

MANAGEMENT AND LEADERSHIP STUDIES, ASSOCIATE IN SCIENCE DEGREE

Financial Aid Eligible

Banner Code: 1_AS_MGMT

Control Number: 03961

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.

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

Program Outcomes

1. Function effectively in a leadership or management role using the skills, principles, and tools they have acquired.
2. Apply the leadership and management principles they have learned in their personal and/or organizational lives.
3. Distinguish between the qualities of effective and ineffective leaders and managers.
4. Analyze the ethical dimensions of effective leaders and managers in everyday conduct and decision making.
5. Demonstrate effective written and/or oral skills.

Associate in Science Degree Requirements

1. **UNIT REQUIREMENT** - 60 UNITS, with at least a 2.0 grade point average. At least 12 of the units must be earned at OCC, with a minimum of one course taken for a letter grade. At least 3 units in an advanced course from the program must be completed at OCC. A student must be enrolled at the time of application for graduation. Units earned at an accredited college or university on a credit/no credit basis will be counted toward the degree requirements of the college, to a maximum of 15 units.
2. **MAJOR REQUIREMENT** - Complete the AA or AS major requirements as detailed in the Degree and Certificate section of this catalog.
3. **MATHEMATICS REQUIREMENT** - Demonstrate competence in mathematics by either obtaining a satisfactory grade (grade of "C" or better or "pass") in a mathematics course at or above the level of Intermediate Algebra as demonstrated by prior coursework, or by demonstrating competency that is comparable through the completion of a college-level math course that has Intermediate Algebra as a prerequisite: Psychology A160 or Math A100 or higher, with the exception of Math A220.
4. **GENERAL EDUCATION REQUIREMENT** - Students may choose to complete Option 1 (OCC AA GE) (<https://catalog.cccd.edu/orange-coast/general-education-patterns/associate-arts-general-education-option-1/>), Option 1 (OCC AS GE) (<https://catalog.cccd.edu/orange-coast/pathways/business-management-entrepreneurship/>

management/management-leadership-studies-associate-science-degree/orange-coast/general-education-patterns/associate-science-general-education-option-1/), Option 2 (CSU GE) (<https://catalog.cccd.edu/orange-coast/general-education-patterns/associate-degree-general-education-option-2/>), or Option 3 (IGETC) (<https://catalog.cccd.edu/orange-coast/general-education-patterns/associate-degree-general-education-option-3/>) to satisfy the general education requirement. See the General Education Patterns section of this catalog for more information.

Course	Title	Units
Year 1		
Fall		
BUS A100/A100H	Introduction to Business	3
CIS A100	Introduction to Computer Applications	3
CMST A100	Interpersonal Communication	3
MGMT A100	Applied Management for Public and Private Organizations	3
Units		12
Spring		
BUS A139	Business Communication	3
LEAD A180	Personal Leadership	3
MGMT A115	Human Relations and Supervision	3
Units		9
Year 2		
Fall		
BUS/MGMT A239	Professional Communication	3
LEAD A200	Organizational Leadership	3
MKTG A110 or CMST A110	Professional Selling or Public Speaking	3
Units		9
Spring		
BUS A110	Business Law	3
Restricted Elective	(see list)	3-4
Units		6-7
Total Units		36-37

Management and Leadership Studies Restricted Electives

Select one (1) course from the following:

Course	Title	Units
ACCT A101	Financial Accounting	4
ACCT A102	Managerial Accounting	4
BUS A120	Personal Financial Success	3
BUS A240	Entrepreneurship	3
CMST A110	Public Speaking	3
MKTG A100	Introduction to Marketing	3
MKTG A110	Professional Selling	3
PHIL A120	Ethics	3

Requirement	Units
Minimum Program Major Units	36-37
AS General Education Option 1, 2, or 3	Varies
Transferable electives to satisfy unit requirement	Varies
Total Degree Units	60