

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

Chair: Erica Duran

Dean: John Makevich

<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

Affordable Housing Management

This certificate program is designed to empower, educate, and deliver the necessary tools and skills needed to be successful within the property management industry with a specific emphasis on affordable housing community management. The program's curriculum is the result of a collaboration between MiraCosta College's Short Term Vocational Program and the San Diego Housing Federation (SDHF), our region's strongest advocate for more affordable housing. The SDHF was formed as a 501(c)3 charitable non-profit with the goal of strengthening the non-profit affordable housing development industry in San Diego County through education, outreach, and support of important programs and legislation.

The program consists of two short-term courses. Students begin with an introductory course that covers the essential duties of a manager for a multi-family residential community. Students collaborate with industry mentors who provide guidance in areas such as career path counseling, interview skills, and resume writing skills.

Students who complete the program are well-prepared to emerge within the property management industry and bring their life experiences to impact not only the industry, but also the residents in affordable housing communities.

Program Student Learning Outcome Statement

- ▶ Upon completion of this program, students will be prepared to enter the workforce as a property manager in affordable housing.

Required courses:

NCAHM 50	Introduction to Affordable Housing Management
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NCAHM 51	Emerging Leaders in Affordable Housing Management
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Total Courses Required: 2

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
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NCVOC 32	Intermediate Microsoft Word
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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
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NCVOC 40	Intermediate Microsoft Excel
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Total Courses Required: 2

Certificate of Completion

Google Apps

This certificate demonstrates that students have successfully completed beginning and intermediate courses in Google Apps that prepare them for usage of the apps in academic work and employment.

Program Student Learning Outcome Statement

- ▶ Upon completion of this program, students will be able to demonstrate intermediate use of Google Apps for academic and workplace tasks.

Required courses:

NCVOC 33	Basic Google Apps
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NCVOC 34	Intermediate Google Apps
Total Courses Required:	2

Certificate of Completion

Horticulture Basics

This short-term (two course) career education horticulture program exposes students to careers and the basic skills needed to gain entry-level horticultural employment, such as in nursery, garden center, landscape maintenance, or agricultural settings. The program also aids students in preparing for college-level (credit) courses in horticulture.

Program Student Learning Outcome Statement

- ▶ Upon completion of this program, students will demonstrate knowledge of basic terms, procedures, safety, and maintenance practices for a home and/or professional garden.

Required courses:	
NCHORT 5	Garden Planting and Maintenance
NCHORT 10	Introduction to Sustainable Horticulture
Total Courses Required:	2

Certificate of Completion

Office Clerk

Students learn essential technology, office, and soft skills necessary for an entry-level position as an office clerk.

Program Student Learning Outcome Statement

- ▶ Upon completion of this program, students will be able to demonstrate the skills needed to enter the workforce as entry-level office clerks.

Required courses:	
NCVOC 31	Beginning Microsoft Word
NCVOC 39	Beginning Microsoft Excel
NCWFP 11	Applied Computer Skills
NCBOT 20	Word Processing
NCBOT 30	Office Skills and Procedures
Total Courses Required:	5

Certificate of Completion

Teacher's Aide Training

This short-term (two course minimum) career education certificate exposes students to the basic skills needed to gain entry-level employment as a classroom or academic instructional aide/paraprofessional. The certificate may also assist students in preparing for college-level (credit) courses in child development, education, and/or special education.

Program Student Learning Outcome Statement

- ▶ Upon completion of this program, students will be able to demonstrate knowledge of basic terms, procedures, and technologies used by an instructional aide in an academic environment.

Students must take at least two courses from the following list:

NCWFP 40	Teacher's Aide Training - The Basics
NCWFP 41	Teacher's Aide Training - Educational Technologies
NCWFP 42	Teacher's Aide Training - Special Education

Total Courses Required: 2

Short-Term Vocational Courses

NCAHM 50: Introduction to Affordable Housing Management

Prerequisites: None

Lecture 1.50 hours.

Course Typically Offered: Fall, Spring

This course introduces students to property management and leadership with an emphasis on affordable housing and multi-family properties. Students learn about the laws and regulations that govern affordable housing to prepare them for the day-to-day duties of a property manager. They also complete a combination of coursework and activities modeling real-world scenarios. In partnership with current and former industry professionals serving as volunteer mentors, students begin building practical skills necessary to successfully manage a multi-family property.

NCAHM 51: Emerging Leaders in Affordable Housing Management

Prerequisites: NCAHM 50

Lecture 1.50 hours.

Course Typically Offered: Fall, Spring, and Summer

This course expands on the skills learned in Introduction to Affordable Housing Management. It prepares students to complete financial reports and documents common for property managers, develop effective relationships with various stakeholders, and demonstrate advanced leadership and problem-solving strategies through an active mentorship with an industry professional.

NCBOT 10: Keyboarding Skills

Prerequisites: None

Lecture 1 hour.

Course Typically Offered: Fall, Spring, and Summer

This keyboarding course focuses on correct finger placement and technique, using the numeric keypad for data entry, and increasing speed and accuracy. Students use a guided online software program to learn proper typing posture, to practice the alphabetic and numeric keypads, and to build keyboarding proficiency, accomplishing a speed of approximately 30 words per minute with fewer than five errors.

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.

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 Skills and Procedures

Prerequisites: None

Advisory: NCBOT 10

Lecture 3 hours.

Course Typically Offered: Fall, Spring

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. Students also learn how to plan and coordinate business travel arrangements.

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.

NCHORT 5: Garden Planting and Maintenance

Prerequisites: None

Lecture 3 hours.

Course Typically Offered: Fall, Spring, and Summer

This noncredit horticulture course provides students with lessons and activities in basic skills and safety procedures used in lawn maintenance, tree and shrub pruning, basic irrigation repair, and weed control strategies. Students also examine examples of well-planned gardens, recognize and implement a simple garden plan, maintain garden areas, and participate in the propagation of garden plants to fulfill landscape and garden goals.

NCHORT 10: Introduction to Sustainable Horticulture

Prerequisites: None

Lecture 1 hour, laboratory 3 hours.

Course Typically Offered: Fall, Spring, and Summer

This course introduces sustainable horticulture principles and practices in gardening, landscaping, nursery management, and floriculture. Topics include basic botany, cultural practices, propagation, structures and layout, pest management, planting, container gardening and houseplants, floral design, plant identification, and career opportunities. Students are required to participate in field labs and field trips.

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.

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NCVOC 33: Basic Google Apps

Prerequisites: None

Advisory: NCVOC 38 and/or NCESL 82. Students should have basic computer skills to be successful in the class.

Lecture 1.50 hours.

Course Typically Offered: Fall, Spring, and Summer

This course offers an introduction to the basic features of three Google apps: Gmail, Docs, and Slides. Students practice creating documents and presentations that mirror academic and workplace tasks in three of the most commonly used Google apps.

NCVOC 34: Intermediate Google Apps

Prerequisites: None

Advisory: NCVOC 38 and/or NCESL 82. Students should have basic computer skills to be successful in the class.

Lecture 1.50 hours.

Course Typically Offered: Fall, Spring, and Summer

This course offers an introduction to the basic features of three Google apps: Google Sheets, Google Forms, and Google Calendar. Students practice creating spreadsheets and surveys that mirror academic and workplace tasks in these three commonly used Google apps.

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 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.

NCVOC 50: Basic Auto Maintenance

Prerequisites: None

Lecture 3 hours.

Course Typically Offered: Fall, Spring

This course covers the basic theory and operation of the internal combustion engine, including fuel, cooling, and ignition systems. It also introduces students to the fundamentals of tailpipe emissions and emission controls. At the end of this course, students will have the knowledge to perform a vehicle inspection and basic service on their own vehicles including tires, batteries, brakes, and fluid services.

Workforce Preparation Courses

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.

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 40: Teacher's Aide Training - The Basics

Prerequisites: None

Lecture 1.50 hours.

Course Typically Offered: Fall, Spring, and Summer

This course is one of three teacher's aide training courses designed to provide job seekers and/or current professionals with a well-rounded education on the duties of today's instructional aide/paraprofessional. Students use this course to learn, retrain, or improve their knowledge of the basics skills needed to support a lead teacher in a K-12 and/or adult education environment. Students also take this course to improve their resumes and/or as pathway to courses and programs in the areas of child development, education, and/or special education.

NCWFP 41: Teacher's Aide Training - Educational Technologies

Prerequisites: None

Lecture 1.50 hours.

Course Typically Offered: Fall, Spring, and Summer

This course is one of three teacher's aide training courses designed to provide job seekers and/or current professionals with a well-rounded education on the duties of today's instructional aide/paraprofessional. The course focuses specifically on the roles and responsibilities of an instructional aide supporting students using a variety of educational technologies. Students may also take this course to improve their resumes and/or as a pathway to courses and programs in the areas of child development, education, and/or special education.

NCWFP 42: Teacher's Aide Training - Special Education

Prerequisites: None

Lecture 1.50 hours.

Course Typically Offered: Fall, Spring, and Summer

This course is one of three teacher's aide Training courses designed to provide job seekers and/or current professionals with a well-rounded education on the duties of today's instructional aide/paraprofessional. The course focuses specifically on the roles and responsibilities of an instructional aide supporting students with special education needs in both general education (inclusive) and special education classroom environments.