

# MANAGEMENT AND LEADERSHIP STUDIES, CERTIFICATE OF ACHIEVEMENT

**Banner Code:** 1\_CT\_MGMT

**Control Number:** 22373

**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.

## 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 Certificate Requirements (<https://catalog.cccd.edu/orange-coast/graduation-requirements/certificates/#achievementtext>).

Course	Title	Units
<b>Required Courses</b>		
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/A100H	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 COMM C1000	Professional Selling Introduction to Public Speaking	3
<b>Restricted Electives</b>		3-4
ACCT A101	Financial Accounting	
ACCT A102	Managerial Accounting	
BUS A120	Personal Financial Success	
BUS A240	Entrepreneurship	
COMM C1000	Introduction to Public Speaking	

Course	Title	Units
MKTG A100	Introduction to Marketing	
MKTG A110	Professional Selling	
PHIL A120	Ethics	
<b>Total Units</b>		<b>36-37</b>

## Program Sequence

These sequences at Orange Coast College are curriculum maps for students to finish all requirements for the certificate. There may be advisories, prerequisites, or time requirements that students need to consider before following these maps. **Students are advised to meet with an Orange Coast College Counselor for alternate sequencing.**

Course	Title	Units
<b>Year 1</b>		
<b>Semester 1</b>		
BUS A100 or BUS A100H	Introduction to Business or Introduction to Business Honors	3
CIS A100	Introduction to Computer Applications	3
MGMT A100	Applied Management for Public and Private Organizations	3
CMST A100	Interpersonal Communication	3
<b>Units</b>		<b>12</b>
<b>Semester 2</b>		
BUS A139	Business Communication	3
LEAD A180	Personal Leadership	3
MGMT A115	Human Relations and Supervision	3
<b>Units</b>		<b>9</b>
<b>Year 2</b>		
<b>Semester 1</b>		
LEAD A200	Organizational Leadership	3
MKTG A110 or COMM C1000	Professional Selling or Introduction to Public Speaking	3
BUS A239 or MGMT A239	Professional Communication or Professional Communication	3
<b>Units</b>		<b>9</b>
<b>Semester 2</b>		
BUS A110	Business Law	3
Select three (3) units from the following:		3-4
ACCT A101	Financial Accounting	
ACCT A102	Managerial Accounting	
BUS A120	Personal Financial Success	
BUS A240	Entrepreneurship	
COMM C1000	Introduction to Public Speaking	
MKTG A100	Introduction to Marketing	
MKTG A110	Professional Selling	
PHIL A120	Ethics	
<b>Subtotal</b>		
<b>Units</b>		<b>6-7</b>
<b>Total Units</b>		<b>36-37</b>

<sup>1</sup> Recommended as the first course in the sequence.

<sup>2</sup> Prerequisite for program applicable course.