Admissions

Admission to the College of Micronesia-FSM is based primarily upon evidence of the student's ability to profit from the educational programs of the College. The admissions policy is established by the Board of Regents and administered by the President of the College through the Committee on Recruitment, Admissions, and Retention. All records submitted by applicants become the property of the College.

Admissions into degree programs: Admission into degree programs is open at the beginning of both the Fall and Spring semesters.

Admissions Criteria: Applicants must meet the following admission requirements to be matriculated into a degree program:

- Have graduated or will graduate from high school at the end of the current school year, or have a General Educational Development GED certificate;
- Have a minimum high school grade point average of 2.0 as measured on a 4.0 scale, or a minimal score of 35 on each section and an average score of 45 for all five sections of the GED test; and
- Be accepted by the Committee on Recruitment, Admissions and Retention.

Special Consideration: Applicants with a grade point average (GPA) below 2.0 from high school will not be admitted to the College unless they have had considerable job experience or training since high school and can furnish recommendations from prior training programs, agencies or employers. COM- FSM entrance test (COMET) scores will be given primary consideration for these applicants. Upon recommendation of the Committee on Recruitment, Admissions and Retention (RAR), the President may approve special admission.

Admissions Procedure:

1. Take the COMET and be placed into a program at the college. A test fee of $5 will be collected. The COMET is administered in November at the State campuses for Spring admission, and in February to March at all the high schools and the State campuses.

2. Obtain an Application for Admission form from a high school counselor, State Campus Dean, or the COM-FSM Office of Admissions, Records and Retention (OARR). Printable Application for Admission form may also be downloaded from the College's website (http://www.comfsm.fm/dev/oar/oar_forms/Application_for_Admission.pdf).

3. Complete the Application for Admission, and mail it with the $10 admission fee to:

Office of Admissions, Records and Retention
College of Micronesia-FSM
P.O. Box 159, Kolonia, Pohnpei FM 96941

4. Complete the Free Application for Federal Student Aid (FAFSA) or the FAFSA renewal, and mail it to the address indicated.

5. Request that all official high school transcripts or General Educational Development (GED) scores are sent to the Office of Admissions, Records and Retention (OARR). High school seniors should submit a seven-semester transcript. College transfer students must also submit official transcripts from all colleges previously attended.

Notification of Admission: The College will notify applicants who meet all the admissions requirements of their acceptance as soon as their applications have been approved by the President upon recommendation of the Committee on Recruitment, Admissions and Retention (RAR).

Acceptance of Admission: Applicants who have been notified of admission to the College and who intend to enroll must do the following:

1. Obtain Social Security numbers;
2. Sign and return the Letter of Acceptance. If the Letter of Acceptance is not received by the deadline, the College assumes non-acceptance and will give the slot to another applicant;
3. Complete the Residence Hall Application, if interested in staying in the halls, and return it with a $50 refundable security deposit;
4. Submit the Student Aid Report (SAR) upon receipt to the Financial Aid Office (FAO);
5. Take a physical examination and return the Health Form to the College as soon as possible; and
6. Check with the COM-FSM State Campus Dean for travel arrangements. Tickets are provided for students from Yap, Chuuk, and Kosrae who have completed all of the above.

Admission to second associate degree: Students who have earned an associate degree either from the College of Micronesia-FSM or a regionally accredited institution with a cumulative grade point average of at least 2.0 may formally be admitted into a second associate degree program. The second associate degree program must be in a major differ-

ent from the first.

Students seeking a second associate degree must file an Application for Second Degree Admission. If the degree was earned from an institution other than the College of Micronesia-FSM, the student must also submit:
1. Application for Admission and a $10 admission fee. Printable Application for Admission form may also be downloaded from the College's website (http://www.comfsm.fm/dev/oar/oar_forms/Application_for_Admission.pdf).
2. Official transcript indicating that a previous degree was earned.

Admission into certificate programs

Admission to Third-Year Programs in General Business: To be eligible for admission to the Third-Year Program in General Business, a student must have (a) completed an Associate of Science degree in either Accounting or Business Administration, (b) earned a cumulative grade point average (GPA) of at least 2.50, and (c) a grade of C or higher in each of the major requirements of the Associate of Science degree.

A non-accounting or non-business administration major student applying for admission to the program must first fulfill all the Associate of Science in Accounting or Business Administration requirements before being considered for admission.

Admission to Third-Year Program in Teacher Preparation-Elementary: To be eligible for admission to the Third-Year Program in Teacher Preparation-Elementary, a student must have: (a) completed an associate degree in Teacher Preparation or the equivalent, (b) earned a cumulative grade point average (GPA) of 2.75 and above, and (c) has a score of at least 20 on the entrance essay with no individual score below a three (3).

However, a student with an associate degree in teacher preparation or equivalent may be admitted on a probationary status if he/she: (a) has a minimum cumulative grade point average (GPA) of 2.50, and (b) has a score of at least 15 on the entrance essay with no individual score below a three (3).

Admission to Third-Year Program in Public Health: To be eligible for admission to the Third-Year in Public Health, a student must have completed an Associate of Science in Public Health, or a similar associate degree. [Need to work with Dr. Dacanay on this]

Admission to other Certificate of Achievement Programs: High school graduates and General Educational Development (GED) certificate holders who are not accepted into or are not interested in a degree program may apply for admission into an entry-level certificate of achievement program.

Applicants must take the COMET, and be accepted by the President upon recommendation of the Committee on Recruitment, Admissions, and Retention (RAR). Acceptance is based on the applicant's score on the COMET, and other criteria as defined by the Committee.

Applicants with significantly low scores on the COMET are ineligible for admission. Other certificates of achievement program are offered when criteria for offering the program are met. Admissions requirements vary with the program. Application forms are available at the campus offering the program.

Transfer

Students who have earned satisfactory grades from another US accredited college or university may apply for admission and be given advanced standing at the COM-FSM.

Applicants must submit to the Office of Admissions, Records and Retention (RAR) the following:
1. A completed Application for Admission form. Printable Application for Admission form may also be downloaded from the College's website (http://www.comfsm.fm/dev/oar/oar_forms/Application_for_Admission.pdf);
2. Proof of paying the $10 admission fee;
3. An official copy of his/her high school transcript; and
4. An official transcripts from each college or university previously attended.

Credit for previous satisfactory college work can only be given upon receipt of previous college records.

Students may also transfer credits earned at the college with grades of "C" or better. To see what courses can be transferred to articulated institutions, see articulation agreements in http://www.comfsm.fm/?q=articulation-table

Dual Enrollment for High School Students

High school students who wish to be considered for dual enrollment at the College of Micronesia- FSM must meet the following criteria:

- The student has successfully completed the eleventh grade.
- The student provides a certification from the local principal and/or his designee, or from a director of a college program working with high school seniors, certifying that the student has a minimum cumulative grade point average of 3.50.
- The local principal and/or is his designee, or a director of a college program working with high school seniors, provides a statement of justification describing the student's ability to benefit academically, intellectually, or artistically ready.
- The Committee on Recruitment, Admissions, and Retention (RAR) has recommended the student for *Dual Enrollment*.

Students must meet the prerequisites for the course. Credits and grades earned will appear on their college transcript.

Students enrolled in a course under the College's *Dual Enrollment policy* are not eligible for *Federal Financial Aid assistance*. As such, they must pay all college tuition and matriculation fees assessed to regular students.

Dual Enrollment does not constitute admission to the College of Micronesia-FSM. Dual Enrollment students must follow the policy and procedures for regular admission to obtain fulltime admission to the College subsequent to graduation from high school.

Students must submit (a) a completed College of Micronesia-FSM Application for Dual Enrollment to the Office of Admissions, Records and Retention; (b) a recommendation letter from the principal or designee, or the director of a college program working with high school seniors; (c) proof of paying the admission fee; and (d) a high school transcript that verifies criteria one and two above. The information must be submitted together as one packet.

Early Admission

The College provides post secondary instructional opportunities to eligible high school students by offering an *Early Admission* Program for academically talented high school students who are ready to benefit from college and want to enter college in advance of high school graduation.

Students are eligible for early admission if they meet the following criteria:

- The student provides a certification from the local principal and/or his designee certifying that the student has a minimum cumulative grade point average of 3.5 and recommending that the student be admitted under this policy.
- The student has successfully completed the *eleventh* grade.
- The student has satisfied the Office of Admissions, Records and Retention (RAR), recommendation via the COMET, and has placed into college level (100) English courses in both reading and writing.
- The student enrolled through *Early Admission is not eligible for Federal Financial Aid assistance* until a high school diploma or equivalent has been achieved.

The student must submit (a) a completed College of Micronesia-FSM *Application or Early Admission* to the Office of Admissions, Records and Retention, (b) *recommendation letter* from the principal or designee, (c) proof of paying the admission fee, and (d) a high school transcript that verifies criteria one and two above. The information must be submitted together as one packet.

Leave of Absence Policy

Students may take a leave of absence from the College by:

- Completing the Withdrawal from COM-FSM Clearance form. Printable Withdrawal from COM-FSM Clearance form may also be downloaded from the College's website (http://www.comfsm.fm/dev/oar/oar_forms/withdrawal_clearance.pdf) ;
- Reading the Leave of Absence policy and signing acknowledgement of the readmission statement; and
- If a boarding student, formally checking out of the residential hall.

The College is not responsible for transportation expenses for any student taking a leave of absence.

Readmission

Students who are absent from school for at least an academic year (two semesters and a summer session) must apply for readmission. Applications for Readmission must be submitted at least one week before the first day of instruction of the semester in which the student plans to return. Printable Application for Readmission form may also be downloaded from the College's website (http://www.comfsm.fm/dev/oar/oar_forms/application_for_readmission.pdf).

Applications for readmission are considered on an equal basis with students applying for initial admission to the College. Students are readmitted upon the recommendation of the Committee on Recruitment, Admissions, and Retention (RAR).

Open Admission for Non-credit Courses

Non-credit courses are administered by the State Campuses. When offered, information is disseminated through the radio, TV, and printed notices in various public places. These courses are open to the general public.

Unclassified Students

Unclassified students are (a) individuals taking credit courses prior to applying for admission to the College, (b) students from other universities or colleges taking credit courses at the College of Micronesia-FSM for transfer back to their own institutions, or (c) individuals taking credit courses for personal or professional reasons.

Unclassified students may register in credit courses for which they have the necessary background and in which space is available. Students without the required prerequisite(s) to a course as listed in the College of Micronesia-FSM Catalog must attain the recommendation of the instructor and the approval of the Vice President for Instructional Affair or her designee to enroll in the course. However, permission of the division chair may also be required in selected courses or academic disciplines. Ordinarily, unclassified students may register for no more than eight (8) credits in an academic semester.

Completing courses while under unclassified status neither constitute nor guarantee admission to any degree program at COM-FSM. However, an unclassified student who has completed twenty four (24) credits at the College with a minimum grade point average of 2.0 may apply for admission on regular status as a student seeking an associate degree. This application for degree seeking status must be made to and processed by the Committee on Recruitment, Admissions, and Retention (RAR) to ensure that the student is officially matriculated into the College. If admitted to regular status, the student may petition the Office of Admissions, Records and Retention (OARR) to consider credits earned as an unclassified student be counted toward the degree.

Former College of Micronesia-FSM degree students may enroll as unclassified students. However, if degree-seeking status is desired, they should seek formal readmission to degree status at the College since credits earned in unclassified status might not be accepted towards the degree.

Regular application procedures for admission to degree programs apply at all times.

Registration

Registration is the process of officially enrolling in the College, selecting a program of study, and paying all tuition and fees. Assistance will be given by the counselors and other staff members when registering, but final responsibility for completing the registration requirements rests with the student.

Dates for registration of new and continuing students are announced and posted before each term. Students entering COM-FSM for the first time either as freshmen or transfer students will be given an orientation.

Student Advisement

The objectives of the student advisement program are: (a) to ensure that students are aware of their program requirements; and (b) with the help of their advisor, follow the sequence of courses for their program to insure timely graduation. The dean of academic programs or her designee assigns students to advisors who are either a faculty member or a counselor.

Classes

Class Schedule: The dean of academic programs/instructional coordinator is responsible for developing the class schedule in consultation with the director of admissions, records and retention and the chairpersons of the academic divisions. The class schedule contains the semester offerings, as well as the time, instructor, room assignment, and enrollment limit of each course. This schedule is updated periodically during registration until classes begin.

Changes in Student Class Schedule: Changes should be minimized. However, if a change is unavoidable, students should obtain the proper forms from the Office of Admissions, Records and Retention (OARR). A change will become official only after the proper forms have been signed and returned to said Office.

Adding/Dropping a Course: Courses may be added or dropped by students through the first three days of instruction during semester and first day of instruction during summer by completing the add/drop form that is available from the Office of Admissions, Records and Retention (OARR). Printable add/drop form may also be downloaded from the college's website (http://www.comfsm.fm/dev/oar/oar_forms/add_drop.pdf).

Students who fail to officially add a course will not receive credit for the course. Students who fail to officially drop a course will be charged the full amount for the course.

Withdrawing from a Course: Students who are planning to withdraw from a course must see their academic advisors before withdrawing from the course.

The academic advisors will assist the students in completing the withdrawal card, and sign it before returning it to the student who then secures the instructor's signature, thence submits the form to the Office of Admissions, Records and Retention (OARR). If the advisor is not available to assist the student, the Vice President for Instructional Affairs or her designees can assist the student in completing the withdrawal card. Printable withdrawal form may also be downloaded from the college's website (http://www.comfsm.fm/dev/oar/oar_forms/withdrawal_card.pdf).

However, instructors may withdraw a student from a course by submitting to the Office of Admissions, Records and Retention a completed withdrawal card (instructor use). Printable withdrawal card for instructor use may be downloaded from the college's website (http://www.comfsm.fm/vpia/forms/student%20related%20forms/WithrawalCardInstructorUse.pdf).

Students who are planning to withdraw from all courses must see their academic advisors before withdrawing. The academic advisors will assist the students in completing (a) withdrawal from COM- FSM clearance form, and (b) a drop form if the withdrawal is on or before the last day to drop courses, or a withdrawal form per registered course for post-drop period withdrawal. The completed forms thence submitted to the Office of Admissions, Records and Retention (OARR).

Students should be aware of the following timeline and charges for withdrawing from a course:

- Withdrawals within the first week of classes will not be recorded on the student's' transcript.
- A grade of "W" will be recorded on official transcript for withdrawals from course beginning the second through the tenth week of instruction.
- A semester grade of "F" will be given for withdrawals from a course after the tenth week of instruction.
- Tuition will not be charged for withdrawals during the add/drop period.
- For withdrawals after the add/drop period, full tuition (100%) will be charged for the course.

Summer session deadlines for these changes are noted on the calendars at the beginning of this catalog and are posted each session.

Students should understand that withdrawing from a course may prolong their time at the College. Courses in degree programs are offered in sequence and some courses are not offered every semester.

Classification and Identification of Students

Freshmen: Students in a degree program who have earned less than 30 semester credits.

Sophomores: Students in a degree program who have earned from 30 to 70 semester credits.

Full-time Students: Students who register for 12 or more semester credits in a regular semester or six credits in a summer session. For financial aid purposes, the full-time credit load is 12 semester credits for the fall and spring semesters and six credits for the summer session.

Part-time Students: Students who register for less than 12 semester credits in a regular semester or less than six credits in a summer session.

Degree Students: Students who have met all admission requirements and have been officially admitted into a degree program.

Unclassified Students: Students who have not been admitted to a degree program.

Any Change of Personal Data Such as Address, Name, or Marital Status Should be Reported Immediately to the Office of Admission and Records.

Credit Load

The number of semester credits that a student carries is called the credit load. An average load is 15 credits during the regular semester and six credits during the summer session.

Students are limited to a maximum load of 18 credits per regular semester and six credits per summer session. Additional courses can only be taken with permission by the Vice President for Instructional Affairs.

Major Subject Area

The subject in which students plan to earn their degree is the major subject area. COM-FSM degree programs are listed and described later on in this catalog. Counselors are available to help students who have questions about or problems in choosing a major. The courses in the various majors are offered in sequence over several semesters.

Students who begin with one major then wish to change major must wait until the required sequence of courses in the new major is offered. They may have to wait as long as a year. Students are strongly advised to seek career counseling before declaring a major to avoid disrupting their program of study and lengthening their total time in college.

Auditing Classes

Students may be allowed to audit certain classes with the permission of the instructor after all students registering for credit have been enrolled. Auditing students receive no credit or grade for the course audited. Academic records are not maintained. The extent of classroom participation is at the option of the instructor. Auditing students must register and pay a nonrefundable fee of $20 per credit. Audited courses cannot be changed to credit status.

Student Fees and Other Financial Obligations

Tuition and Fees

The College of Micronesia-FSM Board of Regents sets the college's tuition and fees.

Tuition Fee

The current tuition fee of $115 per credit was adopted by the Board on May 2012 and will be implemented effective Fall 2013. Below is the schedule of tuition fees based on certain number of credits:

Number of Credits	Tuition Fees
1	$ 115.00
3	$ 345.00
6	$ 690.00
9	$ 1,035.00
12	$ 1,380.00
15	$ 1,725.00
18	$ 2,070.00

Residence Hall Fee

Regular Semester	$ 365.00
Summer Session	$ 175.00

Meals Fee (Board)

Regular Semester

On Campus	$ 1,470.00
Off Campus (Lunch, MF)	$ 367.50

Summer Session

On Campus	$ 700.00
Off Campus (Lunch, MF)	$ 175.00

Daily Rate

Breakfast	$3.00
Lunch or Dinner	$3.50

COM-FSM Entrance Test (COMET) Fee

A fee of $5.00 has to be paid by all students before taking the COMET.

Admission Fee

A $10.00 fee must accompany an application for admission at the College.

Enrollment Fees

Registration Fee: A $15.00 per semester registration fee has to be paid at the time of registration for both fulltime and

part-time students. This helps defray the cost of enrolling students in classes, recording of grades, maintaining student records, and other expenses relative to the Office of Admissions and Records (OARR), Financial Aid Office (FAO), and Business Office.

Health Fee: A $15.00 per semester health fee has to be paid at the time of registration by students at campuses where student health care and counseling are available. However, charges incurred by the student at the hospital or private clinics are the responsibility of the student.

Student Activity Fee: A $20.00 student activity fee has to be paid at the time of registration by all students each semester at the campus where student activities are provided. The fee provides student's access to all COM – FSM student curricular and extracurricular activities.

Other Fees

Technology Fee: A $100.00 fee per semester/session is charged to all students to have access to computers. This fee helps the College maintain up-to-date and adequate technology facilities for students.

Laboratory Fee: Students taking science, and agriculture laboratory courses are required to pay a fee of $25.00 for each laboratory course.

Total Cost of Ownership Fee: A total cost of ownership fee is established to supplement funding for operations and maintenance of college facilities at all campuses or sites. Fall 2013 – Summer 2014 Fee Schedule:

	Fall 2013	Spring 2014	Summer 2014
Fulltime Student	$ 150.00	$ 150.00	$ 50.00
Part time Student	$ 50.00	$ 50.00	$ 25.00

Fees Charged When Applicable

Residence Hall Security Deposit: Students applying to live in the residence halls must pay a security deposit of $50.00. When moving out of the residence halls, the security deposit shall be refunded. Request for refunds must be in writing and submitted to Residence Hall Manager who will assess the room for damages and cleanliness. Business Office will process a check for refund of the security deposit upon receipt of clearance from the Residence Hall Manager.

Late Registration Fee: Students who register after the last day of scheduled registration are charged a late registration fee of $5.00.

Auditing Fee: Students who are allowed to audit a course will be charged $20.00 per credit for the course.

Credit-By-Examination Fee: A non-refundable fee of $15.00 per course will be required when students apply to earn credit-by-examination.

Graduation Fee: $36.50 fee is required for all students receiving a diploma for an associate degree or a third-year certificate of achievement in any program.
$10.00 fee is required for students completing other certificate of achievement programs. The fee must be paid when filing an application for graduation.

Transcript Fee: No fee is charged for the first request for a transcript. However, $4.00 fee is charged for each subsequent request.

Duplicate ID Fee: A $5.00 duplicate ID fee is charged to replace a lost ID card.

Duplicate Diploma Fee: A $ 15.00 duplicate diploma fee is charged to duplicate lost diploma.

No Sufficient Fund (NSF) Check Fee: A $15.00 fee is assessed for each check payment made by students that are returned by the bank for insufficient funds or for closed account.

Degrees, Certificates, Graduation and Transfer

Instructional Programs

The delivery of education and training programs in line with the economic and social objectives of the FSM is an important part of the mission of the College. The National Campus is primarily responsible for the delivery of associate degree and third-year level certificate of achievement programs. The four State Campuses are primarily responsible for the delivery of programs that address the individual needs of their states. These needs include teacher education (up to associate degree level), vocational education, and certificate programs aimed to upgrade basic and specific skills, remedial English, and short-term training. The College remains flexible to meet expressed needs.

Placement for New Students

All students are required to take the COM-FSM Entrance Test (COMET) as part of the admission process. The results of this test determine the level at which students begin their program of study and placement in English and math courses.

All 100 level courses, with the exception of math, art, music, and agriculture, have ESL 089 Reading V or divisional placement to EN 110 Advanced Reading as a prerequisite. Degree students may place into developmental English (ESL 089, ESL 099) or math (MS 095, MS 096, MS 099) or test into Achieving College Excellence (ACE) and must successfully complete this series of courses before continuing with 100 level courses. Therefore, students may spend the first semester or two in developmental course- work before beginning study in their major program.

The math placement test, developed by the COM-FSM Math/Science Division, determines whether a student is placed in MS 095, 096, 099, 100, or 101.

Placement Criteria: The College has three levels at which students may enter the College – Certificate, ACE, and Degree.

1. Certificate: Students placing into specific one-year programs with English and math specific to the study area such as Technical English or Technical Math. COMET scores: Essay = 20, AND reading comprehension score - 5th grade.

2. ACE: Degree students required to take a series of developmental courses:
   Combined Skills: ESL 091 ACE English I, ESL 092 ACE English II; Math: MS 091 ACE Math I, MS 092 ACE Math II. COMET scores: Essay = 28, AND reading comprehension score - 7th grade.

3. Degree: Students may place into one or more developmental courses or degree courses.
   Reading: ESL 089, EN 110; Writing: ESL 099, EN 120a; Math: MS 095, MS 096, MS 099, MS 100. COMET scores: Essay = 34, AND reading comprehension score - 9th grade.

Achieving College Excellence (ACE)

ACE is a series of courses focused on developing English and math skills, establishing links to college level courses and providing first year experience seminars for the students. Students who have decided to pursue an academic degree, but placed into ACE from COMET, must complete ACE before taking college level courses. ACE consists of two levels of English courses and two levels of math courses. Once it is determined that a student should enroll in ACE, the COMET scores then again determine if the student takes level one or level two in English and Math. ACE is two six-week sessions with evaluation at the end of each six weeks. Students must achieve mastery in both the course modules and on the exit evaluation.

Mission Statement and Goals

COM-FSM Achieving College Excellence Program is committed to providing the learning opportunities for college-bound students to develop intellectually, socially, and emotionally for academic success at an institution of higher learning.

Goals
Develop in participants the skills and attitude necessary for the attainment of academic career, and life goals.

ACE Learning Outcomes:
Develop in participants the skills and attitude necessary for the attainment of academic career, and life goals.
The students will be able to:
1. Demonstrate mastery in math and English skills to be able to complete successfully an introductory level course.
2. Determine the value of lifelong learning and demonstrate the skills and attitudes necessary for the attainment of academic goals.
3. Demonstrate the critical thinking skills necessary to analyze, interpret, evaluate, process, and apply academic content.
4. Utilize and transfer knowledge of the foundations and concepts for math and English to the academic setting.

ACE REQUIREMENTS .....16 Credits

ESL 091 ACE English I (4)
ESL 092 ACE English II (4)
MS 091 ACE Math I (4)
MS 092 ACE Math II (4)

ACE includes weekly seminars on the first year of college experience.

General Education Programs

Academic Programs

The primary purpose of the General Education Program is to offer courses for general academic and vocational growth, personal enrichment, and cultural development, which will encourage students to formulate goals and develop values for the enrichment of their lives.

General Education Goals

Goal 1: Effective Communication
Goal 2: Critical Thinking and Problem Solving
Goal 3: Quantitative and Scientific Reasoning
Goal 4: Ethics and Culture
Goal 5: Workforce Readiness

Students will be able to:
1.1 Write a clear, well-organized paper using documentation and quantitative tools when appropriate.
1.2 Make a clear, well-organized verbal presentation.
2.1 Demonstrate the ability for independent thought and expression.
2.2 Demonstrate understanding of the modes of inquiry by identifying an appropriate method of accessing credible information and data resources; applying the selected method; and organizing results.
3.1 Demonstrate understanding and apply mathematical concepts in problem solving and in day-to-day activities.
3.2 Present and interpret numeric information.
3.3 Communicate thoughts and ideas effectively using proper mathematical terms.
3.4 Define and explain scientific concepts, principles, and theories of a field of science.
3.5 Perform experiments that use scientific methods as part of the inquiry process.
4.1 Demonstrate a fundamental knowledge of world geography.
4.2 Demonstrate knowledge of the cultural issues of a person's own culture and other cultures.
4.3 Demonstrate knowledge of major historical events affecting one's culture and other cultures.
4.4 Demonstrate familiarity with contemporary global issues.
4.5 Demonstrate an understanding of major ethical concerns.
5.1 Determine healthy lifestyles by describing the value of physical activity to a healthful lifestyle and participating in regular physical activity for at least one semester.
5.2 Demonstrate professionalism, interpersonal skills, teamwork, and leadership and decision-making skills.

The following general education core requirements apply to all associate degree programs

GENERAL EDUCATION CORE REQUIREMENTS .....29 Credits

English Communication Skills (9 credits)
EN 110 Advanced Reading (3)
EN 120a Expository Writing I (3)
EN 120b Expository Writing II (3)

Mathematics (3 credits)
Any 100 level or above mathematics course (3)

Natural Sciences (7 credits)
A science course with Laboratory or AG 101, AG 110 or AG 140 (4)
A non-lab science (3)

Social Sciences (3 credits)
SS 150 History of Micronesia (3)

Computer Applications (3 credits)
CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)
Exercise Sports Science Course (1)

Humanities (3 credits)
Any course in art, culture, music, history, literature, philosophy, or language (3)

GRADUATION REQUIREMENTS

Associate of Arts Degree
Associate of Science Degree
Associate of Applied Science Degree

An associate degree is awarded upon completion of the following requirements:

- General Education: Satisfactory completion of the applicable General Education Core.
- Major: Satisfactory completion of the prescribed series of courses for the selected major.
- Total Credits: Satisfactory completion of the required number of credits and courses for the selected associate degree program.
- Scholarship: Cumulative and semester grade point average of at least 2.0.
- Application for Graduation: Submission of an Application for Graduation by the beginning of third week of the semester - see the Calendars section at the beginning of this catalog. (Application forms may be obtained from the Office of Admissions and Records.)
- Limitations:
  1. Students transferring from other institutions must earn at least 30 credits of the major at COM-FSM.
  2. A maximum of eight calendar years is allowed to fulfill the degree requirements of the selected major as described in the catalog, which was in force at the time of admission. Time is measured from the first enrollment at COM-FSM to the date of certification of completion of the degree requirements for the major. The eight-year limit and the graduation requirements may change only in the following circumstances:
     a. The student is out of school for at least two consecutive regular semesters.
     b. The student changes major by filing a 'change of major' form with the Office of Admissions, Records and Retention.

The eight-year period then begins from the time either of the above occurs, and the graduation requirements are determined by the catalog in effect at the time of change.

Certificate Programs

A certificate of achievement is awarded upon successful completion of a prescribed series of courses, which consists of a minimum of 30 semester credits and leads to an occupational skill. To receive a certificate of achievement, students must earn a minimum cumulative grade point average of 2.0 for the prescribed series of courses.

Specific completion requirements for the various certificates of achievement programs are detailed in their descriptions.

Degree and Third-Year Programs

Except as noted, all degree and third-year programs are offered only at the National Campus.

ASSOCIATE OF SCIENCE DEGREE IN AGRICULTURE AND NATURAL RESOURCE MANAGEMENT

(also available in Kosrae)

This program prepares individuals for careers in agriculture or for further graduate study. The curriculum is structured to offer a well-rounded education in basic and applied sciences of agriculture. The program blends comprehensive classroom instruction with practical experience. The aim of the program is to graduate skilled agriculturists who can further develop and promote agriculture across the nation.

Program Learning Outcomes

Upon successful completion of this degree, students will be able to:
1. Acquire fundamental concepts and principles of land resources focusing towards development and production in a sustainable manner appropriate to Micronesia.
2. Demonstrate basic competencies in the management of land resources and food production.
3. Acquire basic skills, knowledge and attitude to manage a sustainable food production enterprise or qualify for entry-level employment in a land resource management related agency.
4. Acquire a sound scientific background that will allow transfer to a higher degree program related to land resources and food systems.

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

English (9 credits)
EN 110 Advanced Reading (3); EN 120a Expository Writing I (3); EN 120b Expository Writing II (3)

Mathematics (3 credits)
Any 100 level or above mathematics course (3)

Natural Sciences (7 credits)
A science course with Laboratory or AG 101, AG 110 or AG 140 (4); A non-lab science (3)

Social Sciences (3 credits)
SS 150 History of Micronesia (3)

Computer Applications (3 credits)
CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)
Exercise Sports Science course (1)

Humanities (3 credits)
Any course in art, music, history, literature, philosophy, or language (3)

Major Requirements .....37-38 Credits

Agriculture (20 credits)
AG 101 Introduction to Agriculture (4); AG 110 Crop Production (4); AG 140 Principles of Animal Science (4);
AG 290 Agricultural Project Management (4); AG 299 Directed Field Experience (4)

Natural Sciences (11 credits)
SC 230 Introduction to Chemistry (4); SC 250 General Botany with lab (4); SC/SS 115 Ethnobotany (3)

Math (3 credits)
MS 150 Statistics (3)

Degree Electives (3-4 credits)
BU 101 Intro to Business or EC 220 Microeconomics (3); MM 225 Multimedia Design (3);
AG 280 Food Processing (3); AG 291 Selected Topics in Land Resources and Food Systems (1-2);
MR 120 Marine Science; MR 201 Aquaculture (4); IS 270 Geographic Information Systems*

*Pre-requisite is IS 201

GRADUATION REQUIREMENTS .....66-67 Credits

AGRICULTURE AND NATURAL RESOURCE MANAGEMENT
Suggested Schedule

First Semester
MS 100 College Algebra..... 3
SC 120 Biology..... 4
EN 120a Expos. Writing I 3
AG 101 Introduction to Agriculture..... 4
CA 100 Computer Literacy 3
17

Second Semester
EN 110 Adv. Reading..... 3
AG 110 Crop Production..... 4
SC 250 General Botany..... 4
EN 120b Expos. Writing II 3
Exercise Sports Science..... 1
15

Summer Session
SS 150 History of Micronesia.....3
Electives 3
6

Third Semester
AG 140 Principles of Animal Science 4
SC 230 Introduction to Chemistry.....4
MS 150 Statistics.....4
SC non lab.....3
15

Fourth Semester
AG 290 Ag. Project Management 4
Humanities..... 3
AG 299 Ag. Field Studies 4
SC/SS 115 Ethnobotany..... 3
14

BUSINESS ADMINISTRATION PROGRAMS

Development of the private sector is key to promoting national economic self-sufficiency/self-reliance, one of the goals of the College. The Business Administration Division offers programs and courses in an effort to address this goal. The associate of science degree program in business administration is designed to provide entry-level skills for those entering the business world, to upgrade skills for those already in businesses, and to provide a stepping-stone for those wanting to pursue a higher degree in the field. In today's world, integration of information technology into an organization is indispensable, as we are learning in our island nation. To meet the challenge of keeping up with the world, the Division offers an associate of science degree in computer information systems. The program concentrates on organizational applications of technology and the development of systems and their management. Students receive a fundamental understanding of programming and networking computer systems, which prepare them for high-in-demand careers such as systems analysts, business analysts and database administrators. The Division also offers courses in accounting, business, economics, and computer applications that are required for other associate degree programs.

While employers are satisfied with graduates of the associate degree program in business administration, they also want people with higher-level skills. As a result, the Division now offers third-year certificate of achievement programs in accounting and in general business. These programs are not only designed to offer higher level courses, but to also meet other general education requirements needed to better articulate the program with fourth year programs elsewhere. To be admitted into the third-year programs, applicants are usually required to have an associate degree in business administration and a GPA of at least 2.5. Applicants who are admitted with an associate degree in a different major must complete business requirements for the associate degree program during their third-year certificate course of study. In most cases, such students might have to first complete those 100- and 200-level business courses, as most of them are prerequisites for the 300-level third-year courses.

The third year program is articulated with the University of Guam, so students can transfer smoothly from COM-FSM into the fourth and final year at that university.

ASSOCIATE OF SCIENCE DEGREE
in
BUSINESS ADMINISTRATION

Program Learning Outcomes

Upon completion of the degree program, the student will be able to:
1. Demonstrate basic knowledge of each of the functional areas of business – accounting, management, marketing, economics, and finance – by emphasizing their importance in an organization and describing their interrelationship in the organization's attempt to achieve its objectives.
2. Demonstrate basic knowledge and skill in the use of cost and managerial accounting concepts and techniques as management tools for planning, controlling, evaluating performance and making decisions.
3. Demonstrate basic knowledge and skill in business mathematics and elementary statistics by accurately performing common business computations, statistical data presentation and analysis.
4. Demonstrate basic knowledge and skill in intercultural writing and speaking appropriate for business.
5. Demonstrate a basic understanding of the legal environment and ethical challenges confronting business in general and in the FSM, from both local and global perspectives.

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

English (9 credits)
EN 110 Advanced Reading (3); EN 120a Expository Writing I (3); EN 120b Expository Writing II (3)

Mathematics (3 credits)
Any 100 level or above mathematics course (3)

Natural Sciences (7 credits)
A science course with Laboratory or AG 101, AG 110 or AG 140 (4); A non-lab science or (3)

Social Sciences (3 credits)
SS 150 History of Micronesia (3)

Computer Applications (3 credits)
CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)
Exercise Sports Science course (1)

Humanities (3 credits)
Any course in art, culture, music, history, literature, philosophy, or language (3)

Major Requirements.....41 Credits

Accounting (11 credits)
AC 131 Accounting I (4); AC 220 Accounting II (4); AC 250 Managerial Accounting (3)

Business (15 credits)
BU 101 Introduction to Business (3); BU 250 Principles of Finance (3); BU 260 Fundamentals of Management (3); BU 270 Principles of Marketing (3); BU 271 Business Law (3)

Economics (6 credits)
EC 220 Microeconomics (3); EC 230 Macroeconomics (3)

Communications (3 credits)
EN/BU 121 Business Communication (3)

Business Mathematics (3 credits)
BU/MS 110 Business Math (3)

Mathematics (3 credits)
MS 150 Introduction to Statistics (3)

GRADUATION REQUIREMENTS.....70 Credits

BUSINESS ADMINISTRATION
Suggested Schedule

First Semester

EN 110 Advanced Reading	3
EN 120a Expository Writing I	3
BU 101 Introduction to Business	3
MS 100 College Algebra	3
CA 100 Computer Literacy	3
	15

Second Semester

EN 120b Expository Writing II	3
AC 131 Accounting I	4
Science w/Lab	4
BU/MS 110 Business Math	3
Humanities course	3
	17

Summer Session

SS 150 History of Micronesia	3
AC 220 Accounting II	4
	7

Third Semester

EC 220 Microeconomics	3
Non-lab science or agriculture	3
AC 250 Managerial Accounting	3
BU 260 Fundamentals of Management	3
MS 150 Statistics	3
Exercise Sports Science course	1
	15

Fourth Semester

BU 250 Principles of Finance	3
BU 270 Principles of Marketing	3
BU 271 Business Law	3
EN/BU 121 Business Communication	3
EC 230 Macroeconomics	3
	15

THIRD YEAR CERTIFICATE OF ACHIEVEMENT in ACCOUNTING OR GENERAL BUSINESS

Fulfillment of A.S. degree requirements (minimum cumulative GPA—2.50; minimum grade of C in business administration A.S. major courses).

Program Learning Outcomes

Upon completion of the 3rd Year Certificate program in Accounting, students will be able to:
1. Demonstrate knowledge of intermediate accounting by describing the environment and the conceptual framework of financial reporting; properly preparing and analyzing various financial statements; and show familiarity with the generally accepted accounting principles on cash and receivables, inventories, property, plant and equipment, intangibles, liabilities, stockholders' equity, and other special topics in accounting for private business.
2. Express familiarity with tax concepts, with special focus on the taxation of business entities in the United States and the Federated States of Micronesia and a minor emphasis on individual taxation in the two countries.
3. Exhibit competence in analyzing and recording transactions for state, local and the federal governments; colleges and universities and other nonprofit organizations; in preparing and interpreting financial statements; and in explaining differences in private and public sector accounting.
4. Apply knowledge and skills acquired from accounting and other courses by solving real world accounting and general workplace problems in a participating organization in the COM-FSM internship program.
5. Show an appreciation of statistical methods of sampling and estimating population statistics and competence in using computer software to calculate point estimates and confidence intervals and use statistical methods to test hypotheses, recognize trends and make forecasts to support decisions in the business/economics environment.

Program Learning Outcomes - 3rd Year General Business

Upon completion of the 3rd Year Certificate Program in General Business, students will be able to:
1. Demonstrate an understanding of basic concepts in organizational behavior, including things such as personality, individual differences, motivation, leadership, conflict, communication, group dynamics, power and politics, change, organizational structure, design and culture and cultural diversity by explaining how these concepts relate to performance and job satisfaction in the organization marketing strategy; the sequential nature of marketing and the importance of monitoring mechanisms; and the scope of comprehensive marketing in light of current technological developments.
2. Demonstrate an understanding of the intricacies of marketing planning and overall marketing strategy; the sequential nature of marketing and the importance of monitoring mechanisms; and the scope of comprehensive marketing in light of current technological developments.
3. Demonstrate an understanding of the concepts underlying corporate financial decision-making – such as capital struc-

ture, capital budgeting, short-term asset management, dividend policy, financial analysis, corporate restructuring – and how these decisions affect other areas of the firm.
4. Demonstrate an understanding of the role of entrepreneurship and small business in the (FSM) economy and show competence in basic business planning and in identifying opportunities and challenges that entrepreneurs and small business owners/managers face – both in FSM and in general – in trying to achieve their business objectives.
5. Demonstrate basic knowledge of international business by discussing its importance and explaining its theoretical foundations. The student will also be expected to describe the international economic and financial environment; the role of government, culture, politics and laws in international business; and analyze issues in management, marketing, finance, human resources, accounting and taxation.
6. Demonstrate an understanding of economic development issues faced by least developed countries (LDCs) and options for development. Such issues will include, among others, foreign aid to LDCs, unemployment, urbanization and population growth, all with special emphasis on FSM.
7. Demonstrate an understanding of statistical methods of sampling and estimating population statistics and competence in using computer software to calculate point estimates and confidence intervals and use statistical methods to test hypotheses, recognize trends and make forecasts to support decisions in the business/economics environment.

General Educational Core Requirements .....9 Credits

Quantitative and Logical Reasoning (9 credits)
Three (3) General Education courses chosen from the following areas: Quantitative and Logical Reasoning World Cultures and History; and Humanities.
Students may choose one course from each area or two courses from one area and one course from another area.
Quantitative and Logical Reasoning (3)
World Cultures and History (3)
Humanities (3)

Major Core Requirements .....21-23 Credits

Accounting (23 credits)
AC 320 Intermediate Accounting I (4); AC 321 Intermediate Accounting II (4); AC 325 Cost Accounting (3); AC 330 Taxation I (3); AC 335 Governmental and Non-Profit Accounting (3); AC 370 Accounting Internship (3); BU/MS 310 Applied Statistics (3)

OR

General Business (21 credits)
BU/MS 310 Applied Statistics (3); ECO 320 Economic Development (3); FIN 312 Corporate Finance (3); MGT 320 Organizational Behavior (3); MGT 350 International Business (3); MGT 360 Entrepreneurship and Small Business Management (3); MKT 311 Marketing Strategy (3)

GRADUATION REQUIREMENT .....30-32 Credits
Accounting (32 credits)
General Business (30 credits)

THIRD YEAR ACCOUNTING or GENERAL BUSINESS
Suggested Schedule

First Semester (FALL)

Accounting		General Business	
AC 320 Intermediate Accounting I	4	MGT 320 Organizational Behavior	3
AC 325 Cost Accounting	3	MGT 350 International Business	3
AC 335 Govt & Nonprofit Accounting	3	ECO 320 Economic Development	3
Q & L R/WC & H/Humanities course	3	Q & LR/WC & H/Humanities course	3
Q & L R/WC & H/Humanities course	3	Q & LR/WC & H/Humanities course	3
	16		15

Second Semester (SPRING)

Accounting		General Business	
AC 321 Intermediate Accounting II	4	FIN 312 Corporate Finance	3
AC 330 Taxation I	3	MKT 311 Marketing Strategy	3
AC 370 Accounting Internship	3	MGT 360 Entrepren/Small Bus. Mangt	3
BU/MS 310 Applied Statistics	3	BU/MS 310 Applied Statistics	3
Q & LR/WC & H/Humanities course	3	Q & LR/WC & H/Humanities course	3
	16		15

ASSOCIATE OF SCIENCE DEGREE
in
COMPUTER INFORMATION SYSTEMS

Program Learning Outcomes

Upon completion of the degree program, students will be able to:
1. Demonstrate an in-depth understanding of technical concepts and ethical issues pertaining to information systems.
2. Demonstrate theoretical knowledge and practical skills in the management and strategic use of information systems and technology.
3. Demonstrate proficiency in the use of different software applications significant to manipulating and analyzing information as well as generating and presenting reports in the various functional areas of business.
4. Demonstrate solid foundation skills in database design and management, web engineering, programming, and networking.
5. Demonstrate the ability to adapt to latest technologies using their foundation knowledge and skills from CIS.

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

English (9 credits)
EN 110 Advanced Reading (3); EN 120a Expository Writing I (3); EN 120b Expository Writing II (3);
Mathematics (3 credits) depending on placement; Any 100 level or above mathematics course (3)

Natural Sciences (7 credits)
A science course with Laboratory or AG 101, AG 110 or AG 140 (4); A non-lab science or (3)

Social Sciences (3 credits)
SS 150 History of Micronesia (3)

Computer Applications (3 credits)
CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)
Exercise Sports Science course (1)

Humanities (3 credits)
Any course in art, music, history, literature, philosophy, or language (3)

Major Requirements .....42 Credits

Business (7 credits)
AC 131 Accounting I (4); BU 101 Introduction to Business (3)

Communications (3 credits)
EN/BU 121 Business Communication (3)

Mathematics (6 credits)
MS 101 Algebra and Trigonometry (3); MS 150 Statistics (3)

Information Systems (20 credits)
IS 201 Computer Information Systems (3); IS 220 Computer Programming (4); IS 230 Database Design (3); IS 240 Webpage Design (3); IS 260 Business Information Systems (3); IS 280 Introduction to Networking-w/lab (4)

Electives: Any two of the following courses (6 credits)
CA 105 Data Analysis Using Spreadsheets (3); MM 225 Multimedia Design (3); IS/MM 245 Desktop Publishing (3); MM 240 Computer Animation (3); SS 270 Geographic Information Systems (3)

GRADUATION REQUIREMENTS .....71 Credits

COMPUTER INFORMATION SYSTEMS
Suggested Schedule

First Semester

EN 110 Advanced Reading	3
EN 120a Expository Writing I	3
MS 100 College Algebra	3
CA 100 Computer Literacy	3
BU 101 Introduction to Business	3
	15

Second Semester

EN 120b Expository Writing II	3
AC 131 Accounting I	4
IS 201 Computer Information Systems	3
Science w/Lab	4
Humanities	3
	17

Summer Session

SS 150 History of Micronesia	3
Non-lab science or agriculture	3
	6

Third Semester

IS 220 Computer Programming	4
IS 230 Database Design.	3
IS 240 Webpage Design	3
Exercise Sports Science Course	1
MS 101 Algebra and Trigonometry	3
EN/BU 121 Business Communication	3
	17

Fourth Semester

IS 260 Business Information Systems	3
IS 280 Introduction to Networking w/Lab.	4
MS 150 Statistics	3
Elective	3
Elective	3
	16

EDUCATION PROGRAMS

Originating as a teacher training institution, COM-FSM through its education division continues the task of bettering education in Micronesia. Programs are carefully designed to equip students with the necessary knowledge and skills to meet the challenges of teaching effectively in a culturally relevant manner. At present the college offers an Associate of Arts in Pre-Teacher Preparation- Elementary. In addition, it also offers a Third-year Certificate of Achievement in Teacher Preparation- Elementary. These programs provide students with courses rich in content, theoretical foundations and practical experiences (methodology), which are designed to address the needs of pre-service and in-service teachers who may want to, pursue the baccalaureate degree at UOG.

Through a collaborative effort, UOG offers the Partnership BA in Elementary Education at the national campus making it possible for students to earn a bachelor's degree from UOG without leaving the FSM. Students who are interested in this program should be aware that the associate degree and the third-year in teacher preparation-elementary have been articulated to meet the requirements of the bachelor's degree.

Admission to the Third-year Certificate of Achievement in Teacher Preparation - Elementary requires a student to have an associate degree in education and a 2.75 cumulative grade point average. Applicants are also required to pass an entrance essay before being admitted to the program.

ASSOCIATE OF ARTS
In
PRE-TEACHER PREPARATION

Program Learning Outcomes

Student completing the AA degree program in Teacher Preparation-Elementary will be expected to demonstrate the following competencies:
1. Demonstrate basic knowledge of the foundations and concepts related to elementary education.
2. Demonstrate familiarity with a variety of instruction strategies for elementary school students.
3. Demonstrate basic knowledge in the following areas: art, communication, humanities, language, literature, science, and social sciences.

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

English (9 credits)
EN 110 Advanced Reading (3); EN 120a Expository Writing I (3); EN 120b Expository Writing II (3)

Mathematics (3 credits)
Any 100 level or above mathematics course (recommended: MS 100 College Algebra or MS 101 Algebra & Trigonometry or MS 150 Statistics)

Natural Sciences (7 credits)
A science course with Laboratory (4);
Science without lab (recommended: SC 101 Health Science or SC 112 Nutrition or
ESS/SC 200 Fundamentals of Wellness and Physical Fitness) (3)

Social Sciences (3 credits)
SS 150 History of Micronesia (3)

Computer Applications (3)
CA 100 Computer Literacy (3)

Physical Education (1 credit)
Any choice of any ESS offering (1)

Humanities (3 credits)
Any course in music, history, literature, philosophy, or language (recommended: MU 101) (3)

Major Requirements .....40 Credits

AR 101 Intro to Art (3)
ED 210 Intro to Professional Teaching (3)
ED 215 Intro to Exceptional Children (3)
ED/PY 201 Human Growth and Development (3)
EN 200 series (EN 201 Introduction to Literature (3); and EN 205 Literature of the Sea (3)
EN 208 Introduction to Philosophy (3)
EN/CO 205 Speech Communication (3)
ED 292 Practicum: Observation and Participation (3)
MS/ED 210 Math for Teachers (3)
Science with laboratory (4)
SS 120 Introduction to Geography (3)
SS 125 Pacific Geography or SS 170 World History I or SS 171 World History II (3)
SS/PY 101 General Psychology (3)

GRADUATION REQUIREMENT .....70 Credits

PRE-TEACHER PREPARATION
Suggested Schedule

First Semester
EN 110 Advanced Reading 3
EN 120a Expository Writing I 3
SS 150 Micronesia History 3
CA 100 Computer Literacy 3
ESS course 1
MS 100 or MS 101 or MS 150..... 3
16

Second Semester
EN 120b Expository Writing II..... 3
SS 120 Introduction to Geography 3
Science with Lab 4
EN/CO 205 Speech Communications... 3
SS/PY 101 General Psychology 3
16

Summer Session
ED/PY 201 Human Growth and Development . 3
AR 101 Intro. To Art 3
6

Third Semester
MS/ED 210a Math for Teachers 3
EN 208 Introduction to Philosophy 3
Humanities elective* 3
ED 210a Intro to Professional Teaching .. 3
Science without Lab 3
15

Fourth Semester
Science w/lab..... 4
EN 200 Elective 3
ED 215 Intro. to Exceptional Children 3
SS 125 or SS 170 or SS 171..... 3
ED 292 Practicum 3
16

THIRD-YEAR CERTIFICATE OF ACHIEVEMENT IN TEACHER PREPARATION—ELEMENTARY

Program Learning Outcomes

Students completing the Third-year Certificate of Achievement in Teacher Preparation-Elementary will be expected to demonstrate the following competencies:
1. Demonstrate comprehension and application of the FSM elementary school curriculum standards. 2. Apply a variety of teaching approaches to meet learning needs of FSM elementary school students. 3. Assess and evaluate learning of the elementary student at both the formative and summative levels.
4. Organize and manage an elementary classroom environment for learning.
5. Demonstrate comprehension and application of learning theories and principles, human development, language development, educational foundations, socio cultural issues, technology and strategies for teaching students with special needs.
6. Demonstrate professionalism.

Third-Year Requirements .....34 Credits

ED/PY 300 Educational Psychology (3)
ED 301a Language Arts Methods (4)
ED 301b Reading Methods (4)
ED 302 Social Studies Methods (3)
ED 303 Math Methods (4)
ED 304 Science Methods (4)
ED 305 Children's Literature and Drama (3)
ED 330 Classroom Management (3)
ED 338 Special Needs in the Classroom (3)
ED 392 Practicum & Seminar (3)

Admission Application Deadlines:
Applications for admission to the third-year certificate program, along with entrance essays, must be submitted at least two weeks (10 working days) prior to the start date of an early registration period.

Full Admission:
A Student will be admitted with full status if he/she
1. Possesses an associate degree in education
2. Has earned a CumGPA of 2.75 or above
3. Has a score of at least 20 on the entrance essay with no individual score below a three (3)

Note: Entrance essay is scored based on the COMET Rubric.

Probationary Status:
Student with the associate degree may be admitted on probation if he/she
1. Has a minimum CumGPA of 2.5 and
2. Has a minimum score of 15 on the entrance essay with no individual score below a three (3)

Note: A student is required to take EN 220 Writing for Teachers if he/she has a score of 15-19 on the en- trance essay or individual score of three (3) in Syntax and/or Vocabulary.

Pre-requisite Courses:
Students who enter the program without having completed ED 210a, ED 215, and ED/PY 201 need to complete these courses with a grade of 'C' or better during the first semester in the program.

Removal from Probationary Status:
The student may be removed from Probationary Status after the first semester of the third-year pro- gram if the student
1. Successfully passed the education English writing course, and
2. Earned a semester GPA of 3.0 or above with a minimum of 15 credits.

The student may be removed from Probationary Status after the first semester of the third-year pro- gram if the student
1 .Successfully passes EN 220 Writing for Teachers and
2. Earns a semester GPA of at least 2.75 (with no grade lower than a C) with a minimum of 15 credit hours.

Should a student begin the program in the summer when 15 credit hours are impossible to attain, the same stipulation as above applies for the summer and fall semester combined (or the first two semesters in any combination) even if the course load in the respective semesters exceeds 15 credit hours.

A three-member subcommittee will represent the Division to review third-year applications along with the representatives from Admissions Board and RAR.

THIRD-YEAR TEACHER PREPARATION—ELEMENTARY
Suggested Schedule

Summer Session
ED 301a Language Arts Methods..... 4
ED 303 Math Methods 4
8

First Semester
ED 301b Reading Methods 4
ED 302 Social Studies Methods. 3
ED/PY 300 Educational Psychology..... 3
ED 330 Classroom Management..... 3
15

Second Semester
ED 304 Science Methods 4
ED 305 Child. Lit. & Drama. 3
ED 338 Special Needs in the Classroom 3
ED 392 Practicum & Seminar 3
16

UOG PARTNERSHIP BACHELOR OF ARTS IN ELEMENTARY EDUCATION

After receiving this third-year certificate of achievement in teacher preparation-elementary, students may apply for the Partnership BA in Elementary Education program to take the following UOG courses.

ED 271 Applications for Technology in Education
ED 351 Fine Arts Methods
ED 363 Physical Education and Health Methods
ED 334 Solving Disciplinary Problems
ED 473 Developing Cognitive Abilities
ED 482 Working with Second Language Learners
ED 486 Building Effective Strategies for Teaching
ED 492/498 Student Teaching/Internship
ED 489 Evaluation

ASSOCIATE OF SCIENCE DEGREE in HOSPITALITY AND TOURISM MANAGEMENT

This program is designed to enable students to become productive workers, owners and managers in the growing fields of hospitality and tourism within the FSM and internationally. The program provides students with the basic skills needed to succeed as supervisors, managers or business owners in the food service, lodging, airline, travel provider and general tourism industries. Students will learn the importance of building a sustainable tourism economy in the Nation and abroad. They will have the opportunity to examine how the nation fits into the international travel system and the importance of providing top quality service as a foundation for developing a vibrant industry. Specific subject areas cover all aspects of the lodging, food service and travel industries.

Program Learning Outcomes

Upon successful completion of the degree, students will be able to:
1. Explain the interdependent components of the international hospitality and tourism industry including transportation, customer service, food service, lodging, attraction management, roles of national and state visitors' authorities, marketing and sales.

2. Demonstrate professional lodging specific technical skills, supervisory techniques and management skills.
3. Explain the types and elements of food service operations.
4. Demonstrate front of the house technical and supervision techniques.
5. Describe tourism attraction support services and related business opportunities.
6. Describe the importance of developing the FSM as a sustainable tourism destination.
7. Communicate in basic Japanese for lodging, food service and tourism provider guest services.

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

English (9 credits): EN 110 Advanced Reading (3); EN 120a Expository Writing I (3); EN 120b Expository Writing II (3)

Mathematics (3 credits): Any 100 level or above mathematics course

Natural Sciences (7 credits): A science course with Laboratory or AG 101, AG 110 or AG 140 (4); A non-lab science (3)

Social Sciences (3 credits): SS 150 History of Micronesia (3)

Computer Applications (3 credits): CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit): Exercise Sports Science course (1)

Humanities (3 credits): Any course in art, music, history, culture, literature, philosophy, or language (3)

Major Requirements.....24 Credits

Hospitality and Tourism Management (24 credits)
HTM 110 Introduction to Hospitality and Tourism Management (3); HTM 120 Introduction to World Tourism (3);
HTM 150 Hospitality Supervision (3); HTM 165 Food Fundamentals and Quality Cooking (3); HTM 170 Front Office Management (3);
HTM 220 Food and Beverage Management (3); HTM 230 Hospitality Marketing (3); HTM 250 Facilities Management and Practicum (3)

Accounting (3 credits)
AC 131 Accounting I (4)

Business (3 credits)
BU 101 Introduction to Business (3)

Humanities (6 credits)
FL 120 Basic Japanese for Hospitality and Tourism (3); FL 160 Situational Japanese for Hospitality and Tourism (3)

Open Elective .....3 Credits

GRADUATION REQUIREMENT .....69 Credits

HOSPITALITY AND TOURISM MANAGEMENT
Suggested Schedule

First Semester
EN 110 Advanced Reading 3
EN 120a Expository Writing I 3
HTM 110 Introduction to HTM 3
MS 100 College Algebra 3
CA 100 Computer Literacy 3
Exercise Sports Science course 1
16

Second Semester
EN 120b Expository Writing II..... 3
Science w/lab 4
BU 101 Introduction to Business 3
HTM 120 Intro. to World Tourism 3
FL 120 Basic Japanese for Hospitality and Tourism.. 3
16

Summer Session
AC 131 Accounting I 4
SS 150 History of Micronesia 3
7

Third Semester
HTM 150 Hospitality Supervision..... 3
FL 160 Situational Japanese for Hosp. & Tour. 3
HTM 165 Food Fund. & Quality Cook..... 3
Non-lab Science or Agriculture.....3
Open Elective 3
15

Fourth Semester
HTM 170 Front Office Management 3
Humanities Elective.....3
HTM 220 Food & Beverage Managment.....3
HTM 230 Tourism Marketing 3
HTM 250 Facilities Mgt. & Practicum..... 3
15

ASSOCIATE OF ARTS DEGREE
in
LIBERAL ARTS

This program aims to strengthen the opportunity for students who wish to pursue health related professions. The program offers solid foundation of health-related courses necessary for succeeding at a four-year institution.

Program Learning Outcomes

Upon successful completion of the program, students will be able to:
1. Describe the structure, function and basic pathologies of the human body.
2. Demonstrate a solid foundation in basic biological sciences.
3. Describe health care and allied professions and gain experience working effectively in groups and with health professionals to address human life sciences and health problems.
4. Discuss, analyze and interpret fundamental and current issues relevant to human life sciences and health problems and communicate information in a critical, scientific and technologically advanced manner.

Mathematics (3 credits)
Any 100 level or above mathematics course

Natural Sciences (7 credits)
A science course with Laboratory or AG 101, AG 110 or AG 140 (4); A non-lab science (3)

Social Sciences (3 credits)
SS 150 History of Micronesia (3)

Computer Applications (3 credits)
CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)
Exercise Sports Science course (1)

Humanities (3 credits)
Any course in art, music, history, culture, literature, philosophy, or language (3)

Major Requirements.....24 Credits

EN/CO 205 Speech Communication (3); SC 101 Health Science (3); SS 130 Introduction to Sociology (3); SS/PY 101 General Psychology (3); Specialty (6 credits)

Any two classes from one of the following groups
Natural Sciences or Social Sciences; English Elective (3 credits); Any 200-level English course or MM 101; Humanities Elective (3 credits); Any course in art, music, history, literature, philosophy, or language may be taken to meet the humanities elective requirement

Open Electives .....9 Credits

GRADUATION REQUIREMENTS .....62 Credits

LIBERAL ARTS
Suggested Schedule

First Semester	
EN 110 Advanced Reading	3
EN 120a Expository Writing I	3
CA 100 Computer Literacy	3
MS 100 College Algebra	3
SS 150 History of Micronesia	3
	15

Second Semester	
EN 120b Expository Writing II	3
EN/CO 205 Speech Communication	3
SS/PY 101 General Psychology	3
Humanities Elective	3
Science w/lab	4
	16

Third Semester	
SC 101 Health Science	3
SS 130 Introduction to Sociology	3
Non-lab Science or Agriculture	3
English Elective	3
Specialty	3
Exercise Sports Science course	1
	16

Fourth Semester	
Specialty	3
Humanities Elective	3
Open Elective	3
Open Elective	3
Open Elective	3
	15

ASSOCIATE OF ARTS DEGREE
in
LIBERAL ARTS/HEALTH CAREERS OPPORTUNITY PROGRAM

This program aims to strengthen the opportunity for students who wish to pursue health related professions. The program offers solid foundation of health-related courses necessary for succeeding at a four-year institution.

Program Learning Outcomes

Upon successful completion of the program, students will be able to:
1. Describe the structure, function and basic pathologies of the human body.
2. Demonstrate a solid foundation in basic biological sciences.
3. Describe health care and allied professions and gain experience working effectively in groups and with health professionals to address human life sciences and health problems.
4. Discuss, analyze and interpret fundamental and current issues relevant to human life sciences and health problems and communicate information in a critical, scientific and technologically advanced manner.

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

Mathematics (3 credits)
Any 100 level or above mathematics course

Natural Sciences (7 credits)
A science course with Laboratory or AG 101, AG 110 or AG 140 (4); A non-lab science (3)

Social Sciences (3 credits)
SS 150 History of Micronesia (3)

Computer Applications (3 credits)
CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)
Exercise Sports Science course (1)

Humanities (3 credits)
Any course in art, music, history, culture, literature, philosophy, or language (3)

Computer Applications (3 credits)
CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)
Exercise Sports Science course (1)

Major Requirements.....34 Credits

SC 101 Health Science (3)
SC 122a Anatomy & Physiology I w/lab (4)
SC 122b Anatomy & Physiology II w/lab (4)
SC 180 Microbiology w/lab (4)
SC 230 Introduction to Chemistry w/lab (4)
SS/PY 101 General Psychology (3)
ED/PY 201 Human Growth and Development (3)
EN/CO 205 Speech Communication (3)

Math Elective (3)
Any 100 level or above mathematics (3)

Natural Sciences (3)
SC 112 Nutrition (3)

Open Elective .....3 Credits

GRADUATION REQUIREMENTS .....66 Credits

LIBERAL ARTS/HEALTH CAREERS OPPORTUNITY PROGRAM
Suggested Schedule

First Semester		Second Semester	
EN 110 Advanced Reading	3	EN 120b Expository Writing II	3
EN 120a Expository Writing I	3	SC 101 Health Science	3
MS 100 College Algebra	3	Any 100 level mathematics	3
SC 120 Biology w/lab	4	SS 150 History of Micronesia	3
Humanities Elective	3	SC 230 Chemistry	4
	16		16

Third Semester		Fourth Semester	
CA 100 Computer Literacy	3	ED/PY 201 Human Growth & Dev.	3
ESS	1	SC 122b Anatomy & Physio. II w/lab	4
SC 122a Anatomy & Physio. I w/lab	4	SC 180 Microbiology w/lab	4
Non lab science or AG 101	3	EN/CO 205 Speech	3
General Psychology	3	Open Elective	3
SC 112 Human Nutrition	3		17
	17		

ASSOCIATE OF SCIENCE DEGREE
in
MARINE SCIENCE

The marine science program is designed to respond to a need expressed by the FSM leadership in the FSM States and National Economic Summits. It has been designed to take full advantage of the unique variety of marine environments available in the FSM, particularly Pohnpei. This program provides a solid foundation for students interested in pursuing a higher degree at a four-year institution.

Program Learning Outcomes

Upon completion of the COM-FSM Marine Sciences requirements, students will be able to:
1. Demonstrate fundamental knowledge of geological, geographical, physical, chemical, astrological, and biological oceanography.
2. Apply fundamental knowledge of marine sciences towards identifying and solving regional and global problems relating to marine systems.
3. Apply the scientific process to formulate hypotheses, design experiments, and collect and analyze data from which valid scientific conclusions are drawn.
4. Communicate effectively, in written and oral forms, utilizing the language and concepts of marine science.

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

English (9 credits)
EN 110 Advanced Reading (3); EN 120a Expository Writing I (3); EN 120b Expository Writing II (3)

Mathematics (3 credits)
Any 100 level or above mathematics course

Natural Sciences (7 credits)
Any two of the following courses recommended, one of which must have a lab. SC 111 Environmental Studies (3)
SC 180 Microbiology w/lab (4); SC 220 Introduction to Geology (3); SC 250 General Botany w/lab (4); SC 255 General Zoology w/lab (4); SC/SS 115 Ethnobotany (3); MR 252 Fishery Extension (3)

Social Sciences (3 credits)
SS 150 History of Micronesia (3)

Computer Applications (3 credits)
CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)
Exercise Sports Science course (1)

Humanities (3 credits)
Any course in art, music, history, culture, literature, philosophy, or language (3)

Major Requirements .....38 Credits

Marine Science (25 credits)
MR 120 Marine Biology w/lab (4); MR 201 Aquaculture w/lab (4); MR 210 Marine Ecology (3); MR 230 Ichthyology w/lab (4); MR 240 Oceanography w/lab (4); MR 250 Fishery Biology and Management (3); MR 254 Marine Biology Field Studies (3)

Natural Sciences (4 credits)
SC 230 Introduction to Chemistry w/lab (4)

Mathematics (3 credits)
MS 150 Introduction to Statistics (3)

Social Sciences (3 credits)
SS 120 Introduction to Geography (3) or
Choose one of the following: SS 101 Political Science; SS 125 Geography of the Pacific; SS 130 Introduction to Sociology

Open Elective (3 credits)

GRADUATION REQUIREMENTS .....67 Credits

MARINE SCIENCE
Suggested Schedule

First Semester
EN 110 Advanced Reading 3
MR 120 Marine Biology w/lab 4
MS 100 College Algebra 3
SC 230 Intro. to Chemistry w/lab 4
Exercise Sports Science course 1
15

Second Semester
EN 120a Expository Writing I 3
MR 240 Oceanography w/lab 4
MR 210 Marine Ecology. 3
MR 254 Marine Biology Field Studies 3
CA 100 Computer Literacy 3
16

Summer Session
Humanities Elective 3
SS 150 History of Micronesia 3
6

Third Semester
EN 120b Expository Writing II 3
MR 230 Ichthyology w/lab. 4
Marine/Natural Sciences w/lab 4
MS 150 Intro. to Statistics 3
14

Fourth Semester
MR 250 Fishery Biology & Management 3
MR 201 Aquaculture w/lab 4
Non-lab Marine/Natural Science or Agriculture . 3
Social Sciences 3
Open Elective 3
16

ASSOCIATE OF ARTS DEGREE IN MICRONESIAN STUDIES

This program is designed to give students an in-depth knowledge and understanding of Micronesian history, society, government & politics, economy and culture. The A.A. degree prepares students to work in national or state government and politics, to be an elementary or high school social studies teacher, and in general to be more informed citizens of their state and nation. The program also has proven transferability to a wide range of majors at four-year colleges in the Pacific and the U.S. mainland.

Program Learning Outcomes

Upon successful completion of this degree, students will be able to:
1. Demonstrate the ability to read, speak and write critically and effectively in English about Micronesian Studies Program course content.
2. Demonstrate proficiency in the geographical, historical, and cultural literacy of the Micronesian region.
3. Demonstrate proficient knowledge of the structure and functions of the government and social, political, and economic issues concerning the Micronesian Studies course contents.
4. Demonstrate the ability to perform research and write papers relevant to Micronesia using different methods and technologies.
5. Demonstrate an appreciation of the requirements of good citizenship in the FSM.

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

English (9 credits)
EN 110 Advanced Reading (3); EN 120a Expository Writing I (3); EN 120b Expository Writing II (3)

Mathematics (3 credits)
Any 100 level or above mathematics course

Natural Sciences (7 credits)
A science course with Laboratory or AG 101, AG 110 or AG 140 (4); A non-lab science (3)

Social Sciences (3 credits)
SS 150 History of Micronesia (3)

Computer Applications (3 credits)
CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)
Exercise Sports Science course (1)

Humanities (3 credits)
Any course in art, music, history, culture, literature, philosophy, or language (3)

Major Requirements .....27 Credits

SS 101 Introduction to Political Science (3); SS 120 Introduction to Geography (3); SS 125 Pacific Geography (3); SS 195 Micronesian Cultural Studies (3); SS 200 Research Methods (3); SS 205 Micronesian Government and Politics (3); SS 212 Economy of Micronesia (3); SS 220 Contemporary Issues in Micronesia (3); SS 280 Directed Study: Selected Topics (3)

Open Electives.....6 Credits

GRADUATION REQUIREMENTS .....62 Credits

MICRONESIAN STUDIES
Suggested Schedule

First Semester
EN 110 Advanced Reading 3
EN 120a Expository Writing I 3
MS 100 College Algebra.....3
SS 150 History of Micronesia 3
CA 100 Computer Literacy 3
15

Second Semester
EN 120b Expository Writing II.....3
SS 101 Introduction to Political Science.....3
SS 120 Introduction to Geography 3
Humanities Elective 3
Science w/lab 4
16

Summer Session
SS 125 Geography of the Pacific Islands.....3
Exercise Sports Science course 1
4

Third Semester
Non-lab Science or Agriculture.....3
Open Elective 3
SS 200 Research Methods 3
SS 205 Micro Government & Politics 3
SS 195 Micronesian Cultural Studies.....3
15

Fourth Semester
Open Elective 3
SS 212 Economy of Micronesia 3
SS 220 Contemporary Issues in Micronesia. 3
SS 280 Directed Study: Selected Topics 3
12

PUBLIC HEALTH TRAINING PROGRAM - PHTP

The Public Health Training Program is a multi-entry, multi-exit educational opportunity for high school graduates who wish to enter studies in the health domain, as well as for Health Workers who wish to enhance the effectiveness of their work and improve their working conditions.

PHTP offers 2 certificates:

1. **Certificate of Achievement in Basic Public Health (CABPH)**
2. **Advanced Certificate of Achievement in Public Health (ACAPH)**

And 1 associate degree:

1. **Associate of Science Degree in Public Health (ASDPH)**

And 1 third-year certificate of achievement:

1. **Third-year Certificate of Achievement as: SPECIALIST IN PUBLIC HEALTH (CASPH)**

Those who complete the 3rd Year Certificate of Public Health are expected to be able to gain admission into a Bachelor of Public Health (BPH) and a Master of Public Health (MPH) at institutions awarding those degrees around the Pacific Rim.

There are **four steps** in the career ladder Public Health academic program at COM-FSM, each requiring general education and public health studies.

At the end of each step an exit qualification is awarded.

The entry criteria, course and credit requirements for each step are:

Step 1: Certificate of Achievement in Basic Public Health (CABPH)

(See certificate programs)

Step 2: Advanced Certificate of Achievement in Public Health (ACAPH)

For students holding a CABPH this step is the natural academic progression. However, this step offers also to the current workforce an academic entry-point towards attaining an Associate of Science Degree in Public health (ASDPH). Moreover, other professionals, wanting a career change, may use this as their entrance into the health domain.

This step provides the entry to the Associate of Science Degree in Public Health (ASDPH), and the ensuing Third Year Certificate of Achievement as Specialist in Public Health (CASPH; CAPHS).

Entry Criteria: Certificate of Achievement in Basic Public Health (CABPH)
Or: A qualification equivalent [*] to CABPH
And: appropriate public health work experience of at least 4 years

All candidates to sit **COMET** (College of Micronesia Entry Test)

Total credits required = 31

[*] = as determined by a review panel chaired by the division chair of the Math/Science Division with members of the Public Health faculty.

Program Learning Outcomes

1. Recognize, describe and discuss the basic public health science facts and principles;
2. List and discuss the essential public health functions and their interrelationships at community and district level;
3. Describe and discuss adult, children and family health issues;
4. Discuss and demonstrate an understanding and practice of some generic public health competencies;
5. Demonstrate proper public health skills for public health practice in the community as a state or local public health officer;
6. Discuss and demonstrate community and cultural sensitivity in the health care environment;
7. Describe and discuss the health determinants and problems of adults, children and families;
8. Demonstrate proper cardiopulmonary resuscitation (CPR) and first aid techniques;

9. Demonstrate the ability and discuss how to make a community diagnosis based on the determinants of health;
10. Identify and demonstrate good public health practice;
11. Have had work experience at a public health facility at community and district levels.

General Education .....13 Credits

EN 110 Advanced Reading (3); EN 120a Expository Writing I (3); CA 100 Introduction to Computing (3);
ESS 100 Exercise Sport Science, any 100-level course (1); PH/ MS 109 Math for Public Health (3);
PH 111 Introduction to Basic Epidemiology and Biostatistics (3); PH 112 Introduction to Epi-Info and Computing for Public Health (3);
PH 121 Environmental Prevention and Control of Disease (3); PH 131 Food and Nutrition in the Life Cycle (3);
PH 141 Principles of Health Promotion (3); PH 151 Intro. to Pacific Health Care Systems and Traditional Medicine (3);
PH 152 Practical Health Services Management (3)*

*Students to choose either PH 151 or PH 152, in consultation with PHTP faculty.

ADVANCED CERTIFICATE IN PUBLIC HEALTH
Suggested Schedule

First Semester
PH 111 Introduction to Basic Epidemiology and biostatistics 3
PH 121 Environmental Prevention and Control of Disease..... 3
EN 110 Advanced Reading..... 3
CA 100 Introduction to Computing..... 3
12

Second Semester
PH 112 Intro. to Epi-Info and Computing for Public Health 3
PH 151 Intro. to Pacific Health Care Sys. and Trad. Medicine..... 3
EN 120a Expository Writing I..... 3
HPH/MS 109 Math for Public Health 3
12

Summer Session
PH 131 Food and Nutrition in the Life Cycle 3
PH 141 Principles of Health Promotion 3
ESS 100 Exercises Sport Science (any 100-level course)..... 1
7

Step 3: Associate of Science Degree in Public Health (ASDPH)

Students completing this step are awarded the public health degree that provides the minimal standard for licensure as a professional public health practitioner.

Entry Criteria: Advanced Certificate of Achievement in Public Health (ACAPH);
Or: Diploma in Public Health or in a Public Health Specialty;
Or: A qualification in Public Health equivalent (see [*]) to those above
And: appropriate public health work experience of at least 6 years;

All non-ACAPH-holding candidates to sit **COMET** (College of Micronesia Entry Test)
And attain placement for the pre-requisite courses of this qualification
And gain admission to a COM-FSM Degree Program.

Total credits required = 34

[*] = as determined by a review panel chaired by the division chair of the Math/Science Division with members of the Public Health faculty.

General Education .....16 Credits

EN 120b Expository Writing II (3); SC 117 Tropical Pacific Islands Environment (4);
ESS/SC 200 Fundamentals of Wellness and Physical Fitness (3);
Humanities: any 3-credit course (Art-Culture-Music-History-Philosophy-Language) (3); SS 150 History of Micronesia (3)

Major Requirements .....18 Credits

PH 211 Health Research Methodology (3); PH 212 Surveillance, Identification and Management of an Outbreak (3);
PH 221 Occupational Health and Safety (3); PH 231 Food, Nutrition and Lifestyle Diseases (3);
PH 241 Case Studies and Special Issues in Health Promotion (3);
PH 251 Management of Health Information Systems and Epidemiology (3)

ASSOCIATE OF SCIENCE IN PUBLIC HEALTH
Suggested Schedule

First Semester		Second Semester	
PH 211 Health Research Methodology	3	PH 212 Surveillance, Identification and Management of an Outbreak	3
PH 221 Occupational Health and Safety	3	PH 231 Food, Nutrition and Lifestyle Diseases	3
PH 251 Management of Health Information Systems and Epidemiology.	3	EN 120b Expository Writing II	3
SC 117 Tropical Pacific Islands Environment	4	Humanities: any 3-credit course (Art-Culture-Music-History-Philosophy-Language)	3
	13		12

Summer Session

PH 241 Case Studies and Special Issues in Health Promotion	3
ESS/ SC 200 Fundamentals of Wellness and Physical Fitness	3
SS 150 History of Micronesia	3
	9

STEP 4: Third Year Certificate of Achievement/Specialist in Public Health (SPH)

The qualifications offered at this step are aimed at the continuing education of licensed public health practitioners who aspire to postgraduate studies and health research. A proper mixture of courses at this level will assist senior national and state health administrators in their different public health projects and grants.

The following qualification may be awarded:
3rd Year Certificate of Achievement as: Specialist in Public Health (CASPH)

Entry criteria: Associate of Science Degree in Public Health (ASDPH), or a similar Associate of Arts or Science Degree;
OR: Diploma in Public Health, or equivalent (see [*])
And: significant public health work experience of at least 8 years;
OR: satisfactory completion of a health-related research study
And: significant public health work experience of at least 8 years
And: favorable interview with program faculty;

All non-ASDPH-holding candidates to sit **COMET** (College of Micronesia Entry Test) and attain current admitting scores.

Total credits required = 30

[*] = as determined by a review panel chaired by the Division Chair of the Health Science with members of the public health faculty.

Program Learning Outcomes

1. Recognize, describe and discuss and research about the basic principles and practices of the specialty;
2. List, discuss and demonstrate the essential public health functions or the specialty and its interrelationships with the other specialties and health disciplines at community and national levels;
3. Describe, discuss and research adult, children and family health issues at community level;
4. Discuss and demonstrate an understanding and practice of the specialty public health competencies;
5. Demonstrate proper public health skills for its practice in the community as a national specialty practitioner;
6. Discuss and demonstrate community and cultural sensitivity in the health care environment;
7. Describe, discuss and research the health determinants and problems of adults, children and families;
8. Demonstrate proper cardiopulmonary resuscitation (CPR) and first aid techniques and other healing and patient care abilities;
9. Demonstrate the ability and discuss how to conduct a community diagnosis and need assessment of the health determinants of the specialty in a community;
10. Identify and demonstrate good practice in the specialty;
11. Have had management, planning experience and leadership role at a public health specialty at community and national levels.

Major Courses.....30 Credits

A minimum of 6 (six) courses awarding 3 credits each selected by the student, in consultation with faculty, from among the 300-level courses listed in the course descriptions: 18 Credits

A minimum of 2 (two) courses, awarding 6 credits each, one titled as "Placement in a Public Health Practicing Facility" and the other titled "Research Project in .....", selected by the student, in consultation with faculty, from among the 300-level courses listed in the course descriptions: 12 Credits.

PH 312 Research Methods for Health Services Management (3); PH 314 PH Surveil. & Mgt. of Health Information Systems (3);
PH 316 Research Proj. in Applied Epi. & Health Research (6); PH 321 Food Handling, Microbiology and Hygiene (3);
PH 334 Community Nutrition (3); PH 351 Health Care Management and Systems in the Pacific and Micronesia (3);
PH 365 Placement in a Public Health Practicing Facility (6)

THIRD YEAR CERTIFICATE AS SPECIALIST IN PUBLIC HEALTH
Suggested Schedule

Summer Session
PH 312 Res. Methods for Health Services Mgt..... 3
PH 334 Community Nutrition..... 3
6

First Semester
PH 314 Public Health Surveillance and Management of Health Info. System.....3
PH 316a Research Proj. in App. Epidemiology and Health Research .3
PH 321 Food Handling, Microbiology and Hygiene.....3
PH 365a Placement in a PH Practicing Facility.....3
12

Second Semester
PH 343 Settings Approach & Healthy Public Policy in Health Promotion...3
PH 316b Research Proj. in Applied Epidemiology and Health Research...3
PH 351 Health Care Management and Sys. in the Pacific and Micronesia3
PH 365b Placement in a PH Practicing Facility.....3
12

ASSOCIATE OF SCIENCE DEGREE IN NURSING AND CERTIFICATE IN PRACTICAL NURSING

The COM-FSM Career Pathways in Nursing is a multi-entry, multi-exit program that prepares practical nurses (PN) and registered nurses (RN) with the theoretical and clinical foundations for educational and career mobility in nursing, including advanced placement for currently licensed practical nurses. The Associate of Science Degree prepares nurses with the fundamentals to articulate into baccalaureate and masters degree education. The programs prepare graduates to practice nursing in a variety of health care settings in the Pacific Islands. The core competencies integrate evidence-based practice with health promotion, acute, and chronic care of individuals across the lifespan, families, villages, and communities. The nursing curriculum is adapted from the Oregon Consortium for Nursing Education (OCNE.org) model. The emphasis on culture and caring is adapted from the work of American Indian tribal college nursing programs. The philosophy and organizing framework for the programs are published in the COM-FSM Nursing Student Handbook.

Program Learning Outcomes

At the end of Level I, the competent practical nurse graduate will:
1. Demonstrate personal and professional actions based on self-reflection, core nursing values, professional standards, and the laws guiding practical nursing practice.
2. Collect health assessment and evidence-based data to guide critical thinking and judgment in the planning and delivery of safe, holistic nursing care.
3. Utilize leadership, management, and delegation principles when supervising unlicensed assistive nursing personnel.
4. Apply communication and collaboration strategies as a member of the health team.
5. Practice relationship-centered care, contributing to a caring and culturally safe environment that reflects the values of Micronesia.
6. Participate in the primary care and public health care systems in Micronesia to promote community wellness.

At the end of Level II, the competent associate degree graduate nurse will:
1. Model personal and professional actions based on self-reflection, core nursing values, professional standards, and the laws guiding registered nursing practice.
2. Investigate health assessment data, evidence-based resources to guide clinical reasoning, clinical judgment, and decision-making in the delivery of safe, holistic nursing care.

3. Demonstrate leadership in nursing and healthcare management.
4. Communicate effectively and collaborate as part of the interprofessional team.
5. Practice relationship-centered care, creating a caring and culturally safe environment that reflects the values of Micronesia.
6. Practice and contribute to the primary care and public health care systems in Micronesia to promote community wellness.

Admission Process
Admission to the nursing program is limited, based on availability of faculty and clinical resources. Students are admitted as pre-nursing, nursing, or advanced placement students. COMET exam scores determine the placement of students into ACE or college level courses.

- Pre-nursing students may be admitted at any time, based on COMET scores. Due to the rigorous nature of the nursing curriculum, students are strongly encouraged to complete all general education courses prior to admission to nursing courses.
- Nursing students are those applicants selected by the Nursing Admissions Committee. Advanced Placement students are qualified practical nurses seeking to complete the associate degree in nursing.
- All pre-nursing and PN/RN students are assigned an advisor to assist in development of an individual curriculum plan.

Application Process
The deadline to submit all required documents is May 1. After taking the COMET exam, complete the COM-FSM admission application and nursing addendum form and submit it to Nursing Department. Also submit a copy of high school and college transcripts.

Admission Requirements for the Nursing Program

- Certificate of Achievement or Completion as a Nursing Assistant, as outlined in the catalog with grades of "C" or better OR a "Pass" on a written NA validation test (80%) and skills test (100%) and medical terminology test (80%). A fee is required for validation tests.
- Demonstration of computer literacy skills (CA 100 or equivalent)
- Completion of all nursing prerequisites listed in the catalog with a grade of "C" or better. Courses may be repeated only once to improve a grade.

The Admission Process for PN/RN Nursing Students
From 2011-2013 the PN/RN program is offered on the COM-FSM National Campus only. Expansion to others campuses is based on fiscal, physical, and clinical resources and available faculty.

- Students are admitted to the PN/RN programs once per year.
- Completion of the application process does not guarantee admission.
- Admission decisions are made based on a point system. Selection criteria include: 1st preference to citizens of FSM and 2nd to residents of Micronesia. Other criteria include: GPA in prerequisite courses and general education requirements, prior placement on a wait list, and underrepresented groups. Students not admitted may reapply the following year. The purpose of selection criteria are to support student success and completion of the program and to support students who are committed to practice in Micronesia upon graduation.
- In June, students receive letters indicating full acceptance, provisional acceptance, or non-acceptance into the program. Students with provisional acceptance may be required to participate in retention activities or enroll in skill-building classes to promote success in nursing. Students not accepted work with advisors or recruitment/retention coordinators to identify next step plans.

The Admission Process for Advanced Placement Students
Applicants for Advanced Placement must Applicants must submit the following documents to the COM-FSM and Nursing Departments by December 1 of the year prior to planned enrollment in Level II RN classes:

- COMET exam scores
- COM-FSM admission application and nursing application addendum.
- Copy of a current, unencumbered practical nursing license from an English speaking country.
- An official copy of high school transcripts or GED scores.
- For students who became licensed through on-the-job training, submit a letter from the Chief Nurse, documenting the training and performance as a student and within the past 3 years.
- Copy of a driver's license, or legal identification (state ID or Passport).
- A current CPR Card.
- An official copy of college transcripts demonstrating completion of pre-nursing course requirements.
- Pass a validation exam of medical terminology at 80% or better.

Advanced Placement Acceptance Options

Option I: In spring semester, upon completion of NU 200 and NU 123 with a 75% grade of better, the student will be admitted into the nursing program at Level II in the fall semester. All Level II course requirements must be completed for graduation.

Option II: If a course average of 75% is not obtained in NU 200 and NU 123, the Admissions Committee will review the student file to consider admission into Level I fall or spring semester courses.

To Complete the Admission Process, and enroll in nursing courses, nursing students must submit to the Nursing Department forms included with the Acceptance Letter.
By July 1, read, sign, and submit an Admission Acceptance Form that outlines student responsibilities and reserves a seat in nursing classes.

- By August 1, submit documentation of health care coverage through state or private insurance coverage.
- By August 1, submit and updated COM-FSM Health Form, including documentation of immunizations, current TB skin test results, and sign an Essential Functions Form indicating capacity to practice nursing.
- By August 1, demonstrate clearance of a criminal history. Submit a current Police Clearance or Criminal Background Check. Students with questions, please contact the Nursing Department.
- In August, prior to classes, participate in a required Nursing Program Orientation and CPR training.
- In August, during the Nursing Program Orientation, standardized tests will be administered to assess student knowledge levels in areas such as reading, science, and math. The tests will pro- vide students with additional information about skill-building needs to be successful in the nursing program. The information is used for student advisement and self-assessment only.

Expenses for the Nursing Program
Expenses for nursing students are higher than for other COM-FSM students. In addition to general tuition and fees, students will be charged higher lab fees, liability insurance fees, and other program fees. Other related costs, which are covered through Financial Aid, include uniforms, education sup- plies and equipment, and travel to clinical assignments. A personal computer is recommended. Fees are required by the FSM Board of Nursing for the application for licensure and PN/RN license. A Computer Specification Guide and Estimated Cost Guide are available in the Nursing Department.

Learning Expectations in the Nursing Program
The PN/RN programs are competency based. Students must demonstrate, or master, concepts and skills to pass nursing courses and graduate. Learning strategies include limited lecture and extensive laboratory application. Lab activities include interactive learning groups, independent study, computer learning activities, campus practice and simulation lab, and clinical practice in a variety of hospital and community settings. One lecture credit represents 1 contact hour. One lab credit hour represents 3 contact hours. Students are expected to spend a minimum of 2-3 hours study time outside of class/ lab for every hour in class/lab. Students can expect a minimum of a 40 hour study week while en- rolled in nursing courses. Student commitment to this rigorous schedule is rewarded through client/ patient care, practice as a practical nurse or registered nurse, and 'giving back' to the community of FSM. Clinical activities, in campus lab or health settings, may be scheduled days, evenings, nights, or on weekend. While faculty attempt to provide convenient schedules, students with work and family responsibilities need to coordinate schedules carefully. Nurse preceptors, or practicing nurses, and clinical instructors guide students through clinical activities.

Nursing Department Policies
The Nursing Department maintains nursing student policies, in addition to the COM-FSM Student Handbook, due to the unique nature of nursing as a profession. These policies are published in the Nursing Student Handbook and are reviewed annually with nursing students. Examples include ad- mission, progression, readmission, criminal background check, professional behavior, among others.

Additional Requirements for PN/RN Licensure
The requirements for nursing licensure in the Federated States of Micronesia goes beyond completion of the Certificate in Practical Nursing or Associate Degree of Science. The FSM Nurse Practice Act authorizes the Board of Nursing to set requirements for PN and RN licensure. Licensure may be denied to graduates who demonstrate:

- Fraudulent information or misrepresentation in the licensing application.
- Active history of substances abuse/chemical dependency.
- Failure to maintain the professional conduct of nurses.
- Conviction of a crime that relates adversely to the practice of nursing.

Preparatory Courses (By Placement)

General Education Core Requirements.....Total PN 26, RN 34 Credits

Prerequisites

English (9 credits)
EN 110 Advanced Reading (3) in Nursing Assistant Certificate of Achievement; EN 120a Expository Writing I (3);
EN 120b Expository Writing II (3)

Mathematics (3 credits)
PH 109 Math for Health Sciences OR MS 100 College Algebra (3)

Natural Sciences (11-15 credits)
SC 122a Anatomy & Physiology I with lab (4); SC 122b Anatomy & Physiology II with lab (4);
SC 180 Microbiology with lab (4) [Required for RN Program only];
PH 131 Food & Nutrition in the Lifecycle OR, PH 231 Food & Nutrition & Lifestyle Diseases, OR SC 112 Introduction to Human Nutrition (3)

Computer Applications (3 credits)
in Nursing Assistant Certificate of Achievement CA 100 Computer Literacy (3)

General Education Courses During the Program.....Total PN: 3 RN:10 Credits

Social Sciences (3-6 credits)
ED/PH 201 Human Growth & Development (3), SS 150 History of Micronesia (3) [RN Program only]

Exercise Sports (1 credit)
Exercise Sports Science course (1) [RN Program only]

Humanities (3 credits)
Any course in art, music, history, culture, literature, philosophy or language; recommended: Ethics (3) [RN Program only]

Major Course Requirements.....24-38 Credits

PN Certificate (24 Credits):
NU 123 Writing Research in Nursing Lab (1:0/3); NU 125 Health Pro- motion in Nursing w/lab (7:3/4);NU 133 Pharmacology (3);
NU 134 Pathophysiology (3); NU 135 Health, Illness & Nursing I w/lab (7:3/4); NU 145 PN Leadership in Clinical Practice (3:1/3)

RN Degree (38 Credits):
NU 123 Writing Research in Nursing Lab (1:0/3); NU 125 Health Promotion in Nursing w/lab (7:3/4); NU 133 Pharmacology (3);
NU 134 Pathophysiology (3); NU 135 Health, Illness & Nursing I w/lab (7:3/4); NU 225 Health & Illness in Nursing II (7:3/4);
NU 235 Health & Illness in Nursing III w/lab (7:3/4); NU 245 Leadership in Clinical Practice Capstone (3:1/2)

Pre-Nursing PN/RN
Suggested Schedule*

Fall	
EN 120a Expository Writing I	3
PH 131 Food, & Nutrition in the Lifecycle	
OR	
PH 231 Food Nutrition, & Lifestyle	
OR	
SC 112 Introduction to Human Nutrition	3
EN 100 Advanced Reading	3
SC 122a A & P I w/lab	4
	13

Spring	
EN 120b Expository Writing II	3
PH 109 Math for Health Sciences	
OR	
MS 100 Algebra	3
SC 122b A & P II w/lab	4
	10

*Pre-requisites: NU 100, NU 101, CA 100

Summer
SC 180 Microbiology w/lab**.....4
**for RN students only 4

Level I: PN Certificate Course Sequence*

Fall	
ED/PY 201 Growth & Development	3
NU 121 Study & Testing Skills in Nursing I (elective)	2
AND/OR	
NU 122 Strategies for Success in Nursing I (elective)	2
NU 123 Writing Research in Nursing Lab (0/3)	1
NU 125 Health Promotion in Nursing w/lab (3/4)	7
NU 126 Math Skills in Nursing I (elective)	2
	11-15

Spring	
NU 135 Health, Illness & Nursing Iw/lab (3/4)	7
NU 131 Study & Testing Skills in Nursing II (elective)	2
NU 133 Pharmacology	3
NU 134 Pathophysiology	3
NU 136 Math Skills in Nursing II (elective)	2
	13-17

*prerequisites: CNA, EN 110/120a/120b, CA 100, PH/MS 109, SC 122a/122b, PH 231 or equivalent

Level II: RN/ASN Course Sequence

Fall	
SS 150 History of Micronesia	3
Humanities elective: ethics	3
NU 221 Study & Testing Skills in Nursing III (elective)	2
AND/OR	
NU 225 Health & Illness in Nursing II w/lab (3/4)	7
NU 226 Math Skills in Nursing III (elective)	2
	13-15

Spring	
SSE Exercise/Sports elective	1
NU 231 Study & Testing Skills in Nursing IV(elective)	7
NU 235 Health & Illness in Nursing III w/lab IV (3/4)	7
NU 245 Leadership in Clinical Practice Capstone	(1/2)
NU 246 NCLEX-RN Prep (elective)	3
	11-16

Exit I: PN Certificate Credits: 50 cr
24 nursing + 26 general education credits

Exit II: RN/ASN Credits: 72 cr
38 nursing + 34 general education credits

CERTIFICATE PROGRAMS

(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 Requirements 13

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

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 Requirements 34-35

CERTIFICATE in AGRICULTURE AND FOOD TECHNOLOGY
Suggested Schedule

Fall Semester		Spring Semester	
ESL 050 Technical English	3	CA 100 Basic Computer Applications	3
MS 104 Technical Math I	4	AG 088 Landscaping	3 or
SC 098 Survey of Science	3	AG 086 Micro-propagation and Nursery Practices	4
AG 084 Basic Crop Production	4	AG 090 Principles of Food Processing	3
AG 092 Swine and Poultry Production	3	AG 094 Farm Management and Marketing	3
	17		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. Missing
5. Perform business computations and apply logic as needed.
6. File documents properly and use common office machines.

Program Requirements

Major Requirements .....36 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 Fall Semester

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 3
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 3
13

Summer Session
BU 100 Practicum.....3
CA 095 Basic Computer Applications 3
6

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

(Available at Yap and Pohnpei Campuses 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 Requirements .....47 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 Adult..... 5
CHS 233 Behavioral Health..... 2
12

Summer Session
CHS 240 Maternal and Child Health II 5
5

Spring Semester
CHS 235 Dental Health 2
CHS 244 Dispensary Management..... 5
7

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

Fall Semester
CHS 241 First Aid Care 3
CHS 242 Environmental Health 2
CHS 234 Human Nutrition.....3
8

Summer Session
CHS 251 Health Problems in Children 5
5

CERTIFICATE OF ACHIEVEMENT
in
PUBLIC HEALTH

Step 1: Certificate of Achievement in Basic Public Health (CABPH)
This basic program provides a starting point for new entrants into the health training domain, as well as providing adequate academic bases to many of those who entered public health practice without formal training. It could also attract professionals/ practitioners of other domains to re-orient them- selves towards a career in health.

This step provides also a bridging program into the Advanced Certificate of Achievement in Public Health (ACAPH) and thus the Associate of Science Degree in Public Health (ASDPH).

Entry criteria: High school graduation or GED
All candidates to sit **COMET** (College of Micronesia Entry Test)
Total credits required = 35

Program Learning Outcomes

1. Recognize and describe basic health science facts and principles;
2. Discuss the essential public health functions;
3. Describe adult, children and family health issues;
4. Demonstrate an understanding and practice of some generic public health competencies;
5. Demonstrate proper public health skills for public health practice in the community as a state or local junior public health officer;
6. Demonstrate community and cultural sensitivity in the health care environment;
7. Describe the determinants and problems of adults, children and families;
8. Demonstrate proper cardiopulmonary resuscitation (CPR) and first aid techniques;
9. Demonstrate the ability to make a community diagnosis based on the determinants of health;
10. Identify good public health practice; and
11. Have had work experience at a public health area/ section.

General Education .....16 Credits

ESL 079 Study Skills (3); ESL 089 Reading V (3); ESL 099 Writing V (3); MS 099 Intermediate Algebra (4);
SC 094 Family Health (3)

PHTP/ Major courses .....19 Credits

PH 041 Community Education (3); PH 049/ CHS 233a Behavioral Health (2);
PH 051 Introduction to Information Systems for Health Managers (3);
PH 052 Essential Public Health Functions and Primary Health Care (3); PH 053 Practicum Placement in a Public Health Service (3);
PH 079/ CHS 241 First Aid (3)

CERTIFICATE IN BASIC PUBLIC HEALTH
Suggested Schedule

First Semester		Second Semester	
PH 041 Community Education	3	PH 052 Essential Public Health Functions and Primary Health Care	3
PH 051 Introduction to Information Systems for Health Managers	3	PH 053 Practicum Placement in a Public Health Service	3
ESL 079 Study Skills	3	PH 079/ CHS 241 First Aid	3
ESL 089 Reading V	3	ESL 099 Writing V	3
SC 094 Family Health	3	MS 099 Intermediate Algebra	4
	15		16

Summer Session
PH 049/ CHS 233a Behavioral Health..... 2
PH 069/ CHS 235 Dental Health 2
4

CERTIFICATE OF COMPLETION AND CERTIFICATE OF ACHIEVEMENT AS A NURSING ASSISTANT

The Nursing Assistant certificate is designed to prepare individuals to provide basic nursing care in healthcare institutions and home care settings. The role of the nursing assistant gives personal care to individual or groups of patients/clients of all ages, assists with activities of daily living, and gathers basic measurements of health status to report verbally to the nurse and chart in patient records. The nursing assistant also provides support to patients in times of emotional and social need. A professional code of conduct is a component of the role. The nursing assistant position is one of the entry points on the career pathway to education as a registered nurse.

The one semester Certificate of Completion (10 cr) meets the requirement for nursing program admission. It is designed for students with strong reading, writing, math, and science skills. The classes may be taken in conjunction with other courses prerequisite to the nursing program. The one year Certificate of Achievement (32 cr) is designed for students with minimal HS or college background in the sciences and who are exploring nursing as a career or who desire to work as a nursing assistant. Students must complete the COMET for placement in course levels for reading, writing, and math. Students must submit a Nursing Application Form, current Health Form with documentation of immunizations, and TB test results, and clear Background Check.

Program Learning Outcomes

Upon successful completion of these certificates, students will be able to:
1. Demonstrate personal and workplace actions based on core nursing values, professional standards of practice, and the law.
2. Provide basic nursing care to individuals with diverse health needs and in a variety of health care settings.
3. Provide a safe, caring, and culturally respectful therapeutic environment to improve patient/client care outcomes.
4. Communicate effectively using interpersonal, documentation, and technology skills as a member of the health care team.

Certificate of Completion

Total Requirements.....10 Credits

NU 100 Medical Terminology (3); NU 101 Nursing Assistant Practice (7)

Certificate of Achievement

General Education Requirements.....22 Credits

ESL 089 Reading V (3); ESL 099; SC 098 Survey of Science (3); MS 099 Intermediate Algebra (4);
SC 094 Family Health (3) or PH elective; SC 101 Health Science (3); CA 100 Computer Literacy (3)

Technical Requirements.....10 Credits

NU 100 Medical Terminology (3); NU 101 Nursing Assistant Practice (7)

Total Requirements.....32 Credits

CERTIFICATE OF ACHIEVEMENT AS A NURSING ASSISTANT
Suggested Schedule

Fall Semester		Spring Semester	
ESL 089 Reading V	3	SC 101 Health Science	3
ESL 099 Writing V	3	CA 100 Computer Literacy	3
SC 098 Survey of Science	3	NU 100 Medical Terminology	3
MS 099 Intermediate Algebra	4	NU 101 Nursing Assistant Practice OR.	7
SC or PH 094 Family Health OR PH (elective)	3		16
	16		

Summer Session
OR NU 101 Nursing Assistant Practice 7
7

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		Second Semester	
CA 100s Computer Literacy for Secretaries	4	BK 096 Bookkeeping II	3
BK 095 Bookkeeping I	3	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
BU 095 Filing, Office Procedures/Office Machines	3	BU 098 Basic Business Math	3
SS 100 World of Work	3		14
	17		

Summer Session
BU 099b Office Management (200 hours practicum) 3
3

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.
9. Describe and explain the FSM and State real property laws.
10. Practice actual supervised pre-trial and trial skills in civil and criminal cases.

Program Requirements

Major Requirements.....31 credits

LAW 200 Legal Research and Writing (3); LAW 210 Criminal Procedure (3); LAW 215 Criminal Law (3); LAW 220 Torts (3); LAW 224 Contracts (3); LAW 228 Evidence (3); LAW 232 Constitutional Law (3); LAW 236 Appellate and Civil Procedure/Jurisdiction (4); LAW 238 Real Property (3); LAW 240 Trial Practice Internship (3)

CERTIFICATE IN TRIAL COUNSELORS
Suggested Schedule

First Semester		Second Semester	
LAW 200 Legal Research and Writing	3	LAW 232 Constitutional Law	3
LAW 224 Contracts	3	LAW 238 Real Property	3
LAW 220 Torts	3	LAW 210 Criminal Procedure	3
LAW 215 Criminal Law	3	LAW 236 Appellate and Civil Procedure/Jurisdiction	4
	12		13

Summer Session	
LAW 228 Evidence	3
LAW 240 Trial Practice Internship	3
	6

CAREER AND TECHNICAL EDUCATION PROGRAM

The career and technical training divisions of COM-FSM are learning communities dedicated to creating a high quality workforce through educational excellence and student success in collaboration with its diverse communities. The goals of the division are to (1) create and provide quality technical and career instructional programs, courses, and experiences that foster student learning consistent with workforce needs; (2) foster a positive college climate that supports learning, communication, recognition, and collaboration among a diverse faculty and student body; (3) provide instructional, administrative, and student support services to enable COM-FSM to meet the goal of creating a quality workforce; (4) support and expand responsive services that provide student access into COM-FSM technical and career programs and courses and promote success within a diverse student body; (5) develop and foster partnerships with business, industry, labor, employment and training agencies, and other educational institutions; (6) promote COM-FSM technical and career program development through public relations and marketing activities, and business and industry contacts; (7) attract and develop quality and diverse personnel committed to the goals of excellence and workforce skill standards; (8) maintain current and accessible facilities and equipment, and acquire emerging technologies for the learning and work environments; and (9) promote continuous quality improvement in all COM-FSM technical and career activities and services, formal on-the-job (OJT) under the guidance of a skilled worker or journey worker and technical class

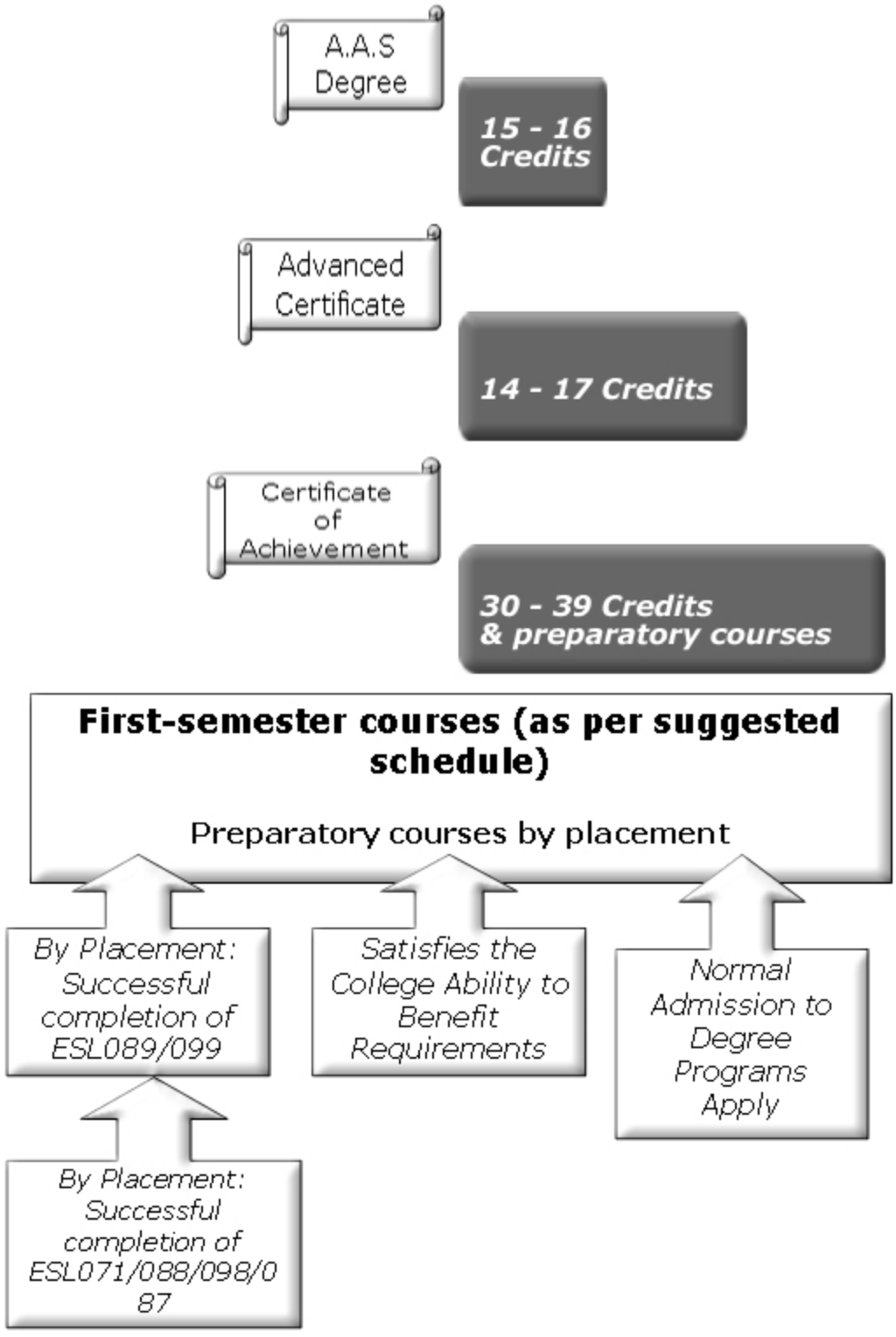
The associate of applied science (A.A.S.) degrees at COM-FSM are designed as at least a two-year technical occupational professional degree, consisting of a minimum of 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed for transfer directly into a baccalaureate program, but may include some baccalaureate level course offerings. The A.A.S. degree programs incorporate multiple exit points when possible; awarding of certificates and advanced certificates. Students must meet the entrance requirements for an associate degree to be admitted into the A.A.S. degree programs.

An advanced certificate program is designed to prepare students for technical and career employment within a one- to two-year period (36-68 credit hours). The total number of credit hours for the advanced certificate must not exceed those required for an A.A.S. degree in the same program of study. A pre- scribed program of technical and general education courses including a work experience component provide preparation for a specific occupation, credit toward an associate of applied science degree, and continued training opportunities for certificate program graduates.

The primary purpose and features of certificate programs of study are to provide marketable, entry-level skills for a time period less than that required for advanced certificate or associate degree programs. Certificates are organized programs of study consisting of courses designed to meet a defined set of competencies. Certificates qualify students to take external licensure, vendor-based, or skill standards examinations in the field. If standardized external exams are not available in the field of study, certificates prepare students at skill levels expected of employees in an occupation found in the local economy. The College of Micronesia-FSM oversees the implementation of the Apprenticeship program to serve the needs of the nation and the individual states. The Apprenticeship training programs at COM-FSM are approved and registered

with the United States Department of Labor, Bureau of Apprenticeship Training. During the term of apprenticeship, the apprentice learns a craft or trade through a combination of formal on-the-job (OJT) under the guidance of a skilled worker or journey worker and technical classroom instruction at the College of Micronesia-FSM. The duration of the apprenticeship training varies with the individual occupation. The requirement for eligibility for the award of Certificate of Completion of Apprenticeship training is a minimum of 144 hours per year of classroom instruction plus the designated hours of practical OJT.

Entry and exit points of the Associate of Applied Science Degrees in Telecommunication Technology, Electronics Technology or Building Technology.



General Education Program
Vocational Programs

(General education component)

Mathematics	4
English	3
Computer Applications	3
Natural Science	4
Sub Total	14
General Education Total Credit Hours	**13-29**
Technical & Support Component	**Sub-total 32-65**

General Education and Technical & Support Components must be distributed so programs do not exceed 76 credit hours (Total 60-76)

Approved Courses for General Education

The following courses are currently approved for General Education Areas. The list is not exhaustive and may be added to during the life of the catalog. Students should check with their advisors prior to course selection. Some of the courses are limited to a specific degree or program, so students should also check the footnotes when selecting courses.

English Communication Skills
EN 110 Advanced Reading (3); EN 120a Expository Writing I (3); EN 120b Expository Writing II (3); EN 123 Technical Communications (3) 1

1 May be used for the AAS degree only.

Mathematics
MS 100 College Algebra or MS 101 College Algebra and Trigonometry (3); MS 104 Technical Math I (4) 1; MS 106 Technical Math II (4) 1

1 May be used for the AAS degree only.

Natural Science
SC 120 Biology w/lab (4); SC 130 Physical Science w/lab (4); SC 230 Introduction to Chemistry w/lab (4); SC 101 Health Science (3); SC 111 Environmental Studies (3); SC 112 Introduction to Human Nutrition (3); SC 220 Introduction to Geology (3); MR 240 Oceanography (4); AG 101 Introduction to Agriculture (4); ESS 200 Fundamentals of Wellness (3)

Social Sciences
SS 150 History of Micronesia (3)

Computer Applications
CA 100 Computer Literacy (3) 1

1 May be used for the AAS degree

Humanities
AR 101 Introduction to Art (3) 1; MU 101 Introduction to Music (3); SS 170 World History I (3); SS 240 East-Asian History I (3) SS 111 Cultural Anthropology (3); SS 195 Micronesian Cultural Studies (3); EN 201 Introduction to Literature (3); EN 204 Poetry (3); EN 205 Literature of the Sea (3); FL 101 Japanese I (3); FL 102 Japanese II (3); FL 103 Chinese I (3); FL 104 Chinese II (3)

1 May be used for the AAS degree

Exercise Sports Science
ESS 101(x) Individual activity (1); ESS 102(x) Group/team activity (1); ESS 103(x) Mind/Body Fitness (1)

ASSOCIATE OF APPLIED SCIENCE
in
TELECOMMUNICATION TECHNOLOGY

The Telecommunication technology program offers academic course work, technical skills training and practical experience to prepare the students for positions in the Telecom industry. Students work with communication systems such as microwave, fiber optics and telephone.

Maintenance, troubleshooting, repairing and modifying Telecommunication equipment and systems is the base for a career as a technician in this high-tech field. Telecommunications is one of the fastest growing industries in the world. The computer and information technologies are driving the need for more telecommunications services. This increase in services also drives the need for more qualified technicians. The academic course work, technical skills training and practical experience available in this program prepares the student for positions within the industry. Training on and with the state of the art computer aided instruction system at COM-FSM will provide the technical edge needed in today's telecommunications industry. Embedded within the program are three separate exit points, Certificate of Achievement in Electronic Engineering Technology, Advanced Certificate in Telecommunication Engineering and the Associate of Applied Science in Telecommunication Technology.

Program Learning Outcomes

Upon completion of the program, students will competently be able to:
1. Practice safety and occupational health procedures in the work place 2. Use electronics tools and test equipment competently
3. Interpret schematic diagrams and waveforms
4. Build electronics projects to a given specification
5. Practice a career in the Telecom industry.
6. Troubleshoot microwave, fiber optic and telephone systems.

Preparatory Courses (by placement)

General Education Core Requirements.....22 Credits

English (3 credits)
EN 123 Technical Communication (3)

Mathematics (8 credits)
MS 104 Technical Math I (4); MS 106 Technical Math II (4)

Computer Applications (3 credits)
CA 100 Computer Literacy (3)

Any Science or Marine Science with Lab (4)
Any course in Oceanography, Marine Biology, Chemistry, Biology, or Physical Science (4)

Humanities (3 credits)
Any course in Art, Music, History, Philosophy or Language

Exercise Sport Science (1 credit)
Any exercise sport science course

Technical Requirements.....45 Credits

VSP 121 Industrial Safety Electrical/Electronic (1.5); VEE 100 Soldering and Mechanical Termination Techniques (1.5); VEM 110 Workshop Fabrication/Hand and Power Tool Skills (3); VEE 103 Electronic Fundamentals I (3); VEE 104 Electronic Fundamentals II (4); VEE 110 Discrete Devices I (3); VEE 125 Electronic Circuits (3); VEE 135 Digital Electronics I (3); VEE 230 Radio Communications (3); VEE 235 Digital Electronics II (3); VEE 240 Signal Processing (3); VTE 260 Microwave (3); VTE 261 Fiber Optics Installation (4) or VTE 265 Fiber Optics (3); VTE 270 Telecommunication Systems (3); VTE 280 Telephone Systems (3)

Technical Electives ……..…….....……..2 Credits

VEE 250 Co-operative Education Program (2); VTE 281 Cellular Phone Repair (3); VEE 266 Rotating Machinery (3)
*(Any technical course approved by instructor)

AAS Degree in Telecommunication Technology.....67 Credits

CERTIFICATE OF ACHIEVEMENT
in
ELECTRONIC ENGINEERING TECHNOLOGY

Program Learning Outcomes

Electronics Engineering Technology program offers academic course work, technical skills, training and practical experience to prepare the students for positions in the Electronics industry.

Upon completion of the program, students will competently be able to:
1. Practice safety and occupational health procedures in the work place
2. Use electronics tool and test equipment competently
3. Interpret schematic diagrams and waveforms
4. Build electronics projects to a given specification

Preparatory Courses (by placement)

General Education Requirements.....15 Credits

MS 104 Technical Math I (4); MS 106 Technical Math II (4); CA 100 Computer Literacy (3); Any Science w/Lab (4)

Technical Requirements.....22 Credits

VSP 121 Industrial Safety Electrical/Electronic (1.5); VEE 100 Soldering and Mechanical Termination Techniques (1.5);
VEE 103 Electronic Fundamentals I (3); VEE 104 Electronic Fundamentals II (4); VEE 110 Discrete Devices I (3);
VEE 125 Electronic Circuits (3); VEE 135 Digital Electronics I (3); VEM 110 Workshop Fabrication/Hand and Power Tool Skills (3)

Total Requirement.....37 Credits

ADVANCED CERTIFICATE
in
TELECOMMUNICATION TECHNOLOGY

Program Learning Outcomes

The program prepares students to advance in their careers in Telecommunications. Students are introduced to communication theory and practices in troubleshooting and maintenance.

Upon completion of the program, students will competently be able to:
1. Practice safety and occupational health procedures in the work place
2. Use electronics tools and test equipment competently
3. Interpret schematic diagrams and waveforms
4. Build electronics projects to a given specification
5. Practice a career in the Telecom industry
6. Troubleshoot radio receivers

Completion of the Certificate of Achievement in Electronic Engineering Technology (37 credits)
General Education Requirements.....3 Credits

EN 123 Technical Communications (3)

Major Requirements (11).....11 Credits

VEE 235 Digital Electronics II (3); VEE 230 Radio Communications (3); VEE 240 Signal Processing (3)

Technical Elective …….....……2 Credits

<u>One from the following</u>
VEE 250 Co-operative Education Program (2); VTE 281 Cellular Phone Repair (3); VEE 266 Rotating Machinery (3)

Total Requirements.....51 Credits

ASSOCIATE OF APPLIED SCIENCE
in
TELECOMMUNICATION TECHNOLOGY

Completion of the Advanced Certificate in Telecommunication Engineering (51 credits)

General Education Requirements.....4 Credits

Humanities (3 credits)
Any course in Art, Music, History, Philosophy or Language (3)

Exercise Sport Science (1 credit)
Any exercise sport science course (1)

Technical Requirements.....12 Credits

VTE 265 Fiber Optics (3) or VTE 261 Fiber Optics Installation (3); VTE 260 Microwave (3); VTE 270 Telecommunication Systems (3); VTE 280 Telephone Systems (3)

Total Requirements.....67 Credits

ASSOCIATE OF APPLIED SCIENCE in TELECOMMUNICATION TECHNOLOGY
Suggested Schedule

COM-FSM Requirements

First Semester		Second Semester	
MS 104 Technical Math I	4	MS 106 Technical Math II	4
CA 100 Computer Application	3	VEE 104 Electronic Fundamentals II	4
VSP 121 Industrial Safety Electrical/Electronic	1.5	VEE 110 Discrete Devices I	3
VEE 100 Soldering and Mechanical Termination Techniques	1.5	VEM 110 Workshop Fabrications	3
Any Science Course w/Lab	4	VEE 125 Electronic Circuits	3
VEE 103 Electronic Fundamentals I	3		17
	17		

Summer Session

VEE 135 Digital Electronics I	3
	3

Exit 1: Certificate of Achievement in Electronic Engineering Technology Total Requirement: 37 Credits

Third Semester	
EN 123 Technical Communications	3
VEE 235 Digital Electronics II	3
VEE 230 Radio Communications	3
VEE 240 Signal Processing	3
Technical Elective	2/3
	14/15

Exit 2: Advanced Certificate in Telecommunication Technology Total Requirement: 51/52 Credits

Fourth Semester	
Humanities	3
VTE 260 Microwave	3
VTE 265 Fiber Optics	3
VTE 270 Telecommunication Systems	3
VTE 280 Telephone Systems	3
Exercise Sport Science course	1
	16

Exit 3: Associate of Applied Science in Telecommunication Technology Graduation Requirements: 67-68 Credits

ASSOCIATE OF APPLIED SCIENCE
in
ELECTRONIC TECHNOLOGY

The Electronics technology program offers academic course work, technical skills training and practical experience to prepare the students for positions as technicians in this high-tech field. Students are introduced to theory and practices in troubleshooting digital systems and communication systems.

Maintenance, troubleshooting, repairing and modifying electronic equipment and systems is the base for a career as a technician in this high-tech field. The academic course work, technical skills training and practical experience available in this program prepares students for employment as technicians in this rapidly growing industry. Training on and with the state of the art computer aided instruction system at COM-FSM will provide the technical edge needed in today's electronic industry. Embedded within the program are three separate exit points, Certificate of Achievement in Electronic Engineering Technology, Advance Certificate in Electronic Technology and completion of the Associate of Applied Science in Electronic Technology.

Program Learning Outcomes

Upon completion of the program, students will competently be able to:
1. Practice safety and occupational health procedures in the work place.
2. Use electronics tools and test equipment competently.
3. Interpret schematic diagrams and waveforms.
4. Build electronics projects to a given specification.
5. Perform troubleshooting techniques to maintain and resolve hardware/software related problems in a personal computer system.
6. Perform troubleshooting techniques to maintain, diagnose, and repair electronic equipment and devices.

Preparatory Courses (by placement)

General Education Core Requirements.....22 Credits

English (3 credits)
EN 123 Technical Communication (3)

Mathematics (8 credits)
MS 104 Technical Math I (4); MS 106 Technical Math II (4)

Computer Applications (3 credits)
CA 100 Computer Literacy (3)

Any Science with Lab (4 credits)
Oceanography, Marine Biology, Chemistry, Biology, or Physical Science (4)

Humanities (3 credits)
Any course in Art, Music, History, Literature, Philosophy or Language (3)

Exercise Sport Science (1 credit)
Any Exercise Sport Science course (1)

Technical Requirements.....48-49 Credits

VSP 121 Industrial Safety Electrical/Electronic (1.5); VEE 100 Soldering and Mechanical Termination Techniques (1.5); VEM 110 Workshop Fabrication (3); VEE 103 Electronic Fundamentals (3); VEE 104 Electronic Fundamentals II (4); VEE 110 Discrete Devices I (3); VEE 125 Electronic Circuits (3); VEE 135 Digital Electronics I (3); VEE 222 Discrete Devices II (3); VEE 235 Digital Electronics II (3); VEE 223 PC Hardware & Software (4); VEE 224 Video Systems & Product Servicing (4); VEE 225 Business Machine Servicing (4)

Technical Elective…….. 2-3 Credits

VEE 250 Co-operative Education Program (2); VTE 281 Cellular Phone Repair (3); VTE 261 Fiber Optics Installation (3); VEE 266 Rotating Machinery; (Any technical courses approved by instructor)

AAS Degree Electronic Technology.....67-68 Credits

CERTIFICATE OF ACHIEVEMENT
in
ELECTRONIC ENGINEERING TECHNOLOGY

Program Learning Outcomes

Electronic Engineering Technology program offers academic course work, technical skills training and practical experience to prepare the students for positions in the Electronic industry.

Upon completion of the program, students will competently be able to:
1. Practice safety and occupational health procedures in the work place.
2. Use electronics tool and test equipment competently.
3. Interpret schematic diagrams and waveforms.
4. Build electronic projects to a given specification.

Preparatory Courses (by placement)

General Education Requirements.....15 Credits

MS 104 Technical Math I (4); MS 106 Technical Math II (4); CA 100 Computer Literacy (3); Any Science with Lab (4)

Technical Requirements.....22 Credits

VSP 121 Industrial Safety Electrical/Electronic (1.5); VEE 100 Soldering and Mechanical Termination Techniques (1.5);
VEM 110 Workshop Fabrication/Hand and Power Tool Skills (3); VEE 103 Electronic Fundamentals I (3);
VEE 104 Electronic Fundamentals II (4); VEE 110 Discrete Devices I (3); VEE 125 Electronic Circuits (3);
VEE 135 Digital Electronics I (3)

Total Requirements.....37 Credits

ADVANCED CERTIFICATE
in
ELECTRONIC TECHNOLOGY

The Electronic Technology program offers academic course work, technical skills training and practical experience to prepare the students for positions as technicians in this high-tech field. Stu- dents are introduced to theory and practices in troubleshooting digital systems.

Program Learning Outcomes

Upon completion of the program, students will competently be able to:
1. Practice safety and occupational health procedures in the work place.
2. Use electronics tools and test equipment competently.
3. Interpret schematic diagrams and waveforms.
4. Build electronics projects to a given specification.
5. Perform troubleshooting techniques to maintain and resolve hardware/software related problems in a personal computer system.

Completion of the Certificate of Achievement in Electronic Technology (37 Credits)

General Education Requirements .....3 Credits

EN 123 Technical Communications (3)

Major Requirements.....12-13 Credits

VEE 222 Discrete Devices II (3); VEE 235 Digital Electronics II (3); VEE 223 PC Hardware & Software (4)

Technical Elective ……..……2-3 Credits

VEE 250 Co-operative Education Program (2); VEE 266 Rotating Machinery (3); VTE 281 Cellular Phone Repair (3); VTE 261 Fiber Optics Installation (3)

Total Requirements .....52-53 Credits

ASSOCIATE OF APPLIED SCIENCE in ELECTRONICS TECHNOLOGY

Program Learning Outcomes

Upon completion of the program, students will competently be able to:
1. Practice safety and occupational health procedures in the work place.
2. Use electronics tools and test equipment competently.
3. Interpret schematic diagrams and waveforms.
4. Build electronics projects to a given specification.
5. Perform troubleshooting techniques to maintain and resolve hardware/software related problems in a personal computer system.
6. Perform troubleshooting techniques to maintain, diagnose, and repair electronic equipment and devices.

Completion of the Advanced Certificate in Electronic Technology (52-53 Credits)

General Education Requirements.....4 Credits

Humanities (3 credits)
Any course in Art, Music, History, Literature, Philosophy or Language (3)

Exercise Sport Science (1 credit)
Any Exercise Sport Science course (1)

Technical Requirements.....11 Credits

VEE 224 Video Systems & Product Servicing (4); VEE 225 Business Machine Servicing (4); VEE 240 Signal Processing (3)

Total Requirements.....67-68 Credits

ASSOCIATE OF APPLIED SCIENCE in ELECTRONICS TECHNOLOGY
Suggested Schedule

COM-FSM Requirements

Fall Semester
MS 104 Technical Math I.....4
CA 100 Computer Application.....3
VSP 121 Industrial Safety Electrical/Electronic.....1.5
VEE 100 Soldering and Mechanical Termination Techniques.....1.5
Any Science with Lab.....4
VEE 103 Electronic Fundamentals I.....3
17

Spring Semester
MS 106 Technical Math II.....4
VEE 104 Electronic Fundamentals II.....4
VEE 110 Discrete Devices I.....3
VEM 110 Workshop Fabrications/Hand and Power Tool Skills.....3
VEE 135 Digital Electronics.....3
17

Summer Session
VEE 125 Electronic Circuits.....3
3

Exit 1: Certificate of Achievement in Electronic Engineering Technology Total Requirement: 37 Credits

Fall Semester
EN 123 Technical Communication 3
VEE 223 PC Hardware & Software.....4
VEE 222 Discrete Devices II.....3
VEE 235 Digital Electronics II 3
Technical Elective 2-3
15-16

Exit 2: Advanced Certificate in Electronic Technology Total Requirements: 52-53 Credits

Spring Semester
VEE 224 Video Systems & Product Servicing 4
VEE 225 Business Machine Servicing.....4
VEE 240 Signal Processing 3
Humanities 3
Exercise Sport Science.....1
15

Exit 3: Associate of Applied Science in Electronic Technology Graduation Requirements: 67-68 Credits

ASSOCIATE OF APPLIED SCIENCE DEGREE
in
BUILDING TECHNOLOGY

Building Technology students are introduced to theory and practice related to one specific trade occupation with the opportunity to study in other professions. The graduates develop specialist skills and knowledge of their selected profession. Building and design methodologies used to create both domestic and commercial structures from start to finish will be examined. A pre-requisite of the AAS Degree is a certificate in any of the trade certificate programs. All students entering the AAS Degree must meet all requirements to be placed into the Degree level before being admitted.

Program Learning Outcomes

Upon completion of the program, students will competently be able to:
1. Identify safety and occupational health requirements in the building industry. 2. Use specified hand and power tools.
2. Perform basic hand skills in producing products to given specifications.
3. Identify the basic function of other building trades.
4. Interpret information from blue print drawings.
5. Participate in the specific building technology trade they majored in.

Preparatory Courses (by placement)

General Education Requirements.....22 Credits

English (3 credits)
EN 123 Technical Communication (3)

Mathematics (8 credits)
MS 104 Technical Math I (4); MS 106 Technical Math II (4)

Computer Applications (3 credits)
A 100 Computer Literacy (3)

Any Science with Lab (4 credits)
Oceanography, Marine Biology, Chemistry, Biology, or Physical Science (4)

Humanities (3 credits)
Any course in Art, Music, History, Philosophy or Language (3)

Exercise Sport Science (1 credits):
Exercise Sport Science course (1)

MAJOR REQUIREMENTS.....39 Credits**

(Technical Building Studies & Electrical)

***Major requirements to include minimum of 39 credits of specific technical content. There- fore, as an example, if a student is majoring in Electrical that student must complete at least 39 credits of specific electrical technical requirements.*

Graduation Requirements*.....61 Credits**

****Diploma will state AAS Degree in Building Technology—Major in Electrical.**

CERTIFICATE OF ACHIEVEMENT
in
CONSTRUCTION ELECTRICITY

The Construction Electricity program offers academic course work with the practical experiments to provide the student with the basic technical skill to prepare the students for positions in the Electrical Industry.

Program Learning Outcomes

Upon completion of the program, students will competently be able to:
1. Practice safety and occupational health procedures in the work place.
2. Use electricity hand and power tools competently.
3. Test electrical equipment.
4. Interpret schematic wiring diagrams and waveforms.
5. Determine the amount of load per circuit.
6. Install residential wiring circuits according to given specification and plan.

Program Requirements for the Certificate in Construction Electricity

General Education Requirements.....17 Credits

ESL 050 Technical English (3) or SS 100 World of Work (3); MS 104 Technical Math I (4); MS 106 Technical Math II (4); BU 097 Introduction to Entrepreneurship (3); CA 100 Computer Literacy (3)

Technical Requirements.....21 Credits

VEM 102 Electrical/Electronic Drawing and Sketching (1.5); VEM 103 Basic Electricity I (4); VEM 104 Basic Electricity II (5); VEM 110 Workshop Fabrication/Hand and Power Tool Skills (3); VEM 111 Electrical Wiring I (3); VEM 112 Electrical Wiring II (3); VSP 121 Industrial Safety Electrical/Electronic (1.5)

Total Credits Required.....38 Credits

ADVANCED CERTIFICATE
in
BUILDING TECHNOLOGY MAJOR – CONSTRUCTION ELECTRICITY

The Building Technology Advanced Certificate program offers academic course work, technical skills training and practical experience to prepare the students for positions as technicians in the electrical field. Students are introduced to theory and practices in installation, troubleshooting basic motors.

Program Learning Outcomes

Upon completion of the program, students will competently be able to:
1. Practice safety and occupational health procedures in the work place.
2. Use electricity hand and power tools competently.

3. Test electrical equipment.
4. Interpret schematic wiring diagrams and waveforms.
5. Determine the amount of load per circuit.
6. Install residential wiring circuits according to given specification and plan.
7. Identify and interpret basic solid state (electronics) symbols and circuit schematics commonly found in the electrical industry.
8. Analyze circuit operations on basic motors.
9. Perform basic troubleshooting on basic motors.

Completion of Certificate in Construction Electricity

Transfer of allowable credits (32 Credits)

General Education Requirements.....10 Credits

English (3 credits)
EN 123 Technical Communications (3)

Natural Science (4 credits)
SC 130 Physical Science w/lab (4)

Humanities (3 credits)
Any Course in art, music, history, literature, philosophy or language (3)

Major Requirements.....6 Credits

VEE 110 Discrete Devices I (3); VEE 266 Rotating Machinery (3)

Total Requirements.....48 Credits

ASSOCIATE OF APPLIED SCIENCE DEGREE in BUILDING TECHNOLOGY MAJOR—Construction Electricity

The Building Technology Majoring – Construction Electricity program offers academic course work, technical skills training and practical experience to prepare the students for positions as Electrician in this field. Students are introduced to theory, installation and practices in troubleshooting residential circuits, motor circuits and motor control circuits.

Program Learning Outcomes

Upon completion of the program, students will competently be able to:
1. Practice safety and occupational health procedures in the work place.
2. Use electricity hand and power tools competently.
3. Test electrical equipment.
4. Interpret schematic wiring diagrams and waveforms.
5. Determine the amount of load per circuit.
6. Install residential wiring circuits according to given specification and plan.
7. Identify and interpret basic solid state (electronics) symbols and circuit schematics commonly found in the electrical industry.
8. Analyze circuit operations on basic motors.
9. Perform basic troubleshooting on basic motors.
10 .Install and perform basic maintenance on air-conditioning units.
11. Interpret and install circuits according to rules and regulations of the National Electric Code book.
12. Install and analyze basic motor control circuits.

Meet COM-FSM entrance requirements.

Completion of Advanced Certificate in Building Technology (48 Credits)

General Education Requirements.....1 Credits

Exercise Sports Science (1 credit)

Major Requirements.....17 Credits

VEE 220 Discrete Devices II (3); VEM 105 Basic Electricity for AC (3); VEM 113 Basic Refrigeration I (4);
VEM 212 National Electrical Code (3); VEM 240 Industrial Wiring (4)

ASSOCIATE OF APPLIED SCIENCE DEGREE
in
BUILDING TECHNOLOGY MAJOR—Construction Electricity

The Building Technology Majoring – Construction Electricity program offers academic course work, technical skills training and practical experience to prepare the students for positions as Electrician in this field. Students are introduced to theory, installation and practices in troubleshooting residential circuits, motor circuits and motor control circuits.

Program Learning Outcomes

Upon completion of the program, students will competently be able to:
1. Practice safety and occupational health procedures in the work place.
2. Use electricity hand and power tools competently.
3. Test electrical equipment.
4. Interpret schematic wiring diagrams and waveforms.
5. Determine the amount of load per circuit.
6. Install residential wiring circuits according to given specification and plan.
7. Identify and interpret basic solid state (electronics) symbols and circuit schematics commonly found in the electrical industry.
8. Analyze circuit operations on basic motors.
9. Perform basic troubleshooting on basic motors.
10. Install and perform basic maintenance on air-conditioning units.
11. Interpret and install circuits according to rules and regulations of the National Electric Code book.
12. Install and analyze basic motor control circuits.

Meet COM-FSM entrance requirements.

Completion of Advanced Certificate in Building Technology 48 credits

General Education Requirements.....1 Credit

Exercise Sports Science (1 credit)

Major Requirements.....17 Credits

EE 220 Discrete Devices II (3); VEM 105 Basic Electricity for AC (3); VEM 113 Basic Refrigeration I (4);
VEM 212 National Electrical Code (3); VEM 240 Industrial Wiring (4)

Graduation Requirements.....66 Credits

ASSOCIATE OF APPLIED SCIENCE in BUILDING TECHNOLOGY (Construction Electricity)
Suggested Schedule

Fall Semester
ESL 050 Technical English or SS 100 World of Work....3
MS 104 Technical Math I....4
VEM 102 Electrical/Electronic Drawing and Sketching....1.5
VEM 103 Basic Electricity I....4
VEM 110 Workshop Fabrication/Hand and Power Tool Skills....3
VSP 121 Industrial Safety Electrical/Electronic....1.5
17

Spring Semester
CA 100 Computer Application....3
MS 106 Technical Math II....4
VEM 104 Basic Electricity II....5
VEM 111 Electrical Wiring I....3
VEM 112 Electrical Wiring II....3
18

Summer Session
BU 097 Introduction to Entrepreneurship....3
3

Exit 1: Certificate of Achievement in Building Technology Total Requirements: 38 Credits

Transfer of allowable credits: 32 Credits

Fall Semester
VEE 110 Discrete Devices I....3
VEE 226 Rotating Machinery....3
EN 123 Technical Communications....3
SS 150 History of Micronesia....3
Science w/lab....4
16

Exit 2: Advanced Certificate in Building Technology Total Requirements: 48 Credits

Spring Semester
VEE 222 Discrete Devices II....3
VEM 105 Basic Electricity for AC....3
VEM 113 Basic Refrigeration I....4
VEM 212 National Electrical Code (US)....3
VEM 240 Industrial Wiring....4
Exercise Sport Science Course....1
16

Exit 3: Associate of Applied Science in Building Technology Graduation Requirements: 65 Credits

CERTIFICATE OF ACHIEVEMENT
in
CARPENTRY

Carpentry is one of the basic trades in the construction field. Students will be introduced to the techniques and methodology of component construction involving cabinet setout, sub-floor, wall construction, roofing and interior finishing.

Program Learning Outcomes

Upon completion of the program, students will competently be able to:
1. Identify safety and occupational health requirements in the Carpentry trade.
2. Use competently specified hand and power tools.
3. Perform basic hand skills in constructing projects to given specifications.

4. Interpret construction information from blue print drawings.
5. Participate in the construction industry.

Program Requirements for Certificate in Carpentry

General Education Requirements.....13 Credits

ESL 050 Technical English (3) or SS 100 World of Work (3); MS 104 Technical Math I (4); CA 100 Computer Literacy (3)
BU 097 Introduction to Entrepreneurship (3)

Technical Requirements.....21 Credits

VAE 103 Blueprint Sketching and Interpretation (3); VCT 153 Introduction to Carpentry (3); VCT 163 Concrete Form Construction (3); VCT 173 Rough Framing and Exterior Finishing (3); VCT 183 Finishing and Trim Work (3); VCE 195 Construction Procedures (1.5); VSP 153a Industrial Safety (1.5); VCT 154 Introduction to Masonry (3)

Total Credits Required.....34 Credits

CERTIFICATE OF ACHIEVEMENT in CARPENTRY
Suggested Schedule

Fall Semester
ESL 050 Technical English or SS 100 World of Work 3
MS 104 Technical Math I 4
VAE 103 Blueprint Sketching and Interpretation 3
VCT 153 Introduction to Carpentry 3
VSP 153a Industrial Safety 1.5
14.5

Spring Semester
VCT 163 Concrete Form Construction 3
VCT 173 Rough Framing and Exterior 3
VCT 183 Finishing and Trim Work 3
VCE 195 Construction Procedures 1.5
VCT 154 Introduction to Masonry 3
13.5

Summer Session
CA 100 Computer Literacy 3
BU 097 Introduction to Entrepreneurship 3
6

Exit 1: Certificate of Achievement in Carpentry Total Requirement: 34 Credits

CERTIFICATE OF ACHIEVEMENT in CABINET MAKING/FURNITURE MAKING

Cabinet making/ Furniture making is a specialized trade within the building industry. The students will be introduced to the techniques and methodology of components involved in the construction of cabinet/furniture from working drawings, design, full size set outs, manufacturing, and installation of finished products.

Program Learning Outcomes

Upon program completion the successful graduate will be able to competently perform the following skills:
1. Identify safety and occupational health requirements in the Cabinetmaking/Furniture making industry.
2. Use specified hand and power tools competently in making products to given specifications.
3. Demonstrate competence in complete production process from plans to final finishing.
4. Interpret information from blue prints or drawings.
5. Participate in the Cabinetmaking/Furniture making trade.

Certificate of Achievement in Cabinet Making/Furniture Making Program Requirements

General Education Requirement.....13 Credits

ESL 050 Technical English (3) or SS 100 World of Work (3); MS 104 Technical Math I (4); CA 100 Computer Literacy (3);
BU 097 Introduction to Entrepreneurship (3)

Technical Requirements.....21 Credits

VCF 104 Introduction to Cabinet making/Furniture making (3); VSP 153a Industrial Safety (1.5);
VCF 106 Plan Reading and Documentation (1.5); VCF 110 Domestic Construction (3); VCF 114 Commercial Construction (3);
VCF 120 Workshop Administration (2); VCF 124 Maintenance and safe use of Basic Static Machines, Power Tools, and Equipment (4);
VCF 132 Surface Preparation and Finishing Techniques (3)

Total Credits Required.....34 Credits

CERTIFICATE OF ACHIEVEMENT in CABINET MAKING/FURNITURE MAKING
Suggested Schedule

First Semester
MS 104 Technical Math I 4
ESL 050 Technical English or SS 100 World of Work 3
VCF 104 Introduction to Cabinet making/Furniture making 3
VSP 153a Industrial Safety 1.5
VCF 106 Plan Reading and Documentation 1.5
13

Second Semester
VCF 110 Domestic Construction 3
VCF 114 Commercial Construction 3
VCF 120 Workshop Administration 2
VCF 124 Maintenance and safe use of Basic Static Machines, Power Tools, and Equipment. . 4
VCF 132 Surface Preparation and Finishing Techniques..... 3
15

Summer Session
CA 100 Computer Literacy 3
BU 097 Introduction to Entrepreneurship 3
6

Exit 1: Certificate of Achievement in Cabinet / Furniture making. Total Requirement: 34 Credits

CERTIFICATE OF ACHIEVEMENT in MASONRY

Students will be introduced to masonry materials, tools and safety practices and will gain experience in masonry work, including reinforcement techniques.

Program Learning Outcomes

Upon program completion the successful graduate will be able to competently perform the following skills:
1. Identify safety and occupational health requirements in the building construction industry.
2. Use specified hand and power tools for performing masonry work.
3. Perform basic hand skills in block-laying, surface plastering, and other masonry related skills to a given specification.
4. Interpret information from blue print drawings and technical instructions related to masonry work.
5. Perform a cost estimate in a specified project in the masonry trade.
6. Participate in the masonry profession.

Program Requirement for Certificate in Masonry

General Education Requirements.....13 Credits

ESL 050 Technical English or SS 100 World of Work (3); MS 104 Technical Math I (4); CA 100 Computer Literacy (3);
BU 097 Introduction to Entrepreneurship (3)

Technical Requirements.....21 Credits

VSP 153a Industrial Safety (1.5); VAE 103 Blueprint Sketching and Interpretation (3); VCE 195 Construction Procedures (1.5); VCT 153 Introduction to Carpentry (3); VCT 154 Fundamentals of Masonry (3); VCT 163 Concrete Form Construction (3); VCT 164 Concrete and Brick Masonry (3); VCT 174 Columns, Beams, Walls and Partitions Construction (3)

Total Credits Required.....34 Credits

CERTIFICATE OF ACHIEVEMENT in MASONRY
Suggested Schedule

Fall Semester
ESL 050 Technical English or SS 100 World of Work.....3
MS 104 Technical Math I.....4
VSP 153a Industrial Safety.....1.5
VAE 103 Blueprint Sketching and Interpretation.....3
VCT 153 Introduction to Carpentry.....3
14.5

Spring Semester
VCE 195 Construction Procedures.....1.5
VCT 154 Fundamentals of Masonry.....3
VCT 163 Concrete Form Construction.....3
VCT 164 Concrete and Brick Masonry.....3
VCT 174 Columns, Beams, Walls and Partitions Construction...3
13.5

Summer Session
CA 100 Computer Literacy.....3
BU 097 Introduction to Entrepreneurship.....3
6

Exit 1: Certificate of Achievement in Masonry Total Requirement: 34 Credits

CERTIFICATE OF ACHIEVEMENT in PLUMBING

Students will be introduced to plumbing maintenance, installation, design considerations and pipe- fitting for construction. The National Plumbing Code will be referenced for all theory and practice.

Program Learning Outcomes

Upon program completion the successful graduate will be able to competently perform the following skills:
1. Identify safety and occupational health requirements in the plumbing trade.
2. Use specified hand and power tools for the plumbing trade.
3. Interpret information from blue print drawings and technical instructions related to plumbing work.
4. Perform basic hand skills in pipe fitting, fixtures & faucets installation, and drain & waste system installation in a residential plumbing systems to given specifications.
5. Perform cost estimate in a specified project in the plumbing trade.
6. Design and Build a simple residential plumbing system.
7. Participate in the plumbing profession.

Program Requirements for Certificate in Plumbing

General Education Requirements.....13 Credits

ESL 050 Technical English (3) or SS 100 World of Work (3); MS 104 Technical Math I (4); CA 100 Computer Literacy (3); BU 097 Introduction to Entrepreneurship (3)

Technical Requirements.....21 Credits

VSP 153a Industrial Safety (1.5); VAE 103 Blueprint Sketching and Interpretation (3); VCE 195 Construction Procedures (1.5); VCT 152 Fundamentals of Plumbing (3); VAE 150 Introduction to Computer Aided Design and Drafting (3); VCT 162 Advanced Plumbing (3); VCT 172 Plumbing Installation and Design (3); VCT 182 Uniform Plumbing Code (3)

Total Credits Required.....34 Credits

CERTIFICATE OF ACHIEVEMENT in PLUMBING
Suggested Schedule

Fall Semester
ESL 050 Technical English or SS 100 World of Work 3
MS 104 Technical Math I 4
VAE 103 Blueprint Sketching and Interpretation 3
VCT 152 Fundamentals of Plumbing 3
VSP 153a Industrial Safety. 1.5
14.5

Spring Semester
VCT 162 Advanced Plumbing 3
VCT 172 Plumbing Installation and Design 3
VCT 182 Uniform Plumbing Code. 3
VCE 195 Construction Procedures 1.5
VAE 150 Introduction to Computer Aided Design and Drafting 3
CA 100 Computer Literacy 3
16.50

Summer Session
BU 097 Introduction to Entrepreneurship 3
3

Exit 1: Certificate of Achievement in Plumbing Total Requirement: 34 Credits

CERTIFICATE OF ACHIEVEMENT in REFRIGERATION AND AIR CONDITIONING

Students will be introduced to the theory of refrigeration and air-conditioning and given practice in the servicing and repairs of the relevant appliances.

Program Learning Outcomes

Upon program completion the successful graduate will be able to competently perform the following skills:
1. Identify safety and occupational health requirements in the air-conditioning and refrigeration industry.
2. Use specified hand and power tools for refrigeration and air-conditioning.
3. Perform basic hand skills in maintaining refrigeration and air-conditioning systems to given specifications.
4. Read and interpret basic electrical drawing & symbols related to A/C and refrigeration systems.
5. Perform basic troubleshooting and repair to residential A/C units and refrigerators.
6. Participate in the air-conditioning and refrigeration profession.

Program Requirements for Certificate in Refrigeration and Air Conditioning

General Education Requirements.....14 Credits

MS 104 Technical Math I (4); MS 106 Technical Math II (4); ESL 050 Technical English (3) or SS 100 World of Work (3); CA 100 Computer Literacy (3)

Technical Requirements.....21 Credits

VEM 105 Basic Electricity for A/C (3); VEM 110 Workshop Fabrication (3); VEM 111 Electrical Wiring I (3); VEM 113 Refrigeration I (4); VEM 114 Refrigeration II (4); VWE 115 General Welding (4)

Total Credits Required.....35 Credits

CERTIFICATE OF ACHIEVEMENT in REFRIGERATION AND AIR CONDITIONING
Suggested Schedule

Fall Semester
ESL 050 Technical English or SS 100 World of Work 3
MS 104 Technical Math I 4
VEM 105 Basic Electricity for A/C 3
VEM 110 Workshop Fabrication 3
VEM 113 Refrigeration I 4
17

Spring Semester
MS 106 Technical Math II 4
VEM 111 Electrical Wiring I 3
VEM 114 Refrigeration II 4
VWE 115 General Welding 4
15

Summer Session
CA 100 Computer Literacy 3
3

Exit 1: Certificate of Achievement in Refrigeration and Air-conditioning Total Requirement: 35 Credits

CERTIFICATE OF ACHIEVEMENT in BUILDING MAINTENANCE AND REPAIR

To acquire maintenance skills in various trade disciplines students will participate in this practically oriented program of skill acquisition. The program is designed to give students the skills to succeed in the field of building maintenance.

Program Learning Outcomes

Upon program completion the successful graduate will be able to perform competently in the following skills:
1. Identify safety and occupational health requirements in the Building industry.
2. Use competently specified hand and power tools for air-conditioning carpentry electrical landscaping and plumbing trades.
3. Perform basic hand skills in maintaining air-conditioning, electrical and plumbing systems to given specifications.
4. Perform basic hand skills in maintaining buildings and grounds.
5. Interpret information from blue print drawings.
6. Participate in the building maintenance profession.

Program Requirements for Certificate in Building Maintenance and Repair

General Education Requirements.....10 Credits

MS 104 Technical Math I (4); ESL 050 Technical English or SS 100 World of Work (3); CA 100 Computer Literacy (3)

Technical Requirements.....24.5 Credits

VSP 153a Industrial Safety (1.5); VCT 154 Introduction to Masonry (3); VWE 115 General Welding (4); VBM 101 Maintenance I (4); VBM 102 Maintenance II (4); VBM 103 Maintenance III (4); VBM 104 Maintenance IV (4)

Total Credits Required.....34.5 Credits

CERTIFICATE OF ACHIEVEMENT in BUILDING MAINTENANCE AND REPAIR
Suggested Schedule

Fall Semester
ESL 050 Technical English or SS 100 World of Work 3
MS 104 Technical Math I 4
VCT 154 Introduction to Masonry 3
VSP 153a Industrial Safety 1.5
VBM 101 Maintenance I 4
15.5

Spring Semester
VBM 102 Maintenance II 4
VBM 103 Maintenance III 4
VWE 115 General Welding 4
CA 100 Computer Literacy 3
15

Summer Session
VBM 104 Maintenance IV 4
4

Exit 1: Certificate of Achievement in Building Maintenance Total Requirement: 34.5 Credits

CERTIFICATE OF ACHIEVEMENT in SMALL ENGINE, EQUIPMENT and OUTBOARD MOTOR REPAIR

Students will be introduced to small engines operation; and will be given practice on maintenance, repair and trouble-shooting small engines.

Program Requirements

General Education Requirements ..... 14 Credits

MS 104 Technical Math I (4); MS 106 Technical Math II (4); ESL 050 Technical English or SS 100 World of Works (3); CA 100 Computer Literacy (3)

Technical Requirements.....17.5 Credits

VSP 153a Industrial Safety (1.5); VSM 101 Introduction to Small Engine Repair (4); VSM 102 Fuel, Lubrication, Carburetor, and Ignition (4); VSM 103 Engine Dismantling, Inspection, and Assembly (4); VSM 104 Starters, Engine Maintenance, and Troubleshooting (4); BU 097 Introduction to Entrepreneurship (3)

Total Credits Required..... 34.5 Credits

CERTIFICATE OF ACHIEVEMENT in SMALL ENGINE, EQUIPMENT and OUTBOARD MOTOR REPAIR
Suggested Schedule

Fall Semester
ESL 050 Technical English 3
MS 104 Technical Mathematics I 4
VSP 153a Industrial Safety 1.5
VSM 101 Introduction to Small Engine Repair 4
12.5

Spring Semester
CA 100 Computer Literacy 3
MS 106 Technical Mathematics II 4
VSM 102 Fuel, Lubrication, Carburetor, and Ignition 4
VSM 103 Engine Dismantling, Inspection, and Assembly 4
BU 097 Introduction to Entrepreneurship 3
18

Summer Session
VSM 104 Starters, Engine Maintenance, and Troubleshooting ..4
4

Exit 1: Certificate of Achievement in Small engine, Equipment and Outboard motor repair Total Requirement: 34.5 Credits

CERTIFICATE OF ACHIEVEMENT in CAREER EDUCATION

The certificate programs in career education are designed for those who wish to enter a trade but who also wish to broaden their education and open the possibility of future study.

In these programs the emphasis will be on practical training designed to satisfy the requirements of the basic and intermediate skill levels as specified under the Pacific Regional Trade Testing Scheme and administered by the Trade Training and Testing Unit. The program will be offered in a partnership agreement between that body and the College.

Depending on the trade area chosen, the title of the Certificate conferred will be followed in brackets by the relevant identifier as set out in the Technical Requirements section below.

Program Learning Outcomes

Upon program completion the successful graduate will be able to competently perform the following skills:
1. Identify safety and occupational health requirements in the specific trade area being studied.
2. Use specified hand and power tools.
3. Read and interpret information from technical drawings related to the respective trade.
4. Perform hand skills in their respective trades.
5. Participate in the respective trade.
6. Successfully pass the theoretical and practical exams (Basic and Intermediate Level) as specified under the Pacific Regional Trade Testing Scheme.

Program Requirements

General Education Requirements.....13 Credits

ESL 050 Technical English (3); MS 104 Technical Math I (4); CA 100 Computer Literacy (3); BU 097 Introduction to Entrepreneurship (3)

Technical Requirements.....22 Credits

Classroom (12 credits); Practicum (10 credits)

Take one of the following trade areas:
VTC Carpenter; VTJ Joiner; VTB Block layer/plasterer; VTP Plumber; VTE Electrician; VTR Refrigeration/Air-conditioning VTL Linesman; VTPH Power House Operator; VTM Motor Vehicle Mechanics; VTH Heavy Plant Mechanics; VTDE Diesel Engine Fitter; VTW Welder; VTPB Panel Beater; VTAE Automotive Electrician

Programs in the above trade areas are not always available, but are only offered on demand when qualified instructors and appropriate facilities are available.

Total Credits Required.....35 Credits

CERTIFICATE OF ACHIEVEMENT in CAREER EDUCATION
Suggested Schedule

First Semester		Second Semester	
ESL 050 Technical English	3	CA 095 Basic Computer Applications	3
MS 104 Technical Math I	4	BU 097 Introduction to Entrepreneurship	3
Classroom	6	Classroom	6
Practicum	3	Practicum	3
	16		15

Summer Session
Practicum 4
4

Exit 1: Certificate of Achievement in Career Education Total Requirement: 35 Credits

CERTIFICATE OF ACHIEVEMENT
in
CAREER EDUCATION (Emphasis: Motor Vehicle Mechanics)

This program is designed to develop an understanding of the basic purpose, construction, operation and service of component parts and assemblies of an automobile. Students will develop the knowledge and skills required to disassemble, inspect, reassemble and perform basic repairs and maintenance on motor vehicle units and components

Program Requirements

General Education Requirements .....12 Credits
ESL 050 Technical English (3)
MS 104 Technical Mathematics I (4)
CA 100 Computer Literacy (3)
BU 097 Introduction to Entrepreneurship (3)

Technical Requirements.....22 Credits
VTM 101 Introduction to Motor Vehicle Mechanics (4)
VTM 102 Fuel, Engine Cooling and Power Train Systems (4)
VTM 103 Ignition, Electrical and Transmission Systems (4)
VTM 104 Brakes, Steering, Suspension and Wheel Alignment (4)
VTM 150 Cooperative Education (6)
Total Requirements.....35 Credits

Apprenticeship Training Program Related Instruction Schedule

AIR CONDITION REFRIGERATION MECHANIC

First Year
VEM 101 Basic Air Conditioning..... 3
MS 104 Technical Math I 4
VSP 121 Industrial Safety Electrical/Electronic 1.5
ESL 050 Technical English (3) or SS 100 World of Work 3
11.5

Third Year
VEM 113 Refrigeration I 3
VEM 114 Refrigeration II 3
VEM 111 Electrical Wiring 3
9

Second Year
MS 106 Technical Math II 4
VEM 105 Basic Electricity for A/C & Refrigeration Mechanics .. 6
VAE 103 Blueprint Sketching and Interpretation 3
13

Fourth Year
VEM 115 Refrigeration III 3
VAE 150 Introduction to Computer Aided Design and Drafting .. 3
VWE 105 Fundamentals of Oxyacetylene Welding and Cutting 3
9

CARPENTER

First Year
VCT 153 Introduction to Carpentry..... 3
VSP 153a Industrial Safety 1.5
MS 104 Technical Math I 4
ESL 050 Technical English (3) or SS 100 World of Work 3
1.5

Third Year
VCT 174 Columns, Beams, Walls and Partitions 3
VCT 183 Finishing and Trim Work 3
VCT 195 Construction Procedures 3
9

Second Year
VAE 103 Blueprint Sketching and Interpretation 3
VCT 163 Concrete Form Construction 3
VCT 173 Rough Framing..... 3
9

Fourth Year
VAE 150 Introduction to Computer Aided Design and Drafting 3
VAE 138 Building Codes, Specification and Construction Management..... 3
VCT 215 Building Technology I 3
9

ELECTRICIAN

First Year
VEM 102 Electrical/Electronic Drawing and Sketching 1.5
VSP 121 Industrial Safety Electrical/Electronic 1.5
MS 104 Technical Math I 4
ESL 050 Technical English (3) or SS 100 World of Work 3
10

Second Year
MS 106 Technical Math II 4
VEM 103 Basic Electricity I 4
VEM 110 Workshop Fabrication/Hand and Power Tool Skills 3
12

Third Year
VEM 104 Basic Electricity II 5
VEM 111 Electrical Wiring I 3
VEM 112 Electrical Wiring II 3
11

Fourth Year
VEM 212 National Electrical Code NFPA U.S. Standard 3
VEE 266 Rotating Machinery 3
VEM 113 Refrigeration I 3
9

MAINTENANCE REPAIR, BUILDING

First Year
VCT 153 Introduction to Carpentry 3
VSP 153a Industrial Safety 1.5
MS 104 Technical Math I 4
ESL 050 Technical English or SS 100 World of Work 3
11.5

Second Year
VEM 101 Basic Air Conditioning 3
VBM 102 Maintenance II 4
VAE 103 Blueprint Sketching and Interpretation 3
10

Third Year
VWE 105 Fundamentals of Oxyacetylene Welding and Cutting 3
VCT 152 Fundamentals of Plumbing..... 3
VCT 183 Finishing and Trim Work..... 3
9

PLUMBER

First Year
VCT 152 Fundamentals of Plumbing..... 3
VSP 153a Industrial Safety 1.5
MS 104 Technical Math I 4
ESL 050 Technical English or SS 100 World of Work 3
11.5

Second Year
VBM 101 Building Maintenance I 6
VBM 102 Building Maintenance II 6
12

Third Year
VCT 162 Advanced Plumbing..... 3
VCT 172 Plumbing Installation & Design..... 3
VCT 182 Uniform Plumbing Code 3
9

Fourth Year
VAE 103 Blueprint Sketching and Interpretation 3
VWE 105 Fundamentals of Oxyacetylene Welding and Cutting . 3
VWE 110 Fundamentals of Arc Welding..... 3
9

COURSE DESCRIPTIONS

PREREQUISITES

A prerequisite is a requirement to be met, usually by completing another course, before enrolling in a course. Course descriptions list prerequisites, if any, for each course. Courses and their prerequisites are generally offered in sequence. Students are responsible for meeting the course requirements before enrolling in a course. In unusual cases, students may ask the instructor and the Vice President for Instructional Affairs for permission to enroll in a course for which the prerequisites have not been met.

WHEN COURSES ARE AVAILABLE

Each course is taught at a specified term each year depending upon program needs and instructor availability. The suggested schedule for each degree program specifies courses that are to be taught in an academic term. A yearly schedule is available on the COM-FSM website; courses may be added depending on instructor availability. The most current schedules are available in myShark.

COURSE NUMBERING SYSTEM

Developmental Courses—010-099
Regular Courses—100-299
Third-Year Courses—300-399
Fourth-Year Courses—400-499

A two or three-letter prefix indicates the course subject area. Letters F, Sp, and Su specify whether the course is offered in Fall, Spring, or Summer. Summer offerings are subject to instructor availability and may sometimes include courses normally offered in Fall or Spring.

ACCOUNTING

AC 131 Accounting I (4) (F, Sp, Su)
Prerequisite: ESL 089, MS 099
This course establishes a foundation for the understanding of the nature of accounting, basic accounting concepts and principles, and the complete accounting cycle for service and merchandising types of business operation. Extensive coverage is devoted to the use of various accounting forms and the performance of basic accounting functions including, but not limited to, recording and posting business transactions, preparing a trial balance, work sheet, and simple financial statements. The importance of internal control for cash, preparing bank reconciliation, and performing limited analysis of basic financial reports are also included.

AC 220 Accounting II (4) (F, Sp, Su)
Prerequisite: AC 131
This course builds on the understanding of accounting principles and introduces new concepts in accounting for: payroll; accounts receivable and bad debts; notes and interest; inventory; depreciation, amortization and depletion of long-term assets; partnerships and corporations.

AC 250 Managerial Accounting (3) (F, Sp, Su)
Prerequisite: AC 220
This course develops concepts and potential ethical issues related to the accounting information that managers need in carrying out three essential functions within the business enterprise, such as how to plan operations, to control activities and to make decisions.

AC 320 Intermediate Accounting I (4) (F)
Prerequisite: AC 250
This one-semester course that builds on the understanding of accounting principles developed in the first and second financial accounting courses as well as the course on managerial accounting. Topics covered will include exploring the financial reporting environment, the conceptual framework of financial reporting, a detailed theoretical study of financial statements, of cash and receivables, inventories, property plant and equipment (including depreciation and depletion), intangible assets and current liabilities.

AC 321 Intermediate Accounting II (4) (Sp)
Prerequisite: A grade of C or better in AC 320
This course is a continuation of the first intermediate accounting course. The course is intended to further develop the student's competence in financial reporting. Topics covered will include accounting for: short – and long – term liabilities and contingencies, receivables, investments, and stockholders' equity. Special topics such as income recognition and measurement of net assets; leases; the cash flow statement; accounting changes and errors; and post-employment benefits will also be covered.

AC 325 Cost Accounting (3) (F)
Prerequisite: AC 250
This is a one-semester course that covers cost accounting system output relevant to managerial decision-making, planning and control. The course builds on the foundation already established by the managerial accounting course completed by the student. Topics covered include absorption/variable costing and CVP analysis, relevant costing, budgeting, financial management, inventory and production management techniques, emerging management practices, responsibility accounting and transfer pricing, and measurement of short – and long – run performance.

AC 330 Taxation 1 (3) (Sp)
Prerequisite: A grade of C or better in AC 320
This is a one-semester first tax course aimed at introducing students to a wide range of tax concepts and types of taxpayers. While the course mainly focuses on the taxation of business entities in both the United States and in the Federated States of Micronesia, it also covers individual taxation in the two countries – individuals as proprietors, shareholders, or partners in business entities, and as employees.

AC 335 Governmental and Non-Profit Accounting (3) (F)
Prerequisite: AC 250
This course is designed to be a survey of accounting for state and local governments, the federal government, colleges and universities, and other nonprofit organizations. It is expected that students will attain a basic understanding of accounting procedures in government and nonprofit organizations and appreciate the differences between private and public sector accounting.

AC 370 Accounting Internship (3) (Sp)
Prerequisite: AC 320
Students apply the knowledge obtained in prior accounting and other relevant courses to everyday business transactions (accounting practices) under supervised conditions. Includes a 120-hour internship in the accounting department of a local private business or public entity; in addition to a four-week pre-internship lecture on special topics not covered in the Intermediate Accounting classes. The student submits periodic written reports and a comprehensive final report.

AGRICULTURE

AG 084 Basic Crop Production w/lab (4)
This course is design to provide students with the basics and fundamentals of Crop Production. The basic principles of plant and soil relationship, plant, soil and climate change relationship, understanding the basic concept of root formation. The students will learn to execute simple but basic ideas on planting, trans-planting, soil sterilization, soil formation, different level of seed growth, fruit growth, harvesting and marketing.

AG 086 Micropropagation and Nursery Practices w/lab (4)
Introduces the basic principles and skills regarding techniques, practices and procedures of plant tissue culture (micropropagation), asepsis, laboratory plan, equipment and facilities, and green house growing.

AG 088 Landscaping (3)
It opens a whole new idea to gardening. Students will be able to understand all aspects associated with landscaping and design. This course introduces fundamental knowledge of plants and landscape construction (plants and construction relationship).

AG 090 Principles of Food Processing (3)
Introduces the students to the fundamentals of food processing and the relationship between the scientific principles and preparation procedures. It also introduces the importance of food safety, understanding food borne diseases, cross contamination and sanitation.

AG 092 Swine and Poultry Production (3)
Introduces the basic skills and principles of swine and poultry production including breed selection, feeds, housing, management, and animal health.

AG 094 Farm Management and Marketing (3)
Introduces the basic economic concepts, government policies as they relate to farm production and marketing, prepare, analyze and interpret farm records and accounts, techniques and management of farm business.

AG 096 Field Internship (5)
Designed to give the student field experience with a cooperating supervisor from either a government or private agricultural organization. This is for students who are in the last semester of the certificate program.

AG 101 Introduction to Agriculture w/lab (4)
This course provides an orientation to agricultural careers and the agriculture major by laying down the basic principles of crop, animal and soil science, forestry, resource conservation, pest management, aquaculture, food science and nutrition, marketing and extension.

AG 110 Crop Production w/lab (4)
Prerequisite: AG 101
Fosters a greater understanding of the current theories and practices in tropical horticultural, agronomic and agroforestry cropping systems. Emphasizes sustainable/low impact production techniques, hands-on field experience, and individual research, experimentation and reporting.

AG 140 Principles of Animal Production w/lab (4)
Prerequisite: AG 110
Develops general skill and knowledge of the principles of efficient production including, feeding breeds, management practices, housing, marketing, diseases, reproduction and marketing of livestock.

AG 290 Agricultural Project Management (4)
Prerequisites: AG 140
This course introduces the key concepts of entrepreneurship, business plan, market niche, and accounts for business transactions, record keeping, credit, business venture, taxes, costs, and business structure.

AG 299 Directed Field Experience (4)
Prerequisite: AG 290
A structured learning experience working under supervision in a private, non-governmental or government agency involved in agriculture or natural resource management for at least 12 hours weekly.

ART

AR 101 Introduction to Art (3)
This is a basic course designed to expose students to a variety of media and techniques and develop creativity in the students. It includes drawing from observation and invention leading to an interpretative and evaluative approach to drawing.

BUSINESS AND ECONOMICS

BK 095 Bookkeeping I (3)
The course is designed to give students a basic understanding of the accounting environment and accounting principles and concepts. It includes an introduction to the accounting cycle and basic concepts in double entry bookkeeping. The procedures in the accounting cycle such as journalizing business transactions, posting to ledgers , preparation of trial balance , adjusting entries, preparation of financial statements , and closing the books for service industry organized as a proprietorship are covered. The focus on basic principles and rules of bookkeeping will provide the participant with guidelines for recording financial transactions.

BK 096 Bookkeeping II (3)
Prerequisite: BK 095
The course is designed to give students a further understanding of the accounting environment and accounting principles and concepts in a merchandising business industry organized as a partnership. Emphasis will be placed on accounting cycle procedures in merchandising, payroll bookkeeping, receivables and payables, and internal control for cash.

BU 095 Filing, Office Procedures (3)
The course is designed to have students demonstrate proficiency in general office procedures including proper communication within the internal and external business environment; the proper use of office machines; the use of office support functions such as work priority schedules, meeting plans, and travel arrangements; and the ability to select and use an appropriate filing system

BU 097 Introduction to Entrepreneurship (3)
Prerequisites: ESL 050 or ESL/BU 095
This semester length course introduces the challenges and successes in managing small business in today's market. The definition of entrepreneur, types of business organizations, legal aspects, personnel management and the criteria for establishing a small business are discussed. Students will develop a simple business plan.

BU 098 Basic Business Math (3)
The design of this course is to explore real world concepts of business math by use of applications in banking, merchandising (retail and wholesale), hotel industry, real estate, and others. It will guide students through the basic mathematical skills of whole numbers and decimals, fractions, percentages, statistics, and equations. These skills will then be applied to business situations such as payrolls, discounts, markup/markdown, interest, credit, and more.

BU 099b Office Management (3)
Prerequisites: CA 100s, CA 101s, BU 095, ESL/BU 095, ESL/BU 096, SS 100
This course is designed to prepare students in harnessing all resources for an effective management of paper work in the office and to prepare them for various office works. This course focuses on both theory and practice including 200 hours apprentice work in a designated or chosen office.

BU 100 Practicum (3)
One semester internship course where students will be assigned and supervised by a small business owner or a supervisor of an industry in the community. The students will perform the actual work that businesses and industries in the community expect of them after they successfully complete the program.

BU 101 Introduction to Business (3) (F, Sp, Su)
Prerequisite: ESL 089
Establishes a foundation for the understanding of contemporary business functional areas of business: management and organization, human resources, marketing, financing, accounting, and information systems. Business ethics and social responsibility, the global business environment and basic FSM business laws/regulations are also covered.

BU 110 Business Ethics (3)
Prerequisite: BU 101
Defines and interprets ethical standards and social responsibility and the framework under which business conducts its everyday tasks. Students will analyze the applications of business ethics as it relates to different aspects of an organization's life. The role of organization structure in implementing ethical standard and case studies related to the above topics will be covered.

BU 250 Principles of Finance (3) (F, Sp)
Prerequisite: AC 220 and BU/MS 110
This course provides an introduction to the role and objective of financial management with focus on shareholder wealth maximization, examines both analytical tools and descriptive materials that are useful in the evaluation of financial performance, and explores the domestic and international financial marketplace, the time value of money, analysis of risk and return, capital budgeting and cash flow analysis.

BU 260 Fundamentals of Management (3) (F, Sp)
Prerequisite: BU 101
Enables the students to develop an understanding of management and organization. The course focuses on important management functions such as planning, organizing, leading, and controlling for successful managerial activities. Students learn how successful managers use organizational resources through organizational functions in order to effectively and efficiently achieve organizational objectives.

BU 270 Principles of Marketing (3) (F, Sp)
Prerequisite: BU 101
Introduces students to the basic concepts of marketing such as consumer behavior, marketing research and information systems, segmentation strategy, as well as the 4Ps. Students are also introduced to international marketing and to the broader marketing environment, including political/legal, economic, demographic, competitive and ethical issues.

BU 271 Business Law (3) (F, Sp)
Prerequisite: BU 101, AC 131
Introduces the FSM and the US legal system as it relates to contracts, agency and employment, property, sales, business organization and government regulation. Students are provided an overview of the FSM Constitution and the basic principles of court organization, and a survey of tort law as applied to both the FSM and the US.

BU/MS 110 Business Math (3) (F, Sp)
Prerequisite or co-requisite: MS 100
Emphasizes performing common computations found in the various functional areas of business. Students use of graphs, equations, ratio and proportion, percentage, and measurement systems to solve typical business problems such as the calculation of trade and cash discounts, markups, taxes, employee compensation, simple and compound interest, depreciation, inventory valuation, bonds and stocks, basic financial statement analysis, and business statistics.

BU/MS 310 Applied Statistics (3) (Sp)
Prerequisite: MS 150
This course is designed to builds on the fundamental concepts developed in the introductory statistics course. The student will learn statistical methods to make point estimates of population parameters, construct confidence intervals for sample statistics, perform hypothesis testing to support decisions, make inferences about populations from sample data, use samples to make inferences about the general population, and use linear regression to recognize trends and make forecasts. As in the introductory course, this course incorporates the use of a computer software package (e.g. MS Excel, Minitab, SSSP) for both data analysis and presentation.

EC 220 Principles of Microeconomics (3) (F, Sp, Su)
Prerequisite: MS 099, ESL 089, BU 101
This course provides an introduction to the central concepts of microeconomic analysis and decision-making, such as scarcity, allocation of resources, demand and supply, elasticity and marginal utility. The concepts are then used to explain and analyze market structures, including perfect competition and monopoly. Other topics may include analysis of labor markets, property rights and international economic.

EC 230 Macroeconomics (3) (F, Sp, Su)
Prerequisite: EC 220
This introductory course in macroeconomics analyzes the aggregate economic activity in the national economy and its link with the rest of the world. Emphasis is placed on basic principles involved in the determination of the level of national output, the aggregate price level, money supply, exchange rate, employment and unemployment, inflation, fiscal and the monetary policies. It further provides a broad understanding of economic growth and its implications on the economy.

ECO 320 Economic Development (3) (F)
Prerequisite: EC 230
The course exposes the student to economic development issues faced by developing countries. The student will explore the characteristics of developing countries, especially the least developing countries (LDCs), the challenges facing these countries, and some options and strategies for development. Theories of economic growth and trade and development models will be covered at the basic level. Other economic development issues to be covered include macroeconomic policy, agricultural and industrial development, foreign aid and foreign direct investment, debt, unemployment, urbanization and population growth problems. The economic development challenges of the FSM and Pacific region will be given particular attention.

FIN 312 Corporate Finance (3) (Sp)
Prerequisite: AC 320
This course builds on the material learned in the Principles of Finance course and further develops the necessary tools to help the manager analyze and solve financial problems in a business organization. Topics include financial planning, asset valuation, capital budgeting, capital structure, financial analysis, dividend policy, corporate restructuring, and some aspects of international finance. Also covered is the role of finance in the other functional areas of the business.

MGT 320 Organizational Behavior (3) (F)
Prerequisite: BU 260
Covers the human relations movement; basic concepts in behavior pertaining to organizations including personality, motivation, leadership, communication, change, conflict, and group dynamics. Course includes the relationship of these concepts to performance, job satisfaction and organizational commitment.

MGT 350 International Business (3) (F)
Prerequisite: BU 260 and EC 220 or EC 230
Examines the theoretical foundations of international trade and investment; the role of government in international business; cultural, political and legal issues; the international economic and financial environment; and issues in management, marketing, finance, and human resource management, with a brief overview of international accounting and taxation. U.S. and FSM business perspectives are given special emphasis.

MGT 360 Entrepreneurship & Small Business Management (3) (F)
Prerequisite: BU 250, BU 260 & BU 270
Enables students to develop an understanding of entrepreneurship and small business management by studying entrepreneurial strategies, the identification and pursuit of new venture opportunities, and the development of business plans. Students will also study the FSM macro environment and how it directly or indirectly influences entrepreneurship and the establishment and growth of small businesses in the FSM.

MKT 311 Marketing Strategy (3) (Sp)
Prerequisite: BU 270
This course builds on the marketing concepts developed in the principles of marketing course. The course focuses on procedures for planning and developing marketing strategies involving the marketing mix for both production and service businesses. The course also examines global market strategies.

COMPUTER

CA 095 Basic Computer Applications (3)
This course is designed to introduce basic computer skills for students in the bookkeeping certificate program. Emphasis is placed on developing the skills necessary to operate PC computers effectively and be productive in school and business surroundings. This course requires students to identify computer hardware components, software, and use Microsoft Office to create personal and business related files in Word, Excel and PowerPoint.

CA 100 Computer Literacy (3) (F, Sp, Su)
Prerequisite: ESL 089
This course is an introduction to computer concepts and applications. Provides students basic knowledge of the computer hardware components and operating system and basic skills in using word processing, spreadsheet, database, and presentation application programs. Using the internet – electronic mail and the world wide web – is also covered.

CA 105 Data Analysis Using Spreadsheets (3) (F, Sp, Su)
Prerequisite: CA 100
This course focuses on using Microsoft Excel 2007 to analyze data. The student will create and manipulate worksheets in order to derive solutions to typical business scenarios. Topics include data validation methods, protection & input forms; advanced operations and calculations (using functions), descriptive stats database functions pivot tables, advanced filter; charting from pivot tables/general charting; goal seek; solver; scenarios; group and outline' vlookup; OLE; jazzing up the spreadsheet; preparing workbooks for internet usage.

CA 100s Computer Literacy for Secretaries (4)
This course introduces students to computer concepts, hardware, software and their working relationship. It provides students with basic knowledge of the Microsoft Windows operating system and word processing to interact effectively in business and everyday life. The Internet and Email etiquette are also introduced. The students will be further trained to develop correct typing techniques, and to perform typing requirements and skills through the mastery of the principles of touch-typing. The students are trained to perform typing skills accurately and neatly to attain a speed of 30-45 net words per minute with an error tolerance of 3 per minute.

CA 101s Computer Applications for Secretaries (4)
Prerequisite: CA 100s
Builds on an understanding of computer fundamentals, emphasizing the use of electronic spreadsheet in business, using Microsoft Excel topics such as building worksheets, doing math with formulas and functions, formatting and printing worksheets. In addition, students will able to create professional presentations using the Microsoft PowerPoint application. Introduction to electronic filing, management of records, and reporting will be covered using Microsoft Access database. Continued emphasis is given to the development of typing power so that students may attain a minimum speed of 45 correct words a minute with error tolerance of one error per minute on a 5-minute timed writing. This course includes 16 hours of keyboarding.

COMMUNITY HEALTH SCIENCES

CHS 220 Review of Health Science (5)
This course gives an overview of the health care system and the role of the community health worker. The course prepares the student to participate in community health assessment and to use the results to help organize health improvement activities.

CHS 224 Health Problems in Adults (5)
Prerequisite: CHS 220
This course is a survey of conditions commonly encountered in adult patients in the dispensary. It is designed to equip students with the skills they need to provide basic care. This course is designed for health assistants (HA) who are based in dispensaries in areas where there is no doctor.

CHS 231 Maternal and Child Health I (5)
Prerequisite: CHS 220
This course targets the care, especially preventive and health promotion care, related to children and women of child-bearing age. It is designed for community health workers (CHWs) who will be working in the villages or district centers as well as for health assistants who are based in dispensaries where there is no doctor.

CHS 232 Non Communicable/Communicable Diseases (5)
Prerequisite: CHS 220
This is a survey course of the most important diseases that afflict people in Micronesia. Its focus is on the interplay of host, agent and environmental factors in the production of disease and on the things that can be done to prevent each disease and to prevent disability and death once disease occurs.

CHS 233 Behavioral Health (2)
This is a survey course of the most important behavioral diseases and the things that can be done for them, including preventive measures, and measures to limit damage to individuals, families and communities once disease occurs. Designed for both CHWs and HAs.

CHS 234 Human Nutrition (3)
Prerequisite: CHS 220
In this course, the relationship between diet and health is explored, focusing on the role of the health worker for improving health through nutrition. Designed for both CHWs and HAs.

CHS 235 Dental Health (2)
This course develops an understanding of dental disease and the simple measures that can be implemented by health workers to prevent most of it. Designed for both CHWs and HAs.

CHS 240 Maternal and Child Health II (5)
Prerequisite: CHS 220, 231
This course is designed to teach the elements of care for pregnant patients and care for the woman and infant during labor and the postpartum period. Designed for HAs.

CHS 241 First Aid Care (3)
Prerequisite: CHS 220
This course discusses the emergency management of the common life threatening situations. It is geared toward approaches that are feasible to apply at the community and dispensary level (rather than at the hospital emergency room).

CHS 242 Environmental Health (2)
This course develops the principles and practice of environmental health, following the World Health Organization's Healthy Villages model. Designed for both CHWs and HAs.

CHS 244 Dispensary Management (5)
Prerequisite: CHS 220
This module will develop knowledge and skills related to management in primary health care, with particular emphases on dispensary management for decentralized health care. Designed for HAs.

CHS 251 Health Problems in Children (5)
Prerequisite: CHS 220
This course focuses on the major health problems encountered in children in the community. It provides information on standard protocols for the recognition and diagnosis of disease, and its counseling, treatment, and prevention. It covers also the indications and process of referral. Designed for HAs.

EDUCATION

ED 210 Introduction to Professional Teaching (3)
Prerequisites: A grade of C or better in both EN 110 and EN 120a
An introduction to the field of education as a profession, specifically classroom teaching. The course introduces what teachers teach; how teachers teach and how teachers know students have learned. Further the course introduces how teachers set up a positive classroom environment as well as the professional standards which guide the teaching profession. The course directs students to the further training that will be required for professional certification.

ED 215 Introduction to Exceptional Children (3)
Prerequisite: EN 110, EN 120a
The course provides an introduction to the concept of exceptionality and an overview of the different types of disabilities and /or disorders. An introduction to the laws governing individuals with disabilities will be discussed in terms of how they affect schools, intervention, and community organizations. A brief history of how far special education has come will also be included in this course.

ED 220 Education of Exceptional Children (3)
Prerequisite: ED 215
Analyzes conditions relative to exceptional individual cases with major emphasis on individual differences and intervention strategies for adapting educational programs.

ED 292 Observation Practicum (3)
Prerequisite: ED 210 or Consent of instructor
This course concentrates on the lesson plan as a living document intended to answer the basic questions of what to teach; how to teach; and how to know students have learned. Students write lesson plans and produce curriculum supplemental enhancement material and practice teaching simple lessons. This course provides students the opportunity to use technological skills as well as to observe classes in the public schools and report their observations.

ED 301a Language Arts Methods (4)
Prerequisite: Admitted into the Education upper division program
Prepares the education major to teach English and Micronesia Vernacular Language Arts in the schools of the Federated States of Micronesia. Practical teaching experiences are included.

ED 301b Reading Methods (4)
Prerequisite: Admitted into the Education upper division program.
This course provides students with methods for teaching reading to elementary children including students for whom learning presents challenges. Students become familiar with a variety of approaches to the teaching of reading, learn how to use local reading standards and benchmarks in lesson planning, analyze reading curriculum, demonstrate strategies for teaching specific decoding and comprehension skills in both English and their heritage language, develop lessons to teach decoding and comprehension skills in their heritage language, and demonstrate strategies for assessing reading skills and reading levels.

ED 302 Social Studies Methods (3)
Prerequisite: Admitted into the Education upper division program.
Identifies objectives, methods and philosophy of social studies program; uses functional instructional techniques to teach social studies to elementary school children.

ED 303 Math Methods (4)
Prerequisite: Admitted into the Education upper division program.
The course presents objectives, methods, and material for teaching mathematics in elementary schools. The student is taught to use a variety of procedures and methods through participation in activities stressing planning simulated teaching on several levels within the elementary system.

ED 304 Science Methods (4)
Prerequisite: Admitted into the Education upper division program.
This course stresses developing the scientific habits of the mind (curiosity, observation, creativity and skepticism); using the scientific method; understanding of the FSM Curriculum Standards and Benchmarks-Science and using unifying principles, to produce curriculum packets for elementary school teachers. Additionally, students prepare a document of 30 science fair ideas for science fairs in the elementary schools while maintaining all work on an electronic portfolio.

ED 305 Children's Literature and Drama (3)
Prerequisite: Admitted into third-year education program, completion or concurrent enrollment in ED 301a and ED 301b.
Introduction to children's literature in English and in the FSM languages available to children in Micronesia. Students will learn to convert children's literature into scripts for acting out.

ED 330 Classroom Management (3)
Prerequisite: Admitted into the Education upper division program and ED 210
This course provides students with skills for managing an elementary classroom with emphasis on proactive behavior management techniques and classroom organization. Techniques for handling off-task behaviors are also covered.

ED 338 Teaching Students with Special Needs in the Regular Classroom Setting (3)
Prerequisite: ED 215, ED 301a, ED 301b, ED 303
This course will provide techniques and procedures for assessing and teaching students with special needs in an inclusive classroom setting.

ED 392 Practicum and Seminar (3)
Prerequisite: Consent of instructor
This course provides education majors with limited, supervised, practical teaching experience in an elementary school classroom. It is coordinated with the education methods courses and requires a weekly seminar. Besides lesson planning various curriculum enhancement materials are prepared and used in teaching lessons.

ED/CD 100 Introduction to Early Childhood Education (4)
Provides students with basic framework of Early Childhood education; model programs, children, families, teachers; rationale, goals, objectives, and evaluation; physical environment; curriculum components; guidance, and other key issues relating to early childhood education.

ENGLISH AND LITERATURE

ESL 050 Technical English (3)
Designed to upgrade the English skills of students to a level appropriate for vocational employment.

ESL 089 Reading V (3)
Prerequisite: Placement determined by COMET.
To prepare students to master college level coursework, the course continues to focus on the development of pre-reading, reading, and post-reading skills and strategies necessary for students to effectively process academic content materials.

ESL 091 ACE English I (4)
Prerequisite: Placement according to COMET results
The purpose of this course is to prepare at-risk students for entry into and success in entry-level college English listening, speaking, reading, and writing skills coursework. Emphasis will be on acquisition of integrated English communication skills in a wide range of activities and content areas. The course is divided into units in which students explore a common theme around which the language skills are structured.

Note: "Achieving College Excellence" is a sequence of course modules designed to assist transitional degree students who have not achieved full degree status, as determined by COMET scores, in preparing them for entry into a degree program. Upon passing all course modules, they shall be deemed minimally qualified to engage in degree coursework.

ESL 092 ACE English II (4)
Prerequisite: Divisional placement or completion of ESL 091 with a "P".
The purpose of this course is to prepare at-risk students for entry into and success in entry-level college English listening, speaking, reading, and writing skills coursework. Emphasis will be on acquisition of integrated English communication skills in a wide range of activities and content areas. The course is divided into units in which students explore a common theme around which the language skills are structured.

Note: "Achieving College Excellence" is a sequence of course modules designed to assist transitional degree students who have not achieved full degree status, as determined by COMET scores, in preparing them for entry into a degree program. Upon passing all course modules, they shall be deemed minimally qualified to engage in degree coursework.

ESL 099 Writing V (3)
Prerequisite: Placement determined by COMET.
Writing V is a writing-intensive course designed to improve the student's competency in academic writing through an increased understanding of the writing process, rhetorical patterns, and correct grammatical structures.

ESL/BU 095 ESL for Business Purposes I (4)
ESL for Business is designed to build English skills necessary in a business workplace. Students practice the reading, writing, listening, and speaking skills needed in an office setting. A computer lab component reinforces business computer skills and provides opportunities for online English practice.

ESL/BU 096 ESL for Business Purposes II (4)
Prerequisite: ESL/BU 095
This course is designed to continue building English skills necessary in a business workplace. Students practice more advanced reading, writing, listening, and speaking skills needed in an office setting. The computer lab component reinforces business computer skills and provides opportunity for online English practice.

EN 110-Advanced Reading (3)
Prerequisite: Divisional placement or completion of ESL 089 with a "C" or better.
Advanced Reading is designed to improve students' critical reading and thinking skills, increase analytical, inferential and evaluative comprehension, expand vocabulary skills, and employ effective study strategies for use across academic disciplines.

EN 120a Expository Writing I (3)
Prerequisite: Divisional placement or completion of ESL 099 with a "C" or better.
This course develops expository writing skills and introduces rhetorical patterns. The student also learns basic research skills. A passing grade in this class is C or better.

EN 120b Expository Writing II (3)
Prerequisite: Completion of EN 120a with a "C" or better.
In this course, students will focus on improving their research, pre-writing, expository writing, and critical thinking skills. The course will provide the students with the basic skills necessary to write research-supported papers in the humanities, natural sciences and social sciences.

EN 123 Technical Communication (3)
Prerequisites: ESL 089, ESL 099.
This course is designed to provide clear simplified explanation of the practical of writing in vocational/technical fields. This presents to the student the types of writing skills needed for a career in technology. It also provides ways and how to prepare and deliver presentations, speeches, and conducting interviews.

EN 201 Introduction to Literature (3)
Prerequisites: EN 120b
This course introduces students to various types of literature, including fiction, drama, and poetry. Its purpose is to familiarize students with basic literary terminology and critical theories.

EN 203 Drama (3)
Prerequisite: EN 120b
This course introduces students to various types of dramatic literature, from the ancient Greek dramas to contemporary Eastern and Western Theatre. Its purpose is to familiarize students with not only the history and theoretical aspects of theatre, but also its practical manifestations through play writing, acting, directing, stage production and theatre management.

EN 204 Poetry (3)
Prerequisite: EN 110
This course contains three major areas of inquiry. First, there is a selected analysis and review of English poetry from Chaucer to the present. Second, there is a practical study of how poetry uses the sounds of language to convey meaning. Finally, the course contains a workshop component that allows the student to experiment with various poetic forms and concepts in their own writing.

EN 205 Literature of the Sea (3)
Prerequisite: EN 110
A multi-genre examination of the literature of the sea, with an emphasis upon works about the Pacific, by writers of or from the Pacific region. Students will examine, analyze and begin to write nautical literature themselves in the following genres: drama, poetry, fiction (both novels and short stories), non-fiction.

EN 208 Introduction to Philosophy (3)
Prerequisite: EN 110, EN 120a
This course introduces students to the nature of philosophy and philosophical thinking. Major areas of philosophical inquiry developed in the Western tradition are considered.

EN 209 Introduction to Religion (3)
Prerequisite: EN 110, EN 120a
This course is designed to expose students to a wide variety of religious beliefs and practices. Students will examine major religions of the world as well as the questions and issues that religion tries to address.

EN/BU 121 Business Communication (3)
Prerequisites: BU 101, CA 100
This course focuses on introducing students to writing and speaking skills appropriate for business. Business writing and oral skills are emphasized, including internal and external business correspondence, employment correspondence, business etiquette, interviewing skills, presentation-giving, intercultural communication and verbal/non-verbal communication. It also focuses on "intercultural writing and speaking appropriate for business".

EN/CO 205 Speech Communication (3)
Prerequisite: EN 120a with a grade of C or better.
A course designed to increase awareness of the role and contribution of communication to human interaction while transmitting practical speaking skills. Specific attention is given to models of human communication and their effects and to increasing message awareness. Public speaking skills within this theoretical framework will be provided.

EN 220 Improving Syntax and Vocabulary: Writing for Teachers (3)
Prerequisite: EN 120b, probationary admission to 3rd Year Teacher Preparation-Elementary.
This course is designed to improve the writing skills of elementary teachers through the development of competencies in the correct use of syntax and vocabulary in written work directly related to the field of elementary education.

EXERCISE SPORT SCIENCE

ESS 101(x) Individual Activity (1)
A variety of participatory courses that educate students about physical fitness, injury prevention, and physical activities they can pursue individually for a lifetime. Examples include resistance training and walking for fitness.

ESS 101b Badminton (1)
This course provides students the opportunity to learn basic skills necessary to play badminton both as an individual and dual sport. It will also include the history, materials and equipment, basic rules of the game, coaching and officiating and strategies of playing individual and dual events. Training for fitness and injury prevention will be tackled as preparation for rigorous activities. This course will also include the Oceania sport education program which focus on community coach and official training program.

ESS 101r Resistance Training (1)
This is a semester-long course designed to improve muscular strength, endurance and flexibility through various forms of resistance training, and to give students an appreciation of the role regular physical activity plays in the quality of life. Types of resistance utilized in this course may include resistance tubing, gravity, dumbbells, barbells, medicine balls, and other equipment designed specifically for the purpose of improving muscular strength and endurance. Students will learn basic skeletal muscle anatomy, resistance exercises for major muscle groups, and flexibility exercises for major muscle groups. Course topics also include evaluation of current fitness levels, and injury prevention specific to resistance training.

ESS 101w Walking for Health and Fitness (1)
This is a semester-long course designed to improve health, cardiovascular endurance and flexibility through walking, and to give students an appreciation of the role regular physical activity plays in the quality of life. Students will learn basic cardiovascular system anatomy and physiology, as well as flexibility exercises for major muscle groups. Physical fitness levels will be measured at the beginning and end of the course, allowing students to notice the improvements regular exercise produces. Course topics also includes injury prevention specific to fitness walking.

ESS 102(x) Group Team Activity (1)
A variety of participatory courses that educate students about physical fitness, injury prevention, and physical activities they can purse with friends and family for a lifetime. Examples include basketball and volleyball.

ESS 102b Fundamentals of Basketball (1)
This is a semester-long course designed to improve cardiovascular endurance, speed, agility and flexibility through the team sport of basketball, and to give students an appreciation of the role regular physical activity plays in the quality of life. Students will learn basic skills necessary to play basketball, including ball handling, dribbling, shooting, decision-making, passing, offense, defense and team work. Course topics also include evaluation of current fitness levels, and injury prevention specific to basketball.

ESS 102f Fundamentals of Soccer (1)
This class emphasizes the development of beginning soccer skills, knowledge of game rules, soccer team tactics, and systems of play. Course topics also include evaluation of current fitness levels, and injury prevention specific to soccer.

ESS 102s Fundamentals of Softball (1)
This is a semester-long course designed to improve power, speed, agility and flexibility through the team sport of softball, and to give students an appreciation of the role regular physical activity plays in the quality of life. Students will learn basic skills necessary to play softball, including score keeping, hitting, pitching, catching, throwing, base-running and fielding. Course topics also include injury prevention specific to softball. Physical fitness levels will be measured at the beginning and end of the course, allowing students to notice the improvements regular exercise produces.

ESS 102tt Table Tennis (1)
This is a semester long course designed to improve cardiovascular endurance, speed, agility, flexibility and discipline through the individual & team sport of Table Tennis, and to give students an appreciation of the role regular physical activity plays in the quality of life. Students will learn basic information such as the origin of the sport, equipment and materials and skills necessary to play table tennis including hand eye coordination, physical training, introduction to sport sciences, sport management/organization and team work. Course topics also include evaluation of current fitness levels, injury prevention and nutrition specific to table tennis and other sports.

ESS 102v Introduction to Volleyball (1)
This course is designed to improve student's endurance, speed, agility and flexibility through the team sport of volleyball. Students will learn the importance of regular physical activity to quality of life. This course covers basic skills necessary to play volleyball, including score keeping, game modifications, serving, setting, passing, blocking, attacking, and injury prevention.

ESS 102ws Open Water Scuba Diver (1)
Prerequisites: ESL 089, Students must be capable of swimming.
This course will introduce students to recreational scuba diving and qualify students as a PADI Open Water Diver. Upon course completion students will be qualified to dive with a buddy independent of supervision while within the limits of their training and experience, obtain air fills and scuba equipment, plan/conduct/log open water no decompression dives when properly equipped and when accompanied by a buddy in conditions with which they have training and/or experience, and to continue their dive training. Students taking Scuba will be charged a special course fee of $100 in addition to tuition fees.

ESS 103(x) Mind/Body Fitness (1)
Courses designed specifically to give students the opportunity to physically explore the connection between the mind and body. Examples are Yoga and Taichi.

ESS 103r Rhythmic Activities (1)
This course will focus on training students to understand and perform basic ballroom. Students will also learn the rhythms, history, and culture of each style. Students will demonstrate mastery of these styles through choreographed and non-choreographed class performances. Practicum or mass demonstration with the enclosure of some foreign and aerobic dance as form of final presentation will be included to promote enjoyable and active lifestyle.

ESS/SC 200 Fundamentals of Wellness and Physical Fitness (3)
This course is designed to give students the skills and knowledge necessary to make informed choices concerning their health. Emphasis will be placed on the importance of physical activity, and experiencing the process of change. Students will learn how to assess various components of their wellness, as well as behavior modification techniques. Course topics include improving fitness and nutrition, weight control, reducing the risks of cardiovascular disease/cancer/diabetes, stress management, prevention of sexually transmitted diseases, prevention of substance abuse, and overall management of personal health and lifestyle habits to achieve the highest potential for well-being.

LANGUAGES

FL 101 Japanese I (3)
Japanese I is the first of a two-course sequence. The first objective of this course is to introduce the principle elements of the basic Japanese pronunciation and writing system; HIRAGANA, and the second objective is to develop the ability to speak simple Japanese sentences in daily life situations and encounters.

FL 102 Japanese II (3)
Prerequisite: FL 101 or by permission of the instructor
This course is the second of a two course sequence. The objectives of this course are to follow up on/what a student learned in Japanese I by developing a greater vocabulary and introducing new sentence patterns. The other basic Japanese writing system: KATAKANA is also introduced. The emphasis is placed on conversational practice so that a student can develop the ability to communicate in various situations while he/she is becoming accustomed to the language and behavioral patterns in Japanese life.

FL 103 Chinese I (3)
The course provides instruction at a beginning level in Mandarin Chinese and is aimed at students who have had no prior knowledge of the Chinese language. While the linguistic aspects of the language will be the primary focus, introduction to the social and cultural background of the language will be integrated throughout the course.

FL 104 Chinese II (3)
Prerequisite: FL 103
This is the second of a two-course sequence. This course continues instruction at a beginning level in Mandarin Chinese and is open to students who have successfully completed FL 103 Chinese I. While the linguistic aspects of the language will continue to be the primary focus, the social and cultural background of the language will also continue to be integrated throughout the course.

FL 109 American Sign Language I
The course is designed to introduce the principles of conversational American Sign Language (ASL), which includes: manual and non-manual features, basic vocabulary, common idioms, and functional grammar with emphasis on the ability to converse in simple ASL. It will help the student to develop an understanding and appreciation of deaf culture through language usages. The students will be able to demonstrate basic knowledge in the area of language.

FL 120 Basic Japanese for Hospitality and Tourism (3)
Develops a basic understanding of Japanese language as utilized for Hospitality Management. Japanese language for the hospitality setting is introduced, including the basics of Japanese pronunciation and Romanization, expressions commonly used in the hospitality field and appropriate usage of situational Japanese language for hospitality services.

FL 160 Situational Japanese for Hospitality and Tourism (3)
Prerequisite: FL 120
This course is designed to help the student develop conversational Japanese language skills utilizing the phraseology of the hotel and restaurant setting. Proper sentence structure as well as situational Japanese language applications germane to the hospitality setting will be covered. Knowledge of basic Japanese is required for this course.

HOSPITALITY and TOURISM MANAGEMENT

HTM 110 Introduction to Hospitality and Tourism Management (3)
This course is designed for an exploration of the hospitality industry with emphasis on history and development. Such elements will include lodging providers, food and beverage service providers, travel agencies, transport service providers, attractions providers, event coordinators and natural environment agencies.

HTM 120 Introduction to the World of Tourism (3)
Prerequisite: HTM 110
This is a semester-length course designed to introduce students to all facets of the international tourism industry. The Federated States of Micronesia's position in the international tourism industry is also presented enabling the students to recognize the unique challenges the Nation faces in tourism and the opportunities it has for meeting these challenges. Sustainable tourism concept will be presented as well as other development models including mass tourism, eco tourism, adventure tourism, heritage tourism and recreational tourism. Examination of travel and tourism, transportation, history of travel, impacts of travel, travel patterns and trends, accommodation types, travel distribution systems, special services and products, tourism market segments, tourism marketing, tourism research and forecasting, tourism policy and planning, destination development and the role of national and state tourism authorities will be presented.

HTM 150 Hospitality Supervision (3)
Prerequisite: HTM 110 and HTM 120
Introduction to the simultaneous supervision of the multi-function hotel/restaurant and resort complex including all facets of operations.

HTM 165 Food Fundamentals and Quantity Cooking (3)
Prerequisite: HTM 110
This is a semester length course designed to introduce students to all facets of the quantity preparation and service of foods and restaurant menu items. Basic production, facility management, and supervision skills will be taught from a systems perspective. Basic food service skills including hygiene, laboratory conduct, food borne diseases, safety, cooking techniques, food group preparation techniques, standardized recipe use, food service equipment use, basic portioning, handling, food group identification, production and service skills will be presented.

HTM 170 Front Office Management (3)
Prerequisite: HTM 150
Study of front office operations. Instruction in the duties of all front desk personnel including, cashier, night auditor, reservations clerk and the front office manager.

HTM 220 Food and Beverage Management (3)
Prerequisite: HTM 165
This course is to provide information that involves a variety of food and beverage management for the students. It aims to cover all aspects of the management in food and beverage operation. It focuses on the operation of basic concept in dining room, food, meal and beverage management as well as front of the house and back of the house departments. It emphasizes on the critical areas such as menu planning, purchasing, receiving, food cost analysis, forecasting and development and setting up a dinning and table service.

HTM 230 Hospitality Marketing (3)
Prerequisite: BU 101, CA 100, HTM 120
This is a semester length course designed to introduce students to all facets of hospitality and tourism marketing. This course introduces tourism and hospitality services marketing and application of tourism marketing skills to promote FSM and other hospitality businesses. Students will have the opportunity to learn about various tourism marketing models from around the world. Students will conduct marketing specific research. This research will be applied in the drafting of a comprehensive tourism or hospitality specific marketing plan. Students will have the opportunity to understand the functions and responsibilities of a hotel sales department and the interface this department has throughout the hospitality delivery system.

HTM 250 Facilities Management and Practicum (3)
Prerequisite: EN 120b, AC 131, BU 101, HTM 170, HTM 220 and HTM 230
This is a semester long course designed to introduce students to all facets of a working hotel, restaurant, travel and tourism services setting through internship. The student will be positioned in the work place to experience staff and supervisory duties in each department. Students seek internships using application, interview and hiring practices they have been taught in class. Internship areas of focus will be food and beverage operations and supervision, front desk operations, housekeeping, physical plant maintenance, travel and tourism services operations, marketing, night audit and accounting. Students will be expected to attend classes, seek internships and fulfill 50 internship food service hours, 50 hotel operations internship hours, and 50 travel or tourism services internship hours before the end of the semester.

INFORMATION SYSTEMS

IS 201 Computer Information Systems (3) (F, Sp, Su)
Prerequisite: CA 100
This course provides basic through advanced computer concepts with an emphasis on both the personal computer and enterprise computing. Topics include hardware, application and system software, the Internet and World Wide Web, communications, e-commerce, societal issues, database management, systems analysis and design, programming, information systems, career opportunities, certifications in the computer field, and computer trends.

IS 220 Computer Programming (4) (F, Sp)
Prerequisite: IS 201
This course provides an introduction to programming using one of the high-level programming languages. The course aims at presenting basic programming concepts and then a series of hands-on, step-by-step activities to reinforce learning through practical applications in the business environment.

IS 230 Database Design (3) (F, Sp)
Prerequisite: IS 201, MS 100 with a grade of C or better.
This course covers the fundamentals of database and its design. Fundamentals of database include the advantages of relational database compared to flat-file database, hierarchy of data (e.g. field, record, table), types of relationships among tables and SQL (Structured Query Language). Database design topics include normalization, data modeling using conceptual model (e.g. ERD) and logical model.

IS 240 Webpage Design (3) (F, Sp, Su)
Prerequisite: CA 100 with a grade of C or better.
This course provides the students knowledge of the basics of Web page design based on best practices and proven principles. It also includes Web site development processes and Internet concepts that relate to creating web sites. Moreover, it also covers two of the three basic layers of the Web as recommended by the World Wide Web Consortium (or W3C), namely, Structural Layer and Presentation Layer. The Structural Layer is composed of basic HTML and XHTML constructs/tags like basic document structures, presentational elements, tables and forms. The Presentational Layer focuses purely on Cascaded Style Sheets (or CSS) which allows you separate style from content and easy management of your web pages.

IS 260 Business Information Systems (3) (F, Sp)
Prerequisite: BU 101, IS 220, or concurrently with permission of the instructor.
This course is designed to make the students knowledgeable of the fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, computer-based information systems for business data processing, office automation, information reporting, decision making, and electronic commerce. While some of the effort will be devoted to hands-on work with business software, the major emphasis will be on the managerial and strategic aspects of information technology.

IS 270 Geographic Information Systems (4)
Prerequisite: IS 201
This course provides a conceptual overview and hands-on experience using ArcGIS software. The course teaches basic ArcGIS functionality and enables students to quickly take advantage of the software's powerful display and analysis capabilities. Students are introduced to the desktop applications in the ArcGIS suite and how to use them to create, edit, display, query, analyze and present geographic and tabular data.

IS 280 Introduction to Hardware and Networking (4) (F, Sp)
Prerequisite: IS 201 with a grade of C or higher.
This course provides both the theoretical and practical knowledge of computer hardware and practical computer networking. Its goal is not only to provide students with essential theoretical knowledge on computer hardware and networking but also to engage them in practical hands-on knowledge on different components of computer hardware (in the form of a Personal Computer) and as well as setting-up and connecting multiple hardware/nodes in a networking environment to save and maximize computing resources.

IS/MM 245 Desktop Publishing (3)
Prerequisite: CA 100 with a grade of C or higher.
This course provides the students knowledge in document management, desktop design principles, typography, color management, image manipulation & enhancement, advanced composition and as well as making an output in different medium like print and the web.

TRIAL COUNSELORS

LAW 200 Legal Research and Writing (3)
Provides a working knowledge of the major techniques of legal research and writing. Upon successful completion of this course, the student should be able to: locate relevant authority in any law library for use in drafting case notebooks, memoranda, and briefs, use FSM and state legislative materials, including statutes and legislative histories, prepare a polished legal memorandum exploring both sides of a legal issue.

LAW 210 Criminal Procedure (3)
Provides an understanding of the law regulating the conduct of criminal proceedings in the courts of FSM and its states. Upon successful completion of this course, the student should know how the FSM and state rules of criminal procedure are interpreted and applied.

LAW 215 Criminal Law (3)
Introduces the major issues of substantive criminal law including the elements of different crimes, and defense to those crimes.

LAW 220 Torts (3)
This course provides an understanding of the law of torts and basic principles of admiralty law. This course covers torts of strict liability such as trespass, conversion, fire, nuisance and defamation, and torts of limited liability such as negligent action, fraudulent and negligent statements, intentional interference with contract and torts in a commercial context.

LAW 224 Contracts (3)
This course provides a basic understanding of the law of contracts and general business law; the way in which a contract may be made; the circumstances which may affect the validity of a contract; and the circumstances in which a contract may come to an end. This course also covers basic principles of international commercial law.

LAW 228 Evidence (3)
This course is a comprehensive examination of problems of proof and the rules of evidence; concept of relevance, law of hearsay, and problems of testimonial proof.

LAW 232 Constitutional Law (3)
This course examines the structure and functions of the constitutional government of the Federated States of Micronesia. Particular emphasis is placed on how constitutional issues have been addressed by the courts in the Federated States of Micronesia, through a survey of relevant court decisions.

LAW 236 Appellate and Civil Procedure/Jurisdiction (4)
This course is designed to provide the student with an understanding of FSM and state rules of appellate procedure. The course also exposes students to all aspects of civil procedure and rules of civil procedure in FSM and its states, and appellate brief writing and oral advocacy.

LAW 238 Real Property (3)
The first part of the course consists of a survey of property cases in the FSM from a Constitutional, historical and cultural perspective. An introduction to Western notions of property rights and transfers is presented for comparison purposes. The second part is a comprehensive review of the Model Rules of Professional Conduct, adopted by the FSM and the FSM Supreme Court Disciplinary Rules.

LAW 240 Trial Practice Internship (3)
Prerequisites: LAW 228, LAW 236, LAW 210 or experiential equivalent at the instructor's discretion.
This course is a hands-on practicum designed to give students trial skills experience in simulated courtroom setting. Students will complete assignments in a mock trial setting from all stages of a trial.

MARINE SCIENCE

MR 120 Marine Biology w/lab (4)
Prerequisite: ESL 089
The course introduces students to the common forms of life inhabiting the oceans of the globe including the marine microbes, plants, invertebrates, and vertebrates. Their basic structure, function, natural history and adaptations to the marine environment will be covered. Current issues in marine biology will also be discussed. Laboratory sessions and field exercises will focus mostly on the taxonomic groups.

MR 201 Aquaculture w/lab (4)
Prerequisite: A "C" or better in MR 120 or SC 255, or consent of the instructor.
An investigation of the principles underlying the culture of both marine and freshwater organisms. Pertinent aspects of the physiology of aquatic species will be covered as well as system design, water quality, nutrition, reproduction, and disease. An analysis of the constraints of the development of aquaculture will be made.

MR 210 Marine Ecology (3)
Prerequisite: A "C" or better in MR 120, SC 120, or SC 255 or consent of the instructor.
Focuses on principles of ecology, ecological terminology, and the ecology of marine ecosystems. Important physical, chemical, and biological interactions controlling coral reef, mangrove, sea grass, estuarine, pelagic, benthic and upwelling communities are discussed.

MR 230 Ichthyology w/lab (4)
Prerequisite: C or better in MR 120, SC 120 or SC 255 or instructor's permission.
Focuses on the general aspects of fish biology including tropical, temperate, freshwater and marine fishes. Topics include classification, biology, and physiology of fish. The laboratory includes internal and external examinations, identification, and field observation techniques.

MR 240 Oceanography w/lab (4)
Prerequisite: ESL 089
The course will include sections on oceanographic history, geology, chemistry, physics, biology, technology, and careers. The use of terminology will be emphasized. Laboratory and field exercises will include demonstration of basic concepts; use of instrumentation; and the collection and presentation of oceanographic data.

MR 250 Fishery Biology and Management (3)
Prerequisite: C or better in MR 120 or MR 240 and MS 100 or MS 101 or instructor's permission.
The marine fisheries are the mainstay for the economy of a number of nations. This course will provide students with a worldwide overview of the marine fishing industry. The fundamental principles in assessing and managing stocks will be covered. To this effect, fishing techniques, life histories of major exploited taxonomic groups, methods of collecting fisheries data, stock assessment techniques, and management efforts will be discussed. Estimation of population dynamics as age, growth, mortality, and abundance will be explored using basic computer programs during laboratory sessions.

MR 252 Fishery Extension (3)
Prerequisite: MR 120
Deals with communication skills and knowledge of extension officers, conveyance of meetings, carrying out fisheries surveys, teaching adults, writing proposals and plans, writing talks for the radio, producing posters and pamphlets.

MR 254 Marine Biology Field Studies (3)
Prerequisite: MR 120
The Marine geology Field Study class is a 3-credit course that emphasizes field aspects of Marine Biology, providing students the opportunity to practice many of the concepts they have learned about in the classroom. The emphasis on field work means that this course has evolved into being heavily dependent on weekend field trips required to provide opportunities for students to work on small field projects.

MATHEMATICS

MS 091 ACE Math I (4)
Prerequisite: Placement according to COMET results.
The purpose of this course is to prepare at-risk students for entry into and success in entry-level college math coursework. Emphasis will be on acquisition of foundational math skills via: (1) regular classroom instruction; and (2) completion of purpose-designed worksheets supplemented with computer-based talking textbooks. Talking textbooks provide the students with an "any-time" classroom in which each topic in the workbook is demonstrated in narrated, step-by-step detail. All class materials are tailored to English language learners (ELLs).

Note: "Achieving College Excellence" is a sequence of course modules designed to assist transitional degree students who have not achieved full degree status, as determined by COMET scores, in preparing them for entry into a degree program. Upon passing all course modules, they shall be deemed minimally qualified to engage in degree coursework.

MS 092 ACE Math II (4)
Prerequisite: Placement according to COMET results or a grade of "P" in MS 091.
The purpose of this course is to prepare at-risk students for entry into and success in entry-level college math coursework. Emphasis will be on acquisition of foundational math skills via (1) regular classroom instruction and (2) completion of purpose-designed worksheets supplemented with computer-based talking textbooks. Talking textbooks provide the students with an "any-time" classroom in which each topic in the workbook is demonstrated in narrated, step-by-step detail. All class materials are tailored to English language learners (ELLs).

Note: "Achieving College Excellence" is a sequence of course modules designed to assist transitional degree students who have not achieved full degree status, as determined by COMET scores, in preparing them for entry into a degree program. Upon passing all course modules, they shall be deemed minimally qualified to engage in degree coursework.

MS 094 Introduction to Technical Math (4)
This is a preparatory course for technical mathematics. It is designed to provide professional-technical students with the mathematical tools needed to succeed in selected higher-level technical occupational programs. The topics covered will be focused on critical thinking, problem solving, and mathematical communication using applications in applied arithmetic, measurement, and geometry. To advance to the next level of mathematics, the student must demonstrate proficiency to at least "C" grade level.

MS 095 Prealgebra (4)
Prerequisite: by placement.
This is an intensive, one semester prealgebra course designed to prepare students for elementary and intermediate algebra courses. The course covers arithmetic operations, mixed and decimal numbers, factoring, fractions, proportions, percentages, measurements, geometry, graphing, and basic algebraic expressions.

MS 096 Elementary Algebra (5)
Prerequisite: A grade of "C" or better in MS 095, by placement, or permission of instructor.
MS 096 deals extensively with the fundamentals of algebra. Topics include the traditional arithmetic areas: fundamental operations of real numbers, polynomials, exponents, factoring, ratio, proportion, linear expressions, solving quadratic equations by factoring, and introduction to graphing.

MS 099 Intermediate Algebra (5)
Prerequisite: A grade of "C" or better in MS 096, by placement, or permission of instructor.
Students will be able to perform arithmetic operations on rational expressions; solve and graph inequalities, absolute value, functions, and systems of linear equations; evaluate, simplify, and rationalize radical expressions and complex numbers; solve quadratic equations by completing the square and using the quadratic formula; and solve and graph inverse, exponential, and logarithmic functions.

MS 100 College Algebra (3)
Prerequisite: A "C" or better in MS 099 OR a "P" in MS 092 OR by placement
Identifies components of exponential expressions in polynomials with mathematical operations of exponential expressions; factoring of up to 4th degree polynomials; recognizing rational and irrational numbers with emphasis on the use of number lines, equation and inequality solving with application problems; introduction of literal equations; working with radical expressions; graphing of two variables on the xy plane; solving systems of equations in two or three variables.

MS 101 College Algebra and Trigonometry (3)
Prerequisite: C or better in MS 100
Identifies components of exponential expressions in polynomials with mathematical operation of exponential expressions; factoring of up to 4th degree polynomials; recognizing rational and irrational numbers with emphasis on the use of number lines, equation and inequality solving with application problems; introduction of literal equations; working with radical expressions; graphing of two variables on the xy plane; solving systems of equations in two or three variables.

MS 104 Technical Math I (4)
Prerequisite: Admission (MS 100 level) or "C" or better in MS 094
The first of two courses designed to provide vocational students with the mathematical tools needed to succeed in selected occupational programs. Topics covered are basic mathematics, measurements, and the fundamental concepts of algebra, geometry and trigonometry.

MS 106 Technical Math II (4)
Prerequisite: MS 104 Technical Math I
This course is a continuation of MS 104 and is designed to provide vocational students with the mathematical tools needed to succeed in selected higher-level technical occupational programs. Topics covered include exponents and monomials, polynomials, roots and radicals, graphing trigonometry functions, angel formula, and the applications of trigonometry, vectors, complex numbers and logarithms.

MS 150 Introduction to Statistics (3)
Prerequisite: ESL 089 and passing any 100 level or higher mathematics course.
A one semester course designed as an introduction to the basic ideas of data presentation, descriptive statistics, linear regression, and inferential statistics including confidence intervals and hypothesis testing. Basic concepts are studied using applications from health, education, business, social science, and the natural sciences. The course uses spreadsheet software for both data analysis and presentation.

MS 152 Calculus I (3)
Prerequisite: MS 101
An introduction to differential calculus with an emphasis on applications in the sciences. Derivatives of exponential, logarithmic, trigonometric and algebraic functions will be studied as well as rules for finding these derivatives. Continuity and the meaning of second and third derivatives will be discussed.

MS/ED 210a Math for Teachers (3)
The course is a first semester course designed to provide the students with a broad understanding of basic mathematics concepts. The topics include: problem solving strategies, the numeration system and its operations, number theory, integers, fractions, decimals, exponents, and real numbers. This course places emphasizes on the use of models, diagrams, manipulatives, applications, problem solving and reasoning. Through the use of the hands-on activities in this course, students will gain and enhance their conceptual knowledge of arithmetic from counting to algebra. These are especially geared to provide ideas, models, knowledge, and standards that are necessary for successful teaching of mathematics to elementary and middle school children.

MUSIC

MU 101 Introduction to Music (3)
A practical (applied) music course providing students with an understanding of the fundamentals of music, basic skills in note reading and instrumental performance.

PSYCHOLOGY

SS/PY 101 General Psychology (3)
Prerequisites: EN 110
The course is a general overview of the concepts, theories and research behind the study of human thought, emotion and behavior. This course introduces students to the scientific study of psychology and prepares them to read, understand, analyze and write about psychology at a college level.

ED/PY 201 Human Growth And Development (3)
Prerequisite: PY 101
Introduces human growth and development with special emphasis on the physical, cognitive, emotional and moral issues related to the practical period through elementary school years. Covers the entire human life cycle from the prenatal period through old age and death.

ED/PY 300 Educational Psychology (3)
Prerequisite: ED/PY 201 and admitted into upper level Education division courses.
This course provides elementary teachers with skills and knowledge regarding student characteristics and individual differences, theories of learning and motivation, the design instruction, and assessment of learning in a local classroom setting.

PUBLIC HEALTH TRAINING PROGRAM – PHTP

PH 041 Community Education (3)
This course enables students to develop an ideological base for non formal education practice in health care setting and in the community. It discusses the motivation of learning in adults and various principles of teaching arising from community analysis. Students will be introduced to a wide range of teaching methods suitable for use in non formal education which would help them develop appropriate interpersonal skills. This course is also designed to help health workers develop training programs to support the communities.

PH 049/ CHS 233a Behavioral Health (2)
This is a survey course of the most important behavioral diseases and the things that can be done for them, including preventive measures to limit damage to individuals, families and communities once disease occurs. Designed for both community health workers (CHWs) and health assistants (HAs).

PH 051 Introduction to Information Systems for Health Managers (3)
This course underscores the methodological importance of accurate, relevant, timely and complete data for effective and evidence-based decision-making by health managers. A wide range of data sets, from the traditional morbidity/ mortality data through those on services utilization and resource monitoring, are presented and analyzed. Elements of data display are introduced. Epidemiology provides the basis for surveillance, planning and generation of health information systems which are an important component of health care. The course will discuss the epidemiological concepts of health and measures of health, and introduces screening, epidemics evaluation and study designs.

PH 052 Essential Public Health Functions and Primary Health Care (3)
This course gives an overview of the eleven Essential Public Health Functions (EPHF) that capture the role of national health authorities (NHA) in public health. The course prepares students to participate in the preliminary assessment of NHA's performance on EPHF. Students doing this course will also learn the concept, principles and components of Primary Health Care (PHC). This would enhance their perception on the fundamental role of PHC in improving the health of people in Pacific communities and in reducing health inequalities between different groups.

PH 053 Practicum Placement in a Public Health Service (3)
This practicum placement entails supervised attendance and participation, as allowed or directed, in the activities of the specific public health service to which the student is assigned. Upon completion of the course, students are expected to have gained their first exposure to and hands-on experience in the practice of public health services.

PH 069/ CH 235 Dental Health (2)
This course develops and understanding of dental disease and the simple measures that can be implemented by health workers to prevent most of it. Designed for both community health workers (CHWs) and health assistants (HAs).

PH 079/ CHS 241 First Aid (3)
Prerequisite: CHS 220a
This course discusses the emergency management of the common life threatening situations. It is geared toward approaches that are feasible to apply at the community and dispensary level (rather than at the hospital emergency room).

PH/ MS 109 Mathematics for Health Sciences (3)
Prerequisite: MS 099 with a grade of C or better; by placement; or permission of the instructor
This course is specifically designed for health science majors. It incorporates every aspect of Mathematics relevant to health care and health prevention applications, such as arithmetic computations, algebra, ratios, proportions and systems of measurement. It also covers introductory statistics, necessary for students to analyze and interpret data, and it includes topics essential for health care personnel, such as reading medication labels, dosage calculations, calculations for basic intravenous (IV) therapy, as well as logarithms, ionic solutions and pH.

PH 111 Introduction to Basic Epidemiology and Biostatistics (3)
Prerequisite: MS 099
This course introduces the epidemiological principles and their application in the occurrence of health-related events in the population. An introductory overview of biostatistics concepts and skills that are necessary for epidemiological practice will also be addressed. Epidemiology works through studies that try to identify, describe and measure the distribution of health and disease, and their determinants, in a specific population.

PH 112 Introduction to Epi-Info and Computing for Public Health (3)
Prerequisite: CA 100 or concurrently
This course familiarizes students with the use of computers and information technology which are essential tools to enhance their academic research and writing skills. The students will also learn how to use the Epi-Info program, a statistical software for research data management, which is frequently used in public health practice.

PH 121 Environmental Prevention and Control of Disease (3)
This course equips students with knowledge and skills in the preparation of information on communicable diseases for the use in the communities, with the support of public health workers. The course will enable students to identify diseases, particularly infectious diseases; identify and apply environmental methods for disease prevention; and control transmission to humans and/or animal reservoirs.

PH 131 Food and Nutrition in the Life Cycle (3)
This course provides theoretical principles of basic nutrition and fundamental elements of nutritional needs of different age groups in the lifecycle. The course enables students to relate the nutritional principles to the human growth and development process; and to explore the health consequences of nutrition practices chosen by each person. Students will understand the physiological changes related to nutrition and the important role nutrition plays in maintaining health. This course also introduces the concept of nutritional anthropometry and growth monitoring, which may well help students to detect signs of inadequate intake of key nutrients.

PH 141 Principles of Health Promotion (3)
This course introduces students to Health Promotion, one of the disciplines of Public Health practice. Health Promotion is a relatively new field in most of the Pacific island countries. As thus, the course will cover the basic principles and approaches of health promotion with particular emphasis on health promotion programs and activities taking place in Micronesia and the Pacific. Students are expected to gain an appreciation toward the fundamental role health promotion plays in maintaining and improving the health of people in communities.

PH 151 Introduction to Pacific Health Care Systems and Traditional Medicine (3)
This course presents various health care systems in the Pacific and the special contexts under which these systems operate. It provides an overview of health service organization, traditional medicine, western medicine, utilization of health services and other contemporary issues related to health. The course offers an insight into management theories, management of the environment and organizational cultures. The fundamentals of traditional medicine are introduced and reviewed with particular focus on Micronesian traditions, wherever applicable.

PH 152 Practical Health Services Management (3)
This course introduces the concepts, definition, principles, and main functions that are important in Health Services Management. It will guide students toward good management practices that will be vital at central and peripheral levels of the health system. The management theories and concepts are translated into practical examples and exercises guiding students to understand what happens in the lower- and mid-levels of a health care system. Topics covered include the development and functioning of health teams, community participation, resources management, and management of primary health care services.

PH 211 Health Research Methodology (3)
Prerequisite: PH 111, or Instructor's permission
This course introduces students to research as an essential tool to create new knowledge and to develop proper utilization of existing knowledge in health and health care services. The course covers the basic concepts and principles in the classic quantitative approach, which looks at disease causation and patterns in the communities. It also addresses the qualitative approach, which looks at social aspects and individual behavior as factors

determining people's health and disease status. Instructions on how to construct a mixed methods research design will also be presented. Other important issues related to health research, including literature review, ethical considerations, and writing strategies will be discussed.

PH 212 Surveillance, Identification and Management of an Outbreak (3)

Prerequisite: PH 111, or Instructor's permission

This course begins with a review of public health surveillance systems (PHSSs), their components and functions. Emphasis is placed on the fundamental role of a PHSS in detecting possible disease outbreaks. Students will learn the basic concepts and principles of outbreak identification and management. Basic principles on evaluation and possible solutions for improvement of public health surveillance systems, particularly those of the Pacific, are also discussed.

PH 221 Occupational Health and Safety (3)

Prerequisites: PH 121

This course introduces concepts and a practical guide to recognizing, preventing, and treating work-related and environmentally-induced injuries and diseases. Occupational diseases and the toxicological implications of workplace exposure and basic response principles are reviewed. Students will become acquainted with Health and Safety Legislation and other occupational and safety standards and guidelines. By the end of the course, students are expected to have undertaken an auditing of the hazards in one workplace and instituted a health promotion campaign in that workplace.

PH 231 Food, Nutrition and Lifestyle Diseases (3)

Pre-requisite: Either PH 131 or Instructor's permission

This course focuses on problems of inadequate and/or imbalanced nutrient intake and corresponding diseases and disorders. Related lifestyle diseases that are relevant in Micronesia will be covered. Potential risk factors for and physiological impact of nutrient deficiencies and diseases will also be discussed. The course also looks at the role of development in relation to nutrition related diseases in the Micronesian and Pacific communities. Students will be introduced to simple therapeutic diets commonly used as part of the treatment and general dietary advice.

PH 241 Case Studies and Special Issues in Health Promotion (3)

Prerequisite: PH 141, or Instructor's permission

This course has two major intentions. Firstly to expose students to a range of Health Promotion planning and evaluation instruments, techniques and methods. Secondly, and in conjunction with the first intention, to examine a range of health promotion programs and cases, particularly cases that do not fit in easily with a broad approach to health promotion studies.

PH 251 Management of Health Information Systems and Epidemiology (3)

Prerequisite: PH 111

This course is designed to promote the management of information systems and the use of epidemiological methods in planning and evaluation. Students will learn to incorporate epidemiology in developing evidence-based health care services and policies. This course will be useful to all health workers at any level of the health service especially those working in health statistics sections. The course is also available as a paper-based flexible and distance-learning package.

PH 311 Introduction to Clinical Epidemiology (3)

Prerequisites: Admitted to 3rd year CAPH

This course addresses the function of epidemiology in clinical medicine. It looks at issues of normality and abnormality, frequency of events over time (probability), risk, cause, and uncertainties associated with diagnosis, prognosis, management and outcomes. Guidelines for the appraisal of medical literature related to causation, diagnostic tests, prognosis and case-management are discussed.

PH 312 Research Methods for Health Services Management (3)

This course focuses on the concepts and principles of scientific quantitative research methods, particularly suitable in the domain of health services management. Emphasis is placed on the evaluation methods for health interventions, including preventive, diagnostic and therapeutic services. At the end of the course, students are expected to have developed a relevant research proposal which can be implemented thereafter.

PH 314 Public Health Surveillance and Management of Health Information Systems (3)

Pre-requisite: Admitted to 3rd Year CAPH

This course underscores the important role of public health surveillance in the management of health information systems. Emphases are placed on the principles and practice of public health surveillance, their fundamental functions and contribution to reliable health information systems. Issues on existing mechanisms of public health surveillance systems in Micronesia and other Pacific Island countries, their effectiveness and areas for improvement are discussed. This course is particularly useful to students and health workers active and/ or interested in health statistics.

PH 316a Research Project in Applied Epidemiology (3)

Pre-requisite: PH 312

Students, in this course, will be exposed to the reality of practical research. With the acquired knowledge of health research methodologies and epidemiological principles, and based on the current health issues in the communities, students are expected to apply and undertake a research project on the topic of their interest in a logical and meaningful fashion, with guiding consultations with relevant faculty, throughout the project.

PH 316b Research Project in Applied Epidemiology (3)

Pre-requisite: PH 316a

Students, in this course, will be exposed to the reality of practical research. With the acquired knowledge of health research methodologies and epidemiological principles, and based on the current health issues in the communities, students are expected to apply and undertake a research project on the topic of their interest in a logical and meaningful fashion, with guiding consultations with relevant faculty, throughout the project.

PH 321 Food Handling, Microbiology and Hygiene (3)
Prerequisites: Admitted to 3rd Year CAPH and SC 180
This course covers the elements of microbiology in relation to food; food production, processing, distribution and marketing; consumer protection and imported foods; investigation of food complaints and food poisoning outbreaks; food and water-borne diseases. The course equips students with knowledge and skills related to safe food practices.

PH 334 Community Nutrition (3)
Prerequisites: SC 112 or PH 231
The course provides students with a sound knowledge of common issues in community nutrition as it relates to the situation in the Pacific, and the skills to identify problems and address them. The practical component of the course provides hands-on experience in the analysis of existing data sets to identify trends in nutritional health in a particular community and to examine the surveillance system that is in place, the planning and implementation of an intervention activity to promote and sustain health and prevent diseases amongst nutritionally vulnerable groups, and the evaluation of the likely impact of the intervention, its practicality and sustainability.

PH 343 Settings Approach and Healthy Public Policy in Health Promotion (3)
Prerequisite: Admitted to 3rd Year CAPH
This course explores the range of health promotion activities, focusing on the "settings approach" toward health promotion. Specific examples are drawn from South Pacific settings such as villages, schools, workplaces, market places, and health care facilities are studied within the overall context of the "healthy islands". The course covers formal health policy formulation and analysis and the role of health policy in reducing poor health and addressing individual, family and community health needs.

PH 351 Health Care Management and Systems in the Pacific and Micronesia (3)
Prerequisite: Admitted to 3rd Year CAPH
This course introduces an overall perspective on the study of health services organizations and the associated managerial role. It deals with the fundamental building blocks of managerial activity involving motivation, leadership, conflict management, and negotiations. It also focuses on performance issues related to organizational design, strategic alliances, innovation and change, and managing for efficiency and effectiveness. It also touches on strategic issues and attempts to anticipate future issues that will challenge health service leadership.

PH 365a Placement in a Public Health Practicing Facility (3)
This placement entails supervised attendance and participation, as allowed or directed, in the activities of a specific public health facility. The very practical, "real life" exposure to actual public health work is expected to enhance motivation and interest, among the students, in community-centered health work, such as immunization, epidemic control, infectious and chronic diseases prevention, environmental protection, and so on. PBL approaches will be adopted whenever possible or warranted. It is envisaged that each student will normally be placed in 2 [two] public health practicing facilities during a semester, for a recommended total of 4 facilities/ 2 semesters. However, successful completion of each of "part a – PH 365a" or "part b – PH 365b" will award 3 credits in that semester.

PH 365b Placement in a Public Health Practicing Facility (3)
This placement entails supervised attendance and participation, as allowed or directed, in the activities of a specific public health facility. The very practical, "real life" exposure to actual public health work is expected to enhance motivation and interest, among the students, in community-centered health work, such as immunization, epidemic control, infectious and chronic diseases prevention, environmental protection, and so on. PBL approaches will be adopted whenever possible or warranted. It is envisaged that each student will normally be placed in 2 [two] public health practicing facilities during a semester, for a recommended total of 4 facilities/ 2 semesters. Students must complete two semesters (PH 365a and PH 365b).

NATURAL SCIENCES

SC 094 Family Health (3)
An introductory non lab remedial/certificate science course about family health topics with emphasis on family structure, accurate mental and physical processes related to sexuality and family cycles, nutrition and diet, lifestyle diseases that affect families in Micronesia and limits of family resources to maintain the health of families.

SC 098 Survey of Science (3)
A non-lab remedial/certificate science course that emphasizes the development of science concepts for natural sciences such as chemistry, physics, earth science and biology, and hands-on experience to promote basic science skills such as measurement and the use of the scientific method of inquiry to explore the natural environment. In addition, scientific literacy and reading comprehension will be addressed to assist students in furthering their science education.

SC 101 Health Science (3)
Prerequisite: ESL 089
Emphasizes basic human anatomy, disease and disease carriers, personal and community hygiene, first aid treatment of minor accidents, mental health and illness, health care, and sex education.

SC 111 Environmental Studies (3)
Prerequisite: ESL 089
This course provides an understanding of the ecological principles that are basic to organism interactions and the flow of matter and energy in the ecosystem. Principle of population structure and organization are developed with particular attention to the implications of these principles to growth and impact of human populations. This course emphasizes the impact of human activity on natural ecosystems by dealing with the major types of pollution and how it affects the health and welfare of humans and other organisms.

SC 112 Introduction to Human Nutrition (3)
Prerequisite: ESL 089
An introductory course on human nutrition providing basic information on the nutrients, on the components of a proper diet with an emphasis on Pacific Island foods, and on diet-related diseases common in Micronesia.

SC 117 Tropical Pacific Island Environment w/Lab (4)
Prerequisite: ESL 089 and recommended completion of one other college-level science course and SS 150.
The course will present ecological principles made relevant by examples from Pacific Island ecosystems and from interactions of humans with our island reefs and forests. It will focus on the close interrelationship between the physical (hydrosphere, lithosphere, atmosphere) and biological (biosphere) environments of tropical Pacific Islands and the impact of human colonization. Emphasis will be placed on islands as "closed" systems with limited surface area and resources. Drastic alteration to Pacific island environments by rapid population growth, industrialization and modern technology within the last century will be explored.

SC 120 Biology w/lab (4)
Prerequisite: ESL 089
Provides an introduction to modern biological concepts at the molecular, cellular, and organismic levels, including cell biology, anatomy, physiology, genetics, plant and animal diversity and ecology.

SC 122a Anatomy and Physiology I w/lab (4)
Prerequisite: SC 120 with a grade of C or better.
First semester of a two-semester sequence course dealing with the structure and function of the human body and mechanisms for maintaining homeostasis covering anatomical terminology, basic biochemistry, the study of cells, tissues, and the integumentary, skeletal, muscular and nervous systems.

SC 122b Anatomy and Physiology II w/lab (4)
Prerequisite: SC 122a
Second semester of a two-semester sequence course dealing with the structure and function of the human body and mechanisms for maintaining homeostasis covering the study of the endocrine, blood, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.

SC 130 Physical Science w/lab (4)
Prerequisite: ESL 089
A one semester natural science with laboratory course exploring motion, dynamics, heat, earth sciences, weather, climate, sound optics, light, electricity, chemistry, and astronomy, with a focus on mathematical models and an emphasis on written communication skills.

SC 180 Microbiology w/lab (4)
Prerequisite: SC 120 or MR 120 with a grade of C of better.
This is one semester course and laboratory studies concerning microbes: bacteria, fungi, protists, animals and viruses with an emphasis on bacterial morphology, anatomy, staining, classification, metabolism, growth and the effects of physical and chemical agents on bacteria. The course includes study of microorganisms affecting humans, principles of disease transmission, disease prevention, immunity and biotechnology.

SC 220 Introduction to Geology (3)
Prerequisite: ESL 089
Introduces the natural and physical environment: the landscape, rocks and minerals, rivers, volcanism, earthquakes and other processes inside the earth.

SC 230 Introduction to Chemistry w/lab (4)
Prerequisite: MS 099
The course is an investigation of the fundamentals of general chemistry and an introduction to organic chemistry. The course will emphasize the role of chemistry in modern human life. The laboratory supports the lecture topics, through both qualitative and quantitative experiments. The topics include: basic concepts, chemical substances, chemical reactions, atomic structure, states of matter, and an introduction to organic chemistry.

SC 250 General Botany w/lab (4)
Prerequisite: SC 120 or MR 120 or instructor's permission
Introduces the study of structure, function and evolution of plants, their relationship to the environment and to humans.

SC 255 General Zoology w/lab (4)
Prerequisite: Complete SC 120 or MR 120 with a grade of "C" or better or instructor's permission.
This course is an introduction to various vertebrate and invertebrate animals, their evolutionary relationships, and biology including anatomy and physiology, behavior, and ecology. The course covers the complex and diverse world of animals. Though this is a very broad subject, we will complete a thorough representation and sampling of various the taxonomic groups and related biological topics. Humans are used in some examples, such as for anatomy and physiology, the focus of the course is on other animals and zoology in general.

SC 260 Independent Studies in Biology (1-3)
Prerequisite: SC 120 or MR 120 or permission of the instructor
Students participate in a research project alone or jointly with faculty project leader and other participants. Student works on one or more phases of the project, including library research for background information, collecting data, analyzing data, and preparing a research report or manuscript suitable for publication.

SC/SS 115 Ethnobotany (3)
Prerequisite: ESL 089
Students will be able to identify, compare, and contrast the distinguishing morphological and reproductive characteristics of plants used by Micronesians; observe, describe, communicate, and experience the uses of plants in their cultural context.

SOCIAL SCIENCES

SS 098 Introduction to Social Sciences (3)
Introduces students to the basic skills and concepts in the social sciences.

SS 100 World of Work (3)
Prerequisite: ESL 089
This course is designed to provide the students with an opportunity to examine work roles, jobs, and attitudes necessary in a business workplace.

SS 101 Introduction to Political Science (3)
Prerequisite: ESL 089
This course is a general, comparative introduction to the major concepts and themes of political science.

SS 111 Cultural Anthropology (3)
Prerequisite: EN 110
The course is aimed at studying different patterns of life, through human adaptations to their environments. The students in the course will familiarize themselves with the different individual groups and their societies. The students will compare and contrast the cultures studied to their own. The concept to be aware of is that cultures are different but there is no one culture superior than another. The students will also relate how cultural anthropology is related to other sciences.

SS 120 Introduction to Geography (3)
Prerequisite: EN 110
This course introduces students to the field of geography and structured around the major research traditions of the discipline that include: physical geography, culture and environment study (human geography), the locational tradition, and area analysis. FSM geographical related issues that include, but not limited to, global warming, exclusive economic zone, and alternative energy sources were also explored.

SS 125 Geography of the Pacific (3)
Prerequisite: EN 110
This course introduces students to the field of geography but focused mainly on Pacific Island countries. In encompasses a broader island geographical aspect that include: physical geography, culture and environment study (human geography), political geography, economics, education, gender and other related geographic concepts in the Pacific.

SS 130 Introduction to Sociology (3)
Prerequisite: EN 110
The course is a survey of the concepts, theories and research behind the study of human societies. It is the scientific study of human behavior in groups, and how social forces influence behavior.

SS 150 History of Micronesia (3)
Prerequisite: ESL 089
This course provides an introduction to general history of the Carolines, the Marianas, and the Marshalls. It covers formation of the islands, pattern of migration and settlement, the cultures, contact with the Europeans, exploration, impact of beachcombers, the whaling industry, the copra trading, black birding, missionaries, colonialism, decolonization, self-government, and independence.

SS 170 World History I (3)
Prerequisite: EN 110
This course provides a general study in history of world civilizations. It covers the civilizations of Western Asia, China, the Harappan in India, the Greeks, the Romans, the civilizations of the Americas, the rise of Islam in the Middle East, the early civilizations in Africa, the rise of civilization in Southern Asia, the Eastern Asian Rimlands (Early Japan, Korea, and Vietnam), the Making of Europe, the Byzantine Empire and Crisis and Recovery in the West.

SS 171 World History II (3)
Prerequisite: EN 110
This course is a survey of world history from the 1500's to the present.

SS 195 Micronesian Cultural Studies (3)
Prerequisite: ESL 089
This is a comparative study of Micronesian culture including customs and beliefs, arts and crafts, kinship and language. The students will familiarize themselves with the islands of the Micronesian region; however, emphasis will be on the main and outlying islands of the Federated States of Micronesia (FSM).

SS 200 Research Methods (3)
Prerequisite: EN 120a
This course provides an introduction to the quantitative and qualitative research, through analysis and writing for the social and behavioral sciences. This course evenly balances the theoretical with the practical research. Students will develop scientific/critical thinking skills, the ability to plan and implement research projects, and the ability to clearly articulate research into writing.

SS 205 Micronesian Government and Politics (3)
Prerequisites: SS 150, SS 101
This course offers an introductory study of governments and politics of the Micronesian states. It covers the US Territory of Guam, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic the Marshall Islands, the Republic of Palau, the Republic of Kiribati, and the Republic of Nauru.

SS 212 Economy of Micronesia (3)
Prerequisite: SS 150, EN 110
This course introduces students to basic economic structures of the Freely Associated States with more emphasis on the development of the Federated States of Micronesia's economy. Lessons are drawn from various reports and government websites and are weaved into three general themes: Palau's economy, Marshall Islands' economy, and the Federated States of Micronesia's economy. Basic developmental economic and macroeconomic principles are also introduced to help students better their understanding on the economic cycle, and examine past policies that were employed to stimulate growth of the island economies.

SS 220 Contemporary Issues in Micronesia (3)
Prerequisite: SS 150
This course examines the major political, social, economic and cultural issues facing Micronesian societies today.

SS 240 East Asian History (3)
Prerequisite: ESL 089
A survey of the history of China, Korea, Vietnam and Japan from prehistory to the present.

SS 280 Directed Study: Selected Topics (3)
Prerequisite: EN 120b, SS 101, SS 200, SS 205, SS 212, SS 220
This course is a mentored research practicum for Micronesian Studies majors which culminates in a major original paper. It serves as a capstone course which provides the students an avenue to write a research paper with an emphasis on contemporary issues in Micronesia. The student must pass the course with at least a "C" grade or better to complete the Micronesian Studies Program.

CAREER AND TECHNICAL EDUCATION

VAE 103 Blueprint Sketching and Interpretation (3)
This course is designed to introduce the student to the basic principles of blueprint drawing and interpretation. The intent of the course is to teach the student to read specifications and marginal information in production blueprints while enhancing their ability to define size, shape, and dimensional information in their own construction drawings.

VBM 101 Building Maintenance I (4)
Co-requisite: VSP 153a
Provides the students with the opportunity to correctly use a range of Hand & Power Tools more commonly used by building maintenance personnel. This course will also provide the student with knowledge and hands-on experience in Blueprint Reading, Surface Preparation and Finishing and Trim work.

VBM 102 Building Maintenance II (4)
Prerequisite: VSP 153a
This course is designed to provide the students with the basic skills necessary to properly install individual electrical circuits in a building and will cover the use of essential hand and power tools. This course is also designed to provide the students with the basic knowledge required for properly using a meter for testing faulty devices and troubleshoot electrical circuit.

VBM 103 Building Maintenance III (4)
Prerequisite: VSP 153a
Provides the students with practical opportunities to service and maintain plumbing and drainage systems using a variety of hand and power tools. This course will also provide the student with knowledge and hands-on experience in general servicing and maintenance of air-conditioning units.

VBM 104 Building Maintenance IV (4)
Prerequisite: VSP 153a
Course Description: This course is designed to introduce the students to activities and concerns relating to the effective maintenance and improvement of the grounds and landscaping that surrounds various structures. In addition care and maintenance of related equipment will be an integral part of this course.

VCE 195 Construction Procedures (1.5)
Prerequisites: VSP 153a
This course introduces the student to the selection of appropriate materials, and the assembly of those materials to erect a structure. The course covers building projects from ground breaking through the laying down of foundations and the accepted construction procedures for wooden, masonry, concrete and steel structures.

VCF 104 Introduction to Cabinet making/Furniture making (3)
Co-requisite: ESL 050/SS 100
This introductory course is designed to familiarize students with the terminology, materials, and hand tools used in the manufacturing industry in both domestic and commercial cabinet/furniture making.

VCF 106 Plan Reading and Documentation (1.5)
Co-requisite: VCF 104
This course is designed to teach the students to read and interpret from blueprint drawings the cabinet/ furniture information required to construct as design. Students will also learn the basic principles of sketching, scale drawing and producing full size setouts, using a range of drawing equipment

VCF 110 Domestic Construction (3)
Prerequisites: VCF 104, VSP 153a
This course is designed to teach the students techniques in the basic construction of domestic cabinets and furniture that are more commonly found in the private home. The student will also learn various methods of producing custom made pieces of furniture to a client's specification

VCF 114 Commercial Construction (3)
Prerequisite: VCF 104, VSP 153a
This course is designed to teach the students basic construction techniques when producing more than one cabinet or piece of furniture (multiple items). It will demonstrate the use of setting up machinery, making patterns and jigs used to mass produce items of furniture.

VCF 120 Workshop Administration (2)
Prerequisite: VCF 104
This course is designed to teach the students the daily activities involved in a cabinet making workshop. Estimation and costing, ordering materials, organizing and production planning as well as the best methods of maximizing the use of materials and reducing waste will be covered

VCF 124 Safety and Maintenance of Power Tools, and Static Machines and Equipment –basic (4)
Prerequisites: VCF 104, VSP 153a
This course is designed to teach students the correct and safe methods of using both power tools and static machines when making cabinets and furniture. Students will learn general maintenance, service and care of power tools and static machinery used in the manufacturing process of both domestic and commercial cabinet/furniture making.

VCF 132 Surface Preparation and Finishing Techniques (3)
Prerequisites: VCF 104, VSP 153a
This course is designed to teach the students various ways to prepare timber surfaces ready for the application of finishing materials. It will also introduce commonly available finishing products and assist students to develop the fundamental skills needed to apply various surface coatings to timber products.

VCT 153 Introduction to Carpentry (3)
This course is designed to introduce the student to the basic use of hand and power tools along with the techniques and methods applicable to the carpentry trade. It is designed to provide an orientation to the career field of carpentry.

VCT 154 Introduction to Masonry (3)
Prerequisite: VSP 153a
This course provides students with knowledge and experience in the preparation of the various types of mortar and concrete and the handling and placement of masonry units. Instructions will also include the care and safe use of masonry hand tools and power equipment.

VCT 163 Concrete Form Construction (3)
Prerequisite: VCT 153
This course is designed to teach the student construction terms, materials and methods in concrete form construction for residential and commercial buildings. The course also introduces the use, care and maintenance of leveling and sighting instruments.

VCT 173 Rough Framing and Exterior Finishing (3)
Prerequisite: VCT 153
This course concentrates on basic structure construction. It is designed to provide carpentry students with the skills and knowledge necessary to frame floors, walls, wall panels, roofs and ceilings as well as the application of exterior finishing materials.

VCT 183 Finishing and Trim Work (3)
Prerequisite: VCT 153
This course is designed to teach the student about various methods and materials necessary to finish the interior of a residential or commercial building. The course covers the installation of wall and ceiling panels, installation of window and doors, construction of cabinets and closets, application of trim and moldings and installation of finishing hardware.

VEE 100 Soldering and Mechanical Termination Techniques (1.5)
Co-requisite: VSP 121
The course covers soldering connections and identify and rectify inferior solder joints. Students will select and prepare the correct soldering tools. In addition the student will master printed circuit board component insertion/extraction techniques, basic connector termination techniques and wire wrapping.

VEE 103 Electronic Fundamentals I (3)
Co-requisite: VSP 121
This course introduces the student to the theory of electricity and magnetism, basic components such as resistors, switches, fuses and circuit breakers, and the relationship of voltage, current, resistance and power and their measurements in basic electrical circuits. Basic direct current circuits are analyzed using Ohm's Law, Kirchoff's Laws and various network theorems.

VEE 104 Electronic Fundamentals II (4)
Prerequisite: VEE 103
This course covers the introduction and examination of the principles, applications and measurement of alternating current. Students will compare different types of alternating current circuits. The course emphasizes filtering basics, reactance, resonance, RC, RL, RLC, relays, transformers, phase angles and power factors. Students will apply formulas to analyze AC circuits.

VEE 110 Discrete Devices I (3)
Co-requisite: VEE 104
This course covers the construction and operation of various discrete semiconductor devices and circuits. These devices include diodes, Bipolar Junction Transistors (BJT's) and Field Effect Transistors (FET's). In addition, various configurations of diode half and full wave rectifiers, and bridge rectifiers will be examined as well as ripple voltages and filtering. Zener diode operation, Zener and IC regulation, diode limiter (clipper), clamper and voltage doubler circuits are also analyze.

VEE 125 Electronic Circuits (3)
Prerequisite: VEE 110
This course allows students to investigate small and large signal amplifiers. Topics include Multistage, RC coupled, Push-Pull Amplifiers; various Sine Wave and Non Sine Wave Oscillators including, Hartley, Colpitts, RC Phase Shift, Crystal Controlled, Sawtooth and Blocking Oscillators.

VEE 135 Digital Electronics I (3)
Co-requisite: VEE 110
This course provides the student with the basic concepts of logic gates and digital circuits. Topics include digital switches, combinational and sequential logic gates, number systems, Boolean algebra, Karnaugh Maps, 555 Timers, flip-flops and logic design techniques.

VEE 222 Discrete Devices II (3)
Prerequisite: VEE 110
This course covers the construction and operation of various discrete thyristor power control devices such as Diacs, Triacs, Silicon Controlled Rectifier (SCR), Programmable Unijunction Transistor (PUT) and Unijunction Transistor (UJT) and their circuit configurations.

VEE 223 PC Hardware & Software (4)
Prerequisite: VEE 135
This course is designed to help students prepare for entry-level positions in the (Information Communication Technology) ICT fields. Job titles include enterprise technician, IT administrator, and field service technician, call center technician, help desk technician, and (personal computer) PC or support technician. In addition, the curriculum helps students gain confidence with the components of desktop and laptop computers by learning the proper procedures for hardware and software installations, upgrades, and troubleshooting.

VEE 224 Video Systems & Product Servicing (4)
Prerequisite: VEE 135
This course is designed to provide students with the knowledge and experience in the principles of operating, diagramming, circuit tracing, mechanical assembly and disassembly, maintenance and troubleshooting procedures of television, VCR, CD, DVD and other related electronic products.

VEE 225 Business Machine Servicing (4)
Prerequisite: VEE 135
This course covers the principles of operation and servicing of business machines. It includes the manufacturers' procedures in servicing; systematic procedures in diagnosing faults, repairing of business machines, reassembling and testing repaired business machines according to industry standards.

VEE 230 Radio Communications (3)
Prerequisite: VEE 125
This course is designed to familiarize the students with basic communication systems and the method by which signals are transmitted and received via amplitude modulation (AM) and frequency modulation (FM) techniques, as well as the various types and characteristics of transmission lines.

VEE 235 Digital Electronics II (3)
Prerequisite: VEE 135
The course covers register, memory, storage register, shift register, memory circuit, arithmetic counting circuit, ripple counter, up and down counters, adder, subtractor, data conversion, data selector and data distribution network.

VEE 240 Signal Processing (3)
Describes the basic elements of a communication system and identifies various signal processing techniques. Further investigates AM and FM circuits and their operation. In addition Single Side Band, various modulation methods, frequency shift keying and multiplexing are studied.

VEE 250 Cooperative Education Program (2)
This co-operative education and work experience will provide the student with supervised on-the job training that will test the application of classroom learning in a “real life” skill demonstration. The individual students training plan will relate to the student’s educational objectives.

VEE 266 Rotating Machinery (3)
Prerequisite: VEM 104 or VEE 104
This course will introduce the students to the basic fundamentals of DC Motors and Generators. The students will be able to define, identify and categorize the devices that make up rotating machinery. The students will also learn the different characteristics of rotating machinery. To advance to the next level, the student must demonstrate proficiency to at least “C” grade level.

VEM 102 Electrical Electronic/Drawing and Sketching (1.5)
Co-requisite: ESL 050
This course is designed to provide the students with basic skills and knowledge to read and interpret electrical/electronics blueprints. Students will also learn the basic principles of sketching and scale drawing using a variety of drawing equipment.

VEM 103 Basic Electricity I (4)
Co-requisites: VSP 121
This course introduces students to the basic fundamentals of electrical circuitry and its components. It also provides theoretical and practical aspects of direct circuit network by experimentation. The course also covers analysis of direct current (DC) circuits using various network theorems.

VEM 104 Basic Electricity II (5)
Prerequisite: VEM 103
This course covers the introduction and examination of the principles, applications and measurement of alternating current. Students will compare different types of alternating current circuits. The course emphasizes filtering basics, reactance, resonance, RC, RL, RLC, relays, transformers, phase angles & relationships and power factors. Students will apply formula to analyze AC circuits. It also includes the theoretical and practical aspects of series, parallel, and series-parallel circuit construction. To advance to the next level of Electrical course, the student must demonstrate proficiency to at least “C” grade level.

VEM 105 Basic Electricity for AC (3)
This course introduces the student to the theory of electricity, basic components used in the electrical industry and the relationship of voltage, current, resistance and power. This course will also enable the student to perform basic measurements by using an electrical measuring device and analyzing electrical circuits. Student will connect different types of electrical circuits. The course emphasizes on testing electrical components of refrigeration and air conditioning system. It also includes the theoretical and practical practices of rewiring and troubleshooting domestic refrigeration and air conditioning systems.

VEM 110 Workshop Fabrication/Hand and Power Tool Skills (3)
Co-requisite: VSP 121
The course covers electrical safety, electronics troubleshooting hand tools, testing device and equipment, wires, cables and connectors, crimping and rework of wire, cable and connector assembly.

VEM 111 Electrical Wiring I (3)
Prerequisites: VEM 110
This course is designed to introduce to the students the basic concepts of residential wiring and provide a solid background of electrical principles required for wiring. The students will develop the knowledge of various voltages in a branch circuit and as well as identifying various types of branch circuits used in a dwelling. The students will gain an understanding for special circuits and how they are used in a dwelling. Students will also become familiarized with the information and specification to perform functional and safe wiring practices.

VEM 112 Electrical Wiring II (3)
Co-requisites: VEM 111
This course is designed to increase the student’s awareness of safe workplace practices. The course is designed to introduce the basic wiring methods used in the electrical industry. The students will develop skills in basic circuitry, identification of cable types and terminology used in the industry. Apply techniques as required by the National Electrical code with respect to safe wiring practices.

VEM 113 Refrigeration I (4)
Co-requisite: VEM 105
This course introduces the students to the refrigeration principles and practices as applied to domestic, commercial, and industrial refrigeration systems. It also includes refrigeration processes, vapor compression refrigeration cycle, mechanical components, functions, refrigerants and their properties. Discussion of repair and servicing is concentrated mainly for domestic refrigeration and air conditioning application.

VEM 114 Refrigeration II (4)
Prerequisites: VEM 113
This course primarily covers operation principles, installation, preventive maintenance and repair of split type air conditioning systems.

VEM 212 National Electrical Code (3)
Prerequisites: VEM 112
This course is designed to introduce students to the National Electrical Code. The students will develop the skills in using the code to find specific articles related to the correct methods of installing wiring and equipment. The course aims at developing work practices that comply with the National Electrical Code.

VEM 240 Industrial Wiring (4)
Prerequisites: VEM 104 and VEE 266
This course is designed to introduce students to the fundamental concepts, principles, and devices involved in industrial control of motors. Students will also develop the skills necessary for wiring basic motor control and selecting the required pilot devices and safety components. Also includes trouble-shooting motor circuitry and understanding Article 430 of NEC. To advance to the next level, the student must demonstrate proficiency to at least "C" grade level.

VSM 101 Introduction Small Engine Repair (4)
This is an introductory course to small engine repair. It covers in-depth topics of safety in the workshop; use and application of hand tools, workshop equipment and materials, special tools, and theory and operation of small engines.

VSM 102 Fuel, Lubrication, Carburetor, and Ignition (4)
Co-requisite: VSM 101
This course introduces students to the basic design, function and operation of the small engine's fuel, lubrication, carburetor and ignition systems. Cover topics on maintenance, diagnosis, and service of these associated systems.

VSM 103 Engine Dismantling, Inspection, and Assembly (4)
Co-requisite: VSM 102
This course deals with the basics of how engine speed is governed, preliminary checks prior to engine dismantling, carrying out failure analysis, engine disassembly and inspection, teardown steps and engine repair and replacement.

VSM 104 Starters, Engine Maintenance, and Troubleshooting (4)
Co-requisite: VSM 103
This course is designed to provide the student knowledge in engine disassembly and reassembly; engine specifications and tolerances; diagnosing major engine failure.

VSP 121 Industrial Safety Electrical/Electronic (1.5)
This course is designed to introduce the students to safe working practices in the Electrical and Electronic Industries. The emphasis is on the safety measures that must be taken in the Industry, particularly when working with activated equipment. The course will make the students aware of the dangers and increase their awareness on the prevention of industrial accidents.

VSP 153a Industrial Safety (1.5)
This course is designed to make the trainees aware of basic safety practices and encourage them to develop safe personal working habits. The aim is the prevention of accidents that result in personal injuries, damage to facilities and/or equipment. Reference is made to various legislations relevant to safety practices.

VTE 260 Microwave (3)
Prerequisite: VEE 240
This course introduces the student to Microwaves and Microwave systems. The student will analyze Microwave Transmitters, Receivers, Waveguide Theory, Antennas, Cavity Resonators and Tube Microwave devices and semiconductor microwave devices.

VTE 261 (3) Fiber optics Installation
Prerequisite Course(s): VEE 104 or VEM 104
This course is designed to teach students how to safely and properly splice, terminate, and test fiber optics cables. Students will be using the latest technology to troubleshoot and repair fiber optics cables. Coursework will include the use of mechanical and fusion splicing, termination techniques on various types of fiber optic end connectors, the use of the Optical Time Domain Reflectometer (OTDR) to troubleshoot fiber optics cables, and the use of light source & power meter.

VTE 265 Fiber Optics (3)
Prerequisite: VEE 240
This course explores the development of fiber optic technology, explains the theory of light propagation and discusses the advantages and limitations of fiber optic technology. In addition fiber optic components, signal transmission, connections and fiber optic system trouble shooting will also be studied.

VTE 270 Telecommunication Systems (3)
Prerequisite: VEE 240
Students will be familiarized with the various types of telecommunication systems used in the industry. These include the basic elements in a telecom system, transmission medium types, common switching operations, types of broadcast systems, spread spectrum modulation, computer network (wired and wireless), and the operating principles of satellite systems.

VTE 280 Telephone Systems (3)
Prerequisite: VEE 240
This course is designed to introduce students to basic telephone systems and the operation of telephone equipment. It will further focus its study on cellular telephone systems. Students will be introduced to the basic elements, circuits, and techniques of cellular telephone communication systems.

VTE 281 Cellular Phone Repair (3)
Prerequisite: VEE 135
This subject deals with the principles of operation and servicing of cellular phones. It includes the manufacturers' procedures in servicing, systematic procedures in diagnosing faults, repairing of cellular phones, reassembling and testing repaired cellular phones according to industry standards.

VTM 101 Introduction to Motor Vehicle Mechanics (4)
Cover safe working habits in the automotive repair industry, manual handling and mechanical lifting, the use of shop equipment and tools, measuring and identifying fastener types, use of sealants and adhesives, bench fitting, and four stroke cycle operation.

VTM 102 Fuel, Cooling, & Standard Power Train Systems (4)
This course covers the design, function and operation of automotive fuel systems, engine cooling, manual transmission, transaxle, and final drive that includes diagnosis, service, and maintenance.

VTM 103 Ignition, Electrical, and Transmission systems (4)
Deals with fundamentals of automotive electricity, conventional / electronic ignition, and basic automatic transmission. Cover diagnosis, maintenance, and service of automotive battery, charging, starting, and lighting circuits. Include operation and maintenance of automatic transmission and transaxles.

VTM 104 Brakes, Steering, Suspension, and Wheel Alignment (4)
The course covers operation and repair of drum/disc type brake systems, theory and operation of automotive suspension and steering systems including wheel problem diagnosis, component repair, and wheel alignment procedures.

VTM 150 Cooperation Education (6)
Prerequisite Course(s): Completion of VTM 101, VTM 102, VTM 103, and VTM
104 with a grade of "C" or better.
This is a semester long course designed to introduce students to all facets of motor vehicle repair and maintenance setting through internship. The course will place the student in the workplace to experience working in a real life scenario. Students will be expected to seek internships and fulfill 180 hours of On-The-Job-Training (OJT) before the semester ends. Application of knowledge acquired from lecture and lab instruction to gain relevant practical on-the-job experience to repair vehicle in an actual automotive service facility. The apprentice will be supervised by an
experienced service individual within the sponsoring business who will work with the automotive program coordinator in evaluating student progress, performance and grading. Internship is required to complete certificate program requirements.

VWE 115 General Welding (4)
Prerequisite: VSP 121 or VSP 153a or Concurrently
This course introduces to students the technical understanding of shielded metal arc welding and oxy-acetylene welding. Provide intensive hands-on training to develop the manual skill in making quality weld on similar and dissimilar metals.