



Associate of Arts in Business Administration

STUDENT DATA:

NAME: ROADMAP'S DEGREE

SSN: 000-00-0000

Credit Potential
Required Credit

Foundations of Online Learning (RQ295)

3.00

This course is designed to assist students in preparing a set of integrated academic and career plans, assess their writing and research skills, develop effective and efficient success habits, and develop interactive electronic classroom skills necessary for success in APUS's distance learning environment. This course serves as a transition from prior educational experiences to the distance-learning model in use at APUS. Coupling the development of the student's degree completion plan with individualized counseling and academic development activities, this course permits the student to plan his/her academic program, ensures that the program supports articulated career goals, and develops those specialized skills needed to maximize overall success in the APUS program and after graduation.

Proficiency in Writing (EN101)

3.00

(This course provides instruction in the writing process with a focus on self-expressive and expository essays, and will include practice in the conventions of standard written English, responding to readings, and incorporating sources into essays with appropriate documentation.)

Effectiveness in Writing (EN102) or Composition and Literature (EN202)

3.00

(This course provides instruction in the writing process with a focus on persuasive and argumentative essays, and will include practice in developing a distinctive style, the methods of effective reasoning, library and on-line research. A formal research project is required. (Prerequisite: EN101).

This course is designed to focus on critical reading and writing skills. It emphasizes reading and writing by enabling students to experience literature as one of many forms of language and offers effective ways of highlighting reading strategies in a number of different contexts. (Prerequisite: EN101 or EN102).

Social Science Electives

6.00

(Select from the following courses:

- SS111 - Introduction to Geography
- SS133 - Introduction to Sociology
- SS134 - Introduction to Psychology

SS190 - Introduction to Anthropology
 SS210 - Human Sexuality
 SO220 - American Popular Culture

College credit by examination may apply. Visit the AMU website for a description of these courses.)

Science Electives

4.00

(Select from the following courses. A lab is required.)

SC100 - Introduction to Biology
 SC198 - Introduction to Biology Lab
 SC101 - Introduction to Chemistry
 SC199 - Introduction to Chemistry Lab
 SC102 - Introduction to Human Anatomy & Physiology
 SC122 - Introduction to Human Anatomy & Physiology Lab
 SC103 - Introduction to Physics
 SC123 - Introduction to Physics Lab
 SC104 - Introduction to Astronomy
 SC124 - Introduction to Astronomy Lab
 SC105 - Introduction to Forestry
 SC125 - Introduction to Forestry Lab
 SC106 - Introduction to Oceanography
 SC126 - Introduction to Oceanography Lab
 SC107 - Introduction to Meteorology
 SC127 - Introduction to Meteorology Lab
 SC108 - Introduction to Physical Geology
 SC128 - Introduction to Physical Geology Lab
 SC110 - Introduction to Human Ecology
 SC120 - Introduction to Human Ecology Lab

College credit by examination may apply. Visit the AMU website for a description of these courses.)

Mathematics Electives

3.00

(Select one of the following:

MA112 - College Algebra
 MA113- College Trigonometry
 MA125 - Math for Liberal Arts majors
 MA225 - Calculus

(College credit by examination may apply. Visit the AMU website for a description of these courses.)

{DANTES Code = any 14.XX.XX series}

History Electives

6.00

(Select from the following courses:

HS101 - American History to 1877
 HS102 - American History since 1877
 HS111 - World Civilization I
 HS112 - World Civilization II

HS121 - Western Civilization Before The Thirty Years War
 HS122 - Western Civilization Since Thirty Years War
 HS215 - History of the American Indian
 HS217 - African-American History before 1877
 HS218 - African-American History since 1877

College credit by examination may apply. Visit the AMU website for a description of these courses.)

{DANTES Code see 20.XX.XX series}

Humanities Electives

3.00

(Select from the following courses:

HM101 - Spanish I
 HM102 - Spanish II [Prerequisite: HM101]
 HM103 - French I
 HM104 - French II [Prerequisite: HM103]
 HM105 - Arabic I
 HM106 - Arabic II [Prerequisite: HM105]
 HM107 - Russian I
 HM108 - Russian II [Prerequisite: HM107]
 HM109 - Chinese I (Mandarin)
 HM110 - Chinese II (Mandarin) [Prerequisite: HM109]
 HM111 - German I
 HM112 - German II [Prerequisite: HM111]
 HM200 - Music Appreciation
 HM230 - Introduction to World Religions
 HM240 - Art Appreciation
 HM277 - Introduction to Ethics
 PH101 - Introduction to Philosophy
 GM200 - Public Speaking

College credit by examination may apply. Visit the AMU website for a description of these courses.)

{DANTES Code = 08.06.00 or most 08.XX.XX series}

Literature Electives

3.00

(All literature courses require successful completion of EN101 / ENGL101 - Proficiency in Writing or EN102 / ENGL102 - Effectiveness in Writing

Select from the following courses:

HM201 - American Literature before the Civil War
 HM202 - American Literature from Civil War to Present
 HM221 - English Literature: Beowulf to 18th Century
 HM222 - English Literature: 18th Century to Present
 HM211 - World Lit through the Renaissance
 HM212 - World Lit since the Renaissance

College credit by examination may apply. Visit the AMU website for a description of these courses.)

Political Science Electives 3.00

(Select from the below courses:

SS121- American Government I

SS131 - International Relations

College credit by examination may apply. Visit the AMU website for a description of these courses.)

Basic Computer Applications (CS101) or Advanced Computer Applications (CS103) 3.00

(Students will analyze the basic concepts of the World Wide Web and the Common Elements in Microsoft Office. They will examine the features and functions of the word processing and electronic spreadsheet applications in Microsoft Office XP. They will use Microsoft Word to design and develop documents, and to format documents, text, and tables. They will also add hyperlinks, use mail merge, and deploy documents for the Web. Then they will use Microsoft Excel to design and develop spreadsheets, format worksheets, use formulas, create charts, and also to integrate Word and Excel. Students must have access to the MS Word and MS Excel applications in MS Office XP.

Student will analyze the concepts of computers, operating systems, and applications. They will examine the features and functions of the Microsoft Windows Operating System and of the database and presentation applications in MS Office XP. Students will use Microsoft Access to design and develop relational databases, import data from other applications, create filters, develop forms, generate queries, and build reports. They will also use PowerPoint to build presentations, use multimedia files, build tables, create charts, and deploy presentations for the Web. While CS101 is not a prerequisite, this course complements the material presented in CS101. After this course, students can learn more about databases in CS207 and CS161. Students must have access to the MS Access and MS PowerPoint applications in MS Office XP.)

Business Writing (EN225) 3.00

(This course teaches students how to communicate professionally in the business community. It emphasizes business language and style. Included in the course are exercises that instruct students how to write clear, well-structured, effective letters, bulletins, e-mails, instructions, memos, manuals, reports, and other business writing. (Prerequisite: EN101 or EN102).

Basics of Business (GM156) 3.00

(This course is designed to acquaint the student with the terminology, organization, and function of the American business system. The course will give the student a broad background about the contemporary American and global business environments as well as considering different business organizations, management principles and strategies. Topics covered include marketing, finance, personnel, customer relations, production and operations, e-business, world trade ventures, internal information systems and decision-making processes.)

Accounting I (GM229) 3.00

(Introduction to the purposes of financial accounting statements and the recognition, measurement, and disclosure concepts and methods underlying financial statements. Focus is on using and interpreting financial statements and on understanding the impact of transactions and events on financial statements and financial ratios.)

Organizational Behavior (GM310) 3.00

(This course examines human characteristics and their bearing on the management and resultant performance of organizations. It includes a review of theory and research on personality, motivation, values, stress, leadership skills, power bases, and communication. It is designed to provide an understanding of the attitudes and behavior of subordinates and superiors, as well as important insights regarding one's own responses to the organization.)

Introduction to Marketing (MK144) 3.00

(The objective of this course is to familiarize the student with the scope, terminology, and procedures of marketing in a modern firm. The various elements of marketing - price, promotion, distribution, and product planning - are carefully analyzed. Consumer motivation and the diffusion and adoption of new goods and services are studied. The student will complete a marketing plan of his own.)

Microeconomics (SS101) 3.00

(Microeconomics is an overview course that covers how households (consumers), firms (producers), and governments interact in competitive and other markets to set prices, and determine what and how much is produced. Key concepts introduced include the role of scarcity and choice, incentives and competition, and the law of supply and demand.)

Macroeconomics (SS102) 3.00

(Introduction to Macroeconomics is a survey course that builds on the topics covered and skills developed in SS101 (Microeconomics) in order to present a complete picture of the economy. Macroeconomics shows how consumers and markets fit into the overall or aggregated economy and provides a framework to assess government policies. Key topics covered will include economic cycles (growth and recession), economic indicators and measures and interest rates and money supply.)

Excess or Duplicate Credit

TOTAL 61 0.00

Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree

option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.
- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.
- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: www.soc.aascu.org should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please send the completed enrollment form (found on the college's web page) to the USCG Institute. The registrar will send the college or university an official USCG transcript, a copy of the degree plan (if one was developed through the USCG Institute and was identified on your transcript request), and a ready-for-signature SOC Student Agreement (when signed by a college official, becomes a contract for degree completion).

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

DEGREE PLAN LEGEND:

SH = Semester hours
VOC = Vocational, not relative to an academic degree
LL = Lower Level, i.e. courses at the Freshman/Sophomore level
UL = Upper Level, i.e. courses at the Junior/Senior level
GL = Graduate Level (sometimes recommended by ACE for very complex courses)
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes*
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes **

* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a

consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

** DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

American Public University System (APUS) General Information

The American Public University System (APUS) consists of two online universities: American Public University (APU) and American Military University (AMU).

APUS' origins reach back to 1993, when Jim Etter, a Marine Corps officer who taught at Marine Corps Base Quantico, retired from active service and launched one of the first 100% online universities, American Military University. AMU was designed to meet the unique educational needs of the military - transient, working adults needing a range of program offerings from traditional courses such as criminal justice to unique courses such as counterterrorism and military intelligence, which are not readily available at most institutions.

In 2002, after ten years of growth and service to thousands of students and hundreds of graduates, AMU expanded into the American Public University System, adding the American Public University. APU is designed to extend the system's outreach to better meet the needs of those interested in public service related programs, such as criminal justice, public safety, national security and other adult learners seeking to advance their education through a robust, online curriculum.

Tuition:

Undergraduate Tuition: \$250/semester hour = \$750 per 3 credit course
Graduate Tuition: \$275/semester hour = \$825 per 3 credit course

APUS is regionally accredited by the Higher Learning Commission (HLC) of the North Central Association.

For additional information regarding this degree program, please contact:

Tracy Mullen Cosker
Director of Transfer Students
American Military University
111 W. Congress Street
Charles Town, WV 25414
PH: (703)-396-6889
tcosker@apus.edu
<http://www.amu.apus.edu>

POLICY NOTES:

Undergraduate students who apply at the associate level may transfer up to a maximum of 45 credit hours or, at the bachelor's level, up to 90 credit hours. Your military or professional experience may also be evaluated for transfer credit.

Undergraduate Book Grant

Through the AMU Undergraduate Book Grant, all undergraduate students earning academic credit are shipped textbooks each semester directly from MBS -- at no cost to the student. All undergraduate students are awarded this grant upon admission with the expectation that students will successfully complete their course(s) each semester. Students receiving the Book Grant who do not successfully complete courses must return the books and other course materials, to MBS at their expense..

This college is rated as one of the nation's best in U.S. News & World Report's "America's Best Colleges" issue.

Evaluation completed by: Charles Morrison

On: 24 June 2010