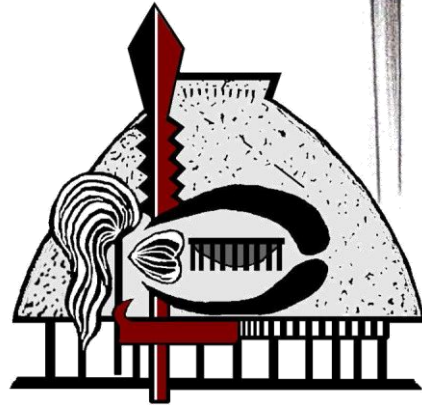
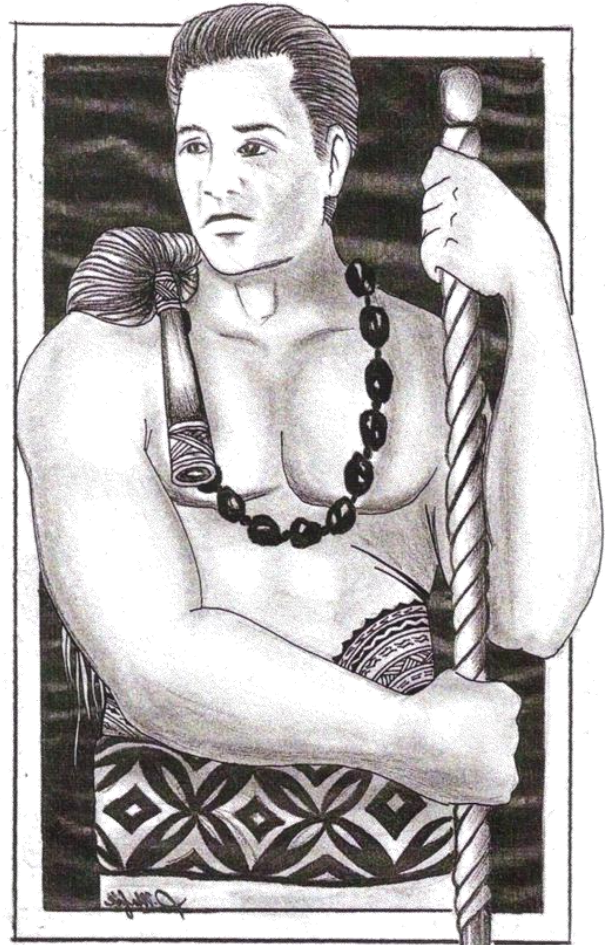


2010 – 2012 GENERAL CATALOG



American Samoa Community College

“Saili le Atamai”

Since 1970

Manulauti (Mission Samoan Version)

O le manulauti a le Kolisi Tuufaatasi o Amerika Samoa, ia faatupulai'ia auamanu o a'oa'oga a tagata aoga, i le sauniunia ma le faafailelea lelei o polokalama 'a'anoa, faapea ni tautua aoga, o le a mafai ai e tagata aoga, ona 'ausia tulaga faale a'oa'oga na o latou mo'omia, e fesoasoani ai i le soifua faale aganu'u, i faiga malo, i le tamaoiga i tupe, i tekonoosi, ma le si'osi'omaga manuia o Amerika Samoa.

E faa'auunua lana manulauti, ona o se Kolisi a le malo o Amerika, ua faamonia le talia o ona togi i isi Kolisi, e tatata le ulufale i soo se tagata, ma o se nofoaga a'oga i lalo o Laufanua a le Feterale, ma ua mana ai ma su'e ai fo'i i keri ma tasi pasi o soo se polokalama. O nei polokalama o lo o sauniunia ai soo se tagata a'oga, ma e aofia ai ma tagata e le fa'amaua gofie avanoa ma taimi ma a'oa'oga, faapea i latou o lo'o iai lu'itua mo le;

- toe sili atu i nofoaga o a'oa'oga matutuluga
- faigofie ona ofi atu i fa'alapotopotoga o tagata faigahaga
- sa'ili iliga ma le fa'alautelega o puna'oa fa'anatura
- sili iliga o Samoa ma le Pasefika



“Saili le Atamai”



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.

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 associate degree and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for:

- Transfer to institutions of higher learning
- Successful entry into the workforce
- Research and extension in human and natural resources
- Awareness of Samoa and the Pacific

Core Values

The *core values* that guide us on this journey of learning are

- Student Centeredness
- Respect for Diversity
- Collaboration and Teamwork
- Respect for Tradition and Culture
- Lifelong Learning



BOARD OF HIGHER EDUCATION

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Chairman

HTC Pemerika Tauiliili
Vice Chairman

HC Lauifi Tauili'ili
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Mr. Sapini Siatu'u
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Member

Mrs. Mine S. Pase
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Dr. Claire Poumele
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Student Representative
Member

AMERICAN SAMOA COMMUNITY COLLEGE ADMINISTRATION

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Vice President, Administrative Service & Finance

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Dean of Trades and Technology Division

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Director of Institutional Effectiveness

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Director, Teacher Education Program

Ms. Grace Tulafono
Chief Information Officer (MIS)

Mrs. Keseta Okenaisa Fauolo-Manila
Director, Samoan Studies Institute (SSI)

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

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ASCC FACULTY *Present & Past*

Fall Semester 2004



Spring Semester 2006





Fall Semester 2006



Fall Semester 2008



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

President's Message

Welcome to the 2010-2012 ASCC General Catalog!



We hope you will find this latest edition of the ASCC Catalog a resourceful guide to the many opportunities available through our institution. Part of our Vision Statement is to provide high quality educational programs and services, and to do this we remain grounded in the core values of student centeredness, respect for diversity, collaboration and teamwork, respect for traditional and culture, and lifelong learning while meeting the challenges of the 21st Century. I'm sure you'll agree that the content of our 2010 – 2012 Catalog reflects our goal of preparing our students for the future, as well as preserving their special heritage from the past.

As they search for their own path through life, students deserve exposure to the various academic disciplines, one or more of which could provide them with the foundation of a career. Besides strengthening their basic abilities in language, mathematics, and science, ASCC students also have the opportunity to be exposed to trades and technology, the arts, business, and law, to name but a few of their many choices. In recent years, the College has placed special emphasis on programs specifically designed to address urgent community needs, such as Teacher Education and Nursing. Additionally, students interested in their environment and its sustainability has a wealth of courses and resources available through our Community & Natural Resources division.

Even while we provide a means for students to develop themselves, we also urge them to consider their roles as members of a community with its own unique history and traditions. Our Samoan Studies Institute has made great strides in developing an extensive list of courses that examine our heritage in its multitude of forms. Our institution has also embraced the method of Service Learning, in which students have the option of combining classroom content with a related service to the community.

To reach their full potential of what they may someday bring to their community at home, many of our students will go on to join the larger academic communities in Hawaii, the mainland United States or elsewhere. At ASCC we take seriously our role as a bridge between the local and the bigger world beyond. In collaboration with our accrediting body the Accrediting Commission of Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC), we strive to keep our academic programs and administrative procedures consistent with nationwide standards, and we can proudly say that credits earned in our upper level classes are transferable to most institutions within the USA.

Whether your dreams involve developing your place at home or exploring the wider world, or both, we are glad you have made ASCC a part of them. I wish you a stimulating and illuminating learning experience!

Soifua,
Dr. Seth P. Galea'i
President



2010 – 2012 ACADEMIC CALENDAR

2010 FALL SEMESTER

August 9 – 10	Placement Test
August 12	Late Placement Test
August 13	New Student Orientation
August 16 – 17	Faculty Orientation
August 18 – 20	Registration – New, Continuing and Returning Students
August 19 – 24	Add / Drop Period
August 23	Instruction Begins
August 23 – 24	Late Admissions & Late Registration
August 25 – September 3	Administrative Drop Period
August 25 – September 10	Drop Only Period
September 6	HOLIDAY – Labor Day
September 13 – October 22	Withdrawal Period to Receive a “W”
September 20	Deadline for Low Grade Reporting
October 1	2010 Fall Semester Graduation Application Deadline
October 1	Deadline to Change of Grades for 2010 Spring and 2010 Summer Semesters
October 11	HOLIDAY – Columbus Day
October 12 – 15	Midterm Examinations
October 25 – November 12	Withdrawal Period to Receive a “W/F” or “W/NP”
November 11	HOLIDAY – Veteran’s Day
November 15 – December 10	2011 Spring & Summer Priority Registration
November 25	HOLIDAY – Thanksgiving
November 29 – December 2	ELI & Development MATH Final Examination
December 3	Last day to Complete Withdrawal from ASCC
December 3	Instructions End
December 6 – 9	Final Examination
December 6 – 9	ELI 2011 Spring & Summer Priority Registration
December 10 – 15	Early Add/Drop
December 13	2010 Fall Semester Graduates Grades Due
December 17	2010 Fall Semester Commencement
December 22	All 2010 Fall Semester Grades Due

ASTEP FALL 2010 SESSION

August 31 – September 2	ASTEP Registration
September 3	ASTEP Late Registration
September 6	HOLIDAY – Labor Day
September 7	ASTEP Instruction Begins
September 7 – 8	ASTEP Add/Drop Period
September 9 – 10	ASTEP Administrative Drop & Drop Only Period
September 13 – October 15	ASTEP Withdrawal Period to Receive a “W”
October 18 – 29	ASTEP Withdrawal Period to Receive a “W/F” or “W/NP”
November 11	HOLIDAY – Veteran’s Day
November 12	ASTEP Instructions End

AUGUST 2010

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SEPTEMBER 2010

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OCTOBER 2010

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DECEMBER 2010

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**ASCC Academic
Calendar is
subject to change**

2011 SPRING SEMESTER

December 27 – 28.....	Placement Test
December 30.....	Late Placement Test
December 31.....	HOLIDAY – New Year’s Day
January 3.....	New Student Orientation
January 3 – 4	Faculty Orientation
January 5 – 7	Registration – New, Continuing and Returning Students
January 6 – 11	Add/Drop Period
January 10.....	Instruction Begins
January 10 – 11	Late Admissions & Late Registration
January 12 – 21	Administrative Drop Period
January 12 – 28	Drop Only Period
January 17.....	HOLIDAY – Martin Luther King’s Birthday
January 31 – March 18	Withdrawal Period to Receive a “W”
February 7.....	Deadline for Low Grade Reporting
February 18.....	2011 Spring Semester Graduation Application Deadline
February 18.....	Deadline to Change of Grades for 2010 Fall Semester
February 21	HOLIDAY – President’s Day
February 28 – March 3.....	Midterm Examinations
March 7 – 11	SPRING BREAK
March 21 – April 8.....	Withdrawal Period to Receive a “W/F” or “W/NP”
April 11 – May 6	2011 Summer & Fall Priority Registration
April 15.....	HOLIDAY – Good Friday
April 25 – 28.....	ELI & Development MATH Final Examination
April 29.....	Last day to Complete Withdrawal from ASCC
April 29.....	Instructions End
May 2 – 5.....	Final Examination
May 2 – 5.....	ELI 2011 Summer & Fall Priority Registration
May 6 – 11.....	Early Add/Drop
May 9.....	2011 Spring Semester Graduates Grades Due
May 13.....	2011 Spring Semester Commencement
May 18.....	All 2011 Spring Semester Grades Due

ASTEP 2011 SPRING SESSION

January 18 – 20	ASTEP Registration
January 21.....	ASTEP Late Registration
January 24.....	ASTEP Instruction Begins
January 24 – 25	ASTEP Add/Drop Period
January 26 – 28	ASTEP Administrative Drop & Drop Only Period
January 31 – March 4	ASTEP Withdrawal Period to Receive a “W”
February 21	HOLIDAY – President’s Day
March 14 – 25	ASTEP Withdrawal Period to Receive a “W/F” or “W/NP”
April 8	ASTEP Instructions End

DECEMBER 2010						
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**ASCC Academic
Calendar is
subject to change**



2011 SUMMER SESSIONS

ASTEP 1st SESSION

May 17 – 19 1st & 2nd Summer Session Registration
 May 20 – 24 1st & 2nd Summer Session Late Registration
 May 23..... 1st Session Begins
 May 23 – 24 Add/Drop Period
 May 25 – 27 Administrative Drop & Drop Only Period
 May 30..... HOLIDAY – Memorial Day
 May 31 – June 10..... Withdrawal Period to Receive a “W”
 June 13 – 17 Withdrawal Period to Receive a “W/F” or “W/NP”
 June 24..... 1st Session Ends
 June 27..... 1st Session Grades Due

MAY 2010

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REGULAR SESSION

May 25 – 26 Placement Test
 May 30..... HOLIDAY – Memorial Day
 June 1 – 3..... Registration – New, Continuing & Returning Students
 June 6..... Instruction Begins
 June 2 – 7..... Add/Drop Period
 June 6 – 7..... Late Admissions & Late Registration
 June 8 – 10 Administrative Drop & Drop Only Period
 June 13 – July 1 Withdrawal Period to Receive a “W”
 July 4 HOLIDAY – Independence Day
 July 5 – 8..... Withdrawal Period to Receive “W/F” or “W/NP”
 July 15..... Instructions End
 July 25..... 2011 Summer All Grades Due

JUNE 2011

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ASTEP 2nd SESSION

June 27..... 2nd Session Begins
 June 27 – 28 Late Registration
 June 27 – 28 Add/Drop Period
 June 29 – July 1 Administrative Drop & Drop Only Period
 July 4 HOLIDAY – Independence Day
 July 5 – 15..... Withdrawal Period to Receive a “W”
 July 18 – 22..... Withdrawal Period to Receive a “W/F” and “W/NP”
 July 29..... 2nd Session Ends
 August 5 2nd Session Grades Due

JULY 2011

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AUGUST 2011

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**ASCC Academic
 Calendar is
 subject to change**

2011 FALL SEMESTER

August 8 – 9	Placement Test
August 11	Late Placement Test
August 12	New Student Orientation
August 15 – 16	Faculty Orientation
August 17 – 19	Registration – New, Continuing and Returning Students
August 18 – 23	Add / Drop Period
August 22	Instruction Begins
August 22 – 23	Late Admissions & Late Registration
August 24 – September 2	Administrative Drop Period
August 24 – September 9	Drop Only Period
September 5	HOLIDAY – Labor Day
September 12 – October 21	Withdrawal Period to Receive a “W”
September 19	Deadline for Low Grade Reporting
September 30	Deadline to Submit Make-Up Work for 2011 Spring & 2011 Summer Incompletes Grades
September 30	2011 Fall Semester Graduation Application Deadline
October 3	Deadline to Change of Grades for 2011 Spring and 2011 Summer Semesters
October 10	HOLIDAY – Columbus Day
October 11 – 14	Midterm Examinations
October 11 – 14	Low Grade Reporting Period
October 24 – November 10	Withdrawal Period to Receive a “W/F” or “W/NP”
November 11	HOLIDAY – Veteran’s Day
November 14 – December 8	2012 Spring & Summer Priority Registration
November 24	HOLIDAY – Thanksgiving Day
November 28 – December 1	ELI & Development MATH Final Examination
December 2	Last day to Complete Withdrawal from ASCC
December 2	Instructions End
December 5 – 8	Final Examination
December 5 – 8	ELI 2012 Spring & Summer Priority Registration
December 9 – 14	Early Add/Drop
December 12	2011 Fall Semester Graduates Grades Due
December 16	2011 Fall Semester Commencement
December 28	All 2011 Fall Semester Grades Due

ASTEP 2011 FALL SESSION

August 30 – September 1	ASTEP Registration
September 2	ASTEP Late Registration
September 5	HOLIDAY – Labor Day
September 6	ASTEP Instruction Begins
September 6 – 7	ASTEP Add/Drop Period
September 8 – 9	ASTEP Administrative Drop & Drop Only Period
September 12 – October 14	ASTEP Withdrawal Period to Receive a “W”
October 10	HOLIDAY – Columbus Day
October 17 – 28	ASTEP Withdrawal Period to Receive a “W/F” or “W/NP”
November 10	ASTEP Instructions End

AUGUST 2011						
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OCTOBER 2011						
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NOVEMBER 2011						
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DECEMBER 2011						
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*ASCC Academic
Calendar is
subject to change*



2012 SPRING SEMESTER

December 27 – 28.....	Placement Test
December 29.....	Late Placement Test
January 2.....	HOLIDAY – New Year’s Day
January 6.....	New Student Orientation
January 9 – 10	Faculty Orientation
January 11 – 13	Registration – New, Continuing and Returning Students
January 12 – 18	Add / Drop Period
January 16.....	HOLIDAY – Martin Luther King’s Birthday
January 17.....	Instruction Begins
January 17 – 18	Late Admissions & Late Registration
January 19 – 27	Administrative Drop Period
January 19 – February 3.....	Drop Only Period
February 6 – March 23.....	Withdrawal Period to Receive a “W”
February 13.....	Deadline for Low Grade Reporting
February 20.....	HOLIDAY – President’s Day
February 24... Deadline to Submit Make-Up Work for 2011 Fall Incomplete Grades	
February 24.....	2012 Spring Semester Graduation Application Deadline
February 27.....	Deadline for Change of Grades for 2011 Fall Semester
March 5 – 8	Midterm Examinations
March 12 – 16	SPRING BREAK
March 26 – April 13.....	Withdrawal Period to Receive a “W/F” or “W/NP”
April 6	HOLIDAY – Good Friday
April 16 – May 10	2012 Summer & Fall Priority Registration
April 30 – May 3	ELI & Development MATH Final Examination
May 4.....	Last day to Complete Withdrawal from ASCC
May 4.....	Instructions End
May 7 – 10.....	Final Examination
May 7 – 10	ELI 2012 Summer & Fall Priority Registration
May 11 – 16	Early Add/Drop
May 14.....	2012 Spring Semester Graduates Grades Due
May 18.....	2012 Spring Semester Commencement
May 23.....	All 2012 Spring Semester Grades Due

DECEMBER 2011

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JANUARY 2012

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FEBRUARY 2012

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APRIL 2012

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ASTEP 2012 SPRING SESSION

January 24 – 26	ASTEP Registration
January 27.....	ASTEP Late Registration
January 30.....	ASTEP Instruction Begins
January 30 – 31	ASTEP Add/Drop Period
February 1 – 3.....	ASTEP Administrative Drop & Drop Only Period
February 6 – March 9.....	ASTEP Withdrawal Period to Receive a “W”
February 20.....	HOLIDAY – President’s Day
March 19 – 30	ASTEP Withdrawal Period to Receive a “W/F” or “W/NP”
April 6	HOLIDAY – Good Friday
April 13	ASTEP Instructions End

MAY 2012

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2012 SUMMER SESSIONS

ASTEP 1st SESSION

May 22 – 24	1 st & 2 nd Summer Session Registration
May 25 – 30	1 st & 2 nd Summer Session Late Registration
May 28.....	HOLIDAY – Memorial Day
May 29.....	1 st Session Begins
May 29 – 30	Add/Drop Period
May 31 – June 1.....	Administrative Drop & Drop Only Period
June 4 – 15	Withdrawal Period to Receive a “W”
June 18 – 22	Withdrawal Period to Receive a “W/F” or “W/NP”
June 29.....	1 st Session Ends
July 2	1 st Session Grades Due

MAY 2012						
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REGULAR SESSION

May 31 – June 1.....	Placement Test
May 28.....	HOLIDAY – Memorial Day
June 6 – 8.....	Registration – New, Continuing & Returning Students
June 11.....	Instructions Begin
June 7 – 12	Add/Drop Period
June 11 – 12	Late Admissions & Late Registration
June 13 – 15	Administrative Drop & Drop Only Period
June 18 – July 6.....	Withdrawal Period to Receive a “W”
July 4	HOLIDAY – Independence Day
July 9 – 13.....	Withdrawal Period to Receive “W/F” or “W/NP”
July 20.....	Instructions End
July 30.....	2012 Summer All Grades Due

JUNE 2012						
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JULY 2012						
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AUGUST 2012						
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ASTEP 2nd SESSION

July 2	2 nd Session Begins
July 2 – 3.....	Late Registration
July 2 – 3.....	Add/Drop Period
July 5 – 6.....	Administrative Drop & Drop Only Period
July 4	HOLIDAY – Independence Day
July 9 – 20.....	Withdrawal Period to Receive a “W”
July 23 – 27	Withdrawal Period to Receive a “W/F” and “W/NP”
August 3	2 nd Session Ends
August 10.....	2 nd Session Grades Due

***ASCC Academic
Calendar is
subject to change***





GENERAL INFORMATION

- **Accreditation**
- **History**
- **Vision**
- **Mission**
- **Manulauti**
- **Core Values**
- **Governance**



GENERAL INFORMATION

Accreditation

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

History

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

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

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

A grant from the U.S. Economic Development Administration in 1979 enabled ASCC to complete five new buildings, with modern facilities for instruction in science, nursing, fine arts and

vocational education, as well as a student cafeteria and a gymnasium.

Vision

The 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.

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, open admissions, Land Grant institution, provides access to associate degree and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for:

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



Manulauti (Mission Samoan Version)

O le manulauti a le Kolisi Tuufaatasi o Amerika Samoa, ia faatupulai'ia auamanu o a'oa'oga a tagata aoga, i le sauniunia ma le faafailelea lelei o polokalama 'a'anoa, faapea ni tautua aoga, o le a mafai ai e tagata aoga, ona 'ausia tulaga faale a'oa'oga na o latou mo'omia, e fesoasoani ai i le soifua faale aganu'u, i faiga malo, i le tamaoaiga i tupe, i tekonolosi, ma le si'osi'omaga manuia o Amerika Samoa.

E faataunu'u lana manulauti, ona o se Kolisi a le malo o Amerika, ua faamaonia le talia o ona togi i isi Kolisi, e tatala le ulufale i soo se tagata, ma o se nofoaga a'oga i lalo o Laufanua a le Feterale, ma ua maua ai ma su'e ai fo'i tikeri ma tusi pasi o soo se polokalama. O nei polokalama o lo o sauniunia ai soo se tagata a'oga, ma e aofia ai ma tagata e le 'o maua gofie avanoa ma taimi mo a'oa'oga, faapea i latou o lo o iai lu'itau mo le;

- toe si'itia atu i nofoaga o a'oa'oga maualuluga
- faigofie ona ofi atu i fa'alapotopotoga o tagata faigaluega
- sa'ili'iliga ma le fa'alautelega o puna 'oa fa'anatura
- silafia o Samoa ma le Pasefika

Core Values

The *core values* that guide us on this journey of learning are

- Student Centeredness
- Respect for Diversity
- Collaboration and Teamwork
- Respect for Tradition and Culture
- Lifelong Learning

Governance

Since the implementation of Public Law 22-30, the College has assumed semi-independent governance and has established a structure that maximizes participation, recognizes and value expertise, and paces authority at the appropriate level. The College governance system clarifies the roles of faculty, professional and classified staff, the

President, Administration, and students. In a governance system, the President is the final authority in the decision-making process, having the authority to accept or reject recommendations.

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







STUDENT SERVICES INFORMATION

- **Counseling Services**
- **Diversity and Tutorial Services**
- **Disability Access and Accommodation Services**
- **Drug and Alcohol Awareness Program**
- **General Student Grievance**
- **Intramural Sports Program**
- **Student Employment and Training Center (SETC)**
- **Student Government Association (SGA)**
- **Student's Rights and Responsibilities**
- **Peer Review Council**
- **Sexual Harrassment**
- **Veteran's Educational Assistance**
- **You Are Not Alone (YANA)**
- **Zero Tolerance Policy**



STUDENT SERVICES

Mission

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

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

Counseling Services

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

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

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

Career/Placement Counseling

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

College and Life Planning Courses (CLP)

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

Diversity and Tutorial Services

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

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

Other programs and/or departments that offer tutorial services that serve a target population are: Louis Stokes Alliances for Minority Participation (LSAMP), Student Support Services (SSS), Adult Education Literacy and Extended Learning (AELEL), Gaining Early Awareness and Readiness for Undergraduate Program (GUAS), and Upward Bound Program (UPB). Please refer to *Institutional Program and Institutional Services* section for more information.

The Student Learning Assistance Center is located next to the Dean of Student Services office

(Coleman Building [Cafeteria], lower campus).
Contact Phone: (684) 699-9155 extension 461 or 362.

Disability Access and Accommodation Services

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

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

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

Drug and Alcohol Awareness Program

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

You Are Not Alone (YANA) Program

The Student Services Division offers a support program called the YANA (You Are Not Alone).

Its purpose is to reach out to youth who are experiencing personal problems.

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

Phone: (684) 699-9155 extension 326 or 252-9262 from Monday-Friday, 8:00 a.m. - 4:00 p.m.
Email: yana@amsamoa.edu

Student Employment and Training Center (SETC)

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

The Student Employment and Training Center provides financial assistance to students who are ineligible for federal financial assistance, commonly known as PELL Grant. The financial assistance available through the Student Employment and Training Center in the form of employment within ASCC and is based solely on availability of local funds and willingness of various departments to participate, support, and employ students in a first come, first serve basis. The Student Employment and Training Center will assist participating departments within ASCC in announcing, collecting and maintaining student personnel files on qualified candidates. Each student will complete and be selected based on his/her own merit as announced or listed in the job announcement. First priority is for students who are not eligible for federal financial aid, and are not current scholarship recipients of ASG and various private agencies of American Samoa.

The SETC is located behind the Coleman Building (Cafeteria), lower campus. Contact Phone: (684) 699-9155 ext. 426.



Veterans Affairs

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

Veterans Educational Assistance

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

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

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

Chapter 30 and Chapter 106 students are required to verify their monthly attendance to the ASCC VA Counselor in order to receive monthly awards. Contact the ASCC VA Counselor for further assistance. VA tutorials are also available through the Student Tutorial Services (see VA Coordinator).

The ASCC VA office is located behind the Coleman Building (Cafeteria), lower campus. Contact Phone: (684) 699-9155 ext. 426.

VA Transcript Evaluation

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

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

Student Government Association (SGA)

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

The Student Government Association (SGA) of ASCC includes all enrolled students. The SGA is governed by the executive officers and the representatives, who are elected from the freshmen and sophomore classes. SGA representatives also



serve on various ASCC committees and also a member of the Board of Higher Education. SGA sponsors a number of activities each year, including the Miss ASCC pageant, Intramural Sports, cultural, assemblies and other club activities. Funding for these activities come from student activity fees collected during registration.

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

Club Activities

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

Intramural Sports Programs

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

The SGA office is located behind the Coleman Building (Cafeteria), lower campus. Contact Phone: (684) 699-9155 ext. 341.

STUDENT'S RIGHTS & RESPONSIBILITIES

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

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

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

Zero Tolerance Policy

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

ASCC defines zero tolerance as: the strict application of consequences regarding violation of ASCC's rules on weapons, explosives, fighting, drugs, and alcohol. If a student is found to have



violated any of aforementioned rules, then the consequences shall be applied without exception.

Drugs

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

Alcohol

The American Samoa Community College is a designated alcohol-free campus. Students attending ASCC must abide by the policy that alcohol is not permitted regardless of students' age. Illegal acts commonly associated with alcohol include public intoxication, driving while intoxicated, provision of alcohol to a minor, bringing alcoholic beverage onto the college and minor in possession of alcohol. Violation of these laws subjects students to disciplinary actions.

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

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

Weapons

Students are prohibited from possessing the following weapons on school property. A person commits a crime if he knowingly possesses, manufactures, transports, repairs, or sells an explosive weapon, a machine gun, a gas gun, a

short barreled rifle or shot gun, a firearm silencer, any knife, bush knife or machete, and knuckles.

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

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

Fighting

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

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

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

Violating the College Drug Policy may cause a student to lose their eligibility for financial aid.



According to 20 United States Code 1091(r) a student who has been convicted of a drug offense shall not be eligible to receive any grant, loan, or work assistance.

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

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

Academic Honesty and Integrity

The American Samoa Community College prohibits the following actions:

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

Students caught will be reported to the Dean of Student Services to be disciplined and/or counseled 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 both the Dean of Academic Affairs, Dean of Student Services, and/or Dean of Trades and Technology Division when appropriate. These documents may be the course syllabus outline, evaluation procedures, exams with grades, term paper assignments with grades, quizzes or other pertinent supporting documents.
2. The Dean of Student Services will call a meeting of all available parties involved (instructor, Department Chairperson, Dean of Student Services and Dean of Academic Affairs and/or Dean of Trades and Technology Division when appropriate) to review the submitted documents and find a possible solution.
3. If the matter remains unsolved, the Dean of Student Services will refer the submitted written grievance to the Grievance Committee (Dean of Student Services, Dean of Academic Affairs and/or Dean of Trades and Technology Division when appropriate, one administrator, one counselor, one faculty member and a student representative) for appropriate action and to schedule a hearing.
4. The Grievance Committee will notify the student in writing within three (3) working



days of the hearing outcome. All recommendations made by the Grievance Committee are final.

Board of Retention and Dismissal

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

Responsibilities of the Board of Retention and Dismissal are:

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

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

1. **Warning**—Notification to a student that the continuation or repetition of a specific violation may result in serious disciplinary action.
2. **Probation**—Formal action placing conditions on the student's continued attendance in the College. Such notice will be given in writing and specify the period of probation and conditions.
3. **Suspension** – Suspended students will be placed on temporary dismissal from the college. Such notice will be given in writing, specifying the duration of the suspension and any specific conditions to be met before readmission into College.

4. **Expulsion or Exclusion**—Expulsion or exclusion is the indefinite or permanent dismissal from ASCC and termination of student status. The Board of Retention and Dismissal will take the final action on such cases, with overall supervision from the Dean of Student Services, No refund of tuition and/or fees is granted for expulsion or exclusion cases.

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

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

Student Appeals

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

Peer Review Council

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





Sexual Harassment

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

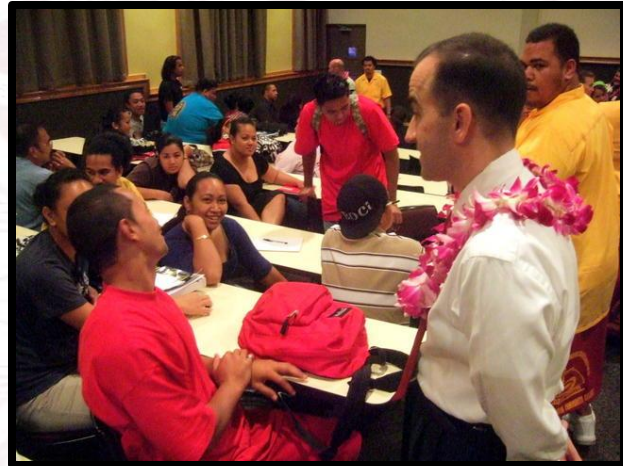
- A. Unwelcome sexual conduct, whether it is verbal or physical that interferes with another person's work performance or creates an intimidating, hostile, or offensive classroom or campus environment
- B. Decisions affecting students (such as grades) made by an instructor or ASCC personnel based on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

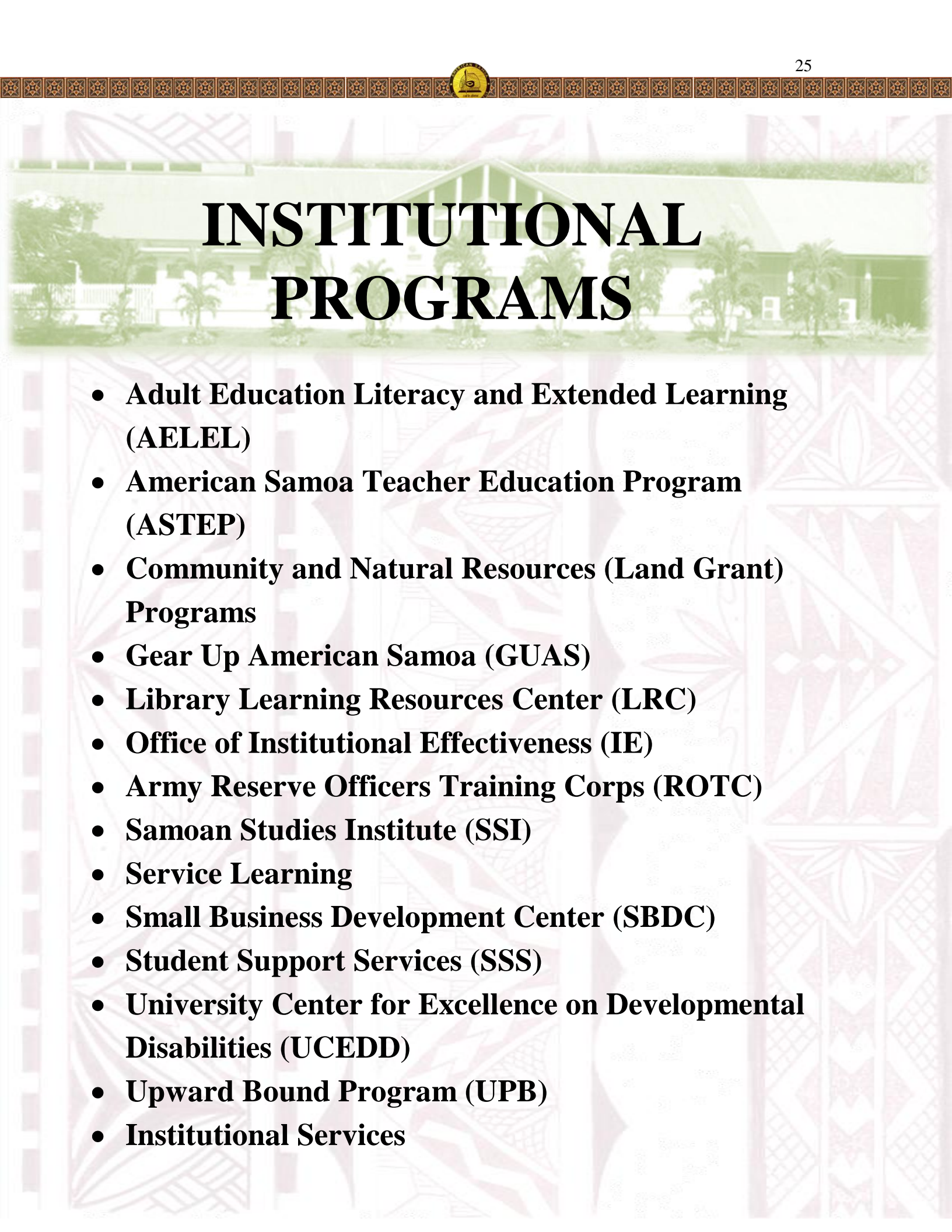


If any student feels subjected to sexual harassment he/she should report the incident to any Student Services Counselors at any time or specifically to the Dean of Student Services, the Dean of Academic Affairs, Dean of Trades and Technology Division when appropriate, or the Human Resources Director.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

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







INSTITUTIONAL PROGRAMS

- **Adult Education Literacy and Extended Learning (AELEL)**
- **American Samoa Teacher Education Program (ASTEP)**
- **Community and Natural Resources (Land Grant) Programs**
- **Gear Up American Samoa (GUAS)**
- **Library Learning Resources Center (LRC)**
- **Office of Institutional Effectiveness (IE)**
- **Army Reserve Officers Training Corps (ROTC)**
- **Samoan Studies Institute (SSI)**
- **Service Learning**
- **Small Business Development Center (SBDC)**
- **Student Support Services (SSS)**
- **University Center for Excellence on Developmental Disabilities (UCEDD)**
- **Upward Bound Program (UPB)**
- **Institutional Services**



INSTITUTIONAL PROGRAMS

OFFICE OF INSTITUTIONAL EFFECTIVENESS (IE)

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

The functions of IE are as follows:

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

ACADEMIC SUPPORT SERVICES FOR STUDENTS

ADULT EDUCATION LITERACY AND EXTENDED LEARNING (AELEL)

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

Adult Basic Education (ABE)

Adult Basic Education provides instruction in the basic academic areas of Mathematics and English as college preparatory courses and for occupational skills. Courses range from English literacy to government, health and consumer economics. Classes are offered on the ASCC campus as well as work sites, villages and other convenient locations. ABE courses are advertised in the local media and with the ASCC Schedule of Course Offerings for each semester.

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

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

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

Registration, Tuition and Fees

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



Continuing Education Courses (Extended Learning)

In most cases, students in Continuing Education courses earn Continuing Education Units (CEUs) which cannot be counted towards a college degree. However, if a specific course meets the same academic requirements as a college credit course, the student may petition the Dean of Academic Affairs and when appropriate the Dean of Trades and Technology Division for permission to use CEUs as transfer credit, provided all other transfer requirements are met.

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

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

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

AMERICAN SAMOA TEACHER EDUCATION PROGRAM (ASTEP)

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

1. Lower-level coursework that has been articulated by the University of Hawaii's Territorial Teachers Training Assistance

Program (UHTTTAP) or any other college/university approved by ASDOE, Bachelor of Education Program;

2. Approved teacher certification courses for in-service teachers; and,
3. Associate of Arts courses required for in-service teachers and general education courses for strengthening teaching skills and content knowledge.

Students interested in the teaching profession are encouraged to contact the ASTEP Office for information about the program, program requirements, curriculum, and scholarship opportunities.

COMMUNITY AND NATURAL RESOURCES (LAND GRANT) PROGRAMS

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

Instruction

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

Extension

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



Agriculture Research

The Hatch Act authorized by Congress in 1887, stipulates the establishment of agricultural experiment stations in connection with Land Grant colleges to conduct scientific investigations and experiments to provide practical and useful information in publishing bulletins or reports of progress. As a beneficiary of this Act, the Research Division of the ASCC Land Grant Program adheres to these guidelines. Furthermore, it tailors agricultural research specifically to the environment, economy, and culture of American Samoa.

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

GEAR UP AMERICAN SAMOA (GUAS)

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

LIBRARY / LEARNING RESOURCES CENTER (LRC)

The ASCC Library has a collection of approximately 40,000 volumes, along with the subscribed periodicals and computer database for

student and faculty research. The library is designated as a federal depository library, and houses federal government publications. The library owns DVDs, CDs and audios, and videotapes for instructional purposes. The Follett Automation System is currently available at the ASCC Library.

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

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

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

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

ARMY RESERVE OFFICERS TRAINING CORPS (ROTC)

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



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

SAMOAN STUDIES INSTITUTE

Mission (Manulautī)

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) Academic (2) Community and Cultural Extension Programs (3) Research and Publication, and (4) Samoan Language Translation and Interpretation.

O le manulautī a le Ofisa o Aoaoga ma Suesuega Samoa, ia unaia ma faaauau tū ma aga, gagana ma le tofi o Samoa, ina ia faataua ai aoaoga i vaega e fa: (1) Aoaoga (2) Polokalama mo Alalafaga ma Faasoa faaleaganuu (3) Suesuega ma Lomiga (4) Faaliliuga ma Faauiuga Faasamoa.

Academic (Aoaoga)

Samoan Studies Institute through its Samoan Studies Department, offers an Associate of Arts degree and a Certificate of Proficiency Program to prepare students for employment, to be knowledgeable in Samoan culture and skillful in Samoan Language. Additionally, Samoan Studies Institute works cooperatively with various ASCC academic departments and its trades and technology institute towards the development and implementation of curricula that stimulates the study and understanding of issues relevant to Samoa and the Pacific. Every ASCC student is

required to take at least three to four credits of Studies of Samoa and the Pacific designated courses. (Refer to Studies of Samoan and the Pacific's cluster of designated courses described under the Associate of Arts Degree Programs and Associate of Science Degree Programs section of this catalog).

E tauala atu i lana matagaluega o aoaoga, le tikeri ma le tusi pasi i suesuega Samoa, e tapena ai le tagata aoga mo galuega, malamalama ma agavaa faasamoa. E le gata i lea, e galulue so'oso'otau'au le Ofisa o Aoaoga ma Suesuega Samoa ma matagaluega eseese i totonu o le Kolisi, e atiinae ma faatino mataupu e tutupu ai manatu ma lagona, ia faia suesuega mo le malamalama i mataupu e talafeagai ma Samoa ma le Pasefika. E tataua ona tauave mataupu togipau e tolu pe fa mai vasega ua faapitoa mo Samoa ma le Pasefika.

Community and Culture Extension Programs (Polokalama mo Alalafaga ma Faasoa 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. ASCC students are encouraged to participate in community and cultural extension programs offered throughout the year at designated locations. These are general extra-curricular activities to promote and increase knowledge, understanding and skills in any aspect of the Samoan culture through hands-on learning.

Ua tuufaatasia polokalama ma faasoa faaleaganuu mo alalafaga ina ia faamautū ai le galulue faapaaga o le Kolisi ma ofisa o le mālō, ofisa tumaoti ma faatulaga ai foi e le ofisa aoaoga ma folasaga, e faataua ai suesuega tau le aganuu. E unaia tagata aoga o le Kolisi e auai i ia polokalama i tausaga taitasi, i nofoaga ua faatulagaina.

Research and Publication (Su'esu'ega ma Lomiga)

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 is a collection of numerous video clips and DVD's of Samoa and the Pacific, are available on the College website.

O lo o tauave e le vaega o suesuega a le ofisa se polokalama faaauau, e aofia ai galuega i nuu atoa ai ma suesuega ma le aoina mai o faamaumauga ua tuufaatasia o le tuanai. E mafai ona faapitoa suesuega i autu e pei o tala tusitusia ma tala tuugutu, tala o le vavau, faatufugaga faatiasi a Samoa, musika, gagana, mataupu o le siosiomaga, alagaoa faalenatura ma le sailiga o le tuanai e ala atu 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 lo o i luga o le uepaga o tafailagi a le Kolosi Tuufatasi le lomiga e faailoa atu ai ata pu'e ma ata faatifaga e faatatau ia Samoa ma le Pasefika.

Samoan Language Translations and Interpretations (Faaliliuga ma Faauigaga Faasamoa)

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 lo o 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 lotoifale atoa ai ma atunuu mamao. E unaia tagata aooga o lo o aveá ma a latou mataupu autu Suesuega ma Aoaoga Samoa ia auai i nei galuega mo le potó masani.

SERVICE LEARNING

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

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

The characteristics of Service Learning are:

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

Service Learning:

- Promotes learning through active participation in service experiences
- Provides structure time for students to reflect by thinking, discussing and/or writing about their service experience.
- Provides an opportunity for students to use skills and knowledge in real-life situations
- Extends learning beyond the classroom and into the community
- Fosters a sense of caring for others.



SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

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

GOALS

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

STUDENT SUPPORT SERVICES (SSS)

The Student Support Services (SSS) provides opportunities for academic development, assists students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education.

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

- Academic tutoring, which may include instruction in reading, writing, study skills, mathematics, science, and other subjects
- Advice and assist in postsecondary course selection
- Assist students with information on both the full range of student financial aid programs, benefits and resources for locating public and private scholarships
- Assist in completing financial aid applications
- Education or counseling services designed to improve the financial and economic literacy

- Assist students in applying for admission to graduate and professional programs
- Assist students in applying for admission to, and obtaining financial assistance for enrollment in four-year programs.

The SSS program may also provide:

- Individualized counseling for personal, career, and academic information, activities, and instruction designed to acquaint students with career options
- Exposure to cultural events and academic programs not usually available to participants.

UNIVERSITY CENTER FOR EXCELLENCE ON DEVELOPMENTAL DISABILITIES (UCEDD)

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

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

The UCEDD addresses the core functions directly or indirectly with one or more following area of emphasis: quality assurance activities, education activities and early intervention activities, child care-related activities, health-related activities, employment-related activities, housing-related activities, transportation-related activities,



recreation-related activities, and other services available or offered to individuals in a community, including formal and informal community supports, that affect their quality of life.

UPWARD BOUND PROGRAM

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

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

Participants will receive the following services:

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

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

INSTITUTIONAL SERVICES

Publications

ASCC General College Catalog

The American Samoa Community College publishes an updated College catalog every two years. The catalog provides general information about the College, specific information about available programs and services, and is the students' guide to certificate and degree requirements. The production of the ASCC General College Catalog is under the supervision of the Dean of Academic Affairs and the Curriculum Committee. The ASCC catalog can be found online 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 Advisor publishes this general information booklet for the student each year. It contains information about student services, college policies and procedures, the activities and events calendar, the Student Government Constitution, financial aid and other information needed to help students adjust to College life.





ASCC Personnel Manual

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

Food Services

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

Lost and Found

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

Health Services

The American Samoa Community College provides emergency health services and minor care only. Faculty and staff, who are certified in Cardiopulmonary Resuscitation (CPR) and use of the Automated External 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 in the village of Fagaalu.

College Bookstore

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

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







ACADEMIC INFORMATION

- **Academic Policies and Procedures**
- **Academic Information**
- **Admission**
- **College Credit Equivalency Program**
- **The Family Educational Rights and Privacy Act (FERPA)**
- **Financial Aid**
- **Graduation Requirements**
- **Registration and Records**
- **Transfer Credits to Private and Off-Island Colleges and Universities**
- **Tuition and Fees**



ADMISSION

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

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

Application for Admission

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

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

Admission Procedures

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



RESIDENT STUDENTS:

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

- (a) Passport or Birth Certificate
 - If you are providing your birth certificate, then an American Samoa Government identification card is required.

(b) Social Security Card

2. Applicants under the age of 18 must submit

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

NON-RESIDENT STUDENTS:

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

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

2. Applicants UNDER the AGE of 18 must submit

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

Transfer students (or any student requesting credit for courses taken at another institution) should request that all prior institutions send an official transcript directly to the ASCC Admissions and Records Office. See *Credit for Transfer Courses* on page 52.

Unclassified students are students taking undergraduate courses at ASCC, but are not seeking a degree. These individuals should follow the regular Admission policies and procedures. Please note that non-degree seeking students are not eligible for financial aid. Unclassified students are limited to one class per regular semester or summer session. Application for change to



classified status must be made upon the accumulation of a total of 15 credits. All other cases must be approved by the Dean of Academic Affairs and/or the Dean of Trades and Technology Division (TTD) when appropriate.

Early Admission Policy

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

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

Required documents for early admission will include the following:

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

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

Placement Tests

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

Students who have graduated or transferred from an accredited college or university, and have provided official copies of transcripts, may have

the placement test waived by the Admissions and Records Office.

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

Testing Fees

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

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

Residency Requirements

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

Additionally, a non-U.S. Citizen/National can apply for "American Samoa Residency Tuition Status" if the student has resided in the Territory of American Samoa for FIVE consecutive years prior to applying for admission. Application for AS Residency Tuition Status is available at the Admissions and Records office. Supporting documents must be submitted along with the application. Tuition and Fees for non-US Citizens/Nationals are listed under the *Tuition & Fees* section on page 42.

Phi Theta Kappa Society

The Alpha Epsilon Mu Chapter of the Phi Theta Kappa (PTK), the international community/junior



college honor society, is open to all ASCC continuing and transfer students. Students, who have completed twelve (12) or more credits, have a 3.5 cumulative GPA, passed ENG 150 and ENG 151 and MAT 90 are eligible for member ships. PTK members are eligible for special scholarships.

REGISTRATION & RECORDS

Student Credit Load

Semester Enrollment Status

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

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

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

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

A student who wishes to enroll in seventeen (17) or more credits must have a CGPA of 3.00 or higher, completed ENG 150, ENG 151, and MAT 90 and the approval of the Dean of Academic Affairs and/or Dean of Trades and Technology Division when appropriate.

Summer Session Enrollment Status

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

A student who wishes to enroll in seven (7) or more credits must have a CGPA of 3.00 or higher, completed ENG 150, ENG 151, and MAT 90 and the approval of the Dean of Academic Affairs and/or Dean of Trades and Technology Division when appropriate..

Student Classification

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

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

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

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

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

Student Status

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

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

New A new, degree-seeking student, and has never been enrolled at ASCC and, has completed the admissions process.

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

Prerequisite Courses

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



regarding course prerequisites and proper course sequencing in the student's selected fields of study.

If a student enrolls in a class and does not meet the course prerequisite, they will be administratively dropped from the class. Refer to the *Administrative Drop* policy on page 39 for more information.

Auditing Courses

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

Registration

Registration for new students is conducted during the week prior to the beginning of instruction. Priority registration is open to continuing students in good academic standing with a cumulative GPA of 2.00 and above and is held before the end of each semester.

Late Registration

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

Changes in Registration

Adds and Drops

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

In order to add/drop a course, a student must pick up the form from the Admissions and 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 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* also for the percentage of refundable tuition.

Administrative Drop

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

1. Students with excessive absences during the first two weeks of instruction.
2. Initiated by the Admissions & Records Office in consultation with and approval of the instructor.

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

Withdrawals

Class Withdrawal

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

Students may withdraw from a class without academic penalty during the first 60% of that



course's term and receive a grade of "W" (refer to the *Academic Calendar*). After this date, the student who withdraws will receive a grade of "W/F", or "W/NP" for developmental course(s). See *Tuition and Fees* section on applied charges.

Complete Withdrawal

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

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

Unofficial Withdrawal

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

Grade Report

Students may receive their final grade report each semester from the Admissions and Records Office during the semester or term interim. Questions about a particular grade should be addressed to the instructor. Any suspected error in the grade report should be reported to the Admissions and Records Office as soon as possible after receiving the report. The time limit for any grade change is within the first six weeks of the subsequent

semester or term in which the original grade was given. Grade conflicts can also be settled through the grievance process. (See section on *Grievance Policy*).

Transcripts

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

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

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

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

To request your transcript in person:

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

If a student is unable to apply in person:

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

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

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

Transcript Record Holds

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

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

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

ACADEMIC INFORMATION

Developmental Course Work

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

Exception Policy

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

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

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

Schedule of Courses

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



Textbook Policy

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

Instructional Fees

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

Technology Fee

All ASCC students are required to pay a technology fee of \$2.50 per credit at the time of registration (this includes late registration). Failure to pay will result in denial of admission to ASCC. This fee provides for student access to current computer hardware and software, student network security, and the management of student technology resources and supplies. There is no distinction made between resident and non-resident students. Refunds for the technology will be in accordance with the ASCC tuition refund policy.



TUITION & FEES

Tuition cost per credit:	\$95.00 for Residence
	\$105.00 for Non- Residence

Refer to "Residency Requirements" on page 4 for residency qualification.

Student Records Fees:

Student Activity Fee	\$15.00
<u>Registration</u>	<u>\$35.00</u>
<i>Total Registration Fee:</i>	\$50.00 (non-refundable)

Late Registration: \$70.00
(non-refundable)

Add/ Drop/ Withdrawal: \$5.00

Evaluation of Credits: \$10.00

(includes transfer of military credits and job/life experience)

Student Copy of Transcript: \$2.50 per student
copy

Official Transcript: \$5.00 per official
copy

Technology Fee: \$5.00 per credit

Independent Study: \$25.00

Complete Withdrawal
from ASCC: \$10.00
per student

Exception Policy Fee \$25.00
(non-refundable)

Dishonored Checks Fee \$30.00 per check
(non-refundable)

Graduation Fees \$100.00*

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

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

Laboratory Fees

Agriculture Community and Natural Resources

AGR 250	\$15.00
NRS 180	\$15.00
NRS 200	\$15.00

Art, Drama and Music

ART 160	\$25.00
ART 161	\$25.00
ART 165	\$25.00
ART 170	\$25.00
ART 171	\$25.00
ART 172	\$25.00
ART 175	\$25.00
ART 180	\$25.00
DRA 150	\$25.00
MUS 140	\$25.00
MUS 153	\$25.00
MUS 185	\$25.00
MUS 190	\$25.00
MUS 192	\$25.00
MUS 296	\$25.00

Business

BUS 150	\$15.00
BUS 220	\$15.00
ACC 152A	\$15.00
ACC 220	\$15.00

Health and Human Services / Social Sciences

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

Nursing

All Nursing Courses \$45.00

Language and Literature

SPA 151	\$15.00
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Samoan and Pacific Studies

SAM 151	\$15.00
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Science

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

Trades and Technology

ABR 150	\$15.00
ABR 210	\$15.00
ADT 150	\$15.00
ADT 230	\$15.00
ADT 250	\$15.00
ADT 251	\$15.00
ADT 280	\$15.00
CET 150	\$15.00
ELE 150	\$15.00
ELE 170	\$15.00
ELE 201	\$15.00
ELE 202	\$15.00
ICT 150	\$15.00
ICT 155	\$15.00
ICT 161	\$15.00
ICT 170	\$15.00
ICT 235	\$15.00
ICT 236	\$15.00
ICT 270	\$15.00
WLD 150	\$15.00
WLD 151	\$15.00

Physical Education

PED 150	\$25.00
PED 151	\$25.00
PED 152	\$25.00
PED 153	\$25.00



PED 154	\$45.00
PED 155	\$25.00
PED 156	\$45.00
PED 162	\$25.00

ASCC Refund Policy

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

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

FINANCIAL AID

Federal Student Aid (FSA) Program

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

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

“Financial Need” is defined as the difference between the student's Cost of Attendance (COA) at ASCC and Expected Family Contribution (EFC). The EFC is the amount of money the student and family are expected to contribute toward the student's annual college costs. Simply put, the student's financial need is equal to the COA minus the EFC.

$$\text{COA} - \text{EFC} = \text{Financial Need}$$

Eligibility

To be eligible for federal student aid, a student must:

1. Have a high school diploma or its equivalent
2. Be enrolled as a regular student in an eligible degree or certificate program
3. Be a U.S. citizen or National or eligible non-citizen
4. Have a valid social security number
5. Make satisfactory academic progress
6. Demonstrate financial need
7. Not owe a repayment on any Federal student grant or be in default on a Federal student loan.
8. **Selective Service Registration** - Most male students must be registered with Selective Service to receive federal student aid. Students who must register may do so while completing FAFSA. General information about Selective Service is available toll-free at **1-888-655-1825**, or online at **www.sss.gov**.

Financial Aid Grants

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

1. **Federal Pell Grant (Pell)**
 - **Year Round Pell** Beginning with the 2009-2010 academic year, a new policy for Year Round Pell grants was implemented. The purpose of Year Round Pell is to assist students enrolled in accelerated programs of study. This means that if you were enrolled full time in both fall and spring semesters, you may be eligible to receive an award for summer term.
2. **Federal Supplemental Educational Opportunity Grant (FSEOG)**
3. **Academic Competitiveness Grant (ACG)**

Federal Work Study (FWS)

FWS provides income (which does not have to be repaid) from a part-time job. If you accept a job under the Federal Work Study program, you will be advised of strict federal guidelines that must be followed.



Applications for Federal Work Study are available during Fall and Spring terms and can be picked up at the Financial Aid Office.

Eligibility requirements can be found in the Financial Aid Handbook.

How to Apply?

To receive student financial aid, you need to fill out a Free Application for Federal Student Aid (FAFSA) every school year.

Website: www.fafsa.ed.gov

FAFSA on the Web allows you to complete and submit your financial aid application electronically.

When Should I Apply for Financial Aid?

For the Academic Year, you may file, sign, and submit your FAFSA or Renewal FAFSA any time after January 1st, but a complete and correct FAFSA must be received before July 1st.

Notification of Eligibility

A Financial Aid package will be developed and an Award notification letter through email or postal will be sent to the student when the following steps have been fulfilled:

1. Complete the FAFSA
2. Provide the ASCC Financial Aid Office with required documents:
 - U.S. Passport
 - Birth Certificate
 - Valid picture identification card
 - Voter's ID
 - Government ID
 - Driver's License
 - U.S. Military ID
 - Social Security Card (Student name on Social Security Card must match the name that was used on the FAFSA to apply for financial aid)
 - High School diploma, GED Certificate or Equivalent (School Certificate for those who graduated from Samoa and a signed certification)

A Financial Aid award notification will include information of available grants, campus-based

Programs (Pell, Federal Work Study (FWS) and Federal Supplemental Educational Opportunity Grant (FSEOG)), Academic Competitiveness Grant (ACG), President's Merit Scholarship, American Samoa Government Scholarships and all other internal/external financial resources.

Maintaining Financial Aid Eligibility

In order to remain eligible for FSA, you must continue to meet the eligibility requirements. For each award year, you must complete a new FAFSA or provide updated information on a Renewal FAFSA, so that your financial need may be determined for the new award year. In addition, you must maintain satisfactory academic progress. You must also familiarize yourself with the ASCC and federal policy on Student Withdrawal and federal regulations regarding the return of Pell, FSEOG, and ACG funds.

Complete Withdrawal and Unofficial

If you withdraw completely from school after you've received your award, the Financial Aid Office will perform a post withdrawal calculation to determine the amount of funds you have earned up to the date of withdrawal. If the amount disbursed to you is greater than the amount you earned, you must reimburse unearned funds to ASCC for return to ED. Failure to reimburse any unearned funds to ASCC may result in reporting your overpayment to the National Student Loan Database System. *Exit Counseling with your Financial Aid Counselor is strongly advised.*

National Student Loan Database System (NSLDS)

If you previously attended a college or university and received an overpayment of FSA or committed to a student loan agreement, the National Student Loan Database System will include your loan information on your Student Aid Report. After signing a promissory note (i.e., a contract promising to repay a loan with interest), many students are only vaguely aware of their responsibility to repay the funds. Defaulting on a student loan (failing to repay the loan according to the terms of the promissory note) will affect your credit rating and could result in withholding or denial of federal student aid.



Financial Aid Office

For further information please refer to the Financial Aid Student Handbook available at the ASCC Financial Aid Office or contact us:

Email: faid@amsamo.edu

Phone: 684-699-9155 ext. 313

ACADEMIC POLICIES AND PROCEDURES

Course Classification Systems

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

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

Academic Credits

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

- A lecture course carries one semester credit hour for one hour of classroom instruction per week.
- Instructor supervised laboratory work carries one semester credit hour for three hours of laboratory time per week. Note: Supervised laboratory work includes clinical, studio, internship, practicum, fieldwork, and physical education courses.



Academic Advising

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

Academic advising includes:

- Assisting students in clarifying, articulating, and attaining academic and life goals;
- Facilitating each student's academic adjustment to the campus;
- Educating students to assess academic progress and to develop educational plans;
- Explaining and clarifying college core courses, graduation requirements, and academic rules and regulations;
- Advise students on issues as they relate to academic progress, which may include referral to appropriate College programs and community agencies; and,
- Serving as advocates and mediator for students.

Academic Standards

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

Good Standing

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

Academic Probation

A student whose CGPA is less than 2.00 will be placed on academic probation. A student on academic probation can only enroll in up to 6 credits or up to 9 credits with the recommendation of his/her advisor and the approval of the Dean of



Academic Affairs and when appropriate the Dean of Trades and Technology Division. Students on academic probation can enroll in only one course for summer session. A student who achieves at least a semester GPA of 2.00 while on academic probation may continue to enroll at the college. A student is removed from academic probation when a CGPA OF 2.00 or higher is reached.

1st Suspension

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

2nd Suspension

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

Attendance Policy

All students attending ASCC are expected to attend all of their scheduled classes. Students with excessive absences during the first two weeks of instruction will be administratively dropped. Instructors are required to include in their course syllabi the College's attendance policy and have it distributed to students during the first week of instruction. A student cannot exceed six (6) absences for Monday, Wednesday, Friday classes, four (4) absences for Tuesday, Thursday classes; and three (3) absences for summer sessions. Students with excessive absences, in accordance to

this policy, will receive a lower or failing grade for the semester or session.

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

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

Academic Renewal

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

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



limited to, documented proof of experience, awards, degrees and honors since the notation of the substandard work.

The Family Educational Rights and Privacy Act- FERPA

Pursuant to Section 99.7 of the rules and regulations governing the Family Educational Rights Privacy Act of 1974 (hereinafter the Act), students in attendance at the American Samoa Community College are hereby notified of the following:

1. It is the policy of the American Samoa Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of the Public Law 90-247, as amended, and to rules and regulations governing the Act, which protect the privacy rights of students.
2. The Family Educational 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 official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official's to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
 - b. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend the record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- c. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to the College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his/her tasks. A College official has legitimate interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue S.W., Washington, D.C. 20202-4605.
4. Students are advised that certain personally identifiable information listed below is considered by the College to be directory information and, in response to public inquiry, may be disclosed in conformance



with Federal law, at the College's discretion, without prior consent of the students unless the student otherwise so informs the College not to disclose such information:

- a. Name of Student
- b. Address of Student
- c. Telephone Number
- d. Email Address
- e. Major Field of Study
- f. Dates of Enrollment
- g. Enrollment Status (full time, part time, etc.)
- h. Degrees, academic honors, and awards received
- i. Student Status (new, continuing, returning)

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

5. A parent, spouse, sibling, or any other relative of a student is advised that information contained in educational records, except as may be determined to be directory information, will not be disclosed to him/her without the prior written consent of the student. This includes, but is not limited to, the release of the student transcript. Please refer to the *Transcript* section on page 40 for more information.

Stopped/Non-Attendance

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

Date of last attendance is periodically collected from the instructors by the Admissions and Records Office. In addition, instructors are required to report the date of last attendance when

a final grade of "F", "W", "W/F", "W/WNP", "UW" or "NP" is submitted. The date of last attendance is recorded on the student's record and is made available to the Financial Aid Office for recipients of Federal Financial Aid as required by Federal Law.

Veteran students are to refer to the Student Services *Veterans Educational Assistance* on page 18 for additional attendance requirements.

Course Substitutions

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

Course Repetition

Students may only repeat course(s) with an earned grade of "C-", "D", "F", or "W/F" (Nursing courses may be repeated with an earned grade of "C") twice. All grades will be retained on record after all attempts made to repeat a course. The highest earned grade will be used to compute semester and cumulative grade point averages.





Coursework Expiration

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

Grading System

The instructor, based on the student's assignments, examinations, class attendance and other criteria outlined in the course syllabus, evaluates the student's scholastic achievement and awards a letter grade. The Grade Point Average (GPA) is computed based upon rules associated with the letter grade as listed in the chart below. The letter grade rules determine whether credits attempted and credits earned are counted in the GPA and the value of the points per credit.

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

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

LETTER GRADE	DESCRIPTION QUALITY	COMMENTS
W	Withdraw	Does not affect GPA
W/NP	Withdraw/No Pass	Does not affect GPA
P	Pass	Does not affect GPA

NP	Not Pass	Does not affect GPA
E	Credit by Exam	Does not affect GPA, But the credits are counted towards credit earned
I	Incomplete	Does not affect GPA until Instructor submits a final grade for the course
X	No Show	Does not affect GPA
R	Repeat	Does not affect GPA
AU	Audit	Does not affect GPA
AR	Academic Renewal	Does not affect GPA

GPA Calculation

The semester GPA is calculated as follows:

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

Example:

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

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

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

Incomplete Grades

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



the prescribed time. Arrangements must be made between the instructor and the student before the end of the semester.

A “Report of Incomplete” form is available from the Admissions and Records Office. This form must be signed by the instructor AND the student and submitted by the instructor along with the student’s other grades by the end of the semester. Courses may not be repeated to remove an incomplete. Incomplete grades can only be removed by completing unfinished course requirements before the deadline. It is the student’s responsibility to submit the make up work with enough time for the instructor to grade the work and submit the Change of Grade Form before the deadline. (See *Change of Grade* policy).

Change of Grade

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

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

A change of grade request cannot be made for a grade above “B” unless approved by the Dean of Academic Affairs and when appropriate the Dean of Trades and Technology Division. 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 Admissions and Records Office, hand carry the forms to the Department Chairperson and the Dean of Academic Affairs and/or the Dean of Trades and Technology Division when appropriate for approval and signature.

Programs, Policy, and Fee Changes

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

Student Right-to-Know Disclosures

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

Campus Crime Statistics

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

<u>Fall</u>	<u>2008</u>
Aggravated Assault	2
Disorderly Conduct	1
Drug Violation	1
Liquor Violation	2
Plagiarism/Cheating	2
Vandalism	5

<u>Spring-Summer-Fall</u>	<u>2009</u>
Aggravated Assault	7
Disorderly Conduct	2
Drug Violation	1
Forgery	2
Plagiarism/Cheating	1
Reckless Behavior	1
Theft	1



<u>Spring-Summer</u>	<u>2010</u>
Aggravated Assault	8
Drug Violation	1
Forgery	3
Liquor Violation	1
Possession of a weapon replica	1
Theft	1

Nondiscrimination and Affirmative Actions

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

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

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

Drug Free Policy

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

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

COLLEGE CREDIT EQUIVALENCY PROGRAM

Credit for Transfer Courses

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

1. The transcript used is an official copy received directly by ASCC from the institution where the credit was earned.
2. The transferred courses must be similar in scope, content, and institutional format to an ASCC course.
3. The transfer credits must be a "C" grade or better.
4. The transfer credits must be approved by the instructional Department Chairperson and the Dean of Academic Affairs and when appropriate the Dean of Trades and Technology Division.
5. A maximum of 45 credits may be transferred. (See *Residency Requirements* on page 37.)

Credit by Examination

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

For developmental courses numbered below 100, the student must register for the class prior to challenging the courses. If the student succeeds in passing the examination with a "C" grade or better, the student will be allowed to add the next level class and drop the challenged class. The challenged class will not appear on the student's transcript. An add/drop extension will be granted through the first week of classes



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

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

Credit for Work/Life Experience

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

In general, work/life experiences are equated with the learning expected from a formal course in the ASCC catalog. Approval of credit begins with the appropriate Department Chairperson with final approval by the Dean of Academic Affairs and/or the Dean of Trades and Technology Division when appropriate. 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 laboratories, ASTEP, service learning and Distance Learning classes.

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

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 and Records Office for certified Evaluator Services for foreign credits. Official transcripts must be sent directly to the Records Office. Transcripts and related documents are to include course descriptions and MUST have certified English translation attached.

Distant Learning Courses

Course completed by distant learning from accredited institutions of higher education may earn ASCC credits. See Admissions and Records 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 and Records Office and submit a Request for Transcript Evaluation form. Further information is available from the Admissions and Records Office.

VA Transcript Evaluations (See page 18).



TRANSFER CREDITS TO PRIVATE AND OFF-ISLAND COLLEGES AND UNIVERSITIES

Transfer Credits to Off-Island Institutions

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 memorandum 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 in these participating colleges and universities.

It should be noted 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
<http://www.chaminade.edu/registrar/documents/ascTransferGuide.pdf>

Brigham Young University, Laie, HI
http://admissions.byuh.edu/transfer_agreements

University of Hawaii at Manoa, HI
<http://www.hawaii.edu/odstc/>

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

Kapiolani Community College, HI
www.kapiolani.hawaii.edu

Alfred State College, NY
<http://www.alfredstate.edu/admissions/contact-transfer-services>
 (Health-information-technology-medical records)

GRADUATION REQUIREMENTS

General Graduation Requirements

A. Eligibility for Graduation

Students planning to graduate must meet with their advisor to review degree or certificate program requirements. The advisor will indicate on the advising sheet if the student may apply for graduation. If the student is eligible, he/she must apply for student graduation with the Admissions & Records Office by the deadline date and pay a graduation fee. The Admissions & Records Office will determine if academic requirements have been completed.

B. Application and Graduation Fees

Students who complete all program requirements should apply for graduation before their final semester. Graduation applications are accepted during specific deadlines as listed in the college catalog. A fee is charged to each graduating student to cover the costs of all graduation expenses (See *Tuition and Fees* on page 42).

C. General Education Credits

Program requirements for specific degree programs cannot be applied to the General Education requirements for an Associate of Arts or Associate of Science degree.

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

D. Catalog Requirements

A student must satisfy either the graduation requirements in effect at the time he/she first enrolled as a classified student in a specific ASCC



degree or certificate program, or the requirements in effect at the time of his/her graduation.

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

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

E. Program Credits

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

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

F. Awarding a Degree or Certificate

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

G. Residency Credits

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

H. Grade Point Average

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

I. Clearance

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

Honors

Graduation with Honors

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

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

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

Commencement

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

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







DEGREE AND CERTIFICATE PROGRAM

- **ASCC Policy Statement on Academic Freedom**
- **ASCC Mission Statement**
- **Student Learning Outcome**
- **Associate of Arts Degrees**
- **Associate of Science Degrees**
- **Certificate of Proficiency**



DEGREE AND CERTIFICATE PROGRAMS OF STUDY

ASCC Policy Statement on Academic Freedom

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

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

Academic freedom:

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

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

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

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

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



Mission

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

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

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

STUDENT LEARNING OUTCOMES (SLO's)

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

I. COMMUNICATION SKILLS

A. Speaking and Writing

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

B. Reading

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

C. Listening

1. Follow instructions, procedures and guidelines effectively

2. Provide and express meaningful and productive feedback
3. Demonstrate active responsiveness to presenting issues and situations

II. JOB SKILLS

A. Transferable

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

B. Adaptive

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

C. Job Specific

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

III. LIFE SKILLS

A. Personal Responsibility

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

B. Respect and Diversity

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

MSC 157	South Pacific Geology	3
MSC 197/	Polynesian Culture and Natural	3
AGR197	Resources Learning Project	4
MET 150	Introduction to Meteorology	4
PHSCI 150	Physical Science	4
PHY 151	Physics I	4
PHY 152	Physics II	4

Arts and Humanities

(three [3] credits from any two of the following four clusters, for a total of six [6] credits)

Cluster I

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

Cluster II

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

Cluster III

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

Cluster IV

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

* Can be taken for three (3) semesters

Studies of Samoa and the Pacific:

A minimum of six [6] credits from the following two clusters I and II.

Cluster I

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

Cluster II

SAM 101A	Conversational Samoan 1	3
SAM 101B	Conversational Samoan 2	3
SAM 111	Introduction to the Samoan Language	3
SAM 151	Freshman Samoan	4
SAM 154	Introduction to Samoan Literature	3
SAM 204	Samoan Mythology	3
SAM 251	Sophomore Samoan Composition	3
SAM 271	Samoan Creative Writing	3
SAM 291	Journalism in Samoan	3

Social Science

(three [3] credits from any two of the following four clusters, for a total of six [6] credits)

Cluster I

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

Cluster II

POL 150	Introduction to American Government	3
POL 160	Introduction to Politics	3
POL 170	Introduction to Public Policy	3

**Cluster III**

ANT 154	Cultural Anthropology	3	ART 170	Drawing I	3
PAD 150	Introduction to Public Administration	3	ART 171	Drawing II	3
PSY 150	Introduction to Psychology	3			<hr/> 15
SOC 150	Introduction to Sociology	3	TOTAL		67-68

Cluster IV

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

Physical Education

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

TOTAL REQUIRED CREDITS 52-53

The remaining courses required to obtain the minimum of sixty (60) credits for graduation are courses identified as electives for students seeking an Associate of Arts Degree in Liberal Arts. These courses must be numbered 150 or higher with the exception of MSL 101 and MSL 102 which may be used as general electives. SAM 101A, SAM101B and SAM 111 may only be used for Studies of Samoa and the Pacific.

ASSOCIATE OF ARTS DEGREE
IN ART

GENERAL EDUCATION REQUIREMENTS

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

PROGRAM REQUIREMENTS

ART 150	Art Survey History I	3
ART 151	Art Survey History II	3
ART 160	Design Fundamentals	3

ASSOCIATE OF ARTS DEGREE
IN EDUCATION

GENERAL EDUCATION REQUIREMENTS

		CREDITS
Computer Technology	ICT 150	3
English	ENG 150, 151, 250, 251	12
History	HIS 170, HIS 171	6
Humanities	SPH 153, PHIL 150 or ART 150 or MUS 160	6
Math	MAT 250	4
Physical Education		1
Science	Life Science Physical Science	4 4
Social Science	PSY 150, PSY 250	7
Studies of Samoa and the Pacific	SAM 151, HIS 160	7
		<hr/> 54

PROGRAM REQUIREMENTS

ED 150	Introduction to Teaching	3
ED 157	Introduction to Elementary Curriculum and Instruction	3
ED 215	Introduction to Exceptional Children	3
ED 240	Instructional Technology	4
ED 257	Teaching Language Arts to Elementary Teachers	4
ED 280	Introduction to Multicultural Education	3
		<hr/> 21
TOTAL		74





**ASSOCIATE OF ARTS DEGREE
IN HUMAN SERVICES**

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

PROGRAM REQUIREMENTS

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

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



**ASSOCIATE OF ARTS DEGREE
IN MARINE SCIENCE**

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

PROGRAM REQUIREMENTS

CET 160	Introduction to Geographic Information Systems	3
MSC 150	Introduction to Oceanography	4
MSC 160	Natural Marine Resources	3
MSC 280	Marine Science Special Projects	2
	Marine Science Elective	3-4
		15-16
TOTAL		67-69





**ASSOCIATE OF ARTS DEGREE
IN MUSIC**

**GENERAL EDUCATION
REQUIREMENTS**

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

PROGRAM REQUIREMENTS

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

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

**ASSOCIATE OF ARTS DEGREE IN
POLITICAL SCIENCE**

**GENERAL EDUCATION
REQUIREMENTS**

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

PROGRAM REQUIREMENTS

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

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

**ASSOCIATE OF ARTS IN
PRE-LAW**

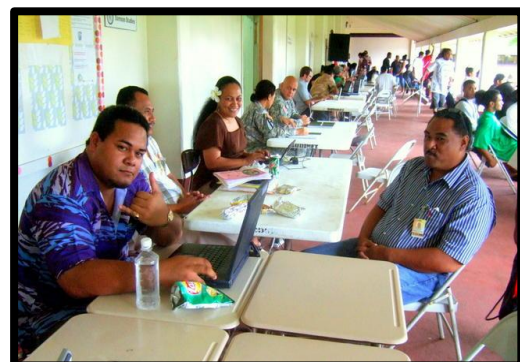
**GENERAL EDUCATION
REQUIREMENTS**

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

PROGRAM REQUIREMENTS

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

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





ASSOCIATE OF ARTS DEGREE
IN SAMOAN STUDIES

**GENERAL EDUCATION
REQUIREMENTS**

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

PROGRAM REQUIREMENTS

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

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





ASSOCIATE OF SCIENCE DEGREE PROGRAMS

REQUIREMENTS FOR ASSOCIATE OF SCIENCE DEGREE PROGRAMS

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

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

GENERAL EDUCATION REQUIREMENTS

CONTENT AREA	CREDITS
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Computer Technology

ICT 150 or ICT 170 (specified by program of study)	3
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English

ENG 150 Introduction to Literature	3
ENG 151 Freshman Composition	3

Math

One Math course (specified by program of study)	3-5
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Studies of Samoa and the Pacific

One Studies of Samoa and the Pacific course	3-4
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Science

One Science course (specified by program of study)	4
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Social Science or Humanities

One Social Science or Humanities	3
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Physical Education

One Physical Education Course	1
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TOTAL REQUIRED CREDITS	23-26
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Each instructional department will academically advise according to specifications of each unique program whether it be a Math course or a Science course.

ASSOCIATE OF SCIENCE DEGREE IN ACCOUNTING

GENERAL EDUCATION REQUIREMENTS

CREDITS

Computer Technology	ICT 170	3
English	ENG 150, 151, 251	9
Math	MAT 250	4
Physical Education		1
Science		4
Social Science or Humanities	SOC 150 or PSY 150 or SPH 153	3
Studies of Samoa and the Pacific		3-4
		27-28

GENERAL BUSINESS REQUIREMENTS

ACC 150	Principles of Accounting I	3
BUS 103	Introduction to Business	3
BUS 150	Financial Math	3
BUS 160	Business Communications	3
BUS 180	Applied Business Statistics	3
BUS 210	Ethics in the Workplace	3
ECO 250A	Principles of Micro Economics	3
		21

CORE REQUIREMENTS

ACC 151	Principles of Accounting II	3
ACC 152A	Payroll and Income Tax	3
ACC 210A	Managerial Cost Accounting	3
ACC 220	Automated Accounting	3
BUS 260	Business Law	3
ECO 250B	Principles of Macro Economics	3
MGT 250	Principles of Management	3
		21
	TOTAL	69-70

ASSOCIATE OF SCIENCE DEGREE IN
AGRIBUSINESS

**GENERAL EDUCATION
REQUIREMENTS**

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

PROGRAM REQUIREMENTS

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

ASSOCIATE OF SCIENCE DEGREE IN
ARCHITECTURAL DRAFTING

**GENERAL EDUCATION
REQUIREMENTS**

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

PROGRAM REQUIREMENTS

ADT 140	Residential House Wiring	3
ADT 150	Architectural Drafting I	3
ADT 151	Samoan Architectural Drafting	3

ADT 152	Architectural Drafting II	4
ADT 160	Introduction to Auto Cad	3
ADT 210	Architectural Drafting III	5
ADT 230	Architectural Drafting IV	4
ADT 251	Electrical Structural Design	4
ADT 260	Advanced Auto Cad	4
ADT 280	Elements of Structural Drawing	3
BPR 200	Blueprint Reading I	3
CARP 100	Hand Tools & Power Tools	3
		42
	TOTAL	66-67

ASSOCIATE OF SCIENCE DEGREE IN
BUSINESS MANAGEMENT

**GENERAL EDUCATION
REQUIREMENTS**

		CREDITS
Computer Technology	ICT 170	3
English	ENG 150, 151, 251	9
Math	MAT 250	4
Physical Education		1
Science		4
Social Science or Humanities	SOC 150 or PSY 150 or SPH 153	3
Studies of Samoa and the Pacific		3-4
		27-28

GENERAL BUSINESS REQUIREMENTS

ACC 150	Principles of Accounting I	3
BUS 103	Introduction to Business	3
BUS 150	Financial Math	3
BUS 160	Business Communications	3
BUS 180	Applied Business Statistics	3
BUS 210	Ethics in the Workplace	3
ECO 250A	Principles of Micro Economics	3
		21

CORE REQUIREMENTS

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

TOTAL 68-69



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

**GENERAL EDUCATION
REQUIREMENTS**

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

PROGRAM REQUIREMENTS

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

**ASSOCIATE OF SCIENCE DEGREE
IN CRIMINAL JUSTICE**

**GENERAL EDUCATION
REQUIREMENTS**

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

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

9

PROGRAM REQUIREMENTS

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

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

**ASSOCIATE OF SCIENCE DEGREE IN
ELECTRONICS**

**GENERAL EDUCATION
REQUIREMENTS**

		CREDITS
Computer Technology	ICT 150	3
English	ENG 150, 151	6
Math	MAT 151	3
Physical Education		1
Science	PHSCI 150	4
Social Science or Humanities		3
Studies of Samoa and the Pacific		3-4
		27-28

PROGRAM REQUIREMENTS

ADT 140	Residential House Wiring	3
BUS 103	Introduction to Business	3
ELE 150	Electronics I	4
ELE 151	Electronics II	4
ELE 170	Consumer Electric	4
ELE 190	Digital Techniques	4
ELE 201	Communication Systems	4
ELE 202	Computer Systems	4
ELE 299A	Electronics Systems Practicum	4
ICT 250	Telecommunications Systems and Networking	3
		37
TOTAL		64-65

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

**GENERAL EDUCATION
REQUIREMENTS**

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

PROGRAM REQUIREMENTS

AGE 150	Agriculture Economics	3
AGR 100 I&II	Practical Job Experience	2
AGR 152	Survey of Community and Natural Resources	3
ECO 250A	Principles of Micro Economics	3
ED 150	Introduction to Teaching	3
FAM 250	Family Finance	3
FAM 260	Parenting: Models for Guiding and Nurturing Children	3
HEA 150	Introduction to Health Science	3
HSV 150	Introduction to Human Services	3
NUT 150	Nutrition	3
PSY 150	Introduction to Psychology	3
PSY 250	Human Development	4
CHM 150	Chemistry I	4
		40
TOTAL		63-64

**ASSOCIATE OF SCIENCE DEGREE
IN FORENSIC SCIENCE**

**GENERAL EDUCATION
REQUIREMENTS**

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

PROGRAM REQUIREMENTS

ART 165	Basic Photography	3
BIO 180	Biology I	4
BIO 181	Biology II	4
BIO 250	Anatomy and Physiology I	4
CHM 151	Chemistry II	4
CJ 150	Introduction to Criminal Justice	3
CJ 170	Criminal Evidence	3
CJ 175	Criminal Investigation	3
CJ 180	Criminal Law	3
CJ 185	Introduction to Forensic Science	3
CJ 250	Constitutional and Criminal Procedures	3
PHY 151	Physics I	4
		41
TOTAL		65-66

**ASSOCIATE OF SCIENCE DEGREE
IN GENERAL AGRICULTURE**

**GENERAL EDUCATION
REQUIREMENTS**

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

PROGRAM REQUIREMENTS

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



**ASSOCIATE OF SCIENCE DEGREE
IN HEALTH SCIENCE**

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

PROGRAM REQUIREMENTS

BIO 180 Biology I	4
BIO 181 Biology II	4
BIO 250 Anatomy and Physiology I	4
BIO 251 Anatomy and Physiology II	4
HEA 140 Introduction to Health Occupations	3
HEA 150 Introduction to Health Science	3
HEA 151 Medical Terminology	3
HEA 152 First Aid and CPR	1
HEA 250 Introduction to Developmental Disabilities	3
HEA 299 Health Science Practicum	2
	31

CORE REQUIREMENTS

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

ASL 150 American Sign Language I	4
BIO 255 Microbiology	4
CHM 151 Chemistry II	4
HEA 260 Aging and Rehabilitation	1
HSV 250 Survey of Substance Abuse Problems	3
NUT 150 Nutrition	3
PHM 150 General Pharmacology	3
PHY 151 Physics I	4
PSY 250 Human Development	4
	6-8
TOTAL	60-64

**ASSOCIATE OF SCIENCE DEGREE
IN NATURAL RESOURCES**

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

PROGRAM REQUIREMENTS

AGR 100 I&II Practical Job Experience	2
AGR 152 Survey of Community and Natural Resources	3
BIO 155 Ecology	4
BIO 181 Biology II	4
MAT 260 Introduction to Statistics	3
MSC 160 Natural Marine Resources	3
MSC 197/AGR 197 Polynesian Culture and Natural Resources Learning Project	3
MSC 297/AGR 297 Environmental Service Learning Exchange	2
NRS 180 Forests and Agroforestry	4
NRS 200 Natural Resources	4
NRS 250 Environmental Studies	3
PHSCI 150 Physical Science	4
	39
TOTAL	62-63



**ASSOCIATE OF SCIENCE DEGREE
IN NURSING**

**GENERAL EDUCATION
REQUIREMENTS**

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

ECO 250A	Principles of Micro Economics	3
SPH 153	Introduction to Speech	3
		24

CORE REQUIREMENTS

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

PROGRAM REQUIREMENTS

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



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

**GENERAL EDUCATION
REQUIREMENTS**

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

GENERAL BUSINESS REQUIREMENTS

ACC 150	Principles of Accounting I	3
BUS 103	Introduction to Business	3
BUS 150	Financial Math	3
BUS 160	Business Communications	3
BUS 180	Applied Business Statistics	3
BUS 210	Ethics in the Workplace	3





CERTIFICATE OF PROFICIENCY

REQUIREMENTS FOR CERTIFICATE OF PROFICIENCY PROGRAMS

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

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

CERTIFICATE OF PROFICIENCY IN ACCOUNTING

GENERAL EDUCATION REQUIREMENTS

English	ENG 151			3	
Math	MAT 250			4	
				7	

PROGRAM REQUIREMENTS

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

CERTIFICATE OF PROFICIENCY IN AIRCONDITIONING & REFRIGERATION

GENERAL EDUCATION REQUIREMENTS

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

PROGRAM REQUIREMENTS

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

CERTIFICATE OF PROFICIENCY IN ARCHITECTURAL DRAFTING

GENERAL EDUCATION REQUIREMENTS

English	ENG 151			3	
Math	MAT 250			4	
				7	

PROGRAM REQUIREMENTS

ADT 150	Architectural Drafting I			3	
ADT 151	Samoan Architectural Drafting			3	
ADT 152	Architectural Drafting II			4	
ADT 160	Introduction to AutoCAD			3	
ADT 251	Electrical Structural Design			4	
ADT 260	Advanced AutoCAD			4	
ADT 280	Elements of Structural Drawing			3	
BPR 200	Blueprint Reading I			4	
				28	
	TOTAL				35

**CERTIFICATE OF PROFICIENCY
IN AUTO BODY REPAIR**

*(Certificate program is in hiatus status for
Catalog year 2010-2012.*

Will resume in Catalog year 2012-2014)

**GENERAL EDUCATION
REQUIREMENTS**

		CREDITS
English	ENG 150	3
Math	MAT 155	3
		6

PROGRAM REQUIREMENTS

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

**CERTIFICATE OF PROFICIENCY IN
AUTOMOTIVE TECHNOLOGY**

**GENERAL EDUCATION
REQUIREMENTS**

		CREDITS
English	ENG 151	3
Math	MAT 155	3
		6

BASIC PROGRAM REQUIREMENTS

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

ADVANCED PROGRAM REQUIREMENTS

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





**CERTIFICATE OF PROFICIENCY
IN BUSINESS MANAGEMENT**

GENERAL EDUCATION REQUIREMENTS		CREDITS
English	ENG 151	3
Math	MAT 250	4
		7
PROGRAM REQUIREMENTS		
ACC 150	Principles of Accounting I	3
ACC 151	Principles of Accounting II	3
BUS 103	Introduction to Business	3
BUS 150	Financial Math	3
BUS 160	Business Communications	3
BUS 180	Applied Business Statistics	3
BUS 210	Ethics in the Workplace	3
ECO 250A	Principles of Micro Economics	3
ICT 170	Microcomputers and Applications	3
MGT 250	Principles of Management	3
MKT 195	Principles of Marketing	3
		33
TOTAL		40

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

**CERTIFICATE OF PROFICIENCY
IN CIVIL ENGINEERING TECHNOLOGY**

GENERAL EDUCATION REQUIREMENTS		CREDITS
English	ENG 151	3
Math	MAT 280	5
		8
PROGRAM REQUIREMENTS		
ADT 160	Introduction to AutoCAD	3
ADT 251	Electrical Structural Design	4
ADT 280	Elements of Structural Drawing	3
CET 150	Plane Surveying I	4
CET 151	Plane Surveying II	4
CET 160	Introduction to Geographic Information Systems	3
CET 260	Construction Procedures	3
CET 261	Construction Management	3
CET 265	Hydraulics	3
CET 270	Land Development	3
		33
TOTAL		41

**CERTIFICATE OF PROFICIENCY
IN CARPENTRY**

GENERAL EDUCATION REQUIREMENTS		CREDITS
Computer Technology	ICT 150	3
English	ENG 151	3
Math	MAT 155	3
		9
PROGRAM REQUIREMENTS		
ADT 160	Introduction to AutoCAD	3
BPR 200	Blueprint Reading I	3
CARP 100	Hand Tools and Power Tools	3
CARP 120	Plans, Building Codes and Specifications	3
CARP 150	Footing and Foundations	4
CARP 160	Walls, Ceilings and Framing	4
CARP 170	Roofing Styles and Types	4
CARP 180	Plumbing	4
CARP 200	Exterior Doors, Windows & Trim	4
CARP 220	Interior Floors and Finishes	5
CARP 270	Remodeling & Renovations	6
		46
TOTAL		55

**CERTIFICATE OF PROFICIENCY
IN CRIMINAL JUSTICE**

GENERAL EDUCATION REQUIREMENTS		CREDITS
English	ENG 150	3
Math	MAT 155	3
		6
PROGRAM REQUIREMENTS		
CJ 150	Introduction to Criminal Justice	3
CJ 160	Patrol Operation	3
CJ 170	Criminal Evidence	3
CJ 175	Criminal Investigation	3
CJ 180	Criminal Law	3
CJ 210	Constitutional Law	3
CJ 215	Foundation in Criminology	3
ICT 150	Introduction to Computers	3
		24
TOTAL		30



**CERTIFICATE OF PROFICIENCY
IN DIESEL ENGINES**

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

PROGRAM REQUIREMENTS

DISL 100	Introduction to Diesel Engines	3
DISL 150	Brakes, Air (Pneumatic) and Hydraulic Systems	3
DISL 160	Heavy Duty Electrical/Electronic Systems	5
DISL 162	Diesel Fuel Injection and Computerized Systems	5
DISL 200	Small to Medium (Compact) Diesel Engines	5
DISL 250	Heavy Duty Diesel Engines	5
		26
TOTAL		32

**CERTIFICATE OF PROFICIENCY
IN ELECTRICITY TECHNOLOGY**

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

PROGRAM REQUIREMENTS

ADT 160	Introduction to AutoCAD	3
BPR 200	Blueprint Reading I	3
ETP 100	Electrical Basic Theory I	3
ETP 120	Electrical Basic Theory II	4
ETP 130	National Electrical Codes (NEC)	3
ETP 150	Applied Residential Wiring	5
ETP 299	Cooperative Work Internship	4
		25
TOTAL		31

**CERTIFICATE OF PROFICIENCY IN
ELECTRONICS**

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

PROGRAM REQUIREMENTS

ELE 150	Electronics I	4
ELE 151	Electronics II	4
ELE 170	Consumer Electric	4
ELE 190	Digital Techniques	4
ELE 201	Communication Systems	4
ELE 202	Computer Systems	4
ELE 203	Television & Video Systems	4
ELE 299A	Electronic Systems Practicum	4
		32
TOTAL		38

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

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

PROGRAM REQUIREMENTS

ADT 160	Introduction to AutoCAD	3
ELE 150	Electronics I	4
ELE 151	Electronics II	4
ELE 190	Digital Techniques	4
ELE 201	Communication Systems	4
ELE 299B	Communication Systems Practicum	4
ETP 100	Electrical Basic Theory I	3
ICT 150	Introduction to Computers	3
		29
TOTAL		35





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

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

PROGRAM REQUIREMENTS

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

**CERTIFICATE OF PROFICIENCY
IN ELEMENTARY EDUCATION**

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

PROGRAM REQUIREMENTS

ED 150	Introduction to Teaching	3
ED 157	Introduction to Elementary Curriculum and Instruction	3
ED 215	Introduction to Exceptional Children	3
ED 257	Teaching Language Arts to Elementary School Teachers	4
ICT 150	Introduction to Computers	3
PSY 150	Introduction to Psychology	3
PSY 250	Human Development	4
SPH 153	Introduction to Speech	3
		26
TOTAL		32

**CERTIFICATE OF PROFICIENCY IN
GUIDANCE AND COUNSELING**

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

PROGRAM REQUIREMENTS

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



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

**GENERAL EDUCATION
REQUIREMENTS**

		CREDITS
English	ENG 151	3
Math	MAT 250	4
		7

PROGRAM REQUIREMENTS

BUS 103	Introduction to Business	3
BUS 160	Business Communications	3
ICT 150	Introduction to Computers	3
ICT 160	Introduction to Programming	3
ICT 170	Microcomputer Applications	3
ICT 210	Operating Systems Technology	3
ICT 250	Telecommunications Systems and Networking	3
ICT 270	Advanced Office Applications	3
		<u>24</u>
	TOTAL	31

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

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

**GENERAL EDUCATION
REQUIREMENTS**

		CREDITS
English	ENG 150	3
Math	MAT 250	4
		7

PROGRAM REQUIREMENTS

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

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

Agriculture & Life Science

AGR 152	Survey of Community and Natural Resources	3
AGR 197/	Polynesian Culture and Natural Resources Learning Project	3

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

Education

ED 240	Instructional Technologies	4
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Health & Human Services

HEA 152	Standard First Aid and CPR	1
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Physical Education

PED 170/	Swimming	
MSC 110		1

Languages & Literature

JOU 155	Introduction to Journalism	3
LIT 276	Pacific Literature	3

Marine Science

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

Science

BIO 155	Ecology	4
MET 150	Introduction to Meteorology	4

Samoan Studies

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

Social Science

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

Trades and Technologies

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

TOTAL **30**

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



**CERTIFICATE OF PROFICIENCY IN
NETWORKING & COMPUTING**

GENERAL EDUCATION REQUIREMENTS		CREDITS
English	ENG 151	3
Math	MAT 250	4
		<u>7</u>

PROGRAM REQUIREMENTS

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

TOTAL		36
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**CERTIFICATE OF PROFICIENCY
IN PRACTICAL NURSING**

GENERAL EDUCATION REQUIREMENTS		CREDITS
English	ENG 150, 151	6
Math	MAT 155	3
		<u>9</u>

PROGRAM REQUIREMENTS

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

TOTAL		75
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**CERTIFICATE OF PROFICIENCY IN
OFFICE ADMINISTRATION AND
TECHNOLOGY**

GENERAL EDUCATION REQUIREMENTS		CREDITS
English	ENG 151	3
Math	MAT 250	4
		<u>7</u>

PROGRAM REQUIREMENTS

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

TOTAL		39
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**CERTIFICATE OF PROFICIENCY
IN SAMOAN STUDIES**

GENERAL EDUCATION REQUIREMENTS		CREDITS
English	ENG 151	3
Math	MAT 151	3
		<u>6</u>

PROGRAM REQUIREMENTS

HIS 160	Samoan History I	3
HIS 161	Samoan History II	3
SAM 151	Freshmen Samoan	4
SAM 152	Introduction to Samoan Culture	3
SAM 154	Introduction to Samoan Literature	3
SAM 251	Sophomore Samoan Composition	3
SAM 261	Samoan Oratory	3
SAM 271	Samoan Creative Writing	3
		<u>25</u>

TOTAL		31
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**CERTIFICATE OF PROFICIENCY IN
WELDING**

**GENERAL EDUCATION
REQUIREMENTS**

		CREDITS
English	ENG 150	3
Math	MAT 155	3
		6

PROGRAM REQUIREMENTS

WLD 150	Oxy-Acetylene Welding	6
WLD 151	Arc Welding Fundamentals	6
WLD 240	Advanced Oxy-Acetylene Welding	6
WLD 241	Advanced Arc Welding	6
BPR 200	Blueprint Reading I	3
		<u>27</u>
TOTAL		33







ACADEMIC DEPARTMENTS

- **Agriculture, Community and Natural Resources**
- **Business**
- **College Life Planning**
- **Criminal Justice**
- **English Language Institute**
- **Fine Arts**
- **Health & Human Services**
- **Languages and Literature**
- **Mathematics**
- **Nursing**
- **Physical Education**
- **Army Reserve Officers Training Corps**
- **Samoan Studies**
- **Science / Marine Science**
- **Social Science**
- **Trades and Technology Division**



AGRICULTURE, COMMUNITY AND NATURAL RESOURCES

AGRICULTURE, COMMUNITY AND NATURAL RESOURCES DEPARTMENT MISSION STATEMENT

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

PROGRAM STUDENT LEARNING OUTCOMES:

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

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

COMMUNITY ADVISORY COUNCIL:

Dr. Leoleoga Leituala, DOA; Mr. Peter Gurr, DOA; Mr. Ikenasio Sagaga, ASEPA; Mr. Tavita Togia, NPS; Mrs. Fiasili Haleck, Business; Mrs. Tele Hill, DOH; Ms. Lupe Sunia, DHSS; Mrs. Ianeta Ah Ping, LBJ; HTC Nanai K.S. Afuola, SA; Mr. Asiasiga Ioapo, DOE NVHS; Ms. Selaina

Vaitautolu, DMWR; Mr. Kuki Edward Avegalio, Farmer.

CHAIRPERSON AND FACULTY: Mr. Tavita Elisara , Chairperson; Mr. Ionatana L. Fa'asavalu, and Mrs. Pauline Tuitele McFall, Faculty.

COURSE DESCRIPTIONS

AGE 150 Agriculture Economics (3)

Prerequisite: *ENG 80*

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

AGR 100 I Practical Job Experience (1)

This course is designed to provide the students with needed practical skills while working in an agricultural setting during the Summer Institute, Fall and Spring Semesters.

AGR 100 II Practical Job Experience (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:

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

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.





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

Prerequisite: A 4-credit Biology course

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

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

Prerequisite: BIO 180

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

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

Prerequisite: AGR197/MSC197

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

ANS 150 A Animal Science (2)

Prerequisite: ENG 70

A course open to all students in developmental studies as an introduction in general agriculture, animal science or natural resource management. Lectures, discussions, practical's, and presentations by experts and community members will include topics on agriculture, livestock,

nutrition, breeding, management, 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 150 B.

ANS 150 B Animal Science (2)

Prerequisite: ANS 150 A

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

FAM 250 Family Finance (3)

Prerequisites: ENG 150, MAT 155

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

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: Can be taken with Instructor's Permission.*





NRS 180 Forests and Agroforestry (4)

Prerequisite: *BIO 180*

An introductory course containing three general areas of focus:

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

NRS 200 Natural Resources (4)

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

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

NRS 250 Environmental Studies (3)

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

A course that enables students to develop skills in ethics, interpretation and investigation in relation to the environmental settings and issues. Global, national and local examples are provided. Student presentations and projects are required.

NUT 150 Nutrition (3)

Prerequisites: *ENG 90*

Food, its acceptance by individuals, and body uses of chemicals that food contains are presented. Food facts, selection, care and hygiene are applied to both normal and therapeutic diets throughout life are explored.



BUSINESS EDUCATION

BUSINESS DEPARTMENT MISSION STATEMENT

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

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

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

1. Associate of Science in Accounting
2. Associate of Science in Business Management
3. Associate of Science in Office Administration & Technology
4. Certificate of Proficiency in Accounting
5. Certificate of Proficiency in Business Management
6. Certificate of Proficiency in Office Administration & Technology

The curriculum provides for career mobility. Business majors must complete all the business courses in each program with a "C" grade or better. A "C-" grade earned in any business course is not acceptable for graduation. A business degree in Accounting, Management or Office Administration and Technology requires students to supplement classroom learning with practical experience at least 30 to 40 hours. This may be gained through work, internships in firms and organizations, or special projects as directed by business faculty. Students may complete these requirements by taking ACC 220 for Accounting, MKT 212 for management and OAT 230 for Office Administration and Technology. Both courses will offer a practicum during the fourth semester. A field trip either on or off-island is required for all Management and Office Technology Administration majors to observe and collect data

on the importance of mass production, channels of distribution, office procedures/protocol and valuing diversity in the workplace. (A national requirement)

PROGRAM STUDENT LEARNING OUTCOMES:

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

1. apply acquired knowledge, skills, and competencies to real work situations in Accounting, Management, and Office Administration and Technology;
2. read and comprehend written materials critically and effectively;
3. write in a clear and organized fashion to explain ideas, principles, concepts and conclusions.
4. listen actively, respectfully and critically to the substance of others' comments.
5. apply technology effectively to locate, interpret, organize and present business statistical information;
6. participate actively in group efforts to seek effective results;
7. recognize and value the importance of human resources and other organizational resources in achieving goals and objectives;
8. recognize and affirm the dignity and worth of every individual and their cultures;
9. formulate formulas, concepts and ideas in addition to using those of others;
10. assess and compare the effectiveness of various legal system – American Samoa, Pacific and the United States and their influence on diversification in employment and businesses;
11. develop and apply set of guidelines to enhance and improve moral and ethical decision-making; and,
12. participate, evaluate and share the hands-on experiences acquired through work-site experiences through community service.
13. Practice required business etiquette to improve workplace performance and ethics.

Summer Term Classes:

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

COMMUNITY ADVISORY COUNCIL: Mr. Alex Zodiacal, Manager, Economic Development Division (DOC); Representative Agaoleatu Charlie Tautolo, Owner – MCDonald Samoa; Ms. Faauisa O. Sotoa, Assistant Director – Vocational Education (DOE); Mr. Herbert Thweatt, SBDC State Director (ASCC); Mr. David Robinson, President, American Samoa Chamber of Commerce; Ms. Makerita Enesi, Chief Employment and Labor Development – ASG Training Division.

CHAIRPERSON AND FACULTY: Dr. Faofua Faatoafe, Chairperson; Mr. Lam Yuen, Lam Yuen, Jr., and Ms. Athena T. Mauga; Faculty.

BUSINESS COURSE DESCRIPTIONS

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

Prerequisites: BUS 103, BUS 150, ENG 151

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

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

Prerequisite: ACC 150

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



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

Prerequisite: ACC 150

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

Note: Can be taken by instructor's permission

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

Prerequisite: ACC 151

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

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

Prerequisite: ACC 152A

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

BUS 103 Introduction to Business (3)

Prerequisites: ENG 90, ENG 91

This course provides an overview of the American free enterprise market system. The course introduces students to 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.

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

Prerequisites: MAT 90, ENG 91

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

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

Prerequisites: BUS 103, ENG 150

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

BUS 180 Applied Business Statistics (3)

Prerequisites: BUS 103, ENG 150, MAT 151

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



BUS 210 Ethics in the Workplace (3)

Prerequisites: BUS 103, ENG 151

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

BUS 260 Business Law (3)

Prerequisites: BUS 103, ENG 151

This course explores the US and American Samoa legal system 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.

ECO 250A Principles of Microeconomics (3) (formerly ECO 251)

Prerequisites: BUS 103, ENG 151

This course introduces students to economics as a way of thinking, observing, analyzing and identifying problems and their possible solutions. Topics included 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: Course can be taken by instructor's permission*

ECO 250B Principles of Macroeconomics (3) (formerly ECO 250)

Prerequisites: BUS 103, 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 further discuss 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: Course can be taken by instructor's permission.*

MGT 250 Principles of Management (3)

Prerequisite: ECO 250A

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

MGT 255 Human Relations & Organizational Behavior (3)

Prerequisites: MGT 250, MKT 195

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



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

Prerequisite: BUS 103, BUS 150, ENG 151

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

MKT 212 Marketing and Management Practicum (2)

(formerly Salesmanship Practicum)

Prerequisites: MKT 195, MGT 255

This course offers opportunities for students to earn credit in directed work experience of 30 to 40 hours in either marketing and/or management within an approved business (private or public) agency approved by the department chair or instructor. Students will be required to file an exit report on work experience together with an approved Performance Evaluation by the work-site employer. An off-island field or e-marketing research is planned 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: Can be taken with Instructor's permission.*

OAT 225 Office Procedures (3)

Prerequisite: ICT 270

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

how various office procedures are implemented and documented.

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

Prerequisite: ICT 210

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



COLLEGE LIFE PLANNING (CLP)

COLLEGE LIFE PLANNING DEPARTMENT MISSION STATEMENT

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

PROGRAM STUDENT LEARNING OUTCOMES:

Upon completion of program, students will be able to:

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

COMMUNITY ADVISORY COUNCIL: Mr. Steven Shalhout, Alumni/Entrepreneur; Dr. Daniel Chang, HHS/ASCC; Mr. Sam Vaouli, Military; Mrs. Moana M. Purcell, ACRN Manager/Youth Program Coordinator; Representative Tautolo C. Agaoleatu, Owner/CEO McDonald's American

Samoa; Ms. Tafaimamao Tupuola, UCEDD/ASCC.

CHAIRPERSON AND FACULTY: Mr. Mark O. Mageo, Chairperson; Ms. Annie Panama, Ms. Mary Taufete'e, Ms. Maxine Tuiolemotu, Mrs. Matesina Aseta-Willis, and Mrs. Fualaa Tago Lancaster; Faculty.

COLLEGE LIFE PLANNING COURSE DESCRIPTIONS

CLP 90 Basic Computer Skills (3)

(formerly CLP 71 Computer Applications)

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

CLP 91 Career Explorations (3)

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

CLP 150 College and Life Planning (3)

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





CRIMINAL JUSTICE

CRIMINAL JUSTICE DEPARTMENT MISSION STATEMENT

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

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

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

PROGRAM STUDENT LEARNING OUTCOMES

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

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

everyday living in a law and order community.

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

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

CRIMINAL JUSTICE COURSE DESCRIPTIONS

CJ 150 Introduction to Criminal Justice (3)

Prerequisite: ENG 80

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

CJ 155 Traffic Functions (3)

Prerequisite: ENG 80

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

CJ 160 Patrol Operations (3)

Prerequisite: ENG 80

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



CJ 165 Introduction to Probation and Parole (3)

Prerequisite: ENG 80

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

CJ 170 Criminal Evidence (3)

Prerequisite: ENG 90

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

CJ 175 Criminal Investigation (3)

Prerequisite: ENG 90

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

CJ 180 Criminal Law (3)

Prerequisite: ENG 90

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

CJ 185 Introduction to Forensic Science (3)

Prerequisite: ENG 91

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

CJ 190 Juvenile Delinquency (3)

(formerly Juvenile Procedures)

Prerequisite: ENG 91

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

CJ 195 Introduction to Corrections (3)

Prerequisite: ENG 90

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

CJ 200 Comparative Justice (3)

Prerequisite: ENG 91

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

CJ 210 Constitutional Law (3)

Prerequisite: ENG 151

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

CJ 215 Foundations in Criminology (3)

(formerly Fundamentals to Criminology)

Prerequisite: ENG 150

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



CJ 220 Survey of Law (3)

Prerequisite: ENG 151

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

CJ 230 Criminal Justice Administration and Organization (3)

Prerequisite: ENG 151

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

CJ 240 Police Community Relations (3)

Prerequisite: ENG 151

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

CJ 250 Constitutional and Criminal Procedures (3)

Prerequisite: ENG 151

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

TEACHER EDUCATION

TEACHER EDUCATION DEPARTMENT MISSION STATEMENT

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, 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.

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 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 & 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.

COMMUNITY ADVISORY COUNCIL: Mrs. Milaneta Tinitali, ASDOE /ECE Director; Mrs. Esther Ili, ASDOE Teacher Quality; Mrs. Donna Gurr, ASDOE Assistant DCI Director; Fr. Viane Etuale, Superintendent, Catholic Schools; and Mr. Robert Soliai, ASDOE — Assessment.

CHAIRPERSON AND FACULTY: Dr. Lina Galea’i-Scanlan, Chairperson; Dr. Larry Purcell, Mr. Filemoni Lauilefue, and Mr. Sonny Leomiti; Faculty.

EDUCATION COURSE DESCRIPTIONS

ECE 141 Curriculum I in Early Childhood Education (3)

Prerequisite: ENG 80

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

ECE 142 Curriculum II in Early Childhood Education (3)

Prerequisite: ENG 80

This course is a continuation of ECE I; it will advance students to theories, methods, techniques and activities which promote learning through

creative expression in children during their early childhood years. Content areas include developmentally appropriate practice, learning and interest centers, and the design and implementation of physical, cognitive, communicative and creative activities in the classroom. This course is designed for ECE Program “Work to School Program” initiative. This course is designed to be taught bilingually.

ECE 150 Introduction to Parenthood Education (3)

Prerequisite: ENG 90

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

ECE 151 Guiding and Nurturing Young Children (3)

Prerequisite: ENG 90

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

ECE 152 Safety and Health for Young Children (3)

Prerequisite: ENG 90

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



ED 150 Introduction to Teaching (3)

Prerequisite: *ENG 90*

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

ED 157 Introduction to Elementary Curriculum and Instruction (3)

Prerequisite: *ED 150*

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

ED 160 Development in Early Childhood Education (4)

Prerequisites: *ED 150*

This course is designed to acquaint students with the relationship between theory and practice in Early Childhood Education in order to increase competency of early childhood education in the classroom. This course will focus in on the child's cognitive, social, emotional, and physical needs and will provide the novice teacher with the appropriate strategies and knowledge for effective teaching in the pre- through third grade classroom.

ED 215 Introduction to Exceptional Children (3)

Prerequisites: *ED 150*

This course investigates exceptionalities as defined according to federal educational guidelines, including visual impairment, hearing impairment, learning special needs, mental retardation, physically and health impaired, behaviorally disordered, communication disorders, and gifted. It is an introductory course that will familiarize

students with various categories of special needs. This course is a prerequisite for other special education courses and serves to prepare elementary and early childhood majors who serve children with special needs in their classrooms. Students taking this course must have completed or be concurrently enrolled in PSY 250.

ED 240 Instructional Technologies (4)

Prerequisites: *ICT 150*

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

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

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

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



ED 257P Observation, Participation and Practicum (1)

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

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

ED 280 Introduction to Bilingual Education (3)

Prerequisite: ENG 150, ENG 151

This course is designed to introduce students 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.

ED 285 Teaching Samoan Language and Culture (3)

Prerequisites: ENG 150, SAM 151

This course offer a thorough study of the ASDOE K-12 Samoan Language curriculum, emphasizing mastery of sequencing of levels and scope. It will help students use the whole language approach to plan, implement and assess/evaluate the teaching of Samoan Language in their classrooms. It reviews theories of language acquisition introduced in other teacher education courses. The prescribed English language arts texts used as references are adapted to the teaching of Samoans.
NOTE: Can be taken with instructor's permission.

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

Pre-requisite: Concurrent with ED 285

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

will be adapted to the teaching of Samoan Language and culture.



ENGLISH LANGUAGE INSTITUTE

ENGLISH LANGUAGE INSTITUTE MISSION STATEMENT

The mission of the English Language Institute (ELI) Department is to help students with English deficiencies improve their thinking, speaking, reading and writing skills. Students reinforce these skills by engaging in community service learning activities. Furthermore, the ELI Department's developmental courses prepare students for degree and applicable college courses, job skills, and real life experience.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of requirements, students will be able to:

1. understand and apply basic college reading skills to describe, analyze, interpret, summarize and react to any reading selection;
2. recognize hidden meanings in readings and make analytical judgments;
3. understand and appreciate how authors use basic elements of literature to create works of fiction and nonfiction;
4. gain an understanding of the importance of reading and have a desire to continue learning through reading;



5. understand and apply the basic steps of the writing process;
6. effectively communicate thoughts through writing;
7. make a point and use relevant information to support that point;
8. write basic, well structure essays such as those included in college entrance applications;
9. improve study skills and develop required disciplines to succeed at the college level and in the workplace;
10. experience what it means to be a contributing member of the community by participating in Service Learning Reading Programs; and,
11. demonstrate competency through informative and summative assessment.

COMMUNITY ADVISORY COUNCIL: Ms. Teresita S. Almendra, VP of Instruction, THS; Mrs. Tumua Brown, English Department Chair, NVTHS; Ms. Herenei Lafitaga, English Department Chair, SHS; Mrs. Sa'ofetaiai Faulkner, English Department Chair, SPA; Mrs. Jocelyn Siologa, Teacher Quality Office, DOE.

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

ENGLISH LANGUAGE INSTITUTE COURSE DESCRIPTIONS

ENG 70 Beginning Reading (3)

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

ENG 80 Intermediate Reading (3)

This is a preparatory English course that centers on building intermediate college reading skills and reading comprehension. It introduces the elements of fiction with emphasis on short stories and the novel. Students learn techniques to understand academic reading materials and learn reading and

study skills strategies to help them succeed in college. For example, students build vocabulary, identify main points, and locate supporting details. In addition, students identify transitions, recognize assumptions, and follow patterns of organization.

ENG 90 Advanced Reading (3)

Prerequisite: ENG 80

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

ENG 71 Beginning Writing (3)

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

ENG 81 Intermediate Writing (3)

Prerequisite: ENG 71

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

ENG 91 Advanced Writing (3)

Prerequisite: ENG 81

This is a preparatory English course that places emphasis on essay development and expanding it to a variety of essays such as descriptions,

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



FINE ARTS

Art, Drama and Music

FINE ARTS MISSION STATEMENT

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

PROGRAM STUDENT LEARNING OUTCOMES

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

1. improve vocal resonance and diction for singing and presentation;
2. communicate and transmit messages with body language;
3. communicate ideas, feelings, experiences and aspirations through the arts;
4. demonstrate skills in the singing pronunciation of different languages;
5. audition properly through application of technical and academic skills acquired;
6. demonstrate the skills necessary for a successful career as a professional instructor for churches and schools;
7. demonstrate an understanding of the principles of management, administration, budget formation, recruitment and staff relations within the community;
8. produce a musical play through real-life experience in the family and community;
9. understand and respect the social and cultural aspects while teaching music, art, acting, dance and speech in village choirs and youth groups;
10. demonstrate an appreciation of important events, people, and genres encompassing the history of Western Music;
11. identify technical and expressive aspects in the artistic works and using critical skills to analyze, interpret and evaluate such works;
12. critically review personal and intellectual performance;
13. evaluate criticisms and problems to find appropriate solutions;
14. demonstrate computer skills as related to the discipline of the arts (e.g., music composition, research, recital, drawing and designing); and,
15. apply technology skills to update visual and audio recordings for research and presentations.

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



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

ART, MUSIC, AND DRAMA COURSE DESCRIPTIONS

ART 150 Art History Survey I (3)

Prerequisite: ENG 150, ENG 151

ART 150 is a lecture course which focuses on the Art world 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 with slides and selected films.

ART 151 Art History Survey II (3)

Prerequisite: ENG 150, ENG 151

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 today. The lectures are presented with slides and select films.

ART 160 Design Fundamentals (3)

Prerequisite: ENG 80

ART 160 is an introductory studio course which covers the rudiments of the elements and principles of 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 for a total of 360 minutes per week.*

ART 161 The Art of Samoa and the Pacific (3) (formerly known as Indigenous Art Forms)

Prerequisite: ENG 80, ART 160

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 artform.

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 for a total of 360 minutes per week.*

ART 165 Basic Photography (3)

Prerequisite: ENG 150, 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 for a total of 360 minutes per week.*

ART 170 Drawing I (3)

Prerequisite: ART 160

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: Can be taken with Instructor's permission. 1.5 lecture credits, 1.5 studio credits for a total of 360 minutes per week.*

ART 171 Drawing II (3)

Prerequisite: 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: Can be taken with Instructor's permission. 1.5 lecture credits, 1.5 studio credits for a total of 360 minutes per week.*



ART 172 Painting I (3)

Prerequisite: 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: Can be taken with Instructor's permission. 1.5 lecture credits, 1.5 studio credits for a total of 360 minutes per week.*

ART 175 Portfolio Preparation (1)

Prerequisite: ART 165

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

ART 180 Ceramic Sculpture (3)

Prerequisite: ART 160, 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: Can be taken with Instructor's permission. 1.5 lecture credits, 1.5 studio credits for a total of 360 minutes per week.*

ART 299 Advanced Art Studies & Project (3)

Prerequisite: Instructor's Permission

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

DNC 150 Basic Dance Movements (3)

Prerequisite: ENG 70

This course focuses on proper body alignment, stretching and strengthening to facilitate injury prevention and body awareness. Other techniques such as Yoga and Pilates will be involved. Students who are considering in enrolling in other dance classes are strongly encouraged to take this course first or simultaneously. This course is also

designed as either an alternative for sports or physical training or as a foundation for all other movement-based dance classes. *Note: Can be taken with Instructor's permission.*

DNC 155 Classical Ballet I (3)

Prerequisite: ENG 70, may be taken concurrently with DNC 150

This course is an introduction to classical ballet techniques and terminology. An emphasis will be on preparing the body for strength, flexibility, coordination and other forms of western dance. The historical origin of classical ballet using Vaganova technique (Russian-based technique which is used by both Bolshoi and Kirov Ballets). This course also links historical world events to the world of dance art through readings, films, demonstrations and live performances. *Note: Can be taken with Instructor's permission.*

DRA 150 Introduction to Drama (3)

Prerequisite: ENG 90

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

DRA 151 Drama Workshop (3)

Prerequisite: Instructor's Permission

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

DRA 170 Oral Interpretation of Literature (3)

Prerequisite: ENG 150

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

DRA 250 Acting One (3)

Prerequisite: DRA 150

An intensive introduction to acting concentrating on character development and improvisation. Acting skills are learned through various exercises and scene study. The class also focuses on



improving the voice, stage movement and characterization.

DRA 251 Introduction to Technical Theatre (3)

Prerequisite: DRA 150

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

MUS 140 Basic Applied Music (1)

Prerequisite: *Instructor's Permission*

Private music lessons for the beginning music student who is willing to practice 60 minutes a day. Master Class must be attended at the end of the semester. May be repeated for a maximum of two credits.

MUS 145 Beginning Bands (1)

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

MUS 150 Music Theory I (3)

Prerequisite: MUS 153

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

MUS 151 Music Theory II (3)

Prerequisite: MUS 150

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

MUS 153 Music Fundamentals (3)

Prerequisite: ENG 80

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

MUS 155 Ear Training I (1)

Prerequisite: ENG 80

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

MUS 156 Ear Training II (1)

Prerequisite: ENG 90, MUS 155

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

MUS 160 Music Literature (3)

Prerequisite: ENG 90

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

MUS 161 Music History I (3)

Prerequisite: ENG 90

This course is a comprehensive study of the History of Western Music from c. 1000 through 1825. Topics include music of the early church, secular Medieval Music, Renaissance Music, Early and Late Baroque Music, and music of the Age of Enlightenment. Political, religious, socio-economic and other aspects of life in these times will be discussed in relationship to the music



created through these periods. Different forms, styles, and materials of music will be examined. It is designed for the music major or other students with special interest in music.

MUS 162 Music History II (3)

Prerequisites: ENG 150, MUS 161

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

MUS 165 Music of the World (3)

Prerequisite: ENG 90

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

MUS 170 Concert Choir (1)

Prerequisite: ENG 80

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

MUS 175 Chamber Choir (1)

(formerly Swing Choir)

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

MUS 180 Band (1)

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

MUS 185 Stage Band (1)

(formerly Jazz Ensemble)

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

MUS 187 Beginning Orchestra (1)

Prerequisite: ENG 80

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

MUS 190 Applied Music* - Piano (1)

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

MUS 191 Applied Music* - Instrumental (1)

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

MUS 192 Applied Music* - Voice (1)

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

MUS 193 Class Piano I (1)

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

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



MUS 194 Class Piano II (1)

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

MUS 296 Samoan Music Workshop (4)

Prerequisites: SAM 111, MUS 150

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

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

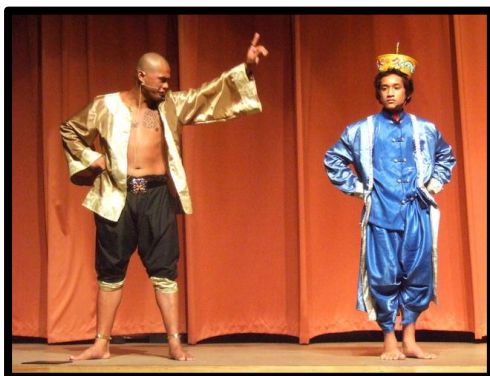
Prerequisite: MUS 160

An advanced individual studies project will be selected by the student and approved by the instructor and department chair. May be repeated once, but maximum credits cannot exceed six (6) credits.

SPH 153 Introduction to Speech (3)

Prerequisite: ENG 90

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



HEALTH AND HUMAN SERVICES

HEALTH AND HUMAN SERVICES MISSION STATEMENT

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

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

PROGRAM STUDENT LEARNING OUTCOMES

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

1. demonstrate basic entry-level knowledge and skills required for a variety of health and human services careers;
2. comprehend and discuss the background or history of health care services and human services;
3. use current information on topics and issues in health and human services to identify current practices and changes;
4. apply specific terminology, theory, ethics, laws and concepts to the practices within the field of health and human services;



5. recognize health and human development at all stages and aspects (physical, mental, emotional, social, etc.) of life;
6. identify cultural, societal and environmental impacts on health and human relationships and the services provided to address these issues;
7. apply knowledge and skills through fieldwork, community involvement and surveys in health and human services agencies and settings;
8. apply technology skills to retrieve and manage information in a health and human services environment;
9. enhance skills and knowledge through certification and advance coursework; and,
10. identify and access the local and national resources available in the health and human services field.

COMMUNITY ADVISORY COUNCIL:

Dr. Jean Asuega, Psy.D., Clinical Psychologist Part C Coordinator; Pat Kalasa, LBJ Medical Authority Compliance Officer; Charles (Mick) McCuddin, Department of Health.

CHAIRPERSON AND FACULTY: Dr. Daniel Chang, Chairperson; Ms. Tafaimamao Tupuola, and Mrs. Avaiu Sunia-Saena; Faculty.

HEALTH AND HUMAN SERVICES COURSE DESCRIPTIONS

ASL 150 American Sign Language I (4)

Prerequisite: *ENG 90*

This course will introduce the student to the expressive and receptive exposure and practices in American Sign Language (ASL), the preferred communication mode used by the American Deaf Community & Culture. The course will also address the cultural values and beliefs of this unique community. *Note: Can be taken with Instructor's permission.*

HEA 140 Introduction to Health Occupations (3)

Prerequisite: *ENG 80*

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

HEA 150 Introduction to Health Science (3)

Prerequisite: *ENG 80*

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

HEA 151 Medical Terminology (3)

Prerequisite: *HEA 150*

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

HEA 152 Standard First Aid and CPR (1)

Prerequisite: *ENG 80*

This course will provide the student with basic life support skills needed for adults and children during life threatening emergency situations. The student will participate and adequately demonstrate these emergency life support skills design to increase their knowledge and needed in order to receive an American Red Cross certificate in CPR and Basic First Aid. *Note: Can be taken with Instructor's permission.*

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.

HEA 260 Aging and Rehabilitation (1)

Prerequisite: *HEA 150*

An overview of age-related topics for health care providers. This will discuss concepts of geriatrics and gerontology, pathological changes associated with aging, health care and rehabilitation strategies.



HEA 299 Health Science Practicum/Work Experience (2)

This course is a practicum/work experience with LBJ hospital in the areas of medical support services (e.g. laboratory, respiratory, physical therapy, x-ray technician, etc.); where the student will be placed according to their career interest. There will be supervised work, training, and shared experiences with weekly seminar discussion sessions. *This course must be taken during the last semester of the Health Science Program.*

HSV 150 Introduction to Human Services (3)

Prerequisite: HEA 150

This course will provide the student with a general introduction to the field of human services and is designed for introductory college courses in human services, social work, community mental health, and other related program.

HSV 155 Introduction to Counseling and Guidance (3)

Prerequisite: ENG 90

This course provides an overview of the guidance and counseling profession through a presentation of the history and background of the basic theories of counseling and the foundation of counseling and guidance programs from traditional to current times. The course includes the role and function of the counselor in the schools, community and agency settings and various techniques, issues and trends of the counseling profession.

HSV 160 Psychological and Achievement Testing (3)

Prerequisites: MAT 90, ENG 90

This course is designed to acquaint students with the theory, ethics, practices, implementation and interpretation of psychological and achievement tests. The focus of the course is on the ways in which tests are constructed and standardized, validated and interpreted. A review of typical tests of ability, aptitude, achievement, personality and interests are included.

HSV 165 Career Development and Information Systems (3)

Prerequisite: ENG 90

This course provides a survey and analysis of career development throughout the lifespan, a review of current legislation in relation to the workforce, career programs and research methodology. Students are given the opportunities

to explore career assessments and information services and resources available on-line and on-island. The focus is on building the awareness of skills necessary to facilitate career assessment and assistance in career decision-making and job seeking activities.

HSV 200 General Counseling I (3)

Prerequisites: HSV 155, PSY 150

This course is designed to expand the understanding and counseling skills by examining guidance principles, concepts, values, and their application. Also, the course will be addressing the major impact cultural beliefs and values have on effectively helping others. *Note: Can be taken with Instructor's permission.*

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 skills to accommodate the needs of diverse populations. *Note: Can be taken with Instructor's permission.*

HSV 250 Survey of Substance Abuse Problems (3)

Prerequisites: HEA 150, PSY 150

This course is designed to increase people's understanding of substance use and abuse. The course includes historical and social perceptions of substances use, patterns and trends of use, societal and legal responses to drug and alcohol, description of psychoactive drugs in terms of effects and actions, new ways of considering the etiology, methods of prevention, intervention, and treatment. *Note: Can be taken with Instructor's permission.*

HSV 299 Human Services Practicum/Work Experience (2)

This course is a practicum/work experience with human services agencies in the areas of counseling, social work and human relations; where the student will be placed according to their career interest. There will be supervised work, training, and shared experiences with weekly seminar discussion sessions. *This course must be taken during the last semester of the Human Services Program.*



LANGUAGES AND LITERATURE

LANGUAGES AND LITERATURE MISSION STATEMENT

The Language and Literature Department offers intensive English writing courses aimed at developing and strengthening critical thinking and proficient college level writing for effective communication. The writing courses focus on extensive coverage of combining rhetorical strategies to help students become more skillful and flexible writers. The literature courses provide students with the opportunity to study various genres of writing, to examine and increase their perception of the writing of different cultures, to use critical and analytical thinking skills in the application of literature, and to strengthen their reading comprehension. The Foreign language courses offer students a firm foundation in the language for further study upon transfer to a university. The Language and Literature Department is designed to prepare students for transfer to a four-year college or university or to be a successful and contributing member of the modern work force.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of requirements, students will be able to:

1. Research – select a topic, develop a subject, create an outline, write strong, direct, and

concise thesis statements, formulate and evaluate information and findings independently, evaluate credible sources of various mediums, and strengthen research methodologies;

2. Writing – relate ideas in a logical order, develop unified thoughts and coherent paragraphs, provide strong and varied evidence for support, strengthen use of transitions, voice, word choice and vocabulary, use college level grammar, write multiple drafts using revision;
3. Business and professional writing – exposure and strengthening of resume and cover letter writing. Write business and personal letters;
4. Interpret and analyze the major genres of literature (poetry, drama, prose fiction, and non-fiction), apply critical thinking through analytical academic writing, and recognize the practical applicability of literature in everyday life;
5. Examine literature as a cultural material and recognize the effects of literature on culture and of culture on literature;
6. Gain knowledge of the literary word which will assist in transfer to a four-year college or university or in becoming a contributing member of the modern work force; and,
7. Develop and use appropriate literary terminology and concept application.

COMMUNITY ADVISORY COUNCIL: Mrs. Esther Illi, ASDOE Administrator; Mrs. Cheryl Morales, AS Feleti Barstow Librarian; Mr. Eti Saaga, ASG Cultural Advisor to Congressman/Poet; Mrs. Lupe Lohman, Radio Newscaster; and Mrs. Tilani Ilaoa, Women's Business Center/Community Member.

CHAIRPERSON AND FACULTY: Mr. James Barlow, Mrs. Melelina Fiaui, Mr. Poe Mageo, Mr. Malamalama Muagututia, and Mr. Lawrence Wilson; Faculty.





LANGUAGES AND LITERATURE COURSE DESCRIPTIONS

ASL 150 American Sign Language (4)

Prerequisite: ENG 90

This course will introduce the student to the expressive and receptive exposure and practices in American Sign Language (ASL), the preferred communication mode used by the American Deaf Community and Culture. The course will also address the cultural values and beliefs of this unique community. (Course may be transferable as a language requirement.) *NOTE: Course can be taken by Instructor's Permission.*

ENG 150 Introduction to Literature (3)

Prerequisite: ENG 90

This course will focus on the four major genres of literature (poetry, drama, prose fiction, and nonfiction), including film production, and contemporary Pacific literature. The course will also explore and interpret terms and concepts from a variety of literary works. Students will apply critical thinking in writing analytical exposition papers/essays, and will be required to write four critical analysis essays by applying Modern Language Association (MLA) format.

ENG 151 Freshman Composition (3)

Prerequisite: ENG 91

This is an intensive and extensive introduction to college writing course that requires in-class and take-home writing assignments. This course is designed to help students recognize and critically evaluate important local and global issues affecting the population. Student will be required to write academic papers or essays and a research term-paper. American Psychological Association (APA) format is required.

ENG 201 Creative Writing (3)

Prerequisites: ENG 150, ENG 151 with a grade of "C" or better

This course is an introduction to creative writing in poetry and prose. Students will be exposed to the different genres of writing, and will compose original poetry, short fiction and creative non-fiction. *Note: Can be taken with Instructor's permission.*

ENG 250 Survey of Literature (3)

Prerequisite: ENG 150, ENG 151

This is a second year literature course designed for close reading and surveying in depth analysis of the major genres of literature (poetry, drama, prose fiction, non-fiction), including film production, and contemporary Pacific literature. Students will write expository or argumentative essays by employing different methods of rhetorical strategies and demonstrate skills in critical thinking. Students are required to write critical analysis essays by applying MLA styles. *A grade of C or better in ENG 150, ENG 151 is required.*

ENG 251 Sophomore Composition (3)

Prerequisite: ENG 150, ENG 151

This is a second year composition course designed for advanced prose writing. Students will write lengthy expository or argumentative essays reflecting on varieties of local and global issues. Students are required to write critical analysis essays and a research term-paper applying Modern Language Association (MLA) or American Psychological Association (APA) format. *A grade of C or better in ENG 151 is required.*

JOU 155 Introduction to Journalism (3)

Prerequisite: ENG 151

An introduction to the basic elements of journalism, emphasizing the development of reporting, interviewing and writing for print, broadcast and online formats, mastery of Associated Press style, and an introduction to such issues as objectivity, critical thinking, ethics, and libel concerns.

LIT 270 World Literature (3)

Prerequisite: ENG 250

This course covers the survey of world literature, with emphasis on appreciation of cultural elements, form, and technique. Students examine themes and approaches to storytelling (ancient and modern), poetry, drama, and essay. The course introduces a wide range of significant and/or representative works, with special attention to related Samoan literary elements. *A grade of C or better is required in ENG 250. Note: Can be taken with Instructor's permission.*



LIT 272 American Literature (3)

Prerequisite: ENG 250

This course is a survey of American Literature with an emphasis upon the historical elements in selected works by American authors from the Colonial American Era to the 21st Century. Students will follow the development of major themes in American Literature and examine and critique these themes in essays, fiction, poetry, drama and film, extensive readings, lectures, discussions. *A grade of C or better is required in ENG 250. Note: Can be taken with Instructor's permission.*

LIT 274 Introduction to World Mythology (3)

Prerequisite: ENG 250

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *Note: Can be taken with Instructor's permission.*

LIT 276 Pacific Literature (3)

Prerequisite: ENG 150

This course is a survey of Pacific Literature with studies of selected Pacific and non-Pacific writers including those from American Samoa, Fiji, Hawaii, New Zealand, Samoa, Tonga, and others. Distinction is made between existing traditional literature and modern writing with western influence. *A grade of C or better in ENG 150 is required. Note: Can be taken with Instructor's permission.*

SPA 151 Spanish I (4)

Prerequisite: None

This is a beginning course of the Spanish language, with lessons in Spanish grammar, orthography, pronunciation, simple conversation, and vocabulary. Students will read Spanish short stories and poems by Hispanic writers and study the historical events, the people and the culture of the Hispanic world, including the United States of America. Translation of Spanish into English and vice versa will be required. (Transferable as a language requirement.)

SPA 152 Spanish II (4)

Prerequisite: SPA 151

This is an intermediate level Spanish, with lessons in Spanish grammar, orthography, pronunciation, simple conversation, and vocabulary. Students will read Spanish short stories and poems by Hispanic writers and study the historical events, the people and the culture of the Hispanic world, including the United States of America. Translation of Spanish into English and vice versa at a more advanced level than Spanish I will be required. (Transferable as a language requirement.)



MATHEMATICS

MATHEMATICS DEPARTMENT MISSION STATEMENT

The mission of the Mathematics Department is to provide quality education in various areas of mathematics to support certificate and degree programs. The department is committed to prepare all students who lack basic math skills by offering developmental courses in arithmetic and introductory algebra. In addition, the department also offers courses in vocational technical math, college algebra and trigonometry, statistics and calculus to ensure that ASCC students acquire the necessary mathematical foundation for entry into the work force or for transferring to four-year institutions.



PROGRAM STUDENT LEARNING OUTCOMES:

Upon completion of the required math course, students will be able to:

1. comprehend and appreciate the fundamental concepts of mathematics and its usefulness in everyday life;
2. apply, interpret and evaluate mathematical concepts presented by a math instructor;
3. identify and apply acquired mathematical knowledge and skills to real work situations;
4. demonstrate the ability to analyze, identify and assess mathematical problems and formulate effective solutions;
5. apply technology to solve, locate, interpret, organize and present mathematical data; and,
6. recognize and identify the relevance of mathematics to life-long learning.

COMMUNITY ADVISORY COUNCIL:

Mr. Varghese Varghese, DOE Math Specialist; Mrs. Sandra King Young, Piced Executive Director; and Ms. Anapogi Young, Alumni/Public Works Engineer.

CHAIRPERSON AND FACULTY: Mrs. Letupu T. Moanau, Chairperson; Mrs. Sinaitaaga J. Mose, Dr. Fredrick Wanjau, Mr. Laau Liufau, Mr. Tunufai Leiato, and Mr. Marston Porter; Faculty.

MATHEMATICS COURSE DESCRIPTIONS

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

MAT 80 Preparatory Math (3)

A developmental mathematics course for those persons in need of advanced mathematical operations skills, geometry, beginning algebra skills, negative numbers, percent, ratio, proportion, measurements, fundamentals polynomial operations, exponent usage, solving simple equations, inequalities and simple word problems.

MAT 90 Basic Algebra (3)

Prerequisite: MAT 80

The basics of Algebra which include the following: equations and inequalities, operations on polynomials, factoring, algebraic fractions, simple and quadratic equations, powers and roots, and systems of equations.

MAT 150 Survey of Mathematics (3)

Prerequisite: MAT 90

Math requirement for those students in the American Samoa Teacher Education Program (ASTEP). Introduces students to logic, sets, number bases, history and philosophy of mathematics, metric system, geometry, equations, inequalities, and problem solving.

MAT 151 Intermediate Algebra (3)

Prerequisite: MAT 90

Extends topics introduced in Basic Algebra sequence and prepares students for a College Algebra math course. Topics include sets and real numbers, equations and inequalities, linear equations and functions, polynomial functions and exponential and logarithmic functions. (This course is not open to students with a grade of "C" or better in MAT 250.)

MAT 155 Vocational Technical Mathematics (3)

Prerequisite: MAT 90

Minimum math course required for all Associate of Science students. Introduce students to sets, numeration systems and rational numbers. Topics in the real numbers include conversion methods. Basic algebraic equations, inequalities and problem solving and their application to vocational areas are presented. Brief review of geometry, consumer mathematics, and an introduction to basic trigonometric functions also included.

MAT 250 College Algebra and Trigonometry (4)

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

A minimum math course required for all Associate of Arts students. Basic algebraic properties of real numbers, linear and quadratic equations and inequalities, functions and graphs, analytic trigonometry and functions, logarithmic and exponential functions, conic sections, sequences, and series. An introduction of analytical geometry is also presented. Designed for students wishing to go on to four-year college programs.



MAT 260 Introduction to Statistics (3)

Prerequisite: MAT 90

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, goodness of fit tests, regression and correlation.

Note: Can be taken with Instructor's permission.

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. The derivatives including derivatives of composite functions, implicit differentiation and higher order derivatives. Applications of the derivative include the following: maxima and minima, Rollers Theorem, increasing and decreasing functions, concavity, limits at infinity, infinite limits, applied extreme problems, and anti-derivatives. The properties of the definite integral and indefinite integral are explored. Applications of the integral include the following: area, volumes of revolution, volume by slicing, arch length, work, liquid pressure and the average value of a function. *Note: Can be taken with Instructor's permission.*

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.



NURSING

NURSING DEPARTMENT MISSION STATEMENT

The Nursing Department prepares and perpetuates knowledgeable and caring nurses who are aware of and sensitive to the health needs of the diverse cultures, growing number of complex diseases and disorders, and to care for clients in a variety of health care settings.

The department offers programs that will qualify the graduate to take the National Council for Licensure Examination (NCLEX) for the Licensed Practical Nurse (LPN), and Registered Nurse (RN) that will provide the foundation for an off-island Bachelor of Science in Nursing (BSN). Success completion of these Registry Examinations enables the nurses to practice in the United States accredited hospitals and Public Health agencies within American Samoa, as well as other U.S. territories.

STUDENT LEARNING OUTCOMES

Upon completion of the requirements for a Certificate of Completion in Nurse Aide, students will be able to:

- i. function as a member of the health care team under the supervision of the LPN, RN or MD/MO
- ii. provide safe, simple, basic nursing care to clients in various healthcare settings
- iii. use basic communication skills effectively to facilitate understanding between clients, family and healthcare facility
- iv. assume accountability for own actions and behavior
- v. recognize the legal and ethical responsibilities of the Nurse Aide

Upon completion of the requirements for a Certificate of Proficiency in Practical Nursing students will be able to:



1. function as a member of the health care team under the supervision of the RN and/or MD/MO;
2. utilize skills and theory knowledge in providing basic, routine, and technical nursing care;
3. utilize the planning, implementation, and evaluation of the nursing process in providing nursing care;
4. demonstrate writing skills through written care plans and legal documentations;
5. demonstrates knowledge of medication administration in the care of clients;
6. develop an awareness of cultural and ethnic factors that influence clients' responses to illness;
7. identify teaching-learning principles in assisting the clients to become participative in their own care;
8. apply knowledge of legal standards and ethical concepts in the delivery of nursing care; and,
9. utilize critical thinking skills in the care of clients;
10. demonstrate responsibility and accountability for own learning and for participation in community and professional activities.

PROGRAM ADMISSION REQUIREMENTS

The Practical Nursing (PN) and Registered Nursing (ADN) Programs have special pre-requisites and admission requirements. Further information and application requirements can be obtained from the Nursing Department. Completed applications for the PN and RN programs are accepted from **April 1 to April 30** for fall admission. Applicants are responsible for submitting official college transcripts directly to the Registrar's and Admission Office from the college(s) attended. Each application will be reviewed prior to an interviewing process by the Nursing Program Advisory Committee. Notification of the scheduled interviewing date will be sent by mail (or by telephone for off-island applicants). Letters of acceptance or non-acceptance to the desired program will be sent one to two weeks after the interviewing date.

Students accepted to the program must submit the following:

- Completed Physical Exam from Department of Health
- Tuberculosis (TB) Clearance
- Cardiopulmonary Resuscitation (CPR) Certificate
- Liability Insurance

COMMUNITY ADVISORY COUNCIL: Dr. Daniel Chang, ASCC Health & Human Services Department; Emilia Le'i, ASCC Dean of Student Services; Toaga Seumalo, RN, ASHSRB Executive Secretary; Tofiga Tufele, LPN, President, American Samoa Nurses Association, Department of Health Nursing Representative.

CHAIRPERSON AND FACULTY: Ms. Lele Ah Mu, Chairperson; Mrs. Ann Longnecker, Faculty.

Upon completion of the requirements for an Associate of Science Degree in Registered Nursing, students will be able to:

1. utilize the nursing process in the care of clients with needs resulting from altered states of wellness;
2. demonstrates ability to communicate effectively with clients, family, and members of the healthcare team ;
3. demonstrate writing skills through written care plans and legal documentations;
4. demonstrates knowledge of medication administration in the care of clients;
5. develop an awareness of cultural and ethnic factors that influence clients' responses to illness;
6. utilize various methods of teaching that is appropriate to learning needs of clients, families, and staff ;
7. demonstrate the ability to function within the legal parameters and nursing standards;
8. provide safe and competent nursing care based on integration of facts and principles of biological, psychological, sociological,



CERTIFICATE OF COMPLETION IN NURSE AIDE

*(Certificate program is in hiatus status for
Catalog year 2010-2012.)*

This program is designed to prepare students to work in hospitals, public health agencies, nursing and private homes and clinics, as Certified Nurses' Aide (CNA). Upon successful completion of this course, students are eligible to take the certification exam to be CNA and function as a member of the health care team under the supervision of a LPN, RN, or physician.

Special admission requirements for the Nurse Aide Program include:

1. Completion of prerequisites ENG 70 and ENG 71 with a "P" grade or placement in ENG 80 or ENG 81
2. Instructor's permission
3. Acceptance into the Nursing program

CERTIFICATE OF PROFICIENCY IN PRACTICAL NURSING

This program is designed to prepare students with entry level competencies as Licensed Practical Nurses (LPN). Upon successful completion of the program, students are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and function as a member of the health care team under the supervision of a Registered Nurse and/or physician.

Special admission requirements for the Practical Nursing Program include:

1. Completion of all prerequisites with a grade of "C" or better
2. Grade point average (GPA) of 2.5 or higher
3. Acceptance into the program by the Nursing Program Advisory Committee

ASSOCIATE OF SCIENCE DEGREE IN NURSING

Students who are eligible to take the NCLEX-PN must have taken the exam within one month after completion of the PN program to apply and upon acceptance, register for ADN nursing courses. Students who are Licensed Practical Nurses from another state or territory who wish to enter or continue the ADN program, must submit their license (LPN), an official transcript from an accredited U.S. institution, and a completed application form, which could be obtained from the Nursing Department.

Graduates of this program will be able to take the National Council Licensure Examination – Registered Nurse (NCLEX-RN) and are prepared to fill positions as Registered Nurses in hospitals, public health, industrial areas, and private clinics. Graduates will also be eligible to apply for the Bachelor of Science in Nursing (BSN) programs off-island and on-line.

Special admission requirements for the Associate of Science Degree in Nursing (ADN) program are based on the following:

Successful completion of prerequisites for the PN and RN programs with a grade of "C" or better

Grade point average (GPA) of 2.5 or higher

Successfully passing the National Council for Licensure Examination – PN (NCLEX-PN)

Acceptance into the ADN-RN program by the Nursing Program Advisory Committee.



NURSING COURSE DESCRIPTIONS

NUR 80 Nurse Aide Course (8)

Prerequisites: *ENG 70, ENG 71 or Instructor's Permission*

This course prepares Nurse Aides to work in hospitals, nursing and private homes and clinics. Classroom, laboratory and faculty supervised clinical learning experiences are offered. A Certificate of Completion will be awarded after successfully completing this course. *Offered for 8 weeks: 9 hours of lecture and 17 hours of clinical laboratory per week.*

NUR 150 Fundamentals of Nursing (15)

The beginning nursing course explores the basic concepts and skills relevant to nursing practice. Emphasis is on knowledge and application of the nursing process in approaching patient care situations in the acute care settings under supervision of the faculty. *This course is taken concurrently with NUR 155. 9 hour of lectures, 18 hours of clinical laboratory per week.*

NUR 155 Nursing Perspectives (2)

This course discusses the evolution of nursing as a profession, the role of the practical nurse, the health care system, legal and ethical concepts in nursing, and nursing opportunities. *This course is taken concurrently with NUR 150. 2 hours of lecture per week.*

NUR 180 Introduction to Adult Health (17)

Prerequisites: *NUR 150, NUR 155*

This course focuses on the use of the nursing process in applying theory and skills in the care of patients who have medical and surgical disorders in long term and acute care setting, including administration of medication under the supervision of the faculty. Mental health concepts will also be utilized while caring for patients in these settings. The course is offered during the Spring semester.: *9 lecture credits and 8 credits of clinical laboratory.*

NUR 190 Family/Child Nursing (8)

Prerequisite: *NUR 180*

The course focuses on the practical nurse's use of the nursing process to apply nursing theory and skills to assist childbearing families, newborns,

pediatric clients and their families from varied cultural backgrounds. Knowledge is applied in patient care situations in obstetrical and acute pediatric care setting, including administration of medications under the supervision of the faculty. *Offered 9 weeks during summer session: 8 hours of lecture per week, 15 hours of clinical laboratory per week.*

NUR 200 Nursing Transition (8)

This is a technical skill and intensive writing course. It is the initial course that exposes the student to the American Samoa Community College Nursing Program. Emphasis is placed on the professional role of the registered nurse and expanded use of the nursing process. The course focuses on the use of the nursing process to assist clients to meet needs related to alterations or in maintaining wellness: biological, psychological, spiritual, and cultural functioning. Medications will be administered under the supervision of the faculty. This course is offered for the first 8 weeks of the semester: *10 hours of lecture and 18 hours of clinical laboratory per week.*

NUR 203 Maternal-Newborn Nursing (6)

Prerequisites: *NUR 206, NUR 207*

This course introduces concepts related to the childbearing experience and the maternal roles are explored. Nursing theory and skills are applied in the care of mothers and newborn in the obstetrical setting, including administration of medications under supervision of the faculty. *NUR 204 must be taken the first 8 weeks of the semester. 8 hours of lecture, 12 hours of laboratory work per week.*

NUR 204 Nursing of Children (6)

Prerequisites: *NUR 206 & NUR 207*

Nursing of Children focuses on the application of the nursing process in caring for children with medical and surgical disorders in acute care settings, including administration of medication under surgical disorders in acute care settings, including administration of medication under supervision of faculty. Concepts related to the environment, immunization, safety, parent-child interaction will be explored. *NUR 203 must be taken the last 8 weeks of the semester. 8 hours lecture, 12 hours of clinical laboratory per week.*

**NUR 205 Adult Health I (6)**

Adult Health I reviews the nursing process, basic nursing concepts, and nursing skills. The course focuses on the use of the nursing process in providing care for the clients with moderately severe health care alterations in psycho-social, metabolic, circulatory, immunologic and respiratory functioning. This course is offered for the last 8 weeks of the semester: *8 hours of lecture and 12 hours of clinical laboratory per week.*

NUR 206 Issues and Trends in Nursing (2)

Prerequisites: *NUR 200, NUR 205*

This course entails the study of nursing trends, past, present and future, as they relate to society to understand the nurse's professional and legal role in influencing health policies and practices. Issues and Trends in Nursing focuses on the three roles of the nurse, legal and ethical responsibilities, and transition from student to professional as the student becomes responsible and accountable for practice as a registered nurse. *NUR 207 must be taken concurrently. 2 hours of lecture per week.*

NUR 207 Adult Health II (6)

Prerequisites: *NUR 200, NUR 205*

Emphasis is on utilizing the nursing process to assist clients requiring moderate adaptation to meet alterations in elimination, metabolic, mobility, body integrity, neurosensory and reproductive functioning. *NUR 206 must be taken concurrently. 3 hours of lecture per week, 9 hours of clinical laboratory per week.*

NUR 208 Mental Health/Psychiatric Nursing I (6)

Prerequisites: *NUR 203, NUR 204*

This course focuses on the nursing process to meet the psychosocial needs of a culturally diverse population across the lifespan. Psychosocial needs include safety, love and belonging, esteem and recognition, and self-actualization-aesthetic needs. Emphasis is placed on self-awareness; the health illness continuum, therapeutic relationship with the client in the mental health system. *NUR 211 must be taken concurrently. 4 hours of lecture, and 6 hours of clinical laboratory per week.*

NUR 209 Psychiatric Nursing II (4)

Prerequisites: *NUR 208, NUR 211*

The nursing process will be utilized in providing care to patients with a variety of psychosocial needs. The course offers an intensive approach into a broader aspect of Psychiatric Nursing not available in American Samoa. *NUR 210 must be taken concurrently. 7 weeks Summer Practicum at the Kapiolani Community College in Honolulu, Hawaii.*

NUR 210 Adult Health III (6)

Prerequisites: *NUR 208, NUR 211*

The nursing process will be utilized to assist patients requiring maximal adaptation to meet biological, psychological, sociological, cultural and spiritual needs. Emphasis is placed on actual or potential crisis resulting from altered states of wellness. Course will enable the student to familiarize self with various types of diagnostic tests and advance equipment not available on island. Seven weeks Practicum at the Kapiolani Community College in Honolulu, Hawaii. *NUR 209 must be taken concurrently. 9 hours of lecture and 13 hours of clinical laboratory per week.*

NUR 211 Community Health Nursing (6)

Prerequisites: *NUR 203, NUR 204*

This course focuses on exploration and application of concepts in providing comprehensive nursing care to clients, families, and the community. Emphasis is on the role of Public Health Nurses in the prevention of disease and maintenance of optimum health for clients of all ages. *NUR 208 must be taken concurrently. 4 hours of lecture per week, 6 hours of clinical laboratory per week.*

NUR 212 Review Course (2)

Prerequisite: *Successful completion of the PN or RN Program*

This elective course is designed to prepare the student for the NCLEX examination. The focus is on system review, self-study and examination-testing skills. Simulated testing assists students to discover their strong areas of knowledge and areas that need improvement. Instructors will assist students in developing a self-study plan focusing on maintaining strong areas and enhancing weak areas. To decrease the untoward affects of test-



taking anxiety, students will explore barriers to self-study and develop skills for improvement.

PHM 150 Introduction to Pharmacology (3)
(formerly *General Pharmacology*)

Prerequisites: BIO 181, MAT 155

This course focuses on knowledge of the mechanism of action, toxicity, and nursing and other therapeutic uses and implications of the major categories of drugs. Knowledge is applied to patient care situations in which drugs are used in the maintenance of health and treatment and prevention of illness.

PHM 200 General Pharmacology (4)

Prerequisite: BIO 251

This course focuses on the basic principles involved in drug therapy. Drugs will be approached in terms of their mechanisms of action and drug effects, indications, contraindications, side effects and adverse effects, toxicity and management of overdose, interactions, dosages, idiosyncrasies, toxicities, and clinical applications. The effect of drugs on the various bodily systems will be explored.



PHYSICAL EDUCATION

PHYSICAL EDUCATION MISSION STATEMENT

The Physical Education (PED) Department's mission is to provide experiences that guide students in the process of becoming physically active for a life time. The department offers courses that fulfill the requirements for Associate of Arts and Associate of Science degrees. The

department actively pursues athletic scholarships for those interested in continuing participation abroad and also provides continuous training for those athletes who intend to pursue athletic participation.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the physical education requirement, students will be able to:

1. perform basic fundamental motor skills;
2. explain the importance of stretching, warming up and cooling down;
3. describe the importance of physical activity;
4. explain the importance of physical fitness;
5. understand the rules, strategies and regulations of their specific sport;
6. explain the importance of proper nutrition and diet;
7. develop one's own personal daily fitness workout plan; and,
8. apply the knowledge gained for lifetime use.

COMMUNITY ADVISORY COUNCIL:

Clayton Mahuka; Maselino Tautu; Samoa Samoa; and Tumua Matuu.

CHAIRPERSON AND FACULTY: Mr. Ed Imo, Chairperson; Mr. Dave Godinet, and Mr. Jeriecho Martinez; Adjunct Faculty.

PHYSICAL EDUCATION COURSE DESCRIPTIONS

PED 150 Basketball (1)

Prerequisite: ENG 70

This course will provide the student with the basic skills of basketball such as shooting, passing, rebounding, defending and knowledge of the rules to play at the novice level.

PED 151 Weight Training (1)

Prerequisite: ENG 70

Basic health practices with emphasis on developing muscle strength, endurance, and physical fitness will be covered in this course.

**PED 152 Beginning Aerobics (1)**

This course will be focused on improving cardiovascular fitness through a variety of high, medium and low intensity aerobic exercises. This course will develop strength, endurance, flexibility and coordinating low, moderate and high impact bending, jumping, reaching and kicking.

PED 153 Beginning 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 ancient Korean arts of the Tae Kwon Do.

PED 154 Golf (1)

Prerequisite: ENG 70

This course is for the student with no previous golf experience. Basic fundamentals of golf including the rules, etiquette, and terminology will be covered. Field work experience will be required. Fees at the local golf course will be paid by the student.

PED 155 Volleyball (1)

Prerequisite: ENG 70

The basic skills of volleyball such as passing, setting, spiking, serving, teamwork, strategies and rules will be emphasized.

PED 156 Introduction to Tennis (1)

Prerequisite: ENG 70

The course is for beginning tennis enthusiast. Singles and doubles competition will be emphasized. Skills such as forehand and backhand strokes, volley, service, basic strategy, footwork, and etiquette will be stressed.

PED 159 Intermediate Tennis (1)

Prerequisite: PED 156

This course is designed for students who have completed PED 156 or have basic skills in tennis. The skills which will be covered are rallying, net play, volley, passing shots, rules interpretation, and terminology. Etiquette will be stressed throughout the course. *NOTE: Can be taken with Instructor's Permission.*

PED 161 Advanced Volleyball - Women (1)

Prerequisite: PED 155 (W)

This course will focus on the refinement of the volleyball skills such as serving, passing, setting, spiking, strategies, and teamwork. *NOTE: Can be taken with Instructor's Permission.*

PED 162 Advanced Volleyball - Men (1)

Prerequisite: PED 155(M)

This course will focus on the refinement of the volleyball skills such as serving, passing, setting, spiking, strategies, and teamwork.

PED 170 Swimming (1)

Prerequisite: ENG 90

This course focuses on teaching the basic swimming strokes: western crawl, back stroke, side stroke, breast stroke and the butterfly. *NOTE: Can be taken with Instructor's Permission.*

PED 171 Beginning Sailing (1)

Prerequisite: ENG 70

This course covers several types of sailing platforms such as lasers, 14 and 16-foot catamarans and sailboards. Rigging, tuning, boat handling, training and tactics will be introduced. *Students must know how to swim to be enrolled in Beginning Sailing.*



**ARMY RESERVE OFFICERS
 TRAINING CORPS (ROTC)**

MISSION STATEMENT

The mission of the Army ROTC is to recruit, retain and develop future leaders to be commissioned officers into the Active Army, Army Reserve or Army National Guard and become a leader for life.



PROGRAM STUDENT LEARNING OUTCOMES

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

1. to attract, motivate and prepare selected students to serve as commissioned officers in the active or reserve components of the Army;
2. to provide a practical understanding of the concepts and principles of military science;
3. to develop a strong sense of duty, honor and country;
4. to promote teamwork and individual fitness;
5. to develop an understanding of and appreciation for international relations and national security;
6. to develop a comprehension of ethics, leadership, effective goal setting, time-management and effort, and the tradition of a citizen's army; and,
7. to familiarize with the concept of the decision making process and the styles of leadership.

CHAIRPERSON AND FACULTY: LT SFC Kitzingen B. Moliga; LT. Filimatasina Vaiau.

COURSE DESCRIPTIONS

MSL 100 Introduction to Physical Fitness (1)
Hands-on participatory course following the Army's physical fitness program. Classes conducted three days per week with Army ROTC cadets. Focus is on aerobic conditioning, muscular strength and endurance. *Note: Taken concurrently with MSL 201 and MSL 202.*

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

Prerequisite: ENG 90, ENG 91

This course provides an initial glimpse of the military and the role that it plays in society. It helps in the development of the student's comprehension of the American defense system as it evolved as the result of changes in the American society. Typical subjects include ethics, leadership, effective goal setting, managing time and effort, and the tradition of a citizen's army. This is the practical application in adventure training, one-rope bridges, rifle marksmanship,

land navigation, drill and ceremonies, physical training.

MSL 102 Introduction to Military Science II (3)
(formerly ROTC 151 Foundations of Officership)

Prerequisite: MSL 101, or prior military experience

This course is the continuation of MSL 101. It provides instruction in military-related subjects of general student interest, i.e., confidence-building field trips, supervising an individual exercise program, development of individual soldiering skills, and leadership and professional ethics for the military; Introduction to armed forces involvement; This is the practical application in adventure training, one-rope bridges, rifle marksmanship, land navigation, drill and ceremonies, physical training. *NOTE: Can be taken with Instructor's Permission.*

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 MSL 100

This course introduces the basic concepts of military leadership, familiarization with the concept of leadership, the five of leadership power, the decision-making process, and the styles of leadership. It involves military skills and related adventure-type training and basic individual survival skills. Leadership laboratory required 1.5 hours per work, consisting of practical application of leadership skills, drill and ceremonies, land navigation, first aid, and army physical fitness training. *NOTE: Can be taken with Instructor's Permission.*

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 MSL 100

This course familiarizes the cadet to individual and small-unit military skills. Practical applications include: combat first aid, basic wilderness survival skills, land navigation, and the knowledge of key military jobs, duties, and responsibilities. This will

also involve field training to provide hands-on experience. Leadership laboratory required 1.5 hours per week, consisting of practical application of leadership skills, drill and ceremonies, land navigation, first aid, and army physical fitness training. *NOTE: Can be taken with Instructor's Permission.*



SAMOAN STUDIES DEPARTMENT (SSD)

SAMOAN STUDIES DEPARTMENT MISSION STATEMENT

The Samoan Studies Department (SSD) prepares students to be knowledgeable and skillful in the use of various levels of contemporary and traditional Samoan Language and for employment. The department promotes the appreciation of literature and culture. Furthermore, the Samoan Studies Department offer degree and certificate programs in Samoan Studies.

MANULAUTĪ

E saunia e le Matagaluega o Aoaoga ma Suesuega Samoa tagata aooga ina ia atamamai ma faatufugaina i le faaaogaga o le gagana o aso faisoo ma le gagana faafailauga mo galuega. Ua atinae e le matagaluega le lagolagoina o tala faamauina ma le aganuu. E le gata i lena, ua saunia e le Matagaluega o Aoaoga ma Suesuega Samoa se polokalama o se faailoga tikeri ma se tusipasi i Mataupu Samoa.

PROGRAM STUDENT LEARNING OUTCOMES / PALE O AOAOGA MO TAGATA AOOGA I LE POLOKALAMA

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

1. develop and apply skills in the area of speaking (during contemporary and cultural settings), writing, reading and listening; / atiae ma faaaoga le tomiai i talanoaga (i aso fai soo ma tulaga faaleaganuu), tusitusi, faitau ma le faalogo;
2. develop and apply skills of understanding and interpretations of Samoan Literature / atiae ma faaaoga tomiai o le malamalama ma mafaufauga i tala Faamaumau a Samoa.
3. demonstrate skills in executing activities that are endemic to the performance of Samoan material and non material culture; / faailoa tomiai i gaoioiga e taua i le faatinoga o aganuu masani a Samoa;
4. demonstrate competence and ease in delivering English translations and interpretations of Samoan; and, / ia faatino le tomiai ma le faigofie o le faaliliuga ma faauigaga o faamatalaga o le gagana Peretania i le gagana Samoa;
5. develop and utilize technology skills to conduct research and deliver appropriate information. / atiae ma faaaoga agavaa tau tekonolosi e faatino ai suesuega ma faasoa ai faamatalaga talafeagai.

**COMMUNITY ADVISORY COUNCIL /
KOMITI FAUFAUTUA:** Rev. Afalupetua Utai, Representative of CCCAS Church; Rev. Samuelu Areta, Representative of Methodist Church; Afioga Fuimaono Tone Tamalii, Community representative; David Mageo, KVZK TV



representative; Lilomaiva Andrew Faasau, V-103 Radio station representative; Mrs. Faleupolu Mariota, Representative for teachers of DOE.
FACULTY/FAIAOGA: Telei'ai C. Ausage, Chairperson; Mrs. Alofa Nuusila, Mrs. Tamari Mulitalo-Cheung, Mr. Evile Faatauao Feleti, Ms. Lucille Achica, and Dr. David Addison; Faculty.

SAMOAN STUDIES COURSE DESCRIPTIONS FAAMATALAINA O MATAUPU TAU SAMOA

SAM 101A Conversational Samoan 1 (3) (formerly SAM 101) Talanoaga Faasamoa 1 (3)

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-generated conversation. Upon completion, students should become comfortably fluent that they would want to continue with further training in SAM 101B or SAM 111 at ASCC, or learning on their own. *This course is intended for non-speakers of the Samoan Language. Note: Can be taken with Instructor's permission.*

E mafuli le tele o felafolafola'iga i le faatautaiga o talanoaga Faasamoa ma e ta'ua lenei 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 faaoga 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 faaauau atu ai i le isi vasega e tā'ua o le SAM 101B po o le SAM 111 i le Kolisi Tuufatasi o Amerika Samoa, po o le faia fo'i o ni ana ia saililiga. O lenei vasega e mo tagata e lē iloa Faasamoa.

SAM 101B Conversational Samoan 2 (3) Talanoaga Faasamoa 2 (3)

Prerequisite: SAM 101A, Placement Test
Mataupu Ulufale: SAM 101 / Suega Ulufale
 This is a conversational Samoan Language course for students who are able to speak limited Samoan, and wishing to transit into writing dialogues, messages, verses, nursery rhymes, and simple directions. The focus will be on structure of basic Samoan sentences. *NOTE: Can be taken with*

Instructor's Permission/ Poo le faatagaga a le faiaoga.

O lenei mataupu o Talanoaga Faasamoa e mo tagata aoga ua tau iloa faaaoga 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 ātia'e ai le kalama o le fuaiupu Samoa.

SAM 111 Introduction to the Samoan Language (3) (formerly SAM 162 Samoan Language Culture)

Faamasaniga i le Gagana Samoa (3)

Prerequisite: Placement Test

Mataupu Ulufale: Suega Ulufale

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.*

O lenei mataupu amata i le gagana Samoa e a'oa'o ai tusitusiga ma tautalaga, faaaogaga o le kalama ma le gagana faaonaponei ma le gagana faaaloalo masani. *E fautuaina tagata aoga e tusitusi ma tautatala manino i le gagana Samoa.*

SAM 151 Freshman Samoan (3) (formerly Samoan I)

Gagana Samoa Tausaga Muamua (3)

Prerequisite: Placement Test

Mataupu Ulufale: Suega Ulufale

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.

O lenei mataupu e faataunuu ai a'oa'o 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, vaililiga o itu uma o se mataupu ma le faaaogaga o le gagana faatosina. E mulimulita'i le gagana tautala i le gagana tusitusi i le taimi o faatinoga a lea mataupu. E faamalasia



le faaaogaga o mafauauga ua ua'i loloto, e o'o fo'i i le tautala aloa'ia ma le faitau malamalama.

SAM 151L Freshman Samoan Laboratory (1)

Prerequisite: Concurrently enrolled in SAM151

Mataupu Ulufale: O lo o tauaveina le SAM 151.

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.

O le a fa'ata'ita'i e tagata aogaga le faiga o galuega faatino, e faaoga ai mea pu'eata ma isi masini e atiae ai mafauauga ua'i loloto, faitau malamalama, ma tusitusi i se gagana e mafai ona malamalama ma fiafia i ai se 'au faitau. E māta'itū le faatinoga o faalavelave Faasamoa ma matau le faiga o le lauga a tulafale ma iloilo/tusitusi auiliili.

**SAM 152 Introduction to Samoan Culture (3)
Faamasaniga i Aganuu Samoa (3)**

This is an introductory course to Samoan culture. Students will compare and contrast, discuss, and analyze compositions of different traditional social organizations within the village. The concepts of extended families and their functions, the power and authority, land tenure and distributions, leaders and the selection process will be studied. Students will be expected to express opinions on Samoan society.

O le mataupu faamasani leni i le aganuu Samoa. O le a faatusatusa ma iloilo eseese, lauliliu, ma iloilo e tagata aogaga ituaiga saofa'iga eseese i totonu o se nuu. E a'oa'o ina konisepe tau i le aiga potopoto ma o latou aoga, o le pule faamalumu, fanua ma lona faasoaga, ta'ita'i ma auala e filifili ai. E tatau i tagata aogaga ona faaali manatu i saofa'iga eseese a Samoa.

**SAM 154 Introduction to Samoan Literature (3)
Faamasaniga i Tala Faamauiina a Samoa (3)**

This course is required for an Associate of Arts Degree in Samoan Studies. Students will be able to review ancient Samoan literature and history through historical oral recitations of "solo" that are manifested in every day life: the 'ava ceremony, traditional speeches (lauga), marriage

(tini), chants and meditation (tapuaiga). Students will be introduced to other popular forms of history, songs, myths, legends, fagogo, humor (faleaitu), and contemporary stories. Students will study the impact of the Bible on Samoan literature.

O le tasi leni mataupu faamalosiā mo le tikeri AA i le gagana ma aganuu Samoa. I leni mataupu o le a mafai e tagata aogaga 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 aogaga i isi ituaiga tala faasolopito, pese, tala o le vavau, fagogo, faleaitu ma tala faaonaponei. O le a su'esu'e tagata aogaga i le aafiaga o gagana faamauiina a Samoa i le Tusi Paia.

SAM 172 Samoan Traditional Political Organization (3)

Faigamalo faasamoa (3)

Prerequisite: SAM 152

Mataupu Ulufale: SAM 152

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: Can be taken with Instructor's Permission. / Poo le faatagaga a le faiaoga*

O le mataupu leni e iloilo ai upufai o malo a Samoa: i lona faatulagaga, faagaoioiga ma suiga i tausaga na tauasa mai ai, ma le aafiaga ona o misionare ma faatulagaga o malo mai fafo.

**SAM 204 Samoan Mythology (3)
Tala o le Vavau a Samoa (3)**

Prerequisite: SAM 151

Mataupu Ulufale: SAM 151

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: Can be taken with Instructor's Permission. / Poo le faatagaga a le faiaoga.*

O le mataupu leni e faatatau i tala o le vavau a Samoa ma o le a faamasani ai tagata aogaga 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.

SAM 244 Theatrical Arts (Faleaitu) (3)

Prerequisite: SAM 111

Mataupu Ulufale: 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: Can be taken with Instructor's Permission. / Poo le faatagaga a le faiaoga.*

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 tausuauiḡā e tauala atu ai faitioga i ni lape o tagatanuu, faamatalaga tuufaafegagai, taufaifai ma le taufa'a'ata.

SAM 251 Sophomore Samoan Composition (3)
(formerly SAM 152 Samoan II)

Gagana Samoa mo Tausaga Lua (3)

Prerequisite: SAM 151

Mataupu Ulufale: SAM 151

This is a second year course in research methods with emphasis on Samoan composition. The student will conduct a research of Samoan Studies topics using Modern Language Association approved research methodology. Focus will be on published materials on Samoan Studies in any field of choice.

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 faaaoga 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 faatatau i mataupu Samoa, i soo se matata.

SAM 261 Samoan Oratory (3)

Gagana Faafailauga Samoa (3)

Prerequisite: SAM 152

Mataupu Ulufale: 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 of performing this art of Samoa. *NOTE: Can be taken with Instructor's Permission. / Poo le faatagaga a le faiaoga.*

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.

SAM 271 Samoan Creative Writing (3)

Fatuga po o Tusiga Tala Faasamoa (3)

Prerequisite: SAM 151

Mataupu Ulufale: SAM 151

This is an introductory course to creative writing via "Solo", satire, humor and short stories told with a Samoan flair. Narrative, descriptive, expository and persuasive forms are also taught. *NOTE: Can be taken with Instructor's Permission. / Poo le faatagaga a le faiaoga.*

O se mataupu amata leni i le tusigā tala fātu e ala atu i solo, tusiga e faaaoga ai le tausuauiḡā 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'o'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.

SAM 281 Translation (3)**Faaliliuga Faasamoa (3)***Prerequisite: SAM 151**Mataupu Ulufale: SAM 151*

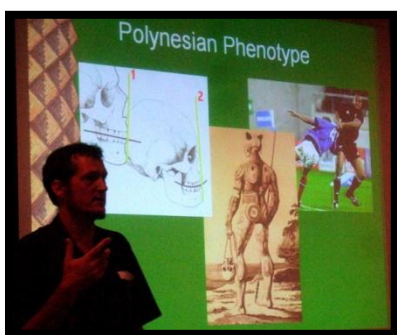
This course introduces students to the general rules and skills of translation and interpretation; i.e., translating English words without Samoan equivalents. Students study and analyze translations in local papers and visit the courts to observe and critique court interpreters. *NOTE: Can be taken with Instructor's Permission. / Poo le faatagaga a le faiaoga.*

O le mataupu leni e faamasani ai tagata aooga i tulafono lautele ma agavaa tau faaliliuga ma faauigaga, e pei o le faaliliuga o upu Peretania i upu Samoa. E aoaina ma iloilo foi e tagata aooga 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.

SAM 291 Journalism in Samoan (3)*(formerly SAM 211)***Tusitusiga a le au faasalalau i le Gagana Samoa (3)***Prerequisite: SAM 151**Mataupu Ulufale: SAM 151*

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: Can be taken with Instructor's Permission. / Poo le faatagaga a le faiaoga.*

O le mataupu leni e faamasani ai tagata aooga i metotia o le aoina, tusiga ma le faasalalauina o talafou, ma isi faamatalaga i ala eseese o faasalalauina – e ala i le lolomi po o le faasalalauina i le 'ea. O le a a'oa'oina e tagata aooga saolotoga i le gagana, tapulaa o faamatalaga ma tulafono i le ta'uleagaina o se tagata.





SCIENCE SCIENCE

SCIENCE DEPARTMENT MISSION STATEMENT

The mission of the Science Department is to provide educational services, research, and outreach programs in the broad areas of basic sciences and the Associate of Arts degree in Marine Science. The department offers introductory and transferable courses in the areas of biology, chemistry, and physics to fulfill the basic requirements for graduation. The department also offers a two-semester biology sequence for life sciences, nursing, pre-medicine, pre-veterinarian and allied health majors and several science majors. The department provides a comprehensive marine science program for its students to learn, understand, and appreciate both locally and globally. The department is committed to a strong science program that deals with the latest technologies, environmental issues and human life sustainability.

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of science requirements, students will be able to:

1. comprehend, interpret and evaluate information;
2. demonstrate the ability of conceptual, analytical and critical modes of thinking for problem solving in the work place;
3. analyze patterns and functional relationships to solve problems and determine cause;
4. understand the applications of technological systems; and,
5. recognize relevance of career choices to life long learning.

COMMUNITY ADVISORY COUNCIL:

Dr. Leoleoga E. Leituala, Veterinarian, DOA; Ms. Soli Tuaumu, Coastal Zone Management, DOC; Mr. Enesi Enesi, DOE; Dr. Annie Fuavai, LBJ Medical Center; Dr. Doug Fenner, DMWR; Mrs. Marilyn P. Anesi, Leone Health Center, DOH.

CHAIRPERSON AND FACULTY: Dr. Kenneth Belle, Chairperson; Dr. Michael Otto Hansell, Dr. Randel K. DeWees, Mr. Joseph Stanislaus; Faculty.

SCIENCE COURSE DESCRIPTIONS

AST 150 Introduction to Astronomy (4)

Prerequisite: MAT 151, ENG 150

An introductory course in the study of the universe. Astronomy examines the small processes which make life on Earth possible and man's current knowledge of the materials and the composition of the rest of the surrounding world. The early history of Astronomy through the use of the Hubble telescope are topics covered in this modern look at man's best attempts to understand the universe.

BIO 150 Introduction to Biological Science (4)

Prerequisites: 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 illustrate and emphasize the use of biological principles. This course is not available to students with a "C" grade or better in BIO180 or BIO 181.

BIO 155 Ecology (4)

(formerly ECO 150)

Prerequisites: 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.

BIO 180 Biology I (4)

Prerequisites: MAT 90, ENG 90

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.



BIO 181 Biology II (4)

Prerequisite: BIO 180 not to be taken concurrently with BIO 250

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.

BIO 250 Anatomy and Physiology I (4)

Prerequisite: BIO 181

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, detailed description of various organ systems observed through dissection activities.

BIO 251 Anatomy and Physiology II (4)

Prerequisite: BIO 250

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 upon the skeleton, muscles, heart, blood vessels, and enzyme actions.

BIO 255 Microbiology (4)

Prerequisite: BIO 180

This course is a description of the characteristics of micro-organisms and their habitats. Microbiology deals with micro-organisms in health and disease; their removal and destruction; infection and immunity; and disease caused by micro-organisms and how they are transmitted. Laboratory experiments are included in the course.

CHM 150 Chemistry I (4)

Prerequisites: ENG 150, MAT 151

This 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. Computer simulation on the atomic particles location, the experiments that show color change, formation of bubbles, precipitation, and the sort. This course entails computer based experiments using logerpro.

CHM 151 Chemistry II (4)

Prerequisite: CHM 150

Chemistry II is the continuation of Chemistry I, which introduces chemical energy and kinetics, thermo chemistry, equilibrium, ionic solutions, oxidation-reduction processes, carbon compounds-organic chemistry, polymers and plastics. Laboratory experiments introduce techniques and basic principles of chemistry, titration, acids and bases, computer based experiments using logerpro.

CHM 152 Introduction to Organic and Biochemistry (4)

Prerequisite: CHM 151

This is an introductory course studying organic compounds and biochemistry. It is intended primarily for health science and related science majors. The properties and reactions of classes of organic and bio-organic compounds are described providing the basis for understanding biochemical systems which defines life.

MET 150 Introduction to Meteorology (4)

Prerequisites: ENG 150, MAT 151

This is an introductory course in meteorology with emphasis in meteorological concepts and terms. Students will acquire basic comprehensive background in meteorology. The topics include atmospheric processes, weather and air pollution. Laboratory projects involve fieldtrips to local meteorological stations and an in-class synoptic analysis.

MSC 100 MOP Seminar (1)

Prerequisites: MAT 90, ENG 90

This seminar will provide an overview of Territorial ocean issues and help prepare the student for his/her career. Weekly seminars will be conducted by professionals involved with marine activities, management, education, research and business. Guest speakers will present information on his/her career and its application to American Samoa. Students will explore MOP



goals and learn to write professional documents such as resumes, proposals and reports in preparation for conducting a MOP skill project. They will also learn to match internships and research projects with their education and career goals. This course is required to earn a Certificate of Proficiency in the Marine Option Program.

MSC 110/PED 170 Swimming (1)

Prerequisites: MAT 90, ENG 90

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: Can be taken with Instructor's Permission.*

MSC 150 Introduction to Oceanography (4)

Prerequisites: MAT 80, ENG 90

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: Can be taken with Instructor's Permission.*

MSC 155 Environmental Geology (4)

Prerequisites: MAT 80, ENG 90

This course covers the application of geology to all interactions between humans and the earth. It is intended as an introductory Geology course specifically designed for Marine Science majors, and all students who would like to be introduced to the basics of geology in the context of real environmental issues. *NOTE: Can be taken with Instructor's Permission.*

MSC 157 South Pacific Geology (3)

Prerequisite: MSC 155

An introductory course in the study of the Pacific Islands and their evolution through geologic time. This course covers the processes and products of island formation, volcanoes, coastal morphology, ocean currents, sea-level effects through time, and

local plate tectonics and their effects on the Fijian Archipelago and the Tongan Trench. Focus is given to the catastrophic formation of the Samoan Islands. *NOTE: Can be taken with Instructor's Permission.*

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: Can be taken with Instructor's Permission.*

MSC 170 Introduction to Marine Biology (4)

Prerequisites: MAT 80, ENG 90

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: Can be taken with Instructor's Permission.*

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

Prerequisite: A 4-credit Biology course

This course is designed to provide the necessary background information for participation in a service learning program. The course studies the natural resources of American Samoa and their relationship to cultural usage. Students enrolled in this course will be provided with a list of information and topics and given the opportunity to explore and conduct further research. They will also learn about the resources and cultures of other countries and make comparisons to American Samoa.



MSC 200 Introduction to Aquaculture (3)

Prerequisites: MAT 80, ENG 90

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: Can be taken with Instructor's Permission.*

MSC 201 MOP Skill Project (1)

Prerequisites: MSC 100

Students will formulate a marine related project approved by his/her MOP Coordinator(s). This project will train students in the trades and life skills needed to be successful in pursuit of a career in marine science. Topics have ranged from scientific research to endeavors in the arts. MOP students are encouraged to coordinate their projects with the efforts of local agencies, businesses, educators, or communities. They will have the opportunity to present their skills project at the annual MOP Student Symposium. This course is required to earn a Certificate of Proficiency in the Marine Option Program.

MSC 202 MOP Service Learning (1)

Prerequisites: MSC 201

Students will apply the cumulative knowledge gained in their Marine Option Program courses in designing and implementing a community service project related to the marine environment. Students will explore the meaning of civic responsibility and develop their leadership, professional, and academic skills as they engage community agencies to meet community needs. They will better understand the Samoan concept/value of "tautua" (service). This course is required to earn a Certificate of Proficiency in Marine Option Program.

MSC 220 Introduction to Fisheries Management (3)

Prerequisites: 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.*

MSC 270 Tropical Island Ecology (4)

Prerequisite: ENG 90, MAT 90

This course is designed to give the upper level marine science student a valuable experience in examining and understanding the environment in which they were raised. The course introduces the principles of ecology with an emphasis on tropical marine ecosystems, fisheries and processing. Field work in American Samoa is emphasized. *NOTE: Can be taken with Instructor's Permission.*

MSC 280 Marine Science Special Projects (1-2)

Prerequisite: Instructor's Permission

MSC 280 is an in depth exercise in experimental learning that gives marine science students the opportunity to participate in supervised research, local internships, or service learning projects in the community. Credit is based on the extent of work completed and the time involved.

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

Prerequisite: MSC197/AGR197

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



PHSCI 150 Physical Science (4)

Prerequisites: *ENG 150, MAT 90*

This is an introductory Physical Science course that focuses on basic chemistry, physics, earth science, astronomy, and biology concepts. Laboratory experiments illustrate methods in physical sciences. (Formerly ASC 150 – Applied Science)

PHY 151 Physics I (4)

Prerequisites: *MAT 151, ENG 150*

Basic principles of physics, laws of nature, measurement, force and motion, work and energy, momentum and impulse, and energy transfer are introduced. For the lab, students will work on well-designed pedagogical tools (lab pro connected with computer, motion sensor and force sensor connected to the lab pro) that permit the students to gather, analyze, visualize, model and communicate data in their lab report.

PHY 152 Physics II (4)

Prerequisite: *PHY 151*

Physics II is a continuation of PHY 150. Electricity and magnetism, light and optics, modern physics and cosmology are covered in this semester. Laboratory exercises are organized to illustrate these fundamental principles.



SOCIAL SCIENCE

SOCIAL SCIENCE MISSION STATEMENT

The Social Science Department provides students with introductory information in history, sociology, anthropology, geography and education. The department provides a diverse spectrum of courses acquainting students with their places in historical processes, cultural developments, interrelationships amongst people and the dynamics of societal elements reflected in social, religious, political and technological progress.

The program offers an Associate of Arts in Political Science and transferable courses for students planning to further their education at off-island colleges and universities.

PROGRAM STUDENT LEARNING OUTCOMES

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

1. explain general concepts, theories, models and ideas;
2. write, speak and present information;
3. conduct, research, process information and present appropriate findings;
4. understand and appreciate the development of societies, cultures and human histories; and,
5. understand and build on social skills such as team work, community service and interpersonal communications.

COMMUNITY ADVISORY COUNCIL: Mr. Ameko Pato, ASDOE Social Science Specialist; Mrs. Ipu A. Lefiti, VP, AS Coalition Commission Against Domestic Violence; and Ms. Evelyn V. Fruen, Educator Pavaiai Elementary School.

CHAIRPERSON AND FACULTY: Mr. Randall Baker, Chairperson; Mr. Elvis Zodiacal, Mrs. Lilian Temese, Mrs. Toaiva Faime-Tago, and Ms. Megan Goldfarb; Faculty.



SOCIAL SCIENCES 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: If currently enrolled in ENG 151, see Instructor for Permission.*

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: If currently enrolled in ENG 151, see Instructor for Permission.*

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: If currently enrolled in ENG 151, see Instructor for Permission.*

ANT 210 Archaeological Field School (6)

Prerequisite: *At least one Social Science Course (ANT 153 preferred)*

This course will provide students with training and practical experience in performing archaeological field research through their involvement in an archaeological research project. Students will be introduced to the basic elements of such research as: research strategy and design, planning and logistics, surface survey and mapping techniques, site and feature documentation, sampling strategies, equipment construction and maintenance, excavation techniques, sample collection and preservation, field cataloging, photographic methods, material and data control, and field laboratory analysis. This course is designed for both regular academic and continuing education credit. *Note: Only available Summer Semester. This course involves 8-10 hours of*

fieldstudy 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.

ANT 220 Multimedia Methods (3)

Prerequisites: *ANT 160, ANT 154*

This course focuses on video and other visual technologies as a tool for documenting and analyzing aspects of culture and human life ways. Students learn techniques of scripting, shooting and editing video programs.

GEO 150 Introduction to Samoan Geography (3)

Prerequisites: *ENG 80, ENG 81*

This is a preparatory course, which provides a comprehensive background on the geographical terms, concepts and ideas that are evident in Samoan landscape, climatology, demography and socio-political environments.

GEO 160 Introduction to Geography (3)

Prerequisites: *ENG 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, the contrasts and linkages between the developed and developing world. *Note: If currently enrolled in ENG 151, see Instructor for Permission.*

GEO 161 Pacific Geography (3) (formerly Geography of the Pacific)

Prerequisite: *ENG 90*

This course introduces the physical and human geography of the Pacific island realm. This includes regional marine and terrestrial resources, human settlement and landscape transformation, population and political geography, economic development, resource management and



environmental issues. Note: Field trips are conducted outside of class hours.

HIS 150 American History I (3)

Prerequisite: *ENG 151*

This course introduces the economic, political and social history of the American people to 1865.

Note: If currently enrolled in ENG 151, see Instructor for Permission.

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: If currently enrolled in ENG 151, see Instructor for Permission.*

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 emphasis political, social, economic and religious developments, which played significant roles which molded Samoan way of life. *Note: If currently enrolled in ENG 151, see Instructor for Permission.*

HIS 161 Samoan History II (3)

Prerequisites: *ENG 151*

This course covers the history of Samoa from 1830 to the present. The course emphasizes on political, social, economic and religious developments that altered traditional Samoan institutions and created modern Samoan societies. *Note: If currently enrolled in ENG 151, see Instructor for Permission.*

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, cultural, sociopolitical and religious developments which affected the lives of the Pacific people.

Note: If currently enrolled in ENG 151, see Instructor for Permission.

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: If currently enrolled in ENG 151, see Instructor for Permission.*

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: If currently enrolled in ENG 151, see Instructor for Permission.*

PAD 150 Introduction to Public Administration (3)

Prerequisites: *ENG 151*

Introduction to the theory and practice of public administration: focus on the administrative environment including relations between governmental branches; a history of administration; theories of administrative organization; the management of public organizations including leadership, personnel, and budgetary concepts, planning and evaluating; public policy questions; current and future issues. *Note: If currently enrolled in ENG 151, see Instructor for Permission.*

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 system. Attempts also to discover what life is best worth living and what ideals are most worth pursuing. *Note: If currently enrolled in ENG 151, see Instructor for Permission.*



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: If currently enrolled in ENG 151, see Instructor for Permission.*

POL 151 Introduction to American Samoa Government (3)

Prerequisite: ENG 151

Dynamic forces which have shaped the structure of the American Government from pre-western times to the present; the executive, legislative, and judicial branches; relations between the United States Government and the American Samoa Government, including possible future constitutions for American Samoa are explored. *Note: If currently enrolled in ENG 151, see Instructor for Permission.*

POL 160 Introduction to Politics (3)

Prerequisite: ENG 150

This course is an introduction to political science as a discipline intimately involved with ideas, concepts, practices of ethics, empirical and social scientific inquiry and public policy. Application of concepts and practices are emphasized to respond to and understand the future political changes.

POL 170 Introduction to Public Policy (3)

Prerequisite: ENG 151

This course is an introduction to policy making and policy analysis. Accentuates the processes, theories and applications of public policy making. *Note: If currently enrolled in ENG 151, see Instructor for Permission.*

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: If currently enrolled in ENG 151, see Instructor for Permission.*

POL 250 Comparative Politics (3)

Prerequisite: POL 150

Focus is placed on similarities and differences in theory and practice of political systems and ideological movements throughout the world.

POL 251 International Relations (3)

Prerequisite: POL 150

This course focuses on the major theories of international relations, the formulation of foreign policies, the role of the international organizations and the diplomatic behavior between nations are examined.

PSY 150 Introduction to Psychology (3)

Prerequisite: ENG 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: If currently enrolled in ENG 151, see Instructor for Permission.*

PSY 250 Human Development (4)

Prerequisite: PSY 150

A study of human development from birth through old age. Topics include psycho-social development, cognitive development, physical development, moral development as compared cross-culturally during each stage of the life cycle. The laboratory associated with this course will be used as an audio/video and discussion reinforcement period.

REL 150 World Religions (3)

Prerequisite: ENG 151

A comparative survey of the major religious traditions of the world, focusing on each religion's history, doctrines, and present conditions. *Note: If currently enrolled in ENG 151, see Instructor for Permission.*

SOC 150 Introduction to Sociology (3)

Prerequisite: ENG 151

An introduction to the field of sociology. Emphasis on modern sociological theories based on the five concepts of society which are culture, social structure, functional integration, power and social action. Students learn about the existence of human society from a micro to a macro level of societies and cultural diversities on issues of gender relations, education, socialization, stratification, and mass movement. *Note: If currently enrolled in ENG 151, see Instructor for Permission.*

SOC 211 Social Issues (3)

Prerequisite: SOC 150

An advanced course emphasizing the interrelationships and development of theoretical



concepts and terminology introduced in SOC150. Social issues to be addressed include primary and secondary socialization, norms, social institutions, change and deviation and mass movement. *This course will be offered only in the Spring semester.*

SOC 250 Sociology of the Family (3)

Prerequisite: SOC 150

This course focuses on public and private patterns, social class, ethnicity, social policies, mate selection, power and authority, conflict and disruption, the elderly and culture. *This course will be offered only in the Fall semester.*

TRADES AND TECHNOLOGY DIVISION (TTD)

TRADES AND TECHNOLOGY MISSION STATEMENT

The mission of the Trades and Technology Division (TTD) is to equip students with knowledge and technical skills in their vocational specialties, through the issuance of certificate of proficiencies (COP) and Associate of Science (AS) degrees, based on national standards, with input from local, public and private entities. In addition, TTD develops programs that prepare students for entry-level employment and upgrade skills of incumbent workers, and prepare them for professional licensure and certification. The institute provides preparatory training for students to further their education and training beyond ASCC.

PROGRAM STUDENT LEARNING OUTCOMES

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

1. read and listen actively to learn and communicate;
2. speak and write effectively for personal, academic and career purposes;
3. use arithmetic and other basic mathematical operations as required by program of study;
4. apply quantitative skills for personal academic and career purposes;
5. identify, interpret and utilize higher level mathematical and cognitive skills (for those

- students who choose to move beyond the minimum requirements as stated above);
6. use social interactive skills to work in groups effectively;
7. recognize the diversity of cultural influences and values;
8. think critically in evaluating information, solving problems and making decisions;
9. select and use appropriate technological tools for personal, academic and career tasks;
10. be motivated and able to continue learning and adapt to change;
11. value one's own skills, abilities, ideas and art;
12. manage personal health and safety;
13. be aware of civic and environmental issues;
14. access and evaluate information from a variety of sources and contexts, including technology; and,
15. use information to achieve personal, academic and career goals, as well as to participate in a democratic society.

COMMUNITY ADVISORY COUNCIL BY PROGRAM:

Architectural Drafting Technology / Civil Engineering:

Joe Weilenman, Weilenman Associates; Mrs. Epi Jennings; Faafetai Wells ASTca; Juliet Park.

Autobody Repair:

Chris Banse, Accords Collision; Adams Sione, ASCO Motors; Primo Nauer, Pacific Products; Crim Sele, Nuuuli VoTech High School; Jamil Shalhout, Jamil's Autoshop.

Automotive Technology:

Russell Cox, Haleck Motors; Pani Ng Lam, ASCO Motors; Sam Chong, ASG Firecrash; August Huch, ASCO Motors; Primo Nauer, Pacific Products.

Carpentry (Construction)

Dean Hudson, Fletcher; Gus Viena; Mark Liersch, McConnell Dowell; Kenape Aumavae, ASCC Maintenance; Duke Purcell; Peter Crispin, ToolShop.

**Electrical:**

Peter Young, ASMC Young Electric Inc.; Reno Vivao, ASPA; Paul McGowan, StarKist Samoa; Sopoaga Sagaga, Fofoga Electric.

Information Communication Technology:

Mr. John Newton; Mr. Ethan Lake, ASTcA; Connie Shimasaki, ASPA; Sal Augafa, BlueSky Communications.

Welding:

Bob White, MYD Samoa; Andy Wearing, Samoa Gases.

CHAIRPERSON AND FACULTY: Michael Leau, Acting Chairperson; Adullum Esera; Tom Hardy; Kola Laulu; Robert Moore; Fred Suisala.

TRADES AND TECHNOLOGY COURSE DESCRIPTIONS

(Autobody Repair (ABR) program is in hiatus status for Catalog year 2010-2012. Will resume in Catalog year 2012-2014)

ABR 111 Introduction to Automotive Collision (3)

This module instructs the student in the related skills to become a good body shop employee, typical movement of a vehicle through a body shop, and basic procedures for repairing a collision damaged vehicle. The identification and use of general purpose hand tools and power tools used in a body shop will also be covered. Instruction in safety, environment awareness, human relations and work ethics are taught as an integral part of this course of study.

ABR 113 Welding and Cutting (6)

This module instructs the student in the differences between various metal joining process, selection of the correct heat joining for various jobs. The advantages of using MIG welding, personal and shop safety, along with vehicle protection measures. They will also have an understanding of welding wires, shielding glasses, tuning the welder and be able to visually inspect and destructively test the weld. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study.

ABR 123 Metal Straightening (3)

Prerequisites: *ABR 111, ABR 113*

This module instructs the student in the basic fundamentals of metal straightening and proper selection of metal straightening tools. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study

ABR 124 Body Fillers Techniques (3)

Prerequisites: *ABR 111, ABR 113*

This module instructs the student in the correct mixing and application of body fillers that will increase the quality of the repair. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study.

ABR 131 Preparing the Equipment Paint and Refinishing Materials (3)

Prerequisites: *ABR 111, ABR 113*

This module instructs the student to set up and use the final preparation, spray environment, and drying areas for refinishing. They will understand paint mixing formulas using reference manuals, mix paint according to published formulas, and describe the various types of air supply equipment and set up. They will use various types of spray guns, make all preliminary adjustments to the air system and spray gun, test the spray gun, and make final adjustments in preparation for refinishing. Instruction in safety, environment awareness, human relations and work ethics are taught as an integral part of this course of study. *NOTE: Can be taken with Instructor's Permission.*

ABR 132 Preparing the Surface for Refinishing (6)

Prerequisites: *ABR 112, ABR 113, ABR 114*

This module instructs the student how to determine the condition of a vehicle's finish and plan the steps to be used in refinishing the vehicle. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study. *NOTE: Can be taken with Instructor's Permission.*



ABR 133 Applying the Finish (3)

Prerequisite: ABR 131

In this module students will be able to prepare a surface top coat, apply prime-scaler, apply single stage paint, base, clear-coat and tri-coat finishes.

ABR 134 Blending Color and Understanding Auto Finishes (4)

In this module students will prepare vehicles for a color blend using single stage, two stage and tri-coat topcoats. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study. This module instructs the student how to identify the differences between a variety of finish systems, including dry time chemical make up and paint and body shop application. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course.

ABR 136 Door Skin and Intrusion Panel Replacement (3)

Prerequisites: ABR 111, ABR 113

This module instructs the student to properly align door frames, understand the principles and techniques for removing and replacing a welded door skin, door intrusion beam removal, surface preparation and installation techniques. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study. *NOTE: Can be taken with Instructor's Permission.*

ABR 137 Quarter Panel Replacement (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student to analyze quarter panel damage, determine whether sectioning or full panel replacement is required, the principles and techniques of removing a damaged quarter panel, surface preparation, alignment and installation. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study. *NOTE: Can be taken with Instructor's Permission.*

ABR 138 Moveable Glass & Hardware (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student to remove and install moveable door glass, identify cause, and correct air and water leak problems. Instruction in

safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study. *NOTE: Can be taken with Instructor's Permission.*

ABR 139 Full & Partial Panel Replacement (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student to understand full or partial panel replacement, uses of various types of joints used in sectioning, repair or replacement of a complete rail section, rocker panel, A and B pillar, floor plan, truck floor and full body section. *NOTE: Can be taken with Instructor's Permission*

ABR 140 Electrical & Electronic Systems (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student to diagnose and repair electrical and electronic mechanical systems problems. *NOTE: Can be taken with Instructor's Permission.*

ABR 141 Panel Replacement and Alignment (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student to select and understand how to use panel replacement and alignment tools. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study. *NOTE: Can be taken with Instructor's Permission.*

ABR 142 Working with Trim and Hardware (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student in the proper use and selection of tools, removing and installing interior door trim panels, and removing and installing door locks and handles. How to properly remove and install deck lid lock cylinders, install pinstripes, decals and remove and install exterior trim. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study. *NOTE: Can be taken with Instructor's Permission.*

ABR 143 Straightening Structural Parts (6)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student in the proper mounting and anchoring of the vehicle, various types of pulling equipment, knowledge of HSS; cold and hot stress relief, pulling and straightening



of front, rear end, and side impact, and roof damage. *NOTE: Can be taken with Instructor's Permission.*

ABR 144 Damage Analysis (3)

Prerequisites: ABR 111, ABR 112, ABR 113

This module instructs the student how a vehicle absorbs the forces of a collision through "crush zones". How damage travels from the point of impact through the body. What the two types of damage conditions are and how to identify them. Instruction in safety, environmental awareness, human relations and work ethics are taught as an integral part of this course of study. *NOTE: Can be taken with Instructor's Permission.*

ACR 100 Introduction to Air Conditioning and Refrigeration (3)

Prerequisites: ENG 80, MAT 80

This course is designed to provide students with an introduction to the air conditioning and refrigeration industry. Classroom instruction in basic air conditioning and refrigeration theory, terminology, schematics, and tools for the air conditioning and refrigeration program.

ACR 140 Intermediate Air Conditioning & Domestic Cooling System (5)

Prerequisites: ACR 100

This course is designed to provide students with knowledge and skills in refrigeration and an in-depth study covering refrigerant pressures, sub cooling, super heating, compression systems, metering devices and system charging. Residential air conditioning wall mount split, central and automotive units will also be covered. Lab will include troubleshooting, leak detection, evacuation and recharging of a/c units.

ACR 180 Domestic & Commercial Refrigeration (5)

Prerequisites: ACR 100

This course is designed to provide students with an in-depth study of refrigeration systems: application, servicing, heat loads, absorption principles, special refrigeration devices and application. Intermediate maintenance, troubleshooting and repair of domestic and commercial refrigeration units will be covered as well as theories and application of electricity as they apply to domestic and commercial

refrigeration offered during our laboratory sessions.

ADT 140 Residential House Wiring (3)

Prerequisites: ENG 90, MAT 90

Elements of residential wiring, basic parallel and series circuits, safety standards and practices, lighting circuits, outlet circuits, fusing and circuit breaker installation, two and three way switching, all wiring practices to meet NEC standards will be covered throughout the course.

ADT 150 Architectural Drafting I (3)

Prerequisites: ENG 90, MAT 90

Introduces basic concepts of technical drawing. Covers perception theories, lettering, sketching techniques, use of drafting instruments, orthographic projection, basic dimensioning, and pictorial drawings. Designed as introductory course for ADT160

ADT 151 Samoan Architectural Drafting (3)

Prerequisite: ADT 150

This course will stress the importance of Samoan edifices and Samoan structural design based on Samoan culture and values. The use of drawing instruments, sketching, line weight, lettering and Samoan crafts and language will be stressed.

ADT 152 Architectural Drafting II (4)

Prerequisite: ADT 150

Architectural drafting of plans for buildings using wood, reinforced concrete and steel. Fundamentals of design elements, materials specifications, standards plumbing and electrical fixture installation requirements. Familiarization with local building codes. *Note: 3 credits lecture, 1 credit lab.*

ADT 160 Introduction to AutoCAD (3)

Prerequisite: ADT 150

An introduction to computer drafting that provides complete instruction in Master Auto Cad commands. Applications of Auto Cad will be presented with basic drafting and graphic design concepts, step-by-step use of Auto Cad commands, commands function, professional tips, and a large selection of drafting problems.



ADT 190 Residential Planning & Designing (3)

Prerequisites: ADT 152

A design fundamentals, development, and presentation course that precedes the project-based working drawings courses. Application of techniques to preliminary board designs of increasing complexity. Architectural design concepts and principles, application of AUTOCAD, study models, rendering, and group and juried presentations.

ADT 210 Architectural Drafting III (5)

Prerequisite: ADT 151

Introduction to structural drafting using wood and reinforced concrete, fundamentals of design elements, local building codes, details and models.

ADT 215 Construction Codes (3)

Prerequisites: ADT 152

This course explores the ramifications of codes on building projects. Student applies the materials of the course relating to zoning, building, and accessibility requirements (ADA) to drawing projects in the co requisite course. This is a lecture discussion exercise course.

ADT 230 Architectural Drafting IV (4)

Prerequisite: ADT 152

Advanced architectural structural drafting using wood, reinforced concrete, stone and structural engineering. Practical experience in designing eight unit apartment buildings, specifications, estimating and architectural models.

ADT 251 Electrical Structural Design (4)

Prerequisites: ADT 140, ADT 151

This course will help students majoring in Architectural Drafting to design electrical plans for local houses, draw electrical plans, understand electrical terms, use electrical symbols and notes, interpret GFCI and know how to use it, determine the total amount of VA for kitchen, dining, and garage; calculate each circuit, and do the calculation to determine the size of the house panel. *Note: 3 credits lecture, 1 credit lab.*

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 students.

ADT 280 Elements of Structural Drawing (3)

Prerequisites: MAT 155, PHSCI 150

Students learn practical and theoretical structural engineering procedures and testing through discussion and application of forces, movement, deflection, tension and mechanical advantage.

AUTO 100 Fundamentals of Automotive Mechanics (3)

Prerequisites: ENG 80, MAT 80

This course is an introduction to the automotive technology program and profession. A survey course of the basic tools and fasteners and related mathematics required in the automotive service as well as shop safety and work ethics. This course is recommended for those students desiring entrance into the Automotive Technology Morning/Afternoon Program.

AUTO 172 Automotive Engine Performance (9)

Prerequisites: AUTO 100

A study of the engine subsystems responsible for good engine performance, clean air, and fuel economy. Systems to be covered include: ignition, fuel, emission, and computer controls. *Note: 6 credits lecture, 3 credits lab. Can be taken by Instructor's Permission.*

AUTO 174 Automotive Braking System (6)

Prerequisites: AUTO 100

A study of the automotive braking system. Emphasis will be placed on the theory, operation, diagnosis and repair of modern braking systems. This course will also cover traction control systems as well as power and anti-lock braking systems. *Note: 5 credits lecture, 1 credit lab; Can be taken by Instructor's Permission.*

AUTO 176 Automotive Steering & Suspension (6)

Prerequisites: AUTO 100

A study of automotive steering and suspension. Emphasis will be placed on the theory, operation, diagnosis and repair of modern steering and suspension systems. Topics include: four-wheel steering, tires and wheels, and supplemental



inflatable restraints systems, and Four-wheel alignment and adjustments. *Note: 5 credits lecture, 1 credit lab; Can be taken by Instructor's Permission.*

AUTO 178 Automotive Electrical & Electronic (9)

Prerequisites: AUTO 100

This course involves the study of electrical fundamentals, electrical test equipment, automotive batteries, starting and charging systems, wiring diagrams, lighting circuits, various advanced body electrical circuits and controls. Primary emphasis on diagnosis, testing, and repair. *Note: 5 credits lecture, 4 credits lab; Can be taken by Instructor's Permission.*

AUTO 180 Automotive Engine Diagnosis & Repair (6)

Prerequisites: AUTO 100

A detailed study of various engine designs and materials. Lab will include diagnosis, inspection, repair methods, and parts necessary for complete engine repair. Also, various machines and machining operations will be covered. *Note: 5 credits lecture, 1 credit lab; Can be taken by Instructor's Permission.*

AUTO 182 Automotive Transmission, Transaxles & Drive Train (9)

Prerequisites: AUTO 100

A detailed study of the clutch system, standard and automatic transmissions, transaxles, drive lines and differentials: theory of operation including: friction materials, hydraulics, torque converters, gear trains, planetary gears, and controls as well as gear ratios, torque multiplication, speeds, drive line angles and tooth patterns. *Note: 6 credits lecture, 3 credits lab; Can be taken by Instructor's Permission.*

AUTO 184 Automotive Cooling / Heating & Air Conditioning (5)

Prerequisites: AUTO 100

Theory and operation of cooling, heating, and air conditioning systems. Lab practices include maintenance, testing, diagnosis, and repair of these systems. *Note: 4 credits lecture, 1 credit lab; Can be taken by Instructor's Permission.*

AUTO 250 Automotive Advanced Engine Performance (3)

Prerequisites: AUTO 100 or Demonstration of equivalent skills: satisfactory completion of AUTO 172 or enrollment in the Apprenticeship Program

An in-depth study of import and domestic computerized engine controls. Emphasis will be placed on the theory, operation, and testing procedures necessary to accurately diagnose and repair drivability complaints. *Note: 2 credits lecture, 1 credit lab*

BPR 200 Blueprint Reading I (3)

Prerequisites: ENG 90, MAT 90

Basic blueprint reading and interpretation is presented in lecture/laboratory hands on setting.

CARP 100 Hand Tools & Power Tools (3)

Prerequisites: ENG 80, MAT 80

The main focus of this course is to familiarize the students with (a) Hand Tools such as pliers, handsaw, hacksaw, sawzaw T-Square, Tape Measure, Level, crowbar, hammers and many other hand tools that are basic in the industry of carpentry and construction; (b) Power Tools such as table saw, miter saw, circular saw, drills, joiner planer, jigsaw rotary hammer, cement mixevibrator, and other power tools that are common in the industry; (c) Safety in the workplace.

CARP 120 Plans, Building Codes and Specifications (3)

Prerequisites: MAT 80, ENG 80

This course is designed to help a student how to read architectural drawings (plans) and correctly interpret the information found in written specifications. Students will be able to align building specifications with proper local & federal building codes that are applicable.

CARP 150 Footing & Foundations (4)

Prerequisites: CARP 120

This course will present an overview of footing & foundation and why they are important in construction. Students will be able to describe and explain the importance of footings and foundation in construction and how it is used to distribute and displace the overall weight of a structure.



Note: 2 credits lecture, 2 credits lab.

CARP 160 Walls & Ceilings Framing (4)

Prerequisites: CARP 150

Students will learn how to build and frame walls. Wall framing is the assembling of vertical and horizontal members that form outside and inside walls of a structure. This frame supports the upper floors, ceilings, and the roof. Students will learn the importance of sole plates, top plates, studs, headers, and sheathing. *Note: 2 credits lecture, 2 credits lab.*

CARP 170 Roofing Styles and Types (4)

Prerequisites: CARP 150

This course will teach the students about different types & styles of roofing and their purpose. Students will also learn about different architectural designs. Types of roofing to be discussed will include Gable, Cross Gable, Hip, Pyramid Hip, Flat, Shed & bonnet roof (list types) roofing designs. *Note: 2 credits lecture, 2 credits lab.*

CARP 180 Plumbing (4)

Prerequisites: CARP 170

This course is designed for students to understand why plumbing is important in the building industry. Students will learn how to install, repair pipes, replace and cut different types of pipes and use different kinds of glues and water proof adhesive. Students will also learn and understand on how to apply basic math principles in the application of these skills in areas of cost estimation, area and square footage and job calculations with respect to plumbing in residential construction. *Note: 2 credits lecture, 2 credits lab.*

CARP 200 Exterior and Interior Doors, Windows & Trim (4)

Prerequisites: ENG 90, MAT 90, CARP 150

This course covers information on systems during the three stages of new construction: foundation, framing, and exterior finishing. Students learn about selection criteria, properties of materials, application techniques, and the long-term performance of the respective systems. This course teaches students the proper way to build small windows, screen doors, and the proper methods of installing doors, caulking application

of windows and doors. Students will also learn the proper way of framing doors and windows and rough openings and custom doors and custom windows. *Note: 2 credits lecture, 2 credits lab.*

CARP 220 Interior Floors and Finishes (5)

Prerequisites: ENG 151, MAT 155, CARP 200

This course covers terms and elements used in mechanical systems and interior finishes, factors that influence the selection, installation and performance of mechanical systems (plumbing, HVAC, and electrical), wall and floor installation techniques and interior finishes. *Note: 2 credits lecture, 3 credits lab.*

CARP 221 Cabinet Making (6)

Prerequisite: CARP 220

Layout, cutting, and assembling of various types of cabinets for residential, office or commercial use. Techniques in selection appropriate materials and hardware for the construction, units on estimating costs of construction.

CARP 270 Remodeling & Renovation (6)

Prerequisite: CARP 220 or Instructor's Permission

Students will be able to understand basic concepts of remodeling, calculation & estimation of materials and machinery to be used and the sequence of events as the building project made. This course will also include remodeling and renovation to make homes accessible in compliance with ADA codes and regulations. *Note: 2 credits lecture, 4 credits lab.*

CET 150 Plane Surveying I (4)

Introduces students to the theory and practice of plane surveying, including measurement of distance and angles, use and care of instruments, error analysis, field problems and office computations.

CET 151 Plane Surveying II (4)

Prerequisite: CET 150

This is a second semester course in Surveying with the emphasis on the use of advanced survey instruments and their field applications in Construction surveying.



CET 160 Introduction to Geographic Information Systems --GIS (3)

This course provides an in depth introduction to the fundamentals of Geographic Information Systems (GIS). The course will include an introduction to basic cartographic principles including map scales, coordinate systems and map projections. An in depth review of the necessary hardware and software elements used in GIS will be made using ArcView. Applications of GIS technology as used in science, business, and government will also be presented. These topics will be reinforced with hands on experience in map scales, coordinate systems, data sources and accuracy, data structures, working with spatial data, map overlays, manipulation of data bases and presentation of data in map layouts.

CET 260 Construction Procedures (3)

Prerequisite: MAT 155

This course selects and applies the proper structural materials, equipment and methods used in wood, masonry, concrete and steel construction.

CET 261 Construction Management (3)

Prerequisite: CET 260

Theory and practical application of specifications, estimates of project costs, application of building codes and use of computer programs in development and preparation of construction planning and estimates.

CET 265 Hydraulics (3)

Prerequisite: PHSCI 150

Introduces students to the theory and application of drainage and flow, water pressure and water works as important aspects of civil engineering.

CET 270 Land Development (3)

Prerequisites: MAT 155, PHSCI 150

Orients students to land development processes, rules, regulations, preparation of land use permit applications, and requirements regarding ecology, drainage, utilities, mitigation and historical preservation issues. Building permitting application and issues also discussed.

CET 299 Cooperative Work Internship (4)

Prerequisite: Instructor recommendation

This course is a one semester, four hour per week practical job experience with local firm or ASG office directly related to field of engineering. Specific duties and times negotiable with firm or office will be studied. Duties will be documented and performance rated by firm or office in consultation with CET staff.

DISL 100 Introduction to Diesel Engines (3)

Prerequisites: ENG 80, MAT 80

This course is designed to introduce the theory and operation of two and four cycle diesel engines. Instruction will include shop safety procedures, history of diesel, fundamentals and basic operations and maintenance of two stroke and four stroke engines. The course will review the different usages of the diesel engine. Basic tools and diesel engine designs will also be covered.

DISL 150 Brakes, Air (Pneumatic) & Hydraulic Systems (3)

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. *Can be taken with Instructor's permission. Note: 2 credits lecture, 1 credit lab.*

DISL 160 Heavy Duty Electrical/Electronic Systems (5)

Classroom instruction and laboratory training covering the purpose, design, theory, and operating principles of electrical systems of a diesel engine. Special emphasis will be placed on developing skills and required to test, service, and repair electrical components and associated systems on heavy duty trucks. *Can be taken with Instructor's permission. Note: 3 credits lecture, 2 credits lab.*



DISL 162 Diesel Fuel Injection and Computerized Systems (5)

Prerequisites: DISL 160

Classroom instruction and laboratory training covering the purpose, theory, and operating principles of fuel injection systems. Special emphasis will be placed on developing the skills required to test, service, and repair fuel injection components and diesel computerized engine controls. *Note: 3 credits lecture, 2 credits lab.*

DISL 200 Small to Medium (Compact) Diesel Engines (5)

An introduction to compact and automotive diesel engines. Topics of theory, operation, service, diagnosis and troubleshooting of compact diesel engines and how these engines are used in the automobile and a variety of light duty equipments. *Note: 2 credits lecture, 3 credits lab; Can be taken by Instructor's Permission.*

DISL 250 Heavy Duty Diesel Engines (5)

An introduction to the theory and operation of two and four cycle diesel engines used in heavy duty trucks and equipment. Instruction will include engine disassembly and assembly, maintenance, and repair of both type engines. Cooling systems, air and exhaust systems, starting systems as well as turbo charging systems will also be covered. *Note: 2 credits lecture, 3 credits lab; Can be taken by Instructor's Permission.*

ELE 150 Electronics I (4)

Prerequisites: ENG 90, MAT 90

This course covers the theory of DC/AC circuit analysis, semiconductor device and their applications and introduction to electronic circuits. *Note: 3 credits lecture, 1 credit lab.*

ELE 151 Electronics II (4)

Prerequisite: ELE 150

This course entails the theory of electronic circuits and their applications in all areas of communications, telecommunications, radar, industrial and consumer electronics. *Note: 3 credits lecture, 1 credit lab.*

ELE 170 Consumer Electric (4)

Prerequisite: ELE 150 or taken concurrently

This course introduces the study of consumer electrical and electronic systems; theory, operation, maintenance, troubleshooting, repair of small appliances (fans, toasters, microwaves, etc.) and soldering techniques. *Note: 3 credits lecture, 1 credit lab.*

ELE 190 Digital Techniques (4)

Prerequisite: ELE 151

The focus of this course is theory of logic circuits, Boolean algebra, flipflops, registers, counters, shift registers, clocks, combination logic, semi-conductor memories and microprocessors. *Note: 3 credits lecture, 1 credit lab.*

ELE 201 Communication Systems (4)

Prerequisite: ELE 151

Study of communications systems: theory, operation, maintenance, trouble-shooting and repair of modern electronic communications equipment.

ELE 202 Computer Systems (4)

Prerequisite: ELE 190

The focus of this course is computer systems: applications of digital theory, operation, maintenance, trouble-shooting, and repair of small computer systems (PC's, etc.)

ELE 203 Television & Video Systems (4)

Prerequisite: ELE 201

The focus of this course is video systems: application of communications theory, operation, maintenance, trouble-shooting, and repair of television & video systems.

ELE 299A Electronic Systems Practicum (4)

Prerequisites: ELE 201, ELE 202

This course provides supervised individual student projects including design and development and a final report.

ELE 299B Communication Systems Practicum (4)

Prerequisite: ELE 151

This course provides supervised individual student projects in communication systems including design and development of a modern



communication system using copper, wireless or fiber optics. In addition to individual student projects, the student will require a final written report.

ELE 299C Computer Systems Practicum (4)

Prerequisite: ICT 155

This course provides supervised individual student projects in computer systems including repair & maintenance of modern Personal Computer (PC) systems which will require a final written report.

ETP 100 Electrical Basic Theory I (3)

Prerequisites: ENG 80, MAT 80

This course is designed to provide basic knowledge of electricity starting with safety, fundamental concepts of electricity, including direct-current (d-c), and introduction to alternating-current (a-c).

ETP 120 Electrical Basic Theory II (4)

Prerequisites: ETP 100

This course is designed to provide intermediate knowledge of electricity, including an in-depth study of alternating circuit (a-c), and its resistance, capacity and inductance within circuits and affects on equipments. The course will provide students with in-depth skills in safe operation of various electrical meters, testing instrumentations and measuring apparatuses during the laboratory.

Note: 3 credits lecture, 1 credit lab.

ETP 130 National Electrical Code (NEC) (3)

Prerequisites: ETP 120, ENG 90, MAT 90

This course is designed to provide students with basic knowledge on how to read, understand and locate information utilizing the National Electrical Code manual and handbook relevant to local and National Electrical Codes (NEC) pertaining to Electrical industry requirements with emphasis on Residential Wiring.

ETP 150 Applied Residential Wiring (5)

Prerequisite: ETP 130

This course is designed to provide an advanced knowledge and hands on skills in residential wiring techniques. Laboratory exercises are designed to give students practical experience in different residential wiring techniques. *Note: 1 credit lecture, 4 credits lab.*

ETP 299A Cooperative Work Internship (4)

Prerequisite: ETP 150

This course is a one semester, four hours a week practical job experience under the supervision of a licensed electrician. Specific duties and times will be negotiable with a company or workplace. Duties will be documented and performance of students will be rated by company or workplace in consultation with the ETP faculty. *Note: 1 credit lecture, 3 credits lab.*

ICT 150 Introduction to Computers (3)

This course provides an introduction to basic concepts and components of a microcomputer system, the Windows operating system and popular application software. Topics include care of equipment, system management, Windows and basic network commands, and fundamentals of electronic mail, Internet, word processing, image processing and spreadsheet software. Laboratory work includes graphical user interface (GUI) and Internet exercises, and word processing and spreadsheets basics to Microsoft Office User Specialist (MOUS) Specialist standards. *Note: 2 credits lecture, 1 credit lab.*

ICT 155 IT Essentials (4)

Prerequisites: ENG 80, MAT 90

This course teaches students the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and lab, learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course includes an introduction to networking. This course helps students prepare for the CompTIA A+ certification. *Note: May be taken concurrently with MAT 90 and ENG 80. 3 credits lecture, 1 credit lab.*

ICT 160 Introduction to Programming (3)

Prerequisites: MAT 90, ICT 150

A laboratory course introducing design, implementation and testing of software using Visual Basic for Applications (VBA) in an event-driven windowing user-interface environment. Structured design techniques



will be emphasized throughout. Assignments include the fundamentals concepts of events, data types, simple program control statements (sequence, alteration and repetition), and macro design. *Note: 2 credits lecture, 1 credit lab.*

ICT 161 Networking for Home and Small Businesses (4)

Prerequisites: ENG 80, MAT 80

This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras. *Note: 3 credits lecture, 1 credit lab.*

ICT 162 Working at a Small to Medium Business or ISP (4)

Prerequisites: ENG 80, MAT 90, ICT 161

This course prepares students for jobs as network technicians. It also helps students develop traditional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide e-mail services, Web space, and authenticated access. Students also learn about soft skills required for help desk and customer service positions. Network monitoring and basic troubleshooting skills are taught in context. *Note: 3 credits lecture, 1 credit lab.*

ICT 170 Microcomputer Applications (3)

Prerequisites: MAT 90, ENG 80, ICT 150

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

applications. 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 credits lecture, 1 credit lab*

ICT 181 Network Fundamentals (4)

Prerequisites: ENG 91, MAT 151

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layer. The principles of structure of IP addressing and the fundamentals of Ethernet concepts, media, and operation are introduced to provide a foundation for the curriculum. Labs use a “model Internet” to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, student build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes. *Note: 3 credits lecture, 1 credit lab.*

ICT 182 Routing Protocols & Concepts (4)

Prerequisite: ICT 181

This course describes the architecture, components, and operation of routers, and explains the principles of routing, and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Students complete a basic procedural lab, followed by basic configuration, implementation, and troubleshooting labs in each chapter. Packet Tracer (PT) activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to



visualize or understand. *Note: 3 credits lecture, 1 credit lab.*

ICT 210 Operating Systems Technology (3)

Prerequisite: ICT 150

This course reviews computer architecture and topics including operating systems, command processor and language; device drivers; systems software utilities; local area networks, security virus protection, file management. Current technologies involved in this course include Microsoft Windows 2000/2003 XP and Linux. Classroom as well as laboratory exercises are meant to prepare students for CompTIA A+ and Microsoft Certified Systems Administrator (MCSA) examination. **NOTE:** *Can be taken with Instructor's Permission.*

ICT 230 Application Systems Development and Design (3) (formerly CSC 220 Systems Analysis and Design)

Prerequisite: ICT 170

This course teaches the analysis, process, and design of computer based information systems commonly found in business, industry and government. Topics include data modeling, database design, implementation and administration. Students examine a practical case and design and implement a computer information system employing applications development software. Database languages covered in this class include SQL and Oracle 9i. **NOTE:** *Can be taken with Instructor's Permission.*

ICT 235 Structured Programming (3)

Prerequisite: ICT 160

Students will learn the fundamental C++ programming concepts using arrays, records, points, linked lists, trees and recursion. Good style, documentation and structure are emphasized. Students are introduced to the analysis of algorithms for efficiency and corrections. *Note: 2 credits lecture, 1 credit lab.*

ICT 236 Computer Programming (3)

Prerequisite: ICT 160

This course introduces intermediate computer programming concepts with emphasis on

design, coding and execution of computer programs using structured programming rationale and logic. The programming language utilized is one of more of the following: Visual Basic, C++, and PHP. Programs are executed on IBM PC compatible microcomputers. Four (4) hours class/lab instruction per week.

ICT 250 Telecommunications Systems and Networking (3)

Prerequisite: ICT 150

This course reviews voice, data and video telecommunications; functional system capabilities; local, wide and metropolitan telecommunication services and networks; network transmission protocols and standards; transmission media; Internet protocol; firewalls; inside and outside wiring; system specifications; and, costs. Laboratory work give students experience with installation, configuration, and trouble shooting equipment such as servers, bridges, switches and routers. **NOTE:** *Can be taken with Instructor's Permission.*

ICT 261 Introducing Routing & Switching in the Enterprise (4)

Prerequisites: ENG 90, ENG 91, MAT 151, ICT 162

This course familiarize students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocols (EIGRP) and Open Shortest Path First (OSPF) Protocols. Hands-on exercises include configuration, installation, and troubleshooting. *Note: 3 credits lecture, 1 credit lab.*

ICT 262 Designing & Supporting Computer Networks (4)

Prerequisite: ICT 261

Learners progress through a variety of case studies and role-playing exercises, which include gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management tasks. In addition, lifecycle services, including



upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. *Note: 3 credits lecture, 1 credit lab.*

ICT 270 Advanced Office Applications (3)

Prerequisite: ICT 170

This course reviews advanced functions of office automation systems (word processing, spreadsheets, presentation and database).

Laboratory work includes advanced exercises in Microsoft Office 2003, including Word, Excel, PowerPoint, and Access designed to Microsoft Office User Specialist (MOUS) Expert standards. *Note: 2 credits lecture, 1 credit lab.*

ICT 281 LAN Switching & Wireless (4)

Prerequisites: ENG 91, MAT 151, ICT 181

This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network. *Note: 3 credits lecture, 1 credit lab.*

ICT 282 Accessing the WAN (4)

Prerequisites: ENG 150, MAT 250, ICT 281

This course discusses the WAN technologies and network services required by converged applications in Enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explain how to select the appropriate devices and technologies to meet network requirements. Students learn how to

implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. *Note: 3 credits lecture, 1 credit lab.*

WLD 150 Oxy-Acetylene Welding (6)

Prerequisites: ENG 90, MAT 90

This introductory course covers the safe use of equipment, the fundamentals of oxy-acetylene welding and cutting, the difference between ferrous and non-ferrous metals and basic welding techniques in preparation for welding certification tests.

WLD 151 Arc Welding Fundamentals (6)

Prerequisites: ENG 90, MAT 90

This course introduces the safe operation of various types of electric arc-welding equipment and ferrous metals in the flat and horizontal positions. Identification of various sizes and types of shield electrodes and proper use of AC and DC current for welding in preparation for the welding certification tests are studied.

WLD 240 Advanced Oxy/Acetylene Welding (6)

Prerequisites: WLD 150, WLD 151

This course trains second year welding students advanced oxy/acetylene welding techniques.

WLD 241 Advanced Arc Welding (6)

Prerequisites: WLD 150, WLD 151

This course also trains advanced second year students advanced arc welding techniques.







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ASCC Alma Mater

Hail ASCC!

(To Talitiga Dr. Vena Sele)

Words & Music by
Namulauulu Dr. Paul Pouesi

Majestic

Introduction

5

Hail A S C C! Filled with joy and har - mo - ny Ser - ving peo - ple in our com - mu - ni -

9

ty Hail A S C C! mar - ching on to vic - to - ry We're the fu - ture of our fa - mi -

13

Hail Chiefs!

lies. We are proud of our A S C C Your name is my crown a - cross the



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!



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