

- Demonstrate safe operation and maintenance of vessels.
- Demonstrate prevention and safety response in First Aid, Personal Survival and Social Responsibility at sea, as well as fire prevention and response.

CERTIFICATE OF ACHIEVEMENT

All of the required courses must be completed with a minimum of "C" grade to receive the certificate.

Required Courses

Course			Units
Maritime Industry	MARA	A151	(2)
Boat Handling and Seamanship	MARA	A152	(3)
Marine Basic Safety Training	MARA	A153	(4)
Yachtkeeping & Engine Maintenance	MARA	A154	(2)
Navigation for Deckhands	MARA	A155	(2)
Maritime Environment	MARA	A156	(2)

Subtotal: (15)

Select three (3) units from the following:

Any Marine Science			(1-3)
Any Foreign Language			(4-5)
Personal Financial Success	BUS	A120	(3)
Cooking Essentials	FN	A120	(1)
Personal Health	HLED	A100	(3)
Internship Academy	ITRN	A292	(1-4)
Personal Leadership	LEAD	A180	(3)
Introduction to Sailing	MARA	A147	(1)
Introduction to Keel Boats	MARA	A148	(1)
Introduction to Ocean Sailing	MARA	A149	(1)
Fitness Programs	PE	A107	(.5-3)
Strength and Conditioning	PE	A108	(.5-3)
Swimming	PE	A143	(.5-1.5)
Swimming for Fitness	PE	A146	(.5-2.5)

Subtotal: (3)

Total: (18)

Advanced Level:

Radar Observer MARA A157 (2)
 Students having completed prior course requirements and seeking advanced-level electives may take:

Marine Basic Safety Training and Radar Observer are U.S. Coast Guard approved courses. Students with satisfactory evaluation will be qualified for a Certificate of Completion for U.S. Coast Guard license or credential endorsement. The Basic Safety Training endorsement may be added to a U.S. Coast Guard Merchant Mariners Credential or Deck Officer License. The Radar Observer endorsement may be added to any U.S. Coast Guard Deck Officer License.

MARKETING

The Marketing certificate programs are designed to train those individuals whose career paths involve the creative techniques of both oral and written sales presentations, advertising, and marketing. Courses emphasize the tools used by marketers, the environmental forces affecting the marketing process, sales communication skills, the major components of modern advertising and promotion, marketing research, and advertising planning and strategy. All courses must be completed with a grade of "C" or better.

GENERAL MARKETING

CERTIFICATE OF ACHIEVEMENT

Program Outcomes

Upon successful completion of the Certificate of Achievement in General Marketing, graduates will be able to:

- Function effectively in a multitude of first-entry marketing positions using the skills, tools and principles they have acquired.
- Communicate effectively and persuasively in personal, organizational, and selling environments.
- Effectively apply and utilize their acquired knowledge of the principles of marketing to market and/or promote a business, product, or service.

CORE CURRICULUM

Required Courses

Course			Units
Intro to Business	BUS	A100	
(Or)			(3)
Honors Intro to Business	BUS	A100H	
Professional Communication	BUS/MGMT	A239	(3)
Intro to Marketing	MKTG	A100	(3)
Professional Selling	MKTG	A110	(3)
Principles of Advertising	MKTG	A130	(3)
International Marketing	MKTG	A150	(3)
Total:			18

Students must complete core curriculum plus nine (9) units from the following list of courses in specialized areas.

Course	Units		
Business Math	BUS	A125	(3)
Business English	BUS	A138	(3)
Public Relations	BUS	A185	(3)
Mass Communications	CMST	A180	(3)
Direct Mail & Marketing	MKTG	A142	(1.5)
Total:			(9)
Total:			(27)

CONTINUED NEXT PAGE

ASSOCIATE DEGREES

Complete the Certificate of Achievement and the Associate in Science Graduation Requirements as outlined in the Graduation Requirements section of the catalog.

INTERNATIONAL BUSINESS

CERTIFICATE OF ACHIEVEMENT

Program Outcomes

Upon successful completion of the Certificate of Achievement in International Business, graduates will be able to:

1. Function effectively in an entrepreneurial, managerial, or entry-level international business position using the skills, tools and principles they have acquired.
2. Effectively apply the international business principles they have learned to effectively facilitate international business transactions in a variety of settings.

Required Courses

Course			Units
Intro International Business	BUS	A118	(3)
Energy/Environment/Global Econ	BUS	A119	(3)
Introduction to Marketing	MKTG	A100	(3)
Professional Selling	MKTG	A110	(3)
International Marketing	MKTG	A150	(3)
Export/Import Procedures	MKTG	A152	(3)

Subtotal: **(18)**

Select three (3) units from the following:

Intro to Business	BUS	A100	(3)
(Or)			
Honors Intro to Business	BUS	A100H	(3)
International Business Law	BUS	A117	(3)
Business Math	BUS	A125	(3)
Professional Communication	BUS/MGMT	A239	(3)

Subtotal: **(3)**

Total: **(21)**

ASSOCIATE DEGREES

Complete the Certificate of Achievement and the Associate in Science Graduation Requirements as outlined in the Graduation Requirements section of the catalog.

MARKETING

A grade of "C" or better is required in all courses and all courses must be taken at Orange Coast College.

ENTRY LEVEL MARKETING

A grade of "C" or better is required in all courses and all courses must be taken at Orange Coast College.

CERTIFICATE OF SPECIALIZATION

Program Outcomes

Upon successfully completing the Certificate of Specialization in entry-level marketing, graduates will be able to:

1. Function effectively in entry-level marketing positions using the skills, principles, and tools they have acquired.
2. Effectively apply and utilize the marketing principles and techniques they have learned to market a business, product, or service.

Required Courses

Course			Units
Introduction to Marketing	MKTG	A100	(3)
Professional Selling	MKTG	A110	(3)
Principles of Advertising	MKTG	A130	(3)

Total: **(9)**

INTERNATIONAL BUSINESS

A grade of "C" or better is required in all courses and all courses must be taken at Orange Coast College.

Program Outcomes

Upon successfully completing the Certificate of Specialization in International Business, graduates will be able to:

1. Function effectively in entry-level international business positions using the skills, principles, and tools they have acquired.

Effectively apply and utilize the international business principles and techniques they have learned to market a business from an international perspective.

CERTIFICATE OF SPECIALIZATION

Program Outcomes

Upon successfully completing the Certificate of Specialization in International Business, graduates will be able to:

1. Function effectively in entry-level international business positions using the skills, principles, and tools they have acquired.
2. Effectively apply and utilize the international business principles and techniques they have learned to market a business from an international perspective.

Required Courses

Course			Units
Intro International Business	BUS	A118	(3)
Intro to Marketing	MKTG	A100	(3)
Professional Selling	MKTG	A110	(3)
International Marketing	MKTG	A150	(3)
Total:			(12)

MEDICAL ASSISTING CMA ELIGIBLE PROGRAM

The Medical Assisting program includes specific business and clinical courses that prepare students for employment as clinical and/or administrative assistants in medical offices, clinics, or in related medical and business fields. The coursework can be completed in three semesters, and includes on-the-job experience in a medical office or ambulatory care center.

The Orange Coast College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Such accreditation permits graduates of this program to take the National Certified Medical Assistant examination immediately upon graduation.

The medical assisting profession is highly diversified, and the work is challenging and personally rewarding. Employment opportunities are excellent in the expanding health care field.

Program Outcome

The graduates of the program will be prepared for entry-level employment as a professional and competent Medical Assistant to meet the needs of the local health care community.

CERTIFICATE OF ACHIEVEMENT

Prerequisite Courses

Course			Units
Introduction to Anatomy & Physiology*	BIOL	A221	(4)
Allied Health*	ALH	A010	(.5)
Medical Terminology	ALH	A111	(3)
FALL			
Patient Care	ALH	A115	(2.5)
Medical Assisting Core	MA	A150	(3)
Admin Medical Asstg I	MA	A175	(3)
Clinical Medical Asstg I	MA	A181	(5)
SPRING			
Human Disease	ALH	A120	(2)
Admin Medical Asstg II	MA	A205	(5)
Medical Asstg Clinical Experience	MA	A281	(3)
Clinical Med Asstg II Spec Proced	MA	A289	(1.5)
Total:			(32.5)

Suggested electives:

Applied Pharmacology	ALH	A130	(2)
Business English	BUS	A138	(3)
Ethics	PHIL/RLST	A120	(3)

NOTE: Students are required to obtain a grade of "C" or better in all required courses.

ASSOCIATE DEGREE

Complete the Certificate of Achievement and Associate in Science Graduation Requirements as outlined in the Graduation Requirements section of the catalog.

MENTAL HEALTH WORKER

Associate in Science Degree

The Mental Health Worker program at Orange Coast College is a Career and Technical Education (CTE) program that prepares students to serve emotionally, cognitively, and developmentally challenged clients in community facility settings that provide therapeutic intervention, rehabilitation, and recovery services.

Specifically, the program will prepare students to function in a support position under a licensed professional. Mental health workers are employed in private, state, and county settings that provide residential, day-care, intervention, or support programs to serve emotionally, cognitively, and/or developmentally challenged clients. Mental health workers serve child, adolescent, adult, or elderly adult populations. The mental health worker works with clients in the following potential need areas: Psychiatric services, drug and substance abuse programs, acquired brain injury programs, programs for the developmentally disabled, and/or elder services programs.

Program Goals and Objectives

Mental Health Workers:

1. Establish effective therapeutic relationships with clients.
2. Demonstrate acceptable ethical standards and practices.
3. Effectively work with the treatment team to help clients in the program and in the activities that support their growth and development, which could include occupational, recreational, educational, or cognitive programs/activities.
4. Demonstrate appropriate cultural sensitivities and practices.
5. Recognize symptoms requiring psychiatric or medical intervention and communicate the information to supervisor.
6. Are able to formulate and document a rehabilitation, mental health, and recovery "goals and strengths assessment" for clients in the setting.
7. Demonstrate professional behavior in the mental health worker setting, including punctuality, appropriate work attire, and fulfilling assignments.
8. Demonstrate effective writing skills and complete appropriate reports in a clear, concise, and timely manner.
9. Demonstrate knowledge about the mental health setting, its programs, and its staff and their responsibilities.

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