2025 Spring Enrollees

Graduation Requirements Guidance

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

Student Office

Request to New APM Students



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 feel free to scan the QR code and look at the materials while listening.



Please check the <u>website</u> 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

Basic Info & **Course Registration Graduation Requirements** What is Course Registration? 1-1 **Basic Info about Studying at University** 2-1 College of International Management (APM) 2-2 Course Registration Periods 1-2 **Graduation Requirements & Subject Fields Preparation Work for the Course** 2-3 APM Areas of Study (Major & Minor) 1-3 Registration Guidance 2-4 Other Break

1-1. Basic Info about Studying at University

Academic Calendar (Annual Schedule)

April		1st Overton
May		1 st Quarter
June	Coring Compostor	2 nd Quarter
July	Spring Semester	2 Quarter
August		Summer Session
September		
October		1 st Quarter
November		i Quarter
December	Fall Compostor	2 nd Quarter
January	Fall Semester	2 Quarter
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		3rd \	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	3rd \	Y ear	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	

Check the graduation requirements/subject list/timetable/syllabus and choose your subjects Register for courses Attend class, study, submit assignments, take tests Achieve a passing grade **Receive credits**

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	
Locturo Subjects	2	Quarter-basis (2 months)	2	1.4	
Lecture Subjects	2	Semester-basis (4 months)	1	14	
Seminar Subjects	2	Semester-basis (4 months)	1	14	
Languago Subjects	4	Semester-basis	4	56	
Language Subjects	2	(4 months)	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	Online	Classes are held in real-time. Classes will be taught via Zoom on the day and period indicated on the course timetable.
Learning Courses	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 <u>Course Formats</u> (website).

Sample Timetable (1st & 2nd Quarter)

- <u>Please remember that your timetable will be different in the 1st and 2nd quarter</u> 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	Japanese Foundation	Student Success	Japanese Foundation	Japanese Foundation		
'	0.45-10.25	2Q	Course I	Course I Workshop	Workshop	Workshop	Workshop	Course I	Course I
2	10:35-12:15	1Q		Introduction to	Semester Subjects		Accounting I		
2	10.55-12.15	2Q		Management			Accounting 1		
3	12:30-14:10	1Q	Japanese Foundation	Japanese Foundation		Japanese Foundation	Japanese Foundation		
	12.30-14.10	2Q Course II Course II			Course II		Course II		
4	14:20-16:00	1Q							
4	14.20-10.00	2Q							
5	16:10-17:50	1Q					2 nd Quarter Subjects		
5	10.10-17.50	2Q			1 st Quarter Subjects				
6	18:00-19:40	1Q							
O	10.00-19.40	2Q							

Regular Grades

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

Other Grades

Code	Meaning	Notes
Р	Pass	Used for some courses
Т	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

Curriculum

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.)

April 2025 Enrollees

2011 Curriculum (AY 2011 – AY 2016 Enrollees) 2017 Curriculum (AY 2017 – AY 2022 Enrollees) 2023 Curriculum (Students who Enroll from April 2023 Onwards)

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			Jap	anese-Basis	s (J)				English-	Basis (E)
English Starting Level	Elementary	Pre- Intermediate	Intermediate	Upper Intermediate	Advanced 1	Advanc	ced 2	Exempt		
English Course Track		Standard Track (ST)			Advanced Track (AT)			(AT)		
Curriculum		APM 23 JST			APM 23 JAT			Т	APM	23 E
Meaning	APM 2023 Curriculum Japanese-Basis Standard Track			APM 2023 Curriculum Japanese-Basis Advanced Track		APM 2023 (English				

Curriculum Outline

► Excerpt from the APM 2023 Curriculum Outline

		1st Year		2nd	l Year	3rd	4th Year	
	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
	Required	Accounting I ★ 2	Finance ★ 2	Production and Operations Management * 2				
				Family Business Management 2	International Transactions 2	Strategic Project Management 2	Advanced Organizational Behavior 2	Abanced Senior in HM (Marketing and Rindagic Management and Leadership) o 2
	Marketing and			Strategic Management 2	Supply Chain Management 2	Strategic Decision Making 2	Human Resource Management 2	Undergraduate Project in 101 (Marketing and Strategic Planagement and Leadership) 0
	Strategic Management and				Entrepreneurship 2	Sustainable Business 2	Responsible Leadership in Business 2	Undergraduate Thesis RM (Marketing and Storage Management and Leadership) © 4
	Leadership (SML)					Brand Management in the Digital World 2	Service Management 2	
						Managing Digital Business Transformation 2	Special Lecture in Strategic Management & Leadership 2	
						International Logistics 2	Major Seminar in MM (Marketing and Strategic Management and Leadership) o 2	
				Marketing Research 2	Digital Marketing 2	International Marketing 2	Brand Management in the Digital World 2	Abanced Seniorar in PM (Marketing and Storlegic Management and Leadership) o 2
				Consumer Behavior 2	New Technologies and Future Society 2	International Logistics 2	Managing Digital Business Transformation 2	Undergraduate Project in MM (Marketing and Strategic Management and Leadership) o 4
	Marketing			Supply Chain Management 2	Design Thinking and Innovation 2	Service Management 2	Destination Marketing 2	Undergraduate Theis PM (Marketing and Strategic Management and Leadership) 0
	(M)			Promotion and Sales Management 2			Special Lecture in Marketing 2	
				Product Development 2			Major Seminar in MM (Marketing and Strategic Haragement and Leadership) a 2	
APM M				Pricing Strategy 2				
lajor Ec				Accounting II 2	Corporate Finance 2			Advanced Seminar in AF (Accounting and Finance) 6 2
ducation				Cost Accounting 2		Auditing 2	International Finance 2	Undergraduate Project in AF (Accounting and Finance) o 4
n Subje				Financial AccountingI 2				Undergraduate Thesis AF (Accounting and Finance) 6 4
Ġ.	Accounting & Finance			Financial Accounting II 2			Financial Derivatives 2	
	(AF))						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) 0 2	
							Operations Research 2	Alterned Semilar in RCM (Bittingremeurship and Operations Management) o 2
	Entrepreneurship and Operations			Social Entrepreneurship and Change Maker 2		Managing Digital Business Transformation 2		Undergraduate Project in 60M (Biotepreneurally and Operations Management) o 4
	Management (EOM)							Undergraduate Theirs ECM (Extrepreneurally and Operations Management) 0 4
				System Modelling and Analysis 2	New Technologies and Future Society 2		Special Lecture in Operations Management 2	
							Major Seminar in DOM (Entrepreneumble) and Operations Management) o 2	
							Business Case Analysis & Communication 2	
	APM Common					International Economics 2	Management Information Systems 2	
					Special Lecture(Management) 2			
		学部 開講科目 / AY 2023 APM Curriculu	0.15	Big Data Analysis 2	Research Design and Method 0 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 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 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 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.

Star "Founda	rting from tion Japanese I"	Subject Field	Required Credits	Subtotal	Total
100		Japanese Language Subjects	16		
		Required Common Liberal Arts Subjects	4		
	Common Education Subjects	Required Common Liberal Arts Subjects (Mathematics)	2	40	
		Common Liberal Arts Subjects	10		At least 124
		Language Education Subjects and/or Common Liberal Arts Subjects	8		credits
	APM Major Education	Required Major Education Subjects	18	62	
	Subjects	Major Education Subjects	44	02	
	Other College Subjects		0	0	
		Subjects Not Counted Towards Graduation	0	0	

- 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	Specific rules about earn 124 credi	
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)		

► 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.

	No. of Credits		Required Japa	nese Subjects	
Starting Level	Required for Graduation	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.

	ting from on Japanese I" Subject Field	Required Credits	Subtotal	Total
Com	Japanese Language Subjects	16		
mon Ed	Required Common Liberal Arts Subjects	4		
Common Education Subjects	Required Common Liberal Arts Subjects (Mathematics)	2	40	At least 124 credits
Subject	Common Liberal Arts Subjects	10		
, o	Language Education Subjects and/or Common Liberal Arts Subjects	8		
APM Educa Subje	Required Major Education Subjects	18	62	
APM Major Education Subjects	Major Education Subjects	44	62	
Other College Subjects		0		
Subje	cts Not Counted Towards Graduation	0		

	ting from diate Japanese"	Subject Field	Required Credits	Subtotal	Total
Com	Japanese Langu	age Subjects	4		
ımon Ed	Required Comm	on Liberal Arts Subjects	4	The 12 exemp are move	
ucation	Required Comm (Mathematics)	on Liberal Arts Subjects	2	40	
Common Education Subjects	Common Libera	l Arts Subjects	10		At least 124
S	Language Educa Common Libera	tion Subjects and/or I Arts Subjects	20	'	credits
APM Major Education Subjects	Required Major	Education Subjects	18	62	
Major ation cts	Major Education	Subjects	44	02	
Other College Subjects			0		
Subje	cts Not Counted	Towards Graduation	0		

- 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

Stal "Founda	ting from tion Japanese I"	Required	61	T	
	Subject Field	Credits	Subtotal	Total	
Comm	Japanese Language Subjects	16		102 Credi	ts
on Educ	Required Common Liberal Arts Subjects	4	4		
Common Education Subjects	Required Common Liberal Arts Subjects (Mathematics)	2	40		
ojects	Common Liberal Arts Subjects	cts 10		At least 124 credits	
	Language Education Subjects and/or Common Liberal Arts Subjects	8			
APM Major Education Subjects	Required Major Education Subjects	18	62		
//ajor :ion :ts	Major Education Subjects	44	02		
	Other College Subjects	0			
Subje	cts Not Counted Towards Graduation	0			

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.

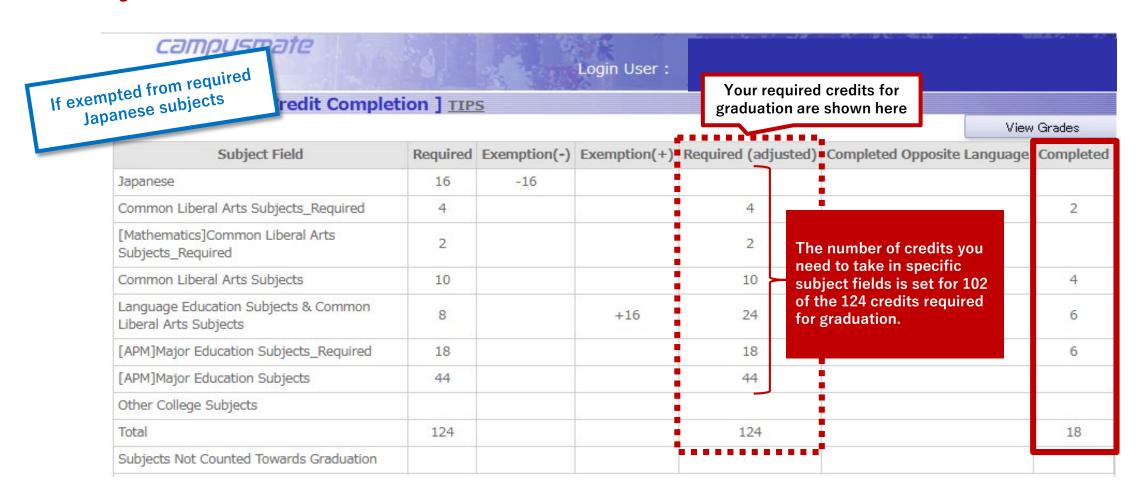
124 Credits – 102 Credits = 22 Credits

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).



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

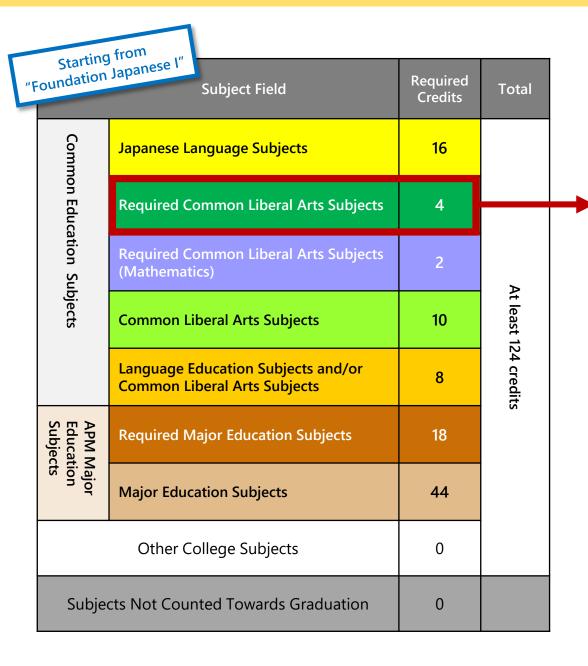
No.	Graduation Requirement		
1	Enroll for at least 4 years		
2	Complete at least 124 credits in total		
3	Complete all required language subjects (or be exempted from required language subjects		borol
4	Fulfill the credit requirements for each subject field	What are Common Lib Arts Subjects?	berai
5	Complete at least 20 credits of subjects held in English (Japanese-basis domestic study	ents 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	s"	
8	Complete all required APM Major Subjects (18 credits for 9 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.

		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				
	APU Literacy	Intercultural Fieldwork I 2	History of the Asia Pacific 2	Japanese Art of Flower Arrangement 2				
	A o Enclucy	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 Sustainable Development 2	World Economy and Global Issues 2	Advanced Mathematics ☆ 2				
		Introduction to Tourism and Hospitality 2	Introduction to Economics ★ 2					
Commo		Introduction to Policy Studies 2	Fundamental Mathematics☆ 2					
n Liber	Introduction to Major	Introdu 1st \	/ear	2 nd ^v	Year	3rd Y	'ear	4 th Year
al Arts	Studies Group	Introduction to media studies 2						
		Introduction to International Relations 2						
		Introduction to Comparative Politics 2						
		Introduction to Political Science 2						
		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				
	Global Citizens Foundation	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				
			Information Literacy 2	Information Systems Programming 2				

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



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

Subject Name	Credits	Semester Available From	Registration Method
Statistics	2	1st Semester	Registered by Student
Introduction to Economics	2	1st Semester	Registered by University in 2nd 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 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 7: Earn credits for either "Fundamental Mathematics" or "Advanced Mathematics"

Starti "Foundati	ang from on Japanese I" Subject Field	Required Credits	Subt otal	Total
Comm	Japanese Language Subjects	16		
on Educ	Required Common Liberal Arts Subjects	4		
Common Education Subjects	Required Common Liberal Arts Subjects (Mathematics)	2	40	A
ojects	Common Liberal Arts Subjects	10		t least 12
	Language Education Subjects and/or Common Liberal Arts Subjects	8		At least 124 credits
APM Major Education Subjects	Required Major Education Subjects	18	62	S
//ajor tion tts	Major Education Subjects	44	62	
Other College Subjects		0		
Subje	cts 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	1st 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.

- 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)	What are APM Maj Education Subject
7	Earn credits for either "Fundamental Mathematics" or "Advanced Mathematics"	
8	Complete all required APM Major Subjects (18 credits for 9 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.

	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.
ΑP	Strategic Management & Leadership (SML)	This specialization teaches students about strategic management concepts, skills, and competencies, including strategy formulation, resource management, and leadership.
APM Major	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.
Education	Accounting & Finance (AF)	Students are taught how to understand and manage the finances of companies and various other types of organizations.
on Subjects	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	
Required	Introduction to Management ★	2 Introduction to Marketing ★ 2	2 Organizational Behavior ★	2 Legal Strategy in Business ★ 2	Business Ethics and Social Responsibility *	2	Global Management (Capstone) ★
	Accounting I ★	2 Finance ★ 2	2 Production and Operations Management *	2			
			Family Business Management	2 International Transactions 2	Strategic Project Management	2 Advanced Organizational Behavior 2	Advanced Seminar in PM (Marketing and Strategic Management and Leadership)
Marketing a	and .		Strategic Management	2 Supply Chain Management 2	Strategic Decision Making	2 Human Resource Management 2	Undergraduate Project in MM (Marketing and Strategic Management and Leader
Strategic Management				Entrepreneurship 2	Sustainable Business	2 Responsible Leadership in Business 2	Undergraduate Theis HM (Harketing and Strategic Management and Leadership
Leadershi (SML)					Brand Management in the Digital World	2 Service Management 2	
					Managing Digital Business Transformation	Special Lecture in Strategic Management & Leadership 2	
					International Logistics	2 Major Sentrar in MM (Marketing and Strategic Management and Leadenship) o 2	
		Required A	PM Maior	keting 2	International Marketing	2 Brand Management in the Digital World 2	Advanced Sensitian in HM (Marketing and Strategic Management and Leadersh
				nologies and Future Society 2	International Logistics	2 Managing Digital Business Transformation 2	Undergraduate Project in 101 (Marketing and Strategic Management and Lea
Marketing		Education	Subjects	nking and Innovation 2	Service Management	2 Destination Marketing 2	Undergraduate Thesis RM (Marketing and Strategic Management and Leaders
(M)			,			Special Lecture in Marketing 2	
			Product Development	2		Major Seminar in MM (Marketing and Strategic Management and Leadership) o 2	
			Pricing Strategy	2			
			Accounting II	2 Corporate Finance 2	Advanced Accounting	2 Financial Market and Institutions 2	Advanced Seminar in AF (Accounting and Finance)
			Cost Accounting	2	Auditing	2 International Finance 2	Undergraduate Project in AF (Accounting and Finance
			Financial AccountingI	2	International Accounting	2 Finance and Technology 2	Undergraduate Thesis AF (Accounting and Final
Accounting Finance			Financial AccountingII	2	Managerial Accounting	2 Financial Derivatives 2	
(AF))					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	2 Supply Chain Management 2	Managing Innovation	2 Operations Research 2	Advanced Seminar in 60M (Intrepreneurship and Operations Management
Entrepreneur			Social Entrepreneurship and Change Maker	2 Product Development 2	Managing Digital Business Transformation	2 Technology Management 2	Undergraduate Project in EOM (Extrepreneurally) and Operations Manage
and Operati Manageme			Venture Entrepreneurship	2 Design Thinking and Innovation 2	Advanced Venture Entrepreneurship	2 Strategic Project Management 2	Undergraduate Thesis ECM (Entrepreneurship and Operations Managem
(EOM)			System Modelling and Analysis	2 New Technologies and Future Society 2	Special Lecture in Entrepreneurship	Special Lecture in Operations Management 2	
						Major Seminar in DOM (Entrepreneunthip and Operations Haragement) o	
			Macroeconomics	2 APM Field Study 2	Asian Economy	2 Business Case Analysis & Communication 2	
APM Comm	on		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 O 2			

^{■2023}年度カリキュラム 国際経営学部 開講科目 / AY 2023 APM Curriculum Outline

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

Star "Foundat	ting from ion Japanese I" Subject Field	Required Credits	Sub total	Total
Comn	Japanese Language Subjects	16		
Common Education Subjects	Required Common Liberal Arts Subjects	4		At least 124 credits
ation Su	Required Common Liberal Arts Subjects (Mathematics)	2	40	
bjects	Common Liberal Arts Subjects	10		
	Language Education Subjects and/or Common Liberal Arts Subjects			24 credit
APM Educa Subje	Required Major Education Subjects 18 Major Education Subjects 44			O1
Major ation cts			62	
Other College Subjects		0		
Subje	cts 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	1st Semester	Registered by University
Accounting I	2	1st 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

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

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

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

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

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

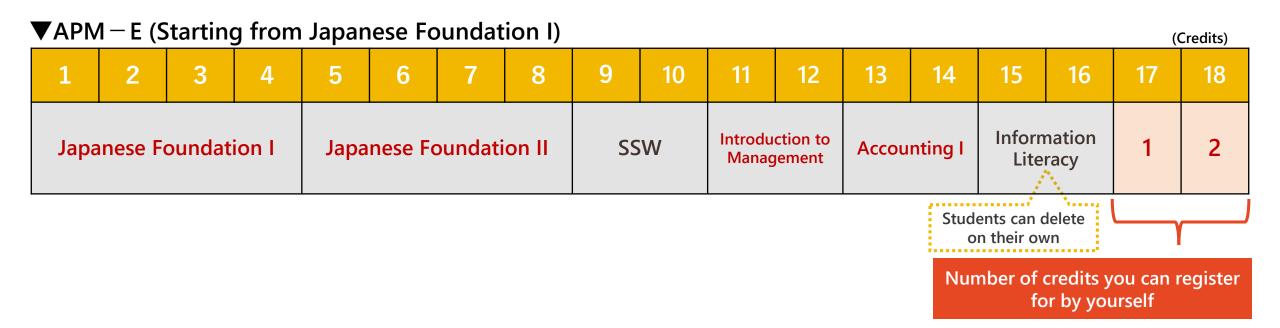
Academic Year Level	1		2	2	3	3		and ove
Semester Level	1	2	3	4	5	6	7	8 and above
Regular Students	18	18	20	20	20	20	24	24

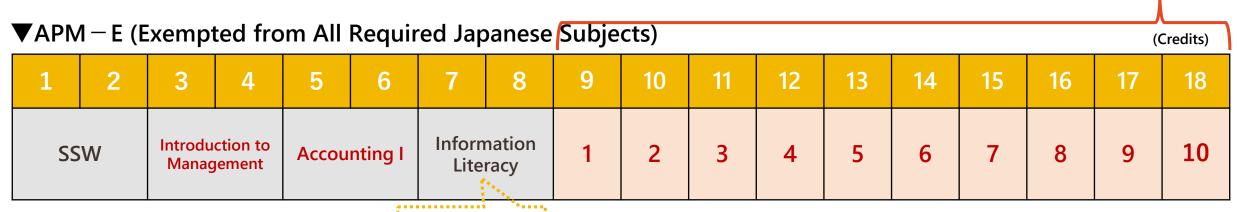
ow students can register for a maximum of 18 credits

All new students can register for a maximum of 18 credits in the 2025 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.

<u>Automatically-registered subjects</u> & the no. of credits available to register by yourself (Spring Enrollees)





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

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	1 st Semester	2 nd Semester	1st Semester

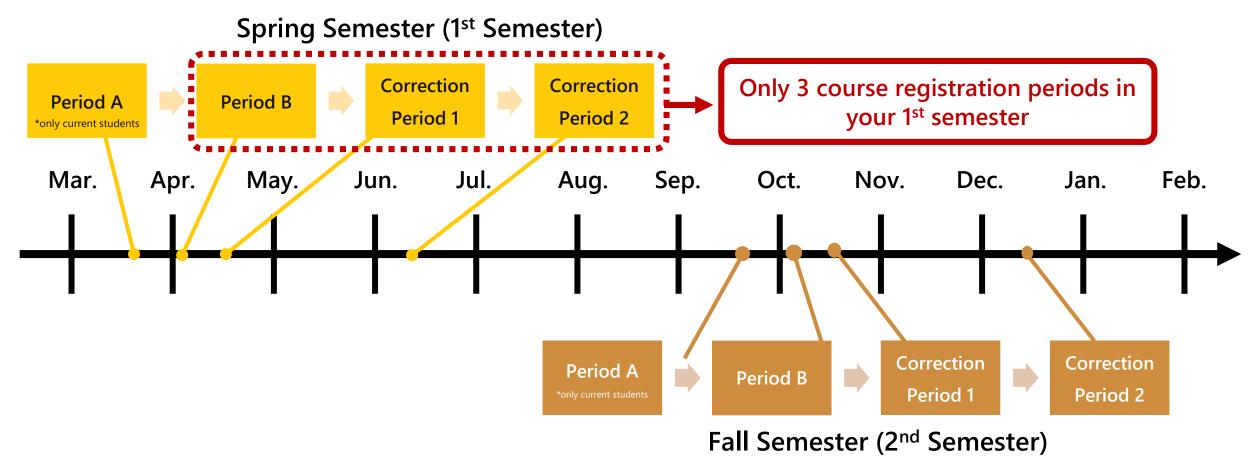
「Information Literacy」

- 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.



Period B

Correction Period 1

Correction Period 2

Eligible Students		Time
	Priority ① GPA 3.00+	9:30~14:30
Current Students Only	Priority ② GPA 2.50+	12:00~17:00
Sin,	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	
1st Quarter Courses	Pagistor / Dran
2 nd Quarter Courses	Register / Drop
Session Courses	

- Can register for the following types of courses:
- 1. Language Education Subjects
- 2. Common Liberal Arts Subjects
- 3. Major Education Subjects (<u>from own college only</u>)
- 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

Correction Period 1

Correction Period 2

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

Register / Drop	

- 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.

Period B

Correction Period 1

Correction Period 2

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

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

- 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 session
 courses).

Period B

Correction Period 1

Correction Period 2

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

Course Type	Register / Drop	
Semester Subjects	Cannot	
1 st Quarter Subjects	Change	
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.

Course Registration Periods - Summary-

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



Course Registration Period	Date & Time
Period B	Thu., April 3, 9:30-17:00
Correction Period 1	Mon., April 14, 10:00 – Tue., April 15, 10:00
Correction Period 2	Wed., June 11, 10:00 – Thu., June 12, 10:00

- You can register for courses at home, in AP House, or anywhere else either on or off campus with an internet connection.
- New students who do not have their own device by Course Registration Period B are encouraged to use the open PC classrooms on campus.
- Please note that there are a limited number of PC classrooms, so there is possibility that you will be unable to use them. We ask for your understanding.
- The university will announce the open PC classrooms on Campus Terminal.



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

Important

Course Registration Guidance

Wed., April 2

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

₩	orksh	eet fo	or APM	2023 Curriculum Students		
				Subjects You Want to Take & Subjects that Interest You		
		English	English	9	ST (Standard Track)	*English-basis students are not eligible to take these subjects.
				AT (Advanced Track)	English-basis students are also eligible to take these subjects, but there are some conditions.	
	Language			The university will automatically register you for Foundation (/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.		
Common Education				You cannot register for subjects teaching your native language. Napanese-basis students must have completed or be exempted from "Elementary English A and Br, and English-basis students must have completed or been exempted from "Japanese Foundation I, II, II".		
cation Subjects						
-	Con	APU Literacy				
	Common Liberal A	Introduction to Major Studies Group				
	Arts	Global Citizens Foundation				
	Requi	red Sub	ojects			
		gic gemen rship (S		*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 Major Ec	Marketing (M)		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.		
APM Major Education Subjects		counting & ance (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.		
its	and O	repreneurship I Operations nagement (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 (Commo	on	"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.		
		Colleg S / ST)	es	*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.		

1. Read and review the following materials

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



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: Wed., April 2

Items to Bring: PC, completed worksheet, writing implements





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

- The timetable for your automatically-registered subjects will be sent as an Excel file to the "Action Required" section on Campus Terminal 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.)

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.

Thu., April 3, 9:30-17:00

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

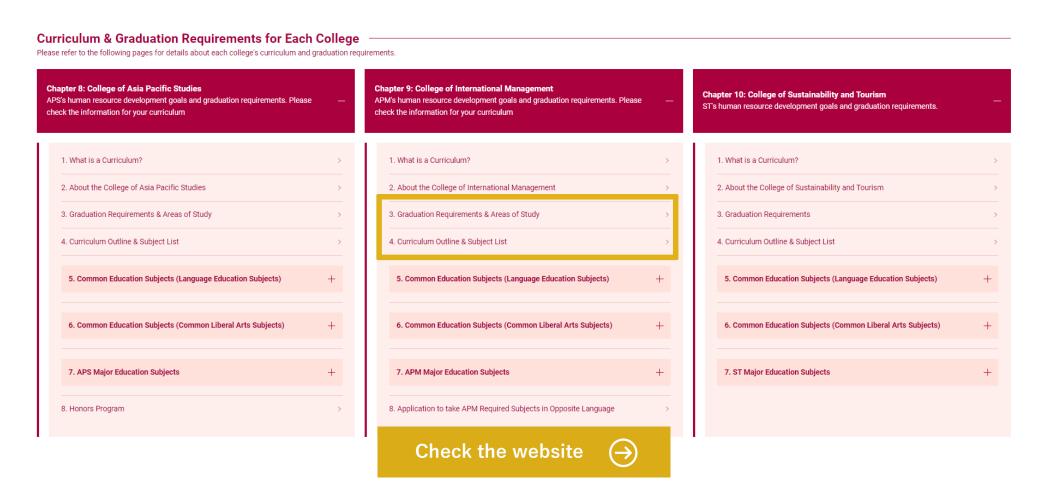
- Always include 1) your student ID number, 2) full name, and 3) the details of your consultation or question when sending emails.
- Always use your APU email address (@apu.ac.jp) when contacting your professors or university staff.



Supplementary Information

Materials 1: Website and Online Materials

- 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.



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.

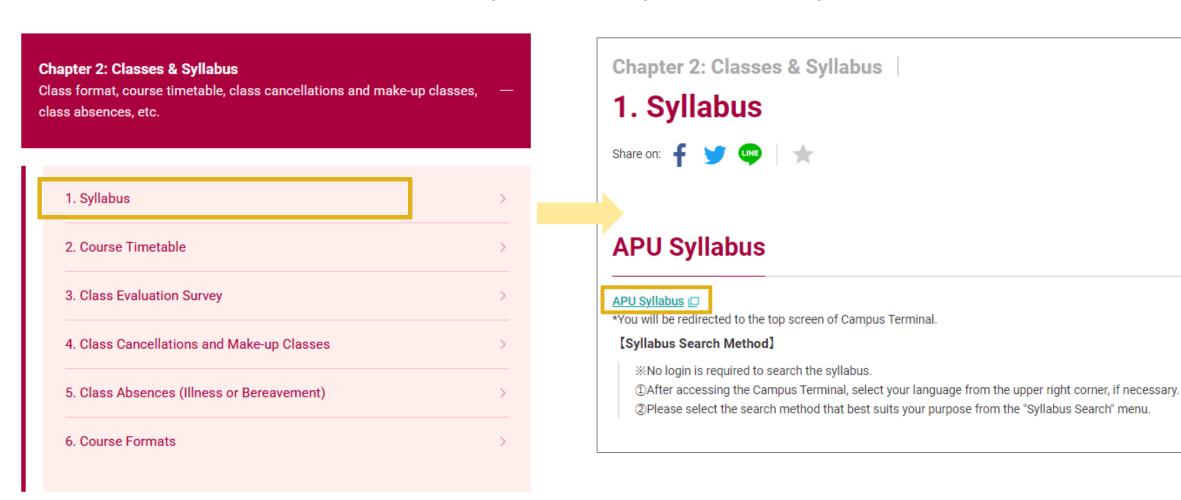


Items on the Syllabus

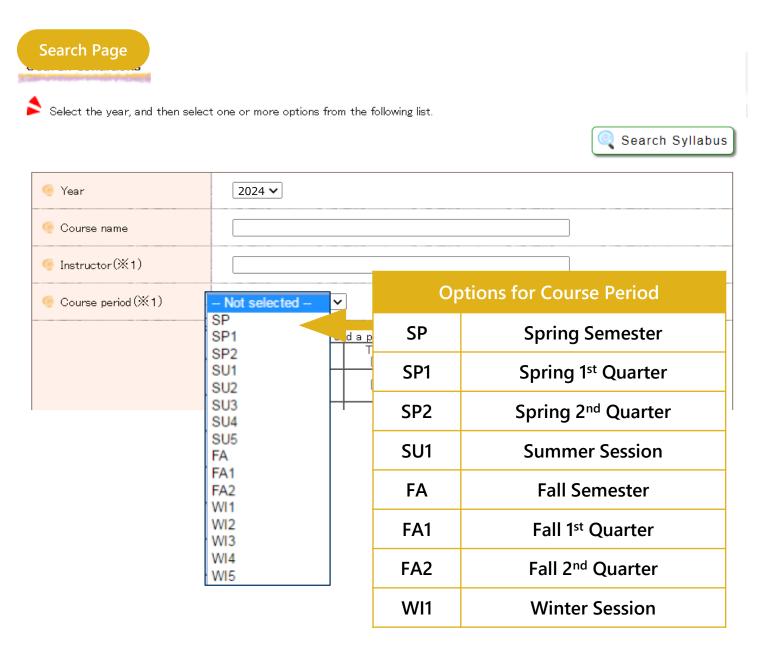
- Subject / Class Name
- Semester Offered (SP/FA)
- Instructor's Name
- Course Description
- Format of Each Class Session
 (In person/online/on demand)
- Notes for Students
- Textbooks / Reference
 Materials
- Grading Method
- Instructor's Contact Info

[Access Method]

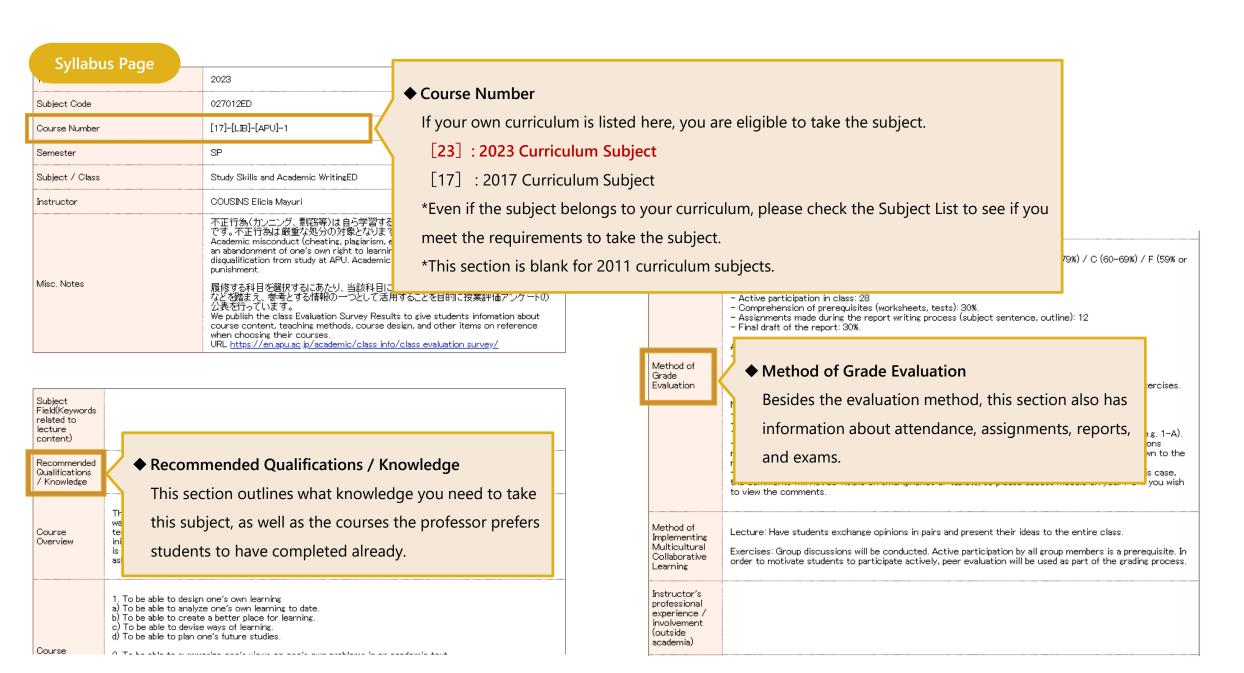
Academic Office website >> Chapter 2: Classes & Syllabus >> 1. Syllabus >> APU Syllabus



Materials 2: Syllabus



- 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 Favorites Function

- Before the Course Registration Period begins, if you click 'Import from Course Data' on the 'Favorites' page of the Syllabus System, some courses that you have not selected as your favorites may be displayed.
- These courses are the courses automatically registered for you by the university, but please note that the class details are not yet final.
- The Academic Office will make announcements regarding classes and timetables on Campus Terminal so please check Campus Terminal for more information.

\ominus

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、剽窃等)は自ら学習する権利を放棄し、APUでです。 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 examinat abandonment of one's own right to learning and will result in a stude from study at APU. Academic misconduct is subject to severe punis	on amounts to an nt's disqualification				

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 1st 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



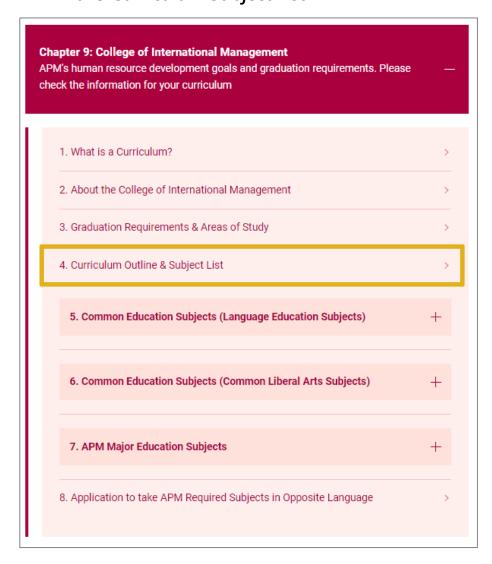
- Subject Name
- Credits
- Semester Available
- Prerequisite Subjects
- Course Re-registration
- Course Registration
 Restrictions
- Area of Study etc.

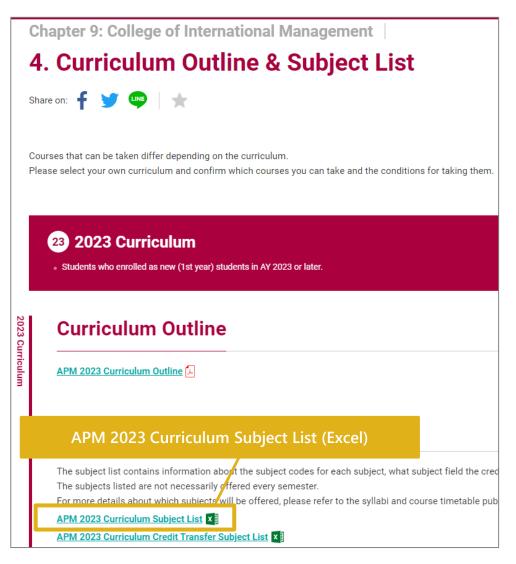


Materials 3: Subject List

[Access Method]

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





Sample					
料目名	配当セメ	前提科目JST	前提科目JAT	前提科目E	履修制限
Subject Name	スター	Prerequisite	Prerequisite	Prerequisite	Course
Subject Hame	Sem *	Subjects for J	Subjects for J	Subjects for	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 II 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

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

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.

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.



- 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

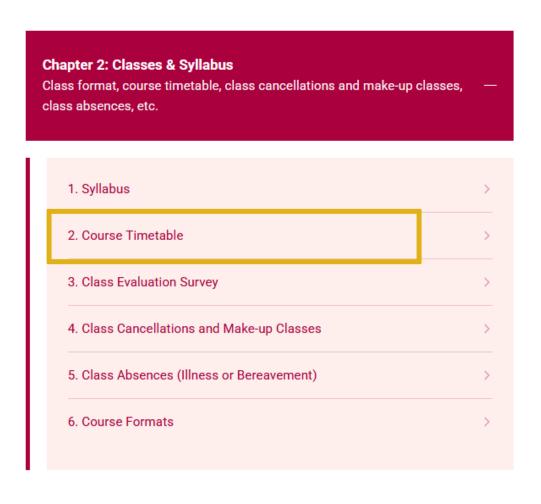


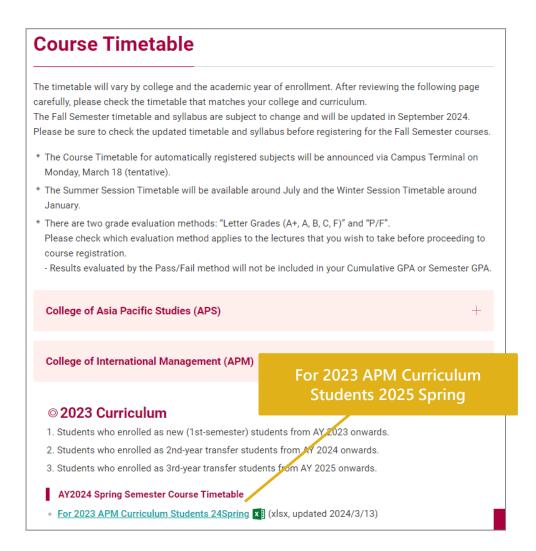
Materials 4: How to Access the Course Timetable

[Access Method]

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

College of International Management (APM) >> 2023 Curriculum >> For 2023 APM Curriculum Students 2025 Spring





Term

Length of the course period

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

Classroom /Zoom ID

Distance Learning Courses: Zoom ID In-Person Courses: Classroom

Subject Name

"Online" is written at the beginning of the subject name for Distance Learning Courses only

1

1	_						4
期間/ Term	曜日/ Day of Week	時限/ Period	Online	Zoom MTG ID	教室/ Classroom	講義CD/ Subject CD	講義名
1Q	火/Tue.	1			和心庵	027029EC	茶道EC / Japanese Art of Tea Ceremony EC
2Q	木/Thu.	1	0	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.

Language

Language of instruction

J: Japanese E: English Es: Treated as English

E/J: Both languages used Blank: Language subject

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 the subject if you are in the same semester or higher than

Field

The subject field credits will count towards

Area of Major

The Area of Study credits will count towards

5 6 7

the number listed here.

=# ÷ 力	17245	言語/	配当セメスター /	分野/	学修分野/Area of Study			
講義名	担当教員	Lang.	Semester	Field	SML	М	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	0	0		