

COLLEGE OF MICRONESIA-FSM



GENERAL CATALOG

2005 - 2007

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ACADEMIC YEAR 2005-2006

2005 Fall Semester

August 8	Fall Semester Begins
August 8-12	Faculty Workshops
August 8-12	Freshmen Orientation
August 15	Freshmen Course Selection
August 16-19	Registration
August 19	Faculty Meeting
August 22	First Day of Instruction
August 22	Holiday—Kosrae Gospel Day (observed)
August 22-26	Late Registration
August 26	Last Day to Add/Drop Courses
August 29	Class Lists Due from Instructors
September 5	Deadline for Applications for Mid-Year Graduation
September 8	Holiday—Kosrae Liberation Day
September 12	Holiday—Pohnpei Liberation Day (observed)
September 19	Early Warning Deficiency Reports Due from Instructors
September 30	Holiday—Chuuk Constitution Day (observed)
October 10-11	Mid-term Evaluations
October 14	Mid-term Deficiency Notices Due from Instructors
October 24	Holiday—United Nations Day
October 28	Last Day to Withdraw with “W”
November 3	Holiday—FSM Independence Day
November 8	Holiday—Pohnpei Constitution Day (observed)
November 11	Holiday—Veterans Day
November 14-18	Course Selection for Continuing Students
November 14-25	Entrance Testing at the State Campuses
November 24	Holiday—Thanksgiving Day for Chuuk Campus
December 13	Last Day of Instruction
December 14-16	Final Exams
December 19	Deadline for Final Grades from Instructors
December 23	Mid-Year Graduation/Fall Semester Ends

Reminders

June 30	Deadline for 2005 Fall Semester Applications
July 22	Deadline for 2005 Fall Semester Readmissions
November 15	Deadline for 2006 Spring Semester Applications
December 13	Deadline for 2006 Spring Semester Readmissions
May 5	Deadline for 2006 Summer Readmissions

August 2005						
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2006 Spring Semester

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January 9	Spring Semester Begins
January 9-10	Faculty Workshops
January 10-12	Registration
January 11	Holiday—Kosrae State Constitution Day
January 12	Faculty Meeting
January 13	First Day of Instruction
January 13-19	Late Registration
January 19	Last Day to Add/Drop Courses
January 20	Class Lists Due from Instructors
January 27	Deadline for Applications for Graduation
February 13	Early Warning Deficiency Reports Due from Instructors
February 24	Staff Development Day for Pohnpei/National (no school)
Feb 27-March 17	Entrance Testing at State Campuses and High Schools
March 1-2	Holiday—Yap Day
March 6-7	Mid-term Evaluations
March 10	Mid-term Deficiency Notices Due from Instructors
March 24	Last Day to Withdraw With “W”
March 27-Apr 14	Recruitment Trips
March 30	COM-FSM Founding Day (observed)
March 31	Holiday—Cultural Day for Chuuk/Pohnpei States
April 3-7	Course Selection for Summer and Fall
April 12-13	Easter Recess for Students
April 14	Holiday—Good Friday
May 10	Holiday—FSM Constitution Day
May 12	Last Day of Instruction
May 15-17	Final Exams
May 19	Deadline for Final Grades from Instructors
May 24	Graduation/Spring Semester Ends

2006 Summer Session

June 1-2	Registration
June 2	Summer Faculty Contracts Begin
June 2	Faculty Meeting
June 5	First Day of Instruction
June 5-6	Late Registration
June 6	Last Day to Add/Drop Courses
June 7	Class Lists Due from Instructors
June 15	Early Warning Deficiency Report Due from Instructors
June 23	Mid-term Evaluations
June 26	Mid-term Deficiency Notices Due from Instructors
June 30	Last Day to Withdraw with “W”
July 17	Last Day of Instruction
July 18-19	Final Exams
July 21	Deadline for Final Grades from Instructors

ACADEMIC YEAR 2006-2007

2006 Fall Semester

July 31	Fall Semester Begins
July 31-August 3	Freshmen Orientation
July 31-August 4	Faculty Workshops
August 4	Freshmen Course Selection
August 7-10	Registration
August 10	Faculty Meeting
August 11	First Day of Instruction
August 11-18	Late Registration
August 18	Last Day to Add/Drop Courses
August 21	Class Lists Due from Instructors
August 21	Holiday—Kosrae Gospel Day
September 1	Deadline for Applications for Mid-Year Graduation
September 8	Holiday—Kosrae Liberation Day
September 11	Holiday—Pohnpei Liberation Day
September 8	Early Warning Deficiency Reports Due from Instructors
October 2	Holiday—Chuuk Constitution Day (observed)
October 2-3	Mid-term Evaluations
October 6	Mid-term Deficiency Notices Due from Instructors
October 20	Last Day to Withdraw with “W”
October 24	Holiday—United Nations Day
Oct 30-Nov 2	Course Selection for Continuing Students
November 3	Holiday—FSM Independence Day
November 8	Holiday—Pohnpei Constitution Day
November 10	Holiday—Veterans Day (observed)
November 20-30	Entrance Testing at the State Campuses
November 23	Holiday—Thanksgiving Day for Chuuk Campus
December 5	Last Day of Instruction
December 6-8	Final Exams
December 11	Deadline for Final Grades from Instructors
December 15	Mid-Year Graduation/Fall Semester Ends

August 2006						
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Reminders

June 30	Deadline for 2006 Fall Semester Applications
July 11	Deadline for 2006 Fall Semester Readmissions
November 15	Deadline for 2007 Spring Semester Applications
December 11	Deadline for 2007 Spring Semester Readmissions
May 4	Deadline for 2007 Summer Readmissions

2007 Spring Semester

January 2007						
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February 2007						
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April 2007						
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May 2007						
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June 2007						
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July 2007						
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January 4	Spring Semester Begins
January 4-5	Faculty Workshops
January 5	Faculty Meeting
January 8-10	Registration
January 11	First Day of Instruction
January 11	Holiday - Kosrae Constitution Day
January 11-17	Late Registration
January 17	Last Day to Add/Drop Courses
January 18	Class Lists Due from Instructors
January 25	Deadline for Applications for Graduation
February 8	Early Warning Deficiency Reports Due from Instructors
February 23	Staff Development Day for Pohnpei/National—(no school)
Feb 26-March 16	Entrance Testing at State Campuses and High Schools
March 1-2	Mid-term Evaluations
March 1-2	Holiday -- Yap Day
March 7	Mid-term Deficiency Notices Due from Instructors
March 21	Last Day to Withdraw With "W"
March 26-Apr 13	Recruitment Trips
March 30	Holiday—Cultural Day for Chuuk/Pohnpei (observed)
April 2	COM-FSM Founding Day (observed)
April 4-5	Easter Recess for Students
April 6	Holiday—Good Friday
April 9-13	Course Selection for Continuing Students
May 7	Last Day of Instruction
May 8-9,11	Final Exams
May 10	Holiday—FSM Constitution Day
May 14	Deadline for Final Grades from Instructors
May 18	Graduation/Spring Semester Ends

2007 Summer Session

May 30-June 1	Registration
June 1	Faculty Summer Contracts Begin
June 1	Faculty Meeting
June 4	First Day of Instruction
June 4-5	Late Registration
June 5	Last Day to Add/Drop Courses
June 6	Class Lists Due from Instructors
June 14	Early Warning Deficiency Report Due from Instructors
June 22	Mid-term Evaluations
June 25	Mid-term Deficiency Notices Due from Instructors
June 29	Last Day to Withdraw with "W"
July 16	Last Day of Instruction
July 17-18	Final Exams
July 20	Deadline for Final Grades from Instructors

GENERAL INFORMATION

The College of Micronesia-FSM (COM-FSM) is a multicampus institution with the National Campus located in Palikir, Pohnpei, and a State Campus in each state. The COM-FSM system also includes the FSM Fisheries and Maritime Institute which is located in Yap. The area most directly served by the College is the Federated States of Micronesia which includes about two million square miles of the western Pacific Ocean and a population of over 110,000.

MISSION

Historically diverse, uniquely Micronesian, and globally connected, the College of Micronesia-FSM is the national institution of higher education of the Federated States of Micronesia. Originally established to develop teacher education, its current mission is to provide educational opportunity—academic, vocational, and technical—for all people. Aimed at nourishing individual growth and national unity, scholarship and service, COM-FSM is dedicated to developing integrity, critical thinking skills, a breadth of vision, and the habit of reflection in an educational environment enriched by cultural traditions.

GOALS

Consistent with this mission, the goals of the College are to:

- Instill and maintain pride in the unique heritage of linguistic and cultural diversity in Micronesia;
- Promote national economic self-sufficiency/self-reliance;
- Develop individual's capacity for reflection, vision, critical thinking, and analytic problem solving in relation to local, national, and global issues;
- Provide a safe, healthy, and attractive environment which promotes a sense of achievement and belonging for students, faculty, and staff;
- Obtain an adequate, stable form of financial support for COM-FSM;
- Demonstrate fiscal, management, and programmatic accountability;
- Provide relevant, up-to-date, quality academic, technical, and vocational degree and certificate programs, continuing education activities, and services enhanced by state-of-the-art technology to facilitate satisfying careers or transfer to schools in any geographic setting;
- Attract, employ, and retain highly competent faculty and staff who pursue professional development and contribute to a positive institutional culture which encourages honesty, appropriate moral values, and respect for human and cultural diversity;
- Establish partnerships with educational institutions, national and state governments, businesses, and other community agencies to identify and address common goals; and
- Conduct necessary and appropriate research.

ACCREDITATION

The College of Micronesia-FSM is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Post-secondary Accreditation and the U.S. Department of Education. Accreditation was awarded in 1978 and reaffirmed in 1982, 1987, 1992, 1998, and 2005.

HISTORY

1963	Trust Territory of the Pacific Islands and University of Hawaii create Micronesian Teacher Education Center (MTEC) to provide in-service teacher training.	1970	MTEC becomes Community College of Micronesia (CCM).
1969	MTEC begins offering pre-service associate of science degree program in teacher education.	1974	CCM adds associate degree programs in business management; and in-service teacher education through the merging of the College's extension program and district teacher education centers.

	Trust Territory School of Nursing in Saipan becomes part of CCM.	1994	Third-year certificate of achievement program in related services assistant is added.
1975	Associate of arts degree program begins in liberal arts to enable students to transfer to four-year institutions.	1995	Articulation agreements with Hawaii Pacific University, Guam Community College and University of Guam are signed.
1978	CCM and its School of Nursing in Saipan joined Micronesian Occupational Center in Palau to form the College of Micronesia (COM) system.		Third-year certificate of achievement program in educational leadership academy is added.
	Accreditation is granted to CCM by the Western Association of Schools and Colleges (WASC) in the United States.	1996	Certificate of achievement program for trial counselors is approved for implementation pending availability of funding.
1982	Third-year certificate of achievement programs in elementary education and special education are added.		Community health sciences programs—health assistant training program (HATP) and assistant medical officer training program (AMOTP) are approved for implementation pending availability of funding.
1983	Associate of science degree program in agriculture is added with support from COM Land Grant Program.		Articulation agreements with University of Hawaii at Hilo and Honolulu Community College (aviation mechanics program) are signed.
1986	Associate of science degree program in marine science is added.		National Campus moves from Kolonia to Palikir.
	CCM School of Nursing moves from Saipan to Majuro, Republic of the Marshall Islands.	1997	Associate of arts degree program in media studies and associate of science degree program in early childhood education are approved pending availability of funding.
1989	CCM School of Nursing separates from CCM to become COM-Majuro.		Articulation agreement with Eastern Oregon University is signed.
	Associate of science degree program in accounting is added.		Associate of arts degree programs in Micronesian studies and liberal arts/education and associate of science degree program in hotel and restaurant management are added.
1991	An agreement is signed between the governments of FSM, Republic of the Marshall Islands, and Republic of Palau restructuring COM to allow more local autonomy.	1998	Associate of science degree program in computer information systems is approved for implementation.
1992	FSM establishes COM-FSM as a public corporation.		Agreement is signed with University of Guam (UOG) to establish a branch UOG campus at the National Campus and offer fourth-year courses in elementary education to enable students to earn their bachelor's degree from UOG.
1993	CCM becomes COM-FSM, independent from the three-country COM system.		Revised certificate of achievement programs in bookkeeping and general studies are approved for students at the State Campuses.
	Certificate of achievement program in preschool teacher education is added.		Certificate of achievement programs in carpentry, masonry, plumbing, construction electricity, refrigeration and air conditioning, electronics, and career education are approved for implementation.
	Articulation agreement with Chaminade University in Hawaii is signed.		
	Continuing Education Centers in the four FSM states are renamed State Campuses.		

- The FSM leadership designates COM-FSM as lead agency for the management of the Micronesian Maritime and Fisheries Academy (MMFA).
- 1999** The collaborative fourth-year elementary education program between COM-FSM and UOG is implemented.
- Memorandum Of Understanding between COM-FSM and the FSM National Government is signed to re-open MMFA as the FSM Fisheries and Maritime Institute in Yap.
- 2000** Certificate of achievement programs in agriculture and food technology and in hotel and restaurant operations are added.
- 2001** Third-year certificate of achievement programs in accounting and in business administration are approved for implementation.
- Certificate of achievement programs in secretarial science and in cabinet making/furniture making are approved for implementation.
- Articulation agreements with Guam Community College (vocational programs) and University of Idaho are signed.
- 2002** Bachelor of arts degree program in elementary education is approved; implementation pending WASC approval.
- New associate of science degree program in business administration replaces current associate of science degree programs in business administration and in accounting.
- Applied associate of science degree programs in telecommunications and electronics technology are approved.
- 2003** Applied associate of science degree program in building technology and certificate of achievement program in building maintenance and repair are approved.
- Certificate of achievement in law enforcement is approved.
- General education core is established for applied associate of science degree programs.
- Articulation agreements with University of Phoenix-Online Campus, Brigham Young University-Hawaii, National University and Hawaii Pacific University are signed.
- 2004** Articulation agreement entered with Brigham Young University at Provo—Utah
- All programs and courses modified to include expected student learning outcomes.



Rainbow over classrooms at the College of Micronesia-FSM, National Campus

DEGREE PROGRAMS

The College awards associate degrees to students who complete a prescribed two-year program of study. The time is extended for students who need to complete preparation classes before beginning the degree program.

Associate of arts degrees are offered in:

- Liberal Arts
- Liberal Arts/Health Career Opportunity Program
- Liberal Arts/Media Studies
- Micronesian Studies
- Teacher Preparation

Associate of science degrees are offered in:

- General Agriculture
- Business Administration
- Computer Information Systems
- Early Childhood Education
- Hospitality and Tourism Management
- Marine Science
- Teacher Preparation-Elementary

Associate of applied science degrees are offered in:

- Building Technology
- Electronic Technology
- Telecommunication Technology

CERTIFICATE PROGRAMS

The College awards certificates of achievement to students who complete a prescribed one-year program of study.

Third-year certificates of achievement are offered in:

- Accounting
- General Business
- Teacher Preparation-Elementary
- Related Services Assistant

Certificates of achievement are also offered in the following areas:

- Agriculture and Food Technology
- Bookkeeping
- Community Health Sciences-Health Assistant Training Program
- General Studies
- Law Enforcement
- Preschool Teacher Education
- Secretarial Science
- Trial Counselors
- Building Maintenance and Repair
- Cabinet Making/Furniture Making
- Career Education
- Carpentry
- Construction Electricity
- Electronics Engineering Technology
- Masonry
- Plumbing
- Refrigeration and Air Conditioning

Other short-term certificate programs are offered at the State Campuses in response to expressed local needs. Certificates of completion, attendance or participation are awarded depending on the length and nature of the programs.

VOCATIONAL EDUCATION PROGRAMS

The National and State Campuses offer various programs in vocational education and trade training. The associate of science degree program in agriculture is the only vocational program offered at the National Campus. A mandate for the State Campuses is the offering of vocational and trade training programs that meet the needs of the local communities. The vocational education certificate programs offer a chance to develop technical skills and provide a pathway for future training, education, and employment. Programs in the trade areas are not always available at a particular campus, but are offered on demand when qualified instructors and appropriate facilities are available.

New initiatives include the addition of associate of applied science degree programs and the apprenticeship program which are in response to the need for highly skilled workforce. These programs prepare students for technical employment. Another initiative is the use of technology in the delivery of the associate of applied science degree programs in telecommunications and in electronics technology.

In addition to full-time programs, the State Campuses also offer customized industry training to meet specific labor force needs and demands.

DISTANCE EDUCATION

Some departments and divisions under the Vice President for Instructional Affairs are incorporating distance education techniques and technologies into the educational system. The College currently offers some courses through the World Wide Web. In the near future, the College plans to offer other programs by way of videoconferencing, and other forms of conventional communication techniques.

ACADEMIC YEAR

The academic year, which begins in August, is divided into two sixteen-week semester terms and an six-week summer session. (Financial aid defines the academic year as at least 30 weeks of instructional time in which full-time students are expected to complete at least 24 semester credits.)

NATIONAL CAMPUS

The National Campus is situated on a 73 acre site near the FSM capital in Palikir, six miles from Kolonia. The student body at the National Campus is composed primarily of recent high school graduates from the four states in the FSM. These students come to the National Campus with bilingual or trilingual backgrounds representing eight different Micronesian languages and as many cultures. Approximately nine hundred seventy full-time students are enrolled each semester in either degree programs or programs leading to a certificate of achievement.

The thirteen buildings include classrooms, learning resources center, recreation, student center, cafeteria, residence halls for men and for women, offices for faculty and administration, a multipurpose gymnasium, and maintenance facilities.

OTHER CAMPUSES

In addition to the National Campus, the College of Micronesia-FSM is comprised of four State Campuses, one in each of the four states and the FSM-FMI in Yap. Each campus is headed by a Director. The priorities of the State Campuses are to provide short and long term, academic and vocational, certificate and degree programs as dictated by the needs of the local communities and governments and to provide courses and programs to bridge the gap between high school and college. In addition to instruction and extension services, staff also provides support in the areas of student services, learning resources, and business services.

COM-FSM/Chuuk is located on the island of Weno in Chuuk State. It serves approximately 400 part-time students each semester. At present it occupies rented buildings located along the waterfront in the business section of Weno. Plans call for construction of new facilities outside the business area on its own campus. COM-FSM/Chuuk offers associate degree programs in teacher preparation—elementary and in early childhood education and certificate of achievement programs in general studies, bookkeeping and preschool teacher education. In addition, it offers General Education Development (GED) preparation for high school dropouts, an Intensive English/Mathematics Program to strengthen basic skills, developmental coursework in English and math to enable students to qualify for admission into degree programs, customized training programs in the area of vocational education, and specialized courses in local customs, languages and skills. The Cooperative Extension Services (CES) component of the Land Grant Program has been integrated into the operations of the Chuuk Campus. The campus also receives TRIO funds to run an Upward Bound Program which serves 60 students on an annual basis in cooperation with Chuuk High School, Bilingual Teacher Education Program, and Peer Counseling Center.

COM-FSM/Pohnpei located in downtown Kolonia, enrolls over 550 students each semester in various degree and certificate programs. The Division of Hospitality and Tourism offers an associate degree in hospitality and tourism management and conducts short-term hospitality training for area businesses. The Division of Technology and Trade offers applied associate of science degree programs in Electronics Technology, Building Technology, Telecommunications, Building Maintenance and Repair as well as certificates in Carpentry, Cabinet-making, Construction Electricity, Electronic Engineering Technology, and an Apprenticeship program in Building Maintenance and various other trades. The Division of Technology and Trade also serves as the center for a Computerized Distance Education system for Electronics (NIDA) throughout the FSM. Other certificates offered at Pohnpei Campus include general studies, bookkeeping, secretarial science, trial counselors, community health sciences—health assistant training program, and agriculture and food technology. To help students succeed at college level, Pohnpei Campus hosts two TRIO programs—talent search program and upward bound program—that serve elementary and secondary school students in cooperation with Pohnpei State Department of Education. Developmental English and math classes continue to be a key component of many of the programs at Pohnpei Campus, including a GED program offered in conjunction with the FSM Department of Adult Education. Pohnpei Campus is also home to the Pohnpei Business Development Center (PBDC). By recruiting experts from within the college system and community, Pohnpei Campus is able to offer customized training programs and continuing education classes, including computer skills, English, business management, building technology, customer service, and leisure classes such as cultural dance and local language classes.

COM-FSM/Kosrae is located adjacent to the K-12 complex. COM-FSM/Kosrae serves about 350 students each semester. It offers an associate degree program in teacher preparation—elementary and four certificate of achievement programs in general studies, bookkeeping, trial counselors and agriculture and food technology. COM-FSM/Kosrae also offers GED preparation for high school drop-outs, an Intensive English/Mathematics Program to strengthen basic skills, developmental coursework in English and Mathematics to help students gain admission into degree programs, an Upward Bound Program, a Gear Up Program, and Peer Counseling Center. Like the other State Campuses, the CES component of the Land Grant Program is fully integrated with the activities of the COM-FSM/Kosrae. COM-FSM/Kosrae is also actively involved with an Agriculture Experiment Station (AES) project.

COM-FSM/Yap is located on the island of Yap. It serves 30-50 students during fall and spring semesters and around 245 students during the summer session and in teacher education—elementary and early childhood education and four certificate programs in general studies, bookkeeping, preschool education, and hotel and restaurant operations. In addition, it offers GED preparation for high school drop-outs, developmental English and Mathematics courses for high school graduates and an Intensive English/Mathematics Program. Yap Campus has been active in offering courses in business-related subjects to support the Yap Business Incubator Program. Like the other campuses, the CES component of the Land Grant Program is a part of the operations of COM-FSM/Yap. Yap Campus also hosts an Upward Bound Program and a Peer Counseling Center.

FSM Fisheries and Maritime Institute

The FSM Fisheries and Maritime Institute (FSMFMI) is located on the island of Yap, occupying the facilities built in the late 1960's for the Loran Station operated by the United States Coast Guard. The Institute is situated some six miles north of the capital, Colonia. Beginning 2000, FSM/FMI begin accepting students on a regular basis from ninth grade to high school

graduates from all over the FSM. However, beginning 2001, only high school graduates were accepted into the programs when it was found that non-high school graduates could not cope with the programs, particularly the English and Math subjects. Offered at the institute are fishing, navigation and marine engineering programs. Other similar programs are taken to reinforce the learning processes for those core programs offered. These programs, particularly navigation and marine engineering, are offered in accordance with the standards and requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995 (STCW Convention). The STCW convention is the international treaty which prescribes the minimum qualification for seafarers worldwide and, having becoming a party to the treaty on October 14, 1998, the FSM has indicated its intention to provide training and maintain the qualifications of seafarers in accordance with the standards and requirements prescribed in the Convention. (Detailed information regarding admission requirements, programs, and courses for FSM-FMI is located in a separate publication)

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC), at the main campus of the College provides students, faculty, and other community members with informational resources and services primarily to complement and supplement the College's programs and curricula.

The LRC offers over 34,000 titles in various collections both print and non-print materials held on site. The major collections include:

- General Collection;
- Reference Collection including over 300 CD-ROM's;
- Micronesia-Pacific Collection—a unique collection of materials on Oceania with specific emphasis on Micronesia including documents from the Secretariat of the Pacific Community;
- Curriculum Resources—samples of children's literature and K-8 instructional materials;
- Newspapers, Magazines, & Serial—over 175 print titles and the EBSCO electronic database offering 400 full text journals and abstracts of another 500;
- UN Document—publications of various agencies within the United Nations organization;
- U.S. Government Documents—publications of various US government agencies;
- TTPI and FSM Archives—materials from the U.S. Navy and US Trust Territory eras along with the College archive documents.

Internet access is available at 25 computer stations. An additional 20 stations are available and networked to printers for use of application software for typing assignments and completing class projects.

Students or faculty needing materials not held locally may use the LRC's Inter-Library Loan service provided through electronic document sharing or requests for the materials from other libraries in the region.

Media and Instructional Technology Center

The Media and Instructional Technology Center (MITC) provides audio-visual, media production, and distance education technology services in support of the academic programs of the college and public relations.

The PEACESAT and the Single Side Band (SSB) radio communication systems are managed by the MITC and serve as links for direct communication to other parts of Micronesia and the world. The PEACESAT system is capable of providing interactive and synchronous videoconferencing with outside institutions.

The MITC houses a video collection of over 2000 titles with recordings of college and community events over the years.

The MITC also provides ID production services for the college using some of the latest computerized identification technologies.

INTERNET ACCESS

Access to internet for research purposes and e-mail is available 24 hours at no cost to COM-FSM students at both the National Campus and the State Campuses. Currently, network connections and internet access is being funded by the National Campus Information Technology (IT) Division.

At the National Campus, student internet access stations are available in three computer labs, the LRC, and the residence halls. A campus-wide area network links the National Campus and State Campus labs to the internet.

Currently, each State Campus provides an internet access computer lab for students. Computer equipment for labs are funded by the technology fee generated by individual campuses. Development of local area networks in these computer labs and the LRC have been completed.

SPECIAL PROGRAMS

Land Grant

The College of Micronesia (COM) was designated a Land Grant college in 1981 through Section 506 (a) of the Education Amendments of 1972 (Public Law 92-318, as amended; 7 U.S.C. 301 note). As such, when the three colleges of the COM system became autonomous institutions under separate governing boards in 1993, administration of the Land Grant programs remained under COM.

Land Grant programs are currently extended to COM-FSM through a Memorandum of Understanding with COM.

Cooperative Extension Services: The Cooperative Extension Services (CES) component of the Land Grant programs focuses on the need for a well-informed populace to ensure wise and judicious management of the limited human and natural resources needed to support a viable FSM economy. The challenge is ensuring a constantly improving quality of life, while maintaining a strong cultural identity and health environment. The CES programs are based at the State Campuses.

Agricultural Experiment Station: The Agricultural Experiment Station (AES) program provides funding to conduct research or verify experiments that bear directly upon the agricultural and fisheries industries. AES research facilities are located in Pohnpei, Kosrae and in Yap.

Resident Instruction: The Resident Instruction (RI) program includes the College's associate degree programs in general agriculture and marine science.

Talent Search Program

The Educational Talent Search Program (TSP) at Pohnpei Campus provides services to selected students in grades 6-12 who are from low income and first generation families. The goal of the TSP is to follow these students through their educational career, motivating and helping them realize their educational goals. Among the services provided are tutorial sessions, field trips, guest speakers, off-island educational opportunities, and summer academies. After school and Saturday morning tutorial sessions are organized and conducted by COM-FSM students.

Upward Bound Program

The Upward Bound (UB) programs for Chuuk and Kosrae Campuses were approved in 1995 and for Pohnpei and Yap Campuses in 2000.

The purpose of the UB is to address basic deficiencies in Micronesia's youth by working with secondary institutions and guiding selected students academically and socially so that their chances of obtaining a college education are enhanced.

Student Support Services Program

The Student Support Services Program (SSSP) is designed to provide comprehensive academic support services to increase the retention and transfer rate of eligible students and also to foster an institutional climate that is supportive of the success of low-income, first generation college students and students with disabilities. The students who are accepted into the program receive academic advisement, personal counseling, peer mentoring, individual and group tutoring, and other academic enrichment activities designed to help students adjust to campus life, succeed academically, and complete their academic programs at COM-FSM. The SSSP serves 160 eligible students at the National Campus, 45 at Pohnpei Campus. The SSSP grant was approved in 2001.

Peer Counseling Center

The Peer Counseling Center is funded by UNFPA and Title X Family Planning Program. The purpose of the Center is to promote a positive collective experience while at COM-FSM. Because students are in touch with their fellow students and are therefore more effective in responding to issues that concern them, peer educators are recruited and trained to reach students with information on health education and prevention. This is done in an atmosphere which fosters understanding, sensitivity, trust, respect, and fairness. The aim is to help students understand and analyze issues that may affect them so they can make healthy choices. A Center is located at the National, Chuuk, Kosrae, and Yap Campuses.

Gear Up Program

The Gear Up Program at Kosrae Campus is designed to prepare selected students from grades six through ten to attend college. It provides tutoring in basic subjects, especially English and mathematics. It utilizes after-school study sessions, an intensive summer program and counseling and mentoring to apply academic subjects to college life and career paths. The program also increases attendance, lowers dropout rates and increases parental involvement in students' educational progress.

STATEMENT OF EQUAL OPPORTUNITY

The College of Micronesia-FSM complies with Title VI of the U.S. Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973. The College does not discriminate in matters of employment or admission to educational programs and activities because of race, color, place of origin or ancestry, marital status, sex, religious or political preference, age, or physical handicap per Public Law No. 7-79.

The President's executive assistant acts as the authorized agent in matters concerning section 504 of the Rehabilitation Act of 1973. This notice is in compliance with Paragraph 84.8 of Section 504 of the Rehabilitation Act of 1973.

STUDENT EDUCATIONAL RECORD POLICY

Educational records are kept by the College on individual students to facilitate their educational development. The Admissions and Records Office keeps records on the academic history of all students. The Financial Aid Office keeps records on financial assistance to each student and their academic progress. The Business Office keeps records on individual student accounts. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students. Students have the right to know the purpose, contents, and locations of information kept on them as part of their educational records.

Students have the right to gain access to and challenge the content of their educational records. The right of challenge does not include questioning substantive judgments that are correctly recorded, such as a grade in a course.

Students have the right to have some control over the disclosure of information from the records. They can expect that information in their educational records is kept confidential, and disclosed only with their permission or under provisions of the law.

Parents also have the right to expect confidentiality of certain information about them in the educational records and, under certain conditions, to gain access to the information in their child's educational record. However, since the College considers all students independent, that information which may be released to them without the student's specific permission is limited to directory information.

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 Admissions Board. All records submitted by applicants become the property of the College.

ADMISSION 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:

- 1) Have graduated or will graduate from high school at the end of the current school year, or have a GED certificate;
- 2) 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;
- 3) Be accepted by the COM-FSM Admissions Board.

Special Consideration: Applicants with a grade point average 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. Entrance test scores will be given primary consideration for these applicants. Upon recommendation of the Admissions Board the President may approve special admission.

Admission Procedure

1. Take the COM-FSM entrance test. A test fee of \$5 will be collected. The entrance test is administered during the two weeks in November at the State Campuses for Spring admission and in February and March at all the high schools and the State Campuses.
2. Obtain an Application for Admission form from a high school counselor, State Campus Director, or the COM-FSM Office of Admissions and Records.
3. Complete the application and mail it with the \$10 admission fee to the COM-FSM Admissions Board.
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 GED scores be sent to the COM-FSM Admissions Board. High school seniors should submit a seven-semester transcript. College transfer students must also submit official transcripts from all previous colleges attended.

FOR FALL SEMESTER ADMISSION, THE DEADLINE FOR RECEIPT OF THE APPLICATION AND TRANSCRIPT(S) IS JUNE 30; FOR THE SPRING SEMESTER THE DEADLINE IS NOVEMBER 15.

More information can be obtained through the following:

**ADMISSIONS BOARD
COLLEGE OF MICRONESIA-FSM
P. O. BOX 159
POHNPEI, FM 96941**

**Telephone: (691)320-2480/2481/2482
Fax: (691)320-2479
Email: ab@comfsm.fm**

Notification of Admission: Applicants who meet all the admissions requirements will be notified of their acceptance by the College as soon as their applications have been approved by the Admissions Board.

Applicants lacking any of the requirements or needing special consideration by the Admissions Board will be considered after June 30.

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 number;
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;
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 Director for travel arrangements. Tickets are provided for students from Yap, Chuuk and Kosrae who have completed all of the above.

TRANSFER STUDENTS

Students who have earned satisfactory grades in another college or university may apply for admission and be given advanced standing at the COM-FSM. (Admission as a transfer student does not eliminate the requirement for English and math placement testing.) Applicants must submit to the Admissions Board a completed application form, an official copy of his/her high school transcript, and official transcripts from each college previously attended. Credit for previous satisfactory college work can only be given upon receipt of previous college records.

ADMISSION INTO CERTIFICATE PROGRAMS

Admission to Third-Year Programs

Students who have earned an associate degree or equivalent with a GPA of at least 2.5 may apply for admission into a third-year certificate of achievement program and major in teacher preparation-elementary education, related services assistant, accounting, or general business. Application forms are available at all COM-FSM campuses.

Admission to other Certificate of Achievement Programs

High school graduates and GED certificate holders who are not accepted by the Admissions Board or who are not interested in a degree program may apply for admission into a certificate of achievement program in general studies or bookkeeping, secretarial science, law enforcement, hotel and restaurant operation, trial counselors, and agriculture and food technology at the State Campuses. Also available at some State Campuses are certificate programs in vocational areas and in preschool teacher education. Application forms are available at the State Campuses.

Other certificate of achievement programs 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.

DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS

High school seniors may apply for Dual Enrollment at the College of Micronesia-FSM and earn college credits while in high school. Enrollment is limited on a space-available basis to a course per term for which prerequisites have been met. Dual Enrollment high school senior students attend regular high school classes during the day and attend a college course in the afternoon or evening. An application for Dual Enrollment must include a statement of justification describing a student's ability to benefit academically, intellectually, or artistically. Students are eligible for Dual Enrollment if they meet the following criteria:

1. The student has successfully completed the eleventh grade.
2. 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 3.5 and recommending that the student be enrolled under this policy.

3. The local principal and/or his designee, or a director of a college program working with high school seniors, provides a statement of justification describing a student's ability to benefit academically, intellectually, or artistically.
4. The student has been approved for Dual Enrollment by the Admissions Board.

Students must meet prerequisites for courses including placement test completion where applicable.

Students enrolled in a course under the Dual Enrollment policy are not eligible for Federal Financial Aid assistance.

The student must pay all college tuition and fees assessed to regular students.

Credit and grades earned will appear on their college transcript.

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 full-time admission to the College subsequent to graduation from high school.

Students must submit a completed College of Micronesia-FSM Application for Dual Enrollment to the Admissions Board along with the recommendation letter from the principal or designee, or the director of a college program working with high school seniors, and 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 postsecondary 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:

1. The student has successfully completed the eleventh grade.
2. 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.
3. The student has satisfied the Admissions Board approval via the COM-FSM Entrance Test (COMET) and has placed into college level (100) English courses in both reading and writing.

Students enrolled through Early Admission are not eligible for Federal Financial Aid assistance until a high school diploma or equivalent has been achieved.

Students must submit a completed College of Micronesia-FSM Application for Admission to the Admissions Board along with the recommendation letter from the principal or designee, and a high school transcript that verifies criteria one and two above. The information must be submitted together as one packet.

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.

LEAVE OF ABSENCE POLICY

Third-year and degree students may take a leave of absence from the College by:

1. Completing the checkout/withdrawal form;
2. Reading the Leave of Absence policy and signing acknowledgement of the readmission statement; and
3. 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.

READMISSIONS

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 month before the first day of instruction of the semester in which the student plans to return. 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 Admissions Board.



Rumple Emwalu and Tina Tobin pose with VPSSA Ringlen and Maintenance Director Mendiola Center at the Student Union.

FINANCIAL INFORMATION

The primary responsibility in financing the costs of post secondary education with the College of Micronesia–FSM rests with students and their families. However, COM–FSM administers three U.S. Federal Student Aid Programs to help students with limited financial resources seek financial assistance to pursue their post secondary education with COM–FSM. Financial Aid Office at COM–FSM is tasked to help, assist and process all applications for financial assistance in accordance with COM–FSM Student Financial Aid Handbook. The Student Financial Aid Handbook, available at Financial Aid Office, provides complete information on (1) how to apply for U.S. Federal financial assistance, (2) the costs of education with COM–FSM and (3) the calculation of financial awards to students and other important information concerning financial assistance.

FINANCIAL AID PROGRAMS

Financial assistance at COM–FSM are in the form of:

Federal Pell Grant:

- Pell Grant is a U.S. grant to help undergraduate students who have not earned a bachelor's or professional degree pay the costs of post secondary education.

Federal Supplemental Educational Opportunity Grant (FSEOG):

- This grant, in addition to Pell Grant, is given to students with exceptional financial need who enrolled in college level program prior to June 25, 2004. Students will continue to receive this grant for not more than four academic years.

Federal Work Study :

- The program provides the opportunity to apply for part-time employment and earn money to pay for their educational cost. Eligible students are those who already enrolled in a college level program prior to June 25, 2004. This program will continue for not more than four academic years.

Supplemental Education Grant (SEG):

- Under the Amended Compact, students that are enrolled after June 25, 2004 are not eligible to receive assistance under FSEOG and Work Study. However, the US has provided a discretionary annual grant to the FSM to provide a system of education assistance benefits equal in quality with FSEOG and Federal Work Study through SEG.

CFSM Student Assistance

- Annual appropriation from FSM National Government to the College to be used as scholarship grant to FSM students.

State Scholarships:

- State scholarships are processed and awarded by Pohnpei, Chuuk, Kosrae and Yap States to the students from their respective states.

Other Scholarships:

- Rotary Scholarship
- FSM Development Bank
- Mobil Scholarship
- Association of Filipino (STAP) Scholarship

TUITION AND FEES

Tuition and fees are set by COM-FSM Board of Regents.

Tuition Fee:

The current tuition fee of \$85 per credit was adopted by the Board on October 2003 and was implemented effective Spring 2004. Below is the schedule of tuition fees based on certain number of credits:

1 credit	\$85.00
3 credits	\$255.00
6 credits	\$510.00
9 credits	\$765.00
12 credits	\$1,020.00
15 credits	\$1,275.00
18 credits	\$1,530.00

Dormitory Fee:

Regular Semester	\$367.50
Summer Session	\$175.00

Meals Fee (Board):**Regular Semester:**

On campus	\$1,176.00
Off campus (lunch, M-F)	\$315.00

Summer Session:

On campus	\$560.00
Off campus (lunch, M-F)	\$150.00

Daily Rate:

Breakfast	\$2.00
Lunch or Dinner	\$3.00

Entrance Test/Admission Fees:

Entrance Test Fee: A \$5.00 fee has to be paid by all students before taking the entrance test for admission at the College.

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 full-time 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, Financial Aid Office 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 students access to all COM – FSM student curricular and extracurricular activities.

Other Fees:

Technology Fee: A \$50.00 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, education and agriculture laboratory courses are required to pay a fee of \$25.00 for each laboratory course.

Fees Charged When Applicable:

Residence Hall/Dormitory 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 Dormitory Manager who will assess the room for damages and cleanliness. Business Office will process the check for refund of the security deposit upon receipt of clearance from the Dormitory Manager.

Late Registration Fee: Students who register after the last day of regularly 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 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, \$2.00 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 were returned by the bank for insufficient fund and for closed account.

REFUND OF FEES POLICY

Below are the tuition and fees that are refundable:

- Tuition fee
- Meal Fee
- Student Activity Fee
- Health Fee
- Laboratory Fee
- Technology Fee

The % of refund of the above refundable fees is determined according to the timing of withdrawal using the following schedule:

If students withdraw from school Regular Semester (Fall/Spring):

- Prior to first day of class – 100%
- During the first two weeks – 80%
- During third & fourth weeks – 40%
- After the fourth week – no refund

Summer Session: If students withdraw from school:

- Prior to first day of class – 100%
- During the first week – 80%
- During second week – 40%
- After the second week – no refund

Full refund will be given if changes are made in the published schedule of classes which resulted in the complete withdrawal by the student. Partial refund for the difference in tuition and applicable fees will be given to students who reverted to part-time status as a result of changes in the published schedule by the College.

The College will not assess penalty charges when the student is not in error or at fault. Requests for refund should be made in writing to the Vice-President for Support and Student Affairs within fifteen days after the changes occur. The College assumes no liability for such refund after fifteen days have passed without the written request for the refund.

However, the following fees are not refundable:

- Admission Fee
- Registration Fee
- Late Registration Fee
- Auditing Fee
- Credit-by-Examination Fee
- Graduation Fee
- Dormitory Fee

TRAVEL COSTS

FSM students from Chuuk, Yap and Kosrae who are admitted at the National Campus by the College of Micronesia-FSM are provided with transportation from their home state to the National Campus, and the return ticket after completion of their studies. Students who voluntarily withdraw from College forfeit their return ticket and are responsible for their own transportation in going back to their home state. Students dismissed for academic or disciplinary reasons are given transportation going back to their home state. If readmitted, students will be responsible for travel costs to and from the College.



Aerial view of the College of Micronesia-FSM, National Campus by Doug Kelly

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 as freshmen or transfer students will be given an orientation and placement tests prior to registration.

STUDENT ADVISEMENT

The objectives of the student advisement program are to ensure that students are aware of their program requirements, and with the help of their advisor, follow the sequence of courses for their program to insure timely graduation. This program assigns 20-25 students to an advisor who is either a faculty member or a counselor.

CLASSES

Class Schedule: The Vice President for Instructional Affairs in collaboration with the State Campus Director and the Instructional Coordinators is responsible for developing the class schedule in consultation with the Coordinator of Admissions and Records and the chairpersons of the academic divisions. The class schedule contains the semester offerings, as well as the time, instructor, and room assignment 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 and Records. A change will become final only after the proper forms have been signed and returned to the Office of Admissions and Records.

Adding/Dropping a Course: Courses may be added or dropped by students through the first week of instruction by completing the add/drop form which is available from the Office of Admissions and Records. 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.

Dropping/Withdrawing from a Course: Students planning to withdraw from a course must see their advisor before withdrawing from the course. The advisor is to complete the withdrawal form and sign it before returning it to the student who submits the form to the Office of Admissions and Records. If the advisor is not available to assist the student, the Vice President for Instructional Affairs, or his designees can assist the student in completing the withdrawal form. Students should be aware of the following timeline and charges for withdrawing from a course:

- a. Withdrawals within the first week of classes will not be recorded on the students' transcript;
- b. A grade of "W" will be recorded on official transcript for withdrawals from a course beginning the second through the tenth week of instruction;
- c. A semester grade of "F" will be given for withdrawals from a course after the tenth week of instruction;
- d. Tuition will not be charged for withdrawals during the add/drop period; and
- e. 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 6 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 6 credits for the summer session.

Part-time Students: Students who register for less than 12 semester credits in a regular semester or less than 6 credits in a summer session.

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

Non-Degree 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 ADMISSIONS 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 6 credits during the summer session. Students are limited to a maximum load of 18 credits per regular semester and 6 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 beginning on page 38 and described beginning on page 40. 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 majors 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 non-refundable fee of \$20 per credit. Audited courses cannot be changed to credit status.

ARTICULATION

The College has established articulation agreements with several institutions in the region and the U.S. mainland. Students planning to transfer to these colleges should plan their program here to optimize transfer of their COM-FSM credits to the articulating institution.

Students planning to transfer to another institution should consult with their advisors for transfer purposes and further information on relevant colleges.

ACADEMIC REGULATIONS

ACADEMIC STANDARDS

Good Academic Standing: Good academic standing is defined as having a cumulative grade point average (GPA) of 2.0 or above. Cumulative GPA is the average for all semesters attended at COM-FSM. In order to graduate from COM-FSM, students must be in good academic standing. Students cannot graduate while on academic probation.

Academic Honors: Each semester all full-time students in a degree or certificate of achievement program who earned a semester grade point average of 3.5 to 4.0 without any incomplete grade are recognized on the **Honor Roll**.

Students on the Honor Roll who took only college-level courses (courses numbered 100 and above) and who achieved a semester grade point average of 3.50 to 3.99 are recognized on the **Dean's List**

Students on the Honor Roll who took only college-level courses (courses numbered 100 and above) and who achieved a semester grade point average of 4.0 are recognized on the **President's List**.

Academic Probation: Students whose cumulative grade point average falls below 2.0 are placed on academic probation until their GPA is raised to 2.0 or better, or they are suspended.

Academic Suspension: Students who remain on academic probation for two enrolled semesters (not including summer session) are placed on academic suspension. After one semester, a suspended student may apply for readmission. Readmission is not automatic and will be granted by the Admissions Board or for the open admissions programs by the State Campus Director on probationary status only when there is evidence that the student will perform satisfactorily.

COURSE GRADING SYSTEM

The course grading system used at the College of Micronesia-FSM is as follows:

A—Superior

B—Above Average

C—Average

D—Passing

However, EN 120a and several math courses require a “C” or better to enroll in the next level. For other classes, the instructor’s permission may be required to enroll in a subsequent course in the same discipline.

F—Failure

W--Withdrawal

Consult the appropriate sections for policy and procedures.

I—Incomplete

GRADE POINT SYSTEM

A grade point system is used to compute a student’s grade point average (GPA). The numerical value assigned to each grade is as follows:

A—4.0

B—3.0

C—2.0

D—1.0

F—0

W—not computed

I—not computed

Grade point average is computed as follows:

1. Compute the grade points earned for each course by multiplying the course credits by the numerical value of the grade received in that course.
2. Compute the total grade points earned by adding the grade points earned for all courses attempted.
3. Divide the total grade points earned by the total number of credits attempted to obtain the grade point average.
4. Only courses taken at the College of Micronesia-FSM are used in computing the cumulative grade point average.

Formula:

$$\frac{\text{Total Grade Points Earned}}{\text{Total Credits Attempted}} = \text{GPA}$$

REPEATS AND INCOMPLETES

Students may repeat a course in which a grade of “D”, “F”, or “I” is earned. The GPA is computed using the higher or better grade and is adjusted for the semester in which the course was repeated. Students may repeat a course once and be eligible for financial aid.

Students who attend classes regularly and are doing passing work, but because of illness or other unavoidable circumstances are unable to take the final examination or otherwise complete the course, may receive an “I” for the course. It is the students’ responsibility to clear the incomplete grade by mid-term of the following semester. Students who have an incomplete grade from the spring semester have until mid-term of the fall semester to remove it.

When the course work is completed, the instructor will submit a grade to the admissions office. If a student fails to make up an “I” grade by midterm of the following semester, the “I” will be changed to an appropriate grade on the transcript.

CREDITS

The unit credit at COM-FSM is the semester credit. Sixteen contact lecture hours equal one credit. Forty-eight laboratory/seminar hours equal one credit. Forty-eight workshop hours equal one credit. For students transferring to or from institutions on the quarter system, two-thirds of a semester credit equals one quarter credit.

Credit-by-Examination: Students may apply for credit-by-examination for approved COM-FSM courses which include in the course outline an examination, checklist, or other diagnostic device that measures students’ understanding and fulfillment of the course objectives. The student must be in good academic standing and present evidence of competence in the subject. Students can attempt to challenge a course only once.

Application forms for credit-by-examination are available from the Office of the Vice President for Instructional Affairs. Students must submit the application to the Vice President, and if approved, will be given a testing date and time. Students must pay a non-refundable credit-by-examination fee of \$15 per course to the Business Office before taking the examination.

Credits for courses earned by examination will be entered on student’s permanent record as “credit-by-examination”. Credits so earned will not count toward the twelve semester credit requirement for full-time student classification. No more than a total of sixteen semester credits may be earned by examination.

Transfer Credits: Credits earned with course grades of “C” or better in other colleges or universities may be transferred if the courses are substantially equivalent to offerings at this College. The Office of Admissions and Records must receive an official transcript directly from the previous institution(s) in order to consider transfer of the credits. Transfer credits are also awarded on a course by course basis according to established articulation agreements between COM-FSM and the transferring institution. Refer to Graduation Requirements for limitations on transfer credits.

ACADEMIC HONESTY

To ensure the integrity of the educational process and the institution, the College encourages academic honesty, and therefore does not condone cheating, plagiarism, or any related form of academic dishonesty which prevents an instructor from being able to assess accurately the performance of a student in any facet of learning.

Students found guilty of academic dishonesty, cheating, plagiarism, and facilitating academic dishonesty will be liable to dismissal or suspension from the College.

CLASS ATTENDANCE

Students who are absent for more than six MWF classes, or more than four TTh or summer classes, will automatically be dropped from the course. The total missed classes include unexcused and excused absences, such as sickness, funerals, and any other circumstances. Instructors will notify the Office of Admissions and Records to complete the withdrawal slip for the student.

EARLY WARNING DEFICIENCY REPORT

Four weeks into the regular semester, and two weeks into the summer session, instructors submit an early warning deficiency report on students who are not progressing satisfactorily in their course to the admissions office. The objective of the early warning deficiency report is to provide sufficient time for these students to seek assistance in order to pass the course.

MID-TERM DEFICIENCY NOTICES

Halfway through each semester, instructors officially evaluate their students. Students doing “D” or “F” work are considered to be deficient and not making satisfactory academic progress and are reported to the admissions office. Students on the mid-term deficiency list are warned that if they do not improve, they will receive a “D” or “F” for the course, and are encouraged to seek assistance from their instructors or the counselors.

FINAL GRADE REPORT

Final grades will be available to students after the end of each academic term. Students must assume the responsibility of reporting any errors on their grade report to the Office of Admissions and Records within two weeks after receiving their grade report. If not, the grade will remain on the record.

TRANSCRIPT POLICY

The Office of Admissions and Records maintains a transcript, or permanent record on all COM-FSM students. Recorded on a transcript are all courses taken, the credits earned and the grade awarded for each course.

Transcripts are issued upon written request only. Each student is entitled to one transcript free of charge. A fee of \$2.00, paid in advance, is charged for each additional transcript request.

A transcript will not be issued until all financial and other obligations to the College have been met.

Students transferring to other institutions of higher education should request the Office of Admissions and Records to send their official transcript directly to the admissions office of the institution they plan to enter. Students may also request the admissions office to mail an official transcript to a prospective employer.

WITHDRAWAL FROM THE COLLEGE

Students who wish to withdraw from the College must report to the Office of Admissions and Records and complete the necessary forms in order to withdraw officially. If this is not done, it will not be possible for the student to obtain transcripts or be considered for readmission. Students withdrawing from the college prior to the last day to drop with a “W”, as specified on the College calendar, will receive an automatic “W” for all classes. After that date, the grade for all classes will be an “F”.

CATALOG LIMITATIONS

A master copy of the COM-FSM General Catalog is kept current in the Office of the Vice President for Instructional Affairs. It is considered the official source of reference for efficiency, consistency, and facility of operation. Published editions are current only to the date of publication. As expected in a developing institution, such as COM-FSM, changes will continually occur. Those requirements in effect at the time of publication or admission (except where specific statements of exceptions are made) will remain in effect for the student. The College reserves the right to add, delete, supplement, or amend at any time the information, requirements, policies, and practices contained in this catalog. Additional information regarding the Fisheries and Maritime Institute can be found in a separate publication. Copies are available with the Director and the office of the Vice President for Instructional Affairs.



The FSM-China Friendship Sports Center, located at the College of Micronesia-FSM National Campus, is suitable for world class conferences. Contact the College for reservations.

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 beginning of third week of the semester. (Application forms may be obtained from the Office of Admissions and Records.)

Limitations:

- a. Students transferring from other institutions must earn at least 30 credits of the major at COM-FSM.
- b. A maximum of ten 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 ten-year limit and the graduation requirements may change only in the following circumstances:
 - The student is out of school for at least two consecutive regular semesters.
 - The student changes major by filing a 'change of major' form with the Office of Admissions and Records.

The ten-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 certificate of achievement programs are detailed in their descriptions.

STUDENT SERVICES AND ACTIVITIES

Student services and activities are intended to contribute to students' adjustment to college life. They are aimed to facilitate the process of social, academic, and vocational direction and development while attending COM-FSM.

ORIENTATION

Orientation is provided for new and transfer students one week prior to registration. The orientation program enables students to learn about the College and the community and to take advantage of opportunities to meet other students in social situations. Placement testing, program advisement, and registration also take place during this time.

GUIDANCE AND COUNSELING

Professional counseling is available at the National, State Campuses and the Federated States of Micronesia-Fisheries and Maritime Institute (FSM-FMI) to assist students in establishing or clarifying appropriate educational and vocational goals and to assist students with problems of social or personal nature. The counselors also offer assistance in job placement.

STUDENT HOUSING

The College of Micronesia-FSM has two residence halls at its National Campus which can accommodate 212 students.

The residence halls are two-story buildings with restrooms and showers, and laundry rooms. Each dormitory room is shared by four students and is furnished with two bunk beds. The College provides a mattress for each resident, but each resident must provide his/her own pillow, pillowcase, sheet and blanket.

Rooms are available on a space-available basis to full-time students. Students from off island are given priority to live in the residence halls. Students are required to complete an application and pay a \$50.00 security deposit. The deposit may be refunded at the end of the resident's stay upon written request and assessment by the Residence Hall Manager.

Upon acceptance into the residence halls, students sign a housing agreement in which the student agrees to pay room charges for the entire semester regardless of whether he/she moves out of the residence halls at any time during the semester.

The residence halls are staffed by a director of student/campus life, residence hall manager, residence hall advisors, resident assistants and custodians. Residents participate in the operation of the Residence Hall Resident Association (RHRA). The RHRA is made up of residents who are concerned about the well-being of residents.

HEALTH SERVICES

The National and Pohnpei Campuses maintain a well-equipped dispensary on campus with pharmacy and examination rooms. A full-time registered nurse is available during regular working hours from Monday to Friday at National Campus and a full-time special contract nurse at Pohnpei Campus. The dispensary provides services in acute, chronic, and preventive health care. It also provides hospital referral services, personal health counseling and educational/reference materials on diseases and health issues. A director of student/campus life who is a medical officer is available at National Campus to give prescriptions and conduct weekly clinics as requested.

STUDENT ACTIVITIES AND FACILITIES

At National Campus there are two facilities on campus to serve the leisure, recreation and sports needs of our dorm and off-campus students. Pohnpei Campus has a multi-purpose gymnasium and a recreation center for students. All other campuses use the state facilities for their sports programs.

Sports and Recreation Center

The FSM-China Friendship Sports Center located at the National Campus is the largest building in Pohnpei and serves as a multi-purpose facility. The Sports Center houses two complete basketball courts; the main court has a seating capacity of up to 1,300 spectators and the practice court with a stage at one end can be used for a variety of activities. Because of its size, the Sports Center can accommodate conferences and meetings and is sometimes referred as the “convention center” for the Nation and the surrounding community.

The Sports Center also has rooms for television, pool, and ping pong for student recreation. The Recreation Office located in the Sports Center has a variety of equipment, the usual such as volleyballs and basketballs and the unusual such as frisbees and wiffle balls, for student to check out and many activities for students to sign up.

Adjacent to the Sports Center, the COM-FSM Fitness Center has a variety of free weights and exercise machines which is available to students daily.

Student Union

The Student Union is adjacent to the cafeteria and is an excellent place for student to relax, listen to music watch TV or meet and socialize with other student. There are plans being developed to greatly expand the Student Union to further meet the student’s leisure time needs. Pohnpei Campus has a student center locally known as “Nahs” where students socialize, and do other recreational activities and meetings.

The professional staff responsible for both these facilities strives to develop activities that will provide students, men and women, with participation and leadership opportunities in many leisure and athletic type programs. The emphasis is towards enjoyment and fitness through physical activities and competitive sports with a recreational emphasis among friends with similar interest.

COLLEGE BOOKSTORE

The National Campus Bookstore stocks required textbooks and related course materials for all campuses. As a student service outlet, the bookstore also stocks miscellaneous school items, college items, as well as soft drinks, snacks and sundries. The Bookstore is located in the Student Support Services Program building.

STUDENT GOVERNMENT

All full-time students are members of the Student Body Association (SBA), which is led by a student council. The council includes the president, vice-president, secretary, treasurer, and delegation representatives. This decision-making body meets every two weeks. The delegations, which represent geographical areas of the FSM, and other entities, also meet on alternate weeks to discuss student concerns. Every student is a member of a delegation of his choice and has the opportunity to participate in student government.

STUDENT CONDUCT AND DUE PROCESS

The College of Micronesia-FSM is a community of scholars. Students, as members of this community, are expected to assume responsibility for their personal conduct. It is assumed that each student voluntarily associates with the College and enrolls for serious educational pursuits, thereby not only enjoying the freedom to learn but also sharing responsibility in exercising that freedom. Students are expected to conduct themselves in a way which will bring credit to the individual, the institution, and the community. When students fail to carry out these responsibilities and are charged with misconduct, the following policies and procedures will be followed in order to protect students’ rights and the College’s interests.

Disciplinary action may be imposed on students for violation of criminal law or violation of College rules and regulations. Provisions related to disciplinary action shall be published and distributed to students, faculty, and staff. Student conduct may result in disciplinary action by the College or criminal prosecution or both, as they are not necessarily related. It is the

policy of the College to impose disciplinary action for misconduct occurring on or off campus which adversely affects the functioning of the College.

Students are subject to disciplinary action, including suspension, for any of the following reasons:

1. Violation of criminal laws which adversely affects the College.
2. Unauthorized entry into or use of College facilities.
3. Theft of, damage to, or unapproved use of property belonging to the College community or campus visitors.
4. Dishonesty such as cheating, plagiarism, furnishing false information to the College, forgery, alteration or misuse of College documents, records or identifications.
5. Violation of College policies.
6. Public inconvenience, annoyance, alarm, recklessness, or creating a risk thereof.
7. Fighting or other violent or tumultuous behavior or threat.
8. Public abuse; verbal or physical.
9. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other College activity.
10. Physical or threat of physical abuse; or conduct which threatens or endangers the health or safety of persons on campus.
11. Disruptive, disorderly, or unbecoming behavior; or lewd, indecent or obscene conduct or expression on campus.
12. Failure to identify oneself when requested to do so by College faculty, administrators, staff members or other authorized persons.
13. Violation of the Drug and Alcohol Workplace and College Premises Policy.

The above list of offenses is not intended to be exhaustive. Students who display any other conduct which is contrary to the best interests of the College or its students will be subject to disciplinary action.

Student disciplinary action may be imposed by:

1. An instructor: who may warn or temporarily exclude the student from the instructor's classroom or from any other College sponsored or supervised activity for the duration of the activity, not to exceed one day;
2. An administrator: who may warn or temporarily exclude the student from a classroom or College sponsored or supervised activity for the duration of the activity, not to exceed one day;
3. The Student Conduct Board: which may impose a warning, fine, temporary exclusion, probation or recommend suspension; and
4. The President of the College: who may impose a warning, fine, temporary exclusion, probation and who alone may suspend.

Procedure:

An instructor or administrator may immediately impose a one day exclusion. Such discipline must be reported in writing to the Vice President for Support and Student Affairs or the State Campus Director explaining why the discipline was imposed. For such cases, and any other discipline, the following procedure applies:

1. The Vice President for Support and Student Affairs/State Campus Director receives a report or otherwise is made aware of an allegation that a student has committed an act that is subject to discipline.
2. The Vice President for Support and Student Affairs/State Campus Director conducts an investigation of the report. If, based on the investigation, the Vice President/ State Campus Director feels that disciplinary action is warranted, a Student Conduct Board hearing will be called as soon as practicable. The Student Conduct Board is composed of five members: two students and three staff/faculty members, all appointed for one academic year by the President. A student may waive his/her right to a Student Conduct Board hearing.
3. At the investigative hearing, which is taped on audiocassette, the student may be represented by counsel of his/her own choosing and will also have the right to question any witness and to present witnesses. The Vice President for Support and Student Affairs/State Campus Director, or his/her designee, will present evidence in support of the Vice President's/State Campus Director's report. The Vice President/State Campus Director may call witnesses, including the student requesting the hearing. If that student refuses to respond to questions asked, an adverse inference will be drawn against the student. Within 48 hours after the investigative hearing, the Student Conduct Board shall issue a written report of the facts regarding the incident. The Board's factual conclusion findings shall be agreed to by a

majority of the Board and shall suggest that the matter be concluded by dropping the matter entirely, issuing a warning to the student, or disciplining the student.

4. If either the student or the Vice President for Support and Student Affairs/State Campus Director objects to the action of the Board, an appeal may be made to the President. The appeal notice should be in writing and delivered to the Office of the President within one business day of the Board's decision or sent on the next available plane to Pohnpei. Any appeal of the Student Conduct Board's decision will be based strictly on the taped proceedings of the hearing and any documents admitted as evidence. No further evidence shall be elicited. The disciplinary action will stand while the President is considering the matter. The standard in regards to an appeal is whether there was any credible evidence supporting the facts found by the Board. If the President finds that there was no credible evidence supporting the facts found by the Board, the President may then either drop the matter entirely or appoint the original Board for rehearing.
5. If the President is the person who reports the act or acts to the Vice President for Support and Student Affairs/State Campus Director, which are alleged to justify discipline, or otherwise has a conflict in impartially exercising the duties described in these procedures, the President will notify the Student Conduct Board of the fact. The Student Conduct Board will then appoint one member of the faculty or staff of the College to exercise the authority of the President regarding discipline for that particular case.

Policies on Betelnut, Tobacco, Alcohol and Illicit Drugs and the Prohibition of Violence

Introduction

The College of Micronesia-FSM (COM-FSM) Board of Regents adopted a policy in 1981 that was amended in 1998 prohibiting the unlawful manufacture, distribution, dispensing, possession or use of alcohol and illicit drugs on college campuses. This policy remains in force and has been expanded for clarification. COM-FSM students are not permitted to be under the influence of, possess, distribute, purchase or sell alcohol or illicit drugs on the COM-FSM campuses, at COM-FSM approved or sponsored events, on COM-FSM property or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. It is the goal and policy of the College of Micronesia-FSM to have zero tolerance for illicit drugs and the misuse of alcohol, tobacco and betelnut on all campuses, at all campus events and during College related activities. The College of Micronesia-FSM also prohibits tobacco and betel nut chewing and tobacco smoking in all College of Micronesia-FSM buildings. Some campuses have designated areas for smoking and betelnut chewing areas that also must be observed.

The College of Micronesia-FSM requires compliance with the above policy for all visitors to all COM-FSM campuses, at COM-FSM approved or sponsored events, on COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Visitors who fail to obey these restrictions can be removed from the above properties, and have their right to enter properties of COM-FSM or to attend COM-FSM approved or sponsored events on COM-FSM properties curtailed.

The College of Micronesia-FSM reserves the right to regulate admission and entrance to the college and all of its facilities. Any discipline imposed under this policy is predicated on this ability to determine the qualifications of students to enroll and continue studying at COM-FSM, which includes that students must comply with all discipline assigned to them prior to continuing their studies at COM-FSM, or receiving their final grades and diploma. Further, the College of Micronesia-FSM reserves the right to control access to the College of Micronesia-FSM National Campus, all state campuses, Federated States of Micronesia-Fisheries and Maritime Institute (FSM-FMI), all land grant operations facilities, and any other facilities, vehicles and school functions. The college, at its discretion, can determine the right of access to anyone.

Purpose

It is one of the goals of the College of Micronesia-FSM to "provide a safe, healthy, and attractive environment which promotes a sense of achievement and belonging for students, faculty and staff." Furthermore, COM-FSM intends to provide an environment in which students can learn without the distractions, specifically those caused by the use and abuse of illicit drugs and alcohol. COM-FSM recognizes that alcohol and illicit drug use create many problems for the members of the community. Therefore, the College of Micronesia-FSM seeks to provide substance-free campuses. Such standards will com-

ply with the U.S. Drug-Free Workplace Act of 1988 and with the Drug-Free School and Community Act Amendment of 1989, to the extent such acts can be enforced in the Federated States of Micronesia. The college will also follow FSM national laws, and the state laws that are applicable in each state concerning standards involving illicit drugs and alcohol.

Application

This policy applies to all students of the College of Micronesia-FSM. The guidelines set out in this policy, where applicable, shall also apply to visitors to the College of Micronesia-FSM. An exception to this policy may be invoked upon written authorization by the President of COM-FSM, and/or the Chairman of the Board of Regents, for specified events sponsored by COM-FSM, which would allow the provision or purchase of alcoholic beverages at those events. This written authorization will be provided in advance of the event.

Chewing of Betel Nut and/or Tobacco Use Policy

Students are not permitted to smoke pipes, cigars, cigarettes, or any other tobacco products in COM-FSM buildings. At some campuses smoking is only permitted in designated outside smoking areas. Students are not permitted to chew betelnut or any type of chewable tobacco, except in designated areas.

Alcohol Policy

Students are not permitted to possess, distribute, consume, sell, or purchase alcohol, nor are they permitted to be under the influence of alcohol, on COM-FSM campuses, at COM-FSM approved or sponsored events on COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Any violation of the alcohol policy will result in a referral to the Disciplinary Committee.

- Violations of the Alcohol Policy Involving Violence.

If any violation of the alcohol policy involves violence, the discipline imposed and penalties prescribed will be those found under the Prohibition of Violence policy.

- Violations of the Alcohol Policy Involving a Minor.

If any violation of the alcohol policy involves a minor, the Disciplinary Committee will also weigh this factor in considering the appropriate discipline for the offense. Referral of the matter to local law enforcement authorities will also be made, if appropriate.

Illicit Drug Policy

Students are not permitted to possess, distribute, consume, sell, or purchase illicit drugs, nor are they permitted to be under the influence of illicit drugs, on COM-FSM campuses, at COM-FSM approved or sponsored events, on COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Any violation of the illicit drug policy will result in a referral to the Disciplinary Committee.

- Violations of the Illicit Drug Policy Involving Violence.

If any violation of the illicit drug policy involves violence, the discipline imposed and penalties prescribed will be those found under the Prohibition of Violence policy.

- Violations of the Illicit Drug Policy Involving Alcohol.

The Disciplinary Committee may consider previous violations of the alcohol policy or violation of the alcohol policy in the same incident as the violation of the illicit drug policy in determining the level of appropriate discipline to be issued.

- Immediate Suspension Allowed.

A student charged with any offense under this illicit drug policy may be immediately suspended from the college by the administration, pending the holding of the Disciplinary Hearing and issuance of the decision by the Disciplinary Committee.

Policies on Prohibition of Violence

Introduction

It is the goal and policy of the College of Micronesia-FSM to have zero tolerance for violence on campus, at all college events, and during college related activities. This policy will apply on all COM-FSM campuses, at COM-FSM approved or sponsored events on COM-FSM properties, in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs or in actions against other COM-FSM students wherever the act of violence may take place.

The College of Micronesia-FSM reserves the right to regulate admission and entrance to the college and its facilities. Any discipline imposed under this policy is predicated on this ability to determine the qualifications of students to enroll and continue studying at COM-FSM, which includes that students must comply with all discipline assigned to them prior to continuing their studies at COM-FSM, or receiving their final grades and diploma. Further, the College of Micronesia-FSM reserves the right to control access to College of Micronesia-FSM National Campus, all state campuses, FSM-FMI, all land grant operations facilities and any other facilities, vehicles and school functions. The college at its discretion can determine the right of access to anyone.

Policy on Banned Weapons

Student may not possess a banned weapon on any COM-FSM campus, at any COM-FSM approved or sponsored event, on any COM-FSM property or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Any violation of the banned weapons policy will result in a referral to the Disciplinary Committee.

Policy on Threats of Violence

Students may not utter a threat of violence on any COM-FSM campus, at any COM-FSM approved or sponsored event on COM-FSM property, in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs or against any member of the COM-FSM community wherever the threat of violence may take place. Any violation of the policy on threats of violence will result in a referral to the Disciplinary Committee.

Policy on Acts of Violence

Student may not commit an act of violence on any COM-FSM campus, at any COM-FSM approved or sponsored event, on any COM-FSM property, or in any COM-FSM building, vehicle or boat used by COM-FSM for its educational or recreational programs, or against members of the COM-FSM community wherever the act of violence may take place. Any violation as described above will result in a referral to the Disciplinary Committee.

Policy on Being an Accessory to Violence

Students may not be an accessory in act of violence on any COM-FSM campus, at COM-FSM approved or sponsored events on COM-FSM property, or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs, or against members of the COM-FSM community wherever the act of violence may take place. Any violation of this of policy will result in a referral to the Disciplinary Committee.

Policy on Use of a Banned Weapon Together with any Other Forms of Violence

The Disciplinary Committee may consider the range of options for a second offense under this policy, including referral to law enforcement authorities, if appropriate.

Use of Alcohol in the Commission of the Act of Violence

The use of alcohol by the student is to be considered by the Disciplinary Committee in assessing the appropriate punishment for the offense. The use of alcohol by the student is not to be considered an excuse for violent behavior.

Scope and Procedures of Disciplinary Hearings

Right to Disciplinary Hearing

All students have a right to a Disciplinary Hearing for violations under this policy unless the maximum penalty is a written reprimand and two hours or less of supervised work detail. For discipline greater than the above, a Disciplinary Committee Hearing will be scheduled by the VPSSA or the Campus Director. For violation under this policy the following procedure applies:

Any member of the college community (faculty, staff and/or student) may initiate a complaint against a student under the College of Micronesia-FSM Policies on Betelnut, Tobacco, Alcohol and Illicit Drugs and the Prohibition of Violence. All complaints will be made to the Vice President for Support and Student Affairs or the Campus Director.

A report of an alleged violation should consist of a clear, concise written statement that contains the following information:

- A list of any and all parties against whom the complaint is being filed.
- A description of the alleged misconduct, the date or period of time during which it occurred, and the location where the incident(s) allegedly occurred.
- The name, address and phone number of the person making the report.
- All complaints are considered to have been made in good faith. Any information to the contrary may be grounds for College action against the initiating party.

The Vice President for Support and Student Affairs or the Campus Director will review the complaint to determine how to handle the case. When proceeding with the disciplinary process, the accused student will be provided written notification of the allegation, information on the disciplinary process, and a deadline for responding to the notice. If the student fails to respond to the written notice then the VPSSA or the Campus Director will place a hold on the student's account.

The VPSSA or the Campus Director will meet with the accused student to discuss the incident. At that meeting, the student will have an opportunity to present any information regarding the incident. Failure by the student to meet the VPSSA or the Campus Director will result in a decision by the VPSSA or Campus Director without input from the student.

The VPSSA or the Campus Director will then determine if the offense warrants a Disciplinary Hearing. The decision whether to refer the matter to a Disciplinary Committee is at the sole discretion of the VPSSA or the Campus Director. This decision will be based on the information presented by the student and according to the sanctions identified in this policy. If the offense warrants a Disciplinary Hearing, the student is to be informed in writing about the process. The VPSSA or the Campus Director will also inform all parties about the process. This includes members of the Disciplinary Committee, witnesses, and those who may participate in the appeals process.

Timing of Disciplinary Hearing

Due to the need for prompt decision-making a Disciplinary Hearing shall be scheduled within five days of the event giving rise to the discipline. The hearing may be continued by agreement of all parties. Failure by a student to attend a Disciplinary Hearing, without reasonable excuse, will result in a decision by the Disciplinary Committee without input from the student.

Each student is entitled to an individual hearing; however, for the convenience of the parties, there may be an agreement to hold a hearing involving multiple students at the same time, when it arises from the same events upon which the discipline is based.

Composition of the Committee

The Disciplinary Committee will be comprised of three members of the college community. An employee of the college will be selected by the student, an employee of the college will be selected by the VPSSA or Campus Director, and a third

committee member will be chosen by the first two committee members. In situations requiring an urgent response, the VPSSA or Campus Director may take immediate action and consult with the Committee as soon as possible.

Conduct of the Hearing

Formal rules of evidence will not apply. Witnesses will provide testimony under oath. The student may be represented by an attorney, if he or she so chooses. The Committee has the power to compel students and staff to appear before it.

The Disciplinary Committee will hear the cases of both the complainant and the student. And will determine the outcome of the hearing. The Disciplinary Committee shall make its decision based on the preponderance of evidence put before it. The standard of proof for deciding against the accused student shall be such evidence that, when weighed against that opposed to it, has the more convincing force and the greater probability of truth. The burden of proof shall at all times rest upon the complainant.

Decision of the Disciplinary Committee

The decision of the Disciplinary Committee shall be in writing and issued within five days of the conclusion of the hearing. The Disciplinary Committee shall set out its factual findings, along with its determinations concerning the appropriate discipline to be imposed. A decision must be adopted by a majority of the committee.

Appeal of the Decision of the Disciplinary Committee

A student may appeal in writing the decision of the Disciplinary Committee to the President of the College of Micronesia-FSM, within thirty days of the decision of the Disciplinary Committee being personally served upon him or her. Personally served the decision means personal service on the student, personal service on a close relative of the student, or by leaving a copy at the residence of the student. The discipline remains in effect during the entire appeal time period unless the President specifically grants a stay of the execution of the discipline.

The President shall review the findings of the Disciplinary Committee on the basis that discipline imposed by the Committee was an abuse of discretion, or that the factual findings of the Committee are unsupported by the evidence in the record. The President, based on his/her review, may affirm the decision of the Committee, modify the discipline imposed by the Committee, or send the matter back to the Committee for further review. The President shall make his/her decision within thirty days of the appeal by the student. Failure to appeal by the student within the time frames designated results in a waiver of the right to appeal the discipline imposed.

Appeals to the Board of Regents

A student may appeal the decision of the President of the College of Micronesia-FSM, in writing, to the Board of Regents of the College of Micronesia-FSM, by delivery of a written appeal to the Office of the President of the College, within thirty days of the written decision of the President being served upon the student as outlined in section 6.0.

The Board of Regents shall review the findings of the Disciplinary Committee and the President, on the basis that discipline imposed by the Committee or the President was an abuse of discretion, or that the factual findings of the Committee or the President are unsupported by the evidence in the record. The Board of Regents, based on this review, may affirm the decision of the President, modify the discipline imposed by the President, or send the matter back to the President for further review. The Board of Regents shall make its decision within ninety days of the appeal by the student. Failure to appeal by the student within the time frames designated results in a waiver of the right to appeal the discipline imposed.

The decision of the Board of Regents is final.

Responsibilities

Members of the college community (faculty, staff and/or students) are responsible for reporting violations of the college policies on betelnut, tobacco, alcohol and illicit drugs and the prohibition of violence to the VPSSA or the Campus Director.

The VPSSA or the Campus Director will be responsible for facilitating the process until it is finalized including notifying all parties of hearing, educating all parties about the standard of proof, documenting all proceedings and decisions, and issuing statements in writing to all parties. This process may require the follow-up of the VPSSA and the Campus Director through the final appeal process.

The student will be responsible for immediate follow-up to all written notices, for appointing a member of the Disciplinary Committee and for maintaining consistent contact with the VPSSA or the Campus Director. The student is also responsible to present his/her case and to offer evidence in support of that case and to comply with the disciplinary decision.

Disciplinary Committee will be responsible for following the established timeline and to being impartial and fair.

It is the President's responsibility to hear first appeals. If the decision of the President is appealed, it will go to the Board of Regents. The BOR is responsible for the final appeal decision.

THE DECISION OF THE PRESIDENT OF THE COLLEGE OR HIS/HER REPRESENTATIVE IS FINAL.

Note: Saturdays, Sundays, and holidays shall be excluded in the computing of all time limits set forth in the policy.

For more detailed information, students should consult the [Student Handbook](#).



Pohnpei students from the COM-FSM National Campus came out in their traditional colors at the Spanish Wall Field in Kolonia Town to celebrate the College's Founding Day.

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 state, which include teacher education (up to associate degree level), vocational education, 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 English placement tests before registering for classes. The results of these tests determine the level at which students begin their program of study in English.

All 100 level courses, with the exception of math, art, music, computer, agriculture, and ED/CD courses, have ESL 089 Reading V or divisional placement to EN 110 Advanced Reading as a prerequisite. Degree students who test into the developmental English program are required to take ESL 079 Study Skills. Therefore, students often have to spend one or more semesters in developmental English classes 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 090, 095, 098, 100, or 101.

Placement Criteria

Certificate and Non-degree Placement:

Incoming degree and non-degree students are placed into the following developmental courses. Placement is based on divisional placement tests.

Combined Skills: ESL 070, 071
Study Skills: ESL 079
Listening and Speaking: ESL 087
Reading: ESL 088, 089
Writing: ESL 098, 099

Degree Program Placement:

Degree students are placed into the following developmental and college-level courses based upon divisional placement tests. Students who place into any ESL course are also required to take ESL 079.

Listening and Speaking: ESL 087
Reading: ESL 088, 089, or EN 110
Writing: ESL 098, 099, or EN 120
Study Skills: ESL 079

Intensive English Instruction

Intensive English Instruction at COM-FSM is a series of courses for those students who need special developmental assistance in English skills. Students are placed into IEI via the COM-FSM entrance test. Students enter IEI in the Fall and take the following courses:

First Semester

ESL 078a/ESL 078b/ESL 078c Intensive English for ESL Students (9)
CA 100 Computer Literacy (3)
Math by placement (3 or 4)

Second Semester

ESL 086a/086b/086c Intensive English or ESL Students (9)
SS 100 world of Work (3)
Math by placement (3 or 4)

General Education Program 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.

Student Learning Outcomes for General Education

English

Students will be able to:

- **Demonstrate** the various elements of the writing process, including collecting information and formulating ideas, determining relationships, arranging sentences and paragraphs, establishing transitions, and revising what has been written.
- **Read** accurately and critically by asking pertinent questions about a text, by asking assumptions and implications, and by evaluating ideas.
- **Use** the conventions of standard written English to write an organized, coherent, and effective essay.

Mathematics

Students will be able to:

- **Define** mathematical concepts, calculate quantities, estimate solutions, solve problems, represent and interpret mathematical information graphically, and communicate mathematical thoughts and ideas.

Natural Science

Students will be able to:

- **Define** and explain the concepts, principles, and theories of a field of science.
- **Perform** experiments that gather scientific information and to utilize, interpret, and explain the results of experiments and field work in a field of science.

Social Science

Students will be able to:

- **Demonstrate** a basic knowledge and understanding of Micronesian history from prehistory to the present.

Humanities

Students will be able to:

- **Demonstrate** an ability for independent thought and expression in at least one of the following five areas: the arts, ethical thought and moral values, historical analysis, language, or literature.

Information Technology

Students will be able to:

- **Demonstrate** basic knowledge of computer hardware components and operating systems.
- **Demonstrate** basic skills in using computer application software programs to analyze, organize and communicate information.

Information Literacy

Students will be able to:

- **Determine** the nature and extent of the information needed and access the information effectively and efficiently.
- **Evaluate** information and its sources critically and use the information effectively individually or as a member of a group to accomplish a specific purpose.

Exercise Sport Science

Students will be able to:

- **Participate** in regular physical activity for at least one semester.
- **Describe** the value of physical activity to a healthful lifestyle.

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

GENERAL EDUCATION CORE REQUIREMENTS 29 credits

1. English Communication Skills (9 credits)

- EN 110 Advanced Reading (3)
- EN 120a Expository Writing I (3)
- EN 120b Expository Writing II (3)

2. Mathematics (3 credits) depending on placement

- MS 100 College Algebra **or**
- MS 101 College Algebra and Trigonometry (3)

3. Natural Sciences (7 credits)

- A science course with laboratory (4)
- A non-lab science or agriculture course (3)

4. Social Sciences (3 credits)

- SS 150 History of Micronesia (3)

5. Computer Applications (3 credits)

- CA 100 Computer Literacy (3)

6. Exercise Sports Science (1 credit)

- Exercise Sports Science Course (1)

7. Humanities (3 credits)

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

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
GENERAL AGRICULTURE**

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. Explain how human choices influence the relationship between living things, their surroundings, and the quality of life.
2. Demonstrate an understanding of the principles of efficient livestock production and management to include feeding practices, breeds, housing, marketing, diseases, and sanitation under tropical conditions.
3. Apply knowledge of farm records in preparation of financial net worth statement, receipts and expenses records, enterprise accounts, and farm budgeting.
4. Describe the role of the agriculture manager in an organization and in the operation of the agribusiness.
5. Demonstrate an understanding of the following processes and procedures: cultivating, harvesting, handling, storing, processing, and marketing of local crops.
6. Demonstrate an understanding of basic concepts on farm power and machinery, agricultural structures, concrete work, electrification, and greenhouse system construction.

1. Preparatory Courses (by placement)

2. 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

MS 100 College Algebra (3) **or**

MS 101 College Algebra and Trigonometry (3)

Natural Sciences (7 credits)

A science course with laboratory (4)

A non-lab science or agriculture course (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)

3. Major Requirements 35 credits

Agriculture (21 credits)

AG 101 Introduction to Agriculture (3)

AG 110 Crop Production with lab (4)

AG 140 Principles of Animal Science with lab (4)

AG 252 Agricultural Extension (3)

AG 270 Principles of Agricultural Engineering (3)

AG 290 Agricultural Project Management (3)

AG 299 Directed Field Experience (1)

Natural Sciences (8 credits)

SC 250 General Botany with lab (4)

SC 255 General Zoology with lab (4)

Business (3 credits)

BU 101 Introduction to Business (3)

Economics (3 credits)

EC 220 Microeconomics (3)

GRADUATION REQUIREMENT 64 credits

GENERAL AGRICULTURE

Suggested Schedule

First Semester

EN 110 Advanced Reading	3
EN 120a Expository Writing I	3
MS 100 Elementary Algebra	3
AG 101 Introduction to Agriculture	3
Science w/lab	<u>4</u>
	16

Second Semester

EN 120b Expository Writing II	3
AG 110 Crop Production	4
SC 250 General Botany	4
CA 100 Computer Literacy	3
Exercise Sports Science course	<u>1</u>
	15

Summer Session

Humanities Elective	3
SS 150 History of Micronesia	<u>3</u>
	6

Third Semester

SC 255 General Zoology	4
AG 140 Principles of Animal Science	4
BU 101 Introduction to Business	3
AG 270 Agriculture Engineering	<u>3</u>
	14

Fourth Semester

AG 252 Agricultural Extension	3
AG 290 Ag. Project Management	3
AG 299 Directed Field Experience	1
EC 220 Microeconomics	3
Non-lab Science or Agriculture	<u>3</u>
	13

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 business, 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.

Efforts are underway to articulate the third year programs with U.S. universities in the region so students can transfer smoothly from COM-FSM into the fourth and final year at those universities.

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, finance, marketing and management* – by defining the emphasis of each of the areas in an organization and describing their interrelationship in an organization's attempt to achieve its objectives.
2. Demonstrate an understanding of basic *accounting* procedures by performing all the activities of the accounting cycle: analysis of source documents; journalizing and posting of transaction, adjusting, closing and reversing entries; and preparation of trial balances and simple financial statements.
3. Evaluate the financial performance of a non-complex business firm by making an accurate analysis and interpretation of the firm's *financial statements*.
4. Demonstrate competency in *business mathematics* by accurately performing common business computations, including but not limited to such computations as for interest, depreciation, discounts, markups, present and future values, risk and return and stock transactions – and related statistical computations.
5. Demonstrate a basic understanding of the *legal environment* of business, both in general and in the FSM, by explaining how laws and other legal issues affect business in FSM and elsewhere.
6. Demonstrate a basic understanding of the *economic environment* of business by explaining the vital micro and macroeconomic variables that influence business decisions.
7. Apply various *computer applications*, including word processing, spreadsheet, database, presentation and other specialized applications to manipulate and analyze information and generate and present reports in the various functional areas of business.
8. Identify common *ethical challenges* that face business and determine realistic alternatives to deal with the challenges.
9. Demonstrate a basic understanding of *globalization* and its implication for business by explaining the opportunities and challenges created by globalization in all aspects of business operations.

1. Preparatory Courses (by placement)

2. 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

MS 100 College Algebra (3) **or**

MS 101 College Algebra and Trigonometry (3)

Natural Sciences (7 credits)

A science course with laboratory (4)

A non-lab science or agriculture course (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)

3. Major Requirements 39 credits

Accounting (9 credits)

AC 131 Accounting I (3)

AC 220 Accounting II (3)

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 REQUIREMENT 68 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	<u>3</u>
	15

Second Semester

EN 120b Expository Writing II	3
AC 131 Accounting I	3
Science w/Lab	4
BU/MS 110 Business Math	3
Humanities course	<u>3</u>
	16

Summer Session

SS 150 History of Micronesia	3
AC 220 Accounting II	<u>3</u>
	6

Third Semester

EC 220 Microeconomics	3
Non-lab science or agriculture	3
AC 250 Managerial Accounting	3
BU 260 Fundamentals of Management	3
BU 271 Business Law	3
Exercise Sports Science course	<u>1</u>
	16

Fourth Semester

BU 250 Principles of Finance	3
BU 260 Principles of Marketing	3
MS 150 Statistics	3
EN/BU 121 Business Communication	3
EC 230 Macroeconomics	<u>3</u>
	15

THIRD YEAR CERTIFICATE OF ACHIEVEMENT
in
ACCOUNTING OR GENERAL BUSINESS

Fullfillment 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 an understanding of *intermediate accounting* principles by describing the financial reporting environment and the conceptual framework of financial reporting; analyzing financial statements in detail; and accounting for cash and receivables, inventories, property plant and equipment, intangibles, and liabilities.
2. Demonstrate an understanding of *cost accounting* systems relevant to managerial decision-making, planning and control by solving problems involving various costing and budgeting methods; by applying financial, inventory and production management techniques in cost accounting; and by accurately measuring short and long-run organization performance.
3. Demonstrate competence in analyzing and recording various transactions for state and local governments, the federal *government*, colleges and universities, and other *nonprofit* organizations; in preparing and interpreting financial statements; and in explaining differences between private and public sector accounting.
4. Demonstrate an understanding of a wide range of *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.
5. 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.
6. Apply knowledge 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.

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.
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 structure, 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.

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.

I. 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)

2. Major Core Courses 21 credits

Accounting (21 credits)

AC 320 Intermediate Accounting I (3)

AC 321 Intermediate Accounting II (3)

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 credits

Accounting (30 credits)

General Business (30 credits)

THIRD YEAR ACCOUNTING or GENERAL BUSINESS Suggested Schedule

First Semester (FALL)

Accounting

AC 320 Intermediate Accounting I	3
AC 325 Cost Accounting	3
AC 335 Governmental & Nonprofit Accounting ...	3
Q & L R/WC & H/Humanities course	3
Q & L R/WC & H/Humanities course	<u>3</u>
	15

General Business

MGT 320 Organizational Behavior	3
MGT 350 International Business	3
ECO 320 Economic Development.....	3
Q & LR/WC & H/Humanities course	3
Q & LR/WC & H/Humanities course	<u>3</u>
	15

Second Semester (SPRING)

Accounting

AC 321 Intermediate Accounting II	3
AC 330 Taxation I	3
AC 370 Accounting Internship	3
BU/MS 310 Applied Statistics	3
Q & LR/WC & H/Humanities course	<u>3</u>
	15

General Business

FIN 312 Corporate Finance	3
MKT 311 Marketing Strategy	3
MGT 360 Entrepren/Small Bus. Management	3
BU/MS 310 Applied Statistics	3
Q & LR/WC & H/Humanities course	<u>3</u>
	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 *computer information systems* by analyzing the role of CIS in an organization's attempt to achieve its objectives.
2. Apply various *computer applications*, including word processing, spreadsheet, database, presentation and other specialized applications to manipulate, sort and analyze information and generate and present reports in the various functional areas of business, including accounting, finance, marketing and management.
3. Demonstrate a basic understanding of a *Management Information Systems* and its importance in an organization by describing what an MIS is, describing its components and explaining its role in an organization.
4. Demonstrate programming skills by *designing web pages* using HTML web authoring software and integrating a variety of web development tools such as Dreamweaver, Flash and Java script generators to boost web development productivity.
4. Demonstrate a basic understanding of *programming* basics and programming languages, such as Visual Basic, by describing features and benefits of prevalent programming languages; describing the general phases of software development, including planning, coding, compiling, linking, and debugging; and by writing a simple computer program.
5. Demonstrate a basic understanding of computer *networking* by explaining networking theory and established standards, the implementation of local-area and wide-area networks and networking protocols, and identifying emerging technologies that are expected to impact the future of networking. Students will be able to setup, maintain and troubleshoot a simple Local Area Network (LAN).

6. Identify common ethical challenges that face the information systems industry and determine realistic alternatives to dealing with the challenges.

1. Preparatory Courses (by placement)

2. 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

MS 100 College Algebra (3) **or**

MS 101 College Algebra and Trigonometry (3)

Natural Sciences (7 credits)

A science course with laboratory (4)

A non-lab science or agriculture course (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)

3. Major Requirements 40 credits

Business (6 credits)

AC 131 Accounting I (3)

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 (19 credits)

IS 201 Computer Information Systems (3)

IS 220 Computer Programming (3)

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)

IS 270 Geographic Information Systems (3)

GRADUATION REQUIREMENT 69 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
	<u>15</u>

Second Semester

EN 120b Expository Writing II	3
AC 131 Accounting I	3
IS 201 Computer Information Systems	3
Science w/Lab	4
Humanities	3
	<u>16</u>

Summer Session

SS 150 History of Micronesia	3
Non-lab science or agriculture	3
	<u>6</u>

Third Semester

IS 220 Computer Programming	3
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
	<u>16</u>

Fourth Semester

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



A TRIO Program student at Kosrae Campus looks into a microscope.

EDUCATION PROGRAMS

Originating as one of Micronesia's first teacher training institutions, COM-FSM through its education divisions at the National and State Campuses continues to provide curriculum designed to improve in-service teachers and provide new and competent teachers for the nation.

At the COM-FSM National Campus the student may pursue the Associate of Arts in Teacher Preparation Degree and a Third Year Certificate of Achievement in Teacher Preparation. The associate degree (or 60 credits) is the minimum level for initial teacher certification in the FSM. The third year certificate provides additional content instruction, educational methods, classroom management and practicum experiences. Together the degree and certificate may be used for transfer to four-year institutions offering the bachelor degree or may be completed and used for certification purposes.

The State Campuses at Chuuk, Kosrae and Yap offer an Associate of Science Degree in Teacher Education Elementary. This degree differs from the Associate of Arts Degree offered at the National Campus and is designed to be "state specific" with certain coursework that has its application in the state in which the degree is offered. The Associate of Science degree may or may not contain all prerequisite coursework required should a degree holder wish to enter and immediately begin the third year certificate program offered at the National Campus.

Furthermore all education majors must be aware of two important matters. The first is that FSM Certification requires the passing of the National Certification Examination in English, mathematics and subject area content. The second and most important is this. While the COM-FSM teacher training curriculum is rigorous and outcome based-it is not complete. It cannot be considered so given, at present, the college offers but three and one half years of the necessary five years usually required to attain the necessary learning outcomes required in the teaching profession.

Finally, the COM-FSM education divisions stand ready upon request to offer assistance to teachers in all content and content delivery areas of the elementary schools, as well as, the specialty areas of early childhood education, special education, educational administration, and bilingual education.

Upon successful completion of the education associate and 3rd year programs, student will be able to:

1. demonstrate mastery of the content of the elementary school curriculum.
 - a. Language Arts
 - b. Health and Nutrition
 - c. Mathematics
 - d. Reading
 - e. Science
 - f. Social Studies
2. develop elementary school curriculum in English.
 - a. Language Arts
 - b. Health and Nutrition
 - c. Mathematics
 - d. Reading
 - e. Science
 - f. Social Studies
3. demonstrate delivery of elementary school curriculum in English.
4. develop elementary school curriculum in the heritage language.
 - a. Language Arts
 - b. Health and Nutrition
 - c. Mathematics
 - d. Reading
 - e. Science
 - f. Social Studies

5. demonstrate delivery of elementary school curriculum in the heritage language.
6. use (demonstrate) a variety of teaching strategies to meet the learning needs of elementary school students.
7. assess and evaluate elementary school student learning at both the formative and summative levels.
8. organize and manage a classroom environment for learning.
9. demonstrate and use background knowledge in the following areas:
 - a. learning theories and principles
 - b. human development
 - c. language development
 - d. technology
 - e. educational foundations
 - f. sociocultural issues
 - g. motivation
 - h. legal issues in education
 - i. natural/physical science
10. demonstrate professionalism.

**ASSOCIATE OF ARTS
In
TEACHER PREPARATION
(Available at the COM-FSM National Campus only)**

Program Learning Outcomes

1. General Education Core Requirements 34 credits

English (9 credits)

EN 110 Advanced Reading (3)

EN 120a Expository Writing I (3)

EN 120b Expository Writing II (3)

Mathematics (8 credits)

MS/ED 210a Math for Teachers I (3)

MS/ED 210b Math for Teachers II (5)

Natural Sciences (7 credits)

Science with Laboratory (4) and one

Non-lab science (3) from SC101, SC110, SC111, SC112, or SC/SS 115

Social Sciences (3)

SS 150 History of Micronesia (3)

Computer Applications (3)

CA 100 Computer Literacy

Exercise Sports Science (1)

Choice of any ESS course

Humanities (3)

AR 101 Introduction to Art (3) *or*

MU 101 Introduction to Music (3)

3. Major Requirements 34 credits

SS/PY 101 General Psychology (3)
 AR/ED 111 Art for Teachers (3)
 SS 120 Introduction to Geography (3)
 SS 212 Economy of Micronesia (3)
 EN 208 Introduction to Philosophy (3)
 EN/ED 233a Introduction to the General Nature and Use of Language (3)
 EN 200 series from EN 201, EN 202, EN 203, EN 204, EN 205, EN 206, EN 209, or EN 210(3)
 EN/CO 205 Speech Communication (3)
 ED/PY 201 Human Growth and Development (3)
 ED 210 Introduction to Professional Teaching (4)
 ED 215 Introduction to Exceptional Children (3)

GRADUATION REQUIREMENTS 68 credits

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
Humanities Elective	<u>3</u>
	15

Second Semester

EN 120b Expository Writing II	3
SS 120 Introduction to Geography	3
Science without Lab	3
AR/ED 111 Art for Teachers	3
SS/PY 101 General Psychology	<u>3</u>
	15

Summer Session

ED/PY 201 Human Growth and Development	3
EN 200 Elective	<u>3</u>
	6

Third Semester

MS/ED 210a Math for Teachers I	3
ED 210 Introduction to Professional Teaching	4
EN/CO 205 Speech Communication	3
SS 212 Economy of Micronesia	3
Science with Lab	<u>4</u>
	17

Fourth Semester

MS/ED 210b Math for Teachers II	5
EN 208 Introduction to Philosophy	3
ED 215 Intro. to Exceptional Children	3
EN/ED 233a General Nature & Use of Language .	3
Exercise Sports Science course	<u>1</u>
	15

Note: Exercise Sports Science for one credit must be completed for this degree but can be taken during any semester. Education majors are encouraged to take more than one ESS course during the course of study, and are further encouraged to engage in activities that promote health and fitness while at COM-FSM.

**THIRD-YEAR CERTIFICATE OF ACHIEVEMENT
IN
TEACHER PREPARATION—ELEMENTARY**

Program/Major Requirements 33 credits

ED/PY300 Educational Psychology (3)
ED 301a Language Arts Methods (4)
ED 301b Reading Methods (4)
ED 305 Children's Literature and Drama (3)
ED 330 Classroom Management (3)
SC/ED 333 Life Science for Teachers (3)
SC/ED 343 Physical Science for Teachers (3)
SS/ED 333 Historical Geography (for Teachers) (3)
SS/ED 343 Social Science Concepts for Teachers (3)
ED 310a Practicum (2)
ED 310b Practicum (2)

Note: Admissions into this program is the completion of the associate degree with a grade point average of 2.5 on a 4.0 scale. Students not holding associate degree in teacher preparation may be required to complete certain prerequisite courses at the 100 and/or 200 level.

First Semester

ED/PY 300 Educational Psychology 3
SC/ED 333 Life Science for Teachers* 3
SS/ED 333 Historical Geography for Teachers* 3
ED 301a Language Arts Methods 4
ED 305 Children's Literature and Drama 3
ED 310a Practicum 2
18

Second Semester

ED 301b Reading Methods 4
ED 330 Classroom Management 3
SC/ED 343 Physical Science for Teachers* 3
SS/ED 343 Social Science Concepts for Teachers* .. 3
ED 310b Practicum 2
15

*May be taken during summer sessions as available.

**ASSOCIATE OF SCIENCE DEGREE
in
TEACHER EDUCATION-Elementary
(available at all State Campuses except Pohnpei)**

Program Learning Outcomes

Upon completion of the degree program, students will be able to:

1. Demonstrate mastery of the content of the elementary school curriculum.
2. Develop basic elementary school curriculum.
3. Demonstrate delivery of elementary school curriculum
4. Use (demonstrate) delivery of elementary school curriculum.
5. Assess and evaluate elementary school student learning at both the formative and summative levels.
6. Organize and manage a classroom environment for learning.
7. Demonstrate and use background knowledge in learning theories and principles.
8. Demonstrate and use background knowledge in human development.
9. Demonstrate and use background knowledge in technology
10. Demonstrate and use background knowledge in educational foundations
11. Demonstrate and use background knowledge in natural/physical science.
12. Demonstrate and use background knowledge in the demonstration of professionalism.

1. Preparatory Courses (by placement)

2. 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

MS 100 College Algebra (3) **or**

MS 101 College Algebra and Trigonometry (3)

Natural Sciences (7 credits)

A science course with laboratory (4)

A non-lab science or agriculture course (3)

Social Sciences (3 credits)

SS 150 History of Micronesia (3)

Computer Applications (3 credits)

CA 100 Computer Literacy (3)

Physical Education (1 credit)

Physical Education (1)

Humanities (3 credits)

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

3. Major Requirements 31-37 credits

Foundation (22 credits)

ED/PY 201 Human Growth and Development (3)

ED 210 Introduction to Teaching (4)

ED 211 Classroom Methods (3)

ED 292 Practicum (3)

ED/WS 200 Workshop (3)

Required Electives (6)

Education (9-15 credits)

Depending on State's need

GRADUATION REQUIREMENT 60-66credits

ASSOCIATE OF SCIENCE DEGREE

in

EARLY CHILDHOOD EDUCATION

(also available at all State Campuses except Pohnpei Campus)

Program Learning Outcomes

Upon successful completion of the Early Childhood Education program, student will be able to:

1. demonstrate mastery of the contents of the early childhood education and elementary education curriculum.
2. demonstrate knowledge of learning theory through planning, teaching and interacting with preschool children.
3. demonstrate basic knowledge of children's growth and development.
4. demonstrate skills in delivery of early childhood school curriculum in the heritage language.
5. use a variety of teaching strategies to meet the learning needs of the preschool children.
6. demonstrate communication and interpersonal skills for facilitating the development of children and meeting challenges of working with children with special needs.
7. demonstrate and use background knowledge in the following areas:
 - a. learning theories and principles
 - b. growth and development
 - c. language development

- d. sociocultural issues
 - e. motivation
 - f. legal issues in education
 - g. natural and physical science
8. demonstrate professionalism

1. Preparatory Courses (by placement)

2. 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

MS 100 College Algebra (3) **or**

MS 101 College Algebra and Trigonometry (3)

Natural Sciences (7 credits)

A science course with laboratory (4)

A non-lab science or agriculture course (3)

Social Sciences (3 credits)

SS 150 History of Micronesia (3)

Computer Applications (3 credits)

CA 100 Computer Literacy (3)

Physical Education (1 credit)

Physical Education Course (3)

Humanities (3 credits)

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

3. Major Requirements 40 credits

Education (37 credits)

SS/PY 101 General Psychology (3)

ED/PY 201 Human Growth and Development (3)

ECE 100 Introduction to Early Childhood Education (3)

ECE 101 Curriculum for Early Childhood Education (3)

ECE 102 Working with Children with Special Needs (3)

ECE 110 The Child, Family, and Community (3)

ECE 111 Child Abuse and Neglect (3)

ECE 211 Language Development in Young Children (3)

ECE 212 Developing Math Skills in Young Children (3)

ECE 213 Infant and Toddler Care (3)

ECE 214 Nutrition, Health & Safety (3)

ECE 215 Internship in Early Childhood Education (4)

Humanities Elective (3 credits)

AR 101 Introduction to Art (3) **or**

MU 101 Introduction to Music (3)

GRADUATION REQUIREMENT 69 credits

EARLY CHILDHOOD EDUCATION 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
SS/PY 101 General Psychology	3
Exercise Sport Science	<u>1</u>
	16

Second Semester

EN 120b Expository Writing II	3
ED/PY 201 Human Growth & Dev	3
ECE 100 Intro to Early Childhood Ed	3
ECE 101 Curriculum for Early Child Ed	3
Science w/lab	<u>4</u>
	16

Summer Session

SS 150 History of Micronesia	3
Humanities Elective	<u>3</u>
	6

Third Semester

ECE 102 Working w/Special Needs	3
ECE 110 The Child, Family & Comm	3
ECE 111 Child Abuse & Neglects	3
Non-lab Science or Agriculture	3
Humanities Electives	<u>3</u>
	15

Fourth Semester

ECE 211 Lang Dev in Young Children	3
ECE 212 Dev Math Skills in Young Child	3
ECE 213 Infant & Toddler Care	3
ECE 214 Nutrition, Health & Safety	3
ECE 215 Internship in Early Childhood	<u>4</u>
	16

THIRD—YEAR CERTIFICATE OF ACHIEVEMENT in RELATED SERVICES ASSISTANT

Program Learning Outcomes

Upon completion of the Related Services Assistant Program, students will be able to:

1. Work within a team of service providers to evaluate, plan, and implement appropriate related and educational services for children with disabilities in the areas of gross and fine motor, communication, social, self-help, feeding, and nutrition in school or at home.
2. Provide family-centered services.
3. Improve community awareness and skills related to disabilities through modeling, in-service and other training activities.
4. Support children with disabilities to be included in home, village, and community life.
5. Plan and facilitate the transition of children with disabilities as they move through different service systems and life changes related to age and health.
6. Develop and implement “low-tech” assistive technologies to enable children with disabilities to access educational, recreational, and vocational activities.

Program Requirements

Major Requirements 33 credits

- ED 215 Introduction to Exceptional Children (3)
- ED/PY 201 Human Growth and Development (3)
- ED 316 Family Involvement (3)
- ED/RS 302 Related Services Laboratory (3)
- ED/RS 306 Related Services Practicum I (3)
- ED/RS 307 Related Services Skills and Applications (3)
- ED/RS 311 Related Services Practicum II (3)
- ED/RS 313 Related Services Practicum III (6)
- Electives (6)

RELATED SERVICES ASSISTANT Suggested Schedule

First Semester

ED 215 Introduction to Exceptional Children	3
ED/PY 201 Human Growth and Development	3
ED 316 Family Involvement	3
ED/RS 302 Related Services Laboratory	3
ED/RS 306 Related Services Practicum I	3
	<u>15</u>

Second Semester

ED/RS 307 Related Services Skills and Applications	3
ED/RS 311 Related Services Practicum II	3
ED/RS 313 Related Services Practicum III	6
Elective	3
Elective	3
	<u>18</u>



College of Micronesia-FSM Chuuk Campus students studying in the Learning Resources Center

ASSOCIATE OF SCIENCE DEGREE
in
HOSPITALITY AND TOURISM MANAGEMENT
(available at Pohnpei Campus only)

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.

Communicate in basic Japanese for lodging, food service and tourism provider guest services.

1. Preparatory Courses (by placement)

2. 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

MS 100 College Algebra (3) **or**

MS 101 College Algebra and Trigonometry (3)

Natural Sciences (7 credits)

A science course with laboratory (4)

A non-lab science or agriculture course (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)

3. Major Requirements 36 credits

ASSOCIATE OF ARTS DEGREE
in
LIBERAL ARTS

This program is designed for students who wish to take a multidisciplinary constellation of courses. Students who successfully complete this program are encouraged to transfer to a four-year college, university, or other institution.

Program Learning Outcomes

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

1. Enrich and deepen self-knowledge by exploring different academic experiences.
2. Articulate and understand their experiences through effective writing, reading, speaking, and various modes of artistic expression.
3. Demonstrate fundamental knowledge and basic skills appropriate to their personal and professional goals in their chosen area of specialization.

1. Preparatory Courses (by placement)

2. 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

MS 100 College Algebra (3) **or**

MS 101 College Algebra and Trigonometry (3)

Natural Sciences (7 credits)

A science course with laboratory (4)

A non-lab science or agriculture course (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)

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

4. Open Electives 9 credits

GRADUATION REQUIREMENT 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	<u>3</u>
	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	<u>4</u>
	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	<u>1</u>
	16

Fourth Semester

Specialty	3
Humanities Elective	3
Open Elective	3
Open Elective	3
Open Elective	<u>3</u>
	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. Communicate health, nutrition, and premedical information in both written and oral formats.
3. Describe health care and allied professions.
4. Demonstrate a foundation in basic biology, chemistry, microbiology, anatomy, nutrition, health, and physiology.
5. Work effectively in groups to solve human life sciences and health problems.
6. Quantify and analyze human life sciences and health problems *using analytical, statistical, and computer methods.*
7. Acquire and synthesize human life science, health, and nutrition information *in a critical, scientific, and technologically advanced manner.*

1. Preparatory Courses (by placement)

2. 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

MS 100 College Algebra (3) **or**

MS 101 College Algebra and Trigonometry (3)

Natural Sciences (7 credits)

A science course with laboratory (4)
A non-lab science or agriculture course (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)

3. Major Requirements 38 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)
MS 101 College Algebra and Trigonometry (3)
Math Elective (3)
MS 150 Introduction to Statistics (3) **or**
MS 152 Calculus I (3)
Natural Sciences (4)
SC 240 Introduction to Physics w/lab (4) **or**
SC 255 General Zoology w/lab (4)

4. Open Elective 3 credits

GRADUATION REQUIREMENT 70 credits

**LIBERAL ARTS/HEALTH CAREERS OPPORTUNITY PROGRAM
Suggested Schedule**

First Semester

EN 110 Advanced Reading 3
EN 120a Expository Writing I 3
MS 100 College Algebra 3
Science w/lab 4
Humanities Elective 3
16

Second Semester

EN 120b Expository Writing II 3
SC 101 Health Science 3
MS 101 Algebra & Trigonometry 3
Non-lab Science or Agriculture 3
SC 230 Chemistry 4
16

Summer Session

SS 150 History of Micronesia 3
CA 100 Computer Literacy 3
6

Third Semester

SS/PY 101 General Psychology	3
EN/CO 205 Speech Communication	3
SC 122a Anatomy & Physio. I w/lab	4
Open Elective	3
SC 240 Physics or SC 255 Zoology	4
	17

Fourth Semester

ED/PY 201 Human Growth & Dev.	3
SC 122b Anatomy & Physio. II w/lab	4
SC 180 Microbiology w/lab	4
MS 150 Statistic or MS 152 Calculus	3
Exercise Sports Science course	1
	15

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 demonstrate, in written and oral forms, a detailed knowledge regarding the function of the world's oceans and seas and the closely human induced interactions with the marine environment. This can be achieved by:

1. Express the fundamental notions of geological physical, chemical and biological oceanography and exploring these concepts to interpret the marine sciences.
2. Describe the major environments of the world's oceans (from the nearshore to offshore and from the shallow to the deep) and the interactions with the living forms that inhabit each respective ecosystem within this major water basin.
3. Link the interaction between humans and the world's oceans, weighing both resource utilization needs (which covers the fisheries and mariculture) and human induced degradation of the marine environment and its counter balance, the examination of the conservation and enhancement measures taken towards the marine environment.

1. Preparatory Courses (by placement)

2. 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

MS 100 College Algebra (3) **or**

MS 101 College Algebra and Trigonometry (3)

Natural Sciences (7 credits)

Any two of the following courses recommended, one of which must have a lab.

SC 110 Introduction to Ecology (3)

SC 111 Environmental Studies (3)

SC 180 Microbiology w/lab (4)

SC 201 Astronomy (3)

SC 202 Weather and Climate (3)

SC 210 Conservation Science (3)

SC 220 Introduction to Geology (3)

SC 245 Remote Sensing (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, literature, philosophy, or language (3)

3. Major Requirements 36 credits

Marine Science (23 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 (1)
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 REQUIREMENT 65 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	<u>1</u>
	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	1
CA 100 Computer Literacy	<u>3</u>
	14

Summer Session

Humanities Elective	3
SS 150 History of Micronesia	<u>3</u>
	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 LIBERAL ARTS/MEDIA STUDIES

The media studies program consists of print, radio, photo and video journalism courses based on the need expressed by the FSM government. Students who complete the program should be able to conduct interviews/research, have a good command of all forms of news writing and presentation, determine news values, understand the practice of journalism within

a Micronesian setting, perform news design and layout, and fit into any media organization setup or able to further his/her journalism education at other colleges or universities.

Program Learning Outcomes

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

1. Recognize and appreciate the role of mass media in communication, in contemporary society, and in their personal lives.
2. Demonstrate an ability to practice journalism within a Micronesian setting.
3. Plan, produce, and design print, radio, photo, computer and video media projects.

Students in the Media Studies program must successfully complete a final practicum project as well as pass all required courses.

1. **Preparatory Course (by placement)**
2. **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) depending on placement
 - MS 100 College Algebra (3) **or**
 - MS 101 Algebra and Trigonometry (3)
 - Natural Sciences (7 credits)
 - A science course with lab (4)
 - A non-lab science or agriculture course (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)
3. **Major Requirements 33 credits**

Media Studies (18 credits)
 MM 101 Introduction to Journalism (3)
 MM 110 Introduction to Photography and Video (3)
 MM 205 Introduction to Media Studies (3)
 MM 220 Advanced Video (3)
 MM 225 Multimedia Design (3)
 MM 246 Media Studies Practicum (3)
Social Sciences (6 credits)
 SS 101 Political Science (3)
 SS 120 Introduction to Geography (3)
Communication (3 credits)
 EN/CO 207 Introduction to Broadcasting (3)
Degree Electives (6 credits)
 Choose two of the following:
 MM 120 Film Studies (3)
 MM 240 Computer Animation (3)
 SS 125 Geography of the Pacific (3)
 SS 195 Micronesian Cultural Studies (3)
 SS 205 Micronesian Government and Politics (3)
 SS 212 Economy of Micronesia (3)

GRADUATION REQUIREMENT 62 credits

MEDIA STUDIES 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
MM 101 Introduction to Journalism	3
	<u>15</u>

Second Semester

EN 120b Expository Writing II	3
SS 150 History of Micronesia	3
MM 110 Introduction to Photography & Video	3
SS 120 Introduction to Geography	3
Science w/lab	4
	<u>16</u>

Summer Session

Humanities Elective	3
Elective	3
	<u>6</u>

Third Semester

Exercise Sports Science course	1
MM 205 Intro. to Media Studies	3
MM 220 Advanced Video	3
EN/CO 207 Intro to Broadcasting	3
Non-lab Science or Agriculture	3
	<u>13</u>

Fourth Semester

MM 246 Media Practicum	3
MM 225 Multimedia Design	3
SS 101 Introduction to Political Science	3
Elective	3
	<u>12</u>

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 effectively in English about Micronesian Studies Program course content.
2. Demonstrate the ability to think critically about Micronesian Studies Program course content.
3. Demonstrate basic geographical literacy of the Micronesian region.
4. Demonstrate basic historical literacy of the Micronesian region.
5. Demonstrate basic cultural literacy of the Micronesian region.
6. Demonstrate a practical knowledge of the structure and function of government in the Federated States of Micronesia.
7. Demonstrate a practical knowledge of the main social, political and economic issues facing the Federated States of Micronesia.
8. Demonstrate the ability to perform research using both written and electronic materials.
9. Demonstrate the ability to write research papers.
10. Demonstrate an appreciation of the requirements of good citizenship in the Federated States of Micronesia.

1. Preparatory Courses (by placement)

2. 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

MS 100 College Algebra (3) **or**

MS 101 College Algebra and Trigonometry (3)

Natural Sciences (7 credits)

A science course with laboratory (4)

A non-lab science or agriculture course (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)

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)

First Semester		Second Semester	
EN 110 Advanced Reading	3	EN 120b Expository Writing II	3
EN 120a Expository Writing I	3	SS 101 Introduction to Political Science	3
MS 100 College Algebra	3	SS 120 Introduction to Geography	3
SS 150 History of Micronesia	3	Humanities Elective	3
CA 100 Computer Literacy	<u>3</u>	Science w/lab	<u>4</u>
	15		16
 Summer Session			
		SS 125 Geography of the Pacific Islands	3
		Exercise Sports Science course	<u>1</u>
			4
Third Semester		Fourth Semester	
Non-lab Science or Agriculture	3	Open Elective	3
Open Elective	3	SS 212 Economy of Micronesia	3
SS 200 Research Methods	3	SS 220 Contemporary Issues in Micronesia	3
SS 205 Micro Government & Politics	3	SS 280 Directed Study: Selected Topics	<u>3</u>
SS 195 Micronesian Cultural Studies	<u>3</u>		12
	15		

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

1. General Education Requirements 13 credits

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

2. Technical Requirements 21 or 22 credits

AG 084 Basic Crop Production (4)
 AG 096 Field Internship (5)
Plus a minimum of 12 credits from the following:
 AG 086 Micro-propagation and Nursery Practices (4)
 AG 088 Landscaping (3)
 AG 090 Principles of Food Processing (3)
 AG 092 Swine and Poultry Production (3)
 AG 094 Farm Management and Marketing (3)

Total Requirements 34-35 credits

Suggested Schedule

Fall Semester

ESL 050 Technical English	3
MS 104 Technical Math I	4
SC 098 Survey of Science	3
AG 084 Basic Crop Production	4
AG 092 Swine and Poultry Production	<u>3</u>
	17

Spring Semester

CA 100 Basic Computer Applications	3
AG 088 Landscaping	3
or	
AG 086 Micro-propagation and Nursery Practices	4
AG 090 Principles of Food Processing	3
AG 094 Farm Management and Marketing	<u>3</u>
	12 or 13

Summer Session

AG 096 Field Internship	<u>5</u>
	5

CERTIFICATE OF ACHIEVEMENT in BOOKKEEPING

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

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

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

Program Learning Outcomes

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

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

Program Requirements

Major 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)

Suggested Schedule

First Semester

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

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
	<u>13</u>

Summer Session

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



A College of Micronesia-FSM graduate working at the Micronesian Plant Propagation Research Center in Kosrae State.

CERTIFICATE OF ACHIEVEMENT
in
COMMUNITY HEALTH SCIENCES—HEALTH ASSISTANT TRAINING PROGRAM
(available at Pohnpei Campus and Yap Campus only)

In response to the local and regional demand for more primary health care and allied health services providers, the community health sciences program was developed to train non-physician health care providers. The training program emphasizes public health principles, interpersonal sensitivity, and clinical skills development.

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

Program Learning Outcomes

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

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

Program Requirements

Major Requirements	47 Credits
CHS 220 Review of Health Sciences (2)	
CHS 224 Health Problems in Adult (5)	
CHS 231 Maternal and Child Health I (5)	
CHS 232 Non-Communicable/Communicable Disease (5)	
CHS 240 Maternal and Child Health II (5)	
CHS 241 CPR and First Aid Care (5)	
CHS 242 Dental and Environmental Problems (5)	
CHS 243 Primary Clinical Care (5)	
CHS 244 Dispensary Management (5)	
CHS 251 Health Problems in Children (5)	

Suggested Schedule

<i>Fall Semester ...</i>	<i>Spring Semester</i>
CHS 220 Review of Health Sciences 2	CHS 231 Maternal and Child Health I 5
CHS 224 Health Problems in Adult <u>5</u>	CHS 232 Non-Communicable/Communic. Disease ... <u>5</u>
6	10
<i>Summer SessionFall Semester</i>	
CHS 240 Maternal and Child Health II <u>5</u>	CHS 241 CPR and First Aid Care 5
5	CHS 242 Dental and Environmental Problems <u>5</u>
	10
<i>Spring Semester Summer Session</i>	
CHS 243 Primary Clinical Care 5	CHS 251 Health Problems in Children <u>5</u>
CHS 244 Dispensary Management <u>5</u>	5
10	

CERTIFICATE OF ACHIEVEMENT in GENERAL STUDIES

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

Program Learning Outcomes

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

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

Program Requirements

1. Preparatory Courses (by placement)

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

2. Certificate Core Requirements 16 credits

English (12 credits)

ESL 079 Study Skills(3)

ESL 087 Listening and Speaking II (3)

ESL 089 Reading V (3)

ESL 099 Writing V (3)

Mathematics (4 credits)

MS 098 Transition to Algebra (4)

3. Certificate Program Requirements 18 credits

CA 100 Computer Literacy (3)

SC 094 Family Health (3)

SC 098 Survey of Science (3)

SS 098 Introduction to Social Sciences (3)

SS 100 World of Work (3)

Elective (3 credits)

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

Total Credits 34 credits

Suggested Schedule

First Semester

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

Second Semester

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

CERTIFICATE OF ACHIEVEMENT
in
LAW ENFORCEMENT

Program Requirements

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

Program Learning Outcomes

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

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

General Education Core requirements	16 credits
CA 100 Computer Literacy (3)	
MS 095 Prealgebra (4)	
ESL 087 Listening/Speaking II (3)	
ESL 089 Reading V (3)	
ESL 099 Writing V (3)	

Major Requirements:	18 credits
SS/PY 101 General Psychology (3)	
AR 101 Introduction to Arts (3)	
AJ 151 Introduction to Criminal Justice (3)	
AJ 152 Introduction to Law Enforcement and Security (3)	

AJ 155 Administration Laws of Arrest, Search and Seizure (3)

AJ 158 Management Skills for Police Officers (3)

Total Credits 34 credits**Suggested Schedule****Fall Semester**

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

Spring Semester

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

Summer Session

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

CERTIFICATE OF ACHIEVEMENT
in
PRESCHOOL TEACHER EDUCATION

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

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

Program Learning Outcomes

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

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

Program Requirements

Major Requirements:	32 credits
ED/CD 100 Introduction to Early Childhood Education (4)	
ED/CD 101 CDA Orientation, Safety, and Healthy Learning Environment (4)	
ED/CD 102 Promoting Physical and Communication Skills (4)	
ED/CD 103 Advancing Cognitive Skills through Creative Experiences (4)	
ED/CD 104 Promoting Self-Esteem and Responsible Behavior through Social Experiences (4)	
ED/CD 105 Family Involvement in Preschool Education (4)	
ED/CD 106 Program Management and Professionalism (4)	
ED/CD 107 Practicum (4)	

Suggested Schedule

First Semester	
ED/CD 100 Introduction to Early Childhood Education	4
ED/CD 101 CDA Orientation, Safety, and Healthy Learning Environment	4
ED/CD 102 Promoting Physical and Communication Skills	4
	12
Second Semester	
ED/CD 103 Advancing Cognitive Skills through Creative Experiences	4
ED/CD 104 Promoting Self-Esteem and Responsible Behavior through Social Experiences	4
ED/CD 105 Family Involvement in Preschool Education	4
	12
Summer Session	
ED/CD 106 Program Management and Professionalism	4
ED/CD 107 Practicum	4
	8

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)

Suggested Schedule

First Semester

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

Second Semester

BK 096 Bookkeeping II	3
CA 101s Computer Applications for Secretaries	4
ESL/BU 096 ESL for Business Purposes II	4
BU 098 Basic Business Math	3
	14

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	30 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 (2)	
LAW 240 Trial Practice Internship (3)	

Suggested Schedule

First Semester

LAW 200 Legal Research and Writing	3
LAW 224 Contracts	3
LAW 220 Torts	3
LAW 215 Criminal Law	<u>3</u>
	12

Second Semester

LAW 232 Constitutional Law	3
LAW 238 Real Property	2
LAW 210 Criminal Procedure	3
LAW 236 Appellate and Civil Procedure/Jurisdiction	<u>4</u>
	12

Summer Session

LAW 228 Evidence	3
LAW 240 Trial Practice Internship	<u>3</u>
	6

Vocational Education Program

The vocational 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 vocational and technical 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 vocational and technical 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 vocational and technical 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 vocational and technical activities and services.

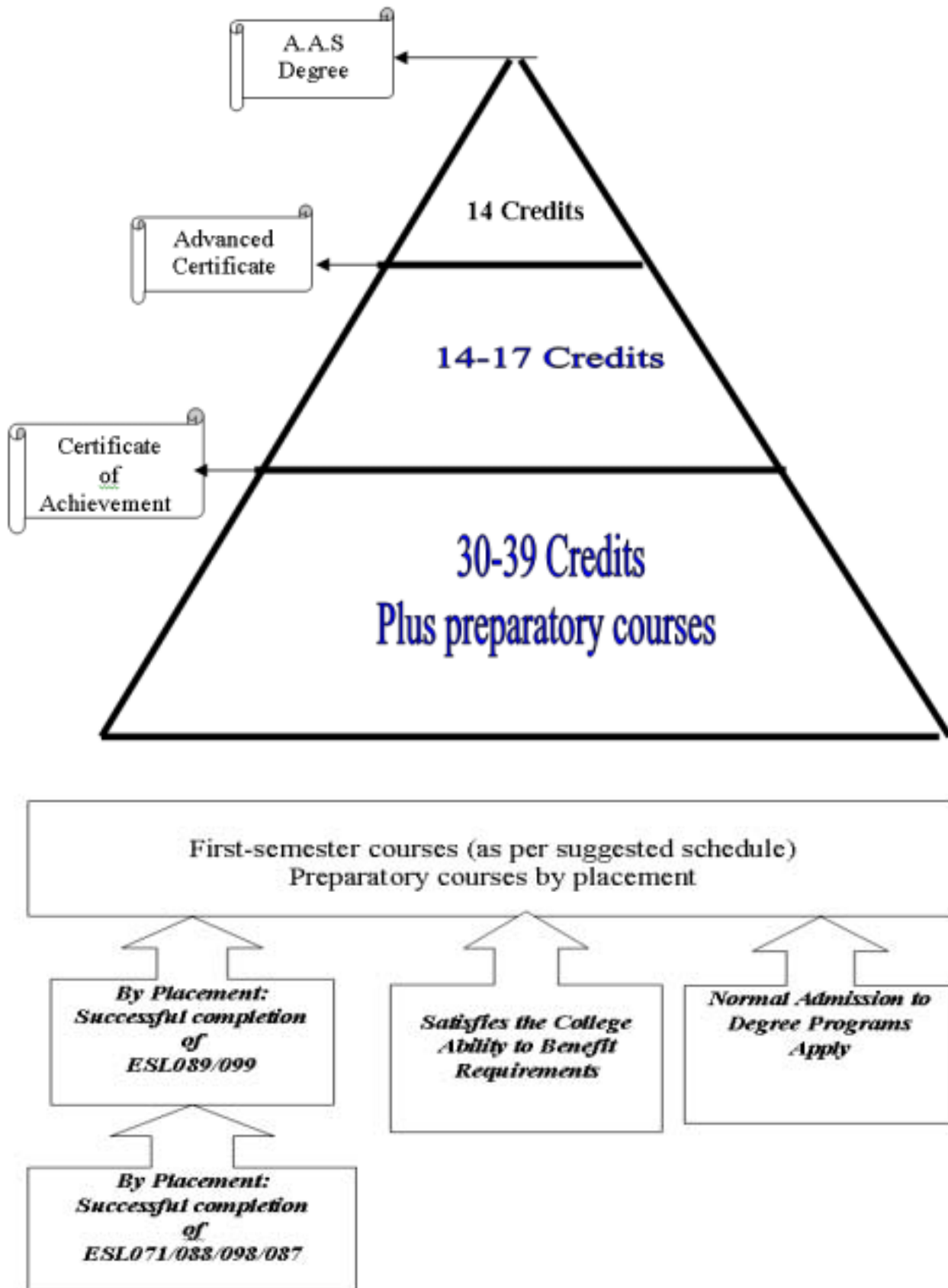
The associate of applied science (A.A.S.) degrees at COM-FSM are designed as at least a two-year technical occupational professional degree, consisting of a minimum of 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed 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 all 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 or vocational 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 prescribed 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. Students do not need to take the entrance exam to be admitted into the certificate programs.

The College of Micronesia-FSM has developed apprentice programs to serve the needs of the nation and the individual states. The College will administer the Apprenticeship Training Program sponsored by COM-FSM and individual employers and organizations. Apprenticeship programs 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 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 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	3

Sub Total **13**

**Additional General
Education courses** **0-17**

**General Education
Total Credit Hours** **13-29**

A. 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

EN/CO 205 Speech Communication (3)²

¹May be used for the AAS degree only.

² For Students in the Aeronautics Maintenance Technology or Nursing Program

Mathematics

MS 100 College Algebra or

MS 101 College Algebra and Trigonometry (3)

MS 152 Calculus I (3)²

MS 104 Technical Math I (4)¹

MS 106 Technical Math II (4)¹

VEE 135 Digital Electronics I (3)¹

¹May be used for the AAS degree only.

² For Students in the Aeronautics Maintenance Technology Program

Natural Science

SC 120 Biology w/lab (4)

SC 130 Physical Science w/lab (4)

SC 230 Introduction to Chemistry w/lab (4)
SC 240 Intro to Physics w/lab (4) ²
SC 100a Science for Teachers (3)
SC 101 Health Science (3)
SC 110 Introduction to Ecology (3)
SC 111 Environmental Studies (3)
SC 112 Introduction to Human Nutrition (3)
SC 201 Astronomy (3)
SC 202 Weather and Climate (3)
SC 206 Oceanography and Coastal Process in Classroom (3)
SC 210 Conservation Science (3)
SC 220 Introduction to Geology (3)
VTE 265 Fiber Optics (3) ¹
VEE 103 Electronic Fundamentals (4) ¹
AG 101 Introduction to Agriculture (3)
MR 230 Ichthyology w/lab (4) ³
MR 252 Fishery Extension (3) ³

¹May be used for the AAS degree only.

² For Students in the Aeronautics Maintenance Technology Program.

³ For Marine Science Majors only.

Social Sciences

SS 100 World of Work (3) ¹
SS 150 History of Micronesia (3)

¹May be used for the AAS degree.

Computer Applications

CA 100 Computer Literacy (3) ¹

¹May be used for the AAS degree

Humanities

AR 101 Introduction to Art (3) ¹
AR 105 Painting (3)
MU 101 Introduction to Music (3)
SS 170 World History I (3)
SS 240 East-Asian History (3)
EN 201 Introduction to Literature (3)
EN 202 Narrative Fiction (3)
EN 204 Poetry (3)
EN 205 Literature of the Sea (3)
EN 210 Writings on 19th Century Pohnpei (3)
FL 101 Japanese I (3)
FL 105 French I (3)
FL 108 Spanish I (3)
FL 110 German I (3)
SS/PY 101 General Psychology

¹May be used for the AAS degree

Exercise Sports Science

ESS 101(x) Individual activity (1)
ESS 102(x) Group/team activity (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 prepare the student for positions within the industry. Training on and with the state of the art computer aided instruction system at COM-FSM provides 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.

1. Preparatory Courses (by placement)

2. 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

3. 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 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)
VEE 220 Microprocessors I (3)
VEE 266 Rotating Machinery (3)
*(Any technical course approved by instructor)

AAS Degree in Telecommunication Technology 67 credits

Exit requirement:

Certificate of Achievement In Electronics 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

1. Preparatory Courses (by placement)

2. General Education Requirements 15 credits

MS 104 Technical Math I (4)
MS 106 Technical Math II (4)
CA100 Computer Literacy (3)
Any Science w/Lab (4)

3. 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

Exit requirement:

Advanced Certificate in Telecommunication Engineering

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

1. Completion of the Certificate of Achievement in Electronic Engineering Technology 37 credits

2. General Education Requirements 3 credits
 EN123 Technical Communications (3)

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) One from the following

 VEE 250 Co-operative Education Program (2)

 VEE 220 Microprocessors I (3)

 VEE 266 Rotating Machinery (3)

Total Requirements 51 credits

Exit requirement:

**ASSOCIATE OF APPLIED SCIENCE
IN
TELECOMMUNICATION TECHNOLOGY**

1. **Completion of the Advanced Certificate in Telecommunication Engineering 51 credits**
2. **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)
3. **Technical Requirements 12 credits**
 - VTE 265 Fiber Optics (3)
 - VTE 260 Microwave (3)
 - VTE 270 Telecommunication Systems (3)
 - VTE 280 Telephone Systems (3)
4. **Total Requirements 67 credits**

Suggested Schedule

COM-FSM Requirements

First 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 Course w/Lab	4
VEE 103 Electronic Fundamentals I	3
	<u>17</u>

Second Semester

MS 106 Technical Math II	4
VEE 104 Electronic Fundamentals II	4
VEE 110 Discrete Devices I	3
VEM 110 Workshop Fabrications	3
VEE 125 Electronic Circuits	3
	<u>17</u>

Summer Session

VEE 135 Digital Electronics I	3
	<u>3</u>

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	<u>2/3</u>
	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	<u>1</u>
	16

Exit 3: Associate of Applied Science in Telecommunication Technology

Graduation Requirements: 67-68 credits



Telecommunications students at College of Micronesia-FSM, Pohnpei Campus testing a new telephone line.

**ASSOCIATE OF APPLIED SCIENCE
in
ELECTRONICS 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 provided 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. Practice a career in the Electronics industry.
6. Troubleshoot 8086 and 68000 microprocessors and discrete devices.
7. Troubleshoot radio receivers.

1. Preparatory Courses (by placement)

2. 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)

3. 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 (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 200 Op-Amps (3)

VEE 222 Discrete Devices II (3)

VEE 220 Microprocessors I (3)
 VEE 235 Digital Electronics II (3)
 VEE 221 Microprocessors II (3)
 VEE 230 Radio Communications (3)
 VEE 240 Signal Processing (3)
Technical Elective* (2-3 credits)
 VEE 250 Co-operative Education Program (2)
 VTE 260 Microwaves (3)
 VTE 265 Fiber Optics (3)
 VEE 266 Rotating Machinery (3)
 (* Any technical courses approved by instructor)

AAS Degree Electronic Technology 67-68 credits

Exit requirement:

**CERTIFICATE OF ACHIEVEMENT
 IN
 ELECTRONICS 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.

1. Preparatory Courses (by placement)

2. General Education Requirements 15 credits

MS 104 Technical Math I (4)
 MS 106 Technical Math II (4)
 CA100 Computer Literacy (3)
 Any Science with Lab (4)

3. 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

Exit requirements:

**ADVANCED CERTIFICATE
IN
ELECTRONICS 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. Students 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. Practice a career in the Electronics industry.
6. Troubleshoot 8086 microprocessors and discrete devices.

1. Completion of the Certificate of Achievement in Electronic Technology	37 credits
2. General Education Requirements	3 credits
EN 123 Technical Communications (3)	
3. Major Requirements	11-12 credits
VEE 200 Op-Amps (3)	
VEE 222 Discrete Devices II (3)	
VEE 235 Digital Electronics II (3)	
VEE 250 Co-operative Education Program (2)	
<u>Technical Elective (2-3 credits)</u>	
VEE 250 Co-operative Education Program (2)	
VEE 266 Rotating Machinery (3)	
VEE 260 Microwave (3)	
VTE 265 Fiber Optics (3)	
Total Requirements	51-52 credits

Exit requirements:

**ASSOCIATE OF APPLIED SCIENCE
in
ELECTRONICS TECHNOLOGY**

1. Completion of the Advanced Certificate in Electronic Technology	51 credits
2. General Education Requirements	4 credits
<u>Humanities</u> (3 credits)	
Any course in Art, Music, History, Literature, Philosophy or Language (3)	
<u>Exercise Sport Science</u> (1 credit)	
Any Exercise Sport Science course (1)	
3. Technical Requirements	12 credits
VEE 200 Op-Amps (3)	
VEE 221 Microprocessors II (3)	
VEE 230 Radio Communications (3)	
VEE 240 Signal Processing (3)	
Total Requirements	67 credits

**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
	<u>17</u>

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
	<u>17</u>

Summer Session

VEE 125 Electronic Circuits	3
	<u>3</u>

Exit 1: Certificate of Achievement in Electronic Engineering Technology**Total Requirement: 37 credits****Fall Semester**

EN 123 Technical Communication	3
VEE 221 Microprocessors II	3
VEE 222 Discrete Devices II	3
VEE 235 Digital Electronics II	3
Technical Elective	2-3
	<u>14-15</u>

Exit 2: Advanced Certificate in Electronic Technology**Total Requirements: 51-52 credits****Spring Semester**

VEE 200 Op-Amps	3
VEE 220 Microprocessors I	3
VEE 230 Radio Communications	3
VEE 240 Signal Processing	3
Humanities.....	3
Exercise Sport Science	1
	<u>16</u>

Exit 3: Associate of Applied Science in Electronic Technology**Graduation Requirements: 67 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.
- 3. Perform basic hand skills in producing products to given specifications.
- 4. Identify the basic function of other building trades.
- 5. Interpret information from blue print drawings.
- 6. Participate in the specific building technology trade they majored in.

1. Preparatory Courses (by placement)	
2. General Education Requirements	22 credits
<u>English (3 credits)</u>	
EN 123 Technical Communication (3)	
<u>Mathematics (8 credits)</u>	
MS 104 Technical Math I (4)	
MS 106 Technical Math II (4)	
<u>Computer Applications (3 credits)</u>	
CA 100 Computer Literacy (3)	
<u>Any Science with Lab (4 credits)</u>	
Oceanography, Marine Biology, Chemistry, Biology, or Physical Science (4)	
<u>Humanities (3 credits)</u>	
Any course in Art, Music, History, Philosophy or Language (3)	
<u>Exercise Sport Science (1 credits)</u>	
Exercise Sport Science course (1)	
3. MAJOR REQUIREMENTS**	39 credits
(Technical Building Studies & Electrical)	
**Major requirements to include minimum of 39 credits of specific technical content. Therefore, as an example, if a student is majoring in Electrical that student must complete at least 39 credits of specific electrical technical requirements.	
4. 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

- | | |
|--|-------------------|
| 1. 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 Small Business Management (3) | |
| CA 100 Computer Literacy (3) | |
| 2. 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.

1. Completion of Certificate in Construction Electricity	
2. Transfer of allowable credits	32 credits
3. General Education Requirements	10 credits
<u>English (3 credits)</u>	
EN 123 Technical Communications(3)	
<u>Natural Science (4 credits)</u>	
SC 130 Physical Science w/lab (4)	
<u>Humanities (3 credits)</u>	
Any Course in art, music, history, literature, philosophy or language (3)	
4. 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.

- 1. Completion of Advanced Certificate in Building Technology 48 credits**
- 2. General Education Requirements 1 credits**
Exercise Sports Science (1 credit)
Exercise Sports Science course (1)
- 3. Major Requirements 16 credits**
VEE 220 Discrete Devices II (3)
VEM 105 Basic Refrigeration and A.C. Theory (6)
VEM 212 National Electrical Code (3)
VEM 240 Industrial Wiring (4)

Graduation Requirements 65 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	<u>1.5</u>
	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	<u>3</u>
	18

Summer Session

BU 097 Small Business Management	<u>3</u>
	3

è 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
AR 101 Introduction to Art	3
Science w/lab	<u>4</u>
	16

è Exit 2: Advanced Certificate in Building Technology

Total Requirements: 48 credits

Spring Semester

VEE 222 Discrete Devices II	3
VEM 105 Basic Refrigeration and AC Theory	6
VEM 212 National Electrical Code (US)	3
VEM 240 Industrial Wiring	4
Exercise Sport Science Course	<u>1</u>
	17

è 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

1. General Education Requirements	13 credits
ESL050 Technical English (3) or SS 100 World of Work (3)	
MS 104 Technical Math I (4)	
CA 100 Computer Literacy (3)	
BU 097 Small Business Management (3)	
2. 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

Suggested Schedule

Fall Semester

ESL050 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	<u>1.5</u>
	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	<u>3</u>
	13.5

Summer Session

CA 100 Computer Literacy...	3
BU 097 Small Business Management	<u>3</u>
	6

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.

Program Requirements

- 1. 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 Small Business Management (3)
- 2. 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 Equipments (4)
VCF 132 Surface Preparation and Finishing Techniques (3)
- Total Credits Required 34 credits**

Suggested Schedule

First Semester

MS 104 Technical Math I	4
ESL050 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	<u>1.5</u>
	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	<u>3</u>
	15

Summer Session

CA 100 Computer Literacy	3
BU 097 Small Business Management	<u>3</u>
	6

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

1. General Education Requirements	13 credits
ESL 050 Technical English or SS100 World of Work (3)	
MS 104 Technical Math I (4)	
CA 100 Computer Literacy (3)	
BU 097 Small Business Management (3)	
2. 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

Suggested Schedule

Fall Semester

ESL 050 Technical English or SS100 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	<u>3</u>
	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	<u>3</u>
	13.5

Summer Session

CA 100 Computer Literacy	3
BU 097 Small Business Management	<u>3</u>
	6

CERTIFICATE OF ACHIEVEMENT in PLUMBING

Students will be introduced to plumbing maintenance, installation, design considerations and pipefitting 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

1. **General Education Requirements** 13 credits
 ESL 050 Technical English (3) **or** SS100 World of Work (3)
 MS 104 Technical Math I (4)
 CA 100 Computer Literacy (3)
 BU 097 Small Business Management (3)
2. **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

Suggested Schedule

Fall Semester

ESL 050 Technical English or SS100 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)..... 3
 13.5

Summer Session

CA 100 Computer Literacy 3
 BU 097 Small Business Management 3
 6

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

1. General Education Requirements	14 credits
MS 104 Technical Math I (4)	
MS 106 Technical Math II (4)	
ESL050 Technical English (3) or SS 100 World of Work (3)	
CA 100 Computer Literacy (3)	
2. Technical Requirements	21 credits
VEM 105 Basic Electricity for A/C & Refrigeration Mechanics (6)	
VEM 111 Electrical Wiring I (3)	
VEM 113 Refrigeration I (3)	
VEM 114 Refrigeration II (3)	
VEM 115 Refrigeration III (3)	
VWE 105 Fundamentals of Oxyacetylene Welding (3)	
Total Credits Required	35 credits

**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	6
VEM 111 Electrical Wiring I	<u>3</u>
	16

Spring Semester

MS 106 Technical Math II	4
VEM 113 Refrigeration I	3
VEM 114 Refrigeration II	3
VEM 115 Refrigeration III	3
VWE 105 Fundamentals of Oxyacetylene Welding	<u>3</u>
	16

Summer Session

CA 100 Computer Literacy	<u>3</u>
	3

**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

1. 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)	
2. 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

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

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) Pass the theoretical and practical exams (Basic and Intermediate Level) as specified under the Pacific Regional Trade Testing Scheme.

Program Requirements

1. General Education Requirements	13 credits
ESL 050 Technical English (3)	
MS 104 Technical Math I (4)	
CA 100 Computer Literacy (3)	
BU 097 Small Business Management (3)	
2. Technical Requirements	22 credits
Classroom (12 credits)	
Practicum (10 credits)	
Take one of the following trade areas:	
VTC Carpenter	
VTJ <i>College of Micronesia-FSM</i> Joiner	
VTB Blocklayer/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
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Suggested Schedule

<i>First Semester</i>	
ESL 050 Technical English	3
MS 104 Technical Math I	3
Classroom	6
Practicum	3
	15

Second Semester

CA 095 Basic Computer Applications	3
BU 097 Small Business Management	3
Classroom	6
Practicum	3
	15

Summer Session

Practicum	4
	4

Apprenticeship Training Program Related Instruction Schedule

AIRCONDITION 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)

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)

Third Year

VEM 113 Refrigeration I (3)
 VEM 114 Refrigeration II (3)
 VEM 111 Electrical Wiring (3)

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)

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)

Second Year

VAE 103 Blueprint Sketching and Interpretation (3)
 VCT 163 Concrete Form Construction (3)
 VCT 173 Rough Framing (3)

Third Year

VCT 174 Columns, Beams, Walls and Partitions (3)
 VCT 183 Finishing and Trim Work (3)
 VCT 195 Construction Procedures (3)

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)

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)

Second Year

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

Third Year

VEM 104 Basic Electricity II (5)
VEM 111 Electrical Wiring I (3)
VEM 112 Electrical Wiring II (3)

Fourth Year

VEM 212 National Electrical Code NFPA U.S. Standard (3)
VEE 266 Rotating Machinery (3)
VEM 113 Refrigeration I (3)

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)

Second Year

VEM 101 Basic Air Conditioning (3)
VBM 102 Maintenance II (4)
VAE 103 Blueprint Sketching and Interpretation (3)

Third Year

VWE 105 Fundamentals of Oxyacetylene Welding and Cutting (3)
VCT 152 Fundamentals of Plumbing (3)
VCT 183 Finishing and Trim Work (3)

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)

Second Year

VBM 101 Building Maintenance I (6)

VBM 102 Building Maintenance II (6)

Third Year

VCT 162 Advanced Plumbing (3)

VCT 172 Plumbing Installation & Design (3)

VCT 182 Uniform Plumbing Code (3)

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)



Vocational Education students from COM-FSM, Pohnpei Campus learning using multimedia technologies.

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. Program schedules are subject to change. Revised schedules are available in the office of the Vice President for Instructional Affairs.

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 (3) (F, Sp, Su)

Prerequisite: ESL 089, MS 098

Establishes a foundation for the understanding of the accounting environment, basic accounting concepts, and the accounting model. Each step of the accounting cycle is covered in detail. Also covered are the sales, purchases, cash receipts and cash payments journals and their accompanying accounts receivable and accounts payable subsidiary ledgers; cash; and preparation of financial statements.

AC 220 Accounting II (3) (F, Sp, Su)

Prerequisite: AC 131

Builds on the understanding of accounting principles. This includes accounting for: payroll; accounts receivable and bad debts; notes and interest; inventory; depreciation, amortization, depletion and disposal of long-term assets; and partnerships and corporations.

AC 250 Managerial Accounting (3) (F, Sp, Su)

Prerequisite: AC 220

Develops concepts related to the information 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 (3) (F)

Prerequisite: AC 250

Covers in detail the accounting process and the application of generally accepted accounting principles to assets and liabilities. Emphasis is upon accounting theory.

AC 321 Intermediate Accounting II (3) (Sp)

Prerequisite: AC 320

Covers in detail the application of generally accepted accounting principles to accounting for owner's equity, long-term investments and debts, funds flow, consolidations, and financial statement analysis.

AC 325 Cost Accounting (3) (F)

Prerequisite: AC 250

Covers cost accounting system output relevant to managerial decision-making, planning and control. Topics include job order and process costing, direct and standard cost systems, with emphasis on application and analysis of cost.

AC 330 Taxation 1 (3) (Sp)

Prerequisite: AC 250

Covers federal income tax, social security tax and other taxes and deductions and credits as they relate to individuals, corporations, and partnerships. Special consideration is given to gross revenue tax (GRT) and other FSM taxes.

AC 335 Governmental and Non-Profit Accounting (3) (F)

Prerequisite: AC 250

Covers accounting principles as applied to nonprofit organizations, particularly local, state and national government. Emphasis is on budgetary control and fund 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 two-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 (4)

This course is designed to provide students with the basic principles of plant-soil-climate relationship, various stages of pre-planting, planting, vegetable growth, fruit seed growth, harvesting and marketing.

AG 086 Micropropagation and Nursery Practices (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)

Designed to prepare students to work in either private or public sectors with basic skills and knowledge in style, design, identification of local ornamental, turf management, nursery propagation practices and maintenance.

AG 090 Principles of Food Processing (3)

Introduces the students to the fundamentals of food preparation and the relationship between the scientific principles and cooking procedures.

AG 092 Swine and Poultry Production (3)

Introduces the basic skills and principles of swine and poultry production including breed selection, feed, 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 account, techniques and management of farm business.

AG 096 Field Internship (5)

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

AG 101 Introduction to Agriculture (3)

Provides an orientation to agricultural careers and the agriculture major by laying down the basic principles of vegetable gardening, animal husbandry, aquaculture, forestry, soil science, soil and water conservation, pest management, 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 Science w/lab (4)

Prerequisite: AG 101

Develops a general understanding of the principles of raising animals commercially with special emphasis on poultry and pigs.

AG 252 Agricultural Extension (3)

Prerequisite: AG 101 or permission of instructor

Deals with communication skills and knowledge needed by an extension officer: the chairing of meetings, conducting surveys, teaching adults, writing proposals and plans, writing talks for radio, and poster and pamphlet design. Reviews the development and educational philosophy of the Cooperative Extension Service in Micronesia and the U.S. as well as existing programs and projects.

AG 270 Principles Of Agricultural Engineering (3)

Prerequisite: AG 101

Introduces the concepts and applications of agricultural engineering with emphasis on farm power and machinery, agricultural structures, concrete work, electrification, aquaculture, hydroponics and greenhouse system construction, and irrigation and drainage management in the Pacific context.

AG 290 Agricultural Project Management (3)

Introduces the basic principles and methods of designing, obtaining, managing and evaluating agricultural projects; both entrepreneurial and governmental funded. Frequent use of case studies, guest lecturers and field trips. Individual final project required.

AG 299 Directed Field Experience (1)

Structured learning experience working with a private or governmental agricultural organization or enterprise for at least three hours weekly. Ten hours classroom instruction together with frequent supervisor visits. Diary and final report required.

LAW ENFORCEMENT

AJ 113 Administration of Juvenile Justice (3)

A survey of juvenile justice systems and practices including causes, prevention, treatment, counseling, agencies and institutions.

AJ 151 Introduction to Criminal Justice (3)

An overview of criminal justice procedures including police practices, criminal proceedings, determination of guilt, appeals and post-conviction review.

AJ 152 Introduction to Law Enforcement & Security (3)

An introduction to the fundamental principles of law enforcement and an analysis of security problems and methods.

AJ 155 Administrative Laws of Arrest, Search and Seizure (3)

A study of police authority and responsibility including the laws of arrest, search and seizure, and other procedures and issues related to the processing of criminal cases

AJ 158 Management Skills for Police Officers (3)

Examines criminal justice management from multiple perspectives including communication, budgeting, performance evaluation, time management, community policing, policy development and media relations.

ART

AR 101 Introduction to Art (3)

Introduces the basic techniques, terminology and concept of drawing. Designed to develop drawing skills and knowledge to practice and critique their drawings.

AR 105 Painting (3)

Introduces a variety of painting methods and basic vocabulary used in the organization and analysis of works of art. Improves individual visual perception (ways of seeing) through creative energy. Opportunity for beginning students to paint in a supervised environment.

AR 110 Basics of Printmaking (3)

Prerequisite: AR 101

Introduces the basic techniques for drawing, designing, silk-screening, mixing inks and producing posters.

AR/ED 111 Art for Teachers (3)

This course introduces the history, basic concepts, terminology and techniques of drawing. Emphasizes elementary school lessons and projects requiring drawing and other art forms using local materials.

BUSINESS AND ECONOMICS

BK 095 Bookkeeping I (3)

Introduces the basic understanding of the accounting environment and accounting principles and concepts. The first half of the accounting cycle such as journalizing business transactions, posting to ledgers and preparation of trial balance is covered.

BK 096 Bookkeeping II (3)

Prerequisite: BK 095

Builds on the understanding of accounting principles; the preparation of worksheets, financial statements for a service business, internal control and the preparation of payroll.

BU 095 Filing, Office Procedures (3)

Teaches the proper forms of communication, organization and procedures necessary to fulfill a clerical position in an office.

BU 097 Small Business Management (3)

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. A simple business plan is developed.

BU 098 Basic Business Math (3)

Develops understanding of basic math to solve typical business problems with emphasis on quick calculation of employee compensation, fractions, decimals, percentage, simple and compound interests, discounts, and buying and selling. (For certificate programs only.)

BU 099 Survey of Business (3)

Introduces basic business concepts including the business environment, types of business organizations, management process, information for business, and international business issues with introduction to business in Micronesia.

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 work. 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 and its environment. The course covers the various 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 MS 150 **OR** AC 220 and BU/MS 110

Provides a general understanding of the financial aspects of business, such as financial statement analysis, risk and rate of return, time value of money, valuation of bonds and stocks, capital budgeting, and cost of capital.

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 buyer behavior, market 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

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: MS 098

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

Builds on the fundamental concepts developed in the introductory statistics course. Students 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. Students use a computer software package (e.g. MS Excel) for both data analysis and presentation.

EC 220 Microeconomics (3) (F, Sp, Su)

Prerequisite: MS 098, ESL 089

Introduces to students the concepts of scarcity and choice, and their influence in the decision-making process of individual consumers and firms. Examines the price mechanism (demand, supply and price) and allocation of resources; the theory of the firm – short-run and long-run cost and revenue structure and the interaction between markets; comparative advantage and specialization; and market failure and externalities.

EC 230 Macroeconomics (3) (F, Sp, Su)

Prerequisite: EC 220

Analysis of the entire economy, covering such areas as national income and product (GDP) accounting, money and the banking system, unemployment and inflation, monetary and fiscal policy, international trade, and exchange rates and balance of payments. FSM GDP and other national/state economic data analyzed with special emphasis.

ECO 320 Economic Development (3) (F)

Prerequisite: EC 230 **or** permission of Business Division

Explores the characteristics of underdeveloped economies, theories of economic growth, and strategies for economic development. Special emphasis is given to the Micronesia and Pacific region.

FIN 312 Corporate Finance (3) (Sp)

Prerequisite: BU 250, MS 150

Builds on the principles course, further developing tools to help the potential manager analyze and solve financial problems in business organizations. Topics include capital structure, diversification, dividend policy, short-term financial (cash, receivables, inventory) management, corporate restructuring (mergers, acquisitions, takeovers, IPOs) and some aspects of international finance.

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

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: BU250, BU 260 & BU270 **OR** permission of Business Division

Enables students to develop an understanding of entrepreneurship and small business management by studying entrepreneurial strategies, how to identify and pursue new venture opportunities, and how to develop business plans. Students also study the FSM environment and how it directly or indirectly influences entrepreneurship and the establishment and growth of small businesses.

MKT 311 Marketing Strategy (3) (Sp)

Prerequisite: BU 270

Builds on the marketing concepts covered in the principles course. The course focuses on procedures for planning and developing the analysis and solutions to common marketing strategy problems involving the marketing mix – pricing, distribution, product development and promotion.

COMPUTER

CA 095 Basic Computer Applications (3)

Designed to help students understand computers and their use in personal life and the business environment. Use a Microsoft Office to handle every day task of input, processing and storage of information.

CA 100 Computer Literacy (3) (F, Sp, Su)

An introduction to computer concepts and applications. Provides student 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

Hinges on the use of a spreadsheet application to create and manipulate data in worksheets and workbooks in order to derive solutions to typical business scenarios. Students use various MS Excel tools and functions (including statistical functions, data validation, protection, pivot tables, filtering, pivot tables, scenarios, etc...) at an intermediate-to-advanced user level.

CA 100b Computer Skills I (3)

The purpose of this course is to provide basic computing skills, such as understanding Windows and using Microsoft Word and Excel, to various government, corporate and agency employees in the FSM.

CA 100s Computer Literacy for Secretaries (4)

This course is an introduction to computer concepts and uses. It provides students with basic knowledge of computer operating system and word processing to interact and use computer application programs effectively in business and everyday life. The Windows '98 fundamentals are covered in relation to Microsoft '98 application programs. Learning Word 2000 is also covered in detail. The students are trained to develop correct typing techniques; and to perform typing job requirements accurately and neatly at a reasonable time frame. Students are also taught the development of basic fundamentals of typing skill through the mastery of the principles of touch-typing.

CA 101s Computer Applications for Secretaries (4)

Builds on an understanding of computer fundamentals, emphasizing the use of electronic spreadsheet in business, using Microsoft Excel topic such as building worksheets, doing math with formulas and functions, formatting and printing worksheets. 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 1 error per minute on a 5-minute timed writing. This course includes 16 hours keyboarding.

COMMUNITY HEALTH SCIENCES

CHS 220 Review of Health Sciences (2)

This course introduces students to human anatomy and physiology. It discusses the general structural functions of each body part with the emphasis on their clinical application.

CHS 224 Health Problems in Adults (5)

Prerequisite: CHS 220 or concurrently

This course introduces students to health problems encountered in adulthood as detected at the community health centers. It discusses the common health complaints of adulthood and their management. The proper use of history taking and physical examination is paramount to this management process.

CHS 231 Maternal and Child Health I (5)

Prerequisite: CHS 224 or concurrently

This course is designed to teach the basic concepts of human fertilization, female and male anatomy, the stages of labor, and the elements of history taking for pregnant patients.

CHS 232 Non-Communicable/Communicable Disease (5)

Prerequisite: CHS 231 or concurrently

Students will be introduced to basic pathophysiology of non-communicable and communicable diseases and develop a general understanding specifically of HTN and DM. The course continues to encourage students to develop independent learning strategies congruous to that which they are required in their profession.

CHS 240 Maternal and Child Health II (5)

Prerequisite: CHS 232 or concurrently

This course will target neonatal problems, including some of the problems encountered in children. The Well Baby Clinic will be addressed in details and intensively investigated. It will also review the roles of Community Health Assistants (CHA) relating to the process of identifying children with special needs.

CHS 241 CPR and First Aid Care (5)

Prerequisites: CHS 240 or concurrently

This course introduces students to emergency first aid care. It discusses the emergency management to common life threatening situations and the common medical approaches for responding to such situations. It covers the emergency problems as they arise at the dispensaries and the immediate needs that require thereof.

CHS 242 Dental and Environmental Problems (5)

Prerequisites: CHS 241 or concurrently

This course is designed to view the environmental health problems in Micronesia compared to the rest of the world. We will also review the importance of clean water and safe disposal in the community. Dental problems, prevention, and management will also be covered.

CHS 243 Primary Clinical Care (5)

Prerequisite: CHS 242 or concurrently

This course introduces students to health problems encountered in adulthood as detected at the community health centers. It discusses the common health complaints of adulthood and their management. The proper use of history taking and physical examination is paramount to this management process.

CHS 244 Dispensary Management (5)

Prerequisite course: CHS 243 or concurrently

This course will develop knowledge and skills related to primary health care. Students will learn about challenges facing the health care system in this region and the role of the medical professional within the political process.

CHS 251 Health Problems in Children (5)

Prerequisite: CHS 244 or concurrently

This course concentrates on the major health problems encountered in children in the Community Health Centers. It provides information on the diseases and their profiles as undertaken at the dispensary level and their components and management as they apply within the contextual framework in our Micronesian community.

EDUCATION

ECE 100 Introduction To Early Childhood Education (3)

Provides foundation and framework of early childhood programs, historical roots, philosophical issues, program models, roles of teachers and other professionals, assessments, curriculum development, and other key issues relating to early childhood education.

ECE 101 Curriculum for Early Childhood Education (3)

Prerequisite: ECE 100

Assists care giver in helping children to become independent, creative individuals. It provides the students with the building blocks for designing a comprehensive curriculum that stresses development learning for preschool children. Students learn the importance of play, the value of behavioral objectives, and understand the need for careful scheduling of activities.

ECE 102 Working with Children with Special Needs (3)

Prerequisite: ECE 100

Provides students with knowledge and understanding about children with exceptional speed and the slower ones in the classroom. This course will help students to be sensitive to the needs of both the children with exceptional speed and the slower ones. This course will help students develop teaching strategies for and understand the needs of children with physical, emotional and developmental challenges and other special needs.

ECE 110 The Child, Family, and Community (3)

Prerequisites: ECE 100

Stresses the importance of communication between early childhood teacher and the family and community. Communication between teacher and the home and community is an important cornerstone for a child's progress. Students explores the interrelationship between the family, school, and community.

ECE 111 Child Abuse and Neglect (3)

Prerequisite: ECE 100

The course provides information on reported and unreported cases of abuse and neglect in Micronesia and elsewhere. Provides training for students in identifying, treating and preventing abuse of at-risk children. After completing this course, student will be better prepared to recognize and properly report this tragic problem. Provides students with understanding of the emotional consequences on the child, parent and care giver.

ECE 211 Language Development in Young Children (3)

Prerequisite: ECE 100

Develop students competencies needed to plan and implement strategies for teaching language skills to young children. Explore the various stages of language development in young children.

ECE 212 Developing Math Skills in Young Children (3)

Prerequisite: ECE 100

Provides students with teaching strategies for planning and implementing a math curriculum and evaluating the progress of students in the classroom.

ECE 213 Infant and Toddler Care (3)

Prerequisite: ECE 100

The course is designed to teach student how to create a safe, healthy, learning environment that helps infants and toddler increase their physical, intellectual and social qualities. Students will be involved in promoting self-esteem and good communication.

ECE 214 Nutrition, Health and Safety (3)

Prerequisite: ECE 100

This course helps student develop and maintain a healthy and accident-free environment. Responsibility for a child does not end with lesson plans and general care.

ECE 215 Internship in Early Childhood Education (4)

Prerequisite: ECE 100

This course provides student with supervised work experience in early childhood education facility under the direction of a qualified child care professional. At the end of the course, the student will be able to demonstrate an acceptable level of proficiency as an ECE educator.

ED/WS 200 Educational Foundations (3) (State Campuses Only)

This course covers the philosophies and theoretical underpinnings of education in various cultural and historical settings. Economic, socio-cultural and psychological factors as variables are studied. Particular emphasis is placed on education in Micronesia as influenced by these variables with added emphasis on local cultures and bilingual issues.

ED 202 Issues in Bilingual Education (2) State Campuses Only

This course covers basic issues in Bilingual Education in both local and global perspectives. Conceptual issues are focused on, with some attention to political dimensions and practical classroom applications.

ED 210 Introduction to Professional Teaching (4)

Prerequisites: EN 110 and EN 120a

This is the introductory course for those planning to enter the teaching profession. The course introduces the basic education terminology, basic teaching methods, basic principles of assessment, introduction to classroom management, and lesson planning using student learning outcomes. A brief lesson is prepared and taught by students in the final stages.

ED 211 Classroom Methods (3) (State Campuses Only)

Prerequisite: ESL 089 and ED 210

Introduces instructional skills of unit planning, lesson planning, organizing for classroom instruction, presentation skills, questioning skills, organizing of activities, evaluation, and the teaching of concepts. Preliminary application of theory as taught in ED 210.

**ED 212 Introduction To Language Teaching
(3) (State Campuses Only)**

Prerequisite: ESL 089

Introduces a critical analysis of the language curriculum in both the vernacular and in English, in oral skills, reading and writing, in grades K-8, as it is presently taught in Micronesian school systems. Recommends teaching skills in each area to improve student performance.

ED 215 Introduction to Exceptional Children (3)

Prerequisite: EN 110, EN 120a

Familiarizes students with categories of handicapping conditions and causes, characteristics of various handicapping conditions, and issues relating to special education.

ED 232 Language Arts Methods for Yap State Community Schools (2)

This entry-level course relates to specific methodological approaches and content relating to the four major languages of Yap State: The sound-symbol of each language will be introduced. The particular first language system of the student will be the focus of in-depth work, including instructional approaches and materials, relating to language arts skills-including listening, speaking, and linguistics.

ED 234 Cultural Mathematics for Understanding and Application in Yap State Schools (2)

This course incorporates a review of the counting, measurement, and classification systems (Yapese, Ulithian, Woleaian, and Satawalese) used within Yap State multilingual cultural populations. Individualized focusing will be on each student's first language system using student-centered approaches to teaching. This focusing will bring an exposure and initial competency relating to approaches, specific methods, materials, and the teaching skills necessary for introduction of these systems.

ED 292 Practicum and Seminar (3) (State Campuses Only)

Prerequisite: Consent of instructor

Provides experience in teaching remedial math, reading and behavior management.

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)

This course provides students with methods for teaching basic reading skills to elementary age children. Included are skills to analyze reading curriculum, evaluate children's reading abilities and correct beginning reading problems.

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 vernacular available to children in Micronesia. To be able to convert children's literature into scripts for acting out.

ED 310a Practicum (2)

This course is recommended for the first semester of the third year certificate program in elementary education. The clinical experience involves work with the elementary school curriculum particularly elementary science and social science curriculum. Lesson and unit planning are stressed with a variety of practical teaching and assisting experiences provided at the Palikir Elementary School.

ED 310b Practicum (2)

Prerequisite ED 310a or in rare and/or special permission of the Division Chair

This course is taken the final semester of the third year certificate program in elementary education. Emphasis is on preparing and delivering lessons to students at the Palikir Elementary School.

ED 314 Assessment Skills and Remediation (3)

Prerequisite: Admitted into third-year program

A semester course in the process of assessment for placement and educating students. It provides knowledge of instruments available; familiarity with mild to moderate learning disabilities as well as the severely handicapped child. Assessment instruments particularly appropriate for use in Micronesia will be emphasized.

ED 316 Family Involvement (3)

This course is designed to enable the student to maintain an open, friendly, and cooperative relationship with the child's family, to encourage their involvement in the program, and to support the child's relationship with his/her family in order to promote their positive development.

ED 330 Classroom Management (3)

Prerequisite: ED 210

Provides skills in classroom management with emphasis on proactive behavior management techniques and classroom organization.

ED 338 Teaching Students with Special Needs in the Regular Classroom Setting (3)

Prerequisite: ED 301a, ED 301b, ED 303, and ED 330

Provides techniques and procedures for teaching students with various special needs in the regular classroom setting.

ED 339 Curriculum Development for Elementary Teachers—On-line (3)

This course examines the process of curriculum development, implementation, and assessment for a diversity of FSM learners in the regular classroom including student with special needs. It is the intention of this course to provide current and relevant information concerning curriculum design, implementation, and assessment, and to offer students practical experiences that will assist them in understanding these issues within their school. Throughout the course the students will be

working in learning teams of three, which will facilitate opportunities for discussion and assignments, and collaboration on practical assignments designed to improve learning outcomes for students.

ED 382 Pohnpeian Orthography (3)

Prerequisite: Third year status, native speaker of Pohnpeian

A teaching of the Pohnpeian standard spelling/writing system with emphasis on vernacular teaching, spelling issues, recommendations, and certain basic linguistic concepts, language issues (i.e., language planning, standardization, and death)

ED 383 Chuukese Orthography (3)

A teaching of the Chuukese proposed spelling system with emphasis on vernacular teaching, spelling issues, recommendations, as well as certain basic linguistic concepts and language issues, (i.e. language, planning, standardization, and death)

ED/WS 386 Practical Teaching I (6) (Workshop)

This course is designed for the student to use basic principles, prepare and organize classroom instruction, behavior and assessment to meet prescribed performance standards.

ED/WS 386b Practical Teaching II (6) (Workshop)

Prerequisite: ED 386

This course is the second in a series of five courses designed for the student to use basic principles, prepare and organize classroom instruction, behavior and assessment to meet prescribed performance standards.

ED/WS 386c Practical Teaching III (6) (Workshop)

Prerequisite: ED 386b

This course is a third in a series of five courses. It builds upon and expands content covered in the two previous semesters with deeper emphasis on developing and implementing integrated instructional units. It exposes the learners to browsing the worldwide web for lesson enrichment and requires participants to do more reading assignments.

ED/WS 386d (6)

Prerequisite: ED386c

This course is a fourth in a series of five courses. It builds upon and expands content covered in the three previous semesters with deeper emphasis on developing and implementing integrated instructional units. It exposes the learners to browsing the worldwide web for lesson enrichment and requires participants to do more reading assignments.

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.

ED/CD 101 CDA Orientation, Safety, and Healthy Learning Environment (4)

Orients students with the CDA competency requirements and introduces basic concepts, skills, methods and strategies on how to keep children safe and healthy in a wholesome learning environment.

ED/CD 102 Promoting Physical and Communication Skills (4)

Provides tools to assess physical and communication skills in children; provides knowledge of activities and materials that can be used to promote the development of physical and communication skills.

ED/CD 103 Advancing Cognitive Skills Through Creative Experiences (4)

Introduces students to cognitive and creative development in young children ages three to five years. Develops competencies related to the cognitive and creative functional areas.

ED/CD 104 Promoting Self-esteem and Responsible Behavior Through Social Experiences (4)

Assists students in promoting positive self concepts and cooperative social behaviors in young children. The major focus is on developing techniques for solving behavior problems.

ED/CD 105 Family Involvement in Preschool Education (4)

Assists students in maintaining an open, friendly, and cooperative relationship with each child's family to encourage their involvement in the program and to support the child's relationship with his/her family in order to promote positive child development.

ED/CD 106 Program Management and Professionalism (4)

Develops and improves student/teacher's professional skills in working well with young children, parents and other staff to ensure the smooth operation of the preschool center.

ED/CD 107 Practicum (4)

Prerequisites: ED/CD 100, ED/CD 101, ED/CD 102, ED/CD 103, ED/CD 104, ED/CD 105

Provides the students with opportunities to practice learned skills while working with young children. Students will prepare for local CDA assessment.

ED/RS 302 Related Services Laboratory (3)

Provides students with the basic skills required to provide related services to children with special needs in school settings. A problem-based learning approach will be used with students working in small groups to solve issues/problems of particular students with special needs.

ED/RS 306 Related Services Practicum I (3)

Allows students to begin applying basic related services in actual school settings.

ED/RS 307 Related Services Skills And Applications (3)

Provides information on advanced related services skills and applications.

ED/RS 311 Related Service Practicum II (3)

Allows students to apply advanced related services skills in actual school settings.

ED/RS 313 Related Service Practicum III (6)

In this final full-time practicum, students will apply their related services skills in school settings in their home state for 8 weeks.

ED/WS 200 Workshop (3) (State Campuses Only)

Presents and provides hands-on practice on various topics.

ED/WS 270 Secondary Classroom Management Workshop (3)

Provides students with ideas and practical methods for managing secondary classrooms in today's Micronesia.

ENGLISH AND LITERATURE

ESL 050 Technical English (3)

Designed to upgrade the English skills of students to a level appropriate for vocational employment.

ESL 051p English for Police Officers (1)

Designed to upgrade English skills for participants from the Pohnpei State Police Academy program.

ESL 055t English For Apprentices (3)

Designed to upgrade English skills for participants in the Pohnpei State Apprenticeship Program.

ESL 070 Integrated English for ESL Students I (9)

Prerequisite: Passing COMET test.

The course is the first in a series of two courses designed to introduce students to the English language, will improve student's overall proficiency in beginning writing, reading, listening and speaking skills as they are used in an academic setting.

ESL 071 Integrated English for ESL Students II (9)

Prerequisite: Completion of ESL 070 with a "C" or better, or by passing COMET.

A second course in a series of two courses designed to introduce students to the English language, will improve student's overall proficiency in intermediate writing, reading, listening and speaking skills as they are used in an academic setting.

ESL 078a Intensive English for ESL Students: Reading (3)

Prerequisite: COMET placement

This course is designed to improve students' facility in the use of academic English language reading. The course will include the use of the computer lab to aid in the development of reading techniques. Computer lab time will be included within the allotted class time. A pleasure reading component will also be included as part of the course to build student English skills. Although students in this course will be assessed independently from ESL 078b (writing) and ESL 078c (listening and speaking) the aim of these three courses is to form an integrated, thematic unity designed to give the students an intensive English course to prepare them for college-level English usage.

ESL 078b Intensive English for ESL Students: Writing (3)

Prerequisite: COMET placement

This course is designed to improve students' facility in the use of academic English language writing. The course will include the use of the computer lab to aid in the development of reading techniques. Computer lab time will be included within the allotted class time. Although students in this course will be assessed independently from ESL 078a (reading) and ESL 078c (listening and speaking) the aim of these three courses is to form an integrated, thematic unity designed to give the students an intensive English course to prepare them for college-level English usage.

ESL 078c Intensive English for ESL Students: Listening/Speaking (3)

Prerequisite: COMET placement

This course is designed to improve students' facility in the use of academic English listening and speaking skills. This course aims to improve students' aural and verbal English skills. The focus of this class will be on academic skills, social skills as well as general language skills. The course will include the use of the computer lab to aid in the development of reading techniques. Computer lab time will be included within the allotted class time. Although students in this course will be assessed independently from ESL 078a (reading) and ESL 078b (writing) the aim of these three courses is to form an integrated, thematic unit designed to give students an intensive English course to prepare them for college-level English usage.

ESL 079 Study Skills (3)

Degree students who place into developmental ESL courses at the National campus are required to take ESL 079.

This course is designed to introduce students who are concurrently enrolled in ESL classes to academic study skills that will help develop the habits necessary for success in college.

ESL 086a Intensive English for ESL Students: Reading (3)

Prerequisite: Completion of ESL 078a

ESL 086a is a continuation of ESL 078a. This course is designed to further improve students' facility in the use of academic English language reading using and expanding upon reading skills learned in ESL 078a. The course will include the use of the computer lab to aid in the development of reading techniques. Computer lab time will be included within the allotted class time. A pleasure reading component will also be included as part of the course to build student English skills. Although students in this course will be assessed independently from ESL 086b (writing) and ESL 086c (listening and speaking) the aim of these three courses is to form an integrated, thematic unit designed to give the students an intensive English course to prepare them for college-level English usage.

ESL 086b Intensive English for ESL Students: Writing (3)

Prerequisite: Completion of ESL 078b

ESL 086b is a continuation of ESL 078b. This course is designed to further improve students' facility in the use of academic English language writing. The course will include the use of the computer lab to aid in the development of reading techniques. Computer lab time will be included within the allotted class time. Although students in this course will be assessed independently from ESL 086a (reading) and ESL 086c (listening and speaking) the aim of these three courses is to form an integrated, thematic unit designed to give the students an intensive English course to prepare them for college-level English usage.

ESL 086c Intensive English for ESL Students: Listening/Speaking (3)

Prerequisite: Completion of ESL 078c

ESL 086c is a continuation of ESL 078c. This course is designed to further improve students' facility in the use of academic English listening and speaking skills. This course aims to advance students' aural and verbal English skills using as a starting point skills that were acquired in ESL 078c. In ESL 086c there will be a stronger focus on academic skills. The course will include the use of the computer lab to aid in the development of reading techniques. Computer lab time will be included within the allotted class time. Although students in this course will be assessed independently from ESL 086a (reading) and ESL 086b (writing) the aim of these three courses is to form an integrated, thematic unit designed to give the students an intensive English course to prepare them for college-level English usage.

ESL 087 Listening and Speaking II (3)

Placement: Divisional placement.

This course continues listening and speaking skills development with a strong emphasis on academic skills.

ESL 088 English Reading IV (3)

Placement: Divisional placement.

This course focuses on the development of pre-reading, reading, and post-reading skills and strategies necessary for students to effectively process academic content materials.

ESL 089 Reading V (3)

Placement: Divisional placement or completion of ESL 088 with a "C" or better

This course provides a more advanced focus on pre-reading, reading, and post-reading skills and strategies.

ESL 095 Introduction to Poetry (3)

Introduces the fundamentals of writing poetry and strengthens knowledge of vocabulary, parts of speech and figurative thinking.

ESL 098 Writing IV (3)

Placement: Divisional placement.

Writing IV is a grammar-intensive writing course designed to improve the student's fluency in written English through increased understanding of the structure and organization of written English.

ESL 099 Writing V (3)

Placement: Divisional placement or completion of ESL 098 with a "C" or better.

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)

Prerequisite: High School Diploma or GED

This course is designed to further strengthen the English skills acquired in the lower level companion course and to prepare the student to pass the COM-FSM entrance exam, or to enter the workforce with a certificate that will attest to a post-secondary level of competence in English skills for business purposes.

ESL/BU 096 ESL for Business Purposes II (4)

Prerequisite: ESL/BU 095

This course is designed to further strengthen the English skills acquired in the lower level companion course and to prepare the student to pass the COM-FSM entrance exam, or to enter the workforce with a certificate that will attest a post-secondary level of competence in English skills for business purposes.

EN 110 Advanced Reading (3)

Prerequisite: Divisional placement or completion of ESL 089 with a "C" or better.

This course develops analytical and interpretive skills by introducing essays, textbooks, and literature to the student.

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.

This course is designed to improve the students expository writing skills through synthesis of various research materials resulting in the completion of at least two research papers.

EN 123 Technical Communication (3)

Prerequisite: ESL 089, ESL 099

This course presents clear simplified explanations of the practical applications of writing in vocational/technical fields. The course presents to the student the types of writing skills needed for a career in technology. In addition the student will be shown how to prepare and deliver presentations, speeches and conduct interviews.

EN 201 Introduction to Literature (3)

Prerequisite: EN 110

This courses 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 202 Narrative Fiction (3)

Prerequisite: EN 110

This courses takes a detailed look at the elements of narrative fiction through readings of short stories and novels. It also gives the student practical experience in writing short stories.

EN 203 Drama (3)

Prerequisite: EN 110

This course takes a detailed look at the elements of drama and acquaints the students with the special features of drama including directing, acting, and staging.

EN 204 Poetry (3)

Prerequisite: EN 110

This course provides an examination of the elements and history of poetry. Students learn basic poetic principals in order to interpret poems as well as write their own poetry.

EN 205 Literature of the Sea (3)

Prerequisite: EN 110

Studies various forms of poetry, short stories and novels with emphasis on the Oceania.

EN 206 Mythology (3)

Prerequisite: EN 110

This course is designed to familiarize students with the ways that different ancient cultures have interpreted their world. It is designed to show how these myths manifest themselves in the modern world.

EN 207 Introduction to Comparative Mythology (3)

Prerequisite: EN 110

Compares selected myths with an emphasis on Micronesia and Polynesia.

EN 208 Introduction to Philosophy (3)

Prerequisite: EN 110

This course introduces students to the foundations of western philosophy in Greece and the major branches of this philosophy.

EN 209 Introduction to Religion (3)

Prerequisite: EN 110

This course introduces the study of religion by examining some of the world's major religions, past and present.

EN 210 Writings on 19th Century

Pohnpei (3)

This reading course introduces students to writing about aspects of Pohnpei during the 19th Century Early Contacts Period. It also considers 19th Century Pohnpei as written by 20th Century authors. The works of ten different writers are examined in the course.

EN 213 Island Style Theater (3)

In this course students examine theater in order to explore the ideas, images, stories, myths, traditions, changing values, and contemporary social dynamics of Micronesia.

EN/BU 121 Business Communication (3)

Prerequisites: BU 101, CA 100

This course focuses on intercultural writing and speaking skills appropriate for business. Business writing and oral skills are emphasized.

EN/CO 205 Speech Communication (3)

This course teaches fundamental concepts of interpersonal communication and various aspects of public speaking with practice in informal and formal oral presentation.

EN/CO 207 Introduction to Broadcasting (3)

This class will prepare you to become a broadcast journalist. You will learn to write factually correct, concise, readable news copy. You will also learn to pursue research and to interview people. You will learn correct recording and on-air techniques, radio program planning and production, and how to use the necessary technologies. If you complete this course successfully, you will be able to plan, specify, locate funding, purchase, set up, operate and maintain an independent radio station in the FSM.

EN/ED 233 Introduction to General Nature & Use of Language (3)

This course introduces the nature and classification of languages and methods used in linguistic science for analyzing and describing languages. Using linguistic knowledge in the teaching of the language arts is emphasized.

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, yoga and Tai Chi.

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 pursue with friends and family for a lifetime. Examples include basketball and volleyball.

ESS 101j Jogging (1)

Jogging, juggling, joggling, and all that jazz: An introduction to the aerobic fitness exercises of jogging, running, and joggling. Designed for the non-runner or beginning runner.

ESS 102 Snorkeling (1)

Prerequisites: Ability to swim

Snorkeling safety, techniques and equipment will be presented and discussed. Practice sessions will include safety; hazards; breathing; equipment maintenance, adjustments and repair; surface diving; water entries; and surfacing. Students are required to provide their own equipment and participate in practice sessions.

ESS/CEU 70 Hapkido: Self Defense (1)

The aim of the course is to teach self-defense and to build strong self-confidence. Self-defense is also to improve behaviors of any individual learners as well as learners to have strong focus on different things.

LANGUAGES

FL 101 Japanese I (3)

Introduces the principal elements of basic vocabulary, grammar, pronunciation, and the Hiragana writing system.

FL 102 Japanese II (3)

Prerequisite: FL 101

Continuation of Japanese I with greater vocabulary and sentence pattern development. Katakana writing system is introduced.

FL 120 Basic Japanese for Hotel and Restaurant (3)

Develops a basic understanding of Japanese language as a prerequisite to FL 160 Japanese for Hospitality Management. Basic Japanese language skills are needed before the student can go on to mastering specific situational Japanese language for the hospitality setting.

FL 160 Situational Japanese for Hotel and Restaurant (3)

Prerequisite: FL 120

Helps the student develop a conversational Japanese language skill 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. Basic Japanese is required for this course.

FL 201 Japanese III (3)

Prerequisite: FL 102

Third step in Japanese course series. Emphasis is on building fluency in speaking both relaxed and polite forms, vocabulary, sentence patterns, and grammatical points. Introduction of 50 Kanji characters.

FL 202 Japanese IV (3)

Prerequisite: FL 201

Fourth step in Japanese course series. Further enrichment of vocabulary, sentence patterns, and communicative expressions. A second 50 Kanji characters introduced.

FL 105 French I (3)

Introduces the principal elements of conversational French which includes pronunciation, construction and grammar.

FL 106 French II (3)

Prerequisite: FL 105

Develops understanding, speaking and writing abilities through the acquisition of more vocabulary and grammar, emphasis being put on conversation.

FL 108 Spanish I (3)

Introduces the principal elements of pronunciation, basic vocabulary, common idioms and functional grammar with emphasis on development of ability to speak simple Spanish.

FL 110 German I (3)

Introduces basic conversation, reading and writing in the German language.

FL 111 German II (3)

Prerequisite: FL 110

Continues the groundwork laid in FL 110 of conversation, reading and writing in the German language. Awareness of German culture and customs is an integral part of the class.

FL/SS 107 Chinese Language and Culture (3)

The course is designed to introduce the principle elements of conversational Chinese that includes pronunciation, basic vocabulary, common idioms, and functional grammar with emphasis on the ability to converse in simple Chinese. It will help students to develop an understanding and appreciation of Chinese culture through the language usages.

HOSPITALITY and TOURISM MANAGEMENT

HTM 110 Introduction to Hotel and Restaurant Management (3)

Introduction to the hotel and restaurant industry. Class discussions, industry observations and core information teaching including employment opportunities, trends, problems and organization in the hospitality field will be presented.

HTM 120 Introduction to World Tourism (3)

Prerequisite: HTM 110

Introduction to all facets of the world tourism industry and Micronesia's position in this industry. Ecotourism as a fast growing segment of the world tourism market will be presented in depth. Ecotourism will be stressed as an area of the development priority for Micronesian hospitality and tourism.

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

Introduction to quantity food preparation. Study of menu development, inventory control, serving and merchandising of a meal, and food service mathematics. Emphasis placed on supervision skills required for a food service establishment. This course will be taught in a laboratory kitchen setting.

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

Introduction in food and beverage management for a restaurant operation. Purchasing, receiving, storage, issuing, production and service food and beverages will be presented.

HTM 230 Hospitality Marketing (3)

Prerequisite: HTM 120

Introduces the marketing of Micronesian hospitality services to both Micronesians and the world tourism market, the research and implementation of an operations marketing plan, the functions and responsibilities of a hotel sales department and the interface the department has throughout the organization.

HTM 250 Facilities Management and Practicum (3)

Prerequisite: HTM 170

The course will place the student in the work place to experience staff work, as well as management duties, in each department. Areas of focus will be food and beverage, housekeeping, physical plant maintenance, marketing and night audit.

INFORMATION SYSTEMS

IS 201 Computer Information Systems (3) (F, Sp, Su)

Prerequisite: CA 100

Provides fundamental understanding of computers and information systems. Exposes students to tools and technologies used in the computer-based information systems, including hardware and software resources, business systems, design methods, programming languages, networking and communications, and emerging trends in computer technology.

IS 220 Computer Programming (3) (F, Sp)

Prerequisite: IS 201

Provides an introduction to computer science programming using Microsoft Visual Basic.NET. Course aims at presenting 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

Covers the fundamentals of database and the process of database design, including data modeling, the entity relationship, and relational models. Involves hands-on experience for students in setting up a data dictionary, designing screens and practice in the use of structured query language (SQL) programming.

IS 240 Webpage Design (3) (F, Sp, Su)

Prerequisite: CA100

An introduction to the “language” of web pages (Hypertext Markup Language) and to a more-advanced scripting language, JavaScript. Students learn the HTML tags necessary to develop a high-quality web page and integrate JavaScript code with the HTML to enhance the capabilities of their web pages. A final project gives students a chance to develop their own pages-incorporating all they have learned into a hands-on, web-ready web site.

IS 260 Business Information Systems (3) (F, Sp)

Prerequisite: BU101, IS 201

Introduces students to the management of computer-based information resources in the context of business organizations. Issues covered include management strategies and policies for improving organizational productivity; acquisition management and evaluation of management information services; office automation; end-user computing; computer use in international environments; social and organizational perspectives of information management and ethical implications.

IS 270 Geographic Information Systems (3)

Prerequisite: IS 201

Provides an introduction to Geographic Information Systems (GIS) and its application in several disciplines such as physical planning, mapping, land and utilities management, using available GIS Software.

IS 280 Networking (4) (F, Sp)

Prerequisite: IS 201

Introduces students to the principles, terminology, and concepts of computer networking from a variety of perspectives. Covering a variety of topics, students acquire a strong foundation of computer networking principles and practices. Regular lectures are supplemented by a one-credit laboratory for demonstration by the instructor and hands-on work by the students.

IS/MM 245 Desktop Publishing (3)

Desktop Publishing is designed to improve the student’s visual communication skills, increase spatial and aesthetic perception and discrimination, expand computer skills and technical vocabulary, and develop effective visual communication strategies. The course will focus on projects such as newsletters, annual reports, brochures, and promotional materials as well as on getting the student to utilize other software capabilities. This is a studio arts course; at least half of the contact hours will be in the studio lab.

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 side 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)

Provides an understanding of the law of torts and basic principles of admiralty law. 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)

Provides 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. It also covers basic principles of international commercial law.

LAW 228 Evidence (3)

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)

Provides an understanding of the constitution of FSM, its states, and municipalities; the different kinds of constitutions; the way in which a constitution is made and how it may be amended or repealed; the legal force of a constitution; and the contents of a constitution. Covers basic principles of international law.

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 (2)

Provides an understanding of FSM and state real property law.

LAW 240 Trial Practice Internship (3)

Eight week internship course, in which students are assigned and supervised by an experienced judge from an FSM or state supreme court or by a practicing attorney. The students will perform actual, supervised pre-trial and trial practice skills in civil and criminal cases.

MEDIA STUDIES

MM 101 Introduction to Journalism (3)

Prerequisites: ESL089, ESL099

This course will prepare students to become print journalists. Students will learn to write factually correct, concise, readable news copy. Students will also learn to pursue research, to interview people, and to abide by journalistic ethics.

MM 110 Introduction to Photography and Video (3)

This studio course provides students with an introduction to 35mm photography and darkroom techniques. The course also covers basic artistic composition, history of photography, digital photography, and basic video camera operation.

MM 120 Film Studies (3)

This course presents essential motion picture vocabulary, grammar and aesthetics. Students will learn to 'read' and understand motion pictures, and will be able to communicate that understanding in writing using the correct technical vocabulary. Students will acquire the foundation of knowledge necessary to continue study toward creating their own films.

MM 205 Introduction to Media Studies (3)

Prerequisites: MM101 or permission of instructor.

This course provides an introduction to the field of Media Studies. Students will learn to read media 'texts', analyze images, identify genres and ideologies, understand media institutions and research contemporary media topics in a Micronesian context.

MM 220 Advanced Video (3)

Prerequisites: MM110 or permission of instructor.

This course will provide students with skills in the pre-production, production, and post-production of video. Students will learn to plan a production, to record audio and video, to light and mic their subjects, to present themselves vocally and visually, to create post-production effects, and to edit audio and video elements into finished productions.

MM 225 Multimedia Design (3)

Prerequisites: CA 100 or permission of instructor

This course presents essential multimedia design principles, professional vocabulary and current technology. Students will learn to design an interactive multimedia educational presentation. Students will also acquire the foundation of knowledge and skills necessary to continue study toward becoming a professional multimedia designer.

MM 240 Computer Animation (3)

Prerequisites: Any Art class and CA 100 or permission of instructor

This course presents essential computer animation principles, professional vocabulary and current technology. Students will learn how to create computer animations. Students will also acquire the foundation of knowledge and skills necessary to continue study toward becoming a professional computer animator.

MM 246 Media Studies Practicum (3)

Prerequisites: Final semester status as a media studies major or permission of the instructor.

Provides media studies majors with an individually tailored, supervised, hands-on, intensive experience in one or more media areas. Participants in this capstone course engage in a mentoring relationship with a faculty member and/or a media professional in the community.

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: MR 120

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: C or better in MR 120, SC 110

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 general aspect 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 observations 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 biological aspects of fishery science that are used in management are examined. Population dynamics, modeling, fishing techniques, economics, reproduction, production, ecology, geography, oceanography and important environmental factors are discussed. Individual fisheries are used as examples of important concepts.

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 (1)

Prerequisite: MR 120 or consent of the instructor.

Reinforces an understanding of marine biology, the marine environment and marine organisms through exposure to learning experiences in the field and laboratory investigations.

MATHEMATICS

MS 056 Vocational Mathematics (4)

This course will enable the development of basic numerical skills relevant to calculations required in the workplace. Topics will include some general mathematics, calculator use, and the measurement of areas, basic trigonometry and vector diagrams.

MS 065 Developmental Arithmetic (3)

The course is designed to improve the basic mathematical skills of students in practical and everyday mathematics.

MS 090 Conceptual Math (4)

Prerequisite: By placement as conditionally admitted

This is an intensive, one-semester course designed to prepare conditionally admitted students for placement into the regular sequence of math courses offered at the College. The course explores general areas of mathematics, such as arithmetic operations, mixed and decimal numbers, measuring and converting of units, geometric concepts and formulas, graphing and number properties/patterns. These topics are to be explored from a conceptual basis and developed using concrete models and applications. The overall goal is to increase the students' understanding of general mathematics concepts and confidence in their own ability to solve mathematical problems. Counseling, group work, activity-based labs, and a variety of assessment techniques will be used to encourage students to succeed.

MS 095 Prealgebra (4)

Prerequisite: C or better in MS 090 or by placement.

This is an intensive, one semester course designed to build the student's basic mathematical skills. The student will learn to manipulate integers, fractions, decimals, and real numbers. Variable expressions and formulas will be introduced. The student will apply these topics with real-world problems involving percentages, geometric applications, investment and motion problems, etc. A variety of instructional styles will be incorporated: lecture, group work, activity-based labs, and computer aided instruction.

MS 098 Transition to Algebra (4)

Prerequisite: C or better in MS 095

This course is intended as a preparatory course for algebra. It is designed to review basic algebraic concepts before enrolling in MS 100 College Algebra.

MS 100 College Algebra (3)

Prerequisite: C or better in MS 098

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

Introduces the students to quadratic, log, exponential, and trigonometric functions.

MS 103 Geometry (3)

Prerequisite: C or better in MS 100; some prior work in geometry helpful but not necessary.

Covers the concepts of points, lines, planes, and space; angles; perpendiculars and parallels; polygons; and circles for plane, solid and analytical geometry. The notion of proof is introduced. The basic elements of logic are introduced and related to geometric proofs.

MMS 104 Technical Math I (4)

Prerequisite: Admission (MS 100 level) or "C" or better in MS 098

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.

106 Technical Math II (4)

Prerequisite: MS 104

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 trigonometric functions, angle formulas, and the applications of trigonometry, vectors, complex numbers and logarithms.

MS 150 Introduction to Statistics (3)

Prerequisite: MS 100

Introduces the basic ideas of data presentation, descriptive statistics, basic probability, and inferential statistics. Incorporates the use of a computer spreadsheet package, MS Excel, for both data analysis and presentation. Studies basic concepts using applications from business, social science, health science, and the natural sciences.

MS 152 Calculus I (3)

Prerequisite: MS 101

A first calculus course covering the basic concepts of limits, continuity, derivatives, and an introduction to integration. Introduces the notions of mathematical proof and synthesis of algebraic and geometric concepts. Designed to either stand on its own or lead into a second semester course.

MS 154 Calculus II (3)

Prerequisite: MS 152

A second calculus course covering the basic concepts of integration. Additional topics involving sequences and series are to be included as time permits.

MS 252 Multivariable Calculus (3)

Prerequisite: MS 154

Covers topic of calculus in more than one variable. Topics covered are vector calculus, partial derivatives, multiple integration and line integrals. Other topics include Stoke's Theorem and Gauss's Theorem.

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 mathematic 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.

MS/ED 210b Math for Teachers (5)

Prerequisite: MS/ED 210a with a grade of "C" or better

The course is the second semester course, designed to further the students' understanding of basic mathematic concepts. Besides a three-hour lecture class, an additional six-hour practicum will be integrated into this course. The lecture class will cover the following topics: percent, ratios and proportion, geometry, measurement, basic statistics, and probability. The practicum will include lesson planning, preparation of instructional and assessment activities, and actual teaching. The course is especially geared to provide ideas, models, knowledge, and standards that are necessary for successfully teaching mathematics to elementary and middle school children.

MUSIC

MU 101 Introduction to Music (3)

Provides understanding of music fundamentals and basic skills in note reading and instrument performance.

MU 105 National COM Choir of Micronesia (1)

Prerequisite: Successful Audition

A semester-long course designed to improve vocal techniques, musical awareness, and provide students with choral performance opportunities. Types of music performed in this course may include classical, jazz, Micronesian, multi-cultural, patriotic and other choral music. Students will learn healthy vocal technique and understand how to use that technique to produce a variety of timbre, dynamics and colors. Choir is a on-credit course and students can take it for three semesters in order to fulfill their three-credit humanities requirement or open elective.

PSYCHOLOGY

SS/PY 101 General Psychology (3)

Prerequisites: ESL 089

A survey of the concepts, theories and research behind the study of human thought, emotion and behavior.

ED/PY 201 Human Growth And Development (3)

Prerequisite: SS/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

Reviews complex factors involved in learning, individual differences, motivation for learning, individual differences in learning, leadership and the sociocultural factors as they affect the education of children and youth.

SAB/AB 201 Alcoholism in the Family (3)

An overview of the recovery process for the addicted family members and the family.

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 100a Science for Teachers (3)

Covers basic information of human science, life science, earth science, space science, technology, environmental science and physical science to increase teachers' science background.

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, and sex education.

SC 110 Introduction to Ecology (3)

Prerequisite: ESL 089

Deals with survey of biological ecology with the distribution and abundance of organisms in relation to physical, physiological, population and community characteristics.

SC 111 Environmental Studies (3)

Prerequisite: ESL 089

Introduces concept of ecosystem, exposes students to local ecological communities and resources, presents local environmental problems, such as pollution, resource depletion, and population, and suggests possible control methods.

SC 112 Introduction to Human Nutrition (3)

Prerequisite: ESL 089

Provides basic information on the nutrients, and components of a proper diet with an emphasis on Pacific Island foods, and on diet-related disease 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 Micronesian History.

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

Deals with survey of the human body system including the study of structures and functions of the human body.

SC 122b Anatomy and Physiology II w/lab (4)

Prerequisite: SC 122a

Deals with the systems that integrate and control the body functions and maintain continuity of life.

SC 130 Physical Science w/lab (4)

Prerequisite: ESL 089; MS 98

A general overview of physical science which includes the study of motion, force, energy, matter, electricity, light, magnetism and basic chemistry.

SC 180 Microbiology w/lab (4)

Prerequisite: SC 120

Emphasizes basic understanding of microbiology and control of pathogenic micro-organisms with emphasis on common infections caused by pathogenic micro-organisms and work of body resistance.

SC 201 Astronomy (3)

Prerequisite: ESL 089

Provides a survey of the astronomical universe, including solar systems, star clusters, and galaxies.

SC 202 Weather and Climate (3)

Prerequisite: ESL 089

Deals with basic understanding of weather and climate with emphasis on atmospheric extent, composition, pressure, temperature, and circulation of air masses.

SC 206 Oceanography and Coastal Process in Classroom (3)

An introduction to oceanography and coastal processes to help Pacific Island teachers incorporate these topics into school science programs. This two-week in-service course includes guest speakers and hands-on laboratory and field experience supplemented by background resource materials and references.

SC 210 Conservation Science (3)

Prerequisite: ESL 089

Conservation science is a response to the wave of global environmental change that threatens a large portion of the world's natural ecosystems. Basic principles of ecology and processes such as deforestation, species loss, land degradation, overpopulation, and global warming will form the framework for understanding conservation issues. Examination of cases linked to the Tropical Pacific Islands threatened ecosystems will illustrate practical applications of these theoretical notions.

SC 220 Introduction to Geology (3)

Prerequisite: ESL 089

Introduces the natural and physical environment: the landscape, rocks and minerals, rivers and oceans, volcanism, earthquakes and other processes inside the earth.

SC 230 Introduction to Chemistry w/lab (4)

Prerequisite: MS 098

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 240 Introduction to Physics w/lab (4)

Prerequisite: C or better in SC 130 or MR 130.

Introduces the basic concepts of classical mechanics and gravitation. A survey of electromagnetism, optics, thermodynamics and modern physics is given.

SC 245 Remote Sensing (3)

Prerequisite: C or better in SC 130, SC 240 or MR 130.

Explores the principles behind the absorbency and reflectance properties of electromagnetic waves from the sun as they are transformed into actual photographs by modern equipment showing the terrain features of the earth's surface.

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: SC 120 or MR 120 or instructor's permission

Provides a general survey of the basic principles of animal biology with emphasis on the invertebrates and vertebrate groups, classifications, structure, physiology, life histories, ecology, evolution and genetics.

SC 260 Independent Studies in Biology (1-3)

Prerequisite: Instructor's permission.

Participation in a field or laboratory 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/ED 333 Life Science for Teachers (3)

This course covers, in depth, the major life science concepts and topics outlined in the FSM and FSM State's curriculum standards.

SC/ED 343 Physical Science for Teachers (4)

This course covers, in depth, the major physical science concepts and topics outlined in the FSM and FSM State's curriculum standards. A teaching practicum constitutes the laboratory experience.

SC/SS 115 Ethnobotany (3)

Prerequisite: ESL 089

The course combines the study of the interaction of people and plants with a broad survey of the diversity of plants described both scientifically and culturally. Students learn about the social impact of plants on culture while becoming knowledgeable in the characteristics, local uses, and names of the major plant phyla present in Micronesia. Computer based technologies are also a component of this course.

SOCIAL SCIENCES

SS 070 Local History and Nature (3)

Introduces local history as well as the plants and natural resources of the islands that may be of interest to tourists.

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

Provides the students with an opportunity to examine work roles, jobs, and attitudes relating to the world of work.

SS 101 Introduction to Political Science (3)

Prerequisite: ESL 089

Introduces students to the major elements of political science through a conflict-management approach.

SS 110 Physical Anthropology (3)

Prerequisite: ESL 089

An introduction to evolution and the archaeological record of human development and change

SS 111 Cultural Anthropology (3)

Prerequisite: ESL 089

An introduction to the concepts, theories and research behind the study of world cultures.

SS 120 Introduction to Geography (3)

Prerequisite: ESL 089

An introduction to physical and regional geography.

SS 125 Geography of the Pacific (3)

Prerequisite: ESL 089

A study of the physical, social and cultural geography of Micronesia, Melanesia and Polynesia.

SS 130 Introduction to Sociology (3)

Prerequisite: ESL 089

An introduction to the concepts, theories and research behind the study of human societies.

SS 150 History of Micronesia (3)

Prerequisite: ESL 089

A study of Micronesian history from pre-history to the present.

SS 170 World History I (3)

Prerequisite: ESL 089

A survey of world history from pre-history to 1500.

SS171 World History II (3)

Prerequisite: ESL 089

A survey of world history from the 1500's to the present.

SS 195 Micronesian Cultural Studies (3)

Prerequisite: ESL 089

A comparative study of Micronesian culture including customs and beliefs, arts and crafts, kinship and language.

SS 200 Research Methods (3)

Prerequisite: EN 120a

An introduction to both quantitative and qualitative research, analysis and writing within the social and behavior sciences.

SS 205 Micronesian Government and Politics (3)

Prerequisite: SS 150

Examines the history, structure, powers, responsibilities and the future of Micronesian government and politics.

SS 212 Economy of Micronesia (3)

Prerequisite: SS 150

An in-depth exploration of the FSM economy with an emphasis on economic development policy planning.

SS 220 Contemporary Issues in Micronesia (3)

Prerequisite: SS 150

Examines the major political, social, economic and cultural issues facing Micronesian societies today.

SS240 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

A mentored research practicum for Micronesian studies majors that culminates in a major paper demonstrating ability in public policy research, analysis and writing.

SS/ED 285 Family Life/Sexuality Education (3)

Introduces teachers to the concept of family life and sexuality education and examines essential topics and teaching techniques in the subject area.

SS/ED 333 Historical Geography (3)

Prerequisite: EN120a, EN120b, EN110, SS120, SS150

An intensive and integrated study of physical and regional geography and the most important aspects of global human history.

SS/ED 343 Social Science Concepts (3)

Prerequisite: EN120a, EN120b, EN110, SS130, SS150

An intensive and integrated study of the core social science concepts from the fields of anthropology, sociology, political science and economics.

VOCATIONAL EDUCATION

VAE 103 Blueprint Sketching and Interpretation (3)

This course is designed to introduce the student to the basic principals 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.

VAE 138 Building Codes, Specification and Construction Management (3)

This course is designed to introduce the student to the basic concept of building codes, acceptable load bearing qualities of available materials, job bidding procedures, and the necessary sequential process required in successful constructional management as an independent businessman.

VAE 150 Introduction to Computer Aided Design and Drafting (3)

Prerequisite: VAE 103

This course introduces the student to the use of a computer as a drafting and design tool to produce line drawings. The course is hands-on and covers topics including equipment components, terminology, the storage and retrieval of drawings.

VBM 101 Building Maintenance I (4)

Prerequisite: 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, VBM 102

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

This course is designed to provide students with skills in the use and care of appropriate equipment for grounds maintenance. Weed control and proper lawn care, decorative plantings, pruning techniques and some amount of landscaping activities form the main focus of this course.

VCE 195 Construction Procedures (1.5)

Prerequisites: MS 104, ESL050/SS100

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)

Prerequisite: MS 104, ESL 050/SS100 or concurrently

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)

Prerequisite: VCF 104 or concurrently

This course is designed to teach the students to read and interpret from blue print drawings the cabinet/furniture information required to construct as designed. It will also teach the students the basic principles of sketching and drawing full size set outs, using a range of drawing equipment.

VCF 110 Domestic Construction (3)

Prerequisites: VCF 104, VSP 153a

This course is designed to teach the students the basic construction of domestic cabinets and furniture that would be used in domestic situations (private homes), and to teach the students a method of producing a one of piece of furniture, as requested by the client.

VCF 114 Commercial Construction (3)

Prerequisite: VCF104, VSP 153a

This course is designed to teach the students basic construction 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 produce mass production type items.

VCF 120 Workshop Administration (2)

Prerequisite: VCF104

This course is designed to teach the students the daily activities involved in a cabinet making workshop, e.g., estimation and costing, ordering materials, organizing and prioritizing work to be carried out as well as the best methods of maximizing the use of materials and reducing waste.

VCF 124 Safety and Maintenance of Power Tools, and Static Machines and Equipment – basic (4)

Prerequisites: VCF104, VSP 153a

This course is designed to teach the students the correct and safe methods of both power tool use and static machines when making cabinets and furniture. It will also teach the students general care, service and maintenance of both power tools and static machines.

VCF 132 Surface Preparation and Finishing Techniques (3)

Prerequisites: VCF104, VSP 153a

This course is designed to teach the students various ways to prepare surfaces ready for applying finishing materials. It will also introduce finishing products that are available and the application of these products to furniture to protect and enrich their finish.

VCT 152 Fundamentals of Plumbing (3)

Prerequisite: MS 104

This is the beginning course in plumbing. The main systems and components are surveyed, and the basic skills and tools are introduced.

VCT 153 Introduction to Carpentry (3)

This introductory course is designed to familiarize students with the use, care, safe operations and maintenance of hand and power tools; to develop their skills in the use, care, and safe handling of supplies and materials; and to provide them with occupational information about 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 equipments.

VCT 162 Advanced Plumbing (3)

Prerequisite: VCT 152

This course develops and advances the student's knowledge and understanding of the techniques, methods, and applications in cold and hot water supplies, and drainage systems.

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 164 Concrete and Brick Masonry (3)

Prerequisite: VCT 154

This course familiarizes the student with uses, kinds, shapes, and sizes of concrete blocks; and use, kinds, characteristics, types of bonding materials, and laying of bricks.

VCT 172 Plumbing Installation and Design (3)

Prerequisite: VCT 152

This course provides the student with the application of methods and theory in installation and design of residential and commercial plumbing systems of cold water supply, hot water supply and drainage systems.

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 174 Columns, Beams, Walls and Partitions Construction (3)

Prerequisite: VCT 153

This course prepares the student in the construction techniques and practices of concrete beams, columns, walls and partition construction; types, kinds, planning, design and purpose.

VCT 182 Uniform Plumbing Code (3)

Prerequisite: VCT 152

The course provides the student with knowledge and understanding of the laws and ordinances governing the installation of residential and commercial plumbing systems.

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.

VCT 193 Cabinet Making and Millwork (4)

Prerequisite: VCT 153

This course teaches the carpentry student millwork methods and the skills necessary to fabricate and install either custom or factory built cabinets.

VCT 215 Building Technology (3)

Prerequisite: VCE 195

A study of construction organization, building codes, foundations, construction materials, methods and techniques of cast-in-place reinforced concrete, precast and prestressed concrete, steel and masonry construction, wood and plastics, thermal, moisture, and termite protection and building equipment.

VEE 100 Soldering and Mechanical Termination Techniques (1.5)

Prerequisite: Admission

Students will learn how to produce solder connections and identify and rectify inferior solder joints. Students will select and prepare the correct soldering tools. In addition the student will master PC component insertion/extraction techniques, basic connector termination techniques and wire wrapping.

VEE 103 Electronic Fundamentals I (3)

Prerequisite: Admission and VSP 121 or concurrently

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)

Prerequisite: VEE 104 or concurrently

This course will introduce students to the construction and operation of various configurations of single stage amplifiers and diode circuits. It will also provide the students with an introduction to basic single-phase power supplies.

VEE 125 Electronic Circuits (4)

Prerequisite: VEE 120

This course allows students to investigate small and large signal amplifiers. Topics includes amplifier coupling, BJT amplifier gain, FET amplifiers, negative and positive feedback, frequency response and classes of operation.

VEE 135 Digital Electronics I (3)

Prerequisite: 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 200 Op-Amps (3)

Prerequisite: VEE 125

Explores the design and operation of basic operational amplifier circuits. The course illustrates and confirms the operation of linear amplifiers, voltage and current converters, comparators, oscillators and active filters

VEE 220 Microprocessors I (3)

Prerequisite: VEE 235

This course is an introduction to computers and their basic functions such as CPU and address/data buses operation, and RAM and ROM. The architecture, I/O ports mode functions, transfer instructions, increment and decrement instructions, computer addition and subtraction, as well as arithmetic, logic, compare, jump, multiply, divide instructions are of the 8086 microprocessor are described.

VEE 221 Microprocessors II (3)

Prerequisite: VEE 220

The operation of the 68000 Microprocessor is studied in this course. Students will be introduced to programming, move and branch commands, test and additional commands, debugging and compatibility and troubleshooting.

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, SCRs, PUTs and UJT's and their circuit configurations.

VEE 230 Radio Communications (3)

Prerequisite: VEE 125

This course provides the student with general communication theory of AM and FM receivers and transmitters.

VEE 235 Digital Electronics II (3)

Prerequisite: VEE 135

This course further explores digital circuits and concepts including registry circuits, counters, adders, decoders, shift registers and digital to analog converters.

VEE 240 Signal Processing (3)

Prerequisite: VEE 230 or concurrently

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)

Prerequisite: Instructors Permission

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

This course introduces the student to rotating machinery. Series, shunt and compound DC motors, AC motors and generators, stepper motors and three-phase power are analyzed.

VEM 101 Basic Air Conditioning (3)

This course is designed to introduce students to the basic fundamentals of air conditioning and the correct installation and maintenance methods of box and split air conditioners.

VEM 102 Electrical Electronic/Drawing and Sketching (1.5)

Prerequisite: MS 104, ESL 050 or concurrently

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)

Prerequisites: VSP 121 or concurrently

Students will learn the basic fundamentals of electricity in order to develop an understanding of electricity and the electrical industry through calculation and basic theory.

VEM 104 Basic Electricity II (5)

Prerequisite: VEM 103

This course introduces students to the basic fundamentals of an alternating current circuit. Develop an understanding of the fundamental components that affect the alternating current circuit. Gain an understanding of the basic operation of motors and transformers.

VEM 105 Basic Electricity for A/C and Refrigeration Mechanics (6)

Prerequisite: Admission and VSP 121

This course introduces the student to the theory of electricity and basic components used HVAC systems and the relationship of voltage, current, resistance and power. The course emphasizes electrical components and their relationships and power factors. Students will apply formula to analyze AC and DC circuits. This course also includes the theoretical and practical aspects of series, parallel, and series-parallel circuits construction using experimental board's method.

VEM 110 Workshop Fabrication/Hand and Power Tool Skills (3)

Prerequisite: ESL 050, MS 104 or concurrently

This course introduces basic hand tools and basic power tools uses in electrical work, construction and maintenance. Proper use and care of these tools is stressed. Valuable safety information for each type of tool is discussed. After this course, the student will be able to perform specific tasks using hand and power tools and fabricate small projects from simple drawings.

VEM 111 Electrical Wiring I (3)

Prerequisites: VSP 121, VEM 102, VEM 110 (or VEM 101 for Aircon/Refrigeration Apprentices).

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)

Prerequisites: VEM 111 or concurrently & VSP121 & VEM110

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(3)

Prerequisite: VEM 105

This course introduces students to mechanical and absorption cycles involving heat, energy and transfer, evaporators, condenser system, equilibrium cycle, central fluid, refrigerant, control and circuits. Introduces the use, care, and maintenance of hand and special refrigeration tools, fasteners and tube bending and flaring.

VEM 114 Refrigeration II (3)

Prerequisite: VEM 113

This course covers the residential and commercial refrigeration systems, applications, installations, servicing, diagnosing heat loads and piping. Practical application of theory learned through shop work included.

VEM 114 Refrigeration III (3)

Prerequisite: VEM 115

This course covers the residential and small commercial air conditioning systems, cooling load theory and calculations, types of systems, refrigeration cycle, controllers and water conditioning grimes, oils and treatment.

VEM 212 National Electrical Code (3)

Prerequisites: MS 104, ESL 050/SS100 or concurrently

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 (3)

Prerequisites: VEM 104 and VEE 266

This course is designed to introduce to the students basic wiring methods used for various types of motors in the electrical industry. The students will study proper wiring techniques, selection of components and correct measurements in installing motor circuitry.

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 legislation relevant to safety practices.

VSP 153b Industrial Safety (1.5)

This course will focus on the need for trainees to have sound knowledge about chemical, biological and physical hazards and how to avoid injury. It is designed to ensure that the trainee is aware of his/her obligation in the workplace that includes correct reporting procedures and the proper use of safety equipment.

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 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 230

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

Students will demonstrate an understanding of the basic operation of a telephone system. In addition, students will correctly perform troubleshooting skills on two common types of telephone sets, and demonstrate the use of fiber

VTM101 Introduction to Motor Vehicle Mechanics (4)

Prerequisite: By admission

This is a semester length course designed to introduce students to motor vehicle mechanics. It includes safe working habits and ethics in the automotive repair industry, safe manual handling and mechanical lifting, the use of shop equipment and tools, measuring and identifying fastener types, sealants, adhesives, and basic understanding of the principles of engine operation. This course will also develop skills in bench fitting which is generally required for successful repairs and maintenance of motor vehicles.

VTM 102 Fuel, Engine Cooling, & Standard Power Train Systems (4)

Prerequisite Course(s): VTM 101 Before or concurrently.

This course introduces students to the design, function and operation of automotive fuel systems, engine cooling and standard power train systems. Students will have a basic understanding about the function and operation of carbureted fuel system, basic fuel injection, fuel pumps, fuel lines, air and water-cooled engines, basic operating principles of clutches, standard transmissions, drive lines, and rear axles. They will be introduced to the basic repair and maintenance of the above-mentioned systems. Use of service manuals and publications will also be covered in the course.

VTM 103 Ignition, Electrical, and Transmission Systems (4)

Prerequisite Course(s): VTM 102 or concurrently

This course deals with automotive ignition, electrical and transmission systems. It covers the conventional ignition system from the early models and progresses through to the electronic ignition. The electrical system covers operational theory, testing, magnetism, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. The transmission system takes into more detail about the principles involved in the operation and maintenance of automatic transmission and transaxles. The subjects combined in this course gives more emphasis to the basic theory and operation of the ignition system for the student to establish a fundamental understanding most especially to the electronic ignition system that made a dramatic advancement and still continue to develop its fast changing technology through the years.

VTM 104 Brakes, Steering, Suspension, and Wheel Alignment (4)

Prerequisite Course(s): VTM 103 Concurrently

This course covers operation and repair of drum/disc type brake systems. Topics include brake theory, concepts related to design, diagnosis and repair of power assist systems, manual and anti-lock brake systems. It also deals with the theory and operation of automotive suspension and steering systems including wheel problem diagnosis, component repair, and alignment procedures. The subjects contained in this course were carefully selected to establish a firm understanding of the relationship of these systems for the student to obtain an understanding of how each system affects the operation of the other when making diagnosis of faults that may occur.

VTM150Cooperative Education (6)

Prerequisite Course(s): VTM 104

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 work place 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 experiences to repair vehicles 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 105 Fundamentals of Oxyacetylene Welding and Cutting (3)

Prerequisite: VSP121 or VSP 153a

This course is designed for those students who have little or no oxyacetylene welding training. Units of study involve safety; equipment operation and the manipulative skills required to complete flat, vertical, horizontal and overhead brazing and welds. In addition, the cutting and shaping of structural and plate steel are taught.

VWE 110 Fundamentals of Arc Welding (3)

Prerequisite: VSP 121 or VSP 153a

This is an introductory course for students who have little or no previous training in welding. Studies include basic welding equipment, safe operating practices and personal protection. Practical exercises using mild steel to complete basic flat and horizontal welds will be mandatory.

VWE 115 General Welding (4)

Prerequisite: VSP 121 or VSP 153a or Concurrently

This is an introductory course to welding. This course is designed to introduce students to two types of welding, Oxyacetylene Welding & Cutting and Arc Welding. Coursework includes safety, theory, and practical exercises.



Education major students from the College of Micronesia-FSM, National Campus record their education programs in the College's radio station studio. The Media Studies Program established V6CR, FM 89.1 in 2004.

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Media Instructional Technology Center-MITC
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Human Resources Office - HRO

Business Office- BO
Financial Aid Office-FAO
Office of the Admissions & Records-OAR
Learning Resources Center-LRC
Information Technology - IT
Sports and Recreation – S&R

PROFESSIONAL STAFF

DANNIS, DAYLE
Sponsored Program Facilitator, IRPO

DeORIO, MARK
Information Systems Specialist, IT

ETSE, PENSELYNN
Counselor

FALCAM, IRIS
Librarian LRC

HENRY, ALBENSTER
Extension Agent, CRE

HENRY, SYLVIA
Information Systems Specialist, Education Div.

IOANIS, ENGLY
Extension Agent, CRE

JACK, GRILLY
Vocational Training Coordinator

JOAB, CASTRO
Coordinator, S&R

KOSTKA, MARK
Extension Agent, CRE

LEMUEL, MILLER
Journey Worker, Maintenance

LIPPWE, NANCY
Dorm Manager

LORRIN, DANNIS
Electrician, Maintenance

MARIANO, JUVILEN
Accountant IV, BO

MARTIN, MARCELLINO
Extension Agent, CRE

MINGII, MARTIN
Bookstore Manager

NELSON, RENCELLY
HR Specialist, HRO

NETH, EVELYN
Accountant, BO

ODUCADO, JOEY
Registrar, OAR

OLTER, ALFRED
Project Manager, Maintenance

ONG, ALVIN
Cafeteria Manager

PALIK, PELMA
Manager, BO

PEDRUS, PETER
Information Systems Specialist, IT

PHILLIP, JACKSON
Program Coordinator, CRE

PRIMO, AUGUSTINE
Extension Agent, CRE

ROBERT, BRUCE
Librarian, LRC

SAIMON, JOSEPH
Coordinator, MITC

SMITH, JUSTINO
Extension Assistant, CRE

SWINGLY, ARINDA
Counselor, FAO

TIMBANG, JESUSA
Accountant, BO

WERTHOG, PATRICK
Counselor, FAO

WILSON, HENRY
Counselor

YAMAGUCHI, ARLEEN
Accountant, BO

YAROFASUG, FAUSTINO
Federal Work Study Coordinator, FAO

SUPPORT STAFF

ALBERT, BILLIDOS

Cook, Cafeteria

ELDRIDGE, SENRY

Secretary, Education

ALEX, QUILIDA

Executive Secretary to VPIA

EPERIAM, CAVANAGH

Maintenance Worker

ALEXANDER, JIM

Assistant Supervisor, Cafeteria

EPERIAM, SERNIDA

Data Processing Assistant, OAR

AMOR, PONIFACIO

Maintenance Worker

ESIEL, LIGAYA

Clerk, President's Office

ANSON, KINGSTON

Student Services Aide, S&R

FLOYD, KUN

Media Technician, MITC

ARDOS, FREDSON

Research Assistant, CES

GEORGE, NELSIRO

Maintenance Worker

ARIOTE, MAYLIZA

Library Assistant, LRC

HAGLELGAM, PAULA

Library Assistant, LRC

ARTUI, JACK

Utility Worker, Maintenance

HAGILMAI, WELSIHTER

Extension Assistant, CRE

BAKER, MARINA

Cook, Cafeteria

HAINRICK, JENNIFER

Library Technician, LRC

BEN, ARBEL

Data Processing Assistant, OAR

HELIEISAR, ATARINO

Library Technician, LRC

BENJAMIN, ALIPERTHA

Library Technician, LRC

IFAMILIK, JOHN

Farm Laborer, Agriculture

BORONG, SALTER

Student Services Aide, S & R

JACOB, AMBELY

Dorm Advisor

DAVID, PAULINO

Maintenance Worker

JOHNSON, IANSIN

Dorm Advisor

EDMUND, EUGENE

Administrative Assistant, Maintenance

KENNETH, KETINER

Account Clerk, BO

EDWIN, WILLIAM

Administrative Specialist I, IRPO

LADORE, RAMON

Cook, Cafeteria

ELDRIDGE, JULIA

Secretary, CRE

LANGINMES, MELLYANNA

Library Assistant, LRC

College of Micronesia-FSM

LEBEHN, RUTHY
Account Technician, BO

LEMUEL, SCOTT
Maintenance Worker

LUDWIG, SINCERLYNN
Clerk Typist, HRO

LUKE, MARION
Secretary, OAR

MANUEL, MARYALLEN
Secretary, Math/Science

MANUEL, KARLEEN
Media Assistant, MITC

MARTIN, JULIA
Library Assistant, LRC

MATHIAS, LUCIANO
Communications Operator, MITC

NANPEI, JOANA
Secretary, Languages/Literature

NEDLIC, ESTHER
Secretary, LRC

NICK, FELIX
Maintenance Worker

NIMEA, JULIE
Library Technician, LRC

OBISPO, JUDY
Clerk Typist, CRE

ONG, BEVERLY
Student Services Assistant, OAR

PADAHK, MARDINA
Cook, Cafeteria

PADOCK, SONNY
Administrative Assistant, BO/CRE

PANUELO, LIHNO
Utility Worker, Maintenance

PAULIS, MURPHY
Clerk, Bookstore

PRENS, MERIAM
Extension Assistant, CRE

PRIMO, PENANCIO
Cook, Cafeteria

RAMIREZ, PATRICIO
Student Services Assistant, S&R

RAYMOND, BASTORA
Executive Secretary to VPSSA

ROSARIO, VIRGINA
Cook, Cafeteria

SACKRYAS, ALILIHNA
Account Clerk, BO

SALLE, AILEEN
Account Clerk II, BO

SAMUEL, MERLY
Cook, Cafeteria

SENNERS, LOATIS
Student Services Aide, S&R

SYNE, SENOLYN
Clerk Typist, FAO

THOZES, AMERIHTER
Clerk Typist, Maintenance

WILLIAM, AKIKO
Student Services Assistant, FAO

OTHER EXTERNALLY FUNDED PROGRAMS

ETKER, DAVID
Coordinator, TQEG

RETTIN-SANTOS, MOREHNA
Director, SSSP

RAYPHAND, LJ
Education Specialist, SSSP

DONRE-SAM, LUCIA
Counselor, SSSP

LEBEHN, LERIHNA
Administrative Assistant, SSSP

JOEL, ROSE
Clerk Typist, Peer Counseling

WALLIBY, ERMINE
Coordinator, Peer Counseling

IOANIS, MIKE
Counselor, Peer Counseling

POHNPEI CAMPUS

ADMINISTRATION

WEILBACHER, PHIENGPHEN (Penny)
Campus Director

DISON, MARIA
Program Developer/Instructional Coordinator
B.S., Chaminade University of Honolulu

ARNOLD, JEFFREY
Assistant Director/Student Services Coordinator
A.S., Community College of Micronesia, Pohnpei

FULL-TIME FACULTY

ADA, ALICIA
Languages/Literature
B.S., University of the Philippines
M.A., (2), University of Hawaii at Manoa

Diploma, Manaoag Technical Institute, Philippines

LOYOLA, AUGUSTINE
Math/Science
B.A., Tarkio College, Missouri

CHAINED, FRANCES
Chair, IEI
B.A., (2) University of Hawaii at Manoa
M.S./M.Ed., University of Hawaii at Manoa

RECANA, CIRILO
Vocational Education
B.S.I.E., Marikina Institute of Science &
Technology, Philippines
M.A.T, Marikina Institute of Science &
Technology, Philippines

EDGAR, GARDNER
Vocational Education
B.S., Southwest Texas State University

RICE, HOWARD
Chair, Hospitality & Tourism Management
B.A., Michigan State University
E.M.T. Certificate, North Central Michigan College

GRIFFITH, DALE
Chair, English/Social Sciences
M.A., (2) University of Nevada
Ph.D., (ABD) University of Nevada

ROBY, JOYCELYN
Hospitality & Tourism Management
A.S., College of Micronesia – FSM

JANO, SHIRLEY
English/Social Sciences
B.B.A., Southwestern Adventist University, Texas

SANDOVAL, SHERRY ROSE
Vocational Education
B.S., University of Philippines

LAMSIS, PABLO
Vocational Education
NVQ Internal Verifications Certificate, Engineering
and Marine Training Authority, United Kingdom
NVQ Assessments Certificate, Engineering and
Marine Training Authority, United Kingdom

SEMES, HERMAN
Business/Small Business Development Center
B.S., University of Guam
M.B.A., Golden Gate University, California

College of Micronesia-FSM

SILBANUZ, PHYLLIS
Chair, Computer
B.S., Chaminade University of Honolulu

SILBANUZ, SALBA
Vocational Education
Certificate, College of Micronesia-FSM

TAMALAVAGE, CHRISTINE
A.B., cum laude, Harvard University
J.D., UCLA School of Law
Attorney, State Bar of California

XAVIER YAROFMAL
Vocational Education
B.A., University of Guam

Educational Talent Search Program-ETSP
Teacher Quality Enhancement Grant - TQEG

Upward Bound Program-UB
Student Support Services Program - SSSP

PROFESSIONAL STAFF

ETSE, STANLEY
Student Services Specialist II

HINGA, RITA
Student Services Specialist I, OAR

IFAMILIK, BETSON
Information Systems Specialist

LUCIOS, DAKUMA
Administrative Specialist

PERMAN, DEBRA
Fiscal Officer

SHED, PATTERSON
Student Services Specialist, FAO

SUPPORT STAFF

ALTEN, CATHLEEN
Clerk, Administration

FRANKLIN, TIMOTHY
Maintenance Supervisor

KANICHY, YONEKO
Executive Secretary to Campus Director

KULAT, RICHARD
Supervisor, Security Guard

MARTIN, KESTER
Maintenance Worker

MARTIN, WELSON
Maintenance Worker

POLL, TWYLA
Account Clerk

SHED, ADLEEN
Clerk Typist, Instructional Affairs

SIMINA, NERCY
Library Technician

SIONE, EDWIN
Student Services Assistant

VICTOR, ROMINO
Vocational Technician

OTHER EXTERNALLY FUNDED PROGRAMS

KIHLENG, LINTER
Coordinator, TQEG

PALIK, HEINRICH
Director, ETSP

HARRIS, RITA
Counselor, ETSP

JAMES, AMY S.
Counselor, ETSP

EDWARD, CHURCHILL
Director, UB

JOSEPH, DIAZ
Counselor, UB

SALOMON, RACHEL
Counselor, UB

IEHSI, DERNITA
Secretary, UB

SIMRAM, FRANCISCO
Coordinator, SSSP

CHUUK CAMPUS

ADMINISTRATION

JOAKIM, PETER
Campus Director

ETER, SWITER
Assistant Director/Student Services Coordinator
B.A., University of Guam
M.S.Ed., Eastern Oregon University

KONY, ANSINA B.
Assistant Director, CRE
B.A., Eastern Washington University
M.A., University of Guam

FULL TIME FACULTY

ARNOLD, ROGER
Business Administration
B.A., University of Hawaii at Hilo

BULICHE, ATKIN
Computer Science
B.S., Lincoln Memorial University, Tennessee

CHAPAP, LYTE
Math/Science
BS., Data Center Philippines, Inc.
B.R.E., Doane Baptist Bible College
B.S., Baguio Colleges Foundation
M.A.Ed., University of the Philippines

CHIWI, RICHARDSON
English
B.A., University of Guam

CHOLYMAY, MARGARITA
English/Education
B.A., University of Hawaii at Manoa
M.A., University of Guam

HIGASHI, ALTON
Chair, Social Science
B.A., University of California at Berkeley
M.A., University of Hawaii at Manoa

JOHN, RATHNAMONY
English
B.A., Spicer Memorial College, India
M.A., Andrews University, Michigan

KANTO, KIND
Math/Science
B.S., University of Oregon

NUNEZ, FERNANDO
Business Administration
B.S., University of the City of Manila, Philippines
C.P.A., Philippines

NUNEZ, HERMINA
Business Administration
B.S., The Philippine Women's University
M.B.A., University of the Philippines

OLIVEROS, CECILIA
English
B.S., University of Santo Tomas, Philippines
M.P.A., University of the Philippines

RAYPHAND, ABRAHAM
Education
B.A., University of Guam

RICHMOND, STEPHEN
Chair, Vocational Education
B.A., Antioch College, Ohio

College of Micronesia-FSM

WILLIAM, ALVIOS
English
B.A., University of Guam
M.Ed., University of Guam

YGANA, FLORANTE
Vocational Education
B.S., Leyte Institute of Technology, Philippines

**Bilingual Education Program-BEP
Teacher Quality Enhancement Grant - TQEG**

**Upward Bound Program-UB
Career Ladder Program-CLP**

PROFESSIONAL STAFF

BASA, ROBEL
Fiscal Officer

MAIPI, INDA
Counselor

BRAIEL, HERNER S.
Administrative Specialist

SAMUEL, JULITA
Extension Agent, CRE

CAPALLA, EVA
Extension Agent, CRE

SISRA, PETER
Registrar, OAR

ERIA, KERSWEET
Librarian II

SOUMETAU, LINUS
Agricultural Agent, CRE

HAM, MARCELLO
Counselor

SUPPORT STAFF

ADOLIF, SOSIRO
Maintenance Worker

NARIOS, NARIANO
Custodian

AKAPITO, MARCELLUS J.
Student Services Assistant I

PARK, BETTY
Clerk III

ASITO, EDSON
Media Technician

ROOSEVELT, MERCY
Custodian

BISALEN, MARYLENE
Secretary to Campus Director

ROPI, IMMACULATA
Student Services Assistant

EMWALU, MAC
Library Assistant

SHIRAI, CHARLEEN
Clerk

KIM, YOSKO
Administrative Assistant, CRE

SIVER, BERIKITA
Student Services Assistant

LOKOPWE, GRACE
Clerk Typist

WILLIAM, INOCEN
Maintenance Supervisor

MORI, MARIE
Account Clerk

YERTEN, YKIKO
Extension Agent, CRE

OTHER EXTERNALLY FUNDED PROGRAMS

SALLE, DELIVER
Director, UB

MAMANGON, VIRGINIA
Counselor, UB

NOKAR, MIUTY
Counselor, UB

ILON, ARTHUR
Instructor, UB

SIVER, MARINO
Lead Teacher, UB

JOHNNY, RIOICHY
Coordinator, CLP

KASIAN, JOSEPH
Coordinator, TQEG

SANDY, ELIAS
Instructor, BEP

YCHIRO, MARLEEN
Student Services Specialist I, Peer Counseling

HAROLD, KAICHIRO
Assistant Professor, BEP

SAMO, IMELDA
Administrative Assistant, UB

SOUMWEI, EVELYN
Administrative Assistant, CLP

KOSRAE CAMPUS

ADMINISTRATION

KEPHAS, KALWIN
Campus Director

WILLER, BENJAMIN
Student Services Coordinator
B.A., University of Guam

KILLIN, KENYE K.
Assistant Director, CRE
B.S., Missouri Valley College

FULL TIME FACULTY

BUENO-DeMESA, ROSALINDA
Instructional Program Coordinator
B.S., Luzonian University Foundation, Philippines
M.A., National Teachers College, Philippines

RIBAUW, MURPHY
Vocational Education
N.Z.C.E., New Zealand Qualification Authority
B.S., La Trobe University, Australia

VELASQUEZ, RHODA
Math/Science
B.S., Pangasinan State University, Philippines

**Bilingual Education Program-BEP
Teacher Quality Enhancement Grant - TQEG**

**Upward Bound Program-UB
Gear Up Program-GUP**

PROFESSIOANL STAFF

ALBERT, JACKSON
Extension Agent, CRE

JONAS, ARTHUR
Student Services Specialist II

GEORGE, DOKOWE
Counselor

PHILLIP, ALIK
Fiscal Officer

ISAAC, RENTON
Information Systems Specialist

SUPPORT STAFF

CORNELIUS, SALIK
Research Assistant, CRE

SABINO, EILEEN
Secretary to Campus Director

JACKSON, SHIRLEY
Extension Assistant, CRE

TIMOTHY, JULIE
Administrative Assistant, CRE

JONAS, HELEN
Extension Assistant, CRE

WABOL, BEVERLY
Administrative Assistant

OTHER EXTERNALLY FUNDED PROGRAMS

KLAVA, MARYBEA
Director, GUP

MARTINEZ, EDNA
Counselor, UB

SHREW, CAROLYN
Administrative Assistant, GUP

TILFAS, RANSON
Lead Teacher, UB

JONAS, ARTHUR
Counselor, GUP

JONAS, ROBERT
Counselor, UB

MONGKEYA, GIBSON
Coordinator, TQEG

SIGRAH, PALIKNOA
Administrative Assistant, UB

JONAS, MORGAN
Director, UB

YAP CAMPUS

ADMINISTRATION

ROBOMAN, LOURDES
Campus Director

DIBAY, CECILIA
Student Services Coordinator
A.S., Community College of Micronesia

MASIWEMAI, JOVITA
Acting Chair, Academic Programs
B.A., University of Guam
M.Ed., University of Hawaii at Manoa

MURUKESAN, V.K.
Horticulture Researcher, CRE
B.S., University of Kerala, India
M.S., Ganahji University, India
Ph.D., University of Baroda, India

FALM'NGAR, STANISLAUS
Assistant Director, CRE
University of Guam

FULL TIME FACULTY

AYIN, JOSEPH
Vocational Education
A.S., Guam Community College

DABCHUREN, JAMES
Vocational Education
A.S., Chemeketa Community College, Oregon

MAFEL, JOHN
Languages/Literature
B.A., University of Denver, Colorado

YANGERLUO, ROBERT
Social Science
B.A., Eastern Oregon University

Teacher Quality Enhancement Grant - TQEG
Student Support Services Program - SSSP

Upward Bound Program-UB

PROFESSIONAL STAFF

FAGOLIMUL, JERRY
Student Services Specialist

GARMANAG, GABRIEL
Extension Agent, CRE

MINGINUG, BERNADETTE
Extension Agent, CRE

MIREY, PIUS
Information Systems Specialist

MURUKESAN, ARCHANA
Librarian

RUWNIYOL, MARTIN
Extension Agent, CRE

YOUNG-UHK, STEVEN
Aquaculture Extension Agent, CRE

SUPPORT STAFF

FAIMAU, MOSES
Maintenance Worker

MEYAN, FINEN
Extension Aide, CRE

MATINAG, IGNACIA
Clerk Typist

OTHER EXTERNALLY FUNDED PROGRAMS

FILEPIN, TERESA
Director, UB

GILMOON
Coordinator, SSSP

LUBUEG, CONSTANCE
Teacher, UB

GIYEG, SUZANN
Research Assistant, CRE

LOGWAR, MICHAELA
Student Services Specialist, UB

WAATHAN, JULIANA
Student Services Specialist, Peer Counseling

FSM/FMI CAMPUS

ADMINISTRATION

EWARMAI, MATTHIAS J.
Campus Director

JIBEMAI, MARCELLINO X.
Instructional Program Coordinator
Class 2 Marine Engineer

ILESIUYALO, SERPHIN
Assistant Director/Student Services Coordinator
B.A., Asia University, Tokyo

FULL-TIME FACULTY

FALMED, JOSEPH D.
Instructor, Mechanical Engineer
A.S., Central Texas College

TEBUREA, TIOTI B.
Instructor, Fishing and Navigation
Class 3 Master

JAMES, BENJAMIN
Instructor, Practical Navigation
Class 3 Master

RAIUKLUR, ALEX M.
Instructor, Marine Engineer
Class 3 Marine Engineer
A.S., Oklahoma State Technology

JIBEMAI, MARCELLINO X.
Instructor, Marine Engineering
Class 2 Marine Engineering

PECKALIBE, PATRICK
Instructor, Practical Fishing
Class 4 Master
A.A., Suomi College, Michigan

PROFESSIONAL STAFF

SANEMAI, AUGUSTINO
Recruitment/Placement Officer

SARONGELFEG, SANTUS
Registrar/Counselor

SUPPORT STAFF

FAIMAU, REGINA
Secretary to Campus Director

MONEY, FRANCESCA
Chief Cook

KEN, VALERIO
Maintenance Worker II

YUG, TOMMY T.
Quartermaster

MITEG, MARY
Cook II

