

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
CAP Officer Basic Course		
Description: Provides junior CAP officers with basic management, communications, and organizational skills required to serve as staff officers at their local units.	20 Hours 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		
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 Hours Total	Undergrad Principles of Management/Organizational Leadership
<i>Topics:</i>		
Preliminaries	.5 hours	
Volunteer Service (equate 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		
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 (optional) 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	
Mentoring: Building on Success	1 hour	
Electives (Choose 6 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)	6 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.	40-45 Hours Total	Upper-level Undergrad Organizational Leadership
<i>Topics:</i>		
Leadership and Management Block	12.5 hours	
<i>Leading and Managing CAP at Group Level and Above</i>	2 hours	
<i>Planning and Managing a Major Activity</i>	3 hours	
<i>Data-Based Decision Making</i>	2 hours	
<i>Recommending Policy</i>	2 hours	
<i>Choosing the Right People for the Right Job</i>	1.5 hours	
<i>Leading in a Volunteer Environment</i>	2 hours	
Behavior and Interaction Among Members Block	11 hours	
<i>Diversity in Civil Air Patrol</i>	2 hours	
<i>Motivating Across Generations</i>	2 hours	
<i>Mentoring and Coaching in CAP</i>	3 hours	
<i>Working with Challenging Members</i>	2 hours	
<i>Leading with Core Values</i>	2 hours	
Organizational Communications Block	6 hours	
<i>Oral Communications</i>	2 hours	
<i>The Power of the Written Word</i>	2 hours	
<i>Effectively Using Social Media</i>	2 hours	
Director's Block	10.5 – 15.5 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.	50.5 Hours Total	Graduate-level Management or Organizational Leadership
<i>Evaluations:</i>	3.0 hours	
<i>Topics:</i>		
Strategic Leadership Block	19.0 hours	
<i>True Colors Personality Matrix</i>	2.5 hours	
<i>Helping Units Grow</i>	2 hours	
<i>Full Range Leadership Model</i>	3.5 hours	
<i>Senior Leadership Practicum</i>	7.5 hours	
<i>Ethics and Leadership</i>	1.5 hours	
<i>Volunteer Leader Development: Mentoring</i>	2 hours	
CAP & You Block	19.5 hours	
<i>Course Intro "Setting the Stage"</i>	1 hour	
<i>Safety Management</i>	1 hours	
<i>Financial Management (online)</i>	1 hour	
<i>Servant Leadership</i>	2 hours	
<i>CAP COO and CAP-USAF Commander</i>	1.5 hours	
<i>CAP Culture & Challenges</i>	2 hours	
<i>CAP National HQ Functions</i>	3 hours	
<i>CAP-USAF Commander's Perspective</i>	1 hour	
<i>Local to Global: A Broadened View of CAP</i>	2 hours	
<i>CAP National Commander's Perspective</i>	1 hour	
<i>CAPSTONE Exercise/Discussion</i>	1 hour	
<i>Applied Aerospace History: Tuskegee Experience</i>	3 hours	
Fostering Relationships Block	8.5 hours	
<i>Capitalizing on Media and Branding</i>	1 hour	
<i>Federal & State Agency Relationships</i>	2 hours	
<i>Federal & State Government Relations</i>	2 hours	
<i>State of the USAF</i>	1 hour	
<i>Fundamentals of Strategic Planning (online)</i>	1 hour	
<i>Learning to Talk Again: Personal Leadership in the Technology Age (online and in seminar)</i>	1.5 hours	
Wing Commanders Course (By invitation to new wing commanders only) Description: Helps selected CAP senior officers to 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.	42 Hours Total	Graduate-level Management or Organizational Leadership
Leading the Organization	7 hours	

<i>Ethics & the Commander</i>	<i>1 hour</i>	
<i>Servant Leadership</i>	<i>1.5 hours</i>	
<i>CAP Command Perspective</i>	<i>1 hour</i>	
<i>CAP-USAF and CAP/COO Perspective</i>	<i>1.5 hours</i>	
<i>Finding your Command Voice</i>	<i>1 hour</i>	
<i>Developing the Staff</i>	<i>1 hour</i>	
Wing Commander Responsibilities	23 hours	
<i>Financial Management</i>	<i>3 hours</i>	
<i>Legal Matters</i>	<i>1.5 hours</i>	
<i>Membership Issues</i>	<i>1.5 hours</i>	
<i>HR Policy and Employee Issues</i>	<i>1.5 hours</i>	
<i>Operations & the Commander</i>	<i>3 hours</i>	
<i>Leading in the Safety Program</i>	<i>.5 hours</i>	
<i>Developing Effective State and Federal Relationships</i>	<i>1 hour</i>	
<i>The Commander & Aerospace Education</i>	<i>.5 hours</i>	
<i>Building effective Relationships Within the Total Force</i>	<i>1 hour</i>	
<i>Leading in the Cadet Program</i>	<i>1 hour</i>	
<i>IG and the Commander</i>	<i>3.5 hours</i>	
<i>The Commander and the Chaplain Corps</i>	<i>1 hour</i>	
<i>Information Technology for the Commander</i>	<i>1 hour</i>	
<i>Property & Logistics Management</i>	<i>2 hours</i>	
<i>Public Affairs and Branding</i>	<i>1 hour</i>	
Focus Lessons	12 hours	
<i>Online preparation (management, organization, orientation readings)</i>	<i>6 hours</i>	
<i>Computer Applications Orientation</i>	<i>2 hours</i>	
<i>Wing's Link to the Strategic Plan</i>	<i>2 hours</i>	
<i>How CAP Can Grow</i>	<i>1 hour</i>	
<i>Developing and Selecting Subordinate Commanders</i>	<i>1 hour</i>	