

CAP Professional Development Course Curriculum Review for College Credit Requests

Note to Members: Contact hours shown do not represent recommended credit hours, they only state how many hours were spent by students in the classroom or online to complete the course. Local colleges and universities will make their own determination as to the relevancy of the coursework and the credit hours or Continuing Education Units (CEUs) offered.

Course Title	Contact Hours	Recommended Undergraduate/ Graduate Allocation
ECI-13 CAP Officer Course (1996-2009) Description: Provides junior CAP officers with basic management, communications, and organizational skills required to serve as staff officers at their local units.	39 Total	Undergrad Principles of Management
<i>Topics:</i>		
Organization (of CAP and USAF), history of CAP and USAF	9 hours	
Professional Knowledge (CAP specific topics)	9 hours	
Communications skills (fundamentals, barriers to, writing/speaking, information systems)	12 hours	
Leadership (concepts, principles, techniques, followership, mentoring, group dynamics, ethics, professionalism)	9 hours	
CAP Officer Basic Course (2009-present) (replaces ECI-13) Description: Provides junior CAP officers with basic management, communications, and organizational skills required to serve as staff officers at their local units.	20 Total	Undergrad Principles of Management/Leadership
<i>Topics:</i>		
Personal Dimension of Leadership: (Followership, Leadership Styles, Group Dynamics, Team Building, Counseling, Conflict Mgt, Problems Solving)	5.5 hours	
Professional Dimension of Leadership: (Professionalism, Core Values & Ethics, Diversity, Resource Accountability)	9.0 hours	
Organizational Dimension of Leadership: (Legal Basis for CAP, Strategic Issues, Support to Federal Authorities)	5.5 hours	
Squadron Leadership School (1998-2007) Description: Provides junior CAP officers with insight into being an effective staff officer/team member within their local unit. Hands-on activities are emphasized.	12-16 Total	Undergrad Principles of Management/Organizational Leadership
<i>Topics:</i>		
CAP Organization	1 hour	
CAP Professional Development Overview	1 hour	
Basic Business Communications	2 hours	
CAP-USAF Liaison Structure	1 hour	

Professional Image and Customs	2 hours	
Human Resources (equates to Diversity Awareness)	2 hours	
CAP Missions	3-6 hours	
Squadron Leadership School (2007-Present)		
Description: Provides junior CAP officers with insight into being an effective staff officer/team member within their local unit. Hands-on activities are emphasized.	12 Total	Undergrad Principles of Management/Organizational Leadership
<i>Topics:</i>		
Preliminaries	.5 hours	
Volunteer Service (equates to Introduction to Business Ethics)	2.15 hours	
Role of the Squadron and Staff	3.5 hours	
Foundations for Leadership (basic management principles and basic business communications)	1.5 hours	
Corporate Learning Course (2000-2007)		
Description: Provides mid-level CAP officers with the tools needed to interact with higher level CAP echelons, and to begin to take on state-ride responsibility.	14-16 Total	Undergrad Organizational Leadership
<i>Topics:</i>		
Introduction	.3 hours	
CAP-USAF at the Wing	.5 hours	
Wing Missions Overview (equates wing to state-level)	6 hours	
Mission Support (administration)	5.2 hours	
Finance and Logistics	1.2 hours	
CAPSTONE exercise (practicum)	1.0 hours	
Corporate Learning Course (2007-Present)		
Description: Provides mid-level CAP officers with the tools needed to interact with higher level CAP echelons, and to begin to take on state-ride responsibility.	12 Total	Undergrad Organizational Leadership
<i>Topics:</i>		
Corporate Citizenship (core values, resources @ work, structure and purpose, CAP-USAF relationship @ wing)	5 hours	
Team Building (Intro to teamwork, volunteerism, management principles, planning & decision making, best practices, mentoring)	7 hours	
Unit Commanders Course		
Description: Prepares CAP officers for local command duties, small unit leadership, & financial management. Emphasis on supervisory and command roles.	16 Total	Undergrad Organizational Leadership/Management
<i>Mandatory Topics:</i>		
Command Responsibility & Accountability	3 hours	
Volunteerism	1 hour	

Integrating CAP's Missions	1 hour	
Recruiting/Retention	1 hour	
Adverse Membership Actions	1 hour	
CAPSTONE Exercise (practicum)	1 hour	
Commander's Role in the Missions	1 hour	
Electives (Choose 7 from: Meeting Planning, Unit Training Programs, Motivation, Delegating Authority, Working w/Families, Problem Solving, Budgeting, Your Staff, Teamwork, Effective Listening, Successful Units, Successful Leaders, Setting Goals and Objectives, Hazing)	7 hours (Each elective is 1 hour)	
Region Staff College		
Description: Prepares senior CAP officers for staff or command of groups of units, or as wing-level staff officers. Emphasis is on group leadership, operational planning, policy interpretation/ implementation.	40 Total	Upper-level Undergrad Organizational Leadership
<i>Topics:</i>		
Communications (interpersonal, group, written)	8 hours	
Functions of Management	3 hours	
Principles of Organization	10 hours	
Current Management Theories	4 hours	
Leadership Theory	3 hours	
Problem Solving	2 hours	
Leadership & the CAP Mission	5 hours	
Meeting Planning	2 hours	
Conference Planning	1 hour	
Course Planning	2 hours	
National Staff College		
Description: Strategic-level survey of CAP missions, operations, and outcomes. Restricted to the most senior CAP officers with desire to lead at the regional and national staff and command levels.	39.5 Total	Graduate-level Management or Organizational Leadership
<i>Topics:</i>		
Strategic Leadership Block	13.5 hours	
<i>Myers-Briggs Type Indicator</i>	4 hours	
<i>Strategic Leadership</i>	2 hours	
<i>Emerging Leadership Trends</i>	2.5 hours	
<i>Senior Leadership Practicum</i>	2.5 hours	
CAP & You Block	20 hours	
<i>Course Intro "Setting the Stage"</i>	1 hour	
<i>Behavior-Based Safety Management</i>	2 hours	
<i>Fiduciary Responsibility</i>	2 hours	
<i>Leading Volunteers</i>	2 hours	
<i>Executive Director's Perspective</i>	1 hour	
<i>CAP Culture & Challenges</i>	2 hours	

<i>CAP National HQ Functions</i>	<i>3 hours</i>	
<i>CAP-USAF Commander's Perspective</i>	<i>1 hour</i>	
<i>Non-Profit Board Governance</i>	<i>2 hours</i>	
<i>Local to Global: A broadened View of CAP</i>	<i>1.5 hours</i>	
<i>CAP National Commander's Perspective</i>	<i>1 hour</i>	
<i>CAPSTONE Exercise/Discussion</i>	<i>1.5 hours</i>	
Fostering Relationships Block	6 hours	
<i>The Media: In the Public Eye</i>	<i>2 hours</i>	
<i>Federal & State Agency Relationships</i>	<i>2 hours</i>	
<i>Federal & State Legislative Affairs</i>	<i>2 hours</i>	
Wing Commanders Course	50.5 Total	Graduate-level Management or Organizational Leadership
Description: Helps selected CAP senior officers transition to leading at the executive level. Emphasis is placed on leading large groups, fiduciary responsibilities as a corporate officer, personnel, legal, finance, and safety issues, working with legislative and corporate partners.		
Leading the Organization	6.5 hours	
<i>Wearing Two Hats Well (Challenges as a Policy-Maker and Commander)</i>	<i>1 hour</i>	
<i>Ethics & the Commander</i>	<i>1 hour</i>	
<i>Strategic Approaches</i>	<i>1.5 hours</i>	
<i>CAP Command Perspective</i>	<i>1 hour</i>	
<i>CAP-USAF Perspective</i>	<i>1 hour</i>	
<i>Executive Director's Perspective</i>	<i>1 hour</i>	
Tools for Corporate Officers	14 hours	
<i>Commanders & the Media</i>	<i>3 hours</i>	
<i>Setting Standards in Financial Accountability</i>	<i>8 hours</i>	
<i>Legal Matters</i>	<i>1.5 hours</i>	
<i>Personnel Actions</i>	<i>1.5 hours</i>	
Tools for Wing Commanders	18 hours	
<i>Operations & the Commander</i>	<i>4 hours</i>	
<i>Executive Safety Management</i>	<i>1.5 hours</i>	
<i>Aerospace Education & the Commander</i>	<i>1.5 hours</i>	
<i>Cadet Programs & the Commander</i>	<i>1.5 hours</i>	
<i>Inspector General Matters</i>	<i>1.5 hours</i>	
<i>Commander's Emphasis Items</i>	<i>1.5 hours</i>	
<i>Information Technology for the Commander</i>	<i>1 hour</i>	
<i>Property & Logistics Management</i>	<i>2 hours</i>	
<i>Negotiation Skills for the Commander</i>	<i>2.5 hours</i>	
Focus Lessons	12 hours	
<i>Online preparation (management, organization, orientation)</i>	<i>6 hours</i>	
<i>Current, Strategic Issues Project/ Practicum</i>	<i>6 hours</i>	