This program is designed to give students cutting-edge skills in the use of computer applications. Students prepare for one of the Computer Studies Department's majors, complete certificates of achievement and proficiency in order to enter the job market, and gain or upgrade computer applications skills for immediate employment needs.

For more information, go to miracosta.edu/computerapplications

MIRACOSTA COLLEGE
Computer Studies Department
miracosta.edu/computerstudies

Computer Applications Program
miracosta.edu/computerapplications

Steve Isachsen
Computer Studies Department Chair

- 760.757.2121, x6392
- sisachsen@miracosta.edu

MIRACOSTA COLLEGE

COMPUTER STUDIES

This brochure was funded by the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (16-C01-032) awarded to MiraCosta College and administered by the California Community College Chancellor's Office. The district, and each individual who represents the district, shall provide access to its services, classes, and programs without regard to age, ancestry, color, physical or mental disability, pregnancy, gender, gender identity, gender expression, marital status, medical condition, genetic information, national origin, parental status, race or ethnicity, religion, sexual orientation, military or veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

11/16 Revised

COMPUTER APPLICATIONS PROGRAM

MIRACOSTA COLLEGE

Shaping Minds for Success.

COMPUTER APPLICATIONS PROGRAM

MiraCosta College's Computer Applications Program offers a wide range of classes that meet days, evenings, weekends and online. All courses are designed to meet business and professional level certification computer competency standards and are taught using the latest industry standard software.

For current course offerings, go to **miracosta.edu/schedules**.

PREPARE FOR A GREAT CAREER!

According to the U.S. Department of Labor, information technology occupations are projected to be among the fastest growing through 2019. In this period, employment is expected to grow 38 percent, placing it among the top 10 industries with the largest predicted job growth. Those who want a competitive edge in the job market turn to MiraCosta College for its excellent computer applications training and certification programs.

"I had just moved to the area from Hawaii and started a new job. I realized I needed more computer experience. I enrolled in CSIT 110, a great course that really helped me with my career and with school. After I finished with CSIT 110, I enrolled in CSIT 115. Everything I learned in this class I use every day at my job. Now that I've finished, I feel I have an advantage in other classes. If I get an assignment, I know I can get it done quickly, confidently and professionally." **—Maile Soukup**

COMPUTER APPLICATIONS PROGRAM CERTIFICATES & ASSOCIATE IN ARTS DEGREES

For more information about each of the options below, please contact the Counseling Department at 760.795.6670 or consult the MiraCosta College catalog at **catalog.miracosta.edu/disciplines/computerstudiesandinformationtechnology**.

Certificates of Proficiency

Certificates of Proficiency are designed to be the first step in a career ladder. They are short-term certificates that introduce students to one aspect of a trade or occupation.

Computer Applications User	**9 units**
Computer Competencies for the Workplace	**14–15 units**
Emerging Technologies in Computer Studies	**9 units**

Certificates of Achievement

Certificates of Achievement are designed to prepare graduates for immediate employment in specific career areas.

Microsoft Certified Application Specialist for Business	**12 units**
Computer Applications Professional for Business	**28 units**
Certified Computer Desktop Support Specialist	**23 units**
Computer Studies	**23 units**
E-Commerce	**21–23 units**

Related Certificates

Project Management	**15 units**
Social Media for Business	**18 units**

Associate in Arts Degrees

Computer Applications Professional for Business

Computer Studies

COMPUTER APPLICATIONS PROGRAM PROFESSIONAL LEVEL CERTIFICATIONS

Microsoft Office Specialist Certifications

The MiraCosta College Microsoft Business Certification Testing Center offers Microsoft Office Specialist Exams for Microsoft Office 2013 and 2016. The individual and master professional certifications are available. In addition to validating your knowledge and proficiency, these industry recognized professional certifications give you a competitive edge in the job market.

Microsoft Office Specialist (MOS): 2013 and 2016

Microsoft Office Master: 2013 and 2016

Microsoft Office Specialist Authorized Testing Center

Find more information about the Microsoft Business Certification Testing Center at **miracosta.edu/mos**.

OPEN COMPUTER LABS

MiraCosta College offers open computer labs at both campuses in the Library and Information Hubs. The labs are open days, evenings and weekends. Students may use these labs to do their course work as well as ask questions from trained student workers.

"Perfect for anyone who wants to learn the latest computer applications skills and techniques with responsive, professional, and highly competent instruction." **—Jim McDaniel**