

MANAGEMENT AND LEADERSHIP STUDIES, CERTIFICATE OF ACHIEVEMENT

Financial Aid Eligible
Banner Code: 1_CT_MGMT
Control Number: 22373

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.

Certificate Requirements

Orange Coast College offers two types of certificate awards in career programs designed to prepare the graduate to enter a particular field of employment. At least 3 units in an advanced course from the certificate must be completed at OCC.

1. **Certificate of Achievement** - 8 units or more in a state-approved program. Certificates of Achievement are not automatically awarded. A petition must be filed in Enrollment Services or online at the beginning of the semester in which the student will be completing his or her final requirements. The petitioning periods are listed in the Graduation Requirements (<https://catalog.cccd.edu/orange-coast/graduation-requirements/>) section of this catalog.
2. **Certificate of Specialization** - 16 units or less in a locally approved program. Certificates of Specialization are not automatically awarded, not printed on official academic transcripts, and there is no acknowledgment of completion given at graduation. Please contact the division for details regarding the submission of petitions as procedures for each division vary. Most division offices prefer that students complete all of the required courses and then provide a copy of the transcript while some divisions allow petitions for Certificates of Specialization before finishing.

Minimum Grade Requirement

In order to be awarded a certificate, students are required to obtain a grade of "C" or better in all program-required courses. Grades of "CR" or "P" will be accepted whereas "CR" or "P" meets the equivalency of a "C" or better. A list of certificate programs can be found in the Programs A-Z (<https://catalog.cccd.edu/orange-coast/programs-study/>) section of

this catalog. Check with a counselor to determine the requirements for completion.

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