

PH 343 Settings Approach and Healthy Public Policy in Health Promotion ...3
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[*] = as determined by a Review Panel chaired by the Head of the Math/Science Division with Members of the Public Health Faculty.

Except as noted, the following programs are offered at the State Campuses

CERTIFICATE OF ACHIEVEMENT in AGRICULTURE AND FOOD TECHNOLOGY

With the increasing complexity of technology and the competitiveness of the export market, trained agriculture technicians are in demand. The program aims to prepare individuals to enter the agriculture profession in the public or private sector in their state or to continue on to a degree program at the National Campus.

Knowledge of agricultural production processes and good communication and management skills will enable students, extension agents, and farmers to work in all phases of food production.

Program Learning Outcomes:

Upon successful completion of this certificate, students will be able to:

1. Demonstrate an overall knowledge of the crop production process.
2. Practice good agricultural management and marketing skills.
3. Identify and demonstrate the fundamentals of food processing, preparation techniques, the relationship between the scientific principle and cooking procedures.
4. Identify and demonstrate the basic skills and principles of swine and poultry production techniques, including breed selection, feed, housing, management techniques and animal health.
5. Apply the basic skills and knowledge of nursery micro-propagation practices, transplanting, harvesting, and maintenance.
6. Identify the proper use of land for agriculture purposes, local ornamental, and turf management.

Program Requirements

General Education Requirements13 credits

CA 100 Basic Computer Applications (3); ESL 050 Technical English (3); MS 104 Technical Math I (4)
SC 098 Survey of Science (3)

Technical Requirements 21 or 22 credits

AG 084 Basic Crop Production (4); AG 096 Field Internship (5)

Plus a minimum of 12 credits from the following:

AG 086 Micro-propagation and Nursery Practices (4); AG 088 Landscaping (3); AG 090 Principles of Food Processing (3);
AG 092 Swine and Poultry Production (3); AG 094 Farm Management and Marketing (3)

Total Requirements34-35 credits

CERTIFICATE in AGRICULTURE AND FOOD TECHNOLOGY Suggested Schedule

Fall Semester

ESL 050 Technical English3
MS 104 Technical Math I 4
SC 098 Survey of Science 3
AG 084 Basic Crop Production 4
AG 092 Swine and Poultry Production3
17

Spring Semester

CA 100 Basic Computer Applications3
AG 088 Landscaping3 **OR**
AG 086 Micro-propagation and Nursery Practices ...4
AG 090 Principles of Food Processing3
AG 094 Farm Management and Marketing3
12 **OR** 13

Summer Session
 AG 096 Field Internship..... 5
5

CERTIFICATE OF ACHIEVEMENT in BOOKKEEPING

The bookkeeping certificate program is designed for those who are unable to attend the regular business degree program, or those who do not meet the admission standards for degree programs.

This one-year program is intended to prepare students for entry level jobs in the area of business, or for those who are working to upgrade their skills in managing their own business. This program also intends to reduce the FSM reliance on a foreign skilled work force and help the citizens of FSM to be productive members of the society, able to contribute to the general welfare and economic development of FSM.

High school graduates or those who pass GED are eligible for admission into the program.

Program Learning Outcomes:

Upon successful completion of this certificate, students will be able to:

1. Demonstrate proper bookkeeping techniques for a small business.
2. Demonstrate general computer competence and information technology literacy.
3. Describe small business management techniques.
4. Communicate effectively in English for business purposes.
5. Perform business computations and apply logic as needed.
6. File documents properly and use common office machines.

Program Requirements

Major Requirements36 credits

BK 095 Bookkeeping I (3); BK 096 Bookkeeping II (3); BU 097 Small Business Management (3); BU 095 Filing, Office Procedures/Office Machines (3); BU 098 Basic Business Math (3); BU 100 Practicum (3); CA 095 Basic Computer Applications (3); ESL/BU 095 ESL for Business Purposes I (4); ESL/BU 096 ESL for Business Purposes II (4); MS 095 Prealgebra (4); SS 100 World of Work (3)

CERTIFICATE in BOOKKEEPING Suggested Schedule

First Semester

ESL/BU 095 ESL for Business Purposes I	4
BK 095 Bookkeeping I	3
BU 098 Basic Business Math	3
MS 095 Prealgebra	4
SS 100 World of Work	<u>3</u>
	17

Second Semester

ESL/BU 096 ESL for Business Purposes II	4
BK 096 Bookkeeping II	3
BU 095 Filing, Office Procedures/Office Machines	3
BU 097 Small Business Management	<u>3</u>
	13

Summer Session

BU 100 Practicum	3
CA 095 Basic Computer Applications	<u>3</u>
	6

CERTIFICATE OF ACHIEVEMENT in COMMUNITY HEALTH SCIENCES—HEALTH ASSISTANT TRAINING PROGRAM

(available at Pohnpei Campus only)

In response to the local and regional demand for more primary health care and allied health services providers, the community health sciences program was developed to train non-physician health care

providers. The training program emphasizes public health principles, interpersonal sensitivity, and clinical skills development.

To be eligible for admission to the HATP, students must have successfully completed one year of undergraduate level study. In addition, a candidate with a combination of sufficient academic achievement and two years practical experience in a health care or related field will be considered for admission.

Program Learning Outcomes:

Upon successful completion of this certificate, students will be able to:

1. Demonstrate proper clinical skills when caring for both adults and children.
2. Demonstrate interpersonal and cultural sensitivity in the health care environment.
3. Describe common health problems in both children and adults.
4. Demonstrate proper CPR and First Aid techniques.
5. Demonstrate best practices in dispensary management.
6. Demonstrate ability to care for newborn babies and mothers using standard maternity techniques.
7. Identify good public health principles.

Program Requirements

Major Requirements47 Credits

CHS 220 Review of Health Science (5); CHS 224 Health Problems in Adults (5); CHS 231 Maternal and Child Health I (5); CHS 232 Non Communicable/Communicable Diseases (5); CHS 233 Behavioral Health (2); CHS 234 Human Nutrition (3); CHS 235 Dental Health (2); CHS 240 Maternal and Child Health II (5); CHS 241 First Aid Care (3); CHS 242 Environmental Health (2); CHS 244 Dispensary Management (5); CHS 251 Health Problems in Children (5)

**CERTIFICATE in COMMUNITY HEALTH SCIENCES—HEALTH ASSISTANT TRAINING PROGRAM
Suggested Schedule**

Fall Semester

CHS 220 Review of Health Sciences.....5
 CHS 224 Health Problems in Adult5
 CHS 233 Behavioral Health.....2
12

Spring Semester

CHS 231 Maternal and Child Health I5
 CHS 232 Non-Communicable/Communic. Disease...5
10

Summer Session

CHS 240 Maternal and Child Health II5
5

Fall Semester

CHS 242 Environmental Health 2
 CHS 241 First Aid Care3
 CHS 234 Human Nutrition3
8

Spring Semester

CHS 235 Dental Health2
 CHS 244 Dispensary Management5
7

Summer Session

CHS 251 Health Problems in Children5
8

**CERTIFICATE OF ACHIEVEMENT
in
GENERAL STUDIES**

High school graduates or those with a GED certificate program requirements especially those who did not pass the COM-FSM entrance examination, may enroll in this program. Students must take the English and mathematics placement tests in order to begin at their appropriate ability level. Accordingly, it may take one or more semesters of developmental English courses to complete the certificate core requirements.

Program Learning Outcomes:

Upon successful completion of this certificate, students will be able to:

1. Identify types of jobs available in the workplace and explore specific career field.
2. Demonstrate general computer competence.
3. Describe family health issues.
4. Recognize basic science facts and principles.

5. Demonstrate an understanding of social issues in both the home and the workplace.

Program Requirements

Preparatory Courses (by placement)

Placement of students in remedial courses in this program is different from placement of students in associate degree programs.

Certificate Core Requirements16 credits

English (12 credits)

ESL 079 Study Skills(3); ESL 087 Listening and Speaking for academic purposes (3); ESL 089 Reading V (3); ESL 099 Writing V (3)

Mathematics (4 credits)

MS 098 Transition to Algebra (4)

Certificate Program Requirements18 credits

CA 100 Computer Literacy (3); SC 094 Family Health (3); SC 098 Survey of Science (3); SS 098 Introduction to Social Sciences (3); SS 100 World of Work (3)

Elective (3 credits)

One of the following: Introduction to Tourism, Introduction to Agriculture, Introduction to Construction Trades, Introduction to Fishery and Marine Science, Citizenship, History and Governments of the FSM.

Total Credits.....34 credits

CERTIFICATE in GENERAL STUDIES

Suggested Schedule

First Semester

ESL 079 Study Skills	3
ESL 087 Listening and Speaking II	3
ESL 089 Reading V	3
ESL 099 Writing V	3
MS 098 Transition to Algebra	4
	<u>16</u>

Second Semester

SC 098 Survey of Science	3
SS 098 Introduction to Social Sciences	3
CA 100 Computer Literacy	3
SS 100 World of Work	3
SC 094 Family Health	3
Elective	<u>3</u>
	18

CERTIFICATE OF ACHIEVEMENT

in

LAW ENFORCEMENT

The Law Enforcement certificate program is designed to introduce the basic skills necessary to succeed in law enforcement positions. It is also designed to equip students with knowledge and skills for employment in the field of criminal justice and law enforcement.

Program Learning Outcomes:

Upon completion of the certificate, students will be able to:

1. Identify the fundamental principles of law enforcement.
2. Apply law enforcement procedures such as police practices, criminal proceedings, determination of guilt, appeals and post-conviction review.
3. Analyze security problems and methods.
4. Process criminal cases and issues related to arrest, search and seizure.
5. Practice criminal justice management procedures in communication, budgeting, performance evaluation, time management and media relations.

Program Requirements

General Education Core requirements.....16 credits

CA 100 Computer Literacy (3); MS 095 Prealgebra (4); ESL 087 Listening/Speaking II (3); ESL 089 Reading V (3); ESL 099 Writing V (3)

Major Requirements18 credits

SS/PY 101 General Psychology (3); AR 101 Introduction to Arts (3); AJ 151 Introduction to Criminal Justice (3); AJ 152 Introduction to Law Enforcement and Security (3); AJ 155 Administration Laws of Arrest, Search and Seizure (3); AJ 158 Management Skills for Police Officers (3)

Total Credits34 credits

**CERTIFICATE in LAW ENFORCEMENT
Suggested Schedule**

Fall Semester

CA 100 Computer Literacy	3
MS 095 Prealgebra	4
ESL 087 Listening Speaking II	3
ESL 089 Reading V	3
ESL 099 Writing V.....	<u>3</u>
	16

Spring Semester

SS/PY 101 General Psychology	3
AR 101 Introduction to Art	3
AJ 151 Introduction to Criminal Justice	3
AJ 152 Intro. to Law Enforcement and Security	3
AJ 155 Admin. Laws of Arrest, Search and Seizure...	<u>3</u>
	15

Summer Session

AJ 158 Management Skills for Police Officers	<u>3</u>
	3

**CERTIFICATE OF ACHIEVEMENT
in
PRESCHOOL TEACHER EDUCATION**

This one-year preschool teacher certificate program meets the certification requirement of those involved in the early childhood profession as day care personnel, teachers aides, or Headstart staff. It is patterned after the program that leads to a Child Development Associate (CDA) credential, which is recognized in the USA as the credential for skilled primary caregivers for young children, and modified to accommodate cultural differences.

This program also meets the needs of high school graduates who are interested in early childhood education as their major field of study. Candidates must be 18 years of age or older and have a high school diploma or its equivalent and six months of child care experience to be qualified. After completion of this program, students may seek admission into the associate degree program in early childhood education.

Program Learning Outcomes:

Upon successful completion of this certificate, students will be able to:

1. Demonstrate mastery of the preschool program and curriculum framework.
2. Demonstrate skills in developing and delivering of preschool curriculum.
3. Identify the CDA competency requirements.
4. Express knowledge of learning theory through planning, teaching and interacting with preschool children and their families.
5. Use a variety of teaching skills to meet the learning needs of the preschool children.
6. Demonstrate communication and interpersonal skill for facilitating the development of preschool children.
7. Demonstrate professionalism.

Program Requirements

Major Requirements:32 credits

ED/CD 100 Introduction to Early Childhood Education (4); ED/CD 101 CDA Orientation, Safety, and Healthy Learning Environment (4); ED/CD 102 Promoting Physical and Communication Skills (4); ED/CD 103 Advancing Cognitive Skills through Creative Experiences (4); ED/CD 104 Promoting Self-Esteem and Responsible Behavior through Social Experiences (4); ED/CD 105 Family Involvement in Preschool Education (4); ED/CD 106 Program Management and Professionalism (4); ED/CD 107 Practicum (4)

**CERTIFICATE in PRESCHOOL TEACHER EDUCATION
Suggested Schedule**

First Semester

ED/CD 100 Introduction to Early Childhood Education	4
ED/CD 101 CDA Orientation, Safety, and Healthy Learning Enviro.....	4
ED/CD 102 Promoting Physical and Comm. Skills	<u>4</u>
	12

Second Semester

ED/CD 103 Advancing Cognitive Skills thru Creative Experiences	4
ED/CD 104 Promo. Self-Esteem and Resp. Behavior thru Social Exp..	4
ED/CD 105 Family Involvement in Preschool Ed.....	<u>4</u>
	12

Summer Session

ED/CD 106 Program Management and Professionalism	4
ED/CD 107 Practicum.....	4
	<u>8</u>

**CERTIFICATE OF ACHIEVEMENT
in
SECRETARIAL SCIENCE**

The certificate program in secretarial science is designed to prepare students for the entry-level office jobs most frequently and most widely available today, as well as for those who are already working and wish to upgrade their skills in making decisions and solving office problems.

Program Learning Outcomes:

Upon successful completion of this certificate, students will be able to:

1. Apply proper bookkeeping techniques in an office.
2. Demonstrate general computer competence and information technology literacy.
3. Demonstrate proper office procedures and management techniques.
4. Communicate effectively in English for business purposes.
5. Perform business computations and apply logic as needed.
6. File documents properly and use common office machines.

Program Requirements

Major Requirements 34 credits

BK 095 Bookkeeping I (3); BK 096 Bookkeeping II (3); BU 095 Filing, Office Procedures (3); BU 098 Basic Business Math (3); BU 099b Office Management (200 hours practicum) (3); CA 100s Computer Literacy for Secretaries (4); CA 101s Computer Applications for Secretaries (4); ESL/BU 095 ESL for Business Purposes I (4); ESL/BU 096 ESL for Business Purposes II (4); SS 100 World of Work (3)

CERTIFICATE in SECRETARIAL SCIENCE

Suggested Schedule

First Semester

CA 100s Computer Literacy for Secretaries	4
BK 095 Bookkeeping I	3
ESL/BU 095 ESL for Business Purposes I	4
BU 095 Filing, Office Procedures/Office Machines	3
SS 100 World of Work.....	3
	<u>17</u>

Second Semester

BK 096 Bookkeeping II	3
CA 101s Computer App. for Secretaries	4
ESL/BU 096 ESL for Business Purposes II ..	4
BU 098 Basic Business Math	3
	<u>14</u>

Summer Session

BU 099b Office Management (200 hours practicum).....	3
	<u>3</u>

**CERTIFICATE OF ACHIEVEMENT
IN
TRIAL COUNSELORS**

This certificate program provides training opportunities for current as well as aspiring and upcoming trial counselors to improve their skills and competency and to prepare them to be effective decision makers in their respective courts. It also provides for networking and sharing among trial counselors.

Program Learning Outcomes:

Upon successful completion of this certificate, students will be able to:

1. Have a working knowledge of the major techniques of legal research and writing..
2. Describe how the FSM and state rules of criminal law & procedure are interpreted and applied.
3. Describe the law of torts and basic principles of admiralty law.
4. Understand the concept of dispute resolution techniques including, but not limited to, mediation, arbitration, and community resolution procedures.
5. Understand the law of contracts and general business law.
6. Describe the processes of comprehensive examination of problems of proof and the rules of evidence.
7. Understand the constitution of the FSM, its States and municipalities.
8. Describe the FSM and State rules of appellate & civil procedure.