

College of Micronesia-FSM



*Celebrating 20 years of
Providing Quality Education
in the FSM
-April 1, 2013*



2011-2013 **General Catalog**

College of Micronesia-FSM General Catalog 2011-2013

MESSAGE FROM THE PRESIDENT



Ringlen Ringlen
Interim President

Welcome to the College of Micronesia-FSM. This catalog offers a rich source of information about the college's programs, admissions, 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 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. This 2011 -2013 edition comes with maps of the national and state campuses as well as a newly added index section. 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 COMFSM faculty or staff member for such assistance. We are all here to serve our primary customers, 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.

A handwritten signature in blue ink that reads "Ringlen Ringlen". The signature is fluid and cursive.

Ringlen Ringlen

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Fall 2011

August 1	Fall Semester Begins
August 1-5	Freshmen Orientation
August 1-5	Faculty Workshops
August 8	Freshmen Course Selection
August 9-11	Registration
August 15	First Day of Instruction
August 19	Last Day to Add/Drop Courses
August 22	Class List Due from Instructors
September 1	Deadline for Applications for Mid-Year Graduation
September 12	Early Warning Deficiency Reports Due from Instructors
September 30	Holiday - Chuuk Constitution Day (observed)
October 3-4	Mid-term Evaluations
October 7	Mid-term Deficiency Notices Due from Instructors
October 21	Last Day to Withdraw with "W"
October 24	Holiday - United Nations Day
Oct 31 –Nov 4	Early Registration for Continuing Students
November 3	Holiday - FSM Independence Day
November 11	Holiday - Veterans Day
November 16 - 20	Entrance Testing at the State Campuses
November 24	Holiday - Thanksgiving Day
December 6	Last Day of Instruction
December 7-9	Final Exams
December 12	Deadline for Final Grades from Instructors/Fall Semester Ends

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August

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October

Reminders

January 3	2012 Spring Semester Begins
October 14	Deadline for 2012 Spring Sem. 3rd Yr Teacher Prep.-Elem. Apps.
November 15	Deadline for 2012 Spring Semester Applications
December 9	Deadline for 2012 Spring Semester Readmissions
May 4	Deadline for 2012 Summer Readmissions

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Spring 2012

- January 3 Spring Semester Begins
- January 3 Faculty Workshops
- January 4-6 Registration
- January 9 First Day of Instruction**
- January 13 Last Day to Add/Drop Courses**
- January 16 Class List Due from Instructors
- January 25 – Feb 12 Recruitment/Entrance Testing at State Campuses/High Schools
- February 1 Deadline for Applications for Graduation**
- February 6 Early Warning Deficiency Reports Due from Instructors
- February 27-28 Mid-term Evaluations
- March 2 Deficiency Notices Due from Instructors
- March 9 Deadline for 2012 Su. Sem. 3rd Yr Teacher Prep.-Elem. Apps.**
- March 16 Last Day to Withdraw With "W"**
- March 26-29 Early Registration for Continuing Students
- March 30 Holiday - Cultural Day (observed)
- April 2 COM-FSM Founding Day (observed)
- April 3 Staff Development Day (no classes)
- April 4-5 Easter Recess for Students
- April 6 Holiday – Good Friday
- April 21-23 Vocational Education Exhibition Week
- May 2 Last Day of Instruction**
- May 3, 4, 7 Final Exams
- May 9 Deadline for Final Grades from Instructors
- May 10 Holiday – FSM Constitution Day
- May 15 Graduation/Spring Semester Ends

2012 Summer Session

- May 30-31 Registration
- June 1 Faculty Summer Contracts Begin
- June 1 Faculty Meeting
- June 4 First Day of Instruction**
- June 5 Last Day to Add/Drop Courses**
- June 6 Class Lists Due from Instructors
- June 8 Deadline for Applications for Summer Graduation**
- June 14 Early Warning Deficiency Report Due from Instructors
- June 15 Deadline for 2012 Fall Sem. 3rd Yr Teacher Prep.-Elem. Apps.**
- June 21 Mid-term Evaluations
- June 22 Mid-term Break (no school)
- June 25 Mid-term Deficiency Notices Due from Instructors
- July 2 Last Day to Withdraw with "W"**
- July 2-5 Early Registration for Continuing Students
- July 17 Last Day of Instruction**
- July 18-19 Final Exams
- July 23 Deadline for Final Grades from Instructors

Fall 2012

August 6	Fall Semester Begins
August 6-10	Freshmen Orientation
August 6-10	Faculty Workshops
August 13	Freshmen Course Selection
August 14-16	Registration
August 20	First Day of Instruction
August 24	Last Day to Add/Drop Courses
August 27	Class List Due from Instructors
September 1	Deadline for Applications for Mid-Year Graduation
September 17	Early Warning Deficiency Reports Due from Instructors
October 1	Holiday - Chuuk Constitution Day
October 8-9	Mid-term Evaluations
October 12	Mid-term Deficiency Notices Due from Instructors
October 24	Holiday - United Nations Day
October 26	Last Day to Withdraw with "W"
November 2	Holiday - FSM Independence Day (observed)
November 5-9	Early Registration for Continuing Students
November 12	Holiday - Veterans Day (observed)
November 15 - 19	Entrance Testing at the State Campuses
November 22	Holiday - Thanksgiving Day
December 12	Last Day of Instruction
December 13, 14, 17	Final Exams
December 19	Deadline for Final Grades from Instructors/Fall Semester Ends

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October

Reminders

January 7	2013 Spring Semester Begins
October 19	Deadline for 2013 Spring Sem. 3rd Yr Teacher Prep.-Elem. Apps.
November 15	Deadline for 2013 Spring Semester Applications
December 14	Deadline for 2013 Spring Semester Readmissions
May 3	Deadline for 2013 Summer Readmissions

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Spring 2013

January 7
January 7
January 8-10
January 14
January 18

January 21
January 24 – Feb. 11

February 1
February 11

February 22
March 4-5

March 8
March 22
March 22

March 27-28
March 29

April 1
April 2
April 8-12
April 25-27

May 8
May 10
May 13-15
May 17
May 22

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

Deadline for Applications for Graduation
Early Warning Deficiency Reports Due from Instructors

Staff Development Day – (no class)
Mid-term Evaluations

Deficiency Notices Due from Instructors

Last Day to Withdraw With "W"
Deadline for 2013 Su. Sem. 3rd Yr Teacher Prep.-Elem. Apps.

Easter Recess for Students

Holiday – Good Friday

COM-FSM Founding Day

Holiday - Cultural Day (observed)

Early Registration for Continuing Students
Vocational Education Exhibition Week

Last Day of Instruction

Holiday – FSM Constitution Day (observed)

Final Exams

Deadline for Final Grades from Instructors

Graduation/Spring Semester Ends

2013 Summer Session

May 29-30
May 31
May 31

June 3
June 4
June 5
June 7

June 13

June 14

June 16
June 21
June 24

July 1
July 1-5
July 16
July 17-18
July 22

Registration
Faculty Summer Contracts Begin
Faculty Meeting

First Day of Instruction
Last Day to Add/Drop Courses

Class Lists Due from Instructors
Deadline for Applications for Summer Graduation

Early Warning Deficiency Report Due from Instructors

Deadline for 2013 Fall Sem. 3rd Yr Teacher Prep.-Elem. Apps.

Mid-term Evaluations

Mid-term Break (no school)

Mid-term Deficiency Notices Due from Instructors

Last Day to Withdraw with "W"

Early Registration for Continuing Students

Last Day of Instruction

Final Exams

Deadline for Final Grades from Instructors

Fall 2011

August 1	Fall Semester Begins
August 1-5	Freshmen Orientation
August 1-5	Faculty Workshops
August 8	Freshmen Course Selection
August 9-11	Registration
August 15	First Day of Instruction
August 19	Last Day to Add/Drop Courses
August 22	Holiday - Kosrae Gospel Day
August 23	Class List Due from Instructors
September 1	Deadline for Applications for Mid-Year Graduation
September 8	Holiday - Kosrae Liberation Day
September 12	Early Warning Deficiency Reports Due from Instructors
October 3-4	Mid-term Evaluations
October 7	Mid-term Deficiency Notices Due from Instructors
October 21	Last Day to Withdraw with "W"
October 24	Holiday - United Nations Day (observed)
Oct 31 – Nov 4	Early Registration for Continuing Students
November 3	Holiday - FSM Independence Day
November 11	Holiday - Veterans Day
November 16 - 20	Entrance Testing at the State Campuses
November 24	Holiday - Thanksgiving Day
December 8	Last Day of Instruction
December 12-14	Final Exams
December 16	Deadline for Final Grades from Instructors/Fall Semester Ends

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August

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September

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October

Reminders

January 3	2012 Spring Semester Begins
October 14	Deadline for 2012 Sp. Sem. 3rd Yr Teacher Prep.-Elem. Apps.
November 15	Deadline for 2012 Spring Semester Applications
December 9	Deadline for 2012 Spring Semester Readmissions
May 4	Deadline for 2012 Summer Readmissions

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November

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December

Spring 2012

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January	1	2	3	4	5	6	7
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	29	30	31				

January 3
January 3
January 4-6
January 10
January 11
January 16
January 18
January 25 – Feb 12

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

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February				1	2	3	4
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February 1
February 8

Feb 29 – Mar 1

Deadline for Applications for Graduation
Early Warning Deficiency Reports Due from Instructors
Mid-term Evaluations

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March					1	2	3
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March 6
March 9

Deficiency Notices Due from Instructors
Deadline for 2012 Su. Sem. 3rd Yr

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April	1	2	3	4	5	6	7
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March 20
March 26-29
April 2
April 3
April 4-5
April 6
April 21-23

Teacher Prep.-Elem. Apps.
Last Day to Withdraw With "W"
Early Registration for Continuing Students
COM-FSM Founding Day (observed)
Staff Development Day (no classes)
Easter Recess for Students
Holiday – Good Friday
Vocational Education Exhibition Week

	S	M	T	W	Th	F	S
May			1	2	3	4	5
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May 3
May 7-9
May 10
May 14
May 17

Last Day of Instruction
Final Exams
Holiday – FSM Constitution Day
Deadline for Final Grades from Instructors
Graduation/Spring Semester Ends

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June						1	2
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Summer Session 2012

May 30-31
June 1
June 1
June 4
June 5
June 6
June 8

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

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July	1	2	3	4	5	6	7
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June 14
June 15

June 21
June 22
June 25
July 2
July 2-5
July 17
July 18-19
July 23

Early Warning Deficiency Report Due from Instructors
Deadline for 2012 Fall Sem. 3rd Yr
Teacher Prep.-Elem. Apps.
Mid-term Evaluations
Mid-term Break (no school)
Mid-term Deficiency Notices Due from Instructors
Last Day to Withdraw with "W"
Early Registration for Continuing Students
Last Day of Instruction
Final Exams
Deadline for Final Grades from Instructors

Fall 2012

August 6	Fall Semester Begins
August 6-10	Freshmen Orientation
August 6-10	Faculty Workshops
August 13	Freshmen Course Selection
August 14-16	Registration
August 20	First Day of Instruction
August 22	Holiday - Kosrae Gospel Day
August 24	Last Day to Add/Drop Courses
August 27	Class List Due from Instructors
September 1	Deadline for Applications for Mid-Year Graduation
September 7	Holiday - Kosrae Liberation Day (observed)
September 17	Early Warning Deficiency Reports Due from Instructors
October 8-9	Mid-term Evaluations
October 12	Mid-term Deficiency Notices Due from Instructors
October 24	Holiday - United Nations Day
October 26	Last Day to Withdraw with "W"
November 2	Holiday - FSM Independence Day (observed)
November 5-9	Early Registration for Continuing Students
November 12	Holiday - Veterans Day (observed)
November 15 - 19	Entrance Testing at the State Campuses
November 22	Holiday - Thanksgiving Day
December 14	Last Day of Instruction
December 17-19	Final Exams
December 21	Deadline for Final Grades from Instructors/Fall Semester Ends

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August

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September

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October

Reminders

January 7	2013 Spring Semester Begins
October 19	Deadline for 2013 Sp. Sem. 3rd Yr Teacher Prep.-Elem. Apps.
November 15	Deadline for 2013 Spring Semester Applications
December 14	Deadline for 2013 Spring Semester Readmissions
May 3	Deadline for 2013 Summer Readmissions

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November

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December

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March						1	2
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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
31							

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

	S	M	T	W	Th	F	S
May				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	

	S	M	T	W	Th	F	S
June							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							

	S	M	T	W	Th	F	S
July		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			

Spring 2013

January 7
January 7
January 8-9
January 10

January 14
January 18

January 21
January 24 – Feb. 11

February 1
February 11

February 22

March 4-5
March 8

March 22
March 22

March 27-28

March 29
April 1

April 8-12
April 25-27

May 8
May 10

May 13-15
May 17

May 22

Spring Semester Begins
Faculty Workshops
Registration
Kosrae Holiday – Constitution Day

First Day of Instruction

Last Day to Add/Drop Courses

Class List Due from Instructors

Recruitment/Entrance Testing at State Campuses/High Schools

Deadline for Applications for Graduation

Early Warning Deficiency Reports Due from Instructors

Staff Development Day (no classes)

Mid-term Evaluations

Deficiency Notices Due from Instructors

Last Day to Withdraw With "W"

Deadline for 2013 Su. Sem. 3rd Yr Teacher Prep.-Elem. Apps.

Easter Recess for Students

Holiday – Good Friday

COM-FSM Founding Day

Early Registration for Continuing Students

Vocational Education Exhibition Week

Last Day of Instruction

Holiday – FSM Constitution Day (observed)

Final Exams

Deadline for Final Grades from Instructors

Graduation/Spring Semester Ends

2013 Summer Session

May 29-30

May 31

May 31

June 3

June 4

June 5

June 7

June 13

June 14

June 16

June 21

June 24

July 1

July 1-5

July 16

July 17-18

July 22

Registration

Faculty Summer Contracts Begin

Faculty Meeting

First Day of Instruction

Last Day to Add/Drop Courses

Class Lists Due from Instructors

Deadline for Applications for Summer Graduation

Early Warning Deficiency Report Due from Instructors

Deadline for 2013 Fall Sem. 3rd Yr Teacher Prep.-Elem. Apps.

Mid-term Evaluations

Mid-term Break (no school)

Mid-term Deficiency Notices Due from Instructors

Last Day to Withdraw with "W"

Early Registration for Continuing Students

Last Day of Instruction

Final Exams

Deadline for Final Grades from Instructors

Fall 2011

August 1	Fall Semester Begins
August 1-5	Freshmen Orientation
August 1-5	Faculty Workshops
August 8	Freshmen Course Selection
August 9-11	Registration
August 15	First Day of Instruction
August 19	Last Day to Add/Drop Courses
August 22	Class List Due from Instructors
September 1	Deadline for Applications for Mid-Year Graduation
September 13	Early Warning Deficiency Reports Due from Instructors
September 12	Holiday - Pohnpei Liberation Day (observed)
October 3-4	Mid-term Evaluations
October 7	Mid-term Deficiency Notices Due from Instructors
October 21	Last Day to Withdraw with "W"
October 24	Holiday - United Nations Day
November 3	Holiday - FSM Independence Day
Oct 31- Nov 4	Early Registration for Continuing Students
November 8	Holiday - Pohnpei Constitution Day
November 11	Holiday - Veterans Day
November 16 - 20	Entrance Testing at the State Campuses
December 6	Last Day of Instruction
December 7-9	Final Exams
December 12	Deadline for Final Grades from Instructors
December 15	Mid-year Graduation/Fall Semester Ends

S	M	T	W	Th	F	S
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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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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	

September

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30	31					

October

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

November

Reminders

January 3	2012 Spring Semester Begins
October 14	Deadline for 2012 Sp. Sem. 3rd Yr Teacher Prep.-Elem. Apps.
November 15	Deadline for 2012 Spring Semester Applications
December 9	Deadline for 2012 Spring Semester Readmissions
May 4	Deadline for 2012 Summer Readmissions

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

December

January	S	M	T	W	Th	F	S
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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				

February	S	M	T	W	Th	F	S
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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			

March	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

April	S	M	T	W	Th	F	S
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	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

May	S	M	T	W	Th	F	S
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	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

June	S	M	T	W	Th	F	S
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	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

July	S	M	T	W	Th	F	S
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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				

Spring 2012

January 3
January 3
January 4-6

January 9
January 13

January 16
January 25 – Feb 12

February 1
February 6

February 27-28
March 2

March 9

March 16
March 26-29
March 30

April 2
April 3
April 4-5

April 6
April 21-23

May 2
May 3, 4, 7
May 9
May 10
May 15

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

Deadline for Applications for Graduation
Early Warning Deficiency Reports Due from Instructors

Mid-term Evaluations
Deficiency Notices Due from Instructors

Deadline for 2012 Su. Sem. 3rd Yr Teacher Prep.-Elem. Apps.

Last Day to Withdraw With "W"
Early Registration for Continuing Students
Holiday - Cultural Day (observed)

COM-FSM Founding Day (observed)
Staff Development Day (no classes)
Easter Recess for Students

Holiday – Good Friday
Pohnpei Campus Program Exhibition

Last Day of Instruction
Final Exams
Deadline for Final Grades from Instructors
Holiday – FSM Constitution Day
Graduation/Spring Semester Ends

2012 Summer Session

May 30-31
June 1
June 1

June 4
June 5
June 6
June 8

June 14

June 15

June 21
June 22
June 25

July 2
July 2-5
July 17
July 18-19
July 23

Registration
Faculty Summer Contracts Begin
Faculty Meeting

First Day of Instruction
Last Day to Add/Drop Courses

Class Lists Due from Instructors
Deadline for Applications for Summer Graduation

Early Warning Deficiency Report Due from Instructors

Deadline for 2012 Fall Sem. 3rd Yr Teacher Prep.-Elem. Apps.

Mid-term Evaluations
Mid-term Break (no school)
Mid-term Deficiency Notices Due from Instructors

Last Day to Withdraw with "W"
Early Registration for Continuing Students
Last Day of Instruction

Final Exams
Deadline for Final Grades from Instructors

Fall 2012

August 6	Fall Semester Begins
August 6-10	Freshmen Orientation
August 6-10	Faculty Workshops
August 13	Freshmen Course Selection
August 14-16	Registration
August 20	First Day of Instruction
August 24	Last Day to Add/Drop Courses
August 27	Class List Due from Instructors
September 1	Deadline for Applications for Mid-Year Graduation
September 11	Holiday - Pohnpei Liberation Day
September 17	Early Warning Deficiency Reports Due from Instructors
October 8-9	Mid-term Evaluations
October 12	Mid-term Deficiency Notices Due from Instructors
October 24	Holiday - United Nations Day
October 26	Last Day to Withdraw with "W"
November 2	Holiday - FSM Independence Day (observed)
November 5-9	Early Registration for Continuing Students
November 8	Holiday - Pohnpei Constitution Day
November 12	Holiday - Veterans Day (observed)
November 15 - 19	Entrance Testing at the State Campuses
December 11	Last Day of Instruction
December 12-14	Final Exams
December 17	Deadline for Final Grades from Instructors
December 20	Mid-year Graduation/Fall Semester Ends

Reminders

January 7	2013 Spring Semester Begins
October 19	Deadline for 2013 Sp. Sem. 3rd Yr Teacher Prep.-Elem. Apps.
November 15	Deadline for 2013 Spring Semester Applications
December 14	Deadline for 2013 Spring Semester Readmissions
May 3	Deadline for 2013 Summer Readmissions

S	M	T	W	Th	F	S
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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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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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September

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	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October

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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	

November

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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December

	S	M	T	W	Th	F	S
January			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		

	S	M	T	W	Th	F	S
February						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		

	S	M	T	W	Th	F	S
March						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							

	S	M	T	W	Th	F	S
April		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				

	S	M	T	W	Th	F	S
May				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	

	S	M	T	W	Th	F	S
June							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							

	S	M	T	W	Th	F	S
July		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			

Spring 2013

January 7
January 7
January 8-10

January 14

January 18

January 21
January 24 – Feb. 11

February 1

February 11

February 22

March 4-5

March 8

March 22

March 22

March 27-28

March 29

April 1

April 2

April 8-12

April 25-27

May 8

May 10

May 13-15

May 17

May 22

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

Deadline for Applications for Graduation

Early Warning Deficiency Reports Due from Instructors

Staff Development Day (no classes)

Mid-term Evaluations

Deficiency Notices Due from Instructors

Last Day to Withdraw With "W"

Deadline for 2013 Su. Sem. 3rd Yr Teacher Prep.-Elem. Apps.

Easter Recess for Students

Holiday – Good Friday

COM-FSM Founding Day

Holiday - Cultural Day (observed)

Early Registration for Continuing Students

Pohnpei Campus Program Exhibition

Last Day of Instruction

Holiday – FSM Constitution Day

Final Exams

Deadline for Final Grades from Instructors

Graduation/Spring Semester Ends

2013 Summer Session

May 29-30

May 31

May 31

May 31

June 3

June 4

June 5

June 7

June 13

June 14

June 16

June 21

June 24

July 1

July 1-5

July 16

July 17-18

July 22

Registration

Faculty Summer Contracts Begin

Faculty Meeting

First Day of Instruction

Last Day to Add/Drop Courses

Class Lists Due from Instructors

Deadline for Applications for Summer Graduation

Early Warning Deficiency Report Due from Instructors

Deadline for 2013 Fall Sem. 3rd Yr Teacher Prep.-Elem. Apps.

Mid-term Evaluations

Mid-term Break (no school)

Mid-term Deficiency Notices Due from Instructors

Last Day to Withdraw with "W"

Early Registration for Continuing Students

Last Day of Instruction

Final Exams

Deadline for Final Grades from Instructors

Fall 2011

August 1	Fall Semester Begins
August 1-5	Freshmen Orientation
August 1-5	Faculty Workshops
August 8	Freshmen Course Selection
August 9-11	Registration
August 15	First Day of Instruction
August 19	Last Day to Add/Drop Courses
August 22	Class List Due from Instructors
September 1	Deadline for Applications for Mid-Year Graduation
September 12	Early Warning Deficiency Reports Due from Instructors
October 3-4	Mid-term Evaluations
October 7	Mid-term Deficiency Notices Due from Instructors
October 21	Last Day to Withdraw with "W"
October 24	Holiday - United Nations Day
Oct 31 – Nov 3	Early Registration for Continuing Students
November 4	Holiday - FSM Independence Day (observed)
November 11	Holiday - Veterans Day
November 16 - 20	Entrance Testing at the State Campuses
December 5	Last Day of Instruction
December 6-8	Final Exams
December 12	Deadline for Final Grades from Instructors/Fall Semester Ends

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			

August

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	

September

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					

October

Reminders

January 3	2012 Spring Semester Begins
October 14	Deadline for 2012 Sp. Sem. 3rd Yr Teacher Prep.-Elem. Apps.
November 15	Deadline for 2012 Spring Semester Applications
December 9	Deadline for 2012 Spring Semester Readmissions
May 4	Deadline for 2012 Summer Readmissions

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			

November

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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

December

	S	M	T	W	Th	F	S
January	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				

	S	M	T	W	Th	F	S
February				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			

	S	M	T	W	Th	F	S
March					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

	S	M	T	W	Th	F	S
April	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					

	S	M	T	W	Th	F	S
May			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		

	S	M	T	W	Th	F	S
June						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

	S	M	T	W	Th	F	S
July	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				

Spring 2012

- January 3 Spring Semester Begins
- January 3 Faculty Workshops
- January 4-6 Registration
- January 9** **First Day of Instruction**
- January 13** **Last Day to Add/Drop Courses**
- January 16 Class List Due from Instructors
- January 25 – Feb 12 Recruitment/Entrance Testing at State Campuses/High Schools
- February 1** **Deadline for Applications for Graduation**
- February 6 Early Warning Deficiency Reports Due from Instructors
- February 27-28 Mid-term Evaluations
- March 1-2 Holiday – Yap Day
- March 5 Deficiency Notices Due from Instructors
- March 9** **Deadline for 2012 Su. Sem. 3rd Yr Teacher Prep.-Elem. Apps.**
- March 16** **Last Day to Withdraw With “W”**
- March 26-29 Early Registration for Continuing Students
- April 2 COM-FSM Founding Day (observed)
- April 3 Staff Development Day (no classes)
- April 4-5 Easter Recess for Students
- April 6 Holiday – Good Friday
- April 21-23 Vocational Education Exhibition Week
- May 3** **Last Day of Instruction**
- May 7-9 Final Exams
- May 10 Holiday – FSM Constitution Day
- May 14 Deadline for Final Grades from Instructors
- May 17 Graduation/Spring Semester Ends

2012 Summer Session

- May 30-31 Registration
- June 1 Faculty Summer Contracts Begin
- June 1 Faculty Meeting
- June 4** **First Day of Instruction**
- June 5** **Last Day to Add/Drop Courses**
- June 6 Class Lists Due from Instructors
- June 8** **Deadline for Applications for Summer Graduation**
- June 14 Early Warning Deficiency Report Due from Instructors
- June 15** **Deadline for 2012 Fall Sem. 3rd Yr Teacher Prep.-Elem. Apps.**
- June 21 Mid-term Evaluations
- June 22 Mid-term Break (no school)
- June 25 Mid-term Deficiency Notices Due from Instructors
- July 2** **Last Day to Withdraw with “W”**
- July 2-5 Early Registration for Continuing Students
- July 17** **Last Day of Instruction**
- July 18-19 Final Exams
- July 23 Deadline for Final Grades from Instructors

Fall 2012

August 6	Fall Semester Begins
August 6-10	Freshmen Orientation
August 6-10	Faculty Workshops
August 13	Freshmen Course Selection
August 14-16	Registration
August 20	First Day of Instruction
August 24	Last Day to Add/Drop Courses
August 27	Class List Due from Instructors
September 1	Deadline for Applications for Mid-Year Graduation
September 17	Early Warning Deficiency Reports Due from Instructors
October 8-9	Mid-term Evaluations
October 12	Mid-term Deficiency Notices Due from Instructors
October 24	Holiday - United Nations Day
October 26	Last Day to Withdraw with "W"
November 2	Holiday - FSM Independence Day (observed)
November 5-9	Early Registration for Continuing Students
November 12	Holiday - Veterans Day (observed)
November 15 - 19	Entrance Testing at the State Campuses
December 10	Last Day of Instruction
December 11-13	Final Exams
December 17	Deadline for Final Grades from Instructors/Fall Semester Ends

S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

August

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September

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October

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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	

November

Reminders

January 7	2013 Spring Semester Begins
October 19	Deadline for 2013 Sp. Sem. 3rd Yr Teacher Prep.-Elem. Apps.
November 15	Deadline for 2013 Spring Semester Applications
December 14	Deadline for 2013 Spring Semester Readmissions
May 3	Deadline for 2013 Summer Readmissions

S	M	T	W	Th	F	S
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23	24	25	26	27	28	29
30	31					

December

January	S	M	T	W	Th	F	S
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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			

February	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			

March	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
	31						

April	S	M	T	W	Th	F	S
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	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	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	

June	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	29
30							

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			

Spring 2013

January 7
January 7
January 8-10

January 14
January 18

January 21
January 24 – Feb. 11

February 1
February 11

February 22
Feb 28 – March 1

March 4-5
March 8

March 22
March 22

March 27-28
March 29

April 1
April 8-12
April 25-27
May 10
May 15
May 16, 17, 20
May 22
May 24

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

Deadline for Applications for Graduation
Early Warning Deficiency Reports Due from Instructors

Staff Development Day (no classes)
Yap Holiday – Yap Day

Mid-term Evaluations
Deficiency Notices Due from Instructors

Last Day to Withdraw With "W"
Deadline for 2013 Su. Sem. 3rd Yr Teacher Prep.-Elem. Apps.

Easter Recess for Students
Holiday – Good Friday

COM-FSM Founding Day
Early Registration for Continuing Students
Vocational Education Exhibition Week
Holiday – FSM Constitution Day

Last Day of Instruction
Final Exams
Deadline for Final Grades from Instructors
Graduation/Spring Semester Ends

2013 Summer Session

May 29-30
May 31
May 31

June 3
June 4
June 5
June 7

June 13

June 14

June 16
June 21
June 24

July 1
July 1-5
July 6
July 17-18
July 22

Registration
Faculty Summer Contracts Begin
Faculty Meeting

First Day of Instruction
Last Day to Add/Drop Courses
Class Lists Due from Instructors
Deadline for Applications for Summer Graduation

Early Warning Deficiency Report Due from Instructors

Deadline for 2013 Fall Sem. 3rd Yr Teacher Prep.-Elem. Apps.

Mid-term Evaluations
Mid-term Break (no school)
Mid-term Deficiency Notices Due from Instructors

Last Day to Withdraw with "W"
Early Registration for Continuing Students
Last Day of Instruction

Final Exams
Deadline for Final Grades from Instructors

GENERAL INFORMATION

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

MISSION

Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is 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.

GOALS

The College of Micronesia-FSM, through a cycle of assessment and review, will continuously improve to meet or exceed current accreditation standards and will:

1. Promote learning and teaching for knowledge, skills creativity, intellect and the abilities to seek and analyze information and to communicate effectively;
2. Provide institutional support to foster student success and satisfaction;
3. Create an adequate, health and functional learning and working environment;
4. Foster effective communication;
5. Invest in sufficient, qualified, and effective human resources;
6. Ensure sufficient, and well-manage fiscal resources that maintain financial stability;
7. Build a partnering and services network for community, workforce and economic development;
8. Promote the uniqueness of our community, cultivate respect for individual difference, and champion diversity; and
9. Provide for continuous improvement of programs, services and college environment.

ACCREDITATION

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

HISTORY

- 1963** Trust Territory of the Pacific Islands and University of Hawaii create Micronesian Teacher Education Center (MTEC) to provide in-service teacher training.
- 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 emerging 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; implementation pending WASC approval.
- New associate of science degree program in business administration replaces current associate of science degree programs in business administration and in accounting.
- Applied associate of science degree programs in telecommunications and electronics technology are approved.
- 2003** Applied associate of science degree 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.
- 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 health, 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.

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
- Business Administration
- Computer Information Systems
- Hospitality and Tourism Management
- Marine Science
- Nursing
- Public Health

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
- Services Management
- 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
- Law Enforcement
- Public Health
- Secretarial Science
- Trial Counselors
- Building Maintenance

Cabinet Making/Furniture Making
 Career Education
 Carpentry
 Construction Electricity
 Electronic Engineering Technology
 Masonry
 Plumbing
 Refrigeration and Air Conditioning
 Small Engine, Equipment and
 Outboard Motor Repair
 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.

VOCATIONAL EDUCATION PROGRAMS

The National and State campuses offer various programs in vocational education. The associate of science degree program in agriculture is the only vocational program offered at the National Campus. A mandate for the State campuses is to offer vocational training programs that meet the needs of the local communities. The vocational education certificate programs offer a chance to develop technical skills and provide a pathway for future training, education, and employment. Vocational 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 full-time programs, the State Campuses also offer customized industry training to meet specific labor force needs and demands.



DISTANCE EDUCATION

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

ACADEMIC YEAR

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

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

OTHER CAMPUSES

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

COM-FSM/Chuuk is located on the island of Weno in Chuuk State. It serves approximately 400 full time students each semester. At present it occupies leased site located along the waterfront in the business section of Weno. Plans call for construction of new permanent site outside the business area on its own campus. 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 an Intensive English/Mathematics Program to strengthen basic skills, developmental course work in English and math to enable students to qualify for admission into degree programs, customized training programs in the area of vocational education, and specialized courses in local customs, languages and skills. The Cooperative Extension Services (CES) component of the Land Grant Program has been integrated into the operations of the Chuuk Campus. The campus also receives TRIO funds to run an Upward Bound Program which serves 60 students on an annual basis in cooperation with Chuuk High School.



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. Developmental English and math classes continue to be a key component of many of the programs at Pohnpei Campus. To help students in the community to succeed in school, 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. It runs a development education program in mathematics and English to strengthen to basic skills and help students to gain admissions into degree programs. Kosrae campus sponsors the Upward Bound Program that serves Kosrae High School students in preparation for secondary education and 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 serves 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 Resource 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. Beginning 2000, FSM/FMI began accepting students on a regular basis from ninth grade to high school graduates from all over the FSM. In 2001 however, only high school graduates were accepted into the programs after having found that non-high school graduates could not cope with the subject, particularly the English and math subjects.

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.)



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 34,000 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 K-8 instructional materials; newspapers, magazines, and serials and the EBSCO electronic database containing full text journals and abstracts; UN Document, publications of agencies within the United Nations organization 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.

Internet access is available on various computer stations with additional stations available 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 Inter-Library Loan service provided through electronic document sharing or request the materials from other libraries in the region.



Media and Instructional Technology Center (MITC) provides audio-visual, media production, and distance education technology services to support the academic programs of the College. The PEAC-ESAT 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 e-mail are available 24 hours at no cost to COM-FSM students at both the National Campus and the State Campuses. Currently, network connections and internet access is funded by the National Campus Information Technology (IT) Division.

At the National Campus, student internet access stations are available in three computer labs, the LRC, and the residence halls. A campus-wide area network links the National Campus and State Campus labs to the internet. Currently, each State Campus provides an internet access computer lab for students. Computer equipment for labs is funded by the technology fee generated by individual campuses. Development of local area networks in these computer labs and the LRC has been completed.



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 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 Program better known as (TSP) at Pohnpei Campus is a fully federal funded program operated through the College of Micronesia-FSM since 1994. The mission of the Educational Talent Search Program is to motivate and encourage academically qualified 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 Chuuk and Kosrae Campuses were approved in 1995 and for Pohnpei and Yap Campuses in 1999. 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.

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



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.

STUDENT EDUCATIONAL RECORD POLICY

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

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

from the records. They can expect that information in their educational records is kept confidential, and disclosed only with their permission or under provisions of the law.

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



ADMISSIONS

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



ADMISSION INTO DEGREE PROGRAMS

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

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

- Have graduated or will graduate from high school at the end of the current school year, or have a 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 below 2.0 from high school will not be admitted to the College unless they have had considerable job experience or training since high school and can furnish recommendations from prior training programs, agencies or employers. Entrance test scores will be given primary consideration for these applicants. Upon recommendation of the Committee on Recruitment, Admissions and Retention, the President may approve special admission.

Admission Procedure:

- Take the COM-FSM entrance test. A test fee of \$5 will be collected. The entrance test is administered in November at the State Campuses for Spring admission and in February and March at all the high schools and the State Campuses.
- Obtain an Application for Admission form from a high school counselor, State Campus Director, or the COM-FSM Office of Admissions, Records and Retention.
- Complete the application and mail it with the \$10 admission fee to the Office of Admissions, Records and Retention.
- Complete the Free Application for Federal Student Aid (FAFSA) or the FAFSA renewal and mail it to the address indicated.
- Request that all official high school transcripts or GED scores are sent to the Office of Admissions, Records and Retention. High school seniors should submit a seven-semester transcript. College transfer students must also submit official transcripts from college previously attended.

Notification of Admission: Applicants who meet all the admissions requirements will be notified of their acceptance by the College as soon as their applications have been approved by the President upon recommendation of the Committee on Recruitment, Admissions and Retention.

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

- Obtain Social Security numbers;
 - 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;
 - Complete the Residence Hall Application, if interested in staying in the halls, and return it with a \$50 refundable security deposit;
 - Submit the Student Aid Report (SAR) upon receipt to the Financial Aid Office;
- Take a physical examination and return the health form to the College as soon as possible; and
- Check with the COM-FSM State campus director for travel arrangements. Tickets are provided for students from Yap, Chuuk, and Kosrae who have completed all of the above.

ADMISSION TO SECOND ASSOCIATE DEGREE

Students who have earned an associate degree with a cumulative grade point average of at least 2.0 may formally be admitted into a second associate degree program. The second program must be in a major different from the first.

A policy is needed to allow students who have earned an associate degree from a regionally accredited institution to apply for admission to a second associate degree program.

This policy applies to all students who previously earned an associate degree and are seeking a second degree. Students seeking a second associate degree must file an application for admission. If the degree was earned from an institution other than the College of Micronesia-FSM, the student must also submit an official transcript indicating that a previous degree was earned. Students who are submitting an application for admission to the College of Micronesia-FSM for the first time are required to pay the application fee.

ADMISSION INTO CERTIFICATE PROGRAMS



Admission to Third-Year Programs in Accounting and General Business. To be eligible for admission to the Third-Year Program in Accounting or in General Business, a student must have completed the Associate of Science degree in Accounting or Business or satisfied requirements for the said degree with a cumulative grade point average (GPA) of at least 2.50 and a grade of C or higher in each of the major requirements of the Associate of Science degree. A non-accounting or non-business major student applying for admission to the program must first fulfill all the accounting or business Associate of Science requirements before being considered for admission.

Admission to Third-Year Programs in Teacher Preparation-Elementary and Teacher Preparation-Special Education. To be eligible for admission to the Third-Year Program in Teacher Preparation-Elementary or Teacher Preparation-Special Education, a student must have: (a) completed an associate degree or 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). A student with an associate degree 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 other Certificate of Achievement Programs: High school graduates and 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 COM-FSM entrance test and be accepted by the President upon recommendation of the Committee on Recruitment, Admissions, and Retention. Acceptance is based on the applicant's score on the COM-FSM entrance test and other criteria as defined by the Committee.

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

TRANSFER STUDENTS

Students who have earned satisfactory grades from another college or university may apply for admission and be given advanced standing at the COM-FSM. Applicants must submit to the Committee on Recruitment, Admissions and Retention a completed application for admission form, proof of paying the admission fee, an official copy of his/her high school transcript, and official transcripts from each college previously attended.

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

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 3.5.
- 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 student has been approved for Dual Enrollment by the Committee on Recruitment, Admissions, and Retention.



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

Students enrolled in a course under the Dual Enrollment policy must pay all college tuition and fees assessed to regular students. **These students are not eligible for Federal Financial Aid assistance.**

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 completed College of Micronesia-FSM Application for Dual Enrollment to the Committee on Recruitment, Admissions and Retention along with the recommendation letter from the principal or designee, or the director of a college program working with high school seniors, and a high school transcript that verifies criteria one and two above. The information must be submitted together as one packet.

EARLY ADMISSION

The College provides postsecondary instructional opportunities to eligible high school students by offering an Early Admission Program for academically talented high school students who are ready to benefit from college and want to enter college in advance of high school graduation. Students are eligible for early admission if they meet the following criteria:

- 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 Committee on Recruitment, Admissions, and Retention approval via the COM-FSM Entrance Test (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 equivalent has been achieved.
- The student must submit a completed College of Micronesia-FSM Application for Admission to the Committee on Recruitment, Admissions and Retention along with the recommendation letter from the principal or designee, and a high school transcript that verifies criteria one and two above. The information must be submitted together as one packet.



LEAVE OF ABSENCE POLICY

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

- Completing the withdrawal from COM-FSM clearance form;-
- 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.

READMISSIONS

Students who are absent from school for at least an academic year (two semesters and a summer session) must apply for readmission. Applications for readmission must be submitted at least one week before the first day of instruction of the semester in which the student plans to return. Applications for readmission are considered on an equal basis with students applying for initial admission to the College. Students are readmitted upon the recommendation of the Committee on Recruitment, Admissions, and Retention.

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 - individuals taking credit courses prior to applying for admission to the College, or students from other universities or colleges taking credit courses at the College of Micronesia-FSM for transfer back to their own institutions, or 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 permission of the instructor to enroll in the course. 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 does not constitute or 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 to become 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 to ensure that the student is officially matriculated into the College. If admitted to regular status, the student may petition the Office of Admissions and Records 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, former students 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.

FINANCIAL INFORMATION

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 (1) how to apply for U.S. Federal financial assistance, (2) the costs of education with COM-FSM and (3) the calculation of financial awards to students and other important information concerning financial assistance.

FINANCIAL AID PROGRAMS

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.

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.

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
- Timothy Jerry Scholarship

TUITION AND FEES

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

Tuition Fee: The current tuition fee of \$105 per credit was adopted by the Board on December 2008 and will be implemented effective Fall 2009. Below is the schedule of tuition fees based on certain number of credits:

1 credit.....	\$105.00
3 credits.....	\$315.00
6 credits.....	\$630.00
9 credits.....	\$945.00
12 credits	\$1,260.00
15 credits	\$1,575.00
18 credits	\$1,890.00

Dormitory Fee:

Regular Semester	\$367.00
Summer Session	\$175.00

Meals Fee (Board):

<i>Regular Semester:</i>	
On campus	\$1,470.00
Off campus (lunch, M-F).....	\$367.50

Summer Session:

On campus\$700.00
 Off campus (lunch, M-F).....\$1175.00

Daily Rate:

Breakfast\$3.00
 Lunch or Dinner\$3.50

Entrance Test/Admission Fees:

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

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

Enrollment Fees:

Registration Fee: A \$15.00 per semester registration fee has to be paid at the time of registration for both full-time and part-time students. This helps defray the cost of enrolling students in classes, recording of grades, maintaining student records, and other expenses relative to the Office of Admissions and Records, Financial Aid Office and Business Office.

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

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

Other Fees:

Technology Fee: A \$50.00 fee per semester/session is charged to all students to have access to computers. This fee helps the College maintain up-to-date and adequate technology facilities for students.

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

Fees Charged When Applicable:

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

Late Registration Fee: Students who register after the last day of 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.

REFUND OF FEES POLICY

Below are the tuition and fees that are refundable:

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

The 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
- Dormitory Fee

TRAVEL COSTS

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

REGISTRATION

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

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

STUDENT ADVISEMENT

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

CLASSES

Class Schedule: The Director of Academic Affairs/Instructional Coordinator is responsible for developing the class schedule in consultation with the Registrar 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. 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 week of instruction by completing the add/drop form which is available from the Office of Admissions, Records and Retention. 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 planning to withdraw from a course must see their advisor before withdrawing from the course. The advisor is to complete the withdrawal form and sign it before returning it to the student who then submits the form to the Office of Admissions, Records and Retention. 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 form.

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 students' 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 6 credits in a summer session. For financial aid purposes, the full-time credit load is 12 semester credits for the fall and spring semesters and 6 credits for the summer session.

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

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

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 ADMISSIONS AND RECORDS. CREDIT LOAD

The number of semester credits that a student carries is called the credit load. An average load is 15 credits during the regular semester and 6 credits during the summer session. Students are limited to a maximum load of 18 credits per regular semester and 6 credits per summer session. Additional courses can only be taken with permission by the Vice President for Instructional Affairs.

MAJOR SUBJECT AREA

The subject in which students plan to earn their degree is the major subject area. COM-FSM degree programs are listed 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.

ARTICULATION

The College has established articulation agreements with several institutions in the region and the U.S. mainland. Students planning to transfer to these colleges should plan their program here to optimize transfer of their COM-FSM credits to the articulating institution. Partnering institutions like the University of Hawaii, University of Guam and San Diego State University maintain course transfer tables on their websites. The latest information about articulation agreements and affiliated institutions is kept current at <http://www.comfsm.fm/vpia/articul.html>

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

ACADEMIC REGULATIONS

ACADEMIC STANDARDS

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

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

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

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

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

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

COURSE GRADING SYSTEM

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

- A—Superior
- B—Above Average
- C—Average
- D—Passing

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

F—Failure

W—Withdrawal

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:

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

Formula:

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

REPEATS AND INCOMPLETES

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

Students who attend classes regularly and are doing passing work, but because of illness or other unavoidable circumstances are unable to take the final examination or otherwise complete the course, may receive an “I” for the course.

It is the students’ responsibility to clear the incomplete grade by mid-term of the following semester. Students who have an incomplete grade from the spring semester have until mid-term of the fall semester to remove it.

When the course work is completed, the instructor will submit a grade to the 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.

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

ACADEMIC HONESTY

To ensure the integrity of the educational process and the institution, the College encourages academic honesty, and therefore does not condone cheating, plagiarism, or any related form of academic dishonesty which prevents an instruc

tor from being able to assess accurately the performance of a student in any facet of learning. Students found guilty of academic dishonesty, cheating, plagiarism, and facilitating academic dishonesty will be liable to dismissal or suspension from the College.

CLASS ATTENDANCE

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 and records. The objective of the early warning deficiency report is to provide sufficient time for these students to seek assistance in order to pass the course.

MID-TERM DEFICIENCY NOTICES

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

FINAL GRADE REPORT

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

TRANSCRIPT POLICY

The Office of Admissions and Records maintains a transcript, or permanent record on all COMFSM 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. 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 and Records 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 and records to mail an official transcript to a prospective employer.

WITHDRAWAL FROM THE COLLEGE

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

CATALOG LIMITATIONS

A master copy of the COM-FSM General Catalog is kept current in the Office of the Vice President for Instructional Affairs. An online version is also available at <http://www.comfsm.fm/vpia/articul.html>. The online version is considered the official source of reference for efficiency, consistency, and facility of operation. Published editions are current only to the date of publication. As expected in a developing institution, such as COM-FSM, changes will continually occur. Those requirements in effect at the time of publication or admission (except where specific statements of exceptions are made) will remain in effect for the student. The College reserves the right to add, delete, supplement, or amend at any time the information, requirements, policies, and practices contained in this catalog.

GRADUATION REQUIREMENTS

ASSOCIATE OF ARTS DEGREE, ASSOCIATE OF SCIENCE DEGREE and 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:

- a. Students transferring from other institutions must earn at least 30 credits of the major at COM-FSM.
- b. A maximum of ten calendar years is allowed to fulfill the degree requirements of the selected major as described in the catalog which was in force at the time of admission. Time is measured from the first enrollment at COM-FSM to the date of certification of completion of the degree requirements for the major. The ten-year limit and the graduation requirements may change only in the following circumstances:
 - The student is out of school for at least two consecutive regular semesters.
 - The student changes major by filing a 'change of major' form with the Office of Admissions and Records.

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

CERTIFICATE PROGRAMS

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

STUDENT SERVICES AND ACTIVITIES

STUDENT 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 dormitory room is shared by four students and is furnished with two bunk beds. The College provides a mattress for each resident, but each resident must provide his/her own pillow, pillowcase, sheet and blanket.

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

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

The residence halls are staffed by a residence hall manager, residence hall advisors, resident assistants and custodians under the leadership of director of student/campus 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 well-being of residents.



HEALTH SERVICES

The National and Pohnpei Campuses maintain a well-equipped dispensary on campus with pharmacy and examination rooms. A full-time registered nurse is available during regular working hours from Monday to Friday at National Campus and a full-time 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 & Hypertension Day, the World Aids Day and the World TB & 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 our dorm and off-campus students. Pohnpei Campus has a multi-purpose gymnasium and a recreation center for students. All other campuses use the state facilities for their sports programs.

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

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



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

National & Pohnpei Campus has local huts, locally known as “Nahs”, where students socialize, and hold other activities and meetings.

STUDENT GOVERNMENT

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

STUDENT CONDUCT AND DUE PROCESS

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



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

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

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

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

Student disciplinary action may be imposed by:

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

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

1. The Vice President for Student Services/State Campus Director receives a report or otherwise is made aware of an allegation that a student has committed an act that is subject to discipline.
2. The Vice President for Student Services/State Campus Director conducts an investigation of the report. If, based on the investigation, the Vice President/ State Campus Director feels that disciplinary action is warranted, a Student Conduct Board hearing will be called as soon as practicable. The Student Conduct Board is composed of five members: two students and three staff/faculty members all appointed for one academic year by the President. A student may waive his/her right to a Student Conduct Board hearing.
3. At the investigative hearing, which is taped on audiocassette, the student may be represented by counsel of his/her own choosing and will also have the right to question any witness and to present witnesses. The Vice President for Student Services/State Campus Director, or his/her designee, will present evidence in support of the Vice President's/ State Campus Director's report. The Vice President/State Campus Director may call witnesses, including the student requesting the hearing. If that student refuses to respond to questions asked, an adverse inference will be drawn against the student. Within 48 hours after the investigative hearing, the Student Conduct Board shall issue a written report of the facts regarding the incident. The Board's factual conclusion findings shall be agreed to by a majority of the Board and shall suggest that the matter be concluded by dropping the matter entirely, issuing a warning to the student, or disciplining the student.
4. If either the student or the Vice President for Student Services/State Campus Director objects to the action of the Board, an appeal may be made to the President. The appeal notice should be in writing and delivered to the Office of the President within one business day of the Board's decision. Any appeal of the Student Conduct Board's decision will be based strictly on the taped proceedings of the hearing and any documents admitted as evidence. No further evidence shall be elicited. The disciplinary action will stand while the President is considering the matter. The standard in regards to an appeal is whether there was any credible evidence supporting the facts found by the Board. If the President finds that there was no credible evidence supporting the facts found by the Board, the President may then either drop the matter entirely or appoint the original Board for rehearing.
5. If the President is the person who reports the act or acts to the Vice President for Student Services/State Campus Director, which is alleged to justify discipline, or otherwise has a conflict in impartially exercising the duties described in these procedures, the President will notify the Student Conduct Board of the fact. The Student Conduct Board will then appoint one member of the faculty or staff of the College to exercise the authority of the President regarding discipline for that particular case.

POLICIES ON BETELNUT, TOBACCO, ALCOHOL AND ILLICIT DRUGS, THE PROHIBITION OF VIOLENCE, SEXUAL HARASSMENT

Introduction:

The College of Micronesia-FSM (COM-FSM) Board of Regents adopted a policy in 1981 that was amended in 1998 prohibiting the unlawful manufacture, distribution, dispensing, possession or use of alcohol and illicit drugs on college campus. This policy remains in force and has been expanded for clarification. COM-FSM students are not permitted to be under the influence of, possess, distribute, purchase or sell alcohol or illicit drugs on the COM-FSM campuses, at

COM-FSM approved or sponsored events, on COM-FSM property or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs.

1.0 Alcohol Policy:

COM-FSM students are not permitted to possess, distribute, consume, sell, or purchase alcohol nor are they permitted to be under the influence of alcohol on COM-FSM Campuses, at COM-FSM approved or sponsored events on COM-FSM properties or in buildings, vehicles, or boats used by COM-FSM for its educational or recreation programs.

This policy will be evaluated every three (3) years.

Any violation of the alcohol policy will result in a referral to the Disciplinary Committee. Penalties for violations will range as described below:

Violations:

A. First Offense

1. A written reprimand with not less than two (2) hours and not more than six (6) hours of work detail to be completed within one month.
2. Not less than two (2) hours and not more than ten (10) hours of drug/alcohol education/ counseling; this must be completed within three (3) months of the decision by the disciplinary committee.
3. Any other restrictions reasonably necessary to enforce the goals implicit in this policy.

B. Second Offense: A second violation of the alcohol policy in one that occurs within the same semester as the first offense. Penalties will range up to the following:

1. Written notice of probation for up to one year. The restrictions for probation will be determined by the Disciplinary Committee and can involve the following restrictions:
 - a) The student cannot hold any student office in any association or club during the period of probation, and must resign such an office upon a finding by the Disciplinary Committee.
 - b) If the student boards at COM-FSM, the student must remain on campus between the hours of 6:00 pm and 6:00 am, unless exempted by a counselor or an administrator.
 - c) A notice of probation is placed in the student's permanent academic record.
 - d) Student's parents will be notified only when in compliance with FERPA regulations. (See Section 5 of the procedures.)
 - e) A notice that any further violations of College policy will result in even more harsh sanctions, including suspension.

2. Referral for not less than ten (10) hours and not more than twenty (20) hours of drug/alcohol education/ counseling, which must be completed within three months of the decision by the Disciplinary Committee.
3. Any other restrictions reasonably necessary to enforce the goals implicit in this policy.

C. Third Offense: A third violation of the alcohol policy is one that occurs within the same school year of the previous offenses. Penalties will range up to the following:

1. Disciplinary suspension for up to one (1) year. Suspension will be initiated at the discretion of the Disciplinary Committee.
2. Referral for not less than twenty (20) hours and not more than thirty (30) hours of drug/alcohol education/ counseling, which must be completed prior to reinstatement after suspension, or completed within three (3) months of the decision by the Disciplinary Committee, if the penalty prescribed is less than suspension. The College is not responsible to provide the drug/alcohol education/counseling while the student is suspension. Documentation of the drug/alcohol education/counseling must be provided by the student upon reinstatement.
3. Any measure short of disciplinary suspension if, in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the alcohol policy.

D. More Than Three Offenses: In the event any student commits and is to be disciplined for more than three (3) offenses during a school year, the Disciplinary Committee will impose immediate suspension.

E. Failure to Comply with Assigned Disciplinary Actions. Non-compliance by the student of any of the above assigned disciplinary actions will result in the withholding of grades and/or transcripts until written notice of compliance has been filed with the Vice President for Student Services or the Campus Director, who will be responsible to provide the appropriate lists to the Office of Admissions and Records. The withholding of grades can interfere with the ability of the student to obtain future financial aid for his/her schooling. Failure to complete counseling and other requirements inside the given time constraints under any discipline imposed may result in the denial of the student to register for continued classes.

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

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

2.0 Purpose:

The purpose of this policy is to define the college's expectations regarding the use of alcohol on campus or at COM-FSM sponsored events.

3.0 Application:

This policy applies to all students attending COM-FSM.

4.0 Responsibility:

The Vice President for Student Services or his/her designee is responsible for enforcing this policy.

The Director of Student Life at the National Campus and the Student Services Coordinators at the State Campuses will monitor reporting of violations of this policy and follow-up reporting from counseling, security, and dorm managers.

5.0 Procedures:

1. Student will be reported to the Director of Student Life or Student Services Coordinator (SC) at the state campuses for confirmation of violation and referral to the disciplinary committee.

- A Disciplinary Committee of five (5) members (1 counselor, 1 security office, and 3 others) shall be appointed by the Vice President for Student Services at the National Campus and the Director at the state campuses. Members shall serve for a period of one academic year.

2. The Chair of the Disciplinary Committee shall forward the details of the disciplinary action to the Director of Student Life or Student Services Coordinator at the State Campuses who will forward the information on community service work to the dorm manager for dorm students or security office for off-campus students at National Campus, and to the security office at the state campuses. The Director of Student Life or Student Services Coordinator shall also provide details for counseling to the counseling office at the respective campus.

3. The person supervising the community service work or counseling shall report back to the Director of Student Life or Student Services Coordinator on the student's compliance or non-compliance with the disciplinary action.

4. In the case where disciplinary action results in suspension, the student may appeal this decision to the Student Conduct Board, specifically for clemency purposes. See Student Conduct Procedure and Due Process (pgs. 32-33 of 2007-2009 Catalog).

5. While the student is going through the appeal process, he or she shall be referred by the Disciplinary Committee to Counseling Center for counseling assistance. On a case by case basis, the Disciplinary Committee shall decide on the number of counseling hours/days. Parents will be notified when:

- a. Student poses a threat to safety of self or other students/faculty/staff/visitors (FERPA)

- b. Student is under the legal age of drinking. Legal age is 21 years. (FERPA)
- c. Student is arrested for alcohol related crime
- d. Student is undergoing disciplinary actions as a result of alcohol related violations

6. While the student is going through the appeal process, any further violation of the alcohol policy will result in immediate suspension from the College.

7. The Director of Student Life at the National Campus and the Student Services Coordinator at the state campuses shall submit a monthly report on the implementation of this policy.

POLICIES ON PROHIBITION OF VIOLENCE

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

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

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

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

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

Policy on Use of a Banned Weapon Together with any Other Forms of Violence: The Disciplinary Committee may consider the range of options for a second offense under this policy, including referral to law enforcement authorities, if appropriate.

Use of Alcohol in the Commission of the Act of Violence: The use of alcohol by the student is to be considered by the Disciplinary Committee in assessing the appropriate punishment for the offense. The use of alcohol by the student is to be considered an excuse for violent behavior.

SCOPE AND PROCEDURES OF DISCIPLINARY HEARINGS

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

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

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

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

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

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

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

Timing of Disciplinary Hearing: Due to the need for prompt decision-making a Disciplinary Hearing shall be scheduled within five days of the event giving rise to the discipline. The hearing may be continued by agreement of all parties. Failure by a student to attend a Disciplinary Hearing, without reasonable excuse, will result in a decision by the Disciplinary Committee without input from the student. Each student is entitled to an individual hearing; however, for the convenience of the parties, there may be an agreement to hold a hearing involving multiple students at the same time, when it arises from the same events upon which the discipline is based.

Composition of the Committee: The Disciplinary Committee will be comprised of three members of the college community. An employee of the college will be selected by the student, an employee of the college will be selected by the VPSS or Campus Director, and a third committee member will be chosen by the first two committee members. In situations requiring an urgent response, the VPSS or Campus Director may take immediate action and consult with the Committee as soon as possible.

Conduct of the Hearing: Formal rules of evidence will not apply. Witnesses will provide testimony under oath. The student may be represented by an attorney, if he or she so chooses. The Committee has the power to compel students and staff to appear before it. The Disciplinary Committee will hear the cases of both the complainant and the student. And will determine the outcome of the hearing. The Disciplinary Committee shall make its decision based on the preponderance of evidence put before it. The standard of proof for deciding against the accused student shall be such evidence that, when weighed against that opposed to it, has the more convincing force and the greater probability of truth. The burden of proof shall at all times rest upon the complainant.

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

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

The President shall review the findings of the Disciplinary Committee on the basis that discipline imposed by the Committee was an abuse of discretion, or that the factual findings of the Committee are unsupported by the evidence in the record. The President, based on his/her review, may affirm the decision of the Committee, modify the discipline imposed

by the Committee, or send the matter back to the Committee for further review. The President shall make his/her decision within thirty days of the appeal by the student. Failure to appeal by the student within the time frames designated results in a waiver of the right to appeal the discipline imposed.

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

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

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

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

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

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

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

THE DECISION OF THE BOARD IS FINAL

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

For more detailed information, students should consult the Student Handbook.

SEXUAL HARASSMENT POLICY

1.0 Policy

College of Micronesia-FSM Policy prohibits sexual harassment including unwelcomed 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 activity at 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.

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 college students and other students participating in or accessing college sponsored programs and activities in all aspects of their relationship with the college.

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 COM-FSM employee observes sexual harassment of a student, he/she should report it to the Vice President of Student Services or Campus Director. All members of the COM-FSM community are required to cooperate in any investigation of a sexual harassment complaint. Additionally, there are alternate outlets for reporting in the event any individual is uncomfortable in reporting a complaint. Persons who report incidents of sexual harassment shall not be harassed or retaliated against in any manner by any member of the college community.

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, who initiate an appropriate investigation 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 college.

False accusations for an improper motive may also be subject to disciplinary action.

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.

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, computer, agriculture, and ED/CD courses, 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 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 coursework 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.
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
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

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:

- Demonstrate mastery in math and English skills to be able to complete successfully an introductory level course.
- Determine the value of lifelong learning and demonstrate the skills and attitudes necessary for the attainment of academic goals.
- Demonstrate the critical thinking skills necessary to analyze, interpret, evaluate, process, and apply academic content.
- 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 PROGRAM
ACADEMIC PROGRAMS**

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

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

General Education Goals:

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, leadership and decision making skills.

Instructional Programs

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)

Natural Sciences (7 credits)

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

DEGREE and THIRD—YEAR PROGRAMS

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

ASSOCIATE OF SCIENCE DEGREE IN 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 Requirements36-37 credits

Agriculture (19 credits)

AG 101 Introduction to Agriculture (4); AG 110 Crop Production (4); AG 140 Principles of Animal Science (4); AG 290 Agricultural Project Management (3); 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 REQUIREMENTS65-66 credits

**AGRICULTURE AND NATURAL RESOURCE MANAGEMENT
Suggested Schedule**

First Semester

MS 100 College Algebra	3
SC 120 Biology	4
EN 120a Expos. Writing I	3
AG 101 Introduction to Agriculture.....	4
CA 100 Computer Lit	3
	<u>17</u>

Second Semester

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

Summer Session

SS 150 History of Micronesia.....	3
Electives	3
	<u>6</u>

Third Semester

AG 140 Principles of Animal Science	4
SC 230 Introduction to Chemistry	4
MS 150 Statistics	4
SC non lab	3
	<u>15</u>

Fourth Semester

AG 290 Ag. Project Management.....	3
Humanities	3
AG 299 Ag. Field Studies.....	4
SC/SS 115 Ethnobotany	3
	<u>13</u>

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) 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 (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

Business (7 credits)

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

Mathematics (6 credits)

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

Information Systems (19 credits)

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

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

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

GRADUATION REQUIREMENTS70 credits

BUSINESS ADMINISTRATION Suggested Schedule

First Semester

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

Second Semester

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

Summer Session

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

Third Semester

EC 220 Microeconomics	3
Non-lab science or agriculture	3
AC 250 Managerial Accounting	3
BU 260 Fundamentals of Management	3
MS 150 Statistics.....	3
Exercise Sports Science course	1
16	

Fourth Semester

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

THIRD YEAR CERTIFICATE OF ACHIEVEMENT in ACCOUNTING OR GENERAL BUSINESS

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

Program Learning Outcomes

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

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

Program Learning Outcomes – 3rd Year General Business

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

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

current technological developments.

3. Demonstrate an understanding of the concepts underlying corporate financial decision-making – such as capital structure, capital budgeting, short-term asset management, dividend policy, financial analysis, corporate restructuring – and how these decisions affect other areas of the firm.
4. Demonstrate an understanding of the role of entrepreneurship and small business in the (FSM) economy and show competence in basic business planning and in identifying opportunities and challenges that entrepreneurs and small business owners/managers face – both in FSM and in general – in trying to achieve their business objectives.
5. Demonstrate basic knowledge of international business by discussing its importance and explaining its theoretical foundations. The student will also be expected to describe the international economic and financial environment; the role of government, culture, politics and laws in international business; and analyze issues in management, marketing, finance, human resources, accounting and taxation.
6. Demonstrate an understanding of economic development issues faced by least developed countries (LDCs) and options for development. Such issues will include, among others, foreign aid to LDCs, unemployment, urbanization and population growth, all with special emphasis on FSM.
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 credits

Accounting (21 credits)

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

OR

General Business (21 credits)

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

GRADUATION REQUIREMENT30 credits

Accounting (30 credits)

General Business (30 credits)

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

First Semester (FALL)

Accounting

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

General Business

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

Second Semester (SPRING)

Accounting

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

General Business

FIN 312 Corporate Finance	3
MKT 311 Marketing Strategy	3
MGT 360 Entrepren/Small Bus. Magnt	3
BU/MS 310 Applied Statistics	3
Q & LR/WC & H/Humanities course.....	<u>3</u>
	15

ASSOCIATE OF SCIENCE DEGREE in COMPUTER INFORMATION SYSTEMS

Program Learning Outcomes

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

1. Demonstrate an in-depth understanding of 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 Requirements41 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 (19 credits)

IS 201 Computer Information Systems (3); IS 220 Computer Programming (3); IS 230 Database Design (3); IS 240 Webpage Design (3);

IS 260 Business Information Systems (3); IS 280 Introduction to Networking-w/lab (4)

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

CA 105 Data Analysis Using Spreadsheets (3); MM 225 Multimedia Design (3); IS/MM 245 Desktop Publishing (3);

MM 240 Computer Animation (3); IS 270 Geographic Information Systems (3)

GRADUATION REQUIREMENTS70 credits

COMPUTER INFORMATION SYSTEMS Suggested Schedule

First Semester

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

Second Semester

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

Summer Session

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

Third Semester

IS 220 Computer Programming	3
IS 230 Database Design.	3
IS 240 Webpage Design	3
Exercise Sports Science	1
MS 101 Algebra and Trigonometry.....	3
EN/BU 121 Business Communication	3
16	

Fourth Semester

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

EDUCATION PROGRAMS

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

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

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

ASSOCIATE OF ARTS In PRE-TEACHER PREPARATION

Program Learning Outcomes:

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

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

Preparatory Courses (by placement)

General Education Core 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

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

Second Semester

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

Summer Session

ED/PY 201 Human Growth and Development ..	3
AR 101 Intro. To Art	3
	<u>6</u>

Third Semester

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

Fourth Semester

Science w/lab.....	4
EN 200 Elective	3
ED 215 Intro. to Exceptional Children	3
SS 125 or SS 170 or SS171.....	3
ED 292 Practicum	3
	<u>16</u>

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/PY300 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: A 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)

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 EN220 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
ED301b Reading Methods	ED 304 Science Methods
ED 302 Social Studies Methods.....	ED 305 Child. Lit. & Drama.....
ED/PY 300 Educational Psychology.....	ED 338 Special Needs in the Classroom
ED 330 Classroom Management.....	ED 392 Practicum & Seminar
13	13

**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 351 Fine Arts Methods | ED 482 Working with Second Language Learners |
| ED 363 Physical Education and Health Methods | ED 486 Building Effective Strategies for Teaching |
| ED 334 Solving Disciplinary Problems | ED 489 Evaluation |
| ED 451 Audio Visual Methods | ED 492/498 Student Teaching/Internship |
| ED 473 Developing Cognitive Abilities | |

**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 Requirements37 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
	<u>16</u>

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 ..	<u>3</u>
	16

Summer Session

AC 131 Accounting I	4
SS 150 History of Micronesia	3
	<u>7</u>

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	<u>3</u>
	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.....	<u>3</u>
	15

ASSOCIATE OF ARTS DEGREE in LIBERAL ARTS

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

Program Learning Outcomes

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

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

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

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

ASSOCIATE OF ARTS DEGREE in LIBERAL ARTS Suggested Schedule

First Semester

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

Second Semester

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

Third Semester

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

Fourth Semester

Specialty	3
Humanities Elective.....	3
Open Elective	3
Open Elective	3
Open Elective	3
15	

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

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

Program Learning Outcomes

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

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

Preparatory Courses (by placement)

General Education Core 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.....34credits

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**

First Semester

EN 110 Advanced Reading3
 EN 120a Expository Writing I.....3
 MS 100 College Algebra3
 SC 120 Biology w/lab4
 Humanities Elective3
 16

Second Semester

EN 120b Expository Writing II.....3
 SC 101 Health Science3
 Any 100 level mathematics3
 SS 150 History of Micronesia3
 SC 230 Chemistry4
 16

Third Semester

CA 100 Computer Literacy3
 ESS1
 SC 122a Anatomy & Physio. I w/lab4
 Non lab science or AG 1013
 General Psychology.....3
 SC 112 Human Nutrition3
 17

Fourth Semester

ED/PY 201 Human Growth & Dev.3
 SC 122b Anatomy & Physio. II w/lab4
 SC 180 Microbiology w/lab4
 EN/CO 205 Speech.....3
 Open Elective3
 17

**ASSOCIATE OF SCIENCE DEGREE
in
MARINE SCIENCE**

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

Program Learning Outcomes

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

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

Preparatory Courses (by placement)

General Education Core 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 Requirements36 credits

Marine Science (23 credits)
 MR 120 Marine Biology w/lab (4); MR 201 Aquaculture w/lab (4); MR 210 Marine Ecology (3); MR 230 Ichthyology w/lab (4);
 MR 240 Oceanography w/lab (4); MR 250 Fishery Biology and Management (3); MR 254 Marine Biology Field Studies (1)

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

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

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

Open Elective (3 credits)

GRADUATION REQUIREMENTS65 credits

**MARINE SCIENCE
Suggested Schedule**

First Semester

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

Second Semester

120a Expository Writing I	3
MR 240 Oceanography w/lab	4
MR 210 Marine Ecology.....	3
MR 254 Marine Biology Field Studies.....	1
CA 100 Computer Literacy	3
	<u>14</u>

Summer Session

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

Third Semester

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

Fourth Semester

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

ASSOCIATE OF ARTS DEGREE IN MICRONESIAN STUDIES

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

Program Learning Outcomes

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

1. Demonstrate the ability to read, speak and write 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
SS 195 Micronesian Cultural Studies.....	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 220 Contemporary Issues in Micronesia.....	3
	15

Fourth Semester

Open Elective	3
Humanities Elective	3
SS 212 Economy of 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:

- a. **Certificate of Achievement in Basic Public Health (CABPH)**
- b. **Advanced Certificate of Achievement in Public Health (ACAPH)**

and 1 associate degree:

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

and 1 third-year certificate of achievement:

- d. **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 of 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 **C.O.M.E.T** (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 cardio-pulmonary 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.

ADVANCED CERTIFICATE IN PUBLIC HEALTH

General Education Core Requirements13 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 Maths for Public Health (3)

Major Requirements18 credits

PHTP/ Major courses and credits (18):

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

GRADUATION REQUIREMENTS31 credits

**ADVANCED CERTIFICATE IN PUBLIC HEALTH
Suggested Schedule**

First Semester

PH 111 Introduction to Basic Epidemiology and Biostatistics	3
PH 121 Environmental Prevention and Control of Disease	3
EN 110 Advanced Reading	3
CA 100 Introduction to Computing	3
Total	12

Second Semester

PH 112 Introduction to Epi-Info and Computing for Public Health	3
PH 151 Introduction to Pacific Health Care Systems and Traditional Medicine	3
EN 120a Expository Writing I	3
PH/MS 109 Math for Public Health	3
Total	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
Total	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 **C.O.M.E.T.** (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.

ASSOCIATE OF SCIENCE DEGREE IN PUBLIC HEALTH (ASDPH)

General Education Core Requirements16 credits

General Education courses and credits (16):

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-credits course (Art-Culture-Music-History-Philosophy-Language) (3); SS 150 History of Micronesia (3)

Major Requirements18 credits

PHTP/ Major courses and credits (18):

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)

GRADUATION REQUIREMENTS34 credits

**ASSOCIATE OF SCIENCE DEGREE IN PUBLIC HEALTH (ASDPH)
Suggested Schedule**

First Semester

PH 211 Health Research Methodology	3
PH 221 Occupational Health and Safety	3
PH 251 Management of Health Information Systems and Epidemiology.....	3
SC 117 Tropical Pacific Islands Environment.....	4
	<u>13</u>

Second Semester

PH 212 Surveillance, Identification and Management of an Outbreak.....	3
PH 231 Food, Nutrition and Lifestyle Diseases	3
EN 120b Expository Writing II	3
Humanities.....	3
	<u>12</u>

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
	<u>9</u>

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: favourable interview with program faculty;

All non-ASDPH-holding candidates to sit **C.O.M.E.T.** (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 Math/Science Division 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 cardio-pulmonary 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.

PHTP/ Major courses and credits for Specialist in Public Health (CASPH) (30):

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 next pages, for cumulative 18 credits;

and

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 next pages, for cumulative 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

First Semester

PH 314 Public Health Surveillance and Management of Health Information System.....	3
PH 316a Research Project in Applied Epidemiology and Health Research	3
PH 321 Food Handling, Microbiology and Hygiene	3
PH 365a Placement in a PH Practicing Facility	<u>3</u>
	12

Second Semester

PH 343 Settings Approach & Healthy Public Policy in Health Promotion	3
PH 316b Research Project in Applied Epidemiology and Health Research	3
PH 351 Health Care Management and Systems in the Pacific and Micronesia	3
PH 365b Placement in a PH Practicing Facility	<u>3</u>
	12

Summer Session

PH 312 Res. Methods for Health Services Mgt	3
PH 334 Community Nutr	<u>3</u>
	6

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, and lifelong growth integrating new knowledge, ethical principles, and legal standards for safe, quality nursing practice.
2. Incorporate nursing knowledge to collect health data, plan, implement and evaluate care under the supervision of the professional nurse.
3. Utilize nursing principles and new evidence in the delivery of safe, holistic nursing care.
4. Demonstrate curiosity and tradition to ensure safe nursing care and positive health outcomes.
5. Apply relationship-centered communication and health technology in collaborating as a member of the health team.
6. Promote human dignity and a caring, culturally safe environment that reflects the values and needs of Micronesian families and communities.
7. Participate in the primary care and public health care systems in Micronesia to promote family and 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, and lifelong growth integrating new knowledge, ethical principles, and legal standards for safe, quality nursing practice.
2. Incorporate nursing knowledge to assess, plan, deliver, and evaluate care within the context of the interprofessional health team.
3. Make evidence-based nursing judgments in the delivery of safe, holistic nursing care.
4. Demonstrate a spirit of inquiry to manage and improve the quality of care and outcomes for individuals, families, and communities.
5. Practice relationship-centered communication and incorporate health technology as a member of the interprofessional team.
6. Advocate for a caring, culturally safe, and flourishing environment that reflects the values and needs of Micronesian families and communities.
7. Practice and contribute to the primary care and public health care systems in Micronesia to promote family and 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 or 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

Prerequisites English (9 credits)

EN110 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 Certificate24 credits

NU 123 Writing Research in Nursing Lab (1:0/3); NU 125 Health Promotion in Nursing w/lab (7:3/4); NU133 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 Degree38 credits

NU 123 Writing Research in Nursing Lab (1:0/3); NU 125 Health Promotion in Nursing w/lab (7:3/4); NU133 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)

Suggested Schedule

Pre-Nursing PN/RN Course Sequence*

Fall

EN 120a Expository Writing I	3
PH 231 Food, & Nutrition in the Lifecycle	3
PH 112 OR Introduction to Human Nutrition	3
SC 122a A & P I w/lab	4
EN 110 Advanced Reading.....	3
	13

Spring

EN 120b Expository Writing II	3
PH 109 Math for Health	3
MS 100 Sciences OR College Algebra	3
SC 122b A & P II w/lab	4
	12

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

Summer

SC 180 Microbiology w/lab**	4
	4

**for RN students only

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
	Total Credits 11-15

Spring

NU 135 Health, Illness & Nursing I w/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
	Total Credits 13-17

*prerequisites: CNA, EN110/120a/120b, CA 100, PH/MS 109, SC 122a/122b, PH 231 or equivalent

Summer PN track-PN Exit only

NU 145 PN Leadership in Clinical Practice 0/3)**	3
NU 146 NCLEX-PN Review**(elective)	3
	Total Credits 6

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
Total Credits	13-15

Spring

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

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

Exit II: RN/ASN Credits: 72 credits
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 credits

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

Technical Requirements 21 or 22 credits

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

Plus a minimum of 12 credits from the following:

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

Total Requirements34-35 credits

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
Total Credits	13-15

Spring

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

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24 nursing + 26 general education credits

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

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Plus a minimum of 12 credits from the following:

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

Total Requirements34-35 credits

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

Fall Semester

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

Summer Session

AG 096 Field Internship.....	5
	5

Spring Semester

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

**CERTIFICATE OF ACHIEVEMENT
in
BOOKKEEPING**

The bookkeeping certificate program is designed for those who are unable to attend the regular business degree program, or those who do not meet the admission standards for degree programs. This one-year program is intended to prepare students for entry level jobs in the area of business, or for those who are working to upgrade their skills in managing their own business. This program also intends to reduce the FSM reliance on a foreign skilled work force and help the citizens of FSM to be productive members of the society, able to contribute to the general welfare and economic development of FSM. High school graduates or those who pass GED are eligible for admission into the program.

Program Learning Outcomes

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

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

Program Requirements

Major Requirements36 credits

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

**CERTIFICATE in BOOKKEEPING
Suggested Schedule**

First Semester

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

Second Semester

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

Summer Session

BU 100 Practicum	3
CA 095 Basic Computer Applications	3
	6

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

(Available at Yap and Pohnpei Campuses only)

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

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

Program Learning Outcomes

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

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

Program Requirements

Major Requirements47 Credits

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

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

Fall Semester

CHS 220 Review of Health Sciences	5
CHS 224 Health Problems in Adult	5
CHS 233 Behavioral Health.....	<u>2</u>
	12

Spring Semester

CHS 231 Maternal and Child Health I	5
CHS 232 Non-Communicable/Communicable Disease.....	<u>5</u>
	10

Summer Session

CHS 240 Maternal and Child Health II	<u>5</u>
	5

Fall Semester

CHS 241 First Aid Care	3
CHS 242 Environmental Health	2
CHS 234 Human Nutrition	<u>3</u>
	8

Spring Semester

CHS 235 Dental Health	2
CHS 244 Dispensary Management	<u>5</u>
	7

Summer Session

CHS 251 Health Problems in Children	<u>5</u>
	5

CERTIFICATE OF ACHIEVEMENT in LAW ENFORCEMENT

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

Program Learning Outcomes

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

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

Program Requirements

General Education Core requirements.....16 credits

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

Major Requirements18 credits

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

Total Credits34 credits

CERTIFICATE in LAW ENFORCEMENT Suggested Schedule

Fall Semester

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

Spring Semester

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

Summer Session

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

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 self-awareness of personal and workplace actions based on the role of the nursing assistant, core nursing values, lifelong learning, standards of practice, and ethical- legal principles.
2. Report basic health observations and prioritize deviations in patient/client health.
3. Use medical terminology and abbreviations accurately to report patient/client health status and interpret nursing care plans.
4. Organize and safely provide basic nursing care to individuals across the lifespan under the supervision of a professional or practical nurse.
5. Provide a safe, caring, and culturally respectful therapeutic environment to improve patient/client care in a variety of health care settings.
6. Communicate effectively using interpersonal, documentation, and technology skills.
7. Participate in the wellness care of individuals in primary care and public health settings.

Program Requirements

Certificate of Completion

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

Total Requirements.....10 credits

Certificate of Achievement

General Education Requirements.....22 credits

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

Technical Requirements.....10 credits

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

Total Requirements.....32 credits

CERTIFICATE OF ACHIEVEMENT AS A NURSING ASSISTANT Suggested Schedule

Fall Semester

ESL 089 Reading V..... 3
ESL 099 Writing V3
SC 098 Survey of Science3
MS 099 Intermediate Algebra4
SC or PH 094 Family Health OR PH (elective)....3
16

Spring Semester

SC 101 Health Science..... 3
CA 100 Computer Literacy..... 3
NU 101 Medical Terminology..... 3
NU 101 Nursing Assistant Practice OR7
9-16

Summer

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

CERTIFICATE OF ACHIEVEMENT in PRESCHOOL TEACHER EDUCATION

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

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

Program Learning Outcomes

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

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

Program Requirements

Major Requirements:32 credits

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

CERTIFICATE in PRESCHOOL TEACHER EDUCATION Suggested Schedule

First Semester

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

Second Semester

ED/CD 103 Advancing Cognitive Skills through Creative Experiences	4
ED/CD 104 Promoting Self-Esteem and Responsible Behavior through Social Experiences.....	4
ED/CD 105 Family Involvement in Preschool Education	4
	12

Summer Session

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

CERTIFICATE OF ACHIEVEMENT in PUBLIC HEALTH

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

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

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

Entry criteria: High school graduation or GED

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

Total credits required = 35

Program Learning Outcomes:

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

General Education Requirements.....16 credits

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

Major Requirements.....19 credits

PH 041 Community Education (3); PH 049/ CHS 233a Behavioural Health (2)
 PH 051 Introduction to Information Systems for Health Managers (3)
 PH 052 Essential Public Health Functions and Primary Health Care (3); PH 053 Practicum Placement in a Public Health Service (3);
 PH 069/ CHS 235 Dental Health (2); PH 079/ CHS 241 First Aid (3)

CERTIFICATE IN BASIC PUBLIC HEALTH Suggested Schedule

First Semester

PH 041 Community Education	3
PH 051 Introduction to Information Systems for Health Managers	3
ESL 079 Study Skills	3
ESL 089 Reading V	3
SC 094 Family Health	3
	15

Second Semester

PH 052 Essential Public Health Functions and Primary Health Care.....	3
PH 053 Practicum Placement in a Public Health Service	3
PH 079/ CHS 241 First Aid	3
ESL 099 Writing V	3
MS 099 Intermediate Algebra	4
	16

Summer Session

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

CERTIFICATE OF ACHIEVEMENT in SECRETARIAL SCIENCE

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

Program Learning Outcomes

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

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

Program Requirements

Major Requirements 34 credits

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

CERTIFICATE in SECRETARIAL SCIENCE Suggested Schedule

First Semester

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

Second Semester

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

Summer Session

BU 099b Office Management (200 hours practicum).....	3
	3

CERTIFICATE OF ACHIEVEMENT IN TRIAL COUNSELORS

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

Program Learning Outcomes

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

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

Program Requirements

Major Requirements.....31 credits

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

CERTIFICATE IN TRIAL COUNSELORS Suggested Schedule

First Semester

LAW 200 Legal Research and Writing	3
LAW 224 Contracts	3
LAW 220 Torts	3
LAW 215 Criminal Law	3
	12

Second Semester

LAW 232 Constitutional Law	3
LAW 238 Real Property	3
LAW 210 Criminal Procedure	3
LAW 236 Appellate and Civil Procedure/ Jurisdiction.....	4
	13

Summer Session

LAW 228 Evidence	3
LAW 240 Trial Practice Internship	3
	6

VOCATIONAL EDUCATION PROGRAM

The vocational training divisions of COM-FSM are learning communities dedicated to creating a high quality workforce through educational excellence and student success in collaboration with its diverse communities. The goals of the division are to (1) create and provide quality 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.

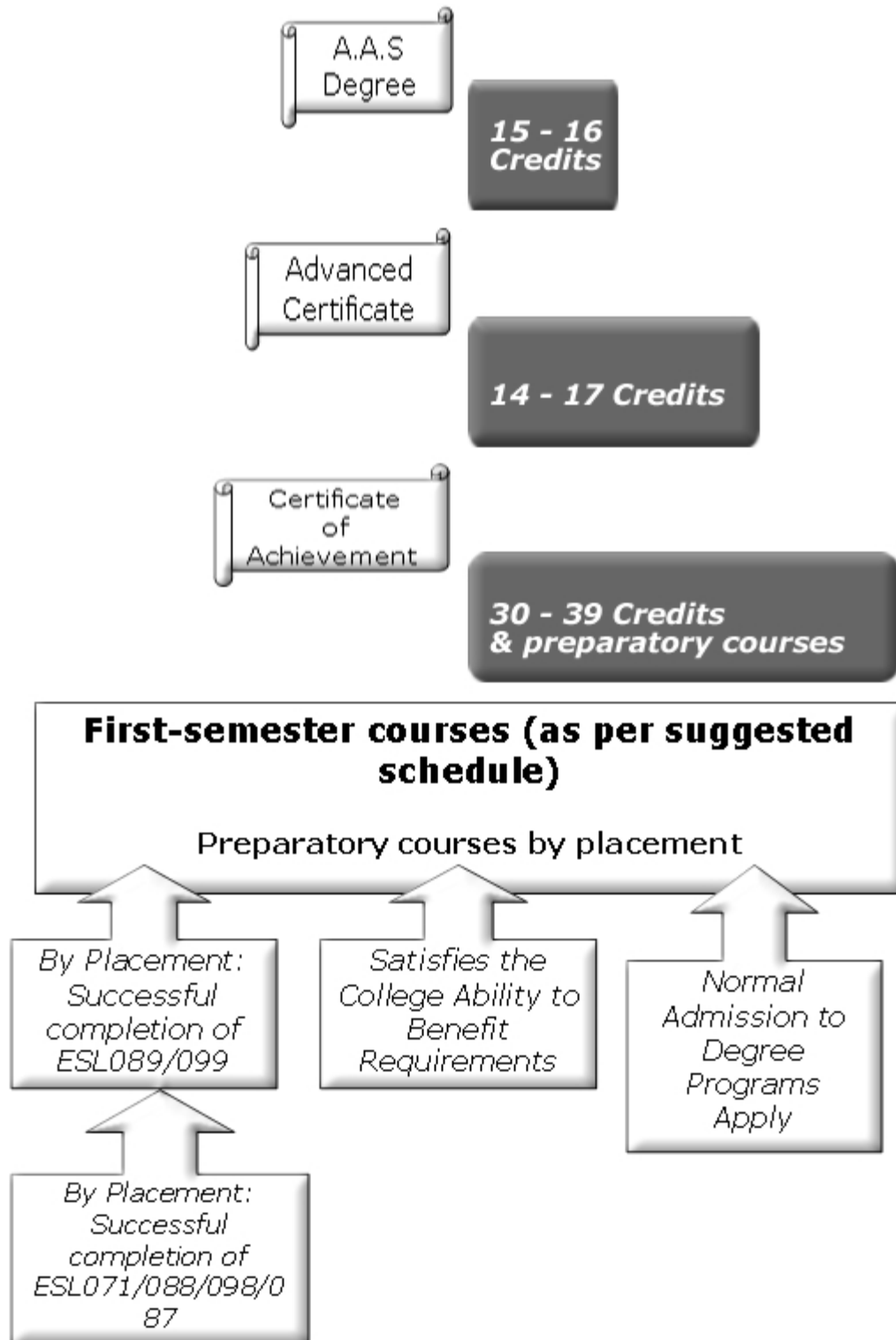
The associate of applied science (A.A.S.) degrees at COM-FSM are designed as at least a two-year technical occupational professional degree, consisting of a minimum of 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed 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 prescribed program of technical and general education courses including a work experience component provide preparation for a specific occupation, credit toward an associate of applied science degree, and continued training opportunities for certificate program graduates.

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

The College of Micronesia-FSM has developed apprenticeship programs to serve the needs of the nation and the individual states. The College will administer the apprenticeship training program sponsored by COM-FSM and individual employers and organizations. Apprenticeship programs are approved and registered with the United States Department of Labor, Bureau of Apprenticeship Training. During the term of apprenticeship, the apprentice learns a craft or trade through a combination of formal on-the-job (OJT) under the guidance of a skilled worker or journey worker and 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
Additional General Education courses	0-17
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
- EN/CO 205 Speech Communication (3) ²

¹ May be used for the AAS degree only.
² For Students in the Aeronautics Maintenance Technology or Nursing Program

Mathematics

- MS 100 College Algebra or
- MS 101 College Algebra and Trigonometry (3)
- MS 152 Calculus I (3) ²
- MS 104 Technical Math I (4) ¹
- MS 106 Technical Math II (4) ¹
- VEE 135 Digital Electronics I (3) ¹

¹ May be used for the AAS degree only.
² For Students in the Aeronautics Maintenance Technology Program

Natural Science

- SC 120 Biology w/lab (4)
- SC 130 Physical Science w/lab (4)
- SC 230 Introduction to Chemistry w/lab (4)
- SC 240 Intro to Physics w/lab (4) ²
- SC 100a Science for Teachers (3)
- SC 101 Health Science (3)
- SC 110 Introduction to Ecology (3)
- SC 111 Environmental Studies (3)
- SC 112 Introduction to Human Nutrition (3)
- SC 201 Astronomy (3)
- SC 202 Weather and Climate (3)

SC 206 Oceanography and Coastal Process in Classroom (3)
 SC 210 Conservation Science (3)
 SC 220 Introduction to Geology (3)
 VTE 265 Fiber Optics (3) ¹
 VEE 103 Electronic Fundamentals (4) ¹
 AG 101 Introduction to Agriculture (3)
 MR 230 Ichthyology w/lab (4) ³
 MR 252 Fishery Extension (3) ³

- ¹ May be used for the AAS degree only.
² For Students in the Aeronautics Maintenance Technology Program.
³ For Marine Science Majors only.

Social Sciences

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

- ¹ May be used for the AAS degree.

Computer Applications

CA 100 Computer Literacy (3) ¹

- ¹ May be used for the AAS degree

Humanities

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

- ¹ May be used for the AAS degree

Exercise Sports Science

ESS 101(x) Individual activity (1)
 ESS 102(x) Group/team activity (1)

ASSOCIATE OF APPLIED SCIENCE in TELECOMMUNICATION TECHNOLOGY

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

Maintenance, troubleshooting, repairing and modifying Telecommunication equipment and systems is the base for a

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

Program Learning Outcomes

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

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

Preparatory Courses (by placement)

General Education Core Requirements.....22 credits

English (3 credits)

EN 123 Technical Communication (3); Mathematics (8 credits); MS 104 Technical Math I (4); MS 106 Technical Math II (4)

Computer Applications (3 credits)

CA 100 Computer Literacy (3)

Any Science or Marine Science with Lab (4)

Any course in Oceanography, Marine Biology, Chemistry, Biology, or Physical Science (4); Humanities (3 credits); Any course in Art, Music, History, Philosophy or Language

Exercise Sport Science (1 credit)

Any exercise sport science course

Technical Requirements.....45 credits

VSP 121 Industrial Safety Electrical/Electronic (1.5); VEE 100 Soldering and Mechanical Termination Techniques (1.5); VEM 110 Workshop Fabrication/Hand and Power Tool Skills (3); VEE 103 Electronic Fundamentals I (3); VEE 104 Electronic Fundamentals II (4); VEE 110 Discrete Devices I (3); VEE 125 Electronic Circuits (3); VEE 135 Digital Electronics I (3); VEE 230 Radio Communications (3); VEE 235 Digital Electronics II (3); VEE 240 Signal Processing (3); VTE 260 Microwave (3); VTE 261 Fiber Optics Installation (4) or VTE 265 Fiber Optics (3); VTE 270 Telecommunication Systems (3); VTE 280 Telephone Systems (3); Technical Electives* (2 credits); VEE 250 Co-operative Education Program (2); VTE 281 Cellular Phone Repair (3); VEE 266 Rotating Machinery (3)

*(Any technical course approved by instructor)

AAS Degree in Telecommunication Technology.....67 credits

**CERTIFICATE OF ACHIEVEMENT
IN
ELECTRONIC ENGINEERING TECHNOLOGY**

Program Learning Outcomes

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

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

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

Preparatory Courses (by placement)

General Education Requirements.....15 credits

MS 104 Technical Math I (4); MS 106 Technical Math II (4); CA100 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

EN123 Technical Communications (3)

Major Requirements11 credits

VEE 235 Digital Electronics II (3); VEE 230 Radio Communications (3); VEE 240 Signal Processing (3);
 Technical Elective (2 credits) One from the following:
 VEE 250 Co-operative Education Program (2); 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
<p>Humanities (3 credits) Any course in Art, Music, History, Philosophy or Language (3)</p> <p>Exercise Sport Science (1 credit) Any exercise sport science course (1)</p>	
Technical Requirements.....	12 credits
<p>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)</p>	
Total Requirements.....	67 credits

TELECOMMUNICATION TECHNOLOGY Suggested Schedule

First Semester	Second Semester
MS 104 Technical Math4	MS 106 Technical Math II4
CA 100 Computer Application3	VEE 104 Electronic Fundamentals II4
VSP 121 Industrial Safety Electrical/Electronic.....1.5	VEE 110 Discrete Devices I3
VEE 100 Soldering and Mechanical Termination Techniques.....1.5	VEM 110 Workshop Fabrications3
Any Science Course w/Lab.....4	VEE 125 Electronic Circuits3
VEE 103 Electronic Fundamentals I.....3	<u>17</u>
17	
Summer Session	
	VEE 135 Digital Electronics I3
	<u>3</u>
	3

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

Third Semester
EN 123 Technical Communications3
VEE 235 Digital Electronics II3
VEE 230 Radio Communications3
VEE 240 Signal Processing3
Technical Elective2/3
<u>14/15</u>
14/15

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

Fourth Semester
Humanities3
VTE 260 Microwave3
VTE 265 Fiber Optics3
VTE 270 Telecommunication Systems3
VTE 280 Telephone Systems3
Exercise Sport Science course1
<u>16</u>
16

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

ASSOCIATE OF APPLIED SCIENCE IN ELECTRONIC TECHNOLOGY

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

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

Program Learning Outcomes

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

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

Preparatory Courses (by placement)

General Education Core Requirements22 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 (3)

(* Any technical courses approved by instructor)

AAS Degree Electronic Technology67-68 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 Requirements15 credits

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

Technical Requirements22 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 Requirements37 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 Requirements.....3 credits

EN 123 Technical Communications (3)

Major Requirements12-13 credits

- VEE 222 Discrete Devices II (3); VEE 235 Digital Electronics II (3); VEE 223 PC Hardware & Software (4);
- Technical Elective (2-3 credits)
 - VEE 250 Co-operative Education Program (2)
 - VEE 266 Rotating Machinery (3)
- VTE 281 Cellular Phone Repair (3); VTE 261 Fiber Optics Installation (3)

Total 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 Requirements4 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 Requirements11 credits

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

Total Requirements.....67-68 credits

ELECTRONICS TECHNOLOGY Suggested Schedule

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	<u>2-3</u>
	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	<u>1</u>
	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 Requirements22 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, Philosophy or Language (3)

Exercise Sport Science (1 credits)

Exercise Sport Science course (1)

MAJOR REQUIREMENTS.....39 credits**

(Technical Building Studies & Electrical)

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

Graduation Requirements*61 credits**

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

**CERTIFICATE OF ACHIEVEMENT
IN
CONSTRUCTION ELECTRICITY**

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

Program Learning Outcomes

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

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

Program Requirements for the Certificate in Construction Electricity

General Education Requirements.....17 credits

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

Technical Requirements21 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 Required38 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 credits2 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 Requirements6 credits

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

Total Requirements48 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); Exercise Sports Science course (1)

Major Requirements17 creditsVEE 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 Requirements66 credits****BUILDING TECHNOLOGY MAJOR
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
	<u>17</u>

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
	<u>18</u>

Summer Session

BU 097 Introduction to Entrepreneurship	3
	<u>3</u>

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
	<u>16</u>

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
	<u>18</u>

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 Requirements13 credits

ESL050 Technical English (3) or SS 100 World of Work (3); MS 104 Technical Math I (4); CA 100 Computer Literacy (3);
 BU 097 Introduction to Entrepreneurship (3)

Technical Requirements21 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

ESL050 Technical English or SS 100 World of Work.....	3
MS 104 Technical Math I	4
VAE 103 Blueprint Sketching and Interpretation	3
VCT 153 Introduction to Carpentry	3
VSP 153a Industrial Safety	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.

Program Requirements

General Education Requirement13 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)

Certificate of Achievement in Cabinet Making/Furniture Making Technical Requirements.....21 credits

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

Total Credits Required34 credits

**CABINET MAKING/FURNITURE MAKING
Suggested Schedule**

First Semester

MS 104 Technical Math I	4
ESL050 Technical English or SS 100 World of Work	3
VCF 104 Introduction to Cabinet making/Furniture making	3
VSP 153a Industrial Safety	1.5
VCF 106 Plan Reading and Documentation	<u>1.5</u>
	13

Second Semester

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

Summer Session

CA 100 Computer Literacy	3
BU 097 Introduction to Entrepreneurship	<u>3</u>
	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 SS100 World of Work (3); MS 104 Technical Math I (4); CA 100 Computer Literacy (3);
 BU 097 Introduction to Entrepreneurship (3)

Technical Requirements21 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 Required34 credits

CERTIFICATE OF ACHIEVEMENT IN MASONRY Suggested Schedule

Fall Semester	Spring Semester
ESL 050 Technical English or SS100 World of Work3	VCE 195 Construction Procedures1.5
MS 104 Technical Math I4	VCT 154 Fundamentals of Masonry3
VSP 153a Industrial Safety1.5	VCT 163 Concrete Form Construction3
VAE 103 Blueprint Sketching and Interpretation3	VCT 164 Concrete and Brick Masonry3
VCT 153 Introduction to Carpentry3	VCT 174 Columns, Beams, Walls and Partitions Construction3
14.5	13.5
Summer Session	
CA 100 Computer Literacy3	
BU 097 Introduction to Entrepreneurship3	

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 pipefitting for construction. The National Plumbing Code will be referenced for all theory and practice.

Program Learning Outcomes

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

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

Program Requirements for Certificate in Plumbing

General Education Requirements13 credits

ESL 050 Technical English (3) or SS100 World of Work (3); MS 104 Technical Math I (4); CA 100 Computer Literacy (3);
 BU 097 Introduction to Entrepreneurship (3)

Technical Requirements21 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); VAE150 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 Required34 credits

CERTIFICATE OF ACHIEVEMENT IN PLUMBING
Suggested Schedule

Fall Semester

ESL 050 Technical English or SS100 World of Work	3
MS 104 Technical Math I	4
VAE 103 Blueprint Sketching and Interpretation	3
VCT 152 Fundamentals of Plumbing	3
VSP 153a Industrial Safety	1.5
	<u>14.5</u>

Summer Session

BU 097 Introduction to Entrepreneurship	3
	<u>3</u>

Spring Semester

VCT 162 Advanced Plumbing	3
VCT 172 Plumbing Installation and Design	3
VCT 182 Uniform Plumbing Code	3
VCE 195 Construction Procedures.....	1.5
VAE 150 Introduction to Computer Aided Design and Drafting (3).....	3
CA 100 Computer Literacy	3
	<u>16.5</u>

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 Requirements14 credits

MS 104 Technical Math I (4); MS 106 Technical Math II (4); ESL050 Technical English (3) or SS 100 World of Work (3);
CA 100 Computer Literacy (3)

Technical Requirements21 credits

VEM105 Basic Electricity for A/C (3); VEM110 Workshop Fabrication (3); VEM111 Electrical Wiring I (3); VEM113 Refrigeration I (4);
VEM114 Refrigeration II (4); VWE115 General Welding (4)

Total Credits Required35 credits

CERTIFICATE OF ACHIEVEMENT IN REFRIGERATION AND AIR CONDITIONING
Suggested Schedule

Fall Semester

ESL 050 Technical English or SS 100 World of Work.....	3
MS 104 Technical Math I	4
VEM105 Basic Electricity for A/C	3
VEM110 Workshop Fabrication	3
VEM113 Refrigeration I	4
	<u>17</u>

Spring Semester

MS 106 Technical Math II	4
VEM111 Electrical Wiring I	3
VEM114 Refrigeration II	4
VWE115 General Welding	4
	<u>15</u>

Summer Session
 CA 100 Computer Literacy3

3

Exit 1: Certificate of Achievement in Refrigeration and Airconditioning
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 Requirements10 credits

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

Technical Requirements24.5 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 Required34.5 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 troubleshooting small engines.

Program Requirements

General Education Requirements14 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

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 Literacy3
MS 106 Technical Mathematics II4
VSM 102 Fuel, Lubrication, Carburetor, and Ignition4
VSM 103 Engine Dismantling, Inspection, and Assembly4
BU 097 Introduction to Entrepreneurship3
18

Summer Session

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

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

CERTIFICATE OF ACHIEVEMENT IN CAREER EDUCATION

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

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

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

Program Learning Outcomes

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

1. Identify safety and occupational health requirements in the specific trade area being studied.
2. Use specified hand and power tools.

3. Read and interpret information from technical drawings related to the respective trade.
4. Perform hand skills in their respective trades.
5. Participate in the respective trade.
6. Successfully pass the theoretical and practical exams (Basic and Intermediate Level) as specified under the Pacific Regional Trade Testing Scheme.

Program Requirements

General Education Requirements13 credits

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

Technical Requirements22 credits

Classroom (12 credits)

Practicum (10 credits)

Take one of the following trade areas:

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

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

Total Credits Required.....35 credits

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

First Semester

ESL 050 Technical English	3
MS 104 Technical Math I	4
Classroom	6
Practicum	<u>3</u>
	16

Second Semester

CA 095Basic Computer Applications	3
BU 097 Introduction to Entrepreneurship	3
Classroom	6
Practicum	<u>3</u>
	15

Summer Session

Practicum	<u>4</u>
	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)

Certificate of Achievement in Career Education 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

AIRCONDITION REFRIGERATION MECHANIC

First Year

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

Third Year

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

Second Year

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

Fourth Year

VEM 115 Refrigeration III (3)
 VAE 150 Introduction to Computer Aided Design and Drafting (3)
 VWE 105 Fundamentals of Oxyacetylene Welding and Cutting (3)

CARPENTER

First Year

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

Third Year

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

Second Year

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

Fourth Year

VAE 150 Introduction to Computer Aided Design and Drafting (3)
 VAE 138 Building Codes, Specification and Construction Management (3)
 VCT 215 Building Technology I (3)

ELECTRICIAN

First Year

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

Third Year

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

Second Year

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

Fourth Year

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

MAINTENANCE REPAIR, BUILDING**First Year**

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

Second Year

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

Third Year

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

PLUMBER**First Year**

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

Second Year

VBM 101 Building Maintenance I (6)
 VBM 102 Building Maintenance II (6)

Third Year

VCT 162 Advanced Plumbing (3)
 VCT 172 Plumbing Installation & Design (3)
 VCT 182 Uniform Plumbing Code (3)

Fourth Year

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

GENERAL COURSE DESCRIPTIONS

PREREQUISITES

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

WHEN COURSES ARE AVAILABLE

Each course is taught at a specified term each year depending upon program needs and instructor availability. The suggested schedule for each degree program specifies courses that are to be taught in an academic term. Program schedules are subject to change. Revised schedules are available in the office of the Vice President for Instructional Affairs.

COURSE NUMBERING SYSTEM

Developmental Courses—010-099

Regular Courses—100-299

Third-Year Courses—300-399

Fourth-Year Courses—400-499

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

ACCOUNTING

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

Prerequisite: ESL 089, MS 099

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

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

Prerequisite: AC 131

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

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

Prerequisite: AC 220

Develops concepts related to the information managers' need in carrying out three essential functions within the business enterprise, such as how to plan operations, to control activities and to make decisions.

AC 320 Intermediate Accounting I (3) (F)

Prerequisite: AC 250

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) and of intangibles.

AC 321 Intermediate Accounting II (3) (Sp)

Prerequisite: 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: AC 250

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 two-week pre-internship lecture on special topics not covered in the Intermediate Accounting classes. The student submits periodic written reports and a comprehensive final report.

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

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

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

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

AG 088 Landscaping (3)

Designed to prepare students to work in either private or public sectors with basic skills and knowledge in landscape design, construction and maintenance; identification of local ornamental plant materials and nursery propagation practices.

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.

AG 092 Swine and Poultry Production (3)

Introduces the basic skills and principles of swine and poultry production including breed selection, feeds, housing, man-

agement, 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)

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 101

Develops general skill and knowledge of the principles of efficient production including, feeding practices, breeds, management, housing, marketing, diseases, and sanitation under tropical conditions.

AG 290 Agricultural Project Management (3)

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

AG 299 Directed Field Experience (4)

Prerequisite: AG 101, AG 110, AG 140

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.

LAW ENFORCEMENT

AJ 113 Administration of Juvenile Justice (3)

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

AJ 151 Introduction to Criminal Justice (3)

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

AJ 152 Introduction to Law Enforcement & Security (3)

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

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

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

AJ 158 Management Skills for Police Officers (3)

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

ART

AR 101 Introduction to Art (3)

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.

AR 105 Painting (3)

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

BUSINESS AND ECONOMICS

BK 095 Bookkeeping I (3)

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

BK 096 Bookkeeping II (3)

Prerequisite: BK 095

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

BU 095 Filing, Office Procedures (3)

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

BU 097 Introduction to Entrepreneurship (3)

Introduces the challenges and successes in managing small business in today's market. The definition of entrepreneur, types of business organizations, legal aspects, personnel management and the criteria for establishing a small business are discussed. A simple business plan is developed.

BU 098 Basic Business Math (3)

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

BU 099 Survey of Business (3)

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

BU 099b Office Management (3)

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

This course is designed to prepare students in harnessing all resources for an effective management of paper work in the office and to prepare them for various office 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 and its environment. The course covers the various functional areas of business: management and organization, human resources, marketing, financing, account-

ing, and information systems. Business ethics and social responsibility, the global business environment and basic FSM business laws/regulations are also covered.

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

Prerequisite: AC 220 and MS 150 OR AC 220 and BU/MS 110

The course will provide the student an in-depth understanding of financial aspects of business such as financial statement analysis, risk and rates of return, time value of money, valuation of bonds and stocks, financial forecasting, working capital policy, credit management, inventory management, short-term financing, and project cash flow.

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 and 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

Builds on the fundamental concepts developed in the introductory statistics course. Students make point estimates of population parameters, construct confidence intervals for sample statistics, perform hypothesis testing to support decisions, make inferences about populations from sample data, use samples to make inferences about the general population, and use linear regression to recognize trends and make forecasts. Students use a computer software package (e.g. MS Excel) for both data analysis and presentation.

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

Prerequisite: MS 099, ESL 089, BU 101

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

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

Prerequisite: EC 220

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

ECO 320 Economic Development (3) (F)

Prerequisite: EC 230 or permission of Business Division

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

FIN 312 Corporate Finance (3) (Sp)

Prerequisite: BU 250, MS 150

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

MGT 320 Organizational Behavior (3) (F)

Prerequisite: BU 260

Covers the human relations movement; basic concepts in behavior pertaining to organizations including personality, motivation, leadership, communication, change, conflict, and group dynamics. Course includes the relationship of these concepts to performance, job satisfaction and organizational commitment.

MGT 350 International Business (3) (F)

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

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

MKT 311 Marketing Strategy (3) (Sp)

Prerequisite: BU 270

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

COMPUTER

CA 095 Basic Computer Applications (3)

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

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

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

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

CA 100b Computer Skills I (3)

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

CA 100s Computer Literacy for Secretaries (4)

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

CA 101s Computer Applications for Secretaries (4)

Builds on an understanding of computer fundamentals, emphasizing the use of electronic spreadsheet in business, using Microsoft Excel topics such as building worksheets, doing math with formulas and functions, formatting and printing worksheets. Continued emphasis is given to the development of typing power so that students may attain a minimum speed of 45 correct words a minute with error tolerance of 1 error per minute on a 5-minute timed writing. This course includes 16 hours keyboarding.

COMMUNITY HEALTH SCIENCES

CHS 220 Review of Health 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 (HAs) 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 200 Educational Foundations (3) (State Campuses Only)

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

ED 210 Introduction to Professional Teaching (3)

Prerequisites: EN 110 and EN 120a

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

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

Prerequisite: ESL 089 and ED 210

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

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

Prerequisite: ESL 089

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

ED 213 Multi-grade Classroom Teaching (3)

Prerequisite: ED 210

Provides an introduction to the theory and practice of multi-grade education world-wide; and then applies this knowledge to FSM classroom contexts. The course examines the pedagogical potential and learning environments in which students of different grade and age levels are grouped for instruction. Practical ideas for implementing a multi-grade classroom environment, including teaching strategies, management and assessment strategies will be explored.

ED 215 Introduction to Exceptional Children (3)

Prerequisite: EN 110, EN 120a

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

ED 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 225 Differentiated Instruction (3)

Prerequisite: ED 211

This course introduces, for those planning to enter the teaching profession, general and specific teaching knowledge, methods, and skills of unit planning, lesson planning, organizing for classroom instruction, presentation skills, questioning skills, organizing of activities, evaluation, and the teaching of differentiated instruction concepts and practices in the whole language and learning-centered approaches.

ED 292 Practicum and Seminar (3)

Prerequisite: Consent of instructor

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

ED 301a Language Arts Methods (4)

Prerequisite: Admitted into the Education upper division program

Prepares the education major to teach English and Micronesia Vernacular Language Arts in the schools of the Federated States of Micronesia. Practical teaching experiences are included.

ED 301b Reading Methods (4)

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

ED 302 Social Studies Methods (3)

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)

Employs a variety of procedures and methods to teach students practical ways to teach mathematics to elementary school children. Includes practical teaching experiences.

ED 304 Science Methods (4)

Emphasizes methods of teaching science to elementary school children by use of island environments and integrating basic science skills into other elementary school curriculum. Practical teaching experiences are included.

ED 305 Children's Literature and Drama (3)

Prerequisite: Admitted into third-year education program, completion or concurrent enrollment in ED 301a and ED 301b. Introduction to children's literature in English and in vernacular available to children in Micronesia. Students will learn to convert children's literature into scripts for acting out.

ED 330 Classroom Management (3)

Prerequisite: ED 210

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

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

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

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

ED 392 Practicum and Seminar (3)

Prerequisite: Consent of instructor

Provides education majors with limited, supervised, practical teaching experience in an elementary school classroom. It is coordinated with the education methods courses and a required seminar.

ED/CD 100 Introduction to Early Childhood Education (4)

Provides students with basic framework of Early Childhood education; model programs, children, families, teachers; rationale, goals, objectives, and evaluation; physical environment; curriculum components; guidance, and other key issues relating to early childhood education.

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

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

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

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

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

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

ED/CD 104 Promoting Self-esteem and Responsible Behavior Through Social

Experiences (4)

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

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

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

ED/CD 106 Program Management and Professionalism (4)

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

ED/CD 107 Practicum (4)

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

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

ENGLISH AND LITERATURE

ESL 050 Technical English (3)

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

ESL 051p English for Police Officers (1)

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

ESL 055t English For Apprentices (3)

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

ESL 079 Study Skills (3)

Placement: Divisional placement

Study Skills is a course designed to assist beginning students to become aware of the study techniques necessary for success at the college level. Students will apply these techniques in a variety of settings.

ESL 088 English Reading IV (3)

Placement: Divisional placement.

To prepare students to master college level coursework, the course focuses on the development of pre-reading, reading and post-reading skills and strategies necessary for students to effectively process academic content materials.

ESL 089 Reading V (3)

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

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)

Placement: Divisional placement.

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. Students must score 31 on an essay graded against the COMET rubric and at 7.9th grade reading comprehension to move to English II modules.

ESL 092 ACE English II (4)

Placement: Divisional placement or completion of ESL 091 with a “P”.

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. Students must score a 40 on an essay graded against the COMET rubric and at 10th grade reading comprehension to exit English II.

ESL 095 Introduction to Poetry (3)

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

ESL 098 Writing IV (3)

Placement: Divisional placement.

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

ESL 099 Writing V (3)

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

Writing V is a writing-intensive course designed to improve the student’s competency in academic writing through an increased understanding of the writing process, rhetorical patterns, and correct grammatical structures.

ESL/BU 095 ESL for Business Purposes I (4)

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. Classroom work focuses on three areas: grammar development, carrying out business functions, and reading and writing business correspondence. During the computer lab, students are given assistance as they write business correspondence as well as visit on-line English instructional sites.

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.

Expository Writing I is designed to help students develop skills in expository writing by completing a minimum of five multi-draft essays of varying degrees of complexity. In these essays students develop topics in at least four of these five rhetorical patterns: example, comparison/contrast, classification, process analysis, and cause/effect analysis. The students also write an argumentative essay that demonstrates familiarization with methods of research documentation. During the course, students will utilize the various stages of the writing process: prewriting, drafting and revision. A passing grade in this class is C or better.

EN 120b Expository Writing II (3)

Prerequisite: EN 110 and 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.

EN123 Technical Communication (3)

Prerequisites: ESL 089, ESL 099.

This course is designed to build the English skills necessary for success in technical fields. Students practice the types of writing and speaking skills needed for careers in technology. They prepare various types of correspondence, presentations, speeches and interviews.

EN 201 Introduction to Literature (3)

Prerequisites: EN 110, EN 120a

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 202 Narrative Fiction (3)

Prerequisite: EN 110

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

EN 203 Drama (3)

Prerequisite: EN 110 or permission of the instructor

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 playwriting, 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 206 Mythology (3)

Prerequisites: EN 110, EN 120a

This course is a cross-cultural and historical survey of some of the world's mythology. It is intended to familiarize the students with the ways in which different cultures have interpreted the world in which they live – how cultures created their own explanations for things they could not understand. Myths from Micronesia, the Middle East, Europe, Africa, the Far East, and the Americas will be examined.

EN 208 Introduction to Philosophy (3)

Prerequisite: EN 110

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

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 210 Writings on 19th Century Pohnpei (3)

Prerequisite: EN 110

The course provides an introduction to prose written during and about 19th century Pohnpei. The course materials consist of diverse readings concerning the Early Contact Period in Pohnpei. Non-Fiction elements such as connection of ideas and theme, logic, vocabulary, and grammar will be considered. Fiction elements such as characterization, setting, and figurative language will also be considered.

EN 213 Island Style Theater (3)

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

EN214 Fantasy and Science Fiction (3)

Prerequisites: EN 110, EN 120a

The course provides an introduction to writings and derived works in the fantasy and science fiction genres. Course materials consist of diverse readings representing historic and contemporary works. Non-fiction elements such as connection of ideas and theme, logic, extrapolation, scientific or internal consistency, vocabulary, and grammar will be considered. Fiction elements such as characterization, setting, and figurative language will also be considered.

EN/BU 121 Business Communication (3)

Prerequisites: BU 101, CA 100

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

EN/CO 205 Speech Communication (3)

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/CO 207 Introduction to Broadcasting (3)

Prerequisite: MM101 with a "C" or better, or permission of the instructor

This course is designed to improve students' verbal communication skills, increase auditory and esthetic perception and discrimination, expand technology skills and vocabulary, and employ effective verbal communication strategies for use across academic disciplines. This course is part of the College's response to needs expressed by the FSM government to help support the creation of a free press in a Micronesian context. This is a studio arts course; at least half of the con-

tact hours will be in the studio lab.

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.

ESS 101r Resistance Training (1)

Students will learn types of resistance that 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 also learn basic skeletal muscle anatomy, resistance exercises for major muscle groups, and flexibility exercises for major muscle groups.

ESS 101w Walking for Health and Fitness (1)

This course is 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.

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 course provides students an opportunity to learn basic skills necessary to play basketball, including ball handling, dribbling, shooting, decision-making, passing, offense, defense and team work.

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 course provides students an opportunity to learn basic skills necessary to play softball, including scorekeeping, hitting, pitching, catching, throwing, base-running and fielding.

ESS 102ws Open Water Scuba Diver (1)

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 will be charged a special course fee of \$100 in addition to tuition fees.

ESS 102tt Table Tennis (1)

Students will learn basic skills necessary to play table tennis, including hand eye coordination, physical training, introduction to sport sciences, sport management/organization and team work.

ESS 102u Ultimate Frisbee (1)

This course is designed to improve cardiovascular endurance, speed, agility and flexibility through the team sport of

Ultimate Frisbee, 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 Ultimate Frisbee, including throwing, stacking, forcing, decision-making, passing, offense, defense, laying out, and team work. Course topics also include injury prevention specific to Ultimate Frisbee.

ESS 102v Introduction to Volleyball (1)

Students will learn basic skills necessary to play volleyball, including scorekeeping, game modifications, serving, setting, passing, blocking and attacking.

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)

The course will focus on the introduction to rhythmic activities, rhythms, and elements of rhythms that include fundamental steps of social dances and aerobic dances as main activities to promote an enjoyable and active lifestyle.

ESS 103t Introduction to Tai Chi/Qi Gong (1)

Students will learn the Chinese Martial Art of Tai Chi Chu'an and the Healing Art of Qi Gong along with an appreciation of the history and philosophy of Tai Chi.

ESS 103y Introduction to Yoga (1)

This course is designed to decrease stress, improve muscular endurance and increase flexibility through Yoga asanas (physical postures) and pranayamas (breath work).

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.

LANGUAGES

FL 101 Japanese I (3)

Beginning 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 situations a student encounters in daily life.

FL 102 Japanese II (3)

Prerequisite: FL 101

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 Beginning Japanese I by developing a greater vocabulary and to introduce 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.

FL103 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 a prerequisite to FL 160 Japanese for Hospitality Management. Basic Japanese language skills are needed before the student can go on to mastering specific situational Japanese language for the hospitality setting.

FL 160 Situational Japanese for Hospitality and Tourism (3)

Prerequisite: FL 120

Helps 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. Basic Japanese is required for this course.

HOSPITALITY and TOURISM MANAGEMENT

HTM 110 Introduction to Hospitality and Tourism Management (3)

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

HTM 120 Introduction to World Tourism (3)

Prerequisite: HTM 110

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

HTM 150 Hospitality Supervision (3)

Prerequisite: HTM 110 and HTM 120

Introduction to the simultaneous supervision of the multi-function hotel/restaurant and resort complex including all facets of operations.

HTM 165 Food Fundamentals and Quantity Cooking (3)

Prerequisite: HTM 110

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

HTM 170 Front Office Management (3)

Prerequisite: HTM 150

Study of front office operations. Instruction in the duties of all front desk personnel including, cashier, night auditor, reservations clerk and the front office manager.

HTM 220 Food and Beverage Management (3)

Prerequisite: HTM 165

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

HTM 230 Hospitality Marketing (3)

Prerequisite: HTM 120

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

HTM 250 Facilities Management and Practicum (3)

Prerequisite: HTM 170

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

INFORMATION SYSTEMS

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

Prerequisite: CA 100

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

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

Prerequisite: IS 201

Provides an introduction to computer science programming using Microsoft Visual Basic.NET. Course aims at presenting programming concepts, and then a series of hands-on, step-by-step activities to reinforce learning through practical applications in the business environment.

IS 230 Database Design (3) (F, Sp)

Prerequisite: IS 201

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

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

Prerequisite: CA100

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

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

Prerequisite: BU101, IS 220, or concurrently with permission of the instructor.

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

IS 270 Geographic Information Systems (3)

Prerequisite: IS 201

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

IS 280 Networking (4) (F, Sp)

Prerequisite: IS 201

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

IS/MM 245 Desktop Publishing (3)

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

TRIAL COUNSELORS

LAW 200 Legal Research and Writing (3)

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

Provides an understanding of the law of torts and basic principles of admiralty law. Covers torts of strict liability such as trespass, conversion, fire, nuisance and defamation, and torts of limited liability such as negligent action, fraudulent and negligent statements, intentional interference with contract and torts in a commercial context.

LAW 224 Contracts (3)

Provides basic understanding of the law of contracts and general business law; the way in which a contract may be made; the circumstances which may affect the validity of a contract; and the circumstances in which a contract may come to an end. It also covers basic principles of international commercial law.

LAW 228 Evidence (3)

A comprehensive examination of problems of proof and the rules of evidence; concept of relevance, law of hearsay, and problems of testimonial proof.

LAW 232 Constitutional Law (3)

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

LAW 236 Appellate and Civil Procedure/Jurisdiction (4)

This course is designed to provide the student with an understanding of FSM and state rules of appellate procedure. The course also exposes students to all aspects of civil procedure and rules of civil procedure in FSM and its states, and appellate brief writing and oral advocacy.

LAW 238 Real Property (3)

Provides an understanding of FSM and state real property law.

LAW 240 Trial Practice Internship (3)

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

MARINE SCIENCE

MR 120 Marine Biology w/lab (4)

Prerequisite: ESL 089

The course introduces students to the common forms of life inhabiting the oceans of the globe including the marine microbes, plants, invertebrates, and vertebrates. Their basic structure, function, natural history and adaptations to the

marine environment will be covered. Current issues in marine biology will also be discussed. Laboratory sessions and field exercises will focus mostly on the taxonomic groups.

MR 201 Aquaculture w/lab (4)

Prerequisite: A “C” or better in MR 120 or SC 255, or consent of the instructor.

An investigation of the principles underlying the culture of both marine and freshwater organisms. Pertinent aspects of the physiology of aquatic species will be covered as well as system design, water quality, nutrition, reproduction, and disease. An analysis of the constraints of the development of aquaculture will be made.

MR 210 Marine Ecology (3)

Prerequisite: A “C” or better in MR 120, SC 120, or SC 255 or consent of the instructor.

Focuses on principles of ecology, ecological terminology, and the ecology of marine ecosystems. Important physical, chemical, and biological interactions controlling coral reef, mangrove, sea grass, estuarine, pelagic, benthic and upwelling communities are discussed.

MR 230 Ichthyology w/lab (4)

Prerequisite: C or better in MR 120, SC 120 or SC 255 or instructor’s permission.

Focuses on the general aspects of fish biology including tropical, temperate, freshwater and marine fishes. Topics include classification, biology, and physiology of fish. The laboratory includes internal and external examinations, identification, and field observation techniques.

MR 240 Oceanography w/lab (4)

Prerequisite: ESL 089

The course will include sections on oceanographic history, geology, chemistry, physics, biology, technology, and careers. The use of terminology will be emphasized. Laboratory and field exercises will include demonstration of basic concepts; use of instrumentation; and the collection and presentation of oceanographic data.

MR 250 Fishery Biology and Management (3)

Prerequisite: C or better in MR 120 or MR 240 and MS 100 or MS 101 or instructor’s permission.

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

MR 252 Fishery Extension (3)

Prerequisite: MR 120

Deals with communication skills and knowledge of extension officers, conveyance of meetings, carrying out fisheries surveys, teaching adults, writing proposals and plans, writing talks for the radio, producing posters and pamphlets.

MR 254 Marine Biology Field Studies (1)

Prerequisite: MR 120 or consent of the instructor.

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

MATHEMATICS

MS 091 ACE Math I (4)

Placement: Divisional placement

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 workbooks 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). Students must score at least 7 on the first two sections of the COMET math test to move to Math II.

MS 092 ACE Math II (4)

Placement: Divisional placement or a grade of “P” in MS 091.

ACE Math II is a continuance of ACE Math I. 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) regu-

lar classroom instruction and (2) completion of purpose-designed workbooks 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). Students must score at least 7 on the first three sections of COMET math test to move to 100 level math courses.

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 (4)

Prerequisite: A grade of “C” or better in MS 095, by placement, or permission of instructor.

Students will be able to perform arithmetic operations on expressions and equations; solve and graph linear equations and inequalities; solve ratios, proportions, and problems involving two unknowns; factor and graph polynomial expressions including solving quadratic equations by factoring.

MS 099 Intermediate Algebra (4)

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

Identifies components of exponential expressions in polynomials with mathematical operations of exponential expressions; factoring of up to 4th degree polynomials; recognizing rational and irrational numbers with emphasis on the use of number lines, equation and inequality solving with application problems; introduction of literal equations; working with radical expressions; graphing of two variables on the xy plane; solving systems of equations in two or three variables.

MS 101 College Algebra and Trigonometry (3)

Prerequisite: C or better in MS 100

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

MS 103 Geometry (3)

Prerequisite: ESL 089, MS 098 or MS 099, by placement, instructors permission with concurrence of chair or director of academic programs.

Students solve problems involving basic logic, engage in geometric constructions and proofs, and explore geometric patterns in mathematics and nature. The course includes a focus on language and history, as well as on geometric mathematics.

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)

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 trigo-

MS 150 Introduction to Statistics (3)

Prerequisite: MS 100

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

MS 152 Calculus I (3)

Prerequisite: MS 101

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

MS 154 Calculus II (3)

Prerequisite: MS 152

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

MS/ED 200 Statistics in the Classroom (3)

Prerequisite: MS/ED 110, ED 210, and ED 211, and may be taken concurrently with ED/WS 200; or with permission of the instructor.

This one-semester course in the A.S. degree program for teacher education covers basic knowledge, methods and skills in the use of statistics in the elementary-school classroom. It introduces four broad areas of educational statistics specific to instruction in the classroom: (1) descriptive methods (frequency distribution, measures of central tendency, and measures of dispersion); (2) statistical inference (chi square and t-testing); (3) measurement of readability; and (4) identification of pupil weaknesses in learning and of teacher weakness in teaching.

MS/ED 210a Math for Teachers (3)

The course is a first semester course designed to provide the students with a broad understanding of basic mathematic concepts. The topics include: problem solving strategies, the numeration system and its operations, number theory, integers, fractions, decimals, exponents, and real numbers. This course places emphasizes on the use of models, diagrams, manipulatives, applications, problem solving and reasoning. Through the use of the hands-on activities in this course, students will gain and enhance their conceptual knowledge of arithmetic from counting to algebra. These are especially geared to provide ideas, models, knowledge, and standards that are necessary for successful teaching of mathematics to elementary and middle school children.

MUSIC

MU 101 Introduction to Music (3)

A practical music course providing students with an understanding of music fundamentals, basic skills in note reading and instrumental performance.

MU 105 National COM Choir of Micronesia (1)

Prerequisite: Successful Audition

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

NURSING

NU 100 Medical Terminology (3)

Prerequisite ESL 089; ESL 099

This course introduces basic medical terminology used in health care settings. The organization of words with prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included to support

and reinforce understanding of anatomy and physiology and health related documents. Definitions, pronunciation, spelling, word usage, and analysis of unknown words within the context of medical applications are emphasized.

NU 101 Nursing Assistant Practice (7)

Corequisite or prerequisite: NU 100

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

NU 121 Study and Test-taking Skills for Nursing I (2 cr)

Corequisite: NU 125

This is an elective course for Level I nursing majors. Explores study and test-taking skills in nursing as applied to selected nursing content from NU 125.

NU 122 Math Skills in Nursing I (2 cr)

Corequisite: NU 125

This is an elective course for Level I nursing majors. Provides supplemental practice with the dosage calculation skills for NU 125.

NU 123 Writing Research in Nursing Lab (1 cr)

Corequisite: NU 125

This lab course applies the research process to nursing topics. Introduces access to common print and web-based nursing and health related resources. Introduces writing academic papers in APA format. (0/3)

NU 125 Health Promotion in Nursing (7 cr)

Prerequisites: Admission to Level I nursing courses. Corequisite: ED/PY 201

This course introduces the core competencies and core values of the COM-FSM nursing curriculum. Focuses on activities of daily living, health behaviors, self-management, and health promotion across the life span to support healthy lifestyles of Pacific Island communities. Nursing process, basic health assessment, communication for relationship-centered interactions, medication administration, health information literacy and writing, evidenced-based nursing practice, health care outcomes, teaching-learning, and the role of the nurse in the interprofessional health team and in health systems are included. Clinical learning experiences occur in the simulation lab and a variety of health settings to develop therapeutic relationships, sound clinical judgments, safe nursing care, and self-directed learning.

(3 class, 4 lab cr)

NU 131 Study and Test-taking Skills for Nursing II (2 cr)

Corequisite: NU 135

This is an elective course for Level I nursing majors. Explores study and test-taking skills in nursing as applied to selected nursing content from NU 135.

NU 132 Math Skills in Nursing II (2 cr)

Corequisite: NU 135

This is an elective course for Level I nursing majors. Provides supplemental practice with the dosage calculation skills for NU 135.

NU 133 Pharmacology (3 cr)

Prerequisites: NU 125, Corequisites NU 134, 135

This course introduces the principles of pharmacokinetics and pharmacodynamics of selected pharmacological agents across the lifespan. Emphasis on application of clinical reasoning to pharmacotherapeutics through client assessment, intervention, and evaluation using evidence-based practice. Explores selected natural therapeutic substances. Includes client teaching about medications in Pacific Islands communities.

NU 134 Pathophysiology 134 (3 cr)

Prerequisites: NU 125, Corequisites NU 133, 135

This course introduces basic pathophysiological processes across the lifespan, including cellular communication, genes and genetic disease, forms of cellular injury, fluid & electrolyte/acid base balance, immunity, stress coping and illness,

and tumor biology. Pathophysiology and clinical manifestations of common health alterations are included, with examples on health alterations in Pacific Islands.

NU 135 Health, Illness, & Nursing I (7 cr)

Prerequisites: NU 125, Corequisites NU 133, 134

This course builds upon NU 125, with a focus on nursing assessment, planning and care of individuals with common chronic and acute health alterations across the lifespan, including client perspectives of illness and family functioning. Investigates the concepts of client autonomy, care coordination, delegation, and health care access in Pacific Islands. Clinical learning experiences are in a variety of health settings and simulation lab that emphasize application of evidence-based, culturally, and age appropriate nursing interventions. (3 class, 4 lab/clinical).

NU 141 NCLEX PN Review Course (3 cr)

Corequisite: NU 145 or instructor consent

This course helps prepare for the NCLEX-PN exam required by the National Council of State Boards of Nursing for PN licensure in the United States and several Pacific Island jurisdictions and admission to most baccalaureate and master's degree nursing programs. The test-blueprint for the NCLEX-RN exam provides the organizing structure for review utilizing lecture, small group, and online study strategies.

NU 145 PN Leadership in Clinical Practice (3 cr)

Prerequisite: NU 135

This capstone course supports transition to the PN graduate nurse role in Pacific Islands. Emphasis is placed on clinical judgment and nursing management of patients with commonly recurring health alterations, communication and collaboration with patient/clients, families, and the interprofessional health team, and leadership in the practical nurse role. Professional expectations in relation to licensure, continuing education, standards of practice, career and lifelong learning goals are examined. The course culminates with integration and self-analysis of the COM-FSM PN core competencies (1 class, 2 clinical)

NU 200 Transition to Associate Degree Nursing (6 cr)

Prerequisite: Admission to Advanced Placement ASN degree

This course introduces the core competencies and core values of the COM-FSM nursing curriculum. Provides an update in theory and application in the role of the practical nurse in the Pacific Islands, including legal, ethical, and professional behavior, relationship-based communication and collaboration, critical thinking and clinical judgment, nursing process and evidenced-based practice, health behaviors, health promotion, teaching-learning, and outcomes management in a therapeutic environment, and health information literacy and writing nursing research papers. (4 class/2 lab)

NU 221 Study and Test-taking Skills for Nursing III (2 cr)

Corequisite: NU 225

This is an elective course for Level II nursing majors. Explores study and test-taking skills in nursing as applied to selected nursing content from NU 225.

NU 222 Math Skills in Nursing III (2 cr)

Corequisite: NU 225

This is an elective course for Level I nursing majors. Provides supplemental practice with the dosage calculation skills for NU 225.

NU 225 Health and Illness in Nursing II (7 cr) Fall 2012

Prerequisites: NU 135 or 200 Corequisites: SS 150

This course builds upon NU 135, introducing application of the core competences to complex acute health alterations across the lifespan and end-of-life care. Focuses on clinical judgment prioritization of care, client and family teaching, care coordination, and ethical decision-making in acute care. Includes concepts on primary care and public health nursing in the Pacific Islands in the acute phase of non-communicable chronic diseases. Clinical learning experiences in a variety of health settings and simulation lab emphasize evidence-based practice that includes culturally, developmentally, and age-appropriate aspects in the nursing process, delegation and supervision, and collaboration with the interprofessional health team. (3 class/4 lab/clinical)

NU 230 Study and Test-taking Skills for Nursing IV (2 cr)

Corequisite: NU 235

This is an elective course for Level II majors. Application of study and test taking skills through review of selected nursing content in NU 235.

NU 235 Health and Illness in Nursing III (7 cr)

Prerequisites: NU 225 Corequisite NU 232, 245

This course builds upon NU 225, introducing application of the core competences to complex chronic health alterations across the lifespan and end-of-life care in the Pacific Islands. Focuses on prioritization of care, client and family teaching, care coordination, and ethical decision-making. Includes concepts on primary care and public health nursing in the Pacific Islands, such as non-communicable chronic diseases. Clinical learning experiences in a variety of health settings and simulation lab emphasize evidence-based practice that includes culturally, developmentally, and age-appropriate aspects in the nursing process, delegation and supervision, and collaboration with the interprofessional health team. (3 class/4 lab/clinical)

NU 241 NCLEX RN Review Course (3 cr)

Corequisite: NU 245 or instructor consent

This course helps prepare for the NCLEX-RN exam required by the National Council of State Boards of Nursing for RN licensure in the United States and several Pacific Island jurisdictions and admission to most baccalaureate and master's degree nursing programs. The test-blueprint for the NCLEX-RN provides the organizing structure for review utilizing lecture, small group, and online study strategies.

NU 245 Leadership in Clinical Practice Capstone (3 cr)

Prerequisites: NU 225 Corequisite NU 232, 235

This capstone course for nursing students supports transition to the RN graduate role in the Pacific Islands. Emphasis is placed on nursing management of groups of clients with complex health alterations, utilizing principles of evidenced-based practice, clinical reasoning, prioritization, delegation, collaboration as a member of the interprofessional health team and leadership in the RN role. Professional expectations in relation to licensure, continuing education, standards of practice, career and lifelong learning goals are examined. The course culminates with integration and self-analysis of the COM-FSM nursing core competencies. (1 class, 2 clinical)

PSYCHOLOGY**SS/PY 101 General Psychology (3)**

Prerequisites: ESL 089

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

ED/PY 201 Human Growth And Development (3)

Prerequisite: SS/PY 101

Introduces human growth and development with special emphasis on the physical, cognitive, emotional and moral issues related to the practical period through elementary school years. Covers the entire human life cycle from the prenatal period through old age and death.

ED/PY 300 Educational Psychology (3)

Prerequisite: ED/PY 201

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

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 Placement, as well as other prescribed Placements, entails supervised attendance and participation, as allowed or directed, in the activities of the specific Public Health facility. The completion of a "Learning Portfolio – Logbook", a written summary report by each student and the appraisal of students' performance by the assigned Supervisor/ s will complement the assessment.

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)

Pre-requisite: 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)

Pre-requisite: MS 099

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)

Pre-requisite: 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)

Pre-requisite: 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)

Pre-requisite: 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)

Pre-requisite: 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)

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 SC 112, or Instructor's permission

This course discusses 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)

Pre-requisite: 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)

Pre-requisite: Either PH 151 or PH 152 or Instructor's permission

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.

Applied Epidemiology and Health Research (AE-HR)

PH 311 Introduction to Clinical Epidemiology (3)

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. The course also provides guidelines for appraisal of medical literature related to causation, diagnostic tests, prognosis and case-management/ treatment

PH 312 Research Methods for Health Services Management (3)

This course focuses on the concepts and principles of scientific quantitative methods, from the setting up and the implementation of research projects, through the definition of research questions, the selection of research objectives and designs, to the analysis of data and the presentation of results. This course is designed for students and scientists who are getting started in research and need the basic steps in research design, that is, the way a research idea is translated into a feasible research proposal and the steps that must be taken thereafter to implement the proposed study.

PH 313 Evidence-based Public Health (3)

The course emphasizes the imperative that evidence be invariably sought and taken into full account in all aspects of public health work, and specifically in health service management, health promotion, environmental health, food and nutrition and applied epidemiology/ health research. Practical applications of the general evidence-based approach form also integral part of the course.

PH 314 Public Health Surveillance and Management of Health Information Systems (3)

Pre-requisite: PH 111, or Instructor's permission

This course is designed to underscore the importance of the management of information systems and the use of epidemiological methods in planning and evaluation. Emphases are placed on the operation of surveillance systems, their fundamental function and contribution to reliable health information systems. Issues on existing mechanisms of public health surveillance systems in Pacific Island countries, their effectiveness and areas for improvement are discussed. This course is particularly useful to students and health workers working and/ or interested in health statistics.

PH 316a Research Project in Applied Epidemiology (3)

Pre-requisite: PH 312

This course introduces students to the processes and practical issues involved in the performance of research, and provides them with adequate and practical research experience to enable them to conduct further projects after completing their studies.

PH 316b Research Project in Applied Epidemiology (3)

Pre-requisite: PH 316a

This course introduces students to the processes and practical issues involved in the performance of research, and provides them with adequate and practical research experience to enable them to conduct further projects after completing their studies. The course culminates in the presentation of a completed, self-directed research project.

Environmental Health (EH)

PH 321 Food Handling, Microbiology and Hygiene (3)

Food has a well-documented association with health and the eventual transmission of disease. Food hygiene may be regarded as the protection of food from contamination. The course contents include 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 and health workers with knowledge and skills relating to safe food practices.

PH 322 Practicum 2: Terrestrial and Human Ecology (3)

The course introduces students to the principles of experimental design and operation in relation to the study of terrestrial ecosystems and human ecology. Literature concerning the form and function of terrestrial ecosystems and quality of life in communities will be emphasized. Students will select an ecosystem, which shows evidence of disturbance in a natural environment, and use simple field measurements to assess the impact of development upon plant, animal and human populations.

PH 323 Practicum 3: Environmental and Health Impact Assessment (3)

The course encourages students to employ all elements of the environmental health methodology in order to assess the impact of developments on the environment (aquatic, terrestrial and atmospheric). Students are directed towards the planning, implementation and interpretation of field monitoring exercises on selected environments. The course comprises group activities and is directed towards the recognition and assessment of the potential impacts of proposed developments on the quality of life.

PH 324 Environmental Health Project Management (3)

This course addresses various community development strategies and different development models together with a number of case histories. Students are taught the principles of participatory project cycle management and references are made to important development issues, such as: community participation, local knowledge, gender and role of development partners. Students are required to work with selected communities and develop simple environmental health projects that will address most of the course's content.

Food and Nutrition (FN)

PH 331 Management of Food Services Systems (3)

This course provides an overview of how institutional food services operate. It covers food service systems in the Pacific region with particular emphasis on the Micronesia situation. Students are taught to plan simple, nutritious and cost effective menus based on an approved ration scale. As kitchen and equipment are major inputs into food service systems, the course also requires students to plan and draw a simple layout of an institutional kitchen and dining room, identify different equipment and other appropriate implements, taking into consideration costs, suitability of equipment, workflow efficiency and safety.

PH 332 Foundations of Food Preparation (3)

This course focuses on the acquisition of basic skills in food preparation, physical properties of food and the scientific principles related to food. It also examines the economics and management aspects of food preparation through developing cost effective and culturally appropriate recipes. The course addresses the preparation of foods, highlights cooking principles and relates these principles to methods of preparation. It also discusses factors affecting food preparation, such as the composition and storage of foods as well as the effects of cooking on palatability and nutritive value.

PH 333 Food Security, Development and Health (3)

This course examines the relationships between food, health and development. It focuses on a healthy population as the basis of meaningful national development. Topics include food security for communities, government policies and their impact on food security, health and development, and food and nutrition policies and programs to improve the quality of life, also taking into account the advantages of multi-and intersectoral collaboration, and the role of NGOs.

PH 334 Community Nutrition (3)

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.

Health Promotion (HP)

PH 341 Social Marketing and Advocacy in Public Health (3)

Social marketing and the use of community wide campaigns are important components of any health promotion program. The two strategies are used interchangeably expanding on health education and communications methods with the aim of informing and/changing social norms. Social marketing uses commercial marketing techniques where the consumer (target audience) is the focus of market research, behavioural analysis, product development (including Information – Education – Communication [ICE] materials), advertising and promotion. In this course students are required to write one major project paper.

PH 342 Evidence – based Health Promotion

This course motivates students and all health workers, engaged in health promotion, to seek documentary evidence in order to support their health promotion efforts. The value of anecdotal evidence, frequently relevant in health promotion work, is placed in its appropriate context. Practical guided reviews of health promotion-related documents, as well as collegially reviewed exercises, complement the course.

PH 343 Settings Approach and Healthy Public Policy in Health Promotion (3)

Since the Ottawa Charter in 1986, Health Promotion has been revolutionized. Starting from the historical and definitional basis of what constitutes a Health Promotion Setting, specific examples 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 concludes by studying formal health policy formulation and analysis, and the role of health policy in reducing poor health and address individual, family, community health needs.

PH 344 Health and Environment Promotion (3)

This course explores how the principles, practices, strategies and interventions of Health Promotion, a substantive discipline in Public Health, can be applied to environmental health issues. Environmental health can be seen as central to Public Health. Environmental Health Promotion has been an important component of many international documents [Alma Ata; the Ottawa Charter; the Adelaide Recommendation; and, in the Pacific the Yanuca Declaration, which formed the basis of the Healthy Islands concept]. With these in mind, the course will cover the basic principles of health promotion with particular focus on environmental health issues and practical intervention methodologies. The course includes experiential learning through field visits.

Health Services Management (HSM)

PH 351 Health Care Management and Systems in the Pacific and Micronesia (3)

This course introduces and discusses theory, models and examples drawn from Pacific nations. Class work will also focus on the opportunities and needs to bridge the gap between increasing demands for health care and scarcity of resources. Theories that influence policy development, the influence of political systems and power in policy process, and management achievement and obstacles to efficient and effective utilization of health systems are likewise addressed.

PH 352 Introduction to Health Economics and Health Care Resourcing (3)

This course begins with a broad introduction to Economics, concepts of resources and scarcity along with the theory of demand, of supply, and market economy. Students focus on how to blend the basic economic concepts into the management of health services. The resulting, basic concepts of health economics, including health care financing; the use of cost information; measuring health benefits; economic appraisal and evaluation of health interventions, are then addressed. Different methods of health care resourcing and the options available to Pacific Health Administrations, including national revenues, health insurance, user charges, private sector cooperation, etc., are also discussed. Concepts and management of National Health Accounts conclude this course.

PH 353 Evidence-based Management of the Essential Public Health Functions and Human Resources for Health (3)

This course provides students with an overview of the principles of evidence-based policy and health care. Students learn how to use practice guidelines, based on evidence, to change management practices. The course refers to the

“Essential Public Health Functions (EPHF)” as options to the sustainable delivery of public health interventions. Operational research supported, in the Western Pacific, by WHO-WPRO, forms a reference in this course, as it has common objectives, suitable also to Micronesia, such as ” EPHF identification, description and governance; EPHF sustainable delivery, within the PHC framework; and forecasting potential impact of eventual changes in the health sector on the EPHFs.

PH 354 Introduction to International Public Health (3)

International Public Health (IPH) is approached from its historic foundations, and is then followed through the several organizational structures that were proposed, established and, eventually, amended as mandates, needs and prevailing conditions changed. Attention is focused on international collection and exchange of public health – relevant information; on the processes of action at international level, and their economic and financial implications; and on the impact of scientific and technological developments on IPH.

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 100a Science for Teachers (3)

This one-semester course covers basic knowledge of topics and contents in the Chuuk State Department of Education’s science curriculum framework (Grades 1-8) in order to increase information background of students (pre-service teachers) in elementary-school science. At the same time, it is intended to help students develop and demonstrate both science methodology and science teaching methods and skills in Space Science, Earth Science, Physical Science, Human Science, and Life Science.

SC 101 Health Science (3)

Prerequisite: ESL 089

Emphasizes basic human anatomy, disease and disease carriers, personal and community hygiene, first aid treatment of minor accidents, mental health and illness, and sex education.

SC 111 Environmental Studies (3)

Prerequisite: ESL 089

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

SC 112 Introduction to Human Nutrition (3)

Prerequisite: ESL 089

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

SC 117 Tropical Pacific Island Environment w/Lab (4)

Prerequisite: ESL 089 and recommended completion of one other college-level science course and Micronesian History. The course will present ecological principles made relevant by examples from Pacific Island ecosystems and from interactions of humans with our island reefs and forests. It will focus on the close interrelationship between the physical (hydrosphere, lithosphere, atmosphere) and biological (biosphere) environments of tropical Pacific Islands and the impact of human colonization. Emphasis will be placed on islands as “closed” systems with limited surface area and resources. Drastic alteration to Pacific island environments by rapid population growth, industrialization and modern technology within the last century will be explored.

SC 120 Biology w/lab (4)

Prerequisite: ESL 089

Provides an introduction to modern biological concepts at the molecular, cellular, and organismic levels, including cell biology, anatomy, physiology, genetics, plant and animal diversity and ecology.

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

Prerequisite: SC 120

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

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

Prerequisite: SC 122a

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

SC 130 Physical Science w/lab (4)

Prerequisite: ESL 089, MS 099 with a grade of “C” or better.

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

SC 180 Microbiology w/lab (4)

Prerequisite: SC 120, SC 101

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

SC 201 Astronomy (3)

Prerequisite: ESL 089

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

SC 220 Introduction to Geology (3)

Prerequisite: ESL 089

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

SC 230 Introduction to Chemistry w/lab (4)

Prerequisite: MS 098

The course is an investigation of the fundamentals of general chemistry and an introduction to organic chemistry. The course will emphasize the role of chemistry in modern human life. The laboratory supports the lecture topics, through both qualitative and quantitative experiments. The topics include: basic concepts, chemical substances, chemical reactions, atomic structure, states of matter, and an introduction to organic chemistry.

SC 240 Introduction to Physics w/lab (4)

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

Introduces the basic concepts of classical mechanics and gravitation. A survey of electromagnetism, optics, thermody-

namics and modern physics is given.

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.

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

SC 260 Independent Studies in Biology (1-3)

Prerequisite: Instructor's permission.

Participation in a field or laboratory research project alone or jointly with faculty project leader and other participants. Student works on one or more phases of the project, including library research for background information, collecting data, analyzing data, and preparing a research report or manuscript suitable for publication.

SC/SS 115 Ethnobotany (3)

Prerequisite: ESL 089

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

SOCIAL SCIENCES

SS 070 Local History and Nature (3)

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

SS 098 Introduction to Social Sciences (3)

Introduces students to the basic skills and concepts in the social sciences.

SS 100 World of Work (3)

Prerequisite: ESL 089

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

SS 101 Introduction to Political Science (3)

Prerequisite: ESL 089

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

SS 102c Local Social System-Chuuk (3)

This course introduces an overview of the Chuukese social system in the academic context of the social sciences and in light of the real-world transition from traditional to modern. It further requires students to acquire cognitive, affective, and psychomotor knowledge, skills, and disposition. A major activity is practical experience in sailing a canoe in the Chuuk Lagoon and in visiting various islands in the Lagoon.

SS 111 Cultural Anthropology (3)

Prerequisite: ESL 089

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

SS 120 Introduction to Geography (3)

Prerequisite: ESL 089

An introduction to physical and regional geography.

SS 125 Geography of the Pacific (3)

Prerequisite: ESL 089

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

SS 130 Introduction to Sociology (3)

Prerequisite: ESL 089

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

SS 150 History of Micronesia (3)

Prerequisite: ESL 089

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

SS 170 World History I (3)

Prerequisite: ESL 089

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

SS171 World History II (3)

Prerequisite: ESL 089

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

SS 195 Micronesian Cultural Studies (3)

Prerequisite: ESL 089

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

SS 200 Research Methods (3)

Prerequisite: EN 120a

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

SS 205 Micronesian Government and Politics (3)

Prerequisites: SS 150, SS 101

This course deals with the various forms of governments existing in the Micronesian region and the politics associated with them. This course will discuss the impact of tradition vis-à-vis politics and the formal and informal roles of the traditional leaders in the various governments and the political process.

SS 212 Economy of Micronesia (3)

Prerequisite: SS 150, EN 110

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

SS 220 Contemporary Issues in Micronesia (3)

Prerequisite: SS 150

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

SS240 East Asian History (3)

Prerequisite: ESL 089

A survey of the history of China, Korea, Vietnam and Japan from prehistory to the present.

SS 280 Directed Study: Selected Topics (3)

Prerequisite: EN 120b, SS 101, SS 200, SS 205, SS 212, SS 220

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

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

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

VOCATIONAL EDUCATION COURSE DESCRIPTIONS

VAE 103 Blueprint Sketching and Interpretation (3)

This course is designed to introduce the student to the basic principals of blueprint drawing and interpretation. The intent of the course is to teach the student to read specifications and marginal information in production blueprints while enhancing their ability to define size, shape, and dimensional information in their own construction drawings.

VAE 138 Building Codes, Specification and Construction Management (3)

This course is designed to introduce the student to the basic concept of building codes, acceptable load bearing qualities of available materials, job bidding procedures, and the necessary sequential process required in successful construction management as an independent businessman.

VAE 150 Introduction to Computer Aided Design and Drafting (3)

Prerequisite: VAE 103

This course introduces the student to the use of a computer as a drafting and design tool to produce line drawings. The course is hands-on and covers topics including equipment components, terminology, the storage and retrieval of drawings. (I do not have this outline)

VBM 101 Building Maintenance I (4)

Prerequisite: VSP 153a

Provides the students with the opportunity to correctly use a range of Hand & Power Tools more commonly used by building maintenance personnel. This course will also provide the student with knowledge and hands-on experience in Blueprint Reading, Surface Preparation and Finishing and Trim work.

VBM 102 Building Maintenance II (4)

Prerequisite: VSP 153a

This course is designed to provide the students with the basic skills necessary to properly install individual electrical circuits in a building and will cover the use of essential hand and power tools. This course is also designed to provide the students with the basic knowledge required for properly using a meter for testing faulty devices and troubleshoot electrical circuit.

VBM 103 Building Maintenance III (4)

Prerequisite: VSP 153a, VBM 102

Provides the students with practical opportunities to service and maintain plumbing and drainage systems using a variety of hand and power tools. This course will also provide the student with knowledge and hands-on experience in general servicing and maintenance of air-conditioning units.

VBM 104 Building Maintenance IV (4)

Prerequisite: VSP 153a

This course is designed to provide students with skills in the use and care of appropriate equipment for grounds maintenance. Weed control and proper lawn care, decorative plantings, pruning techniques and some amount of landscaping activities form the main focus of this course.

VCE 195 Construction Procedures (1.5)

Prerequisites: ESL050/SS100

This course introduces the student to the selection of appropriate materials, and the assembly of those materials to erect a structure. The course covers building projects from ground breaking through the laying down of foundations and the accepted construction procedures for wooden, masonry, concrete and steel structures.

VCF 104 Introduction to Cabinet making/Furniture making (3)

Prerequisite: ESL 050/SS100 or concurrently

This introductory course is designed to familiarize students with the terminology, materials, and hand tools used in the manufacturing industry in both domestic and commercial cabinet/furniture making.

VCF 106 Plan Reading and Documentation (1.5)

Prerequisite: VCF 104 or concurrently

This course is designed to teach the students to read and interpret from blue print drawings the cabinet/furniture information required to construct as designed. It will also teach the students the basic principles of sketching and drawing full size set outs, using a range of drawing equipment.

VCF 110 Domestic Construction (3)

Prerequisites: VCF 104, VSP 153a

This course is designed to teach the students the basic construction of domestic cabinets and furniture that would be used in domestic situations (private homes), and to teach the students a method of producing a one of piece of furniture, as requested by the client.

VCF 114 Commercial Construction (3)

Prerequisite: VCF104, VSP 153a

This course is designed to teach the students basic construction when producing more than one cabinet or piece of furniture (multiple items). It will demonstrate the use of setting up machinery, making patterns and jigs used to produce mass production type items.

VCF 120 Workshop Administration (2)

Prerequisite: VCF104

This course is designed to teach the students the daily activities involved in a cabinet making workshop, e.g., estimation and costing, ordering materials, organizing and prioritizing work to be carried out as well as the best methods of maximizing the use of materials and reducing waste.

VCF 124 Safety and Maintenance of Power Tools, and Static Machines and Equipment –basic (4)

Prerequisites: VCF104, VSP 153a

This course is designed to teach the students the correct and safe methods of both power tool use and static machines when making cabinets and furniture. It will also teach the students general care, service and maintenance of both power tools and static machines.

VCF 132 Surface Preparation and Finishing Techniques (3)

Prerequisites: VCF104, VSP 153a

This course is designed to teach the students various ways to prepare surfaces ready for applying finishing materials. It will also introduce finishing products that are available and the application of these products to furniture to protect and enrich their finish.

VCT 152 Fundamentals of Plumbing (3)

Prerequisite: By Admission

This is the beginning course in plumbing. The main systems and components are surveyed, and the basic skills and tools are introduced.

VCT 153 Introduction to Carpentry (3)

This introductory course is designed to familiarize students with the use, care, safe operations and maintenance of hand and power tools; to develop their skills in the use, care, and safe handling of supplies and materials; and to provide them with occupational information about carpentry.

VCT 154 Introduction to Masonry (3)

Prerequisite: VSP 153a

This course provides students with knowledge and experience in the preparation of the various types of mortar and concrete and the handling and placement of masonry units. Instructions will also include the care and safe use of masonry hand tools and power equipments.

VCT 162 Advanced Plumbing (3)

Prerequisite: VCT 152

This course develops and advances the student's knowledge and understanding of the techniques, methods, and applications in cold and hot water supplies, and drainage systems.

VCT 163 Concrete Form Construction (3)

Prerequisite: VCT 153

This course is designed to teach the student construction terms, materials and methods in concrete form construction for residential and commercial buildings. The course also introduces the use, care and maintenance of leveling and sighting instruments.

VCT 164 Concrete and Brick Masonry (3)

Prerequisite: VCT 154

This course familiarizes the student with uses, kinds, shapes, and sizes of concrete blocks; and use, kinds, characteristics, types of bonding materials, and laying of bricks.

VCT 172 Plumbing Installation and Design (3)

Prerequisite: VCT 152

This course provides the student with the application of methods and theory in installation and design of residential and commercial plumbing systems of cold water supply, hot water supply and drainage systems.

VCT 173 Rough Framing and Exterior Finishing (3)

Prerequisite: VCT 153

This course concentrates on basic structure construction. It is designed to provide carpentry students with the skills and knowledge necessary to frame floors, walls, wall panels, roofs and ceilings as well as the application of exterior finishing materials.

VCT 174 Columns, Beams, Walls and Partitions Construction (3)

Prerequisite: VCT 153

This course prepares the student in the construction techniques and practices of concrete beams, columns, walls and partition construction; types, kinds, planning, design and purpose.

VCT 182 Uniform Plumbing Code (3)

Prerequisite: VCT 152

The course provides the student with knowledge and understanding of the laws and ordinances governing the installation of residential and commercial plumbing systems.

VCT 183 Finishing and Trim Work (3)

Prerequisite: VCT 153

This course is designed to teach the student about various methods and materials necessary to finish the interior of a residential or commercial building. The course covers the installation of wall and ceiling panels, installation of window and doors, construction of cabinets and closets, application of trim and moldings and installation of finishing hardware.

VCT 193 Cabinet Making and Millwork (4)

Prerequisite: VCT 153

This course teaches the carpentry student millwork methods and the skills necessary to fabricate and install either custom or factory built cabinets.

VCT 210 Steele frame (3)

Prerequisite: VSP 153

This course is designed to provide students with a basic understanding of steel framed buildings and construction methods for application in Micronesia. This course of study will apply to a range of single occupancy residential dwellings and associated buildings.

VCT 211 Basic Stair Construction (3)

Prerequisite: VSP 153a, VCT 153

This course is designed to give the students the necessary skills to be able to set out, construct and install a straight flighted external/internal timber/steel stair. This course provides the underpinning knowledge of materials used in the construction and joinery industries and contributes towards the acquisition of the needed competencies in advanced stair construction

VCT 215 Building Technology (3)

Prerequisite: VCE 195

A study of construction organization, building codes, foundations, construction materials, methods and techniques of cast-in-place reinforced concrete, precast and pre-stressed concrete, steel and masonry construction, wood and plastics, thermal, moisture, and termite protection and building equipment.

VEE 100 Soldering and Mechanical Termination Techniques (1.5)

Prerequisite: Admission and VSP 121 or concurrently

Students will learn how to produce solder connections and identify and rectify inferior solder joints. Students will select and prepare the correct soldering tools. In addition the student will master PC component insertion/extraction techniques, basic connector termination techniques and wire wrapping.

VEE 103 Electronic Fundamentals I (3)

Prerequisite: Admission and VSP 121 or concurrently

This course introduces the student to the theory of electricity and magnetism, basic components such as resistors, switches, fuses and circuit breakers, and the relationship of voltage, current, resistance and power and their measurements in basic electrical circuits. Basic direct current circuits are analyzed using Ohm's Law, Kirchoff's Laws and various network theorems.

VEE 104 Electronic Fundamentals II (4)

Prerequisite: VEE 103

This course covers the introduction and examination of the principles, applications and measurement of alternating current. Students will compare different types of alternating current circuits. The course emphasizes filtering basics, reactance, resonance, RC, RL, RLC, relays, transformers, phase angles and power factors. Students will apply formulas to analyze AC circuits.

VEE 110 Discrete Devices I (3)

Prerequisite: VEE 104 or concurrently

This course will introduce students to the construction and operation of various configurations of single stage amplifiers and diode circuits. It will also provide the students with an introduction to basic single-phase power supplies.

VEE 125 Electronic Circuits (3)

Prerequisite: VEE 110

This course allows students to investigate small and large signal amplifiers. Topics includes amplifier coupling, BJT amplifier gain, FET amplifiers, negative and positive feedback, frequency response and classes of operation.

VEE 135 Digital Electronics I (3)

Prerequisite: VEE 110 or concurrently

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, SCRs, PUTs and UJTs and their circuit configurations.

VEE 223 PC Hardware & Software (4)

Prerequisite: VEE 135

This course uses Cisco Networking Academy Program HP IT Essential I: PC Hardware & Software program. It provides IT fundamentals, an in-depth exposure to PC hardware/software, suggested best practice in PC maintenance, diagnostics, and repair. Emphasis is on PC assembly, installation of operating systems (Windows 98, NT, 2000, XP), system configurations, and troubleshooting techniques used on PC maintenance and repair. In addition, students will be introduced to the fundamentals of microprocessor, its basic architecture, and its physical/logical configuration of memory.

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, diagram-

ming, 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 provides the student with general communication theory of AM and FM receivers and transmitters.

VEE 235 Digital Electronics II (3)

Prerequisite: VEE 135

This course further explores digital circuits and concepts including registry circuits, counters, adders, decoders, shift registers and digital to analog converters.

VEE 240 Signal Processing (3)

Prerequisite: VEE 235 or concurrently

Describes the basic elements of a communication system and identifies various signal processing techniques. Further investigates AM and FM circuits and their operation. In addition Single Side Band, various modulation methods, frequency shift keying and multiplexing are studied.

VEE 250 Cooperative Education Program (2)

Prerequisite: Instructors Permission

This co-operative education and work experience will provide the student with supervised on-the job training that will test the application of classroom learning in a "real life" skill demonstration. The individual students training plan will relate to the student's educational objectives.

VEE 266 Rotating Machinery (3)

Prerequisite: VEM 104 or VEE104

This course introduces the student to rotating machinery. Series, shunt and compound DC motors, AC motors and generators, stepper motors and three-phase power are analyzed.

VEM 102 Electrical Electronic/Drawing and Sketching (1.5)

Prerequisite: ESL 050 or concurrently

This course is designed to provide the students with basic skills and knowledge to read and interpret electrical/electronics blueprints. Students will also learn the basic principles of sketching and scale drawing using a variety of drawing equipment.

VEM 103 Basic Electricity I (4)

Prerequisites: VSP 121 or concurrently

Students will learn the basic fundamentals of electricity in order to develop an understanding of electricity and the electrical industry through calculation and basic theory.

VEM 104 Basic Electricity II (5)

Prerequisite: VEM 103

This course introduces students to the basic fundamentals of an alternating current circuit. Develop an understanding of the fundamental components that affect the alternating current circuit. Gain an understanding of the basic operation of motors and transformers.

VEM 105 Basic Electricity for AC (3)

Prerequisite: By Admission

This course introduces the theory of electricity and basic components used in the electrical industry and the relationship of voltage, current, resistance and power. This course will also enable the students to perform basic measurements by using an electrical measuring device and analyzing electrical circuits using Ohm's Law. Students will compare different types of electrical circuits. The course emphasizes electrical components of refrigeration and air conditioning system. This course also includes the theoretical aspects of rewiring domestic refrigeration and air conditioning systems.

VEM 110 Workshop Fabrication/Hand and Power Tool Skills (3)

Prerequisite: Admission and VSP 121 or concurrently

This course introduces basic hand tools and basic power tools uses in electrical work, construction and maintenance. Proper use and care of these tools is stressed. Valuable safety information for each type of tool is discussed. After this course, the student will be able to perform specific tasks using hand and power tools and fabricate small projects from simple drawings.

VEM 111 Electrical Wiring I (3)

Prerequisites: VEM110

This course is designed to introduce to the students the basic concepts of residential wiring and provide a solid background of electrical principles required for wiring. The students will develop the knowledge of various voltages in a branch circuit and as well as identifying various types of branch circuits used in a dwelling. The students will gain an understanding for special circuits and how they are used in a dwelling. Students will also become familiarized with the information and specification to perform functional and safe wiring practices.

VEM 112 Electrical Wiring II (3)

Prerequisites: VEM 111 or concurrently & VSP121 & VEM110

This course is designed to increase the student's awareness of safe workplace practices. The course is designed to introduce the basic wiring methods used in the electrical industry. The students will develop skills in basic circuitry, identification of cable types and terminology used in the industry. Apply techniques as required by the National Electrical code with respect to safe wiring practices.

VEM 113 Refrigeration I (3)

Prerequisite: Admission

This course introduces the students the refrigeration principles 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, equipment selection and recovery/recycling of refrigerants.

VEM 114 Refrigeration II (3)

Prerequisite: 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: VEM112

This course is designed to introduce students to the National Electrical Code. The students will develop the skills in using the code to find specific articles related to the correct methods of installing wiring and equipment. The course aims at developing work practices that comply with the National Electrical Code.

VEM 240 Industrial Wiring (3)

Prerequisites: VEM 104 and VEE 266

This course is designed to introduce the students the fundamental concepts, principles, and devices involved in industrial control of motors. The students will also develop the skills necessary for wiring a basic motor control and select the required pilot devices and safety components. Also includes troubleshooting motor circuitry and understanding Article 430 of NEC.

VSM 101 Introduction Small Engine Repair (4)

Prerequisite: By Admission

This introductory course covers safety in the workshop, small engine components, basic combustion, mechanical starters, two and four-cycle principles and operation; tools and tools usage; basic bench fitting skills.

VSM 102 Fuel, Lubrication, Carburetor, and Ignition (4)

Prerequisite: VSM 101 or concurrently

This course covers fuel system operation; basic electricity; battery; electric starter motors; alternator system and flywheel magneto ignition.

VSM 103 Engine Dismantling, Inspection, and Assembly (4)

Prerequisite: VSM 102 or Concurrently

This course provides theory and practice of engine performance and repair; abnormal combustion; valve job; four-cycle ring job; two-cycle overhaul of small engines.

VSM 104 Starters, Engine Maintenance, and Troubleshooting (4)

Prerequisite: VSM 103 or Concurrently

This course is designed to provide the student knowledge and skills 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)

Prerequisite: By Admission

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.

VSP 153b Industrial Safety (1.5)

This course will focus on the need for trainees to have sound knowledge about chemical, biological and physical hazards and how to avoid injury. It is designed to ensure that the trainee is aware of his/her obligation in the workplace that includes correct reporting procedures and the proper use of safety equipment.

VTE 260 Microwave (3)

Prerequisite: VEE 240

This course introduces the student to Microwaves and Microwave systems. The student will analyze Microwave Transmitters, Receivers, Waveguide Theory, Antennas, Cavity Resonators and Tube Microwave devices and semiconductor microwave devices.

VTE 261 (4) Fiber optics Installation

Prerequisite Course(s): VEE 103 and VEE 104 or VEM 103 and 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 230

Students will be familiarized with the various types of telecommunication systems used in the industry. These include the basic elements in a telecom system, transmission medium types, common switching operations, types of broadcast systems, spread spectrum modulation, computer network (wired and wireless), and the operating principles of satellite systems.

VTE 280 Telephone Systems (3)

Prerequisite: VEE 240

Students will demonstrate an understanding of the basic operation of a telephone system. In addition, students will correctly perform troubleshooting skills on two common types of telephone sets, and demonstrate the use of fiber

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)

Prerequisite: By admission

This is a semester length course designed to introduce students to motor vehicle mechanics. It includes safe working habits and ethics in the automotive repair industry, safe manual handling and mechanical lifting, the use of shop equipment and tools, measuring and identifying fastener types, sealant, adhesives, and basics operating principle of engine operation. This course will also develop skills in bench fitting which is generally required for successful repair and maintenance of motor vehicle.

VTM 102 Fuel, Cooling, & Standard Power Train Systems (4)

Prerequisite Course(s): none.

This course introduces students to the design, function and operation of automotive fuel systems, engine cooling and standard power train systems. Students will have a basic understanding about the function and operation of carbureted fuel system, basic fuel injection, fuel pumps, fuel line, air and water-cooled engines, basic operating principles of clutches, standard transmissions, drive lines, and rear axles. They will be introduced to the basic repair and maintenance of the above-mentioned systems. Use of services manuals and publications will also be covered in the course.

VTM 103 Ignition, Electrical, and Transmission systems (4)

Prerequisite Course(s): none

This course deals with automotive ignition, electrical and transmission systems. It covers the conventional ignition system from the early model and progresses through to the electronic ignition. The electrical system covers operational theory, testing, magnetism, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. The transmission system takes into more detail about the principles involved in the operation and maintenance of automatic transmission and transaxles. The subjects combine in this course gives more emphasis to the basic theory and operation of the ignition system for the student to establish a fundamental understanding most especially to the electronic ignition system that made a dramatic advancement and still continue to develop its fast changing technology through the years.

VTM 104 Brakes, Steering, Suspension, and Wheel Alignment (4)

Prerequisite Course(s): none

This course covers operation and repair of drum/disc type brake systems. Topics include brake theory, concepts related to design, diagnosis and repair of power assist systems, manual and anti-lock brake systems. It also deals with theory and operation of automotives suspension and steering systems including wheel problem diagnosis, components repair, and alignment procedures. The subjects contained in this course were carefully selected to establish a firm understanding of the relationship of these systems for the students to obtain an understating of how each system affects the operation of the other when making diagnosis of faults that may occur.

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 work place to experience working in a real life scenario. Students will be expected to seek internships and fulfill 180 hours of On-The-Job-Training (OJT) before the semester ends. Application of knowledge acquired from lecture and lab instruction to gain relevant practical on-the-job 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 105 Fundamentals of Oxyacetylene Welding and Cutting (3)

Prerequisite: VSP 121 or VSP 153a

This course is designed for those students who have little or no oxyacetylene welding training. Units of study involve safety; equipment operation and the manipulative skills required to complete flat, vertical, horizontal and overhead brazing and welds. In addition, the cutting and shaping of structural and plate steel are taught.

VWE 110 Fundamentals Arc Welding (3)

Prerequisite: VSP 121 or VSP 153a

This is an introduction course for students who have little or no training in welding. Studies include basic welding equipment, safe operating practices and personal protection. Practical exercises using, mild steel to complete basic flat and horizontal welds will be mandatory.

VWE 115 General Welding (4)

Prerequisite: VSP 121 or VSP 153a or Concurrently

This is an introductory course to welding. This course is designed to introduce students to two types of welding, Oxyacetylene Welding & Cutting and Arc Welding. Coursework includes safety, theory, and practical exercises.



EducationUSA has over 400 Centers in over 170 countries and is supported by the U.S. Department of State. EducationUSA provides accurate, comprehensive, impartial, and timely information.

The EducationUSA Advising Center (EAC) in FSM is presently located at the A+ Building at the COM-FSM National Campus. It is currently manned by Counselors Lore R. Nena and Mike Ioanis as advisers with close supervision by Ms. Michaela Corr, Public Diplomacy Assistant of the U.S. Embassy in Pohnpei, FSM.



The services of EAC at COM-FSM include encouraging current college students, high school students, and the general public to apply to U.S. colleges and universities. This Center provides advice on college programs and helps students gain admission to colleges/universities with financial aid.

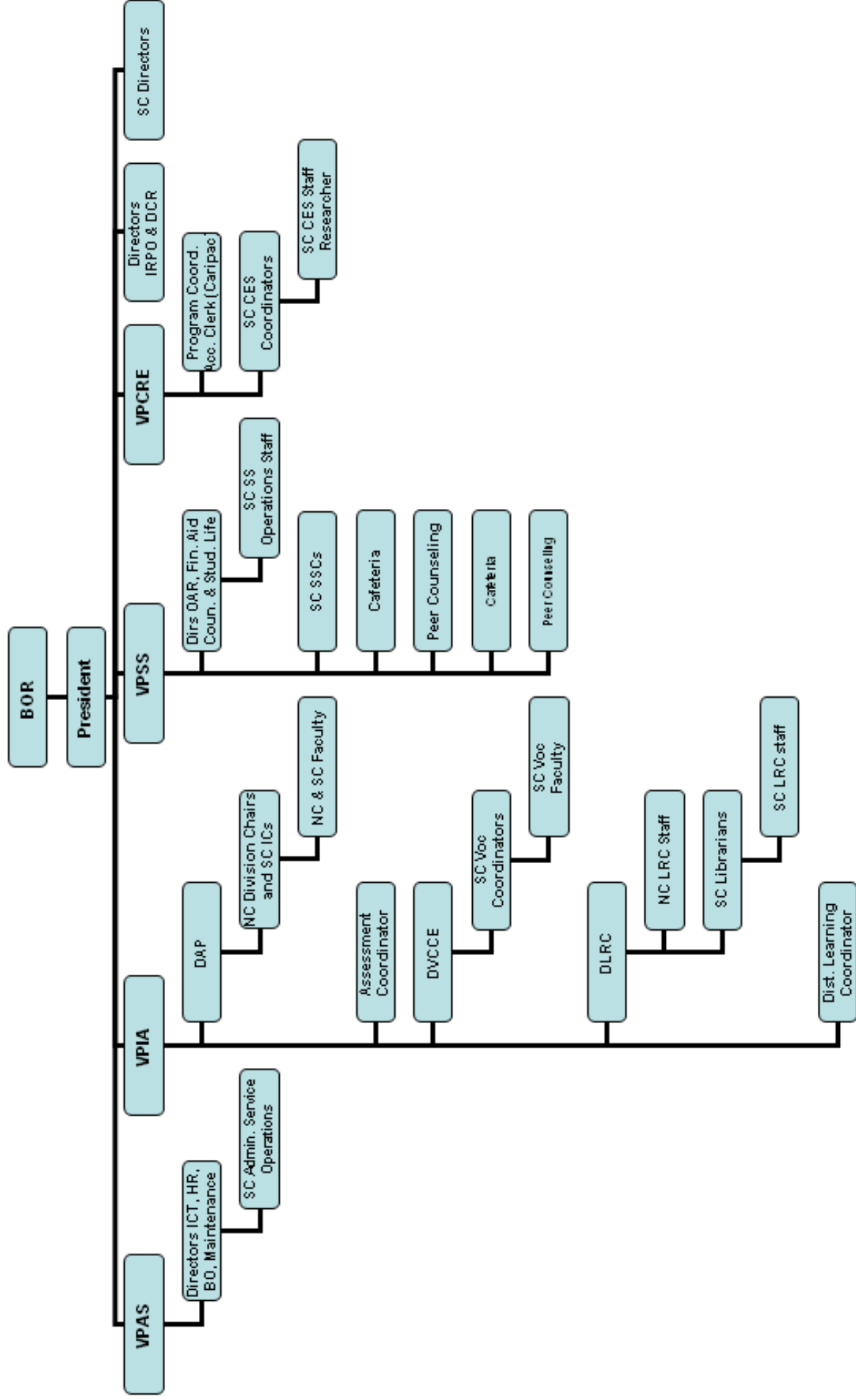
The scheduled hours for The EducationUSA Advising Center COM-FSM are:

**MWF : 9:00 a.m. to 12:00 noon
2:00 p.m. to 5:00 p.m.**

**TTH : 8:00 a.m. to 12:00 noon
2:00 p.m. to 5:00 p.m.**

To contact the Center, e-mail address is educationusacomfsm@gmail.com
Website: www.educationusa.state.gov

College of Micronesia-FSM Organizational Chart



Notes:

- 1) State Campus Directors have dotted line of authority with ICs, SSCs, CESs, and administrative services lead personnel at their campuses.
- 2) State Campus Student Services Coordinator have dotted line authority over state campus student services personnel.

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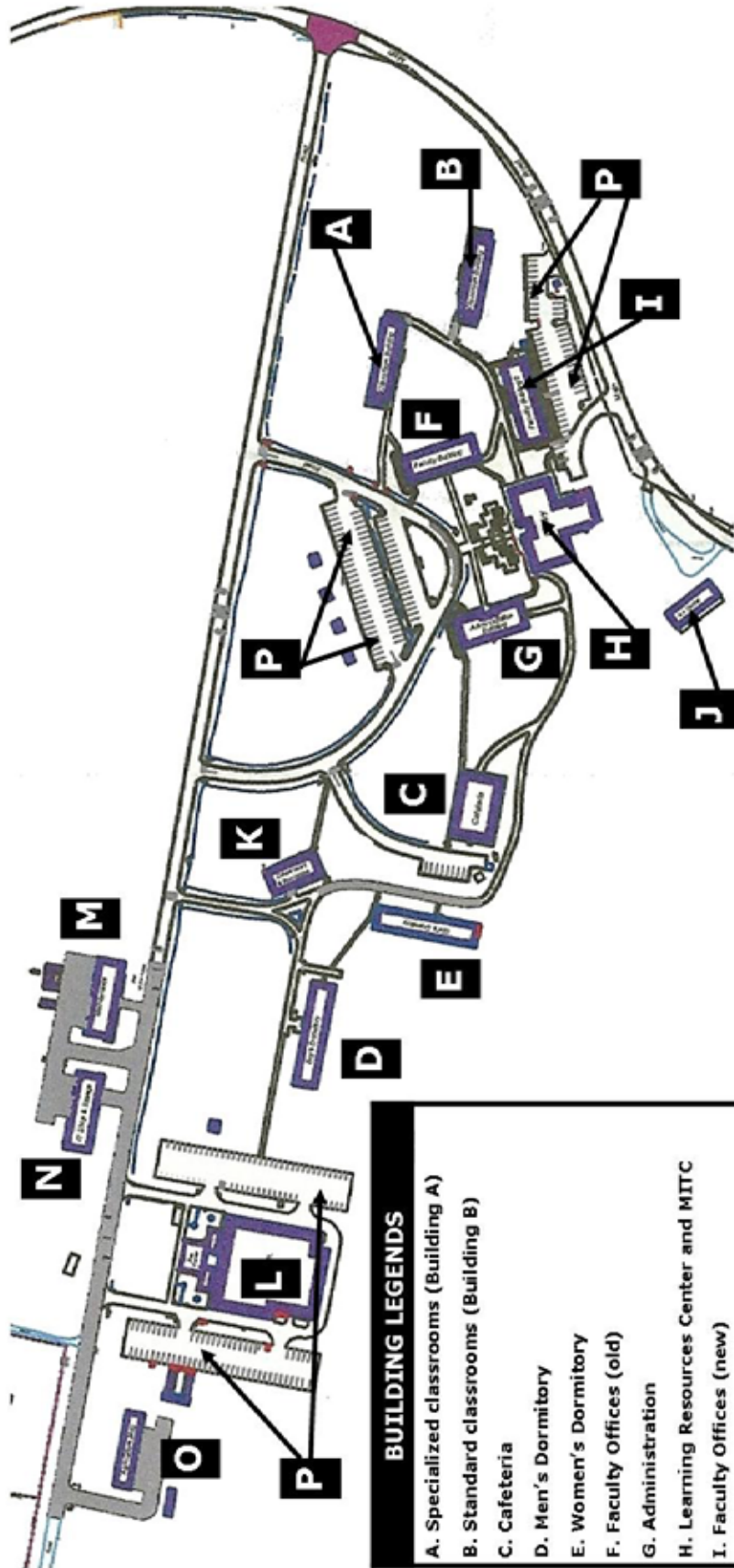
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Campus Map COLLEGE OF MICRONESIA-FSM NATIONAL CAMPUS

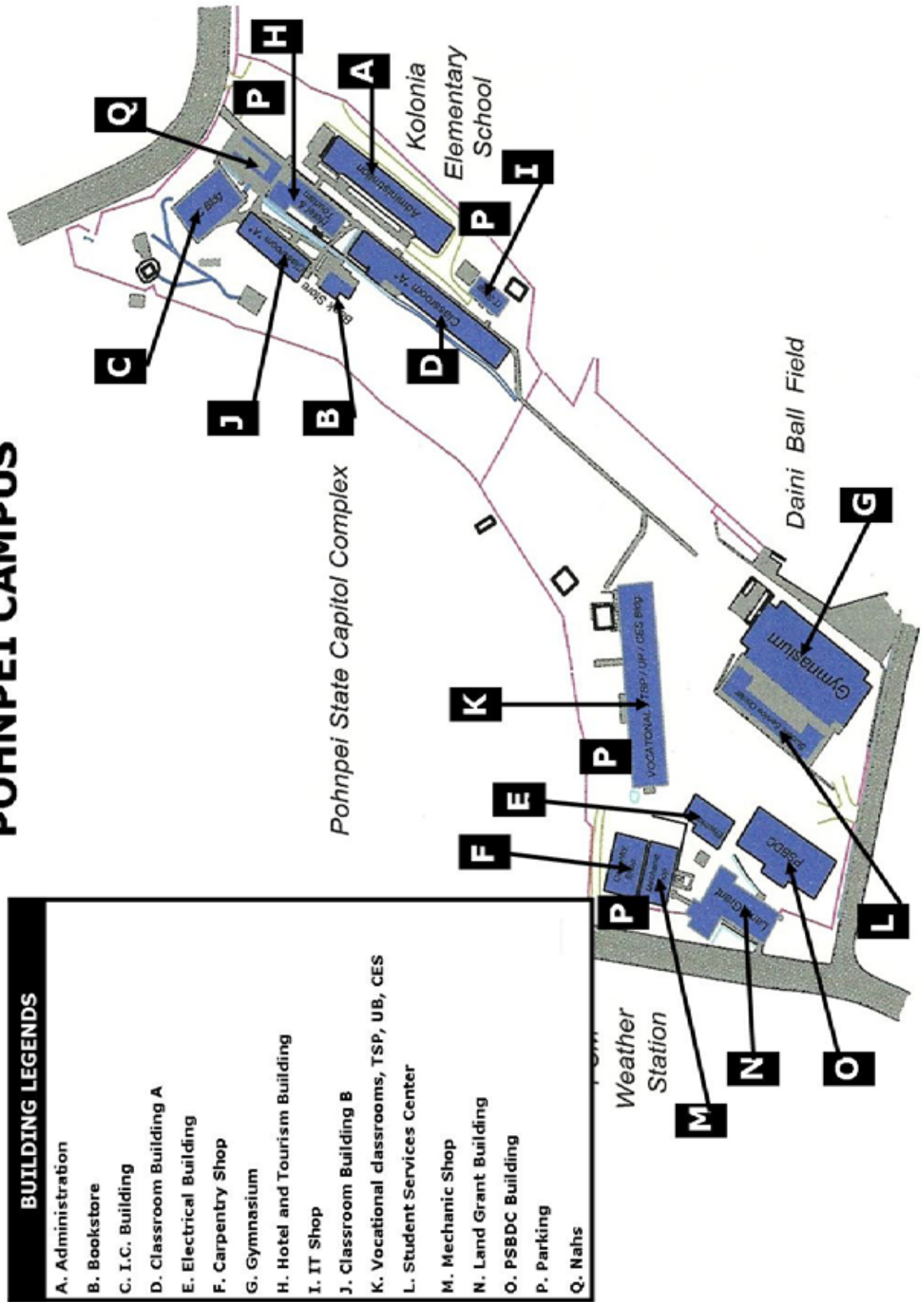


BUILDING LEGENDS	
A.	Specialized classrooms (Building A)
B.	Standard classrooms (Building B)
C.	Cafeteria
D.	Men's Dormitory
E.	Women's Dormitory
F.	Faculty Offices (old)
G.	Administration
H.	Learning Resources Center and MITC
I.	Faculty Offices (new)
J.	A + Center and Art Classroom
K.	Bookstore, Dispensary, AHEC
L.	FSM-China Friendship Sports Center
M.	Maintenance, CRE, Music Classroom
N.	Security, Maintenance, IT Shop
O.	Agriculture
P.	Parking

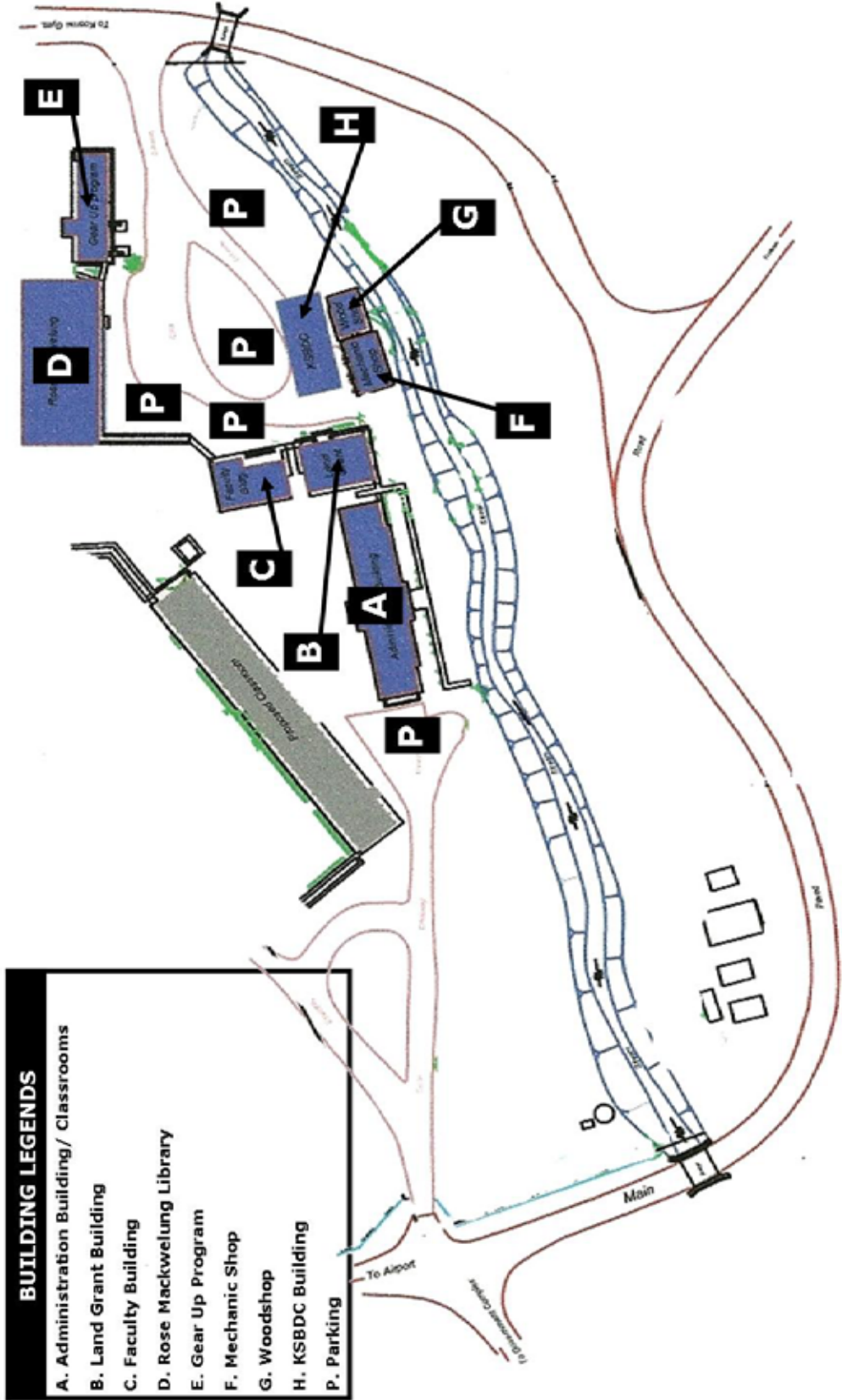
Campus Map

COLLEGE OF MICRONESIA-FSM

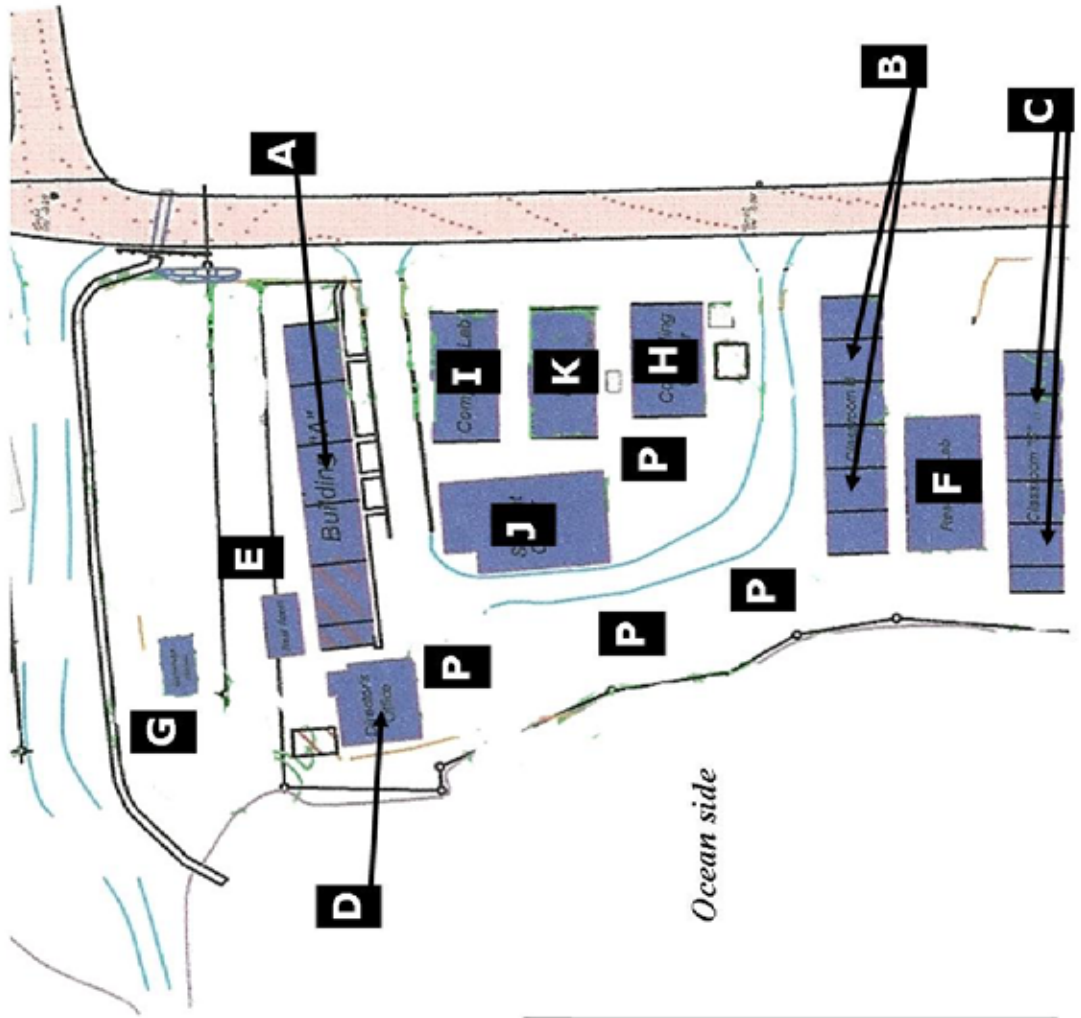
POHNPEI CAMPUS



Campus Map COLLEGE OF MICRONESIA-FSM KOSRAE CAMPUS



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

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