BUSINESS AND TECHNOLOGY COURSES

PMP Exam Prep (CEBM-721)
This course provides students with the skills to improve efficiency in the workplace and expand their knowledge of the project management process, whether they are new to the field or a seasoned project manager. This eight-week, online program prepares students to sit for the Project Management Institute's (PMI) Project Management Professional (PMP) Certification exam.

Google IT Support (CECI-727)
This course offers comprehensive training in foundational IT skills such as troubleshooting, customer service, networking, operating systems, system administration, and security. Designed for beginners, it includes interactive labs and hands-on activities to build practical experience. This program prepares learners for entry-level IT support roles, with a focus on developing problem-solving
and critical thinking skills necessary for a career in IT support. Upon completion of this certificate training, students will earn an IT Support Professional Certification issued by Google, up to 12 college credits in Computer Science at Ocean County College, and be eligible to take the Comp TIA A+ exam.

Google IT Automation with Python (CECI-733)
This course is the follow-up to Google IT Support and is designed to equip learners with essential programming skills. It covers Python programming, Git, and IT automation, enabling students to automate common system administration tasks. Through hands-on projects, participants gain practical experience in debugging, managing configuration, and using APIs. The course is ideal for those pursuing IT roles, offering a valuable Google career certificate upon completion.

Google UX Design (CECI-272)
This course covers the end-to-end UX design process, including user research, wireframing, prototyping, and usability testing. It emphasizes a user-centered approach and design thinking methodology. Through hands-on projects and a comprehensive curriculum, learners create a professional portfolio showcasing their skills. No prior experience is required, making this course ideal for beginners aspiring to enter the field of UX design.

Google Cybersecurity (CECI-845)
This course provides foundational knowledge and practical skills to protect digital information and systems. Participants will explore cybersecurity principles, threat analysis, risk management, and security measures. Suitable for beginners and professionals, the course covers network security, encryption, ethical hacking, and the use of cybersecurity tools. It prepares learners for industry certifications and equips them to safeguard against cyber threats effectively.

Google Digital Marketing & E-commerce (CECI-731)
This course offers a comprehensive overview of digital marketing strategies and e-commerce essentials. Topics include search engine optimization (SEO), search engine marketing (SEM), email marketing, social media marketing, and web analytics. Learners gain practical skills to design, implement, and measure marketing campaigns, with hands-on projects to build a professional portfolio. This course prepares individuals for roles in digital marketing and e-commerce management.

Google Project Management (CECI-844)

The Google Project Management Professional Certificate course equips learners with essential project management skills, including project planning, risk management, Agile methodologies, and effective communication with stakeholders. Through practical exercises and real-world scenarios, participants develop the ability to manage projects from initiation to completion. This program is designed for beginners and prepares them for entry-level project management roles, culminating in a professional certificate.

Google Data Analytics (CEBM-660)
This course teaches data analysis skills, including data cleaning, visualization, and analysis using tools like Excel, SQL, and R programming. Learners complete hands-on projects to build a portfolio, applying their skills to real-world scenarios. The course covers the entire data analysis process, from data collection to presenting insights, preparing participants for roles in data analysis and equipping them with a professional certificate.

Microsoft Excel I – Basic (CECI-828)
Introduction to Spreadsheets introduces students to Microsoft Excel basics including: Excel menu system, toolbars and task panes; creating spreadsheets; formulas; functions; formatting; graphics and text. Perform basic/introductory level Excel skills such as modifying an existing worksheet, building worksheets, and copying and moving cells.

Microsoft Excel II – Intermediate (CECI-829)
Reinforces the elements introduced in Excel 1 and expands upon that base to include: adding pictures and links; using and managing multiple worksheets and workbooks; using special number formats; using charts, formulas, and functions; using styles and themes to format worksheets; outlining and consolidating data; creating headers.

Microsoft Excel III – Advanced (CECI-830)
Advanced Excel reinforces the elements introduced in Excel II and expands upon that base to include the addition of charts, formulas, functions, macros, pivot tables.

Microsoft Word I – Basic (CECI-636)
This eight-hour introductory course, students will learn how to create and manage professional-quality Word documents with ease. Students will learn about different document types, how to use templates, create lists, tables, add borders, formatting, spellcheck, readability and much more.

Microsoft Word II – Intermediate (CECI-637)
This class will build on the basic operations of Microsoft Word and introduce participants to additional operations, such as advance formatting of text, tables and charts, styles, and producing reports.

Microsoft PowerPoint I – Basic (CECI-584)
Students will learn to engage audiences by supporting their material with PowerPoint Presentation slides. Topics covered in this course include the basic features and functions of Microsoft PowerPoint, formatting text, drawing objects, running presentations and more.

Microsoft PowerPoint II – Intermediate (CECI-585)
In this course, students will master the basic features and functions of Microsoft PowerPoint and learn additional skills such as advanced text editing, adding and creating graphics, modifying objects and animating presentations, utilizing the slide master, recording voice overs, and more.