



Associate of Arts in Personnel 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:

SS101 - Microeconomics

SS102 - Macroeconomics (Prerequisite: SS101)

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.)

Human Relations (GM101)**3.00**

(This course is designed to provide basic principles from the behavioral sciences that apply to establishing positive relationships among individuals in the work setting. Through readings, critical thinking, problem solving, writing, role-playing, and case studies, students will develop basic human relations skills essential to effectively functioning in the modern workplace. These skills are applicable to relations with co-workers, supervisors, subordinate workers and customers. The student will be presented with basic concepts for interpersonal relations, including individual differences, communications, group/team activities, cultural relations, leadership, mentoring, customer satisfaction and ethics. This knowledge will then be applied in their analysis of case studies, scenarios, and problem solving exercises in order to develop interpersonal skills that can be used in actual work situations.)

Introduction to Personnel Management (GM102)**3.00**

(This course is designed to provide a study of modern personnel management concepts, principles and practices. Through readings, critical thinking, problem solving, writing, and role-playing, students will develop the basic knowledge and skills to effectively manage personnel in the modern workplace. These are entry-level skills that prepare new managers to execute their basic duties and responsibilities. The student will be presented with basic concepts for organization behavior, motivation, employee attitudes and values, work groups, organizational structure, culture, and change, and the implications of managing organizations in today's global environment. Students will have the opportunity to use this knowledge in their analysis of situations and in problem-solving exercises in order to develop management skills that can be used in actual work situations.)

Principles of Supervision (GM103)**3.00**

(This course examines four traditional management functions: planning, organizing, leading, and controlling. Topics include, but are not limited to, the following: managing, planning and decision making, basic organizational design, individual and group behavior, motivating and rewarding employees, leadership and trust, and communication and interpersonal skills. The course helps students understand the concepts and complexities involved in supervising people and managing organizations, and build and improve their skills in doing both. Note: Course includes an interactive tool to help students assess and analyze their skills, abilities and interests so that they can understand and improve their leadership traits and interpersonal styles.)

Employee Training / Development (GM225) 3.00

(This course is intended to introduce students to the fundamentals of adult training and development. The course will focus on assessing and identifying training needs, developing and designing a learning environment, problem solving, training design and employee development. We will discuss current topics such as diversity training, e-learning and web based training. We will also cover typical topics of employee training such as communication, computer skills, customer services, ethics, and human relations.)

Interviewing Fundamentals (GM289) 3.00

(This course is an in-depth study of the fundamentals, techniques and strategies of the interview process. Students in this course will look at interviewing in a variety of contexts - including interviewing in the human resources arena and the role of interviewing in interpersonal communication. The main focus of the course will be on interviewing in the organizational context. Specific course topics and readings will include: Questions and Questioning; Interview Structure; and Probing, Survey, Recruiting, Employment, Performance, Persuasive and Counseling Interviews.)

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.)

Free Electives 6.00

(Students must complete 6 semester hours comprised of lower (100-200) level courses not taken to fulfill the requirements listed above. Additional general education courses may be taken to fulfill elective requirements.)

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: \$275semester 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