

CERTIFICATE PROGRAMS

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

CERTIFICATE OF ACHIEVEMENT in AGRICULTURE AND FOOD TECHNOLOGY

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

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

Program Learning Outcomes

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

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

Program Requirements

General Education Requirements13 credits

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

Technical Requirements 21 or 22 credits

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

Total Requirements34-35 credits

**CERTIFICATE in
AGRICULTURE AND FOOD TECHNOLOGY
Suggested Schedule**

Fall Semester

ESL 050 Technical 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	3
	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	3
	12 or 13

Summer Session

AG 096 Field Internship.....	5
	5

**CERTIFICATE OF ACHIEVEMENT
in
BOOKKEEPING**

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

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

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

Program Learning Outcomes

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

1. Demonstrate proper bookkeeping techniques for a small business.
2. Demonstrate general computer competence and information technology literacy.
3. Describe small business management techniques.

- 5. Perform business computations and apply logic as needed.
- 6. File documents properly and use common office machines.

Program Requirements

Major Requirements36 credits

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

CERTIFICATE in BOOKKEEPING
Suggested Schedule Fall Semester

First Semester

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

Second Semester

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

Summer Session

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

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

(Available at Yap and Pohnpei Campuses only)

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

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

Program Learning Outcomes

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

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

Program Requirements

Major Requirements	47 Credits
CHS 220 Review of Health Science (5)	
CHS 224 Health Problems in Adults (5)	
CHS 231 Maternal and Child Health I (5)	
CHS 232 Non Communicable/Communicable Diseases (5)	
CHS 233 Behavioral Health (2)	
CHS 234 Human Nutrition (3)	
CHS 235 Dental Health (2)	
CHS 240 Maternal and Child Health II (5)	
CHS 241 First Aid Care (3)	
CHS 242 Environmental Health (2)	
CHS 244 Dispensary Management (5)	
CHS 251 Health Problems in Children (5)	

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

Fall Semester		Spring Semester	
CHS 220 Review of Health Sciences.....	5	CHS 231 Maternal and Child Health I	5
CHS 224 Health Problems in Adult	5	CHS 232 Non-Communicable/Communicable	
CHS 233 Behavioral Health.....	<u>2</u>	Disease.....	<u>5</u>
	12		10
Summer Sesion		Fall Semester	
CHS 240 Maternal and Child Health II	<u>5</u>	CHS 241 First Aid Care	3
	5	CHS 242 Environmental Health	2
		CHS 234 Human Nutrition	<u>3</u>
			8
Spring Semester		Summer Sesion	
CHS 235 Dental Health	2	CHS 251 Health Problems in Children.....	<u>5</u>
CHS 244 Dispensary Management	<u>5</u>		5
	7		

**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

**CERTIFICATE in LAW ENFORCEMENT
 Suggested Schedule**

Fall Semester

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

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	3
	<u>15</u>

Summer Session

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

**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, teacher’s 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 child-

Program Learning Outcomes

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

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

Program Requirements

Major Requirements:**32 credits**

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

CERTIFICATE in PRESCHOOL TEACHER EDUCATION
Suggested Schedule

First Semester

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

Summer Session

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

**CERTIFICATE OF ACHIEVEMENT
in
PUBLIC HEALTH**

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

This basic program provides a starting point for new entrants into the health training domain, as well as providing adequate academic bases to many of those who entered public health practice without formal training. It could also attract professionals/ practitioners of other domains to re-orient themselves towards a career in health.

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

Entry criteria: High school graduation or GED

All candidates to sit **C.O.M.E.T** (College of Micronesia Entry Test)

Total credits required = 35

Program Learning Outcomes:

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

General Education courses and credits (16):

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

PHTP/ Major courses and credits (19):

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

**CERTIFICATE IN BASIC PUBLIC HEALTH
Suggested Schedule**

First Semester

PH 041 Community Education	3
PH 051 Introduction to Information Systems for Health Managers	3
ESL 079 Study Skills	3
ESL 089 Reading V	3
SC 094 Family Health.....	3

Second Semester

PH 052 Essential Public Health Functions and Primary Health Care	3
PH 053 Practicum Placement in a Public Health Service	3
PH 079/ CHS 241 First Aid	3
ESL 099 Writing V	3
MS 099 Intermediate Algebra	4

15 16

Summer Sesion

PH 049/ CHS 233a Behavioral Health	2
PH 069/ CHS 235 Dental Health	<u>2</u>

4

**CERTIFICATE OF COMPLETION AND CERTIFICATE OF ACHIEVEMENT
AS A NURSING ASSISTANT**

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

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

Program Learning Outcomes

Upon successful completion of these certificates, students will be able to:

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

Program Requirements

Certificate of Completion

NU 100 Medical Terminology (3); NU 101 Nursing Assistant Practice (7)
 Total Requirements..... **10 credits**

Certificate of Achievement

General Education Requirements..... **22 credits**

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

Technical Requirements..... **10 credits**

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

Total Requirements..... **32 credits**

**CERTIFICATE OF ACHIEVEMENT AS A NURSING ASSISTANT
 Suggested Schedule**

Fall Semester

ESL 089 Reading V.....3
 ESL 099 Writing V 3
 SC 098 Survey of Science3
 MS 099 Intermediate Algebra.....4
 SC or PH 094 Family Health OR PH (elective)
3
 16

Spring Semester

SC 101 Health Science.....3
 CA 100 Computer Literacy.....3
 NU 101 Medical Terminology.....3
 NU 101 Nursing Assistant Practice OR.....7
 16

Summer Sesion

OR NU 101 Nursing Assistant Practice.....7
 4

NU 100 Medical Terminology (3)

Prerequisite ESL 089; ESL 099

This course introduces basic medical terminology used in health care settings. The organization of words with prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included to support and reinforce understanding of anatomy and physiology and health related documents. Definitions, pronunciation, spelling, word usage, and analysis of unknown words within the context of medical applications are emphasized.

NU 101 Nursing Assistant Practice (7)

Corequisite or prerequisite: NU 100

Nursing Assistant Practice introduces concepts and skills essential to the provision of basic nursing care to individuals in a variety of health care settings, including ethical and legal standards; observation, measurement, reporting, and documentation; interpersonal skills and communication with clients, families and team members; patient/client centered care; infection control and standards/transmission based precautions; personal care, activities of daily living; nutrition and elimination; safety and emergency procedures; and basic restorative care and health promotion activities across the lifespan. (4/3)

**CERTIFICATE OF ACHIEVEMENT
in
SECRETARIAL SCIENCE**

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

Program Learning Outcomes

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

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

Program Requirements

Major Requirements	34 credits
BK 095 Bookkeeping I (3)	
BK 096 Bookkeeping II (3)	
BU 095 Filing, Office Procedures (3)	
BU 098 Basic Business Math (3)	
BU 099b Office Management (200 hours practicum) (3)	
CA 100s Computer Literacy for Secretaries (4)	
CA 101s Computer Applications for Secretaries (4)	
ESL/BU 095 ESL for Business Purposes I (4)	
ESL/BU 096 ESL for Business Purposes II (4)	
SS 100 World of Work (3)	

**CERTIFICATE in SECRETARIAL SCIENCE
Suggested Schedule**

First Semester

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

Second Semester

BK 096 Bookkeeping II	3
CA 101s Computer 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.....	31 credits
LAW 200 Legal Research and Writing (3)	
LAW 210 Criminal Procedure (3)	
LAW 215 Criminal Law (3)	
LAW 220 Torts (3)	
LAW 224 Contracts (3)	
LAW 228 Evidence (3)	
LAW 232 Constitutional Law (3)	
LAW 236 Appellate and Civil Procedure/Jurisdiction (4)	
LAW 238 Real Property (3)	
LAW 240 Trial Practice Internship (3)	

**CERTIFICATE IN TRIAL COUNSELORS
Suggested Schedule**

First Semester

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	3
LAW 210 Criminal Procedure	3
LAW 236 Appellate and Civil Procedure/Jurisdiction.....	<u>4</u>
	13

Summer Session

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