

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
Intro 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:

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:

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.

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)

Sales

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 successful completion of the Certificate of Specialization in Sales, graduates will be able to:

Function effectively in an entry-level sales position using the skills, principles, and tools they have acquired.

Communicate effectively and persuasively in personal, organizational, and selling environments.

Required Courses

Course			Units
Professional Communication	BUS/MGMT	A239	(3)
Professional Selling	MKTG	A110	(3)
Interpersonal Communication	SPCM	A100	(3)
(Or)			
Public Speaking	SPCM	A110	(3)
Total:			(9)

MEDICAL ASSISTING

CMA ELIGIBLE PROGRAM

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

The Orange Coast College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Curriculum Review Board of the American Association of the Medical Assistants' Endowment (AAMAE). Address: CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, telephone (312) 553-9355. Such accreditation permits graduates of this program to take the National Certified Medical Assistant examination immediately after they graduate.

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

Program recommended preparation:

Intro to Computer Appl CIS A100 (3)

Required Courses

Course			Units
Anatomy-Physiology*	BIOL	A221	(4)
Introductory Psychology*	PSYC	A100	(3)

Fall

Medical Terminology	ALH	A111	(3)
Patient Care (Or)	ALH	A115	(2.5)
Emergency Medical Care	EMT	A100	(3)
Medical Bookkeeping	MA/ACCT	A115	(4)
Intro Med Asst/Transcription	MA	A175	(3)
Medical Insurance Billing	MA	A185	(3)

Spring

Human Disease	ALH	A120	(2)
Business English	BUS	A138	(3)
Clinical Lab Procedures	MA	A135	(2)
Administrative Experience	MA	A186	(2)
Medications/Injections	MA	A286	(1)
Physical/Specialty Exams	MA	A287	(1.5)
Sterile Tech/Minor Surgery	MA	A288	(1)
Specialty Procedures	MA	A289	(1)

Summer

Clinical Experience MA A281 (2)

Total: (38-38.5)

*These two required courses must be taken prior to the awarding of the Certificate of Achievement.

Suggested electives:

Applied Pharmacology	ALH	A130	(2)
Ethics	PHIL/RLST	A120	(3)
Medical Transcription Certificate			

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

NOTE: Students having completed prior course requirements and seeking advanced status in the program should meet on an individual basis with the Medical Assisting program coordinator.

ASSOCIATE DEGREE

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

ADMINISTRATIVE

CERTIFICATE OF ACHIEVEMENT

Program recommended preparation:

Intro to Computer Appl CIS A100 (3)

Required Courses

Course **Units**

Fall

Medical Terminology	ALH	A111	(3)
Medical Bookkeeping	MA/ACCT	A115	(4)
Intro Med Asst/Transcription	MA	A175	(3)
Medical Insurance Billing	MA	A185	(3)

Spring

Business English	BUS	A138	(3)
Administrative Experience	MA	A186	(2)

Total: (18)

Suggested electives:

Human Diseases	ALH	A120	(2)
Applied Pharmacology	ALH	A130	(2)
Anatomy-Physiology	BIOL	A221	(4)
Ethics	PHIL/RLST	A120	(3)
Introductory Psychology	PSYC	A100	(3)

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

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CLINICAL

CERTIFICATE OF ACHIEVEMENT

Program recommended preparation:

Intro to Computer Appl CIS A100 (3)

Required Courses

Course			Units
Fall			
Medical Terminology	ALH	A111	(3)
Patient Care	ALH	A115	(2.5)
(Or)			
Emergency Medical Care	EMT	A100	(3)
Intro Med Asst/Transcription	MA	A175	(3)
Spring			
Human Diseases	ALH	A120	(2)
Clinical Lab Procedures	MA	A135	(2)
Medications/Injections	MA	A286	(1)
Physical/Specialty Exams	MA	A287	(1.5)
Sterile Tech/Minor Surgery	MA	A288	(1)
Specialty Procedures	MA	A289	(1)
Summer			
Clinical Experience	MA	A281	(2)

Total: (19-19.5)

Suggested electives:

Applied Pharmacology	ALH	A130	(2)
Anatomy-Physiology	BIOL	A221	(4)
Ethics	PHIL/RLST	A120	(3)
Introductory Psychology	PSYC	A100	(3)

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

MEDICAL INSURANCE

The Medical Insurance Certificate prepares the student for employment as a medical insurance biller with job opportunities in medical offices, clinics, or hospitals.

CERTIFICATE OF SPECIALIZATION

Required Courses

Course			Units
Medical Terminology	ALH	A111	(3)
Medical Bookkeeping	MA/ACCT	A115	(4)
Medical Insurance Billing	MA	A185	(3)

Total: (10)

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

MEDICAL TRANSCRIPTION

This program provides instruction and experience in medical transcribing procedures to train the medical transcriptionist who is a health professional responsible for typing medical letters, charts, and reports from tapes dictated by physicians.

Medical transcriptionists have the option of working in medical offices, clinics, or hospitals, or to be self-employed. Their work is interesting and challenging, and it has excellent income potential, which includes encouraging tax benefits if the transcriptionist is self-employed.

Program Outcome

The graduate of the Medical Transcription program will be prepared for employment as a professional and competent Medical Transcriptionist to meet the needs of the local health care community.

CERTIFICATE OF ACHIEVEMENT

Program recommended preparation:

Intro to Computer Appl CIS A100 (3)

Required Courses

Course			Units
Fall			
Medical Terminology	ALH	A111	(3)
Business English	BUS	A138	(3)
Intro Med Asst/Transcription	MA	A175	(3)
Beg Medical Transcription	MEDT	A190	(3)
Spring			
Human Disease	ALH	A120	(2)
Anatomy-Physiology	BIOL	A221	(4)
Medical Transcription 2	MEDT	A195	(2)

Total: (20-23)

Suggested electives:

Medical Assisting-Administrative Certificate of Achievement			(18)
Medical Insurance Certificate of Specialization			(10)
Small Business Ownership	BUS	A240	(3)
Ethics	PHIL/RLST	A120	(3)

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