College of Micronesia-FSM

YAP | CHUUK | POHNPEI | KOSRAE

GENERAL CATALOG

2024-2025

www.comfsm.fm

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ACCESS.
INNOVATION.
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GENERAL CATALOG
2024-2025

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PRESIDENT'S MESSAGE

Dr. Theresa Koroivulaono

Welcome to the College of Micronesia-FSM. The college is a learner-centered institution committed to the success of the Federated States of Micronesia by providing academic and career and technical educational programs. The college has six campuses located across the four states of FSM in over 1,000,000 square miles of ocean. Students may select from 2 baccalaureate degrees, 4 third-year certificates of achievement, 14 associate degrees, and 13 one-year certificates of achievement. We invite you to examine this catalog that provides information on programs, admissions, tuition and fees, financial aid, student and support services, and the COM-FSM team members that can directly help you. The college offers small classes, experienced, friendly faculty and staff from around the world, and fit-for- purpose, aesthetically pleasing facilities. Students are and always will be our priority and the college is here to serve you. Your success is our success. We provide educational opportunities based on the belief that you are students today, leaders tomorrow.

Exciting events at the college over the last year include:

- hosting the '26th Consultation Meeting of the Pacific Heads of Education Systems' (PHES) at the National Campus in Palikir Pohnpei;
- conducting a two-week, in-house 'Wiring Training Bootcamp' at our Chuuk campus;
- signing the MOU with the University of Guam which enabled the 2 + 2 transfer pathway for our Associate in Science in Agriculture and Natural Resources Management; and
- creating the new position entitled, 'Education Developer: Indigenous Ways of Knowing' to mainstream Micronesian epistemology.

We developed our new strategic plan which was approved by the Board of Regents in September 2024 and is now in its first year of implementation. Under the COM-FSM Strategic Plan 2025-2030 we will continue to expand access to education, provide innovative and relevant courses, programs and initiatives and embed resilient practices in all college operations.

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

Dr. Theresa Koroivulaono
President & CEO

COM-FSM CORE VALUES

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CHUUK CAMPUS

2024 -2025 Calendars

ACADEMIC YEAR

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

Fall 2024

August 5	Fall Semester Begins
August 5-7	Faculty Workshop
August 8	New Freshmen Orientation
August 12-14	Regular Registration
August 19	First Day of Instruction/Course Syllabi Due to IC
August 20	Strategic Plan Summit
August 21	Last day of Add/Drop courses
August 22	Class Lists Verified by Instructors
September 16	Early Warning Deficiency Reports Due from Instructors
October 1	Holiday – Chuuk State Constitution Day
October 7-8	Midterm Evaluations
October 10	Midterm Grades Due from Instructors
October 11	Holiday- Chuuk State Teacher Appreciation Day
October 14	Entrance Testing at Chuuk State Campus
October 24	Holiday – United Nations Day
October 25	Last Day to Withdraw with “W”
November 4	Holiday – FSM Independence Day
November 5-8	Early Registration for Spring 2025 (for Continuing & Returning students)
November 8	Deadline for Applications for Spring 2025 Graduation
November 11	Holiday – Veterans Day
November 21	Holiday – Thanksgiving Day
November 22	Holiday – FSM President’s Day
December 6	Last Day of Instruction
December 9-11	Final Exams
December 13	Deadline for Final Grades from Instructors
December 18	Commencement Exercises/Fall 2024 Semester Ends

Reminders

January 6	Spring 2025 Semester begins
January 8-10	Regular Registration
January 13	First Day of Instruction

CHUUK CAMPUS

2024 -2025 Calendars

Spring 2025

January 6	Spring Semester Begins
January 6-7	Faculty Workshops
January 8-10	Registration
January 13	First Day of Instruction/Course Syllabi Due to IC
January 15	Last to Add/Drop Courses
January 16	Class Lists Verified by Instructors
January 27-31	Entrance Testing at Chuuk High Schools
February 10	Early Warning Deficiency Reports Due from Instructors
March 3-4	Mid-Term Evaluations
March 6	Mid-Term Grades Due from Instructors
March 21	Last Day to Withdraw with “W”
March 28	Deadline for Application for Fall 2025 Graduation
March 31	Holiday-Cultural Day (Observed)
April 1	COM-FSM Founding Day
April 15	Faculty Development Day-No Class
April 16-17	Easter Recess for Students
April 18	Holiday-Good Friday (Observed)
April 21-25	Early Registration for Summer 2025
May 5-8	Final Preparation Week
May 9	Holiday-FSM Constitution Day (Observed)
May 12	Last Day of Instruction
May 13-15	Final Examinations
May 19	Deadline for Final Grades from Instructors
May 22	Commencement Exercise/Spring Semester Ends

Reminders:

June 2	Summer 2025 Begins

Summer 2025

June 2-3	Registration
June 3	Faculty Summer Contracts Begins
June 3-4	Faculty Meetings and Preparations
June 5	First Day of Instruction/Course Syllabi Due to IC
June 6	Last Day to Add/Drop Courses
June 9	Class Lists Verified by Instructors
June 20	Early Warning Deficiency Report Due from Instructors
July 1-2	Mid-term Evaluations
July 3	Mid-term Grades Due from Instructors
July 4	Mid-term Break (no school)
July 7	Last Day to Withdraw with “W”
July 7-11	Early Registration for Fall 2025
July 16	Last Day of Instruction
July 17-18	Final Exams
July 21	Deadline for Final Grades from Instructors

Reminders:

August 4	Fall 2025 Semester Begins

KOSRAE CAMPUS

2024 -2025 Calendars

Fall 2024

August 5	Fall Semester Begins
August 5-7	Faculty Workshops
August 8	New Student Orientation
August 12-14	Regular Registration
August 19	First Day of Instruction/Course Syllabi Due to IC
August 20	Last Day to Add/Drop courses
August 20	Strategic Plan Summit
August 21	Holiday – Gospel Day
August 22	Class Lists Verified By Instructors
September 9	Holiday – Kosrae Liberation Day
September 16	Early Warning Deficiency Reports Due from Instructors
October 7-8	Mid-term Evaluations
October 11	Mid-term Grades Due from Instructors
October 13	Entrance Testing at Kosrae State Campus
October 24	Holiday - United Nations Day
October 25	Last Day to Withdraw With “W”
November 5-8	Early Registration for Spring 2025
November 4	Holiday – FSM Independence Day
November 8	Deadline for Applications for Spring 2025 Graduation
November 11	Holiday – Veterans Day
November 22	Holiday – Thanksgiving & FSM President’s Day
December 6	Last Day of Instruction
December 9-11	Final Exams
December 13	Deadline for Final Grades from Instructors
December 18	Commencement Exercises/Fall 2024 Semester ends

Reminders

January 6 Spring 2025	Semester begins
January 8-10	Regular Registration
January 13	First Day of Instruction

KOSRAE CAMPUS

2024 -2025 Calendars

Spring 2025

January 6	Spring Semester Begins
January 6-7	Faculty Workshops
January 8-10	Registration
January 13	Holiday-Kosrae Constitution Day (Observed)
January 14	First Day of Instruction/Course Syllabi Due to IC
January 16	Last Day to Add/Drop Courses
January 17	Class Lists Verified by Instructors
January 27-31	Entrance Testing at Kosrae High Schools
February 10	Early Warning Deficiency Reports Due from Instructors
March 3-4	Mid-term Evaluations
March 6	Mid-Term Grades Due from Instructors
March 21	Last Day to Withdraw With “W”
March 28	Deadline for Applications for Fall 2025 Graduation
March 31	Holiday–Cultural Day (Observed)
April 1	COM-FSM Founding Day
April 15	Faculty Development Day-No Class
April 16-17	Easter Recess for Students
April 18	Holiday-Good Friday (Observed)
April 21-25	Early Registration for Summer 2025
May 5-8	Final Exam Preparation Week
May 9	Holiday-FSM Constitution Day (Observed)
May 12	Last day of Instruction
May 13-15	Final Examinations
May 19	Final Grades Due from Instructors
May 21	Commencement Exercises/Spring Semester Ends

Reminders:

June 2	Summer 2025 Begins

Summer 2025

June 2-3	Registration
June 3	Faculty Summer contracts begin
June 3-4	Faculty Meetings and preparations
June 5	First Day of Instruction/Course Syllabi Due to IC
June 6	Last Day to Add/Drop Courses
June 9	Class Lists Verified by Instructors
June 20	Early Warning Deficiency Report Due from Instructors
July 1-2	Mid-term Evaluations
July 3	Mid-term Grades Due from Instructors
July 4	Mid-term Break (No School)
July 7	Last Day to Withdraw with “W”
July 7-11	Early Registration for Fall 2025
July 16	Last Day of Instructions
July 17-18	Final Exams
July 21	Deadline for Final Grades from Instructors

Reminders:

August 04	Fall 2025 Semester Begins

CTEC / NATIONAL CAMPUS

2024 -2025 Calendars

Fall 2024

August 5	Fall Semester Begins
August 5-8	Faculty Workshops
August 8	New Student Orientation
August 12-14	Regular Registration
August 19	First Day of Instruction/Course Syllabi Due to IC
August 20	Strategic Plan Summit
August 21	Last Day to Add/Drop Courses
August 22	Class Lists Verified by Instructors
September 11	Holiday – Pohnpei Liberation Day
September 16	Early Warning Deficiency Reports Due from Instructors
October 7-8	Mid-term Evaluations
October 11	Mid-term Grades Due from Instructors
October 9	Entrance Testing at CTEC (and other state campuses)
October 24	Holiday – United Nations Day
October 25	Last Day to Withdraw with “W”
November 4	Holiday – FSM Independence Day
November 5-7	Early Registration for Spring 2025 (Continuing & Returning Students)
November 7	Deadline for Applications for Spring 2025 Graduation
November 8	Holiday – Pohnpei Constitution Day
November 11	Holiday – Veterans Day
November 22	Holiday – FSM President’s Day
December 6	Last Day of Instruction
December 9-11	Final Exams
December 13	Final Grades Due from Instructors
December 18	Commencement Exercises/Fall Semester Ends

Reminders

January 6 Spring 2025 Semester begins
January 8-10 Regular Registration
January 13 First Day of Instruction

CTEC / NATIONAL CAMPUS

2024 -2025 Calendars

Spring 2025

January 6	Spring Semester Begins
January 6-7	Faculty Workshops/Meeting
January 8-10	Registration
January 13	First Day of Instruction/Course Syllabi Due to IC
January 15	Last Day to Add/Drop Courses
January 17	Class Lists Verified from Instructor
February 3-14	COMET at CTEC/Pohnpei High Schools
February 10	Early Warning Deficiency Reports Due from Instructors
March 3-4	Mid-term Evaluations
March 6	Mid-term Grades Due from Instructors
March 7	Holiday – International Women's Day (Observed)
March 21	Last Day to Withdraw with "W"
March 28	Deadline for Applications for Fall 2025 Graduation
March 31	Holiday-Cultural Day (Observed)
April 1	COM-FSM Founding Day
April 15	Faculty Development Day-No class
April 16-17	Easter Recess for Students
April 18	Holiday – Good Friday (Observed)
April 21-25	Early Registration for Summer 2025
May 5-8	Final Exam Preparation Week
May 9	Holiday – FSM Constitution Day (Observed)
May 12	Last day of Instruction
May 13-15	Final Examinations
May 19	Final Grades Due from Instructors
May 22	Commencement Exercises/Spring Semester Ends

Reminders:

June 2	Summer 2025 Begins

CTEC / NATIONAL CAMPUS

2024 -2025 Calendars

Summer 2025

June 2-3	Registration
June 3	Faculty Summer contracts begin
June 3-4	Faculty Meetings and preparations
June 5	First Day of Instruction/Course Syllabi Due to IC
June 6	Last Day to Add/Drop Courses
June 9	Class Lists Verified by Instructors
June 20	Early Warning Deficiency Report Due from Instructors
July 1-2	Mid-term Evaluations
July 3	Mid-term Grades Due from Instructors
July 4	Mid-term Break (No School)
July 7	Last Day to Withdraw with “W”
July 7-11	Early Registration for Fall 2025
July 16	Last Day of Instructions
July 17-18	Final Exams
July 21	Deadline for final grades from Instructors

Reminders:
August 04 Fall 2025 Semester Begins

YAP CAMPUS

2024 -2025 Calendars

Fall 2024

August 5	Fall Semester Begins
August 5-7	Faculty Meetings and Workshop
August 8	New Student Orientation
August 12-14	Regular Registration
August 19	First Day of Instruction/Course Syllabi Due to IC
August 20	Strategic Plan Summit
August 21	Last Day to Add/Drop Courses
August 22	Class Lists Verified by Instructors
September	16 Early Warning Deficiency Reports Due from Instructors
October 7-8	Mid-term Evaluations
October 11	Mid-term Grades Due from Instructors
October 7-11	Entrance Testing at Yap Campus
October 25	Last Day to Withdraw with “W”
October 25	Holiday – United Nations Day
November 4	Holiday – FSM Independence Day
November 6-8	Early Registration for Spring 2025 (Continuing and Returning students)
November 8	Deadline for Applications for Spring 2025 Graduation
November 11	Holiday – Veterans Day
November 22	Holiday – FSM President’s Day
December 6	Last Day of Instruction
December 9-11	Final Examinations
December 13	Final Grades Due from Instructors
December 18	Commencement Exercises/Fall Semester Ends

Reminders

January 6	Spring 2025 Semester begins
January 8-10	Regular Registration
January 13	First Day of Instruction

YAP CAMPUS

2024 -2025 Calendars

Spring 2025

January 6	Spring Semester Begins
January 6-7	Faculty Workshops
January 8-10	Registration
January 13	First Day of Instruction/Course Syllabi Due to IC
January 15	Last Day to Add/Drop Courses
January 16	Class Lists Verified by Instructors
January 27-31	Entrance Testing at Yap High Schools
February 10	Early Warning Deficiency Reports Due from Instructors
February 27-28	Yap Day – Holiday (Observed)
March 3-4	Mid-term Evaluations
March 7	Mid-Term Grades Due from Instructors
March 21	Last Day to Withdraw With “W”
March 31	Holiday-Cultural Day (Observed)
April 1	COM-FSM Founding Day
April 4	Deadline for Applications for Fall 2025 Graduation
April 15	Faculty Professional Development Day – no classes
April 16-18	Easter Recess for Students
April 18	Holiday – Good Friday
April 21-25	Early Registration for Summer 2025
May 5-8	Final Exam Preparation Week
May 8	Last Day of Instruction
May 9	Holiday – FSM Constitution Day (Observed)
May 12-14	Final Examinations
May 16	Final Grades Due from Instructors
May 20	Commencement Exercises/Spring Semester Ends

Reminders:
June 2 Summer 2024 Begins

Summer 2025

June 2-3	Registration
June 3	Faculty Summer Contracts Begin
June 3-4	Faculty Meetings and preparations
June 5	First Day of Instruction/Course Syllabi Due to IC
June 6	Last Day to Add/Drop Courses
June 9	Class Lists Verified by Instructors
June 20	Early Warning Deficiency Report Due from Instructors
July 1-2	Mid-term Evaluations
July 3	Mid-term Grades Due from Instructors
July 4	Mid-term Break (no school)
July 7	Last Day to Withdraw with “W”
July 7-11	Early Registration for Fall 2025
July 16	Last Day of Instruction
July 17-18	Final Exams
July 22	Deadline for Final Grades from Instructors

Reminders:
August 04 FALL 2025 Semester Begins

General Information

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

National Campus

The National Campus is situated on a 73-acre site near the FSM capital in Palikir, six miles from Kolonia. The student body at the National Campus is composed primarily of recent high school graduates from the four states in the FSM. These students come to the National Campus with bilingual or trilingual backgrounds representing eight different Micronesian languages and as many cultures. Approximately nine hundred fifty full-time students are enrolled each semester in either degree programs or programs leading to a certificate of achievement. Fifteen buildings exist at the site that include classrooms, learning resources center, recreation, student center, dining hall, residence halls for men and for women, offices for faculty and administration, a multipurpose gymnasium, maintenance facilities, tutoring and counseling center.

Other Campuses

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

Chuuk Campus is located on the island of Weno in Chuuk State. At present, the campus occupies a leased site located along the waterfront in the business section of Weno. COM-FSM/Chuuk offers associate degree program in pre-teacher preparation and certificate of achievement programs in secretarial science, bookkeeping, pre-nursing assistant, and basic public health (CABPH). The Cooperative Research and Extension component of the Land Grant Program has been integrated into the operations of Chuuk Campus.

Career & Technical Education Center(CTEC) is located in downtown Kolonia, 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 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 CTEC include general studies, bookkeeping, secretarial science, trial counselors, community health sciences—health assistant training program, and agriculture and food technology. CTEC 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. Career and Technical Education Center 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 CTEC to better serve the local communities and people in Pohnpei.

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

Yap Campus is located on the island of Yap, the campus offers Associate of Science (AS) degree in Teacher Education – Elementary, Associate of Applied Science (AAS) Degrees in Telecommunications Technology, Electronics Technology, and Building Technology. Certificate of Achievement programs offered are: General Studies, Health Assistant/Community Health Sciences, Preschool Teacher Education, Trial Counselors, Construction Electricity, Electronics Engineering, and Telecommunications Engineering. In addition to credited courses, Yap Campus has the flexibility and capability to offer tailored non-credit trainings/ courses to address expressed needs in the communities. It hosts several sponsored programs: Cooperative Research & Extension (CRE), Upward Bound, and Peer Counseling Center. Campus facilities to support student learning include a research lab, a fully equipped laboratory, Learning Resources Center, Computer Lab with internet connectivity, Voc Ed Computer Lab with specialized equipment, shops for voc ed programs, and 4 classrooms. Facilities to be constructed within the year include a student center and a classroom building.

FSM Fisheries and Maritime Institute (FSM-FMI) is located on the island of Yap, occupying the facilities built in the late 1960's for the Loran Station operated by the United States Coast Guard. The Institute is situated some six miles north of the capital, Colonia. There are three majors offered at FSM-FMI: Navigation, Marine Engineering and Fishing Technology. Currently, these fields of studies or programs normally run for two years, and anyone completing one of them is awarded an Advanced Certificate of Achievement in each of them, and an industry Certificate of Competency as Master of vessels of not over 200 gross tonnage (or Class 5 Master) for a Navigation major; or a Certificate of Competency as Marine Engineer of vessels of not over 500 kilowatts total propulsion power (or Class 5 Marine Engineer) for a Marine Engineering major. These programs, particularly Navigation and Marine Engineering, are offered in accordance with the standards and requirements of the International Convention on Standards of Training, Certification and Watch keeping for Seafarers, 1978, as amended (STCW Convention). The STCW Convention is the international treaty which prescribes the minimum qualifications for seafarers worldwide and, by becoming a Party to the treaty (on October 14, 1998), the FSM has indicated its intention

to provide training and maintain the qualifications of FSM seafarers in accordance with the standards and requirements prescribed in the Convention. (Detailed information regarding admission requirements, program, and courses for FSM- FMI is located in separate publication.)

SPECIAL PROGRAMS

Cooperative Research and Extension: (Land Grant Program) the College of Micronesia (COM) was designated a Land Grant college in 1981 through Section 506 (a) of the Education Amendments of 1972 (Public Law 92 - 318, as amended; 7 U.S.C. 301 note). As such, when the three colleges of the COM system became autonomous institutions under separate governing boards in 1993, administration of the Land Grant programs remained under COM. Land Grant programs are currently extended to COM-FSM through a Memorandum of Understanding with COM and administered as the Cooperative Research and Extension (CRE) Program under the Vice President for Innovation and Sustainability.

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 program in Agriculture and Natural Resource Management at National and Kosrae Campuses and the Certificate of Agriculture and Food Technology at Kosrae, CTEC, Chuuk and Yap Campuses. CRE support for the RI program is through special project funding under the US Department of Agriculture.

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

Upward Bound Program: The Upward Bound (UB) programs for CTEC and Yap campuses were reaffirmed in 2012. The purpose of the UB is to address basic deficiencies in Micronesia's youth by working with secondary institutions and guiding selected students academically and socially so that their chances of obtaining a college education are enhanced.

ACCREDITATION

College of Micronesia-FSM is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges 428 J Street, Suite 400 Sacramento, CA 95814 (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: www.accjc.org

Through its Complaint Process the ACCJC provides a means for students or the public to file formal complaints against one of its member institutions. For your convenience the Complaint Policy and Complaint Form are listed for your ease of access.

HISTORY

1963 Trust Territory of the Pacific Islands and University of Hawaii create Micronesian Teacher Education Center (MTEC) to provide in-service teacher training.

1969 MTEC begins offering pre-service associate of science degree program in teacher education.

1970 MTEC becomes Community College of Micronesia (CCM).

1974 CCM adds associate degree programs in business management and in-service teacher education through the merging of the College's extension program and district teacher education centers.

Trust Territory School of Nursing in Saipan becomes part of CCM.

1975 Associate of arts degree program begins in liberal arts to enable students to transfer to four-year institutions.

CCM and its School of Nursing in Saipan join Micronesian Occupational Center in Palau to form the College of Micronesia (COM) system.

Accreditation is granted to CCM by the Western Association of Schools and Colleges (WASC) in the United States.

1982 Third-year certificate of achievement programs in elementary education and special education are added.

1983 Associate of science degree program in agriculture is added with support from COM Land Grant Program.

1986 Associate of science degree program in marine science is added.

CCM School of Nursing moves from Saipan to Majuro, Republic of the Marshall Islands.

1989 CCM School of Nursing separates from CCM to become COM-Majuro. Associate of science degree program in accounting is added.

1991 An agreement is signed between the governments of FSM, Republic of the Marshall Islands, and Republic of Palau restructuring COM to allow more local autonomy.

1992 FSM establishes COM-FSM as a public corporation.

1993 CCM becomes COM-FSM, independent from the three-country COM system.

Certificate of achievement program in preschool teacher education is added.

Articulation agreement with Chaminade University in Hawaii is signed.

Continuing Education Centers in the four FSM states are renamed State Campuses.

1994 Third-year certificate of achievement program in related services assistant is added.

1995 Articulation agreements with Hawaii Pacific University, Guam Community College and University of Guam are signed.

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

1996 Certificate of achievement program for trial counselors is approved for implementation pending availability of funding.

Community health sciences programs—health assistant training program (HATP) and assistant medical officer training program (AMOTP) are approved for implementation pending availability of funding.

Articulation agreements with University of Hawaii at Hilo and Honolulu Community College (aviation mechanics program) are signed.

National Campus moves from Kolonia to Palikir.

1997 Associate of arts degree program in media studies and associate of science degree program in early childhood education are approved pending availability of funding.

Articulation agreement with Eastern Oregon University is signed.

Associate of arts degree programs in Micronesian studies and liberal arts/education and associate of science degree program in hotel and restaurant management are added.

1998 Associate of science degree program in computer information systems is approved for implementation.

Agreement is signed with University of Guam (UOG) to establish a branch UOG campus at the National Campus and offer fourth-year courses in elementary education to enable students to earn their bachelor's degree from UOG.

Revised certificate of achievement programs in bookkeeping and general studies are approved for students at the State Campuses.

Certificate of achievement programs in carpentry, masonry, plumbing, construction electricity, refrigeration and air conditioning, electronics, and career education are approved for implementation.

The FSM leadership designates COM-FSM as lead agency for the management of the Micronesian Maritime and Fisheries Academy (MMFA).

1999 The collaborative fourth-year elementary education program between COM-FSM and UOG is implemented. Memorandum of Understanding between COM-FSM and the FSM National Government is signed to re-open MMFA as the FSM Fisheries and Maritime Institute in Yap.

2000 Certificate of achievement programs in agriculture and food technology, and in hotel and restaurant operations are added.

2001 Third-year certificate of achievement programs in accounting and in business administration are approved for implementation.

Certificate of achievement programs in secretarial science and in cabinet making/furniture making are approved for implementation.

Articulation agreements with Guam Community College (vocational programs) and University of Idaho are signed.

2003 Associate of applied science degree programs in building technology and in building maintenance and repair are approved.
Certificate of achievement in law enforcement is approved.

General education core is established for applied associate of science degree programs.

Articulation agreements with University of Phoenix-Online Campus, Brigham Young University Hawaii, National University and Hawaii Pacific University are signed.

2004 Articulation agreement entered with Brigham Young University at Provo—Utah

All programs and courses modified to include expected student learning outcomes.

2005 Articulation agreement entered into with University of Guam on the third-year programs in accounting and general business.

Certificate of achievement program in Small Engine, Equipment and Outboard Motor Repair approved.

2006 Associate of science degree program in nursing is approved pending funding for the program.

2007 The Associate of science degree program in general agriculture is renamed to associate of science degree program in agriculture and natural resources.

2008 A multiple entry/multiple exit Public Health Training Program which includes a certificate of achievement in basic public health, advanced certificate of achievement in public health, associate of science degree in public health, and third-year certificate of achievement in public health is approved pending availability of funding.

2009 Associate of science degree program in teacher education - elementary program at state campuses to be phased out and replaced by the associate of arts degree program in teacher preparation program.

Achieving College Excellence (ACE) received approval.

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.

A substantive change request was submitted to WASC and ACCJC, and approval was granted in the with approval granted.

2011 Articulation agreement between University of Guam and College of Micronesia - FSM courses

2012 Agreement of Academic Cooperation between College of Micronesia - FSM and Aichi Konan College.

2015 MOU between Association for Promotion of International Cooperation (APIC), Reitaku University, Sophia University, and Sophia Junior College and College of Micronesia-FSM for short term exchange.

2015 Articulation agreement between Eastern Oregon University and College of Micronesia-FSM.

2015 Third Year Certificate in Teacher Preparation-Elementary extended to all state campuses.

2016 Articulation agreement for Nursing courses between University of Maine Fort Kent and College of Micronesia-FSM.

2017 Pohnpei Campus renamed Career and Technical Education Center

2018 Bachelor of Science Degree Program in Elementary Education approved by the Accrediting Commission of Community and Junior Colleges with implementation beginning fall 2019.

2019 Articulation agreement for Psychology and Business Administration between Temple University, Japan Campus and College of Micronesia-FSM.

2021 Distance Education approved by the Accrediting Commission of Community and Junior Colleges for most courses and programs with implementation summer 2021.

2022 Bachelor of Science Degree Program in Business Administration with an emphasis in Accounting approved by the Accrediting Commission of Community and Junior Colleges with implementation beginning fall 2022.

2023 ACCJC and WASC reaffirm COM-FSM's Accreditation for seven years.

2025 COM-FSM and the University of Guam inks 2+2 transfer pathway for agriculture students. A newly established 2+2 Path way in Agriculture between the University of Guam and the College of Micronesia-Federated States of Micronesia allows students who have earned a two-year associate degree in agriculture at COM-FSM to transfer directly into their junior year of UOG's Agriculture & Life Sciences bachelor's program.

COM-FSM officially opened its new Teaching Clinic and Dispensary on the National Campus

Educational Mission

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

Vision

We provide quality education today for a successful tomorrow.

Strategic Goals And Outcomes

ACCESS

GOAL: Provide quality education for all through leveraging partnerships, networks and systems for optimal learning-centered course and program design, development and delivery.

Outcomes

- Ensure that all students have clear and efficient pathways to enroll in college programs and access support services.
- Ensure that learning resources are available equitably across all campuses and to all students, including those in remote areas.
- Embed continuous learning and capacity development for faculty and staff, with a focus on emerging educational technologies and pedagogical strategies.
- Foster collaborative relationships with the public and private sectors, governments, non-government organizations and educational institutions to expand and enhance educational facilities and opportunities, particularly in large ocean states.

INNOVATION

GOAL: Promote and exemplify innovative learning designs and learning and student support best practices

Outcomes

- Implement and support flexible learning options, such as hybrid, online, and modular courses, to cater to diverse student needs and preferences.
- Innovate teaching methods and course content to align with current industry standards and ensure that graduates are job-ready.
- Create an environment that encourages entrepreneurship, experimentation and adoption of new practices in teaching and student support.
- Design vibrant and adaptable workspaces that foster creativity and collaboration among employees and students.

RESILIENCE

GOAL: Create learning pathways, institutional memory and context-relevant, continuous improvement, integrated planning cycles.

Outcomes

- Develop flexible and relevant learning pathways that accommodate diverse student needs and career goals. Include options for continuous learning and upskilling.
- Ensure that employee compensation and benefits are competitive and sustainable, contributing to staff retention and satisfaction.
- Incorporate energy-efficient and environmentally friendly practices in campus facilities and learning spaces.
- Establish systems for preserving institutional knowledge and practices, ensuring continuity and informed decision-making for future generations.
- Enhance institutional resilience through improved crisis management and adaptive strategies.

COM-FSM Core Values : Respect, Learner-Centeredness, Commitment, Excellence, Professionalism, Teamwork

Course, Program and Degree Offerings

Baccalaureate Programs

The college awards baccalaureate degrees to students who complete the prescribed four-year program of study.

Baccalaureate degrees are offered in:

- Elementary Education
- Business Administration with Emphasis in Accounting

Associate 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:

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

Associate of applied science degrees are offered in:

- Building Technology
- Electronic Technology
- Telecommunications Technology

Certificate of Achievement Programs

The college offers the following certificate of achievement programs:

A. Third-Year Certificate of Achievement Programs in:

1. Teacher Preparation–Elementary
2. Public Health Specialist

B. Professional Certificate of Achievement Programs in:

1. Community Health Assistant
2. Trial Counselors
3. Law Enforcement

C. Career and Technical Education Certificate of Achievement Programs in:

1. Agriculture and Food Technology
2. Carpentry
3. Construction Electricity
4. Cabinet Making/Furniture Making
5. Electronic Engineering Technology
6. Refrigeration and Air Conditioning
7. Career Education/Motor Vehicle Mechanic

D. Other Certificate of Achievement Programs in:

1. Bookkeeping
2. Secretarial Science
3. Basic Public Health
4. Nursing Assistant

Apprenticeship program is available in most of the career and technical education areas.

Career and Technical Education Programs

The National and State campuses offer various programs in Career and Technical Education (CTE). A mandate for the State campuses is to offer CTE training programs that meet the needs of the local communities. The CTE certificate programs offer a chance to develop technical skills and provide a pathway for future training, education, and employment. CTE Programs are not always available at a particular campus, but are offered on demand when qualified instructors and appropriate facilities are available. New initiatives include the addition of associate of applied science degree programs and the apprenticeship program, which are in response to the need for highly skilled workforce. These programs prepare students for technical employment.

Another initiative is the use of technology in the delivery of the associate of applied science degree programs in telecommunications, electronics and building technology. In addition to fulltime programs, the State Campuses also offer customized industry training to meet specific labor force needs and demands

Academic Freedom Statement

Faculty Academic Freedom

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

Student Academic Freedom and Responsibility

Academic Freedom

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

Responsibility

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

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

Institutional Student Learning Outcomes

COM-FSM graduates will demonstrate:

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

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Available Student Financial Aid

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

Financial Aid Programs

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

The Federal Work-Study (FWS) Program provides part-time employment opportunities to undergraduate and graduate students with financial need, allowing them to earn money to help pay for educational expenses.

Federal Supplemental Educational Opportunity Grant (FSEOG) is a need-based grant awarded to undergraduate students with exceptional financial need, with priority given to those who also receive Federal Pell Grants.

Congress of the FSM (CFSM) Student Assistance: Annual appropriation from FSM National Government to the College to be used as scholarship grant to FSM students.

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

Other Scholarships: Rotary Scholarship; FSM Development Bank; Vital Scholarship.

Travel Costs: FSM students from Chuuk, Yap and Kosrae who are admitted at the National Campus by the College of Micronesia-FSM are provided with transportation from their home state to the National Campus, and the return ticket after completion of their studies. Students who voluntarily withdraw from College forfeit their return ticket and are responsible for their own transportation back to their home state.

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

Available Learning Resources

Learning Resources Center

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

The LRC offers over 70,000 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; UN Document, publications of agencies within the United Nations organization, FAO Documents, publications of Food and Agriculture Organization agencies and U.S. Government Documents, publications of U.S. government agencies. The archives collection contains materials from the U.S. Navy and U.S. Trust Territory eras as well as the college archive documents. The LRC provides access to the EBSCO electronic database containing full text journal articles, the EBSCOHost eBook Community Collection and the Patient Education Reference Center (PERC) databases. Other online subscriptions include the Academic OneFile database containing articles on liberal arts topics.

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

The Media and Instructional Technology Center (MITC) provides audiovisual, media production, and educational technology services to support the academic programs of the College. The MITC houses a video collection of over 3,500 titles including recordings of College and community events occurring over the years. The MITC also provides ID production services for the College.

Internet Access

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

Student Digital Services

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

Student Information System

The COM-FSM SIS is a web based student database system inclusive of student record data and account information. This system allows remote data entry and data query at all six college campuses based on the access rights of the individual and/or office. Key staff are assigned SIS access rights based on their area of responsibility, faculty and students access a portal to view their own accounts and/or their assigned advisees. Remote access to the SIS for data entry and data querying and reporting allow improved evidence-driven decision making at the college. The SIS also allows for real time access to key data that affect decision making on equity issues across the college's six campuses.

All registered students are provided a user account and a password. These are used for the student to access all of their own information relevant to provided COM-FSM digital services, inclusive of College provided Email address, student SIS portal access (myShark). Online Registration through the COM-FSM SIS will be available for fall 2013.

Guidance and Counseling

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

A+ Centers (Tutoring Centers)

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

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

Available Student Support

Student Housing

The College of Micronesia-FSM has two residence halls at its National Campus, which can accommodate 212 students. The residence halls are two-story buildings with restrooms and showers, TV lounges, computer labs, study rooms, and laundry rooms. Each residence hall room is shared by four students and is furnished with two bunk beds. The College provides a mattress for each resident, but each resident must provide his/her own pillow, pillowcase, sheet and blanket.

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

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

The residence halls are staffed by, residence hall advisors, resident assistants and custodians under the leadership of Director of Student of Student Life. Residents participate in the operation of the Residence Hall Resident Association (RHRA) Residence Hall Organization (RHO). The RHRA RHO is made up of residents who are concerned about the wellbeing of residents.

Health Services

The National and CTEC 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 CTEC Campus.

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

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

Student Activities and Facilities

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

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

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

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

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

Shuttle Service

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

Student Body Association

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

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Admissions

Admission Requirements for Degree, Developmental, and Certificate Programs

The college follows an open admission policy, allowing all eligible applicants to be admitted based on the following requirements for degree programs, developmental courses , or certificate programs: 1

1. Educational Qualification

- Have graduated from high school or be on track to graduate by the end of the current school year.
- OR hold a General Educational Development (GED) certificate or a HiSET high school equivalency credential.

2. Minimum Academic Standards

- A high school graduates must have a minimum GPA of 2.0 on a 4.0 scale.
- GED holders must have a minimum score of 35 on each section and an average score of 45 across all five sections.
- HiSET holders must have a minimum score of 8 on each subtest, a writing essay score of at least 2 out of 6, and a total combined score of at least 45 across all five subtests.

3. Placement Determination

- The COM-FSM Entrance Test (COMET) will be used exclusively for placement purposes and not for admission. However, the college may consider alternative placement instruments or accommodations for students with disabilities to ensure equitable access. These may include extended time, modified test formats, or assistive technologies.

- The COMET or other approved placement assessments will determine placement into degree-level courses, developmental courses, or certificate programs, as applicable, while ensuring all students receive appropriate accommodations based on their needs.

4. Students with Disabilities or Special Needs

The college is committed to providing an inclusive and accessible learning environment for all students who meet the educational qualification and minimum academic standards under the open admission policy, including those with disabilities and special needs, in accordance with accreditation standards and requirements, and relevant U.S. Federal, FSM National, and State laws or regulations.

To ensure equitable access while maintaining academic standards, the college shall:

- Provide reasonable accommodations in the admission process for students with disabilities, including alternative assessments, modified placement testing, and consideration of functional limitations to ensure admission decisions reflect potential.
- Offer holistic admission reviews for students with disabilities whose academic records may not fully reflect their potential, considering personal statements, recommendations, and nontraditional learning experiences.
- Allow provisional admission with structured academic support, offering resources like advising, tutoring, and mentorship, along with regular progress assessments.
- Ensure early engagement with counseling and student support services to create individualized support plans.
- Establish an appeals process for applicants with disabilities seeking reconsideration of admission decisions.
- Strengthen partnerships with high schools, vocational rehabilitation services, and disability advocacy organizations to support prospective students.
- Course descriptions (if requesting transfer credits)
- Proof of good academic standing

5. Application Process

Applicants must meet the following requirements and submit all necessary documents to the Office of Admissions, Records, and Retention (OARR).

a. First-Time College Students:
- Completed COM-FSM Application for Admission
- Official high school transcript or proof of high school graduation, GED certificate, or HiSET high school equivalency credential
- Proof of admission fee payment

b. For College Transfer Students:
- Completed COM-FSM Application for Admission
- Proof of admission fee payment
- Official transcripts from all previously attended colleges

Transfer students are individuals who have previously attended another college or university and wish to transfer their credits to COM-FSM to pursue a degree or certificate program.

Admission Requirements for Degree, Developmental, and Certificate Programs Policy

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 (RAR). All records submitted by applicants become the property of the college.

Special Admissions to Associate Programs
Students completing approved certificate programs with a "C" or better in the General Education and program core requirements will be admitted to the associated degree program without re-sitting COMET.

Admissions Criteria
Submit the Completed Application Packet to OARR. Ensure that you adhere to the application submission deadline. The packet must include all of the following::
- Completed COM-FSM Application for Dual Enrollment
- Official high school transcript verifying completion of 12th grade and a minimum cumulativeGPA of 3.50, or a General Educational Development (GED) certificate with a minimumscore of 35 on each section and an average score of 45, or a HiSET certificate with aminimum score of 8 on each subtest, a writing essay score of at least 2 out of 6, and a totalcombined score of at least 45 across all five subtests.
- Proof of payment of the admission fee

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

Open Admission

The College of Micronesia-FSM (COM-FSM) follows an open admission policy, ensuring that all eligible applicants have access to higher education. Admission is not selective but is based on meeting the minimum eligibility criteria established by the Board of Regents and administered by the President through the Office of Admissions, Records, and Retention (OARR).

Placement into degree programs, developmental courses, or certificate programs will be determined by the COM-FSM Entrance Test (COMET) or other college-approved placement assessments. The college will provide reasonable accommodations for students with disabilities, including alternative assessments or modified testing formats to ensure equitable access. These assessments are used solely for placement and do not impact admission eligibility.

All application records and supporting documents submitted to the college become the property of COM-FSM and will not be returned.

Notification of Admission
The college will notify applicants who meet all the admissions requirements of their acceptance as soon as their applications have been approved by the college's president upon recommendation of the committee on RAR.

Acceptance of Admission

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

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

Admission to Second Associate Degree

Students who have earned an associate degree either from COM-FSM or a regionally U.S. regionally accredited institution with a cumulative GPA of at least 2.0 may formally be admitted into a second associate degree program. The second associate degree program must be in a major different from the first.

Students seeking a second associate degree must file an Application for Second Degree Admission. If the degree was earned from an institution other than the college, the student must also submit to OARR the following:

- Application for Admission and a $10 admission fee. Printable Application for Admission form may also be downloaded from the College's website.
- Official transcript indicating that a previous degree was earned.

Admission into Third-Year Certificate Programs

Admission to Third-Year Program in Teacher Preparation-Elementary, students are required to:

- complete the AA in Pre-Teacher Preparation -Elementary or other two-year degree in education (excluding the degree in Early Childhood);
- earn a minimum cumulative GPA of 2.5 at end of two-year program;

Admission in to Baccalaureate Program

To enroll in Student Teaching or Internship, students are required to:

- complete the third-year certificate of Achievement in Teacher Preparation - Elementary program with a minimum cumulative GPA of 2.75 in third year courses.
- complete all required fourth-year courses with a minimum cumulative GPA of 2.75 in those courses.

Admission to other Certificate of Achievement Programs

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

Applicants must take the COMET, and be accepted by the college's president upon recommendation of the committee on RAR. Acceptance is based on the applicant's score on the COMET, and other criteria as defined by the committee.

Transfer

Students who have earned satisfactory grades from another US regionally accredited college or university may apply for admission, and be given advanced standing at the COM-FSM. Students must submit to the OARR the following:

- A completed Application for Admission form. Printable Application for Admission form may also be downloaded from the College's website .
- Proof of paying the $10 admission fee;
- An official copy of his/her high school transcript; and
- An official transcripts from each college or university previously attended.

Credit for previous satisfactory college work can only be given upon receipt of previous college records.
Students may also transfer credits earned at the college with grades of "C" or better. To see what courses can be transferred to articulated institutions, see the college's articulations with U.S. regionally accredited institutions.

Dual Enrollment for High School Students

High school students who wish to be considered for dual enrollment at the college must meet all of the following requirements:

- The student has successfully completed the 11th grade.
- The student provides a certification from the local principal and/or his/her designee, or from a director of a college program working with high school seniors, certifying that the student has a minimum cumulative GPA of 3.50.
- The local principal and/or is his designee, or a director of a college program working with high school seniors, provides a statement of justification describing the student's ability to benefit academically, intellectually, or artistically ready.
- The college's committee on RAR has recommended the student for Dual Enrollment

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

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

All of the above must be submitted together as one packet.

Dual Enrollment does not constitute admission to the college. Dual Enrollment students must follow the policy and procedures for regular admission to obtain full-time admission to the college subsequent to graduation from high school. Students must submit:

- A completed COM-FSM Application for Dual Enrollment to the college's OARR;
- A recommendation letter from the principal or his/her designee, or the director of a college program working with high school seniors;
- Proof of paying the admission fee; and
- Official high school transcript.

Early Admission

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

Students are eligible for early admission if they meet all of the following requirements:

- The student provides a certification from the local principal and/or his designee certifying that the student has a minimum cumulative GPA of 3.5, and recommending that the student be admitted under the college's Early Admission Policy.
- The student has successfully completed the *11th* grade.
- The student has satisfied the college's committee on RAR, recommendation via the COMET, and has been placed into college level (100) English courses in both reading and writing.

The student enrolled through Early Admission is not eligible for Federal Financial Aid assistance until a high school diploma or equivalent has been achieved. The student must submit:

- A completed College of Micronesia-FSM Application or Early Admission to the college's OARR.
- A recommendation letter from the principal or his designee.
- Proof of paying the admission fee.
- Official high school transcript.

All of the above must be submitted together as one packet.

Leave of Absence Policy

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

1. Completing the Withdrawal from COM-FSM Clearance form. Printable Withdrawal from COM-FSM Clearance form may also be downloaded from the College's website.
2. Reading the Leave of Absence policy and signing acknowledgement of the readmission statement; and
3. If a boarding student, formally checking out of the residential hall.

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

Readmission

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

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 college's committee on RAR.

Open Admission for Non-credit Courses

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

Unclassified Students

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

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

Completing courses while under unclassified status neither constitute nor guarantee admission to any degree program at the college. However, an unclassified student who has completed 24 credits at the college with a minimum GPA of 2.0 may apply for admission on regular status as a student seeking an associate degree. This application for degree seeking status must be made to and processed by the committee on RAR to ensure that the student is officially matriculated into the college. If admitted to regular status, the student may petition the OARR to consider credits earned as an unclassified student be counted toward the degree.

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

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

Registration

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

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

Academic Advisement

The objectives of the student advisement program are: (a) to ensure that students are aware of their program requirements; and (b) with the help of their advisor, follow the sequence of courses for their program to insure timely graduation.

The dean of academic programs or her designee assigns students to advisors who are either a faculty member or a counselor.

Classes

Class Schedule
The dean of academic programs and instructional coordinators is responsible for developing the class schedule.

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. Class schedule is accessible online from the college's website.

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

Adding/Dropping a Course
Courses may be added or dropped by students through the first three days of instruction during semester and first day of instruction during summer by completing the add/drop form that is available from OARR. Printable add/drop form may also be downloaded from the college's website.

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

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

The academic advisors will assist the students in completing the withdrawal card, and sign it before returning it to the student who then secures the instructor's signature; thence submits the form to OARR. If the advisor is not available to assist the student, the vice president for instructional affairs or his/her designees can assist the student in completing the withdrawal card. Printable withdrawal form may also be downloaded from the college's website.

However, instructors may withdraw a student from a course by submitting to the Office of Admissions, Records and Retention a completed withdrawal card (instructor use). Printable withdrawal card for instructor use may be downloaded from the college's website.

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

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

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

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

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

Classification and Identification of Students

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

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

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

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

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

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

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

Credit Load

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

Students are limited to a maximum load of 18 credits per regular semester and six credits per summer session. Additional courses can only be taken with permission by the vice president for instructional affairs.

Major Subject Area

The program in which students plan to earn their degree or certificate is the major subject area. Every student is required to declare a major in order to graduate. Students who have questions or have not yet determined their career or educational goals are urged to consult with a counselor prior to enrolling or during their first semester.

As the courses in the various majors are offered in sequence over several semesters, students are required to consult with a counselor or academic advisor before changing a major to avoid disrupting their program of study and lengthening their total time in college.

Auditing Classes

Students may be allowed to audit certain classes with the permission of the instructor after all students registering for credit have been enrolled. Auditing students receive no credit or grade for the course audited. Academic records are not maintained.

The extent of classroom participation is at the option of the instructor. Auditing students must register and pay a nonrefundable fee of $20 per credit. Audited courses cannot be changed to credit status.

Student Fees and Other Financial Obligations

Tuition and Fees

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

Tuition Fee

The current tuition fee is $145.00 Below is the schedule of tuition fees based on certain number of credits:

Number of Credits	Tuition Fees
1	$ 145.00
3	$ 435.00
6	$ 870.00
9	$ 1,305.00
12	$ 1,740.00
15	$ 2,175.00
18	$ 2,610.00

(TUITION FEE PER CREDIT FOR BACHELOR'S 4th YEAR COURSES IS $165.00 PER CREDIT)

Residence Hall Fee

Regular Semester .....$ 367.50
Summer Session .....$ 175.00

Meals Fee (Board)

Regular Semester
On Campus .....$ 1,764.00
Off Campus (Lunch, MF) .....$ 420.00

Summer Session
On Campus .....$ 840.00
Off Campus (Lunch, MF) .....$ 200.00

Daily Rate
Breakfast $4.00
Lunch or Dinner $4.00

Other patrons
Breakfast $5.00
Lunch or Dinner $5.00

COM-FSM Entrance Test (COMET) Fee

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

Admission Fee

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

Enrollment Fees

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

Health Fee: A $15.00 per semester is charged to all students for student health care and counseling. However, charges incurred by the student at the hospital or private clinics are the responsibility of the student.

Student Activity Fee: A $20.00 per semester is charged to all students. The fee provides student's access to all COM – FSM student curricular and extracurricular activities.

Other Fees

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

SCUBA Course Fee: A $100.00 fee is charged to all students taking ESS 102ws Open Water Scuba Diver course. This fee helps the college maintain the equipment necessary for the course.

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

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

	Fall	Spring	Summer
Fulltime Student	$ 200.00	$ 200.00	$ 50.00
Part time Student	$ 70.00	$ 70.00	$ 25.00

Fees Charged When Applicable

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

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

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

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

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

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

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

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

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

Degrees, Certificates, Graduation, and Transfer

Instructional Programs

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

Placement for New Students

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

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

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

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

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

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

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

Achieving College Excellence (ACE)

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

Mission Statement and Goals

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

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

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

ACE REQUIREMENTS .....16 Credits
ESL 091 ACE English I (4)
ESL 092 ACE English II (4) MS 091 ACE Math I (4)
MS 092 ACE Math II (4)

Other Courses that ACEII students can take:

SS 150 History of Micronesia (3)
CA100 Computer Literacy (3)
MS100 College Algrebra (3)
ESS101 Walking (1)

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

Note: ACE courses can be repeated once if fail, then students will need to change major to a certificate program.

Placment:
ACE I and MS 095/96
ESL 091
MS 091
ESL 092
MS 092

ACE I MS 099
ESL 091
ESL 092
MS 092

Suggested Schedule:

ACE I and MS 100 (can only take English ACE Courses not possible to be FULL time)
Session 1
ESL 091
ESL 092

ACE II and MS 095/MS 096
ESL092
MS 091
CA 100
MS 092

General Education Programs

Academic Programs

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

General Education Goals

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

Students will be able to:
1.1 Write a clear, well-organized paper using documentation and quantitative tools when appropriate.
1.2 Make a clear, well-organized verbal presentation.
2.1 Demonstrate the ability for independent thought and expression.
2.2 Demonstrate understanding of the modes of inquiry by identifying an appropriate method of accessing credible information and data resources; applying the selected method; and organizing results.
3.1 Demonstrate understanding and apply mathematical concepts in problem solving and in day-to-day activities.
3.2 Present and interpret numeric information in graphic forms.
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 civic and cultural background of a person's own culture, including its origins and development, assumptions, and predispositions.
4.3 Demonstrate knowledge of major historical and contemporary events affecting one's culture and other cultures as well as their own diverse positions on selected democratic values and practices.
4.4 Participate in a community project which identifies contemporary and global issues encountered and personal insights gained from this experience and which identifies an economic, environmental, or public health challenge.
4.5 Demonstrate an understanding of major ethical concerns.
5.1 Determine healthy lifestyles by describing the value of physical activity to a healthful lifestyle and participating in regular physical activity for at least one semester.
5.2 Demonstrate professionalism, interpersonal skills, teamwork, and leadership and decision-making skills.

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

GENERAL EDUCATION CORE REQUIREMENTS .....29 Credits

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

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

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

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

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

Exercise Sports Science (1 credit)

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

GRADUATION REQUIREMENTS

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

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

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

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

Certificate Programs

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

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

Degree and Third-Year Programs

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

ASSOCIATE OF SCIENCE DEGREE IN AGRICULTURE AND NATURAL RESOURCE MANAGEMENT

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

Program Learning Outcomes

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

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

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

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

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

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

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

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

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

Major Requirements .....37-38 Credits

Agriculture (20 credits)
AG 101 Introduction to Agriculture (4); AG 110 Crop Production (4); AG 140 Principles of Animal Science (4);
AG 290 Agricultural Project Management (4); AG 299 Directed Field Experience (4)
Natural Sciences with Laboratory (11 credits)
SC 230 Introduction to Chemistry (4); SC 250 General Botany with lab (4); SC/SS 115 Ethnobotany (3)

Math (3 credits)
MS 150 Statistics (3)

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

*Pre-requisite is IS 201

GRADUATION REQUIREMENTS .....66-67 Credits

AGRICULTURE AND NATURAL RESOURCE MANAGEMENT
Suggested Schedule

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

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

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

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

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

BUSINESS ADMINISTRATION PROGRAMS

Development of the private sector is key to promoting national economic self-sufficiency/self-reliance, one of the goals of the College. The Business Administration Programs composed of the associate and the bachelor degrees offer courses in an effort to address this goal. Both degree programs will provide students with a dependable academic foundation in core business functions including general business administration, accounting, finance, project management, information technology, human resources, marketing, international business, logistics and organizational behavior. These competencies can lead to a wide variety of careers in business management and administration. Graduates of the program would ably fit to be financial analysts, business executives, human resource staff, loan officers, tax administrators, marketing specialists, and other jobs offered by local businesses. They would also be competent to establish and manage their own entrepreneurial ventures. The training, education and values that they acquire from COM-FSM specifically from the AS and BS programs would also prepare them to be competitive in jobs offered abroad.

The Associate of Science in Business Administration program 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.

To qualify for the program, a student must sit COMET (College of Micronesia Entry Test), attain placement for the prerequisite courses of this qualification, and gain admission to a COM-FSM Degree Program.

The Bachelor of Science in Business Administration with emphasis in Accounting addresses employers' need for workforce with higher-level skills.

To qualify for the program, applicants are required to have completed the A.S. in Business Administration, must have earned a cumulative GPA of at least 2.5, and must have earned a grade of "C" or higher in each of the major requirements of the Associate of Science in Business degree.

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

ASSOCIATE OF SCIENCE DEGREE
in
BUSINESS ADMINISTRATION

Program Learning Outcomes

Upon completion of the degree program, the student will be able to:
1. Apply concepts and techniques in main functional areas of business and accounting;
2. Interpret and use quantitative techniques in solving business problems and decision-making using technological tools;
3. Develop and apply effective intercultural oral and written communication skills appropriate for business; and
4. Recognize and assess basic legal, environmental, and ethical challenges confronting businesses in general.

Preparatory Courses (by placement)

General Education Core Requirements .....32 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)

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

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

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

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

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

Major Requirements.....36 Credits

Accounting 6 (11 credits)
BA 230 Principles of Financial Accounting (3); BA 231 Principles of Managerial Accounting (3)

Business (15 credits)
BA 110 Contemporary Business (3); BA 210 Business Law (3); BA 240 Human Resources Management (3); BA260 Fundamentals of Management (3); BA 270 Principles of Marketing (3)

Economics (6 credits)
BA 220 Principles of Economics (3)

Finance (3 credits)
BA 230 Principles of Finance (3)

Communications (3 credits)
BA 211 Business Communications (3)

Business Mathematics (3 credits)
BA 111 Business Math (3)

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

GRADUATION REQUIREMENTS.....68 Credits

GRADUATION REQUIREMENTS.....68 Credits

A.S. in BUSINESS ADMINISTRATION
Suggested Schedule

First Semester
EN 110 Advanced Reading.....3
EN 120a Expository Writing I.....3
BA 110 Contemporary Business.....3
MS 101 Algebra & Trigonometry.....3
CA 100 Computer Literacy.....3
15

Second Semester
EN 120b Expository Writing II 3
BA 211 Business Communication 3
BA 260 Fund. of Management 3
BA 111 Business Math 3
PY 101 General Psychology.....3
Any ESS course.....1
16

Summer Session
A non-lab science 3
Humanities 3
6

Third Semester
BA 270 Principles of Marketing.....3
BA 230 Prin. of Financial Acct. 3
SS 150 History of Micronesia.....3
BA 220 Principles of Economics.....3
MS 150 Statistics.....3
15

Fourth Semester
A science course with lab.....4
BA 250 Principles of Finance.....3
BA 210 Business Law.....3
BA 240 Human Resource Mngt.....3
BA 231 Prin. of Managerial Acct.....3
16

Bachelor of Science Degree in Business Administration
with Emphasis in Accounting

Program Learning Outcomes

Students completing the BS in Business Administration with an emphasis in Accounting should be able to:
1. Apply concepts and techniques in main functional areas of business and accounting;
2. Interpret and use quantitative techniques in solving business problems and decision-making using technological tools;
3. Develop and apply effective intercultural oral and written communication skills appropriate for business; and
4. Recognize and assess basic legal, environmental, and ethical challenges confronting businesses in general.

Completion of the Associate of Science Degree in Business Administration.....68 Credits

General Education.....32 credits

EN 110 Advanced Reading (3); EN 120a Expository Writing I (3); EN 120b Expository Writing II (3); MS 101 Algebra and Trig. (3); Science with a lab (4); Non-lab science (3); SS 150 History of Micronesia (3); PY 101 General Psychology (3); CA 100 Computer Literacy (3); MU 101 Introduction to Music or AR 101 Introduction to Art (3); Any choice of ESS offerings
(1)

Major Requirements.....36 credits

MS 150 Statistics (3); BA 110 Contemporary Business (3); BA 111 Business Mathematics (3); BA 210 Business Law (3); BA 211 Business Communication (3); BA 220 Principles of Economics (3); BA 230 Principles of Financial Accounting (3); BA 231 Principles of Managerial Accounting (3); BA 240 Human Resources Management (3); BA 250 Principles of Finance (3); BA 260 Fundamentals of Management (3); BA 270 Principles of Marketing (3).

Upper Division General Education Core Requirements.....10 Credits

Math (3 credits)
BA 320 Applied Statistics for Business and Economics (3)

Social Science (3 credits)
BA 411 Business Ethics (3)

Multi-disciplinary (4 credits)
BA 412 Internship (4)

Major Requirements.....46 Credits

Accounting (10 credits)
BA 330 Intermediate Accounting (3); BA 331 Cost and Managerial Accounting (3); BA 431 Accounting Information Systems (4)

Business (27 credits)
BA 310 International Business (3); BA 340 Organizational Behavior (3); BA 350 Corporate Finance (3); BA 360 Entrepreneurship & Small Business Management (3); BA 370 Marketing Strategies (3); BA 430 Taxation (3); BA 460 Project Management (3); BA 461 Leadership in Business & Society (3); BA 462 Business Strategy & Policy (capstone) (3).

Economics (3 credits)
BA 321 Managerial Economics (3)

Information Systems (6 credits)
IS 350 Business Analytics (3); IS 351 Management Information Systems

GRADUATION REQUIREMENTS.....124 Credits

Fifth Semester

BA 320 Applied Stats for Business & Econ.3
BA 321 Managerial Economics.....3
BA 360 Entrepre. & Small Bus. Mngt.....3
BA 330 Intermediate Accounting 3
IS 350 Business Analytics 3
15

Sixth Semester

IS 351 Management Info. Systems 3
BA 460 Project Management.....3
BA 411 Business Ethics…….....3
BA 430 Taxation…….....3
12

Seventh Semester

IS 351 Management Info. Systems 3
BA 460 Project Management.....3
BA 411 Business Ethics.....3
BA 430 Taxation.....3
12

Eighth Semester

BA 412 Internship 4
BA 461 Leadership in Business & Society.....3
BA 462 Business Strategy & Policy.....3
BA 431 Accounting Information Systems.....4
14

ASSOCIATE OF SCIENCE DEGREE
in
COMPUTER INFORMATION SYSTEMS

Program Learning Outcomes

Associate of Science in Computer Information Systems provides students with a solid foundation in theory and practice of the computer information systems and prepares them to meet the immediate job market needs, adapt themselves to the rapidly evolving computer industry and further their education in a higher degree program. This contributes to the college's mission of assisting in the development of the Federated States of Micronesia, and to be globally connected.

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

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

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

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

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

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

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

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

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

Major Requirements .....42 Credits

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

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

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

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

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

GRADUATION REQUIREMENTS .....71 Credits

COMPUTER INFORMATION SYSTEMS
Suggested Schedule

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

Second Semester
EN 120b Expository Writing II..... ..3
IS 220 Computer Programming 4
IS 230 Database Design. 3
MS 101 Algebra and Trigonometry.....3
16

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

Third Semester
IS 240 Webpage Design 3
Elective 3
Humanities 3
Exercise Sports Science Course 1
10

Fourth Semester
IS 260 Business Information Systems 3
IS 280 Introduction to Networking w/Lab. 4
MS 150 Statistics 3
Elective 3
Science w/Lab 4
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. A student is required to (1) complete the AA in Pre-Teacher Preparation-Elementary or other two-year degree in education (excluding the degree in Early Childhood), and (2) earn a minimum cumulative GPA of 2.50 at end of the two-year program.

ASSOCIATE OF ARTS
In
PRE-TEACHER PREPARATION

Program Learning Outcomes

Students successfully completing the AA in Pre-teacher Preparation will be able to:
1. Demonstrate basic knowledge and concepts related to elementary education;
2. Task analyze FSM and State curriculum standards, develop lesson plans, deliver lessons using a variety of strategies, develop instructional materials, manage student behavior, and assess student learning in an elementary classroom; and
3. Demonstrate professionalism.

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

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

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

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

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

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

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

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

Major Requirements .....40 Credits

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

GRADUATION REQUIREMENT .....72 Credits

PRE-TEACHER PREPARATION
Suggested Schedule

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

Second Semester
EN 120b Expository Writing II.....3
SS 120 Introduction to Geography 3
Science with Lab 4
EN/CO 205 Speech Communications... ..3
EN/LA 210 Language Arts for Teachers...3
16

Summer Session
SS/PY 101 General Psychology. 3
AR 101 Intro. To Art 3
6

Third Semester
MS/ED 210a Math for Teachers 3
EN 208 Introduction to Philosophy 3
Humanities elective* 3
ED 210a Intro to Professional Teaching.....3
Science without Lab 3
ED/PY 201 Human Growth and Development . 3
18

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

THIRD-YEAR CERTIFICATE OF ACHIEVEMENT IN TEACHER PREPARATION—ELEMENTARY

Program Learning Outcomes

Students completing the Third-year Certificate of Achievement in Teacher Preparation – Elementary will be able to:

1. Task analyze FSM and State curriculum standards and benchmarks and develop lesson plans that align with the benchmarks, include strategies for differentiation of learning, integrate two or more subject areas, and link the concepts to the students' environment;
2. Deliver lessons using a variety of teaching approaches, including development of materials and application of technology, to meet the differentiated needs of FSM elementary school students including students with special needs;
3. Assess and evaluate student learning at both the formative and summative levels;
4. Organize and manage an elementary classroom environment for learning; and
5. Demonstrate professionalism.

Third-Year Requirements .....39 Credits

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

THIRD-YEAR TEACHER PREPARATION—ELEMENTARY
Suggested Schedule

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

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

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

BACCALAUREATE OF SCIENCE
In
ELEMENTARY EDUCATION

Program Learning Outcomes

In addition to completing the Program Learning Outcomes for the AA in Pre-Teacher Preparation Program and the Third-year Certificate of Achievement in Teacher Preparation – Elementary, students successfully completing the Baccalaureate of Science in Elementary Education will be able to:

1. Demonstrate the ability to teach all subjects for one semester in an elementary classroom either independently (internship) or under the supervision of a master teacher (student teaching) as measured by the following Interstate Teacher Assessment and Support Consortium (InTASC) standards (paraphrased):

a. Teach and create learning experiences that make the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches meaningful for students;
b. Provide learning opportunities that support children's intellectual, social, and personal development;
c. Demonstrate understanding of how students differ in their approaches to learning and create instructional opportunities that are adapted to diverse learners;
d. Use a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills;
e. Use group motivation to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation;
f. Use knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom;
g. Plan instruction based upon knowledge of subject matter, students, the community, and curriculum goals;
h. Use formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social and physical development of the learner;
i. Reflect and continually evaluate the effects of his/her choices and actions on others (students, parents, and other professionals in the learning community) and seek out opportunities to grow professionally;
j. Foster relationships with school colleagues, parents, and agencies in the larger community to support students' learning and well-being;

2. Design, deliver, and assess instruction in support of students with special needs in the elementary classroom In accordance with the requirements of the Individualized Educational Program (IEP) process, and
3. Demonstrate professionalism.

General Education .....42 Credits

EN 110 Advanced Reading (3); EN 120a Expository Writing I (3); EN 120b Expository Writing II (3); MS/ED 210 Math for Teachers (3); MS 100 College Algebra or MS 101 Algebra and Trig. (3); SC 120 Biology w/ lab or SC117 Tropical Pacific Island Environment (4); SC 130 Physical Science w/lab (4); SC/ED 210 Science for Teachers (3); SS 150 History of Micronesia (3); SS 120 Geography or SS 125 Geography of the Pacific (3); SS 170 or SS 171 World History or SS 130 Sociology (3); CA 100 Computer Literacy (3); MU 101 Introduction to Music or AR 101 Introduction to Art (3); Any choice of ESS offerings (1)

Major Pre-teacher Preparation Requirements.....21 Credits

PY 201 Human Growth and Development (3); ED 110 Introduction to Professional Teaching (3); ED 215 Introduction to Exceptional Children (3); ED 211 Classroom Methods (3); ED 271 Visual Arts and Technology for the Elementary Classroom (3); ED 213 Multi-grade or ED 225 Differentiated Instruction (3); ED 292 Practicum (3); `

Associate of Arts in Pre-teacher Preparation.....(63 Credits)

Upper Division Requirements.....(64 Credits)

PY 300 Educational Psychology (3); ED 301a Language Arts Methods (4); ED 301b Reading Methods (4); ED 302 Social Studies Methods (4); ED 303 Math Methods (4); ED 304 Science Methods (4); ED 330 Classroom Management (4); ED 338 Teaching Students with Special Needs in the Regular Classroom (3); ED 392 Practicum and Seminar (3)

Third-year Certificate of Achievement in Teacher Preparation – Elementary.....(31 Credits)

ESS 200 Fundamentals of Wellness and Physical Fitness (3); EN/CO 205 Speech Communication (3); EN 351 Performing Arts for the Elementary (3); ED 414 Assessment and Diagnosis of Students with Special Needs (3); ED 415 Methods of Teaching Students with Special Needs (3); ED 434 Handling Behavior Problems: Strategies for Classroom Teachers (3); ED 489 Testing and Evaluation of Student Learning (3); ED 492/498 Student Teaching/Internship (12)

Additional Upper Division Requirements.....(33 Credits)

Baccalaureate of Science in Elementary Education.....(127 Credits)

Suggested Schedule

First Semester
EN 110 Advanced Reading.....3
EN 120a Expository Writing.....3
SS 150 History of Micronesia.....3
CA 100 Computer Literacy.....3
MS 100 or MS 101.....3
15

Second Semester
EN 120b Expository Writing II.....3
SS 120 or SS 125.....3
SC 120 or SC 130 or SC 117.....4
MU 101 or AR 101.....3
ED 110 Intro to Prof Teaching.....3
16

Summer
EN/ED 210 Language Arts for Teachers***

Third Semester
MS/ED 210 Math for Teachers.....3
ED 211 Methods.....3
SC 120 or SC 130 or SC 117.....4
ED/PY 201 Human Growth.....3
SC/ED 210 Science for Teachers.....3
16

Fifth Semester
ED 330 Classroom Management.....3
ED 301a Language Arts Methods.....4
ED 301b Reading Methods.....4
ED 303 Math Methods.....4
15

Fourth Semester
ED 213 or ED 225.....3
ED 215 Exceptional Children….....3
SS 170 or SS 171 or SS 130.....3
ED 271 Visual Arts & Tech.....3
ED 292 Practicum.....3
ESS.....1
16

Sixth Semester
ED 302 Social Studies Methods.....3
ED 304 Science Methods.....4
PY 300 Ed Psych.....3
ED 338 Special Needs.....3
ED 392 Practicum.....3
16

Fifth Semester
EN 351 Performing Arts.....3
EN/CO 205 Speech 3
6

Seventh Semester
ED 414 Assess & Diagnosis.....3
ED 415 Methods of Teaching.....3
ESS 200 Fund of Wellness.....3
ED 434 Handling Behavior Prob.....3
ED 489 Testing.....3
15

Eighth Semester
ED 492 Student Teaching or 12
ED 498 Internship
12

ASSOCIATE OF SCIENCE DEGREE
in
HOSPITALITY AND TOURISM MANAGEMENT

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

Program Learning Outcomes

Upon successful completion of the degree, students will be able to:
1. Explain the interdependent components of the international hospitality and tourism industry including transportation, customer service, food service, lodging, attraction management, roles of national and state visitors' authorities, marketing and sales.
2. Demonstrate professional lodging specific technical skills, supervisory techniques and management skills.
3. Explain the types and elements of food service operations.
4. Demonstrate front of the house technical and supervision techniques.
5. Describe tourism attraction support services and related business opportunities.
6. Describe the importance of developing the FSM as a sustainable tourism destination.
7. Communicate in basic Japanese for lodging, food service and tourism provider guest services.

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

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

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

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

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

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

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

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

Major Requirements.....24 Credits

Hospitality and Tourism Management (25 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 (4); 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 (4 credits)
AC 131 Accounting I (4)

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

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

Open Elective .....3 Credits

GRADUATION REQUIREMENT .....70 Credits

HOSPITALITY AND TOURISM MANAGEMENT
Suggested Schedule

First Semester		Second Semester	
EN 110 Advanced Reading	3	EN 120b Expository Writing II	3
EN 120a Expository Writing I	3	Science w/lab	4
HTM 110 Introduction to HTM	3	BU 101 Introduction to Business	3
MS 100 College Algebra	3	HTM 120 Intro. to World Tourism	3
CA 100 Computer Literacy	3	FL 120 Basic Japanese for Hospitality and Tourism	3
Exercise Sports Science course	1		16
	16		

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

7

Third Semester

HTM 150 Hospitality Supervision	3
FL 160 Situational Japanese for Hosp. & Tour.	3
HTM 165 Food Fund. & Quality Cook	4
Non-lab Science or Agriculture	3
Open Elective	3
	16

Fourth Semester

HTM 170 Front Office Management	3
Humanities Elective	3
HTM 220 Food & Beverage Managment	3
HTM 230 Tourism Marketing	3
HTM 250 Internship	3
	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.

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 SS100 & any SS/SC 200 level courses.

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

Open Electives .....9 Credits

GRADUATION REQUIREMENTS .....62 Credits

LIBERAL ARTS
Suggested Schedule

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

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

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

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

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

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

Program Learning Outcomes

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

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

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)

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

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

Major Requirements.....34 Credits

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

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

Natural Sciences (3)
SC 112 Nutrition (3)

Open Elective .....3 Credits
GRADUATION REQUIREMENTS .....66 Credits

LIBERAL ARTS/HEALTH CAREERS OPPORTUNITY PROGRAM
Suggested Schedule

First Semester
EN 110 Advanced Reading.....3
EN 120a Expository Writing I.....3
MS 100 College Algebra.....3
SC 120 Biology w/lab 4
Humanities Elective.....3

16

Second Semester
EN 120b Expository Writing II..... 3
SC 101 Health Science 3
Any 100 level mathematics..... 3
SS 150 History of Micronesia 3
SC 230 Chemistry 4

16

Third Semester
CA 100 Computer Literacy 3
ESS 1
SC 122a Anatomy & Physio. I w/lab.....4
Non lab science or AG 101.....3
General Psychology 3
SC 112 Human Nutrition.....3

17

Fourth Semester
ED/PY 201 Human Growth & Dev. 3
SC 122b Anatomy & Physio. II w/lab.....4
SC 180 Microbiology w/lab.....4
EN/CO 205 Speech.....3
Open Elective 3

17

ASSOCIATE OF SCIENCE DEGREE
in
MARINE SCIENCE

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

Program Learning Outcomes

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

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

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

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

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

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

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

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

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

Major Requirements .....38 Credits

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

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

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

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

Open Elective (3 credits)

GRADUATION REQUIREMENTS .....67 Credits

MARINE SCIENCE
Suggested Schedule

First Semester

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

Second Semester

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

Summer Session

Humanities Elective	3
SS 150 History of Micronesia	3
	6

Third Semester

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

Fourth Semester

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

ASSOCIATE OF ARTS DEGREE IN MICRONESIAN STUDIES

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

Program Learning Outcomes

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

Preparatory Courses (by placement)

General Education Core Requirements .....29 Credits

English (9 credits)
EN 110 Advanced Reading (3); EN 120a Expository Writing I (3); EN 120b Expository Writing II (3)
Mathematics (3 credits)
Any 100 level or above mathematics course
Natural Sciences (7 credits)
A science course with Laboratory or AG 101, AG 110 or AG 140 (4); A non-lab science (3)

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

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

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

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

Major Requirements .....27 Credits

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

Open Electives.....6 Credits

GRADUATION REQUIREMENTS .....62 Credits

MICRONESIAN STUDIES
Suggested Schedule

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

Second Semester
EN 120b Expository Writing II 3
SS 101 Introduction to Political Science 3
SS 120 Introduction to Geography 3
Humanities Elective 3
Non-lab Science or Agriculture 3
15

Summer Session
SS 125 Geography of the Pacific Islands 3
Open Elective 3
6

Third Semester
SS 212 Economy of Micronesia 3
Science with lab 4
SS 200 Research Methods 3
SS 205 Micro Government & Politics 3
SS 195 Micronesian Cultural Studies 3
16

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

PUBLIC HEALTH TRAINING PROGRAM - PHTP

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

PHTP offers 1 certificate:

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

And 1 associate degree:

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

And 1 third-year certificate of achievement:

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

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

There are **three 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: Associate of Science Degree in Public Health (ASDPH)

For students holding a CABPH this step is the natural academic progression. 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).

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

Total credits required = 65

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

General Education .....29 Credits

EN 110 Advanced Reading (3); EN 120a Expository Writing I (3); EN 120b Expository Writing II (3)CA 100 Introduction to Computing (3); SC 117 Tropical Pacific Islands Environment (4); ESS/SC 200 Fundamentals of Wellness and Physical Fitness (3); ESS 100 Exercise Sport Science, any 100-level course (1); PH/ MS 109 Math for Public Health (3); Humanities: any 3-credit course (Art-Culture-Music-History-Philosophy-Language) (3); SS 150 History of Micronesia (3)

Major Requirements .....36 Credits

PH 111 Introduction to Basic Epidemiology and Biostatistics (3); PH 112 Introduction to Epi-Info and Computing for Public Health (3); PH 121 Environmental Prevention and Control of Disease (3); PH 131 Food and Nutrition in the Life Cycle (3); PH 141 Principles of Health Promotion (3); PH 151 Intro. to Pacific Health Care Systems and Traditional Medicine (3); PH 152 Practical Health Services Management (3)*Students to choose either PH 151 or PH 152, in consultation with PHTP faculty.PH 211 Health Research Methodology (3); PH 212 Surveillance, Identification and Management of an Outbreak (3);
PH 221 Occupational Health and Safety (3); PH 231 Food, Nutrition and Lifestyle Diseases (3);
PH 241 Case Studies and Special Issues in Health Promotion (3);
PH 251 Management of Health Information Systems and Epidemiology (3)

ASSOCIATE OF SCIENCE IN PUBLIC HEALTH
Suggested Schedule

First Semester

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

Second Semester

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

Third 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
	13

Fourth 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: any 3-credit course (Art-Culture-Music-History-Philosophy-Language)	3
	12

Summer Session

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

STEP 3: Third Year Certificate of Achievement/Specialist in Public Health (SPH)

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

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

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

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

Total credits required = 30

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

Program Learning Outcomes

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

Major Courses.....30 Credits

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

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

PH 312 Research Methods for Health Services Management (3); PH 314 PH Surveil. & Mgt. of Health Information Systems (3);
PH 316 Research Proj. in Applied Epi. & Health Research (6); PH 321 Food Handling, Microbiology and Hygiene (3);
PH 334 Community Nutrition (3); PH 343 Settings Approach and Healthy Public Policy in Health Promotion (3)
PH 351 Health Care Management and Systems in the Pacific and Micronesia (3); PH 365 Placement in a Public Health Practicing Facility (6)

THIRD YEAR CERTIFICATE AS SPECIALIST IN PUBLIC HEALTH
Suggested Schedule

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

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

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

ASSOCIATE OF SCIENCE DEGREE IN NURSING AND CERTIFICATE IN PRACTICAL NURSING

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

Program Learning Outcomes

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

At the end of Level II, the competent associate degree graduate nurse will:
1. Model personal and professional actions based on self-reflection, core nursing values, professional standards, and the laws guiding registered nursing practice.
2. Investigate health assessment data, evidence-based resources to guide clinical reasoning, clinical judgment, and decision-making in the delivery of safe, holistic nursing care.
3. Demonstrate leadership in nursing and healthcare management.
4. Communicate effectively and collaborate as part of the interprofessional team.
5. Practice relationship-centered care, creating a caring and culturally safe environment that reflects the values of Micronesia.
6. Practice and contribute to the primary care and public health care systems in Micronesia to promote community wellness.

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

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

Application Process
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.

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.

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

- COMET exam scores
- 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 125 and NU 123 with a 75% grade of better, the student will be admitted into the nursing program at Level II in the fall semester. All Level II course requirements must be completed for graduation.

Option II: If a course average of 75% is not obtained in NU 125 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

- 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.
- Demonstrate clearance of a criminal history. Submit a current Police Clearance or Criminal Background Check. Students with questions, please contact the Nursing Department.

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

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

Nursing Department Policies

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

Additional Requirements for PN/RN Licensure

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

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

Preparatory Courses (By Placement)

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

Prerequisites

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

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

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

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

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

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

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

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

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

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

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

Pre-Nursing PN/RN
Suggested Schedule

Spring
EN 120a Expository Writing I..... 3
PH 131 Food, & Nutrition in the Lifecycle
OR
PH 231 Food Nutrition, & Lifestyle
OR
SC 112 Introduction to Human Nutrition..... 3
EN 110 Advanced Reading..... 3
SC 122a A & P I w/lab 4

13

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

*Pre-requisites: NU 100, NU 101, CA 100
Summer
SC 180 Microbiology w/lab**.....4
**for RN students only 4

Level I: PN Certificate Course Sequence*

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

Fall
NU 135 Health, Illness & Nursing Iw/lab (3/4) 7
NU 131 Study & Testing Skills in Nursing II (elective) 2
NU 133 Pharmacology 3
NU 134 Pathophysiology.....3
NU 132 Math Skills in Nursing II (elective) 2
13-17

Summer
NU 141 NCLEX PN Review Course 3
NU 145 PN Leadership in Clinical Practice 0/3** 3
Total Credits 6

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

Level II: RN/ASN Course Sequence

Fall
SS 150 History of Micronesia 3
Humanities elective: ethics..... 3
NU 221 Study & Testing Skills in Nursing III (elective) 2
AND/OR
NU 225 Health & Illness in Nursing II w/lab (3/4) 7
NU 222 Math Skills in Nursing III (elective) 2

13-15

Spring
SSE Exercise/Sports elective..... 1
NU 231 Study & Testing Skills in Nursing IV(elective)..... 7
NU 235 Health & Illness in Nursing III w/lab IV (3/4)..... 7
NU 245 Leadership in Clinical Practice Capstone.....(1/2)
NU 241 NCLEX-RN Prep (elective)..... 3
11-16

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

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

CERTIFICATE PROGRAMS

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

CERTIFICATE OF ACHIEVEMENT in AGRICULTURE AND FOOD TECHNOLOGY

The mission of the Agriculture and Food Technology (AFT) certificate program is to prepare students to become farm technicians, to be employed in various agriculture and food technology related areas or to pursue advanced degrees in agriculture or food technology at COM-FSM or abroad by educating them in the fundamental concepts, knowledge, and laboratory/field techniques and skills of agriculture and food technology.

Agriculture and Food Technology Certificate of Achievement program offers courses that are aligned with the agriculture degree program offered at COM-FSM National Campus. The program is designed to provide students with a science based, and problem-solving approach of education that is effective in developing skills to prepare students for entry-level positions in government/private agencies or provides graduates with the education and training necessary to advance/ transfer to the associate degree in Agriculture and Natural Resource Management (ANRM) at COM-FSM National Campus without re-taking the COM-FSM Entrance Test (COMET) after successfully completion of the program.

Program Learning Outcomes

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

1. Explain the basic concepts and principles used in management of land resources (crops and animals) and how resources are processed from farm to table.
2. Practice basic knowledge and skills in operating an agribusiness including management and protection of crops in nurseries.
3. Develop a foundation in math, science, and English that will allow transfer to higher-level courses to prepare them for entry-level employment.

Program Requirements

General Education Requirements 16

CA 095 Basic Computer Applications (3); ESL 089 Reading V (3); MS 104 Technical Math (4); SC 098 Survey of Science (3); ESL 099 Writing V (3)

Technical Requirements 18

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

AG 090 Principles of Food Processing (3); AG 092 Swine and Poultry Production (3); AG 094 Farm Management and Marketing (3)

Total Requirements 34

CERTIFICATE in AGRICULTURE AND FOOD TECHNOLOGY
Suggested Schedule

Fall Semester

ESL 089 Reading V	3
MS 104 Technical Math I	4
SC 098 Survey of Science	3
AG 084 Basic Crop Production	4
AG 092 Swine and Poultry Production	3
	17

Spring Semester

CA 095 Basic Computer Applications	3
ESL 099 Writing V	3 or
AG 090 Principles of Food Processing	3
AG 094 Farm Management and Marketing	3
	12

Summer Session

AG 096 Field Internship	5
	5

CERTIFICATE OF ACHIEVEMENT in BOOKKEEPING

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

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

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

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:
1. Demonstrate proper bookkeeping techniques for a small business.
2. Demonstrate general computer competence and information technology literacy.
3. Describe small business management techniques.
4. 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 .....37 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 Pre algebra (5); SS 100 World of Work (3)

CERTIFICATE in BOOKKEEPING
Suggested Schedule Fall Semester

First Semester

ESL/BU 095 ESL for Business Purposes I	4
BK 095 Bookkeeping I	3
BU 098 Basic Business Math	3
MS 095 Pre algebra	5
SS 100 World of Work	3
	18

Second Semester

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

Summer Session

BU 100 Practicum	3
CA 095 Basic Computer Applications	3
	6

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

(Available at Yap and Pohnpei Campuses only)

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

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

Program Learning Outcomes

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

Program Requirements

Major Requirements .....47 Credits

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

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

Fall Semester
CHS 220 Review of Health Sciences 5
CHS 224 Health Problems in Adult..... 5
CHS 233 Behavioral Health..... 2
12

Summer Session
CHS 240 Maternal and Child Health II 5
5

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

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

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

Summer Session
CHS 251 Health Problems in Children 5
5

CERTIFICATE OF ACHIEVEMENT
in
PUBLIC HEALTH

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

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

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

Program Learning Outcomes

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

General Education .....16 Credits

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

PHTP/ Major courses .....19 Credits

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

CERTIFICATE IN BASIC PUBLIC HEALTH
Suggested Schedule

First Semester

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 COMPLETION AND CERTIFICATE OF ACHIEVEMENT AS A NURSING ASSISTANT

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

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

Program Learning Outcomes

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

Certificate of Completion

Total Requirements.....10 Credits

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

Certificate of Achievement

General Education Requirements.....23 Credits

ESL 089 Reading V (3); ESL 099; SC 098 Survey of Science (3); MS 099 Intermediate Algebra (5);
SC 094 Family Health (3) or PH elective; SC 101 Health Science (3); CA 100 Computer Literacy (3)

Technical Requirements.....10 Credits

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

Total Requirements.....33 Credits

CERTIFICATE OF ACHIEVEMENT AS A NURSING ASSISTANT
Suggested Schedule

Fall Semester

ESL 089 Reading V	3
ESL 099 Writing V	3
SC 098 Survey of Science	3
MS 099 Intermediate Algebra	5
SC or PH 094 Family Health OR PH (elective)	3
	17

Spring Semester

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

Summer Session

OR NU 101 Nursing Assistant Practice	7
	7

CERTIFICATE OF ACHIEVEMENT
in
SECRETARIAL SCIENCE

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

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:
1. Apply proper bookkeeping techniques in an office.
2. Demonstrate general computer competence and information technology literacy.
3. Demonstrate proper office procedures and management techniques.
4. Communicate effectively in English for business purposes.
5. Perform business computations and apply logic as needed.
6. File documents properly and use common office machines.

Program Requirements

Major Requirements ..... 34 Credits

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

CERTIFICATE in SECRETARIAL SCIENCE
Suggested Schedule

First Semester
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

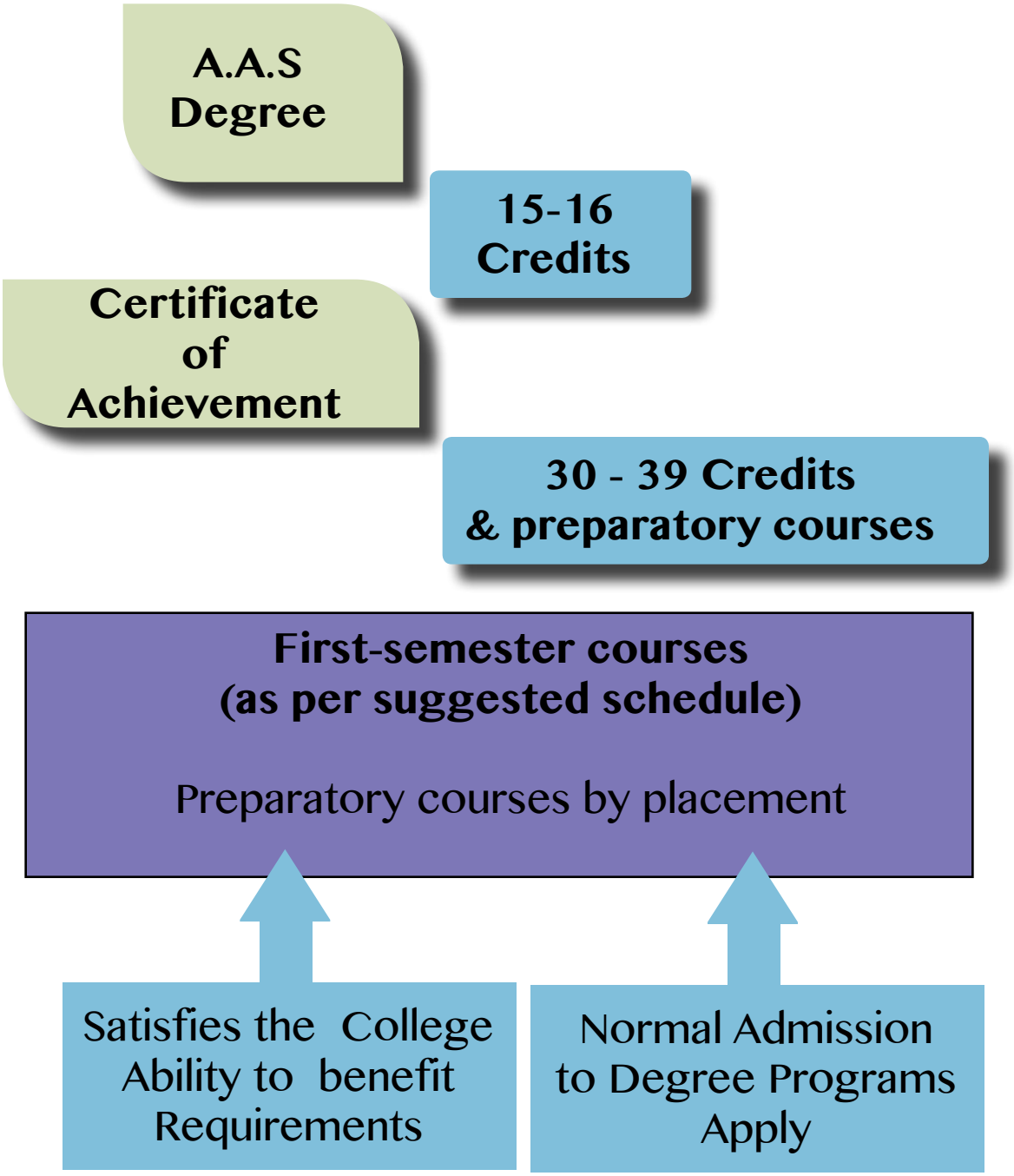
Second Semester
LAW 232 Constitutional Law.....3
LAW 238 Real Property..... 3
LAW 210 Criminal Procedure..... 3
LAW 236 Appellate and Civil Procedure/Jurisdiction..... 4
13

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

CAREER AND TECHNICAL EDUCATION PROGRAM

The Career and Technical Education Centers (CTEC) are dynamic learning communities committed to developing a highly skilled workforce through educational excellence and student success. In collaboration with diverse stakeholders, they strive to:

1. Develop High-Quality Programs – Design and deliver technical and career-focused instructional programs that align with workforce demands.
2. Foster a Supportive Learning Environment – Promote a positive campus culture that enhances student learning, communication, collaboration, and faculty engagement.
3. Enhance Student and Institutional Support – Provide instructional, administrative, and student services to ensure effective learning and workforce preparation.
4. Improve Student Access and Success – Expand career and technical education opportunities and ensure inclusive across diverse student backgrounds.
5. Strengthen Industry Partnerships – Build strong collaborations with businesses, industries, labor organizations, and training agencies to enhance workforce development.
6. Increase Public Awareness and Engagement – Promote COM-FSM technical and career programs through marketing, public relations, and industry outreach.
7. Attract and Develop Qualified Personnel – Recruit and retain skilled faculty and staff committed to excellence and workforce competency standards.
8. Maintain Modern Facilities and Technologies – Ensure up-to-date, accessible learning environments by acquiring and integrating emerging technologies.
9. Promote Continuous Quality Improvement – Implement ongoing evaluation and enhancement of technical and career programs to meet industry standards and workforce needs.


A.A.S Degree
15-16 Credits
Certificate of Achievement
30 - 39 Credits & preparatory courses
First-semester courses (as per suggested schedule)
Preparatory courses by placement
Satisfies the College Ability to benefit Requirements
Normal Admission to Degree Programs Apply

General Education Program
Career and Technical Programs

(General education component)

Mathematics 4
English 3
Computer Applications 3
Natural Science 4

Sub Total 14

General Education Total Credit Hours 13-29

Technical & Support Component ..... Sub-total 32-65

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

Approved Courses for General Education

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

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

1 May be used for the AAS degree only.

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

1 May be used for the AAS degree only.

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

Social Sciences
SS 150 History of Micronesia (3)

Computer Applications
CA 100 Computer Literacy (3) 1

1 May be used for the AAS degree

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

1 May be used for the AAS degree

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

ASSOCIATE OF APPLIED SCIENCE
in
TELECOMMUNICATION TECHNOLOGY

The Telecommunication technology program offers academic coursework, 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 two separate exit points, Certificate of Achievement in Electronic Engineering Technology, 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 workplace 2. Use electronics tools and test equipment competently
3. Interpret schematic diagrams and waveforms
4. Build electronics projects to a given specification
5. Practice a career in the Telecom industry.
6. Troubleshoot microwave, fiber optic and telephone systems.

Preparatory Courses (by placement)

General Education Core Requirements.....22 Credits

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

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

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

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

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

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

Technical Requirements.....45 Credits

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

Technical Electives ……..2 Credits

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

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

CERTIFICATE OF ACHIEVEMENT
in
ELECTRONIC ENGINEERING TECHNOLOGY

Program Learning Outcomes

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

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

Preparatory Courses (by placement)

General Education Requirements.....15 Credits

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

Technical Requirements.....22 Credits

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

Total Requirement.....37 Credits

ASSOCIATE OF APPLIED SCIENCE
in
TELECOMMUNICATION TECHNOLOGY

Completion of the Advanced Certificate in Telecommunication Engineering 37 credits)

General Education Requirements.....7Credits

EN 123 Technical Communications (3)

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

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

Technical Requirements.....21 Credits
VEE 235 Digital Electronics II (3); VEE 230 Radio Communications (3); VEE 240 Signal Processing (3)
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) (Any technical courses approved by Division Chair)

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.....67 Credits

ASSOCIATE OF APPLIED SCIENCE in TELECOMMUNICATION TECHNOLOGY
Suggested Schedule
COM-FSM Requirements

First Semester

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

Second Semester

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

Summer Session

VEE 135 Digital Electronics I	3
	3

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

Third Semester

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

Fourth Semester

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

Exit 2: 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 two separate exit points, Certificate of Achievement in Electronic Engineering Technology, and completion of the Associate of Applied Science in Electronic Technology.

Program Learning Outcomes

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

Preparatory Courses (by placement)

General Education Core Requirements.....22 Credits

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

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

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

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

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

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

Technical Requirements.....48-49 Credits

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

Technical Elective…….. 2-3 Credits

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

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

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 workplace.
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)

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

General Education Requirements.....7 Credits

EN 123 Technical Communications (3)

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)

Preparatory Courses (by placement)

General Education Core Requirements.....22 Credits

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

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

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

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

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

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

Technical Requirements.....48-49 Credits

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

Technical Elective…….....…….. 2-3 Credits

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

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

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 workplace.
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)

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

General Education Requirements.....7 Credits

EN 123 Technical Communications (3)

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.....21 Credits

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); VEE 240 Signal Processing (3)
(Any technical courses approved by Division Chair)

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) (Any technical courses approved by Division Chair)

Total Requirements.....67-68 Credits

ASSOCIATE OF APPLIED SCIENCE in ELECTRONICS TECHNOLOGY
Suggested Schedule

COM-FSM Requirements

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

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

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

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

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

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

Exit 2: 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 prerequisite of the AAS Degree is a certificate in any of the trade certificate programs. All students entering the AAS Degree must meet all requirements to be placed into the Degree level before being admitted.

Program Learning Outcomes

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

Preparatory Courses (by placement)

General Education Requirements.....22 Credits

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

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

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

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

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

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

MAJOR REQUIREMENTS.....39 Credits**

(Technical Building Studies & Electrical)

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

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

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

CERTIFICATE OF ACHIEVEMENT
in
CONSTRUCTION ELECTRICITY

The Certificate of Achievement in Construction Electricity introduces the students to core principles of electricity, providing them foundational knowledge and skills and experiential development to prepare students for basic competencies required in the Electrical Trade.

Program Learning Outcomes

Upon completion of the program, students will competently be able to:
1. Demonstrate proper use and maintenance of various hand and power tools used by electricians that comply with industry safety standards.
2. Develop knowledge and skills by experimentation and calculation of electrical quantities of electrical circuits.
3. Demonstrate knowledge and skills required in electrical wiring systems in compliance with current electrical codes and standards.

Program Requirements for the Certificate in Construction Electricity

General Education Requirements.....13 Credits

ESL 089 Reading V	3
ESL 099 Writing V	3
MS 094 Introduction to Technical Math	4
CA 095 Basic Computer Applications	3

Technical Requirements.....23 Credits

CE 102 Electrical Drawing and Sketching	3
CE 103 Basic Electricity I	3
CE 104 Basic Electricity II	3
CE 121 Workplace and Health Safety	3
CE 110 Workshop Practices	5
CE 111 Electrical Wiring I (Lecture)	3
CE 112 Electrical Wiring II (Lab)	3
Total Course Credit Requirements ……	36 credits

Summer

CE 150 Cooperative Education (On-the-Job Training)	4
(Required in CA_CE & AAS Degree bound students in BTE)	

Total Course Credit Requirements Transferable to AAS .....38 Credits

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

The AAS in Building Technology major in Electrical offers academic coursework necessary for more advanced study and experiential development of skills in the electrical trade. The program introduces students to theory, installation practices, troubleshooting, and maintenance of solid-state devices, electrical machines, motors, controls, and solar photovoltaic systems.

Program Learning Outcomes

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

1. Demonstrate proper use and maintenance of various hand and power tools used by electricians that comply with industry safety standards.
2. Develop knowledge and skills through experimentation and calculation of electrical quantities of electrical circuits.
3. Demonstrate knowledge and skills required in electrical wiring systems in compliance with current electrical codes and standards.
4. Demonstrate competency in the repair, installation, and maintenance of electrical machines, solar photovoltaic systems, and solid-state devices.
5. Demonstrate the ability to perform installation and troubleshooting of motors and controls.

Program Entry Requirements

Entering the AAS Degree in Building Technology major requires (CA_CE) before admittance. Students who are accepted into the Certificate program must complete all the necessary Technical and General Education courses in the Certificate of Achievement in Construction Electricity (CA_CE) to advance to the AAS degree in Building Technology majoring in Electrical without the need to retake the COMET.

Meet COM-FSM entrance requirements.

Program Requirements for AAS in Building Technology major Electrical

General Education Requirements.....12 Credits
MS 104 Technical Math I (4)
SC 130 Physical Science or any Science with lab (4)
EN 123 Technical Communication (3)
ESS or any Sport Science (1)

Major Requirements.....17 Credits
BTE 212 National Electrical Code (NEC) (3)
BTE 230 PV Design and Installation (4)
BTE 240 Industrial Wiring (4)
VEE 266 Rotating Machinery (3)
VEE 222 Discrete Device II (3)

Total Course Credit Requirements ……36 credits

CA in Construction Electricity Transferrable Credits……40 credits

Total Program Requirements for AAS BT major Electrical……..76 credits

ASSOCIATE OF APPLIED SCIENCE in BUILDING TECHNOLOGY Major Electrical

Fall Semester
EN 123 Technical Communication…….....3
SC (any Science with Lab).....4
BTE 212 National Electrical Code (NEC).....3
CA 100 Computer Application 3
VEE 266 Rotating Machinery ……..3
ESS (any Sports Science).....1
17

Spring Semester
MS 104 Technical Math I.....4
BTE 230 PV Design and Installation.....4
BTE 240 Industrial Wiring….....4
VEE 222 Discrete Device II 3
15

CERTIFICATE OF ACHIEVEMENT in CARPENTRY

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

Program Learning Outcomes

Upon completion of the program, students will competently be able to:
1. Identify safety and occupational health requirements in the Carpentry trade.
2. Use competently specified hand and power tools.
3. Perform basic hand skills in constructing projects to given specifications.
4. Interpret construction information from blue print drawings.
5. Participate in the construction industry.

Program Requirements for Certificate in Carpentry

General Education Requirements.....13 Credits

ESL 050 Technical English (3) or SS 100 World of Work (3); MS 104 Technical Math I (4); CA 095 Computer Literacy (3)
BU 097 Introduction to Entrepreneurship (3)

Technical Requirements.....21 Credits

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

Total Credits Required.....34 Credits

CERTIFICATE OF ACHIEVEMENT in CARPENTRY
Suggested Schedule

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

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

Summer Session
CA 095 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 Cabinet making/Furniture making industry.
2. Use specified hand and power tools competently in making products to given specifications.
3. Demonstrate competence in the complete production process, from plans to final finishing.
4. Interpret information from blueprints or drawings.
5. Participate in the Cabinet making/Furniture making trade
6.

Certificate of Achievement in Cabinet Making/Furniture Making Program Requirements

General Education Requirement.....13 Credits

ESL 050 Technical English (3) or SS 100 World of Work (3); MS 104 Technical Math I (4); CA 095 Computer Literacy (3);
BU 097 Introduction to Entrepreneurship (3)

Technical Requirements.....21 Credits

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

Total Credits Required.....34 Credits

CERTIFICATE OF ACHIEVEMENT in CABINET MAKING/FURNITURE MAKING
Suggested Schedule

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

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

Summer Session
CA 095 Computer Literacy 3
BU 097 Introduction to Entrepreneurship 3
6

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

CERTIFICATE OF ACHIEVEMENT
in
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. Determine safety and occupational health requirements in the refrigeration and air conditioning industry.
2. Demonstrate proper use of refrigeration and air conditioning tools, equipment, and instruments.
3. Perform installation, preventive maintenance and repair of refrigeration and air conditioning units.
4. Participate in the refrigeration and air conditioning trade.

Program Requirements for Certificate in Refrigeration and Air Conditioning

General Education Requirements.....10 Credits

MS 094 Introduction to Technical Math (4); ESL 050 Technical English (3); CA 095 Basic Computer Application (3)

Technical Requirements.....24 Credits

RAC 101 Refrigeration I (10); (Prerequisite: none); RAC 102 Air Conditioning I (10); (Prerequisite: none); RAC 150 Cooperative Education (4)
(Pre-requisite: RAC 101 and RAC 102)

Total Credits Required.....34 Credits

CERTIFICATE OF ACHIEVEMENT in REFRIGERATION AND AIR CONDITIONING
Suggested Schedule

Fall Semester
MS 094 Introduction to Technical Math (4)..... 4
RAC 101 Refrigeration I (10)
Lecture ------- 5 hours/week 5
Laboratory --- 15 hours/week..... 5

14

Spring Semester
RAC 102 Air Conditioning I (10)
Lecture ------- 5 hours/week 5
Laboratory --- 15 hours/week 5
CA 095 Basic Computer Application 3
ESL 050 Technical English (3).....3

16

Summer Session
RAC 150 Cooperative Education 4
Shop work --- 160 hours/semester.....4

7

Program Description:
The Refrigeration and Air Conditioning Technology program's mission is to develop skilled manpower and globally competitive human resources for the Federated States of Micronesia in the field of refrigeration and air conditioning.

Program Goals:
This program is designed to teach the students the principles of refrigeration and air conditioning. Its purpose is to provide students with knowledge and extensive hands-on training in the installation, preventive maintenance, troubleshooting, and repair of domestic refrigeration and air conditioning systems up to 5TR.

Program Goals:
The program's primary goal is to provide students with marketable entry-level skills in the refrigeration and air conditioning industry, or any related field/career. It is designed to qualify students to take external licensure, or skill standards examinations in the field. If standardized external exams are not available in the field of study, the program prepares students to be at skill levels expected of employees in an occupation found in the local economy

Exit 1: Certificate of Achievement in Refrigeration and Air-conditioning Total Requirement: 34 Credits

CERTIFICATE OF ACHIEVEMENT
in
CAREER EDUCATION

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

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

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

Program Learning Outcomes

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

Program Requirements

General Education Requirements.....13 Credits

ESL 050 Technical English (3); MS 104 Technical Math I (4); CA 095 Computer Literacy (3); BU 097 Introduction to Entrepreneurship (3)

Technical Requirements.....22 Credits

Classroom (12 credits); Practicum (10 credits)

Take one of the following trade areas:
VTC Carpenter; VCT Masonry; VTP Plumbing; VTE Electrician; VTR Refrigeration/Air-conditioning VTL Linesman; VTM Motor Vehicle Mechanics; VTDE Diesel Engine Fitter; VTW Welder; VTA Automotive;, VTS Small Engine Repair, VTB Building Maintenance

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..... 16

Second Semester
CA 095 Basic Computer Applications.....3
BU 097 Introduction to Entrepreneurship 3
Classroom 6
Practicum.....3
15

Summer Session
Practicum..... 4
4

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

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

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

Program Requirements

General Education Requirements .....13 Credits
ESL 050 Technical English (3)
MS 104 Technical Mathematics I (4)
CA 095 Computer Literacy (3)
BU 097 Introduction to Entrepreneurship (3)

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

Apprenticeship Training Program Related Instruction Schedule

AIR CONDITION REFRIGERATION MECHANIC

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

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

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

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

CARPENTER

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

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

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

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

ELECTRICIAN

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

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

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

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

COURSE DESCRIPTIONS

PREREQUISITES

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

WHEN COURSES ARE AVAILABLE

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

COURSE NUMBERING SYSTEM

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

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

ACCOUNTING

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

BA 230 Principles of Financial Accounting (3) (F, Sp, Su)
Prerequisite: BA 111
Understanding the foundation of accounting, concepts and principles of accounting, and treatment of business transactions will be established. The focus of the course is on journalizing accounting transactions, posting entries in the general ledger, preparing the basic financial statements and accounting for current assets and current liabilities, and financial statement analysis. The student will present financial statements based on a case study.

BA 231 Principles of Managerial Accounting (3) (F, Sp, Su)
Prerequisite: BA 110 and BA 230
This course establishes the understanding of the principles and concepts of managerial accounting and how it assists in the planning, controlling and decision making in a business. The focus of the course is on different types of costs, cost behavior, costing methods, product pricing, budgeting, variance analysis, and cost-volume-profit analysis. The student will present a budget for a mock-up manufacturing business based on a case study.

BA 330 Intermediate Accounting (3) (F)
Prerequisite: BA 230
The course builds on the accounting concepts and principles learned in the principles of financial accounting course. Emphasis will be financial reporting standards, property plant and equipment, depreciation, investments, and financial liabilities. The student will present financial reports based on a case study.

BA 331 Cost and Managerial Accounting (3) (Sp)
Prerequisite: BA 330
This course builds on the principles of managerial accounting. Topics covered include cost management concepts, cost behavior and forecasting, strategic cost management, emerging management practices, responsibility accounting and transfer pricing. The student will analyze a case study and present a product profitability report.

BA 430 Taxation (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.

BA 431 Accounting Information Systems (4) (Sp)
Prerequisite: BA 230
This course introduces fundamentals of the Accounting Information Systems (AIS) and how it functions and fits into the organization. Focus is on setting up an Accounting Information Systems (AIS) and applying theoretical knowledge learned in previous accounting courses to a computerized business environment. The student will undertake a course related project using accounting software.

AGRICULTURE

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

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

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

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

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

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

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

ART

AR 101 Introduction to Art (3)
This is a basic course designed to help students understand the elements and principles of art as well as explore a variety of media and techniques to develop creativity in the students. Students will also explore different periods in art and develop terminology to discuss and evaluate works or art..

BUSINESS AND ECONOMICS

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

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

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

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

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

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

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

BU 101 Introduction to Business (3) (F, Sp, Su)
Prerequisite: ESL 089
This foundational course establishes a general understanding of contemporary business. It will cover business environment, business ethics and social responsibility, entrepreneurship, the global business environment and basic business laws/regulations and will introduce to the students other functional areas of business such as management and organization, human resources, marketing, financing, and accounting. The student will write a Business Plan for this course.

BA 110 Contemporary Business Ethics (3) (F, Sp, Su)
Prerequisite: ESL 089
An introduction to contemporary business concepts, and practices is presented to the student within an environment that fosters foundational knowledge of upper level business courses, and basic skills of establishing and running a small business. The student will write and present a simple business plan.

BA111 Business Mathematics (3) (F, Sp, Su)
Prerequisite: MS 099
The course provides essential business computing concepts and processes. It is designed to provide the student with problem-solving and quantitative skills necessary to conceive, analyze, and methodically solve mathematical problems within the context of business, finance, business statistics, and investment decision making. The student will complete case-based problems and activities that demonstrate learnt concepts.

BA 210 Business Law (3) (F, Sp, Su)
Prerequisite: BA 110
This course provides an understanding of the legal system of the United States (US), and Federated States of Micronesia (FSM) as it focuses on pertinent topics involving business transactions and regulations. Topics include contracts and agreements regarding property, sales, negotiable instruments, and employment. The student will produce legal documents for a business entity.

BA 211 Business Communications (3) (F, Sp, Su)
Prerequisite: BA 110 and CA 100
This course focuses on developing the writing and speaking skills of the student in different platforms and processes appropriate for business settings. Various business communication formats are emphasized including voice, electronic, and written messages, reporting and business presentations, intercultural communication processes, verbal and non-verbal communication, and communication for employment purposes. The student will write and present a simple business proposal for this course.

BA 220 Principles of Economics (3) (F, Sp)
Prerequisite: MS 100
This course introduces the basic understanding of microeconomics and macroeconomics concepts and principles. Topics include demand and supply analysis, market structures, national income, unemployment, monetary and fiscal policies, and the role of government in economic stability and growth. Relevant examples from the FSM and the Micronesian region will be explored.

BA 230 Principles of Financial Accounting
Understanding the foundation of accounting, concepts and principples of accounting, and treatment of business transactions will be established. The focus of the cpurse is on journalizing accounting transactions, posting entries in the general ledger, preparing the basic financial statements and accounting for current assets and current liabilities, and financial statement analysis. The student will present financial statement based on a case study.

BA 240 Human Resources Management (3) (F, Sp, Su)
Prerequisite: BA 110 and SS/PY 101
Understanding the fundamentals of human resource management in an organization will be covered. The course focuses on the employment process, compensation and benefits, employee management, training and development, and employee relations. It provides the student with the opportunity to apply concepts, theories, and best practices to challenges faced in real business situations. The student will write and present a staffing plan as a final project.

BA 250 Principles of Finance (3) (F, Sp)
Prerequisite: BA 230
The course provides an in-depth understanding of financial resource management and financial analysis techniques for practical business decisions. Topics include 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 projecting cash flow. Computational skills are emphasized as the student will present financial reports and analysis depicting present and future values of funds based on a case problem.

BA 260 Fundamentals of Management (3) (F, Sp, Su)
Prerequisite: BA 110
An understanding of the basic theories and principles of management functions and processes that contribute to the successful accomplishment of organizational goals will be established. The course focuses on the four functions of management: planning, organizing, leading, and controlling. The student will present a final project that demonstrates understanding of essentials of management in business.

BA 270 Principles of Marketing (3) (F, Sp, Su)
Prerequisite: BA 110
Basic concepts, problems, opportunities, and principles of marketing will be covered in this course. Focus will be put on principles and practices in marketing research, consumer and Business-to-Business (B2B), segmentation and positioning, strategic marketing planning, and applying the 4Ps of marketing (i.e. product, price, place, and promotion). The student will prepare and present a simple marketing plan that demonstrates learnt concepts.

BA 310 International Business (3) (Sp)
Prerequisite: BA 250, BA260, and BA 270
Theoretical foundations of international trade, investment, and business globalization will be covered. This course focuses on the concepts, principles, and tools necessary in conducting an international or global business. Business perspectives of the United States and the Federated States of Micronesia will be used as focal points of discussion. The student will conduct a research and analysis as a final project.

BA 320 Applied Statistics for Business (3) (F)
Prerequisite: MS 150
The course builds upon the fundamental concepts developed in the introductory statistics course and is motivated by problem-solving in diverse areas of business applications. Coverage spans from descriptive statistics, probability, hypothesis testing with emphasis on quality, productivity, and regression analysis. The student should be able to tackle basic applied statistics problems and possess fundamental knowledge needed to learn more in-depth statistical theory.

BA 321 Managerial Economics (3) (F)
Prerequisite: BA 220
This course applies economic principles and concepts used to help managers make rational business decisions. Topics include economic theory for business management, supply and demand analysis, production and cost analysis, and profit maximization in the different market structures. The student will have a final presentation based on managerial economic tools.

BA 340 Organizational Behavior (3) (Sp)
Prerequisite: BA 260
This course examines the psychological aspects of management as it applies to the organization and its people. Emphasis is on individual behavior, social and group behavioral patterns, leadership and influence processes, and organizational processes and characteristics. The student will conduct research on behavioral practices of an existing local or global business organization and present the findings and analysis.

BA 350 Corporate Finance (3) (Sp)
Prerequisite: BA 250
The course builds on the principles of finance course and further investigates the necessary tools to help managers analyze and solve financial problems in a business organization. Topics include financial planning, asset valuation, capital budgeting, capital structure, financial analysis, dividend policy, corporate restructuring, and some aspects of international finance. The student will develop a case analysis based on corporate financial problems.

BA 360 Entrepreneurship & Small Business Management (3) (F)
Prerequisite: BA 250, BA 260 & BA 270
This course provides an introduction to the theories as well as practices related to starting and managing small businesses emphasizing the importance of an effective new venture business plan. It will equip the student with skills to identify and exploit viable business opportunities while being aware of both direct and indirect micro and macro managerial or operational challenges of entrepreneurship. The student will present a comprehensive business plan that demonstrates the mastery of learned concepts.

BA 370 Marketing Strategy (3) (Sp)
Prerequisite: BA 270
The course builds on the marketing concepts and theories acquired from the introductory principles of the marketing course. It will focus on strategic marketing analysis and planning at both the corporate and Strategic Business Unit (SBU) levels, and equip the student with tools that can be used for decision-making. The student will prepare and present a marketing strategic plan as a final project.

BA 411 Business Ethics and Corporate Social Responsibility (3) (F)
Prerequisite: The student must complete all major courses at AS level in Business administration.
An in-depth discussion of ethical concepts, moral philosophies, values, and business activities contributing to ethical decision-making and Corporate Social Responsibility (CSR) will be undertaken. Emphasis is put on the development and management of ethical values and the role of leadership in fostering an ethical and socially responsible organization. Assessment tools are provided to analyze the ethical performance of a business.

BA 412 Internship (4) (Sp)
Prerequisite: Senior Standing & Instructor's Consent
The course is designed to provide the student with an opportunity to gain knowledge and skills from a planned work experience in a business-related field. Focus is put on providing entry-level, career-related experience, and workplace competencies that employers value when hiring new employees; as well as allowing the student to explore potential career fields. The student will submit periodic written reports and a comprehensive final report.

BA 460 Project Management (3) (F)
Prerequisite: Students must complete all major courses at 300 level in Business administration or by Instructor's Consent. Competencies and skills for planning and controlling projects and understanding interpersonal issues that drive successful project outcomes will be developed in this course. The student will apply generally recognized practices of project management following recognized standards to successfully manage projects. Amongst others, the course will examine the project management life cycle, defining project parameters, matrix management challenges, effective project management tools and techniques, and the role of a project manager. The student will work in teams to develop a project plan.

BA 461 Leadership in Business & Society (3) (Sp)
Prerequisite: BA 260
The course introduces major theories and models of leadership and leadership development in business and society from a variety of perspectives, including development of qualities and skills of a good leader. The focus will be on decision-making, management of group dynamics, workplace stress and conflict, motivation of employees, and planning. The student will present a leadership portfolio as the final project.

BA 462 Business Strategy & Policy (3) (Sp)
Prerequisite: Graduating Semester & Instructor's Consent
This capstone course focuses on the strategic management process. It integrates concepts and skills acquired in core business courses of the program including accounting, finance, economics, marketing, and management, and cuts across the whole spectrum of business and management operations. The emphasis will be on the development, implementation, and analysis of organizational strategies and policies that impact the survival and success of a business. The student will make strategic decisions applied to a case study and justify them through oral and written communication as a final project.

COMPUTER

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

CA 100 Computer Literacy (3) (F, Sp, Su)
Prerequisite: ESL 089
This course covers basic computer concepts. It introduces the computer system to student as an essential tool that, with the support of its hardware and software components, it can be used to attain literacy in computing. The course outlines the main distinctions between hardware and software components of a modern day computer and making sure to equip student with necessary skills required in order to demonstrate an adequate level of proficiency in the usage of these components. Basic skills in using Internet and web-based- search engines is also provided with an emphasis on accessing credible information and data resources in conducting academic research and reporting.

CA 105 Data Analysis Using Spreadsheets (3) (F, Sp, Su)
Prerequisite: CA 100
The course focuses on the use of advanced functionalities of Spreadsheet to create and analyze data. It introduces student the use of the advanced functions such as financial functions, logical functions, lookup or reference functions, statistical functions and some information functions that are significant to manipulating and analyzing data and information. The student learns to generate reports such as tables, worksheets, and charts.

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

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

COMMUNITY HEALTH SCIENCES

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

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

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

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

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

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

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

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

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

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

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

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

EDUCATION

ED 110 Introduction to Professional Teaching (3)
This course introduces the student to the field of elementary education as a profession. The course introduces education terminology, history of education, curriculum standards, principles of assessment, classroom management, and lesson planning using student learning outcomes. The student makes at least four classroom observations in an elementary classroom. Student professionalism is measured.

MS/ED 210 Math for Teachers (3)
This course provides the student with an understanding of mathematics concepts. The course focuses on the FSM and state elementary math curriculum standards and benchmarks which include: number, operation, computation; geometry, measurement, and transformation; patterns and algebra; and statistics and probability. The student also explores ethnomathematic concepts and participates in hands-on activities. Student professionalism is measured.

SC/ED 210 Science for Teachers (3)
This course provides the student with an understanding of science concepts. The course focuses on the FSM and state elementary science curriculum standards and benchmarks which include: science as inquiry; physical science and technology; earth and space science; life and environmental science; and marine science. The student explores scientific concepts through hands-on activities. Student professionalism is measured.

ED 211 Classroom Methods (3)
Prerequisite: ED 110
This course is a preliminary application of concepts as taught in ED 110. The course focuses on the task analysis of the FSM and state curriculum standards and benchmarks, lesson planning, classroom structure and management, lesson delivery, and assessment of student learning outcomes. The student teaches at least two lessons to peers. Student professionalism is measured.

ED 213 Multi-Grade Classroom Teaching (3)
Prerequisites: ED 110, ED 211, and PY 201
This course builds on concepts taught in ED 211 and provides an introduction to the theory and practice of multi-grade education as applied to FSM classrooms. The course provides practical ideas for implementing a multi-grade classroom environment including teaching strategies, grouping strategies, management, and assessment strategies. The student teaches at least two lessons in a multi-grade classroom. Student professionalism is measured.

ED 215 Introduction to Exceptional Children (3)
Prerequisites: EN 110, EN 120a
This course introduces the student to concepts of exceptionality. The course focuses on special education terminology and concepts, history of special education, laws governing individuals with exceptionalities and implications for schools and communities, and categories of exceptionalities. The student observes an individual with special needs, interviews the family, and writes a report. Student professionalism is measured.

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)
Prerequisites: ED 110, ED 211, PY 201
This course builds on concepts taught in ED 211 and provides an introduction to the theory and practice of differentiated classroom as applied to FSM classrooms. The course provides practical ideas for implementing a differentiated classroom environment including teaching methods, grouping strategies, management, and assessment strategies. The student teaches at least two differentiated lessons in an elementary classroom. Student professionalism is measured.

EDU 271 Visual Arts and Technology in the Classroom (3)
Prerequisites: ED 110, ED 211
This course introduces the use of instructional media and technology in the elementary classroom. The course focuses on the creation and use of various instructional media and technology to enhance student learning. The student creates instructional materials and demonstrates the use of them in the classroom. Student professionalism is measured.

ED 292 Practicum and Seminar (3)
Prerequisites: ED 110, ED 211
This course is the culmination course for the AA in Pre-Teacher Preparation program. The student develops lesson plans based on FSM and state standards and benchmarks, delivers lessons, manages the classroom, and assesses student learning. The student teaches at least four lessons in an elementary classroom. Student professionalism is measured.

PY 201 Human Growth and Development (3)
Prerequisites: EN 110, EN 120a
This course introduces the student to human growth and development. The course emphasizes physical, behavioral, humanistic, cognitive, emotional, and moral issues related to human development. The course covers the entire human life cycle from the prenatal period through old age and death. Student professionalism is measured.

PY 300 Educational Psychology (3)
This course builds on theories and concepts taught in PY 201 Human Growth and Development. The course focuses on classroom application of theories of learning and development, intelligence, motivation, behavior modification principles, development of instructional objectives, Bloom's taxonomy, task analysis of FSM and state curriculum standards and benchmarks, and assessment of student learning. The student analyzes authentic situations in the elementary classroom and recommends ways to improve student learning. Student professionalism is measured.

ED 301a Language Arts Methods (4)
This course provides the student with methods for teaching language arts skills in both English and vernacular to elementary-age students. The course requires the student to task analyze FSM and state language arts curriculum, apply a variety of teaching approaches appropriate to listening and speaking, writing, and literature, develop lesson plans with supplemental materials, deliver lesson plans, assess student learning progress, and self-reflect on lesson delivery. The student integrates two or more subject areas, includes strategies for differentiated learning, and links the concepts to the elementary students' environment. The student teaches at least four lessons to peers. Student professionalism is measured.

ED 301b Reading Methods (4)
This course provides the student with methods for teaching reading in both English and vernacular to elementary age students. The course requires the student to apply a variety of approaches appropriate to teaching word recognition, fluency, vocabulary, and text comprehension; teach lesson tasks to peers; assess student learning progress; and self-reflect. Each course outcome is linked to one or more of the FSM reading benchmarks and is taught to peers. Student professionalism is measured.

ED 302 Social Studies Methods (3)
This course provides the student with methods for teaching social studies to elementary- age students. The course requires the student to task analyze FSM and state social studies curriculum standards and benchmarks, apply a variety of teaching approaches appropriate to the social studies themes/strands, develop lesson plans with supplemental materials, deliver the lesson plans, assess student learning progress and self-reflect on lesson delivery. The student is integrates two or more subject areas, includes strategies for differentiated learning, and links the concepts to the elementary students' environment. The student teaches at least five lessons to peers. Student professionalism is measured.

ED 303 Math Methods (4)
This course provides the student with methods for teaching mathematics to elementary-age students. The course requires the student to task analyze FSM and state mathematics curriculum standards and benchmarks, apply a variety of teaching approaches appropriate to the mathematics strands, develop lesson plans with supplemental materials, deliver the lesson plans, assess student learning progress and self-reflect on lesson delivery. The student integrates two or more subject areas, includes strategies for differentiated learning, and links the concepts to the elementary students' environment. The student teaches at least four lessons in an elementary classroom. Student professionalism is measured.

ED 304 Science Methods (4)
This course provides the student with methods for teaching science to elementary-age students. The course requires the student to task analyze FSM and state science curriculum standards and benchmarks, apply a variety of teaching approaches, develop lesson plans with supplemental materials, deliver the lesson plans, assess student learning progress, and self-reflect on lesson delivery. The student integrates two or more subject areas, includes strategies for differentiated learning, and links the concepts to the elementary students' environment. The student teaches at least four lessons in an elementary classroom. Student professionalism is measured.

ED 330 Classroom Management (3)
This course provides skills in classroom management with emphasis on proactive behavior management techniques and classroom organization. The course focuses on organization of the classroom for instruction, techniques for actively engaging students in learning, ways to communicate with elementary students and their parents, and techniques for handling behavior problems in the elementary classroom. The student conducts at least two observations in an elementary classroom. Student professionalism is measured.

ED 338 Teaching Students with Special Needs in the Regular Classroom Setting (3)
Prerequisites: ED 301b, ED 303
This course provides the student with techniques and procedures for accommodating students with special needs in a regular elementary classroom. The course focuses on assessing, diagnosing, and developing accommodations for students with special needs in the areas of reading and math and developing an individualized education program (IEP). The student develops accommodation materials and strategies for a lesson and presents them to peers. Student professionalism is measured.

ED 392 Practicum and Seminar (3)
Prerequisites: ED 301b, ED 303, ED 330
This course is the culmination course for the Third Year Certificate of Achievement in Teacher Preparation-Elementary program. The course requires the student to interpret FSM and State curriculum standards and benchmarks, develop lesson plans in the core subject areas, deliver lessons to elementary-age students with appropriate visual aids and supporting materials, assess student performance, and self-reflect on the delivery of lessons for purposes of improvement. The student integrates two or more subject areas, includes strategies for differentiated learning, and links the concepts to the elementary students' environment. The student teaches at least four lessons in an elementary classroom. Student professionalism is measured.

EN 351 Performing Arts for the Elementary Classroom (3)
This course provides the student a working knowledge of the fundamentals of performing arts in an elementary-age classroom. The course focuses on strategies for integrating music, dance, visual arts, and drama in lessons. The student presents at least two of these lessons to peers. Student professionalism is measured.

ED 414 Assessment and Diagnosis of Students with Special Needs (3)
Prerequisite: ED 338
This course provides the student with procedures for assessing and diagnosing the skill needs of elementary-age children/youth with special needs. The course focuses on selecting and administering appropriate assessment instruments, diagnosing skill strengths and weaknesses based on assessment results, and developing appropriate Individual Education Programs (IEPs) for a variety of exceptionalities. Case studies and hands-on practice with elementary students with special needs are provided. Student professionalism is measured.

ED 415 Methods of Teaching Students with Special Needs (3)
Prerequisite: ED 338
This course provides the student with a variety of methods and strategies for teaching elementary-age children/youth with special needs. The course focuses on aligning methods and strategies to the needs of the child/youth as determined through assessment, developing appropriate instructional aids and materials, implementing the methods and strategies as part of an Individual Education Program (IEP), and assessing the effectiveness of the program. Case studies and hands-on practice with elementary students with special needs are provided. Student professionalism is measured.

ED 434 Handling Behavior Problems: Strategies for Classroom Teachers (3)
Prerequisite: ED 330
This course provides the student with ways to assess and handle behavior problems in the elementary classroom. The course focuses on functional behavior assessments, a variety of intervention strategies, and ways to evaluate the effectiveness of behavior interventions. The student develops behavior intervention plans for at least two case studies. Two classroom observation projects are required. Student professionalism is measured.

EDU 489 Evaluation (3)
This course offers multiple methods of testing and evaluation of learning in the elementary classroom. Contents include terminology related to testing and evaluation of student learning, the development of assessment tools, and the use of descriptive statistics to facilitate teacher's professional judgment and decision-making. The student creates a portfolio of authentic assessment instruments based on FSM and state curriculum standards and benchmarks. Student professionalism is measured.

EDU 492 Student Teaching
This course is the culmination course for the BS in Elementary Education program for pre-service teachers. The course provides a semester-long teaching experience under intensive supervision with a master teacher in a private or public school. The student designs, delivers, and assesses lessons in all core subjects and reflects on instruction in accordance with the Interstate Teacher Assessment and Support Consortium (InTASC) principles. The student provides evidence of the teaching experience in a portfolio showcase. Student professionalism is measured.

EDU 498 Internship
This course is the culmination course for the BS in Elementary Education program for in-service teachers. This course provides a semester- long teaching experience under intensive supervision with a principal/vice principal in a private or public school. The student designs, delivers, and assesses lessons in all core subjects and reflects on instruction in accordance with the (InTASC) principles. The student provides evidence of the teaching experience in a portfolio showcase. Student professionalism is measured.

ENGLISH AND LITERATURE

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

ESL 088 Reading IV (3)
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)
Prerequisite: Placement determined by COMET.
Reading V provides an advanced focus on pre-reading, reading, and post-reading skills and strategies enhancing analytical and critical comprehension.

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

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

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

ESL 098 Writing IV (3)
Writing IV is a grammar-intensive course designed to improve the student's fluency in written English through an increased understanding of the structure and organization of written English with a focus on academic writing.

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

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

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

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

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

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

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

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

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

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

EN 205 Micronesian Literature (3)
Prerequisite: EN 110
This course is a multi-genre examination of literature of the sea, with an emphasis upon works about the Pacific and by writers of or from the Pacific region. The student will examine, analyze and interpret nautical literature in the following genres: drama, poetry, fiction (both novels and short stories), and non-fiction. The student will also create a poem and a short story or short play.

EN/LA 210 English Language Arts for Teachers (3)
This course provides the student with an uderstanding of basic English language arts concepts. The course focuses on the FSM and State elementary abd English language arts standards and benchmarks which include listening, speaking, reading,writing, and literature. Passage of this course at a levelof 70% or higher meets the english language arts requirement of the FSM National Standardized Test for Teachers (NSTT).

EN 205 Literature of the Sea (3)
Prerequisite: EN 110
This course is a multi-genre examination of literature of the sea, with an emphasis upon works about the Pacific and by writers of or from the Pacific region. The student will examine, analyze and interpret nautical literature in the following genres: drama, poetry, fiction (both novels and short stories), and non-fiction. The student will also create a poem and a short story or short play.

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

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

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

EN/CO 205 Speech Communication (3)
Prerequisite: EN 120a with a grade of C or better.
This course is 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 an increasing message awareness. Public speaking skills within this theoretical framework will be provided.

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

EXERCISE SPORT SCIENCE

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

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

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

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

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

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

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

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

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

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

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

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

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

ESS 200 Fundamentals of Wellness and Physical Fitness (3)
This course is designed to provide the student with skills and knowledge necessary to make informed choices concerning personal health and physical fitness and the overall management of personal health and lifestyle habits to achieve the highest potential for well-being. Emphasis will be placed on the importance and lifetime benefits provided through participation in physical activity. The course also covers ways to assess various components of wellness, as well as behavior modification techniques. Student will design developmentally appropriate activities and evaluate effectiveness of these activities on overall health and physical fitness.

LANGUAGES

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

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

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

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

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

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

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

HOSPITALITY and TOURISM MANAGEMENT

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

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

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

HTM 165 Food Fundamentals and Quantity Cooking (4)
Prerequisite: HTM 110
This is a semester length course designed to introduce students to the basics in food preparation and services. Students will be taught from a systems perspective, proper hygiene, laboratory conduct, food borne diseases, kitchen safety, cooking techniques, and catering. Students will be able to prepare simple menus and entrees and apply the skills learned through the operation of a food services kitchen.

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

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

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

HTM 250 Internship
Prerequisite: HTM Advisor or Chair's consent.
A semester length course in which the student will apply the learned basic skills and knowledge in hospitality and tourism through a supervised internship at a hotel, restaurant, and travel or tourism services setting. The student is expected to successfully fulfill a total of 144 internship hours, at which 44 hours must be completed at the College in a teaching restaurant or food services facility.

INFORMATION SYSTEMS

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

IS 220 Computer Programming (4) (F, Sp)
Prerequisite: IS 201, MS 100
This course provides an introduction to programming using one of the high-level programming languages. The course aims at presenting basic programming concepts and then a series of hand-on, step by step activities to reinforce learning through practical applications in the business environment..

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

IS 240 Webpage Design (3) (F, Sp, Su)
Prerequisite: CA 100 with a grade of C or better.
This course provides an introduction to web development using HyperText Markup Language (HTML) and Cascading Style Sheet (CSS) as recommended by the World Wide Web Consortium (W3C). It also covers basic Search Engine Opptimization (SEO) techniques, and explores responsive website designs that adapt to the requirements of emerging media like smart phones and tablets.

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

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

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

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

TRIAL COUNSELORS

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

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

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

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

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

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

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

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

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

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

MARINE SCIENCE

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

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

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

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

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

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

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

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

MATHEMATICS

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

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

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

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

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

MS 095 Prealgebra (5)
Prerequisite: by placement.
This is an intensive, one semester prealgebra course designed to prepare students for elementary and intermediate algebra courses. The course covers arithmetic operations, mixed and decimal numbers, factoring, fractions, proportions, percentages, measurements, geometry, graphing, and basic algebraic expressions.

MS 096 Elementary Algebra (5)
Prerequisite: A grade of "C" or better in MS 095, by placement, or permission of instructor.
MS 096 deals extensively with the fundamentals of algebra. Topics include the traditional arithmetic areas: fundamental operations of real numbers, polynomials, exponents, factoring, ratio, proportion, linear expressions, solving quadratic equations by factoring, and introduction to graphing.

MS 099 Intermediate Algebra (5)
Prerequisite: A grade of "C" or better in MS 096, by placement, or permission of instructor.
Students will be able to perform arithmetic operations on rational expressions; solve and graph inequalities, absolute value, functions, and systems of linear equations; evaluate, simplify, and rationalize radical expressions and complex numbers; solve quadratic equations by completing the square and using the quadratic formula; and solve and graph inverse, exponential, and logarithmic functions.

MS 100 College Algebra (3)
Prerequisite: A "C" or better in MS 099 OR a "P" in MS 092 OR by placement
Identifies components of exponential expressions in polynomials with mathematical operations of exponential expressions; factoring of up to 4th degree polynomials; recognizing rational and irrational numbers with emphasis on the use of number lines, equation and inequality solving with application problems; introduction of literal equations; working with radical expressions; graphing of two variables on the xy plane; solving systems of equations in two or three variables.

MS 101 College Algebra and Trigonometry (3)
Prerequisite: C or better in MS 100
Identifies components of exponential expressions in polynomials with mathematical operation of exponential expressions; factoring of up to 4th degree polynomials; recognizing rational and irrational numbers with emphasis on the use of number lines, equation and inequality solving with application problems; introduction of literal equations; working with radical expressions; graphing of two variables on the xy plane; solving systems of equations in two or three variables.

MS 104 Technical Math I (4)
Prerequisite: Admission (MS 100 level) or "C" or better in MS 094
The first of two courses designed to provide vocational students with the mathematical tools needed to succeed in selected occupational programs. Topics covered are basic mathematics, measurements, and the fundamental concepts of algebra, geometry and trigonometry.

MS 106 Technical Math II (4)
Prerequisite: MS 104 Technical Math I
This course is a continuation of MS 104 and is designed to provide vocational students with the mathematical tools needed to succeed in selected higher-level technical occupational programs. Topics covered include exponents and monomials, polynomials, roots and radicals, graphing trigonometry functions, angel formula, and the applications of trigonometry, vectors, complex numbers and logarithms.

MS 150 Introduction to Statistics (3)
Prerequisite: ESL 089 and passing any 100 level or higher mathematics course.
A one semester course designed as an introduction to the basic ideas of data presentation, descriptive statistics, linear regression, and inferential statistics including confidence intervals and hypothesis testing. Basic concepts are studied using applications from health, education, business, social science, and the natural sciences. The course uses spreadsheet software for both data analysis and presentation.

MS 152 Calculus I (3)
Prerequisite: MS 101
An introduction to differential calculus with an emphasis on applications in the sciences. Derivatives of exponential, logarithmic, trigonometric and algebraic functions will be studied as well as rules for finding these derivatives. Continuity and the meaning of second and third derivatives will be discussed.

MS/ED 210a Math for Teachers (3)
The course is a first semester course designed to provide the students with a broad understanding of basic mathematics concepts. The topics include: problem solving strategies, the numeration system and its operations, number theory, integers, fractions, decimals, exponents, and real numbers. This course places emphasizes on the use of models, diagrams, manipulatives, applications, problem solving and reasoning. Through the use of the hands-on activities in this course, students will gain and enhance their conceptual knowledge of arithmetic from counting to algebra. These are especially geared to provide ideas, models, knowledge, and standards that are necessary for successful teaching of mathematics to elementary and middle school children.

MUSIC

MU 101 Introduction to Music (3)
A practical (applied) music course providing students with an understanding of the fundamentals of music, basic skills in note reading and instrumental performance.

MU 102 Student Choir (3)
The student choir studies, rehearses, and performs choral music with an emphasis on Pacific island music. Students do not need to audition or have any prior musical training. The choir will perform at the COM-FSM graduation/commencement ceremonies in May and December. Additional performances will be scheduled according to the needs of the college, national government, or to participate in music competitions.

NURSING

NU 100 Medical Terminology (3)
Prerequisites: 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; basic restorative care, medical-surgical, primary and public health care and end of life care.

NU 121 Study and Test-taking Skills for Nursing I (2 cr)
Corequisite: NU 125, Admission to Level I nursing courses.
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, Admission to Level I nursing courses.
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, NU 123
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)
Corequisites: NU 133, 134, 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 133, 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 II 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 231 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's 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 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

PY 101 General Psychology (3)
Prerequisites: EN 110
The course is a general overview of the concepts, theories and research behind the study of human thought, emotion and behavior. This course introduces students to the scientific study of psychology and prepares them to read, understand, analyze and write about psychology at a college level.

PY 201 Human Growth And Development (3)
Prerequisite: EN 110 and EN 120A
This course introduces the student to human growth and development. The course emphasizes physical, behavioral, humanistic, cognitive, emotional, and moral issues related to human development. The course covers the entire human life cycle from the prenatal period through old age and death. Student professionalism is measured.

PY 300 Educational Psychology (3)
Prerequisite: PY 201 and admitted into upper level Education division courses.
This course builds on theories and concepts taught in PY 201 Human Growth and Development. The course focuses on Classroom application of theorires of leaning and evelopment, intelligence, motivation, behavior modification principles, development of istructioanl objectives, Bloom's taxonomy, task analysis of FSM and state curriculum standards and benchmarks, and assessment of student learning. The student analyzes authentic situations in the elementary classroom and recommends ways to improve student learning. Student professionalism is measured.

PUBLIC HEALTH TRAINING PROGRAM – PHTP

PH 041 Community Education (3)
This course enables students to develop an ideological base for non formal education practice in health care setting and in the community. It discusses the motivation of learning in adults and various principles of teaching arising from community analysis. Students will be introduced to a wide range of teaching methods suitable for use in non formal education which would help them develop appropriate interpersonal skills. This course is also designed to help health workers develop training programs to support the communities.

PH 049/ CHS 233a Behavioral Health (2)
This is a survey course of the most important behavioral diseases and the things that can be done for them, including preventive measures to limit damage to individuals, families and communities once disease occurs. Designed for both community health workers (CHWs) and health assistants (HAs).

PH 051 Introduction to Information Systems for Health Managers (3)
This course underscores the methodological importance of accurate, relevant, timely and complete data for effective and evidence-based decision-making by health managers. A wide range of data sets, from the traditional morbidity/ mortality data through those on services utilization and resource monitoring, are presented and analyzed. Elements of data display are introduced. Epidemiology provides the basis for surveillance, planning and generation of health information systems which are an important component of health care. The course will discuss the epidemiological concepts of health and measures of health, and introduces screening, epidemics evaluation and study designs.

PH 052 Essential Public Health Functions and Primary Health Care (3)
This course gives an overview of the eleven Essential Public Health Functions (EPHF) that capture the role of national health authorities (NHA) in public health. The course prepares students to participate in the preliminary assessment of NHA's performance on EPHF. Students doing this course will also learn the concept, principles and components of Primary Health Care (PHC). This would enhance their perception on the fundamental role of PHC in improving the health of people in Pacific communities and in reducing health inequalities between different groups.

PH 053 Practicum Placement in a Public Health Service (3)
This practicum placement entails supervised attendance and participation, as allowed or directed, in the activities of the specific public health service to which the student is assigned. Upon completion of the course, students are expected to have gained their first exposure to and hands-on experience in the practice of public health services.

PH 069/ CH 235 Dental Health (2)
This course develops and understanding of dental disease and the simple measures that can be implemented by health workers to prevent most of it. Designed for both community health workers (CHWs) and health assistants (HAs).

PH 079/ CHS 241 First Aid (3)
Prerequisite: CHS 220a
This course discusses the emergency management of the common life threatening situations. It is geared toward approaches that are feasible to apply at the community and dispensary level (rather than at the hospital emergency room).

PH/ MS 109 Mathematics for Health Sciences (3)
Prerequisite: MS 099 with a grade of C or better; by placement; or permission of the instructor
This course is specifically designed for health science majors. It incorporates every aspect of Mathematics relevant to health care and health prevention applications, such as arithmetic computations, algebra, ratios, proportions and systems of measurement. It also covers introductory statistics, necessary for students to analyze and interpret data, and it includes topics essential for health care personnel, such as reading medication labels, dosage calculations, calculations for basic intravenous (IV) therapy, as well as logarithms, ionic solutions and pH.

PH 111 Introduction to Basic Epidemiology and Biostatistics (3)
Prerequisite: MS 099
This course introduces the epidemiological principles and their application in the occurrence of health-related events in the population. An introductory overview of biostatistics concepts and skills that are necessary for epidemiological practice will also be addressed. Epidemiology works through studies that try to identify, describe and measure the distribution of health and disease, and their determinants, in a specific population.

PH 112 Introduction to Epi-Info and Computing for Public Health (3)
Prerequisite: CA 100 or concurrently
This course familiarizes students with the use of computers and information technology which are essential tools to enhance their academic research and writing skills. The students will also learn how to use the Epi-Info program, a statistical software for research data management, which is frequently used in public health practice.

PH 121 Environmental Prevention and Control of Disease (3)
This course equips students with knowledge and skills in the preparation of information on communicable diseases for the use in the communities, with the support of public health workers. The course will enable students to identify diseases, particularly infectious diseases; identify and apply environmental methods for disease prevention; and control transmission to humans and/or animal reservoirs.

PH 131 Food and Nutrition in the Life Cycle (3)
This course provides theoretical principles of basic nutrition and fundamental elements of nutritional needs of different age groups in the lifecycle. The course enables students to relate the nutritional principles to the human growth and development process; and to explore the health consequences of nutrition practices chosen by each person. Students will understand the physiological changes related to nutrition and the important role nutrition plays in maintaining health. This course also introduces the concept of nutritional anthropometry and growth monitoring, which may well help students to detect signs of inadequate intake of key nutrients.

PH 141 Principles of Health Promotion (3)
This course introduces students to Health Promotion, one of the disciplines of Public Health practice. Health Promotion is a relatively new field in most of the Pacific island countries. As thus, the course will cover the basic principles and approaches of health promotion with particular emphasis on health promotion programs and activities taking place in Micronesia and the Pacific. Students are expected to gain an appreciation toward the fundamental role health promotion plays in maintaining and improving the health of people in communities.

PH 151 Introduction to Pacific Health Care Systems and Traditional Medicine (3)
This course presents various health care systems in the Pacific and the special contexts under which these systems operate. It provides an overview of health service organization, traditional medicine, western medicine, utilization of health services and other contemporary issues related to health. The course offers an insight into management theories, management of the environment and organizational cultures. The fundamentals of traditional medicine are introduced and reviewed with particular focus on Micronesian traditions, wherever applicable.

PH 152 Practical Health Services Management (3)
This course introduces the concepts, definition, principles, and main functions that are important in Health Services Management. It will guide students toward good management practices that will be vital at central and peripheral levels of the health system. The management theories and concepts are translated into practical examples and exercises guiding students to understand what happens in the lower- and mid-levels of a health care system. Topics covered include the development and functioning of health teams, community participation, resources management, and management of primary health care services.

PH 211 Health Research Methodology (3)
Prerequisite: PH 111, or Instructor's permission
This course introduces students to research as an essential tool to create new knowledge and to develop proper utilization of existing knowledge in health and health care services. The course covers the basic concepts and principles in the classic quantitative approach, which looks at disease causation and patterns in the communities. It also addresses the qualitative approach, which looks at social aspects and individual behavior as factors determining people's health and disease status. Instructions on how to construct a mixed methods research design will also be presented. Other important issues related to health research, including literature review, ethical considerations, and writing strategies will be discussed.

PH 212 Surveillance, Identification and Management of an Outbreak (3)
Prerequisite: PH 111, or Instructor's permission
This course begins with a review of public health surveillance systems (PHSSs), their components and functions. Emphasis is placed on the fundamental role of a PHSS in detecting possible disease outbreaks. Students will learn the basic concepts and principles of outbreak identification and management. Basic principles on evaluation and possible solutions for improvement of public health surveillance systems, particularly those of the Pacific, are also discussed.

PH 221 Occupational Health and Safety (3)
Prerequisites: PH 121
This course introduces concepts and a practical guide to recognizing, preventing, and treating work-related and environmentally-induced injuries and diseases. Occupational diseases and the toxicological implications of workplace exposure and basic response principles are reviewed. Students will become acquainted with Health and Safety Legislation and other occupational and safety standards and guidelines. By the end of the course, students are expected to have undertaken an auditing of the hazards in one workplace and instituted a health promotion campaign in that workplace.

PH 231 Food, Nutrition and Lifestyle Diseases (3)

Pre-requisite: Either PH 131 or Instructor's permission

This course focuses on problems of inadequate and/or imbalanced nutrient intake and corresponding diseases and disorders. Related lifestyle diseases that are relevant in Micronesia will be covered. Potential risk factors for and physiological impact of nutrient deficiencies and diseases will also be discussed. The course also looks at the role of development in relation to nutrition related diseases in the Micronesian and Pacific communities. Students will be introduced to simple therapeutic diets commonly used as part of the treatment and general dietary advice.

PH 241 Case Studies and Special Issues in Health Promotion (3)

Prerequisite: PH 141, or Instructor's permission

This course has two major intentions. Firstly to expose students to a range of Health Promotion planning and evaluation instruments, techniques and methods. Secondly, and in conjunction with the first intention, to examine a range of health promotion programs and cases, particularly cases that do not fit in easily with a broad approach to health promotion studies.

PH 251 Management of Health Information Systems and Epidemiology (3)

Prerequisite: PH 111

This course is designed to promote the management of information systems and the use of epidemiological methods in planning and evaluation. Students will learn to incorporate epidemiology in developing evidence-based health care services and policies. This course will be useful to all health workers at any level of the health service especially those working in health statistics sections. The course is also available as a paper-based flexible and distance-learning package.

PH 311 Introduction to Clinical Epidemiology (3)

Prerequisites: Admitted to 3rd year CAPH

This course addresses the function of epidemiology in clinical medicine. It looks at issues of normality and abnormality, frequency of events over time (probability), risk, cause, and uncertainties associated with diagnosis, prognosis, management and outcomes. Guidelines for the appraisal of medical literature related to causation, diagnostic tests, prognosis and case-management are discussed.

PH 312 Research Methods for Health Services Management (3)

This course focuses on the concepts and principles of scientific quantitative research methods, particularly suitable in the domain of health services management. Emphasis is placed on the evaluation methods for health interventions, including preventive, diagnostic and therapeutic services. At the end of the course, students are expected to have developed a relevant research proposal which can be implemented thereafter.

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

Pre-requisite: Admitted to 3rd Year CAPH

This course underscores the important role of public health surveillance in the management of health information systems. Emphases are placed on the principles and practice of public health surveillance, their fundamental functions and contribution to reliable health information systems. Issues on existing mechanisms of public health surveillance systems in Micronesia and other Pacific Island countries, their effectiveness and areas for improvement are discussed. This course is particularly useful to students and health workers active and/ or interested in health statistics.

PH 316a Research Project in Applied Epidemiology (3)

Pre-requisite: PH 312

Students, in this course, will be exposed to the reality of practical research. With the acquired knowledge of health research methodologies and epidemiological principles, and based on the current health issues in the communities, students are expected to apply and undertake a research project on the topic of their interest in a logical and meaningful fashion, with guiding consultations with relevant faculty, throughout the project.

PH 316b Research Project in Applied Epidemiology (3)

Pre-requisite: PH 316a

Students, in this course, will be exposed to the reality of practical research. With the acquired knowledge of health research methodologies and epidemiological principles, and based on the current health issues in the communities, students are expected to apply and undertake a research project on the topic of their interest in a logical and meaningful fashion, with guiding consultations with relevant faculty, throughout the project.

PH 321 Food Handling, Microbiology and Hygiene (3)

Prerequisites: Admitted to 3rd Year CAPH and SC 180

This course covers the elements of microbiology in relation to food; food production, processing, distribution and marketing; consumer protection and imported foods; investigation of food complaints and food poisoning outbreaks; food and water-borne diseases. The course equips students with knowledge and skills related to safe food practices.

PH 334 Community Nutrition (3)

Prerequisites: SC 112 or PH 231

The course provides students with a sound knowledge of common issues in community nutrition as it relates to the situation in the Pacific, and the skills to identify problems and address them. The practical component of the course provides hands-on experience in the analysis of existing data sets to identify trends in nutritional health in a particular community and to examine the surveillance system that is in place, the planning and implementation of an intervention activity to promote and sustain health and prevent diseases amongst nutritionally vulnerable groups, and the evaluation of the likely impact of the intervention, its practicality and sustainability.

PH 343 Settings Approach and Healthy Public Policy in Health Promotion (3)
Prerequisite: Admitted to 3rd Year CAPH
This course explores the range of health promotion activities, focusing on the "settings approach" toward health promotion. Specific examples are drawn from South Pacific settings such as villages, schools, workplaces, market places, and health care facilities are studied within the overall context of the "healthy islands". The course covers formal health policy formulation and analysis and the role of health policy in reducing poor health and addressing individual, family and community health needs.

PH 351 Health Care Management and Systems in the Pacific and Micronesia (3)
Prerequisite: Admitted to 3rd Year CAPH
This course introduces an overall perspective on the study of health services organizations and the associated managerial role. It deals with the fundamental building blocks of managerial activity involving motivation, leadership, conflict management, and negotiations. It also focuses on performance issues related to organizational design, strategic alliances, innovation and change, and managing for efficiency and effectiveness. It also touches on strategic issues and attempts to anticipate future issues that will challenge health service leadership.

PH 365a Placement in a Public Health Practicing Facility (3)
This placement entails supervised attendance and participation, as allowed or directed, in the activities of a specific public health facility. The very practical, "real life" exposure to actual public health work is expected to enhance motivation and interest, among the students, in community-centered health work, such as immunization, epidemic control, infectious and chronic diseases prevention, environmental protection, and so on. PBL approaches will be adopted whenever possible or warranted. It is envisaged that each student will normally be placed in 2 [two] public health practicing facilities during a semester, for a recommended total of 4 facilities/ 2 semesters. However, successful completion of each of "part a – PH 365a" or "part b – PH 365b" will award 3 credits in that semester.

PH 365b Placement in a Public Health Practicing Facility (3)
This placement entails supervised attendance and participation, as allowed or directed, in the activities of a specific public health facility. The very practical, "real life" exposure to actual public health work is expected to enhance motivation and interest, among the students, in community-centered health work, such as immunization, epidemic control, infectious and chronic diseases prevention, environmental protection, and so on. PBL approaches will be adopted whenever possible or warranted. It is envisaged that each student will normally be placed in 2 [two] public health practicing facilities during a semester, for a recommended total of 4 facilities/ 2 semesters. Students must complete two semesters (PH 365a and PH 365b).

NATURAL SCIENCES

SC 094 Family Health (3)
An introductory non lab remedial/certificate science course about family health topics with emphasis on family structure, accurate mental and physical processes related to sexuality and family cycles, nutrition and diet, lifestyle diseases that affect families in Micronesia and limits of family resources to maintain the health of families.

SC 098 Survey of Science (3)
A non-lab remedial/certificate science course that emphasizes the development of science concepts for natural sciences such as chemistry, physics, earth science and biology, and hands-on experience to promote basic science skills such as measurement and the use of the scientific method of inquiry to explore the natural environment. In addition, scientific literacy and reading comprehension will be addressed to assist students in furthering their science education.

SC 101 Health Science (3)
Prerequisite: ESL 089
Emphasizes basic human anatomy, disease and disease carriers, personal and community hygiene, first aid treatment of minor accidents, mental health and illness, health care, and sex education.

SC 111 Environmental Studies (3)
Prerequisite: ESL 089
This course provides an understanding of the ecological principles that are basic to organism interactions and the flow of matter and energy in the ecosystem. Principle of population structure and organization are developed with particular attention to the implications of these principles to growth and impact of human populations. This course emphasizes the impact of human activity on natural ecosystems by dealing with the major types of pollution and how it affects the health and welfare of humans and other organisms.

SC 112 Introduction to Human Nutrition (3)
Prerequisite: ESL 089
An introductory course on human nutrition providing basic information on the nutrients, on the components of a proper diet with an emphasis on Pacific Island foods, and on diet-related diseases common in Micronesia.

SC 117 Tropical Pacific Island Environment w/Lab (4)
Prerequisite: ESL 089 and recommended completion of one other college-level science course and SS 150.
The course will present ecological principles made relevant by examples from Pacific Island ecosystems and from interactions of humans with our island reefs and forests. It will focus on the close interrelationship between the physical (hydrosphere, lithosphere, atmosphere) and biological (biosphere) environments of tropical Pacific Islands and the impact of human colonization. Emphasis will be placed on islands as "closed" systems with limited surface area and resources. Drastic alteration to Pacific island environments by rapid population growth, industrialization and modern technology within the last century will be explored.

SC 120 Biology w/lab (4)
Prerequisite: ESL 089
Provides an introduction to modern biological concepts at the molecular, cellular, and organismic levels, including cell biology, anatomy, physiology, genetics, plant and animal diversity and ecology.

SC 122a Anatomy and Physiology I w/lab (4)
Prerequisite: SC 120 with a grade of C or better.
First semester of a two-semester sequence course dealing with the structure and function of the human body and mechanisms for maintaining homeostasis covering anatomical terminology, basic biochemistry, the study of cells, tissues, and the integumentary, skeletal, muscular and nervous systems.

SC 122b Anatomy and Physiology II w/lab (4)
Prerequisite: SC 122a
Second semester of a two-semester sequence course dealing with the structure and function of the human body and mechanisms for maintaining homeostasis covering the study of the endocrine, blood, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.

SC 130 Physical Science w/lab (4)
Prerequisite: ESL 089
A one semester natural science with laboratory course exploring motion, dynamics, heat, earth sciences, weather, climate, sound optics, light, electricity, chemistry, and astronomy, with a focus on mathematical models and an emphasis on written communication skills.

SC 180 Microbiology w/lab (4)
Prerequisite: SC 120 or MR 120 with a grade of C of better.
This is one semester course and laboratory studies concerning microbes: bacteria, fungi, protists, animals and viruses with an emphasis on bacterial morphology, anatomy, staining, classification, metabolism, growth and the effects of physical and chemical agents on bacteria. The course includes study of microorganisms affecting humans, principles of disease transmission, disease prevention, immunity and biotechnology.

SC 220 Introduction to Geology (3)
Prerequisite: ESL 089
Introduces the natural and physical environment: the landscape, rocks and minerals, rivers, volcanism, earthquakes and other processes inside the earth.

SC 230 Introduction to Chemistry w/lab (4)
Prerequisite: MS 099
The course is an investigation of the fundamentals of general chemistry and an introduction to organic chemistry. The course will emphasize the role of chemistry in modern human life. The laboratory supports the lecture topics, through both qualitative and quantitative experiments. The topics include: basic concepts, chemical substances, chemical reactions, atomic structure, states of matter, and an introduction to organic chemistry.

SC 250 General Botany w/lab (4)
Prerequisite: SC 120 or MR 120 or instructor's permission
Introduces the study of structure, function and evolution of plants, their relationship to the environment and to humans.

SC 255 General Zoology w/lab (4)
Prerequisite: Complete SC 120 or MR 120 with a grade of "C" or better or instructor's permission.
This course is an introduction to various vertebrate and invertebrate animals, their evolutionary relationships, and biology including anatomy and physiology, behavior, and ecology. The course covers the complex and diverse world of animals. Though this is a very broad subject, we will complete a thorough representation and sampling of various the taxonomic groups and related biological topics. Humans are used in some examples, such as for anatomy and physiology, the focus of the course is on other animals and zoology in general.

SC 260 Independent Studies in Biology (1-3)
Prerequisite: SC 120 or MR 120 or permission of the instructor
Students participate in a research project alone or jointly with faculty project leader and other participants. Student works on one or more phases of the project, including library research for background information, collecting data, analyzing data, and preparing a research report or manuscript suitable for publication.

SC/SS 115 Ethnobotany (3)
Prerequisite: ESL 089
Students will be able to identify, compare, and contrast the distinguishing morphological and reproductive characteristics of plants used by Micronesians; observe, describe, communicate, and experience the uses of plants in their cultural context.

SOCIAL SCIENCES

SS 098 Introduction to Social Sciences (3)
Introduces students to the basic skills and concepts in the social sciences.

SS 100 World of Work (3)
Prerequisite: ESL 089
This course is designed to provide the students with an opportunity to examine work roles, jobs, and attitudes necessary in a business workplace.

SS 101 Introduction to Political Science (3)
Prerequisite: ESL 089
This course is a general, comparative introduction to the major concepts and themes of political science.

SS 111 Cultural Anthropology (3)
Prerequisite: EN 110
The course is aimed at studying different patterns of life, through human adaptations to their environments. The students in the course will familiarize themselves with the different individual groups and their societies. The students will compare and contrast the cultures studied to their own. The concept to be aware of is that cultures are different but there is no one culture superior than another. The students will also relate how cultural anthropology is related to other sciences.

SS 120 Introduction to Geography (3)
Prerequisite: EN 110
This course introduces students to the field of geography and structured around the major research traditions of the discipline that include: physical geography, culture and environment study (human geography), the locational tradition, and area analysis. FSM geographical related issues that include, but not limited to, global warming, exclusive economic zone, and alternative energy sources were also explored.

SS 125 Geography of the Pacific (3)
Prerequisite: EN 110
This course introduces students to the field of geography but focused mainly on Pacific Island countries. In encompasses a broader island geographical aspect that include: physical geography, culture and environment study (human geography), political geography, economics, education, gender and other related geographic concepts in the Pacific.

SS 130 Introduction to Sociology (3)
Prerequisite: EN 110
The course is a survey of the concepts, theories and research behind the study of human societies. It is the scientific study of human behavior in groups, and how social forces influence behavior.

SS 150 History of Micronesia (3)
Prerequisite: ESL 089
This course provides an introduction to the general history of the Marianas, the Carolines, and the Marshalls. It begins with a geographic overview of Micronesia, including the formation of high islands and atolls and the patterns of prehistoric migration and settlement, and continues with description of traditional cultures, impact of foreign contact during major historical periods from 1521 to the present, and key issues related to missionization, colonialism and decolonization, self-government and independence, and other social, economic, and political trends in the early 21st century.

SS 170 World History I (3)
Prerequisite: EN 110
This course provides a general study in history of world civilizations. It covers the civilizations of Western Asia, China, the Harappan in India, the Greeks, the Romans, the civilizations of the Americas, the rise of Islam in the Middle East, the early civilizations in Africa, the rise of civilization in Southern Asia, the Eastern Asian Rimlands (Early Japan, Korea, and Vietnam), the Making of Europe, the Byzantine Empire and Crisis and Recovery in the West.

SS 171 World History II (3)
Prerequisite: EN 110
This course is a survey of world history from the 1500's to the present.

SS 195 Micronesian Cultural Studies (3)
Prerequisite: ESL 089
This is a comparative study of Micronesian culture including customs and beliefs, arts and crafts, kinship and language. The students will familiarize themselves with the islands of the Micronesian region; however, emphasis will be on the main and outlying islands of the Federated States of Micronesia (FSM).

SS 200 Research Methods (3)
Prerequisite: EN 120a
This course provides an introduction to the quantitative and qualitative research, through analysis and writing for the social and behavioral sciences. This course evenly balances the theoretical with the practical research. Students will develop scientific/critical thinking skills, the ability to plan and implement research projects, and the ability to clearly articulate research into writing.

SS 205 Micronesian Government and Politics (3)
Prerequisites: SS 150, SS 101
This course offers an introductory study of governments and politics of the Micronesian states. It covers the US Territory of Guam, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic the Marshall Islands, the Republic of Palau, the Republic of Kiribati, and the Republic of Nauru.

SS 212 Economy of Micronesia (3)
Prerequisite: SS 150, EN 110
This course introduces students to basic economic structures of the Freely Associated States with more emphasis on the development of the Federated States of Micronesia's economy. Lessons are drawn from various reports and government websites and are weaved into three general themes: Palau's economy, Marshall Islands' economy, and the Federated States of Micronesia's economy. Basic developmental economic and macroeconomic principles are also introduced to help students better their understanding on the economic cycle, and examine past policies that were employed to stimulate growth of the island economies.

SS 220 Contemporary Issues in Micronesia (3)
Prerequisite: SS 150
This course examines the major political, social, economic and cultural issues facing Micronesian societies today.

SS 240 East Asian History (3)
Prerequisite: ESL 089
A survey of the history of China, Korea, Vietnam and Japan from prehistory to the present.

SS 280 Directed Study: Selected Topics (3)
Prerequisite: EN 120b, SS 101, SS 200, SS 205, SS 212, SS 220
This course is a mentored research practicum for Micronesian Studies majors which culminates in a major original paper. It serves as a capstone course which provides the students an avenue to write a research paper with an emphasis on contemporary issues in Micronesia. The student must pass the course with at least a "C" grade or better to complete the Micronesian Studies Program.

CAREER AND TECHNICAL EDUCATION

VAE 103 Blueprint Sketching and Interpretation (3)
This course is designed to introduce the student to the basic principles of blueprint drawing and interpretation. The intent of the course is to teach the student to read specifications and marginal information in production blueprints while enhancing their ability to define size, shape, and dimensional information in their own construction drawings.

VBM 101 Building Maintenance I (4)
Co-requisite: VSP 153a
Provides the students with the opportunity to correctly use a range of Hand & Power Tools more commonly used by building maintenance personnel. This course will also provide the student with knowledge and hands-on experience in Blueprint Reading, Surface Preparation and Finishing and Trim work.

VBM 102 Building Maintenance II (4)
Prerequisite: VSP 153a
This course is designed to provide the students with the basic skills necessary to properly install individual electrical circuits in a building and will cover the use of essential hand and power tools. This course is also designed to provide the students with the basic knowledge required for properly using a meter for testing faulty devices and troubleshoot electrical circuit.

VBM 103 Building Maintenance III (4)
Prerequisite: VSP 153a
Provides the students with practical opportunities to service and maintain plumbing and drainage systems using a variety of hand and power tools. This course will also provide the student with knowledge and hands-on experience in general servicing and maintenance of air-conditioning units.

VBM 104 Building Maintenance IV (4)
Prerequisite: VSP 153a
Course Description: This course is designed to introduce the students to activities and concerns relating to the effective maintenance and improvement of the grounds and landscaping that surrounds various structures. In addition care and maintenance of related equipment will be an integral part of this course.

VCE 195 Construction Procedures (1.5)
Prerequisites: VSP 153a
This course introduces the student to the selection of appropriate materials, and the assembly of those materials to erect a structure. The course covers building projects from ground breaking through the laying down of foundations and the accepted construction procedures for wooden, masonry, concrete and steel structures.

VCF 104 Introduction to Cabinet making/Furniture making (3)
Co-requisite: ESL 050/SS 100
This introductory course is designed to familiarize students with the terminology, materials, and hand tools used in the manufacturing industry in both domestic and commercial cabinet/furniture making.

VCF 106 Plan Reading and Documentation (1.5)
Co-requisite: VCF 104
This course is designed to teach the students to read and interpret from blueprint drawings the cabinet/ furniture information required to construct as design. Students will also learn the basic principles of sketching, scale drawing and producing full size setouts, using a range of drawing equipment

VCF 110 Domestic Construction (3)
Prerequisites: VCF 104, VSP 153a
This course is designed to teach the students techniques in the basic construction of domestic cabinets and furniture that are more commonly found in the private home. The student will also learn various methods of producing custom made pieces of furniture to a client's specification

VCF 114 Commercial Construction (3)
Prerequisite: VCF 104, VSP 153a
This course is designed to teach the students basic construction techniques when producing more than one cabinet or piece of furniture (multiple items). It will demonstrate the use of setting up machinery, making patterns and jigs used to mass produce items of furniture.

VCF 120 Workshop Administration (2)
Prerequisite: VCF 104
This course is designed to teach the students the daily activities involved in a cabinet making workshop. Estimation and costing, ordering materials, organizing and production planning as well as the best methods of maximizing the use of materials and reducing waste will be covered

VCF 124 Safety and Maintenance of Power Tools, and Static Machines and Equipment –basic (4)
Prerequisites: VCF 104, VSP 153a
This course is designed to teach students the correct and safe methods of using both power tools and static machines when making cabinets and furniture. Students will learn general maintenance, service and care of power tools and static machinery used in the manufacturing process of both domestic and commercial cabinet/furniture making.

VCF 132 Surface Preparation and Finishing Techniques (3)
Prerequisites: VCF 104, VSP 153a
This course is designed to teach the students various ways to prepare timber surfaces ready for the application of finishing materials. It will also introduce commonly available finishing products and assist students to develop the fundamental skills needed to apply various surface coatings to timber products.

VCT 153 Introduction to Carpentry (3)
This course is designed to introduce the student to the basic use of hand and power tools along with the techniques and methods applicable to the carpentry trade. It is designed to provide an orientation to the career field of carpentry.

VCT 154 Introduction to Masonry (3)
Prerequisite: VSP 153a
This course provides students with knowledge and experience in the preparation of the various types of mortar and concrete and the handling and placement of masonry units. Instructions will also include the care and safe use of masonry hand tools and power equipment.

VCT 163 Concrete Form Construction (3)
Prerequisite: VCT 153
This course is designed to teach the student construction terms, materials and methods in concrete form construction for residential and commercial buildings. The course also introduces the use, care and maintenance of leveling and sighting instruments.

VCT 173 Rough Framing and Exterior Finishing (3)
Prerequisite: VCT 153
This course concentrates on basic structure construction. It is designed to provide carpentry students with the skills and knowledge necessary to frame floors, walls, wall panels, roofs and ceilings as well as the application of exterior finishing materials.

VCT 183 Finishing and Trim Work (3)
Prerequisite: VCT 153
This course is designed to teach the student about various methods and materials necessary to finish the interior of a residential or commercial building. The course covers the installation of wall and ceiling panels, installation of window and doors, construction of cabinets and closets, application of trim and moldings and installation of finishing hardware.

VEE 100 Soldering and Mechanical Termination Techniques (1.5)
Co-requisite: VSP 121
The course covers the proper soldering of lead and lead free electronic components using the industry standard tools and materials. Students will gain experience in electronic component insertion and extraction and Printed Circuit Board (PCB) rework.

VEE 103 Electronic Fundamentals I (3)
Co-requisite: VSP 121
This course introduces the student to the theory of electricity and magnetism, basic components such as resistors, switches, fuses and circuit breakers, and the relationship of voltage, current, resistance and power and their measurements in basic electrical circuits. Basic direct current circuits are analyzed using Ohm's Law, Kirchoff's Laws and various network theorems.

VEE 104 Electronic Fundamentals II (4)
Prerequisite: VEE 103
This course covers the introduction and examination of the principles, applications and measurement of alternating current. Students will compare different types of alternating current circuits. The course emphasizes filtering basics, reactance, resonance, RC, RL, RLC, relays, transformers, phase angles and power factors. Students will apply formulas to analyze AC circuits.

VEE 110 Discrete Devices I (3)
Co-requisite: VEE 104
This course covers the construction and operation of various discrete semiconductor devices and circuits. These devices include diodes, Bipolar Junction Transistors (BJT's) and Field Effect Transistors (FET's). In addition, various configurations of diode half and full wave rectifiers, and bridge rectifiers will be examined as well as ripple voltages and filtering. Zener diode operation, Zener and IC regulation, diode limiter (clipper), clamper and voltage doubler circuits are also analyze.

VEE 125 Electronic Circuits (3)
Prerequisite: VEE 110
This course allows students to investigate small and large signal amplifiers. Topics include Multistage, RC coupled, Push-Pull Amplifiers; various Sine Wave and Non Sine Wave Oscillators including, Hartley, Colpitts, RC Phase Shift, Crystal Controlled, Sawtooth and Blocking Oscillators.

VEE 135 Digital Electronics I (3)
Co-requisite: VEE 110
This course provides the student with the basic concepts of logic gates and digital circuits. Topics include digital switches, combinational and sequential logic gates, number systems, Boolean algebra, Karnaugh Maps, 555 Timers, flip-flops and logic design techniques.

VEE 222 Discrete Devices II (3)
Prerequisite: VEE 110
This comprehensive course explores a variety of electronic components and their practical applications. It begins with a focus on Unijunction Transistors (UJTs), utilizing hands-on experiences with tools like NIDA Trainer and signal generators. Student then progress to understanding Silicon Controlled Rectifiers (SCRs) and Diac/Triac components, exploring their applications from light dimmers to motor speed controllers. The course concludes with a study of Programmable Unijunction Transistors (PUTs) and their integration into electronic circuits, involving hands-on experiments to grasp their role in crafting time-delay circuits and pulse generators.

VEE 223 PC Hardware & Software (4)
Prerequisite: VEE 135
This course is designed to help students prepare for entry-level positions in the (Information Communication Technology) ICT fields. Job titles include enterprise technician, IT administrator, and field service technician, call center technician, help desk technician, and (personal computer) PC or support technician. In addition, the curriculum helps students gain confidence with the components of desktop and laptop computers by learning the proper procedures for hardware and software installations, upgrades, and troubleshooting.

VEE 224 Video Systems & Product Servicing (4)
Prerequisite: VEE 135
The course is designed to teach the operation, maintenance, and repair of various TV screen types, including Cathode Ray Tube (CRT), Liquid Crystal Display (LCD), Light Emitting Diode (LED), and Plasma, following manufacturer's instructions. Additionally, it covers the maintenance and repair of Multimedia Projectors (MP) (both halogen and Digital Light Processing (DLP) models), utilizing manufacturer guidance. Also, it focuses on comprehending Digital Video Disc (DVD) and Digital Media Player (DMP) systems, including circuits, diagrams, voltage levels, waveforms, maintenance, and repairs, all guided by the respective manufacturer's manuals

VEE 225 Business Machine Servicing (4)
Prerequisite: VEE 135
The course deals with an understanding and show how different business machines work. These include fax machines, cash registers, printers, copiers, and other office tools. It focuses on helping the student learn how to troubleshoot and fix problems that might happen with these machines. The student also gets to practice fixing and testing both the mechanical and electrical parts of these machines.

VEE 230 Radio Communications (3)
Prerequisite: VEE 125
This course aims to empower student with the ability to demonstrate their knowledge of fundamental concepts and also the practical operation of various radio communication devices. This includes Amplitude Modulation (AM), Frequency Modulation (FM), Citizen Band (CB), Single Side Band (SSB), and Narrow Band Frequency Modulation (NBFM) devices. Furthermore, the course requires students to master the skill of tracing, analyzing and troubleshooting circuits in a wide array of Radio Frequency (RF) communication devices, encompassing receivers, transmitters, and transceivers, such as those usedfor Amplitude Modulation (AM), Frequency Modulation (FM), Citizen Band (CB), Single Side Band (SSB), and Narrow Band Frequency Modulation (NBFM) signals.

VEE 235 Digital Electronics II (3)
Prerequisite: VEE 135
Tthis course aims to equip student with practical expertise in operating a range of electronic components, including 4-bit storage registers, 4-bit and 8-bit shift registers,, 64-bit memory circuits, Integrated Circuits (IC) for Random Access Memory (RAM) and Read Only Memory (ROM), as well as microprocessor circuits. Furthermore, it focuses on cultivating skills in operating arithmetic counting devices, such as up/down counters, 4-bit adders, and 4-bit subtractor circuits. Lastly, the course emphasizes proficiency in utilizing data conversion components like Analog to Digital (A/D) and Digital to Analog (D/A) circuits, as well as data selector and data distributor circuits.

VEE 240 Signal Processing (3)
This course enables student to demonstrate their understanding of electronic communication system principles, covering analog modulation techniques like Pulse Amplitude Modulation (PAM), Pulse Width Modulation (PWM), and Pulse Position Modulation (PPM), as well as digital modulation principles like Pulse Code Modulation (PCM), Delta Modulation (DM), Frequency Shift Keying (FSK), and Phase Shift Keying (PSK). Student will also describe and demonstrate Multiplexing (MUX) and Demultiplexing (DEMUX) circuits.

VEE 250 Cooperative Education Program (2)
This co-operative education and work experience will provide the student with supervised on-the job training that will test the application of classroom learning in a “real life” skill demonstration. The individual students training plan will relate to the student’s educational objectives.

VEE 266 Rotating Machinery (3)
Prerequisite: VEM 104 or VEE 104
This course will introduce the students to the basic fundamentals of DC Motors and Generators. The students will be able to define, identify and categorize the devices that make up rotating machinery. The students will also learn the different characteristics of rotating machinery. To advance to the next level, the student must demonstrate proficiency to at least “C” grade level.

VEM 102 Electrical Electronic/Drawing and Sketching (1.5)
Co-requisite: ESL 050
This course is designed to provide the students with basic skills and knowledge to read and interpret electrical/electronics blueprints. Students will also learn the basic principles of sketching and scale drawing using a variety of drawing equipment.

VEM 103 Basic Electricity I (4)
Co-requisites: VSP 121
This course introduces students to the basic fundamentals of electrical circuitry and its components. It also provides theoretical and practical aspects of direct circuit network by experimentation. The course also covers analysis of direct current (DC) circuits using various network theorems.

VEM 104 Basic Electricity II (5)
Prerequisite: VEM 103
This course covers the introduction and examination of the principles, applications and measurement of alternating current. Students will compare different types of alternating current circuits. The course emphasizes filtering basics, reactance, resonance, RC, RL, RLC, relays, transformers, phase angles & relationships and power factors. Students will apply formula to analyze AC circuits. It also includes the theoretical and practical aspects of series, parallel, and series-parallel circuit construction. To advance to the next level of Electrical course, the student must demonstrate proficiency to at least “C” grade level.

VEM 105 Basic Electricity for AC (3)
This course introduces the student to the theory of electricity, basic components used in the electrical industry and the relationship of voltage, current, resistance and power. This course will also enable the student to perform basic measurements by using an electrical measuring device and analyzing electrical circuits. Student will connect different types of electrical circuits. The course emphasizes on testing electrical components of refrigeration and air conditioning system. It also includes the theoretical and practical practices of rewiring and troubleshooting domestic refrigeration and air conditioning systems.

VEM 110 Workshop Fabrication/Hand and Power Tool Skills (3)
Co-requisite: VSP 121
The course covers electrical safety, electronics troubleshooting hand tools, testing device and equipment, wires, cables and connectors, crimping and rework of wire, cable and connector assembly.

VEM 111 Electrical Wiring I (3)
Prerequisites: VEM 110
This course is designed to introduce to the students the basic concepts of residential wiring and provide a solid background of electrical principles required for wiring. The students will develop the knowledge of various voltages in a branch circuit and as well as identifying various types of branch circuits used in a dwelling. The students will gain an understanding for special circuits and how they are used in a dwelling. Students will also become familiarized with the information and specification to perform functional and safe wiring practices.

VEM 112 Electrical Wiring II (3)
Co-requisites: VEM 111
This course is designed to increase the student's awareness of safe workplace practices. The course is designed to introduce the basic wiring methods used in the electrical industry. The students will develop skills in basic circuitry, identification of cable types and terminology used in the industry. Apply techniques as required by the National Electrical code with respect to safe wiring practices.

VEM 113 Refrigeration I (4)
Co-requisite: VEM 105
This course introduces the students to the refrigeration principles and practices as applied to domestic, commercial, and industrial refrigeration systems. It also includes refrigeration processes, vapor compression refrigeration cycle, mechanical components, functions, refrigerants and their properties. Discussion of repair and servicing is concentrated mainly for domestic refrigeration and air conditioning application.

VEM 114 Refrigeration II (4)
Prerequisites: VEM 113
This course primarily covers operation principles, installation, preventive maintenance and repair of split type air conditioning systems.

VEM 212 National Electrical Code (3)
Prerequisites: VEM 112
This course is designed to introduce students to the National Electrical Code. The students will develop the skills in using the code to find specific articles related to the correct methods of installing wiring and equipment. The course aims at developing work practices that comply with the National Electrical Code.

VEM 240 Industrial Wiring (4)
Prerequisites: VEM 104 and VEE 266
This course is designed to introduce students to the fundamental concepts, principles, and devices involved in industrial control of motors. Students will also develop the skills necessary for wiring basic motor control and selecting the required pilot devices and safety components. Also includes troubleshooting motor circuitry and understanding Article 430 of NEC. To advance to the next level, the student must demonstrate proficiency to at least "C" grade level.

VSM 101 Introduction Small Engine Repair (4)
This is an introductory course to small engine repair. It covers in-depth topics of safety in the workshop; use and application of hand tools, workshop equipment and materials, special tools, and theory and operation of small engines.

VSM 102 Fuel, Lubrication, Carburetor, and Ignition (4)
Co-requisite: VSM 101
This course introduces students to the basic design, function and operation of the small engine's fuel, lubrication, carburetor and ignition systems. Cover topics on maintenance, diagnosis, and service of these associated systems.

VSM 103 Engine Dismantling, Inspection, and Assembly (4)
Co-requisite: VSM 102
This course deals with the basics of how engine speed is governed, preliminary checks prior to engine dismantling, carrying out failure analysis, engine disassembly and inspection, teardown steps and engine repair and replacement.

VSP 153a Industrial Safety (1.5)
This course is designed to make the trainees aware of basic safety practices and encourage them to develop safe personal working habits. The aim is the prevention of accidents that result in personal injuries, damage to facilities and/or equipment. Reference is made to various legislations relevant to safety practices.

VTE 260 Microwave (3)
Prerequisite: VEE 240
This course offers student a comprehensive understanding of microwave communication systems, covering principles, components, and operational aspects of transmitters and receivers. It includes exploration of microwave technology, comparing vacuum tubes and semiconductor devices, and troubleshooting methodologies. The curriculum integrates theoretical knowledge with practical exercises and real-world case studies to ensure students gain a solid foundation and skills in microwave communication systems by the course's end.

VTE 261 (3) Fiber optics Installation
Prerequisite Course(s): VEE 104 or VEM 104
This course is designed to teach students how to safely and properly splice, terminate, and test fiber optics cables. Students will be using the latest technology to troubleshoot and repair fiber optics cables. Coursework will include the use of mechanical and fusion splicing, termination techniques on various types of fiber optic end connectors, the use of the Optical Time Domain Reflectometer (OTDR) to troubleshoot fiber optics cables, and the use of light source & power meter.

VTE 265 Fiber Optics (3)
Prerequisite: VEE 240
This course explores the development of fiber optic technology, explains the theory of light propagation and discusses the advantages and limitations of fiber optic technology. In addition fiber optic components, signal transmission, connections and fiber optic system trouble shooting will also be studied.

VTE 270 Telecommunication Systems (3)
Prerequisite: VEE 240
Students will be familiarized with the various types of telecommunication systems used in the industry. These include the basic elements in a telecom system, transmission medium types, common switching operations, types of broadcast systems, spread spectrum modulation, computer network (wired and wireless), and the operating principles of satellite systems.

VTE 280 Telephone Systems (3)
Prerequisite: VEE 240
This course provides a thorough exploration of telecommunication systems, broadcast technologies, wireless communication, and the operational foundations of wired and wireless computer networks. Students will study core concepts, technologies, and industry standards, with a curriculum that integrates theory, practical demonstrations, and hands-on exercises. Upon completion, students will possess a strong foundation in the principles of telecommunication systems, broadcast technologies, wireless communication, and the operational mechanics of computer networks. This course provides a thorough exploration of telecommunication systems, broadcast technologies, wireless communication, and the operational foundations of wired and wireless computer networks. Students will study core concepts, technologies, and industry standards, with a curriculum that integrates theory, practical demonstrations, and hands-on exercises. Upon completion, students will possess a strong foundation in the principles of telecommunication systems, broadcast technologies, wireless communication, and the operational mechanics of computer networks.

VTE 281 Cellular Phone Repair (3)
Prerequisite: VEE 135
This course examines modern telephone systems, covering principles, components, signal processing, troubleshooting, and repair. A significant focus is placed on signal processing methods and connection links, including modulation, encoding, decoding, and types such as twisted pair, fiber optics, and wireless connections. Theoretical and hardware aspects of wireless and cellular telephony, including principles, architecture, transmission technologies, and components, are alsothoroughly explored

VTM 101 Introduction to Motor Vehicle Mechanics (4)
Cover safe working habits in the automotive repair industry, manual handling and mechanical lifting, the use of shop equipment and tools, measuring and identifying fastener types, use of sealants and adhesives, bench fitting, and four stroke cycle operation.

VTM 102 Fuel, Cooling, & Standard Power Train Systems (4)
This course covers the design, function and operation of automotive fuel systems, engine cooling, manual transmission, transaxle, and final drive that includes diagnosis, service, and maintenance.

VTM 103 Ignition, Electrical, and Transmission systems (4)
Deals with fundamentals of automotive electricity, conventional / electronic ignition, and basic automatic transmission. Cover diagnosis, maintenance, and service of automotive battery, charging, starting, and lighting circuits. Include operation and maintenance of automatic transmission and transaxles.

VTM 104 Brakes, Steering, Suspension, and Wheel Alignment (4)
The course covers operation and repair of drum/disc type brake systems, theory and operation of automotive suspension and steering systems including wheel problem diagnosis, component repair, and wheel alignment procedures.

VTM 150 Cooperation Education (6)
Prerequisite Course(s): Completion of VTM 101, VTM 102, VTM 103, and VTM
104 with a grade of "C" or better.
This is a semester long course designed to introduce students to all facets of motor vehicle repair and maintenance setting through internship. The course will place the student in the workplace to experience working in a real life scenario. Students will be expected to seek internships and fulfill 180 hours of On-The-Job-Training (OJT) before the semester ends. Application of knowledge acquired from lecture and lab instruction to gain relevant practical on-the-job experience to repair vehicle in an actual automotive service facility. The apprentice will be supervised by an experienced service individual within the sponsoring business who will work with the automotive program coordinator in evaluating student progress, performance and grading. Internship is required to complete certificate program requirements.

VWE 115 General Welding (4)
Prerequisite: VSP 121 or VSP 153a or Concurrently
This course introduces to students the technical understanding of shielded metal arc welding and oxy-acetylene welding. Provide intensive hands-on training to develop the manual skill in making quality weld on similar and dissimilar metals.

Refrigeration and Air Conditioning (RAC)

RAC 101 Refrigeration I (10)
This course introduces the students to the principles and practices as applied to domestic refrigeration systems. Discussion includes basic refrigeration system, refrigeration cycle, mechanical components, refrigerants, hand tools, instrument and equipment. It also includes the fundamentals of electricity, analyzing electrical circuits and testing electrical components. Practical exercises are dismantling/assembling of mechanical parts, refrigerant recovery and recycling, system reprocess and rewiring of system electrical circuits. Troubleshooting and repairs are concentrated mainly for refrigerators, freezers, drinking fountains and water dispensers for both mechanical and electrical defects.

RAC 102 Air Conditioning I (10)
This course primarily covers the fundamentals of air conditioning, installation, preventive maintenance and repair of air conditioning system. Practical exercises include dismantling and assembling of mechanical parts, refrigerant recovery, system reprocess and rewiring of system electrical circuits. Troubleshooting and repairs are focus mainly for window type and split type air conditioning units up to 5 tons of refrigeration (TR) for both mechanical and electrical defects.

RAC 150 Cooperative Education (4)
This course will provide the students with the opportunity to experience the actual world of work and enhance their knowledge and skills acquired in the classroom in order to become more responsive to the demands of refrigeration and air conditioning profession.

Academic Regulations

ACADEMIC HONESTY

Academic integrity and honesty are fundamental to the education process and the College ofMicronesia-FSM. The college upholds and enforces high standards of academic honesty, and therefore does not condone cheating, plagiarism, or any related form of academic dishonesty which prevents an instructor from being able to assess accurately the performance of a student in any facet of learning. Students found guilty of academic dishonesty, cheating, plagiarism, and facilitating academic dishonesty will be liable to dismissal or suspension from the college.

ACADEMIC STANDARDS

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

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

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

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

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

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

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

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

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

F—Failure
W—Withdrawal
I—Incomplete

Consult the appropriate sections for policy and procedures.

Grade Point System

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

A—4.0
B—3.0
C—2.0
D—1.0
F—0
W—not computed
I—not computed

Grade point average is computed as follows:

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

Formula:

Total Grade Points Earned
——————————————— = GPA
Total Credits Attempted

Repeats and Incompletes

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

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

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

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

CREDITS

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

Credit-by-Examination

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

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

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

CLASS ATTENDANCE

Regular and prompt class attendance is expected of all students. It shall be the student's responsibility to inform the instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences. Mandatory attendance is at the discretion of the instructor provided the conditions for attendance are included in the course syllabus and communicated to the students on the first day of class.

EARLY WARNING DEFICIENCY REPORT

Four weeks into the regular semester, and two weeks into the summer session, instructors submit an early warning deficiency report on students who are not progressing satisfactorily in their course to the Office of Admissions, Records and Retention (OARR).

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

MID-TERM DEFICIENCY NOTICES

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

FINAL GRADE REPORT

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

TRANSCRIPT POLICY

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

Transcripts are issued upon written request only. Printable Transcript Request form may be downloaded from the college's website (http://www.comfsm.fm/dev/oar/or_forms/transcript%20request%20from.pdf).

Each student is entitled to one transcript free of charge. A fee of $4.00, paid in advance, is charged for each additional transcript request.

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

Students transferring to other institutions of higher education should request the Office of Admissions, Records and Retention (OARR) to send their official transcript directly to the admissions office of the institution they plan to enter.

Students may also request the Office of Admissions, Records and Retention (OARR) to mail an official transcript to a prospective employer.

WITHDRAWAL FROM THE COLLEGE

Students who wish to withdraw from the College must report to the Office of Admissions, Records and Retention (OARR) and complete the necessary forms in order to withdraw officially. Printable Withdrawal Clearance form may be downloaded from the college's website (http://www.comfsm.fm/dev/oar/oar_forms/withdrawal_clearance.pdf). If this is not done, it will not be possible for the student to obtain transcripts or be considered for readmission.

Students withdrawing from the college prior to the last day to drop with a "W", as specified on the College calendar, will receive an automatic "W" for all classes. After that date, the grade for all classes will be an "F".

Nondiscrimination

STATEMENT OF EQUAL OPPORTUNITY

The College of Micronesia-FSM complies with Title VI of the U.S. Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973. The College does not discriminate in matters of employment or admission to educational programs and activities because of race, color, place of origin or ancestry, marital status, sex, religious or political preference, age, or physical handicap per Public Law No. 779.

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

Acceptance of Transfer Credits

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

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

Credits earned with course grades of "C" or better in other colleges or universities may be transferred if the courses are substantially equivalent to offerings at this college. The Office of Admissions and Records (OARR) must receive an official transcript directly from the previous institution(s) in order to consider transfer of the credits. Transfer credits are also awarded on a course-by-course basis according to established articulation agreements between COM-FSM and the transferring institution. Students transferring from other institutions must earn at least 30 credits of the major at COM-FSM.

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

Student Grievance and Complaint Procedures

College of Micronesia-FSM welcomes your opinions and feedback about our policies, programs, and services in order to make changes that contribute to your success, development, and goal attainment.

Overview

The Informal Complaint Process

A student with a complaint -- a concern that a policy or procedure of the College has been incorrectly or unfairly applied in his/her particular case, or a formal charge against a person's behavior -- has recourse through complaint procedures. In most instances, complaints can be resolved through an informal process beginning with talking to the individual and his/her supervisor if necessary.

The Informal Complaint Process is outlined below:

Complaint Against or About:	Contact:
Staff	Staff Person or the Area Supervisor
Regular Faculty	Faculty member, then the Division Chair
Adjunct Faculty (part-time)	Faculty member, then the Division Chair, then the Dean of Academic Programs
Administrator	Administrator or next level Administrator
Grade	Instructor, then the Division Chair
Customer Service	Area Supervisor
Security/Safety	Campus Security Chief, Director of Facilities/Security

The Formal Complaint Process
If you have followed the Informal Complaint Process but the issue has not been resolved, you may file a formal complaint in writing with the appropriate campus administrator.

College-Related Complaints from Students
College of Micronesia-FSM, in its goal to provide quality instruction and service, provides students access to appropriate College staff and administration to resolve questions, concerns, or complaints against COM-FSM staff, policies, procedures, or other actions or inactions of the College.

Students are strongly encouraged to resolve any concern informally through the appropriate department or division administrator.

If needed, the Office of the Vice President of Student Services and Vice President of Instructional Affairs will direct the student to the appropriate department or division administrator to initiate the informal process.

The administrator will work with the student to resolve the student's question, concern, or complaint.

If the student is not satisfied with the discussion and any suggested resolution, the student may file a formal complaint.

The student may contact either the Vice President for Instructional Affairs, Vice President of Student Services or the Campus Dean to proceed with a formal written complaint.

A. Informal Complaint (Other than Faculty or Grade-related)
The goal of the informal complaint process is to provide information to the student that answers the student's questions and concerns and/or to come to a resolution agreeable to the student and the College.

The student discusses the complaint informally with the appropriate administrator. If the concern is in regards to the administrator, the student may discuss the concern with the appropriate Vice President.

To address complaints in a timely fashion, student must begin the informal process within thirty (30) College working days of the alleged complaint.

If the student believes the discussion and any suggested resolution through the Informal Process did not provide a resolution, the student may file a formal complaint with the Vice President of Instructional Affairs, the Vice President of Student Services or the Campus Dean.

B. Formal Complaint (Other than Faculty or Grade-Related)
If the student believes the decision offered through the Informal Process did not provide a resolution, the student may then use the Formal Complaint Process.

Students may file a formal written complaint against the College. The formal complaint must be filed within thirty (30) College working days from the date the decision was offered to the student.

The Student Complaint Information Packet is available in the Office of the Vice President of Instructional Affairs, Vice President of Student Services or the Campus Dean. Students may call either one of the offices and have this information given to them.

The formal complaint must contain the following information:

1. Name of the student(s) filing the formal complaint.
2. Name of the staff member complaint is against.
3. Statement of facts and nature of the formal complaint.
4. Date(s) of the incident(s).
5. Resolution being sought by the student(s).
6. Student's signature.

The student will submit the formal written complaint to the appropriate administrator.

The administrator will have ten (10) College working days to work with all parties to affect a resolution.

If the resolution presented by the administrator is not agreed to, the student may appeal the resolution to the appropriate vice President. The Vice President shall, within ten (10) College working days after the first receipt of the formal complaint, cause an investigation to be made of the unresolved complaint.

The appropriate Vice President or Campus Dean shall, within twenty (20) College working days after receipt of the formal complaint, inform the student of the results of the investigation and the decision in writing. The Vice President/ Campus Dean may recommend one or more of the following actions:

1. Offer a resolution to the complaint.
2. Dismiss the complaint.
3. Take appropriate action.

NOTE: Any time limit herein may be extended by five (5) College working days with notice to the student. Timeline may be further modified by mutual agreement.

The student may appeal to the President. The President will review documentation submitted with the appeal and from the Vice President's investigation and make a final decision within five (5) days of receiving the student's appeal. The President will send a written notice to the administrators involved and student of the final decision.

Part-time & Full-time Faculty-Related Complaints from Students (not grade-related)

A. Informal Complaint
The goal of the informal process is to provide information to the student that will assist the student and instructor in mutually resolving the concern or problem.

The student may discuss the complaint informally with the faculty member, or the faculty member's supervisor. To address complaints in a timely fashion, students must begin the informal process within thirty (30) College working days of the alleged incident.

When discussing concerns or complaints with an instructor it is most effective to arrange a time when the instructor is available for a confidential conversation. Full time instructors have posted office hours. At most campuses adjunct faculty may meet a student in an office provided by the adjunct faculty department. It may also be helpful for the student to organize his or her thoughts by writing down the concerns prior to the meeting. It is important to note that breaks in a faculty member's instructional service time may affect the resolution timeline (i.e., Christmas Holidays and/or spring break).

If the student chooses to meet with the faculty member's supervisor, he or she should visit the instructional area or call the division to set up an appointment to talk with the instructor's supervisor. Information on where to find the instructor's supervisor is available at the Office of Dean of Academic Programs or Campus Dean's office.

If the student is not satisfied with the discussion and suggested resolution, the student may file a formal complaint against the faculty member. Any formal complaint must refer to actions of the Faculty member within the course and scope of his/her employment. A grade change request based strictly upon academic considerations shall not be considered a complaint against a Faculty member.

B. Formal Complaint
If the student believes the decision offered by the faculty member or the faculty member's supervisor through the Informal Process did not provide a resolution, the student may then use the Formal Complaint Process.

A student may file a formal written complaint against a faculty member. The formal complaint must be filed within thirty (30) College working days from the date the decision was provided to the student.

The formal written complaint must be as well defined, objective as possible and contain the following information:

1. Name of the faculty member.
2. Statement of facts and nature of the formal complaint.
3. Date(s) of the incident(s).
4. Resolution being sought by the student(s).
5. Name of the student(s) filing the formal written complaint.

The student must submit the formal written complaint to the faculty member's Division Chair.

The faculty member's supervisor will have ten (10) College working days from the receipt of the formal written complaint to work with all parties to achieve a solution unless the faculty member is not available due to semester break and vacations. In those situations, the ten (10) days allowed for resolution will start and stop based on faculty contracts.

If the resolution presented is not agreed to, the appropriate Vice President shall, within ten (10) College working days after receipt of the formal complaint, cause an investigation to be made of the unresolved complaint. During the Chair's investigation, he/she shall meet separately with the different parties who may, if they desire, have a representative with them. The formal investigation shall include the Chair, the faculty member, the student and/or any other person who has first-hand knowledge of the subject matter of the complaint, and/or each party's representative.

The appropriate Chair shall, within twenty (20) College working days after receipt of the formal complaint, inform the student and all other parties of his/her decision in writing.

The Chair may recommend one or more of the following actions:

1. Offer a resolution to the complaint.
2. Dismiss the complaint.
3. Take appropriate action.

The student may appeal to the President. The President will review documentation submitted with the appeal and from the Chair's investigation and make a final decision within five (5) days of receiving the student's appeal. The President will send a written notice to the Chair and student of the final decision.

Grade Complaints from Students

A. Informal Complaint
(Working days are defined as the College's regular hours of operation: Monday - Friday, 8:00 a.m. - 5:00 p.m.)
The goal of the informal complaint process is to provide information to the student that answers the student's questions and concerns and/or to come to a resolution agreeable to the student and the college.

A student who believes college academic regulations including college grading procedures and/or grading criteria have not been followed must attempt to resolve the issue by discussing the differences of opinion with his/her instructor as a first step.

If the student is unable to reach agreement with the instructor, the student may take the complaint to the department chair and then, if no resolution is reached, to the Dean of Academic Programs and finally to the Vice President of Instructional Affairs.

Based upon professional judgment, the instructor is solely responsible for the semester/session grade assigned. No instructor may be directed to change a grade unless a mistake, fraud or bad faith by the instructor is proven; the burden of proof for the existence of mistake, fraud or bad faith on the part of the instructor is the responsibility of the student.

If resolution is not reached through the informal process, the student may file a Formal Complaint (form included in this packet).

In cases where the instructor cannot be contacted by registered mail, the Division Chair for the same subject area, the Vice President of Instructional Affairs and the Registrar may certify grade changes.

B. Formal Complaint
The Formal Complaint procedure for Academic and Grade Regulations must be completed within 90 calendar days of the conclusion of the semester or session during which the student was enrolled in the course in which the grade is being challenged.

The student submits to the instructor's Division Chair or appropriate supervising administrator a written request asking for a meeting to resolve the complaint. The written request must include a detailed description of the grade complaint and appropriate documentation. The student must initiate this request within seven (7) working days of the student's meeting with the instructor. The Division Chair or appropriate supervising administrator will convene a Mediation Hear-

tee within fourteen (14) working days of receipt of the formal request and relevant data supplied by the student.

The Mediation Hearing Committee is composed of the faculty member, the student and the Division Chair who serves as chair of the committee.

The faculty member and the student may have an on-campus representative if they choose. Meetings of the Mediation Hearing Committee will be closed to observers.

If the issue cannot be resolved to the satisfaction of the instructor and the student at this step, the Mediation Hearing Committee Chair becomes responsible for deciding if the grade complaint is valid and what appropriate action will be taken. The Committee Chair's written decision and proposed action will be sent to the Vice President of Instructional Affairs within seven (7) working days of the meeting date. Copies of the decision and proposed action will be sent to the student and instructor involved. If there is no appeal by either party, the action proposed by the committee chair will be taken.

If either student or the instructor is dissatisfied with the decision or proposed action by the Mediation Hearing Committee Chair, an appeal may be made within seven (7) working days to the Vice President of Instructional Affairs or designee. This appeal will be a written memorandum outlining the nature of and the basis for dissatisfaction with the decision or action taken. A copy of the appeal is to be given to the committee chair and the student or instructor, as appropriate. Once the Vice President of Instructional Affairs or designee has received the appeal and a written answer from the committee chair, the Chair will meet with the student and instructor, separately or together, at the Chair's discretion within fourteen (14) working days to discuss the matter.

After reviewing the appeal with the President, the Vice President of Instructional Affairs has discretionary power to uphold, reverse, or modify the recommendation of the Mediation Hearing Committee Chair. The Vice President of Instructional Affairs will prepare a written decision that will be sent to the student, to the committee chair, and to the appropriate instructor.

The decision of the Vice President of Instructional Affairs is final and completes the procedure for a complaint about academic, or grading practices at College of Micronesia-FSM. The Office of the Vice President of Instructional Affairs will be the official repository of records regarding decisions or actions involving an Academic or Grade Regulations complaint.

Source: Pima Community College

Sexual Misconduct Policy for Students

1.0 Policy

College of Micronesia-FSM Policy prohibits sexual harassment including unwelcome behavior or remarks of a sexual nature which limit or deny a student's right to education benefits (learn, achieve, work, study), or participation in any venue used for College sponsored/sanctioned event or an educational activity, program in a safe and supportive environment.

OR retaliation against any COM-FSM student for

- raising an allegation of sexual harassment
- filing a complaint alleging sexual harassment, or
- participating in a proceeding to determine if sexual harassment has occurred.

Such retaliation shall be considered a serious violation of this policy and shall be independent of whether a charge or informal complaint is substantiated. Encouraging others to retaliate also violates this policy. Examples of retaliation include, but are not limited to, unfair grading, unfair evaluation, public or private ridicule, or threats of any kind. Sexual harassment is illegal under the state and local laws and will not be tolerated within any college setting.

2.0 Definitions

Sexual harassment can take many forms, but it generally falls into three categories: verbal, written/pictorial or physical. Defining characteristics of sexual harassment are that the behavior is unwanted and tends to be repetitive in nature. Under COM-FSM policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature. Such conduct constitutes sexual harassment when:

Examples of sexual harassment include, but are not limited to, the following: Slurs, epithets, threats, derogatory comments and unwelcome jokes that would make a reasonable student experiencing such harassment or conduct uncomfortable in an academic environment or which would interfere with a student's academic performance.

3.0 Purpose

This policy is intended to protect students from sexual harassment and to provide guidelines to assure that the Sexual Harassment Policy is applied fairly and equitably, and in accordance with Title IV requirements.

4.0 Application

This policy applies to all COM-FSM students.

5.0 Responsibilities

The Vice President for Student Services or his designee should be responsible for enforcing this policy.
The Director of Student Life at the National Campus and Student Services Coordinators at the State Campuses will work with student services staff to implement this policy at all campuses.
The Director of Student Life at the National Campus and Student Services Coordinators at the State Campuses will work with staff to inform students of this policy and monitor records and reports for compliance with the policy.

5.1 Reporting Sexual Harassment

To report incidents of sexual harassment or retaliation, students may have the option to contact the Vice President for Student Services, Director of Student Life, Security office, or a Counselor at the National Campus or the Student Services Coordinator, or a Counselor at the State Campuses or a local Law Enforcement Agency. If a faculty member observes sexual harassment of a student, he/she should report it to the Vice President of Instructional Affairs or the Dean of Academic Programs, and classified employees should contact the Director of the Human Resources Division for any acts of sexual harassment that they observe. All members of the COM-FSM community are required to cooperate in any investigation of a sexual harassment complaint is uncomfortable in reporting a complaint. Persons who report incidents of sexual harassment shall not be harassed or retaliated against in any manner by the College.

5.2 Specific Responsibilities of Management

Upon receipt of a complaint of sexual harassment by a student, or on behalf of a student, the relevant supervisor or contact person must immediately convey this information to Director of Student Life at National Campus or Student Services Coordinator at the State Campuses. An appropriate investigation will be undertaken based on the complaints made. If the result of the investigation upholds the complaints made, then appropriate disciplinary action will be taken against the person involved, which can include but is not limited to termination of employment or expulsion from the university. False accusations for an improper motive may also be subject to disciplinary action.

Supervisors should not initiate any disciplinary action without approval of the Director of Student Life at National Campus or Student Services Coordinator at the State Campuses. However, in situations where it is reasonably believed that imminent danger of serious bodily harm will occur, or that a crime has been committed, it is important to immediately notify campus security or the National or State Police.

5.3 Confidentiality

All complaints under this policy will be treated seriously and respectfully. It is important that any complaints be truthful and not brought about by ill will or bad intentions. The College will investigate all complaints received. The amount of investigation will depend on the facts presented and the extent the complaints can be substantiated. A complainant may wish to remain anonymous. The College will respect the confidentiality to the extent that it does not impede any appropriate investigation or is not required by law to be disclosed to relevant authorities.

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.

FERPA

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Source: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Refund of Fees

Students are required to complete an application and pay a $50.00 security deposit. The Director of Student Life may refund the deposit at the end of the resident's stay upon written request and assessment.

REFUND OF FEES

Below are the tuition and fees that are refundable:

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

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

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

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

Summer Session: If students withdraw from school:

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

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

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

The following fees are not refundable:

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

Locations or Publications Where Other Policies May Be Found

Policies on Betelnut, Tobacco, Alcohol and Illicit Drugs
Available on the Student Services website at http://www.comfsm.fm/dev/vpss/policies1.html

Policies on Prohibition of Violence
Available on the Student Services website at http://www.comfsm.fm/dev/vpss/policies1.html

Scope and Procedures of Disciplinary Hearings
Available on the Student Services website at http://www.comfsm.fm/dev/vpss/policies1.html

Policy on Academic Program Requirements
Available at http://www.comfsm.fm/Policy/Board-Policy/Chapter-3/3103-Academic-Program-requirement.pdf