

COLLEGE OF MICRONESIA-FSM



GENERAL CATALOG 2013-2014

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www.facebook.com/FSMcollege

MESSAGE FROM THE PRESIDENT



Joseph M. Daisy, Ed.D.
President and Chief
Executive Officer

Welcome to the College of Micronesia-FSM. This catalog offers a rich source of information about the college's academic programs, admissions, student services, tuition and fees, facilities, financial aid, and people. I encourage you to take the time to thoroughly review it and to discover how we may best serve you. We have six campuses that are located in the four FSM states.

Our specific direction is to be an excellent and competitive community college in the Western Pacific region. We have an exceptional faculty, small class sizes, and attractive facilities to support individual opportunities for student learning and success.

We strive to be a truly student-centered community college, and we measure our success by the success of our students. This catalog has been developed to be more user-friendly. Be sure to keep this copy for your own reference and information during your entire stay with us. As you refer to the various sections of the catalog you may find that you need additional information.

Do not hesitate to ask a counselor or other COM-FSM faculty, staff member or administrator for such assistance. We are all here to serve you, our students. After all, it is for you that this institution exists. On behalf of the COM-FSM faculty, staff, and administration, I welcome you to College of Micronesia-FSM, and wish you every success in your studies.

Thank you for choosing the College of Micronesia-FSM as your institution for higher learning.

Joseph M. Daisy, Ed.D.

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ACADEMIC YEAR

The academic year, which begins in August, is divided into two sixteen-week semester terms and a 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.)

Fall 2013

August 5	Fall Semester Begins
August 5-8	Freshmen Orientation
August 5-8	Faculty Workshops
August 9	Freshmen Course Selection
August 13-15	Registration
August 19	First Day of Instruction/Course Syllabi Due to IC
August 21	Last Day to Add/Drop Courses
August 22	Class List Due from Instructors
September 16	Early Warning Deficiency Due from Instructors
October 1	Holiday - Chuuk Constitution Day
October 7-8	Mid-term Evaluations
October 11	Mid-term Deficiency Notices Due from Instructors
October 24	Holiday - United Nations Day
October 25	Last Day to Withdraw with "W"
November 4	Holiday - FSM Independence Day(observed)
November 11	Holiday - Veterans Day
November 12-15	Early Registration
November 28	Holiday - Thanksgiving Day
November 29-30	Entrance Testing at Chuuk Campus
December 10	Last Day of Instruction
December 11-13	Final Exams
December 16	Deadline for Final Grades from Instructors/Fall Semester Ends

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August

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November

Reminders

January 6	2014 Spring Semester Begins
November 14	Deadline for 2014 Spring Semester Applications
December 13	Deadline for 2014 Spring Semester Readmissions
May 5	Deadline for 2014 Summer Readmissions

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Spring 2014

- January 6 Spring Semester Begins
- January 6 Faculty Workshops
- January 7-9 Registration
- January 13 First Day of Instruction
- January 15 Last Day to Add/Drop Courses
- January 16 Class List Due from Instructors
- Jan 24 – Feb 13 Recruitment/Entrance Testing at State Campuses/ High Schools
- February 1 Deadline for Applications for Graduation
- February 10 Early Warning Deficiency Due from Instructors
- March 3-4 Mid-term Evaluations
- March 7 Deficiency Notices Due from Instructors
- March 14 Staff Development Day (no classes)
- March 21 Last Day to Withdraw With “W”
- March 31 Holiday - Cultural Day
- April 1 COM-FSM Founding Day
- April 7-11 Early Registration
- April 16-17 Easter Recess for Students
- April 18 Holiday – Good Friday
- April 24-25 Vocational Education Exhibition Week
- May 5 Last Day of Instruction
- May 6-8 Final Exams
- May 9 Holiday – FSM Constitution Day (observed)
- May 12 Deadline for Final Grades from Instructors
- May 15 Graduation/Spring Semester Ends

2014 Summer Session

- May 27-28 Registration
- May 29 Faculty Summer Contracts Begin
- May 29 Faculty Meeting
- June 2 First Day of Instruction
- June 3 Last Day to Add/Drop Courses
- June 4 Class Lists Due from Instructors
- June 6 Deadline for Applications for Summer Graduation
- June 12 Early Warning Deficiency Report Due from Instructors
- June 16 Mid-term Evaluations
- June 20 Mid-term Break (no school)
- June 23 Mid-term Deficiency Notices Due from Instructors
- June 25 Last Day to Withdraw with “W”
- July 15 Last Day of Instructions
- July 16-17 Final Exams
- July 21 Deadline for Final Grades from Instructors

Fall 2014

August 4	Fall Semester Begins
August 4-7	Freshmen Orientation
August 4-7	Faculty Workshops
August 8	Freshmen Course Selection
August 11-14	Registration
August 18	First Day of Instruction/Course Syllabi Due to IC
August 20	Last Day to Add/Drop Courses
August 21	Class List Due from Instructors
September 8	Early Warning Deficiency Due from Instructors
October 1	Holiday - Chuuk Constitution Day
Oct. 6-7	Mid-term Evaluations
October 10	Mid-term Deficiency Notices Due from Instructors
October 23	Last Day to Withdraw with "W"
October 24	Holiday - United Nations Day
November 3	Holiday - FSM Independence Day
November 4-7	Early Registration
November 11	Holiday - Veterans Day
November 27	Holiday - Thanksgiving Day
November 28-29	Entrance Testing at Chuuk Campus
December 5	Last Day of Instruction
December 8-10	Final Exams
December 12	Deadline for Final Grades from Instructors/Fall Semester Ends

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October

Reminders

January 5	2015 Spring Semester Begins
November 17	Deadline for 2015 Spring Semester Applications
December 5	Deadline for 2015 Spring Semester Readmissions
May 1	Deadline for 2015 Summer Readmissions

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Spring 2015

- January 5 Spring Semester Begins
- January 5 Faculty Workshops
- January 6-8 Registration
- January 12 First Day of Instruction
- January 14 Last Day to Add/Drop Courses
- January 15 Class List Due from Instructors
- Jan 26 – Feb. 13 Recruitment/Entrance Testing at State Campuses/
High Schools
- February 1 Deadline for Applications for Graduation
- February 2 Early Warning Deficiency Due from Instructors
- March 2-3 Mid-term Evaluations
- March 6 Deficiency Notices Due from Instructors
- March 13 Staff Development Day (no classes)
- March 20 Last Day to Withdraw With "W"
- March 23-27 Early Registration
- March 30 COM-FSM Founding Day(observed)
- March 31 Holiday - Cultural Day
- April 1-2 Easter Recess for Students
- April 3 Holiday – Good Friday
- April 23-24 Vocational Education Exhibition Week
- May 4 Last Day of Instruction
- May 5-7 Final Exams
- May 8 Deadline for Final Grades from Instructors
- May 11 Holiday – FSM Constitution Day (observed)
- May 12 Incentive Awards Day
- May 14 Graduation/Spring Semester Ends

2015 Summer Session

- May 27-28 Registration
- May 29 Faculty Summer Contracts Begin
- May 29 Faculty Meeting
- June 1 First Day of Instruction
- June 2 Last Day to Add/Drop Courses
- June 3 Class Lists Due from Instructors
- June 5 Deadline for Applications for Summer Graduation
- June 11 Early Warning Deficiency Due from Instructors
- June 15 Mid-term Evaluations
- June 19 Mid-term Break (no school)
- June 22 Mid-term Deficiency Notices Due from Instructors
- June 24 Last Day to Withdraw with "W"
- July 14 Last Day of Instructions
- July 15-16 Final Exams
- July 17 Deadline for Final Grades from Instructors

Fall 2013

August 5	Fall Semester Begins
August 5-8	Freshmen Orientation
August 5-8	Faculty Workshops
August 9	Freshmen Course Selection
August 13-15	Registration
August 19	First Day of Instruction/Course Syllabi Due to IC
August 21	Holiday - Kosrae Gospel Day (observed)
August 22	Last Day to Add/Drop Courses
August 23	Class List Due from Instructors
September 9	Holiday - Kosrae Liberation Day(observed)
September 10	Early Warning Deficiency Due from Instructors
October 7-8	Mid-term Evaluations
October 11	Mid-term Deficiency Notices Due from Instructors
October 24	Holiday - United Nations Day
October 25	Last Day to Withdraw with "W"
November 4	Holiday - FSM Independence Day(observed)
November 11	Holiday - Veterans Day
November 12-15	Early Registration
November 18-22	Entrance Testing at the State Campuses
November 28	Holiday - Thanksgiving Day
December 9	Last Day of Instruction
December 11-13	Final Exams
December 16	Deadline for Final Grades from Instructors/Fall Semester Ends

Reminders

January 6	2014 Spring Semester Begins
November 14	Deadline for 2014 Spring Semester Applications
December 13	Deadline for 2014 Spring Semester Readmissions
May 5	Deadline for 2014 Summer Readmissions

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Spring 2014

- January 6 Spring Semester Begins
- January 6 Faculty Workshops
- January 7-9 Registration
- January 10 Kosrae Holiday – Constitution Day
- January 13 First Day of Instruction
- January 15 Last Day to Add/Drop Courses
- January 16 Class List Due from Instructors
- Jan. 24 – Feb 10 Recruitment/Entrance Testing at State Campuses/ High Schools
- February 1 Deadline for Applications for Graduation
- February 10 Early Warning Deficiency Due from Instructors
- March 3-4 Mid-term Evaluations
- March 7 Deficiency Notices Due from Instructors
- March 14 Staff Development Day (no classes)
- March 21 Last Day to Withdraw With “W”
- March 31 COM-FSM Founding Day
- April 1 Holiday - Cultural Day
- April 7-11 Early Registration
- April 16-17 Easter Recess for Students
- April 18 Holiday – Good Friday
- April 24-25 Vocational Education Exhibition Week
- May 5 Last Day of Instruction
- May 6-8 Final Exams
- May 9 Holiday – FSM Constitution Day(observed)
- May 12 Deadline for Final Grades from Instructors
- May 13 Incentive Awards Day
- May 15 Graduation/Spring Semester Ends

2014 Summer Session

- May 27-28 Registration
- May 29 Faculty Summer Contracts Begin
- May 29 Faculty Meeting
- June 2 First Day of Instruction
- June 3 Last Day to Add/Drop Courses
- June 4 Class Lists Due from Instructors
- June 6 Deadline for Applications for Summer Graduation
- June 12 Early Warning Deficiency Due from Instructors
- June 16 Mid-term Evaluations
- June 20 Mid-term Break (no school)
- June 23 Mid-term Deficiency Notices Due from Instructors
- June 25 Last Day to Withdraw with “W”
- July 15 Last Day of Instructions
- July 16-17 Final Exams
- July 21 Deadline for Final Grades from Instructors

Fall 2014

August 4	Fall Semester Begins
August 4-7	Freshmen Orientation
August 4-7	Faculty Workshops
August 8	Freshmen Course Selection
August 11-14	Registration
August 18	First Day of Instruction/Course Syllabi Due to IC
August 20	Last Day to Add/Drop Courses
August 21	Class List Due from Instructors
August 22	Holiday - Kosrae Gospel Day
September 1	Deadline for Applications for Mid-Year Graduation
September 8	Holiday - Kosrae Liberation Day
September 9	Early Warning Deficiency Due from Instructors
Oct. 6-7	Mid-term Evaluations
October 10	Mid-term Deficiency Notices Due from Instructors
October 23	Last Day to Withdraw with "W"
October 24	Holiday - United Nations Day
November 3	Holiday - FSM Independence Day
November 4-7	Early Registration
November 11	Holiday - Veterans Day
November 17-21	Entrance Testing at the State Campuses
November 27	Holiday - Thanksgiving Day
December 8	Last Day of Instruction
December 10-12	Final Exams
December 15	Deadline for Final Grades from Instructors/Fall Semester Ends

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August

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October

Reminders

January 5	2015 Spring Semester Begins
November 17	Deadline for 2015 Spring Semester Applications
December 5	Deadline for 2015 Spring Semester Readmissions
May 1	Deadline for 2015 Summer Readmissions

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December

January

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February

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March

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22	23	24	25	26	27	28
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April

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12	13	14	15	16	17	18
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May

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

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21	22	23	24	25	26	27
28	29	30				

July

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Spring 2015

January 5	Spring Semester Begins
January 5	Faculty Workshops
January 6-8	Registration
January 9	Kosrae Holiday – Constitution Day(observed)
January 12	First Day of Instruction
January 14	Last Day to Add/Drop Courses
January 13	Class List Due from Instructors
Jan. 26 – Feb. 13	Recruitment/Entrance Testing at State Campuses/ High Schools
February 1	Deadline for Applications for Graduation
February 2	Early Warning Deficiency Due from Instructors
March 2-3	Mid-term Evaluations
March 6	Deficiency Notices Due from Instructors
March 13	Staff Development Day (no classes)
March 20	Last Day to Withdraw With “W”
March 23-27	Early Registration
March 30	COM-FSM Founding Day (observed)
March 31	Holiday-Cultural Day
April 1-2	Easter Recess for Students
April 3	Holiday – Good Friday
April 23-24	Vocational Education Exhibition Week
May 4	Last Day of Instruction
May 5-7	Final Exams
May 8	Deadline for Final Grades from Instructors
May 11	Holiday – FSM Constitution Day (observed)
May 12	Incentive Awards Day
May 14	Graduation/Spring Semester Ends

2015 Summer Session

May 27-28	Registration
May 29	Faculty Summer Contracts Begin
May 29	Faculty Meeting
June 1	First Day of Instruction
June 2	Last Day to Add/Drop Courses
June 3	Class Lists Due from Instructors
June 5	Deadline for Applications for Summer Graduation
June 11	Early Warning Deficiency Due from Instructors
June 15	Mid-term Evaluations
June 19	Mid-term Break (no school)
June 22	Mid-term Deficiency Notices Due from Instructors
June 24	Last Day to Withdraw with “W”
July 14	Last Day of Instructions
July 15-16	Final Exams
July 17	Deadline for Final Grades from Instructors

Fall 2013

August 5	Fall Semester Begins
August 5-8	Freshmen Orientation
August 5-8	Faculty Workshops
August 9	Freshmen Course Selection
August 13-15	Registration
August 19	First Day of Instruction/Course Syllabi Due to DAP
August 21	Last Day to Add/Drop Courses
August 22	Class List Due from Instructors
September 1	Deadline for Applications for Mid-Year Graduation
September 6	Early Warning Deficiency Due from Instructors
September 11	Holiday - Pohnpei Liberation Day
October 7-8	Mid-term Evaluations
October 11	Mid-term Deficiency Notices Due from Instructors
October 24	Holiday - United Nations Day
October 25	Last Day to Withdraw with "W"
November 4	Holiday - FSM Independence Day (observed)
November 8	Holiday - Pohnpei Constitution Day
November 11	Holiday - Veterans Day
November 12-15	Early Registration
November 18 - 22	Entrance Testing at the State Campuses
December 9	Last Day of Instruction
December 11-13	Final Exams
December 16	Deadline for Final Grades from Instructors
December 19	Mid-year Graduation/Fall Semester Ends

S	M	T	W	Th	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

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29	30					

September

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October

Reminders

January 6	2014 Spring Semester Begins
November 14	Deadline for 2014 Spring Semester Applications
December 13	Deadline for 2014 Spring Semester Readmissions
May 5	Deadline for 2014 Summer Readmissions

S	M	T	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December

Spring 2014

January	S	M	T	W	Th	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
26	27	28	29	30	31		

January 6
 January 6
 January 7-9
 January 13
 January 15
 January 16
 Jan 24 – Feb 13

Spring Semester Begins
 Faculty Workshops
 Registration
 First Day of Instruction
 Last Day to Add/Drop Courses
 Class List Due from Instructors
 Recruitment/Entrance Testing at State Campuses/
 High Schools

February	S	M	T	W	Th	F	S
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	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
23	24	25	26	27	28		

February 1
 February 10
 March 3-4
 March 7
 March 14
 March 21
 March 31

Deadline for Applications for Graduation
 Early Warning Deficiency Due from Instructors
 Mid-term Evaluations
 Deficiency Notices Due from Instructors
 Staff Development Day (no classes)
 Last Day to Withdraw With "W"

March	S	M	T	W	Th	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
30	31						

April 1
 April 7-11
 April 16-17
 April 18
 April 24-25
 May 5
 May 6-8

Holiday - Cultural Day
 COM-FSM Founding Day
 Early Registration
 Easter Recess for Students
 Holiday – Good Friday
 Vocational Education Exhibition Week
 Last Day of Instruction

April	S	M	T	W	Th	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

May 9
 May 12
 May 13
 May 15

Final Exams
 Holiday – FSM Constitution Day (observed)
 Deadline for Final Grades from Instructors
 Incentive Awards Day
 Graduation/Spring Semester Ends

May	S	M	T	W	Th	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
25	26	27	28	29	30	31	

May 27-28
 May 29
 May 29
 June 2
 June 3
 June 4

Registration
 Faculty Summer Contracts Begin
 Faculty Meeting
 First Day of Instruction
 Last Day to Add/Drop Courses
 Class Lists Due from Instructors

June	S	M	T	W	Th	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

June 6
 June 12
 June 16
 June 20
 June 23
 June 25
 July 15

Deadline for Applications for Summer Graduation
 Early Warning Deficiency Due from Instructors
 Mid-term Evaluations
 Mid-term Break (no school)
 Mid-term Deficiency Notices Due from Instructors
 Last Day to Withdraw with "W"

July	S	M	T	W	Th	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

July 16-17
 July 21

Last Day of Instructions
 Final Exams
 Deadline for Final Grades from Instructors

Fall 2014

August 4	Fall Semester Begins
August 4-7	Freshmen Orientation
August 4-7	Faculty Workshops
August 8	Freshmen Course Selection
August 11-14	Registration
August 18	First Day of Instruction/Course Syllabi Due to DAP
August 20	Last Day to Add/Drop Courses
August 21	Class List Due from Instructors
September 1	Deadline for Applications for Mid-Year Graduation
September 8	Early Warning Deficiency Due from Instructors
September 11	Holiday - Pohnpei Liberation Day
Oct. 6-7	Mid-term Evaluations
October 10	Mid-term Deficiency Notices Due from Instructors
October 23	Last Day to Withdraw with "W"
October 24	Holiday - United Nations Day
November 3	Holiday - FSM Independence Day
November 4-6	Early Registration
November 7	Holiday - Pohnpei Constitution Day (observed)
November 11	Holiday - Veterans Day
November 17 - 21	Entrance Testing at the State Campuses
December 5	Last Day of Instruction
December 8-10	Final Exams
December 12	Deadline for Final Grades from Instructors
December 18	Mid-year Graduation/Fall Semester Ends

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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August

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21	22	23	24	25	26	27
28	29	30				

September

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October

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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November

Reminders

January 5	2015 Spring Semester Begins
November 17	Deadline for 2015 Spring Semester Applications
December 5	Deadline for 2015 Spring Semester Readmissions
May 1	Deadline for 2015 Summer Readmissions

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December

January

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February

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15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

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May

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24	25	26	27	28	29	30
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June

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July

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12	13	14	15	16	17	18
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Spring 2015 Spring

January 5	Spring Semester Begins
January 5	Faculty Workshops
January 6-8	Registration
January 12	First Day of Instruction
January 14	Last Day to Add/Drop Courses
January 15	Class List Due from Instructors
Jan. 26 – Feb. 13	Recruitment/Entrance Testing at State Campuses/ High Schools
February 1	Deadline for Applications for Graduation
February 2	Early Warning Deficiency Due from Instructors
March 2-3	Mid-term Evaluations
March 6	Deficiency Notices Due from Instructors
March 13	Staff Development Day (no classes)
March 20	Last Day to Withdraw With "W"
March 23-27	Early Registration
March 30	COM-FSM Founding Day (observed)
March 31	Cultural Day
April 1-2	Easter Recess for Students
April 3	Holiday – Good Friday
April 23-24	Vocational Education Exhibition Week
May 4	Last Day of Instruction
May 5-7	Final Exams
May 8	Deadline for Final Grades from Instructors
May 11	Holiday – FSM Constitution Day (observed)
May 12	Incentive Awards Day
May 14	Graduation/Spring Semester Ends

2015 Summer Session

May 27-28	Registration
May 29	Faculty Summer Contracts Begin
May 29	Faculty Meeting
June 1	First Day of Instruction
June 2	Last Day to Add/Drop Courses
June 3	Class Lists Due from Instructors
June 5	Deadline for Applications for Summer Graduation
June 11	Early Warning Deficiency Due from Instructors
June 15	Mid-term Evaluations
June 19	Mid-term Break (no school)
June 22	Mid-term Deficiency Notices Due from Instructors
June 24	Last Day to Withdraw with "W"
July 14	Last Day of Instructions
July 15-16	Final Exams
July 17	Deadline for Final Grades from Instructors

Fall 2013

August 5	Fall Semester Begins
August 5-8	Freshmen Orientation
August 5-8	Faculty Workshops
August 9	Freshmen Course Selection
August 13-15	Registration
August 19	First Day of Instruction/Course Syllabi Due to IC
August 21	Last Day to Add/Drop Courses
August 22	Class List Due from Instructors
September 16	Early Warning Deficiency Due from Instructors
October 7-8	Mid-term Evaluations
October 11	Mid-term Deficiency Notices Due from Instructors
October 24	Holiday - United Nations Day
October 25	Last Day to Withdraw with "W"
November 4	Holiday - FSM Independence Day(observed)
November 11	Holiday - Veterans Day
November 12-15	Early Registration
November 18-22	Entrance Testing at the State Campuses
December 6	Last Day of Instruction
December 9-11	Final Exams
December 13	Deadline for Final Grades from Instructors/Fall Semester Ends

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August

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September

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October

Reminders

January 6	2014 Spring Semester Begins
November 14	Deadline for 2014 Spring Semester Applications
December 13	Deadline for 2014 Spring Semester Readmissions
May 5	Deadline for 2014 Summer Readmissions

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November

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15	16	17	18	19	20	21
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December

Spring 2014

- | | |
|------------------|---|
| January 6 | Spring Semester Begins |
| January 6 | Faculty Workshops |
| January 7-9 | Registration |
| January 13 | First Day of Instruction |
| January 15 | Last Day to Add/Drop Courses |
| January 16 | Class List Due from Instructors |
| Jan. 24 – Feb 10 | Recruitment/Entrance Testing at State Campuses/
High Schools |
| February 1 | Deadline for Applications for Graduation |
| February 10 | Early Warning Deficiency Due from Instructors |
| March 3-4 | Holiday – Yap Day(observed) |
| March 5-6 | Mid-term Evaluations |
| March 10 | Deficiency Notices Due from Instructors |
| March 14 | Staff Development Day (no classes) |
| March 21 | Last Day to Withdraw With “W” |
| March 31 | Holiday – Cultural Day |
| April 1 | COM-FSM Founding Day |
| April 16-17 | Easter Recess for Students |
| April 18 | Holiday – Good Friday |
| April 7-11 | Early Registration |
| April 24-25 | Vocational Education Exhibition Week |
| May 7 | Last Day of Instruction |
| May 9 | Holiday – FSM Constitution Day(observed) |
| May 12-14 | Final Exams |
| May 16 | Deadline for Final Grades from Instructors |
| May 19 | Incentive Awards Day |
| May 21 | Graduation/Spring Semester Ends |

2014 Summer Session

- | | |
|------------|--|
| May 27-28 | Registration |
| May 29 | Faculty Summer Contracts Begin |
| May 29 | Faculty Meeting |
| June 2 | First Day of Instruction |
| June 3 | Last Day to Add/Drop Courses |
| June 4 | Class Lists Due from Instructors |
| June 6 | Deadline for Applications for Summer Graduation |
| June 12 | Early Warning Deficiency Due from Instructors |
| June 16 | Mid-term Evaluations |
| June 20 | Mid-term Break (no school) |
| June 23 | Mid-term Deficiency Notices Due from Instructors |
| June 25 | Last Day to Withdraw with “W” |
| July 15 | Last Day of Instructions |
| July 16-17 | Final Exams |
| July 21 | Deadline for Final Grades from Instructors |

January

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12	13	14	15	16	17	18
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February

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March

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30	31					

April

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20	21	22	23	24	25	26
27	28	29	30			

May

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

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22	23	24	25	26	27	28
29	30					

July

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Fall 2014

August 4	Fall Semester Begins
August 4-7	Freshmen Orientation
August 4-7	Faculty Workshops
August 8	Freshmen Course Selection
August 11-14	Registration
August 18	First Day of Instruction/Course Syllabi Due to IC
August 20	Last Day to Add/Drop Courses
August 21	Class List Due from Instructors
September 8	Early Warning Deficiency Due from Instructors
Oct. 6-7	Mid-term Evaluations
October 10	Mid-term Deficiency Notices Due from Instructors
October 23	Last Day to Withdraw with "W"
October 24	Holiday - United Nations Day
November 3	Holiday - FSM Independence Day
November 4-7	Early Registration
November 11	Holiday - Veterans Day
November 17-21	Entrance Testing at the State Campuses
December 3	Last Day of Instruction
December 4,5,8	Final Exams
December 10	Deadline for Final Grades from Instructors/Fall Semester Ends

S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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August

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21	22	23	24	25	26	27
28	29	30				

September

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			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October

Reminders

January 5	2015 Spring Semester Begins
November 17	Deadline for 2015 Spring Semester Applications
December 5	Deadline for 2015 Spring Semester Readmissions
May 1	Deadline for 2015 Summer Readmissions

S	M	T	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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November

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21	22	23	24	25	26	27
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December

January

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18	19	20	21	22	23	24
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February

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15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

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19	20	21	22	23	24	25
26	27	28	29	30		

May

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June

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July

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Spring 2015

January 5	Spring Semester Begins
January 5	Faculty Workshops
January 6-8	Registration
January 12	First Day of Instruction
January 14	Last Day to Add/Drop Courses
January 15	Class List Due from Instructors
Jan. 26 – Feb. 13	Recruitment/Entrance Testing at State Campuses/ High Schools
February 1	Deadline for Applications for Graduation
February 2	Early Warning Deficiency Due from Instructors
March 2-3	Yap Holiday – Yap Day
March 4-5	Mid-term Evaluations
March 9	Deficiency Notices Due from Instructors
March 13	Staff Development Day (no classes)
March 23	Last Day to Withdraw With “W”
March 23-27	Early Registration
March 30	COM-FSM Founding Day(observed)
March 31	Holiday-Cultural Day
April 1-2	Easter Recess for Students
April 3	Holiday – Good Friday
April 23-24	Vocational Education Exhibition Week
May 6	Last Day of Instruction
May 11	Holiday – FSM Constitution Day (observed)
May 12-14	Final Exams
May 15	Deadline for Final Grades from Instructors
May 18	Incentive Awards Day
May 20	Graduation/Spring Semester Ends

2015 Summer Session

May 27-28	Registration
May 29	Faculty Summer Contracts Begin
May 29	Faculty Meeting
June 1	First Day of Instruction
June 2	Last Day to Add/Drop Courses
June 3	Class Lists Due from Instructors
June 5	Deadline for Applications for Summer Graduation
June 11	Early Warning Deficiency Due from Instructors
June 15	Mid-term Evaluations
June 19	Mid-term Break (no school)
June 22	Mid-term Deficiency Notices Due from Instructors
June 24	Last Day to Withdraw with “W”
July 14	Last Day of Instructions
July 15-16	Final Exams
July 17	Deadline for Final Grades from Instructors

General Information

The College of Micronesia-FSM (COM-FSM) is a multi campus 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 located in Yap. The area most directly served by the College is the Federated States of Micronesia, which includes approximately two million square miles of the western Pacific Ocean and a population of over 110,000.

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 fifty full-time students are enrolled each semester in either degree programs or programs leading to a certificate of achievement. Fifteen buildings exist at the site that include classrooms, learning resources center, recreation, student center, dining hall, residence halls for men and for women, offices for faculty and administration, a multipurpose gymnasium, maintenance facilities, tutoring and counseling center.



Other Campuses

In addition to the National Campus, the College of Micronesia-FSM also runs four state campuses, one in each of the four FSM states, and the FSM Fisheries and Maritime Institute in Yap. A Campus Dean heads each campus. 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 fulltime students each semester. At present, the campus occupies a leased site located along the waterfront in the business section of Weno. COM-FSM/Chuuk offers associate degree programs in teacher education—elementary and in early childhood education and certificate of achievement programs in general studies, bookkeeping and preschool teacher education. In addition, it offers 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 Chuuk Campus.



COM-FSM/Pohnpei is 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, as well as certificates in Building Maintenance and Repair, Carpentry, Cabinet making/Furniture-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. Pohnpei Campus hosts two TRIO programs- Educational Talent Search Program and Upward Bound—that serve elementary and secondary school students in cooperation with Pohnpei State Department of Education. Pohnpei Campus is also home to 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. The Cooperative Extension Services (CES) component of the Land Grant Program is integrated into the operations of the Pohnpei Campus to better serve the local communities and people in Pohnpei.



COM-FSM/Kosrae is physically located adjacent to Kosrae High School and State Department of Education complex. It serves about 250 students a semester. It offers an associate degree program in teacher education —elementary, an associate of applied science in electronics technology, an associate of applied science in telecommunication technology, and 6 certificates of achievement programs: 1) agriculture and food technology, 2) carpentry, 3) electronic engineering technology, 4) trial counseling, 5) bookkeeping, and 6) general studies. Kosrae campus sponsors the Peer Counseling Center that provides counseling services for both high school and college students. Like other state campuses, the Cooperative Research and Extension is actively involved in educating the community on grassroots economics and social development.



COM-FSM/Yap is located on the island of Yap. It about 210 students each semester and about 18 – 200 students during summer. The campus offers Associate of Science (AS) degree in Teacher Education – Elementary, Associate of Applied Science (AAS) Degrees in Telecommunications Technology, Electronics Technology, and Building Technology. Certificate of Achievement programs offered are: General Studies, Health Assistant/Community Health Sciences, Preschool Teacher Education, Trial Counselors, Construction Electricity, Electronics Engineering, and Telecommunications Engineering. In addition to credited courses, Yap Campus has the flexibility and capability to offer tailored non-credit trainings/ courses to address expressed needs in the communities. It hosts several sponsored programs: Cooperative Research & Extension (CRE), Upward Bound, and Peer Counseling Center.

Campus facilities to support student learning include a research lab, a fully equipped laboratory, Learning Resources Center, Computer Lab with internet connectivity, Voc Ed Computer Lab with specialized equipment, shops for voc ed programs, and 4 classrooms. Facilities to be constructed within the year include a student center and a classroom building.



FSM Fisheries and Maritime Institute (FSM-FMI)

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. There are three majors offered at FSM-FMI: Navigation, Marine Engineering and Fishing Technology. Currently, these fields of studies or programs normally run for two years, and anyone completing one of them is awarded an Advanced Certificate of Achievement in each of them, and an industry Certificate of Competency as Master of vessels of not over 200 gross tonnage (or Class 5 Master) for a Navigation major; or a Certificate of Competency as Marine Engineer of vessels of not over 500 kilowatts total propulsion power (or Class 5 Marine Engineer) for a Marine Engineering major. 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 Watch keeping for Seafarers, 1978, as amended (STCW Convention). The STCW Convention is the international treaty which prescribes the minimum qualifications for seafarers worldwide and, by

becoming a Party to the treaty (on October 14, 1998), the FSM has indicated its intention to provide training and maintain the qualifications of FSM seafarers in accordance with the standards and requirements prescribed in the Convention. (Detailed information regarding admission requirements, program, and courses for FSM- FMI is located in separate publication.)

SPECIAL PROGRAMS

Cooperative Research and Extension: (Land Grant Program) 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 and administered as the Cooperative Research and Extension (CRE) Program under the Vice President-CRE.

Cooperative Extension Services: (CES) component of the CRE programs focuses on developing and assisting 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 to ensure a constantly improving quality of life, while maintaining a strong cultural identity and healthy environment. These challenges are addressed through community level outreach programs in agriculture improvement, youth development, community resource development and nutrition education. The CES programs are based at the State Campuses.

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 at each of the state campuses.

Resident Instruction: (RI) program includes the College's associate degree programs in general Agriculture and Natural Resources at National and Kosrae Campuses and the Certificate in Agriculture Programs at Kosrae and Pohnpei State Campuses. CRE support for the RI program is through special project funding under the US Department of Agriculture.

Educational Talent Search Program: Educational Talent Search (ETSP) at Pohnpei Campus is a fully funded program by the U.S. Department of Education and operated through the College of Micronesia-FSM since 1994. The mission of the Educational Talent Search Program is to motivate and encourage academically qualified and disadvantaged students to successfully complete secondary school and undertake a program at the post-secondary education level. By providing academic tutorial, counseling services, career, financial aid and college admission information, Talent Search Program will help these students realize their Educational potentials and become successful in their educational endeavors.

Upward Bound Program: The Upward Bound (UB) programs for Pohnpei and Yap campuses were reaffirmed in 2012. 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.

Gear Up: The Gear Up Program is a 6-year U.S. Department of Education funded program. The main goal of the GEAR UP is to assist 410 low-income students improve their academic skills and strengthen their motivation so that they complete elementary school, enroll in high school, and with much support and assistance, enter a postsecondary education institution. The program targets six elementary schools in Pohnpei, FSM: Awak, Saladak, Sekere, Kolonia, Nett and Ohmine. GEAR UP began February 2011 and enrolled 410 7th graders in all of the 6 target schools. The program will continue to provide support services including but not limited to counseling, academic, recreation, and career awareness to the same students until they complete their senior year of high school.



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](#), 10 Commercial, Ste. 204, Novato, CA 94949, (415) 506-0234 an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

HISTORY

- 1963** Trust Territory of the Pacific Islands and University of Hawaii create Micronesian Teacher Education Center (MTEC) to provide in-service teacher training.
- 1969** MTEC begins offering pre-service associate of science degree program in teacher education.
- 1970** MTEC becomes Community College of Micronesia (CCM).
- 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.
- 1975** Associate of arts degree program begins in liberal arts to enable students to transfer to four-year institutions.
- CCM and its School of Nursing in Saipan join Micronesian Occupational Center in Palau to form the College of Micronesia (COM) system.
- Accreditation is granted to CCM by the Western Association of Schools and Colleges (WASC) in the United States.
- 1982** Third-year certificate of achievement programs in elementary education and special education are added.
- 1983** Associate of science degree program in agriculture is added with support from COM Land Grant Program.
- 1986** Associate of science degree program in marine science is added.
- CCM School of Nursing moves from Saipan to Majuro, Republic of the Marshall Islands.
- 1989** CCM School of Nursing separates from CCM to become COM-Majuro. Associate of science degree program in accounting is 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.
- 1992** FSM establishes COM-FSM as a public corporation.
- 1993** CCM becomes COM-FSM, independent from the three-country COM system.
- Certificate of achievement program in preschool teacher education is added.
- Articulation agreement with Chaminade University in Hawaii is signed.
- Continuing Education Centers in the four FSM states are renamed State Campuses.
- 1994** Third-year certificate of achievement program in related services assistant is added.
- 1995** Articulation agreements with Hawaii Pacific University, Guam Community College and University of Guam are signed.

Third-year certificate of achievement program in educational leadership academy is added.

- 1996** Certificate of achievement program for trial counselors is approved for implementation pending availability of funding.
- Community health sciences programs—health assistant training program (HATP) and assistant medical officer training program (AMOTP) are approved for implementation pending availability of funding.
- Articulation agreements with University of Hawaii at Hilo and Honolulu Community College (aviation mechanics program) are signed.
- National Campus moves from Kolonia to Palikir.
- 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.
- Articulation agreement with Eastern Oregon University is signed.
- 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.
- 1998** Associate of science degree program in computer information systems is approved for implementation.
- 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.
- Revised certificate of achievement programs in bookkeeping and general studies are approved for students at the State Campuses.
- Certificate of achievement programs in carpentry, masonry, plumbing, construction electricity, refrigeration and air conditioning, electronics, and career education are approved for implementation.
- 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.
- New associate of science degree program in business administration replaces current associate of science degree programs in business administration and in accounting.
- Associate of applied science degree programs in telecommunications and electronics technology are approved.

- 2003** Associate of applied science degree programs in building technology and 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.
- 2005** Articulation agreement entered into with University of Guam on the third-year programs in accounting and general business.
- Certificate of achievement program in Small Engine, Equipment and Outboard Motor Repair approved.
- 2006** Associate of science degree program in nursing is approved pending funding for the program.
- 2007** The Associate of science degree program in general agriculture is renamed to associate of science degree program in agriculture and natural resources.
- 2008** A multiple entry/multiple exit Public Health Training Program which includes a certificate of achievement in basic public health, advanced certificate of achievement in public health, associate of science degree in public health, and third-year certificate of achievement in public health is approved pending availability of funding.
- 2009** Associate of science degree program in teacher education - elementary program at state campuses to be phased out and replaced by the associate of arts degree program in teacher preparation program.
- 2010** Memorandum of Agreement and Understanding between Guam Community College and College of Micronesia-FSM for a course-by-course articulation between the two institutions.
- 2011** Articulation agreement between University of Guam and College of Micronesia - FSM courses
- 2012** Agreement of Academic Cooperation between College of Micronesia - FSM and Aichi Konan College.

Educational Mission

Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

Vision

College of Micronesia-FSM will provide educational opportunities of the highest quality and will embrace the life-long pursuit of knowledge and the enrichment of the diverse Micronesian communities we serve.

Strategic Directions

The College of Micronesia-FSM has focused on six strategic directions for the COM-FSM vision of where we want to go as an organization over the next five years.

Focus on student success: The College of Micronesia-FSM will pursue excellence in student success and will develop a balance between “access and success” with appropriate career pathways for learners.

Emphasize academic offerings in service to national needs: The College of Micronesia-FSM will increase the number of 4-year program opportunities while also strengthening the career and technical educational opportunities for non-college-bound students.

Be financially sound, fiscally responsible, and build resources in anticipation of future needs: The College of Micronesia-FSM will generate diversified revenue sources, create an allied foundation, and accumulate reserves and endowment assets.

Invest in and build a strong capacity in human capital: The College of Micronesia-FSM will support and strengthen faculty, staff, and administrators through establishment of aspirational goals for credentialing and funding professional development and building upon organizational and leadership capacity.

Become a learning organization through development of a learning culture guided by learning leaders: The College of Micronesia-FSM will operate under the assumptions that learning is a skill and is worthy of investment and mastery, and that the communication of information and participatory governance are pivotal to organizational success. There will be support of the time, energy, and resources necessary to foster critical reflection and experimentation towards institutional improvement through double-loop learning and systematic thinking.

Evoke an image of quality: The College of Micronesia-FSM will be viewed as a model institution for best practices exhibited through quality, excellence, and integrity of both employees and graduates. The college will maintain regional accreditation without sanction for the maximum six-year cycle allowed by the Accrediting Commission for Community and Junior Colleges: Western Association of Schools and Colleges.

Institutional Student Learning Outcomes

COM-FSM graduates will demonstrate:

1. **Effective oral communication:** capacity to deliver prepared, purposeful presentations designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.
2. **Effective written communication:** development and expression of ideas in writing through work in many genres and styles, utilizing different writing technologies, and mixing texts, data, and images through iterative experiences across the curriculum.
3. **Critical thinking:** a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.
4. **Problem solving:** capacity to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.
5. **Intercultural knowledge and competence:** a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.
6. **Information literacy:** the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.
7. **Foundations and skills for life-long learning:** purposeful learning activity, undertaken on an ongoing basis with the aim of improving knowledge, skills, and competence.
8. **Quantitative Reasoning:** ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations; comprehends and can create sophisticated arguments supported by quantitative evidence and can clearly communicate those arguments in a variety of formats.

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We Value:



Course, Program and Degree Offerings

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 Micronesian Studies
- Pre-Teacher Preparation
- Associate of science degrees are offered in: General Agriculture and Natural Resources Business Administration
- Computer Information Systems
- Hospitality and Tourism Management Marine Science
- Public Health
- Nursing
- Associate of applied science degrees are offered in: Building Technology
- Electronic Technology
- Telecommunications 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
- Specialist in Public Health
- Teacher Preparation-Elementary
- Certificates of achievement are also offered in the following areas: Agriculture and Food Technology
- Bookkeeping
- Community Health Sciences-Health Assistant Training Program Public Health
- Secretarial Science
- Building Maintenance
- Cabinet Making/Furniture Making
- Career Education-Motor Vehicle Maintenance Carpentry
- Construction Electricity
- Electronic Engineering Technology Refrigeration and Air Conditioning
- Nursing Assistant

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.

Career and Technical Education Programs

The National and State campuses offer various programs in Career and Technical Education (CTE). A mandate for the State campuses is to offer CTE training programs that meet the needs of the local communities. The CTE certificate programs offer a chance to develop technical skills and provide a pathway for future training, education, and employment. CTE Programs 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, electronics and building technology. In addition to fulltime programs, the State Campuses also offer customized industry training to meet specific labor force needs and demands.

Distance Education

In the near future, the College plans to offer other programs by way of videoconferencing and other forms of conventional communication techniques.

Academic Freedom Statement

Faculty Academic Freedom

The College of Micronesia-FSM recognizes the principle of academic freedom for each faculty member. This principle asserts that: each member of the faculty is entitled to freedom within his/her classroom to discuss his/her field of expertise; that each faculty member is free also to conduct research in his/ her field of special competence; and that each faculty member is free to publish the results of his/her research.

Student Academic Freedom and Responsibility

Academic Freedom

The College of Micronesia-FSM recognizes the principle of academic freedom for each student. This principle asserts that: each student is entitled to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Student performance is evaluated solely on an academic basis.

Responsibility

1. Students should be free to disagree, or comment on the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. Students have protection through grievance procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

Any student, when speaking, writing, or acting as a private individual, is responsible for taking all proper precautions to ensure that his/her acts, statements, or speech can not be construed as representing the College as a body.



Available Student Financial Aid

The primary responsibility in financing the costs of postsecondary education 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 (a) how to apply for U.S. Federal financial assistance, (b) the costs of education with COM-FSM, and (c) the calculation of financial awards to students and other important information concerning financial assistance.

Financial Aid Programs

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

Supplemental Educational Grant (SEG) Work Study: The program provides the opportunity to apply for part-time employment and earn money to pay for their educational cost.

SEG Student Assistance: This grant helps pay portion of summer costs for student who have used up their Pell Grant in Fall and Spring.

Congress of the FSM (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; Samahang Tagalog Atbp. sa Ponape (STAP) Scholarship; and Timothy Jerry Scholarship

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 back to their home state.

Students dismissed for academic or disciplinary reasons are given transportation going back to their home state. If admitted, these students will be responsible for travel costs to and from the College and will have to file their return ticket with the Business Office.



Available Learning Resources

Learning Resources Center

The Learning Resources Center (LRC), on the national campus of the College provides informational resources and services to support and enhance the curricula of the college and meet the educational needs and interests of the college community.

The LRC offers over 66,000 titles in various collections both print and non print. The collections include the general collection; reference collection; Micronesia Pacific collection; that is a unique collection of materials on Oceania with specific emphasis on Micronesia and documents from the Secretariat of the Pacific Community; curriculum resources including samples of children's literature and K8 instructional materials; newspapers, magazines, and serials; UN Document, publications of agencies within the United Nations organization, FAO Documents, publications of Food and Agriculture Organization agencies and U.S. Government Documents, publications of U.S. government agencies. The archives collection contains materials from the U.S. Navy and U.S. Trust Territory eras as well as the college archive documents. The LRC provides access to the EBSCO electronic database containing full text journal articles, the EBSCOHost eBook Community Collection and the Patient Education Reference Center (PERC) databases. Other online subscriptions include the HINARI database containing articles on medical and relate social sciences and the World&I Journal.



Internet access is available on all computer stations and networked to printers to use application software for typing assignments and completing class projects. College community members in need of materials not held locally may use the LRC's Interlibrary Loan service provided through electronic document sharing or request the materials from other libraries in the region.

The Media and Instructional Technology Center (MITC) provides audiovisual, media production, and educational technology services to support the academic programs of the College. The PEACESAT communication system is housed in the MITC and serves as the link for direct communication to Micronesia and other parts of the world. The PEACESAT system is capable of providing interactive and synchronous videoconferencing with outside institutions. The MITC houses a video collection of over 3,500 titles including recordings of College and community events occurring over the years. The MITC also provides ID production services for the College.

Internet Access

Access to Internet for research purposes and account access are available 24 hours to COM-FSM students and staff at both the National Campus and all State Campuses. All Internet and network connectivity cost is funded centrally by the Office of Information Technology (IT).



Student Digital Services

Students access to computers and Internet services are through computer labs provided for student use at every campus as well as a secure access WiFi network system also available at all campuses. The technology fee fund is used to purchase technology in support of technology needs that support the mission of the COM-FSM. Local area networks and Wide area networks are considered part of this support structure, so is equipment used by students in computer labs.

Student Information System

The COM-FSM SIS is a web based student database system inclusive of student record data and account information. This system allows remote data entry and data query at all six college campuses based on the access rights of the individual and/or office. Key staff are assigned SIS access rights based on their area of responsibility, faculty and students access a portal to view their own accounts and/or their assigned advisees. Remote access to the SIS for data entry and data querying and reporting allow improved evidence-driven decision making at the college. The SIS also allows for real time access to key data that affect decision making on equity issues across the college's six campuses. All registered students are provided a user account and a password. These are used for the student to access all of their own information relevant to provided COM-FSM digital services, inclusive of College provided Email address, student SIS portal access (myShark). Online Registration through the COM-FSM SIS will be available for fall 2013.

National Campus Writing Center

The National Campus Writing Center's (NCWC) mission is to help writers learn to use language more effectively, to produce clear writing appropriate to their purposes and audiences, and to develop positive attitudes about writing and about themselves as writers. We strive to help students make their own choices about their writing, rather than "fixing" their papers. We believe that the best writing support is achieved with tutors who listen and ask questions in order to foster a writer's own curiosity.

The NCWC is located in the Languages and Literature Division in building F2.

The NCWC schedule is posted on the Languages and Literature Division website at: <http://www.comfsm.fm/?q=writingcenter>.

EducationUSA

EducationUSA is a global network of 400 advising centers situated in 170 countries, working actively to promote U.S. higher education by offering accurate, comprehensive, and current information about educational institutions in the United States and guidance to qualified individuals on how best to access those opportunities. EducationUSA is supported by the Bureau of Educational and Cultural Affairs at the U.S. Department of State.

The EducationUSA Advising Center in FSM is located at the COM-FSM National Campus.

To contact the Center, Email address is educationusacomfsm@gmail.com; Facebook: EducationUSA comfsm; and website: www.educationusa.state.gov

To search for colleges/universities: Collegesearch.collegeboard.com/search/index.jsp

To search for funding: Fundingusstudy.org

Guidance and Counseling

Professional counseling is available to assist students at the National Campus, State Campuses and the FSM Fisheries and Maritime Institute in establishing or clarifying appropriate educational and vocational goals and to assist them with problems of academic, social, or personal nature. Counselors provide information and materials to students for career educational planning.

A+ Centers (Tutoring Centers)

The tutoring centers provide tutoring and supplemental education services to students at all campuses. At the A+ Center, our tutors are committed to developing confident and competent students with improved educational results by providing individualized learning plans that build skills, habits, and attitude for success and accomplishment of their academic and personal goals.

Tutoring is available in math, reading, writing, study skills, homework help, test prep, and more at National, Pohnpei, Kosrae, Chuuk, and Yap campuses.

Available Student Support

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, TV lounges, computer labs, study rooms, and laundry rooms. Each residence hall 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 Director of Student Life may refund the deposit at the end of the resident's stay upon written request and assessment.

Upon acceptance into the residence halls, a student sign a housing agreement in which he/she 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, residence hall advisors, resident assistants and custodians under the leadership of Director of Student of Student Life. Residents participate in the operation of the Residence Hall Resident Association (RHRA). The RHRA is made up of residents who are concerned about the wellbeing 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 nurse at Pohnpei Campus.

The dispensary provides services in acute, chronic, and preventive health care. It also provides hospital referral services, family planning, personal health counseling and educational/reference materials on diseases and health issues.

The National Campus dispensary also plans and organizes activities for the Health Fair, World Diabetes and Hypertension Day, the World Aids Day and the World TB and Leprosy Day.

The dispensary charges \$15.00 per semester for these services. Chuuk, Yap, and Kosrae campuses have recently established dispensaries with full time nurses.



Student Activities and Facilities

At National Campus there are two facilities on campus to serve the leisure, recreation and sports needs of on-campus residents and off-campus students.

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 waffle balls, for student to check out and many activities for students to sign up.

COM-FSM Fitness Center: 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.

National & Pohnpei Campus has local huts, locally known as “Nahs”, where students socialize, and hold other activities and meetings. Pohnpei Campus has a multi-purpose gymnasium and a recreation center for students. All other campuses use the state facilities for their sports programs.

Shuttle Service



A Shuttle Service is available between the National Campus and Pohnpei Campus for students who need to commute between the two campuses to take classes. There are two buses running on an established schedule during the school days. Currently, there are three trips available in the morning and two trips in the afternoon. Student who wish to utilize this service will need to present their college ID cards before boarding the buses. The capacity for each bus is twenty five(25) seats.

Student Body Association

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.

The SBA office at the National Campus is located at the FSM-China Friendship Sports Center at National Campus.

Peer Counseling Center

The Peer Counseling Center is funded by UNFPA and Title X Family Planning Program fund. 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 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.



Admissions

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

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

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

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

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

Admissions Procedure:

1. Take the COMET and be placed into a program at the college. A test fee of \$5 will be collected. The COMET is administered in November at the State campuses for Spring admission, and in February to March at all the high schools and the State campuses.
2. Obtain an Application for Admission form from a high school counselor, State Campus Dean, or the COM-FSM Office of Admissions, Records and Retention (OARR). Printable Application for Admission form may also be downloaded from the College's website (http://www.comfsm.fm/dev/oar/oar_forms/Application_for_Admission.pdf).
3. Complete the Application for Admission, and mail it with the \$10 admission fee to:
 - Office of Admissions, Records and Retention
 - College of Micronesia-FSM
 - P.O. Box 159, Kolonia, Pohnpei FM 96941
4. Complete the Free Application for Federal Student Aid (FAFSA) or the FAFSA renewal, and mail it to the address indicated.
5. Request that all official high school transcripts or General Educational Development (GED) scores are sent to the Office of Admissions, Records and Retention (OARR). High school seniors should submit a seven-semester transcript. College transfer students must also submit official transcripts from all colleges previously attended.

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

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

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

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

ent from the first.

Students seeking a second associate degree must file an Application for Second Degree Admission. If the degree was earned from an institution other than the College of Micronesia-FSM, the student must also submit:

1. Application for Admission and a \$10 admission fee. Printable Application for Admission form may also be downloaded from the College's website (http://www.comfsm.fm/dev/oar/oar_forms/Application_for_Admission.pdf).
2. Official transcript indicating that a previous degree was earned.

Admission into certificate programs

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

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

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

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

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

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

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

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

Transfer

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

Applicants must submit to the Office of Admissions, Records and Retention (RAR) the following:

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

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

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

Dual Enrollment for High School Students

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

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

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

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

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

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

Early Admission

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

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

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

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

Leave of Absence Policy

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

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

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

Readmission

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

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

Open Admission for Non-credit Courses

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

Unclassified Students

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

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

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

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

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

Registration

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

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

Student Advisement

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

Classes

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

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

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

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

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

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

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

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

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

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

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

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

Classification and Identification of Students

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

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

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

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

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

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

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

Credit Load

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

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

Major Subject Area

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

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

Auditing Classes

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

Student Fees and Other Financial Obligations

Tuition and Fees

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

Tuition Fee

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

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

Residence Hall Fee

Regular Semester	\$ 365.00
Summer Session	\$ 175.00

Meals Fee (Board)

Regular Semester

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

Summer Session

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

Daily Rate

Breakfast	\$3.00
Lunch or Dinner	\$3.50

COM-FSM Entrance Test (COMET) Fee

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

Admission Fee

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

Enrollment Fees

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

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

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

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

Other Fees

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

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

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

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

Fees Charged When Applicable

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

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

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

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

Graduation Fee: \$36.50 fee is required for all students receiving a diploma for an associate degree or a third-year certificate of achievement in any program.

\$10.00 fee is required for students completing other certificate of achievement programs. The fee must be paid when filing an application for graduation.

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

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

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

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

Degrees, Certificates, Graduation and Transfer

Instructional Programs

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

Placement for New Students

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

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

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

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

1. Certificate: Students placing into specific one-year programs with English and math specific to the study area such as Technical English or Technical Math. COMET scores: Essay = 20, AND reading comprehension score - 5th grade.
2. ACE: Degree students required to take a series of developmental courses:
Combined Skills: ESL 091 ACE English I, ESL 092 ACE English II; Math: MS 091 ACE Math I, MS 092 ACE Math II. COMET scores: Essay = 28, AND reading comprehension score - 7th grade.
3. Degree: Students may place into one or more developmental courses or degree courses.
Reading: ESL 089, EN 110; Writing: ESL 099, EN 120a; Math: MS 095, MS 096, MS 099, MS 100. COMET scores: Essay = 34, AND reading comprehension score - 9th grade.

Achieving College Excellence (ACE)

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

Mission Statement and Goals

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

Goals

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

ACE Learning Outcomes:

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

The students will be able to:

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

ACE REQUIREMENTS16 Credits

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

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

General Education Programs

Academic Programs

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

General Education Goals

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

Students will be able to:

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

Requirements

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

GENERAL EDUCATION CORE REQUIREMENTS29 Credits

English Communication Skills (9 credits)

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

Mathematics (3 credits)

- Any 100 level or above mathematics course (3)

Natural Sciences (7 credits)

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

Social Sciences (3 credits)

- SS 150 History of Micronesia (3)

Computer Applications (3 credits)

- CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)

- Exercise Sports Science Course (1)

Humanities (3 credits)

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

GRADUATION REQUIREMENTS

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

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

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

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

Certificate Programs

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

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

Degree and Third-Year Programs

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

ASSOCIATE OF SCIENCE DEGREE IN AGRICULTURE AND NATURAL RESOURCE MANAGEMENT

(also available in Kosrae)

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

Program Learning Outcomes

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

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

Preparatory Courses (by placement)

General Education Core Requirements29 Credits

English (9 credits)

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

Mathematics (3 credits)

Any 100 level or above mathematics course (3)

Natural Sciences (7 credits)

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

Social Sciences (3 credits)

SS 150 History of Micronesia (3)

Computer Applications (3 credits)

CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)

Exercise Sports Science course (1)

Humanities (3 credits)

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

Major Requirements37-38 Credits

Agriculture (20 credits)

AG 101 Introduction to Agriculture (4); AG 110 Crop Production (4); AG 140 Principles of Animal Science (4);

AG 290 Agricultural Project Management (4); AG 299 Directed Field Experience (4)

Natural Sciences (11 credits)

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

Math (3 credits)

MS 150 Statistics (3)

Degree Electives (3-4 credits)

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

*Pre-requisite is IS 201

GRADUATION REQUIREMENTS66-67 Credits

**AGRICULTURE AND NATURAL RESOURCE MANAGEMENT
 Suggested Schedule**

First Semester		Second Semester	
MS 100 College Algebra.....	3	EN 110 Adv. Reading.....	3
SC 120 Biology.....	4	AG 110 Crop Production.....	4
EN 120a Expos. Writing I.....	3	SC 250 General Botany.....	4
AG 101 Introduction to Agriculture.....	4	EN 120b Expos. Writing II.....	3
CA 100 Computer Literacy.....	3	Exercise Sports Science.....	1
	17		15
		Summer Session	
		SS 150 History of Micronesia.....	3
		Electives.....	3
			6
		Fourth Semester	
Third Semester		AG 290 Ag. Project Management.....	4
AG 140 Principles of Animal Science.....	4	Humanities.....	3
SC 230 Introduction to Chemistry.....	4	AG 299 Ag. Field Studies.....	4
MS 150 Statistics.....	4	SC/SS 115 Ethnobotany.....	3
SC non lab.....	3		14
	15		

BUSINESS ADMINISTRATION PROGRAMS

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

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

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

ASSOCIATE OF SCIENCE DEGREE in BUSINESS ADMINISTRATION

Program Learning Outcomes

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

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

Preparatory Courses (by placement)

General Education Core Requirements29 Credits

English (9 credits)

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

Mathematics (3 credits)

Any 100 level or above mathematics course (3)

Natural Sciences (7 credits)

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

Social Sciences (3 credits)

SS 150 History of Micronesia (3)

Computer Applications (3 credits)

CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)

Exercise Sports Science course (1)

Humanities (3 credits)

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

Major Requirements.....41 Credits

Accounting (11 credits)

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

Business (15 credits)

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

Economics (6 credits)

EC 220 Microeconomics (3); EC 230 Macroeconomics (3)

Communications (3 credits)

EN/BU 121 Business Communication (3)

Business Mathematics (3 credits)

BU/MS 110 Business Math (3)

Mathematics (3 credits)

MS 150 Introduction to Statistics (3)

GRADUATION REQUIREMENTS.....70 Credits

**BUSINESS ADMINISTRATION
Suggested Schedule**

<p>First Semester</p> <p>EN 110 Advanced Reading..... 3</p> <p>EN 120a Expository Writing I..... 3</p> <p>BU 101 Introduction to Business 3</p> <p>MS 100 College Algebra..... 3</p> <p>CA 100 Computer Literacy 3</p> <p style="text-align: right;">15</p>	<p>Second Semester</p> <p>EN 120b Expository Writing II..... 3</p> <p>AC 131 Accounting I..... 4</p> <p>Science w/Lab 4</p> <p>BU/MS 110 Business Math..... 3</p> <p>Humanities course 3</p> <p style="text-align: right;">17</p>
<p>Summer Session</p> <p>SS 150 History of Micronesia 3</p> <p>AC 220 Accounting II 4</p> <p style="text-align: right;">7</p>	
<p>Third Semester</p> <p>EC 220 Microeconomics..... 3</p> <p>Non-lab science or agriculture 3</p> <p>AC 250 Managerial Accounting 3</p> <p>BU 260 Fundamentals of Management .. 3</p> <p>MS 150 Statistics 3</p> <p>Exercise Sports Science course..... 1</p> <p style="text-align: right;">15</p>	<p>Fourth Semester</p> <p>BU 250 Principles of Finance 3</p> <p>BU 270 Principles of Marketing 3</p> <p>BU 271 Business Law 3</p> <p>EN/BU 121 Business Communication 3</p> <p>EC 230 Macroeconomics..... 3</p> <p style="text-align: right;">15</p>

**THIRD YEAR CERTIFICATE OF ACHIEVEMENT
in
ACCOUNTING OR GENERAL BUSINESS**

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

Program Learning Outcomes

Upon completion of the 3rd Year Certificate program in Accounting, students will be able to:

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

Program Learning Outcomes - 3rd Year General Business

Upon completion of the 3rd Year Certificate Program in General Business, students will be able to:

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

ture, capital budgeting, short-term asset management, dividend policy, financial analysis, corporate restructuring – and how these decisions affect other areas of the firm.

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

General Educational Core Requirements9 Credits

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

Major Core Requirements21-23 Credits

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

OR

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

GRADUATION REQUIREMENT30-32 Credits

Accounting (32 credits)
 General Business (30 credits)

**THIRD YEAR ACCOUNTING or GENERAL BUSINESS
 Suggested Schedule**

First Semester (FALL)

Accounting	General Business
AC 320 Intermediate Accounting I4	MGT 320 Organizational Behavior 3
AC 325 Cost Accounting3	MGT 350 International Business..... 3
AC 335 Govt & Nonprofit Accounting3	ECO 320 Economic Development 3
Q & L R/WC & H/Humanities course.....3	Q & LR/WC & H/Humanities course 3
Q & L R/WC & H/Humanities course.....3	Q & LR/WC & H/Humanities course 3
16	15

Second Semester (SPRING)

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

Requirements

ASSOCIATE OF SCIENCE DEGREE in COMPUTER INFORMATION SYSTEMS

Program Learning Outcomes

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

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

Preparatory Courses (by placement)

General Education Core Requirements29 Credits

English (9 credits)

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

Natural Sciences (7 credits)

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

Social Sciences (3 credits)

SS 150 History of Micronesia (3)

Computer Applications (3 credits)

CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)

Exercise Sports Science course (1)

Humanities (3 credits)

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

Major Requirements42 Credits

Business (7 credits)

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

Communications (3 credits)

EN/BU 121 Business Communication (3)

Mathematics (6 credits)

MS 101 Algebra and Trigonometry (3); MS 150 Statistics (3)

Information Systems (20 credits)

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

Electives: Any two of the following courses (6 credits)

CA 105 Data Analysis Using Spreadsheets (3); MM 225 Multimedia Design (3); IS/MM 245 Desktop Publishing (3);
MM 240 Computer Animation (3); SS 270 Geographic Information Systems (3)

GRADUATION REQUIREMENTS71 Credits

COMPUTER INFORMATION SYSTEMS**Suggested Schedule**

First Semester		Second Semester	
EN 110 Advanced Reading	3	EN 120b Expository Writing II.....	3
EN 120a Expository Writing I	3	AC 131 Accounting I.....	4
MS 100 College Algebra.....	3	IS 201 Computer Information Systems ...	3
CA 100 Computer Literacy	3	Science w/Lab	4
BU 101 Introduction to Business	3	Humanities	3
	15		17
		Summer Session	
		SS 150 History of Micronesia	3
		Non-lab science or agriculture	3
			6
Third Semester		Fourth Semester	
IS 220 Computer Programming	4	IS 260 Business Information Systems	3
IS 230 Database Design.	3	IS 280 Introduction to Networking w/Lab. 4	
IS 240 Webpage Design	3	MS 150 Statistics	3
Exercise Sports Science Course	1	Elective	3
MS 101 Algebra and Trigonometry.....	3	Elective	3
EN/BU 121 Business Communication	3		16
	17		

EDUCATION PROGRAMS

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

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

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

ASSOCIATE OF ARTS
In
PRE-TEACHER PREPARATION

Program Learning Outcomes

Student completing the AA degree program in Teacher Preparation-Elementary will be expected to demonstrate the following competencies:

1. Demonstrate basic knowledge of the foundations and concepts related to elementary education.
2. Demonstrate familiarity with a variety of instruction strategies for elementary school students.
3. Demonstrate basic knowledge in the following areas: art, communication, humanities, language, literature, science, and social sciences.

Preparatory Courses (by placement)

General Education Core Requirements29 Credits

English (9 credits)

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

Mathematics (3 credits)

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

Natural Sciences (7 credits)

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

Social Sciences (3 credits)

SS 150 History of Micronesia (3)

Computer Applications (3)

CA 100 Computer Literacy (3)

Physical Education (1 credit)

Any choice of any ESS offering (1)

Humanities (3 credits)

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

Major Requirements40 Credits

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

GRADUATION REQUIREMENT70 Credits

**PRE-TEACHER PREPARATION
Suggested Schedule**

First Semester	Second Semester
EN 110 Advanced Reading 3	EN 120b Expository Writing II.....3
EN 120a Expository Writing I 3	SS 120 Introduction to Geography 3
SS 150 Micronesia History 3	Science with Lab4
CA 100 Computer Literacy 3	EN/CO 205 Speech Communications...3
ESS course 1	SS/PY 101 General Psychology3
MS 100 or MS 101 or MS 150..... 3	16
16	
Summer Session	
ED/PY 201 Human Growth and Development . 3	
AR 101 Intro. To Art 3	
6	
Third Semester	Fourth Semester
MS/ED 210a Math for Teachers3	Science w/lab..... 4
EN 208 Introduction to Philosophy3	EN 200 Elective 3
Humanities elective*3	ED 215 Intro. to Exceptional Children 3
ED 210a Intro to Professional Teaching ..3	SS 125 or SS 170 or SS 171..... 3
Science without Lab3	ED 292 Practicum 3
15	16

THIRD-YEAR CERTIFICATE OF ACHIEVEMENT IN TEACHER PREPARATION—ELEMENTARY

Program Learning Outcomes

Students completing the Third-year Certificate of Achievement in Teacher Preparation-Elementary will be expected to demonstrate the following competencies:

1. Demonstrate comprehension and application of the FSM elementary school curriculum standards.
2. Apply a variety of teaching approaches to meet learning needs of FSM elementary school students.
3. Assess and evaluate learning of the elementary student at both the formative and summative levels.
4. Organize and manage an elementary classroom environment for learning.
5. Demonstrate comprehension and application of learning theories and principles, human development, language development, educational foundations, socio cultural issues, technology and strategies for teaching students with special needs.
6. Demonstrate professionalism.

Third-Year Requirements34 Credits

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

Admission Application Deadlines:

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

Full Admission:

A Student will be admitted with full status if he/she

1. Possesses an associate degree in education
2. Has earned a CumGPA of 2.75 or above
3. Has a score of at least 20 on the entrance essay with no individual score below a three (3)

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

Probationary Status:

Student with the associate degree may be admitted on probation if he/she

1. Has a minimum CumGPA of 2.5 and
2. Has a minimum score of 15 on the entrance essay with no individual score below a three (3)

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

Pre-requisite Courses:

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

Removal from Probationary Status:

The student may be removed from Probationary Status after the first semester of the third-year program if the student

1. Successfully passed the education English writing course, and
2. Earned a semester GPA of 3.0 or above with a minimum of 15 credits.

The student may be removed from Probationary Status after the first semester of the third-year program if the student

1. Successfully passes EN 220 Writing for Teachers and
2. Earns a semester GPA of at least 2.75 (with no grade lower than a C) with a minimum of 15 credit hours.

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

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

THIRD-YEAR TEACHER PREPARATION—ELEMENTARY
Suggested Schedule

Summer Session		
ED 301a Language Arts Methods.....	4	
ED 303 Math Methods	4	
	8	
First Semester		Second Semester
ED 301b Reading Methods	4	ED 304 Science Methods
ED 302 Social Studies Methods.....	3	ED 305 Child. Lit. & Drama.....
ED/PY 300 Educational Psychology.....	3	ED 338 Special Needs in the Classroom
ED 330 Classroom Management.....	3	ED 392 Practicum & Seminar
	15	
		16

UOG PARTNERSHIP BACHELOR OF ARTS IN
ELEMENTARY EDUCATION

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

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

ASSOCIATE OF SCIENCE DEGREE
in
HOSPITALITY AND TOURISM MANAGEMENT

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

Program Learning Outcomes

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

1. Explain the interdependent components of the international hospitality and tourism industry including transportation, customer service, food service, lodging, attraction management, roles of national and state visitors' authorities, marketing and sales.

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

Preparatory Courses (by placement)

General Education Core Requirements29 Credits

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

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

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

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

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

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

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

Major Requirements.....24 Credits

Hospitality and Tourism Management (24 credits)

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

Accounting (3 credits)

AC 131 Accounting I (4)

Business (3 credits)

BU 101 Introduction to Business (3)

Humanities (6 credits)

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

Open Elective3 Credits

GRADUATION REQUIREMENT69 Credits

**HOSPITALITY AND TOURISM MANAGEMENT
Suggested Schedule**

First Semester

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

Second Semester

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

Summer Session

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

Third Semester

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

Fourth Semester

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

ASSOCIATE OF ARTS DEGREE in LIBERAL ARTS

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

Program Learning Outcomes

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

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

Mathematics (3 credits)

Any 100 level or above mathematics course

Natural Sciences (7 credits)

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

Social Sciences (3 credits)

SS 150 History of Micronesia (3)

Computer Applications (3 credits)

CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)

Exercise Sports Science course (1)

Humanities (3 credits)

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

Major Requirements.....24 Credits

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

Any two classes from one of the following groups

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

Open Electives9 Credits

GRADUATION REQUIREMENTS62 Credits

LIBERAL ARTS Suggested Schedule

<p>First Semester</p> <p>EN 110 Advanced Reading..... 3</p> <p>EN 120a Expository Writing I..... 3</p> <p>CA 100 Computer Literacy 3</p> <p>MS 100 College Algebra..... 3</p> <p>SS 150 History of Micronesia 3</p> <p style="text-align: right;">15</p> <p>Third Semester</p> <p>SC 101 Health Science 3</p> <p>SS 130 Introduction to Sociology 3</p> <p>Non-lab Science or Agriculture 3</p> <p>English Elective 3</p> <p>Specialty 3</p> <p>Exercise Sports Science course..... 1</p> <p style="text-align: right;">16</p>	<p>Second Semester</p> <p>EN 120b Expository Writing II..... 3</p> <p>EN/CO 205 Speech Communication 3</p> <p>SS/PY 101 General Psychology..... 3</p> <p>Humanities Elective 3</p> <p>Science w/lab 4</p> <p style="text-align: right;">16</p> <p>Fourth Semester</p> <p>Specialty 3</p> <p>Humanities Elective 3</p> <p>Open Elective 3</p> <p>Open Elective 3</p> <p>Open Elective 3</p> <p style="text-align: right;">15</p>
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ASSOCIATE OF ARTS DEGREE in LIBERAL ARTS/HEALTH CAREERS OPPORTUNITY PROGRAM

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

Program Learning Outcomes

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

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

Preparatory Courses (by placement)

General Education Core Requirements29 Credits

Mathematics (3 credits)

Any 100 level or above mathematics course

Natural Sciences (7 credits)

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

Social Sciences (3 credits)

SS 150 History of Micronesia (3)

Computer Applications (3 credits)

CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)

Exercise Sports Science course (1)

Humanities (3 credits)

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

Computer Applications (3 credits)

CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)

Exercise Sports Science course (1)

Major Requirements.....34 Credits

SC 101 Health Science (3)

SC 122a Anatomy & Physiology I w/lab (4)

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

SC 180 Microbiology w/lab (4)

SC 230 Introduction to Chemistry w/lab (4)

SS/PY 101 General Psychology (3)

ED/PY 201 Human Growth and Development (3)

EN/CO 205 Speech Communication (3)

Math Elective (3)

Any 100 level or above mathematics (3)

Natural Sciences (3)

SC 112 Nutrition (3)

Open Elective3 Credits

GRADUATION REQUIREMENTS66 Credits

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

<p>First Semester</p> <p>EN 110 Advanced Reading.....3</p> <p>EN 120a Expository Writing I.....3</p> <p>MS 100 College Algebra.....3</p> <p>SC 120 Biology w/lab4</p> <p>Humanities Elective.....3</p> <p align="right">16</p>	<p>Second Semester</p> <p>EN 120b Expository Writing II..... 3</p> <p>SC 101 Health Science 3</p> <p>Any 100 level mathematics..... 3</p> <p>SS 150 History of Micronesia 3</p> <p>SC 230 Chemistry 4</p> <p align="right">16</p>
<p>Third Semester</p> <p>CA 100 Computer Literacy3</p> <p>ESS1</p> <p>SC 122a Anatomy & Physio. I w/lab.....4</p> <p>Non lab science or AG 101.....3</p> <p>General Psychology3</p> <p>SC 112 Human Nutrition.....3</p> <p align="right">17</p>	<p>Fourth Semester</p> <p>ED/PY 201 Human Growth & Dev. 3</p> <p>SC 122b Anatomy & Physio. II w/lab..... 4</p> <p>SC 180 Microbiology w/lab..... 4</p> <p>EN/CO 205 Speech.....3</p> <p>Open Elective3</p> <p align="right">17</p>

**ASSOCIATE OF SCIENCE DEGREE
in
MARINE SCIENCE**

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

Program Learning Outcomes

Upon completion of the COM-FSM Marine Sciences requirements, students will be able to:

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

Preparatory Courses (by placement)

General Education Core Requirements29 Credits

English (9 credits)

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

Mathematics (3 credits)

Any 100 level or above mathematics course

Natural Sciences (7 credits)

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

Social Sciences (3 credits)

SS 150 History of Micronesia (3)

Computer Applications (3 credits)

CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)

Exercise Sports Science course (1)

Humanities (3 credits)

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

Major Requirements38 Credits

Marine Science (25 credits)

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

Natural Sciences (4 credits)

SC 230 Introduction to Chemistry w/lab (4)

Mathematics (3 credits)

MS 150 Introduction to Statistics (3)

Social Sciences (3 credits)

SS 120 Introduction to Geography (3) or

Choose one of the following: SS 101 Political Science; SS 125 Geography of the Pacific; SS 130 Introduction to Sociology

Open Elective (3 credits)

GRADUATION REQUIREMENTS67 Credits

**MARINE SCIENCE
Suggested Schedule**

First Semester		Second Semester	
EN 110 Advanced Reading	3	EN 120a Expository Writing I.....	3
MR 120 Marine Biology w/lab.....	4	MR 240 Oceanography w/lab.....	4
MS 100 College Algebra.....	3	MR 210 Marine Ecology.....	3
SC 230 Intro. to Chemistry w/lab.....	4	MR 254 Marine Biology Field Studies	3
Exercise Sports Science course.....	1	CA 100 Computer Literacy	3
	15		16
		Summer Session	
		Humanities Elective.....	3
		SS 150 History of Micronesia	3
			6
Third Semester		Fourth Semester	
EN 120b Expository Writing II.....	3	MR 250 Fishery Biology & Management.....	3
MR 230 Ichthyology w/lab.....	4	MR 201 Aquaculture w/lab.....	4
Marine/Natural Sciences w/lab.....	4	Non-lab Marine/Natural Science or Agriculture .	3
MS 150 Intro. to Statistics.....	3	Social Sciences	3
	14	Open Elective	3
			16

ASSOCIATE OF ARTS DEGREE IN MICRONESIAN STUDIES

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

Program Learning Outcomes

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

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

Preparatory Courses (by placement)

General Education Core Requirements29 Credits

English (9 credits)

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

Mathematics (3 credits)

Any 100 level or above mathematics course

Natural Sciences (7 credits)

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

Social Sciences (3 credits)

SS 150 History of Micronesia (3)

Computer Applications (3 credits)

CA 100 Computer Literacy (3)

Exercise Sports Science (1 credit)

Exercise Sports Science course (1)

Humanities (3 credits)

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

Major Requirements27 Credits

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

Open Electives.....6 Credits

GRADUATION REQUIREMENTS62 Credits

**MICRONESIAN STUDIES
Suggested Schedule**

First Semester

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

Second Semester

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

Summer Session

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

Third Semester

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

Fourth Semester

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

PUBLIC HEALTH TRAINING PROGRAM - PHTP

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

PHTP offers 2 certificates:

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

And 1 associate degree:

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

And 1 third-year certificate of achievement:

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

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

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

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

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

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

(See certificate programs)

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

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

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

Entry Criteria: Certificate of Achievement in Basic Public Health (CABPH)

Or: A qualification equivalent [*] to CABPH

And: appropriate public health work experience of at least 4 years

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

Total credits required = 31

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

Program Learning Outcomes

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

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

General Education13 Credits

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

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

ADVANCED CERTIFICATE IN PUBLIC HEALTH

Suggested Schedule

First Semester	Second Semester
PH 111 Introduction to Basic Epidemiology and biostatistics 3	PH 112 Intro. to Epi-Info and Computing for Public Health 3
PH 121 Environmental Prevention and Control of Disease..... 3	PH 151 Intro. to Pacific Health Care Sys. and Trad. Medicine 3
EN 110 Advanced Reading..... 3	EN 120a Expository Writing I..... 3
CA 100 Introduction to Computing..... 3	HPH/MS 109 Math for Public Health 3
12	12
Summer Session	
PH 131 Food and Nutrition in the Life Cycle 3	
PH 141 Principles of Health Promotion 3	
ESS 100 Exercises Sport Science (any 100-level course)..... 1	
	7

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

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

Entry Criteria: Advanced Certificate of Achievement in Public Health (ACAPH);

Or: Diploma in Public Health or in a Public Health Specialty;

Or: A qualification in Public Health equivalent (see [*]) to those above

And: appropriate public health work experience of at least 6 years;

All non-ACAPH-holding candidates to sit **COMET** (College of Micronesia Entry Test)

And attain placement for the pre-requisite courses of this qualification

And gain admission to a COM-FSM Degree Program.

Total credits required = 34

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

General Education16 Credits

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

Major Requirements18 Credits

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

ASSOCIATE OF SCIENCE IN PUBLIC HEALTH

Suggested Schedule

First Semester	Second Semester
PH 211 Health Research Methodology 3	PH 212 Surveillance, Identification and Management of an Outbreak . 3
PH 221 Occupational Health and Safety 3	PH 231 Food, Nutrition and Lifestyle Diseases 3
PH 251 Management of Health Information Systems and Epidemiology. 3	EN 120b Expository Writing II..... 3
SC 117 Tropical Pacific Islands Environment..... 4	Humanities: any 3-credit course (Art-Culture-Music-History-Philosophy-Language)..... 3
13	12
Summer Session	
PH 241 Case Studies and Special Issues in Health Promotion 3	
ESS/ SC 200 Fundamentals of Wellness and Physical Fitness 3	
SS 150 History of Micronesia 3	
	9

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

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

The following qualification may be awarded:

3rd Year Certificate of Achievement as: Specialist in Public Health (CASPH)

Entry criteria: Associate of Science Degree in Public Health (ASDPH), or a similar Associate of Arts or Science Degree;

OR: Diploma in Public Health, or equivalent (see [*])

And: significant public health work experience of at least 8 years;

OR: satisfactory completion of a health-related research study

And: significant public health work experience of at least 8 years

And: favorable interview with program faculty;

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

Total credits required = 30

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

Program Learning Outcomes

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

Major Courses.....30 Credits

Requirements

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

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

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

**THIRD YEAR CERTIFICATE AS SPECIALIST IN PUBLIC HEALTH
 Suggested Schedule**

Summer Session		
PH 312 Res. Methods for Health Services Mgt.....	3	
PH 334 Community Nutrition.....	3	
	6	
First Semester		Second Semester
PH 314 Public Health Surveillance and Management of Health Info. System.....	3	PH 343 Settings Approach & Healthy Public Policy in Health Promotion...3
PH 316a Research Proj. in App. Epidemiology and Health Research .3		PH 316b Research Proj. in Applied Epidemiology and Health Research...3
PH 321 Food Handling, Microbiology and Hygiene.....	3	PH 351 Health Care Management and Sys. in the Pacific and Micronesia3
PH 365a Placement in a PH Practicing Facility.....	3	PH 365b Placement in a PH Practicing Facility.....
	12	12

**ASSOCIATE OF SCIENCE DEGREE IN NURSING AND
 CERTIFICATE IN PRACTICAL NURSING**

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

Program Learning Outcomes

At the end of Level I, the competent practical nurse graduate will:

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

At the end of Level II, the competent associate degree graduate nurse will:

1. Model personal and professional actions based on self-reflection, core nursing values, professional standards, and the laws guiding registered nursing practice.
2. Investigate health assessment data, evidence-based resources to guide clinical reasoning, clinical judgment, and decision-making in the delivery of safe, holistic nursing care.

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

Admission Process

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

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

Application Process

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

Admission Requirements for the Nursing Program

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

The Admission Process for PN/RN Nursing Students

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

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

The Admission Process for Advanced Placement Students

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

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

Advanced Placement Acceptance Options

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

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

To Complete the Admission Process, and enroll in nursing courses, nursing students must submit to the Nursing Department forms included with the Acceptance Letter.

By July 1, read, sign, and submit an Admission Acceptance Form that outlines student responsibilities and reserves a seat in nursing classes.

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

Expenses for the Nursing Program

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

Learning Expectations in the Nursing Program

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

Nursing Department Policies

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

Additional Requirements for PN/RN Licensure

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

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

Preparatory Courses (By Placement)

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

Prerequisites

English (9 credits)

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

Mathematics (3 credits)

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

Natural Sciences (11-15 credits)

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

Computer Applications (3 credits)

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

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

Social Sciences (3-6 credits)

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

Exercise Sports (1 credit)

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

Humanities (3 credits)

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

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

PN Certificate (24 Credits):

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

RN Degree (38 Credits):

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

Pre-Nursing PN/RN Suggested Schedule*

Fall		Spring	
EN 120a Expository Writing I.....	3	EN 120b Expository Writing II.....	3
PH 131 Food, & Nutrition in the Lifecycle		PH 109 Math for Health Sciences	
OR		OR	
PH 231 Food Nutrition, & Lifestyle		MS 100 Algebra.....	3
OR		SC 122b A & P II w/lab	4
SC 112 Introduction to Human Nutrition	3		10
EN 100 Advanced Reading	3		
SC 122a A & P I w/lab	4		
	13		

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

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

Level I: PN Certificate Course Sequence*

Fall ED/PY 201 Growth & Development..... 3 NU 121 Study & Testing Skills in Nursing I (elective) 2 AND/OR NU 122 Strategies for Success in Nursing I (elective)..... 2 NU 123 Writing Research in Nursing Lab (0/3) 1 NU 125 Health Promotion in Nursing w/lab (3/4)..... 7 NU 126 Math Skills in Nursing I (elective) 2 11-15	Spring NU 135 Health, Illness & Nursing Iw/lab (3/4) 7 NU 131 Study & Testing Skills in Nursing II (elective) 2 NU 133 Pharmacology 3 NU 134 Pathophysiology 3 NU 136 Math Skills in Nursing II (elective) 2 13-17
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*prerequisites: CNA, EN 110/120a/120b, CA 100, PH/MS 109, SC 122a/122b, PH 231 or equivalent

Level II: RN/ASN Course Sequence

Fall SS 150 History of Micronesia 3 Humanities elective: ethics 3 NU 221 Study & Testing Skills in Nursing III (elective) 2 AND/OR NU 225 Health & Illness in Nursing II w/lab (3/4) 7 NU 226 Math Skills in Nursing III (elective) 2 13-15	Spring SSE Exercise/Sports elective 1 NU 231 Study & Testing Skills in Nursing IV(elective)..... 7 NU 235 Health & Illness in Nursing III w/lab IV (3/4)..... 7 NU 245 Leadership in Clinical Practice Capstone..... (1/2) NU 246 NCLEX-RN Prep (elective)..... 3 11-16
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Exit I: PN Certificate Credits: 50 cr
 24 nursing + 26 general education credits

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

CERTIFICATE PROGRAMS

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

CERTIFICATE OF ACHIEVEMENT in AGRICULTURE AND FOOD TECHNOLOGY

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

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

Program Learning Outcomes

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

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

Program Requirements

General Education Requirements13

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

Technical Requirements 21 or 22

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

Plus a minimum of 12 credits from the following:

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

Total Requirements34-35

CERTIFICATE in AGRICULTURE AND FOOD TECHNOLOGY

Suggested Schedule

Fall Semester	Spring Semester
ESL 050 Technical English3	CA 100 Basic Computer Applications3
MS 104 Technical Math I4	AG 088 Landscaping 3 or
SC 098 Survey of Science.....3	AG 086 Micro-propagation and Nursery Practices...4
AG 084 Basic Crop Production.....4	AG 090 Principles of Food Processing3
AG 092 Swine and Poultry Production3	AG 094 Farm Management and Marketing3
17	12 or 13
Summer Session	
AG 096 Field Internship.....5	
	5

CERTIFICATE OF ACHIEVEMENT in BOOKKEEPING

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

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

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

Program Learning Outcomes

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

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

Program Requirements

Major 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)

Requirements

**CERTIFICATE in BOOKKEEPING
Suggested Schedule Fall Semester**

First Semester		Second Semester	
ESL/BU 095 ESL for Business Purposes I	4	ESL/BU 096 ESL for Business Purposes II	4
BK 095 Bookkeeping I	3	BK 096 Bookkeeping II	3
BU 098 Basic Business Math	3	BU 095 Filing, Office Procedures/Office Machines ..	3
MS 095 Prealgebra.....	4	BU 097 Small Business Management	3
SS 100 World of Work	3		13
	17		
Summer Session			
BU 100 Practicum.....	3		
CA 095 Basic Computer Applications	3		
	6		

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

(Available at Yap and Pohnpei Campuses only)

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

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

Program Learning Outcomes

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

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

Program Requirements

Major Requirements47 Credits

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

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

Fall Semester		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/Communic. Disease..	5
CHS 233 Behavioral Health.....	2		10
	12		
Summer Session		Fall Semester	
CHS 240 Maternal and Child Health II	5	CHS 241 First Aid Care	3
	5	CHS 242 Environmental Health	2
		CHS 234 Human Nutrition	3
			8
Spring Semester		Summer Session	
CHS 235 Dental Health	2	CHS 251 Health Problems in Children	5
CHS 244 Dispensary Management.....	5		5
	7		

CERTIFICATE OF ACHIEVEMENT in PUBLIC HEALTH

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

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

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

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

Program Learning Outcomes

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

General Education16 Credits

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

PHTP/ Major courses19 Credits

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

CERTIFICATE IN BASIC PUBLIC HEALTH Suggested Schedule

First Semester	Second Semester
PH 041 Community Education3	PH 052 Essential Public Health Functions and Primary Health Care..3
PH 051 Introduction to Information Systems for Health Managers3	PH 053 Practicum Placement in a Public Health Service3
ESL 079 Study Skills3	PH 079/ CHS 241 First Aid3
ESL 089 Reading V3	ESL 099 Writing V3
SC 094 Family Health.....3	MS 099 Intermediate Algebra4
15	16
Summer Session	
PH 049/ CHS 233a Behavioral Health..... 2	
PH 069/ CHS 235 Dental Health 2	
4	

Requirements

CERTIFICATE OF COMPLETION AND CERTIFICATE OF ACHIEVEMENT AS A NURSING ASSISTANT

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

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

Program Learning Outcomes

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

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

Certificate of Completion

Total Requirements..... 10 Credits

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

Certificate of Achievement

General Education Requirements..... 22 Credits

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

Technical Requirements..... 10 Credits

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

Total Requirements..... 32 Credits

CERTIFICATE OF ACHIEVEMENT AS A NURSING ASSISTANT

Suggested Schedule

Fall Semester	Spring Semester
ESL 089 Reading V3	SC 101 Health Science3
ESL 099 Writing V3	CA 100 Computer Literacy3
SC 098 Survey of Science.....3	NU 100 Medical Terminology.....3
MS 099 Intermediate Algebra.....4	NU 101 Nursing Assistant Practice OR.....7
SC or PH 094 Family Health OR PH (elective)3	16
16	
Summer Session	
OR NU 101 Nursing Assistant Practice 7	
	7

CERTIFICATE OF ACHIEVEMENT in SECRETARIAL SCIENCE

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

Program Learning Outcomes

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

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

Program Requirements

Major Requirements 34 Credits

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

CERTIFICATE in SECRETARIAL SCIENCE Suggested Schedule

First Semester	Second Semester
CA 100s Computer Literacy for Secretaries 4	BK 096 Bookkeeping II3
BK 095 Bookkeeping I 3	CA 101s Computer Applications for Secretaries.....4
ESL/BU 095 ESL for Business Purposes I 4	ESL/BU 096 ESL for Business Purposes II4
BU 095 Filing, Office Procedures/Office Machines ... 3	BU 098 Basic Business Math3
SS 100 World of Work 3	14
17	
Summer Session	
BU 099b Office Management (200 hours practicum)3	
	3

CERTIFICATE OF ACHIEVEMENT IN TRIAL COUNSELORS

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

Program Learning Outcomes

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

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

Program Requirements

Major Requirements.....31 credits

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

**CERTIFICATE IN TRIAL COUNSELORS
 Suggested Schedule**

First Semester		Second Semester	
LAW 200 Legal Research and Writing.....	3	LAW 232 Constitutional Law	3
LAW 224 Contracts	3	LAW 238 Real Property	3
LAW 220 Torts	3	LAW 210 Criminal Procedure	3
LAW 215 Criminal Law	3	LAW 236 Appellate and Civil Procedure/Jurisdiction.....	4
	12		13
Summer Session			
LAW 228 Evidence	3		
LAW 240 Trial Practice Internship	3		
	6		

CAREER AND TECHNICAL EDUCATION PROGRAM

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

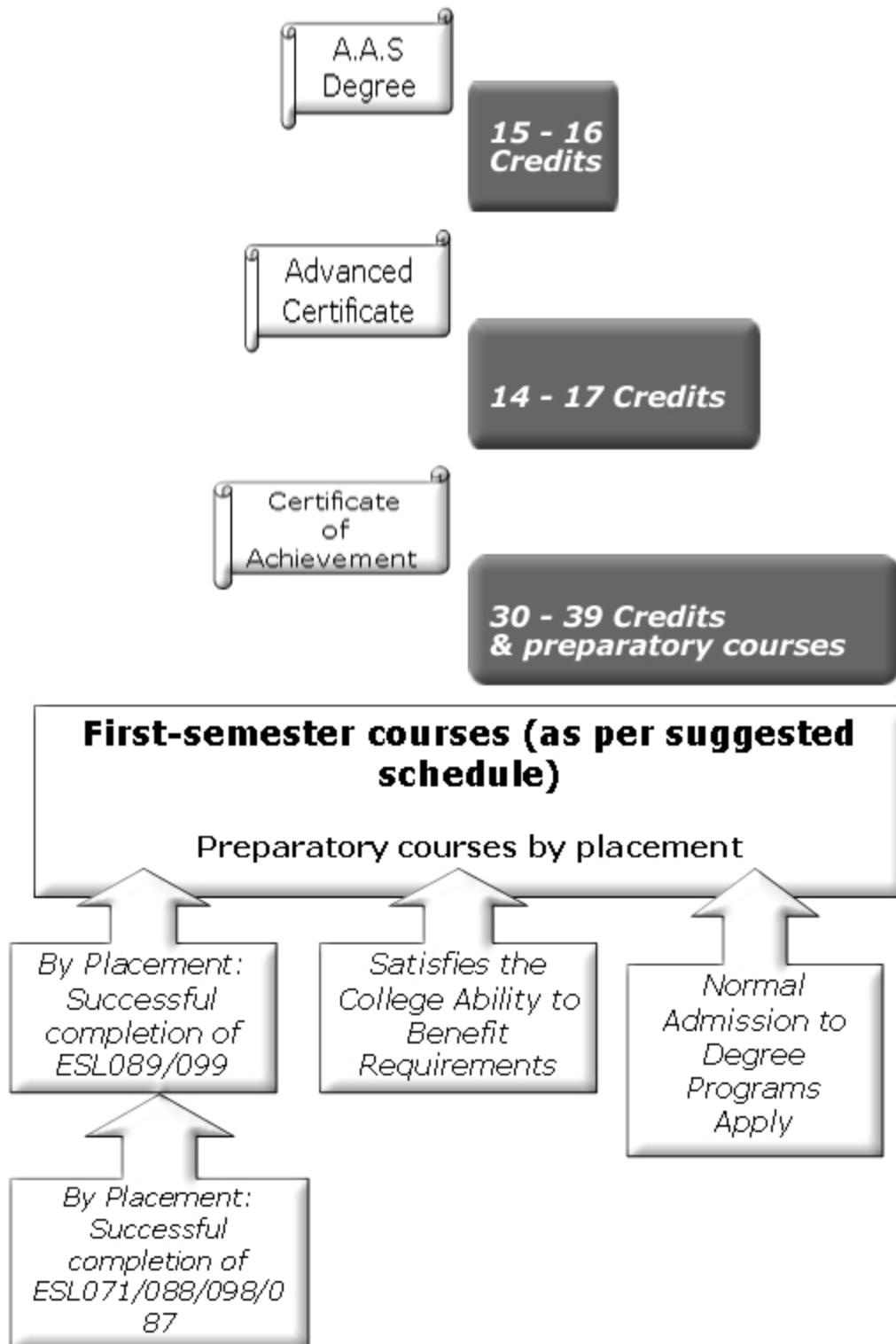
The associate of applied science (A.A.S.) degrees at COM-FSM are designed as at least a two-year technical occupational professional degree, consisting of a minimum of 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed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

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

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

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

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



General Education Program Vocational Programs (General education component)

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

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

Approved Courses for General Education

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

English Communication Skills

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

1 May be used for the AAS degree only.

Mathematics

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

1 May be used for the AAS degree only.

Natural Science

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

Social Sciences

SS 150 History of Micronesia (3)

Computer Applications

CA 100 Computer Literacy (3) 1

1 May be used for the AAS degree

Humanities

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

1 May be used for the AAS degree

Exercise Sports Science

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

ASSOCIATE OF APPLIED SCIENCE in TELECOMMUNICATION TECHNOLOGY

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

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

Program Learning Outcomes

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

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

Preparatory Courses (by placement)

General Education Core Requirements.....22 Credits

English (3 credits)

EN 123 Technical Communication (3)

Mathematics (8 credits)

MS 104 Technical Math I (4); MS 106 Technical Math II (4)

Computer Applications (3 credits)

CA 100 Computer Literacy (3)

Any Science or Marine Science with Lab (4)

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

Humanities (3 credits)

Any course in Art, Music, History, Philosophy or Language

Exercise Sport Science (1 credit)

Any exercise sport science course

Technical Requirements.....45 Credits

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

Technical Electives2 Credits

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

*(Any technical course approved by instructor)

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

**CERTIFICATE OF ACHIEVEMENT
in
ELECTRONIC ENGINEERING TECHNOLOGY**

Program Learning Outcomes

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

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

1. Practice safety and occupational health procedures in the work place
2. Use electronics tool and test equipment competently
3. Interpret schematic diagrams and waveforms
4. Build electronics projects to a given specification

Preparatory Courses (by placement)

General Education Requirements.....15 Credits

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

Technical Requirements.....22 Credits

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

Total Requirement.....37 Credits

**ADVANCED CERTIFICATE
in
TELECOMMUNICATION TECHNOLOGY**

Program Learning Outcomes

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

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

1. Practice safety and occupational health procedures in the work place
2. Use electronics tools and test equipment competently
3. Interpret schematic diagrams and waveforms
4. Build electronics projects to a given specification
5. Practice a career in the Telecom industry
6. Troubleshoot radio receivers

Completion of the Certificate of Achievement in Electronic Engineering Technology (37 credits)

General Education Requirements.....3 Credits

EN 123 Technical Communications (3)

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

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

Technical Elective2 Credits

One from the following

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

Total Requirements.....51 Credits

ASSOCIATE OF APPLIED SCIENCE in TELECOMMUNICATION TECHNOLOGY

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

General Education Requirements.....4 Credits

Humanities (3 credits)

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

Exercise Sport Science (1 credit)

Any exercise sport science course (1)

Technical Requirements.....12 Credits

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

Total Requirements.....67 Credits

ASSOCIATE OF APPLIED SCIENCE in TELECOMMUNICATION TECHNOLOGY Suggested Schedule

COM-FSM Requirements

First Semester		Second Semester	
MS 104 Technical Math I	4	MS 106 Technical Math II	4
CA 100 Computer Application.....	3	VEE 104 Electronic Fundamentals II.....	4
VSP 121 Industrial Safety Electrical/Electronic	1.5	VEE 110 Discrete Devices I.....	3
VEE 100 Soldering and Mechanical Termination Techniques .	1.5	VEM 110 Workshop Fabrications	3
Any Science Course w/Lab	4	VEE 125 Electronic Circuits.....	3
VEE 103 Electronic Fundamentals I.....	3		17
	17		
Summer Session			
		VEE 135 Digital Electronics I.....	3
			3

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

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

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

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

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

Requirements

ASSOCIATE OF APPLIED SCIENCE in ELECTRONIC TECHNOLOGY

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

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

Program Learning Outcomes

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

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

Preparatory Courses (by placement)

General Education Core Requirements.....22 Credits

English (3 credits)

EN 123 Technical Communication (3)

Mathematics (8 credits)

MS 104 Technical Math I (4); MS 106 Technical Math II (4)

Computer Applications (3 credits)

CA 100 Computer Literacy (3)

Any Science with Lab (4 credits)

Oceanography, Marine Biology, Chemistry, Biology, or Physical Science (4)

Humanities (3 credits)

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

Exercise Sport Science (1 credit)

Any Exercise Sport Science course (1)

Technical Requirements.....48-49 Credits

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

Technical Elective..... 2-3 Credits

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

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

CERTIFICATE OF ACHIEVEMENT in ELECTRONIC ENGINEERING TECHNOLOGY

Program Learning Outcomes

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

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

1. Practice safety and occupational health procedures in the work place.
2. Use electronics tool and test equipment competently.
3. Interpret schematic diagrams and waveforms.
4. Build electronic projects to a given specification.

Preparatory Courses (by placement)

General Education Requirements.....15 Credits

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

Technical Requirements.....22 Credits

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

Total Requirements.....37 Credits

ADVANCED CERTIFICATE in ELECTRONIC TECHNOLOGY

The Electronic Technology program offers academic course work, technical skills training and practical experience to prepare the students for positions as technicians in this high-tech field. 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. Perform troubleshooting techniques to maintain and resolve hardware/software related problems in a personal computer system.

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

General Education Requirements3 Credits

EN 123 Technical Communications (3)

Major Requirements.....12-13 Credits

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

Technical Elective2-3 Credits

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

Total Requirements52-53 Credits

**ASSOCIATE OF APPLIED SCIENCE
in
ELECTRONICS TECHNOLOGY**

Program Learning Outcomes

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

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

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

General Education Requirements.....4 Credits

Humanities (3 credits)

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

Exercise Sport Science (1 credit)

Any Exercise Sport Science course (1)

Technical Requirements.....11 Credits

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

Total Requirements.....67-68 Credits

**ASSOCIATE OF APPLIED SCIENCE in ELECTRONICS TECHNOLOGY
Suggested Schedule**

COM-FSM Requirements

Fall Semester

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

Spring Semester

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

Summer Session

VEE 125 Electronic Circuits.....	3
	3

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

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

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

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

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

**ASSOCIATE OF APPLIED SCIENCE DEGREE
in
BUILDING TECHNOLOGY**

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

Program Learning Outcomes

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

1. Identify safety and occupational health requirements in the building industry.
2. Use specified hand and power tools.
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.

Preparatory Courses (by placement)

General Education Requirements.....22 Credits

English (3 credits)

EN 123 Technical Communication (3)

Mathematics (8 credits)

MS 104 Technical Math I (4); MS 106 Technical Math II (4)

Computer Applications (3 credits)

A 100 Computer Literacy (3)

Any Science with Lab (4 credits)

Oceanography, Marine Biology, Chemistry, Biology, or Physical Science (4)

Humanities (3 credits)

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

Exercise Sport Science (1 credits):

Exercise Sport Science course (1)

Requirements

MAJOR REQUIREMENTS.....39 Credits**

(Technical Building Studies & Electrical)

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

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

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

**CERTIFICATE OF ACHIEVEMENT
in
CONSTRUCTION ELECTRICITY**

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

Program Learning Outcomes

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

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

Program Requirements for the Certificate in Construction Electricity

General Education Requirements.....17 Credits

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

Technical Requirements.....21 Credits

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

Total Credits Required.....38 Credits

**ADVANCED CERTIFICATE
in
BUILDING TECHNOLOGY MAJOR – CONSTRUCTION ELECTRICITY**

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

Program Learning Outcomes

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

1. Practice safety and occupational health procedures in the work place.
2. Use electricity hand and power tools competently.

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

Completion of Certificate in Construction Electricity

Transfer of allowable credits (32 Credits)

General Education Requirements.....10 Credits

English (3 credits)

EN 123 Technical Communications (3)

Natural Science (4 credits)

SC 130 Physical Science w/lab (4)

Humanities (3 credits)

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

Major Requirements.....6 Credits

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

Total Requirements.....48 Credits

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

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

Program Learning Outcomes

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

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

Meet COM-FSM entrance requirements.

Completion of Advanced Certificate in Building Technology (48 Credits)

General Education Requirements.....1 Credits

Exercise Sports Science (1 credit)

Major Requirements.....17 Credits

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

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

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

Program Learning Outcomes

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

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

Meet COM-FSM entrance requirements.

Completion of Advanced Certificate in Building Technology 48 credits

General Education Requirements.....1 Credit

Exercise Sports Science (1 credit)

Major Requirements.....17 Credits

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

Graduation Requirements.....66 Credits

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

Fall Semester	
ESL 050 Technical English or SS 100 World of Work.....	3
MS 104 Technical Math I.....	4
VEM 102 Electrical/Electronic Drawing and Sketching.....	1.5
VEM 103 Basic Electricity I.....	4
VEM 110 Workshop Fabrication/Hand and Power Tool Skills.....	3
VSP 121 Industrial Safety Electrical/Electronic.....	1.5
	17
Spring Semester	
CA 100 Computer Application.....	3
MS 106 Technical Math II.....	4
VEM 104 Basic Electricity II.....	5
VEM 111 Electrical Wiring I.....	3
VEM 112 Electrical Wiring II.....	3
	18
Summer Session	
BU 097 Introduction to Entrepreneurship.....	3
	3

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

Transfer of allowable credits: 32 Credits

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

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

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

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

**CERTIFICATE OF ACHIEVEMENT
in
CARPENTRY**

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

Program Learning Outcomes

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

1. Identify safety and occupational health requirements in the Carpentry trade.
2. Use competently specified hand and power tools.
3. Perform basic hand skills in constructing projects to given specifications.

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

Program Requirements for Certificate in Carpentry

General Education Requirements.....13 Credits

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

Technical Requirements.....21 Credits

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

Total Credits Required.....34 Credits

**CERTIFICATE OF ACHIEVEMENT in CARPENTRY
 Suggested Schedule**

Fall Semester	
ESL 050 Technical English or SS 100 World of Work	3
MS 104 Technical Math I	4
VAE 103 Blueprint Sketching and Interpretation	3
VCT 153 Introduction to Carpentry	3
VSP 153a Industrial Safety	1.5
	14.5
Spring Semester	
VCT 163 Concrete Form Construction.....	3
VCT 173 Rough Framing and Exterior.....	3
VCT 183 Finishing and Trim Work	3
VCE 195 Construction Procedures	1.5
VCT 154 Introduction to Masonry	3
	13.5
Summer Session	
CA 100 Computer Literacy.....	3
BU 097 Introduction to Entrepreneurship.....	3
	6

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

**CERTIFICATE OF ACHIEVEMENT
 in
 CABINET MAKING/FURNITURE MAKING**

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

Program Learning Outcomes

Upon program completion the successful graduate will be able to competently perform the following skills:

1. Identify safety and occupational health requirements in the Cabinetmaking/Furniture making industry.
2. Use specified hand and power tools competently in making products to given specifications.
3. Demonstrate competence in complete production process from plans to final finishing.
4. Interpret information from blue prints or drawings.
5. Participate in the Cabinetmaking/Furniture making trade.

Certificate of Achievement in Cabinet Making/Furniture Making Program Requirements

General Education Requirement.....13 Credits

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

Technical Requirements.....21 Credits

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

Total Credits Required.....34 Credits

**CERTIFICATE OF ACHIEVEMENT in CABINET MAKING/FURNITURE MAKING
Suggested Schedule**

First Semester	
MS 104 Technical Math I.....	4
ESL 050 Technical English or SS 100 World of Work.....	3
VCF 104 Introduction to Cabinet making/Furniture making.....	3
VSP 153a Industrial Safety.....	1.5
VCF 106 Plan Reading and Documentation.....	1.5
	13
Second Semester	
VCF 110 Domestic Construction.....	3
VCF 114 Commercial Construction.....	3
VCF 120 Workshop Administration.....	2
VCF 124 Maintenance and safe use of Basic Static Machines, Power Tools, and Equipment.....	4
VCF 132 Surface Preparation and Finishing Techniques.....	3
	15
Summer Session	
CA 100 Computer Literacy.....	3
BU 097 Introduction to Entrepreneurship.....	3
	6

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

**CERTIFICATE OF ACHIEVEMENT
in
MASONRY**

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

Program Learning Outcomes

Upon program completion the successful graduate will be able to competently perform the following skills:

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

Program Requirement for Certificate in Masonry

General Education Requirements.....13 Credits

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

Requirements

Technical Requirements.....21 Credits

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

Total Credits Required.....34 Credits

**CERTIFICATE OF ACHIEVEMENT in MASONRY
Suggested Schedule**

Fall Semester	
ESL 050 Technical English or SS 100 World of Work	3
MS 104 Technical Math I.....	4
VSP 153a Industrial Safety	1.5
VAE 103 Blueprint Sketching and Interpretation	3
VCT 153 Introduction to Carpentry	3
	14.5
Spring Semester	
VCE 195 Construction Procedures	1.5
VCT 154 Fundamentals of Masonry	3
VCT 163 Concrete Form Construction.....	3
VCT 164 Concrete and Brick Masonry.....	3
VCT 174 Columns, Beams, Walls and Partitions Construction...	3
	13.5
Summer Session	
CA 100 Computer Literacy.....	3
BU 097 Introduction to Entrepreneurship.....	3
	6

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

**CERTIFICATE OF ACHIEVEMENT
in
PLUMBING**

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

Program Learning Outcomes

Upon program completion the successful graduate will be able to competently perform the following skills:

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

Program Requirements for Certificate in Plumbing

General Education Requirements.....13 Credits

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

Technical Requirements.....21 Credits

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

Total Credits Required.....34 Credits

**CERTIFICATE OF ACHIEVEMENT in PLUMBING
 Suggested Schedule**

Fall Semester	
ESL 050 Technical English or SS 100 World of Work.....	3
MS 104 Technical Math I.....	4
VAE 103 Blueprint Sketching and Interpretation.....	3
VCT 152 Fundamentals of Plumbing.....	3
VSP 153a Industrial Safety.....	1.5
	14.5
Spring Semester	
VCT 162 Advanced Plumbing.....	3
VCT 172 Plumbing Installation and Design.....	3
VCT 182 Uniform Plumbing Code.....	3
VCE 195 Construction Procedures.....	1.5
VAE 150 Introduction to Computer Aided Design and Drafting....	3
CA 100 Computer Literacy.....	3
	16.50
Summer Session	
BU 097 Introduction to Entrepreneurship.....	3
	3

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

**CERTIFICATE OF ACHIEVEMENT
 in
 REFRIGERATION AND AIR CONDITIONING**

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

Program Learning Outcomes

Upon program completion the successful graduate will be able to competently perform the following skills:

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

Program Requirements for Certificate in Refrigeration and Air Conditioning

General Education Requirements.....14 Credits

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

Technical Requirements.....21 Credits

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

Total Credits Required.....35 Credits

Requirements

CERTIFICATE OF ACHIEVEMENT in REFRIGERATION AND AIR CONDITIONING
Suggested Schedule

Fall Semester	
ESL 050 Technical English or SS 100 World of Work	3
MS 104 Technical Math I	4
VEM 105 Basic Electricity for A/C	3
VEM 110 Workshop Fabrication.....	3
VEM 113 Refrigeration I.....	4
	17
Spring Semester	
MS 106 Technical Math II.....	4
VEM 111 Electrical Wiring I.....	3
VEM 114 Refrigeration II.....	4
VWE 115 General Welding	4
	15
Summer Session	
CA 100 Computer Literacy.....	3
	3

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

**CERTIFICATE OF ACHIEVEMENT
 in
 BUILDING MAINTENANCE AND REPAIR**

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

Program Learning Outcomes

Upon program completion the successful graduate will be able to perform competently in the following skills:

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

Program Requirements for Certificate in Building Maintenance and Repair

General Education Requirements.....10 Credits

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

Technical Requirements.....24.5 Credits

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

Total Credits Required.....34.5 Credits

**CERTIFICATE OF ACHIEVEMENT in BUILDING MAINTENANCE AND REPAIR
Suggested Schedule**

Fall Semester	
ESL 050 Technical English or SS 100 World of Work.....	3
MS 104 Technical Math I.....	4
VCT 154 Introduction to Masonry	3
VSP 153a Industrial Safety	1.5
VBM 101 Maintenance I.....	4
	15.5
Spring Semester	
VBM 102 Maintenance II.....	4
VBM 103 Maintenance III.....	4
VWE 115 General Welding	4
CA 100 Computer Literacy.....	3
	15
Summer Session	
VBM 104 Maintenance IV	4
	4

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

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

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

Program Requirements

General Education Requirements 14 Credits

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

Technical Requirements.....17.5 Credits

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

Total Credits Required..... 34.5 Credits

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

Fall Semester	
ESL 050 Technical English.....	3
MS 104 Technical Mathematics I	4
VSP 153a Industrial Safety	1.5
VSM 101 Introduction to Small Engine Repair.....	4
	12.5
Spring Semester	
CA 100 Computer Literacy	3
MS 106 Technical Mathematics II	4
VSM 102 Fuel, Lubrication, Carburetor, and Ignition	4
VSM 103 Engine Dismantling, Inspection, and Assembly	4
BU 097 Introduction to Entrepreneurship	3
	18
Summer Session	
VSM 104 Starters, Engine Maintenance, and Troubleshooting ..	4
	4

Requirements

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

**CERTIFICATE OF ACHIEVEMENT
in
CAREER EDUCATION**

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

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

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

Program Learning Outcomes

Upon program completion the successful graduate will be able to competently perform the following skills:

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

Program Requirements

General Education Requirements.....13 Credits

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

Technical Requirements.....22 Credits

Classroom (12 credits); Practicum (10 credits)

Take one of the following trade areas:

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

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

Total Credits Required.....35 Credits

**CERTIFICATE OF ACHIEVEMENT in CAREER EDUCATION
Suggested Schedule**

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

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

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

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

Program Requirements

General Education Requirements12 Credits

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

Technical Requirements.....22 Credits

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

Total Requirements.....35 Credits

Apprenticeship Training Program Related Instruction Schedule

AIR CONDITION REFRIGERATION MECHANIC

First Year		Second Year	
VEM 101 Basic Air Conditioning.....	3	MS 106 Technical Math II	4
MS 104 Technical Math I	4	VEM 105 Basic Electricity for A/C & Refrigeration Mechanics ..	6
VSP 121 Industrial Safety Electrical/Electronic	1.5	VAE 103 Blueprint Sketching and Interpretation	3
ESL 050 Technical English (3) or SS 100 World of Work.....	3		13
	11.5		
Third Year		Fourth Year	
VEM 113 Refrigeration I	3	VEM 115 Refrigeration III	3
VEM 114 Refrigeration II	3	VAE 150 Introduction to Computer Aided Design and Drafting ..	3
VEM 111 Electrical Wiring	3	VWE 105 Fundamentals of Oxyacetylene Welding and Cutting	3
	9		9

CARPENTER

First Year		Second Year	
VCT 153 Introduction to Carpentry.....	3	VAE 103 Blueprint Sketching and Interpretation	3
VSP 153a Industrial Safety	1.5	VCT 163 Concrete Form Construction	3
MS 104 Technical Math I	4	VCT 173 Rough Framing.....	3
ESL 050 Technical English (3) or SS 100 World of Work	3		9
	1.5		
Third Year		Fourth Year	
VCT 174 Columns, Beams, Walls and Partitions	3	VAE 150 Introduction to Computer Aided Design and Drafting	3
VCT 183 Finishing and Trim Work	3	VAE 138 Building Codes, Specification and Construction Manage-	3
VCT 195 Construction Procedures	3	ment.....	3
	9	VCT 215 Building Technology I	3
			9

ELECTRICIAN

First Year

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

Third Year

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

Second Year

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

Fourth Year

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

MAINTENANCE REPAIR, BUILDING

First Year

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

Second Year

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

Third Year

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

PLUMBER

First Year

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

Third Year

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

Second Year

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

Fourth Year

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

COURSE DESCRIPTIONS

PREREQUISITES

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

WHEN COURSES ARE AVAILABLE

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

COURSE NUMBERING SYSTEM

Developmental Courses—010-099

Regular Courses—100-299

Third-Year Courses—300-399

Fourth-Year Courses—400-499

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

ACCOUNTING

AC 131 Accounting I (4) (F, Sp, Su)

Prerequisite: ESL 089, MS 099

This course establishes a foundation for the understanding of the nature of accounting, basic accounting concepts and principles, and the complete accounting cycle for service and merchandising types of business operation. Extensive coverage is devoted to the use of various accounting forms and the performance of basic accounting functions including, but not limited to, recording and posting business transactions, preparing a trial balance, work sheet, and simple financial statements. The importance of internal control for cash, preparing bank reconciliation, and performing limited analysis of basic financial reports are also included.

AC 220 Accounting II (4) (F, Sp, Su)

Prerequisite: AC 131

This course builds on the understanding of accounting principles and introduces new concepts in accounting for: payroll; accounts receivable and bad debts; notes and interest; inventory; depreciation, amortization and depletion of long-term assets; partnerships and corporations.

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

Prerequisite: AC 220

This course develops concepts and potential ethical issues related to the accounting information that managers need in carrying out three essential functions within the business enterprise, such as how to plan operations, to control activities and to make decisions.

AC 320 Intermediate Accounting I (4) (F)

Prerequisite: AC 250

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

AC 321 Intermediate Accounting II (4) (Sp)

Prerequisite: A grade of C or better in AC 320

This course is a continuation of the first intermediate accounting course. The course is intended to further develop the student's competence in financial reporting. Topics covered will include accounting for: short – and long – term liabilities and contingencies, receivables, investments, and stockholders' equity. Special topics such as income recognition and measurement of net assets; leases; the cash flow statement; accounting changes and errors; and post-employment benefits will also be covered.

AC 325 Cost Accounting (3) (F)

Prerequisite: AC 250

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

AC 330 Taxation 1 (3) (Sp)

Prerequisite: A grade of C or better in AC 320

This is a one-semester first tax course aimed at introducing students to a wide range of tax concepts and types of taxpayers. While the course mainly focuses on the taxation of business entities in both the United States and in the Federated States of Micronesia, it also covers individual taxation in the two countries – individuals as proprietors, shareholders, or partners in business entities, and as employees.

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

Prerequisite: AC 250

This course is designed to be a survey of accounting for state and local governments, the federal government, colleges and universities, and other nonprofit organizations. It is expected that students will attain a basic understanding of accounting procedures in government and nonprofit organizations and appreciate the differences between private and public sector accounting.

AC 370 Accounting Internship (3) (Sp)

Prerequisite: AC 320

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

AGRICULTURE**AG 084 Basic Crop Production w/lab (4)**

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

AG 086 Micropropagation and Nursery Practices w/lab (4)

Introduces the basic principles and skills regarding techniques, practices and procedures of plant tissue culture (micropropagation), asepsis, laboratory plan, equipment and facilities, and green house growing.

AG 088 Landscaping (3)

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

AG 090 Principles of Food Processing (3)

Introduces the students to the fundamentals of food processing and the relationship between the scientific principles and preparation procedures. It also introduces the importance of food safety, understanding food borne diseases, cross contamination and sanitation.

AG 092 Swine and Poultry Production (3)

Introduces the basic skills and principles of swine and poultry production including breed selection, feeds, housing, management, and animal health.

AG 094 Farm Management and Marketing (3)

Introduces the basic economic concepts, government policies as they relate to farm production and marketing, prepare, analyze and interpret farm records and accounts, techniques and management of farm business.

AG 096 Field Internship (5)

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

AG 101 Introduction to Agriculture w/lab (4)

This course provides an orientation to agricultural careers and the agriculture major by laying down the basic principles of crop, animal and soil science, forestry, resource conservation, pest management, aquaculture, food science and nutrition, marketing and extension.

AG 110 Crop Production w/lab (4)

Prerequisite: AG 101

Fosters a greater understanding of the current theories and practices in tropical horticultural, agronomic and agroforestry cropping systems. Emphasizes sustainable/low impact production techniques, hands-on field experience, and individual research, experimentation and reporting.

AG 140 Principles of Animal Production w/lab (4)

Prerequisite: AG 110

Develops general skill and knowledge of the principles of efficient production including, feeding breeds, management practices, housing, marketing, diseases, reproduction and marketing of livestock.

AG 290 Agricultural Project Management (4)

Prerequisites: AG 140

This course introduces the key concepts of entrepreneurship, business plan, market niche, and accounts for business transactions, record keeping, credit, business venture, taxes, costs, and business structure.

AG 299 Directed Field Experience (4)

Prerequisite: AG 290

A structured learning experience working under supervision in a private, non-governmental or government agency involved in agriculture or natural resource management for at least 12 hours weekly.

ART

AR 101 Introduction to Art (3)

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

BUSINESS AND ECONOMICS

BK 095 Bookkeeping I (3)

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

BK 096 Bookkeeping II (3)

Prerequisite: BK 095

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

BU 095 Filing, Office Procedures (3)

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

BU 097 Introduction to Entrepreneurship (3)

Prerequisites: ESL 050 or ESL/BU 095

This semester length course introduces the challenges and successes in managing small business in today's market. The definition of entrepreneur, types of business organizations, legal aspects, personnel management and the criteria for establishing a small business are discussed. Students will develop a simple business plan.

BU 098 Basic Business Math (3)

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

BU 099b Office Management (3)

Prerequisites: CA 100s, CA 101s, BU 095, ESL/BU 095, ESL/BU 096, SS 100

This course is designed to prepare students in harnessing all resources for an effective management of paper work in the office and to prepare them for various office works. This course focuses on both theory and practice including 200 hours apprentice work in a designated or chosen office.

BU 100 Practicum (3)

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

BU 101 Introduction to Business (3) (F, Sp, Su)

Prerequisite: ESL 089

Establishes a foundation for the understanding of contemporary business functional areas of business: management and organization, human resources, marketing, financing, accounting, and information systems. Business ethics and social responsibility, the global business environment and basic FSM business laws/regulations are also covered.

BU 110 Business Ethics (3)

Prerequisite: BU 101

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

BU 250 Principles of Finance (3) (F, Sp)

Prerequisite: AC 220 and BU/MS 110

This course provides an introduction to the role and objective of financial management with focus on shareholder wealth maximization, examines both analytical tools and descriptive materials that are useful in the evaluation of financial performance, and explores the domestic and international financial marketplace, the time value of money, analysis of risk and return, capital budgeting and cash flow analysis.

BU 260 Fundamentals of Management (3) (F, Sp)

Prerequisite: BU 101

Enables the students to develop an understanding of management and organization. The course focuses on important management functions such as planning, organizing, leading, and controlling for successful managerial activities. Students learn how successful managers use organizational resources through organizational functions in order to effectively and efficiently achieve organizational objectives.

BU 270 Principles of Marketing (3) (F, Sp)

Prerequisite: BU 101

Introduces students to the basic concepts of marketing such as consumer behavior, marketing research and information systems, segmentation strategy, as well as the 4Ps. Students are also introduced to international marketing and to the broader marketing environment, including political/legal, economic, demographic, competitive and ethical issues.

BU 271 Business Law (3) (F, Sp)

Prerequisite: BU 101, AC 131

Introduces the FSM and the US legal system as it relates to contracts, agency and employment, property, sales, business organization and government regulation. Students are provided an overview of the FSM Constitution and the basic principles of court organization, and a survey of tort law as applied to both the FSM and the US.

BU/MS 110 Business Math (3) (F, Sp)

Prerequisite or co-requisite: MS 100

Emphasizes performing common computations found in the various functional areas of business. Students use of graphs, equations, ratio and proportion, percentage, and measurement systems to solve typical business problems such as the calculation of trade and cash discounts, markups, taxes, employee compensation, simple and compound interest, depreciation, inventory valuation, bonds and stocks, basic financial statement analysis, and business statistics.

BU/MS 310 Applied Statistics (3) (Sp)

Prerequisite: MS 150

This course is designed to builds on the fundamental concepts developed in the introductory statistics course. The student will learn statistical methods to make point estimates of population parameters, construct confidence intervals for sample statistics, perform hypothesis testing to support decisions, make inferences about populations from sample data, use samples to make inferences about the general population, and use linear regression to recognize trends and make forecasts. As in the introductory course, this course incorporates the use of a computer software package (e.g.

MS Excel, Minitab, SSSP) for both data analysis and presentation.

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

Prerequisite: MS 099, ESL 089, BU 101

This course provides an introduction to the central concepts of microeconomic analysis and decision-making, such as scarcity, allocation of resources, demand and supply, elasticity and marginal utility. The concepts are then used to explain and analyze market structures, including perfect competition and monopoly. Other topics may include analysis of labor markets, property rights and international economic.

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

Prerequisite: EC 220

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

ECO 320 Economic Development (3) (F)

Prerequisite: EC 230

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

FIN 312 Corporate Finance (3) (Sp)

Prerequisite: AC 320

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

MGT 320 Organizational Behavior (3) (F)

Prerequisite: BU 260

Covers the human relations movement; basic concepts in behavior pertaining to organizations including personality, motivation, leadership, communication, change, conflict, and group dynamics. Course includes the relationship of these concepts to performance, job satisfaction and organizational commitment.

MGT 350 International Business (3) (F)

Prerequisite: BU 260 and EC 220 or EC 230

Examines the theoretical foundations of international trade and investment; the role of government in international business; cultural, political and legal issues; the international economic and financial environment; and issues in management, marketing, finance, and human resource management, with a brief overview of international accounting and taxation. U.S. and FSM business perspectives are given special emphasis.

MGT 360 Entrepreneurship & Small Business Management (3) (F)

Prerequisite: BU 250, BU 260 & BU 270

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

MKT 311 Marketing Strategy (3) (Sp)

Prerequisite: BU 270

This course builds on the marketing concepts developed in the principles of marketing course. The course focuses on procedures for planning and developing marketing strategies involving the marketing mix for both production and service businesses. The course also examines global market strategies.

COMPUTER**CA 095 Basic Computer Applications (3)**

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

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

Prerequisite: ESL 089

This course is an introduction to computer concepts and applications. Provides students basic knowledge of the computer hardware components and operating system and basic skills in using word processing, spreadsheet, database, and presentation application programs. Using the internet – electronic mail and the world wide web – is also covered.

CA 105 Data Analysis Using Spreadsheets (3) (F, Sp, Su)

Prerequisite: CA 100

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

CA 100s Computer Literacy for Secretaries (4)

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

CA 101s Computer Applications for Secretaries (4)

Prerequisite: CA 100s

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

COMMUNITY HEALTH SCIENCES**CHS 220 Review of Health Science (5)**

This course gives an overview of the health care system and the role of the community health worker. The course prepares the student to participate in community health assessment and to use the results to help organize health improvement activities.

CHS 224 Health Problems in Adults (5)

Prerequisite: CHS 220

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

CHS 231 Maternal and Child Health I (5)

Prerequisite: CHS 220

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

CHS 232 Non Communicable/Communicable Diseases (5)

Prerequisite: CHS 220

This is a survey course of the most important diseases that afflict people in Micronesia. Its focus is on the interplay of host, agent and environmental factors in the production of disease and on the things that can be done to prevent each disease and to prevent disability and death once disease occurs.

CHS 233 Behavioral Health (2)

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

CHS 234 Human Nutrition (3)

Prerequisite: CHS 220

In this course, the relationship between diet and health is explored, focusing on the role of the health worker for improving health through nutrition. Designed for both CHWs and HAs.

CHS 235 Dental Health (2)

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

CHS 240 Maternal and Child Health II (5)

Prerequisite: CHS 220, 231

This course is designed to teach the elements of care for pregnant patients and care for the woman and infant during labor and the postpartum period. Designed for HAs.

CHS 241 First Aid Care (3)

Prerequisite: CHS 220

This course discusses the emergency management of the common life threatening situations. It is geared toward approaches that are feasible to apply at the community and dispensary level (rather than at the hospital emergency room).

CHS 242 Environmental Health (2)

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

CHS 244 Dispensary Management (5)

Prerequisite: CHS 220

This module will develop knowledge and skills related to management in primary health care, with particular emphases on dispensary management for decentralized health care. Designed for HAs.

CHS 251 Health Problems in Children (5)

Prerequisite: CHS 220

This course focuses on the major health problems encountered in children in the community. It provides information on standard protocols for the recognition and diagnosis of disease, and its counseling, treatment, and prevention. It covers also the indications and process of referral. Designed for HAs.

EDUCATION**ED 210 Introduction to Professional Teaching (3)**

Prerequisites: A grade of C or better in both EN 110 and EN 120a

An introduction to the field of education as a profession, specifically classroom teaching. The course introduces what teachers teach; how teachers teach and how teachers know students have learned. Further the course introduces how teachers set up a positive classroom environment as well as the professional standards which guide the teaching profession. The course directs students to the further training that will be required for professional certification.

ED 215 Introduction to Exceptional Children (3)

Prerequisite: EN 110, EN 120a

The course provides an introduction to the concept of exceptionality and an overview of the different types of disabilities and /or disorders. An introduction to the laws governing individuals with disabilities will be discussed in terms of how they affect schools, intervention, and community organizations. A brief history of how far special education has come will also be included in this course.

ED 220 Education of Exceptional Children (3)

Prerequisite: ED 215

Analyzes conditions relative to exceptional individual cases with major emphasis on individual differences and intervention strategies for adapting educational programs.

ED 292 Observation Practicum (3)

Prerequisite: ED 210 or Consent of instructor

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

ED 301a Language Arts Methods (4)

Prerequisite: Admitted into the Education upper division program

Prepares the education major to teach English and Micronesia Vernacular Language Arts in the schools of the Federated States of Micronesia. Practical teaching experiences are included.

ED 301b Reading Methods (4)

Prerequisite: Admitted into the Education upper division program.

This course provides students with methods for teaching reading to elementary children including students for whom learning presents challenges. Students become familiar with a variety of approaches to the teaching of reading, learn how to use local reading standards and benchmarks in lesson planning, analyze reading curriculum, demonstrate strategies for teaching specific decoding and comprehension skills in both English and their heritage language, develop lessons to teach decoding and comprehension skills in their heritage language, and demonstrate strategies for assessing reading skills and reading levels.

ED 302 Social Studies Methods (3)

Prerequisite: Admitted into the Education upper division program.

Identifies objectives, methods and philosophy of social studies program; uses functional instructional techniques to teach social studies to elementary school children.

ED 303 Math Methods (4)

Prerequisite: Admitted into the Education upper division program.

The course presents objectives, methods, and material for teaching mathematics in elementary schools. The student is taught to use a variety of procedures and methods through participation in activities stressing planning simulated teaching on several levels within the elementary system.

ED 304 Science Methods (4)

Prerequisite: Admitted into the Education upper division program.

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

ED 305 Children's Literature and Drama (3)

Prerequisite: Admitted into third-year education program, completion or concurrent enrollment in ED 301a and ED 301b.

Introduction to children's literature in English and in the FSM languages available to children in Micronesia. Students will learn to convert children's literature into scripts for acting out.

ED 330 Classroom Management (3)

Prerequisite: Admitted into the Education upper division program and ED 210

This course provides students with skills for managing an elementary classroom with emphasis on proactive behavior management techniques and classroom organization. Techniques for handling off-task behaviors are also covered.

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

Prerequisite: ED 215, ED 301a, ED 301b, ED 303

This course will provide techniques and procedures for assessing and teaching students with special needs in an inclusive classroom setting.

ED 392 Practicum and Seminar (3)

Prerequisite: Consent of instructor

This course provides education majors with limited, supervised, practical teaching experience in an elementary school classroom. It is coordinated with the education methods courses and requires a weekly seminar. Besides lesson planning various curriculum enhancement materials are prepared and used in teaching lessons.

ED/CD 100 Introduction to Early Childhood Education (4)

Provides students with basic framework of Early Childhood education; model programs, children, families, teachers; rationale, goals, objectives, and evaluation; physical environment; curriculum components; guidance, and other key issues relating to early childhood education.

ENGLISH AND LITERATURE**ESL 050 Technical English (3)**

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

ESL 089 Reading V (3)

Prerequisite: Placement determined by COMET.

To prepare students to master college level coursework, the course continues to focus on the development of pre-reading, reading, and post-reading skills and strategies necessary for students to effectively process academic content materials.

ESL 091 ACE English I (4)

Prerequisite: Placement according to COMET results

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

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

ESL 092 ACE English II (4)

Prerequisite: Divisional placement or completion of ESL 091 with a "P".

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

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

ESL 099 Writing V (3)

Prerequisite: Placement determined by COMET.

Writing V is a writing-intensive course designed to improve the student's competency in academic writing through an increased understanding of the writing process, rhetorical patterns, and correct grammatical structures.

ESL/BU 095 ESL for Business Purposes I (4)

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

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

Prerequisite: ESL/BU 095

This course is designed to continue building English skills necessary in a business workplace. Students practice more advanced reading, writing, listening, and speaking skills needed in an office setting. The computer lab component reinforces business computer skills and provides opportunity for online English practice.

EN 110-Advanced Reading (3)

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

Advanced Reading is designed to improve students' critical reading and thinking skills, increase analytical, inferential and evaluative comprehension, expand vocabulary skills, and employ effective study strategies for use across academic disciplines.

EN 120a Expository Writing I (3)

Prerequisite: Divisional placement or completion of ESL 099 with a “C” or better.

This course develops expository writing skills and introduces rhetorical patterns. The student also learns basic research skills. A passing grade in this class is C or better.

EN 120b Expository Writing II (3)

Prerequisite: Completion of EN 120a with a “C” or better.

In this course, students will focus on improving their research, pre-writing, expository writing, and critical thinking skills. The course will provide the students with the basic skills necessary to write research-supported papers in the humanities, natural sciences and social sciences.

EN 123 Technical Communication (3)

Prerequisites: ESL 089, ESL 099.

This course is designed to provide clear simplified explanation of the practical of writing in vocational/technical fields. This presents to the student the types of writing skills needed for a career in technology. It also provides ways and how to prepare and deliver presentations, speeches, and conducting interviews.

EN 201 Introduction to Literature (3)

Prerequisites: EN 120b

This course introduces students to various types of literature, including fiction, drama, and poetry. Its purpose is to familiarize students with basic literary terminology and critical theories.

EN 203 Drama (3)

Prerequisite: EN 120b

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

EN 204 Poetry (3)

Prerequisite: EN 110

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

EN 205 Literature of the Sea (3)

Prerequisite: EN 110

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

EN 208 Introduction to Philosophy (3)

Prerequisite: EN 110, EN 120a

This course introduces students to the nature of philosophy and philosophical thinking. Major areas of philosophical inquiry developed in the Western tradition are considered.

EN 209 Introduction to Religion (3)

Prerequisite: EN 110, EN 120a

This course is designed to expose students to a wide variety of religious beliefs and practices. Students will examine major religions of the world as well as the questions and issues that religion tries to address.

EN/BU 121 Business Communication (3)

Prerequisites: BU 101, CA 100

This course focuses on introducing students to writing and speaking skills appropriate for business. Business writing and oral skills are emphasized, including internal and external business correspondence, employment correspondence, business etiquette, interviewing skills, presentation-giving, intercultural communication and verbal/non-verbal communication. It also focuses on “intercultural writing and speaking appropriate for business”.

EN/CO 205 Speech Communication (3)

Prerequisite: EN 120a with a grade of C or better.

A course designed to increase awareness of the role and contribution of communication to human interaction while transmitting practical speaking skills. Specific attention is given to models of human communication and their effects and to increasing message awareness. Public speaking skills within this theoretical framework will be provided.

EN 220 Improving Syntax and Vocabulary: Writing for Teachers (3)

Prerequisite: EN 120b, probationary admission to 3rd Year Teacher Preparation-Elementary.

This course is designed to improve the writing skills of elementary teachers through the development of competencies in the correct use of syntax and vocabulary in written work directly related to the field of elementary education.

EXERCISE SPORT SCIENCE**ESS 101(x) Individual Activity (1)**

A variety of participatory courses that educate students about physical fitness, injury prevention, and physical activities they can pursue individually for a lifetime. Examples include resistance training and walking for fitness.

ESS 101b Badminton (1)

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

ESS 101r Resistance Training (1)

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

ESS 101w Walking for Health and Fitness (1)

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

ESS 102(x) Group Team Activity (1)

A variety of participatory courses that educate students about physical fitness, injury prevention, and physical activities they can pursue with friends and family for a lifetime. Examples include basketball and volleyball.

ESS 102b Fundamentals of Basketball (1)

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

ESS 102f Fundamentals of Soccer (1)

This class emphasizes the development of beginning soccer skills, knowledge of game rules, soccer team tactics, and systems of play. Course topics also include evaluation of current fitness levels, and injury prevention specific to soccer.

ESS 102s Fundamentals of Softball (1)

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

ESS 102tt Table Tennis (1)

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

ESS 102v Introduction to Volleyball (1)

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

ESS 102ws Open Water Scuba Diver (1)

Prerequisites: ESL 089, Students must be capable of swimming.

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

ESS 103(x) Mind/Body Fitness (1)

Courses designed specifically to give students the opportunity to physically explore the connection between the mind and body. Examples are Yoga and Taichi.

ESS 103r Rhythmic Activities (1)

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

ESS/SC 200 Fundamentals of Wellness and Physical Fitness (3)

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

LANGUAGES

FL 101 Japanese I (3)

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

FL 102 Japanese II (3)

Prerequisite: FL 101 or by permission of the instructor

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

FL 103 Chinese I (3)

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

FL 104 Chinese II (3)

Prerequisite: FL 103

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

FL 109 American Sign Language I

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

FL 120 Basic Japanese for Hospitality and Tourism (3)

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

FL 160 Situational Japanese for Hospitality and Tourism (3)

Prerequisite: FL 120

This course is designed to help the student develop conversational Japanese language skills utilizing the phraseology of the hotel and restaurant setting. Proper sentence structure as well as situational Japanese language applications germane to the hospitality setting will be covered. Knowledge of basic Japanese is required for this course.

HOSPITALITY and TOURISM MANAGEMENT

HTM 110 Introduction to Hospitality and Tourism Management (3)

This course is designed for an exploration of the hospitality industry with emphasis on history and development. Such elements will include lodging providers, food and beverage service providers, travel agencies, transport service providers, attractions providers, event coordinators and natural environment agencies.

HTM 120 Introduction to the World of Tourism (3)

Prerequisite: HTM 110

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

HTM 150 Hospitality Supervision (3)

Prerequisite: HTM 110 and HTM 120

Introduction to the simultaneous supervision of the multi-function hotel/restaurant and resort complex including all facets of operations.

HTM 165 Food Fundamentals and Quantity Cooking (3)

Prerequisite: HTM 110

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

HTM 170 Front Office Management (3)

Prerequisite: HTM 150

Study of front office operations. Instruction in the duties of all front desk personnel including, cashier, night auditor, reservations clerk and the front office manager.

HTM 220 Food and Beverage Management (3)

Prerequisite: HTM 165

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

HTM 230 Hospitality Marketing (3)

Prerequisite: BU 101, CA 100, HTM 120

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

HTM 250 Facilities Management and Practicum (3)

Prerequisite: EN 120b, AC 131, BU 101, HTM 170, HTM 220 and HTM 230

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

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

Prerequisite: CA 100

This course provides basic through advanced computer concepts with an emphasis on both the personal computer and enterprise computing. Topics include hardware, application and system software, the Internet and World Wide Web, communications, e-commerce, societal issues, database management, systems analysis and design, programming, information systems, career opportunities, certifications in the computer field, and computer trends.

IS 220 Computer Programming (4) (F, Sp)

Prerequisite: IS 201

This course provides an introduction to programming using one of the high-level programming languages. The course aims at presenting basic programming concepts and then a series of hands-on, step-by-step activities to reinforce learning through practical applications in the business environment.

IS 230 Database Design (3) (F, Sp)

Prerequisite: IS 201, MS 100 with a grade of C or better.

This course covers the fundamentals of database and its design. Fundamentals of database include the advantages of relational database compared to flat-file database, hierarchy of data (e.g. field, record, table), types of relationships among tables and SQL (Structured Query Language). Database design topics include normalization, data modeling using conceptual model (e.g. ERD) and logical model.

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

Prerequisite: CA 100 with a grade of C or better.

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

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

Prerequisite: BU 101, IS 220, or concurrently with permission of the instructor.

This course is designed to make the students knowledgeable of the fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, computer-based information systems for business data processing, office automation, information reporting, decision making, and electronic commerce. While some of the effort will be devoted to hands-on work with business software, the major emphasis will be on the managerial and strategic aspects of information technology.

IS 270 Geographic Information Systems (4)

Prerequisite: IS 201

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

IS 280 Introduction to Hardware and Networking (4) (F, Sp)

Prerequisite: IS 201 with a grade of C or higher.

This course provides both the theoretical and practical knowledge of computer hardware and practical computer networking. Its goal is not only to provide students with essential theoretical knowledge on computer hardware and networking but also to engage them in practical hands-on knowledge on different components of computer hardware (in the form of a Personal Computer) and as well as setting-up and connecting multiple hardware/nodes in a networking environment to save and maximize computing resources.

IS/MM 245 Desktop Publishing (3)

Prerequisite: CA 100 with a grade of C or higher.

This course provides the students knowledge in document management, desktop design principles, typography, color management, image manipulation & enhancement, advanced composition and as well as making an output in different medium like print and the web.

TRIAL COUNSELORS

LAW 200 Legal Research and Writing (3)

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

LAW 210 Criminal Procedure (3)

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

LAW 215 Criminal Law (3)

Introduces the major issues of substantive criminal law including the elements of different crimes, and defense to those crimes.

LAW 220 Torts (3)

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

LAW 224 Contracts (3)

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

LAW 228 Evidence (3)

This course is a comprehensive examination of problems of proof and the rules of evidence; concept of relevance, law of hearsay, and problems of testimonial proof.

LAW 232 Constitutional Law (3)

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

LAW 236 Appellate and Civil Procedure/Jurisdiction (4)

This course is designed to provide the student with an understanding of FSM and state rules of appellate procedure. The course also exposes students to all aspects of civil procedure and rules of civil procedure in FSM and its states, and appellate brief writing and oral advocacy.

LAW 238 Real Property (3)

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

LAW 240 Trial Practice Internship (3)

Prerequisites: LAW 228, LAW 236, LAW 210 or experiential equivalent at the instructor's discretion.

This course is a hands-on practicum designed to give students trial skills experience in simulated courtroom setting. Students will complete assignments in a mock trial setting from all stages of a trial.

MARINE SCIENCE**MR 120 Marine Biology w/lab (4)**

Prerequisite: ESL 089

This course introduces students to the common forms of life inhabiting the oceans of the globe including the marine microbes, plants, invertebrates, and vertebrates. Their basic structure, function, natural history and adaptations to the marine environment will be covered. Current issues in marine biology will also be discussed. Laboratory sessions and field exercises will focus mostly on the taxonomic groups.

MR 201 Aquaculture w/lab (4)

Prerequisite: A "C" or better in MR 120 or SC 255, or consent of the instructor.

An investigation of the principles underlying the culture of both marine and freshwater organisms. Pertinent aspects of the physiology of aquatic species will be covered as well as system design, water quality, nutrition, reproduction, and disease. An analysis of the constraints of the development of aquaculture will be made.

MR 210 Marine Ecology (3)

Prerequisite: A "C" or better in MR 120, SC 120, or SC 255 or consent of the instructor.

Focuses on principles of ecology, ecological terminology, and the ecology of marine ecosystems. Important physical, chemical, and biological interactions controlling coral reef, mangrove, sea grass, estuarine, pelagic, benthic and upwelling communities are discussed.

MR 230 Ichthyology w/lab (4)

Prerequisite: C or better in MR 120, SC 120 or SC 255 or instructor's permission.

Focuses on the general aspects of fish biology including tropical, temperate, freshwater and marine fishes. Topics include classification, biology, and physiology of fish. The laboratory includes internal and external examinations, identification, and field observation techniques.

MR 240 Oceanography w/lab (4)

Prerequisite: ESL 089

The course will include sections on oceanographic history, geology, chemistry, physics, biology, technology, and careers. The use of terminology will be emphasized. Laboratory and field exercises will include demonstration of basic concepts; use of instrumentation; and the collection and presentation of oceanographic data.

MR 250 Fishery Biology and Management (3)

Prerequisite: C or better in MR 120 or MR 240 and MS 100 or MS 101 or instructor's permission.

The marine fisheries are the mainstay for the economy of a number of nations. This course will provide students with a worldwide overview of the marine fishing industry. The fundamental principles in assessing and managing stocks will be covered. To this effect, fishing techniques, life histories of major exploited taxonomic groups, methods of collecting fisheries data, stock assessment techniques, and management efforts will be discussed. Estimation of population dynamics as age, growth, mortality, and abundance will be explored using basic computer programs during laboratory sessions.

MR 252 Fishery Extension (3)

Prerequisite: MR 120

Deals with communication skills and knowledge of extension officers, conveyance of meetings, carrying out fisheries surveys, teaching adults, writing proposals and plans, writing talks for the radio, producing posters and pamphlets.

MR 254 Marine Biology Field Studies (3)

Prerequisite: MR 120

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

MS 091 ACE Math I (4)

Prerequisite: Placement according to COMET results.

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

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

MS 092 ACE Math II (4)

Prerequisite: Placement according to COMET results or a grade of “P” in MS 091.

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

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

MS 094 Introduction to Technical Math (4)

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

MS 095 Prealgebra (4)

Prerequisite: by placement.

This is an intensive, one semester prealgebra course designed to prepare students for elementary and intermediate algebra courses. The course covers arithmetic operations, mixed and decimal numbers, factoring, fractions, proportions, percentages, measurements, geometry, graphing, and basic algebraic expressions.

MS 096 Elementary Algebra (5)

Prerequisite: A grade of “C” or better in MS 095, by placement, or permission of instructor.

MS 096 deals extensively with the fundamentals of algebra. Topics include the traditional arithmetic areas: fundamental operations of real numbers, polynomials, exponents, factoring, ratio, proportion, linear expressions, solving quadratic equations by factoring, and introduction to graphing.

MS 099 Intermediate Algebra (5)

Prerequisite: A grade of “C” or better in MS 096, by placement, or permission of instructor.

Students will be able to perform arithmetic operations on rational expressions; solve and graph inequalities, absolute value, functions, and systems of linear equations; evaluate, simplify, and rationalize radical expressions and complex numbers; solve quadratic equations by completing the square and using the quadratic formula; and solve and graph inverse, exponential, and logarithmic functions.

MS 100 College Algebra (3)

Prerequisite: A “C” or better in MS 099 OR a “P” in MS 092 OR by placement

Identifies components of exponential expressions in polynomials with mathematical operations of exponential expressions; factoring of up to 4th degree polynomials; recognizing rational and irrational numbers with emphasis on the use of number lines, equation and inequality solving with application problems; introduction of literal equations; working with radical expressions; graphing of two variables on the xy plane; solving systems of equations in two or three variables.

MS 101 College Algebra and Trigonometry (3)

Prerequisite: C or better in MS 100

Identifies components of exponential expressions in polynomials with mathematical operation of exponential expressions; factoring of up to 4th degree polynomials; recognizing rational and irrational numbers with emphasis on the use of number lines, equation and inequality solving with application problems; introduction of literal equations; working with radical expressions; graphing of two variables on the xy plane; solving systems of equations in two or three variables.

MS 104 Technical Math I (4)

Prerequisite: Admission (MS 100 level) or “C” or better in MS 094

The first of two courses designed to provide vocational students with the mathematical tools needed to succeed in selected occupational programs. Topics covered are basic mathematics, measurements, and the fundamental concepts of algebra, geometry and trigonometry.

MS 106 Technical Math II (4)

Prerequisite: MS 104 Technical Math I

This course is a continuation of MS 104 and is designed to provide vocational students with the mathematical tools needed to succeed in selected higher-level technical occupational programs. Topics covered include exponents and monomials, polynomials, roots and radicals, graphing trigonometry functions, angle formula, and the applications of trigonometry, vectors, complex numbers and logarithms.

MS 150 Introduction to Statistics (3)

Prerequisite: ESL 089 and passing any 100 level or higher mathematics course.

A one semester course designed as an introduction to the basic ideas of data presentation, descriptive statistics, linear regression, and inferential statistics including confidence intervals and hypothesis testing. Basic concepts are studied using applications from health, education, business, social science, and the natural sciences. The course uses spreadsheet software for both data analysis and presentation.

MS 152 Calculus I (3)

Prerequisite: MS 101

An introduction to differential calculus with an emphasis on applications in the sciences. Derivatives of exponential, logarithmic, trigonometric and algebraic functions will be studied as well as rules for finding these derivatives. Continuity and the meaning of second and third derivatives will be discussed.

MS/ED 210a Math for Teachers (3)

The course is a first semester course designed to provide the students with a broad understanding of basic mathematics concepts. The topics include: problem solving strategies, the numeration system and its operations, number theory, integers, fractions, decimals, exponents, and real numbers. This course places emphasizes on the use of models, diagrams, manipulatives, applications, problem solving and reasoning. Through the use of the hands-on activities in this course, students will gain and enhance their conceptual knowledge of arithmetic from counting to algebra. These are especially geared to provide ideas, models, knowledge, and standards that are necessary for successful teaching of mathematics to elementary and middle school children.

MUSIC**MU 101 Introduction to Music (3)**

A practical (applied) music course providing students with an understanding of the fundamentals of music, basic skills in note reading and instrumental performance.

PSYCHOLOGY**SS/PY 101 General Psychology (3)**

Prerequisites: EN 110

The course is a general overview of the concepts, theories and research behind the study of human thought, emotion and behavior. This course introduces students to the scientific study of psychology and prepares them to read, understand, analyze and write about psychology at a college level.

ED/PY 201 Human Growth And Development (3)

Prerequisite: PY 101

Introduces human growth and development with special emphasis on the physical, cognitive, emotional and moral issues related to the practical period through elementary school years. Covers the entire human life cycle from the prenatal period through old age and death.

ED/PY 300 Educational Psychology (3)

Prerequisite: ED/PY 201 and admitted into upper level Education division courses.

This course provides elementary teachers with skills and knowledge regarding student characteristics and individual differences, theories of learning and motivation, the design instruction, and assessment of learning in a local classroom setting.

PUBLIC HEALTH TRAINING PROGRAM – PHTP**PH 041 Community Education (3)**

This course enables students to develop an ideological base for non formal education practice in health care setting and in the community. It discusses the motivation of learning in adults and various principles of teaching arising from community analysis. Students will be introduced to a wide range of teaching methods suitable for use in non formal education which would help them develop appropriate interpersonal skills. This course is also designed to help health workers develop training programs to support the communities.

PH 049/ CHS 233a Behavioral Health (2)

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

PH 051 Introduction to Information Systems for Health Managers (3)

This course underscores the methodological importance of accurate, relevant, timely and complete data for effective and evidence-based decision-making by health managers. A wide range of data sets, from the traditional morbidity/ mortality data through those on services utilization and resource monitoring, are presented and analyzed. Elements of data display are introduced. Epidemiology provides the basis for surveillance, planning and generation of health information systems which are an important component of health care. The course will discuss the epidemiological concepts of health and measures of health, and introduces screening, epidemics evaluation and study designs.

PH 052 Essential Public Health Functions and Primary Health Care (3)

This course gives an overview of the eleven Essential Public Health Functions (EPHF) that capture the role of national health authorities (NHA) in public health. The course prepares students to participate in the preliminary assessment of NHA's performance on EPHF. Students doing this course will also learn the concept, principles and components of Primary Health Care (PHC). This would enhance their perception on the fundamental role of PHC in improving the health of people in Pacific communities and in reducing health inequalities between different groups.

PH 053 Practicum Placement in a Public Health Service (3)

This practicum placement entails supervised attendance and participation, as allowed or directed, in the activities of the specific public health service to which the student is assigned. Upon completion of the course, students are expected to have gained their first exposure to and hands-on experience in the practice of public health services.

PH 069/ CH 235 Dental Health (2)

This course develops and understanding of dental disease and the simple measures that can be implemented by health workers to prevent most of it. Designed for both community health workers (CHWs) and health assistants (HAs).

PH 079/ CHS 241 First Aid (3)

Prerequisite: CHS 220a

This course discusses the emergency management of the common life threatening situations. It is geared toward approaches that are feasible to apply at the community and dispensary level (rather than at the hospital emergency room).

PH/ MS 109 Mathematics for Health Sciences (3)

Prerequisite: MS 099 with a grade of C or better; by placement; or permission of the instructor

This course is specifically designed for health science majors. It incorporates every aspect of Mathematics relevant to health care and health prevention applications, such as arithmetic computations, algebra, ratios, proportions and systems of measurement. It also covers introductory statistics, necessary for students to analyze and interpret data, and it includes topics essential for health care personnel, such as reading medication labels, dosage calculations, calculations for basic intravenous (IV) therapy, as well as logarithms, ionic solutions and pH.

PH 111 Introduction to Basic Epidemiology and Biostatistics (3)

Prerequisite: MS 099

This course introduces the epidemiological principles and their application in the occurrence of health-related events in the population. An introductory overview of biostatistics concepts and skills that are necessary for epidemiological practice will also be addressed. Epidemiology works through studies that try to identify, describe and measure the distribution of health and disease, and their determinants, in a specific population.

PH 112 Introduction to Epi-Info and Computing for Public Health (3)

Prerequisite: CA 100 or concurrently

This course familiarizes students with the use of computers and information technology which are essential tools to enhance their academic research and writing skills. The students will also learn how to use the Epi-Info program, a statistical software for research data management, which is frequently used in public health practice.

PH 121 Environmental Prevention and Control of Disease (3)

This course equips students with knowledge and skills in the preparation of information on communicable diseases for the use in the communities, with the support of public health workers. The course will enable students to identify diseases, particularly infectious diseases; identify and apply environmental methods for disease prevention; and control transmission to humans and/or animal reservoirs.

PH 131 Food and Nutrition in the Life Cycle (3)

This course provides theoretical principles of basic nutrition and fundamental elements of nutritional needs of different age groups in the lifecycle. The course enables students to relate the nutritional principles to the human growth and development process; and to explore the health consequences of nutrition practices chosen by each person. Students will understand the physiological changes related to nutrition and the important role nutrition plays in maintaining health. This course also introduces the concept of nutritional anthropometry and growth monitoring, which may well help students to detect signs of inadequate intake of key nutrients.

PH 141 Principles of Health Promotion (3)

This course introduces students to Health Promotion, one of the disciplines of Public Health practice. Health Promotion is a relatively new field in most of the Pacific island countries. As thus, the course will cover the basic principles and approaches of health promotion with particular emphasis on health promotion programs and activities taking place in Micronesia and the Pacific. Students are expected to gain an appreciation toward the fundamental role health promotion plays in maintaining and improving the health of people in communities.

PH 151 Introduction to Pacific Health Care Systems and Traditional Medicine (3)

This course presents various health care systems in the Pacific and the special contexts under which these systems operate. It provides an overview of health service organization, traditional medicine, western medicine, utilization of health services and other contemporary issues related to health. The course offers an insight into management theories, management of the environment and organizational cultures. The fundamentals of traditional medicine are introduced and reviewed with particular focus on Micronesian traditions, wherever applicable.

PH 152 Practical Health Services Management (3)

This course introduces the concepts, definition, principles, and main functions that are important in Health Services Management. It will guide students toward good management practices that will be vital at central and peripheral levels of the health system. The management theories and concepts are translated into practical examples and exercises guiding students to understand what happens in the lower- and mid-levels of a health care system. Topics covered include the development and functioning of health teams, community participation, resources management, and management of primary health care services.

PH 211 Health Research Methodology (3)

Prerequisite: PH 111, or Instructor's permission

This course introduces students to research as an essential tool to create new knowledge and to develop proper utilization of existing knowledge in health and health care services. The course covers the basic concepts and principles in the classic quantitative approach, which looks at disease causation and patterns in the communities. It also addresses the qualitative approach, which looks at social aspects and individual behavior as factors

determining people's health and disease status. Instructions on how to construct a mixed methods research design will also be presented. Other important issues related to health research, including literature review, ethical considerations, and writing strategies will be discussed.

PH 212 Surveillance, Identification and Management of an Outbreak (3)

Prerequisite: PH 111, or Instructor's permission

This course begins with a review of public health surveillance systems (PHSSs), their components and functions. Emphasis is placed on the fundamental role of a PHSS in detecting possible disease outbreaks. Students will learn the basic concepts and principles of outbreak identification and management. Basic principles on evaluation and possible solutions for improvement of public health surveillance systems, particularly those of the Pacific, are also discussed.

PH 221 Occupational Health and Safety (3)

Prerequisites: PH 121

This course introduces concepts and a practical guide to recognizing, preventing, and treating work-related and environmentally-induced injuries and diseases. Occupational diseases and the toxicological implications of workplace exposure and basic response principles are reviewed. Students will become acquainted with Health and Safety Legislation and other occupational and safety standards and guidelines. By the end of the course, students are expected to have undertaken an auditing of the hazards in one workplace and instituted a health promotion campaign in that workplace.

PH 231 Food, Nutrition and Lifestyle Diseases (3)

Pre-requisite: Either PH 131 or Instructor's permission

This course focuses on problems of inadequate and/or imbalanced nutrient intake and corresponding diseases and disorders. Related lifestyle diseases that are relevant in Micronesia will be covered. Potential risk factors for and physiological impact of nutrient deficiencies and diseases will also be discussed. The course also looks at the role of development in relation to nutrition related diseases in the Micronesian and Pacific communities. Students will be introduced to simple therapeutic diets commonly used as part of the treatment and general dietary advice.

PH 241 Case Studies and Special Issues in Health Promotion (3)

Prerequisite: PH 141, or Instructor's permission

This course has two major intentions. Firstly to expose students to a range of Health Promotion planning and evaluation instruments, techniques and methods. Secondly, and in conjunction with the first intention, to examine a range of health promotion programs and cases, particularly cases that do not fit in easily with a broad approach to health promotion studies.

PH 251 Management of Health Information Systems and Epidemiology (3)

Prerequisite: PH 111

This course is designed to promote the management of information systems and the use of epidemiological methods in planning and evaluation. Students will learn to incorporate epidemiology in developing evidence-based health care services and policies. This course will be useful to all health workers at any level of the health service especially those working in health statistics sections. The course is also available as a paper-based flexible and distance-learning package.

PH 311 Introduction to Clinical Epidemiology (3)

Prerequisites: Admitted to 3rd year CAPH

This course addresses the function of epidemiology in clinical medicine. It looks at issues of normality and abnormality, frequency of events over time (probability), risk, cause, and uncertainties associated with diagnosis, prognosis, management and outcomes. Guidelines for the appraisal of medical literature related to causation, diagnostic tests, prognosis and case-management are discussed.

PH 312 Research Methods for Health Services Management (3)

This course focuses on the concepts and principles of scientific quantitative research methods, particularly suitable in the domain of health services management. Emphasis is placed on the evaluation methods for health interventions, including preventive, diagnostic and therapeutic services. At the end of the course, students are expected to have developed a relevant research proposal which can be implemented thereafter.

PH 314 Public Health Surveillance and Management of Health Information Systems (3)

Pre-requisite: Admitted to 3rd Year CAPH

This course underscores the important role of public health surveillance in the management of health information systems. Emphases are placed on the principles and practice of public health surveillance, their fundamental functions and contribution to reliable health information systems. Issues on existing mechanisms of public health surveillance systems in Micronesia and other Pacific Island countries, their effectiveness and areas for improvement are discussed. This course is particularly useful to students and health workers active and/ or interested in health statistics.

PH 316a Research Project in Applied Epidemiology (3)

Pre-requisite: PH 312

Students, in this course, will be exposed to the reality of practical research. With the acquired knowledge of health research methodologies and epidemiological principles, and based on the current health issues in the communities, students are expected to apply and undertake a research project on the topic of their interest in a logical and meaningful fashion, with guiding consultations with relevant faculty, throughout the project.

PH 316b Research Project in Applied Epidemiology (3)

Pre-requisite: PH 316a

Students, in this course, will be exposed to the reality of practical research. With the acquired knowledge of health research methodologies and epidemiological principles, and based on the current health issues in the communities, students are expected to apply and undertake a research project on the topic of their interest in a logical and meaningful fashion, with guiding consultations with relevant faculty, throughout the project.

PH 321 Food Handling, Microbiology and Hygiene (3)

Prerequisites: Admitted to 3rd Year CAPH and SC 180

This course covers the elements of microbiology in relation to food; food production, processing, distribution and marketing; consumer protection and imported foods; investigation of food complaints and food poisoning outbreaks; food and water-borne diseases. The course equips students with knowledge and skills related to safe food practices.

PH 334 Community Nutrition (3)

Prerequisites: SC 112 or PH 231

The course provides students with a sound knowledge of common issues in community nutrition as it relates to the situation in the Pacific, and the skills to identify problems and address them. The practical component of the course provides hands-on experience in the analysis of existing data sets to identify trends in nutritional health in a particular community and to examine the surveillance system that is in place, the planning and implementation of an intervention activity to promote and sustain health and prevent diseases amongst nutritionally vulnerable groups, and the evaluation of the likely impact of the intervention, its practicality and sustainability.

PH 343 Settings Approach and Healthy Public Policy in Health Promotion (3)

Prerequisite: Admitted to 3rd Year CAPH

This course explores the range of health promotion activities, focusing on the “settings approach” toward health promotion. Specific examples are drawn from South Pacific settings such as villages, schools, workplaces, market places, and health care facilities are studied within the overall context of the “healthy islands”. The course covers formal health policy formulation and analysis and the role of health policy in reducing poor health and addressing individual, family and community health needs.

PH 351 Health Care Management and Systems in the Pacific and Micronesia (3)

Prerequisite: Admitted to 3rd Year CAPH

This course introduces an overall perspective on the study of health services organizations and the associated managerial role. It deals with the fundamental building blocks of managerial activity involving motivation, leadership, conflict management, and negotiations. It also focuses on performance issues related to organizational design, strategic alliances, innovation and change, and managing for efficiency and effectiveness. It also touches on strategic issues and attempts to anticipate future issues that will challenge health service leadership.

PH 365a Placement in a Public Health Practicing Facility (3)

This placement entails supervised attendance and participation, as allowed or directed, in the activities of a specific public health facility. The very practical, “real life” exposure to actual public health work is expected to enhance motivation and interest, among the students, in community-centered health work, such as immunization, epidemic control, infectious and chronic diseases prevention, environmental protection, and so on. PBL approaches will be adopted whenever possible or warranted. It is envisaged that each student will normally be placed in 2 [two] public health practicing facilities during a semester, for a recommended total of 4 facilities/ 2 semesters. However, successful completion of each of “part a – PH 365a” or “part b – PH 365b” will award 3 credits in that semester.

PH 365b Placement in a Public Health Practicing Facility (3)

This placement entails supervised attendance and participation, as allowed or directed, in the activities of a specific public health facility. The very practical, “real life” exposure to actual public health work is expected to enhance motivation and interest, among the students, in community-centered health work, such as immunization, epidemic control, infectious and chronic diseases prevention, environmental protection, and so on. PBL approaches will be adopted whenever possible or warranted. It is envisaged that each student will normally be placed in 2 [two] public health practicing facilities during a semester, for a recommended total of 4 facilities/ 2 semesters. Students must complete two semesters (PH 365a and PH 365b).

NATURAL SCIENCES**SC 094 Family Health (3)**

An introductory non lab remedial/certificate science course about family health topics with emphasis on family structure, accurate mental and physical processes related to sexuality and family cycles, nutrition and diet, lifestyle diseases that affect families in Micronesia and limits of family resources to maintain the health of families.

SC 098 Survey of Science (3)

A non-lab remedial/certificate science course that emphasizes the development of science concepts for natural sciences such as chemistry, physics, earth science and biology, and hands-on experience to promote basic science skills such as measurement and the use of the scientific method of inquiry to explore the natural environment. In addition, scientific literacy and reading comprehension will be addressed to assist students in furthering their science education.

SC 101 Health Science (3)

Prerequisite: ESL 089

Emphasizes basic human anatomy, disease and disease carriers, personal and community hygiene, first aid treatment of minor accidents, mental health and illness, health care, and sex education.

SC 111 Environmental Studies (3)

Prerequisite: ESL 089

This course provides an understanding of the ecological principles that are basic to organism interactions and the flow of matter and energy in the ecosystem. Principle of population structure and organization are developed with particular attention to the implications of these principles to growth and impact of human populations. This course emphasizes the impact of human activity on natural ecosystems by dealing with the major types of pollution and how it affects the health and welfare of humans and other organisms.

SC 112 Introduction to Human Nutrition (3)

Prerequisite: ESL 089

An introductory course on human nutrition providing basic information on the nutrients, on the components of a proper diet with an emphasis on Pacific Island foods, and on diet-related diseases common in Micronesia.

SC 117 Tropical Pacific Island Environment w/Lab (4)

Prerequisite: ESL 089 and recommended completion of one other college-level science course and SS 150.

The course will present ecological principles made relevant by examples from Pacific Island ecosystems and from interactions of humans with our island reefs and forests. It will focus on the close interrelationship between the physical (hydrosphere, lithosphere, atmosphere) and biological (biosphere) environments of tropical Pacific Islands and the impact of human colonization. Emphasis will be placed on islands as "closed" systems with limited surface area and resources. Drastic alteration to Pacific island environments by rapid population growth, industrialization and modern technology within the last century will be explored.

SC 120 Biology w/lab (4)

Prerequisite: ESL 089

Provides an introduction to modern biological concepts at the molecular, cellular, and organismic levels, including cell biology, anatomy, physiology, genetics, plant and animal diversity and ecology.

SC 122a Anatomy and Physiology I w/lab (4)

Prerequisite: SC 120 with a grade of C or better.

First semester of a two-semester sequence course dealing with the structure and function of the human body and mechanisms for maintaining homeostasis covering anatomical terminology, basic biochemistry, the study of cells, tissues, and the integumentary, skeletal, muscular and nervous systems.

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

Prerequisite: SC 122a

Second semester of a two-semester sequence course dealing with the structure and function of the human body and mechanisms for maintaining homeostasis covering the study of the endocrine, blood, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.

SC 130 Physical Science w/lab (4)

Prerequisite: ESL 089

A one semester natural science with laboratory course exploring motion, dynamics, heat, earth sciences, weather, climate, sound optics, light, electricity, chemistry, and astronomy, with a focus on mathematical models and an emphasis on written communication skills.

SC 180 Microbiology w/lab (4)

Prerequisite: SC 120 or MR 120 with a grade of C or better.

This is one semester course and laboratory studies concerning microbes: bacteria, fungi, protists, animals and viruses with an emphasis on bacterial morphology, anatomy, staining, classification, metabolism, growth and the effects of physical and chemical agents on bacteria. The course includes study of microorganisms affecting humans, principles of disease transmission, disease prevention, immunity and biotechnology.

SC 220 Introduction to Geology (3)

Prerequisite: ESL 089

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

SC 230 Introduction to Chemistry w/lab (4)

Prerequisite: MS 099

The course is an investigation of the fundamentals of general chemistry and an introduction to organic chemistry. The course will emphasize the role of chemistry in modern human life. The laboratory supports the lecture topics, through both qualitative and quantitative experiments. The topics include: basic concepts, chemical substances, chemical reactions, atomic structure, states of matter, and an introduction to organic chemistry.

SC 250 General Botany w/lab (4)

Prerequisite: SC 120 or MR 120 or instructor's permission

Introduces the study of structure, function and evolution of plants, their relationship to the environment and to humans.

SC 255 General Zoology w/lab (4)

Prerequisite: Complete SC 120 or MR 120 with a grade of "C" or better or instructor's permission.

This course is an introduction to various vertebrate and invertebrate animals, their evolutionary relationships, and biology including anatomy and physiology, behavior, and ecology. The course covers the complex and diverse world of animals. Though this is a very broad subject, we will complete a thorough representation and sampling of various the taxonomic groups and related biological topics. Humans are used in some examples, such as for anatomy and physiology, the focus of the course is on other animals and zoology in general.

SC 260 Independent Studies in Biology (1-3)

Prerequisite: SC 120 or MR 120 or permission of the instructor

Students participate in a research project alone or jointly with faculty project leader and other participants. Student works on one or more phases of the project, including library research for background information, collecting data, analyzing data, and preparing a research report or manuscript suitable for publication.

SC/SS 115 Ethnobotany (3)

Prerequisite: ESL 089

Students will be able to identify, compare, and contrast the distinguishing morphological and reproductive characteristics of plants used by Micronesians; observe, describe, communicate, and experience the uses of plants in their cultural context.

SOCIAL SCIENCES

SS 098 Introduction to Social Sciences (3)

Introduces students to the basic skills and concepts in the social sciences.

SS 100 World of Work (3)

Prerequisite: ESL 089

This course is designed to provide the students with an opportunity to examine work roles, jobs, and attitudes necessary in a business workplace.

SS 101 Introduction to Political Science (3)

Prerequisite: ESL 089

This course is a general, comparative introduction to the major concepts and themes of political science.

SS 111 Cultural Anthropology (3)

Prerequisite: EN 110

The course is aimed at studying different patterns of life, through human adaptations to their environments. The students in the course will familiarize themselves with the different individual groups and their societies. The students will compare and contrast the cultures studied to their own. The concept to be aware of is that cultures are different but there is no one culture superior than another. The students will also relate how cultural anthropology is related to other sciences.

SS 120 Introduction to Geography (3)

Prerequisite: EN 110

This course introduces students to the field of geography and structured around the major research traditions of the discipline that include: physical geography, culture and environment study (human geography), the locational tradition, and area analysis. FSM geographical related issues that include, but not limited to, global warming, exclusive economic zone, and alternative energy sources were also explored.

SS 125 Geography of the Pacific (3)

Prerequisite: EN 110

This course introduces students to the field of geography but focused mainly on Pacific Island countries. It encompasses a broader island geographical aspect that include: physical geography, culture and environment study (human geography), political geography, economics, education, gender and other related geographic concepts in the Pacific.

SS 130 Introduction to Sociology (3)

Prerequisite: EN 110

The course is a survey of the concepts, theories and research behind the study of human societies. It is the scientific study of human behavior in groups, and how social forces influence behavior.

SS 150 History of Micronesia (3)

Prerequisite: ESL 089

This course provides an introduction to general history of the Carolines, the Marianas, and the Marshalls. It covers formation of the islands, pattern of migration and settlement, the cultures, contact with the Europeans, exploration, impact of beachcombers, the whaling industry, the copra trading, black birding, missionaries, colonialism, decolonization, self-government, and independence.

SS 170 World History I (3)

Prerequisite: EN 110

This course provides a general study in history of world civilizations. It covers the civilizations of Western Asia, China, the Harappan in India, the Greeks, the Romans, the civilizations of the Americas, the rise of Islam in the Middle East, the early civilizations in Africa, the rise of civilization in Southern Asia, the Eastern Asian Rimlands (Early Japan, Korea, and Vietnam), the Making of Europe, the Byzantine Empire and Crisis and Recovery in the West.

SS 171 World History II (3)

Prerequisite: EN 110

This course is a survey of world history from the 1500's to the present.

SS 195 Micronesian Cultural Studies (3)

Prerequisite: ESL 089

This is a comparative study of Micronesian culture including customs and beliefs, arts and crafts, kinship and language. The students will familiarize themselves with the islands of the Micronesian region; however, emphasis will be on the main and outlying islands of the Federated States of Micronesia (FSM).

SS 200 Research Methods (3)

Prerequisite: EN 120a

This course provides an introduction to the quantitative and qualitative research, through analysis and writing for the social and behavioral sciences. This course evenly balances the theoretical with the practical research. Students will develop scientific/critical thinking skills, the ability to plan and implement research projects, and the ability to clearly articulate research into writing.

SS 205 Micronesian Government and Politics (3)

Prerequisites: SS 150, SS 101

This course offers an introductory study of governments and politics of the Micronesian states. It covers the US Territory of Guam, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic the Marshall Islands, the Republic of Palau, the Republic of Kiribati, and the Republic of Nauru.

SS 212 Economy of Micronesia (3)

Prerequisite: SS 150, EN 110

This course introduces students to basic economic structures of the Freely Associated States with more emphasis on the development of the Federated States of Micronesia's economy. Lessons are drawn from various reports and government websites and are weaved into three general themes: Palau's economy, Marshall Islands' economy, and the Federated States of Micronesia's economy. Basic developmental economic and macroeconomic principles are also introduced to help students better their understanding on the economic cycle, and examine past policies that were employed to stimulate growth of the island economies.

SS 220 Contemporary Issues in Micronesia (3)

Prerequisite: SS 150

This course examines the major political, social, economic and cultural issues facing Micronesian societies today.

SS 240 East Asian History (3)

Prerequisite: ESL 089

A survey of the history of China, Korea, Vietnam and Japan from prehistory to the present.

SS 280 Directed Study: Selected Topics (3)

Prerequisite: EN 120b, SS 101, SS 200, SS 205, SS 212, SS 220

This course is a mentored research practicum for Micronesian Studies majors which culminates in a major original paper. It serves as a capstone course which provides the students an avenue to write a research paper with an emphasis on contemporary issues in Micronesia. The student must pass the course with at least a "C" grade or better to complete the Micronesian Studies Program.

CAREER AND TECHNICAL EDUCATION

VAE 103 Blueprint Sketching and Interpretation (3)

This course is designed to introduce the student to the basic principles of blueprint drawing and interpretation. The intent of the course is to teach the student to read specifications and marginal information in production blueprints while enhancing their ability to define size, shape, and dimensional information in their own construction drawings.

VBM 101 Building Maintenance I (4)

Co-requisite: VSP 153a

Provides the students with the opportunity to correctly use a range of Hand & Power Tools more commonly used by building maintenance personnel. This course will also provide the student with knowledge and hands-on experience in Blueprint Reading, Surface Preparation and Finishing and Trim work.

VBM 102 Building Maintenance II (4)

Prerequisite: VSP 153a

This course is designed to provide the students with the basic skills necessary to properly install individual electrical circuits in a building and will cover the use of essential hand and power tools. This course is also designed to provide the students with the basic knowledge required for properly using a meter for testing faulty devices and troubleshoot electrical circuit.

VBM 103 Building Maintenance III (4)

Prerequisite: VSP 153a

Provides the students with practical opportunities to service and maintain plumbing and drainage systems using a variety of hand and power tools. This course will also provide the student with knowledge and hands-on experience in general servicing and maintenance of air-conditioning units.

VBM 104 Building Maintenance IV (4)

Prerequisite: VSP 153a

Course Description: This course is designed to introduce the students to activities and concerns relating to the effective maintenance and improvement of the grounds and landscaping that surrounds various structures. In addition care and maintenance of related equipment will be an integral part of this course.

VCE 195 Construction Procedures (1.5)

Prerequisites: VSP 153a

This course introduces the student to the selection of appropriate materials, and the assembly of those materials to erect a structure. The course covers building projects from ground breaking through the laying down of foundations and the accepted construction procedures for wooden, masonry, concrete and steel structures.

VCF 104 Introduction to Cabinet making/Furniture making (3)

Co-requisite: ESL 050/SS 100

This introductory course is designed to familiarize students with the terminology, materials, and hand tools used in the manufacturing industry in both domestic and commercial cabinet/furniture making.

VCF 106 Plan Reading and Documentation (1.5)

Co-requisite: VCF 104

This course is designed to teach the students to read and interpret from blueprint drawings the cabinet/ furniture information required to construct as design. Students will also learn the basic principles of sketching, scale drawing and producing full size setouts, using a range of drawing equipment

VCF 110 Domestic Construction (3)

Prerequisites: VCF 104, VSP 153a

This course is designed to teach the students techniques in the basic construction of domestic cabinets and furniture that are more commonly found in the private home. The student will also learn various methods of producing custom made pieces of furniture to a client's specification

VCF 114 Commercial Construction (3)

Prerequisite: VCF 104, VSP 153a

This course is designed to teach the students basic construction techniques when producing more than one cabinet or piece of furniture (multiple items). It will demonstrate the use of setting up machinery, making patterns and jigs used to mass produce items of furniture.

VCF 120 Workshop Administration (2)

Prerequisite: VCF 104

This course is designed to teach the students the daily activities involved in a cabinet making workshop. Estimation and costing, ordering materials, organizing and production planning as well as the best methods of maximizing the use of materials and reducing waste will be covered

VCF 124 Safety and Maintenance of Power Tools, and Static Machines and Equipment –basic (4)

Prerequisites: VCF 104, VSP 153a

This course is designed to teach students the correct and safe methods of using both power tools and static machines when making cabinets and furniture. Students will learn general maintenance, service and care of power tools and static machinery used in the manufacturing process of both domestic and commercial cabinet/furniture making.

VCF 132 Surface Preparation and Finishing Techniques (3)

Prerequisites: VCF 104, VSP 153a

This course is designed to teach the students various ways to prepare timber surfaces ready for the application of finishing materials. It will also introduce commonly available finishing products and assist students to develop the fundamental skills needed to apply various surface coatings to timber products.

VCT 153 Introduction to Carpentry (3)

This course is designed to introduce the student to the basic use of hand and power tools along with the techniques and methods applicable to the carpentry trade. It is designed to provide an orientation to the career field of carpentry.

VCT 154 Introduction to Masonry (3)

Prerequisite: VSP 153a

This course provides students with knowledge and experience in the preparation of the various types of mortar and concrete and the handling and placement of masonry units. Instructions will also include the care and safe use of masonry hand tools and power equipment.

VCT 163 Concrete Form Construction (3)

Prerequisite: VCT 153

This course is designed to teach the student construction terms, materials and methods in concrete form construction for residential and commercial buildings. The course also introduces the use, care and maintenance of leveling and sighting instruments.

VCT 173 Rough Framing and Exterior Finishing (3)

Prerequisite: VCT 153

This course concentrates on basic structure construction. It is designed to provide carpentry students with the skills and knowledge necessary to frame floors, walls, wall panels, roofs and ceilings as well as the application of exterior finishing materials.

VCT 183 Finishing and Trim Work (3)

Prerequisite: VCT 153

This course is designed to teach the student about various methods and materials necessary to finish the interior of a residential or commercial building. The course covers the installation of wall and ceiling panels, installation of window and doors, construction of cabinets and closets, application of trim and moldings and installation of finishing hardware.

VEE 100 Soldering and Mechanical Termination Techniques (1.5)

Co-requisite: VSP 121

The course covers soldering connections and identify and rectify inferior solder joints. Students will select and prepare the correct soldering tools. In addition the student will master printed circuit board component insertion/extraction techniques, basic connector termination techniques and wire wrapping.

VEE 103 Electronic Fundamentals I (3)

Co-requisite: VSP 121

This course introduces the student to the theory of electricity and magnetism, basic components such as resistors, switches, fuses and circuit breakers, and the relationship of voltage, current, resistance and power and their measurements in basic electrical circuits. Basic direct current circuits are analyzed using Ohm's Law, Kirchoff's Laws and various network theorems.

VEE 104 Electronic Fundamentals II (4)

Prerequisite: VEE 103

This course covers the introduction and examination of the principles, applications and measurement of alternating current. Students will compare different types of alternating current circuits. The course emphasizes filtering basics, reactance, resonance, RC, RL, RLC, relays, transformers, phase angles and power factors. Students will apply formulas to analyze AC circuits.

VEE 110 Discrete Devices I (3)

Co-requisite: VEE 104

This course covers the construction and operation of various discrete semiconductor devices and circuits. These devices include diodes, Bipolar Junction Transistors (BJT's) and Field Effect Transistors (FET's). In addition, various configurations of diode half and full wave rectifiers, and bridge rectifiers will be examined as well as ripple voltages and filtering. Zener diode operation, Zener and IC regulation, diode limiter (clipper), clamper and voltage doubler circuits are also analyze.

VEE 125 Electronic Circuits (3)

Prerequisite: VEE 110

This course allows students to investigate small and large signal amplifiers. Topics include Multistage, RC coupled, Push-Pull Amplifiers; various Sine Wave and Non Sine Wave Oscillators including, Hartley, Colpitts, RC Phase Shift, Crystal Controlled, Sawtooth and Blocking Oscillators.

VEE 135 Digital Electronics I (3)

Co-requisite: VEE 110

This course provides the student with the basic concepts of logic gates and digital circuits. Topics include digital switches, combinational and sequential logic gates, number systems, Boolean algebra, Karnaugh Maps, 555 Timers, flip-flops and logic design techniques.

VEE 222 Discrete Devices II (3)

Prerequisite: VEE 110

This course covers the construction and operation of various discrete thyristor power control devices such as Diacs, Triacs, Silicon Controlled Rectifier (SCR), Programmable Unijunction Transistor (PUT) and Unijunction Transistor (UJT) and their circuit configurations.

VEE 223 PC Hardware & Software (4)

Prerequisite: VEE 135

This course is designed to help students prepare for entry-level positions in the (Information Communication Technology) ICT fields. Job titles include enterprise technician, IT administrator, and field service technician, call center technician, help desk technician, and (personal computer) PC or support technician. In addition, the curriculum helps students gain confidence with the components of desktop and laptop computers by learning the proper procedures for hardware and software installations, upgrades, and troubleshooting.

VEE 224 Video Systems & Product Servicing (4)

Prerequisite: VEE 135

This course is designed to provide students with the knowledge and experience in the principles of operating, diagramming, circuit tracing, mechanical assembly and disassembly, maintenance and troubleshooting procedures of television, VCR, CD, DVD and other related electronic products.

VEE 225 Business Machine Servicing (4)

Prerequisite: VEE 135

This course covers the principles of operation and servicing of business machines. It includes the manufacturers' procedures in servicing; systematic procedures in diagnosing faults, repairing of business machines, reassembling and testing repaired business machines according to industry standards.

VEE 230 Radio Communications (3)

Prerequisite: VEE 125

This course is designed to familiarize the students with basic communication systems and the method by which signals are transmitted and received via amplitude modulation (AM) and frequency modulation (FM) techniques, as well as the various types and characteristics of transmission lines.

VEE 235 Digital Electronics II (3)

Prerequisite: VEE 135

The course covers register, memory, storage register, shift register, memory circuit, arithmetic counting circuit, ripple counter, up and down counters, adder, subtractor, data conversion, data selector and data distribution network.

VEE 240 Signal Processing (3)

Describes the basic elements of a communication system and identifies various signal processing techniques. Further investigates AM and FM circuits and their operation. In addition Single Side Band, various modulation methods, frequency shift keying and multiplexing are studied.

VEE 250 Cooperative Education Program (2)

This co-operative education and work experience will provide the student with supervised on-the job training that will test the application of classroom learning in a "real life" skill demonstration. The individual students training plan will relate to the student's educational objectives.

VEE 266 Rotating Machinery (3)

Prerequisite: VEM 104 or VEE 104

This course will introduce the students to the basic fundamentals of DC Motors and Generators. The students will be able to define, identify and categorize the devices that make up rotating machinery. The students will also learn the different characteristics of rotating machinery. To advance to the next level, the student must demonstrate proficiency to at least "C" grade level.

VEM 102 Electrical Electronic/Drawing and Sketching (1.5)

Co-requisite: ESL 050

This course is designed to provide the students with basic skills and knowledge to read and interpret electrical/electronics blueprints. Students will also learn the basic principles of sketching and scale drawing using a variety of drawing equipment.

VEM 103 Basic Electricity I (4)

Co-requisites: VSP 121

This course introduces students to the basic fundamentals of electrical circuitry and its components. It also provides theoretical and practical aspects of direct circuit network by experimentation. The course also covers analysis of direct current (DC) circuits using various network theorems.

VEM 104 Basic Electricity II (5)

Prerequisite: VEM 103

This course covers the introduction and examination of the principles, applications and measurement of alternating current. Students will compare different types of alternating current circuits. The course emphasizes filtering basics, reactance, resonance, RC, RL, RLC, relays, transformers, phase angles & relationships and power factors. Students will apply formula to analyze AC circuits. It also includes the theoretical and practical aspects of series, parallel, and series-parallel circuit construction. To advance to the next level of Electrical course, the student must demonstrate proficiency to at least "C" grade level.

VEM 105 Basic Electricity for AC (3)

This course introduces the student to the theory of electricity, basic components used in the electrical industry and the relationship of voltage, current, resistance and power. This course will also enable the student to perform basic measurements by using an electrical measuring device and analyzing electrical circuits. Student will connect different types of electrical circuits. The course emphasizes on testing electrical components of refrigeration and air conditioning system. It also includes the theoretical and practical practices of rewiring and troubleshooting domestic refrigeration and air conditioning systems.

VEM 110 Workshop Fabrication/Hand and Power Tool Skills (3)

Co-requisite: VSP 121

The course covers electrical safety, electronics troubleshooting hand tools, testing device and equipment, wires, cables and connectors, crimping and rework of wire, cable and connector assembly.

VEM 111 Electrical Wiring I (3)

Prerequisites: VEM 110

This course is designed to introduce to the students the basic concepts of residential wiring and provide a solid background of electrical principles required for wiring. The students will develop the knowledge of various voltages in a branch circuit and as well as identifying various types of branch circuits used in a dwelling. The students will gain an understanding for special circuits and how they are used in a dwelling. Students will also become familiarized with the information and specification to perform functional and safe wiring practices.

VEM 112 Electrical Wiring II (3)

Co-requisites: VEM 111

This course is designed to increase the student's awareness of safe workplace practices. The course is designed to introduce the basic wiring methods used in the electrical industry. The students will develop skills in basic circuitry, identification of cable types and terminology used in the industry. Apply techniques as required by the National Electrical code with respect to safe wiring practices.

VEM 113 Refrigeration I (4)

Co-requisite: VEM 105

This course introduces the students to the refrigeration principles and practices as applied to domestic, commercial, and industrial refrigeration systems. It also includes refrigeration processes, vapor compression refrigeration cycle, mechanical components, functions, refrigerants and their properties. Discussion of repair and servicing is concentrated mainly for domestic refrigeration and air conditioning application.

VEM 114 Refrigeration II (4)

Prerequisites: VEM 113

This course primarily covers operation principles, installation, preventive maintenance and repair of split type air conditioning systems.

VEM 212 National Electrical Code (3)

Prerequisites: VEM 112

This course is designed to introduce students to the National Electrical Code. The students will develop the skills in using the code to find specific articles related to the correct methods of installing wiring and equipment. The course aims at developing work practices that comply with the National Electrical Code.

VEM 240 Industrial Wiring (4)

Prerequisites: VEM 104 and VEE 266

This course is designed to introduce students to the fundamental concepts, principles, and devices involved in industrial control of motors. Students will also develop the skills necessary for wiring basic motor control and selecting the required pilot devices and safety components. Also includes troubleshooting motor circuitry and understanding Article 430 of NEC. To advance to the next level, the student must demonstrate proficiency to at least "C" grade level.

VSM 101 Introduction Small Engine Repair (4)

This is an introductory course to small engine repair. It covers in-depth topics of safety in the workshop; use and application of hand tools, workshop equipment and materials, special tools, and theory and operation of small engines.

VSM 102 Fuel, Lubrication, Carburetor, and Ignition (4)

Co-requisite: VSM 101

This course introduces students to the basic design, function and operation of the small engine's fuel, lubrication, carburetor and ignition systems. Cover topics on maintenance, diagnosis, and service of these associated systems.

VSM 103 Engine Dismantling, Inspection, and Assembly (4)

Co-requisite: VSM 102

This course deals with the basics of how engine speed is governed, preliminary checks prior to engine dismantling, carrying out failure analysis, engine disassembly and inspection, teardown steps and engine repair and replacement.

VSM 104 Starters, Engine Maintenance, and Troubleshooting (4)

Co-requisite: VSM 103

This course is designed to provide the student knowledge in engine disassembly and reassembly; engine specifications and tolerances; diagnosing major engine failure.

VSP 121 Industrial Safety Electrical/Electronic (1.5)

This course is designed to introduce the students to safe working practices in the Electrical and Electronic Industries. The emphasis is on the safety measures that must be taken in the Industry, particularly when working with activated equipment. The course will make the students aware of the dangers and increase their awareness on the prevention of industrial accidents.

VSP 153a Industrial Safety (1.5)

This course is designed to make the trainees aware of basic safety practices and encourage them to develop safe personal working habits. The aim is the prevention of accidents that result in personal injuries, damage to facilities and/or equipment. Reference is made to various legislations relevant to safety practices.

VTE 260 Microwave (3)

Prerequisite: VEE 240

This course introduces the student to Microwaves and Microwave systems. The student will analyze Microwave Transmitters, Receivers, Waveguide Theory, Antennas, Cavity Resonators and Tube Microwave devices and semiconductor microwave devices.

VTE 261 (3) Fiber optics Installation

Prerequisite Course(s): VEE 104 or VEM 104

This course is designed to teach students how to safely and properly splice, terminate, and test fiber optics cables. Students will be using the latest technology to troubleshoot and repair fiber optics cables. Coursework will include the use of mechanical and fusion splicing, termination techniques on various types of fiber optic end connectors, the use of the Optical Time Domain Reflectometer (OTDR) to troubleshoot fiber optics cables, and the use of light source & power meter.

VTE 265 Fiber Optics (3)

Prerequisite: VEE 240

This course explores the development of fiber optic technology, explains the theory of light propagation and discusses the advantages and limitations of fiber optic technology. In addition fiber optic components, signal transmission, connections and fiber optic system trouble shooting will also be studied.

VTE 270 Telecommunication Systems (3)

Prerequisite: VEE 240

Students will be familiarized with the various types of telecommunication systems used in the industry. These include the basic elements in a telecom system, transmission medium types, common switching operations, types of broadcast systems, spread spectrum modulation, computer network (wired and wireless), and the operating principles of satellite systems.

VTE 280 Telephone Systems (3)

Prerequisite: VEE 240

This course is designed to introduce students to basic telephone systems and the operation of telephone equipment. It will further focus its study on cellular telephone systems. Students will be introduced to the basic elements, circuits, and techniques of cellular telephone communication systems.

VTE 281 Cellular Phone Repair (3)

Prerequisite: VEE 135

This subject deals with the principles of operation and servicing of cellular phones. It includes the manufacturers' procedures in servicing, systematic procedures in diagnosing faults, repairing of cellular phones, reassembling and testing repaired cellular phones according to industry standards.

VTM 101 Introduction to Motor Vehicle Mechanics (4)

Cover safe working habits in the automotive repair industry, manual handling and mechanical lifting, the use of shop equipment and tools, measuring and identifying fastener types, use of sealants and adhesives, bench fitting, and four stroke cycle operation.

VTM 102 Fuel, Cooling, & Standard Power Train Systems (4)

This course covers the design, function and operation of automotive fuel systems, engine cooling, manual transmission, transaxle, and final drive that includes diagnosis, service, and maintenance.

VTM 103 Ignition, Electrical, and Transmission systems (4)

Deals with fundamentals of automotive electricity, conventional / electronic ignition, and basic automatic transmission. Cover diagnosis, maintenance, and service of automotive battery, charging, starting, and lighting circuits. Include operation and maintenance of automatic transmission and transaxles.

VTM 104 Brakes, Steering, Suspension, and Wheel Alignment (4)

The course covers operation and repair of drum/disc type brake systems, theory and operation of automotive suspension and steering systems including wheel problem diagnosis, component repair, and wheel alignment procedures.

VTM 150 Cooperation Education (6)

Prerequisite Course(s): Completion of VTM 101, VTM 102, VTM 103, and VTM 104 with a grade of "C" or better.

This is a semester long course designed to introduce students to all facets of motor vehicle repair and maintenance setting through internship. The course will place the student in the workplace to experience working in a real life scenario. Students will be expected to seek internships and fulfill 180 hours of On-The-Job-Training (OJT) before the semester ends. Application of knowledge acquired from lecture and lab instruction to gain relevant practical on-the-job experience to repair vehicle in an actual automotive service facility. The apprentice will be supervised by an experienced service individual within the sponsoring business who will work with the automotive program coordinator in evaluating student progress, performance and grading. Internship is required to complete certificate program requirements.

VWE 115 General Welding (4)

Prerequisite: VSP 121 or VSP 153a or Concurrently

This course introduces to students the technical understanding of shielded metal arc welding and oxy-acetylene welding. Provide intensive hands-on training to develop the manual skill in making quality weld on similar and dissimilar metals.

Academic Regulations

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.

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 earn a semester grade point average of 3.5 to 4.0 without any incomplete grade are recognized on the Honor Roll.

Dean's List

Students on the Honor Roll who took only college-level courses (courses numbered 100 and above) and who achieve a semester grade point average of 3.50 to 3.99.

President's List

Students on the Honor Roll who took only college-level courses (courses numbered 100 and above) and who achieve a semester grade point average of 4.0.

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 Dean, 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
- I—Incomplete

Consult the appropriate sections for policy and procedures.

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:

Compute the grade points earned for each course by multiplying the course credits by the numerical value of the grade received in that course.

Compute the total grade points earned by adding the grade points earned for all courses attempted.

Divide the total grade points earned by the total number of credits attempted to obtain the grade point average.

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 office of admissions and records. If a student fails to make up the "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.

CLASS ATTENDANCE

Regular and prompt class attendance is expected of all students. It shall be the student's responsibility to inform the instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences. Mandatory attendance is at the discretion of the instructor provided the conditions for attendance are included in the course syllabus and communicated to the students on the first day of class.

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 Office of Admissions, Records and Retention (OARR).

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, Records and Retention (OARR) within two weeks after receiving their grade report. If not, the grade will remain on the record.

TRANSCRIPT POLICY

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

Transcripts are issued upon written request only. Printable Transcript Request form may be downloaded from the college's website (http://www.comfsm.fm/dev/oar/or_forms/transcript%20request%20from.pdf).

Each student is entitled to one transcript free of charge. A fee of \$4.00, 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, Records and Retention (OARR) to send their official transcript directly to the admissions office of the institution they plan to enter.

Students may also request the Office of Admissions, Records and Retention (OARR) 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, Records and Retention (OARR) and complete the necessary forms in order to withdraw officially. Printable Withdrawal Clearance form may be downloaded from the college's website (http://www.comfsm.fm/dev/oar/oar_forms/withdrawal_clearance.pdf). 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".

Nondiscrimination

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. 779.

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.

Acceptance of Transfer Credits

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 academic advisors or counselors for transfer purposes and further information on relevant colleges.

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 (OARR) 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. Students transferring from other institutions must earn at least 30 credits of the major at COM-FSM.

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

Student Grievance and Complaint Procedures

College of Micronesia-FSM welcomes your opinions and feedback about our policies, programs, and services in order to make changes that contribute to your success, development, and goal attainment.

Overview

The Informal Complaint Process

A student with a complaint -- a concern that a policy or procedure of the College has been incorrectly or unfairly applied in his/her particular case, or a formal charge against a person's behavior -- has recourse through complaint procedures. In most instances, complaints can be resolved through an informal process beginning with talking to the individual and his/her supervisor if necessary.

The Informal Complaint Process is outlined below:

Complaint Against or About:

Staff
Regular Faculty
Adjunct Faculty (part-time)
Administrator
Grade
Customer Service
Security/Safety

Contact:

Staff Person or the Area Supervisor
Faculty member, then the Division Chair
Faculty member, then the Division Chair, then the Dean of Academic Programs
Administrator or next level Administrator
Instructor, then the Division Chair
Area Supervisor
Campus Security Chief, Director of Facilities/Security

The Formal Complaint Process

If you have followed the Informal Complaint Process but the issue has not been resolved, you may file a formal complaint in writing with the appropriate campus administrator.

College-Related Complaints from Students

College of Micronesia-FSM, in its goal to provide quality instruction and service, provides students access to appropriate College staff and administration to resolve questions, concerns, or complaints against COM-FSM staff, policies, procedures, or other actions or inactions of the College.

Students are strongly encouraged to resolve any concern informally through the appropriate department or division administrator.

If needed, the Office of the Vice President of Student Services and Vice President of Instructional Affairs will direct the student to the appropriate department or division administrator to initiate the informal process.

The administrator will work with the student to resolve the student's question, concern, or complaint.

If the student is not satisfied with the discussion and any suggested resolution, the student may file a formal complaint.

The student may contact either the Vice President for Instructional Affairs, Vice President of Student Services or the Campus Dean to proceed with a formal written complaint.

A. Informal Complaint (Other than Faculty or Grade-related)

The goal of the informal complaint process is to provide information to the student that answers the student's questions and concerns and/or to come to a resolution agreeable to the student and the College.

The student discusses the complaint informally with the appropriate administrator. If the concern is in regards to the administrator, the student may discuss the concern with the appropriate Vice President.

To address complaints in a timely fashion, student must begin the informal process within thirty (30) College working days of the alleged complaint.

If the student believes the discussion and any suggested resolution through the Informal Process did not provide a resolution, the student may file a formal complaint with the Vice President of Instructional Affairs, the Vice President of Student Services or the Campus Dean.

B. Formal Complaint (Other than Faculty or Grade-Related)

If the student believes the decision offered through the Informal Process did not provide a resolution, the student may then use the Formal Complaint Process.

Students may file a formal written complaint against the College. The formal complaint must be filed within thirty (30) College working days from the date the decision was offered to the student.

The Student Complaint Information Packet is available in the Office of the Vice President of Instructional Affairs, Vice President of Student Services or the Campus Dean. Students may call either one of the offices and have this information given to them.

The formal complaint must contain the following information:

1. Name of the student(s) filing the formal complaint.
2. Name of the staff member complaint is against.
3. Statement of facts and nature of the formal complaint.
4. Date(s) of the incident(s).
5. Resolution being sought by the student(s).
6. Student's signature.

The student will submit the formal written complaint to the appropriate administrator.

The administrator will have ten (10) College working days to work with all parties to affect a resolution.

If the resolution presented by the administrator is not agreed to, the student may appeal the resolution to the appropriate vice President. The Vice President shall, within ten (10) College working days after the first receipt of the formal complaint, cause an investigation to be made of the unresolved complaint.

The appropriate Vice President or Campus Dean shall, within twenty (20) College working days after receipt of the formal complaint, inform the student of the results of the investigation and the decision in writing. The Vice President/Campus Dean may recommend one or more of the following actions:

1. Offer a resolution to the complaint.
2. Dismiss the complaint.
3. Take appropriate action.

NOTE: Any time limit herein may be extended by five (5) College working days with notice to the student. Timeline may be further modified by mutual agreement.

The student may appeal to the President. The President will review documentation submitted with the appeal and from the Vice President's investigation and make a final decision within five (5) days of receiving the student's appeal. The President will send a written notice to the administrators involved and student of the final decision.

Part-time & Full-time Faculty-Related Complaints from Students (not grade-related)

A. Informal Complaint

The goal of the informal process is to provide information to the student that will assist the student and instructor in mutually resolving the concern or problem.

The student may discuss the complaint informally with the faculty member, or the faculty member's supervisor. To address complaints in a timely fashion, students must begin the informal process within thirty (30) College working days of the alleged incident.

When discussing concerns or complaints with an instructor it is most effective to arrange a time when the instructor is available for a confidential conversation. Full time instructors have posted office hours. At most campuses adjunct faculty may meet a student in an office provided by the adjunct faculty department. It may also be helpful for the student to organize his or her thoughts by writing down the concerns prior to the meeting. It is important to note that breaks in a faculty member's instructional service time may affect the resolution timeline (i.e., Christmas Holidays and/or spring break).

If the student chooses to meet with the faculty member's supervisor, he or she should visit the instructional area or call the division to set up an appointment to talk with the instructor's supervisor. Information on where to find the instructor's supervisor is available at the Office of Dean of Academic Programs or Campus Dean's office.

If the student is not satisfied with the discussion and suggested resolution, the student may file a formal complaint against the faculty member. Any formal complaint must refer to actions of the Faculty member within the course and scope of his/her employment. A grade change request based strictly upon academic considerations shall not be considered a complaint against a Faculty member.

B. Formal Complaint

If the student believes the decision offered by the faculty member or the faculty member's supervisor through the Informal Process did not provide a resolution, the student may then use the Formal Complaint Process.

A student may file a formal written complaint against a faculty member. The formal complaint must be filed within thirty (30) College working days from the date the decision was provided to the student.

The formal written complaint must be as well defined, objective as possible and contain the following information:

1. Name of the faculty member.
2. Statement of facts and nature of the formal complaint.
3. Date(s) of the incident(s).
4. Resolution being sought by the student(s).
5. Name of the student(s) filing the formal written complaint.
6. Signature of the student(s) and the date submitted.

The student must submit the formal written complaint to the faculty member's Division Chair.

The faculty member's supervisor will have ten (10) College working days from the receipt of the formal written complaint to work with all parties to achieve a solution unless the faculty member is not available due to semester break and vacations. In those situations, the ten (10) days allowed for resolution will start and stop based on faculty contracts.

If the resolution presented is not agreed to, the appropriate Vice President shall, within ten (10) College working days after receipt of the formal complaint, cause an investigation to be made of the unresolved complaint. During the Chair's investigation, he/she shall meet separately with the different parties who may, if they desire, have a representative with them. The formal investigation shall include the Chair, the faculty member, the student and/or any other person who has first-hand knowledge of the subject matter of the complaint, and/or each party's representative.

The appropriate Chair shall, within twenty (20) College working days after receipt of the formal complaint, inform the student and all other parties of his/her decision in writing.

The Chair may recommend one or more of the following actions:

1. Offer a resolution to the complaint.
2. Dismiss the complaint.
3. Take appropriate action.

The student may appeal to the President. The President will review documentation submitted with the appeal and from the Chair's investigation and make a final decision within five (5) days of receiving the student's appeal. The President will send a written notice to the Chair and student of the final decision.

Grade Complaints from Students

A. Informal Complaint

(Working days are defined as the College's regular hours of operation: Monday - Friday, 8:00 a.m. - 5:00 p.m.)

The goal of the informal complaint process is to provide information to the student that answers the student's questions and concerns and/or to come to a resolution agreeable to the student and the college.

A student who believes college academic regulations including college grading procedures and/or grading criteria have not been followed must attempt to resolve the issue by discussing the differences of opinion with his/her instructor as a first step.

If the student is unable to reach agreement with the instructor, the student may take the complaint to the department chair and then, if no resolution is reached, to the Dean of Academic Programs and finally to the Vice President of Instructional Affairs.

Based upon professional judgment, the instructor is solely responsible for the semester/session grade assigned. No instructor may be directed to change a grade unless a mistake, fraud or bad faith by the instructor is proven; the burden of proof for the existence of mistake, fraud or bad faith on the part of the instructor is the responsibility of the student.

If resolution is not reached through the informal process, the student may file a Formal Complaint (form included in this packet).

In cases where the instructor cannot be contacted by registered mail, the Division Chair for the same subject area, the Vice President of Instructional Affairs and the Registrar may certify grade changes.

B. Formal Complaint

The Formal Complaint procedure for Academic and Grade Regulations must be completed within 90 calendar days of the conclusion of the semester or session during which the student was enrolled in the course in which the grade is being challenged.

The student submits to the instructor's Division Chair or appropriate supervising administrator a written request asking for a meeting to resolve the complaint. The written request must include a detailed description of the grade complaint and appropriate documentation. The student must initiate this request within seven (7) working days of the student's meeting with the instructor. The Division Chair or appropriate supervising administrator will convene a Mediation Hearing Commit-

tee within fourteen (14) working days of receipt of the formal request and relevant data supplied by the student.

The Mediation Hearing Committee is composed of the faculty member, the student and the Division Chair who serves as chair of the committee.

The faculty member and the student may have an on-campus representative if they choose. Meetings of the Mediation Hearing Committee will be closed to observers.

If the issue cannot be resolved to the satisfaction of the instructor and the student at this step, the Mediation Hearing Committee Chair becomes responsible for deciding if the grade complaint is valid and what appropriate action will be taken. The Committee Chair's written decision and proposed action will be sent to the Vice President of Instructional Affairs within seven (7) working days of the meeting date. Copies of the decision and proposed action will be sent to the student and instructor involved. If there is no appeal by either party, the action proposed by the committee chair will be taken.

If either student or the instructor is dissatisfied with the decision or proposed action by the Mediation Hearing Committee Chair, an appeal may be made within seven (7) working days to the Vice President of Instructional Affairs or designee. This appeal will be a written memorandum outlining the nature of and the basis for dissatisfaction with the decision or action taken. A copy of the appeal is to be given to the committee chair and the student or instructor, as appropriate. Once the Vice President of Instructional Affairs or designee has received the appeal and a written answer from the committee chair, the Chair will meet with the student and instructor, separately or together, at the Chair's discretion within fourteen (14) working days to discuss the matter.

After reviewing the appeal with the President, the Vice President of Instructional Affairs has discretionary power to uphold, reverse, or modify the recommendation of the Mediation Hearing Committee Chair. The Vice President of Instructional Affairs will prepare a written decision that will be sent to the student, to the committee chair, and to the appropriate instructor.

The decision of the Vice President of Instructional Affairs is final and completes the procedure for a complaint about academic, or grading practices at College of Micronesia-FSM. The Office of the Vice President of Instructional Affairs will be the official repository of records regarding decisions or actions involving an Academic or Grade Regulations complaint.

Source: Pima Community College

SEXUAL HARASSMENT POLICY FOR STUDENTS

1.0 Policy

College of Micronesia-FSM Policy prohibits sexual harassment including unwelcome behavior or remarks of a sexual nature which limit or deny a student's right to education benefits (learn, achieve, work, study), or participation in any venue used for College sponsored/sanctioned event or an educational activity, program in a safe and supportive environment.

OR retaliation against any COM-FSM student for

- raising an allegation of sexual harassment
- filing a complaint alleging sexual harassment, or
- participating in a proceeding to determine if sexual harassment has occurred.

Such retaliation shall be considered a serious violation of this policy and shall be independent of whether a charge or informal complaint is substantiated. Encouraging others to retaliate also violates this policy. Examples of retaliation include, but are not limited to, unfair grading, unfair evaluation, public or private ridicule, or threats of any kind. Sexual harassment is illegal under the state and local laws and will not be tolerated within any college setting.

2.0 Definitions

Sexual harassment can take many forms, but it generally falls into three categories: verbal, written/pictorial or physical. Defining characteristics of sexual harassment are that the behavior is unwanted and tends to be repetitive in nature. Under COM-FSM policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature. Such conduct constitutes sexual harassment when:

Examples of sexual harassment include, but are not limited to, the following: Slurs, epithets, threats, derogatory comments and unwelcome jokes that would make a reasonable student experiencing such harassment or conduct uncomfortable in an academic environment or which would interfere with a student's academic performance.

3.0 Purpose

This policy is intended to protect students from sexual harassment and to provide guidelines to assure that the Sexual Harassment Policy is applied fairly and equitably, and in accordance with Title IV requirements.

4.0 Application

This policy applies to all COM-FSM students.

5.0 Responsibilities

The Vice President for Student Services or his designee should be responsible for enforcing this policy.

The Director of Student Life at the National Campus and Student Services Coordinators at the State Campuses will work with student services staff to implement this policy at all campuses.

The Director of Student Life at the National Campus and Student Services Coordinators at the State Campuses will work with staff to inform students of this policy and monitor records and reports for compliance with the policy.

5.1 Reporting Sexual Harassment

To report incidents of sexual harassment or retaliation, students may have the option to contact the Vice President for Student Services, Director of Student Life, Security office, or a Counselor at the National Campus or the Student Services Coordinator, or a Counselor at the State Campuses or a local Law Enforcement Agency. If a faculty member observes sexual harassment of a student, he/she should report it to the Vice President of Instructional Affairs or the Dean of Academic Programs, and classified employees should contact the Director of the Human Resources Division for any acts of sexual harassment that they observe. All members of the COM-FSM community are required to cooperate in any investigation of a sexual harassment complaint is uncomfortable in reporting a complaint. Persons who report incidents of sexual harassment shall not be harassed or retaliated against in any manner by the College.

5.2 Specific Responsibilities of Management

Upon receipt of a complaint of sexual harassment by a student, or on behalf of a student, the relevant supervisor or contact person must immediately convey this information to Director of Student Life at National Campus or Student Services Coordinator at the State Campuses. An appropriate investigation will be undertaken based on the complaints made. If the result of the investigation upholds the complaints made, then appropriate disciplinary action will be taken against the person involved, which can include but is not limited to termination of employment or expulsion from the university. False accusations for an improper motive may also be subject to disciplinary action.

Supervisors should not initiate any disciplinary action without approval of the Director of Student Life at National Campus or Student Services Coordinator at the State Campuses. However, in situations where it is reasonably believed that imminent danger of serious bodily harm will occur, or that a crime has been committed, it is important to immediately notify campus security or the National or State Police.

5.3 Confidentiality

All complaints under this policy will be treated seriously and respectfully. It is important that any complaints be truthful and not brought about by ill will or bad intentions. The College will investigate all complaints received. The amount of investigation will depend on the facts presented and the extent the complaints can be substantiated. A complainant may wish to remain anonymous. The College will respect the confidentiality to the extent that it does not impede any appropriate investigation or is not required by law to be disclosed to relevant authorities.

Refund of Fees

Students are required to complete an application and pay a \$50.00 security deposit. The Director of Student Life may refund the deposit at the end of the resident's stay upon written request and assessment.

REFUND OF FEES

Below are the tuition and fees that are refundable:

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

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

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

- 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 results in the complete withdrawal by the student. Partial refund for the difference in tuition and applicable fees will be given to students who revert 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 Student Services 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.

The following fees are not refundable:

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

Locations or Publications Where Other Policies May Be Found

Policies on Betelnut, Tobacco, Alcohol and Illicit Drugs

Available on the Student Services website at <http://www.comfsm.fm/dev/vpss/policies1.html>

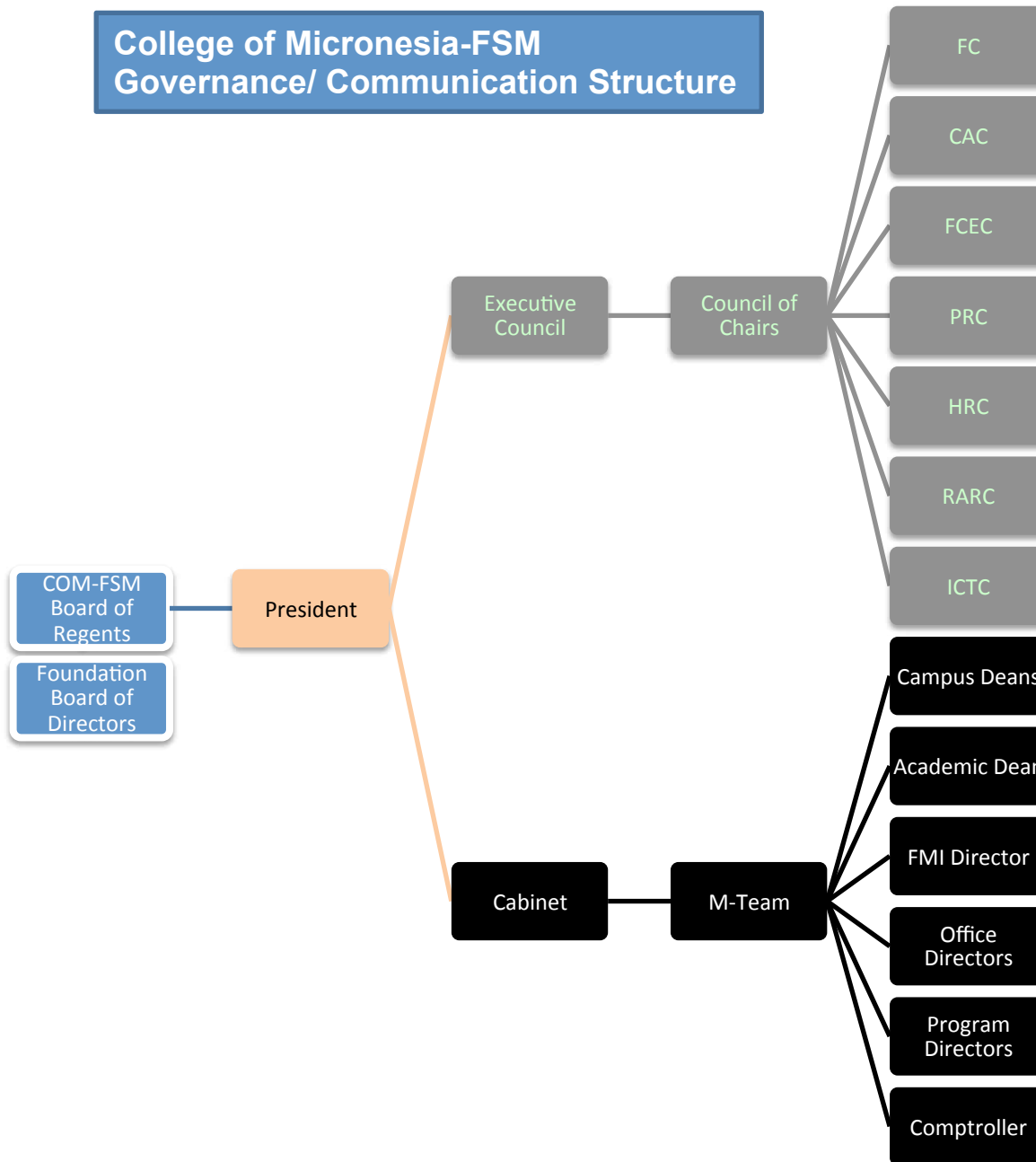
Policies on Prohibition of Violence

Available on the Student Services website at <http://www.comfsm.fm/dev/vpss/policies1.html>

Scope and Procedures of Disciplinary Hearings

Available on the Student Services website at <http://www.comfsm.fm/dev/vpss/policies1.html>

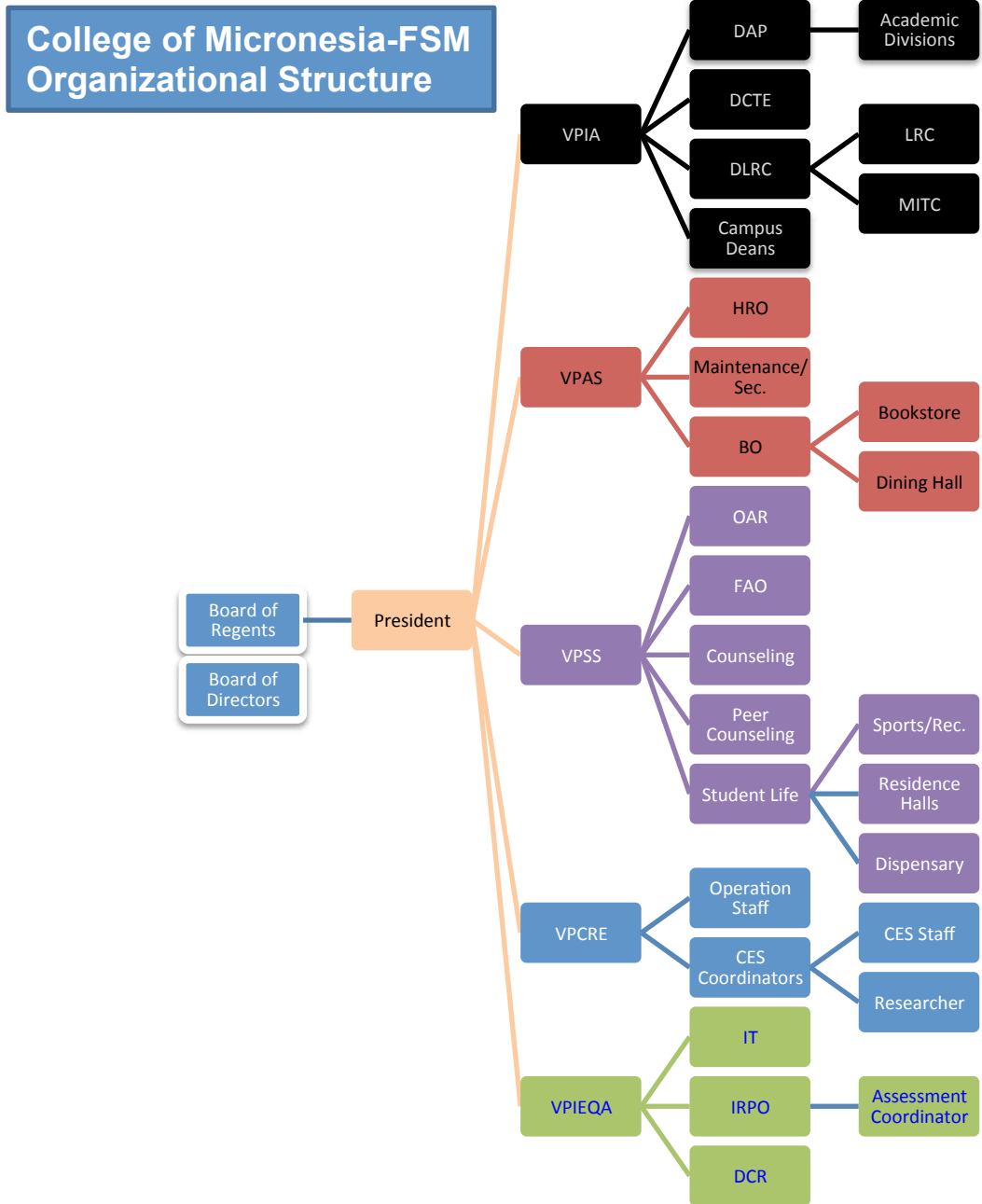
College of Micronesia-FSM Governance/ Communication Structure



The Governance Structure at the College of Micronesia-FSM allows for the college community to contribute to decision-making at the college.

Faculty and staff communicate their input toward decisions through any of the standing committees for which they are members. Chairs for all standing committees form the Council of Chairs where inter-committee information is exchanged and whose representative sits on the Executive Council. The standing committees include the Planning and Resources Committee (PRC), Facilities and Campus environment Committee (FCE), Human Resources Committee (HRC), Curriculum and Assessment Committee (CAC), Finance Committee (FC), Information communication and Technology Committee (ICT), and Retention Admission and the Recruitment Committee (RAR). Additional members of the Executive Council include the College President, Faculty and Staff Senate President, Student Body Association President, M-Team Chair, and the college Vice Presidents.

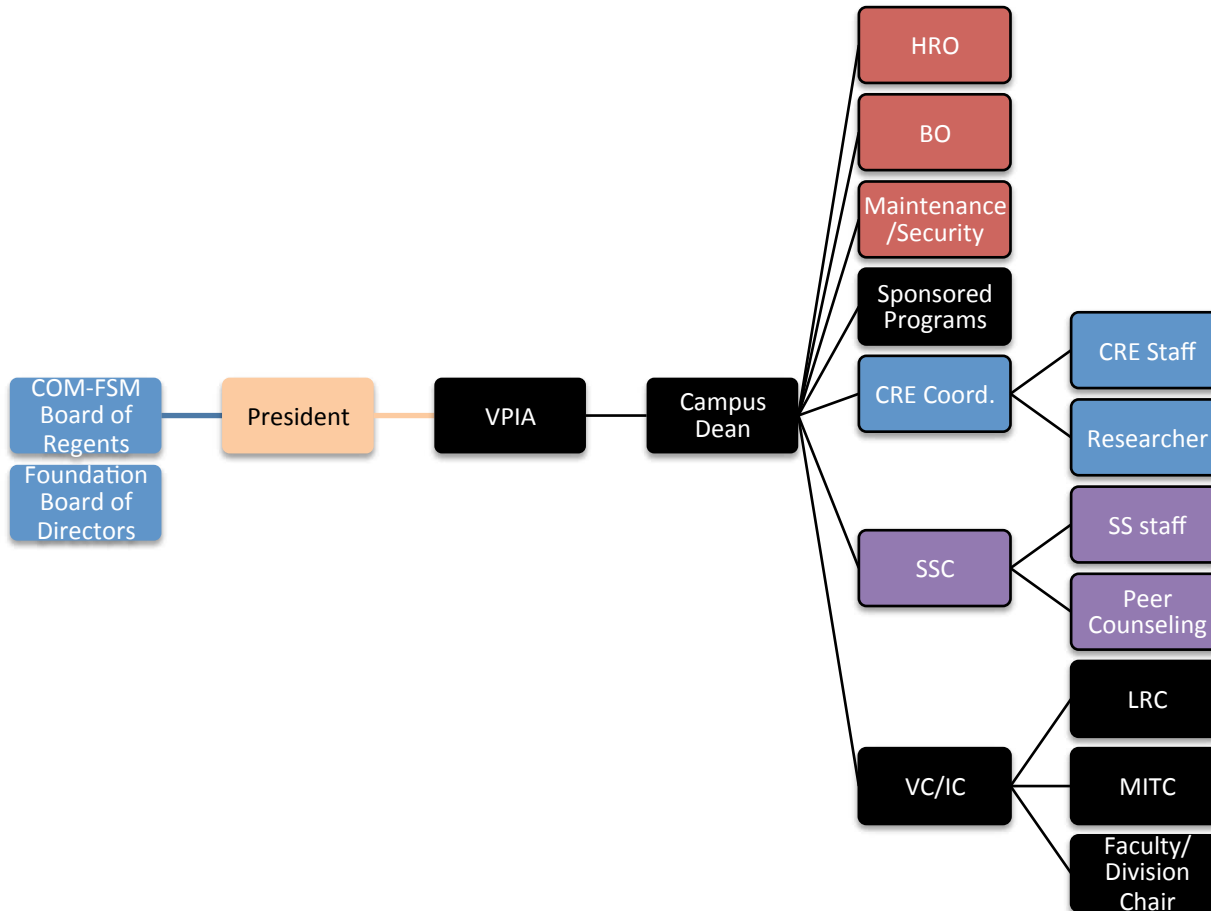
All midlevel managers form the M-Team to promote interoffice communication. The chair of this group also sits on the Executive Council. The members of the M-Team include the Campus deans for Kosrae, Pohnpei, Chuuk and Yap state campuses, Dean of Academic Programs, Directors of Fisheries and Maritime Institute, Financial Aid, Human Resources, Learning Resource Center, Admissions, Records and Retention, Development and Community Relations, Information Technology, Facilities and Maintenance, Counseling, Student Life, Career & Technical Education, Institutional Research & Planning, Comptroller, and Coordinator of Cooperative Research & Extension. Communications from the M-Team are sent to the President through the Cabinet.



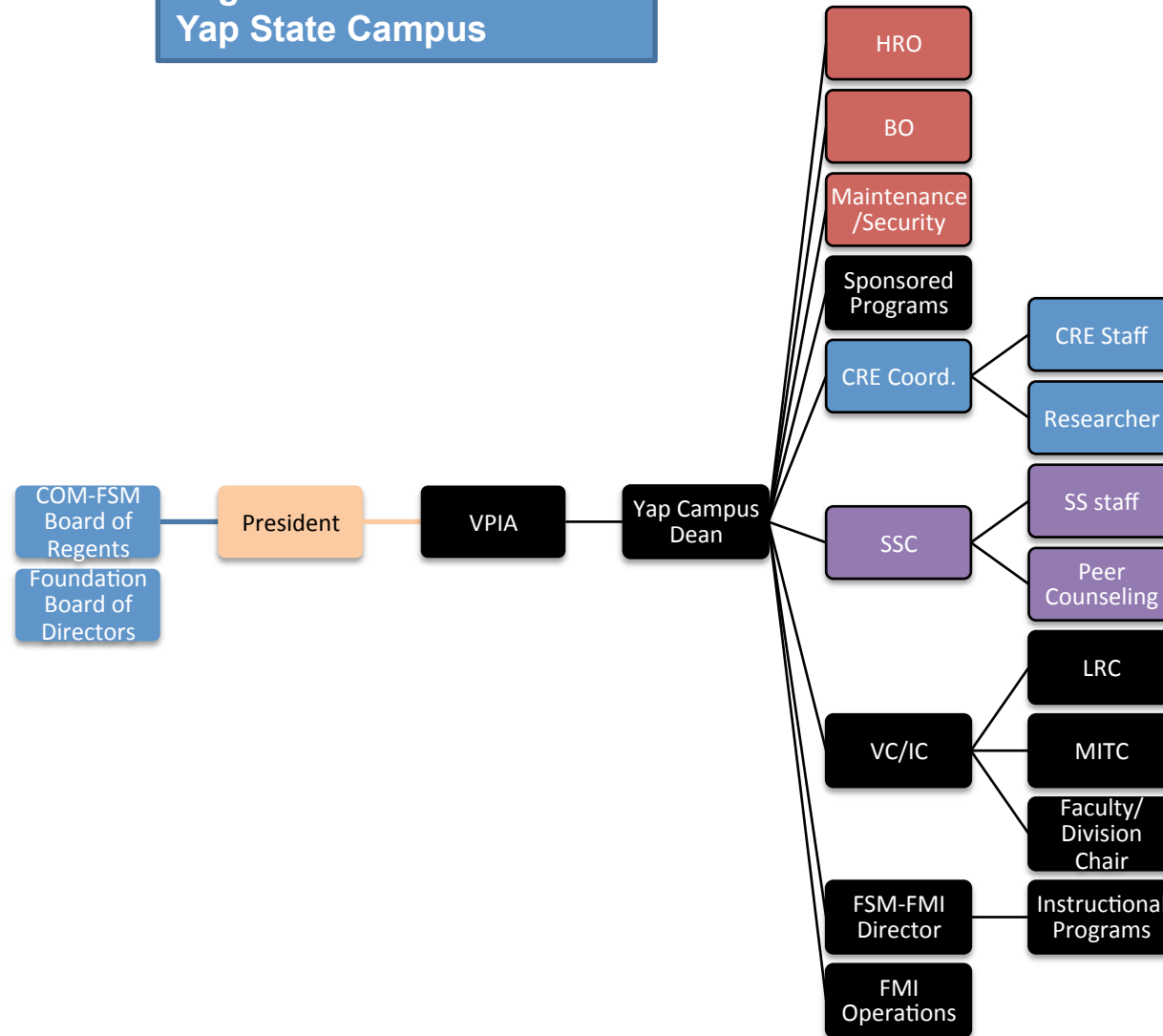
The most recent addition to the existing organization structure of the college is the position of vice president for institutional effectiveness and quality assurance. This position exists to embed accreditation into all areas of college operations. Subsequently, the department for Institutional Effectiveness and Quality Assurance was configured to include the offices of Institutional Research and Planning, Information Technology, and Development and Community Relations. The Information Technology Office formerly reports to the vice president for administrative service and the offices of institutional research and planning and development and community relations were reporting to the president respectively. The position of assessment coordinator, formerly reporting to the vice president for instructional affairs now reports to the director of institutional research and planning. The position of director of academic programs was upgraded to a dean position and oversees academic programs college wide. The 2011 job audit recommended that vice presidents assume direct responsibility over services at the state campuses that pertain to their areas. The current organization now prescribes that campus deans oversee all state campus operations and report directly to the vice president for instructional affairs. The former positions of campus directors became campus deans and report to the vice president for instructional affairs to emphasize the academic nature of the state campuses.

**College of Micronesia-FSM
Organizational Structure
Kosrae, Pohnpei and Chuuk State Campuses**

The current organizational structure now returns the responsibility for state campuses back to the campus deans. Reporting through the vice president for instructional affairs, the campus deans consult with the other vice presidents on the areas overseen by the other vice presidents at their campuses.



College of Micronesia-FSM Organizational Structure Yap State Campus



The structure of the Yap State Campus is the same as at other state campuses. The only difference is that the Yap State Campus dean now assumes direct responsibility over operations at the Fisheries and Maritime Institute (FMI). The FMI director, who now reports to the Yap State Camps dean, now oversees the academic component of FMI. The Yap State Campus dean now assumes direct responsibility over FMI operations.

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LYNDON CORNELIUS, Vice Chairman State of Kosrae
MARY B. FIGIR, Secretary – Treasurer State of Yap
CHURCHILL EDWARD, Member..... State of Pohnpei
GRACEFUL ENLET, Member State of Chuuk

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M.Ed., Suffolk University, Boston
Ed.D., Nova Southeastern University, Florida

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Vice President, Cooperative Research & Extension
B.S., McGill University, Montreal, Canada
M.P.S., Cornell University, New York

DEREAS, MARIANA BEN

Vice President, Instructional Affairs
B.A., University of Hawaii at Hilo
M.A., University of Hawaii at Manoa

VACANT

Vice President
Student Services

HABUCHMAI, JOSEPH

Vice President, Administrative Services
A.S., Community College of Micronesia
B.S., Concordia Teachers College, Nebraska
M.A., Concordia Teachers College, Nebraska

HARRISS, FRANKIE

Vice President
Institutional Effectiveness and Quality Assurance
B.S., San Diego State University
M.S., University of South Florida
(In Progress) Ed.D., University of Liverpool, UK

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DUMANTAY, DANILO

Comptroller
B.S.C., Polytechnic University of the Philippines
C.P.A., Philippines Accountancy Board
C.G.F.M., U.S. Association of Government Accountants
M.B.A., De La Salle University, Philippines
A.I.F., Accredited Investment Fiduciary, USA

NELSON, RENCELLY

Director of Human Resources
B.A., University of Hawaii at Hilo
M.A., Southern Cross University, Australia

MENDIOLA, FRANCISCO

Director of Maintenance, Facilities and Security
Journeyman Certificate, U.S. Department of Labor
Journeyman Certificate, U.S. Navy Public Works
Department

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BEN DEREAS, MARIANA

Vice President

HAINRICK, JENNIFER

Director of Learning Resources Center
A.A., Liberal Arts, College of Micronesia-FSM
B.A., Elementary Education, UOG/COM-FSM
(In Progress) MLS, University of North Texas

JACK, GRILLY

Director of Career and Technical Education
University of Hawaii at Hilo
USDOL Journeyman Certificate in Electrical
US Marine Corps Journeyman Certificate in Electrical

KANTO, KIND

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 B.S., University of Oregon
 M.A., University of Guam

KEPHAS, KALWIN

Dean of Kosrae Campus
 B.A., Alliant International University, California
 M.S., Walden University, Minnesota

ROBOMAN, LOURDES

Dean of Yap Campus
 B.A., Creighton University, Nebraska

SIMION, KAREN

Dean of Academic Programs
 B.S., University of Kansas
 M.A., University of Guam

DEPARTMENT OF STUDENT SERVICES**ETSE, PENSELYNN O.**

B.A., University of Hawaii at Hilo
 M.S., Capella University

HALEYALIG, IGNATIUS

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 B.A., Sanoma State University

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Director of Admissions, Records, & Retention
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 M.A., San Diego State University

WALLIBY, ERMINE MEFY SELIFIS

Coordinator, Peer Counseling
 B.S., Eastern Washington University

DEPARTMENT OF INSTITUTIONAL EFFECTIVENESS AND QUALITY ASSURANCE**HARRISS, FRANKIE**

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HICKS, JIMMY

Director of Institutional Research and Planning
 B.A., Auburn University, Alabama

PERKINS, CHRISTOPHER ROSS

Assessment Coordinator and Assistant Accreditation
 Liaison Officer
 B.A., Southeastern University
 M.A., Iliff School of Theology

SANTOS, JUAN PAULO

Administrative Specialist I, Development and Community
 Relations
 B.S., AMA Computer College

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Student Services Specialist, Peer Counseling
B.B., Bagulo College Foundation, Philippines

MARA, TANDY

Student Services Specialist, OARR
University of Guam

MARIANO, MARCELLY

Campus Nurse
Certificate, College of Viterbo, Wisconsin
A.S., College of the Marshall Islands

ADOLIF, SOSIRO

Maintenance Worker

ASITO, EDSON

Media Technician, MITC

ENLET, CAREN

Account Clerk II, BO

KIM, YOSKO

Administrative Assistant, CRE

KOKIS, JAYLEEN

Library Assistant, LRC

MARAR, TANDY

Account Clerk, Bookstore

JONAS, ARTHUR

Coordinator, Student Services
B.A., University of Guam
M.A., San Diego State University

KILLIN, KENYE K.

CRE Coordinator
B.S., Missouri Valley College

BUENO-DeMESA, ROSALINDA

Languages/Literature
B.S., Luzoninan University Foundation, Philippines
M.A., National Teachers College, Philippines

ITTU, SKIPPER

Languages/Literature
B.S., University of Guam
M.A., University of Hawaii at Manoa

MORI, MARIE

Accountant, BO
A.S., College of Micronesia-FSM

YESIKI, MEMORINA

Student Services Specialist, FAO
A.A.S., Peninsula Community College

CHUUK CAMPUS SUPPORT STAFF

NARIO, NARIANO

Custodian, Maintenance

NELSON, MERLY

Extension Assistant, CRE

REMIT, MACLEEN

Secretary II, Campus Dean's Office

SAIN, LUCILLE

Student Services Assistant, S & R

SIVER, BERIKITA

Student Services Assistant, OARR

TOM, ADAUO

Custodian, Maintenance

KOSRAE CAMPUS ADMINISTRATION

KEPHAS, KALWIN

Campus Dean

MIKE, NENA

Instructional Coordinator
B.A., University of Guam
M.A., University of Guam

VERMA, VIRENDA MOHAN

Researcher, CRE
B.S., University of Ajmer, India
M.S., University of Ajmer, India
Ph.D., Maharshi Dayanand Saraswati University, India

KOSRAE CAMPUS FULL-TIME FACULTY

JONAS, ROBERT

Languages/Literature
A.S., Community College of Micronesia
B.A., University of Guam
M.Ed., University of Hawaii at Manoa

RIBAUW, MURPHY

Technical and Trade
N.Z.C.E., New Zealand Qualification Authority
B.S., La Trobe University, Australia

TARA, TARA

Math/Science
B.S., University of Hawaii at Hilo

KOSRAE CAMPUS PROFESSIONAL STAFF

Cooperative Research & Extension CRE
 Upward Bound Program..... UB
 Business Office BO

ALBERT, JACKSON
 Extension Agent, CRE
 B.A., University of Guam

GEORGE, DOKOWE
 Student Services Specialist, Counseling
 3rd year Certificate, Community College of Micronesia
 A.S., Navarro College

ISAAC, RENTON
 Systems Specialist, IT
 A.S., College of Micronesia-FSM

LIVAIE, MERYULYN
 College Nurse
 Certificate, Fiji School of Medicine
 A.S., College of The Marshall Islands

NENA, EILEEN S.
 Student Services Specialist, FAO
 A.A., College of Micronesia

PHILLIP, ALIK
 Fiscal Officer, BO
 A.S., College of Micronesia-FSM

SIGRAH, PALIKNOA
 Youth Agent, CRE
 A.S., Community College of Micronesia

KOSRAE CAMPUS SUPPORT STAFF

ALIK, LANSON
 Security Officer

ALOKA, HENRY
 Security Officer

BUENO, TEODORO
 Maintenance Supervisor, Maintenance & Security

CHARLEY, SRUE
 Custodian, Maintenance

CORNELIUS, ELSAH
 Account Clerk, Bookstore

CORNELIUS, SALIK
 Research Assistant, CRE

JACKSON, SHIRLEY
 Extension Assistant, CRE

JOE, TOLENNA
 Security Officer

JOHNNYBOY, JOHN S.
 Maintenance Worker

KUN, BEAKER
 Security Officer

NODA, HIROKI
 Technician, IT

SAHM, SHRUE MIAKO
 Secretary III, Campus Dean's Office

TIMOTHY, JULIE
 Extension Assistant, CRE

TOLENNA, TOLENNA
 Maintenance Worker

WILLIAM, MICHAEL
 Library Technician, LRC

KOSRAE CAMPUS OTHER EXTERNALLY FUNDED PROGRAMS

MAVER, JONATHAN
 Student Services Specialist, Peer Counseling
 A.A., College of Micronesia-FSM

REYNOLD, ROSLIN
 Administrative Specialist III, AHEC
 B.A., University of Guam

YAP CAMPUS ADMINISTRATION

ROBOMAN, LOURDES
Campus Dean

DIBAY, CECILIA
Student Services Coordinator
A.S., Community College of Micronesia

EWARMAI, MATTHIAS J.
FSM-FMI Director
B.S., Philippine Merchant Marine Academy
M.S., World Maritime University, Sweden

FILEPIN, TERESA
Project Director, Upward Bound
B.A., University of Hawaii at Hilo

KRISHNAPILLAI, MURUKESAN
Researcher, CRE
B.S., University of Kerala, India
M.S., Mahatma Gandhi University, India
Ph.D., M.S. University of Baroda, India
B.S. University of Hyderabad, India
P.G. Diploma, Professional Career Dev Institute, USA

YOUNG-UHK, STEVEN
CRE Coordinator
B.A., University of the South Pacific

YAP CAMPUS FULL-TIME FACULTY

FIGIRLIYONG, JOSEDE
Social Science
B.A., California State University
M.A., California State University

GUARIN, JOY
Math/Science
B.S., Virgen Milagrosa University, Philippines
M.S., Virgen Milagrosa University, Philippines
Ph.D., Grogorio, Arenata University, Philippines

MASIWEMAI, JOVITA
Languages/Literature
B.A., University of Guam
M.Ed., University of Hawaii at Manoa

PERMITEZ, RAYMOND
Technical and Trade
B.S.I.E., Marikina Polytechnic College
M.A., Marikina Polytechnic College

TACHELIOL, ROSA
Languages/Literature
B.A., University of Guam
M.A., University of Hawaii at Manoa

VELASQUEZ, RHODA
Math/Science
B.A., Pangasinan State University
M.A., Pangasinan State University
(In Progress) P.h.D., University of Hawaii at Manoa

YAP CAMPUS PROFESSIONAL STAFF

Cooperative Research & Extension CRE
Upward Bound Program UB

GUARIN, SUSAN
Librarian, LRC
B.S., Philippines Normal University

MANGARWEN, GERTRUDE
Student Services Specialist, Counseling
A.S., Community College of Micronesia

MANNA, ROSEMARY
Accountant, BO
A.S., College of Micronesia-FSM

MIREY, PIUS
Information System Specialist, IT
A.S., Community College of Micronesia
B.S., Australian Catholic University

RUWNIYOL, MARTIN
Extension Agent, CRE

WAATHAN, JULIANA
Campus Nurse
A.S., Chemeketa Community College
B.S., Western Oregon University

YAP CAMPUS SUPPORT STAFF

CHUWMAI, GEORGE
Research Assistant, CRE

MOOTINAG, MARY
Custodian, Maintenance

FAIMAU, MOSES
Maintenance Supervisor

RUTNAG, EMMY
Clerk Typist , CRE

GANANG, JAMES
Security Officer

TININGMOW, MERCEDES
Account Clerk, Bookstore

GILMAR, FIDELIA
Administrative Assistant, Campus Dean's Office

YOROR, EZRA
Technician, IT

MANA, ROSEMARY
Accountant, BO

YORUW, AIDEN
Maintenance Worker

YAP CAMPUS OTHER EXTERNALLY FUNDED PROGRAMS

FILEPIN, TERESA
Project Director, UB
B.A., University of Hawaii at Hilo

MITAGYOW, GERALDINE
Student Services Specialist, UB
B.S., University of Oregon

ILESIUYALO, SERPHIN
Student Services Specialist, UB
B.A., Asia University, Tokyo Japan

ROGON, MONICA
Administrative Assistant, UB
A.A., College of Micronesia-FSM
3rd year Certificate, College of Micronesia-FSM

LUBUEG, CONSTANCE
Teaching Assistant, UB
A.S., College of Micronesia-FSM
3rd Year Certificate, College of Micronesia-FSM
University of Guam

FSM-FMI CAMPUS FULL-TIME FACULTY

FALMED, JOSEPH D.
Mechanical Engineer
A.S., Central Texas College

RAIUKLUR, ALEX M.
Marine Engineer
Class 3 Marine Engineer
A.S., Oklahoma State Technology

MAILUW, MICHAEL
Marine Engineer Instructor
Class 4 Master

SINEM, ALVIN
Fishing Instructor
Class 5 Master
College of Micronesia-FSM
FSM-FMI College of Micronesia-FSM

NAILATI, PENIJAMINI
Navigation Instructor
Class 3 Master
Diploma, Fiji Institute of Technology

FSM-FMI PROFESSIONAL STAFF

DUGWEN, CLOTILDA
Accountant, BO
Navarro College

SOHLITH, JAKE
System Specialist I, IT
A.S., College of Micronesia-FSM

SANEMAI, AUGUSTINO
Recruitment/Placement Officer
Park College

FSM-FMI SUPPORT STAFF

FAIMAU, REGINA
Secretary, Administration

TALIMELIB, VINCENT
COOK III, Dining Hall

IGEM, CHRISTOPHER
Maintenance Supervisor, Maintenance & Security

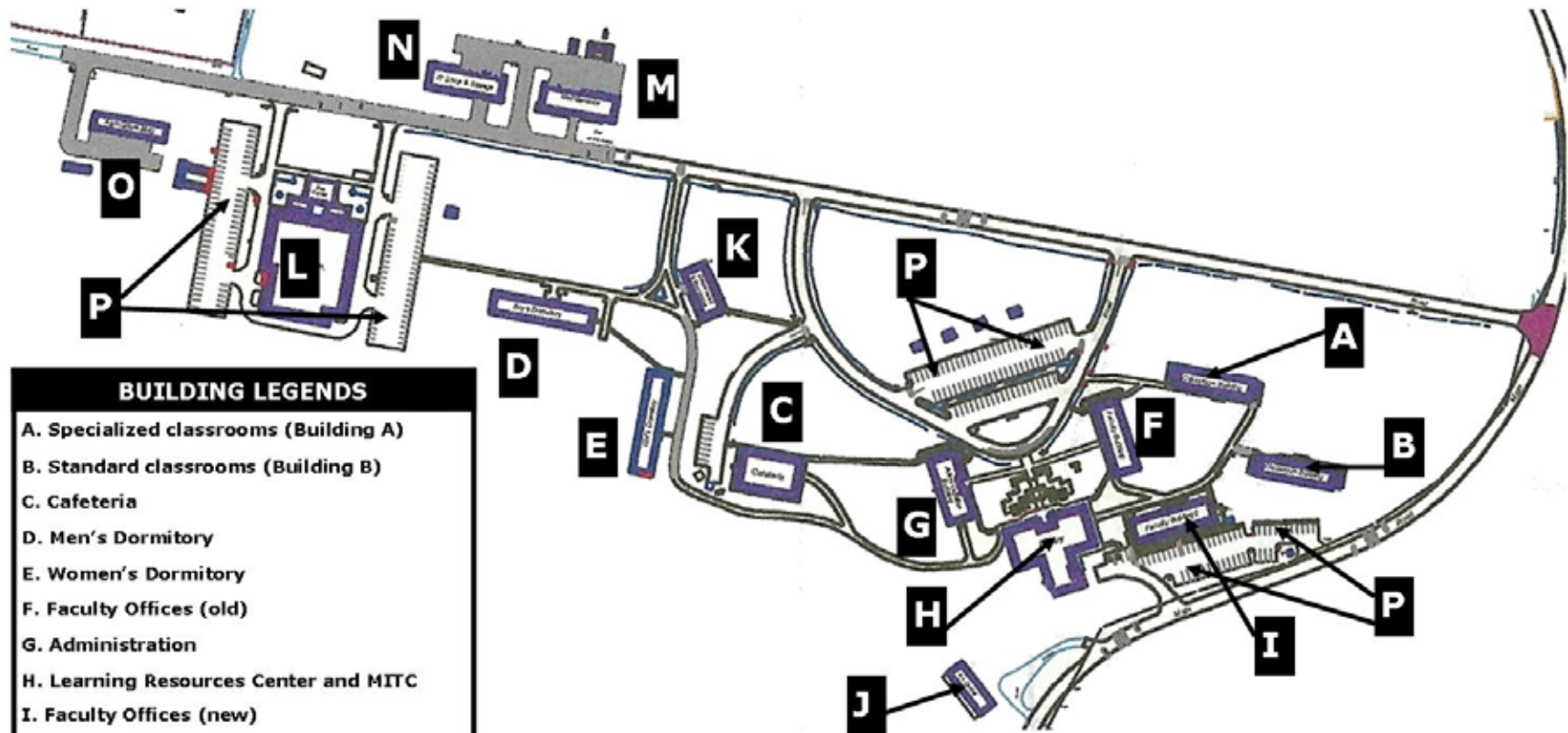
YAISOLUG, RUFUS
Student Services Assistant, RH

PAGAL, ALICE
Library Assistant IV, LRC

YORUW, AIDEN
Maintenance Worker

RUWEKUGBUNG, BORTEN
Cook II, Dining Hall

Campus Map COLLEGE OF MICRONESIA-FSM NATIONAL CAMPUS

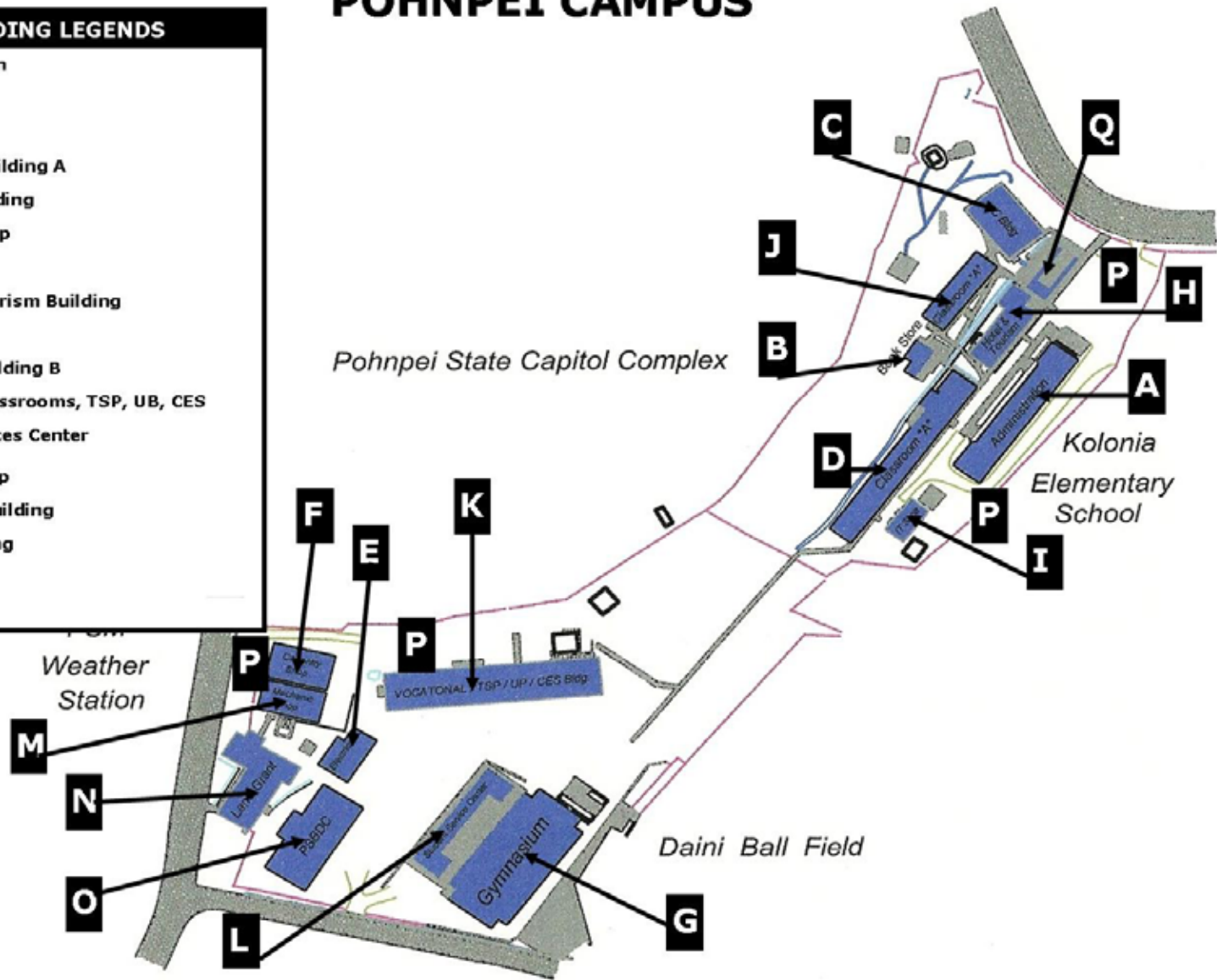


BUILDING LEGENDS

- A. Specialized classrooms (Building A)
- B. Standard classrooms (Building B)
- C. Cafeteria
- D. Men's Dormitory
- E. Women's Dormitory
- F. Faculty Offices (old)
- G. Administration
- H. Learning Resources Center and MITC
- I. Faculty Offices (new)
- J. A + Center and Art Classroom
- K. Bookstore, Dispensary, AHEC
- L. FSM-China Friendship Sports Center
- M. Maintenance, CRE, Music Classroom
- N. Security, Maintenance, IT Shop
- O. Agriculture
- P. Parking

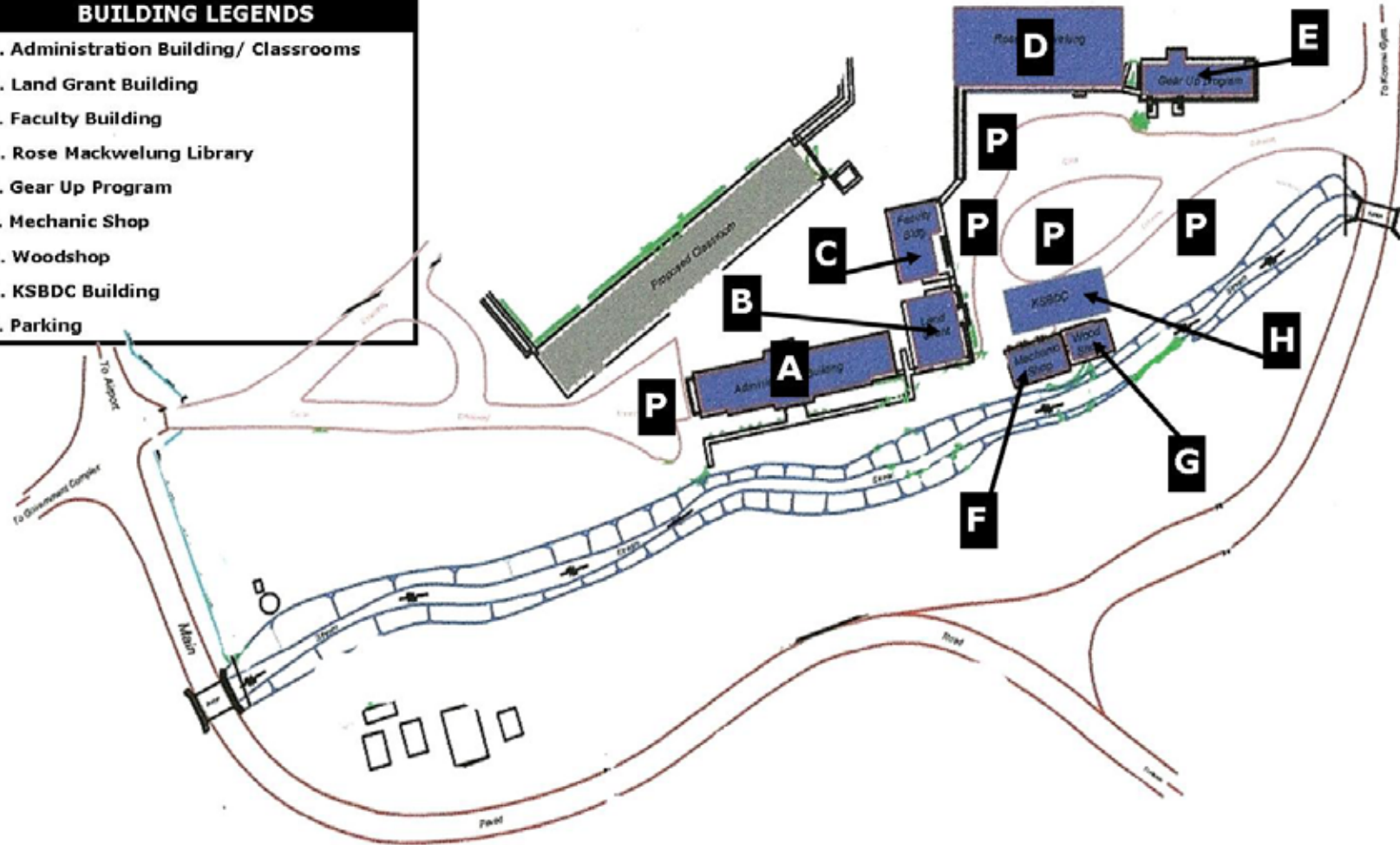
Campus Map COLLEGE OF MICRONESIA-FSM POHNPEI CAMPUS

BUILDING LEGENDS	
A.	Administration
B.	Bookstore
C.	I.C. Building
D.	Classroom Building A
E.	Electrical Building
F.	Carpentry Shop
G.	Gymnasium
H.	Hotel and Tourism Building
I.	IT Shop
J.	Classroom Building B
K.	Vocational classrooms, TSP, UB, CES
L.	Student Services Center
M.	Mechanic Shop
N.	Land Grant Building
O.	PSBDC Building
P.	Parking
Q.	Nahs



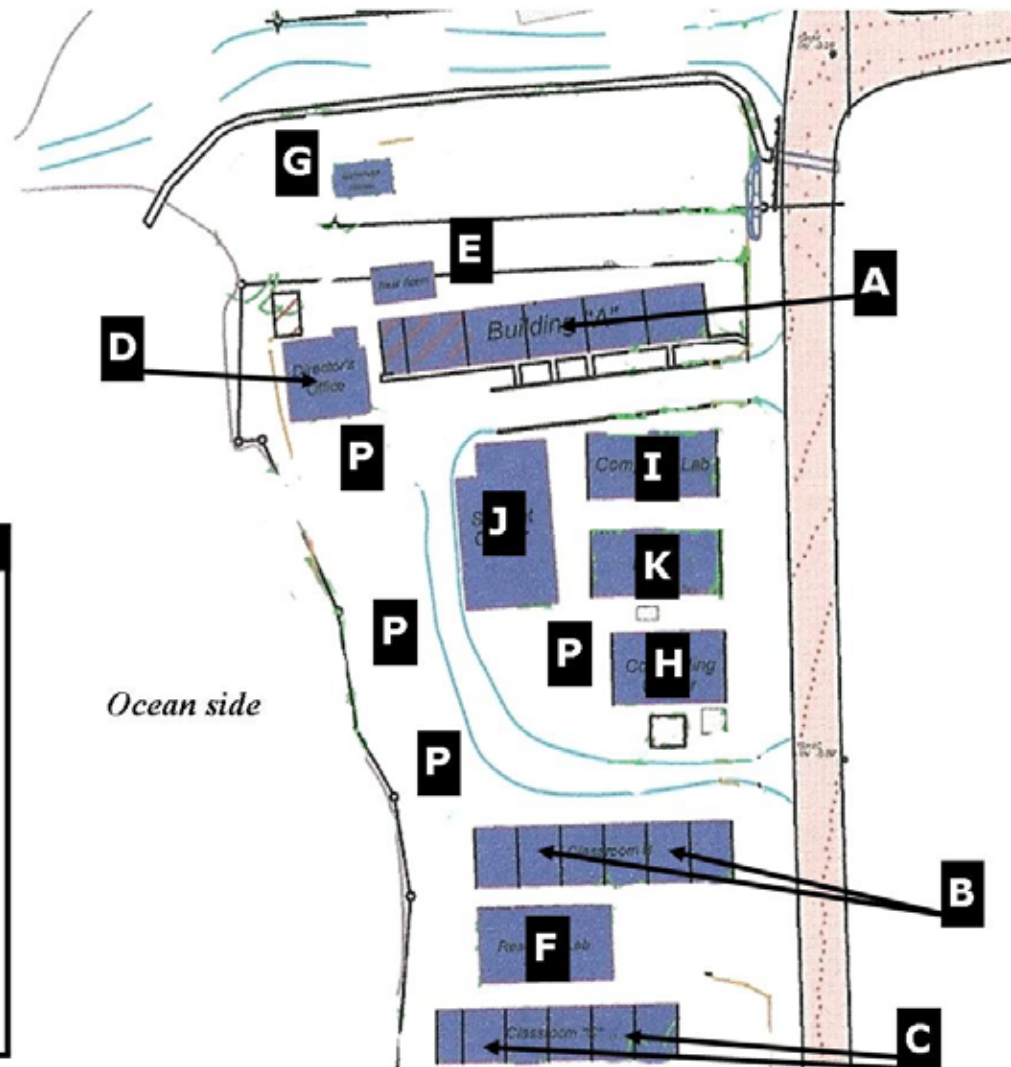
Campus Map COLLEGE OF MICRONESIA-FSM KOSRAE CAMPUS

BUILDING LEGENDS	
A.	Administration Building/ Classrooms
B.	Land Grant Building
C.	Faculty Building
D.	Rose Mackwelung Library
E.	Gear Up Program
F.	Mechanic Shop
G.	Woodshop
H.	KSBC Building
P.	Parking

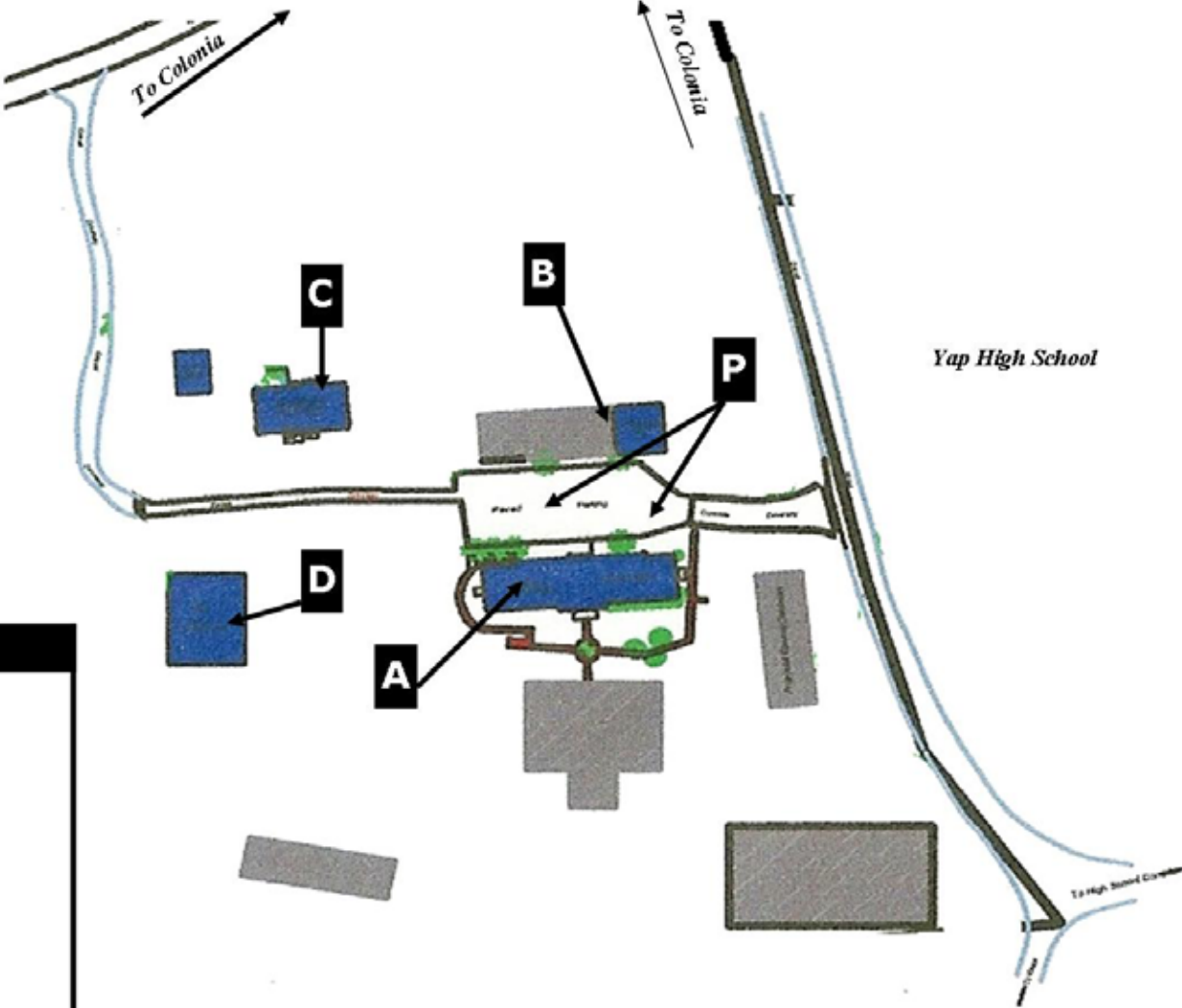


Campus Map COLLEGE OF MICRONESIA-FSM CHUUK CAMPUS

BUILDING LEGENDS	
A.	Classroom Building A
B.	Classroom Building B
C.	Classroom Building C
D.	Director's Office
E.	Restrooms
F.	Research Lab
G.	Generator House
H.	Peer Counseling Center
I.	Computer Lab
J.	Student Center
K.	Learning Resources Center
P.	Parking



Campus Map COLLEGE OF MICRONESIA-FSM YAP CAMPUS



BUILDING LEGENDS	
A. Administration Building	
- Classrooms	
- Bookstore	
B. Computer Lab	
C. CRE Building	
D. Library Building	
- Library	
- Science Lab	
P. Parking	