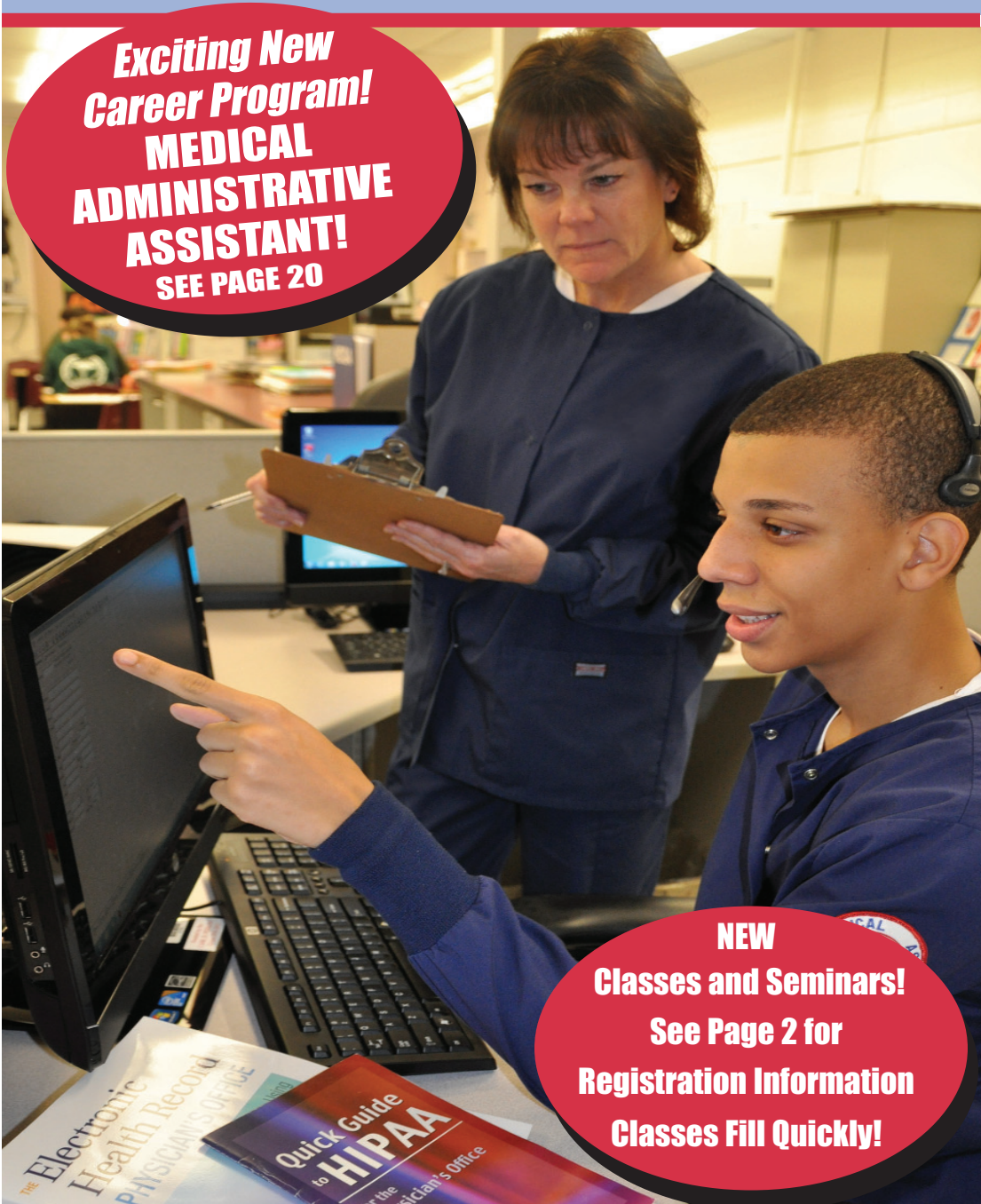


**OCEAN COUNTY  
VOCATIONAL TECHNICAL SCHOOL  
ADULT EDUCATION CLASSES  
SPRING 2012**



**Exciting New  
Career Program!  
MEDICAL  
ADMINISTRATIVE  
ASSISTANT!  
SEE PAGE 20**

**NEW  
Classes and Seminars!  
See Page 2 for  
Registration Information  
Classes Fill Quickly!**

**732.473.3100 EXT 1000 WWW.OCVTS.ORG**



**SEE PAGE 2 FOR  
REGISTRATION  
INFORMATION**

# **HOW DO I REGISTER? 732.473.3100 x1000**

## **BY MAIL**

Now through January 19  
Check, Money Order or Visa/Master Card/American Express Only  
Registration Forms on Page 34

## **WALK IN**

Toms River Center Only  
1299 Old Freehold Road  
Toms River, NJ 08753  
January 10 through January 25  
Monday through Thursday 9:00AM - 3:00PM  
Monday through Thursday Evenings 6:00PM-8:00PM

## **BY PHONE**

January 10 through January 25  
Monday through Thursday 9:00AM - 3:00PM  
VISA/Master Card/American Express Only  
Phone 732.473.3100 ext. 1000 or 609.597.3275

## **IN-PERSON REGISTRATION FOR THE FOLLOWING CLASSES AT THE TOMS RIVER CENTER ONLY BEGINS JANUARY 5, 2012 9:00AM - 3:00PM**

Dental Radiology (HS diploma required)  
Welding (Basic and Advanced)

## **REGISTRATION MONDAY THROUGH THURSDAY NO CASH PAYMENTS CHECK, VISA, MASTER CARD, AMERICAN EXPRESS OR MONEY ORDER ONLY Make checks payable to OCVTS**

All Apprentice and year-long classes resume the week of January 9  
All regular classes start the week of January 30  
Nurse Aide classes begin the week of February 27  
No registration accepted the first night of class  
Enrollment is limited so register early  
Mail-in registration not accepted after January 19

## **EMERGENCY SCHOOL CLOSING**

Inclement weather or emergency closing will be announced on radio station  
WOBM (92.7), The Breeze (107.1FM, 98.5FM, Thunder 106.3FM),  
The Point (94.3), and WJRZ (MAGIC 100.1) after 3:00PM.  
The Adult Education emergency closing number is  
732.473.3100 ext 3199 after 3:00PM.  
Please do not call before 3:00PM to inquire about closings.

# OCVTS ADULT EDUCATION CALENDAR OF EVENTS

JANUARY				
M	T	W	T	F
2	3	4	<b>5</b>	6
<b>9</b>	<b>10</b>	11	12	13
<b>16</b>	17	18	19	20
<b>23</b>	<b>24</b>	<b>25</b>	26	27
<b>30</b>	31			

FEBRUARY				
M	T	W	T	F
		1	2	3
6	7	8	<b>9</b>	10
<b>13</b>	14	15	16	17
<b>20</b>	21	22	23	24
<b>27</b>	<b>28</b>	29		

1/5 - In-person Registration Begins  
 1/9 - Apprenticeship and year-long classes resume  
 1/10 - General Registration Begins  
 \*1/16 - Martin Luther King Day - NO CLASSES  
 1/25 - Last Day of Registration  
 1/30 - Regular Classes Begin

\*2/9 - Vocational Education Night - NO CLASSES  
 \*2/20 - President's Day - NO CLASSES  
 2/27 - Nurse Aide (Mon/Wed) Class Begins  
 2/28 - Nurse Aide (Tues/Thur) Class Begins

MARCH				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

APRIL				
M	T	W	T	F
2	3	4	5	6
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	13
<b>16</b>	17	18	19	20
23	24	25	26	27
30				

\*4/9-4/12 - Spring Recess - NO CLASSES  
 4/16 - Evening School Classes Resume

MAY				
M	T	W	T	F
	1	2	3	4
7	8	<b>9</b>	10	11
14	15	16	17	18
21	22	<b>23</b>	24	25
<b>28</b>	29	30	31	

JUNE				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

\*5/9 - New Student Orientation - NO CLASSES  
 5/23 - Apprenticeship Graduation  
 \*5/28 - Memorial Day - NO CLASSES

**\*INDICATES EVENING SCHOOL CLOSED**

**NOTHING KILLS A GOOD COURSE QUICKER...  
 than everyone waiting until the last minute to register for it.**

Since OCVTS is self-sufficient, a course must pay for itself.  
 If there aren't enough registrations for the course, it is cancelled.

# REGISTRATION INFORMATION

## ADMISSION REQUIREMENTS

Adult vocational education classes are open to all persons eighteen years of age or older, who can profit from training, are capable of performing the course work, meet prerequisite requirements, and can pay the applicable fees. Students applying for State licensing programs, which have a completion of high school requirement, must provide a copy of a high school diploma or G.E.D. at registration.

## TUITION & FEES

All courses are tuition-based. The quoted tuition fee includes a \$15 registration fee. Each course has the required fee listed with the course description in the catalog. Fees include tuition, a non-refundable \$15 registration fee and, where noted, textbooks and supplies. All fees must be paid in full at the time of registration.

## REFUND POLICY

Prior to and after the first scheduled class meeting, you may request a tuition refund. In accordance with the Board of Education Policy, there will be no refunds after the first night the class is scheduled. **(A \$15 registration fee will be deducted from refunds.)** Students must notify the Adult Education Office at 732.473.3100 (ext 1000) to initiate the refund process. Check refunds will take 6-8 weeks to process.

## COURSE CANCELLATION

Courses may be cancelled by OCVTS or merged if enrollment does not permit economical operation. Registered students who cannot be accommodated may elect to transfer to another course, receive credit for a future course or receive a full refund (including the \$15 registration fee).

## TEXTBOOKS

When a textbook is required for a class, students must purchase them on their own. Information on obtaining textbooks will be provided upon registration. Students must have the textbook for the first night of class.

## SUPPLIES/PERSONAL SAFETY EQUIPMENT

Supplies used for personal projects are the responsibility of the student. Items such as auto body paint, lumber, motor oil and sandpaper are examples of personal supplies. All items used as required training exercises are supplied by the school. Personal safety equipment such as safety glasses and goggles must be used and are not included in the tuition fee. No one will be allowed to participate in the training instruction without required safety items.

## AWARDING CERTIFICATES

Students must attend a minimum of 85% of all school class hours and meet the course requirements in order to receive the recommendation of the Adult Education Director to be eligible for a Certificate of Completion. **(LICENSING, CERTIFICATION AND APPRENTICE PROGRAMS MAY REQUIRE HIGHER ATTENDANCE RATES. SEE INDIVIDUAL PROGRAM REQUIREMENTS. ALL FEES MUST BE PAID OR CERTIFICATES WILL NOT BE ISSUED.)**

## CLASS SIZE AND SCHEDULES

Shops and classes are designed so that each student has access to the tools and equipment necessary to acquire the skills taught in the course. All classes and shops are planned with a student-teacher ratio that provides an optimum learning situation. **(A minimum of 10 students is required to begin a course.)** The school reserves the right to cancel any course with insufficient enrollment. Every attempt will be made to maintain the class schedule as printed. In order to accommodate the greatest number of students possible, some changes in campus location or days may be necessary.

## CLASS MEETING DATES, TIMES & LOCATION

Classes begin the week of January 30, 2012 unless otherwise noted. Refer to individual course listing for class meeting dates and times. Students will receive notification by mail upon enrollment.

## CONDUCT ON CAMPUS/BOARD POLICIES

Students may be dismissed without refund of fees when their behavior or actions violate Board of Education Policy for students that follow NJ State Law Title 18A:37-2 "Cause for Suspension or Expulsion of Pupils". These policies include, but are not limited to, actions such as disruptive behavior, vehicle parking violations, visitors, alcohol or drugs, smoking, vandalism, disregard for safety rules, plus any action covered by civil or criminal law. According to State and Municipal laws, OCVTS is a NON-SMOKING CAMPUS. Cell phone, texting and I-pod use are prohibited in school buildings and classrooms.

## PARKING

All students are to park in the designated lots. Parking in fire lanes, along driveways or behind shops is strictly prohibited. Please lock your car. OCVTS is not responsible for theft or damage to your vehicle on school property.

*It is the policy of the Board of Education of Ocean County Vocational Technical School not to discriminate in its technical programs, vocational opportunities, activities, employment practices or admission policies and practices on the basis of race, color, creed, religion, sex, ancestry, national origin, affectional and sexual orientation, disability or social or economic status. Lack of English language skills will not be a deterrent to admission to any program at the Ocean County Vocational Technical School. Inquiries regarding affirmative action, discrimination (including Title IX requirements), sexual harassment or equity should be directed to:*

*Nancy Weber-Loeffert, Title IX/Affirmative Action Officer, 732.240.6414 (ext 3332)*

*Thomas McInerney, Federal Section 504 Officer, 732.286.5660 (ext 3412)*

*Kevin Dineen, Americans with Disabilities Act (ADA) Officer, 732.473.3100 (ext 3123).*

# COURSE LISTING

**Registration Information** .....2-4  
**Adult Education School Calendar** .....3  
**Technical Career Seminars** .....7

**Apprenticeship Information** .....8-9

## CULINARY ARTS

Advanced Culinary Techniques .....10  
 Servsafe Food Protection Manager Certification ..10  
 Cake Decorating - Royal Icing .....10  
 Cake Decorating - Fondant .....11  
 Artisan Chocolate Candies & Truffles .....11  
 French Tortes, Tarts & Crusts .....11  
 Artisan Breads & Viennoiserie .....11  
**Culinary Arts Seminars**  
*Basic Knife Skills* .....12  
*Super Bowl/Tailgate Party* .....12  
*Crock Pot/One Pot Meal* .....12  
*Hamburger Heaven* .....13  
*Sushi* .....13  
*Fondue* .....13  
*Platescape/Garnishing* .....13  
*Tour of Italy* .....14  
*Flavors of the Jersey Shore* .....14  
*Vegetarian Cooking* .....14  
*Homemade Soups* .....14  
*Pasta, Pasta, Pasta* .....15  
*French Quarter at OCVTS* .....15  
*Classic Steakhouse* .....15  
*Barbecue* .....15

## ALLIED HEALTH

CDA Review for Dental Assistants .....16  
 Dental Radiology .....16  
 Nurse Aide/Geriatrics .....17

## HEALTH AND FITNESS

Health and Fitness Technology .....17  
 Nutrition for Fitness Certification .....18  
 Senior Fitness Instructor Certification .....18  
 Kids and Teens Fitness Instructor Certification ..18  
 Reiki Level I .....18

**Educational Fitness Program** .....19

**NEW!** **Medical Administrative Assistant** .....20-22

## AUTOMOTIVE

Auto Body Repair I .....23  
 Auto Body Repair II .....23  
 Auto Restoration .....23  
 Auto Mechanics - Basic .....23  
 Auto Mechanics - Intermediate .....24  
 Motorcycle Maintenance and Repair .....24  
 Small Gas Engines .....24

## COMPUTERS

Introduction to eBay .....24  
 Basic Computers .....25  
 Introduction to Microsoft Windows .....25  
 Microsoft Office 2007 .....25  
 Computer Aided Drafting .....26

## CONSTRUCTION TRADES

Basic Home Repair and Maintenance .....26  
 Residential Electric - Intermediate .....26  
**General Equivalency Diploma (GED) Info** ..26  
 Woodworking .....27

## MARINE TRADES

Marine Engine Repair Outboard I .....27  
 Marine Engine Repair Outboard II .....27  
 US Coast Guard - Basic Boating/Boating Certificate Course .....28  
 US Power Squadron -Seamanship .....28  
 US Power Squadron - Using GPS .....29  
 US Power Squadron - How to use a Chart ...29

## WELDING

Welding - Basic .....30  
 Welding - Advanced .....30

## GENERAL INTEREST

Black Seal .....30  
 Advanced Collection Systems .....31  
 Advanced Water Operation Parts I & II .....31  
 Guitar-Beginner .....31  
 Guitar-Intermediate to Advanced .....31  
 Floral Design Seminars .....32  
 Digital Photography - Intermediate .....32  
 Electrical License Exam Prep .....32

**OCVTS Open House Information** .....33

**Registration Forms** .....34



Hello,  
 Each year more than 4,000 Ocean County residents enroll in classes at Ocean County Vocational Technical School. Whether students enroll to build the foundation for a new career, learn some new skills or pursue a new hobby, OCVTS is here to provide the highest quality of educational programs.



**William P. Hoey, Jr.  
 Superintendent**

The OCVTS Adult Education Division strives to meet the needs of the residents of Ocean County by evaluating current interests and trends and developing new course offerings based on today's ever-changing technology. As you browse through the pages of this brochure, you will notice several exciting new course offerings.

Many of our courses fill up quickly, so I encourage you to review the registration information and act promptly. The Adult Evening Division staff is available to assist you with questions or concerns. The new Technical Career Seminars are available to all Ocean County residents. The seminars offer a wide variety of services for educational and career success.

Remember, learning is a lifelong process. Thank you for taking the time to consider OCVTS.

*William P. Hoey, Jr.*  
 William P. Hoey, Jr.  
 Superintendent

**BOARD OF CHOSEN FREEHOLDERS\***

- Joseph H. Vicari .....Director/OCVTS Liaison
- Gerry P. Little .....Deputy Director
- John C. Bartlett .....Member
- John P. Kelly .....Member
- James F. Lacey .....Member

\*As of time of printing

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- Frank Morelli .....Apprenticeship Coordinator
- Sue Tramutola .....Secretary
- Nancy Klingner .....Secretary
- Elaine D'Alessandro .....Secretary



Life's a Journey...Better Get Good Directions

**VISIT OUR WEBSITE AT [WWW.OCVTS.ORG](http://WWW.OCVTS.ORG)**

# **NEW**

# **TECHNICAL CAREER SEMINARS**

In today's competitive job market, employers are demanding more skills. These demands make career education more critical than ever to your professional success. Career education not only helps your earning power, it also helps you build skills that make you more valuable when it comes to successful teamwork. When you choose a targeted career, this shows that you are enthusiastic about your career choice.

This class is specifically designed for those considering a career change or those starting their first career. The course provides you with the tools to integrate your career options with your talents, values, interests and experience. You'll learn job-search strategies like marketplace research, strategic resume writing, networking and interviewing. This course will help you in planning technical, business or college education whether at OCVTS or other post secondary institutions.

### ***Services Include:***

*Aptitude testing*

*Interest Inventories*

*Computer testing*

*Technical School and College Planning*

*Resume Writing, Networking and Interviewing*

**Tuesday 6:30 - 8:30PM**

**Brick Course # 8011**

**\$60 8 hours**

**Class starts March 21**

**WWW.OCVTS.ORG**



# APPRENTICESHIP PROGRAM

*A program coordinated between labor, industry and education to prepare individuals for a specific skilled trade, craft or occupation.*

The following courses will be offered:

**Electrician**      **Machinist**  
**Plumber**        **HVAC-R**  
**Maintenance Mechanic**

Registration to begin an apprenticeship program must be given prior approval by the Apprenticeship Coordinator.

Please call 732.473.3133 between 9:00AM - 3:00PM.

**NO MAIL-IN OR PHONE-IN  
REGISTRATION WILL BE ALLOWED IN  
THE YEAR 1 APPRENTICE CLASSES.**

Enrollment in an apprentice class does not automatically make a student a registered apprentice.

### **What is an Apprenticeship Program?**

An apprenticeship program is a voluntary arrangement between an employer (sponsor) and employee (apprentice). As a part of this agreement, the employer agrees to provide the apprentice with on-the-job-training (work processes) and the apprentice agrees to attend a related-instruction class for a specified time frame. Ocean County Vocational Technical School will provide the related and technical training through the Adult Education courses. The apprentice, as well as his/her employer, will be registered with the NJ Department of Labor and the United States Department of Labor when an agreement is signed.

### **How do you become a registered apprentice?**

To become a registered apprentice you must be working in the field of your choice with an employer willing to sponsor you. It is important to have a sincere desire to learn a trade. Contact our Apprenticeship Coordinator as soon as you decide to become a registered apprentice.

### **What else should the apprentice know?**

1. Apprenticeships vary from one to four years in length.
2. 2000 hours per year of on-the-job-training are required for each year of the apprenticeship.
3. 144 hours of attendance per year in the related-instruction program are required.
4. These programs are designed to provide persons working in the trade with related instruction necessary to advance in their jobs and to qualify for BAT journeyman status.

### **Why complete an apprenticeship?**

Upon completion of an apprenticeship, you will receive completion certificates from the US Department of Labor. Employers honor this certificate nationwide.

### **Apprenticeship Regulations**

1. Please note that the programs are scheduled from one to four years of classes. All classes meet two nights per week for both the Fall and Spring semesters. Each student, whether a registered or non-registered apprentice, is responsible to meet all of the same requirements of the course including (but not limited to) class work and attendance.
2. To receive a certificate at the end of the school year, ALL STUDENTS must attend a minimum of 144 hours of the scheduled classes for the entire year (which is 92% of 156 hours).
3. There will be no excuses for overtime work. Any make-up hours must be approved by the Apprenticeship Coordinator prior to its being issued.
4. Passing a test or take home assignments do not qualify as make-up hours.

### **The Apprenticeship Coordinator**

The School of Adult Education currently provides an Apprenticeship Coordinator who is available to register persons who have their employer's support as apprentices. The coordinator can help you plan your training at Ocean County Vocational Technical School. Please call 732.473.3133 Monday through Friday from 8:00AM to 3:00PM to talk directly with the coordinator of the apprenticeship programs. The US Department of Labor identifies over 800 occupations as apprenticeable. Employers who wish to start apprentice programs for their employees can also receive assistance in developing an apprenticeship training program.

### **Apprenticeship Prerequisites**

The Apprenticeship Coordinator will evaluate all new applicants' trade and educational experience to determine if advanced standing in the program will be given. Successful completion of a course allows you to continue in the program. In New Jersey, union and open shops are eligible for apprentice training.

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**First year apprentice and new apprentice applications accepted in person beginning August 1, 2012 at the Toms River Center only.**

**Proof of employment and tuition fee required.**

**NO MAIL-IN OR PHONE-IN REGISTRATIONS WILL BE ALLOWED IN THE YEAR 1 APPRENTICE CLASSES.**

**Students will be required to purchase their own textbooks.  
Information on obtaining textbooks will be provided upon registration.**

# OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL APPRENTICESHIP PROGRAMS

An apprentice program is coordinated between labor, industry and education to prepare individuals for a specific skilled trade, craft or occupation.

**REGISTRATION BEGINS  
Wednesday, August 1, 2012**

## THE FOLLOWING APPRENTICESHIP COURSES WILL BE OFFERED IN THE FALL OF 2012

Electricity I	Machine Trades I
Electricity II	Machine Trades II
Electricity III	Machine Trades III
Electricity IV	Machine Trades IV
HVAC-R I	Plumbing I
HVAC-R II	Plumbing II
HVAC-R III	Plumbing III
HVAC-R IV	Plumbing IV

## APPLICATION PROCESS FOR FIRST YEAR APPRENTICES AND NEW APPRENTICE APPLICANTS

**IN-PERSON AT THE OCVTS TOMS RIVER CENTER ONLY  
STARTS WEDNESDAY, AUGUST 1, 2012 9:00AM**

The following are required for the application process:

- 1) current proof of employment in the trade area  
(pay stub or letter on company letterhead)
- 2) tuition payment for the year  
(check, money order or Visa/Mastercard/American Express)

The School of Adult Education currently provides an Apprenticeship Coordinator who is available to register persons who have their employer's support as apprentices. The coordinator can help you plan your training at Ocean County Vocational Technical School. Please call 732.473.3133 Monday through Friday from 9:00AM - 3:00PM to talk directly with the coordinator of the apprenticeship programs. The US Department of Labor identifies over 800 occupations as apprenticeable. Employers who wish to start apprentice programs for their employees can also receive assistance in developing an apprenticeship training program.

**CALL 732.473.3133  
WWW.OCVTS.ORG**

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# CULINARY ARTS

*For all Culinary Arts Classes: Some supplies will be the responsibility of the students.*

## ADVANCED CULINARY TECHNIQUES

This course will build on the basics taught in the Intro to Culinary Beginnings class. Topics to be covered will include: dry rubs and marinades, smoking fish and meats, sausage making, mousses and pate and how to make soufflés. This course is for the serious cook who is looking to broaden his repertoire. Prerequisite: Culinary Beginnings or similar experience.

**Tuesday**                      **6:30-9:30PM**  
**Brick**                              **Course # 6191**  
**\$245**                                **36 hours**                      **Class starts January 31**

## SERVSAFE FOOD PROTECTION MANAGER CERTIFICATION

This nationally recognized course, and its subsequent certification, will enable the student either to begin or further a career in the food service industry. This 18-hour course stresses the importance of safe and sanitary receiving and storage, preparation and service practices in a food service establishment. Upon completion of the course all students will take the NRA's ServSafe Examination. This food protection manager's certification class meets the requirements of the NJ State health code chapter 24 Sanitation in Retail Food Establishments and this certificate is required in risk 3 establishments. This 90-question test must be passed with a grade of 75% or better for the student to be awarded a 5-year ServSafe Certificate through The National Restaurant Association's Educational Foundation.

**15 Hours (tuition includes text, workbook and test)**

**Mon/Wed**                      **6:30-9:30PM**  
**Waretown**                      **Course # 6400**  
**\$160**                                **15 Hours**                      **Class starts March 7**

## CAKE DECORATING - ROYAL ICING

Join in the fun and learn how to create cakes like the professionals. Lessons will include skilled instruction on how to prepare your cake for icings, as well as setting up and finishing cakes correctly. Create beautiful borders, flowers, roses and figure piping. Demonstrations will include how to make and apply buttercream icing and the many applications for royal icing including, making a variety of flowers, roses, etc. Balance of colors and holiday themes will be expertly demonstrated. This course will conclude with the student decorating a cake of their design based on the many techniques learned.

**Monday**                        **6:30-9:30PM**  
**Brick**                              **Course # 6146**  
**\$135**                                **18 hours**                      **Class starts January 30**

**NOTHING KILLS A GOOD COURSE QUICKER...**

**than everyone waiting until the last minute to register for it.**

**Since OCVTS is self-sufficient, a course must pay for itself.**

**If there aren't enough registrations for the course, it is cancelled.**

## **CAKE DECORATING - FONDANT**

Discover the beauty of decorating with rolled fondant for covering cakes with an immaculate smooth surface and shaping fun figures and elegant flowers. Fondant is a versatile "rolled" icing applied to your cake to give it the look achieved by the pros. The student will learn how to handle fondant, how to apply it to your cake. Learn the many uses for fondant by making shapes, flowers and painting on fondant.

<b>Monday</b>	<b>6:30-9:30PM</b>	
<b>Brick</b>	<b>Course # 6145</b>	
<b>\$135</b>	<b>18 hours</b>	<b>Class starts March 26</b>

## **ARTISAN CHOCOLATE CANDIES & HAND-FORMED TRUFFLES**

This new class will be a professional-level, hands-on course to learn the art of fine chocolate candies. In this five-week course you will review the theory of tempering chocolate using various techniques. You will create an array of fine chocolates using molded hand-dipped, enrobed and piped chocolates.

<b>Wednesday</b>	<b>6:30-9:30PM</b>	
<b>Brick</b>	<b>Course # 6160</b>	
<b>\$150</b>	<b>15 hours</b>	<b>Class starts February 1</b>

## **FRENCH TORTES, TARTS & CRUSTS**

This professional-level, twelve-week course will teach the basics of French sponges such as biscuits, dacquoise, and pain de Genes and what makes each distinct. The Chef will guide you through making a selection of different versions of mousses like the Bavarian, Diplomate, chiboust, meringue or pate bombe-based mousse. The course will also cover the creation of Artisan French tarts using a variety of techniques. Students will create various crusts using Pate sable, Pate Sucre and Pate Brissee.

<b>Tuesday</b>	<b>6:30-9:30 PM</b>	
<b>Brick</b>	<b>Course # 6162</b>	
<b>\$245</b>	<b>36 hours</b>	<b>Class starts January 31</b>

## **ARTISAN BREADS & VIENNOISERIE**

This professional-level, twelve-week course will cover the traditional and modern production methods of Artisan breads and Viennoiserie, the meeting point between pastry and bread. The Chef will guide you through the fermentation process using various pre-ferments such as a Biga, Pate fermente, Levain and sour dough starters. Various molding, braiding and pan loaves will be demonstrated. Laminated doughs such as croissant and Danish pastry will be demonstrated.

<b>Thursday</b>	<b>6:30-9:30 PM</b>	
<b>Brick</b>	<b>Course# 6163</b>	
<b>\$245</b>	<b>36 hours</b>	<b>Class starts February 2</b>

*Chef Melia is the full-time Pastry Arts instructor at OCVTS and has studied under – World Pastry Champions Sebastian Cannonne MOF, Jacquy Pfeiffer and Didier Rosato of the French Pastry School in Chicago.*

# NEW CULINARY SEMINARS

*These new fun seminars are designed to allow you to come in and learn one specific area in our Culinary Arts Department.*

*Seminars are hands-on type courses which include an opportunity for the students to prepare some of the dishes unless otherwise noted.*

## BASIC KNIFE SKILLS 101

Do you get excited about a trip to the farmer's market, but dread chopping all those veggies and herbs? If the onions make you break into tears and you can't remember the last time you sharpened your knife, come to this class and learn to slice, dice, and mince in a casual and supportive environment. We'll go over which knives are used for which cuts, how to buy a good knife in any price range, as well as sharpening and caring for your knives. Instruction will include a basic knowledge of knife safety.

*\*\*This is an instructor demonstration class.*

<b>Monday</b>	<b>6:30-9:30PM</b>	
<b>Brick</b>	<b>Course # 6300</b>	
<b>\$35</b>	<b>3 hours</b>	<b>Class to run March 12</b>

## SUPER BOWL TAILGATE PARTY

Super Bowl Sunday, the second largest day for food consumption in the United States, has become a "de facto" national holiday. Whether you are tailgating or preparing for your party at home, this "super fun" seminar will show you new "twists" on wings, chili, dips, ribs and other assorted "game-day themed" appetizers and hors d'oeuvres. It will also teach how to prepare them from a chef's prospective (a touch more elegant). Come with us and join the party.

<b>Monday</b>	<b>6:30-9:30PM</b>	
<b>Brick</b>	<b>Course # 6341</b>	
<b>\$35</b>	<b>3 hours</b>	<b>Class to run January 30</b>

<b>Wednesday</b>	<b>6:30-9:30PM</b>	
<b>Waretown</b>	<b>Course # 6336</b>	
<b>\$35</b>	<b>3 hours</b>	<b>Class to run February 1</b>

## CROCK POT/ONE-POT MEALS

The crock pot is one of the best time-saving appliances in the kitchen, perfect for the cook with limited time. Crock pot cooking is easy, time saving, inexpensive and a good source of nutrition for you and your family. Start it in the morning and hours later you come home to a house filled with wonderful aromas and dinner ready for the table. This one-night seminar will discuss cooking times, cuts of meat, alternate uses for crock pots, classic recipes and fresh new crock pot recipe ideas. Come and join us to learn the ins and outs of healthy crock-pot cooking. Recipes and samples will be shared. Students may bring their own crock pots if they wish; however, we will have some available for use.

<b>Monday</b>	<b>6:30-9:30PM</b>	
<b>Brick</b>	<b>Course # 6337</b>	
<b>\$35</b>	<b>3 hours</b>	<b>Class to run February 13</b>

<b>Wednesday</b>	<b>6:30-9:30PM</b>	
<b>Waretown</b>	<b>Course # 6342</b>	
<b>\$35</b>	<b>3 hours</b>	<b>Class to run February 15</b>

## HAMBURGER HEAVEN

There are average burgers and there are great burgers. This seminar will show you how to prepare mouthwatering, perfect burgers. The instruction will also include: condiments, stuffed burgers and how to make delicious homemade french fries.

<b>Monday</b>	<b>6:30–9:30PM</b>	
<b>Brick</b>	<b>Course # 6343</b>	
<b>\$35</b>	<b>3 hours</b>	<b>Class to run April 16</b>
<b>Monday</b>	<b>6:30–9:30PM</b>	
<b>Waretown</b>	<b>Course # 6339</b>	
<b>\$35</b>	<b>3 hours</b>	<b>Class to run May 7</b>

## SUSHI

Sushi is a Japanese food consisting of cooked, vinegared rice combined with other ingredients. Join us for a fun one-night seminar that will start with a discussion of different types of sushi. Ingredients needed to prepare sushi will be explained. Rolling techniques will be demonstrated and practiced by the students with the close supervision of the instructor. The night will conclude with the class making a fun dessert sushi. This class includes a sushi-making mat for students to take home and practice sushi-rolling techniques.

<b>Monday</b>	<b>6:30–9:30PM</b>	
<b>Brick</b>	<b>Course # 6334</b>	
<b>\$45</b>	<b>3 hours</b>	<b>Class starts April 30</b>

## FONDUE

Come and join our Fondue party! Sit and enjoy a three-course tasting menu while you learn the tricks to preparing a memorable fondue. Topics include: cheeses, wines, cooking liquids, meats, vegetables and chocolates used in fondue making.

<b>Monday</b>	<b>6:30–9:30PM</b>	
<b>Brick</b>	<b>Course # 6335</b>	
<b>\$35</b>	<b>3 hours</b>	<b>Class to run February 6</b>
<b>Wednesday</b>	<b>6:30–9:30PM</b>	
<b>Waretown</b>	<b>Course # 6344</b>	
<b>\$35</b>	<b>3 hours</b>	<b>Class to run February 8</b>

## PLATESCAPE/GARNISHING

Have you ever wished you could decorate or garnish a plate like a chef? Now is your chance! In this three-hour seminar you will learn all the tricks professional chefs use to create their culinary masterpieces.

*\*\*This is an instructor demonstration class.*

<b>Wednesday</b>	<b>6:30–9:30PM</b>	
<b>Waretown</b>	<b>Course # 6345</b>	
<b>\$35</b>	<b>3 hours</b>	<b>Class to run February 22</b>
<b>Monday</b>	<b>6:30–9:30PM</b>	
<b>Brick</b>	<b>Course # 6338</b>	
<b>\$35</b>	<b>3 hours</b>	<b>Class to run February 27</b>

## TOUR OF ITALY

Italian cuisine is much more than spaghetti and meatballs, chicken parmi-giana and mozzarella with roasted peppers. Join us for this two-night class as we will discuss Italy's most influential culinary regions from the Amalfi Coast through Tuscany. Along with the tour, our chef will show you how to make some of Italy's classics such as:

"antipasti" (starters/appetizers)  
"primi" (first courses)  
"secondi" (second course)  
"contorni" (vegetable or other side dishes)

**Mon/Wed**            **6:30–9:30PM**  
**Brick**                **Course # 6340**  
**\$45**                    **6 hours**            **Class starts March 5**

**Mon/Wed**            **6:30–9:30PM**  
**Waretown**        **Course # 6346**  
**\$45**                    **6 hours**            **Class starts April 2**

## FLAVORS OF THE JERSEY SHORE

Take advantage of the wonderful seafood available right here in Ocean County. This seafood-themed class will show you new and creative ways to prepare:

Crab Cakes  
Barnegat Bay Scallops  
Cape May Clam Boats/Clam Chowder

**Wednesday**        **6:30–9:30PM**  
**Waretown**        **Course # 6347**  
**\$35**                    **3 hours**            **Class to run April 18**

**Monday**             **6:30–9:30PM**  
**Brick**                **Course # 6348**  
**\$35**                    **3 hours**            **Class to run May 7**

## VEGETARIAN COOKING

Jan Wolff, natural foods expert and newspaper columnist, is offering this new four-week series of informative and fun cooking classes. Learn how to look and feel your best through healthful eating. Jan will answer all your questions regarding natural foods, special diets and food allergies. Join her in preparing delicious soups, salads, desserts and main dish meals using whole natural vegetarian foods that are easy to prepare.

**Thursday**            **6:30PM–9:30PM**  
**Brick**                **Course # 6333**  
**\$90**                    **12 Hours**        **Class starts February 16**

## HOMEMADE SOUPS

Come and enjoy an evening of preparing and tasting delicious hearty and filling soups. This is a hands-on class: please bring an apron and container to take home leftovers.

**Wednesday**        **6:30- 9:30PM**  
**Brick**                **Course # 6310**  
**\$35**                    **3 hours**            **Class to run February 22**

## **PASTA, PASTA, PASTA!**

Cooking pasta is very easy, but certain procedures ensure perfectly-cooked pasta each time. Participants will be introduced to a variety of aspects of pasta, including its history, culinary uses in different cultures and both traditional and lesser-known methods of preparation, using vegetables, meat and creams. By consuming the prepared dishes, students will explore new flavors and ingredient combinations and develop their appreciation for the popular and economical raw material.



**Mon/Wed**                      **6:30- 9:30PM**  
**Brick**                              **Course # 6309**  
**\$45**                                **6 hours**                      **Class starts April 2**

## **FRENCH QUARTER AT OCVTS**

Travel to the "Big Easy" to learn the secrets to a perfect Gumbo, Jambalaya and Etouffee, Red Beans and Rice with Smoked Sausage and the New Orleans staple, Po Boys.

**Monday**                        **6:30-9:30PM**  
**Brick**                              **Course # 6314**  
**\$35**                                **3 Hours**                      **Class to run March 26**

## **CLASSIC STEAKHOUSE**

Learn everything you need to know about steaks from purchasing to putting it on the table. This seminar will start with the different cuts of beef and how to select and purchase based on marbling, thickness, texture and color. It will move on to preparation using such cooking methods as dry heat, pan-searing, roasting and grilling. Then on to seasonings to enhance its natural flavor, the meat thermometer (medium–medium rare, etc.) and will finish with how to cut properly and serve.

**Wednesday**                    **6:30-9:30PM**  
**Brick**                              **Course # 6315**  
**\$35**                                **3 Hours**                      **Class to run May 2**

## **BARBECUE**

Enhance your barbecue technique and expand your knowledge of Super-Smoked Meats, Succulent Sauces and Sensational Sides. Go from zero to barbeque hero in this new two-night seminar.

**Mon/Wed**                        **6:30-9:30 PM**  
**Waretown**                        **Course # 6330**  
**\$45**                                **6 hours**                      **Class starts April 30**

**Mon/Wed**                        **6:30-9:30 PM**  
**Brick**                              **Course # 6329**  
**\$45**                                **6 hours**                      **Class starts March 19**

**\*\* In the Instructor Demonstration classes the students will observe the instructor only and will not include any hands-on participation.**

# ALLIED HEALTH

## CDA REVIEW FOR DENTAL ASSISTANTS

This course will provide persons with experience as dental assistants the opportunity to review and pass the national exam to become a Certified Dental Assistant. To become certified, a person must be 18 years or older, have a H.S. or G.E.D. diploma, a current C.P.R. certificate, a NJ dental x-ray license and two or more years of experience as a dental assistant. Note: If you do not hold a NJ dental x-ray license, you must take the 70- hour Dental Radiology course prior to the CDA Review.

**Tuesday**                      **6:30 - 9:30PM**  
**Toms River**                **Course # 3200**  
**\$110**                              **18 hours**                **Classes start January 31**

## DENTAL RADIOLOGY

**(In-Person Registration Begins January 5, 2012)**

Successful completion of this course, which is accredited by the New Jersey Radiological Technology Board of Examiners, qualifies students to take the Dental X-Ray Examination given by DANB. Included will be: X-ray procedures related to dentistry, safety precautions, exposures processing, mounting and interpretation. The student must be at least 18 years old, presently working at an approved clinical site, be familiar with dental terminology and have a H.S or G.E.D. diploma which must be presented at the time of registration. Students with diplomas from foreign countries must have them evaluated prior to registration. Students must attend the required 40 hours of class time, followed by a required 30 hours of clinical practice - 70 hours total training.

**Students will be required to make a \$20.00 deposit for their Dosimeter Badge the first night of class.**

***Pre-requisite: Student must have completed a Dental Assisting Program or been a chairside assistant for at least one year.***

**Tuesday**                      **6:30-9:30PM**  
**Toms River**                **Course # 3301**  
**\$315**                              **40 Hours**                **Classes start January 31**

**NEED A JOB?  
LEARN A SKILL!**

**HOT!  
NEW  
PROGRAM**

## MEDICAL ADMINISTRATIVE ASSISTANT

*According to the U.S. Department of Labor, Bureau of Labor Statistics, Administrative Medical positions are projected to be some of the fastest-growing occupations through 2016. That means terrific opportunities for new professionals entering the Medical Administration field.*

**TURN TO PAGE 20 AND GET STARTED  
ON AN EXCITING NEW CAREER PATH**

## NURSE AIDE/GERIATRICS

Upon successful completion, the student will be eligible to take the two part State Certification Exam. This course is open to anyone who would like to become a nurse aide with no previous experience or to the aide who is already employed and is required to become certified. Two-step Mantoux screening is required by first night of class. Testing can be done by the Ocean County Health Department. 50 hours will be spent in classroom instruction and 40 hours will be spent in clinical practice in a local nursing home. Clinical practice requires more than 3 hours per night, thus the student will be required to report to the nursing home at an earlier time. Students will be expected to perform physical tasks and have hands-on contact with nursing home residents during clinical experiences. One additional hour will be a state-mandated individual skill testing. The testing fee is additional. The State of New Jersey has passed a law, NJAC 8:34-3.1 and NJSA 30:11-1.1, that requires every CNA student to have a "criminal background investigation" completed before permanent certification is issued (fee may be required).

### **Admission Process/ Requirements**

*Applicants will need to attend a mandatory Basic Reading Test. The date and time of this test will be available in May 2012 on our CNA Information Phone Line: 732.473.3100 ext 3135. This test will only be given one time and individuals interested in registering for the Fall 2012 CNA class must report to this test or they will not be able to register.*

*All other questions and inquiries will be discussed and answered on the test day.*

**NEXT AVAILABLE CLASSES WILL BEGIN SEPTEMBER 2012**

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# HEALTH AND FITNESS

## HEALTH AND FITNESS TECHNOLOGY

This course, held at the Health & Fitness facility at our Toms River Center, will be of great value for individuals interested in a career as a personal fitness trainer, anyone interested in increasing their knowledge of health/fitness and for athletes. The instruction will include: basics in human anatomy and exercise physiology, kinesiology, exercise program design, sport specific exercises, cardiorespiratory training, muscular strength and endurance training, physiological and functional assessment skills and basics in nutrition. Students will practice developing programs for various special populations in fitness including cardiovascular disease, diabetes, older adults, perinatal exercise, respiratory disorders and common musculoskeletal injuries. Hands-on activities in our spacious exercise room and state-of-the-art equipment will be included.

*\*For Fitness Trainer Certification, students must complete two semesters.*

<b>Mon/Wed</b>	<b>6:30-9:30PM</b>	
<b>Toms River</b>	<b>Course # 3700</b>	
<b>\$315</b>	<b>72 hours</b>	<b>Classes start January 30</b>

**Students will be required to purchase their own textbooks.  
Information on obtaining textbooks will be provided upon registration.**

### **NUTRITION FOR FITNESS CERTIFICATION**

This 12-hour course will cover many aspects of personal nutrition. This will include macro and micro nutrients, hydration, the use of supplements, meal planning and the role of exercise in nutrition. The course will conclude with an AAI/ISMA Sports Nutrition certification which can help advance the student's fitness career. The certification is not required. Anyone can take the course for their personal knowledge.

**Tuesday**                      **6:30-9:30PM**  
**Toms River**                **Course # 3720**  
**\$100**                            **12 hours**                **Class starts January 31**

### **SENIOR FITNESS INSTRUCTOR CERTIFICATION**

This 12-hour course will teach students the proper way to design exercise programs for different health conditions. Cardiovascular disease, diabetes, arthritis, balance disorders, neurological disorders and obesity will be discussed. The course will conclude with an AAI/ISMA Senior Fitness Instructor certification.

**Tuesday**                      **6:30-9:30PM**  
**Toms River**                **Course # 3722**  
**\$100**                            **12 hours**                **Class starts March 6**

### **KIDS AND TEENS FITNESS INSTRUCTOR CERTIFICATION**

This 9-hour course is designed for parents and professionals to learn the proper way to keep kids active, healthy and to prevent the current trends in adolescent obesity and the rise of Type-2 Diabetes. The class will consist of a combination of nutrition and exercise program design. Proper nutrition and serving size will be explained as well as hydration and vitamins. Safe and effective exercise programming will be demonstrated. This is an active class and work-out attire will be required. The course will conclude with an AAI/ISMA Kids and Teens Fitness Instructor certification.

**Tuesday**                      **6:30-9:30 PM**  
**Toms River**                **Course # 3725**  
**\$60**                            **9 hours**                **Class starts April 17**

### **REIKI LEVEL I**

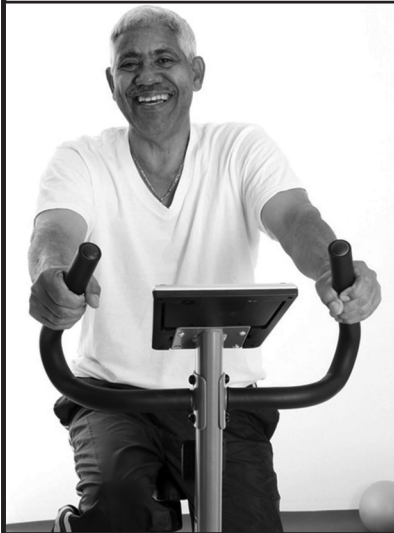
This first level offers the basic understanding of Reiki, its' history, principles, lineage and how it works. You will learn about Chakras and the body's energy system, how to feel/sense energy, learn the hand positions and experience the giving and receiving of Reiki. Having completed this class you will be able to use Reiki on yourself, family, friends & pets and participate in Reiki Shares in preparation for Level II if desired. Presented in 3 three-hour sessions by Ellen Hreha CRMT and Joanne Kelleher CRMT (Cert. Reiki Master Teachers).

**Thursday**                    **6:30-9:30PM**  
**Toms River**                **Course # 3752**  
**\$60**                            **9 hours**                **Class starts March 1**

# OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL EDUCATIONAL FITNESS PROGRAM

AT THE OCVTS TOMS RIVER CENTER  
1299 OLD FREEHOLD ROAD, TOMS RIVER

***\$85 FOR A 3 MONTH MEMBERSHIP***



Ocean County Vocational Technical School offers the residents of Ocean County a complete center for health and fitness. The center offers a variety of amenities to help you achieve success in your personal health and fitness objectives.

Our professional fitness trainers will develop a customized fitness program based on your individual health and fitness objectives.

## ***FREE EVALUATION INCLUDES:***

- Aerobic Test
- Body Composition
- Weight and Measure
- Flexibility Test
- Health History
- Blood Pressure
- Goal Setting



## ***PROGRAM OFFERS***

Personalized Fitness Programs and Training Sessions,  
Classroom Facilities, Spacious Exercise Room,  
Pre-Cor Cross Trainer, Aerobicycles, Treadmills,  
Stair Climbers and Weight Machines

## **FITNESS CENTER HOURS**

**MONDAY, WEDNESDAY, FRIDAY 6:00AM - 8:00AM**

**MONDAY, WEDNESDAY, FRIDAY 2:30PM - 7:00PM**

**Call for An Appointment**

**732.473.3100 EXT. 3166**

# Medical Administrative Assistant

## New Apprenticeship Program



Over the past few years, federal rules of reimbursement for Medicare and Medicaid have changed and medical billing has gone high-tech. The result is a need for increasing numbers of specially-trained office staff in the medical field. Medical Administrative Assistants use their knowledge of medical terminology, office technology and medical office procedures in their work as receptionists,

insurance clerks, transcriptionists and office managers in medical settings.

***The new OCVTS Medical Administrative Assistant Apprenticeship program prepares students with the skills necessary to enter the medical workforce in doctors' offices, hospitals and other facilities. Specialized course content focuses on medical terminology, forms and billing. This program is approved by the United States Department of Labor and Workforce Development.***

Upon completion you will be eligible to apply for the following certifications from the US Department of Labor and National Healthcare Association- (NHA) as a:

- Certified Electronic Health Records Specialist – CEHRS
- Certification in Medical Administrative Assistant – CMAA

### Advantages of this program

***The health services industry is thriving and medical office administration jobs are at the heart of its growth. As our population rises and technology advances, the need for high-quality healthcare services becomes increasingly great.\* The Medical Office Administration field is an instrumental part of this expansion, so there's never been a better time to follow this career path.***

As a Medical Administrative Assistant, you'll need to know medical terminology, managing and updating patient records and office procedures. The OCVTS program can help you learn these skills and many more affordably, quickly and conveniently.

The Medical Administrative Assistant program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health-care settings. Students study various administrative procedures including: patient processing and accessing, processing medical insurance claims, bill collections and general office procedures utilized in various medical offices. ***Job placement assistance will be available.***

### ***Rising Demand for Medical Administrative Professionals***

***According to the U.S. Department of Labor, Bureau of Labor Statistics, Administrative Medical positions are projected to be some of the fastest growing occupations through 2016. That means terrific opportunities for new professionals, like you, entering the Medical Administration field.***

### **OCVTS Medical Administrative Assistant Apprenticeship Program Overview**

The OCVTS Medical Administrative Assistant Apprenticeship Program will consist of four individual 72-hour courses for a total of 288 hours over a two-year period. They are:

- |  |          |
|--|----------|
| -Medical Secretary/ Receptionist                       | 72 hours |
| -Electronic Health Records Specialist                  | 72 hours |
| -Medical Terminology                                   | 72 hours |
| -Introduction to Medical Insurance, Billing and Coding | 72 hours |

## MEDICAL SECRETARY/ RECEPTIONIST

This program is designed to train students effectively to handle front desk responsibilities in a medical office. Instruction includes: communication skills, professionalism and patient confidentiality, medical law & ethics, medical terminology and telephone skills. Students will learn procedures for appointment scheduling and cancellation, preparation and filing charts and HIPAA compliance. Students will be introduced to the Medisoft computerized billing program as well as using the Office Hours feature in Medisoft to schedule appointments. Insurance billing and coding will be introduced (CPT & ICD codes). Insurance referrals will be emphasized. Resume preparation and interviewing skills for employment will be covered.



**Prerequisite: Basic computer knowledge and keyboarding skills.**

<b>Mon/Wed</b>	<b>6:30-9:30PM</b>
<b>Waretown</b>	<b>Course # 3410</b>
<b>\$315</b>	<b>72 hours      Class starts January 30</b>

## ELECTRONIC HEALTH RECORDS SPECIALIST

### ***Electronic Health Record Specialist Certification (CEHRS™)***

According to the State of NJ Department of Labor and Workforce Development latest bulletin on July 31, 2011, "Education and Health Services" is currently number one on the Real Time Jobs in Demand in Ocean County. In addition to this, it has been mandated by Medicare that medical records must be put into electronic form no later than 2014.

The Certified Health Record Specialist (CEHRS) is responsible for obtaining and documenting patient information. You can specialize in varying areas or one aspect of the electronic health records such as entry level coders, encoding within a hospital setting, abstractors and/or coding specialist, HIPAA Compliance Officers and HIM (Health Information Managers). The duties will vary with size and specialty of the facility. Benefits to obtaining a Certified Health Record Certification may include more job opportunities, increased pay scale and improved subject matter expertise.

This new OCVTS - EHR course is a hands-on training experience that introduces the electronic health records software applications that are commonly used in a medical setting. You will learn how to enter patient demographics, store and retrieve patient health records, transfer and import documents to electronic formats, create patient health information records and more.

The \$315 tuition includes a textbook and access to an individual computer program from Elsevier Publishers that is a \$155 value per student.

Upon successful completion of the course, you will have the opportunity to obtain a Certification as Electronic Health Record Specialist. *Cost of the test is \$105 not included in the tuition.*

**Prerequisites: Completion of the Medical Secretary/Receptionist course or equivalent experience in a medical office. Basic computer and keyboarding skills.**

<b>Mon/Wed</b>	<b>6:30-9:30PM</b>
<b>Toms River</b>	<b>Course # 3415</b>
<b>\$315</b>	<b>72 hours      Class starts January 30</b>

## **MEDICAL TERMINOLOGY**

Because of advances in the medical field and an aging population, the medical industry is in constant need of medical professionals, especially those with an understanding of medical terminology. Medical terminology is the specific language used by professionals in the medical industry. The ability to understand medical terminology is vital when entering a number of medical professions, including but not limited to, Medical Billing and Coding, Medical Transcription and Medical Administrative Assisting. Terms are introduced in the context of human anatomy and physiology in such a way that even a student who is not strong in the sciences will be able to develop the skills to understand complex medical terms.

<b>Tues/Thur</b>	<b>6:30-9:30PM</b>
<b>Toms River</b>	<b>Course # 3415</b>
<b>\$315</b>	<b>72 hours      Class starts January 31</b>

## **INTRODUCTION TO MEDICAL INSURANCE, BILLING AND CODING OFFERED FALL 2012**

Medical billing and its related occupations are among the fastest growing opportunities in the healthcare industry. The objective of this medical insurance, billing and coding course is to provide the student with the skills to perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures and other therapies for billing and collection. This course includes instruction and practice in Medisoft Computerized Billing that will teach you the basics such as navigating through the medical billing software, entering "good" data and billing with Medisoft. Medical billing students will learn the basic concepts and procedures to perform the tasks involved in the health insurance industry. You will gain the knowledge of basic coding definitions and how to apply those codes to medical documentation. Instruction includes:

- Health Insurance Claim Forms
- Medical Documentation
- Billing Management
- Electronic Data Interchange and Modifiers
- Government Programs
- Medical Insurance and Managed Care

**GET STARTED ON AN  
EXCITING NEW CAREER AS A  
MEDICAL ADMINISTRATIVE ASSISTANT!  
*DON'T DELAY!*  
THIS PROGRAM WILL FILL QUICKLY!  
*REGISTER TODAY!***

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# AUTOMOTIVE

## AUTO BODY REPAIR I



This one semester, one night per week course consists largely of classroom instruction combined with some demonstrations and work performed in the shop. All expendable supplies, reducers and paints are to be supplied by the student. All students must provide their own safety gear.

Instruction includes: Basic metal working, use of oxy-acetylene torch, MIG welding. Students will learn sheet metal shrinking, how to use body filler, proper masking techniques, sanding, rust repair and spray guns.

**Wednesday** 6:30-9:30PM  
**Jackson** Course # 1110  
**\$235** 36 Hours Class starts February 1

## AUTO BODY REPAIR II

This class is oriented toward supervised shop work and includes advanced skills in painting and refinishing. Class size is limited. Instruction will include: painting, making pulls, MIG welding, paint problems and cures, panel replacement, rust repairs, metal forming, fiberglass, flexible panels and bumpers. All expendable supplies, reducers and paints are to be supplied by the student. All students must provide their own safety gear.

**Prerequisite: Auto Body I**

**Monday** 6:30-9:30PM  
**Jackson** Course # 1200  
**\$235** 36 Hours Class starts January 30

## AUTO RESTORATION

This course is for the antique auto enthusiast who wants to do body work to that vintage automobile. It covers all aspects of auto body repair and maintenance. All expendable supplies, reducers and paints are to be supplied by the student. All students must provide their own safety gear.

**Prerequisite: Auto Body I**

**Wednesday** 6:30-9:30PM  
**Jackson** Course # 1001  
**\$235** 36 Hours Class starts February 1

## AUTO MECHANICS - BASIC

This class meets one night per week and is designed for the beginning student with limited manual skills or knowledge of automotive theory. This course is open to both those who wish to pursue a career in automotive as well as "car owners" who are interested in doing their own maintenance and repair. Proper and safe use of tools will be demonstrated. Instruction will include: Lubrication procedures, basic vehicle maintenance and troubleshooting, as well as transmissions, brakes and suspension systems.

**Monday** 6:30-9:30PM  
**Waretown** Course # 1431  
**\$235** 36 Hours Class starts January 30

**Tuesday** 6:30-9:30PM  
**Brick** Course # 1430  
**\$235** 36 Hours Class starts January 31

## **AUTO MECHANICS INTERMEDIATE**

This class meets one night per week and is designed for students who have successfully completed basic automotive and/or those who may have mechanical knowledge and/or service experience. This course instruction includes: brakes, steering and suspension, engine performance, wheel alignment, troubleshooting and more.



<b>Wednesday</b>	<b>6:30-9:30PM</b>	
<b>Waretown</b>	<b>Course # 1436</b>	
<b>\$235</b>	<b>36 Hours</b>	<b>Class starts February 1</b>
<b>Thursday</b>	<b>6:30-9:30PM</b>	
<b>Brick</b>	<b>Course # 1435</b>	
<b>\$235</b>	<b>36 Hours</b>	<b>Class starts February 2</b>

## **MOTORCYCLE MAINTENANCE AND REPAIR**

Preventive maintenance is the key to fun and safe motorcycle ownership. This is a basic course in theory, service and repair for motorcycle owners. Learn the proper procedures to keep your motorcycle or A.T.V. in top condition. Perform small repairs before they become costly problems. The student is provided with the basic knowledge and skills required to maintain service and repair motorcycles.

<b>Monday</b>	<b>6:30-9:30PM</b>	
<b>Jackson</b>	<b>Course # 1604</b>	
<b>\$195</b>	<b>30 Hours</b>	<b>Class starts March 5</b>

## **SMALL GAS ENGINES**

### **Lawn and Yard Maintenance Equipment**

This course is for persons who seek to learn the basic maintenance and repair of small gas engines. The instruction will focus primarily on lawn and yard maintenance equipment: lawnmowers, edgers, blowers, weed whackers, power washers, snow blowers and more. The basic theory and information required to understand these engines will be taught. Students will have an opportunity to apply these principles in the shop that will include troubleshooting, tune-up and repair. This course is a great way to get your lawn equipment ready for spring.

<b>Monday</b>	<b>6:30-9:30PM</b>	
<b>Waretown</b>	<b>Course # 1500</b>	
<b>\$235</b>	<b>36 hours</b>	<b>Class starts January 30</b>

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# **COMPUTERS**

## **INTRODUCTION TO eBay**

This class is designed for beginners who want to learn how to sell auction treasures or start an online business such as antiques, collectibles and other merchandise on eBay. Learn how to list, price and ship and manage the items appropriately. Learn how to search for and buy items on the world's largest auction, eBay. You will also learn how to set up an account. Strategies and techniques for being successful will be discussed. Some internet and e-mail experience is recommended.

<b>Wednesday</b>	<b>6:30-9:30PM</b>	
<b>Brick</b>	<b>Course # 4160</b>	
<b>\$130</b>	<b>18 hours</b>	<b>Class starts February 1</b>

## BASIC COMPUTERS

This class is designed for the student who has very limited knowledge of computers. The fundamental reason for this class is for the student to become comfortable with using computers and to become familiar with the most common types of software available. This program offers elementary competencies in the three most frequently used applications for computers: word processing, spreadsheets and databases. The programs will be Windows based. We introduce Word®, Excel®, PowerPoint® and Access® so you can become comfortable for future computer application courses. Students will understand the basics needed to explore the Internet and learn how to use it.

<b>Monday</b>	<b>6:30-9:30PM</b>	
<b>Waretown</b>	<b>Course # 4202</b>	
<b>\$235</b>	<b>36 hours</b>	<b>Class starts January 30</b>
<b>Tuesday</b>	<b>6:30-9:30PM</b>	
<b>Toms River</b>	<b>Course # 4204</b>	
<b>\$235</b>	<b>36 hours</b>	<b>Class starts January 31</b>
<b>Tuesday</b>	<b>6:30-9:30PM</b>	
<b>Brick</b>	<b>Course # 4208</b>	
<b>\$235</b>	<b>36 hours</b>	<b>Class starts January 31</b>
<b>Wednesday</b>	<b>6:30-9:30PM</b>	
<b>Toms River</b>	<b>Course # 4210</b>	
<b>\$235</b>	<b>36 hours</b>	<b>Class starts February 1</b>

## INTRODUCTION TO WINDOWS (18hrs)

This course is designed for those students with some basic computer skills. The instruction includes an in-depth introduction to Windows which includes all of the major parts of this operating system. Units include: navigating Windows, managing files and folders (Explorer), running programs, getting help, running accessories, customizing Windows, managing printers, sharing data among programs, Windows tips and techniques, networking and telecommunicating.

**Prerequisite: Basic computer experience.**

<b>Monday</b>	<b>6:30-9:30PM</b>	
<b>Toms River</b>	<b>Course # 4115</b>	
<b>\$130</b>	<b>18 hours</b>	<b>Class starts January 30</b>

## MICROSOFT OFFICE 2007®

This course is for those with prior knowledge of MS Windows XP or Vista and will introduce new and experienced users to the easy-to-use applications associated with Microsoft Office: Word, Excel and PowerPoint.

1. Windows overview, file command and disk management.
2. Microsoft Word: a powerful word processing program that utilizes the graphical nature of windows to combine power and ease of use.
3. Excel: a graphical electronic spreadsheet application is used for analyzing and charting data and creating effective presentations of the analysis.
4. Power Point: a program which enables you to create slides for preparing presentations.

You will also have the opportunity to explore the integrated features from each of the applications.

**Prerequisite: Basic keyboarding and mouse skills.**

<b>Monday</b>	<b>6:30-9:30PM</b>	
<b>Toms River</b>	<b>Course # 4119</b>	
<b>\$130</b>	<b>18 hours</b>	<b>Class starts March 26</b>

## COMPUTER AIDED DRAFTING

This course will introduce students to the computer as a drawing tool. Instruction and practice will include drafting drawings from architecture and mechanical field disciplines. To achieve full awareness and feel of one of the most popular computer drafting technology programs and due to the widespread of companies using different versions of this program, this course will utilize the latest professional version of AutoCAD. No prerequisite or experience necessary. Knowledge of drafting and computer fundamentals will be learned through AutoCAD lab and lecture experience.

**Thursday**                      **6:30-9:30PM**  
**Brick**                              **Course # 4001**  
**\$250**                                **36 hours**                      **Class starts February 2**

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# CONSTRUCTION TRADES

## BASIC HOME REPAIR AND MAINTENANCE

This course is designed to provide the homeowner with the knowledge and skills needed to understand basic routine home maintenance that helps keep your home running in good condition. It also covers how a typical home is constructed and how to do repairs, maintenance and improvements to your home. Learn about how to work safely using basic hand and power tools, how the primary systems (plumbing, heating, air conditioning and electrical systems) work and how to maintain them and identify problems that can lead to serious repairs. This course will pay for itself in savings to the homeowner. The instruction will focus on six areas in the home: Interior, Windows & Doors, Exterior, Plumbing, HVAC and Electrical. Safety will be discussed and demonstrated for each of the areas in the course. Proper and safe use of hand and power tools will be included in each area.

**Wednesday**                      **6:30-9:30PM**  
**Jackson**                              **Course # 5041**  
**\$235**                                **36 Hours**                      **Class starts February 1**

## RESIDENTIAL ELECTRIC - Intermediate

This course is a continuation of Residential Electric, Basic. There will be a heavy emphasis on circuit wiring including all 3-way and 4-way switching circuits, basic control wiring and basic conduit bending. Electric service design and installation will be covered. Swimming pool and hot tub wiring and generator installation will be taught. The National Electrical Code will be emphasized throughout all topics covered. Students must have the current National Electrical Code book. Phone, data, cable/satellite TV and alarm systems will also be covered.

**Prerequisite: Residential Electric - Basic**

**Mon/Wed**                      **6:30-9:30PM**  
**Jackson**                              **Course # 5011**  
**\$315**                                **72 hours**                      **Classes start January 30**

## GENERAL EQUIVALENCY DIPLOMA

**St. Francis Family Services will be offering  
General Equivalency Diploma (GED) classes.  
Please call St. Francis Family Services for more  
information and start dates at 609.494-8861 x185**

## WOODWORKING

This hands-on course is for those interested in woodworking at all levels, including beginners as well as those with some experience. The instruction will start with an introduction to wood and designing in wood. Safety will be emphasized on instruction in safe use and operation of hand tools, portable power tools and state-of-the-art woodworking machines. This is a project-oriented course that will cover wood joinery, gluing & clamping, veneering and assembly of projects. The instruction will continue with more in-depth and comprehensive instruction in the safe and proper use of woodworking machines such as: routers, shapers and milling machines, jointers and table saws. This "project-oriented" class will give the students an opportunity to design and complete more advanced woodworking and furniture projects with the expert advice from the instructor. Students will be responsible for purchasing their own materials.

<b>Monday</b>	<b>6:30-9:30PM</b>	
<b>Jackson</b>	<b>Course # 5050</b>	
<b>\$240</b>	<b>36 Hours</b>	<b>Class starts January 30</b>
<b>Wednesday</b>	<b>6:30-9:30PM</b>	
<b>Jackson</b>	<b>Course # 5051</b>	
<b>\$240</b>	<b>36 Hours</b>	<b>Class starts February 1</b>

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# MARINE TRADES

## MARINE ENGINE REPAIR - OUTBOARD I

This course is for the novice with no experience in outboard repair and will teach you to troubleshoot and repair an outboard motor. Instruction will include: proper and safe use of tools, engine parts and description, engine maintenance and repair, engine troubleshooting. Films, charts, lectures and demonstrations will account for approximately one-half of the class. Lab time will make up the remainder of time.

<b>Monday</b>	<b>6:30-9:30PM</b>	
<b>Toms River</b>	<b>Course # 9300</b>	
<b>\$235</b>	<b>36 hours</b>	
<b>Class starts January 30</b>		



## MARINE ENGINE REPAIR - OUTBOARD II

This course is designed to develop a fundamental understanding of outboard marine engines. Instruction will include: construction and operation, maintenance and repair (all engine makes and models), testing, calibration and troubleshooting, how to test in our special water tanks, marine test equipment, theory and actual service procedure.

**Prerequisite: Marine Engine Repair - Outboard I**

<b>Wednesday</b>	<b>6:30-9:30PM</b>	
<b>Toms River</b>	<b>Course # 9310</b>	
<b>\$235</b>	<b>36 hours</b>	<b>Class starts February 1</b>

## MANDATORY BASIC BOATING SAFETY/BOATING CERTIFICATE COURSE

This three-night class is designed for individuals who operate powerboats or personal watercrafts (PWC's) and concentrates on boat handling and safety. This course meets all requirements for the issuance of a New Jersey Boat Safety Certificate issued by the State Police-Marine Services Bureau of New Jersey. A Boat Safety Certificate is required to operate a power vessel or PWC on New Jersey waters. Some of the specific topics covered include: types of boats and boat terms, boat handling, charting, aids to navigation, Federal and New Jersey boating regulations, navigation rules, operating a PWC safely, and adverse conditions and emergencies. Upon successful completion of a written test on the last night of the course, a temporary Boat Safety Certificate is issued followed a few weeks later by a permanent certificate. This course is taught by certified instructors from the USCG Auxiliary who are also certified by the N.J. State Police-Marine Services Bureau. All course material is prepared and approved by the USCG, USCG AUX., NASBLA and NJ State Police Marine Enforcement. Students will need to bring a check the first night for the amount of \$55 payable to the "USCG AUX 1608" that will cover the cost of: textbooks, handouts, presentation materials and test processing and a self-addressed envelope.



***\*\$15 Registration Fee payable to OCVTS when enrolling and \$55 payable to the USCG AUX 1608 first night of class***

<b>Wednesday</b>	<b>6:30–9:30PM</b>	
<b>Brick</b>	<b>Course # 9350</b>	
<b>\$15*</b>	<b>9 Hours</b>	<b>Class runs April 4, 18, 25</b>

## SEAMANSHIP

Recreational boating is truly a family activity in which everyone can participate. Yet, serious boating accidents do occur and not all boaters understand the rules of the road and how to safely operate their boat in different conditions and in emergencies.

This 6-night course is for the boater who already has completed a basic boat safety course and focuses on boat handling, rules of the road, navigation and emergencies. It is designed to increase the confidence of the boater as well as to promote the smooth and safe operation of the vessel and its equipment. Specifically, some of the topics covered in this course include: weather, hull characteristics, propulsion, boat handling in adverse conditions, docking techniques, boat handling at sea, boating at night, wind and waves, anchoring, mooring, rafting, marlinespike, navigation and emergencies.

All textbooks and presentation materials are supplied by the Barnegat Bay Power Squadron. All instructors are certified by the United States Power Squadrons.

***\*\$15 Registration Fee payable to OCVTS when enrolling and \$85 payable to the Barnegat Bay Power Squadron first night of class***

<b>Tuesday</b>	<b>6:30–9:30PM</b>	
<b>Brick</b>	<b>Course # 9357</b>	
<b>\$15*</b>	<b>18 hours</b>	<b>Class starts January 31</b>

**NOTHING KILLS A GOOD COURSE QUICKER...**

**than everyone waiting until the last minute to register for it.**

**Since OCVTS is self-sufficient, a course must pay for itself.**

**If there aren't enough registrations for the course, it is cancelled.**

## U.S. POWER SQUADRON - USING GPS

GPS has become a common tool for navigation. However, using GPS on the water is distinctly different from a moving map display in your car. This four-night course demonstrates the basic principles of how a GPS operates, operation of the various command buttons, interpretation of the various screens, the setting of waypoints, establishing navigation routes and relating the GPS to your nautical charts.

Although there are many different brands of nautical GPS units on the market today, this course shows you the basic functions and screens that are common to all GPS instruments. During the class, different brands of GPS units are demonstrated and the differences between some of the brands are highlighted. Upon completion of this course, you will be able to store waypoints into your GPS, assemble them into a route and activate them for navigation on safe, pre-qualified courses of your choosing. You'll also learn some of the features to look for when purchasing a GPS. Students will need to bring a check the first night for \$65 payable to the Barnegat Bay Power Squadron which will cover the cost of the textbook, hand outs and presentation materials. All instructors are certified by the United States Power Squadrons.

**\*\$15 Registration Fee payable to OCVTS when enrolling and \$65 payable to the Barnegat Bay Power Squadron first night of class**

<b>Tuesday</b>	<b>6:30-9:30PM</b>	
<b>Brick</b>	<b>Course # 9355</b>	
<b>\$15*</b>	<b>12 hours</b>	<b>Class starts March 13</b>

## U.S. POWER SQUADRON - HOW TO USE A CHART

Nautical charts provide information essential to your safety afloat. Even with GPS and electronic navigation, the chart is needed to tell you what is around you and between you and your intended destination. A system of symbols is used by cartographers to tell you what lies below the surface of the water and the depths of water. There is key information about visible landmarks and navigation aids to help you navigate your course. The nautical chart also is your link with the GPS via its grid scale, compass rose and distance scales.

This four-night course teaches you how to read, interpret and use nautical charts in operating a boat in a safe and efficient manner. Specifically, you will learn how a mariner's compass works, how to read nautical charts, aids to navigation, latitude and longitude, how to plot courses, dead reckoning, how to determine position and calculate bearings and fixes. Students will be using sample nautical charts and preparing courses, lines of position and other charting techniques. Students will need to bring a check the first night for \$65 payable to the Barnegat Bay Power Squadron which will cover the cost of the charts, dividers, parallel rules, hand outs and presentation materials. All instructors are certified by the United States Power Squadrons.

**\*\$15 Registration Fee payable to OCVTS when enrolling and \$65 payable to the Barnegat Bay Power Squadron first night of class**

<b>Tuesday</b>	<b>6:30-9:30PM</b>	
<b>Brick</b>	<b>Course # 9356</b>	
<b>\$15*</b>	<b>12 hours</b>	<b>Class starts April 17</b>

**The Barnegat Bay Power Squadron is a volunteer tax-exempt organization and none of our instructors are paid for instruction activities. Our fees are designed to cover our out-of-pocket costs.**

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# WELDING

*In-Person Registration For ALL Welding Programs January 5, 2012*

## WELDING - BASIC

This course emphasizes:

1. Oxyacetylene welding and cutting
2. Electric arc welding
3. Heat selection on machines
4. Rod sizes and numbering
5. Safe and proper use of AC and DC units
6. Tig and Mig welding demonstrations

***In-Person Registration January 5, 2012. All students must provide their own safety equipment (i.e., safety glasses, protective clothing, welding headgear, etc.)***

<b>Monday</b>	<b>6:30-9:30PM</b>	
<b>Toms River</b>	<b>Course # 8100</b>	
<b>\$315</b>	<b>36 hours</b>	<b>Class starts January 30</b>

## WELDING - ADVANCED

This course is designed for the welder with at least one year of hands-on experience in welding carbon steel and aluminum. Students will receive instruction to develop the skills necessary to make quality welds. Additional training will be provided to familiarize students with other welding-related areas of interest.

***Prerequisite: Basic Welding***

1. Welding safety practices and good work practices
2. Shielded metal arc welding (SMAW)
3. Gas metal arc welding (GMAW) or MIG
4. Basic weld symbol interpretations
5. Codes and standards (AWS, ASME, B-31.1)
6. Welder qualification requirements for certification

***In-Person Registration January 5, 2012. All students must provide their own safety equipment (i.e., safety glasses, protective clothing, welding headgear, etc.)***

***Additional fee for certification will be charged.***

<b>Wednesday</b>	<b>6:30-9:30PM</b>	
<b>Toms River</b>	<b>Course # 8120</b>	
<b>\$315</b>	<b>36 hours</b>	<b>Class starts February 1</b>

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# GENERAL INTEREST

## BLACK SEAL - LOW PRESSURE

This one-semester, one-night per week course prepares qualified people to take and pass the Black Seal Operators Examination under the rules and regulations of the Mechanical Inspection Bureau. Demonstrations, theory, boilers, safety controls, water treatment, fuels and combustion principles are covered. Tours of industrial sites are included. (Application information for low pressure licensing will be furnished). It is important that the students have at least three months experience working with a boiler of 100HP or more. See instructor at first session.

<b>Tuesday</b>	<b>6:30-9:30PM</b>	
<b>Brick</b>	<b>Course # 8021</b>	
<b>\$235</b>	<b>36 hours</b>	<b>Class starts January 31</b>

## ADVANCED COLLECTION SYSTEMS

The New Jersey Department of Environmental Protection (DEP) requires that anyone planning to sit for a Level 2 or higher collection system (C) license examination complete and pass the 45-hour Advanced Collection Systems course. Topics included:

1. NJDEP rules and regulations governing collection systems
2. Hydraulics and flow measurement
3. Inspection techniques on new and existing sewers
4. Math and calculation reviews
5. Sewer cleaning, repair and replacement
6. Grease and odor control

*Please note that all registrants must have passed Introduction to Water/Wastewater Operations.*

<b>Mon/Wed</b>	<b>6:30-9:30PM</b>	
<b>Brick</b>	<b>Course # 8301</b>	
<b>\$250</b>	<b>45 hours</b>	<b>Class starts January 30</b>

## ADVANCED WATER OPERATIONS PART I AND II

This 90-hour course covers the required course content for the NJDEP license in Advanced Water Operations Part I and II. Part I Instruction includes: Sources of Water - Characteristics of Water Sources, SDWA Standards, Portable Water Sampling and Analysis. Laboratory hands-on sessions to become familiar with the basic testing procedures will be included. Part I continues with Water Treatment and Disinfection.

Part II continues with: Intakes, Aeration, Coagulation-Flocculation, Sedimentation, Filtration, Softening, pH Adjustment-Corrosion Control, Carbon Adsorption, Construction Standards, Pipe Tapping, Valves, Fire Hydrants, Safety, Storage Tanks, Cross Connection Control, Pumps and Motors, Instrumentation and Controls, Meters, Records, and Public Relations. Field Trips and Plant Tours will be scheduled during Parts I and II.

<b>Tues/Thurs</b>	<b>6:30-9:30PM</b>	
<b>Brick</b>	<b>Course # 8302</b>	
<b>\$500</b>	<b>90 hours</b>	<b>Class starts January 31</b>

## GUITAR - Beginner

This course is designed for those who have never played guitar or had any formal musical training and would like to learn how to play the guitar. It will cover the basics: chord playing, tuning, reading music notation, exercises, scales and how to practice. Getting started and playing some favorite songs is the goal. You will need a guitar for this class. The instructor will discuss how to purchase the first night of class.

<b>Wednesday</b>	<b>6:30-8:00PM</b>	
<b>Waretown</b>	<b>Course # 5031</b>	
<b>\$110</b>	<b>18 hours</b>	<b>Class starts February 1</b>

## GUITAR - Intermediate to Advanced

This course is an interactive workshop that will include: basic and advanced chord forms, moveable chord forms, major and minor scales, pentatonic and blues scales, modes, theory, songwriting, soloing techniques, chord identification and construction through music theory and practice techniques. It will explore various styles and techniques found in Blues, Jazz and Pop on both acoustic and electric guitars.

<b>Wednesday</b>	<b>8:00-9:30PM</b>	
<b>Waretown</b>	<b>Course # 5035</b>	
<b>\$110</b>	<b>18 hours</b>	<b>Class starts February 1</b>

## FLORAL DESIGN SEMINARS

Experience the creative art of floral design! Have you ever wanted to be able to create beautiful but simple floral arrangements? These Floral Design Seminars are for beginners with no previous experience. This easy to follow, hands-on, floral design course is for you. Depending on the seminar(s) you chose, you will be instructed in the design basics which will enable you to create one of these three styles of arrangements:

*Clustered and Compact - a style in a short cylinder or cube vase*

*Wildflower Basket*

*Open and Airy Vase*

Flowers, greens and all supplies are included in the registration fee for each class. These seminars will pay for themselves as the students will leave class with an arrangement with a value equal to the tuition.

### ***Clustered and Compact***

**Monday 6:30–9:30PM**

**Jackson Course # 8352**

**\$45 3 hours Class runs March 12**

### ***Wildflower Basket***

**Monday 6:30–9:30PM**

**Jackson Course # 8353**

**\$45 3 hours Class runs April 2**

### ***Open and Airy Vase***

**Monday 6:30–9:30PM**

**Jackson Course # 8354**

**\$45 3 hours Class runs May 7**

## DIGITAL PHOTOGRAPHY - Intermediate

This course is for those who have taken the Basic Digital Photography course or who have some experience with these cameras. The focus of instruction will be on using flash, shooting close-up photography, travel photography, shooting people and even how to build a studio from scratch. In addition other topics will include information for landscape and wedding photographers. This class will help your photos look more professional, no matter what you're shooting.

**Tuesday 6:30-9:30PM**

**Brick Course # 2311**

**\$235 36 hours Class starts January 31**

## ELECTRICAL LICENSE PREP

This course is designed to review and prepare the student in the three areas of study essential to becoming a licensed electrical contractor in the state of New Jersey. The three areas of concentration are:

1. The 2011 NEC Code Book
2. Contractor Law
3. Fire Code Regulations

*Students must provide their own 2011 NEC Code Book for the first night of class.*

***Prerequisite - Five years experience in the trade.***

**Wednesday 6:30-9:30PM**

**Toms River Course # 7050**

**\$385 30 hours Class starts February 1**

OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL



**Competition  
and Demonstrations**

**SATURDAY FEBRUARY 4  
9:00AM - 1:00PM**

*SkillsUSA is a national organization which provides quality education experiences for students in leadership, teamwork, citizenship and character development.*

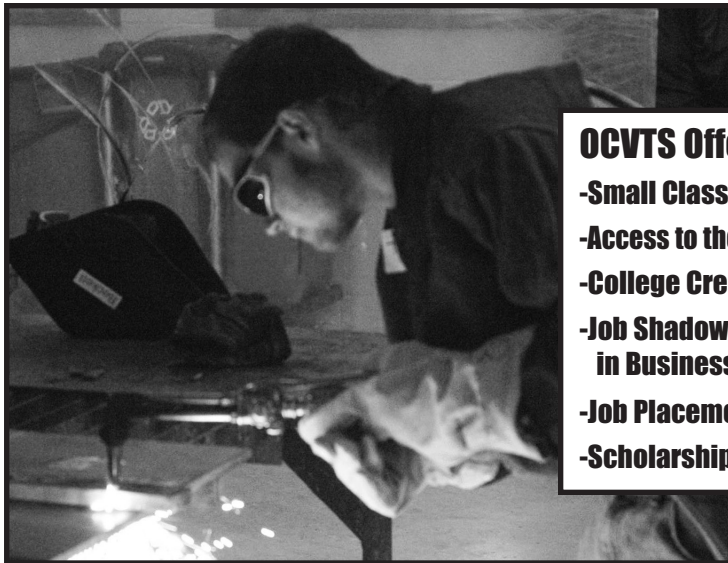
**Job demonstrations, business and program displays will be presented during this Open House event.**



**OPEN HOUSE**

**THURSDAY FEBRUARY 9  
7:00PM - 8:30PM**

**Tour Our State-of-the-Art Facilities    Talk With Faculty Members  
Observe Student Demonstrations**



**OCVTS Offers:**

- Small Class Sizes
- Access to the Latest Technology
- College Credits Available
- Job Shadowing Experiences in Business and Industry
- Job Placement Opportunities
- Scholarship Opportunities

**CALL 732.244.1122  
WWW.OCVTS.ORG**

**Brick    Jackson    Manahawkin    Toms River    Waretown    Lakehurst**

**ADULT EDUCATION REGISTRATION FORM - SPRING 2012**

Ocean County Vocational Technical School ATTN: Adult Education  
1299 Old Freehold Road, Toms River, NJ 08753-4298  
(732) 473-3100 ext. 1000 OR (609) 597-3275

***Please Print Clearly***

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_ Sex: Male \_\_\_ Female: \_\_\_

Course: \_\_\_\_\_

Course #: \_\_\_\_\_ Location: TR B J W L

Evening: M T W TH Semester: SPRING

Tuition Fee: \_\_\_\_\_

Course: \_\_\_\_\_

Course #: \_\_\_\_\_ Location: TR B J W L

Tuition Fee: \_\_\_\_\_

Evening: M T W TH Semester: SPRING

*A check, money order or credit card number for tuition fee must accompany this application in order to be registered. Make check payable to OCVTS. There will be no refund after the first night of class.*

**CIRCLE: VISA MASTER CARD AMERICAN EXPRESS**

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**ADULT EDUCATION REGISTRATION FORM - SPRING 2012**

Ocean County Vocational Technical School ATTN: Adult Education  
1299 Old Freehold Road, Toms River, NJ 08753-4298  
(732) 473-3100 ext. 1000 OR (609) 597-3275

***Please Print Clearly***

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_ Sex: Male \_\_\_ Female: \_\_\_

Course: \_\_\_\_\_

Course #: \_\_\_\_\_ Location: TR B J W L

Evening: M T W TH Semester: SPRING

Tuition Fee: \_\_\_\_\_

Course: \_\_\_\_\_

Course #: \_\_\_\_\_ Location: TR B J W L

Tuition Fee: \_\_\_\_\_

Evening: M T W TH Semester: SPRING

*A check, money order or credit card number for tuition fee must accompany this application in order to be registered. Make check payable to OCVTS. There will be no refund after the first night of class.*

**CIRCLE: VISA MASTER CARD AMERICAN EXPRESS**

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_



**OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL  
ADMISSIONS INFORMATION**

<b>Adult Education Office</b>	<b>.732.473.3100</b>	<b>x1000</b>
<b>High School Admissions</b>	<b>.732.473.3100</b>	<b>x3122</b>
<b>After High School Admissions</b>	<b>.732.473.3100</b>	<b>x3144</b>
<b>Academy Admissions</b>	<b>.732.473.3100</b>	<b>x3065</b>
<b>Special Population Admissions</b>	<b>.732.473.3100</b>	<b>x3241</b>
<b>Practical Nursing Admissions</b>	<b>.732.473.3100</b>	<b>x3145</b>
<b>Cosmetology</b>	<b>.732.473.3100</b>	<b>x3128</b>
<b>Financial Aid</b>	<b>.732.473.3100</b>	<b>x3139</b>

**FOR INFORMATION ON ALL  
OF THE PROGRAMS AND  
SERVICES OFFERED AT  
OCEAN COUNTY VOCATIONAL  
TECHNICAL SCHOOL GO TO  
[WWW.OCVTS.ORG](http://WWW.OCVTS.ORG)**

**Mission Statement**

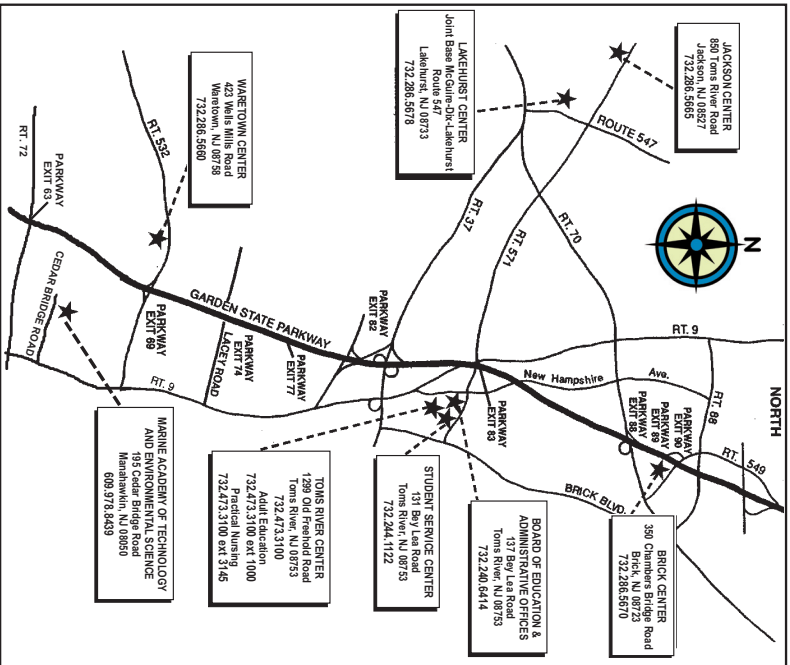
The mission of the Ocean County Vocational Technical School system is to prepare students for job placement or further education leading to successful employment.

We develop partnerships with affiliated schools, parents, business, industry and community agencies to create and deliver opportunities for students to participate in quality occupational programs and support services. These programs and services are designed to meet the needs of high school students and adult learners, as well as the requirements of employers, colleges, technical schools and the community. All students will achieve the New Jersey Core Curriculum Content Standards at all grade levels. Our most important products are our quality graduates and our most important service is to provide them with skills for a lifetime.

We measure our success by: enrollment in our programs; student attainment of marketable occupational skills; graduates capable and desirous of life-long learning; employer and graduate satisfaction; cost effectiveness of our total system; achievement of our graduates and organizational and individual recognition and awards received.



**OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL**  
**CAMPUS LOCATIONS**  
 WWW.OCVTS.ORG



**Ocean County Vocational Technical School**  
**1299 Old Freehold Road**  
**Toms River, NJ 08753-4298**

**NON-PROFIT**  
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**OCVTS**  
 Permit No. 43  
 Toms River NJ 08753

**OCEAN COUNTY VOCATIONAL TECHNICAL SCHOOL**  
**ADULT EDUCATION**  
**FOR INFORMATION CALL 732.473.3100 EXT 1000 OR 609.597.3275**



The Carl D. Perkins Vocational  
 Technical Education Act provides  
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