

**CERTIFICATE OF SPECIALIZATION**

**Required Courses**

<b>Course</b>			<b>Units</b>
CNC Prog-Mastercam 1	MACH	A133	(3)
CNC Prog-Mastercam 2	MACH	A134	(3)
Contract Education (Or)			(2)
CNC Mach Operation 2	MACH	A126	
Mastercam Lathe	MACH	A141	(1.5)
Mastercam Solids	MACH	A142	(2)
<b>Total:</b>			<b>(11.5)</b>

**Program Outcomes**

Upon successful completion of the certificate of achievement in management and leadership studies, graduates will be able to:

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.

**MANAGEMENT**

**MANAGEMENT AND LEADERSHIP STUDIES**

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.

**CERTIFICATE OF ACHIEVEMENT**

**Required Courses**

<b>Course</b>			<b>Units</b>
	<b>FALL</b>		
Intro to Business (Or)	BUS	A100	(3)
Honors Intro to Bus	BUS	A100H	
Intro to Info Sys & Appl	CIS	A100	(3)
Applied Management	MGMT	A100	(3)
Interpersonal Communication	CMST	A100	(3)



**SPRING**

Business Communication	BUS	A139	(3)
Personal Leadership	LEAD	A180	(3)
Human Relations & Supervsn	MGMT	A115	(3)

**FALL**

Organizational Leadership	LEAD	A200	(3)
Professional Selling	MKTG	A110	(3)
(Or)			
Public Speaking	CMST	A110	(3)
Professional Communication	MGMT/BUS	A239	(3)

**SPRING**

Business Law	BUS	A110	(3)
Internship Academy	ITRN	A392	(3)

**Subtotal: (36)**

**Select three (3) units from the following:**

Financial Accounting	ACCT	A101	(4)
Managerial Accounting	ACCT	A102	(4)
Personal Financial Success	BUS	A120	(3)
Small Business Ownership	BUS	A240	(3)
Electronic Portfolios (1.5)*	CIS	A108	(3)
Intro to Marketing	MKTG	A100	(3)
Professional Selling	MKTG	A110	(3)
Ethics	PHIL/RLST	A120	(3)
Public Speaking	CMST	A110	(3)

**(3)**

**Total: (39)**

\*Course must be taken twice.

**ASSOCIATE DEGREES**

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

**RETAIL**

This program is approved by the Western Association of Food Chains and persons completing the prescribed courses are eligible to receive both the OCC Certificate of Achievement and the WAFC Retail Management Certificate.

**Program Outcomes**

Upon successful completion of the certificate of achievement in retail management, graduates will be able to:

- Function effectively as a manager in a retail environment using the skills, principles, and tools they have acquired.
- Apply the retail principles they have learned in their professional lives.
- Analyze the ethical dimensions of effective retail managers in everyday conduct and decision making.
- Demonstrate effective written and/or oral skills.

**CERTIFICATE OF ACHIEVEMENT**

**Required Courses**

Course			Units
Accounting-Small Business (3)	ACCT	A100	(3-4)
(Or)			
Financial Accounting (4)	ACCT	A101	(3)
Business Math	BUS	A125	(3)
Business Communication	BUS	A139	(3)
Professional Communication	BUS/MGMT	A239	(3)
Intro to Computer Appl	CIS	A100	(3)
Organizational Leadership	LEAD	A200	(3)
Applied Management	MGMT	A100	(3)
Human Relations & Supervsn	MGMT	A115	(3)
Intro to Marketing	MKTG	A100	(3)
Retail Store Management	MKTG	A200	(3)

**Total: (30-31)**

**Suggested electives:**

Managerial Accounting	ACCT	A102	(4)
Business Law	BUS	A110	(3)
Business English	BUS	A138	(3)
Small Business Ownership	BUS	A240	(3)
Professional Selling	MKTG	A110	(3)
Retail Buying	MKTG	A220	(3)

**ASSOCIATE DEGREES**

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

**MANAGEMENT INSTITUTE**

**Program Outcomes**

Upon successful completion of the Certificate of Specialization in Management Institute, graduates will be able to:

- Function effectively in a management position using the skills, principles, and tools they have acquired.
- Apply the management principles they have learned to effectively manage in a variety of settings. Distinguish between the qualities of effective and ineffective managers.

**CERTIFICATE OF SPECIALIZATION**

These selected courses are designed for students who desire to sharpen their managerial skills. Completion of all three courses will provide the basic skills necessary to succeed in any managerial position.

*A grade of "C" or better is required in all courses and all courses must be completed at Orange Coast College.*

Required Courses Course			Units
Applied Management	MGMT	A100	(3)
Human Relations & Supervsn	MGMT	A115	(3)
(Or)			
Organizational Leadership	LEAD	A200	(3)
Professional Communication	BUS/MGMT	A239	(3)

**Total: (9)**

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