

# United States Marine Corps

## Career Course Seminar Distance Education Program

### Academic Year 2017 Program Information

#### College of Distance Education and Training, Marine Corps University

#### Pensacola Region

**The Program:** The Career Course Seminar Distance Education Program (CCS DEP) 6500 series provides Marine Corps Staff Sergeants and Staff Sergeant selects with the knowledge and skills needed to assume leadership roles of greater responsibility. The CCS DEP has been developed as part of the Marine Corps University's efforts to afford every Marine a resident PME experience at each rank. The CCS DEP will provide all Staff Sergeants the opportunity to attend either the resident Career Course at one of four SNCO Academies or participate in the CCS DEP where they will interact with a professional instructor and a cadre of their peers in an academic environment.

All students enrolled in the CCS DEP onsite seminar will be assigned an experienced instructor and will attend the seminar at a specified location on or near their duty location once a week for the entire 15-week program.

- Curriculum is derived from, and parallel to, the resident Career Course.
- Seminar ratio is maintained at approximately 12:1 (student/faculty).
- Lessons typically require 5 hours of preparation (reading/homework/quiz) and 3 hours of seminar participation per week.
- Students are assessed through quizzes, homework, and seminar participation.

The goal of the CCS DEP is identical to the goal of the resident Career Course—to prepare Marine SNCOs to:

- Serve as ethical leaders, educated in the obstacles that affect Marine cohesion and compliance with organizational values and ethics, who recognize the responsibility of their grade to mentor junior enlisted as well as junior officers.
- Serve as professional warfighters, educated in the Marine Corps warfighting doctrine with an emphasis on preparing for and the conduct of war, who are introduced to operational planning, and possess knowledge on national military capabilities and the foundations of joint operations.
- Serve as sound decision makers, educated in diverse decision making processes used to formulate and solve open-ended problems in complex environments in support of the commander's intent and organizational values. The CCS DEP provides this education through a variety of educationally sound delivery methods and through cost-effective and dynamic media to ensure that timely and relevant curricula reach all distance learners at the right time and right place.

**\*American Council on Education (ACE) Credit Recommendation for 6500 Series:** In the upper-division baccalaureate degree category, 3 semester hours in business communications, and 3 in leadership and ethics.

**\*Marine Corps Reservists receive 22.5 Reserve Retirement Credit Points for completing the seminar.**

#### **CCS DEP Enrollment Criteria:**

- The program is available to E-6 and E-6 selects in both the active and reserve components of the armed services.
- Prior to attending the CCS DEP, students must have completed the Career Course DEP (EPME6000AA) on MarineNet. Please note: Per MARADMIN 521/14, effective October 2016, the promotion requirement for SSgt to GySgt is to complete the MarineNet EPME6000AA course and then complete either the resident Career Course or the Career Course Seminar DEP. The Career Course MCI (MCI 8100) is no longer considered adequate for SSgt non-resident PME and will not meet the pre-requisite PME for enrolling in the seminar.
- All eligible students interested in enrolling in CCS DEP should inform their unit's sergeant major or designated representative of their desire. Similar to the resident SNCOA Career Course, students need to be nominated by their command. Commands should use the same command screening checklist used for sending Marines to resident PME courses at the SNCO Academies, the [NAVMC\_11580\_Nov\_\_2015]. [Blocks 13-16 do not apply to CCS DEP and can be left blank or marked N/A.](#)

**Structure:** The Career Course Seminar DEP consists of the following weekly lessons:

- Lesson 1: Critical Thinking
- Lesson 2: Professional Military Ethics I
- Lesson 3: Professional Military Ethics II
- Lesson 4: Effective Communication
- Lesson 5: Military Correspondence
- Lesson 6: Warfighting
- Lesson 7: Tactical Fundamentals
- Lesson 8: Tactical Planning
- Lesson 9: Command and Control
- Lesson 10: Irregular Warfare
- Lesson 11: Expeditionary Operations
- Lesson 12: Leadership Development I
- Lesson 13: Leadership Development II
- Lesson 14: Resiliency
- Lesson 15: Role of the SNCO

**Attendance:** Students are expected to attend ALL seminar sessions when at home base. An occasional absence, when required by primary duties such as TAD, is expected from time-to-time, but needs to be coordinated with the instructor **in advance**. Seminar participation comprises a significant portion of the overall course grade, so students who miss seminars will be required to “make up” for their inability to attend and contribute to the seminar. The “make up” requirement will be

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determined by the instructor. Even if a student “makes up” a missed seminar, they may not miss more than one seminar per sub-course (Professional Communications, Warfighting, Leadership, and Professional Ethics).

**Course Materials:** Course material will be provided in PDF format and can be accessed through our online education tool, Blackboard (Bb) once you are registered in the course. No hard copy course materials will be issued for AY-17. Additional course materials may be provided by the student’s seminar facilitator.

**Blackboard:** Blackboard (Bb) is a course management tool used to deliver CCS DEP course materials, quizzes, homework, and online discussions to both onsite and online seminar students.

- A few weeks before seminars are to begin; the Pensacola Regional Office will assign you to a seminar and give your enrollment information to the CDET Student Support section for account creation.
- Student Support will create a Bb account for new Bb students and will send you an e-mail with your Bb user ID and your Bb password for logging on. Keep and protect this e-mail. You will not be able to log onto Bb without your user ID and password.

**Course Grades:** Course grades are comprised of a number of measurable elements - quizzes, homework assignments, and seminar participation. An overall grade of 80% is required to pass a course. Weekly quizzes are short multiple-choice knowledge quizzes that cover the required reading for the lesson of that week, and comprise 20% of the student’s overall grade. Homework assignments consist of essays, planning products, presentations, and other written requirements, and comprise 40% of the student’s overall grade. Seminar participation is 40% of the student’s overall grade, and consists of the student’s participation while in seminar and the student’s written participation in the Discussion Boards.

**Pensacola Region PME Office Contact Info:**

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**Important Links:**

- CDET Web Site: <http://www.mcu.usmc.mil/cdet>
- MarineNet Site: [www.marinenet.usmc.mil](http://www.marinenet.usmc.mil)
- Bb Login Site: <http://cdet.blackboard.com>