

# Short-Term Vocational

## Noncredit Short-Term Vocational Instruction



The goal of adult education in California is to provide citizens of every age and educational level the opportunity to develop civic responsibility, a realization of the human potential, effective human relationships, and economic self-sufficiency. This broad goal forms the basis for the courses and programs MiraCosta College offers in each of the authorized categories of tuition-free noncredit instruction, including Short-Term Vocational.

Noncredit Short-Term Vocational instruction includes business office computer applications and automotive technology courses that prepare students for entry-level employment. Specific information is available on the Short-Term Vocational webpage.

### Contact Information

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<https://www.miracosta.edu/academics/continuing-education/short-term-vocational/index.html>

**Department:** Short-Term Vocational  
**Office:** Community Learning Center, 1831 Mission Avenue, Oceanside, CA 92058, 760.795.8710

### Certificate

#### Certificate of Completion

##### Computer Applications - Microsoft Word

This certificate demonstrates that students have successfully completed beginning and intermediate courses in Microsoft Word that prepares them for employment.

##### Program Student Learning Outcome Statement

- ▶ Upon completion of this program, students will demonstrate intermediate use of Microsoft Word including word processing shortcuts, document formatting, templates, tables, mail merge, and the ability to import information from other applications.

Required courses:

NCVOC 31	Beginning Microsoft Word
NCVOC 32	Intermediate Microsoft Word

Total Courses Required:

2

#### Certificate of Completion

##### Computer Applications - Microsoft Excel

This certificate demonstrates that students have successfully completed Beginning and Intermediate Microsoft Excel courses that prepare them for employment.

##### Program Student Learning Outcome Statement

- ▶ Upon completion of this program, students will demonstrate intermediate use of Microsoft Excel including Excel shortcuts, creating and formatting spreadsheets, using formulas and functions to calculate data, selecting appropriate chart types to convey data, and managing large and multifaceted workbooks utilizing filters, what-if scenarios and sorting.

Required courses:

NCVOC 39	Beginning Microsoft Excel
NCVOC 40	Intermediate Microsoft Excel

Total Courses Required

2

### Short-Term Vocational Courses

#### NCBOT 10: Beginning Keyboarding

Prerequisites: None

Lecture 1 hour.

Course Typically Offered: Fall, Spring, and Summer

This beginning keyboarding course focuses on correct finger placement and technique. Students use a guided online software program to learn proper typing posture and finger placement, to practice the alphabetic keyboard, and to accomplish a speed of approximately 25 wpm. Offered pass/no pass only.

#### NCBOT 11: Advanced Keyboarding

Prerequisites: None

Lecture 1 hour.

Course Typically Offered: Fall, Spring, and Summer

This advanced keyboarding course focuses on increasing speed and accuracy for students who know the alphabetic keyboard. Students use a guided software program to plan a strategy for skillbuilding drills and techniques. Offered pass/no pass only.

#### NCBOT 12: Ten Key

Prerequisites: None

Lecture 1 hour.

Course Typically Offered: Fall, Spring, and Summer

This course teaches students how to use the numeric keypad for data entry. Students use a guided software program to build keyboarding proficiency. Offered pass/no pass only.

#### NCBOT 20: Word Processing

Prerequisites: None

Lecture 3 hours.

Course Typically Offered: Fall, Spring

In this course, students practice basic operations of a word processing application while creating business documents. Assignments include letters, memos, reports, tables, announcements, newsletters, mail merge, graphics, electronic messaging, Internet research, and projects designed to provide workplace simulation experiences.

## Short-Term Vocational

### **NCBOT 25: Basic Office Skills**

Prerequisites: None

Lecture 1 hour.

Course Typically Offered: Fall, Spring, and Summer

This course emphasizes the practical skills needed for working in a modern business office. Students learn office support, communication, and problem-solving skills, including how to manage files, records, and financial accounts, process business documents, and communicate effectively with clients, customers, and coworkers.

### **NCBOT 30: Office Systems and Procedures**

Prerequisites: None

Lecture 3 hours.

Course Typically Offered: Fall, Spring

This course provides the administrative skills and knowledge needed to be successful in the twenty-first century workplace environment of changing technology and procedures. Students learn about the culture and structure of business organizations, business-office communication, professional development, records management, and how to prepare financial, meeting, travel, and training materials and documentation.

### **NCBOT 35: Management Office Skills**

Prerequisites: None

Lecture 1 hour.

Course Typically Offered: Fall, Spring

This course presents information and applications for those seeking management office skills. Workplace applications and assignments present scenarios and case studies that emphasize supervisory office skills, such as communication, leadership, teamwork, evaluation, conflict resolution, training, decision making, and scheduling.

### **NCNUR 50: Introduction to Healthcare and Careers**

Prerequisites: None

Lecture 5 hours.

Course Typically Offered: Fall, Spring, and Summer

This course offers an overview of the healthcare industry, career opportunities, and the fundamental knowledge required of healthcare professions. Topics include strategies for academic and professional success, business and financial aspects of healthcare, workplace communication, and legal, ethical, and safety issues in healthcare. This course provides content related to medical terminology, diseases, math and computer basics, and employment readiness.

### **NCVOC 31: Beginning Microsoft Word**

Prerequisites: None

Lecture 1.50 hours.

Course Typically Offered: Fall, Spring, and Summer

This course introduces students to word processing using basic formatting tools and features of Microsoft Word to create various business and personal documents such as letters, reports, and flyers. This course is one of two that leads to a Certificate of Completion in Computer Applications - Microsoft Word.

### **NCVOC 32: Intermediate Microsoft Word**

Prerequisites: None

Lecture 1.50 hours.

Course Typically Offered: Fall, Spring, and Summer

This course is a continuation of the skills taught in Beginning Microsoft Word. Students explore the many shortcuts and document formatting tools of Microsoft Word including mail merge, templates, advanced tables, and importing information from other applications. This course is the second in a series that leads to a Certificate of Completion in Computer Applications - Microsoft Word.

### **NCVOC 35: Internet**

Prerequisites: None

Lecture 1.50 hours.

Course Typically Offered: Fall, Spring, and Summer

This course introduces students to Internet usage skills, safety, and privacy considerations. Students learn to access webpages, search for information, bookmark favorite locations, set up/manage an email account and homepage, and develop an awareness of online etiquette, ethics, and cautionary issues within the Internet environment.

### **NCVOC 37: Microsoft Powerpoint**

Prerequisites: None

Lecture 1.50 hours.

Course Typically Offered: Fall, Spring, and Summer

This course introduces students to PowerPoint. Students develop an understanding of how to create an effective PowerPoint presentation. The course emphasizes developing a presentation that includes title slide, table of contents, sound, animation, graphics, and transitions. Previous experience using computers is recommended.

### **NCVOC 38: Computer Basics/Keyboarding**

Prerequisites: None

Lecture 1.50 hours.

Course Typically Offered: Fall, Spring, and Summer

This course introduces students to the Windows environment as well as to computer terminology, hardware, and software. Students develop skills in creating and saving files; learn basic Internet definitions, and navigate using several web browsers. Students also learn fundamental keyboarding skills. No previous computer skills are required.

### **NCVOC 39: Beginning Microsoft Excel**

Prerequisites: None

Lecture 1.50 hours.

Course Typically Offered: Fall, Spring, and Summer

This course introduces students to Microsoft Excel and the ability to create, format, and use formulas and chart tools to create professional business worksheets and reports that can be updated efficiently. This course is one of two that leads to a Certificate of Completion in Computer Applications - Microsoft Excel.

**NCVOC 40: Intermediate Microsoft Excel**

Prerequisites: None

Lecture 1.50 hours.

Course Typically Offered: To be arranged

This course is a continuation of the skills taught in Beginning Microsoft Excel and is intended for students to further their knowledge in Microsoft Excel, the industry standard. This comprehensive course includes more advanced features of Excel, such as pivot tables, what-if analysis, three-dimensional worksheets, goal seek, and collaborative tools. This course is the second of two that leads to a Certificate of Completion in Microsoft Excel. Previous experience using Microsoft Excel or completion of Beginning Microsoft Excel is recommended.

**NCVOC 42: Introduction to Architecture**

Prerequisites: None

Lecture 1 hour, laboratory 2 hours.

Course Typically Offered: To be arranged

This course provides students with an introduction to the field of architecture. Students learn about the courses, certifications, and programs in architecture at MiraCosta College as they are introduced to career pathways in the field. This noncredit course allows students to learn about options and pathways before embarking on a credit course of study.

**NCVOC 50: Basic Auto Tune-Up**

Prerequisites: None

Lecture 3 hours.

Course Typically Offered: Fall, Spring

This course covers the basic theory and operation of the internal combustion engine, including carburation, fuel injection, and ignition systems. It also introduces students to the fundamentals of emissions and emission controls as well as minor diagnoses and repair. The course emphasizes safety and the proper use of automotive testing equipment and hand tools and includes the inspection, maintenance, and minor servicing of the brake system and tires. At the end of this course, students will be able to perform an oil change, tune-up, and basic service on their own vehicles.

**NCWFP 11: Applied Computer Skills**

Prerequisites: None

Lecture 3 hours.

Course Typically Offered: To be arranged

In this course, students develop essential computer and information technology skills for workplace and educational success. Students develop skills in using word processing software; access, evaluate, and utilize information resources using the Internet and Web browsers; and get experience with a learning management system. Previous experience using computers, or completion of NCVOC 38 Computer Basics/Keyboarding class, is recommended.

**Workforce Preparation Courses****NCVOC 43: Introduction to Career Education**

Prerequisites: None

Lecture 3 hours.

Course Typically Offered: To be arranged

This noncredit course provides students with an overview of pathways to high demand, high wage careers. Students explore career education courses, certificates, and degree programs at MiraCosta College that will enhance their career opportunities and/or transfer to four-year college and university programs in their career pathways.

**NCWFP 21: Employability Skills**

Prerequisites: None

Lecture 6 hours.

Course Typically Offered: Fall, Spring

This course provides students with fundamental job exploration and workplace readiness skills. It covers topics related to personal career profile, preferred occupations, the job search process, professional image, accommodation needs, transportation, local support agencies, and workplace communication and behavioral norms.

**NCWFP 70: Job Readiness for Workplace Success**

Prerequisites: None

Lecture 3 hours.

Course Typically Offered: Fall, Spring, and Summer

This course is designed for students who are entering or re-entering the workforce, who need workforce-related professional development, or who have an interest in maintaining meaningful employment. The course emphasizes workplace diversity and essential skills for searching and finding a new job or for keeping and succeeding in a current job.