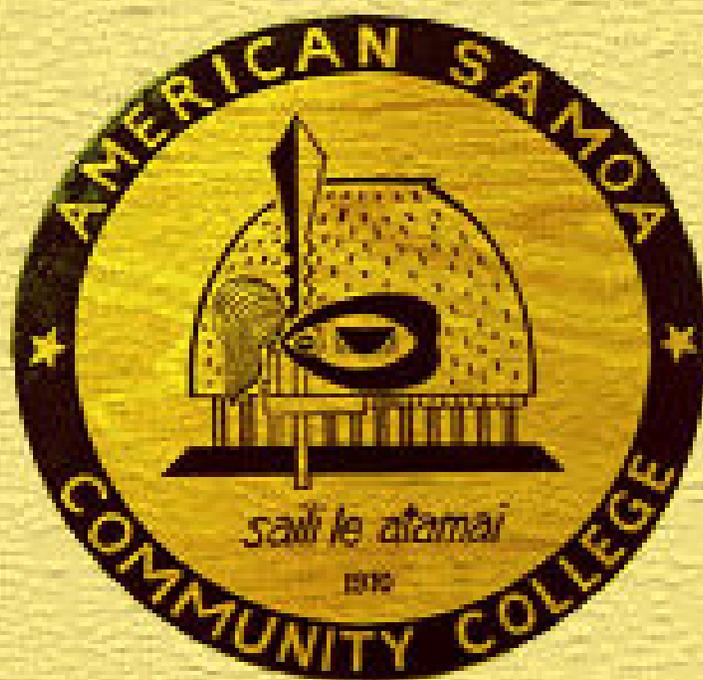
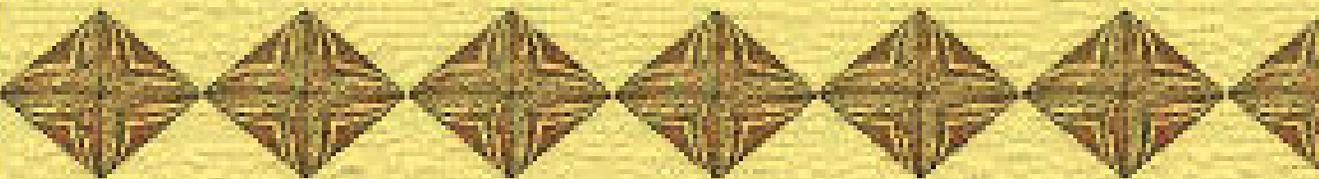


*American Samoa
Community
College*



*General Catalog
2008 - 2010*





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American Samoa Community College recognizes its obligation to provide program accessibility for persons with disabilities. Contact Counseling services to obtain information as to the existence and location of services, activities, and facilities that are accessible to persons with disabilities.



ASCC Mission Statement

The mission of the American Samoa Community College is to foster successful student learning by providing educational programs and high quality services that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well-being of American Samoa.

To fulfill this mission, the College, as an open admissions United States accredited Land Grant institution, provides access to associate degree and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for:

- transfer to institutions of higher learning
- successful entry into the workforce
- research and extension in human and natural resources
- awareness of Samoa and the Pacific.

Manulauti (Mission Samoan Version)

‘O le **manulauti** a le Kolisi Tu’ufatasi o Amerika Sāmoa, ia fa’atupula’ia le sologa maualuga o a’oa’oga a ali’i ma tama’ita’i, i le sauniunia ma le fa’afailelea lelei o polokalama ‘a’anoa, fa’apea ni tautua aogā, o le a mafai ai e tupulaga, ona ‘ausia tulaga fa’ale a’oa’oga na o lātou mo’omia, e fesoasoani ai i le soifua fa’ale aganu’u, i faigā mālō, i le tamā’o’āiga i tupe, i tekanalosi, ma le soifua lelei i le si’osi’omia o Amerika Samoa.

‘E fa’ataunu’u lana manulauti, ona o se Kolisi o le malo o Amerika, ua fa’amaonia e isi Kolisi le talia o ona togi, e tatala le ulufale i so o se tagata, ma o se nofoaga a’oga i lalo o Laufanua a le Feterale, ma ua maua ai ma su’e ai fo’i Tikeri ma Tusi Pasi o so o se polokalama. Ma ‘o polokalama nei o lo o sauniunia ai so o se tama/teine a’oga, ma e aofia ai ma i latou e lē ‘o maua gofie avanoa o a’oa’oga, o i latou o lo o iai lu’itau, ma i latou e le masani ona:

- toe si’itia atu i nofoaga o a’oa’oga maualuga
- faigōfie ona ofi atu i fa’alapotopotoga o tagata faigaluega
- sa’ili’iliga ma le fa’alauteleaga o punā ‘oa fa’anatura fa’apea tagata soifua Silafia o Samoa ma le Pasefika



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ASCC FACULTY *Present & Past*

Fall Semester 2004



Spring Semester 2006





Fall Semester 2006



Fall Semester 2008



Pictured in the center:
Honorable Governor Togiola Tulafono
HTC Uta Dr. Laloulu Tagoilalai, Board of Higher Education Chairman
Dr. Seth P. Galea'i, President
HC Pemerika Tauili'ili, BHE Member
Rev. Dr. Leanavaotaua S. Seva'aetasi, BHE Member



President's Message

Talofa!

As you explore the academic programs and services of the American Samoa Community College through the 2008-2010 Catalog, you will see that ASCC offers a wide variety of opportunities for your educational future. Whether you are planning a pathway for transfer to an off-island university or preparing for employment through one of our career programs, ASCC can provide you with a quality education.

ASCC offers a friendly, safe and comfortable environment that encourages a free exchange of ideas and thoughts about the world we live in among students and faculty. You will see Student Learning Outcomes identified and referenced throughout this catalog. These Student Learning Outcomes will help guide you through your academic career.

Like all community colleges in the United States, ASCC helps students achieve their dreams through traditional degree programs as well as special programs to help students succeed. These special programs include computer training, developmental English and Math support, counseling, Samoan Studies, small business development courses, and a service learning program that enables students to take classroom studies into our community. Our vocational programs in the ASCC Institute of Trades and Technology feature small classes with hands-on instruction, enabling many of our graduates to pass state and national licensing exams. ASCC is committed to quality teaching and learning.

ASCC is affordable. We offer financial aid through programs such as Pell Grants, federal and local Work-Study, and VA benefits for eligible students. Support is also available through peer counseling, tutoring, and faculty advising. ASCC's Financial Aid Office provides assistance with financial aid applications.

ASCC also offers a variety of extracurricular activities to enhance your college experience. Students can participate in events like the MTV Showdown, the popular Mango Thirst talent show, club rallies and intramural sports that add color and excitement to student life on campus. The College's Fine Arts Department features unique programs in Samoan art forms, as well as student productions of popular musicals and plays, band and choir concerts, cultural performances and art shows for the students and our community.

ASCC has a commitment to making sure there is a strong connection between the world we teach about and the world our students live in. We invite you to become a part of American Samoa's tomorrow as you pursue your education with ASCC. This Catalog contains a wealth of information to help you on this journey.

On behalf of the Board of Higher Education and the faculty, staff, and administration family, I thank you for choosing ASCC. We wish you a fulfilling college experience.

Soifua,
Dr. Seth P. Galea'i
President



2008-2010 ASCC Academic Calendar

2008 FALL SEMESTER

August 4 – 5	Placement Test
August 7	Late Placement Test
August 11 – 12	Faculty Orientation
August 13	New Student Orientation
August 13 – 15	Registration – New, Continuing and Returning Students
August 14 – 19	Add/Drop Period
August 18	Instruction Begins
August 18 – 19	Late Admissions & Late Registration
August 20 – September 5	Administrative Drop & Drop Only Period
August 26 – 28	ASTEP Registration
August 29	ASTEP Late Registration
September 1	HOLIDAY – Labor Day
September 2	ASTEP Instruction Begins
September 2 – 3	ASTEP Add/Drop Period
September 4 – 5	ASTEP Administrative Drop & Drop Only Period
September 8 – October 10	ASTEP Withdrawal Period to Receive a “W”
September 8 – October 17	Withdrawal Period to Receive a “W”
September 26	Deadline to Submit Make-up Work for Incomplete Grades
September 26	2008 Fall Semester Graduation Application Deadline
September 29	Deadline to Change of Grades for 2008 Spring & Summer Semester
October 6 – 10	Midterm Examinations
October 6 – 10	Low Grade Reporting Period
October 13	HOLIDAY – Columbus Day
October 14 – 24	ASTEP Withdrawal Period to Receive a “W/F” or “W/NP”
October 20 – November 7	Withdrawal Period to Receive a “W/F” or “W/NP”
November 7	ASTEP Instruction End
November 11	HOLIDAY – Veteran’s Day
November 10 – December 4	2009 Spring & Summer Priority Registration
November 24 – 26	ELI & Developmental Math Final Examinations
November 27	HOLIDAY – Thanksgiving Day
November 28	Instruction End
November 28	Last Day to Officially Withdraw from ASCC
December 1 – 4	Final Examinations
December 1 – 4	ELI 2009 Spring & Summer Priority Registration
December 5 – 10	Early Add/Drop
December 8	2008 Fall Semester Graduates Grades Due
December 12	2008 Fall Semester Commencement
December 17	All 2008 Fall Semester Grades Due

AUG 2008						
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28	29	30	31			

Key: □ *Holiday*
 ~~~~~ *Final Exams*



## 2009 SPRING SEMESTER

|                       |                                                       |
|-----------------------|-------------------------------------------------------|
| December 29 – 30      | Placement Test                                        |
| <b>January 1</b>      | <b>HOLIDAY – New Years Day</b>                        |
| January 2             | Late Placement Test                                   |
| January 5 – 6         | Faculty Orientation                                   |
| January 7             | New Student Orientation                               |
| January 7 – 9         | Registration – New, Continuing and Returning Students |
| January 8 – 13        | Add/Drop Period                                       |
| January 12            | Instruction Begins                                    |
| January 12 – 13       | Late Admissions & Late Registration                   |
| January 14 – 30       | Administrative Drop & Drop Only Period                |
| <b>January 19</b>     | <b>HOLIDAY – Martin Luther King’s Birthday</b>        |
| January 20 – 22       | ASTEP Registration                                    |
| January 23            | ASTEP Late Registration                               |
| January 26            | ASTEP Instruction Begins                              |
| January 26 – 27       | ASTEP Add/Drop Period                                 |
| January 28 – 30       | ASTEP Administrative Drop & Drop Only Period          |
| February 2 – March 13 | Withdrawal Period to Receive a “W”                    |
| February 2 – March 6  | ASTEP Withdrawal Period to Receive a “W”              |
| <b>February 16</b>    | <b>HOLIDAY – President’s Day</b>                      |
| February 20           | Deadline to Submit Make-Up Work for Incomplete Grades |
| February 20           | 2009 Spring Semester Graduation Application Deadline  |
| February 23           | Deadline for Change of Grades for 2008 Fall Semester  |
| March 2 – 6           | Midterm Examinations                                  |
| March 2 – 6           | Low Grade Reporting Period                            |
| March 9 – March 20    | ASTEP Withdrawal Period to Receive a “W/F” or “W/NP”  |
| March 16 – April 3    | Withdrawal Period to Receive a “W/F” or “W/NP”        |
| April 3               | ASTEP Instructions End                                |
| April 6 – May 7       | 2009 Summer & Fall Priority Registration              |
| <b>April 10</b>       | <b>HOLIDAY – Good Friday</b>                          |
| April 13 – 17         | SPRING BREAK                                          |
| April 27 – 30         | ELI & Developmental Math Final Examinations           |
| May 1                 | Instructions End                                      |
| May 1                 | Last Day to Officially Withdraw from ASCC             |
| May 4 – 7             | Final Examinations                                    |
| May 4 – 7             | ELI 2009 Summer & Fall Priority Registration          |
| May 8 – 13            | Early Add/Drop                                        |
| May 11                | 2009 Spring Semester Graduate’s Grades Due            |
| May 15                | 2009 Spring Semester Commencement                     |
| May 20                | All 2009 Spring Semester Grades Due                   |

| DEC 2008 |    |    |    |    |    |    |
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| JAN 2009 |    |    |    |    |    |    |
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| FEB 2009 |    |    |    |    |    |    |
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| APR 2009 |    |    |    |    |    |    |
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| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
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| MAY 2009 |    |    |    |    |    |    |
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| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

Key: □ Holiday  
 Final Exams



**2009 SUMMER SEMESTER**

|                   |                                                                                  |
|-------------------|----------------------------------------------------------------------------------|
| May 19 – 21       | ASTEP 2009 1 <sup>st</sup> & 2 <sup>nd</sup> Summer Session<br>Registration      |
| May 22            | ASTEP 2009 1 <sup>st</sup> & 2 <sup>nd</sup> Summer Session Late<br>Registration |
| <b>May 25</b>     | <b>HOLIDAY – Memorial Day</b>                                                    |
| May 26 – 27       | Placement Test                                                                   |
| June 1            | ASTEP 1 <sup>st</sup> Session Begin                                              |
| June 1 – 2        | ASTEP 1 <sup>st</sup> Session Late Admissions & Late<br>Registration             |
| June 1 – 2        | ASTEP 1 <sup>st</sup> Session Add/Drop Period                                    |
| June 3 – 5        | ASTEP 1 <sup>st</sup> Session Drop Only                                          |
| June 8 – 19       | ASTEP 1 <sup>st</sup> Session Withdrawal Period to<br>Receive a “W”              |
| June 10 – 12      | Registration – New, Continuing and Returning<br>Students                         |
| June 11 – 16      | Add/Drop Period                                                                  |
| June 15           | Instructions Begin                                                               |
| June 15 – 16      | Late Admissions & Late Registration                                              |
| June 17 – 19      | Drop Only Period                                                                 |
| June 22 – 26      | ASTEP 1 <sup>st</sup> Session Withdrawal Period to<br>Receive a “W/F” or “W/NP”  |
| June 22 – July 10 | Withdrawal Period to Receive a “W”                                               |
| July 2            | ASTEP 1 <sup>st</sup> Session Ends                                               |
| <b>July 3</b>     | <b>HOLIDAY – Independence Day</b>                                                |
| July 6            | ASTEP 1 <sup>st</sup> Session Grades Due                                         |
| July 6            | ASTEP 2 <sup>nd</sup> Session Begins                                             |
| July 6 – 7        | ASTEP 2 <sup>nd</sup> Session Late Registration                                  |
| July 6 – 7        | ASTEP 2 <sup>nd</sup> Session Add/Drop Period                                    |
| July 8 – 10       | ASTEP 2 <sup>nd</sup> Session Drop Only Period                                   |
| July 13 – 24      | ASTEP 2 <sup>nd</sup> Session Withdrawal Period to<br>Receive a “W”              |
| July 13 – 17      | Withdrawal Period to Receive a “W/F” or<br>W/NP”                                 |
| July 24           | Instructions End                                                                 |
| July 27 – 31      | ASTEP 2 <sup>nd</sup> Session Withdrawal Period to<br>Receive a “W/F” or W/NP”   |
| August 3          | 2009 Summer All Grades Due                                                       |
| August 7          | ASTEP 2 <sup>nd</sup> Session Ends                                               |
| August 17         | ASTEP 2 <sup>nd</sup> Session Grades Due                                         |

**MAY 2009**

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**JUNE 2009**

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
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**JULY 2009**

| S  | M  | T  | W  | R  | F  | S  |
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**AUGUST 2009**

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

**SEPTEMBER 2009**

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

**Key:** □ *Holiday*  
 ☞ *Final Exams*



**2009 FALL SEMESTER**

|                           |                                                                                              |
|---------------------------|----------------------------------------------------------------------------------------------|
| August 10 – 11            | Placement Test                                                                               |
| August 13                 | Late Placement Test                                                                          |
| August 17 – 18            | Faculty Orientation                                                                          |
| August 19                 | New Student Orientation                                                                      |
| August 19 – 21            | Registration – New, Continuing, and Returning Students                                       |
| August 20 – 25            | Add/Drop Period                                                                              |
| August 24                 | Instruction Begins                                                                           |
| August 24 – 25            | Late Admissions & Late Registration                                                          |
| August 26 – September 11  | Administrative Drop & Drop Only Period                                                       |
| September 1 – 3           | ASTEP Registration                                                                           |
| September 4               | ASTEP Late Registration                                                                      |
| <b>September 7</b>        | <b>HOLIDAY – Labor Day</b>                                                                   |
| September 8               | ASTEP Instruction Begins                                                                     |
| September 8 – 9           | ASTEP Add/Drop Period                                                                        |
| September 10 – 11         | ASTEP Administrative Drop & Drop Only Period                                                 |
| September 14 – October 23 | Withdrawal Period to Receive a “W”                                                           |
| September 14 – October 16 | ASTEP Withdrawal Period to Receive a “W”                                                     |
| October 2                 | Deadline to Submit Make-up Work for Incomplete Grades                                        |
| October 2                 | 2009 Fall Semester Graduation Application Deadline                                           |
| October 5                 | Deadline for Change of Grades for 2009 Spring and Summer Semester                            |
| <b>October 12</b>         | <b>HOLIDAY – Columbus Day</b>                                                                |
| October 13 – 16           | Midterm Examinations                                                                         |
| October 13 – 16           | Low Grade Reporting Period                                                                   |
| October 19 – 30           | ASTEP Withdrawal Period to Receive a “W/F” or “W/NP”                                         |
| October 26 – November 13  | Withdrawal Period to Receive a “W/F” or “W/NP”                                               |
| <b>November 11</b>        | <b>HOLIDAY – Veteran’s Day</b>                                                               |
| November 13               | ASTEP Instruction End                                                                        |
| November 16 – December 10 | 2010 Spring & Summer Priority Registration                                                   |
| <b>November 26</b>        | <b>HOLIDAY – Thanksgiving Day</b>                                                            |
| November 30 – December 3  | ELI & Developmental Math Final Examinations                                                  |
| December 4                | Instructions End                                                                             |
| December 4                | Last day to Completely Withdraw from ASCC                                                    |
| December 7 – 11           | Final Examinations                                                                           |
| December 7 – 10           | ELI 2010 Spring & Summer Priority Registration (Clearances, Advising & Posting....All Steps) |
| December 11 – 16          | Early Add/Drop                                                                               |
| December 14               | 2009 Fall Semester Grades Due                                                                |
| December 18               | 2009 Fall Semester Commencement                                                              |
| December 21               | All 2009 Fall Semester Grades Due                                                            |

**AUGUST 2009**

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**SEPTEMBER 2009**

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**OCTOBER 2009**

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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**NOVEMBER 2009**

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

**DECEMBER 2009**

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

**Key:** □ **Holiday**  
 ~~~~~ **Final Exams**



2010 SPRING SEMESTER

| | |
|-----------------------|--|
| December 28 – 29 | Placement Test |
| December 31 | Late Placement Test |
| January 1 | HOLIDAY – New Year’s Day |
| January 4 – 5 | Faculty Orientation |
| January 6 | New Student Orientation |
| January 6 – 8 | Registration New, Continuing and Returning Students |
| January 7 – 12 | Add/Drop Period |
| January 11 | Instruction Begins |
| January 11 – 12 | Late Admissions & Late Registration |
| January 13 – 29 | Administrative Drop & Drop Only Period |
| January 18 | HOLIDAY – Martin Luther King’s Day |
| January 19 – 21 | ASTEP Registration |
| January 22 | ASTEP Late Registration |
| January 25 | ASTEP Instruction Begins |
| January 25 – 26 | ASTEP Add/Drop Period |
| January 27 – 29 | ASTEP Administrative & Drop Only Period |
| February 1 – March 12 | Withdrawal Period to Receive a “W” |
| February 1 – March 5 | ASTEP Withdrawal Period to Receive a “W” |
| February 15 | HOLIDAY – President’s Day |
| February 19 | Deadline to Submit Make-up Work For Incomplete Grades |
| February 19 | 2010 Spring Semester Graduation Application Deadline |
| February 22 | Deadline for Change of Grades for 2009 Fall Semester |
| March 1 – 5 | Midterm Examinations |
| March 1 – 5 | Low Grade Reporting Period |
| March 8 – 19 | ASTEP Withdrawal Period to Receive a “W/F” or “W/NP” |
| March 15 – April 1 | Withdrawal Period to Receive a “W/F” or “W/NP” |
| April 1 | ASTEP Instruction End |
| April 2 | HOLIDAY – Good Friday |
| April 5 – May 6 | 2010 Summer & Fall Priority Registration (Clearances, Advising & Posting....All Steps) |
| April 12 – 16 | SPRING BREAK |
| April 26 – 29 | ELI & Developmental Math Final Examinations |
| April 30 | Instruction End |
| April 30 | Last day to Completely Withdraw from ASCC |
| May 3 – 7 | Final Examinations |
| May 3 – 6 | ELI 2010 Summer & Fall Priority Registration (Clearances, Advising & Posting....All Steps) |
| May 7 – 12 | Early Add/Drop |
| May 10 | 2010 Spring Semester Graduates Grades Due |
| May 14 | 2010 Spring Semester Commencement |
| May 19 | All 2010 Spring Semester Grades Due |

| DECEMBER 2009 | | | | | | |
|---------------|----|----|----|----|----|----|
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| JANUARY 2010 | | | | | | |
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| 31 | | | | | | |

| FEBRUARY 2010 | | | | | | |
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| MARCH 2010 | | | | | | |
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| APRIL 2010 | | | | | | |
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| MAY 2010 | | | | | | |
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Key: □ *Holiday*
Final Exams



2010 SUMMER SEMESTER

| May 18 – 20 | ASTEP 2010 1 st & 2 nd Summer Session
Registration | MAY 2010
<table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>R</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td style="border: 2px solid red;">31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | R | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | |
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| May 21 | ASTEP 2010 1 st & 2 nd Summer Session Late
Registration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May 25 – 26 | Placement Test | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May 31 | HOLIDAY – Memorial Day | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June 1 | ASTEP 1 st Session Begins | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June 1 – 2 | ASTEP 1 st Session Add/Drop Period | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June 1 – 2 | ASTEP 1 st Session Late Admissions &
Late Registration | JUNE 2010
<table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>R</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | R | F | S | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | |
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| June 3 – 4 | ASTEP 1 st Session Drop Only | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June 7 – 18 | ASTEP 1 st Session Withdrawal Period to
Receive “W” | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June 9 – 11 | Registration – New, Continuing and Returning
Students | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June 14 | Instruction Begins | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June 14 – 15 | Late Admissions & Late Registration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June 14 – 15 | Add/Drop Period | JULY 2010
<table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>R</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | R | F | S | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | |
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| 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June 16 – 18 | Drop Only Period | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June 21 – 25 | ASTEP 1 st Session Withdrawal Period to
Receive “W/F” or “W/NP” | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June 21 – July 9 | Withdrawal Period to Receive a “W” | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July 2 | ASTEP 1 st Session Ends | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July 5 | HOLIDAY – Independence Day | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July 6 | ASTEP 1 st Session Grades Due | AUGUST 2010
<table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>R</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | S | M | T | W | R | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | |
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| 15 | 16 | | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July 6 | ASTEP 2 nd Session Begins | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July 6 – 7 | ASTEP 2 nd Session Late Registration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July 6 – 7 | ASTEP 2 nd Session Add/Drop Period | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July 8 – 9 | ASTEP 2 nd Session Drop Only Period | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July 12 – 16 | Withdrawal Period to Receive a “W/F” or
“W/NP” | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July 12 – 23 | ASTEP 2 nd Session Withdrawal Period to
Receive a “W” | Key: □ <i>Holiday</i>
<i>Final Exams</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July 23 | Instructions End | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July 26 – 30 | ASTEP 2 nd Session Withdrawal Period to
Receive a “W/F” or “W/NP” | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August 2 | 2010 Summer All Grades Due | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August 6 | ASTEP 2 nd Session Ends | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August 13 | ASTEP 2 nd Session Grades Due | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

* *ASCC Academic Calendar is Subject to Change*



General Information





GENERAL INFORMATION

Accreditation

The American Samoa Community College (ASCC) is fully accredited by the Accrediting Commission of Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC).

History

The American Samoa Community College (ASCC) was established in 1970 to provide post-secondary education opportunities in the liberal arts, teacher training, vocational-technical education and general education to the residents of American Samoa. ASCC offers Associate of Arts and Associate of Science degrees, as well as Certificate programs in a variety of academic and technical areas.

ASCC is located on Tutuila, the largest of American Samoa's seven islands in the lush valley of Mapusaga village nine miles west of Pago Pago, the territory's center of trade and commerce. American Samoa lies about 2,500 miles southwest of Hawaii and 1,800 miles northeast of New Zealand. Tutuila comprises approximately three-fourths of American Samoa's 76 square miles and is home to 90% of its population of nearly 60,000. The other six islands are Aunu'u, Ofu, Olosega, Ta'u, Swains, and Rose Atoll.

In July of 1970, ASCC was established as part of the American Samoa Department of Education. The first freshman class of 131 attended classes in the old Lands and Survey Building (the current site of the Lumana'i Building) in Fagatogo. The following year the College was moved to the old Fia Iloa High School building in Utulei. The move to a permanent campus was made in September of 1974 when ASCC took over the site of the former Mapusaga High School in the village of Mapusaga.

A grant from the U.S. Economic Development Administration in 1979 enabled ASCC to complete

five new buildings, with modern facilities for instruction in science, nursing, fine arts and vocational education, as well as a student cafeteria and a gymnasium.

Vision

The Board of Higher Education envisions the American Samoa Community College as the only U.S. accredited education institution of higher learning in American Samoa and the South Pacific region providing quality courses, programs and services for its students, enabling them to meet the challenges of the 21st Century. The College will adequately prepare its students who may wish to matriculate to colleges and universities off-island, join the labor market, or pursue any endeavor of choice.

Mission

The mission of the American Samoa Community College is to foster successful student learning by providing educational programs and high quality services of high quality that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well-being of American Samoa.

To fulfill this mission, the College, as an open admissions United States accredited Land Grant institution, provides access to associate degree and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for:

- transfer to institutions of higher learning
- successful entry into the workforce
- research and extension in human and natural resources
- awareness of Samoa and the Pacific.



Manulauti (Mission Samoan Version)

‘O le **manulauti** a le Kolisi Tu’ufatasi o Amerika Sāmoa, ia fa’atupula’ia le sologa maualuga o a’oa’oga a ali’i ma tama’ita’i, i le sauniunia ma le fa’afailelea lelei o polokalama ‘a’anoa, fa’apea ni tautua aogā, o le a mafai ai e tupulaga, ona ‘ausia tulaga fa’ale a’oa’oga na o lātou mo’omia, e fesoasoani ai i le soifua fa’ale aganu’u, i faigā mālō, i le tamā’o’āiga i tupe, i tekanalosi, ma le soifua lelei i le si’osi’omia o Amerika Samoa.

‘E fa’ataunu’u lana manulauti, ona o se Kolisi o le malo o Amerika, ua fa’amaonia e isi Kolisi le talia o ona togi, e tatala le ulufale i so o se tagata, ma o se nofoaga a’oga i lalo o Laufanua a le Feterale, ma ua maua ai ma su’e ai fo’i Tikeri ma Tusi Pasi o so o se polokalama. Ma ‘o polokalama nei o lo sauniunia ai so o se tama/teine a’oga, ma e aofia ai ma i latou e lē ‘o maua gofie avanoa o a’oa’oga, o i latou o lo o iai lu’itau, ma i latou e le masani ona:

- toe si’itia atu i nofoaga o a’oa’oga maualuga
- faigōfie ona ofi atu i fa’alapotopotoga o tagata faigaluega
- sa’ili’iliga ma le fa’alauteleaga o punā ‘oa fa’anatura fa’apea tagata soifua
- Silafia o Samoa ma le Pasefika



Governance

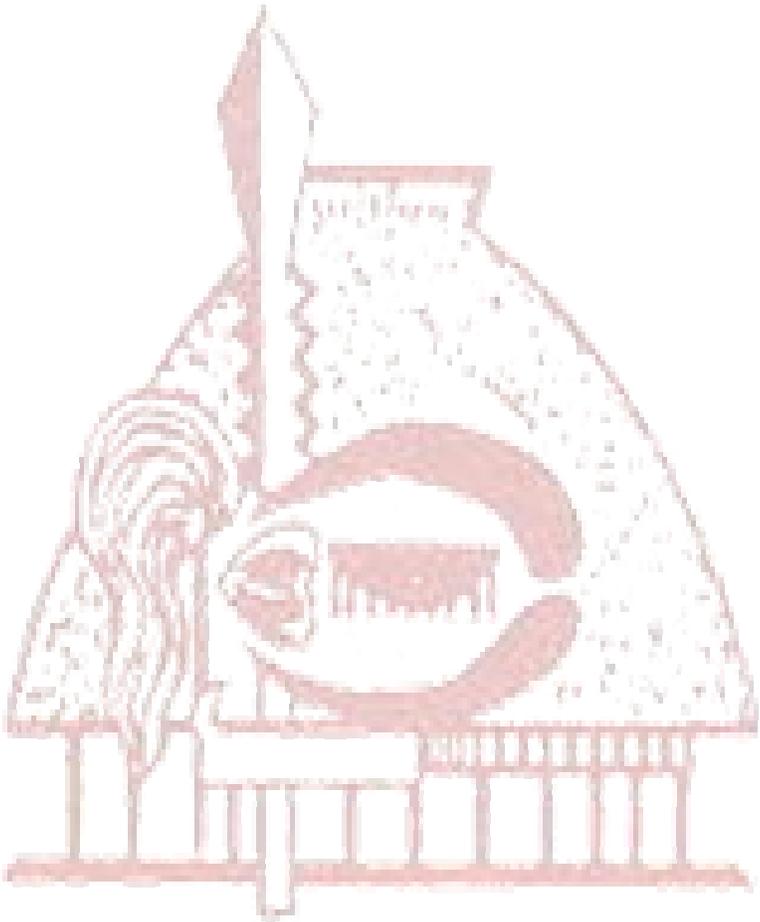
Through the implementation of Public Law 22-30 the College has assumed semi-independence and has established a structure that maximizes participation, recognizes and values expertise, and places authority at the appropriate level. The College governance system clarifies the roles of faculty, professional and classified staff, the President, Administration, and students. In a governance system, the President is the final authority in the decision-making process, having the authority to accept or reject recommendations.

The Board of Higher Education is responsible for the selection of the President, setting policies, control, and management of the college.





Student Services Information



- **ADMISSION**
- **REGISTRATION & RECORDS**
- **STUDENT SERVICES**
- **STUDENT'S RIGHTS & RESPONSIBILITIES**





ADMISSION

Admission is open to all that can benefit from instruction at American Samoa Community College (ASCC) provided they meet the following conditions:

1. The student is a legal resident of American Samoa, and
2. Student is at least 18 years of age or
3. Student is a high school graduate or
4. Student is a General Education Diploma (GED) recipient or
5. Student bears a U.S. Military Form DD214 or
6. Student bears a Secondary School Certificate if entering from a British system or,
7. The student is admitted under the Early Admissions Program.

Application for Admission

An application for admission must be completed by each candidate seeking admission to any course for credit or program offered. Admission application forms may be obtained from:

Admissions Office
American Samoa Community College
P.O. Box 2609
Pago Pago, AS 96799
Telephone: (684)699-9155, ext. 411/412
Fax: (684)699-1083
E-mail: admissions@amsamoa.edu
Website: www.amsamoa.edu

Admission Procedures

Prospective students should submit a completed Admissions Application to the Admissions and Records Office prior to registration along with the required documents. Copies of all documents will be made and the originals are returned to the student. No fee is required.

RESIDENT STUDENTS:

1. Fill out the admission application and submit copies of the following documents:

- (a) Passport or Birth Certificate
 - If you are providing your birth certificate, then an American Samoa

Government identification card is required.

(b) Social Security Card

2. Applicants under the age of 18 must submit

- (a) High school diploma, or
- (b) General Education Diploma (GED) or
- (c) Secondary School Certificate if entering from British system, or
- (d) U.S. Military Form DD214

NON-RESIDENT STUDENTS:

1. Fill out the admission application and submit copies of the following documents:

- (a) Passport or Birth Certificate
- (b) Social Security Card (if any)
- (c) Alien Registration Identification Card from A.S. Immigration Office AND
- (d) Immigration Board Authorization document (authorization to attend ASCC)

2. Applicants UNDER the AGE of 18 must submit

- (a) High School Diploma or
- (b) General Education Diploma (GED) or
- (c) Secondary School Certificate if entering from the British System, or
- (d) U.S. Military Form DD214

Transfer students (or any student requesting credit for courses taken at another institution) should request that all prior institutions send an official transcript directly to the ASCC Admissions and Records Office. See Credit for Transfer Courses on page 37.

Unclassified students are students taking undergraduate courses at ASCC, but are not seeking a degree. These individuals should follow the regular Admission policies and procedures. Please note that non-degree seeking students are not eligible for financial aid. Unclassified students are limited to one class per regular semester or summer session. Application for change to classified status must be made upon the accumulation of a total of 15 credits. All other cases must be approved by the Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology (ITT) when appropriate.



Early Admission Policy

High school students entering their Junior year as well as Seniors may be admitted early to ASCC and register for the summer sessions.

Students are limited in the number of courses they may take. The courses must meet the required prerequisites. Test scores such as the ASCC Placement, SAT, TOEFL, or ACT are required for English and Math placement. Summer session students will be limited to two classes.

Required documents for early admission will include the following:

1. A letter initiated and signed by the high school principal or the counselor.
2. A letter of consent from the parent or legal guardian.
3. High school transcript with a CGPA of 3.00.

ASCC will only allow admission of high school students entering their senior year during the fall and spring semesters. Students will be limited to one class per semester.

Placement Tests

All new students are required to take the placement tests in Math and English. The TOEFL exam may be used for English placement, but must have been taken within 12 months prior to the date of application for admission. Current SAT or ACT examination scores may be used for placement. It is the responsibility of student to either sit the ASCC Placement Test or provide alternate test scores prior to registering for classes. Refer to the

Testing Fees below for placement test fees. Students who have graduated or transferred from an accredited college or university, and have provided official copies of transcripts, may have the placement test waived by the Admissions and Records Office.

The SAT and ACT tests are administered by the American Samoa Department of Education. The TOEFL exam is administered by the LBJ Sylvan Testing Center. Students interested in taking one of these tests should contact the appropriate testing center.

Testing Fees

ASCC placement tests in Math and English are administered together as one test. However, special programs may require only Math or English testing; the fees remain the same. Testing dates and times are available from the Admissions and Records Office and are published locally prior to registration. Refer to the Academic Calendar for dates. Testing fees are subject to change.

| | |
|-------------------|---------|
| Scheduled Test: | \$10.00 |
| Late Test: | \$20.00 |
| Unscheduled Test: | \$30.00 |

Residency Requirements

Non-U.S. Citizens or Non-U.S. Nationals are required to provide a current American Samoa Government (ASG) Immigration Board Authorization and a valid identification. Regular admissions procedures apply.

Additionally, a non-U.S. Citizen/National can apply for "American Samoa Residency Tuition Status" if the student has resided in the Territory of American Samoa for FIVE consecutive years prior to applying for admission. Application for AS Residency Tuition Status is available at the Admissions and Records office. Supporting documents must be submitted along with the application. Tuition and Fees for non-US Citizens/Nationals are listed under the "Tuition & Fees" section on page 32.

REGISTRATION & RECORDS

Student Credit Load

Semester Enrollment Status

A **Full-Time Student** is classified as enrolled in 12 or more credits

A **Three-Quarter Time Student** is classified as enrolled in 9-11 credits

A **Half-Time Student** is classified as enrolled in 6-8 credits



A **Less Than Half-Time Student** is classified as enrolled in 0-5 credits

A student who wishes to enroll in seventeen (17) or more credits must have a CGPA of 3.00 or higher and the approval of the Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology (ITT) when appropriate.

Summer Session Enrollment Status

A **Full-time student** is classified as enrolled in six (6) or more credits

A student who wishes to enroll in seven (7) or more credits must have a CGPA of 3.00 or higher and the approval of the Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology (ITT) when appropriate.

Student Classification

Classified students follow a declared, organized program of study leading to a degree and are subject to regulations and requirements of the program of study.

Unclassified students, are non-degree-seeking students and are not candidates for a degree, although registered for credit.

Auditors are qualified students who are permitted to attend classes with the written permission of the instructor. Auditors receive no credit and may participate in class discussions only with prior permission of instructors.

Freshmen are those who have completed less than 30 semester credits.

Sophomores are those who have completed 30 or more semester credits.

Student Status

Continuing A student who is seeking a degree or certificate, and has been enrolled in classes during the previous semester.

Inactive A former student that is not currently enrolled at ASCC.

New A new, degree-seeking student, and has never been enrolled at

ASCC and, has completed the admissions process.

Returning

A student defined as a former degree-seeking student, who has not been enrolled for one or more semesters. Returning students are required to update their admissions file before registration. They must follow the same admissions and registration guidelines as new students.

Prerequisite Courses

Prerequisites are required courses to be taken before entry into more advanced courses (see course descriptions). For example, most courses numbered 150 and above require the completion of ENG 90 as a prerequisite. Course prerequisites are specifically identified in the course description section of the catalog. For many classes, a grade of “C” or better is required. Students are encouraged to consult their academic advisors regarding course prerequisites and proper course sequencing in the student’s selected fields of study.

If a student enrolls in a class and does not meet the course prerequisite, they will be administratively dropped from the class. Refer to the *Administrative Drop* policy for more information.

Auditing Courses

Auditors must complete all admission and registration requirements and procedures, including payment of tuition and fees. Students are permitted to audit classes with the written approval of the instructor. Students who audit a course may attend classes, take part in class discussion and activities, and take quizzes examinations on a voluntary basis. An “AU” grade will be entered on the transcript with no credit given. Audited courses cannot be changed to a credit course without the approval of the instructor. Schedule changes to audit a course or to receive credit for a course cannot be made after the six weeks of instruction.

Registration

Registration for new students is conducted during the week prior to the beginning of instruction. Priority registration is open to continuing students



in good academic standing with a cumulative GPA of 2.00 and above and is held before the end of each semester.

Late Registration

Students registering after the regularly scheduled registration period are required to pay the late registration fee.

Changes in Registration

Adds and Drops

Adding or dropping a course is official only after the student has completed and submitted an Add/Drop Form to the Admissions and Records Office, and has paid the required fee(s) to the Business and Finance Office.

In order to add/drop a course, a student must first pay the required fee to the Business and Finance Office and then pick up the form from the Admissions and Records Office. The student must obtain the advisor's signature and then submit the completed Add/Drop Form to the Admissions and Records Office for posting. Classes dropped during the Add/Drop Period are not reflected in the student's transcript or permanent record.

Following the Add/Drop Period is the Drop Only Period. Students may only drop classes at this time. The same \$5.00 fee applies.

At the end of the priority registration period for continuing students there is a scheduled Early Add and Drop Period. There is no fee for Early Add and Drop.

Please refer to the academic calendar for the add/drop, drop only and early add/drop deadlines for each semester or term. Refer to the *ASCC Refund Policy* also for the percentage of refundable tuition.

Administrative Drop

An administrative drop is a drop from a class that is not initiated by the student and is not reflected in the student's transcript or permanent record. An administrative drop is initiated for one of the following conditions:

1. Students with excessive absences during the first two weeks of instruction.

2. Initiated by the Admissions & Records Office in consultation with and approval of the instructor.

If a student fails to follow attendance, pre-requisite, or textbook policies the instructor may initiate an administrative drop.

Withdrawals

Class Withdrawal

In order to withdraw from class(es), a student must first pay the appropriate withdrawal fee to the Business and Finance Office and then pick up the form from the Admissions and Records office. The student must obtain the instructor(s) and advisor's signatures and submit the completed withdrawal form to the Admissions and Records Office for posting. Class changes during the withdrawal period (Refer to the *Academic Calendar* for the approved withdrawal dates) are reflected in the student's transcript with a grade of "W", "W/NP", or "W/F".

Students may withdraw from a class without academic penalty during the first 60% of that course's term and receive a grade of "W" (refer to the *Academic Calendar*). After this date, the student who withdraws will receive a grade of "W/F", or "W/NP" for developmental course(s).

Complete Withdrawal

Students who wish to withdraw completely from ASCC should obtain the appropriate form from the Admissions and Records Office and follow official procedures. The procedures for complete withdrawal follow the same as a class withdrawal.

Students who completely withdraw before the ninth week of instruction will receive a "W" for each of the courses in progress at the time of withdrawal; for ASTEP students, it will be for the first six weeks to receive a "W" for each of the courses in progress. After this date, the student who withdraws will receive a "W/F" or "W/NP" (for developmental courses(s)). Students may complete withdraw from ASCC up to the last day of instruction. (Please refer to the *Academic calendar* for the specific dates).



Unofficial Withdrawal

It is the responsibility of the student to complete the process of withdrawing from a class or to completely withdraw from ASCC. If a student fails to file the withdrawal form with the Admissions and Records Office, a “UW” (Unofficial Withdrawal) will be recorded. The “UW” will be calculated in the GPA in the same way as an “F”/“NP”.

Grade Report

Students may receive their final grade report each semester from the Admissions and Records Office during the semester or term interim. Questions about a particular grade should be addressed to the instructor. Any suspected error in the grade report should be reported to the Admissions and Records Office as soon as possible after receiving the report. The time limit for any grade change is within the first six weeks of the subsequent semester or term in which the original grade was given. Grade conflicts can also be settled through the grievance process. (See section on Grievance Policy).

Veteran Student Affairs

A VA Student Coordinator, under the guidance of the Department of Veterans Affairs, certifies all students eligible to receive educational benefits. VA students need to contact the Student Services office for enrollment verification upon each registration.

Dean’s List

Full-time students who attain a Grade Point Average (GPA) of 3.50 in courses numbered 100 or above in any given semester, with no failing grades (F), withdrawal (W), withdrawal fail (WF), unofficial withdrawal (UW), incomplete (I), and repeated (R) grades during that semester will be placed on the Dean’s List.

A letter of recognition from the Dean of Academic Affairs’ Office will be made available for pick up during the semester interim.

The Dean’s List designation will appear on the transcript under the appropriate semester and a copy of the letter of recognition will be placed in the student’s file with the Admissions and Records Office.

Transcripts

To ensure accuracy, transcript request may take up to four weeks to process. Transcripts are processed on a first-come, first-served basis. Please apply early to allow sufficient time to process your transcript.

Note that transcript requests **will not be taken or processed** during general registration and add/drop periods.

See “Transcript Request Form” for transcript fees. The fee may be paid by check or cash if in person. Off-island requests must be paid by a money order or certified check. No off-island personal checks will be accepted.

Note that most institutions will only accept an official transcript that is sent directly from ASCC.

To request your transcript in person:

1. Pick up transcript request form from the Admission and Records Office.
2. Make the appropriate payment to the Business and Finance Office.
3. Submit the payment receipt and the completed form to the Admissions and Records Office. Request will then be logged in and handled on a first-come, first-served basis.

If a student is unable to apply in person:

1. Fax or mail a request to the Admissions and Records Office, giving permission to release your transcript. Please include your signature. The signature is required before processing begin. No exceptions will be made to this policy.
2. Please state the name of any person authorized to pick up your transcript. If the name is not authorized by you in your



letter, then the transcript cannot be released. No exceptions will be made to this policy.

3. Make payment arrangements through the Business and Finance Office.
4. Your request will be logged in and handled on a first-come, first-served basis

Transcript Record Holds

Official transcripts and other student's records at ASCC will not be released to the student or to any other person or institution until:

- all the student's outstanding financial obligations have been paid or until satisfactory arrangements have been made, or
- special conditions of a disciplinary nature has been met.

These obligations include, but are not limited to outstanding tuition and fees, library books, etc.

STUDENT SERVICES

Mission

The mission of the Student Services Division is to support the educational pursuit of all students attending ASCC characterized by a concern for high quality services, student access, learning, progress, and success.

The following programs and services are provided by the Student Services Division in helping students meet their educational and personal goals.

Counseling Services

The challenges of choosing the right career, achieving or maintaining one's independence, relating successfully to others, and leading a happy and successful life converge during a student's college years. College life adds the concerns of exams, term papers, quizzes and class reports. Even students who are prepared to do their best in college may experience problems.

Counseling services assist students with career, educational, personal and social concerns that may interfere with their academic progress. Our goal is to provide quality services, and create a safe, supportive and affirming climate.

College years are an exciting time, but sometimes they can be stressful. Students may encounter problems that are not easily solved. Counseling is a way of talking about what is on your mind with an objective person who can help you to learn new skills and new ways of looking at situations so that you will be more capable of solving problems on your own now and in the future. Counseling services is available to all students requiring assistance and therefore encouraged to seek help from the available counselors.

If you are a first time, returning, or continuing student, there are counseling services available to meet your educational, career, and personal challenges. The ASCC Counseling Services goal is to provide quality services that will create a safe, supportive and affirming student climate. Students requiring assistance are encouraged to seek help from the available counselors: Academic, Career, Diversity and Tutorial, and Personal counselor.

Career/Placement Counseling

Through the interactive career exploration guide and job search on the Internet, career counseling provide ASCC students (including those in the Adult Education Literacy and Extended Learning [AELEL], and Upward Bound) with essential information to guide them in the development of career choices and educational goals. This information can effectively determine their aptitudes, achievements, interests, personality, and values to assist them with decision making and planning for a career field or career transition. Career/Placement Counseling is available for job search strategies and resumes assistance. Filling out job applications and resume critiques on a walk-in basis are also available.

College and Life Planning Courses (CLP)

College and Life Planning courses provide students with the opportunity to cultivate the skills necessary to become confident, successful students in their academic and personal goals.



Drug and Alcohol Awareness Program

An on-campus Drug and Alcohol program is available to assist students through counseling and education to overcome the usage of drug or alcohol, and to assist students who have friends or relatives who are dependent upon drugs and/or alcohol. Again, ASCC does not condone the use, sale, possession and consumption of ANY narcotics, illegal drugs or alcohol by any student of ASCC for which said student does not have a valid prescription. Any student caught under the influence of drugs and/or alcohol on or off campus during college activities will be subject to disciplinary action. *Refer to Drug Free Policy in ASCC Student Handbook.*

Diversity and Tutorial Services

Students who need assistance with their studies are encouraged to visit the Counseling Office and sign up for consultation, scheduling, and tutorial services.

Traditional, non-traditional, multicultural, and students with disabilities who need assistance with their studies are encouraged to visit the Counseling Office and sign up for consultation, scheduling and tutorial services.

Other tutorial services are available on campus through the Student Support Services (SSS) Program, Upward Bound Program, Veterans Affairs (VA), Tutorial Counselor and student tutors.

The Counseling Tutorial Center is located next to the Dean of Student Services office (Coleman Building [Cafeteria], lower campus). Contact Phone: (684) 699-9155 extension 376 or 362.

Disability Access and Accommodation Services

The Counseling services provide academic access services to students with certified disability. Services include academic advising, disability counseling, tutoring, technology access, etc. Students with disabilities who may require such services are strongly encouraged to contact the Student Services as far in advance as possible to ensure special accommodations.

New and prospective students should contact the Student Services office for program orientation at least two months prior to the start of their entering semester to assure accommodations for registration, handout materials, special assistance, etc. Although ASCC strives to ensure campus access for students with disabilities, it is necessary to note that ASCC does pose structural barriers that are being addressed by on-going projects.

Creating equal access for students with disabilities is a responsibility shared in partnership by the students and the rest of the campus community.

You Are Not Alone (YANA) Program

The Student Services Division offers a support program called the YANA (You Are Not Alone). Its purpose is to reach out to youth who are experiencing personal problems.

Qualified counselors are available to assist anyone who is in need of help. Student mentors are also available to help out students who are not comfortable talking to an adult. If you need someone to talk to, or know of someone who needs help, contact us at:

Phone: (684) 699-9155 extension 376 or 252-9262 from Monday-Friday, 8:00 a.m. - 4:00 p.m.

Email: yana@amsamoa.edu

Student Employment and Training Center

The purpose of the on-campus Student Employment and Training Center is to provide temporary employment to students while pursuing their academic career at ASCC. While the period of employment is short and temporary in nature, the lifetime experience gained will enable students to know what is expected of them and be able to transition into the workforce with ease.

The Student Employment and Training Center provides financial assistance to students who are ineligible for federal financial assistance, commonly known as PELL Grant. The financial assistance available through the Student Employment and Training Center in the form of employment within ASCC and is based solely on availability of local funds and willingness of various departments to participate, support, and employ students in a first come, first serve basis.



The Student Employment and Training Center will assist participating departments within ASCC in announcing, collecting and maintaining student personnel files on qualified candidates. Each student will complete and be selected based on his/her own merit as announced or listed in the job announcement. First priority is for students who are not eligible for federal financial aid, and are not current scholarship recipients of ASG and various private agencies of American Samoa.

Veterans Educational Assistance

The American Samoa Community College is an approved educational institution for education and training under the Veterans Educational Assistance Act (GI Bill), the Veterans Readjustment Act, and the Dependent's Educational Assistance (DEA) Act. All students who are eligible to receive educational financial assistance from the U.S. Department of Veterans Affairs (VA) under Chapter 30, 31, 35 and 106 are advised to contact the ASCC Veterans Students Counselor for clarification and explanation of awards before registering with their assigned faculty advisor. It is important that their application is received and reviewed and that the Veterans Affairs Regional Processing Office in Muskogee, Oklahoma makes an official decision of denial or grant of benefits.

Eligible students may apply for veterans' benefits as soon as they have been admitted to ASCC. The ASCC VA Student Coordinator will assist you with detailed information regarding eligibility, entitlement, and authorized types of training. This information may also be obtained by visiting the official website:

www.gibill.va.gov/education/benefits.htm

All drops and withdrawals must be reported to the VA Student Coordinator for reporting to the U.S. VA Education Office in Muskogee, Oklahoma. This is the student's responsibility; otherwise the student will be required to repay any money that was overpaid.

Chapter 30 and Chapter 106 students are required to verify their monthly attendance to the ASCC VA Student Coordinator in order to receive monthly awards. Contact the ASCC VA Student

Coordinator for further assistance. VA tutorials are also available through the Student Tutorial Services (see VA Student Coordinator).

VA Transcript Evaluation

The VA regional office requires ASCC to review your military training and/or previous college courses to see if any of them will apply to your individual educational plan. The VA will allow payment for only a short period of time without this information. In order to avoid interruption of VA payments, complete the following:

1. Submit the copy of your DD Form 214 (Certificate of Release or Discharge from Active Duty) to the Admissions & Records Office for evaluation of your military training.
2. Request in writing to each of your previous college/universities to have (1) official transcript sent directly to the Admissions & Records Office for an official evaluation.
3. For military personnel, request an official copy of your military educational transcript to be sent directly to the ASCC Admissions & Records Office. Once an official transcript is received, you may proceed to the Admissions & Records Office and request an official evaluation of credits.





Federal Student Aid (FSA) Program

The Federal Student Aid Program at the American Samoa Community College is intended to help students who need financial assistance to continue their education.

While financing of education is primarily the responsibility of the student, there are a variety of resources for financial assistance. Federal Student Aid is made available to students whose family resources are not sufficient to meet their educational expenses. The student's financial need is determined by taking the student's cost of attendance (COA) less the expected family contribution (EFC). In order to be eligible for financial aid, the student's financial need must be established. This is done by the timely completion of the Free Application for Federal Student Aid (FAFSA), which is available from high school counselors or the ASCC Financial Aid Office and/or applying electronically through the FAFSA at www.fafsa.ed.gov.

Students can complete their FAFSA online at the ASCC Computer Laboratory. A representative is there to assist you with completing the electronic application.

Apply any time starting January 2 for Financial Aid. Your correct, complete application information must be received by the ASCC Financial Aid Office on the last day of your enrollment or by the date indicated in the U.S. Department of Education "The Student Guide", whichever is earlier (see the Financial Aid Manager for more information).

A Financial Aid package will be developed and an award notification letter will be sent to the student when the following steps have been fulfilled:

1. Complete the FAFSA and submit it to the application processor.
2. Provide the ASCC Financial Aid Office with a copy of the following required documents:
 - a. U.S. Passport
 - b. Birth Certificate

- c. Valid picture identification card (The only acceptable identification cards are the American Samoa Voter's Identification Card, American Samoa Government Identification Card, valid American Samoa Driver's License, and the U.S. Military Identification Card)
- d. Social Security Card (Student name on Social Security Card must match the name that was used on the FAFSA to apply for financial aid)
- e. High School diploma, GED Certificate or Equivalent (School Certificate for those who graduated from Samoa and a signed certification)

A Financial Aid award notification will include information of available grants, campus-based programs (Pell, Federal Work Study (FWS) and Federal Supplemental Educational Opportunity Grant (FSEOG)), Academic Competitiveness Grant (ACG), Teacher Education Assistance for College Higher Education (TEACH), President's Merit Scholarship, American Samoa Government Scholarships, and all other internal/external financial resources.

To be eligible for financial aid, students must be accepted into an eligible program and once enrolled students must meet the ASCC Financial Aid Satisfactory Academic Progress (SAP):

1. Declare a major course of study
2. Maintain a semester grade point average (GPA) and a cumulative grade point average (CGPA) of 2.00 or better
3. Maintain a semester credits completion rate and a cumulative credits completion rate of 66.667% or better.
4. Must not exceed the maximum time frame of 150% of the published length of the program measured in academic credits. For example, if your program requires 60 credits to graduate, 150% of your program is 90 credits.



For further information please refer to the Financial Aid Student Handbook available at the ASCC Financial Aid Office.

Selective Service

Men who are from age 18 through 25 are required to register with the Selective Service System in order to receive financial aid. An application is available from the United States Postal Service, or log in at www.sss.gov to register on-line. This requirement covers both citizens of the United States/U.S. Territories. Students who have questions about Selective Service registration may contact the Selective Service at 11-847-688-6888.

It is the U.S. Federal Law to register with the Selective Service.





Student Government Association (SGA)

The Student Government Association (SGA) of ASCC exists to advance the democratic process of student government. SGA encourages professionalism and improved quality of activity and service at all levels of student government for the benefit of the total student population. It contributes to the analysis, understanding, and resolution of student issues by providing academic and social activities.

The Student Government Association (SGA) of ASCC includes all enrolled students. The SGA is governed by the executive officers and the representatives, who are elected from the freshmen and sophomore classes. SGA representatives also serve on various ASCC committees and also a member of the Board of Higher Education. SGA sponsors a number of activities each year, including the Miss ASCC pageant, Intramural Sports, cultural, assemblies and other club activities. Funding for these activities come from student activity fees collected during registration.

Students interested in serving as an executive officer must have a cumulative 3.00 GPA at the time of election. Any full-time student who maintains a 2.70 semester GPA, who has completed one semester in ASCC, and is in good academic standing is eligible to serve in the SGA. Applications are available from the SGA office located in the Coleman Building and additional information can be obtained from the student handbook.

Club Activities

Student clubs are considered an integral part of every student's college career and joining a club is an excellent way to make new friends. Students are encouraged to participate in clubs that interests them. If a student cannot find a club that suits their interest, students may apply to start one of their own. All campus clubs and organizations must have a faculty or staff advisor and meet the requirements established by the SGA. Applications for new clubs can be obtained from the SGA office.

Intramural Sports Programs

The intramural sports programs are planned and conducted by the Student Government Association and technical assistance from the Chairperson for Physical Education department. A variety of team sports are scheduled throughout the school year. For more details, please refer to the ASCC Student Handbook

Student Computer Labs

Various computer labs are available to the students and faculty members. One is located in room 16 and Lab hours are 8:00a.m. to 4:00p.m., Monday through Friday except Holidays. Two other labs are located on the lower campus area in the Institution of Trades & Technology (ITT) building across from the Fale Samoa. Lab hours are posted accordingly. Please refer to the student handbook for computer lab fees for printing (black and color), making copies, scanning, and also rules and regulations for the facility and its equipment. A monitor is ready to assist you at each location.

Phi Theta Kappa Society

The Alpha Epsilon Mu Chapter of the Phi Theta Kappa (PTK), the international community/junior college honor society, is open to all ASCC continuing and transfer students. Students, who have completed twelve (12) or more credits, have a 3.5 cumulative GPA, passed ENG 150 and ENG 151 and MAT 90 are eligible for member ships. PTK members are eligible for special scholarships.

STUDENT'S RIGHTS & RESPONSIBILITIES

Students are responsible for all information contained in this catalog, and from information related to the standards involved with the policies and regulations governing campus conduct (see Student Handbook). It is also the responsibility of all students to contact appropriate college personnel to clarify any point in question. In no case will a regulation be waived or an exception be granted because a student pleads ignorance of, or contends that he/she was not informed of, the regulations or procedures.



The academic community, by its very nature, places emphasis on individual responsibilities. The college campus should be a place conducive to learning and the free exchange of ideas. ASCC students are expected to show respect for the rights of others, preserve social and academic atmosphere, promote the College's goals, care for campus property, and bring goodwill and honesty to the College.

Students interfering with the personal rights, privileges of others, or the educational process of the college will be subject to immediate disciplinary action. Acts specifically prohibited include possession, use or sale of alcohol, narcotics or illicit drugs on campus or at college functions, destruction of ASCC property, vulgarity, stealing, continued willful disobedience, cheating, plagiarizing, forgery and all other dishonest practices.

Zero Tolerance Policy

As with any community educational environment certain policies are established to ensure health and safety of all the students and employees of the institution.

ASCC defines zero tolerance as: the strict application of consequences regarding violation of ASCC's rules on weapons, explosives, fighting, drugs, and alcohol. If a student is found to have violated any of aforementioned rules, then the consequences shall be applied without exception.

Drugs

The American Samoa Community College strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of non-prescribed or use of illegal drugs or controlled substances in College. College students who violate this prohibition are subject to disciplinary action including suspension or expulsion in accordance to the severity of the offense.

Alcohol

The American Samoa Community College is a designated alcohol-free campus. Students attending ASCC must abide by the policy that alcohol is not permitted regardless of students' age. Illegal acts commonly associated with alcohol include public

intoxication, driving while intoxicated, provision of alcohol to a minor, bringing alcoholic beverage onto the college and minor in possession of alcohol. Violation of these laws subjects students to disciplinary actions.

Students who violate the alcohol policy of the college are subject to disciplinary action in accordance with the above mentioned drug policy.

The American Samoa Community College reserves the right to disclose to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's records, is a student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

Weapons

Students are prohibited from possessing the following weapons on school property. A person commits a crime if he knowingly possesses, manufactures, transports, repairs, or sells an explosive weapon, a machine gun, a gas gun, a short barreled rifle or shot gun, a firearm silencer, any knife, bush knife or machete, and knuckles.

Also, students shall not possess toy guns, knives, or other replicas of any of the weapons mentioned above on the school property at any time.

College students who violate this prohibition are subject to suspension and expulsion.

Fighting

Students shall be prohibited from the following actions while on school property:

1. purposely or knowingly causes serious physical injury to another person;
2. attempting to kill or cause seriously physical injury to another person;
3. recklessly engaged in conduct which creates a grave risk of death to another person and thereby causing serious physical injury to another person;



4. knowingly causing or attempts to cause physical injury to another person by means of a deadly weapon or dangerous instrument;
5. recklessly causing serious physical injury to another person;
6. attempting to cause or recklessly causing physical injury;
7. with criminal negligence, causing physical injury to another person by means of a deadly weapon;
8. purposely places another person in apprehension of immediate physical injury;
9. recklessly engaging in conduct which creates a grave risk of death or serious physical injury to another person;
10. knowingly causing physical contact with another person knowing the other person will regard the contact as offensive or provocative;
11. fighting or violent, tumultuous, or threatening behavior.

Fighting on campus shall result in suspension or permanent expulsion from the American Samoa Community College in accordance to the severity of the action.

Violating the College Drug Policy may cause a student to lose their eligibility for financial aid. According to 20 United States Code 1091(r) a student who has been convicted of a drug offense shall not be eligible to receive any grant, loan, or work assistance.

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE), State Educational Agency (SEA), or Local Education Agency (LEA) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In addition to disciplinary sanctions imposed by the College for violation of alcohol, drug, weapons and fighting policies, students may also be prosecuted under Territorial and Federal Laws.

Academic Conduct

The American Samoa Community College prohibits plagiarism and cheating. Plagiarism is submitting one person's written ideas or thought as one's own, without giving proper citation of credit to the original author. Cheating includes, but is not limited to, giving unauthorized help during an examination or obtaining unauthorized information about an examination before it is administered. Instructors may notify the Dean of Student Services and request that the student be disciplined and/or counseled.

General Student Grievance

Students having a grievance with the general operation of the college may petition the Grievance Committee for redress. The petition shall set forth in detail the nature of the grievance and shall state for whom the grievance is directed. It shall contain factual data, which the petitioners deem pertinent to their case. The Committee shall have the right to decide whether or not the petition merits investigation. Petitions must be submitted to the Dean of Student Services, who will appoint a Grievance Committee, and supervise the grievance process.

Academic Grievance

Before an academic grievance is filed, the student must first discuss and seek to resolve the issue with the instructor of the course and the appropriate Department Chairperson. If the matter cannot be resolved, the procedures outlined below should be followed:

1. A letter describing the nature of the complaint and all supporting documents should be submitted to the Dean of Academic Affairs, Dean of Student Services, and/or the Dean of Institution of Trades & Technology (ITT) when appropriate. These documents may be the course syllabus outline, evaluation procedures, exams with grades, term paper assignments with grades, quizzes or other pertinent supporting documents.
2. The Dean of Student Services will call a meeting of all available parties involved (instructor, Department Chairperson, Dean of Student Services and Dean of



- Academic Affairs and/or the Dean of Institution of Trades & Technology (ITT when appropriate) to review the submitted documents and find a possible solution.
3. If the matter remains unsolved, the Dean of Student Services will refer the submitted written grievance to the Grievance Committee (Dean of Student Services, Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology (ITT) when appropriate, one administrator, one counselor, one faculty member and a student representative) for appropriate action and to schedule a hearing.
 4. The Grievance Committee will notify the student in writing within three (3) working days of the hearing outcome. All recommendations made by the Grievance Committee are final.

Board of Retention and Dismissal

Members of the Board will include the Dean of Student Services, Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology (ITT) when appropriate, one counselor, one faculty representative, and the SGA President or designee. The student has a right to present his/her case in person before the Board, and will be notified in writing of the Board's decision. Documentation of the Board's action becomes part of the student's permanent file. Students are not permitted to attend class while the case is pending.

Responsibilities of the Board of Retention and Dismissal are:

- To study the case being considered for disciplinary action that may result in a student's dismissal from the College.
- To decide the nature and gravity of the student's offense relative to the rest of the student body, the overall function and purpose of the College, the student's academic life and College regulations as stated in the Student Handbook and the College Catalog.
- To decide whether the student will be retained or dismissed and whether such dismissal shall be temporary or permanent.

Actions to be taken by the Board of Retention and Dismissal after hearing a case:

1. Warning—Notification to a student that the continuation or repetition of a specific violation may result in serious disciplinary action.
2. Probation—Formal action placing conditions on the student's continued attendance in the College. Such notice will be given in writing and specify the period of probation and conditions.
3. Suspension – Suspended students will be placed on temporary dismissal from the college. Such notice will be given in writing, specifying the duration of the suspension and any specific conditions to be met before readmission into College.
4. Expulsion or Exclusion—Expulsion or exclusion is the indefinite or permanent dismissal from ASCC and termination of student status. The Board of Retention and Dismissal will take the final action on such cases, with overall supervision from the Dean of Student Services, No refund of tuition and/or fees is granted for expulsion or exclusion cases.

Students may appeal an academic decision by a faculty member and/or a disciplinary action taken by a faculty member, the administration or by the Peer Review Council by submitting a written request to the Dean of Student Services.

The student may appeal decisions made by the Board of Retention and Dismissal to the ASCC President.

Student Appeals

Students may appeal a disciplinary action taken against them by, submitting a written appeal to the Dean of Student Services, who will forward the request to an appointed ad-hoc Student – Faculty – Administration Appeal Board. The written appeal must be submitted within one week from the issuance of the disciplinary action/decision in question. The disciplinary action shall stand during the Appeal Board's deliberations on the submitted appeal. The Ad-Hoc Board's decision and/or recommendation are final.

Peer Review Council

The council is made up of students selected by the Student Services Division at the beginning of each school year. The council will include two SGA representatives and two representatives selected at-large.



Sexual Harassment

ASCC does not condone sexual harassment by any student, instructor, supervisor, or employee. Sexual harassment may be manifested in, but is not limited to, the following forms:

- A. Unwelcome sexual conduct, whether it is verbal or physical that interferes with another person's work performance or creates an intimidating, hostile, or offensive classroom or campus environment
- B. Decisions affecting students (such as grades) made by an instructor or ASCC personnel based on submission to/or rejection of sexual advances.
- C. Submission to a sexual advance used as a condition of obtaining a particular grade, whether expressed in explicit or implicit terms.
- D. Slurs, name calling, and other inappropriate and unwelcome comments and behavior based on the sexual orientation of students.
- E. Display in the classroom or on campus of sexually suggestive objects or pictures.

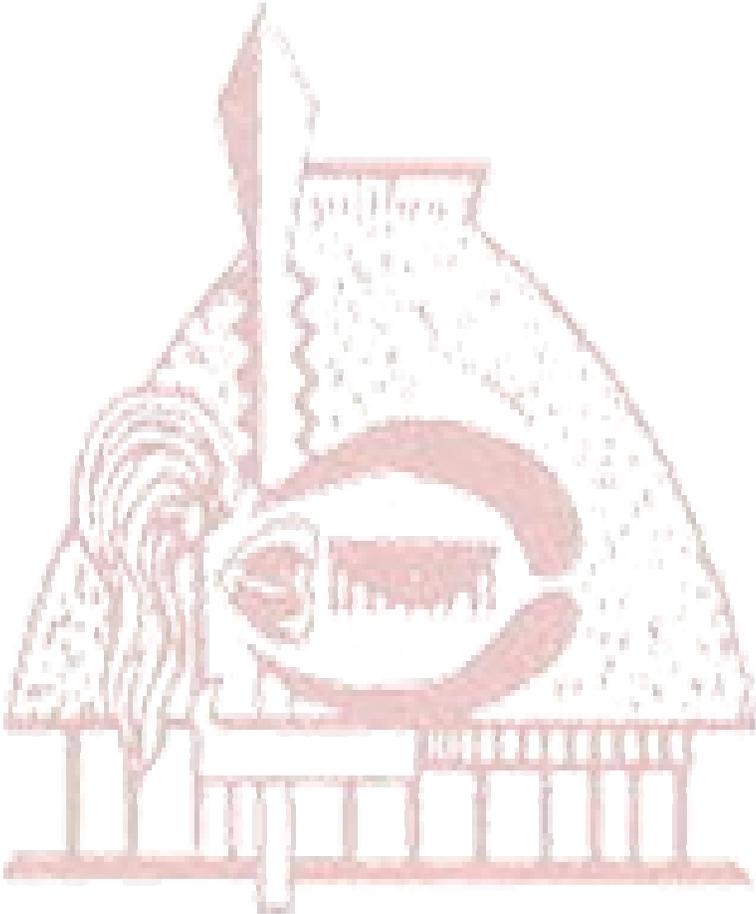


If any student feels subjected to sexual harassment he/she should report the incident to any Student Services Counselors at any time or specifically to the Dean of Student Services, Dean of Academic Affairs, Dean of Institution of Trades & Technology (ITT) when appropriate, or the Human Resources Director. The Student Grievance Committee will conduct an investigation into the allegations.



To the best extent possible, ASCC will attempt to keep the identity of the person(s) reporting the incident involving sexual harassment confidential.

Institutional Programs



- **INSTITUTIONAL PROGRAMS**
- **INSTITUTIONAL SERVICES**





INSTITUTIONAL PROGRAMS

THE OFFICE OF INSTITUTIONAL EFFECTIVENESS (IE)

The mission of the Office of Institutional Effectiveness is to support the college by providing information necessary for improvement of academic programs and provision of administration services. The office is responsible for collecting data for research and evaluation. It is also responsible for analyzing and presenting results for program planning.

The functions of IE are as follows:

- Planning, research and evaluation that help to improve institutional effectiveness and the achievement of student learning;
- Public relations that help to provide the community with information about the College affairs, through newsletters, press releases and other media;
- Collecting, editing, organizing and disseminating of College documents and reports to the College community and stakeholders that help to ensure a culture of evidence and accountability.

ACADEMIC SUPPORT SERVICES FOR STUDENTS

ADULT EDUCATION LITERACY AND EXTENDED LEARNING (AELEL)

The American Samoa Community College Division of Adult Education Literacy and Extended Learning is designed to fulfill the College's mission of making educational services available to the non-traditional student population of American Samoa by offering credit and non-credit courses. Continuing Education courses provide development improvement and advancement of specific and general work-related skills.

Adult Basic Education (ABE)

Adult Basic Education provides instruction in the basic academic areas of Mathematics and English as college preparatory courses and for occupational

skills. Courses range from English literacy to government, health and consumer economics.

Classes are offered on the ASCC campus as well as work sites, villages and other convenient locations. ABE courses are advertised in the local media and with the ASCC Schedule of Course Offerings for each semester.

A General Education Diploma (GED) preparatory instruction program is provided at no charge to any student who has not graduated from high school and who is at least sixteen (16) years of age. Students are taught the basic skills necessary to sit the GED

Examinations in the following areas:

Writing/Essay Skills, Science, Social Sciences, Reading Skills and Mathematics. A student must be at least 18 years old to sit the GED Exams in American Samoa.

The GED Examination is a nationally written and administered battery tests designated to measure high school education. The Testing and Evaluation Division of the American Samoa Government Department of Education administer the examination at regular intervals. Upon successful completion of the tests, the American Samoa Department of Education awards a high school diploma to the student.

Registration, Tuition and Fees

While a few limited enrollment classes require prior registration, it is possible to enroll in most Continuing Education courses by attending the first class session. Students must be at least 16 years of age (high school student must receive permission from their schools/parents) and provide Social Security numbers and immigration status/clearance, at the time of registration. Adult Education classes are provided at no cost. Community Service classes are \$35.00 per class.

Continuing Education Courses (Extended Learning)

In most cases, students in Continuing Education courses earn Continuing Education Units (CEUs) which cannot be counted towards a college degree. However, if a specific course meets the same academic requirements as a college credit course, the student may petition the Dean of Academic



Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT) for permission to use CEUs as transfer credit, provided all other transfer requirements are met.

A Continuing Education Unit (CEU) is defined as ***“ten contact hours of participation in an organized Continuing Education, adult or extension experience under the supervision of a qualified instructor.”*** The CEU should not be interpreted as a substitute for college credit, rather, a means of recording and reporting the Continuing Education activities achieved by an individual.

Certificates of Completion are awarded to all individuals who successfully complete Continuing Education courses.

Continuing Education activities may have a direct impact on current and future employment and should be included on resumes and/or applications for employment or promotion. Students may obtain copies of transcripts of Continuing Education activities by contacting the State Director of Adult Education Literacy and Extended Learning.

AMERICAN SAMOA TEACHER EDUCATION PROGRAM (ASTEP)

The American Samoa Teacher Education Program (ASTEP) is developed jointly by American Samoa Community College (ASCC) and American Samoa Department of Education (ASDOE). ASTEP provides training for in-service public and private school teachers by initiating and implementing staff-development activities and offering courses to meet the following:

1. Lower-level coursework that has been articulated by the University of Hawaii’s Territorial Teachers Training Assistance Program (UHTTTAP) or any other college/university approved by ASDOE, Bachelor of Education Program;
2. Approved teacher certification courses for in-service teachers; and,
3. Associate of Arts courses required for in-service teachers and general education courses for strengthening teaching skills and content knowledge.

Students interested in the teaching profession are encouraged to contact the ASTEP Office for more

information about the program, program requirements, curriculum, and scholarship opportunities.

COMMUNITY AND NATURAL RESOURCES (LAND GRANT) PROGRAMS

In 1981, ASCC was designated a Land Grant College. Federal funds were provided to develop programs in agriculture, family and consumer sciences, 4-H youth development, and forestry. The three major components of the program are instruction, extension, and research.

Instruction

At ASCC, the post-secondary agricultural related educational programs are part of the Department of Agriculture Community and Natural Resources. Program offerings include the Associate of Science Degree in General Agriculture, Agribusiness, Family and Consumer Sciences and Natural Resources. The degrees are designed to prepare the students for on-island positions in these fields as well as for transfer to off-island schools.

Extension

The Cooperative Extension Service offers community-based educational programs and projects to enhance individual and group decision-making towards improved living. Extension works closely with farmers, homemakers, and youth as well as government and civic agencies. The extension agents use the research discoveries made by the research division to help improve the quality of life for individuals, and the community. Extension programs are offered in the following areas: Agriculture, Consumer Family Sciences, 4-H Youth, and Forestry.

Agriculture Research

The Hatch Act authorized by Congress in 1887, stipulates the establishment of agricultural experiment stations in connection with Land Grant colleges to conduct scientific investigations and experiments to provide practical and useful information in publishing bulletins or reports of progress. As a beneficiary of this Act, the Research Division of the ASCC Land Grant



Program adheres to these guidelines. Furthermore, it tailors agricultural research specifically to the environment, economy, and culture of American Samoa.

The Research component is committed to applying rigorous scientific standards test traditional agricultural practices and those selected from worldwide literature for their efficacy under local conditions and sharing knowledge gained with the agricultural community at large. It strives to harmonize local needs and interest with the national agenda by working closely with the United States Department of Agriculture, sister Land Grant colleges, regional institutions, and local departments and agencies.

GEAR UP AMERICAN SAMOA

“Gaining Early Awareness & Readiness for Undergraduate Program” (Gear Up) American Samoa Program is a U.S. DOE federally funded program awarded to ASCC July 2006 through 2012. Through mutual support and cooperation, the GEAR UP American Samoa (GUAS) Program Partners will work to enhance the quality of teaching and learning for our cohort community. Our GEAR UP goal is to provide instructional, social, and emotional support for our GEAR UP community enabling our local island students to succeed from the 7th grade to the completion of the 12th grade. We will promote an inclusive approach in all of our programs to concur with the “No Child Left Behind” Act.

LIBRARY / LEARNING RESOURCES CENTER (LRC)

The ASCC Library has a collection of approximately 35,000 volumes, along with the subscribed periodicals and computer database for student and faculty research. The library is designated as a federal depository library, and houses federal government publications. The library owns DVDs, CDs and audios, and videotapes for instructional purposes. The Follett Automation System is currently available at the ASCC Library.

Card catalog and Online Public Access Catalog (OPAC) provides information and easy access to the location of books. There are computers with Internet access and computer software for students and faculty.

The Teacher Education Resources Center (TERC) contains a growing collection of circulation books, sets of reference books, educational journals, and instructional videos. The room is equipped with computers that can access the Knowledge-Box software, an educational database resources for students enrolled in education courses.

The Special Collection Room houses research materials on Pacific Islands and Nations, Pacific journals, video and audio cassettes, rare books, as well as Samoan History information.

Books may be borrowed from Feleti Barstow Public Library via interlibrary loan and from the University of Hawaii Libraries and other libraries in the South Pacific region.

RESERVE OFFICERS TRAINING CORPS (ROTC)

The ROTC Basic Course consists of four distinct semesters; the Basic Course is structured as a single, progressive course. Upon successful completion of the Basic Course cadets may transfer 12 credits to one of the 273 Universities throughout the United States offering a commission in the United States Army as a Second Lieutenant. The American Samoa Community College is a partnership school with the University of Hawaii ROTC program. The program offers **elective credit** towards an associates or bachelors degree. The ROTC program does not lead to any degree in Military Science. Academic performance in core curriculum should be the main focus of cadets.

Cadets must be pursuing an associates degree in any of the majors offered at American Samoa Community College. Senior cadets must meet the U.S. citizenship and the Army physical fitness requirements to contract and enroll in the Advanced Course at one of the 273 ROTC universities. The Advanced Course is the third and fourth year of instruction, which is not offered at American Samoa Community College. Scholarships are available to students transferring to one of the 273 Universities offering ROTC. Transfer students may be offered if qualified four-three or two-year scholarships depending on their academic alignment. It is imperative that applicants become a naturalized U.S. citizen to qualify for these scholarships. Cadets must complete a bachelors degree in any major except



Theology in order to earn a commission as a Second Lieutenant.

SAMOAN STUDIES INSTITUTE

Mission

The Samoan Studies Institute's mission is to ensure and promote the continuity of the Samoan culture, traditions, language and heritage through an inter-disciplinary, comprehensive educational approach that focuses on three major areas: (1) Academic (2) Community and Cultural Extension and (3) Research and Publication.

Academic

Samoan Studies Institute works cooperatively with various ASCC academic departments towards the development and implementation of curricula that stimulates the study and understanding of issues relevant to Samoa and the Pacific. Every ASCC student is required to take at least three to four credits of Studies of Samoa and the Pacific designated courses. (Refer to Studies of Samoan and the Pacific's cluster of designated courses described under the Associate of Arts Degree Programs and Certificates of Proficiency section of this catalog).

Community and Culture Extension Programs

Community and cultural extension programs are to reinforce partnerships between the college and government agencies, non-government agencies; and for the Institute to conduct workshops that promote cultural studies. ASCC students are encouraged to participate in community and cultural extension programs offered throughout the year at designated locations. These are general extra-curricular activities to promote and increase knowledge, understanding and skills in any aspect of the Samoan culture through hands-on learning.

Research and Publication

The Samoan Studies Institute research component maintains an active research program which includes fieldwork and documentation as well as archival research and collections. Research may focus on such topics as both written and oral history, legends, indigenous art forms, music, language, geography, natural resources and

archaeology, anthropology, political science, current affairs, and/or other relevant topics. The purpose of this research is to collect, develop and publish materials on Samoa that will enhance and maintain Samoan and Pacific Studies designated courses.

SERVICE LEARNING

Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

Service-Learning combines service objectives with learning objectives with the intent that the activity changes both the recipient and the provider of the service. This is accomplished by combining service tasks with structured opportunities that link the task to self-reflection, self-discovery, and the acquisition and comprehension of values, skills, and knowledge content.

The characteristics of Service Learning are:

- Links to academic content and standards
- Involves young people in helping to determine and meet real, defined community needs
- Is reciprocal in nature, benefiting both the community and the service providers by combining a service experience with a learning experience
- Can be used in any subject area so long as it is appropriate to learning goal
- Works at all ages, even among young children
- They are positive, meaningful and real to the participants
- They involve cooperative rather than competitive experiences and thus promote skills associated with teamwork and community involvement and citizenship

Service-Learning:

- Promotes learning through active participation in service experiences
- Provides structure time for students to reflect by thinking, discussing and/or writing about their service experience.



- Provides an opportunity for students to use skills and knowledge in real-life situations
- Extends learning beyond the classroom and into the community
- Fosters a sense of caring for others

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

The American Samoa Small Business Development Center at American Samoa Community College is to coordinate educational resources and provide services to develop, support and strengthen the viability of the local small business community and improve overall business success rate in American Samoa. To this end, the SBDC helps new business start-ups achieve entry into the marketplace and provides assistance the established businesses so they may become more efficient and competitive in the marketplace.

GOALS

1. Provide individual counseling to individuals who have small businesses, and individuals who want to start small businesses.
2. Offer NxLevel courses for entrepreneurs, business start-ups, micro- entrepreneurship and Agricultural entrepreneurs.

STUDENT SUPPORT SERVICES (SSS)

The Student Support Services (SSS) Program provides opportunities for academic development, assists students with basics college requirements, and services to motivate students towards the successful completion of their postsecondary education. The SSS program may also provide grant aid to current SSS participants who are receiving Federal Pell Grant.

The goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next. Services provided by the program include:

- Instruction in reading, writing, study skills and mathematics
- Guidance and counseling
- Academic advising
- Tutorial services and peer counseling

- Mentoring programs involving faculty and college students
- Exposure to cultural events and academic program
- Activities to provide a range of career options
- Activities to secure admission and financial assistance for enrollment in undergraduate and professional programs
- Assistance in preparing students to enter four-year institutions

UNIVERSITY CENTER FOR EXCELLENCE ON DEVELOPMENTAL DISABILITIES (UCEDD)

The University Center for Excellence on Developmental Disabilities (UCEDD) is an interdisciplinary education, research and public service component of the American Samoa Community College that engages in the following core functions:

1. Interdisciplinary pre-service preparation and continuing education of students and fellows, which may include the preparation and continuing education of leadership, direct service, clinical or personnel to strengthen and increase the capacity of the territory and community;
2. Community service that provide training and technical assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy-makers, students and other members of the community;
3. Conduct research and evaluation, analysis of public policy in areas that affect or could affect positively or negatively individuals with developmental disabilities and their families; and,
4. Dissemination of information.

The UCEDD addresses the core functions directly or indirectly with one or more following area of emphasis: quality assurance activities, education activities and early intervention activities, child care-related activities, health-related activities, employment-related activities, housing-related activities, transportation-related activities, recreation-related activities, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life.



UPWARD BOUND PROGRAM

The Upward Bound Program is one of the TRIO programs that are federally funded by the U.S. Department of Education. The program provides educational opportunities and services for eligible high school students.

The objective of the program is to help students succeed and prepare for a college education, by providing academic and social skills development training.

Participants will receive the following services:

- a. Instruction in reading, writing, study skills, mathematics, science, computer and other subjects necessary for success in college;
- b. Academic, career, financial or personal counseling;
- c. Exposure to college life experience, cultural and (*social/science*) exploration events;
- d. Assistance in completing college developmental (ELI) and regular college courses;
- e. Provide tuition for program participants who are eligible to enroll in college courses (particularly in the summer);
- f. Student and parent workshops in college admissions, financial assistance, career guidance and options;
- g. Tutoring and mentoring;
- h. Attend Math and Science summer programs in the U.S. mainland, Hawaii and other Pacific Islands;

All interested applicants (10th and 11th graders) are encouraged to contact their high school counselors or the Upward Bound Program Office at (684) 699-9155 ext 338 or 396.

INSTITUTIONAL SERVICES

Publications

ASCC Weekly Connections Newsletter

American Samoa Community College's own internal newsletter is published every week for the College community with updated reports on finances and other issues that affect administration, faculty, staff and students.

A weekly newsletter circulated from the President's Office providing information of ongoing college activities.

ASCC General School Catalog

The American Samoa Community College publishes an updated College catalog every two years. The catalog provides general information about the College, specific information about available programs and services, and is the students' guide to certificate and degree requirements. The production of the ASCC General School Catalog is under the supervision of the Dean of Academic Affairs and the Curriculum Committee, and is available for purchase at the ASCC Bookstore

ASCC Student Handbook

The Student Government Association (SGA), under the supervision of the Dean of Student Services and the Student Government Advisor publishes this general information booklet for the student each year. It contains information about student services, college policies and procedures, the activities and events calendar, the Student Government Constitution, financial aid and other information needed to help students adjust to College life.

ASCC Personnel Manual

The ASCC Personnel Manual outlines personnel policies governing all College administrative and general provisions.

Food Services

A variety of nutritious hot plate lunches, sandwiches, and beverages can be purchased at the ASCC Cafeteria (located in the lower campus area) for a reasonable price.

Lost and Found

Lost and found articles are to be turned in to the Office of Student Services or campus security. Reasonable description of lost items must be given to the Campus Security in order to retrieve lost articles.

Health Services

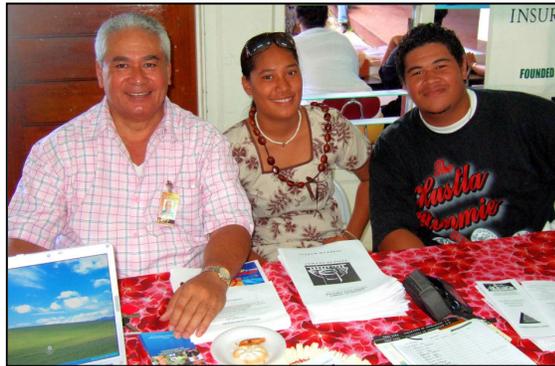
The American Samoa Community College provides emergency health services and minor care only. Faculty and staff, who are certified in Cardiopulmonary Resuscitation (CPR) and use of the Automated External Fiber Defibrillator (AEFD) provide emergency services while awaiting Emergency Medical Services (EMS). Minor cases are treated and referred to the Tafuna Health Center or LBJ Tropical Medical Center in the village of Fagaalu.



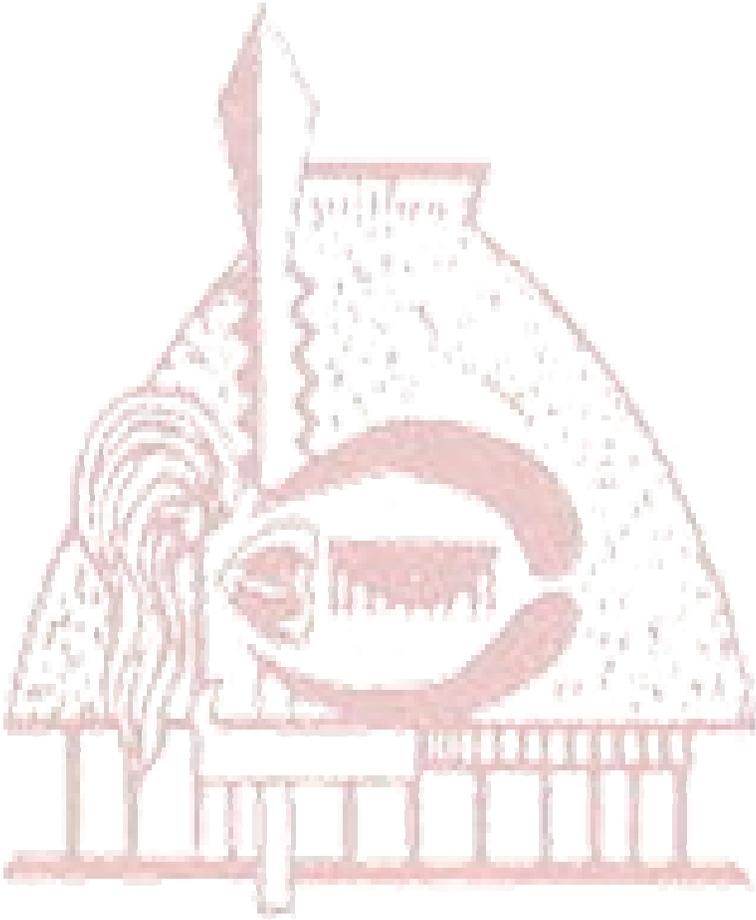
College Bookstore

Students may purchase all required instructional materials (unless stated otherwise in the syllabus), books, school supplies, art supplies and trade tools at the ASCC Bookstore during normal business hours.

The ASCC Bookstore carries textbooks, school supplies, catalog, and ASCC t-shirts. The Bookstore is open from 8:00 a.m. to 4:00 p.m. Monday through Friday.



Academic Information



- **TUITION AND FEES**
- **ACADEMIC POLICIES AND PROCEDURES**
- **GRADUATION REQUIREMENTS**





ACADEMIC INFORMATION

Developmental Course Work

Students who do not meet the placement test score requirements for college freshman level courses will be limited to enrollment in developmental courses until their academic proficiency in Math and English is raised to an acceptable level. Students failing to enroll in the required developmental courses as assigned will be denied enrollment in regular ASCC college level courses. Students that fail to follow the proper course prerequisites will be subject to the Administrative Drop Policy. Please refer to the section on Administrative Drop and Course Prerequisites.

Exception Policy

Admissions and Records Office deadlines, policies and procedures are strictly enforced. If a student has an extenuating circumstance requiring an exception to any deadline, policy or procedure, that student may file a request for exception. To file for an exception:

1. Student must submit a petition in writing to the appropriate Instructional Department Chairperson (*For registration this would be the advisor's department chairperson.*) Once the Instructional Department Chairperson forwards a request for exception to the Registrar's Office, the student must pay a \$25.00 non-refundable processing fee.
2. The student's Exception Request will be reviewed for approval or disapproval by a committee comprised of the following: Dean of Student Services; Registrar; and the Instructional Department Chairperson. Each member may appoint a representative to the review committee in his/her absence.
3. The student will be informed of the committee's decision within five (5) working days from the official processing date identified by the Registrar's Office.
4. Exception cases that have not been finalized within five (5) working days period will automatically be rendered approved.

5. Only after all the approvals are granted can the Exception Request be processed. All supporting documents will be filed in the student's record.

Students may only file three (3) exception requests during their academic careers.

Schedule of Courses

An official schedule of courses provides information of all courses offered, titles, times, days, credits and instructors for a particular semester. Schedules are published and posted before the registration dates by the office of the Dean of Academic Affairs. These schedules may be obtained from the Registrar's office or the office of the Dean of Academic Affairs. Official class schedules are also advertised in the local newspapers prior to registration.

Textbook Policy

Students are required to purchase textbooks, workbooks, and other instructional materials designed for course(s) they are enrolled in. Textbook costs vary from course to course. Every student must have the required materials identified in the current syllabus of the course(s) in which they are officially enrolled in by the end of the first week of instruction. Students' failure to provide their instructors proof of this requirement will result in an immediate recommendation by the instructor to drop the course(s). If the student does not drop the course or purchase the required materials, then the instructor may initiate an administrative drop. (Please refer to the section on administrative drop on page 9 for more details.)

Instructional Fees

Instructional fees may be charged by departments to cover additional costs of materials/resources for instruction. Instructional fees shall not exceed one hundred dollars per course and shall be announced and published by the College prior to enrollment. Fees are calculated into the student's final costs. (See next page on Tuition and Fees)



Technology Fee

All ASCC students are required to pay a technology fee of \$5.00 per credit at the time of registration (this includes late registration). Failure to pay will result in denial of admission to ASCC. This fee provides for student access to current computer hardware and software, student network security, and the management of student technology resources and supplies. There is no distinction made between resident and non-resident students. Refunds for the technology will be in accordance with the ASCC tuition refund policy.

| | |
|--------------------------------|---------------------------------------|
| Complete Withdrawal from ASCC: | \$10.00
per
student |
| Exception Policy Fee | \$25.00
(non-refundable) |
| Dishonored Checks Fee | \$30.00 per check
(non-refundable) |
| Graduation Fees | \$100.00* |

* If for any reason the student does not graduate during the semester the graduation application is intended, no refund will be given but fees will be carried (except for the diploma fee) over for the semester the student actually graduates.

An additional \$25.00 will be charged for ordering an additional diploma for the semester the student actually graduates.

TUITION & FEES

| | |
|---------------------------------|-------------------------------|
| Tuition cost per credit: | \$65.00 for
Residence |
| | \$75.00 for Non-
Residence |

Refer to "Residency Requirements" on page 7 for residency qualification.

Student Records Fees:

| | |
|--|------------------------------|
| Student Activity Fee | \$15.00 |
| Registration | <u>\$35.00</u> |
| <i>Total Registration Fee:</i> | \$50.00
(non-refundable) |
| Late Registration: | \$70.00
(non-refundable) |
| Add/ Drop/ Withdrawal: | \$5.00 |
| Evaluation of Credits: | \$10.00 |
| (includes transfer of military credits and job/life experience) | |
| Student Copy of Transcript: | \$5.00 per student
copy |
| Official Transcript: | \$10.00 per official
copy |
| Transcript Fee – Rush: | \$15.00 - \$20.00 |
| Application: | \$10.00 |
| Technology Fee: | \$5.00 per credit |
| Independent Study: | \$25.00
(non-refundable) |

Laboratory Fees

| | |
|---|---------|
| Agriculture Community and Natural Resources | |
| AGR 250 | \$15.00 |
| NRS 180 | \$15.00 |
| NRS 200 | \$15.00 |
| Art, Drama and Music | |
| ART 160 | \$25.00 |
| ART 161 | \$25.00 |
| ART 165 | \$25.00 |
| ART 170 | \$25.00 |
| ART 171 | \$25.00 |
| ART 172 | \$25.00 |
| ART 175 | \$25.00 |
| ART 180 | \$25.00 |
| DRA 150 | \$25.00 |
| MUS 140 | \$25.00 |
| MUS 153 | \$25.00 |
| MUS 185 | \$25.00 |
| MUS 190 | \$25.00 |
| MUS 192 | \$25.00 |
| MUS 296 | \$25.00 |
| Business | |
| BUS 150 | \$15.00 |
| BUS 220 | \$15.00 |
| ACC 152A | \$15.00 |
| ACC 220 | \$15.00 |



Health and Human Services / Social Sciences

| | |
|---------|---------|
| PSY 250 | \$25.00 |
| ANT 160 | \$15.00 |
| ASL 101 | \$25.00 |
| ASL 150 | \$25.00 |
| GEO 150 | \$15.00 |
| GEO 160 | \$15.00 |
| GEO 161 | \$15.00 |

Nursing

| | |
|---------------------|---------|
| All Nursing Courses | \$45.00 |
|---------------------|---------|

Language and Literature

| | |
|---------|---------|
| SPA 151 | \$15.00 |
|---------|---------|

Samoan and Pacific Studies

| | |
|---------|---------|
| SAM 151 | \$15.00 |
|---------|---------|

Science

| | |
|-----------|---------|
| BIO 150 | \$25.00 |
| BIO 155 | \$25.00 |
| BIO 180 | \$25.00 |
| BIO 181 | \$25.00 |
| BIO 250 | \$25.00 |
| BIO 251 | \$25.00 |
| BIO 255 | \$25.00 |
| CHM 150 | \$25.00 |
| CHM 151 | \$25.00 |
| MSC 150 | \$25.00 |
| MSC 155 | \$25.00 |
| MSC 160 | \$25.00 |
| MSC 170 | \$25.00 |
| MSC 270 | \$25.00 |
| MSC 280 | \$25.00 |
| PHSCI 150 | \$25.00 |
| PHY 151 | \$25.00 |
| PHY 152 | \$25.00 |

Institution of Trades & Technology (ITT)

| | |
|---------|---------|
| ABR 150 | \$15.00 |
| ABR 210 | \$15.00 |
| ADT 150 | \$15.00 |
| ADT 230 | \$15.00 |
| ADT 250 | \$15.00 |
| ADT 251 | \$15.00 |
| ADT 280 | \$15.00 |
| CET 150 | \$15.00 |
| ELE 150 | \$15.00 |
| ELE 170 | \$15.00 |
| ELE 201 | \$15.00 |
| ELE 202 | \$15.00 |
| ICT 150 | \$15.00 |
| ICT 155 | \$15.00 |
| ICT 161 | \$15.00 |

| | |
|---------|---------|
| ICT 170 | \$15.00 |
| ICT 235 | \$15.00 |
| ICT 236 | \$15.00 |
| ICT 270 | \$15.00 |
| WLD 150 | \$15.00 |
| WLD 151 | \$15.00 |

Physical Education

| | |
|---------|---------|
| PED 150 | \$25.00 |
| PED 151 | \$25.00 |
| PED 152 | \$25.00 |
| PED 153 | \$25.00 |
| PED 154 | \$45.00 |
| PED 155 | \$25.00 |
| PED 156 | \$45.00 |
| PED 162 | \$25.00 |

ASCC Refund Policy

Tuition refunds will be issued for student schedule changes as follows:

| | |
|-------------------------------------|---------------------|
| 1 st Week of Instruction | 100% Tuition Refund |
| 2 nd Week of Instruction | 75% Tuition Refund |
| 3 rd Week of Instruction | 50% Tuition Refund |
| 4 th Week of Instruction | 0% Tuition Refund |





ACADEMIC POLICIES AND PROCEDURES

Course Classification Systems

Course numbered below 100 are developmental or preparatory in nature, and are not counted toward a degree program of study. However, due to the unique content structure of some degree programs, specific courses in English and Math numbered below 100 will be required. Students are advised to check with their advisors about these degree programs. The following numbering system is used to classify course.

001-099 Developmental/Preparatory Courses
100-199 Freshman Level Courses
200-299 Sophomore Level Courses

Academic Credits

Academic credits are granted for work completed successfully in courses specifically outlined below

- A lecture course carries one semester credit hour for one hour of classroom instruction per week.
- Instructor supervised laboratory work carries one semester credit hour for three hours of laboratory time per week.

Academic Advising

The entire ASCC Faculty is committed to helping each student pursue a course of study to fulfill his/her Individual Educational Plan (I.E.P.) for the future. Academic advisers bring to their responsibilities as educators not only knowledge of academic disciplines, but also an understanding of the rationale that underlies the curricula of ASCC. Students are strongly encouraged to seek assistance early in their college careers.

Academic advising includes:

- Assisting students in clarifying, articulating, and attaining academic and life goals;
- Facilitating each student's academic adjustment to the campus;
- Educating students to assess academic progress and to develop educational plans;

- Explaining and clarifying college core courses, graduation requirements, and academic rules and regulations;
- Advise students on issues as they relate to academic progress, which may include referral to appropriate College programs and community agencies; and,
- Serving as advocates and mediator for students.

Academic Standards

Academic standing is based upon the students' cumulative grade point average (CGPA). The academic standing designations are: Good Standing, Academic Probation, 1st Suspension and 2nd Suspension.

Good Standing

A student is in good academic standing when his/her cumulative grade point average (CGPA) is 2.00 or above.

Academic Probation

A student whose CGPA is less than 2.00 will be placed on academic probation. A student on academic probation can only enroll in up to 6 credits or up to 9 credits with the recommendation of his/her advisor and the approval of the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT). Students on academic probation can enroll in only one course for summer session. A student who achieves at least a semester GPA of 2.00 while on academic probation may continue to enroll at the college. A student is removed from academic probation when a CGPA of 2.00 or higher is reached.

1st Suspension

A student will be placed on 1st suspension if, while on probation, he/she fails to maintain a semester GPA of at least 2.00. This is equivalent to two consecutive probationary semesters. The student may not be suspended as a result of academic performance during the summer session. The student may re-enroll after one semester, not including the summer session



2nd Suspension

A student, who re-enrolls at the college after returning from 1st suspension, can enroll up to 6 credits (or up to 9 credits with the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT) approval), must achieve at least a 2.00 semester GPA, and must meet the quantitative requirements for Satisfactory Academic Progress (SAP). Otherwise, the student will be placed on 2nd suspension. The 2nd suspension is for at least one calendar year. After this period of time the student may apply for readmission under the same provision as those required of a suspended student.

Attendance Policy

All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped.

Instructors are required to include in their course syllabi the College's attendance policy and have it distributed to students during the first week of instruction. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes, four (4) absences for Tuesday, Thursday classes; and three (3) absences for summer sessions. Students with excessive absences, in accordance to this policy, will receive a lower or failing grade for the semester or session.

A student can be excused from classes at the discretion or upon verification by the instructor, for the following reasons: medical reasons, family emergency, special curricular activities, military obligations, jury duty, and related official College sponsored activities. It is the responsibility of the student to make arrangements with his/her instructor(s) for work to be made up for absences due to legitimate reasons. Students are required to submit in writing, justifications or provide appropriate documentation for absences to the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT) for approval.

Veteran students are to refer to the Student Services Veterans Educational Assistance sections for additional attendance requirements.

Academic Renewal

The changing of previously recorded substandard academic performance (D and F grades), completed here at the American Samoa Community College, which may not be reflective of a student's demonstrated ability, will be considered upon submission of a petition by the student to the Registrar's Office. Upon approval by the Dean of Student Services, the academic record of the student will be annotated with the appropriate adjustments made to the grade point average (GPA). All previously recorded work, however, will remain on the transcript, ensuring a true and complete academic history. The changed grade will be recorded as "AR" with the original grade in parenthesis. For example, a grade of "D" will appear as AR (D). A maximum of 24 credits of course work can be alleviated. This policy is applicable under any of the following cases:

1. Completion of 24 credits at "C" (2.00) level or above since the semester of substandard work.
2. Passage of at least 4 years since the substandard work was recorded.
3. Demonstration that pre-recorded work is not reflective of the student's present ability. Such evidence might include, but is not limited to, documented proof of experience, awards, degrees and honors since the notation of the substandard work.

The Family Educational Rights and Privacy Act- FERPA

Pursuant to Section 99.7 of the rules and regulations governing the Family Educational Rights

Privacy Act of 1974 (hereinafter the Act), students in attendance at the American Samoa Community College are hereby notified of the following:

1. It is the policy of the American Samoa Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of the Public Law 90-247, as amended, and to rules and regulations governing the Act, which protect the privacy rights of students.



2. The Family Educational Privacy Rights Act affords students certain rights with respect to their educational records. They are:
 - a. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official's to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
 - b. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend the record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
 - c. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to the College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his/her tasks. A College official has legitimate interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue S.W., Washington, D.C. 20202-4605.
4. Students are advised that certain personally identifiable information listed below is considered by the College to be directory information and, in response to public inquiry, may be disclosed in conformance with Federal law, at the College's discretion, without prior consent of the students unless the student otherwise so informs the College not to disclose such information:
 - a. Name of Student
 - b. Address of Student
 - c. Telephone Number
 - d. Email Address
 - e. Major Field of Study
 - f. Dates of Enrollment
 - g. Enrollment Status (full time, part time, etc.)
 - h. Degrees, academic honors, and awards received
 - i. Student Status (new, continuing, returning)

A student has the right to request that any or all of the above items not be designated directory information with the respect to that student. Should student wish to exercise this right, he/she must present in person and in writing a request, not earlier than the first day of instruction and no later than 14 (fourteen) calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session.



5. A parent, spouse, sibling, or any other relative of a student is advised that information contained in educational records, except as may be determined to be directory information, will not be disclosed to him/her without the prior written consent of the student. This includes, but is not limited to, the release of the student transcript. Please refer to the Transcript section on page 10 for more information.

Stopped/Non-Attendance

A grade of “F” or “NP” will be recorded if a student stops attending, never attended a class, or exceeds the maximum allowable absences, and does not properly drop or withdraw from a class. Please refer to the College policy on attendance.

Date of last attendance is periodically collected from the instructors by the Admissions and Records Office. In addition, instructors are required to report the date of last attendance when a final grade of “F”, “W”, “W/F”, “W/WNP”, “UW” or “NP” is submitted. The date of last attendance is recorded on the student’s record and is made available to the Financial Aid Office for recipients of Federal Financial Aid as required by Federal Law.

Veteran students are to refer to the Student Services Veterans Educational Assistance sections for additional attendance requirements.

Course Substitutions

Courses may be substituted with another course that is similar in scope and content with general education course requirements for degree or program requirements. All program course requirements needed for a certificate or degree may not be substituted. All course substitution must be approved by the Dean of Academic Affairs. A limit of two courses may be substituted. A course substitution form is available from the Admissions and Records Office.

Course Repetition

Students may only repeat course(s) with an earned grade of “C-”, “D”, “F”, or “W/F” (Nursing courses may be repeated with an earned grade of “C”) twice. All grades will be retained on record after all attempts made to repeat a course. The

highest earned grade will be used to compute semester and cumulative grade point averages.

Coursework Expiration

The normal duration of time to complete coursework for an approved degree or certificate program of study is ten years. Students may be asked to repeat courses taken more than ten years before graduation, due to the change and currency of subject matter specific to a program of study. Evaluation and approval of coursework will be conducted by each Academic department and signed by the Department Chairperson.

Credit for Transfer Courses

A request to accept credits earned at other colleges or universities, or military or life experience credits must be made to the Admissions and Records Office. The transfer of credit process takes approximately six weeks. An official transcript must be submitted directly from the institution to the Admissions and Records office. Military transfer requests must include the ACE evaluation. Transfer credit is awarded on a course by course basis, based on the following conditions:

1. The transcript used is an official copy received directly by ASCC from the institution where the credit was earned.
2. The transferred courses must be similar in scope, content, and institutional format to an ASCC course.
3. The transfer credits must be a “C” grade or better.
4. The transfer credits must be approved by the instructional Department Chairperson and the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT).

Credit by Examination

All requests to challenge courses by examination must be approved by the Instructional Department Chairperson.

For developmental courses numbered below 100, the student must register for the class prior to challenging the courses. If the student succeeds in passing the examination with a “C” grade or better, the student will be allowed to add the next level class and drop the challenged class. The



challenged class will not appear on the student's transcript. An add/drop extension will be granted through the first week of classes

For courses numbered 100 or above, the student must register for the class prior to challenging the class. If the student succeeds in passing the examination with a "C" grade or better, the student will be awarded an "E" grade.

If the student fails the examination, no grade is entered and the student may continue with course. Examinations for course credit may be taken only once. "E" grades for Credit by Examination will not be counted toward overall GPA and CGPA. Additionally credits earned by examination are not covered under federal financial aid. Please check with the Financial Aid Office for the information.

Credit for Work/Life Experience

Credit for experiential learning through work and life experiences may be granted toward meeting requirements for all undergraduate degrees. Such learning completed since high school must be validated by documentation or examinations. These experiences must be appropriate to the degree and the students' major. A student applying for work/life experience credit must file with appropriate instructional Department Chairperson a portfolio documenting experiential learning. Evidence of learning may include written or oral examinations, tapes, projects, demonstrations and performances. Verification of employment and training must be for a minimum of two years.

In general, work/life experiences are equated with the learning expected from a formal course in the ASCC catalog. Approvals of credit begin with the appropriate Department Chairperson with final approval by the Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology (ITT) when appropriate. Credit for work/life experiences is limited to 15 semester credit hours.

Grading System

The instructor, based on the student's assignments, examinations, class attendance and other criteria outlined in the course syllabus, evaluates the student's scholastic achievement and awards a letter grade. The Grade Point Average (GPA) is computed based upon rules associated with the letter grade as listed in the chart below. The letter

grade rules determine whether credits attempted and credits earned are counted in the GPA and the value of the points per credit.

| LETTER GRADE | DESCRIPTION QUALITY | POINTS |
|--------------|-----------------------------|--------|
| A | Exceptional Achievement | 4.0 |
| A- | | 3.7 |
| B+ | | 3.3 |
| B | Above Average Quality | 3.0 |
| B- | | 2.7 |
| C+ | | 2.3 |
| C | Acceptable Work | 2.0 |
| C- | | 1.7 |
| D+ | | 1.3 |
| D | Not Fully Satisfactory | 1.0 |
| D- | | 0.7 |
| F | FAIL (NO CREDIT) | 0.0 |
| W/F | Withdrawal/Fail (No Credit) | 0.0 |
| UW | Unofficial Withdraw | 0.0 |

The following grades have no point value; the credits attempted are not counted in the GPA calculation.

| LETTER GRADE | DESCRIPTION QUALITY | COMMENTS |
|--------------|---------------------|---|
| W | Withdraw | Does not affect GPA |
| W/NP | Withdraw/No Pass | Does not affect GPA |
| P | Pass | Does not affect GPA |
| NP | Not Pass | Does not affect GPA |
| E | Credit by Exam | Does not affect GPA, But the credits are counted towards credit earned |
| I | Incomplete | Does not affect GPA until Instructor submits a final grade for the course |
| X | No Show | Does not affect GPA |
| R | Repeat | Does not affect GPA |
| AU | Audit | Does not affect GPA |
| AR | Academic Renewal | Does not affect GPA |





GPA Calculation

The semester GPA is calculated as follows:

1. Find the points per credit value for each letter grade.
2. Multiply the points per credit value by the Credits Attempted (CA) for each class to equal Quality Points.
3. Total all the Quality Points (QP)
4. Total all the Credits Attempted (CA)
5. Divide the total Quantity points (QA) by the total Credits Attempted (CA) to equal the GPA.

Example:

| Letter Grade | Points Credit | X | Credits Attempted | = | Quality Points |
|--------------|---------------|---|-------------------|---|----------------|
| A | 4.0 | x | 3 | = | 12.0 |
| B+ | 3.3 | x | 4 | = | 13.0 |
| B | 3.0 | x | 3 | = | 9.0 |
| W/F | 0.0 | x | 3 | = | 0.0 |

1. Total QP = 12.0 + 13.0 + 9.0 + 0.0 = 34.2
2. Total CA = 3 + 4 + 3 + 3 = 13.0
3. QP / CA = 34.2 / 13 = 2.63
4. GPA = 2.63

The Cumulative Grade Point Average (CGPA) is calculated the same way, taking ALL letter grades and ALL Credits Attempted (CA) from the first semester through the last semester and calculating as above.

Incomplete Grades

An incomplete grade may be reported only if the student is unable to successfully complete all course requirements by the end of the semester. An "I" grade is given when extenuating circumstances beyond the student's control make it impossible to complete the required work within the prescribed time. Arrangements must be made between the instructor and the student before the end of the semester.

A "Report of Incomplete" form is available from the Admissions and Records Office. This form must be signed by the instructor AND the student and submitted by the instructor along with the student's other grades by the end of the semester. Courses may not be repeated to remove an incomplete. Incomplete grades can only be removed by completing unfinished course requirements before the deadline. It is the student's responsibility to submit the make up

work with enough time for the instructor to grade the work and submit the Change of Grade Form before the deadline. (See Change of Grade policy).

Independent Study

Independent Study is an option for students who are unable to enroll in a course due to a schedule conflict, class cancellation, program requirement change, graduation or a transfer requirement. Initiating an independent study is based entirely on an instructor's willingness to do so.

Independent study contracts must have attached course syllabus that is commensurate in content and coverage to the actual course, with modifications only to the meeting times, dates and topical outline. Students are limited to no more than two (2) independent study contracts per semester. Independent study contracts can only be approved for courses in the current catalog. Independent contracts are not valid for courses offered during summer session, courses that require laboratories, ASTEP, service learning and Distance Learning classes.

Students will be charged \$25.00 (non-refundable fee) in addition to the cost of the course. Please note that an independent study course is not covered by Financial Aid.

Change of Grade

An instructor may change a student's grade within the first six weeks of the subsequent semester in which the original grade was given. The instructor initiating the change of grade must obtain a Change of Grade Form from the Admissions and Records Office.

Faculty must hand carry Change of Grade Forms throughout the entire process, securing signatures of the Department Chairperson and the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT). Upon review and approval of the appropriate Dean, the form will then be forwarded to the Registrar's Office for final review and approval before final processing. The Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT) will not review change of grade requests hand carried by personnel other than the instructor of the course.



A change of grade request cannot be made for a grade above “B” unless approved by the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT). This is to ensure equal and fair treatment of all students enrolled in that particular course.

Programs, Policy, and Fee Changes

The American Samoa Community College reserves the right to change policies, programs, or fees, as approved by the Board of Higher Education, without previous written notice.

Student Right-to-Know Disclosures

In compliance with the Student-Right-to-Know and Campus Security Act of 1990, it is the policy of the American Samoa Community College to make available its completion and transfer rates to all current and prospective students.

Campus Crime Statistics

The following statistics concern criminal offenses reported to have occurred on the American Samoa Community College campus during the recent years. The statistics are based on the academic year, which includes Fall, Spring, and Summer semesters.

| <u>Fall - Spring - Summer</u> | <u>2006</u> |
|-------------------------------|-------------|
| Aggravated Assault | 12 |
| Burglary | 10 |
| Robbery | 0 |
| Theft | 1 |
| Liquor Violation | 21 |
| Drug Violation | 5 |
| Vandalism | 5 |
| Weapon Possession | 0 |
|
 | |
| <u>Spring</u> | <u>2008</u> |
| Aggravated Assault | 21 |
| Burglary | 0 |
| Robbery | 2 |
| Theft | 1 |
| Liquor Violation | 5 |
| Drug Violation | 0 |
| Vandalism | 0 |
| Weapon Possession | 0 |

Nondiscrimination and Affirmative Actions

The American Samoa Community College (ASCC) is an Equal Opportunity/Affirmative Action Employer. It is the policy of ASCC to comply with Federal and State laws that prohibit discrimination in College programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to ASCC.

Title VI of the Civil Rights Act of 1964; Age Discrimination Act of 1975; Titles VII and VIII of the Public Health Service Act; Title IX Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and Section 402 of the Vietnam Era Veteran’s Assistance Act of 1974.

The President of the American Samoa Community College has declared and reaffirmed commitment to the College’s pursuit of equal education and employment opportunities, and further declared that any harassment of students’ or employees on the basis of sex is prohibited. The College’s Human Resources Office will handle complaints of this nature.

Drug Free Policy

(Note: We acknowledge that alcohol and nicotine are legal yet hazardous.)

The use, consumption and possession of ANY narcotics, dangerous drugs or controlled substances by any student of the College for which said student does not have a valid prescription is strictly prohibited on the American Samoa Community College campus or at any other ASCC off-campus function.

GRADUATION REQUIREMENTS

General Graduation Requirements

A. Eligibility for Graduation

Students planning to graduate must meet with their advisor to review degree or certificate program requirements. The advisor will indicate on the advising sheet if the student



may apply for graduation. If the student is eligible, he/she must apply for student graduation with the Admissions & Records Office by the deadline date and pay a graduation fee. The Admissions & Records Office will determine if academic requirements have been completed.

B. Application and Graduation Fees

Students who complete all program requirements should apply for graduation before their final semester. Graduation applications are accepted during specific deadlines as listed in the college catalog. A fee is charged to each graduating student to cover the costs of all graduation expenses (See "Tuition and Fees" on page 32).

C. General Education Credits

Core requirements for specific degree programs can not be applied to the Associate of Arts Degree electives.

The total educational credits required for an Associate of Arts, Associate of Science degree or a Certificate of Proficiency for graduation are identified under each of the Educational Plans in the catalog. (Refer to the Associate of Arts, Associate of Science, or the Certificate of Proficiency section for the specific requirements).

D. Catalog Requirements

A Student must satisfy either the graduation requirements in effect at the time he/she first enrolled as a classified student in a specific ASCC degree or certificate program, or the requirements in effect at the time of his/her graduation.

A student whose enrollment is interrupted for two consecutive semesters (excluding summer sessions) must complete the requirements in effect at the time the student is readmitted or the requirements in effect at the time of his/her graduation. Any exceptions must be petitioned to the Dean of Academic Affairs and/or the Dean of Institution of Trades & Technology when appropriate.

The college reserves the right to change the requirements for graduation at any time, and candidates may be required to comply with all changes pertaining to the incomplete portions of their requirements.

E. Program Credits

Upon Completion of all degree requirements as specified in this catalog, a student may qualify for more than one degree given the following:

1. The 12 credits required for the major are not applied as electives for the second degree.
2. The 12 credits required must be taken at ASCC.

F. Awarding a Degree or Certificate

All specified program requirements must be completed for the Associate Degrees and the Certificates of Proficiency in order to be awarded a Degree or Certificate.

G. Residency Credits

At least 15 credits must be completed at ASCC in order to earn an Associate Degree or Certificate of Proficiency from this Institution. Any exception must be petitioned to the Dean of Academic Affairs or the Dean of Institution of Trades & Technology when appropriate.

H. Grade Point Average

A student must have cumulative grade point average of 2.00 or higher for all coursework towards a degree or a certificate.

I. Clearance

Prospective graduates are required to clear all ASCC obligations such as, but not limited to outstanding fees, refund of PELL grant or FSEOG overpayment, disciplinary action, and overdue/lost library book fees.



Honors

Graduation with Honors

Students who have earned a CUM GPA of 3.50 or above, and with no “F”, “WF” or “UW” grades, or grades for courses that have been repeated, and a maximum of three (3) withdrawals will graduate with honors. Student approved for Academic Renewal (AR) are qualified to graduate with honors. Students meeting identified criteria will receive special recognition during graduation exercises.

Candidates for the Associate degrees or Certificate of Proficiencies who attain the final cumulative grade point average will receive the following distinction:

- 3.50-3.74 Cum Laude
- 3.75-3.89 Magna Cum Laude
- 3.90-4.00 Summa Cum Laude



Commencement

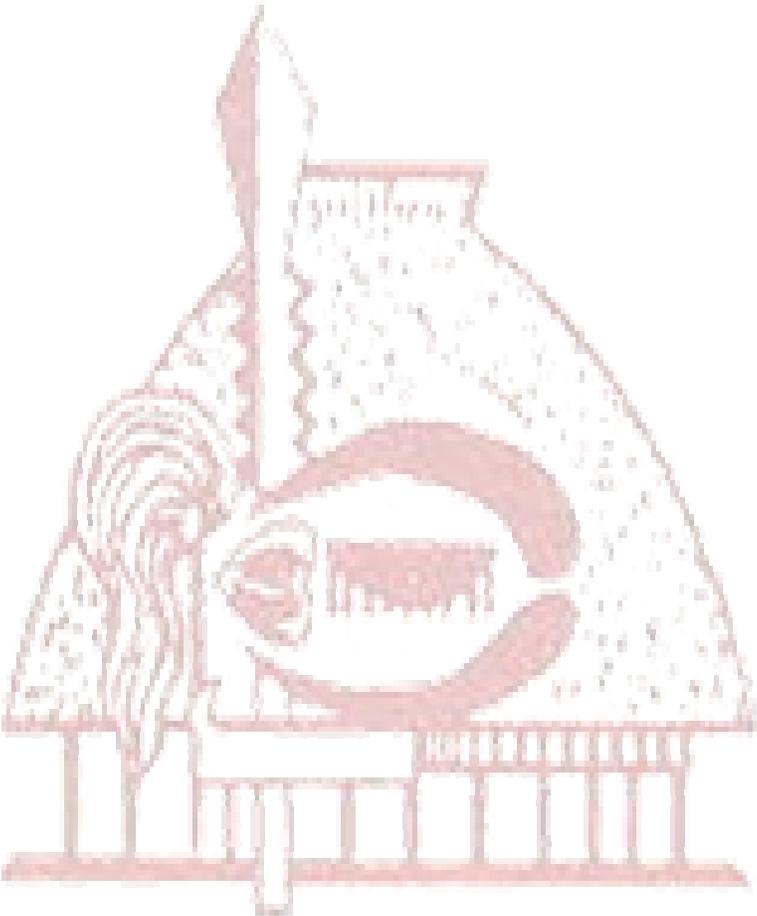
Degrees and certificates are publicly awarded biannually at fall and spring commencement exercises. After applying and being approved for candidacy, it is recommended that candidates attend the commencement exercises.

Only students having completed and satisfied all program requirements are allowed to participate in the commencement exercises.





Degree and Certificate Program of Study



- **ASSOCIATE OF ARTS**
- **ASSOCIATE OF SCIENCE**
- **BACHELOR OF EDUCATION**
- **CERTIFICATE OF PROFICIENCY**



DEGREE AND CERTIFICATE PROGRAMS OF STUDY

ASCC Policy Statement on Academic Freedom

These principles of academic freedom, as also expressed by the American Association of University Professors, are recognized by the faculty and the administration of ASCC and by the Board of Higher Education of American Samoa.

Institutions of higher education are conducted for the common good. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the ASCC Instructor in teaching and of the student in learning. It carries with it duties and certain rights.

Academic freedom:

- a. The ASCC Instructor is entitled to full freedom of research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution. Some conditions may be required of commissioned work.
- b. Accordingly, the College defends the teachers' full right to freedom in the classroom to discuss or interpret his or her subject. The teacher has the right to be free from pressures and forces extraneous to the performance of his or her ethical and professional duties in the determination of the student's grades.
- c. The ASCC Instructor is entitled to freedom in the classroom in discussing his/her subject, but should be careful not to introduce his/her teaching controversial matter that has no relation to the subject.

When he or she speaks or writes as a citizen, they call be free from institutional censorship or discipline. Thus while in accordance with

all restrictions of applicable law concerning political activities in the work place, a faculty member is free to express publicly, in speaking or writing, his or her own considered view or opinion of any or all matters which are felt from time to time to be in need of such expression, **provided that such statement shall satisfy the requirement of professional dignity, are done in good taste and to be sensitive to the importance of local customs.** Such statements are not represented as other than the private view of the person making them. With, such freedom carries a responsibility of objectivity, respect for the opinion of others, and a keen attention to the ever present means of bias and error, particularly when exploring controversial subjects.

- d. When controversial matters arise, faculty and administrators are to address topics factually, and to refrain from using personal privilege or prestige to promote their own view points. Furthermore, in no way should such views be distorted or implied to be the official position of the College or the Board of Higher Education. Controversial matters must be brought to the attention of the Dean of Academic Affairs and when appropriate the Dean of Institution of Trades & Technology (ITT).

Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

- e. His/her special position in the community imposed special obligations. As a person of learning and an educational officer, he/she should remember the public will judge his/her profession and institution by his/her utterance. Hence, he/she should at all times be accurate, and exercise appropriate restraint, and should show respect for the opinion of others.

Mission

The mission of the American Samoa Community College is to foster successful student learning by providing educational programs and high quality services enables students to achieve their educational goals and to contribute to the social,



cultural, political, economic, technological, and environmental well-being of American Samoa.

To fulfill this mission, the College, as an open admissions United States accredited, Land Grant institution, provides access to associate degree and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for:

- transfer to institutions of higher learning
- successful entry into the workforce
- research and extension in human and natural resources
- awareness of Samoa and the Pacific.

STUDENT LEARNING OUTCOMES (SLO's)

To be successful in the areas articulated in the American Samoa Community College institutional mission, graduates of all degree and certificate programs will achieve the following student learning outcomes:

I. COMMUNICATION SKILLS

Speaking and Writing

- Speak and write clearly to a variety of audiences
- Use oral and written skills to organize, deliver and evaluate
- Use interpretation and evaluation of information received through different media
- Illustrate, compose, edit and justify sources

Reading

- Comprehend, interpret and evaluate information received through different media
- Understand and appreciate the meaning of literary expression

Listening

- Follow instructions, procedures and guidelines effectively
- Provide and express meaningful and productive feedback
- Demonstrate active responsiveness to presenting issues and situations

II. JOB SKILLS

Transferable

- Apply acquired knowledge and skills to assigned job or tasks (computer skill, communication skills, math skills, reading skills, etc.)

Adaptive

- Demonstrate important work qualities (promptness, dependability, initiative, etc.)
- Develop insights into human experience and apply to personal occupational and social relationships
- Recognize relevance of career choices of life-long learning

Job Specific

- Apply specific job skills and abilities to perform given tasks/projects effectively and efficiently
- Apply acquired knowledge and skills to real work situations
- Preparation for employment or increased competency in current occupation

III. LIFE SKILLS

Personal Responsibility

- Develop and apply ethical decision making in real life situations
- Develop a positive self-concept
- Understand a sense of responsibility
- Understand and value life-long learning
- Understand, demonstrate, and promote good health choices and practices

Respect and Diversity

- Recognize and respect the perspective of others
- Contribute to the solution of interpersonal problems, issues or concerns
- Value cooperation/collaboration
- Develop an awareness of diverse attitudes, values and beliefs
- Demonstrate responsibility in being an active and contributing citizen of American Samoa, the Pacific Region and the world

Problem Solving

- Know and apply the importance of persistence, amount of work and time allocated in addressing tasks
- Identify and assess real or potential problems and formulate effective solutions or options
- Formulate strategies and ideas and accept and use the ideas of others in solving problems
- Select, organize and effectively utilize appropriate resources

Using Technology

- Utilize electronic media to communicate, locate and retrieve information
- Apply technology to locate, interpret, organize and present information



ASSOCIATE OF ARTS DEGREES

REQUIREMENTS FOR ASSOCIATE OF ARTS DEGREE PROGRAMS

The Associate of Arts (AA) Degree provides development and understanding in the content and methodology of the major genres of study, awareness of the traditional cultural aspects of Samoa and the Pacific region and, preparation for students planning on continuing their studies at a four-year college or university.

A minimum of sixty (60) credits is required for an Associate of Arts Degree. The general education requirements for all Associate of Arts Degree programs are comprised of the following courses, numbered 150 or higher:

CONTENT AREA CREDITS

Computer Technology

ICT 150 Introduction to Computers 3

English

ENG 150 Introduction to Literature 3
 ENG 151 Freshman Composition 3
 ENG 250 Survey of Literature 3
 ENG 251 Sophomore Composition 3

History

(a total of six [6] credits from one of the following clusters)

Cluster I

HIS 150 American History I 3
 HIS 151 American History II 3

Cluster II

HIS 170 World Civilizations I 3
 HIS 171 World Civilizations II 3

Cluster III

HIS 160 Samoan History I 3
 HIS 161 Samoan History II 3
 HIS 162 Pacific History 3

Mathematics

(a total of four or five credits from either of the two courses below)

MAT 250 College Algebra and Trigonometry 4
 or

MAT 280 Calculus I 5

Science

(a total of eight [8] credits, four credits from the Life Science cluster, and four credits from the Physical Science clusters below):

Life Science

AGR 250 Introduction to Horticulture 4
 ANS 150 A&B Animal Science 4
 BIO 150 Introduction to Biological Science 4
 BIO 180 Biology I 4
 BIO 181 Biology II 4
 BIO 250 Anatomy and Physiology I 4
 BIO 255 Microbiology 4
 MSC 160 Natural Marine Resources 3
 MSC 170 Introduction to Marine Biology 4
 MSC 200 Introduction to Aquaculture 3
 MSC 220 Introduction to Fisheries Management 3
 MSC 270 Tropical Island Ecology 3
 MSC 280 Marine Science Special Projects 2

Physical Science

AST 150 Introduction to Astronomy 4
 CHM 150 Chemistry I 4
 CHM 151 Chemistry II 4
 MSC 150 Introduction to Oceanography 4
 MSC 155 Environmental Geology 4
 MSC 157 South Pacific Geology 3
 MET 150 Introduction to Meteorology 4
 PHSCI 150 Physical Science 4
 PHY 151 Physics I 4
 PHY 152 Physics II 4

Arts and Humanities

(a total of six [6] credits from any of the following four clusters)

Cluster I

ART 150 Art Survey History I 3
 ART 151 Art Survey History II 3
 ART 160 Design Fundamentals 3
 MUS 153 Music Fundamentals 3
 MUS 160 Music Literature 3
 MUS 161 Music History I 3
 MUS 162 Music History II 3
 MUS 165 Music of the World 3

**Cluster II**

| | | |
|---------|-----------------------------------|---|
| DRA 150 | Introduction to Drama | 3 |
| DRA 151 | Drama Workshop | 3 |
| DRA 250 | Acting One | 3 |
| DRA 251 | Introduction to Technical Theatre | 3 |
| SPH 153 | Introduction to Speech | 3 |
| MUS 296 | Samoan Music Workshop | 4 |

Cluster III

| | | |
|----------|----------------------------|---|
| LIT 270 | World Literature | 3 |
| LIT 272 | American Literature | 3 |
| LIT 276 | Pacific Literature | 3 |
| PHIL 150 | Introduction to Philosophy | 3 |
| REL 150 | World Religions | 3 |

Cluster IV

| | | |
|----------|-------------------|---|
| ART 165 | Basic Photography | 3 |
| ART 170 | Drawing I | 3 |
| ART 172 | Painting I | 3 |
| ART 180 | Ceramic Sculpture | 3 |
| MUS 170* | Concert Choir | 1 |
| MUS 175* | Chamber Choir | 1 |
| MUS 180* | Stage Band | 1 |

* Can be taken for three (3) semesters

Studies of Samoa and the Pacific:

A minimum of six [6] credits from the following two clusters I and II. Three [3] of the required six credits must be from a Samoan language course.

Cluster I

| | | |
|---------|---|---|
| ANT 160 | Ethnographic Field Methods | 4 |
| ANT 210 | Archaeological Field School | 6 |
| ANT 220 | Multimedia Methods | 3 |
| ART 161 | Indigenous Art Forms I | 3 |
| GEO 150 | Introduction to Samoan Geography | 3 |
| GEO 161 | Pacific Geography | 3 |
| HIS 160 | Samoan History I | 3 |
| HIS 161 | Samoan History II | 3 |
| HIS 162 | Pacific History | 3 |
| POL 151 | Introduction to American Samoa Government | 3 |
| POL 220 | Pacific Current Affairs | 3 |
| SAM 152 | Introduction to Samoan Culture | 3 |
| SAM 172 | Samoan Traditional Political Organization | 3 |
| SAM 261 | Samoan Oratory | 3 |

Cluster II

| | | |
|----------|-------------------------|---|
| SAM 101A | Conversational Samoan 1 | 3 |
| SAM 101B | Conversational Samoan 2 | 3 |

| | | |
|---------|-------------------------------------|---|
| SAM 111 | Introduction to the Samoan Language | 3 |
| SAM 151 | Freshman Samoan | 4 |
| SAM 154 | Introduction to Samoan Literature | 3 |
| SAM 204 | Samoan Mythology | 3 |
| SAM 251 | Sophomore Samoan Composition | 3 |
| SAM 271 | Samoan Creative Writing | 3 |
| SAM 291 | Journalism in Samoan | 3 |

Social Science

(a total of six [6] credits from two of the following clusters)

Cluster I

| | | |
|---------|--|---|
| ANT 150 | Introduction to Anthropology | 3 |
| ANT 153 | Introduction to Archaeology | 3 |
| CET 160 | Introduction to Geographic Information Systems | 3 |
| GEO 160 | Introduction to Geography | 3 |

Cluster II

| | | |
|---------|--------------------------------------|---|
| PAD 160 | Organizational Theory and Management | 3 |
| POL 150 | Introduction to American Government | 3 |
| POL 160 | Introduction to Politics | 3 |
| POL 170 | Introduction to Public Policy | 3 |

Cluster III

| | | |
|---------|---------------------------------------|---|
| ANT 154 | Cultural Anthropology | 3 |
| PAD 150 | Introduction to Public Administration | 3 |
| PSY 150 | Introduction to Psychology | 3 |
| SOC 150 | Introduction to Sociology | 3 |

Cluster IV

| | | |
|---------|-------------------------|---|
| POL 250 | Comparative Politics | 3 |
| POL 251 | International Relations | 3 |
| PSY 250 | Human Development | 4 |
| SOC 211 | Social Issues | 3 |

Physical Education

(one credit from one course offered from the Physical Education Department)

TOTAL REQUIRED CREDITS 52-53

The remaining courses required to obtain the minimum of sixty (60) credits for graduation are courses identified as or as electives for students seeking an Associate of Arts Degree in Liberal Arts. These courses must be numbered 150 or higher with the exception of MSL 101 and MSL



102 which may be used as general electives. SAM 101A, B and SAM 111 may only be used for Studies of Samoa and the Pacific.

ASSOCIATE OF ARTS DEGREE IN ART

GENERAL EDUCATION REQUIREMENTS

| | | CREDITS |
|----------------------------------|----------------------------------|---------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151,
ENG 250, 251 | 12 |
| History | | 6 |
| Humanities | | 6 |
| Math | MAT 250 | 4 |
| Physical Education | | 1 |
| Science | Life Science
Physical Science | 4
4 |
| Social Science | | 6 |
| Studies of Samoa and the Pacific | | 6-7 |

PROGRAM REQUIREMENTS

| | | |
|--------------|-----------------------|--------------|
| ART 150 | Art Survey History I | 3 |
| ART 151 | Art Survey History II | 3 |
| ART 160 | Design Fundamentals | 3 |
| ART 170 | Drawing I | 3 |
| ART 171 | Drawing II | 3 |
| | | 15 |
| TOTAL | | 67-68 |

ASSOCIATE OF ARTS DEGREE IN EDUCATION

GENERAL EDUCATION REQUIREMENTS

| | | CREDITS |
|----------------------------------|--|---------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151, 250, 251 | 12 |
| History | HIS 170, HIS 171 | 6 |
| Humanities | SPH 153, PHIL 150
or ART 150 or MUS 160 | 6 |
| Math | MAT 250 | 4 |
| Physical Education | | 1 |
| Science | Life Science
Physical Science | 4
4 |
| Social Science | PSY 150, PSY 250 | 7 |
| Studies of Samoa and the Pacific | SAM 151, HIS 160 | 7 |

PROGRAM REQUIREMENTS

| | | |
|--------------|--|-----------|
| ED 150 | Introduction to Teaching | 3 |
| ED 157 | Introduction to Elementary
Curriculum and Instruction | 3 |
| ED 215 | Introduction to Exceptional
Children | 4 |
| ED 240 | Instructional Technology | 4 |
| ED 257 | Teaching Language Arts
to Elementary Teachers | 4 |
| ED 280 | Introduction to Multicultural
Education | 3 |
| | | 21 |
| TOTAL | | 75 |

ASSOCIATE OF ARTS DEGREE IN HUMAN SERVICES

GENERAL EDUCATION REQUIREMENTS

| | | CREDITS |
|----------------------------------|---|---------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151, 250, 251 | 12 |
| History | HIS 150, HIS 151
or HIS 170, HIS 171 | 6 |
| Humanities | SPH 153 | 6 |
| Math | MAT 250 | 4 |
| Physical Education | | 1 |
| Science | Life Science
Physical Science | 4
4 |
| Social Science | PSY 150, PSY 250
or SOC 150, SOC 211
or SOC 250 | 6-7 |
| Studies of Samoa and the Pacific | | 6-7 |
| | | 52-54 |





PROGRAM REQUIREMENTS

A total of twelve (12) credits from any of the following courses:

| | | |
|--------------|---|---------------------------|
| HSV 150 | Introduction to Human Services | 3 |
| HSV 155 | Introduction to Counseling and Guidance | 3 |
| HSV 160 | Psychological and Achievement Testing | 3 |
| HSV 165 | Career Development and Information Services | 3 |
| HSV 200 | General Counseling | 3 |
| HSV 220 | Multicultural Guidance and Counseling | 3 |
| HSV 250 | Survey of Substance Abuse Problems | 3 |
| HSV 280 | Health Promotions and Rehabilitation | 3 |
| HSV 299 | Human Services Practicum | 2 |
| | | <hr/> |
| TOTAL | | 12
64-66 |

ASSOCIATE OF ARTS DEGREE IN MARINE SCIENCE

GENERAL EDUCATION REQUIREMENTS

| | | CREDITS |
|----------------------------------|------------------------|---------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151, 250, 251 | 12 |
| History | | 6 |
| Humanities | | 6 |
| Math | MAT 250 | 4 |
| Physical Education | | 1 |
| Science | Life Science | 4 |
| | Physical Science | 4 |
| Social Science | | 3 |
| Studies of Samoa and the Pacific | | 6-7 |
| | | <hr/> |
| | | 50-51 |

PROGRAM REQUIREMENTS

| | | |
|--------------|--|------------------------------|
| CET 160 | Introduction to Geographic Information Systems | 3 |
| MSC 150 | Introduction to Oceanography | 4 |
| MSC 160 | Natural Marine Resources | 3 |
| MSC 280 | Marine Science Special Projects | 2 |
| | Marine Science Elective | 3-4 |
| | | <hr/> |
| TOTAL | | 15-16
65-67 |

ASSOCIATE OF ARTS DEGREE IN MUSIC

GENERAL EDUCATION REQUIREMENTS

| | | CREDITS |
|----------------------------------|------------------------|---------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151, 250, 251 | 12 |
| History | | 6 |
| Humanities | | 6 |
| Math | MAT 250 | 4 |
| Physical Education | | 1 |
| Science | Life Science | 4 |
| | Physical Science | 4 |
| Social Science | | 6 |
| Studies of Samoa and the Pacific | | 6-7 |
| | | <hr/> |
| | | 52-53 |

PROGRAM REQUIREMENTS

| | | |
|--------------|-------------------------|---------------------------|
| MUS 150 | Music Theory I | 3 |
| MUS 151 | Music Theory II | 3 |
| MUS 160 | Music Literature | 3 |
| MUS 161 | Music History I | 3 |
| MUS 170 | Concert Choir * | 1 |
| MUS 180 | Band * | 1 |
| MUS 190 | Applied Music – Piano * | 1 |
| MUS 192 | Applied Music – Voice * | 1 |
| | | <hr/> |
| TOTAL | | 16
68-69 |

* May be repeated for a maximum of six (6) credits





**ASSOCIATE OF ARTS DEGREE IN
POLITICAL SCIENCE**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|------------------------|----------------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151, 250, 251 | 12 |
| History | | 6 |
| Humanities | PHIL 150 | 6 |
| Math | MAT 250 | 4 |
| Physical Education | | 1 |
| Science | Life Science | 4 |
| | Physical Science | 4 |
| Social Science | POL 150, POL 160 | 6 |
| Studies of Samoa and the Pacific | POL 151 | 6-7 |
| | | 52-53 |

PROGRAM REQUIREMENTS

A total of twelve (12) credits from any of the following courses:

| | | |
|--------------|---------------------------------------|--------------|
| CJ 210 | Constitutional Law | 3 |
| CJ 220 | Survey of Law | 3 |
| PAD 150 | Introduction to Public Administration | 3 |
| POL 170 | Introduction to Public Policy | 3 |
| POL 250 | Comparative Politics | 3 |
| POL 251 | International Relations | 3 |
| | | 12 |
| TOTAL | | 64-65 |

**ASSOCIATE OF ARTS IN
PRE-LAW**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|------------------------|----------------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151, 250, 251 | 12 |
| History | | 6 |
| Humanities | | 6 |
| Math | MAT 250 | 4 |
| Physical Education | | 1 |
| Science | Life Science | 4 |
| | Physical Science | 4 |
| Social Science | | 6 |
| Studies of Samoa and the Pacific | | 6-7 |
| | | 52-53 |

PROGRAM REQUIREMENTS

A total of twelve (12) credits from any of the following courses:

| | | |
|--------------|----------------------------------|--------------|
| CJ 150 | Introduction to Criminal Justice | 3 |
| CJ 170 | Criminal Evidence | 3 |
| CJ 175 | Criminal Investigation | 3 |
| CJ 180 | Criminal Law | 3 |
| CJ 210 | Constitutional Law | 3 |
| CJ 220 | Survey of Law | 3 |
| | | 12 |
| TOTAL | | 64-65 |

**ASSOCIATE OF ARTS DEGREE
IN SAMOAN STUDIES**

**GENERAL EDUCATION
REQUIREMENTS**

| | | CREDITS |
|----------------------------------|------------------------|----------------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151, 250, 251 | 12 |
| History | | 6 |
| Humanities | | 6 |
| Math | MAT 250 | 4 |
| Physical Education | | 1 |
| Science | Life Science | 4 |
| | Physical Science | 4 |
| Social Science | | 6 |
| Studies of Samoa and the Pacific | | 6-7 |
| | | 52-53 |

PROGRAM REQUIREMENTS

A total of twelve (12) credits from any of the following courses:

| | | |
|--------------|---|--------------|
| SAM 154 | Introduction to Samoan Literature | 3 |
| SAM 204 | Samoan Mythology | 3 |
| SAM 251 | Sophomore Samoan Composition | 3 |
| SAM 261 | Samoan Oratory | 3 |
| SAM 172 | Samoan Traditional Political Organization | 3 |
| SAM 244 | Theatrical Arts (Faleaitu) | 3 |
| SAM 271 | Samoan Creative Writing | 3 |
| SAM 281 | Translation | 3 |
| SAM 291 | Journalism in Samoan | 3 |
| | | 12 |
| TOTAL | | 64-65 |



ASSOCIATE OF SCIENCE DEGREE PROGRAMS

REQUIREMENTS FOR ASSOCIATE OF SCIENCE DEGREE PROGRAMS

The Associate of Science (AS) Degree is awarded to students successfully completing an occupational, technical, and professional program of study. Furthermore, the AS Degree also prepares students for immediate entry into the workforce and/or to continue their educational pursuits in their chosen field of interest.

A minimum of sixty (60) credits is required for the Associate of Science Degree. The general education requirements for all Associate of Science Degree programs are comprised of the following courses numbered 150 or higher:

GENERAL EDUCATION REQUIREMENTS

| CONTENT AREA | CREDITS |
|---|--------------|
| Computer Technology | |
| ICT 150 or ICT 170
(specified by program of study) | 3 |
| English | |
| ENG 150 Introduction to Literature | 3 |
| ENG 151 Freshman Composition | 3 |
| Math | |
| One Math course
(specified by program of study) | 3-5 |
| Studies of Samoa and the Pacific | |
| One Studies of Samoa and the Pacific course | 3-4 |
| Science | |
| One Science course
(specified by program of study) | 4 |
| Social Science or Humanities | |
| One Social Science or Humanities | 3 |
| Physical Education | |
| One Physical Education Course | 1 |
| TOTAL REQUIRED CREDITS | 23-26 |

Each instructional department will academically advise according to specifications of each unique program whether it be a Math course or a Science course.

ASSOCIATE OF SCIENCE DEGREE IN ACCOUNTING

GENERAL EDUCATION REQUIREMENTS

CREDITS

| | | |
|----------------------------------|--------------|-------|
| Computer Technology | ICT 170 | 3 |
| English | ENG 150, 151 | 6 |
| Math | MAT 250 | 4 |
| Physical Education | | 1 |
| Science | | 4 |
| Social Science or Humanities | | |
| | SOC 150 | 3 |
| Studies of Samoa and the Pacific | | 3-4 |
| | | 24-25 |

GENERAL BUSINESS REQUIREMENTS

| | |
|--|----|
| ACC 150 Principles of Accounting I | 3 |
| BUS 103 Introduction to Business | 3 |
| BUS 150 Financial Math | 3 |
| BUS 160 Business Communications | 3 |
| BUS 180 Applied Business Statistics | 3 |
| BUS 210 Ethics in the Workplace | 3 |
| ECO 250A Principles of Micro Economics | 3 |
| SPH 153 Introduction to Speech | 3 |
| | 24 |

CORE REQUIREMENTS

| | |
|--|----|
| ACC 151 Principles of Accounting II | 3 |
| ACC 152A Payroll and Income Tax | 3 |
| ACC 210A Managerial Cost Accounting | 3 |
| ACC 220 Automated Accounting | 3 |
| BUS 260 Business Law | 3 |
| ECO 250B Principles of Macro Economics | 3 |
| MGT 250 Principles of Management | 3 |
| | 21 |

| | |
|--------------|--------------|
| TOTAL | 69-70 |
|--------------|--------------|



**ASSOCIATE OF SCIENCE DEGREE IN
AGRIBUSINESS**

**GENERAL EDUCATION
REQUIREMENTS**

| | | CREDITS |
|----------------------------------|--------------|----------------|
| Computer Technology | ICT 170 | 3 |
| English | ENG 150, 151 | 6 |
| Math | MAT 155 | 3 |
| Physical Education | | 1 |
| Science | BIO 180 | 4 |
| Social Science or Humanities | | 3 |
| Studies of Samoa and the Pacific | | 3-4 |
| | | 23-24 |

PROGRAM REQUIREMENTS

| | | |
|--------------|---|--------------|
| ACC 150 | Principles of Accounting I | 3 |
| AGE 150 | Agriculture Economics | 3 |
| AGR 100 | I&II Practical Job Experience | 2 |
| AGR 152 | Survey of Community and Natural Resources | 3 |
| AGR 250 | Introduction to Horticulture | 4 |
| ANS 150 A&B | Animal Science | 4 |
| BIO 181 | Biology II | 4 |
| BUS 103 | Introduction to Business | 3 |
| BUS 150 | Financial Math | 3 |
| ECO 250A | Principles of Micro Economics | 3 |
| ECO 250B | Principles of Macro Economics | 3 |
| MKT 195 | Principles of Marketing | 3 |
| | | 38 |
| TOTAL | | 61-62 |

**ASSOCIATE OF SCIENCE DEGREE IN
ARCHITECTURAL DRAFTING**

**GENERAL EDUCATION
REQUIREMENTS**

| | | CREDITS |
|----------------------------------|--------------|----------------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151 | 6 |
| Math | MAT 250 | 4 |
| Physical Education | | 1 |
| Science | | 4 |
| Social Science or Humanities | | 3 |
| Studies of Samoa and the Pacific | | 3-4 |
| | | 24-25 |

PROGRAM REQUIREMENTS

| | | |
|---------|-------------------------------|---|
| ADT 140 | Residential House Wiring | 3 |
| ADT 150 | Architectural Drafting I | 3 |
| ADT 151 | Samoan Architectural Drafting | 3 |
| ADT 152 | Architectural Drafting II | 4 |
| ADT 160 | Introduction to Auto Cad | 3 |

| | | |
|--------------|--------------------------------|--------------|
| ADT 210 | Architectural Drafting III | 5 |
| ADT 230 | Architectural Drafting IV | 4 |
| ADT 251 | Electrical Structural Design | 4 |
| ADT 260 | Advanced Auto Cad | 4 |
| ADT 280 | Elements of Structural Drawing | 3 |
| BPR 200 | Blueprint Reading I | 3 |
| CARP 100 | Hand Tools & Power Tools | 3 |
| | | 42 |
| TOTAL | | 66-67 |

**ASSOCIATE OF SCIENCE DEGREE IN
BUSINESS MANAGEMENT**

**GENERAL EDUCATION
REQUIREMENTS**

| | | CREDITS |
|----------------------------------|--------------|----------------|
| Computer Technology | ICT 170 | 3 |
| English | ENG 150, 151 | 6 |
| Math | MAT 250 | 4 |
| Physical Education | | 1 |
| Science | | 4 |
| Social Science | SOC 150 | 3 |
| Studies of Samoa and the Pacific | | 3-4 |
| | | 24-25 |

GENERAL BUSINESS REQUIREMENTS

| | | |
|----------|-------------------------------|-----------|
| ACC 150 | Principles of Accounting I | 3 |
| BUS 103 | Introduction to Business | 3 |
| BUS 150 | Financial Math | 3 |
| BUS 160 | Business Communications | 3 |
| BUS 180 | Applied Business Statistics | 3 |
| BUS 210 | Ethics in the Workplace | 3 |
| ECO 250A | Principles of Micro Economics | 3 |
| SPH 153 | Introduction to Speech | 3 |
| | | 24 |

CORE REQUIREMENTS

| | | |
|--------------|---|--------------|
| ACC 151 | Principles to Accounting II | 3 |
| BUS 260 | Business Law | 3 |
| ECO 250B | Principles of Macro Economics | 3 |
| MKT 195 | Principles of Marketing | 3 |
| MKT 255 | Human Relations and Organizational Behavior | 3 |
| MKT 212 | Marketing and Management Practicum | 2 |
| MGT 250 | Principles of Management | 3 |
| | | 20 |
| TOTAL | | 68-69 |



**ASSOCIATE OF SCIENCE DEGREE IN
CIVIL ENGINEERING TECHNOLOGY**

**GENERAL EDUCATION
REQUIREMENTS**

| | | CREDITS |
|----------------------------------|--------------|----------------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151 | 6 |
| Math | MAT 280 | 5 |
| Physical Education | | 1 |
| Science | PHSCI 150 | 4 |
| Social Science or Humanities | | 3 |
| Studies of Samoa and the Pacific | | 3-4 |
| | | 25-26 |

PROGRAM REQUIREMENTS

| | | |
|---------|--|--------------|
| ADT 160 | Introduction to Auto Cad | 3 |
| ADT 260 | Advanced Auto Cad | 4 |
| ADT 280 | Elements of Structural Drawing | 3 |
| ART 160 | Design Fundamentals | 3 |
| BUS 103 | Introduction to Business | 3 |
| CET 150 | Plane Surveying I | 4 |
| CET 151 | Plane Surveying II | 4 |
| CET 160 | Introduction to Geographic Information Systems | 3 |
| CET 260 | Construction Procedures | 3 |
| CET 261 | Construction Management | 3 |
| CET 265 | Hydraulics | 3 |
| CET 270 | Land Development | 3 |
| CET 299 | Cooperative Work Internship | 4 |
| | | 43 |
| | TOTAL | 68-69 |



**ASSOCIATE OF SCIENCE DEGREE
IN CRIMINAL JUSTICE**

**GENERAL EDUCATION
REQUIREMENTS**

| | | CREDITS |
|----------------------------------|--------------------|----------------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151 | 6 |
| Math | MAT 155 or MAT 250 | 3-4 |
| Physical Education | | 1 |
| Science | | 4 |
| Social Science or Humanities | HIS 171 | 3 |
| Studies of Samoa and the Pacific | | 3-4 |
| | | 23-25 |

ELECTIVES: Nine (9) credits from any other course alpha 150 or above. No CJ courses can be substituted for these electives.

9

PROGRAM REQUIREMENTS

A total of thirty (30) credits from any of the following courses

| | | |
|--------|--|----------------|
| CJ 150 | Introduction to Criminal Justice | 3 |
| CJ 155 | Traffic Functions | 3 |
| CJ 160 | Patrol Operations | 3 |
| CJ 165 | Introduction to Probation and Parole | 3 |
| CJ 170 | Criminal Evidence | 3 |
| CJ 175 | Criminal Investigation | 3 |
| CJ 180 | Criminal Law | 3 |
| CJ 185 | Introduction to Forensic Science | 3 |
| CJ 190 | Juvenile Delinquency | 3 |
| CJ 195 | Introduction to Corrections | 3 |
| CJ 200 | Comparative Justice | 3 |
| CJ 210 | Constitutional Law | 3 |
| CJ 215 | Foundations in Criminology | 3 |
| CJ 220 | Survey of Law | 3 |
| CJ 230 | Criminal Justice Administration and Organization | 3 |
| CJ 240 | Police Community Relations | 3 |
| CJ 250 | Constitutional and Criminal Procedures | 3 |
| | | 30 |
| | TOTAL | 62 - 64 |



**ASSOCIATE OF SCIENCE DEGREE IN
ELECTRONICS**

**GENERAL EDUCATION
REQUIREMENTS** **CREDITS**

| | | |
|----------------------------------|------------------|-----|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151 | 6 |
| Math | MAT 151, MAT 250 | 7 |
| Physical Education | | 1 |
| Science | PHSCI 150 | 4 |
| Social Science or Humanities | | 3 |
| Studies of Samoa and the Pacific | | 3-4 |

27-28

PROGRAM REQUIREMENTS

| | | |
|----------|--|---|
| ADT 140 | Residential House Wiring | 3 |
| BUS 103 | Introduction to Business | 3 |
| ELE 150 | Electronics I | 4 |
| ELE 151 | Electronics II | 4 |
| ELE 170 | Consumer Electric | 4 |
| ELE 190 | Digital Techniques | 4 |
| ELE 201 | Communication Systems | 4 |
| ELE 202 | Computer Systems | 4 |
| ELE 299A | Electronics Systems Practicum | 4 |
| ICT 250 | Telecommunications Systems and
Networking | 3 |

37

TOTAL **64-65**

**ASSOCIATE OF SCIENCE DEGREE IN
FAMILY AND CONSUMER SCIENCE**

**GENERAL EDUCATION
REQUIREMENTS** **CREDITS**

| | | |
|----------------------------------|--------------|-----|
| Computer Technology | ICT 170 | 3 |
| English | ENG 150, 151 | 6 |
| Math | MAT 155 | 3 |
| Physical Education | | 1 |
| Science | BIO 180 | 4 |
| Social Science or Humanities | | 3 |
| Studies of Samoa and the Pacific | | 3-4 |

23-24

PROGRAM REQUIREMENTS

| | | |
|--------------|--|---|
| AGE 150 | Agriculture Economics | 3 |
| AGR 100 I&II | Practical Job Experience | 2 |
| AGR 152 | Survey of Community and
Natural Resources | 3 |
| ECO 250A | Principles of Micro Economics | 3 |
| ED 150 | Introduction to Teaching | 3 |
| FAM 250 | Family Finance | 3 |

| | | |
|--------------|---|--------------|
| FAM 260 | Parenting: Models for Guiding
and Nurturing Children | 3 |
| HEA 150 | Introduction to Health Science | 3 |
| HSV 150 | Introduction to Human Services | 3 |
| NUT 150 | Nutrition | 3 |
| PSY 150 | Introduction to Psychology | 3 |
| PSY 250 | Human Development | 4 |
| SOC 250 | Sociology of the Family | 3 |
| TOTAL | | 39 |
| TOTAL | | 62-63 |

**ASSOCIATE OF SCIENCE DEGREE
IN FORENSIC SCIENCE**

**GENERAL EDUCATION
REQUIREMENTS** **CREDITS**

| | | |
|----------------------------------|--------------|-----|
| Computer Technology | ICT 170 | 3 |
| English | ENG 150, 151 | 6 |
| Math | MAT 250 | 4 |
| Physical Education | | 1 |
| Science | CHM 150 | 4 |
| Social Science | PSY 150 | 3 |
| Studies of Samoa and the Pacific | | 3-4 |

24-25

PROGRAM REQUIREMENTS

| | | |
|---------|---|---|
| ART 165 | Basic Photography | 3 |
| BIO 180 | Biology I | 4 |
| BIO 181 | Biology II | 4 |
| BIO 250 | Anatomy and Physiology I | 4 |
| CHM 151 | Chemistry II | 4 |
| CJ 150 | Introduction to Criminal Justice | 3 |
| CJ 170 | Criminal Evidence | 3 |
| CJ 175 | Criminal Investigation | 3 |
| CJ 180 | Criminal Law | 3 |
| CJ 185 | Introduction to Forensic Science | 3 |
| CJ 250 | Constitutional and Criminal
Procedures | 3 |
| PHY 151 | Physics I | 4 |

41

TOTAL **65-66**





**ASSOCIATE OF SCIENCE DEGREE
IN GENERAL AGRICULTURE**

**GENERAL EDUCATION
REQUIREMENTS**

| | | CREDITS |
|----------------------------------|--------------|----------------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151 | 6 |
| Math | MAT 155 | 3 |
| Physical Education | | 1 |
| Science | BIO 180 | 4 |
| Social Science or Humanities | | 3 |
| Studies of Samoa and the Pacific | | 3-4 |
| | | 23-24 |

PROGRAM REQUIREMENTS

| | | |
|--------------|--|--------------|
| AGE 150 | Agriculture Economics | 3 |
| AGR 100 I&II | Practical Job Experience | 2 |
| AGR 152 | Survey of Community and
Natural Resources | 3 |
| AGR 250 | Introduction to Horticulture | 4 |
| ANS 150 A&B | Animal Science | 4 |
| BIO 155 | Ecology | 4 |
| BIO 181 | Biology II | 4 |
| CHM 150 | Chemistry I | 4 |
| ECO 250A | Principles of Micro Economics | 3 |
| MAT 260 | Introduction to Statistics | 3 |
| NRS 180 | Forests and Agroforestry | 4 |
| | | 38 |
| TOTAL | | 61-62 |

**ASSOCIATE OF SCIENCE DEGREE
IN HEALTH SCIENCE**

**GENERAL EDUCATION
REQUIREMENTS**

| | | CREDITS |
|----------------------------------|--------------------|----------------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151 | 6 |
| Math | MAT 155 or MAT 250 | 3-4 |
| Physical Education | | 1 |
| Science | CHM 150 | 4 |
| Social Science or Humanities | | 3 |
| Studies of Samoa and the Pacific | | 3-4 |
| | | 23-25 |

PROGRAM REQUIREMENTS

| | | |
|---------|------------------------------------|---|
| BIO 180 | Biology I | 4 |
| BIO 181 | Biology II | 4 |
| BIO 250 | Anatomy and Physiology I | 4 |
| BIO 251 | Anatomy and Physiology II | 4 |
| HEA 140 | Introduction to Health Occupations | 3 |

| | | |
|---------|---|----|
| HEA 150 | Introduction to Health Science | 3 |
| HEA 151 | Medical Terminology | 3 |
| HEA 152 | First Aid and CPR | 1 |
| HEA 250 | Introduction to Developmental
Disabilities | 3 |
| HEA 299 | Health Science Practicum | 2 |
| | | 31 |

CORE REQUIREMENTS

A total of six to eight (6 – 8) credits from any of
the following courses

| | | |
|--------------|---|--------------|
| ASL 150 | American Sign Language I | 4 |
| BIO 255 | Microbiology | 4 |
| CHM 151 | Chemistry II | 4 |
| HEA 160 | Physical Transferring, Positioning,
Mobility & Assistive Devices | 1 |
| HEA 260 | Aging and Rehabilitation | 1 |
| HSV 250 | Survey of Substance Abuse
Problems | 3 |
| HSV 280 | Health Promotion and Rehabilitation | 3 |
| NUT 150 | Nutrition | 3 |
| PHM 150 | General Pharmacology | 3 |
| PHY 151 | Physics I | 4 |
| PSY 250 | Human Development | 4 |
| | | 6-8 |
| TOTAL | | 60-64 |

**ASSOCIATE OF SCIENCE DEGREE
IN NATURAL RESOURCES**

**GENERAL EDUCATION
REQUIREMENTS**

| | | CREDITS |
|----------------------------------|--------------|----------------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 150, 151 | 6 |
| Math | MAT 155 | 3 |
| Physical Education | | 1 |
| Science | BIO 180 | 4 |
| Social Science or Humanities | | 3 |
| Studies of Samoa and the Pacific | | 3-4 |
| | | 23-24 |

PROGRAM REQUIREMENTS

| | | |
|--------------|--|---|
| AGR 100 I&II | Practical Job Experience | 2 |
| AGR 152 | Survey of Community and Natural
Resources | 3 |
| BIO 155 | Ecology | 4 |
| BIO 181 | Biology II | 4 |
| MAT 260 | Introduction to Statistics | 3 |
| MSC 160 | Natural Marine Resources | 3 |



| | | |
|-----------------|--|--------------|
| MSC 197/AGR 197 | Polynesian Culture and
Natural Resources Learning Project | 3 |
| MSC 297/AGR 297 | Environmental Service
Learning Exchange | 2 |
| NRS 180 | Forests and Agroforestry | 4 |
| NRS 200 | Natural Resources | 4 |
| NRS 250 | Environmental Studies | 3 |
| PHSCI 150 | Physical Science | 4 |
| | | 39 |
| TOTAL | | 62-63 |

**ASSOCIATE OF SCIENCE DEGREE
IN NURSING**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|--------------|----------------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 250, 251 | 6 |
| Math | MAT 155 | 3 |
| Physical Education | | 1 |
| Science | BIO 255 | 4 |
| Social Science | ANT 154 | 3 |
| Studies of Samoa and the Pacific | | 3-4 |
| | | 23-24 |

PROGRAM REQUIREMENTS

| | | |
|--------------|-----------------------------------|--------------|
| CHM 150 | Chemistry I | 4 |
| CHM 151 | Chemistry II | 4 |
| NUR 200 | Nursing Transition | 8 |
| NUR 203 | Maternal Newborn | 6 |
| NUR 204 | Nursing of Children | 6 |
| NUR 205 | Adult Health I | 6 |
| NUR 206 | Issues and Trends in Nursing | 2 |
| NUR 207 | Adult Health II | 6 |
| NUR 208 | Mental Health/Psychiatric Nursing | 6 |
| NUR 209 | Psychiatric Nursing II | 4 |
| NUR 210 | Adult Health III | 6 |
| NUR 211 | Community Health Nursing | 6 |
| PHM 200 | General Pharmacology | 4 |
| | | 68 |
| TOTAL | | 91-92 |

**ASSOCIATE OF SCIENCE DEGREE IN
OFFICE ADMINISTRATION AND
TECHNOLOGY**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|--------------|----------------|
| Computer Technology | ICT 170 | 3 |
| English | ENG 150, 151 | 6 |
| Math | MAT 250 | 4 |
| Physical Education | | 1 |
| Science | | 4 |
| Social Science | SOC 150 | 3 |
| Studies of Samoa and the Pacific | | 3-4 |
| | | 24-25 |

GENERAL BUSINESS REQUIREMENTS

| | | |
|----------|-------------------------------|-----------|
| ACC 150 | Principles of Accounting I | 3 |
| BUS 103 | Introduction to Business | 3 |
| BUS 150 | Financial Math | 3 |
| BUS 160 | Business Communications | 3 |
| BUS 180 | Applied Business Statistics | 3 |
| BUS 210 | Ethics in the Workplace | 3 |
| ECO 250A | Principles of Micro Economics | 3 |
| SPH 153 | Introduction to Speech | 3 |
| | | 24 |

CORE REQUIREMENTS

| | | |
|--------------|--|--------------|
| ACC 151 | Principles of Accounting II | 3 |
| ICT 270 | Advanced Office Applications | 3 |
| ICT 160 | Introduction to Programming | 3 |
| ICT 210 | Operating Systems Technology | 3 |
| MGT 255 | Human Relations and
Organizational Behavior | 3 |
| OAT 225 | Office Procedures | 3 |
| OAT 230 | Office Administration – Practicum | 2 |
| | | 20 |
| TOTAL | | 68-69 |





CERTIFICATE OF PROFICIENCY

REQUIREMENTS FOR CERTIFICATE OF PROFICIENCY PROGRAMS

The Certificate of Proficiency is offered by a number of programs of study, and is intended for students preparing for immediate employment, or students currently working and seeking a career upgrade.

A minimum of 30 credits is required for a Certificate of Proficiency. The **general education requirements** for a Certificate of Proficiency are comprised of one (1) English course and one (1) Math course specified by the selected program of study [150 or higher]. The remaining courses required to obtain a minimum of 30 credits for graduation are the **program requirements**, specified by individual Certificate Programs.

CERTIFICATE OF PROFICIENCY IN ACCOUNTING

GENERAL EDUCATION REQUIREMENTS

| | | CREDITS |
|---------|---------|---------|
| English | ENG 151 | 3 |
| Math | MAT 250 | 4 |
| | | 7 |

PROGRAM REQUIREMENTS

| | | |
|----------|---------------------------------|-----------|
| ACC 150 | Principles of Accounting I | 3 |
| ACC 151 | Principles of Accounting II | 3 |
| ACC 152A | Payroll and Income Tax | 3 |
| BUS 103 | Introduction to Business | 3 |
| BUS 150 | Financial Math | 3 |
| BUS 160 | Business Communications | 3 |
| BUS 180 | Applied Business Statistics | 3 |
| BUS 210 | Ethics in the Workplace | 3 |
| ECO 250A | Principles of Micro Economics | 3 |
| ICT 170 | Microcomputers and Applications | 3 |
| | | 30 |
| | TOTAL | 37 |

CERTIFICATE OF PROFICIENCY IN AIRCONDITIONING & REFRIGERATION

GENERAL EDUCATION REQUIREMENTS

| | | CREDITS |
|---------|-----------|---------|
| English | ENG 151 | 3 |
| Math | MAT 155 | 3 |
| Science | PHSCI 150 | 4 |
| | | 10 |

PROGRAM REQUIREMENTS

| | | |
|---------|---|-----------|
| ETP 100 | Basic Electrical Theory I | 3 |
| ETP 120 | Basic Electrical Theory II | 4 |
| BPR 200 | Blueprint Reading | 3 |
| ACR 100 | Introduction to Air Conditioning and Refrigeration | 3 |
| ACR 140 | Intermediate Air Conditioning and Domestic Cooling System | 5 |
| ACR 180 | Domestic & Commercial Refrigeration | 5 |
| | | 23 |
| | TOTAL | 33 |

CERTIFICATE OF PROFICIENCY IN ARCHITECTURAL DRAFTING

GENERAL EDUCATION REQUIREMENTS

| | | CREDITS |
|---------|---------|---------|
| English | ENG 151 | 3 |
| Math | MAT 250 | 5 |
| | | 8 |

PROGRAM REQUIREMENTS

| | | |
|---------|--------------------------------|-----------|
| ADT 150 | Architectural Drafting I | 3 |
| ADT 152 | Architectural Drafting II | 4 |
| ADT 160 | Introduction to AutoCAD | 3 |
| ADT 251 | Electrical Structural Design | 4 |
| ADT 260 | Advanced AutoCAD | 4 |
| ADT 280 | Elements of Structural Drawing | 3 |
| BPR 200 | Blueprint Reading I | 3 |
| | | 24 |
| | TOTAL | 32 |



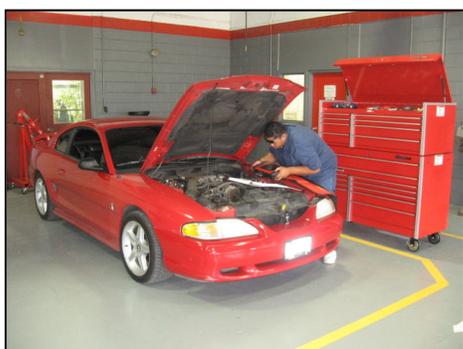
CERTIFICATE OF PROFICIENCY IN AUTO BODY REPAIR

GENERAL EDUCATION REQUIREMENTS

| | | |
|---------|---------|---|
| English | ENG 150 | 3 |
| Math | MAT 155 | 3 |
| | | 6 |

PROGRAM REQUIREMENTS

| | | |
|---------|--|-----------|
| ABR 111 | Introduction to Automotive Collision | 3 |
| ABR 113 | Welding and Cutting | 6 |
| ABR 123 | Metal Straightening | 3 |
| ABR 124 | Body Technique | 3 |
| ABR 131 | Preparing the Equipment Paint and Refining Materials | 3 |
| ABR 132 | Preparing the Surface for Refinishing | 6 |
| ABR 133 | Apply the Finish | 3 |
| ABR 134 | Blending the Color and Understanding Auto Finishes | 3 |
| ABR 136 | Door Skin and Intrusion Panel Replacement | 3 |
| ABR 137 | Quarter Panel Replacement | 3 |
| ABR 138 | Moveable Glass and Hardware | 3 |
| ABR 139 | Full and Partial Panel Replacement | 3 |
| ABR 140 | Electrical and Electronic Systems | 3 |
| ABR 141 | Panel Replacement and Alignment | 3 |
| ABR 142 | Working with Trim and Hardware | 3 |
| ABR 143 | Straightening Structural Parts | 6 |
| ABR 144 | Damages Analysis | 3 |
| | | 60 |
| | TOTAL | 66 |



CERTIFICATE OF PROFICIENCY IN AUTOMOTIVE TECHNOLOGY

GENERAL EDUCATION REQUIREMENTS

| | | |
|---------|---------|---|
| English | ENG 151 | 3 |
| Math | MAT 155 | 3 |
| | | 6 |

BASIC PROGRAM REQUIREMENTS

| | | |
|----------|--------------------------------------|-----------|
| AUTO 100 | Fundamentals of Automotive Mechanics | 3 |
| AUTO 174 | Automotive Braking Systems | 6 |
| AUTO 176 | Automotive Steering and Suspension | 6 |
| AUTO 178 | Automotive Electrical / Electronics | 9 |
| AUTO 172 | Automotive Engine Performance | 9 |
| WLD 150 | Oxy-Acetylene Welding | 6 |
| WLD 151 | Arc Welding Fundamentals | 6 |
| | | 45 |
| | TOTAL | 51 |

ADVANCED PROGRAM REQUIREMENTS

| | | |
|---------------------|---|-----------|
| English | ENG 150 | 3 |
| Math | MAT 151 | 3 |
| Computer Technology | ICT 150 | 3 |
| AUTO 184 | Automotive Cooling/Heating & Air Conditioning | 5 |
| AUTO 180 | Automotive Engine Diagnosis & Repair | 6 |
| AUTO 182 | Automotive Transmission, Transaxle and Drive Trains | 9 |
| AUTO 250 | Advanced Auto Engine Performance | 3 |
| | | 32 |
| | Total Basic Certificate of Proficiency | 51 |
| | Total Advance Certificate of Proficiency | 32 |
| | GRAND TOTAL | 83 |





CERTIFICATE OF PROFICIENCY
IN BUSINESS MANAGEMENT

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---------------------------------------|---------|----------------|
| English | ENG 151 | 3 |
| Math | MAT 250 | 4 |
| | | 7 |

PROGRAM REQUIREMENTS

| | | |
|--------------|---------------------------------|-----------|
| ACC 150 | Principles of Accounting I | 3 |
| ACC 151 | Principles of Accounting II | 3 |
| BUS 103 | Introduction to Business | 3 |
| BUS 150 | Financial Math | 3 |
| BUS 160 | Business Communications | 3 |
| BUS 180 | Applied Business Statistics | 3 |
| BUS 210 | Ethics in the Workplace | 3 |
| ECO 250A | Principles of Micro Economics | 3 |
| ICT 170 | Microcomputers and Applications | 3 |
| MGT 250 | Principles of Management | 3 |
| MKT 195 | Principles of Marketing | 3 |
| | | <u>33</u> |
| TOTAL | | 40 |

NOTE: *ENG 151, ICT 170 and BUS 103 can be taken during Summer Session to complete the program in one year.*

CERTIFICATE OF PROFICIENCY
IN CIVIL ENGINEERING TECHNOLOGY

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---------------------------------------|---------|----------------|
| English | ENG 151 | 3 |
| Math | MAT 280 | 5 |
| | | 8 |

PROGRAM REQUIREMENTS

| | | |
|--------------|--|-----------|
| ADT 160 | Introduction to AutoCAD | 3 |
| ADT 251 | Electrical Structural Design | 4 |
| ADT 280 | Elements of Structural Drawing | 3 |
| CET 150 | Plane Surveying I | 4 |
| CET 151 | Plane Surveying II | 4 |
| CET 160 | Introduction to Geographic Information Systems | 3 |
| CET 260 | Construction Procedures | 3 |
| CET 261 | Construction Management | 3 |
| CET 265 | Hydraulics | 3 |
| CET 270 | Land Development | 3 |
| | | <u>33</u> |
| TOTAL | | 41 |

CERTIFICATE OF PROFICIENCY
IN CARPENTRY

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---------------------------------------|---------|----------------|
| Computer Technology | ICT 150 | 3 |
| English | ENG 151 | 3 |
| Math | MAT 155 | 3 |
| | | 9 |

PROGRAM REQUIREMENTS

| | | |
|--------------|--|-----------|
| ADT 160 | Introduction to AutoCAD | 3 |
| BPR 200 | Blueprint Reading I | 3 |
| CARP 100 | Hand Tools and Power Tools | 3 |
| CARP 120 | Plans, Building Codes and Specifications | 3 |
| CARP 150 | Footing and Foundations | 4 |
| CARP 160 | Walls, Ceilings and Framing | 4 |
| CARP 170 | Roofing Styles and Types | 4 |
| CARP 180 | Plumbing | 4 |
| CARP 200 | Exterior Doors, Windows & Trim | 4 |
| CARP 220 | Interior Floors and Finishes | 5 |
| CARP 270 | Remodeling & Renovations | 6 |
| ETP 100 | Electrical Basic Theory I | 3 |
| | | <u>46</u> |
| TOTAL | | 55 |

CERTIFICATE OF PROFICIENCY
IN CRIMINAL JUSTICE

| GENERAL EDUCATION REQUIREMENTS | | CREDITS |
|---------------------------------------|---------|----------------|
| English | ENG 150 | 3 |
| Math | MAT 155 | 3 |
| | | 6 |

PROGRAM REQUIREMENTS

| | | |
|--------------|----------------------------------|-----------|
| CJ 150 | Introduction to Criminal Justice | 3 |
| CJ 160 | Patrol Operation | 3 |
| CJ 170 | Criminal Evidence | 3 |
| CJ 175 | Criminal Investigation | 3 |
| CJ 180 | Criminal Law | 3 |
| CJ 210 | Constitutional Law | 3 |
| CJ 215 | Foundation in Criminology | 3 |
| ICT 150 | Introduction to Computers | 3 |
| | | <u>24</u> |
| TOTAL | | 30 |



**CERTIFICATE OF PROFICIENCY
IN DIESEL ENGINES**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|--|----------------|
| English | ENG 151 | 3 |
| Math | MAT 155 | 3 |
| | | 6 |
| PROGRAM REQUIREMENTS | | |
| DISL 100 | Introduction to Diesel Engines | 3 |
| DISL 150 | Brakes, Air (Pneumatic) and Hydraulic Systems | 3 |
| DISL 160 | Heavy Duty Electrical/Electronic Systems | 5 |
| DISL 162 | Diesel Fuel Injection and Computerized Systems | 5 |
| DISL 200 | Small to Medium (Compact) Diesel Engines | 5 |
| DISL 250 | Heavy Duty Diesel Engines | 5 |
| | | 26 |
| TOTAL | | 32 |

**CERTIFICATE OF PROFICIENCY
IN ELECTRICAL TECHNOLOGY**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|---------------------------------|----------------|
| English | ENG 151 | 3 |
| Math | MAT 155 | 3 |
| | | 6 |
| PROGRAM REQUIREMENTS | | |
| ADT 160 | Introduction to AutoCAD | 3 |
| BPR 200 | Blueprint Reading I | 3 |
| ETP 100 | Electrical Basic Theory I | 3 |
| ETP 120 | Electrical Basic Theory II | 4 |
| ETP 130 | National Electrical Codes (NEC) | 3 |
| ETP 150 | Applied Residential Wiring | 5 |
| ETP 299 | Cooperative Work Internship | 4 |
| | | 25 |
| TOTAL | | 31 |

**CERTIFICATE OF PROFICIENCY IN
ELECTRONICS**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|------------------------------|----------------|
| | | |
| PROGRAM REQUIREMENTS | | |
| ELE 150 | Electronics I | 4 |
| ELE 151 | Electronics II | 4 |
| ELE 170 | Consumer Electric | 4 |
| ELE 190 | Digital Techniques | 4 |
| ELE 201 | Communication Systems | 4 |
| ELE 202 | Computer Systems | 4 |
| ELE 203 | Television & Video Systems | 4 |
| ELE 299A | Electronic Systems Practicum | 4 |
| | | 32 |
| TOTAL | | 32 |

**CERTIFICATE OF PROFICIENCY
IN ELECTRONIC – COMMUNICATION
SYSTEMS**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|---------------------------------|----------------|
| English | ENG 151 | 3 |
| Math | MAT 155 | 3 |
| | | 6 |
| PROGRAM REQUIREMENTS | | |
| ADT 160 | Introduction to AutoCAD | 3 |
| ELE 150 | Electronics I | 4 |
| ELE 151 | Electronics II | 4 |
| ELE 190 | Digital Techniques | 4 |
| ELE 201 | Communication Systems | 4 |
| ELE 299B | Communication Systems Practicum | 4 |
| ETP 100 | Electrical Basic Theory I | 3 |
| ICT 150 | Introduction to Computers | 3 |
| | | 29 |
| TOTAL | | 35 |





**CERTIFICATE OF PROFICIENCY
IN ELECTRONIC – COMPUTER SYSTEMS**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|---------|----------------|
| English | ENG 151 | 3 |
| Math | MAT 155 | 3 |
| | | 6 |

PROGRAM REQUIREMENTS

| | | |
|--------------|----------------------------|-----------|
| ADT 160 | Introduction to AutoCAD | 3 |
| ELE 150 | Electronics I | 4 |
| ELE 151 | Electronics II | 4 |
| ELE 190 | Digital Techniques | 4 |
| ELE 299C | Computer Systems Practicum | 4 |
| ETP 100 | Electrical Basic Theory I | 3 |
| ICT 150 | Introduction to Computers | 3 |
| ICT 155 | IT Essentials | 4 |
| | | <u>29</u> |
| TOTAL | | 35 |

**CERTIFICATE OF PROFICIENCY
IN ELEMENTARY EDUCATION**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|---------|----------------|
| English | ENG 150 | 3 |
| Math | MAT 155 | 3 |
| | | 6 |

PROGRAM REQUIREMENTS

| | | |
|--------------|--|-----------|
| ED 150 | Introduction to Teaching | 3 |
| ED 157 | Introduction to Elementary
Curriculum and Instruction | 3 |
| ED 215 | Introduction to Exceptional Children | 4 |
| ED 257 | Teaching Language Arts to
Elementary School Teachers | 4 |
| ICT 150 | Introduction to Computers | 3 |
| PSY 150 | Introduction to Psychology | 3 |
| PSY 250 | Human Development | 4 |
| SPH 153 | Introduction to Speech | 3 |
| | | <u>27</u> |
| TOTAL | | 33 |

**CERTIFICATE OF PROFICIENCY IN
GUIDANCE AND COUNSELING**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|-------------------|----------------|
| English | ENG 151 | 3 |
| Math | MAT 150 or Higher | 3-5 |
| | | 6-8 |

PROGRAM REQUIREMENTS

| | | |
|--------------|---|--------------|
| FAM 260 | Parenting: Models for Guiding and
Nurturing Children | 3 |
| OR | | |
| SOC 250 | Sociology of the Family | |
| HEA 250 | Introduction to Development
Disabilities | 3 |
| HSV 165 | Career Development and
Information | |
| OR | | |
| HSV 220 | Multicultural Guidance and
Counseling | 3 |
| HSV 155 | Introduction to Counseling and
Guidance | 3 |
| HSV 160 | Psychological and Achievement
Testing | 3 |
| HSV 200 | General Counseling I | 3 |
| HSV 250 | Survey of Substance Abuse Problems | 3 |
| HSV 299 | Human Services Practicum | 2 |
| PSY 250 | Human Development | 4 |
| | | <u>27</u> |
| TOTAL | | 33-35 |





**CERTIFICATE OF PROFICIENCY IN
INFORMATION AND COMMUNICATIONS
TECHNOLOGY (ICT) – ELECTRONIC OFFICE
OPTION**

**GENERAL EDUCATION
REQUIREMENTS**

| | | CREDITS |
|---------|---------|----------------|
| English | ENG 151 | 3 |
| Math | MAT 250 | 4 |
| | | 7 |

PROGRAM REQUIREMENTS

| | | |
|--------------|--|-----------|
| BUS 103 | Introduction to Business | 3 |
| BUS 160 | Business Communications | 3 |
| ICT 150 | Introduction to Computers | 3 |
| ICT 160 | Introduction to Programming | 3 |
| ICT 161 | Networking for Home and Small
Businesses | 4 |
| ICT 162 | Working at a Small to Medium
Business or ISP | 4 |
| ICT 170 | Microcomputer Applications | 3 |
| ICT 210 | Operating Systems Technology | 3 |
| ICT 261 | Introduction to Routing & Switching
in the Enterprise | 4 |
| ICT 262 | Designing & Supporting Computer
Networks | 4 |
| ICT 270 | Advanced Office Applications | 3 |
| | | <u>37</u> |
| TOTAL | | 44 |

Note: ICT 270 can be taken during the Summer Session to complete the program in one year.

**CERTIFICATE OF PROFICIENCY IN
MARINE OPTION PROGRAM (MOP)**

**GENERAL EDUCATION
REQUIREMENTS**

| | | CREDITS |
|---------|---------|----------------|
| English | ENG 150 | 3 |
| Math | MAT 250 | 4 |
| | | 7 |

PROGRAM REQUIREMENTS

| | | |
|---------|--------------------------|---|
| MSC 100 | MOP Seminar | 1 |
| MSC 160 | Natural Marine Resources | 3 |
| MSC 201 | MOP Skills Project | 1 |
| MSC 202 | MOP Service Learning | 1 |
| | | 6 |

A total of seventeen (17) credits from any of the following courses:

| | | |
|---------------------------------------|--|---|
| <i>Agriculture & Life Science</i> | | |
| AGR 152 | Survey of Community and
Natural Resources | 3 |
| AGR 197/ | Polynesian Culture and Natural | |

| | | |
|----------|--------------------------------|---|
| MSC 197 | Resources Learning Project | 3 |
| AGR 297/ | Environmental Service Learning | |
| MSC 297 | Exchange | 2 |
| NRS 200 | Natural Resources | 4 |
| NRS 250 | Environmental Studies | 3 |

Education

| | | |
|--------|----------------------------|---|
| ED 240 | Instructional Technologies | 4 |
|--------|----------------------------|---|

Health & Human Services

| | | |
|---------|----------------------------|---|
| HEA 152 | Standard First Aid and CPR | 1 |
|---------|----------------------------|---|

Physical Education

| | | |
|----------|----------|---|
| PED 170/ | Swimming | |
| MSC 110 | | 1 |

Languages & Literature

| | | |
|---------|----------------------------|---|
| JOU 155 | Introduction to Journalism | 3 |
| LIT 276 | Pacific Literature | 3 |

Marine Science

| | | |
|---------|--------------------------------|---|
| MSC 150 | Introduction to Oceanography | 4 |
| MSC 155 | Environmental Geology | 4 |
| MSC 170 | Introduction to Marine Biology | 4 |
| MSC 200 | Introduction to Aquaculture | 3 |
| MSC 270 | Tropical Island Ecology | 3 |

Science

| | | |
|---------|-----------------------------|---|
| BIO 155 | Ecology | 4 |
| MET 150 | Introduction to Meteorology | 4 |

Samoan Studies

| | | |
|---------|--------------------------------|---|
| SAM 152 | Introduction to Samoan Culture | 3 |
| SAM 204 | Samoan Mythology | 3 |

Social Science

| | | |
|---------|-----------------------------|---|
| ANT 153 | Introduction to Archaeology | 3 |
| ANT 160 | Ethnographic Field Methods | 4 |
| ANT 210 | Archaeological Field School | 6 |
| GEO 161 | Pacific Geography | 3 |
| HIS 162 | Pacific History | 3 |

Trades and Technologies

| | | |
|---------|---|---|
| CET 160 | Introduction to Geographic
Information Systems | 3 |
| CET 265 | Hydraulics | 3 |
| CET 270 | Land Development | 3 |

17

TOTAL 30

Note: This certificate follows the principles of UH MOP and is recognized by Colleges and Universities in Hawaii.



**CERTIFICATE OF PROFICIENCY IN
NETWORKING & COMPUTING**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|---------|----------------|
| English | ENG 151 | 3 |
| Math | MAT 250 | 4 |
| | | 7 |

PROGRAM REQUIREMENTS

| | | |
|--------------|--|-----------|
| ETP 100 | Basic Electricity Theory I | 3 |
| ICT 150 | Introduction to Computers | 3 |
| ICT 155 | IT Essentials | 4 |
| ICT 161 | Networking for Home & Small
Businesses | 4 |
| ICT 162 | Working at a Small to Medium
Business or ISP | 4 |
| ICT 170 | Microcomputer Application | 3 |
| ICT 261 | Introduction to Routing & Switching
in the Enterprise | 4 |
| ICT 262 | Designing & Supporting Computer
Networks | 4 |
| | | 29 |
| TOTAL | | 36 |

**CERTIFICATE OF PROFICIENCY IN
OFFICE ADMINISTRATION AND
TECHNOLOGY**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|---------|----------------|
| English | ENG 151 | 3 |
| Math | MAT 250 | 4 |
| | | 7 |

PROGRAM REQUIREMENTS

| | | |
|--------------|---------------------------------|-----------|
| ACC 150 | Principles of Accounting I | 3 |
| BUS 103 | Introduction to Business | 3 |
| BUS 160 | Business Communications | 3 |
| BUS 180 | Ethics in the Workplace | 3 |
| BUS 150 | Financial Math | 3 |
| ICT 160 | Introduction to Programming | 3 |
| ICT 170 | Microcomputer and Applications | 3 |
| ICT 210 | Operating Systems Technology | 3 |
| ICT 270 | Advanced Office Applications | 3 |
| OAT 225 | Office Procedures | 3 |
| OAT 230 | Office Administration Practicum | 2 |
| | | 32 |
| TOTAL | | 39 |

**CERTIFICATE OF PROFICIENCY
IN PRACTICAL NURSING**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|--------------|----------------|
| English | ENG 150, 151 | 6 |
| Math | MAT 155 | 3 |
| | | 9 |

PROGRAM REQUIREMENTS

| | | |
|--------------|------------------------------|-----------|
| BIO 250 | Anatomy and Physiology I | 4 |
| BIO 251 | Anatomy and Physiology II | 4 |
| HEA 151 | Medical Terminology | 3 |
| NUR 150 | Fundamentals of Nursing | 15 |
| NUR 155 | Nursing Perspective | 2 |
| NUR 180 | Introduction to Adult Health | 17 |
| NUR 190 | Family/Child Nursing | 8 |
| NUT 150 | Nutrition | 3 |
| PHM 150 | Introduction to Pharmacology | 3 |
| PSY 150 | Introduction to Psychology | 3 |
| PSY 250 | Human Development | 4 |
| SPH 153 | Introduction to Speech | 3 |
| | | 66 |
| TOTAL | | 75 |



**CERTIFICATE OF PROFICIENCY
IN SAMOAN STUDIES**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|-----------------------------------|----------------|
| English | ENG 151 | 3 |
| Math | MAT 151 | 3 |
| | | 6 |
|
 | | |
| PROGRAM REQUIREMENTS | | |
| HIS 160 | Samoan History I | 3 |
| HIS 161 | Samoan History II | 3 |
| SAM 151 | Freshmen Samoan | 4 |
| SAM 152 | Introduction to Samoan Culture | 3 |
| SAM 154 | Introduction to Samoan Literature | 3 |
| SAM 251 | Sophomore Samoan Composition | 3 |
| SAM 261 | Samoan Oratory | 3 |
| SAM 271 | Samoan Creative Writing | 3 |
| | | <u>25</u> |
| TOTAL | | 31 |

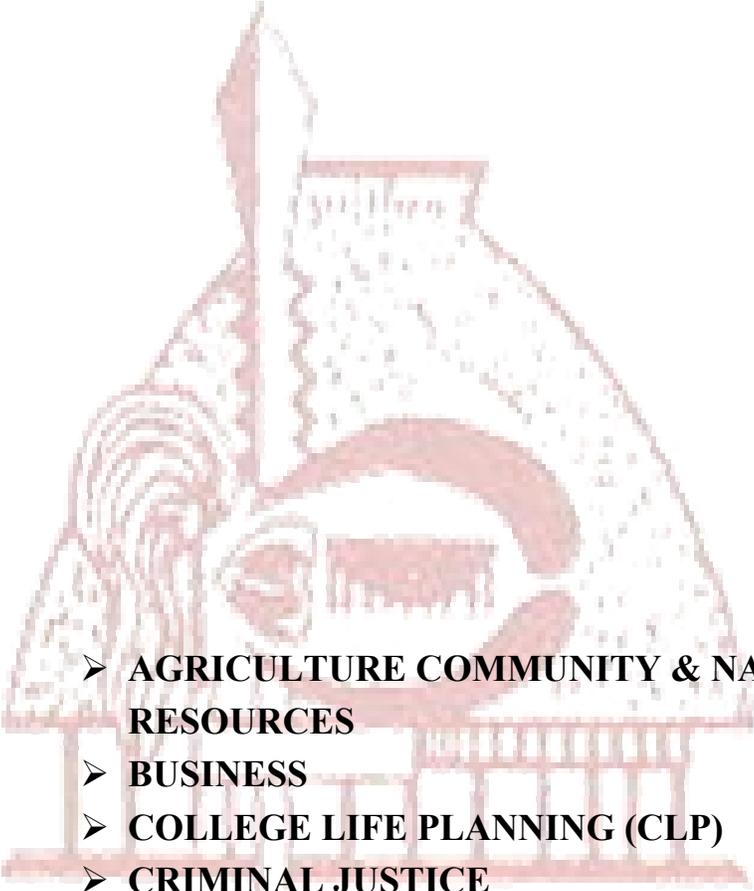
**CERTIFICATE OF PROFICIENCY IN
WELDING**

| GENERAL EDUCATION
REQUIREMENTS | | CREDITS |
|---|--------------------------------|----------------|
| English | ENG 150 | 3 |
| Math | MAT 155 | 3 |
| | | 6 |
|
 | | |
| PROGRAM REQUIREMENTS | | |
| WLD 150 | Oxy-Acetylene Welding | 6 |
| WLD 151 | Arc Welding Fundamentals | 6 |
| WLD 240 | Advanced Oxy-Acetylene Welding | 6 |
| WLD 241 | Advanced Arc Welding | 6 |
| BPR 200 | Blueprint Reading I | 3 |
| | | <u>27</u> |
| TOTAL | | 33 |





Academic Departments

- 
- 
- **AGRICULTURE COMMUNITY & NATURAL RESOURCES**
 - **BUSINESS**
 - **COLLEGE LIFE PLANNING (CLP)**
 - **CRIMINAL JUSTICE**
 - **EDUCATION**
 - **ENGLISH LANGUAGE INSTITUTE (ELI)**
 - **FINE ARTS (ART / DRAMA / MUSIC)**
 - **HEALTH & HUMAN SERVICES**
 - **MATHEMATICS**
 - **NURSING**
 - **PHYSICAL EDUCATION**
 - **RESERVE OFFICERS TRAINING CORP (ROTC)**
 - **SAMOAN STUDIES**
 - **SCIENCE / MARINE SCIENCE**
 - **SOCIAL SCIENCE**
 - **INSTITUTION OF TRADES & TECHNOLOGY (ITT)**



AGRICULTURE COMMUNITY AND NATURAL RESOURCES

AGRICULTURE COMMUNITY AND NATURAL RESOURCES MISSION STATEMENT

The mission of the Agriculture Community and Natural Resources Department of the American Samoa Community College is to provide educational services in general agriculture, agribusiness, family and consumer sciences, and natural resources management. ACNR currently offers Associate of Science Degree programs in these areas. Courses are designed to serve both full-time and part-time students including those who may wish to transfer to four year institutions. The department strives to provide a solid educational foundation that will enable the students to succeed in their academic and career goals.

PROGRAM STUDENT LEARNING OUTCOMES:

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

- describe different career opportunities in Agriculture Community and Natural Resources;
- explain the importance of Agriculture Community and Natural Resources to the Samoan culture and the environment of American Samoa;
- utilize tools and technology of their degree program;
- apply the scientific, social and economic principles related to their degree program; and,
- Demonstrate college-level written and oral communication.

COMMUNITY ADVISORY COUNCIL:

HTC Nanai K.S. Afuola; Ms. Lupe Sunia; Dr. Leoleoga E. Leituala; Mr. Peter Gurr; Mr. Ikenasio Sagaga; Mr. Tavita Togia; Mrs. Ianeta Ah Ping; Mr. Vaa Afoa; Mrs. Fiasili Haleck; Mr. Asiasiga Ioapo; and Mrs. Tele Hill.

CHAIRPERSON AND FACULTY: Mr. Tavita Elisara , Chairperson; Dr. Mark Schmaedick; Mr. Larry Hirata; Mr. Aufa'i R. Areta; and Dr. Don Vargo.

AGRICULTURE COMMUNITY AND NATURAL RESOURCES COURSE DESCRIPTIONS

AGE 150 Agriculture Economics (3)

Prerequisite: ENG 80

An introduction to the economics of agricultural production, marketing, pricing, income and decision making involving farm operations that includes government policies and programs related to agricultural and socioeconomic problems of farmers.

AGR 100 I Practical Job Experience (1)

Designed to provide the students with needed practical skills while working in an agricultural setting during the Summer Institute.

AGR 100 II Practical Job Experience (1)

Designed to provide the students with needed practical skills in an agricultural setting in the following two options:

- (A) Land Grant Research Station
- (B) On-Farm Work

AGR 152 Survey of Community and Natural Resources (3) (formerly Survey of Agriculture)

Prerequisite: ENG 70

Students will learn about career options available to them in agriculture, natural resources, and family and consumer sciences by interacting with local professionals working in these fields. Each weekly meeting will cover a different discipline, with an introductory presentation followed by a field trip to observe work within that discipline. Field trips will visit local agribusinesses, farms, and government agencies.

AGR 197/MSC 197 Polynesian Culture and Natural Resources Learning Project (3)

Prerequisite: A 4-credit Biology course

This course is designed to provide the necessary background information for participation in a service-learning. It covers the natural resources of American Samoa and their cultural use. Students will be provided information about the listed topics and have the opportunity to conduct further research. They will also learn about the resources and culture of other countries and make comparisons among the different systems.



AGR 250 Introduction to Horticulture (4)
(formerly Crop Production)

Prerequisite: *BIO 180*

The basic principles of horticultural crop production include growth, development, reproduction, and propagation. Management of the crop environment: soil fertility and plant nutrition, water, temperature, light and wind; and crop hazards of weeds, pests and diseases. Study of the production practices for world food crops. Production of locally important crops emphasized. Practical sessions to complement lectures should include field visits and laboratory exercises.

AGR 297/MSC 297 Environmental Service Learning Exchange (2)

Prerequisite: *AGR197/MSC197*

This course is a four-week, service-learning course. Students will utilize knowledge gained from MSC 197/AGR 197 to carry out community service projects that will include: stream bank restoration, trail maintenance and creation of educational displays and signs. They will also learn about the resources and culture of other countries and to make comparisons among the different systems. A portfolio will be kept on activities and a final report will be required on their projects.

ANS 150 A Animal Science (2)

Prerequisite: *ENG 70*

A course open to all students in developmental studies as an introduction in general agriculture, animal science or natural resource management. Lectures, discussions, practicals, and presentations by experts and community members will include topics on agriculture, livestock, nutrition, breeding, management, pasture/turfgrass, meat processing and marketing. Emphasis will be on swine and poultry production. Students who plan to further their studies of Agriculture beyond the A.S. level must take both this course and ANS 150 B.

ANS 150 B Animal Science (2)

Prerequisite: *ANS 150 A*

A supplement to ANS 150 A that provides a complete, in-depth, introductory animal science course. This two-credit discussion and lecture course will provide further detail on livestock anatomy, physiology, nutrition, genetics and global livestock systems. This course is intended to be a more rigorous scientific examination of livestock production.

FAM 250 Family Finance (3)

Prerequisites: *ENG 150, MAT 155 or Instructor's Permission*

Students will come to grips with personal and family finances; study strategies, decisions, and methods of financial planning to make the most of their money during the various stages in the family life cycle; tame the "paper tiger" in family record-keeping; learn to use credit wisely and how to clean up family credit problems; and discover how to protect family resources against risk. They will study saving and investing for the family's future.

FAM 260 Parenting: Models for Guiding and Nurturing Children (3)

Prerequisites: *ENG 150, PSY 150 or Instructor's Permission*

Students will study new models of parenting theories, methods, skills, issues, and resources. They will view parent-child relationships in various cultural contexts. They will also gain the necessary skills for guiding and nurturing children as a parent and for teaching others those skills in high school and adult education settings.

NRS 180 Forests and Agroforestry (4)

Prerequisite: *BIO 180*

An introductory course containing three general areas of focus:

- (1) The global importance of forests, emphasizing tropical rain forests, specific forest communities and uses in Samoa.
- (2) The theoretical and practical study and measurement methods in forestry.
- (3) Forest management systems, emphasizing agroforestry, community forestry, conservation and preservation.

NRS 200 Natural Resources (4)

Prerequisites: *MSC 160, NRS 180, ENG 90*

A comprehensive overview of wildlife, wetlands and marine natural resources. Special emphasis is on local species, communities and ecosystems. Laboratories are field oriented, focusing on identification and measurement of resource conditions.

NRS 250 Environmental Studies (3)

Prerequisites: *MSC 160, BIO 180, ENG 151*

A course that enables students to develop skills in ethics, interpretation and investigation in relation to the environmental settings and issues. Global,



national and local examples are provided. Student presentations and projects are required.

NUT 150 Nutrition (3)

Prerequisites: *ENG 90*

Food, its acceptance by individuals, and body uses of chemicals that food contains are presented.

Food facts, selection, care and hygiene are applied to both normal and therapeutic diets throughout life are explored.

BUSINESS

BUSINESS MISSION STATEMENT

The mission of the Business Department is to develop and offer successful student learning by providing high quality business educational programs and services that will enable students to enter the workforce, continue their education, start a business, and become productive citizens in today's global and high-tech workforce.

Moreover, the programs foster students to build strong partnerships with both public and private sectors in job placement and educational improvement.

To meet this mission, the department offers the following degree and certificate programs of studies:

- Associate of Science in Accounting
- Associate of Science in Business Management
- Associate of Science in Office Administration & Technology
- Certificate of Proficiency in Accounting
- Certificate of Proficiency in Business Management
- Certificate of Proficiency in Office Administration & Technology

The curriculum provides for career mobility. Business majors must complete all the business courses in each program with a "C" grade or better. A "C-" grade earned in any business course is not acceptable for graduation. A business degree in Accounting, Management or Office Administration and Technology requires students to supplement classroom learning with practical experience at least 30 to 40 hours. This may be gained through

work, internships in firms and organizations, or special projects as directed by business faculty. Students may complete these requirements by taking ACC 220 for Accounting, MKT 212 for management and OAT 230 for Office Administration and Technology. Both courses will offer a practicum during the fourth semester. A field trip either on or off-island is required for all Management and Office Technology Administration majors to observe and collect data on the importance of mass production, channels of distribution, office procedures/protocol and valuing diversity in the workplace. (A national requirement)

PROGRAM STUDENT LEARNING OUTCOMES:

Upon completion of a degree or certificate of proficiency program, students will be able to:

1. Apply acquired knowledge, skills, and competencies to real work situations in Accounting, Management, and Office Administration and Technology;
2. Read and comprehend written materials critically and effectively;
3. Write in a clear and organized fashion to explain ideas, principles, concepts and conclusions.
4. Listen actively, respectfully and critically to the substance of others' comments.
5. Apply technology effectively to locate, interpret, organize and present business statistical information;
6. Participate actively in group efforts to seek effective results;
7. Recognize and value the importance of human resources and other organizational resources in achieving goals and objectives;
8. Recognize and affirm the dignity and worth of every individual and their cultures;
9. Formulate formulas, concepts and ideas in addition to using those of others;
10. Assess and compare the effectiveness of various legal system – American Samoa, Pacific and the United States and their influence on diversification in employment and businesses;
11. Develop and apply set of guidelines to enhance and improve moral and ethical decision-making; and,



12. Participate, evaluate and share the hands-on experiences acquired through work-site experiences through community service.

Summer Term Classes:

It is recommended that the following fundamental business courses be taken during the summer term in order to complete the Associate of Science degree in Accounting, Management, and Office Administration & Technology within two years: BUS 103, BUS 150, and BUS 180.

COMMUNITY ADVISORY COUNCIL: Mr. Alex Zodiacal, Manager, Economic Development Division; Representative Agaoleatu Charlie Tautolo, Owner – MCDONALD Samoa; CFO Dr. Falema'o "Phil" Pili, ASCC; Mrs. Faauisa O. Sotoa, State Director – Vocational Education (DOE); Mr. Herbert Thweatt, SBDC State Director (ASCC); Mr. David Robinson, President, American Samoa Chamber of Commerce; Ms. Makerita Enesi, Director, Labor Development & Training Division.

CHAIRPERSON AND FACULTY: Dr. Faofua Faatoafe Chairperson; and Mr. Lam Yuen, Lam Yuen, Jr., Instructor.

BUSINESS COURSE DESCRIPTIONS

ACC 150 Principles of Accounting I (3) *(formerly College Accounting I)*

Prerequisites: BUS 103, BUS 150, ENG 151

This course introduces students to the accounting cycle and methods to record and report financial information through application of procedures used to classify, record, and interpret business transactions and prepare financial statements. Students will demonstrate an understanding of the Accounting equation and explain the purpose of the closing process.

ACC 151 Principles of Accounting II (3) *(formerly College Accounting II)*

Prerequisite: ACC 150

This course is a continuation of ACC 150, with emphasis on the corporate setting and fundamentals of financial accounting. Topics will further discuss long-term investments, liabilities, both current and long-term, and stockholders' equity. Students will analyze financial statements by using horizontal, vertical, and ratio analysis.

ACC 152A Payroll and Income Tax (3) *(formerly College Accounting III)*

Prerequisite: ACC 150

This course provides an overview of federal and local income taxation with emphasis on individual business taxes. Students will study and perform the recording process and preparation of payroll and tax filing using the American Samoa System and the Federal Tax bracket system.

ACC 210A Managerial Cost Accounting (3) *(formerly Payroll and Income Tax Preparation)*

Prerequisite: ACC 151

This course focuses on the in-depth study of manufacturing cost accounting with emphasis on job order process, cost systems, the development of managerial skills in using accounting, and financial information to create budgets. Analyzing of material costs, labor costs, and manufacturing overhead costs will lead into the understanding of the cost-profit analysis in determining the breakeven points, and the fixed and variable costs involved in cost accounting.

ACC 220 Automated Accounting (3) *(formerly Using Computers in Accounting)*

Prerequisite: ACC 152A

This course reinforces student's knowledge of accounting concepts and principles through the use of computers. Instructions will be provided in computer operations using commercially available accounting software such as Peachtree or QuickBooks. Students should be able to utilize skills in entering data for the software to create financial reports, closing statements, and payroll accounting that will assist them to land on middle level business jobs. A worksite experience of 25-30 hours is required upon completion of the course.

BUS 103 Introduction to Business (3)

Prerequisites: ENG 90, ENG 91

This course provides an overview of the American free enterprise market system. The course introduces students to the business environment and students will be able to develop a business plan. Students will have an appreciation and understanding of how various factors may influence business decisions, forms of business ownership, fundamental principles in managing



business, and laws governing business operations in the American economy and in the American Samoa economy.

BUS 150 Financial Math (3)
(formerly BUS 200)

Prerequisites: MAT 90, ENG 91

This course strengthens the theory and applications of commonly used business calculations such as simple and compound interests, face value, maturity value, and present value computations by using the 10-key calculators and electronic displaying printing calculators. Emphasis will be placed on hands-on skills through the completion of the Assimilation Package (18 hands-on jobs).

BUS 160 Business Communication (3)
(formerly BUS 225)

Prerequisites: BUS 103, ENG 150

This course is designed to provide knowledge and skills needed for effective communication to achieve personal and business goals. It will challenge students to think, create, and analyze verbal and non-verbal communication. Students will prepare business correspondence and written reports, deliver oral presentations, and use electronic writing and presentation tools. The course will also focus on career employment process and communicating with a diverse and global workforce. Skills in grammar, punctuation, and business vocabulary will be developed throughout the course.

BUS 180 Applied Business Statistics (3)

Prerequisites: BUS 103, ENG 150

This course provides an introduction to both theory and applications of statistical methods used for a description and analysis of business problems. The course develops a student's analytical skills by introducing basic statistical concepts and techniques, including probability and sampling, descriptive statistics, inference, regression and one-way analysis of variance. The course will rely on business case scenarios for practical applications and conclude with how statistics are used in society and business.

BUS 210 Ethics in the Workplace (3)

Prerequisites: BUS 103, ENG 151

This course introduces students to the contemporary issues of ethics, morality, and social responsibility that faces the business community, both locally and globally. Students completing this course will be able to define various theories of ethics, appreciate the importance of ethics framework for analyzing and resolving real-world ethical issues, as well as to gain knowledge and critical thinking skills to analyze and resolve ethical issues in business and management. The course will examine such components as the nature and purpose of professional standards and codes, the role played by individual character in professional life, and the demands and pressures encountered by professionals within their institutional settings.

BUS 260 Business Law (3)

Prerequisite: BUS 103, ENG 151

Students will examine the American legal system, covering the following areas: agency and employment relationships, commercial regulations, the Uniform Commercial Code, and the Uniform Partnership Act. The strengths and weaknesses of local business regulations, policies, and contracts will be analyzed and compared to international and national laws. Students will be required to conduct community projects.

ECO 250A Principles of Micro Economics (3)
(formerly ECO 250)

Prerequisite: BUS 103, ENG 151

Students will be familiarized with the operations of the capitalistic market economy. How individuals and firms interact in the market process to determine the supply and demand, and prices of goods and services in a market model system. The constrained maximization the economy faces because of scarcity of resources and society's role in conserving these resources.

ECO 250B Principles of Macro Economics (3)
(formerly ECO 251)

Prerequisites: BUS 103, ENG 151

Students will be introduced to the basic concepts and principles of the American economy. Topics covered include: economic resources, business cycles, monetary and fiscal policies, Gross



National Products (GNP), unemployment, inflation, economic growth, trade development, economic systems, and other public issues.

MGT 250 Principles of Management (3)

Prerequisite: ECO 250A

This course introduces students to an overview of reaching organizational goals by working with people. Students are familiarized with the principles of management, the four functions of management, classical approaches to system management, theories and concepts related to human motivation in management careers.

MGT 255 Human Relations & Organizational Behavior (3)

Prerequisites: MGT 250, MKT 195

This course introduces students to study the development of individual and inter-personal relationships applied to business and industry. Emphasis is placed upon values, communications, problem-solving, motivation, leadership, and how individual interact with each other within a group environment. In addition, human relations skills and organizational behavior concepts are developed within organization environments to better understand behavior, performance, learning, perception, values and diversity. Communication skills, conflict resolution, power, politics, and team dynamics are presented and analyzed within modern organizations.

MKT 195 Principles of Marketing (3) (formerly MKT 200 Retailing)

Prerequisite: BUS 103, BUS 150, ENG 151

This course provides a general overview of the field of marketing, including price, product, place, and promotion of consumer goods. Marketing strategies, channels of distribution, marketing, retailing, research, products promotion and advertising, consumer attitudes as they relate to marketing will be studied. Students will learn that marketing is not just advertising, retailing, or selling; it compasses of myriad of concepts, techniques, and activities all directed toward distribution of goods and services to chosen consumer segments.

MKT 212 Marketing and Management Practicum (2)

(formerly Salesmanship—Practicum)

Prerequisite: MKT 195, MGT 255

This course offers opportunities for students to earn credit in directed work experience of 30 to 40 hours in either marketing and/or management within an approved business (private or public) agency approved by the department chair or instructor. Students will be required to file an exit report on work experience together with an approved Performance Evaluation by the work-site employer. An off-island field trip is planned to obtain direct observation on how various products are produced, packaged, stored, and distributed locally and globally.

OAT 225 Office Procedures (3)

Prerequisite: ICT 270

The focus of the course is to study the expected job performance areas of clerical and secretarial workers. Office duties include reception, appointment making, answering and taking telephone messages, preparing payroll records, preparing itineraries, inputting, distributing, and filing records. A field trip is planned for this course for personal awareness and observation on how various office procedures are implemented and documented.

OAT 230 Office Administration—Practicum (2) (Minimum of 30-40 hours)

Prerequisite: ICT 210

The focus of this course is on the skills and techniques required of executive clerical or office management positions. It builds on and brings together all of the skills and knowledge of the OAT students. Prospective graduations are placed in various offices to obtain real-life work experience. An off-island field trip is planned to emphasize the importance of valuing diversity in the workplace (depends on the availability of funds to facilitate the trip).



COLLEGE AND LIFE PLANNING (CLP)

COLLEGE AND LIFE PLANNING MISSION STATEMENT

The mission of the College and Life Planning (CLP) Department is to empower and inspire students to be successful, by their standards, in their lives (personal and professional) and in their studies by learning strategies (styles, changing of habits and so forth) that they can immediately and continuously apply throughout life and that enables them to leave with confidence, enthusiasm and a passion to succeed.

PROGRAM STUDENT LEARNING OUTCOMES:

Upon completion of program, students will be able to:

- develop and apply communication skills in the areas of speaking, writing, reading and listening;
- apply acquired knowledge and skills to improve academic studies and real work situations;
- demonstrate important work qualities and develop insights into the human experience (applying to personal, occupational and social relationships);
- recognize the relevance of career choices to life-long learning;
- utilize electronic media to communicate, locate and retrieve information;
- recognize and develop a respect for diversity;
- develop an understanding and appreciation for the importance of personal responsibility; and,
- identify strategies to address potential problems and formulate effective solutions or options.

COMMUNITY ADVISORY COUNCIL: Mr. Steven Shalhout, Entrepreneur; Mrs. Rosevonne Pato, HHS/ASCC; Mr. Sam Vaouli, Military; Mrs. Moana M. Purcell, ACRN Manager/Youth Program Coordinator; Representative Agaoleatu C. Tautolo, Fono/Business; Mrs. Tafaimamao Mamea, UCEDD/ASCC.

CHAIRPERSON AND FACULTY: Ms. Annie Panama, Chairperson; Mr. Mark Mageo; Mr. Galu Satele, Jr.; Ms. Hillary Fraser.

COLLEGE AND LIFE PLANNING COURSE DESCRIPTIONS

CLP 80 Academic Preparation in the Sciences (3) (formerly CLP 81A)

This course will provide the student with an overview of basic science concepts with an emphasis on practical activities. The basic language and terminology of science will be introduced along with fundamental principles.

CLP 81 Academic Preparation in the Social Sciences (3) (formerly CLP 81B)

This course will provide the student with an introduction of basic social science concepts with an emphasis on practical activities.

CLP 90 Computer Applications (3) (formerly CLP 71)

This course is a hands-on preparatory course in the use of popular computer software programs to accomplish a variety of tasks. The emphasis of this course is on word processing, database management and basic internet skills.

CLP 91 Career Explorations (3)

This course will provide students with the essential skills to making informed career decisions that address present and future job realities. It is designed to assist students in developing a career plan, investigate the work in terms of their career goals, and learn ways of maximizing opportunities and outcomes in their education.

CLP 150 College and Life Planning (3)

This course will provide students with an opportunity to cultivate the skills necessary to become confident, successful students. Topics include: personal learning styles, time management, goal setting, test-taking techniques, academic planning, self care, money management, relationships, communication, memory techniques, college and community resources, and respecting diversity.



CRIMINAL JUSTICE

CRIMINAL JUSTICE MISSION STATEMENT

The mission of the Criminal Justice Department is to develop and offer the student an academic preparation for entry level career positions in all areas of the justice system in American Samoa and similar opportunities elsewhere. The program provides an opportunity for the student to develop abilities and skills necessary for a career upgrade and for transfer to other colleges and/or four-year institutions. The program encourages students to be cognizant of the social, ethical, legal, political and cultural perspectives of the American Justice System and its impact on the American Samoa System of Justice as well as those of other Pacific Island nations.

To fulfill this mission, the department offers the following degree and certificate programs:

1. Associate of Science in Criminal Justice
2. Associate of Science in Forensic Science
3. Associate of Arts in Pre-Law
4. Certificate of Proficiency in Criminal Justice

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the requirements for a degree or certificate of proficiency program, students will be able to:

- analyze fact situations and understand case reasoning and rationale;
- apply acquired knowledge and skills to real work situations;
- use oral and written skills to organize, deliver and evaluate information, fact patterns and evidence;
- conduct case research, draw conclusions, communicate results and apply findings;
- demonstrate an appreciation of the Constitution, statutes and case laws;
- recognize the effects of technology in investigation, case management and presentations; and,
- understand basic constitutional rights as they apply to civic duties and ethical conduct for everyday living in a law and order community.

COMMUNITY ADVISORY Honorable Sala Mamea Jr., Associate Judge; Counsel Afoa L. Suesue Lutu; Rep. Ae Ae, Jr.; Lt. Saite Moliga, Warden; and, Counsel Tala Uiagalelei.

CHAIRPERSON AND FACULTY: Mr. Matailupe Leupolu, Chairperson; and Mr. Dennis Fuimaono Lutu .

CRIMINAL JUSTICE COURSE DESCRIPTIONS

CJ 150 Introduction to Criminal Justice (3)

Prerequisite: ENG 80

The study of the criminal justice system, its components, procedures, and interrelationships between the components: the police, prosecution, courts and the corrections. It also examines the impact of the concept of justice and other re-occurring issues upon the public, private, and the community in the United States as well as American Samoa.

CJ 155 Traffic Functions (3)

Prerequisite: ENG 80

This course covers the basics in police patrol functions and duties. It is aimed at preparing the prospective police officer with the skills and abilities in conducting traffic investigations, traffic stops, roadblocks, drunk driving sobriety testing, arrest and vehicle search procedures, and the common traffic officer role.

CJ 160 Patrol Operations (3)

Prerequisite: ENG 80

This course covers the basics in police patrol functions and duties. It will cover the sound and proper procedures of safety patrol principles, selective enforcement, beat analysis, vehicle stops, searches and seizures, field interrogation, and other common patrol functions.

CJ 165 Introduction to Probation and Parole (3)

Prerequisite: ENG 80

The philosophical and historical development of probation and parole are discussed, including their functions, role and impact on the Criminal Justice System and community. It covers the decisions to grant probation, and/or parole, conditions imposed, revocation hearings, statutory provisions governing probation and parole administrations and supervision, parole board and other related issues.



CJ 170 Criminal Evidence (3)

Prerequisite: ENG 90

This course covers the origin, development and philosophy of criminal evidence. It will enable the student to understand the constitutional and procedural consideration for rules of evidence, the applicability of rules to criminal and civil matters, rules governing admissibility, and overview of evidentiary privileges.

CJ 175 Criminal Investigation (3)

Prerequisite: ENG 90

This course covers crime scene investigation, collection and preservation of evidence, interrogation of suspects, admissibility of evidence and confessions.

CJ 180 Criminal Law (3)

Prerequisite: ENG 90

The historical and philosophical development of criminal law is examined. Major emphasis is on substantive criminal law, definitions, and elements of crime from common law system including recent developments that have been incorporated in statutes and/or case laws. Concepts such as jurisdictions, mental element, criminal defenses, and more are examined as their applications on the system of criminal justice.

CJ 185 Introduction to Forensic Science (3)

Prerequisite: ENG 91

The examination of principles and techniques of physical and natural sciences as are practiced and applied to the analysis of crime scene evidence, its procedures and practices of proper collection, preservation and identification of physical evidence such as DNA, serology, fingerprints, etc.

CJ 190 Juvenile Delinquency (3) (formerly Juvenile Procedures)

Prerequisite: ENG 91

This course covers the philosophical, historical and practical survey of the juvenile justice system. It covers theories of causation, factors and characteristics of delinquency and a survey of the treatment and prevention programs.

CJ 195 Introduction to Corrections (3)

Prerequisite: ENG 90

The philosophical and historical development of corrections, functions, objectives, personnel, and rehabilitative and community based programs. The course will also cover the relationship of

probation and parole to correctional goals and objectives.

CJ 200 Comparative Justice (3)

Prerequisite: ENG 91

This course is an introductory course in the comparative study of the criminal justice systems. A comparative analysis of the criminal justice systems components of police, prosecution, courts and corrections throughout the world and the pacific region will be explored.

CJ 210 Constitutional Law (3)

Prerequisite: ENG 151

The historical, philosophical, and ethical issues that pertain to the amendments of the United States Constitutions, its intentions, source of authority, the rights under the Bill of Rights, and its applicable contributions to the procedural due process. Major emphasis will focus on landmark U.S. Supreme Court decisions interpreting constitutional provisions, phrases and protections guarantees primarily with regards to the amendments.

CJ 215 Foundations in Criminology (3) (formerly Fundamentals of Criminology)

Prerequisite: ENG 150

This course offers an interdisciplinary perspective of crime and criminal behavior in relations to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies and victimology will be assessed, and the influence of crime theory on public policy will be explored.

CJ 220 Survey of Law (3)

Prerequisite: ENG 151

This course presents the philosophical, historical and cultural role of law as played in a complex and modern society. Emphasis is on civil law and its relation to legislative, judicial and administrative agencies. The areas covered are judicial remedies, contracts, torts, property laws, administrative law, employment laws, anti-trust laws, and alternative dispute resolution. This course will strengthen the participant's powers of legal reasoning and analysis.



CJ 230 Criminal Justice Administration and Organization (3)

Prerequisite: *ENG 151*

The study of Criminal Justice administration and organization, nature, function and processes among the criminal justice agencies. The course covers an overview of principles of organization and management, and specific aspects of organization--communications, leadership, personnel, budgeting, planning, information management and more.

CJ 240 Police Community Relations (3)

Prerequisite: *ENG 151*

This course covers the interrelationships and role expectation between the police department, various government agencies, private sector and the community in developing cooperation among these entities and the police.

CJ 250 Constitutional and Criminal Procedures (3)

Prerequisite: *ENG 151*

This course will focus on making the law understandable and user friendly for those who will enforce it without diminishing substance and accuracy. Each student will be able to grasp a good working knowledge of the law by duly authorized agents of the respective state and explain how and why an officer loses sight of the framework for proper job performance. Also, each student will be able to retain legal concepts better learning to minimize legalese, focusing on analysis and comparison of leading court cases and the future trends in law enforcement procedures.

EDUCATION

EDUCATION MISSION STATEMENT

The American Samoa Community College Education Department provides quality teacher education for pre- and in-service teachers in the areas of Early Childhood, Elementary Education, Special Education, Educational Technology, and Samoan History, Language and Culture. The Education Department prepares and conducts pre-service and in-service teacher preparation in the fundamental theories to pedagogical practices, methods and research that will improve the standard and quality of teaching and learning.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of requirements for the degree or certificate program, students will be able to:

- recognize and understand that education begins at home;
- identify the important role effective teachers play in students' future;
- understand basic knowledge about cultural differences to motivate student learning and enhance the learning environment;
- perform and analyze management styles that promote student learning;
- demonstrate knowledge of students applying critical thinking and problem solving skills;
- value importance of quality and equitable education for all students, including those with special needs and language barriers;
- value technology and recognize how it is a tool to stimulate instruction and student learning;
- value the use and integration of fine arts into curriculum and instruction;
- identify children's developmental needs and provide appropriate teaching materials and strategies; and,
- promote children's questioning, exploring skills in order to develop life skills.

COMMUNITY ADVISORY COUNCIL: Mrs. Milaneta Tinitali, ASDOE /ECE Director; Mrs. Esther Ili, DOE Teacher Quality; and Mrs. Donna Gurr, ASDOE Assistant DCI Director.

CHAIRPERSON AND FACULTY: Dr. Lina Galea'i-Scanlan, Chairperson; Dr. Larry Purcell; Mr. Sonny Leomiti; Dr. Gertrude I. Sala, Adjunct Core Faculty.

EDUCATION COURSE DESCRIPTIONS

ECE 141 Curriculum I in Early Childhood Education (3)

Prerequisite: *ENG 80*

This course introduces students to theories, methods, techniques and activities that promote learning through creative expression in children during their early childhood years. Content areas covered will include developmentally appropriate



practice, learning environments, learning and interest centers, and the design and implementation of physical, cognitive, communicative and creative activities for the classroom. This course is designed for the ECE Program “Work to School Program” initiative. The course is designed to be taught bilingually.

ECE 142 Curriculum II in Early Childhood Education (3)

Prerequisite: *ENG 80*

This course is a continuation of ECE I; it will advance students to theories, methods, techniques and activities which promote learning through creative expression in children during their early childhood years. Content areas include developmentally appropriate practice, learning and interest centers, and the design and implementation of physical, cognitive, communicative and creative activities in the classroom. This course is designed for ECE Program “Work to School Program” initiative. This course is designed to be taught bilingually.

ECE 150 Introduction to Parenthood Education (3)

Prerequisite: *ENG 90*

This course is designed to provide the students with a systematic approach to the study of parent-child relationships. This approach is based upon an understanding of developmental theory and is intended to aid individuals who work with parents and children as well as those who are, or will be parents. Course content emphasizes information rather than advice.

ECE 151 Guiding and Nurturing Young Children (3)

Prerequisite: *ENG 90*

This course is designed to equip the student with skills and techniques for the guidance, nurturing and direction of the behavior of young children. Such skills and techniques include understanding behaviors according to age, building positive self-concepts, and planning preventive action to deal with social problems such as disturbing others, fighting, biting and other classroom and school yard disturbances.

ECE 152 Safety and Health for Young Children (3)

Prerequisite: *ENG 90*

This is an introductory course to issues of safety and health as they relate to children from birth to age eight. It includes training in standard American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR); a study of methods for establishing safety procedures for classroom, the playground, and field trips, and emphasis on the importance of establishing a healthy environment for the young child. Topics range from the importance of nutritional needs, the identification and handling of suspected child abuse, recognition of and procedures for dealing with childhood illnesses and communicable diseases.

ED 150 Introduction to Teaching (3)

Prerequisite: *ENG 90*

This course is designed to introduce students to the fundamental theories and practices of teaching. Students will examine the components of effective organization and management of a classroom in order to ensure effective teaching. This course covers daily procedures, classroom management, planning and organization, cooperative learning, multiple intelligence, critical thinking, and diverse populations within the classroom.

ED 157 Introduction to Elementary Curriculum and Instruction (3)

Prerequisite: *ED 150*

This introductory course will bring together students to the fundamental elements to preparing and presenting effective classroom instruction. Students will examine the skills of designing lesson plans for their classroom and will demonstrate their ability by preparing a class presentation. Students will identify research that shows and demonstrates how children learn, how to keep their motivation, and how to prepare exciting and motivating activities in class. This course is designed to assist teachers in developing daily, weekly, and unit lesson plans for the elementary classrooms.

ED 160 Development in Early Childhood Education (4)

Prerequisites: *ED 150*

This course is designed to acquaint students with the relationship between theory and practice in Early Childhood Education in order to increase



competency of early childhood education in the classroom. This course will focus in on the child's cognitive, social, emotional, and physical needs and will provide the novice teacher with the appropriate strategies and knowledge for effective teaching in the pre- through third grade classroom.

ED 215 Introduction to Exceptional Children (3)

Prerequisites: *ED 150*

This course investigates exceptionalities as defined according to federal educational guidelines, including visual impairment, hearing impairment, learning special needs, mental retardation, physically and health impaired, behaviorally disordered, communication disorders, and gifted. It is an introductory course that will familiarize students with various categories of special needs. This course is a prerequisite for other special education courses and serves to prepare elementary and early childhood majors who serve children with special needs in their classrooms. Students taking this course must have completed or be concurrently enrolled in PSY 250.

ED 240 Instructional Technologies (4)

Prerequisites: *ED 150, ICT 170*

This course reviews information and communication technologies and how they are used in education. Course reviews and provides hands-on experiences with educational technologies; including, but not limited to, computer systems and peripherals, computer operating systems, and application software (word processing, spreadsheets, presentation software, graphics software, and others); Internets resources and issues; video technologies; video teleconferencing and broadcast systems; on-line course management systems; and, testing systems. The course will also review the national and local goals, standards, and issues in the use of education technologies for students, teachers, and administrators. Finally, this course will present the use and operations of the Person Digital Knowledge Box Educational Server. Students will be able to prepare on-line lesson plans for the elementary grade classrooms.

ED 257 Teaching Language Arts to Elementary School Teachers (3)

Prerequisites: *ED 150, ED 157, ENG 150, or concurrent*

This course stresses an understanding of the phases of language art development, especially in the areas of reading and writing, and particularly in the bilingual and bicultural classroom. It includes the selection and use of education approaches in the training process. This course is designed for students majoring in elementary and early childhood education as well as for teachers wishing to upgrade their professional skills. This course will teach teachers to children's literary learning ability, it will also make aware of the different children's reading materials available. Teachers will be experienced in composing their own big book story for children as well as to critique children's reading materials.

ED 257P Observation, Participation and Practicum (1)

Prerequisites: *ED 150, ED 157, ENG 150 or concurrent*

ED257P will provide students the opportunity to observe model teachers, and library reading centers to gain an understanding of the requirements and demands of the classroom teacher. Students will be able to observe and reflect upon application of the content significance of ED 257.

ED 280 Introduction to Bilingual Education (3)

Prerequisites: *ED 150, ENG 150*

ED 280, Introduction to Bilingual Education, is designed to provide the student a historical understanding of the bilingual education movement in the United States and in American Samoa. The main focus of the course will be the research on language acquisition and language development, particularly, Pacific children and the importance of language and culture in multicultural education.

ED 285 Teaching Samoan Language and Culture (3)

Prerequisites: *ENG 150, SAM 151 or Instructor's Permission*

This course offer a thorough study of the ASDOE K-12 Samoan Language curriculum, emphasizing mastery of sequencing of levels and scope. It will help students use the whole language approach to plan, implement and assess/evaluate the teaching of Samoan Language in their classrooms. It

reviews theories of language acquisition introduced in other teacher education courses. The prescribed English language arts texts used as references are adapted to the teaching of Samoans.

ED 285P Teaching Samoan Language and Culture Practicum (1)

Pre-requisite: Concurrent with ED 285

This practicum course is for students currently enrolled in ED 285, Teaching Samoan Language and Culture. The practicum portion will help students use the whole language approach to plan, implement, assess and evaluate the teaching of Samoan Language in the classroom. The course will review theories introduced in the lecture portion of ED 285. The prescribed English language arts texts will be used as references and will be adapted to the teaching of Samoan Language and culture.





ENGLISH LANGUAGE INSTITUTE

ENGLISH LANGUAGE INSTITUTE MISSION STATEMENT

The mission of the English Language Institute (ELI) Department is to help student with English language deficiencies improve their reading and writing skills. Furthermore, these vital skills are reinforced by providing tutoring services in reading and writing tutoring to the students and through Service Learning activities in the community. The ELI Department offers developmental English courses to prepare student for regular college courses.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of requirements, students will be able to:

- understand and apply basic college reading skills to describe, analyze, interpret, summarize and react to any reading selection;
- recognize hidden meanings in readings and make analytical judgments;
- understand and appreciate how authors use basic elements of literature to create works of fiction and nonfiction;
- gain an understanding of the importance of reading and have a desire to continue learning through reading;
- understand and apply the basic steps of the writing process;
- effectively communicate thoughts through writing;
- make a point and use relevant information to support that point;
- write basic, well structure essays such as those included in college entrance applications;
- improve study skills and develop required disciplines to succeed at the college level and in the workplace; and,
- experience what it means to be a contributing member of the community by participating in Service Learning Reading Programs.

COMMUNITY ADVISORY COUNCIL: Mrs. Tui Peau, ASDOE Counselor; Mrs. Shirley Pereira, South Pacific Academy Instructor; Mrs. Fran Niedo, Community Representative; Mrs. Patricia Sataua, PREL Reading Specialist; and Miss Patricia Tuimalealiifano, ASDOE English Instructor.

CHAIRPERSON AND FACULTY: Mrs. Elisapeta Faalafi Jones, Chairperson; Mrs. Florangel Calumpang, Mrs. Ethel Sokimi, Mr. Ben Goodwin, Mrs. Siamaua Ropeti, and Mrs. Jean Hollister-Mareko.

ENGLISH LANGUAGE INSTITUTE COURSE DESCRIPTIONS

ENG 70 Beginning Reading (3)

This is a preparatory English course that centers on building basic college reading skills and reading comprehension with an emphasis on newspaper and magazines. Students gain an understanding of academic reading requirements and learn reading and study skills strategies to help them succeed in college. For example, students build vocabulary, identify main points, and locate supporting details.

ENG 80 Intermediate Reading (3)

This is a preparatory English course that centers on building intermediate college reading skills and reading comprehension. It introduces the elements of fiction with emphasis on short stories and the novel. Students learn techniques to understand academic reading materials and learn reading and study skills strategies to help them succeed in college. For example, students build vocabulary, identify main points, and locate supporting details. In addition, students identify transitions, recognize assumptions, and follow patterns of organization.

ENG 90 Advanced Reading (3)

Prerequisite: ENG 80

This is a preparatory course that centers on building advanced college reading skills and reading comprehension. Students develop techniques to build knowledge, organize information, and think clearly. For example, students identify main points, evaluate support, and make appropriate inferences. In addition, students determine purpose, recognize assumptions, and interpret figures of speech. It introduces the elements of literature with an emphasis on the novel.

ENG 71 Beginning Writing (3)

This is a preparatory English course that focuses on building basic college writing skills. Students engage in writing as a process and produce sentences and paragraphs based on personal experiences. They gain knowledge and fluency by interacting with a variety of sources and writing journals. Students practice in a variety of contexts and become familiar with college writing requirements.

ENG 81 Intermediate Writing (3)

Prerequisite: ENG 71

This is a preparatory English course that focuses on writing of clear, concise, and well-organized paragraphs such as descriptions, narrations, persuasions, and moving toward a basic essay and summaries of class activities. Students engage in writing as a process and produce paragraphs and short essays based on personal experiences and the experiences of others. They pay attention to content, organization, and sentence structure as they complete their writing assignments. Students interact with a variety of courses to become familiar with a range of topics, purposes and audiences.

ENG 91 Advanced Writing (3)

Prerequisite: ENG 81

This is a preparatory English course that places emphasis on essay development and expanding it to a variety of essays such as descriptions, narrations, comparisons/contrasts, causes/effects, persuasions, and reaction papers to class activities. It provides practice in writing clear, effective, well-developed compositions using various modes of development. Students follow a writing process and consider topic, purpose, and audience as they write. They read from a variety of texts to generate ideas for essays and to learn effective methods of drafting, revising, editing, proofreading, and publishing their compositions. Students write essays that have clear ideas, adequate support, logical organization and correct sentence structure.

ENG 75 Beginning Grammar (2)

This is a beginning course that focuses on the recognition and use of the parts of speech, punctuation, capitalization, spelling rules, and developing the simple sentence. Students practice recognizing and correcting grammatical errors in their own papers.

ENG 85 Intermediate Grammar (2)

Prerequisite: ENG 71 or ENG 75

This is an intermediate grammar course in English that focuses on the simple sentence, words that build sentences, and parts of the sentence. It also introduces phrases to expand sentences, correct fragments and run-on sentences, as well as introducing formal and informal language usage.

ENG 95 Advanced Grammar (2)

Prerequisite: ENG 81 or ENG 85

This is an advanced grammar course in English that focuses on the four types of sentence structures: simple, compound, complex and compound/complex. It also emphasizes expanding the sentence by using clauses, the correction of grammatical errors in the student's own writing, and the use of colloquialisms, slang and euphemisms.





FINE ARTS Art, Drama and Music

FINE ARTS MISSION STATEMENT

The Fine Arts Department provides educational services by offering courses that cultivate expression, emotion and creative writing. Exposure to an immersion in the Arts will enhance and enrich the study of all other academic disciplines. The department offers music, art, dance, speech and drama courses that can fulfill the Humanities requirements in an A.A. or A.S. degree. In addition, the programs for the Associate of Arts degree in Music or Art are designed for students who are planning to continue in a four-year college or university. The department is committed to encouraging students to innovate, create and perform while experiencing a living history through the eyes and ears of great playwrights, artists and musicians.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of degree or certificate program requirements, students will be able to:

- improve vocal resonance and diction for singing and presentation;
- communicate and transmit messages with body language;
- communicate ideas, feelings, experiences and aspirations through the arts;
- demonstrate skills in the singing pronunciation of different languages;
- audition properly through application of technical and academic skills acquired;
- demonstrate the skills necessary for a successful career as a professional instructor for churches and schools;
- demonstrate an understanding of the principles of management, administration, budget formation, recruitment and staff relations within the community;
- produce a musical play through real-life experience in the family and community;
- understand and respect the social and cultural aspects while teaching music, art, acting, dance and speech in village choirs and youth groups;

- demonstrate an appreciation of important events, people, and genres encompassing the history of Western Music;
- identify technical and expressive aspects in the artistic works and using critical skills to analyze, interpret and evaluate such works;
- critically review personal and intellectual performance;
- evaluate criticisms and problems to find appropriate solutions;
- demonstrate computer skills as related to the discipline of the arts (e.g., music composition, research, recital, drawing and designing); and,
- apply technology skills to update visual and audio recordings for research and presentations.

COMMUNITY ADVISORY COUNCIL: HC Pulefaasisina Tuiasosopo, Senator, Fono; Mr. James Kneubuhl, ASCC; Mr. Joe Welliemann; Mr. Don Hoffman; and Ms. Francis Lelehua.

CHAIRPERSON AND FACULTY: Namulauulu Dr. Paul Pouesi, Chairperson; Mrs. Regina Meredith, Art; Ms. Carmela Gallace, Drama/Dance; Mr. Kuki Tuiasosopo, Music History.

ART, MUSIC, AND DRAMA COURSE DESCRIPTIONS

ART 150 Art History Survey I (3)

Prerequisite: ENG 90

ART 150 is a survey course which focuses on Art forms created during the major historical periods in time which include the Paleolithic Period to Late Gothic. The course is conducted using select films, slides and is presented in lecture format.

ART 151 Art History Survey II (3)

Prerequisite: ENG 90

ART 151 is a continuation of Art History Survey I that examines works of Art from the Proto-Renaissance Period and continues through to Modern and Post-Modernism. The course is presented in lecture format with the use of select films and slides.



ART 160 Design Fundamentals (3)

Prerequisite: ENG 80

ART 160 is based on the Elements and Principles in Art. Through various projects, the student is required to create designs and artwork using the basics discussed in class.

ART 161 Indigenous Art Forms (3)

Prerequisite: ENG 80

ART 161 is a studio course that introduces the art forms of Samoa and the Pacific. The art forms included are wood carving, Siapo (Bark Cloth Painting), weaving, pottery, and tattoo. Local master craftsmen share in their expertise with students and an art project is required for each artform.

ART 165 Basic Photography (3)

Prerequisite: ENG 150

Students are introduced to the basics of black and white photography. The handling of a 35mm SLR camera, dark room procedures, and taking pictures is covered within this course. Students submit a final portfolio of prints to complete the course and possible exhibition is scheduled.

ART 170 Drawing I (3)

Prerequisite: ART 160 or Instructor's Permission

This course is based on various techniques and methods that strengthen the field of drawing. Each student is expected to use an array of materials that include pencil, pen, and pastel. Emphasis is placed on individual style and a complete portfolio of works and a series of final drawings is required for the final critique. An annual exhibition is usually scheduled.

ART 171 Drawing II (3)

Prerequisite: ART 170 or Instructor's Permission

This course strengthens students' visual acuity by drawing from the figure. The study of the anatomy is emphasized and a model is available for study. Students produce illusions of space and volume on a two dimensional surface while creating figurative drawings. The final critique is based on a series of works emphasizing one's self portrait. Preparing for an art exhibit is also a part of the final criteria of the course.

ART 172 Painting I (3)

Prerequisite: ART 170 or Instructor's Permission

This studio course introduces the student to painting in acrylics, oil, and mixed media.

Preparing the surfaces for paint, how to use different brushes, and acquire interesting effects is also covered. The student is responsible for composing a select number of paintings based on different genre, researching master artists, and applying the different techniques covered in the course. The final critique includes a public exhibit of works, and a portfolio of paintings.

ART 175 Portfolio Preparation (1)

Prerequisite: ART 165

A course that develops the student portfolio for the purpose of employment, or the continuation of schooling off-island. It includes photographing and documenting select works created by the student and presentation format.

ART 180 Ceramic Sculpture (3)

Prerequisite: ART 160 or Instructor's Permission

Introduction to clay and its variety of techniques through studio experience. Hand-built techniques include coil, slab, pinch pot, and wheel throwing. Glazing and firing are also included in the course. Emphasis is placed on the completion of all ceramic projects for the final critique.

ART 299 Advanced Art Studies & Project (3)

Prerequisite: Instructor's Permission

This course is designed exclusively for the advanced art student ready to create an independent body of works including scheduled critiques and possible exhibition.

DNC 150 Basic Dance Movements (3)

Prerequisite: ENG 70 or Instructor's Permission

This course focuses on proper body alignment, stretching and strengthening to facilitate injury prevention and body awareness. Other techniques such as Yoga and Pilates will be involved. Students who are considering in enrolling in other dance classes are strongly encouraged to take this course first or simultaneously. This course is also designed as either an alternative for sports or physical training or as a foundation for all other movement-based dance classes.

DNC 155 Classical Ballet I (3)

Prerequisite: ENG 70 or Instructor's Permission.

*May be taken concurrently with
DNC 150*

This course is an introduction to classical ballet techniques and terminology. An emphasis will be on preparing the body for strength, flexibility,



coordination and other forms of western dance. The historical origin of classical ballet using Vaganova technique (Russian-based technique which is used by both Bolshoi and Kirov Ballets). This course also links historical world events to the world of dance art through readings, films, demonstrations and live performances.

DRA 150 Introduction to Drama (3)

Prerequisite: ENG 90

A survey of theatre from the Greeks to the present. This course is designed to acquaint students with the various historical periods through lecture demonstration and in class performance. Students who are interested in public performance may also enroll in DRA 151.

DRA 151 Drama Workshop (3)

Prerequisite: Instructor's Permission

Students who are interested in participating in the production of a play but who are not enrolled in DRA 150 may do so through this Independent Study for credit with instructor's permission.

DRA 170 Oral Interpretation of Literature (3)

Prerequisite: ENG 150

This course examines the principles of interpretive reading. Textual analysis, training in individual and group performance techniques, including voice and articulation are studied, as well as development, arrangement and performance of program.

DRA 250 Acting One (3)

Prerequisite: DRA 150

An intensive introduction to acting concentrating on character development and improvisation. Acting skills are learned through various exercises and scene study. The class also focuses on improving the voice, stage movement and characterization.

DRA 251 Introduction to Technical Theatre (3)

Prerequisite: DRA 150

This course introduces the student to the basic principals of scene design and construction, lighting and sound. Specific attention will focus on script analysis as it relates to the design process.

MUS 140 Basic Applied Music (1)

Prerequisite: Instructor's Permission

Private music lessons for the beginning music student who is willing to practice 60 minutes a day.

Master Class must be attended at the end of the semester. May be repeated for a maximum of two credits.

MUS 145 Beginning Band (1)

This course is designed for students who wish to learn to play wind instruments, with little or no previous experience. Emphasis placed on note reading, tone production and technique. Concert participation required. May be repeated for a maximum of six credits.

MUS 150 Music Theory I (3)

Prerequisite: MUS 153 or Instructor's Permission

Materials and organization of music are examined. Emphasis is on reading music by recognizing, understanding and using all symbols of musical notation. Principles of ear training will be introduced to encourage music literacy, enabling students to read and perform music on sight. Students will also practice music dictation and group rhythmic exercises. Part-singing is introduced as well.

MUS 151 Music Theory II (3)

Prerequisite: MUS 150

Analyses will be more advanced than MUS 150; emphasis will be on choral structure and composition utilizing musical notation. Ear training skills will be developed in the following areas: minor keys and modes, advanced rhythmic and melodic dictation, divisions and sub-divisions of the beat, chromatics, half-note beat, hemiola, triadic outlining, and cadences. Four-part sight-reading exercises are introduced.

MUS 153 Music Fundamentals (3)

Prerequisite: ENG 80

Music Fundamentals is designed to introduce basic concepts in the organization of music as an expressive medium. The primary focus of the course is to introduce students with little or no musical background to the notation of musical ideas both in reading and writing music. The elements of music including rhythm, melody, meter, pitch, form and expression will be explored through singing, playing classroom instruments, listening, and composition. The roles of the composer, performer, and listener are explored.



MUS 155 Ear Training I (1)

Prerequisite: ENG 80

This course is designed for students who are interested in choral singing, playing instruments or majoring in music. Students will also practice music dictation and group rhythmic exercises. Part-singing and relevant theory concepts are introduced on the group's level and readiness.

MUS 156 Ear Training II (1)

Prerequisite: ENG 90, MUS 155

This course is a continuation of Ear Training I with special emphasis placed upon sight-singing in minor keys and modes, advanced rhythmic and melodic dictation, divisions and sub-divisions of the beat, chromatics, half-note beat, hemiola, triadic outlining and cadences. Four-part exercises are introduced. It is designed for the music major or other advanced musicians.

MUS 160 Music Literature (3)

Prerequisite: ENG 90

This course offers a survey of the masterpieces of classical music in sound, including elements, style, history and forms from 1300 to the present. Emphasis placed on appreciating and understanding music as art.

MUS 161 Music History I (3)

Prerequisite: ENG 90

This course is a comprehensive study of the History of Western Music from c. 1000 through 1825. Topics include music of the early church, secular Medieval Music, Renaissance Music, Early and Late Baroque Music, and music of the Age of Enlightenment. Political, religious, socio-economic and other aspects of life in these times will be discussed in relationship to the music created through these periods. Different forms, styles, and materials of music will be examined. It is designed for the music major or other students with special interest in music.

MUS 162 Music History II (3)

Prerequisites: ENG 150, MUS 161

The second semester of Music History is covered, beginning with life and music of the Early Twentieth Century Music, Music Between the Wars, and brings the History of Music up to the present, including discussion of popular styles and influence of the new internationalism in music.

MUS 165 Music of the World (3)

Prerequisite: ENG 90

Students will engage in a comprehensive survey of the traditional and popular music of the world's cultures. Special emphasis placed on understanding the relationships among music, politics, religion and culture.

MUS 170 Concert Choir (1)

Prerequisite: ENG 80 and Instructor's Permission

A large singing organization open to all students, the choir will work on voice development and note reading and will perform music from various periods. Concert participation is required. May be repeated for a maximum of six (6) credits.

MUS 175 Chamber Choir (1)

(formerly Swing Choir)

A select group of 16-24 students will be chosen to perform advanced music of all style periods including madrigals, vocal jazz, popular show music, and other choral styles. Concert participation is required. May be repeated for a maximum of six (6) credits.

MUS 180 Band (1)

This course is an opportunity for the student who already has proficiency on a band instrument to participate in a large performing group. Music from various style periods is performed with emphasis on note reading, tone development, and musicianship. Concert participation is required. May be repeated for a maximum of six (6) credits.

MUS 185 Stage Band (1)

(formerly Jazz Ensemble)

A select group of students with a high degree of proficiency will perform jazz, rock, and other popular tunes. Emphasis placed on advanced tone production, style, and musicianship. Concert participation is required. May be repeated for a maximum of six (6) credits.

MUS 187 Beginning Orchestra (1)

Prerequisite: ENG 80

An introduction to the string instruments of the orchestra. Students will learn music from all style periods and will perform in concert. Emphasis placed on technique, instrument care, note reading, and tone production. May be repeated for a maximum of six (6) credits.



MUS 190 Applied Music* - Piano (1)

Instrumental lessons for advanced students are provided. Students will participate in Master Classes at the end of the semester. Maybe repeated for a maximum of six (6) credits.

MUS 191 Applied Music* - Instrumental (1)

Instrumental lessons for advanced students are provided. Students will participate in Master Classes at the end of the semester. May be repeated for a maximum of six (6) credits.

MUS 192 Applied Music* - Voice (1)

Students are offered one-on-one private lessons to improve vocal technique and to introduce students to new vocal music and styles. Each student will participate in a Master Class at the end of the semester. May be repeated for a maximum of six (6) credits.

MUS 193 Class Piano I (1)

This course offers a graded sequence of materials designed to develop keyboard facility through a study of Music Theory, technique, repertoire, sight-reading, harmonization and improvisation. Designed for students with little or no piano background. Enrollment limited to 16 students.

*APPLIED MUSIC is highly recommended for music majors to be taken for a minimum of four (4) credits.

MUS 194 Class Piano II (1)

Special emphasis will be placed on sight-reading, improvisation and ensemble playing.

MUS 296 Samoan Music Workshop (4)

Prerequisites: SAM 111, MUS 150

Samoa music will be examined, tracing the historical developments of styles and forms. Students will listen to recordings in class, research, and collect music from the community, study Samoan oral and cultural practices, relate this knowledge to musical texts, perform Samoan music (in class), and gain a wider understanding of Samoan music and how it reflects and shapes the societal issues and challenges of Samoa today.

MUS 299 Advanced Music/Study Project (1-3)

Prerequisite: MUS 160

An advanced individual studies project will be selected by the student and approved by the instructor and department chair. May be repeated

once, but maximum credits cannot exceed six (6) credits.

SPH 153 Introduction to Speech (3)

Prerequisite: ENG 90

The techniques of organizing and delivering a wide variety of speeches. Major course work, consists of reading about speech, wording, preparation and presentation of student speeches.

HEALTH AND HUMAN SERVICES

HEALTH AND HUMAN SERVICES MISSION STATEMENT

The mission of the Health and Human Services (HHS) Department is to support and prepare students who are interested in pursuing a career in the field of health or human services. Central to this mission is a commitment to provide students with a sound foundation and broad balance of knowledge and skills. Students who fulfill the requirements for an Associate of Science Degree in Health Science, Associate of Arts Degree in Human Services, or a Certificate of Proficiency in Guidance and Counseling are able to:

- continue studies in a specialized area in allied health or into a bachelor's degree program in health science, human services or related fields;
- obtain local employment as a medical support staff or a public health educator or enter into employment as a paraprofessional in the human services agencies;
- enhance occupational skills needed in professional growth and career development; and,
- apply knowledge and skills in health and human relations into their daily lives with an awareness and understanding of Samoa and Pacific Island cultures.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of degree or certificate program requirements, students will be able to:

- demonstrate basic entry-level knowledge and skills required for a variety of health and human services careers;



- comprehend and discuss the background or history of health care services and human services;
- use current information on topics and issues in health and human services to identify current practices and changes;
- apply specific terminology, theory, ethics, laws and concepts to the practices within the field of health and human services;
- recognize health and human development at all stages and aspects (physical, mental, emotional, social, etc.) of life;
- identify cultural, societal and environmental impacts on health and human relationships and the services provided to address these issues;
- apply knowledge and skills through fieldwork, community involvement and surveys in health and human services agencies and settings;
- apply technology skills to retrieve and manage information in a health and human services environment;
- enhance skills and knowledge through certification and advance coursework; and,
- identify and access the local and national resources available in the health and human services field.

COMMUNITY ADVISORY COUNCIL:

Dr. Jean Asuega, Psy.D., Clinical Psychologist Part C Coordinator; Faaalu Iuli, Program and Community Liaison Officer, DHSS; Sulieta Smith, Associate Director, Catholic Social Services; Pat Kalasa, LBJ Medical Authority Compliance Officer; Charles (Mick) McCuddin, Department of Health.

CHAIRPERSON AND FACULTY: Dr. Daniel Chang, Chairperson; Mrs. Tafaimamao Tupuola, Instructor.

HEALTH AND HUMAN SERVICES COURSE DESCRIPTIONS

ASL 150 American Sign Language I (4)

Prerequisite: ENG 90 or Instructor's Permission
This course will introduce the student to the expressive and receptive exposure and practices in American Sign Language (ASL), the preferred communication mode used by the American Deaf Community & Culture. The course will also

address the cultural values and beliefs of this unique community.

HEA 140 Introduction to Health Occupations (3)

Prerequisite: ENG 80

This course will provide the beginning student who is interested in health occupations with the basic entry-level knowledge and skills required for a variety of health careers.

HEA 150 Introduction to Health Science (3)

Prerequisite: ENG 80

This course will provide knowledge about general health and health care services available to the individual. By presenting core concepts regarding scientifically based, accurate, up-to-date information to students about topics and issues concerning nutrition, weight control, contraception, exercise, intimate relationships, stress, AIDS, drugs, alcohol, and a multitude of other health issues.

HEA 151 Medical Terminology (3)

Prerequisite: ENG 90

Medical terminology introduces the student to a special vocabulary used by health-care professionals. This course will assist the student to learn certain methods that will enable them to remember familiar words and understand new ones. These methods involve breaking each word into component parts, learning the meaning of these parts, and recognizing them when they appear in different words.

HEA 152 Standard First Aid and CPR (1)

Prerequisite: ENG 80 or Instructor's Permission

This course will provide the student with basic life support skills needed for adults and children during life threatening emergency situations. The student will participate and adequately demonstrate these emergency life support skills design to increase their knowledge and needed in order to receive an American Red Cross certificate in CPR and Basic First Aid.

HEA 160 Physical Transferring, Positioning, Mobility, and Assistive Devices (1)

Prerequisite: HEA 140 or Instructor's Permission

This course introduces the student to basic handling and care skills for working with people



who are ill or who have disabilities. These skills include positioning, lifting, and transfers. Also addressed are the fitting, training and use of assistive devices such as wheelchairs and ambulation aids. This course is appropriate for anyone who currently works with individuals who are ill or have disabilities, and for those who want to go into health care or human services fields.

HEA 250 Introduction to Developmental Disabilities (3)

Prerequisite: HEA 150 or HSV 150

This course will introduce students to historical attitudes, laws, and current definitions of developmental disability, recommended practices for care-givers, supporting families, and information about specific disabilities, including autism, cerebral palsy, spinal bifada, and others.

HEA 260 Aging and Rehabilitation (1)

Prerequisite: HEA 150

An overview of age-related topics for health care providers. This will discuss concepts of geriatrics and gerontology, pathological changes associated with aging, health care and rehabilitation strategies.

HEA 299 Health Science Practicum/Work Experience (2)

This course is a practicum/work experience with LBJ hospital in the areas of medical support services (e.g. laboratory, respiratory, physical therapy, x-ray technician, etc.); where the student will be placed according to their career interest. There will be supervised work, training, and shared experiences with weekly seminar discussion sessions.

This course must be taken during the last semester of the Health Science Program.

HSV 150 Introduction to Human Services (3)

Prerequisite: HEA 150

This course will provide the student with a general introduction to the field of human services and is designed for introductory college courses in human services, social work, community mental health, and other related program.

HSV 155 Introduction to Counseling and Guidance (3)

Prerequisite: ENG 90

This course provides an overview of the guidance and counseling profession through a presentation

of the history and background of the basic theories of counseling and the foundation of counseling and guidance programs from traditional to current times. The course includes the role and function of the counselor in the schools, community and agency settings and various techniques, issues and trends of the counseling profession.

HSV 160 Psychological and Achievement Testing (3)

Prerequisites: MAT 90, ENG 90

This course is designed to acquaint students with the theory, ethics, practices, implementation and interpretation of psychological and achievement tests. The focus of the course is on the ways in which tests are constructed and standardized, validated and interpreted. A review of typical tests of ability, aptitude, achievement, personality and interests are included.

HSV 165 Career Development and Information Systems (3) (formerly HSV 140)

Prerequisite: ENG 90

This course provides a survey and analysis of career development throughout the lifespan, a review of current legislation in relation to the workforce, career programs and research methodology. Students are given the opportunities to explore career assessments and information services and resources available on-line and on-island. The focus is on building the awareness of skills necessary to facilitate career assessment and assistance in career decision-making and job seeking activities.

HSV 200 General Counseling I (3)

Prerequisites: HSV 155, PSY 150 or Instructor's Permission

This course is designed to expand the understanding and counseling skills by examining guidance principles, concepts, values, and their application. Also, the course will be addressing the major impact cultural beliefs and values have on effectively helping others.

HSV 220 Multicultural Guidance and Counseling (3)

Prerequisites: HSV 155, PSY 150 or Instructor's Permission

This course provides the student with an understanding of the philosophical and theoretical approaches to multicultural counseling and



multicultural interactions. The course content includes an awareness of multicultural issues, an understanding of multicultural education and skills to accommodate the needs of diverse populations.

HSV 250 Survey of Substance Abuse Problems (3)

Prerequisites: HEA 150, PSY 150 or Instructor's Permission

This course is designed to increase people's understanding of substance use and abuse. The course includes historical and social perceptions of substances use, patterns and trends of use, societal and legal responses to drug and alcohol, description of psychoactive drugs in terms of effects and actions, new ways of considering the etiology, methods of prevention, intervention, and treatment.

HSV 280 Health Promotions and Rehabilitation (3)

Prerequisite: HEA 150 or Instructor's Permission

This course will examine the quality of life in the sub-field of health promotions and rehabilitation. The focus will be to address theory and research that supports and acts as a guide to policy development and application of service practices.

HSV 299 Human Services Practicum/Work Experience (2)

This course is a practicum/work experience with human services agencies in the areas of counseling, social work and human relations; where the student will be placed according to their career interest. There will be supervised work, training, and shared experiences with weekly seminar discussion sessions. *This course must be taken during the last semester of the Human Services Program.*

LANGUAGES AND LITERATURE

LANGUAGES AND LITERATURE MISSION STATEMENT

The Language and Literature Department offers intensive English writing courses aimed at developing and strengthening critical thinking and proficient college level writing for effective communication. The writing courses focus on extensive coverage of combining rhetorical strategies to help students become more skillful and flexible writers. The literature courses provide

students the opportunity to study terms and concepts that have shaped our world. Importantly, it is the best ways to improve communication and analytical skills - - skills crucial to success in a wide range of studies and professions.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of requirements, students will be able to:

- Write college level essay or expository writing. Select a limited subject, assemble materials by reading texts, newspaper, magazines, books, or research by internet. Relate ideas in a logical order in forming and writing extensive essays.
- Write effective essays - - develop paragraphs and longer papers - - select subject, develop topic sentence, develop unified thoughts and coherent paragraphs.
- Formulate and evaluate information and finding independently, group ideas, outline, and unity in paragraph, write the first drafts, revise, and final revision.
- Illustrate and develop an appreciation for literature, which helps students grow, both personally and intellectually. Students will provide an objective base for knowledge and understanding of cultural, philosophic, and religious world of which we are a part.
- Exemplify and identify human perceptions and struggles from different cultures of the world—and develop mature sensibility, respect, and compassion for all living things.
- Gain knowledge and perception and to appreciate the beauty of the literary world.
- Interpret and analyze the major genres of literature (poetry, drama, prose fiction, and non-fiction) and apply critical thinking through expository essays or term-paper analysis or academic writing.

COMMUNITY ADVISORY COUNCIL: Mrs. Esther Illi, ASDOE Administrator; Mrs. Cheryl Morales, AS Feleti Barstow Librarian; Mr. Eti Saaga, ASG Cultural Advisor to Congressman/Poet; Mrs. Lupe Lohman, Radio Newscaster; and Mrs. Tilani Ilaoa, Women's Business Center/Community Member.



CHAIRPERSON AND FACULTY: Mrs. Melelina Fiaui, Chairperson; Mr. Vesi Matuu; Mr. Steven William; and Mr. Lawrence Wilson, Instructors.

LANGUAGES AND LITERATURE COURSE DESCRIPTIONS

ASL 150 American Sign Language (4)

Prerequisite: ENG 90 or Instructor's Permission

This course will introduce the student to the expressive and receptive exposure and practices in American Sign Language (ASL), the preferred communication mode used by the American Deaf Community and Culture. The course will also address the cultural values and beliefs of this unique community.

ENG 150 Introduction to Literature (3)

Prerequisite: ENG 90

This course will focus on the four major genres of literature (poetry, drama, prose fiction, and non-fiction), including film production, and contemporary Pacific literature. The course will also explore and interpret terms and concepts from a variety of literary works. Students will apply critical thinking in writing analytical exposition papers/essays, and will be required to write four critical analysis essays by applying American Psychological Association (APA) and Modern Language Association (MLA) format.

ENG 151 Freshman Composition (3)

Prerequisite: ENG 91

This course is an introduction to college writing. This is an intensive and extensive writing course that requires in class and takes home writing assignment. This course is designed to help students recognize and critically evaluate important issues affecting the local population. The emphasis of writing is based on local issues, newspaper clips, and landscapes. Students will be required to write academic papers or essays and a research term-paper—Modern Language Association (MLA) and American Psychological Association (APA) format is required.

ENG 201 Creative Writing (3)

Prerequisites: ENG 150, ENG 151 or Instructor's Permission

An introduction to creative writing: poetry and prose. Students will be exposed to the different genres of writing, and will write their own poems

and short fiction pieces in prose. Student writing will be published in a small anthology together with student's work from Samoan Creative Writing.

ENG 250 Survey of Literature (3)

Prerequisite: ENG 150

This is a second year literature course designed for close reading and surveying in depth analysis of the major genres of literature (poetry, drama, prose fiction, non-fiction), including film production, and contemporary Pacific literature. Students will write expository or argumentative essays by employing different methods of rhetorical strategies and demonstrate skills in critical thinking. Students are required to write critical analysis essays by applying MLA and APA styles. *A grade of C or better in ENG 150 is required.*

ENG 251 Sophomore Composition (3)

Prerequisite: ENG 151

This is a second year composition course designed for advanced prose writing, with an emphasis on three important components of effective writing: sentence, paragraph, and essay. Students will write lengthy expository or argumentative essays reflecting on varieties of issues affecting the local population and abroad. Students are required to write critical analysis essays and a research term-paper applying Modern Language Association (MLA) or American Psychological Association (APA) format. *A grade of C or better in ENG 151 is required.*

JOU 155 Introduction to Journalism (3)

Prerequisite: ENG 151

Various styles of news writing, interviewing, and reporting techniques are taught while students participate in newspaper production.

LIT 270 World Literature (3)

Prerequisite: ENG 250 or Instructor's Permission

This course covers the survey of world literature, with emphasis on appreciation of cultural elements, form, and technique. Students examine themes and approaches to storytelling (ancient and modern), poetry, drama, and essay. The course introduces a wide range of significant and/or representative works, with special attention to related Samoan literary elements. *A grade of C or better is required in ENG 250.*



LIT 272 American Literature (3)

Prerequisite: *ENG 250 or Instructor's Permission*

This course is a survey of American Literature with an emphasis upon the historical elements in selected works by American authors from the Colonial American Era to the 20th Century. Students will follow the development of major themes in American Literature such as the American Dream and Expansion and examine and critique these themes in essays, fiction, poetry, drama and film, extensive readings, lectures, discussions, with an emphasis on appreciation. *A grade of C or better is required in ENG 250.*

LIT 274 Introduction to World Mythology (3)

Prerequisite: *ENG 250 or Instructor's Permission*

This course will present a survey of world mythology. The student will analyze the values embedded in archetypal themes in myths and legends. They will conceptualize how these themes affect their lives such as in psychological development and cultural perspective, and then compare these to Samoan mythology.

LIT 276 Pacific Literature (3) (formerly Contemporary Pacific Literature)

Prerequisite: *ENG 150 or Instructor's Permission*

This course is a survey of Pacific Literature with studies of selected Pacific and non-Pacific writers including those from American Samoa, Fiji, Hawaii, New Zealand, Samoa, Tonga, and others. Distinction is made between existing traditional literature and modern writing with western influence. *A grade of C or better in ENG 150 is required.*

SPA 151 Spanish I (4)

Prerequisite: *None*

This is a beginning course of the Spanish language. It will also study some historical events, the people and culture of the Hispanic world, including the United States of America. The grammar, orthography, pronunciation, simple conversation, vocabulary, reading short stories and poems by Hispanic writers and translation of Spanish into English and vice versa will be studied. (Transferable as a language requirement.)

SPA 152 Spanish II (4)

Prerequisite: *SPA 151*

This is an intermediate level Spanish language course. It will also study some historical events, the people and culture of the Hispanic world,

including the United States of America. The grammar, orthography, pronunciation, conversation, vocabulary, reading short stories and poems by Hispanic writers and translation of Spanish into English and vice versa will be studied at a more advanced level than Spanish I. (Transferable as a language requirement.)

MATHEMATICS

MATHEMATICS MISSION STATEMENT

The mission of the Mathematics Department is to provide quality education in various areas of mathematics to support certificate and degree programs. The department is committed to prepare all students who lack basic math skills by offering developmental courses in arithmetic and introductory algebra. In addition, the department also offers courses in vocational technical math, college algebra and trigonometry, statistics and calculus to ensure that ASCC students acquire the necessary mathematical foundation for entry into the work force or for transferring to four-year institutions.

PROGRAM STUDENT LEARNING OUTCOMES:

Upon completion of the required math course, students will be able to:

- understand and appreciate the fundamental concepts of mathematics and its usefulness in everyday life;
- comprehend, interpret and evaluate mathematical concepts presented by a math instructor;
- identify and apply acquired mathematical knowledge and skills to real work situations
- demonstrate the ability to analyze, identify and assess mathematical problems and formulate effective solutions;
- apply technology to locate, interpret, organize and present mathematical data; and,
- recognize relevance of mathematics to life-long learning.



COMMUNITY ADVISORY COUNCIL:

Ms. Sailelagi Manu, DOE Math Specialist; Ms. Magdalene Augafa, DOE Science Specialist; Mrs. Sandra King Young, Piced Executive Director; and Mrs. Vailoata Amituanai, ASTCA Representative.

CHAIRPERSON AND FACULTY:

Mrs. Letupu T. Moananu, Chairperson; Mrs. Sinaitaaga J. Mose; Dr. Frederick Wanjau; Mr. Laau Liufau; and Mr. Tunufai Leiato; Instructors.

MATHEMATICS COURSE DESCRIPTIONS

Qualifying Placement or standardized test scores (ACT, SAT, etc.) are used for appropriate placement in math courses.

MAT 80 Preparatory Math (3)

A developmental mathematics course for those persons in need of advanced mathematical operations skills and beginning algebra skills, negative numbers, percent, ratio, proportion, measurements, fundamentals polynomial operations, exponent usage, solving simple equations, inequalities and simple word problems.

MAT 90 Basic Algebra (3)

Prerequisite: MAT 80

The basics of Algebra which include the following: equations and inequalities, operations on polynomials, factoring, algebraic fractions, simple and quadratic equations, powers and roots, and systems of equations.

MAT 150 Survey of Mathematics (3)

Prerequisite: MAT 90

Math requirement for those students in the American Samoa Teacher Education Program (ASTEP). Introduces students to logic, sets, number bases, history and philosophy of mathematics, metric system, geometry, equations, inequalities, and problem solving.

MAT 151 Intermediate Algebra (3)

Prerequisite: MAT 90

Extends topics introduced in Basic Algebra sequence and prepares students for a College Algebra math course. Topics include sets and real numbers, equations and inequalities, linear equations and functions, polynomial functions and exponential and logarithmic functions. A scientific

calculator is required. This course is not open to students with a grade of “C” or better in MAT 250.

MAT 155 Vocational Technical Mathematics (3)

Prerequisite: MAT 90

Minimum math course required for all Associate of Science students. Introduce students to sets, numeration systems and rational numbers. Topics in the real numbers include conversion methods. Basic algebraic equations, inequalities and problem solving and their application to vocational areas are presented. Brief review of geometry, consumer mathematics, and an introduction to basic trigonometric functions also included.

MAT 250 College Algebra and Trigonometry (4)

Prerequisite: MAT 151 with a grade of “C” or better

A minimum math course required for all Associate of Arts students. Basic algebraic properties of real numbers, linear and quadratic equations and inequalities, functions and graphs, analytic trigonometry and functions, logarithmic and exponential functions, conic sections, sequences, and series. An introduction of analytical geometry is also presented. Designed for students wishing to go on to four-year college programs. Scientific calculator is required.

MAT 260 Introduction to Statistics (3)

Prerequisite: MAT 90 or Instructor’s Permission

A basic introduction to descriptive and inferential statistics. The stress is on applications and interpretation. Topics covered are graphical techniques, basic probability, confidence intervals, hypothesis testing, analysis of variance testing, goodness of fit tests, regression and correlation.

MAT 280 Calculus I (5)

Prerequisite: MAT 250 or Instructor’s Permission

A short review of functions is followed by an in depth study of limits. Continuous functions and limit theorems are presented. The derivatives including derivatives of composite functions, implicit differentiation and higher order derivatives. Applications of the derivative include the following: maxima and minima, Rollers Theorem, increasing and decreasing functions, concavity, limits at infinity, infinite limits, applied extreme problems, and anti-derivatives. The properties of the definite integral and indefinite integral are explored. Applications of the integral include the following: area, volumes of revolution,



volume by slicing, arch length, work, liquid pressure and the average value of a function. A graphing calculator is required.

MAT 281 Calculus II (5)

Prerequisite: MAT 280

Derivatives of trigonometric functions are presented with hyperbolic functions. Basic techniques of integration including integration by parts, partial fractions, trigonometric substitution, and numerical methods are explored. Topics include indeterminate forms, sequences and series, polar coordinates, parametric equations, and conic sections. A graphing calculator is required.

NURSING

NURSING MISSION STATEMENT

The Nursing Department prepares and perpetuates knowledgeable and caring nurses who are aware of and sensitive to the health needs of the diverse cultures, growing number of complex diseases and disorders, and to care for clients in a variety of health care settings.

The department offers programs that will qualify the graduate to take the National Council for Licensure Examination (NCLEX) for the Licensed Practical Nurse (LPN), and Registered Nurse (RN) that will provide the foundation for an off-island Bachelor of Science in Nursing (BSN). Successful completion of these Registry Examinations enables the nurses to practice in the United States accredited hospitals and Public Health agencies within American Samoa, as well as other U.S. territories.

STUDENT LEARNING OUTCOMES

Upon completion of the requirements for a Certificate of Completion in Nurse Aide, students will be able to:

- function as a member of the health care team under the supervision of the LPN, RN or MD/MO
- provide safe, simple, basic nursing care to clients in various healthcare settings
- use basic communication skills effectively to facilitate understanding between clients, family and healthcare facility

- assume accountability for own actions and behavior
- recognize the legal and ethical responsibilities of the Nurse Aide

Upon completion of the requirements for a Certificate of Proficiency in Practical Nursing students will be able to:

- Function as a member of the health care team under the supervision of the RN and/or MD/MO
- Utilize skills and theory knowledge in providing basic, routine, and technical nursing care
- Utilize the planning, implementation, and evaluation of the nursing process in providing nursing care
- Demonstrate writing skills through written care plans and legal documentations
- Demonstrates knowledge of medication administration in the care of clients
- Develop an awareness of cultural and ethnic factors that influence clients' responses to illness
- Identify teaching-learning principles in assisting the clients to become participative in their own care
- Apply knowledge of legal standards and ethical concepts in the delivery of nursing care
- Utilize critical thinking skills in the care of clients

Upon completion of the requirements for an Associate of Science Degree in Registered Nursing, students will be able to:

- Utilize the nursing process in the care of clients with needs resulting from altered states of wellness
- Demonstrates ability to communicate effectively with clients, family, and members of the healthcare team
- Demonstrate writing skills through written care plans and legal documentations
- Demonstrates knowledge of medication administration in the care of clients
- Develop an awareness of cultural and ethnic factors that influence clients' responses to illness
- Utilize various methods of teaching that is appropriate to learning needs of clients, families, and staff



- Demonstrate the ability to function within the legal parameters and nursing standards
- Provide safe and competent nursing care based on integration of facts and principles of biological, psychological, sociological, cultural and spiritual functioning of clients
- Utilize critical thinking skills in the care of clients throughout the life span development
- Demonstrate responsibility and accountability for own learning and for participation in community and professional activities

PROGRAM ADMISSION REQUIREMENTS

The Practical Nursing (PN) and Registered Nursing (ADN) Programs have special prerequisites and admission requirements. Further information and application requirements can be obtained from the Nursing Department. Completed applications for the PN and RN programs are accepted from **April 1 to April 30** for fall admission. Applicants are responsible for submitting official college transcripts directly to the Registrar's and Admission Office from the college(s) attended. Each application will be reviewed prior to an interviewing process by the Nursing Program Advisory Committee. Notification of the scheduled interviewing date will be sent by mail (or by telephone for off-island applicants). Letters of acceptance or non-acceptance to the desired program will be sent one to two weeks after the interviewing date.

Students accepted to the program must submit the following:

- Completed Physical Exam from Department of Health
- Tuberculosis (TB) Clearance
- Cardiopulmonary Resuscitation (CPR) Certificate
- Liability Insurance

COMMUNITY ADVISORY COUNCIL: Dr. Daniel Chang, ASCC Health & Human Services Department; Emilia Le'i, ASCC Dean of Student Services; Toaga Seumalo, RN, ASHSRB Executive Secretary; Tofiga Tufele, LPN, President, American Samoa Nurses Association, Department of Health Nursing Representative.

CHAIRPERSON AND FACULTY: Ms. Lele Ah Mu, Chairperson; Mrs. Ann Longnecker, Instructor; and Mrs. Sylvia Tauiliili, Instructors.

CERTIFICATE OF COMPLETION IN NURSE AIDE

This program is designed to prepare students to work in hospitals, public health agencies, nursing and private homes and clinics, as Certified Nurses' Aide (CNA). Upon successful completion of this course, students are eligible to take the certification exam to be CNA and function as a member of the health care team under the supervision of a LPN, RN, or physician.

Special admission requirements for the Nurse Aide Program include:

1. Completion of prerequisites ENG 70 and ENG 71 with a "P" grade or placement in ENG 80 or ENG 81
2. Instructor's permission
3. Acceptance into the Nursing program

CERTIFICATE OF PROFICIENCY IN PRACTICAL NURSING

This program is designed to prepare students with entry level competencies as Licensed Practical Nurses (LPN). Upon successful completion of the program, students are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and function as a member of the health care team under the supervision of a Registered Nurse and/or physician.

Special admission requirements for the Practical Nursing Program include:

1. Completion of all prerequisites with a grade of "C" or better
2. Grade point average (GPA) of 2.5 or higher
3. Acceptance into the program by the Nursing Program Advisory Committee

ASSOCIATE OF SCIENCE DEGREE IN NURSING

Students who are eligible to take the NCLEX-PN must have taken the exam within one month after completion of the PN program to apply and upon acceptance, register for ADN nursing courses. Students who are Licensed Practical Nurses from another state or territory who wish to enter or continue the ADN program, must submit their license (LPN), an official transcript from an



accredited U.S. institution, and a completed application form, which could be obtained from the Nursing Department.

Graduates of this program will be able to take the National Council Licensure Examination – Registered Nurse (NCLEX-RN) and are prepared to fill positions as Registered Nurses in hospitals, public health, industrial areas, and private clinics. Graduates will also be eligible to apply for the Bachelor of Science in Nursing (BSN) programs off-island and on-line.

Special admission requirements for the Associate of Science Degree in Nursing (ADN) program are based on the following:

1. Successful completion of prerequisites for the PN and RN programs with a grade of “C” or better
2. Grade point average (GPA) of 2.5 or higher
3. Successfully passing the National Council for Licensure Examination – PN (NCLEX-PN)
4. Acceptance into the ADN-RN program by the Nursing Program Advisory Committee.

NURSING COURSE DESCRIPTIONS

NUR 80 Nurse Aide Course (8)

Prerequisites: *ENG 70, ENG 71 or Instructor’s Permission*

This course prepares Nurse Aides to work in hospitals, nursing and private homes and clinics. Classroom, laboratory and faculty supervised clinical learning experiences are offered. A Certificate of Completion will be awarded after successfully completing this course. *Offered for 8 weeks: 9 hours of lecture and 17 hours of clinical laboratory per week.*

NUR 150 Fundamentals of Nursing (15)

The beginning nursing course explores the basic concepts and skills relevant to nursing practice. Emphasis is on knowledge and application of the nursing process in approaching patient care situations in the acute care settings under supervision of the faculty. *This course is taken concurrently with NUR 155. 9 hour of lectures, 18 hours of clinical laboratory per week.*

NUR 155 Nursing Perspectives (2)

This course discusses the evolution of nursing as a profession, the role of the practical nurse, the health care system, legal and ethical concepts in nursing, and nursing opportunities. *This course is taken concurrently with NUR 150. 2 hours of lecture per week.*

NUR 180 Introduction to Adult Health (17)

Prerequisites: *NUR 150, NUR 155*

This course focuses on the use of the nursing process in applying theory and skills in the care of patients who have medical and surgical disorders in long term and acute care setting, including administration of medication under the supervision of the faculty. Mental health concepts will also be utilized while caring for patients in these settings. The course is offered for 9 weeks during the summer session: *9 hours of lecture and 24 hours of clinical laboratory per week.*

NUR 190 Family/Child Nursing (8)

Prerequisite: *NUR 180*

The course focuses on the practical nurse's use of the nursing process to apply nursing theory and skills to assist childbearing families, newborns, pediatric clients and their families from varied cultural backgrounds. Knowledge is applied in patient care situations in obstetrical and acute pediatric care setting, including administration of medications under the supervision of the faculty. *Offered 9 weeks during summer session: 9 hours of lecture per week, 18 hours of clinical laboratory per week.*

NUR 200 Nursing Transition (8)

This is a technical skill and intensive writing course. It is the initial course that exposes the LPN to the American Samoa Community College Nursing Program. Emphasis is placed on the professional role of the registered nurse and expanded use of the nursing process. The course focuses on the use of the nursing process to assist clients to meet needs related to alterations or in maintaining wellness: biological, psychological, spiritual, and cultural functioning. Medications will be administered under the supervision of the faculty. This course is offered for the first 8 weeks of the semester: *9 hours of lecture and 17 hours of clinical laboratory per week.*



NUR 203 Maternal-Newborn Nursing (6)

Prerequisites: NUR 206, NUR 207

This course introduces concepts related to the childbearing experience and the maternal roles are explored. Nursing theory and skills are applied in the care of mothers and newborn in the obstetrical setting, including administration of medications under supervision of the faculty. *NUR 204 must be taken concurrently. 4 hours of lecture, 6 hours of laboratory work per week.*

NUR 204 Nursing of Children (6)

Prerequisites: NUR 206 & NUR 207

Nursing of Children focuses on the application of the nursing process in caring for children with medical and surgical disorders in acute care settings, including administration of medication under surgical disorders in acute care settings, including administration of medication under supervision of faculty. Concepts related to the environment, immunization, safety, parent-child interaction will be explored. *NUR 203 must be taken concurrently. 4 hours lecture, 6 hours of clinical laboratory per week.*

NUR 205 Adult Health I (6)

Adult Health I reviews the nursing process, basic nursing concepts, and nursing skills. The course focuses on the use of the nursing process in providing care for the clients with moderately severe health care alterations in psycho-social, metabolic, circulatory, immunologic and respiratory functioning. *NUR 200 must be taken concurrently.* This course is offered for the first 8 weeks of the semester: *9 hours of lecture and 17 hours of clinical laboratory per week.*

NUR 206 Issues and Trends in Nursing (2)

Prerequisites: NUR 200, NUR 205

This course entails the study of nursing trends, past, present and future, as they relate to society to understand the nurse's professional and legal role in influencing health policies and practices. Issues and Trends in Nursing focuses on the three roles of the nurse, legal and ethical responsibilities, and transition from student to professional as the student becomes responsible and accountable for practice as a registered nurse. *NUR 207 must be taken concurrently. 2 hours of lecture per week.*

NUR 207 Adult Health II (6)

Prerequisites: NUR 200, NUR 205

Emphasis is on utilizing the nursing process to assist clients requiring moderate adaptation to meet alterations in elimination, metabolic, mobility, body integrity, neurosensory and reproductive functioning. *NUR 206 must be taken concurrently. 3 hours of lecture per week, 9 hours of clinical laboratory per week.*

NUR 208 Mental Health/Psychiatric Nursing I (6)

Prerequisites: NUR 203, NUR 204

This course focuses on the nursing process to meet the psychosocial needs of a culturally diverse population across the lifespan. Psychosocial needs include safety, love and belonging, esteem and recognition, and self-actualization-aesthetic needs. Emphasis is placed on self-awareness; the health illness continuum, therapeutic relationship with the client in the mental health system. *NUR 211 must be taken concurrently. 4 hours of lecture, and 6 hours of clinical laboratory per week.*

NUR 209 Psychiatric Nursing II (4)

Prerequisites: NUR 208, NUR 211

The nursing process will be utilized in providing care to patients with a variety of psychosocial needs. The course offers an intensive approach into a broader aspect of Psychiatric Nursing not available in American Samoa. *NUR 210 must be taken concurrently. 7 weeks Summer Practicum in Honolulu, Hawaii. 6 hours of lecture and 6 hours of clinical laboratory per week.*

NUR 210 Adult Health III (6)

Prerequisites: NUR 208, NUR 211

The nursing process will be utilized to assist patients requiring maximal adaptation to meet biological, psychological, sociological, cultural and spiritual needs. Emphasis is placed on actual or potential crisis resulting from altered states of wellness. Course will enable the student to familiarize self with various types of diagnostic tests and advance equipment not available on island. Seven weeks Practicum in Honolulu, Hawaii. *NUR 209 must be taken concurrently. 9 hours of lecture and 13 hours of clinical laboratory per week.*



NUR 211 Community Health Nursing (6)

Prerequisites: NUR 203, NUR 204

This course focuses on exploration and application of concepts in providing comprehensive nursing care to clients, families, and the community.

Emphasis is on the role of Public Health Nurses in the prevention of disease and maintenance of optimum health for clients of all ages. *NUR 208 must be taken concurrently. 4 hours of lecture per week, 6 hours of clinical laboratory per week.*

NUR 212 Review Course (2)

Prerequisite: Successful completion of the PN or RN Program

This elective course is designed to prepare the student for the NCLEX examination. The focus is on system review, self-study and examination-testing skills. Simulated testing assists students to discover their strong areas of knowledge and areas that need improvement. Instructors will assist students in developing a self-study plan focusing on maintaining strong areas and enhancing weak areas. To decrease the untoward affects of test-taking anxiety, students will explore barriers to self-study and develop skills for improvement.

PHM 150 Introduction to Pharmacology (3) (formerly General Pharmacology)

Prerequisites: BIO 181, MAT 155

This course focuses on knowledge of the mechanism of action, toxicity, and nursing and other therapeutic uses and implications of the major categories of drugs. Knowledge is applied to patient care situations in which drugs are used in the maintenance of health and treatment and prevention of illness.

PHM 200 General Pharmacology (4)

Prerequisite: BIO 251

This course focuses on the basic principles involved in drug therapy. Drugs will be approached in terms of their mechanisms of action and drug effects, indications, contraindications, side effects and adverse effects, toxicity and management of overdose, interactions, dosages, idiosyncrasies, toxicities, and clinical applications. The effect of drugs on the various bodily systems will be explored.

PHYSICAL EDUCATION

PHYSICAL EDUCATION MISSION STATEMENT

The Physical Education (PED) Department's mission is to provide experiences that guide students in the process of becoming physically active for a life time. The department offers courses that fulfill the requirements for Associate of Arts and Associate of Science degrees. The department actively pursues athletic scholarships for those interested in continuing participation abroad and also provides continuous training for those athletes who intend to pursue athletic participation.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the physical education requirement, students will be able to:

- perform basic fundamental motor skills;
- explain the importance of stretching, warming up and cooling down;
- describe the importance of physical activity;
- explain the importance of physical fitness;
- understand the rules, strategies and regulations of their specific sport;
- explain the importance of proper nutrition and diet;
- develop one's own personal daily fitness workout plan; and,
- apply the knowledge gained for lifetime use.

COMMUNITY ADVISORY COUNCIL:

Clayton Mahuka; Maselino Tautu; Samoa Samoa; and Tumua Matuu.

CHAIRPERSON AND FACULTY: Mr. Ed Imo, Chairperson; Mrs. Juliet Sword, Instructor; Mr. Jerry Brown and Mr. David Godinet, Adjunct Faculty.

PHYSICAL EDUCATION COURSE DESCRIPTIONS

PED 150 Basketball (1)

Prerequisite: ENG 70

This course will provide the student with the basic skills of basketball such as shooting, passing,



rebouncing, defending and knowledge of the rules to play at the novice level.

PED 151 Weight Training (1)

Prerequisite: ENG 70

Basic health practices with emphasis on developing muscle strength, endurance, and physical fitness will be covered in this course.

PED 152 Beginning Aerobics (1)

This course will be focused on improving cardiovascular fitness through a variety of high, medium and low intensity aerobic exercises. This course will develop strength, endurance, flexibility and coordinating low, moderate and high impact bending, jumping, reaching and kicking.

PED 153 Beginning Hap Ki Do and Tae Kwon Do (1)

This course will teach theoretical and practical aspects of the martial arts of “self-defense” using ancient Korean arts of the Hap Ki Do and Tae Kwon Do. The significance of the self-discipline, accountability, good posture, physical skills, reflexes, responsibility and etiquette is emphasized. The course will require contact during sparring.

PED 154 Golf (1)

Prerequisite: ENG 70

This course is for the student with no previous golf experience. Basic fundamentals of golf including the rules, etiquette, and terminology will be covered. Field work experience will be required. Fees at the local golf course will be paid by the student.

PED 155 Volleyball (1)

Prerequisite: ENG 70

The basic skills of volleyball such as passing, setting, spiking, serving, teamwork, strategies and rules will be emphasized.

PED 156 Introduction to Tennis (1)

Prerequisite: ENG 70

The course is for beginning tennis enthusiast. Singles and doubles competition will be emphasized. Skills such as forehand and backhand strokes, volley, service, basic strategy, footwork, and etiquette will be stressed.

PED 159 Intermediate Tennis (1)

Prerequisite: PED 156 or *Instructor's Permission*

This course is designed for students who have completed PED 156 or have basic skills in tennis. The skills which will be covered are rallying, net play, volley, passing shots, rules interpretation, and terminology. Etiquette will be stressed throughout the course.

PED 161 Advanced Volleyball - Women (1)

Prerequisite: PED 155 (W) or *Instructor's Permission*

This course will focus on the refinement of the volleyball skills such as serving, passing, setting, spiking, strategies, and teamwork.

PED 162 Advanced Volleyball - Men (1)

Prerequisite: PED 155(M)

This course will focus on the refinement of the volleyball skills such as serving, passing, setting, spiking, strategies, and teamwork.

PED 170 Swimming (1)

Prerequisite: ENG 90 or *Instructor's Permission*

This course focuses on teaching the basic swimming strokes: western crawl, back stroke, side stroke, breast stroke and the butterfly.

PED 171 Beginning Sailing (1)

Prerequisite: ENG 70

This course covers several types of sailing platforms such as lasers, 14 and 16-foot catamarans and sailboards. Rigging, tuning, boat handling, training and tactics will be introduced. *Students must know how to swim to be enrolled in Beginning Sailing.*

RESERVE OFFICERS TRAINING CORPS (ROTC)

RESERVE OFFICERS TRAINING CORPS MISSION STATEMENT

To commission the future officer leadership of the U.S. Army and motivate young people to be citizens.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of program requirements, students will be able to:

- to attract, motivate and prepare selected students to serve as commissioned officers in the active or reserve components of the Army;
- to provide a practical understanding of the concepts and principles of military science;
- to develop a strong sense of duty, honor and country;
- to promote teamwork and individual fitness;
- to develop an understanding of and appreciation for international relations and national security;
- to develop a comprehension of ethics, leadership, effective goal setting, time-management and effort, and the tradition of a citizen's army; and,
- to familiarize with the concept of the decision making process and the styles of leadership.

CHAIRPERSON AND FACULTY: LT Maryjane Porter (MS II Instructor); SFC Kenneth E. Thompson (MS I Instructor)

ROTC COURSE DESCRIPTIONS

MSL 101 Introduction to Military Science I (3)
(formerly ROTC 150 Introduction to Military Science)

This course provides an initial glimpse of the military and the role that it plays in society. It helps in the development of the student's comprehension of the American defense system as it evolved as the result of changes in the American society. Typical subjects include ethics, leadership, effective goal setting, managing time and effort, and the tradition of a citizen's army. This is the practical application in adventure training, one-rope bridges, rifle marksmanship, land navigation, drill and ceremonies, physical training.

MSL 102 Introduction to Military Science II (3)
(formerly ROTC 152 Foundations of Officership)

Prerequisite: MSL 101, or prior military experience, or Instructor's Permission

This course is the continuation of MSL 101. It provides instruction in military-related subjects of general student interest, i.e., confidence-building field trips, supervising an individual exercise program, development of individual soldiering

skills, and leadership and professional ethics for the military; Introduction to armed forces involvement; This is the practical application in adventure training, one-rope bridges, rifle marksmanship, land navigation, drill and ceremonies, physical training.

MSL 201 Intermediate Military Science I (3)
(formerly ROTC 252 Fundamentals of Leadership)

Prerequisite: MSL 101, MSL 102, or prior military experience, or Instructor's Permission

This course introduces the basic concepts of military leadership, familiarization with the concept of leadership, the five of leadership power, the decision-making process, and the styles of leadership. It involves military skills and related adventure-type training and basic individual survival skills. Leadership laboratory required 1.5 hours per work, consisting of practical application of leadership skills, drill and ceremonies, land navigation, first aid, and army physical fitness training.

MSL 202 Intermediate Military Science II (3)
(formerly ROTC 253 The Military as a Profession)

Prerequisite: MSL 201, or prior military experience, or Instructor's Permission

This course familiarizes the cadet to individual and small-unit military skills. Practical applications include: combat first aid, basic wilderness survival skills, land navigation, and the knowledge of key military jobs, duties, and responsibilities. This will also involve field training to provide hands-on experience. Leadership laboratory required 1.5 hours per week, consisting of practical application of leadership skills, drill and ceremonies, land navigation, first aid, and army physical fitness training.





SAMOAN STUDIES (SSD)

SAMOAN STUDIES DEPARTMENT MISSION STATEMENT

The Samoan Studies Department (SSD) prepares students to be knowledgeable and skillful in the use of various levels of contemporary and traditional Samoan Language and for employment. The department promotes the appreciation of literature and culture. Furthermore, the Samoan Studies Department offer degree and certificate programs in Samoan Studies.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of degree or certificate program requirements, students will be able to:

- develop and apply skills in the area of speaking (during contemporary and cultural settings), writing, reading and listening;
- apply the acquired knowledge and skills to enhance and improve academic performances in English and other disciplines of ASCC curriculum;
- develop and apply skills of understanding and interpretations of Samoan Literature through its “solo”, myths and legends, the divine power of the god Tagaloa and the contemporary stories and novels;
- demonstrate skills in executing activities that are endemic to the performance of Samoan material culture;
- demonstrate proficiencies in delivering cultural and contemporary speeches when called upon; and,
- demonstrate competence and ease in delivering English translations of Samoan speeches (cultural and contemporary).

COMMUNITY ADVISORY COUNCIL: Mr. Alaalamua Filoialii; Rev. Ropati Mariner; Rev. Afa Utai; Tapa’au Dr. Daniel Aga; Ms. Faleupolu Mariota.

CHAIRPERSON AND FACULTY: Tele’iai Christian Ausage, Chairperson; Mrs. Tamari Mulitalo-Cheung; Mrs. Alofa Titilupe Nuusila, Dr. David Addison, Mr. Micah Van der Ryn, and Mr. Evile Feleti.

SAMOAN STUDIES COURSE DESCRIPTIONS

SAM 101A Conversational Samoan 1 (3) *(formerly SAM 101)*

This is a conversational Samoan Language course at the elementary level. The focus is on enunciation, vocabulary building, the correct use of words in directed fundamental dialoguing, which should transit to more student-generated conversation. Upon completion, students should become comfortably fluent that they would want to continue with further training in SAM 101B or SAM 111 at ASCC, or learning on their own. *This course is intended for non-speakers of the Samoan Language.*

SAM 101B Conversational Samoan 2 (3)

Prerequisite: SAM 101A or Instructor’s Permission

This is a conversational Samoan Language course for students who are able to speak limited Samoan, and wishing to transit into writing dialogues, messages, verses, nursery rhymes, and simple directions. The focus will be on structure of basic Samoan sentences.

SAM 111 Introduction to the Samoan Language (3) *(formerly Samoan Language Culture SAM 162)*

Prerequisite: Placement Test

This is an introductory course in Samoan writing and speaking, grammar and usage of contemporary and commonly used respectful Samoan phrases. *Students enrolled are recommended to write and speak fluent Samoan.*

SAM 151 Freshman Samoan (3) *(formerly Samoan I)*

Prerequisite: Placement Test

This is an intensive course in formal Samoan speaking and writing. Students are required to write narrative, descriptive, expository and persuasive compositions. The speaking aspect closely follows writing during the laboratory periods. Critical thinking, effective speaking and reading with a purpose will also be stressed.



SAM 151L Freshman Samoan Laboratory (1)

Prerequisite: *Concurrently enrolled in SAM151*

The students will undergo drills, with the aid of video cameras and other equipment to develop critical thinking, read with a purpose, and write in the style that targeted readers would understand and appreciate. They will visit selected cultural activities to observe orators and review/write analytically.

SAM 152 Introduction Samoan Culture (3)

This is an introductory course to Samoan culture. Students will compare and contrast, discuss, and analyze compositions of different traditional social organizations within the village. The concepts of extended families and their functions, the power and authority, land tenure and distributions, leaders and the selection process will be studied. Students will be expected to express opinions on Samoan society.

SAM 154 Introduction to Samoan Literature (3)

This course is required for an Associate of Arts Degree in Samoan Studies. Students will be able to review ancient Samoan literature and history through historical oral recitations of “solo” that are manifested in every day life: the ‘ava ceremony, traditional speeches (lauga), marriage (tini), chants and meditation (tapuaiga). Students will be introduced to other popular forms of history, songs, myths, legends, fagogo, humor (faleaitu), and contemporary stories. Students will study the impact of the Bible on Samoan literature.

SAM 172 Samoan Traditional Political Organization (3)

Prerequisite: *SAM 152 or Instructor’s Permission*

This is an analytical survey of Samoa’s traditional political system: its organization, operation, the changes that took place over the years, and the influence of the missionaries and Western political systems.

SAM 204 Samoan Mythology (3)

Prerequisite: *SAM 151 or Instructor’s Permission*

Students will survey Samoan myths and legends as a genre of literature, be introduced to theory on mythology, study the literary elements in indigenous myths, acquire a view of the commonalities among Polynesian myths, typology, and archetypes, and think critically and analytically of Samoan mythology and its dynamics.

SAM 244 Theatrical Arts (Faleaitu) (3)

Prerequisite: *SAM 111 or Instructor’s Permission*

This course is a study of Samoa’s existing “faleaitu” as a genre of Samoan Literature. Students will be able to think analytically and critically of Samoan humor in entertainment, the indigenous theatrical presentation of “faleaitu,” and the use of “faleaitu” as voice of the common people. Satire, irony, ridicule and comical character sketches are studied.

SAM 251 Sophomore Samoan Composition (3) (formerly SAM 152 Samoan II)

Prerequisite: *SAM 151*

This is a second year course in research methods with emphasis on Samoan composition. The student will conduct a research of Samoan Studies topics using Modern Language Association approved research methodology. Focus will be on published materials on Samoan Studies in any field of choice.

SAM 261 Samoan Oratory (3)

Prerequisite: *SAM 152 or Instructor’s Permission*

This course introduces students to techniques of organizing and delivering speeches in various cultural settings. Major course work consists of discussing oratorical language and its application to the different cultural occasions, speech content, and of performing this art of Samoa.

SAM 271 Samoan Creative Writing (3)

Prerequisite: *SAM 151 or Instructor’s Permission*

This is an introductory course to creative writing via “Solo”, satire, humor and short stories told with a Samoan flair. Narrative, descriptive, expository and persuasive forms are also taught.

SAM 281 Translation (3)

Prerequisite: *SAM 151 or Instructor’s Permission*

This course introduces students to the general rules and skills of translation and interpretation; i.e., translating English words without Samoan equivalents. Students study and analyze translations in local papers and visit the courts to observe and critique court interpreters.

SAM 291 Journalism in Samoan (3) (formerly SAM 211)

Prerequisite: *SAM 151 or Instructor’s Permission*

This course introduces students to methods of gathering, writing and disseminating news, and other types of pertinent information through the



media—printed or aired. Students study freedom of speech, censorship, and libel laws.

SCIENCE

SCIENCE MISSION STATEMENT

The mission of the Science Department is to provide educational services, research, and outreach programs in the broad areas of the basic sciences and the Associate of Arts degree in Marine Science. The department offers introductory and transferable courses in the areas of biology, chemistry, and physics to fulfill basic requirements for graduation. The department also offers a two-semester biology sequence for life sciences, nursing, pre-medicine, pre-veterinarian, allied health majors, and several science majors. The department provides a comprehensive marine science program for its students to learn, understand, and appreciate both locally and globally. The department is committed to a strong science program that deals with the latest technologies, environmental issues, and human life sustainability.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of science requirements, students will be able to:

- comprehend, interpret and evaluate information;
- demonstrate the ability of conceptual, analytical and critical modes of thinking for problem solving in the work place;
- analyze patterns and functional relationships to solve problems and determine cause;
- understand the applications of technological systems; and,
- recognize relevance of career choices to life long learning.

COMMUNITY ADVISORY COUNCIL:

Dr. Leoleoga E. Leituala, Veterinarian, ASG-AG; Mr. Enesi Enesi, Principal, DOE Samoana High School; Ms. Soli Tuamu, DOC Coastal Zone Management; Dr. Doug Fenner, DMWR; Mrs. Freida Taumua, LBJ Laboratory.

CHAIRPERSON AND FACULTY: Dr. Michael Otto Hansell, Chairperson; Dr. Kenneth Belle, Science faculty; Mrs. Lauren Wetzell, Marine Science faculty.

SCIENCE & MARINE SCIENCE COURSE DESCRIPTIONS

AST 150 Introduction to Astronomy (4)

Prerequisite: MAT 151, ENG 150

This is an introductory course in the study of the universe. This course examines the small processes which make life on Earth possible and man's current knowledge of the materials and the composition of the rest of the surrounding world. The early history of Astronomy through the use of the Hubble telescope are topics covered in this modern look at man's best attempts to understand the universe.

BIO 150 Introduction to Biological Science (4)

Prerequisites: MAT 90, ENG 90

This course deals with the study of the nature of science and scientific inquiry and the historical development of biological concepts and principles. Laboratory experiments and projects illustrate and emphasize the use of biological principles.

BIO 155 Ecology (4) (formerly ECO 150)

Prerequisites: MAT 90, ENG 90

Inter-relationships of living things and their total environment are used to promote awareness of the need for efforts and natural resource conservation, pollution control and a clean, healthy environment. Laboratory includes Saturday field trips. (Formerly: ASC 151).

BIO 180 Biology I (4)

Prerequisites: MAT 90, ENG 150

This biology course is for all life science, pre-medical, pre-veterinarian, and health science majors. This course studies cell structures and functions, chemistry of life, growth, reproduction, genetics, evolution, viruses, prokaryotes, protists, and fungi. Laboratory experiments are coordinated with the lectures and emphasize proper laboratory procedures.

**BIO 181 Biology II (4)**

Prerequisite: BIO 180 not to be taken concurrently with BIO 250

This course is a continuation of BIO 180 which focuses on the studies of the systems of plants and animals, their anatomy and physiology with emphasis on humans. The course also studies the interactions of animal and plant populations and their environments. Laboratory experiments are coordinated with the lectures and emphasize proper laboratory procedures.

BIO 250 Anatomy and Physiology I (4)

Prerequisite: BIO 181

Anatomy and Physiology I is a two semester course that studies and focuses on the structure and function of the human body. This includes a study of the gross and micro anatomy, physiology, pathology, and pathophysiology. The laboratory sessions concentrate on basic human physiology and the exquisite and descriptive detailing of various organ systems by observation through dissecting activities.

BIO 251 Anatomy and Physiology II (4)

Prerequisite: BIO 250

This course is a second semester continuation of BIO 250, studying the structure and function of the human including gross anatomy, micro anatomy, pathology and pathophysiology. The laboratory session includes exercise in gross and microscopic anatomy of the human body with special emphasis upon the skeleton, muscles, heart, blood vessels, and enzyme actions. Computer simulation experiments on the blood pressure in relation to the diameter of the vessel, viscosity of blood, the effects of insulin in controlling sugar level, the working of the lungs, the lung volume capacity and exchange of gases, and the sort.

BIO 255 Microbiology (4)

Prerequisite: BIO 180

This course is a description of the characteristics of micro-organisms and their habitats. Microbiology deals with micro-organisms in health and disease; their removal and destruction; infection and immunity; and disease caused by micro-organisms and how they are transmitted. Laboratory experiments are included in the course.

CHM 150 Chemistry I (4)

Prerequisites: ENG 150, MAT 151

This is an introductory course that covers the basic principles of chemistry. It is an introduction to chemical and physical changes, atomic structure, orbitals, chemical bonding, chemical equations, phase changes and ideal gas laws and their applications. This course entails computer based experiments using logerpro.

CHM 151 Chemistry II (4)

Prerequisite: CHM 150

Chemistry II is the continuation of Chemistry I, which introduces chemical energy and kinetics, thermo chemistry, equilibrium, ionic solutions, oxidation-reduction processes, carbon compounds-organic chemistry, polymers and plastics. Laboratory experiments introduce techniques and basic principles of chemistry, titration, acids and bases, computer based experiments using logerpro.

CHM 152 Introduction to Organic and Biochemistry (4)

Prerequisite: CHM 151

This is an introductory course studying organic compounds and biochemistry. It is primarily intended for health science and related science course majors. This course evaluates properties and reactions of different classes of organic and bio-organic compounds by describing and providing basic understanding of biochemical systems which define life.

MSC 100 MOP Seminar (1)

Prerequisites: MAT 90, ENG 90

This seminar will provide an overview of Territorial ocean issues and help prepare the student for his/her career. Weekly seminars will be conducted by professionals involved with marine activities, management, education, research and business. Guest speakers will present information on his/her career and its application to American Samoa. Students will explore MOP goals and learn to write professional documents such as resumes, proposals and reports in preparation for conducting a MOP skill project. They will also learn to match internships and research projects with their education and career goals. This course is required to earn a Certificate of Proficiency in the Marine Option Program.



MSC 110/PED 170 Swimming (1)

Prerequisites: *MAT 90, ENG 90 or instructor's permission*

A mandatory class for students taking SCUBA and attempting any strenuous swimming in other Marine Science classes. Swimming is designed to provide a basic safe background in the ocean environment. Basic swimming strokes will be taught in a shallow water setting. Survival skills will be taught so that in the event of an at sea emergency, all students will be able to deal with emergency situations.

MSC 150 Introduction to Oceanography (4)

Prerequisites: *MAT 80, ENG 90 or Instructor's Permission*

This course provides an introduction to oceanographic phenomena. The interrelationships between physical, chemical, geological and biological oceanography are discussed at length. Air-sea interactions and their global implications are examined. Field trips may involve open-ocean studies. Saturday field trips required.

MSC 155 Environmental Geology (4)

(formerly Introduction to Geology)

Prerequisites: *MAT 80, ENG 90 or Instructor's Permission*

This course covers the application of geology to all interactions between humans and the earth. It is intended as an introductory Geology course specifically designed for Marine Science majors, and all students who would like to be introduced to the basics of geology in the context of real environmental issues.

MSC 157 South Pacific Geology (3)

Prerequisite: *MSC 155 or Instructor's Permission*

An introductory course in the study of the Pacific Islands and their evolution through geologic time. This course covers the processes and products of island formation, volcanoes, coastal morphology, ocean currents, sea-level effects through time, and local plate tectonics and their effects on the Fijian Archipelago and the Tongan Trench. Focus is given to the catastrophic formation of the Samoan Islands.

MSC 160 Natural Marine Resources (3)

Prerequisite: *ENG 90 or Instructor's Permission*

This course is an introductory Marine Science class designed to familiarize students with the potential resources of the sea. Special attention is

given to South Pacific issues and organisms. The course will encourage environmental practices and discuss existent methods of harvesting and culturing organisms, ethics and regional impacts. Students will be asked to design their own projects or redesign one in which they have interest by making use of resources in American Samoa. * This may also count as a SAMPAC course.

MSC 170 Introduction to Marine Biology (4) *(formerly BIO 170 Marine Biology I)*

Prerequisites: *MAT 80, ENG 90 or Instructor's Permission*

An in-depth investigation of the various marine ecosystems such as sand, mud, and rocky intertidal areas, salt marshes, estuaries, coral reefs, and mangrove forests; also the neritic, pelagic, and benthic regions of the open ocean. Includes the numerous interactions between biotic and abiotic factors. Adaptations of life forms for survival in these environments will be discussed. Also, includes laboratory exercises and field trips to the coast. Laboratory exercises and field trips will be an integral part of the course.

MSC 197/AGR 197 Polynesian Culture and Natural Resources Learning Project (3)

Prerequisite: *A 4-credit Biology course*

This course is designed to provide the necessary background information for participation in a service-learning program. The course studies the natural resources of American Samoa and their relationship to cultural usage. Students enrolled in this course will be provided with a list of information and topics and given the opportunity to explore and conduct further research. They will also learn about the resources and cultures of other countries and make comparisons to American Samoa.

MSC 200 Introduction to Aquaculture (3)

Prerequisites: *MAT 80, ENG 90 or Instructor's Permission*

MSC 200 is an introductory level course that covers the scope and role of aquaculture for increasing food production of aquatic organisms. The biological principles of aquaculture, including species selection, hatchery breeding and rearing and grow-out practices will be covered, including the status of the aquaculture industry in American Samoa.



MSC 201 MOP Skill Project (1)

Prerequisites: *MSC 100*

Students will formulate a marine related project approved by his/her MOP Coordinator(s). This project will train students in the trades and life skills needed to be successful in pursuit of a career in marine science. Topics have ranged from scientific research to endeavors in the arts. MOP students are encouraged to coordinate their projects with the efforts of local agencies, businesses, educators, or communities. They will have the opportunity to present their skills project at the annual MOP Student Symposium. This course is required to earn a Certificate of Proficiency in the Marine Option Program.

MSC 202 MOP Service Learning (1)

Prerequisites: *MSC 201*

Students will apply the cumulative knowledge gained in their Marine Option Program courses in designing and implementing a community service project related to the marine environment. Students will explore the meaning of civic responsibility and develop their leadership, professional, and academic skills as they engage community agencies to meet community needs. They will better understand the Samoan concept/value of “tautua” (service). This course is required to earn a Certificate of Proficiency in Marine Option Program.

MSC 220 Introduction to Fisheries Management (3)

Prerequisites: *MAT 80, ENG 90 or Instructor's Permission*

This course is designed to acquaint students with contemporary fisheries management concepts and practices. Pacific commercial fishing methods and economic aspects of the U.S. commercial fishing industry will be discussed. Students will gain an understanding of the concepts and applications of the ecosystem management, biological diversity, the Endangered Species Act, and habitat restoration, as they apply to fisheries management. Guest speakers bring their work-related knowledge and experiences to the students. Scientific, administrative and enforcement personnel, along with commercial and recreational fishermen, are invited to discuss their fisheries management involvement with the students.

MSC 270 Tropical Island Ecology (3)

Prerequisite: *Instructor's Permission*

This course is designed to give the upper level marine science student a valuable experience in examining and understanding the environment in which they were raised. The course introduces the principles of ecology with an emphasis on tropical marine ecosystems and their associated industries such as fisheries and forestries. Field work in American Samoa is emphasized.

MSC 280 Marine Science Special Projects (2)

Prerequisite: *Instructor's Permission*

MSC 280 is an in depth exercise in experimental learning that gives marine science students the opportunity to participate in supervised research, local internships, or service learning projects in the community. Credit is based on the extent of work completed and the time involved.

MSC 297/AGR 297 Environmental Service Learning Exchange (2)

Prerequisite: *MSC197/AGR197*

This course is a four-week, service-learning course. Students will utilize knowledge gained from MSC 197/AGR 197 to carry out community service projects that will include: stream bank restoration, trail maintenance and creation of educational displays and signs. They will also learn about the resources and culture of other countries and to make comparisons among the different systems. A portfolio will be kept on activities and a final report will be required on their projects.

MET 150 Introduction to Meteorology (4)

Prerequisites: *ENG 150, MAT 151*

This is an introductory course in meteorology. Emphasis is on conveying meteorological concepts and providing the student with a comprehensive background in basic meteorology. Topics include atmospheric processes, weather, and air pollution. Laboratory involves field trips to local meteorological stations and in-class synoptic analyses.



PHSCI 150 Physical Science (4)

Prerequisites: *ENG 150, MAT 90*

This is an introductory Physical Science course that focuses on basic chemistry, physics, earth science, astronomy, and biology concepts. Laboratory experiments illustrate methods in physical sciences. (Formerly: ASC 150 – Applied Science) (*formerly PHY 160*)

PHY 151 Physics I (4)

Prerequisites: *MAT 151, ENG 150*

Basic principles of physics, laws of nature, measurement, force and motion, work and energy, momentum and impulse, and energy transfer are introduced. For the lab, students will work on well-designed pedagogical tools (lab pro connected with computer, motion sensor and force sensor connected to the lab pro) that permit the students to gather, analyze, visualize, model and communicate data in their lab report.

PHY 152 Physics II (4)

Prerequisite: *PHY 151*

Physics II is a continuation of PHY 150. Electricity and magnetism, light and optics, modern physics and cosmology are covered in this semester. Laboratory exercises are organized to illustrate these fundamental principles.

SOCIAL SCIENCE

SOCIAL SCIENCE MISSION STATEMENT

The Social Science Department prepares students for careers in history, sociology, anthropology, geography and education. The department provides a diverse spectrum of courses acquainting students with their places in historical processes, cultural developments, interrelationships amongst people and the dynamics of societal elements reflected in social, religious, political and technological progress.

The program offers an Associate of Arts in Political Science and transferable courses for students planning to further their education at off-island colleges and universities.

PROGRAM STUDENT LEARNING OUTCOMES

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

- explain general concepts, theories, models and ideas;
- write, speak and present information;
- conduct, research, process information and present appropriate findings;
- understand and appreciate the development of societies, cultures and human histories; and,
- understand and build on social skills such as team work, community service and interpersonal communications.

COMMUNITY ADVISORY COUNCIL: Rev. Alapi Eti, CCCS Minister; Mr. Tei Brown, Director, AS Tutoring Program Commission; Mr. Ameko Pato, ASDOE Social Studies Specialist; Mrs. Ipu A. Lefiti, VP, AS Coalition Commission Against Domestic Violence; and Mrs. Melody Te'o, ASGDOE Social Science Compliance Program Coordinator.

CHAIRPERSON AND FACULTY: Mr. Randall Baker, Chairperson; Mr. Elvis Zodiagal; Mrs. Lilian Temese; and Mrs. Toaiva Faime-Tago.

SOCIAL SCIENCES COURSE DESCRIPTIONS

ANT 150 Introduction to Anthropology (3)

Prerequisites: *ENG 90, ENG 91*

This course is a general introduction to the discipline of anthropology, utilizing the four-field approach cultural and physical anthropology, archaeology and linguistics.

ANT 153 Introduction to Archaeology (3)

Prerequisites: *ENG 90, ENG 91*

This course is a general introduction to the study of past human cultures and the history of archaeology. Emphasis on basic archaeological theories and methods on how archaeological records are recovered, studied and analyzed.



ANT 154 Cultural Anthropology (3)

Prerequisite: *ENG 90*

This course emphasizes the scientific methods and theories of cultural anthropology as a vehicle for understanding and explaining the diversity of socio-cultural systems around the world.

ANT 160 Ethnographic Field Methods (4)

Prerequisite: *ANT 150 or ANT 154*

Students learn various methods of doing primary research with social science applications. The lab covers multi-media techniques including video, audio and photographic documentation of cultural events.

ANT 210 Archaeological Field School (6)

Prerequisite: *At least one Social Science Course (ANT 153 preferred)*

This course will provide students with training and practical experience in performing archaeological field research through their involvement in an archaeological research project. Students will be introduced to the basic elements of such research as: research strategy and design, planning and logistics, surface survey and mapping techniques, site and feature documentation, sampling strategies, equipment construction and maintenance, excavation techniques, sample collection and preservation, field cataloging, photographic methods, material and data control, and field laboratory analysis. This course is designed for both regular academic and continuing education credit.

ANT 220 Multimedia Methods (3)

Prerequisites: *ANT 160, ANT 154*

This course focuses on video and other visual technologies as a tool for documenting and analyzing aspects of culture and human life ways. Students learn techniques of scripting, shooting and editing video programs.

CET 160 Introduction to Geographic Information Systems --GIS (3)

This course provides an in depth introduction to the fundamentals of Geographic Information Systems (GIS). The course will include an introduction to basic cartographic principles including map scales, coordinate systems and map projections. An in depth review of the necessary hardware and software elements used in GIS will be made using ArcView. Applications of GIS technology as used in science, business, and

government will also be presented. These topics will be reinforced with hands on experience in map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map overlays, manipulation of data bases and presentation of data in map layouts.

GEO 150 Introduction to Samoan Geography (3)

Prerequisites: *ENG 80, ENG 81*

This is a preparatory course, which provides a comprehensive background on the geographical terms, concepts and ideas that are evident in Samoan landscape, climatology, demography and socio-political environments.

GEO 160 Introduction to Geography (3)

Prerequisites: *ENG 90, ENG 91*

This course covers the geographic survey of the world's major cultural realms. The course introduces processes of spatial integration and differentiation of economic, geopolitical and cultural landscapes. Furthermore, it entails natural resources distribution, the contrasts and linkages between the developed and developing world.

GEO 161 Pacific Geography (3) (formerly Geography of the Pacific)

Prerequisite: *ENG 90*

This course introduces the physical and human geography of the Pacific island realm. This includes regional marine and terrestrial resources, human settlement and landscape transformation, population and political geography, economic development, resource management and environmental issues. Note: Field trips are conducted outside of class hours.

HIS 150 American History I (3)

Prerequisite: *ENG 90*

This course introduces the economic, political and social history of the American people to 1865.

HIS 151 American History II (3)

Prerequisite: *ENG 90*

This course covers the economic political and social history of the American people from 1865 to the present.



HIS 160 Samoan History I (3)

Prerequisites: ENG 90, ENG 91

This course introduces the history of Samoa from its earliest beginnings to 1830. The course will review the emphasis political, social, economic and religious developments, which played significant roles which molded Samoan way of life.

HIS 161 Samoan History II (3)

Prerequisites: ENG 90, ENG 91

This course covers the history of Samoa from 1830 to the present. The course emphasizes on political, social, economic and religious developments that altered traditional Samoan institutions and created modern Samoan societies.

HIS 162 Pacific History (3)

Prerequisite: ENG 90

This course is a thematic approach to the histories of the Pacific. Themes include migrations and human settlements, discoveries and annexations, cultural, sociopolitical and religious developments which affected the lives of the Pacific people.

HIS 170 World Civilizations I (3)

Prerequisite: ENG 90

This course emphasizes on the development of cultural, social, economic and political institutions in major world areas, which have affected the course of human progress from the earliest beginnings to the 16th Century.

HIS 171 World Civilization II (3)

Prerequisite: ENG 90

This course emphasizes on the development of cultural, social, economic and political institutions in major world areas, which have affected the course of human progress from the 16th Century to the present.

PAD 150 Introduction to Public Administration (3)

Prerequisites: ENG 90, ENG 91

Introduction to the theory and practice of public administration: focus on the administrative environment including relations between governmental branches; a history of administration; theories of administrative organization; the management of public organizations including leadership, personnel, and budgetary concepts, planning and evaluating; public policy questions; current and future issues.

PAD 160 Organizational Theory and Management (3)

Prerequisite: PAD 150 or Instructor's Permission

This course will focus on the application of organizational theory and management principles to the organization and management of public agencies and not-for-profit organizations.

PHIL 150 Introduction to Philosophy (3)

Prerequisite: ENG 90

An introduction into the field and the nature of philosophy. Includes a critical examination of people's basic values, ethics and beliefs system. Attempts also to discover what life is best worth living and what ideals are most worth pursuing.

POL 150 Introduction to American Government (3)

Prerequisite: ENG 90

Theories, structures, functions and techniques of modern American Government; political concepts, institutions, and practices are stressed in this course.

POL 151 Introduction to American Samoa Government (3)

Prerequisite: ENG 90

Dynamic forces which have shaped the structure of the American Government from pre-western times to the present; the executive, legislative, and judicial branches; relations between the United States Government and the American Samoa Government, including possible future constitutions for American Samoa are explored.

POL 160 Introduction to Politics (3)

Prerequisite: ENG 150

This course is an introduction to political science as a discipline intimately involved with ideas, concepts, practices of ethics, empirical and social scientific inquiry and public policy. Application of concepts and practices are emphasized to respond to and understand the future political changes.

POL 170 Introduction to Public Policy (3)

Prerequisite: ENG 90

This course is an introduction to policy making and policy analysis. Accentuates the processes, theories and applications of public policy making.



POL 220 Pacific Current Affairs (3)

Prerequisites: ENG 90

The social, cultural, and political environment of Samoa and the Pacific are discussed to provide background review, research and discussion of current issues.

POL 250 Comparative Politics (3)

Prerequisite: POL 150

Focus is placed on similarities and differences in theory and practice of political systems and ideological movements throughout the world.

POL 251 International Relations (3)

Prerequisite: POL 150

This course focuses on the major theories of international relations, the formulation of foreign policies, the role of the international organizations and the diplomatic behavior between nations are examined.

PSY 150 Introduction to Psychology (3)

Prerequisite: ENG 90

A survey of psychology including a historical overview of the development of ideas in the field and an introduction to the field's basic methodological approaches.

PSY 250 Human Development (4) (formerly Survey of Human Development)

Prerequisite: PSY 150

A study of human development from birth through old age. Topics include psycho-social development, cognitive development, physical development, moral development as compared cross-culturally during each stage of the life cycle. The laboratory associated with this course will be used as an audio/video and discussion reinforcement period.

REL 150 World Religions (3)

Prerequisite: ENG 90

A comparative survey of the major religious traditions of the world, focusing on each religion's history, doctrines, and present conditions.

SOC 150 Introduction to Sociology (3)

Prerequisite: ENG 90

An introduction to the field of sociology. Emphasis on modern sociological theories based on the five concepts of society which are culture, social structure, functional integration, power and social action. Students learn about the existence of human society from a micro to a macro level of

societies and cultural diversities on issues of gender relations, education, socialization, stratification, and mass movement.

SOC 211 Social Issues (3)

Prerequisite: SOC 150

An advanced course emphasizing the interrelationships and development of theoretical concepts and terminology introduced in SOC150. Social issues to be addressed include primary and secondary socialization, norms, social institutions, change and deviation and mass movement. *This course will be offered only in the Spring semester.*

SOC 250 Sociology of the Family (3)

Prerequisite: SOC 150

This course focuses on public and private patterns, social class, ethnicity, social policies, mate selection, power and authority, conflict and disruption, the elderly and culture. *This course will be offered only in the Fall semester.*

INSTITUTION OF TRADES & TECHNOLOGY

INSTITUTION OF TRADES & TECHNOLOGY MISSION STATEMENT

The mission of the Institution of Trades & Technology (ITT) is to equip students with knowledge and technical skills in their vocational specialties, through the issuance of certificate of proficiencies (COP) and Associate of Science (AS) degrees, based on national standards, with input from local, public and private entities. In addition, ITT develops programs that prepare students for entry-level employment and upgrade skills of incumbent workers, and prepare them for professional licensure and certification. The institute provides preparatory training for students to further their education and training beyond ASCC.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of program or certificate program requirements, students will be able to:

- read and listen actively to learn and communicate;



- speak and write effectively for personal, academic and career purposes;
- use arithmetic and other basic mathematical operations as required by program of study;
- apply quantitative skills for personal academic and career purposes;
- identify, interpret and utilize higher level mathematical and cognitive skills (for those students who choose to move beyond the minimum requirements as stated above);
- use social interactive skills to work in groups effectively;
- recognize the diversity of cultural influences and values;
- think critically in evaluating information, solving problems and making decisions;
- select and use appropriate technological tools for personal, academic and career tasks;
- be motivated and able to continue learning and adapt to change;
- value one's own skills, abilities, ideas and art;
- manage personal health and safety;
- be aware of civic and environmental issues;
- access and evaluate information from a variety of sources and contexts, including technology; and,
- use information to achieve personal, academic and career goals, as well as to participate in a democratic society.

COMMUNITY ADVISORY COUNCIL BY PROGRAM:

Architectural Drafting Technology / Civil Engineering:

Joe Wieleman, Weilenman Associates; Mrs. Epi Jennings; Faafetai Wells, DBAS; William Sword, BP; Juliet Park.

Autobody Repair:

Chris Banse, Accords Collision; Adams Sione, ASCO Motors; Primo Nauer, Pacific Products; Grim Sele, Nuuuli VoTech High School; Jamil Shalhout, Jamil's Autoshop.

Automotive Technology:

Russell Cox, Haleck Motors; Pani Nglam, ASCO Motors; Sam Chong, ASG Firecrash; August Huch, ASCO Motors; Primo Nauer, Pacific Products.

Carpentry (Construction)

Dean Hudson, Fletcher; Gus Viena; Mark Liersch, McConnell Dowell; Kenape Aumavae, ASCC Maintenance; Michael Maung, ASCC Special Projects; Duke Purcell; Peter Crispin, ToolShop.

Electrical:

Peter Young, ASMC Young Electric Inc.; Michael Keyser, ASPA; Paul McGowan, StarKist Samoa; Sopoaga Sagaga, Fofoga Electric.

Information Communication Technology:

Mr. John Newton; Mr. Ethan Lake, Pacific Island Cable; Mr. Robert Uhrle, TOA Communications; Sal Augafa, BlueSky Communications.

Welding:

Bob White, MYD Samoa; Andy Wearing, Samoa Gases.

CHAIRPERSON AND FACULTY: Sal Poloai, Chairperson; Etemani Elisara; Epati Lang; Michael Leau; Robert Moore; Toma Solia; Fred Suisala; Mikaele Tauasosi.

TRADES AND TECHNOLOGY COURSE DESCRIPTIONS

ABR 111 Introduction to Automotive Collision (3)

This module instructs the student in the related skills to become a good body shop employee, typical movement of a vehicle through a body shop, and basic procedures for repairing a collision damaged vehicle. The identification and use of general purpose hand tools and power tools used in a body shop will also be covered. Instruction in safety, environment awareness, human relations and work ethics are taught as an integral part of this course of study.

ABR 113 Welding and Cutting (6)

This module instructs the student in the differences between various metal joining process, selection of the correct heat joining for various jobs. The advantages of using MIG welding, personal and shop safety, along with vehicle protection measures. They will also have an understanding of welding wires, shielding glasses, tuning the welder and be able to visually inspect and destructively test the weld. Instruction in safety, environmental



awareness, human relations and work ethics are taught as an integral part of this course of study.

ABR 123 Metal Straightening (3)

Prerequisites: ABR 111, ABR 113

This module instructs the student in the basic fundamentals of metal straightening and proper selection of metal straightening tools. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study

ABR 124 Body Fillers Techniques (3)

Prerequisites: ABR 111, ABR 113

This module instructs the student in the correct mixing and application of body fillers that will increase the quality of the repair. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study.

ABR 131 Preparing the Equipment Paint and Refinishing Materials (3)

Prerequisites: ABR 111, ABR 113

This module instructs the student to set up and use the final preparation, spray environment, and drying areas for refinishing. They will understand paint mixing formulas using reference manuals, mix paint according to published formulas, and describe the various types of air supply equipment and set up. They will use various types of spray guns, make all preliminary adjustments to the air system and spray gun, test the spray gun, and make final adjustments in preparation for refinishing. Instruction in safety, environment awareness, human relations and work ethics are taught as an integral part of this course of study.

ABR 132 Preparing the Surface for Refinishing (6)

Prerequisites: ABR 112, ABR 113, ABR 114

This module instructs the student how to determine the condition of a vehicle's finish and plan the steps to be used in refinishing the vehicle. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study.

ABR 133 Applying the Finish (3)

Prerequisite: ABR 131

In this module students will be able to prepare a surface top coat, apply prime-scaler, apply single stage paint, base, clear-coat and tri-coat finishes.

ABR 134 Blending Color and Understanding Auto Finishes (4)

In this module students will prepare vehicles for a color blend using single stage, two stage and tri-coat topcoats. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study. This module instructs the student how to identify the differences between a variety of finish systems, including dry time chemical make up and paint and body shop application. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course.

ABR 136 Door Skin and Intrusion Panel Replacement (3)

Prerequisites: ABR 111, ABR 113

This module instructs the student to properly align door frames, understand the principles and techniques for removing and replacing a welded door skin, door intrusion beam removal, surface preparation and installation techniques. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study.

ABR 137 Quarter Panel Replacement (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student to analyze quarter panel damage, determine whether sectioning or full panel replacement is required, the principles and techniques of removing a damaged quarter panel, surface preparation, alignment and installation. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study.

ABR 138 Moveable Glass & Hardware (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student to remove and install moveable door glass, identify cause, and correct air and water leak problems. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study.

ABR 139 Full & Partial Panel Replacement (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student to understand full or partial panel replacement, uses of various types of joints used in sectioning, repair or replacement



of a complete rail section, rocker panel, A and B pillar, floor plan, truck floor and full body section.

ABR 140 Electrical & Electronic Systems (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student to diagnose and repair electrical and electronic mechanical systems problems.

ABR 141 Panel Replacement and Alignment (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student to select and understand how to use panel replacement and alignment tools. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study.

ABR 142 Working with Trim and Hardware (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student in the proper use and selection of tools, removing and installing interior door trim panels, and removing and installing door locks and handles. How to properly remove and install deck lid lock cylinders, install pinstripes, decals and remove and install exterior trim. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study.

ABR 143 Straightening Structural Parts (6)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student in the proper mounting and anchoring of the vehicle, various types of pulling equipment, knowledge of HSS; cold and hot stress relief, pulling and straightening of front, rear end, and side impact, and roof damage.

ABR 144 Damage Analysis (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student how a vehicle absorbs the forces of a collision through “crush zones”. How damage travels from the point of impact through the body. What the two types of damage conditions are and how to identify them. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study.

ACR 100 Introduction to Air Conditioning and Refrigeration (3)

Prerequisites: ENG 80, MAT 80

This course is designed to provide students with an introduction to the air conditioning and refrigeration industry. Classroom instruction in basic air conditioning and refrigeration theory, terminology, schematics, and tools for the air conditioning and refrigeration program.

ACR 140 Intermediate Air Conditioning & Domestic Cooling System (5)

Prerequisites: ACR 100

This course is designed to provide students with knowledge and skills in refrigeration and an in-depth study covering refrigerant pressures, sub cooling, super heating, compression systems, metering devices and system charging. Residential air conditioning wall mount split, central and automotive units will also be covered. Lab will include troubleshooting, leak detection, evacuation and recharging of a/c units.

ACR 180 Domestic & Commercial Refrigeration (5)

Prerequisites: ACR 100

This course is designed to provide students with an in-depth study of refrigeration systems: application, servicing, heat loads, absorption principles, special refrigeration devices and application. Intermediate maintenance, troubleshooting and repair of domestic and commercial refrigeration units will be covered as well as theories and application of electricity as they apply to domestic and commercial refrigeration offered during our laboratory sessions.

ADT 140 Residential House Wiring (3)

Prerequisites: ENG 80, MAT 80

Elements of residential wiring, basic parallel and series circuits, safety standards and practices, lighting circuits, outlet circuits, fusing and circuit breaker installation, two and three way switching, all wiring practices to meet NEC standards will be covered throughout the course.

ADT 150 Architectural Drafting I (3)

Prerequisites: ENG 80, MAT 80

This course will cover the use of drawing instruments, sketching geometric constructions, orthographic projections, auxiliary projections, sections and dimensioning. Emphasis is placed on



development of manipulative requirements as well as graphic theory.

ADT 151 Samoan Architectural Drafting (3)

Prerequisite: ADT 150

This course will stress the importance of Samoan edifices and Samoan structural design based on Samoan culture and values. The use of drawing instruments, sketching, line weight, lettering and Samoan crafts and language will be stressed.

ADT 152 Architectural Drafting II (4)
(formerly ADT 151)

Prerequisite: ADT 150

Architectural drafting of plans for buildings using wood, reinforced concrete and steel. Fundamentals of design elements, materials specifications, standards plumbing and electrical fixture installation requirements. Familiarization with local building codes.

ADT 160 Introduction to AutoCAD (3)
(formerly ADT 250)

Prerequisite: ADT 150

An introduction to computer drafting that provides complete instruction in Master Auto Cad commands. Applications of Auto Cad will be presented with basic drafting and graphic design concepts, step-by-step use of Auto Cad commands, commands function, professional tips, and a large selection of drafting problems.

ADT 190 Residential Planning & Designing (3)

Prerequisites: ADT 152

A design fundamentals, development, and presentation course that precedes the project-based working drawings courses. Application of techniques to preliminary board designs of increasing complexity. Architectural design concepts and principles, application of AUTOCAD, study models, rendering, and group and juried presentations.

ADT 230 Architectural Drafting IV (4)
(formerly ADT 201)

Prerequisite: ADT 152

Advanced architectural structural drafting using wood, reinforced concrete, stone and structural engineering. Practical experience in designing eight unit apartment buildings, specifications, estimating and architectural models.

ADT 210 Architectural Drafting III (5)
(formerly ADT 153)

Prerequisite: ADT 151

Introduction to structural drafting using wood and reinforced concrete, fundamentals of design elements, local building codes, details and models.

ADT 215 Construction Codes (3)

Prerequisites: ADT 152

This course explores the ramifications of codes on building projects. Student applies the materials of the course relating to zoning, building, and accessibility requirements (ADA) to drawing projects in the co requisite course. This is a lecture discussion exercise course.

ADT 251 Electrical Structural Design (4)
(formerly *Electrical Engineering Design*)

Prerequisites: ADT 140, ADT 151

This course will help students majoring in Architectural Drafting to design electrical plans for local houses, draw electrical plans, understand electrical terms, use electrical symbols and notes, interpret GFCI and know how to use it, determine the total amount of VA for kitchen, dining, and garage; calculate each circuit, and do the calculation to determine the size of the house panel.

ADT 260 Advanced AutoCAD (4) (formerly ADT 252)

Prerequisite: ADT 250

This course is designed specifically for students who wish to pursue computer aided drafting and design areas of study or who wish to gain employment in the field. Extensive hands-on practical drafting and design projects are undertaken by the students.

ADT 280 Elements of Structural Drawing (3)
(formerly *Introduction to Structural Engineering*)

Prerequisites: MAT 155, PHSCI 150

Students learn practical and theoretical structural engineering procedures and testing through discussion and application of forces, movement, deflection, tension and mechanical advantage.



AUTO 100 Fundamentals of Automotive Mechanics (3)

Prerequisites: *ENG 80, MAT 80*

This course is an introduction to the automotive technology program and profession. A survey course of the basic tools and fasteners and related mathematics required in the automotive service as well as shop safety and work ethics. This course is recommended for those students desiring entrance into the Automotive Technology Morning/Afternoon Program.

AUTO 172 Automotive Engine Performance (9)

Prerequisites: *AUTO 100*

A study of the engine subsystems responsible for good engine performance, clean air, and fuel economy. Systems to be covered include: ignition, fuel, emission, and computer controls.

Note: 6 credits lecture, 3 credits lab.

AUTO 174 Automotive Braking System (6)

Prerequisites: *AUTO 100*

A study of the automotive braking system. Emphasis will be placed on the theory, operation, diagnosis and repair of modern braking systems. This course will also cover traction control systems as well as power and anti-lock braking systems.

Note: 5 credits lecture, 1 credit lab

AUTO 176 Automotive Steering & Suspension (6)

Prerequisites: *AUTO 100*

A study of automotive steering and suspension. Emphasis will be placed on the theory, operation, diagnosis and repair of modern steering and suspension systems. Topics include: four-wheel steering, tires and wheels, and supplemental inflatable restraints systems, and Four-wheel alignment and adjustments.

Note: 5 credits lecture, 1 credit lab

AUTO 178 Automotive Electrical & Electronic (9)

Prerequisites: *AUTO 100*

This course involves the study of electrical fundamentals, electrical test equipment, automotive batteries, starting and charging systems, wiring diagrams, lighting circuits, various advanced body electrical circuits and controls. Primary emphasis on diagnosis, testing, and repair.

Note: 5 credits lecture, 4 credits lab

AUTO 180 Automotive Engine Diagnosis & Repair (6)

Prerequisites: *AUTO 100*

A detailed study of various engine designs and materials. Lab will include diagnosis, inspection, repair methods, and parts necessary for complete engine repair. Also, various machines and machining operations will be covered.

Note: 5 credits lecture, 1 credit lab

AUTO 182 Automotive Transmission, Transaxles & Drive Train (9)

Prerequisites: *AUTO 100*

A detailed study of the clutch system, standard and automatic transmissions, transaxles, drive lines and differentials: theory of operation including: friction materials, hydraulics, torque converters, gear trains, planetary gears, and controls as well as gear ratios, torque multiplication, speeds, drive line angles and tooth patterns. *Note: 6 credits lecture, 3 credits lab*

AUTO 184 Automotive Cooling / Heating & Air Conditioning (5)

Prerequisites: *AUTO 100*

Theory and operation of cooling, heating, and air conditioning systems. Lab practices include maintenance, testing, diagnosis, and repair of these systems. *Note: 4 credits lecture, 1 credit lab*

AUTO 250 Automotive Advanced Engine Performance (3)

Prerequisites: *AUTO 100 or Demonstration of equivalent skills: satisfactory completion of AUTO 172 or enrollment in the Apprenticeship Program*

An in-depth study of import and domestic computerized engine controls. Emphasis will be placed on the theory, operation, and testing procedures necessary to accurately diagnose and repair drivability complaints. *Note: 2 credits lecture, 1 credit lab*

BPR 200 Blueprint Reading I (3)

Prerequisites: *ENG 80, MAT 80*

Basic blueprint reading and interpretation is presented in lecture/laboratory hands on setting.

CET 150 Plane Surveying I (4)

Introduces students to the theory and practice of plane surveying, including measurement of distance and angles, use and care of instruments,



error analysis, field problems and office computations.

CET 151 Plane Surveying II (4)

Prerequisite: CET 150

This is a second semester course in Surveying with the emphasis on the use of advanced survey instruments and their field applications in Construction surveying.

CET 160 Introduction to Geographic Information Systems --GIS (3)

This course provides an in depth introduction to the fundamentals of Geographic Information Systems (GIS). The course will include an introduction to basic cartographic principles including map scales, coordinate systems and map projections. An in depth review of the necessary hardware and software elements used in GIS will be made using ArcView. Applications of GIS technology as used in science, business, and government will also be presented. These topics will be reinforced with hands on experience in map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map overlays, manipulation of data bases and presentation of data in map layouts.

CET 260 Construction Procedures (3)

Prerequisite: MAT 155

This course selects and applies the proper structural materials, equipment and methods used in wood, masonry, concrete and steel construction.

CET 261 Construction Management (3)

Prerequisite: CET 260

Theory and practical application of specifications, estimates of project costs, application of building codes and use of computer programs in development and preparation of construction planning and estimates.

CET 265 Hydraulics (3)

Prerequisite: PHSCI 150

Introduces students to the theory and application of drainage and flow, water pressure and water works as important aspects of civil engineering.

CET 270 Land Development (3)

Prerequisites: MAT 155, PHSCI 150

Orients students to land development processes, rules, regulations, preparation of land use permit applications, and requirements regarding ecology,

drainage, utilities, mitigation and historical preservation issues. Building permitting application and issues also discussed.

CET 299 Cooperative Work Internship (4)

Prerequisite: Instructor recommendation

This course is a one semester, four hour per week practical job experience with local firm or ASG office directly related to field of engineering. Specific duties and times negotiable with firm or office will be studied. Duties will be documented and performance rated by firm or office in consultation with CET staff.

CARP 100 Hand Tools & Power Tools (3)

Prerequisites: ENG 80, MAT 80

The main focus of this course is to familiarize the students with (a) Hand Tools such as pliers, handsaw, hacksaw, sawzaw T-Square, Tape Measure, Level, crowbar, hammers and many other hand tools that are basic in the industry of carpentry and construction; (b) Power Tools such as table saw, miter saw, circular saw, drills, joiner planer, jigsaw rotary hammer, cement mixevibrator, and other power tools that are common in the industry; (c) Safety in the workplace.

CARP 120 Plans, Building Codes and Specifications (3)

Prerequisites: MAT 80, ENG 80

This course is designed to help a student how to read architectural drawings (plans) and correctly interpret the information found in written specifications. Students will be able to align building specifications with proper local & federal building codes that are applicable.

CARP 150 Footing & Foundations (4)

Prerequisites: CARP 120

This course will present an overview of footing & foundation and why they are important in construction. Students will be able to describe and explain the importance of footings and foundation in construction and how it is used to distribute and displace the overall weight of a structure.
Note: 2 credits lecture, 2 credits lab.

CARP 160 Walls & Ceilings Framing (4)

Prerequisites: CARP 150

Students will learn how to build and frame walls. Wall framing is the assembling of vertical and horizontal members that form outside and inside



walls of a structure. This frame supports the upper floors, ceilings, and the roof. Students will learn the importance of sole plates, top plates, studs, headers, and sheathing. *Note: 2 credits lecture, 2 credits lab.*

CARP 170 Roofing Styles and Types (4)

Prerequisites: CARP 150

This course will teach the students about different types & styles of roofing and their purpose. Students will also learn about different architectural designs. Types of roofing to be discussed will include Gable, Cross Gable, Hip, Pyramid Hip, Flat, Shed & bonnet roof (list types) roofing designs. *Note: 2 credits lecture, 2 credits lab.*

CARP 180 Plumbing (4)

Prerequisites: CARP 170

This course is designed for students to understand why plumbing is important in the building industry. Students will learn how to install, repair pipes, replace and cut different types of pipes and use different kinds of glues and water proof adhesive. Students will also learn and understand on how to apply basic math principles in the application of these skills in areas of cost estimation, area and square footage and job calculations with respect to plumbing in residential construction. *Note: 2 credits lecture, 2 credits lab.*

CARP 200 Exterior and Interior Doors, Windows & Trim (4)

Prerequisites: ENG 90, MAT 90, CARP 150

This course covers information on systems during the three stages of new construction: foundation, framing, and exterior finishing. Students learn about selection criteria, properties of materials, application techniques, and the long-term performance of the respective systems. This course teaches students the proper way to build small windows, screen doors, and the proper methods of installing doors, caulking application of windows and doors. Students will also learn the proper way of framing doors and windows and rough openings and custom doors and custom windows. *Note: 2 credits lecture, 2 credits lab.*

CARP 220 Interior Floors and Finishes (5)

Prerequisites: ENG 151, MAT 155, CARP 200

This course covers terms and elements used in mechanical systems and interior finishes, factors that influence the selection, installation and

performance of mechanical systems (plumbing, HVAC, and electrical), wall and floor installation techniques and interior finishes. *Note: 2 credits lecture, 3 credits lab.*

CARP 221 Cabinet Making (6)

Prerequisite: CARP 220

Layout, cutting, and assembling of various types of cabinets for residential, office or commercial use. Techniques in selection appropriate materials and hardware for the construction, units on estimating costs of construction.

CARP 270 Remodeling & Renovation (6)

Prerequisite: CARP 220

Students will be able to understand basic concepts of remodeling, calculation & estimation of materials and machinery to be used and the sequence of events as the building project made. This course will also include remodeling and renovation to make homes accessible in compliance with ADA codes and regulations. *Note: 2 credits lecture, 4 credits lab.*

DISL 100 Introduction to Diesel Engines (3)

Prerequisites: ENG 80, MAT 80

This course is designed to introduce the theory and operation of two and four cycle diesel engines. Instruction will include shop safety procedures, history of diesel, fundamentals and basic operations and maintenance of two stroke and four stroke engines. The course will review the different usages of the diesel engine. Basic tools and diesel engine designs will also be covered.

DISL 150 Brakes, Air (Pneumatic) & Hydraulic Systems (3)

Prerequisites: DISL 100

Classroom instruction and laboratory training covering air and hydraulic brake systems, components, and truck systems. Instruction in air brakes will include troubleshooting and repair problems in the system, proper brake adjustments and system testing. Safety when working with compressed air and spring brake chambers. Instruction in hydraulic brakes will also include machining brake drums and brake discs. *Note: 2 credits lecture, 1 credit lab.*

DISL 160 Heavy Duty Electrical/Electronic Systems (5)

Prerequisite: DISL 100

Classroom instruction and laboratory training covering the purpose, design, theory, and operating



principles of electrical systems of a diesel engine. Special emphasis will be placed on developing skills and required to test, service, and repair electrical components and associated systems on heavy duty trucks. *Note: 3 credits lecture, 2 credits lab.*

DISL 162 Diesel Fuel Injection and Computerized Systems (5)

Prerequisites: *DISL 160*

Classroom instruction and laboratory training covering the purpose, theory, and operating principles of fuel injection systems. Special emphasis will be placed on developing the skills required to test, service, and repair fuel injection components and diesel computerized engine controls. *Note: 3 credits lecture, 2 credits lab.*

DISL 200 Small to Medium (Compact) Diesel Engines (5)

Prerequisites: *DISL 100*

An introduction to compact and automotive diesel engines. Topics of theory, operation, service, diagnosis and troubleshooting of compact diesel engines and how these engines are used in the automobile and a variety of light duty equipments. *Note: 2 credits lecture, 3 credits lab*

DISL 250 Heavy Duty Diesel Engines (5)

Prerequisites: *DISL 100*

An introduction to the theory and operation of two and four cycle diesel engines used in heavy duty trucks and equipment. Instruction will include engine disassembly and assembly, maintenance, and repair of both type engines. Cooling systems, air and exhaust systems, starting systems as well as turbo charging systems will also be covered. *Note: 2 credits lecture, 3 credits lab.*

ELE 150 Electronics I (4)

Prerequisites: *ETP 100*

This course covers the theory of DC/AC circuit analysis, semiconductor device and their applications and introduction to electronic circuits.

ELE 151 Electronics II (4)

Prerequisite: *ELE 150*

This course entails the theory of electronic circuits and their applications in all areas of communications, telecommunications, radar, industrial and consumer electronics.

ELE 170 Consumer Electric (4)

Prerequisite: *ELE 150 or taken concurrently*

This course introduces the study of consumer electrical and electronic systems; theory, operation, maintenance, troubleshooting, repair of small appliances (fans, toasters, microwaves, etc.) and soldering techniques.

ELE 190 Digital Techniques (4)

Prerequisite: *ELE 151*

The focus of this course is theory of logic circuits, Boolean algebra, flipflops, registers, counters, shift registers, clocks, combination logic, semi-conductor memories and microprocessors.

ELE 201 Communication Systems (4)

Prerequisite: *ELE 151*

Study of communications systems: theory, operation, maintenance, trouble-shooting and repair of modern electronic communications equipment.

ELE 202 Computer Systems (4)

Prerequisite: *ELE 190*

The focus of this course is computer systems: applications of digital theory, operation, maintenance, trouble-shooting, and repair of small computer systems (PC's, etc.)

ELE 203 Television & Video Systems (4)

Prerequisite: *ELE 201*

The focus of this course is video systems: application of communications theory, operation, maintenance, trouble-shooting, and repair of television & video systems.

ELE 299A Electronic Systems Practicum (4)

Prerequisites: *ELE 201, ELE 202*

This course provides supervised individual student projects including design and development and a final report.

ELE 299B Communication Systems Practicum (4)

Prerequisite: *ELE 151*

This course provides supervised individual student projects in communication systems including design and development of a modern communication system using copper, wireless or fiber optics. In addition to individual student projects, the student will require a final written report.



ELE 299C Computer Systems Practicum (4)

Prerequisite: ICT 155

This course provides supervised individual student projects in computer systems including repair & maintenance of modern Personal Computer (PC) systems which will require a final written report.

ETP 100 Electrical Basic Theory I (3)

Prerequisites: ENG 80, MAT 80

This course is designed to provide basic knowledge of electricity starting with safety, fundamental concepts of electricity, including direct-current (d-c), and introduction to alternating-current (a-c).

ETP 120 Electrical Basic Theory II (4)

Prerequisites: ETP 100

This course is designed to provide intermediate knowledge of electricity, including an in-depth study of alternating circuit (a-c), and its resistance, capacity and inductance within circuits and affects on equipments. The course will provide students with in-depth skills in safe operation of various electrical meters, testing instrumentations and measuring apparatuses during the laboratory.

Note: 3 credits lecture, 1 credit lab.

ETP 130 National Electrical Code (NEC) (3)

Prerequisites: ETP 120, ENG 90, MAT 90

This course is designed to provide students with basic knowledge on how to read, understand and locate information utilizing the National Electrical Code manual and handbook relevant to local and National Electrical Codes (NEC) pertaining to Electrical industry requirements with emphasis on Residential Wiring.

ETP 150 Applied Residential Wiring (5)

Prerequisite: ETP 130

This course is designed to provide an advanced knowledge and hands on skills in residential wiring techniques. Laboratory exercises are designed to give students practical experience in different residential wiring techniques. *Note: 1 credit lecture, 4 credits lab.*

ETP 299 Cooperative Work Internship (4)

Prerequisite: ETP 150

This course is a one semester, four hours a week practical job experience under the supervision of a licensed electrician. Specific duties and times will be negotiable with a company or workplace. Duties will be documented and performance of

students will be rated by company or workplace in consultation with the ETP faculty. *Note: 1 credit lecture, 3 credits lab.*

**ICT 150 Introduction to Computers (3)
(formerly CSC 151, CSC 152, CSC 155, CSC 156 compilation)**

This course provides an introduction to basic concepts and components of a microcomputer system, the Windows operating system and popular application software. Topics include care of equipment, system management, Windows and basic network commands, and fundamentals of electronic mail, Internet, word processing, image processing and spreadsheet software. Laboratory work includes graphical user interface (GUI) and Internet exercises, and word processing and spreadsheets basics to Microsoft Office User Specialist (MOUS) Specialist standards.

ICT 155 IT Essentials (4)

Prerequisites: ENG 80, MAT 90

This course teaches students the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and lab, learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course includes an introduction to networking. This course helps students prepare for the CompTIA A+ certification. *Note: May be taken concurrently with MAT 90 and ENG 80. 3 credits lecture, 1 credit lab.*

**ICT 160 Introduction to Programming (3)
(formerly CSC 160)**

Prerequisites: MAT 90, ICT 150

A laboratory course introducing design, implementation and testing of software using Visual Basic for Applications (VBA) in an event-driven windowing user-interface environment. Structured design techniques will be emphasized throughout. Assignments include the fundamentals concepts of events, data types, simple program control statements (sequence, alteration and repetition), and macro design.



ICT 161 Networking for Home and Small Businesses (4)

Prerequisites: *ENG 80, MAT 80*

This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras. *Note: 3 credits lecture, 1 credit lab.*

ICT 162 Working at a Small to Medium Business or ISP (4)

Prerequisites: *ENG 80, MAT 90, ICT 161*

This course prepares students for jobs as network technicians. It also helps students develop traditional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide e-mail services, Web space, and authenticated access. Students also learn about soft skills required for help desk and customer service positions. Network monitoring and basic troubleshooting skills are taught in context. *Note: 3 credits lecture, 1 credit lab.*

ICT 170 Microcomputer Applications (3) (formerly CSC 170)

Prerequisites: *MAT 90, ENG 80, ICT 150*

This course illustrates computer capabilities within an employment setting. It will focus on solidifying student knowledge of popular applications, specifically in Microsoft Windows XP, and Windows Office 2003 Academic Version. Laboratory work includes Windows XP Professional exercises, as well as extensive laboratory assignments in Microsoft Word, Excel, Access, PowerPoint and Outlook to Microsoft Office User (MOUS) Specialist standards.

ICT 181 Network Fundamentals (4)

Prerequisites: *ENG 91, MAT 151*

This course introduces the architecture, structure, functions, components, and models of the Internet

and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layer. The principles of structure of IP addressing and the fundamentals of Ethernet concepts, media, and operation are introduced to provide a foundation for the curriculum. Labs use a “model Internet” to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, student build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes. *Note: 3 credits lecture, 1 credit lab.*

ICT 182 Routing Protocols & Concepts (4)

Prerequisite: *ICT 181*

This course describes the architecture, components, and operation of routers, and explains the principles of routing, and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Students complete a basic procedural lab, followed by basic configuration, implementation, and troubleshooting labs in each chapter. Packet Tracer (PT) activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to visualize or understand. *Note: 3 credits lecture, 1 credit lab.*

ICT 210 Operating Systems Technology (3)

Prerequisite: *ICT 150*

This course reviews computer architecture and topics including operating systems, command processor and language; device drivers; systems software utilities; local area networks, security virus protection, file management. Current technologies involved in this course include Microsoft Windows 2000/2003 XP and Linux. Classroom as well as laboratory exercises are meant to prepare students for CompTIA A+ and Microsoft Certified Systems Administrator (MCSA) examination.



ICT 230 Application Systems Development and Design (3) (formerly CSC 220 Systems Analysis and Design)

Prerequisite: ICT 170

This course teaches the analysis, process, and design of computer based information systems commonly found in business, industry and government. Topics include data modeling, database design, implementation and administration. Students examine a practical case and design and implement a computer information system employing applications development software. Database languages covered in this class include SQL and Oracle 9i.

ICT 235 Structured Programming (3) (formerly CSC 171)

Prerequisite: ICT 160

Students will learn the fundamental C++ programming concepts using arrays, records, points, linked lists, trees and recursion. Good style, documentation and structure are emphasized. Students are introduced to the analysis of algorithms for efficiency and corrections.

ICT 236 Computer Programming (3) (formerly CSC 180)

Prerequisite: ICT 160

This course introduces intermediate computer programming concepts with emphasis on design, coding and execution of computer programs using structured programming rationale and logic. The programming language utilized is one of more of the following: Visual Basic, C++, and PHP. Programs are executed on IBM PC compatible microcomputers. Four (4) hours class/lab instruction per week.

ICT 261 Introducing Routing & Switching in the Enterprise (4)

Prerequisites: ENG 90, ENG 91, MAT 151, ICT 162

This course familiarize students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocols (EIGRP) and Open Shortest Path First (OSPF) Protocols. Hands-on exercises include configuration, installation, and troubleshooting. *Note: 3 credits lecture, 1 credit lab.*

ICT 262 Designing & Supporting Computer Networks (4)

Prerequisite: ICT 261

Learners progress through a variety of case studies and role-playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management tasks. In addition, lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. *Note: 3 credits lecture, 1 credit lab.*

ICT 270 Advanced Office Applications (3) (formerly ICT 152)

Prerequisite: ICT 170

This course reviews advanced functions of office automation systems (word processing, spreadsheets, presentation and database). Laboratory work includes advanced exercises in Microsoft Office 2003, including Word, Excel, PowerPoint, and Access designed to Microsoft Office User Specialist (MOUS) Expert standards

ICT 281 LAN Switching & Wireless (4)

Prerequisites: ENG 91, MAT 151, ICT 181

This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network. *Note: 3 credits lecture, 1 credit lab.*

ICT 282 Accessing the WAN (4)

Prerequisites: ENG 150, MAT 250, ICT 281

This course discusses the WAN technologies and network services required by converged applications in Enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explain how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security

concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. *Note: 3 credits lecture, 1 credit lab.*

WLD 150 Oxy-Acetylene Welding (6)

Prerequisites: *ENG 90, MAT 90*

This introductory course covers the safe use of equipment, the fundamentals of oxy-acetylene welding and cutting, the difference between ferrous and non-ferrous metals and basic welding techniques in preparation for welding certification tests.



WLD 151 Arc Welding Fundamentals (6)

Prerequisites: *ENG 90, MAT 90*

This course introduces the safe operation of various types of electric arc-welding equipment and ferrous metals in the flat and horizontal positions. Identification of various sizes and types of shield electrodes and proper use of AC and DC current for welding in preparation for the welding certification tests are studied.



WLD 240 Advanced Oxy/Acetylene Welding (6)

Prerequisites: *WLD 150, WLD 151*

This course trains second year welding students advanced oxy/acetylene welding techniques.

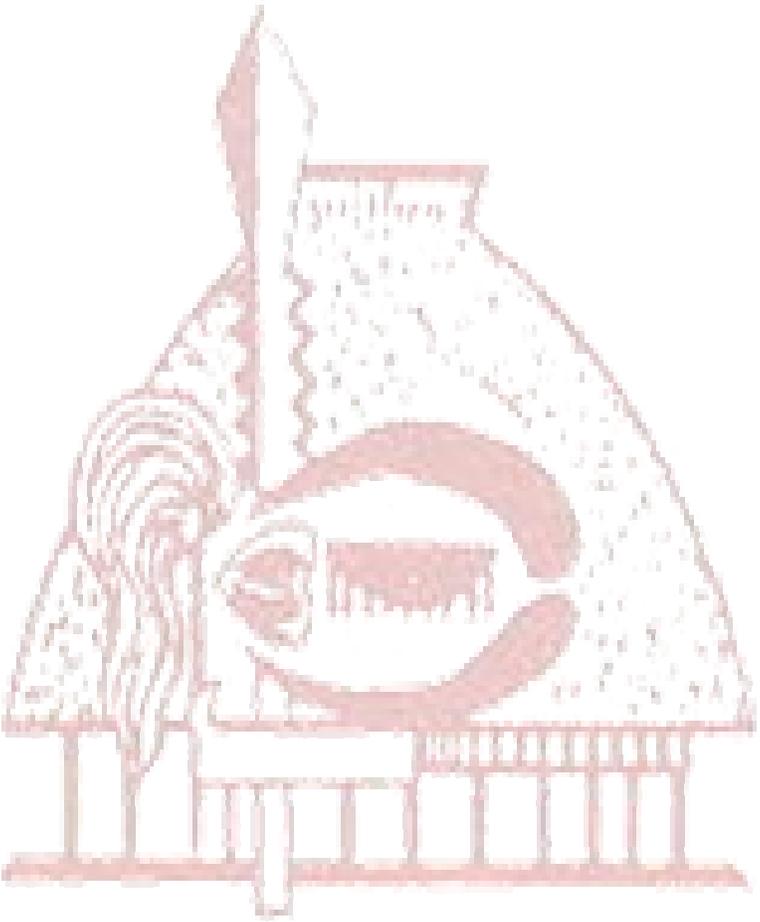
WLD 241 Advanced Arc Welding (6)

Prerequisites: *WLD 150, WLD 151*

This course also trains advanced second year students advanced arc welding techniques.



ASCC Administration, Staff, Faculty & Professional Staff



- **ASCC Administration**
- **Special Projects and Professional Staff**
- **ASCC Faculty**
- **ASCC Adjunct Faculty**
- **Support Staff**





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C.G.F.M., Association of Government Accountants

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ASCALMA

Hail ASCC!

(To Talitiga Dr. Vena Sele)

Words & Music by
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Majestic

Introduction

5

Hail A S C C! Filled with joy and har-mo-ny Ser-ving peo-ple in our com-mu-ni-

9

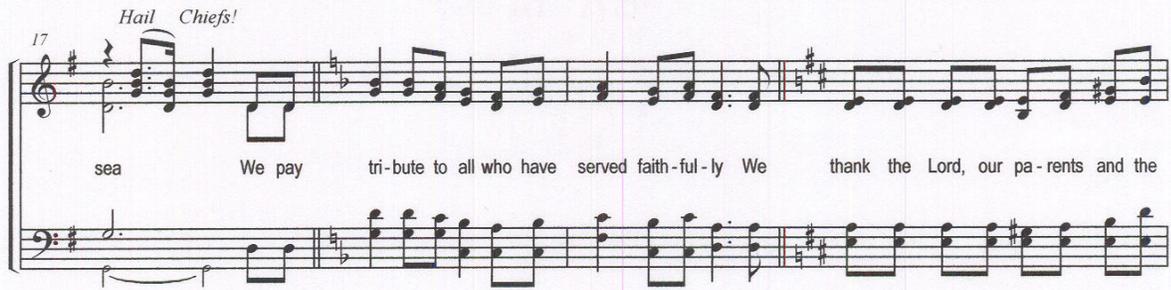
ty Hail A S C C! mar-ching on to vic-to-ry We're the fu-ture of our fa-mi-

13

Hail Chiefs!

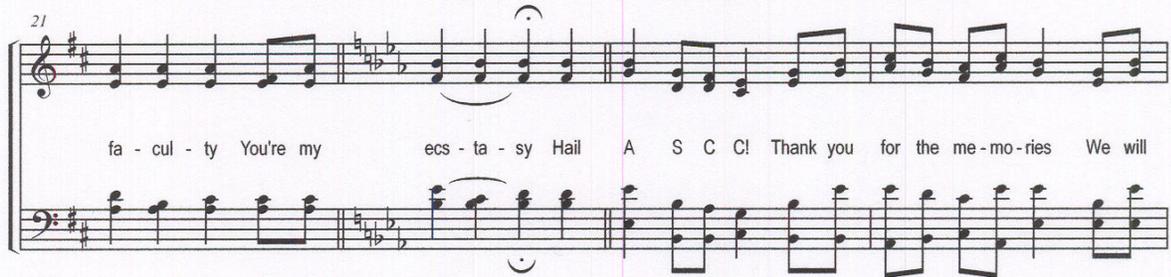
lies. We are proud of our A S C C Your name is my crown a-cross the

17 *Hail Chiefs!*



sea We pay tri-bute to all who have served faith-ful-ly We thank the Lord, our pa-rents and the

21



fa - cul - ty You're my ecs - ta - sy Hail A S C C! Thank you for the me - mo - ries We will

25



treasure your love and hos-pi - ta - li - ty Keep on rea-ching for the sky Keep on sear-ching and you'll find With the

29



bles-sings from our God on high With the bles-sings from our God on high!



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