

CNC Programmer

This Professional Upgrade Certificate is designed to upgrade the skills and knowledge of the machinist or the CNC machine operator to the level of the CNC machine programmer. If you are a machinist and have minimal experience with CNC machines or machine language programming, you will first want to complete the CNC operator upgrade certificate. If you have both machining experience and CNC experience, the software used for the Machine Technology A133 and A134 courses provide excellent experiences in computer-assisted CNC programming. All of our programming courses require the use of a personal computer. If you have no computer experience, we strongly suggest you enroll in a basic computer use course first (Computer & High Technology A100 or Computer Information Systems A100).

Note: Two unit contract education course requirements must be designed in cooperation with the student and the instructor, or the student, instructor, and employer. This course will require the student to complete a project from beginning to end, to include all necessary paperwork, fixturing, programming, and machining of the final part, or the student may take MachineTechnology A126, Advanced CNC Machine Operation.

CERTIFICATE OF SPECIALIZATION

Course	Required Courses		Units
	MACH	A126	
CNC Mach Operation 2	MACH	A126	(2)
CNC Prog-Mastercam 1	MACH	A133	(3)
CNC Prog-Mastercam 2	MACH	A134	(3)
Mastercam Lathe	MACH	A141	(1.5)
Mastercam Solids	MACH	A142	(2)
Total:			(11.5)

CERTIFICATE OF ACHIEVEMENT

Course	Required Courses		Units
	Fall	Spring	
Intro to Business (Or) Honors Intro to Bus Intro to Computer Appl Applied Management Interpersonal Communication	BUS	A100	(3)
	BUS	A100H	(3)
	CIS	A100	(3)
	MGMT	A100	(3)
	SPCM	A100	(3)
Business Communication Personal Leadership Human Relations & Supervision	BUS	A139	(3)
	LEAD	A180	(3)
	MGMT	A115	(3)
Organizational Leadership Professional Selling (Or) Public Speaking Professional Communication	LEAD	A200	(3)
	MKTG	A110	(3)
	SPCM	A110	(3)
	MGMT/BUS	A239	(3)
Business Law Internship Academy	BUS	A110	(3)
	ITRN	A392	(3)
Subtotal:			(36)

CONTINUED NEXT PAGE

MANAGEMENT

MANAGEMENT AND LEADERSHIP STUDIES

The Management and Leadership Studies certificate program is designed to build and/or upgrade skills in leading and managing people while enhancing individual and organizational effectiveness within the workplace. Courses emphasize leading, organizing, planning, communicating, training, and controlling.

Program Outcomes

Upon successful completion of the certificate of achievement in management and leadership studies, graduates will be able to:

Function effectively in a leadership or management role using the skills, principles, and tools they have acquired.

Apply the leadership and management principles they have learned in their personal and/or organizational lives.

Distinguish between the qualities of effective and ineffective leaders and managers.

Analyze the ethical dimensions of effective leaders and managers in everyday conduct and decision making.

Demonstrate effective written and/or oral skills.



Select three (3) units from the following:

Financial Accounting	ACCT	A101	(4)
Managerial Accounting	ACCT	A102	(4)
Personal Financial Success	BUS	A120	(3)
Small Business Ownership	BUS	A240	(3)
Intro to Marketing	MKTG	A100	(3)
Professional Selling	MKTG	A110	(3)
Ethics	PHIL/RLST	A120	(3)
Public Speaking	SPCM	A110	(3)
			(3)
Total:			(39)

ASSOCIATE DEGREES

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

RETAIL

This program is approved by the Western Association of Food Chains and persons completing the prescribed courses are eligible to receive both the OCC Certificate of Achievement and the WAFC Retail Management Certificate.

Program Outcomes

Upon successful completion of the certificate of achievement in retail management, graduates will be able to:

- Function effectively as a manager in a retail environment using the skills, principles, and tools they have acquired.
- Apply the retail principles they have learned in their professional lives.
- Analyze the ethical dimensions of effective retail managers in everyday conduct and decision making.
- Demonstrate effective written and/or oral skills.

CERTIFICATE OF ACHIEVEMENT

Required Courses

Course			Units
Accounting for Small Business (3)	ACCT	A100	
(Or)			(3-4)
Financial Accounting (4)	ACCT	A101	
Business Math	BUS	A125	(3)
Business Communication	BUS	A139	(3)
Professional Communication	BUS/MGMT	A239	(3)
Intro to Computer Appl	CIS	A100	(3)
Organizational Leadership	LEAD	A200	(3)
Applied Management	MGMT	A100	(3)
Human Relations & Supervision	MGMT	A115	(3)
Intro to Marketing	MKTG	A100	(3)
Retail Store Management	MKTG	A200	(3)
			Total: (30-31)

Suggested electives:

Managerial Accounting	ACCT	A102	(4)
Business Law	BUS	A110	(3)
Business English	BUS	A138	(3)
Small Business Ownership	BUS	A240	(3)
Professional Selling	MKTG	A110	(3)
Retail Buying	MKTG	A220	(3)

ASSOCIATE DEGREES

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

MANAGEMENT INSTITUTE

Program Outcomes

Upon successful completion of the Certificate of Specialization in Management Institute, graduates will be able to:

1. Function effectively in a management position using the skills, principles, and tools they have acquired.
2. Apply the management principles they have learned to effectively manage in a variety of settings.
3. Distinguish between the qualities of effective and ineffective managers.

CERTIFICATE OF SPECIALIZATION

These selected courses are designed for students who desire to sharpen their managerial skills. Completion of all three courses will provide the basic skills necessary to succeed in any managerial position.

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

Required Courses

Course			Units
Applied Management	MGMT	A100	(3)
Human Relations & Supervision	MGMT	A115	
(Or)			(3)
Organizational Leadership	LEAD	A200	
Professional Communication	BUS/MGMT	A239	(3)
			Total: (9)