

2024 Spring Enrollees

Graduation Requirements Guidance

College of International Management (APM)
2023 Curriculum / English-basis

Academic Office



There will be a Q&A section at the end of the guidance session.

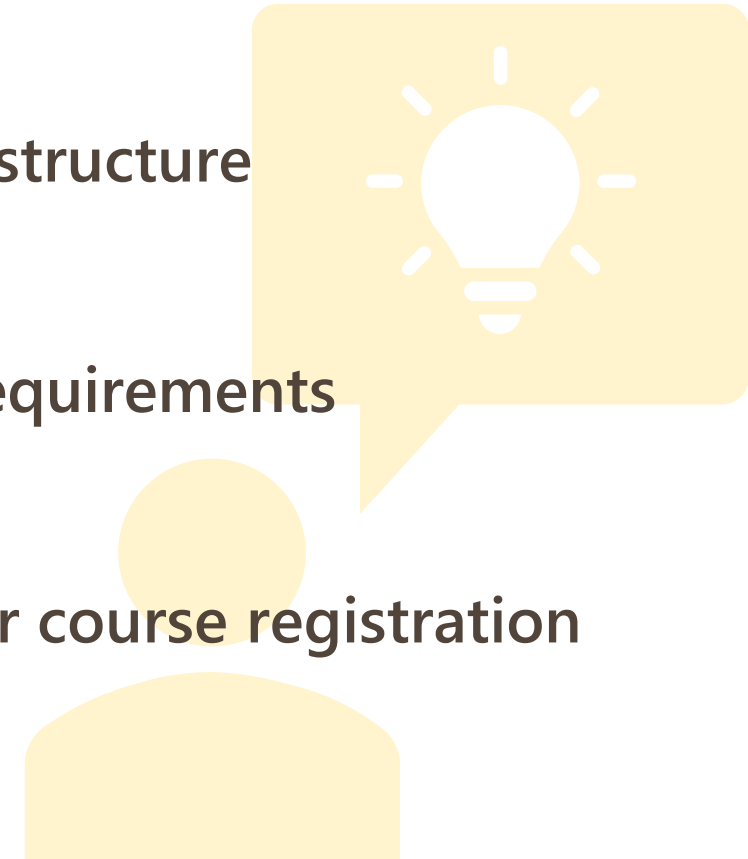


These materials are available on the New Student Orientation website.



Please check the website regularly if there is anything you don't understand about course registration.

1. Understand university studies/structure
2. Understand your graduation requirements
3. Learn about how to prepare for course registration



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Basic Info & Graduation Requirements

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Basic Info about Studying at University

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College of International Management (APM)
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APM Areas of Study (Major & Minor)



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Course Registration

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What is Course Registration?

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1-1. Basic Info about Studying at University

Academic Calendar (Annual Schedule)

April	Spring Semester	1 st Quarter
May		
June		2 nd Quarter
July		
August		Summer Session
September		
October	Fall Semester	1 st Quarter
November		
December		2 nd Quarter
January		
February		Winter Session
March		

What is the Academic Calendar?

- A calendar that shows the annual university schedule. Each year is divided into 2 semesters, and each semester is further split into 2 quarters and a session.
- The Spring Semester starts in April, and the Fall Semester starts in October.
- A session is a weeklong class period at the beginning of each of the long vacations.

Academic Calendar 

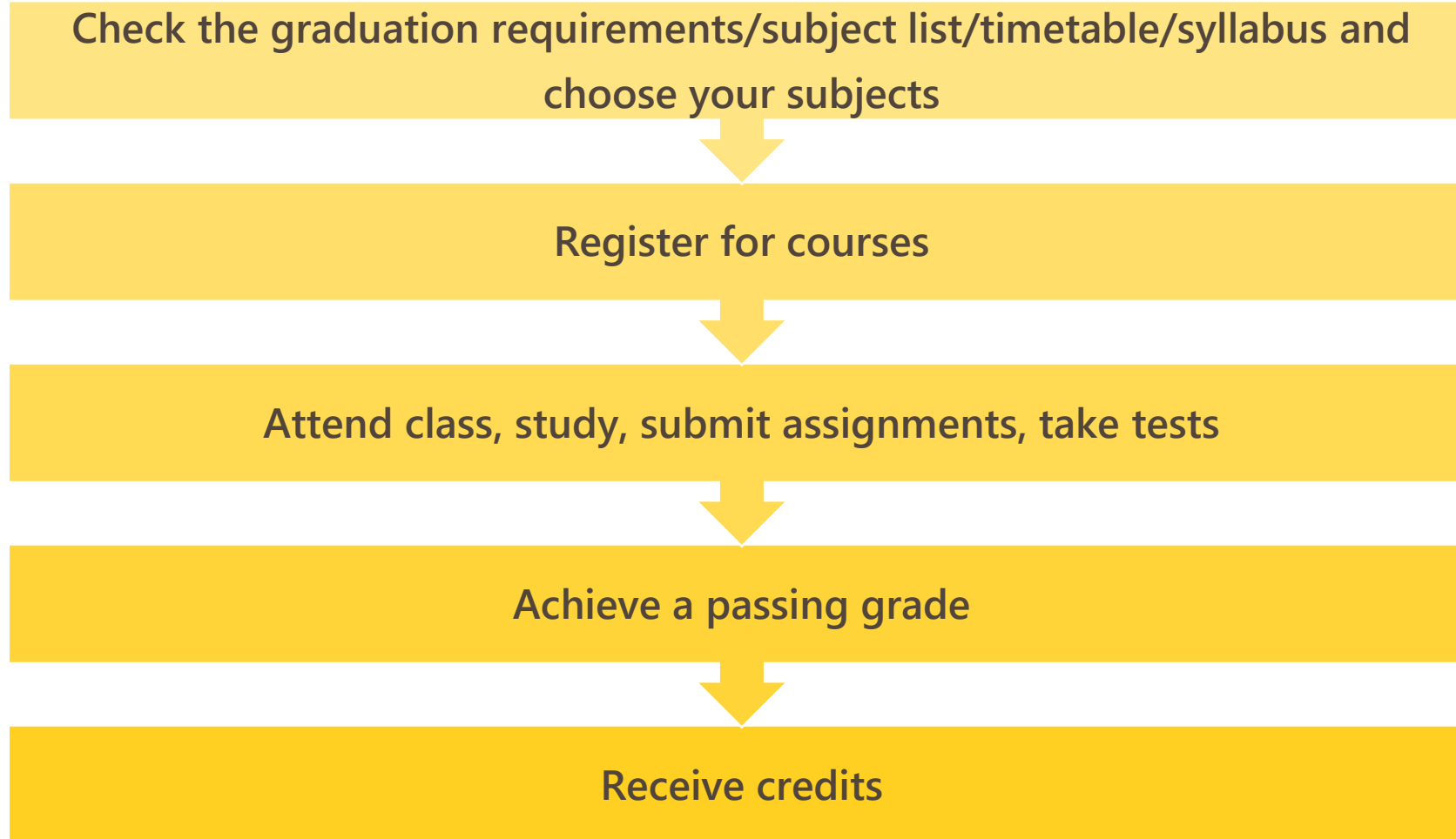
Explaining Academic Year and Semester Levels

- ▶ **Students who Enroll in Spring: The "Spring Semester" is their first semester**

1 st Year		2 nd Year		3 rd Year		4 th Year	
Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester
1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester	7th Semester	8th Semester

- ▶ **Students who Enroll in Fall: The "Fall Semester" is their first semester**

1 st Year		2 nd Year		3 rd Year		4 th Year	
Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester	Fall Semester	Spring Semester
1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester	7th Semester	8th Semester



Types of Courses

Spring Semester: Classes are taught over 2 months, either from April to May (1st Quarter) or from June to July (2nd Quarter)

Fall Semester: Classes are taught over 2 months, either from October to November (1st Quarter) or from December to January (2nd Quarter)

Course Type	Credits	Offered	Classes Per Week	Total No. of Classes
Lecture Subjects	2	Quarter-basis (2 months)	2	14
		Semester-basis (4 months)	1	
Seminar Subjects	2	Semester-basis (4 months)	1	14
Language Subjects	4	Semester-basis (4 months)	4	56
	2		2	28

Spring Semester: Classes are taught over 4 months from April to July

Fall Semester: Classes are taught over 4 months from October to January

Course Formats

Courses are offered in one of two formats: “In-person” or “Distance Learning (Online/On Demand)”.

Please check both the syllabus and course timetable for information about the class format for each course.

Course Format		How to Attend Classes
In-person Courses		Classes are taught in person (in the classroom). However, some class sessions may be held online (via Zoom). In that case, students need to attend online (via Zoom) for those classes.
Distance Learning Courses	Online	Classes are held in real-time. Classes will be taught via Zoom on the day and period indicated on the course timetable.
	On Demand	Course materials and recorded lectures are uploaded to Moodle or another platform, and students must watch them and submit any assignments within the set time period. In principle, the materials will be made available on the day and period listed on the course timetable.

(Warning about Credit Requirements) –Please be careful about the following when registering for courses by yourself from your 2nd semester onwards–

Under the Standards for the Establishment of Universities and APU’s University Regulations, the maximum number of credits from Distance Learning Courses that can be counted towards graduation is 60 credits. If a student earns more than 60 credits from applicable courses, the additional credits will not count towards the number of credits needed for graduation. For more information, please see [Course Formats](#) (website).

Sample Timetable (1st & 2nd Quarter)

- Please remember that your timetable will be different in the 1st and 2nd quarter if you register for quarter-basis courses!
- You cannot register for semester-basis courses during the days and class periods where you have registered for quarter-basis courses.

Period	Class Time	Term	Mon	Tue	Wed	Thu	Fri
1	8:45-10:25	1Q	Japanese Foundation Course I	Japanese Foundation Course I	Student Success Workshop	Japanese Foundation Course I	Japanese Foundation Course I
		2Q					
2	10:35-12:15	1Q		Introduction to Management	Semester Subjects		Accounting I
		2Q					
3	12:30-14:10	1Q	Japanese Foundation Course II	Japanese Foundation Course II		Japanese Foundation Course II	Japanese Foundation Course II
		2Q					
4	14:20-16:00	1Q		Psychology			
		2Q	Legal Studies			Legal Studies	
5	16:10-17:50	1Q		Psychology			2 nd Quarter Subjects
		2Q			1 st Quarter Subjects		
6	18:00-19:40	1Q					
		2Q					

▶ Regular Grades

Grade	Mark	Pass/Fail
A+	90% or above	Pass (Receive Credits)
A	80-89%	
B	70-79%	
C	60-69%	
F	59% or below	Fail

▶ Other Grades

Code	Meaning	Notes
P	Pass	Used for some courses
T	Transfer	Maximum of 60 credits*
E	Exempt	Not included in credit calculations

* For 2nd and 3rd year transfer students, credits transferred to APU at the time of enrollment are not included in this limit.

▶ **What is GPA?**

GPA is a value that represents a student's overall grade evaluation, calculated from the individual grades of their classes based on APU's specific calculation method.

- **Cumulative GPA:**

Calculated using all grades **from enrollment to current semester**

Used for: Academic Transcripts, Student Exchange, Accelerated Graduation Program, Course Registration, etc.

- **Semester GPA:**

Calculated using all grades **from that semester only**

Used for: Scholarship Screenings, Course Registration, etc.

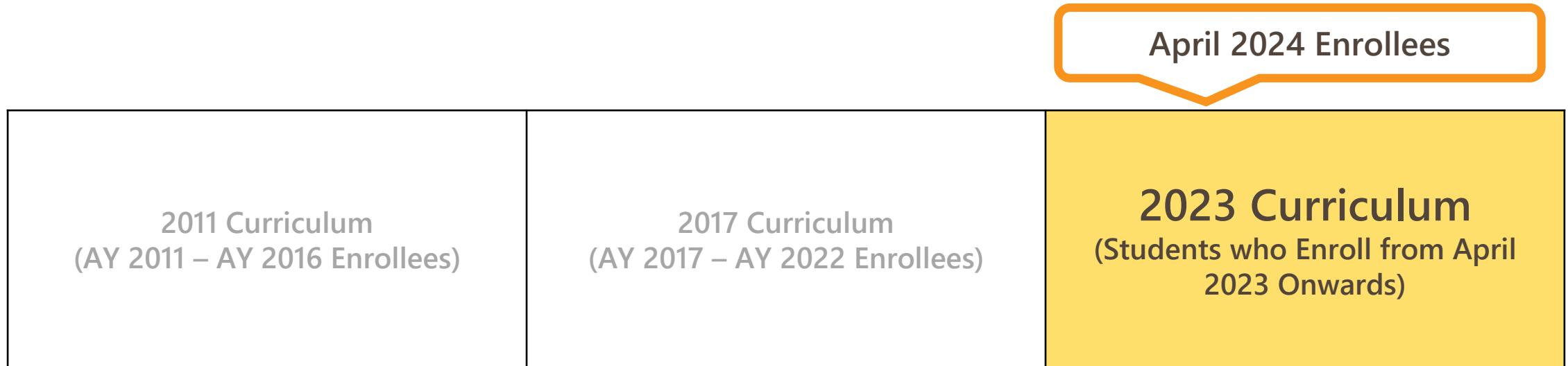
1-2. College of International Management (APM)

Graduation Requirements & Subject Fields

► What is a Curriculum?

Your curriculum sets out your graduation requirements and the courses you can take. It is determined by the year you enroll at APU.

Your curriculum will stay the same until graduation. (Excluding cases where there is a change in student status, such as withdrawal, etc.)



Curriculum

- APM's graduation requirements change greatly depending on your enrollment language.
- **For English-basis students, your starting level for Japanese Language Subjects will be determined by the results of the Placement Test.**
- Depending on your starting level for Japanese, the number of Japanese Language credits required for graduation changes.
- Your curriculum will stay the same until graduation. (Excluding cases where there is a change in student status, such as withdrawal, etc.)

College	College of International Management (APM)							
Enrollment Language	Japanese-Basis (J)						English-Basis (E)	
English Starting Level	Elementary	Pre-Intermediate	Intermediate	Upper Intermediate	Advanced 1	Advanced 2	Exempt	
English Course Track	Standard Track (ST)			Advanced Track (AT)				
Curriculum	APM 23 JST			APM 23 JAT				APM 23 E
Meaning	APM 2023 Curriculum Japanese-Basis Standard Track			APM 2023 Curriculum Japanese-Basis Advanced Track				APM 2023 Curriculum English-Basis

▶ Excerpt from the APM 2023 Curriculum Outline

		1st Year		2nd Year		3rd Year		4th Year	
APM Major Education Subjects	Required	Introduction to Management ★ 2	Introduction to Marketing ★ 2	Organizational Behavior ★ 2	Legal Strategy in Business ★ 2	Business Ethics and Social Responsibility ★ 2		Global Management (Capstone) ★ 2	
		Accounting I ★ 2	Finance ★ 2	Production and Operations Management ★ 2					
	Marketing and Strategic Management and Leadership (SML)			Family Business Management 2	International Transactions 2	Strategic Project Management 2	Advanced Organizational Behavior 2	Advanced Seminar in MGT (Marketing and Strategic Management and Leadership) ○ 2	
				Strategic Management 2	Supply Chain Management 2	Strategic Decision Making 2	Human Resource Management 2	Undergraduate Project in MGT (Marketing and Strategic Management and Leadership) ○ 4	
					Entrepreneurship 2	Sustainable Business 2	Responsible Leadership in Business 2	Undergraduate Thesis MGT (Marketing and Strategic Management and Leadership) ○ 4	
						Brand Management in the Digital World 2	Service Management 2		
Marketing (M)			Marketing Research 2	Digital Marketing 2	International Marketing 2	Brand Management in the Digital World 2	Advanced Seminar in MGT (Marketing and Strategic Management and Leadership) ○ 2		
			Consumer Behavior 2	New Technologies and Future Society 2	International Logistics 2	Managing Digital Business Transformation 2	Undergraduate Project in MGT (Marketing and Strategic Management and Leadership) ○ 4		
			Supply Chain Management 2	Design Thinking and Innovation 2	Service Management 2	Destination Marketing 2	Undergraduate Thesis MGT (Marketing and Strategic Management and Leadership) ○ 4		
			Promotion and Sales Management 2			Special Lecture in Marketing 2			
			Product Development 2			Major Seminar in MGT (Marketing and Strategic Management and Leadership) ○ 2			
			Pricing Strategy 2						
Accounting & Finance (AF)			Accounting II 2	Corporate Finance 2	Advanced Accounting 2	Financial Market and Institutions 2	Advanced Seminar in AF (Accounting and Finance) ○ 2		
			Cost Accounting 2		Auditing 2	International Finance 2	Undergraduate Project in AF (Accounting and Finance) ○ 4		
			Financial Accounting I 2		International Accounting 2	Finance and Technology 2	Undergraduate Thesis AF (Accounting and Finance) ○ 4		
			Financial Accounting II 2		Managerial Accounting 2	Financial Derivatives 2			
					Taxation 2	Investment Analysis and Portfolio Management 2			
					Special Lecture in Accounting 2	Revenue Management 2			
						Special Lecture in Finance 2			
						Major Seminar in AF (Accounting and Finance) ○ 2			
Entrepreneurship and Operations Management (EOM)			Entrepreneurship 2	Supply Chain Management 2	Managing Innovation 2	Operations Research 2	Advanced Seminar in EOM (Entrepreneurship and Operations Management) ○ 2		
			Social Entrepreneurship and Change Maker 2	Product Development 2	Managing Digital Business Transformation 2	Technology Management 2	Undergraduate Project in EOM (Entrepreneurship and Operations Management) ○ 4		
			Venture Entrepreneurship 2	Design Thinking and Innovation 2	Advanced Venture Entrepreneurship 2	Strategic Project Management 2	Undergraduate Thesis EOM (Entrepreneurship and Operations Management) ○ 4		
			System Modelling and Analysis 2	New Technologies and Future Society 2	Special Lecture in Entrepreneurship 2	Special Lecture in Operations Management 2			
						Major Seminar in EOM (Entrepreneurship and Operations Management) ○ 2			
APM Common			Macroeconomics 2	APM Field Study 2	Asian Economy 2	Business Case Analysis & Communication 2			
			Microeconomics 2	Business Internship 2	International Economics 2	Management Information Systems 2			
			Business Data Analytics 2	Special Lecture (Management) 2					
			Big Data Analysis 2	Research Design and Method ○ 2					

- The curriculum outline shows all the subjects you can take until graduation. (This image only shows some of the subjects) (Subjects from other colleges are not included)
- Among the subjects available to APM students, there are some **subjects that students must earn credits for in order to graduate.**



Graduation Requirements

APM: Graduation Requirements

- APM students must complete all of the following requirements to graduate.
- English-basis students do not need to fulfill requirement no. 5.

No.	Graduation Requirement
1	Enroll for at least 4 years
2	Complete at least 124 credits in total
3	Complete all required language subjects (or be exempted from required language subjects)
4	Fulfill the credit requirements for each subject field
5	Complete at least 20 credits of subjects held in English (Japanese-basis domestic students only)
6	Complete 4 credits of required Common Liberal Arts Subjects for APM (excluding the subjects in No. 7)
7	Earn credits for either “Fundamental Mathematics” or “Advanced Mathematics”
8	Complete all required APM Major Subjects (18 credits for 9 subjects)

APM: Graduation Requirements

- APM students must complete all of the following requirements to graduate.
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No.	Graduation Requirement
1	Enroll for at least 4 years
2	Complete at least 124 credits in total
3	Complete all required language subjects (or be exempted from required language subjects)
4	Fulfill the credit requirements for each subject field
5	Complete at least 20 credits of subjects held in English (Japanese-basis domestic students only)
6	Complete 4 credits of required Common Liberal Arts Subjects for APM (excluding the subjects in No. 7)
7	Earn credits for either “Fundamental Mathematics” or “Advanced Mathematics”
8	Complete all required APM Major Subjects (18 credits for 9 subjects)

APM: Graduation Requirements

- APM students must complete all of the following requirements to graduate.
- English-basis students do not need to fulfill requirement no. 5.

No.	Graduation Requirement
1	Enroll for at least 4 years
2	Complete at least 124 credits in total
3	Complete all required language subjects (or be exempted from required language subjects)
4	Fulfill the credit requirements for each subject field
5	Complete at least 20 credits of subjects held in English (Japanese-basis domestic students only)
6	Complete 4 credits of required Common Liberal Arts Subjects for APM (excluding the subjects in No. 7)
7	Earn credits for either “Fundamental Mathematics” or “Advanced Mathematics”
8	Complete all required APM Major Subjects (18 credits for 9 subjects)

Graduation Requirement 2: Complete at least 124 credits in total

- Students must complete at least 124 credits to graduate
- There are also some specific rules about how to earn those 124 credits.

Starting from "Foundation Japanese I"

	Subject Field	Required Credits	Subtotal	Total
Common Education Subjects	Japanese Language Subjects	16	40	At least 124 credits
	Required Common Liberal Arts Subjects	4		
	Required Common Liberal Arts Subjects (Mathematics)	2		
	Common Liberal Arts Subjects	10		
	Language Education Subjects and/or Common Liberal Arts Subjects	8		
APM Major Education Subjects	Required Major Education Subjects	18	62	
	Major Education Subjects	44		
Other College Subjects		0	0	
Subjects Not Counted Towards Graduation		0	0	

APM: Graduation Requirements

- APM students must complete all of the following requirements to graduate.
- English-basis students do not need to fulfill requirement no. 5.

No.	Graduation Requirement
1	Enroll for at least 4 years
2	Complete at least 124 credits in total
3	Complete all required language subjects (or be exempted from required language subjects)
4	Fulfill the credit requirements for each subject field
5	Complete at least 20 credits of subjects held in English (Japanese-basis domestic students only)
6	Complete 4 credits of required Common Liberal Arts Subjects for APM (excluding the subjects in No. 7)
7	Earn credits for either "Fundamental Mathematics" or "Advanced Mathematics"
8	Complete all required APM Major Subjects (18 credits for 9 subjects)

Specific rules about how to earn 124 credits

Graduation Requirement 3: Complete all required language subjects (or be exempted from required language subjects)

► **English-basis students are required to take Japanese Language Subjects!**

- Your **starting level for Japanese Language Subjects is decided** by the results of the placement test you took at enrollment.
- The university will automatically assign you to classes until you earn all the required credits.

Starting Level	No. of Credits Required for Graduation	Required Japanese Subjects			
		Foundation I (4 Credits)	Foundation II (4 Credits)	Foundation III (4 Credits)	Intermediate (4 Credits)
Foundation I	16	Both Registered in 1 st Semester		After Completing Foundation I – II	After Completing Foundation I – III
Foundation II	12	Exempt	1 st Semester	After Completing Foundation II	After Completing Foundation II – III
Foundation III	8	Exempt	Exempt	1 st Semester	After Completing Foundation III
Intermediate	4	Exempt	Exempt	Exempt	1 st Semester
Higher than Intermediate	0	Exempt	Exempt	Exempt	Exempt

Graduation Requirement 3: Complete all required language subjects (or be exempted from required language subjects)

- Depending on your starting level for Japanese, the number of required credits for **Japanese Language Subjects** and **Language Education Subjects and/or Common Liberal Arts Subjects** will differ.

Starting from "Foundation Japanese I"		Subject Field	Required Credits	Subtotal	Total
Common Education Subjects	Japanese Language Subjects	16	40	At least 124 credits	
	Required Common Liberal Arts Subjects	4			
	Required Common Liberal Arts Subjects (Mathematics)	2			
	Common Liberal Arts Subjects	10			
	Language Education Subjects and/or Common Liberal Arts Subjects	8			
APM Major Education Subjects	Required Major Education Subjects	18	62		
	Major Education Subjects	44			
Other College Subjects		0			
Subjects Not Counted Towards Graduation		0			

Starting from "Intermediate Japanese"		Subject Field	Required Credits	Subtotal	Total
Common Education Subjects	Japanese Language Subjects	4	40	At least 124 credits	
	Required Common Liberal Arts Subjects	4			
	Required Common Liberal Arts Subjects (Mathematics)	2			
	Common Liberal Arts Subjects	10			
	Language Education Subjects and/or Common Liberal Arts Subjects	20			
APM Major Education Subjects	Required Major Education Subjects	18	62		
	Major Education Subjects	44			
Other College Subjects		0			
Subjects Not Counted Towards Graduation		0			

The 12 exempted credits are moved here

APM: Graduation Requirements

- APM students must complete all of the following requirements to graduate.
- English-basis students do not need to fulfill requirement no. 5.

No.	Graduation Requirement
1	Enroll for at least 4 years
2	Complete at least 124 credits in total
3	Complete all required language subjects (or be exempted from required language subjects)
4	Fulfill the credit requirements for each subject field
5	Complete at least 20 credits of subjects held in English (Japanese-basis domestic students only)
6	Complete 4 credits of required Common Liberal Arts Subjects for APM (excluding the subjects in No. 7)
7	Earn credits for either "Fundamental Mathematics" or "Advanced Mathematics"
8	Complete all required APM Major Subjects (18 credits for 9 subjects)

Graduation Requirement 4: Fulfill the credit requirements for each subject field

Starting from
"Foundation Japanese I"

Subject Field		Required Credits	Subtotal	Total
Common Education Subjects	Japanese Language Subjects	16	40	At least 124 credits
	Required Common Liberal Arts Subjects	4		
	Required Common Liberal Arts Subjects (Mathematics)	2		
	Common Liberal Arts Subjects	10		
	Language Education Subjects and/or Common Liberal Arts Subjects	8		
APM Major Education Subjects	Required Major Education Subjects	18	62	
	Major Education Subjects	44		
Other College Subjects		0		
Subjects Not Counted Towards Graduation		0		

102 Credits

- Of the 124 credits required for graduation, students need to earn 102 credits in specific subject fields.
- The remaining 22 credits do not need to be taken in a specific subject field. Please earn these credits in the fields you are interested in.

124 Credits – 102 Credits = 22 Credits
 Remaining 22 credits can be from any subject field



- Depending on your starting level for Japanese, the number of required credits for "Japanese Language Subjects" and "Language Education and/or Common Liberal Arts Subjects" will change slightly, but all students are still required to earn a total of 102 credits within these specified subject fields.

APM: How to Check Your Required Credits for Graduation

- You can check your required credits for graduation as follows:
[Method] Campusmate » Click on "Grade Report" from the Academic Menu
- In order to graduate, the number of "Completed" credits must match (or exceed) the number under "Required (adjusted)".
(see image below).

Subject Field	Required	Exemption(-)	Exemption(+)	Required (adjusted)	Completed
Japanese	16	-16			
Common Liberal Arts Subjects_Required	4			4	2
[Mathematics]Common Liberal Arts Subjects_Required	2			2	
Common Liberal Arts Subjects	10			10	4
Language Education Subjects & Common Liberal Arts Subjects	8		+16	24	6
[APM]Major Education Subjects_Required	18			18	6
[APM]Major Education Subjects	44			44	
Other College Subjects					
Total	124			124	18
Subjects Not Counted Towards Graduation					

APM: Graduation Requirements

- APM students must complete all of the following requirements to graduate.
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No.	Graduation Requirement
1	Enroll for at least 4 years
2	Complete at least 124 credits in total
3	Complete all required language subjects (or be exempted from required language subjects)
4	Fulfill the credit requirements for each subject field
5	Complete at least 20 credits of subjects held in English (Japanese-basis domestic students only)
6	Complete 4 credits of required Common Liberal Arts Subjects for APM (excluding the subjects in No. 7)
7	Earn credits for either "Fundamental Mathematics" or "Advanced Mathematics"
8	Complete all required APM Major Subjects (18 credits for 9 subjects)

What are Common Liberal Arts Subjects?

Curriculum Outline – Common Liberal Arts Subjects –

► What are Common Liberal Arts Subjects?

- These subjects aim to provide students with the knowledge, skills, qualities, and abilities that form the basis of university study, thereby cultivating well-educated students.
- Many of these subjects are available from your first year.

Common Liberal Arts	APU Literacy	Student Success Workshop	2	Languages of the Asia Pacific	2	Applied Intercultural Communication	2			
		Multicultural Cooperative Workshop	2	Religions of the Asia Pacific	2	Skills and Practices for Global Leadership	2			
		Peace, Humanity and Democracy	2	Geography of the Asia Pacific	2	Global Leadership for Social Impact	2			
		Introduction to Intercultural Communication	2	Culture and Society of the Asia Pacific	2	Japanese Art of Tea Ceremony	2			
		Intercultural Fieldwork I	2	History of the Asia Pacific	2	Japanese Art of Flower Arrangement	2			
		Intercultural Fieldwork II	2	Japanese Politics and Society	2	Traditional Japanese Arts	2			
		Studies of Multicultural Comparison	2	Japanese Popular Culture	2					
		Foundation for Global Leadership	2	Japanese History	2					
		Overseas Learning Design	2	Constitution of Japan	2					
	Bridge Program	2	Special Lecture (Japanese Studies)	2						
	Introduction to Major Studies Group	Introduction to Sustainable Development	2	World Economy and Global Issues	2	Advanced Mathematics†	2			
		Introduction to Tourism and Hospitality	2	Introduction to Economics ★	2					
		Introduction to Policy Studies	2	Fundamental Mathematics†	2					
		Introduction to Global Studies	2							
		Introduction to Media Studies	2							
		Introduction to International Relations	2							
		Introduction to Comparative Politics	2							
	Introduction to Political Science	2								
	Global Citizens Foundation	Legal Studies	2	Negotiation Skills	2	Health Science	2			
		Psychology	2	Logic and Critical Thinking	2	Media Production Lab	2			
		Bioethics	2	Self-analysis for Career Design	2	Internship	2			
		AI and Society	2	Diverse Perspectives on Understanding Careers	2	Career Field Analysis for Career Development	2			
		Western Philosophy	2	Special Lecture (Liberal Arts Subject)	2	AI and Data Science	2			
		Chinese Philosophy	2	Web Design	2	Introduction to GIS	2			
Western Visual Arts		2	Information Processing Essentials	2	Database Systems	2				
Modern Science and Technology		2	Programming Essentials	2	Special Lecture (ICT)	2				
		2	Information Literacy	2	Information Systems Programming	2				

Graduation Requirement 6: Complete 4 credits of required Common Liberal Arts Subjects for APM

Starting from
"Foundation Japanese I"

Subject Field		Required Credits	Total
Common Education Subjects	Japanese Language Subjects	16	At least 124 credits
	Required Common Liberal Arts Subjects	4	
	Required Common Liberal Arts Subjects (Mathematics)	2	
	Common Liberal Arts Subjects	10	
	Language Education Subjects and/or Common Liberal Arts Subjects	8	
APM Major Education Subjects	Required Major Education Subjects	18	
	Major Education Subjects	44	
Other College Subjects		0	
Subjects Not Counted Towards Graduation		0	

- Students must earn credits for all of the following subjects to graduate.

Subject Name	Credits	Semester Available From	Registration Method
Statistics	2	1 st Semester	Registered by Student
Introduction to Economics	2	1 st Semester	Registered by University in 2 nd semester*

- *The university will usually automatically register you for "Introduction to Economics" during your 2nd semester. However, if you have credits available during your 1st semester, you can choose to register for this subject early. If you register for this subject and earn credits in your 1st semester, APU will not automatically register it for you in your 2nd semester.
- APU will automatically register you for "Introduction to Economics" in your enrollment language.

APM: Graduation Requirements

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4	Fulfill the credit requirements for each subject field
5	Complete at least 20 credits of subjects held in English (Japanese-basis domestic students only)
6	Complete 4 credits of required Common Liberal Arts Subjects for APM (excluding the subjects in No. 7)
7	Earn credits for either "Fundamental Mathematics" or "Advanced Mathematics"
8	Complete all required APM Major Subjects (18 credits for 9 subjects)

Graduation Requirement 7: Earn credits for either “Fundamental Mathematics” or “Advanced Mathematics”

Starting from
“Foundation Japanese I”

Subject Field		Required Credits	Subtotal	Total
Common Education Subjects	Japanese Language Subjects	16	40	At least 124 credits
	Required Common Liberal Arts Subjects	4		
	Required Common Liberal Arts Subjects (Mathematics)	2		
	Common Liberal Arts Subjects	10		
	Language Education Subjects and/or Common Liberal Arts Subjects	8		
APM Major Education Subjects	Required Major Education Subjects	18	62	
	Major Education Subjects	44		
Other College Subjects		0		
Subjects Not Counted Towards Graduation		0		

- Students must earn credits for at least one of the following subjects to graduate.

Subject Name	Credits	Semester Available From	Registration Method
Fundamental Mathematics	2	1 st Semester	Registered by Student
Advanced Mathematics	2	3 rd Semester	Registered by Student

- It is strongly recommended to finish this requirement early in your degree.
- You can take both classes if you are interested.
- “Fundamental Mathematics” can only be take in your enrollment language.

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7	Earn credits for either "Fundamental Mathematics" or "Advanced Mathematics"
8	Complete all required APM Major Subjects (18 credits for 9 subjects)

What are APM Major Education Subjects?

APM Major Education Subjects

► What are APM Major Education Subjects?

- These subjects help students understand the goals and philosophy of APM, acquire specialized knowledge and skills, and pursue their interests.
- Most subjects can be taken from your 2nd year onwards.
- APM's Major Education Subjects are further divided into the following categories.

APM Major Education Subjects	Required Subjects	These subjects help students understand and apply fundamental business concepts and provide a solid grounding in each of the APM Areas of Study.
	Strategic Management & Leadership (SML)	This specialization teaches students about strategic management concepts, skills, and competencies, including strategy formulation, resource management, and leadership.
	Marketing (M)	Students learn how to build brands, develop products and services, set pricing and promotion strategies, develop digital business and marketing, and manage customer relations and distribution systems.
	Accounting & Finance (AF)	Students are taught how to understand and manage the finances of companies and various other types of organizations.
	Entrepreneurship & Operations Management (EOM)	Students gain the knowledge, skills, and mindset needed to create and operate new companies and organizations, including learning about how to identify business opportunities, business model development, project management, and the entrepreneurial mindset.
	Seminar Subjects	Students develop their knowledge and skills in their field of interest in small groups.
	APM Common Subjects	These subjects help students acquire specialized and practical knowledge and experience regardless of their Area of Study.

Curriculum Outline – APM Major Education Subjects –

		1st Year		2nd Year		3rd Year		4th Year	
APM Major Education Subjects	Required	Introduction to Management ★ 2	Introduction to Marketing ★ 2	Organizational Behavior ★ 2	Legal Strategy in Business ★ 2	Business Ethics and Social Responsibility ★ 2		Global Management (Capstone) ★ 2	
		Accounting I ★ 2	Finance ★ 2	Production and Operations Management ★ 2					
	Marketing and Strategic Management and Leadership (SML)			Family Business Management 2	International Transactions 2	Strategic Project Management 2	Advanced Organizational Behavior 2	Advanced Seminar in M (Marketing and Strategic Management and Leadership) ○ 2	
				Strategic Management 2	Supply Chain Management 2	Strategic Decision Making 2	Human Resource Management 2	Undergraduate Project in M (Marketing and Strategic Management and Leadership) ○ 4	
				Entrepreneurship 2	Sustainable Business 2	Responsible Leadership in Business 2	Undergraduate Thesis M (Marketing and Strategic Management and Leadership) ○ 4		
					Brand Management in the Digital World 2	Service Management 2			
Marketing (M)				Marketing 2	International Marketing 2	Brand Management in the Digital World 2	Advanced Seminar in M (Marketing and Strategic Management and Leadership) ○ 2		
				Technologies and Future Society 2	International Logistics 2	Managing Digital Business Transformation 2	Undergraduate Project in M (Marketing and Strategic Management and Leadership) ○ 4		
				Marketing and Innovation 2	Service Management 2	Destination Marketing 2	Undergraduate Thesis M (Marketing and Strategic Management and Leadership) ○ 4		
				Promotion and Sales Management 2		Special Lecture in Marketing 2			
				Product Development 2		Major Seminar in M (Marketing and Strategic Management and Leadership) ○ 2			
				Pricing Strategy 2					
Accounting & Finance (AF)				Accounting II 2	Corporate Finance 2	Advanced Accounting 2	Financial Market and Institutions 2	Advanced Seminar in AF (Accounting and Finance) ○ 2	
				Cost Accounting 2		Auditing 2	International Finance 2	Undergraduate Project in AF (Accounting and Finance) ○ 4	
				Financial Accounting I 2		International Accounting 2	Finance and Technology 2	Undergraduate Thesis AF (Accounting and Finance) ○ 4	
				Financial Accounting II 2		Managerial Accounting 2	Financial Derivatives 2		
						Taxation 2	Investment Analysis and Portfolio Management 2		
						Special Lecture in Accounting 2	Revenue Management 2		
							Special Lecture in Finance 2		
							Major Seminar in AF (Accounting and Finance) ○ 2		
Entrepreneurship and Operations Management (EOM)				Entrepreneurship 2	Supply Chain Management 2	Managing Innovation 2	Operations Research 2	Advanced Seminar in EOM (Entrepreneurship and Operations Management) ○ 2	
				Social Entrepreneurship and Change Maker 2	Product Development 2	Managing Digital Business Transformation 2	Technology Management 2	Undergraduate Project in EOM (Entrepreneurship and Operations Management) ○ 4	
				Venture Entrepreneurship 2	Design Thinking and Innovation 2	Advanced Venture Entrepreneurship 2	Strategic Project Management 2	Undergraduate Thesis EOM (Entrepreneurship and Operations Management) ○ 4	
				System Modelling and Analysis 2	New Technologies and Future Society 2	Special Lecture in Entrepreneurship 2	Special Lecture in Operations Management 2		
							Major Seminar in EOM (Entrepreneurship and Operations Management) ○ 2		
APM Common				Macroeconomics 2	APM Field Study 2	Asian Economy 2	Business Case Analysis & Communication 2		
				Microeconomics 2	Business Internship 2	International Economics 2	Management Information Systems 2		
				Business Data Analytics 2	Special Lecture (Management) 2				
				Big Data Analysis 2	Research Design and Method ○ 2				

Required APM Major Education Subjects

Graduation Requirement 8: Complete all required APM Major Subjects (18 credits for 9 subjects)

Starting from
"Foundation Japanese I"

Subject Field		Required Credits	Sub total	Total
Common Education Subjects	Japanese Language Subjects	16	40	At least 124 credits
	Required Common Liberal Arts Subjects	4		
	Required Common Liberal Arts Subjects (Mathematics)	2		
	Common Liberal Arts Subjects	10		
	Language Education Subjects and/or Common Liberal Arts Subjects	8		
APM Major Education Subjects	Required Major Education Subjects	18	62	
	Major Education Subjects	44		
Other College Subjects		0		
Subjects Not Counted Towards Graduation		0		

- Students must earn credits for all of the following subjects to graduate.

Subject Name	Credits	Semester Registered	Registration Method
Introduction to Management	2	1 st Semester	Registered by University
Accounting I	2	1 st Semester	Registered by University
Introduction to Marketing	2	2 nd Semester	Registered by University
Finance	2	2 nd Semester	Registered by University
Organizational Behavior	2	3 rd Semester	Registered by University
Production and Operations Management	2	3 rd Semester	Registered by University
Legal Strategy in Business	2	3 rd Semester	Registered by University
Business Ethics and Social Responsibility	2	5 th Semester	Registered by University
Global Management (Capstone)	2	7 th Semester	Registered by University

- APU will automatically register you for these subjects in your enrollment language.
- If you have credits available during your 1st semester, you can choose to register for "Introduction to Marketing" and "Finance" early. If you register for these subjects and earn credits in your 1st semester, APU will not automatically register them for you in your 2nd semester.

1-3. APM Area of Study (Major & Minor)

NOT a Graduation Requirement

▶ **APM Areas of Study**

APM has established four Areas of Study. Students can register for both a Major and Minor for a total of up to two Areas of Study. Your registered Areas of Study will appear on your diploma if you fulfill the necessary credit requirements for your Major/Minor.

Strategic Management & Leadership (SML)	Marketing (M)	Accounting & Finance (AF)	Entrepreneurship & Operations Management (EOM)
---	---------------	---------------------------	--

▶ **3 Options**

Students have 3 choices when registering for an Area of Study (*See next slide)

- ① Not registering for an Area of Study
- ② Registering one Area of Study as their Major
- ③ Registering one Area of Study as their Major and another Area of Study as their Minor

▶ **Registering / Changing an Area of Study**

Eligible Semesters	1st Semester – Final Semester
Registration Period	Any time between the start of Registration Period A and the end of Correction Period 2
Registration Method	Area of Study Application Form

**Condition 1)
Register for Area of Study**

**Condition 2)
Earn required credits**

Information Included on Diploma

No registered Area of Study

Do not register for an Area of Study

No credit requirements for Areas of Study

Diploma will only include the following:

Bachelor of Business Administration

Register one Area of Study as Major

Register one Area of Study as your Major

Complete **16 or more credits** from subjects assigned to your chosen **Major**

- ✓ Up to 4 credits of Seminar Subjects can be counted towards the 16 credit requirement
- ✓ These credits are also included in the 124 credits required for graduation

If you fulfill all the conditions listed on the left, the **name of your Major Area of Study** will also be listed on your diploma

Bachelor of Business Administration

Name of Major Area of Study

Register one Area of Study as Major and another Area of Study as Minor

Major

Register one Area of Study as your Major

Complete **16 or more credits** from subjects assigned to your chosen **Major**

- ✓ Up to 4 credits of Seminar Subjects can be counted towards the 16 credit requirement
- ✓ These credits are also included in the 124 credits required for graduation

If you fulfill all the conditions listed on the left, the **names of your Major and Minor Areas of Study** will also be listed on your diploma

Bachelor of Business Administration

Name of Major Area of Study

Minor

Register one of the other Areas of Study as your Minor

Complete **12 or more credits** from subjects assigned to your chosen **Minor**

- ✓ Up to 4 credits of Seminar Subjects can be counted towards the 12 credit requirement
- ✓ These credits are also included in the 124 credits required for graduation

Name of Minor Area of Study

*If you do not complete the credit requirements for your Major, then your Minor will not be included on your diploma either.

Break



2-1. What is Course Registration?

▶ **Course Registration is:**

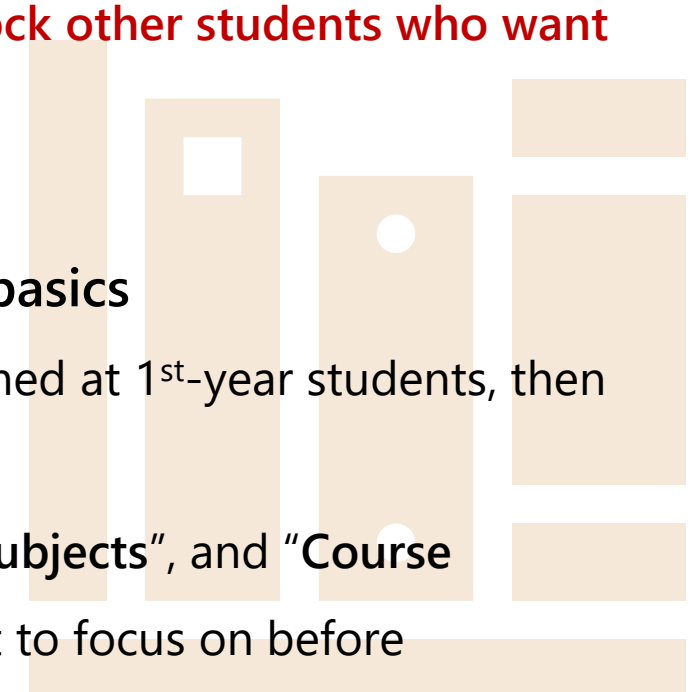
- Expressing yourself and choosing which classes you want to take.
- The most important part of your academic planning.
- Something you must do to attend class, earn credits, and graduate.

DO NOT register for courses you do not plan to take, as this may block other students who want to take the course from registering.

▶ **Courses are arranged in order by year level, starting from the basics**

Courses are arranged in order, starting with the basics, with subjects aimed at 1st-year students, then 2nd-year students, and so on.

Please check each subject's "**Semester**", "**Subject Field**", "**Prerequisite Subjects**", and "**Course Registration Restrictions**" and think carefully about what area you want to focus on before systemically registering for your courses.



► Maximum Credit Registration Limit

Academic Year Level	1		2		3		4 and above	
Semester Level	1	2	3	4	5	6	7	8 and above
Regular Students	18	18	20	20	20	20	24	24

(credits)

All new students can register for a maximum of 18 credits in the 2024 Spring Semester

- There is a maximum limit on the number of credits you can register for each semester.
- Credits for courses automatically registered by the university are also included in this limit.
- There is no minimum number of credits you must register for each semester.
- You may be required to earn a set number of credits to apply for scholarships and certain programs. Please consult the Student Office.

▼APM – E (Starting from Japanese Foundation I)

																	(Credits)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Japanese Foundation I				Japanese Foundation II				SSW		Introduction to Management		Accounting I		Information Literacy		1	2

Students can delete on their own

Number of credits you can register for by yourself

▼APM – E (Exempted from All Required Japanese Subjects)

																	(Credits)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
SSW		Introduction to Management		Accounting I		Information Literacy		1	2	3	4	5	6	7	8	9	10

Students can delete on their own

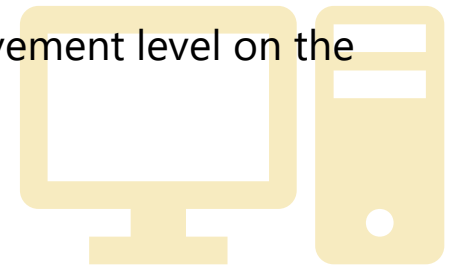
*Subjects highlighted in red are required subjects that you must earn credits for in order to graduate. If you fail any of these subjects, the university will register the subject for you again in the following semester.

▶ Common Liberal Arts Subjects Registered by the University

	Student Success Workshop (SSW)	Multicultural Cooperative Workshop (MCW)	Information Literacy
Registration Method	Registered by University *Cannot be dropped	Registered by University *Cannot be dropped	Registered by University *Can be dropped
Semester Registered *Spring Enrollees	1st Semester	2 nd Semester	1 st Semester

「Information Literacy」

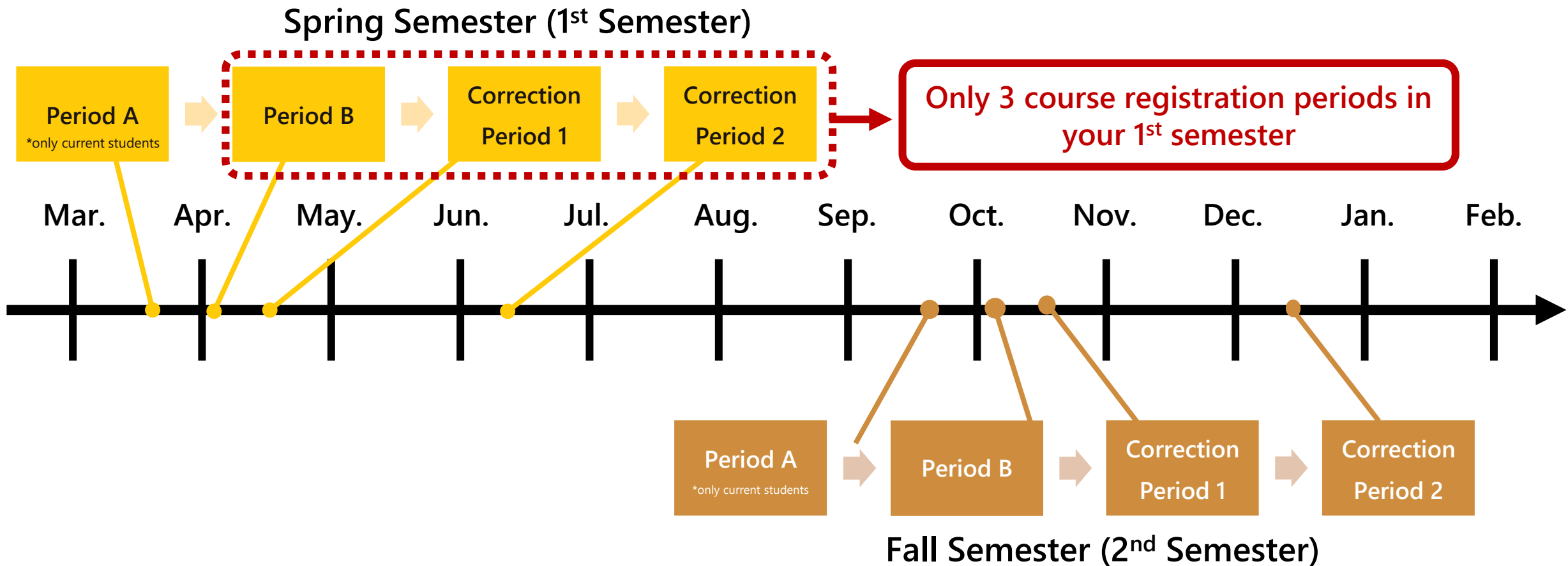
- On-demand course (Students study by watching recorded lessons at their own pace)
- You can drop this course if you decide you do not need to take it after checking your achievement level on the syllabus (can only be dropped in Period B or Correction 1)
- **Can only be registered in 1st semester**



2-2. Course Registration Periods

Course Registration Periods

- There are 4 course registration periods in both the Spring and Fall Semesters.
- During your 1st semester only, there are 3 course registration periods: Period B, Correction Period 1, and Correction Period 2.





Eligible Students		Time
Current Students Only	Priority ① GPA 3.00+	9:30~14:30
	Priority ② GPA 2.50+	12:00~17:00
	Regular	14:30~19:30

Only current students (2nd semester and above) can register for courses during Period A.

From your 2nd semester onwards, the time you can register for courses during Period A will depend on your GPA. (See table on the right)

- ✓ GPA priority is based on either your cumulative or semester GPA, whichever is highest.
- ✓ GPA priority registration only applies to Period A.

Course Type	Register / Drop
Semester Courses	Register / Drop
1 st Quarter Courses	
2 nd Quarter Courses	
Session Courses	

- Can register for the following types of courses:
 1. Language Education Subjects
 2. Common Liberal Arts Subjects
 3. Major Education Subjects (from own college only)
- Language Education Subjects and Common Liberal Arts Subjects can be registered by students from any college. The number of spaces and classes available for these subjects are distributed between the colleges based on the number of students in each college.
- The day for course registration differs by college.
- Students can register for other college's Major Education Subjects starting from Period B of their 2nd year (3rd semester).



Period B	Eligible Students	Time
	New or Reinstated Students	9:30~17:00
	Current Students	12:00~17:00

Course Type	Register / Drop
Semester Subjects	Register / Drop
1 st Quarter Subjects	
2 nd Quarter Subjects	
Session Subjects	

- All courses can be registered.
- Can register for subjects from other colleges from your 2nd year (3rd semester).
- Subjects and classes that still have seats available after Period A can be registered by students from any college in Period B.



	Eligible Students	Start Time	End Time
Correction Period 1	ALL	10:00 a.m.	10:00 a.m. on the next day

Course Type	Register / Drop
Semester Subjects	Cannot Register / Drop only
1 st Quarter Subjects	
2 nd Quarter Subjects	Register / Drop
Session Subjects	

- Semester courses and first quarter courses that have already started can only be dropped.
- Subjects and classes that still have seats available after Period B can be registered by students from any college during Correction Period 1 (Only 2nd quarter courses and winter session courses).



Correction Period 2	Eligible Students	Start Time	End Time
	ALL	10:00 a.m.	10:00 a.m. on the next day

Course Type	Register / Drop
Semester Subjects	Cannot Change
1 st Quarter Subjects	
2 nd Quarter Subjects	Drop Only
Session Subjects	Register / Drop

- 2nd quarter courses can only be dropped. (Registration for semester courses and 1st quarter courses cannot be modified.)
- Session courses that still have seats available after Correction Period 1 can be registered.
- You cannot change your course registration after Correction Period 2 ends no matter the reason.

Period	Semester Courses	1 st Quarter Courses	2 nd Quarter Courses	Session Courses
Period A <small>*Current students only</small>	Register / Drop	Register / Drop	Register / Drop	Register / Drop
Period B	Register / Drop	Register / Drop	Register / Drop	Register / Drop
Correction Period 1	<u>Drop Only</u>	<u>Drop Only</u>	Register / Drop	Register / Drop
Correction Period 2	<u>Cannot Change</u>	<u>Cannot Change</u>	<u>Drop Only</u>	Register / Drop

Period A: Can register for Language Education Subjects, Common Liberal Arts Subjects, and your own college's subjects.

Period B: Can also register for other colleges' subjects (*from 3rd semester onwards).

- POINT - How to Think About Registration



- ▶ Courses that haven't started yet
Can register or delete course
- ▶ Courses that have already started
Can only delete course
- ▶ Courses that are already halfway through/
courses that have already ended
Cannot register or delete course

[Course Registration Schedule](#) ▶

AY 2024 Spring Semester Course Registration Schedule (Period B – Correction Period 2)

Course Registration Period	Date & Time
Period B	Thur., April 4, 9:30- <u>17:00</u>
Correction Period 1	Mon., April 15, 10:00 – Tue., April 16, 10:00
Correction Period 2	Wed., Jun. 12, 10:00 – Thu., Jun 13, 10:00

You can register for courses at home, in AP House, or anywhere else either on or off campus with an internet connection.

If you want to register for courses on campus, you can use the open classrooms.

The university will announce the open classrooms on Campus Terminal. Please note that there is limited space available in the open classrooms.



2-3. Preparation Work for the Course Registration Guidance (Homework)

Important

Course Registration Guidance

Date & Time: Wed., April 3, 16:00-18:00

Please fill out the “Study Plan Worksheet” before the Course Registration Guidance. You will use this worksheet to create your timetable during the guidance session.

【Purpose】

- Understand how to plan your course registration over 4 years of study.
- Learn about the steps and reference materials needed for course registration.
- Understand how to use the Excel resources and Campusmate.
- Learn how to register for courses by yourself from your 2nd semester onwards.

STEP 1 : Think about your 4-year study plan

What do you want to study at APU? What interests you at the moment? What kind of career to do you want in the future? It doesn't matter if its just a vague idea. Write down anything that comes to mind.

E.g. I want to find a job that uses Japanese / I'm interested in media / I'm curious about international relations / I mainly want to focus on studying marketing / I'm interested in SDGs / I want to teach English...

2023 Curriculum Students

Preparation for Course Registration Guidance (Study Plan Worksheet)

Course registration is the process of choosing and registering for the classes you want to take. It is the most important process for deciding your study plan, and something you must do to attend classes, earn credits, and graduate. Students need to register for courses each semester.

In the Course Registration Guidance Session on Wednesday, April 3, you will have the opportunity to actually create your ideal timetable while checking the Subject List and each subject's syllabus. It is important to have an understanding of the points you need to bear in mind when making your timetable, so please complete STEP 1 to STEP 3 on this worksheet before attending the Course Registration Guidance Session. Please make sure to bring this worksheet with you to the Course Registration Guidance Session.

STEP 1: Think about your 4-year study plan

What do you want to study at APU? What interests you at the moment? What kind of career do you want in the future? It doesn't matter if its something you are just considering or a vague idea. Write down what comes to mind.

E.g.: I want to find a job that uses Japanese / I want to work in the tourism industry / I'm curious about international relations / I mainly want to focus on studying marketing / I want to teach English, etc.

STEP 2: Find subjects you want to study and subjects that interest you

While considering which subjects may link to what you wrote for STEP 1, look through the Curriculum Outline and Subject List and write down any subject names that pique your interest on the back of this worksheet. The Curriculum Outline and Subject List include all the subjects you can study during your 4 years at APU.

- Curriculum Outline:

The Curriculum Outline only shows the Major Education Subjects for your own college. Choose subjects from the section for 1st-year students.

- Subject List:

The Subject List also includes Major Education Subjects from other colleges (Other College Subjects). Choose subjects that have “1” written under “Semester”.

E.g.: Students interested in media: Introduction to Media Studies, Japanese Popular Culture...

Students interested in international relations: Introduction to International Relations, Introduction to Comparative Politics, Introduction to Area Studies...

STEP 3: Check the course content using the syllabus

Look up what you can study for each of the subjects you listed in STEP 2.

It is impossible to know what you will study and the format of classes from the subject name alone. Carefully read through the syllabus to check what content you want to study. If you make a note of the course content and evaluation method, it will be easy for you to check back afterwards.

=====End of Preparations=====

STEP 4: Attend the Course Registration Guidance Session on April 3

Please complete this worksheet before attending the Course Registration Guidance Session. During the session, we will go over STEP 1 to 3, check if the subjects you want to take are available this semester, and create your own timetable together.

STEP 2: Find subjects you want to study and subjects that interest you

While considering which subjects may link to what you wrote for STEP 1, look through the Curriculum Outline and Subject List and write down any subject names that pique your interest. The Curriculum Outline and Subject List include all the subjects you can study during your 4 years at APU.

APM 2023 Curriculum Outline



APM 2023 Subject List



STEP 3: Check the course content for the subjects you wrote down in STEP 2

It is impossible to know what you will study from the subject name alone. Check the syllabus, which has information about the course content, plan, and evaluation method.

Syllabus



Worksheet for APM 2023 Curriculum Students

			Subjects You Want to Take & Subjects that Interest You
Common Education Subjects	Language	English ST (Standard Track)	*English-basis students are not eligible to take these subjects.
		English AT (Advanced Track)	*English-basis students are also eligible to take these subjects, but there are some conditions.
	Japanese	*The university will automatically register you for Foundation I/II/III and Intermediate based on the results of the Placement Test. Please write down any other Japanese subjects you are interested in. *Japanese-basis students are not eligible to take these subjects.	
	AP Language	*You cannot register for subjects teaching your native language. *Japanese-basis students must have completed or be exempted from "Elementary English A and B", and English-basis students must have completed or been exempted from "Japanese Foundation I, II, III".	
Common Liberal Arts	Common		
	APU Literacy		
	Introduction to Major Studies Group		
	Global Citizens Foundation		
APM Major Education Subjects	Required Subjects		
	Strategic Management & Leadership (SML)	*No subjects are available to 1st-year students. You can register for these subjects from your 2nd year (3rd semester) onwards. Please write down any subjects you want to take in your 2nd year or above.	
	Marketing (M)	*No subjects are available to 1st-year students. You can register for these subjects from your 2nd year (3rd semester) onwards. Please write down any subjects you want to take in your 2nd year or above.	
	Accounting & Finance (AF)	*No subjects are available to 1st-year students. You can register for these subjects from your 2nd year (3rd semester) onwards. Please write down any subjects you want to take in your 2nd year or above.	
	Entrepreneurship and Operations Management (EOM)	*No subjects are available to 1st-year students. You can register for these subjects from your 2nd year (3rd semester) onwards. Please write down any subjects you want to take in your 2nd year or above.	
	APM Common	*No subjects are available to 1st-year students. You can register for these subjects from your 2nd year (3rd semester) onwards. Please write down any subjects you want to take in your 2nd year or above.	
Other Colleges (APS / ST)	*1st-year students cannot register for other colleges' major subjects. You can register for these subjects from Period B of your 2nd year (3rd semester) onwards. Please write down any subjects you want to take in your 2nd year or above.		

2-4. Other

Class Cancellations & Make-up Classes

- Classes may be cancelled if the instructor is unwell, due to weather conditions, etc.
- If a class is cancelled, then a make-up class will be held on one of the designated make-up class days. (Make sure to keep your schedule free on days marked as “Make-up Classes” on the Academic Calendar.)
- Information about class cancellations and make-up classes is posted to Campus Terminal.

Contacting Instructors

- At university, in principle students communicate with their instructors directly. (Questions, class absences, etc.)
- Please use the following methods to consult your instructors if you have any questions or doubts about your classes.
 - **Consult your instructor in the classroom either before or after class**
 - **Send questions by email** (Check their contact information from the syllabus, on the office hours page, or in class)
 - **Use office hours** (The hours when professors are available for consultation in their office. Check the time on the office hours webpage.)
- Part-time professors do not have their own office. Please ask any questions by email or in class.

Important Notes

- **Always include 1) your student ID number, 2) full name, and 3) the details of your consultation or question** when sending emails.
- **Always use your APU email address (@apu.ac.jp)** when contacting your professors or university staff.



1. Read and review the following materials

Check the following materials to further your understanding of the graduation requirements.

Website



Today's Guidance
Materials



FAQs



Supplementary
Information (Next Slides)

First check the "How to Use this Website" page!

2. Fill out the worksheet

Fill out the "Study Plan Worksheet" before attending the Course Registration Guidance.

3. Attend the Course Registration Guidance

Join the Course Registration Guidance after completing steps 1 and 2 above.

Date & Time: Wed., April 3 16:00~18:00

Location: F202

Items to Bring: PC, completed worksheet, writing implements



Supplementary Information



Website / Online Materials

Graduation requirements for each college, subjects available to all students (Language Subjects, etc.), and other important academic information.



Syllabus

Professors provide information about the course plan to students, including course content, grading method, and other important information.



Subject List

This contains important information you need when registering for courses, including course registration restrictions and which semester subjects are available from.

*Includes subjects that aren't offered every semester.



Course Timetable

A list of all the courses offered that semester with information about the day, period, classroom, etc. Subjects not included on the list are not available that semester.

1. Check the timetable for your automatically-registered subjects

- You can check the timetable for your automatically-registered subjects on Campusmate from the day before course registration.
- Check the day and period for your automatically-registered subjects and confirm your free periods and how many credits you can register by yourself. (The day and period of automatically-registered subjects cannot be changed.)
- The timetable for automatically-registered subjects will also be sent as an Excel file to the "Action Required" section on Campus Terminal.

2. Check the syllabus, subject list, and course timetable

- Use the syllabus, subject list, and course timetable to research information about the subjects you want to register in your open class periods. (*Make sure to check the information for your curriculum.)
- Syllabus: Check the information about course content, grading method, and recommended qualifications/knowledge, and think about which subjects you want to take.
- Subject List: Check the semester available, prerequisites, and course registration restrictions to see if you can register for the courses you are interested in.
- Course Timetable: Check if the subject you want to take is offered in the current semester. Subjects that are not included on the course timetable are not available that semester.

3. Make a (tentative) timetable

- Make a tentative timetable based on 1 and 2.
- We recommend making several tentative timetables in case you are unable to register for your first-choice subjects during course registration.

4. Register for your courses during course registration

- Register for courses on Campusmate.

- Detailed information about each college's graduation requirements is available on the website. Please check the information for your college.
- The subject lists and information about graduation requirements are separated by curriculum, so please check the information for your curriculum.

Curriculum & Graduation Requirements for Each College

Please refer to the following pages for details about each college's curriculum and graduation requirements.

Chapter 8: College of Asia Pacific Studies APS's human resource development goals and graduation requirements. Please check the information for your curriculum	Chapter 9: College of International Management APM's human resource development goals and graduation requirements. Please check the information for your curriculum	Chapter 10: College of Sustainability and Tourism ST's human resource development goals and graduation requirements.
<ul style="list-style-type: none">1. What is a Curriculum? >2. About the College of Asia Pacific Studies >3. Graduation Requirements & Areas of Study >4. Curriculum Outline & Subject List >5. Common Education Subjects (Language Education Subjects) +6. Common Education Subjects (Common Liberal Arts Subjects) +7. APS Major Education Subjects +8. Honors Program >	<ul style="list-style-type: none">1. What is a Curriculum? >2. About the College of International Management >3. Graduation Requirements & Areas of Study >4. Curriculum Outline & Subject List >5. Common Education Subjects (Language Education Subjects) +6. Common Education Subjects (Common Liberal Arts Subjects) +7. APM Major Education Subjects +8. Application to take APM Required Subjects in Opposite Language >	<ul style="list-style-type: none">1. What is a Curriculum? >2. About the College of Sustainability and Tourism >3. Graduation Requirements >4. Curriculum Outline & Subject List >5. Common Education Subjects (Language Education Subjects) +6. Common Education Subjects (Common Liberal Arts Subjects) +7. ST Major Education Subjects +

Check the website →

► What is a Syllabus?

- Professors use the syllabus to tell students their plan for the course.
- The syllabus contains important basic information about the course, including the semester offered, course content, grading method, and notes for students.
- You can check each subject's syllabus on Campus Terminal or the Academic Office website.
- Please check the syllabus when choosing your courses.

Check the Syllabus



Items on the Syllabus



- Subject / Class Name
- Semester Offered (SP/FA)
- Instructor's Name
- Course Description
- Format of Each Class Session
(In person/online/on demand)
- Notes for Students
- Textbooks / Reference
Materials
- Grading Method
- Instructor's Contact Info

【Access Method】





Academic Office website >> Chapter 2: Classes & Syllabus >> 1. Syllabus >> APU Syllabus

Chapter 2: Classes & Syllabus
Class format, course timetable, class cancellations and make-up classes, class absences, etc.


- 1. Syllabus >
- 2. Course Timetable >
- 3. Class Evaluation Survey >
- 4. Class Cancellations and Make-up Classes >
- 5. Class Absences (Illness or Bereavement) >

Chapter 2: Classes & Syllabus |

1. Syllabus

Share on:    | 

APU Syllabus

[APU Syllabus](#) 

*You will be redirected to the top screen of Campus Terminal.

【Syllabus Search Method】

- ※No login is required to search the syllabus.
- ①After accessing the Campus Terminal, select your language from the upper right corner, if necessary.
- ②Please select the search method that best suits your purpose from the "Syllabus Search" menu.

Search Page

Select the year, and then select one or more options from the following list.

Search Syllabus

Year	2024																		
Course name	<input type="text"/>																		
Instructor (X1)	<input type="text"/>																		
Course period (X1)	<table border="1"> <thead> <tr> <th colspan="2">Options for Course Period</th> </tr> </thead> <tbody> <tr> <td>SP</td> <td>Spring Semester</td> </tr> <tr> <td>SP1</td> <td>Spring 1st Quarter</td> </tr> <tr> <td>SP2</td> <td>Spring 2nd Quarter</td> </tr> <tr> <td>SU1</td> <td>Summer Session</td> </tr> <tr> <td>FA</td> <td>Fall Semester</td> </tr> <tr> <td>FA1</td> <td>Fall 1st Quarter</td> </tr> <tr> <td>FA2</td> <td>Fall 2nd Quarter</td> </tr> <tr> <td>WI1</td> <td>Winter Session</td> </tr> </tbody> </table>	Options for Course Period		SP	Spring Semester	SP1	Spring 1 st Quarter	SP2	Spring 2 nd Quarter	SU1	Summer Session	FA	Fall Semester	FA1	Fall 1 st Quarter	FA2	Fall 2 nd Quarter	WI1	Winter Session
Options for Course Period																			
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FA	Fall Semester																		
FA1	Fall 1 st Quarter																		
FA2	Fall 2 nd Quarter																		
WI1	Winter Session																		

- You can select the relevant course period and specify the subject, instructor, day, and class period when searching for courses.
- If you search by course name or instructor, please do not change a single letter or word.
- We recommend copy and pasting the instructor's name or course name directly from the course timetable (Excel).

Syllabus Page

Year	2023
Subject Code	027012ED
Course Number	[17]-[LIB]-[APU]-1
Semester	SP
Subject / Class	Study Skills and Academic WritingED
Instructor	COUSINS Elicia Mayuri
Misc. Notes	<p>不正行為(カンニング、剽窃等)は自ら学習する ます。不正行為は厳重な処分の対象となります。 Academic misconduct (cheating, plagiarism, etc.) is an abandonment of one's own right to learn and disqualification from study at APU. Academic punishment.</p> <p>履修する科目を選択するにあたり、当該科目に などを踏まえ、参考とする情報の一つとして活用することを目的に授業評価アンケートの 公表を行っています。 We publish the class Evaluation Survey Results to give students information about course content, teaching methods, course design, and other items on reference when choosing their courses. URL https://en.apu.ac.jp/academic/class_info/class_evaluation_survey/</p>

◆ Course Number

If your own curriculum is listed here, you are eligible to take the subject.

[23] : 2023 Curriculum Subject

[17] : 2017 Curriculum Subject

*Even if the subject belongs to your curriculum, please check the Subject List to see if you meet the requirements to take the subject.

*This section is blank for 2011 curriculum subjects.

Subject Field(Keywords related to lecture content)	
Recommended Qualifications / Knowledge	<h3>◆ Recommended Qualifications / Knowledge</h3> <p>This section outlines what knowledge you need to take this subject, as well as the courses the professor prefers students to have completed already.</p>
Course Overview	<p>The we te ini is as</p>
Course	<p>1. To be able to design one's own learning a) To be able to analyze one's own learning to date. b) To be able to create a better place for learning. c) To be able to devise ways of learning. d) To be able to plan one's future studies.</p>

Method of Grade Evaluation

◆ Method of Grade Evaluation

Besides the evaluation method, this section also has information about attendance, assignments, reports, and exams.

Method of Grade Evaluation	<ul style="list-style-type: none"> - Active participation in class: 28 - Comprehension of prerequisites (worksheets, tests): 30%. - Assignments made during the report writing process (subject sentence, outline): 12 - Final draft of the report: 30%.
Method of Implementing Multicultural Collaborative Learning	<p>Lecture: Have students exchange opinions in pairs and present their ideas to the entire class.</p> <p>Exercises: Group discussions will be conducted. Active participation by all group members is a prerequisite. In order to motivate students to participate actively, peer evaluation will be used as part of the grading process.</p>
Instructor's professional experience / involvement (outside academia)	

More information about
Course Numbers



▶ Course Number

The course number indicates the position of the subject within the curriculum and the curriculum's overall organization.

Please refer to this number on the syllabus when planning your systematic course registration.

Year	2023
Subject Code	028011EA
Course Number	[23]-[LIB]-[MSG]-1
Semester	SP
Subject / Class	Fundamental MathematicsEA
Instructor	LANGLEY Raymond
Misc. Notes	不正行為(カンニング、剽竊等)は自ら学習する権利を放棄し、APUで学ぶ資格を失う行為です。不正行為は厳重な処分の対象となります。 Academic misconduct (cheating, plagiarism, etc.) during an examination amounts to an abandonment of one's own right to learning and will result in a student's disqualification from study at APU. Academic misconduct is subject to severe punishment.

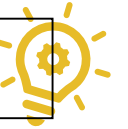


E.g.	Curriculum	Subject Field	Field of Study	Grade Number
Course Number	23 -	LIB -	MSG -	1
Meaning	23 Curriculum	Common Liberal Arts	Introduction to Major Studies Group	For 1 st Year Students

► What is the Subject List?

- The subject list has information about the registration requirements for each subject. If you do not fulfill the requirements, you cannot register for the subject.
- The subjects listed are not necessarily offered every semester.
- Please refer to the syllabi and course timetable published each semester for more details about the subjects that will be offered that semester.

Items on the Subject List



- Subject Name
- Credits
- Semester Available
- Prerequisite Subjects
- Course Re-registration
- Course Registration Restrictions
- Area of Study etc.

[Check the Subject List](#)



【Access Method】

Academic Office website >> Chapter 9: College of International Management >> 4. Curriculum Outline & Subject List >>
APM 2023 Curriculum Subject List

Chapter 9: College of International Management

APM's human resource development goals and graduation requirements. Please check the information for your curriculum

1. What is a Curriculum? >
2. About the College of International Management >
3. Graduation Requirements & Areas of Study >
- 4. Curriculum Outline & Subject List >**
5. Common Education Subjects (Language Education Subjects) +
6. Common Education Subjects (Common Liberal Arts Subjects) +
7. APM Major Education Subjects +
8. Application to take APM Required Subjects in Opposite Language >



Chapter 9: College of International Management

4. Curriculum Outline & Subject List

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Courses that can be taken differ depending on the curriculum.
Please select your own curriculum and confirm which courses you can take and the conditions for taking them.

23 2023 Curriculum

- Students who enrolled as new (1st year) students in AY 2023 or later.

Curriculum Outline

[APM 2023 Curriculum Outline](#)

APM 2023 Curriculum Subject List (Excel)

The subject list contains information about the subject codes for each subject, what subject field the credit is given for, and the number of credits. The subjects listed are not necessarily offered every semester. For more details about which subjects will be offered, please refer to the syllabi and course timetable published on the Academic Office website.

[APM 2023 Curriculum Subject List](#)

[APM 2023 Curriculum Credit Transfer Subject List](#)

Sample

科目名 Subject Name	担当セメ スター Sem	前提科目JST Prerequisite Subjects for JST	前提科目JAT Prerequisite Subjects for JAT	前提科目E Prerequisite Subjects for E	履修制限 Course Registration
中国語Ⅱ Chinese II	1	・010180 中国語Ⅰ Chinese I ・011100 英語初級 A Elementary English A ・011101 英語初級B Elementary English B	・010180 中国語Ⅰ Chinese I	・010081 日本語初 級Ⅰ Japanese Foundation Course I ・010091 日本語初 級Ⅱ Japanese Foundation Course II ・010092 日本語初 級Ⅲ Japanese Foundation Course III ・010180 中国語Ⅰ Chinese I	
日本語プロジェクトF Japanese Project F	1	・010103 日本語上 級 Advanced Japanese	・010103 日本語上 級 Advanced Japanese	・010103 日本語上 級 Advanced Japanese	
日本語・日本社会 Language and Social Topics in Japan	1	・010103 日本語上 級 Advanced Japanese	・010103 日本語上 級 Advanced Japanese	・010103 日本語上 級 Advanced Japanese	
会計学Ⅱ Accounting II	3	・030571 会計学Ⅰ Accounting I	・030571 会計学Ⅰ Accounting I	・030571 会計学Ⅰ Accounting I	B期間から Available from Period B

POINTS of Note



【Semester】

The semester from which the subject is available to students. You can register for this subject if you are in the semester listed or higher.

【Prerequisite Subjects】

You cannot register for this subject unless you have already earned credits for the subjects listed here. If you have not earned credits for the set prerequisite subjects, then you cannot register for the subject even if you meet the semester requirements. Prerequisite subjects differ for JST/JAT/E students.

【Course Registration Restrictions】

Lists any restrictions on registering for that subject.

This column notes which subjects are automatically registered by APU, when students can register for the subject, and if there any restrictions related to language basis.

*The image is a sample. Please check the APM 2023 Curriculum Subject List for the official list.

▶ What is the Course Timetable?

- The Course Timetable lists all the courses offered for the current semester, including information about the day, class period, classroom, etc.
- Subjects not listed on the current course timetable are not offered that semester.
*The timetable for Session Subjects is announced separately
- The timetable also contains the information listed on the right, so make sure to check it before registering for courses.

Items on the Course Timetable



- Term / Day of Week / Period
- Course Format / Classroom / Zoom ID
- Subject Name / Subject Code
- Instructor
- Method of Grade Evaluation
- Language
- Semester Available From
- Subject Field / Area of Study

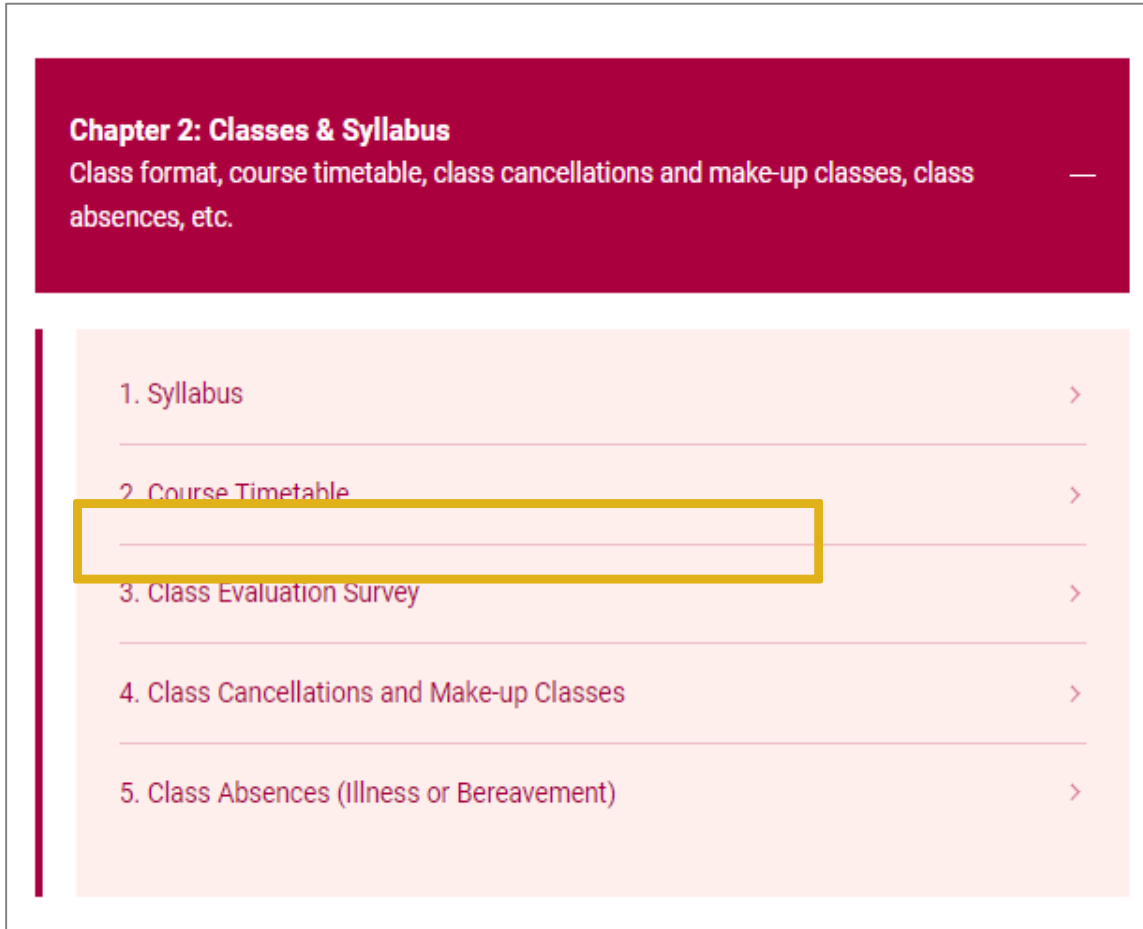
Check the Course Timetable



【Access Method】

Academic Office website >> Chapter 2: Classes & Syllabus >> 2. Course Timetable >>

College of International Management (APM) >> 2023 Curriculum >> For 2023 APM Curriculum Students 24Spring



Chapter 2: Classes & Syllabus
Class format, course timetable, class cancellations and make-up classes, class absences, etc.

- 1. Syllabus >
- 2. Course Timetable >**
- 3. Class Evaluation Survey >
- 4. Class Cancellations and Make-up Classes >
- 5. Class Absences (Illness or Bereavement) >



Course Timetable

The timetable will vary by college and the academic year of enrollment. After reviewing the following page carefully, please check the timetable that matches your college and curriculum.
The Fall Semester timetable and syllabus are subject to change and will be updated in September 2024. Please be sure to check the updated timetable and syllabus before registering for the Fall Semester courses.

- * The Course Timetable for automatically registered subjects will be announced via Campus Terminal on Monday, March 18 (tentative).
- * The Summer Session Timetable will be available around July and the Winter Session Timetable around January.
- * There are two grade evaluation methods: "Letter Grades (A+, A, B, C, F)" and "P/F". Please check which evaluation method applies to the lectures that you wish to take before proceeding to course registration.
 - Results evaluated by the Pass/Fail method will not be included in your Cumulative GPA or Semester GPA.

College of Asia Pacific Studies (APS) +

College of International Management (APM)

For 2023 APM Curriculum Students 24Spring

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1. Students who enrolled as new (1st-semester) students from AY 2023 onwards.
2. Students who enrolled as 2nd-year transfer students from AY 2024 onwards.
3. Students who enrolled as 3rd-year transfer students from AY 2025 onwards.

AY2024 Spring Semester Course Timetable

- [For 2023 APM Curriculum Students 24Spring](#) (xlsx, updated 2024/3/13)

Materials 4: How to Read the Course Timetable

Term Length of the course period **1**

Online (Course Format) Only Distance Learning Courses will have a "○" in this column **2**

Classroom /Zoom ID Distance Learning Courses: Zoom ID
In-Person Courses: Classroom **3**

Subject Name "Online" is written at the beginning of the subject name for Distance Learning Courses only **4**

1 期間/ Term	曜日/ Day of Week	時限/ Period	2 Online	3 Zoom MTG ID	教室/ Classroom	講義CD/ Subject CD	4 講義名
1Q	火/Tue.	1			和心庵	027029EC	茶道EC / Japanese Art of Tea Ceremony EC
2Q	木/Thu.	1	○	333-333-333		028032JA	Online)西洋哲学JA / Online)Western Philosophy JA
Semester	月/Mon.	3			F204	030350EA	観光社会学EA / Sociology of Tourism EA
Session1	セッション /Session	T.B.A.			T.B.A.	027031JF	日本の伝統芸能JF / Traditional Japanese Arts JF

*This is a sample of the course timetable.

Materials 4: How to Read the Course Timetable

Language

Language of instruction

J: Japanese E: English Es: Treated as English
E/J: Both languages used Blank: Language subject

5

Semester

Semester from which you can register for the subject
New students can only register for subjects that say "1" under "Semester".
You can register for a subject if you are in the same semester or higher than the number listed here.

6

Field

The subject field credits will count towards

7

Area of Study

The Area of Study credits will count towards

8

講義名	担当教員	言語/ Lang.	5 6 7 8 配当セメスター / Semester	分野/ Field	学修分野/Area of Study			
					SML	M	AF	EOM
ブリッジプログラム EA / Bridge Program EA	AAA AA	Es	1	教養/Liberal Arts				
英語準中級A EA / Pre-Intermediate English A	BBB BB		1	言語/Language				
環境汚染と防止 JA / Pollution Prevention JA	CCC CC	J	3	他学部/ Other College				
マーケティング入門 EA / Introduction to Marketing EA	DDD DD	E	1	専門/Major				
メディアと歴史EA / Media and History EA	EEE EE	E	3	他学部/ Other College				
国際物流論JA / International Logistics JA	FFF FF	J	5	専門/Major	○	○		

*This is a sample of the course timetable.