certification
- Externship/Physician's Office
- Medical Billing/Coding Prep/Exam National Certification (NHA)
- Employment/Externship Portfolio & Verification

National Healthcareer Association (NHA) Exams/Certifications

The Medical Office Specialist course includes a study guide, review and preparation for the following NHA Certification Exams. Students may choose to sit for some or all of these exams for an additional cost. The cost of the exams is not included in the tuition. Details about these Certifications Exams will be discussed the first day of class. Optional fees:

- Certified Billing & Coding Specialist **CBCS** \$105
- Certified Medical Administration Assistant **CMAA** \$45
(If taken as a combined test with CBCS)
- Certified Electronic Health Record Specialist **CEHRS/EHRS** \$105
- Certified Medical Transcriptionist **CMT** \$105

Recommended: Competency in basic computer literacy including keyboarding, use of the mouse, basic Windows skills and basic Microsoft Word.

Textbooks and flash drive required and available at OCC Bookstore (approx \$575). NHA Certification CBCS Exam (\$105 additional fee). 39.6 CEU Cost: \$3,399

CEHS 188-01 CFA	Sep 9-Dec 17	63 Sessions	M-F	8:30am-2:30pm
		4 Sessions	Tu nights	(Dates & Times TBA)
		3 Sessions	Sa (TBA)	8:30am-4:30pm

Instructor: Marilyn Knight (mknight@ocean.edu)
No Class Nov 24, Nov 25 & Nov 26



New jobs are expected in offices of physicians as a result of increasing demand for detailed records. Medical Office Managers' average salary is \$40-45,000.

ATTENTION MEDICAL OFFICE MANAGERS

- Would your physician/medical/dental practice be interested in serving as an externship site for Ocean County College's Medical Office Specialist program?
- Is your physician practice seeking a medical office specialist for employment?
- Are you upgrading to electronic healthcare records within your practice and seeking skilled professionals?

For information, please contact Marilyn Knight at mknight@ocean.edu

Increase your knowledge and advance your career by obtaining a national certification in:

- **Medical Billing:** Certified Medical Reimbursement Specialist **CMRS**
- **Medical Coding:** Certified Professional Coder **CPC**
- **Medical Billing & Coding:** Certified Professional Coder/Payer **CPC-P**
- **Medical Transcription:** Certified Medical Transcriptionist **CMT**
- **Electronic Health Record:** Certified Electronic Health Record Specialist **CEHRS**

For information please contact Kathy Caro at kcaro@ocean.edu

Prerequisite Courses

Medical Terminology I

Medical Terminology is the foundation for the Allied Health field and is a prerequisite for several certificate programs. Learn to dissect words, recognize combined forms and the meaning of prefixes/suffixes. Gain an understanding of terminology and how it relates to the organization and complexity of the body. Textbook required: *The Language of Medicine* (approx \$64). Please read Chapter 1 prior to first class. 4.2 CEU Cost: \$319

CEHS 112-01 CFA Sep 13-Nov 29 12 Sessions M 6:30-10pm
 Instructor: Marilyn Knight (mknight@ocean.edu)

Medical Terminology II

Prerequisite: Medical Terminology I (CEHS 112)

This advanced course gives you a confident understanding of the specific word elements and a thorough examination of the anatomy and physiology, pathology and diagnostic tools related to several fields and medical specialties. Textbook required: *The Language of Medicine* (approx \$64). Please read Chapter 12 prior to first class. 4.2 CEU Cost: \$319

CEHS 117-01 CFA Sep 15-Dec 8 12 Sessions W 6:30-10pm
 Instructor: Marilyn Knight (email: mknight@ocean.edu) No Class Nov 24

Anatomy & Physiology for the Allied Health Care Professional

Learn to understand the basic structure and functions of the human body. Apply this knowledge to further study within your chosen health related profession. This course is a prerequisite to receiving a coding and transcription certification. This is a non-credit course which does not substitute for Human Anatomy & Physiology I & II (BIOL 130 & 131). Textbook and workbook required: *Study Guide for the Human Body in Health & Illness* (approx \$135). 4.8 CEU Cost: \$319

CEHS 194-01 CFA Sep 15-Dec 8 12 Sessions W 6-10pm
 Instructor: Dr. Daniel Greenfield No Class Nov 24

FREE services to individuals who have lost their primary source of income due to separation, divorce, disability or death of the primary family provider.

- Career, employment & life counseling
- Connection to social & community organizations
- Assistance with job searches

For additional information, call 732-255-0400 ext. 2297



Displaced Homemakers Program of Ocean County



Medical Coding

MEDICAL RECORDS CODING CERTIFICATE

This program is designed to meet the professional needs of those seeking careers in Medical Records Coding.

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. The person who assigns these codes must be fully trained and accurate. Experienced instructors are experts in the field and are trained to teach you the latest industry standards and practices. The Medical Records Coding Certification Program consists of 9 required courses.

Requirements:

- Medical Terminology I CEHS 112 or CEHO 100
- Medical Terminology II CEHS 117 or CEHO 101 or CEHO 102
- Anatomy & Physiology for the Allied Health Care Professional CEHS 194 or CEHO 104
- CPT Coding I CEHS 151
- CPT Coding II CEHS 147
- ICD-9 CM Coding I CEHS 115
- ICD-9 CM Coding II CEHS 148
- Medical Insurance & Billing Practices CEHS 274 or CEHO 103
- Coding & Abstracting CEHS 286

or MEDICAL CODING CERTIFICATE ONLINE

Requirements:

- Medical Terminology I CEHO 100
- Medical Terminology II CEHO 101 or CEHO 102
(Fast Track Medical Term I & II)
- Anatomy & Physiology for the Allied Health Professional CEHO 104
- Medical Coding & CPC Exam Prep CEHO 106

If you have any questions, contact kcaro@ocean.edu

Medical Coding as a Career Seminar

This seminar will provide an introductory overview of the Medical Coding field. Topics include required training and certifications, potential career paths, and a quick look into the world of ICD-9-CM and CPT coding. Cost: \$59

CEHS 270-01 CFA Sep 11 1 Session Sa 9am-12pm

Instructor: Sally Tumminelli (stumminelli@ocean.edu)

ICD-9-CM Diagnosis Coding I

Prerequisite: Medical Terminology I; Medical Terminology II required

Learn the coding system used to assign numerical codes for appropriate diagnosis. This course is designed for anyone interested in the health care field in medical coding. Textbooks required: *Faye Brown Coding Handbook 2010* and *Ingenix ICD-9-CM Expert for Hospitals 2010*, Volume 1,2,3 (approx \$250). 2.4 CEU Cost: \$235

CEHS 115-01 CFA Sep 15-Nov 3 8 Sessions W 6:30-9:30pm

Instructor: Sally Tumminelli (stumminelli@ocean.edu)

ICD-9-CM Diagnosis Coding II

Prerequisite: ICD-9 Diagnosis & Procedure Coding I (CEHS 115) or equivalent & Medical Terminology II (CEHS 117)

If you are coding or working in the health care system, learn to assign the proper code to the insurance company for accurate payment. In level II, more emphasis will be placed on fractures, drugs, burns, neoplasms, and more. Textbooks required: *Faye Brown Coding Handbook 2010* and *Ingenix ICD-9-CM Expert for Hospitals 2010* Volumes 1,2,3 (approx \$200). 2.0 CEU Cost: \$185

CEHS 148-01 CFA Nov 10-Dec 8 4 Sessions W 6:30-10pm
 Dec 15-Dec 22 2 Sessions W 6:30-9:30pm

Instructor: Sally Tumminelli (stumminelli@ocean.edu) No Class Nov 24

CPT Coding I

Prerequisite: Medical Terminology I or equivalent; Medical Terminology II required

Learn the basics of CPT coding and how to use the current procedural terminology 2009 manual: a listing of descriptive terms and identifying codes necessary for billing medical services and procedures. This course is essential for anyone working in the medical billing and coding fields. Emphasis will be on learning how to use the CPT manual and selecting the appropriate codes. Textbook required: *CPT 2010 Professional Edition Manual*. 2.5 CEU Cost: \$235

CEHS 151-01 CFA	Sep 13-Nov 1	8 Sessions	M	6:30-9:30pm
	Oct 25 & Nov 1	2 Sessions	M	6:30-10pm

Instructor: John Woods (email: jwoods@ocean.edu)

CPT Coding II

Prerequisite: CPT Coding I (CEHS 151) or equivalent experience

This course emphasizes practical application of CPT coding for all types of services. Topics include a more in-depth look at coding evaluation and management services, modifiers and surgical procedures. Focus will be on coding appropriately for optimum reimbursement. Textbook required: *CPT 2010 Professional Edition Manual* (same textbook as CPT Coding I). 2.1 CEU Cost: \$189

CEHS 147-01 CFA	Nov 8-Dec 6	5 Sessions	M	6-10:10pm
	Dec 6 only	1 Session	M	6-10:20pm

Instructor: John Woods (email: jwoods@ocean.edu)

Coding & Abstracting: Intermediate

Prerequisites: Medical Terminology I (CEHS 112); Medical Terminology II (CEHS 117); ICD-9 CM Diagnosis & Procedure Coding (CEHS 115); ICD-9-CM II (CEHS 148); CPT I (CEHS 151); CPT II (CEHS 147); Anatomy and Physiology (CEHS 194)

Incorporate skill and knowledge obtained in the prerequisite courses to audit and code medical documentation. Upon successful completion of the course, you will demonstrate a working knowledge of coding and abstracting techniques to obtain employment in an entry level capacity. Topics include, but are not limited to: PATH regulations, obstetric abbreviations and billing compliance. Textbooks required: *CPT 2010 Professional Edition*, *ICD-9-CM Expert for Hospitals Volume 09 1,2,3*, *The Pill Book & Medical Abbreviations* (books approx \$250). 3.0 CEU Cost: \$229

CEHS 286-01 CFA	Sep 21-Nov 23	10 Sessions	Tu	6:30-9:30pm
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Instructor: Ed Harvey



Medical Coding & CPC Preparation (Physician-Based Medical Coding) Online

Prerequisites: Medical Terminology I & II (CEHS 112, CEHS 117 or CEHO 100, CEHO 101, or CEHO 102) Fast Track Medical Terminology I & II; Anatomy & Physiology (CEHS 194 or CEHO 104)

Learn principles of medical coding related to the three main coding manuals: *CPT*, *ICD-9-CM* and *HCPCS Level II*. This course is recommended for anyone who is preparing for a career in medical coding for a physician's office and strongly recommended for anyone who is preparing for the AAPC CPC Certification examination. The following textbooks are included in cost of course: *Step-by-Step Medical Coding 2010* and *Workbook for Step-by-Step Medical Coding*; *2010 CPT Professional Edition*; *2010 ICD-9-CM Volumes 1 & 2*; *HCPCS Level II Professional 2010*. 8.0 CEU Cost: \$1,799

CEHO 106-OL-01 CFA	Sep 15-Jan 15
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Instructor: American Academy of Professional Coders

Certified Professional Coder (CPC) Exam Prep

Prerequisite: Medical Terminology I (CEHS 112), Medical Terminology II (CEHS 117) or equivalent, ICD-9 Diagnosis & Procedure Coding (CEHS 115), ICD-9 II (CEHS 148), CPT I (CEHS 151), CPT II (CEHS 147), Anatomy and Physiology (CEHS 194) and/or work experience suggested.

This is a comprehensive overview that will help you expand the coding skills needed for the CPC national board exam. Application information will be provided. Emphasis will be on coding for medical practices. Certification exam fees will be paid directly to the national organization by the student. Required textbooks: *2010 Editions: HCPCS, ICD-9 Expert, CPT Professional*. 3.6 CEU Cost: \$359

CEHS 267-01 CFA	Sep 24-Dec 17	12 Sessions	F	6:30-9:30pm
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Instructor: Sally Tumminelli (email: stumminelli@ocean.edu)	No Class Nov 26
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CPC Exam	Dec 18 only	1 Session	Sa	8:00am-4:00pm
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Medical Billing

MEDICAL BILLING PROFESSIONAL CERTIFICATE

Aside from patient care, the billing practices of hospitals and physicians' offices are of the utmost importance. Experienced medical billers are in great demand. This 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.

Certificate requirements are effective for new students beginning Fall 2010:

Required Courses:

- Medical Terminology I CEHO 100 or CEHS 112
- Medical Terminology II CEHO 101 or CEHS 117 or
- Fast Track Medical Terminology I & II CEHO 102
- Collection Practices in the Medical Office CEHO 105 or CEHS 295
- Medical Billing & Insurance Practices CEHO 103 or CEHS 274
- Computerized Medisoft Billing CEHO 108 or CEHS 192
- CPT & ICD-9 CM Coding for the Billing Professional CEHS 268

Electives (Choose 2):

- Interpretation & Evaluation of a Medical Chart CEHS 198
- Medical Billing/Transcription Home-Based Seminar CEHS 181
- Medical Facility Billing CEHS 273

OR CHOOSE ONE:

- Electronic Health Record & CEHRS Exam Prep CEHO 109 or CEHO 333
- Comprehensive Medical Office Administration CEHO 107



Medical Billers can earn between \$12.20 and \$16 per hour, depending on qualifications, location, education and position held.

Medical Billing/Transcription: Home-Based Seminar

Medical billing and transcription services are among the most popular and profitable home businesses. Learn about the necessary skills, start-up costs, potential earnings, first steps, where to turn for information, and fee schedule, as well as marketing techniques. 0.3 CEU Cost: \$69

CEHS 181-01 CFA	Sep 11	1 Session	Sa	9:30am-12:30pm
CEHS 181-02 CFA	Nov 13	1 Session	Sa	9:30am-12:30pm

Instructors: Edward Harvey & Irene Malfitano (imalfitano@ocean.edu)

Medical Insurance & Billing 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. Instruction will be given to accurately complete the CMS-1500 claim form. Various occupations relating to the health insurance industry will be introduced and additional information will be provided on the national Certified Medical Reimbursement Specialist exam. Textbook required: *Understanding Health Insurance: A Guide to Billing & Reimbursement* Text & Workbook (approx \$144). 4.0 CEU Cost: \$359

CEHS 274-01 CFA	Sep 16-Dec 16	12 Sessions	Th	6:30-9:50pm
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Instructor: Ed Harvey (eharvey@ocean.edu) No Class Nov 11 & Nov 25

CPT & ICD-9-CM Coding for the Billing Professional

Prerequisites: Medical Terminology I & Medical Terminology II

Develop an understanding of this uniform language that accurately describes medical, surgical and diagnostic services performed in the medical practice. Apply and/or enhance these proficiencies in CPT and ICD coding to the healthcare environment by accurately coding medical services and procedures performed. Textbooks required: *CPT 2010 Professional Edition*, *ICD-9-CM Professional for Hospitals & Step-by-Step Coding 2010* & *HCPCS 2010* (bundled book cost approx. \$250) 3.6 CEU Cost: \$269

CEHS 268-01 CFA Sep 20-Dec 6 12 Sessions M 6:30-9:30pm
Instructor: Sally Tumminelli (stumminelli@ocean.edu)

Computerized Medisoft Billing

Prerequisite: Medical Insurance & Billing Practices (CEHS 274)

Using medical software, learn to input patient information, schedule appointments, handle billing, produce various lists and reports. These invaluable skills are important in elective financial management of health care practices. Please read Chapter 1 prior to first class. Textbook required: *Computers in the Medical Office*, 6th Edition (approx \$115). Flash drive required. 3.6 CEU Cost: \$359

CEHS 192-01 CFA Sep 20-Nov 22 10 Sessions M 6:30-10pm
Instructor: John Knight (jknight@ocean.edu)

Interpretation & Evaluation of a Medical Chart

Proper coding requires an understanding of the documentation provided by the multiple care providers. Assist coders and billers in reading and locating information in a medical record. Understand the difference between physicians' orders, progress notes, nurses' notes, ancillary care notes and results, pharmacy orders and more. This course is an appropriate follow-up course to coding and abstracting. This is a requirement for Medical Records Technician Certificate and is a Medical Billing Certificate elective. 0.8 CEU Cost: \$149

CEHS 198-01 CFA Sep 20-Oct 11 4 Sessions M 6-8pm
Instructor: Ed Harvey

Medical Facility Billing/UB04 Claim Form

Prerequisite: Medical Insurance and Billing Practices (CEHS 274)

Learn to thoroughly examine the Uniform Bill, UB-04 form, review each field necessary for claim processing and successfully complete the UB-04 claim form. This course is designed for students already enrolled in OCC's medical billing program or individuals seeking employment opportunities in hospitals, nursing facilities, and clinical settings. Textbook required: *UB-04 Handbook for Hospital Billing Without Answers* (approx \$145). 2.4 CEU Cost: \$219

CEHS 273-01 CFA Sep 23-Nov 11 8 Sessions Th 6:30-9:30pm
Instructor: Jessica Gross

Collection Practices in the Medical Office

Prerequisites: Medical Insurance Practices, ICD-9-CM Coding I & II, CPT Coding I & II, Computers in the Medical Office/Medisoft

Approach collections from the perspective of a manager. Emphasis is based on the accounts receivable management of healthcare practices. Detailed discussions will cover customer service, collection techniques, regulatory guidelines and ethical practices. Textbook required: *Understanding Health Insurance, CPT, ICD-9-CM Coding & Understanding Medical Collections*. 1.2 CEU Cost: \$179

CEHS 295-01 CFA Oct 18-Nov 8 4 Sessions M 6-9pm
Instructor: Ed Harvey (eharvey@ocean.edu)

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Instant Enrollment - Instant Confirmation

www.ocean.edu/cpe.htm

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Click “Register Online”



Certified Medical Reimbursement Specialist (CMRS) Prep & Exam

Become a national certified medical reimbursement specialist through the American Medical Billing Association (AMBA). Completion of this combined preparation and certification program provides verification of billing knowledge, competency and credibility. The CMRS certification demonstrates dedication in providing the highest standards possible in claims management and medical billing. The CMRS is knowledgeable in medical terminology, ICD-9, CPT and HCPCS coding, insurance claims and billing, appeals and denials, fraud and abuse, HIPAA, OIG compliance, information and web technology, and medical reimbursement. The online program is self-paced with instructor support.

Prerequisites:

Completion of Ocean County College's Medical Coding and Billing Specialist Program or equivalent experience, (need approval). Students must have knowledge of medical terminology, ICD-9, CPT, and HCPCS coding and medical billing and insurance. Students must have basic computer skills and be comfortable with using the internet.

Texts:

Current, ICD-9, CPT, HCPCS, Medical Dictionary, & Understanding Health Insurance: A Guide to Professional Billing, by Jo Ann C. Rowell & Michelle A. Green

Certification:

Upon receiving a minimum passing grade of 85% the student will be issued the certification from the sponsoring organization (AMBA) with the credentials Certified Medical Reimbursement Specialist (CMRS).

Orientation:

A two-hour orientation will be held on September 17, 2010 on the college campus from 6-8pm. A study guide will be provided at the orientation.

Attendance is mandatory. Access begins September 24, 2010 and must be completed by November 12, 2010.

Cost: \$599

CEHS 289-01 CFA	Sep 24-Nov 12	F	6-9pm
Two hour orientation	Sep 17	W	6-8pm

Instructor: Ed Harvey, CMC

NEW Certified Professional Coder-Payer (CPC-P) Exam Prep

Prerequisites: Medical Terminology I (CEHS 112), Medical Terminology II (CEHS 117) or equivalent, ICD-9 Diagnosis & Procedure Coding (CEHS 115), ICD-9 II (CEHS 148), CPT I (CEHS 151), CPT II (CEHS 147), Anatomy and Physiology (CEHS 194), Medical Billing Insurance Practices Online (CEHO 103), Medical Billing Insurance Practices (CEHS 274), Medical Facility Billing/UB-04 Claim Form (CEHS 273) and/or work experience suggested.

The emphasis of this course will be on coding guidelines and reimbursement methodologies for all types of outpatient services for the payer's perspective for medical practices. The CPC-P credential provides demonstration of expertise to review and finalize coding of services, procedures and diagnoses on medical claims in the outpatient and inpatient setting, thus improving the finances and operational efficiencies of the facility. This course is ideal for students in medical billing and coding programs or for those with work experience in the field. It will help to expand and enhance the coding skills needed to sit for the CPC-P national board exam. Application information will be provided. Certification exam fees will be paid directly to the national organization by the student. Textbooks required: *2010 Editions: HCPCS, ICD-9 Expert & CPT Professional*. 3.6 CEU Cost: \$359

CEHS 338-01 CFA	Oct 9-Dec 11	9 Sessions	Sa	9am-1pm
Instructor: Sally Tumminelli (stumminelli@ocean.edu)				No Class Nov 27
CPC-P Exam	Dec 18 only	1 Session	Sa	8am-4pm

Medical Transcription

MEDICAL TRANSCRIPTION CERTIFICATE

Medical Transcription Courses:

Physicians have come to rely on the medical transcriptionist to safeguard the accuracy and integrity of the medical record using authentic physician dictation. This “new program” provides the skills to:

- Comprehend what the physician is saying
- Evaluate medical reports for accuracy
- Apply critical thinking skills
- Proofread, correct, modify and/or edit the dictation

This unique professional lends itself ideally to a HOME OFFICE SETTING!

Required courses to obtain a certificate:

- | | |
|--|----------------------|
| • Medical Terminology I | CEHS 112 or CEHO 100 |
| • Medical Terminology II | CEHS 117 or CEHO 101 |
| • Fast Track Medical Terminology I & II Online | CEHO 102 |
| • Anatomy & Physiology | CEHS 194 or CEHO 104 |
| • Medical Billing/Transcription Home-Based Seminar | CEHS 181 |

Medical Terminology is a prerequisite for Medical Transcription I (however, both classes may be taken simultaneously).

- | | |
|----------------------------|----------|
| • Medical Transcription I | CEHS 278 |
| • Medical Transcription II | CEHS 280 |

For additional information, please contact the instructors:
imalfitano@ocean.edu or mknight@ocean.edu



Medical Transcriptionists’ projected job growth is faster than average with a median salary of \$35,100.

Medical Transcription I

Focus is on the career role, ethics, responsibilities, tools of transcription, and the latest technology. Practice exercises and skill drills will reinforce grammar, punctuation, capitalization, symbol use, reference research, type numbers, symbols, abbreviations & more. Using authentic physician dictation, transcribe body systems using the SUM Program. Evaluate medical reports for accuracy, proofread, and modify dictation. LEARN THE SKILLS NEEDED TO WORK FROM HOME! Textbook required: *Medical Transcription Techniques & Procedures* (approx \$64). Students are to read Chapter 1 prior to the first class. Flash drive required. 5.25 CEU Cost: \$499

CEHS 278-01 CFA Sep 14-Dec 21 15 Sessions Tu 6-9:30pm
Instructors: Marilyn Knight & Irene Malfitano

Medical Transcription II

Prerequisite: Medical Transcription I

Transcribe body systems such as neurology, obstetrics/gynecology, ENT, endocrinology, as well as more advanced tapes such as radiology, orthopedics and gastroenterology. Become familiar with the techniques of determining sound-alikes and locating the appropriate terms. Understand the fundamentals of medical transcription; including the various formats needed for letters, chart notes, ER reports, history & physical exam, and specialty reports. Textbooks are the same as Medical Transcription I. Flash drive required. 5.25 CEU Cost: \$499

CEHS 280-01 CFA Sep 16-Jan 13 15 Sessions Th 6-9:30pm
Instructors: Marilyn Knight & Irene Malfitano No Class Nov 25, Dec 23, Dec 30



NHA Certified Medical Transcription (CMT) Prep & Exam

Obtain a national certification for all currently trained medical transcriptionists. This national certification course is intended to evaluate an individual’s professional competence as a medical transcriptionist. A study guide is provided and students will be prepped to sit for the NHA CMT exam. Cost of exam (\$105) is not included in tuition. 1.0 CEU \$159

CEHS 297-01 CFA Dec 2-Dec 16 3 Sessions Th 6:30-10pm
Instructor: Marilyn Knight (mknight@ocean.edu) Exam Date: Dec 16



BUSINESS

CERTIFICATE IN BUSINESS

Would you like to:

- Improve your job performance
- Explore a new field, acquire new skills
- Enhance your career
- Deliver effective communication
- Interact successfully with co-workers and customers
- Position yourself for promotion

Earn the Certificate in Business (Human Resources or Management) by completing 6 courses: 5 Core & 1 Elective.

Choose from TWO Tracks!

HUMAN RESOURCES Core Courses (Required)

- Essentials of HR Management **CEBM 330**
- Laws Governing the Workplace **CEBM 634**
- Communication/Business Writing **CEBM 223**
- Strategies for Hiring **CEBM 222**
- Conducting Effective Performance Reviews **CEBM 633**

MANAGEMENT Core Courses (Required)

- Customer Focus **CEBM 607**
- Meeting Management **CEBM 224**
- Art of Delegating Effectively **CEBM 627**
- Conflict Management & Negotiation Skills **CEBM 609**
- Project Management Essentials **CEBM 225**

Electives

To complete your Certificate Program choose any one CEBM Course or CECI 488 Excel for Accounting & Business Professionals



Employment in the Human Resources field is expected to increase by 17%, faster than average through 2016. Median annual earnings for compensation, benefits, and job analysis specialists are \$50,200.

Essentials of Human Resources Management

This course provides an overview of the HR function in business, and responsibilities of the HR Professional. It will also expand your knowledge in terms of recruitment, selection, orientation, retention, compensation, training and development and discipline of employees at all levels. 0.6 CEU Cost: \$89

CEBM 330-01 CFA Sep 30-Oct 7 2 Sessions Th 6:30-9:30pm
Instructor: Richard Stanton

Laws Governing the Workplace

One out of four civil cases involve employee/employer disputes. Learn how to identify employment issues and potential liability so that you can take preventative and corrective action to stop a problem from escalating to the point of litigation. Topics include state and federal laws regarding ADA, the Family Leave Act, harassment, discrimination, hiring and termination. 0.9 CEU Cost: \$109

CEBM 634-01 CFA Oct 19-Nov 8 3 Sessions Tu,M 6:30-9:30pm
Instructor: Carolyn Kalson, Esq No Class Oct 25, Oct 26 & Nov 2

Communications & Business Writing

Expand effective communication skills essential at all levels in the workplace. Learn methods to develop clean and concise communication skills specifically for writing job descriptions, performance evaluations, letters, memos and email. 0.3 CEU Cost: \$59

CEBM 223-01 CFA Oct 28 1 Session Th 6:30-9:30pm
Instructor: Richard Stanton

Strategies for Hiring

Learn how to attract, employ and retain the best candidates for the job position you're looking to fill. Methods include matching the candidate to the job, testing, orientation, and ways to ensure the success of the newly hired person. This course covers traditional and web advertising, online job applications, and effective interviewing techniques. 0.3 CEU Cost: \$59

CEBM 222-01 CFA Oct 21 1 Session Th 6:30-9:30pm
Instructor: Richard Stanton

Conducting Effective Performance Reviews

Make your performance reviews really work for the company and the employee. Mix, match and adapt parts of sample appraisal forms to fit your needs in providing valuable, relevant, pro-active and useful reviews. 0.6 CEU Cost: \$89

CEBM 633-01 CFA Oct 5-Oct 12 2 Sessions Tu 6:30-9:30pm
Instructor: Richard Stanton

Customer Focus

Customers are the only reason we have a job. Knowing how to interact dynamically with customers; whether in person, on the telephone, by email or through written correspondence, is key to success in business. 0.4 CEU Cost: \$65

CEBM 607-01 CFA Sep 22-Sep 29 2 Sessions W 6:30-8:30pm
Instructor: Raymond Hohman

Meeting Management: The Art of Making Meetings Work

Our lives are filled with meetings: business meetings, PTO meetings, church meetings & family meetings. Find out about the methods, techniques and checklists for making meetings more productive. 0.3 CEU Cost: \$59

CEBM 224-01 CFA Oct 6 1 Session W 6:30-9:30pm
Instructor: Raymond Hohman

The Art of Delegating Effectively

Explore the many facets of delegation, including: when and who to delegate to, possible pitfalls, solutions, and the importance of this skill set in successful operations. 0.3 CEU Cost: \$59

CEBM 627-01 CFA Oct 13 1 Session W 6:30-9:30pm
Instructor: Raymond Hohman

Conflict Management & Negotiation Skills

Conflict is normal and can lead to great ideas and outcomes if handled properly. Learn to manage disagreements constructively and understand the power of negotiation. 0.4 CEU Cost: \$65

CEBM 609-01 CFA Oct 20-Oct 27 2 Sessions W 6:30-8:30pm
Instructor: Raymond Hohman

Project Management Essentials

Discover your management style and make it work successfully. Learn to plan, organize, coordinate tasks, and manage resources. Participate in a simulation project and apply what you have learned. 0.4 CEU Cost: \$65

CEBM 225-01 CFA Nov 3-Nov 10 2 Sessions W 6:30-8:30pm
Instructor: Raymond Hohman

REGISTER FOR CLASSES ONLINE!

Search for the courses you want, pay & receive
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www.ocean.edu/cpe.htm



ENTREPRENEUR CERTIFICATE

Are you ready to start a new business?

Do you want to expand your current business?

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 website: www.mosbdc.com.

The business development workshops are co-sponsored by the Monmouth/Ocean Small Business Development Center. To earn the Entrepreneur Certificate, you must complete the following courses:

- Business Start-Up Workshop **CEBM 231**
- Financing a Small Business **CEBM 232**
- A Business Plan **CEBM 233**
- Recordkeeping for Small Business (Spring 2011) **CEBM 276**
- Marketing Strategies (Spring 2011) **CEBM 277**

Business Start-Up Workshop

If you are an entrepreneur who is planning to start or has recently started a small business, this course is for you! Examine the legal forms of ownership, how to register the business, setting up bookkeeping records, taxation, and understanding financial statements, money needs, payroll, insurance, and licensing. Fee includes textbook. 0.6 CEU Cost: \$91

CEBM 231-01 CFA Dec 4 1 Session Sa 9am-3:30pm
Instructor: William Nunnally ½ hour lunch on own

Financing a Small Business

Interested in starting a business or expanding an existing business? Need financial assistance? 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: \$55

CEBM 232-01 CFA Dec 6 1 Session M 7-10pm
Instructor: William Nunnally

A Business Plan

Even the most skeptical banker can be persuaded positively with a convincing business plan. Comprehensive plans include sales forecasts, market identification, resources, personnel, cash flow, and income projections. Learn how your finished plan should look and what information to present to make your plan clear and convincing. Fee includes workbook. 0.3 CEU Cost: \$65

CEBM 233-01 CFA Dec 7 1 Session Tu 7-10:30pm
Instructor: William Nunnally

ATTENTION EMPLOYERS!

**We can bring any course
or program to you!**

**You may qualify for no-cost training under
the NJBIA (New Jersey Business & Industry
Association) grant.**

Programs include Excel, Word, Outlook, Windows, ESL
(levels 1 & 2), Customer Service, & Business Writing.

Call 732-255-0509 for information.

Nonprofit

Fundamentals of Grant Writing

This course provides the competitive advantage you need to secure grant funding. Learn about the importance of presenting your organization credibly, researching potential sources of funds and developing a winning proposal. Handouts and a suggested reading list will be provided. 0.6 CEU Cost: \$85

CEBM 507-01 CFA Sep 13-Sep 20 2 Sessions M 6:30-9:30pm
Instructor: Richard Stanton

Advanced Grant Writing

Learn about grant “buzz words,” formatting techniques for proposals, selecting appropriate fonts and stationery, tailoring your case, and capturing the correct audience. Find out why it’s important to obtain community or political support. Upon completion of the workshop, you will have the tools to successfully complete a winning proposal. 0.6 CEU Cost: \$85

CEBM 509-01 CFA Sep 27-Oct 4 2 Sessions M 6:30-9:30pm
Instructor: Richard Stanton

Fundraising for Nonprofits

The survival of your organization is at risk in these challenging economic times. Learn how to rebuild the passion in the heart of your organization to raise money, find new prospects, build relationships in the community and increase your effectiveness through collaboration. 0.3 CEU Cost: \$59

CEBM 343-01 CFA Oct 11 1 Session M 6:30-9:30pm
Instructor: Richard Stanton

Emerging Careers in the Nonprofit Sector

If you are considering starting a new career, changing careers, want to learn a new skill or just share your talents with an organization that cares, this course is for you. You will leave with a better understanding of the opportunities available in this growing market, the jobs available, advice on where to look for vacancies and the skills required to land that new career. 0.3 CEU Cost: \$59

CEBM 344-01 CFA Oct 18 1 Session M 6:30-9:30pm
Instructor: Richard Stanton

Marketing Your Nonprofit

Learn how to use current marketing tools, fundraising and the social media to tell your organization’s unique story and expand your market penetration. History has shown us that the best time to launch a new project or cause is when our economy seems exhausted. Start now! Register today. 0.3 CEU Cost: \$59

CEBM 345-01 CFA Oct 25 1 Session M 6:30-9:30pm
Instructor: Richard Stanton

Recruiting, Selecting & Hiring in the Nonprofit

Learn to determine the skills required, find candidates, interview effectively and make the correct hiring decision. Learning to understand and develop the skills your volunteer force brings to your organization will be a primary topic. 0.3 CEU Cost: \$59

CEBM 346-01 CFA Nov 1 1 Session M 6:30-9:30pm
Instructor: Richard Stanton

Proactive Leadership in the Nonprofit

This class provides a basic overview of leadership and the strategies for developing your nonprofit into an effective team. Topics will include: developing a personal vision, leadership styles, situational leadership, building trust and facilitation change in the next decade. 0.3 CEU Cost: \$59

CEBM 347-01 CFA Nov 8 1 Session M 6:30-9:30pm
Instructor: Richard Stanton



Professional Development

Introduction to Social Networking for Your Business

Do you want to use social networking sites including Facebook, Twitter and LinkedIn to promote your business but don't know how? With this class you will learn the correct way to market your company on these popular sites and start promoting your company using free social networks. Cost: \$33

CEBM 348-01 CFA Sep 23 1 Session Th 6-8:30pm
Instructor: Thomas Forgione

Sales Techniques for the Business Owner

As a business owner, you need to know how to sell when people are reluctant to buy. Charisma is a start, but you must have the ability to probe and close the sale. Be that trained salesperson that makes a high income by adhering to the sales process. Learn how to dress properly, speak properly, find leads, set appointments, schedule follow ups, how to cold call effectively, how to use sales materials to ensure your success and more. Cost: \$48

CEBM 349-01 CFA Oct 12-Oct 19 2 Sessions Tu 6:30-8:30pm
Instructor: Thomas Forgione



SERVSAFE® FOOD PROTECTION MANAGER CERTIFICATION

This ServSafe® course provides six hours of comprehensive training in all areas of food safety and sanitation: Preventing Food Borne Illness, Hazard Analysis Critical Control Point (HACCP), Cleaning and 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.

You will be given instruction to help you prepare for and take an exam at the end of the class. A certificate will be issued to those who successfully complete 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.

The cost includes instruction, textbook (\$80), and exam. Cost: \$199

CEFO 802-01 CSU Sep 21 1 Session Tu 9:00am-3:30pm

CEFO 802-02 CSU Oct 26 1 Session Tu 9:00am-3:30pm

CEFO 802-03 CSU Nov 23 1 Session Tu 9:00am-3:30pm

CEFO 802-03 CSU Dec 15 1 Session W 9:00am-3:30pm

Instructor: John Lukens, FSS Consultants ½ hour lunch on own

NEW Small Business Audit Prevention

As a business owner, there are many IRS guidelines to adhere to. Learn how to minimize the risk of an audit and how to be prepared for one. Audits are expensive, emotionally draining and time consuming. Learn the steps you should be taking to reduce the chances of being selected as well as which accounts are often picked for review. Learn what the IRS already knows about you and how the IRS interprets your tax return. 0.3 CEU Cost: \$59

CEBM 353-01 CFA Sep 20 1 Session M 6:30-9:30pm
Instructor: Elliot Duchin

Understanding Organizational Stress

This workshop will help you identify your personal stressors through a stress indicator and will explore some techniques to manage and prevent stress. Topics include: being better able to deal with stressful situations; becoming more stress-resilient; developing time management and problem solving skills; being flexible in the face of change, and dealing with anger and worry. 0.3 CEU Cost: \$59

CEBM 336-01 CFA Dec 16 1 Session Th 6:30-9:30pm
Instructor: Raymond Hohman

Writing for Success: Effective Marketing for Business

Quality writing and practical public relations strategies are essential for small businesses, organizations and individuals in a competitive and challenging economy. Learn how to write attention getting letters, news releases and editorial page articles. The course will also cover ways to establish relationships with the media and community, gain positive publicity, enhance a group's public image and to be prepared for a crisis. Cost: \$79

CEBM-332-01 CFA Oct 6-Oct 20 3 Sessions W 6-8pm
Instructor: James Lowney

MASTER CERTIFICATE IN BUSINESS RESILIENCE

Upon completion of the four (4) core courses, a master certificate in Business Resilience will be awarded. The Business Resilience Certificate is directed towards C-Level and Middle Management personnel and Local and County Government officials who are responsible for Business Resilience Planning. The knowledge gained from this course will provide the foundation and the tools necessary to develop a comprehensive, yet streamlined plan. This course has been approved for CEUs by Ocean County College. This master certificate is highly recommended for individuals with the responsibility of developing business continuity and disaster plans.

- Business Continuity Practices CEBM 635
- Disaster Recovery Practices CEBM 636
- Records Management Principles CEBM 637
- Risk Management Assessment CEBM 638

Business Continuity Practices

This course will provide the tools necessary to understand and construct a basic business continuity plan. This is geared towards both public and private sector entities. There will be a special emphasis on BC methods and procedures regarding local and county government. Anyone involved in the storage, backup and recovery of financial, personnel and vital records should take this course to gain a better understanding of these practices. Legal liability will also be discussed.

1.2 CEU Cost: \$119

CEBM 635-01 CFA Sep 18-Oct 2 3 Sessions Sa 10am-2pm
Instructor: Russell Dutcher

Disaster Recovery Practices

Learn the tools necessary to formulate a basic disaster recovery plan. A disaster is any type of event that is natural or man made which affects a business or government agency's ability to conduct day to day operations. In today's world, both public (local and county government agencies) and private sector managers need to have a basic understanding of fundamental disaster recovery practices as they relate to both internal and external customers. 1.2 CEU Cost: \$119

CEBM 636-01 CFA Oct 16-Oct 30 3 Sessions Sa 10am-2pm
Instructor: Russell Dutcher

Records Management Principles

Get a detailed overview of records management terminology, concepts, and procedures to successfully manage records in today's offices. A comprehensive, legally sound records management program must be developed and strictly followed so that the company is not held liable for problems that could have been avoided. The course will also offer an overview of related Business Continuity and Disaster recovery principles regarding both private and public sector entities. 0.8 CEU Cost: \$89

CEBM 637-01 CFA Nov 13-Nov 20 2 Sessions Sa 10am-2pm
Instructor: Russell Dutcher

Risk Management Assessment

Conduct a comprehensive assessment with a detailed view of the proper procedures involved in Risk Management for both public and private sector entities. These assessments are a vital part of any Business Resilience Plan and must be included to ensure that potential risks have been identified as potential threats to an organization and its daily operations. 0.8 CEU Cost: \$89

CEBM 638-01 CFA Dec 4-Dec 11 2 Sessions Sa 10am-2pm
Instructor: Russell Dutcher



Job Search Workshop

How to Get a Federal Job

Prerequisite: Basic computer literacy

Emphasis will be on federal jobs in demand, agencies that are hiring, application forms, resume preparation, salaries and benefits, and Veterans' preference in hiring. Cost: \$89

CEIS 481-01 CFA	Oct 26-Nov 30	6 Sessions	Tu	4-6:30pm
CEIS 481-02 CFA	Oct 28-Dec 9	6 Sessions	Th	4-6:30pm

Instructor: Valerie Madore

No Class Nov 25

Location for Section 01 only: Southern Education Center, Manahawkin

NEW Developing Emotional Resiliency to Thrive in Changing Economic Times

Learn the skills necessary to remain emotionally resilient and conduct an effective job search. Tips will be provided for excellent self-care and confidence-building techniques. Participants will gain the focus and encouragement necessary to achieve their career goals while benefiting from the guidance of a life strategies coach and the support of a group format. Bring a pen and notebook to class and be prepared to feel rejuvenated and motivated to embark on a successful job search! This course is suitable for all ages and all career levels. Cost: \$89

CEHE 811-01 CFA	Sep 16-Sep 30	3 Sessions	Th	6:30-8:30pm
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Instructor: Jennifer Nocera

FREE JOB SEEKERS' SUPPORT CLUB

- Network with other job seekers
- Receive job seeking advice
- Improve your job search strategy
- Meets Monday from 9-10am

Location: Library Room 101 D

For additional information, contact the OCC Career, Employment & Counseling Center
732-255-0400 ext. 2945 www.ocean.edu/career.htm

COMPUTER TRAINING

NEW Health Information Technology Grant Program
Attention IT Technicians and Professionals: Training is available
in Electronic Health Records and Medical Office Practices to
prepare you for this new and growing field.

Tuition reimbursement for those that qualify & free job search assistance!

More information is on page 4.

Basics

The Most Elementary Computer Course

This is a beginner's class where you will become comfortable with the Windows XP environment, the mouse and the keyboard. You will be introduced to basic applications including print programs, integrated software packages and CD-ROM programs. 1.2 CEU Cost: \$164

CECI 202-01 CFA	Sep 14-Sep 17	4 Sessions	Tu-F	9am-12pm
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Instructor: Donna Parsons

CECI 202-02 CFA	Oct 11-Nov 1	4 Sessions	M	6-9pm
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Instructor: Maria Costanza

The Most Elementary Computer Course II

Learn to save and organize files and folders, write and print basic word processing documents, and become familiar with spreadsheets and presentations. Discover how to open and send emails, save and upload photos as attachments, and learn the best internet browsing techniques. 1.2 CEU Cost: \$164

CECI 455-01 CFA	Sep 21-Sep 24	4 Sessions	Tu-F	9am-12pm
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Instructor: Donna Parsons

Attention: All Computer Students

You will be required to bring a backup medium for your files. Flash drives are available at the Ocean County College Bookstore.

Special Interest

eBay: Buying, Selling, Collecting

Learn how to research your auction treasures for a proper appraisal value. Set up an account with eBay and learn proper selling techniques. Become familiar with the strategies involved to locate, evaluate the value, and maximize the chances of being the successful bidder. Cost: \$39

CECI 329-01 CFA Sep 14 1 Session Tu 6-9pm
Instructor: Donna Parsons

Digital Photography

Digital Camera Photography: Basics

Learn how to save photos from a camera to a personal computer. Improve the image quality of your photo with image enhancing techniques. Bring your camera and accessories to class. Create and organize a quality photo of a small item brought to class (time permitting). Cost: \$39

CEFA 614-01 CFA Sep 15 1 Session W 6-9pm
Instructor: Donna Parsons

Adobe Elements 7.0 Basics

Prerequisite: Basic digital camera skills

Learn about the new image editing features and online photo-sharing program. Topics include: creating tags and folders, correcting blemishes and flaws, preparing images for email, quick fix options, shrink and scale photos, and how to save and preserve the final product. Textbook required: *Adobe Photoshop Elements 7.0 Classroom in a Book* (approx \$40). 1.0 CEU Cost: \$124

CECI 514-01 CFA Nov 17-Dec 15 5 Sessions W 6:30-8:30pm
Instructor: Donna Parsons

ADOBE PHOTOSHOP CS4 CERTIFICATE

Enjoy increased productivity with a streamlined interface, unrivaled editing power with live filters and more precise color correction, cloning and healing tools. Ideal for photographers and designers.

To earn this certificate, you will need to successfully complete:

- Adobe Photoshop CS4 CECI 527
- Advanced Photoshop CS4 CECI 528

Adobe Photoshop CS4

Prerequisite: Strong Windows skills needed

Learn how to manipulate photos using Photoshop tools. Become familiar with some "tricks of the trade". Bring a picture or two to scan into the computer and some CDs to save your work. Textbook required: *Photoshop CS4: Basic ACE Edition* (approx \$25). Cost: \$169

CECI 527-01 CFA Sep 22-Oct 13 4 Sessions W 6:30-9pm
CECI 527-02 CFA Oct 12-Oct 14
Oct 12 only 1 Session Tu 10:30am-12:30pm
Oct 13-Oct 14 2 Sessions W,Th 8:30am-12:30pm

Instructor: Donna Parsons

Advanced Photoshop CS4

Prerequisite: Adobe Photoshop CS4 (CECI 527) or equivalent experience

Work with alpha channels, quick masks and the pen tool. Discover the differences between vectors versus raster tools. Explore advanced tricks for photo manipulation. Bring pictures and CDs to class. Textbook required: *Photoshop CS4 Advanced ACE Edition + Certblaster* (approx \$25). 1.0 CEU Cost: \$169

CECI 528-01 CFA Oct 20-Nov 10 4 Sessions W 6:30-9pm
Instructor: Donna Parsons



Microsoft Office Applications

Microsoft Office 2007

Prerequisite: Windows skills

Topics include: Microsoft Word, a powerful word processing program; Excel, a graphical electronic spreadsheet application used for analyzing and charting data and creating effective presentations of the analysis; and PowerPoint, a program for preparing presentations. The integrated features from each of the applications will also be explored. Textbook required: *New Perspectives on Microsoft Office 2007 Windows XP Edition First Course* (approx \$117). 1.8 CEU Cost: \$223

CECI 471-01 CFA Sep 18-Oct 2 3 Sessions Sa 9am-4pm

Instructor: Maria Costanza

CECI 471-02 CFA Nov 8-Dec 13 6 Sessions M Lunch on own 6:30-9:30pm

Instructor: Maria Costanza

Microsoft Office 2007 Certificate-Fast Track Program

Prerequisite: Windows skills

Learn Microsoft Office to obtain employment or secure a promotion. This intensive certificate program incorporates the following training:

- **Word:** (word processor) create & edit documents, formatting
- **Excel:** (worksheet) enter & edit data, functions, & formulas
- **PowerPoint:** (presentations) set up overheads & slide shows
- **Access:** (database) work with tables, set field properties, queries
- Integrate Word & Excel data

Textbook required: *Go! With Microsoft Office 2007 Introductory* (approx \$129). 4.0 CEU Cost: \$499

CECI 494-01 CFA Sep 20-Oct 1 10 Sessions M-F 8:30am-12:30pm

Instructor: Donna Parsons

Microsoft Access 2007

Prerequisite: Strong Windows experience

Learn database concepts and terms, then fundamentals in the database management of Access including: understanding the database window; entering and modifying data records; Cue Cards; creating tables, changing table appearance, Table Wizard; Queries; Views; Help; printing, and basic reports. Textbook required: *Microsoft Access 2007 Professional Approach Series* (approx \$56). 1.5 CEU Cost: \$214

CECI 467-01 CFA Sep 29-Oct 27 5 Sessions W 6-9pm

Instructor: Cindy Stephens

Microsoft Access 2007 Intermediate

Prerequisite: Microsoft Access or strong knowledge of Windows and basic knowledge of Microsoft Access

Advanced database management topics include: normalizing data, input masks, formatting, data validation, queries with calculations, parameter queries, modifying and customizing form design, multiple tables, forms, using command buttons and macros with forms, customizing reports, and using this software with other applications. Textbook required: *Microsoft Access 2007 Professional Approach Series* (approx \$56). 1.5 CEU Cost: \$214

CECI 468-01 CFA Nov 3-Dec 8 5 Sessions W 6-9pm

Instructor: Cindy Stephens

COMPREHENSIVE EXCEL 2007 CERTIFICATE

In today's competitive environment, most organizations rely heavily on Microsoft Excel to consolidate, analyze, and report financial information. By learning these advanced techniques, you can become more valuable to your organization or a prospective employer.

To earn this certificate, you will need to successfully complete:

- Excel 2007 CECI 469
- Excel 2007 Intermediate CECI 470
- Excel 2007 Advanced CECI 516

Excel 2007

This course features Windows overview, file commands and disk management of Excel, the function of each part of the Excel Window and tools, data entry, functions, formulas, and dimensions of the worksheet. Textbook required: *Microsoft Office Excel 2007: Complete Concepts & Techniques* (approx. \$70). 0.6 CEU Cost: \$99

CECI 469-01 CFA	Oct 4-Oct 11	2 Sessions	M	6-9pm
CECI 469-02 CFA	Nov 6	1 Session	Sa	9am-4pm

Instructor: Cindy Stephens

Lunch on own

Excel 2007 Intermediate

Prerequisite: Excel 2007 (CECI 469) or equivalent

Create complicated spreadsheets in a logical step-by-step manner. Become familiar with formatting data, creating charts, linking worksheets, working with macros, using statistical functions, and working with data and databases. Textbook required: *Microsoft Office Excel 2007: Complete Concepts & Techniques* (approx. \$70). 0.9 CEU Cost: \$124

CECI 470-01 CFA	Oct 18-Nov 1	3 Sessions	M	6-9pm
CECI 470-02 CFA	Nov 13-Nov 20	2 Sessions	Sa	9am-2:30pm

Instructor: Cindy Stephens

Lunch on own

Excel 2007 Advanced

Prerequisite: Excel 2007 Intermediate (CECI 470) or equivalent experience

Learn how to create, sort and query tables; consolidate and import data and about conditional formatting. Learn how to add controls to any worksheet and find out how to nest one function inside another. Textbook required: *Microsoft Office Excel 2007: Complete Concepts & Techniques* (approx. \$70). 0.9 CEU Cost: \$124

CECI 516-01 CFA	Nov 8-Nov 22	3 Sessions	M	6-9pm
CECI 516-02 CFA	Dec 4-Dec 11	2 Sessions	Sa	9:30am-2:30pm

Instructor: Cindy Stephens

Lunch on own

NEW

COMPREHENSIVE WORD 2007 CERTIFICATE

Microsoft Word is the most widely used word processing program in businesses today and employers are looking for people who have a validated level of proficiency.

To earn this certificate, you will need to successfully complete:

- Word 2007 CECI 561
- Word 2007 Intermediate CECI 562
- Word 2007 Advanced CECI 563

Classes are also available on an individual basis.

NEW

Word 2007

Learn how to create and format documents. Incorporate and enhance pictures integrated within documents. Create cover letters and resumes. Textbook required: *Microsoft Word 2007 Comprehensive Concepts & Techniques* (approx \$110). 0.6 CEU Cost: \$99

CECI 561-01 CFA	Sep 28-Oct 5	2 Sessions	Tu	6-9pm
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Instructor: Cindy Stephens

NEW

Word 2007 Intermediate

Prerequisite: Word 2007 (CECI 561) or equivalent experience

Produce documents with title pages, tables, charts and watermarks. Create eye-catching newsletters. Textbook required: *Microsoft Word 2007 Comprehensive Concepts & Techniques* (approx \$110). 0.9 CEU Cost: \$124

CECI 562-01 CFA	Oct 12-Oct 26	3 Sessions	Tu	6-9pm
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Instructor: Cindy Stephens

NEW

Word 2007 Advanced

Prerequisite: Intermediate Word or equivalent experience

Generate form letters, labels and envelopes using mail merge. Track changes made to documents. Compare and combine multiple documents. Create and modify table of contents. Utilize macros as a time-saving feature. Textbook required: *Microsoft Word 2007 Comprehensive Concepts & Techniques* (approx \$110). 0.9 CEU Cost: \$124

CECI 563-01 CFA	Nov 29-Dec 13	3 Sessions	M	6-9pm
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Instructor: Cindy Stephens



Programmer Certificate

NEW

ASP.NET PROGRAMMER CERTIFICATE

Using Visual Basic and ASP.NET, learn to write stand-alone Windows applications, create front-ends for database driven systems, and develop web-based applications.

This certificate program is designed for both beginners and experienced programmers seeking to transition to the .NET framework. Individuals who earn the ASP.NET Programmer Certificate will have the skill set to become immediately productive in a .NET development position.

In order to earn the ASP.NET Programmer Certificate, you will need to successfully complete three (3) modules.

Module I:	Visual Basic.Net	CECI 504
Module II:	Intermediate Visual Basic.Net	CECI 505
Module III:	ASP.NET	CECI 405

Visual Basic.NET 2008

Visual Basic.NET is designed to be the easiest and most productive tool for creating .NET applications, including Windows applications, web services and web applications. In this course, you will learn the fundamentals of programming by using Visual Basic.NET to create user interface applications. Programming experience is helpful, but not required. Textbook required: *An Introduction to Programming Using Visual Basic 2008* (approx \$95). 1.2 CEU Cost: \$215

CECI 504-01 CFA Sep 21-Oct 12 4 Sessions Tu 6:30-9:30pm
Instructor: Maureen Conlon

Intermediate Visual Basic .NET 2008

Prerequisite: Visual Basic .Net (CECI 504)

Learn to create setup programs to distribute your application, integrate database controls, create menus and custom classes. Work with databases, modules, inheritance, and structured exception handling. Textbook required: *Introduction to Programming Using Visual Basic 2008* (approx \$95). 1.2 CEU Cost: \$215

CECI 505-01 CFA Oct 19-Nov 9 4 Sessions Tu 6:30-9:30pm
Instructor: Maureen Conlon

ASP.Net

Prerequisite: Module IV of the Programmer Certificate

Build dynamic, template-based websites with ASP.NET and Visual Studio. Develop consistent web-based interfaces utilizing master pages, themes and skins. Explore advanced topics including tracking your site's performance, migrating your ASP.NET 1.x applications, implementing the cultures and regions feature to translate your website into multiple languages, securing access using Web Forms authentication, and utilizing the "Atlas" add-in to incorporate Ajax-style capabilities into your website. Textbook required: *Professional ASP.Net 3.5 in C# & VB* (approx \$55). 1.8 CEU Cost: \$325

CECI 405-01 CFA Aug 31-Sep 16 6 Sessions Tu,Th 6:30-9:30pm
CECI 405-02 CFA Nov 16-Dec 21 6 Sessions Tu 6:30-9:30pm

Instructor: Maureen Conlon

REGISTER ONLINE NOW!

Instant Enrollment - Instant Confirmation

www.ocean.edu/cpe.htm

"Registration" Link Click "Register Online"

QuickBooks

COMPREHENSIVE QUICKBOOKS 2010 ADVANCED CERTIFICATE

Prerequisite: Accounting experience or Accounting for QuickBooks CECI 370

New features: Organize and share your business documents, auto-sign checks, add or edit multiple entries from one spreadsheet view. Accounts receivable, accounts payable and general ledger entries are just some of the reports you will learn that are essential to the accounting cycle. Understanding and interpreting financial reports is key to every successful business. Process payroll for employees and independent contractors, write the paycheck, record the transaction, keep track of tax liabilities and pay them. Strong computer skills are necessary for today's fast-paced accounting practices.

To earn this certificate, you will need to successfully complete:

- QuickBooks 2010 CECI 550
- Advanced QuickBooks 2010 CECI 551

Accounting for QuickBooks

Learn terminology and understand how credits and debits affect accounts payable and accounts receivable. Learn the relationships between vendors, customers and the company you create in QuickBooks. Discuss the chart of accounts, inventory, service and non-inventory part items. 0.4 CEU Cost: \$59

CECI 370-01 CFA	Sep 14	1 Session	Tu	6-10pm
Instructor: Barbara Guenther				
CECI 370-02 CFA	Sep 25	1 Session	Sa	9am-1pm No Lunch
Instructor: Donna Parsons				

QuickBooks 2010

Prerequisite: Accounting experience or (CECI 370)

Learn how to work with income and expenses, the chart of accounts, track payables, receivables, and inventory. Prepare customer invoices, sales receipts, credit memos, refunds, and partial payments. Reconcile bank statements, record bank service charges, and deposit summaries, and mark cleared transactions. Textbook required: *QuickBooks Pro 2010: A Complete Course* (approx \$117). 2.4 CEU Cost: \$359

CECI 550-01 CFA	Sep 21-Nov 9	8 Sessions	Tu	6-9pm
Instructor: Barbara Guenther				
CECI 550-02 CFA	Oct 2-Nov 6	6 Sessions	Sa	9am-1pm
Instructor: Donna Parsons				

Advanced QuickBooks 2010

Prerequisite: Accounting experience or (CECI 370) and (CECI 550)

Learn to process payroll options, adjust pay stub information, correct, void and delete paychecks, and change employee information. Create payroll tax items, additions, deductions and company contributions. Establish sick and vacation time, payroll expenses, and process all state and federal tax liability reports. Set up and process the transactions in a retail business by entering inventory items, merchandise discounts, and sales tax. View and customize report preferences, open invoices, and sales reports. Perform end of period backup and record transactions in a closed period. Textbook required: *QuickBooks Pro 2010: A Complete Course* (approx \$117). 2.4 CEU Cost: \$359

CECI 551-01 CFA	Nov 13-Dec 18	6 Sessions	Sa	9am-1pm No Lunch
Instructor: Donna Parsons				
CECI 551-02 CFA	Nov 16-Jan 11	8 Sessions	Tu	6-9pm
Instructor: Barbara Guenther				

HEALTH INFORMATION TECHNOLOGY GRANT PROGRAM

Attention IT & Healthcare Professionals!

Upgrade your skills & move into the
growing Electronic Health Records field.

Tuition reimbursement for those that qualify! Free job search assistance!

More information is on page 4.



Security

Network Security Fundamentals

Learn the new challenges faced in Network Security, including identifying common security attacks and risk management procedures. Learn how to configure network perimeter settings and monitor security threats within a server environment. Identify and preserve operational security policies to ensure corporate compliance. Topics include understanding the transmission of data, network infrastructure and policies, cryptography and email encryption, email headers, malicious code attacks, and the countermeasures needed to thwart its proliferation. Textbook required: *Security+ Guide to Networking Security Fundamentals*, 3rd Edition (approx \$108). Students are required to read chapter 1 prior to class. 2.4 CEU Cost: \$359

CECI 511-01 CFA Nov 12-Jan 21 8 Sessions F 6:30-9:30pm
 Instructor: Donna Parsons, Graduate, FBI Citizens Academy
 No Class Nov 26, Dec 24 & Dec 31

Technical Support

When Good Computers Go Bad

Learn the solutions to some common problems. Topics: viruses and spy ware, backup procedures, disk defragmenter and clean up, automatic settings and eliminating unwanted files. 0.6 CEU Cost: \$79

CECI 483-01 CFA Sep 9-Sep 16 2 Sessions Th 6:30-9:30pm
 Instructor: Donna Parsons

NEW HEALTH INFORMATION TECHNOLOGY GRANT PROGRAM

Attention IT Technicians and Professionals: Training is available in Electronic Health Records and Medical Office Practices to prepare you for this new and growing field.

**Tuition reimbursement for those that qualify and free job search assistance!
 More information on page 4.**

COMPUTER SUPPORT SPECIALIST/SYSTEM ADMINISTRATOR CERTIFICATE

Prerequisites: Basic computer skills, Microsoft Office and computer pre-test for entry into this program or **CECI 281, CECI 525** or **CECI 526**

A pre-test will determine if you need additional training prior to entry into the program. You will be exempt from the test with verification of college or trade school relevant computer courses or industry experience.

Job prospects will continue to evolve as system technology and its design become increasingly more complex and multifaceted. This shift in the market will require enhanced, updated skills to support organizations that contain the multi-platform technologies and systems needed to communicate effectively with their clients. Due to the specialization required in computer administration, college degrees may not be required for entry level positions.

In order to earn this certificate, you will need to complete:

- | | |
|---|-----------------|
| • Outlook 2007 | CECI 524 |
| • Fast Track IT Technician (A+ Certification) | CECI 281 |
| • Network & PC Administration | CECI 525 |
| • Customer Service & Help Desk Support | CECI 526 |



According to the U.S. Bureau of Labor Statistics Occupational Outlook Handbook 2008-2009 Edition, employment is expected to increase much faster than the average. Median annual earnings for computer support specialists starts at \$41,470.

Outlook 2007

Learn how to set up new email accounts, send email messages, create and archive folders, effectively use contact management, manage tasks, journal entries, meeting requests and email techniques. Learn to customize and maximize efficiency within Outlook's extensive interface through hands-on simulation labs. Textbook required: *Outlook 2007 Basic+ CertBlaster Student Manual* (approx \$16). 0.8 CEU Cost: \$129

CECI 524-01 CFA Sep 18 1 Session Sa 8:30am-5:30pm
Instructor: Donna Parsons Lunch on own

Fast Track IT Technician

Prerequisite: General PC knowledge required, Windows & basic hardware

The A+ Certification is the industry standard of excellence in the PC support industry. This intensive program offers training in PC configuration, upgrading, installation of software and hardware, troubleshooting fundamentals, Windows operating systems, preparation for the A+ testing and more. Textbooks required: *A+ Guide to Hardware & A+ Guide to Software, Universal Lab Guide*, tool kit, ESD Strap & Coursecards (approx \$304). An additional fee of \$338 will be required to take the certification exams. 10.0 CEU Cost: \$1,246

CECI 281-01 CFA Sep 21-Dec 16 25 Sessions Tu,Th 6:30-10:30pm
Instructor: Donna Parsons No Class Nov 25

Introduction to Networking & PC Administration

Prerequisite: Basic Windows

This course will cover basic network terminology, concepts, design, and architecture. Learn how to install and configure a network domain, troubleshoot network protocols and printers, classify hard drive partitions and file allocation tables, and administer user profiles while setting essential policies and network permissions. Practice skills learned with hands-on lab assignments and project abstract review. Textbook required: *Microsoft Windows Server 2003 Managing & Maintaining Exam 70-290* (approx. \$80) 4.0 CEU Cost: \$528

CECI 525-01 CFA Nov 15-Jan 24 10 Sessions M 6:30pm-10:30pm
Instructor: Donna Parsons No Class Dec 27

Customer Service & Help Desk Support

This course will cover the different types of help desks that exist, how they are measured by the organizations they support, the varying roles and skills required within a typical help desk, and the processes and technologies commonly employed to ensure the help desk is operating efficiently. Learn the strategies for customer support, customer service, terminology, troubleshooting, user support management, and the techniques required for ITIL help desk standards with hands-on lab projects and simulation models. Topics and interviews with professionals working in the service desk industry will provide you with a real-world look into the field. Textbook required: *A Guide to Service Desk Concepts* (approx \$87). 6.0 CEU Cost: \$792

CECI 526-01 CFA Sep 17-Nov 8 15 Sessions M-F 6:30pm-10:30pm
Instructor: Donna Parsons No Class on Sep 20

NEED TRAINING FOR YOUR EMPLOYEES?

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 - **Communication Skills, Business Writing, Customer Service**
 - **English as a Second Language, Spanish in the Workplace**
 - **Team Building & much more**

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Web Design

WEBMASTER CS4 CERTIFICATE 2010-2011

This program has been updated to reflect the latest skills needed by today's webmaster. PHP, the hottest server side scripting language for the web, has been added to our comprehensive certificate program. When you become a Webmaster, your job responsibilities typically include: developing, installing and maintaining a website, interaction with management, design of textual and graphical layouts, and ongoing site maintenance including links and contents. A working knowledge of HTML, PHP, web graphics and Flash is required to fulfill the position of Webmaster. The ability to monitor site traffic, create web graphics, publish web pages and graphics using FTP, and installing and troubleshooting server side scripts is included in the instruction.

In order to earn the Webmaster Certificate, you will need to successfully complete nine (9) modules.

Module I:	Introduction to HTML	CECI 479
Module II:	Web Design & Marketing	CECI 481
Module III:	Web Graphics	CECI 454
Module IV:	Cascading Style Sheets	CECI 495
Module V:	Adobe Dreamweaver CS4	CECI 521
Module VI:	Adobe FLASH CS4	CECI 520
Module VII:	PHP	CECI 427
Module VIII:	My SQL (Spring 2011)	CECI 559

Classes are also available on an individual basis.



Webmaster positions are expected to grow faster than average through 2014. The median salary for a typical Webmaster is \$64,913.

Introduction to HTML

Prerequisite: Basic Internet knowledge and Windows

Learn how to create web pages by writing HTML codes. This course will cover formatting text with setting background attributes, adding local and remote links, graphics, design guidelines, tables, forms and adding external links. Textbook required: *HTML: Your Visual Blueprint for Designing Web Pages with HTML, CSS & XHTML* (approx \$25). 1.65 CEU Cost: \$278

CECI 479-01 CFA	Sep 13-Sep 27	5 Sessions	M,W,F	6-8:30pm
	Sep 13 only	1 Session	M	6-7:30pm

Instructor: Thomas Forgione

Web Design & Marketing

Prerequisite: Module I or equivalent experience

Increase website traffic by using terrestrial and cyber marketing techniques and learn what layout and design elements a website needs to keep visitors coming back. Website content requirements are also discussed. 0.75 CEU Cost: \$88

CECI 481-01 CFA	Sep 29-Oct 4	3 Sessions	M,W,F	6-8:30pm
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Instructor: Thomas Forgione

Web Graphics

Learn how to design web page layouts and navigation systems in Photoshop CS4. Topics include: resolution, slices, transparency, rollovers, animated gifs, background images, image editing, thumbnails, and optimizing website images for a faster download. Textbook required: *Adobe Photoshop CS4: Classroom in a Book*. (approx \$55). 1.2 CEU Cost: \$235

CECI 454-01 CFA	Oct 8-Oct 29	4 Sessions	F	6:30-9:30pm
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Instructor: Maureen Conlon

Cascading Style Sheets

Cascading Style Sheets (CSS) can improve your web page download speed, increase accessibility, and save you time by separating content from design. Topics include design and layout elements, browser compatibility, and pseudo-class selectors. Textbook required: *Beginning CSS: Cascading Style Sheets for Web Design* (Wrox Beginning Guides) (approx \$40). 0.9 CEU Cost: \$173

CECI 495-01 CFA	Oct 6-Oct 13	3 Sessions	M,W	6:30-9:30pm
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Instructor: Maureen Conlon

Adobe Flash CS4

Create interesting visual effects using Flash CS4. Topics include video, sound effects, ActionScript, components, filters, blend modes, bitmap caching, and animation easing. Textbook required: *Adobe Flash CS4 Professional: Classroom in a Book* (approx \$55). 2.4 CEU Cost: \$459

CECI 520-01 CFA	Nov 1-Nov 8	6 Sessions	M-F	8:30am-12:30pm
Instructor: Donna Parsons				
CECI 520-02 CFA	Nov 8-Nov 24	8 Sessions	M,W,F	6:30-9:30pm
Instructor: Maureen Conlon				

Adobe Dreamweaver CS4

Create websites with Adobe Dreamweaver, the web design tool used by professionals! Topics include: page layout, publishing, templates, CSS functionality, style rendering, JavaScript behaviors, coding toolbars, accessibility features, navigation bars, AJAX, spry widgets and site synchronization. At course completion, you will create a website to upload to the web. Textbook required: *Dreamweaver CS4 Bible* (approx. \$50). 2.1 CEU Cost: \$399

CECI 521-01 CFA	Oct 18-Nov 5	6 Sessions	M,W	6:30-9:30pm
	Nov 5 only	1 Session	F	6:30-9:30pm

Instructor: Maureen Conlon

Web Server Administration

Learn how to transfer your website and other types of files to and from a UNIX web server via FTP with the popular program `ws_ftp`. Set file permissions, create folders, use `.ht` access to create custom 404 error pages, and more. Examine effective password protection methods and security. Monitor web site statistics, events and processes. Telnet will also be covered. Trial version of `ws_ftp` is included on the disc in the `.html` book. 0.6 CEU Cost: \$105

CECI 426-01 CFA	Sep 3-Sep 10	3 Sessions	M,W,F	6-8pm
	No Class Sep 6			
CECI 426-02 CFA	Dec 17-Dec 22	3 Sessions	F,M,W	6-8pm

Instructor: Thomas Forgione

PHP

Create dynamic web sites using PHP, the platform independent programming language for the web. Learn to create, validate and process website forms. Prepare to move on to database programming in the next class in the series, MySQL. Textbook required: *PHP & MySQL Web Development* (approx \$55). 2.4 CEU Cost: \$457

CECI 427-01 CFA	Nov 29-Dec 15	8 Sessions	M,W,F	6:30-9:30pm
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Instructor: Maureen Conlon



Adobe Illustrator CS4

Prerequisite: Strong Windows or Mac experience

Learn to use the new features in Illustrator CS4 and how to prepare Illustrator files for work in Photoshop. Textbook required: *The Adobe Illustrator CS4 Wow!* (approx \$55). 1.5 CEU Cost: \$299

CECI 564-01 CFA	Sep 23-Oct 21	5 Sessions	Th	6:30-9:30pm
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Instructor: Maureen Conlon



InDesign CS4

Prerequisite: Strong Windows or Mac experience

You will learn a wide range of techniques essential for mastering Adobe InDesign CS4 including page layout tools, snippets, and smart text reflows. Learn to use new features including interactive document capability and animated page transitions. Textbook required: *Real World Adobe InDesign CS4* (approx \$55). 1.5 CEU Cost: \$299

CECI 565-01 CFA	Oct 28-Dec 2	5 Sessions	Th	6:30-9:30pm
	No Class Nov 25			

Instructor: Maureen Conlon



Employment in Web Design is expected to grow faster than average through 2014. Jobs pay between \$54,140 and \$71,722.



Web Design Specialist

WEB DESIGN SPECIALIST CERTIFICATE

Web design is a high demand job and stable due to the business world becoming increasingly electronic. Jobs can vary greatly depending on ability and freelance status. Web designers must be able to design using code and create or obtain photographs and graphics. Often they must write website copy and know the standard differences in style and function between sites such as business, personal, entertainment and information. The web designer must be able to create visually appealing sites and is often responsible for maintaining them. In order to earn the certificate, you will need to successfully complete twelve (12) of the fourteen (14) modules. Textbooks required for courses are approximately \$308.

CECI 548	Basic HTML	16 hours	Cost: \$279
CECI 543	Web Design Concepts	10 hours	Cost: \$169
CECI 527	Adobe Photoshop CS4	10 hours	Cost: \$169
CECI 541	Digital Web Graphic Design	8 hours	Cost: \$159
CECI 540	Advanced Adobe Photoshop CS4 for the Web	12 hours	Cost: \$265
CECI 560	Dreamweaver CS4 for Web Design Professionals	24 hours	Cost: \$399
CECI 520	Adobe Flash CS4	24 hours	Cost: \$459
CECI 558	Adobe Acrobat Professional 9	8 hours	Cost: \$159
CECI 542	Cascading Style Sheets for the Web	12 hours	Cost: \$265
CECI 557	Adobe Illustrator CS4	16 hours	Cost: \$299
CECI 544	Advanced HTML	16 hours	Cost: \$279
CECI 545	Building Your Portfolio	24 hours	Cost: \$399
CECI 546	Web Design Resume Building	8 hours	Cost: \$159
CECI 547	Bring Your Website Live	12 hours	Cost: \$274
		Totals: 200 hours	\$3,733

October 4 to December 14, 2010
Open Lab Time

M,T,W,TH,F 8:30am-12:30pm
M,W,F 12:30pm-2:30pm



In 2009, the median annual income of a Web Designer employed in the United States is \$50,725. This is a very good field to be in, as the U.S. Bureau of Labor Statistics expects employment in this sector to increase by 38% through 2016.

Basic HTML

Prerequisite: Basic Internet knowledge and Windows

Learn how to write basic HTML code and text structure. This course will cover creating lists, email and intra-document links, inserting multiple images and formats, formatting and editing text, and designing and adding tables with defined formats. Textbook required: *HTML 4.0 Basic* (approx \$25). 1.6 CEU Cost: \$279

CECI 548-01 CFA Oct 4-Oct 7 4 Sessions M-Th 8:30am-12:30pm

Instructor: Donna Parsons

Web Design Concepts

Learn the fundamentals of web page design and how to enhance layouts. Understand how to build the site to make it user-friendly, easily navigated and in accordance with industry standards. 1.0 CEU Cost: \$169

CECI 543-01 CFA Oct 8-Oct 12

Oct 8 & Oct 11 2 Sessions F,M 8:30am-12:30pm

Oct 12 only 1 Session Tu 8:30-10:30am

Instructor: Donna Parsons

Advanced Adobe Photoshop CS4 for the Web

Learn how to optimize the image quality and size of web photos. Explore techniques used for slicing images, status bar messages, device central, and zoomify. Modify your photos with web animation. Learn how to export images for the web page design. Textbook required: *Photoshop CS4: Web Design* (approx \$30). 1.2 CEU Cost: \$265

CECI 540-01 CFA Oct 19-Oct 21 3 Sessions T-Th 8:30am-12:30pm

Instructor: Donna Parsons

NEW Dreamweaver CS4 for Web Design Professionals

Learn to create professional web pages by inserting objects, tables, rollovers, navigation bars, interactive forms, hyperlinks, CSS, and spry widgets. Hands-on lessons reinforce page management site styles to enhance user interactivity through design. Accessibility options will also be covered. Textbook required: *Adobe Dreamweaver CS4 Classroom in a Book* (approx \$55). 2.4 CEU Cost: \$399
CECI 560-01 CFA Oct 22-Oct 29 6 Sessions F 8:30am-12:30pm
Instructor: Donna Parsons

NEW Adobe Acrobat Professional 9

Format and modify PDF applications from a word processor, generate bookmarked web pages and link web pages within the Adobe Creative Web Design Suite. Topics include inserting multimedia, securing PDF files for the web, and password encryption. Textbook required: *Acrobat 9 Pro: Basic, ACE Edition + CertBlaster, Student Manual with Data* (approx \$30). 0.8 CEU Cost: \$159
CECI 558-01 CFA Nov 9-Nov 10 2 Sessions T,W 8:30am-12:30pm
Instructor: Donna Parsons

Cascading Style Sheets for the Web

Topics include layout essentials and presentation, web page consistency, liquid layouts, and understanding browser support and compliance. Textbook required: *Beginning CSS: Cascading Style Sheets for Web Design* (Wrox Beginning Guides) (approx. \$40). 1.2 CEU Cost: \$265
CECI 542-01 CFA Nov 11-Nov 15 3 Sessions Th,F,M 8:30am-12:30pm
Instructor: Donna Parsons

NEW Adobe Illustrator CS4 for Web Design

Create artwork, logos, and page layouts by editing shapes, layers, and paths. Topics include using the selection tools, transform layers and objects, pen and path tools, blending shapes and colors, and exporting 3D live effects that enhance graphic styles crucial for web and print design success. Textbook required: *Adobe Illustrator CS4 Classroom in a Book* (approx \$55). 1.6 CEU Cost: \$299
CECI 557-01 CFA Nov 16-Nov 19 4 Sessions Tu-F 8:30am-12:30pm
Instructor: Donna Parsons

Advanced HTML

Process instructions, document prolog, layout pages with table methods, and utilize IF statements. In addition, write dynamic content messages in web pages, save and text web page contents for publishing and portfolio design. Integrating HTML into JavaScript will be discussed. Textbook required: *HTML: Comprehensive Concepts & Techniques*, 5th Edition (approx. \$97). 1.6 CEU Cost: \$279
CECI 544-01 CFA Nov 22-Nov 29 4 Sessions M-W 8:30am-12:30pm
Instructor: Donna Parsons No Class Nov 25 & Nov 26

Building Your Portfolio

Make yourself more diversified by sub-categorizing skills like web programming, web design, writing and content creation and content management. Extensive lab time will be provided to build your basic portfolio. 1.6 CEU Cost: \$399
CECI 545-01 CFA Nov 30-Dec 7 6 Sessions Tu-Tu 8:30am-12:30pm
Instructor: Donna Parsons

Web Design Resume Building

Put what's important first, list your skills and expertise and show your personality. Learn how important it is to demonstrate creative capability. 0.8 CEU Cost: \$159

CECI 546-01 CFA	Sep 1-Sep 3			
	Sep 1 only	1 Session	W	12-12:30pm
	Sep 2 only	1 Session	Th	8:30am-12:30pm
	Sep 3 only	1 Session	F	8:30am-12pm
CECI 546-02 CFA	Dec 8-Dec 9	2 Sessions	W,Th	8:30am-12:30pm

Instructor: Donna Parsons

Bring Your Website Live

Register, organize and launch your website. Transfer your website from a UNIX web server via TFP. Set file permissions, set up password protection methods and security. Monitor website statistics and processes. 1.2 CEU Cost: \$274

CECI 547-01 CFA	Sep 3-Sep 9			No Class Sep 6
	Sep 3 only	1 Session	F	12-12:30pm
	Sep 7-Sep 9	3 Sessions	Tu,W,Th	8:30am-12:30pm
CECI 547-02 CFA	Dec 10-Dec 14	3 Sessions	F,M,Tu	8:30am-12:30pm

Instructor: Donna Parsons



EARLY CHILDHOOD EDUCATION

This program is designed for anyone interested in Early Childhood Education. You will identify effective teaching strategies and techniques, and practice these strategies during each course. All courses meet the NJ Division of Youth and Family Services continuing education requirements. If you enroll in an individual course, you will receive a letter of completion for that single course.

To earn an Early Childhood Education certificate from OCC, you must complete eight core courses and three electives. Students interested in pursuing the New Jersey Infant Toddler Credential should contact the office for additional requirements.

Students interested in pursuing the Child Development Associate Credential (CDA) for Infants & Toddlers (ages 0-3) or Preschool (ages 3-5), must take the course sections related to their age group to earn the Early Childhood Education Certificate and complete the CDA Preparation course. For more information about CDA certification, visit <http://www.cdacouncil.org>.

Students pursuing the CDA credential, are required to purchase the textbook, *Essentials for Child Development Associates*, 2nd Edition from the OCC Bookstore (approx \$42). This textbook is used for all Early Childhood Education courses.

Observing & Recording Young Children's Behavior (Core)

1.0 CEU	Cost: \$105		Instructor: Lisa Lockwood
CEED 139-01 CFA	Sep 7-Sep 15	4 Sessions	Tu,W 6:30-9:00pm

Early Childhood Growth & Development (Core)

1.0 CEU	Cost: \$105		Instructor: Diana Monia
CEED 156-01 CFA	Sep 20-Sep 29	4 Sessions	M,W 6:30-9:00pm

Sensational Circle Times & Transitions (Elective)

1.0 CEU	Cost: \$105		Instructor: Lisa Lockwood
CEED 185-01 CFA	Oct 5-Oct 13	4 Sessions	Tu,W 6:30-9:00pm

Classroom Management (Core)

1.0 CEU	Cost: \$105		Instructor: Diane Monia
CEED 154-01 CFA	Oct 18-Oct 27	4 Sessions	M,W 6:30-9:00pm

Movement & Music in Children (Elective)

1.0 CEU	Cost: \$105		Instructor: Diane Monia
CEED 129-01 CFA	Nov 1-Nov 10	4 Sessions	M,W 6:30-9:00pm

CDA Prep (Core)

2.0 CEU	Cost: \$210		Instructor: Lisa Lockwood
CEED 184-01 CFA	Nov 2-Dec 21	8 Sessions	Tu 6:30-9:00pm



Job openings are expected to increase 26%.
Annual mean wage is from \$22,920 to \$33,330.

EDUCATIONAL PREPARATION

GED Prep Ages 16 & Older

For students who did not graduate from high school, this five-session course focuses on learning the skills to pass the GED. 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 GED test series. You will be given information to make arrangements to take the tests at the Ocean County College Testing Center. Please bring a notebook and pen to class. Handouts included. Cost: \$149

CEED 176-01 CFA	Sep 15-Oct 13	5 Sessions	W	6:30-8:30pm
CEED 176-02 CFA	Oct 12-Nov 9	5 Sessions	Tu	10am-12pm
CEED 176-03 CFA	Nov 13-Dec 19	5 Sessions	Sa	12-2pm

Instructor: Janice Henry

GENERAL INTEREST

Getting Paid to Talk: An Introduction to Professional Voice-Acting Ages 16 & Older

Explore numerous aspects of voice-acting work for television, film, radio, books on tape, animation, documentaries, and the internet. We will cover all the basics, including how to prepare your demo. Record a commercial script and listen to examples of actual demos recorded by professional voice actors. Cost: \$49

CEFA 421-01 CFA Oct 6 1 Session W 6:30-9pm
Instructor: Creative Voice Development

Landscape Design I: Intro to Landscape Design

This course introduces methods to approach landscape design from site analysis to rendered presentations. Learn how to create beautiful gardens, along with budgeting and estimating tactics. Sustainable design practices will be introduced to demonstrate responsible planning for the environment. Cost: \$169

CEAE 205-01 CFA Sep 14-Nov 2 8 Sessions Tu 6-9pm
Instructor: Eleanor James

Stock Options Workshop

In this interactive workshop, you will simulate buying and selling. Strategies covered include basic positions and more sophisticated methods. Sessions 3 & 4 will concentrate on more advanced concepts. The lab sessions will give you the opportunity to analyze option strategies on actual stocks. This is especially useful for those preparing for the Series 7 Exam. Cost: \$89

CEHE 161-01 CFA Oct 11-Nov 1 4 Sessions M 7-8:30pm
Instructor: Stephen Litwok

Got An Idea? Get Your Invention Patented

A Registered Patent Agent will introduce you to the patent process and provide you with information to patent your idea. You will learn invention development techniques, how the patent process works, tips for safeguarding your idea, patent searching techniques, guidelines for seeking professional assistance and ways to profit from your invention. Cost: \$49

CEEN 104-01 CFA Oct 5 1 Session Tu 6:30-9:30pm
Instructor: Michael Kahn

Notary Public Preparation

Learn about the duties, responsibilities and obligations of a notary public and understand the laws associated with the role. The course covers prudent notary practices important in protecting the notary, the employer and the general public. This course is for "new" and "renewing" New Jersey notaries. A valuable Notary workbook is included in the cost of the course. Cost: \$74

CEPS 217-01 CFA Oct 23 1 Session Sa 9am-1pm
Instructor: Jennie Stormes

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www.ocean.edu/cpe.htm



GREEN JOBS



It's estimated that over the next decade New Jersey will see approximately 20,000 jobs including energy auditors, energy service contractors, Energy Star home developers, building inspectors and related occupations

BPI Certification: Building Analyst I Training

Train to become a home performance pro with Building Performance Institute's (BPI) Building Analyst I certification. Training will give you the knowledge to perform whole house energy audits. Understand the relationship between all the systems in the house and the effects on health, safety, comfort and efficiency. Gain knowledge of building science fundamentals, energy conservation strategies, heat loss calculations, and blower door testing. In this two-week training program, learn to find the cause of energy conservation problems and provide solutions that work. Fee includes written and field tests, scoring as well as all course materials, handouts and reference books. The last 3 or 4 days will be field testing. Cost: \$1,899

CEEN 107-01 CFA Sep 13-Sep 24 10 Sessions M-F 8:30am-5pm
Instructor: Charles D. Goldate, EAM Associates



The career outlook for an Energy Auditor is very good. They make on average \$30,000-\$60,000 per year.

BPI Envelope Professional Training

Prerequisite: BPI: Building Analyst I (CEEN 107)

This course offers hands-on measurements and verification of building performance, as well as installation techniques, standards and project specifications with the goal of optimizing the building envelope for energy efficiency. Build upon the foundation introduced in BPI Building Analyst I training. BEP training participants will learn the skills needed to become a Building Envelope Professional. This class includes all fees for the BEP written and field tests. Last 3 days are scheduled for field test, if needed. Cost: \$1,195

CEEN 110-01 CFA Sep 27-Oct 5 7 Sessions M-Th 8:30am-5pm
Instructor: Charles D. Goldate

NEW BPI Heating Specialist Training

Prerequisite: BPI Building Analyst I (CEEN 107)

This certification is intended for individuals wishing to comprehend heating systems and their interactions with other building systems. Using a whole-house approach, you will understand installation, operation, and maintenance of heating systems while learning to measure and verify their performance. Learn techniques for improving the efficiency and durability of heating systems. Become familiar with the best practices for heating system replacements and installations, as well as for general heating system inspections. The training will prepare you to take the BPI Heating Professional written and field tests to acquire the certification. Testing and fees are included with the course. Cost: \$1,899

CEEN 114-01 CFA Nov 29-Dec 10 10 Sessions M-F 8:30am-5pm
Instructor: Charles D. Goldate, EAM Associates

LEED, Green Associate Exam Prep

LEED, Leadership in Engineering and Environmental Design, is a dynamic certification program, developed by the US Green Building Council that measures how well a building performs across all the environmental and energy metrics that matter most: energy savings, water efficiency, carbon dioxide reduction, improved indoor environmental quality, stewardship of resources and sensitivity to their impacts. A proven study plan for the LEED exam will give you an edge in the least amount of time. There are many benefits in passing this test including a marketable credential to an existing or new employer, listing of the GBCI directory of LEED professionals, and the ability to work on projects that require a LEED professional in their building certification process. Additionally, this will open doors to a variety of Green Jobs that will be prominent in our future. Cost: \$399

CEEN 109-01 CFA Oct 2-Oct 9 2 Sessions Sa 9:30am-4pm
CEEN 109-02 CFA Nov 13-Nov 20 2 Sessions Sa 9:30am-4pm
Instructor: Sunil Tewarson, LEED AP ½ hour lunch on own

NEW **The Green Mindset - Practical Applications to Greening One's Home**

We'll take a look at a typical residential home and walk you through many of their daily Green Lifestyle Practices and look at what's planned to come. Everything from home improvements and property enhancements to food choices and composting will be discussed. We'll go through real life examples of what's worked for a family to save the time and expense of going it alone. Come learn why it is easy to go green and you'll walk away empowered and energized to put in motion your own green lifestyle. Cost: \$49

CEEN 115-01 CFA Oct 14 1 Session Th 6:30-9pm
Instructor: Victor Coppola, Environmental Planner, CGP, CEM

NEW **Introduction to Green Roofs & Walls**

Green Roof and Green Wall technologies offer many advantages to today's building environments. From storm water management and improved water quality to reduced building energy needs, today's vegetated roof systems can and will be an increasing part of proper land use for years to come. Through project examples, discussion, imagery and photos, learn the reason why this is being done and the importance. Cost: \$49

CEEN 116-01 CFA Oct 21 1 Session Th 6:30-9pm
Instructor: Victor Coppola, Environmental Planner, CGP, CEM

NEW **The Living Green Roof - Applications & Obstacles**

Today, everything from volume control to runoff to non-point source pollutants found in storm water is a concern to our natural environment. Vegetated or "green" roof applications offer just such a tool to help address this problem. Examples of green roof and green wall projects built in the US and abroad will be showcased to give an overview of applications available. Hands-on material used for green roofs and sample video of putting a roof together will be part of what we will explore, along with the design, installation and maintenance and obstacles often encountered. Come learn why green roof systems offer a broad array of environmental benefits. Cost: \$49

CEEN 117-01 CFA Oct 28 1 Session Th 6:30-9pm
Instructor: Victor Coppola, Environmental Planner, CGP, CEM

Green Collar Jobs in the Renewable Solar Energy Economy

An introduction to available solar energy jobs such as customer service reps, sales reps, energy auditors, marketing reps, site assessors, AutoCAD designers, purchasing directors, residential and commercial PV panel installers, roof penetration experts, instructors and education outreach, green educated trainers for existing staff and new hires, data entry, and software designers. All aspects will be covered related to employment. Cost: \$49

CEIS 327-01 CFA Oct 9 1 Session Sa 3:30-6:30pm
Instructor: Joseph Rullo

Grid-Tied Solar Energy Systems

This course will provide a comprehensive overview of grid-tied solar electric systems for residential and small business applications ("grid-tied" systems are connected to the local electric utility, which is the predominate configuration in populated areas). The course covers the technology and terminology, design issues and tools, current NJ and federal incentives, and financial payback analysis. Attendees will receive a paper copy of the class presentation material, including an abundance of internet references. Cost: \$89

CEEN 106-01 CFA Sep 14-Sep 21 2 Sessions Tu 6:30-9pm
Instructor: Raymond L. Kimber

How to Create Your Own Power with the Sun & Wind

Using Photovoltaics, this course will show you how Solar Renewable Power works in process with several applications such as demonstration, how to develop a project from seed, the process to begin your installation, the professional needed and the components required, the financial incentives to make it affordable, and the completion process and its long term benefits. Cost: \$29

CEEN 111-01 CFA Sep 14 1 Session Tu 4-6pm
Instructor: Joseph Rullo



Solar Heat Panels

This is an extensive overview of how this technology works, as well as the components of the system. General contractors and solar contractors are welcome. This course will not provide a certificate for anything other than recognition of a basic understanding of the process of solar heat panel technology. Cost: \$29

CEEN 113-01 CFA Sep 14 1 Session Tu 6:30-8:30pm
Instructor: Joseph Rullo

NEW Sunny Boy™ Residential Inverters 101

This course offers a basic understanding of Sunny Boy inverters and their interaction with the utility grid. Topics include Sunny Boy product knowledge, US utility transformer integration, SMA CD disconnect, components of grid-tied PV systems, residential grid-tied battery backup basics using Sunny Boy inverters and inverter safeguards per UL1741. Also covered are installation requirements based on the National Electrical Code (NEC) and safe installation practices for working with high voltages. Cost: \$119

CEEN 119-01 CFA Sep 11 1 Session Sa 11am-7:30pm
Instructor: Joseph Rullo ½ hour break on own

NEW Sunny Boy™ Commercial Inverters 101

Learn the basic understanding of the grid-tied components and functionality of Sunny Boy™ inverters and Sunny Tower in 3-phase commercial applications. This course also covers commercial applications and commercial-scale string sizing, installation code compliance, best practices and commissioning. Overview Grid Tied Photovoltaic Systems in 3-Phase Applications Principles of 3-phase power generation and distribution, inverter operation on 3-phase transformers AC and DC components including combiner boxes and disconnects. System Design and Installation String sizing using Sunny Design, installation best practices, grounding, troubleshooting common AC & DC error messages, PV ground fault detection and commissioning and code compliance will be covered. Cost: \$119

CEEN 120-01 CFA Sep 18 1 Session Sa 11am-7:30pm
Instructor: Joseph Rullo ½ hour break on own

NEW Solar Module 101

This course will cover a variety of different solar module manufacturers in the industry. A basic overview of the production process of modules in the manufacturing stage will be demonstrated with illustration modules according to their specifications including Watts, Silicon Quality, efficiency and others. Other areas will include the process of choosing a module in the development stage and the sizing of the modular array on an actual 3 line electrical drawing illustrating string sizing. A special lab section will provide ample opportunity to explore different free software programs on the web. We will work outside with the Solmetric Eye and sun radiation devices for correct and efficient sighting of the modular array. Cost: \$119

CEEN 125-01 CFA Sep 16 1 Session Th 11am-7:30pm
Instructor: Joseph Rullo ½ hour break on own

NEW Photovoltaics 101



This course provides necessary trade information with practical experience for individuals, but not limited to those who seek employment, who want to expand an existing contracting/engineering business or start a new business in the field of Photovoltaics. Students will learn through a unique combination of power point presentation, visual aids using video and pictures of a state of the art local Photovoltaic installation. The design and installation, sizing with design methods and practical experience with actual tools of the trade, such as the Solmetric Sunny Eye Shade Measuring tool and AC/DC meters will be covered. There will be a brief overview of commercial and industrial photovoltaic installations. The provided case studies illustrating a grid-tied photovoltaic installation will use the National Code and OSHA safety standards. This is not a national certification or license of any kind. 4.0 CEU Cost: \$495

CEIS 329-01 CFA Sep 20-Sep 25 5 Sessions M-F 11am-6:30pm
1 Session Sa 12-5:30pm
½ hour break on own

Instructor: Joseph Rullo, Energy Star Partner approved, DOE, IPP

NEW Energy Star Bench Marking

The EPA offers a proven strategy for superior energy management with tools and resources to help each step of the way. Based on the successful practices of ENERGY STAR partners, these guidelines for energy management can assist your organization in improving its energy and financial performance while distinguishing your organization as an environmental leader. Cost: \$59

CEEN 121-01 CFA Oct 2 1 Session Sa 12-4pm

Instructor: Joseph Rullo, Energy Star Partner approved, DOE, IPP

NEW Energy Star CFO Calculator & Cost of Delay

A presentation of the Cash Flow Opportunity (CFO) calculator will demonstrate the Cost of Delay of not saving with energy retrofits and renewable energy projects. A majority of industries look at return on investment or out of pocket rather than how much saving with interest occur from day one on renewable energy projects. This course is ideal for building owners as well as salesman and/or businessman in order to utilize this as a sales tool in consumer presentation in selling their projects. Examples of projects that yield immediate cost savings and demonstrations of how savings can be utilized in other sectors will be provided. Case studies of actual energy projects as well as projects estimates from students will be provided. Cost: \$39

CEEN 122-01 CFA Oct 2 1 Session Sa 4:30-6:30pm

Instructor: Joseph Rullo, Energy Star Partner Approved DOE, IPP

NEW Introduction to Energy Auditing for Commercial 101

This introductory course is for individuals who manage or own a commercial building either in the private or public sector and wants to increase energy efficiency, reduce their energy consumption, and accomplish the overall goal of cost savings. The Energy Star Program with the Department of Energy USA provides software to Energy Star Partners as well as energy saving campaigns that will be covered in this course. Building owners and managers are welcome to bring in their 12 most recent energy bills that can be used as examples or provide questions that stimulate practical applications in class. Examples of Energy Audits performed on local private and public buildings with data and illustrations will be reviewed. Cost: \$84

CEEN 123-01 CFA Oct 6 1 Session W 11am-5pm

Instructor: Joseph Rullo, Energy Star Partner, DOE, IPP

NEW Solar Hot Water

This course is an overview of the process of solar hot water, as well as the components of the system and how it works. Plumbers are welcome as well as business owners or residential homeowners. This course is not hands-on nor will any certificate be presented other than an acknowledgement of the overview of how solar hot water works. Cost: \$49

CEEN 112-01 CFA Oct 9 1 Session Sa 12-3pm

Instructor: Joseph Rullo

NEW Basic Overview of Power Purchase Agreements & Financing for Renewable Energy Projects

This course will define basic options for financing public or private renewable energy projects for both commercial and residential installations. Examine actual projects that use financing. This will outline who is qualified for a particular type of financing as well as the roles of the ESCO (service provider) and the end user (client). Identify the type of financing that will be best for the project owner's use. This course does not require a financial background. Cost: \$59

CEEN 124-01 CFA Oct 16 1 Session Sa 1-5pm

Instructor: Joseph Rullo, Energy Star Partner, DOE, IPP

NEW Solmetric SunEye™

The Solmetric SunEye™ is an invaluable tool for the professional solar installer, saving time and money. This course is hands-on which provides complete solar access and shade analysis in an integrated powerful hand-held tool. The following are some of the uses, solar panel system design and installation, passive solar house design and green architecture, landscape design and landscape architecture and home and property inspection. Cost: \$59

CEEN 118-01 CFA Oct 17 1 Session Su 1-5pm

Instructor: Joseph Rullo



LIFE SKILLS

The following courses are specifically designed for adult challenged individuals. These courses have been suggested by parents and by professionals in different fields related to special needs persons. Classes are informal and taught by persons who are caring and who have much experience with developmentally disabled persons.

NEW Life Skills: How to Save Money & Budget Your Time

The course is presented in two parts: saving and budgeting money. Learn how to save money shopping in grocery stores, & other retail stores. Learn to plan your day and prioritize chores, work and leisure/entertainment time. Cost: \$47

CEHE 540-01 CFA Sep 29-Oct 6 2 Sessions W 7-8:30pm
Instructor: Jennifer Beilis

NEW Life Skills: Evolution of American Flags

This is a two-part presentation of American flags that have flown over the United States from colonial times to current day. The history of the events that influenced the flag changes will be discussed. The presentation will be enhanced with computer technology using audio and visual media, the music of the times, and film clips. Replica historical flags will be displayed. Cost: \$47

CEHE 539-01 CFA Oct 5-Oct 12 2 Sessions Tu 7-8:30pm
Instructor: John Fraterrigo

Life Skills: Fun with Money & Numbers

Students will discuss the value and use of money also the want and need of money. Students will determine the costs of goods and purchases. Counting money, bills, coins and using checks will also be presented. Students need to bring a calculator to class. Cost: \$39

CEHE 393-01 CFA Oct 20-Oct 27 2 Sessions W 7-8:15pm
Instructor: James Clemente

NEW Life Skills: Drawing

Fun, lighthearted drawing class will include cartoon characters and airplanes. Learn color schemes, design, perspective and preparation. Please bring your colored pencils and paper and enjoy! Cost: \$44

CEHE 542-01 CFA Nov 3-Nov 10 2 Sessions W 6:30-8:30pm
Instructor: Nicholas Calavas

NEW Life Skills: Storytelling: Writing a Story

A story is an oral or written account of a real or imagined event. The story will contain a plot, characters, time, place and a theme. Students will learn how to tell then write a story. Cost: \$47

CEHE 538-01 CFA Nov 4-Nov 11 2 Sessions Th 7-8:30pm
Instructor: Laura Dickinson

Life Skills: Presenting Yourself

Whether speaking to a group or to just one person, this course will explore ways to help you speak more confidently. Learn how to project your voice, eliminate filler words, improve your voice quality and rate of speech. Review effective body language. Cost: \$47

CEHE 336-01 CFA Nov 16-Nov 23 2 Sessions Tu 6:30-8pm
Instructor: Dr. Beth Brierley

NEW Life Skills: How to be Assertive

This activity driven course will examine and present how people approach each other and help to recognize a bullying situation. The primary topic is one's self concept. Cost: \$47

CEHE 541-01 CFA Dec 1-Dec 8 2 Sessions W 7-8:30pm
Instructor: Jennifer Beilis

Life Skills: Philosophy of Life: The Highs &Lows

Face what happens in your life with a better understanding of what you are. This course is an extension of "Problem Solving." Cost: \$44

CEHE 526-01-CFA Dec 14-Dec 15 2 Sessions Tu,W 6:30-8:30pm
Instructor: John Brace

ONLINE COURSES

Are you a busy professional or want to upgrade your current skills and knowledge, but have limited time and access to off-site classrooms in a traditional environment? Now you can gain new knowledge, learn new skills, and develop new talents in the comfort of your own home or office at a time that is convenient for you.

All materials will be available over the Web. Please visit <http://www.ed2go.com/ocean> to view our large course selection, cost, course descriptions, outlines, requirements, demonstrations and additional information. You may now pay online at this site with Visa, Mastercard or American Express.

Course Prerequisites: Experience using email and the internet, access to email and the internet, an email address.

Each course runs 6 weeks and consists of 12 lessons. Interactive quizzes, assignments, tutorials, and online discussion areas supplement the lessons. Each time a lesson is released, you will have ten days to complete the lesson along with an accompanying quiz and discussion activities. All materials will be made available to you over the Web. All you need to get started is internet access, an email address, and a Web browser. After you complete a course satisfactorily, you can immediately download a "Letter of Course Completion" for your records.

NOTE: Course access at <http://www.ed2go.com/ocean> will be available on the course start date. PAYMENT TO OCC FOR THE COURSE MUST BE MADE ON OR BEFORE THE START DATE. You must set up your password and email account in order to access your lessons.

Three sections will be offered for each class. You may choose the appropriate section:

Section 01: Sep 15-Nov 5

Section 02: Oct 20-Dec 10

Section 03: Nov 10-Dec 31

The top 10 most popular online courses:

- Advanced CompTIA® A+ Certification Prep
- Advanced Fiction Writing
- Advanced PC Security
- CompTIA® Network+ Certification Prep
- Intermediate Networking
- Introduction to Microsoft Outlook 2007
- Medical Terminology: A Word Association Approach
- Personal Finance
- Project Management Applications
- Teaching Students with Learning Disabilities

There are more than 300 courses listed on our online course web page at www.ed2go.com/ocean.

**Most
Courses
are \$95**

Over 100 online Comprehensive Career Programs in the following subject areas:

- Healthcare & Fitness
- Business & Professional
- IT & Software
- Management & Corporate
- Hospitality & Gaming
- Media & Design
- Skilled Trades & Industrial

Students can register at any time and financing programs are available. Most programs are designed to be completed in 90-180 days. Visit www.gatlineducation.com/ocean to investigate the comprehensive listing of programs and their cost.



PROFESSIONAL & CAREER

NEW FOOD SERVICE MANAGEMENT CERTIFICATE PROGRAM

Would you like to enhance your career in the Food Service Industry? Demonstrate to your employer or prospective employer that you are serious about your career path.

Who should attend? Anyone working in the food service industry who would like to improve their position and increase their understanding of the business.

To receive the Certificate in Food Service Management, you must successfully complete the following courses:

- Essentials of Food Service Management CEBM 402
- Budgeting & Finance in Food Service Management CEBM 403
- Customer Focus (See under Business Certificate) CEBM 607
- Accounting for the Non-Financial Food Service Manager CEBM 404
- Essentials of Human Resources (See under Business Certificate) CEBM 330
- Strategies for Hiring (See under Business Certificate) CEBM 222

To enhance your program, the following courses are highly recommended:

- Communications & Business Writing CEBM 223
- Project Management Essentials CEBM 225
- ServSafe® Food Protection Manager CEFO 802
- Social Network: Facebook and/or Twitter CECI 566 & 567
- Conflict Management & Negotiating Skills CEBM 609

When you successfully complete the required courses, request your certificate through the **Request Information** Link on our website.



Wage and salary positions in food services are expected to increase by 8% over the next 8 years.

Numerous opportunities will be available for people seeking alternative work schedules and a wider variety of employment settings.

NEW Essentials of Food Service Management

Topics will focus on the skills required to succeed in a variety of food service operations such as casual dining, fast food and fine dining. Meet local experts and discover what is necessary to move ahead in the food industry. Understand the importance of current industry trends, communication, customer service and your responsibilities. 0.9 CEU Cost: \$149

CEBM 402-01 CFA Sep 21-Oct 14 3 Sessions Tu,Th 6:30-9:30pm
 Instructor: Richard Stanton No Class Sep 23, Sep 30; Oct 5, Oct 7, Oct 12

NEW Budgeting & Finance in Food Service Management

Discover how financial trends and accounting controls play a part in the success of the food service industry. Cash management, control of assets, short and long-term financing will be explained in an easy to understand format. 0.6 CEU Cost: \$99

CEBM 403-01 CFA Oct 19-Oct 26 2 Sessions Tu 6:30-9:30pm
 Instructor: Richard Stanton

NEW Accounting & Finance for the Non-Financial Food Service Manager

Understand how the key elements of the financial statements interrelate for decision making purposes. Topics include Uniform System of Accounts for Restaurants (USAR), Double Entry Bookkeeping, Internal Controls, Audits, Restaurant Pricing, Menu Engineering, Beverage-Food Inventories, Cost of Goods Sold and much more. 1.0 CEU Cost: \$149

CEBM 404-01 CFA Nov 16-Dec 7 4 Sessions Tu 6:30-9pm
 Instructor: Raymond Hohman

NEW**A CAREER IN BRANCH BANKING
CERTIFICATE PROGRAM**

A career in banking offers a pleasant work environment and opportunities for professional growth.

This program offers you the chance to investigate an occupation in branch banking and give you the edge needed to secure a position. Add this to your resume and let your interviewer know you are serious about starting your career!

Who should attend? Anyone interested in banking as a career.

To complete this program and receive a Certificate of Completion from Ocean County College, you must complete the following courses:

- A Career in Branch Banking **CEBM 639**
- Introduction to Branch Banking **CEBM 640**
- Branch Operations Part I **CEBM 641**
- Introductions to Banking Regulations **CEBM 642**
- Branch Operations Part II **CEBM 643**
- Security & Fraud Prevention **CEBM 644**

When you successfully complete the required courses, request your certificate through the **Request Information** Link on our website.



Despite recent volatility within the banking industry, wage and salary employment is expected to grow 8 percent through 2018.

NEW**A Career in Branch Banking**

Considering a career in banking, but not sure what it entails? This workshop will provide you with the information to get started and explain the details of our Certificate in Branch Banking. Learn what it takes to work in banking, the types of jobs available and the possibilities for future growth. 0.3 CEU Cost: \$59

CEBM 639-01 CFA Sep 16 1 Session Th 6:30-9:30pm

Instructor: Kym Roemer

NEW**Introduction to Branch Banking**

This course is designed to give you an overview of the role bank branches and their employees play in the financial services industry. Explore the roles of bank employees, products and services, excellent customer service and sales. 0.5 CEU Cost: \$89

CEBM 640-01 CFA Sep 23-Sep 30 2 Sessions Th 6:30-9pm

Instructor: Kym Roemer

NEW**Branch Operations Part I**

Part I of Branch Operations focuses on the common types of transactions performed on a regular basis in the branch including identification, authenticity, check negotiability, endorsements, check cashing guidelines, preventing loss to the bank, deposits, payments and more. 0.5 CEU Cost: \$89

CEBM 641-01 CFA Oct 7-Oct 14 2 Sessions Th 6:30-9pm

Instructor: Kym Roemer

NEW**Introduction to Banking Regulations**

Banking is a highly regulated industry. Everything from the account opening process to how long it takes for a check to clear are governed by these rules. This course will outline several important regulations and how they affect bank employees and impact customers. 0.5 CEU Cost: \$89

CEBM 642-01 CFA Oct 21-Oct 28 2 Sessions Th 6:30-9pm

Instructor: Kym Roemer

NEW**Branch Operations Part II**

There are many technical aspects to working in the branches, from how cash is handled to the types of identification deemed acceptable. Part II of Branch Operations focuses on cash handling, work station organization and the important task of balancing a cash drawer. 0.5 CEU Cost: \$89

CEBM 643-01 CFA Nov 4-Nov 11 2 Sessions Th 6:30-9pm

Instructor: Kym Roemer



NEW Security & Fraud Prevention

Cons, counterfeit checks and check fraud are just a few of the many different scams that affect banks and their customers. This course covers the possible schemes used by con artists and the importance of following security procedures before, during and after an event. 0.5 CEU Cost: \$89

CEBM 644-01 CFA Nov 18-Dec 2 2 Sessions Th 6:30-9pm
 Instructor: Kym Roemer No Class on Nov 25

Certified Animal Control Officer

This course is designed to prepare students for state certification as Animal Control Officers (ACOs), entry level positions in the field. Topics include: legal authority for animal control; procedures for court action; animal identification, behavior and handling; disease recognition and prevention; first aid on the road; community relations; and shelter operations, euthanasia and adoption. Out of class experiences include a field trip to an animal shelter and twenty hours ride-along with certified Animal Control Officers. While successful completion is required in order to be appointed as an Animal Control Officer by a New Jersey Municipality, this course is also appropriate for individuals interested in other areas of animal care and welfare, such as veterinary technicians, shelter personnel and animal care attendants. Textbook required: *National Animal Control Association Training Guide* (approx \$47) and *Red Cross Ready Safety Series Volume 2: Dog First Aid* (approx \$17) and *Wild Neighbors: The Humane Approach to Living with Wild Life* (approx \$28) available from the OCC Bookstore. Other textbooks may be recommended but not required. Cost: \$634

CEPA 118-01 CFA Sep 13-Dec 20 15 Sessions M 6-9pm
 Instructor: Jeanne Perciacanto



Animal Control Officer is the “Fastest Growing Profession in the Country”; earning potential in a mid-size community is \$30,000-\$50,000.

NEW Animal Cruelty Investigators

This course allows participants seeking a career in animal welfare to receive the second NJ Department of Health and Senior Services certification offered in this field. It is approved by the New Jersey Department of Health and Senior Services and the New Jersey Police Training Commission. This course meets the requirements of N.J.A.C. 8:23A-2.6. Successful completion of this course is required in order to be appointed as an Animal Cruelty Investigator by a New Jersey Municipality. Animal cruelty statutes, arrest, search and seizure, interview and interrogation, use of force, evidence identification and collection, handcuffing and search techniques will be covered. Enrollment is open to any person 18 years of age or older. No prior experience necessary. All materials are included in the cost. Cost: \$699

CEPA 120-01 CFA Oct 9-Nov 20 7 Session Sa 9am-5pm
 Instructor: John C. Saccenti, CDI 1 hour lunch on own

Barbering/Shaving Review Course

This course is designed for those wanting to upgrade their New Jersey Beautician's license or out-of-state cosmetologist's license to a New Jersey Cosmetology license. Material covered includes barber/shaving written and practical review in preparation for state licensure. Cost: \$159

CEHE 168-01 CFA Sep 25-Oct 30 6 Sessions Sa 10am-3pm
 Instructor: Maria Scalcione ½ hour lunch on own

Bartending Certification

This program will give the skills and confidence needed to succeed in this recession proof business. You will receive hands-on training behind a real bar. Mixology book, career development and job counseling are included in the course. Cost: \$375

CEFO 204-01 CFA Sep 27-Oct 1 5 Sessions M-F 10am-2pm
 CEFO 204-02 CFA Oct 16-Oct 24 4 Sessions Sa,Su 10am-3:30pm
 CEFO 204-03 CFA Nov 8-Nov 12 5 Sessions M-F 10am-2pm
 ½ hour lunch on own (Section 02 only)

Instructor: Art of Bartending School, LLC

Location: Art of Bartending School, 3103 Veeder Ave, Toms River

Court Reporting Certificate Training - Part I

This program focuses on training you in every aspect of the profession to help you work in the legal community, provide communication access for people with hearing loss, be an independent contractor, or run your own reporting firm. This is a hybrid program, with both classroom and on-line training. The student is trained to record on the computerized stenograph machine along with learning real-time translation, web casting and scopists. The duration of the program is approximately two years being offered in two parts. The stenograph machine will be provided on loan for the duration of each part. One of the most essential things to learn as a court reporting student is machine shorthand. Once a student has mastered the theory, they will spend the majority of their time concentrating on speed and accuracy. In order to complete the program, students typically need to write at speeds of 225 words per minute and in some states must pass certification exams that test written knowledge and speed. Students will be provided a Certificate of Completion after completing both Parts I and II. The course will start in the classroom two days per week each month. A list of dates will be provided on the first day. Cost: \$5,000

CECC 219-01 CFA Sep 14, 2010-Sep 14, 2011 Tu,W 6:30-9:30pm

CECC 219-02 CFA Oct 26, 2010-Oct 26, 2011 Tu,W 6:30-9:30pm

Instructor: Court Reporting of America



Court Reporters, deposition reporters and broadcast captioners earn an average of more than \$60,000 a year; job opportunities will grow faster than the average for all occupations through 2016.

NEW

Introduction to Interior Design

Create a functional and beautiful living environment by learning the essential concepts of designing an interior space. The focus of this course is to give an overview of concept development, the design process and comprehension of the elements and principles of design. Learning how to combine shape, line, texture, pattern and color will be introduced as part of the basic design concepts. A supply list will be given on the first day of class. Bring your personal style to the classroom and learn how to use it! Cost: \$184

CEHE 925-01 CFA Oct 18-Nov 22 6 Sessions M 6:30-9:30pm

Instructor: Phyllis Maffucci

Security Officer Training

A mandatory course required by the SORA Act under the NJ State Rules and Regulations for Law and Public Safety. Participants will be state certified to remain in or gain employment as a Security Officer. Topics discussed will include Homeland Security and Counter-Terrorism Measures, Communications and Emergency Response, as well as Theft Protection and Ethical/Professional Conduct. Training is provided from an approved Security Officer instructor from the NJ State Police. A three hour orientation is required: students will need a valid credit card as they will be processing applications through the NJ State Police as required to begin this mandatory training (total of \$153, cost includes a \$75 State Police Application fee and a \$78 fingerprinting/background check fee not included in the course). Cost: \$195

CEPA 115-01 CFA Nov 8 1 Session M 6-9pm

Nov 18-Nov 20 3 Sessions Th-Sa 8am-4pm

Instructor: Robert Avalone

Lunch on own



Security Officer positions are expected to grow 17% between 2006-2016. The median annual wage and salary earnings are \$20,000 to \$26,000.

REGISTER FOR CLASSES ONLINE!

Search for the courses you want, pay & receive immediate confirmation of your registration.

www.ocean.edu/cpe.htm



Bookkeeping

The Bookkeeper

This course will prepare you for an entry level bookkeeping position or prepare experienced students for entry into the Certified Bookkeeping Program. Topics include: Cash & Accrual Basis Accounting, Financial Statements and their Preparation, Capital Accounts, Accounts Receivable, Accounts Payable, Accruals & Deferrals, Payroll, Inventory, Depreciation, Bank Reconciliations & Taxes. Textbook required: *Double Entry Bookkeeping* (approx \$20). 3.5 CEU Cost: \$457

CEBC 212-01 CFA Oct 12-Nov 11 10 Sessions Tu,Th 6:30-10pm
Instructor: Elliott Duchin

Certified Bookkeeper

The Certified Bookkeeper (CB) credential is a professional certification established by The American Institute of Professional Bookkeepers (AIPB). By successfully passing three separate examinations and signing a written code of ethics, bookkeepers with at least two years of work experience earn the right to put "CB" after their name.

The course focuses on preparing you for the national Certified Bookkeeper examination by helping you master the skills and knowledge required for certification, which are as follows:

- Adjusting entries (accruals & deferrals)
- Correction of accounting errors (includes the bank reconciliation)
- Basic book & tax depreciation
- Basic payroll: paying wages, withholding, depositing & reporting taxes using the basic forms (W-2, 941, 940, 8109)
- Recording & costing out merchandise inventory
- Internal controls & fraud prevention

Textbooks: Bundle of 6 workbooks (approx \$233.50). Additional fee of \$215 to take the certification exam (2 parts). 8.0 CEU Cost: \$998

CEBC 211-01 CFA Nov 16-Feb 8 22 Sessions Tu,Th 6:30-10pm
Feb 10 only 1 Session Th 6:30-9:30pm

Instructor: Elliott Duchin No Class Nov 25, Dec 28 & Dec 30



Bookkeepers' projected job growth is faster than average and their median salary is \$51,100.

CAREER NIGHT OPEN HOUSE

Tuesday, August 17, 2010 • 6-8pm

- Come visit us and meet the instructors of our career & technical programs
- Find out answers to all of your questions regarding career training opportunities
- A full list of career training programs is located on page 3

Contact us for more information!

Legal Office Assistant

TODAY'S LEGAL OFFICE ASSISTANT CERTIFICATE PROGRAM

Prerequisites: Proficient typist, general office skills, Microsoft Office

The Bureau of Labor Statistics indicates that the expansion of the legal services industry will result in employment growth nationwide. Learn how a law office operates and understand the legal terminology that you will encounter on a daily basis. Learn how to handle administrative responsibilities like setting appointments, providing research information and preparing correspondence. In our career program you will acquire the skills necessary to enter this dynamic field by completing the following four (4) courses:

- Legal Terminology (Spring 2011) CELW 107
- Law Office Procedures CELW 111
- Legal Correspondence (Spring 2011) CELW 114
- Legal Office Projects (Spring 2011) CELW 115

Today's Family Law Legal Office Assistant Certificate

Earn the Legal Office Assistant Certificate with additional training in Family Law and become even more marketable with the knowledge to handle the specific needs of family law clients.

- Family Law CELW 119



Legal Assistant jobs are expected to grow faster than average and the median salary is \$48,100.

Legal Office Procedures

(Students must have legal terminology textbook)

This course provides a background of the law office and an overview of the duties required of the legal support staff. The preparation of pleadings and other court papers used in civil matters from the initial filing of a lawsuit through discovery, trial and the appellate procedures are examined. Other areas of the law are described such as family, wills, trusts and probate; business organizations; real estate; and criminal law. Actual legal cases provide realistic training in these areas of the law. Textbook required: *Legal Office Procedures* (approx \$70). 3.0 CEU Cost: \$399
 CELW 111-01 CFA Sep 14-Nov 16 10 Sessions Tu 6:30-9:30pm
 Instructor: Susan Rumpf, Attorney

NEW Family Law

A MUST for every legal office assistant! In this course, you will learn the nuts and bolts about divorce and separation, distribution of property in a divorce action, child custody and time sharing, child support, alimony, adoption, pre-nuptial agreements, domestic violence, mediation, and more. You will be taught how to handle these different types of matters from a time a client walks in the door until the conclusion of their matter. Textbook required: *Introduction to Family Law* (approx \$108). 2.4 CEU Cost: \$319
 CELW 119-01 CFA Sep 23-Nov 11 8 Sessions Th 6:30-9:30pm
 Instructor: Susan Rumpf, Attorney



Construction

UNIFORM CONSTRUCTION CODE COURSES

Please be advised that we are taking waitlist names for the following classes. Contact Sandy Figner 732-255-0400 ext. 2146

We need a minimum of seven (7) students to run the class, therefore, as soon as we have 7 students, you will receive a telephone call requesting that you register and pay for the class.

Ocean County College offers Uniform Construction Code (UCC) courses that meet the education requirements for licensure of New Jersey construction code officials, which include technical inspectors, administrative officials, and technical assistants. The NJ Department of Community Affairs (DCA) pursuant to NJAC 5:23 (UCC regulations) oversees licensing. The courses, named according to their license name, are open to anyone interested in construction code regulation as practiced in NJ and are mandatory for most individuals desiring licensure. Technical courses must be taken in sequence of the license levels: RCS (Building only) first, ICS second, and HHS last. To obtain Administrative licenses (Subcode Official and Construction Official), a person must have a technical license and 10 years documented experience.

Partial tuition reimbursement may be available. To be eligible, a student must have a log number or a UCC license and complete the UCC course successfully. Upon applying for a license and paying the application fee, the Licensing Unit gives the log number; the college collects tuition reimbursement information and submits it to the DCA. Call the DCA's Licensing Unit at 609-984-7834 for information. You may also visit their website at www.nj.gov/dca/codes/licensingunit. The UCC regulations, or "blue book," is a required text for all UCC courses, call 609-984-0040 for ordering information.

Textbook(s) are required for each course and cannot be purchased at the College bookstore (approximate cost: \$100-\$350).

ADMINISTRATIVE LICENSES:

Construction Official

4.5 CEU	Cost: \$425		CEPS 101-01 CFA
Sep 7-Dec 14	15 Sessions	Tu	6:30-9:30pm
Instructor: John Lightbody			

Subcode Official

4.5 CEU	Cost: \$425		CEPS 102-01 CFA
Sep 20-Jan 24	15 Sessions	M	6:30-9:30pm
Instructor: Gerald Grayce			
No Class Oct 11, Oct 18, Dec 27 & Jan 17			

TECHNICAL LICENSES:

Building Inspector, RCS

9.0 CEU	Cost: \$850		CEPS 103-01 CFA
Sep 6-Dec 15	30 Sessions	M,W	6:30-9:30pm
Instructor: Wayne Kierce			

Building Inspector, ICS

9.0 CEU	Cost: \$585		CEPS 104-01 CFA
Sep 13-Dec 6	30 Sessions	M,W	6:30-9:30pm
Instructor: Jack McNaboe			

Electrical Inspector, ICS

6.0 CEU	Cost: \$570		CEPS 108-01 CFA
Sep 7-Dec 14	15 Sessions	Tu	6:30-10:30pm
Instructor: Tom Pernal			

Electrical Inspector, HHS

4.5 CEU	Cost: \$505		CEPS 109-01 CFA
Sep 9-Dec 2	12 Sessions	Th	6:30-10:30pm
Instructor: Tom Pernal			
No Class Nov 25			

Fire Inspector, ICS

12.0 CEU	Cost: \$985		CEPS 111-01 CFA
Sep 6-Dec 15	30 Sessions	M,W	6:30-10:30pm
Instructor: John Lightbody			

Technical Assistant Certification

4.5 CEU	Cost: \$400		CEPS 127-01 CFA
Sep 2-Dec 16	15 Sessions	Th	5:30-8:30pm
Instructor: Valerie Waricka			
No Class Nov 25			



Construction Inspection median salaries are \$53,600.

CONSTRUCTION MANAGEMENT CERTIFICATE

The Construction Management Certificate program provides the skills and knowledge needed for today's construction industry. Individuals who currently manage construction projects, plan to be in a managerial position, or would like to learn more about their industry will benefit from these courses.

In order to qualify for the Construction Management Certificate, students must complete a total of four core courses and two elective courses. Upon completion of all required courses, contact the Department of Continuing Education and the Construction Management Certificate will be issued.

Core Courses (30 hours each):

- Construction Jobsite Management CEPS 129
- Construction Materials & Methods CEPS 131
- Fundamentals of Construction Estimating CEPS 130
- Understanding Construction Drawings CEPS 128

Elective Courses:

Any business course described in the "Business" section of this catalog that is at least three contact hours.



Construction Management median salaries are \$95,200.

Understanding Construction Drawings

Learn to locate information on different parts of a construction drawing and effectively cross-reference information between drawings. Various residential and commercial drawings will be reviewed and interpreted. Information regarding basic technical drawing techniques, drafting expressions, demonstration of the use of symbols, plan reviews, elevations, sections, and details will be discussed. Mechanical and electrical drawings will be analyzed to show the relationship between sizing and basic trade information requirements. Textbook required: *Understanding Construction Drawings*, (ISBN 0-7668-1580-3, can be ordered through Barnes & Noble). 3.0 CEU Cost: \$365

CEPS 128-01 CFA Sep 23-Dec 2 10 Sessions Th 6:30-9:30pm
Instructor: Wayne Kierce No Class Nov 25

Fundamentals of Construction Estimating

Review all procedures required in compiling an estimate for construction work, then move to quantity take off, pricing of the contractor's work, pricing sub-trade work, pricing site overheads, and compiling bid documents. Case study of a residential and commercial project will be presented and a complete estimating process for each will form the basic framework that can easily be applied to various trades on many different types of construction projects. Textbook required: *Fundamentals of Construction Estimating*. 3.0 CEU Cost: \$365

CEPS 130-01 CFA Sep 28-Nov 30 10 Sessions Tu 6:30-9:30pm
Instructor: Wayne Kierce

REGISTER ONLINE NOW!

Instant Enrollment - Instant Confirmation

www.ocean.edu/cpe.htm

"Registration" Link Click "Register Online"



Property Manager Certificate

PROPERTY MANAGER CERTIFICATE CAREER PATH COURSES

The Property Manager Certificate Program offers the student an opportunity to learn the basic elements and requisite knowledge of financial management, small business management, and related skills as well as legal issues to effectively execute the duties applicable to being an in-charge Property Manager of Apartment Buildings, Office Buildings, Shopping Centers, Industrial Complexes, and a multitude of other properties.

To earn the Property Manager Certificate, candidates must complete ten (10) required courses which include six (6) core and four (4) elective courses. Each course will expose the student to the basics of the subject matter and is designed to provide the student with a general understanding of the related topics to fulfill the learning experience.

WHO SHOULD ATTEND?

- Applicants desiring to enter the Property Management Field
- Existing Property Managers & Management Personnel desiring to expand knowledge
- Consultants to the Property Management Field
- Others looking to better understand the role of the Property Manager

CORE COURSES:

- | | |
|---|-----------------|
| • Accounting & Finance for the Non-Financial Property Manager | CEBM 326 |
| • Budgeting and Project Development & Management (Spring 2011) | CEBM 327 |
| • Small Business Management for Property Managers (Spring 2011) | CEBM 328 |
| • Legal Issues of Real Estate & Property Management (Summer 2011) | CEBM 329 |
| • Property Management Essentials | CEBM 331 |
| • Marketing Management of Real Estate Properties (Summer 2011) | CEBM 333 |

ELECTIVES: Select 4 (Listed in the Business Section)

- | | |
|---------------------------------------|-----------------|
| • Art of Delegating Effectively | CEBM 627 |
| • Building High Performance Teams | CEBM 334 |
| • Conflict & Negotiation Skills | CEBM 609 |
| • Customer Focus | CEBM 607 |
| • Meeting Management | CEBM 224 |
| • Understanding Organizational Stress | CEBM 336 |

To earn this certificate, you will need to successfully complete the required six (6) core and four (4) elective courses. Additional courses will be offered during the spring and summer semesters.



**A Property Manager's average salary is \$63,180.
Opportunities should be the best for those with college degrees
in business administration, real estate or related field.**

Small Business Management for Property Managers

You will focus on operating policies and procedures, association member communications, facilities management, community signage, custodian services, maintenance, security, multi-family unit inspections and project management with a seasonal maintenance schedule. Emphasis will be placed on customer service, homeowner manuals, work order processing and suggestion and response systems. Learn processes for dealing with contractors and vendors, risk management responsibilities and insurance coverage. You'll learn about leadership traits, decision-making skills, and how to manage your employees. Marketing basics, insurance coverages, crisis management, committee management, concierge services and ancillary revenues are also covered. 1.2 CEU Cost: \$117

CEBM 328-01 CFA Sep 9-Sep 30 4 Sessions Th 6:30-8:30pm

Instructor: Raymond Hohman

Property Management Essentials

This course will focus on the largest and most expensive elements of a community's budget, the assets of the community. The scope of the Property Manager's property management services center on maintaining the clubhouse and related amenities such as swimming pools, all common grounds, and other internal resources owned by the community. This is in addition to providing the services to the homeowners as outlined in the Community offerings and any applicable governing documents. Textbook recommended: *Barrons Real Estate Guide Dictionary of Real Estate Terms* (approx \$16). 0.8 CEU Cost: \$111

CEBM 331-01 CFA Oct 7-Oct 28 4 Sessions Th 6:30-8:30pm
Instructor: Raymond Hohman

Accounting & Finance for the Non-Financial Property Manager

Focus is on the accounting and financial aspects of the pre-planned community, explaining simply and clearly, what the key financial statements mean, how they work and relate to each other and how your actions as a manager affect them and your business. Topics include: Double Entry Bookkeeping, Cash versus Accrual Accounting, Financial Statements, Internal Controls and Audit Reports, Financial Statements, Investment Management, Asset Reserve Reports, Treasurer Reporting and Board Oversight. 1.0 CEU Cost: \$137

CEBM 326-01 CFA Nov 4-Dec 9 5 Sessions Th 6:30-8:30pm
Instructor: Raymond Hohman No Class Nov 25

CONTINUING & PROFESSIONAL EDUCATION INSTRUCTORS NEEDED!

Applications are being accepted to conduct business courses, computer courses, Allied Health courses to include Health Information Technology, Medical Billing & Coding (daytime) and Nursing Professional Development, & avocational courses and children's summer camp classes. Industry training experience in subject area and teaching experience required.

Please email your resume to:
drobinson@ocean.edu

For additional information, visit the
"Become an Instructor" link on our website:
www.ocean.edu/cpe.htm



PERSONAL ENRICHMENT

Arts & Crafts

Basic Drawing

Learn the basic skills and design for drawing still life and various other inspirations. Emphasis will be on composition, lights and darks, elementary perspective, assessing proportion and developing the artist's eye. A list of materials needed for the class will be available before the class starts. Cost: \$154

CEFA 190-01 CFA Sep 18-Nov 6 8 Sessions Sa 9:30-11:30am
Instructor: Joseph Rogine

NEW Intermediate Drawing

Study shape, form and edges found in nature. Learn to create the illusion of three dimensional images through the modeling of form. More time will be spent on each work, resulting in finished and realistic drawings. The studies will be made after still life and classical statues. A list of materials will be available before the class starts. Cost: \$154

CEFA 391-01 CFA Sep 18-Nov 6 8 Sessions Sa 12-2pm
Instructor: Joseph Rogine

Oil Painting

This course will teach composition and design. Find out more about paint media and application. Students will paint subject matter that is of interest to them including landscape, portraiture, and still life. The first class will include a lecture, demonstration and information on materials needed. Cost: \$169

CEFA 107-01 CFA Sep 7-Nov 2 9 Sessions Tu 7-10pm
CEFA 107-02 CFA Sep 9-Nov 11 9 Sessions Th 7-10pm
Instructor: Louis Riccio No Class on Nov 4
Location: Pt Pleasant Boro HS, Pt Pleasant

Introduction to Watercolor Ages 16 & Older

This studio course will teach you the basics of watercolor painting. Learn painting techniques, color mixing, and basic composition. Progress to subject matter of your choice with individual instruction. You must possess basic to advanced drawing skills. Request the supply list when you register so you can paint at your first class. Cost: \$109

CEFA 371-01 CFA Sep 14-Oct 19 6 Sessions Tu 6:30-9pm
Instructor: Valerie Morone

Intermediate Watercolor Ages 16 & Older

Painting techniques learned in Intro to Watercolor will be reviewed through lecture the first day of class. Choose to paint from still life or subject matter of your choice, using photos as reference. Individual instruction will be given to progress at your own rate. You must possess basic to advanced drawing skills. Request supply list when you register. Bring supplies and sketch or photo reference to class the first day. Cost: \$109

CEFA 382-01 CFA Oct 26-Nov 30 6 Sessions Tu 6:30-9pm
Instructor: Valerie Morone

Dance/Fitness

Ballroom & Latin Dancing for Beginners

Put some excitement in your life and learn to dance! You will dance the night away in fine style while learning the basic steps and variations of the Waltz, Foxtrot, Swing, Rumba, Merengue, Tango & Cha-Cha. A partner is required. Cost: \$68 per person

CEFA 352-01 CFA Sep 22-Dec 1 10 Sessions W 6:45-7:45pm
Instructors: Lance Hilkene & Patricia Gabree No Class Nov 24
Location: Pt Pleasant Boro High School Gym, Pt Pleasant

Ballroom & Latin Intermediate Dancing

Prerequisite: Ballroom and Latin Dancing for Beginners (CEFA 352)

Learn additional steps in the newest and hottest dances covered in the basic class. Plus the Mambo/Salsa and Bachata will be taught in an atmosphere that is fun and enjoyable. Pulsating rhythms of the music and sensual moves will add to the enjoyment of the evening. With a little practice, you can dance your way to ballroom stardom. A partner is required. Cost: \$68 per person

CEFA 353-01 CFA Sep 22-Dec 1 10 Sessions W 8-9pm

Instructors: Lance Hilkené & Patricia Gabree No Class Nov 24

Location: Pt Pleasant Boro High School Gym, Pt Pleasant

Belly Fusion

Join us for an hour of fun, relaxation and fitness as we explore the dance technique that is sweeping the country: Belly Dance. Learn to link dance steps with arm movements as we create our own individual styles by blending movements from many cultures. In addition, we will experience the increased health benefits of rhythmic movement in improved coordination, balance and muscle strength. This course is suitable for beginners and experienced dancers. Wear comfortable clothing and bring a blanket or towel for sitting on the floor. Cost: \$89

CEPE 233-01 CFA Sep 15-Nov 17 10 Sessions W 6:30-7:30pm

CEPE 233-02 CFA Sep 16-Nov 18 10 Sessions Th 6:30-7:30pm

Instructor: Tracy Morano

Location for Section 02 only: Pt Pleasant Boro HS, Pt Pleasant



Yogalates

A blend of yoga and Pilates to strengthen, tone and tighten your body. The exercises are designed to flow within and into each other in order to build strength and stamina. Get in touch with your inner self and learn to relax for heightened energy and optimal well-being. Bring a mat and water bottle. Cost: \$89

CEPE 254-01 CFA Sep 16-Nov 18 10 Sessions Th 7:30-8:30pm

Instructor: Tracy Morano

Location: Pt Pleasant Boro High School

Zumba/Zumba Gold Dance Fitness

This class is designed for everyone that wants a fun workout! Instruction will be in high and low impact dance moves to satisfy all. Music combinations of Latin (Salsa, Samba, Cha-Cha), Hip Hop, Modern & Rock make you feel like dancing, so come and enjoy the "Zumba Party"! Cost: \$84

CEPE 249-01 CFA Sep 7-Oct 26 8 Sessions Tu 6:45-7:45pm

CEPE 249-02 CFA Sep 10-Oct 29 8 Sessions F 6:45-7:45pm

CEPE 249-03 CFA Nov 2-Jan 11 8 Sessions Tu 6:45-7:45pm

No Class Nov 23, Dec 21, Dec 28

CEPE 249-04 CFA Nov 5-Jan 14 8 Sessions F 6:45-7:45pm

No Class Nov 26, Dec 24, Dec 31

Instructor: Maureen Hawkins

Location for Sec 01 & 03: Pt Pleasant Boro HS

Health & Wellness



Advocacy for the Disabled Individual

Through role playing and skits, learn to interact effectively to help people who have a disability on the job. Learn how to classify your child if there are signs of a learning disability and interact with the staff/others to help teach your child the skills they need. With the proper accommodations in place, a person who has a disability can excel in their personal life, relationships with their peers, family and school or employment. This course is recommended for employers, employees, parents, family and caregivers. Cost: \$119

CEPY 106-01 CFA Sep 14-Oct 5 4 Sessions T 7-9pm

Instructor: Jennifer Beilis



Brain Styles: How to Change Your Life Without Changing Who You Are

How can your personality type/brain style affect your life? Based on the books "Brain Styles" and "Why Him, Why Her?", discover your personal brain style and how to make better choices with relationships and your career. Cost: \$59

CEPY 310-01 CFA Sep 22 1 Session W 6:30-9:30pm

Instructor: Lisa Fitzgerald



Clear Your Space & Change Your Life

In this workshop, examine the impact clutter has on your life and how to alter the flow of energy in your space using the feng shui philosophy to improve your health, abundance and relationships. Cost: \$35

CEHE 922-01 CFA Sep 22 1 Session W 7-9pm
Instructor: Mary Jane Kasliner

Create Balance & Relieve Anxiety Workshop

This workshop is designed to help create a balanced lifestyle by relieving stress and anxiety. Learn the signs of "burnout" and the impact of stress and anxiety on your body. Learn techniques/tips that can help you feel less stressed and more balanced. Cost: \$29

CEHE 807-01 CFA Oct 25 1 Session M 6:30-8:30pm
Instructor: Diane Lang, MA

Defensive Driving Course DDC-6

This National Safety Council defensive driving course is a comprehensive driver improvement program offering practical knowledge and techniques to avoid crashes and to choose responsible driving behaviors. After completing the course, you will receive a Certificate of Completion which will make you eligible for a 2 point reduction by the NJ Motor Vehicle Commission, ticket dismissal or reduction on insurance (check with your insurance company). Please bring to class separate payment of \$10 to process point reduction paperwork charged by the New Jersey Safety Council. Book included. Half hour lunch on own. Instructed by MONOC Medical Emergency Services. Cost: \$70

CEPA 117-01 CFA Sep 18 1 Session Sa 9am-3:30pm
CEPA 117-02 CFA Dec 4 1 Session Sa 9am-3:30pm
½ hour lunch on own

Eco Living: Smart Designs for Healthy Living

In this workshop, you will learn about simple key features in Eco-Design that reduce energy loss, save the planet and create a healthier living environment. A green home power point tour and overview of LEED points will be discussed. Great for realtors! Cost: \$35

CEPS 136-01 CFA Nov 10 1 Session W 7-9pm
Instructor: Mary Jane Kasliner

First Aid for Pets

This is an excellent course for pet owners, emergency and law enforcement personnel and anyone who cares about animals. Learn how to recognize a pet emergency. First Aid kits, medications, bandaging techniques and other specific techniques such as the Heimlich and CPR will be covered. Specific conditions such as poisonings, bloat, stings and shock will also be highlighted. Learn to recognize hazards in the home. Many different species will be taken into consideration including dogs, cats, birds, small mammals and reptiles. The final session will take place at Ocean County Veterinary Hospital where students will get a behind-the-scenes tour and learn how to apply many things covered in lecture. Cost: \$79

CEHE 915-01 CFA Sep 7-Sep 21 3 Sessions Tu 7-9pm
Sep 21 only Held at Ocean County Veterinary Hospital
Instructor: Warren Briggs, DVM

Happiness: Living an Optimistic Lifestyle

Learn new ways of thinking and behaving that will make your life happier like expressing gratitude, setting life goals, long term & short term happiness, positivism is contagious. Learn tips and techniques to make your life a more positive, happy journey. Cost: \$29

CEHE 808-01 CFA Dec 1 1 Session W 6:30-8:30pm
Instructor: Diane Lang, MA

NEW How Do I Get What I Want in Life?

This course is designed to challenge habitual and often unproductive ways of thinking and doing, so that you gain clarity of purpose. You will begin to develop the mastery to "Live by Design, Not by Default." Cost: \$59

CEIS 631-01 CFA Oct 7-Oct 28 4 Sessions Th 6:30-8:30pm
Instructor: Natasha Sherman, Life Success Coach, TV Host & Producer

Integral Qigong/Tai Chi for Beginners

This class combines gentle movements, deep breathing and focus that everyone can benefit from; regardless of age or level of fitness. Develop an exercise that maintains optimum health and well-being that, with regular practice, can help reduce stress, improve balance, and create serenity. Cost: \$69

CEPE 214-01 CFA Sep 21-Oct 26 6 Sessions Tu 7-8pm
Instructor: John Mercurio Location: Pt Pleasant Boro HS, Pt Pleasant

Introduction to Hypnosis for Weight Control

Receive realistic guidelines for weight management and identify common mental blocks to success. Learn how the subconscious mind responds to suggestion and imagery and experience a self-hypnosis technique to reinforce what you learn. Cost: \$39

CEIS 467-01 CFA Oct 5 1 Session Tu 7-9pm
Instructor: James Malone

Learning How to Stand Up to Bullies!

Three types of bullying will be defined: psychosocial, social & sexual harassment. Learn how to conquer these and feel secure. Friends and guardians, help your loved ones deal with these issues. We will have many role playing and skits of different situations: children being bullied, students with disabilities, peer pressure to do drugs and sexual harassment in the workplace. It's important to learn conflict resolution skills at an early age to interact more effectively with others. Cost: \$119

CEPY 107-01 CFA Nov 9-Nov 30 4 Sessions Tu 7-9pm
Instructor: Jennifer Beilis

NEW Letting Go of Anger

Anger managed in a healthy way can be helpful. It can be a signal when something is wrong and help motivate you to make positive changes. Learn to recognize your anger, what the triggers are, the consequences both physically and emotionally and tips on letting go of unresolved anger. Cost: \$29

CEHE 809-01 CFA Sep 27 1 Session M 6:30-8:30pm
Instructor: Diane Lang, MA

Prosperous Living Through Feng Shui

Is it possible to live a prosperous life by changing the dynamics of your space? In this workshop, the student will learn the principles behind feng shui and the mechanics of applying the "Feng Shui Template" to a floor plan. Cost: \$35

CEHE 217-01 CFA Dec 8 1 Session W 7-9pm
Instructor: Mary Jane Kasliner

Language**Basic Sign Language Ages 12 to Adult**

Learn the sign language for ABCs, numbers, introductions, food signs, animal signs, basic emergency and health signs and more. We will also focus on learning about the Deaf, their history, culture and language. Textbook recommended: *Signing Illustrated* (purchase from OCC Bookstore). Handouts included. Cost: \$169

CECC 212-01 CFA Sep 15-Oct 20 6 Sessions W 6:30-9pm
Instructors: Lisa Glassford & Judith Galletta

Sign Language – Part II Ages 12 to Adult

Prerequisite: Basic Sign Language (CECC 212)

Build upon your basic knowledge of American Sign Language. Learn signs for animals, science, education, careers and communication. Learn signs for emotions, thoughts, religion, cities, states, countries and government. Practice beginning conversations while learning a new language! Textbook recommended: *Signing Illustrated* (purchase from OCC Bookstore). Cost: \$169

CECC 213-01 CFA Oct 27-Dec 1 6 Sessions W 6:30-9pm
Instructors: Lisa Glassford & Judith Galletta



The Best of Italy

Did you know that there were twenty regions in Italy? Each region has its own flavor, treasures and unique character. Come and learn about the differences, the geography, history and other factors that shape each region. Cost: \$54

CEAS 112-01 CFA Oct 6-Oct 13 2 Sessions W 6:30-8:30pm
Instructor: Angela Barone

Italian I

Join us as we learn the basics in Italian such as greetings, introductions, asking for directions, how to tell time, how to order food and much more. Come spend time with newfound friends, learn Italian and be on your way to living "la dolce vita."

Textbook required: *Italian is Fun* (approx \$20). Cost: \$149

CEFL 101-01 CFA Sep 7-Oct 26 8 Sessions Tu 6:30-8:30pm
Instructor: Angela Barone

Conversational Italian II

This course is recommended for students who have taken Conversational Italian and others who wish to further develop their conversational skills. Apply advanced grammatical concepts to your foundation of this beautiful language through continued use of open and technical conversation and dictation. Textbook required: *Italian is Fun* (same book used in Italian I). Cost: \$149

CEFL 102-01 CFA Nov 2-Dec 21 8 Sessions Tu 6:30-8:30pm
Instructor: Angela Barone

NEW Let's Talk in Japanese!

Practice pronunciation, every day conversational phrases and more. Cost: \$109

CEFL 117-01 CFA Sep 21-Nov 9 8 Sessions Tu 7-8:30pm
Instructor: Natsuko Matsumura

Music

NEW Music Theory I: Basic Knowledge

Start at the beginning: musical notes and the staff they're written on. Through proven methods, build a solid foundation in scales, key signatures, intervals and basic chords. Cost: \$79

CEFA 392-01 CFA Sep 30-Oct 21 4 Sessions Th 6:30-8pm
Instructor: Chris Buono

Intro to Digital Music Production with Ableton Live



Explore how to create music with renowned modern guitarist/sonic diabolist, Chris Buono. You'll be introduced to Live's interface, fundamental properties, and devices, as well as how to record, loop and manipulate audio and MIDI. In addition, you'll explore real-time recording, mixing and how to remote control Live. This is the perfect class for the musician who wants to discover the world of digital music production or even the DJ wanting to integrate the power of computers and Live into their performances. Cost: \$164

CEFA 380-01 CFA Nov 4-Dec 9 5 Sessions Th 6:30-9pm
Instructor: Chris Buono No Class Nov 25

Special Interest

Acting for Film Ages 15 & Older

Come and see yourself on the big screen. In this basic course you will hone your acting skills in front of a camera. You will do individual scenes and have a scene partner. This course includes improvisational acting. Cost: \$99

CEFA 424-01 CFA Sep 30-Nov 4 6 Sessions Th 7-8:30pm
Instructor: Darren DeBari

Independent Film Making Part I Ages 15 & Older

Study the basics of independent film making by award-winning screenwriter and Independent Film Director, Darren DeBari. Learn the theory behind creating movies and documentaries including screenwriting, directing, producing, editing, marketing and film festival submission. During the second half of the course, you will create your very own short independent movie. Students will be required to bring their own video camcorder during the second half of the course. Cost: \$99

CEFA 506-01 CFA Sep 28-Nov 2 6 Sessions Tu 7-8:30pm
Instructor: Darren DeBari

Film Appreciation I

This course examines the diverse history of Cinema, following its growth from an inner-city novelty to a worldwide artistic institution. Enjoy clips from the birth of cinema to the future of cinema. Cost: \$79

CEFA 376-01 CFA Sep 20-Oct 25 6 Sessions M 7-8:30pm
Instructor: Daniel Seery

Film Appreciation II

This course divides the art of cinema into its elemental components. Through in-depth analysis of the filmmaking process, you will discover just how movies are made. This course is about the mechanics, constraints and possibilities of the art form. Cost: \$79

CEFA 386-01 CFA Nov 8-Dec 13 6 Sessions M 7-8:30pm
Instructor: Daniel Seery

History of the United States Flag

The evolution of the US flag from its inception as a British colonial flag through its current 50-star and 13-stripe pattern will be covered. See how early flag designs were influenced by movements of independence and localized culture in Colonial America. Study flags traditionally displayed on the Fourth of July and those associated with the Civil War. Cost: \$59

CESS 320-01 CFA Oct 21-Oct 28 2 Sessions Th 7-8:30pm
Instructor: John Fraterrigo

Memoir Writing

Your life is important and has value. Share your story in a writing circle. No previous writing experience is necessary. You will be given prompts and ideas to start pulling together the details. Writing circles are a catalyst for sharing history, creating community, connecting to others, finding your voice, letting go of grief, personal journaling and much more. Cost: \$89

CELE 172-01 CFA Oct 7-Nov 11 6 Sessions Th 2-3:30pm
Instructor: Carol Walkner

Screenwriting Workshop

Learn the simplistic approach toward writing a quality screenplay. Analyze specific movies by way of character, action, story, and show how the structure of these elements are properly organized. Learn how to create an outline that includes all the dramatic elements of a successful screenplay. Cost: \$109

CEFA 360-01 CFA Sep 16-Oct 21 6 Sessions Th 7-9pm
Instructor: George Taglianetti

Sports

Splash Your Way to Good Health

This program is designed for the beginner to get your body moving with aerobic and resistance activities in the pool. Swimming is not a requirement, but participants should feel comfortable in the water. Cost: \$99

CEPE 002-01 CFA Sep 21-Oct 28 12 Sessions Tu,Th 1-2pm
Location: Toms River Fitness & Aquatic Ctr, Rt 37 East (K-Mart Plaza), Toms River

Adult Swim: Beginner Ages 18 & Older

This course is designed to introduce you to the basic skills needed for swim instruction. Become comfortable with bobbing, breath control, staying afloat and treading water. You must be capable of entering and exiting the pool by ladder on your own. Cost: \$139

CEPE 005-01 CFA Sep 11-Oct 30 7 Sessions Sa 12:45-1:45pm
Instructor: Karen Clouser No Class Oct 9

Aqua Baby for Parent & Child Ages 2-4

Motor skills are introduced to your child by a certified water safety instructor with the help of you, the parent. Please be aware that the shallow end of the pool is 5 feet deep. Cost: \$132 for parent; child is free!

CEPE 248-01 CFA Sep 11-Oct 30 7 Sessions Sa 12:45-1:45pm
Instructor: Karen Clouser No Class Oct 9



Children's Swimming Instruction

The fundamentals of swimming and water safety instruction are offered for non-swimmers, beginners, advanced beginners, intermediates and advanced intermediates ages 4 to 12. Cost: \$132

Ages 4-7

CEPE 301-01 CFA	Sep 11-Oct 30	7 Sessions	Sa	9-10am
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Ages 8-12

CEPE 301-02 CFA	Sep 11-Oct 30	7 Sessions	Sa	10:15-11:15am
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Ages 4-7

CEPE 301-03 CFA	Sep 11-Oct 30	7 Sessions	Sa	11:30am-12:30pm
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Instructor: Karen Clouser

No Class Oct 9

Competitive Swim Clinic Ages 10-18

Prerequisite: Must have completed (passed) Red Cross Level 5

Designed for swimmers who want individual attention on starts, turns, finishes and stroke refinement, as well as the various events and swim jargon needed for meets. Skill testing will take place in the first class. Swimmers who are not proficient in swimming 50 yards in all four strokes will be required to switch to the CEPE 301-02 section. Cost: \$132

CEPE 306-01 CFA	Sep 11-Oct 30	7 Sessions	Sa	7:45-8:45am
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Instructor: Heather Clarey

No Class Oct 9

Get Golf Ready

"Get Golf Ready" in just 5 days! This program is a 5-lesson group package, which includes on-course activities during each of the five lessons. Learn swing fundamentals, short game, rules, etiquette and other essentials that every golfer should know. Cost: \$114

CEPE 346-01 CFA	Sep 14-Sep 28	5 Sessions	Tu,Th	5:30-6:30pm
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CEPE 346-02 CFA	Oct 5-Oct 14	5 Sessions	Tu,Th	5-6pm
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Instructor: Eagle Ridge Golf Academy

Location: Eagle Ridge Golf Academy, Lakewood

Golf for Women: Beginner Ages 16 & Older

This is a beginning or novice class for women 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: \$80

CEPE 344-01 CFA	Sep 4-Sep 25	4 Sessions	Sa	1-2pm
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CEPE 344-02 CFA	Oct 2-Oct 23	4 Sessions	Sa	1-2pm
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Location: Eagle Ridge Golf Academy, Lakewood

Golf for Women: Intermediate Ages 16 & Older

This is an intermediate class for women and taught by a female instructor. Learn to improve your ability on the golf course. Golf clubs are provided for those women who do not have equipment. All classes are taught by an Eagle Ridge Golf Academy instructor. Cost: \$80

CEPE 348-01 CFA	Sep 4-Sep 25	4 Sessions	Sa	2-3pm
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CEPE 348-02 CFA	Oct 2-Oct 23	4 Sessions	Sa	2-3pm
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Location: Eagle Ridge Golf Academy, Lakewood

Junior Golf Classes

This class is designed to teach juniors the basic golf terminology, rules, and etiquette. They will learn the basic fundamentals of the game including the grip, set-up, stance and posture. They will receive instruction on the full swing, putting, chipping, pitching, and bunker shots. Golf clubs are provided for those who do not have clubs. All classes are taught by Eagle Ridge Golf Academy instructors. Cost: \$80

Tigers I (Ages 6-10)

CEPE 343-01 CFA	Sep 4-Sep 25	4 Sessions	Sa	1-2pm
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CEPE 343-02 CFA	Oct 2-Oct 23	4 Sessions	Sa	1-2pm
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Masters I (Ages 11-15)

CEPE 343-03 CFA	Sep 4-Sep 25	4 Sessions	Sa	2-3pm
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CEPE 343-04 CFA	Oct 2-Oct 23	4 Sessions	Sa	2-3pm
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Location: Eagle Ridge Golf Academy, Lakewood

TRIPS

The Waldorf Astoria Tour & Lunch

Widely recognized as one of the most significant examples of Art Deco art and architecture in the entire world, this impressive New York historic hotel is a living museum of design and decorative ornamentation, unusual paintings and striking motifs. Enjoy a fascinating guided tour of the hotel, focusing on the property's unique historic and architectural heritage and its legacy as an unparalleled culinary innovator and gourmet destination. A buffet lunch at Oscar's Restaurant provides a selection of the famous dishes. Package includes motor coach transportation, lunch, tour, trip leader & driver's gratuity. Cost: \$139

ALAS 170-01 CSU Aug 15 1 Session Su 9:30am-3:30pm

Apollo Theater & Harlem Tour

Begin your day with a backstage tour of the Apollo Theater! Enjoy an incredible lunch at the world famous "Sylvia's Restaurant", family style. See the hustle and bustle of Dr. Martin Luther King Boulevard, view President Bill Clinton's office in Harlem, view the Schomburg Center for Research in Black Culture containing the world's largest archive relating to black heritage. We will also tour Hamilton Heights, view the home of Alexander Hamilton and Sugar Hill and view the "Morris Jumel" mansion. Finally we will visit "Striver Row". Package includes motor coach transportation, guided tour, lunch, trip leader & driver's gratuity. Cost: \$145

ALSS 167-01 CFA Sep 2 1 Session Th 8:30am-5:30pm

US Open Tennis Tournament - Flushing, NY

Upper promenade seats in Arthur Ashe Stadium, access to Louis Armstrong Stadium, the Grandstand and all of the field courts. Lunch is on your own. Several eateries are available on site. Package includes motor coach transportation, entrance with day session ticket, trip leader & driver's gratuity. Cost: \$139

ALPE 110-01 CFA Sep 9 1 Session Th 8:30am-7pm

Amish Country Cooking Tour

We've cooked up an entire tour focused on the world renowned PA Dutch culinary delights...from chow chow to whoopee pies! You'll have the opportunity for some hands-on cookin' at Plain & Fancy Farm Restaurant's food demonstration! Sample local jams, jellies, and relishes, tour a pretzel factory and participate in an "old world" wine-tasting. Enjoy an all-you-can-eat dinner served at long tables "right in the barn" at Plain & Fancy. As a souvenir, everyone takes home an Amish cookbook. Package includes motor coach transportation, dinner, tours, trip leader & driver's gratuity. Cost: \$139

ALAS 171-01 CFA Sep 21 1 Session Tu 8am-7:30pm

Mansions Along the Delaware

Tour three centuries of gracious living. Visit the country estates of Andalusia (a beautiful house museum), Grundy Mansion (an elegant brick & brownstone built in 1834), and the Pennsbury manor (reconstructed from 1683). Enjoy a delightful lunch at the King George Inn. Package includes motor coach transportation, lunch, tour, trip leader & driver's gratuity. Cost: \$129

ALAS 172-01 CFA Sep 29 1 Session W 9am-7pm

Wok 'N Walk Tour of Philadelphia's Chinatown

Experience a guided cultural walking tour featuring Tai-Chi, vegetable carving demonstrations, Herbal Medicine Shop, Fortune Cookie Factory, calligraphy demonstrations and more. The tour will end with a five-course meal prepared at Chef Joseph Poon's Restaurant. There is a lot of walking and stairs to the restaurant. Package includes motor coach transportation, lunch, tour, trip leader & driver's gratuity. Cost: \$129

ALAS 118-01 CFA Oct 5 1 Session Tu 9:30am-5pm

REGISTER ONLINE NOW!

Instant Enrollment - Instant Confirmation

www.ocean.edu/cpe.htm

"Registration" Link Click "Register Online"



West Point Tour, Lunch at West Point Club & Hudson River Fall Foliage Cruise

Begin your day with a guided tour of the historic US Military Academy visiting many historic points of interest including the main Cadet Chapel and Trophy Point. Enjoy a buffet lunch at the West Point Club. Board the bus for a short drive to the *Commander* for a 2-hour cruise through scenic Hudson Highlands. Package includes motor coach transportation, buffet lunch, *Commander* cruise, trip leader & driver's gratuity. Cost: \$139

ALAS 147-01 CFA Oct 26 1 Session Tu 7am-6:30pm

QVC Studio Tour & General Warren Inne Lunch

Guests will see how QVC products are tested, advertised on air, and delivered to millions of customers during this guided walking tour. A one-hour tour, at least an hour of shopping and then lunch at the beautiful General Warren Inne. We'll stop at the QVC Outlet Store on the return trip to OCC. Package includes motor coach transportation, lunch, QVC tour, trip leader & driver's gratuity. Cost: \$115

ALIS 108-01 CFA Nov 4 1 Session Th 8:30am-5:30pm

NEW Culinary Institute of America Lunch & Tour

Begin your day at The Culinary Institute of America in Hyde Park, New York, the only residential college in the world devoted to culinary education. Enjoy regional Italian cuisine at Ristorante Caterina de' Medici. Experience an educational, guided tour of the institute. Package includes motor coach transportation, full course lunch, tour, admission, trip leader & driver's gratuity. Cost: \$135

ALAS 173-01 CFA Nov 10 1 Session W 8:30am-5:30pm

United Nations Tour, Frick Museum & Lunch at the Delegate's Dining Room

Enjoy an international buffet lunch with stunning views of the East River in the Delegates Dining Room of the United Nations' building. (Please note that the Delegates Dining Room requires a dress code and does not permit jeans, shorts or sneakers. Gentlemen are required to wear jackets.) We'll tour the UN with a brief overview of the Organization. Afterwards, we'll see the Frick Collection of art from the 13th to 19th centuries, displayed in the former home of Henry Clay Frick. Package includes motor coach transportation, UN tour, buffet lunch, Frick Museum admission, trip leader & driver's gratuity. Cost: \$139

ALSS 173-01 CFA Nov 18 1 Session Th 9:30am-5:30pm

"The Nutcracker" Ballet at Lincoln Center

Welcome to the world of George Balanchine's "The Nutcracker." Be transported to a magical place with this classic ballet. There will be time before the show to visit a restaurant or browse on your own. Package includes: motor coach transportation, 2nd ring seats, trip leader & driver's gratuity. Cost: \$179

ALIS 124-01 CFA Nov 30 1 Session Tu 2-10pm

Christmas in Hershey

We'll begin at the Hotel Hershey's Circular Dining room where you will enjoy the finest cuisine and exquisite chocolate desserts. Then board the bus to visit the new "Hershey Story Museum", a state of the art facility that tells the story of Milton Hershey's inspiring journey from failure to fortune. Then it's off to Chocolate World and Hershey Park to experience the "Great American Chocolate Ride", visit the Factory Works and grab a sweet treat. The magic of the holidays comes to life at Hershey Park Christmas Candy Lane. Experience N.O.E.L., a breathtaking light show and enjoy the theater production "Home Sweet Home for Christmas". Package includes motor coach transportation, lunch, admissions, Chocolate World, Hershey's Candy Lane, trip leader & driver's gratuity. Cost: \$139

ALIS 130-01 CFA Dec 4 1 Session Sa 9am-11pm

Radio City Christmas Show

Get in the holiday spirit with the famous Radio City Christmas Spectacular and the Radio City Rockettes! Time will be allowed before the 2pm show to visit the many other special holiday attractions around Times Square including Rockefeller Center and/or grab a bite to eat for lunch. Package includes motor coach transportation, orchestra seat, popcorn, beverage, trip leader and driver's gratuity. Cost: \$129

ALIS 111-01 CFA Dec 7 1 Session Tu 8:30am-6pm

Cape May Candlelight Christmas Tour

Visit Victorian Cape May's festively decorated gingerbread inns, houses, churches and hotels for indoor, self-guided evening tours. Experience the warmth and hospitality of Victorian homes decked out in holiday lights, carolers and instrumentalists on corners throughout the town. Complimentary holiday refreshments are served at designated sites. Take time to visit Washington Street Mall for some holiday shopping. A heated trolley runs the loop for those who prefer not to walk the entire course. Enjoy an early dinner at Oyster Bay. Package includes: motor coach transportation, tour, dinner, trip leader & driver's gratuity. Cost: \$129

ALAS 148-01 CFA Dec 11 1 Session Sa 1pm-10pm

Holiday Lights Tour

You can't beat New York City at Christmas time! We'll stop at some of the most popular sites in New York City including Rockefeller Center, Bryant Park, Macy's, Saint Patrick's Cathedral, Saks 5th Avenue and see festive holiday window displays. Time will be allowed at Bryant Park for shopping. This tour will take you to the "must sees" in New York City during the holidays. A full course Italian lunch is included at DaRosino on Restaurant Row. Package includes motor coach transportation, lunch, trip leader and driver's gratuity. Cost: \$109

ALAS 123-01 CFA Dec 14 1 Session Tu 12pm-10pm

NEW

Christmas in Bethlehem

Your first stop will be at the Banana Factory in downtown Bethlehem, PA to learn about Bethlehem's past and future. Walk across the street to the beautiful Historic Hotel Bethlehem for lunch before we visit the Central Moravian Church to experience the story of early Moravians in Bethlehem and a mini concert. You will also have the opportunity to see the oldest of Bethlehem's three Christmas Putzes. Time will be allowed to visit the Moravian Book Shop and "Star & Candle" Shop before you board the bus with guide who will take you back in time as you tour Bethlehem. Finally, you will visit Christkindlmarkt Bethlehem, one of the top holiday markets in the world. Package includes motor coach transportation, lunch, tours, admissions, trip leader and driver's gratuity. Cost: \$145

ALAS 174-01 CFA Dec 16 1 Session Th 9am-9:30pm

TRIP INFORMATION

- Complete itineraries will be mailed prior to trip date.
- Buses leave promptly from Parking Lot #2 on the OCC Main Campus.
- Participants under age 18 must be accompanied by a parent or guardian.
- Return times are approximate and subject to change.
- Trips run rain or shine. Please dress appropriately.
- No refunds will be given for trips.



ACADEMY FOR LIFELONG LEARNING

W.R.E.P. (When Radio Entertained People)

Travel back in time to the glory days of radio in the 1940s! This lively entertainment program features authentic scripts presented by skilled actors with music and sound effects of classic old-time radio shows. This is a spirited and unique event for all to enjoy. Come join Station Manager Michael Glenn Miller and his talented troupe "Live from Make Believe Studio" and experience - W.R.E.P. - When Radio Entertained People! Cost: \$19
ALFA 223-01 CFA Sep 24 1 Session F 6-8:30pm
Instructor: Michael Glenn Miller

FREE ACADEMY FOR LIFELONG LEARNING MEMBERS ONLY PROGRAMS

Academy members can register for the following programs by calling 732-255-0404

NEW Ocean County - This & That!

The grandkids are coming - how can I find a week when there will be special events they will enjoy? Is it Whiting or Manchester Township? What's a freeholder? Where is there a winery in Ocean County? Where can I find information on the location of the Pinelands? Join us to learn about your county and find new and fun things to do "at home". Be sure to bring details of your favorite Ocean County fall activity to share with the class.

ALAS 175-01 CFA Sep 20 1 Session M 3-4:30pm
Instructor: Barbara Steele

Medicare & You

Turning 65 soon? You should know this important information about what's new with Medicare including health plans, drug plans, coverage options, etc. Bring your questions for a lively session on this important health benefit.

CEHE 171-01 CFA Oct 1 1 Session F 10am-12pm
Instructor: Marie-Elena O'Connor

Avoiding the Medicaid Trap

In light of the revised Medicaid rules, explanations will be given and discussed on issues such as the use of gifting, irrevocable trusts and other asset protection strategies.

CEHE 169-01 CFA Oct 15 1 Session F 10-11am
Instructor: Robert C. Novy, Esquire

The Art of Tying Shoelaces

Remember when learning to tie your shoelaces seemed an overwhelming and difficult task? You can find your own personal "beat" when facing today's difficult tasks. Join us for an inspirational class and learn how to empower yourself to do your best each and every day!

CEHE 396-01 CFA Oct 26 1 Session Tu 10am-12pm
Instructor: Kathy Moore, Harrogate

Consumer Insights

Elder fraud, the lemon law, charitable donations, disclosure of refund policies, NJ watercraft repair regulations, how to hire a reputable home improvement contractor, and more. Do you know what to do or who to call if you have a problem with any of these areas? Join us for a session you should not miss!

CEHE 170-01 CFA Nov 5 1 Session F 10-11:30am
Instructor: Stephen Scaturro
Ocean County Dept of Consumer Affairs

TRIPS ARE LOCATED ON PAGES 65-67

ADULT COMMUNITY LEADER CERTIFICATE PROGRAM

Based on current and pending legislation, the State of New Jersey may introduce a required educational program for Adult Community Leaders.

Who Should Attend?

Trustees, administrators, consultants, board members, committee members, and anyone who has a vested interest in the operations of their adult community.

To acquire this Adult Community Leader Certificate, you must complete six courses including four core and two electives with 80% attendance.

You can make a difference in your organization! Your highest risk may be what you don't know.

Courses may also be taken separately, and in any order.

- **Core I** Accounting & Finance for the Non-Financial Manager **ALBM 101**
- **Core II** Small Business Management for Adult Community Leaders **ALBM 102**
- **Core III** Considerations for Adult Community Leaders (Spring 2011) **ALBM 103**
- **Core IV** Property Management for Adult Community Leaders **ALBM 105**

Electives offered this semester:

- HOPA 80/20 **ALBM 107**
- Meeting Management (See Business Section) **CEBM 224**

Accounting & Finance for the Non-Financial Manager: Core Course I

Learn about financial statements, audit reports, budgets, investment management, treasurer reporting, trustee oversight and more. 1.0 CEU Cost: \$129

ALBM 101-01 CFA Sep 22-Oct 20 5 Sessions W 2-4pm
Instructor: Raymond Hohman, Jr.

Small Business Management for Adult Community Leaders: Core Course II

Gain an understanding of administrative structure, table of organization, operating policies and procedure, Association Member communications, customer service, risk management, vendor contracting, personnel management, insurance coverage, crisis management, committee management and more. 1.0 CEU Cost: \$129

ALBM 102-01 CFA Oct 27-Nov 24 5 Sessions W 2-4pm
Instructor: Raymond Hohman, Jr.

The 80/20 Rule: Housing for Older Persons Act (HOPA): Elective

If you live in an adult community, you are subject to the 80/20 Rule. Do you know how this Rule is intended to be implemented and/or enforced? Do you know the consequences of failure to adhere to this Rule and maintain the balance required under the Housing for Older Persons Act? These and other questions relating to the 80/20 Rule will be explored in this course. Students will be invited to submit cases for review and class discussion. Cost: \$59

ALBM 107-01 CFA Nov 9-Nov 16 2 Sessions Tu 2-4pm
Instructor: Ruth M. Deane, Esquire

Property Management for Adult Community Leaders: Core Course IV

Become informed on topics such as: common grounds, facilities, homeowner properties, oversight of internal resources, community responsibilities, maintenance and repair contracts (hold harmless, indemnification), equipment and vehicles, services, painting and minor repairs, landscaping, insurance coverage and more. 1.0 CEU Cost: \$129

ALBM 105-01 CFA Dec 1-Dec 22 4 Sessions W 2-4:30pm
Instructor: Raymond Hohman, Jr.



Drawing I

Start with pencils and simple still-life arrangements. Concepts such as line, shape, tonal values and proportion are introduced. Supply list will be mailed prior to the first class meeting. Cost: \$119

CEFA 383-01 CFA Sep 16-Nov 4 8 Sessions Th 10am-12pm
Instructor: Nick Calavas

Drawing II

Study composition, perspective, outdoor sketching, working from photos, and using other media. Supply list will be mailed prior to the first class meeting. Cost: \$119

CEFA 389-01 CFA Sep 17-Nov 5 8 Sessions F 10am-12pm
Instructor: Nick Calavas

Drawing with Color Pencils

Learn techniques such as layering, burnishing and under-painting. Supply list will be mailed prior to first class meeting. Cost: \$119

CEFA 384-01 CFA Sep 17-Nov 5 8 Sessions F 2-4pm
Instructor: Nick Calavas

The World of Wonderful Watercolors

Discover new techniques, see demonstrations and have ample time for painting. Work from still-life displays or bring in a favorite photo. Cost: \$149

CEFA 385-01 CFA Sep 20-Nov 8 8 Sessions M 9:30am-12pm
Instructor: Barbara Diamantopoulos

Computer Classes**NEW Introduction to the Laptop with Windows 7**

Customizing your desktop, launching programs, working with files and folders, using Help and Support, and an overview of the Internet and email are provided. The media area is a fun experience: learn how to make your own movies, organize pictures and enjoy music. Cost: \$139

CECI 568-01 CFA Sep 13-Oct 4 4 Sessions M 9am-12pm
CECI 568-02 CFA Oct 6-Oct 27 4 Sessions W 1-4pm
CECI 568-03 CFA Oct 22-Nov 12 4 Sessions F 9am-12pm

Instructor: George Slutter

Internet & Email Basics

Learn to access the wealth of information available on the Internet. Learn browser basics, various methods of searching, how to make a home page, and about cable providers. Create your own email account, learn how to send, forward, reply, attach and view photos, and understand your email address book. Cost: \$99

CECI 537-01 CFA Sep 30-Oct 14 3 Sessions Th 1-4pm
Instructor: George Slutter

NEW Social Networks: Facebook

Build a Facebook page and communicate with your friends and family. Textbook required: *The Facebook Book* (approx \$13). Cost: \$29

CECI 566-01 CFA Sep 20 1 Session M 6:30-8:30pm
Instructor: Stephen Hernon

NEW Twitter/IM Text Messaging

Learn the difference between tweeting, texting & IMing. Textbook required: *The Twitter Book* (approx \$20). Cost: \$29

CECI 567-01 CFA Oct 4 1 Session M 6:30-8:30pm
Instructor: Stephen Hernon

Word Basics

Using Microsoft Word, learn how to create documents of professional quality by using a variety of font styles and designs. In this introductory class, you will learn margins, tabs, size, spell check, thesaurus, mailing labels, envelopes and printing options. Learn how to create tables, change printing styles, copy, insert graphics, create columns and much more. Cost: \$69

CECI 539-01 CFA Nov 2-Nov 16 3 Sessions Tu 9am-12pm
Instructor: George Slutter

JOIN THE ACADEMY FOR LIFELONG LEARNING

We now have an improved membership with new features!
Become a member by simply completing the membership application and paying a one-time membership fee of \$25. If you are 55 or older, you are eligible to apply.

Membership benefits include:

- Discounts on bookstore purchases and student center activities
- Discounts on Fine Arts Center & Novins Planetarium admission tickets
- Discounts on Garden State Philharmonic performance tickets
- Free financial planning courses and other programs
- Swimming pool privileges during open swim sessions (for pool times, call 732-255-0406)

• A new Academy Rewards Program for all active members:

A wide array of membership benefits include discounts, special offers and incentives; at no cost to you, for local, regional and national businesses. Sample businesses include: restaurants, travel, auto insurance and shopping.

For additional information, contact the Academy for Lifelong Learning at 732-255-0469 or online at www.ocean.edu/seniors.htm. We look forward to having you as an Academy Member!

MEMBERSHIP APPLICATION Academy for Lifelong Learning

Please complete the form below and send to:

Ocean County College

Continuing & Professional Education

College Drive • PO Box 2001 • Toms River, NJ 08754-2001

Phone: 732-255-0404 • Fax 732-864-3855

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Telephone: _____

Date of Birth (Required): _____

E-mail: _____

I am interested in: Trips Pool Use Events

Customized classes in my adult community

Other _____

\$25 One-Time Membership Fee

Replacement Rewards cards are \$10 each and can be paid by cash or check only.

Method of payment:

Check (Payable to **OCEAN COUNTY COLLEGE**)

Credit card:    

Credit card number: _____ Exp. date: _____

Signature: _____



SIGN UP NOW!

ONLINE

www.ocean.edu/cpe.htm

PHONE/FAX

Phone: 732.255.0404

Fax: 732.255.0461

IN PERSON

Cash Payments/Exact Amount
 Arts & Community Center • OCC Main Campus
 (See Important Information on page 74)

BY MAIL



Mail to: Continuing & Professional Education
 Ocean County College
 College Drive • P.O. Box 2001 • Toms River, NJ 08754

Registration Form

Questions? Call 732-255-0404

DEPARTMENT OF CONTINUING & PROFESSIONAL EDUCATION

Ocean County College • College Drive • PO Box 2001 • Toms River, New Jersey 08754-2001
 732.255.0404 • Fax 732.255.0461 • www.ocean.edu/cpe.htm

Name _____
Last First Middle

Address _____
Street & Number

_____ City State Zip Code

Is this a new address? Yes No Email _____
Written confirmation is sent by email.

Phone _____
Home (include area code) Cell (include area code) Business (include area code)

Is this a new phone number? Yes No

Social Security No. _____ Date of Birth _____

Ethnicity: Hispanic/Latino Non-Hispanic/Latino

Race: American/Alaska Native Asian Black or African American
 Hawaiian/Pacific Islander White

Course I.D.	Sec. No.	Day/Dates	Fee
Total			

Make check payable to OCEAN COUNTY COLLEGE
 or please charge the above to my:

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Card No. _____ Expiration _____

Registrant's Signature _____ Date _____

FOR PARENTS OF ALL STUDENTS UNDER THE AGE OF 18

A registration/health history and medical form is mandatory for children under the age of 18.

Refund Policy #5143: There will be no refunds issued for Continuing & Professional Education trips and/or ticketed events. By signing below, you are acknowledging the terms of this policy. Registrations cannot be processed without the signature of the paying individual.

Signature: _____

See full refund policy on page 74.

REGISTRATION/HEALTH HISTORY & WAIVER FORM (Please Print)

Mandatory for Children 17 & Under

ALL INFORMATION MUST BE COMPLETED OR REGISTRATION WILL BE DELAYED

To register, mail in or fax to 732-255-0461.

Name of Student _____

Street Address _____

City _____ State _____ Zip _____

Birthdate _____ Age _____

Ethnicity: Hispanic/Latino Non-Hispanic/Latino

Race: American/Alaska Native Asian Black or African American
 Hawaiian/Pacific Islander White

Parent's Email _____

Home Phone _____

Parent's Name _____ Cell/Day _____

Parent's Name _____ Cell/Day _____

Emergency Contact _____ Phone _____

Family Physician _____ Phone _____

List Any Medical Conditions _____

List Any Allergies _____

Current Medications _____

Additional Comments _____

Release Authorization:

I hereby give my child permission to attend and take part in all Kids On Campus Activities. I will not hold the college personnel responsible in the event of an accident or injury as a result of his/her participation. In case of any emergency, I understand that I will be contacted immediately and that Ocean County College will arrange First Aid and/or transport of a registered student to a hospital unless otherwise notified. I will allow the college to use photographs taken at this camp season for publication purposes. All information on this form is complete, true and accurate to the best of my knowledge.

Signature _____

Course I.D.	Sec. No.	Day/Dates	Fee

Make check payable to OCEAN COUNTY COLLEGE Total _____
or please charge the above to my:

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Card No. _____ Expiration _____

Registrant's Signature _____ Date _____



There are no requirements to attend most noncredit 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 732.255.0404.

Office Location

Our administrative office is located at the Arts & Community Center (Lot #2) on the OCC main campus. Please come to this office for all walk-in payments. All correspondence may be mailed to Ocean County College, Attn: CPE, College Drive, PO Box 2001, Toms River, NJ 08754-2001.

You Can Reach Us!

Office Hours: Mon.-Fri. 8am-4:30pm
Wednesdays until 7pm.
Phone: 732.255.0404 Fax: 732.255.0461

Continuing Education Units

CEUs are awarded for participation in occupations and professional development courses. CEU eligible courses are identified in this brochure. 80% of attendance is necessary to receive CEUs. CEU grade reports are available upon request by calling 732.255.0404.

Certificate Programs

When you successfully complete all the courses in a Certificate Program request your certificate through the **Request Information** link on our website.

Employer-Sponsored Registration

Purchase orders, vouchers and letter of intent (on company letterhead for pre-approved companies only) are accepted by mail or fax. A completed registration form must accompany these documents.

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 or by calling 732.255.0404. The weekly schedule goes online each Friday.

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 postcard or phone call. 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 Deborah Robinson 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, in the College Center Annex unless stated otherwise in the brochure text. Book prices are correct at the time of publication. Note: they are subject to change by the time of brochure distribution. Books can now 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 Age of 18

In case of an emergency, OCC will administer First Aid and/or arrange for transport to a hospital unless otherwise notified. A completed Registration/Health and Waiver Form must be submitted with a child's registration form.

Refund Policy

We will be pleased to offer you a refund or tuition credit for a class ONLY if you withdraw at least four business days, between the hours of 8am-4:30pm, 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. There will be no refunds for trips or ticketed events. Student substitutions will not be permitted for courses.

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.

**CONTINUING & PROFESSIONAL EDUCATION
INSTRUCTORS NEEDED!**

Applications are being accepted to conduct business courses, computer courses, Allied Health courses to include Health Information Technology, Medical Billing & Coding (daytime) and Nursing Professional Development, & avocational courses and children’s summer camp classes. Industry training experience in subject area and teaching experience required.

Please email your resume to:
drobinson@ocean.edu

For additional information, visit the
“Become an Instructor” link on our website:
www.ocean.edu/cpe.htm

**For directions to
Ocean County College’s main campus,
Continuing & Professional Education
and the Department of Business
Education & Training, visit our website:
www.ocean.edu/cpe.htm**

**OCEAN COUNTY
COLLEGE
BOARD OF TRUSTEES***

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Jerry J. Dasti, Treasurer

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