Short-Term Vocational

Noncredit Career Preparation

MiraCosta College provides a robust offering of free workforce preparation (NCWFP) and short-term vocational (NCVOC) classes and Certificates of Completion to prepare students for entry-level employment and advancement in their current careers.

Courses include Business Office Technology (NCBOT), Affordable Housing Management (NCAHM), Teacher's Aide Training, Office Clerk prep courses, Word, Excel, Google Apps, Basic Automotive Maintenance, and more. For working adults and those with changing schedules, we offer courses on Saturdays, evenings, online, and in person to provide maximum flexibility.

Contact Information

Chair: Erica Duran
Dean: John Makevich
https://www.miracosta.edu/academics/continuing-education/college-and-career-prep/index.html (https://www.miracosta.edu/academics/continuing-education/college-and-career-prep/)

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

Certificates

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

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	24-27
NCAHM 51	Emerging Leaders in Affordable Housing Management	24-27
Total Hours		**48-54**

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

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	24-27
NCVOC 32	Intermediate Microsoft Word	24-27
Total Hours		**48-54**

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

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	24-27
NCVOC 40	Intermediate Microsoft Excel	24-27
Total Hours		**48-54**

Certificate of Completion

Employment Success Skills

This certificate provides students with essential soft skills to improve their employability and expand their professional knowledge. Students learn the importance of foundational skills, such as collaboration with colleagues, time management for work tasks, effective communication strategies, and the value of a diverse workplace. Participants engage in role-playing activities, workplace simulations, and student-centered activities.

Program Student Learning Outcome

Upon completion of this program, students will be able to demonstrate knowledge of effective workplace communication techniques.

Required courses:		
NCWFP 22	Communication in the Workplace	16-18
NCWFP 23	Social and Diversity Awareness in the Workplace	24-27
NCWFP 24	Time Management and Goal Setting	16-18
NCWFP 25	Teamwork and Collaboration	16-18
Total Hours		**72-81**

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

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	24-27
NCVOC 34	Intermediate Google Apps	24-27
Total Hours		**48-54**

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

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	24-27
NCVOC 39	Beginning Microsoft Excel	24-27
NCWFP 11	Applied Computer Skills	48-54
NCBOT 20	Specialized Documents for Business	48-54
NCBOT 30	Office Skills and Procedures	48-54
Total Hours		**192-216**

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

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.

Required courses:		
Students must take at least two courses from the following list:		
NCWFP 40	Teacher's Aide Training - The Basics	24-27
NCWFP 41	Teacher's Aide Training - Educational Technologies	24-27
NCWFP 42	Teacher's Aide Training - Special Education	24-27
Total Hours		48-54

Noncredit Short Term Vocational Education 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 20: Specialized Documents for Business
Prerequisites: None
Advisory: NCBOT 10, NCVOC 31, or have a current typing speed of at least 25 wpm.
Lecture 3 hours.
Course Typically Offered: Fall, Spring, and Summer

Students apply best practices of a word processing application while composing, reviewing, and formatting a variety of documents used in business settings. They complete various types of correspondence, reports, tables, proposals, legal templates, newsletters, mail merge, and electronic messaging. This course is designed to provide workplace simulations using proper business document communication, design, and formatting.

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.

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.

NCNUR 185: Nursing Skills/Simulation Laboratory I
Prerequisites: Students must be accepted for re-entry into the ADN, LVN, or LVN-RN programs.
Enrollment Limitation: Concurrently enrolled in NURS 170, NURS 171, NURS 180, NURS 181, or NURS 280 if prerequisite not met.
Laboratory 3 hours.
Course Typically Offered: Fall, Spring, and Summer

This course provides students with the opportunity to apply related theoretical concepts with supervised practice of fundamental patient care skills and procedures that are presented in beginning nursing courses. Topics include the nursing process, patient assessment, fundamental nursing skills, and medication administration. This course is intended for beginning nursing students in the Associate Degree Nursing (ADN) Program, Licensed Vocational Nursing Program (LVN), and LVN-RN Nursing Program. This course is also open to accepted re-entry students who need to remediate skills prior to returning to the nursing program.

NCNUR 186: Nursing Skills/Simulation Laboratory II
Prerequisites: None
Corequisite: NURS 182 or NURS 183.
Laboratory 3 hours.
Course Typically Offered: Fall, Spring

This course provides students with the opportunity to apply related theoretical concepts with supervised practice of patient care skills and procedures related to specialty patient populations. Topics include the nursing process, patient assessment, intermediate nursing skills, and medication administration. This course is intended for nursing students in the Associate Degree Nursing (ADN) and LVN-RN nursing programs.

NCNUR 285: Nursing Skills/Simulation Laboratory III
Prerequisites: None
Corequisite: NURS 281 or NURS 282.
Laboratory 3 hours.
Course Typically Offered: Fall, Spring

This course provides students with the opportunity to apply related theoretical concepts with supervised practice of patient care skills and procedures for patients across the lifespan. Topics include the nursing process, patient assessment, advanced nursing skills, and medication administration. This course is intended for nursing students in the Associate Degree Nursing (ADN) and LVN-RN nursing programs.

NCNUR 286: Nursing Skills/Simulation Laboratory IV
Prerequisites: None
Corequisite: NURS 283.
Laboratory 3 hours.
Course Typically Offered: Fall, Spring

This course provides students with the opportunity to apply related theoretical concepts with supervised practice of patient care skills and procedures for critically ill patients. Topics include the nursing process, patient assessment, critical care nursing skills, and medication administration. This course is intended for nursing students in the Associate Degree Nursing (ADN) and LVN-RN Nursing Programs.

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 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 37: Microsoft Powerpoint
Prerequisites: None
Lecture 1.50 hours.
Course Typically Offered: Fall

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: Fall, Spring, and Summer

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 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.

Noncredit Workforce Preparation Courses

NCWFP 11: Applied Computer Skills
Prerequisites: None
Lecture 3 hours.
Course Typically Offered: Fall, Spring

In this course, students develop essential computer and information technology skills for workplace and educational success. Students develop skills in using word processing software and in integrating several Microsoft applications. Students access, evaluate, and utilize information resources using the Internet and web browsers, and they 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, and Summer

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 22: Communication in the Workplace
Prerequisites: None
Lecture 1 hour.
Course Typically Offered: Fall, Spring, and Summer

Students learn workplace communication fundamentals, including active listening, making positive first impressions, understanding body language, and communicating with different personality types.

NCWFP 23: Social and Diversity Awareness in the Workplace
Prerequisites: None
Lecture 1.50 hours.
Course Typically Offered: Fall, Spring, and Summer

Students develop an introductory understanding of the varying types of diversity in the workplace, including gender, sexual orientation, ethnicity, age, and disability. The course includes reflections on individual privilege and how that may exhibit itself in the workplace. It explores cultural, physical, and generational differences among employees, with an emphasis on their distinct advantages to the modern workplace.

NCWFP 24: Time Management and Goal Setting
Prerequisites: None
Lecture 1 hour.
Course Typically Offered: Fall, Spring, and Summer

Students gain practical skills in effectively managing their time on work-based projects and creating SMART goals with attainable outcomes.

NCWFP 25: Teamwork and Collaboration
Prerequisites: None
Lecture 1 hour.
Course Typically Offered: Fall, Spring, and Summer

Students learn how to work effectively, collaboratively, and efficiently with coworkers to accomplish workplace tasks.

NCWFP 30: Money Smart
Prerequisites: None
Lecture 2.50 hours.
Course Typically Offered: Fall, Spring

This noncredit course introduces students to essential financial literacy and personal banking skills. Topics covered include identifying and counting currency, developing budgets, banking services, making purchases, and consumer awareness. The course emphasizes practical money management strategies to promote independent living.

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.

NCWKEX 10: General Work Experience Education-Non Credit
Prerequisites: None
Laboratory 42 hours.
Course Typically Offered: Fall, Spring, and Summer

This course is intended for students who are employed in a job not directly related to their major or career area of interest. It allows such students the opportunity to explore various work environments and to undertake new responsibilities and learn new skills at work. Topics include goal-setting, employability skills development, and examination of the world of work as it relates to the student's career plans. Students must develop new learning objectives and/or work/intern at a new site upon each enrollment.