



American Samoa Community College

General Catalog

2018-2020





- **Mission**
- **Vision**
- **Presidents' Message**
- **Institutional Learning Outcomes**
- **Institutional Core Values**



Manulauti

O le manulauti a le Kolisi Tu'ufaatasi o Amerika Samoa, o le tu'uina atu o polokalama ma tautua fa'alea'oa'oga i se tulaga maoa'e ina ia manuia ai a'oa'oga a tagata a'oga ma mafai ai ona 'ausia sini fa'alea'oa'oga ma tofu sao i le soifua manuia tau i le vafealoai, fa'aleaganu'u, fa'afaigamalo, fa'atamaoaiga, fa'atekonolosi, ma le si'osi'omaga o Amerika Samoa.

Ina ia taunu'u lenei manulauti, o le Kolisi, ona o se a'oga e tatala le ulufale i so'o se tagata, e taualoa i tulaga taua'oa'oga a le Iunaitetete, ma o se a'oga tau Laufanua ma Atinae, e tu'uina atu avanoa mo tikeri pakaloli ma tikeri fa'avae fa'apea tusipasi. O nei polokalama o lo o saunia ai tagata a'oga uma e aofia ai ma i latou e faigata ona maua avanoa, lu'itauina, po'o i latou sa le'i masani ona avea ma tagata a'oga i se kolisi mo le:

- Faaauau atu i iunivesite ma aoaoga maualuluga atu
- Faamanuiaina i galuega
- Sailiiliga ma le faalautelaga i mataupu tau tagata ma punaoa faalenatura
- Silafia o Samoa ma le Pasefika.

Mission

The mission of the American Samoa Community College is to foster successful student learning by providing high quality educational programs and 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 bachelor and associate degrees 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.

Vision

The American Samoa Community College holds as its central theme "*Saili le Atamai*" or to "Seek Knowledge." Our journey pushes us forward to achieve our mission to provide high quality educational programs and services. We remain grounded in the core values of student centeredness, respect for diversity, collaboration and teamwork, respect for tradition and culture, and lifelong learning while meeting the challenges of the 21st Century. We envision an active impact in the development of the educational, social, cultural, political, economic, technological, and environmental well-being of American Samoa and the Pacific.

American Samoa Community College

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Institutional Learning Outcomes

Upon graduating from the American Samoa Community College, all students should acquire the skills and demonstrate proficiencies as:

Effective Communicators:

ASCC graduates communicate respectfully, listen attentively, seek clarification, and value the opinions of others. Graduates effectively present information using a variety of modes and media. They adapt their method of presentation to suit specific audiences and convey their intended message using a variety of oral, written, and visual strategies;

Quantitative Competent Individuals:

ASCC graduates organize, and critically examine written, oral, visual, and numerical information. Graduates efficiently use technology as a tool to gather and evaluate information from a variety of perspectives. Graduates use the information ethically, respecting the legal restrictions that exist when using published, confidential, and proprietary information;

Critical Thinkers:

ASCC graduates engage in the examination of ideas, issues, and problems, drawing on established bodies of knowledge and means of analysis. Graduates organize information logically and consider alternate strategies. They recognize the need for multiple voices and seek opportunities for those voices to be heard;

Global Citizens:

ASCC graduates are prepared to participate in regional and global communities. They demonstrate knowledge of their region and the world.

Responsible Leaders:

ASCC graduates act with integrity and take responsibility for their actions, ethically and equitably. Graduates engage in professional dialogue and participate in learning communities.

Institutional Core Values

Through the missions of our programs and services, we hold ourselves accountable to the following:

Student Centeredness: ASCC commits to provide high quality programs and services focusing on student learning.

Respect for Diversity: ASCC embraces individuality and appreciation of global perspectives and viewpoints that enhance quality of life.

Collaboration and Teamwork: ASCC promotes a sound environment for networking opportunities through effective communication, partnerships, and growth.

Respect for Tradition and Culture: ASCC embraces cultural heritage, traditions, language, and customs and their impact in education and research.

Lifelong Learning: ASCC encourages continuation of learning and provides pathways for personal, ethical, and professional growth

President's Message



Dr. Rosevonne Makaiwi Pato
ASCC President

With great pleasure, I welcome you to the 2018-2020 of the official American Samoa Community College Catalog. This document is carefully updated every two years to reflect the most recent policy developments and academic offerings within the institution. While a basic structure in our approach to fulfilling our Mission remains constant, at the same time ASCC maintains a rigorous schedule of self-review, self-improvement and adaptation to circumstances, be they either expected or unforeseen.

In the two years since the last ASCC Catalog, some significant changes have taken place at the College. With great respect, we recognize the longstanding efforts of our previous President Dr. Seth P. Galea'i, who retired in 2017. We wish Dr. Galea'i the best after his long career as an educator in American Samoa. With Dr. Galea'i's retirement, I have had the honor of being chosen by the Board of Higher Education as his successor, and while the job of President is never an easy one, with the support of a fine administration, faculty and staff, I am proud to say that ASCC continues to grow and to make progress in our Mission to provide higher education for the people of our Territory.

In addition to the change in leadership, the past two years have brought ASCC both triumphs and challenges. After many years of planning and construction, our Multi-Purpose Center (MPC) was officially opened in 2018 and has quickly become a popular venue for a variety of events initiated by both the College and the public. In addition to its space for events, the MPC also provides a central location for the Student Services Division, which can now offer its counseling and academic support services in a single easily accessible location.

Alongside all residents of American Samoa, ASCC felt the wrath of Cyclone Gita when it struck in early 2018. While the College was fortunate in that structural damage from the cyclone was minimal, many of our students and their families were not as lucky. The disruption caused by the cyclone necessitated that ASCC re-adjust its semester timetable in order to provide the required hours of instruction for classes already underway. At the same time, during the aftermath of the cyclone the true community spirit of our students, faculty and staff came to the fore as a number of campus groups, most prominently our Student Government Organization, spearheaded a number of relief efforts to aid not only their fellow students but also community members whose homes and property had been seriously damaged.

I believe the response of our entire ASCC family in the wake of Cyclone Gita provides a sterling example of our Core Values put into practice. Simply put, in times of need, we take the lead. Our students evidenced a genuine concern for their peers, while our faculty and staff never thought twice about contributing their time and resources on behalf of others. Our Mission, Student Learning Outcomes and Institutional Core Values, as written guidelines, articulate the philosophy that informs our decisions. Should anyone ask for an example of that philosophy put into action, our efforts on behalf of those whom Cyclone Gita left in serious need illustrates how we believe genuine learning encompasses not only self-improvement through study, but also active involvement as a caring member of one's community.

You will find this 2018-2020 catalog a thorough source of information on the many learning opportunities offered at ASCC. As a student making your first plans for your future, I sincerely hope you will find a direction of study that you find engaging, and that you will join us as we seek to guide American Samoa's young men and women in their journey towards not only self-fulfillment, but also towards genuine and active community engagement.



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ACADEMIC CALENDAR

2018-2020

- **Fall 2018**
- **Spring 2019**
- **Summer 2019**
- **Fall 2019**
- **Spring 2020**
- **Summer 2020**

ACADEMIC CALENDAR 2018-2020

FALL 2018 | 15 WEEK SESSION | AUGUST 20 – NOVEMBER 30, 2018

August 06 – 07	Placement Test
August 09	Late Placement Test
August 13 – 14	ASCC Convocation and Faculty Orientation
August 15	New Student Orientation
August 15 – 17	Registration – New, Continuing, and Returning Students
August 16 – 21	Add and Drop Period
August 20	Instruction Begins
August 20 – 21	Late Admissions and Late Registration
August 22 – 31	Administrative Drop Period
August 22 – September 07	Drop Only Period
September 03	Holiday – Labor Day
September 10 – October 19	Withdrawal Period to Receive a “W”
September 14	2018 Fall Semester Graduation Application Due
September 17 – October 19	Low Grade Reporting Period
September 28	Deadline to Submit Make Up Work for Spring and Summer 2018 Incomplete Grades
October 01	Deadline to Submit Change of Grades for Spring and Summer 2018
October 08	Holiday – Columbus Day
October 09 – 12	Midterm Examinations
October 22 – November 08	Withdrawal Period to Receive a “W/F”
November 12	Holiday – Veterans Day
November 13 – December 06	Spring and Summer 2019 Priority Registration for Regular (15-Week) Session
November 22	Holiday – Thanksgiving Day
November 30	Last Day to Complete Withdrawal from ASCC
November 30	Instruction Ends
December 03 – 07	Final Examinations
December 07 – 12	Early Add/Drop for Spring and Summer 2019
December 10	Fall 2018 Graduates Grades are Due
December 14	Fall 2018 Commencement Exercise
December 21	All Fall 2018 Grades are Due

FALL 2018 | 6 WEEK 1st SESSION | AUGUST 20 – SEPTEMBER 28, 2018

August 15	New Student Orientation
August 15 – 17	Registration – New, Continuing, and Returning Students
August 20	1st Session Instruction Begins
August 20 – 21	1 st Session Late Admissions and Registrations
August 20 – 21	1 st Session Add and Drop Period
August 22 – 24	1 st Session Administrative Drop and Drop Only Period
August 27 – September 07	1 st Session Period to Receive a “W”
September 03	Holiday – Labor Day
September 10 – 14	1 st Session Withdrawal Period to Receive a “W/NP” or “W/F”
September 28	1st Session Instruction Ends
October 01 – 04	1 st Session Final Examinations
October 05	1 st Session Grades are Due
October 08	Holiday – Columbus Day

FALL 2018 | 6 WEEK 2nd SESSION | OCTOBER 15 – NOVEMBER 23, 2018

October 08	Holiday – Columbus Day
October 10 – 12	2 nd Session Registration
October 15	2nd Session Instruction Begins
October 15 – 16	2 nd Session Late Admissions and Late Registrations

Disclaimer: American Samoa Community College Calendar is subject to change.

October 15 – 16.....	2 nd Session Add and Drop Period
October 17 – 19.....	2 nd Session Administrative Drop and Drop Only Period
October 22 – November 02.....	2 nd Session Withdrawal Period to Receive a “W”
November 05 – 09.....	2 nd Session Withdrawal Period to Receive a “W/NP” or “W/F”
November 12.....	Holiday – Veterans Day
November 12 – December 06	Spring and Summer 2019 Priority Registration for (6-Weeks) Accelerated Sessions
November 22.....	Holiday – Thanksgiving Day
November 23.....	2nd Session Instruction Ends
November 26 – 29.....	2 nd Session Final Examination
November 30.....	2 nd Session Grades are Due

FALL 2018 | 10 WEEK SESSION | SEPTEMBER 04 – NOVEMBER 09, 2018

August 28 – 30.....	10 Week Session Registration
August 31.....	10 Week Session Late Registration
September 03.....	Holiday – Labor Day
September 04.....	Instruction Begins
September 04 – 05	10 Week Session Add and Drop Period
September 06 -07.....	10 Week Session Administrative Drop and Drop Only Period
September 11 – October 05.....	10 Week Session Withdrawal Period to Receive a “W”
October 01 – 05.....	Midterm Week
October 08.....	Holiday – Columbus Day
October 09 – 16.....	10 Week Session Withdrawal Period to Receive a “W/F” or “W/NP”
November 09.....	Instruction Ends
November 12.....	Holiday – Veterans Day
November 13 – 15.....	10 Week Session Final Examinations
November 23.....	10 Week Session Grades are Due

SPRING 2019 | 15 WEEK SESSION | JANUARY 14 - MAY 03, 2019

January 02 - 03.....	Placement Test
January 4.....	Late Placement
January 07 - 08.....	Faculty Orientation
January 09 - 11.....	Registration - New, Continuing, and Returning Students
January 10 - 15.....	Add and Drop Period
January 14.....	Instruction Begins
January 14 - 15.....	Late Admissions and Late Registration
January 04.....	New Student Orientation
January 16 - 25.....	Administrative Drop Period
January 16 - Feb. 1.....	Drop Only
January 21.....	Holiday - Martin Luther King, Jr. Day
February 4 - March 22	Withdrawal Period to Receive a "W"
February 08.....	Spring 2019 Semester Graduation Application Due
February 11 - March 22	Low Grade Reporting Period
February 18.....	Holiday - President's Day
February 22.....	Deadline to Submit Change of Grade for Fall 2018
March 4 – 08.....	Midterm Examinations
March 11 - 15.....	Spring Break
March 25 - April 12	Withdrawal Period to Receive "W/F" or "W/NP"
April 15 - May 09	Summer and Fall 2019 Priority Registration (15 Weeks Session Only)
April 17.....	Holiday - American Samoa Flag Day
April 19.....	Holiday - Good Friday
May 03.....	Last Day to Complete Withdrawal from ASCC
May 03.....	Instruction Ends
May 06 – 10.....	Final Examinations
May 10 - May 15	Early Add and Drop for Summer and Fall 2019
May 13.....	Spring 2019 Semester Graduates Grades Due

Disclaimer: American Samoa Community College Calendar is subject to change.

May 172019 Spring Semester Commencement
 May 24All 2019 Spring Semester Grades are Due

SPRING 2019 | 6 WEEK 1ST SESSION | JANUARY 14 - FEBRUARY 22, 2019

January 09 – 11Registration - New, Continuing and Returning Students
January 14**1st Session Instruction Begins**
 January 10 – 151st Session Add and Drop Period
 January 14 – 15**1st Session Late Admissions and Late Registration**
 January 04New Student Orientation
January 21**Holiday - Martin Luther King, Jr. Day**
 January 16 – 181st Session Administrative Drop and Drop Only Period
 January 22 - February 011st Session Withdrawal Period to Receive a "W"
 February 04 - 081st Session Withdrawal Period to Receive a "W/NP"
February 18**Holiday - Presidents Day**
February 22**1st Session Instruction Ends**
 February 25 - 281st Session Final Examinations
 March 011st Session Grades are Due

SPRING 2019 | 6 WEEK 2ND SESSION | MARCH 18 - APRIL 26, 2019

March 06 – 072nd Session Registration
March 11 – 15**Spring Break**
March 18**2nd Session Instruction Begins**
 March 18 – 192nd Session Add and Drop Period
 March 18 – 192nd Session Late Admissions and Late Registration
 March 20 – 222nd Session Administrative Drop and Drop Only Period
 March 25 - April 052nd Session Withdrawal Period to Receive a "W"
 April 08 – 122nd Session Withdrawal Period to Receive a "W/NP"
 April 15 - May 10Summer and Fall 2019 Priority Registration
 (6 Weeks 1st and 2nd Session)
April 17**Holiday - American Samoa Flag Day**
April 19**Holiday - Good Friday**
April 26**2nd Session Instruction Ends**
 April 29 - May 022nd Session Final Examinations
 May 032nd Session Grades Due

SPRING 2019 | 10 WEEK SESSION | JANUARY 28 - APRIL 12, 2019

January 21**Holiday - Martin Luther King Jr. Day**
 January 22 - 2410 Week Session Registration
 January 2510 Week Session Late Registration
January 28**10 Week Session Instruction Begins**
 January 28 - 2910 Week Session Add and Drop Period
 January 30 - February 0110 Week Session Administrative Drop and Drop Only Period
 February 04 - March 0110 Week Session Withdrawal Period to Receive a "W"
February 18**Holiday - President's Day**
 February 25 - March 01Midterm Week
 March 04 – 2210 Week Session Withdrawal Period to Receive a "W/F" or "W/NP"
March 11 – 15**Spring Break**
April 12**10 Week Session Instruction Ends**
April 17**Holiday - American Samoa Flag Day**
 April 15-16, 1810 Week Session Final Examinations
April 19**Holiday - Good Friday**
 April 2910 Week Session Grades are Due

SUMMER 2019 | 1ST 5 WEEK SESSION | JUNE 03 - JULY 05, 2019

May 27**Holiday - Memorial Day**
 May 28 – 301st and 2nd Summer Sessions Registration

Disclaimer: American Samoa Community College Calendar is subject to change.

June 03 – 04	1 st and 2 nd Summer Sessions Late Registration
June 03	1st Summer Session Instruction Begins
June 03 – 04	Add and Drop Period
June 06 – 07	Administrative Drop and Drop Only Period
June 10 – 14	Withdrawal Period to Receive a "W"
June 17 – 21	Withdrawal Period to Receive a "W/NP" or "W/F"
July 04	Holiday - Independence Day
July 05	1st Summer Session Instruction Ends
July 08	1 st Summer Session Grades are Due

SUMMER 2019 | 6 WEEK REGULAR SESSION | JUNE 10 - JULY 19, 2019

May 27	Holiday - Memorial Day
May 30-31	Summer 2019 Placement Test
June 05 – 07	Registration - New, Continuing and Returning Students
June 06 – 11	Add and Drop Period
June 10	Instruction Begins
June 10 – 11	Late Admissions and Late Registration
June 12 – 14	Administrative Drop and Drop Only Period
June 17 – 28	Withdrawal Period to Receive a "W"
July 01 – 05	Withdrawal Period to Receive a "W/NP" or "W/F"
July 04	Holiday - Independence Day
July 16	Holiday - Manu'a Flag Day
July 19	Instruction Ends
July 22 – 24	Final Examinations
July 26	Summer 2019 (6-Weeks) Session Grades are Due

SUMMER 2019 | 2nd 5 WEEK SESSION | JULY 08 - AUGUST 09, 2019

July 08 – 09	2 nd Summer Session Late Registration
July 08	2 nd Session Instruction Begins
July 08 – 09	2 nd Session Add and Drop Period
July 10 – 12	2 nd Session Administrative Drop and Drop Only Period
July 15 – 19	2 nd Summer Session Withdrawal Period to Receive a "W"
July 22 – 26	2 nd Summer Session Withdrawal Period to Receive a "W/NP" or "W/F"
August 09	2nd Summer Session Instruction Ends
August 12	2 nd Summer Session Grades Due

FALL 2019 | 15 WEEK SESSION | AUGUST 19 - NOVEMBER 29, 2019

August 07 – 08	Placement Test
August 09	Late Placement
August 09	New Student Orientation
August 12 – 13	Faculty Orientation
August 14 – 16	Registration - New, Continuing, and Returning Students
August 15 – 20	Add and Drop Period
August 19	Instruction Begins
August 19 – 20	Late Admissions and Late Registration
August 21 - 30	Administrative Drop Period
August 21 - September 06	Drop Only
September 02	Holiday - Labor Day
September 09 - October 18	Withdrawal Period to Receive a "W"
September 13	Fall 2019 Semester Graduation Application Due
September 16 - October 18	Low Grade Reporting Period
September 27	Deadline To Submit Make-Up Work for Spring 2019 and Summer 2019
September 30	Deadline to Submit Change of Grade for Spring 2019 and Summer 2019
October 07 - 11	Midterm Examinations

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October 14	Holiday - Columbus Day
October 21 - November 08	Withdrawal Period to Receive "W/F" or "W/NP"
November 11	Holiday - Veteran's Day
November 12 - December 05	Spring and Summer 2020 Priority Registration
November 28	Holiday – Thanksgiving Day
November 29	Last Day to Complete Withdrawal from ASCC
November 29	Instruction Ends
December 02 – 06	Final Examinations
December 06 – 11	Early Add and Drop for Spring and Summer 2020
December 09	Fall 2019 Semester Graduates Grades are Due
December 13	2019 Fall Semester Commencement
December 20	All 2019 Fall Semester Grades are Due

FALL 2019 | 6 WEEK 1ST SESSION | AUGUST 19 - SEPTEMBER 27, 2019

August 14 – 16	Registration - New, Continuing and Returning Students
August 19	Instruction Begins
August 15 – 20	1 st Session Add and Drop Period
August 19 – 20	1 st Session Late Admissions and Late Registration
August 09	New Student Orientation
August 21 – 23	1 st Session Administrative Drop and Drop Only Period
August 26 - September 06	1 st Session Withdrawal Period to Receive a "W"
September 02	Holiday - Labor Day
September 09 - 13	1 st Session Withdrawal Period to Receive a "W/NP"
September 27	1st Session Instruction Ends
September 30 - October 03	1 st Session Final Examinations
October 04	1 st Session Grades Due

FALL 2019 | 6 WEEK 2nd SESSION | OCTOBER 15 - NOVEMBER 22, 2019

October 09 – 10	2 nd Session Registration
October 14	Holiday - Columbus Day
October 15	2nd Session Instruction Begins
October 15 – 16	2 nd Session Add and Drop Period
October 15 – 16	2 nd Session Late Admissions and Late Registration
October 16 – 18	2 nd Session Administrative Drop and Drop Only Period
October 21 - November 01	2 nd Session Withdrawal Period to Receive a "W"
November 04 - 08	2 nd Session Withdrawal Period to Receive a "W/NP"
November 11	Holiday - Veterans' Day
November 12 - December 05	Spring and Summer 2020 Priority Registration (6 Weeks 1st and 2nd Session)
November 22	2 nd Session Instruction Ends
November 25 – 27	2 nd Session Final Examinations
November 28	Holiday – Thanksgiving Day
November 29	2 nd Session Grades Due

FALL 2019 | 10 WEEK SESSION | SEPTEMBER 03 - NOVEMBER 08, 2019

August 27 – 29	10 Weeks Session Registration
August 30	10 Weeks Session Late Registration
September 02	Holiday - Labor Day
September 03	10 Weeks Session Instruction Begins
September 03 – 04	10 Weeks Session Add and Drop Period
September 05 – 09	10 Weeks Session Administrative Drop and Drop Only Period
September 10 - October 04	Withdrawal Period to Receive a "W"
September 30 - October 04	10 Weeks Session Midterm Examination
October 07 – 11	10 Weeks Session Withdrawal Period to Receive a "W/F" or "W/NP"
October 14	Holiday - Columbus Day
November 08	10 Weeks Session Instruction Ends

Disclaimer: American Samoa Community College Calendar is subject to change.

November 11	Holiday - Veteran's Day
November 12 – 14.....	10 Weeks Session Final Examinations
November 25.....	10 Weeks Session Grades Due

SPRING 2020 | 15 WEEK SESSION | JANUARY 13 - MAY 01, 2020

January 02 – 03.....	Placement Test
January 06.....	Late Placement
January 06.....	New Student Orientation
January 06 – 07.....	Faculty Orientation
January 08 – 10.....	Registration - New, Continuing, and Returning Students
January 09 – 14.....	Add and Drop Period
January 13	Instruction Begins
January 13 – 14.....	Late Admissions and Late Registration
January 15 - 24.....	Administrative Drop Period
January 15 - 31.....	Drop Only
January 20	Holiday - Martin Luther King, Jr. Day
February 03 - March 20.....	Withdrawal Period to Receive a "W"
February 07.....	Spring 2020 Semester Graduation Application Due
February 10 - March 20.....	Low Grade Reporting Period
February 18	Holiday - Presidents Day
February 21.....	Deadline To Submit Change of Grade For Fall 2019
March 02 - 06.....	Midterm Examinations
March 09 - 13	Spring Break
March 23 - April 09.....	Withdrawal Period to Receive "W/F" or "W/NP"
April 13 - May 07.....	Summer and Fall 2020 Priority Registration (15 Weeks Session Only)
April 10	Holiday - Good Friday
April 17	Holiday - American Samoa Flag Day
May 01.....	Last Day to Complete Withdrawal from ASCC
May 01	Instruction Ends
May 04 – 08.....	Final Examinations
May 11.....	Spring 2020 Semester Graduates Grad Due
May 08 – 14.....	Early Add and Drop for Summer and Fall 2019
May 15.....	2020 Spring Semester Commencement
May 22.....	All 2020 Spring Semester Grades are Due

SPRING 2020 | 6 WEEK 1st SESSION | JANUARY 13 - FEBRUARY 21, 2020

January 06.....	New Student Orientation
January 08 – 10.....	Registration - New, Continuing, and Returning Students
January 09 – 14.....	1 st Session Add and Drop Period
January 13	1st Session Instruction Begins
January 14 – 15.....	1 st Session Late Admissions and Late Registration
January 21	Holiday - Martin Luther King, Jr. Day
January 15 – 17.....	1 st Session Administrative Drop and Drop Only Period
January 21 – 31.....	1 st Session Withdrawal Period to Receive a "W"
February 03 – 07.....	1 st Session Withdrawal Period to Receive a "W/NP"
February 18	Holiday - Presidents Day
February 21	1st Session Instruction Ends
February 24 - 27.....	1 st Session Final Examinations
February 28.....	1 st Session Grades are Due

SPRING 2020 | 6 WEEK 2nd SESSION | MARCH 16 - APRIL 24, 2020

March 04 – 05.....	2 nd Session Registration
March 09 – 13	SPRING BREAK
March 16	2nd Session INSTRUCTION BEGINS
March 16 – 17.....	2 nd Session Add and Drop Period
March 16 – 17.....	2 nd Late Admissions and Late Registration

Disclaimer: American Samoa Community College Calendar is subject to change.

March 18 – 20	2 nd Session Administrative Drop and Drop Only Period
March 23 - April 03	2 nd Session Withdrawal Period to Receive a "W"
April 06 – 09	2 nd Session Withdrawal Period to Receive a "W/NP"
April 10	HOLIDAY - Good Friday
April 13 – May14	Summer and Fall 2019 Priority Registration (6 Weeks 1 st and 2 nd Session)
April 17	HOLIDAY - American Samoa Flag Day
April 24	2nd SESSION INSTRUCTION ENDS
April 27 – 30	2 nd Session Final Examinations
May 01	2 nd Session Grades are Due

SPRING 2020 | 10 WEEK SESSION | JANUARY 27 - APRIL 09, 2020

January 20	Holiday - Martin Luther King Jr. Day
January 21 – 23	10 Week Session Registration
January 24	10 Week Session Late Registration
January 27	10 Week Session Instruction Begins
January 27 – 28	10 Week Add and Drop Period
January 29 – 31	10 Week Administrative Drop and Drop Only Period
February 03 – 28	10 Week Withdrawal Period to Receive a "W"
February 17	Holiday - Presidents Day
February 24 – 28	Midterm Week
March 02 – 06	10 Week Withdrawal Period to Receive a "W/F" or "W/NP"
March 09 - 13	Spring Break
April 09	10 Week Session Instruction Ends
April 10	Holiday - Good Friday
April 13 – 16	10 Week Session Final Examinations
April 17	Holiday - American Samoa Flag Day
April 27	10 Week Session Grades are Due

SUMMER 2020 | 1st 5 WEEK SESSION | JUNE 01 - JULY 03, 2020

May 25	Holiday - Memorial Day
May 26 – 28	1 st and 2 nd Summer Sessions Registration
June 01 – 02	1 st and 2 nd Summer Sessions Late Registration
June 01	1st Summer Session Instruction Begins
June 01 – 02	Add and Drop Period
June 04 – 05	Administrative Drop and Drop Only Period
June 08 – 12	Withdrawal Period to Receive a "W"
June 15 – 19	Withdrawal Period to Receive a "W/NP" or "W/F"
July 02	1st Summer Session Instruction Ends
July 03	Holiday - Independence Day
July 06	1 st Summer Session Grades are Due

SUMMER 2020 | 6 WEEK REGULAR SESSION | JUNE 08 - JULY 17, 2020

May 25	Holiday - Memorial Day
May 28-29	Summer 2020 Placement Test
June 03 – 05	Registration - New, Continuing, and Returning Students
June 04 – 09	Add and Drop Period
June 08	Instruction Begins
June 08 – 09	Late Admissions and Late Registration
June 10 – 12	Administrative Drop and Drop Only Period
June 15 – 26	Withdrawal Period to Receive a "W"
June 29 - July 02	Withdrawal Period to Receive a "W/NP" or "W/F"
July 03	Holiday - Independence Day
July 16	Holiday - Manu'a Flag Day
July 17	Instruction Ends

Disclaimer: American Samoa Community College Calendar is subject to change.

July 20 – 22.....Final Examinations
July 24.....2020 Summer 6-Week Session Grades are Due

SUMMER 2020 | 2nd 5 WEEK SESSION | JULY 06 - AUGUST 07, 2020

July 06 – 07.....2nd Summer Session Late Registration
July 06.....2nd Session Instruction Begins
July 06 – 07.....Add and Drop Period
July 08 – 10.....Administrative Drop and Drop Only Period
July 13 – 17.....2nd Summer Session Withdrawal Period to Receive a "W"
July 20 – 24.....2nd Summer Session Withdrawal Period to
Receive a "W/NP" Or "W/F"
August 07.....2nd Summer Session Instruction Ends
August 10.....2nd Summer Session Grades Due

Disclaimer: American Samoa Community College Calendar is subject to change



General Information

General Information

College Official Name:

American Samoa Community College

Address:

P.O. Box 2609
Pago Pago, AS. 96799

Contact Information:

Phone: (684) 699-9155 ext. 370
Website: www.amsamoa.edu

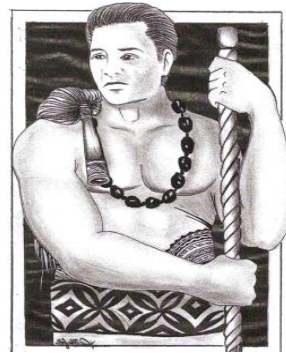
Accreditation:

The American Samoa Community College (ASCC) is accredited by the Accrediting Commission of Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC), 10 Commercial Boulevard, Suite 204, Novato, CA 94949. Phone: (415) 506-0234; Fax: (415) 506-0238; Website www.accjc.org

History:

The American Samoa Community College (ASCC) is located on Tutuila, the largest of American Samoa's seven islands, in the village of Mapusaga, nine miles west of the territory's capital of Pago Pago. 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 approximately 60,000. The other six islands are Aunu'u, Ofu, Olosega, Ta'u, Swains, and Rose Atoll.

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 and Certificates in academic and technical areas as part of the American Samoa Department of Education. The first freshman class of 131 attended courses held in the old Lands and Survey Building (the current site of the Lumana'i Building) in Fagatogo. The following year, the College was moved temporarily to the former Fia Iloa High School building in Utulei. The move to a permanent campus was made in September of 1974 when ASCC took over the previous site of Mapusaga High School.



In 1979, a grant from the U.S. Economic Development Administration enabled ASCC to complete five new buildings, with modern facilities for instruction in Science, Nursing, Fine Arts and Vocational Education, as well as a cafeteria and a gymnasium. In 2003, the College opened its state-of-the-art ASCC Library. The new library featured vastly improved technology and an expanded book collection, including a section consisting exclusively of resource materials for Teacher Education majors.

In 2008, ASCC completed improvements to the ASCC infrastructure included the Lecture Hall, administrative offices, and two Teacher Education classrooms. Over the ensuing years, the Lecture Hall has proven a popular site for a wide range of ASCC and public events. In 2011, all classrooms, science labs and computer labs, were renovated and upgraded with funding from the American Reinvestment Recovery Act (ARRA). This helped bring ASCC's learning resources into more consistent alignment with equivalent facilities across the nation.

In 2013, the American Samoa Bachelor in Education Program at ASCC was accredited through a joint collaboration between the Senior and Junior WASC Accrediting commissions. The first group of Education majors to complete their B.Ed. degrees at ASCC graduated in spring 2012. In 2018, work was completed on the Multi-Purpose Center (MPC), which now serves as a hub for all student assistance activities under the Student Services Division. The MPC also includes a large auditorium which has become a popular site for events held by both the College and the public.



Policy and Mandates

Policy and Mandates

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; Title 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.

Non-Discrimination Policy:

In accordance with the law, the College does not discriminate against individuals on the basis of age, race, color, sex, sexual orientation, gender-identity, marital status, religion, disability, genetic information, veteran's status, ancestry, national or ethnic origin, or political affiliation.

ASCC considers any form of discrimination that takes place within its programs, activities, and work environments to be not only unlawful, but also a serious infraction which will be dealt with accordingly.

Disability Access and Reasonable Accommodation Services:

In order to ensure full compliance with all pertinent federal and state legislation, including Section 504 of the Rehabilitation Act of 1973 as amended by the American with Disabilities Act (ADA) of 1992. Students with a disability will not, on the basis of that disability, be denied full and equal access to academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs or activities offered by ASCC.

ASCC is committed to assist and provide appropriate academic access services to students with a certified disability who meet the academic and essential requirements for admission or participation in any education program or activity at the College to which they can be given appropriate and reasonable accommodation.

Veterans Access Fees and Tuition Policy:

A non-US 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 ASCC Admissions Office.

Resident rates are granted to GI Bill recipients who are not U.S. Citizens or Nationals based on the Section 702 of the Veterans Access, Choice and Accountability Act of 2014. Supporting documents must be submitted along with the application. Tuition and fees for non-US Citizens/Nationals are listed under the Tuition and Fees section.

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G. I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in American Samoa while attending a school located in American Samoa (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in American Samoa while attending a school located in American Samoa (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in American Samoa while attending a school located in American Samoa (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G. I. Bill benefits ((38 U.S.C. § 3319) who lives in American Samoa while attending a school located in American Samoa (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.
- Dependents of qualified Veterans as described above.

Violence Against Women Act (VAWA):

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section

40002(a) of the Violence Against Women Act of 1994 as follows:

“Domestic violence” means a “felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

“Dating violence” means violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim;
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship;
 - the type of relationship; and,
 - the frequency of interaction between the persons involved in the relationship.”

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others;
- suffer substantial emotional distress.”

Requirements (Source: American Council on Education):

Report the listed violence beyond crime categories the Clery Act already mandates;

1. Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
2. Adopt certain institutional policies to address and prevent campus sexual violence,

New Student Discipline Requirements

1. Inform new students of procedures victims should follow – who to report offenses to
2. Institutional policy should include:
 - a) Victims’ option to, or not to, notify and seek assistance from law enforcement and campus authorities.
 - b) Victims’ rights and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.
3. Standards for investigation and conduct of student discipline proceedings
 - a) Policy must include a “statement of the standard of evidence” used.
 - b) Trained institutional officials who conduct the proceedings and hearings in a manner that “protects the safety of victims” and “promotes accountability.”
 - c) Policy must identify “sanctions or protective measures” may impose by the institutions following a final determination of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking.

New Requirements to Educate Students and Employees on Sexual Violence

1. Must have training programs in place.

ASCC Governance Manual (p. 52)

- Policy 4207: Violence in the Workplace
- Policy 4211: Harassment/Sexual Harassment
- Policy 4212: Appeal and Grievance
- Policy 4306: Training Programs
- Policy 5200: Sexual Harassment (*Students*)
- Policy 6220: Campus Safety



College Publications

College Publications

Policies and Governance Manuals:

ASCC Governance Manual

The American Samoa Community College Governance Manual provides authoritative guidance policies that govern the organization and operations of the College. The ASCC Governance Manual is under the supervision of the Board of Higher Education and implemented by the President of the College. The Governance Manual can be found on the College's website at: www.amsamoa.edu

ASCC Participatory Governance Structural Manual

The Participatory Governance Structural Manual details the principles of shared governance and constituencies and their roles in shared governance at the American Samoa Community College. The Participatory Governance Structural Manual is under the supervision of the President and Vice Presidents. The Participatory Governance Structural Manual can be found on the College's website at: www.amsamoa.edu

ASCC Personnel Manual

The ASCC Personnel Manual provides administrative definitions, procedures, and consequences for personnel encompassing policies with emphasis on institutional procedures and its impact on College operations. The Personnel Manual is under the supervision of the President and Vice Presidents and implemented by the administration.

The Personnel Manual can be found on the College's website at: www.amsamoa.edu

Catalogs and Handbooks:

ASCC General College Catalog

The American Samoa Community College publishes an updated 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 College Catalog is under the supervision of the Office of the Institutional Effectiveness. The ASCC Catalog can be found on the College's website at www.amsamoa.edu or is available for purchase at the ASCC Le Bookstore.

ASCC Student Handbook

The Student Government Association (SGA), under the supervision of the Dean of Student Services and the Student Government Coordinator, who publish this general information booklet each year. It contains information about student services, College policies and procedures, the activities and events calendar, the Student Government Association Constitution, financial aid, and other information needed to help students adjust to College life. The Student Handbook can be found on the College's website at: www.amsamoa.edu and printed copies are disseminated at no cost for students in the beginning of each fall and spring semesters or upon request.



Instructional Programs

- Academic Degrees
- Academic Certificates
- College Accelerated Preparatory Program
- Enrichment Courses
- Workforce Development

Instructional Programs and Services

Division of Academic Affairs (DOAA)

Mission:

The Academic Affairs Division provides high quality educational programs and instructional services for students through on-going faculty curriculum planning, program review and assessment of Student Learning Outcomes for continual improvement and expansion of instructional programs, based on the need of the community.

Academic Affairs Divisional Outcomes:

Divisional Outcome 1: Curriculum, Instruction, and Planning.

Provide the highest quality programs and courses through on-going review and assessment of student learning outcomes at the course and program level. Raise academic quality and improve student success to promote decision-making and planning utilizing the results of student learning outcome assessments.

Divisional Outcome 2: Institution-Set Standards and Student Achievement.

Provide opportunities to establish student achievement standards to determine the quality and expectations for certificates and degree programs. Student achievement standards serve as career pathway indicators to determine the academic quality and integrity of all academic programs.

Academic Degrees

The ASCC currently offers nine Associates of Arts degrees, 19 Associates of Science degrees, 22 Certificates of Proficiency, seven Certificates of Completion, and one Bachelor of Education degree. The ASCC has 18 academic departments and seven service divisions providing high quality programs and services. The College offers courses throughout the academic year in the fall and spring semesters and summer sessions. Course offerings are scheduled according to the following semesters/sessions:

Fall and spring semesters:

- One 15-week semester
- One 10-week evening session
- Two six-week accelerated sessions

Summer sessions:

- One six-week session
- Two five-week sessions
- One 10-week session

Associate of Arts (AA) Degrees:

The Associate of Arts 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 continuing their studies at a four-year college or university or for gainful employment.

A minimum of sixty (60) credits is required for an Associate of Arts Degree. The General Education and Program requirements for all Associate of Arts Degree programs are comprised of courses, numbered 150 or higher:

Length of Completion to receive an Associates of Arts Degree: Four to Six Semesters – Students seeking an Associates of Arts Degree are required to take 31 General Education required credits, and 32-45 Program Requirements to include 12 credits of Program Emphasis.

AA Degrees Offered:

Associate of Arts Degree:

1. Liberal Arts

Associate of Arts Degrees with an emphasis in:

1. Business Administration
2. Elementary Education
3. Human Services
4. Music
5. Political Science
6. Pre-Law
7. Samoan Studies
8. Visual Arts

Associate of Science (AS) Degrees:

The Associate of Science 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, student preparation for transfer and for gainful employment.

All Associate of Science degrees require General Education, and Program Requirements. A minimum of sixty (60) credits is required for an Associate of Science Degree.

Length of Completion to receive an Associates of Science Degree: Four to Six Semesters – Students seeking an Associates of Science Degree are required to take 31 General Education required credits and 32-54 Program Requirements.

AS Degrees Offered:

Associate of Science Degrees in:

- | | |
|---------------------------------|---------------------------------|
| 1. Accounting | 11. Electrical Technology |
| 2. Agribusiness | 12. Electronics |
| 3. Architectural Drafting | 13. Family and Consumer Science |
| 4. Auto Body Repair | 14. General Agriculture |
| 5. Automotive Technology | 15. Health Science |
| 6. Business Management | 16. Marine Science |
| 7. Carpentry | 17. Natural Resources |
| 8. Civil Engineering Technology | 18. Nursing |
| 9. Computer Technical Support | 19. Welding |
| 10. Criminal Justice | |

Bachelor of Education in Elementary Education (B.Ed.) Degree:

The Bachelor of Education Degree provides theoretical and practical experiences for pre-service and in-service elementary education majors. The degree encompasses courses required for local and national certification.

A minimum of one hundred twenty (120) credits is required for a Bachelor of Education in Elementary Education Degree. The General Education and Program requirements for a bachelor's Degree are comprised of 300 level courses and higher.

Length of Completion to receive a Bachelor of Education in Elementary Education Degree: Four to Six Semesters – Students Note: seeking a Bachelor of Education in Elementary Education Degree are required to have completed an associate degree or equivalent to 60+ credits, 12-24 (150-299 level courses) program requirements, 13 (300 Level) General Education required credits, Program Field Experiences (14 credits) and 29 required credits for Program Content and Methods courses.

B.Ed. Degree Offered:

Bachelor of Education in:

1. Elementary Education

Academic Certificates

Certificate of Proficiency (COP):

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.

Length of Completion to receive a Certificate of Proficiency: Two to Three Semesters (Note: Students seeking a Certificate of Proficiency are required to pass one College level Math and one College level English course for a total of 6-7 credits. Students are also required 24-41 credits to complete the Program requirements).

Certificates of Proficiency Offered:

- | | |
|---------------------------------------|--|
| 1. Accounting | 10. Diesel |
| 2. Air-conditioning and Refrigeration | 11. Electronics-Consumer |
| 3. Architectural Drafting | 12. Electronics-Communication |
| 4. Auto Body Repair | 13. Electronics-Computer Systems |
| 5. Advanced Automotive Technology | 14. Electrical Technology |
| 6. Basic Automotive Technology | 15. Elementary Education |
| 7. Business Management | 16. Information Communication Technology |
| 8. Carpentry | 17. Guidance and Counseling |
| 9. Civil Engineering Technology | 18. Marine Option Program (MOP) |

- 19. Networking and Computing
- 20. Practical Nursing

- 21. Public Health
- 22. Welding

Certificate of Completion (COC):

A Certificate of Completion is awarded to individuals to prepare for entry-level skills and training required for employment in a specific trade, occupation, or profession related to the field of study. This award is for students who have successfully completed a minimum of 12 credit hours but may not exceed 19 credit hours in an occupational program providing job entry or job upgrading skills. The issuance of Certificate of Completion requires the student’s work to be evaluated and determined to be satisfactory. In a credit course, the student must earn a cumulative Grade Point Average (CGPA) of 2.00 or better for all courses required in the Certificate program. The ASCC Placement Examination is required or testing scores from SAT, ACT, and/or TOEFL.

Length of Completion to receive a Certificate of Completion: One to Two Semester(s)

Certificates of Completion Offered:

- 1. Auto Body Repair
- 2. Basic Electrical Theory
- 3. Carpentry Fundamentals
- 4. Early Childhood Education
- 5. Fundamentals of Automotive
- 6. Nurse Aide
- 7. Welding Fundamentals

College Accelerated Preparatory Program (CAPP)

The College Accelerated Preparatory Program (CAPP) is a preparatory program for students who do not meet current college level course competencies.

CAPP Courses

The CAPP English and Math courses prepare students for College level course work. The results from the SAT or ACT or TOEFL scores, or the ASCC placement test determine the English and Math courses required to complete the program.

Reading Courses:

- ENG 70 Beginning Reading (3 Credits)
- ENG 80 Intermediate Reading (3 Credits)
- ENG 90 Advanced Reading (3 Credits)

Writing Courses:

- ENG 71 Beginning Writing (3 Credits)
- ENG 81 Intermediate Writing (3 Credits)
- ENG 91 Advanced Writing (3 Credits)

Mathematic Courses:

- MAT 80 Preparatory Math (4 Credits)
- MAT 90 Elementary Algebra (4 Credits)

CAPP POLICY

- Students placed in preparatory English courses numbered 80 or above can enroll in any course without a pre-requisite.
- A student placed in ENG 150 or ENG 151 can enroll in any course, when prerequisites are met.

CAPP LEARNING OUTCOMES

I. CAPP English- Reading, Speaking and Writing Outcomes:

- 1. Actively listen and engage in individual or group discussions and conversations.
- 2. Engage in conversational styles, forms, and sound of English.
- 3. Identify and apply basic college reading skills to describe, interpret, summarize, and make analytical judgments in reading selections.
- 4. Apply the basic steps of the writing process to write well-structured sentences, paragraphs, and essays using critical thinking skills.
- 5. Participate in learning activities using technology and service learning.

II. CAPP Math- Mathematics Outcomes:

- 1. Develop a general understanding of basic operations of real numbers and algebraic expressions to gain a solid foundation of basic mathematical concepts.
- 2. Develop and demonstrate the basic computational skills in arithmetic and elementary algebra necessary to be successful in college level math.
- 3. Demonstrate the ability to read, interpret, and construct tables, basic graphs, and linear equations.
- 4. Use technology to practice, solve, and verify basic arithmetic problems and linear equations.

Enrichment Courses

Army Reserve Officers Training Corps (ROTC):

The American Samoa Community College offers ROTC courses in partnership with the University of Hawaii Army ROTC program. The program offers elective credit towards an associate or bachelor's degree. The Army ROTC program does not lead to a degree in Military Science. The Army ROTC offers Program courses in four distinct semesters. Upon successful completion of the ROTC program courses, students 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.

Students must be pursuing an associate degree in any of the majors offered at the American Samoa Community College. The basic course (MSL I referring to MSL 101 and 102 and MSL II referring to MSL 201 and 202) normally corresponds to the student's freshman and sophomore years. It is designed to enhance student's interest in ROTC and the Army. The ROTC offers two, three and four-year scholarships depending on the student's career pathway. Only U.S. citizens and U.S. nationals are qualified for Army ROTC scholarships.

Workforce Development Training

Apprenticeship and Workforce Development (AWD)

The Apprenticeship and Workforce Development (AWD) program was established under the auspices of the Trades and Technical Department to oversee, develop and implement the training program. The Trade and Technical Department's Mission Statement and ASCC Governance policies include "upgrade skills of incumbent workers, and "to provide current, relevant and applicable training in building occupational skills and technical capabilities of both traditional and non-traditional students and incumbent workers leading to a national certification and/or professional licensure" to support the workforce, and economic and community development of the territory.

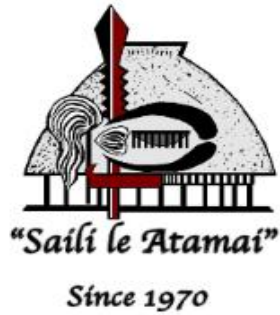
These training programs are short, flexible, convenient, and effective. The participants may be required to enroll in English and Math courses with the Adult Education Literacy and Extended Learning (AELEL) based on the required AELEL Placement Test. AELEL English and Math courses may be taken

concurrently with the Apprenticeship and Workforce Development (AWD) training programs.

Continuing Education Units (CEU) will be awarded. However, a CEU should not be interpreted as a substitute for a college credit and cannot be converted to a college credit.

Courses are offered and not limited to the following occupational areas:

1. Auto Body Technician
2. Auto and CAD (Draftsman)
3. Automotive Technician
4. Information Technology
5. Secretarial and more
6. Air Condition and Refrigeration Technician
7. Electrician
8. Welder
9. Construction Worker



Division of Student Services

- **Admissions**
- **College Credit Equivalency**
- **Tuition and Fees**
- **Laboratory Fees**
- **Records**
- **Financial Aid**
- **Counseling Services**
- **Library Services**
- **Student Rights and Responsibilities**
- **Academic Policies and Procedures**

Division of Student Services (DOSS)

Mission

The mission of the Division Student Services (DOSS) is to support the educational pursuits of all students attending ASCC through the provision of high quality services, student access, and learning support. The DOSS provides information and services in financial aid resources, library, counseling, tutorial, admission, and records that are available to all ASCC students.

The DOSS works collaboratively with the Division of Academic Affairs to provide guidance to students for career planning/transferability and successful entry into the workforce.

Admissions

Admission Policies

Admission for AA or AS and/or Certificate Degree Seeking Students

Admission is open to all that can benefit from instruction at American Samoa Community College (ASCC) provided the student is a legal resident of American Samoa and at least ONE of the following:

- The student is at least 18 years of age;
- The student is a high school graduate;
- The student is a General Education Diploma (GED) recipient;
- The student bears a U.S. Military Form DD214;
- The student bears a Secondary School Certificate if entering from a non-U.S system;
- The student is admitted under the Early Admissions Program.

Residency Requirements

All U.S Citizens and U.S. Nationals may enroll as residents. Non-U.S. Citizens or non-U.S. Nationals are required to provide a current American Samoa Government (ASG) Immigration Board Authorization and valid ASG 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 to ASCC. Application for AS Residency Tuition Status is available at the Admissions) Office. Supporting documents must be submitted along with the application. Tuition and fees for non-US Citizens/Nationals are listed under the *Tuition and Fees* section.

Admission Procedures for Resident and Non-Resident Students

Prospective students should submit a completed Admissions application to the Admissions 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 all the following documents:
 - a. Social Security Card
 - b. Passport

- i. If a passport is not available, provide your Birth Certificate and your American Samoa Government identification card.

2. Applicants under the age of 18 must submit at least one of the following:
 - a. High school diploma
 - b. General Education Diploma or High School Equivalency Test (HiSet)

Non-Resident Students:

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

- a. Passport or Birth Certificate
- b. Social Security Card (if any)
- c. Alien Registration Identification Card
 - i. From Immigration Office and Immigration Board Authorization
 - ii. Document (authorization to attend ASCC)

2. Applicants under the age of 18 must submit one of the following

- a. High School Diploma
- b. General Education Diploma (GED)
- c. Secondary School Certificate if entering from a non-U.S. System

Transfer Students:

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 Office. (*See Placement Test and Credit for Transfer Courses section.*)

Program Pre-Admission Requirements:

Nursing Program:

The Nurse Aide (NA), Practical Nursing (PN) and Registered Nursing (ADN) Programs have special pre-requisites and admission requirements. Further information and application requirements can be obtained from the Nursing Department. Completed applications for the NA, PN, and RN programs are accepted from April 1 to May 15 for fall semester admission or as announced. Applicants are responsible for submitting official college transcripts directly to the Admissions 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, email, or by telephone. Applicants will be notified of acceptance or non-acceptance to the program within one week of their interview.

Applicants are required to submit the following with their application:

1. Official transcript from the college(s) attended
2. Clearance from LBJ Business Office.
3. Criminal background check from the Department of Public Safety.

Upon acceptance to the Nursing Program, the student is required to submit the following on the day of registration:

1. Complete physical examination from the Department of Health.
2. Current Tuberculosis (TB) Clearance from Department of Health.
3. Urine drug screening from LBJ Laboratory

Bachelor of Education in Elementary Education Program:

- Students are required to complete an ASCC admissions application for acceptance into the B.Ed. program. Admissions and transfer requirements must be met.
- Students are required to complete all Pre-admission requirements before advancing into the B.Ed. Program. Please see Bachelor of Education in Elementary Education.
- Students must have a cumulative grade point average of 2.7 or better and maintain a grade of “C” or better in all ASBEP Program courses.
- All applications must be submitted to the Admissions Office.

For additional information, please contact the Admissions Office or the Teacher Education Department. Call 699-9155, ext. 333 and 492 for information.

Placement Tests:

All new students are required to take the placement tests in English and Math if they decide not to use scores received from the ACT or SAT) tests. 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 ACT or SAT (examination scores may be used for placement. It is the responsibility of the student to either sit the ASCC Placement Test or provide alternate scores prior to registering for classes. Refer to the Testing Fees section for placement test fees.

Students who have earned a college degree, transferred from an accredited college or university, and have provided official copies of transcripts may have the placement test waived by the Admissions Office.

The ACT, SAT tests, and TOEFL exam are administered by the American Samoa Department of Education. Students interested in taking one of these tests should contact the American Samoa Department of Education Testing Center.

Testing Fees:

ASCC placement tests in English and Math are administered together as one test. However, special programs may require only English or Math testing; the fees remain the same. Testing dates and times are available from the Admissions 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

Unclassified Students:

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. The Dean of Academic Affairs must approve all other cases.

Outreach:

Outreach activities to high schools regarding students transitioning to college are arranged in collaboration with the Department of Education (DOE) and high school counselors. Outreaches are scheduled every semester for high school juniors and seniors. Other community groups such as Parent Teacher Associations, government agencies and departments, etc., can also request this service from the Admissions Office.

Early Admission Policy:

High school students entering their junior year will only allow admission during the summer session. These students are limited to two classes for the summer.

High school students entering their senior year will be allowed admission during summer, fall and spring semesters. These students are limited to two classes for summer and one class for fall and spring.

Required documents for Early Admissions will include the following:

- A letter initiated and signed by the high school principal or the counselor (recommending student based on academic performance, grade point average)
- A letter of consent from the parent or legal guardian (including financial responsibility for student tuition);
- Official High School Transcript with a CGPA of 3.00 or better.

Note: ASCC Admission requirements apply.

Application for Admission:

Students seeking admission to any course for credit or program requirements may obtain an application form for admission at the Admissions Office or on the ASCC Website at: <http://www.amsamoa.edu/files/admissionapp.pdf>

College Credit Equivalency

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 Office. The transfer of credit process takes approximately six weeks. An official transcript must be submitted directly from the institution to the Admissions office. Military transfer requests must include the ACE evaluation. Transfer credit is awarded on a course-by-course basis, based on the following conditions:

The transcript used is an official copy received directly by ASCC from the institution where the credit was earned.

The transferred courses must be similar in scope, content, and institutional format to an ASCC course. The transfer credits must be a "C" grade or better. The instructional Department Chairperson must approve the transfer credits.

A maximum of 45 credits may be transferred. (*See Residency Requirements section.*)

Veterans Affairs (VA) Transcript Evaluation:

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

- Submit the copy of the DD Form 214 (Certificate of Release or Discharge from Active Duty) to the Admissions Office for evaluation of military training; and,
- Request in writing to each of the previous college/universities to have an official transcript sent directly to the Admissions Office for an official evaluation;

For military personnel, students must request an official copy of his/her military educational transcript to be mailed directly

to the ASCC Admissions Office. Upon receipt of a student's official transcript, a student may request an official evaluation of credits from the Admissions Office. Note: All VA transcript evaluations are reviewed by the Admission Officer.

Credits Earned at Foreign (non-U.S.) Colleges and Universities:

Credits earned in institutions of higher education in foreign countries may be transferred in some cases. Students are advised to contact the Admissions Office for certified Evaluator Services for foreign credits. Official transcripts must be sent directly to the Admissions Office. Transcripts and related documents are to include course descriptions and MUST have certified English translation attached.

Distance Learning Courses:

Courses completed by distance learning from accredited institutions of higher education may earn ASCC credits. See the Admissions Office.

Advanced Placement (AP) Examinations:

ASCC accepts Advanced Placement Examination scores for credit, and in some instances, placement. For examination scores to be evaluated, students must have official transcripts of examination results sent to the Admissions Office and submit a Request for Transcript Evaluation form. Further information is available from the Admissions Office.

Contact Information:

Admissions Office
American Samoa Community College
P.O. Box 2609
Pago Pago, AS. 96799
Telephone: (684) 699-9155, ext. (333/334)
Fax: (684) 699-1083
E-mail: admissions@amsamoa.edu
Website: www.amsamoa.edu

Tuition and Fees

Tuition cost per credit:

- \$110.00 Resident
- \$120.00 Non-Resident
- \$175.00 Bachelor's Program 300/400 Level

Refer to "Residency Requirements" section on the Admissions section for residency qualification.

Student Records Fees:

Spring and Fall Term Fees:

Student Activity Fee	\$15.00 (Fees apply only to fall and spring semesters.)
<u>Registration</u>	<u>\$35.00</u>
Total Registration:	\$50.00 (non-refundable)
Late Registration Fee:	\$20.00 (non-refundable)
Total Late Registration:	\$70.00 (non-refundable)

Summer Term Fees:

Registration	\$35.00
Total Registration:	\$35.00 (non-refundable)
Late Registration Fee:	\$20.00 (non-refundable)
Total Late Registration:	\$55.00 (non-refundable)

Add/ Drop/ Withdrawal:	\$5.00
Complete Withdrawal from ASCC:	Additional \$10.00 per student
Evaluation of Credits:	\$10.00 (includes transfer of military credits and job/life experience)
Laboratory Fees:	Refer to the <i>Lab Fees</i> section
Technology Fee:	\$5.00 per credit
Independent Study:	\$25.00
Exception Policy Fee	\$25.00 (non-refundable)
Course Administration Fee:	\$25.00 per course

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). 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.

- AA/ AS/ Certificates \$5.00
- Bachelors Program \$8.00

Transcript Fees:

Student Copy of Transcript:	\$2.50 per student copy
Official Transcript:	\$5.00 per official copy
Degree Re-Order/Replacement:	\$50.00 per degree

For more information on transcripts, see the *Transcripts* section.

Dishonored Check Fee:

Dishonored Check Fee	\$30.00 per check (non-refundable)
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Refund Policy:

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

- 1st Week of Instruction 100% Tuition Refund
- 2nd Week of Instruction 50% Tuition Refund
- 3rd Week of Instruction 25% Tuition Refund
- 4th Week of Instruction 0% Tuition Refund

Graduation Fees:

Graduation and Diploma 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 over (except for the diploma fee) for the semester the student actually graduates.

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

Program, 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.

Laboratory Fees

Agriculture Community and Natural Resources			
AGR 250	\$15.00	PED 156	\$45.00
NRS 180	\$15.00	PED 170	\$25.00
Fine Arts		Reserve Officer Training Corps	
ART 160	\$25.00	MSL 101	\$15.00
ART 161	\$25.00	MSL 102	\$15.00
ART 165	\$25.00	MSL 201	\$15.00
ART 170	\$25.00	MSL 202	\$15.00
ART 171	\$25.00	Samoa and Pacific Studies	
ART 172	\$25.00	SAM 151/151L	\$15.00
ART 180	\$25.00	Science	
Business		BIO 150/150L	\$25.00
MKT 212	\$45.00	BIO 155/155L	\$25.00
Health and Human Services		BIO 180/180L	\$25.00
HEA 299	\$15.00	BIO 181/181L	\$25.00
HSV 299	\$15.00	BIO 250/250L	\$25.00
Nursing		BIO 251/251L	\$25.00
NUR 100/100L	\$45.00	BIO 255/255L	\$25.00
NUR 150/150L	\$45.00	CHM 150/150L	\$25.00
NUR 180/180L	\$45.00	CHM 151/151L	\$25.00
NUR 190/190L	\$45.00	MSC110/PED170	\$25.00
NUR 200/200L	\$45.00	MSC 150/150L	\$25.00
NUR 203/203L	\$45.00	MSC 170/170L	\$25.00
NUR 204/204L	\$45.00	MSC 201	\$25.00
NUR 205/205L	\$45.00	MSC 202	\$25.00
NUR 207/207L	\$45.00	MSC 280	\$25.00
NUR 208/208L	\$45.00	PHSCI 150/150L	\$25.00
NUR 211/211L	\$45.00	PHY 151/151L	\$25.00
Physical Education		PHY 152/152L	\$25.00
PED 150M	\$25.00	Trade and Technical	
PED 150W	\$25.00	ABR 140	\$45.00
PED 151M	\$45.00	ABR 250	\$45.00
PED 151W	\$45.00	ABR 255	\$45.00
PED 152	\$25.00	ABR 265	\$45.00
PED 153	\$25.00	ABR 270	\$45.00
PED 154	\$45.00	ABR 275	\$45.00
PED 155M	\$25.00	ABR 290	\$45.00
PED 155W	\$25.00	ACR 240	\$45.00
		ACR 280	\$45.00
		ADT 210	\$15.00
		ADT 230	\$15.00
		ADT 251	\$15.00

AUTO 172	\$45.00
AUTO 174	\$45.00
AUTO 176	\$45.00
AUTO 178	\$45.00
AUTO 250	\$45.00
AUTO 280	\$45.00
AUTO 282	\$45.00
AUTO 284	\$45.00
CARP 150	\$45.00
CARP 160	\$45.00
CARP 170	\$45.00
CARP 180	\$45.00
CARP 200	\$45.00
CARP 220	\$45.00
CARP 221	\$45.00
CARP 270	\$45.00
DSL 150	\$45.00
DSL 160	\$45.00
DSL 162	\$45.00
DSL 200	\$45.00
DSL 250	\$45.00
ELE 151	\$45.00
ELE 170	\$45.00
ELE 190	\$45.00
ELE 201	\$45.00
ELE 202	\$45.00
ELE 299A	\$45.00
ELE 299B	\$45.00

Bachelor of Education/ Field Practicum/Experiences

ED 330P	\$25.00
ED 335P	\$25.00
ED 410P	\$25.00
ED 440P	\$25.00
ED 491	\$45.00

ELE 299C	\$45.00
ETP 120	\$45.00
ETP 150	\$45.00
ETP 299	\$45.00
ICT 150	\$15.00
ICT 155	\$15.00
ICT 161	\$15.00
ICT 162	\$15.00
ICT 170	\$15.00
ICT 261	\$15.00
ICT 262	\$15.00
ICT 270	\$15.00
WLD 160	\$45.00
WLD 170	\$45.00
WLD 190	\$45.00
WLD 260	\$45.00
WLD 270	\$45.00
WLD 280	\$45.00
WLD 290	\$45.00

Teacher Education

ED 240	\$25.00
ED 257/257P	\$25.00
ED 285/285P	\$25.00

Records

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 higher and is held before the end of each semester.

Students registering after the regularly scheduled registration period are required to pay the late registration fee. The registration fee is paid at the Business and Finance Office. Further instructions are available from the Records Office. For information on fees, see the Tuition and Fees section.

If a student registers and pays only the required registration fees, the student is still responsible for the remaining balance of any tuition and fees. This includes balances incurred during priority registration. If the student is unable to attend classes, the appropriate add/drop policy in the *Changes in Registration* section or *Withdrawals* procedures must be followed. Failure to attend classes does not exempt the student from paying any remaining tuition and fees.

Changes in Registration

On all changes of registration forms, the appropriate signatures are required. Approval from the Dean of Academic Affairs is required as a substitute for an advisor's or an instructor's signature. Invalid signatures will be reported to the Dean of Student Services for disciplinary action and a grade of "F" will be recorded.

Add and Drop

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

In order to add/drop a course, a student must pick up the form from the Records Office. See *Tuition and Fees* section on charges. 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-per class fee applies.

At the end of the priority registration period for continuing students there is a scheduled early add and drop period. 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 on the Tuition and Fees* page 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:

- Students with excessive absences during the first two weeks of instruction.
- Initiated by the 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. *Note: Administrative Drop Policy does not allow for tuition refunds.*

Registration Policies

Student Academic Entry Policy

Students placed in preparatory courses must complete all of the following preparatory English and Math courses as prerequisites prior to enrolling in college level courses:

Courses: *ENG 70, ENG 71, ENG 80, ENG 81, ENG 90, ENG 91, MAT 80 and MAT 90*

Pre-requisite 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.

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) and no more than twenty-one (21) credits must have a CGPA of 3.50 or higher, completed ENG 150, ENG 151, and MAT 151 and the approval of the Dean of Academic Affairs.

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 eight (8) and no more than twelve (12) total credits in the summer term must have a CGPA of 3.50 or higher, completed ENG 150, ENG 151, and MAT 151 and the approval of the Dean of Academic Affairs.

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.
- **Juniors** are those who have completed 60 or more semester credits.
- **Seniors** are those who have completed 90 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 who 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.
- **New Transfer Student:** A degree-seeking student who has previously attended another

institution and intends to complete his/her degree program at ASCC. A transfer student must complete the admission process, and is considered a new student for registration purposes.

- **Unclassified:** A non-degree-seeking student who wishes to take undergraduate courses at ASCC.

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/ or 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 first six weeks of instruction. (*Refer to Academic Calendar*)

Withdrawal:

Class Withdrawal:

In order to withdraw from class (es), a student must pick up the withdrawal form from the Records Office. The student must obtain the instructor(s) and academic advisor's signatures and submit the completed withdrawal form to the 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). See Tuition and Fees section for applied charges.

Complete Withdrawal:

Students who wish to withdraw completely from ASCC should obtain the appropriate form from the Records Office and follow official procedures. The procedures for complete withdrawal are 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 TED 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 completely 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

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."

Credit by Examination:

All requests to challenge courses by examination must be approved by the instructional department chairperson following the final approval of the Dean of Academic Affairs.

For preparatory courses numbered below 100, the student must register for the class prior to challenging the course. If the student succeeds in passing the examination, 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 the 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. Approval of credit begins with the appropriate Department Chairperson with final approval by the Dean of Academic Affairs. Credit for work/life experiences is limited to 15 semester credit hours.

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 laboratory work that include: clinical, studio, internship, practicum, fieldwork, and physical education.

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. An Independent Study request must be completed by the first week of instruction.

Transfer Credits to Colleges and Universities

Transfer Credits to Private and Public Off-Island Colleges and Universities:

Admissions requirements and general education requirements vary from college to college. To make transferring to an off-island college or university as smooth as possible, students must work closely with their academic advisor and transfer counselor on developing a transfer plan.

The American Samoa Community College (ASCC) has entered into memorandums of agreement with private and public off-island colleges and universities. Therefore, general education credits earned in completion of an Associate of Arts degree may be accepted by these participating colleges and universities.

It should be noted that the ASCC Associate of Science degree general education requirements may not meet all the general education requirements of the colleges and universities to which the student is transferring. The following colleges and universities websites can provide catalog information on transfer courses from ASCC:

Chaminade University of Honolulu, HI.
[www.http//chaminade.edu](http://www.chaminade.edu)

Brigham Young University, Laie, HI.
[http//www.byuh.edu](http://www.byuh.edu)

Hawaii Pacific University, HI.
[www.http//hpu.edu](http://www.hpu.edu)

University of Hawaii at Manoa, HI.
[www.http//manoa.hawaii.edu](http://www.manoa.hawaii.edu)

University of Hawaii at Hilo, HI.
www.uhh.hawaii.edu/studentaffairs/admissions/documents/American_Samoa_CC_0020.pdf

Kapiolani Community College, HI.
<http://www.kapiolanihawaii.edu>

Alfred State College, NY.
www.alfredstate.edu (*Health-information-technology-medical records*)

Dixie State University, UT.
<https://bannersec.dixie.edu/proddad/SZPTRANSARTIC.SZTransHist>

Portland State University
<https://www.pdx.edu/>

Southern Utah University
<https://www.suu.edu/>

Union College
<https://www.union.edu/>

University of Maine
<https://umaine.edu/>

(*Contact the Academic Affairs Office for more information, Phone: 699-9155, ext. 350 or 381. email: academicaffairs@amsamoa.edu*)

Transcripts:

To ensure accuracy, transcript requests may take up to two weeks to process. Transcripts are processed on a first-come, first-serve basis. Please apply early to allow enough time to process your transcript.

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

Refer to “**Transcript Request Form**” for fees. Fees 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:

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

If a student is unable to apply in person:

Fax or mail a request to the Records Office, giving permission to release your transcript. Please include your signature. The signature is required before processing begins. No exceptions will be made to this policy. 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.

Make payment arrangements through the Finance Office. Your request will be logged in and handled on a first-come, first-serve 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 have been met. These obligations include, but are not limited to outstanding tuition and fees, library books, equipment, uniforms, etc.

Financial Aid

Mission:

This mission of the Financial Aid Office (FAO) is to ensure student access to, and success in, higher education by helping students and their families apply, obtain and make the best use of all financial resources they are eligible to receive.

Through outreach initiatives, we support incoming students in making a successful transition to ASCC. Furthermore, we contribute to the College's transfer and retention efforts by providing financial literacy workshops and guidance to our continuing students to help make their academic endeavors attainable, and to help make better life and financial decisions beyond ASCC.

While complying with Federal, State, and Institutional regulations and guidelines, we ensure equity and consistency in the delivery of funds to students.

Non-Discrimination Policy:

Discrimination in all programs, activities, and work environments is unlawful and will not be tolerated by the ASCC. In accordance with the law, the FAO does not discriminate against individuals on the basis of age, race, color, sex, sexual orientation, gender-identity, marital status, religion, disability, genetic information, veteran's status, ancestry, national or ethnic origin, or political affiliation in the administration of its Title IV programs to include the following federal grants: Federal Work Study (FWS), Pell Grant, and Federal Supplemental Educational Opportunity Grant (FSEOG).

Federal Student Aid (FSA) Program:

Student aid is money provided by the federal government or another entity, such as a school or a state government, to help students pay for college or trade school. The U.S. Department of Education's federal student aid programs represent a substantial federal commitment to provide financial assistance for post-secondary students.

While the financing of their education is primarily the responsibility of the student, the federal government can help pay for college. A student must demonstrate financial need to be eligible. Financial aid is made available when the student's family resources are not enough to meet the students' educational expenses.

The federal government defines a student's "financial need" as the difference between the school's Cost of Attendance (COA) and the student's Expected Family Contribution (EFC). Based on the family's income, size, and number in college, as well as other factors, the EFC is the amount of money the student and family are expected to contribute towards the student's annual college costs.

How to Apply:

To be considered eligible for federal student aid, a student must complete the on-line Free Application for Federal Student Aid (FAFSA) every school year. FAFSA allows the student to complete and submit their financial aid application electronically at www.fafsa.gov.

When to Apply for Financial Aid:

For the academic year, the student may file, sign and submit their FAFSA or Renewal FAFSA any time after January 1st, but a complete and correct FAFSA must be received before the ending of that award year on July 1st. It is strongly recommended that students apply for financial aid at least two weeks before registration of the beginning of the academic year (fall), or earlier in the year (preferable). Student's do not need to apply every semester, only once per academic year.

Eligibility:

To be eligible for Federal Student Aid, a student must:

- Complete secondary education (high school diploma or its equivalent);
- Be enrolled as a regular student in an eligible degree or certificate program;
- Be a U.S. Citizen or National or eligible non-citizen;
- Have a valid social security number;

- Make and maintain satisfactory academic progress;
- Demonstrate financial need;
- Not owe a repayment on any federal student grant or be in default on a federal student loan;
- Most male students must be registered with the Selective Service to receive federal student aid. These students may register while completing the FAFSA. General information about Selective Service is available on-line at www.sss.gov.

Notification of Eligibility:

A Financial Aid package will be developed, and an Award Notification Letter will be sent to the student through email or by post, only after when the following steps have been fulfilled:

1. Complete the FAFSA
2. Provide the ASCC Financial Aid Office with the required documents:
 - a. Birth Certificate or U.S. Passport
 - b. Valid ASG issued identification card
 - c. Valid Social Security Card
 - d. Proof of completion of secondary education (high school diploma or transcript; GED certificate; DD-214; School Certificate (from a Non- U.S system).
 - e. If a student is transferring from a college or university off island, student must have an official transcript sent to ASCC for review.
3. Complete and submit Verification worksheets and corresponding documentation (for those students selected for the Verification Process)

Financial Aid Grants:

ASCC does not participate in any federal loan programs at the moment. However, ASCC does participate in the following federal grants:

- Federal Pell Grant (Pell)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- FWS provides a grant income from a part-time job. If a student accepts a job under the Federal Work-Study program, they will be advised of strict federal guidelines that must be followed.

Maintaining Eligibility for Federal Student Aid:

In order to remain eligible for FSA, the student must continue to meet the eligibility requirements. He/she must maintain

Counseling Services

The counseling services provides academic, career, personal, transfer, and veterans counseling. Counseling services assists with orientation of all students; implements outreach activities, offers crisis intervention with follow-up and referral services. These services are provided to American Samoa Community College students and prospective students.

The counseling services' goal is to provide quality assistance that will create a safe, supportive, and affirming student environment. Counseling is available to the diverse student

satisfactory academic progress. He/she must also familiarize themselves with the ASCC and federal policy on student withdrawals and federal regulations regarding the return of Pell and FSEOG funds.

Complete Withdrawal and Unofficial Withdrawal:

If a student withdraws completely from school after they have received an award, the Financial Aid Office will perform a post withdrawal calculation to determine the amount of funds the student has earned up to the date of withdrawal. If the amount disbursed to the student is greater than the amount earned, student must reimburse all unearned funds to ASCC for return to U.S. Department of Education. Failure to reimburse any unearned funds to ASCC may result in reporting their overpayment to the National Student Loan Database System (NSLDS). Exit counseling with a Financial Aid Counselor is strongly advised.

National Student Loan Database System (NSLDS):

If a student previously attended college or university and received an overpayment of FSA or committed to a student loan agreement, the NSLDS will include loan information on their Student Aid Report. After signing a promissory note or loan contract, many students are only vaguely aware of their responsibility to repay the funds. Defaulting on a student loan will affect the student's credit rating and could result in withholding or denial of federal student aid.

Financial Aid Office:

Please refer to the following online resources to answer any other questions you may have regarding the different Title IV programs and the administration of these programs offered here at ASCC:

- ASCC Financial Aid Office Webpage: www.amsamoa.edu, and click on the Financial Aid page;
- ASCC Student Handbook: also found online at the Financial Aid webpage mentioned above;
- Federal Student Aid website: <http://studentaid.ed.gov/>
- Free Application for Federal Student Aid (FAFSA): <https://fafsa.ed.gov/>

Please visit the ASCC Financial Aid Office or contact a Financial Aid Counselor to schedule an appointment:

Email faid@amsamoa.edu; **Phone** 684-699-9155

population to assist with their academic needs. Contact Counseling services for Academic, Career, Personal, Transfer and Veterans Affairs Counseling at: (684) 699-2722 (extensions: 0002, 0003, 0005, 0006, 0007), location: Multi-Purpose Center, 2nd floor.

Academic Counseling:

- Provide student orientation on college information on policies pertaining to students and student access and services offered;

- Provide guidance for students in academic planning for career pathways to transfer to a four-year institution or gainful employment;
- Provide service referrals for students with low grades and/or students on academic probation;
- Provides connection and participation with the Curriculum committee for CLP 150 course.

Transfer and Career Counseling:

- Provide assistance for students seeking career/employment opportunities;
- Provide resources and materials for students' advancement in their careers/education;
- Provide assistance for students to apply to colleges and/or universities.

Personal and Diversity Counseling:

- Provide assessment and intervention counseling for students;
- Provide assistance to students with special needs (disabilities) upon request (Please refer to the Disability Access and Reasonable Accommodation Services);
- Provide orientation to students with disabilities and/or parents of services and related policies and procedures

Veterans Affairs (VA) Counseling:

- Provide services for eligible VA students' educational access and certification. (refer below for more details)

Counseling Programs:

- **Peer Mentoring:** Peer mentors are available to help students who are not comfortable talking to counselors. Students who want to participate as peer mentors will have to apply every semester to the Program Director of Counseling.
- Counselors are available to assist anyone who is in need of help. If you need someone to talk to, or know of someone who needs help, contact the counselors at (684) 699-2722 and connect to their extensions during regular working hours. Contact emails: ssservicecounselors@amsamo.edu

Veterans Affairs (VA) Services:

ASCC is committed to helping our U.S. military veterans, active duty, service members of the Selected Reserves, and their dependents in meeting their educational goals. New students who plan to use VA benefits must apply directly to the VA regional office at www.gibill.va.gov/apply-for-benefits/application/. The Veteran Affairs regional office

notifies students of the eligibility status. Eligible students should provide a copy of the VA Certificate of Eligibility to ASCC VA Counselor, located in the Multi-Purpose Center on the first floor.

Veterans Educational Assistance:

ASCC is an approved educational institution for education and training under:

- Chapter 30 - Montgomery GI Bill Active Duty (MGIB-AD)
- CH 31 – VA Vocational Rehabilitation and Employment
- CH 33 Post 9/11 GI BILL ®
- CH 33 Transfer of Entitlement (TOE)
- CH 35- Dependent's Education Assistance
- CH 1606 - Montgomery GI Bill – Selected Reserves (MGIB-SR)

All eligible VA Students receiving VA educational benefits must attend an orientation session with the VA Counselor if enrolled for the first time at ASCC. The VA Counselor provides detailed information regarding eligibility requirements and authorized types of training. Only courses required for a student's degree program will be certified to VA. Students utilizing VA educational benefits are responsible to notify the VA Counselor on campus of any changes in their enrollment status to avoid any overpayment from VA.

Priority Registration is open to current student veterans, service members, and their dependents in good academic standing with cumulative G.P.A. of 2.00 and above.

Chapter 30 and Chapter 1606 students are required to verify monthly enrollment to the Department of Veterans Affairs on the last calendar day of every month before receiving monthly awards. Students can verify enrollment by:

- Telephone – Interactive Voice Response (IVR)
- Dial 1-877-823-2378 and follow instructions provided
- and/or the Internet – Web Automated Verification of Enrollment (WAVE) at www.gibill.va.gov/wave/index.do

CH 31 students must meet with a VA Vocational Rehabilitation and Employment (VR and E) Counselor to apply to CH 31 benefits. The veteran's VR and E Counselor will determine the number of months of the veteran's CH 31 benefit eligibility. Eligible students receiving CH 31 benefits must submit a current VA Form 28-1905 each academic year to ASCC VA Counselor.

Contact Phone: 684-699-2722 (EXT. 0005)

Contact email: asccvastudentservices@amsamo.edu

Library Services

The ASCC Library has a collection of approximately 40,000 volumes, which includes 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 collection materials consist of DVDs, CDs and audio, and video for instructional purposes. The Follett Automation System is currently available at the ASCC Library.

A 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 Education Resource Center (ERC) contains a growing collection of circulation books, sets of reference books, educational journals, instructional videos, computers, and printers.

The Special Collection Room houses research materials on Samoa and Pacific Island Nations, Pacific Journals, videos, audiocassettes, and rare books.

Books may be borrowed from the Feleti Barstow Public Library, University of Hawaii Libraries, University of Guam Libraries, and the Federated States of Micronesia College Libraries via interlibrary loans.

The library provides services in the following areas:

Circulation Services – Students can apply for and acquire a library card at the Circulation Desk by the first-floor main entrance, right side, as well as help with copier and printing services, access to dictionaries, audiovisual materials, and “reserved” course materials from faculty. The General Collection books from the second floor are also checked out here.

Information Services – Reference and referral services are provided for library users at the **Reference Desk** by staff to

assist with users’ information and research needs to include borrowing materials via interlibrary loan program from the Feleti Barstow Public Library, University of Hawaii Libraries, University of Guam Libraries, and The Federated States of Micronesia College Libraries. Further, instruction on the use of OPAC is available upon request as well as per faculty request for Library Tour.

Computers – The library has ten computers and workstations on the first floor by the Reference Desk area and eight computers and workstations on the second floor in the Education Resource Center (ERC) Room with word processing software and internet connectivity as well as Wi-Fi connection.

Reference Collection – This collection is located on the first floor of the library and consists of encyclopedias, almanacs, dictionaries, atlases, handbooks, other reference materials, and the Magazine collection.

General Collection – Located on the second floor of the library, the General Collection consists of non-fiction and fiction books that can be checked out. This collection contains biographies, large-print books, juvenile books, paperbacks, and Spanish Language collections.

Education Resource Center (ERC) – Located on the second floor, the ERC contains educational books and periodicals in support of teacher education courses and programs to include eight computers and workstations with printer, study tables and study carrels. ERC can be “reserved” by faculty for class use.

Special Collection – Located on the first floor, the Special Collection room by the Reference Collection contains books, periodicals and materials on the Pacific. Pacific CD-ROMs and materials from the South Pacific Commission are available for use. The library’s Rare Book Collection is also shelved in this room.

Campus Services

ASCC Le Bookstore:

Mission:

The mission of the ASCC Le Bookstore is to serve students by providing educational textbooks, school supplies, equipment, merchandise, and other services to achieve students' educational goals.

ASCC Le Bookstore will provide a vital and significant contribution to its campus community.

ASCC Le Bookstore Buy Back Process

- Buy back begins on the week of finals;
- Buy back runs for 4-6 weeks;
- Buy back runs from 9:00 am to 12:00 pm-1:00 pm to 2:00 pm;
- Buy back list is posted in the bookstore for students to see;
- Buy back price range is from \$5.00 to \$50.00 depending on the condition of the book.

Note: The list for the buyback is from the instructors and department chairpersons. The list is given directly to the Bookstore.

Student Support and Learning Services

Mission:

To support the educational pursuits of all students attending ASCC through an active concern for high quality services, student access, learning, progress, and success.

Student Support and Learning Services (SSLS) supports the academic mission of the college by providing free tutoring and computer services to assist ASCC students with their academic needs. Further, provides consultation, scheduling, and tutorial services for the diverse populations of educationally underserved, challenged, traditional or non-traditional students to achieve their educational goals.

Other programs and/or departments that offer tutorial services that serve a target population are Louis Stokes Alliances for Minority Participation (LSAMP), and Adult Education Literacy and Extended Learning (AELEL).

Tutoring Services:

Student Learning Assistance (SLA) Center

To enhance students learning and develop effective study habits, the tutoring program provides instructional support to all ASCC students. The SLA Center offer tutorial assistance to help students improve and increase their chances to succeed in their registered courses and set academic goals. Tutorial

Student Organizations

Student Government Association (SGA):

The Student Government Association serves the students of ASCC by encouraging them to explore activities that provide

ASCC Le Bookstore Information

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

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

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 Defibrillator (AED), 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.

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

services are available to walk-in and referred students for one on one assistance and/or small group sessions. The center also provides computers for student usage and a quiet space to study.

Location:

The **SLA Center** is located at the Multi-Purpose Center 1st floor. Contact Number: (684) 699-2722. Contact email: ssls@amsamoa.edu

Student Computer Lab (SCL) Services

The Student computer lab provides computer usage and printing assistance for ASCC students on a first come basis. The student computer lab assists and supports students to achieve and progress in their academic studies. Student computer lab is made available for students to apply and check on the status of their FAFSA application. The SCL is also made available to assist with the registration of continuing students every semester as part of the registration process.

Location:

The Student Computer Lab is located in Room 15 in the Quad area of the college adjoining Room 16 for Math computer lab for instructional use. Contact Number: 699-9155, Ext. 351

opportunities for personal growth in individual and group settings. This is fostered through diverse programs and leadership experiences that complement the American Samoa

Community College academic programs. To this end, students have opportunities to acquire the necessary tools that will assist them to achieve personal and professional success in their chosen field.

The activities consist of ASCC Clubs, Student Clubs, and the Student Government Association.

Every student of the American Samoa Community College shall become a regular member of the SGA upon payment of the student activity fee, which takes effect during the fall and spring semesters only. Because there is no activity fee payment during the summer term, all activities are excluded during this time.

To serve in the Student Government Association (SGA) as a student leader, one must be enrolled at ASCC as a full time student. Positions available are executive officers, sophomore representatives, and freshmen representatives. Interested students must complete an application form and submit it to the SGA office. The student body will select the members through voting. SGA openings begin in the fall semesters only. Applications can be obtained from the SGA office from 8:00am – 3:30pm. For more information on student activities, visit the SGA office.

International Student Organization:

The International Student Organization provides support and a nurturing environment for the diverse student population at ASCC. The goal of the organization is to unite students through diversity on campus as well as in the community. In promoting unity, activities include but are not limited to sharing students' cultures and values. Participants are encouraged to contribute and participate in college extracurricular activities.

Journalism Club/The 411 Newsletters:

ASCC students can stay updated with campus news and announcements through the 411 Newsletter published by the Journalism Club. Students can find information on

scholarships, internship opportunities, important deadlines, campus events and activities, and special announcements in the 411. To keep students interested, the 411 Newsletter features a "Chief of the Week" and other student sections like "Campus Talk" and "Student Reviews." These sections are collected by the ASCC Journalism Club under the Division of Student Services. This newsletter is distributed biweekly; it is handed out to students or can be picked up at several sites around campus. Students can also access the 411 through ASCC's website at: www.amsamoa.edu any questions, suggestions, or submissions by students can be sent to 411newsletter@amsamoa.edu.

Phi Theta Kappa Society (PTK)

The Phi Theta Kappa Alpha Epsilon Mu Chapter is an international community/junior college honor society, open to all ASCC continuing and transfer students. Students who have completed twelve (12) or more credits (to include ENG 150, ENG 151, and MAT 90), maintains a 3.5 cumulative GPA in order to qualify for PTK membership. Chapter members are eligible for PTK scholarships, privileges and honorariums.

Student Veterans Organization:

The mission of the *ASCC Student Veteran Organization* (SVO) is to unite and promote pride and interaction among VA students, dependents, and friends. The SVO provides resources, support and advocacy that are needed to succeed in higher education and post-graduation.

The purpose of the SVO is to provide assistance and direction to veteran students and dependents in obtaining all entitled benefits. SVO also strives to provide a fun and supportive group with which all members can be involved and be actively engaged while cultivating respect and patriotism for those who have served in the armed forces.

Location:

The SGA office is located in the Multi-Purpose Center.
Contact Phone: (684) 699-2722; Email: sga@amsamoa.edu

Student Rights and Responsibilities

Students are responsible for all information contained in this catalog and familiarizing themselves with and adhering 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 is 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 a 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 or 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, graffiti, vandalism and all other dishonest practices.

Zero Tolerance Policy:

As with any community educational environment, certain policies are established to ensure the 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, bullying and intimidation, drugs, or alcohol. If a student is found to have violated any of the aforementioned rules, then the consequences shall be applied without exception.

Fighting:

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

- Purposely or knowingly causing serious physical injury to another person;
- Attempting to kill or cause serious physical injury to another person;
- Recklessly engaging in conduct which creates a grave risk of death to another person and thereby causing serious physical injury to another person;
- Knowingly causing or attempting to cause physical injury to another person by means of a deadly weapon or dangerous instrument;
- Recklessly causing serious physical injury to another person;
- Attempting to cause physical injury;
- With criminal negligence, causing physical injury to another person by means of a deadly weapon;
- Purposely placing another person in apprehension of immediate physical injury;
- Knowingly causing physical contact with another person knowing the other person will regard the contact as offensive or provocative;
- Fighting or violent, tumultuous, or threatening behavior.
- Fighting on campus shall result in suspension or permanent expulsion from the ASCC in accordance to the severity of the action.

Bullying and Intimidation:

Bullying includes any intentional electronic, written, verbal, or physical act, or a series of acts, directed at another person or group of people, that is severe, persistent, or pervasive and that has the effect of doing any of the following:

- Substantially interfering with a student’s education;
- Creating a threatening environment;
- Substantially disrupting the orderly operation of the school. Bullying is prohibited and participating in such acts will result in disciplinary action.

Verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) to fear for her/his physical well-being constitutes intimidation, is prohibited, and will result in disciplinary action.

Drugs:

The ASCC strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of non-prescribed drugs or use of illegal drugs or controlled

substances. Students who violate this prohibition are subject to disciplinary action including suspension or expulsion in accordance to the severity of the offense.

Alcohol:

The ASCC 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 beverages onto the college campus and minors having possession of alcohol. Violation of these laws subjects’ students to disciplinary actions.

The ASCC 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, if 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 weapons on school property. A person commits a crime if he/she 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/or knuckles.

In addition, 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.

Violating the College drug policy, rules, and regulations 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 weapons, fighting, bullying and intimidation, drugs and alcohol, students may also be prosecuted under territorial and federal laws.

Sexual Harassment:

The 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:

- 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.
- Decisions affecting students (such as grades) made by an instructor or ASCC personnel based on submission to/or rejection of sexual advances.
- Submission to a sexual advance used as a condition of obtaining a particular grade, whether expressed in explicit or implicit terms.
- Slurs, name calling, and other inappropriate and unwelcome comments and behavior based on the sexual orientation of students or faculty/staff.
- Display in the classroom or on campus of sexually suggestive objects or images.

If any student feels subjected to sexual harassment, he/she should report the incident to any Student Services Counselor at any time or specifically to the Dean of Student Services or the Dean of Academic Affairs. 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.

Academic Honesty and Integrity:

ASCC prohibits the following actions:

- Plagiarism, the submitting of one person's written ideas or thoughts as one's own without giving proper citation or credit to the original author;
- Cheating that includes, but is not limited to, unauthorized sharing of information on any exam with others before the end of all final exams;
- The abuse of library or other institutional materials, misuse of library privileges and unlawful duplication and/or distribution of copyrighted materials;
- Knowingly furnishing false information to the college with the intent to deceive or fraud;
- Forgery, alteration or misuse of documents, records, or identification;
- The attempted or actual theft or damage of college property.

Students in violation of any the above actions will be reported to the Dean of Student Services to be disciplined and/or counseled, which may result in probation, suspension, or expulsion in accordance to the severity of the action.

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 Student Services and to the Dean of Academic Affairs. These documents may be the course syllabus outline, evaluation procedures, and exams with grades, term paper assignments with grades, quizzes or other pertinent supporting documents.

The Dean of Student Services will call a meeting of all available parties involved (instructor, Department Chairperson, Dean of Student Services, and the Dean of Academic Affairs) to review the submitted documents and find a possible solution.

2. 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, one counselor, one faculty member, and a student representative) for appropriate action and to schedule a hearing.
3. 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, one counselor, one faculty representative, and a student representative. The student has the 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, which may be taken by the Board of Retention and Dismissal after hearing a case:

- **Warning-** Notification to a student that the continuation or repetition of a specific violation may result in serious disciplinary action.
- **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.
- **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.
- **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.

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.

Academic Policies and Procedures

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

Exception Policy:

Admissions 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:*

The 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 Records Office, the student must pay a \$25.00 non-refundable processing fee.

The student’s Exception Request will be reviewed for approval or disapproval by a committee comprised of the following: Dean of Student Services, Dean of Academic Affairs, Registrar, and the instructional department chairperson. Each member may appoint a representative to the review committee in his/her absence.

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. Exception cases that have not been finalized within five (5) working days period will automatically be rendered approved. 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.

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 CAPP and summer sessions. Students with excessive absences, in accordance to this policy, will receive a lower or failing grade for the semester or session.

- 15 weeks = 6 absences for courses offered on M/W/F and = 4 absences for courses offered on T/Th
- 10 weeks = 4 absences for courses offered on M/W/F and = 3 absences for courses offered on T/Th
- 6 weeks = 3 absences (Daily Courses)
- 5 weeks = 2 absences (Daily Courses)

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 documentation for absences to the Dean of Academic Affairs.

Veteran students are to refer to the Division of Student Services (DOSS) Veterans Educational Benefits sections for additional attendance requirements.

Stopped/Non-Attendance:

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

The last date of attendance is periodically collected from the instructors by the 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 Student Aid as required by Federal Law.

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

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. Note: Supervised laboratory work includes clinical, studio, internship, practicum, fieldwork, and physical education courses.

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	No 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 Grade Point Average (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 (QP).
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

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 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 makeup 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*).

Grade Report:

Students may receive their final grade report each semester from the 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 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*).

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 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. Upon review and approval of the Dean of Academic Affairs, the form will then be forwarded to the Records Office for final review and approval before final processing. The Dean of Academic Affairs will not review change of grade requests hand carried by personnel other than the instructor of the course.

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

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

Change of Grade for Graduates:

In order to change a grade for a graduate, the instructor must obtain a Change of Grade Form from the Records Office and attain the appropriate signatures from the Department Chairperson and the Dean of Academic Affairs for approval.

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. Students on academic probation can enroll in only one course for the 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 attained.

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 in up to 6 credits (or up to 9 credits with the Dean of Academic Affairs approval and signature.) However student must achieve at least a 2.00 semester GPA and must meet the requirements for satisfactory academic progress.

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.

Academic Renewal:

The changing of previously recorded substandard academic performance (D and F grades), completed 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. Upon approval by the Dean of Academic Affairs, 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:

Completion of 24 credits at "C" (2.00) level or above since the semester of substandard work. Passage of at least four years since the substandard work was recorded. 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.

Course Substitutions:

A student is expected to satisfy all ASCC degree requirements (such as General Education and Program Requirements) that were in effect when the student first scheduled a class after his/her admission or most recent re-enrollment as a degree candidate. Requirements for a program are those in effect at the time of the student's admission or most recent re-enrollment into that program.

A course substitution form is available from the Records Office.

Guidelines for Considering Course Substitution Requests:

- The course to be substituted should be similar in outcome, scope, and content with all courses except General Education courses.
- All degree/ program requirements needed for a certificate or degree may not be substituted unless approved by the Department Chairperson and the Dean of Academic Affairs.
- A limit of two courses may be substituted for **non-General Education** courses during your enrollment at the ASCC.

Course Repetition:

Students may only repeat course(s) with an earned grade of "C-", "D", "F", or "W/F" twice (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. Only the best grade will be used to compute semester and cumulative grade point average.

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 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 for more details.*)

Textbook Information:

Section 133 of the HEA requires ASCC to disclose textbook information such as course schedules, textbook titles, ISBN numbers, and prices. This information is made available to students and to the ASCC Le Bookstore.

Course Classification Systems:

Courses numbered below 100 are developmental or preparatory in nature and are not counted toward a degree program of study. Students are advised to check with their advisors about these degree programs. The following numbering system is used to classify courses.

001-099	Developmental or Preparatory Courses
100-199	Freshman Level Courses
200-299	Sophomore Level Courses
300-499	Bachelors' Level Courses

Preparatory Course Work:

Students will be placed according to their English and Math placement test score. Students that fail to follow the proper course prerequisites will be subject to the Administrative Drop Policy. Refer to sections on *Administrative Drop* and *Prerequisites Courses*. Refer to pre-requisites on *Preparatory Level Courses*.

Academic Advising:

The ASCC Faculty are committed to advise students to achieve their academic career pathways through academic advising. Students are encouraged to see their academic advisor(s) throughout the academic school year.

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 policies and procedures;
- Advising students on issues as they relate to academic progress, which may include referral to

- appropriate College programs and community agencies;
- Serving as advocates and mediators for students.

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.

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 Rights and Privacy Act (FERPA) 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 officials, 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 officials 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 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 a 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...)
 - 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 a student wish to exercise this right, he/she must present in person and in writing a request, no earlier than the first day of instruction and no later than fourteen (14) calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session.

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.

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 exist 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:

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.

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.

The ASCC instructor is entitled to freedom in the classroom in discussing his/her subject but should be careful not to introduce into his/her teaching controversial matter that has no relation to the subject. When he or she speaks or writes as a citizen, he or she shall 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, is done in good taste and is 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 comes a responsibility of objectivity, respect for the opinion of others, and a keen attention to the present means of bias and error, particularly when exploring controversial subjects.

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.

A College instructor’s special position in the community imposes 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, exercise appropriate restraint, and should show respect for the opinion of others.

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 recent years. The statistics are based on the academic year, which includes fall, spring, and summer semesters.

Campus Crime Statistics (2015-2018)

<http://ope.ed.gov/campussafety/#/institution/details>

OFFENSE	2015-2016	2016-2017	2017-2018
Aggravated Assaults	0	2	0
Burglary	9	7	2
Drug Violation	4	3	3
Liquor Violation	0	6	18
Murder	0	0	0
Rape	0	0	0
Robbery	3	0	0
Sexual Harassment	0	6	9
Theft	1	7	0
Vandalism	0	0	0
Weapon Possession	2	1	2

Graduation Requirements

General Graduation Requirements:

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 academic advising sheet if the student may apply for graduation. If the student is eligible, he/she must apply for student graduation with the Records Office by the deadline date and pay a graduation fee. The Records Office will determine if academic requirements have been completed. For more information, please see the *General Degree Requirements* section.

Application and Graduation Fees:

Students who complete all program requirements should apply for graduation before their final semester. Graduation applications are accepted with specific deadlines as listed on the *Academic Calendar*. A fee is charged to each graduating student to cover the costs of all graduation expenses (See *Tuition and Fees* section).

Residency Credits:

At least 15 credits must be completed at ASCC in order to earn a Bachelor's, Associate Degree and a Certificate of Proficiency from this institution. Any exception must be petitioned to the Dean of Academic Affairs.

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.

Clearance:

Prospective graduates are required to clear all ASCC obligations such as, but not limited to outstanding fees, refund of PELL grant or

FSEOG overpayments, disciplinary actions, 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. Students approved for Academic Renewal (AR) are qualified to graduate with honors. Students meeting the 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 exercise

General Degree Requirements

General Education Credits:

Career, Personal and Professional growth course requirements for degree programs may be applied to the General Education requirements for an Associate of Arts or Associate of Science degree.

The total educational credits required for a Bachelor of Education, 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 Bachelor's in Elementary Education, Associate of Arts, Associate of Science, or the Certificate of Proficiency section for the specific requirements*).

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.

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.

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 programs are not applied as electives for the second degree.
2. The 12 credits required have been taken at ASCC.

Elective Credits:

Courses may be considered electives if they are numbered 100 or higher. Electives are courses identified for General Education and program credit fulfillment for an Associates of Arts /Associates of Science Degree or may be courses recommended by the program for gainful employment and transferability.

Program Recommended Courses:

Note: Recommended course(s) to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.



Research, Community, and Outreach Programs

- **Agriculture, Community, and Natural Resources**
- **Samoan Studies Institute**
- **Adult Education Learning and Extended Learning**
- **University Center for Excellence on Developmental Disabilities**

Image 8: ASCC Fine Arts Department students 2013.

Research, Community, and Extension Services

Agriculture, Community, and Natural Resources (ACNR)

Mission:

To serve American Samoa's diverse community by providing research, extension and educational programs and services in agriculture, natural resources and wellness, enhancing the quality of life and fragile ecosystem while honoring the Fa'aSamoa (the Samoan way).

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 non-formal education and learning activities in the community. The Extension agents work closely with the community including farmers, homemakers, and youth in rural and urban areas as well as government and civic agencies. There are four main Cooperative Extension programs: Agriculture, Family and Consumer Science, 4-H Youth Development and Forestry. The Extension program emphasizes the knowledge gained through research and education to create positive change.

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 ACNR adheres to these guidelines. ACNR researchers in Agriculture, Horticulture, Aquaculture, Forestry, Nutrition Entomology, Plant Pathology, Soil and Water Science, Childhood Obesity, Health Communications and Wellness work closely with their counterparts in the Extension division. The Geographic Information Systems (GIS) unit of ACNR supports both Research and Extension. Nutrition, wellness, and health communications are also part of the ASCC ACNR Wellness Center that opened in April 2013.

All ACNR research is tied to the Extension component, and the two work hand in hand in ways tailored specifically for the environment, economy, and culture of American Samoa. The researchers apply rigorous scientific standards to develop and adapt practical knowledge that will benefit the health of

American Samoa's people and natural resources into the future.

Samoan Studies Institute (SSI)

Mission (Manulauti):

The Samoan Studies Institute's mission is to ensure and promote the continuity of Samoan culture, traditions, language, and heritage through an inter-disciplinary, comprehensive educational approach that focuses on four major areas: (1) Academics (2) Community and Cultural Extension Programs (3) Research and Publication, and (4) Samoan Language Translation and Interpretation.

O le manulauti a le Ofisa o Aoaoga ma Suesuega Samoa, ia una ia ma faauau tu ma aga, gagana ma le tofi o Samoa, ina ia faataua ai aoaoga i vaega e fa: (1) Aoaoga (2) Polokalama mo Alalafaga, ma Faaso faaleaganuu (3) Suesuega ma Lomiga (4) Faaliliuga ma Faauigaga i le Gagana aSamoa.

Academics (A'oa'oga):

The Samoan Studies Institute, through its Samoan Studies Department, offers an Associate of Arts degree with an emphasis in Samoan Studies to prepare students for employment, transfer to institution of higher learning, and to be knowledgeable in Samoan culture and skillful in Samoan language.

E tauala atu i lana Matagaluega o A'oa'oga, le i suesuega Samoa, e tapena ai le tagata aoga mo galuega, a'oa'oga i a'oga maualuluga, malamalama ma agavaa faasamoa.

Community and Culture Extension Programs (Polokalama mo Alalafaga ma Faaso Faaleaganuu):

Community and cultural extension programs are to reinforce partnerships between the college and government agencies, non-government agencies; and for the Samoan Studies Institute to conduct workshops and presentations that promote cultural studies. Moreover, extra-curricular activities to promote and increase knowledge, understanding and skills in any aspect of the Samoan culture through hands-on learning are offered throughout the year.

Ua tuufaatasia polokalama ma faaso faaleaganuu mo ala'alafaga ina ia faamauti ai le galulue faapaaga o le Kolisi ma ofisa o le malō, ofisa tumaoti, ma faatulaga ai foi e le ofisa aoaoga ma folasaga, e faatāua ai suesuega tau le aganuu. E le gata i lea, o aoaoga faaopopo e faalautele ai le silafia i le faasamoa o loo ofoina atu i tausaga taitasi.

Research and Publication (Saililiga ma Lomiga):

The Samoan Studies Institute research component maintains an active research program which includes fieldwork and documentation as well as archival research and collections. Research and publications 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 and

programs. The Media Directory, which catalogs a collection of numerous video clips and DVD's of Samoa and the Pacific, is available on the College website.

O loo tauave e le vaega o sailiiliga a le ofisa se polokalama faaauau, e aofia ai galuega i nuuatoa ai ma suesuega ma le ao ina mai o faamaumauga ua tuufaatasia o le tuanai. E mafai ona faapitoa suesuega i autu e pei o talatusitusia ma talatuugutu, tala o le vavau, faatufugaga fa'aatisi a Samoa, musika, gagana, mataupu o le si'osi'omaga, alagaoa faalenatura ma le sailiga o le tuanai e alaatu i talaeli, suesuega o aganuu, upufai o mālō, mataupu o lenei vaitau ma isi autu talafeagai. O le faamoemoe o nei sailiiliga o le aoina, atina'e ma lomía faamaumauga e faatatau ia Samoa, ina ia oa ma tumau mataupu a Samoa ma le Pasefika. O loo i luga o le upega o tafailagi a le Kolosi le lomiga e faailoa atu ai ata pu'e ma ata faatifaga e faatatau ia Samoa ma le Pasefika.

Samoa Language Translations and Interpretations (Faaliliuga ma Faaugaga Faasamoa):

The Samoan Studies Institute provides translation and interpretation services for Samoan and English languages for government and non-government agencies, local and off island communities. Students majoring in Samoan Studies are encouraged to participate in these office projects for professional and life experiences.

O loo ofo atu e le Ofisa o Aoaoga ma Suesuega Samoa se auunaga faaliliu ma faauiga i le gagana Peretania ma le gagana Samoa mo ofisa o le mālō, ma ofisa tumaoti, alalafaga i le loto i fale atoa ai ma atunuu mamao. E una ia tagata aooga o loo avea ma a latou mataupu autu Suesuega ma Aoaoga Samoa ia auai i nei galuega mo le poto masani.

Adult Education Literacy and Extended Learning (AELEL)

Mission:

The mission of the ALEEL program is to enable every adult learner in American Samoa to acquire the necessary basic skills in math, reading, writing, speaking, and listening in order to compete successfully in today's workplace, strengthen their family foundation, and exercise full citizenship.

The American Samoa Community College (ASCC) Division of Adult Education Literacy and Extended-Learning (AELEL) is designed to make educational services available to the non-traditional student population of American Samoa by offering non-credit classes. 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 classes and for occupational skills. Classes range from English literacy to government, health and consumer economics.

Classes are offered on the ASCC campus as well as at work sites, villages and other convenient locations. ABE classes are advertised in the local media.

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 are offered 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/HiSet Exams in American Samoa.

The GED/HiSet Examinations are nationally written and administered series of battery tests designated to measure high school education equivalency. The Testing and Evaluation Division of the American Samoa Government Department-of Education monitors the students' results and recommends the issuance of the high school diploma. Upon successful completion of the tests, the American Samoa Department of Education awards a high school diploma to the student. The student has to register online to take the tests using the 2014 GED series. The GED online tests have been contracted to Pearson Vue Testing Centers.

Registration, Tuition and Fees:

While a few limited enrollment classes require prior registration, it is possible to enroll in most Continuing Education classes by attending the first-class session. Students must be at least 16 years of age. High school students must receive confirmation documents indicating that they are no longer enrolled at their respective schools and permission from parents, and provide immigration status clearances, 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 class meets the same academic requirements as a college credit course, the student may petition the Dean of Academic Affairs for permission to use CEUs as transfer credits, 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, but rather, as a means of recording and reporting the Continuing Education activities achieved by an individual.

Certificate of Completion (COC) is 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 AELEL.

University Center for Excellence on Developmental Disabilities (UCEDD)

Mission:

To improve the quality of life for persons with developmental disabilities of all ages. This is supported through the University Center for Excellence on Developmental Disabilities activities relating to quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, community supports, assistive technology, and cultural integrity, and addressing the needs of persons with disabilities and their families.

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:

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

- Dissemination of information.

The UCEDD addresses the core functions directly or indirectly with one or more if the following areas 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 to individuals in a community, including formal and informal community support, that affects their quality of life.

Small Business Development Center (SBDC)

Mission:

To assist small businesses in achieving their goals by utilizing educational resources and modern technology and to provide training, consultation, and assistance in attaining entry into the market place, and to provide continual assistance in all areas of the business.

The American Samoa Small Business Development Center at the American Samoa Community College coordinates educational resources and provides services to develop support and strengthen the viability of the local small business community and improve the 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 to established businesses so they may become more efficient and competitive in the marketplace.

Goals:

- Provide counseling to individuals who have small businesses, and individuals who want to start small businesses.
- Offer Next Level courses for entrepreneurs, business start-ups, micro- entrepreneurship and agricultural entrepreneurs.



"Saili le Atamai"

Since 1970

Degree and Certificate Programs of Study

DEGREE and CERTIFICATE PROGRAMS OF STUDY

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.

INSTITUTIONAL LEARNING OUTCOMES

Upon graduating from the American Samoa Community College, all students should acquire the skills and demonstrate proficiencies as:

ILO 1 Effective Communicators:

ASCC graduates communicate respectfully, listen attentively, seek clarification, and value the opinions of others. Graduates effectively present information using a variety of modes and media. They adapt their method of presentation to suit specific audiences and convey their intended message using a variety of oral, written, and visual strategies;

ILO 2 Quantitative Competent Individuals:

ASCC graduates organize, and critically examine written, oral, visual, and numerical information. Graduates efficiently use technology as a tool to gather and evaluate information from a variety of perspectives. Graduates use the information ethically, respecting the legal restrictions that exist when using published, confidential, and proprietary information;

ILO 3 Critical Thinkers:

ASCC graduates engage in the examination of ideas, issues, and problems, drawing on established bodies of knowledge and means of analysis. Graduates organize information logically and consider alternate strategies. They recognize the need for multiple voices and seek opportunities for those voices to be heard;

ILO 4 Global Citizens:

ASCC graduates are prepared to participate in regional and global communities. They demonstrate knowledge of their region and the world;

ILO 5 Responsible Leaders:

ASCC graduates act with integrity and take responsibility for their actions, ethically and equitably. Graduates engage in professional dialogue and participate in learning communities.

GENERAL EDUCATION

General Education: The General Education program is the core of the undergraduate degree for all students, regardless of their major. The General Education Outcomes define what the institution wants students to be able to do upon completion of the General Education Program for an AA, AS, or B.Ed. degree. The program is organized around five domains: Communication, Information Technology Literacy, Critical Thinking, Global Awareness and Cultural Competence, and Personal Development and Responsibility. General Education courses enhance content foundational competencies in core disciplinary areas of study. Second Year General Education course requirements are determined by degree programs based on the need of content genre.

Program Requirements consists of courses specific to a discipline or area of specialization. These courses are program-focused with an emphasis in specialized areas.

GEO 1: Communication

Fosters the ability to receive and express information through various mediums.

- ***GEO 1-A: Listening and Speaking***
 - Listen actively and speak effectively in many different situations
- ***GEO 1-B: Reading***
 - Read effectively to comprehend, interpret, and evaluate information.
- ***GEO 1-C: Writing***
 - Write clearly, concisely and accurately in a variety of contexts and formats and for many audiences.

GEO 2: Information Technology Literacy

Demonstrates the ability to utilize technology to evaluate, present, and apply information.

- ***GEO 2-A: Evaluate Information***
 - Demonstrates the ability to access, locate, manage, and evaluate information from multiple sources.
- ***GEO 2-B:1 Present Information using Technology***
 - Utilizes technological tools to perform basic functions appropriate to job and life.
- ***GEO 2-B:2 Apply Information***
 - Applies research skills and presents knowledge in multiple formats.

GEO 3: Critical Thinking

Demonstrates the ability to think critically in applying quantitative and scientific concepts and methods to effectively problem-solve in a variety of contexts

- ***GEO 3-A: Quantitative***
 - Apply quantitative skills to personal, academic and career related activities.
- ***GEO 3-B: Scientific***
 - Apply scientific concepts and models to analyze complex problems in academic and real-life situations.
- ***GEO 3-C: Problem Solving***
 - Apply critical thinking skills to synthesize information and evaluate the credibility of sources/context.

GEO 4: Global Awareness and Cultural Competence

Understands and appreciates the historical and cultural context regionally and globally

- ***GEO 4-A: Social Economic and Political Systems***
 - Identifies social, economic and political systems and issues
- ***GEO 4-B: Perspectives of Others Diversity***
 - Recognizes and respects the perspectives of others (locally and globally) and develops an awareness of diverse attitudes, values and beliefs
- ***GEO 4-C: Samoa and the Pacific***
 - Demonstrates an appreciation of Samoan Culture and other Pacific cultures.

GEO 5: Personal Development and Responsibility

Enhance personal growth and wellness leading to responsible decision making.

- ***GEO 5-A: Ethical Decision Making***
 - Demonstrates and applies ethical decision making in real life situations
- ***GEO 5-B: Health Choices and Practices***
 - Demonstrates the acquired knowledge to promote good/wise health choices and practices that enhance wellness.
- ***GEO 5-C: Community and Family Participation***
 - Identifies and recognizes the relevance of being responsible and participates actively in family and community.
- ***GEO 5-D: Career, Personal and Professional Growth***
 - Develop career goals and plans and apply lifelong learning skills for personal and professional growth.

ACADEMIC DEGREES AND CERTIFICATES

Associate of Arts Degree in:

1. Liberal Arts

Associate of Arts Degrees with an Emphasis in:

1. Business Administration
2. Elementary Education
3. Human Services
4. Music
5. Political Science
6. Pre-Law
7. Samoan Studies
8. Visual Art

Associate of Science Degrees in:

1. Accounting
2. Agribusiness
3. Agriculture
4. Architectural Drafting
5. Auto Body Repair
6. Automotive Technology
7. Business Management
8. Carpentry
9. Civil Engineering Technology
10. Computer Technical Support
11. Criminal Justice
12. Electronics
13. Electrical Technology
14. Family and Consumer Science
15. Health Science
16. Marine Science
17. Natural Resources
18. Nursing
19. Welding

Certificates of Proficiency in:

1. Accounting
2. Air-Conditioning and Refrigeration
3. Architectural Drafting
4. Auto Body Repair
5. Advanced Automotive Technology
6. Business Management
7. Basic Automotive Technology
8. Carpentry
9. Civil Engineering Technology
10. Diesel
11. Electronics-Consumer
12. Electronics-Communications
13. Electronics-Computer Systems
14. Electrical Technology
15. Elementary Education
16. Guidance and Counseling
17. Information Communication Technology
18. Public Health
19. Marine Option Program (MOP)
20. Networking and Computing
21. Practical Nursing
22. Welding

Certificates of Completion in:

1. Auto Body Repair
2. Basic Electrical Theory
3. Carpentry Fundamentals
4. Early Childhood Education
5. Fundamentals of Automotive
6. Nurse Aide
7. Welding Fundamental

Bachelor of Education Degree in:

1. Elementary Education

Requirements for an Associate of Arts Degree:

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 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:

Requirements for an Associate of Science Degree:

The Associate of Science (AS) 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, student preparation for transfer and for gainful employment.

All Associate of Science degrees require General Education and Program Requirements. A minimum of sixty (60) credits is required for an Associate of Science Degree.

Requirements for a Certificate of Proficiency:

The Certificate of Proficiency (COP) 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.

Requirements for a Certificate of Completion:

A Certificate of Completion (COC) is awarded to individuals to prepare for entry-level skills and training required for employment in a specific trade, occupation, or profession related to the field of study. This award is for students who have successfully completed a minimum of 12 credit hours but may not exceed 19 credit hours in an occupational program providing

job entry or job upgrading skills. The issuance of Certificate of Completion requires the student's work to be evaluated and determined to be satisfactory. In a credit course, the student must earn a cumulative Grade Point Average (GPA) of 2.00 or better for all courses required in the Certificate program. The ASCC Placement Examination is required or testing scores from SAT, ACT, and/or TOEFL. Program requirements in English and Math should not fall below ENG 90, ENG 91, and MAT 90. There are no graduation exercises accompanying this award. *Note: Complete all Program Requirements courses.*

Associate of Arts Degree in Liberal Arts

AA Liberal Arts

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 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 courses numbered 150 or higher.

Program Learning Outcomes

PLO 1: Arts: Demonstrate an understanding and appreciation of the visual and performing arts (music, art, drama).

PLO 2: Computer Science: Demonstrate knowledge, skills, and abilities to utilize technological tools and procedures for personal, academic, and career tasks for entry-level employment.

PLO 3: English:

1. Demonstrate active listening and speaking abilities;
2. Demonstrate proficiencies in clear and effective written communication;
3. Demonstrate improvement in reading skills focused on comprehending, analyzing, interpreting, and evaluating printed texts.

PLO 4: Humanities: Enrich and expand knowledge of the human conditions and cultures in relation to behavior, ideas, and

Requirements for a Bachelor of Education Degree:

The Bachelors in Elementary Education (B.Ed.) Degree provides theoretical and practical experiences for pre-service and in-service elementary education majors. The degree encompasses courses required for local and national certification.

A minimum of one hundred twenty (120) credits is required for a Bachelor in Elementary Education Degree.

thoughts through the study in the disciplines of literature, philosophy and the arts.

PLO 5: History:

1. Demonstrate an understanding of historical events from the context of American or Global history;
2. Demonstrate an understanding of the regional and Global historical patterns, such as the development of peoples' social, political, and economic institutions

PLO 6: Mathematics: Demonstrate critical thinking and logical reasoning while developing problem solving skills in the various branches of Mathematics.

PLO 7: Physical Education and Health: Demonstrate a basic understanding of maintaining a healthy lifestyle.

PLO 8: Samoan and Pacific Studies: Demonstrate critical thinking and the understanding of cultural diversity in the Samoan and Pacific regions.

PLO 9: Science: Demonstrate foundational competencies in the physical and life sciences through lectures and laboratory activities.

PLO 10: Social Science: Demonstrate an understanding of historical processes, cultural developments, and interrelationships reflected in social, economic, and political progress.

PLO 11: Develop career goals and plans and apply lifelong learning skills for personal and professional growth.

ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS

Program Statement

The Associate of Arts degree in Liberal Arts provides a solid, wide range education that can be used as a foundation for a bachelor's degree program. Courses required for the Liberal Arts degree cover many areas of study in Arts, English, Health and Fitness, History, Humanities, Mathematics, Science, Social and Behavioral Science, Samoan and the Pacific, and Technology.

1 ST SEMESTER		CREDITS	2 ND SEMESTER		CREDITS
ENGLISH	ENG 150 ENG 151	3 3	HUMANITIES	SPH 153, DRA 170, MUS 170, MUS 180	3
CAREER DEVELOPMENT	ABR 100, ANT 151, ANT 153, ART 160, ART 161, ART 165, ART 170, ASL 150, AUTO 100, BUS 103, CARP 100, CLP 150, CJ 150, DRA 151, ED 150, HEA 140, HSV 150, HSV 160, ICT 161, MUS 150, MUS 170, MUS 180, MUS 181, MUS 187, MSL 101, MSC 150, NUR 100/100L, POL 150, POL 151, POL 160, PAD 150, SAM 152, WLD 100	3	SCIENCE	<i>Physical Science:</i> CHM 150/ 150L, PHY 151/ 151L, PHSCI 150/150L <i>Life Science:</i> BIO 150/150L, BIO 155/ 155L, BIO 180/ 180L, MSC 170/170L	4
			PERSONAL DEVELOPMENT	PSY 150, HEA 150, SOC 150, REL 150, PHIL 150	3
MATH	MAT 150, MAT 151, MAT 155, MAT 250, MAT 260, MAT 280	3-5	HISTORY	HIS 150, HIS 170	3
COMPUTER	ICT 150, ICT 170	3		HIS 162	3
TOTAL CREDITS		15-17	TOTAL CREDITS		16

3 RD SEMESTER		CREDITS	4 TH SEMESTER		CREDITS
SCIENCE	<i>Physical Science:</i> CHM 151/ 151L PHY 152/152L <i>Life Science:</i> BIO 181/181L, BIO 250/ 250L, BIO 255/255L	4	HISTORY	HIS 151, HIS 171	3
MATH	MAT 250, MAT 280, MAT 281	4-5	ENGLISH	ENG 251	3
SOCIAL SCIENCE	<i>Cultural Courses:</i> ANT 150, ANT 153, ANT 154, ANT 210, GEO 160 <i>Political Courses:</i> PAD 150, POL 150, POL 160, POL 170, POL 220, POL 250, POL 251 <i>Social and Behavioral Courses:</i> PSY 250, SOC 211	3	PHYSICAL EDUCATION	PED or MSL 100	1
			SAMOA and PACIFIC STUDIES	<i>Cluster I: Samoan and the Pacific History and Geography</i> HIS 160, HIS 161, SAM 152, GEO 150, GEO 161 <i>Cluster II: Samoan Language</i> SAM 101A, SAM 101B, SAM 111, SAM 151/151L, SAM 154	3-4
ARTS	ART 150, ART 151, ART 171, ART 172, ART 180, DRA 150, DRA 151, MUS 160, MUS 165, MUS 170, MUS 180	3	HUMANITIES	PHIL 150, REL 150, ENG 250, LIT 270, LIT 272, LIT 274	3
			ELECTIVE CREDITS	<i>Select any course with alpha numbering at 150 or above with the exception of:</i> SAM 101A, SAM 101B, or MSL 102	3
TOTAL CREDITS		14-15	TOTAL CREDITS		16-17

Note: One credit course repeated 3 times: Only applies to MUS courses. Students can enroll in 1 Physical Science and 1 Life Science to complete 8 credits.

CREDITS	
GENERAL EDUCATION	31-33
PROGRAM REQUIREMENTS	30-32
TOTAL CREDITS	61-65

Agriculture, Community, and Natural Resources Department

Mission

The mission of the Agriculture, Community, and Natural Resources Department (ACNR) of the American Samoa Community College is to provide educational services in general agriculture, agribusiness, family and consumer sciences, and natural resources. ACNR currently offers Associate of Science Degrees with an emphasis 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.

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

- **Associate of Science degree in:**
 1. Agribusiness
 2. General Agriculture
 3. Family and Consumer Science
 4. Natural Resources

Community Advisory Council:

Dr. Kristen Jensen, Samuel Meleisea, Ms. Leiema Hunt, Mrs. Ianeta Ah Ping, Dr. Ruth Matagi, Mr. Larry Hirata

Chairperson and Faculty:

Mrs. Pauline Tuitele McFall, Chairperson; Mr. Ionatana L. Fasavalu, and Dr. Michael Otto Hansell, Faculty.

Program Learning Outcomes:

1. Demonstrate an understanding of the different career opportunities in Agriculture, Community and Natural Resources.
2. Understand the importance of Agriculture, Community and Natural Resources to the Samoan culture and the environment of American Samoa.
3. Apply the concepts and principles of science and technology needed for work in the field of Agriculture, Community and Natural Resources.
4. Utilize a knowledge base in Agriculture, Community and Natural Resources to adapt to social and economic changes and challenges.

AGRICULTURE, COMMUNITY, AND NATURAL RESOURCES COURSE DESCRIPTIONS

AGE 150 Agriculture Economics (3)

Prerequisite: ENG 80

This course provides 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. (*Note: 3 lecture credits*)

AGR 100 I Practical Job Experience I (1)

This course is designed to provide the students with needed practical skills while working in an agricultural setting during the Summer Institute, fall or spring semesters. (*Note: 1 lab credit*)

AGR 100 II Practical Job Experience II (1)

Prerequisite: AGR 100 I

This course is designed to provide the students with needed practical skills in an agricultural setting in the following two options Land Grant Research Station or On-Farm Work. (*Note: 1 lab credit*)

AGR 152 Survey of Community and Natural Resources (3)

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. (*Note: 3 lecture credits*)

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

Prerequisite: A 4-credit Biology course

This course is designed to provide the necessary background information for participation in a service learning project. 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. (*Note: 3 lecture credits*)

Note: AGR 200/MSC 200 Introduction to Aquaculture (3) has been removed from the ACNR department. MSC 200 Introduction to Aquaculture is the course to replace AGR 200.

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, and management of the crop environment: soil fertility and plant nutrition, water, temperature, light and wind; and crop hazards of weeds, pests and diseases. The production practices for world food crops are studied. Production of locally important crops is emphasized. Practical sessions to complement lectures include field visits and laboratory exercises. (*Note: 3 lecture credits and 1 lab credit*)

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

Prerequisite: AGR 197

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. *(Note: 2 lecture credits)*

ANS 150A Animal Science A (2)

Prerequisite: ENG 70

This course opens to all students in developmental studies as an introduction in general agriculture, animal science or natural resource management. Lectures, discussions, and presentations by experts and community members will include topics such as agriculture, livestock, nutrition, breeding, and management, and pasture/turf grass, 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 150B. *(Note: 2 lectures credits)*

ANS 150 B Animal Science B (2)

Prerequisite: ANS 150A

A supplement to ANS 150A 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. *(Note: 2 lecture credits)*

FAM 250 Family Finance (3)

Prerequisites: ENG 150, MAT 151

This course is designed to address the identification and management of personal resources and family finances to meet the needs and wants of individuals and families throughout the family life cycle. Topics include financial planning for daily needs, banking, saving and investing, managing credit, managing risks, and insurance; consumer choices, rights and decision making related to meeting personal and family goals for nutrition and wellness, clothing, housing, and transportation. *(Note: 3 lecture credits)*

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

Prerequisites: ENG 150, PSY 150

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. *(Note: 3 lecture credits)*

NRS 180 Forests and Agroforestry (4)

Prerequisite: BIO 180

An introductory course containing three general areas which focus on the global importance of forests, emphasizing tropical rain forests, specific forest communities, and their uses in Samoa; The theoretical and practical study and measurement methods in forestry; and, Forest management systems, emphasizing agroforestry, community forestry, conservation, and preservation. *(Note: 3 lecture credits and 1 lab credit)*

NRS 200 Natural Resources (4)

Prerequisites: MSC 160 or AGR 200, NRS 180

This course provides 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. *(Note: 4 lecture credits)*

NRS 250 Environmental Studies (3)

Prerequisites: ENG 151, NRS 200

This course 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. *(Note: 3 lecture credits)*

NUT 150 Nutrition (3)

Prerequisite: ENG 90

This course is an introduction to the science of nutrition as it applies to everyday life. The goal is to teach students how to apply the logic of science to their own nutritional concerns. Topics include the six major nutrients: carbohydrates, lipids (fats), protein, vitamins, minerals, and water. The course will also examine the human body, energy balance, weight control, the digestive process, life stages, and diseases as they relate to nutrition and fitness. *(Note: 3 lecture credits)*

ASSOCIATE OF SCIENCE DEGREE IN AGRIBUSINESS

Program Statement

An associate of science degree in Agribusiness is designed to prepare students for careers in the business segment of the agriculture industry. It provides an understanding of basic business concepts and principles as they relate to the industry. Students will learn the principles of organization and management in these businesses and the application of these principles in agriculture production. It helps prepare them for employment in commercial agriculture and business-serving agriculture.

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
ENGLISH	ENG 151	3
CAREER DEVELOPMENT	BUS 103	3
MATH	MAT 151	3
PROGRAM REQUIREMENTS	AGR 100I	1
COMPUTERS	ICT 150	3
TOTAL CREDITS		16

2 ND SEMESTER		CREDITS
SCIENCE	BIO 180/180L	4
MATH	MAT 260	3
HISTORY	HIS 170	3
PROGRAM REQUIREMENTS	AGR 152	3
	AGR 100 II	1
TOTAL CREDITS		14

3 RD SEMESTER		CREDITS
SCIENCE	BIO 155/155L	4
PERSONAL DEVELOPMENT	PSY 150	3
	BUS 150	3
PROGRAM REQUIREMENTS	AGE 150	3
	ECON 250A	3
TOTAL CREDITS		16

4 TH SEMESTER		CREDITS
HISTORY	HIS 162	3
HUMANITIES	SPH 153	3
PROGRAM REQUIREMENTS	ACC 150	3
	AGR 250/250L	4
SCIENCE	BIO 181/181L	4
TOTAL CREDITS		17

PROGRAM RECOMMENDED COURSES	CREDITS
ECON 250B	3

Note: Program Recommended course(s) are to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	32
TOTAL CREDITS	63

ASSOCIATE OF SCIENCE DEGREE IN GENERAL AGRICULTURE

Program Statement

The associate of science degree in General Agriculture focuses on agriculture and related sciences and prepares students to apply specific knowledge, methods, and techniques to the management and performance of agricultural operations.

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
ENGLISH	ENG 151	3
CAREER DEVELOPMENT	AGE 150	3
MATH	MAT 151	3
SCIENCE	BIO 155/155L	4
PROGRAM REQUIREMENTS	AGR 100I	1
TOTAL CREDITS		17

2 ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ANS 150A	2
MATH	MAT 260	3
HISTORY	HIS 151, HIS 171	3
COMPUTERS	ICT 150	3
SCIENCE	BIO 180/180L	4
TOTAL CREDITS		15

3 RD SEMESTER		CREDITS
SCIENCE	CHM 150/150L	4
PERSONAL DEVELOPMENT	HEA 150	3
	AGR 152	3
PROGRAM REQUIREMENTS	AGR 250/250L	4
	AGR 100 I	1
TOTAL CREDITS		15

4 TH SEMESTER		CREDITS
SCIENCE	CHM 151/151L	4
PROGRAM REQUIREMENTS	ANS 150B	2
SCIENCE	BIO 181/181L	4
HISTORY	HIS 162	3
HUMANITIES	SPH 153	3
TOTAL CREDITS		16

PROGRAM RECOMMENDED COURSES	CREDITS	
MSC 200	3	
NRS 180	4	
TOTAL CREDITS		7

Note: Program Recommended course(s) are to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	32
TOTAL CREDITS	63

Business Department

Mission:

The mission of the Business Department is to develop and offer 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 enable students to build strong partnerships with both the public and private sectors in job placement and educational improvement opportunities.

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

- **Associate of Arts Degree with an Emphasis in:**
 1. Business Administration
- **Associate of Science degree in:**
 1. Accounting
 2. Business Management
- **Certificate of Proficiency in:**
 1. Accounting
 2. Business Management

The curriculum provides for career mobility. Business majors must complete all the business courses in each program with a "C" grade or better. A Business degree in Accounting, Business Administration and Business Management requires students to supplement classroom learning with practical experience of 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 152A** for Accounting, **MGT 250** for Business Administration, and **MKT 212** for Management. Both courses will offer a practicum during the fourth semester. A field trip either on or off-island is required for Management

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*)

Community Advisory Council:

Mr. Alex Zodiacal, Mr. Jason Betham, Mr. Tony Mauga, Mr. Archie Soliai, and Mrs. Heidi Uele.

Chairperson and Faculty:

Dr. Faofua Faatoafe, Chairperson; Mr. Lam Yuen, Lam Yuen, Jr., and Mr. Papalauena Ioapo Taua'i, Faculty.

Program Learning Outcomes:

1. Create, analyze, and interpret written and verbal communication in business applications, with use of appropriate technologies that will allow for effective business presentations and make effective ethical business decisions.
2. Demonstrate competencies in most areas of business, including accounting, marketing, management, economics, business law, organizational behavior, and apply effective business communication skills as required for ethical leadership and management practices.
3. Demonstrate knowledge and practice of business etiquettes and ethics, and to think critically to create positive image of individuals and organizations by learning and understanding theories and participating in practical hands-on training opportunities.
4. Value diversity in work settings to enhance one's capacity to effectively foster teamwork, adjust, and adapt to a rapidly changing local, regional, and global business environment.

BUSINESS DEPARTMENT COURSE DESCRIPTIONS:

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

Prerequisites: BUS 150

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. (*Note: 3 lecture credits*)

ACC 151 Financial Accounting (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 include long-term investments, liabilities both current and long-term, and stockholders' equity. Students will analyze financial statements by using horizontal, vertical, and ratio analysis. (*Note: 3 lecture credits*).

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. (*Note: 3 lecture credits*)

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 the job order process, cost systems, the development of managerial skills in using accounting, and the financial information used 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. (*Note: 3 lecture credits*)

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

Prerequisite: ACC 152 A

This course reinforces students' knowledge of accounting concepts and principles through the use of computers. Instruction will be provided in computer operations using commercially available accounting software such as 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 in being hired for middle-level business jobs. A worksite experience of 25-30 hours is required for completion of the course. (*Note: 3 lecture credits*)

ACC 230 Government and Not-For-Profit Accounting

Prerequisite: ACC 210A

Government and Not-For-Profit Accounting focuses on the development and use of financial information as it relates to governmental and not-for-profit entities. This course includes identifying and applying appropriate accounting and reporting standards for governments and private, not-for profit organizations, preparing financial statements for private not-for-profit organizations, and describing auditing requirements for these entities. (*Note: 3lecture credits*)

BUS 103 Introduction to Business (3)

This course provides an overview of the American free enterprise market system. The course introduces students to entrepreneurship and the business process, with a balanced overview of the interwoven nature of basic business discipline and principles. Topics to be explored include business formation and practices, small business management, market dynamics, economic systems, competitive strategies, business ethics and social responsibilities. (*Note: 3 lecture credits*)

BUS 140 Entrepreneurships

Prerequisite: BUS 103

This course provides business and non-business majors with the skills necessary to succeed as an entrepreneur. The fundamental of starting and opening a business plan, obtaining financing, marketing a product or service and developing an effective accounting system. (*Note: 3 lecture credits*)

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

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). (*Note: 3 lecture credits*)

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

Prerequisites: 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 the career employment process and the communicating with a diverse and global workforce. Skills in grammar, punctuation, and business vocabulary will be developed throughout the course. (*Note: 3 lecture credits*)

BUS 170 Ethics in the Workplace (3) (formerly *BUS 210*)

Prerequisites: ENG 151

This course introduces students to the contemporary issues of ethics, morality, and social responsibility that face the business community, both locally and globally. Students completing this course will be able to define various theories of the ethics, appreciate the importance of ethics framework for analyzing and resolving real-world ethical issues, and to gain the 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. (*Note: 3 lecture credits*)

BUS 180 Applied Business Statistics (3)

Prerequisites: ENG 150, MAT 151

This course provides an introduction to both the 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. (*Note: 3 lecture credits*)

BUS 260 Business Law (3)

Prerequisites: BUS 103, ENG 151

This course explores the US and American Samoa legal environment in which businesses operate and studies the interaction between business and the legal system. Students examine various areas of the law, which are important to business. Topics include the court system, government regulations, torts, contracts, agency, ethical and criminal implications of business actions, property laws, and the legal aspects of different business entities. (*Note: 3 lecture credits*)

ECON 150 Principles of Economics

Prerequisite: BUS 103, ENG 151

This course will cover introductory micro and macroeconomic principles as factors determining the general level of employment, inflation, and other key economic topics relevant and a concern to all people and their way of life. To be examined in the context of practical economic topics will be an analysis of markets, price and production. Current economic problems will be used to illustrate these concepts. (*Note: 3 lecture credits*)

ECON 250A Principles of Microeconomics (3) (formerly *ECO 251, ECO 250A Principles of Microeconomics*)

Prerequisites: ECON 150, ENG 151

This course introduces students to economics as a way of thinking, observing, analyzing and identifying problems and

their possible solutions. Topics include demand and supply, scarcity and prices, maximizing utility, production and costs, perfect competition, monopoly, antitrust and regulations, distribution of income, unions, market failure, public goods, international trade and financing, gross domestic product (GDP), gross national product (NPD), and the FED. *(Note: 3 lecture credits)*

ECON 250B Principles of Macroeconomics (3) *(formerly ECO 250, ECO 250 B Principles of Macroeconomics)*

Prerequisites: ECON 150, ENG 151

This course introduces students to the overview of economics and its key categories. Students will be familiarized with concepts and principles of the American economy. Topics will include opportunity cost, economic activities in producing and trading, supply and demand, prices and unemployment, real GDP, monetary and fiscal policies, economic stability, taxes and deficits, public debts, money and banking, natural and unemployed resources, and applying modern technology in solving and interpreting numbers and graphs. *(Note: 3 lecture credits)*

MGT 250 Principles of Management (3)

Prerequisite: ECON 150

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, and the theories and concepts related to human motivation in management careers. *(Note: 3 lecture credits)*

MGT 255 Human Relations and Organizational Behavior (3)

Prerequisites: MGT 250

This course introduces students to the development of individual and inter-personal relationships applied to business and industry. Emphasis is placed upon values, communication, problem solving, motivation, leadership, and how individuals interact with each other within a group environment. In addition, human relations skills and organizational behavior concepts are examined 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. *(Note: 3 lecture credits)*

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

Prerequisite: 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, and consumer attitudes as they relate to marketing will be studied. Students will learn that marketing is not just advertising, retailing, or selling; it encompasses a myriad of concepts, techniques, and activities all directed toward distribution of goods and services to chosen consumer segments. *(Note: 3 lecture credits)*

MKT 210 Principles of Advertising

Prerequisite: MKT 195

This course is an overview of the social, economic and marketing environment in which advertising functions. It introduces the role of advertising and integrated marketing communication in society, business and economics. Topics include historical perspectives, ethics, research and evaluation, objective-setting, and strategies to planning the creation of campaigns for the mass and new media. It provides an opportunity for students to discuss and define their values within the practice of advertising. *(Note: 3 lecture credits)*

MKT 212 Marketing and Management Practicum (2) *(formerly Salesmanship Practicum)*

Prerequisites: MKT 195, MGT 250

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 or e-marketing research project is included for students to obtain direct observation or in-depth understanding on how various products are produced, packaged, stored, and distributed locally and globally. Emphasis is placed on the completion of a Business Plan being viewed and approved by a local or off-island business owner. *(Note: 1 lecture credit and 1 lab credit)*

**ASSOCIATE OF SCIENCE DEGREE IN
ACCOUNTING**

Program Statement:

Accounting is often called the language of business. The accounting program provides students with both the theoretical and practical knowledge to understand and explore the accounting cycle, concepts, principles, applications, and best ethical practices for business decision-making purposes. It assists students with developing communication, interpersonal, computational, leadership, and teamwork skills. This concentration prepares students for both entry and mid-level accounting jobs. In addition, students can pursue opportunities in teaching business education or choose to transfer to higher learning institutions to obtain more advanced accounting degrees.

1ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
CAREER DEVELOPMENT	BUS 103	3
MATH	MAT 151	3
PROGRAM REQUIREMENTS	BUS 150	3
TOTAL CREDITS		15

2ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ACC 150	3
	BUS 140	3
COMMUNICATION	BUS 160	3
PROGRAM REQUIREMENTS	BUS 170	3
	ECON 150	3
TOTAL CREDITS		15

3RD SEMESTER		CREDITS
HISTORY	HIS 171	3
	HIS 162	3
	ACC 151	3
PROGRAM REQUIREMENTS	ACC 152A	3
	ECON 250A	3
TOTAL CREDITS		15

4TH SEMESTER		CREDITS
PERSONAL DEVELOPMENT	PSY 150, HEA 150	3
SCIENCE	PHSCI 150/150L	4
PROGRAM REQUIREMENTS	ACC 210A	3
	BUS 180	3
COMPUTER	ICT 170	3
TOTAL CREDITS		16

PROGRAM REQUIREMENTS		CREDITS
	MKT 195, MGT 250	3
	ACC 220	3
	ACC 230	3
	BUS 260	3
TOTAL CREDITS		12

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	42
TOTAL CREDITS	73

**ASSOCIATE OF SCIENCE DEGREE IN
BUSINESS MANAGEMENT**

Program Statement:

The program provides opportunities for students to work on developing communication, interpersonal, leadership, management, supervision, teamwork, and organizational skills that are needed in the workplace. This concentration prepares students for both entry and mid-level business positions. In addition, it prepares students to transfer to higher learning institutions for more advanced degrees in Business.

1ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
CAREER DEVELOPMENT	BUS 103	3
MATH	MAT 151	3
PROGRAM REQUIREMENTS	BUS 150	3
TOTAL CREDITS		15

2ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ACC 150	3
	BUS 140	3
	ECON 150	3
PERSONAL DEVELOPMENT	BUS 170	3
HISTORY	HIS 171	3
TOTAL CREDITS		15

3RD SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ACC 151	3
COMMUNICATION	BUS 160	3
COMPUTERS	ICT 170	3
PROGRAM REQUIREMENTS	MKT 195	3
	ECON 250B	3
TOTAL CREDITS		15

4TH SEMESTER		CREDITS
PROGRAM REQUIREMENTS	MGT 250	3
SCIENCE	PHSCI 150/150L	4
PROGRAM REQUIREMENTS	MKT 210	3
HISTORY	HIS 162	3
PROGRAM REQUIREMENTS	BUS 180	3
TOTAL CREDITS		16

PROGRAM REQUIREMENTS		CREDITS
	MKT 212	2
	MGT 255	3
	BUS 260	3
TOTAL CREDITS		8

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	38
TOTAL CREDITS	69

**ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS
IN BUSINESS ADMINISTRATION**

Program Statement:

This concentration in Business Administration is designed to provide students a broad base of introductory business-related disciplines combined with 1 appropriate general education courses, where upon graduation, one is prepared for entry-level positions in business and the workforce, or articulation into a Bachelors' degree program in a variety of business disciplines.

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
CAREER DEVELOPMENT	BUS 103	3
MATH	MAT 151	3
SCIENCE	PHSCI 150/150L	4
TOTAL CREDITS		16
2 ND SEMESTER		CREDITS
COMMUNICATION	BUS 160	3
PERSONAL DEVELOPMENT	PHIL 150	3
COMPUTER	ICT 170	3
	HIS 170	3
HISTORY	HIS 162	3
TOTAL CREDITS		15
3 RD SEMESTER		CREDITS
SCIENCE	BIO 150/150L	4
MATH	MAT 250	4
SOCIAL SCIENCE	BUS 260	3
ARTS	MUS 160	3
TOTAL CREDITS		14
4 TH SEMESTER		CREDITS
HISTORY	HIS 171	3
PHYSICAL EDUCATION	PED or MSL 100	1
SAMOA and PACIFIC STUDIES	<i>Cluster II: Samoan Language:</i> SAM 111	3
HUMANITIES	ENG 250	3
ELECTIVE CREDITS	BUS 180	3
TOTAL CREDITS		16
PROGRAM REQUIREMENTS		CREDITS
	MGT 250	3
	BUS 170	3
	ECON 150	3
	ACC 150	3
	BUS 150	3
TOTAL CREDITS		15
PROGRAM RECOMMENDED COURSES		CREDITS
	MKT 195	3
	MKT 210	3
	ACC 151	3
	MGT 255	3
TOTAL CREDITS		12

Note: Program Recommended course(s) are to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.

**CERTIFICATE OF PROFICIENCY IN
ACCOUNTING**

1 ST SEMESTER		CREDITS
ENGLISH	ENG 151	3
MATH	MAT 151	3
CAREER DEVELOPMENT	BUS 103	3
PROGRAM REQUIREMENTS	BUS 150	3
TOTAL CREDITS		12
2 ND SEMESTER		CREDITS
	ACC 150	3
	BUS 160	3
PROGRAM REQUIREMENTS	BUS 170	3
	BUS 180	3
	ECON 250A	3
TOTAL CREDITS		15
PROGRAM REQUIREMENTS		CREDITS
	ACC 151	3
	ACC 152A	3
TOTAL CREDITS		6

	CREDITS
GENERAL EDUCATION	6
PROGRAM REQUIREMENTS	27
TOTAL CREDITS	33

**CERTIFICATE OF PROFICIENCY IN
BUSINESS MANAGEMENT**

1 ST SEMESTER		CREDITS
ENGLISH	ENG 151	3
MATH	MAT 151	3
CAREER DEVELOPMENT	BUS 103	3
PROGRAM REQUIREMENTS	BUS 150	3
TOTAL CREDITS		12
2 ND SEMESTER		CREDITS
	ACC 150	3
	BUS 160	3
PROGRAM REQUIREMENTS	BUS 170	3
	BUS 180	3
	ECON 250B	3
TOTAL CREDITS		15
PROGRAM REQUIREMENTS		CREDITS
	MGT 250	3
	MKT 195	3
TOTAL CREDITS		6

See next page for Total credits

	CREDITS		CREDITS
GENERAL EDUCATION	31	GENERAL EDUCATION	6
PROGRAM REQUIREMENTS	45	PROGRAM REQUIREMENTS	27
TOTAL CREDITS	76	TOTAL CREDITS	33

Criminal Justice Department

Mission:

The mission of the Criminal Justice Department is to develop and offer the student academic preparation for entry-level career positions in areas of the criminal justice system in the United States and American Samoa. The program provides an opportunity for the student to develop abilities and skills necessary for a career upgrade and/or 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:

- Associate of Arts degree with an Emphasis in Pre-Law
- Associate of Science degree in Criminal Justice

Community Advisory Council:

Peseta Dennis Lutu Fuimaono, Jake Fano, Tumau Lokeni, Latara Ah See

Chairperson and Faculty:

Mrs. Rosie Ah Chee-Toeava, Chairperson; and Mr. Utumoe Alefosio, Faculty.

Program Learning Outcomes:

1. **Logical Reasoning:** Analyze fact situations and understand case reasoning and rationale.
2. **Skills:** Apply acquired knowledge and skills to real life/work situations.
3. **Content and Context:** Demonstrate an appreciation of the constitution, statutes, and case laws.
4. **Communication:** Communicate using both oral and written skills and to organize, deliver, and evaluate information and evidence.
5. **Critical Thinking:** Think critically, analytically, and logically when conducting research, drawing conclusions, and communicating results.

CRIMINAL JUSTICE DEPARTMENT 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 and private sectors, and the community in the United States as well as American Samoa. (*Note: 3 lecture credits*)

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, drunken driving sobriety testing, arrest and vehicle search procedures, and the common traffic officer role. (*Note: 3 lecture credits*)

CJ 160 Patrol Operations (3)

Prerequisite: ENG 80

This course covers the basics in police patrol functions and duties. It will cover the proper procedures of safety patrol principles, selective enforcement, beat analysis, vehicle stops, searches and seizures, field interrogation, and other common patrol functions. (*Note: 3 lecture credits*)

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. The course 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. (*Note: 3 lecture credits*)

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 an overview of evidentiary privileges. (*Note: 3 lecture credits*)

CJ 175 Criminal Investigations (3)

Prerequisite: ENG 90

This course covers crime scene investigation, collection, and preservation of evidence, interrogation of suspects, admissibility of evidence and confessions. (*Note: 3 lecture credits*)

CJ 180 Criminal Law and Procedures (3)

Prerequisite: ENG 90

The historical and philosophical development of criminal law is examined. Major emphasis is on substantive criminal law, definitions, procedures, and elements of crime from the 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 to the system of criminal justice. (*Note: 3 lecture credits*)

CJ 190 Juvenile Delinquency (3) (formerly Juvenile Procedures) Prerequisite: ENG 91

This course offers a 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. (*Note: 3 lecture credits*)

CJ 195 Introductions 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. (*Note: 3 lecture credits*)

CJ 200 Comparative Justice (3)

Prerequisite: CJ 150, ENG 151

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. (*Note: 3 lecture credits*)

CJ 210 Constitutional Law and Procedures (3)

Prerequisite: CJ 150 or POL 150, 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. (*Note: 3 lecture credits*)

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

Prerequisite: CJ 150, ENG 151

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, and typologies will be assessed, and the influence of crime theory on public policy will be explored. (*Note: 3 lecture credits*)

CJ 220 Survey of Law (3)

Prerequisite: CJ 150, ENG 151

This course presents the philosophical, historical and cultural role of law as it exists 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 participants' powers of legal reasoning and analysis. (*Note: 3 lecture credits*)

CJ 225 Victimology (3)

Prerequisite: CJ 150, SOC 150, ENG 151

This course focuses on the victim's rights, treatment of victims by the criminal justice system and social services agencies, and how society views them. Students will use theories to examine the contributing factors to victimization and its relationship to society. (*Note: 3 lecture credits*)

CJ 230 Criminal Justice Administrations and Organization (3) Prerequisite: CJ 150, 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. (*Note: 3 lecture credits*)

CJ 235 Cyber Crime (3)

Prerequisite: CJ 150 or CJ 175, ENG 151

This course is designed to illustrate the use of modern technology as a tool to commit different types of cybercrime and criminal activities. Students will gain knowledge in theoretical approaches, law enforcement, and investigation of cybercrimes. (*Note: 3 lecture credits*)

CJ 240 Police Community Relations (3)

Prerequisite: CJ 150, ENG 151

This course covers the interrelationships and role expectation between the police department, various government agencies, the private sector, and the community in regard to cooperation among these entities and the police. (*Note: 3 lecture credits*)

CJ 260 Ethics in Criminal Justice (3)

Prerequisite: CJ 150, ENG 151

This course focuses on ethics as an element of leadership and professionalism in different agencies in the criminal justice system. Students use social trends and political challenges to analyze and address ethical and social justice that impacts the code of ethics in criminal justice. (*Note: 3 lecture credits*)

**ASSOCIATE OF ARTS DEGREE WITH AN
EMPHASIS IN PRE-LAW**

Program Statement:

The Associate of Arts Degree with an emphasis in Pre-Law promotes an understanding of the legal system in the United States. The program primarily prepares students to transfer to a four-year institution of higher learning. It also develops knowledge and skills for students planning to apply for a career in the criminal justice system or related area. In completion of the program students will acquire competency in critical thinking, effective communication, and responsible leadership through the application of the US Constitution and its laws.

1ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
CAREER DEVELOPMENT	CJ 150	3
MATH	MAT 151	3
COMPUTER	ICT 150	3
TOTAL CREDITS		15
2ND SEMESTER		CREDITS
HISTORY	HIS 150, HIS 170	3
	HIS 162	3
PERSONAL DEVELOPMENT	PSY 150	3
SCIENCE	PHSCI 150/150L	4
HUMANITIES	SPH 153	3
TOTAL CREDITS		16
3RD SEMESTER		CREDITS
SCIENCE	BIO 180/ 180L	4
MATH	MAT 250, MAT 280	4-5
SOCIAL SCIENCE	SOC 150	3
ENGLISH	ENG 251	3
TOTAL CREDITS		14-15
4TH SEMESTER		CREDITS
HISTORY	HIS 151, HIS 171	3
PHYSICAL EDUCATION	PED or MSL 100	1
HUMANITIES	PHIL 150	3
PROGRAM REQUIREMENTS	CJ 260	3
SAMOA and PACIFIC STUDIES	SAM 101A, SAM 101B, SAM 111, or SAM 151/151L, SAM 154	3-4
TOTAL CREDITS		13-14
PROGRAM REQUIREMENTS		CREDITS
	CJ 180, CJ 210, CJ 220, CJ 230	9
TOTAL CREDITS		9

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	36-38
TOTAL CREDITS	67-69

**ASSOCIATE OF SCIENCE DEGREE IN
CRIMINAL JUSTICE**

Program Statement:

The Associate of Science Degree in Criminal Justice offers a sequence of courses to prepare students for entry level career positions in the criminal justice system and related fields. It also prepares students to transfer to a four-year institution of higher learning. The program provides students with the comprehensive knowledge to apply theories and principles and examine facts through critical thinking.

1ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
CAREER DEVELOPMENT	CJ 150	3
MATH	MAT 151	3
SCIENCE	PHSCI 150/150L	4
TOTAL CREDITS		16
2ND SEMESTER		CREDITS
HISTORY	HIS 150, HIS 170	3
	HIS 162	3
PROGRAM REQUIREMENTS	SOC 150	3
	POL 150	3
HUMANITIES	SPH 153	3
TOTAL CREDITS		15
3RD SEMESTER		CREDITS
COMPUTER	ICT 150	3
PROGRAM REQUIREMENTS	Cluster 1: Law Enforcement CJ 155, CJ 160, CJ 165, CJ 240 Cluster 2: Law and Theories CJ 180, CJ 215, CJ 220, CJ 235	12
TOTAL CREDITS		15
4TH SEMESTER		CREDITS
PERSONAL DEVELOPMENT	PSY 150	3
PROGRAM REQUIREMENTS	Cluster 1: Law Enforcement CJ 170, CJ 175, CJ 195, CJ 230 Cluster 2: Law and Theories CJ 190, CJ 210, CJ 225, CJ 200	12
TOTAL CREDITS		15
PROGRAM REQUIREMENTS		CREDITS
	CJ 260	3
TOTAL CREDITS		3

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	33
TOTAL CREDITS	64

CAPP English Department

Mission:

The mission of the English College Accelerated Preparatory Program (CAPP) is to help students with English limitations to improve their thinking, speaking, listening, reading and writing skills. Students apply these skills to higher education and real-life experiences.

Community Advisory Council:

Mrs. Carol Galea'i, Mrs. Salamasina Schuster, Lua'ipou-Ma'ae-Talo, Mr. Mene Taua'a.

Chairperson and Faculty:

Dr. Siamaua Eliapo-Ropeti, Chairperson; Ms. Florangel Calumpang; Mrs. Ethel Sokimi; Mrs. Elisapeta Faalafi-Jones; Mrs. Lise Sauni-Ale; Mrs. Edna Niedo-Zarraga; Pepe Ilimalaota-Lafaele, and Mr. Pio Tavai, Faculty.

CAPP English Learning Outcomes:

Reading, Speaking, and Writing Outcomes

1. Actively listen and engage in individual or group discussions and conversations.
2. Engage in conversational styles, forms, and sound of English.
3. Identify and apply basic college reading skills to describe, interpret, summarize, and make analytical judgments in reading selections.
4. Apply the basic steps of the writing process to write well-structured sentences, paragraphs, and essays using critical thinking skills.
5. Participate in learning activities using technology and service learning.

CAPP ENGLISH COURSE DESCRIPTIONS:

Note: Qualifying Placement or standardized test scores (ACT, SAT, etc.) are used for appropriate placement in English courses)

ENG 70 Beginning Reading (3)

This is an English course that centers on building beginning college reading skills. Students will be able to develop knowledge by using context clues, recognizing main ideas, and understanding supporting details. Students are also

introduced to basic elements of literature through short stories and novels. (*Note: 3 lecture credits*)

ENG 71 Beginning Writing (3)

This beginning course places emphasis on developing basic writing skills, such as composing a variety of sentences to develop paragraphs in summaries and reflections. Students are introduced to the steps of the writing process integrating grammar concepts. (*Note: 3 lecture credits*)

ENG 80 Intermediate Reading (3)

Prerequisite: ENG 70

This is an English course that centers on building intermediate college reading skills. Students will be able to demonstrate knowledge in the following academic competencies: implied main ideas, making inferences, relationships, and purpose and tone. Students will be introduced to elements of literature through biographies and short novels. (*Note: 3 lecture credits*)

ENG 81 Intermediate Writing (3)

Prerequisite: ENG 71

This intermediate course places emphasis on writing skills to compose paragraphs and eventually develop basic essays. Students apply the steps of the writing process incorporating proper grammar usage. (*Note: 3 lecture credits*)

ENG 90 Advanced Reading (3)

Prerequisite: ENG 80

This is an English course that centers on building advanced college reading skills. Students will be able to evaluate knowledge using critical thinking skills in the following academic competencies: distinguishing facts from opinions, recognizing propaganda techniques, avoiding errors in reasoning, outlining and summarizing. Students will apply elements of literature using classic novels and poetry. (*Note: 3 lecture credits*)

ENG 91 Advanced Writing (3)

Prerequisite: ENG 81

This advanced course places emphasis on the modes of writing essays. Students follow the steps of the writing process in order to compose informative, persuasive, and well-structured essays with a sound thesis statement and relevant and adequate support (*Note: 3 lecture credits*)

College Life Planning

Mission:

The mission of the College and Life Planning (CLP) course is to inspire and empower students to make effective decisions both personally and professionally course is designed to equip career and transfer students to plan for successful career paths and life choices. CLP enriches student's collegiate experiences and increase retention of first and second year undergraduates.

Course Learning Outcomes:

1. Develop and apply communication skills to enhance the areas of speaking, writing, reading and listening;
2. Correlate personal learning styles to improve academic studies and real work situations;

3. Utilize current technology skills to improve communication, locate resources and information for decision making and life-long learning;
4. Demonstrate an understanding and appreciation for diversity in all aspects of life;
5. Develop and evaluate strategies to address potential problems with effective solutions and options.

COLLEGE AND LIFE PLANNING COURSE DESCRIPTION:

CLP 150 College and Life Planning (3 credits)

This course provides students with the opportunity to gain self-awareness skills necessary to become informed, and successful students in planning educational and career goals. The course focuses on academic and non-academic skills to increase self-knowledge in decision making process and application of the following themes: transitions, personal learning styles, goal setting, academic planning, time management, test-taking techniques, self-care, money management, relationships, communication, memory techniques, college and community resources, and respecting diversity. (*Note: 3 lecture credits*)

Computer Science Department

Mission:

The ASCC Computer Science Department strives for excellence by providing quality and comprehensive educational programs to assist students in realizing their maximum potential for personal and professional development and in collaboration with the industry to meet the educational needs of the community. The program ensures that ASCC graduates will be equipped with the necessary computer literacy skillset required in the ever-changing work environment.

The Computer Science Department provides a comprehensive curriculum that focuses on:

- Introduction to the fundamental principles of computer science which includes the fundamental of computer security.
- Courses specific to software systems and interdisciplinary areas that extend the scope of Computer Science to acquire the skills needed to solve complex technological problems of modern society.

Community Advisory Council:

Mr. David Betham, Mr. Don Nelson, Ms. Grace Tulafono-Asi, Ms. Lisa Gebauer, Ms. Fala Sualevai, Mr. Raj Deo

Chairperson and Faculty

Mr. Ernie T. Seiuli, Chairperson; Mr. Reupena T. Lesa, and Ms. Juliet Fung Chen Pen, Faculty

Program Learning Outcomes:

1. **GEO 2-A: Evaluate Information**—Demonstrates the ability to access, locate, manage, and evaluate information from multiple sources.
2. **GEO 2-B: 1 Present Information using Technology**—Utilizes technological tools to perform basic functions appropriate to job and life.
3. **GEO 2-B: 2 Apply Information**—Applies research skills and presents knowledge in multiple formats.
4. Courses that provide students' knowledge, skills, and abilities to utilize technological tools and procedures for personal, academic, and career tasks for entry level employment.

COMPUTER SCIENCE DEPARTMENT COURSE DESCRIPTIONS:

ICT 150 Introductions to Computers (3)

Prerequisite: MAT 80, ENG 80

This course presents hardware and software components of microcomputer systems. Topics include operating systems, basic network commands, and fundamentals of email, internet, word processing, spreadsheet, and presentation graphics. Lab work includes hands on experience on the course software. (*Note: 2 lecture credits, 1 lab credit*)

ICT 170 Microcomputer Applications (3)

Prerequisite: MAT 90, ENG 80

This course illustrates computer capabilities within an employment setting. It will focus on solidifying student knowledge of popular Microsoft office applications.

Laboratory work includes extensive laboratory assignments using Word Processing, Spreadsheet, and Presentation software to accomplish tasks meeting Microsoft Office User (MOUS) Specialist standards. (*Note: 2 lecture credits, 1 lab credit*)

ICT 270 Advanced Office Applications (3)

Prerequisite: ICT 170

This course applies advanced functions of office automation systems (word processing, spreadsheets, and database). Laboratory work includes advanced exercises in Word, Excel, and Access designed to Microsoft Office User Specialist (MOUS) Expert standards. (*Note: 2 lecture credits, 1 lab credit*).

CERTIFICATE OF PROFICIENCY IN INFORMATION COMMUNICATION TECHNOLOGY		
1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
ENGLISH	ENG 151	3
CAREER DEVELOPMENT	ICT 170	3
PROGRAM REQUIREMENTS	ETP 100	3
	ETP 120	4
TOTAL CREDITS		16
2 ND SEMESTER		CREDITS
	ICT 270	3
PROGRAM REQUIREMENTS	ICT 150	3
	ICT 161	4
	BUS 103	3
MATH	MAT 151	3
TOTAL CREDITS		16
		CREDITS
GENERAL EDUCATION		12
PROGRAM REQUIREMENTS		20
TOTAL CREDITS		32

Fine Arts Department

Mission:

The Fine Arts Department provides educational services by offering courses that cultivate expression, emotion, and creativity. Exposure to, and immersion in the arts will enhance and enrich academic studies, therefore, the department encourages students to engage and participate in all performances and studio courses, which include the musical arts, the visual arts, and the theatrical arts. In addition, the department offers courses that allow students to study and appreciate the historical, the social, and the cultural aspects of music, art, and theatre. The Fine Arts Department also offers degrees in the areas of music and visual arts. These degree programs prepare students for a career in the arts or for transfer to a four-year college or university. The Fine Arts Department is committed to educate and inspire students while broadening their life experiences through diversity in learning.

To meet the mission, the department offers the following degrees:

- **Associate of Arts degree with an Emphasis in**
 1. Music
 2. Visual Arts

Community Advisory Council:

Rev. Iasepi Uli, Mr. Pati Pati, Mr. Ulisone Fitiao.

Chairperson and Faculty:

Mr. Kuki Tuiasosopo, Chairperson; Mrs. Regina Meredith-Fitiao, and Ms. Loretta Leagatonu Puaauli, Faculty.

Program Learning Outcomes:

1. **The Creative Process:** Identify the technical and expressive aspects to create, and the ability to perform while developing competent artistic skills that are essential to the Arts field.
2. **The Performing/Exhibition Factor:** Enrich the creative process by exhibiting works of art or performing in public places and demonstrating the study of the fine arts disciplines while developing lifelong skills in the arts as a profession.
3. **The Historical, Cultural, and Social Context:** Appreciate, comprehend, and respect the historical, cultural, and social aspects of music, art, and theatre

Note: One credit course repeated 3 times: Only applies to MUS courses. Students can enroll in 1 Physical Science and 1 Life Science to complete 8 credits.

FINE ARTS DEPARTMENT COURSE DESCRIPTIONS:

ART 150 Art History Survey I (3)

Prerequisite: ENG 90

ART 150 is a survey course, which focuses on the Art forms created during the major historical periods in time from the Paleolithic to the Late Gothic periods. The course is a survey of artworks that help to define different civilizations during these periods and are presented in lecture format with imagery. *(Note: 3 lecture credits)*

ART 151 Art History Survey II (3)

Prerequisite: ENG 90

ART 151 is a lecture course, which focuses on the Art world during the periods beginning with Proto-Renaissance and continues through Post-Modernism. Students are presented with some of the most influential artworks by artists who helped to pioneer in the art field and make a difference in the visual field that we are still indebted to them for today. The

lectures are presented with slides and select films. (*Note: 3 lecture credits*)

ART 160 Design Fundamentals (3)

Prerequisite: ENG 80

ART 160 is an introductory studio course that covers the Elements and Principles in Art. Students are tested on the basic concepts of these rudiments and are required to create different works of art that exemplify them. (*Note: 1.5 lecture credits, 1.5 studio credits*)

ART 161 Indigenous Art Forms (3)

Prerequisite: ENG 90, ART 160 or ART 170

ART 161 is a studio course that introduces the art forms of Samoa and the Pacific. The art forms include woodcarving, Siapo (Bark Cloth Painting), weaving, pottery, and the tattoo. Local master craftsmen share in their expertise with students and an art project is required for each art form. Students are required to develop a book of notes that reflect the different art forms, and exhibit choice works in the annual art exhibition. (*Note: 1.5 lecture credits, 1.5 studio credits*)

ART 165 Basic Photography (3)

Prerequisite: ENG 90, ART 160

ART 165 is a studio course, which introduces the student to the world of photography using black and white film and digital capabilities. The handling of different cameras, darkroom procedures, and fieldwork are all covered in this course. Students are required to spend studio time to complete the requirements, which include darkroom work, and developing a portfolio of prints that exemplify their endeavors. Students are required to showcase their works in the annual exhibition. (*Note: 1.5 lecture credits, 1.5 studio credits*)

ART 170 Drawing I (3)

Prerequisite: ENG 90

ART 170 is a studio course that is based on various techniques and methods that strengthen the student's ability to draw with confidence. Students are expected to use an array of mediums that include pencil, pen, charcoal, and pastel. Emphasis is placed on eye-hand coordination and replicating highly realistic images that help to develop their skill. A total of six hours of study is required for this 3-credit course. A final portfolio of works is required as well as participation in the annual art exhibition. (*Note: 1.5 lecture credits, 1.5 studio credits*)

ART 171 Drawing II (3)

Prerequisite: ART 160 or ART 170

ART 171 is a studio course that focuses on strengthening the student's visual acuity by drawing from the figure. The study of the anatomy is emphasized, and a model is available for study. Students are required to produce illusions of space and volume on a two-dimensional surface while creating figurative drawings. The student will be expected to present a final series of works and showcase in the annual exhibition. A total of six (6) hours of study is required for this course. (*Note: 1.5 lecture credits, 1.5 studio credits*)

ART 172 Painting I (3)

Prerequisite: ART 160 or ART 170

ART 172 is a studio course that introduces the student to the world of painting using watercolor, acrylic, and mixed media. How to use the different mediums, prepare different surfaces, use different brushes, and achieve interesting effects are covered in this course. Students are required to compose a select number of paintings, study and research suggested masters, and compile a portfolio of works. Each student is also required to devote studio time to painting that covers required six (6) hours of this 3-credit course. The annual exhibition is mandatory. (*Note: 1.5 lecture credits, 1.5 studio credits*)

ART 180 Ceramic Sculptures (3)

Prerequisite: ART 160, ART 170

ART 180 is a studio course that introduces the student to the world of clay. Different methods of clay building are introduced as well as glazing and kiln firing. Students are expected to apply a total of six hours of study to the art form. (*Note: 1.5 lecture credits, 1.5 studio credits*)

ART 299 Advanced Art Studies and Project (3)

Prerequisite: ART 160, ART 170

This course is designed exclusively for the advanced art student ready to create an independent body of works including scheduled critiques and possible exhibition. (*Note: 3 lecture credits*)

DNC 150 Basic Dance Movements (3)

This course introduces beginning dance concepts to students who may have little or no prior training. Emphasis is placed on body alignment and movement. Students will learn basic dance vocabulary, develop musicality and understand time, space, weight and energy as it relates to dance. Dance repertoire and style is drawn from western dances and indigenous dances. Additionally, this course serves as a foundation for stage movement, sports and physical training, and other advanced dance classes. (*Note: 3 lecture credits*)

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. (*Note: 3 lecture credits*)

DRA 151 Drama Workshop (3)

Prerequisite: ENG 80

This course focuses on developing a public theatrical performance. Students will participate in all aspects of the playmaking process. (*Note: 3 lecture credits*)

DRA 170 Oral Interpretation of Literature (3)

Prerequisite: ENG 90

The 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. *(Note: 3 lecture credits)*

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. *(Note: 3 lecture credits)*

DRA 251 Introduction to Technical Theatre (3)

Prerequisite: DRA 150

This course introduces the student to the basic principles of scene design and construction, lighting and sound. Specific attention will focus on script analysis as it relates to the design process. *(Note: 3 lecture credits)*

MUS 150 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. *(Note: 3 lecture credits)*

MUS 160 Music Literatures (3)

Prerequisite: ENG 80

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. *(Note: 3 lecture credits)*

MUS 165 Music of the World (3)

Prerequisite: ENG 80

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. *(Note: 3 lecture credits)*

MUS 170 Concert Choir (1)

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. *(Note: 1 lab credit; May be repeated for a maximum of three (3) 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. *(Note: 1 lab credit; May be repeated for a maximum of three (3) credits.)*

MUS 181 Samoan String Band Ensemble (1)

This course is available to all students. It emphasizes Samoan string band performances, particularly the ukulele, kitara (guitar), and selo (cello) as well as singing accompanied by these musical instruments. *(Note: 1 lab credit; May be repeated for a maximum of three (3) credits.)*

MUS 187 Beginning Orchestra (1)

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. *(Note: 1 lab credit; May be repeated for a maximum of three (3) credits.)*

SPH 153 Introduction to Speech (3)

Prerequisite: ENG 80

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. *(Note: 3 lecture credits)*.

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN MUSIC

Program Statement:

The Associate of Arts Degree with an Emphasis in Music prepares students for a career in music or for transfer to a four-year college or university.

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
CAREER DEVELOPMENT	MUS 150	3
MATH	MAT 151	3
ARTS	MUS 170,	3
	MUS 180	
TOTAL CREDITS		15

2 ND SEMESTER		CREDITS
ARTS	MUS 181, MUS 187	3
PERSONAL DEVELOPMENT	PSY 150, HEA 150,	3
	SOC 150	
HISTORY	HIS 150, HIS 170	3
	HIS 162	3
SCIENCE	PHSCI 150/150L	4
TOTAL CREDITS		16

3 RD SEMESTER		CREDITS
SCIENCE	BIO 150/150L, BIO 155/ 155L, BIO 180/ 180L, MSC 170/170L	4
MATH	MAT 250, MAT 280	4-5
SOCIAL SCIENCE	Cultural Courses: ANT 150, ANT 153, ANT 154, GEO 160	3
	Political Courses: PAD 150, POL 150, POL 160, POL 170, Social and Behavioral Courses: PSY 250	
HUMANITIES	SPH 153, DRA 151, DRA 170	3
COMPUTERS	ICT 150	3
TOTAL CREDITS		17-18

4 TH SEMESTER		CREDITS
HISTORY	HIS 151, HIS 171	3
ENGLISH	ENG 251	3
PHYSICAL EDUCATION	PED or MSL 100	1
SAMOA and PACIFIC STUDIES	<i>Cluster II: Samoan Language:</i> SAM 101A and SAM 101B SAM 111, SAM 151/151L	3-4
PROGRAM REQUIREMENTS	MUS 160	3
	MUS 165	3
TOTAL CREDITS		16-17

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	33-35
TOTAL CREDITS	64-66

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN VISUAL ART

Program Statement:

The Associate of Arts Degree with an Emphasis in Visual Arts prepares students for a career in visual arts or for transfer to a four-year college or university.

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
CAREER DEVELOPMENT	ART 150, ART 160	3
MATH	MAT 151	3
COMPUTER	ICT 150	3
TOTAL CREDITS		15

2 ND SEMESTER		CREDITS
HUMANITIES	SPH 153, DRA 170	3
PERSONAL DEVELOPMENT	PSY 150, HEA 150	3
SCIENCE	PHSCI 150/150L	4
HISTORY	HIS 150, HIS 170	3
	HIS 162	3
TOTAL CREDITS		16

3 RD SEMESTER		CREDITS
SCIENCE	BIO 150/150L	4
MATH	MAT 250, MAT 280	4-5
SOCIAL SCIENCE	Cultural Courses: ANT 150, ANT 153, ANT 154, GEO 160	3
	Political Courses: PAD 150, POL 150, POL 160, POL 170 Social and Behavioral Courses: PSY 250, SOC 150	
ARTS	ART 160, DRA 151, ART 170	3
TOTAL CREDITS		14-15

4 TH SEMESTER		CREDITS
HISTORY	HIS 151, HIS 171	3
ENGLISH	ENG 251	3
PHYSICAL EDUCATION	PED or MSL 100	1
SAMOA and PACIFIC STUDIES	Cluster II: Samoan Language: SAM 101A, SAM 101B SAM 111, SAM 151/151L	3-4
PROGRAM REQUIREMENTS	ART 161, ART 171	6
TOTAL CREDITS		16-17

PROGRAM REQUIREMENTS	CREDITS
ART 151, ART 161, ART 165, ART 172, ART 180, ART 299	6
TOTAL CREDITS	6

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	36-38
TOTAL CREDITS	67-69

Health and Human Services Department

Mission:

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 with an emphasis in Human Services, or a Certificate of Proficiency in Guidance and Counseling, or a Certificate of Proficiency in Public Health 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 medical support staff, 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.

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

- **Associate of Arts degree with an emphasis in**
 1. Human Services
- **Associate of Science degree in**
 1. Health Science
- **Certificate of Proficiency in**
 1. Guidance and Counseling
 2. Public Health

Community Advisory Council:

Dr. Jean Asuega, Dr. Robin Faumuina, Mrs. Ipuniuese Eliapo, Ms. Judy Matautia, Mr. Val Tuilefano.

Chairperson and Faculty:

Derek Helsham, Chairperson; Solinu'u Johnson-Savusa, Faculty.

Program Learning Outcomes for Human Services:

1. Demonstrate basic entry-level skills required for a variety of Human Services careers (communication, reporting, interagency consultation, etc.)
2. Apply theory, ethics, and laws to the professional practices of local and national Human Service agencies.
3. Identify human development at all stages and aspects of life and the respective practices that apply to individuals and groups.
4. Analyze how cultural, societal, and environmental impacts affect human relationships and Human Services.
5. Evaluate various local and national Human Service agencies in meeting the needs of the population served.

Program Learning Outcomes for Health Science:

1. Demonstrate the basic knowledge and skills required for a variety of health-related careers.
2. Analyze medical terminology, theory, ethics, laws, and concepts to the practice in the field of health careers.
3. Assess personal, family, and community wellness and suggest improvements for a healthy lifestyle.
4. Demonstrate knowledge and skills through field work at a health-related agency.
5. Demonstrate life-saving skills in American Heart Association or American Red Cross certified CPR.

HEALTH AND HUMAN SERVICES DEPARTMENT COURSE DESCRIPTIONS:

ASL 150 American Sign Language I (4)

Prerequisite: ENG 90

This course will introduce the student to the expressive and receptive 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. (*Note: 4 lecture credits*)

HEA 140 Introduction to Health Occupations (3)

Prerequisite: ENG 90

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. (*Note: 3 lecture credits*)

HEA 150 Introduction to Health Science (3)

Prerequisite: ENG 91

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. (*Note: 3 lecture credits*)

HEA 151 Medical Terminology (3)

Prerequisite: ENG 150

Medical terminology introduces the student to a special vocabulary used by health care professionals. This course will assist students learning certain methods that will enable them to remember familiar terms 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 terms. (*Note: 3 lecture credits*)

HEA 152 Standard First Aid and CPR (1)

Prerequisite: ENG 90

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 needed in order to receive an American Red Cross or American Heart Association certificate in CPR and Basic First Aid. *(Note: 1 lecture credit)*

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 bifida, and others. *(Note: 3 lecture credits)*

HEA 299 Health Science Practicum/Work Experiences (2)

This is a practicum/work experience course 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. *(Note: 2 lab credits)*

HSV 150 Introduction to Human Services (3)

Prerequisite: ENG 90, ENG 91

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 programs. *(Note: 3 lecture credits)*

HSV 155 Introduction to Counseling and Guidance (3)

Prerequisite: ENG 91

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. *(Note: 3 lecture credits)*

HSV 160 Psychological and Achievement Testing (3)

Prerequisite: ENG 151, MAT 151

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. *(Note: 3 lecture credits)*

HSV 165 Career Development and Information Systems (3)

Prerequisite: ENG 91

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. *(Note: 3 lecture credits)*

HSV 200 General Counseling I (3)

Prerequisites: HSV 155, PSY 150

This course is designed to expand the understanding of counseling 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. *(Note: 3 lecture credits)*

HSV 220 Multicultural Guidance and Counseling (3)

Prerequisites: HSV 155, PSY 150

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 the skills to accommodate the needs of diverse populations. *(Note: 3 lecture credits)*

HSV 250 Survey of Substance Abuse Problems (3)

Prerequisites: PSY 150

This course is designed to increase understanding of substance use and abuse. The course includes historical and social perceptions of substance use, patterns and trends of use, societal and legal responses to drugs and alcohol, description of psychoactive drugs in terms of effects and actions, new ways of considering the etiology, and methods of prevention, intervention, and treatment. *(Note: 3 lecture credits)*

HSV 299 Human Services Practicum/Work Experience (2)

This is a practicum/work experience course with human services agencies in the areas of counseling, social work and human relations; where the student will be placed according to his/her 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. *(Note: 2 lab credits)*

PH 100 Community Health Education (3)

Prerequisites: ENG 91

This course enables students to develop an ideological base for non-formal education practice in health care settings and among the community. It discusses the motivation of learning in adults and various principles of teaching arising from community analysis. Students will be introduced to a wide range of basic Public Health terminology and form a basic understanding of disease suitable for use in non-formal education which will help them develop health education skills. Public Health family and behavioral health topics will be used to develop training programs to support community health. *(Note: 3 lecture credits)*

PH 101 Dental Health (2)

Prerequisites: ENG 91

This course develops an understanding of dental disease and the simple measures that can be implemented by health workers to prevent most dental problems. Designed for both Community Health Workers (CHWs) and Health Assistants (HA). *(Note: 2 lecture credits)*

PH 102 Essential Public Health Functions and Primary Health Care (3)

Prerequisites: ENG 91

In this introductory course, students will first define Public Health before exploring the different concepts of Health. They will learn different concepts to include: Measuring Population Health, Understanding the Public Health System, Laws and the Government in relation to Public Health, Latest Practices of Public Health, Public Health Emergency Preparedness and Response; understanding the Workforce, the Administration, the Environmental and Occupational Health and its role in Public Health, PH Nursing, Epidemiology and Disease Control, PH Education and Information and Future Challenges in Public Health Practices. This course also enhances students' perception on the fundamental role of PHC in improving the health of people in the Pacific communities and in reducing health inequalities between different groups. Emphasis is given in

understanding the basics of the Department of Public Health's role in preventative care. This course places emphasis on learning each subdivision's role in the overall Department of Health efforts to improve a Country's or Territory's well-being and health. *(Note: 3 lecture credits)*

PH 160 Introduction to Public Health (3) (formerly PH 103 Introduction to Information Systems for Health Managers)

Prerequisites: PSY 150 or HEA 150, MAT 150 or Higher

This is a public health inquiry course which centers on health promotion and disease prevention. Emphasis is placed on personal, community, and population health, and its interdisciplinary connections to other health care fields. Biomedical research ethics, critical thinking and analysis of public health problems that may affect the health and well-being of the individual and the community will be introduced. *(Note: 3 lecture credits)*

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN HUMAN SERVICES			ASSOCIATE OF SCIENCE DEGREE IN HEALTH SCIENCE		
Program Statement: The program provides courses to students who are interested in pursuing a career in the field of Human Services. Students are oriented into the Human Service fields, which address community, social, political, and economic issues. An overview of theoretical and historical perspectives of Human Services provides a basis for the application of fundamental helping skills and a broad understanding of local and national services and programs.			Program Statement: An Associate of Science Degree in Health Science is a general degree program which prepares students for a health-related career. The curriculum includes broad-based general education courses, which allow students to continue studies in a specialized allied health area or a bachelor's degree program. The health science program also prepares students with knowledge and skills to obtain immediate job entry into the local employment force as medical support staff or a community health worker.		
1ST SEMESTER		CREDITS	1ST SEMESTER		CREDITS
ENGLISH	ENG 150	3	ENGLISH	ENG 150	3
	ENG 151	3		ENG 151	3
CAREER DEVELOPMENT	HSV 150	3	CAREER DEVELOPMENT	HEA 140	3
MATH	MAT 151	3	MATH	MAT 151	3
SCIENCE	BIO 150/150L	4	PROGRAM REQUIREMENTS	HEA 150	3
TOTAL CREDITS		16	TOTAL CREDITS		15
2ND SEMESTER		CREDITS	2ND SEMESTER		CREDITS
HISTORY	HIS 150, HIS 170	3	HISTORY	HIS 150	3
	HIS 162	3		HIS 162	3
PERSONAL DEVELOPMENT	PSY 150	3	PERSONAL DEVELOPMENT	PSY 150	3
COMPUTER	ICT 150	3	COMPUTER	ICT 150	3
HUMANITIES	SPH 153	3	SCIENCE	BIO180/ 180L	4
TOTAL CREDITS		15	TOTAL CREDITS		16
3RD SEMESTER		CREDITS	3RD SEMESTER		CREDITS
SCIENCE	BIO 180/180L	4	SCIENCE	CHM 150/ 150L	4
MATH	MAT 250	4	HUMANITIES	SPH 153	3
SOCIAL SCIENCE	PSY 250	3		HEA 151	3
PROGRAM REQUIREMENTS	Cluster 1: General Services: HSV 160, HSV 165	3	PROGRAM REQUIREMENTS	HEA 152	1
	Cluster 2: Counseling Services: HSV 155			BIO 181/181L	4
HUMANITIES	PHIL 150, REL 150	3	TOTAL CREDITS		15
TOTAL CREDITS		17	4TH SEMESTER		CREDITS
4TH SEMESTER		CREDITS	SCIENCE	BIO 250/250L	4
HISTORY	HIS 151, HIS 171	3		HEA 299	2
ENGLISH	ENG 251	3	PROGRAM REQUIREMENTS	PH 160	3
PHYSICAL EDUCATION	PED or MSL 100	1		NUT 150	3
			SCIENCE	BIO 255/255L	4

SAMOA and PACIFIC STUDIES	SAM 101A, SAM 101B, SAM 111, SAM 151/151L, SAM 154	3-4
PROGRAM REQUIREMENTS	Cluster 1: General Services: HSV 299 Cluster 2: Counseling Services: HSV 200, HSV 220, HSV 250	5-6
TOTAL CREDITS		15-17
		CREDITS
GENERAL EDUCATION		31
PROGRAM REQUIREMENTS		32-34
TOTAL CREDITS		63-65

TOTAL CREDITS		16
PROGRAM REQUIREMENTS		CREDITS
HEA 250, ASL 150, BIO 251/251L, CHM 151/151L, HSV 250, PHM 200		3-4
TOTAL CREDITS		3-4
		CREDITS
GENERAL EDUCATION		31
PROGRAM REQUIREMENTS		34-35
TOTAL CREDITS		65-66

CERTIFICATE OF PROFICIENCY IN GUIDANCE and COUNSELING		
1ST SEMESTER		CREDITS
ENGLISH	ENG 151	3
MATH	MAT 151	3
PERSONAL DEVELOPMENT	PSY 150	3
PROGRAM REQUIREMENTS	HEA 250	3
PROGRAM REQUIREMENTS	HSV 155	3
TOTAL CREDITS		15
2ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	HSV 160	3
	HSV 165	3
	HSV 200	3
	HSV 220	3
	PSY 250	3
TOTAL CREDITS		15
PROGRAM REQUIREMENTS		CREDITS
	HSV 250	3
	HSV 299	2
TOTAL CREDITS		5
		CREDITS
GENERAL EDUCATION		9
PROGRAM REQUIREMENTS		26
TOTAL CREDITS		35

CERTIFICATE OF PROFICIENCY IN PUBLIC HEALTH		
1ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
MATH	MAT 150 or higher	3
COMPUTER	ICT 150	3
CAREER DEVELOPMENT	PH 100	3
PERSONAL DEVELOPMENT	HEA 150	3
TOTAL CREDITS		15
2ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	PH 102	3
	PH 101	2
	NUT 150	3
	PED	1
	HEA 152	1
TOTAL CREDITS		10
PROGRAM REQUIREMENTS		CREDITS
	PH 160	3
	HEA 299	3
TOTAL CREDITS		6
		CREDITS
GENERAL EDUCATION		9
PROGRAM REQUIREMENTS		22
TOTAL CREDITS		31

Language and Literature Department

Mission:

The Language and Literature Department offers intensive English literature and writing courses to help students develop and strengthen their critical thinking skills, become proficient college-level readers and writers, and become clear, effective communicators. Writing courses will focus on helping students become competent and skillful writers by using selective rhetorical strategies. Literature courses will evaluate and examine cultures, issues, and themes in multiple genres by

applying a variety of writing methods and styles. Students will demonstrate critical thinking through literary analysis. The courses offered by the Language and Literature Department are designed to prepare students for transfer to a four-year college or university and/or to be successful and contributing members of the modern work force.

Community Advisory Council:

Mrs. Lua'ipou Maae, Mrs. Lani Wendt Young, Mr. Justin Maga, Mr. Elvis Zodiacal and Ms. Monica Miller

Chairperson and Faculty:

Mr. Vesi Matu'u, Chairperson; Mrs. Jocelyn Siologa; Mr. Ben Goodwin; Mr. Poe Mageo, and Mr. Jude Chun, Faculty.

Language and Literature Learning Outcomes:

1. **GEO 1: B: Reading:** Read effectively to comprehend, interpret, in many different situations.
2. **GEO 1: C: Writing:** Write clearly, concisely and accurately in a variety of contexts and formats and for many audiences.
3. Demonstrate active listening and speaking abilities.
4. Demonstrate proficiencies in clear and effective written communication.
5. Demonstrate improvement in reading skills focused on comprehending, analyzing, interpreting, and evaluating printed texts.
6. Enrich and expand knowledge of the human conditions and cultures in relation to behavior, ideas, and thoughts.

LANGUAGE AND LITERATURE DEPARTMENT COURSE DESCRIPTIONS:

ENG 150 Introduction to Literature (3)

Prerequisite: ENG 90

This course focuses on three major genres of literature (poetry, drama, and fiction), including film production, and contemporary Pacific literature. This course also explores and interprets terms and concepts from a variety of literary works. Students will apply and demonstrate critical thinking by writing analytical expository papers and essays. *(Note: 3 lecture credits)*

ENG 151 Freshman Composition (3)

Prerequisite: ENG 91

This is an intensive introduction-to-college-writing course that requires multiple compositions. This course is designed to help students recognize and critically evaluate important local and global issues affecting the population. Students will be required to adhere to the rules of Standard American English and write narrative, persuasive, and expository essays and submit a research term-paper. Modern Language Association (MLA) format will be introduced. American Psychological Association (APA) format is required. *(Note: 3 lecture credits)*

ENG 250 Survey of Literature (3)

Prerequisite: ENG 150, ENG 151

This is a second-year literature course designed for close reading and in-depth analysis of three major genres of literature (poetry, drama, and fiction), including film production, and contemporary Pacific literature. Students will write multiple literary analysis essays and demonstrate skills in evaluation, interpretation, and critical thinking. A grade of C or better in ENG 150 and ENG 151 is required. *(Note: 3 lecture credits)*

ENG 251 Sophomore Composition (3)

Prerequisite: ENG 151

This is a second-year composition course designed for advanced prose writing. Students will demonstrate and integrate the use of sophisticated and original evidence and language and will write lengthy expository or argumentative essays reflecting a variety of local and global issues. Students will be required to adhere to the rules of Standard American English and write comparison and contrast, classification, and argumentative essays and submit a research term-paper. Modern Language Association (MLA) or

American Psychological Association (APA) format is required. A grade of C or better in ENG 151 is required. *(Note: 3 lecture credits)*

LIT 270 World Literature (3)

Prerequisite: ENG 150, ENG 151

This course is a survey of world literature, with emphasis on cultural elements, form, and technique. Students will examine themes and approaches to storytelling (ancient and modern), poetry, drama, and essays. This course introduces a wide range of significant and/or representative works, with special attention to related Samoan literary elements. Students will write multiple literary analysis essays and demonstrate skills in evaluation, interpretation, and critical thinking. A grade of C or better in ENG 150 and ENG 151 is required. *(Note: 3 lecture credits)*

LIT 272 American Literature

Prerequisite: ENG 150, ENG 151

This course is a survey of American literature with emphasis on historical elements in selected works by American authors from the Colonial American Era to the 21st century. Students will follow the development of major themes in American literature and examine and critique these themes in essays, fiction, poetry, drama, film, lectures, and discussions. Students will write multiple literary analysis essays and demonstrate skills in evaluation, interpretation, and critical thinking. A grade of C or better in ENG 150 and ENG 151 is required. *(Note: 3 lecture credits)*

LIT 274 Pacific Literature (formerly LIT 276 Pacific Literature)

Prerequisite: ENG 150, ENG 151

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 elsewhere. Distinction is made between existing traditional literature and modern writing with Western influence. Students will write multiple literary analysis essays and demonstrate skills in evaluation, interpretation, and critical thinking. A grade of C or better in ENG 150 and ENG 151 is required. *(Note: 3 lecture credits)*

Mathematics Department

Mission:

The mission of the Mathematics Department is to provide quality education in various areas of mathematics to support certificate and degree programs. The department offers courses that promote critical thinking and logical reasoning while developing and strengthening problem solving skills. The Math 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.

Community Advisory Council:

Sofa'i Tuato'o, Dr. Sreeni Panickar, and Carol Ma'afala-Baqui

Chairperson and Faculty:

Mr. Tunufai Leiato, Chairperson; Mrs. Amete Moefiainu, CAPP Math Representative; Mrs. Sinaitaaga J. Mose; Mr. Emau Tofilau; Mr. Laau Liufau; Mr. Marston Porter; Mr. Avele Mata'utia, and Mr. Anthony Felise, Faculty.

CAPP (Math) Program Learning Outcomes:

1. Develop a general understanding of basic operations of real numbers and algebraic expressions to gain a solid foundation of basic mathematical concepts.
2. Develop and demonstrate the basic computational skills in arithmetic and elementary algebra necessary to be successful in college level math.
3. Demonstrate the ability to read, interpret, and construct tables, basic graphs, and linear equations.
4. Use technology to practice, solve, and verify basic arithmetic problems and linear equations.

Math Program Learning Outcomes:

1. GEO 3: A: Quantitative: Apply quantitative skills to personal, academic and career related activities.
2. GEO 3: C: Problem Solving: Apply critical thinking skills to synthesize information and evaluate the credibility of sources/contexts.
3. Courses that promote critical thinking and logical reasoning while developing problem solving skills by studying various branches of Mathematics.

Note: Qualifying Placement or standardized test scores (ACT, SAT, etc.) are used for appropriate placement in math courses.

MATH DEPARTMENT COURSE DESCRIPTIONS:

MAT 80 Preparatory Math (4)

A developmental mathematics course for those persons in need of advanced mathematical operations skills, such as geometry, beginning Algebra, negative numbers, percent, ratio, proportion, measurements, fundamentals polynomial operations, exponent usage, solving simple equations, inequalities and simple word problems. (*Note: 4 lecture credits*)

MAT 90 Elementary Algebra (4)

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. (*Note: 4 lecture credits*)

MAT 150 Survey of Mathematics (3)

Prerequisite: MAT 90

Introduces students to logic, sets, number bases, the history and philosophy of mathematics, metric system, geometry, equations, inequalities, and problem solving. (*Note: 3 lecture credits*)

MAT 151 Intermediate Algebra (3)

Prerequisite: MAT 90

Extends topics introduced in Elementary Algebra and prepares students for the College Algebra course. Topics include sets and real numbers, equations and inequalities, linear equations and functions, polynomial functions, exponential and logarithmic functions. Students with a grade of "C" or better in MAT 250 cannot take this course as an elective. (*Note: 3 lecture credits*)

MAT 155 Vocational Technical Mathematics (3)

Prerequisite: MAT 90

This course introduces 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. (*Note: 3 lecture credits*)

MAT 250 College Algebra and Trigonometry (4)

Prerequisite: MAT 151 with a grade of "C" or better

This course focuses on 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. (*Note: 4 lecture credits*)

MAT 260 Introduction to Statistics (3)

Prerequisite: MAT 151 with a grade of "C" or better

A basic introduction to descriptive and inferential statistics. The emphasis is on applications and interpretation. Topics covered are graphical techniques, basic probability, confidence intervals, hypothesis testing, analysis of variance testing, and goodness of fit tests, regression and correlation. (*Note: 3 lecture credits*)

MAT 280 Calculus I (5)

Prerequisite: MAT 250

A short review of functions is followed by an in-depth study of limits. Continuous functions and limit theorems are presented. Basic techniques of derivatives including derivatives of composite functions, implicit differentiation and higher order derivatives are explored. 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. *(Note: 5 lecture credits)*

Nursing Department

Mission:

The Nursing Department is committed to provide quality nursing education in preparing knowledgeable and caring professional nurses to meet the diverse health needs of the community.

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

- Associate of Science degree in Nursing (RN)
- Certificate of Proficiency in Practical Nursing (PN)
- Certificate of Completion in Nurse Aide (NA)

Program Admission Requirements

The nursing programs have special Prerequisites and admission requirements. Further information and application requirements can be obtained from the Nursing Department. Completed applications are accepted from April 1 to May 15 for fall semester admission. Applicants are responsible for submitting completed application to the nursing department and official college transcripts directly to the Admission Office from the college(s) attended by May 15. Each application will be reviewed prior to an interviewing process by the Nursing Department Community Advisory Council. Notification of the scheduled interviewing date will be sent by e-mail (or by telephone for off-island applicants). Students who are accepted must submit a completed physical exam form and TB clearance to the nursing department prior to registration.

Community Advisory Council:

Margaret Sesepasara, Simamao Tuatoo, Tofiga Tufele, Dr. Emilia Lei, Derek Helsham, Monica Afalava, Leua Aiono Frost.

Chairperson and Faculty:

Ms. Lele Ah Mu, Chairperson; Mrs. Ann Longnecker, Faculty.

Nursing Program Learning Outcomes:

1. **Communication:** Demonstrates and utilizes basic communication and writing skills to effectively facilitate understanding between patients, clients, family, significant others, and members of the healthcare personnel; utilizes teaching methods appropriate to various ages.
2. **Technology:** Utilizes technology to provide legal documentation of the patient care plan, complete care provided, and medications administered; knowledgeable in the use of technology to provide evidenced-based information in the care of patients.
3. **Accountability and Clinical Ethics:** Practices within the profession's ethical and legal framework and is accountable for own nursing practice, behaviors, and

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. *(Note: 5 lecture credits)*

care delegated; functions within the legal parameters and ethical practices that influence patient's responses to illness in a variety of health care environments.

4. **Collaboration and Teamwork:** Develops an awareness of cultural and ethnic factors to enable active participation in collaborating and contributing to the patient's plan of care by providing safe, basic nursing care of patients in various health care settings.
5. **Critical Thinking:** Utilizes the nursing process in the care of patients with needs resulting from altered states of wellness, by applying nursing knowledge and skills to provide basic and technical nursing care; promotes safe nursing practices and critical thinking skills in the care of patients.
6. **Process of Health Care:** Demonstrates safe and competent nursing care based on the facts and principles of biological, psychological, sociological, cultural and spiritual functioning.
7. **Leadership** Demonstrates sound leadership principles based on planning, managing, and delivering health care in interdisciplinary teams, including delegation and supervision of nursing care being delivered by others.
8. **Professionalism and Responsibility:** Demonstrates responsibility for own learning, and for participation in community and professional activities; understands the levels of authority and responsibility, and function as a member of the health care team under the supervision of the Registered Nurse (RN), or Medical Doctor/Medical Officer (MD/MO).

Nurse Aide Program Learning Outcomes:

1. **Communication:** Utilize basic communication skills effectively to facilitate understanding between patients, family, significant others, and health care personnel.
2. **Clinical Ethics:** Practices within the profession's ethical and legal framework and is accountable for own actions and behavior.
3. **Process of Health care:** Provides safe, simple, basic nursing care of patients in various health care settings.
4. **Collaboration and Teamwork:** Function as a member of the health care team under the supervision of the Licensed Practical Nurse (LPN) or Registered Nurse (RN).

NURSING DEPARTMENT COURSE DESCRIPTIONS:

NUR 100/100L Nurse Aide Training (6) -based on individual Certificate of Completion

Prerequisite: ENG 90, ENG 91

The course prepares students to work in hospitals, clinics, nursing homes, and home health agencies. It is also a prerequisite to the licensure programs. Classroom, laboratory, and faculty supervised clinical learning experiences are offered. A Certificate of Completion (COC) is awarded after successful completion of the course. **—The course is offered for 10 weeks during the semester. (Note: 4 lecture credits, 2 clinical laboratory credits)**

NUR 150/150L Fundamentals of Nursing (7)

Prerequisites: NUR100/100L or equivalent, NUT 150

This is a beginning-nursing course that explores basic concepts and skills relevant to nursing practice. Emphasis is on knowledge and application of the nursing process and evidence-based nursing in approaching patient care situations in the acute care settings under the supervision of the faculty. **(Note: 4 lecture credits, 3 clinical laboratory credits)**

NUR 155 Nursing Perspectives (2)

Prerequisite: NUR 100/100L

The 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. **(Note: 2 lecture credits)**

NUR 180/ 180L Introduction to Adult Health (16)

Prerequisites: BIO 251/251L, PHM150 or PHM 200, NUR 150/150L, NUR 155

The course focuses on the practical nurse's use of the nursing process and evidence-based nursing practice in the care of patients with psycho-social, perioperative, cardiovascular, immunologic, hematologic, respiratory, musculoskeletal, circulatory, metabolic, endocrine, elimination, skin integrity, sensory, reproductive, and neurologic function. in acute care and long-term settings, including administration of medication under the supervision of the faculty. Basic comprehensive nursing concepts will also be utilized in the care of patients, families, and the community, with emphasis on Mental Health nursing and the role of Public Health Nurse/Community Health Nurse in the prevention of disease and maintenance of optimum health for patients of all ages. **(Note: 9 lecture credits, 7 clinical laboratory credits)**

NUR 190/ 190L Family/Child Nursing (8)

Prerequisites: NUR 180/180L

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 patients and their families from varied cultural backgrounds. Knowledge is applied in patient care situations in obstetrical and acute pediatric care setting, including health teaching and administration of medications under the supervision of the faculty. The course is 10 weeks in length and is offered during the summer. **(Note: 5 lecture credits, 3 clinical laboratory credits)**

NUR 200/200L Transition to Nursing (5)

Prerequisites Accepted to the RN program

Nursing Transition is an intensive technical skill and writing course. It is the initial course that exposes the returning Licensed Practical Nurse or continuing student to the second year of the nursing program the emphasis is placed on the professional role of the registered nurse and expanded use of the nursing process. The course further focuses on the use of evidence-based nursing practice to assist patients meet the needs related to alterations or in maintaining wellness of biological, psychological, spiritual, and cultural functioning. Knowledge of basic nursing skills and administration of medication will be assessed for under the supervision of the faculty. **(Note: 3 lecture credits, 2 clinical laboratory credits)**

NUR 203/203L Maternal-Newborn Nursing (3)

Prerequisites: Accepted to the RN program

The course introduces in-depth nursing concepts related to the childbearing experience and the maternal roles Nursing theory focuses on the application of the nursing process and evidence-based nursing in the care of mothers and newborn. The course is taken the first six weeks of the semester. **(Note: 3 lecture credits)**

NUR 204/204L Nursing of Children (3)

Prerequisites: NUR 203/203L, Accepted to the RN program

The course focuses on the application of the nursing process and **evidence-based nursing practice** in caring for children under medical and surgical disorders in acute care setting, Concepts related to the developmental stages, environment, immunizations, safety, and parent-child interaction will be explored. The course is taken the last six weeks of the semester. **(Note: 3 lecture credits)**

NUR 206 Issues and Trends in Nursing (2)

Prerequisites: Accepted to the RN program

The 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 his/her practice as a registered nurse. **(Note: 2 lecture credits)**

NUR 207/207 L Adult Health Nursing (8)

Prerequisites: BIO 255/255L, PHM 200, NUR 200, NUR 203, NUR 204, NUR 206

The course focuses on the use of the nursing process in providing recommended standards of care for patients with moderately severe health care alterations. Emphasis is on the role of the Registered Nurse in utilizing the nursing process and evidence-based nursing practice to assist patients requiring moderate adaptation to meet alterations in psycho-social, perioperative, cardiovascular, immunologic, hematologic, respiratory, musculoskeletal, circulatory, metabolic, endocrine, elimination, skin integrity, sensory, reproductive, and neurologic function. Leadership principles based on planning, managing,

and delivering health care in interdisciplinary teams, including delegation and supervision of nursing care being delivered by un-licensed personnel will be covered. Knowledge of disaster and bioterrorism will also be included in addition to basic comprehensive nursing concepts in the care of patients with trauma/multi-system trauma; medications will be administered with supervision of the faculty. *(Note: 6 lecture credits, 2 clinical laboratory credits)*

NUR 208/ 208L Mental Health/Psychiatric Nursing (4)

Prerequisites: PHM 200, NUR 200, NUR 203, NUR 204, NUR 206

The course focuses on the nursing process to meet the psychosocial needs of a culturally diverse population across its 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, and the therapeutic communication and the development of a therapeutic relationship with the client in the mental health system. This course is offered for six weeks during the semester. *(Note: 3 lecture credits) 1 clinical laboratory credits)*

NUR 211/ 211L Community Health Nursing (4)

Prerequisites: PHM 200, NUR 200, NUR 203, NUR 204, NUR 206, NUR 208

The 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 the Community Health Nurse and Public Health Nurse in health promotion and the prevention of disease and maintenance of optimum health for clients of all ages. The course is offered for six weeks during the semester. *(Note: 3 lecture credits, 1 clinical laboratory credit)*

PHM 150 Introduction to Pharmacology (3)

Prerequisites: BIO 180/180L, MAT 151 or higher

The course focuses on the basic 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. *(Note: 3 lecture credits)*

PHM 200 General Pharmacology (4)

Prerequisites: BIO 250/250L, MAT 151 or higher

The 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 and applied to patient care situations. *(Note: 4 lecture credits)*

ASSOCIATE OF SCIENCE DEGREE IN NURSING		CERTIFICATE OF PROFICIENCY IN PRACTICAL NURSING (PN)		
Program Statement		1ST SEMESTER		
The nursing program is approved by the American Samoa Health Services Regulatory Board. The department-offers the Nurse Aide Training that will qualify the student to be certified after successfully completing the course The Practical Nursing Program is 11 months in length and allows the graduate to sit the National Council for Licensure Examination (NCLEX-PN) to be a Licensed Practical Nurse (LPN). The LPN is given the opportunity to exit and fill beginning level positions at the Lyndon Baines Johnson Tropical Medical Center (LBJTMC) or the Department of Health as entry-level nurses or continue to the last year of the Registered Nursing (RN) Program. Graduates of the program are eligible to sit the National Council Licensure Examination for the Registered Nurse (NCLEX-RN) that will provide the foundation for a Bachelor of Science in Nursing (BSN).		ENGLISH	ENG 150 ENG 151	CREDITS 3 3
Successful completion of these Registry Examinations enables the nurse aide and/or nurses to practice at beginning level positions in the United States accredited hospitals and Public Health agencies within American Samoa, as well as other U.S. territories.		MATH	MAT 155	3
		PROGRAM REQUIREMENTS	NUT 150	3
		SCIENCE	BIO 180/180L	4
		TOTAL CREDITS		16
		2ND SEMESTER		
		CAREER DEVELOPMENT	NUR 100/100L BIO 250/250L	CREDITS 6 3
		PROGRAM REQUIREMENTS	HEA 151 PHM 150, PHM 200	3 3-4
		PERSONAL DEVELOPMENT	PSY 150	3
		TOTAL CREDITS		18-19
		PROGRAM REQUIREMENTS (Advising Required)		
		PROGRAM REQUIREMENTS	NUR 150/150L NUR 155	CREDITS 7 2
		REQUIREMENTS	BIO 251/251L NUR 180/180L NUR 190/190L	4 16 8
		SOCIAL SCIENCE	PSY 250	3
		TOTAL CREDITS		40
1ST SEMESTER		CREDITS		
ENGLISH	ENG 150 ENG 151			3 3
CAREER DEVELOPMENT	NUR 100/100L MAT 151, MAT 155, MAT 250, MAT 260, MAT 280			6 3-5
TOTAL CREDITS				15-17
2ND SEMESTER		CREDITS		
PERSONAL DEVELOPMENT	PSY 150			3
COMPUTER HISTORY	ICT 150, ICT 170 HIS 170			3 3

SCIENCE	HIS 162	3
	CHM 150/150L, PHSCI 150/150L	4
TOTAL CREDITS		16
3RD SEMESTER CREDITS		
PROGRAM REQUIREMENTS	BIO 255/255L	4
	NUR 200/200L	5
	NUR 203	3
	NUR 206	2
TOTAL CREDITS		14
4TH SEMESTER CREDITS		
HUMANITIES	SPH 153	3
PROGRAM REQUIREMENTS	PHM 200	4
	NUR 204	3
	NUR 208/208L	4
TOTAL CREDITS		14
PROGRAM RECOMMENDED COURSES CREDITS		
PROGRAM REQUIREMENTS	NUR 207/207L	8
	NUR 211/211L	4
TOTAL CREDITS		12
Note: Program Recommended course(s) are to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.		
		CREDITS
GENERAL EDUCATION		31-33
PROGRAM REQUIREMENTS		39
TOTAL CREDITS		70-72

		CREDITS
GENERAL EDUCATION		12
PROGRAM REQUIREMENTS		62-63
TOTAL CREDITS		74-75
CERTIFICATE OF COMPLETION IN NURSE AIDE		
1ST SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ENG 90	3
	ENG 91	3
	MAT 90	4
CAREER DEVELOPMENT	NUR 100/100L	6
TOTAL CREDITS		16

Physical Education Department

Mission:

The Physical Education Department's (PED) mission is to provide experiences that guide students in becoming physically active for a lifetime. The department offers courses that will fulfill the requirements for Associate of Arts and Associate of Science degrees. The department will actively pursue athletic scholarships for those interested in continuing participation abroad and also provides continuous training for those athletes.

Community Advisory Council:

Clayton Mahuka, Arona Samoa, Oakland Salave'a, Pooch Taase.

PHYSICAL EDUCATION DEPARTMENT COURSE DESCRIPTIONS:

PED 150M Men's Basketball (1)

This course will provide the student with the basic skills of basketball such as shooting, passing, rebounding, defending and knowledge of the rules to play at the novice level for men. *(Note: 1 lab credit)*

PED 150W Women's Basketball (1)

This course will provide the student with the basic skills of basketball such as shooting, passing, rebounding, defending and knowledge of the rules to play at the novice level for women. *(Note: 1 lab credit)*

Chairperson and Faculty:

Mr. Ed Imo, Chairperson; Samoa Samoa, Faculty.

Course Learning Outcomes:

1. Perform basic fundamental skills
2. Explain the importance of physical fitness
3. Understand the rules and regulations of the sport
4. Apply knowledge gained for lifetime use
5. Develop one's own personal workout program

PED 151M Men's Weight Training (1)

This course will provide the student with the basic health practices with emphasis on developing muscle strength, muscle endurance, and physical fitness will be covered for men. *(Note: 1 lab credit)*.

PED 151W Women's Weight Training (1)

This course will provide the student with the basic health practices with emphasis on developing muscle strength, muscle endurance, and physical fitness for women. *(Note: 1 lab credit)*

PED 152 Beginning Aerobics (1)

This course will focus on improving cardiovascular fitness through a variety of low, medium and high intensity aerobic exercises. This course will develop strength, endurance, and flexibility; through coordinating low, moderate and high impact bending, jumping, reaching, and kicking. *(Note: 1 lab credit)*

PED 153 Beginning Tae Kwon Do (1) *(formerly Beginning Hap Ki Do and Tae Kwon Do)*

This course will teach theoretical and practical aspects of the martial arts of “self-defense” using the ancient Korean art of Tae Kwon Do. *(Note: 1 lab credit)*.

PED 154 Golf (1)

This course is for the student with no previous golf experience. Basic fundamentals of golf including the rules, etiquette, and terminology will be covered. Fieldwork experience is required. *(Note: 1 lab credit)*

PED 155M Men’s Volleyball (1)

Army Reserve Officers Training Corps (ROTC)

Mission:

The UH/ASCC ROTC Program recruits, trains, and develops leaders of character to serve the Nation as Commissioned Officers in the U.S. Army; additionally, motivates young people to be better citizens committed to lifelong service to the Nation and their Community.

Chairperson and Faculty:

Moliga, Kitzgen, Chairperson

Program Learning Outcomes:

1. Attract, motivate and prepare selected students to serve as commissioned officers in the active or reserve components of the Army;

2. Provide a practical understanding of the concepts and principles of military science;
3. Develop a strong sense of duty, honor and country;
4. Promote teamwork and individual fitness;
5. Develop an understanding of and appreciation for international relations and national security;
6. Develop a comprehension of ethics, leadership, effective goal setting, time-management and effort, and the tradition of a citizen’s army;
7. Familiarity with the concept of the decision-making process and the styles of leadership.

ROTC Course Descriptions:

MSL 100 Introduction to Physical Fitness (1)

This hands-on participatory course follows the Army’s physical fitness program. Classes are conducted three days per week with Army ROTC cadets. Focus is on aerobic conditioning, muscular strength and endurance. *(Note: 1 lab credit)*

MSL 101 Introduction to Military Science I (3) *(formerly ROTC 150)*

This course introduces Cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, goal setting, time management, stress management, and comprehensive fitness relate to leadership, officer-ship, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture of understanding the Reserve Officers’ Training Corps (ROTC) program, its purpose in the Army, and its advantages for the student. *(Note: 2 lectures, 1 lab credit)*

The basic skills of volleyball such as passing, setting, spiking, serving, teamwork, strategies, and rules will be emphasized as well as physical fitness for men. *(Note: 1 lab credit)*

PED 155W Women’s Volleyball (1)

The basic skills of volleyball such as passing, setting, spiking, serving, teamwork, strategies, and rules will be emphasized as well as physical fitness for women. *(Note: 1 lab credit)*

PED 156 Introduction to Tennis (1)

The course is for the 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. *(Note: 1 lab credit)*

PED 170/ MSC 110 Swimming (1)

This course focuses on teaching the basic swimming strokes: western crawl, backstroke, sidestroke, breast-stroke and the butterfly. *(Note: 1 lab credit)*

MSL 102 Introduction to Military Science II (3) *(formerly ROTC 151 Foundations of Officer ship)*

Prerequisite: MSL 101, or prior military experience

This course overviews leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback, and using effective writing skills. Cadets explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises. Cadets receive continued emphasis on recruitment and retention. Cadre role models and the building of stronger relationships among the Cadets (through common experience and practical interaction) are critical aspects of the MSL 102 program. *(Note: 2 lectures, 1 lab credit)*

MSL 201 Intermediate Military Science I (3) *(formerly ROTC 252 Fundamentals of Leadership)*

Prerequisite: MSL 101, MSL 102, ENG 151, or prior military experience, taken concurrently with MSL100

This course explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership

theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced by planning, executing and assessing team exercises. While participation in the leadership labs is not mandatory during the MSL II-year, significant experience can be gained in a multitude of areas and participation in the labs is highly encouraged. The focus continues to build on developing knowledge of the leadership attributes and core leader competencies through the understanding of Army rank, structure, and duties as well as broadening knowledge of land navigation and squad tactics. Case studies will provide a tangible context for learning the Soldier's Creed and Warrior Ethos. (*Note: 2 lectures, 1 lab credit*)

MSL 202 Intermediate Military Science II (3) (*formerly ROTC 253 the Military as a Profession*)

Prerequisite: MSL 201, ENG 251 or concurrently, or prior military experience, taken concurrently with MSL100

This course examines the challenges of leading teams in the complex operational environment. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army Leadership Requirements Model explores the dynamics of adaptive leadership in the context of military operations. Cadets develop greater self-awareness as they assess their own leadership styles and practice communication and team building skills. Case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios. (*Note: 2 lectures, 1 lab credit*)

Samoan Studies Department

Mission:

The Samoan Studies Department (SSD) prepares students to be knowledgeable and skillful in the Samoan culture. Furthermore, the Samoan Studies Department offers an Associate of Arts degree with an emphasis in Samoan Studies.

Manulauti:

E saunia e le Matagaluega o Aoaoga ma Suesuega Samoa tagata aoga ina ia atamamai ma faatufugaina i le aganuu Samoa. E lē gata i lena, e ofo atu e le Matagaluega a le Ofisa o Aoaoga ma Suesuega Samoa se tikeri A.A. e faatau ai Mataupu Samoa.

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

Associate of Arts degree with an emphasis in Samoan Studies

Community Advisory Council / Komiti Faufautua:

Rev. Afalupetua Utai, Afioga Pesetā Tialuga Seloti, Mr. David Mageo, Mrs. Esther Prescott, Tōfā Sili Dr. Kerisiano Sataua.

Chairperson and Faculty/Faiaoga:

Mr. Evile F. Feleti, Chairperson, Mrs. Alofa T. Nuusila, Faculty.

Program Learning Outcomes:

1. Develop and apply basic skills in the area of speaking (during contemporary and cultural settings), writing, reading and listening. *Atiae ma faaaoga agavaa faigofie pe a tautala (i nofoaga faaonaponei ma faaleaganuu), tusitusi, faitau ma faalogologo.*
2. Develop and apply skills of understanding and interpretation of Samoan literature. *Atiae ma faaaoga agavaa tau malamalama 'aga ma faauigaga o fatuga ma tusiga Samoa.*
3. Demonstrate skills in executing activities that are endemic to the performance of Samoan material and non-material culture. *Faatino tomai e patino i faiva masani tau le aganuu faitino ma le aganuu tinoimatagi a Samoa.*
3. Demonstrate competence and ease in delivering basic English translation and interpretation of Samoan. *Faatino le tomai ma le solo lelei o faaliliuga i le Igilisi faigofie ma faauigaga i le gagana Samoa.*
4. Develop and utilize a variety of techniques, as well as technological systems, in applying technology skills in conducting research. *Atiae ma faaaoga metotia eseese, atoa ai ma faiga faatekonolosi, i le faatinoga o suesuega.*

SAMOAN STUDIES DEPARTMENT COURSE DESCRIPTIONS **(FAAMATALAINA O MATAUPU TAU SAMOA)**

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 and the correct use of words in directed fundamental dialoguing, which should transit to more student-oriented conversation. Upon completion, students should become comfortably fluent enough to continue with further training in SAM 101B and SAM 111 at ASCC or learning on their own. This course is intended for non-speakers; beginning speakers of the Samoan Language and can be taken as an elective. (*Note: 3 lecture credits*).

SAM 101A Talanoaga Faasamoa 1 (3)

E mafuli le tele o felafolafoa'iga i le faatautaiga o talanoaga Faasamoa ma e tā'ua lena mataupu o le vasega muamua. E

a'oa'o le faaleoga sa'o o upu, fauga o upu, o le faaaogaga sa'o o upu i totonu o se talanoaga ma i'u ai ina agavaa le tagata e faaaoga le gagana Samoa e feso'ota'i ai. O le a faaosofia le lagona fiafia i le tagata ā'oga e fia a'oa'o pea le gagana Samoa ma faaaauu atu ai i le isi vasega e tā'ua o le SAM 101B po o le SAM 111 i le Kolisi Tuufaatasi o Amerika Samoa, po o le faia fō'i o ni sailiiliga. O lena vasega e mo tagata e lē iloa Faasamoa; tagata fa'ato'ā tau a'o le Faasamoa, ae maise ai le aoga o lena vasega e faaatoa ai togi o polokalama. (**Faailiga: 3 togi**).

SAM 101B Conversational Samoan 2 (3)

This is a conversational Samoan Language course for students who are able to speak limited Samoan, and wish to transit into writing dialogues, messages, verses, nursery rhymes, and

simple directions. The focus will be on structure of basic Samoan sentences. (*Note: 3 lecture credits*)

SAM 101B Talanoaga Faasamoa 2 (3)

O lenei mataupu o Talanoaga Faasamoa e mo tagata aoga ua tau iloa faaoga le gagana Samoa, ma ua iai fo'i le naunauta'iga e amata ona tusitusi, tauloto, ma faatino faatonuga faigofie. O le faamoemoe o lenei vasega e afia'e ai le kalama o le fuaiupu Samoa. (*Faaaliga: 3 togi*)

SAM 111 Introduction to the Samoan Language (3) (formerly SAM 162 Samoan Language Culture)

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. (*Note: 3 lecture credits*)

SAM 111 Faamasaniga i le Gagana Samoa (3)

O lenei mataupu amata i le gagana Samoa e a'oa'o ai tusitusiga ma tautalaga, faaogaga o le kalama ma le gagana faaonaponei ma le gagana faaalalo masani. E fautuaina tagata aoga e tusitusi ma tautatala manino i le gagana Samoa. (*Faaaliga: 3 togi*)

SAM 151 Freshman Samoan (3) (formerly Samoan I)

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. (*Note: 3 lecture credits*) **Note: Students are required to take both lecture and lab during the same semester**

SAM 151 Gagana Samoa Tausaga Muamua (3)

O lenei mataupu e faataunuu ai a'oa'oga ua tuutuu i le loloto o le gagana tautala ma le tusitusi. E tatau i tagata aoga ona tusia ni tala i se mea na tupu, faamatalaga auiliili o se mea, vaiililiga o itu uma o se mataupu ma le faaogaga o le gagana faatosina. E mulimulita'i le gagana tautala i le gagana tusitusi i le taimi o faatinoga a lea mataupu. E faamalosi le faaogaga o mafauauga ua ua'i loloto, e o'o fo'i i le tautala aloa'ia ma le faitau malamalama. (*Faaaliga: 3 togi*)

SAM 151L Freshman Samoan Laboratory (1)

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. (*Note: 1 lab credit*) **Note: Students are required to take both lecture and lab during the same semester**

SAM 151L Gagana Samoa Tausaga Muamua (Vasega Faatino) (1)

O le a fa'ata'ita'i e tagata aoga le faiga o galuega faatino, e faaoga ai mea pu'eata ma isi masini e afia'e ai mafauauga ua'i loloto, faitau malamalama, ma tusitusi i se gagana e mafai ona malamalama ma fafia i ai se 'au faitau. E mata'itū le faatinoga o faalavelave Faasamoa ma matau le faiga o le lauga a tulafale ma iloilo/tusitusi auiliili. (*Faaaliga: 1 togi*)

SAM 152 Introduction Samoan Culture (3)

This is an introductory course to Samoan culture. Students will discuss, and analyze cultural aspects of the faasamoa such

as appropriate language, and appropriate behavior in varying spatial contexts. The concepts of extended families and their functions, land tenure, and the peopling of Samoa are also discussed. Students will be expected to express opinions on Samoan society. (*Note: 3 lecture credits*)

SAM 152 Faamasaniga i Aganuu Samoa (3)

O le mataupu faamasani lenei i le aganuu Samoa. O le a lauliliu, ma iloilo e tagata aoga nisi o tu faasamoa e pei o, gagana talafeagai, amio talafeagai i ituaiga saofa'iga eseese i totonu o se nuu. E a'oa'o ai konesepi tau le aiga potopoto ma o latou aoga, fanua ma lona faasoga ma le 'aināina o motu o Samoa. E tatau i tagata aoga ona faaali manatu e faatatau i saofa'iga eseese a Samoa. (*Faaaliga: 3 togi*)

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 everyday 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. (*Note: 3 lecture credits*).

SAM 154 Faamasaniga i Tala Faamauina a Samoa (3)

O le tasi lenei mataupu faamalosi mo le tikeri AA i le gagana ma aganuu Samoa. I lenei mataupu o le a mafai e tagata aoga ona iloilo tala o le vavau ma le tala faasolopito e ala atu i ana solo o aso fai soo: ava, lauga, tini, tapuaiga. O le a faamasani fo'i tagata aoga i isi ituaiga tala faasolopito, pese, tala o le vavau, fagogo, faleaitu ma tala faaonaponei. O le a su'esu'e tagata aoga i le aafiaga o gagana faamauina a Samoa i le Tusi Paia. (*Faaaliga: 3 togi*)

SAM 172 Samoan Traditional Political Organization (3)

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. (*Note: 3 lecture credits*).

SAM 172 Faigamalo Faasamoa (3)

O le mataupu lenei e iloilo ai upufai o malo a Samoa: i lona faatulagaga, faagaioiga ma suiga i tausaga na tauasa mai ai, ma le aafiaga ona o misionare ma faatulagaga o malo mai fafo. (*Faaaliga: 3 togi*)

SAM 204 Samoan Mythology (3)

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. (*Note: 3 lecture credits*)

SAM 204 Tala o le Vavau a Samoa (3)

O le mataupu lenei e faatatau i tala o le vavau a Samoa ma o le a faamasani ai tagata aoga i tala tuu ma tala o le vavau i lona sionalei faamaumau. O le a sailiili e tagata aoga tala o le vavau i lalo o faatufugaga po o le sionalei tau fatuga, faamasani i pitofilo tau tala o le vavau, a'oa'o elemeni o tala o le vavau a tagatanuu muamua, a'oa'o mai ni tala e tutusa ai le

atu Polenisia, i ni ona ituaiga ma mamamu taatele, atoa ai ma le māta'itū ma le iloilo toto'a o tala o le vavau a Samoa i ni ona tafa eseese. (*Faaaliga: 3 togi*)

SAM 244 Theatrical Arts (3)

Prerequisite: SAM 111

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. (*Note: 3 lecture credits*)

SAM 244 Faleaitu (3)

Mataupu Ulufale: SAM 111

O le mataupu leni e aoaoina ai faleaitu faaleatunuu i lona faatufugaga faafatuga moni a Samoa. O le a mafai ona iloilo ma faitio e tagata aoga suaga i taimi o faafiafiaga faasamoa, le faatinoga e tagatanuu o leni faatufugaga o faiva, ma le faaaogaga o le faleaitu e tauala atu ai se feau mai tagata lautele. E aoaoina ai foi le faaaogaga o le tausuauiā e tauala atu ai faitioga i ni lape o tagatanuu, faamatalaga tuufaafegai, taufaifai ma le taufa'a'ata. (*Faaaliga: 3 togi*).

SAM 251 Sophomore Samoan Composition (3) (formerly SAM 152 Samoan II)

Prerequisite: SAM 151/151L

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. (*Note: 3 lecture credits*)

SAM 251 Gagana Samoa mo Tausaga Lua (3)

Mataupu Ulufale: SAM 151/151L

O le mataupu o le tausaga lua leni i metotia tau Suesuega e faapitoaugafa i tusiga Faasamoa. O le a faatino e le tagata aoga se suesuega i mataupu tau Samoa e faaoga ai le faatulagaga taualoa o le Asosi o Gagana Faaonaponei (Modern Language Association e limata'ita'ina ai sailiiliga. O le a faataua lomiga e faataua i mataupu Samoa, i soo se matātā. (*Faaaliga: 3 togi*)

SAM 261 Samoan Oratory (3)

Prerequisite: SAM 152

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 performing this art of Samoa. (*Note: 3 lecture credits*)

SAM 261 Gagana Faafailauga Samoa (3)

Mataupu Ulufale: SAM 152

O le mataupu leni e faamasani ai tagata aoga i alafua e faatulaga ma momoli ai lauga i soo se ituaiga saofaiga

faaleaganuu. O le tele o le galuega faatino e aofia ai le iloiloga o le gagana faafailauga ma lona faaaogaga i faalavelave ma mataupu tau le aganuu, iloiloga o le anofale o le lauga atoa ai ma le faatinoga o leni faatufugaga faaatisi a le atunuu. (*Faaaliga: 3 togi*)

SAM 271 Samoan Creative Writing (3)

Prerequisite: SAM 151/151L

This is a 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. (*Note: 3 lecture credits*)

SAM 271 Fatuga po o Tusiga Tala Faasamoa (3)

Mataupu Ulufale: SAM 151/151L

O se mataupu leni tau tusigā tala fatu e ala atu i solo, tusiga e faaoga ai le tausuauiā e tauala atu ai faitioga i ni lape o tagatanuu, tala taufa'a'ata atoa ai ma tala e tusia i le agaga Faasamoa. E a'oa'oina ai foi tusiga o mea tutupu i olaga o tagata, tusiga e faamatala ai foliga mai o se mea, tusiga e faailoa ma iloilo ai se mataupu ma le ituaiga tusitusiga faatauanau pe faatosina. (*Faaaliga: 3 togi*)

SAM 281 Translations (3)

Prerequisite: SAM 151/151L

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. (*Note: 3 lecture credits*)

SAM 281 Faaliliuga Faasamoa (3)

Mataupu Ulufale: SAM 151/151L

O le mataupu leni e faamasani ai tagata aoga i tulafono lautele ma agavaa tau faaliliuga ma faauigaga, e pei o le faaliliuga o upu Peretania i upu Samoa. E aoaoina ma iloilo foi e tagata aoga faaliliuga i nusipepa i le lotoifale ma asiasi atu i le faamasinoga e māta'itū ma auiliili le galuega faaliliu a tagata faaliliu i lea matātā. (*Faaaliga: 3 togi*)

SAM 291 Journalism in Samoan (3) (formerly SAM 211)

Prerequisite: SAM 151/151L

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. (*Note: 3 lecture credits*)

SAM 291 Tusitusiga a le 'Au Faasalalau i le Gagana Samoa (3)

Mataupu Ulufale: SAM 151/151L

O le mataupu leni e faamasani ai tagata aoga i metotia o le aoina, tusiga ma le faasalalauina o talafou, ma isi faamatalaga i ala eseese o faasalalauina – e ala i le lolomi poo o le faasalalauina i le ea. O le a aoaoina e tagata aoga saolotoga i le gagana, tapulaa o faamatalaga ma tulafono i le ta'uleagaina o se tagata. (*Faaaliga: 3 togi*).

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN SAMOAN STUDIES

Program Statement

The Associates of Arts Degree with emphasis in Samoan Studies provides courses to students interested in pursuing a career in education, the public service, social services, private enterprise, journalism, language teaching, Samoan research, interpreting and translation. The Samoan courses promote critical thinking in contemporary and cultural settings. An overview of the complexities in the Faasamoa and Samoan values is pertinent in the discussions. Students will also be enriched with the understanding of cultural diversity locally and internationally.

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
CAREER DEVELOPMENT	SAM 111	3
	SAM 152	3
MATH	MAT 151	3
PHYSICAL EDUCATION	PED or MSL 100	1
TOTAL CREDITS		16

2 ND SEMESTER		CREDITS
HISTORY	HIS 150, HIS 170	3
	HIS 162	3
PERSONAL DEVELOPMENT	PSY 150, SOC 150	3
SCIENCE	PHSCI 150/150L	4
COMMUNICATIONS	SAM 261	3
TOTAL CREDITS		16

3 RD SEMESTER		CREDITS
SCIENCE	BIO 150/150L	4
SOCIAL SCIENCE	ANT 154, POL 151	3
ENGLISH	ENG 251, SAM 251	3
SAMOA and PACIFIC STUDIES	SAM 151/151L	4
COMPUTER	ICT 150	3
TOTAL CREDITS		17

4 TH SEMESTER		CREDITS
MATH	MAT 250	4
HISTORY	HIS 160	3
SAMOA and PACIFIC STUDIES	SAM 154, SAM 172	3
HUMANITIES	PHIL 150, REL 150	3
	ENG 250, SAM 281	3
TOTAL CREDITS		16

PROGRAM RECOMMENDED COURSES	CREDITS
Cluster 1: Language: SAM 271, SAM 291	6
Cluster 2: Culture: SAM 204, SAM 244	6
TOTAL CREDITS	12

Note: Program Recommended course(s) are to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	34
TOTAL CREDITS	65

Science Department

Mission:

The mission of the Science Department is to inspire the student community through educational services, research, and outreach programs in the broad areas of the basic sciences. Within the Science Department, there is currently one-degree program, an Associate of Science degree in Marine Science. By taking advantage of our natural surroundings, the Science Department is proud to offer a hands-on, comprehensive Marine Science program for its students to explore, understand, and appreciate the importance of the influence the ocean has on our planet's climate, as well as learn about marine organisms and habitats both locally and globally. The department is committed to a strong science program that strives to work with the latest technologies, and that explores environmental and human life sustainability issues in order to produce the next generation of leaders.

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

Associate of Science degree in Marine Science

Certificate of Proficiency in Marine Option Program (MOP)

Community Advisory Council:

Dr. Kristen Jensen, Dr. Maerike Sudek, Dr. Akapusi Ledua

Chairperson and Faculty

Dr. Randel DeWees, Chairperson; Murali Gopalan; Mr. Alden Tagarino, and Ms. Meagan Curtis, Faculty.

Marine Science Program Learning Outcomes:

1. Competence in comprehending, interpreting, evaluating, and applying physical and biological scientific data.

2. Competence in demonstrating logical, conceptual, analytical and critical modes of thinking.
3. Demonstrate logical problem-solving through analyzing data patterns and functional relationships to answer questions and determine causes.
4. Comprehend and apply scientific concepts across disciplines utilizing a variety of techniques and technologies.
5. Demonstrate the ability to function successfully in laboratory and field settings in order to produce quality scientific research following the scientific method.

Science Learning Outcomes:

1. **GEO 3: A: Quantitative:** Apply quantitative skills to personal, academic and career related activities.
2. **GEO 3: B: Scientific:** Apply scientific concepts and models to analyze complex problems in academic and real-life situations.
3. **GEO 3: C: Problem Solving:** Apply critical thinking skills to synthesize information and evaluate the credibility of sources/contexts.
4. Courses providing foundational competencies in physical and life science through lecture and course required laboratory activities.
 - a. **Life Science:** Understanding of complex and varied life forms and life processes.
 - b. **Physical Science:** Understanding of natural science principles and of the ways in which scientists investigate natural science phenomena.

SCIENCE DEPARTMENT COURSE DESCRIPTIONS:

BIO 150/150L Introduction to Biological Science (4)

Prerequisite: ENG 90, MAT 90

This course studies the nature of science and scientific inquiry and the historical development of biological concepts and principles. This course requires laboratory experiments and projects that illustrate and emphasize the use of biological principles. Students with a "C" grade or better in BIO 180/180L or BIO 181/181L cannot enroll in BIO 150/150L (*Note: 3 lecture credits; 1 lab credit*).

BIO 155/155L Ecology (4) (formerly ECO 150)

Prerequisite: ENG 90, MAT 90

This course focuses on close studies of inter-relationships of living things and their total environment, and it is used to promote awareness of the need for efforts in natural resource conservation, pollution control and a clean, healthy environment. Laboratory experiments are coordinated with the lectures and emphasize proper laboratory procedures (*Note: 3 lecture credits: 1 lab credit*).

BIO 180/180L Biology I (4)

Prerequisites: ENG 150

Introductory biology course for all life science, pre-medical, pre-veterinarian, and health science majors. Study of cell structure and function, chemistry, growth, reproduction, genetics evolution, viruses, prokaryotes, protists and fungi. Laboratory experiments are coordinated with the lectures and emphasize proper laboratory procedures. (*Note: 3 lecture credits: 1 lab credit*)

BIO 181/181L Biology II (4)

Prerequisite: BIO 180/180L

Continuation of BIO 180 Study of the systems of plants and animals, their anatomy and physiology with emphasis on the human organism. Interactions of animal and plant populations and the environment are also studied in the course. Laboratory experiments are coordinated with the lectures and emphasize proper laboratory procedures. (*Note: 3 lecture credits: 1 lab credit*)

BIO 250/250L Anatomy and Physiology I (4)**Prerequisite: BIO 180/180L**

Anatomy and Physiology I is the first of a two-semester course that studies the structure and function of the human body, including a study of its gross anatomy, micro anatomy, physiology, pathology, and pathophysiology. The laboratory sessions include exercises in basic human physiology, and detailed description of various organ systems observed through dissection activities. *(Note: 3 lecture credits; 1 lab credit)*

BIO 251/251L Anatomy and Physiology II (4)**Prerequisite: BIO 250/250L**

This course is a second semester continuation of BIO 250, with intense studies of the structure and function of the human body including gross anatomy, micro anatomy, pathology and pathophysiology. Laboratory session includes exercise on the gross and microscopic anatomy of the human body with special emphasis on the skeleton, muscles, heart, blood vessels, and enzyme actions. *(Note: 3 lecture credits; 1 lab credit)*

BIO 255/255L Microbiology (4)**Prerequisite: BIO 180/180L**

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. *(Note: 3 lecture credits; 1 lab credit)*

CHM 150/150L Chemistry I (4)**Prerequisites: ENG 150, MAT 151**

This course covers the basic principles of chemistry. It is an introduction to chemical and physical changes, atomic structure, orbital, chemical bonding, chemical equations, phase changes and ideal gas laws and applications. The laboratory experiments will introduce techniques and basic principles of chemistry. *(Note: 3 lecture credits; 1 lab credit)*

CHM 151/151L Chemistry II (4)**Prerequisite: CHM 150/150L**

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. *(Note: 3 lecture credits; 1 lab credit)*

MSC 100 MOP Seminar (1)**Prerequisite: ENG 90, MAT 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. *(Note: 1 lecture credit)*

MSC 110/ PED 170 Swimming (1)**Prerequisite: ENG 90, MAT 90**

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. *(Note: 1 lab credit)*

MSC 150/150L Introduction to Oceanography (4)**Prerequisite: ENG 90, MAT 80**

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. *(Note: 3 lecture credits; 1 lab credit)*

MSC 160 Natural Marine Resources (3)**Prerequisite: ENG 90**

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. *(Note: 3 lecture credits)*

MSC 170/170L Introduction to Marine Biology (4)**Prerequisite: ENG 90, MAT 80**

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. *(Note: 3 lecture credits; 1 lab credit)*

MSC 200 Introduction to Aquaculture (3)**Prerequisite: ENG 90, MAT 80**

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. (*Note: 3 lecture credits*)

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. (*Note: 1 lab credit*)

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. (*Note: 1 lab credit*)

MSC 220 Introduction to Fisheries Management (3)

Prerequisite: ENG 90, MAT 80

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. Note: Can be taken with Instructor’s Permission. (*Note: 3 lecture credits*)

MSC 280 Marine Science Special Projects (2)

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. (*Note: 2 lab credits*)

PHSCI 150/150 L Physical Science (4)

Prerequisites: ENG 150

This is an introductory Physical Science course that focuses on basic chemistry, physics, earth science, and astronomy. Laboratory experiments illustrate methods in physical sciences and test and evaluate concepts presented in class. (*Note: 3 lecture credits; 1 lab credit*)

PHY 151/151 L 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 activities to test and evaluate the concepts presented in class. (*Note: 3 lecture credits; 1 lab credit*)

PHY 152/152 L 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. (*Note: 3 lecture credits; 1 lab credit*)

ASSOCIATE OF SCIENCE DEGREE IN MARINE SCIENCE		CERTIFICATE OF PROFICIENCY IN MARINE OPTION PROGRAM (MOP)		
Program Statement:		1ST SEMESTER		
The Associate of Science degree in Marine Science provides students with a strong platform in basic physical and life sciences with a focus in Marine Science from which they can confidently pursue higher education in the sciences or enter the job market. Students gain a broad understanding of the physical and biological forces driving the world’s oceans and an appreciation of the importance of marine ecosystems to the world’s environment, climate and daily human life.		ENGLISH	ENG 150	3
		MATH	MAT 155, MAT 250, MAT 280	3-5
		CAREER DEVELOPMENT	MSC 100	1
		PROGRAM REQUIREMENTS	MSC 160	3
		TOTAL CREDITS		10-12
		2ND SEMESTER		
		PROGRAM REQUIREMENTS	MSC 201	1
			MSC 202	1
		TOTAL CREDITS		2
<i>Note: This certificate follows the principles of UH MOP but is not honored as equivalent to UH MOP certificate.</i>				

TOTAL CREDITS		16
2ND SEMESTER		CREDITS
SCIENCE	MSC 170/170L	4
PERSONAL DEVELOPMENT	PSY 150	3
HISTORY	HIS 150, HIS 170	3
PROGRAM REQUIREMENTS	MSC 160	3
HUMANITIES	SPH 153	3
TOTAL CREDITS		16
3RD SEMESTER		CREDITS
SCIENCE	BIO 180/180L	4
MATH	MAT 250, MAT 280	4-5
HISTORY	HIS 162	3
ENGLISH	ENG 251	3
TOTAL CREDITS		14-15
4TH SEMESTER		CREDITS
	MSC 280	2
	CHM 150/150L	4
PROGRAM REQUIREMENTS	MSC 100, MSC 110/PED 170, MSC 201, MSC 202 MSC 220, MSC 200, CET 160, PHY 151/151L, CHM 151/151L, PHSCI 150/150L, BIO 181/181L	8-10
TOTAL CREDITS		14-16
		CREDITS
GENERAL EDUCATION		31
PROGRAM REQUIREMENTS		29-32
TOTAL CREDITS		60-63

PROGRAM REQUIREMENTS		CREDITS
<i>A total of Eighteen (18) credits from any of the following courses:</i>		
Agriculture and Natural Resources	AGR 152, NRS 200	18
Education	ED 240	
Language and Literature	LIT 274	
Health and Human Services	HEA 152	
Civil Engineering Technology	CET 160, CET 265, CET 270	
Social Science	ANT 153, ANT 210, GEO 161, HIS 162	
Physical Education	PED 170/MSC 110	
Marine Science	MSC 150/150L, MSC 170/170 L, MSC 200, MSC 220, MSC 280	
Science	BIO 150/150L, BIO 155/155L CHM 150/150L, PHSCI 150/150L	
Samoan and Pacific Studies	SAM 152, SAM 204	
TOTAL CREDITS		18
		CREDITS
GENERAL EDUCATION		6-8
PROGRAM REQUIREMENTS		24
TOTAL CREDITS		30-32

Social Science Department

Mission:

The Social Science Department provides students with introductory information in History, Psychology, Sociology, Anthropology, Geography, Philosophy and Political Science. 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, cultural, political and technological progress. The department offers the Associate of Arts degree program with an emphasis in Political Science and transferable courses for students planning to further their education at off-island colleges and universities.

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

- Associate of Arts degree with an emphasis in Political Science

Community Advisory Council:

Okenaisa Fauolo-Manila, Mona Uli, Aumua Amata C. Radewagan.

Chairperson and Faculty:

Mrs. Lilian Temese; Chairperson; Mrs. Tala Ropeti-Leo Mrs. Adrian Moana, Faculty.

Political Science Program Learning Outcomes:

1. Analyze and apply classic and contemporary theories, concepts, models, norms, ideas and events in Social Science disciplines.
2. Demonstrate competence in writing, speaking and presenting information effectively for Social Science disciplines.
3. Apply Social Science research methodology to conduct, research, and process and present appropriate findings in the Social Science disciplines.
4. Develop career goals and plans to apply lifelong learning skills for personal and professional growth.

History Learning Outcomes:

1. **GEO 4-A: Social Economic and Political Systems**—Identifies social, economic and political systems and issues.
2. **GEO 4-B: Perspectives of Others Diversity** Recognizes and respects the perspectives of others

- (locally and globally) and develops an awareness of diverse attitudes, values and beliefs.
- GEO 4-C: Samoa and the Pacific:** Demonstrates an appreciation of Samoan Culture and other Pacific cultures.
 - Courses providing the chronological study of historical events from two respective contexts: American history, and Global history. These regional and global historical patterns look at both the life and development of people and their relative social, political, and economic situations.

- GEO 5-B: Health Choices and Practices-** Demonstrates the acquired knowledge to promote good/wise health choices and practices that enhance wellness.
- GEO 5-C: Community and Family Participation**—Identifies and recognizes the relevance of being responsible and participates actively in family and community.
- Courses acquainting students with their place in historical processes, cultural developments, interrelationships amongst people and the dynamics of societal elements reflected in social, economic, and political progress.

Social Science Learning Outcomes:

- GEO 5-A: Ethical Decision Making-**Demonstrates and applies ethical decision making in real life situations.

SOCIAL SCIENCE DEPARTMENT COURSE DESCRIPTIONS:

ANT 150 Introduction to Anthropology (3)

Prerequisites: ENG 151

This course is a general introduction to the discipline of Anthropology, utilizing the four-field approach cultural and physical Anthropology, Archaeology and Linguistics. *(Note: 3 lecture credits)*

ANT 153 Introduction to Archaeology (3)

Prerequisites: ENG 151

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. *(Note: 3 lecture credits)*

ANT 154 Cultural Anthropology (3)

Prerequisite: ENG 151

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. *(Note: 3 lecture credits)*

ANT 210 Archaeological Field School (6)

Prerequisite: ANT 153

This course will provide students with training and practical experience in performing archaeological field research through 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. Note: Only available in the summer semester. This course involves 8-10 hours of field study each day for 4-6 weeks. Students must be physically fit and capable of physical activity in hot/humid conditions (students will be required to sign a liability waiver). Depending on the research project, the course may be conducted on Tutuila or on another island. In addition to tuition, students will pay a special fee for travel and living expenses. See instructor for details on any particular year's program (e.g., fees, course dates, field location, etc.). Fees will vary from year to year depending on the research location. *(Note: 6 lecture credits)*

GEO 150 Introduction to Samoan Geography (3)

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. *(Note: 3 lecture credits)*

GEO 160 Introduction to Geography (3)

Prerequisites: ENG 151

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, and the contrasts and linkages between the developed and developing world. *(Note: 3 lecture credits)*

GEO 161 Pacific Geography (3) (formerly Geography of the Pacific)

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. *(Note: 3 lecture credits)*

HIS 150 American History I (3)

Prerequisite: ENG 151

This course introduces the economic, political and social history of the American people to 1865. *(Note: 3 lecture credits)*

HIS 151 American History II (3)

Prerequisite: ENG 151

This course covers the economic, political and social history of the American people from 1865 to the present. *(Note: 3 lecture credits)*

HIS 160 Samoan History I (3)

Prerequisites: ENG 151

This course introduces the history of Samoa from its earliest beginnings to 1830. The course will review the political, social, economic and religious developments, which played significant roles which molded the Samoan way of life. *(Note: 3 lecture credits)*

HIS 161 Samoan History II (3)

Prerequisites: ENG 151

This course covers the history of Samoa from 1830 to the present. The course emphasizes the political, social, economic and religious developments that altered traditional Samoan institutions and created modern Samoan societies. *(Note: 3 lecture credits)*

HIS 162 Pacific History (3)**Prerequisite: ENG 151**

This course is a thematic approach to the histories of the Pacific. Themes include migrations and human settlements, discoveries and annexations, and the cultural, sociopolitical and religious developments which affected the lives of the Pacific people. *(Note: 3 lecture credits)*

HIS 170 World Civilizations I (3)**Prerequisite: ENG 151**

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. *(Note: 3 lecture credits)*

HIS 171 World Civilization II (3)**Prerequisite: ENG 151**

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. *(Note: 3 lecture credits)*

PAD 150 Introduction to Public Administration (3)**Prerequisites: ENG 151**

Introduction to the theory and practice of Public Administration, focusing 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. *(Note: 3 lecture credits)*

PHIL 150 Introduction to Philosophy (3)**Prerequisite: ENG 151**

An introduction into the field and the nature of Philosophy. Includes a critical examination of people's basic values, ethics and beliefs systems. Attempts also to discover what kind of life is best worth living and what ideals are most worth pursuing. *(Note: 3 lecture credits)*

POL 150 Introduction to American Government (3)**Prerequisite: ENG 151**

Theories, structures, functions and techniques of modern American Government; political concepts, institutions, and practices are stressed in this course. *(Note: 3 lecture credits)*

POL 151 Introduction to American Samoa Government (3)**Prerequisite: ENG 151**

This course focuses on the dynamic forces which have shaped the structure of the American Samoa Government from pre-1900 to the present. Relations between the United States Government and the American Samoa Government are discussed, including possible changes to future constitutions. *(Note: 3 lecture credits)*

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, and practices of ethics, and empirical and social scientific inquiry. Appropriate application of concepts and practices are emphasized to respond to and understand the future political changes. *(Note: 3 lecture credits)*

POL 170 Introduction to Public Policy (3)**Prerequisite: ENG 151**

This course is an introduction to policy making and policy analysis. Accentuates the processes, theories and applications of public policy making. *(Note: 3 lecture credits)*

POL 220 Pacific Current Affairs (3)**Prerequisites: ENG 151**

The social, cultural, and political environment of Samoa and the Pacific are discussed to provide background review, research and discussion of current issues. *(Note: 3 lecture credits)*

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. *(Note: 3 lecture credits)*

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. *(Note: 3 lecture credits)*

PSY 150 Introduction to Psychology (3)**Prerequisite: ENG 151**

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. *(Note: 3 lecture credits)*

PSY 250 Human Development (3)**Prerequisite: PSY 150**

The course studies Human Development from birth through geriatrics. Topics include psycho-social development, cognitive development, physical development, and moral development as compared cross-culturally during each stage of the life cycle. *(Note: 3 lecture credits)*

REL 150 World Religions (3)**Prerequisite: ENG 151**

A comparative survey of the major religious traditions of the world, focusing on each religion's history, doctrines, and present conditions. *(Note: 3 lecture credits)*

SOC 150 Introduction to Sociology (3)**Prerequisite: ENG 151**

An introduction to the field of Sociology. Emphasizes 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 *(Note: 3 lecture credits)*

SOC 211 Social Issues (3)**Prerequisite: SOC 150**

An advanced course emphasizing the interrelationships and development of the theoretical concepts and terminology introduced in SOC 150. Social issues to be addressed include primary and secondary socialization, norms, social institutions, change and deviation, and mass movement. This course is offered only in the spring semester. *(Note: 3 lecture credits)*

ASSOCIATE OF ARTS DEGREE WITH AN EMPHASIS IN POLITICAL SCIENCE

Program Statement

The Associate of Arts Degree with an emphasis in Political Science focuses on the ways people create and use government. The degree focus area sensitizes students to the reality of the politically and culturally diverse world and encourages them to relate and apply the course materials and program, to their daily lives.

The Associate of Arts degree with an emphasis in Political Science prepares students for basic entry level careers in law, government and further higher education at off-island colleges and universities' in any Social Science degree program. The degree promotes intellectual, social, and personal growth in the Liberal Arts tradition.

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
HUMANITIES	SPH 153	3
MATH	MAT 151	3
COMPUTER	ICT 150	3
TOTAL CREDITS		15

2 ND SEMESTER		CREDITS
CAREER DEVELOPMENT	POL 150, POL 151	3
PERSONAL DEVELOPMENT	PSY 150	3
SCIENCE	PHSCI 150/150L	4
HISTORY	HIS 150, HIS 170	3
	HIS 162	3
TOTAL CREDITS		16

3 RD SEMESTER		CREDITS
SCIENCE	BIO 150/150L, BIO 180/180L	4
MATH	MAT 250, MAT 280	4-5
SOCIAL SCIENCE	PAD 150, POL 160, POL 170	3
ARTS	ART 150, DRA 150	3
SAMOA and PACIFIC STUDIES	SAM 101A, SAM 101B, SAM 111, SAM 151/151L	3-4
TOTAL CREDITS		17-19

4 TH SEMESTER		CREDITS
HISTORY	HIS 151, HIS 171	3
ENGLISH	ENG 251	3
HUMANITIES	PHIL 150, REL 150	3
PHYSICAL EDUCATION	PED or MSL 100	1
PROGRAM REQUIREMENTS	CJ 210	3
	POL 250, POL 251	3
TOTAL CREDITS		16

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	33-35
TOTAL CREDITS	64-66

Teacher Education Department

Mission:

The American Samoa Community College Teacher Education Department provides preparatory courses for pre- and in-service teachers in the areas of Early Childhood, Elementary Education, Special Education, Educational Technology, and Teaching Samoan Language and Culture. In addition, the Teacher Education Department emphasizes fundamental theories to pedagogical practices, methods and research that will improve the quality of standard-based teaching as an instrument that reflects best teaching and learning practices.

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

- **Associate of Arts degree with an emphasis in:**
 1. Elementary Education
- **Certificate of Proficiency in:**
 1. Elementary Education
- **Certificate of Completion in:**
 1. Early Childhood Education

Community Advisory Council:

Sherry Sele, Neil Pilcher, Anita Muliselu, Gilbert Fiaui, Puna Tanielu, Sandra Lutu.

Chairperson and Faculty:

Mrs. Feleni Petelo-Alainuuese, Chairperson; Dr. Larry Purcell; Tero Talamoa; Mr. Lance Glodowski; Ms. Moresa Langkilde; Tasia Talamoni, Faculty.

Program Learning Outcomes:

1. **Competence in Content and Pedagogy:**

The teacher has acceptable level of knowledge and skills of the central concepts, tools of inquiry, and structures of the discipline that he or she teaches and creates learning experiences that make aspects of the subject matter meaningful for students.
2. **Competence in the Samoan Language, History, and Culture:**

The teacher is competent and skillful in utilizing the Samoan language, history, and culture as a responsive teaching foundation to enhance learning.
3. **Competence in Technology:**

The teacher is skilled in technology and is knowledgeable about using technology to support instruction and enhance student learning.
4. **Competence in Student Diversity:**

The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.
5. **Designs and provides meaningful learning experiences:**

The teacher consistently plans and implements meaningful learning experiences for students.
6. **Competence in Assessment:**

The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner

7. **Competence in School and Community Relationships:**

The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support student learning and well-being.

8. **Competence in Professional Development:**

The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks opportunities to grow professional.

TEACHER 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. *(Note: 3 lecture credits)*

ECE 142 Curriculum II in Early Childhood Education (3)

Prerequisite: ENG 80

This course is a continuation of ECE I; it will advance students in 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. *(Note: 3 lecture credits)*

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. *(Note: 3 lecture credits)*

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 schoolyard disturbances. *(Note: 3 lecture credits)*

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 the classroom, the playground, and field trips, an 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. *(Note: 3 lecture credits)*

ECE 153 Development in Early Childhood Education (3)

(formerly ED 160 Development of Early Childhood Education)

Prerequisites: ECE 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. *(Note: 3 lecture credits)*

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 further covers daily procedures, classroom management, planning and organization, cooperative learning, multiple intelligences, critical thinking, and diverse learning styles within the classroom. *(Note: 3 lecture credits)*

ED 157 Introduction to Elementary Curriculum and Instruction (3)

This introductory course offers fundamental elements of preparing and presenting effective classroom instruction. Students will be able to design daily, weekly, and thematic unit lesson plans in core subjects such as language arts, social studies, mathematics, and science. Students will also demonstrate their abilities by preparing individual and group presentations. Students will further identify research that shows how children learn and how to prepare motivating learning activities for elementary students. *(Note: 3 lecture credits)*

ED 215 Introduction to Exceptional Children (3)**Prerequisites: PSY 250**

This course investigates exceptionalities as defined according to federal educational guidelines, including visual impairment, hearing impairment, learning special needs, intellectual disability, physically and health impaired, behaviorally disordered, communication disorders, and gifted. This introductory course 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 *(Note: 3 lecture credits)*

ED 240 Instructional Technologies (4)**Prerequisite: ICT 150**

This course reviews information and communication technologies and how they are used in education. It 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); internet 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. Students will be able to prepare on-line lesson plans for the elementary grade classrooms. Lab work includes hands-on experience in the course software and its application to the elementary learning environment. *(Note: 3 lecture credits and 1 lab credit)*

ED 257 Teaching Language Arts to Elementary School Teachers (3)**Prerequisite: ED 157**

This course stresses the phases of language arts development, especially in the areas of reading and writing in the multicultural classroom. This course is designed for students majoring in elementary and early childhood education as well as for teachers wishing to sharpen their professional skills. In addition, students will implement lesson and unit plans with presentations. *(Note: 3 lecture credits; Students are required to take both lecture and practicum during the same semester)*

ED 257P Teaching Language Arts to Elementary School Teachers Practicum (1)**Prerequisite: ED 157**

ED 257P will provide students the opportunity to be observed by mentor teachers with years of professional teaching experience. Students will meet with their mentor teacher/college instructor to discuss feedback and implement recommendations for the classroom. *(Note: 1 practicum credit; Students are required to take both lecture and practicum during the same semester)*

ED 280 Introduction to Multicultural Education (3)**Prerequisites: ENG 150, ENG 151**

This course is designed to introduce student to a research-based theoretical framework for the schooling of language minority students. In addition, this course will examine the underpinnings of primary language development, second language acquisition, and the relationship of both to normal school achievement. The course will explore instructional methods and techniques recommended for language minority students. *(Note: 3 lecture credits)*

ED 285 Teaching Samoan Language and Culture (3)**Prerequisites: SAM 111 or SAM 151/151L**

This course offers 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 Samoa Language in their classrooms. It reviews the theories of language acquisition introduced in other teacher education courses. (*Note: 3 lecture credits; Students are required to take both lecture and practicum during the same semester*)

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

Pre-requisite: SAM 111 or SAM 151/151L

This course will provide students the opportunity to be observed by mentor teachers with years of professional teaching experience. Students will meet with their mentor teacher/college instructor to discuss feedback and implement recommendations for the classroom. (*Note: 1 practicum credit; Students are required to take both lecture and practicum during the same semester*)

Bachelor's in Elementary Education Program

Mission:

The mission of the American Samoa Community College Bachelor of Education in Elementary Education is to meet the professional development needs of pre-service and in-service teachers enabling them to effectively teach in American Samoa and within the context of the global demands of the twenty-first century.

- **Bachelors of Education in:**
 1. Elementary Education

(300 Level) General Education Outcomes:

- **Analysis and Research:** The teacher candidate demonstrates a high level of competency in examining and interpreting information.
- **Diversification:** The teacher candidate demonstrates a high level of competency in language learning and multicultural backgrounds.
- **Technology Literacy:** The teacher candidate demonstrates a high level of competency in the application of technology in learning environments.

Program Learning Outcomes:

1. **Competence in Content and Pedagogy:** The teacher has acceptable level of knowledge and skills of the central concepts, tools of inquiry, and structures of the discipline that he or she teaches and creates learning experiences that make aspects of the subject matter meaningful for students.
2. **Competence in the Samoan Language, History, and Culture:** The teacher is competent and skillful in utilizing the Samoan language, history, and culture as a responsive teaching foundation to enhance learning.
3. **Competence in Technology:** The teacher is skilled in technology and is knowledgeable about using technology to support instruction and enhance student learning.
4. **Competence in Student Diversity:** The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.
5. **Designs and Provides Meaningful Learning Experiences:** The teacher consistently plans and implements meaningful learning experiences for students.

6. **Competence in Assessment:** The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner
7. **Competence in School and Community Relationships:** The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support student learning and well-being.
8. **Competence in Professional Development:** The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks opportunities to grow professionally.

Institutional Learning Outcomes:

Upon graduating from the American Samoa Community College, all students should acquire the skills and demonstrate proficiencies as:

ILO 1: Effective Communicators:

ASCC graduates communicate respectfully, listen attentively, seek clarification, and value the opinions of others. Graduates effectively present information using a variety of modes and media. They adapt their method of presentation to suit specific audiences and convey their intended message using a variety of oral, written, and visual strategies.

ILO 2: Quantitative Competent Individuals:

ASCC graduates organize, and critically examine written, oral, visual, and numerical information. Graduates efficiently use technology as a tool to gather and evaluate information from a variety of perspectives. Graduates use the information ethically, respecting the legal restrictions that exist when using published, confidential, and proprietary information;

ILO 3: Critical Thinkers:

ASCC graduates engage in the examination of ideas, issues, and problems, drawing on established bodies of knowledge and means of analysis. Graduates organize information logically and consider alternate strategies. They recognize the need for multiple voices and seek opportunities for those voices to be heard;

ILO 4: Global Citizens:

ASCC graduates are prepared to participate in regional and global communities. They demonstrate knowledge of their region and the world.

ILO 5: Responsible Leaders:

ASCC graduates act with integrity and take responsibility for their actions, ethically and equitably. Graduates engage in professional dialogue and participate in learning communities.

PROGRAM REQUIREMENTS

Students are required to complete a Pre-admissions application for acceptance into the B.Ed. program. All applications must be submitted to the Admissions Office at the end of the 4th

week of instruction during the fall and spring semesters (2nd week of September and/or 2nd week of February).

All students planning on entering a program of study towards a bachelor's degree in Elementary Education must maintain a grade of C or better in the Teacher Education Program Requirements and all ED 300-400 courses to complete a B. Ed Degree in Elementary Education.

Students must complete all Pre-admission requirements before advancing into the B.Ed. Program. Admission requirements include the following courses.

BACHELOR OF EDUCATION IN ELEMENTARY EDUCATION COURSE DESCRIPTIONS:

ED 300 Foundations of Education (3)

This course is an introduction to the Foundations of American Education in the United States and American Samoa. Pertinent issues relating to the historical and philosophical backgrounds of education, the nature of schools, and the teaching profession will be stressed. *(Note: 3 lecture credits)*

ED 301 Educational Psychology (3)

This course presents an analysis of the complex factors involved in learning, individual differences, motivation for learning, the psychology of leadership, and socio-cultural factors as they affect the education of children. This course presents an analysis of the complex factors involved in learning, individual differences, motivation for learning, the psychology of leadership, and socio-cultural factors as they affect education of children and youth. *(Note: 3 lecture credits)*

ED 305 Foundations of Curriculum and Instructions (Elementary K-8) (3)

This course examines the relevant knowledge, skills, and personal attributes of an effective teacher. Specific attention will focus on the organization of curriculum, instructional design, and assessing student learning. *(Note: 3 lecture credits)*

ED 312 Teaching Language Arts in Elementary Education (3)

This course will examine relevant issues of languages, cultures, and methodologies for teachers of elementary education. Specific attention will focus on language acquisition theories, linguistic approaches to teaching languages, and classroom applications of language arts. *(Note: 3 lecture credits)*

ED 319 Children's Literature (3)

This course surveys the field of children's literature. The course will explore all types of children's literature including genre studies such as fiction and nonfiction, poetry, and fantasy. This class will also explore the history of children's literature as well as principles of child development. It also examines how to use children's books

effectively ranging from the communicative process to a mastery of book selections. *(Note: 3 lecture credits)*

ED 325 Principles of Child Development: The Samoan Child (3)**Prerequisites: ED 301**

This course presents the basic principles of child development and learning. Research, theories, and ideologies emphasizing methodologies and pedagogies that contribute to the educational growth of the child will be examined. The course will explore techniques, support mechanisms, and effective roles recommended for the Samoan classroom. In addition, the course will provide knowledge of appropriate modifications relevant to diversity in the learning environment. *(Note: 3 lecture credits)*

ED 330 Elementary Mathematics Methods (3)**Prerequisites: ED 300, ED 305**

This course provides concepts and reasoning for elementary mathematics education. It will focus on methods and materials for teaching elementary school mathematics. Case studies and instructional technology will be utilized to illustrate K-8 mathematics curriculum and pedagogy. *ED 330 includes a school-based practicum to educate pre-service and in-service teachers about K-8 Mathematics curriculum and pedagogy. (Note: 3 lecture credits)*

ED 330P Elementary Mathematics Methods Field Practicum (1)**Note: Must be taken simultaneously with ED 330**

This course is a field observation, training, and practical requirement for all students in the B.Ed. program. Students are involved in applying skills/content learned in their work in elementary schools as pre-professionals under the guidance and supervision of the ASCC Field Coordinator, Teacher Education faculty, and K-8 school system cooperating teachers. A minimum of five hours per week is required in conjunction with professional education courses. This course also requires a 15-hour seminar component for expected field training course work and the monitoring of the field training experience. *(Note: 1 practicum credit)*

ED 335 Elementary Science Methods (3)**Prerequisite: ED 300, ED 305**

This course seeks to help children acquire the knowledge, attitudes, and skills essential to science and technology literacy. This course has as its focus the methods and materials for teaching elementary school science. Emphasized are the content of elementary science, and the methods and materials useful to teach it. ED 335 uses readings, cases studies, instructional technology, and includes a school-based practicum to educate pre-service and in-service teachers about K-8 science curriculum and pedagogy. (*Note: 3 lecture credits*)

ED 335P Elementary Science Methods Field Practicum (1)**Note: Must be taken simultaneously with ED 335**

This course is a field observation, training, and practical requirement for all students in the B.Ed. program. Students are involved in applying skills/content learned in their work in elementary schools as pre-professionals under the guidance and supervision of the ASCC Field Coordinator, Teacher Education faculty, and K-8 school system cooperating teachers. A minimum of five hours per week is required in conjunction with professional education courses. This course also requires a 15-hour seminar component for expected field training course work and the monitoring of the field training experience. (*Note: 1 practicum credit*)

ED 340 Tests, Measurements and Assessment (4)**Prerequisite: ED 300, ED 305**

This course examines the basic knowledge on the use of measurements and evaluation in the educational process. Primary focus will be given to the theoretical foundations of testing and measurement development and its practical application in the construction and evaluation of tests. Assessment and the use of rubrics will also be explored. (*Note: 4 lecture credits.*)

ED 350 Health and Fitness Education for Elementary School Teachers (3)

This course will identify the basic motor skills by examining current research on physical fitness and health. Both pre-service and in-service students will demonstrate physical activities that are appropriate for the growing child. Students will learn about different health behaviors to help children create a pre-intervention healthy life.

Students will strengthen their teaching skills by warming up, playing with, supervising, demonstrating, and motivating students to live a holistically healthy life style. (*Note: 3 lecture credits*)

ED 410 Elementary Social Studies Methods (3)**Prerequisites: ED 300, ED 305**

This course will focus on: 1) The purpose of the Social Studies Program for K-8 students; 2) The organizational framework of the program per grade level; 3) The knowledge and information on personal and public issues; and 4) Thinking, communicating, and working with others to contribute to American Samoa and society abroad. (*Note: 3 lecture credits; Students are required to take both lecture and practicum during the same semester.*)

ED 410P Elementary Social Studies Methods Field Practicum (1)**Prerequisites: ED 300, ED 305****Note: Must be taken simultaneously with ED 410**

This course is a field experience and practical requirement for all students in the B.Ed. program. Students are involved in applying and implementing course required assignments with emphasis on theoretical, pedagogical, and content-based practices learned in their work in elementary schools as pre-professionals under the guidance and supervision of the ASCC Field Coordinator, Teacher Education faculty, and K-8 school system cooperating teachers. A minimum of five hours per week is required in conjunction with professional education courses. This course also requires a 15-hour seminar component for expected field training course work and the monitoring of the field training experience. (*Note: 1 practicum credit*)

ED 435 Elementary Creative Dramatics as a Teaching Resource (3)**Prerequisites: ED 300, ED 305**

This course will focus on: 1) Utilizing creative dramatics and theatre as the medium for integrating the visual and performing arts in K-8 subjects; 2) Demonstrating creative teaching and learning strategies from music, art, dance, and theatre to motivate students and to enhance their study of school subjects; and 3) Developing lesson plans and their effective application for integrating the arts in field settings. (*Note: 3 lecture credits*)

ED 440 Elementary Samoan Language Methods (3)**Prerequisites: ED 300, ED 305**

This course examines theories of language acquisition. A distinction between literature-based and language-based curriculum will be surveyed and examined. Also, the focus will be on the integration of the Whole Language Approach to the teaching of the Samoan Language in the learning environment. The students will be given the opportunity to construct, interpret, and evaluate meaningful learning experiences conforming to *Matati'a ma Alafua o le Gagana Samoa* set forth by the American Samoa Department of Education. (*Note: 3 lecture credits*)

ED 440P Elementary Samoan Language Methods Field Practicum (1)**Note: Must be taken simultaneously with ED 440**

This course is a field experience and practical requirement for all students in the B.Ed. program. Students are involved in applying and implementing course required assignments with emphasis on theoretical, pedagogical, and content-based practices learned in their work in elementary schools as pre-professionals under the guidance and supervision of the ASCC Field Coordinator, Teacher Education faculty, and K-8 school system cooperating teachers. A minimum of five hours per week is required in conjunction with professional education courses. This course also requires a 15-hour seminar component for expected field training course work and the monitoring of the field training experience. (*Note: 1 practicum credit*)

ED 490 Student Teaching Seminar (2)**Prerequisites: Completion of all 300-400 Level courses,****Note: Must be taken simultaneously with ED 491**

This seminar course is an overview of the student teaching experience, which will outline all regulations and guidelines of student teaching. The seminar is specifically designed to promote reflection and sharing between student teachers, colleagues, and the college instructor. Opportunities will be given to the student teachers to share their concerns about their progress, encourage growth, and offer support. The seminar is designed to serve as a forum for discussion of relevant issues and exemplars that are authentic to elementary education in American Samoa and the United States. *(Note: 2 lecture credits)*

ED 491 Student Teaching Field Work (10)**Prerequisites: Completion of all 300-400 Level courses,****Note: Must be taken simultaneously with ED 490**

This course provides teaching experience under intensive supervision in a public-school setting. The ASCC TED faculty and ST field coordinator provide regular observations, counseling, and evaluations. Student teachers will receive practical experience under the guidance of the cooperating teachers in planning for teaching, managing classrooms, and directing learning activities of students. Student teachers are given the opportunity to direct the activities of the classroom environment to the point of assuming full responsibility. *(Note: 10 credits of field work)*

ASSOCIATE OF ARTS WITH AN EMPHASIS IN ELEMENTARY EDUCATION			CERTIFICATE OF PROFICIENCY IN ELEMENTARY EDUCATION		
Program Statement: This program provides preparatory courses for pre- and in-service teachers in the areas of Early Childhood, Elementary Education, Special Education, Educational Technology, and Teaching Samoan Language and Culture. In addition, the Teacher Education Department emphasizes fundamental theories to pedagogical practices, methods and research that will improve the quality of standard-based teaching as an instrument that reflects best teaching and learning practices.			1ST SEMESTER		
		CREDITS			CREDITS
ENGLISH	ENG 150	3	ENGLISH	ENG 150	3
	ENG 151	3	MATH	MAT 151	3
CAREER DEVELOPMENT	ED 150	3	COMPUTER	ICT 150	3
MATH	MAT 151	3	PERSONAL DEVELOPMENT	PSY 150	3
COMPUTER	ICT 150	3	CAREER DEVELOPMENT	ED 150	3
		TOTAL CREDITS			15
2ND SEMESTER			2ND SEMESTER		
		CREDITS			CREDITS
HISTORY	HIS 150, HIS 170	3	HUMANITIES	SPH 153	3
	HIS 162	3	PROGRAM	ED 157	3
PERSONAL DEVELOPMENT	PSY 150	3	REQUIREMENTS	ED 240	4
HUMANITIES	SPH 153	3		ED 280	3
SCIENCE	PHSCI 150/150L	4			TOTAL CREDITS
		TOTAL CREDITS			13
3RD SEMESTER			PROGRAM REQUIREMENTS		
		CREDITS			CREDITS
SCIENCE	BIO 180/180L	4		ED 215	3
MATH	MAT 250	4		ED 257/257P	4
SOCIAL SCIENCE	PSY 250	3		ED 285/285P	4
PROGRAM REQUIREMENTS	ED 157	3			TOTAL CREDITS
HUMANITIES	ENG 250	3			11
		TOTAL CREDITS			
		17			
4TH SEMESTER					
		CREDITS			
HISTORY	HIS 151, HIS 171	3			
SAMOA and PACIFIC STUDIES	SAM 111 or SAM 151/151L	3-4			
PHYSICAL EDUCATION	PED or MSL 100	1			
PROGRAM REQUIREMENTS	ED 215	3			
	ED 280	3			
ENGLISH	ENG 251	3			
		TOTAL CREDITS			
		16-17			
			GENERAL EDUCATION		
					15
			PROGRAM REQUIREMENTS		24
			TOTAL CREDITS		39

PROGRAM RECOMMENDED COURSES	CREDITS
ED 240, ED 257/257P, ED 285/285P	12
TOTAL CREDITS	12
Note: Program Recommended course(s) are to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.	
	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	33-34
TOTAL CREDITS	64-65

CERTIFICATE OF COMPLETION IN EARLY CHILDHOOD EDUCATION		
PROGRAM REQUIREMENTS		CREDITS
PROGRAM REQUIREMENTS	ECE 141	3
	ECE 142	3
	ECE 150	3
	ECE 151	3
	ECE 152	3
	ECE 153	3
TOTAL CREDITS		18

BACHELOR OF EDUCATION (B.Ed.) IN ELEMENTARY EDUCATION		
Note: Pre-requisites for General Education courses are waived for all ASCC AA and AS degree recipients; for transfer students, courses are articulated for equivalency. To register for any 300 level courses students must have already completed all B.Ed. admission requirements that include 100 and 200 level program courses Students cannot register for ED 490 and ED 491 until all required 300-400 level courses are completed.		
CONTENT EQUIVALENCY REQUIREMENTS		CREDITS
ENGLISH	ENG 250	3
	ENG 251	3
MATHEMATICS	MAT 250, MAT 280	4-5
SOCIAL SCIENCE	PSY 250	3
PHYSICAL EDUCATION	PED or MSL	1
SAMOAN and PACIFIC STUDIES	SAM 111 or SAM 151/151L	3-4
SCIENCE	BIO 150/150L, BIO 155/155L, BIO 180/180L, MSC 170/170L	4
TOTAL CREDITS		21-23
TEACHER EDUCATION PROGRAM REQUIREMENTS		CREDITS
PROGRAM REQUIREMENTS	ED 150	3
	ED 157	3
	ED 215	3
	ED 280	3
	ED 240	4
	ED 257	4
	ED 285	4
TOTAL CREDITS		12-24

1 ST SEMESTER		
Program General Education Courses	ED 300	3
	ED 301	3
Program Content Course	ED 305	3
Program Methods Course	ED 312	3
Program Content Course	ED 319	3
TOTAL CREDITS		15
2 ND SEMESTER		
Program General Ed. Course	ED 325	3
	ED 330	3
Program Methods Course	ED 330P	1
	ED 335	3
	ED 335P	1
	ED 350	3
TOTAL CREDITS		14
3 RD SEMESTER		
Program General Education Courses	ED 340	4
	ED 435	3
Program Methods Course	ED 410	3
	ED 410P	1
	ED 440	3
	ED 440P	1
TOTAL CREDITS		15
4 TH SEMESTER		
Program Seminar	ED 490	2
Program Field Experience (Solo Teaching)	ED 491	10
TOTAL CREDITS		12
		CREDITS
TEACHER EDUCATION PROGRAM REQUIREMENTS		12-24
GENERAL EDUCATION		13
PROGRAM CONTENT and METHODS		29
PROGRAM FIELD EXPERIENCES		14
TOTAL CREDITS		68-80
AA EMPHASIS IN ELEM. ED		64-65
TOTAL CREDITS		132-145

Trade and Technical Department

Mission:

The mission of the Trade and Technical Department (TTD) is to equip students with knowledge and technical skills in their vocational specialties, through the issuance of Certificates of Completion (COC), Certificate of Proficiencies (COP) and Associate of Science (AS) degrees, based on national standards, with input from local, public and private entities. In addition, TTD develops programs that prepare students for entry-level employment, upgrades skills of incumbent workers, and prepares them for professional licensure and certification. The Trade and Technical Department provides preparatory training for students to further their education and training beyond ASCC.

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

Associate of Science Degrees in:

1. Architectural Drafting Technology
2. Auto Body Repair
3. Automotive Technology
4. Carpentry
5. Civil Engineering Technology
6. Computer Technical Support
7. Electronics
8. Electrical Technology
9. Welding

Certificate of Proficiency in:

1. Air Conditioning and Refrigeration
2. Architectural Drafting Technology
3. Auto Body Repair
4. Advanced Automotive Technology
5. Basic Automotive Technology
6. Carpentry
7. Civil Engineering Technology
8. Diesel
9. Electrical Technology
10. Electronics-Consumer
11. Electronics-Communication Systems
12. Electronics-Computer Systems
13. Networking and Computing

Certificate of Completion in:

1. Intro to Auto Body Repair
2. Basic Electrical Theory
3. Carpentry Fundamentals
4. Fundamentals of Automotive
5. Welding Fundamentals

Community Advisory Council by Program:

Air Condition and Refrigeration:

Peter Mario, Lolo Pilimai

Architectural Drafting Technology:

Alfred Tautolo, Greg Allen, Gala Ualita

Auto Body Repair:

Chris Banse, Anthony Tuiolosega, Adam Sione, Puletu Dick Koko.

Automotive Technology:

Pani Ng Lam, Sam Chong, Savelio Lieu Kuey, David Yakim.

Carpentry:

Dean Hudson, Gus Viena, Mark Liersch, Kenape Aumavae, Duke Purcell, Peter Crispin.

Civil Engineering Technology:

Faafetai Wells, William Sword, Estella Rubin

Computer Technical Support

Mr. David Betham, Mr. Don Nelson, Ms. Grace Tulafono-Asi, Ms. Lisa Gebauer, Ms. Fala Sualevai, Mr. Raj Deo

Diesel:

Harvey Golk, Primo Nauer, Russel Cox.

Electrical Technology

Peter Young, Reno Vivao, Paul McGowan, Sopoaga Sagaga, Theodore Leiato, Alex Sene Jr., Reno Vivao.

Welding:

Andy Wearing, Russell Cox, Lagofaatasi Sanonu.

Chairperson and Faculty:

Frederick R. Suisala, Chairperson; Valentine Talamoni, Jeriecho Martinez, Faculty.

Program Learning Outcomes:

1. **Demonstrate and Perform:** Demonstrate working knowledge of safety procedures, test instruments, and tools and equipment of their discipline. Therefore, to obtain, analyze and synthesize gathered information necessary to complete an assigned task(s).
2. **Work Ethics:** Attain skills for entry-level employment in their chosen field of study and related fields including work ethics to be a successful employee.
3. **Technology Applications:** Utilize appropriate technological tools, terminology and procedures for personal, academic, and career tasks; To evaluate from a variety of sources and contexts, including technology.
4. **Information Communications:** Think critically in evaluating information, solving problems and making decisions; in addition to reading and listening actively to learn and communicate.

AIR CONDITIONING AND REFRIGERATION COURSE DESCRIPTIONS:

ACR 100 Introduction to Air Conditioning and Refrigeration (3)

Prerequisite: ENG 80 and MAT 80

This course is designed to provide students with an introduction to the air conditioning and refrigeration industry. Classroom lectures and instruction are in basic theory, terminology, schematics and tools for the air conditioning and refrigeration program. (*Note: 3 lecture credits*)

ACR 240 Intermediate to Air Conditioning and Domestic Cooling System (5)

Prerequisite: 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 be covered. Lab will include troubleshooting, leak

detection, evacuation, and recharging of a/c units. (*Note: 3 lecture credits, 2 lab credits*)

ACR 280 Domestic and Commercial Refrigeration (5)

Prerequisite: ACR 100

This course is designed to provide students with an in-depth study of refrigeration systems, 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. (*Note: 3 lecture credits, 2 lab credits*).

ARCHITECTURAL DRAFTING TECHNOLOGY COURSE DESCRIPTIONS:

ADT 150 Architectural Drafting I

Prerequisite: ENG 80, MAT 80

This course is designed to introduce basic concepts of technical drawing. It will also cover perception theories, lettering, sketching techniques, use of drafting instruments, orthographic projection, basic dimensioning, and pictorial drawings. (*Note: 3 lecture credits*)

ADT 160 Introduction to AutoCAD (3)

Prerequisite: ENG 80, MAT 80

This course is designed as an introductory course to Computer Aided Drafting designed for classroom instruction or self-study. It also provides complete instructions in Master AutoCAD commands. Lessons start with systematic instructions followed by exercises designed for practicing commands learned within the lessons. (*Note: 3 lecture credits*)

ADT 190 Residential Planning and Designing (3)

Prerequisite: ADT 150

This course, which applies use of graphic standards, deals mainly with proper room layout techniques and building orientation in relation to the environment/ surroundings and climate. It also focuses on creating site plan for proposed project site using AutoCAD software. (*Note: 3 lecture credits*)

ADT 210 Architectural Drafting II (5) (formerly ADT 210 Architectural Drafting III)

Prerequisite: ADT 150, ADT 190

This course, students will implement practical application of technical skills to create an architectural construction document set. Course work includes hand drafting a complete architectural drawing(s) set including a floor plan(s), lighting, electrical, furniture and finish plan(s), sections, elevations, details, and door and window schedules. (*Note: 4 lecture credits, 1 lab credit*)

ADT 215 Construction Codes (3)

Prerequisite: ADT 150

This course explores the ramifications of codes on building projects. The 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, and exercise course. (*Note: 3 lecture credits*)

ADT 230 Advanced Architectural Drafting (4) (formerly ADT 230 Architectural Drafting IV)

Prerequisite: ADT 150

This is an advanced architectural structural drafting course using wood, reinforced concrete, stone and structural engineering. Students gain practical experience in designing eight unit apartment buildings, specifications, estimating and architectural models. (*Note: 3 lecture credits, 1 lab credit*)

ADT 251 Electrical Structural Designs (4)

Prerequisite: ADT 150

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. National Electrical Code (NEC) will be also covered (*Note: 2 lecture credits, 2 lab credits*)

ADT 260 Advanced AutoCAD (4)

Prerequisite: ADT 160

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 student. (*Note: 4 lecture credits*)

ADT 280 Elements of Structural Drawing (3)**Prerequisite: ADT 160**

This course is focused in practical and theoretical structural engineering procedures and testing through discussion and application forces, movement, deflection, tension, and mechanical advantage. *(Note: 3 lecture credits)*

ADT 290 Introduction to REVIT (4)**Prerequisite: ADT 150, ADT 160, ADT 210**

This course introduces parametric design software Autodesk Revit used for building information modeling. Basic design

and documentation tools will be employed. Course work includes a simple building design modeled after architectural, structural, electrical, plumbing, and design specifications. *(Note: 3 lecture credits, 1 lab credit)*

BPR 200 Blueprint Reading I (3)

This course provides print reading experience in residential construction. Print reading fundamentals, construction materials, and light frame construction utilized in residential construction are covered in detail. *(Note: 3 lecture credits)*

AUTO BODY REPAIR COURSE DESCRIPTIONS:**ABR 100 Introduction to Automotive Collision (3)**

This course prepares the student for the safety practices in the auto repair shop environment. Students will gain an understanding of the program requirements, college policies, and occupational/industry expectations as well as an insight into career opportunities. This course will also introduce the student to the use of basic hand tools, power tools and specialty tools required in the auto body industry. *(Note: 3 lecture credits)*

ABR 140 Welding and Cutting (6)

ABR majors only. This course will introduce the student to basic Oxy-Acetylene welding techniques. Basic shielded arc welding, MIG, TIG, and plasma cutting techniques will also be introduced. *(Note: 4 lecture credits, 2 lab credits)*

ABR 250 Minor Body Repairs (4)**Prerequisite: ABR 140**

This course will introduce the student to the fundamentals in classifying body damage, analyzing sheet metal damage, metal straightening, and the proper selection of tools and techniques. Students will work on group and individual projects to hone their skills. *(Note: 2 lecture credits, 2 lab credits)*

ABR 255 Full and Partial Panel Replacement (4)**Prerequisite: ABR 140**

This course will introduce the student to factory attachment methods of structural/nonstructural full and partial panels, and the proper procedures for replacing these components. The method of sectioning structural/non-structural components will also be explored. Students will work on group and individual projects to hone their skills. *(Note: 1 lecture credit, 3 lab credits)*

ABR 265 Corrosion, Body Fillers and Plastic Repairs (4)**Prerequisite: ABR 255**

This course will introduce the student to corrosion restoration, application of body fillers and plastic repairs. Instruction will focus on the preparation of the surface to be repaired. Students will work on group and individual projects to hone their skills. *(Note: 1 lecture credit, 3 lab credits)*

ABR 270 Surface Preparations for Refinishing (3)**Prerequisite: ABR 255**

This course instructs the student how to determine the condition of the vehicle's finish and plan the required steps for refinishing the vehicle. Students will work on group and individual projects to hone their skills. *(Note: 1 lecture credit, 2 lab credits)*

ABR 275 Equipment Preparations and Maintenance for Refinishing (3)**Prerequisite: ABR 255**

This course introduces students to the safety procedures, proper operation, preparation, and maintenance of the tools and equipment used for automotive refinishing. *(Note: 1 lecture credit, 2 lab credits)*

ABR 290 Applying the Finish (4)**Prerequisite: ABR 255**

This course will introduce the student to applying surface top coat, applying prime-scaler, applying single stage paint, base, clear coat and tri-coat finishes of a complete rail section, rocker panel, A and B pillar, floor pan, truck floor and full body section. *(Note: 1 lecture credit, 3 lab credits)*

AUTOMOTIVE COURSE DESCRIPTIONS:**AUTO 100 Fundamentals of Automotive Mechanics (3)**

This course is an introduction to the automotive technology program and profession. This survey course is designed to introduce basic tools and fasteners and the related mathematics required in the automotive service as well as shop safety and work ethics. In addition, it is recommended for those students desiring entrance into the Automotive Technology Morning/Afternoon Program. *(Note: 3 lecture credits)*

AUTO 172 Automotive Engine Performances (6)**Prerequisite: ENG 70**

This course is 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: 5 lecture credits, 1 lab credits)*

AUTO 174 Automotive Braking Systems (6)**Prerequisite: ENG 70**

This course is 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 lecture credits, 1 lab credit)*

AUTO 176 Automotive Steering and Suspension (6)

Prerequisite: ENG 70

This course is 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 restraint systems, and four-wheel alignment and adjustments. *(Note: 5 lecture credits, 1 lab credit)*

AUTO 178 Automotive Electrical/Electronics (6)

Prerequisite: ENG 70

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. The primary emphasis of this course is on diagnosis, testing, and repair. *(Note: 5 lecture credits, 1 lab credits)*

AUTO 250 Advanced Auto Engine Performances (3)

Prerequisite: AUTO 100

This course is 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 lecture credits, 1 lab credit)*

AUTO 280 Automotive Engine Diagnosis and Repair (6) *(formerly AUTO 180)*

Prerequisite: ENG 70

This course is a detailed study of various engine designs and materials. Lab will include diagnosis, inspection, repair methods, and parts necessary for complete engine repair. In addition, various machines and machining operations will be covered. *(Note 5 lecture credits, 1 lecture credit)*

AUTO 282 Automotive Transmission, Transaxle, and Drive Trains (6) *(formerly AUTO 182)*

Prerequisite: ENG 70

This course is 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: 5 lecture credits, 1 lab credits)*

AUTO 284 Automotive Cooling/Heating and Air Conditioning (5) *(formerly AUTO 184)*

Prerequisite: ENG 70

This course covers the theory and operation of cooling, heating, and air conditioning systems. Lab practices include maintenance, testing, diagnosis, and repair of these systems. *(Note: 4 lecture credits, 1 lab credit)*

CARPENTRY COURSE DESCRIPTIONS:

CARP 100 Hand and Power Tools (3)

The goal of this course is to familiarize the students with (a) hand tools such as pliers, handsaw, hacksaw, T-square, tape measure, hammer, crowbar, and many other hand tools used in carpentry, (b) Power tools such as a table saw, miter saw, circular saw, drill, jointer, rotary hammer, and other power tools associated with carpentry and (c), safety with these tools in the workplace. *(Note: 3 lecture credits)*

CARP 120 Plans, Building Codes, and Specifications (3)

This course is designed to teach students how to read architectural drawings (plans) and correctly interpret the information found in written specifications. The students will be able to understand and align specifications with local and federal building codes. *(Note: 3 lecture credits)*

CARP 150 Footings and Foundations (4)

This course will present an overview of footings and foundations in construction, explaining and identifying different layouts in footing and foundations. Students will prepare materials; calculate the cost for a building site, and layout a site with a transit, locating property lines and corners. Students calculate the amount of concrete needed for footing and foundation walls and construct different types of foundations and forms to distribute and displace the overall weight of a structure. *(Note: 2 lecture credits, 2 lab credits)*

CARP 160 Walls and Ceiling Framing (4)

This course will examine how to build and frame walls. Wall framing is the assembling of vertical and horizontal members that form the 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 lecture credits, 2 lab credits)*

CARP 170 Roofing Styles and Types (4)

This course will identify the different types and styles of roofing and their purpose, identifying and analyzing different architectural designs. Types of roofs covered in this course will include (a) Gable; Two surface (b) Hip; Four surface (c) Flat; One surface roofs. *(Note: 2 lecture credits, 2 lab credits)*

CARP 180 Plumbing (4)

This course is designed to identify the importance of plumbing 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 waterproof adhesive. Students will also learn how to use basic math principles in the application of these skills in areas of cost estimation, area and square footage and job calculations. *(Note: 2 lecture credits, 2 lab credits)*

CARP 200 Exterior and Interior Doors, Windows and Trim (4)

This course is designed to select materials with confidence and build homes to last. This course covers information on systems during the three stages of new construction: foundation, framing, and exterior finishing. You will learn about selection criteria, properties of materials, application techniques and the long-term performance of the respective systems. This course will teach students the right way to build small windows, screen doors and the proper method of installing doors, caulking, and 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. Trim will be introduced in this course. *(Note: 2 lecture credits, 2 lab credits)*

CARP 220 Interior Floors and Finishes (5)

This course covers terms and elements used in installing wood strip, wood plank, wood unit block, resilient vinyl, Quarry

Tile, Mosaic Tile, and sheet vinyl floor coverings. It also covers installation, final floor finishes, and refinishing of floors. *(Note: 2 lecture credits, 3 lab credits)*

CARP 221 Cabinet Making (6)

This course is designed to teach different types of layout, cutting, and assembling of various types of cabinets for residential, office or commercial use. Techniques in selecting appropriate materials and hardware for the construction, and units on estimating costs of construction are covered. *(Note: 2 lecture credits, 4 lab credits)*

CARP 270 Remodeling and Renovation (6)

This course is designed to apply basic concepts of remodeling, calculation, and estimation of materials and machinery to be used and the sequence of events as a building project is made. Also included are the remodeling and renovation to make homes accessible in compliance with national and local codes and regulations. *(Note: 2 lecture credits, 4 lab credits)*

CIVIL ENGINEERING TECHNOLOGY COURSE DESCRIPTIONS:**CET 150 Plane Surveying I (4)****Prerequisite: ENG 90, MAT 90**

This course introduces 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. Plane surveying introduces students to the skills and technological knowledge required for working in the field. Students learn to measure, calculate, and record direction, distance, and elevation using standard field equipment; advanced skills are taught through projects in which students use GPS for data collection and geometric calculations to measure curves. *(Note: 4 lecture credits)*

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. This highly technical class introduces the concept of creating a flat map, a plane, to describe a curved surface. Geodesy, measuring the shape of the Earth, is introduced. Students learn to use the North Star to determine direction. Determining errors in precision measurement is covered. This course is one of the last courses taken in a land-surveying program. *(Note: 4 lecture credits)*

CET 160 Introduction to Geographic Information System (3)**Prerequisite: ENG 90, MAT 90**

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. The topics will be reinforced with hands-on experience in map scales, coordinate systems, data sources and accuracy, data structures, working

with spatial data, map, and overlays manipulation of databases and presentation of data in map layouts. *(Note: 3 lecture credits)*

CET 261 Construction Procedures and Management (3)
*(formerly CET 260 Construction Procedures and CET 261 Construction Management.)***Prerequisite: CET 150**

This course is a combination of construction procedures and management. It covers theory and application of specifications, estimations of project costs, application of building codes and use of computer programs in development and preparation of construction. It orients students to select and apply the proper structural materials equipment methods used in wood, masonry, concrete, and steel construction. *(Note: 3 lecture credits)*

CET 265 Hydraulics and Hydrology (3)**Prerequisite: PHSCI 150/150L**

This course introduces a basic knowledge of hydraulics and hydrology (or how to organize existing knowledge) for the practicing engineer. It provides the ability to solve engineering problems of fluid flow in pipes and open channels by application of basic hydraulic principles and engineering tools in the process of engineering analysis and design. In addition, it provides basic understanding of flow control and flow measurement in open channels, and it develops the ability to determine energy losses and flow capacity of basic hydraulic structures. It provides a basic knowledge of atmospheric and surface processes (precipitation, evapotranspiration, soil moisture, infiltration, surface runoff). It offers practical experience on hydrological data acquisition, analysis, and interpretation on temporal and spatial scales of hydrological processes and on using simple catchment rainfall-runoff models. *(Note: 3 lecture credits)*

CET 270 Land Developments (3)**Prerequisite:** MAT 151, PHSCI 150/150L

The course will orient 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. (*Note: 3 lecture credits*)

CET 299 Cooperative Work Internship (4)**Prerequisite:** CET 270

This course is a one semester, nine hour per week practical job experience with local firm or American Samoa Government (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. (*Note: 1 lecture credit, 3 lab credits*).

DIESEL COURSE DESCRIPTIONS:**DSL 100 Introductions to Diesel Engines (3)****Prerequisite:** ENG 70

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. (*Note: 3 lecture credits*)

DSL 150 Brakes, Air (Pneumatic) and Hydraulic Systems (3) Prerequisite: DSL 100

This course will cover 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 lecture credits, 1 lab credit*)

DSL 160 Heavy Duty Electrical/Electronic Systems (5)**Prerequisite:** DSL 100

This course will include 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 the skills required to test, service, and repair electrical components and associated systems on heavy-duty trucks. (*Note: 3 lecture credits, 2 lab credits*)

DSL 162 Diesel Fuel Injection and Computerized Systems (5)**Prerequisite:** DSL 160

This course will include 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 lecture credits, 2 lab credits*)

DSL 200 Small to Medium (Compact) Diesel Engines (5)**Prerequisite:** DSL 100

This course is 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 equipment will be covered. (*Note: 2 lecture credits, 3 lab credits*)

DSL 250 Heavy Duty Diesel Engines (5)**Prerequisite:** DSL 100

This course will cover 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 lecture credits, 3 lab credits*)

ELECTRONICS COURSE DESCRIPTION:**ELE 151 Electronics (4) (formerly ELE 151 Electronic II)****Prerequisite:** ETP 100, ETP 120

This course entails the theory of electronic circuits and their applications in all areas of communications, telecommunications, radar, industrial and consumer electronics. (*Note: 3 lecture credits, 1 lab credit*)

ELE 170 Consumer Electronics (4) (formerly ELE 170 Consumer Electric)**Prerequisite:** ETP 100, ETP 120

This course introduces the students to the techniques and the hand powered tools currently used by the electronics industry in the manufacture, installation, and repair of electronics equipment. (*Note: 3 lecture credits, 1 lab credit*)

ELE 190 Digital Techniques (4)**Prerequisite:** ELE 151

The focus of this course is the theory of logic circuits, Boolean algebra, flipflops, registers, counters, shift registers, clocks, combination logic, semiconductor memories and microprocessors. (*Note: 3 lecture credits, 1 lab credit*)

ELE 201 Wireless Communications (4) (formerly ELE 201 Communication Systems)**Prerequisite:** ETP 100, ETP 120

This course covers the fundamentals of wireless communications and provides an overview of protocols, transmission methods, and IEEE standards. This course examines the broad range of wireless communications technologies available beginning with the basics of radiofrequency and wireless data transmission and progressing

to the protocols and mechanisms. Key topics cover several technologies for Wireless Personal Area Networks (WPANs), Wireless Local Area Networks (WLANs), Wireless Metropolitan Area Networks (WMANs), and Wireless Wide Area Networks (WWANs) giving an overview of the most current cellular and satellite communications. *(Note: 3 lecture credits, 1 lab credit)*

ELE 202 Computer Systems (4)

Prerequisite: ETP 100, ETP 120

This course is designed to give students the skills required for basic computer use. Students are given a brief overview of the basic computer concepts, and are provided basic information on hardware, memory, multimedia, storage, networks and application software.

(Note: 3 lecture credits, 1 lab credit)

ELE 299A Electronic Systems Practicum (4)

Prerequisite: ELE 190

This course is nine hour per week practical job experience under the supervision of a licensed electronic technician. Specific duties and times will be negotiable with a company, agency or workplace. Duties will be documented. Students performance in *electronic systems* will be rated by the company, the agency or the workplace through work processes

and consultation with an ELE instructor. *(Note: 1 lecture credit, 3 lab credits)*

ELE 299B Communication Systems Practicum (4)

Prerequisite: ELE 201

This course is nine hour per week practical job experience under the supervision of a licensed electronic technician. Specific duties and times will be negotiable with a company, agency or workplace. Duties will be documented. Student's performance in *communication systems* will be rated by the company, the agency or the workplace through work processes and consultation with the ELE instructor. *(Note: 1 lecture credit, 3 lab credits)*

ELE 299C Computer Systems Practicum (4)

Prerequisite: ELE 202

This course is nine hour per week practical job experience under the supervision of a licensed electronic technician. Specific duties and times will be negotiable with a company, agency or workplace. Duties will be documented. Students performance in *computer systems* will be rated by the company, the agency or the workplace through work processes and consultation with the ELE instructor. *(Note: 1 lecture credit, 3 lab credits)*

ELECTRICAL TECHNOLOGY COURSE DESCRIPTION:

ETP 100 Basic Electrical Theory I (3) *(formerly ETP 100 Electrical Basic Theory I)*

Prerequisite: ENG 80, MAT 80

This course is designed to provide basic knowledge and basic fundamental concepts of electrical theory, focusing on direct current (d-c), safety precautions and procedures. Alternating current (a-c), electrical meters, and basic hand tools will also be introduced. *(Note: 3 lecture credits)*

ETP 120 Basic Electrical Theory II (4) *(formerly ELE 150 Electronics I)*

Prerequisite: ENG 80, MAT 80

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 effects on equipment. 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 lecture credits, 1 lab credit)*

ETP 130 National Electrical Code (NEC) (3)

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. *(Note: 3 lecture credits)*

ETP 150 Residential House Wiring (5) *(formerly ETP 150 Applied Residential Wiring)*

Prerequisite: ETP 120

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: 3 lecture credit, 2 lab credits)*

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 instructor. *(Note: 1 lecture credit 3 lab credits)*

INFORMATION COMMUNICATION TECHNOLOGY COURSE DESCRIPTIONS:

Note: ICT 155 has been removed from the ICT program and replaced with ELE 202.

ICT 161 Networking for Home and Small Businesses (4)

Prerequisite: 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 introduces 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, and wireless connectivity, file sharing, print sharing, and the installation of game consoles, scanners, and cameras. *(Note: 3 lecture credits, 1 lab credit)*

ICT 162 Introduction to Switching and Routing (formerly ICT 162 Working at a Small 2 Medium Businesses or ISP) (4)

Prerequisite: ICT 161

This course will familiarize students by focusing on how to connect networks together using Cisco routers and switches, with reference to the basic networking knowledge learned in the pre-requisite courses. The emphasis of this review will be on the Cisco objectives. The **CCENT** is designed to validate your skills for network support roles and ensures you have the knowledge, skills, and abilities to install, operate, and troubleshoot small enterprise branch networks. The **CCENT** includes topics such as the operation of IP data networks, LAN switching technologies, IPv6, IP routing technologies, IP services (DHCP, NAT, ACLs), network device security, and basic troubleshooting. This course will prepare the student to sit and pass the CCENT certification exam. *(Note: 3 lecture credits, 1 lab credit)*

ICT 261 Advanced Switching and Routing (formerly ICT 261 Introduction Routing and Switching in the Enterprise) (4)

Prerequisite: ICT 162

This Course will familiarize students by focusing on how to connect networks together using Cisco routers and switches, with reference to the basic networking knowledge learned in the pre-requisite courses. The emphasis of this review will be on the Cisco objectives. The **CCNA** program was created to provide a solid introduction not only to the Cisco Internetwork Operating System (IOS) and Cisco hardware but also to internetworking in general, making it helpful to you in areas that are not exclusively Cisco's. This course will prepare the student to sit and pass the CCNA certification through CISCO. *(Note: 3 lecture credits, 1 lab credit)*

ICT 262 Designing and Supporting Computer Networks (4)

Prerequisite: MAT 155, ICT 162

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 lecture credits, 1 lab credit)*

Note: ICT 150, ICT 170 and ICT 270 have been moved to the Computer Science department. (See Computer Science).

WELDING COURSE DESCRIPTIONS

WLD 100 Welding Fundamentals and Metallurgy (3)

This course will introduce the student to welding technology, safety, blueprint interpretation designed primarily for welding, welding symbols, and their significance. Basic science of metallurgy used in the welding industry will also be covered. *(Note: 3 lecture credits)*

WLD 160 Introduction to Oxyacetylene Welding (5)

This is an introductory course in basic oxyacetylene welding. This course emphasizes on safety, operations of the acetylene welding equipment, electrode identification, and gas welding terminology. Welding in the flat and horizontal position will also be covered. *(Note: 2 lecture credits, 3 lab credits)*

WLD 170 Introduction to Basic Shielded Metal Arc Welding (5)

This course in basic shielded metal arc welding focuses on safety and the operations and use of various types of arc welding machines, electrode identification and arc welding terminology. Welding in the flat and horizontal position will also be covered. *(Note: 2 lecture credits, 3 lab credits)*

WLD 190 Advanced Oxyacetylene Welding (6)

Prerequisite WLD 160

This course in oxyacetylene welding emphasizes metal cutting process, welding, brazing, and soldering. Welding and cutting in the vertical and overhead positions will also be covered. *(Note: 2 lecture credits, 4 lab credits)*

WLD 260 Advanced Shielded Metal Arc Welding (6)

Prerequisite WLD 170

This is an advanced course in shielded metal arc welding. Focus will be on the safety operations of various types of arc welding machines, supplies and electrode identification. Emphasis in the single and multi-pass groove welding in the vertical and overhead positions. *(Note: 2 lecture credits, 4 lab credits)*

WLD 270 Gas Metal Arc Welding (MIG) (6)

Prerequisite WLD 170

This course identifies gas metal arc welding principles and welding procedures. The emphasis is on GMAW machines, welding procedures, and welding joints. GMAW is mostly referred to as MIG (Metal Inert Gas) welding in the welding industry. *(Note: 2 lecture credits, 4 lab credits)*

WLD 280 Gas Tungsten Arc Welding (TIG) (6)**Prerequisite WLD 170**

This practical and application course identifies the joining techniques used in the gas tungsten arc welding processes. Emphasis will be placed on welding and joining of high-tech components and composite materials. GTAW is mostly referred to as TIG (Tungsten Inert Gas) welding in the welding industry. *(Note: 2 lecture credits, 4 lab credits)*

WLD 290 Special Welding Processes (6)**Prerequisite WLD 170**

Students will apply special welding and cutting processes techniques. The emphasis will be on submerged welding, submerged cutting, and various special welding processes. Ferrous and Non-ferrous welding and cutting applications will also be covered. *(Note: 2 lecture credits, 4 lab credit).*

ASSOCIATE OF SCIENCE DEGREE IN ARCHITECTURAL DRAFTING		
Program Statement:		
The Architectural Drafting and CAD Technologies curriculum prepares individuals with knowledge and skills that can lead to immediate employment in the field of architecture. Students receive instruction in construction document preparations as well as complete design projects. The emphasis in the program is on AutoCAD technical drawing software used to create construction drawings. Upon completion, graduates have career opportunities within the architectural and construction professions as well as in industry and government.		
1ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
CAREER DEVELOPMENT	ADT 150	3
HUMANITIES	SPH 153	3
PROGRAM REQUIREMENTS	ART 160	3
TOTAL CREDITS		15
2ND SEMESTER		CREDITS
SCIENCE	PHSCI 150/150L	4
	ADT 160	3
PROGRAM REQUIREMENTS	ADT 210	5
	ADT 251	3
TOTAL CREDITS		15
3RD SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ADT 190	3
	ADT 260	4
	ADT 215	3
PERSONAL DEVELOPMENT	PSY 150, HEA 150	3
MATH	MAT 155	3
TOTAL CREDITS		16
4TH SEMESTER		CREDITS
HISTORY	HIS 150, HIS 170, HIS 151, HIS 171	3
PROGRAM REQUIREMENTS	ADT 230	4
	ADT 290	4
HISTORY	HIS 162	3
COMPUTER	ICT 150	3
TOTAL CREDITS		17
PROGRAM RECOMMENDED COURSES		CREDITS
	BUS 103	3
TOTAL CREDITS		3
Note: Program Recommended course(s) are to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.		
		CREDITS
GENERAL EDUCATION		31
PROGRAM REQUIREMENTS		32
TOTAL CREDITS		63

ASSOCIATE OF SCIENCE DEGREE IN AUTOMOTIVE TECHNOLOGY		
Program Statement		
This degree is designed to prepare students for an entry-level position in the automotive repair industry. The student will be well equipped with the knowledge; skills and abilities in utilizing appropriate diagnostic equipment, documentation, tool usage, safety practices and troubleshooting principles on various automotive systems to succeed in the automotive field.		
1ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
CAREER DEVELOPMENT	AUTO 100	3
PROGRAM REQUIREMENTS	AUTO 280	6
TOTAL CREDITS		15
2ND SEMESTER		CREDITS
HUMANITIES	SPH 153	3
	AUTO 174	6
PROGRAM REQUIREMENTS	AUTO 176	6
TOTAL CREDITS		15
3RD SEMESTER		CREDITS
PROGRAM REQUIREMENTS	AUTO 282	6
COMPUTERS	ICT 150	3
SCIENCE	PHSCI 150/150L	4
TOTAL CREDITS		13
4TH SEMESTER		CREDITS
PROGRAM REQUIREMENTS	AUTO 178	6
	AUTO 172	6
MATH	MAT 155	3
TOTAL CREDITS		15
PROGRAM REQUIREMENTS		CREDITS
HISTORY	HIS 150, HIS 170, HIS 151, HIS 171	3
	HIS 162	3
COMPUTER	ICT 150	3
PERSONAL DEVELOPMENT	PSY 150 or HEA 150	3
TOTAL CREDITS		0
PROGRAM RECOMMENDED COURSES		CREDITS
	BUS 103	3
TOTAL CREDITS		3
Note: Program Recommended course(s) are to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.		
		CREDITS
GENERAL EDUCATION		31
PROGRAM REQUIREMENTS		36
TOTAL CREDITS		67

ASSOCIATE OF SCIENCE DEGREE IN AUTO BODY REPAIR

Program Statement

The auto body repair degree program is designed to prepare students for entry level employment in the auto body repair and collision industry. The program also provides hands-on instruction to ensure that a student acquires the knowledge, skills and abilities as well as safety practices to begin a successful career as an auto body technician.

1 ST SEMESTER		CREDITS
CAREER DEVELOPMENT	ABR 100	3
HUMANITIES	SPH 153	3
PROGRAM REQUIREMENTS	ETP 100	3
COMPUTER	ICT 150	3
ENGLISH	ENG 150	3
TOTAL CREDITS		15

2 ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ABR 140	6
MATH	MAT 155	3
ENGLISH	ENG 151	3
SCIENCE	PHSCI 150/150L	4
TOTAL CREDITS		16

3 RD SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ABR 250	4
	ABR 275	3
HISTORY	HIS 162	3
PERSONAL DEVELOPMENT	PSY 150 or HEA 150	3
HISTORY	HIS 150, HIS 151, HIS 170, HIS 171	3
TOTAL CREDITS		16

4 TH SEMESTER		CREDITS
	ABR 265	4
PROGRAM REQUIREMENTS	ABR 270	3
	ABR 255	4
	ABR 290	4
TOTAL CREDITS		15

PROGRAM RECOMMENDED COURSES	CREDITS
BUS 103	3
TOTAL CREDITS	3

Note: Program Recommended course(s) are to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	34
TOTAL CREDITS	65

ASSOCIATE OF SCIENCE DEGREE IN CARPENTRY

Program Statement

This degree program is designed to prepare students for entry level employment in carpentry and construction-related industries. The program also provides hands-on instruction to ensure that students acquire the knowledge, skills and abilities as well as safety practices to succeed in the construction industry.

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
HUMANITIES	SPH 153	3
PROGRAM REQUIREMENTS	ETP 100	3
	CARP 120	3
TOTAL CREDITS		15

2 ND SEMESTER		CREDITS
CAREER DEVELOPMENT	CARP 100	3
PROGRAM REQUIREMENTS	CARP 150	4
	CARP 160	4
HISTORY	HIS 150, HIS 170, HIS 151, HIS 171	3
TOTAL CREDITS		14

3 RD SEMESTER		CREDITS
HISTORY	HIS 162	3
	CARP 170	4
PROGRAM REQUIREMENTS	CARP 180	4
	CARP 200	4
TOTAL CREDITS		15

4 TH SEMESTER		CREDITS
MATH	MAT 155	3
PROGRAM REQUIREMENTS	CARP 220	5
SCIENCE	PHSCI 150/150L	4
PERSONAL DEVELOPMENT	PSY 150 or HEA 150	3
TOTAL CREDITS		15

PROGRAM REQUIREMENTS	CREDITS
COMPUTERS	ICT 150
TOTAL CREDITS	3

PROGRAM RECOMMENDED COURSES	CREDITS
BUS 103	3
TOTAL CREDITS	3

Note: Program Recommended course(s) are to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	31
TOTAL CREDITS	62

ASSOCIATE OF SCIENCE DEGREE IN CIVIL ENGINEERING TECHNOLOGY

Program Statement

The Civil Engineering Technology program equips 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, TTD develops programs that prepare students for entry-level employment and upgrades skills of incumbent workers to prepare them for professional licensure and certification. The Trade and Technical Department provides preparatory training for students to further their education and training beyond ASCC.

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
CAREER DEVELOPMENT	CET 150	4
COMPUTERS	ICT 150	3
MATH	MAT 151	3
PROGRAM REQUIREMENTS	CET 160	3
TOTAL CREDITS		16

2 ND SEMESTER		CREDITS
MATH	MAT 151	3
SCIENCE	PHSCI 150/150L	4
	CET 151	4
PROGRAM REQUIREMENTS	CET 261	3
	ADT 160	3
TOTAL CREDITS		17

3 RD SEMESTER		CREDITS
MATH	MATH 250	4
	ADT 260	4
PROGRAM REQUIREMENTS	CET 265	3
	ADT 280	3
HUMANITIES	SPH 153	3
TOTAL CREDITS		17

4 TH SEMESTER		CREDITS
PROGRAM REQUIREMENTS	CET 270	3
	CET 299	4
PERSONAL DEVELOPMENT	PSY 150	3
HISTORY	HIS 150, HIS 151, HIS 170, HIS 171	3
	HIS 162	3
TOTAL CREDITS		16

PROGRAM REQUIREMENTS		CREDITS
MATH	MAT 280	5
ENGLISH	ENG 151	3
TOTAL CREDITS		8

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	43
TOTAL CREDITS	74

ASSOCIATE OF SCIENCE DEGREE IN COMPUTER TECHNICAL SUPPORT

Program Statement:

The Computer Technical Support program is designed to provide a solid foundation for the computer repair technician, network technician, cable installer and the help desk technician. This program is focused on troubleshooting and repair techniques, disassembly and assembly of hardware and software components, installations of operating systems, connecting networks, switches and routers as well as protocols. This program also provides hands-on instructions to ensure that students acquire the knowledge, skills and abilities as well as maintenance and safety practices for a successful career.

1 ST SEMESTER		CREDITS
CAREER DEVELOPMENT	ETP 100	3
COMPUTER	ICT 150	3
PROGRAM	ETP 120	4
REQUIREMENTS	ICT 161	4
TOTAL CREDITS		14

2 ND SEMESTER		CREDITS
PERSONAL DEVELOPMENT	PSY 150, HEA 150, BUS 103	3
MATH	MAT 155	3
PROGRAM REQUIREMENTS	ELE 151	4
ENGLISH	ENG 150	3
HISTORY	HIS 150, HIS 170, HIS 151, HIS 171	3
TOTAL CREDITS		16

3 RD SEMESTER		CREDITS
HUMANITIES	SPH 153	3
	ICT 162	4
PROGRAM REQUIREMENTS	ELE 190	4
	ELE 202	4
TOTAL CREDITS		15

4 TH SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ICT 261	4
	ELE 299C	4
ENGLISH	ENG 151	3
SCIENCE	PHSCI 150/150L	4
TOTAL CREDITS		15

PROGRAM REQUIREMENTS		CREDITS
HISTORY	HIS 162	3
TOTAL CREDITS		3

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	32
TOTAL CREDITS	63

ASSOCIATE OF SCIENCE DEGREE IN ELECTRONICS

Program Statement:

The Electronics program is designed to provide training for individuals interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities. Electrical training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, the National Electric Code and other subjects as local needs require. Graduates should qualify for a variety of jobs in the Electronics field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electronic systems.

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
HUMANITIES	SPH 153	3
PROGRAM REQUIREMENTS	ETP 100	3
	ETP 120	4
TOTAL CREDITS		16

2 ND SEMESTER		CREDITS
CAREER DEVELOPMENT	ELE 151	4
PROGRAM REQUIREMENTS	ELE 170	4
	ELE 201	4
COMPUTERS	ICT 150	3
TOTAL CREDITS		15

3 RD SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ETP 150	5
	ELE 190	4
	ELE 202	4
PERSONAL DEVELOPMENT	PSY 150, HEA 150	3
TOTAL CREDITS		16

4 TH SEMESTER		CREDITS
HISTORY	HIS 150, HIS 170, HIS 151, HIS 171	3
	HIS 162	3
PROGRAM REQUIREMENTS	ELE 299A	4
SCIENCE	PHSCI 150/150L	4
MATH	MAT 155	3
TOTAL CREDITS		17

PROGRAM RECOMMENDED COURSES		CREDITS
	BUS 103	3
TOTAL CREDITS		3

Note: Program Recommended course(s) are to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	33
TOTAL CREDITS	64

ASSOCIATE OF SCIENCE DEGREE IN ELECTRICAL TECHNOLOGY

Program Statement

This degree program is designed to prepare students for entry-level employment in the Electrical Technology. The program provides students with the skills to effectively understand and analyze settings where electrical power and control systems are utilized. Proper maintenance and repair of electrical equipment will be covered, as well as instruction to ensure that proper safety guidelines are followed at all times.

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
CAREER DEVELOPMENT	ETP 100	3
COMPUTER	ICT 150	3
PROGRAM REQUIREMENTS	ETP 120	4
TOTAL CREDITS		16

2 ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ELE 170	4
	CARP 100	3
	ELE 151	4
	BPR 200	3
TOTAL CREDITS		14

3 RD SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ETP 150	5
	ETP 130	3
MATH	MAT 155	3
HUMANITIES	SPH 153	3
TOTAL CREDITS		14

4 TH SEMESTER		CREDITS
HISTORY	HIS 162	3
PROGRAM REQUIREMENTS	ETP 299	4
PERSONAL DEVELOPMENT	PSY 150, HEA 150	3
HISTORY	HIS 150, HIS 170, HIS 151, HIS 171	3
TOTAL CREDITS		13

PROGRAM REQUIREMENTS		CREDITS
SCIENCE	PHSCI 150/150L	4
TOTAL CREDITS		4

PROGRAM RECOMMENDED COURSES		CREDITS
	BUS 103	3
TOTAL CREDITS		3

Note: Program Recommended course(s) are to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	30
TOTAL CREDITS	61

ASSOCIATE OF SCIENCE DEGREE IN WELDING

Program Statement:

The welding degree program is designed to prepare students for entry-level employment in welding and fabrication related industries. The program also provides hands-on instruction to ensure that students acquire the knowledge, skills and abilities as well as safety practices to begin a successful career as a welder.

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
	ENG 151	3
CAREER DEVELOPMENT	WLD 100	3
COMPUTER	ICT 150	3
HUMANITIES	SPH 153	3
TOTAL CREDITS		15

2 ND SEMESTER		CREDITS
PROGRAM	WLD 160	5
REQUIREMENTS	WLD 170	5
MATH	MAT 155	3
TOTAL CREDITS		13

3 RD SEMESTER		CREDITS
PROGRAM	WLD 190	6
REQUIREMENTS	WLD 260	6
SCIENCE	PHSCI 150/150L	4
TOTAL CREDITS		16

4 TH SEMESTER		CREDITS
PROGRAM REQUIREMENTS	WLD 270	6
HISTORY	HIS 150, HIS 151, HIS 170, HIS 171	3
PROGRAM REQUIREMENTS	WLD 280	6
TOTAL CREDITS		15

PROGRAM REQUIREMENTS		CREDITS
PERSONAL DEVELOPMENT	PSY 150, HEA 150	3
HISTORY	HIS 162	3
TOTAL CREDITS		6

PROGRAM RECOMMENDED COURSES		CREDITS
	BUS 103	3
TOTAL CREDITS		3

Note: Program Recommended course(s) are to fulfill program requirements with approval of the department chair and the Dean of Academic Affairs.

	CREDITS
GENERAL EDUCATION	31
PROGRAM REQUIREMENTS	34
TOTAL CREDITS	65

**CERTIFICATE OF PROFICIENCY IN
AUTO BODY REPAIR**

**CERTIFICATE OF PROFICIENCY IN
ARCHITECTURAL DRAFTING**

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
COMPUTERS	ICT 150	3
CAREER DEVELOPMENT	ABR 100	3
PROGRAM REQUIREMENTS	ETP 100	3
TOTAL CREDITS		12

2 ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ABR 140	6
MATH	MAT 155	3
TOTAL CREDITS		9

PROGRAM REQUIREMENTS		CREDITS
	ABR 250	4
	ABR 275	3
	ABR 255	4
	ABR 265	4
	ABR 270	3
	ABR 290	4
TOTAL CREDITS		22

	CREDITS
GENERAL EDUCATION	12
PROGRAM REQUIREMENTS	31
TOTAL CREDITS	43

1 ST SEMESTER		CREDITS
ENGLISH	ENG 151	3
MATH	MAT 155	3
COMPUTER	ICT 150	3
CAREER DEVELOPMENT	ADT 150	3
PROGRAM REQUIREMENT	ADT 215	3
TOTAL CREDITS		15

2 ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ADT 160	3
	ADT 210	5
TOTAL CREDITS		8

PROGRAM REQUIREMENTS		CREDITS
	ADT 190	3
	ADT 260	4
	ADT 230	4
	ADT 290	4
TOTAL CREDITS		15

	CREDITS
GENERAL EDUCATION	12
PROGRAM REQUIREMENTS	26
TOTAL CREDITS	38

**CERTIFICATE OF PROFICIENCY IN
AIR CONDITIONING and REFRIGERATION**

**CERTIFICATE OF PROFICIENCY IN
ADVANCED AUTOMOTIVE TECHNOLOGY**

1 ST SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ETP 100	3
	ETP 120	4
TOTAL CREDITS		7

2 ND SEMESTER		CREDITS
CAREER DEVELOPMENT	ACR 100	3
PROGRAM REQUIREMENTS	BPR 200	3
MATH	MAT 155	3
SCIENCE	PHSCI 150/150L	4
TOTAL CREDITS		13

PROGRAM REQUIREMENTS		CREDITS
ENGLISH	ENG 150	3
	ACR 240	5
	ACR 280	5
TOTAL CREDITS		13

	CREDITS
GENERAL EDUCATION	13
PROGRAM REQUIREMENTS	20
TOTAL CREDITS	33

1 ST SEMESTER		CREDITS
CAREER DEVELOPMENT	AUTO 100	3
ENGLISH	ENG 150	3
PROGRAM REQUIREMENTS	AUTO 280	6
TOTAL CREDITS		12

2 ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	AUTO 250	3
MATH	MAT 155	3
COMPUTER	ICT 150	3
TOTAL CREDITS		9

PROGRAM REQUIREMENTS		CREDITS
	AUTO 282	6
	AUTO 284	5
TOTAL CREDITS		11

	CREDITS
GENERAL EDUCATION	9
PROGRAM REQUIREMENTS	20
TOTAL CREDITS	29

**CERTIFICATE OF PROFICIENCY IN
BASIC AUTOMOTIVE TECHNOLOGY**

1 ST SEMESTER		CREDITS
CAREER DEVELOPMENT	AUTO 100	3
ENGLISH	ENG 150	3
PROGRAM REQUIREMENTS	AUTO 100	3
TOTAL CREDITS		12

2 ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	AUTO 174	6
	AUTO 176	6
TOTAL CREDITS		12

PROGRAM REQUIREMENTS		CREDITS
	AUTO 172	6
	AUTO 178	6
TOTAL CREDITS		12

		CREDITS
GENERAL EDUCATION		6
PROGRAM REQUIREMENTS		27
TOTAL CREDITS		33

**CERTIFICATE OF PROFICIENCY IN
CARPENTRY**

1 ST SEMESTER		CREDITS
ENGLISH	ENG 151	3
MATH	MAT 155	3
PROGRAM REQUIREMENTS	CARP 120	3
	ETP 100	3
TOTAL CREDITS		12

2 ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	CARP 150	4
	CARP 160	4
CAREER DEVELOPMENT	CARP 100	3
TOTAL CREDITS		11

PROGRAM REQUIREMENTS		CREDITS
	CARP 170	4
	CARP 180	4
	CARP 200	4
COMPUTER	ICT 150	3
	CARP 220	5
TOTAL CREDITS		20

		CREDITS
GENERAL EDUCATION		12
PROGRAM REQUIREMENTS		31
TOTAL CREDITS		43

**CERTIFICATE OF PROFICIENCY IN
CIVIL ENGINEERING TECHNOLOGY**

1 ST SEMESTER		CREDITS
MATH	MAT 151	3
CAREER DEVELOPMENT	CET 150	4
PROGRAM REQUIREMENT	CET 160	3
TOTAL CREDITS		10

2 ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	CET 151	4
	CET 261	3
	ADT 160	3
SCIENCE	PHSCI 150/150L	4
TOTAL CREDITS		14

PROGRAM REQUIREMENTS		CREDITS
	CET 265	3
	MAT 250	4
ENGLISH	ENG 151	3
	CET 270	3
	MAT 280	5
TOTAL CREDITS		18

		CREDITS
GENERAL EDUCATION		9
PROGRAM REQUIREMENTS		33
TOTAL CREDITS		42

**CERTIFICATE OF PROFICIENCY IN
DIESEL**

1 ST SEMESTER		CREDITS
ENGLISH	ENG 150	3
MATH	MAT 155	3
CAREER DEVELOPMENT	DSL 100	3
TOTAL CREDITS		9

2 ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	DSL 162	5
	DSL 250	5
TOTAL CREDITS		10

PROGRAM REQUIREMENTS		CREDITS
	DSL 150	3
	DSL 160	5
	DSL 200	5
TOTAL CREDITS		13

		CREDITS
GENERAL EDUCATION		6
PROGRAM REQUIREMENTS		26
TOTAL CREDITS		32

**CERTIFICATE OF PROFICIENCY IN
ELECTRICAL TECHNOLOGY**

**CERTIFICATE OF PROFICIENCY IN
ELECTRONICS-COMMUNICATIONS**

1 ST SEMESTER		CREDITS
MATH	MAT 155	3
COMPUTER	ICT 150	3
CAREER DEVELOPMENT	ETP 100	3
PROGRAM REQUIREMENTS	ETP 120	4
TOTAL CREDITS		13
2 ND SEMESTER		CREDITS
PROGRAM REQUIREMENTS	ETP 130	3
	BPR 200	3
	CARP 100	3
ENGLISH	ENG 151	3
TOTAL CREDITS		12
PROGRAM REQUIREMENTS		CREDITS
	ETP 150	5
	ETP 299	4
TOTAL CREDITS		9
GENERAL EDUCATION		9
PROGRAM REQUIREMENTS		25
TOTAL CREDITS		34

1 ST SEMESTER		CREDITS
ENGLISH	ENG 151	3
MATH	MAT 155	3
COMPUTER	ICT 150	3
PROGRAM REQUIREMENTS	ETP 100	3
	ETP 120	4
TOTAL CREDITS		16
2 ND SEMESTER		CREDITS
CAREER DEVELOPMENT	ELE 151	4
PROGRAM REQUIREMENTS	ADT 160	3
	ELE 201	4
TOTAL CREDITS		11
PROGRAM REQUIREMENTS		CREDITS
	ELE 190	4
	ELE 299B	4
TOTAL CREDITS		8
GENERAL EDUCATION		9
PROGRAM REQUIREMENTS		26
TOTAL CREDITS		35

**CERTIFICATE OF PROFICIENCY IN
ELECTRONICS-CONSUMER**

**CERTIFICATE OF PROFICIENCY IN
ELECTRONICS COMPUTER SYSTEMS**

1 ST SEMESTER		CREDITS
ENGLISH	ENG 151	3
MATH	MAT 155	3
PROGRAM REQUIREMENTS	ETP 100	3
	ETP 120	4
TOTAL CREDITS		13
2 ND SEMESTER		CREDITS
CAREER DEVELOPMENT	ELE 151	4
PROGRAM REQUIREMENTS	ELE 170	4
	ELE 201	4
TOTAL CREDITS		12
PROGRAM REQUIREMENTS		CREDITS
	ELE 190	4
	ELE 202	4
	ELE 299A	4
TOTAL CREDITS		12
GENERAL EDUCATION		6
PROGRAM REQUIREMENTS		31
TOTAL CREDITS		37

1 ST SEMESTER		CREDITS
ENGLISH	ENG 151	3
MATH	MAT 155	3
PROGRAM REQUIREMENTS	ETP 100	3
	ETP 120	4
TOTAL CREDITS		13
2 ND SEMESTER		CREDITS
CAREER DEVELOPMENT	ELE 151	4
PROGRAM REQUIREMENTS	ADT 160	3
COMPUTERS	ICT 150	3
TOTAL CREDITS		10
PROGRAM REQUIREMENTS		CREDITS
	ELE 190	4
	ELE 202	4
	ELE 299C	4
TOTAL CREDITS		12
GENERAL EDUCATION		9
PROGRAM REQUIREMENTS		26
TOTAL CREDITS		35

CERTIFICATE OF PROFICIENCY IN NETWORKING and COMPUTING			CERTIFICATE OF PROFICIENCY IN WELDING		
1ST SEMESTER			1ST SEMESTER		
		CREDITS			CREDITS
PROGRAM REQUIREMENTS	ETP 100	3	ENGLISH	ENG 151	3
	ETP 120	4	MATH	MAT 155	3
COMPUTERS	ICT 150	3	COMPUTER	ICT 150	3
PROGRAM REQUIREMENTS	ICT 161	4	CAREER DEVELOPMENT	WLD 100	3
TOTAL CREDITS		14	TOTAL CREDITS		12
2ND SEMESTER			2ND SEMESTER		
		CREDITS			CREDITS
MATH	MAT 155	3	PROGRAM	WLD 160	5
ENGLISH	ENG 151	3	REQUIREMENTS	WLD 170	5
	ICT 162	4	TOTAL CREDITS		10
PROGRAM REQUIREMENTS	ICT 170	3	PROGRAM REQUIREMENTS		
TOTAL CREDITS		13			CREDITS
PROGRAM REQUIREMENTS					
		CREDITS			
	ELE 202	4		WLD 190	6
	ICT 262	4		WLD 260	6
	ICT 270	3		WLD 270	6
TOTAL CREDITS		11		WLD 280	6
PROGRAM REQUIREMENTS			TOTAL CREDITS		24
4TH SEMESTER			GENERAL EDUCATION		
		CREDITS	CREDITS		
PROGRAM REQUIREMENTS	ICT 261	4	PROGRAM REQUIREMENTS		
TOTAL CREDITS		4	TOTAL CREDITS		46
GENERAL EDUCATION			PROGRAM REQUIREMENTS		
CREDITS			CREDITS		
GENERAL EDUCATION			9		
PROGRAM REQUIREMENTS			37		
TOTAL CREDITS			42		

**CERTIFICATE OF COMPLETION IN
INTRO TO AUTO BODY REPAIR**

		CREDITS
CAREER DEVELOPMENT	ABR 100	3
	ENG 150	3
PROGRAM REQUIREMENTS	ENG 91	3
	MAT 90	4
	ETP 100	3
TOTAL CREDITS		16

**CERTIFICATE OF COMPLETION IN
FUNDAMENTALS OF AUTOMOTIVE**

		CREDITS
PROGRAM REQUIREMENTS	ENG 90	3
	ENG 91	3
	MAT 90	4
	AUTO 100	3
CAREER DEVELOPMENT	ETP 100	3
TOTAL CREDITS		16

**CERTIFICATE OF COMPLETION IN
CARPENTRY FUNDAMENTALS**

		CREDITS
PROGRAM REQUIREMENTS	ENG 90	3
	ENG 91	3
	MAT 90	4
	CARP 120	3
CAREER DEVELOPMENT	CARP 100	3
TOTAL CREDITS		16

**CERTIFICATE OF COMPLETION IN
BASIC ELECTRICAL THEORY**

		CREDITS
PROGRAM REQUIREMENTS	ENG 90	3
	ENG 91	3
	MAT 90	4
	ETP 120	4
CAREER DEVELOPMENT	ETP 100	3
TOTAL CREDITS		17

**CERTIFICATE OF COMPLETION IN
WELDING FUNDAMENTALS**

		CREDITS
PROGRAM REQUIREMENTS	ENG 90	3
	ENG 91	3
	MAT 90	4
	CARP 100	3
CAREER DEVELOPMENT	WLD 100	3
TOTAL CREDITS		16

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ASCC Acting Vice President of Academic and Student Affairs/ Dean of Academic Affairs/ Assistant Accreditation Liaison Officer

Tauanu'u-Moananu, Letupu

Master of Arts, Mathematics, California State University-Fullerton, CA.

Master of Science, Adult Education, Capella University, MN.

Bachelor of Science, Mathematics, Washington State University, WA.

Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Director of Institutional Effectiveness / Accreditation Liaison Officer

Leomiti, Sonny Joseph

Master of Arts, Teaching and Learning, Kaplan University, Davenport, IA.

Bachelor of Education, Elementary Education, University of Hawaii-Manoa, HI.

Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Dean of Student Services

Le'i, Dr. Emilia S.

Doctor of Public Administration, Golden Gate University, San Francisco, CA.

Master of Education, Elementary School Administration, Brigham Young University, Provo UT.

Bachelor of Science Education, Elementary Education, Truman State University, MO.

Director of Agriculture, Community, and Natural Resources

Areta, Aufa'i Ropeti

Master of Agriculture, Agricultural Extension Education, Colorado State University, CO.

Bachelor of Science, Agricultural Science and Management, University of California-Davis, CA.

State Director of Small Business Development Center

Betham, Jason M.

Master of Business Administration, International Management, Chaminade University of Honolulu, HI.

Bachelor of Arts, International Studies with Emphasis in Trade and Finance, Chaminade University of Honolulu, HI.

Director of Samoan Studies Institute

Fauolo, Keseta Okenaisa

Diploma of Teaching – Secondary School Teaching, History Geography /Social Studies, Waikato University, NZ.

Master of Science, Geography, Waikato University, NZ.

Bachelor of Social Science, History and Geography, Waikato University, NZ.

State Director of Adult Education Literacy Extended Learning (AELEL)

Fale, Tauvela

Master of Education, Curriculum Studies, University of Hawaii-Manoa, HI.

Bachelor of Education, Elementary Education, University of Hawaii-Manoa, HI.

Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Chief Information Officer

Nelson, Donald

Bachelor of Science, Computer and Information Science,

Excellence, Commitment, Professionalism, Innovation (ECPI) University, Virginia Beach, VA.

*State Director of University Center for Excellence
on Developmental Disabilities (UCEDD)*

Tupuola, Tafaimamao

Master of Arts, Education: Teaching and Learning, Special Education, Argosy University, HI.
Bachelor of Arts, Developmental Disabilities and Deaf Education, University of Hawaii, HI.
Associate of Science, Management, American Samoa Community College, AS.

Director of Teacher Education

De la Rosa, Shirley,

Master of Education, Curriculum and Instructions, University of Hawaii, Manoa, HI.
Bachelor of Science. Sociology, Weber State College, Ogden, UT.

Program Director of Library Services

Zodiacal, Elvis P.

Master of Science, Library Science, University of North Texas, Denton, TX. (Beta Phi Mu)
Master of Arts, Educational Leadership, San Diego State University, CA.
Bachelor of Science, Criminal Justice, University of Guam, GU.
Associate of Arts, General Education, American Samoa Community College, AS.

Program Director of Counseling

Panama, Annie P.

Master of Arts, Private School Administration: School of Education, University of San Francisco, CA.
Bachelor of Arts, Sociology, University of San Francisco, CA.

Registrar and Records Officer

Tuitasi, Sifagatogo

Master of Public Administration, California State University, San Bernardino, CA.
Bachelor of Science, Computer Science, California State University, San Bernardino, CA.
Associate of Arts, Liberal Studies
San Bernardino Valley College, San Bernardino, CA.

Admissions Officer

Leuma, Elizabeth

Master of Arts, Education Leadership, San Diego State University, CA.
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Financial Aid Officer

Lam Yuen, Peteru

Master of Liberal Studies, Public Administration, Fort Hays State University, Hays, KS.
Bachelor of Science, Justice Studies, Fort Hays State University-Hays, KS.
Associate of Arts, Liberal Arts and Pre Law, American Samoa Community College, AS.

Financial Officer

Silafau-Toa, Emey

Bachelor of Science, Accounting, Golden Gate University- San Francisco, CA.

Human Resources Officer

Asifoa, Sereima S.

Master of Public Administration, Kaplan University, Davenport, IA.
Bachelor of Science, Commerce, University of Canterbury, NZ.

Procurement Officer

Su'esu'e, Jessie

Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Physical Facilities Management/ Special Project Officer

Lokeni, Lokeni

Associate of Arts, Education, American Samoa Community College, AS.
Associate of Science, Automotive Repair, American Samoa Community College, AS.

Bookstore Manager / Director of ASCC Research Foundation

Afalava, Alofia

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Registered Nurse, Oregon State Board of Nursing, OR.

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Bachelor of Arts, Anthropology, Marquette University

DeWees, Dr. Randel K.

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Master of Education, Secondary Education, University of Hawaii-Manoa, HI.

Bachelor of Arts, Language Arts, Brigham Young University, HI.

Faasavalu, Ionatana

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Mathematics Instructor

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Master of Science, Nursing, University of Oklahoma, OK.
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Martinez, Jereicho

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Bachelor of Arts, Organizational Management, Ashford University
Associate of Arts, Liberal Arts, University of Hawaii

Mose, Sinaita'aga Judy

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Bachelor of Arts, Computer Science, Chadron State College, NE.

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Bachelor of Arts – Samoan Studies, Iunivesite Aoaо o Samoa, Samoa.

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Doctor of Philosophy, Education, Teaching and Learning Cappella University, MN.

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Bachelor of Arts in Education, Washington State University, WA.

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Suisala, Frederick R.

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Tagarino, Alden

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Bachelor of Science, Fisheries, University of the Philippines, PH.

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Master of Arts, Education Leadership, Concordia University, OR.

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Associate of Arts, American Samoa Community College, AS.

Tofilau Emau

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Vasai-Moana, Adrian

Social Science Instructor

Master in Public Administration, Golden Gate University, San Francisco, CA.

Bachelor of Arts in Political Science, Brigham Young University, HI.

Associate of Arts, Liberal Arts, American Samoa Community College, AS.

Zarraga, Edna

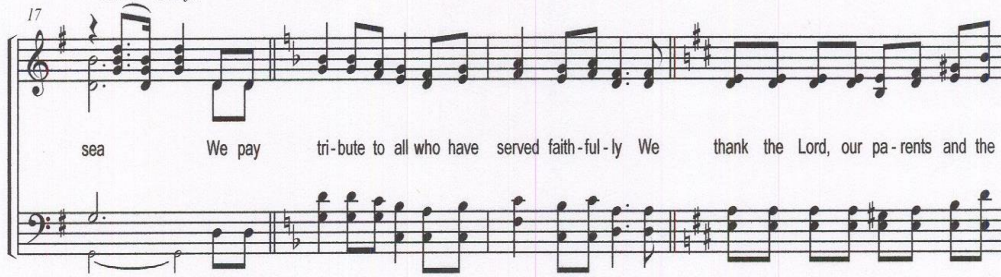
Developmental English Instructor

Master of Education in Curriculum Studies, University of Hawaii, HI.

Bachelor of Science, Library, University of Philippines, PH.

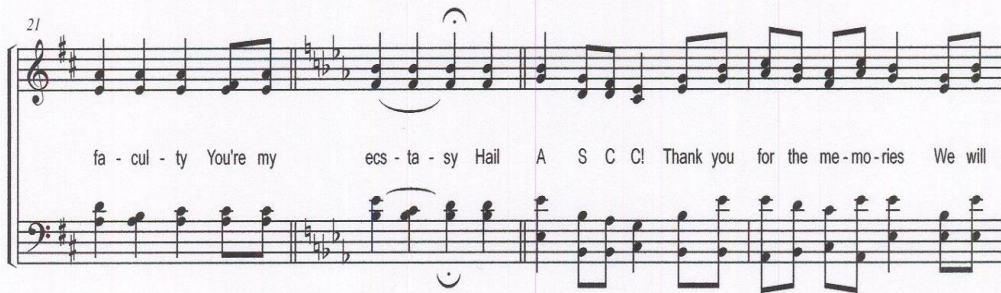
Hail Chiefs!

17



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

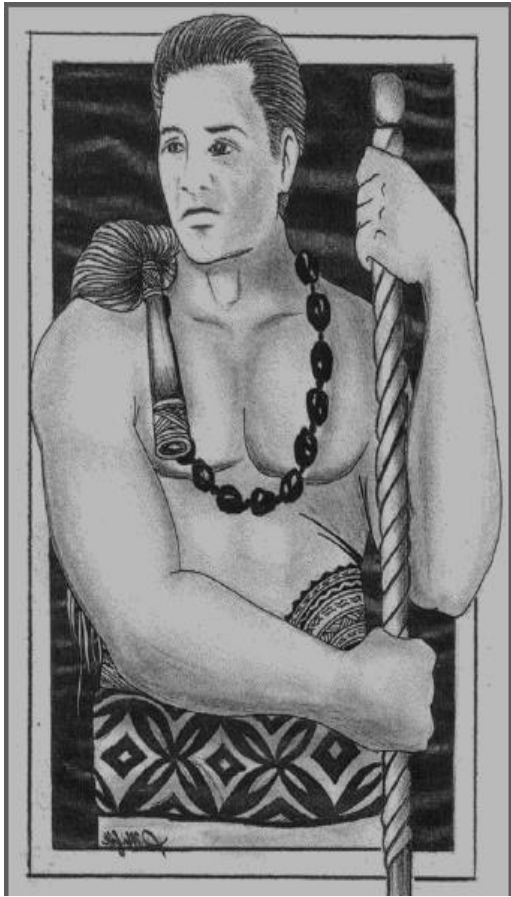


treasure your love and hos - pi - ta - li - ty Keep on rea - ching for the sky Keep on sear - ching and you'll find With the

29



bles - sings from our God on high With the bles - sings from our God on high!



American Samoa Community College Campus Map

GENERAL MAP DIRECTORY

UPPER CAMPUS

M1.....	SMALL BUSINESS DEVELOPMENT CENTER
M2.....	DR. HERBERT THWEATT (HOUSING)
M3.....	Samoa Studies Classroom
M4.....	Samoa Studies Classroom
M5.....	University Center of Excellence on Development Disabilities (UCEDD)
M6.....	Vice President of Academics and Administration
M7.....	Teachers Education Department
M8.....	TED Classroom
M9.....	Nursing Department
M10.....	Nursing Department
M11.....	Institutional Effectiveness
M12.....	CAAP Classroom
CAAP.....	College Accelerated Preparatory Program(CAPP)

LOWER CAMPUS

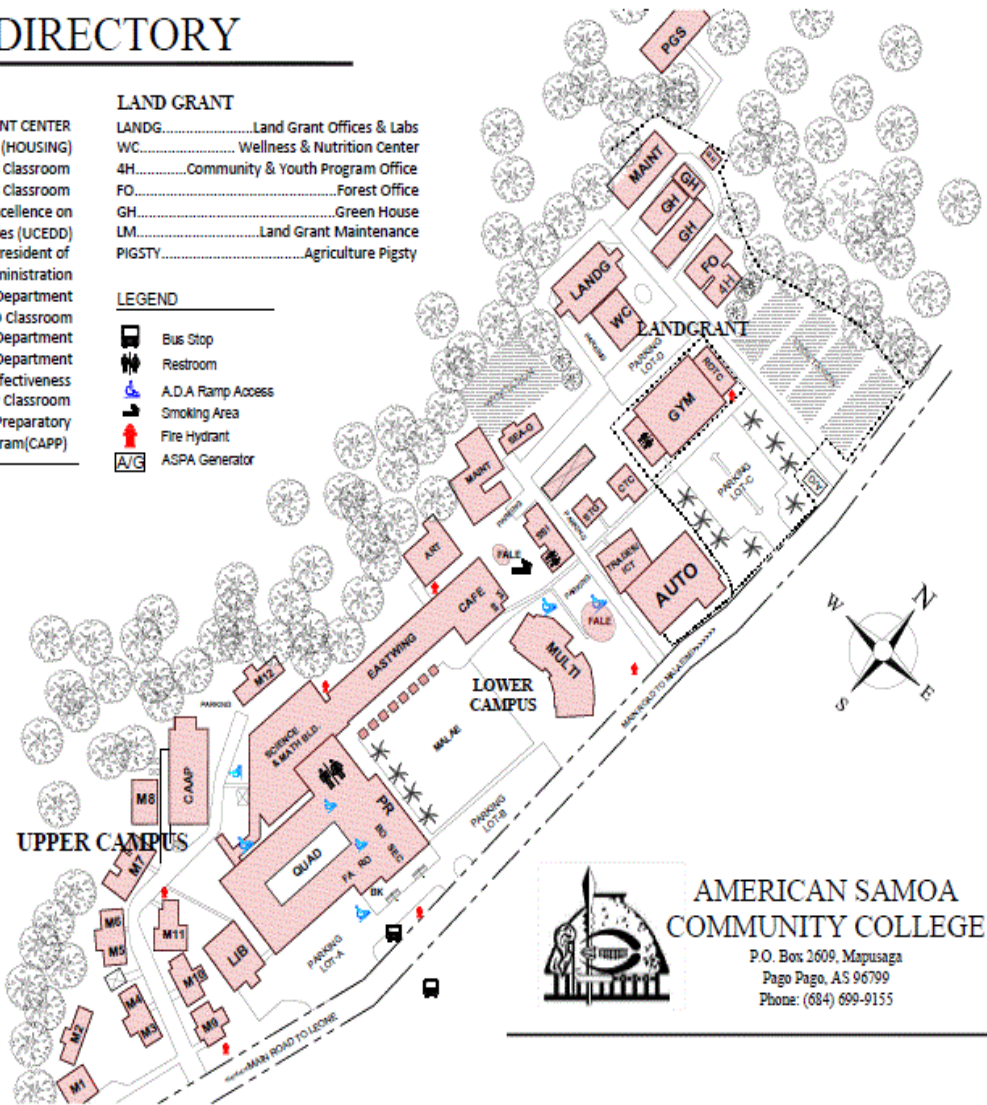
LIB.....	Library
BK.....	Book Store
SEC.....	Security Office
BO.....	Business Office
RO.....	Registrar Office
FA.....	Financial Aid Office
PR.....	President's Office
QUAD.....	Classrms 7-23
Science & Math Bld.....	ClassrmsA1-A45
Eastwing.....	Classrms 24-30
Cafe.....	Cafeteria
SS.....	Student Services
VA.....	Veteran Affairs
ART.....	Art Building
MULTI.....	Multipurpose Building
MAINT.....	Campus Maintenance
SEA-G.....	Sea Grant Office
FALE.....	Fale Samoa
STG.....	Custodian Storage
CTC.....	Career & Transfer Center
TRADES.....	Electronics Classrm
	Architectural Drafting Classrm
	Civil Engineering Classrm
ICT.....	Computer Science
AUTOSHOP.....	Autoshop Classrm
GYM.....	Gymnasium
ROTC.....	Reserve Offices Training Corps Offices

LAND GRANT

LANDG.....	Land Grant Offices & Labs
WC.....	Wellness & Nutrition Center
4H.....	Community & Youth Program Office
FO.....	Forest Office
GH.....	Green House
LM.....	Land Grant Maintenance
PIGSTY.....	Agriculture Pigsty

LEGEND

	Bus Stop
	Restroom
	A.D.A Ramp Access
	Smoking Area
	Fire Hydrant
	ASPA Generator



AMERICAN SAMOA
COMMUNITY COLLEGE

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Figure 1: Credited to ASCC Architectural Drafting Technology program

SPECIAL ACKNOWLEDGEMENTS

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**General Curriculum Committee Secretary
Ms. Cherylmoanamarie Ripley**

Core Curriculum Committee members:

1. Ms. Shirley De La Rosa, Co-Chairperson
2. Dr. Faofua Fa'atoafe
3. Dr. Siamaua Eliapo-Ropeti
4. Mrs. Lele Ah Mu
5. Mr. Ed Imo
6. Mr. Sonny J. Leomiti
7. Dr. Emilia Le'i
8. Mrs. Letupu Tauanu'u Moananu

ASCC Academic Program Chairpersons and General Curriculum Committee members:

- | | |
|---|--------------------------------|
| 1. ACNR Department | Mrs. Pauline Tuitele Mc Fall |
| 2. Business Department | Dr. Faofua Faatoafe |
| 3. Computer Science Department | Mr. Ernie T. Seiuli |
| 4. Criminal Justice Department | Mrs. Rosie Ah Chee-Toeava |
| 5. College Life Planning | Ms. Annie Panama |
| 6. English- CAPP | Dr. Siamaua Eliapo-Ropeti |
| 7. Fine Arts Department | Mr. Kuki Tuiasosopo |
| 8. Health and Human Services | Mr. Derek Helsham |
| 9. Language and Literature | Mr. Vesi Matuu |
| 10. Mathematics Department | Mr. Tunufa'i Leiato |
| 11. Nursing Department | Ms. Lele Ah Mu |
| 12. Physical Education | Mr. Eddie Imo |
| 13. Samoa Studies Department | Mr. Evile F. Feleti |
| 14. Science Department | Dr. Randel DeWees |
| 15. Social Science | Mrs. Lilian Temese |
| 16. Trade and Technical Department | Mr. Frederick R. Suisala |
| 17. Teacher Education Department | Mrs. Feleni Petelo-Alainu'uese |
| 18. Army Reserve Officer Training Corps | Mr. Kitzingen Moliga |

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1. **Evelyn V. Gibbs-Fruean**-Institutional Researcher in Assessment
2. **Tanya Lesa-Atonio**- Data Specialist II/Technician



"Saili le Atama'i"

Since 1970

American Samoa Community College

Mapusaga Campus

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