



Workplace Computer Skills for the 21 Century

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

Business Basics

Email Etiquette
Writing Concepts
internet Safety & Best Practices

Job Search

Job Board
Resume Customization
Goal Setting

Microsoft Office

Outlook
Word
Excel
PowerPoint

Available Sections

Section 1: 2/9/26 - 3/18/26

Time: 6:30 - 8:30 PM, MW

Location: Tech Bldg (25), Rm 204

Hybrid Class

Ocean County College

1 College Drive, Toms River, NJ 08754

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

Time: 6:30 - 8:30 PM, MW

Location: Tech Bldg (25), Rm 204

Hybrid Class

Ocean County College

1 College Drive, Toms River, NJ 08754

Click Here to Register

<https://forms.office.com/r/liuCp47rNTY>

Registration Deadlines

Section 1: January 27, 2026

Section 2: April 7, 2026



Contact Information

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