

MANAGEMENT AND LEADERSHIP STUDIES, ASSOCIATE IN SCIENCE DEGREE

Banner Code: 1_AS_MGMT

Control Number: 03961

Financial Aid Eligible

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.

Review Graduation Requirements (<https://catalog.cccd.edu/orange-coast/graduation-requirements/associate-degree/>) and General Education (<https://catalog.cccd.edu/orange-coast/general-education-patterns/>).

| Course | Title | Units |
|-----------------------------|---|-------|
| Required Courses | | |
| BUS A100 or BUS A100H | Introduction to Business Introduction to Business Honors | 3 |
| BUS A110 | Business Law | 3 |
| BUS A139 | Business Communication | 3 |
| CIS A100 | Introduction to Computer Applications | 3 |
| CMST A100 | Interpersonal Communication | 3 |
| LEAD A180 | Personal Leadership | 3 |
| LEAD A200 | Organizational Leadership | 3 |
| MGMT A100 | Applied Management for Public and Private Organizations | 3 |
| MGMT A115 | Human Relations and Supervision | 3 |
| MGMT A239 or BUS A239 | Professional Communication Professional Communication | 3 |
| MKTG A110 or CMST A110 | Professional Selling Public Speaking | 3 |
| Restricted Electives | | 3-4 |
| ACCT A101 | Financial Accounting | |

| Course | Title | Units |
|--------------------|----------------------------|--------------|
| ACCT A102 | Managerial Accounting | |
| BUS A120 | Personal Financial Success | |
| BUS A240 | Entrepreneurship | |
| CMST A110 | Public Speaking | |
| MKTG A100 | Introduction to Marketing | |
| MKTG A110 | Professional Selling | |
| PHIL A120 | Ethics | |
| Total Units | | 36-37 |

| 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 Minimum Degree Units | 60 |

Program Sequence

These sequences at Orange Coast College are general course curriculum maps for students to finish all major and general education requirements for two-year completion of degrees, and/or fulfillment of transfer requirements. The course sequence may include course prerequisites and other placement requirements. **Students are advised to meet with an Orange Coast College Counselor to review course selections and sequences to ensure that completion of this program will meet a student's transfer and career goals.**

| Course | Title | Units |
|------------------------------------|--|------------|
| Year 1 | | |
| Semester 1 | | |
| LEAD A200 | Organizational Leadership | 3 |
| BUS A100 or BUS A100H | Introduction to Business or Introduction to Business Honors | 3 |
| CMST A100 | Interpersonal Communication | 3 |
| MGMT A100 | Applied Management for Public and Private Organizations | 3 |
| OCC AS GE AREA A1 - CHOOSE ONE | | 3 |
| Units | | 15 |
| Semester 2 | | |
| BUS A139 | Business Communication | 3 |
| LEAD A180 | Personal Leadership | 3 |
| MGMT A115 | Human Relations and Supervision | 3 |
| CIS A100 | Introduction to Computer Applications | 3 |
| BUS A110 | Business Law | 3 |
| Units | | 15 |
| Summer | | |
| OCC AS GE AREA B- CHOOSE ONE | | 3-4 |
| Units | | 3-4 |
| Year 2 | | |
| Semester 1 | | |
| BUS A239 or MGMT A239 | Professional Communication or Professional Communication | 3 |
| MKTG A110 or CMST A110 | Professional Selling ¹ or Public Speaking | 3 |
| AS RESTRICTED ELECTIVE- CHOOSE ONE | | 3-4 |

| Course | Title | Units |
|--|--|--------------|
| ACCT A101 | Financial Accounting | |
| ACCT A102 | Managerial Accounting | |
| BUS A120 | Personal Financial Success | |
| BUS A240 | Entrepreneurship | |
| CMST A110 | Public Speaking | |
| MKTG A100 | Introduction to Marketing | |
| MKTG A110 | Professional Selling | |
| PHIL A120 | Ethics | |
| OCC AS GE AREA C1- CHOOSE ONE | | 3 |
| Units | | 12-13 |
| Semester 2 | | |
| OCC AS GE AREA C2- CHOOSE ONE | | 3 |
| OCC AS GE AREA D- CHOOSE ONE | | 3 |
| Select one of the following or satisfy Math competency (completion of High School Algebra 2 with a "C" or better) | | 3-4 |
| MATH A030 | Intermediate Algebra ² | |
| or MATH A045 | or Combined Elementary and Intermediate Algebra | |
| ELECTIVE (DEGREE APPLICABLE) ³ | | 6 |
| Units | | 15-16 |
| Total Units | | 60-63 |

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CMST A110- OCC AS GE AREA C2

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Math A030 or higher OR take 3-4 degree applicable elective units if math competency was met through completion of High School Algebra 2 with a "C" or better; *100-level Math courses satisfy AS Math Requirement and OCC AS GE AREA A2

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VARIES TO REACH MINIMUM 60 DEGREE APPLICABLE UNITS